

LWDA 13
Board of Director's Meeting
Wednesday, March 22, 2017
9:30am

TN Area 13: Serving the City of Memphis, Shelby & Fayette Counties
50 FedEx Parkway, Paris Conference Room, Collierville, TN 38017

Summary
Board of Director's Actions:

- ✓ Approval of Minutes
 - Executive Committee (January 13, 2017)
 - Board of Directors Meeting (January 25, 2017)
- ✓ Approval of Grant Award Balances (Financial Report)
March 21, 2017
- ✓ Acceptance of Business Services Committee Meeting
Minutes
 - February 28, 2017
 - March 9, 2017
 - ADDENDUM- March 21, 2017
- ✓ ADDENDUM- Approval of One Stop RFP
- ✓ ADDENDUM-Approval to allow Executive Committee to
review scope and services of One Stop RFP

Call to Order:

Chairwoman Franklin called the meeting to order at 9:45 am. Robert Liddon called attendance and a quorum was met.

Members in Attendance:

Clovis Brown, (Darryl Causey present by Proxies, James Cottrell and Tamila Carter), Desi Franklin, James Harris, Robert Liddon, Molly McCarley, Roland Rayner, Mark Sturgis, Ron Wade, Delories Williams, Latroyal Williamson, Virginia Wilson, Chris Winton, Kevin Woods.

Members Not in Attendance:

Michael Crum, Walt Czynnik, Austin Ehrat, Vincent Lee, Paul Shaffer, Tish Towns

Non-Members/Guests in Attendance:

Cassandra Bowie, Monica Braun, Tamila Carter, James Cottrell, Jessica Croslow, Keva Duckett, Henry Lewis, David Spencer, Vanessa Wright.

Presentation of Minutes:

Chair Franklin opened the floor for a motion to approve the aforementioned minutes.

MOTION TO APPROVE THE EXECUTIVE COMMITTEE MEETING MINUTES FOR JANUARY 13, 2017 AND THE BOARD OF DIRECTORS MEETING MINUTES FOR JANUARY 25, 2017, MADE BY ROBERT LIDDON, SECONDED BY JAMES HARRIS, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Financial Report/Grant Award Balances

Director Woods presented a report on Grant Award Status, dated March 21, 2017. He referred to this summary and ledger, explaining that WIN is on target with spending funds, with specific plans to spend youth fund, which will be explained in the Target Populations portion of today's board meeting.

Chair Franklin identified that the largest funds to spend by June 30th are the Youth and Dislocated Worker funds.

Director Woods responded that St. Francis is anticipated to have 200 layoffs, but a company has applied for an Incumbent Worker Training grant to reemploy those dislocated workers and, thus, allow WIN to spend funds.

MOTION TO APPROVE THE GRANT AWARD BALANCE REPORT MADE DELORIES WILLIAMS, SECONDED BY VIRGINIA WILSON, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Career Center Services

SNAP Coordinator, Keva Duckett, presented the Career Center Services report in the absence of Chauntay Jones. She presented a revised report that shows all activity from all locations, as well as the Pre-Release Pilot Program. She explained that National Career Readiness Certificate Training has begun, and will be presented in the April report. She referenced a decrease in unduplicated visits at all locations due to the holidays in January and February. She explained they are on target to reach all goals provided in the report.

Virginia Wilson requested to see the amount of individuals employed each month in future reports.

Target Populations

Mark Sturgis presented an update on the youth RFP, stating Shelby County Schools did not contract, resulting in their funds being distributed to others contractors.

Youth manager, Jessica Croslow, continued the Target Populations Committee presentation for the current contract, ending on June 30th, 2017. Each contractor has been requested to submit a projected monthly spend, with the totals equaling \$500k. She presented a report that showed projected spending versus obligated spending. She explained the report plans for conservative spending, but WIN plans to spend more than shown on the report, to ensure all funds are expended.

Secondly, Ms. Croslow presented a timeline for the next RFP, totaling \$1.75 million, with 80% mandatory allocation to out-of-school youth. Once the RFP is approved, it will go public, and continue with finalization.

Director Woods informed the board of new plans to partner with HopeWorks regarding transitional jobs for ex-offenders exiting incarceration. Ronald Wade stated that participants will begin at HopeWorks, who has developed a partnership with the Shelby

County Office of Reentry (SCOR). A draft RFP was provided to the board, but Chair Franklin wishes to focus on this RFP at the next board meeting in May.

Lastly, Director Woods explained SNAP received \$153, 663 from the state to spend. No future reports will be needed, unless more money is received.

Business Services:

Robert Liddon presented a report on On-the-Job Training (OJT) and Incumbent Worker Training (IWT) contracts. He explained that each IWT contract maxes out at \$25k. 12 applications were reviewed and approved by the committee on February 8, 2017. He referenced two additional meeting minutes, March 9, 2017 and added March 21, 2017, (with the permission of Chair Franklin) for the board to accept. Robert Liddon recused himself from making a motion to accept minutes due to a conflict of interest concerning a contract with ServiceMaster.

MOTION TO ACCEPT THE BUSINESS SERVICES MEETING MINUTES DATED FEBRUARY 8, MARCH 9, AND MARCH 21, 2017 MADE BY DELORIES WILLIAMS, SECONDED BY ROLAND RAYNER, AND UNIMOUSLY APPROVED BY BOARD OF DIRECTORS.

Rob Liddon referenced the provided scoresheet the committee uses to track funds and ensure awards are being correctly used, or else risk de-obligation.

Executive Director Comments:

Chair Franklin reminded the board of the upcoming, "Procurement of 1 Stop System," which is mandated to be implemented by July 1, 2017. She explained that meetings with other areas and the state have taken place to ensure a fluid processing. She expressed that the board will need more time to review the RFP, asking the board to send any questions to Executive Assistant, Monica Braun, by Monday, March 27th.

Director Woods presented a PowerPoint presentation to the board, summarizing the process, including requirements, eligible entities, procurement standards, methods of procurement, and prohibited restrictions. WIN has the opportunity to procure Fayette County, where all functions can be procured through the downtown Memphis location. A sample of the draft RFP was provided to the board. He explained that 8 employees at the Fayette County and satellite locations will be affected.

MOTION TO AUTHORIZE THE RELEASE OF THE RFP TO OPERATE THE ONE STOP SHOP PROVIDER MADE BY MARK STURGIS, SECONDED BY RON WADE, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

MOTION TO ALLOW THE EXECUTIVE COMMITTEE TO REVIEW THE SCOPE AND SERVICES OF THE RFP, WITH A DEADLINE FOR QUESTIONS OF MAY 24TH, 2017 (CLOSE OF BUSINESS) MADE BY DESI FRANKLIN, SECONDED BY JAMES HARRIS AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.

Chair Comments

Chairman Franklin thanked the board for their participation in the meeting.

With no further action, the meeting was dismissed at 11:29am.