

**SOUTHWEST ALABAMA PARTNERSHIP FOR TRAINING AND EMPLOYMENT**

**BOARD MEETING**

**ALABAMA CAREER CENTER – MOBILE, AL**

**SEPTEMBER 30, 2020**

**Present:** Carol Statter – Chair, Mike Hare, Ola Anise, Clinton Johnson, Charles Pharr, Jacqui James, Stevie Anderson, Lisa Black, Gary Thompson, Dan Barber, K.C. Pang, Fred Moore, Michael Hare, Virginia Guy, John Moses, Dr. Wallace Davis, Clara Jones, Gabriel Peck, Anthony Rogers, Susan Rhodes

**Proxies:** Jacqui James (Beth Hanks), Ola Anise (Ricky Rhodes), Virginia Guy (Stephanie Streeter), Michael Hare (John Clyde Riggs)

**Absent:** John Clyde Riggs, Beth Hanks, Ricky Rhodes, Judy Mitchell, Stephanie Streeter

**SWAPTE Staff & Career Center Managers/Staff:** Sydney Raine, Lisa Thomas, Cindy Nelms, Pam Ware, Yolanda Taylor, Laura Bethea

**Guest:** Dr. Katie Whitely, Danny Cheeks, Jan Dame, Margaret Henderson, Frazier Payne, David Walters, Terri Dunn

The meeting was called to order at 10:33am by Chairperson Statter. Statter asked if we had a quorum and Mr. Raine replied “yes” after reading of proxy. After establishing a quorum Ms. Statter called for a motion to approve the agenda. A motion was made by Clinton Johnson and second by Charles Pharr. The agenda were unanimously approved as read.

Mrs. Statter then called for motion to approve the minutes from the May 27, 2020 Board Meeting. A motion was made by John Moses and second by Mike Hare. The minutes were unanimously approved as read.

**Finance Report**

**Lisa Thomas, V.P. Finance**

Ms. Thomas reports on the **4th Quarter** (July – September).

**Administrative Expenses:** We have a budget of \$895,578. YTD admin expenses \$598,636 leaving a budget variance of \$296,942. We are at 66.84%. We are within the admin budget.

**Program Overhead:** We have a budget of \$2,977,697. YTD program expenses \$2,421,617.00 leaving a budget variance of 555,410.00. Our YTD percentage is 81.33%.

**Miscellaneous:** Incentive grant – \$428,998 awarded Oct. 2019 and we have until June 30, 2021 to spend. YTD, we have \$0.00 of expenses, leaving the incentive funding balance \$428,998. The older incentive that began July 2018 of \$332,792.00 has been exhausted.

**Program Summary: 3 Funding Sources** – Adult, Dislocated Workers and Youth

*Adult* revenue was \$9,025,576 and with program distribution cost and program overheads, ITA’s, and OJT’s we had total expenditures of adults of 8,660,412.00. This left us a balance of 365,164.00.

*Dislocated Workers* we started with a revenue of 3,282,656.00 and within the program overhead – ITA’s and OJT’s we had expenditures of \$395,840.00 which left a balance of \$2,886,816.00. We will transfer any carry forward funding of dislocated workers to adult that will expires June 30, 2021.

Youth service budget – Budget \$19,002,761.00. Contract expense \$465,147.66 and program cost overhead from operations \$11,704,702.00 leaving a revenue balance of \$7,298,059.00.

Lisa asks if there are any questions? Clinton asked, “the money that you had left over Lisa, I think the 68% and you said the 80%, that is getting rolled over to this fiscal year budget”? Lisa replied: “Yes, that is correct”! Clinton asked, is it

always two years given to spend the grant”? Lisa replied: Yes! John asked, “to what extent has the pandemic influenced the figures on this page”? Lisa responded: It slowed down some, but we still had a lot of obligation.

Statter called for a motion to approve the financial report as presented. A motion was made by Stan Chavis and second by Clinton Johnson. The financial report was approved as presented.



1st Qtr Financial  
Statement 9-2020.pd

### ITA Monitoring Summary

**Dr. Katie Whitely**

First time for ITA monitoring. We did not go to any of the providers due to COVID. We used the enrollment data that Laura Betha provided to identify 20% of the ITA files across the region for review. We did a random selection of about 2500 files. Of this we reviewed 490 files and of those files 224 were active and 266 were exit. I feel really good about how people are keeping their files. Across the Region 92% of the files are in compliance as required by WIOA. Across the region, the exited files that were reviewed, the graduation rate was 75.8% and of the active files reviewed that graduation rate was 20%.

Dr. Whitely asked if there are any questions? There were none at this time.

Dr. Whitely informed the Board that survey was sent out to participants.



Monitoring Report  
2020.pdf

### Committee Report

**Cindy Nelms, V.P. Planning/Contracts**

Let me start out by saying, I appreciate the Board members that added their names to the different roster of some of our committees. When these committee’s meet, we will be selecting a new chairperson for each of them. ITA/OJT Youth provider – we met with the youth providers and all are experiencing a decline in enrollment due to COVID. All programs are being encouraged to come up with innovative way to reach out to the youth in the community. The new AlabamaWorks data system is also impacting our youth because they are having to input into the system personal data themselves. As per the monitoring report we are focusing on performance. We will use the data provided in the monitoring report to help us with the programs we need to focus on.

**Follow-Up:** youth providers will be responsible for their own follow-up of participants. Case managers and Career Centers are responsible for the Adult and dislocated workers.

**National Disaster Grant:** Funds for temporary workers. We are provide \$10 per hour for 40 hours a week up to six weeks to help businesses in operations.

### Regional Program Activities

**Laura Bethea, Area Manager – Alabama Career Center Region 7**

**Due to the new system we have not learned how to pull the needed reports.**

**Traffic (Career Center - Region 7)** - ITA’s --- 2267 adult participants. Dislocated Worker 110 participants. Youth --- 281 participants. 2658 individuals were served in the 4th quarter within Region 7.

Door Count – 76,006 individuals came through the door.

**Marketing Snap Shot**  
**Pam Ware, Director of Marketing**

4th Quarter overview - Public Relations focused heavily on print advertisements for ITA's and OJT which featured clients and business owners and were placed in local newspapers and on social media. 3800 people searched our site and there were 41 new e-news subscribers for the 1st quarter. Outreach - we are creating partnerships with businesses, colleges and Universities. Region 7 has participated in colleges open house, worked with the advisory boards within the school system, and Business Expo's to name a few. ADS placed in newspapers reflect what's going on in that area.

**Upcoming Job Fair/School Tools** - Baldwin County Job Fair, Project Homeless Connect, Mobile Career Center Job Fair and School Tours

No Old Business – Nominating Committee: Mike Hare, Chair; Clinton Johnson Jr., Vice President; Virginia Guy, Secretary; Ola Anise, Treasurer. Also, the various sub committees will be meeting and selecting chairs for each committee which will then become members of the Executive Board.

Statter called for a motion to approve the nominations as presented. A Motion was made by John Moses and second by Charles Pharr. The committee was approved as presented.

No New Business - None

**President Report**  
**Sydney Raine, President**

Let me start by thanking the staff for doing an outstanding job through these trying times.

As Cindy mentioned, the grant we received was more than \$300,000.00. As a result of this we have sixteen agreements with different and of those business we have hired eleven people within the region. We have two years to spend the money, but we are trying to get it spent within the first year. We put in place the enrollment freeze and we have put this in place because of the money we have obligated.

Staffing – We had two individuals to leave the organization. One retired after more than 40 years and we had one to resign. Both positions have been filled and we are back to 100%.

Federal Review – Federal review was completed in June. We have not received the results of the review but base on the exit conference everything seems to be in place.

Also, I want to thank Dr. Whitely on an excellent job on the monitoring process. It helps us look at our program and make sure we are an effective organization within the State.

Thank you, Carol Statter, for the work you have done over the past two years for our agency. Statter replied; it has been a pleasure.

Statter ask for a motion to adjourn the meeting.

Mike Hare moved to adjourn the meeting, Judy Mitchell second the motion and the meeting was adjourned at 11:53pm.

Date: \_\_\_\_\_  
Approved by: SWAPTE WDB

Signature: \_\_\_\_\_  
John Clyde Riggs, SWAPTE WDB Secretary