

Central Alabama Partnership for Training and Employment (CAPTE)
Virtual Board Meeting
3216 4th Avenue South
Birmingham, Alabama 35222
August 18, 2021
9:00 AM

Board Members (18): Rankin, Dr. Kristie; Allbritten, Mary; Beard, John; Blackman, Bill; Brown, Christine; Brown, Keith; Chriesman, Willie; Dudley, Matthew; Fields, Yvette; Hackett, John; Hatcher, Nolanda; Mancer, Kirk; Roberts, Jason; Spencer, Yolanda; Tate, Melva; White, Jacqueline; Williams, Flora; Wooley, Michael

Board Member Alternate (4): Thomas Mathis Jr. alternate for Fred Maddox; Jehan Quinn alternate for John Stamps; Michael Miller alternate for Shelia Tyson; and Jackson Pruett alternate for Melody Whitten.

Board Members Absent (15): Battle, Lynn; Cleveland, Dr. Phillip; Duncan, Brian; Ellison, Dr. Thomas; Goodgame, Jason; Hornsby, David; Howell, Allen; Metcalf, Rich; Nichols, Lisa; Reed, Jay; Sims, Jarrod; Slade, L'Tryce; Thorpe, Garth; Topping, Frank; and Turner, Walter.

Guest Attendees (16): Margaret Henderson; Jan Dame; Susan Kozlowski; Heather Hall; Alicia Anderson; Sarah McMillian; Amber Reno; Deana Goodwine; Zach Smith; Pat Fletcher; Dr. Cynthia Anthony; Shirley King; Tara Seaborn; Antiqua Cleggett; and Kristin Wright.

CAPTE Staff (5): Octavia Henry; Derek Marshall; Monica Mayfield; Paula Potter; Nigel Roberts; and Keith Strother.

Call to Order

Board meeting was called to order at 9:05 am by Board Chair, Dr. Kristie Rankin.

Dr. Kristie Rankin welcomed everyone in attendance.

A quorum was established.

Approval of Meeting Agenda with Re-moving Item XI

The Board has not received the nominating letter from BBA. Item XI, Approval of New Board Members (subject to CLEO confirmation) was removed. The Executive Committee or Board will need to meet in

September due to several new items that will need to be considered such as the On-the-Job Training (OJT) Agreement and Alabama Workforce Stabilization Program (AWSP) Modification Agreement.

Thomas Mathis Jr. made a motion to approve the August 18, 2021 meeting agenda, with removing Item XI, Approval of New Board Members (subject to CLEO confirmation).

Kirk Mancer seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

NO ABSTENTIONS.

(All on call voted)

Approval of Minutes for May 19, 2021 Board Meeting.

Jacqueline White made a motion to approve the May 19, 2021 board meeting minutes with the correction to add Thomas Mathis Jr. as attending as alternate for Fred Maddox.

Yolanda Spencer seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

NO ABSTENTIONS.

(All on call voted)

Financial Report as of June 30, 2021

The total program funds available as of July 01, 2020 was \$8,355,508.05. Of that amount, \$3,683,300.05 is a carryover from the previous program year (PY) 2019/2020 with new funds of \$4,672,208.00 for PY 2020/2021.

Total expenditures for the PY2020 were \$6,950,277.50. The remaining balance was \$1,405,230.55, which is a carryover into the new program year.

2021/2022 Budget

The total program funds allocated PY2021 are \$5,026,405.00. Of that amount, \$1,200,000 is for staff costs; \$1,212,173.00 is budgeted for the Alabama Department of Labor (ADOL) Staff for Career Centers for Workforce Innovative and Opportunity Service (WIOA) services; \$1,525,500.00 for Youth Contracts; \$500,000.00 for Individual Training Account (ITA's); and \$379,682.00 is covering cost of OJT obligations from the previous program year. Additional funding is expected due to changes in ITA's and the AWSP Grant program. CAPTE will modify the OJT agreement with ADOL to reflect the lower budget and the AWSP Grant activities.

The AWSP grant is a new grant the State received last program year to provide additional funding for OJT, ITA and Incumbent Worker Training. An agreement is being developed with the Alabama Technology Network to implement the Incumbent Worker portion of the AWSP Grant.

Michael Miller made a motion to approve the 2021/2022 Budget as written.

Nolanda Hatcher seconded the motion.

Yvette Fields Abstained-ADOL Contract
Keith Brown Abstained-Youth Contract
MOTION APPROVED BY UNANIMOUS VOTE.
(All on call voted)

2021/2022 Meeting Schedule

Proposed 2021-2022 CAPTE Board Meeting Schedule:

August 18, 2021 (Annual Meeting)
November 17, 2021
February 16, 2022
May 18, 2022
August 17, 2022 (Annual Meeting)

The proposed dates can be modified. Once the State of Emergency is over for the State of Alabama, the Board meetings will return to in-person meetings per State law, unless changes are made in the Legislation.

Keith Brown made a motion to approve the 2021/2022 Meeting Schedule.

Bill Blackman seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

NO ABSTENTIONS.

(All on call voted)

Alabama Department of Labor (ADOL) Agreement Modification

This staffing agreement with ADOL was previously approved by the Board. This agreement provides staffing to the Career Centers, other than Birmingham, for WIOA services. The reason for this modification is that the Career Center in Blount County moved to Oneonta. This requires a change in cost and movement of funds. In addition, ADOL added a 2% cost of living adjustment (COLA) for the State Employees. Adjustments were made to the line items in the agreement and the total cost did not change. Adjustments were made in other areas to compensate for the 2% COLA as well as the cost changes required for the new career center in Oneonta.

Bill Blackman made a motion to approve the Alabama Department of Labor (ADOL) Agreement Modification.

Michael Miller seconded the motion.

Yvette Fields abstained-ADOL Contract.

MOTION APPROVED BY UNANIMOUS VOTE.

(All on call voted)

Election of Officers

Kirk Mancer, Mary Allbritten, Flora Hollis-Williams and Michael Miller served on the Nominating Committee for the offices of Chair, Vice-Chair and Recording Secretary. Potential candidates were reviewed by the Nominating Committee for the three offices. The Committee nominated Dr. Kristie Rankin to serve as Chair; Dr. Thomas Ellison to serve as Vice-Chair; and Lisa Nichols to serve as Recording Secretary. On August 1, 2021, an email was sent to the full Board by Flora Hollis-Williams requesting additional nominations and no additional nominations was received. The Nominating Committee is recommending this slate for another term. Dr. Kristie Rankin called for nominations from the floor. There were no nominations from the floor.

Bill Blackman made a motion to accept the Nominating Committee's recommendations of Dr. Kristie Rankin to serve as Chair, Dr. Thomas Ellison to serve as Vice-Chair and Lisa Nichols to serve as Recording Secretary.

Thomas Mathis Jr. seconded the motion.

Dr. Kristie Rankin abstained.

MOTION APPROVED BY UNANIMOUS VOTE.

(All on call voted)

New Board Directive

To improve Board efficiency and allow for the timely approval of routine matters by the Board, staff is requesting approval of the attached Directive #1.22. Directive #1.22 authorizes the Board Chair to approve and execute modifications to any agreement previously approved by the CAPTE Board or Executive Committee if there is no change in the total cost. Active CAPTE Board Members will be notified of the proposed change (s). If any active Board Member objects to the modification and the objection is not rectified, the modification must be presented to the CAPTE Board or Executive Committee for action prior to execution by the Chair.

Nolanda Hatcher made a motion to approve CAPTE Directive #1.22.

Thomas Mathis Jr. seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

NO ABSTENTIONS.

(All on call voted)

Individual Training Agreement Guidelines

The ITA Guideline is a step-by-step guide used by the CAPTE Career Center Staff to provide the highest quality service to Adult and Dislocated Workers in Blount, Jefferson, Shelby, St. Clair, Chilton, and Walker Counties. The ITA agreement is between CAPTE and the participant for training services from an eligible training provider.

Nolanda Hatcher asked if any substantial changes have been made since the last version. Susan Kozlowski explained that one of the major changes is that ITA contracts will only be approved for the current program year due to the budget. This will allow CAPTE to train additional students for the program year. The new AlabamaWorks system will allow the staff to track the balance of funds as they are expended. Students who are approved for a Pell Grant are required, statewide, to contribute a portion of their Pell Grant funds.

Jason Roberts made a motion to approve the Individual Training Agreement Guidelines.
Jacqueline White seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

NO ABSTENTIONS.

(All on call voted)

Activity Report 2020

Attached is the final CAPTE Region 4 Career Center Activity Report for PY2020. The report covers activities through the end of June 2020.

Traffic-67,166
OJT Contracts-60
OJT Participants-145
Resumes Completed-6,675
ITA's-405
Supportive Service Referrals-3,053

The Oneonta and Clanton Career Centers activity were not tracked due to relocation but, activity will be tracked during the PY2021. During the month of June, no ITAs were written due to depletion of funds. Approval of ITA contracts will start again on July 1, 2021.

Michael Miller asked if we know the median amount that is spent on each participant in the OJT program. Keith Strother replied that we have not tracked the OJT expenditures in that way. Each company's contract is different. Individual expenditures depend on the wages the company pays for each position, and that determines the amount of the contract and number of participants hired.

Announcements

Keith Strother asked all visitors to identify themselves by typing their names in the chat.

Adjournment

Kirk Mancer made a motion to adjourn.
Nolanda Hatcher seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.
NO ABSTENTIONS.
(All on call voted)

Kristie Rankin , 11-17-21
Dr. Kristie Rankin, Chairman Date

Lisa Nichols , 11-17-21
Lisa Nichols, Recording Secretary Date

Monica O. Mayfield , 11/17/2021
Monica O. Mayfield, CAPTE Administrative Clerk Date