

Central Alabama Partnership for Training and Employment (CAPTE)
CAPTE Executive Committee Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
July 12, 2018

Executive Committee Member Attendees (5): John Beard, Yvette Fields, David Higgins, Yolanda Spencer, Jacqueline White

Alternate Attendees (0):

Executive Committee Member Absentees (2): Lynn Battle, and Rich Metcalf

Guest Attendees (3): Terree Cooper, Frederick Hamilton, Keith Strother

Board Chair, Mr. John Beard called the meeting to order at 2:15 pm (CDT).

He welcomed everyone in attendance.
A quorum was established.

The first order of business was the approval of the Board Minutes from Program Year 2017 (PY17) 08/29/17, 10/03/17, 11/16/17, 02/22/18, and 5/17/18.

MOTION: Mr. David Higgins made a motion to approve the minutes from (PY17) 08/29/17, 10/03/17, 11/16/17, 02/22/18, and 5/17/18.
Ms. Yolanda Spencer seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was approval of the amendments to the By-Laws.
The amendments are as follows:

*Article four (4), Section one (1): The CLEOs will establish and appoint a Workforce Development Board (WDB) to assist and carry out provisions of WIOA.

*Article Six (6), Section two (2): The Executive Committee shall conduct the business of the Board for and on behalf of the Board and shall, between meetings of the Board, exercise all powers and duties of the Board, which may be lawfully delegated.

*Article seven (7), Section six (6): The Recording Secretary shall keep or cause to be kept minutes at meetings of the Board or Executive Committee. The Board staff will provide support in this area.

*Article ten (10), Section two (2): Any voting member, except the Chair, may designate, in writing, one alternate to represent the member at both plenary and committee meetings. Alternates shall be approved by the full Board or Executive Committee and, upon approval, shall have full voting privileges for the voting member.

MOTION: Ms. Jacqueline White made a motion to approve the amendments to the By-Laws.
Mr. David Higgins seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The third item on the agenda was the approval of the Dannon Project Contract. The contract is not to exceed five hundred twenty one thousand, four hundred seventy seven dollars and fifty cents (\$521,477.50). The proposed number of participants is fifty five (55). Estimated cost per participant without work experience is six thousand, six hundred twenty five dollars and eighteen cents (\$6,625.18). With work experience, nine thousand, four hundred eighty one dollars (\$9481.00).

MOTION: Ms. Yolanda Spencer made a motion to approve the Dannon Project Contract.
Ms. Jacqueline White seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The last item on the agenda was Other Business.

Ms. Yolanda Spencer suggested that registration fees for the Southeastern Employment and Training Association (SETA) Conference be reimbursed if allowed under the current travel policy or if revisions to the current travel policy could be made in order to make reimbursement permissible.

MOTION: Mr. David Higgins made a motion to suggest that registration fees for The (SETA) Conference be reimbursed if allowed under the current travel policy, or if revisions could be made to the current travel policy in order to allow reimbursements.
Ms. Yolanda Spencer seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

There was discussion about procedures that should be taken by members wishing to resign. Mr. David Higgins suggested that a Letter of Resignation should be submitted by members wishing to resign. Amendments to the By-Laws were made to address resignations.

Article three (3), Section four (4) was advanced to Section five (5) and replaced with new verbiage. Article three (3), Section four (4) now states: Any Board member wishing to resign should send a letter to the Board Chair and the Administrator of the CAPTE Workforce program. The vacancy will immediately be forwarded to the Chief Local Elected Officials (CLEOs) for replacement. If the member has an alternate, he or she will continue to serve until such time the CLEOs provide a replacement.

Under Article four (4), Section one (1): The sentence that states: Modification of membership may be completed at any time by the Local Workforce Development Board (LWDB) once established subject to confirmation and concurrence of the CLEOs will be deleted.

MOTION: Mr. David Higgins made a motion to amend Article three (3), Section four (4) and removal of the third sentence in Article four (4), Section one (1).
Ms. Jacqueline White seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

MOTION: Mr. John Beard made a motion to adjourn.
Ms. Jacqueline White seconded the motion.
MEETING WAS ADJOURNED AT APPROXIMATELY 3:21 pm.

Respectfully submitted,

Terree C. McKee

7/23/2018

Ms. Terree Cooper-Mckee, CAPTE Administrative Clerk

Date

Yvette Fields

7/23/2018

Ms. Yvette Fields, CAPTE Recording Secretary

Date

John Beard

7/23/2018

Mr. John Beard, CAPTE Board Chair

Date

Central Alabama Partnership for Training and Employment (CAPTE)
Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
August 29, 2017

Board Member Attendees (19): Mary Allbritten, John Beard, Lisa Cooper, Matthew Dudley, Yvette Fields, John Hackett, Ben Hamm, David Higgins, David Hornsby, Fred (Bart) Maddox, Joseph Parnell, Jay Reed, L'Tryce Slade, Yolanda Spencer, Melva Tate, Frank Topping, Walter Tuner, Toni White, and Flora Hollis-Williams

Alternate Attendees (0):

Board Member Absentees (25) Kassidy Anderson, Lynn Battle, Sharon Becker, Christine Brown, Keith Brown, Willie Chriesman, Bobby Tom Crowe, Dr. Thomas Ellison, Jimmie Hardee, Nolanda Hatcher-Bearden, Juvenel Levros, Kirk Mancer, Laura McAnany, Rich Metcalf, Lisa Nichols, Johnny Pullen, Jason Roberts, Tim Simmons, Jarrod Sims, John Stamps, Donnie Stanley, Ronnelle Stewart, Ted Von Cannon, Dr. Perry Ward, Jacqueline White

Guest Attendees (20): Ruby Beezley, Michael Bridier, Akira Byrd, Danny Cheek, A. Cleggett, Will Collins, Alton Colvin, Sandra Foster, Tina Geckles, Vickie George, Frederick Hamilton, Rod Jones, Susan Kozlowski, Pamela Mapp, Andy Mayo, Shanavia Moore, Paula Potter, Keith Strother, LaWanza Webb, LaTonya Williams

Acting Board Chair, Mr. John Beard called the meeting to order.

He welcomed everyone in attendance just before everyone introduced themselves.
A quorum was established.

The first order of business was to establish and approve Central Alabama Partnership for Training and Employment (CAPTE) Board Bylaws.

***CONCERNS:** Board member Mr. Ben Hamm was concerned about Article III, Section 3 of the Bylaws. This section states, "All members of the Board serve at the pleasure of the Commission and the Jefferson County Commission may remove any "Board Member at any time with or without cause." Mr. Hamm asked, that the word "without" be removed.

MOTION: Ms. Lisa Cooper made a motion to approve the bylaws with the stipulation, that the word "without" in Article III, Section 3 be removed.

Mr. Ben Hamm seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was the Committee Appointments.

Acting Board Chair, Mr. John Beard, stated that he would be making appointments for committees within the next few weeks.

The third item on the agenda was approval of the CAPTE Budget.

MOTION: Mr. Fred (Bart) Maddox made a motion to approve the CAPTE budget.
Mr. David Higgins seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fourth item on the agenda was approval of the Monitoring Procedures.

MOTION: Mr. Jay Reed made a motion to approve the Monitoring Procedures.
Mr. Mathew Dudley seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fifth item on the agenda was approval of the Grievance and Complaint Procedures.

MOTION: Mr. Jay Reed made a motion to approve the Grievance and Complaint Procedures.

Mr. Mathew Dudley seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The sixth item on the agenda was to approve the Memorandum of Understanding.

MOTION: Mr. Mark Maddox made a motion to approve the Memorandum of Understanding.

Ms. Flora Hollis-Williams seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The seventh item on the agenda was to approve the Area Workforce Development Plan.

MOTION: Mr. David Hornsby made a motion to approve the Area Workforce Development Plan.

Mr. David Higgins seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The eighth item on the agenda was to approve the One Stop Certification Procedures.

MOTION: Ms. Lisa Cooper made a motion to approve the One Stop Certification Procedures.

Mr. Walter Turner seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The ninth item on the agenda was to approve Directives.

MOTION: Mr. David Hornsby made a motion to approve directives.

(Alabama Career Center Guide to Customer Service, Alabama Individual Training Account Guidance, CAPTE Youth Eligibility Requirements, minimum Test of Adult Basic Education (TABE) scores, Pell Grant funding, Individual Educational Plan (IEP) & Individual Service Strategy (ISS), and youth program

low-income individual).
Mr. Fred (Bart) Maddox seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The tenth item on the agenda was to approve the 2017 Meeting Calendar.

MOTION: Mr. David Higgins made a motion to approve the 2017 Meeting Calendar.
Mr. Fred (Bart) Maddox seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The meeting was adjourned by Acting Chairman John Beard.

Respectfully submitted,

Terree C. McKee / 7/12/2018
Ms. Terree Cooper-Mckee, CAPTE Administrative Clerk Date

Yvette Fields / 7-12-2018
Ms. Yvette Fields, CAPTE Recording Secretary Date

[Signature] / 07/12/2018
Mr. John Beard, CAPTE (Acting) Board Chair Date

**Central Alabama Partnership for Training and
Employment (CAPTE) Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue S Birmingham, AL 35222
October 3, 2017**

Board Member Attendees (10): Mary Allbritten, John Beard, Keith Brown, Yvette Fields, Nolanda Hatcher-Bearden, David Higgins, Kirk Mancer, Lisa Nichols, L' Tryce Slade, Yolanda Spencer

Alternate Attendees (0):

Board Member Absentees (34): Kassidy Anderson, Lynn Battle, Sharon Becker, Christine Brown, Willie Chriesman, Lisa Cooper, Bobby Tom Crowe, Matthew Dudley, Dr. Thomas Ellison, John Hackett, Ben Hamm, Jimmie Hardee, David Hornsby, Juvenel Levros, Fred Maddox, Laura McAnany, Rich Metcalf, Joseph Parnell, Johnny Pullen, Jay Reed, Jason Roberts, Tim Simmons, Jarrod Sims, John Stamps, Donnie Stanley, Ronnelle Stewart, Melva Tate, Frank Topping, Walter Turner, Ted Von Cannon, Dr. Perry Ward, Jacqueline White, Toni White, Flora Williams

Guest Attendees (10): Ruby Beezley, Michael Bridier, Danny Cheek, Will Collins, Tina Geckles, Frederick Hamilton, Susan Kozlowski, Andy Mayo, Keith Strother, LaTonya Williams




Acting Board Chair, Mr. John Beard called the meeting to order at 11:10 am (CDT).

He welcomed everyone in attendance.
A quorum was **not** established.

***NOTE:** There were no recordings or notes available for this meeting.

Discussions were held concerning various CAPTE Committees that needed to be formed and possible nominations for Committee Members/ Chairs, but no official business was conducted.

The meeting was adjourned by Acting Chairman John Beard at 11:30 am.

 _____	7/12/2018
Ms. Terree Cooper-Mckee, CAPTE Administrative Clerk	Date
 _____	7-12-2018
Ms. Yvette Fields, CAPTE Recording Secretary	Date
 _____	07/12/2018
Mr. John Beard, CAPTE (Acting) Board Chair	Date

Central Alabama Partnership for Training and Employment (CAPTE)
Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
November 16, 2017

Board Member Attendees (21): Mary Allbritten, Lynn Battle, John Beard, Keith Brown, Lisa Cooper, Willie Criesman, Bobby T. Crowe, Matthew Dudley, Dr. Thomas Ellison, Yvette Fields, Nolanda Hatcher-Bearden, John Hackett, David Higgins, Kirk Mancer, Richard Metcalf, Lisa Nichols, Jason Roberts, Jarrod Sims, Yolanda Spencer, Melva Tate, and Flora Hollis- Williams

Alternate Attendees (0):

Board Member Absentees (23): Kassidy Anderson, Sharon Becker, Christine Brown, Ben Hamm, Jimmie Hardee, David Hornsby, Juvenel Levros, Fred Maddox, Laura McAnany, Joseph Parnell, Johnny Pullen, Jay Reed, Tim Simmons, L'Tryce Slade, John Stamps, Donnie Stanley, Ronnelle Stewart, Frank Topping, Walter Turner, Ted Von Cannon, Dr. Perry Ward, Jacqueline White, Toni White

Guest Attendees (16): Veronica Bernard, Michael Bridier, Danny Cheek, A. Cleggett, Will Collins, Leslie L. Dawson, Tina Geckles, Frederick Hamilton, Susan Kozlowski, Fred (Bart) Maddox, Pamela Mapp, Andy Mayo, Paula Potter, Keith Strother, LaWanza Webb, LaTonya Williams

Acting Board Chair, Mr. John Beard called the meeting to order.

He welcomed everyone in attendance. A quorum was established.

Approval of minutes from August 29, 2017 Board meeting was tabled until next meeting.

The first order of business was to approve the revised CAPTE Bylaws.

MOTION: Ms. Lisa Cooper made a motion to approve the revised CAPTE Bylaws.
Mr. John Hackett seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was the election of officers.

MOTION: Yolanda Spencer made a motion to nominate John Beard, Board Chair.
David Higgins seconded the motion.

THERE BEING NO OTHER NOMINATIONS, MR. JOHN BEARD WAS ELECTED BOARD CHAIR BY UNANIMOUS VOTE.

MOTION: Mr. John Hackett made a motion to nominate Mr. Richard Metcalf,
Vice Chair.

Mr. John Beard seconded the motion.

THERE BEING NO OTHER NOMINATIONS, MR. RICHARD METCALF WAS ELECTED BOARD VICE CHAIR BY UNANIMOUS

VOTE.

MOTION: Ms. Yolanda Spencer made a motion to nominate Yvette Fields,
Recording Secretary.

Mr. Jay Reed seconded the motion.

**THERE BEING NO OTHER NOMINATIONS, MS. YVETTE FIELDS
WAS ELECTED RECORDING SECRETARY BY UNANIMOUS VOTE.**

APPOINTMENT: Board Chair John Beard appointed Jackie White, One-Stop Committee Chair.
All board members concurred.

APPOINTMENT: Board Chair John Beard appointed David Higgins, Youth Committee Chair.
All board members concurred.

APPOINTMENT: Board Chair John Beard appointed Yolanda Spencer, Accessibility Committee
Chair.
All board members concurred.

APPOINTMENT: Board Chair John Beard appointed Matthew Dudley, By-Laws Committee Chair.
All board members concurred.

APPOINTMENT: Board Chair John Beard appointed Tom Ellison, Communications Committee
Chair.
All board members concurred.

MOTION: Jason Roberts made a motion to nominate and approve the Infrastructure
Agreement.

Yolanda Spencer seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The meeting was adjourned by Chairman John Beard at 12:10 pm.

Respectfully submitted,

Terree C. McKee / 7/12/2018
Ms. Terree Cooper-McKee, CAPTE Administrative Clerk / Date

Yvette Fields / 7-12-2018
Ms. Yvette Fields, CAPTE Recording Secretary / Date

John Beard / 07/12/2018
Mr. John Beard, CAPTE Board Chair / Date



07/12/2018

Mr. John Beard, CAPTE Board Chair

Date

Central Alabama Partnership for Training and Employment (CAPTE)
Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
February 22, 2018

Board Member Attendees (16): Mary Allbritten, Cassidy Anderson, Lynn Battle, John Beard, Billy Blackman, Willie Chriesman, Matthew Dudley, Yvette Fields, Ben Hamm, Flora Hollis-Williams, David Hornsby, Fred Bart Maddox, Kirk Mancer, Lisa Nichols, Jason Roberts

Alternate Attendees (1): Jason Gibson Proxy for John Hackett

Board Member Absentees (28): Sharon Becker, Keith Brown, Lisa Cooper, Bobby Tom Crowe, Dr. Thomas Ellison, Jimmie Hardee, Nolanda Hatcher-Bearden, David Higgins, Juvenel Levros, Laura McAnany, Rich Metcalf, Joseph Parnell, Johnny Pullen, Jay Reed, Tim Simmons, Jarrod Sims, L'Tryce Slade, Yolanda Spencer, John Stamps, Donnie Stanley, Ronnelle Stewart, Melva Tate, Frank Topping, Walter Turner, Ted VonCannon, Dr. Perry Ward, Jacqueline White, Toni White

Guest Attendees (14): Tammy Wilkerson, Michael Bridier, Angela Williams, Susan Kozlowski, Gwendolyn Ekundayo, Agatha Jones, Amber Courtney, Jarrod Sims, Jason Gibson, Jan Dame, Tina Geckles, Latonya Williams, Melody Whitten, LaWanza Webb

Board Chair, Mr. John Beard called the meeting to order.

He welcomed everyone in attendance just before everyone introduced themselves.
A quorum was established.

The first order of business was the approval of the Board Minutes from August 29, 2017 and November 16, 2017.

MOTION: Ms. Yvette Fields made a motion to approve the minutes for August 29, 2017 and November 16, 2017.

Mr. Ben Hamm seconded the motion

MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was the approval of using Alabama Department of Labor (ALDOL) as a One Stop Operator, Program Year 2018 (PY 18).

MOTION: Mr. Fred Bart Maddox made the motion to approve the Alabama Department of Labor as a One Stop Operator (PY18).

Mr. David Hornsby seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The third item on the agenda was the appointment of new CAPTE Board Members, Billy Blackman and Christine Brown.

MOTION: Mr. Fred Bart Maddox made a motion to appoint Billy Blackman and Christine Brown.
M. Ben Hamm seconded the motion.
THERE BEING NO OTHER NOMINATIONS, BOTH WERE APPOINTED BY UNANIMOUS VOTE.

The fourth item on the agenda was approval of Alternate Board Members.

MOTION: Mr. Billy Blackman made a motion to approve the list Alternates.
Mr. Jason Roberts seconded the motion.
THERE BEING NO OTHER NOMINATIONS, ALL WERE APPROVED BY UNANIMOUS VOTE.

The fifth item on the agenda was Partner Updates.

Ms. Ruby Beezley gave a brief One Stop update.
Ms. Gwendolyn Ekundayo gave a brief update on Adult Education.

The sixth item on the agenda was Program Updates.
Dr. Frederick Hamilton gave a brief update on CAPTE Adult, Dislocated Worker, and Youth Programs.

MOTION: Mr. David Hornsby made a motion to adjourn.
Mr. Ben Hamm seconded the motion.
MEETING ADJOURNED BY MR. JOHN BEARD

Respectfully submitted,

Terree C. McKee / 7/12/2018
Ms. Terree Cooper-Mckee, CAPTE Administrative Clerk / Date

Yvette Fields / 7-12-2018
Ms. Yvette Fields, CAPTE Recording Secretary / Date

Central Alabama Partnership for Training and Employment (CAPTE)
Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
May 17, 2018

Board Member Attendees (22): Mary Allbritten, John Beard, Billy Blackman, Christine Brown, Keith Brown, Willie Chriesman, Matthew Dudley, Yvette Fields, Ben Hamm, Nolanda Bearden-Hatcher, Flora Hollis- Williams, David Hornsby, Fred (Bart) Maddox, Kirk Mancer, Lisa Nichols, Joseph Parnell, Jason Roberts, Yolanda Spencer, John Stamps, Frank Topping, Walter Tuner, Jacqueline White

Alternate Attendees (3): Donna DeLoach Proxy for Ted VonCannon, Jason Gibson Proxy for John Hackett, Thomas Mathis Proxy for Fred (Bart) Maddox

Board Member Absentees (21): Kassidy Anderson, Lynn Battle, Sharon Becker, Lisa Cooper, Bobby Tom Crowe, Dr. Thomas Ellison, Jimmie Hardee, David Higgins, Juvenel Levros, Laura McAnany, Rich Metcalf, Johnny Pullen, Jay Reed, Tim Simmons, Jarrod Sims, L'Tryce Slade, Donnie Stanley, Ronnelle Stewart, Melva Tate, Dr. Perry Ward, Toni White

Guest Attendees (22): Michael Bridier, Ruby Beezley, Danny Cheek, Terree Cooper, Amber Courtney, Jan Dame, Gwendolyn Ekundayo, Tina Geckles, Frederick Hamilton, David Hammond, Octavia Henry, Dennis Hopper, Agatha Jones, Susan Kozlowski, Pamela Mapp, Derek Marshall, Paula Potter, Deborah Sasser, Keith Strother, Paul Sullivan, LaWanza Webb, Angela Williams

Board Chair, Mr. John Beard called the meeting to order at 10:35 am (CDT).

He welcomed everyone in attendance just before everyone introduced themselves.
A quorum was established.

The first order of business was the approval of the Board Minutes from all Program Year 2017 (PY17) CAPTE previous Board Meetings.

No approval was given at this time.

****NOTE -** Dr. Frederick Hamilton stated that there were changes that needed to be made to the minutes in order for them to be accurate and in the format recommended by the State before presenting them for approval. Once these changes have been made they will be reviewed and submitted for approval by the Executive Committee.

The second item on the agenda was the Committee Reports.

Ms. Jacqueline White gave a brief summary detailing the certification criteria for becoming a Comprehensive One-Stop Career Center. The following criteria are in progress but do not prevent certification: One Stop Administration, Responsiveness to Need of Business, Performance, Equal Opportunity Awareness, Physical Accessibility, and Continuous Improvement. The One-Stop Committee recommends approval to recognize the Birmingham Career Center as a Comprehensive One-Stop Career Center.

MOTION: Ms. Jacqueline White made a motion for approval of the Birmingham Career Center as a Comprehensive One-Stop Career Center.

Mr. Fred (Bart) Maddox seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

Ms. Yolanda Spencer stated that there was no report on Accessibility, but all committee members have been identified and confirmed. Meeting dates will be sent out.

Mr. Keith Strother reported that the Youth Committee was established three weeks ago. There were three proposals. There were concerns about the costs so all three were asked to revise their budget and resubmit their proposals. The Youth Committee didn't have time to reconvene and vote on the revised proposals. A meeting with the Youth Committee will be scheduled to get a vote on the proposals in order to recommend them for approval by the Executive Committee.

The third item on the agenda was approval of the CAPTE Budget and Expense Report.

Ms. Octavia Henry went over the CAPTE Budget and stated that all CAPTE funding from the previous year, as well as the carry over funds from the prior program year, are on track to be spent before the start of the new program year which begins July 1, 2018.

MOTION: Mr. Thomas Mathis made a motion to approve the CAPTE budget and expense report.

Ms. Jacqueline White seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fourth item on the agenda was approval of Individual Training Account (ITA) Contracts.

Dr. Frederick Hamilton presented the list of providers needing the Board's approval in order to have contracts in place by July 1st. He stated that they are the same providers from last year with the exception of a few who failed to apply. He stated that other providers could be added later if they are on the State's Eligible Training Provider List (ETPL).

MOTION: Mr. Fred (Bart) Maddox made a motion to approve the list of all thirty one (31) CAPTE Eligible Training Providers.

Ms. Yolanda Spencer seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fifth item on the agenda was approval of On-the-Job Training (OJT) Agreement.

Dr. Frederick Hamilton stated that there's an agreement with the Alabama Department of Labor (ADOL) to pay for OJT expenses incurred during this program year, and plans to establish the same agreement for the upcoming program year.

MOTION: Ms. Yvette Fields made a motion to approve OJT funding in the amount of three hundred thousand dollars (\$300,000).

Mr. Ben Hamm seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

****NOTE:** Amendments to this amount can be made by the full Board or Executive Committee.

Dr. Frederick Hamilton stated that if modifications were needed, it would need to be done at least 50 thousand dollars (\$50,000) before exhaustion to allow time for approval.

The sixth item on the agenda was Board Resignations and Appointments.

Dr. Frederick Hamilton presented the list of Chief Local Elected Official (CLEO) Appointments to the CAPTE Board. A list of seven members who have resigned or left their positions and their replacements was provided.

****NOTE: No actions are required from the Board since the CLEO's are required to make the appointments.**

The seventh item on the agenda was modification to the Bylaws.

The modification is to add language to Article 7, section 6. It states "The Recording Secretary shall keep or cause to be kept, minutes at meetings of the Board or Executive Committee. The Board staff will provide support in this area." This is recommended language by the State that allows for CAPTE staff to record and type out the minutes.

MOTION: Mr. Jason Roberts made a motion to modify the language in the Bylaws.

Ms. Christine Brown seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

****NOTE: Mr. John Beard stated that there were some suggestions to eliminate a portion of Article 4, Vacancies and Removal section of the Bylaws. He also expressed the importance of attendance of Board members or having a Proxy to attend as an alternate. The Proxy has to be submitted to and approved by the Executive Committee.**

The eighth item on the agenda was Program Updates.

Dr. Frederick Hamilton gave a brief review of program performance. He stated that the program is doing well and has exceeded some of the goals established by the State. CAPTE has 51 participants that have become employed. He stated that the program received grant funds late this year and that he expects the number of (participants employed) to double after a full year of funding. He announced the development of CAPTE's website that is currently in the making and should be complete in 3-5 weeks. He also expressed the importance of getting contracts approved by July 1, 2018.

Other items discussed were:

1. Unifying the program by using the same forms and procedures so that clients will have the same experience at each center.
2. Working harder to efficiently serve both clients and businesses.
3. Advertising

Last on the agenda was New Business.

Ms. Jacqueline White suggested that we implement the use of name tents during meetings to help those in attendance familiarize themselves with others in attendance and to make it easier for the person taking the minutes.

MOTION: Mr. Fred (Bart) Maddox made a motion to adjourn.

Mr. Ben Hamm seconded the motion.

MEETING ADJOURNED AT APPROXIMATELY 12:36 pm.

Respectfully submitted,

Terree C McKee / 7/12/2018
Ms. Terree Cooper-McKee, CAPTE Administrative Clerk Date

Yvette Fields / 7-12-2018
Ms. Yvette Fields, CAPTE Recording Secretary Date

[Signature] / 07/12/2018
Mr. John Beard, CAPTE Board Chair Date