

DRAFT MINUTES OF THE June 22, 2016, ANNUAL BOARD MEETING

The Smoky Mountains Area Workforce Board met on Wednesday, June 22, 2016, at 9:00 a.m. in the Foundation Room at Walters State Community College in Morristown, TN. Attendance was as follows:

<u>PRESENT</u>	<u>REPRESENTED BY PROXY</u>	<u>ABSENT</u>
Ms. Ann Bowen	Mr. Michael Fishman	Mr. Will Bunch
Mr. Andrew Duncan	Mr. Darrell Helton	Ms. Traci Ellenberg
Ms. Darlene Ely	Mr. Rick Keck (Andrew Duncan)	Ms. Sheila Harris
Ms. Elaine Ely	Mr. Jerry Patton (Chris Edmonds)	Mr. Noah Roark
Ms. Sheri Frost	Ms. Amy Rader	Ms. Mechelle Robinson
Mr. Chris Griffey	Mr. Jerry Sexton (Barbara Isaacs)	
Ms. Carole Harwood		
Mr. Jonathan Jones		
Ms. Susan Luker		
Dr. Wade McCamey		
Ms. Daronda Patterson		
Mr. David Popiel		

Mayors: Mayor Bill Brittain, Hamblen County; Mayor David Crum, Greene County; and Mayor Crystal Ottinger, Cocke County.

Staff: Ms. Mary Beth Brady, Dr. Nancy Brown, Ms. Barbara Byard, Ms. Kellee Collins, Ms. Krystal Johnston, Ms. Connie Lichlyter, Dr. B.J. Lowe, Mr. Victor Oakley, Ms. Connie O’Vercum, Ms. Melissa Reynolds, Mr. Don Shadow, Ms. Donna Stansberry, Ms. Leslie Sutton, Ms. Terry Trivette, Ms. Fran Valentine, Mr. Bobby Williams, and Ms. Debra Williams.

Guests: Ms. K.C. Alvarado, Mr. Randall Fish, Ms. Glenna Howington, Dr. Rosemary Jackson, Ms. Cheryl Lewis, Ms. Robin Mason, Mr. Ben Sterling, and Mr. Mike Watson,

Mr. David Popiel, Chair, called the meeting to order at 9:00 a.m. He welcomed board members and guests. He introduced new board members Mechelle Robinson from the Ball Corporation and Amy Rader with Voc. Rehab. Dr. Nancy Brown, Dean of Workforce Development, called the roll, and a quorum was declared.

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

BOARD CONSENT AGENDA ITEMS

1. Minutes of the April 6, 2016, WIOA Meeting
2. Career Center Activity Report
3. Incumbent Worker Training Report
4. On-the-Job Training Report
5. Rapid Response Report
6. Re-Employment and Eligibility Assessment (RESEA) Report

Ms. Susan Luker made a motion, seconded by Ms. Ann Bowen, to approve the consent agenda. The motion carried.

Ms. Barbara Byard reviewed the fiscal report and budget. She stated that the report reflected activity through May 31st with one month remaining in the year. She added that Dislocated Worker and Youth funds may not be expended this year, reminding board members that part of the Dislocated Worker funds were WIA funds and only 50% could be transferred to other programs, while 100% of WIOA Dislocated Worker funds could be transferred. We anticipate transferring 75% of dislocated worker funds. Adult and Admin contracts have been expended. Fy16 Adult funds are being expended, and \$444,000 have been transferred from the dislocated worker contract to be used for adults. Miscellaneous contracts found on the report will be expended by June 30th. We have already been awarded new RESEA and incumbent worker contracts. An incentive contract will expire June 30th. Ms. Susan Luker made a motion, seconded by Ms. Ann Bowen, to approve the fiscal report. The motion carried.

OLD BUSINESS

None

NEW BUSINESS

Ms. Byard also gave details of the FY17 budget as approved by the consortium. She said that the consortium had asked for a modification in the budget, making Dr. Brown's salary twelve months rather than four months since it had been set up to pay her salary through August 31st. This change would allow for paying her replacement or an interim for the entire year. The budget is an estimate as the final allocation has not been provided by the State. In anticipation of the allocation, increases for expenses including OJT, participant expenses, youth work experiences, and a position for an additional fiscal clerk have been included. Ms. Susan Luker made a motion, seconded by Ms. Daronda Patterson, to accept the budget as presented. The motion passed.

Dr. Brown addressed a motion to postpone adoption of OMB Guidance. The staff has requested additional time to fully adopt the new procedures concerning how to handle fiscal matters. The OMB has combined several sets of guidance into one set of rules covering the college, the local area, and a wide range of other Federal programs. There is a provision in the law allowing the delay in implementation until June 30, 2017, because of the complexity. Ms. Elaine Ely made a motion to postpone adoption of the OMG Guidelines until July 1, 2017, seconded by Mr. Andy Duncan. The motion passed.

Mr. Mike Watson, on behalf of the Youth Services Committee, made a motion to approve the budgets for CareerFirst provider contracts at Douglas Cherokee Economic Authority, serving Claiborne, Cocke, Grainger, Greene, Hamblen, Jefferson, Sevier and Union Counties; and the Industrial Development Board of Hawkins County, serving Hawkins and Hancock Counties for FY17. Ms. Susan Luker recused herself from the vote as she works for Douglas Cherokee Economic Authority. Mr. Chris Griffey seconded the motion, and the motion carried.

Mr. Watson made a motion to approve the policy on CareerFirst Individual Training Accounts (ITAs) ITA's, recommended by the Youth Services Committee, to establish policy for the

issuance of ITA's under the Workforce Innovation and Opportunity Act (WIOA), Title I Youth Services, which Service Provider Representatives and Career Specialists are to follow when issuing ITAs to eligible enrolled CareerFirst participants. CareerFirst seeks to improve occupational skills training and ensure that said training aligns with high growth/high demand occupations in target industries. This policy and procedures establishes the standards to be adopted and immediately implemented by WIOA CareerFirst. Mr. Chris Griffey seconded the motion, and the motion carried. Mr. Watson said that the Youth Services Committee added two new members. They are Dr. Tom Bishop of ETSU and Mechelle Robinson of the Ball Corporation.

Mr. Popiel introduced Mr. Ben Sterling, tnAchieves Outreach Coordinator to offer training to the Board on the tnAchieves program. Mr. Sterling is the Outreach Coordinator for tnAchieves. He told the Board that he was a participant in the 2008, the first year of the program. Since then, tnAchieves has supported more than 10,000 students and that tnAchieves students are graduating at a rate of 50% greater than the state average. TnAchieves currently serves as the partnering organization to the Tennessee Promise in 85 counties. TnAchieves annually recruits and trains nearly 7,500 volunteers to serve as mentor to around 57,000 TN Promise Applicants as they transitioned from high school to college. He told the Board that the program is a workforce development effort helping students to find employment, receive higher wages, and improve their chances for success.

Although TN Promise created an endowment for student scholarships, tnAchieves continues to provide all the support necessary for student success. From filing financial aid to hosting summer bridge programs for remedial students, nearly every senior across Tennessee engages with tnAchieves as part of their journey from high school through college.

Dr. Nancy Brown gave a report on the area's Strategic Plan. She said that, under WIOA, LWDA2 is required to do both a local plan and a regional plan. She reminded the Board that we have begun that process by hiring a consultant familiar with that process. We would really like to have a taskforce consisting of employers and board members that would assist in that project. A draft plan ready to go, but, as we look at policies and changes coming down, a taskforce would be helpful. We are thinking about having a meeting in July or early August, and volunteers who serve would help to push things along.

GENERAL ANNOUNCEMENTS

Mr. Popiel told members that the date of the next WDB meeting will be determined at a later date.

ADJOURNMENT

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