

Northwest TN Workforce Board  
Board of Directors  
Electronic Meeting – Minutes  
August 22, 2018

Members Present:

Jimmy Williamson, President  
Ted Piazza, Vice President  
Jennifer Starks, Secretary  
Mayor Gary Reasons  
Mayor Chris Young

Margaret Prater, Executive Director requested a special electronic meeting of the Board of Directors to approve changes in leadership to be announced at the upcoming Board Meeting. She explained personally and in a follow-up email (attached) that due to her own and family's health issues, she will be stepping down from the position of Executive Director. The proposal calls for Jennifer Bane to be promoted to Executive Director. Margaret will remain in a newly created position, Senior Executive Advisor, to assist Jennifer until September 30, 2019 when the position ends. Details of hours, pay and new organizational structure were included in the email. It was noted based on reductions in Prater hours and salary, the proposal is budget neutral, including increasing the salaries of Jennifer Bane and Gina Eaton, and hiring a full-time Director of Business Services when Prater's positions end. The meeting was held electronically. All members were instructed to REPLY TO ALL with all comments or votes. All members replied to all and were in favor of the proposal. Email documentation is attached.