

**SOUTHWEST ALABAMA PARTNERSHIP  
FOR TRAINING AND EMPLOYMENT, INC.  
113 Clark Street  
Grove Hill, Alabama  
July 6, 2017**

**Attachment #1**

**Present:**

Chairman John Moses  
Stevie Anderson  
Patty Hughston  
Clinton Johnson  
Ola Anise  
Wallace Davis  
Charles Pharr

Carol Statter  
Brinda Barrett  
Michael Hare  
K.C. Pang  
Dan Barber  
Beth Hanks  
Stephanie Streeter

John Clyde Riggs  
Lisa Black  
Shawn Harrison  
Jacque James  
Stan Chavis  
Gabe Peck

**Proxies:**

Carolyn Akers (Johnnie Adams)  
Sandra Koblas (Napoleon Bracy)

Virginia Guy (Vandlyn Pierre)  
Dr. Reginald Sykes (Austin Monks)

**Absent members due to conflicts:**

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Autherine Davis  
Rick Lambert  
Rickey Rhodes  
John Sipple

Conecuh (no appointee)  
Judy Mitchell  
Anthony Rogers  
Ron Mitchell (Treasurer)

Swan Cleveland  
Tim Prescott  
Travis Short

**Subcommittees:**

Sydne Raine (President)

**Guest:**

Dennis Hopper  
Stacey Blomgren

Danny Cheek  
Mary Albritton

Brantley Tucker  
Pat Daugherty

**Staff:**

Pam Ware  
Vivian Havel  
Derrick Turner

Cindy Nelms  
Beth Tolbert

Tammy Smith  
Beverly Walker

The meeting was called to order at 3:00 p.m. by Chairman Moses. Chairman Moses asked if we had a quorum and Mr. Raine replied "Yes". Chairman Moses then asked for approval of the minutes from 3/15/2017 and a motion was made by Wallace Davis; and seconded by Napoleon Bracy.

**Attachment 2 By-Laws**

Mr. Moses then pointed out that the dissolution of Mobile Works, Inc. was approved at the 3/15/2017 Board meeting; and then asked for approval of the Southwest Alabama Partnership for Training and Employment, Inc. By-Laws; a motion was made by Wallace Davis; and seconded by Charles Pharr noting an amendment to Article 5 Section 6 (Proxy Voting) be added.

**Attachment 2 Articles of Incorporation**

Mr. Moses then asked for a motion to approve the Articles of Incorporation; motion made by Beth Hanks and seconded by Carol Statter; with the Board unanimously approving.

Mr. Moses asked for nominations for Vice Chair; and Stan Chavis nominated John Clyde Riggs and then Mr. Moses asked if there were other nominations and there being none he asked those in agreement to vote by the sign yes and the nomination was unanimously approved by the Board.

## **Finance**

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

#### **Attachment 4 Financial Update Report**

Mrs. Thomas went over the third quarter (3<sup>rd</sup>) finance report and said that the Finance committee met on June 16<sup>th</sup> and approved said report. Mr. Moses asked if there were any questions and there were none so he called for a motion to accept the report as written; motion was made by Mike Hare and seconded by Gabe Peck; and the board unanimously approved the report.

Mrs. Thomas then told us that the Audit Report that was performed by Robert Headrick, Jr., CPA, LLC. came back with no findings and asked the board if they would approve the two (2) year agreement with Robert Headrick, CPA, LLC. A motion was made by Carol Statter, and seconded by Charles Pharr and the board unanimously approved using Robert Headrick, Jr., CPA, LLC. as our audit firm. A copy of the audit was available for review at the meeting and is also available at SWAPTE Central Office located at 515 Springhill Plaza Court, Mobile, AL 36608.

#### **Attachment 5 2017 – 2018 Budget**

The Finance committee approved the report at their meeting on June 16, 2017. Mr. Moses then asked for a motion to approve the budget and a motion was made by Mike Hare; and seconded by Charles Pharr, and the board unanimously approved the budget.

#### **Attachment 6 Estimated Overall Funding Allocation – Cash Flow**

A motion was made by Beth Hanks and seconded by Charles Pharr; and the board unanimously approved the report.

## **Planning**

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

#### **Attachment 7 Request for contract Approval**

Ms. Nelms informed us that a RPF was sent out to solicit for a One-Stop Operator and that the Department of Labor was selected to continue to be the One-Stop Operator. After Ms. Nelms went over her report Mr. Moses called for a motion to approve the One Stop Operator Contract in the amount of \$1,451,542.00; motion made by Wallace Davis, and seconded by Mike Hare; and the board unanimously approved the contract.

Definition of a One-Stop Operator:

One-stop Core Partners include Voc. Rehab, Adult Basic Education, Department of Human Resources and staff providing services through the Workforce Innovation and Opportunity Act. (WIOA)

Services provided include but are not limited to;

- Community Outreach to businesses and individuals
- Intake and Assessment of participants seeking assistance in finding and securing employment
- Collaboration with businesses to develop and implement contracts for On-the-Job Training, Custom Training and Incumbent Worker Training.
- Referral of job seekers to training providers, community based agencies and other resources in the community that can help address identified barriers to the success of the participant.
- Reporting program data and following up with participants regularly to maximize and secure skills gains, job readiness, career plans and job placement and retention.

### **Attachment 8 Youth Program Contract Renewals 2017 – 2018**

Ms. Nelms spoke about our current youth service providers, the number of participants they serve, funding being requested for 2017 – 2018, and their program activity.

In order for a youth to be eligible for services under WIOA they must be out of school and fall within the age group of 16 – 24. If they are out of school they should also have a barrier; see below

1. A School dropout
2. A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter. School year calendar quarter is based on how a local school district defines its school year quarter;
3. A recipient of a secondary school diploma or its recognized equivalent who is a low income individual and is either basic skills deficient or an English language learners;
4. An individual who is subject to the juvenile or adult justice system;
5. A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under Section 477 of the Social security Act, or an individual who is in an out-of-home placement;
6. An individual who is pregnant or parenting;
7. An individual with a disability
8. A low income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment (WIOA Section 129 (a) (1) (B).

Ms. Nelms asked if there were any questions about any of the programs and she said that any and all of these programs are modifiable and as the year goes forward and there will be a Youth Committee that will be reviewing these programs in details and asked those who were interested to see her.

The Youth Programs are being funded by a specific category of youth revenue which all of the youth revenue will be available July 1, 2017 and that is \$3.1M and there will not be a delay in providing services in this category and we will have the funds to put these contracts in place right away and we will not be restricted by the deficit previously mentioned by Ms. Thomas in her finance report.

Mike Hare asked if these programs are regionally focused and Ms. Nelms said that the top four (4) are traditionally serve Mobile County but Family Guidance and Reed State are more regional.

The goal for out of school youth are credentials such as (GED or HS Diploma) or occupational certificate of some type, our state mandated goal for this population is about 55 – 60% of our enrollment is expected to achieve some sort of certification. We are also looking at job placement and or placement in postsecondary education and our goal for that is mid 60s which we either met or exceeded those goals every year; and we also track employment and wages.

Mr. Raine commented that all of the youth programs were already in place and he thought it fair that we didn't just cut them off in midstream but continue utilizing their services. There will be a subcommittee that will be looking at all of the youth programs with information being presented to them and they will in turn make the decisions as to what programs funded for the New Year. All existing youth providers were carried over for the first year of this transition but after the transition year all youth providers will have to reapply for funding consideration.

Mr. Moses called for a motion to accept the youth contracts in the amount of \$1,442,860.00; motion made by Stan Chavis; and seconded by Gabe Peck and the board unanimously approved the contracts.

### **Attachment 9 SWAPTE Four-Year Plan 2017 – 2021 Summary**

Ms. Nelms gave a summary and explained the vision and goals of our Four Year Plan and informed the board that the detailed plan is located on the website at [http://www.mobile-works.org/Local\\_Area\\_Plan\\_2017\\_2021withattachments.pdf](http://www.mobile-works.org/Local_Area_Plan_2017_2021withattachments.pdf) she also said that this plan can be modified as we move forward.

Vision – Working in partnership with the many entities that are focused on workforce development and the growth of business and industry, the LWDB believes that there is great potential for Region 7 to achieve consistent growth and provide employment opportunities for a diverse and growing workforce.

#### **Goals**

- Identify and develop strategies to address key barriers to employment.
- Reduce the high school drop-out rate
- Earn the designation of “Work Ready community” which will raise awareness among area businesses regarding the Work Keys assessment system
- Expand the number of choices available to jobseekers through our Eligible Training Providers list.
- Identify career paths for high school students that link effectively with post-secondary education in areas where job creation and demand are high.

Ms. Nelms said that Mr. Raine wanted her to point out that all of 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.

Mr. Moses called for a motion to accept the Four Year Plan; a motion was made by Charles Pharr; and seconded by Gabe Peck; and the board unanimously approved the plan.

### **Attachment 10 Marketing Snapshot**

Public relations and marketing strategies will be coordinated to spread information about Southwest Alabama Partnership for Training and Employment (SWAPTE) programs and services.

- Enhance community outreach activities on a regional level by attending and supporting various job fairs, non-profits forums, career fairs, community days, school events, etc.
- Connect with clients, employers and prospective job seekers via social media.
- Digital PR (e-newsletter, press releases). SWAPTE will send a bi-weekly e-newsletter to alert the public on job openings, career fairs and general information regarding WIOA programs and services.
- Website will be used as gateway for information on SWAPTE’s programs and services.
- Share information regarding SWAPTE’s programs and services with various media outlets (television, radio stations and the newspaper).
- Communicate the success of the programs to the community via success stories.

Mr. Moses asked what we do in regards to Veterans. Each Career Center has at least one Veteran Representative to assist the veterans and they are given first priority when it comes to services.

### **President’s Remarks**

#### **Sydney Raine**

Mr. Raine thanked Commissioner Ludgood and Chairman Moses for their assistance in making this transition successful. He also asked that each board member to select their interest in getting involved in one of the established subcommittees that will provide their guidance to the staff.

Discussion of Dates, Location(s), and Time for future meeting

Mr. Moses entertained suggestions from the board and Jacqui James gave the location of Grove Hill, AL; and Wallace Davis suggested 3 meeting so it was decided and voted on to go with Option 2 which is as follows:

Option 2: Thursday, July 6, 2017 (this was our August meeting), Wednesday, January 24, 2018 & Wednesday, May 30, 2018.

Mr. Raine provided the following informational documents:

Board Member List – He said that if there were any corrections to this list to let Tammy Smith know and she will make the necessary correction(s).

1. Region 7 Career Center Managers Contact List

Brinda Barrett made a correction on page 2 of the SWAPTE – Career Centers to reflect the itinerant office for Camden Career Center is open every Tuesday from 9:00 a.m. – 3:00 p.m.

2. Acronym list

Mr. Raine gave an overview of the OJT program and the eligibility requirements.

3. Conflict of Interest Form – Please complete and return via email to [tsmith@swapte.org](mailto:tsmith@swapte.org) so that we can complete our files.

4. Travel Reimbursement Form – Please fill out with beginning and ending mileage and email to [lisa.thomas@swapte.org](mailto:lisa.thomas@swapte.org)

The actions that took place will also have to go before the CEOC for approval and Commissioner Ludgood has scheduled a meeting with them via conference call on Monday, July 17, 2017 at 3:30 p.m.

Chairman Moses made the observation that this organization and its staff has really worked very hard to bring this about and he has a great deal of respect for its head and those who work for him and thanked everyone for coming.

**Old Business:**

**New Business:**

Meeting adjourned at 4:21 p.m. and our next meeting is November 15, 2017 at 3:00 p.m. Grove Hill, AL.