

**Central Alabama Partnership for Training and Employment (CAPTE)**

**Virtual Board Meeting**

3216 4<sup>th</sup> Avenue South

Birmingham, Alabama 35222

November 17, 2021

9:00 AM

**Board Members (31):** Rankin, Dr. Kristie; Allbritten, Mary; Anthony, Dr. Cynthia; Beard, John; Blackman, Bill; Brown, Christine; Brown, Keith; Chriesman, Willie; Dudley, Matthew; Ellison, Dr. Thomas; Fields, Yvette; Francis, Craig; Hatcher, Nolanda; Higginbotham, Lee; Hill, Dan; Knight, David; Maddox, Fred; Mancer, Kirk; Mathis, Thomas; McNeal, Tom; Mitchell, Don; Monnette, Courtney; Moore, Al; Nichols, Lisa; Roberts, Jason; Slade, L'Tryce; Spencer, Yolanda; Thors, Anar; White, Jacqueline; Whitten, Melody; Wooley, Michael

**Board Member Alternates (0):**

**Board Member Absent (14):** Cleveland, Dr. Phillip; Dillard, Keith; Duncan, Brian; Gilbert, Maribeth; Hackett, John; Rhea, Ashley; Shinn, Brandon; Stamps, John; Stephens, Randall; Tate, Melva; Thorpe, Garth; Tyson, Shelia; Williams, Flora; Williams, Allen

**Guest Attendees (7):** Jan Dame; Jeff Pinegar; Zack Smith; Octavia Henry; Deana Goodwine; Heather Hall; Sarah McMillian

**CAPTE Staff (3):** Keith Strother; Monica Mayfield; LaWanza Webb

**Call To Order:**

Board meeting was called to order at 9:03 am by Board Chairman, Dr. Kristie Rankin.  
Dr. Rankin welcomed everyone in attendance.  
A quorum was established.

**Approval of the November 17, 2021 Meeting Agenda**

Bill Blackman made a motion to approve the November 17, 2021 meeting agenda.  
Thomas Mathis seconded the motion.  
Nolanda Hatcher abstained.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**Approval of Minutes for August 18, 2021 Board Meeting**

Thomas Mathis made a motion to approve the August 18, 2021 Board Meeting minutes.  
Jason Roberts seconded the motion.

**NO ABSTENTIONS.**

**MOTION APPROVED BY UNANIMOUS VOTE.**

### **Financial Report as of October 31, 2021**

The budget at the beginning of the program was \$6,320,376.55. Since then, we have had \$970,330.28 in expenditures, leaving a total balance of \$5,350,046.27. Due to funding, a limited number of Individual Training Agreements (ITA's) have been written. The Adult and Dislocated Programs would normally have roll over funds from the previous program year. There were no Adult and Dislocated Worker rollover funds this year. The Youth Program and Administrative budget does include rollover funds. The Alabama Workforce Stabilization Program (AWSP) grant, in the amount of \$557,000.00, will provide much needed additional funding for the Incumbent Worker, Dislocated Worker and the On-the-Job Training (OJT) Programs. Training for the AWSP grant is scheduled to be provided to all partners at the first of the year. The Opioid Grant in the amount of \$147,000.00 will assist recovered, and recovering, individuals affected by the Opioid epidemic. The focus will be on the hardest hit counties including Jefferson and Walker Counties.

Error noted: The CAPTE Budget Administrative Overhead should read Program Year (PY) 2021-2022 instead of Program Year (PY) 2020-2021.

Bill Blackman made a motion to accept the Financial Report as of October 31, 2021 with the corrected CAPTE Budget Administrative Overhead program year.

Yolanda Spencer seconded the motion.

**NO ABSTENTIONS.**

**MOTION APPROVED BY UNANIMOUS VOTE.**

### **Approval of Board Member Alternates**

Board Members are not required to have an alternate. If a Board Member cannot attend a meeting, an alternate can serve for the Board Member with full voting rights. Attached is a list of Board member alternates that we have received and must be approved by the Board.

Kirk Mancer made a motion to approve the Board Member Alternates with the noted corrections to name spellings and email addresses.

Jason Roberts seconded the motion.

**NO ABSTENTIONS.**

**MOTION APPROVED BY UNANIMOUS VOTE.**

### **Activity Report July 1, 2021 thru October 31, 2021**

Attached is the activity report as of October 31, 2021. This report covers the Alabaster/Chilton, Birmingham, Jasper, Oneonta and Pell City Career Centers. The report accounts for In-person Traffic (13,484), OJT Contracts (0), OJT Participants (0), Resumes Completed (1,978), ITA's (53) and Supportive Service Referrals (0). There is very little activity due to lack of funding.

Funds from the AWSP grant is anticipated to begin in January of 2022. These funds will be used to write the OJT contracts. One of the primary services provided in career centers is resume writing. Clients receive

assistance with creating, updating, uploading, and scanning their resumes into AlabamaWorks. ITA's are written contracts between WIOA and the approved training provider to train individuals with barriers to employment. The Supportive Services program provides eligible WIOA clients with needed financial assistance for approved services such as childcare, transportation, etc.

Staff hopes to have a planning session with the Board to discuss the focus of resources for the upcoming program years; how to utilize scarce resources; and identifying other opportunities. A plan must also be presented to the Department of Commerce each year describing planned activities. Don Mitchell stated that the Oneonta Career Center will be marketing their services at Wallace State and within Blount County. Jason Roberts requested an active OJT contract report for the region.

#### Committee Membership

The CAPTE Board has other committees Board Members can serve on. The committees are the Executive Committee, Youth Committee, Accessibility Committee and One Stop Committee. The Executive Committee is a committee of current officers and the immediate past president. Board Members will receive an email explaining the activities and responsibilities of the committees.

#### Announcements

Jan Dame with the Alabama Department of Commerce Workforce Development stated that the Governor's emergency order allowing virtual meetings expired on October 31, 2021. The proclamation was emailed to Keith Strother. All meetings going forward will be in-person meetings. Dr. Kristie Rankin stated that the Board Members will discuss and consider a time for in person meetings.

#### Adjournment

Kirk Mancer made a motion to adjourn.

Dr. Thomas Ellison seconded the motion.

**NO ABSTENTIONS.**

**MOTION APPROVED BY UNANIMOUS VOTE.**

Meeting adjourned at 9:50 AM



Date

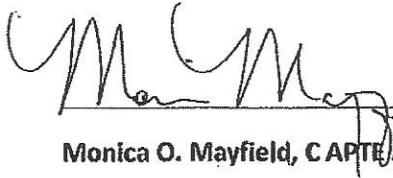
2/16/2022

Dr. Kristie Rankin, Chairman



/ Date 2-16-22

Lisa Nichols, Secretary



/ Date 2 / 16 / 2022

Monica O. Mayfield, CAPTE Administrative Clerk