



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 2, 2011
9:00 am – 12:00 pm

Board Members Present:

J.M. Barnes
Kristee Bell
Andy Berke
Craig Butler
Karla Davis
Guy Derryberry
Echell Eady
Jimmy Eldridge
John Greeter
Wallace Grills
Ed Groves
Niketa Hailey-Hill
Ann Hatcher
David Hayes
Bethany Lay
Raymond Marston
Eliot Mitchell
Yolanda Shields
Zack Stansell
Charles Story
Sandra Woods

Abstaining Members:

Craig Butler (LWIA 11)
Guy Derryberry (LWIA 10)
John Greeter (LWIA 6)
Wallace Grills (LWIA 1)
Sandra Woods (LWIA 12)

Board Members Present by Proxy:

Raquel Hatter (Kelvin Meeks)
Kevin Huffman (Marty Willis)
Gary Miller (Wallace Grills)

Members Absent:

Shirley Frierson
Bill Hagerty
Patricia James
John Majors
Gary Miller
Richard Montgomery
Brad Parish
Nichole Saulsberry-Scarboro
Jean Schmidt
Kenny Smith
Ellen Thornton

Staff Present:

Pat Bleecker	Christy Montgomery
Susie Bourque	Theresa Morris
Joan Craig	Rosevelt Noble
Susan Cowden	James Roberson
Dan Holton	Christy Montgomery
Briana Johnson	Sterling Van Der Spuy
Alisa Malone	

Welcome:

Chairman Wallace Grills called the meeting to order and gave an update on the Executive Committee Meeting, September 15, 2011. He also provided an overview of his attendance at the National Association of State Workforce Board Chairs, where Mark Musik from Georgia was appointed the chair of the Executive Committee of State Workforce Board Chairs. Lastly, Chairman Grills reminded board members of the upcoming board meeting schedule.

Opening Remarks:

Karla Davis, Commissioner of the Tennessee Department of Labor and Workforce Development gave opening remarks and thanks to all State Board members. She highlighted the decreased unemployment rate and increased focus on providing training and services for unemployed individuals across the State.

Roll Call/Conflict of Interest Statement:

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

Introduction of New Members:

Three new board members were in attendance. State Representative Jimmy Eldridge, House District 73, is currently serving in his 10th year in the General Assembly and serves on several House committees. Ann Hatcher is Vice President of Human Resources for HCA's Information Technology Division and prior to that she served on the national level for HCA in workforce development. She is knowledgeable of both the clinical and technology workforce and is excited to share her experience with the board. Bethany Lay is Executive for Advancement at Columbia State Community College and is looking forward to working with the board.

Approval of Minutes:

Ed Groves made the motion to approve the minutes from the full board meeting on May 20, 2011 and Executive Committee Meeting on September 15, 2011. Sandra Woods seconded the motion to approve the minutes. **Motion Passed.**

Workforce Development Updates:

Administrator Susan Cowden provided an overview of the 2011 major accomplishments of the Workforce Development Division. She outlined the funding flow for the division and how recent changes affect the work of each standing committee of the State Workforce Development Board. She discussed the 2011 goals and progress of the department and state and how each has been addressed and/or met. In accordance with the Governor's goal for Tennessee to be the #1 State in the Southeast for high quality jobs, 5,123 jobs were created or saved through the work of the Division of Workforce Development. Several projects secured federal discretionary funds (\$16 million) and were as follows: Regular – OJT, Dual Enrollment – General Motors, Disaster – Storms, Dual Enrollment – Goodyear, and Disability Employment Initiative. Tennessee was one of nine states to participate in the National Regression Model and was the only state to successfully complete. The 2010 Annual Report reflects attainment of goals and initial eligibility for an Incentive Award. While there were budget cuts, the Rapid Response team conducted 354 meetings with companies serving over 13,000 workers being displaced. In addition to the work in the private sector, over 450 workers in state facilities were served as well. The continued fiscal problems in several LWIAs are being addressed through technical assistance in regards to under-spending, over-spending, and returning funds due to lack of adequate controls in areas 4, 5 and 11. Ms. Cowden did note that performance had greatly improved with the implementation of the Regression Pilot in LWIAs 2, 4, 5, 6, 11 and 13. Finally, she provided information on the Statewide and Special Projects taking place and their current and anticipated success.

Awards:

Betsy Houston, Executive Director of Career and Workforce Services at the Department of Education recognized Marla Rye, Executive Director of Workforce Essentials (LWIA 8), as the recipient of the JAG National Above and Beyond Award. She also recognized Susan Cowden, Administrator of Workforce Development at the Department of Labor and Workforce Development, as recipient of the JAG National Workforce Development Leadership Award.

John Greeter, Operations Committee Chair, presented the 2011 WIA Customer Service Award to Sheryl Harrell (LWIA 2). This award was presented in recognition of her outstanding service and leadership at the career center. Dr. Nancy Brown, Dean of Workforce Development at Walters State Community College acknowledged Mrs. Harrell's continued hard work within the WIA program and with participants in the career center. Mr. Greeter presented the 2011 Jim Alford Award to Chad McAllister of Monogram Refrigeration, LLC in Selmer, TN. This award recognizes this company for its excellence in workforce training in LWIA 11. Jimmy Bell, WIA Director in LWIA 11, made note of the classroom and on-the-job training provided by Monogram Refrigeration, LLC to its participants.

Green Jobs:

Associate Director of the Business and Economic Research Center at MTSU, Dr. Marat Arik, presented information regarding green jobs in Tennessee and the numerous opportunities present in the urban and rural areas across the state. The topics/questions he focused on include the

following: global, national, and local roundup, definition of Green Economy, the State strategy for the Green Economy, the major green investments, Green Construction (temporary jobs), permanent jobs, and several recommendations. Each of these topics provided essential information regarding the future workforce and available jobs in the State and across the country. Dr. Arik and his staff recently began a pilot project in Tennessee to evaluate the international competitiveness of green energy technology industries in the state. This project is sponsored by a California based energy foundation to determine where new trends can take the State as well as new areas to explore for green energy technology.

State Partnership with Volkswagen Training:

Anthony Lytle, Workforce Planning Specialist with Volkswagen GOA, provided an overview of a state employee's operations at Volkswagen GOA Chattanooga Operation LLC. State employees initially go through the assessment center, where several services are provided including, production hands-on, maintenance hands-on, interviewing, technical/professional skills, and salary assessment. Other employees assist with HR staffing and recruiting support as well as special projects. These various areas have led to a large recruiting volume and numerous success stories in shortly over one year. An overview of the selection process, on-site training facilities, and assembly line provided attendees with an "insider" view of Volkswagen operations at the Chattanooga facilities. As the recipient of the 2011 Motor Trend Car of the Year for the Passat, Volkswagen's Chattanooga Operations' has proven effective and a valuable partnership with the State.

Update – EN, DIDD & Career Center Partnerships:

Julie Huber, State Director of Day Services with the Department of Intellectual and Developmental Disabilities (DIDD), discussed the Tennessee Ticket to Work Initiative. This effort works hard to increase employment opportunities for Tennesseans who receive social security disability. The employment network list provides the necessary long-term support and job training needed by Tennessee ticket holders and the partnership between Tennessee Department of Labor & Workforce Development, Division of Rehabilitation Services (DRS or VR), and DIDD support these services. She explained the benefits of participant options through VR and instant credibility provided through the career centers, LWIAs, non-profit and for-profit organizations. The next steps for the program are focused on expanding the number of employment networks in Tennessee, creating partnerships on the state and local levels, and getting the work out to the over 300,000 Tennesseans who have a ticket that is not in use.

Susan Cowden announced LWIAs 1, 3, 8, 10, and 13 will be recipients of funds for the Disability Employment Initiative for the State of Tennessee.

Committee Reports:

Operations Committee

Operations Committee Chairman John Greeter thanked the committee members for their attendance and input. Members in attendance included: John Greeter, Ed Groves, David Hayes (Vice-Chair), Raymond Marston, Zack Stansell, and Jimmy Eldridge. Committee Liaisons in attendance: Patrick Bleecker and James Roberson. Additional staff in attendance: Betsy Houston, JTG, and Laura Hine, LWIA 13.

Mr. Greeter reported that James Roberson gave an overview of the statewide set-aside which is set at 5%, down from the previous 15%, and how this change will affect the programs funded with this money. The operation of these programs will remain the same despite the changes. The committee was presented with the nominations for the Jim Alford Award and the WIA Customer Service Award which were presented in the December meeting. Finally, it was decided that the committee will meet again on Thursday, March 8, 2012 at 10 am to discuss additional committee business.

Strategic Planning Committee

Committee Chair, Jim Barnes recognized committee members who attended the regular committee meeting on Thursday, December 1, 2011 as: Jim Barnes, Charles Story Kristee Bell, and new member Ann Hatcher. In addition, several LWIA directors and State staff attended the committee meeting. State staff had distributed guidance to the local areas and the 1st phase is due on December 15, 2011. This year's plan submission will utilize a three phase process with different documentation due on each of those dates. The new planning documentation requires the submission of a Non-Discrimination and Equal Opportunity Survey in conjunction with the Business Exemption Plan.

The Strategic Planning meeting will take place on March 8-9, 2012 and Mr. Barnes requested the attendance of all board members. Several questions were developed for each LWIA to address during their presentation and this information is requested to be submitted to TDLWD staff one week prior to the meeting for distribution to all board members. The questions are as follows:

1. Present progress of the expenditure of formula funds in graph form. Describe the mechanism your LWIA utilizes to manage formula funds. How do you prevent over and under-spending?
2. What are the three (3) most utilized training providers in your area in terms of total ITA amounts? Which three (3) training providers do you send the most participants? Which three (3) training providers do you send the most total amount of ITAs?
3. What are the three (3) most funded employment sector by your LWIA in terms of ITA amounts?

4. What do you plan to do to enhance Career Center partnerships and improve customer service?
5. Due to the 8.5% increase in local funding eliminated by the reduction in government reserve, how will the LWIA utilize additional funds? In what ways will the LWIA use the funds to continue to support state initiatives?
6. For each LWIA who received Disability Employment Initiative funds, how do you see enhancement to serving individuals with disabilities as a result of this additional funding?

Mr. Barnes reported that the state has noted concerns in LWIAs 4, 5, and 11 regarding operations of programs and fiscal management. These local areas will have additional requirements and be asked to address these concerns in their local plan presentation. The additional questions are:

1. How do you plan to improve communication and accountability within your organization?
2. Provide an overview of the plan organizational structure. Detail your vision for organization turn-around and provide dates that theses will take place.

Policy Committee

Committee Chair, Guy Derryberry thanked the members in attendance: Andy Berke, Sandra Woods, Eliot Mitchell, and Marty Willis (proxy). Staff Liaison Rosevelt Noble was also in attendance. The committee discussed the Incentives and Sanction Policy and how it will be woven into the continuous improvement projects in the future. The new Eligible Training Provider List policy was discussed as it pertains to the Program Change Report being submitted twice a year.

The Policy Committee also discussed the Termination Policy and Grievance Policy for the Senior Community Service Employment Programs. Finally, the Training and Employment Guidance Letter of 911 was reviewed by the committee which was included in TEGl 911, clarifying the federal funding and 5% Governor's reserve and what it must be used for.

Continuous Improvement Committee

Committee members in attendance: Yolanda Shields, Committee Chair, Craig Butler, New Vice –Chair, and Niketa Hailey-Hill. Staff and Committee Liaison in attendance: Dan Holton and Joey Czarneski. Visitors in attendance: Lee Grehan from University of Memphis gave a presentation regarding the GIS mapping and participation levels, Vaughn Smith, LWIA 3 Director, Rick Molder, LWIA 10 Director, Margaret Prater, Vice President LWIA 12, and Vivian Alexander, LWIA 13. New Committee Chairman Yolanda Shields made the following report:

The WIA Incentives and Sanction Policy update was discussed in full detail, the Annual Report for 2012 and 2011 Regression Targets were reviewed as well. Local performance plans and GIS mapping were discussed as well. The committee determined the need for working with the

reduction of state-wide budget and clarifies Sanction provision. Language needs to be included stating that local incentives are contingent on the state receiving an Incentive award. The committee would also like to see mid-way corrective action put in place as it relates to data validation can take place prior to the final review.

Finally, the committee would like to see a clause built in to deny Incentive Awards if data validation error rates are high based on a threshold for errors. The review of areas under mandatory technical assistance for 2009 showed area 2 still has an area of concern with dislocated worker training. The area has put in place a plan for partnerships to help in that area. The use of old data may give false information regarding the local areas' current performance but the committee encouraged each area to look at forecasting and areas of concerns coming in the future. Technical assistance could be of assistance in this area.

Closing Remarks:

With no further business to come before the Board, the meeting was adjourned with Chairman Grills reminding everyone to mark their 2012 calendars for future meeting dates.

Future Dates:

March 8 & 9, 2012	(Planning)
May 17 & 18, 2012	
September 20 & 21, 2012	(Executive Committee)
December 6 & 7, 2012	


Briana Johnson
WIA Board Coordinator


Susie Bourque
Assistant Administrator