

Greater Memphis Workforce Development Board

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Greater Memphis Workforce Development Board

Executive Committee Meeting Agenda

Wednesday, July 17, 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
 - AJC Relocation Update
- VII. Executive Director Updates- Amber Covington
 - Non-Profit Insight
 - Board Committees
 - RFP Status
 - Performance Updates
 - GM Local Board Meeting (Wednesday July 24, 2024)
- VIII. Board Chair Comments- Meka Egwuekwe
- IX. Adjourn

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Greater Memphis Workforce Development Board Executive Committee Meeting Minutes Wednesday, July 17, 2024, 9:00 a.m. Virtual (Microsoft Teams)

- I. Meeting called to order at 9:01 a.m. by Meka Egwuekwe, Chairperson
- II. Welcome & Roll Call – Latasha Harris

In attendance: Meka Egwuekwe, Carlos Mendoza, Jackara Jones, Ben Adams, Latasha Harris, Ben Adams, Antionette Wiseman-Story

Not present: Ron Wade

GMWDB staff: Amber Covington, Bridgette Samba, Lakeda Williams, Rachel Rogers, Ileanette Rosado-Wilson

Greater Memphis Chamber of Commerce: Sondra Howell

- III. Presentation of Minutes – Latasha Harris

**Motion to approve June 26, 2024, Executive Committee meeting minutes made by Ben Adams.
Seconded by Antionette Wiseman-Story.
All in favor; No objections.
Motion carries.**

**Motion to approve May 29, 2024, Special Called meeting minutes made by Ben Adams.
Seconded by Antionette Wiseman-Story.
All in favor; No objections.
Motion carries.**

- IV. Financial Report/Status –
June 2024 Financial Report delivered by Amber Covington. The fiscal agent will deliver the Financial Report at August 2024 Executive Board meeting. In August two reports will be presented: final reporting for expenditures across all programs though the end of June 2024 and another reflecting the start of the new program year financials including additional funding from the state.

**Motion to approve June 2024, Financial Report made by Ben Adams.
Seconded by Carlos Mendoza.
All in favor; No objections.
Motion carries.**

- V. Business Services Committee Report –
Business Services report reflecting activity from April 2024 through June 2024 delivered by Amber Covington. One correction will be made and presented to the full board at the August board meeting.

Motion to approve June 2024 Business Services report, pending correction, made by Antionette Wiseman-Story.

Seconded by Jackara Jones

All in favor; No objections.

Motion carries.

- VI. New Business -Meka Egwuekwe

- AJC Relocation Update: Sub-lease has been signed and submitted to Crosstown management for final approval. Currently in review with their lawyers and expecting to receive executed sub-lease in the upcoming days. Projected possession date is September 3, 2024. Furniture and fixtures are included. The Relocation Committee is developing a plan for remaining furniture at the current AJC location.

- VII. Executive Director Updates- Amber Covington

- Non-Profit Insight: A discussion with various stakeholders has started to formulate the most appropriate direction. No other updates to report.
- Board Committees:
 - A new chairperson for the Business Services committee, who is a member of the Executive Committee, must be appointed the board chairperson.
 - The Career Services Committee, chaired by Antionette Wiseman Story, will resume its functions.
 - Other committee to consider is the Youth Services Committee, which is required by the bylaws.
 - It is not required for committee members to be members of the Greater Memphis board, opening opportunities for other stakeholders.
- RFP Status:
Due to the unexpectedly high number of RFP submissions, recommendations from the vendor have been delayed. It was expected that the Executive Committee would review and make recommendations to the full board to vote to approve the new program year (Oct 1) service providers at the July 24 board meeting. In order to execute the process with fidelity, the report from the vendor will be sent to the Executive Committee for review once it is received and a Special Called meeting will be scheduled in August.
- Performance Updates: Amber Covington and Rachel Rogers, Performance & Compliance Manager,
Although there are still some areas of concern, there have been some improvements made in reaching performance metrics. The final response to the corrective action plan, including

monitoring reports, is expected by Friday, July 19. A full performance report will be delivered to the full board at July 24 board meeting.

- GM Local Board Meeting (Wednesday July 24, 2024)
Meka Egwuekwe, Chairperson, will be unable to attend. Ben Adams, Vice Chairperson, will preside in his absence.
- Additional items:
 - Two new staff members have been hired: TYEP Program Specialist, Breyanna Scott and, Accountant, Linda Walker.
 - State on-site visit to the American Job Center (AJC) on July 18, 2024: The staff will be asked questions regarding AJC programming and operations and will meet later with Amber Covington to discuss findings and observations. The State team will also tour the new AJC location at Crosstown.
 - Currently in the process of a fiscal audit, PAR. The state fiscal team is scheduled to be on site August 6-8, 2024.
 - Received an additional grant, PROWD, projected to begin August 2024 through September 2027. This is a \$3.8 million dollar grant in partnership with the Office of Re-Entry.

VIII. Board Chair Comments- Meka Egwuekwe

IX. Meeting adjourned at 10:01 a.m.