

Southern Middle TN Local Workforce Development Board Meeting

April 25, 2024 at 10:30 AM

The meeting of the Southern Middle TN Local Workforce Development Board was held in person and virtually through the Zoom application on April 25, 2024 at 10:30am.

Those in attendance were: Robby Moore, Stacey Shedd, Hardin Franklin, Sara Williams, Dave Van Buskirk, Will Johnson, Trent Mitchell, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Brian Crabtree, Linda Fisher.

Absent: TJ Judge, Barbara Lamb-Gass, Mark Short, Chris Trull, Matthew Boner, Sonya Faye Buckingham, Roxanne Patton.

Welcome to Roll Call:

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

Review and Approval of Previous Minutes:

Vice Chairman, Dave Van Buskirk, asked the board to review their minutes if they had not already done so. Robby Moore motioned for approval of minutes. Stacy Shedd seconded. The board voted unanimously to approve the minutes as presented.

Proxy Approval:

Board Chair, Mark Short, approved the proxies for April 25th, 2024 prior to the board meeting.

New Board Staff Employee:

Barbara Kizer introduced and welcomed the new Administrative Assistant, Nicole "Nikki" Rubert.

WIOA Audit Report:

Barabara Kizer reported that there were two (2) findings resulting from the WIOA PAR Audit. The first finding was for charges on a hotel room for \$34. The charge was \$17 per night (two (2) nights) over the state rate. The second finding was on participant applications not entered into Jobs4TN for Incumbent Worker Training (IWT). Barbara stated that an application was collected for each participant and a complete list of each individual participant was uploaded into Jobs4TN under the company in Jobs4TN but was not entered individually into Jobs4TN since the company receives funding to train an employee not the participant. The state is asking for the applications to be entered for each participant into Jobs4TN even though they are not receiving the funding. These applications will be keyed into Jobs4TN to correct this issue. Barbara reported that there were seven companies with approximately 218 workers that received training.

Executive Committee Meeting:

Barbara Kizer spoke about the Executive Committee Meeting held in February. Hickman County AJC was in a building that sold but was allowed to stay there for about three years after the sale. The AJC has been asked to vacate the building. There is a county owned building that the mayor and Paul Rosson have been working on together to house the AJC. Paul gave an update on the new location. Barbara reported that there is a new form required by the state when an AJC is closing or relocating, we either had to have Board or Executive Committee approval for an AJC to move. Discussion also took place about the relocation of the Lawrence County AJC, which is also housed in a county owned building and they have asked for the AJC to move out. Paul Rosson is struggling to find an affordable building in Lawrenceburg. He stated that career advisors could move into the Neighborhood Service Center. Executive Committee voted to change the Comp Center to a Specialized Center in Lawrence. The vote on where to move the Comp Center in Lawrence County will be taken later since there are state staff involved. Barbara stated that local areas are asked to give the state a three (3) month notice on a specialized and six (6) months' notice on a Comp Center. Kelli Kea-Carroll made a motion to approve changing the Lawrence County AJC to a Specialized Center, Robby Moore seconded. The Executive Committee voted unanimously to approve the change.

Financials:

Anita Turnbow spoke regarding the 2024-2025 budget numbers that were up 17% over the year prior. She stated that formula funds were cut \$199,000 but the WIOA program has been proactive seeking other grants. With youth funding and other funds WIOA has went after we were able to add a half million dollars to the participants money. Selina Moore made a motion to receive fully the funded budget. Kelli Kea-Carroll seconded. The board voted unanimously to receive the financials.

Year to Date Quarterly Financials:

Anita Turnbow spoke regarding the budget numbers July 2023 through March 2024; Youth is up \$329,000 which is 502%. Everything else is coming is as it was. Revenue and expenditures are up 6.8% overall due to the youth contract secured. Stacey Shedd made a motion to approve Quarterly Financials. Kelli Kea-Carroll seconded. The board voted unanimously to receive Quarterly Financials.

Operations Committee Recommendations:

Kelli Kea- Carroll reported that the Operations Committee met on April 12, 2024 to consider adding one (1) program for continuance to the Eligible Training Provider List. Michelle Barnett stated there are currently three active participants, two (2) have successfully completed and one (1) has dropped out according to the report from Jobs4TN. This program is high demand in Southern Middle. Kelli added that this program offers four (4) different certificates: CNA, phlebotomy, EKG and Medical Assistant.

One (1) Program for Continuance:

- Patient Care Technology/ Medical Assisting - consist of 1296 hours, total cost \$5906. Sara Williams made a motion to approve Patient Care Technology/ Medical Assistance. Hardin Franklin seconded. The board voted unanimously to approve this program.

Operations Committee AJC Discussion:

Paul Rosson reported on the AJCs. Hickman County's new location is almost 95% done and May 1st should be the move in date.

Lawrence County would like to take over their county owned building to move Archive's and the Election Commission into this building. He stated that they are not kicking the AJC out immediately but would like for us to be out by April 2025 and are currently on a month-to-month basis on this lease. The plan is to move Career Advisors to Neighborhood Service Center and possibly move Comp Center to Giles County. Paul is currently working with a vendor to design out six (6) cubicles/offices. Georgena Wilson stated they need seven (7). Paul stated he would send back to designer so he can redraft that and at that point can get pricing.

Mr. Rosson stated that he talked to Mayor Stewart and discussed foot traffic in Moore County being low, and recommended trying a by appointment only location and that Mayor Stewart was fine with that. Paul stated that SCHRA can send someone to Moore County to meet with clients and he said the mayor thought that was a good idea. Selina Moore stated that to be a Specialized Center there has to be a scheduled time to open but that we could change to an Access Point. Paul said that the Neighborhood Service Center staff could train to assist clients as well as if they need more extensive services someone can come down from the Tullahoma Office. A motion was to make Moore County an Access Point instead of a Specialized Center. Selina Moore made the motion and Linda Fisher seconded. The board voted unanimously to approve.

Support Services Matrix Update:

Barbara Kizer reported on the Matrix of Support Services, the way the Support Services work on travel and child care is 104 consecutive weeks of Support Services. There was a complaint because that was not specified clearly in the policy. The complainant utilized some WIOA services then had a break in services and utilized services again so the time limit with consecutive weeks ran out. We resolved that issue and decided at that point that we needed to make the policy clearer. Barbara worked to make the policy clearer and noticed the policy funding amounts did not match the Support Service Matrix amounts and after discussion took amounts out of the Support Service Policy and added the Matrix as an "Addendum A" so any time changes are made to the Matrix the policy would be updated and voted on with the updated Matrix attached. It was also made clear that the support training date should align with training activities date because training activities is 104 consecutive weeks and once that training activity is over it flags the 104-week deadline. Barbara explained that the Summer Youth Employment Program aka Tennessee Youth Employment Program needed to be added to the Matrix update since the state added support services if needed. She added that Post Placement Supportive Services is in the policy and is not in the Matrix and is rarely used but it is being added to be consistent. Stacey Shedd made a motion to make the above changes to the Matrix. Selina Moore seconded. The board voted unanimously to approve.

Program Policies:

Barbara Kizer reported on Program Policies- Participant Support Services the changes was taking the maximum numbers out of the policy and adding the "Addendum A". Selina Moore made a motion to make the above changes to the Program Policies- Participant Support Services policy. Robby Moore seconded. The board voted unanimously to approve.

WIOA Program Director's Report:

Barbara reported on the Regional and Local plan that are four (4) year plans. The plans were posted for public comment then submitted to Department of Labor to be reviewed and both plans will be presented at the May's

State Workforce Development Board meeting. She stated that Selina Moore will be presenting the Regional Plan to the State and each area will have to present their Local Plan. Both plans have to be approved by the State Workforce Development Board.

Barbara reported that the Summer Youth Employment Program is now called the Tennessee Youth Employment Program. Southern Middle was originally awarded a million dollars to enroll 282 youth, effective July 1st through August 31, 2024. To date 404 are enrolled due to variables in pay, hours worked, and some youth not using the max amount which has allowed more youth to enroll. She stated that the state has changed the guidance and extended the grant to June of 2025. Southern Middle has requested another million dollars to carry SM through the June 2025 end date of the grant. Selina Moore stated that Southern Middle is doing the best in the state with enrollment numbers.

Barbara discussed the Reentry Pilot Grant explaining that the state selected three (3) counties: Maury, Wayne and Franklin. Franklin County is set up with nine (9) incarcerated individuals that are in the certified production technician training. Wayne and Maury have started customer service classes. This grant will go through June 30th 2024.

Dashboard:

OSO, Liz Gallagher, presented the WIOA Dashboard. Enrollment and Adult Dislocated Worker is behind but was confident the goals would be met by June. Aside from Title I, SM is at 70% for the year. The RESEA goals should be met and traffic counts are consistent. Liz reported the MPCR rate is at 44%.

Business Service Update:

Regina Locker reported on the abrupt closing of Micro Craft which employed 50 employees. Regina and Career Advisors were able to provide some guidance. Southern Middle was awarded the Quest NDWG in the amount of \$1,673,900.00 which will not expire for three (3) years. Participants are currently being enrolled into the program. Regina stated that the Business Service Team attends Job Fairs and other events to spread the word about the WIOA programs.

Old Business:

No Old Business to discuss.

New Business:

No New Business to discuss.

Adjournment:

Robby Moore motioned to adjourn the meeting. Kelli Kea-Carroll seconded. The board voted unanimously to adjourn. The meeting was adjourned at 11:37am.



Mark Short, Chair



Selina Moore, Secretary