

Southern Middle TN Local Workforce Development Board Meeting
October 27, 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 October 27, 2022 at 10:30 AM.

Those in attendance were: Robby Moore, Sara Williams, Mark Short, Dave Van Buskirk, Will Johnson, John Sechler, Christine Hopkins, Kelli Kea-Carroll, Linda Maddox, Selina Moore, Linda Fisher, Roxanne Patton

Absent: TJ Judge, Brian Crabtree, Barbara Lamb-Gass, Stacey Shedd, Hardin Franklin, Chris Trull, Matthew Boner, Sonya Faye Buckingham

Proxies: Rob Mitchell (Proxy to Mark Short)

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 July 27, 2022 meeting. No questions or concerns were stated leading to the motion of approval of the minutes. Roxanne Patton made the first motion of approval and Selina Moore 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 October 27, 2022.

Update on One Stop Operator:

Barbara Kizer updated the board and advised them that the new One Stop Operator (OSO) that was introduced at the previous meeting has resigned. In the Door, LLC, the provider for OSO, did multiple interviews and hired a new OSO. Shortly after accepting the OSO position another job was offered and accepted by the OSO. As of now, In the Door is interviewing new candidates and searching for the new Southern Middle OSO.

Financials:

Anita Turnbow presented the quarterly financials to the board. There is a difference in participant money in comparison to last year's financials at this time, but money spent on participants is on the rise.

Kelli Kea-Carroll motioned to receive the financials and Sara Williams seconded the motion. The board unanimously voted to receive the financials.

Operations Committee Recommendations of New Programs:

Operations Committee Chair, Kelli Kea-Carroll, expressed to the board that at the Operations Committee Meeting the Tennessee College of Applied Technology Shelbyville had two (2) new programs that the Operations Committee recommended for approval.

- The Criminal Justice: Correctional Officer curriculum contains a broad range of courses designed to equip jailers and guards with knowledge of day-to-day jailer duties. The program was designed at TCAT Elizabethton. The curriculum is established and approved. The length of this program is two (2) trimesters (864 hours) with a certificate of "Correctional Officer Apprentice" after the first trimester and a certificate of "Master Correctional Officer" after completion of the second trimester. The Tennessee Correctional Institute (TCI) is the Professional Accrediting Body under the authority of TCA 41-4-140. The program cost is \$3,213.11 for tuition, fees, textbooks, and supplies. This program will qualify for TN Promise, TN Reconnect, Federal Pell Grant, and Wilder-Naifeh. Linda Fisher motioned to approve this course for the ETPL. Selina Moore seconded this motion and the board agreed to add this program.
- The Nursing Aide/ Quality Specialist course known as the QuILTSS (Quality Improvement in Long Term Services and Supports) program is a value-based purchasing initiative led by the Bureau of TennCare. This particular program focuses on the performance measures that are most important to people who receive Long Term Services and Supports (LTSS). This course is used to improve their current or perspective workforce in areas such as but not limited to; Nursing Facility Care, Enhanced Respiratory Care, Home and Community Based Services, and more. Any participant that completes this program will qualify for a wage increase. This program is one trimester (432 hours). The first 120 hours will be training in Nursing Aide and will lead to a certificate and the knowledge to complete the Certified Nursing Assistant (CNA) exam. The next 331 hours is training in QuILTSS and results in that particular certificate. If a participant is interested in this program and currently is a CNA, a Prior Learning Assessment may be completed and move that participant to the second portion of the training. The Nursing Aide portion of this course is Professionally Accredited by the Tennessee Board of Health. The Quality Specialist portion has no accreditation but has a QuILTSS training partner through TennCare. The CNA portion of this program costs \$815 for tuition, fees, textbooks, and supplies. The QuILTSS portion of this course is \$1,283 which includes tuition and online access to the QuILTSS Institute. Sara Williams motioned to approve this program and Linda Fisher seconded the motion. The board unanimously voted to approve this program for the ETPL.

Operations Committee Recommendations of Continuance:

Operations Committee Chair, Kelli Kea-Carroll, expressed to the board that at the Operations Committee Meeting the Tennessee College of Applied Technology Hohenwald had two (2) new programs; Forestry and Ag Technology and Power Sports Technology, that the Operations Committee recommended for continuance.

- These programs are fairly new and have only been in operation since January of 2022. There are several enrolled students, just none at this time that are WIOA eligible. The Operations

Committee agreed to suggest approval of continuance to the Local Workforce Board. Board Member, Selina Moore, motioned to approve the continuance of these programs with Sara Williams seconding the motion. The board agreed to continue the TCAT Hohenwald programs.

Selina Moore presented to the board seven (7) programs from Motlow State Community College that are up for continuance.

- Two (2) programs were submitted by Motlow for recertification and the other five (5) were not. The Operations Committee made a recommendation to continue the two (2) that were submitted: AEMT Certificate and Emergency Medical Technician Certificate. The remaining five (5) programs had no WIOA participants within the past two (2) years. Selina Moore motioned to continue the two (2) programs (AEMT Certificate and Emergency Medical Technician Certificate). Robby Moore seconded the motion and the board agreed to continue these two programs. The remaining five (5) programs were motioned by Sara Williams to not approve for continuance. Linda Fisher seconded this motion and the board unanimously voted to discontinue the remaining five (5) programs.

American Job Centers (13)- Recertifications

Selina Moore presented to the board that by federal law for funds to flow through an American Job Center (AJC) a certification must be completed. A review team is made up of Title I partners, Wagner-Peyser, Vocational Rehab Partners, Adult Education, and other core partners. Seven (7) of the thirteen (13) AJCs have been completed with the remaining six (6) being completed on November 1, 2022 and November 2, 2022. These recertifications involve very extensive checklists with ADA compliance and other federal requirements being checked. Selina asked that the board approve these recertifications to be completed and sent to the State Workforce Board for their approval. Selina also sustained from this vote due to her involvement in the recertification. Robby Moore motioned to approve the recertification and Kelli Kea-Carroll seconded the motion. The board voted for full approval.

Business Services Update:

Regina Locker presented the Business Service updates to the board. The Business Services team has received the National Dislocated Worker Grant. The team has been meeting with employers and mayors while also having joint meetings with Economic Development. The goal is to find and meet the needs of employers and participants. Several participants have begun utilizing the new grant with more individuals in the pipeline. The Business Service team has been taking advantage of local job fairs and partnering with the AJC Mobile Coach. A job fair attended by the team recently was for Direct Coil in Fayetteville, Tennessee. Three (3) individuals were hired on the spot with the possibility of six (6) pending that are possibly able to utilize the Dislocated Worker Grant with one (1) being a Justice Involved Individual. An Apprenticeship signing was attended with Charlene Russell at Richland Industries in Pulaski, Tennessee with a female apprentice that will be trained in the fabrication department. The training will consist of approximately 8000 hours. A Rapid Response event was held on October 18, 2022 at Mity-Lite in Lawrenceburg, Tennessee. The closure date is projected to be at the end of January 2023. Multiple representatives were in attendance from the Tennessee Department of Labor, WIOA Staff, TCAT, South Central Human Resource Agency, Adult Education, and others. A job fair has been scheduled for Mity-Lite on-site November 15-16, 2022 in which the AJC Mobile Coach has been scheduled for assistance in resume writing.

WIOA Dashboard:

Tiffany Bolin presented the dashboard to the board. In this quarter a total of 10,937 individuals have walked through the AJC doors and 100 participants have been enrolled into the Title I program. This brings the total to 328 participants in training. Southern Middle's MPCR is at 49.42% and the WEX rate is lower due to funding timing, but a rise is expected in the WEX rate.

WIOA Program Director's Report:

Barbara Kizer presented the Director's report to the board. The National Dislocated Worker Grant contract has just now been received. Southern Middle has asked for the second round of funding and expected to receive over \$1,000,000 in funds. With this grant it has different components with one being Work Experience which allows individuals to be placed into positions earning the same amount of wages as those working the same job. This allows participants to learn the job and once their allotted time of work experience is over having a higher potential of retaining that position permanently. If a participant is placed where there is not another worker doing the same job a wage of a minimum of \$15 will be paid. Supportive Services and On-the-Job training have been requested as other components for this National Dislocated Worker Grant. Funds for this grant must be spent by June 30, 2023. To start out participants in WEX will be capped at 1040 hours to assure enough funds can be utilized for as many individuals and employers as possible. If funding is not fully spent the hour cap will be moved to the grant restrictions of 2080 hours.

Barbara wanted to thank and congratulate Dr. Laura Monks for the invitation to the WIOA Team for the Bedford County Higher Education groundbreaking event. The WIOA Team was able to attend and looks forward to seeing the amazing things that are to come.

The Tennessee Department of Labor started a new monitoring review lead by Heather Skelton, that covers all aspects of the WIOA program except for the participant side. A spreadsheet of 191 detailed questions regarding the program was sent out and a day was scheduled to have a virtual review recorded and answers evaluated. After completion of this monitoring there were no findings and only one recommendation that was already being addressed by the Human Resources Department. Southern Middle also had five (5) Promising Practices after the monitoring review.

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. Charlene Russell had new business on behalf of the Office of Apprenticeship. Registration has been submitted for EnterSource in Shelbyville, Tennessee. They are starting a registered apprenticeship program for Fiber Optic Technicians and will be using curriculum from Fiber Band Association that has been approved. Additionally, General Motors has contacted Charlene about approving another cohort of apprenticeships for machinists. A meeting will also be held with Direct Coil to revisit the conversation about registering their apprenticeship program as well. Thursday, November 3, 2022, Charlene will be presenting the Apprenticeship 101 Program at Lewisburg campus of Columbia State. The Middle Tennessee Apprenticeship Conference for

National Apprenticeship Week will be held on November 16, 2022 In Nashville at the French Landing Site. A link will be sent out for both Apprenticeship meetings.

Adjournment:

Selina Moore motioned to adjourn the board meeting. Christine Hopkins seconded this motion and the Local Workforce Development Board meeting adjourned at 11:28AM.



Mark Short, Chair



Kelli Kea-Carroll, Secretary