

Southern Middle TN Local Workforce Development Board Meeting Minutes Policy

POLICY: Southern Middle TN Local Workforce Development Board meetings shall be held at the times and in the places designated by the Local Board, and all meetings shall be conducted in accordance with the Tennessee Open Meetings Law, 8-44-102. The regular meetings of the Local Board shall be held at least quarterly. Meetings shall be publicly announced, open, and accessible to the public as required by the Americans with Disabilities Act of 1990.

In addition, the Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the:

- List and affiliation of Local Board members;
- Selection and certification of one-stop operators;
- Award of grants or contracts to eligible providers of workforce investment activities;
- Minutes of formal meetings of the Local Board; and
- Local Board By-Laws.

The Local Board will give the public adequate notice of meetings and shall arrange for the public to have access to meeting minutes and to any other pertinent information related to Local Board business upon request. The local Board shall have its meeting minutes posted to the local area's website within fifteen (15) business days of the Local Board's approval of the meeting minutes.

INSTRUCTIONS:

- (a) Public Records - It is the policy of the SMTLWDB that all public records, that are not exempt or confidential and are in SMTLWDB's possession, shall be made available and open for inspection by any person desiring to do so at a reasonable time, under reasonable conditions, and under the supervision of the WIOA Director or his or her designee. Reasonable conditions mean that inspection must be done during normal business hours, excluding holidays.
- (b) Accessibility – The SMTLWDB will ensure that appropriate accommodations are made so that those with disabilities have access to all its public meetings and pertinent records. Appropriate accommodations include but are not limited to documents in Braille and large print, sign language interpreters, wheel chair accessibility and closed captioning.
- (c) Minutes – Staff to the SMTLWDB will keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and were recognized during meetings.



Keith Durham
Board Chair



Jerry Mansfield
Executive Director

Southern Middle Tennessee Local Workforce Board

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Southern Middle TN Local Workforce Development Board

June 19, 2020

Board Meeting called to order by Keith Durham, Board Chair

Roll call by Carl Sims

Present: Keith Durham, Rob Mitchell, JR Marable, Howard Kirksey, Jason Helton, Will Johnson, John Sechler, Christine Hopkins, Linda Maddox, Selina Moore, Rena Purdy, Roxanne Patton

Proxy: Dr. Martin Short, Brian Crabtree, Kelli Kea-Carroll, TJ Judge

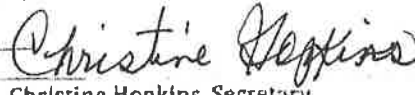
Absent: Cory Warden, Barbara Lamb-Grass, Terry Tillis, Harding Franklin, Don Barber, William Moon, Matthew Boner, Ray Trawick, Rebecca Gold Johnson, Dr. Martin Short

- Keith Durham requested approval for minutes for last meeting; motion to approve by Rob Mitchell, seconded by Roxanne
- Wendi Jones reviewed both the local and regional plan for Southern Middle. Selina stated this was a working document and strategies could change within the next two years. Any revisions should be highlighted and submitted for the board to review
Howard Kirksey suggested that since it's a working document items could be changed
Walt Wood stated both the local and regional plan is out for public comment
Motion to approve both local and regional plans Motion made by Rob Mitchell, seconded by Rena Purdy
- Dashboard report provided by Tiffany Bolin
Rob Mitchell asked for the status of a new career advisor in the AJC-Centerville. Tiffany stated they are presently interviewing for that position
- Lisa Moore provided the budget overview for the WIOA Program. Motion to receive by JR Marable, seconded by Roxanne Patton
- Wendi Jones provided information on the COVID Disaster Grant which will provide funding to COVID clean-up and Humanitarian Efforts. There are plans to provide workers for each county. SM will work with county mayors and local officials to see where the need is in each county
Christine Hopkins asked how SM could get the word out on this grant. Local Paper, Facebook, etc.
Request to adjourn made by Robby Moore. Seconded by Howard Kirksey

Next workforce board meeting schedule for October 22, 2020

**Southern Middle Tennessee
Local Workforce Board**


Keith Durham, Board Chair


Christine Hopkins, Secretary

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"LWSM is an equal opportunity provider, employer and lender."
An association of local governments advocating and promoting community development:
BEDFORD•COFFEE•FRANKLIN•GILES•HICKMAN•LAWRENCE•LEWIS•LINCOLN•MAURY•MARSHALL
MOORE•PERRY•WAYNE