



State of Tennessee  
Department of Labor and Workforce Development  
State Workforce Development Board Meeting

## MEETING MINUTES: THE VALUE OF PARTNERSHIP

February 10, 2017 (10:00 AM – 12:00 PM)

<u>Board Members Present</u>		<u>Board Members Present by Proxy</u>	<u>Members Absent</u>
Martha Axford (3)	Greg Persinger	Randy Boyd (Ann Thompson)	Rogers Anderson
Jason Bates	Burns Phillips	Danielle Barnes (Cherrell Campbell-Street)	
Timothy Burchfield	Stuart Price	Candice McQueen (Nick Hansen)	
Trudy Carson	Bob Ravener	Governor Haslam (Ted Townsend)	
Carolyn Hardy	Yolanda Shields		
Ann Hatcher	Kevin Vaughn		
Warren Logan	James Williamson (12)		
Susan Lynn	Sandra Woods (12)		
Mark Norris			

*Number in parenthesis represents the state board members' membership to the local workforce board.*

### Welcome & Update

Chairman Bob Ravener welcomed the board members, state and LWDA staff, guests and he introduced the new board member, Carolyn Hardy.

### Roll Call

Briana Moore conducted the roll call and established the presence of a quorum.

### Approval of Minutes (vote required)

Mr. Ravener requested the November 18, 2016 minutes be approved as written. Ted Townsend moved to approve the minutes, Greg Persinger seconded the motion, and the motion passed.

### Workforce Highlights in Tennessee

- State added 62,100 new jobs in 2016
- Unemployment rate dropped from 5.6% to 4.9%
- State named #1 in the country for small business job growth
- Williamson County ranked #1 for job growth in the country
- Hankook Tires (Clarksville new facility opening) had over 1,000 applicants at recent job fair
- General Motors (Springhill) invested another \$27 million in the facility
- Dollar General (TN-based company) adding 10,000 more jobs in the country during 2017

### SWDB Member Training Review & Updates

Derek Young facilitated the board training, where attendees were able to engage with one another and share ideas. During the opening exercise, attendees established the role of a high-performing workforce board. "Develop effective strategies, inspiring public and private partnerships, to optimize earning power with the vision for Tennessee to have the most productive and highly skilled workforce in the nation."

### Opening Remarks

Commissioner Burns Phillips' opening remarks provided an update on Unemployment Insurance's connection within the American Job Centers (AJC). The implementation of WIOA has allowed TN to fully integrate systems

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(Unemployment System and Virtual Recruiting System – also known as VOS), thereby automating the work search requirement that is mandated by the state. The newly aligned system now enrolls UI claimants into the virtual recruitment system and tracks weekly job searches. UI benefits are denied automatically if the job searches are not completed. This automation benefits the UI claimant, businesses, and Tennessee. It helps the claimant move to self-sufficiency. There have been 3 percent fewer people that have exhausted the 26 weeks of UI benefits, creating a \$4.2 million saving to the trust fund. As well as saving the trust fund of \$50 million in overpayments as estimated by USDOL.

Also, to broaden the services at the American Job Centers, staff was trained on the basics of Unemployment Insurance. This will allow AJC staff an opportunity to provide assistance to those that come into the centers in need of assistance filing a claim that cannot be provided online or over the phone.

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### Partner Engagement: Pathways TN

Melissa Canney provided an update on Pathways TN. This statewide public/private partnership is focused on increasing the number of Tennesseans who are qualified for a successful education to career learning pathways in Tennessee's high-priority industry sectors. Pathways TN is the vehicle that supports the Governor's Drive to 55 goal. Pathways TN currently has 3 focus areas based on labor market information: advanced manufacturing, IT, and health sciences; and currently implemented in 6 of the 9 Pathways TN regions. They are planning to expand to 2 more regions.

Pathways TN was awarded the New Skills for Youth Grant, funded by JP Morgan Chase, to assist in increasing students' career readiness. Pathways TN has partnered regionally and locally to successfully implement its priorities.

Ted Townsend added that when looking at expansion to certain counties, it's important to look at all across the state, considering those 22 counties with the unemployment rates over 7% like in Lake County at 10.2%, Rhea at 9%, and Scott at 8.6%. This is important for programs like Pathways TN joined by many other programs to work together to assist Tennesseans.

*Handout was provided to attendees on Pathways TN.*

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### Partner Engagement: Business Services

Michael Needel, Ann Thompson, and Diedra Sawyer

Tennessee's WIOA implementation strategy was to start preparing staff that engage with businesses and employers, since WIOA has not implemented performance goals for business services yet. Members of the business services team (American Job Center, regional Economic and Community Development, and regional Vocational Rehabilitation staff) attended a 6-hour professional development boot camp offered by Business U. This will allow the state to start gaging their effectiveness when serving businesses and employers, thereby being equipped to choose the best 2 of the 3 performance indicators that are set by USDOL.

#### Questions & Answers:

How does the board ensure this continued partnership to achieve the results we hope to achieve?

- Allow partners to lead trainings for alternate perspectives and cross training
- Request standardize metrics and any additional metrics to ensure continued partnerships
- As you develop the annual training plans, think about the practical applications before and after those trainings?

How are you marketing services to small businesses?

- Business Employment Consultants are building relationships with small businesses in their local area and working with the businesses services team to develop a unified approach to assisting those businesses. Economic and Community Development works with the Small Business Enterprise
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resources and provides a variety of services to small businesses.

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### **Committee Reports & Discussion**

During all committees, members were given an update on the WIOA Certification Applications process and One-Stop Procurement guidance updates.

#### **Oversight Committee Report, Ann Hatcher**

Policies reviewed:

- WIOA Transfer Authority of Title I Adult Funds and Dislocated Worker Funds – guidelines that local areas will use when requesting to reallocate funds between the two programs. Committee recommended an amendment to the date. Greg Persinger made a motion to approve the policy with date amendments, seconded by Mark Norris. The motion passed.
- Allowable and Unallowable Costs – an action item to recent audit finding guidance was provided to local areas. Ted Townsend made a motion to approve the policy as recommended, seconded by Jimmy Williamson. The motion passed.

Additional committee discussion topics:

- Proposal for reallocation of \$600,000 to Incumbent Worker Training funds was approved by the committee.

#### **Operations Committee Report, Greg Persinger**

Policies reviewed:

- Program Year 2016 Transitional Local Plans – Amendment to the policy to change submission date. The areas would have the plans available for public comment by April 3, 2017 and final submission by May 3, 2017. Sandra Woods made a motion to approve the policy with recommended amendments, seconded by Stewart Price. The motion passed.
- Veteran Referral Process Policy – Stewart Price made a motion to approve the policy and seconded by Warren Logan. The motion passed.
- Veterans and Eligible Spouse Priority of Service Policy – Jason Bates made a motion to approve the policy and seconded by Sandra Woods. The motion passed.

Additional committee discussion topics:

- During the update to the WIOA Certification Applications, committee was notified of how many applications were submitted and the status of the applications. Noted was the late application submission as well as partial application submission. Ted Townsend requested an explanation from those areas that did not submit applications timely or completely, and requested to include a note within the application and scoring rubric to identify late/incomplete submission.
- Certification Review Teams will go out to complete site visits based on the applications received.
- Appreciation for staff and partners that assisted during Gatlinburg Wildfires.

#### **Opportunities Committee Report, Trudy Carson**

Policies reviewed:

- Conflict of Interest Policy – Warren Logan made a motion to approve the policy with recommended amendments, and seconded by Martha Axford. The motion passed.

Additional committee discussions topics:

- Documenting best practices amongst local areas to share

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- Developing a quarterly scorecard that reflects local area metrics and align with the state plan, per request of Ann Hatcher
    - Draft report card; to be available for next board meeting

*Copies of policies were provided during the committee meetings. Approved policies are available on the State Workforce Development Board webpage.*

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### Closing Remarks

Additional discussion was initiated by board members regarding the certification process:

**Question:** Who makes the final recommendation regarding late/incomplete submission?

**Answer:** If there is a late/partial submission, it will be noted for official record to the board. During the next committee/board meeting, members can make recommendations for specific actions to be taken. Once board members approve specific actions, the information will be relayed to the local board for implementation of such actions.

Sterling noted various WIOA activity and the urgency of implementing such activity timely (by July 1, 2017). He also introduced the new Executive Director in LWDA 9, Patrick Combs.

Leader Norris provided an update of the state bill filing deadline, February 9, 2017. More specific bill of interest is the Broadband Accessibility Act, which focuses on deregulation of electric co-ops, tax incentives, grants, and community education. Better access; not bigger government.

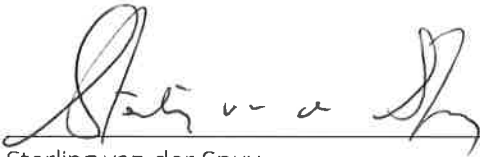
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### Adjourn

Mr. Ravener reminded the attendees that the upcoming board meetings are noted at the bottom of the agenda. Mark Norris made the motion to adjourn the meeting and was seconded by Martha Axford. The motion passed.

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Note: An audio recording of this meeting is on file at the Tennessee Department of Labor and Workforce Development.



Sterling van der Spuy  
Administrator

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5/25/17