

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 Cooper-McKee , 07/17/18
Ms. Terree Cooper-McKee, CAPTE Administrative Clerk Date

Jvette Fields , 08/09/18
Ms. Jvette Fields, CAPTE Recording Secretary Date

John Beard , 08/09/2018
Mr. John Beard, CAPTE Board Chair Date

Central Alabama Partnership for Training and Employment (CAPTE)
CAPTE Executive Committee Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, AL 35222
August 09, 2018

Executive Committee Member Attendees (7): Lynn Battle, John Beard, Yvette Fields, David Higgins, Rich Metcalf, Yolanda Spencer, Jacqueline White

Alternate Attendees (0):

Executive Committee Member Absentees (0):

Guest Attendees (6): Arthur Brooks, Danny Cheek, Jan Dame, Frederick Hamilton, Lisa Nichols, Keith Strother

Board Chair, Mr. John Beard called the meeting to order at 3:00 pm.

He welcomed everyone in attendance.
A quorum was established.

The first order of business was the approval of July 12, 2018, Executive Committee Board Meeting Minutes.

MOTION: Mr. David Higgins made a motion to approve the minutes from July 12, 2018, Executive Committee Board Meeting.
Ms. Yolanda Spencer seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The second order of business was approval of 2018 Grant Agreement Plan. The proposed amount for Program Year 2018 (PY18) is two million, one hundred seventy nine thousand, four hundred ninety eight dollars (\$2,179,498). Program Year 2019 (PY19) proposed amount is three million, three hundred fifty four thousand, six hundred twenty eight dollars (\$3,354,628). The total proposed amount for both is five million, five hundred thirty four thousand, one hundred twenty six dollars (\$5,534,126).

MOTION: Mr. David Higgins made a motion to approve the 2018 Grants Agreement Plan.
Mr. Lynn Battle seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The third order of business was to add verbiage to the travel policy stating that registration fees will be reimbursed or paid directly by CAPTE for approved events in compliance with the established travel policy.

MOTION: Mr. Rich Metcalf made a motion to approve the addition to the travel policy.
Ms. Jacqueline White seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The fourth order of business was approval of Performance Measures.
Mr. Keith Strother gave a brief explanation and overview of Performance Measures.

MOTION: Ms. Jacqueline White made a motion to approve the PY18-19 Performance Measures.

Ms. Yolanda Spencer seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fifth order of business was rescinding the previous Board action pertaining to the CAPTE and ADOL OJT contract due to error.

MOTION: Ms. Yolanda Spencer made a motion to rescind previous Board action pertaining to the CAPTE and ADOL OJT contract.

Mr. David Higgins seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The sixth order of business was the approval of ADOL OJT Contract with CAPTE in the amount of three hundred thousand (\$300,000).

MOTION: Mr. Rich Metcalf made a motion to approve the ADOL OJT Contract with CAPTE.

Mr. Lynn Battle seconded the motion.

Ms. Yvette Fields abstained.

MOTION APPROVED.

MOTION: Mr. David Higgins made a motion to adjourn.

Ms. Jacqueline White seconded the motion.

MEETING WAS ADJOURNED AT APPROXIMATELY 3:45 pm.

Respectfully submitted,

Terree Cooper-McKee / 08/14/18
Ms. Terree Cooper-McKee, CAPTE Administrative Clerk Date

Yvette Fields / 08/30/18
Ms. Yvette Fields, CAPTE Recording Secretary Date

Mr. John Beard / 08/30/2018
Mr. John Beard, CAPTE Board Chair Date

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

Executive Committee Member Attendees (3): John Beard, Yolanda Spencer, Jacqueline White

Alternate Attendees (0):

Executive Committee Member Absentees (2): Lynne Battle (excused), David Higgins

Guest Attendees (6): Danny Cheek, Terree Cooper- McKee, Jan Dame, Frederick Hamilton, Monica Mayfield, Keith Strother

Board Chair, Mr. John Beard called the meeting to order at 10:30 am.

He welcomed everyone in attendance.
A quorum was established.

The first order of business was the approval of August 9, 2018, Executive Committee Meeting Minutes.

MOTION: Ms. Jacqueline White made a motion to approve the minutes from the August 9, 2018, Executive Committee Board Meeting.
Ms. Yolanda Spencer seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

The second order of business was recommendations to replace Recording Secretary, Yvette Fields.
Mr. Beard recommended Lisa Nichols and India Christine Brown for Recording Secretary.

MOTION: Ms. Yolanda Spencer made a motion to recommend Lisa Nichols and Christine Brown for Recording Secretary.
Ms. Jacqueline White seconded the motion.
MOTION APPROVED BY UNANIMOUS VOTE.

MOTION: Ms. Jacqueline White made a motion to adjourn.
Ms. Yolanda Spencer seconded the motion.
MEETING WAS ADJOURNED AT APPROXIMATELY 10:45 am.

Respectfully submitted,

Terree C. McKee

Ms. Terree Cooper-McKee, CAPTE Administrative Clerk

10/05/2018

Date

John Beard

Mr. John Beard, CAPTE Board Chair

October 5, 2018

Date