

**Greater Memphis**  
Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

**Greater Memphis Workforce Development Board  
Board of Directors Meeting Agenda  
Wednesday, January 24, 2024, 10:00 a.m.  
Location: The Greater Memphis Chamber  
100 Peabody Place, Suite 1000  
Memphis, TN 38103  
Virtual Zoom Meeting Option**

- I Call to Order – Meka Egwuekwe
- II Welcome & Roll Call – Meka Egwuekwe
- III Presentation of Minutes – Meka Egwuekwe
- IV Financial Report/Status – Fiscal Agent
- V Performance Update – Amber Covington
- VI Executive Committee Discussion and Vote - Meka Egwuekwe
- VII New Business -Meka Egwuekwe
  - Standing Committee Formation (Executive Director Search)
  - RFP Process
  - AJC Relocation
- VIII Interim Executive Director Updates- Amber Covington
- IX Board Chair Comments- Meka Egwuekwe
- X Board Training-TNDLWD
- XI Adjourn



**Greater Memphis Workforce Development Board**  
**Board of Directors Meeting Minutes Wednesday, January 24, 2024, 10:00 a.m.**  
**Location: The Greater Memphis Chamber**  
**100 Peabody Place, Suite 1000**  
**Memphis, TN 38103**  
**Virtual Zoom Meeting Option**

I. Call to Order – Meka Egwuekwe  
Meeting called to order at 10:01 a.m.

II. Welcome & Roll Call – Meka Egwuekwe

Board members present: Meka Egwuekwe, Antoinette Story, Kevin Bradshaw, Ron Wade, Carlos Mendoza, Ed Doyle, Jakara Jones, Latasha Harris, Larry Robinson, Gwendolyn Sutton, Ben Adams, Tracy Robinson, David Dufour, Angela Massey, Heather Sacks, Briggette Green, Frank Olson, Clovis D. Brown

Not present: Carlos Manning, Corey Hester, James Cole, Jozelle Booker, Lonnie Jasper Coomes, Jr., Nelson Keaton

Quorum reached.

Greater Memphis Chamber: Amber Covington, Sondra Howell, Jessica Mosley, Stephanie Ferrell

Guests: Robin Sealy, Sarita Alston, Kena Hamm

Workforce Mid-South: Rolanda Eatmon

TN Dept. of Labor and Workforce Development: Ivan Greenfield, Brian Eardley, Chandra Pleas, Justin Attkisson

III. Presentation of Minutes – Meka Egwuekwe  
Vote to approve meeting minutes for December 19, 2023 Special Call meeting.

**Motion to approve minutes made by Larry Robinson.**  
**Seconded by Angela Massey.**  
**All in favor. No one opposed.**  
**Motion carries.**

- IV. Financial Report/Status Presentation—Rolanda Eatmon  
Financial Report delivered by Rolanda Eatmon. This will be the last official Workforce Mid-South financial report.

**Motion to approve the financial report made by David Dufour.  
Seconded by Angela Massey.  
All in favor. No objections.  
Motion carries.**

- V. Performance Update – Amber Covington  
Amber Covington delivered the performance update which included the Business Services Report.

**Motion to approve the performance update made by David Dufour.  
Seconded by Angela Massey.  
All in favor. No objections.  
Motion carries.**

- VI. Executive Committee Discussion and Vote - Meka Egwuekwe  
Vice chair, secretary and treasurer board positions need to be filled, as well as Business Services Committee chair. Meka nominated Ben Adams to be the vice chair and Carlos Mendoza to be the treasurer. Latasha Harris volunteered to be the secretary. Angela Massey volunteered to be the business services committee chair.

**Motion to approve Ben Adams for vice chair, Latasha Harris for secretary, and Carlos Mendoza for treasurer made by Brigette Green.  
Seconded by Ben Adams.  
All in favor. No objections.  
Motion carries.**

Meka recommended the addition of two members to the Executive Committee: (1) Regional director, Jackara Jones. The state recommends that the regional director serve on the Executive Committee; (2) Ron Wade, who is not only on the board, but also on the State Workforce Board.

**Motion to expand the executive committee to include the regional director, Jakara Jones, and state board member, Ron Wade made by Angela Massey.  
Seconded by Latasha Harris.  
All in favor. No objections.  
Motion carries.**

- VII. New Business -Meka Egwuekwe  
Standing Committee Formation for Executive Director Search  
A committee will be formed to oversee the search for a permanent executive director for the GMWDB. Meka would then appoint the chair of that committee.
- Motion to create a standing executive director search committee made by Ron Wade.  
Seconded by Larry Robinson  
All in favor. No objections.  
Motion carries.**
- VIII. RFP Process – Amber Covington  
It is necessary to secure a third-party vendor to evaluate, assess and recommend approval of provider proposals. The new provided must be in place by July 1. Amber is communication with other local boards with similar demographics to see what RFP model are used.
- IX. AJC Relocation - Amber Covington  
There have been issues with the building where the comprehensive AJC center is located in Shelby County (Angelus in Midtown area). It is asked that the executive committee be authorized to research potential AJC relocation options.
- Motion to authorize the Executive Committee to research potential AJC relocation options made by David Dufour.  
Seconded by Larry Robinson.  
All in favor. No objections.  
Motion carries.**
- X. Interim Executive Director Updates- Amber Covington  
Amber Covington delivered the Interim Executive Director updates.
- XI. Board Chair Comments- Meka Egwuekwe
- The board will begin utilizing a tool called Govenda to keep documents, minutes and other materials.
  - The bylaws need to be updated, which may require a special call meeting.
  - A board member from Lauderdale County is still needed. Board members are asked to assist with identifying candidates.
- XII. Board Training conducted by Justin Attkisson with the Tennessee Dept. of Labor and Workforce Development.
- XIII. Adjourn  
The meeting adjourned at 11:40 a.m.