



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 Development Board Meeting Minutes**  
**Nashville, TN**  
**Friday, December 7, 2007**  
**9:00 am – 12:00 pm**

**Board Members Present:**

Jerry Anderton  
J. M. Barnes  
Craig Butler  
Thelma Dunlap  
Guy Derryberry  
John Greeter  
Wallace Grills  
Ed Groves  
John Majors  
Sally McKay  
Iloff McMahan  
Gary Miller  
Mattie Moran  
James Neeley  
Brad Parish  
Margaret Ridings  
Charles Story

**Board Members Present by Proxy:**

Patricia James (Wallace Grills)  
Tommy Kilby (Brad Parish)  
Matthew Kisber (Rick Meredith)  
Gina Lodge (Andrea Cooper)  
Lana Seivers (Ralph Barnett)

**Members Absent:**

Joy Bishop  
Susie Gasset  
Brenda Henley  
Deidre Malone  
Arlene Ricci  
Marvin Sandrell  
Yolanda Shields  
Kenny Smith  
Ellen Thornton

**Staff Present:**

|                       |                  |               |               |
|-----------------------|------------------|---------------|---------------|
| Susan Cowden          | Susie Bourque    | Mark Chandler | Joyce Gregory |
| Joan Craig            | Joey Czarneski   | Regina King   | Dan Holton    |
| Linda Sampson         | Melinda Williams | Joe Fults     | Pat Bleeker   |
| Sterling Van Der Spuy |                  | Wil Hammond   | Don Ingram    |

**Welcome:**

Chairman Wallace Grills called the meeting to order and welcomed everyone to the December 2007 meeting.

**Roll Call:**

Linda Sampson conducted the roll call and established the presence of a quorum.

**Approval of May 18, 2007 and September 27, 2007 Minutes:**

Iloff McMahan made the motion to approve the minutes from the May 18, 2007 full board meeting and the minutes from the executive committee meeting held on September 27, 2007. The motion was seconded by Ed Groves. **Motion Passed.**

**Introduction of New Member:**

Chairman Grills introduced Craig Butler who was appointed in July of 2007 to represent the private sector on the board. He resides in Lexington, TN and comes to this board with experience from the state of South Carolina where he most recently served on their workforce board.

**Opening Remarks:**

Commissioner Neeley welcomed everyone to the meeting and expressed his appreciation for such good attendance. He advised that the Department and the board members have been involved in congressional tours of the Tennessee Career Centers. He publicly thanked the directors for the good job to this point in time and announced that additional tours are scheduled in the near future for the remaining congressional tours. The tours are expected to be instrumental in informing our delegation what takes place in the career centers across the state and have a positive impact.

**Workforce Development Updates/Goals:**

Administrator Susan Cowden provided an update on the following goals approved by the board in May of this year:

1) The Career Readiness Certificate Program is still in progress. There have been some issues which have prevented this program from being implementing statewide; however, we are moving forward with an alternate plan. The proposal has not been finalized but there have been over 5,000 certificates issued in 27 counties currently and it appears that the program will be statewide in January of 2008.

2) Administrator Cowden announced that Mary Ann Lawrence with the Center for Workforce Learning has been awarded the contract to provide an assessment of Area 13. Beginning

Monday, December 17<sup>th</sup> she will begin working intensively in Area 13 with the ability to extend the contract to other local areas who have expressed interest.

- 3) USDOL visited the state during the first week in September. A report comparing state expenditures was shared with all the members of congress in April. Tennessee received an increase of about fifteen million in funding due to greater need for services; however, it appears that our expenditures are lower than some states who received cuts. Tennessee needs to set a goal to increase spending across the funding streams to demonstrate that the funds are really needed.
- 4) Tennessee expects to remain in the top 10 in the nation regarding WIA performance. The continuous improvement committee is working closely with this goal.
- 5) We have applied for six USDOL grants for area community colleges. Walters State in Local workforce Investment Area 2 has already received one of these grants.
- 6) We have developed an assessment tool to evaluate local board effectiveness and this is expected to begin in 2008.
- 7) We plan to look at how the career centers are functioning and provide feedback to this board by our meeting in May.
- 8) The operations committee will be guiding the process of restructuring some of the programs and contracts administered under "Statewide" funding.
- 9) We plan to clearly articulate our vision for the Youth Program. We feel that we are doing a good job but feel we can always improve by working more closely with other departments.
- 10) A document entitled "Workforce Investment Pays in Tennessee" reflects the direct impact our programs have on economic development and this information sheet is being used during the career center congressional tours.
- 11) We are currently addressing skill shortages in the health field and in skill trades utilizing the incumbent worker program.
- 12) The policy committee is working on a policy to address consistent services across the state to dislocated workers.
- 13) Every board member is encouraged to participate in the congressional tours in their respective areas. A sample letter sent to the congressional delegation was provided to the members as well as a list of the scheduled tours. One goal is to emphasize that skilled available workforce is a key component of economic development. Information pertaining to numbers of individuals served and employers utilizing the career center have been helpful.

Administrator Cowden provided a chart indicating the percentage of funds expended as of 03/07.

### **Economic/Workforce Development Studies:**

Paul Haynes, Executive Director of the Nashville Career Advancement Center, presented information pertaining to the Nashville Area Targeted Labor Market Opportunities Study being conducted in 10 counties in Local Workforce Investment Areas 8, 9 and 10. He explained that the focus of the research is to examine recent and future trends to assess the workforce needs of the most “economic development-relevant” high growth industries and occupations. The goal will be accomplished by determining how many new workers are required for targeted clusters and ensuring that education and training programs have sufficient capacity to meet the needs.

### **Governor’s Three Star Program:**

Rick Meredith, Assistant Commissioner for the Department of Economic and Community Development, presented information pertaining to the Governor’s program to achieve economic and community development excellence by assisting communities with essential tools needed for growth. He explained that the program has had more changes in the past four years than cumulative changes over the past 28 years and has received more resources than ever before. He advised that it is recognized by the Southern Growth Policy Board as a “Best Practices” initiative and in 2007, 86 of Tennessee’s 95 counties participated in the program. The program incentives have saved Tennessee counties \$1,139,963 in FastTrack Infrastructure Development projects. The goal is to align five approaches of Planning and Infrastructure, Community, Leadership, Economic, and Education and Workforce.

### **Alford Award:**

Sterling Van der Spuy and Pat Bleeker assisted Commissioner Neeley in presenting the first annual Alford Award. Three finalists were selected from the fifteen entries. Domtar (LWIA 1), Lennox Hearth Products (LWIA 12), and Toho Tenax America, Inc. (LWIA 4) and the award was presented to Lennox Hearth Products.

Jim Alford is remembered for his inspiring dedication to Tennessee’s workforce development efforts, for his abundant energy and willingness to go the extra mile, for his inquisitive mind and creative solutions, his passion for quality and excellence in workforce development and for fostering positive relationships among workforce professionals, staff, businesses and the workforce. He was professional, courteous, friendly, and easy to work with and he will be remembered as an asset to the department and appreciated for his positive impact on economic development in Tennessee.

### **Tennessee’s Transformation of TAA – From “Good to Great”:**

Melinda Williams, Assistant Administrator, Employment Security, presented information on positive changes in TAA in Tennessee. This program is an economic boost when there is a plant closure. A major improvement has been in the area of reducing turn around time to between seven to fourteen days when a person applies for training under TAA. She explained that a staff of only two people processes all of the contracts for the entire thirteen local areas. She reported

that the changes have resulted in a positive impact with training providers and dislocated workers and that Tennessee has been recognized by the USDOL as a best practice. Over 7,000 individuals have been trained since 2003 in demand occupations at a cost of approximately \$10,000 per person. Tennessee remains number one in the region for accountability in TAA.

### **Jobs for Tennessee's Graduates:**

Betsy Houston, Executive Director, Career and Workforce Services, Department of Education, presented a program on Jobs for Tennessee's Graduates. She presented a historical perspective and explained the major goal is to assist at-risk and disadvantaged youth in graduating from high school, finding and keeping quality jobs and/or receiving postsecondary education which will help lead to productive careers. She announced that Tennessee is above average in graduation rate, positive outcome rate, employment rate, full time job rate, full time placement rate and further education rate. JTG earned the highest national performance award for participants' superior graduation rate and post-secondary success rate.

### **Committee Reports:**

Continuous Improvement Committee Chairman Iliff McMahan began his report by thanking the newest member, Craig Butler, for his contribution to the work of the committee as well as to the staff for their efforts toward continued improvement. He referenced the WIA Annual Report for PY 2006 which has two parts, a narrative and a statistical performance summary. Each committee person was provided with a hard copy. He reported the outcome of all performance groups meeting or exceeding goals. He discussed the request for a waiver to common performance measures streamed lined down to the following eight points:

- Enhances Flexibility
- Encourages Integrated Programs and Integrated Reporting
- Promotes Efficient Use of Limited Resources
- Requires Modification of State Plan
- Requires Negotiation of Performance Levels
- Requires New Customer Satisfaction Survey
- Needs Revision of Incentive/Sanction Policy
- Needs Board Approval to Submit

Based upon the recommendation of the committee, Iliff McMahan made the motion that Tennessee request a performance reporting waiver to reduce outcomes from 19 to nine performance measures. John Greeter seconded the motion. **Motion Passed.**

Operations Committee Chairman John Greeter began the report by stating that the purpose of the Operations Committee is to provide oversight of the statewide programs administered by the Workforce Development Division. He stated that some confusion resulted from the fact that the agenda sent to the board members did not include the committee meetings. Staff acknowledged the oversight. For all future meetings a full two day agenda will be provided and committee members are strongly encouraged to make the meeting.

Mr. Greeter reported that Ms. Cowden provided an overview of the funds that had been appropriated by the board last May.

The new project proposed was presented by Ms. Martha Wetteman, Statistical Analysis Supervisor with Employment Security. She presented samples of "Tennessee Career Booklets" that have been developed by the Department of Education for use in the K-12 schools to inform students of the 16 Career Clusters. It was proposed that WIA purchase the booklets for use in the Career Centers and with the Youth and Rapid Response. It was recommended that 3,000 sets of booklets or \$31,500 in statewide funds be used to purchase these resources. The committee approved the recommendation.

Wil Hammond provided an update on the Career Readiness Certificates. The project is well underway in 27 counties in middle Tennessee and over 5000 certificates have been issued. The full state rollout to all 95 counties is pending contract approval. It is recommended that the state move ahead with an alternate plan and staff advised the committee that this would require using some of the additional reserve funding. The committee acknowledges the need to move ahead and recommends the alternate plan to purchase the assessments from the pilot vendor and set one LWIA as the parent or host site. Proposals are currently being developed and not yet available.

Mr. Greeter reported that the board had appropriated \$500,000 to develop a new apprenticeship training program. The application is now available on the department's website and are being received through January 1, 2008 at which time projects are anticipated to be funded.

Mr. Greeter reported that the Operations Committee will review state contracts on March 13 and he encouraged all committee members to participate.

Policy Committee Chairman Jerry Anderton reported that the committee discussed several matters and has three recommendations to make to the Board. The committee reviewed a draft of Workforce Investment Act Memorandum Number WD 07-36 which is a plan to provide enhanced services to dislocated workers, thereby making the delivery of services more effective and efficient. Mr. Anderton made the motion that the Memorandum be adopted by the full board. Iliff McMahan seconded the motion. **Motion Passed.** Following a recommendation of the Executive Committee, the Policy Committee considered implementation of a uniform policy on remedial action that may be required of a local board that fails to make grant applications within the allotted time. The committee recommends that remedial action may include any or all of the following measures:

1. Notification of Local Board members of the deficiency.
2. The local board may be required to complete a Corrective Action Plan.
3. The officer responsible for the late filing may be required to appear before the full Workforce Development Board at a time specified by the Chairman to provide details of the Corrective Plan or the reason for the deficiency if no written plan is required.
4. Incentive funds may be withheld from a local board that misses a filing deadline. Recognizing that each case rests on its own merits, it would be up to the full board in each case to determine which sanctions would be assessed.

James Barnes made the motion to adopt the policy for dealing with LWIAs for noncompliance. Guy Derryberry seconded the motion. **Motion Passed.**

Mr. Anderton reported that the committee had developed model by-laws to be made available to local boards for consistency, giving them authority to take actions without fear of challenge and it could also be valuable at audit time. In May of 2007 the committee had asked for a legal opinion pertaining to the section of action without a meeting. The legal interpretation states that this is not advisable because it could cause a board to violate the Tennessee Open Meetings Act. The Policy Committee recommends that Article 7 Section 7.5: Action Without a Meeting of the proposed model By-Laws be amended to conform to the Tennessee Open Meeting Act, T.C.A. 8-44-101 et seq. Amend to read: All meetings and actions for the local board must comply with the Tennessee open Meeting Act, T.C.A. 8-44-101 et seq. Mr. Grills suggested that this be tabled until the next meeting to give everyone ample time to review the changes. Iliff McMahan made the motion to table and it was seconded by Charles Story. **Motion Passed.** Mr. Anderton agreed to prepare the information for consideration at the next full board meeting in March of 2008.

Mr. Anderton reported that the committee had been asked to consider adoption of Common Measures and changes to the Incentive and Sanctions Policy. This will be an agenda item for the Policy Committee in March of 2008.

Mr. Anderton reported that Policy Committee Member John Majors has been appointed to the State Rehabilitation Counsel and he would appreciate any input from board members on how he can be more effective on this counsel.

Strategic Planning Committee Chairperson James M. Barnes recognized and thanked the WFD staff for keeping the committee on task. He reported that participation at the committee was good. They discussed the Local Workforce Investment Area's plan modification and listed below are the questions the committee would like to see addressed in 2008:

1. How are you partnering with other areas and other agencies in addition to the required partners to avoid duplication of services?
2. What are you doing for regional economic development?
3. Spend a few minutes showcasing your area and focusing on 3 top goals that you submitted in your plan with a focus on innovation; and discuss 2 weaknesses that you reported and provide action plans to address them.
4. Define "Talent Development" in your area and explain how you are pursuing it to allow your participants to achieve it.
5. Explain how you are matching employers to job seekers.
6. Do you have any Apprenticeship programs? Please describe them.
7. Have any events occurred in your local area to change the Targeted Industries? If so, provide details.
8. Give an example of the aggregate financial "impact" of the program outcomes you achieved in the most recent year for which complete data is available.

**Closing Remarks:**

With no further business to come before the Board, the meeting was adjourned. Chairman Grills thanked everyone for attending and encouraged all members to participate in the tour of the new facility.

**Future Dates:**

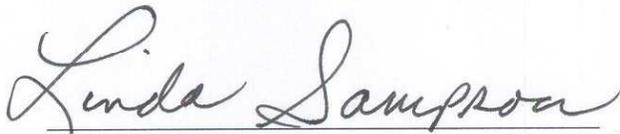
March 13 & 14, 2008

April 10 & 11, 2008 (Planning Committee)

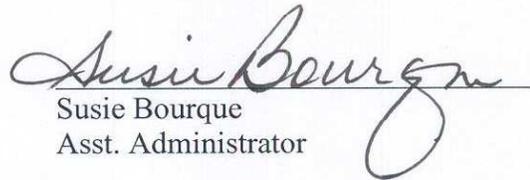
May 15 & 16, 2008

September 25 & 26, 2008 (Executive Committee)

December 4 & 5, 2008



Linda Sampson  
WIA Board Coordinator



Susie Bourque  
Asst. Administrator