

Greater Memphis

Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Workforce Development Board Executive Committee Meeting Minutes Wednesday, November 6, 2024, 9:00 a.m. Virtual (Microsoft Teams)

I. Meeting call to order at 9:01 a.m. – Meka Egwuekwe

II. Welcome & Roll Call – Latasha Harris

Present: Meka Egwuekwe, Ben Adams, Ron Wade, Carlos Mendoza

Not Present: Antionette Wiseman-Story, Latasha Harriss, Joann Massey

GMWDB Staff: Brian Wilks, Lacarrious Thomas, Ileanette Rosado-Wilson

Greater Memphis Chamber: Sondra Howell, Leon Pattman, Quinton Robinson

CLEO: Marlinee Iverson

III. Presentation of Minutes – Meka Egwuekwe

Motion to approve October 15, 2024, Executive Committee meeting minutes made by Ron Wade. Seconded by Ben Adams. All in favor; no objections. Motion carries.

IV. Financial Report/Status – Leon Pattman

- 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 Financial Report through October 2024.

Motion to approve October Financial Report, pending one correction, made by Meka Egwuekwe. Seconded by Ben Adams. All in favor; no objections. Motion carries.

V. Business Services Committee Report – Brian Wilks

Brian Wilks delivered the updated September Business Services report with information not previously available and delivered the October Business Services Report.

In the future, reports will be presented by the Business Services Committee chairperson.

Motion to approve October Business Services report made by Ron Wade. Seconded by Ben Adams. All in favor; no objections. Motion carries.

VI. AJC Relocation Updates—Brian Wilks

- The committee received an update regarding a water leak that occurred at Crosstown over the weekend. The One-Stop Operator is managing the assessment of damage and

necessary mitigation with Crosstown property management as well as determining if there will be an impact on the move-in timeline.

- IT installation is expected to be completed by November 22, 2024, pending no delays due to water leak.
- The Chamber is researching insurance protection for Crosstown sublease.
- Final execution of the sub, sub-lease with The Collective Blueprint is pending. Details of usage of square footage are required for purposes of IFA rent allocations.
- The state has set a deadline for payment of duplicate rents (Angelus and Crosstown). The state has requested documentation of the Board's authorization of the execution of the sub-lease at Crosstown.

VII. New Business -Meka Egwuekwe

- Fiscal team personnel issues:
Discussions are underway to ensure sufficient personnel resources are available to support best practices in fiscal management, facilitating effective service delivery to customers and stakeholders.
- Policy regarding use of WIOA funds for attorney expenses:
An attorney will be engaged by the board for the purposes of due diligence with respect to the Executive Director as well as to be responsive to the points made during public comments at the Special Called meeting. The State has advised that in order to utilize WIOA funds, the local board must have a policy in place. Guidance will be sought from the WIOA consultants regarding necessary verbiage in this policy.

Motion made for the Executive Committee to establish a policy regarding the use of WIOA funds for any attorney expenses to be presented to the full board at Nov 13, 2024 general board meeting for approval made by Meka Egwuekwe. Seconded by Ben Adams. All in favor; no objections. Motion carries.

- Update: Executive Director's leave of absence and expected decisions at Nov 13, 2024 general board meeting.

Motion made that the Executive Committee establish a policy ensuring that the employer of record maintains a policy for the paid leave of employees for administrative or disciplinary reasons. Seconded by Ron Wade. All in favor; no objections. Motion carries.

- Appointment of Interim Executive Director
The board chair has written a letter to the CLEO, which will also be forwarded to the State, indicating that Sondra Howell will assume the duties of the Executive Director, effective October 15, 2025.

Additional business:

The amended budget will be presented for approval by the board at the November 13, 2024 general board meeting.

VIII. Adjourned at 10:50 a.m.