

LWDA 13
Board of Director's Meeting
Wednesday, January 25, 2017
9:30am

TN Area 13: Serving the City of Memphis, Shelby & Fayette Counties
Urban Child Institute, 600 Jefferson, Rm #2, Memphis, TN 38105

Summary
Board of Director's Actions:

- ✓ Approval of Minutes
 - Executive Committee (November 10, 2016)
 - Board of Directors Meeting (November 16, 2016)
 - Special Conference Call Meeting to Approve Motions (December 16, 2016)
- ✓ Award Balances (Financial Report) January 12, 2017
- ✓ Approval of Training Provider Recommendation (ASU)
- ✓ Approval of Training Provider Recommendation (Drive-Train)
- ✓ Acceptance of Business Services Committee Meeting Minutes (November 23rd, 2016)

Call to Order:

Chairwoman Franklin called the meeting to order at 9:34 am. Robert Liddon called attendance and a quorum was met.

Members in Attendance:

Clovis Brown, Darryl Causey, Walt Czynnik, Austin Ehrat, Desi Franklin, Vincent Lee, Robert Liddon, Molly McCarley, Beverly Moore, Walter Person, Roland Rayner, Mark Sturgis, Delories Williams, Latroyal Williamson, Virginia Wilson, Chris Winton

Members Not in Attendance:

Michael Crum, James Harris, Paul Shaffer, Tish Towns, Ronald Wade

Non-Members/Guests in Attendance:

Monica Braun, Jessica Croslow, Keva Duckett, Chauntay Jones, Henry Lewis, David Spencer, Vanessa Wright, Cassandra Amos

Presentation of Minutes:

Chair Franklin opened the floor for a motion to approve the aforementioned minutes. Roland Rayner pointed out a needed correction on minutes for November 10th, page 3-changing SNAP proposal from \$60k to \$600k.

MOTION TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES, WITH AMENDMENT, FOR NOVEMBER 10, 2016, THE BOARD OF DIRECTORS MEETING MINUTES FOR NOVEMBER 16, 2016 AND THE SPECIAL CONFERENCE CALL MEETING TO APPROVE MOTIONS FOR DECEMBER 16, 2016 MADE BY ROBERT LIDDON, SECONDED BY WALTER PERSON, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Financial Report/Grant Award Balances

Interim Fiscal Manager, David Spencer, presented a new format of the fiscal report, with a focus on grants. Summarizing the grants report, he explained that WIN has less than \$200 million left to spend in the fiscal year. Chairwoman Franklin explained that the goal is to expend all funds then the grants end, with the two main funding accounts being Youth, Adult, and Dislocated Worker. Director Woods pointed out that Youth has the largest remaining balance, and directed the meeting to Jessica Croslow, Youth Manager, to explain the plans to spend the funds.

Jessica Croslow explained that plans to spend the youth funds include support services (bus and gas cards), Individual Training Accounts (\$40,000 is left; \$4,000 per participant), and incentives. The Summer Youth Program has been expanded to a year round program, with cohorts changing with each season.

While on the subject of youth spending, board member Chris Winton, explained a new program at FedEx for youth: a program that allows career progression in IT for participating youth.

MOTION TO APPROVE THE GRANT AWARD BALANCE REPORT MADE MOLLY MCCARLEY, SECONDED BY VINCENT LEE, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Career Center Services

Walter Person presented information about two providers, with three programs under recommendation for approval: Arkansas State University (ASU) (CNC Milling and Processing) and Drive Train.

ASU presented two programs, CNC Milling and Processing. The committee reviewed criteria and success rates, and recommended for approval.

Drive Train presented for a request for an extension of service. Upon review, the committee recommended for approval.

MOTION TO APPROVE TRAINING PROVIDERS, ASU AND DRIVE TRAIN, MADE BY WALTER PERSON, SECONDED BY ROBERT LIDDON, AND UNIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Target Populations

Mark Sturgis explained the new, short term RFP for the end of the fiscal year, and how it is a performance-based contract. Contractors must meet negotiation performance goals before a payout is issued to them. New contractors will undergo onboarding soon, with the new RFP implemented. A second RFP will be issued in February, which will support the current RFP in assisting more students. In addition, Mr. Sturgis explained that

there will be a focus in ensuring youth programs and contracts are tied to key sectors, to allow a smooth transition into the workforce.

Jessica Croslow explained that dollars were extracted by keeping support services and individual training accounts in-house, saving \$1,200 per participant, and increasing the number of participants served by 30% from last year.

Business Services:

Robert Liddon presented a report on On-the-Job Training (OJT) and Incumbent Worker Training (IWT) contracts. He explained that the reimbursement columns that show “\$0,” are because WIN is waiting on the City of Memphis to process them. He also presented minutes from the Business Services Committee meeting on November 23, 2016, which recorded approval for Jordan Aluminum to receive an IWT grant for \$25,000.

MOTION TO ACCEPT THE BUSINESS SERVICES MEETING MINUTES DATED NOVEMBER 23, 2016. ACCEPTED BY ROBERT LIDDON, SECONDED BY DELORES WILLIAMS, AND UNIMOUSLY APPROVED BY BOARD OF DIRECTORS.

Executive Director Comments:

Director Woods opened the floor for comments from mandated partners. There were none.

He continued to refer to the new, “Procurement of 1 Stop System,” which is mandated to be implemented by June 30th, 2016. WIN is looking for guidance from the state. The state said they will be leading this process, putting out the RFQ, identifying providers, and the board decides if they want to be the one-stop operator or not. Recent TEGl letter was sent, stating 6/30/16 any one-stop provider must be cancelled. This means that WIN may have to provide its services through external providers and the City of Memphis may no longer remain the fiscal agent. WIN will be keeping board involved, as this will affect front line staff of WIN.

Chairman Comments

Chairman Franklin expressed her goals of ensuring that WIN is spending funds adequately, and to inform the board of all matters related to WIN. She encouraged the board to reach out to Director Woods, Assistant Monica Braun, or herself, with any questions throughout their board membership. She also requested that board members remain engaged, involving themselves in at least one sub-committee.

With no further action, the meeting was dismissed at 10:32am.