



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE DEVELOPMENT
220 French Landing Drive
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State Workforce Development Board Meeting Minutes
Nashville, TN
Friday, May 16, 2008
9:00 am – 12:00 pm

Board Members Present:

Craig Butler
Guy Derryberry
Thelma Dunlap
John Greeter
Wallace Grills
Ed Groves
Brenda Henley
Ross Jackson
John Majors
Sally McKay
Deidre Malone
Gary Miller
James Neeley
Brad Parish
Arlene Ricci
Margaret Ridings
Yolanda Shields
Charles Story
Ellen Thornton
Sandra Woods

Abstaining Members:

Guy Derryberry (LWIA 10)
Craig Butler (LWIA 11)
Brad Parish (LWIA 4)
John Greeter (LWIA 6)
Wallace Grills (LWIA 1)
Ed Groves (LWIA 8)
Brenda Henley (LWIA 11)

Board Members Present by Proxy:

Patricia James (Wallace Grills)
Gina Lodge (Andrea Cooper)
Tim Webb (Ralph Barnett)

Board Members Absent:

Jerry Anderton
J. M. Barnes
Joy Bishop
Tommy Kilby
Iloff McMahan
Matt Kisber
Mattie Moran
Susie Gassett
Marvin Sandrell
Kenny Smith

Ross Jackson (LWIA 8, U/M)
Deidre Malone (LWIA 13)
Sally McKay (LWIA 9)
Gary Miller (LWIA 11)
Arlene Ricci (LWIA 9)
Margaret Ridings (LWIA 11)
Sandra Woods (LWIA 12)

Staff Present:

Susan Cowden	Susie Bourque	Linda Sampson	Regina King
Sharon Johnson	Pat Bleecker	Melinda Williams	Dan Holton
Don Ingram	Joan Craig	Joyce Gregory	Wil Hammond
Sterling Van Der Spuy	Jewel Crawford	Tyrone Parker	

Welcome:

Chairman Wallace Grills called the meeting to order and welcomed everyone to the May 2008 meeting.

Introduction of New Member:

Chairman Grills introduced new member Sandra Woods.

Roll Call:

Linda Sampson conducted the roll call and established the presence of a quorum. Ms. Sampson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates. Because the meeting would involve voting for approval of local plans and contracts, members identified the vote(s) where they would abstain from voting.

Approval of Minutes:

Ed Groves made the motion to approve the March 2008 minutes and Guy Derryberry seconded the motion. **Motion Passed.**

Opening Remarks:

Commissioner James Neeley welcomed everyone to the meeting and expressed appreciation for good attendance while expressing his concern for the tough decisions ahead in state government on how services can continue to be delivered during challenging times with fewer funds.

Workforce Development Updates:

Administrator Susan Cowden highlighted progress on the goals set for 2008 at the strategic planning session last fall. She stated that deficits have forced Employment Security Office closures and listed the sites affected. Ms. Cowden provided a sample of the letter sent to Chamber of Commerce executives for support from congressional members as suggested at the

last State Workforce Board meeting. She advised that only eight states received incentive awards with South Carolina being the only one in the region to qualify. She advised that the common measures waiver has been approved, which should help Tennessee to qualify for incentive awards in the future. She announced that two Community Based Job Training Grants have been awarded bringing additional funds to Tennessee. The two institutions receiving grants were Northeast State Community College and Jackson State Community College. Ms. Cowden announced that the assessments of local boards have been completed and the results will be presented by Board Coordinator, Linda Sampson. Ms. Cowden announced that in an effort to address the shortage of skilled workers in Tennessee an Energy Industry and Construction Consortium has been formed. Over fifty people from across the state attended the first meeting recently in Nashville. Ms. Cowden provided an update on the Career Readiness Certificate Program stating that now the program is fully implemented statewide and listed the number of CRC's awarded between January and April of 2008 in each of the thirteen LWIAs. She further stated that the majority of the certificates issued have been silver.

Administrator Cowden explained the Statewide Set Aside proposal for 2008 to include:

State Contracts	2.0 M
Local Incentives	.3
Match for Disability Navigator	.1
Career Readiness Certificates	1.0
Incumbent Worker	3.0
<u>Apprenticeship</u>	<u>.5</u>

National Association of Workforce Boards Update:

Ross Jackson, State Board member who is also a member of the National Association of Workforce Boards, reported on his recent visit to Washington, D.C. He stated that DOL is being very cautious and will not make any big initiatives until after the national election and after the new cabinet is seated. He predicts that WIA will be reauthorized but will most likely look different.

Local Board Assessment Results:

Board Coordinator Linda Sampson presented a power point presentation on the results of the Assessment Tool developed to evaluate the effectiveness of local boards. She explained that five board members from each area were selected to participate. Surveys were mailed to the members requesting them to rank six board processes from 1 to 5. Bar charts were utilized to reflect the six processes in New Member Orientation, Communication & Dissemination of Information, Interaction with State Workforce Board, Relationship with Economic Development, Involvement with Planning Process and Participation from Disability Navigator. Each area was able to see where improvements are needed to increase overall board effectiveness.

Incentive Award Announcement:

Dan Holton, Program Manager, presented information on how the rescission has impacted the local areas. He reported that Tennessee can be proud of performance although an incentive award was not received.

Craig Butler, acting chairman of the Continuous Improvement Committee, presented three options to award local areas:

1. No incentive awards.
2. Small amounts to each eligible local area.
3. Awards to LWIA 9 and LWIA 11, for \$87,500 each for exceeding the state negotiated level for Dislocated Worker average earning performance measure.

Charles Story made the motion to approve option 3 to award \$87,000 each to areas 9 & 11 for exceeding the state negotiated performance level. Arlene Ricci seconded the motion. **Motion passed with Craig Butler abstaining.**

Update on Apprenticeship Awards:

Pat Bleecker, Grants Program Manager, Incumbent Worker Training and Apprenticeship Assistance Program presented an update on the apprentice awards. On January 1, 2008 the Workforce Development Division of the Tennessee Department of Labor began receiving applications for a new Apprenticeship Assistance Pilot Program. This grant opportunity was developed to help bring valuable skills training for the building trades and other skills related jobs in high-growth industries that face critical skilled worker shortages where demand exceeds supply.

Registered Apprenticeship programs offer employment and a combination of on-the-job learning and related technical and theoretical instruction through a training provider. Currently, the Registered Apprenticeship system approves time-based, competency-based and a hybrid of time and competency-based programs. Certifications earned through Registered Apprenticeship programs are recognized nationwide as portable industry credentials. There is no discrimination in any phase of selection, employment, or training.

Youth Build:

David Shanks, Executive Director, Alliance for Business & Training in LWIA 1 and participant Jessie Hall presented information on Youth Build in Elizabethton and Kingsport, which is funded through a grant from the US Department of Housing and Urban Development (HUD). The components of the program are Academic Instruction, Vocational Instruction, Occupational Skills Development, Counseling, Career Planning, Job Development, Leadership Development and Community Service. Participants are between the ages of 18 and 24 who do not have a high school diploma or GED and have an interest in learning skills to become employed in the building/construction industry and the program is targeted towards low income youth.

Committee Reports: All committees met at 3:00 PM on Thursday, May 15, 2008 in conference rooms at the 220 French Landing facility.

Operations Committee

The Operations Committee recommended the following contracts be approved for total Statewide recommendations: \$2,024,424.

AFL-CIO (\$529,157) – The Technical Assistance program is a special project of the Tennessee AFL-CIO Labor Council in conjunction with the Tennessee Department of Labor and Workforce Development that offers assistance to labor unions and workers throughout Tennessee for dislocated workers. Dislocated workers are provided relative training activities to make a successful transition during their time of need.

Department of Children's Services (125,000) – This project will support the Governor's mentoring Initiative through a partnership with the Department of Children's Services and Division of Workforce Development. The project provides supportive adults and possible long-term permanency connections to youth in foster care, ages 14 – 16 by matching mentors with foster care participants based on mutual interests. The primary focus is educational attainment, employability, pregnancy and parenting issues, emotional well-being, responsible decision-making and offering encouragement as they make the difficult transition to adulthood.

Jobs for Tennessee Graduates (\$546,250) – The Jobs for Tennessee Graduates (JTG) program is designed to assist at-risk/disadvantaged youth in high school with gainful employment. JTG focuses on career development, job attainment, job survival, leadership, self-development, basic and personal skills. This funding will match 37 JTG programs.

Tennessee Higher Education Commission (\$301,560) – The Tennessee higher Education Commission (THEC) is vested with the responsibility of certifying eligible training providers to be participants on the State Provider List. Their responsibility also entails storing student's records from discontinued programs or closed institutions located in their respective local areas, and assuring that no institution may solicit, recruit, award credentials, or operate as an Eligible Training Provider until such certification is granted by the LWIB.

University of Memphis (\$522,457) – The University of Memphis Sparks Bureau of Business and Economic Research/Center for Manpower Studies (SBBER/CMS) provide the TDLWD technical research assistance while offering technical assistance to the local boards. The SBBER/CMS conducts basic and applied research, management support and training services for state and local government agencies. The services rendered also include the evaluation of WIA programs, performing customer satisfaction surveys to both businesses and participants, and managing participant, economic and program data regarding employment placement and retention rates for the state and LWIAs, and development of DOLCE VITA and Wiki.

John Greeter made the motion to approve the above stated state contracts. Margaret Ridings seconded the motion. **Motion Passed with Ross Jackson abstaining.**

Ross Jackson made the motion to approve the Statewide Set Aside proposal as previously outlined by Administrator Cowden for Local Incentives, Match for Disability Navigator Program, Career Readiness Certificate Program, Incumbent Worker Program and Apprenticeship Program, for a total of 6.9 million. Deidre Malone seconded the motion. **Motion Passed.**

Strategic Planning Committee

Vice-Chairman Brad Parish served in the absence of Chairman Barnes. He recognized the committee members who attended the April planning session.

He explained that each Local Workforce Investment Area presented their responses to the Planning Committee questions over two (2) days on April 10 and 11. Each local area presented a twenty (20) minute overview and then had a ten (10) minute Question and Answer time. The questions addressed this year are as follows:

Leadership

- 1) **Strategic Direction**: How is your local area preparing workers for high-skill, high growth job opportunities?
- 2) **Management**: In the SWOT analysis, what did you identify as weaknesses (up to five) and how are you addressing these weaknesses?
- 3) **Budget**: What is your area doing to prepare for the WIA Rescissions and potential future funding reductions?
- 4) **Performance**: How will you plan to transition the local area in the new Common Measures?

Programs and Services

- 5) **Adults**: How are you focusing on services to special populations? i.e. persons with disabilities, ex-offenders, aging Americans, others?
- 6) **Dislocated Workers**: Please comment on the significant closures or lay-offs in your area in the past year and the impact on your LWIA.
- 7) **Youth**: Please share a Youth program or participant best practice and how your LWIA is having a positive impact on the youth in your area?

After a brief summary of each local area, the Strategic Planning Committee recommended approval of plans for area 1 through 12.

LWIA 1 – has begun the start-up of a Youth Construction Work Experience Pilot Program for WIA eligible out-of-school youth. This program will run in conjunction with the Kingsport YouthBuild Program, and each youth is assigned to one of two YouthBuild work crews. Northeast State Community College in LWIA 1 has recently been awarded a Community Based Job Training Grant for \$1.9 Million (1946563). All required information was submitted on time

and all modifications and questions were addressed adequately. Ross Jackson made the motion to approve the plan submitted by LWIA 1. The motion was seconded by Sally McKay. **Motion Passed.**

LWIA 2 – The East Tennessee Regional Agribusiness Marketing Association has been revitalized with support from LWIA 2. The organization focuses on expanding markets for local agricultural products and developing new workforce jobs and training. LWIA 2, in partnership with LWIAs 3 and 4, has applied for a WIRED grant, and are in the process of developing an application for a STEM grant. All required information was submitted on time, and all modifications and questions were addressed adequately. Thelma Dunlap made the motion to approve the plan submitted by LWIA 2. Sandra Woods seconded the motion. **Motion Passed.**

LWIA 3 – Collaborated with the Chamber in hosting an Education and Workforce Development Summit. This summit will engage the involvement of school board members which will strengthen the linkage between the education system and the workforce development system. LWIA 3, in partnership with LWIAs 2 and 4, had applied for a WIRED grant, and are in the process of developing an application for a STEM grant. All required information was submitted on time and all modifications and questions were addressed adequately. Ed Groves made the motion to approve the plan submitted by LWIA 3. John Majors seconded the motion. **Motion Passed.**

LWIA 4 – Is working with the Workforce Development staff, as the conduit with ACT to provide the assessments to all of the LWIAs except Chattanooga and Memphis. LWIA 4, in partnership with LWIAs 2 and 3, has applied for a WIRED grant, and are in the process of developing an application for a STEM grant. Also, LWIA 4, in partnership with LWIAs 6 and 7, has applied for a STEM grant. All required information was submitted on time and all modifications and questions were addressed adequately. Brenda Henley made the motion to approve the plan submitted by LWIA 4. Sally McKay seconded the motion. **Motion Passed with Brad Parish abstaining.**

LWIA 5 –is involved with the Tri-State Regional Workforce Alliance that brings together workforce and Economic Development entities from Northeast Alabama, Northwest Georgia and Southeast Tennessee to advance the region's economic competitiveness through collaboration of efforts toward promoting talent development of the region's workforce. LWIA 5 has applied for a High Growth Initiative Grant and a STEM grant and is currently involved with a WIRED grant. All required information was submitted on time and all modifications and questions were addressed adequately. Guy Derryberry made the motion to approve the plan submitted by LWIA 5. Margaret Riding seconded the motion. **Motion Passed.**

LWIA 6 – During program year 2006-2007, approximately 2,000 local area employees (representing five companies), received skills upgrade training through the Incumbent Worker Program. LWIA 6, in partnership with LWIAs 4 and 7, has applied for a STEM grant. This area is commended for the noted increase in expenditures to over 70% in the first year. All required information was submitted on time, and all modifications and questions were addressed adequately. Charles Story made the motion to approve the plan submitted by LWIA 6. Deidre Malone seconded the motion. **Motion Passed.**

LWIA 7 – has submitted the Phase I application for a STEM grant. If funded, the project would involve LWIA 4, LWIA 6, and LWIA 7 and would attract and prepare a larger engineering workforce and enhance the competitiveness of regional employers through a partnership with TTU. This area is commended for the noted increase in expenditures to over 70% in the first year. All required information was submitted on time, and all modifications and questions were addressed adequately. Ross Jackson made the motion to approve the plan submitted by LWIA 7. The motion was seconded by Yolanda Shields. **Motion Passed.**

LWIA 8 – is participating in the development of Bio-medical training in Williamson County. They have also partnered in a regional STEM grant application with LWIAs 9 and 10, as well as, a joint staff development day which is being planned between the three workforce areas. This area is commended for the noted increase in expenditures to over 70% in the first year. Area 8 submitted all required information on time and all modifications and questions were addressed adequately. Sally McKay made the motion to approve the plan submitted by LWIA 8. Thelma Dunlap seconded the motion. **Motion Passed.**

LWIA 9 –The Nashville Career Advancement Center is the lead agency for the Middle Tennessee Diversity Forum. The Diversity Forum is a series of events focused on addressing workforce diversity issues. LWIA 9, in partnership with LWIAs 8 and 10, has applied for a STEM grant. Also, a targeted labor market study was sponsored by NCAC, the Nashville Chamber of Commerce and the Tennessee Department of Labor and Workforce Development. LWIAs 8 and 10 were partners in the study and provided information and support. Area 9 submitted all required information on time, and all modifications and questions were address adequately. Craig Butler made the motion to approve the plan submitted by LWIA 9. Margaret Riding seconded the motion. **Motion Passed.**

LWIA 10 – Over 3,200 Career Readiness Certificates have been awarded to customers in this LWIA, with approximately 40 employers requesting that an applicant possess a CRC. LWIA 10, in partnership with LWIAs 8 and 9, has applied for a STEM grant and are currently involved in a WIRED grant. Area 10 submitted all required information on time, and all modifications and questions were addressed adequately. Ed Groves made the motion to approve the plan submitted by LWIA 10. Brenda Henley seconded the motion. **Motion Passed.**

LWIA 11 – LWIA 11 operated a ten week Youth Employability and Work Experience Program in the summer for economically disadvantaged youth 16 – 21. The program consisted of a week of pre-employment and job readiness training and nine weeks of work experience. LWIA 11, in partnership with LWIA 12, has applied for a STEM grant. They have also recently been awarded a Community Based Job Training Grant for \$1.9 Million (1997683). Area 11 submitted all required information on time, and all modifications and questions were addressed adequately. John Majors made the motion to approve the plan submitted by LWIA 11. Deidre Malone seconded the motion. **Motion Passed.**

LWIA 12 – The Northwest Tennessee Workforce Board commissioned two different workforce studies. The first, a Northwest Tennessee Workforce Study followed by a Healthcare Sector Analysis. The initial study indicated the need for a healthcare career ladder due to the shortage

of qualified health care professional in this area. LWIA 12, in partnership with LWIA 11, has applied for a STEM grant. Area 12 submitted all required information on time, and all modifications and questions were addressed adequately. Guy Derryberry made the motion to approve the plan submitted by LWIA 12. Ellen Thornton seconded the motion. **Motion Passed.**

LWIA 13 – LWIA 13 has formed some good partnerships with several local businesses to assist them with their staffing solutions. Area 13 submitted all required information on time and all modifications and questions were addressed adequately. LWIA 13 is currently under locally driven reorganization, close monitoring by the State should continue.

Commissioner Neeley sent a letter to Mayor Herenton to address additional items and they were requested to come back before the Strategic Planning Committee. The new Director, Jim Russell, presented the plan at the joint meeting of the Policy and Strategic Planning committees on May 15, 2008 at 3:00 pm. The recommendation of the committee was to approve the plan submitted by LWIA 13 with the following conditions:

1. The Director will meet weekly with a representative from the Mayor's office.
2. The Director will meet monthly with the Workforce Development staff.
3. A fiscal plan will be outlined.
4. A time line is to be prepared with goals and expected benchmarks.
5. Continuous monitoring of the progress on the city's insurance policy, noting that this issue could prohibit future funding.
6. Separate planning guidance will be provided for the plan presentation in 2009.

Guy Derryberry made the motion to approve the plan presented by LWIA 13. Thelma Dunlap seconded the motion. **Motion Passed.**

Policy Committee

The Policy Committee met jointly with the Strategic Planning Committee.

Continuous Improvement Committee


Craig Butler reported that the common measures waiver has been approved. Upon recommendations from ETA renegotiations for 2007 are not possible and will stay as is. The Tennessee laws have been amended now to permit participation of WRIS (Wage Record Interchange System). Tennessee is beginning to use the new process of Dolce Vita (Department of Labor Consolidated Environment for Validation, Integration, Testing, and Analysis) to obtain accurate up-to-date data in a timely manner and it is easier to see how Tennessee compares to other states. This project has been developed over the last two years and has now truly integrated information systems independent from the Federal government.

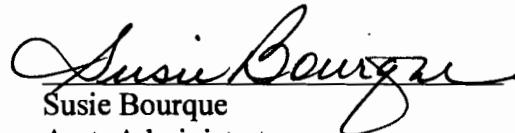
Closing Remarks:

Chairman Grills thanked everyone for attending and for their dedication to the State Workforce Board. With no further business to come before the Board, the meeting was adjourned.

Future Dates:

September 25 & 26, 2008 (Executive Committee Meeting – location to be announced)
December 4 & 5, 2008 (Full Board Meeting – Nashville)


Linda Sampson
WIA Board Coordinator


Susie Bourque
Asst. Administrator