



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243-1002
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State Workforce Executive Committee Meeting
Crowne Plaza Hotel
Knoxville, TN
September 27, 2007

Executive Committee Members Present:

Wallace Grills
James Barnes
Iloff McMahan
James Neeley
Jerry Anderton

Staff Present:

Susan Cowden
Susie Bourque
Joan Craig
Linda Sampson
Joe Fults
Joyce Gregory
Theresa Morris
Dart Gore
John Crawford

Committee Member Absent:

John Greeter

Commissioner Neeley welcomed the Committee Members and thanked everyone for their participation.

Susan Cowden, Administrator of Workforce Development, presented a Divisional Overview "Taking the Workforce System to the Next Level." She expressed appreciation to the Executive Committee for providing leadership and oversight to the system. Everyone was provided a copy of the presentation. She listed the following challenges:

- WIA Reauthorization and need for increased support in Congress
- Continued need for program integration at both the program and LWIA level
- Continued enhancements to the State Workforce Development Board to increase engagement in program oversight
- And, USDOL is reporting low expenditures for Tennessee in comparison to other states

The following are goals for Workforce Development:

- 1) Enhance Career Center services and integration of the Career Readiness Certificates and issuing 15,000 certificates and bringing in 50 employers
- 2) Provide intensive technical assistance to targeted LWIAs resulting in increased expenditures and efficiency
- 3) Increase WIA program expenditures by 10% across all funding streams and 15% in Youth and Rapid Response

- 4) Remain in the top 10 in the nation regarding WIA performance
- 5) Obtain two additional federal grants from USDOL by June 2009
- 6) Develop Local Workforce Investment Board Assessment tool
- 7) Develop Career Center Certification process and initiate continuous improvement plans
- 8) Restructure programs and contracts administered under "Statewide" funding to target Tennessee's investments
- 9) Provide a document to USDOL that clearly articulates the state's vision for Youth
- 10) Develop clear measures to determine the direct impact of our programs on Tennessee's Economic Development efforts
- 11) Address skill shortages that are continuing in health care and emerging in the skilled trades.
- 12) Address the needs of Tennessee's Dislocated Workers by offering coordinated and consistent services across the state
- 13) Enhance our division's role in the Re-entry Collaboration with the Department of Corrections
- 14) Continue to enhance relations with our partners in a way that streamlines services to our customers

Linda Sampson, Board Coordinator, advised the committee of the current vacancies on the State Workforce Development Board. She requested each committee chair report attendance for their respective committees and they were provided a sheet for that purpose. Support staff will be assigned to take attendance at each committee meeting. Ms. Sampson also announced that Mr. Craig Butler has been appointed to serve from the private industry sector for a three year term.

Susan Cowden addressed the issues of concern in LWIA 3 pertaining to late submission of an application for incentive award funds. Director Vaughn Smith addressed the reasons for the late submission. Staff suggested that the incentive award be withheld in LWIA 3; however, after much discussion, Iliff McMahan made the motion that LWIA develop a corrective action plan regarding the late submission and that funding be allowed. Jerry Anderton seconded the motion and the motion carried.

Susie Bourque, Assistant Administrator of Workforce Development, reported on the planning progress in LWIA 13 and stated the following timelines:

Due by: August 31, 2007

Review organizational operations and establish job descriptions and yearly performance goals for each LWIA staff member.

- Job descriptions for the following staff were received September 26, 2007.
 - Business Services Manager
 - Business Services Analyst
 - Performance Manager
 - Performance Analyst
 - Quality Assurance Manager
 - Quality Assurance Analyst
 - Youth Services Manager
 - Youth Services Analyst

Due by: January 1, 2008

- Start or implement Phase one of the Baldrige Initiative.
LWIA 13 will begin the Phase one application in October, 2007.

Due Quarterly

- Provide a quarterly report on LWIA 13 progress.
- Provide quarterly progress reports to Workforce Development on the four target industries. The four targeted industries are: Health care, Transportation, Hospitality and Bio-Tech

Goals

- Set goals to increase youth numbers and GEDs to 1,000.
- Set goals to enroll a minimum of 350 youth with successful completion of the program. Youth numbers and GEDs have been increased to 500. An RFP will be issued to assist with enrolling additional youth.

Requested Updates: (No time limit given)

- Update the Workforce Development division on training provided to LWIA 13 staff regarding working with customers with disabilities.
Disability Program Navigator holds meetings with the staff.
- Present improvements to the local board at each meeting per Workforce Development recommendations.
- Also, at each Board meeting, give a status presentation update on programmatic issues and planning activities.

Isaac Garrett will meet with the new Director of the Latino-Memphis in September, to discuss involvement with the Hispanic Community. He also plans to meet with the Juvenile Justice staff to discuss working with offenders, homeless and foster care youth. As of August 2007, five staff members from the Memphis Office have completed Global Career Development Facilitators (GCDF) Training.

Mr. Philip Trauernicht, Administrator of the Program Management Division of the Department of Economic and Community Development, presented information on The Tennessee Tool Kit, A Guide to Programs Aimed at Helping Communities Create Higher Skilled, Better Paying Jobs.

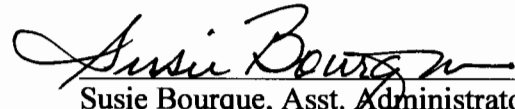
John Crawford facilitated a workshop and discussion on committee effectiveness. Each committee chair will develop an agenda for meetings and report activity to the full Board.

The next full Board meeting will be in Nashville on December 6 & 7. Possible agenda items include:

- Economic Studies for Areas 4, 9 & 13
- Melinda Williams
- Alford Award
- Betsy Houston – JTG
- Governor's Three Star Program
- Tour of new building

With no further business to come before the committee, the meeting was adjourned at approximately 4:00 PM.


Linda Sampson, Board Coordinator


Susie Bourque, Asst. Administrator