

Southern Middle TN Local Workforce Development Board Meeting

April 28, 2022 at 10:30AM

The meeting of the Southern Middle TN Workforce Development Board was held in person and virtually through the Zoom application on April 28, 2022 at 10:30 AM.

Those in attendance were: Robby Moore, Stacey Shedd, Hardin Franklin, Mark Short, Matthew Boner, Will Johnson, Christine Hopkins, Sonya Faye Buckingham, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Linda Fisher, Roxanne Patton.

Absent: Jane Herron, Brian Crabtree, Barbara Lamb-Gass, Lynn Trull, Sara Williams, Chris Trull, John Sechler.

Proxies: TJ Judge (Proxy to Linda Fisher), Tracy Whitehead (Proxy to Kelli Kea-Carroll).

A quorum was established and present.

Welcome:

Southern Middle TN Local Workforce Development Board Chairman, Mark Short, welcomed everyone to the meeting at 10:30 AM. Kaitlyn Nix was instructed to start the board roll call by Mr. Short. All participants were able to verbally state that they were present, use the chat box, or utilize the "hand raise" option on the Zoom application to make their attendance known.

Review and Approval of Previous Minutes:

Mr. Short stated that everyone should have received and reviewed the previous minutes from the January 27, 2022 meeting. No questions or concerns were stated leading to the motion of approval of the minutes. Robby Moore made the first motion of approval and Christine Hopkins seconded this motion. The board voted unanimously to approve the minutes.

Proxy Approval:

Chairman, Mark Short, approved all proxies received for the Local Workforce Development Board Meeting on April 28, 2022.

Introduction of Steve Playl

Barbara Kizer introduced the Assistant Commissioner of the Division of Workforce Services at Tennessee Department of Labor and Workforce Development, Steve Playl. Mr. Playl stated to the board that two years ago the state was at the highest rate of unemployment in Tennessee history. As of April 28, 2022 Tennessee was at the highest employment rate in history with the most people working, apprentices, and apprenticeship programs. Tennessee's highest demanding industries are IT, Health Care and Manufacturing. Mr. Playl thanked everyone for their efforts in the workforce to make these record breaking numbers possible.

Financials

Lisa Moore presented the board with the Formula Fund Budget. This budget was given to all board members in their meeting packet and Lisa was needing a motion to receive these financials. Christine Hopkins motioned to receive these financials with Roxanna Patton seconding this motion. The board voted unanimously to receive the Formula Fund Budget.

WIOA Budget

Lisa Moore then presented the board with the new WIOA Budget that includes Formula and Discretionary Funds to include Cares, RESEA, Layoff Aversion, Reentry, and more. Stacey Shedd motioned to accept the budget. Selina Moore seconded this motion. The board voted unanimously to receive the WIOA budget.

Year to Date Quarterly Report

Lisa Moore introduced the Year-to-Date Quarterly Report to the board. This includes the expenditures to date which are 1.8 million. Selina Moore motioned to receive this report and Linda Fisher seconded this motion. The board voted unanimously to receive the Quarterly Report.

Operations Committee Recommendations

- **ETPL Approval of One (1) New Program:**

Bonnie Eslick from Southeastern Institute of Medical Technology presented the new Medical Assisting program. This program is currently in its first class after being authorized by THEC on January 28, 2022. They have 8 participants registered so far for the next class that begins on June 20, 2022. This program is a 16-week course that includes 14 weeks in class training and a 2-week externship at doctor's offices. The registration for this course is done all at the school and requires participants to pass a drug screen, background check, and also have a high school diploma or GED transcripts. This program cost is \$3,464 which includes three (3) certification exams.

- CCMA: Clinical Certified Medical Assistant
- CMAA: Clinical Medical Administrative Assistant
- CPT: Certified Phlebotomy Technician

Stacey Shedd motioned to approve this program for the ETPL. Roxanne Patton seconded this motion. The board voted unanimously to approve the Medical Assisting program.

- **ETPL Continuance of Two (2) Programs:**

- Patient Care Technology/Medical Assisting program at TCAT Pulaski has been on the ETPL for several years. This program is due for its renewal. This program is recommended to be approved by the Operations Committee due to multiple participants enrolling and completing the program. Christine Hopkins motioned to continue this program. Hardin Franklin seconded this motion and the board voted unanimously to approve for continuance.
- Commercial Driver License Training program at Ryan's Place Trucking School is set to expire in July before the next board meeting. Michelle Barnett has tried numerous times to contact

provider Terrance Cecil, but has not been successful. As of October, 2021, the provider had no participants and the class was still not operational. The Operations Committee recommended the board remove this program from the ETPL until the school is up and running. Stacey Shedd motioned to not continue with this program on the ETPL. Hardin Franklin seconded this motion and the board voted unanimously to discontinue this program after its expiration date.

Business Services Update

Regina Locker presented the board with the Business Service Team update.

- The team is still actively looking for participants for the NEG program.
- They are teaming up with several employers to spend the newly granted Layoff Aversion funds.
- Multiple job fairs are taking places to help employees match with employers. The mobile AJC unit is being utilized to also help with the job fairs.
- Lincoln Brass from Waynesboro and Mity Lite from Lawrenceburg are both currently in the process of closing. The Business Service Team is working with these employers to start the rapid response process.
- Southern Middle has just been granted Reentry: Justice Involved grant funds, and updates will be made as they become available.
- The next Business Service Team meeting will be May 10, 2022 at 10:00AM.

WIOA Dashboard

Tiffany Bolin presented the WIOA Dashboard to the board. From July 1, 2021 to March 31, 2022 the AJCs have seen 15,022 people. They currently have 417 participants in training out of the 695 enrolled. This last quarter enrollments were down due to staffing changes, but they expect to see and increase and the staffing changes have been settled. The Youth Work Experience is almost at 24% with 93 Youth participants being put into employment. A total of \$308,000 has been spent on wages. Title I is working with RESEA and other programs to co-enroll and they currently have 11 co-enrolled as of now.

Director's Report

Barbara Kizer presented the Director's Report to the board. Southern Middle was the highest out of all nine (9) Tennessee regions for NEG funds spent. Southern Middle's performance rate was over 80%. Currently steps are being taken to extend this grant out and to modify some of the funds to complete On-the-Job Training programs.

Southern Middle has recently sent out Request for Proposals for the Adult and Dislocated Worker Provider, Youth Provider, and One Stop Operator. For the Adult and Dislocated Worker and Youth Provider proposals were received from Career Team, EDSI, and SCHRA. The Selection Committee reviewed all the proposals and scored them with SCHRA being the highest scored bidder for Adult and Dislocated Worker and Youth Provider. Due to only one qualified proposal for the One Stop Operator, Southern Middle has resubmitted Request for Proposals for this provider.

Local Plan Modifications Update

The Local Plan has to be modified this year instead of resubmitting the entire plan. The plan had a 2-week comment period and was submitted to the State Workforce Board to be reviewed and approved. Selina Moore assisted in the modifications of this plan so she excused herself from the vote to accept these modifications. Stacey Shedd motioned to approve these updates as is and Christine Hopkins seconded this motion. The board voted to accept the Local Plan Modifications as submitted.

Regional Plan Modifications Update

The Regional Plan, which includes Northern Middle, Upper Cumberland, and Southern Middle, is also being modified this year and submitted to the State Workforce Board for review and approval. These modifications also had a 2-week public comment period. Selina Moore excused herself from the board vote due to being the Regional Director and assisting on these modifications as well. Stacey Shedd motioned to accept these modifications and Hardin Franklin seconded the motion. The board voted unanimously to approve the modifications updates as submitted.

Old Business

Chairman, Mark Short, asked if any Old Business needed to be discussed and none was discussed.

New Business

Christine Hopkins wanted to discuss ways to advertise Career Centers so that the public knew their operational times and locations. Per WIOA guidelines, advertising is not an allowable cost, but we can look into other grants to utilize their funds for outreach.

Adjournment

Stacey Shedd motioned to adjourn and Roxanne Patton seconded that motion. The board voted unanimously to adjourn and the Local Workforce Development Board meeting ended at 11:49AM.



Mark Short, Chair



Kelli Kea-Carroll, Secretary