

## **SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD**

### **Minutes of the Workforce Development Board Virtual Zoom Meeting, COVID-19 Executive Order 34 June 10, 2020 | 11:30 a.m. EST**

Workforce Development Board members present were John Proffitt, Board Chair, Brian Cooksey, Friedriek Ebner, Anne Ervin, Marshall Graves, Julie Hoover, Virginia Housley, MaryStewart Lewis, Warren Logan, Kathy Price, Manny Rico, Carri Smith, Stewart Smith, Nancy Sutherland, Leslie Travis, Rich Wade and Patty Weaver. Staff attending were Beth Jones, Chuck Hammonds, Don Kellerman, Michele Holt, Autumn Derrick, Beth Keylon, Elliot Williams, and Stephen Dunn. Many other guests and partners were in attendance virtually, but attendance was not recorded for other attendees.

#### **Call to Order**

John Proffitt, Board Chair, called the meeting to order at 11:35 AM. Mr. Proffitt asked the attendees if there were any local elected officials or other guests in attendance. Mayor Greg Ridley of Bledsoe County announced that he was present, and Mr. Proffitt welcomed him and thanked him for his attendance. Michele Holt provided the virtual meeting instructions in alignment with Governor Lee's Executive Order 34.

#### **Roll Call**

Ms. Holt called the roll and confirmed a quorum.

#### **Approval of the Minutes**

Mr. Proffitt called for a motion to approve the minutes of the March 11, 2020 meeting minutes. On a motion from Manny Rico and a second from Nancy Sutherland the minutes were approved.

#### **Administrative Reports**

##### Financial Reports

Elliot Williams presented the FY 2020 Budget Amendment 3 document. He noted an increase of \$105,824 for three grants received from TDLWD: \$24,539 for Career Exploration; \$64,260 for COVID-19 Disaster Relief; and \$17,025 for Remote/Mobile Operations. Chairman Proffitt called for a motion to approve the Budget Amendment 3 as presented. The amendment was approved on a motion by Kathy Price and a second by Stewart Smith.

Mr. Williams presented the Financial Report as of April 30, 2020. The Statement of Revenues and Expenses show total budgeted revenues were at \$6,137,788 and include Amendment 3. The year-to-date expenses were \$3,975,137 at 65% of the budget which is trending below the 83% needed to date. The MPCR was reported at 52% and reflects the participant-related expenses compared to operational costs.

The Financial Status report by contracts for July 1, 2019 – June 30, 2020 reports a 54% expenditure rate. Due to the onset of the COVID-19 pandemic, on June 5, 2020, the State Workforce Board voted to waive the 80% expenditure requirement, therefore the funds will be carried over into the next fiscal year. The work experience metric that is measured by contract was finalized at 23% for the FY19 contracts and is currently at 37% for FY20 contracts but will fluctuate each quarter as program expenditures are applied during the coming year. Chairman Proffitt called for a motion to approve the April 30, 2020 Financial Report. On a motion by Marshall Graves and a second by Nancy Sutherland the Financial Report was approved.

Chairman Proffitt asked Mr. Williams to present the FY21 Workforce Development Budget for the Board. Mr. Williams noted the FY20 allocations for Southeast resulted in a 9% reduction in federal funding for WIOA for Adults and Youth and a 7.3% reduction in Dislocated Worker funds for a total of \$450,921. These reductions will be reflected in the FY21 budget.

Mr. Williams presented the proposed budget for FY21 at \$5,709,155. The total Operating Expenses were budgeted at \$1,539,799 and Special Services were budgeted at \$4,169,357.

Chairman Proffitt called for a motion to approve the FY21 Workforce Development Budget as presented by Mr. Williams. On a motion by Kathy Price and a second by Manny Rico the FY21 Workforce Development Budget was approved.

#### Committee Reports

Chairman Proffitt reminded board members that all committee meeting minutes and materials were provided for review prior to the meeting. The only committee reports requiring a presentation will be the Executive Committee report related to the provider contract budget approval. All other committee reports will be approval of the minutes with any discussion necessary after the vote.

Chairman Proffitt stated the Executive Committee met on May 15, 2020 and approved to move forward with a one-year contract extension for MCHRA to provide One Stop Operator, Career and Youth Services and requested a proposed budget from the provider for 2020-2021 program year. He continued that the Executive Committee met yesterday and reviewed the program year proposed budget of \$3,369,000 from MCHRA for One Stop and Career and Youth Services. Chairman Proffitt brought forth a recommendation from the Executive Committee in the form of a motion to approve the proposed contract budget. The motion was approved on a second by Manny Rico.

Chairman Proffitt stated the Executive Committee also reviewed the Bylaws that were updated to include the revisions that were required by recent State policy change. Chairman Proffitt brought forth a recommendation from the Executive Committee in the form of a motion to accept the Bylaws as presented and called for a second. Manny Rico seconded, and the Bylaws were approved.

Chairman Proffitt called for a motion to approve the Operations Committee Minutes. The Operation Committee Minutes were approved by unanimous consent after a motion from Marshal Graves, a second from Kathy Price.

#### Director's Report

Ms. Holt stated that the Executive Committee approved an AJC Reopening Plan during the May 15, 2020 meeting. The AJCs commenced Phase I of the plan on June 1, 2020 to provide services by appointment only at the two comprehensive AJCs in Athens and Chattanooga and the AJC Affiliates were closed. The AJC Affiliates are scheduled to remain closed through August; however, the Executive Committee will continue to review the environment and health officials' data to determine if reopening can occur one month earlier to benefit increased outreach in rural communities. The Board will be updated on future Executive Committee decisions going forward.

In total 584,107 new jobless claims were filed across the state of Tennessee from mid-March to May 30, 2020. The local area claims totaled 65,982 for the same time period with the largest impact by industry being Public Administration, Information, Accommodation and Food Service, Healthcare and Social Assistance, and Unclassified.

The members were presented with an oversight reports which included key performance metrics for program service delivery. Ms. Holt reminded members that all reports were sent out prior to the meeting and not all topics will be covered but if there were any questions, she would entertain those at the end of the report. One point of interest that Ms. Holt highlighted was the Grundy County Welding class offered by Chattanooga State Community College at Grundy County High School. The class recently graduated a third cohort. At the request of Sherriff Shrum, this class consisted of inmates at the Grundy County Jail who participate in the jail's re-entry job training for future job placement in a welding occupation. The Welding class commenced on May 24, 2020, and the instructor reported positively on the students' progress. The participants were given a final exam on Monday, June 8, 2020 after completing the 80-hour course, and all seven (7) of the students successfully passed.

## **Strategic Planning Presentation**

Ms. Holt introduced the Thomas P. Miller & Associates (TPMA) team and stated that the product they created, the Strategic Plan, has been uploaded to the local area's website, and a link has been sent to board members for review during the team's presentation.

Strategies outlined from business, industry, community partners and stakeholders during the community sessions held in February and individual interviews throughout the following months were presented as outlined below:

1. **Increase Promotion of American Job Centers:** Raise the visibility of AJCs as focal points for entry and lifelong navigation of career advancement pathways
2. **Expand Work-Based Learning:** Engage employers as full partners in work-and learn programs the incorporate educational organizations in advancing skills & wages of workers
3. **Upskill Talent:** Identify existing workers who are candidates for skills advancement to fill skills gaps & provide skills training & credentials leading to higher wages
4. **Enhance Supportive Services:** Address barriers to employment with use of supportive services that address needs, particularly in rural areas & with advancement of the working poor
5. **Promote Hiring of Target Populations:** Develop new outreach & engagement strategies for targets such as military, returning offenders & persons with disabilities to positively impact labor market participation rates
6. **Develop Youth Initiatives with K-12 Schools:** Further develop the board's role as provider of labor market insights & connector of employers to K-12 career readiness programs
7. **Develop Internal Staff:** Provide a professional environment for attracting & retaining staff while modeling behavior for other employers for wages, benefits & professional development
8. **Expand Employer Services:** Advance the skills and multi-agency coordination of business services teams to be single points of contact for employers to obtain wide range of services from the system
9. **Advance Partner Coordination:** Work with broad community coalitions to define key metrics for economic growth & roles to be played by each partner
10. **Advance & Coordinate Rural Services:** Provide enhanced access to services in rural areas, with emphasis on use of technology, to foster growth of jobs and talent throughout the area

The strategies from the Strategic Plan will be incorporated into the local compliance plan due to the State Workforce Board by June 30, 2020. A link to the Strategic Plan will be included in the Executive Summary of the local compliance plan, and the local compliance plan will be released for public comment no later than Sunday, June 15, 2020.

Upon conclusion of TPMA's plan presentation, Mr. Proffitt asked for a motion to accept the plan as submitted. The plan was accepted by unanimous consent after a motion from Leslie Travis, a second from Manny Rico.

## **Other Business**

Chairman Proffitt called for any other business. Ms. Holt announced that the next board meeting will be on September 9, 2020. Details of the meeting will be forthcoming.

## **Adjourn**

The board meeting was adjourned by unanimous consent after a motion by MaryStewart Lewis, a second by Kathy Price, and with no subsequent dissenting votes.

Respectfully submitted,

*Carri Smith*

Secretary/Treasurer

Southeast Tennessee Local Workforce Development Board Roster													
WDB Meeting 9/9/2020	Board Member Name	County of Residence	Date Certified by TDLWD	Organization Member Represents	Special Requirement	Term of Appointment	Conflict of Interest Begin Date	Conflict of Interest End Date	Nominator's Name	Organization Nominator Represents	Executive Committee Member (*)	Total Percentage of Board	Board Numbers
<b>Business Representation (Group A)</b>													
✓	Brian Cooksey	Marion	1/28/2019	Shaw Industries Group, Inc.	Business	11/2018 to 11/2020	10/23/2019	10/22/2020	Kathy Tierney	Marion County Chamber of Commerce			1
✓	Anne Ervin	Hamilton	1/28/2019	Healthcare Corporation of America	Business	11/2018 to 11/2020	10/15/2019	10/14/2020	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	Harley Grant	Hamilton	9/17/2018	Applied Thermal Coatings	Business	N/A	11/5/2019	11/4/2020	Bill Kilbride	Chattanooga Chamber of Commerce			1
✓	Crystal Renner	Bradley	9/30/2019	Denso	Business	8/2019 to 8/2021	9/30/2019	9/29/2020	Rob Preston	Athens Area Chamber of Commerce			1
✓	Julie Hoover	Hamilton	1/28/2019	Miller Industries	Business	11/2018 to 11/2020	11/5/2019	11/4/2020	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	David Hopkins	Polk	9/17/2018	AngioSystems, Inc.	Business	N/A	10/18/2019	10/17/2020	Adrian Lambert	Polk County Chamber of Commerce			1
✓	Freiderike Ebner	Hamilton	12/12/2019	Volkswagen Group of America	Business	12/2019 to 11/2021	11/22/2019	11/21/2020	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	MaryStewart Lewis	Hamilton	9/17/2018	McGriff Insurance Services	Business	N/A	11/1/2019	10/31/2020	Bill Kilbride	Chattanooga Chamber of Commerce	✓		1
✓	Ethan Loyd	Bledsoe		Bledsoe Telephone Cooperative	Business	08/2020 to 08/2022	8/19/2020	8/19/2021	Mayor Gregg Ridley	Bledsoe County Mayor			1
	Phil McGrath	Hamilton	1/28/2019	McKee Foods Corporation	Business	11/2018 to 11/2020	10/22/2019	10/21/2020	Christy Gillenwater	Chattanooga Chamber of Commerce			1
✓	Marshall Graves	Grundy	9/30/2019	Stone Door Group	Business	7/2020 to 7/2022	8/1/2020	8/18/2021	Mayor Michael Brady	Grundy County Mayor			1
✓	John Proffit --Board Chair--	McMinn	9/17/2018	Advanced Energy Solutions	Business	N/A	9/20/2019	9/19/2020	Rob Preston	Athens Area Chamber of Commerce	✓		1
	Manuel Rico	Hamilton	9/17/2018	Rico Monuments	Business	N/A	10/18/2019	10/17/2020	Bill Kilbride	Chattanooga Chamber of Commerce	✓		1
	Ralph Romero	Hamilton	1/28/2019	U.S. Express, Inc.	Business	11/2018 to 11/2020	10/31/2019	10/30/2020	Christy Gillenwater	Chattanooga Chamber of Commerce			1
✓	Shannon Russo	Bradley	1/28/2019	Whirlpool	Business	11/2018 to 11/2020	10/14/2019	10/13/2020	Gary Farlow	Cleveland Bradley Chamber			1
	Carrin Smith	Marion	9/17/2018	Valmont Industries	Business	N/A	10/14/2019	10/13/2020	Beth Hipp	Valmont General Manager	✓		1
	Richard Wade	Meigs	9/17/2018	Simply Bank	Business	N/A	10/15/2019	10/14/2020	Tiffany J. Wade-Pilkey	Meigs County Chamber			1
	Drew Lytle	Rhea	3/10/2020	Airxcel, Inc.	Business	3/2020 to 3/2022	10/30/2019	10/29/2020	Missy Wood	Dayton Chamber of Commerce	✓		1
												55%	18
<b>Labor Representation (Group B)</b>													
✓	Logan Taylor	Hamilton	12/12/2019	Y.B. Normal?	Labor	11/2019 to 11/2021	11/9/2019	11/5/2020	Diane Parks	Chattanooga Chamber of Commerce			1
	Melvin Holmes	Meigs	9/17/2018	Volunteer Electric Cooperative	Apprenticeship/Training	N/A	11/4/2019	11/3/2020	Rody Blevins, President & CEO	Volunteer Electric			1
	Tim Fowler	Hamilton	1/28/2018	IBEW Local 175	Apprenticeship/Training	11/2018 to 11/2020	10/22/2019	10/21/2020	Gary Watkins	Business Mgr, IBEW Local 175			1
	Warren Logan	Hamilton	9/17/2018	Urban League of Chattanooga	Labor	N/A	11/9/2019	11/8/2020	Dana B. Perry	Board of Urban League of Greater Chatt			1
✓	Jim Stailey	Hamilton		Chattanooga Goodwill Industries	Labor	7/2020 to 7/2022	6/10/2020	6/10/2021	Gena Weldon	Chattanooga Goodwill Industries			1
	Nancy Sutherland	Sequatchie	11/26/2018	Southeast TN Human Resource Agency	Labor	11/2018 to 11/2020	10/14/2019	10/13/2020	Mayor John Gentry	SETHRA Board Chairman			1
	Larry Morrison	Hamilton	9/17/2018	UA Local 43	Labor	N/A	6/13/2020	6/12/2021	Carl C. Evans	President UA Local 43			1
												21%	7
<b>Education Representation (Group C)</b>													
✓	Leslie Travis	Rhea	9/17/2018	Tennessee Department of Labor and Workforce Development	Adult Education	N/A	10/22/2019	10/21/2020	Ian White	TDLWD - Adult Education			1
✓	Irene Hillman	Hamilton	9/17/2018	University of Tennessee Chattanooga	Higher Education	N/A	10/15/2019	10/14/2020	Chancellor Steven R. Angle	University of Tennessee Chattanooga			1
✓	Patricia Weaver	Bradely	6/19/2019	Cleveland State Community College	Higher Education	6/2019 to 11/2020	10/29/2019	10/28/2020	Dr. William Seymour	Cleveland State Community College			1
	P. Stewart Smith	McMinn	1/28/2019	Tennessee College of Applied Technology	Higher Education	11/2018 to 11/2020	10/22/2019	10/21/2020	Chancellor Flora Tydings	Tennessee Board of Regents			1
✓	Rebecca Ashford	Hamilton	1/28/2019	Chattanooga State Community College	Higher Education	11/2018 to 11/2020	10/25/2019	10/24/2020	Chancellor Flora Tydings	Tennessee Board of Regents			1
												15%	5
<b>Government and Community Development Representation (Group D)</b>													
	Kathy Price	McMinn	6/19/2019	McMinn County Economic Development Authority	Economic/Community Development	5/2019 to 5/2021	7/15/2020	7/14/2021	Farah Reynolds	McMinn County Economic Authority			1
	Virginia Housley	Rhea	9/17/2018	Tennessee Department of Labor and Workforce Development	Wagner-Peyser	N/A	10/16/2019	10/15/2020	Deniece Thomas	TDLWD			1
✓	Karen Buff	Hamilton	3/10/2020	Tennessee Department of Human Services	Vocational Rehabilitation	N/A	3/10/2020	3/9/2021	Paula Kinsley	TN Dept of Vocational Rehabilitation			1
												9%	3
<b>Other Representation (Group E)</b>													
												0%	0