Greater Memphis Local Workforce Development Board
September 2025 Greater Memphis Local Workforce Development Board Meeting
September 24, 2025
10:00 am-11:30 am Central Time

I. **Call to Order**
(Ben Adams)

II. **Welcome & Roll Call**
(Ben Adams)

III. **Presentation of Minutes**
(Ben Adams)

IV. **Financial Report**
(Leon Pattman)

V. **Business Services Committee Report**
(Lacarrious Thomas)

VI. **Program Performance Updates**
(Rachel Rogers)

VII. **New Business**
(Amy Mayberry)

VIII. **Executive Director Updates**
(Melody Freeman)

IX. **Public Comment**

X. **Adjourn**

Greater Memphis
Workforce Development Board

SHELBY · LAUDERDALE · TIPTON · FAYETTE

Greater Memphis Local Workforce Development
Board Meeting Agenda
Wednesday, September 24, 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	BOARD STAFF	OTHER REPRESENTATIVES
BEN ADAMS	Melody Freeman	Chance Deason (Proxy)
CARLOS MENDOZA	Richard Campbell	Jessica Lindsay
SARAH LOCKRIDGE-STECKEL	Sondra Howell	Jakara Jones
RON WADE	Leon Pattman	Roderick Woody
DR. JOANN MASSEY	Rachel Rogers	Heather Skelton
JAMILICA BURK	Brian Wilks	Chandra Pleas
TRACY ROBINSON	Kiara Fisher	Keva Duckett-Wilson
RICHARD GREENE	Carrie Thomas	Julie Sanon

JAMES COLE	Damourielle Williams	Joe Kent
COREY HESTER	Lee Graham	Mathew Murphy
GWENDALYN SUTTON	Tiffany Lewis	Quinton Robinson
HEATHER SACKS	LaBreda Morrow	
FRANK OLSON	Janadya Williams	
BRIDGGETTE GREENE	Victoria Adair	

III. Approval of Previous Minutes

- There was a correction made to the previous minutes, Carlos Mendoza acknowledged that he was the unidentified board member to second the motion of approval for the budget review presentation on the July 23, 2025, board meeting minutes.

-A motion to approve July 23, 2025, board meeting minutes was made by
 - The motion was seconded by
 - The motion was approved unanimously.

IV. Financial Report

Richard Campbell, Senior Finance Manager, presented the financial report as of August 30, 2025.

Highlights included:

-The financial report showed the total current assets of $1,002,000 and current liabilities of $2,100,000.
 - The report included revenue and expenditure summaries; those summaries showed a negative operating revenue of $408,000.

Discussion:
 - Carlos Mendoza asks for clarifications on the financial periods.

 -Richard confirms the report covers July and August.

- A motion to approve the financial report was made by Carlos Mendoza
 - The motion was seconded by James Cole
 - The motion was approved unanimously.

V. Budget Review

There was no budget review presentation during this board meeting.

VI. Business Services Report

Carrie Thomas presented the Business Services report.

Highlights included:

- A report of 179 employers served in August, as well as 28 job orders, and 22 individuals hired.
- The data report showed 208 new enrollments and 22 job placements.
- Carrie covered community outreach efforts and the use of social media to increase awareness of AJC services.

- A motion to approve the Business Services report was made by Ron Wade
- The motion was seconded by Jamilica Burk
- 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:

- The report shows steady progress in new enrollments, with a total of 208 individuals enrolled from July 1 to September 2.
- Job placements are reported at 22, with 14 individuals earning $15 or more per hour.
- Rachel discusses challenges with dislocated worker enrollments and efforts to improve data accuracy.
- Rachel provided an update on training providers, listing 29 approved providers and 24 in good standing.
- Rachel emphasized the importance of maintaining good relationships with training providers to ensure accurate data reporting.

- Rachel mentioned three board members who potentially need to be removed due to non-attendance.

- Rachel mentioned being in the process of nominating and approving new board members, with four ready to be submitted to the state.

IX. ITA Policy & Monitoring Updates

Melody Freeman, Executive Director, shared:

- Melody discussed the interlocal agreement, which has been sent to the state for preliminary review.

-Melody mentions the UTCIS program, a certification program for state boards, and its importance.

- Melody announced the revitalization of three committees. Sarah Lord chairs the youth committee, and Danielle Inez chairs the Career Services Committee. She is still searching for a chair for the Infrastructure Funding Committee.

X. Announcements and Planning

Melody Freeman, Executive Director, shared:

- Melody introduced Govinda as the official home base for board materials.

- Melody introduced Jamal Whitlow as the new one-stop operator, responsible for coordinating various aspects of the American Job Center.

XI. Public Comments

No public comments were made.

XII. Adjournment

The meeting was adjourned by Chair Ben Adams at 11:06 a.m. Central.