

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

July 27, 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 July 27, 2023 at 10:30 AM.

Those in attendance were: Robby Moore, Stacey Shedd, Hardin Franklin, Sara Williams, Dave Van Buskirk, Will Johnson, Sonya Faye Buckingham, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Roxanne Patton

Absent: TJ Judge, Brian Crabtree, Mark Short, Chris Trull, Matthew Boner, John Sechler, Linda Fisher

Proxies: Barbara Lamb-Gass (proxy to Dave Van Buskirk)

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

Southern Middle TN Local Workforce Development Board Vice Chairman, Dave Van Buskirk, welcomed everyone to the meeting at 10:30 AM. Roberta Brazier was instructed to start the board roll call by Mr. Van Buskirk. 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 was known. A quorum was established and present.

### **Review and Approval of Previous Minutes:**

Vice Chairman Van Buskirk asked the board to review their minutes if they have not already done so. Rob Mitchell motioned for approval of the minutes. Sara Williams seconded. The board voted to approve the minutes as presented.

### **Proxy Approval:**

Board Chair approved the proxies for the July 27, 2023 board meeting.

### **Year to Date Quarterly Financials:**

Lisa Moore presented Year to Date Quarterly Financials to the board. All expenses are in line some did come in under budget. Selina Moore motioned to receive the financials. Will Johnson seconded the motion. The board voted to receive the financials.

### **Operations Committee Recommendation:**

#### ETPL New Program

Selina Moore presented the one (1) new program requesting to be on the ETPL. Ryans Place Trucking School has a Commercial Driver License Training program. This program is a four (4) week, 160-hour program with a tuition total of \$5,500. After much discussion and lack of documentation on the four (4) students that Mr. Cecil stated had completed the program, the Operations Committee has recommended for the board to not approve this program for the ETPL. Rob Mitchell motioned to not approve. Sara Williams seconded. The board voted to not approve this program.

**Adoption of In the Door Procurement Policy:**

Kaitlyn Nix presented the Adoption of In the Door Procurement Policy to the Board. Sara Williams motioned to approve. Selina Moore seconded. The board voted to approve the Adoption of In the Door Procurement Policy.

**Dislocated Worker Guidance Policy:**

Barbara Kizer presented the updated Dislocated Worker Guidance Policy to the board. This guidance had not been updated since the merge of the two areas in 2018. Sara Williams motioned to approve. Rob Mitchell seconded. The board voted to approve the Dislocated Worker Guidance Policy.

**Business Service Update:**

Regina Locker presented the board with Business Service update. A second and final Rapid Response meeting was held at National Pen in Shelbyville on May 17. A total of 67 employees were affected by this closure.

On June 9 the Business Service team met with National Copper and Smelting Company to discuss Rapid Response for their Ardmore facility. The estimated closure date is July 24<sup>th</sup> and will affect approximately 58 employees. The team discussed all the services they had to offer one being an onsite job fair but the Plant Manager was not interested in any assistance at that time and said they would contact the Business Service team if they needed assistance.

Southern Middle received two Summer Youth Employment Program grants that offers paid employment for youth ages 14-24, maximum of 8 weeks worked, maximum pay of \$16.00 per hour, maximum hours of work per week is 25 hours, and maximum gross wages/withholdings of \$3,200. The Business Service team is lining up businesses who are interested.

**WIOA Program Director's Report:**

Barbara Kizer presented the board with the director's update. She began by continuing the discussion of Phase I and Phase II of the Summer Youth Employment Program. She offered flyers to anyone interested in this program.

There is a NDWG Federal grant of \$5 million across the state. This grant is for a three-year period. Southern Middle submitted a request for three million and may only receive a percent of this. Still waiting for a response.

Southern Middle has three (3) counties that are included in the Reentry pilot program. Each county was awarded \$25,000 through June 2024. They are Maury, Wayne and Franklin County.

Barbara Kizer mentioned that Southern Middle is working on closing out grants and trying to get new ones started. Lisa Moore said there are 12-13 grants closing out.

**WIOA Dashboard:**

OSO, Liz Gallagher, presented the Board with the WIOA Dashboard. Liz stated that Southern Middle met all KPI's aside from the Veteran's KPI. Credential attainment for the program year was 137 and there are still a lot in in training. Adult Ed was able to help over 200 this program year. RESEA is hitting all goals. Foot traffic compared to last quarter is almost identical.

Lisa Moore reported that Southern Middle's MPCR for the year was 55.79%.

**Old Business:**

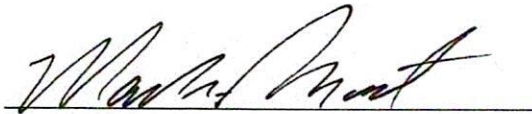
No old business was discussed.

**New Business:**

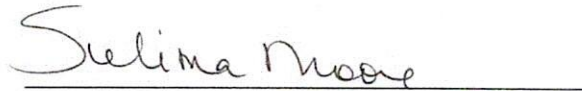
Walt Wood commented on the foot traffic and said the report was excellent but asked if this includes online traffic. Liz Gallagher stated that online traffic is not included in these figures.

**Adjournment:**

Rob Mitchell motioned to adjourn the meeting. Stacey Shedd seconded. The meeting was adjourned at approximately 11:20 a.m.



Mark Short, Chair



Selina Moore, Secretary