

Southern Middle TN Local Workforce Development Board Meeting

July 23, 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 July 23, 2024 at 10:30am.

Those in attendance: Brian Crabtree, Stacey Shedd, Sara Williams, Mark Short, Dave Van Buskirk, Matthew Boner, Trent Mitchell, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Linda Fisher, Roxanne Patton

Absent: Robby Moore, Hardin Franklin, Chris Trull, Will Johnson, Sonya Faye Buckingham

Welcome to Roll Call:

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

Review and Approval of Previous Minutes:

Chairman, Mark Short, asked the board to review their minutes if they have not already done so. Dave Van Buskirk motioned for approval of the minutes. Selina Moore seconded. The board voted unanimously to approve the minutes as presented.

Proxy Approval:

Board Chair, Mark Short, approved the proxies for the July 23, 2024 meeting.

Status of One Stop Operator:

Barbara Kizer informed the board that Elizabeth Gallagher, Southern Middle's One Stop Operator with In the Door had turned in her resignation and moved out of state. Elizabeth's last day was July 12th. In the Door notified Barbara that they are in the interviewing process and are hoping to fill the position as soon as possible.

Year to Date Quarterly Financials:

Lisa Moore spoke regarding the quarterly year to date financials. She stated that out of \$2.1 million in Adult, Dislocated Worker, and Youth funds Southern Middle spent over 99% of that funding and spent 49.76% of the funding on participants, which is a very good MPCR. Selina Moore motioned to receive the Financials. Sara Williams seconded. The board voted unanimously to approve the Financials.

Tennessee Youth Employment Update:

Barbara Kizer gave an update on Tennessee Youth Employment program that started July, 1 2023. Southern Middle (SM) was awarded one (1) million dollars to serve 282 youth. SM did ask for a second round of funding and was awarded \$742,845 to serve 165 youth, for a total of 447. She stated that at the time the additional funding was awarded the state also extended the date through June 30th, 2025. Barbara reported that to date, SM had enrolled 843 youth that have benefitted from this program, which is 396 above SM's goal which shows the popularity of the TYEP program went way beyond any expectations SM had. Barbara stated that with the youth employment program funds diminishing, the program will cease at the end of the month of July, 2024. She stated that SM was awarded \$1,742,845 in this program to spend in 24 months and it will be fully expended in 13 months. Barbara reported that the state has completed a Best-Case Practice Study on SM to share across the state. She shared with the board that from the success of the TYEP program SM has been informed that Governor Bill Lee is planning to visit one county in the state and chose a business in Perry County in the SM Tennessee area to connect with the youth and owners to discuss opportunities gained from this program. Barbara reported that SM is planning to cease the TYEP for a while to see if there will be more funding.

Operation Committee Recommendations:

Selina Moore spoke regarding the Operations Committee meeting on July 8th 2024. She stated, Medical Response Institute (MRI) went through a rebranding and a name change and is now NuCourse Institute. She reported that their Medical Assistance and Phlebotomy training certification is up for continuance, that it's a 10-week program with a total cost of \$3,200 and still very high in demand. Selina stated that SM has had 2 (two) participants in the last 2 (two) years in which one has completed and one did get employment when finished so the Operations Committee made a motion to approve this program for continuance for one year instead of the normal two years because of the name change and rebranding. Michelle Barnett reported to the board that she had checked with the Director of NuCourse, Jim Miller and lead instructor, Laura Lester regarding questions on placement of students. She reported that MRI doesn't actually do placements unless an individual participant comes to them and ask for help to find employment. She stated that an Operations Committee member had asked where MRI did clinicals and MRI sent a sample list including Southern Tennessee in Winchester, Woodland Wellness in Manchester, Dr. Ephraim Gammada in Winchester, Tullahoma Dermatology, and Ballard Family Medical in Winchester, just to name a few. Motion to approve the committee's recommendation was made by Kelli Kea-Carroll and Selina Moore seconded. The board voted unanimously to approve a one-year continuance for NuCourse Institute.

Executive Committee Members:

Barbara explained to the board that that Kelli Kea-Carroll had been a member of the Executive Committee because the SM bylaws state the chair, vice chair, and secretary is automatically on the Executive Committee. She stated that Kelli Kea-Carroll came off as secretary of the board and Selina Moore was nominated and approved to that position and at that point Kelli came off of the Executive Committee. Barbara explained that SM now has Mark Short, Chair, Dave Van Buskirk, Vice Chair, and Selina Moore as secretary all of whom are on the committee according to the bylaws. She stated that according to SM's

Bylaws the majority is required to be private sector (business sector) members with a minimum of 5 (five) total Executive Committee Members. Barbara explained, Tracy Whitehead and Kristine Chatman were both committee members and both resigned from the board so to meet compliance requirements SM needs a minimum of 2 (two) more Executive Committee members. She stated that Mark Short and Dave Van Buskirk are private sector. Dave Van Buskirk nominated Stacey Shedd and Selina Moore nominated Sara Williams. Dave Van Buskirk made a motion to approve both nominations. Roxanne Patton seconded. The board voted unanimously to approve Stacey Shedd and Sara Williams to be private sector members of the Executive Committee.

WIOA Program Director Report:

Barbara Kizer gave a director report to inform the board that the Regional and Local 4 (four) year plans were both approved by the State Workforce Board as presented with no corrections. She reported that the State Office of Reentry informed SM that the Reentry Pilot Program in Franklin, Maury, and Wayne Counties is ending June 30, 2024 which is 1 (one) year sooner than SM was originally told. Franklin County trained 9 (nine) incarcerated individuals in certified production technician training that is in such a high demand in Franklin County with a high placement rate. Dave Van Buskirk made a couple comments, first this program was a very difficult program and he stated he was amazed at how tough the exams were. Dave stated 5 (five) out of (9) nine passed which is quite an accomplishment. Barbara reported that the other two counties, Wayne and Maury, trained participants in customer service and sales certification. She stated that there is not an exact number because documentation and data still being gathered for final numbers. Barbara reported that all of the Apprenticeship Grant funds that expired June 30, 2024 was expended.

WIOA Dashboard:

Tiffany Bolin spoke regarding the dashboard during the fourth quarter, April through June, that saw 4,750 people walk into SM American Job Centers. She stated 191 credentials were obtained and 206 participants were put through training. Tiffany reported that SM hit almost every single Key Performance Indicator goal other than RESEA which was only missed by 2 (two) participants. She reported that SM hit the Youth WEX Rate in which at least 20% of funding had to be spent and 20.03% was actually expended. Tiffany reported, SM's MPCR was over 49% which is the amount of funding spent on participants.

Business Service Update:

Regina Locker reported that in April SM received a WARN notice on a business closing "NAS" National Aero Space Solution in May a week later SM received notice that CFSI would be closing. She stated that SM did not have to go in and do a rapid response for either of those companies. Regina reported that SM received a WARN notice for IBT tech located in MT. Pleasant that will be closing completely and they will be phasing out beginning August 31st and the remaining by December 31st. She stated that SM met with the HR director and manager and are in the process of setting up a mass meeting at their request will be having one mass rapid response meeting onsite August 7th for their employees. Regina reported that she has reached out to most all of the partners for the rapid response meeting. She stated that the plant manager had also requested a small Job Fair there on site so she reached out to the mobile coach staff and they will work with them to set that up. Regina reported on QUEST National Dislocated Worker Grant that is a three-year grant and SM is continuing to work with businesses that are interested in employing participants that are eligible for the grant. She stated that the eligibility for that grant for the participant is simply that they have been dislocated for 6 (six) weeks or more and each business is limited to two dislocated workers and SM will pay up to six months of their wages.

Old Business:

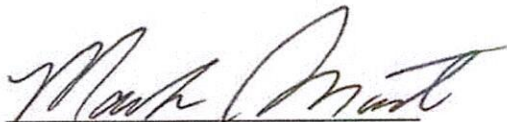
No old business to discuss.

New Business:

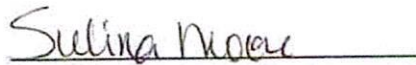
Lynda Botsch introduced herself to the board. She stated that she was elected last year to serve on the State Workforce Development Board for four years.

Adjournment:

Selina Moore motion to adjourn the meeting. Stacey Shedd seconded. The board voted unanimously to adjourn. The meeting was adjourned at 11:35am.

A handwritten signature in dark ink, appearing to read "Mark Short", written over a horizontal line.

Mark Short, Chair

A handwritten signature in dark ink, appearing to read "Selina Moore", written over a horizontal line.

Selina Moore, Secretary