

Greater Memphis Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Workforce Development Board

Board of Directors Meeting Agenda

Wednesday, May 29, 2024, 10:00 a.m.

Virtual Zoom Meeting

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

- I. Call to Order – Meka Egwuekwe
- II. Welcome & Roll Call – Latasha Harris
- III. Introduction of New Board Members-Meka Egwuekwe
- IV. Presentation of Minutes – Latasha Harris
- V. Financial Report/Status – Fiscal Agent
- VI. Business Services Report- Angela Massey
- VII. Performance Update – Rachel Rogers
- VIII. New Business -Meka Egwuekwe
 - Reappointment of Officers
 - Executive Director Appointment
- IX. Executive Director Updates- Amber Covington
 - State Workforce Board Meeting Update
 - AJC Relocation
 - RFP Release & Timeline
 - LWDB Reappointment Process & Conflict of Interest Forms
 - Introduction of New Board Staff
 - Board Training (Late Summer 2024)
- X. Board Chair Comments- Meka Egwuekwe
- XI. Adjourn

Next Board Meeting-Wednesday, July 24, 2024 at 10AM

Greater Memphis Workforce Development Board

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**Greater Memphis Workforce Development Board of Directors
Meeting Minutes
Wednesday, May 29, 2024, 10:00 a.m.
Virtual Zoom Meeting**

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

I. Meeting called to order at 10:03 a.m. – Meka Egwuekwe, Board Chair

II. Welcome & Roll Call – Latasha Harris

Members in Attendance

Meka Egwuekwe, Board
Chair Ben C. Adams, Vice
Chair Latasha Harris,
Secretary
Carlos Mendoza, Treasurer
Briggette Green
Carlos Manning
Corey Hester
Danielle Inez
Ed Doyle
David Dufour
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 (10:30)

Members Absent

Angela Massey
Antoinette Wiseman-Story
Clovis D. Brown
Jessica Cannon-Macklin
Jozelle Booker
Lonnie Jasper Coomes,
Nelson Keaton
Tracy Robinson

Staff and Guests

Amber Covington
Valerie Kyle
Georgetta Forest
Victoria Adair
Rachel Rogers
Jr. Lee Graham
Ileanette Rosado-Wilson
Sarita Alston, AJC

Quorum Established

III. Introduction of New Board Members-Meka Egwuekwe

A warm welcome was extended to the new board members appointed by County Mayor, Lee Harris: Sarah Lockridge-Steckel, Joanne Massey, Jessica Cannon-Macklin, Danielle Inez, Jamilica Burke.

IV. Presentation of Minutes –

A new format for compiling minutes has been adopted. The board chair presented the January 2024, February 2024 (Special Call Meeting), March 2024 reflecting the new format for approval.

Motion to approve January 2024, February 2024, March 2024 made by Joann Massey.

Seconded by Ben Adams.

All in favor; No objections.

Motion carries.

V. Financial Report/Status – Fiscal Agent

Financial Report through April 2024 was delivered by Amber Covington. Highlighted:

- Tennessee Youth Employment Program (TYEP): Not reflect is a budget modification for TYEP (formally Summer Youth Employment Program). The state had awarded over \$1.4 million for paid work experience for youth ages 14-24 to expire on June 30, 2025
- Senior Community Service Employment Program (SCSEP): Service delivery was paused due to the transition from Workforce Midsouth for several months therefore, the total amount of funds will not be expended by the end of the fiscal year. However, Greater Memphis will receive funding for the SCSEP of over \$400K through June 2025.
- An increase in funding from the state of 3-4% is expected for the upcoming fiscal year.

Motion to approve April 2024 Financial Report made by Carlos Mendoza.

Seconded by Joann Massey.

All in favor; No objections.

Motion carries.

VI. Business Services Report-

The Business Report through April 2024 was delivered by Amber Covington. Highlighted:

- Two additional WARN letters have been issued recently which will be reflected in May report.
- Business Services operations will be moved to the GMWDB in October which will allow for improved marking of services (i.e., On the Job Training (OJT) to employers.

Motion to approve April 2024 Business Services Report made by Ron Wade.

Seconded by Ben Adams.

All in favor; No objections.

Motion carries.

VII. Performance Update –

Rachel Rogers, Performance & Compliance Manager, delivered the Performance Report though May 15, 2024. Amber Covington provided additional comments. Highlighted:

- A corrective action plan was provided to Equus on May 15 with an expected response by June 6, 2024.
- A proposal for the Community Reentry Reinvestment grant will be submitted to the Tennessee Department of Reentry to provide WIOA services to out of school, justice involved youth ages 16-19.
- The TYEP program has exceeded participant capacity. The Youth Coordinator (Victoria Adair) and the State Business and Workforce Director, Greater Memphis (Jackara Jones), are developing a plan to extend services to the additional applicants who may qualify, such as Workforce Experience (WEX).

- The Strategic Youth Initiatives Coordinator will coordinate all youth services and provide consistent information and direction for providers to ensure access to programs and increase the number of participants engaged.
- The GMWDB's website is being updated to ensure information about programs is available and the referral process with the One-Stop-Operator is being streamlined.

VIII. New Business -Meka Egwuekwe

- Reappointment of Officers:

The term for officers aligns with the program year. It is time to appoint a slate of officers. Each officer, Meka Egwuekwe, Board Chair; Ben Adams, Vice Chair; Carlos Mendoza, Treasurer; Latasha Harris, Secretary, wishes to continue to serve in their respective capacities the upcoming program year.

The board chair nominates himself and the current offices to continue to serve in their current role. The only constraint provided in the by-laws is that the chairperson must have served for at least one year. Nominations were opened to the board and no other nominations were made.

Provided that there were no other nominations, motion was made by Joann Massey for the full slate of current officers to continue to serve in their current roles.

Seconded by Kevin Bradshaw.

All in favor; No objections.

Motion carries.

- Executive Director Appointment

Ben Adams provided that the executive director committee has unanimously recommended Interim Executive Director, Amber Covington, to lead as the permanent Executive Director of the GMWDB. The Executive Committee met and endorses this recommendation, and further recommends maintaining Amber's current compensation and provide a 3% starting bonus. The full board must accept these recommendations.

Motion to approve the selection of Amber Covington as Executive Director of the GMDB at current compensation with a 3% starting bonus was made by Joann Massey.

Seconded by Kevin Bradshaw.

All in favor; No objections.

Motion carries.

IX. Executive Director Updates- Amber Covington

- May 17, 2024, State Workforce Board meeting update:

The local plan was presented, and the response was positive. The plan is approved with conditions; the state team will assist with those items. Ron Wade, who is also on the state board, added additional positive comments received at the state meeting for the Greater Memphis region.

- AJC Relocation: The space at Crosstown being considered was leased to another entity. However, GMWDB is being offered a larger space totaling the same lease amount originally negotiated. Currently in conversation with the state to collocate other state entities in the space and share expenses. Finalization of sublease is underway with expectation to move in by early September 2024. • RFP Release & Timeline:

It is required to release the RFP for service providers every 3-4 years. This was done on May 17th. Selections will be made on July 9th by the third-party vendor managing this process and will be given to the Executive Committee on the same date. Vote before the full board at July 24 meeting. Full implementation of all service providers will begin on October 1.

- LWDB Reappointment Process & Conflict of Interest Forms:
Reappointments must be confirmed by the state and updated Conflict of Interest (COI) need to be secured and filed. An email to confirm ability to remain on the board and requests for updated COI was sent on May 28, 2024.
- Introduction of New Board Staff:
Victoria Adair will serve as the Strategic Youth Initiative Coordinator. She has vast case management and WIOA experience and has worked with youth for several years.
Cheree Weatherspoon will serve as Senior Community Services Employment Program Coordinator. She has extensive experience working with the senior population (55+).
- Board Training (Late Summer 2024):
The US Department of Labor has asked SAFAL partners to provide technical assistance to the state and the Greater Memphis area. They will provide training that will ensure the board of directors understand their roles and responsibilities and is a high functioning board. Details are forthcoming.
- We are reminded of the three major pillars in the Greater Memphis plan: Advance Worker Equity, Preparing the Future Skilled Workforce, and Talent Innovation and Pipeline Development, leading to economic mobility and prosperity for Greater Memphis. The charge of the GMWDB is to Innovate, Elevate and Accelerate our region.

X. Board Chair Comments- Meka Egwuekwe

A top priority is to provide continuous board member training as it is imperative to equip the board with the knowledge and understanding of this work and be able to make decisions based on data and facts.

XI. Meeting adjourned at 11:37 a.m.

*****Next Board Meeting-Wednesday, July 24, 2024 at 10AM*****