

Southern Middle TN Local Workforce Development Board Meeting

October 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.

Members Present	Members Absent	Members Present by Proxy
Dave Van Buskirk	Barbara Lamb-Gass	
Kelli Kea Carroll	Brian Crabtree	
Linda Fisher	Chris Trull	
Linda Maddox	Hardin Franklin	
Mark Short	John Sechler	
Matthew Boner	Robby Moore	
Rob Mitchell	Sonya Faye Buckingham	
Roxanne Patton	Stacey Shedd	
Sara Williams	TJ Judge	
Selina Moore		
Will Johnson		

Welcome and Roll Call:

Southern Middle TN Local Workforce Development Board Chairman, Mark Short welcomed everyone to the meeting at 10:30 AM, and after calling to order he asked Roberta Brazier to conduct roll call. 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.

A quorum was established and present.

Review and Approval of Previous Minutes:

The meeting minutes from the July 27, 2023 quarterly board meeting were provided to all members prior to today's meeting.

MOTION by Rob Mitchell to approve the July 27th meeting minutes.

Seconded by Kelli Kea-Carroll.

A Vote was held and the motion unanimously passed.

Proxy Approval:

Board Chair, Mark Short approved the proxies submitted for the October 26, 2023 board meeting.

PAR Audit Update

Barbara Kizer provided an update on the PAR audit results. Barbara said there was only 1 finding on the audit. The finding was a charge against a new grant which was made on the 10th of the month, however the grant did not actually become effective until the 15th of the month.

Receive Year to Date Quarterly Financials

Financials were sent out in a packet to the board prior to the meeting. Lisa Moore presented the financials stating that Southern Middle spent \$55,000 more this year on our first quarter and the MPCR for the third quarter was 40.88 which is excellent. The Chairman called for any questions.

MOTION by Sara Williams to receive the 3rd Quarter 2023 financials.

Seconded by Selina Moore.

A Vote was held and the motion unanimously passed.

Transportation Agreement

Anita Turnbow provided information concerning providing transportation if needed upon special approval to participants in WIOA activities. There were questions and discussion. An agreement between South Central Tennessee Development District, South Central Human Resource Agency, and South-Central Area Transit Service was reviewed by the board which outlined the scope of the services that would be provided and the agreed rates of compensation.

MOTION by Rob Mitchell to approve the Transportation Agreement as presented.

Seconded by Linda Fisher.

A vote was held and the motion unanimously passed.

Program Policies-Participant Support Services

Due to the approval of the Transportation Agreement, Barbara Kizer drafted and presented proposed changes:

Under Number 2 of Participant Support Services Policy add, "Public Transportation available upon special approval at an agreed upon rate if noted as a barrier to WEX training and budget allowing".

Added to the following documents:

1. Matrix of Support Services
2. Program Policies-Participant Support Services

The drafted updates added appropriate language and necessary provisions to include transportation as an available service, the board reviewed the proposed changes.

MOTION by Stacey Shedd to approve reviewed updates to both the "Matrix of Support Services" and "Program Policies-Participant Support Services" as presented.

Seconded by Sara Williams.

A Vote was held and the motion unanimously passed.

ETPL: One New Program for Initial Eligibility

Kelli Kea Carroll informed the board that during the October 10th Operations Committee meeting they reviewed and voted to recommend to the board a new program to the eligible training provider list (ETPL). Carrie Gilbert with TCAT-Pulaski joined the meeting via zoom to present the Criminal Justice: Correctional Officer Program to the board and requesting approval.

MOTION by Linda Fisher to approve the Criminal Justice: Correctional Officer Program at TCAT-Pulaski.

Seconded by Stacey Shedd.

A vote was held and the motion unanimously passed.

ETPL (50) Programs for Continuance

Kelli Kea Carroll presented the Programs for Continuance recommendations made by the Operations Committee on October 10th. Fifty programs across six providers were recommended by the Operations Committee for continuance.

Columbia State Community College: 12 Programs

MOTION by Stacey Shedd to approve 12 Programs at Columbia State Community College for continuance.

Seconded by Selina Moore.

A Vote was held and the motion unanimously passed.

Motlow State Community College: 4 Programs

MOTION by Dave Van Buskirk to approve 4 Programs at Motlow State Community College for continuance.

Seconded by Stacey Shedd.

A Vote was held and the motion unanimously passed.

TCAT Hohenwald: 8 Programs

MOTION by Sara Williams to approve 8 Programs for Continuance at TCAT Hohenwald.

Seconded by Selina Moore.

A Vote was held and the motion unanimously passed.

Superior Drivers Institute: 1 Program

MOTION by Sara Williams to approve 1 Programs for Continuance at Superior Drivers Institute.

Seconded by Selina Moore.

A Vote was held and the motion unanimously passed.

TCAT Pulaski: 13 Programs

MOTION by Stacey Shedd to approve 13 Programs for Continuance at TCAT Pulaski.

Seconded by Sara Williams

A Vote was held and the motion unanimously passed.

TCAT Shelbyville: 12 Programs

MOTION by Linda Fisher to approve 12 Programs for Continuance at TCAT Shelbyville.

Seconded by Selina Moore.

A Vote was held and the motion unanimously passed.

Ryan's Place Trucking School

Barbara Kizer updated the board about Ryan's Place Trucking School which the board voted to add to the ETPL list for one year.

Timeline:

July 27, 2023-Board voted to not approve Ryans Place Trucking School for the ETPL.

August 1, 2023-An email was sent to Terrance Cecil owner of Ryans Place Trucking School that the trucking school was not approved to be on the ETPL.

August 2, 2023-Received an email from Terrance Cecil expressing how he felt about the denial (email included in packet). After receiving this email, we met with the state to ask how we should proceed.

August 11, 2023-Emailed a response to inform Mr. Cecil of the appeal process and that the appeal would have to be submitted to the Local Workforce Development Board within thirty days of issuance of the denial notice which was mailed on August 1, 2023. He was informed to include specifications of the program in question and reason for appeal.

September 13, 2023- Mr. Cecil emailed stating that he would like to file an appeal which was not within the thirty-day deadline to file an appeal. We discussed this with the state and were in agreement that he would have to be denied because it wasn't filed within the timeframe and the information requested wasn't submitted.

October 11, 2023-Emailed a letter informing Mr. Cecil, owner of Ryans Place Trucking, that the request to appeal was denied because it was not submitted within the thirty-day deadline. It was explained that he could reapply after one year and in the letter, he was encouraged to reapply if he has his school is going. Southern Middle has not received a response from Mr. Cecil at this time.

Barbara Kizer further discussed information included in his emails.

WIOA Program Director's Report

Barbara Kizer presented the board with the director's update.

- Southern Middle was awarded a youth grant of \$1,000,000 effective July 1, 2023 that will end August 31, 2024. This grant allows Southern Middle to put 282 youth into the Work Experience program, to date we have enrolled 108 youth. Details of the program were presented.
- Southern Middle was awarded \$1,673,917.72 by the department of labor for a QUEST National Dislocated Worker Grant that will be available to utilize for 3 years.
- Applied for \$250,000 Consolidated Business Grant and will be used for Incumbent Worker Training if awarded.

Business Service Update-Regina Locker presented the board with the Business Service Update. The qualifications for Summer Youth Employment Program were explained including outreach to youth and businesses for this program. Discussed outreach at job fairs, chamber and employer functions, attend mobile coach functions to answer questions and spread the word about the NDWG and other grants.

WIOA Dashboard

OSO, Liz Gallagher, presented the Board with the 3rd quarter Southern Middle Region Workforce dashboard. The dashboard was reviewed for foot traffic at the American Job Center locations as well as the number of people enrolled in the different programs.

Old Business:

No old business.

New Business:

Rob Mitchell asked if the UAW strike occurs are we prepared with TAA for workers. Barbara Kizer explained that TAA is not in affect so that will not be an option.

Adjournment:

MOTION by Stacey Shedd to adjourn.

Seconded by Rob Mitchell.

A Vote was held and the motion unanimously passed.

Meeting adjourned by 11:15 a.m.



Mark Short, Chair



Selina Moore, Secretary