

Central Alabama Partnership for Training and Employment
Area 4 - CAPTE Annual Board Meeting
Birmingham Career Center
3216 4th Avenue South, Birmingham, Alabama 35222
August 15, 2019

Board Member Attendees (23): John Beard, Mary Allbritten, Lynn Battle, Keith Brown, Dr. Phillip Cleveland, Dr. Thomas Ellison, Yvette Fields, Ben Hamm, Flora Williams, Allen Howell, Fred Maddox, Kirk Mancer, Lisa Nichols, Dr. Kristie Rankin, Jason Roberts, L'Tryce Slade, Yolanda Spencer, John Stamps, Melva Tate, Garth Thorpe, Shelia Tyson, Jacqueline White, and Melody Whitten

Alternates (4): Dennis England, Rachel Harmon, Shanavia Moore and Donna DeLoach

Board Member Absentees (22): Kassidy Anderson, Whitney Barlow, Sharon Becker, Bill Blackmon, Christine Brown, Josh Carpenter, Willie Chriesman, Matthew Dudley, Brian Duncan, Jason Goodgame, John Hackett, Nolanda Hatcher, David Higgins, David Hornsby, Rich Metcalf, Jay Reed, Wendy Roberts, Jarrod Sims, Frank Topping, Walter Turner, Ted VonCannon, and Dr. Perry Ward

Guest Attendees (23): Paul Sullivan, Danny Cheek, Derek Marshall, Sonya King, George Banks, LaWanza Webb, Tawanna Robinson, Jan Dame, Monica Mayfield, Ruby Beezley, Paula Potter, Marc Crenshaw, Octavia Henry, LaTonya Williams, Terree Cooper, Angela Riley, Kerri Pruitt, Takisha Alvis, Pamela Mapp, Susan Kozlowski, Terree Cooper, Keith Strother, and Nigel Roberts

Board Meeting called to order at 11:25 am by Board Chair, John Beard.

John Beard, Board Chair, welcomed everyone in attendance.

A quorum was established.

The first item on the agenda was the approval of June 4, 2019 board meeting minutes.

Motion: Dr. Thomas Ellison made a motion to approve the June 4, 2019 board meeting minutes.

Shelia Tyson seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The second item on the agenda was the Financial Reports and Budget.

Nigel Roberts presented the Financial Summary Reports, 2019-202 Budget and Financial Status Reports of June 30, 2019. Out of the \$5,930,076.00 for program year (PY) 2017/Fiscal Year (FY) 2018, the end balance of \$241,631.34 had not been expended. The carryover approval for PY 18/FY19 proposed new budget is \$5,943,851.00.

CAPTE Program Funding Budget for PY 18/FY19 is \$5,943,851.00 and PY 19/FY20 is \$4,797,473.00, which is a total allocation of \$10,741,324.00 approved by the state.

****Discussion****

Several board members had concerns about the \$241,631.34 going back to the state, In-School Youth and Out-of-School Youth funds. Nigel Roberts stated, strategies are already in place to spend additional youth funds. Jan Dame said the waiver was approved by the federal government for in school youth Individual Training Agreement (ITA's), apprenticeships and work-based learning funds. John Beard stated, within the last 6-9 months much progress was made with apprenticeship programs and would like to make more strides with youth apprenticeships in all six counties.

Motion: Kirk Mancer made a motion to approve the financial reports.

Melva Tate seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE

The third item on the agenda was the Committee Reports.

Jason Roberts, the Chairman of the Nominating Committee, along with Mary Allbritten, Dr. Thomas Ellison and Melody Whitten met, confirmed and put forth the nominations to serve as Officers (Chair, Vice-Chair and Recording Secretary) beginning at the expiration of the current officer's terms (September 1, 2019) for the next term of two years. Ballots were passed out to all board members in attendance. Jason Roberts and Shelia Tyson counted the ballots. Starting September 1, 2019, Dr. Kristie Rankin will serve as Board Chair, Dr. Thomas Ellison, Vice Chair and Lisa Nichols will serve as Recording Secretary.

Jacqueline White, Chair of the One Stop Sub-Committee met and discussed with the One Stop Committee members the application submitted by Global Technical Institute, LLC. for the NCCER Welding Level 1 & 2 program, Pipe Welding program and Dental Training Academy, LLC. A motion was made and seconded to approve Global Technical Institute, LLC. as a CAPTE provider.

During the One Stop Sub-Committee meeting, Lyntrel Bloxom, CAPTE Case Manager provided some valuable information from current students on the status of job placement after completion of similar programs as Dental Training Academy, LLC. Due to the information provided by the CAPTE staff, a motion was made and seconded to table Dental Training, LLC.

until CAPTE staff gather information on placement, median earnings, number of people completed training and employed.

Motion: Fred Maddox made a motion to approve Global Technical Institute, LLC Program NCCER Welding Level 1&2 as a new provider.

Flora Williams seconded the motion.

Several board members had concerns approving Global Institute, LLC as a provider because of the cost of the program and length of training compared to other similar programs. After hearing the discussion, Fred Maddox withdrew his motion and Flora Hollis seconded.

VOTE WAS TABLED UNTIL THE BOARD RECEIVE ADDITIONAL INFORMATION ABOUT CURRICULUM, CERTIFICATION AND COST BREAK DOWN.

MOTION WAS APPROVED BY MAJORITY.

The fourth item on the agenda was the Apprenticeship Presentations.

Melody Whitten, Susan Kozlowski and Kristen Holder explained the process, qualifications, funding, training, and performance for US Department of Labor (DOL) Registered Apprenticeship Programs. Apprenticeship programs provide on-the-job training (OJT) and job-related classroom training in the work setting under the direction of a mentor(s). Training results in an industry recognized and portable credential.

Marc Crenshaw with the Jefferson County Environmental Services Division discussed the Water Reclamation Facility Operator Internship and Apprenticeship program.

Other Business:

John Beard discussed appointing the new Youth, Disability and One Stop Committee Chair persons. The terms for the current appointed chairpersons end September 1, 2019. The new elected Board Chairperson, Dr. Kristie Rankin, will appoint the new Committee Chairpersons

Nigel Roberts discussed the proper selection process for CAPTE Board Members and the urgent need to correct findings received by the State before September 30, 2019. The By-Laws need to be revised to coordinate with the Chief Local Elected Officials (CLEO's) agreement. Mr. Roberts expressed the need to create a Bylaws Ad Hoc Committee. In addition, a special called board

meeting needs to be scheduled in September to address revisions to the CAPTE By Laws and other business.

Nigel Roberts requested approval of the travel to allow board members to travel to the Southeastern Employment and Training Association Conference (SETA), September 8-11, 2019 in Savannah, Georgia. Board members include Jacqueline White, Yolanda Spencer and Dr. Thomas Ellison.

Motion: Jason Roberts made a motion to approve the CAPTE Travel for in and out of state conference travel.
Shelia Tyson seconded the motion.
MOTION WAS APPROVED BY UNANIMOUS VOTE.

Nigel Roberts discussed the new CAPTE brochures being printed and encouraged board members to provide advertising and marketing outlets in the region for CAPTE advertising. Mr. Roberts stressed the need and importance of marketing CAPTE regionally and consistently.

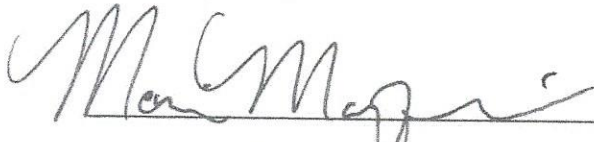
The next board meeting will be November 21, 2019 at the Alabama Career Center.

Adjournment:

Motion: Jason Roberts made a motion to adjourn
Dr. Thomas Ellison seconded.
MOTION WAS APPROVED BY UNANIMOUS VOTE.

MEETING ADJOURNED AT 1:21 PM

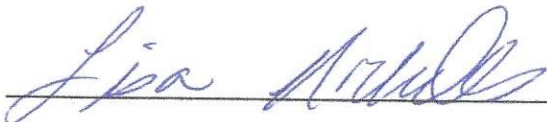
Respectfully Submitted,


_____,

Monica Mayfield, CAPTE Administrative Clerk

9/13/19

Date


_____,

Lisa Nichols, CAPTE Board Recording Secretary

9-13-19

Date


_____,

John Beard, CAPTE Board Chairman

09/13/2019

Date

Central Alabama Partnership for Training and Employment
Area 4 CAPTE Annual Board Meeting
Birmingham Career Center
3216 4th Avenue South Birmingham, Al. 35222
September 13, 2019

Board Member Attendees (16): Rankin, Dr. Kristie; Allbritten, Mary; Beard, John; Blackman, Bill; Brown, Christine; Dudley, Matthew; Fields, Yvette; Maddox, Fred; Mancner, Kirk; Nichols, Lisa; Roberts, Jason; Spencer, Yolanda; Tate, Melva; Turner, Walter; White, Jacqueline; Williams-Hollis, Flora

Alternates (2): Deloach, Donna alternate for Ted VonCannon; Henry, Dorothy alternate for Dr. Perry Ward.

Board Member Absentees (27): Anderson, Cassidy; Barlow, Whitney; Battle, Lynn; Becker, Sharon; Brown, Keith; Carpenter, Josh; Chriesman, Willie; Cleveland, Phillip; Duncan, Brian; Ellison, Dr. Thomas; Goodgame, Jason; Hackett, John; Hamm, Ben; Hatcher-Bearden, Nolanda; Higgins, David; Hornsby, David; Howell, Allen; Metcalf, Rich; Reed, Jay; Roberts, Wendy; Sims, Jarrod; Slade, L'Tryce; Stamps, John; Thorpe, Garth; Topping, Frank; Tyson, Shelia; Whitten, Melody

Guest Attendees (11): Bell, Kasani; Crayton, Alethia; Crayton, Darius; Dame, Jan; Harris, LaKeshia; Highton, Yvonne; Kozlowski, Susan; Miller, Michael; Pruitt, Kerri; Sullivan, Paul; Washington, Calvin

CAPTE Staff Attendees (7): Cooper, Terree; King, Sonya; Marshall, Derek; Mayfield, Monica O.; Potter, Paula; Roberts, Nigel; Strother, Keith

Board Meeting called to order at 10:00 am by Board Chair, Dr. Kristie Rankin.

Dr. Kristie Rankin, Board Chair welcomed everyone in attendance.

A quorum was established.

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

Motion: John Beard made a motion to approve the August 15, 2019 board meeting minutes.

Kirk Mancner seconded the motion.

MOTION APPROVED.

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

The One Stop Committee made a recommendation to approve Dental Training Academy, LLC. as a provider.

Motion: Mary Allbritten made a motion to approve Dental Training Academy, LLC.

John Beard seconded the motion.

MOTION APPROVED.

Calvin Washington Director/Founder/CEO and Darius Crayton of Global Technical Institute, LLC. gave a detailed presentation and provided an information packet about the NCCER Welding Level 1 program, accreditation, scholarship program and cost.

Motion: Kirk Mancer made a motion to approve Global Technical Institute, LLC NCCER Welding Level 1.

Christine Brown seconded the motion.

Matthew Dudley nay.

MOTION APPROVED.

Announcement: The next CAPTE board meeting will be Thursday November 21, 2019 at 10:00 am at the Birmingham One Stop Career Center.

Adjournment:

Motion: Jacqueline White made a motion to adjourn.

Yolanda Spencer seconded the motion.

MOTION APPROVED.

Meeting adjourned at 10:45 AM

The second item on the agenda was to approve Revise By-Laws.

CAPTE Staff member, Keith Strother discussed the By-Laws Committee Report. The By-Laws Ad Hoc Committee met and reviewed the CAPTE By-laws. In response to the State Monitoring Report PY 18-09, the By-Laws Ad Hoc Committee suggested revisions be made to the CAPTE By-laws to be consistent with the Chief Local Elected Officials (CLEOs) agreement.

Motion: Kirk Mancer made a motion to approve the Revision By-Laws.

Flora Hollis-Williams seconded the motion.

MOTION APPROVED.

The third item on the agenda was the approval of CAPTE Board Members.

Pursuant to the states letter on June 25, 2019, the following thirteen board member nominations were not valid, Jason Goodgame, Dr. Kristie Rankin, Garth Thorpe, Whitney Barlow, Bill Blackman, Brian Duncan, Allen Howell, Dr. Phillip Cleveland, Wendy Roberts, Christine Brown, Josh Carpenter, Commissioner Shelia Tyson and Melody Whitten. In order to comply with the CAPTE By-Laws and CLEOs agreement all thirteen board members would require the board and the CLEOs approval.

Motion: Kirk Mancer made a motion to approve Board Members.

Fred Maddox Seconded the motion.

Dr. Kristie Rankin, Bill Blackman, Christine Brown abstained from the vote.

MOTION APPROVED.

The fourth item on the agenda was the modification to The Dannon Project program budget for Program Year (PY) 2019-2020.

CAPTE Staff member, Nigel Roberts discussed the Youth Committee Report. The Youth Committee recommended the board approve The Dannon Projects request for a budget modification for PY 2019. The modification would increase the program number of participants from 55 to 100 and the budget from \$460,609.25 to \$982,164.75.

Motion: Walter Turner made a motion to approve the modification to The Dannon Project Program Budget for PY 2019-2020.

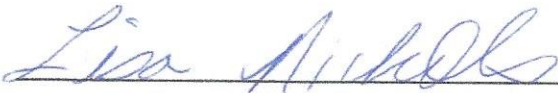
Melva Tate seconded the motion.

MOTION APPROVED.



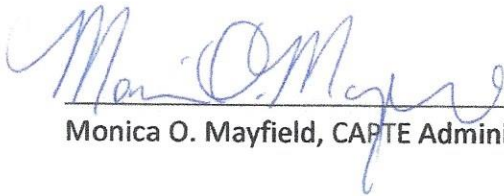
Dr. Kristie Rankin, Board Chair

11/21/19
Date



Lisa Nichols, Recording Secretary

11/21/19
Date



Monica O. Mayfield, CAPTE Administrative Clerk

11/21/19
Date

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)

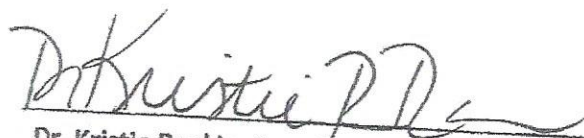
Adjournment:

Motion: David Hornsby made a motion to adjourn.

Nolanda Hatcher seconded the motion.

MOTION APPROVED.

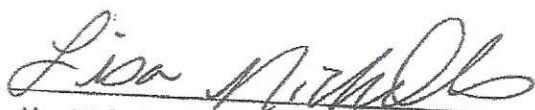
Meeting adjourned at 10:00 a.m.



Dr. Kristie Rankin, Board Chair

5/21/2020

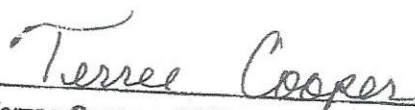
Date



Lisa Nichols, Recording Secretary

5/21/2020

Date



Terree Cooper, CAPTE Administrative Clerk

5/21/2020

Date

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

Pelham Civic Center Complex

500 Amphitheater Road Pelham, Alabama 35124

February 20, 2020

9:00AM

Board Member Attendees (10): Rankin, Dr. Kristie; Allbritten, Mary; Beard, John; Blackman, Bill; Ellison, Dr. Thomas; Fields, Yvette; Spencer, Yolanda; Thorpe, Garth; White, Jacqueline; Whitten, Melody

Alternates (2): Guin Robinson alternate for Keith Brown; Jason Gibson alternate for John Hackett

Board Member Absentees(33): Anderson, Cassidy; Barlow, Whitney; Battle, Lynn; Becker, Sharon; Brown, Christine; Carpenter, Josh; Chriesman, Willie; Cleveland, Dr. Phillip; Dudley, Matthew; Duncan, Brian; Forrester, Van; Goodgame, Jason; Hamm, Ben; Hatcher, Nolanda; Hornsby, David; Howell, Allen; Maddox, Fred; Mancer, Kirk; Metcalf, Rich; Nichols, Lisa; Reed, Jay; Roberts, Jason; Roberts, Wendy; Sims, Jarrod; Slade, L'Tryce, Stamps, John; Tate, Melva; Topping, Frank; Turner, Walter; Tyson, Shelia; VonCannon, Ted; Ward, Dr. Perry; Williams, Flora

Guest Attendees (13): Paul Sullivan; Andreakes Pooler; Danny Cheek; Kerri Pruitt; Susan Kozlowski; Jan Dame; Tawanna Robinson; Octavia Henry; Josh Lang; Dana Cordell; Kristen Holder; Antiqua Cleggett; Mickey Hutto

CAPTE Staff (2): Monica Mayfield; Keith Strother

Melody Whitten welcomed everyone in attendance.

No quorum was established for the meeting and thus the information provided was for information only. No action was taken at this meeting.

The first item on the agenda was Alabama Apprenticeship Update.

Josh Lang, Director of Alabama Offices of Apprenticeship discussed making apprenticeships more flexible, providing mentorship for work base learning, time, competency and available hybrid options for apprenticeships. Mr. Lang explained the 5 components of an apprenticeship, including skill sets, on the job training (OJT) vs work base learning (WBL), and the role of the local workforce board.

The second item on the agenda was the performance update and financial report.

Keith Strother presented the report for the Local Area 4 CAPTE performance for December 31, 2019. The region met all performance goals for the 2nd quarter. The next report will be for the period ending March 30, 2020 and the final report will be for the period ending June 30, 2020.

The Board was provided a copy of the CAPTE financial status report as of December 31, 2019 for program year (PY) 2018/2019 and 2019/2020. Total funds available were \$11,100,486.00, as of December 31, 2019. Total expenditures were \$3,263,044.00 and the available balance was \$7,837,442.00 for the same period.

The third item on the agenda was the Committee Reports.

Dr. Thomas Ellison, Youth Committee Chairman reported that there were a number of organizations that attended the 2020 Youth Request for Proposal (RFP) bidders conference. Attendees included Telamon Corporation; Dynamic Education Systems Inc. (DESI); Ironworkers Steel; 58 Inc.; Career Education Services; College Prep Youth; Education Solution; Workshop Incorporated; Jefferson State Community College; The Dannon Project; The City of Birmingham; Forty-Five Learning Solutions; Woodlawn Foundation; Ignite Alabama; and Never Go Broke Inc.

RFP's are due into the CAPTE office by March 11, 2020 at 4:30 PM CST. The Youth Committee will meet and review RFP proposals on March 13-18, 2020. Oral presentations are scheduled for March 24, 2020.

New Business:

A couple of CAPTE board members expressed an interest attending the State Workforce Conference in Mobile on April 20-23, 2020. A quorum was not present to consider travel for CAPTE Board Members to attend the conference. The option was given to the board members that were present to have an Executive Committee, or another CAPTE Board, meeting in March to discuss travel for the conference in April. The board members that were present agreed that it would be reasonable to allow the Executive Committee Board to meet.

Other Business:

The next board meeting is scheduled for May 21, 2020. Board members will receive an email to decide on a meeting time that is suitable for most board members.

Discussion:

Yolanda Spencer wants to explore video conferencing for members who are not able to come to meetings. Jan Dame, Alabama Department of Commerce stated, according to the Alabama Open Meetings Law, you can't establish a quorum via video conferencing. John Beard reminded members that they should assign an alternate as well.

An email will be sent to the Executive Committee Board members to discuss travel.

Melody Whitten expressed to board members, if they know of any companies that are interested in Advance Manufacturing Apprenticeships to contact her or Central Six.

Yvette Fields asked board members to save the date for the Central Alabama High School Senior Career Fair on April 9, 2020 from 9 AM-2 PM at the Boutwell Auditorium.

No quorum was established, and thus no action was taken on any agenda item before the board.

Meeting adjourned by Board Chair Dr. Kristie Rankin at 10:18 AM

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

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

Monica Mayfield, 5/21/2020
Monica O. Mayfield, CAPTE Administrative Clerk Date

Central Alabama Partnership for Training and Employment (CAPTE)

Zoom Virtual Board Meeting

May 21, 2020 @9:00am

Birmingham Career Center

3216 4th Avenue South

Birmingham, Alabama 35222

Board Member Attendees (19): Rankin, Dr. Kristie; Allbritten, Mary; Beard, John; Brown, Keith; Ellison, Dr. Thomas; Fields, Yvette; Forrester, Van; Hatcher, Nolanda; Mancer, Kirk; Nichols, Lisa; Reed, Jay; Roberts, Jason; Slade, L'Tryce; Spencer, Yolanda; Tate, Melva; Thorpe, Garth; White, Jacqueline; Williams, Flora; Whitten, Melody

Board Member Alternates (2): Shanavia Moore, alternate for John Stamps; Michael Miller, alternate for Shelia Tyson

Board Member Absentees (23): Anderson, Cassidy; Battle, Lynn; Becker, Sharon; Blackman, Bill; Brown, Christine; Carpenter, Josh; Chriesman, Willie; Cleveland, Dr. Phillip; Dudley, Matthew; Duncan, Brian; Goodgame, Jason; Hackett, John; Hamm, Ben; Hornsby, David; Howell, Allen; Maddox, Fred; Metcalf, Rich; Roberts, Wendy; Sims, Jarrod; Topping, Frank; Turner, Walter; VonCannon, Ted; Ward, Dr. Perry

Guest Attendees (9): Dana Cordell; Susan Kozlowski; Tara Hutchinson; Heather Hall; Danny Cheek; Jan Dame; Octavia Henry; Mickey Hutto; Paul Sullivan

CAPTE Staff (6): Keith Strother; Monica Mayfield; Sonya King; Terree Cooper; Derek Marshall; LaWanza Webb

Board meeting was called to order at 9:07 AM by Board Chairman, Dr. Kristie Rankin.

Dr. Kristie Rankin welcomed everyone in attendance.

A Quorum established.

The first item on the agenda was the approval of the November 21, 2019, board meeting minutes.

Yolanda Spencer made a motion to approve the November 21, 2019, board meeting

minutes.

Dr. Thomas Ellison seconded the motion.

MOTION APPROVED.

The second item on the agenda was the approval of the February 20, 2020, board meeting minutes.

Jacqueline White made the motion to approve the February 20, 2020, board meeting minutes.

Mary Allbritten seconded the motion.

Nolanda Hatcher abstained.

MOTION APPROVED.

The third item on the agenda was the Financial Report.

Keith Strother, CAPTE Staff gave an explanation of the Financial Report. The total program funds available was, \$11,100,436.00. As of March 31, 2020, \$4,777,981.93 has been allocated, leaving a balance of \$6,322,504.07.

Dr. Thomas Ellison made a motion to approve the Financial Report.

Nolanda Hatcher seconded the motion.

MOTION APPROVED.

The fourth item on the agenda was the revised meeting schedule.

At the board's request, a survey was taken by the CAPTE board to determine the days the board preferred to meet. The board approved to revising the 2020-2021 board meetings as following:

August 19, 2020 (Annual Meeting)

November 18, 2020

February 24, 2021

May 19, 2021

August 18, 2021 (Annual Meeting)

Jason Roberts made a motion to approve the revised meeting schedule.

Yolanda Spencer seconded the motion.

MOTION APPROVED.

The fifth item on the agenda was the 2020 Grant Agreement.

Keith Strother, CAPTE Staff, stated that the proposed funding for the 2020 grant agreement is \$4,448,110.00 beginning July 1, 2020 through June 30, 2021 for the Youth, Adult and Dislocated programs.

Keith Brown made a motion to approve the 2020 Grant Agreement.

Dr. Thomas Ellison seconded the motion.

MOTION APPROVED.

The sixth item on the agenda was the 2020 CAPTE WIOA Staffing Agreement.

Keith Strother explained the staffing agreement between CAPTE and Alabama Department of Labor (ADOL). The agreement can not exceed a total of \$1,754,389.00. The effective date for the agreement is July 1, 2020 through June 30, 2021. The agreement funds a percentage of staffing costs and other WIOA activities in the career centers in the CAPTE region.

Keith Brown made a motion to approve the 2020 CAPTE WIOA Staffing Agreement.

Jacqueline White second the motion.

MOTION APPROVED.

The seventh item on the agenda was the 2020 On the Job Training (OJT) Agreement.

Keith Strother discussed the OJT agreement between CAPTE and the Alabama Department of Labor. The agreement is in an amount not to exceed \$1,607,149.00, beginning July 1, 2020 through June 30, 2021. CAPTE staff writes the agreements with employers. ADOL then reimburses the employers for WIOA's share of the cost of training, and then CAPTE reimburses ADOL.

Melody Whitten made a motion to approve the 2020 OJT Agreement.

Flora Williams second the motion.

MOTION APPROVED.

The eighth item on the agenda was the 2020 Youth Program Contracts.

Dr. Thomas Ellison informed the Board that the CAPTE Youth Committee met via Zoom Video meeting on May 11 and 12, 2020, to review WIOA Request for Proposals (RFP) and to hear Youth Oral Presentations. Based on what was presented in writing and orally, the committee recommended funding for the following programs: The Dannon Project Occupational Skills; The Dannon Project Work Base Learning (WBL); I Am Birmingham/Innovate Birmingham; Jefferson State Community College; Workshop, Incorporated (Inc.) and Raleigh's Place.

Dr. Thomas Ellison made a motion to approve the 2020 Youth Program contracts.

Jason Roberts seconded the motion.

MOTION APPROVED.

Each proposal required a separate vote by the Board

The Dannon Project Occupational Skills program will offer Out of School Youth ages 16-24, the opportunity to train in academic and occupational skills training. The CAPTE Youth Committee recommends funding The Dannon Project in the amount of \$500,768.67.

Kirk Mancer made a motion to approve The Dannon Project Occupational Skills Program.

Yolanda Spencer seconded the motion.

MOTION APPROVED.

The Dannon Project Work Base Learning will provide integrated educational and work base learning to Workforce Innovative Opportunity Act (WIOA) out of school (OSY), ages 16-24. The CAPTE Youth Committee recommends funding The Dannon Project Integrated Education and Work Based Learning Program in the amount of \$666,654.83.

Yolanda Spencer made a motion to approve The Dannon Project Work Base Learning Program.

Mary Allbritten seconded the motion.

MOTION APPROVED.

I Am Birmingham/Innovate Birmingham will provide occupational skills training in Internet Technology (IT). The CAPTE Youth Committee recommends funding I Am Birmingham/Innovate Birmingham in the amount of \$400,600.00.

Melody Whitten made a motion to approve the I Am Birmingham IT occupational skills training.

Kirk Mancer seconded the motion.

MOTION APPROVED.

Jefferson State Community College, Connect to Your Future Program, will provide skills training and work experience to youth ages, 17-24 with paid work opportunities at local businesses and organizations in Jefferson, Shelby, St. Clair and Chilton Counties. The CAPTE Youth Committee recommends funding Jefferson State Connect to Your Future Program in the amount of \$666,654.83.

Kirk Mancer made a motion to approve Jefferson State Connect to Your Future Program. Jason Roberts seconded the motion.

Keith Brown and Melody Whitten abstained.

MOTION APPROVED.

Workshop, Inc., will help youth receive work experience while acquiring their GED or high school diploma, and short-term certificate at local community colleges. The CAPTE Youth Committee recommends funding Workshop, Inc. In the amount of \$123,900.00.

Yolanda Spencer made a motion to approve Workshop, Inc.

Jackie White seconded the motion.

MOTION APPROVED.

Raleigh's Place in Clanton will serve youth aging out of foster care with transitional housing, education and training opportunities. The CAPTE Youth Committee recommends funding Raleigh's Place in the amount of \$50,000.00.

Melody Whitten made a motion to approve Raleigh's Place.

Yolanda Spencer seconded the motion.

MOTION APPROVED.

Youth Program Request for Proposals not approved by the CAPTE Youth Committee were Jessie, Stillman College and ADAH North America.

Dr. Thomas Ellison made a motion to not approve Jessie, Stillman College and ADAH North America.

Yolanda Spencer seconded the motion.

MOTION APPROVED.

Announcements:

Keith Strother informed the Board that an Infrastructure Agreement will need to be approved by the CAPTE Board or the Executive Committee Board soon. This agreement covers the shared infrastructure costs for all career centers in the CAPTE region. As soon as we receive it, we will pass it through the approval process.

In addition, the By-laws Committee will also have to meet to address issues with the bylaws.

Adjournment:

Yolanda Spencer made a motion to adjourn.

Nolanda Hatcher seconded the motion.

MOTION APPROVED.

Meeting adjourned at 10:05 AM.

Dr. Kristie Rankin, Chairman

Date

Lisa Nichols, Recording Secretary

Date

Monica O. Mayfield, CAPTE Administrative Clerk

Date