

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

Zoom Virtual Meeting  
July 2, 2020 @ 9:00 AM  
Birmingham Career Center  
3216 4th Avenue South  
Birmingham, Alabama 35222

**Executive Committee Member Attendees (5):** Rankin, Dr. Kristie; Beard, John; Ellison, Dr. Thomas; Spencer, Yolanda; and White, Jacqueline.

**Executive Committee Member Absentees (1):** Nichols, Lisa.

**Executive Committee Member Alternates (0):**

**Guest Attendees (13 ):** Garth Thorpe, Paul Sullivan, Shanavia Moore, Yvette Fields, Dana Cordell, Kirk Mancer, Commissioner Shelia Tyson, Ben Hamm, Phillip Cleveland, Nolanda Hatcher, Susan Kozlowski, Tara Seaborn, L'Tryce Slade and Melody Whitten.

**CAPTE Staff (2):** Monica Mayfield, Keith Strother

**Quorum**

A quorum was established.

**Call to Order**

Executive Committee Meeting was called to order at 9:08 AM by Committee Chairperson, Dr. Kristie Rankin.

Dr. Kristie Rankin welcomed everyone in attendance.

**Modification to Meeting Agenda**

The Chairperson Rankin requested that the July 2, 2020 Agenda be modified to include the nomination to appoint a new board member to replace David Higgins.

Dr. Thomas Ellison made a motion to modify the July 2, 2020 Executive Committee Meeting agenda. Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.  
NO ABSTENTIONS.**

**Approval of the June 22, 2020 Executive Committee Meeting Minutes**

Dr. Thomas Ellison made the motion to approve the June 22, 2020, Executive Committee Meeting Minutes.

Yolanda Spencer seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.  
NO ABSTENTIONS.  
(All on call voted)**

#### **Nominations to replace Board Member David Higgins**

Chairperson Rankin opened the floor for nominations. There were two nominations made. Jacqueline White nominated Michael Woolley. Background information was shared with the Committee about Mr. Woolley.

Yolanda Spencer nominated Ashley Rhea. Background information was shared with the Committee about Ms. Rhea.

After further discussion, Yolanda Spencer withdrew the nomination for Ashley Rhea.

Jacqueline White made the motion to close nominations to replace ex-board member, David Higgins. Dr. Thomas Ellison seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

#### **Vote on New Board Nominee**

The Chairperson called for a vote on the nomination of Michael Woolley, the President of Easter Seals of Central Alabama, to replace David Higgins on the Board.

Jacqueline White made the motion approve Michael Woolley, as the new CAPTE Board Member to replace David Higgins.

Yolanda Spencer seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

#### **CAPTE Board Recertification Application**

Keith Strother shared with the Committee that CAPTE was submitting its application for recertification as a local area. The application is being submitted to the Executive Committee for consideration as the application is due to the Alabama Department of Commerce by July 10, 2020.

Board. Dr. Thomas Ellison made the motion to approve the CAPTE Board Recertification Application. Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**New Business:** There was no new business.

#### **Adjournment**

John Beard made the motion to adjourn.

Dr. Thomas Ellison seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

Meeting adjourned at 9:34 AM.

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Dr. Kristie Rankin, Executive Committee Chairperson

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Date

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Lisa Nichols, Recording Secretary

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Date

\_\_\_\_\_  
Monica O. Mayfield, CAPTE Administrative Clerk

\_\_\_\_\_  
Date

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

**Executive Committee Board Meeting**

Zoom Virtual Meeting

October 22, 2020 @ 10:00 AM

Birmingham Career Center

3216 4th Avenue South

Birmingham, Alabama 35222

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

**Executive Committee Member Absentees (0):**

**Executive Committee Member Alternates (0):**

**Guest Attendees (8):** Cynthia Anthony, Octavia Henry, Tommy Hobbs, Sarah McMillian, Jan Dame, Danny Cheek, Margaret Henderson, Kelbrey Porter

**CAPTE Staff (4):** Terree Cooper, Monica Mayfield, Nigel Roberts, Keith Strother

**Call to Order**

Executive Committee Meeting was called to order at 10:01 AM by Committee Chairman, Dr. Kristie Rankin.

Dr. Kristie Rankin welcomed everyone in attendance.

A quorum was established.

**Approval of Meeting Agenda**

Lisa Nichols made the motion to approve the meeting agenda for October 22, 2020.

Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Approval of the July 2, 2020 Executive Committee Meeting Minutes**

Jacqueline White made the motion to approve the July 2, 2020, Executive Committee Meeting Minutes.

John Beard seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Alabama Department of Labor (ADOL) On-The-Job Training (OJT) Agreement Modification**



The OJT contract agreement between CAPTE and ADOL for Program Year (PY) 2020, decreased from \$1,607,149.00 to \$1,000,000.00, due to reduction of funding.

John Beard made the motion to approve the Alabama Department of Labor (ADOL) On-The-Job Training (OJT) Agreement Modification.

Dr. Thomas Ellison seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Alabama Department of Labor (ADOL) CAPTE Career Center Staffing Agreement Modification**

The Career Center Staffing contract agreement between CAPTE and ADOL for Program Year (PY) 2020, decreased from \$1,754,389.00 to \$1,200,000.00, due to reduction of funding.

John Beard made the motion to approve the Alabama Department of Labor (ADOL) CAPTE Career Center Staffing Agreement Modification.

Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Career Center Certifications**

The career centers in the CAPTE region was reviewed for qualification as a Certified One Stop Career Center. The certification documents was approved by the CAPTE Workforce Development Board and Alabama Department of Labor-Workforce Development Division.

The review team consisted of, Jacqueline White, One Stop Committee Chairperson; Yolanda Spencer, One Stop Committee Vice-Chair; John Beard, Immediate Past CAPTE Board President; Keith Strother, Economic Development Manager for CAPTE and Dr. Graham Sisson, State ADA Coordinator/Executive Director, Governor's Office of Disability.

**The Birmingham One Stop Career Center Certification**

The Birmingham One Stop Career Center met the minimum criteria for certification as a certified one stop career center. The One Stop Certification Team recommended the center for approval.

Dr. Thomas Ellison made the motion to approve the Birmingham One Stop Career Center Certification. John Beard seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**The Alabaster One Stop Career Center Certification**

The Alabaster One Stop Career Center met the minimum criteria for certification as a certified one stop career center. The One Stop Certification Team recommended the center for approval.

John Beard made the motion to approve the Alabaster One Stop Career Center Certification.  
Yolanda Spencer seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

#### **The Pell City One Stop Career Center Certification**

The Pell City One Stop Career Center met the minimum criteria for certification as a certified one stop career center. The One Stop Certification Team recommended the center for approval.

John Beard made the motion to approve the Pell City One Stop Career Center Certification.  
Lisa Nichols seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

#### **The Jefferson State Community College One Stop Career Center Certification**

The Jefferson State Community College One Stop Career Center met the minimum criteria for certification as a certified one stop career center. The One Stop Certification Team recommended the center for approval.

Dr. Thomas Ellison made the motion to approve the Jefferson State Community College One Stop Career Center Certification.

Yolanda Spencer seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

#### **The Jasper One Stop Career Center Certification**

The Birmingham One Stop Career Center met the minimum criteria for certification as a certified one stop career center. The One Stop Certification Team recommended the center for approval.

Jacqueline White made the motion to approve the Jasper One Stop Career Center Certification.  
John Beard seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

#### **The Blountsville One Stop Career Center Certification**

The Executive Committee approved the provisional certification for the Blountsville One Stop Career Center with a review in 90 days to determine if accessibility has been addressed as required. A follow-up and corrective action plan must be submitted.

Yolanda Spencer made the motion to approve the Blountsville One Stop Career Center Provisional Certification.

Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**The Clanton One Stop Career Center Certification**

The Executive Committee approved the provisional certification for the Clanton One Stop Career Center with a review in 90 days to determine if accessibility has been addressed as required. A follow-up and corrective action plan must also be submitted.

Dr. Thomas Ellison made the motion to approve the Clanton One Stop Career Center Provisional Certification.

John Beard seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Announcements:** Yolanda Spencer stated, Dr. Graham Sisson has been charged to conduct an accessibility study with all the career centers for the state. A discussion about scheduling a meeting to open a zoom training to all career center managers and staff outside the CAPTE Region.

Keith Strother stated, the next CAPTE Board Meeting will be, Wednesday, November 18, 2020.

**Adjournment:**

Dr. Thomas Ellison made the motion to adjourn.

Jacqueline White seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted)**

**Meeting adjourned at 10:41 AM.**

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Dr. Kristie Rankin, Executive Committee Chair

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Date

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Lisa Nichols, Recording Secretary

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Date

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Monica O. Mayfield, CAPTE Administrative Clerk

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Date



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

Zoom Virtual Executive Committee Meeting

December 11, 2020 @ 9:00 AM

Birmingham Career Center

3216 4<sup>th</sup> Avenue South

Birmingham, AL 35222

**Executive Committee Member Attendees (6):** Rankin, Kristie; Beard, John; Ellison, Thomas; Nichols, Lisa; Spencer, Yolanda; White, Jacqueline

\*John Beard was not present during voting.

**Executive Committee Member Absentees (0)**

**Guest Attendees (2):** Dame, Jan; Maddox, Bart;

**CAPTE Staff (4):** Cooper, Terree; Henry, Octavia; Roberts, Nigel; Strother, Keith

**Call to Order**

Executive Committee Meeting was called to order at 9:00 AM by Board Chairman, Dr. Kristie Rankin.

Dr. Rankin welcomed everyone in attendance.

A quorum was established.

**Approval of the December 11, 2020 Agenda**

Yolanda Spencer made a motion to approve the December 11, 2020 agenda as submitted.

Thomas Ellison seconded the motion.

**MOTION APPROVED.**

**NO ABSTENTIONS.**

**Approval of October 22, 2020 Executive Committee Minutes**

Jacqueline White made a motion to approve the minutes for October 22, 2020 Executive Committee meeting.

Lisa Nichols seconded the motion.

**MOTION APPROVED.**

**NO ABSTENTIONS.**

**2020 Infrastructure Agreement**

Keith Strother provided detailed documentation and gave a brief explanation of the 2020 Infrastructure Agreement. The Infrastructure Agreement is an agreement of cost to be paid by partners occupying space in the career centers to provide services. This cost is to reimburse Alabama Department of Labor (ADOL) for the use of facilities over the next three years.

Thomas Ellison made a motion to accept the 2020 Infrastructure Agreement.

Jacqueline White seconded the motion.

**MOTION APPROVED.**

**NO ABSTENTIONS.**

**Authorization to Accept Funds and Implement the Alabama Workforce Stabilization Program**

Thomas Ellison made a motion to approve authorization to accept funds and implement the Alabama Workforce Stabilization Program.

Lisa Nichols seconded the motion.

**MOTION APPROVED.**

**NO ABSTENTIONS.**

**Announcements:**

Yolanda Spencer proposed scheduling a virtual training session via Zoom to cover Disability Etiquette and Assistive Technology. The training would include closed captioning which cost \$125 dollars per hour. The proposed time for the training is from 9:30AM to 12:30PM (3 hours). The training would be sponsored by CAPTE and open to other career center staff throughout the state.

**Adjournment:**

Jacqueline White made a motion to adjourn.

Thomas Ellison seconded the motion.

**MOTION APPROVED BY UNANIMOUS VOTE.**

**NO ABSTENTIONS.**

**(All on call voted.)**

Meeting adjourned.

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Dr. Kristie Rankin, Chairperson

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Date

\_\_\_\_\_  
Lisa Nichols, Recording Secretary

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Date

\_\_\_\_\_  
Terree Cooper, CAPTE Administrative Clerk

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Date

Central Alabama Partnership for Training and Employment (CAPTE)  
Virtual Executive Committee Meeting  
3216 4th Ave South  
Birmingham, Alabama 35222  
April 14, 2021  
9:00 AM

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

Executive Committee Member Absentees (3): Rankin, Dr. Kristie; Nichols, Lisa; Spencer, Yolanda

Executive Committee Member Alternates (0):

Guest Attendees (7): Moore, Shanavia; Kozlowski, Susan; McMillian, Sarah; Henderson, Margaret; Whitten, Melody; Anthony, Dr. Cynthia; Miller, Michael

CAPTE Staff Members: Mayfield, Monica; Strother, Keith; Webb, LaWanza

**Call to Order.**

Executive Committee meeting was called to order at 9:03 AM by committee Co-Chairman, Dr. Thomas Ellison.

Dr. Thomas Ellison welcomed everyone in attendance.

A quorum was established.

**Approval of the April 14, 2021 Executive Committee Meeting Agenda**

Jaqueline White made a motion to approve the April 14, 2021 Executive Committee Meeting Agenda.

John Beard seconded the motion.

**Motion Approved.**

**Approval of December 11, 2020 Executive Committee Minutes.**

Approval of the December 11, 2020 Executive Committee Meeting minutes will be considered at the next Executive Committee meeting. One member not present at the December meeting did not vote.

**One Stop Committee-One Stop Operator Recommendation.**

On March 31, 2021, the One Stop Operator Review Team met to discuss and present their individual rating scores, which were combined to determine the successful One Stop Operator proposal. The organizations that submitted proposals were the Alabama Department of Labor (ADOL), Adams & Associates, and Arbor E&T. The final scores for ADOL were 95.75; 76.75 for Adams & Associates; and 73.75 for Arbor E&T. The One Stop Committee recommends the Alabama Department of Labor as the One Stop Operator for program year beginning July 01, 2021.

John Beard made a motion to accept the One Stop Committee-One Stop Recommendation to approve the Alabama Department of Labor as the One Stop Operator.

Jacqueline White seconded the motion.

**Motion Approved.**

**One Stop Operator Agreement-Alabama Department of Labor.**

The One Stop Operator Grant Agreement between CAPTE and ADOL is effective July 01, 2021 through June 30, 2022. The amount of this agreement shall not exceed a total of \$1,212,173.

John Beard made a motion to approve the ADOL One Stop Operator Agreement.

Jacqueline White seconded the motion.

**Motion Approved.**

**On-The-Job Training (OJT) Agreement with ADOL.**

The On-The-Job Training Agreement between CAPTE and ADOL effective date is July 01, 2021 through June 30, 2023. The amount of this agreement shall not exceed a total of \$1,000,000.

John Beard made a motion to approve the OJT agreement between CAPTE and ADOL.

Jacqueline White seconded the motion.

**Motion Approved.**

**Alabama Workforce Stabilization Agreement**

The Alabama Workforce Stabilization agreement is between CAPTE and the Alabama Department of Commerce, Workforce Development Division. Its first year of activity is between January 1, 2021 and September 30, 2021. The funds are made available to the State of Alabama from the U.S. Department of Education. The grant is for 3 years and the first year is approved for \$557,137.41. The grant award is for the purpose of education and training of low-income individuals, incumbent workers, and to assist individuals with employment opportunities and improve long term employment prospects through training. There is no funding for staff costs.



CAPTE has been in discussions Commerce regarding partner engagement and the distribution of funds for the grant.

John Beard made a motion to approve the Alabama Workforce Stabilization Agreement. Jacqueline White seconded the motion.

**Motion Approved.**

#### **Jefferson State Community College (JSCC) Youth Program Modification**

JSCC is requesting a modification to provisions regarding the expenditure of JSCC PY2020 Out of School Youth (OSY) Occupation Skills Training Contract. Due to a low interest in the ServSafe Food Safety Management and Certified Production Assistant programs, JSCC is requesting an amendment to their budget. They are requesting to delete 10 ServSafe Food Safety Management and 10 Certified Production Assistant scholarships. JSCC would then move 5 scholarships to IT Help Desk, 9 to Dental Assistant, and 6 to CompTIA. No additional funds are required.

Michael Miller asked, if the Youth Contracts could have some flexibility for the providers to be able to move low interest programs to in demand programs without going before the board. The flexibility will allow the youth programs to proceed without waiting for the approval of the board and to be able to meet their goals. The flexibility will not allow providers to modify the amount of the contract. Jaqueline White said flexibility in the contracts has been discussed before. Keith Strother said the approval of the flexibility in the contracts will have to come from the Jefferson County Commissioners. Dr. Ellison and Keith Strother asked Michael Miller to assist the CAPTE Board by speaking to Commissioner Shelia Tyson about adding more flexibility to the Youth Contracts.

Jaqueline White made a motion to accept Jefferson State Community College Youth Modification.

John Beard seconded the motion.

**Motion Approved.**

#### **Announcements**

Dr. Ellison said his offices received a "shout out" from the General Accounting Office of the United States for their work during the pandemic and other disasters. Dr. Ellison thanked John Beard for assisting his office with resources and meeting the needs of, and serving, the people during the recent disasters.

Keith Strother pointed out that page E15 of the Workforce Stabilization Agreement was missing out the meeting packages. He wanted to confirm that the Executive Committee members



received the email with the missing page prior to the meeting. The Committee members confirmed receipt of page E15.

John Beard thanked JSCC for sending in the modification for the Youth contracts.

Dr. Ellison congratulated Dr. Anthony on being name the permanent President of Lawson State Community College.

John Beard thanked Dr. Ellison for being an outstanding member in the community.

**Adjournment:**

Jacqueline White made a motion to adjourn.

John Beard seconded the motion.

**Motion Approved.**

**Meeting adjourned at 9:28 AM**

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Dr. Kristie Rankin, Chairperson

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Date

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Lisa Nichols, Recording Secretary

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Date

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Monica O. Mayfield, CAPTE Staff

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Date