

**LWDA 13**  
**Board of Director's Meeting**  
**Wednesday, May 24, 2017**  
**9:30am**

TN Area 13: Serving the City of Memphis, Shelby & Fayette Counties  
*Urban Child Institute, 600 Jefferson, Conference Room 1, Memphis, TN 38105*

**Summary**  
**Board of Director's Actions:**

- ✓ Approval of Minutes
  - Executive Committee (March 15, 2017)
  - Board of Directors Meeting (March 27, 2017)
- ✓ Approval of Grant Award Balances (Financial Report)  
May 12, 2017
- ✓ Approval of Eligible Training Providers List
- ✓ Acceptance of Business Services Committee Meeting  
Minutes
  - April 13, 2017
  - May 11, 2017

**Call to Order:**

Chairwoman Franklin called the meeting to order at 9:40 am. Robert Liddon called attendance and a quorum was met.

**Members in Attendance:**

Clovis Brown, Darryl Causey, Desi Franklin, James Harris, Robert Liddon, Molly McCarley, Beverly Moore, Roland Rayner, Mark Sturgis, Ronald Wade, Delories Williams, Latroyal Williamson, Virginia Wilson, Christopher Winton, Kevin Woods.

**Members Not in Attendance:**

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

**Non-Members/Guests in Attendance:**

Monica Braun, Jessica Croslow, Keva Duckett, Surayyah Hasan, Gwen Johnson, 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 MARCH 15, 2017 AND THE BOARD OF DIRECTORS MEETING MINUTES FOR MARCH 27, 2017, MADE BY MARK STURGIS, SECONDED BY ROBERT LIDDON, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

## **Financial Report/Grant Award Balances**

Interim Fiscal Manager, David Spencer, presented that the city of Memphis fiscal year deadline is July 7, 2017, which is 2 weeks earlier than normal. As a result, WIN is pushing a July 3<sup>rd</sup> deadline for all partners to submit invoices.

He continued to present the grant award balance report, explaining the \$918k balance for dislocated workers will be moved to adult funding, where there is more demand for funds.

Director Kevin Woods presented information from the State Workforce Development Board Meeting in May, which explains that 80% of first-year funds must be obligated, or the state will recapture the difference between the overall sum and the obligation. Obligations must be identified by June 30<sup>th</sup>. This allows for a focus on spending in the first year, and performance/outcomes in the second year. He indicated strategies to obligate funds such as increasing amounts Individual Training Accounts, using the one-stop contract, the possibility of using transitional job contracts.

## **MOTION TO APPROVE THE GRANT AWARD BALANCE REPORT MADE BY MOLLY McCARLEY, SECONDED BY CHRIS WINTON, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

### **Career Center Services**

SNAP Coordinator, Keva Duckett, presented the report from the career center, dated May 1, 2017. For the month of April, the career center identified 102 individuals receiving services, 17 resumes created in VOS, 25 Individual Training Accounts (ITAs) were issued, and 8 NCRC tests were administered.

Director Kevin Woods presented the list of Eligible Training Providers, which is due for approval every year, by July 1<sup>st</sup>. This list makes the board aware of providers that WIN works with, explaining that WIN looks for dormant or low-performing providers, identified performance department, to eventually remove from the list.

Chris Winton added that it is important for the board to review the training providers to ensure that they reflect training needs for our local area.

Lastly, Chair Franklin indicated the needs for a Career Center Services Committee Chair, asking all interested members to communicate their interest to Director Woods.

## **MOTION TO APPROVE THE ELIGIBLE TRAINING PROVIDERS LIST (ETPL) MADE BY ROBERT LIDDON, SECONDED BY VIRGINIA WILSON, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

### **Target Populations**

Mark Sturgis gave an introduction to the Target Populations Update, stating there are 2 RFPs in Youth Services, but the report refers to the most recent, 2-year RFP.

Youth Manager, Jessica Croslow, presented details of the current RFP, which WIN's ability to reach out the community and have providers submit proposals. WIN is expanding services to geographical areas that have not been previously helped. In addition, non-performing providers will suffer a reallocation of their funding. There is a remaining balance of \$622k in youth funding, which is planned to be spent by June 30<sup>th</sup>.

AMENDMENT: Mark Sturgis moved for a motion to approve the list of youth providers.

**MOTION TO APPROVE THE YOUTH PROVIDERS LISTED IN THE NEW RFP MADE BY MARK STURGIS, SECONDED BY DELORIES WILLIAMS, AND UNIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

**Business Services:**

Robert Liddon presented an updated IWT and OJT status report, dated April 17, 2017. 5 companies (ServiceMaster, Trane, Williams Sonoma, Rich Products, and Flextronic) are in the pipeline for IWT grants, and must have their training completed by June 30<sup>th</sup>. In addition, 5 contracts have been activated (Edwards J. Levy, Jordan Aluminum, Black Lion Security, and Aztec Masonry.)

In closing, he presented minutes from Business Services Committee Meetings on April 13, 2017, and May 11, 2017.

**MOTION TO ACCEPT THE BUSINESS SERVICES MEETING MINUTES DATED APRIL 13, 2017, AND MAY 11, 2017, MADE BY ROBERT LIDDON, SECONDED BY RON WADE, AND UNIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

**Executive Director Comments:**

Executive Director Woods presented the RFP for transitional jobs, and explained that 10% of WIN's overall budget can be used for transitional funds, which will total to roughly \$800,000. He proposed a quarterly follow ups to ensure compliance. Per the board meeting, it was reiterated that the executive committee has already approved this transitional jobs RFP.

Director Woods continued to give an update on the one-stop procurement process. Southwest Community College was the successful bidder, and WIN will begin to move forward with the process. WIN is currently working with City of Memphis Human Resources in regards to the affected employees (4 total employees).

**MOTION TO APPROVE SOUTHWEST COMMUNITY COLLEGE AS THE ONE STOP OPERATOR FOR WORKFORCE INVESTMENT NETWORK'S THREE, SATELLITE LOCATIONS MADE BY ROLAND RAYNER, SECONDED BY MARK STURGIS, AND UNANIMOUSLY APPROVED BY THE BOARD OF DIRECTORS.**

**Chair Comments**

Chairman Franklin briefed the board on a recent trip to Nashville, for which all board chairs were invited to learn about the One Stop Procurement and 80% obligation of funds. She explained that WIN is currently working with the Mayor to decide if the city will remain the fiscal agent, which will ultimately be the Mayor's decision.

**With no further action, the meeting was dismissed at 10:40am.**