

**SOUTHEAST ALABAMA WORKS!
LOCAL WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
December 11, 2017
Dothan Chamber of Commerce
Dothan, Alabama**

A meeting of the Southeast Alabama Works! Local Workforce Development Board convened on December 11, 2017 at the Dothan Chamber of Commerce located in Dothan, Alabama.

Members Present: (16)

Jeannie Bryan
Jennifer Burt
James B. Cardwell
Adam Carson
Judy Crowley
Jennifer Hall

J.D. Horsby
Paul Lee
Dean Mitchell
Ryan Richards
Jennifer Robinson
Anne Savage

Jenny Stephens
Steve Turkoski
Ann Wells
Linda Young

Members Absent: (14)

Vann Bradshaw
Tyler Carter
Dan Cumbie
Darryl Ellis
Rosalind James

Greg Leikvold
Jacob Morgan
David Norwood
Craig Packard
Susan Parrish

Bethany Retherford
Mary Beth Reynolds
John Paul Smith
Mike Tew

Guests: (6)

Danny Cheeks, WDD
Roger Fortner, Commerce
Phee Friend, WDD

Mickey Hutto, WDD
Kevin Mohajerin, WDD
Sarah Stewart, WDD

Board Chair Steve Turkoski called the meeting to order at 10:05am Central Standard time. After introductions by all those present, it was determined that a quorum of board members were present.

The first order of business was to approve the minutes from the previous meeting held on August 21, 2017.

**MOTION: Dean Mitchell made a motion to approve the minutes from the August 21, 2017 meeting as submitted. Judy Crowley seconded the motion.
MOTION APPROVED**

Phee Friend then presented a PowerPoint on the fiscal responsibilities of the board, program funds, and performance goals. Dean Mitchell asked for clarification on the board's responsibilities and was advised there was a handout with detailed information on the board's responsibilities provided in today's board folder. It was asked when the funding streams presented in the PowerPoint started and Mr. Friend answered the current funding stream started in July 2017.

Dr. Turkoski asked what the current balances of each of the funds so that the board could know where and if money might need to be moved. Mr. Hutto stated the adult funds have been allocated and the youth funds are right on target to fund the three programs. Jenny Stephens asked if there would be any more adult money. Mr. Hutto said it does not look like it. Ryan Richards asked if the board could be provided of a breakdown by career center of the Individual Training Accounts (ITAs) shown in the PowerPoint.

Mr. Mitchell asked if all of the adult funds go to the career center. Mr. Friend stated all of the adult money is either paid to the career centers or paid through them. Mr. Mitchell also asked if sheet metal welding could be included under welding and be eligible to receive scholarships as these have been very successful in the past. Mr. Hutto stated it would need to be included on the Eligible Training Provider List (ETPL) and asked Linda Young if it was. Ms. Young stated she was unsure.

Mr. Hutto presented the Youth Request for Proposal (RFP). The goal is to put out the RFP by January 25, 2017. Dr. Turkoski called for a vote or discussion on the Youth RFP.

MOTION: Judy Crowley made the motion to include apprenticeship language for in-school youth in the RFP and approve the RFP.
Paul Lee seconded the motion.
MOTION APPROVED

Mr. Hutto explained the grading process. Dr. Turkoski said Rosalind James is the chair of the youth committee and when the times comes to grade he will ask the board for volunteers to help grade.

The next item of discussion was the One-Stop Operator RFP. The options for the One-Stop Operator RFP are outlined in the PowerPoint that was presented to the board by Mr. Hutto and a copy of the Powerpoint was provided to the board at the meeting. Dr. Turkoski stated he saw no reason to disrupt the current One-Stop Operator as he has heard no complaints. Mr. Richards asked how long the current contract is. Mr. Hutto stated one year. Jeannie Bryan stated she thinks it would be detrimental to their current services to change or send out an RFP for the One-Stop operator. Ms. Young stated the career centers work well with Wallace Community College. Dr. Turkoski asked for a motion on the One-Stop Operator RFP.

MOTION: Mr. Richards made the motion to continue with the current One-Stop Operator and not issue an RFP.
Jennifer Hall seconded the motion.
MOTION APPROVED.

The next board meeting was tentatively scheduled for May to discuss the Youth RFPs and next Program Year's funding, possibly the second week of May.

Mr. Hutto stated the board's approval was needed on the career center's policies. Mr. Friend said it was emailed to the board on Thursday December 7, 2017. Dr. Turkoski called for a vote on the career center policies.

**MOTION: Ms. Hall made the motion to accept the policies as is.
Ann Savage seconded the motion.
MOTION APPROVED.**

Ms. Hall stated Adult Education's Request for Proposal would need to be reviewed by the board in the spring.

With no other business to discuss, Dr. Turkoski adjourned the meeting.

Respectfully submitted,

_____/_____
Mickey Hutto, Operations Manager Date
Governor's Local Workforce Areas

Approved:

_____/_____
Dr. Steve Turkoski, Board Chair Date
Southeast Alabama Works! Local Board