

## **Southern Middle TN Local Workforce Development Board Meeting**

January 26, 2023 at 10:30 AM

The meeting of the Southern Middle TN Workforce Development Board was held in person and virtually through the Zoom application on January 26, 2023 at 10:30 AM.

Those in attendance were: Robby Moore, Brian Crabtree, Stacey Shedd, Hardin Franklin, Sara Williams, Mark Short, Dave Van Buskirk, Matthew Boner, Will Johnson, John Sechler, Christine Hopkins, Sonya Faye Buckingham, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Linda Fisher, Roxanne Patton

Absent: TJ Judge, Barbara Lamb-Gass, Chris Trull

A quorum was established and present.

### **Welcome and Roll Call:**

Southern Middle TN Local Workforce Development Board Chairman, Mark Short, welcomed everyone to the meeting at 10:01 AM. Roberta Brazier 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:**

Chairman Short asked the board to review their minutes if they have not already done so. Robby Moore motioned to approve the minutes as is. Rob Mitchell seconded this motion. The board unanimously approved the minutes.

### **Proxy Approval:**

Chairman, Mark Short, approved all proxies received for the Local Workforce Development Board Meeting on January 26, 2023.

### **Appointment of Chair from Members of Business Sector:**

Chairman terms are for two years for the Local Workforce Development Board. Christine Hopkins nominated Mark Short to be appointed as Board Chairman. No other nominations were made. Rob Mitchell seconded this motion. The Board voted to approve Mark Short as Chairman.

### **One Stop Operator Introduction:**

Barbara Kizer introduced Liz Gallagher to the Board as the new Southern Middle One Stop Operator. Liz started her career in WIOA after graduating from The University of Texas Austin with a double bachelor's degree in Social Work and Government. She has previously worked as a Youth Career Advisor and Lead Career Advisor. She has dedicated six (6) years to Workforce Development.

### **Financials:**

Lisa Moore presented the financials to the Board. No questions were asked. Stacey Shedd motioned to receive the financials as is. Christine Hopkins seconded. The Board voted to receive the financials.

### **Educating an Emerging Workforce:**

Barbara Kizer introduced Dr. Michael Torrence, President for Motlow State College, to the Board. Dr. Michael Torrence and Dr. Kelli Kea-Carroll (TCAT Hohenwald) discussed their programs that is offered to participants in the technology of electric vehicles.

### **Operations Committee Recommendations:**

#### ETPL Approval of New Programs

Dr. Kelli Kea-Carroll presented three (3) new programs that are applying to be on the ETPL. These programs are located at TCAT Hohenwald and was recommended for approval by the Operations Committee.

- **Building Construction Technology:** Participants would learn the fundamentals of construction such as, but not limited to; carpentry, residential wiring, electricity, plumbing, and block and brick laying. These skills will be learned through in class teaching and on-site observation. They do earn certificates: Carpenter Helper, Carpenter Diploma, Plumber and Electrician Helper, and Final Diploma in General Construction. This program is 20 months, 1260 hours, with a tuition cost of \$7,179.00. Dave Van Buskirk motioned to approve. Stacey Shedd seconded the motion. The Board voted to approve this program for the ETPL.
- **Criminal Justice- Correctional Officer:** This program is directed and designed for general law enforcement, but specifically to equip jailers and guards with the knowledge of inmate processing. With the demand for officers, Tennessee Board of Regents saw a high need to implement this program although it is a general basis program. This course is two semesters in length with a tuition cost of \$2,672.00. Participants will receive a Correctional Officer Apprentice and Master Correctional Officer credential. Christine Hopkins motioned for approval. Selina Moore seconded. The Board unanimously voted to approve.
- **Truck Driving:** This program is a 222-hour program where participants will learn three (3) weeks in classroom and three (3) weeks driving. The tuition cost for this course is \$1,203.00. Stacey Shedd motioned for approval of this program. Dave Van Buskirk seconded. The Board voted to approve.

#### ETPL Programs for Continuance

Dr. Kelli Kea-Carroll presented the programs that are due for review and approval for continuance.

TCAT Hohenwald: Dr. Kea-Carroll expressed to the board that there were four (4) programs seeking continuance. These programs have been reviewed by the Operations Committee and were recommended for approval of their continuance on the ETPL.

- **Administrative Office Technology:** Selina Moore motioned to approve. Linda Maddox seconded. The Board voted to approve this program.
- **Cosmetology:** Dave Van Buskirk motioned for approval. Stacey Shedd seconded. The Board voted unanimously to approve the program.
- **Electronic Systems:** Stacey Shedd motioned to approve. Hardin Franklin seconded the motion. The Board voted to approve the Electronic Systems program.



- Surgical Technology: Linda Maddox motioned for approval. Selina Moore seconded. The Board voted to continue the program.

Columbia State Community College: Dr. Kelli Kea-Carrol presented the programs seeking continuance. She stated to the Board that these programs have been reviewed and the Operations Committee recommends approval of continuance.

- Computer Information: Programming Option: Stacey Shedd motioned for approval. Dave Van Buskirk seconded. The Board unanimously voted to approve the program for continuance.
- Accelerated Advanced EMT: Stacey Shedd motioned to approve. Christine Hopkins second the motion. The Board voted to approve continuance.
- Medical Billing and Coding: Dave Van Buskirk motioned for approval. Stacey Shedd seconded the motion. The Board voted unanimously to approve the program.

Motlow State Community College: Dr. Kelli Kea-Carroll informed the Board that the programs have been reviewed by the Operations Committee and the recommendation was to approve the courses for continuance.

- Business Major, Medical Office Concentration: Christine Hopkins motioned for approval. Hardin Franklin seconded. The Board voted to approve this program.
- Medical Laboratory Technician (MLT): Christine Hopkins motioned to approve. Stacey Shedd seconded the motion. The Board unanimously voted to approve this program for continuance.

#### **By-Laws Update:**

Kaitlyn Nix presented the By-Laws update to the Board. By state regulations the By-Laws must be reviewed and approved every two (2) years. No changes to the By-Laws have been made other than approval and term dates. Stacey Shedd motioned to approve the By-Laws. Dave Van Buskirk seconded. The Board unanimously voted to approve the By-Laws with the term changes.

#### **WIOA Dashboard:**

OSO, Liz Gallagher, presented the Board with the WIOA Dashboard. The total annual amount enrolled in Title I trainings was 62 participants, and 42 participants have obtained a credential from these trainings. Seven (7) of the Title I participants are Justice Involved Individuals. Southern Middle's MPCR is at 43.99% as of this quarter. Foot traffic for the AJCs was 5,019. Christine Hopkins and Dave Van Buskirk discussed with the Board how vital enrolling Justice Involved Individuals was to the employers in Southern Middle.

#### **WIOA Program Director's Report:**

Barbara Kizer discussed with the board that WIOA members were invited by Board Member, Rob Mitchell, to the Local Business Education Meeting at the Hickman County High School. At this meeting WIOA eligibility and program types were explained.

Tennessee Department of Labor did a quarterly monitoring in December 2022. On January 10, 2023, Southern Middle was informed that this monitoring had no findings or observations.

The National Dislocated Worker funding has been utilized for short-term training and work experience for Dislocated Workers. A modification has been sent to the Department of Labor to make short-term training and work experience available to more participants.

Tennessee Department of Labor's Office of Reentry will be hosting a Listening Tour on February 9, 2023 to discuss Justice Involved Individuals and barriers to employment.

**Old Business:**

No old business was discussed.

**New Business:**

No new business was discussed.


**Adjournment:**

Christine Hopkins motioned for adjournment. Rob Mitchell seconded the motion. The Local Workforce Development Board meeting was concluded at 12:05PM.



---

Mark Short, Chair



---

Kelli Kea-Carroll, Secretary