



**State Workforce Development Board  
Full Board Meeting Minutes  
Nashville, TN  
September 11, 2015 8:30 - 11:30 am**

**Board Members Present:**

Rogers Anderson  
Martha Axford  
Trudy Carson  
Andre Fowlkes  
Ann Hatcher  
Warren Logan  
Chris Mason  
Mark Norris  
Greg Persinger  
Stuart Price  
Bob Ravener  
James Williamson  
Sandra Woods

**Board Members Present by Proxy:**

Randy Boyd (Ann Thompson)  
Timothy Burchfield (Ann Hatcher)  
Raquel Hatter (Cherrell Campbell-Street)  
Candice McQueen (Danielle Mezera)  
Burns Phillips (Sterling vanderSpuy)

**Members Absent:**

Susan Lynn  
Yolanda Shields  
Jan Williams  
Mayra Zimmer

**Welcome:**

Chairman Bob Ravener welcomed the board members, state staff, LWIA staff, and guests. He recognized Melinda Kelsey and the upcoming Paychecks for Patriots event will take place on October 1, 2015 with over 200 employers. He also shared that the Department is hosting a television program called Inside Workforce Development to help citizens of the State learn about workforce development opportunities.

**Roll Call/Conflict of Interest Statement:**

Susie Bourque conducted the roll call and established the presence of a quorum.

**Approval of Minutes:**

Mr. Ravener asked for the minutes to be approved as written. James Williamson made a motion to approve the minutes from the full board meeting on June 5, 2015. Sandra Woods seconded the motion. **Motion Passed.**

**Welcome:**

Burns Phillips, Commissioner of the Tennessee Department of Labor and Workforce Development, gave opening remarks and welcomed members and the workforce partners attending the meeting. He announced that the meeting includes a new, reorganized board that reflects the changes called for under the implementation for the Workforce Innovation and Opportunity Act (WIOA). This new program will focus on accountability and the collection of useful, impactful data to continue to provide quality service that is timely, fiscally responsible and effective.

**WIOA 101 and Board Member Orientation:**

Susie Bourque, Director of Policy and Special Projects, provided an overview of the changes included in the implementation of WIOA. These changes include but are not limited to the administration of Title I, II, and III programs all administered by the Tennessee Department of Labor and Workforce Development (TDLWD). The Title IV program as it relates to Vocational Rehabilitation (VR) services is administered by the Tennessee Department of Human Services (DHS). An increased focus has been placed on career pathways, blending and braiding of funding, department and agency partnerships, serving individuals with significant barriers, alignment of workforce needs and economic impact, sustainable regional strategies and plans, etc. New performance expectations and common measures will be implemented across all programs and will include consideration for harder to serve populations. Ms. Bourque explained that local boards will see changes and restructuring much like the state board and will be affected by the changes with regional designation. A certification process and policy will be developed to regulate consistency in service and programs provided by all Tennessee American Job Centers. This includes but is not limited to resource sharing, inclusion of required and optional partners, and redesigned business service teams to name a few.

The new State Workforce Development Board was established by Governor Haslam on June 30, 2015 and includes 24 members. The primary responsibilities of the board are: to advise the Governor on all matters of workforce development strategy for the state, accomplish all visions of WIOA, assist with development and design of workforce strategy, and assist with implementing AJC structure throughout the state, develop and modify the state plan, review all statewide policies, help with partner interaction, develop and modify state accountability measures, help with dissemination of WIOA practices, support AJC's one-stop delivery systems throughout the state, and assist with the development of allocation formulas for all programs.

#### **Board Meeting and Committee Structure:**

Administrator Sterling van der Spuy provided a brief overview of the structural changes that have taken place since the beginning of WIOA implementation. The use of Quick Start Action Plans (QSAPs), evaluation of the one-stop systems across the state, and NPRMs has been the guide for effective change and integration of WIOA guidance. The use of the Workforce One-Touch system has improved the quality and timeliness of overall services to various customers. In regards to the new board meeting and committee structure, TDLWD staff proposes a one day meeting to include committee meetings to be held in the morning and the full board meeting to immediately follow. This new structure will assure that staff and board members' time is used wisely and effectively and all programs are addressed and evaluated in a timely manner.

#### **Workforce Investment Board Presentations:**

Susie Bourque, Director of Policy and Special Projects, provided information about the Local Area Initial Designation. Based on WIOA guidance for Local Area Initial Designation, a local area previously designated as a local area for purposes of the Workforce Investment Act would receive approval of a request for Initial Designation under WIOA. However, the areas must have performed successfully and sustained fiscal integrity. Based on this requirement, five local areas were granted Initial Designation; LWDA's 1, 2, 6, 7 and 9. In order to move forward, all other areas were granted Initial Designation with a contingency for the first year. These areas are required to develop a risk assessment and respond to fiscal queries quarterly. Based on the responses the State can determine which areas require technical assistance. Updates on the progress will be provided at each Board meeting. Each area, with or without the contingency, provided a brief presentation to answer questions on their efforts for WIOA implementation.

#### **Asset Mapping:**

Derek Young provided an overview of his interactions with the Workforce Investment Board staff as the state looks to transition from silos to systems to maximize best practices across the state. Mr. Young highlighted the impact and influence of the board's actions and made mention of the three major goals of his work: 1. awareness of the department's actions and a strategic plan, 2. identify "missing" assets, 3. showcase "hidden" alliances in the local communities. The common thread of all conversations at the six asset mapping session was the need to make *more* Tennesseans *more* employable to fill current and future jobs in the state.

Mr. Young made four basic recommendations for TDLWD to pursue for the development of a strategic plan:

1. Leveraging Leaders
  - a. Select Group
  - b. Stay Connected
  - c. Right Communication
  - d. Deputizing Members
2. Spotlight Successes
  - a. Best Practices Repository
  - b. LWD Mission Critical
  - c. Synergistic Processes
  - d. Creative with Complexity
3. Promoting Progress
  - a. Produces Immediate Return
  - b. Translates Across the State
  - c. Shows Everyone's Value
  - d. Advances Governor's Focus
4. Active Advocacy
  - a. Client Empathy and Engagement
  - b. Cultural Diversity Preparation
  - c. Client Hunger and Drive
  - d. Career Calling and Commitment

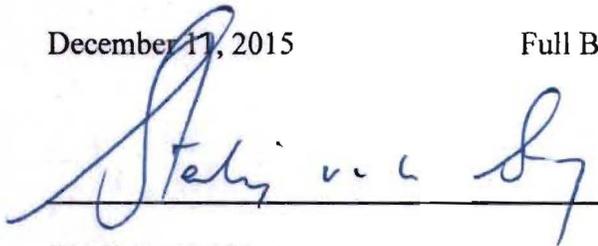
**Closing Remarks:**

Sterling van der Spuy proposed to the Board a new Committee structure to be more reflective of WIOA. The proposal was to have three committees: Oversight, Operations, and Opportunities. Chairman Ravener asked for a motion to adopt the newly proposed meeting and committee structure. Mark Norris made a motion to approve the proposal. Rogers Anderson seconded the motion. **Motion Passed.** With no further business, the meeting was adjourned by Chairman Ravener.

**Future Dates:**

December 11, 2015

Full Board Meeting



**Sterling van der Spuy**  
**Administrator**