

Southeast Tennessee Workforce Development Board
Bylaws Committee Minutes
February 26, 2026 – 1:30 p.m. Eastern

Committee Members: Carri Smith, Crystal Renner and John Proffitt.

Board Staff: Michele Holt, Executive Director

The meeting of the Bylaws Committee was called to order at 1:31 p.m. by John Proffitt, Chairperson for the Bylaws Committee.

Review of Proposed Bylaws Updates

The Committee reviewed proposed amendments to the organization's bylaws to ensure alignment with current requirements under the Workforce Innovation and Opportunity Act (WIOA) and to reflect operational realities of the Board.

Officer Structure Revision

The Executive Director presented a recommendation to remove the requirement for three designated officers. It was noted that WIOA does not require the Board to maintain three specific officer positions. Additionally, because the Board operates within the Southeast Tennessee Development District, the proposed change does not create any compliance concerns.

Administrative duties previously assigned to the Secretary have been reassigned to the Executive Director to ensure continuity and efficiency of operations.

The proposed revisions also include language clarifying the process for selecting a Board member to preside over meetings in the absence of the Chair. The Committee acknowledged that formalizing this procedure will improve governance clarity and prevent confusion in future meetings if the Chairperson is absent.

Committee members discussed the practical implications of these changes and agreed that the revisions strengthen administrative efficiency while maintaining compliance.

Committee Structure Revision

The Committee reviewed a recommendation to remove the standing Youth Committee. It was noted that under WIOA, unlike its predecessor WIA, a standing Youth Committee is no longer required. The Executive Director explained that due to ongoing challenges in maintaining consistent Board membership, reductions in funding, and increased staff responsibilities outside of compliance, maintaining a strategic focus for a separate Youth Committee has become administratively burdensome and tends to focus more on Title I metrics instead of workforce development as it relates to the emerging youth talent pipeline.

To ensure continued oversight and compliance, the following adjustments were proposed:

- Expansion of the Opportunities Committee (required under WIOA to address individuals with disabilities) to include oversight of all target populations, including the youth program oversight responsibilities within the expanded Opportunities Committee.
- Reallocation of Board and staff resources toward sector strategies that more directly impact the emerging youth workforce.

Committee members discussed the operational efficiencies gained through consolidation and agreed that this approach maintains compliance while better aligning with current workforce development priorities.

Committee Recommendation

Chairman Proffitt called for a motion. Crystal Renner made a motion to recommend that the full Board approve the proposed bylaws amendments as presented, including:

- Removal of the requirement for three designated officers and reassignment of related administrative duties to the Executive Director.
- Addition of language establishing procedures for selecting a presiding member in the absence of the Board Chair.
- Dissolution of the standing Youth Committee.
- Expansion of the Opportunities Committee to include oversight of all target populations, including youth programs.

The motion was seconded by Carri Smith and passed unanimously.

There being no further business, the meeting was adjourned at 1:50 p.m.