



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE DEVELOPMENT  
220 French Landing Drive  
Nashville, TN 37243-1002  
(615) 741-1031

**State Workforce Development Board Meeting Minutes**  
**Nashville, TN**  
**Friday, May 20, 2011**  
**9:00 am – 12:00 pm**

**Board Members Present:**

Kristee Bell  
Craig Butler  
Karla Davis  
Guy Derryberry  
Echell Eady  
Shirley Frierson  
John Greeter  
Wallace Grills  
Ed Groves  
David Hayes  
John Majors  
Raymond Marston  
Gary Miller  
Kay Nixon  
Brad Parish  
Nichole Saulsberry-Scarboro  
Jean Schmidt  
Yolanda Shields  
Zack Stansell  
Ellen Thornton  
Sandra Woods

**Abstaining Members:**

Craig Butler (LWIA 11)  
Guy Derryberry (LWIA 10)  
John Greeter (LWIA 6)  
Wallace Grills (LWIA 1)

**Board Members Present by Proxy:**

Andy Berke (Sam Crockett Neel)  
Raquel Hatter (Andrea Cooper)  
Kevin Huffman (Marty Willis)  
Patricia James (Wallace Grills)

**Members Absent:**

J.M. Barnes  
Thelma Dunlap  
Niketa Hailey-Hill  
Bill Hagerty  
Eliot Mitchell  
Richard Montgomery  
Deborah Reed  
Kenny Smith  
Charles Story

Brad Parish (LWIA 4)  
Nichole Saulsberry-Scarboro (LWIA 13)  
Jean Schimdt (LWIA 9)  
Sandra Woods (LWIA 12)

**Staff Present:**

Pat Bleecker	Dan Holton	Tyrone Parker
Susie Bourque	Briana Johnson	James Roberson
Joan Craig	Illif McMahan	Linda Sampson
Susan Cowden	Alisa Malone	Dustin Swayne
Joe Fults	Christy Montgomery	Sterling Van Der Spuy
Lynn Gibbs	Theresa Morris	
Wil Hammond	Rosevelt Noble	

**Welcome:**

Chairman Wallace Grills called the meeting to order and thank Commissioner Davis for the approval of a new meeting space at the Millennium Maxwell Hotel.

**Opening Remarks:**

Karla Davis, Commissioner of the Tennessee Department of Labor and Workforce Development gave opening remarks and thanks to all State Board members. She also introduced the department's new Deputy Commissioner Alisa Malone.

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

Board Coordinator Briana Johnson conducted the roll call and established the presence of a quorum. Ms. Johnson notified the board members that the Conflict of Interest, Acknowledgement/Disclosure, and Code of Ethics forms were on site for review and updates.

**Approval of Minutes:**

Ed Groves made the motion to approve the minutes from the full board meeting on March 16, 2011. Raymond Marston seconded the motion to approve the minutes. **Motion Passed.**

**Workforce Development Updates:**

Administrator Susan Cowden provided an update on information pertaining to the major national changes in Washington regarding WIA funding. She stated the objectives for this meeting which included the recommendation for funding for Statewide Program Operations, presentations from the major state contracts due to budget cuts, review of the potential re-structuring of the local areas, recommendation for approval of all local areas through 09/11, recommendation for incentives for local areas as well as an information presentation on the Life Sciences Sector and Tennessee Technology Council. She discussed the WIA Formula Funding updates and changes in Program Year and Fiscal Year funding allocations, including a net loss of 1/3 or about \$3 million. While there have been reductions in all areas, there are two new WIA Programs added: Re-Integration of Ex-Offenders and the Workforce Innovation Fund which is a competition based grant. Finally, she provided members with an overview of National Emergency Grants (NEG), the new definition of local areas as identified by Economic and Community

Development (ECD), local performance updates for the 13 areas, and Statewide Program Recommendations based on maximum liability.

### **Workforce Development Needs in the Life Sciences Sector:**

Executive Director for the BioTN Foundation and President and CEO for the Tennessee Technology Council, Dr. Leslie Lynch provided information on the competitive and innovative ways that jobs are created in the Tennessee workforce. She highlighted the partnership between the Tennessee Technology Council and Jobs for Tennessee Graduates, while highlighting the importance and growth of the life science industry in Tennessee. Dr. Lynch offered several examples of growing life sciences industry in East, Middle, and West Tennessee, some of which are St. Jude Children's Research Hospital, Vanderbilt University and Medical Center, Hospital Corporations of America (HCA), Oak Ridge National Laboratory and the University of Tennessee at Knoxville. She stressed that the growth of the life sciences sector in Tennessee is dependent upon capital: knowledge/intellectual capital, human capital, and financial capital. In conclusion, she stated that the State of Tennessee will continue to thrive in the life sciences sector as long as close attention is given to diverse education and training for K12/Post Secondary students and the young workforce.

### **Jobs for Tennessee Graduates and Looking Ahead to the Future:**

Ken Smith, President of Jobs for America's Graduates (JAG), the national organization which oversees Jobs for Tennessee Graduates (JTG), presented on growth of JTG over the past 30 years and Tennessee's first place performance out of 32 partnering states. He provided an overview of the context for JAG and its relativity to JTG's consistent outstanding performance. This program has proven very successful due its bi-partisan leadership of various governors across the county, representation of senior education leaders, as well as senior business leaders from major companies. Mr. Smith described the 3 target populations, high school model application and out-of-school youth are currently being applied in Tennessee, and middle school model application exists as well. He stated that the success of each model is based on having the right people with the right enthusiasm, both of which Tennessee has been able to maintain since the beginning of JTG in 1981. Despite the funding issues, JAG has made the commitment to continue its services in the top five states, by committing private funds towards the continuation of JTG. The opportunities that this program presents have proven to be successful for youth and the workforce across Tennessee.

### **Overview of State Contract and Budget Reductions:**

As a result of the budget cuts to state contracts, Lee Grehan, Assistant Director for the Sparks Bureau of Business & Economic Research (SBBER) at the University of Memphis, returned to present an overview of SBBER's services provided to the state and their proposal for continued service based on funding limitations. He discussed the background of SBBER, the partnership with TDLWD, as well as the current activities performed. SBBER's current activities in partnership with the state consist of reporting, survey research, and technical assistance. While he plans to continue activity in each of these three areas, Mr. Grehan stated in his proposal that there will be several exclusion of services beginning July 1, 2011. Most of the services that are

excluded in the new proposal will be able to be provided by the internal TDLWD staff members and Mr. Grehan stated that SBBER will provide assistance with training TDLWD staff.

**Committee Reports:**

Operations Committee

Operations Committee Chairman John Greeter thanked the committee members for their attendance and input. Members in attendance included: John Greeter, Ed Groves, David Hayes (Vice-Chair), Raymond Marston, Ellen Thornton, Zack Stansell, and Kay Nixon. Committee Liaisons in attendance: Patrick Bleecker and James Roberson. Additional staff in attendance: Commissioner Karla Davis and Linda Sampson. Additional guests included representatives from AFL/CIO, JTG, University of Memphis, LWIA Director Marla Rye and Board Chairman Wallace Grills.

Mr. Greeter reported that James Roberson gave an overview of the 2011-2012 budget while Pat Bleecker provided the committee with the staff's recommendation and maximum liabilities for Statewide Programs including University of Memphis, JTG, CRC, and AFL-CIO. A last minute change was made to the state contract for AFL/CIO to reflect a new maximum liability of \$200,000 instead of \$150,000.

Recommendations for funding of State contracts were:

University of Memphis	\$280,000
JTG	\$400,000
CRC to TBR	\$400,000

Additional funding includes:

Local Incentive Program	\$200,000
Incumbent Worker (IWT)	\$500,000
Job Expansion Projects (OJT)	\$750,000
Adult Education	\$750,000

Mr. Greeter made the motion to accept the committee's recommendations and Raymond Marston seconded it. **Motion Passed.**

Mr. Greeter stated that after continued discussion, explanation from Pat Bleecker and Commissioner Karla Davis regarding the AFL/CIO contract and the change in services to fee-based, a motion was made to the contract with the change to \$200,000. Susan Cowden added that the change in the AFL/CIO contract will be fee for service based with no negotiation on the maximum liability towards this contract. Guy Derryberry expressed concerns regarding the maximum liability not being sufficient for AFL/CIO services. Susan Cowden added that an emergency grant has been submitted for the closing of the Goodyear plant. Susan Coil, representative for AFL/CIO provided clarification on the contracts services. Guy Derryberry

called for a roll-call vote on the motion to accept the AFL/CIO contract at \$200,000. **Motion Passed.**

The Operations Committee will function as the review committee for the Jim Alford award. The committee recommends the board adopt an “Employee of the Year” Award to recognize two outstanding LWIA employees for the past fiscal year. Ed Groves made a motion to accept this recommendation and Raymond Marston seconded it. **Motion Passed.**

### Strategic Planning Committee

Committee Vice-Chair, Brad Parish recognized committee members who attended the regular committee meeting on Thursday, May 19, 2011as: Jim Barnes, Brad Parish, Kristee Bell, Commissioner Raquel Hatter (Andrea Cooper), Gary Miller, Charles Story, Shirley Frierson, and Echell Eady.

On April 14 & 15, 2011 the Strategic Planning Committee met to hear plan presentations made by the local workforce investment boards. At this meeting the following Strategic Planning Committee members were present: Jim Barnes, Brad Parish, Kristee Bell, Echell Eady, Charles Story and Commissioner Raquel Hatter (Andrea Cooper). Other board member in attendance were: Wallace Grills, Niketa Hailey-Hill, Raymond Marston, Iliff McMahan, Nichole Saulsberry-Scarboro, Yolanda Shields, Patrick Smith (Marty Willis), Ellen Thorton and Sandra Woods. In addition, Commissioner Karla Davis and several Department of Labor and Workforce Development Staff were in attendance.

Each Local Workforce Investment Area (LWIA) presentation focused on continuous improvement, ARRA activities, and evaluating different funding scenarios, including regional partnerships, changes in Career Centers and areas for improvement. Due to performance issues, Area 4 and Area 11 made a follow-up presentation in the committee meeting on May 19, 2011.

### Description of the Planning Meeting:

Each LWIA presented responses to the Planning Committee questions over two days (April 14 & 15, 2011). Each local area presented a 25-minute overview, followed by a five-minute Question and Answer period addressing the following questions:

1. Has the LWIA gained any additional Regional Partnerships since last year?
2. What has been the most significant change you have had to make in your career center for addressing the economic downturn?
  - a. What have been your lessons learned and areas for improvement?
  - b. What are you trying to do to improve?

- c. What can we do as a Board and State to assist the LWIA in areas of improvement?
3. If a Federal budget reduction of 5- 10% is implemented how will it affect your services? Are there additional significant cuts in your area that are concerning to the LWIA?
4. What innovative practices has the LWIA implemented?
5. Report on the ARRA Summer Youth Services
6. Report on the progress of services and expenditures for ARRA Adult and ARRA Dislocated Workers
7. Report on progress of expenditures of formula funds

Committee Recommendations:

**LWIA 1** - In response to the economic downturn, LWIA 1 has strategized to enhance and develop additional On-the-Job Training opportunities. Area 1 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 1's plan for Program Year 2011 and it was seconded by Guy Derryberry. **Motion Passed.**

**LWIA 2** - The Local Workforce Investment Board uses surveys to determine areas that need improvement and encourage better operations. Area 2 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 2's plan for Program Year 2011 and it was seconded by John Majors. **Motion Passed.**

**LWIA 3** - Workforce Connections partnered with over 40 other Knox County organizations to form the Ktown Youth Empowerment Network consisting of local agencies, faith-based agencies, government, business, youth leaders and families and provides a system of care for youth ages 14-21. Area 3 submitted all required information, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 3's plan for Program Year 2011 and it was seconded by Ed Groves. **Motion Passed.**

**LWIA 4** - In preparation for solar industries, this Area partnered with Roane State and LWIA 3 in a program designed to prepare participants in skills and knowledge needed when working in the solar thermal industry. The Committee notes continuous performance problems could result in serious consideration regarding a "de-certification" of the board and re-organization of the area. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Kristee Bell made the motion to accept the committee recommendation to

approve LWIA 4's plan for Program Year 2011 and it was seconded by John Greeter. **Motion Passed.**

**LWIA 5** - LWIA 5 played a leadership role in the development of the Tri-State Regional Workforce Alliance consisting of 26 counties in southeast Tennessee, northeast Alabama and Georgia. Area 5 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Brad Parish made the motion to accept the committee recommendation to approve LWIA 5's plan for Program Year 2011 and it was seconded by Zack Stansell. **Motion Passed.**

**LWIA 6** - LWIA 6's board chairman has indicated the new private sector members to the local board have brought renewed energy levels and great vision of the opportunities that exist for workforce development in the area. Area 6 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 6's plan for Program Year 2011 and it was seconded by Sandra Woods. **Motion Passed.**

**LWIA 7** - LWIA 7's 2010 summer activities partnered with Tennessee Technology Centers in Livingston and Murfreesboro to sponsor a four week Summer Training Opportunities Program for at-risk in-school youth. Area 7 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 7's plan for Program Year 2011 and it was seconded by Ed Groves. **Motion Passed.**

**LWIA 8** - LWIA 8 is providing services to several companies utilizing the National Career Readiness Certificates. Hemlock Semiconductor is actively hiring chemical operators with CRC certificates. Area 8 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 8's plan for Program Year 2011 and it was seconded by Kristee Bell. **Motion Passed.**

**LWIA 9** - LWIA 9 indicated the deep impact the recession has had upon youth has the area re-focusing the youth program to concentrate on expanded work experience, and increased access to post-secondary education. Area 9 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 9's plan for Program Year 2011 and it was seconded by David Hayes. **Motion Passed.**

**LWIA 10** - LWIA 10 provides classes in Solar Photovoltaic technology. One class has been completed with 10 already in the workforce and 17 passing NABCEP certification. Area 10 submitted all required information on time, and all modifications and questions were addressed

adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 10's plan for Program Year 2011 and it was seconded by Raymond Marston. **Motion Passed.**

**LWIA 11** - LWIA 11 is funding two dislocated worker only LPN classes; one at TTC at Crump and one at the TTC Whiteville's satellite location in Brownsville. Area 11 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. The committee noted the department will yield to the Governors decision concerning 4 counties, Weakley, Benton, Carroll, & Henry, which have petitioned the Governor to transfer to another local workforce investment area. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 11's plan for Program Year 2011 and it was seconded by Shirley Frierson. **Motion Passed.**

**LWIA 12** - LWIA 12 was able to provide an element of Summer Youth Employment through their Peer Tutor Work Experience program. WIA funds were leveraged with Race To The Top funds. Area 12 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 12's plan for Program Year 2011 and it was seconded by Zack Stansell. **Motion Passed.**

**LWIA 13** - LWIA 13 provided a newly drafted strategic plan in compliance with the Baldrige criteria which reflects the new structure and goals of the organization. Area 13 submitted all required information on time, and all modifications and questions were addressed adequately. When USDOL has issued final clarification on fiscal year funds, allotments to the LWIA will be determined. Mr. Parish made the motion to accept the committee recommendation to approve LWIA 13's plan for Program Year 2011 and it was seconded by John Greeter. **Motion Passed.**

#### Policy Committee

New Committee Chair, Guy Derryberry thanked the members in attendance: John Majors, Sandra Woods, Marty Willis (proxy), Sam Neal (proxy). Additional attendees were: Jan Mckeel, Paul Haynes, Phyllis Casavant, Donna Stansberry, Susie Bourque and Policy Liaisons, Rosevelt Noble and Tyrone Parker. Mr. Derryberry names John Majors as the new Vice-Chair for the committee. The committee also discussed the State budget and its impact, especially on Senior Community Services Employment Program, the probationary period for the program in Southwest Tennessee and its potential transition to the Shelby county area due to fiscal responsibility with running the program.

The Policy Committee also discussed the changes with the Economic Community Development regions and potentially realigning the LWIAs to reflect these changes. Additional discussion surrounded local boards' underperformance and sanctions that have been received. The committee received copies of the Federal Registry Rules and Regulations for review and hopes

to make a recommendation in September's meeting on actions regarding sanctions and compliance with various area boards.

### Continuous Improvement Committee

Committee members in attendance: Yolanda Shields, New Chair, Craig Butler, New Vice – Chair, Niketa Hailey-Hill, Nichole Saulsberry-Scarboro, and Jean Schmidt. Staff and Committee Liaison in attendance: Dan Holton. Visitors in attendance: Deputy Commissioner Alisa Malone, Kathy Pierce, Marla Rye, John Watz and Desi Franklin. New Committee Chairman Yolanda Shields made the following report:

Previous Committee Chair, Iliff McMahan joined the TDLWD as Assistant Commissioner/Legislative Liaison and Yolanda Shields accepted the position of Committee Chair and Craig Butler named as the new Vice-Chair. The committee review updates presented by the staff regarding the formula funding with details about recent cuts and allocations for Workforce Development programs. The committee had extensive discussion about the impact of the budget, especially regarding implications of cuts to the State's 15% set-aside funds. In addition, the committee explored the question of mission critical requirement involving federal performance reporting now conducted by the Sparks Bureau at the University of Memphis. In the event of further cuts to the set-aside, the committee recommends looking into alternate means of funding such as local contributions, or innovative marketing of DolceVita.

The local incentive award recommendations were reviewed regarding Program Year 2009 local area outcomes. Seven local areas were determined eligible for local incentive awards, fewer than in the previous years. Given the incentives reflect participants during the heart of the recession, Tennessee's outcomes are better overall than the national average. Only four states received national incentive awards for 2009. Ms. Shields made a motion to accept the committee's recommendations and it was seconded by John Greeter. **Motion Passed.**

### **Closing Remarks:**

With no further business to come before the Board, the meeting was adjourned with Chairman Grills reminding everyone to mark their 2011 calendars for future meeting dates.

### **Tour of Tennessee's Career Coaches**

Dustin Swayne provided a brief overview of the services and use of the Career Coaches. They have been used in 55 of the 95 counties across Tennessee in conjunction with the Career Centers and local businesses.

  
**Briana Johnson**  
**WIA Board Coordinator**

  
**Susie Bourque**  
**Assistant Administrator**