ALABAMA WORKFORCE INVESTMENT BOARD
MEETING MINUTES
May 2, 2012
Marriott Legends
Prattville, Alabama

A meeting of the Alabama Workforce Investment (State) Board convened on May 2, 2012 at 10:00 am (CDT) at the Marriott Legends in Prattville, Alabama.

***Members Present*: (35)**

Patricia Adams
Tim Alford
Brian Barr
Jeff Bayer
Shane Boatright
Ronnie Boles
Cary Boswell
Joseph Brown
Jim Byard, Jr.
Glenn Camp
John Carroll
Ed Castile
Stan Chavis
George Clark
Frank Coiro
Terri Collins
A. J. Cooper
Gregory Fitch
Frederick Hamilton
Perry Hand
Al Henley
Ed Henry
Bobby Humphrey
Kib McKibbens
Ken McPherson, Jr.
Judy Merritt
Neal Morrison
Susan Price
Sydney Raine
Ashley Ramsay-Naile
Mike Reynolds
Doug Sellers
Wayne Silas
Steve Sloan
Sherry Vest

***Members Absent*: (20)**

Governor Robert Bentley
Tommy Bice
Jeff Coleman
J. Ab Conner
Wayne Daugherty
John Downs
John Harper
Mark Heinrich
Elliot Maisel
Bartley McCorquodale
Shadrack McGill
Susan McKim
Anne Payne
David Pearce
Quentin Riggins
Clay Scofield
Ron Scott
Don Stisher
Dan Stracener
Cheryl Williams

***Members Represented*: (2)**

Nancy Buckner — *by: Terrie Reid*
Tom Surtees — *by: Bob Brantley*

***Others Present*: (22)**

Steve Walkley	*WDD*
Mickey Hutto	*WDD*
Dennis Hopper	*WDD*
Melody Koorangi	*WDD*
Tammy Farmer	*WDD*
Jan Dame	*WDD*
Lillian Patterson	*WDD*
Sara Calhoun	*WDD*
Bill Hornsby	*WDD*
Ken Hollingsworth	*WDD*
Patricia Hill	*WDD*
Brinda Barrett	*Career Center System*
Ruby Beezley	*Career Center System*
Kathy Evans	*Career Center System*
Randy Hinshaw	*Career Center System*
Jim Carden	*DRS*
Jim Harris	*DRS*
Susan Johnston	*East AL Medical Center*
Mike Malandro	*DSS*
Amber Ramsay	*CrowderGulf*
Jerry Morris	*Montgomery Job Corps*
Terri Lonowski	*USDOL*

Mr. Jim Byard, Jr., Director of Alabama Department of Economic and Community Affairs (ADECA), called the meeting to order at 10:00 am (CDT).

Mr. Byard introduced guests present at the meeting including Ms. Terri Lonowski, Federal Project Officer, Region III of the United States Department of Labor (USDOL) and welcomed everyone to the meeting. Mr. Byard discussed the role of ADECA and the various divisions of the department. He stated that this Board plays an important role in workforce development across the State.

He next introduced Dr. Tim Alford the Governor's appointee for Chair of the Alabama Workforce Investment Board.

As a matter of record Dr. Alford requested that his appointment to Chair be ratified by the Board.

MOTION: ***Mr. Neal Morrison and Mr. Ronnie Boles made the motion that the appointment be ratified.***
Dr. Judy Merritt seconded the motion.
MOTION APPROVED.

Next, Dr. Alford welcomed everyone as members of the Board. One of the tasks before the Board is to review the roles, responsibilities, and relationships among the many workforce partners, agencies, and entities throughout the State. He explained part of this Board's responsibility was to recommend workforce policy to the Governor. He then introduced Mr. Ronnie Boles who was recommended for Vice Chair. Other nominations were requested from the floor.

MOTION: ***Mr. Neal Morrison made the motion that the nominations be closed.***
Mr. A. J. Cooper seconded the motion.

No other nominations were received; Dr. Alford called for a vote on the nomination of Mr. Ronnie Boles for Vice Chair.

MOTION APPROVED.

As a newly established Board, new By-laws are a necessity for board operation; therefore, Dr. Alford presented a draft version to the members for information, review and comment. He asked members to notify Ms. Jan Dame of the Workforce Development Division (WDD) with any comments and/or concerns within ten (10) days following the meeting. The Executive Committee will review the By-laws and a final vote on approval will occur at the next scheduled meeting.

Mr. Dennis Hopper, of WDD, discussed the Conflict of Interest provisions of the Workforce Investment Act. Members were asked to read and sign the Conflict of Interest policy. He also referenced DOL Training and Employment Guidance Letter 35-10, which explained DOL's policy on transparency in local Workforce Investment Board decisions and conflicts of interest.

Next, Ms. Terri Lonowski, Federal Project Officer for Alabama from USDOL, presented a brief power point presentation on the roles and responsibilities of a State Workforce Investment Board. She explained the many roles of the board include providing input to the State Plan, supporting the statewide vision on workforce investment activities, promoting private sector involvement in the system, review of local plans, development of linkages in order to assure coordination and non-duplication among programs, and supporting continuous improvement in the entire system.

Ms. Lonowski also stressed the need for strategic planning within the state involving all the local areas and all partner programs.

Chairman Alford explained the current organizational structure of the three local areas within the state. The Alabama local areas were based on designations that occurred under the Job Training Partnership Act (JTPA). The Jefferson and Mobile county local areas were designated based on population size leaving the other 65 counties as a "balance of state" local area, called the Alabama Workforce Investment Area (AWIA). When the Workforce Investment Act was passed into law the same local areas transitioned into place and were not changed by the Governor. Each local area board also has a youth council which recommends youth program providers to provide services to youth under WIA. Currently there are also ten (10) Regional Advisory Councils receiving nominal funding from the Department of Postsecondary Education. These were originally established by Dr. Alford in 2002-2003, providing local input on regional economic issues and job growth. A new synergy must be developed to tap into this information.

Mr. Bill Hornsby, Supervisor of State Programs and Budget Management at ADECA, next discussed the funding levels for Program Year (PY) 2012 (July 1, 2012 through June 30, 2013). The largest source of funding is the WIA Title 1B Formula Funds for Adults, Dislocated Workers, and Youth. These amounts from the Department of Labor are determined based on various factors including the number of economically disadvantaged persons and the number of dislocated workers in Alabama. The total PY 2012 allocation for the State is approximately $38.6 million which is a decrease from the PY 2011 allocation of $40 million. The local areas receive 95% of the Adult and Youth funds for programs with 5% set aside for statewide "administration" activities. These include technical assistance, incentive grants, management information systems, evaluation and monitoring, and one-stop system building. Local areas receive 90% of the Dislocated funds for programs with 5% set aside for statewide "administration" and another 5% set aside for Rapid Response activities. Rapid Response teams include staff from various partner agencies which visit employer sites when a massive layoff or plant closing is announced to provide relevant unemployment, job training, and re-employment information to the employees involved.

In addition to WIA Title 1B funds, Alabama also received discretionary grants from the Department of Labor totaling $22.4 million for temporary clean-up jobs of storm debris after tornados hit the state, job retraining after the Gulf Oil Spill caused massive job losses on the gulf coast, an on-the-job training grant for significant numbers of dislocated workers in certain areas, and "green" and "energy efficient" job training under the State Energy Sector Partnership grants.

Mr. Robert Brantley, Director of the Alabama Employment Service Division of the Department of Industrial Relations (DIR), was present to represent Mr. Tom Surtees, DIR Director and present an overview on the Alabama Career Center System. He stated that the most current data showed Alabama with a 7.3% unemployment rate. There are 45 Career Centers statewide with approximately 300 permanent staff. Over 500,000 Alabamians receive services from these centers each year. A map of all Career Center locations in the State was provided. The website www.joblink.alabama.gov was provided as the site to look for job assistance both as an employer or a job seeker.

Mr. Mickey Hutto, Supervisor of AWIA, provided an overview of services provided by the 65 county local area over the past three (3) years. Participants which received WIA services including Assessments, Case Management, Career Counseling and Planning, Resume Preparation, etc. totaled 30,000 (20,000 Adult – 10,000 Youth). Of that number 13,000 were referred to Postsecondary institutions. The top ten training occupations included truck driving, RN, LPN, Nursing Assistant, patient care occupations, avionics /aviation, and welding. Of these participants, 7000 entered employment as a result of training.

Over the past year the AWIA also administered two National Emergency Grants. One for disaster clean-up following the tornados in Alabama in April 2011. This grant totaled $10 million. Twenty-five contracts were executed with over 500 temporary disaster clean-up jobs filled. Four contracts are still in operation. The second grant targeted long-term unemployed individuals using On-the-Job training. Seventy individual contracts were executed putting 100 individuals to work.

Next, Dr. Frederick Hamilton, Director of Community and Economic Development for Jefferson County presented a brief history of the oversight provided for the Jefferson County Workforce Investment Area (JCWIA). Currently the county Department of Community and Economic Development and the County Commission provide oversight for JCWIA. The local board is made up of forty (40) members, some newly appointed. Board orientation sessions have been scheduled for June and July for members to become acquainted with the Board and Board Committees. JCWIA has a year-round youth program providing GED preparation and job readiness training and will be providing a summer youth program for at risk youth to receive work experience training. Recently a Youth Workshop/ Conference was held providing job readiness skills including resume preparation, how to dress for interviews, and how to conduct a job search. The Jefferson County Board recently approved an increase in the Individual Training Account (ITA) limit from $10,000 to $13,000 due to tuition increases. In addition, they also have an On-the-Job training program in place with Joiner Sprinkler.

JCWIA also administered a disaster grant for the tornados that hit Alabama. Through a contract with the City of Birmingham, 115 participants were placed in the temporary disaster clean-up jobs.

Mr. Sydney Raine, President of Mobile Works, Inc. presented the overview for the Mobile Workforce Investment Area (MWIA). The Board for Mobile County is comprised of thirty-five (35) members and meets on a quarterly basis. A decision has been made to emphasize On-the-Job (OJT) training programs in Mobile County due to employer requests and success rates for individuals. OJT has served 61 individuals, 16 of which were ex-offenders and are now productive citizens. MWIA has been working with the Federal Attorney's Office to provide services to this hard-to-serve population with good success. Individual Training Accounts will still be provided at a maximum of $10,000 for two-year programs at the Postsecondary institutions. A total of 551 individuals have been served.

Mobile Works also works in partnership with the Southwest Alabama Workforce Development Council (SAWDC) and provided monetary support for regional strategic planning. The two worked together to identify and establish connections to support effective responses to dislocation events that threaten local industry.

Chairman Alford next stated that an Executive Committee needed to be established. Other ad hoc committees were discussed for establishment in the future including a Service Evaluation Committee to review the Career Centers and an Organizational Structure Committee. Dr. Alford announced the proposed Executive Committee members as follows but stated that anyone could volunteer to serve:

Executive Committee;

Chair Dr. Tim Alford, Vice Chair Mr. Ronnie Boles,
Mr. Kib McKibbens, Ms. Cheryl Williams, Mr. Al Henley,
Mr. Joseph Brown, Mr. Mike Reynolds

Mr. Neal Morrison volunteered to serve on the committee. Dr. Alford asked for a motion to place the original stated seven names plus Mr. Neal Morrison into nomination as the Executive Committee.

MOTION: ***Mr. A.J. Cooper made the motion that the eight individuals named serve as the Executive Committee.***
Mr. Al Henley seconded the motion.
MOTION APPROVED.

NOTE: **After the meeting Dr. Frederick Hamilton volunteered to serve. These changes were made to this committee.**

Chairman Alford reiterated that all Executive Committee meetings would be open to all Board members and everyone would be notified of the meetings. Input would be welcomed from all members and in no way would this committee be used to circumvent the powers or responsibilities of the full State Workforce Board.

Mr. Hopper reviewed the last agenda item. He requested that members complete the Member Data Sheet if they had not done so. This sheet could also be used to provide information on an alternate to represent a member. The state travel reimbursement policies and procedures including the completion of the IRS W-9 form which is required for any reimbursement was also explained.

Dr. Alford acknowledged the attendance of Representatives Terri Collins and Ed Henry recently arrived from legislative committee meetings and thanked them for serving on the Board.

There being no further business brought before the Board, the meeting was adjourned at 11:57 pm (CDT).

Respectfully submitted,

Steve Walkley / 8/22/12

Mr. Steve Walkley, Executive Secretary — *Date*

Approved:

Tim Alford / 8-22-12

Dr. Tim Alford, Chair — *Date*
Alabama Workforce Investment Board