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Three Rivers Workforce Development Board  
Summary of Meeting – June 27, 2024

**Called to Order**

Chairman Eley called the meeting of the TRWDB to order at 9:16 a.m. He welcomed everyone in attendance. Roll call was taken and a quorum was present.

**Approval of the Consent Agenda (Action Item)**

Chairman Eley asked for a motion to approve the consent agenda that included the meeting minutes from the April 25, 2024 meeting.

**Motion:**

Chunk Newman made a motion to approve the consent agenda. Lisa Durden 2<sup>nd</sup> the motion. All agreed.

**Nominations for New TRWDB Chairman**

Chairman Eley informed the board members that today will be his last day serving on the TRWDB. He asked for nominations for a new TRWDB Chairman. There were no nominations made by the board members present for a new TRWDB Chair.

**Nominations for New Executive Committee Member**

Chairman Eley asked for nominations for a board member to serve on the TRWDB Executive Committee. Gail Long nominated herself to serve on the TRWDB Executive Committee.

**Motion:**

Chunk Newman made the motion to approve Gail Long nomination to serve on the TRWDB Executive Committee. Lisa Durden 2<sup>nd</sup> the motion. All Agreed.

**Director's Report – Stephanie Matthews, Workforce Director****DOL Infrastructural Agreement - Update**

Stephanie provided the board members an overview of the One-Stop Operator. She informed the board members that the TRWDB could be the One Stop Operator for our region. She informed the board members that we will move forward with putting another RFP out to bid for the One-Stop Operator. The board members agreed that the TRWDB could serve as the One-Stop Operator.

**Approval of the WGTC Youth Services & Career Services Contract Renewals – Action Item**

Stephanie provided an overview of the WGTC Youth Services & Career Services Contracts. She asked for the board's approval for the renewal for year 3 of WGTC contracts, and the budget amendments with the new proposed funding amounts.

Chairman Eley asked for a motion to approve the renewal for year 3 of the WGTC Youth Services and Career Services Contract renewals and the new funding amounts.

**Motion:**

Chunk Newman made a motion to approve the contract renewals for WGTC Youth & Career Services Contracts. Shirley Hines 2<sup>nd</sup> the motion. All Agreed.

**Approval of the Local Plan Draft – Action Item**

Stephanie provided an overview of the draft TRWDB Local Plan and the 30 day comment period to the board members.

Chairman Eley asked for a motion to approve the draft TRWDB Local Plan.

**Motion:**

Lisa Durden made a motion to approve the TRWDB draft Local Plan. Kenneth Slaven 2<sup>nd</sup> the motion. All Agreed

**TRWDB August Meeting**

Stephanie informed the board members that we will send out a Doodle Poll for the August board meeting to either meet virtual or in-person at a later date. She stated that we could move the meeting to September.

### **2024 National Skills Summit**

Stephanie provided a brief overview of the 2024 National Skills Summit that was held in Washington DC.

### **Marcia Pyle – Accounting Manager**

#### **FY25 TRWDB Budget – Action Item**

Marcia Pyle provided an overview of the FY25 budget to the board members and asked for the board's approval.

Chairman Eley asked for a motion to approve the FY25 budget.

#### **Motion:**

Veronica Dowell made a motion to approve the FY25 TRWDB budget. Chunk Newman 2<sup>nd</sup> the motion. All Agreed.

### **Grant Performance Indicators**

Marcia provided an overview of the Grant Performance Indicators to the board.

### **Jessica Gardner, Program Services Manager**

#### **Work Experience (WEX) Policy Updates – Action Item**

Jessica provided the board with updates to the WEX Policy. She asked for a motion to approve the changes made to the policy.

Chairman Eley asked for a motion to approve changes made to the WEX Policy.

#### **Motion:**

Shirley Hines made a motion to approve the changes to the WEX Policy. Steve Slaven 2<sup>nd</sup> the motion. All Agreed.

### **Program Services Updates**

Jessica provided an overview of the Program Services updates to the board members.

### **Keisha Whitner, Program Systems Manager**

#### **Information Services Report**

In Keisha's absence, Stephanie provided an overview of the active caseload and performance reports to the board.

### **Tara Grdinich, Business Operations Manager**

#### **Business Services Report**

Tara Grdinich provided an overview of updates to the TRWDB Apprenticeship Policy. She asked for a motion to approve the policy.

Chairman Eley asked for a motion to approve the TRWDB Apprenticeship Policy.

#### **Motion:**

Steve Slaven made a motion to approve the TRWDB Apprenticeship Policy. Veronica Dowell 2<sup>nd</sup> the motion. All Agreed.

### **Mark Butler, TRRC Executive Director**

#### **Other Business**

Mark informed the board members that Stephanie applied for four (4) Grants. He stated the Grants would be used for the following: 1) Prison Reform (Welding Program) 2) Mobile Unit (DW Grant) 3) Youth (WEX) & Adult (DW) training skills. Stephanie stated that she asked for \$660,000 to assist us with these efforts.

### **Next Meeting**

Stephanie informed the board members the August board meeting is TBD and a Doodle Poll will be sent to all the board members to vote on their dates of availability.

### **Adjournment**

Chairman Eley made a motion to adjourn the TRWDB meeting. All agreed.