

**Central Alabama Partnership for Training and Employment
CAPTE Executive Board Meeting
Birmingham Career Center
3216 4th Ave South
Birmingham, Alabama 35222
December 10, 2019**

Board Member Attendees (4): Rankin, Dr. Kristi; Ellison, Dr. Thomas; Spencer, Yolanda; White, Jacqueline

Board Member Absentees (2): Beard, John; Nichols, Lisa

Board Member Alternate Attendees (1): Watts, Kara

Guest Attendees (7): Susan Kozlowski; Yvette Fields; Shanavia Moore; Rachel Harmon; Commissioner Shelia Tyson; Michael Miller; Fred Bart Maddox;

CAPTE Staff Attendees (2): Nigel Roberts; Monica Mayfield

Executive Board meeting called to order at 10:05 AM (CDT)

Dr. Kristi Rankin, Executive Board Chair welcomed everyone in attendance.

A quorum was established.

The first order of business was the 2019 Alabama Department of Labor Modification #2.

Modification #2 is to amend agreement entered between Jefferson County and the Alabama Department of Labor funds from \$1,350,511.00 to \$1,526,124.00. The \$175,631.00 increase will go towards program delivery cost to enhance services in the Pell City and Alabaster Career Centers.

Motion: Jacqueline White made a motion to approve the 2019 Alabama Department of Labor Modification #2.
Yolanda Spencer seconded the motion.
MOTION APPROVED.

The second order of business was the 2019 Alabama Department of Labor Modification #4 Workforce Innovation and Opportunity Act Grant 94-0.

Modification #4 is to amend WIOA Grant 94-0 from \$4,808,031.00 to \$5,110,347.00. The \$302,312.00 increase is for CAPTE incentive performance.

Motion: Yolanda Spencer made a motion to approve the 2019 Alabama Department of Labor Modification #4 Grant Agreement 94-0.
Jacqueline White seconded the motion.
MOTION APPROVED.

The third order of business was the Proposed 2019-2020 Executive Board Meeting Calendar.

The Proposed 2019-2020 Executive Board meetings is scheduled for:
December 10, 2019 at 10:00 AM (CDT)
February 12, 2020 at 9:00 AM (CDT)
May 14, 2020 at 9:00 AM (CDT)
August 13, 2020 at 9:00 AM (CDT)-Prior to the 2020 Annual Meeting

Motion: Jacqueline White made a motion to adopt the Proposed 2019-2020 Executive Board Meeting Calendar.
Yolanda Spencer seconded the motion.
MOTION APPROVED.

Other Business:

Recommendations to restructure the CAPTE website, accessibility equipment for the hearing impaired, new equipment for all the career centers and video conference and/or webinar accessibility for CAPTE Board meetings. Recommendations will be presented to the CAPTE Board at the next board meeting on February 20, 2020.

Motion to Adjourn:

Motion: Dr. Thomas Ellison made a motion to adjourn.
Jacqueline White seconded the motion.
MOTION APPROVED.

Meeting Adjourned at 10:30 AM

_____/_____
Dr. Kristi Rankin, Board Chair

Date

_____/_____
Lisa Nichols, Recording Secretary

Date

_____/_____
Monica O. Mayfield, CAPTE Administrative Clerk

Date

Central Alabama Partnership for Training and Employment (CAPTE)

(Virtual) Executive Committee Meeting

<https://zoom.us/j/92203200858>

June 22, 2020

2:00 PM

Due to the outbreak of the Coronavirus, the CAPTE executive board was allowed by the Program Integrity Section to conduct its Executive Committee Meeting via electronic means (Zoom). The health and safety of our members and staff was our greatest concern.

Executive Committee Member Attendees (6): Rankin, Dr. Kristie; Beard, John; Nichols, Lisa; White, Jaqueline; Spencer, Yolanda; and Ellison, Dr. Thomas.

Absent Members (0):

Board Member Alternate Attendees (0):

Guest Attendees (12): Henderson, Alicia; Cordel, Dana; Fields, Yvette; Gibson, Jason; Hamm, Ben; Mayfield, Monica; Mckee, Terree; Moore, Shanavia; Strother, Keith; Sullivan, Paul; Whitten, Melody; and Kozlowski, Susan.

Executive Board meeting called to order at 2:00 PM.

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

A quorum was established by roll call.

Approval of June 22, 2020 Executive Committee meeting agenda.

Motion: Yolanda Spencer made a motion to approve the June 22, 2020 Executive Committee meeting agenda.

Jacqueline White seconded the motion.

MOTION APPROVED.

Approval of March 4, 2020 Executive Committee minutes

Motion: Yolanda Spencer made a motion to approve March 4, 2020 Executive Committee minutes.

John Beard seconded the motion.

Lisa Nichols abstained.

MOTION APPROVED.

CAPTE Board review.

The Executive Committee conducts an annual CAPTE Board review in accordance with Article IV of the CAPTE By-Laws. An assessment of board members and their alternates attendance for a period beginning February 2019 – May 2020 was provided in the board meeting packets.

Motion: John Beard made a motion directing CAPTE staff to contact board members who have failed to attend two consecutive meetings in the prior year to determine the cause of each absence and verify if the board members want to continue to serve.

Jacqueline White seconded the motion.

MOTION APPROVED.

PY2019 Grant Agreement Modification

This modification increases CAPTE PY2019 Adult and Dislocated Worker funding by six thousand, six hundred fifty dollars (\$6,650). The Alabama Department of Commerce requested that this modification agreement be returned as soon as possible. Therefore, it is being presented to the Executive Committee for consideration.

Motion: Dr. Thomas Ellison made a motion to accept the modification to increase CAPTE PY2019 Adult and Dislocated Worker funding by six thousand, six hundred fifty dollars (\$6,650).

John Beard seconded the motion.

MOTION APPROVED.

New business

Keith Strother stated that the by-laws needed to be reviewed in order to get clarification and to make sure the by-laws do not conflict with the Chief Local Elected Official (CLEO) Agreements.

Motion: Dr. Thomas Ellison made a motion to adjourn.

John Beard seconded the motion.

MEETING ADJOURNED AT 3:09 PM

Dr. Kristie Rankin, Board Chair

Date

Lisa Nichols, Recording Secretary

Date

Terree Cooper, CAPTE Administrative Clerk

Date

**Central Alabama Partnership for Training and Employment
CAPTE Executive Board Meeting
Birmingham Career Center
3216 4th Ave South
Birmingham, Alabama 35222
March 4, 2020**

Executive Committee Member Attendees (3): Rankin, Dr. Kristi; Beard, John; White, Jacqueline

Absent Members (3): Ellison, Dr. Thomas; Nichols, Lisa; Spencer, Yolanda

Board Member Alternate Attendees (0)

Guest Attendees (7): Bigbee, Leah; Cooper, Terree; Gray, James; Henry, Octavia; Strother, Keith; Jackson, Walter; Webb, LaWanza

Executive Board meeting called to order at 9:00 AM

Dr. Kristi Rankin, Executive Board Chair welcomed everyone in attendance.

A quorum was established.

The first order of business was the approval of the March 4, 2020 Executive meeting agenda.

Motion: John Beard made a motion to approve the March 4, 2020 Executive meeting agenda.

Jacqueline White seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The second order of business was the approval of the December 10, 2019 Executive Committee Minutes.

Motion: Jacqueline White made a motion to approve the December 10, 2020 Executive Committee minutes.

John Beard seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The third order of business was the Board Members travel to Alabama Workforce Conference 2020, in Mobile, Alabama – April 20-23, 2020.

Keith Strother stated that there were not enough members present in the last meeting to reach a quorum, so they were not able to vote on the Board members travel to Alabama Workforce Conference. He expressed that there were six members of the Board that were interested in attending the Alabama Workforce Conference: Shanavia Moore, Jason Roberts, Yolanda Spencer, Garth Thorpe, Jacqueline

White, and Melanie Whitten. Of the six, only four- Jason Roberts, Yolanda Spencer, Jacqueline White, and Melanie Whitten have submitted the required W-9 form. He also stated that Shanavia Moore and Garth Thorpe could still submit their forms in order to be reimbursed.

Motion: John Beard made a motion to accept the Board members travel to Alabama Workforce Conference in Mobile, Alabama, April 20-23, 2020.
Jacqueline White seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fourth order of business was the approval of 2020 Eligible Training Provider Agreements.

Keith Strother stated that the contracts for each eligible training provider must be approved by the Board and signed by the Jefferson County Commission annually.

Motion: Jacqueline White made a motion to approve the 2020 Eligible Training Provider Agreements.
John Beard seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

The fifth order of business was the approval of the Line Worker Training Waiver.

Keith Strother stated that the purpose of the Line Worker Training Waiver is to Increase the four thousand dollars (\$4000) Individual Training Account (ITA) to four thousand, nine hundred thirty dollars (\$4,930) to cover other cost associated with the training.

This item is being brought before the Executive Committee because the next full board meeting is not until May 21, 2020. Training is scheduled to start in June and recruiting will start in March.

Leah Bigbee, with Jefferson State Community College gave a brief description of services provided through the Line Worker Training program. She stated that the program is in partnership with Alabama Power to fulfill the need for more line workers in this region. The training is nine weeks long, eight hours a day, five days a week, totaling 360 contact hours. These training hours are based on strict directives given by Alabama Power for the quick and successful training of each client.


James Gray with Lawson State Community College also pointed out that, in order to ensure quality students, each student will be interviewed, given an assessment, and drug tested prior to enrollment.

Motion: John Beard made a motion to approve the application of the Line Worker Training Waiver.
Jacqueline White seconded the motion.

MOTION APPROVED BY UNANIMOUS VOTE.

Motion to Adjourn: Jacqueline White made a motion to adjourn.
John Beard seconded the motion.
Meeting adjourned at 9:35 AM

 / 06/22/2020
Dr. Kristie Rankin, Board Chair Date

 / 06/22/2020
Lisa Nichols, Recording Secretary Date

 / 06/22/2020
Terree Cooper, CAPTE Administrative Clerk Date