



STATE OF TENNESSEE  
**DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**  
DIVISION OF WORKFORCE DEVELOPMENT  
220 French Landing Drive  
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**State Workforce Development Board Meeting Minutes**  
**Nashville, TN**  
**Friday, March 11, 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  
Niketa Hailey-Hill  
Raquel Hatter  
David Hayes  
John Majors  
Raymond Marston  
Iloff McMahan  
Eliot Mitchell  
Brad Parish  
Deborah Reed  
Nichole Saulsberry-Scarboro  
Jean Schmidt  
Yolanda Shields  
Kenny Smith  
Zack Stansell  
Charles Story  
Ellen Thornton

**Board Members Present by Proxy:**

Andy Berke (Katie Anderson)  
Patricia James (Wallace Grills)  
Patrick Smith (Marty Willis)

**Members Absent:**

Jerry Anderton  
J.M. Barnes  
Thelma Dunlap  
Bill Hagerty  
Gary Miller  
Richard Montgomery  
Kay Nixon  
Sandra Woods

**Staff Present:**

Ryan Allen  
Pat Bleecker  
Susie Bourque  
Joan Craig  
Susan Cowden

Joe Fults  
Wil Hammond  
Dan Holton  
Briana Johnson  
Christy Montgomery

Tyrone Parker  
James Roberson  
Linda Sampson  
Sterling Van Der Spuy

**Welcome:**

Chairman Wallace Grills called the meeting to order and welcomed new Commissioners and board members to the first 2011 meeting.

**Opening Remarks and Introduction of New Members:**

Karla Davis, new commissioner of the Tennessee Department of Labor and Workforce Development gave opening remarks and thanks to all State Board members. Each board member introduced themselves to Commissioner Davis and the other new board members.

**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:**

Iloff McMahan made the motion to approve the minutes from the full board meeting on December 16, 2010. Ed Groves seconded the motion to approve the minutes. **Motion Passed.**

**Workforce Development Updates:**

Administrator Susan Cowden provided an update on information pertaining to the major accomplishments in 2010 as well as the major national changes in Washington. She stated the goals for the division of Workforce Development for 2011 and thanked Areas 13 and 10 for reallocation of budget funds to continue programming. She discussed the changes from the General Accounting Office (GAO) and their report for the Fiscal Year 2009. Finally, she provided members information on how the GAO report has effects and implementation across Tennessee, its 47 programs, and various departments across the entire state.

### **The National Perspective on Workforce Development:**

President and CEO of the Center for Workforce Learning, Mary Ann Lawrence provided information of the national perspective on workforce development and how Tennessee can plan to respond to potential budget cuts and other changes. In the overview she discussed the new landscape of those who are served and their needs, what the expectations for Workforce Development was in the early stages as well as where Workforce Development stands now. She offered several solutions for Tennessee to consider if the state experiences major budget cuts. These solutions included use of more technology, encourage creative answers to the growing customers' needs, State Board to create a "balanced scorecard", have focused customer service, pay attention to return on investment, and better partner alignment among local and state services. In conclusion, she stated that the State of Tennessee is proactive and with diligent focus on the aforementioned areas greater success can be reached.

### **Families First:**

Paul Lefkowitz presented on Families First, Tennessee's time limited, work-focused, cash assistance program for low-income families with children, a federally funded program that operations out of the Temporary Assistance to Needy Families (TANF) Block Grant. He provided an overview of the case and program demographics state-wide as well as in the three grand districts of the state. This program has proven very successful, however, with the onset and now recovery from the recession, Mr. Lefkowitz stated that they are finding an increasing number of cases reaching their lifetime maximum of assistance. He stated that there are multiple barriers that make it difficult for a recipient of these funds to receive and maintain employment along with burdensome TANF reporting requirements and several states facing reduction in funding. The opportunities that this program presents are more creative thinking to create funding flexibility as well as potential subsidized employment programs from ARRA.

### **Keep My TN Home Hardest Hit Fund Program for Tennessee:**

As a result of the high level of interest in December's meeting, Laura Sinclair, Senior Director of the Tennessee Housing Development Agency, returned to present an overview and update of the program Keep My TN Home Hardest Hit Fund. She discussed the Background, Program Eligibility, Program Benefits, Delivery System, Marketing, Outreach and Current Status of the program. To date, over 1,230 applications had been processed with nearly 60% of those meeting the program's eligibility, 600 of which are in Shelby County. Of those applications that met the eligibility requirements, 44 files are in the underwriting process with 5 already been approved. The first closing for this program occurred on March 4, 2011 with 2 additional closing in Middle Tennessee and Memphis. She stated the first pay first payment was a reinstatement payment made in early March for a family in Knoxville. Ted Feldman, Executive Director of Tennessee Housing and Ted Klindeney, Director of Operations joined Laura for her presentation.

## **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, Raymond Marston, Ellen Thornton, Zack Stansell, and Deborah Reed. Committee Liaisons in attendance: Patrick Bleecker and James Roberson. Additional staff in attendance: Commissioner Karla Davis. He reported that Pat Bleecker stated that the 2011-2012 budget was still undecided so there were no budget projections to be given. A proposal from Lee Grehen, University of Memphis, was made regarding his work and statistical analysis for the state and WIA programs. Betsy Houston presented information regarding JTG and various employment opportunities for Tennessee graduates. A final presentation was given by Suzanne Coile in regards to the AFL/CIO's activities from the previous year as well as a budget and plans for this year. The committee will consider all proposals and bring recommendations to the full board in the May meeting. The Operations Committee has become the review committee for the Jim Alford Award beginning 2010 and is entertaining the idea of awarding an "Employee of the Year" Award to recognize two outstanding LWIA employees. There were no motions to be considered.

### **Strategic Planning Committee**

The Strategic Planning Committee met with four committee members present. Vice-chairman Brad Parish chaired the committee in Chairman Barnes' absence. Kristee Bell, Shirley Frierson and Echell Eady were also in attendance. Staff present: Christy Montgomery. The Committee also had several representatives and executive directors from the local workforce investment areas present. Assistant Commissioner of the Department of Human Services, Andrea Cooper was also in attendance.

The Committee discussed several issues, the first concerning the State Plan. The committee voted to approve the staffs request to extend the current State Plan and all waivers for one year. The current Plan will expire on June 30. As always any modifications to the plan may be made at any time, with anticipated changes to reflect the Governor Haslam's goals. Brad Parish made a motion via committee recommendation to approve the extension of the current State Plan. Guy Derryberry seconded the motion to approve the extension of the current State Plan. **Motion Passed.**

The Committee also reviewed the planning guidance and information received from the local areas in preparation for the April Strategic Planning Committee. The Committee decided to remove the Return on Investment piece from the oral presentations. On April 14 & 15, 2011 the Strategic Planning Committee will meet to review and vote on each of the 13 local area plans. All members of the board were invited to attend this meeting.

Finally, the Committee heard updates regarding LWIA 11. The Committee reviewed the quarterly monitoring report authored by Director of Compliance, James Roberson, in regards to LWIA 11's financial status. The next quarterly monitoring will be performed by the PAR

monitoring unit on March 21-25, 2011. Some observations from the most recent monitoring report are as follows:

- LWIA 11 received statewide contracts totaling \$891,000 to assist in recovery of funds. The LWIA will have to cover an additional \$269,574.37 from non-WIA funds.
- LWIA 11 is working with consultants to review both fiscal and programmatic needs for improvement.
- On January 1, 2011, LWIA 11 suspended travel assistance to participants. Records indicate no participants dropped out of school due to this change.
- LWIA 11 has reduced their staff with 8 permanent layoffs. In addition, 7 other staff have been temporarily laid off until at least June of this year.
- LWIA 11 is currently providing weekly draw request to Workforce Development Staff with documentation of expenditures. This approval method is to assure no over expenditure takes place on the current PY10/FY11 Adult/ Dislocated Worker contracts.

### **Policy Committee**

Committee Vice-Chairman Guy Derryberry led in the meeting in Chairman Andertons' absence. Members in attendance were: John Majors, Eliot Mitchell, Marty Willis (proxy), Katie Anderson (proxy). Additional attendees were: Nancy Brown, Henry Lewis, Margaret Prater, Jay Willoughby, Ed Gordon, Desi Franklin, and Policy Liaisons, Roosevelt Noble and Tyrone Parker.

The agenda items discussed began with the Title V, SCSEP program. Questions that were asked at the previous meeting were addressed at this time. The topic on Southwest Human Resource Agency mentioned that this agency will have a 6 month probationary period in which the agency identifies the functionality of the program and that program performance measures and fiscal responsibilities are managed appropriately.

The Policy on Durational Limits was discussed and was identified as approved by USDOL along with the topic on Methods of Administration. The topic on Re-entry created a discussion and Roosevelt Noble identified an approach to improve the program. Finally, the topic on the Impact of the Proposed Budget Cuts created a discussion and concern on how local agencies will be impacted by the cuts. Some ideas of how to create a less impact on participants were discussed.

### **Continuous Improvement Committee**

Committee members in attendance: Iliff McMahan, Chair, Yolanda Shields, Vice –Chair, Craig Butler, Niketa Hailey-Hill, Nichole Saulsberry-Scarboro, and Jean Schmidt. Staff and Committee Liaison in attendance: Susie Bourque, Dan Holton. Visitors in attendance: Paul Haynes, Vaughn Smith, and Kathy Pierce. Committee Chairman Iliff McMahan made the following report:

Update on WIA Performance:

- Recent Performance Report is Program Year 2010
- 2<sup>nd</sup> Quarter report shows TN needs to improve adult entered employment rate. Improvement expected to adequate rate in 3<sup>rd</sup> and 4<sup>th</sup> Quarter. Adult retention and earnings also will decline, but this is expected due to the recession.

- Local incentive awards will be presented at the May 2011 committee and board meetings, due to ongoing budget negotiations on the national level.

**LWIA 13 Participant Files in eCMATS:**

- Assembly of New Management Team in Memphis
- State and Local Area Found 3000 Files to Purge
- Solution has Negative Impact on State/Local Reports
- Solution has Positive Impact on Data and Management

**WIA Regression Model Pilot Project:**

- National Performance Project with 11 other states
- Estimates level playing field and streamlines negotiations
- Estimated national implementation July 1, 2011
- Statewide technical training completed Oct. 14 & 15, 2010
- TN 1<sup>st</sup> to implement model during pilot project period

**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.

**Future Dates:**

**March 10 & 11, 2011**

**April 14 & 15, 2011 (Planning) All members invited to attend.**

**May 19 & 20, 2011**

**September 15 & 16, 2011 (Executive Committee) Location TBA**

**December 1 & 2, 2011**

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

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