

Greater Memphis Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

**Greater Memphis Workforce Development Board
Board of Directors Meeting Minutes
Wednesday, July 24, 2024, 10:00 a.m.
Virtual Zoom Meeting**

Email irosado-wilson@memphischamber.com for meeting link and password

I. Meeting was chaired and called to order by Ben Adams, Vice-chair, in the absence of Chair, Meka Egwuekwe.

II. Welcome & Roll Call – Latasha Harris

Members in Attendance	Members Absent	Staff and Guests
Ben C. Adams, Vice Chair	Meka Egwuekwe	Amber Covington
Latasha Harris, Secretary	Antoinette Wiseman-Story	Valerie Kyle
Carlos Mendoza, Treasurer	Clovis D. Brown	Georgetta Forest
Briggette Green	Jessica Cannon-Macklin	Victoria Adair
Carlos Manning	Jozelle Booker	Linda Walker
Corey Hester	Lonnie Jasper Coomes, Jr.	Rachel Rogers
Ed Doyle		Lee Graham
David Dufour		Ileanette Rosado-Wilson
Frank O. Olson II		
Gwendolyn Sutton		
Heather Sacks		
Jackara Jones		
James Cole		
Jamilica Burke		
Joanne Massey		
Kevin Bradshaw		
Larry Robinson		
Ron Wade		
Sarah Lockridge-Steckel		
Tracy Robinson		
Quorum Established		

III. Presentation of Minutes – Latasha Harris

**Motion to approve May 29, 2024 general board meeting minutes made by Ron Wade.
Seconded by XXX
All in favor; No objections.**

Motion carries.

- IV. Financial Report/Status –
Financial report through June 2024 delivered by Amber Covington.
Service providers have submitted final invoices. At the September board meeting, there will be two financial reports presented: one for activity through the end of June and one for the full 2024 closeout.

Motion to approve June 2024 financial report made by Ben Adams.

Seconded by Latasha Harris.

All in favor; No objections.

Motion carries.

- V. Business Services Report-
The fourth quarter report through June 2024 was delivered by Amber Covington.
- A new format for the Business Services report is being developed and adopted that will convey information in a more meaningful and useful manner.
 - Beginning October 2024, Business Services functions will be executed by the GMWDB instead of with a service provider. This will ensure alignment with regional and state practices.
 - Particularly in light of the number of newly appointed members, board members request additional instruction and orientation to reports and processes to ensure complete understanding.

Motion to approve June 2024 business report made by Carlos Mendoza.

Seconded by XXX.

Joann Massey abstains.

All others in favor; No objections.

Motion carries.

- VI. Performance Update –Rachel Rogers, Performance & Compliance Manager
- Report indicates that some performance goals were exceeded but not all were met by the service providers. In the process of evaluating final quarter performance through June 30, 2024.
 - Staff continues to meet weekly with service providers to discuss requirements and overall progress toward achieving goals.
 - Ongoing compliance activities: Participant file reviews, tracking of furniture and equipment (particularly for the AJC move) and local governance requirements (COI forms, new nomination documentation).
 - AJC site review was conducted by the State and is currently undergoing PAR review.
 - A function of compliance is focusing on the essential core values of the GMWDB team: performance integrity and continuous improvement.

- VII. New Business -Ben Adams

- AJC Relocation: Updates reported by Amber Covington.
The sublease has been signed by Methodist. Crosstown management will add verbiage to reflect the requirement for their approval of any presence of any proposed additional partners in the future. Expecting to receive the final contract by the end of the week.

- VIII. Executive Director Updates- Amber Covington

- RFP Status (Special Meeting, August 2024):
Expected to discuss the recommendations at this meeting. However, due to the overwhelming number of submissions, the completion of reviews by the vendor was prolonged. Thus, the target date for the Executive Committee to review recommendations is delayed. The Executive Committee (EC) will review at the August 14th EC meeting and a special called meeting for RFP

approval will be scheduled for August 16, 2024. The vendor will provide a summary of the proposals and recommendations which will be available to all board members.

- Board Committees:
Chairperson, Meka Egwuekwe will discuss committee opportunities with board members and make committee Chair appointments. According to the bylaws, a Youth Committee must be established. Any board member interested in chairing/co-chairing or serving on a this committee is advised to inform the chairperson. The EC is in discussion regarding other committees to be established. Each board member is required to serve on a committee.
- New Grant(s):

Grant:	Grantor:	Serving:	Partners include:	Amount:	Performance Period:
Community Reentry Reinvestment Grant (CRRG)	Tennessee Office of Reentry (TOOR)	50 Justice Involved Youth ages 16-19	Juvenile Justice Court, Olympic Career Training Institute, Pugh Center, AJC,	\$100,000	7/1/2024 – 6/30/2025
Partnership for Reentry Opportunities and Workforce Development (PROWD)	Tennessee Office of Reentry (TOOR)	Justive Involved individuals	Department of Labor and the Bureau of Prisons, local correctional entities.	\$6.7 million	7/2024-2027

- Introduction of New Board Staff:
 - Tennessee Youth employment Program specialist, Breyanna Scott.
 - Accountant, Linda Walker
- Board Training (Late August 2024):
 - SAFAL Partners has been contracted by the State of Tennessee to provide a two-day training (one in-person, one virtual) to the board regarding WIOA regulations and roles and responsibilities as part of ongoing support and continuous training. The training plan will be provided to the board.
 - GMWDB will receive fiscal training the week of August 19th from the Department of Labor for Region 3 (includes TN, MS, AL, GA, FL, NC, SC),.
 - Additional training will be scheduled by the GMWDB staff for the board regarding reporting methodology.

IX. Board Vice Chair Comments- Ben Adams

- The new fiscal year has commenced and the permanent executive director, board chair and fiscal agent have been established. The goal is to strengthen understanding and communication between all parties to ensure alignment and fulfillment of the mission to train individuals to obtain good jobs.

V. Meeting adjourned at 9:54 a.m.

*****Next Board Meeting-Wednesday, September 25, 2024 at 10AM*****