

DRAFT MINUTES OF THE MAY 10, 2017, ANNUAL BOARD MEETING

The Smoky Mountains Area Workforce Board met on Wednesday, May 10, 2017, at 9:00 a.m. in the R. Jack Fishman Library at Walters State Community College in Morristown, TN. Attendance was as follows:

PRESENT

Mr. Pete Barile
Ms. Ann Bowen
Ms. Elaine Ely
Mr. Michael Fishman
Mr. Jonathan Jones
Mr. Rick Keck
Ms. Daronda Patterson
Mr. David Popiel
Mr. Noah Roark
Ms. Mechelle Robinson

REPRESENTED BY PROXY

Ms. Darlene Ely (Ms. Ann Bowen)
Mr. Chris Griffey (Jason Andrews)
Ms. Carole Harwood (David Popiel)
Ms. Susan Luker (Ms. Kay Hale)
Dr. Tony Miksa (Dr. Mark Hurst)
Mr. Jerry Patton (Ms. Jerry Young)
Ms. Amy Rader (Ms. Darleen Strassner)
Mr. Jerry Sexton (Mr. David Popiel)

ABSENT

Mr. Will Bunch
Mr. Andrew Duncan
Ms. Traci Ellenberg
Ms. Sheri Frost
Ms. Sheila Harris
Mr. Darrel Helton
Ms. Pam Stubbs

Mayors: Mayor Bill Brittain, Hamblen County; Mayor David Crum, Greene County; Mr. Mark Hipsher, Grainger County; Mayor Alan Palmieri, Jefferson County

Staff: Ms. Mary Beth Brady, Ms. Barbara Byard, Ms. Krystal Johnston, Ms. Deborah LaRoy, Dr. B.J. Lowe, Mr. Victor Oakley, Ms. Connie O'Vercum, Ms. Melissa Reynolds, Mr. Don Shadow, Ms. Donna Stansberry, Ms. Fran Valentine, and Ms. Debra Williams.

Guests: Ms. K.C. Alvarado, Ms. Heather Carrier, Dr. Joe Combs, Mr. Chris Edmonds, Ms. Amy Jackson, Ms. Kay Hale, Dr. Mark Hurst, Ms. Cheryl Lewis, Mr. John Matthews, Mr. Carlos Santos-Martinez, Mr. Tom Miklusicak, Ms. Teresa Smith, Mr. James Stokely, Ms. Darleen Strassner, and Jody Wigington.

Mr. David Popiel, Chair, called the meeting to order at 9:00 a.m. He welcomed board members and guests. Ms. Donna Stansberry, Dean of Workforce Development, called the roll, and a quorum was declared.

BOARD CONSENT AGENDA ITEMS

Mr. Popiel directed the board members' attention to consent agenda items.

- A. Minutes of the January 18, 2017, WIOA Meeting
- B. Career Center Activity Report
- C. Incumbent Worker Training Report
- D. On-the-Job Training Report
- E. Rapid Response Report
- F. Re-Employment and Eligibility Assessment (RESEA) Report

Mr. Rick Keck made a motion, seconded by Mr. Pete Barile, to approve the consent agenda. The motion carried.

Ms. Barbara Byard reviewed the fiscal report and budget. She reported that the Dislocated Worker National Emergency Grant has been implemented and funds are being expended. She said that the Dislocated Worker Contract for FY 16 is not obligated through June 16 and it appears that it will not be completely spent. All other contracts that expire June 30th will be spent. FY 17 contracts need to be obligated at 75% by June 30th, and we are working to have them obligated. Ms. Elaine Ely made a motion, seconded by Mr. Mike Fishman, to approve the fiscal report. The motion carried.

OLD BUSINESS

Ms. Donna Stansberry, asked the members to look at the regional PY 2016 Transitional Regional Plan that was submitted to the state in February. On Friday, May 12th, the 5 local areas will make a presentation on this plan to the State Board. She also pointed out the LWDA 2 local Plan that was submitted on May 3rd. Mr. Rick Keck made a motion, seconded by Mr. Noah Roark, to approve both the local and regional plans. The motion carried.

NEW BUSINESS

Mr. Rick Keck, on behalf of the Youth Services Committee, made a presentation to the youth participant and employer of the year. Morristown Utilities received the Employer of the Year Award. Mr. Jody Wigington accepted the award on behalf of Morristown Utilities. He announced that the winner of the Youth Participant of the year is Tonya Collins. Tonya was not present to accept the award since she is employed full-time at Hancock High School where she completed a summer work program. Ms. Sherry Mahan, Program Manager for Hawkins and Hancock Counties, accepted the award on Tonya's behalf. Ms. Mechelle Robinson, representing the Ball Corporation, awarded \$100 gift cards to the winner and \$25 gift cards to all nominees.

Ms. Stansberry discussed the agreement between Consortium of Chief Elected Officials, the Smoky Mountain Area Workforce Board, and Walters State Community College. Since the Consortium elected to continue using Walters State as Staff to the Board and Fiscal Agent, a new agreement must be signed. The Consortium and the Executive Committee have both reviewed

the agreement and signatures are now required. Mr. Pete Barile made a motion, seconded by Ms. Elaine Ely, to approve the agreement. The motion carried.

Ms. Stansberry said that RFPs for the Asset Mapping Project and the Underemployed, Seasonal, and Discouraged Workers Project had been released earlier in the week. Asset Mapping is a system that allows searching in an AJC for resources such as housing, food banks and childcare in LWDA 2's ten counties. The second, the Underemployed, Seasonal, and Discouraged Workers Project, allows staff to locate these demographics to know how many exist and where they are so that services will be available.

Ms. Stansberry spoke about the RFP to select a One-Stop Operator and a provider of Career Services. WIOA requires that there must be a firewall between Career Services and the Administrative Entity. Because of this requirement, One-Stop Services must go through a bidding process. The Staff to the Board will answer to the Board, WIOA Fiscal will answer to the CLEO, and the Board will competitively procure the Service Providers. The first RFP for a One-Stop Operator was unsuccessful and must go through a second bid process. The RFP should be ready by Friday, May 17th. She said that she plans to submit the RFP with no cap but that she would include salaries and benefits for the current Career Services staff and to add that the present staff would be retained for six months. Mayor Bill Brittain added that the Mayors decided that, in the RFP, Morristown and Sevier County would have permanent locations. Other AJC locations would be recommended by the proposers. Mr. Rick Keck made a motion, seconded Mr. Michael Fishman, to approve the RFPs. The motion carried.

Ms. Daronda Patterson, on behalf of the Training and Workforce Development Committee, made a motion to approve continued eligibility of all currently approved programs in LWDA 2. Programs must be reviewed annually, and, based on performance data gathered by the State, recertified. The motion was seconded by Mr. Rick Keck. The motion carried. Ms. Patterson also made a motion to reject a new provider's program, White Glove Restaurant Solutions' Responsible Alcohol Judgement Awareness (RAJA) and Food Service/ServSafe training program. The motion was seconded by Ms. Ann Bowen.

Mr. Noah Roark made a motion, seconded by Ms. Mechelle Robinson, to reappoint Mr. Rick Keck as chair of the Youth Services Committee. The motion passed.

Mr. Rick presented a list of motions, all approved by the Youth Services Committee, for approval. They are:

- To approve an increase in the amount paid for transportation supportive services in the amount of \$280 monthly.

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- To approve an increase in the amount paid for CareerFirst training to \$8,000 maximum, first tier and \$15,000 maximum, second tier.
- To approve a maximum of 500 hours per paid work experience, hours to be determined by the employer and work experience representative, based on the amount of time required to learn the job skills for position.
- To approve a payment of supportive services for transportation, if noted as a barrier to training on the Individual Service Strategy (ISS) and depending on the availability of funds, to participants enrolled in a work experience until participant receives first paycheck.
- To approve a maximum of \$200 uniform/work attire (\$100 per work site, 2 work sites maximum) paid anytime to participant during any of the activities to include subsidized employment.
- To approve a wage of \$8.50 per participant in a work experience in the following counties: Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, and Union.
- To approve a wage of \$9.50 per participant in a work experience in Sevier County.
- To approve the revision of the CareerFirst Stipend and Incentive policy by deleting #13 TYPE - Referral of Eligible Applicants Incentive Payment.
- To approve the WIOA CareerFirst Work Experience Plan to reflect Academic and Occupation Learning.
- To approve a renewal of the contract for Douglas Cherokee Economic Authority for a second year to provide WIOA CareerFirst services to Claiborne, Cocke, Grainger, Greene, Hamblen, Jefferson, Sevier and Union Counties in the amount of \$953,382.
- To approve a renewal of the contract for Industrial Development Board of Hawkins County for a second year to provide WIOA CareerFirst services to Hawkins and Hancock Counties in the amount of \$348,618.

Mr. Pete Barile made a motion, seconded by Ms. Mechelle Robinson to approve the Youth motions. The Motion carried. Mr. Keck reminded the Board that Mr. Mike Watson, a 17-year

member of the youth committee member and Director of the Hamblen County Schools Career and Technical Education passed away. He reminded the Board of Mr. Watson's energy and dedication, and assured those present that he would be sorely missed.

Ms. Donna Stansberry talked about the Annual Report including the changes brought about by the transition to WIOA from WIA, competitive procurement, greater coordination between partners, functional alignment, local and regional planning, the National Dislocated Worker Grant and other topics. Mr. Mike Fishman made a motion, seconded by Ms. Daronda Patterson, to approve the Annual Report. The motion carried.

Ms. Stansberry shared the agenda of meetings with the Executive Committee since the January 2017 meeting. The Committee heard an explanation of LWDA 2's difficulties with expending and obligating our first year contracts by June 30, 2017, and explanation of the need to increase both enrollment and other expenditures such as support services payments. Also, the committee voted to replace the current \$2,000 yearly maximum with a \$15,000 lifetime limit for tuition and tuition-related fees for technical certificates and degree programs at regionally accredited universities, colleges, community colleges, colleges of applied technology, and similar academic institutions with the maximum annual amount of \$5,000. They also increased the amount to be paid for non-degree, short-term or continuing training costs to \$1200 with the exception of truck driving, for which the total amount will be paid.

Mr. Popiel introduced Mr.

OTHER BUSINESS

The TN Dept. of Labor and Workforce Development, in conjunction with LWDA 2, has submitted an application for a \$6.9M grant to assist Sevier County in the clean-up required after the recent wildfires. Ms. Stansberry told the Board that this will require the local area to administer the grant by subcontracting with another agency to hire dislocated workers to assist the National Park Service and the Sevier County Waste Management Service. This grant will expire in 12 months.

In addition, the committee approved the National Career Readiness Certificate payment program for Adults and Dislocated Workers as the following:

Bronze Certificate - \$100

Silver Certificate - \$200

Gold Certificate - \$300

Ms. Stansberry explained the required structure for full implementation of WIOA, the NDWG grant, and that we should reissue the OSO RFP to include career services as is encouraged by the state.

GENERAL ANNOUNCEMENTS

Ms. Stansberry congratulated Ms. Darlene Ely who received the Administrator's Award from the TN Department of Labor and Workforce Development for her dedication and service during the Sevier County wildfires. Ms. Ely worked tirelessly to coordinate services and stall 24/7 for several weeks.

Mr. John Matthews, Sevier County Emergency Management Director, presented on the impact of wildfires on Sevier County.

ADJOURNMENT

There being no further business, Ms. Sheri Frost made a motion, seconded by Ms. Daronda Patterson, to adjourn. The meeting was adjourned at 10:00 a.m.