

Greater Memphis

Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Workforce Development Board

Executive Committee Meeting Agenda

Wednesday, January 8, 2025, 9:00 a.m.

Virtual (Microsoft Teams)

- I. Call to Order – Meka Egwuekwe
- II. Transition to new Board-Chair
- III. Welcome & Roll Call – Latasha Harris
- IV. Presentation of Minutes – Latasha Harris (VOTE)
- V. Financial Report/Status – Leon Pattman (VOTE)
- VI. Business Services Committee Report – Brian Wilks/Carrie Thomas (VOTE)
- VII. New Business -Meka Egwuekwe
 - Budget Review/Approval
 - Standard Operating Procedure (SOP's) (VOTE)
 - Use of WIOA funds for attorney fees
 - Paid leave of absence
 - Grant match requirement
 - Procurement Policy
 - Revised By-Laws (VOTE)
 - Board Nominations
- VIII. Interim Executive Director Updates, Sondra Howell
 - AJC Updates
 - Executive Director Search
- VIII. Adjourn

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Executive Committee Meeting Minutes

Wednesday, December 11, 2024, 8:30 a.m.

Virtual (Microsoft Teams)

- I. Meeting called to order at 8:32 a.m.– Meka Egwuekwe
- II. Welcome & Roll Call – Latasha Harris

In attendance: Meka Egwuekwe, Ben Adams, Ron Wade, Carlos Mendoza, Joann Massey, Latasha Harris
Not Present: Antionette Wieseman-Story

Staff: Interim director, Sondra Howell, Leon Pattman
Brian Wilks, Lacarrious (Carrie) Thomas, Ileanette Rosado-Wilson
- III. Presentation of Minutes – Latasha Harris (VOTE)
Motion to approve November 13, 2024, Executive Committee meeting minutes made by Ron Wade.
Seconded by Joann Massey.
All in favor; No objections.
Motion carries.
- IV. Financial Report/Status – Leon Pattman (VOTE)
Leon Pattman delivered the November 2024 financial report. It is reported that the presentation of financials is still under construction as a more adequate financial platform is selected to provide more comprehensive and reliable reporting. (including grants reporting, project reports, allocations)
 - Senior Community Service Employment Program (SCSEP) grant required a \$50,000 match. Identifying options for host agencies to provide in-kind matches such as supervisor salaries.
 - State questioning AJC relocation approval and assessing disallowable costs.
 - Board members request to see original financial statement in addition to Power Point presentation presented moving forward.
 - MPCR still remains to be added to the report.
Motion to approve November 2024, Financial report made by Carlos Mendoza.
Seconded by Ben Adams. Joann Massey abstained.
All in favor; No objections. Motion carries.

- V. Business Services (BS) Committee Report – Brian Wilks/Carrie Thomas (VOTE).
Brian Wilks delivered the BS report.
- The BS Chair has meet with staff to re-establish the committee.
 - The AJC mobile unit was available to provide services to customers and services were available virtually during the AJC relocation to avoid interruption of business services to customers.

**Motion to approve Business Services report made by Joann Massey.
Seconded by Carlos Mendoza.
All in favor; No objections.
Motion carries.**

VI. New Business -Meka Egwuekwe

- Budget Approval
 - The budget will be delivered to the Executive Committee for review in anticipation of the January 8, 2025 Executive Committee meeting. The budget will be brought before the general board at the January 22, 2025 meeting.
- Policy Updates:
 - Use of WIOA funds for attorney expenses and GMWDB Paid Leave of Absence (administrative leave).
 - The Interim Director, and GMWDB are developing those policies, as well as other policies. They will be delivered to the Executive Committee for review and presented for approval at January general board meeting.
- Board Officers updates:
 - Formal addition of State representative on Executive Committee and General Board:
The CLEO previously appointed that role to the board. The person appointed serves on the Executive Committee. No vote required to approve the appointment of a new state representative.
 - Board Chair and Vice Chair Appointments
The Co-Chair will serve as interim chairperson when the current chairperson term ends on January 7, 2024, and until January 22, 2025, Board meeting. co-chair must be appointed by the new Chair. Ideally someone currently serving on the Executive Committee would be nominated but others interested may nominate themselves. Nominations will be announced on January 8th and outgoing chair will attend meeting to assist with the transition.
- Executive Director Search
 - The job description has been posted and the Chamber has begun to receive applications.

Chairperson excused himself from meeting due to a prior commitment; Vice-chair took over proceedings.

VII. Interim Executive Director Updates, Sondra Howell

- AJC Relocation
 - AJC staff were completely relocated to Crosstown as of November 30.
 - Repairs at Crosstown due to water leak are expected to be completed by end of week.
 - In negotiations with Angelus to waive rent payment for December 2024

- Committee Formation Updates
 - At January board meeting a list of committees will be presented for members to volunteer their services. Interim Director will also make recommendations based on affiliations to serve on various committees.

- New Board Appointments
 - The CLEO has identified potential board members and has also asked for recommendations for new board members as some current seats become vacant. Names will be submitted to the Executive Committee for review prior to forwarding to the CLEO. CLEO makes final appointments.

- The Commissioner visited the AJC at Crosstown Nov 4, 2024. She was very supportive of GMWDB.

- By-laws:
 - The state has indicated that the by-laws are out of date. The revisions will be delivered to the Executive Committee for review and presented to the general board for approval at the January 22, 2025, meeting.
 - The goal is to have all items to the Executive Committee for review and to the general board for review a week prior to the January meetings.

VIII. Meeting adjourn at 10:35 a.m.