

SOUTHEAST TENNESSEE WORKFORCE DEVELOPMENT BOARD

Minutes of the Workforce Development Board Bradley-Central High School 1000 S Lee Hwy Cleveland, TN 37311 March 11, 2020 – 10:00 AM EDT

Workforce Development Board members present were John Proffitt, Board Chair, John Duff (proxy for Virginia Housley), Karen Buff, Brian Cooksey, Kimberly Crider, Rich Wade, Shannon Russo, Julie Hoover, Leslie Travis, Patty Weaver, Friedriek Ebner, Tim Fowler, Marshall Graves, Irene Hillman, David Hopkins, Jr. (proxy for David Hopkins), Kathy Price, Crystal Renner, and Nancy Sutherland. Stakeholders and Interested Parties included Bo Drake, Larissa Coleman, Keven Rye, Sam Wills, Christy McCaleb, Susan Cowden, Elizabeth Pierce Oswald, Chelsea Clark, Dickie Webb, Paola Mendez, Cyndee Sims, Jim Stailey, Jane Hamrick, Arlette Robinson, Cydnie Tate, Dr. Kenyatta Lovett, Benjamin Passino, Dawn Drinkard, Roy Vanderford, and Kristopher Subler. Staff attending were Chuck Hammonds, Michele Holt, Autumn Derrick, Beth Keylon, Elliot Williams, and Stephen Dunn.

Roll Call and Introductions

Board Chair John Proffitt called the meeting to order and Michele Holt did roll call and stated there was a quorum. He recognized special guests including Thomas P. Miller & Associates and asked Michele Holt, Director, to introduce them. Ms. Holt introduced Dawn Drinkard, Roy Vanderford, and Kristopher Subler after which they spoke briefly about their workforce development experiences including working with many workforce agencies throughout the country on strategic planning and plan development. Ms. Holt introduced Susan Cowden, former Southeast Director, as the new Workforce Director for Mid Cumberland Human Resources Agency, the Southeast area's Career Services Provider and One-Stop Operator. Ms. Holt also introduced Dr. Kenyatta Lovett and Benjamin Passino with the Tennessee Department of Labor and Workforce Development (TDLWD). Dr. Lovett stated that the State's Combined Strategic Plan was submitted to the U.S. Department of Labor. He added that due to the tornado that devastated Putnam County as well as the novel coronavirus, the state's Workforce Summit has been cancelled. To assist those affected by the tornados, the Mobile AJCs have been deployed to the affected areas.

Minutes

Mr. Proffitt called for approval of the December 10, 2019 meeting minutes. The minutes were approved on a motion by Kathy Price and a second by Kimberly Crider.

Administrative Reports

Financial Reports

Mr. Proffitt called on Elliot Williams to provide the Financial Report. Mr. Williams referenced the Statements of Revenue and Expenses page and stated that as of January 31, 2020 the current budget was \$6,031,964, and the year-to-date expenditures of \$2,860,437 were slightly behind the goal of 58% at 47%; however, expenditures should increase due to spring enrollments and as invoices for tuition and other training costs are received. He noted that the local board overhead was currently \$97,894 under budget with total operating expenses at 52%. As of January 31, 2020, the MPCR is 50%. On the Financial Report page, Mr. Williams stated that the PY 20 formula was 42% expended, and work experience

expenditures were at 48% which will trend down over time. The budget was expended at 47%, and the total contract expenditures were at 40%. He added that the local board must carryover 20% from PY July 1, 2020 to FY October 1, 2020. Mr. Williams submitted the report with a request for a motion. The Financial Statements Report was approved on a motion by Nancy Sutherland and a second by Leslie Travis.

Committee Reports

Mr. Proffitt reminded that all committee minutes and other reports were emailed prior to the board meeting, and detailed committee reports were not going to be communicated in the meeting due to the planning session that followed the board meeting.

Mr. Proffitt asked if there were any questions or comments regarding the Operations Committee Minutes which were submitted in the form of a motion. With no questions or comments, the Operations Committee Minutes were approved on a second by Kathy Price.

Mr. Proffitt asked if there were any questions or comments regarding the Opportunities Committee Minutes which required no motion or vote. No questions or comments ensued.

Mr. Proffitt asked if there were any questions or comments regarding the Youth Committee Minutes which required no motion or vote. No questions or comments ensued.

Director's Report

Mr. Proffitt called on Ms. Holt to provide the Director's Report. She highlighted the PIE Center (*Partnerships in Industry and Education*) in Bradley County as an innovative workforce pipeline development strategy in partnership with Bradley County and the State of Tennessee and briefly introduced Arlette Robinson, Career and Technical Education Director at Bradley County Schools who will work closely with CTE students in the new center. A \$14.5 million budget is dedicated to renovating and repurposing the empty American Uniform facility. Construction is to commence July 1, 2020 and will allow talent development collaboration with business, industry, and community partners. High school students will be able apply classroom theory to jobs within the PIE Center.

Ms. Holt briefly highlighted the Youth Work Based Demonstration Grant funding that in the was awarded to the local area for work-based learning and career exploration opportunities at local high schools in Bledsoe, Bradley, Cleveland City, Hamilton, Marion, McMinn, Meigs, and Sequatchie Counties.

Additional work-based learning opportunities were noted at Resolute Forest Products. The company implemented an Electrical Technician Registered Apprenticeship Program, and the apprentices will complete up to four years of combined training related instruction and on-the-job training. Resolute Product's Employee Learning and Development Manager along with the Electrical and Instrumentation Maintenance Department developed the four-year curriculum to be delivered by Cleveland State Community College. Out of 20 top contenders for the apprentice positions, six (6) were selected.

Ms. Holt referenced the local board's baseline KPIs which were included in the packet. Business Services activities included Incumbent Worker Training from October 2019 to September 2020 that resulted in 9 grants awarded, 141 employees trained, and \$210,105 obligated. On-the-job Training from July 2019 to June 2020 resulted in 16 grants awarded, 77 new hires trained, and \$231,874 local dollars invested.

Rapid Response activity from July 2019 to June 2020 resulted 758 impacted employees, 430 permanent closures, and 328 temporary layoffs. Ms. Holt concluded the report.

Mr. Proffitt asked if there was any other business. With none ensuing, Mr. Proffitt adjourned the board meeting and called on Thomas P. Miller & Associates to commence the Strategic Planning Session.

The meeting was adjourned.

Respectfully submitted,

Carri Smith

Secretary/Treasurer

Board Member Name	Date Certified by TDLWD	Employer or Organization of Board Member	Special Requirement	Term of Appointment	Conflict of Interest Dates	Conflict of Interest Renewal	Total Percentage of Board	Board Numbers
Southeast TN LWDB Roster								
Business Representation (Group A)								
Brian Cooksey	1/28/2019	Shaw Industries Group, Inc.	Business	11/2018 to 11/2020	10/23/2019	✓ 10/22/2020		1
Anne Ervin	1/28/2019	Healthcare Corporation of America	Business	11/2018 to 11/2020	10/15/2019	✓ 10/14/2020		1
Harley Grant	9/17/2018	Applied Thermal Coatings	Business	N/A	11/5/2019	✓ 11/4/2020		1
Crystal Renner	9/30/2019	Denso	Business	9/2019 to 8/2021	9/30/2019	✓ 9/29/2020		1
Julie Hoover	1/28/2019	Miller Industries	Business	11/2018 to 11/2020	11/5/2019	✓ 11/4/2020		1
David Hopkins	9/17/2018	Angiosystems, Inc.	Business	N/A	10/18/2019	✓ 10/17/2020		1
Freiderike Ebner	12/12/2019	Volkswagen Group of America	Business	12/2019 to 11/2021	11/22/2019	✓ 11/21/2020		1
Mary Stewart Lewis	9/17/2018	BB&T Huffaker Insurance	Business	N/A	11/1/2019	✓ 10/31/2020		1
Phil McGrath	1/28/2019	McKee Foods Corporation	Business	11/2018 to 11/2020	10/22/2019	✓ 10/21/2020		1
Marshall Graves	9/30/2019	Stone Door Group	Business	9/2019 to 7/2020	8/19/2019	✓ 8/18/2020		1
Yvonne Peppers	9/17/2018	Airxcel, Inc.	Business	N/A	10/20/2019	✓ 10/19/2020		1
John Proffitt -- BOARD CHAIR --	9/17/2018	Advanced Energy Solutions	Business	N/A	9/20/2019	✓ 9/19/2020		1
Manuel Rico	9/17/2018	Rico Monuments	Business	N/A	10/18/2019	✓ 10/17/2020		1
Ralph Romero	1/28/2019	U.S. Express, Inc.	Business	11/2018 to 11/2020	10/31/2019	✓ 10/30/2020		1
Shannon Russo	1/28/2019	Whirlpool	Business	11/2018 to 11/2020	10/14/2019	✓ 10/13/2020		1
Carri Smith	9/17/2018	Valmont Utility	Business	N/A	10/14/2019	✓ 10/13/2020		1
Richard Wade	9/17/2018	SouthEast Bank	Business	N/A	10/15/2019	✓ 10/14/2020		1
Drew Lytle	3/10/2020	Airxcel, Inc.	Business	3/2020 to 3/2022	10/30/2019	✓ 10/29/2020		1
							55%	18
Labor Representation (Group B)								
Kimberly Crider	9/17/2018	Chattanooga Goodwill Industries	Labor	N/A	10/14/2019	✓ 10/13/2020		1
Logan Taylor	12/12/2019	Y.B. Normal?	Labor	11/2019 to 11/2021	11/9/2019	✓ 11/8/2020		1
Melvin Holmes	9/17/2018	Volunteer Electric Cooperative	Apprenticeship/ Training	N/A	11/4/2019	✓ 11/3/2020		1
Tim Fowler	1/28/2018	IBEW Local 175	Apprenticeship/ Training	11/2018 to 11/2020	10/22/2019	✓ 10/21/2020		1
Warren Logan	9/17/2018	Urban League of Chattanooga	Labor	N/A	11/9/2019	✓ 11/8/2020		1
Nancy Sutherland	11/26/2018	Southeast Tennessee Human Resources Agency	Labor	11/2018 to 11/2020	10/14/2019	✓ 10/13/2020		1
Larry Morrison	9/17/2018	UA Local 43	Labor	N/A	10/17/2018	✗ 10/17/2019		1
							21%	7
Education Representation (Group C)								
Leslie Travis	9/17/2018	Tennessee Department of Labor and Workforce Development	WIOA Title II	N/A	10/22/2019	✓ 10/21/2020		1
Irene Hillman	9/17/2018	University of Tennessee Chattanooga	Higher Education	N/A	10/15/2019	✓ 10/14/2020		1
Patricia Weaver	6/19/2019	Cleveland State Community College	Higher Education	6/2019 to 11/2020	10/29/2019	✓ 10/28/2020		1
P. Stewart Smith	1/28/2019	Tennessee College of Applied Technology	Higher Education	11/2018 to 11/2020	10/22/2019	✓ 10/21/2020		1
Rebecca Ashford	1/28/2019	Chattanooga State Community College	Higher Education	11/2018 to 11/2020	10/25/2019	✓ 10/24/2020		1
							15%	5
Government and Community Development Representation (Group D)								
Kathy Price	6/19/2019	McMinn County	Economic/ Community Dev.	5/2019 to 5/2021	5/29/2019	🚩 5/28/2020		1
Virginia Housley	9/17/2018	Tennessee Department of Labor and Workforce Development	Wagner-Peyser	N/A	10/16/2019	✓ 10/15/2020		1
Karen Buff	3/10/2020	Tennessee Vocational Rehabilitation Services	Rehabilitation	N/A	3/10/2020	✓ 3/10/2021		1
							9%	3
Other Representation (Group E)								
							0%	0