

**Northwest TN Workforce Board, Inc.**  
**Board of Directors Meeting**  
**Friday, June 25, 2021– 9:00 am**  
**Zoom Meeting**

**Minutes**

**Board of Directors Attending:** Jimmy Williamson, Dr. Randy Shannon, Ted Piazza, Mayor Gary Reasons

**Staff Attending:** Jennifer Bane, Ginger Powell, Lana Burchfiel, Laura Speer

**Guests:** Savannah Bishop (WorkSource Montgomery Adult, DW & Young Adult WIOA Programs-Maryland), Brad Hurley

**Welcome and Call to Order:** Jimmy Williamson, President, welcomed the group and called the meeting to order and presented the September 14, 2020 minutes for approval.

- **MOTION: Ted Piazza motioned for the approval of the September 14, 2020 minutes as presented. Mayor Gary Reasons seconded. All approved and the motion carried.**

**Extension of Line of Credit:** In order to have a line of credit in place in the event that it is needed, in June 2019, the Board of Directors and CLEOs approved an amount of up to \$325,000 to cover at least one month's worth of expenses if needed. The current line of credit ends June 30, 2021 and requires approval for an extension. The line of credit may only be extended for one year at this time due to the Interlocal Agreement's 6/30/22 end date. The bank has agreed to waive the 1% modification fee. The interest rate will be a daily variable at Wall Street Prime with a floor of 4%.

- **MOTION: Dr. Randy Shannon motioned for the approval of the One-Year Extension of the Line of Credit up to \$325,000. The motion was seconded by Ted Piazza. All approved and the motion carried.**

**Personnel Policy changes:** Jennifer Bane reviewed the proposed changes to the Personnel Policy Manual, indicated in red on the attached document.

- **MOTION: Ted Piazza motioned for the Personnel Policy Changes as presented. Dr. Randy Shannon seconded. All approved and the motion carried.**

**Other:** Jennifer Bane stated that Board Officer elections are due at the August Board meeting and asked if there was a preference on open it up to the board. It will be included on the agendas for the committee meetings in July and Jennifer can collect nominations in advance.

With no further business, the meeting was adjourned.

Respectfully Submitted,

Lana Burchfiel, Public Information Specialist