

Southern Middle TN Local Workforce Development Board Meeting

October 24,2024 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 October 24, 2024, at 10:30 AM.

Those in attendance: Robbie Moore, Hardin Franklin, Mark Short, Dave Van Buskirk, Sonya Faye Buckingham, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Roxanne Patton, Matthew Boner, Stacey Shedd, Will Johnson

Absent: Chris Trull, Linda Fisher

Proxies: Trent Mitchell (proxy to Will Johnson), Brian Crabtree (proxy to Rob Mitchell), Sara Williams (proxy to Stacey Shedd)

Welcome and Roll Call:

Southern Middle TN Local Workforce Development Board Chairman, Mark Short welcomed everyone to the meeting at 10:30am. 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 presented.

Review and Approval of Previous Minutes:

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

Welcome New One Stop Operator Debra Tiede:

Barbara Kizer introduced Debra (Deb) Tiede as the new One Stop Operator for the Southern Middle Workforce Board hired by In the Door. Barbara stated, Deb, along with Michelle and I, have toured the American Job Centers (AJC) and connected her with the service providers and partners at the AJC's. She welcomed Deb and asked her to tell everyone a little bit about herself and background. Deb explained that she has a background in IT and management experience and stated that she is excited to have the position of One Stop Operator.

Year to Date Quarterly Financials:

Lisa Moore spoke regarding the financials, stating everybody should have received there year to date financials in their packet. Selina Moore made a motion to approve the financials. Dave Van Buskirk seconded. The board voted unanimously to approve the financials as presented.

Operations Committee Recommendations: Lawrenceburg AJC Comp Center Status

Kelli Kea-Carroll spoke regarding the Operations Committee meeting held on October 1st, 2024. She stated the first business item was the recommendation for the Lawrenceburg AJC Comp Center. She explained the recommendation was to approve to close the Lawrenceburg Comprehensive American Job Center and move it to the Lawrenceburg Neighborhood Service Center as a Specialized Center. She reported that was the recommendation from the Operations Committee. Barbara Kizer stated, Paul Rosson, Career Service Provider for SCHRA Executive Director was joining the meeting by phone. Paul stated, we certainly hate to close a comprehensive center, but the county was wanting there building back, and said he thinks they are moving some county operations in there. Paul stated that the county was gracious enough to give us until April of 2025 to vacate the building. He said, we have been in discussion with the county for six or seven months on that issue. He explained that it is an opportunity to consolidate some cost that we foresee. Paul reported that SCHRA would move their personnel over to the Neighborhood Service Center and explained that there would still be some associated cost that would be allocated into a smaller footprint but would be minimal for the AJC. He stated that there would be quite a bit of cost savings in doing that and is certainly supportive. Paul said, he knows we had talked about the possibility of moving it over to the Giles County but looking at where things are going in the future and it's probably just better to get ahead of the curve and close that Comprehensive Center to make it a Specialized Center. He explained that there would be quite a bit of cost savings with this plan. Barbara added that the new location is seven tenths of a mile, which is three minutes, from the old location. She shared, federal regs only require one Comprehensive Center per area and Southern Middle has three so with two (2) remaining SM is good. Barbara shared the new address of the Neighborhood Service Center that the Title I staff would move to: 232 North Military Ave Lawrenceburg, TN 38464. She explained that there are options of access points, outreach centers, that some of the areas are going with as the brick-and-mortars go down but the good thing with this is we are still going to be there to serve the county. Selina Moore explained discussions from the Operations Committee meeting, she stated that she thinks the burning question for everybody is when we say we are going to close a Comp Center that does not mean services are going to go away. She stated that we are looking at it as we can no longer afford to keep the blueprint there since the county is wanting to come in and thinks they are wanting to put their election commission there and maybe some of their archives. Selina stated that we are kind of looking at it as a positive, it's kind of a perfect storm and we will still service Lawrence County and retain staff. She said, we will be working with Georgena and her staff but are kind of looking at it as now we can go and do the outreach centers into places in a community that we have never been before. Selina stated that we have been kind of tied to a brick-and-mortar location and Lawrence County has been tied to that location since 2001 and is a little off the beaten path. She reported, the numbers have trickled down post covid, so we have never got back up to where we were and explained that we are going to have to take on a different mindset to go where the customers are and she thinks the vision is to look within the surrounding counties. Selina stated that there are some opportunities in Giles County TCAT and possibly talk with Kelli to maybe have one at TCAT in Hohenwald and Linda with Adult Ed's team going to the TN Higher Education Center in Lawrence County. She explained, we are going to have partners spread out within the community and her vision is to have services in the Loretto, St Joe and Summertown area and the Operations Committee needs to continue to look at opportunities where we want some of these outreach places to be. Mark Short asked if he had a motion to approve the recommendation of the Operations Committee to close the Lawrenceburg

Comprehensive American Job Center. Robby Moore made a motion and Dave Van Buskirk seconded. The vote was unanimous to approve.

ETPL: New Provider-Three (3) New Programs:

Michelle Barnett introduced Shania Shrum with Signature Design Beauty Academy in Tullahoma. Michelle stated that we worked with Shania in January of this year regarding new programs at Lawrenceburg Technical School in Lawrenceburg. Shania had three new programs at Signature Design Beauty Academy she wanted to present to the board to get approved for ETPL in Southern Middle. Shania explained that she is the owner and vice president of Signature Design Beauty Academy and Lawrenceburg Technical College.

Shania started with sharing her power point presentation with a brief overview of Signature Design Beauty Academy. She stated that they have recently become accredited with Middle States Association of Colleges and Schools which is a huge blessing and are sanctioned with Department of Education, THEC and TN Board of Cosmetology.

Aesthetics Program: The first program Shania introduced was the Aesthetics program. She described the Aesthetics program as all things skin related from facials, spa facials, microdermabrasion, enzymes, chemical peels, they get rid of all your wrinkles. Skills taught include waxing, spray tanning, makeup, temporary hair removal so anything you think of with skin relation. This program does lead to a credential with the TN Board of Cosmetology. This program takes less than one year. Class size is minimum one student, maximum class size is 20. They have one educator for that program currently. This program is 750 hours, 32 weeks and then total amount for this program is \$11,250. Dave Van Buskirk made a motion to approve the Aesthetics Program. Selina Moore seconded. Vote to approve was unanimous.

Cosmetology Program: The second program Shania presented was the Cosmetology program. This program is all things beauty hair, skin, and nails so all three are licensed to do haircuts, coloring, balayage, and perms. Nails, they can do manicures, pedicures, acrylic nails and then they also can-do skin care, and waxing. This does lead to a credential with the TN Board of Cosmetology as well. It takes one to two years depending on their schedule and how they want to do it. Shania stated they like to push for them to go for full time so they can finish within a year but sometimes unfortunately their schedule does not work out and have to do part time. Part time takes about 16 months but for the most part about 12-16 months max. Minimum class size for this is one, maximum class size is 20. There are two instructors for this program. Cosmetology is 1500 hours. Shania stated this is the longest program they have but that is because they are licensed to do all three. The program length is 50 weeks for full time and then 72 for part time. The total cost is \$13,500. Roxanne Patton made a motion to approve the Cosmetology Program. Hardin Franklin seconded. Vote to approve was unanimous.

Manicuring Program: The third program Shania presented was the Manicuring program. The Manicuring program is hands and feet only from manicures, pedicures, gel nails, acrylic nails, wraps, and tips. This does lead to a credential with the TN Board of Cosmetology it does take less than one year. It is the shortest program they offer and its only 600 hours. Shania stated the beautiful thing about the manicuring program is there are very few institutions that offer the manicuring by itself. Class size is one to 20 with one instructor. Class time is 600 hours it takes them 25 weeks to complete. The total cost is

\$7,500. Linda Maddox made a motion to approve the Manicuring Program. Selina Moore seconded. Vote to approve was unanimous.

ETPL: TWO (2) New Programs:

Shania Shrum continued with her next presentation of two new programs at Lawrenceburg Technical College. She gave a brief overview of Lawrenceburg Technical College before presenting the Aesthetics program and Massage Therapy program.

Aesthetics Program: The first program she presented was the Aesthetics program. This program is all about skin, facials, microdermabrasion, enzymes, eye lash extensions. It leads to a certificate with the TN Board of Cosmetology, and it is less than a year to complete. Minimum class size is one, maximum class size is 40. They have two instructors, for that program. The total cost is \$12,350. Possible occupations are skin care specialist, makeup artist, theatrical and performance, dermatology/dental office, wax specialist, eyelash specialist. They had 34 graduate, 30 placed and the last four have not taken their boards yet. Dave Van Buskirk made a motion to approve the Aesthetics program. Rob Mitchell seconded. Vote to approve was unanimous.

Massage Therapy Program: The second program Shania presented was the Massage Therapy Program. This is a new program introduced to LTC back in January that has been so successful. It prepares individuals to provide relief and improve health and well-being to clients. They do instructions in Western Swedish massage, sports massage, myotherapy trigger point massage, deep tissue massage, reflexology, massage safety and emergency management. It takes less than a year to complete. Minimum class is one, maximum is 28 with two educators. Massage Therapy program is 650 hours. Program length is 25 weeks total cost is \$10,230. We had 14 start the program, 13 complete it and 13 have been placed. Hardin Franklin made a motion to approve Massage Therapy. Selina Moore seconded. Vote to approve was unanimous.

ETPL-Five (5) Programs for Continuance:

Kelli Kea-Carroll spoke regarding the five programs up for continuance.

TCAT Pulaski- Criminal Justice: Correctional Officer: Selina Moore made a motion for continuance. Hardin Franklin seconded. Vote to approve was unanimous.

Motlow State Community College- AEMT Program and Emergency Medical Technician Certificate Program: Michelle, confirmed that she had spoken to Ingrid Rascoe at Motlow State CC regarding both programs. Ingrid confirmed the information in Jobs4tn was accurate so everything that was presented at the Operations Committee meeting was the same. Mark Short asked for a motion for the continuance of the AEMT program. Rob Mitchell made a motion to approve. Dave Van Buskirk seconded. Vote to approve was unanimous. Linda Maddox made a motion for continuance of the Emergency Medical Technician Certificate program. Rob Mitchell seconded. Vote to approve was unanimous.

TCAT at Hohenwald-Forestry and AG Technology Program and Power Sports Technology Program: Mark Short asked for a motion for continuance of the Forestry and AG Technology program. Selina Moore made a motion. Dave Van Buskirk seconded. Vote to approve was unanimous. Mark asked for a

motion for continuance of the Power Sports Technology program. Dave Van Buskirk made a motion for continuance. Hardin Franklin seconded. Vote to approve was unanimous.

WIOA Program Director's Report:

WIOA Program Director, Barbara Kizer, updated the Board on the Tennessee Youth Employment Program (TYEP). She reported that after the July board meeting, we went Perry County to celebrate that county for the success in the youth program. She stated that Governor Bill Lee picked one county in the state to visit to promote the program and to see hands on the success of the program. Barbara explained, he picked Perry County from our area which is the only distressed county in the Southern Middle workforce area. She stated, Governor Lee picked one business in Lobelville which was Buffalo River Resort that employed 17 youth, and they were all invited to be there to meet the Governor along with the employer. Barbara said there was a large turnout including the Mayor of Perry County, John Carroll, Mayor of Lobelville and board member, Robby Moore, Mayor of Linden along with multiple State elected officials. She explained, Perry County with a population of under 9,000 was the second highest to benefit with 114 youth. Barbara stated that across all 13 counties 843 youth were enrolled for employment with every county having youth enrolled benefitting all counties. She shared some statistics about TYEP. Barbara then reported on the Governor's Conference in Knoxville where I served on a panel to explain the best practices and successes in the Southern Middle's Workforce Area. Barbara stated that she has talked to Commissioner Denise Thomas about our desire for more funding for the next year and she has assured me she is asking for it. She also updated on the two Apprenticeship Grants that Southern Middle has applied for through the Department of Labor, if awarded we have a list of businesses that have expressed interest throughout the year. A portion of the grant is required to be spent on education.

WIOA Dashboard:

Deb Tiede reported on the dashboard. She reported on American Job Center traffic count that were overall up significantly from last quarter at 6,113 versus 4,750 last quarter with five centers increasing foot traffic by at least 25%. Deb discussed the changes in the Key Performance Indicator (KPI) targets since some have been combined. She explained, Title I, which includes Adult, Dislocated Worker and Youth which the current target is 90 and our actual number is 178 so we are currently hitting almost 200% of that goal. Deb reported targets on Wagner Peyser/Title I co-enrollments which in the first quarter we have 40% co-enrollments between Title I and those enrolled in Wagner Peyser that meets the KPI target. She explained that the targets increase each quarter (1st quarter is 40%, 2nd quarter 70%, 3rd quarter 80% and 4th quarter 90%). Deb reported on the remaining KPIs. She reported the huge strides Adult Education (AE) is making as enrollments for this quarter have more than doubled since Q1 of 2023. Lisa Moore added that the MPCR rate in which we are only required to have 40% for the first quarter is at 61.03%. Selina Moore explained that the MPCR is when 61% of our funds go to the participants which is a good number. Lisa confirmed this number is what was spent the first three months of the year on participants. Selina stated back in 2018, Southern Middle boards participant's costs (MPCR) was roughly 9-12% so it has taken this long to get to 61% and this is one of the highest she has seen the Southern Middle board achieve. Barbara weighed in on the traffic counts to explain that the numbers can be deceiving. She stated that she has talked to the commissioner at an Executive Director meeting a few months back and I was explaining to her Southern Middle's practices because we are rural so when schools request us to come out and sign the youth up on the spot that is what we do and Commissioner Denise Thomas told us that those numbers can be counted as foot traffic and we are still not doing that

in all cases. Barbara stated that we are waiting on some guidance from it. She added that if they do that as I told the commissioner we won't be punished for going out and helping these youth who might not even have had a car to get to the job centers, she agreed 100% and seemed to think we were already doing that. Barbara said we will work on this with the Career Advisors.

Business Service Update:

Regina Locker spoke regarding the Business Service Team (BST) events. She discussed a Rapid Response event with IBTECH located in Mt. Pleasant and are continuing to keep in touch with the HR director and the management at IBTECH as they continue to phase out their employees. Regina shared that a job fair was held on site with approximately seven or eight employers that attended. She reported that the last group there is scheduled to exit December 31st. Regina said a total of 120 employees are affected by this closing. She discussed the TCATs along with the mobile coach job fairs held at the TCATs that the BST has been attending. She stated that TCAT at Pulaski was one of the largest and it was a successful day as they hosted 28 employers. She reported the BST attended a couple of ground breakings for the TCATs and we look forward to the growth and look forward to continuing to partner with TCAT in the future to assist training and TCAT needs. Regina discussed attending a Tenders and Teas along with Selina Moore and it was presented by the Shelbyville/Bedford partnership and TCAT at Shelbyville. This was put in place to celebrate National Workforce Development month. She reported that the BST attended a Maury Alliance, TBA talent accelerator program which was an employer and career service focus group discussion that was held there at the Chamber in Maury County. She said, Maury Alliance and its workforce development initiative allied Maury is one of only four economic developmental organizations that was selected to participate in this program of the TBA accelerator program. Regina reported the BST just recently attended an apprenticeship graduation and signing at Manchester/Coffee County Conference Center along with Selina Moore and Brandon Phinx, Middle Tennessee Apprenticeship Director. They had four culinary apprentices that graduated that day, and six new culinary to sign that day to the program. She explained that Ms. Rebecca French is heading this up at the conference center and this program is really expanding.

Old Business:

No old business to discuss.

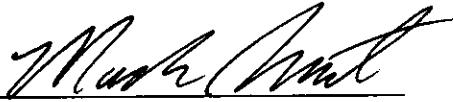
New Business:

Selina Moore made some introductions, first, was Linda Bosch, State Workforce Board member and stated that we are thankful she has started joining the Local Workforce Board meetings. Her second introduction was, Amy Mayberry, newly appointed Executive Director of the State Workforce Board at the Department of Labor. Her third introduction was Dearl Lampley, Workforce Development Coordinator from Columbia State Community College. Selina welcomed Tonya Garrett, Workforce Development Coordinator with TCAT at Pulaski.

Selina Moore also discussed Department of Labor recently releasing a Rural Healthcare Grant that looks at opportunity in the work base learning, work experience space on our apprenticeship and pre-apprenticeship space and our support services. She stated that Governor Lee has appointed 35-36 million dollars over the next five years for the Rural Health Care space and any entity can apply for this grant funding and will be open for 60 days with a max award of \$250,000.00.

Adjournment:

Selina Moore motioned to adjourn the meeting. Kelli Kea-Carroll seconded. The board voted unanimously to adjourn. The meeting was adjourned at 11:50am.



Mark Short, Chair



Selina Moore, Secretary