



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

State Workforce Development Board Meeting Minutes
Nashville, TN
December 6, 2013
8:30 am – 12:00 pm

Board Members Present:

Rogers Anderson
Jerry Bush
Craig Butler
Bruce Dotson
Echell Eady
Shirley Frierson
John Greeter
Ann Hatcher
David Hayes
Betty Johnson
Bethany Lay
Warren Logan
Susan MacArthur
Richard Manahan
Raymond Marston
Chris Mason
Mark Norris
Greg Persinger
Burns Phillips
Stuart Price
Bob Ravener
Jason Rich
Yolanda Shields
Zachariah Stansell

Board Members Present by Proxy:

Kevin Huffman (Melissa Canney)
Raquel Hatter (Cherrell Campbell-Street)
Arthur Cate (Chairman Bob Ravener)

Members Absent:

Timothy Burchfield
Jimmy Eldridge
Bill Hagerty
Anthony Nicholson
Lottie Ryans
Jean Schmidt
Jimmy Williamson
Sandra Woods

Staff Present:

Briana Johnson	Mark Chandler
Christy Montgomery	Pat Bleecker
Susie Bourque	Ryan Allen
James Roberson	Jason Beard
Sterling van der Spuy	Linda Davis
Dan Holton	Teresa Broome
Nova Buker	Melinda Williams
Rosevelt Noble	
Theresa Morris	
Deniece Thomas	

Welcome:

Chairman Bob Ravener welcomed all board members, state and LWIA staff, and guests. He announced Governor Haslam's recent appointment of Ann Hatcher to the position of Vice-chair for the Board. He said that he looks forward to her knowledge and experience to provide solid leadership as the work of the Board goes forward. Ms. Hatcher then gave a brief introduction of herself to the new members of the Board.

Chairman Ravener noted that the department is improving the process and efficiencies of Board nominations. All Board members whose terms expire in calendar year 2014 will be contacted by departmental staff and provided with an application if those Board members choose to be considered for re-appointment. All applications must be accompanied by a resume or vita, and all applications are due no later than March 1, 2014. Applications for re-appointment will not be considered after that time.

Chairman Ravener took a moment to level set the new members on the purpose of the Board as established in the By-Laws. The primary responsibility of the Board shall be to advise the Governor on all matters of workforce development strategy for the state of Tennessee. The Board shall not operate, nor shall it provide services directly. All recommendations by the Board shall be subject to approval by the Governor. The Board shall identify the workforce development needs of the State, analyze and assess new federal policy and program initiatives, and make recommendations toward improving statewide policies, goals, and guidelines for the coordination of all workforce education, employment, and training programs.

Chairman Ravener's goals for the Board are to serve the Governor, Commissioner Phillips and the state of Tennessee and to use the Board's collective experience and brain power for a few key priorities:

1. To accelerate the jobs prospects for the citizens looking for work and to continue to improve the unemployment rate in the state from its current level of 8.4% (or almost 260,000 unemployed Tennesseans) to a level that puts Tennessee in the top echelon of states for employment, which would mean reducing it to under the 6% threshold. To further highlight the importance of this goal, if we consider the under-employed, that percent is estimated at 14.5% for Tennessee.
2. To help promote a business-friendly environment and to attract and retain companies in the state which will help improve the employment prospects of all Tennesseans, and provide meaningful work and career opportunities for our citizens.
3. To provide recommendations that will help the Governor and Commissioner better integrate with other state agencies and to leverage the collective power of these organizations in improving prospects for Tennesseans. In other words, to use a military term, we need to become "Force Multipliers" which will serve to expand our reach and impact to help the state.

Opening Remarks:

Burns Phillips, Commissioner of the Tennessee Department of Labor and Workforce Development, gave opening remarks and thanked all State Board members. He said that the importance of the Board is to assist Tennesseans by equipping them with the skills they need and to assist industries in Tennessee by connecting them to the trained workforce team they need. The Governor and ECD are working with us to attract industries to Tennessee, and it is very successful at this time. An update on the current status of the Unemployment Insurance programs and systems was provided, including the recent updates made to the system and the prospect of a new system within the next two (2) years to replace the 30-year old database.

Introduction of New Members:

Chairman Ravener recognized the Board's newest appointee, Mayor Chris Mason, City of Harriman. Mayor Mason gave a brief introduction to the Board.

Roll Call/Conflict of Interest Statement:

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

Approval of Minutes:

Senator Mark Norris made a motion to approve the minutes from the full board meeting on September 10, 2013. Zachariah Stansell seconded the motion. **Motion Passed.**

Workforce Services Updates:

Administrator for the Division of Workforce Services, Sterling van der Spuy, provided board members with a brief update regarding the division. In follow-up to the previous September meeting, the USDOL regional office had committed to providing the department the written report regarding the Comprehensive Review from July within 60 days. The federal government shutdown has affected the timeliness of that report, and, to date, that report has not been received. In spite of that, we have looked at ways to continue to address concerns. We have had workgroups surrounding Trade Adjustment Assistance to improve the TAPR report, and the Reemployment Program (RESA) has worked to make improvements. The State staff has worked with workgroups and the Strategic Planning committee to work in moving the State Plan modifications forward which will be discussed during committee reports.

L.E.A.P Initiative Overview:

Senator Mark Norris provided an overview of the Labor and Education Alignment Program (L.E.A.P.) which was adopted through legislation during 2013. This legislation was enacted to help agencies, which are often funded by different sources and programs that are restricted to different federal and state regulations and restrictions, have the ability to work together and align services. This legislation looks to align the departments and their efforts in order to help students receive credit for the work experience while completing Higher Education. Other partner agencies were represented by Scott Sloan (THEC), Ginger Hausser (TBR) and Wisty Pender (ECD).

Customer & Employer Satisfaction Survey:

Due to inclement weather in West Tennessee, Lee Grehan and Simon Oliver from the Sparks Bureau of Business & Economic Research were unable to present to the full Board. Dan Holton, Assistant Administrator of the Division of Workforce Services, delivered the presentation which outlined the methodology, improvements and geographical mapping of responses to the Customer & Employer Satisfaction Survey. In addition to the expansion of questions asked in recent years, the survey going forward will include questions capturing the use and satisfaction of the Jobs4TN website components.

Strategic Planning Committee Report:

Interim Chair Ann Hatcher delivered the committee report for Strategic Planning. Present at the December 5, 2013, meeting were Board Chairman Bob Ravener, Ann Hatcher, Shirley Frierson, Senator Mark Norris, Echell Eady, Cherrell Campbell-Street (proxy for Commissioner Hatter), and Lottie Ryans and Jimmy Williamson participated by phone. Sterling van der Spuy and Christy Montgomery represented the department's staff. Jan Mckeel, Donna Stansberry, Jimmy Bell, Vaughn Smith and Chris Tiller represented LWIAs.

Chairman Hatcher outlined areas of the state plan which will be modified and the process, in collaboration with the policy committee, that will be used to oversee content changes. Chairman Hatcher provided an overview of the formatting changes to the Governor's Vision which will

focus on goals and objectives. The final draft is expected by January 31, 2014. At that time it will be put out for a 30-day public comment period. The Executive Committee will meet on March 7, 2014, to vote on approval of the modification and submission to USDOL.

Continuous Improvement Committee Report:

Chairman Yolanda Shields delivered the Continuous Committee report from December 5, 2013. Committee members Chairman Shields, Craig Butler, Jerry Bush, Bruce Dotson, Susan MacArthur, and Betty Johnson were present. Staff present included Dr. Rosevelt Noble and Jennifer Snow. Lee Grehan and Simon Oliver with the University of Memphis were also present. Mr. Grehan and Mr. Oliver provided an overview of the methodology and results of the Customer & Employer Service Satisfaction Survey. The committee discussed recommendations to improve the process to include: providing an online version of the survey and redesigning questions to capture features such as Jobs4TN and training. The Committee reviewed the WIA Annual Performance Report, including an updated on the anticipated receipt of another incentive award. The Committee was briefed by Dr. Noble regarding changes to the proposed WIA Senate Reauthorization Bill and modifications to the Eligible Training Provider List Performance Standards for the new Consumer Report.

Operations Committee Report:

Chairman John Greeter provided the Operations Committee report from December 5, 2013. Chairman Greeter, David Hayes, Zack Stansell, Representative Jimmy Eldridge, Raymond Marston, Warren Logan, and Greg Persinger were present. Pat Bleecker served as the committee liaison. The committee reviewed the results of the 2013 Jim Alford Award nominations score card. The committee voted unanimously to select Gap Inc., located in Gallatin, Tennessee, which was nominated by LWIA 8. The committee also voted to select the Regional WIA Employee of the Year Awards. Mark Kirby (LWIA 5), Kim Rye (LWIA 8) and Connie Stewart (LWIA 12) were selected for their excellent contribution to the WIA Workforce system. The award presentations will be made at the full-Board meeting on June 20, 2014. The committee will continue to look at ways to award staff excellence across all partners in the Career Center system.

The Operations Committee will meet again in May in coordination with the Strategic Planning Committee to review state contracts with the AFL-CIO and the University of Memphis. The committee will provide recommendations to the full Board during the meeting on June 20, 2014.

Policy Committee Report:

Interim Chairman Rogers Anderson provided the Policy Committee Report from December 5, 2013. Present at the December 5, 2013, Policy Committee were Chairman Bob Ravener, Interim Chairman Rogers Anderson, Stuart Price, Richard Manahan, and Chris Mason. Staff present included Susie Bourque, Deniece Thomas, Teresa Broome, Mark Chandler, Mike Daniel, James Roberson, and Dan Holton. LWIA staff members present were Brian Clark, Gary Morgan, Kathy Pierce, Nancy Brown, Chris Tiller, Vaughn Smith, Naomi Earp, Rick Layne, Margaret Prater, Pat Callahan, and Marla Rye. The Policy Committee discussed four draft policies,

Eligible Training Provider, Local Governance, Service Integration, and One-stop Deliver System. Prior to the committee meeting on December 2, 2013, the staff met to review public comments and to make changes where appropriate. The Committee adopted the staff recommendation, while noting the staff will plan a meeting prior to the March 7, 2014, Executive Committee meeting to further discuss policies in the areas of noted clarification in the spirit of collaboration with the local areas. The Policy Committee agreed that the departmental staff may make the future amendments to the policies. **Motion made by Mayor Chris Mason, 2nd by Stuart Price, Motion passed.**

Disability Employment Initiative Grant Update:

Susie Bourque, Director Division of Workforce Services, Amanda Sells (LWIA 1), Stephanie Potter (LWIA 3), Sharyn Hancock (LWIA 8), Suzy Pruitt (LWIA 10), and Phyllis Brunson (LWIA 13) presented the Board and updated regarding the successes of the Disability Employment Initiative (DEI) Grant. The presentation covered six primary objectives of the grant: designation of a staff member to act as Disability Resource Coordinator, enrolling as an Employment Network, establishing an integrated-resource team, developing an aggressive, customized employment effort, developing and maintaining asset development strategies, and developing strategies to enhance and strengthen partnerships and collaborations. Susie Bourque reported that the outcomes, for the grant, saw increased service to disabled adults, in the participating LWIAs, of 25%, which was a 20% increase in the number of disabled participants placed in employment, a 10% increase in the number of disabled participants retained in employment, and an increase of disabled participants' six-month earnings to approximately 97% of the earnings achieved by the WIA adult population.

Closing Remarks:

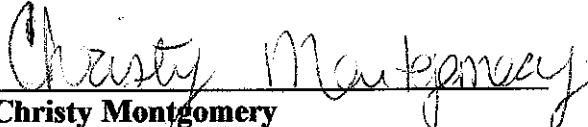
Commissioner Burns Phillips thanked the Board for its time and energy and then discussed how encouraged he is each time he meets with the Board as there is recognition of the importance of the work that each partner is doing. He highlighted each party's great efforts to work together and to be dedicated to this very important task.

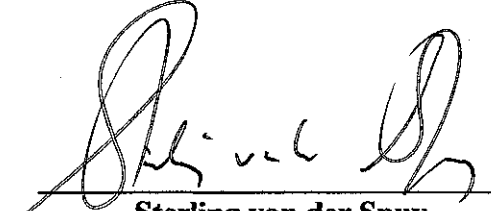
With no further business, the meeting was adjourned by Chairman Ravener.

Future Dates:

March 7, 2014 (Executive Committee)

May 1 & 2, 2014 (Strategic Planning)


Christy Montgomery
SWDB Board Director


Sterling van der Spuy
Administrator