Central Alabama Partnership for Training and Employment

Area 4 CAPTE Board Meeting

Birmingham Career Center

3216 4th Avenue South Birmingham, AL 35222

November 21, 2019

Board Member Attendees (14): Rankin, Dr. Kristie; Allbritten, Mary; Brown, Keith; Chriesman, Willie; Ellison, Dr. Thomas; Fields, Yvette; Hatcher, Nolanda; Hollis-Williams, Flora; Hornsby, David; Nichols, Lisa; Roberts, Jason; Spencer, Yolanda; White, Jacqueline; Whitten, Melody

Alternates (4): Van Forrester, alternate for Christine Brown; Rachel Harmon, alternate for Josh Carpenter; Shanavia Moore alternate for John Stamps; Donna DeLoach, alternate for Ted Von Cannon

Board Member Absentees (27): Anderson, Kassidy; Barlow, Whitney; Battle, Lynn; Beard, John; Becker, Sharon; Blackman, Bill; Cleveland, Dr. Phillip; Dudley, Matthew; Duncan, Brian; Goodgame, Jason; Hackett, John; Hamm, Ben; Higgins, David; Howell, Allen; Maddox, Fred; Mancer, Kirk; Metcalf, Rich; Reed, Jay; Roberts, Wendy; Sims, Jarrod; Slade, L'Tryce; Tate, Melva; Thorpe, Garth; Topping, Frank; Turner, Walter; Tyson, Shelia; Ward, Dr. Perry

Guest Attendees: Cooper, Terree; Marshall, Derek; Mayfield, Monica; Strother, Keith; Kozlowski, Susan; Leeth-Potter, Paula; Robinson, Tawanna; Henry, Octavia; Banks, George; Howell, Michelle; Traylor, Delores; Williams, Angela; Smith, Lonnie; Pooler, Dreak; Hayes, Lawrence; Anderson, Alice; Bishop, Tiffany; Ekundayo, Gwendolyn; Gibson, Jason; Cheeks, Danny; Miller, Michael; Mapp, Pamela; Hobbs, Tommy; Jenkins, Cameron; Williams, LaTonya; Cleggett, Antiqua; Henry, John; Bloxom, Lyntrel; Webb, LaWanza

Board meeting was called to order at 9:00 am by Board Chair, Dr. Kristie Rankin.

Dr. Kristie Rankin welcomed everyone in attendance.

A quorum was established.

Prior to following the agenda, Nigel Roberts suggested that the Board address two items not listed on the agenda, 1) approval of Proxy designations. Tiffany Bishop, proxy for Garth Thorpe; Pam Price, proxy for Christie Brown. 2) approval of Vann Forrester to replace resigned Chilton County CAPTE Board Member, Whitney Barlow.

Motion: Jason Roberts made a motion to approve Tiffany Bishop as alternate for Garth Thorpe, and Pam Price as alternate for Christie Brown.
Nolanda Hatcher seconded the motion.
MOTION APPROVED.

Motion: Melody Whitten made a motion to accept Vann Forrester to replace resigned Board Member, Whitney Barlow as recommended by Chilton County Commission.
Jason Roberts seconded the motion.
MOTION APPROVED.

The first item on the agenda was the approval of September 15, 2019 board meeting minutes.

Motion: Jason Roberts made a motion to approve the September 15, 2019 board meeting minutes.
David Hornsby seconded the motion.
MOTION APPROVED.

The second item on the agenda was the On the Road Lending presentation.

Lonnie Smith, Vice President of On the Road Lending, a nonprofit company, provided details on helping individuals with no credit, or challenges regarding their credit, obtain affordable car loans. These loans are awarded through a process called character-based lending. On the Road Lending provides financial coaching with no fees, and all vehicles are two to three years old and have less than thirty thousand miles on them.

This information was provided to share with clients or other individuals who may need assistance securing reliable transportation.

The third item on the agenda was the Performance Report.

CAPTE Staff member, Nigel Roberts discussed the Program Year (PY) 2019 Quarter 1 Performance Report. Mr. Roberts expressed excitement about Region 4's performance. Mr. Roberts stated that CAPTE was the only region that exceeded all goals and was the only region that did not fail in any categories. Board Chair, Dr. Kristie Rankin requested a breakdown of money spent by vendor and demographics be made available by the next meeting.

The fourth item on the agenda was the Financial Report

Nigel Roberts gave brief details about the Financial Report that was provided in the board meeting packet. CAPTE's current balance for PY2018-19 is $4,526,348.00. The balance for PY2019-20 is $5,038,880.00.

The fifth item on the agenda was the One Stop Sub-Committee.

- Nigel Roberts discussed the CAPTE & Central Six Memorandum of Understanding (MOU).

  The purpose of this MOU is to establish a collaborative partnership between Central Six and CAPTE and to ensure information is being shared.

  Motion: Yolanda Spencer made a motion to approve the CAPTE and Central Six Memorandum of Understanding.
  Jason Roberts seconded the motion.
  MOTION APPROVED.

- Nigel Roberts discussed the need to purchase one vehicle for CAPTE travel. A request has already been submitted and approved by the State. This vehicle would be used for CAPTE functions throughout the state. This will also help control travel cost.

  Motion: Keith Brown made a motion to accept the purchase of one CAPTE vehicle.
  Flora Hollis-Williams seconded the motion.
  MOTION APPROVED.

- Nigel Roberts invited others to join the One-Stop Sub Committee and Youth Committee In order to build relationships and get input from other professionals.
  Dr. Ellison volunteered to be Chairman of the Youth Committee.

The sixth item on the agenda was the Youth Committee Sub-Committee Report.

Nigel Roberts stated there was no Youth Committee Report today because Dr. Ellison was delayed at the airport. Mr. Roberts also stated that he has been reaching out to others outside of the Board to join the committee.

Yolanda Spencer discussed ways to help others understand the process of applying for Request for Proposal (RFP). Ms. Spencer suggested reaching out to churches, and community rehab programs, and school systems. Also, by having in-service training for individuals wanting to apply.

Melody Whitten recommended establishing a relationship with the Children's Policy Council as resource for additional committee members as well as finding grant applicants.

The seventh item on the agenda was New Business.

- 2019 Alabama Department of Labor Modification #1 (Requesting authorization to Modification No.1 to the On the Job Training (OJT) agreement with the Alabama Department of Labor (ADOL) to increase the amount of the original agreement from $1,500,000.00 to the amount of $1,588,450.00.
  (Correction to the agenda - Department of Commerce should be Department of Labor.)

  Motion: Keith Brown made a motion to accept DOL Modification No. 1.
  Jacqueline White seconded the motion.
  MOTION APPROVED.

- 2019 Alabama Department of Labor Modification #3 (Requesting authorization to Modification No. 3 of the Workforce Innovation Opportunity Act Grant 94-0.) The amendment increases the previous grant award amount from $4,797,473.00 to $4,808,031.00.

  Motion: Jason Roberts made a motion to accept DOL Modification No. 3.
  Nolanda Hatcher seconded the motion.
  MOTION APPROVED.

- Directive #PY2019.11 – ITA's Bachelor's Degree Programs. (The purpose of this directive is to allow CAPTE to fund Individual Training Accounts (ITA) for participants seeking bachelor's degrees in high wage\high demand curriculums with a labor market information (LMI) prediction of high growth according to the Alabama Eligible Training Provider List (ETPL).

Motion: Nolanda Hatcher made a motion to accept Directive #PY2019.11 – ITA's Bachelor's Degree Programs.
Dr. Thomas Ellison seconded the motion.
MOTION APPROVED.

- Jefferson County Commission, Apprenticeship Program.

Motion: Dr. Thomas Ellison made a motion to accept Jefferson County Commission, Apprenticeship Program as written.
Jacqueline White seconded the motion.
MOTION APPROVED.

- Board Meeting 2019-2020 Schedule.

Motion: Nolanda Hatcher made a motion to accept the 2019-2020 Board Meeting Schedule.
David Hornsby seconded the motion.
MOTION APPROVED.

Other Business-Next Meeting, February 20, 2020 at 9:00 a.m. (Birmingham Career Center)

Adjournment:

Motion: David Hornsby made a motion to adjourn.
Nolanda Hatcher seconded the motion.
MOTION APPROVED.

Meeting adjourned at 10:00 a.m.

Dr. Kristie Rankin, Board Chair — 5/21/2020
Date

Lisa Nichols, Recording Secretary — 5/21/2020
Date

Terree Cooper, CAPTE Administrative Clerk — 5/21/2020
Date