



Workforce Alliance (WA) Local Workforce Development Board (LWDB)
Executive Committee
Special Meeting Agenda
Monday, August 4, 2025

1. Welcome and Introductions

The Workforce Alliance (WA) Executive Committee met virtually on August 4, 2025 via ZOOM. Board Vice Chair Alana McNary welcomed attendees and called the meeting to order.

2. Update to the Workforce Alliance Employee TIAA 403(b) Retirement Plan Documents

The WA offers employees a 403(b) retirement plan. The Plan Documents are developed by Hinkle Law Firm and is administered by TIAA. An update to the plan has been recommended to include a provision allowing in-service withdrawals from the plan for employees who have reached the age of 59½. A resolution was included in the packet, which would be signed by Chair McNary and then an adoption agreement would be signed by Keith Lawing, WA president upon Committee approval of amending the plan.

The Committee discussed the proposed change. Currently, only hardship withdrawals and loans are permitted. It was asked if a request had been made for such a withdrawal. Lawing indicated that some staff were now of the age to take this option if desired. It was noted that in-service withdrawals align with IRS regulations and provide employees with additional flexibility in managing their retirement funds. Some Board members expressed concerns about making it too easy to access retirement funds, while others noted that this is a standard practice in some plans. McNary noted in full disclosure that this change would affect Lawing. McNary asked the Committee if since Lawing was directly affected by the change if they felt further discussion in Executive Session was needed before making a decision. Committee members agreed and requested that the item be taken up later in the meeting and to review and take action on the other items on the agenda first.

Following the Executive Session, the Committee reconvened to discuss and take action on Item #2, "Update to the Workforce Alliance Employee TIAA 403(b) Retirement Plan Documents". Committee members learned that there will be other changes that need to be made to the plan for January 2026 to include Roth IRAs. They would like to review the current plan documents and research the proposed change to possibly take action on it at that time.

Michele Gifford (Cheryl Childers) moved to reject the recommended action, which was to "Approve the updated 403(b) Plan Documents and authorize the Board Chair to sign a resolution adopting the amended plan. Additionally, authorize the President/CEO to execute the updated Plan Adoption Agreement" and amend the recommended action to defer changes to the plan to allow more time to review current, proposed and other upcoming changes for January 2026. (For: McNary, Jewett, Childers, Gifford, Blackburn - Opposed: Jonas, Naylor) Motion adopted.

3. On-the-Job Training (OJT) Contracts for the Eligible Training Provider List (ETP)

Center Industries Company, Center Industries Corp. and Cox Machine submitted applications for continuation on the ETP list for OJT.

Kathy Jewett (Michele Gifford) moved to approve the continuation of OJT contracts as presented. Cheryl Childers, Cox Machine and Pat Jonas, Center Industries abstained from the vote. Motion adopted.

4. **Workforce Alliance Server Upgrade**

Pettera discussed an upgrade to the organization's server and a proposal for purchase of replacement hardware and software was presented. A major server upgrade was done in 2017 and a smaller upgrade occurred in 2021. This equipment is approaching end of life and at the same time the VMware, the virtual software for the servers, announced a new pricing structure that is extremely expensive with the renewal being over \$100,000 for three years. Staff have reviewed some options and are working with Redesign through Dell to develop a solution that works for the WA as a non-profit. The proposal would replace the servers and transition to Microsoft Hyper-v software, which is much more accommodating to non-profit organizations. The proposal includes transition and implementation support and training. If the Committee approves the proposal, additional approvals from the Chief Elected Officials Board (CEOB) and the State are also required due to the significant cost. Redesign is a State approved vendor. Staff expressed confidence in the vendor's ability to manage the change as staff have done extensive research and the agreement includes requirements that the vendor spend as much time as needed to ensure the system is operational. The current support ends in December so staff will have ample transition time. There was a typo in the dollar amount not to be exceeded for financing in the recommended action; the actual amount is \$155,000, which is included and correct in the actual agenda report; not \$150,000.

Rod Blackburn (Cheryl Childers) moved to authorize the President and CEO to purchase and finance the computer network server upgrade not to exceed \$155,000. Motion adopted.

5. **Executive Session**

Lawing indicated that if the Committee intended to go into Executive Session, that a motion be made and that staff to remain in the session be identified.

Alana McNary (Tony Naylor) moved to adjourn to Executive Session to discuss matters of personnel and requested that Chad Pettera remain and participate in the session.

6. **Adjournment**

Meeting was adjourned at 3:47 PM.

Attendees:

LWDB Executive Committee Members

Rod Blackburn
Cheryl Childers
Michele Gifford
Commissioner Jim Howell
Kathy Jewett
Pat Jonas
Alana McNary, Chair
Tony Naylor

Staff/Guests

Denise Houston
Keith Lawing
Shirley Lindhorst
Chad Pettera

The next WA Executive Committee Meeting scheduled for Wednesday, August 13, 2025 at 11:30 a.m. will be a Strategic Planning session.