Greater Memphis
Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Workforce Development Board
Meeting Agenda
Wednesday, March 26,2025 10:00 a.m.

Greater Memphis Chamber
100 Peabody Pl., Suite 1000
Memphis, TN 38103

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I.	Call to Order	Ben Adams, Board Chair	10:00 am
II.	Welcome & Roll Call (VOT REQUIRED)	Latasha Harris, Board Secretary	10:05 am
III.	Presentation of Minutes (VOTE REQUIRED)	Latasha Harris, Board Secretary	10:10 am
IV.	Financial Report (VOTE REQUIRED)	Leon Pattman, Sr. Director of Finance and Compliance	10:15 am
V.	Business Services Report (VOTE REQUIRED)	Lacarrious Thomas, Director of	10:30 am
VI.	Program Performance Updates (VOTE REQUIRED)	Rachel Rogers, Performance and and Compliance Manager	10:40 am
VII.	New Business	Ben Adams, Board Chair	10:50 am

    A. Introduce Executive Director Candidate

VIII.	Updates	Sondra Howell, Interim Executive Director	11:10 am

    A. Procurement Policy Revision (VOTE REQUIRED)
    B. Board Trainings – Survey to be conducted

VIII.   Discussion   Ben Adams, Board Chair   11:20 am

        A. The Chamber's Executive Director Recommendation
             (VOTE REQUIRED)

IX.   Adjourn   11:30 am

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Meeting Minutes
Wednesday, March 26,2025 10:00 a.m.

Location: Greater Memphis Chamber

I.   The meeting was called to order by Board Chair, Ben Adams at 10:00 am.

II.   Board Secretary, Latasha Harris, was not present, and therefore Ben Adams conducted roll call and presented the minutes.

- A motion to approve the minutes was made by Board Member David Dufour
- The motion was seconded by Board member, Dr. Gwyndolyn Sutton
- The vote was unanimously approved

III.   Leon Pattman, Sr. Director of Finance and Compliance presented the financial report which included an updated on the customization of QuickBooks as well the status of each grant report. Once QuickBooks is completely set-up the fiscal team will be required to go through training on how to use the new components.

- A motion to approve the financial report was made by Board Treasurer, Carlos Mendoza
- The motion was seconded by Board member Corey Hester
- The vote was unanimously approved

IV.   Lacarrious Thomas, Director of Business Services, provided the business services report. Thomas shared that some of the performance numbers were below expectations, however, staff will be providing training to service providers on how to enter data into the state system (VOS), which could be the cause of low reporting.

- A motion to approve the Business Services Report was made by Boar member Ron Wade.
- The motion was seconded by Board member Jessica Cannon
- The vote was unanimously approved.

V.   Rachel Rogers, Performance and Compliance Manager, provided updates on program performance.

VI.   Ben Adams, Board Chair, introduced the final candidate for the Executive Director position, Melody Freeman. Adams also reviewed the interview process as well as shared that this is a statutory position.

- Board members were allowed to ask the candidate questions.

VII.   Sondra Howell, Interim Executive Director, provided the following updates:
- The Procurement Policy was revised to reduce the micro-purchase amount based on guidance from the state.
  - A motion was made by Board member Ron Wade to approve the revision.
  - Board member Carlos Medoza seconded the motion.
  - The vote was unanimously approved.
- A survey will be sent out to gauge the Board's training needs.
- The One Stop Operator, Saria Alston, was introduced.

VIII.   Ben Adams asked that Melody Freeman leave the room while the Board discussed her candidacy and conducted.

- The Board was asked if there were any questions or comments.
- Adams made the motion to move forward with M. Freeman as the Executive Director.
- Motion passed and confirmed by the board.
- The vote passed unanimously.

IX.   There were no public comments.

X.   The meeting has adjourned