

# Greater Memphis Workforce Development Board

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SHELBY · LAUDERDALE · TIPTON · FAYETTE

## Greater Memphis Workforce Development Board Executive

### Committee Meeting Agenda

**Tuesday, October 15, 2024, 8:00 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
  - By-Laws Review
  - Rescheduling of November Executive Committee
- VII. Executive Director Updates- Amber Covington
  - AJC Relocation
  - GovCon-October 16-18, 2024
- VIII. Closed Session- Meka Egwuekwe
- IX. Adjourn

**Greater Memphis  
Workforce Development Board**

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## Committee Meeting Agenda

Tuesday, October 15, 2024, 8:00 a.m.

### Virtual (Microsoft Teams)

- I. Meeting called to order at 8:05 a.m. – Meka Egwuekwe
  
- II. Welcome & Roll Call – Latasha Harris  
In attendance: Meka Egwuekwe, Ben Adams, Latasha Harris, Ron Wade, Joann Massey,  
Carlos Mendoza Not in attendance:  
Antionette Wiseman Story  
Jakara Jones—The State of Tennessee will appoint a replacement for Jackara Jones as she is no longer in a state position.  
  
GMWDB staff: Amber Covington, Brian Wilks, Ileanette Rosado-Wilson  
Greater Memphis Chamber: Sondra Howell, Leon Pattman, Quinton Robinson  
Shelby County Mayor’s Office: Marlinee Iverson, Lisa Overall  
State of Tennessee: Sabra Bledsoe, Roderick Woody
  
- III. Presentation of Minutes – Latasha Harris  
  
**Motion to Approve September 11, 2024 Executive Committee meeting minutes made by Ron Wade. Seconded by Joann Massey. All in favor; No objections. Motion carries.**
  
- IV. Financial Report/Status – Fiscal Agent  
The newly hired Senior Director of Finance, Leon Pattman was introduced.  
The September 2024 financial report was not available for review at this time. Mr. Pattman is currently assessing the financials and developing processes so that he may prepare and disseminate a financial report at each Executive Committee.
  
- V. Business Services Committee Report – Amber Covington  
  
**Motion to Approve Quarter 1, 2024 Business Services report, with caveat that close out data from existing provider be updated prior to the next Executive Committee meeting, made by Meka Egwuekwe. Seconded by Joann Massey. All in favor; No objections. Motion carries.**
  
- VI. New Business -Meka Egwuekwe
  - By-Laws Review  
The Board Chair will assign a board member to lead an ad-hoc committee to address necessary updates to the by-laws with the intention that revisions be presented for approval to the full board at the November 13, 2024, general board meeting.

- November Executive Committee is rescheduled to November 6, 2024, due to scheduling conflict.

VII. Executive Director Updates- Amber Covington

- AJC Relocation:
- Complete move-in has been stalled due to IT installation. The State has recently approved procurement for vendor payment so that network installation may be completed (forecasted for mid-November). The fiscal agent has received an invoice and will identify funds to make the payment.
- A communication plan is being developed for the public regarding the transition of AJC services relocation from Angelus St. to Crosstown once a date official move-in date is identified.
- GovCon-October 16-18, 2024: Amber Covington and Latasha Harris will attend.

VIII. Closed Session with Executive Committee and County Mayor's staff - Meka Egwuekwe

IX. Adjourn official Executive Committee business—8:44 a.m.

A	B	C	D	E
Greater Memphis Workforce Board				
Business Services Report				
Program Year 2024 (July 1, 2024-June 30, 2025)				
2nd Quarter (October 2024-December 2024)				
<b>RECRUITING EFFORTS/HIRING EVENTS</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Q2</b>
Employer Engagements	161		0	161
Employer Services (Job Orders, Recruitment, Rapid Response, LMI,	341			341
Hiring Events/Job Fairs	9			9
# of Participating Employers: (Fedex Corporation, Memphis Electrical JATC, City of Memphis, Meritan, Redeemers Group, Owens Corning, TaylorMade Express, GardaWorld, Church's Texas Chicken)	9			9
Average Wages	\$15.46			\$15.46
Jobs Posted on Jobs4TN (Staff)	7			7
WARN Letters:	1			1
Rapid Response Events	0			-
# of Dislocated Workers	0			-
<b>ECONOMIC DEVELOPMENT PROJECTS</b>				
Economic Development One-Stops (WMS/ECD/Chambers/MLGW/TVA/HTL Adv.)	0			0
Workforce/Economic Development Meetings/Presentations/Events	0			0
Incentive Proposals for Expansion/Relocation (Grants/Recruitment Assistance)	1			1
Average Wages of Incentive/OJT IWT Grant Proposals	\$410,744/year			\$410,744.00
# of Potential Jobs	86			86
				0
<b>TOTAL Business Grants FY2023-2024</b>	<b>TOTAL GRANTS FY 24-25</b>	<b># OF JOBS / AVERAGE WAGES</b>	<b>OBLIGATIONS</b>	<b>REIMBURSEMENT</b>
On the Job Training		17/\$13.27	\$29,949.88	\$0.00
Incumbent Worker Training				
<b>TOTALS</b>				<b>\$0.00</b>
<b>OJT Employer</b>	<b>Adult OJT Obligations</b>			
Porter Leath	\$18,920.03			
Worldwide	\$10,129.85			
TopCat	\$900.00			



4th Quarter

1st Quarter PY 24\_25

2nd Quarter PY 24\_25

Report Pathway