

Southern Middle TN Local Workforce Development Board
Minutes
South Central Human Resource Agency
1437 Winchester Hwy
Fayetteville, TN
January 31, 2019

Call to Order and Welcome: Keith Durham, Board Chairman called meeting to order.

Roll Call:

Keith Durham, Board Chairman, asked Wendi Jones to call the roll consisting of the following:

Present

Keith Durham
Brian Crabtree
Terry Tillis
Howard Kirksey
William Moon
Ray Trawick
Will Johnson
Christine Hopkins
Kelli Kea-Carroll
Teresa Smith
Rob Mitchell
Selina Moore
Diana Hague
Rena Purdy

Proxy's _____

Jason Helton
Dr. Mark Short

Absent

Robby Moore
TJ Judge
Corey Warden
Barbara Lamb-Glass
Hardin Franklin
Don Barber
Matthew Boner
John Sechler
Rebecca Gold-Johnson

Keith Durham, Chairman, reviewed minutes of previous meeting and with no discussion the minutes were unanimously approved with a motion made by Howard Kirksey and seconded by Rena Purdy.

Tanya Henze provided information on the Eligible Training Provider List. Due to discussion at the last board meeting, it was proposed to the board to adopt the state list and any additions added to the list.

Rena Purdy questioned if TCAT-Hohenwald's programs that was missing on the previous list was now included. It was determined that they were.

A motion was made by Rob Mitchell and seconded by Rena Purdy to approve the state Eligible Training Provider List. It was approved unanimously by the board.

Rob Mitchell provided information on workshops that he had attended with the state regarding apprenticeship programs. He stated there are 1200 companies in TN who have apprenticeship programs and due to the legislation passed we should be prepared to assist those customers who are interested in an apprenticeship. Rob promised to provide the list of companies to Tanya Henze.

Tanya Henze introduced the Eligible Training Provider List Policy which came directly from the state and includes the entire process by which schools and trainings are approved. She recommended approval from the board.

Howard Kirksey had a question regarding the date of the policies. All new policies approved will have the date of 01/31/2019.

A motion was placed by Howard Kirksey to approve the Eligible Training Provider List Policy and Rob Mitchell seconded the motion. It was approved unanimously.

Paul Rosson of SCHRA provided an update on all of the AJC facilities and revealed the new Southern Middle AJC website which will launch soon. He also provided an overview on all services South Central Human Resource Agency provide to our thirteen counties. A video from the website included Jennifer Henry, OSO providing information on what services are provided in our local AJCs. The website will have information on Adult Education, TN Reconnect and plans to work with all partners in the AJC to provide information to all customers.

Paul Rosson has worked to reduce rent in our centers. He also plans to have a team look at proposals to determine if the AJC in Tullahoma should be moved as more space and parking is needed. Through a grant by Department of Labor funds were available to purchase new computers, monitors and printers for the job centers.

Chairman Keith Durham asked about efforts of centers in other counties. Paul Rosson stated that since there is a neighborhood center in all thirteen counties he plans to have available staff in all counties. Chairman Keith Durham said the goal for the organization is to service all counties they represent.

Jennifer Henry, OSO provided a contract update. She discussed dashboards which include numbers from the American Job Centers from July of 2018 to December of 2018. 18,915 customers were served during this quarter. Adult Education assisted 672 customers during this period and 197 have received their HiSet. Jennifer also explained the score card which was presented in the packet to the board. The calendar dates are PY18, October of 2016 to September 30, 2017.

Rena Purdy asked about the counties without centers and if the residents were traveling out of the county to obtain assistance in the job centers and questioned how these customers can be tracked to justify the need for a job center in Wayne County. Selina Moore explained they plan to open a center in all counties at least one day per week and will evaluate to see if they are needed more than one day per week.

Terry Tillis questioned the counties with low numbers and asked if the public just didn't know about the job center? Jennifer Henry stated some centers only have Title I staff and traffic might be low due to that. Selina Moore advised that numbers are gradually increasing.

Chairman Keith Durham asked if the board should use the scoreboard card as a way to judge the effectiveness of the program. Jennifer Henry said the funding will be based on the scoreboard. Selina Moore stated the state workforce board will also look at the scorecard and Tanya Henze advised that the dashboard that is distributed by Southern Middle each quarter uses the same metrics as the state.

Christine Hopkins commended Paul Rosson and SCHRA on the video and website and asked if it could be sent to the media and the Chamber of Commerce in each county. She felt that the public should know that the American Job Centers are open. She also stated there are still problems with unemployment in some counties and could that information be added to our dashboard as it's not showing up in the statistics. Selina Moore requested a video on the Re-Entry program which shows success stories of people working be added to the website.

Chairman Keith Durham advised the board that due to the state timeline requirements some policies had to go to the executive board for approval. The Regional and State Plan was approved by the executive committee but still needed approval by the board. A motion was made by Howard Kirksey seconded by Ray Trawick. It was unanimously approved.

Also approved by the executive committee was the state performance metrics. Selina Moore added that we could have negotiated the metrics but decided to stay with the state metrics. She made a motion to approve and it was seconded by Rob Mitchell. It was approved unanimously.

Tanya provided information the specialized AJC certifications. The foot traffic on six centers were analyzed and it was determined that there was not enough foot traffic to keep the centers open five days a week. In the past, comprehensive and affiliate centers must be open Monday through Friday from 8:00 to 4:30 but if the centers are certified as specialized the hours and days can vary. Selina Moore stated a review team was trained to certify the American Job Centers. Three centers which included Lewis, Giles and Bedford were approved for certification as a specialized center. Conditional certification was given to Marshall, Franklin and Lincoln. Vocational Rehabilitation performed an accessibility study. These three counties need additional ADA software and a few minor items and will be certified soon. These centers will still be open to the public to serve customers. Tanya requested that the board make a motion to approve the certifications and conditional certifications for all six centers. Christine Hopkins made a motion and Selina Moore seconded it and it was approved unanimously.

In new business Selina Moore and Tanya Henze provided information on Phase II which will include having a job center in Moore, Perry, Hickman and Wayne counties and be open one day per week. SCHRA has limited funding but has been innovative with hiring staff and plan to schedule staff to be in all counties as soon as the centers are ready.

Chairman Keith Durham provided information regarding three committees that the board are required to have and asked board members to sign up for one of the committees which include Operations, Youth and Targeted Populations.

Chairman Keith Durham introduced the special guest Kendrick Curtis of Middle TN Industrial Development Association. He presented information on a wage and benefit study that will take place this year. He advised that an online form is available on MTSU's website for industries to complete and hopes the board encourages all industries to participate in order to provide a broad picture on wages and benefits for all of middle Tennessee.

Chairman Keith Durham asked for a motion to adjourn. Howard Kirksey made the motion and Selina Moore seconded it. It was voted unanimously to adjourn.



Christine Hopkins



Keith Durham