

Greater Memphis Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Local Workforce Development Board Meeting Agenda Wednesday, July 23, 2025 10:00 a.m.

The Meeting Will Be Held Virtually Only:
Microsoft Teams [Join the meeting now](#)
Meeting ID: 270 500 049 516
Passcode: TB67Q36T

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 Rachel Rogers (authorized by Board Chair Ben). A quorum was confirmed.

Board Members Present:

- Ben Adams
- Brigitte Green
- Carlos Manning
- Carlos Mendoza
- Corey Hester
- Danielle Inez
- David Dufour
- James Cole
- Jamilica Burke
- Jessica Cannon-Macklin
- Kevin Bradshaw
- Larry Robinson
- Ron Wade

Board Staff Present:

- Melody Freeman
- Shatyra Chism
- Lee Graham
- Kevin Henderson
- LaBreda Morrow
- Rachel Rogers
- Brian Wilks

III. Approval of Previous Minutes

- A motion to approve the May 28, 2025, board meeting minutes was made by Ron Wade.
- The motion was seconded by David Dufour.
- The motion was approved unanimously.

IV. Financial Report

Leon Pattman, Sr. Director of Finance and Compliance, presented the financial report as of June 30, 2025. Highlights included:

- Completion of Title I funding applications totaling \$4.4 million.
- Ongoing fiscal review and documentation improvements.
- Hiring of Richard Campbell to support financial compliance.
- Discrepancies in reimbursements and cost allocations noted.
- Emphasis on the need for better integration between finance and workforce training outcomes.

Discussion:

- Danielle Inez expressed concerns about the financial data's relevance to workforce training outcomes.
- Leon acknowledged ongoing efforts to improve alignment through VOS system training. Also, he mentioned that a correction on the financial report is needed
- Melody Freeman shared plans for a dashboard that helps display impact.
- Carlos Mendoza commended the finance team's progress and highlighted system challenges.
- A motion to approve the Financial report was made by Danielle Inez.
- The motion was seconded by Kevin Bradshaw.
- The motion was approved unanimously.

V. Budget Review

Richard Campbell, Senior Finance Manager, presented an overview of the total PY 25-26 budget for the Greater Memphis Workforce Development Board

- The income/revenue section has two categories, one being new funding and the other being remaining prior allotments
- The total of new program funding is \$6,086,542.00
- There is other funding looking to become available for the adult and dislocated worker programs, but it has not been budgeted for at this time
- Summary highlights for each program were shared; the full, detailed budget is available
- A motion to approve the Budget report was made by Danielle Inez.
 - Carlos Mendoza seconded the motion
 - The motion was approved unanimously.

VI. Business Services Report

Brian Wilks presented the Business Services report (in Laccrious Thomas's absence). Highlights included:

- 217 employer engagements and 252 services provided in June.
- Focus on the construction and healthcare sectors.

- 29 new job orders entered into the state system.
- Youth Work Experience program updates.
- A motion to approve the Business Services report was made by Ron Wade.
- The motion was seconded by David Dufour.
- The motion was approved unanimously.

VII. Program Performance Update

Rachel Rogers, Performance and Compliance Manager, provided an update on program performance and needed COI form updates:

- Adult and youth enrollments are meeting goals.
- Dislocated worker enrollments remain below target.
- Importance of accurate provider reporting emphasized.
- ITA enrollment timelines vary by career pathway.
- Brian Wilks and Melody Freeman discussed timeframes and documentation for training enrollments.
- Requested an updated COI form and membership renewal form for Board Member Carlos Mendoza to stay in compliance with local governance requirements

VIII. Budget and Lease Updates

Melody Freeman, Executive Director, presented a budget contingency framework outlining operational impacts at 0%, 20%, and 40% funding reductions.

- Emphasis on data-driven, equitable planning.
- Approval to negotiate a new lease at Crosstown Concourse requested due to expiring sublease.
- A motion to approve the Budget and Lease Update report was made by Ron Wade.
- The motion was seconded by Danielle Inez.
- The motion was approved unanimously.

IX. ITA Policy & Monitoring Updates

Melody Freeman, Executive Director, shared:

- Ongoing monitoring and internal control reviews.
- Proposed changes to ITA payment structures and funding parameters.
- Introduction of AJC Director, Gwendolyn Creech, and her role in supporting the board, partners, and contractors to help us hold open lines of clear communication. Sarah Steckel Lord will also be reaching out in regards to the Youth Committee.

X. Announcements and Planning

Melody Freeman, Executive Director, shared:

- Introduced Amy Mayberry and Brooks Young, who will present UTCIS at the September board meeting.
- Announced plans for a fall board retreat in October to focus on strategy and alignment.
- Will distribute a glossary to demystify workforce jargon and improve board engagement.

XI. Public Comments

Public comments were received via chat:

- Request for the Board to post a glossary of all the programming acronyms on the website? Similar to IWT, as Incumbent Worker Training, and what the programming entails. This request applies to all programming

XII. Adjournment

With no further business, the meeting was adjourned by Chair Ben Adams at 11:25 a.m Central.