

Greater Memphis Workforce Development Board

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Greater Memphis Workforce Development Board

Executive Committee Meeting Agenda

Wednesday, May 8, 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 – Angela Massey
- VI. Performance Report – Rachel Rogers
- VII. New Business -Meka Egwuekwe
 - Fiscal Agent Discussion
 - June Executive Committee Meeting Date
 - Executive Director Search Update
- VIII. Interim Executive Director Updates- Amber Covington
 - AJC Relocation Update
 - RFP Release
 - TYEP, SCSEP & PROWD
 - Safal Partners Technical Assistance (Thursday, May 9, 2024)
 - State Workforce Board Meeting (Friday, May 17, 2024)
 - GM Local Board Meeting (Wednesday March 29, 2024)
- IX. Board Chair Comments- Meka Egwuekwe
- X. Adjourn

Greater Memphis

Workforce Development Board

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Greater Memphis Workforce Development Board Executive Committee Meeting Minutes Wednesday, May 8, 2024, 9:00 a.m. Virtual (Microsoft Teams)

I. Meeting was called to Order at 9:01 a.m. – Meka Egwuekwe

II. Welcome & Roll Call – Latasha Harris

In attendance: Meka Egwuekwe, Latasha Harris, Antionette Wiseman-Story, Carlos Mendoza, Jakara Jones, Ben Adams, Angela Massey, Ron Wade

GMWDB staff: Amber Covington, Rachel Rogers, Ileanette Rosado-Wilson, Tina Richmond
Greater Memphis Chamber staff: Sondra Howell

III. Presentation of Minutes – Latasha Harris

Board Chair, Meka Egwuekwe determined that the approval of the April 10, 2024 Executive Committee meeting minutes be tabled until the next Executive Committee meeting in June. Board Chair, Secretary and recorder will outline an improved more condensed format for all board meetings.

IV. Financial Report/Status – Fiscal Agent

Tina Richmond, Associate Director, Finance and Operations, delivered the financial report as of April 30, 2024. Amber Covington provided additional program updates:

- The Summer Youth Employment Program has been changed to the Tennessee Youth Employment Program (TYEP) and will extend through June 30, 2025. TYEP are state funds, not WIOA funds, used to provide pay work experiences for ages 14 to 24 year-round. An additional allocation will be received from the state for that contract. The state has allowed the funds to be distributed to several service providers to manage those funds and place youth in work experiences. A Youth Initiatives Coordinator has been hired to manage this program. The board discussed continuing to focus on more outreach/participation from rural counties, particularly employers.
- The Senior Community Service Employment Program (SCSEP) SCEP will be administered internally by Workforce Development, LLC. A coordinator has been hired and a payroll processor will also be selected.

**Motion made to accept the Financial Report made by Angela Massey.
Seconded by Latasha Harris.
All in favor. No one opposed.**

Motion carries.

V. Business Services Committee Report –

Angela Massey, Chairperson, Business Services Committee, delivered the Business Services Report. Amber Covington provided additional comments. There was one additional WARN letter issued (Kellogg's plant), not reflected in report.

Motion made to accept the Business Services Report made by Ben Adams.

Seconded by Ron Wade.

All in favor. No one opposed.

Motion carries.

VI. Performance Report –

Rachel Rogers, Performance and Compliance Manager delivered report through March 2024. By May 15, 2024, a corrective action letter will be issued to Equus for not meeting performance measures. They will have 15 days to present a plan of action which ideally should include components for collaboration with the LWDB and the state. An Executive Committee board member, who is also a training provider referring participants, also raised concerns regarding the lack of adequate staff to provide necessary services to participants, such as enrollment in programs. The Performance and Compliance Manager will discuss further with board member to gather specific details. Business Services will be transitioned to GMWDB to be consistent with how other local boards manage that process.

VII. New Business -Meka Egwuekwe

- Fiscal Agent Discussion: The Greater Memphis Chamber of commerce is the interim fiscal agent for GMWDB through June 30, 2024, and has been asked to extend its commitment through September 30, 2024. During the transitional period, The Chamber did not receive transitional funds nor reimbursement funds from the state due to the complexity of the submission process, therefore, the Chamber utilized a large amount of its operating funds to ensure the GMWDB is operational. This has delayed payment to their own vendors. The board chair has formulated (and will gather input from other) a letter to the Commissioner expressing urgency of expediting transitional funds and reimbursements while acknowledging that the Commissioner has been very responsive (such as advancing payroll) as we navigate bureaucratic issues and seek stability. Another member of the board, who is also on the state board, has offered to speak to the Commissioner at the next state meeting. The Commissioner will be advised in advance of any such potential communications (whether written or verbal). A permanent fiscal agent must be identified if the Chamber and its board decline to continue to serve as the fiscal agent. Another entity (with sufficient capital) has expressed interest, and that option will be explored if needed. A meeting is scheduled with the county mayor to determine any processes and support that can be put in place to secure stability and the appointment of the long-term fiscal agent. Ultimately, the county mayor is responsible for making that appointment.
- June Executive Committee Meeting Date will be rescheduled due to scheduling conflicts.

- Executive Director Search Update: Amber Covington recused herself from the discussion. The search committee is in the process of conducting interviews and a formal recommendation for the Executive Director is expected to be presented to the full board at the May 29, 2024, meeting for approval.

VIII. Interim Executive Director Updates- Amber Covington

- AJC Relocation Update:
The space originally being negotiated will be leased to another entity; however, a larger space has been offered for the same agreed upon amount, including furniture and fixtures. Currently, in conversation with the state regarding other offices they would like to co-locate in the space. Potential to have sub-lease ready to present at May 29 board meeting. Target move-in date no later than September 2, 2024.
- RFP Release:
The vendor will develop the RFP, do evaluation and present it to the Executive Committee and GMWDB. Timeline: Release RFP's on May 17, 2024 with 30-day deadline to provide submissions; Bidders conference on June 3rd or 4th (attendance required for all bidding entities). The Executive Committee will review and make determinations at the July meeting and bring final recommendations to full board at the July 24th board meeting. All new contracts will begin October 1, 2024.
- PROWD:
The Tennessee Office Reentry was awarded the PROWD reentry grant in late 2023. The GMWDB will be in intermediary. In the process of working out staffing budget details.
- Safal Partners Technical Assistance (Thursday, May 9, 2024):
This is an initiative of the U.S. Department of Labor to provide the LWDB and state staff support as we continue through the transition. More details to come.
- State Workforce Board Meeting (Friday, May 17, 2024)
- GM Local Board Meeting (Wednesday, May 29, 2024)

IX. Board Chair Comments- Meka Egwuekwe

X. Meeting adjourned at 11:41 a.m.