

# Greater Memphis Workforce Development Board

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## Greater Memphis Workforce Development Board

### Executive Committee Meeting Agenda

Wednesday, August 14, 2024, 9:00 a.m.

#### Virtual (Microsoft Teams)

- I. Call to Order – Meka Egwuekwe
- II. Welcome & Roll Call – Latasha Harris
- III. Presentation of Minutes – Latasha Harris
- IV. Financial Report/Status – Fiscal Agent
- V. Business Services Committee Report – Amber Covington
- VI. New Business -Meka Egwuekwe
  - Business Services Committee Chair
  - RFP Recommendation Report and Selection
- VII. Executive Director Updates- Amber Covington
  - AJC Relocation
  - Grant Opportunities
  - On-Site Program and PAR Audits
  - Special Workforce Board Meeting, August 16
  - Board Training-August 27 and September 12
  - Federal Reserve-Pathways to Progress Panelist-September 10
  - GovCon-October 16-18, 2024, Knoxville, TN
- VIII. Board Chair Comments- Meka Egwuekwe
- IX. Adjourn

# Greater Memphis

## Workforce Development Board

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**Greater Memphis Workforce Development Board  
Executive Committee Meeting Minutes  
Wednesday, August 14, 2024, 9:00 a.m.  
Virtual (Microsoft Teams)**

- I. Meeting called to order at – Meka Egwuekwe 9:00 a.m.
- II. Welcome & Roll Call – Meka Egwuekwe  
  
In attendance: Meka Egwuekwe, Carlos Mendoza, Ron Wade, Jackara Jones,  
Absent: Ben Adams, Latasha Harris, Antionette Wiseman-Story  
  
Steven Gause, TPMA, Lisa Overall Shelby County Government, Sondra Howell, Greater Memphis Chamber,  
  
GMWDB staff: Amber Covington, Ileanette Rosado-Wilson
- III. Presentation of Minutes – Meka Egwuekwe  
**Motion to approve July 17, 2024, Executive Committee meeting minutes made by Meka Egwuekwe.**  
**Seconded by Ron Wade.**  
**All in favor; No objections.**  
**Motion carries.**
- IV. Financial Report/Status – Fiscal Agent  
Sondra Howell reported that due to technical training, the financial report is unavailable but will be completed and emailed to the Executive Committee within five days. Board chair will follow up with Executive Committee members by email to obtain their approval of the report after review.  
**Voting regarding acceptance of the financial report is tabled.**
- V. Business Services Committee Report –  
The Business Services report was delivered by Amber Covington. A new chairperson for the Business Services Committee will be appointed. The staff will work closely with this person to streamline this report to ensure that the information being conveyed is that which is most integral to this region and that the report is understandable and useful.  
  
**Motion to approve July 2024, Business Services meeting minutes made by Meka Egwuekwe.**  
**Seconded by Carlos Mendoza.**  
**All in favor; No objections.**  
**Motion carries.**

## VI. New Business -Meka Egwuekwe

- Business Services Committee: Joann Massey has been appointed chair of the Business Services Committee. Orientation to the business services component will be provided by GMWDB staff. In this role, Ms. Massey will also serve on the Executive Committee. Ben Adams and Jackara Jones have expressed interest in also serving in the Business Services committee.
- RFP Recommendation Report and Selection-- Steven Gause, TPMA, third-party procurement agent, provided an overview of the criteria and processes used to evaluate proposals and delivered a recommendation report for WIOA Title 1 services program service providers (Adult, Dislocated Worker (ADW) and Youth Services). Note: Current contracts end September 30 and new contracts will take effect October 1, 2024.
  - In order to avoid any undue influence or a conflict of interest, Amber Covington offered to recuse herself from the discussion as she has either been previously employed by a provider under consideration or has current working relationships with individuals serving those organizations. Other members of the Executive Committee have previous or current partnerships with one or more of the applicants. However, the Executive Committee will advise the full board of this and make recommendations for final approval.

**Motion to approve the recommendation of Agape as Youth services provider made by Meka Egwuekwe; Seconded by Ron Wade.**

**All in favor; No objections.**

**Motion carries.**

- Due to additional questions by board members (particularly regarding the need for a strong local presence due to unique regional needs) and closeness of scores, the Executive Committee will conduct interviews with the leadership teams of the top Youth Services provider prior to making an official recommendation to the full board. Reference checks will also be conducted by TPMA for ADW applicants. The Executive Committee will meet again to discuss additional feedback gathered from interviews and references.
- The board is not limited to awarding contracts to one entity. The board may select to separate the contracts. The Executive Committee will ultimately take the recommendations of the third-party provider into consideration but has the authority to make final determinations.
- Only one submission was received for One-Stop-Operator services. Which was by the current provider, Ross.

**Motion made to rescind previous Youth service provider recommendation and re-vote after a second Executive Committee meeting scheduled for August 22, 2024, made by Meka Egwuekwe; Seconded by Ron Wade.**

**All in favor; No objections.**

**Motion carries.**

- A Special Called Executive Committee with the sole agenda item being the RFPs selections will be held on Thursday, August 22, 2024. (Part 2).
- Special Call RFP Selection Session meeting scheduled for August 16, 2024, is

rescheduled for August 23, 2024, at 8:30 a.m.

VII. Executive Director Updates- Amber Covington

- AJC Relocation –  
The sublease is in the final stages of execution.
- Grant Opportunities—  
The GMWDB is pursuing opportunities to expand services and to align with local and regional plans. There are local and regional trackers in place to ensure execution.
  - Because the GMWDB is not a nonprofit, currently in conversation with the Midsouth Development District (MMS) to serve as the federal lead in pursuit of \$2M grant juvenile justice grant. The hope is to braid these funds with the recently awarded Community Reentry Reinvestment Grant of \$100,000 to serve justice involved youth ages 16-19.
  - Developing a collaboration with United Way of Memphis & the Midsouth (UWMS) for the 100&Change \$100,000,000 grant through the MacArthur Foundation. The purpose of this award is to propose a problem and a solution, which in Memphis is poverty.
  - Truist Bank is offering a \$10,000 opportunity through their community foundation. If awarded, these funds will be used to package services to youth programming. Also in partnership with MMD.
  - Staff will continue to identify additional funding to increase service delivery. The interlocal Agreement Session was held last week and the expectation is to continue to expand the focus on rural communities and establish relationships in those counties.
- On-Site Program and PAR Audits—  
Audits began last week, . Official reports forthcoming.
- Special Workforce Board Meeting scheduled for August 16 will be rescheduled for August 23, 2024.
- Board Training-SAFAL partners, contracted by the federal government for Region 3. Full-day, In-person session on August 27; half day, virtual session on September 12.
- Federal Reserve-Pathways to Progress Panelist-September 10:  
Amber Covington has been invited to serve on the panel.
- GovCon-October 16-18, 2024, Knoxville, TN:  
Latasha Harris, GMWDB board member, and Amber Covington will attend. Amber has been invited to serve on the panel to share about initiatives happening in Greater Memphis and how the rebuilding and transforming of the system is being accomplished. Amber will try to secure one more spot for any other board member interested in attending,

VIII. Board Chair Comments- Meka Egwuekwe

The Executive Committee continues to investigate options to establish 501(c)3 status so that the GMWDB may pursue additional grants independently.

Additional Comments:

- Amber Covington completed the ACCE Economic Mobility Fellowship. Her regional action plan focused on juvenile justice.
- Amber has been invited to participate in the Women's Leadership Academy at the UT Knoxville.

- The GMWDB staff have been accepted into the Results for America Fellowship.
- Periodically, the investors of the Greater Memphis Chamber requests information about leadership and professional development of staff. A list will be provided on behalf of GMWDB staff members.

IX. Meeting adjourned at 10:24 a.m.