

**Greater Memphis Workforce Development Board General Board Meeting Agenda**

**Wednesday, November 13, 2024, 10:00 a.m.**

**In-Person: Crosstown Concourse, 1350 Concourse Avenue, Suite 668, Memphis, TN 38104 For Virtual Option (Zoom) please contact Ileanette Rosado-Wilson**

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1. Meeting called to order at 10:14 a.m.– Meka Egwuekwe
2. Public Comments

Comments delivered by members of the general public.

1. Welcome & Roll Call – Latasha Harris

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| --- | --- | --- | --- |
| **Board Members Present** | **Board Members Absent** | **GMWDB Staff** | **Guests** |
| Meka Egwuekwe, Chair | Antionette Wiseman -Story | Amber Covington, E.D. | Marlinee Iverson, CLEO |
| Ben Adams, Vice Chair | Ed Doyle | Brian Wilks |
| Carlos Mendoza, Treasurer | Gwendolyn Sutton | Rachel Rogers | Roderick Woody, State of TN |
| Latasha Harris, Secretary | Heather Sacks | Victoria Adiar | Amy Mayberry |
| Brigette Green | James Cole | Ileanette Rosado-Wilson | Ivan Greenfield |
| Calos Manning | Joann Massey | Lacarrious Thomas | Jonathan Hayes |
| Corey Hester |  | Tiffany Lewis | Chandra Pleas |
| Danielle Inez |  | Shatyra Chism |  |
| David Dufour |  | LaBreda Morrow |  |
| Frank Olson |  | Eboni Eaton |  |
| Jamilica Burke |  |  |  |
| Jessica Cannon Macklin |  | **Memphis Chamber Staff** |  |
| Jozelle Booker |  | Ted Towsend |  |
| Joann Massey |  | Amity Schyler |  |
| Kevin Bradshaw |  | Sondra Howell |  |
| Larry Robinson |  | Quinton Robinson |  |
| Ron Wade |  | Leon Pattman |  |
| Sarah Lockridge Steckel |  | Amy Daniels |  |
| Tracy Robinson |  | Diamond |  |
| Chance Deason, Proxy for State of Tennessee |  | Valerie Kyle |  |
| **Quorum Established** |  | Lee Graham |  |
|  |  | Sarita Olston One-Stop Operator |  |

1. Presentation of Minutes – Latasha Harris **(VOTE)**

**Motion to Approve both September 25, 2024, General Board and October 28, 2024, Special Called meeting minutes made by Ben Adams.** **Seconded by Ron Wade.**

**All in favor; no objections. Motion carries.**

1. Fiscal Agent Report/Status – Leon Pattman (**VOTE)**
   * Leon Pattman presented his initial assessment, an overview of responsibilities of the fiscal agent, the methodology and recommendations for process improvements to ensure compliance and sound fiscal management.
   * Leon Pattman delivered October 2024 Financial Report.

**Motion to Approve October 2024, Financial Report made by Ron Wade.** **Seconded by Ben Adams. Jozelle Booker and Bridgette Green abstain.**

**All in favor; no objections. Motion carries.**

1. Business Services Committee Report – Brian Wilks (**VOTE)**

**Motion to Approve October 2024 Business Services Committee report made by Tracy Robinson.** **Seconded by Carlos Mendoza.**

**All in favor; no objections. Motion carries.**

1. Performance Update – Rachel Rogers
2. New Business -Meka Egwuekwe
   * AJC Sublease **(VOTE)**

On February 23, 2024, the Executive Committee was authorized to approve a final lease for the relocation of the AJC. However, a formal vote by the general board was not recorded.

**Motion to ratify the signing of the lease at Crosstown for the relocation of the AJC made by Meka Egwuekwe.** **Seconded by Ben Adams. Chance Deason abstains.**

**All in favor; no objections. Motion carries.**

* + Amended Budget Approval **(VOTE)**

The fiscal agent is not prepared to present an amended budget specifically for administrative costs due to needed revisions to staffing costs reallocations. The board will receive the full budget in advance for review.

**Vote to approve an amended budget is tabled.**

* + Policy regarding use of WIOA funds for attorney expenses **(VOTE)**

A policy is proposed to authorize the GMWDB to allocate WIOA administrative funds for legal services and ensure general legal council is an allowable cost, effective retroactively July 1, 2024.

The proposed policy must be amended to reflect:

* + - A cap in the amount allocated for legal expenses and the requirement to come before the board for approval if the expenses exceed the stated cap;
    - Reconsideration of the proposed effective date of the policy;
    - As these are federal dollars, funds may not be used in defense against the state or federal government; and,

Necessary budget amendments will also be considered.

**Vote to approve this policy is tabled.**

* + Paid Leave Policy **(VOTE)**

**Motion to request the employment entity to establish a paid administrative leave policy for the GMWDB Executive Director made by Ben Adams.** **Seconded by Kevin Bradshaw.**

**Danielle Inez abstains.**

**All in favor; no objections. Motion carries.**

* + Interim Executive Director Appointment **(VOTE)**

The board chair made the determination to place the Executive Director on paid administrative leave. The State requires that an Interim Executive Director be designated. The board chair has designated Sondra Howell to serve as Interim Director with no additional fiscal impact on the WIOA budget.

**Motion to Approve the appointment of Sondra Howell as Interim Executive Director with no additional fiscal impact on the WIOA budget made by Kevin Bradshaw .** **Seconded by Carlos Mendoza. Danielle Inez, Latasha Harris, Jozelle Booker and Chance Deason abstain.**

**All in favor; no objections. Motion carries.**

1. Interim Executive Director Report—Sondra Howell
   * Annual State Meeting Monitoring Update:

The State sited one finding and 5-6 observations. Policies and processes and being put in place to correct prior to the assigned deadline.

* + June- August 2024 Fiscal Report Cards:

The matter in question was regarding performance/MPCR. Increased numbers are expected to occur.

1. Closed Executive Committee Session:

Only members of the board, CLEO attorney, board attorney and Memphis Chamber staff permitted to attend.

* + Staff Consideration **(VOTE) Return to Open Session**

**Motion to Approve made by Ben Adams.** **Seconded by Ron Wade.**

**All in favor; no objections. Motion carries.**

**Roll Call:**

|  |  |
| --- | --- |
| **Board Members Present** | **Board Members Absent** |
| Meka Egwuekwe, Chair | Antionette Wiseman -Story |
| Ben Adams, Vice Chair | Ed Doyle |
| Carlos Mendoza, Treasurer | Gwendolyn Sutton |
| Latasha Harris, Secretary | Heather Sacks |
| Carlos Manning | James Cole |
| Corey Hester ?? | Joann Massey |
| Danielle Inez | Larry Robinson |
| Frank Olson | Bridgette Green |
| Jamilica Burke | David Dufour |
| Jessica Cannon Macklin | Ron Wade |
| Jozelle Booker |  |
| Kevin Bradshaw |  |
| Sarah Lockridge Steckel |  |
| Tracy Robinson |  |
| Chance Deason, Proxy for State of Tennessee |  |
| **Quorum Established** |  |

**Ben Adams made the motion, based on the investigation by board attorney, that Amber Covington be terminated as Executive Director. Seconded by Kevin Bradshaw.**

**Individual votes taken:**

**In-Favor: Meka Egwuekwe, Ben Adams, Carlos Mendoza, Danielle Inez, Frank Olson, Jamilica Burke, and Kevin Bradshaw.**

**Opposed: Latasha Harris, Jozelle Booker**

**Abstain: Jessica Cannon-Macklin, Sarah Lockridge-Steckel, Tracy Robinson and Chance Deason**

1. Board Chair Comments- Meka Egwuekwe

Chairman Egwuekwe expressed gratitude to Amber Covington for her service.

Chairman Egwuekwe shared that his term on the GMWDB board expires on January 7, 2024. He announced that he will not seek nor accept reappointment to the board. Vice-Chair, Ben Adams will assume the duties of chairperson at that time, after which the full board may decide whom to appoint as chairperson.

1. Meeting adjourned at 1:49 p.m.