



State of Tennessee  
Department of Labor and Workforce Development  
State Workforce Development Board Meeting

## MEETING MINUTES

November 18, 2016 (10:00 AM – 12:00 PM)

<u>Board Members Present</u>		<u>Board Members Present by Proxy</u>	<u>Members Absent</u>
Rogers Anderson (8)	Burns Phillips	Randy Boyd (Ann Thompson)	Warren Logan
Martha Axford (3)	Stuart Price	Raquel Hatter (Cherrell Campbell-Street)	Mayra Zimmer
Timothy Burchfield	Bob Ravener	Candice McQueen (Nick Hansen)	Jason Bates
Trudy Carson	Yolanda Shields	Governor Haslam (Ted Townsend)	Carolyn Hardy
Ann Hatcher	Kevin Vaughn		Susan Lynn
Mark Norris	James Williamson (12)		
Greg Persinger	Sandra Woods (12)		

*Number in parenthesis represents the state board members' membership to the local workforce board.*

### Welcome & Update

Chairman Bob Ravener welcomed the board members, state staff, LWDA staff, and guests.

### Roll Call

Briana Moore conducted the roll call and established the presence of a quorum.

### Approval of Minutes (vote required)

Mr. Ravener requested the September 16, 2016 minutes be approved as written. Ted Townsend moved to approve the minutes. Yolanda Shields seconded the motion. The motion passed.

### Opening Remarks

Commissioner Burns Phillips commented on the changing dynamics within the workplace to accommodate the growth of technology. Tennessee, along with the work and direction of the board, has demonstrated how to help people move into the changing workplace. He also highlighted that TN is the leader in implementation of WIOA.

### WIOA Updates

Sterling van der Spuy, Administrator of the Workforce Services Division, provided updates on activities since the September 2016 board meeting.

- In late October, the Department of Labor and Workforce Development received a report following the August 2016 Federal Review giving commendations on the implementation of WIOA and use of technology.
- Highlighted participation in the following events/projects:
  - TN Pathways Summit – September 23, 2016
  - Work Based Learning Summit – October 11, 2016
  - Southeastern Employment and Training Conference in Biloxi, wherein we were able to highlight the work we're doing in our local and county jails, addressing recidivism – September 25-28, 2016

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- The Governor's Rural Taskforce – Ongoing meetings
  - Partnered with our Education Partners on Round 2 of the new Skills for Youth Grant Application
  - Conducted a session at the Governor's Conference speaking about the work we do under WIOA – October 27-28, 2016
  - We participated and sponsored the Paychecks for Patriots event in 4 sites across the state – October 18, 2016
  - The Department of Labor and Workforce Development is not anticipating any radical shifts to WIOA at this time.
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### Combined State Plan Update and Future Implementation Changes

Briana Moore, Workforce Services Director, provided updates on the Combined State Plan and on future implementation changes.

- Combined State Plan was approved on October 20, 2016 and modifications to the plan will take place in two years as work is done to establish operational guidance to implement the plan.
  - The Certification and Transitional Regional Planning Policy was approved during the September board meeting. Several items are due as a result of these approved policies:
    - The Self-Assessment and Notice of Intent to Apply deadline - November 14, 2016 in which all local areas have responded.
    - Full Certification Application is due January 30, 2017. A full review of the application including site-visits will occur to ensure that all AJCs across the State are certified.
    - Transitional Regional Plans will be due March 1, 2017, followed by the Transitional Local Plans.
    - Additional information about the One-Stop Operator will be provided soon.
  - The first Board Meeting of 2017 will take place in February and will include another round of policies.
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### Budget Updates

James Roberson, Assistant Administrator, provided the board with budget updates on expenses and obligations. By law, the Department of Labor and Workforce Development is required to expend and/or obligate 80% of funds. There are several local areas that had not met their 80% obligation. The Department of Labor and Workforce Development is monitoring the local area expenditures because the law gives opportunity to transfer funds from Dislocated Worker to Adult. Therefore a recommendation was made to develop a policy regarding *how* those transfers from Dislocated Worker funds to Adult activities will take place. Note: The Feds may recapture the funds that are unexpended.

Questions and Answers:

- Ann Hatcher - Why did administrative costs rise at a higher rate than Program or Participant costs? James answered that it may be because of *how* administration documents.
  - Mr. Ravener – Please clarify the proper ratio of cost escalation. Sterling clarified with information from the USDOL's Gold Standard Report.
  - After several questions were asked on specific tracking for programs and further justification needed, James reminded the Board of the new Dulles Technology system which informs the Department on a much more consistent, efficient and timely manner, and further specifics can be reviewed and provided by the next board/committee meeting.
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Charlie Koon and John Clement presented and shared a video on the partnership with Ft. Campbell's 101st which detailed the work that Montgomery County's Workforce Essentials, TDLWD at the Clarksville AJC, and the 3 new Career Coaches are doing to assist soldiers with re-entry into civilian life.

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## Committee Reports

### Operations Committee Report

Mayor Rogers Anderson updated the board on *One-Stop Design and Delivery System Policy #23* (combination of Policies 7 & 8) which outlines the design and delivery of services to participants in the American Job Centers. One revision was made to this policy to change the verbiage to "Ensure adequate staff coverage at all times by coordinating leave requests with the Partners." The amendment was noted and was recommended for a vote. WFS Policy #23 with that one amendment was passed unanimously by the committee this morning. Chairman Ravener calls for a motion. Mr. Anderson so moves and it is seconded by Ann Hatcher. Motion is carried.

WFS Policy #4 (correct heading was Policy #7) on outlines the procedures for approving breaks in service for SCSEP participants. The policy was passed by committee vote unanimously. Chairman Ravener requests motion on Policy #4. Ted Townsend so moves and it is seconded by Sandra Woods. The motion carries without further discussion.

### Oversight Committee Report

Ann Hatcher shared with the Board that the committee approved the \$1M allocation for Rapid Response funds. Chairman Ravener calls for a motion to approve. Greg Persinger made the motion and it was seconded by Yolanda Shields. The motion passed.

The Oversight Committee also reviewed WFS Policy #2, Allocation of WIOA Formula Funds. This policy is the same as under WIA and the committee approved it. Chairman Ravener requests a motion to approve Policy #2. Stuart Price so moves and it is seconded by Martha Axford. The motion carries.

They reviewed WFS Policy #1, the Property Management Policy. The language included within the policy was provided by USDOL. Oversight voted unanimously to bring it before the Board for approval. The Chairman requested a motion. It was so moved by Commissioner Phillips and seconded by Trudy Carson. The motion passed.

The next policy they reviewed was WFS Policy #6, Local Governance. The Chairman requested a motion to approve the policy. Ted Townsend made the motion and Jimmy Williamson seconded it. The motion passed.

The final policy the Oversight Committee reviewed was Policy #3, the Policy for Recapture and Re-allotment of Program Formula Funds. The discussion of this policy was how to expend/allocate funds in the local areas. The Committee did vote to approve this policy and move it forward to the Board for approval. Chairman Ravener requested a motion to approve policy #3. Stuart Price so moved and Commissioner Phillips seconded. The motion carried.

### Oversight Committee Report

Trudy Carson provided an explanation of the committee's overall focus which is best practices, technology strategies, technology alignment, service modeling and youth. During the committee there were three agenda items for their meeting.

The first item was a presentation from the labor market information on how the Board could use the Labor Market Information (LMI) to make better-informed decisions.

The second item was to review and discuss the Employment Training Provider List (ETPL) Policy #5. The Chairman requested a vote on Policy #5. It was so moved by Mr. Persinger and seconded by Ms. Thompson. Ms. Thompson asked if secondary education could be included as an eligible provider as it pertains to adults, i.e., a welding program at night in a secondary location to train adults. Briana clarified that secondary institutions would be under the Youth Program, so there is a separate list for youth services. The vote was taken. The motion carried.

Their last item was a discussion on the creation of the Performance Dashboard for the Workforce System.

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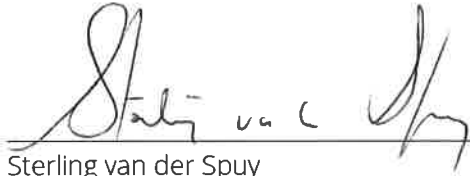
Adjourn

Mr. Ravener reminded the attendees that the training dates for December 15, 2016 were for Board Members only and the future 2017 Board dates. Next Full Board Meeting Date – February 10, 2017. Mr. Ravener commented that the “sharing” economy is here and that we need to stay up on the rapid changes along the way. He wished everyone a happy holiday season. Commissioner Phillips also wished everyone a happy and safe Thanksgiving. Martha Axford made the motion to adjourn the meeting, seconded by Sandra Woods. The motion passed.

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Note: An audio recording of this meeting is on file at the Tennessee Department of Labor and Workforce Development.

A handwritten signature in black ink, appearing to read "Sterling van der Spuy", written over a horizontal line.

Sterling van der Spuy  
Administrator

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12/05/16