

Southern Middle TN Local Workforce Development Board Meeting

July 24, 2025 at 10:30 a.m.

The meeting of the Southern Middle TN Local Workforce Development Board was held in person and virtually through the Zoom application on July 24, 2025, at 10:30 a.m.

Those in attendance: Robby Moore, Stacey Shedd, Hardin Franklin, Mark Short, Dave Van Buskirk, Matthew Boner, Will Johnson, Trent Mitchell, Linda Maddox, Kelli Kea Carroll, Rob Mitchell, Linda Fisher, Roxanne Patton.

Absent: Sara Plant, Chris Trull, Selina Moore

Proxies: Brian Crabtree (proxy to Dave Van Buskirk)

Welcome and Roll Call:

Southern Middle TN Local Workforce Development Board Chairman, Mark Short welcomed everyone to the meeting at 10:30 a.m. Roberta Brazier was instructed to start the 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 had not already done so. Robby Moore motioned for approval of the minutes. Kelli Kea Carroll seconded. The board voted unanimously to approve the minutes as presented.

Receive Year to Date Quarterly Financials:

Lisa Moore presented the quarterly financial year to date. Southern Middle was at 3.9 million spent and will have a few on the June final to come in. She brought to the board's attention that Southern Middle spent 2.1 million of that on participants. Lisa asked for a motion to receive the yearly financials. Stacey Shedd made a motion to receive the financials. Linda Fishers seconded. The board voted unanimously to receive the year-to-date quarterly financials.

WIOA State PAR Audit Annual Review Update:

Barbara Kizer spoke regarding WIOA's annual audit by PAR (state audit). She stated that Southern Middle was notified on January 9th, 2025 that the entrance conference would be on February 13th. Barbara explained that upon receiving notification, the state provided a list of required documentation, including fiscal records, policies, and other relevant information. Barbara noted that the exit conference was held on May 6, 2025, during which the audit results were shared. There were no findings, and only two minor observations were made—both of which have already been addressed.

LWDB Board Certification Deployment:

Amy Maberry spoke regarding the LWDB Certifications. Amy serves as the Executive Director of the State Workforce Development Board. She stated that the state board's goal is to promote strategic connections to the work of all Local Workforce Boards across the state. She explained the board certification program partnered with UTCIS where they stated they wanted to be certified as a State Workforce Board, and we want to create this certification program and hold ourselves accountable to be the best that we can be. LWDBs will receive certification ratings and assistance from highly skilled and experienced Baldrige trained examiners. There are three levels of achievement's that each board can receive as part of their review process with UTCIS and it begins with compliant, competent and role model. Amy stated, the timeline for the certification is a yearlong process with UTCIS but they are going to operate in a Cohort system by workforce region. She explained, the cohort process will last four months and in all by the end of this four month process we will receive the final report. This continues to promote the leadership of our board. Barbara Kizer reiterated to the board that this is not something where board members are getting certified it is the board as a whole.

Work-based Learning Partnership:

Matt Spinella, Director of Workforce Partnerships & Experiences with Department of Education, spoke regarding work-based learning partnership with High School students 16 and up in grades 11th and 12th in work base learning activities. He explained, many students participate in many robust experiences such as high-quality internship, Tennessee certified pre-apprenticeship programs and registered apprenticeship programs throughout the state. Matt stated, work-based learning is to advocate and inform our stake holders especially those that represent larger employers that work-based learning for students is actually something that they can take advantage of. He explained, the data supports that the students are not only knowledgeable but they are also safer, more productive, and end up transitioning really quickly into fulltime employment.

WIOA Program Director's Report:

Barbara Kizer followed up regarding Amy's Board certifications to convey that she will make the process as convenient as possible for board members. Barbara informed the board that there is no ETPL new or up for continuance this quarter. Barbara reported that the state apprenticeship team informed each area that there will be new grants coming out that Southern Middle will be applying for around August or September. She stated, the Rural Health Grant funding in the amount of \$175,000.00 has been awarded for July 1, 2025- June 30, 2026 to be utilized for training in health care. Barbara reported Southern Middle received \$622,000.00 in funding for the Tennessee Youth Employment Program. She explained the amount the youth participant can earn has gone down from \$4,000 to \$3,500 per participant so more youth can utilize the program. Amy Maberry added that Southern Middle was so successful last year. Barbara stated, starting out Southern Middle is allowing five youth per business and will expand that number as needed and youth that were on the waiting list year will be contacted and enrolled first in this year's funding. Barbara reported that the state asked Southern Middle if OJT funding became available would Southern Middle request it and the answer was yes but haven't heard back on that possible funding.

WIOA Dashboard:

Jessica Rivers gave a WIOA Dashboard update. She reported, Southern Middle had 120 individuals enrolled into Title 1 training, 94 new youth enrolled, 148 new adult and dislocated workers enrolled. She explained, Southern Middle's MPCR is 64% which means 40% of our funds allocated was spent on participants. She also brought attention to the numbers on adult education for last year which was 968 individuals enrolled, 260 in ESL and 604 earned their high school diploma. Jessica reported that RESEA had 639 orientations and 368 job placements. She stated there was a total of 3,873 individuals that came in the AJCs for quarter four. Jessica reported on the Key Performance Indicators (KPIs) youth program just started so it is marked n/a, 85% of individuals co-enrolled and the goal is 90%, 299 new individuals enrolled in Title 1, and we had 7,127 new enrollments in Title III.

Business Service Update:

Regina Locker reported attendance along with Roberta Brazier to the Allied Health Job Fair at TCAT Pulaski to share the different ways to support the job seekers through supportive services, child care, transportation and other areas if funds are available. She explained the closeout on the rapid response for Quick Parts in Lawrenceburg that affected approximately 29 employees has been completed. Regina reported, Reyes Coca-Cola Bottling in Coffee County closed on schedule and had a very successful onsite job fair, with 40 of the 46 employees present. She stated, the Mobile Coach was onsite on June 23rd from 1pm-4pm for resume writing support and setting up Jobs4tn accounts. Regina reported on Corsicana Mattress Company in Bedford County and explained the Onsite Job Fair and a Rapid Response meeting was completed and 25 of the employees utilized the information offered. She said, TCAT Shelbyville with translators, staffing agencies, the local AJC with an interpreter and UI and Bedford County ECD was onsite to help with registration and questions which assisted with 14 resumes. Regina reported on ADIENT in Columbia, she presented a short overview at their Townhall Union Meeting to all 95 of the employees along with the Business Service Team, Selina Moore and Houston Shaw. She stated they were there a total of three visits to extend services. Regina reported on a WARN from Manchester Coffee County Conference Center stating they would be closing on June 30, 2025 and it would affect a total of 27 employees with the City of Manchester retaining three of those and 24 being displaced. She explained that after contacting the conference center the only assistance requested was to provide packets with UI information, upskilling school information and Voc Rehab documents.

Old Business:

No old business to discuss.

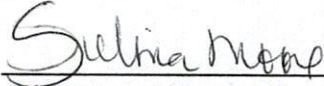
New Business:

Amy Ezell, SCTDD Finance Director and also the 2nd Vice President of SETA reported that all SCTDD paid the membership to SETA for all board members and with that any board member gets \$100 off of one of the SETA Conferences either spring or fall. She explained that it is a good place just to network and get to know what our counter parts are doing in our eight states.

Adjournment:

Stacey Shedd motioned to adjourn the meeting. Rob Mitchell seconded. The board voted unanimously to adjourn at 12:10pm.


Mark Short, Chair


Selina Moore, Secretary