

**Southern Middle TN Local Workforce Development Board Meeting**  
July 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 July 28, 2022 at 10:30 AM.

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

Absent: TJ Judge, Brian Crabtree, Barbara Lamb-Gass, Chris Trull, Sonya Faye Buckingham, Linda Fisher.

Proxies: Jane Herron (proxy to Rob Mitchell), Sara Williams (proxy to Stacey Shedd), John Sechler (proxy to Will Johnson)

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 April 28, 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 Hardin Franklin 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 July 28, 2022.

**Welcome New Board Member:**

WIOA Program Director, Barbara Kizer, introduced the new Board Member, Dave Van Buskirk, to the board. Mr. Buskirk is from the business sector and is the owner of multiple Dairy Queens.

**Welcome One Stop Operator:**

Barbara Kizer introduced the new One Stop Operator, Zoe Hunt, to the Local Workforce Board. She works with In the Door, LLC and is from Coffee County.

### **Financials:**

Lisa Moore presented the board with the Year to Date/Quarterly Financials. The expenditures and revenues were within budget for the fiscal year. Infrastructure line-item was below budget due to less foot traffic, COVID, and service provider buying in bulk. Kelli Kea-Carroll motioned to approve the financials as is. Selina Moore seconded the motion and the board voted unanimously to approve the year-to-date quarterly financials.

### **Operations Committee Recommendations:**

- ETPL Columbia State Community College to Present Proposal of Two (2) New Programs:

The two programs, Software Development and UX/UI Design, are third party programs that are noncredit and have a tuition of \$10,000. The committee recommended for the board to further the discussion on these programs before approving them for the ETPL. Rob Mitchell motioned to not approve the programs at this time, but the board will continue to have future discussions regarding these specific courses. Stacey Shedd seconded the motion and the board voted to not approve the programs at this time.

- ETPL One (1) Program for Continuance:

Medical Response Institute's, Medical Assistant/Phlebotomy Training Program is up for continuance. Rob Mitchell motioned to approve the continuance of this program. Christine Hopkins seconded the motion and the board voted unanimously to approve continuance of this program.

### **WEX Policy Update:**

Barbara Kizer presented updates made to the Work Experience (WEX) Policy. Youth participants participation was budgeted to 400 hours unless approved otherwise by the WIOA Program Director. Dislocated Worker participants are budgeted at 640 hours unless approved otherwise by the WIOA Program Director. A clause about special projects was also updated within the policy. Stacey Shedd motioned to approve the changes made to the WEX policy. Selina Moore seconded the motion and the board voted to approve the updates as is.

### **IWT Policy Update:**

Barbara Kizer presented changes made to the Incumbent Worker Training (IWT) policy. The policy is now updated with the correct information on what is needed to receive training such as the UEI number is now known as the DUNS number. Changes were made within the policy to follow updates in the state guidelines. Rob Mitchell motioned to approve the IWT policy and Kelli Kea-Carroll seconded the motion. The board unanimously voted to approve the changes to this policy.

### **OJT Policy Update:**

Barbara Kizer presented updates made to the On-the-Job Training (OJT) policy. Changes were made based on state guidelines to make sure the policy was clear about wage reimbursement, participation limits, and other sections of the policy. Stacey Shedd motioned to approve the OJT policy. Christine Hopkins seconded the motion and the board voted to approve the policy updates.



### **Required Document Updates Due to CLEO Transition:**

The current CLEO to the board, T.R. Williams, is retiring and Bill Newman was voted in and approved as the new CLEO. Agreements will have to be resigned due to this CLEO transition.

- **Partnership Agreement:**

Changes have not been made to this agreement, but new signatures are needed due to CLEO changes. Roxanne Patton motioned to approve the Partnership Agreement and Linda Maddox seconded the motion. The board voted unanimously to approve the Partnership Agreement.

- **WIOA Joint Agreement and Fiscal Agreement:**

Changes have not been made to this agreement, but new signatures are needed due to CLEO changes. Selina Moore motioned to approve the WIOA Joint Agreement and Fiscal Agreement and Kelli Kea-Carrol seconded the motion. The board voted to approve the signatures on the agreement.

### **AJC Covid Restrictions:**

Tiffany Bolin presented to the board restrictions the American Job Centers are still following since the Covid-19 pandemic hit. There are computers that are still taped off and water fountains shut down. Tiffany asked for the board's approval to lift some of these restrictions within the AJC, but CDC guidelines will still be followed. Selina Moore motioned to approve the lifting of covid restrictions within the AJC facilities. Kellie Kea-Carrol seconded the motion and the board approved the lifting of restrictions.

### **Business Services Update:**

Regina Locker presented the Business Service updates to the board. The WIOA team has completed an 8-week training course on Reentry and will also be distributing pamphlets for previously incarcerated individuals to help them transition back into society. Layoff Aversion funds were granted to Southern Middle Tennessee and have been utilized through IWT training.

### **WIOA Dashboard:**

Tiffany Bolin presented the dashboard to the board. A total of 18,806 individuals have walked through the AJC doors and 457 participants have been through some type of training. The work experience rate is at 23% which is 3% above the required percentage. Southern Middle's MPCR is at 54% which is 14% higher than required. The IWT training completed through the Layoff Aversion Grant trained a total of 49 participants.

### **Director's Report:**

Barbara Kizer presented the Director's report to the board. The National Dislocated Worker grant expired as of June 30, 2022. An extension has been granted until June 30, 2023 and Southern Middle has asked for additional funding. The WIOA team is also applying for grants outside the State Department of

Labor and recently applied for an ARC WORC Initiative grant. The WIOA program received the results from the annual PAR audit and there were no findings.

**Old Business:**


Chairman, Mark Short, asked if the board needed to discuss any old business. No old business was discussed.

**New Business:**

Mark Short asked if any new business needed to be discussed. No new business was discussed.


**Adjournment:**

Stacey Shedd motioned to adjourn the board meeting. Rob Mitchell seconded this motion and the Local Workforce Development Board meeting adjourned at 11:22AM.



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Mark Short, Chair



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Kelli Kea-Carroll, Secretary