

Greater Memphis

Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Workforce Development Board Meeting Agenda Wednesday, May 28, 2025 10:00 a.m.

The Meeting Will Be Held Virtually Only:

Microsoft Teams

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Meeting ID: 270 500 049 516

Passcode: TB67Q36T

I.	Call to Order	Ben Adams, Board Chair	10:00 am
II.	Welcome & Roll Call (VOTE REQUIRED)	Latasha Harris, Board Secretary	10:05 am
III.	Presentation of Minutes (VOTE REQUIRED)	Latasha Harris, Board Secretary	10:10 am
IV.	Financial Report am (VOTE REQUIRED)	Leon Pattman, Sr. Director of Finance and Compliance	10:15
V.	Business Services Report (VOTE REQUIRED)	Lacarrious Thomas, Director of	10:30 am
VI.	Program Performance Updates	Rachel Rogers, Performance and and Compliance Manager	10:40 am
VII.	New Business	Ben Adams, Board Chair	10:50 am
VIII.	Updates	Melody Freeman, Executive Director	11:10 am
		A. ITA Policy Review & Request for Feedback B. Tentative Crosstown Open House Date	
IX.	Adjourn		11:30 am

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Meeting Minutes
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I. Call to Order

The meeting was called to order by Board Chair, Ben Adams, at 10:00 a.m. Central.

II. Roll Call

Roll call was conducted by Natasha Harris. A quorum was established with 11 board members present.

III. Approval of March 26 Board Minutes

Board members reviewed the minutes from the March 26 meeting.

A motion to approve the minutes with edits was made by Tracy Robilton.

The motion was seconded by Carlos Mendoza.

The motion was approved unanimously.

IV. Financial Report

Leon Pattman, Sr. Director of Finance and Compliance, presented the financial report. Key updates included:

Progress on reconfiguring the general ledger and cleaning up data for a July 1st transition.

Preparation for the PAR review and the upcoming 2024 audit (with planning underway for FY25).

Current funding levels total \$20.6M through June 30, 2025.

Expenditure updates for Adult, Dislocated Worker, and Youth grants.

Identification and correction of over \$1M in discrepancies due to QuickBooks configuration errors.

MPCR and WEX performance reviewed for service providers.

Additional discussion addressed:

Timeline for QuickBooks implementation (goal: July 1).

Budget planning status and alignment with accurate contract balances.

A motion to approve the financial report was made by Carlos Mendoza.
The motion was seconded by Cheryl Olson.
The motion was approved unanimously.

V. Business Services Report

Carrie Thomas, Director of Business Services, presented the Business Services report. Highlights included:

Interactions with 222 employers and 234 services delivered in April.
53 job orders entered with an average wage of \$17.94.
53 approved youth work experience agreements across providers, with an average wage of \$14.61.
Updates on OJT, IWT, and apprenticeship grant reimbursements expected next month.
Community engagement activities and provider success stories were shared.

A motion to approve the Business Services report was made by Jessica Cannon.
The motion was seconded by Ron Wade.
The motion was approved unanimously.

VI. Performance Report

Rachel Rogers, Performance and Compliance Manager, presented the program performance report. Highlights included:

Concern over dislocated worker enrollment numbers.
Out-of-school youth enrollments remain below target but improving.
Ongoing tracking of training completions and credential attainment.
Weekly monitoring and provider support remain in place.
Several board members were reminded to update conflict of interest and term renewal forms.

No vote was required.

VII. ITA Policy Update

Executive Director Melody Freeman presented a comprehensive update on the Individual Training Account (ITA) policy revision. Key updates included:

Clarified reimbursement process for TBR and non-TBR providers.
Increased accountability and documentation expectations.
Focus on participant choice, program cost consistency, and tracking outcomes.

No vote required; board feedback was requested before final approval.

VIII. Upcoming Items and Announcements

Melody Freeman provided the following updates:

Workforce board staff will present to the County Commission next month to introduce new leadership and structure.
An open house event is being planned at the Crosstown location to showcase operations and promote transparency.

IX. Public Comments

Members of the public were asked to submit comments via the chat function to ensure appropriate follow-up.

X. Adjournment

With no further business, the meeting was adjourned