

## **Southern Middle TN Local Workforce Development Board Meeting**

**October 23, 2025 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 23, 2025, at 10:30 AM.

Those in attendance: Robby Moore, Stacey Shedd, Hardin Franklin, Sara Plant, Mark Short, Lynda Botsch, Trent Mitchell, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Linda Fisher, Roxanne Patton.

Absent: Matthew Boner.

Proxies: Will Johnson (proxy to Trent Mitchell), Brian Crabtree (proxy to Lynda Botsch), Dave Van Buskirk (Proxy to Selina Moore)

### **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 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. Hardin Franklin seconded. The board voted unanimously to approve the minutes as presented.

### **Introduction of New Board WIOA Director Ashley Clevenger:**

Barbara Kizer introduced Ashley Clevenger to the board, Ashley previously worked at SCHRA. Ashley mentioned that during her time at SCHRA she was doing WIOA invoices and payments and had knowledge of the program. Ashely stated she looks forward to working with the board. Barbara wished Ashley all the best as she takes on the Director roll.

### **Introduction of New Board Member Lynda Botsch:**

Barbara Kizer introduced Lynda Botsch to the board and mentioned that she is also on the State Workforce Board and brings a lot of valuable insight to Southern Middle. Barbara stated Lynda is the co-owner of Magnolia Collective. Barbara asked Lynda if she wanted to tell the board a little about herself. Lynda accepted, she stated that she lives in Bedford County Tennessee originally from Lincoln County and her career has been in human resources. She said I have a masters in organizational leadership and in human resource. Lynda stated she has worked for automotive, engineering and now does consulting, mostly representing small business startups. Barbara stated that Chris Trull that was a board member previously but has stepped down. Barbara had spoken to Chris and said he is on several boards and has three

businesses and just can't get to the board meetings. She stated that Chris was excited someone was able to fill his shoes.

**Receive Year to Date Quarterly Financials:**

Lisa Moore spoke regarding the financials. She stated we are on track for the first quarter. MPCR of course we start over at the beginning of the fiscal year and it is running for the first quarter 50%. She explained that means we spent 50% of our funding of the first quarter on participants which is really well. Kelli Kea-Carroll made a motion to receive the financials. Rob Mitchell seconded. The board voted unanimously to receive the year-to-date quarterly financials.

**Operations Committee Recommendations:**

Kelli Kea-Carroll spoke regarding the Operations Committee that met on October 7, 2025 to review several programs.

**ETPL-(3) New Programs for Initial Eligibility:**

**TCAT at Hohenwald (2)-**

**Manicuring**- Kelli stated the Manicuring program is all things nails, manicuring, pedicuring and different types of gel nails, the program is 600 hours and is a state board licensure program. Linda Fisher made a motion to approve. Sara Plant seconded. The board voted unanimously to approve.

**Advanced Manufacturing Technology**- Kelli spoke regarding the Advanced Manufacturing program stating it covers maintenance, installing equipment, troubleshooting equipment, preventive maintenance, hydraulics, pneumatics, tag in tag out, anything maintenance. This program takes five trimesters to complete, 2160 clock hours and it does offer certificates throughout all trimesters and a diploma at the end. Tuition and fees \$7,435, supplies \$757 and all of this information is also offered on our website. Selina Moore made a motion to approve. Sara Plant seconded. The board voted unanimously to approve.

**TCAT at Pulaski (1)-**

**Digital Agronomy**- Rob Mitchell spoke regarding the Digital Agronomy stating its basically using technology to assist in agriculture. This course will teach them how to use equipment and the importance of it. Michelle Barnett stated this program duration is 12 months and the cost is \$5,888. Selina Moore made a motion to approve. Sara Plant seconded. The board voted unanimously to approve.

**ETPL-(53) Programs Continuance:**

Kelli stated we had 53 programs up for continuance. on all programs for each provider. The Operations Committee chose collectively to consolidate and vote. Rob Mitchell made a suggestion to vote by each provider and not by each program.

**Columbia State Community College** had 12 different programs up for continuance. Kelli asked if there were any questions regarding the programs, there were no questions for Columbia State programs. Selina Moore made a motion to put all these programs under one vote. Linda Fisher seconded. The board voted unanimously to approve.

**Lawrenceburg Technical College**- Kelli said LTC has two programs up for continuance. She stated in the Operations Committee meeting there was a couple of comments regarding issues with getting required documents from Lawrenceburg Technical College. The recommendation of the Operations Committee was to put LTC on a one-year probation. Michelle Barnett stated if the board approves these programs for the one-year probationary period it will come up for review again in October 2026. If the issues continue, the board can decide at that time if they wish to continue the programs or not. Michelle also stated we are going to schedule a meeting with Lawrenceburg Technical College to discuss these issues. Sara Plant made a motion to approve both programs for one year as a probationary continuance. Trent Mitchell seconded. The board voted unanimously to approve.

**Motlow State Community College**- Kelli stated Motlow has four programs up for continuance, the recommendation of the Operations Committee was to continue all four programs. Roxanne Patton made a motion to approve. Hardin Franklin seconded. The board voted unanimously to approve.

**Signature Design Beauty Academy**- Kelli stated this provider has three programs up for continuance, the recommendation of the Operations Committee was to continue all three programs. Selina Moore made a motion to approve. Sara Plant seconded. The board voted unanimously to approve.

**Superior Drivers Institute**- Kelli stated this provider has one program up for continuance, the recommendation of the Operations Committee was to continue. Trent Mitchell made a motion to approve. Linda Fisher seconded. The board voted unanimously to approve.

**Tennessee College of Applied Technology at Hohenwald**- Kelli stated this provider has eight programs up for continuance, the recommendation of the Operations Committee was to continue all eight programs. Selina Moore made a motion to approve. Hardin Franklin seconded. The board voted unanimously to approve.

**Tennessee College of applied Technology at Pulaski**- Kelli stated this provider has thirteen programs up for continuance, the recommendation of the Operations Committee was to continue all thirteen programs. Hardin Franklin made a motion to approve. Sara Plant seconded. The board voted unanimously to approve.

**Tennessee College of applied Technology at Shelbyville**- Kelli stated this program has ten programs up for continuance, the recommendation of the Operations Committee was to continue all ten programs. Linda Fisher made a motion to approve. Selina Moore seconded. The board voted unanimously to approve.

**Vote officially designating the Lawrenceburg AJC as an Affiliate Center:**

Barbara spoke regarding the Lawrenceburg American Job Center was a comprehensive center in a county building the county wanted to take the building back. The American Job Center moved in with the Neighborhood Service Center building. It was planned originally for it to be a Specialized Center but when the paper work was sent in to the state the state said it needed to be classified as an Affiliate Center and it would not be eligible to be a Specialized Center. Basically, what we are doing today is the vote that we have to have on record from the board is when it got changed was to be specialized so we actually do not have a vote to vote it in as an affiliate. It was brought to our attention that we needed to get a board vote on that so it would be correct and it would be correct in the minutes and with all the state records. We need a vote that the American Job Center is now classified as an Affiliate Center. Rob

Mitchell made a motion to approve. Kelli Kea-Carroll seconded. The board voted unanimously to approve.

**LWDB Certification Initiative update UT Institute for public service:**

Tamera Parsons spoke regarding a 30-minute zoom orientation for Board Assessment Certification Program. State workforce board participated and completed this program last year in 2024, it's a result of a request from workforce services division and according to Nashville to UTCIS which is under the institute for public service to develop a tool. UTCIS did some research and there are a lot of assessments out there for boards are typically geared toward individuals, members, trustees or directors themselves. Tamara stated we took that information and laid it on the performance of excellence stats produced by the national institute standards so, we listed questions out of government, strategy, strategic Insite, performance management, customer focus and we created an assessment. Then we needed to share that across all nine LWDB's we are in the process of doing that we are focus on middle Tennessee. Where are we in the process, we did the orientation, board members did a confidential survey a really good response rate. All communication will come from Barbara or Ashley within that interview there is a standard step of eleven questions it is really a discussion. In January you will find a presentation of the final report some recommendations, and if you want to look into those recommendations, we will also provide you direct access to the resources where they came from.

**WIOA Program Director's Report:**

Barbara gave a director's update. She stated our formula funds are getting cut every year, that is why we try and pull in those special grants. Adult Formula total contract \$519,338.00 expires June 30, 2026. Funds expended through August 31,2025 was \$366,087.41 stating we are on a good track with this grant. She said we are already starting to get low on adult funds so we always really try and worry about stretching these grants out. Dislocated Worker formula funds total contract \$472,672.00, expires June 30, 2026. Funds expended through August 31,2025 was \$329,295.98. Youth In School/Out of School formula funds total contract \$621,751.00, expires June 30, 2026. Funds Expended through August 31,2025 was \$612,783.47. Barbara stated, we can ask for gap funding so we can make it onto the next contract if we need that. The special grants we have are Rural Health Grant Initiative. Southern Middle has just received funding in the amount of \$175,000.00 in Rural Health Grant. This funding is to utilize for healthcare training in our 13-county workforce area and will expire June 30,2026. Expenditures July 1,2025 through August 31,2025 was \$23,285.29 serving 23 participants. Apprenticeship, we normally get two grants from the apprenticeship grant, one they call the SAEF grant and the other is State funding. We were just approved for one apprenticeship grant, we put in for \$100,000 and got approve for \$59,400.00, it expires June 30, 2026. We are still waiting on a signed contract we are estimating apprentices to be served 22 and that will be \$2,500 for each apprentice for first- and second-year apprentices. The Quest-National Dislocated Worker grant we have had this grant for three years; this grant started in September 2023, we received \$1,673,917.72. Barbara stated this is one of our favorite grants in Southern Middle. We can put someone to work for six months and pay those wages. We were on a call and they asked if there was extra money if we would like any and we said all you have; they offered three areas \$132,246.41 extra fundings. 108 participants have been served to date. Tennessee Youth Employment Program (TYEP) Southern Middle has been awarded \$622,222.00 to serve 222 participants, funding expires June 30, 2026, a total of 82 participants has been enrolled 70 have actually started work. Now another exciting thing that happened

with the Tennessee Youth Employment Program, Voc Rehab (VR) put in an extra million dollars for the state to divvy out to put in youth with disability. Barbara stated we should be able to serve 29 participants. The VR grant is \$111,111.11 this is out pending a signed contract. The only other thing I would like to mention and this will start at our next meeting we have started a Youth and Opportunities Committee and the minutes will come out next meeting. Rob Mitchell is going to be the chair of that committee, Selina Moore, Sara Plant, Dave Van Buskirk are also on this committee.

**WIOA Dashboard:**

Jessica Rivers spoke regarding the dashboard. She went over Title I stating we have 47 individuals enrolled in training. I am proud to share that 25 of those individuals have received their credentials and have successfully completed the program. For new enrollments, we had 62 participants in Tennessee Youth Employment Program, 23 new enrollments for youth, 72 new enrollments for Adult and Dislocated Worker. Our total active cases are currently at 151 for Youth and 226 for Adult and Dislocated Worker program. Adult Education had 260 enrolled with 112 earning their HiSet, next you will see we have 4,349 customers visit across all AJCs in Southern Middle. KPI's (Key Performance Indicators) our goal for TYEP was 55 we ended up enrolling 62 participants, our goal for co enrollments was 90% and we achieved 98% for Title 1 enrollments our goal was 90 and we ended with 101 new enrollments, for Title III our goal was 1,239, we ended with 1,726. Over all we surpassed our KPI goals for quarter one so, outstanding work to the team.

**Business Service Update:**

Regina spoke regarding the business service team we are continuing to attend monthly business service meetings Anna Singleton that was heading that up did leave so, she moved on to another position closer to home. On July 23, 2025 we attended the Allied Health job fair at TCAT Pulaski. It was a great turnout with over 20 employers onsite. We were able to share the different ways we can support the job seekers. October 14, 2025, they attended a job fair at TCAT Hohenwald. The mobile coach staff were onsite; we had several students interested in supportive services and the TYEP grant program. Rapid response, October 15<sup>th</sup> Roberta attended a rapid response partnering with Northern Middle at Tennco in Spring Hill with a total of 29 employees affected. It is not the norm for the Southern middle business service team to go out of our area but this was requested by Northern middle because a portion of Spring Hill is in Maury County. We have one active WARN notice right now with OP Mobility in Spring Hill. We have reached out and will be moving forward with meetings to assess their needs. This mass lay off will affect approximately 82 employees, 61 contingent workers and 21 full time. Reason given for this is due to GM announced a reduction in production demand, by cutting all shifts but first shift. OP Mobility will follow suit but doing the same thing.

**Old Business:**

No old business to discuss.

**New Business:**

Rob Mitchell mentioned in September he attended a meeting at Battle Creek High School in Maury County, they highlighted different programs that were available in different schools out there and one of the schools over in East Tennessee. Rob said there is a new heavy equipment program being introduced and

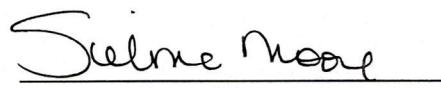
the only place we have a heavy equipment operation school was in South Alabama. He stated this is a great opportunity because that is an occupation that is very limited. Tristen Brown with Maury County public schools stated that Mt. Pleasant High School has a CAT (Caterpillar) Lab currently with three different simulators, excavator, dump truck and there is a third one. Our team just went up to CAT's home office in Illinois. Based on our high school level here in Mt. Pleasant they are getting some training.

**Adjournment:**

Selina Moore motioned to adjourn the meeting. Kelli Kea-Carroll seconded. The board voted unanimously voted to adjourn at 11:35pm.



Mark Short, Chair



Selina Moore, Secretary