



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, May 15, 2009  
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  
Patricia James  
John Majors  
Sally McKay  
Iloff McMahan  
James Neeley  
Brad Parish  
Deborah Reed  
Yolanda Shields  
Kenny Smith  
Charles Story  
Ellen Thornton  
Sandra Woods

**Abstaining Members:**

Craig Butler (LWIA 11)  
John Greeter (LWIA 6)  
Kenny Smith (LWIA 5)  
Iloff McMahan (LWIA 2)

Guy Derryberry (LWIA 10)  
Wallace Grills (LWIA 1)  
Charles Story (LWIA 9)  
Brad Parish (LWIA 4)

**Board Members Absent:**

Susie Gassett  
James Kerley  
Mattie Moran  
Arlene Ricci  
Kay Nixon  
Marvin Sandrell  
Richard Montgomery  
Matthew Kisber  
Andy Berke  
Deidre Malone

**Board Members Present by Proxy:**

Gary Miller (Wallace Grills)  
Gina Lodge (Andrea Cooper)  
Tim Webb (Ralph Barnett)

**Staff Present:**

Susan Cowden  
Pat Bleecker  
Randy Hankins

Susie Bourque  
Dan Holton  
Martha Wetteman

Linda Sampson  
Wil Hammond  
Theresa Morris

Joan Craig  
Joe Fults

**Welcome:**

Chairman Wallace Grills called the meeting to order and welcomed everyone to the May 2009 meeting.

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

Linda Sampson conducted the roll call and established the presence of a quorum. Ms. Sampson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates. Because the meeting would involve voting for approval of local plans and contracts, members identified the vote(s) where they would abstain from voting.

**Approval of Minutes:**

Iloff McMahan made the motion to approve the March 13, 2009 minutes and John Majors seconded the motion. **Motion Passed.**

**Opening Remarks:**

Commissioner James Neeley welcomed everyone to the meeting and expressed appreciation for good attendance and participation from board members. He stated that numerous challenges are facing Tennessee but we must continue working together toward solutions in these difficult times. He informed the board members how the stimulus money will be helping Perry County with jobs since they have such a high unemployment rate. He expressed concern for another challenge for Tennessee involving the automotive industry, not only down sizing dealerships but also closing suppliers, since Tennessee has 900 facilities impacted by the auto industry.

**Workforce Development Updates:**

Administrator Susan Cowden presented updates on the Recovery Act, Performance, and Summer Youth. She discussed the partnership with the Department of Human Services in Perry County where unemployment is highest.

Administrator Cowden presented a Summary of Allocations for stimulus and formula funds and presented a power point presentation on the Summer Youth Program. As part of the update under ARRA, she presented a brief history of previous programs operated under CETA and JTPA and explained that the focus shifted in 1998 under the Workforce Investment Act (WIA). Now 100% of the Recovery Act youth funding (\$25M) has been appropriated to each Local Workforce Investment Area with the intent to preserve and create jobs to promote the nation's economic recovery. It is transparent, accountable, and flexible with LWIA's given much local decision making ability. Local Youth Councils determine priority populations for participation,

local program design, and selection of service providers to deliver the program because each LWIA is unique. Positive experiences will be provided in public, private, and non-profit worksites. Each area will reach out to veterans, foster care, vocational rehabilitation and dislocated workers while encouraging focus on the youth most in need including: out-of-school youth and those most at risk of dropping out; youth offenders and those at risk of court involvement; children of incarcerated parents, and Native American youth. There is strong focus on “Green” job placement and work experiences.

A breakdown of funds allocated to each local area was provided along with the expected dates of implementation. Expected outcome of the Summer Program are:

- Tennessee to be a nation-wide showcase for the country
- 90% of the funds to be spent this summer
- Work Readiness credentials
- Youth learn in a safe environment
- Deliver better, more targeted services to business

Challenges presented include:

- Make an effort to match worksites with participant’s interests and goals;
- Structure the work experience to impart measurable communication, interpersonal, decision-making, and learning skills in the workplace;
- Ensure work experience arrangements to not unfavorably impact current employees and do not impair existing contracts for services or collective bargaining agreements;
- Identify regional and local environmental resources and businesses promoting green jobs and products to provide youth summer work experiences that prepare them to compete in a green economy;
- Connect with employers and their individual state apprenticeship office to better determine how best to coordinate a pre-apprenticeship or pre-employment training program.

Ms. Cowden announced that Tennessee is not one of the eleven (11) states receiving incentive awards this year but, are hopeful for next year because the measures have been lowered.

### **Green Tennessee:**

Ryan Gooch with the TN Department of Economic and Community Development presented an informative program on the Governor’s Task Force on Energy Policy. He encouraged the State Workforce Board and local areas to partner with community colleges to set high level goals and objectives in the workforce system for green activities.

### **Green TN – Local Perspective:**

Dr. Nancy Brown, Director of Smoky Mountain Workforce Area 2, presented information on “Clean Energy Technology Training” in East Tennessee, an ARRA project funded under an agreement with the Tennessee Department of Labor and Workforce Development and the Center for Workforce Development Division of Technical Education at Walters State Community College. The Weatherization Training includes:

- Insulation

- Weather stripping
- Ventilation
- Glazing
- Caulking
- Hand and power tools
- Safety
- Ductwork solutions
- Air sealing measures
- Other basic activities

The Energy Audit Training includes:

- Auditing basics
- Energy estimating and utility analysis
- Lighting systems
- HVAC systems
- Hot water and boiler systems
- Cooling systems
- Auditing instruments
- Energy reporting
- Energy savings calculations
- Energy end-use profiles

Target Audiences are:

- WIA adults, dislocated workers and youth
- Teachers
- Employers, local governments, and civic groups
- Contractors and Professionals

Leed Certification

Green building techniques

Regional K-12 Teacher Training:

- Summer continuing education workshops for teachers with CEU credit
- Two separate 1-week sessions (Grades K-6 and Grades 7-12) in July
  - Classroom training
  - Hands-on activities designed for the classroom
- Four days of training
  - Day 1: What is clean energy?
  - Day 2-4: Defining the state standards: science, mathematics and engineering and technology

Clean Energy Technologies:

- Solar Photovoltaic
- Water
- Geothermal
- Biomass and Biofuels
- Wind

Marla Rye, Director of LWIA 8, presented information about Hemlock Semiconductor LLC in Clarksville and Green Workforce Campus in Dickson. Due to the sudden increase of green technology in the Clarksville region as a result of the Hemlock Semiconductor announcement,

middle Tennessee region can benefit greatly from the proposed campus in Dickson. Focusing not only on training future workers, the Center would serve as a recruitment tool and economic multiplier to attract new green employers to Tennessee. Training provided will include:

- Solar photovoltaic can heat systems
- Fuel cell technology
- Wind turbines and power generation
- Biodiesel fuel
- Geothermal technology
- Heat pump technology
- Weatherization
- And, other “green” technologies as developed

Henry Lewis, Director of LWIA 12 in West Tennessee, presented information about four projects in West Tennessee:

- Great Plains Renewable Energy, Inc.
- Discovery Park of America
- Recycling Project in Lake County
- Recycling in LWIA Administrative Offices

Administrator Cowden shared a short video, Dream It Do It, which focuses on attracting students to participate in training at community colleges for new and innovative green jobs in advanced manufacturing and technology in Alabama and Tennessee.

**Committee Reports:** All committees met at 3:00 PM on Thursday, May 14, 2009 in conference rooms at the 220 French Landing facility.

### **Operations Committee**

Operations Committee Chairman reported that effective next year Tennessee is going to the National Career Readiness Certificate.

Mr. Greeter announced that Pat Bleecker will be taking over as staff liaison to the Operations Committee.

Administrator Susan Cowden announced the Statewide Set Aside Proposal for 2009:

• State Contracts	2.3 M
• Local Incentives	.3 M
• Match for disability navigator	.1 M
• Career Readiness Certificates	.8 M
• Incumbent Worker	2.0 M
• Apprenticeship	<u>.5 M</u>
Total Designated	6.0 M

John Greeter made the motion to accept the committee’s recommendations for the following State Grants and Contracts and Guy Derryberry seconded the motion:

• AFL-CIO	\$579,157
• Jobs for Tennessee Graduates	\$568,750

- Tennessee Higher Education Commission \$301,560
- University of Memphis \$822,547

**Motion Passed.**

### **Strategic Planning Committee**

Chairman Barnes recognized the committee and board members who attended the April planning session. He explained that each Local Workforce Investment Area presented their responses to the Planning Committee questions over two (2) days on April 2 and 3. Each local area presented a twenty-five minute overview and then had a five minute Questions and Answer time. The questions addressed this year were as follows:

1. How will the LWIA ensure the expedited and effective use of stimulus funds are made concurrently with regular formula funds? (Example: increase number of customers, ITA's, support services and needs-base payments.)
2. Provide a description of plans for your Summer Youth Program. (Example: contractors, number of participants, types of jobs, individuals with disabilities and other special populations.)
3. What approach will the LWIA take to reach the hard-to-serve population, low income customers, low skills customers?
4. What changes or plans does the LWIA have to enhance the service delivery strategies to focus on innovative and effective approaches to meet the demand of today's economy?
5. What are your challenges to assist Adults and Dislocated Workers?

After a brief summary of each local area, the Strategic Planning Committee recommended approval of plans for all 13 areas.

LWIA 1 – has implementation of accelerated non-traditional and training for Green jobs. They have also formed a client based partnership to address needs of each participant and they have enhanced their public relations. Area 1 submitted all required information on time, and all modifications and questions were addressed adequately. Charles Story made the motion to approve the plan submitted by LWIA 1 and Jerry Anderton seconded the motion. **Motion Passed.**

LWIA 2 – has enhanced their focus on their Hispanic population. They have identified declining industries and are developing transition strategies to bring new technology, which includes the Green industry and they are increasing training funds for Green industries. Area 2 submitted all required information on time, and all modifications and questions were addressed adequately. Thelma Dunlap made the motion to approve the plan submitted by LWIA 2 and Yolanda Shields seconded the motion. **Motion Passed.**

LWIA 3 – is increasing partnerships with unions to increase apprenticeships in Green jobs. They are increasing participation with paroles and implementing Summer academies for Youth. Area 3 submitted all required information on time, and all modifications and questions were addressed adequately. Guy Derryberry made the motion to approve the plan submitted by LWIA 3 and John Majors second the motion. **Motion Passed.**

LWIA 4 – will emphasize effective assessment tools for training services. They will be enhancing their outreach to the correctional pre-release program through a pilot CRC program and will be increasing their ITAs, support services, and tuition payment. Area 4 submitted all required information on time, and all modifications and questions were addressed adequately. Ed Groves made the motion to approve the plan submitted by LWIA 4 and Sandra Woods seconded the motion. **Motion Passed.**

LWIA 5 – will be purchasing classes for high growth industry training. They will be establishing a procedure for needs related payments and they are participating in Dream It-Do It. Area 5 submitted all required information on time, and all modifications and questions were addressed adequately. Jerry Anderton made the motion to approve the plan submitted by LWIA 5 and Craig Butler seconded the motion. **Motion Passed.**

LWIA 6 – is increasing their night classes for greater flexibility for participants. They are also increasing emphasis for On-the Job training and they will be improving ITAs for better training opportunities. Area 6 submitted all required information on time, and all modifications and questions were addressed adequately. John Majors made the motion to approve the plan submitted by LWIA 6 and Deborah Reed seconded the motion. **Motion Passed.**

LWIA 7 – is purchasing more classes for demand occupations. They will be encouraging their youth population into the STEM occupations and they will be improving ITAs for better training opportunities. Area 7 submitted all required information on time, and all modifications and questions were addressed adequately. Craig Butler made the motion to approve the plan submitted by LWIA 7 and Ed Groves seconded the motion. **Motion Passed.**

LWIA 8 – will be taking advantage of the vast opportunities in Green jobs and training. They will develop opportunities for organic farming for their youth and they are participating in Latino Economic opportunity day. Area 8 submitted all required information on time, and all modifications and questions were addressed adequately. Guy Derryberry made the motion to approve the plan submitted by LWIA 8 and Jerry Anderton seconded the motion. **Motion Passed.**

LWIA 9 – is conducting a long-term study for the labor market for Green jobs. They will be providing training to youth participants with disabilities and will be targeting Foster Care Youth through the Monroe Harding contract. Area 9 submitted all required information on time, and all modifications and questions were addressed adequately. John Majors made the motion to approve the plan submitted by LWIA 9 and Ellen Thornton seconded the motion. **Motion Passed.**

LWIA 10 – will be placing an emphasis on serving children and spouses of dislocated workers. They are bringing employers and educational institutions together in a partnership to develop curriculum for Green jobs. Area 10 is to be commended for working with their Job Service partners to seek eligible veterans to serve in the youth program in order to ensure they meet veteran priority. Area 10 submitted all required information on time, and all modifications and questions were addressed adequately. Sandra Woods made the motion to approve the plan submitted by LWIA 10 and Yolanda Shields seconded the motion. **Motion Passed.**

LWIA 11 – will utilize the lay off aversion Bridge Grants to assist employers. They will assist training providers with going Green and Housing Inspections for weatherization. They are to be

commended for serving a large population of youth with disabilities. This is a major effort through their Disability Navigator which has established a National Best Practice. Area 11 submitted all required information on time, and all modifications and questions were addressed adequately. Charles Story made the motion to approve the plan submitted by LWIA 11 and Sally McKay seconded the motion. **Motion Passed.**

LWIA 12 – is working on Going Green through the development of a weatherization program, ethanol grain processors, geothermal energy program and home technology integration. They are working on a program toward breaking generational poverty and they are increasing contract classes. Area 12 submitted all required information on time, and all modifications and questions were addressed adequately. Jerry Anderton made the motion to approve the plan submitted by LWIA 12 and John Majors seconded the motion. **Motion Passed.**

LWIA 13 – is commended for great improvements and hard work this year. They are providing multiple access points for customer ease and they are estimating serving the largest summer youth population. Area 13 submitted all required information on time, all modifications and questions were addressed adequately and they have met the necessary deadlines provided by fiscal. Brad Parish made the motion to approve the plan submitted by LWIA 13 and Ed Groves seconded the motion. **Motion Passed.**

Chairman Barnes explained the need to have the Strategic Five-Year Plan Modification approved. Everyone was asked to read the modification and get comments back to Susie Bourque by June 18<sup>th</sup>. Motion for approval of the State Plan was made by Iliff McMahan and seconded by Deborah Reed. **Motion Passed.**

Chairman Barnes recommended that all new board members attend the Strategic Planning Session each year as part of their orientation process.

**Continuous Improvement Committee**

Iliff McMahan recognized the committee members and others who attended the committee meeting. He announced that nine (9) local areas are eligible to receive incentive awards this year. The committee recommended approval of the following awards:

- LWIA 1                   \$28,083
- LWIA 2                   \$28,137
- LWIA 3                   \$18,276
- LWIA 6                   \$11,621
- LWIA 7                   \$29,346
- LWIA 8                   \$49,205
- LWIA 9                   \$61,719
- LWIA 10                 \$40,021
- LWIA 12                 \$33,593
- Total                     \$300,000

Ed Groves made the motion to approve the incentive awards as recommended by the committee and J.M. Barnes seconded the motion. **Motion Passed.**



Iloff McMahan presented information on the Customer Satisfaction Surveys conducted by the University of Memphis focusing on employers and job seekers. Results were outstanding and they will be distributed next week.

**Policy Committee**

Jerry Anderton discussed four (4) waivers:

- WIA Procurement for Summer Youth Employment Providers
- Program Design Flexibility
- WIA Performance Measures for Youth Participating in Work Experience Only
- State Set-Aside Redistribution Waiver

**Closing Remarks:**

With no further business to come before the Board, the meeting was adjourned.

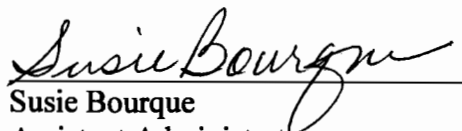
Administrator Susan Cowden issued an invitation to all members to attend the Executive Committee meeting in Oak Ridge hosted by member Brad Parish on September 24, 2009. Anyone planning to attend needs to notify Board Coordinator Linda Sampson as quickly as possible.

**Future Dates:**

September 24, 2009 (Executive Committee) Oak Ridge  
December 3 & 4, 2009



Linda Sampson  
WIA Board Coordinator



Susie Bourque  
Assistant Administrator