

**NOTICE OF PUBLIC MEETING**  
**(State Workforce Development Board Meeting)**  
**December 4 & 5, 2008**

The State Workforce Development Board will hold a meeting on Friday, December 5, 2008 at 9:00 am at the Department of Labor and Workforce Development Building located at 220 French Landing, Nashville, TN. The standing committees will meet at 3:00 pm on Thursday, December 4, 2008 on the 4<sup>th</sup> floor of the 220 French Landing building. Those committees are: Operations, Strategic Planning, Continuous Improvement and Policy.

The State Workforce Development Board is comprised of 36 members to provide effective leadership and guidance to Tennessee's Workforce Development System. The Visions of the State Workforce Development Board is to increase the competitive position of Tennessee businesses and attract new businesses through the development of a highly skilled workforce.

Individuals with disabilities who wish to participate in these proceedings should contact the Tennessee Department of Labor and Workforce Development to discuss any auxiliary aids or services needed to facilitate such participation. Such contact may be in person, by writing, telephone, or other means and should be made no less than ten days prior to the scheduled meeting date to allow time to provide such aid or service. Contact the Department of Labor and Workforce Development, Workforce Development Division, 220 French Landing Drive. Nashville, Tennessee. Telephone Number 615-741-0354. Hearing impaired callers may use TTY 615-532-2879 or 1-800-848-0298; TDD (Voice) 1-800-848-0299.



The TN Department of Labor and Workforce Development is committed to principals of equal opportunity, equal access, and affirmative action. Auxiliary aids and services are available upon request to individuals with disabilities.



## WORKFORCE DEVELOPMENT BOARD MEETING AGENDA

Department of Labor & Workforce Development  
 220 French Landing Drive  
 Nashville, TN  
 December 4 & 5, 2008

### Thursday, December 4, 2008:

Commissioner's Luncheon for Executive Committee 12:00 PM  
 (Maxwell House Hotel – Overton Board Room)

Staff Liaisons meet with Committee Chairs 1:30 PM  
 (220 French Landing Building)

Committee Meetings 3:00 PM  
**(All committee meetings will be at 220 French Landing on the 4<sup>th</sup> Floor.)**

Operations Committee – Workforce Development Conference Room – 4<sup>th</sup> Floor  
 Dept. of Children Services Contract – Lane Simpson  
 Career Readiness Certificates  
     Results of Listening Tour – Susan Cowden  
     Local Perspective – David Shanks, Jan McKeel, Henry Lewis  
 Dept. of Corrections – Jay Willoughby  
 Establish Goals for 2009

Strategic Planning Committee – ES Administrative Conference Room – 4<sup>th</sup> Floor  
 Date for 2009 Planning Meeting – April 2 & 3  
 Results of Phase 2  
 Questions for Phase 3

Continuous Improvement Committee – Adult Education Conference Room – 4<sup>th</sup> Floor  
 Incentives & Sanctions Policy (Recommendation to Policy Committee)

Policy – Job Service Conference Room – 4<sup>th</sup> Floor  
 Incentives & Sanctions Policy  
 Member Attendance

Reception 5:00 PM  
 (Maxwell House Hotel – International Room)



## **WORKFORCE DEVELOPMENT BOARD MEETING AGENDA**

Department of Labor & Workforce Development  
220 French Landing Drive  
Nashville, TN  
December 4 & 5, 2008

### **Friday, December 5, 2008:**

- Continental Breakfast 7:30 AM  
(Maxwell House Hotel – Maxwell’s Lounge)
- Welcome (220 French Landing, 1<sup>st</sup> Floor Conference Room) 9:00 AM  
**Wallace Grills, Chairman**  
State Workforce Development Board
- Introduction of New Members – Andy Berke  
James Kerley  
Richard Montgomery  
Kay Nixon  
Deborah Reed
- Roll Call/Conflict of Interest Statement
- Approval of Minutes (*vote required*)  
May 16, 2008 (Full Board Meeting)  
September 25, 2008 (Executive Committee Meeting)
- Opening Remarks 9:30 AM  
**James Neeley, Commissioner**  
Department of Labor and Workforce Development
- Second Annual Jim Alford Award 9:45 AM  
**Pat Bleecker, Incumbent Worker Program**

Workforce Development Updates 10:00 AM  
**Susan Cowden, Administrator**  
Goals for 2008/2009

Employer Incentives 10:15 AM

Work Opportunity Tax Credit Program  
**Roger Littlejohn, State WOTC Coordinator**

Retention Payments through Families First  
**Candace Sneed, Economic & Community Development**

Break 10:45 AM

Demonstration of Dolce Vita 11:00 AM  
**Lee Grehan**

Committee Reports 11:20 AM  
Operations (**John Greeter**)  
Strategic Planning (**J.M. Barnes**)  
Continuous Improvement (**Iloff McMahan**)  
Policy (**Jerry Anderton**)

Opportunity for Change in Committee Makeup 11:45 AM  
**Wallace Grills, Chairman**

Closing Remarks 12:00 PM  
**Wallace Grills, Chairman**

**Future Dates:**

**March 12 & 13, 2009**

**April 2 & 3, 2009 (Planning Committee)**

**May 14 & 15, 2009**

**September 24 & 25, 2009 (Executive Committee)**

**December 3 & 4, 2009**