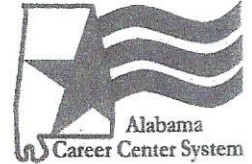




Central Alabama Partnership for Training and Employment



**Central Alabama Partnership for Training and Employment (CAPTE)
Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
Board Minutes (August 30, 2018)**

Board Member Attendees (25): Mary Allbritten, John Beard, Christine Brown, Keith Brown, Willie Chriesman, Matthew Dudley, Brian Duncan, Dr. Thomas Ellison, Yvette Fields, John Hackett, Ben Hamm, Flora Hollis- Williams, David Hornsby, Fred (Bart) Maddox, Kirk Mancera, Lisa Nichols, Dr. Kristie Rankin, Jason Roberts, Jarrod Sims, Yolanda Spencer, John Stamps, Melva Tate, Frank Topping, Walter Turner, and Jacqueline White.

Alternate Attendees (0):

Board Member Absentees (22): Kassidy Anderson, Lynn Battle, Sharon Becker, Nolanda Bearden-Hatcher, Billy Blackman, Lisa Cooper, Bobby Tom Crowe, Jimmie Hardee, David Higgins, Juvenel Levros, Laura Mc Anany, Rich Metcalf, Joseph Parnell, Johnny Pullen, Jay Reed, Tim Simmons, L'Tryce Slade, Donnie Stanley, ~~Ronnelle Stewart~~, Ted Von Cannon, Dr. Perry Ward, and Toni White.

Guest Attendees (30): Michael Bridier, Ruby Beezley, Danny Cheek, Terree Cooper, Amber Courtney, Jan Dame, Alex Dudchock, Tina Geckles, Frederick Hamilton, Rachel Harmon, Octavia Henry, Dennis Hopper, Susan Kozlowski, A C Leggett, Monica Mayfield, Pamela Mapp, Derek Marshall, Thomas Mathis, Yvonne Murphy, Darrell O'Quinn, Paula Potter, Deborah Sasser, Keith Strother, Paul Sullivan, Todd Walker, Dave Wells, LaWanza Webb, Melody Whitten, Angela Williams, and LaTonya Williams.


Board Chair, Mr. John Beard called the meeting to order at 11:07 am (CDT).

The Chair welcomed everyone in attendance and asked them to introduce themselves.

There was no special guest in attendance.

Lunch was served at 11:12 a.m. (CDT).

BIRMINGHAM CAREER CENTER
3216 4TH AVENUE SOUTH, BIRMINGHAM, ALABAMA 35222
TELEPHONE: (205) 582-5200

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The meeting was re-adjoined at 11:33 a.m. (CDT).

A quorum was established.

The first order of business was approval of the Board Minutes from May 17, 2018 Board Meeting.

John Beard gave a brief summary of the minutes from July 12, 2018 Executive Board meeting. Board members Matthew Dudley, Ben Hamm and Mary Allbritten had questions and concerns about the amended Bylaws.

Motion: Fred B. Maddox made the motion for Approval of Minutes.

Dr. Thomas Ellison seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The second item on the agenda was replacement of the Recording Secretary.

John Beard summarized the Executive Board meeting on August 30, 2018 at 10:30 a.m. He stated several people agreed to be the Recording Secretary to include Christine Brown from Chilton County's Jefferson State Community College Conference Center and Lisa Nichols Administrator of St. Vincent in Pell City who serves on the Youth Committee.

In maintaining compliance with the Bylaws, the Executive Committee recommended Lisa Nichols as Recording Secretary.

Motion: Jason Roberts made a motion for approval for Lisa Nichols as Recording Secretary.

Dr. Thomas Ellison seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The third item on the agenda was the Annual Calendar.

John Beard went over the approved quarterly meetings consistent with the Bylaws for November 15, 2018, February 21, 2019, May 16, 2019 and August 20, 2019 assuming the meeting times would be from 11:00 a.m. to 1:00 p.m. with lunch being served. Frederick Hamilton and John Beard discussed having meetings at other locations and counties.

Motion: Kirk Mancer made a motion for approval of Annual Calendar.

Ben Hamm seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The fourth item on the agenda was approval of Jasper, Alabaster, and Pell City's One Stop Certification.

Jacqueline White summarized the results from the One Stop Certification Assessments for Alabaster, Jasper, and Pell City. Board Members had been emailed and received copies during the Board meeting of the results from the One Stop Certification Assessments. The Alabaster, Jasper, and Pell City's One Stop Centers were assessed by the Review Team to meet the minimum certification requirements of the WIOA regulations. Jacqueline White and Keith Strother stated Board members will receive updates on the progress of the assessment of Centers that did not meet minimum requirements. Keith Strother said there will be a follow up in 6 months due to structural issues.

On July 13, 2018, the Alabaster One Stop met the minimum requirements from the WIOA Board

Motion: Kirk Mancer made a motion for approval of the Alabaster One Stop Certification Assessment.

Jason Roberts second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

On July 20, 2018, the Jasper One Stop met the minimum requirements from the WIOA Board

Motion: Fred B. Maddox made a motion for approval of the Jasper One Stop Certification Assessment.

David Hornsby seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

On August 23, 2018, the Pell City One Stop met the minimum requirements from the WIOA Board.

Motion: Dr. Thomas Ellison made a motion for approval of the Pell City One Stop Certification Assessment.

David Hornsby seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The fifth item on the agenda was the CAPTE Budget.

Octavia Henry went over the recommended budget items for CAPTE Budget for PY 18 and carry over funds from the prior Program Year. Ms. Henry stated all funds were spent and no money was de-obligated back to the State Commerce. All Board members present received a copy of the CAPTE budget breakdown for July 1, 2017-June 30, 2018. Total budget for CAPTE is \$5,534,162.00 and funds must be used by June 30, 2020.

Motion: Jason Roberts made a motion for approval of the CAPTE Budget
John Hackett second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The sixth item on the agenda was the CAPTE Performance.

Keith Strother went over the year end Performance Measures and Measurable Skill Gains for the Adult, Dislocated Worker and Youth programs. Mr. Strothers stated the Performance Numbers CAPTE is doing well and exceeding its goals, but there's room for improvement.

Motion: David Hornsby made a motion to approve CAPTE Performance
Fred B. Maddox seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The seventh item on the agenda was the CAPTE On the Job Training (OJT) Program.

Michael Bridier gave a brief summary of the high points of the OJT program and a list of open OJT contracts for Walker, Blount, Jefferson and Shelby County counties. Obligated funds for OJT adult is slightly under \$136,000.00; the Dislocated Worker is slightly over \$8,000.00; and Youth slightly under \$4,000.00.

The eighth item on agenda was the CNC Machinist Certified Apprenticeship Program.

Susan Kozlowski gave a brief summary of the new 4 year CNC Machinist Apprenticeship program approved at Lawson State College.

The ninth item on agenda was the Career Center Report.

In the absence of Ruby Beezley, Tina Geckles went over the Career Center numbers for PY 17 for individuals enrolled in the Title 1 Training and current numbers for individuals that started training July 1, 2018 for Alabaster, Jefferson, Jasper and Pell City. Ms. Geckles stated there was not an approval from the State for online medical billing and coding classes.

The tenth item on the agenda was CAPTE Success Stories.

CAPTE Supervisor LaWanza Webb and Career Center Managers Susan Kozlowski, LaTonya Williams and Angela Williams shared success stories about a student from each office.

John Beard asked to skip concerns and comments.

The eleventh item on the agenda was Program Update. Dr. Frederick Hamilton summarized program expenditures, Performance Measures; and the proposed new CAPTE website. He also recapped concerns expressed about the Bylaws and Board members will be kept updated. A meeting will be scheduled to speak with the Youth Committee to discuss adding an additional Youth Provider.

Before adjournment, John Beard recapped the meeting.

Motion: Dr. Thomas Ellison made a motion to adjourn
Willie Chriesman seconded the motion.

MEETING ADJOURNED AT 1:35 p.m.

Ms. Monica Mayfield, CAPTE Administrative Clerk,

Date

Ms. Lisa Nichols, CAPTE Recording Secretary,

Date

Mr. John Beard, CAPTE Board Chair,

Date

Central Alabama Partnership for Training and Employment (CAPTE)

Area 4 Board Meeting

Pelham Civic Center

500 Amphitheater Road, Pelham, AL 35124 November 15, 2018

Board Member Attendees (20): Mary Allbritten, Lynn Battle, John Beard, Billy Blackman, Christine Brown, Ted Von Cannon, Josh Carpenter, Willie Chriesman, Matthew Dudley, Dr. Thomas Ellison, Yvette Fields, John Hackett, Nolanda Hatcher, David Higgins, Kirk Mancer, Lisa Nichols, Kristie Rankin, Jason Roberts, Yolanda Spencer and Melva Tate

Alternate Attendees (3): Guin Robinson for Keith Brown, Dorothy Henry for Dr. Perry Ward and Ty Evans for Jacqueline White

Board Member Absentees (21): Kassidy Anderson, Sharon Becker, Keith Brown, Brian Duncan, Ben Hamm, Flora Hollis-Williams, David Hornsby, Fred Maddox, Laura McAnany, Rich Metcalf, Joseph Parnell, Johnny Pullen, Jay Reed, Wendy Roberts, L'Tryce Slade, John Stamps, Jarrod Syms, Frank Topping, Walter Turner, Dr. Perry Ward and Jacqueline White.

Guest Attendees (23): Ruby Beezley, Danny Cheeks, Tina Geckles, Frederick Hamilton, Rachel Harmon, Dr. John Henry, Octavia Henry, Tommy Hobbs, Agatha Jones, Susan Kozlowski, Pamela Mapp, Derek Marshall, Eddie Martin, Monica Mayfield, Kevin Mdwjan, Shanavic Moore, Yvonne Murry, Paula Potter, Tawanna Robinson, Keith Strother, Paul Sullivan, Melody Whitten and Angela Williams.

Board Chair, Mr. John Beard called the meeting to order at 11:00 am (CDT)

The Board Chair welcomed everyone in attendance

Lunch was served at 11:05 a.m. (CDT)

The board meeting re-convened at 11:22 a.m. (CDT)

A quorum was established

Board Chair, Mr. John Beard recognized guest John Henry, Chief Financial Officer (CFO) for Jefferson County. And a special recognition to Kirk Mancer for working with the board to come to Pelham, Alabama to be able to move our meetings around.

The first order of business was approval of the board minutes from August 30, 2018 CAPTE Board meeting. Recording Secretary Lisa Nichols discussed the four (4) board members listed as alternates that resigned and their names will be removed from the list: Jimmie Hardee, Juvenel Levros, Johnny Pullen and Ronnelle Stewart.

Motion: John Hackett made a motion for Approval of Minutes.

Dr. Thomas Ellison second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The second item on the agenda was the Chief Local Elective Officials (CLEO) Update.

Frederick Hamilton discussed the November 8, 2018 conference call with the CLEO about the Workforce Innovative Opportunity Act (WIOA) Board. He stated WIOA Act requirements and current vacancies on the board. CLEO is currently discussing a replacement for Ronnell Stewart and Juvenel Levros who resigned and a name should be given no later than the first of the week. Mr. Parker of Shelby County wants to add Yvonne Murray to the board under the Government and Economic Development Section and an approval to appoint Yvonne Murray was given on November 15, 2018. A meeting was agreed for December 10, 2018 at the Birmingham Career Center for all CLEO to have a discussion about Workforce Development. As soon as responses are received, they will be sent via email.

The third item on the agenda was approval of Increasing the On the Job Training (OJT) Contract with the Alabama Department of Labor (ADOL)

Ruby Beezley discussed increasing the allocation for the OJT contract from \$300,000.00 to \$700,000.00. The wage contract for OJT can't be written for less than \$9.00 an hour in a rural area and not less than ten dollars \$10.00 an hour in a metropolitan area unless were able to write a letter of wavier and show that a prevailing wage in a metropolitan area might be \$9.50 an hour. Program year (PY) for this program is July 1-June 30.

Motion: Jason Roberts made a motion for approval of increasing the

OJT contract from \$300,000.00 to \$700, 000.00

Kirk Mancer second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The fourth item on the agenda for approval was to increase the Individual Training Agreement (ITA) Directive maximum amount, within the CAPTE Region from \$13,000.00 to nineteen thousand dollars \$19,000.00.

Keith Strother discussed increasing tuition costs of local area training providers from the maximum \$13,000.00 to \$19,000.00. In order to ensure that CAPTE training participants has the necessary resources to complete training and secure employment. Participants that are approved for an ITA through Workforce Innovation and Opportunity Act (WIOA) program do not qualify for the maximum amount. WIOA mandate is only for two (2) year programs.

Motion: Dr. Thomas Ellison made the motion for approval to increase the ITA Directive for CAPTE Region from the maximum thirteen thousand \$13,000.00 a year to nineteen thousand \$19,000.00 a year. Lynn Battle seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The fifth item on the agenda was to have the Board accept the CAPTE Annual Report as is or with modification.

Keith Strother went over the CAPTE Annual Report that is required to be submitted at the end of each program year. This report covers PY July 1, 2017-June 30, 2018. Because WIOA is kind of new, this report is based on guidance from the Training and Employment Guidance Letter (TEGL) 2015. The Department of Labor (DOL) had not submitted a new TEGL with guidance for the new report under WIOA so the state was not able to issue a new directive completing the annual report. Any changes made to the report, Board members will be notified via email.

Motion: Dr. Thomas Ellison made a motion to accept the CAPTE

Annual Report as submitted, subject to any modifications.

David Higgins second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The sixth item on the agenda was CAPTE Supportive Services

Keith Strother discussed the request for proposal (RFP) and Supportive Service policy. The limit on the RFP is \$700,000.00 for the CAPTE region for services and the cost of providing the service. Staff is drafting a Supportive Service Policy and RFP. The RFP will go out sometime next month and the board will have the opportunity to review. The RFP and Supportive Service policy will be drafted and provided to the board for comments and subsequently through a special meeting or Executive Board meeting for approval. A Supportive Service contract is open to anyone who wants to bid and have the capacity to provide services, spend the money and get reimbursed.

The seventh item on the agenda was Proposed Youth Provider Request for Proposal

David Higgins, Chair of Youth Committee gave an update on the youth RFP that was submitted and approved vendor Dannon Project to implement some training. The committee received good responses but, the final applicants were limited.

It's important to serve all six (6) counties (Blount, Chilton, Jefferson, Shelby, St. Clair, Walker) and necessary to reach a broader audience, so were proposing to put out another RFP for a short program. A strategic plan will be put in place to have several agencies to be able to serve all six (6) counties and do the work that's placed in the RFP. A RFP will be released shortly, reviewed and approved.

The eight item on the agenda was the Financial Update

Octavia Henry explained the financial allocation for this program year (PY).

The full allocation is 10,580,844.97. There was \$230,848.00 in incentives funds that's an addition to the full allocated amount received August. Further, Ms. Henry reported \$2,606,810.11 was allocated to the Adult program; \$2,956,344.86 was allocated to Youth Program; \$5,017,690.00 is allocated to the Dislocated Worker. There is \$4,311,034.97 in roll over funds that have to be spent by June 30, 2019.

As of October 31, 2018, \$541,704.35) has been spent on the Adult program; \$156,964.55) has been spent on Dislocated Workers; and \$114,116.54) has been spent on Youth funds.

The total funds spent as of October 31, 2018 is (\$812,785.44) and those funds were taken from the rollover funds. CAPTE has to spend \$3,498,249.53) by June 30, 2019 in order not to obligate any money back to the state.

Motion: Josh Carpenter made a motion to accept the financial Update.

David Higgins second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The ninth item on the agenda was the Proposed Administrative Plan

Frederick Hamilton discussed proposing an Aggressive Outreach Program for the region to help increase traffic flow in the career centers due to historic low unemployment rates. After the Thanksgiving holiday, the staff will be meeting with a Marketing Professional Developer for brochures pertaining to the Adult and Dislocated Worker programs that describes the program and eligibility requirement.

The staff will develop will meet with a marketing firm to discuss the development of a OJT brochure.

He mentioned the CAPTE website has been launched and the website address is: www.mycapte.org.

Further, it was stated the Adult, Dislocated Worker and Youth (ITA) or Individual Training Agreement programs will be over seen by Ms. LaWanza Webb. Ms. LaWanza Webb will be working with the eligible training providers to complete their contracts; reviewing agreements and revising forms as necessary; reviewing contract numbers for Alaworks and (AJL) Alabama Job Link, creating and providing ITA and OJT contract agreement numbers; approving ITA's and ITA's budgets; creating requisition cover sheets for accountants; creating procedures for handling the ITA's; and assisting with monitoring the program.

As it relates to the OJT program Jefferson County is no longer under Receivership and our contracts will now be processed faster. Jefferson County will use the Job Developers, Ms. Anthoneria McElroy and Ms. Sonya King who have similar titles to the (BSR) Business Service Representative to promote the program.

The Job Developers will be over seen by Ms. Pamela Mapp. CAPTE is proposing a regional strategy which is already in process with the assistance of Birmingham Business Alliance (BBA), Central Six and Dr. Carpenter of Economic Development with the City of Birmingham to have employers from each county to attend workshops and employers who have already worked with the OJT program to come talk about the success of using the OJT program.

Mr. David Hornsby of Hornsby Steel has agreed to come and talk about the success of using the OJT program. Target industries will be Healthcare, Advance Manufacturing, Logistics, Construction and Distribution and Warehouse.

Monitoring will remain the same with Paula Lee Potter monitoring the eligible training and youth providers. The One Stop Committee will monitor the career centers and Akira Byrd-Auditor will monitor the fiscal.

The CAPTE financial management staff will continue to process pay requisitions for eligible providers and youth providers, process financial federal reports (FFR) and Ms. Henry and Ms. Jones will continue to oversee the monitoring. CFO, Mr. John Henry and Frederick Hamilton have discussed various ways with Jefferson County legal department on how contracts will no longer have to go to the Commission for approval once the board have approve contracts.

Before adjournment, Mr. John Beard summarized the meeting and asked Jason Roberts of Central Six and board member for St. Clair Economic Development to expound on activities with Central Six. Officers for the CAPTE board will be elected in August 2019.

Motion: David Higgins made a motion to adjourn.

Dr. Thomas Ellison second the motion.

MEETING ADJOURNED AT 12:47 PM

Ms. Monica Mayfield, CAPTE Administrative Clerk,

Date

Ms. Lisa Nichols, CAPTE Recording Secretary,

Date

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
June 4, 2019

Board Member Attendees (15): Mary Allbritten, John Beard, Matthew Dudley, Thomas Ellison, Yvette Fields, David Higgins, Flora Hollis-Williams, Kirk Mancer, Kristie Rankin, Yolanda Spencer, Melva Tate, Shelia Tyson, Ted VonCannon, Jacqueline White, Melody Whitten

Alternates (4): Guin Robinson, Rachel Harmon, Shanavia Moore, Dorothy Henry

Board Member Absentees (29): Kassidy Anderson, Lynn Battle, Sharon Becker, Bill Blackmon, Christine Brown, Keith Brown, Josh Carpenter, Willie Chriesman, Phillip Cleveland, Brian Duncan, Jason Goodgame, John Hackett, Ben Hamm, Nolanda Hatcher-Bearden, David Hornsby, Allen Howell, Fred Maddox, Rich Metcalf, Lisa Nichols, Joseph Parnell, Jay Reed, Jason Roberts, Wendy Roberts, Jarrod Sims, John Stamps, L'Tryce Slade, Frank Topping, Walter Turner, Perry Ward

Guest Attendees (21): Susan Kozlowski, Angela Williams, Michael Bridier, Sonya King, Toni McElroy, Paula Leeth-Potter, Terree Cooper, Monica Mayfield, Octavia Henry, Danny Cheeks, Lyntrel Bloxom, LaWanza Webb, Pamela Mapp, Nigel Roberts, Jimmy Stevenson, Kerry Pruitt, LaTonya Williams, Alicia Anderson, Deborah Sasser, John Henry, Keith Strother

Board Chair, Mr. John Beard called the meeting to order @ 1:05 PM.

He welcomed everyone in attendance. A quorum was established.

The first item on the agenda was the approval of May 16, 2019 Board meeting minutes.

MOTION: Ms. Jacqueline White made a motion to approve the minutes from May16, 2019.

Ms. Shelia Tyson seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was the CAPTE update.

Mr. Nigel Roberts gave a brief update on performance measures for the third quarter of Program Year 2018 (PY18). The Adult, Dislocated Worker, and Youth Programs are meeting and exceeding performance goals. A copy of PY18 Quarter 3 Performance Report was included in folders provided to all in attendance.

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

Ms. LaWanza Webb presented Directive 1.18.2, Directive 1.21.1, and Directive 8.17.2 as recommended by all CAPTE managers. These Directives will make it possible for more clients to be eligible for services. Printed copies were included in folders provided to all in attendance.

- **Directive 1.18.2** – Adoption of the Individual Training Account (ITA) cost limitations for use in the Central Alabama Partnership for Training and Employment (CAPTE) local area.
(This action will increase the maximum amount of an ITA within the CAPTE Region from \$19,000 (Nineteen Thousand Dollars) to \$20,000 (Twenty Thousand Dollars).
- **Directive 1.21.1** – Test of Adult Basic Education (TABE) Locator 11/12.
(Participants must score on either level “M”, “D”, or “A”, in order to pass the TABE assessment.)
- **Directive 8.17.2** – Adult Participants Lower Living Standard Income Level (LLSIL)
(This action increases the maximum allowable income level of adult participants from its current level of 150 % to 200% of the LLSIL.

MOTION: Mr. Thomas Ellison made a motion to approve Directive 1.18.2 as revised.
Ms. Shelia Tyson seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

MOTION: Ms. Yolanda Spencer made a motion to adopt Directive 1.21.1 as submitted.
Ms. Shelia Tyson seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

MOTION: Ms. Melody Whitten made a motion to approve Directive 8.17.2
Mr. David Higgins seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fourth item on the agenda was the Youth Committee Sub-Committee report.

Mr. David Higgins declined to give a report due to conflict of interest. Ms. Pamela Mapp presented The Dannon Project- renewal proposal summary and past performance measures. She also addressed Request for Proposals (RFP) for United Ability, Psalms Books, Dynamic Education Systems, Inc. (DESI).

MOTION: Ms. Sheila Tyson made a motion to approve the Dannon Agreement Renewal.
Ms. Melba Tate seconded the motion.

Mr. David Higgins abstained.

Mr. Guin Robinson recused himself.

MOTION APPROVED BY UNANIMOUS VOTE.

MOTION: Ms. Kristie Rankin made a motion to accept the Committee's recommendation to approve United Ability Agreement.
Ms. Sheila Tyson Seconded the motion.
Mr. David Higgins abstained.
MOTION APPROVED BY UNANIMOUS VOTE.

The fifth order of business was the 2019 Alabama Department of Commerce Grant Agreement.


Mr. Keith Strother gave brief details about the Local Workforce Development Area 4 Plan. He stated that the only change to the plan was the addition of servicing In-School Youth.

MOTION: Mr. Thomas Ellison made a motion to adopt the Grant Agreement as submitted.
Ms. Sheila Tyson seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

Other Business--Next meeting August 15, 2019 (2019 Annual Meeting) Birmingham Career Center @ 11:30 AM.


The meeting was adjourned by Chairman John Beard @ 2:10 PM.

Respectfully submitted,



Ms. Terree Cooper-McKee, CAPTE Administrative Clerk / 08/15/2019
Date

Ms. Lisa Nichols, CAPTE Recording Secretary / Date



Mr. John Beard, CAPTE Board Chair / 08/15/2019
Date

Central Alabama Partnership for Training and Employment (CAPTE) Area 4 Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
May 16, 2019

Board Member Attendees (26): Mary Allbritten, Lynn Battle, John Beard, Bill Blackman, Christine Brown, Keith Brown, Willie Chriesman, Phillip Cleveland, Matthew Dudley, Dr. Thomas Ellison, Yvette Fields, John Hackett, Nolanda Hatcher, Ben Hamm, David Higgins, David Hornsby, Allen Howell, Fred (Bart) Maddox, Kirk Mancer, Lisa Nichols, Dr. Kristie Rankin, Jason Roberts, L'Tryce Slade, Shelia Tyson, Jacqueline White, Melody Whitten

Alternate Attendees (2): Dorothy Henry, Shanavia Moore

Board Member Absentees (18): Cassidy Anderson, Sharon Becker, Josh Carpenter, Brian Duncan, Jason Goodgame, Flora Hollis-Williams, Rich Metcalf, Joseph Parnell, Jay Reed, Wendy Roberts, Jarrod Sims, Yolanda Spencer, John Stamps, Melva Tate, Frank Topping, Walter Tuner, Ted VonCannon, Dr. Perry Ward

Guest Attendees (24): Ruby Beezley, Michael Bridier, Danny Cheek, Elizabeth Clark, Jane Dame, John Henry, Octavia Henry, Kristen Holder, Agatha Jones, Susan Kozlowski, Pamela Mapp, Derek Marshall, Monica Mayfield, Pam Price, Amber Reno, Nigel Roberts, Tawanna Robinson, Michelle Rodrigues, Strother, Keith, Paul Sullivan, Taja Traylor, LaWanza Webb, Angela Williams, LaTonya Williams

Board Chairman, John Beard called the meeting to order at 11:00 am (CDT) and welcomed everyone in attendance.

A quorum was established.

The first order of business was the approval of the CAPTE Board Minutes for February 21, 2019.

Motion: Christine Brown made the motion for approval of minutes.

Lynn Battle seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The second order of business on the agenda was CAPTE Directives 1.18.2 Individual Training Account (ITA) Cost Limitations, 1.20 Grade Level Scores for ITA Participants and 1.21.2 Test of Adult Basic Education (TABE) Locator 11/12.

Motion: Jacqueline White made a motion to table Directive 1.18.2 for further discussion with the One Stop Committee and bring recommendations

back to the CAPTE Board by June 30, 2019.

Dr. Thomas Ellison second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

Motion: Bill Blackmon made a motion to table Directives 1.20 and 1.21.2 for further discussion with the One Stop Committee and bring recommendations back to the CAPTE Board by June 30, 2019

Dr. Tom Ellison second the motion

MOTION APPROVED BY UNANIMOUS VOTE

Board Chair, John Beard stated a full board meeting would be called prior to the end of June, if a quorum is not present for the full board meeting, the Executive Committee in the absence of the board will review the directives and vote.

The third order of business on the agenda was the Youth Committee Report.

The Youth Committee recommended the board to fund United Ability in the amount of \$288,000.00 and The Dannon Project in the amount of \$521,000.00 for program year (PY) 19.

Motion: Melody Whitten made a motion to table the vote to approve funding for United Ability and The Dannon Project until the full board receive narratives for program funding.

Matthew Dudley second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

Several board members requested narratives on the programs recommended for funding and performance, budget and documentation on the other programs that weren't approved for funding and why. Board Chair, John Beard stated, program narratives, budget, performance, measures, participant numbers, retention rate and success rate will be emailed to board members as applicable to program providers.

The fourth item on the agenda was the Accessibility Report

The Accessibility Committee hosted an Assistive Technology Workshop on April 17, 2019 at the Birmingham Career Center. The training addressed the physical, sensory, cognitive, and psychosocial aspects of any barriers to services, programs and activities. The committee recommended continuing training through Alabama Department of Rehabilitation and

partnership meetings to ensure all staff have basic knowledge of how to work with individuals with disabilities.

The Fifth item on the agenda was the CAPTE Financial Report

Octavia Henry stated, as of April 30, 2019, the total funds allocated for PY 2017-2018 was \$5,930,076.00 and the total amount spent was \$4,517,072.51 leaving a balance of \$1,413,003.49 which is anticipated to be depleted by June 30, 2019 by the on the job training (OJT), individual training accounts (ITA), program, youth and administration. Funds have been allocated for PY 2018-2019 is \$6,274,668.00.

A board member requested that a report on the administrative category and the budget be presented at the next board meeting.

The sixth item on the agenda was the Director's Report

CAPTE eligible training provider's automatic renewals will be effective July 1, 2019. The OJT contract, was amended from \$750,000.00 to \$1,500,000.00. The amended OJT contract was submitted to the commission for approval a week prior to the board meeting.

The Alabama Department of Labor Workforce One Stop Operator agreement for \$1,336,632.00 for other career centers, staff and travel was submitted for approval to the commission.

Other Business:

Board Chairman, John Beard stated new officers would be elected at the annual CAPTE meeting in August. Mr. Beard, explained the process of selecting new officers. Mr. Beard further stated that the CAPTE bylaws were located at www.mycapte.org. Mr. Beard noted that he would appoint a 4 member nominating committee and Jason Roberts agreed to be the chairman.

Motion to Adjourn

Motion: Kirk Mancer made a motion to adjourn.

Nolanda Hatcher second the motion.

MOTION APPROVED BY UNANIMOUS VOTE

MEETING ADJOURNED AT 1:30 PM

Ms. Monica Mayfield, CAPTE Administrative Clerk

Date

Ms. Lisa Nichols, CAPTE Recording Secretary

Date

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 21, 2019**

Board Member Attendees (24): Mary Allbritten, John Beard, Billy Blackmon, Joseph Carpenter, Christine Brown, Keith Brown, Philip Cleveland, Willie Chriesman, Matthew Dudley, Dorothy Henry, Tom Ellison, Jason Goodgame, Nolanda Hatcher, David Hornsby, Lisa Nichols, Kristie Rankin, Jason Roberts, L'Tryce Slade, Melva Tate, Sheila Tyson, Walter Tuner, Todd Walker, Jacqueline White, Melody Whitten.

Alternate Attendees (3): Donna DeLoach (Ted Von Cannon), Charles Hammett (Yvette Fields), Bobbi Stephenson (Yolanda Spencer).

Board Member Absentees (18): Ben Hamm, Flora Hollis-Williams, Fred (Bart) Maddox, Kirk Mancer, Joseph Parnell, John Stamps, Frank Topping, Yvonne Murray, Perry Ward, Wendy Roberts, Donnie Stanley, Tim Simmons, Allen Howell, David Higgins, Laura McAnany, Kassidy Anderson, Sharon Becker.

Guest Attendees (25): Michael Bridier, Ruby Beezley, Danny Cheek, Terree Cooper, Jan Dame, Tina Geckles, Frederick Hamilton, Agatha Jones, Susan Kozlowski, Pamela Mapp, Derek Marshall, Deborah Sasser, Keith Strother, Paul Sullivan, LaWanza Webb, Lyntrel Bloxom, Rachel Hermon, Kerri Pruitt, Takisha Alvis, Eddie Martin, Monica Mayfield, Jennifer Reid, Margaret Butler, Antigua Cleggett, Kristen Holder.

Board Chair, Mr. John Beard called the meeting to order at 11:30 am (CDT).
He welcomed everyone in attendance just before everyone introduced themselves.

A quorum was established.

1. The first order of business was the approval of the agenda.

****NOTE** - Mr. John Beard had one (1) request for an addition to be made to the agenda. He stated that Ms. Yvonne Murray would be resigning after the meeting in progress, (February 21, 2019). Ms. Murray appointed Ms. Melody Whitten to be her alternate in order to help reach a quorum.

Motion: Mr. Josh Carpenter made a motion to approve the appointment of Melody Whitten as proxy to Ms. Yvonne Murray. Jason Roberts seconded the motion.

The motion was approved by unanimous vote.

Motion for approval of the agenda: Mr. Thomas Ellison made a motion to approve the agenda. Ms. Nolanda Hatcher-Bearden seconded the motion.
Motion was approved unanimous.

2. The second order of business was the approval of November 15, 2018 Board Meeting Minutes.

Motion: Mr. Thomas Ellison made a motion to approve the Board Meeting Minutes from November 15, 2018.

Christine Brown seconded the motion.

Motion was approved unanimous.

****NOTE** - A copy of the minutes from January 14, 2019 Executive Committee Meeting was provided for informational purposes. Mr. Beard stated that an attendance correction needed to be made. Ms. Mary Allbritten was listed as an Executive Committee Member Attendee. She is not on the Executive Committee at this time and should have been listed only as an Attendee. This action would not affect the quorum due to the attendance of one third of the Committee (John Beard, David Higgins and Yolanda Spencer).

Mr. Beard gave a short briefing of the January 14th Executive Committee's motion to rescind and reissue the Request for Proposal (RFP) for Supportive Services for July 1, 2019. That motion was approved by the Executive Committee on January 14, 2019. Some board members had questions and concerns about not having a contract for supportive services available. Ruby Beezley explained that even though there was no contract in place for supportive services other services that are not provided directly through a RFP were available through other partner agencies to help with things like child care services and other services to assist clients with becoming job ready.

3. The third order of business was approval of Alabama Department of Labor (ADOL) as One Stop Operator.

Mr. Frederick Hamilton gave details of the agreement with ADOL to operate as a One Stop facility. The agreement is renewable up to three (3) years. It was renewed for the second year last year and need approval from the Board for approval for the upcoming Program Year. It is a "no-cost" agreement geared to provide job readiness, and job acquisitions. It also provides follow-up services to the Youth, Dislocated Worker, and Adult Programs. The agreement needs the Board's approval to enter into the final year with ADOL as a One Stop Operator.

Mr. Phillip Cleveland (new Board member from Blount County) stated that Blount County does not have a One Stop facility and he would like to see added to Blount County. Mr. John Beard stated that activities are underway to have a full service One Stop in Blount County. Ms. Ruby Beezley stated that they are working with the Community College on their Technical Campus in Blount County and are preparing to build in Oneonta. They will be providing Alabama Industrial Development Training (AIDT), Economic Development Council, and Oneonta Career Center located within the building.

Motion: Ms. Mary Allbritten made a motion to approve Alabama Department of Labor (ADOL) as One Stop Operator

Mr. Walter Turner seconded the motion.

The motion was approved by unanimous vote.

4. The fourth order of business was Sector Strategies & Partnership with Central Six.

Ms. Antigua Cleggett, Executive Director for Central Six Alabama Works gave a brief description of the services provided by her office. Alabama Works role is twofold. Alabama Works is primarily dedicated to industries and very active with getting results for industries. This is done through Industry Sector Partnerships. Industries are invited to talk about what their issues are in order to find workforce solutions to those issues. That information is passed on to the job seeker by working with the Community Colleges to address those concerns by providing better training programs. Also working with K12 students and exposing them to careers that are in demand.

Ms. Kristen Holder, Central Six Alabama Works Industry Cluster Coordinator, gave details on how Industry Sector Partnerships can support one another and CAPTE by providing workforce solutions.

Mr. John Beard was appreciative of the Birmingham Business Alliance and Samford University for their support and making their conference room available for the clusters to meet. He also spoke about "Build it Together." A program funded by the Community Foundation of Greater Birmingham. The money pays for a study which involves Central Six and Birmingham Business Alliance. From this activity, the Build it Together Council was formed. Mr. Beard asked for a motion that would authorize Mr. Frederick Hamilton to enter into a Memorandum of Understanding with the Council in order to become efficiently integrated.

Motion: Ms. Nolanda Hatcher made a motion to negotiate the Memorandum of Understanding (MOU) appointing Frederick Hamilton as the representative to come up with a MOU and bring it back to the Board for approval.

Mr. David Hornsby seconded the motion.

Motion was approved by unanimous vote.

5. The fifth order of business was One Stop Accessibility Report.

Ms. Jacqueline White gave a brief report on the One Stop Committee's Report from February 21, 2019. The One Stop Committee met with the Accessibility Committee on February 7, 2019 to review and discuss Region 4 Career Center Assessments conducted by Dr. Graham Sisson. This assessment addressed physical barriers and programmatic areas that were not in compliance according to the American with Disabilities (ADA) of 1990. The One Stop Committee revisited: Birmingham, Jasper, and Alabaster One Stop Centers. A revisit is scheduled for Pell City on February 26, 2019. Findings thus far are:

- All Centers visited have shown some changes or completion on designated areas deemed In Progress (that are within their control).
- The One Stop Centers are still awaiting equipment that has been ordered or are awaiting training on existing equipment. Also, the Career Centers have not received updated documents from the Alabama Department of Labor (ADOL) with the Equal Opportunity tagline.

Recommendation

- In addition to verbal requests, all One Stop Career Center Managers should make written requests to their supervisors for equipment, training, and other Center needs deemed "In Progress" based on the One Stop Assessment. Any building modification requests, or needs, should be addressed, in writing, to building management.

6. The sixth order of business was the Youth Committee Report. Ms. Lisa Nichols stated that the Youth Committee met on February 8, 2019. She presented Directive 2.18 and 3.18 for consideration for approval.

*2.18 - Expansion of federal, state and local youth barriers to include additional barriers for local youth services. This action would allow greater access to local youth in need of WIOA services.

*3.18 - Age for CAPTE Youth Training Service 17-24 years old.

This action would ensure that the Central Alabama Partnership for Training and Employment Workforce Development Board (CAPTEWDB) continues to work to keep local youth in school. There was heavy discussion about these Directives. Pamela Mapp answered questions and concerns relating to the Directives.

Motion: Mr. Thomas Ellison made a motion to adopt Directive 3.18 which states the age for Out of School Youth for receipt of training services from CAPTE is 17-24. Commissioner Sheila Tyson seconded the

motion.

**** After several concerns relating to the motion to adopt Directive 3.18, John Beard, Chairman of the Board, stated that before the Board votes, he would entertain a motion to table consideration of this policy (Directive 3.18) and send it back to the Committee.**

Motion: Kristie Rankin made a motion to table consideration of Directive 3.18. Mr. Thomas Ellison made a motion to approve Directive 2.18 as submitted. Ms. Nolanda Hatcher seconded the motion. Ms. Mary Allbritten opposed. There were four (4) abstentions.

Motion was approved by majority vote.

7. The seventh order of business was CAPTE updates. LaWanza Webb gave a brief summary of CAPTE performance for the Adult and Dislocated Worker Program. PY 17 Performance (July 1 2017 – June 30, 2018) 1,771 Clients served. 1,374 or 77.5% entered employment and were still employed in the 2nd and 4th quarters after their exit date. Ms. Webb also pointed out errors in the performance report numbers and provided a copy of the email sent to the State addressing the errors. She also provided the State's response to her email correcting the errors.

Pamela Mapp gave a brief summary of Youth Performance.

Frederick Hamilton gave updates on Administration and the On-Job-Training Program (OJT).

Antigua Cleggett gave a presentation of the Build-it-Together program.

Agatha Jones gave a summary of the finance report.

Frederick Hamilton gave the Director's report.

John Beard gave the Chair's report.

Motion: Mr. Billy Blackmon made a motion to adjourn.

Ms. Melody Whitten seconded the motion.

MEETING ADJOURNED AT APPROXIMATELY 2:15 pm.

Respectfully submitted,



Ms. Terree Cooper-McKee, CAPTE Administrative Clerk

5/16/19

Date



Ms. Lisa Nichols, CAPTE Recording Secretary

5-16-19

Date



Mr. John Beard, CAPTE Board Chair

5/16/19

Date