STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

State Workforce Development Executive Committee Meeting Minutes
Nashville, TN
Thursday, September 13, 2012
12:00 – 3:00 pm

Board Members Present:
J.M. Barnes
Guy Derryberry
Echell Eady
Shirley Frierson
John Greeter
Wallace Grills
Niketa Hailey-Hill
Raymond Marston
Jason Rich
Jean Schmidt
Yolanda Shields
Zack Stansell

Members Present By Proxy:
Karla Davis (Alisa Malone)

Abstaining Members:

Guy Derryberry (LWIA 10)
John Greeter (LWIA 6)
Wallace Grills (LWIA 1)

Members Absent:
Rogers Anderson
Kristee Bell
Andy Berke
Craig Butler
Jimmy Eldridge
Ed Groves
Bill Hagerty
Ann Hatcher
Raquel Hatter
David Hayes
Kevin Huffman
Patricia James
Bethany Lay
John Majors
Gary Miller
Eliot Mitchell
Richard Montgomery
Brad Parish
Nichole Saulsberry-Scarboro
Kenny Smith
Charles Story
Ellen Thornton
Sandra Woods

Staff Present:

Simi Atolagbe
Pat Bleecker
Susie Bourque
Joey Czarneski
Dan Holton
Briana Johnson
Alisa Malone
Theresa Morris
Christy Montgomery
Rosevelt Noble
James Roberson

Welcome:

Chairman Wallace Grills called the meeting to order and welcomed all board members and Area Directors.

Roll Call/Conflict of Interest Statement:

Board Coordinator Briana Johnson conducted the roll call and established the presence of a quorum. Ms. Johnson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates.

Welcome Remarks:

Alisa Malone, Deputy Commissioner of the Tennessee Department of Labor and Workforce Development gave opening remarks as well as an overview of the Integrated State Plan. She stated this was the first time since 2005 that the State Plan had been modified and discussion and comments regarding the Plan from the board are welcomed.

Integrated State Plan Process:

Assistant Administrator Susie Bourque provided an overview of the process used to develop the new Integrated State Plan. The Plan is a requirement of the Workforce Investment Act (WIA) in collaboration with Wagner-Peyser as an outline of their five year strategy. The approved Plan determines all funding and now requires more strategic and functional alignment of services and approach. This plan includes any Tennessee Department of Labor and Workforce Development (TDLWD) programs: WIA, Wagner-Peyser, Agricultural Outreach Plan, Trade Adjustment Assistance (TAA), and Senior Community Service Employment Program (SCSEP). The three sections of the Plan are Governor's Vision, Operational and Assurances. Simi Atolagbe provided more information regarding the development process of the Integrated State Plan as it pertains to TDLWD staff involvement and feedback from all involved partners. The Plan was written based on a collaborative effort from all partners and stakeholders to be representative of each program/partner's interests.

Integrated State Plan Discussion:

Deputy Commissioner Alisa Malone thanked the staff and involved partners for their hard work on the compilation of the Plan. TDLWD's consultation with Mary Ann Lawrence, President of Center for Workforce Learning, was especially beneficial to the development of the State Plan in connection with the Governor's Office. The Plan is a work in progress and the major highlights/differences in this Plan are functional alignment and service integration. The assimilation of Wagner-Peyser and WIA are especially important as it relates to getting people back to work. Some of the major focuses during the Plan's development are as follows: alignment with the other State departments and other TDLWD programs, use of evidence based best practices, dual customer focus, credential attainment (new initiative), effective use of Labor Market Information (LMI), leveraging resources, and eliminating duplication. The development

of the six sector strategies based on the Governor's Top-To-Bottom of all State departments was important in defining TDLWD's approach to making Tennessee the top state in the Southeast for jobs. She highlighted the importance of Tennessee's involvement in Federal branding around career centers and their services across the State as well as collocation with other relative services for constituents. The development of a Performance Level Dashboard will be useful for tracking the various program areas, return on investment for training offered, and effectiveness of those training areas. In addition, performance metrics and reviews will be put in place for all TDLWD employees to assure they are properly trained and performing accordingly. All of these areas are detailed in the most recent Integrated State Plan.

Mary Ann Lawrence provided some feedback from a conversation with Senator Alexander regarding the Integrated State Plan and his concerns with the workforce system. Those concerns are as follows: the qualifications of the staff that work in the centers and the effectiveness of the system. Upon review of the Plan, Senator Alexander was pleased that his concerns had been addressed with detailed plans for continual improvement. She stated there are two main focuses for career development currently, Global Certified Development Facilitator and Core Competency Certification. The development of work groups with like positions will be created to identify task analysis and core skills for these similar positions for improvement. Clarification was provided regarding the transfer of Rapid Response services to the local level from the state level. The direction and scope of services will focus on each local area's needs and availability of funds – this can be done directly by the area or through an outside contract. Each local area will be required to complete a request for proposal process prior to receiving approval for outside contracting of Rapid Response services. All of these changes are a part of the functional alignment throughout the state and in conjunction with changes on the federal level.

The motion for approval of the Integrated State Plan was made by James Barnes and it was seconded by Yolanda Shields. **Motion passed.**

Discussion of Waivers:

Assistant Administrator Susie Bourque explained that the State currently holds eight waivers with no requested changes, except for two waivers. The first, waiver number 5 as referenced in the Plan, pertains to transferability of funds between the Adult and Dislocated Worker funding streams. A change has been requested to this waiver for up to 100% transferability of funds due to the differences in availability in local area's Dislocated Worker funds. The motion for approval was made by James Barnes and it was seconded by Jean Schmidt. **Motion passed.**

Youth Coordinator Christy Montgomery explained waiver number 6 as it pertains to the availability of all ten program elements for local youth participants. This waiver will allow local areas to provide leadership development opportunities, adult mentoring, study and tutoring training that are not offered through a request for proposal. This waiver will allow local areas to provide services when there is no response to proposal requests when submitted. The motion for approval was made by John Greeter and it was seconded by Shirley Frierson. **Motion passed.**

Incentive Award Determination and Allocation:

As the Director of Performance and Compliance, Dan Holton provided more insight regarding the determination and allocation of incentive award funds. He explained the progress that all areas have shown over the past few years, with no sanctions for any local area as well as all areas receiving incentive funds for program year 2010. The delay in this information was due to the awarding of the State's incentive award as well. The combined incentive awards received placed Tennessee second among performers in the United States. The motion for approval of incentive award funds distribution was made by Jean Schmidt and it was seconded by Yolanda Shields. **Motion passed.**

Policies Review

All policies are undergoing a process review regarding those items that have not been adequately addressed and need policy developed to address directly. Specific areas of concern are the one-stop system's operations and procedures, development of a pre-audit tool as a requirement for local areas, service integration between Wagner-Peyser and WIA in the Career Centers, youth council request for proposal, eligibility determination, incentives, sanctions, and technical assistance. Clear explanation of these program areas and all of their requirements will be made in each of these policies. Once finalized, these policies will be available for the board's review, approval, and public comment.

Review of Board Operations and Compliance

Board Coordinator Briana Johnson provided an overview of the board's operations, committee structure, and terms of current board members. Several members' terms have expired, new appointments have been made, and others are still waiting for notice from the Governor's Office. The organizational chart will be changed accordingly as notice is received. In addition, she provided an update on those items presented last year as a result of the Board's Top-To-Bottom Review. While there were no specific dates available at this time, it was noted that there are potential changes to meeting dates for 2013 – these will include the revised Strategic Planning Process, Baldrige Training, and the Best Practices Conference.

Closing Remarks:

With no further business to come before the Board, the meeting was adjourned with Chairman Grills reminding everyone to look for the notice for 2013 meeting dates.

Briana Johnson

Briana Johnson
WIA Board Coordinator

Susie Bourque

Susie Bourque
Assistant Administrator