

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12**
1252 Manufacturer's Row
Trenton, TN
September 22, 2015

Board Members Present:

Rita Alexander	Sandy Barnett	John Bucy	John "Glad" Castellaw
Caroline Castellaw	Doug Clark	Ian Cochran	Keith Cursey
Yvette Dixon	Jon Dougherty	Will Douglas	Bedford Dunavant
Landy Fuqua	Allen Hester	Brad Hurley	Mary Jones
John Killen	Ben Marks	Adam Miller	Ted Piazza
John Penn Ridgeway	Jennifer Starks	Cliff Sturdivant	Jimmy Williamson
Sandra Woods			

Local Elected Officials:

Jake Bynum	Brent Greer	Kenny McBride	Benny McGuire
Gary Reasons	Tom Witherspoon		

Staff Members Present:

Jennifer Bane	LeAnn Lundberg	Pam Merritt	Margaret Prater
Kim Quinton	Cynthia Webb		

Lunch: catered by Gibson's Grill.

1. Welcome and Introduction:

Mayor Gary Reasons recognized there was a quorum and called the meeting to order. He welcomed everyone and asked each person to introduce themselves.

2. Election of Officers: * A Motion to accept nominations for Jimmy Williamson as Chairman of the Board, Ted Piazza as Vice Chairman and Dr. Karen Bowyer as Secretary, was made by Mayor Tom Witherspoon and seconded by Mayor Benny McGuire. Jimmy Williamson and Ted Piazza abstained from the discussion and vote. Dr. Karen Bowyer was not present for the meeting. All others were in favor and Motion was approved.

3. Approval of By-laws: * A Motion to accept the By-laws as presented was made by Mayor Tom Witherspoon and seconded by Ted Piazza. All were in favor and Motion was approved. (Handout provided)

4. Review & Approval of Minutes: * A Motion to accept the April 28, 2015 Board Meeting Minutes as presented was made by Ted Piazza and was seconded by Mayor Tom Witherspoon. All were in favor and Motion was approved. (Handout provided)

5. Committee Assignments: Margaret Prater asked everyone to review the Committee assignments handout. Margaret stated that each committee will meet once per quarter, as needed, and report out to the full Board. (Handout provided)

6. Approval of Training Provider Applications:

Pam Merritt stated that the TCAT Newbern – Trucking Driving School which is a 9 week class was approved by the State, since our Board was not certified and not scheduled to meet. (Handout provided)

***A Motion to approve the program was made by Mayor Benny McGuire and seconded by Ted Piazza. All were in favor the Motion was approved.**

7. **Quarterly Board Update:** Margaret Prater reviewed the Annual Report. (handout provided).

***WIOA Implementation:** Margaret Prater discussed the Governor's letter regarding initial designation of the area and contingencies for performance and fiscal integrity. She and Chairman Williamson both spoke to the fact that LWDA 12 had never had a fiscal finding and the performance issue was from 3 years ago and had been resolved the following two years. Jimmy Williamson stated that several State Workforce Board members were not comfortable with the standards letters that went to several very high performing areas and that the letter will be revisited at the State Workforce Board Meeting in December. (Handout provided)

Margaret stated that we submitted Board Nominations to the Governor's office on September 11, 2015 and are waiting for the Governor's signature.

8. **Program Updates:**

- Cynthia Webb: Director of Fiscal and Administrative Services – Reviewed and discussed handout regarding Adult and Dislocated Worker and Youth Services 2015-2016 budget projections. (Handout provided)
- Margaret Prater: for Connie Stewart, Youth Services – Reviewed and discussed Timeline DRAFT. The RFP is currently being worked on by Connie Stewart and Margaret Prater. (Handout provided)
- Margaret Prater for Laura Speer, Performance and Compliance - Reviewed and discussed handout, stating that performance is in good condition. (Handout provided)
- Margaret Prater for Ginger Powell, Business Services- Discussed that ACT Work Ready Communities stating that Lake County and Dyer County are at 100%. The other counties are on target to meet their goals.
- Jennifer Bane: Director of Career Services- Reviewed and discussed handout. She stated that all Open Houses have been scheduled and are going well. (Handout provided)
- Pam Merritt: Director of Training Services- Asked if anyone heard of future layoffs in any county to please let her know. She stated that the Super Day hiring event for Unilever was a huge success with approximately 350-400 people taking the NCRC.
- LeAnn Lundberg: Director of Computer/Facilities- Discussed the iPad check in system has been installed and is working well. She and Michael have been working on a new Workflow System for the staff.
- Margaret Prater for Lori Kelley-Burdine, Public Information/Planning- stated that over 1400 postcards were sent out regarding the Amteck Pre-Apprenticeship program. We are applying for state grants for Amteck.

9. Other: Manufacturing Days have been scheduled for October.

There was no further business and the meeting was adjourned by Chairman Jimmy Williamson.

Respectfully submitted,

Kimberly Quinton
Executive Secretary