

# Southern Middle Tennessee Local Workforce Development Board

January 28, 2021

Board meeting called to order by Robby Moore

Roll call by Regina Locker

Present: Faye Buckingham, Christine Chapman, Hardin Franklin, Jane Herron, Christine Hopkins, Will Johnson, Kelli Kea-Carroll, Barbara Lamb-Gass, J.R. Marable, Robert Mitchell, William Moon, Robby Moore, Selina Moore, Roxanne Patton, John Sechler, Connie Sharp, Mark Short, Lynn Trull, Tracy Whitehead

Proxy: Brian Crabtree, Linda Maddox

Absent: Matthew Brian Boner, T J Judge

- Robby Moore requested approval of the minutes from the last meeting in October. Connie Sharp made a motion to accept, seconded by Kelli Kea-Carroll. Members approved unanimously.
- Robby Moore moved on to the Appointment of Board Chair. Christine Hopkins made a motion to nominate Dr. Mark Short. No other nominations. Connie Sharp made a motion to accept by acclamation. Christine Chapman seconded. Members approved unanimously.
- Mark Short took over the meeting as Board Chair. He accepted the responsibility to carry forward the policies and procedures for this board. He moved on to the appointment of Vice Chair. Connie Sharp nominated Kelli Kea-Carroll, Christine Chapman seconded. Members approved unanimously.
- Mark Short moved on to confirmation of WIOA Program Director and asked for nominations. Christine Hopkins asked to confirm the appointment of Barbara Kizer. No other nominations. Connie Sharp made a motion for nomination to cease. Hardin Franklin seconded. Everyone was in favor except for Selina Moore and she said "for the record I would like to abstain from voting". Robby Moore asked Selina "if this was in accordance with the Department of Labor?" Per Selina Moore "it is but for her personal reasons and being in previous conversations with the Executive Committee and the State that it would be best if I didn't". She said "I had prior conversations that other board members did not have". He asked her again "if this was in accordance with the State?" and Selina said "yes".

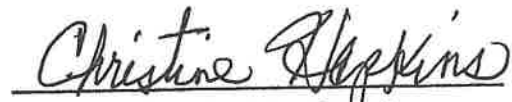
- Barbara Kizer expressed her appreciation for the confirmation of WIOA Program Director. She introduced the new staff. Michelle Barnett, Monitoring and Compliance, Roberta Brazier and Regina Locker sharing Business Services position along with Disaster Relief.
- Kelli Kea-Carroll discussed the Operations Committee Recommendations. One being the relocation of the AJC Lewisburg. Paul Rosson gave a presentation regarding this. Paul recommended the relocation if it is the will of the board. Mark Short asked for a motion to accept the proposal. Selina Moore made a motion to accept. Christine Hopkins seconded. Members approved unanimously.
- Kelli Kea-Carroll discussed the Operations committee meeting to entertain a new program. The program is the Aesthetics Program. Stephanie Stanfill (instructor) spoke regarding the new program. Fourteen graduates, eleven are working and three are continuing education. Stephanie gave a summary of a few things they offer such as: skin care treatment, acne and all skin types along with how to take care of your skin, skin mapping, facials, hair removal, etc. Kelli Kea-Carroll mentioned the program is two trimesters in length, state licensure in the end and the last two months they prepare to take the state board and help with placement in the field. Mark Short asked for a motion to accept the new program. Selina Moore made a motion, Roxanne Patton seconded. Members approved unanimously.
- Kelli Kea- Carroll spoke on Continuation of ETPL approvals of Existing Programs. Barbara Kizer gave an update on the Ed2Go programs that have already been approved in a prior meeting but are not WIOA approved yet. She said her team is working on confirmation of third-party authorization and to make sure the credential is WIOA eligible credential. She said the other programs were approved earlier but are only approved for two years and need to be voted on for continuation. Christine Hopkins made a motion to accept, Hardin Franklin seconded. Christine Hopkins asked if they were voting on the Motlow Ed2Go programs. Barbara explained that they are on the list but have already been approved previously but her team is working on WIOA approval before they can be offered. Barbara has been in contact with Motlow. Barbara said she has the authorization and sent a copy to state for approval, now her team is working on the credentials. Members approved unanimously.
- WIOA Dashboard report was provided by Jennifer Henry.
- Barbara Kizer reviewed the new By-Laws that were discussed in the last meeting in October. Everything was worked out except for 6.3 Quorums. The new guidelines were: One third 1/3 of the currently appointed membership will constitute a quorum for the

transaction of business at any meeting thereof. The question was "do the proxies count as being present?" Barbara Kizer checked with Justin Attkisson and he verified that they will count. Barbara asked "do you want it to be left as one third 1/3 (this is the minimum allowed) or do you want it to change?"

She explained if this is decided on, they can vote to approve the By-Laws. Mark Short entertained a motion to accept what has been presented. Hardin Franklin made a motion and Selina Moore seconded. Members approved unanimously.

- Fiscal update was given by Lisa Moore. Motion to receive by Christine Chapman and Hardin Franklin seconded. Members approved unanimously.
- Mark Short asked for any items of Old Business and there was no Old Business
- Mark Short asked if there was any New Business- Selina Moore asked Barbara Kizer to discuss the Apprenticeship program. Barbara gave a brief update.
- Robby Moore made a motion to adjourn, Christine Hopkins seconded. Members approved unanimously

  
Mark Short, Chairman

  
Christine Hopkins, Secretary