

**SPECIAL CALL MEETING  
SWAPTE FINANCE & EXECUTIVE COMMITTEES  
ALABAMA CAREER CENTER  
DECEMBER 13, 2017**

**Attachment #1**

Chairman John Moses  
Clinton Johnson  
Charles Pharr

**Present:**

Carol Statter  
Ola Anise  
Stephanie Streeter

Michael Hare  
Stan Chavis  
Ron Mitchell

**Proxies:**

**Absent members due to conflicts:**

Travis Short

Beth Hanks

John Clyde Riggs

**Subcommittees:**

Sydney Raine (President)

**Staff:**

Cindy Nelms

Tammy Smith

Lisa Thomas

The meeting was called to order at 12 noon by Chairman Moses. Mr. Moses started the meeting by informing everyone that this meeting was a **special call meeting** that called for some revenue reports and budget adjustments to be acted upon and turned the meeting over to Mr. Raine.

Mr. Raine started by thanking those in attendance and said that we received information from the State and there is a December 15, 2017 deadline to report back to them the adjustment of our funds so this meeting was called.

Mr. Raine then went over the 1<sup>st</sup> Quarter Performance report and said that a meeting has been scheduled with the regional staff for January 5, 2018 to sit down and discuss the performance of our program. We will discuss where we need to make corrections so that we can continue to meet or exceed our performance standards. He also pointed out that we only missed one performance standard and that was Entered Employment Rate for Dislocated Workers (DLW) and we met or exceeded all of the other performance standards that were imposed on us by the State and he thanked the regional staff for doing a great job. He said that we are on target and doing what we need to do and will keep the board inform as we move forward. Looking at the State as a whole as it relates to the performance standards they missed two Entered Employment Rate for Dislocated Workers (DLW) as well as Placed in Employ/Education for Youth.

Mr. Raine then directed our attention to the total funding sheet in our packet that we will be receiving and said that Cindy and Lisa will bring us up to date as to where we are and where we need to be with our funds.

**Total \$12,908,417.97    Admin \$1,485,045.10    Program \$11,423,372.87**

He also provided and explained our organizational chart which shows the various staff positions and where they are assigned as far as the budget is concerned (Red – Admin cost and Black – Program cost) and he said that both his position and Tammy Smith are shared between Admin & Program because of the requirements of our job duties.

Chairman Moses asked if we had a quorum and Mr. Raine replied “Yes”. Chairman Moses then asked for approval of the agenda and a motion was made by Charles Pharr; and seconded by Mike Hare.

## **Finance**

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

#### **Travel Reimbursement**

Mrs. Thomas noted that at the last board meeting we only received one travel reimbursement form back and said for future meetings they will be in the packets. She also requested that all travel forms be turned in by December 29, 2017 or they could be filled out and turned in at the close of the meeting.

#### **Attachment 1 Youth Funding (See report attached)**

For FY18 which started October 1, 2017 we received a total of \$3,137,953.90; and had a carryforward of \$339,127.60 which must be expended by June 30, 2018. Total expenses for 1<sup>st</sup> quarter were \$294,190.50 and we have obligated \$1,885,934.66. The total expended and obligated is \$2,180,125.16 with a balance of \$957,828.74 and we are required to expend 80% which is \$766,262.99.

Ms. Nelms explained our plans on expending the youth balance of \$957,828.74 and updated us on the Youth RFP process. On December 7, 2017 there was an informational meeting at the Career Center in which we invited all of our regional partners and others from the nine (9) county areas. We shared information about the steps they would need to take to be prepared to respond to the Youth RFP. We estimated that approximately 32 people attended this meeting which was really a good response. There are some newly identified programs especially in the outer counties that we hope will be able to submit a proposal. The RFP packets will be sent out at the end of this month and the deadline will be around March 23, 2018 to return them. When we review those proposals we will obligate the balance of the youth funds and hopefully 80% of the youth funding will be granted in the next program year. We are hoping that all of those dollars will be allocated to obligations for contracts that will start July 1, 2018 and run for one year. We will also look at having an option of renewing those contracts for the subsequent year even though we generally do procurement activity every other year. This may not seem like a lot of money but we will be coupling these dollars with new program allocation which will hopefully be announced around April 2018. If we get around the same amount next year as we did this year it would bring those dollar around \$4,000,000.00 for contracts in July.

Mr. Moses asked if there were any questions regarding the expenditure of the youth funding and there being none he called for a motion to accept the youth program funding review. A motion was made by Charles Pharr; and seconded by Stan Chavis and the committees unanimously approved the review.

#### **Attachment 2 Program (See report attached)**

We received a total funding for Adult of \$4,313,641.00 and Dislocated Worker (DLW) of \$3,971,777.97 and carryforward for Adult of \$1,534,211.60 and carryforward for Dislocated Worker (DLW) of \$1,239,573.97 which must be expended by June 30, 2018 and our total revenue for Adult and Dislocated Worker is \$8,285,418.97. Total expenses for 1<sup>st</sup> quarter for Adult and DLW was \$620,470.52 and we have obligated \$3,108,995.34 for a total expended and obligated of \$3,729,465.86 which leaves a balance of \$4,555,953.11 and we must expend 80% which is \$3,644,762.48. Mrs. Thomas also mentioned that we can transfer at any time between the adult and DLW funding streams.

There being no questions Chairman Moses called for a motion to accept the Adult and Dislocated Worker funding review, motion made by Mike Hare and seconded by Clinton Johnson.

#### **Attachment 3 Admin (See report attached)**

We received a total funding for Adult of \$529,546.70, DLW of \$456,646.12, and Youth \$498,852.28 with carryforward for Adult of \$200,721.20, carryforward for DLW of \$158,336.12, and Youth \$187,871.58 must be expended by June 30, 2018. We have a total revenue of \$1,485,045.10 and we are proposing a new budget with a proposed Admin of \$1,181,570.00 and asking to transfer \$279,250.00 to program.

After Mrs. Thomas gave her report Mr. Raine asked that the committees look over the original approved budget in relation to what is being proposed. He said that we have the funds to provide additional services and we are increasing Marketing because we need to get out and market the programs if we are going to spend the adult and DLW fund. Mrs. Thomas said although we have \$1.4 million set aside for admin if we don't need it in admin we can transfer into Program which means we can spend more money on the people / training side of the program. Ms. Thomas added that on attachment 5 there were three (3) areas in red that they thought would be beneficial to our

program: **Marketing / Economic Development \$97,000.00, Monitor \$60,000.00 and Consultant Fee \$150,000.00**  
these area would also help us to spend our program funds.

Mr. Raine shared the projected increases in expense for salaries, taxes, and benefits and proposed to the board that we be allowed to have an assessment of our current salaries which have not been done in the last 5 or 10 years. This assessment will be a reevaluation of staff salaries program wide for both program and admin and we will share the outcome with the board. He said that we may be comfortable but won't know this until we can get the study from a regional stand point and the decision will be that of the finance committee. It was granted that we be allowed to move forward with the assessment.

We are going to challenge Pam to target businesses in relation to our OJT program which is the best kept secret that needs to be made known publicly.

Mr. Raine said that there are some things that needs to be done as a board and at the first of the year we are planning a strategic planning meeting.

On the monitoring side in the past monitoring has been a dual responsibility of Ms. Nelms, what we are recommending is that we contract out our monitoring so it won't be us looking at ourselves.

As it relates to consultant fees we are looking at somebody who would provide additional input into our program.

There being no questions Chairman Moses called for a motion to accept the Region 7 One Stop (Program) Proposed 2017 – 2018 Budget and the Region 7 Administration Proposed 2017 - 2018 Budget, motion made by Clinton Johnson and seconded by Charles Pharr; and the board unanimously approved the budgets.

## **Planning**

**Cindy Nelms – V.P. of Planning and Contracts**

**Attachments – Recommended Changes to Policy (See below)**

Recommended Policy Change and other strategies to increase enrollments for the current program year:

### **Concern:**

- Slow pace enrollments through-out the regions.
- Meeting the mandate to obligate 80% of our funding by June 30, 2018.
- (Unobligated Funds may be returned to the state)

### **Probable Causes:**

- Declining Unemployment
- Unemployed individuals who need more assistance to get into the workforce
- Need for more outreach to eligible students via our training partners/financial aid offices

### **Suggested Adjustments:**

- \*\*Increase the economic cut off for eligibility from 100% of poverty to 150% of poverty
- Examine and revise as appropriate The Test of Adult Basic Education (TABE) test requirements prior to enrollment
- Increase marketing/outreach to specific target populations/areas
- Increase outreach to business and industry to expand On-the-Job Training and Incumbent Worker Training
- Meet with 2 Year Colleges to discuss identifying eligible students and expanding the types of training included on the Eligible Training Provier List.

Mr. Raine asked Ms. Nelms to explain what happens when a person doesn't make the required score on The Test of Adult Basic Education (TABE). Ms. Nelms explained that those individuals scoring below the needed grade level are given the opportunity to come back and work with Mrs. Hall the Adult Basic Education instructor and once they are ready to retake the test they can. Ms. Nelms said that we want to enroll capable individuals but sometime they are just not good test takers. We have even had students who were on the Dean's List at their colleges or universities fail the test.

Mr. Anise stressed that he wanted to see us in the high schools selling WIOA and recruiting students before they graduate. He said that he doesn't want to depend on the 2 year college system to get the word out about our money because that's our job. Ms. Nelms also suggested that we market via job fairs, meeting with students who are about to graduate from high school, and as well as look into adding other training to the Eligible Training Provider List (ETPL). She pointed out that the majority of our money is being spent on nursing but they are even having a hard time passing the TABE test. Some students are just not coming back to take the TABE test when they get the information needed from the ITA Pre-Registration Activities sheet and the Basic Minimum Grade Level for ITA Participation. Mr. Anise said that all students are not college material but we can make them aware of our services via WIOA (OJT & Scholarships), etc.

Mr. Raine said that he has an area meeting on January 5, 2018 with the Career Center managers and he will make sure that our region knows that they are to go into the various schools and talk face to face with the students about our program and what is being offered via WIOA.

Mr. Raine asked Ms. Nelms to point out the focus of our training. Our training is focused on areas which the Labor Market information show as high demand and high growth which includes: Advanced Manufacturing, Maritime, Aviation, Technology, Health Care, and Transportation. Ms. Nelms explained the difference between high-wage (Hospitality) vs. high demand (Amazon). We are trying to make sure that anybody that we can help get into the workforce more quickly and permanently and we will be reporting these outcomes back to the board.

Mr. Moses asked Ms. Nelms if she had looked into the new bridge work...he said that scheduling and timing is great to match up demand. Ms. Nelms said that she hasn't looked into this but would do so then Mr. Hare interjected and explained that the Highway Safety Service Program which installs and repairs guardrails has flagger training in Baldwin County and he offered to get the information back to Ms. Nelms to look into.

Mr. Moses then called for a motion to accept the change in policy presented by Ms. Nelms; a motion was made by Carol Statter; and seconded by Stephanie Streeter; and the board unanimously approved the plan.

**President's Remarks**

Sydney Raine

No comments

**Old Business:**

**New Business:**

Meeting adjourned at 4:05 p.m. and our next meeting is February 28, 2018 time and location to be announced.

Date: 2/14/2018

APPROVED By: SWAPTE WDBEC



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Carol Statter, SWAPTE WDB Secretary