

Southern Middle TN Local Workforce Development Board

October 22, 2020

Board Meeting called to order by Keith Durham, Board Chair

Wendi Jones introduced the new staff, Barbara Kizer, Roberta Brazier and Regina Locker. The new staff was welcomed by the Board

Roll call by Barbara Kizer

Present: Keith Durham, Robbie Moore, Brian Crabtree, Hardin Franklin, Howard Kirksey, William Moon, Mathew Boner, Will Johnson, John Sechler, Christine Hopkins, Kellie Kea Carroll, Linda Maddox, Selina Moore, Roxanne Patton

Proxy: TJ Judge, Rob Mitchell, Rena Purdy

Absent: Cory Worden, Barbara Lamb-Gass, Jason Helton, Don Barber, Mark Short, Ray Trawick, JR Marable

- Keith Durham requested approval of the minutes from the last meeting; motion to approve by Selina Moore, seconded by Roxanne Patton. Members approved unanimously
- Keith Durham requested approval of the minutes from the last Executive Board meeting; motion to approve by Howard Kirksey, seconded by Kellie Kea Carroll. Members approved unanimously
- Wendi Jones gave an update on one (1) monitor finding. Staff that was no longer employed was not removed from Jobs4TN in a promptly manner. Keith Durham questioned if this referred to usernames and passwords for the internet portion of Jobs4TN. Wendi Jones explained that it is the case management program that staff uses. She stated that a policy has been put into place that one person is responsible for deactivating the staff who are no longer employed to keep this from happening again. The finding has been corrected. Selina Moore commented that the staff was removed a day or too late so this was not a big finding.
- Barbara Kizer reviewed the new proposed By-Laws. She stated that some of the changes were just to simplify and clean up the original By-Laws. She discussed the major changes that were added. The only change questioned was the original By-Laws stated that 51% of Board members present with Proxy votes counted in the quorum. The new proposed By-Laws state (1/3) of the currently appointed membership will constitute a quorum. Howard Kirksey moved for approval. Keith Durham said he would hold that motion as he questioned whether the proxy votes would count in the quorum. The state guidelines did not specify this so Selina Moore stated that she would check federal guidelines and let the Board know before the end of the meeting. The Board agreed to hold the vote. Selina Moore had not found the answer to the question about the proxies by the end of the meeting. Howard Kirksey suggested an interim

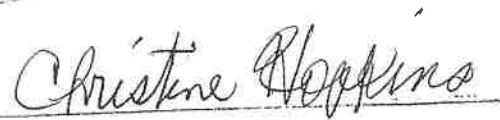
solution of a minimum of 1/3 present and 51% including those present plus proxies. Keith Durham stated that his understanding is that we are changing the policy from 51% to 1/3 of membership because of the state guidelines. He also stated that in the Proxy section it says that proxies count in the quorum. Selina Moore will get further clarification from the state. A motion was made by Howard Kirksey to table the vote on the By-Laws until the next meeting. Selina Moore questioned if the Board wants to approve everything in the By-Laws but section 6.3 Quorums. Keith Durham stated that the motion was for the By-Laws as a whole be tabled. He questioned if the By-Laws have to be accepted at this meeting. Wendi Jones stated it shouldn't be a problem and verified it with Selina Moore. The motion was seconded to table by Robbie Moore. Members approved unanimously to table the vote on the By-Laws until the next meeting.

- Barbara Kizer submitted the new Meeting Minutes Policy. The policy explains how the minutes are handled in more detail than the By-Laws. Motion to approve was made by Linda Maddox and seconded by William Moon. Members approved unanimously
- WIOA Dashboard report was provided by Jennifer Henry
- Wendi Jones gave a report on the Board nominations. She stated that work on the nominations are in progress with the County Mayors and explained that we have to get new nominations every two (2) years and the nominations have to be approved by CLEO T. R. Williams and then submitted to the Tennessee Labor and Workforce Board for approval.
- Keith Durham asked for any items of Old Business and there was no Old Business
- Keith Durham asked if there was any New Business and there was no New Business
- Motion to adjourn made by Robbie Moore and motion seconded by Selina Moore. Members approved unanimously

The next SM Local Workforce Development Board meeting will be January 28, 2021



Mark Short, Chairman



Christine Hopkins, Secretary