

Southern Middle TN Local Workforce Development Board Meeting

April 23, 2026 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 23, 2026, at 10:30am.

Those in attendance: Robby Moore, Stacey Shedd, Sara Plant, Mark Short, Dave Van Buskirk, Will Johnson, Trent Mitchell, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Selina Moore, Linda Fisher, Lynda Botsch.

Absent: Matthew Boner, Hardin Franklin

Proxies: Brian Crabtree (proxy to Rob Mitchell)

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 Short. All participants were able to verbally state 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.

Approval of Proxies:

Chairman, Mark Short approved the proxies as presented, no vote required.

Receive Year to Date Quarterly Financials:

Lisa Moore presented the financial report, noting that \$1.376 million has been spent on participants in the first six months, covering the first three quarters. She reported that the organization remains on budget for both OSO and CSP. Lisa Moore requested a motion to receive the financials. Selina Moore moved to receive the financials, and Dave Van Buskirk seconded. The motion passed unanimously, and the board voted to receive the year-to-date quarterly financials.

Lisa Moore then presented the 2026–2027 fiscal year budget and requested a motion to receive and approve it as presented. Kelli Kea-Carroll moved to receive and approve the budget as presented, and Roxanne Patton seconded. The motion passed unanimously, and the board approved the 2026–2027 fiscal year budget as presented.

Operations Committee Recommendations:

Kelli Kea-Carroll reported on the Operations Committee, which met on April 9, 2026, to review several programs. The committee recommended approval of all six programs; however, each program requires a separate vote from the board.

ETPL - (6) New Programs

- **TCAT at Pulaski (4)**
- **TCAT at Hohenwald (1)**
- **Lawrenceburg Technical College (1)**

TCAT at Pulaski (4):

Kelli Kea-Carroll introduced Carrie Gilbert of TCAT Pulaski, who presented the four new programs for board approval.

Allied Health and Medical Assisting: Carrie reported that the Allied Health and Medical Assisting Program will replace the previous Patient Care Program, which was a 12-month program. The new program has been restructured with a consolidated curriculum and reduced to six months, requiring 648 hours for completion, compared to 1,296 hours in the prior program. Students will receive certification in CPR, CNA, Phlebotomy, and EKG, and will have six months to obtain their Medical Assistant Certificate. Tuition is \$2,347.00, with books and supplies costing \$1,160.00. The program runs Monday through Friday from 8:00 a.m. to 2:30 p.m. and is eligible for financial aid. Dave Van Buskirk moved to approve the program, and Stacey Shedd seconded the motion. The motion passed unanimously.

Cosmetology: Carrie reported that Cosmetology was identified as a high-demand program through a TCAT Pulaski planning survey for the new building. Tuition is \$5,933, with \$1,537 for books and supplies. The 1,500-hour program meets Monday–Friday, 8:00 a.m. to 2:30 p.m., and includes training in sterilization, bacteriology, hair shaping and styling, facials, eyebrows, and hair relaxing. Students may earn certificates in hair braiding and shampooing and receive a Cosmetology diploma upon completion. State projections show over 1,200 annual job openings for licensed cosmetologists through 2030, with continued regional demand. Carrie noted the program addresses a geographic gap, as the nearest comparable programs are about an hour away, and will serve dual enrollment students, adults, and displaced workers while supporting workforce development and local economic growth. Selina Moore moved to approve the program, and Sara Plant seconded. The motion passed unanimously.

Manicuring: Carrie reported that the Manicuring Program is a part-time, 600-hour program meeting Monday–Thursday, 8:00 a.m. to 1:30 p.m. Tuition is \$2,974, with \$1,130 for books and supplies. Instruction includes nail artistry, sculptured nails, sanitation and sterilization, bacteriology, anatomy and physiology, state laws, salon management, materials usage, manicuring, pedicuring, and EPA/OSHA requirements. She noted growing demand for licensed nail technicians in southern Middle Tennessee and that the program improves enrollment efficiency by utilizing the new Cosmetology lab while providing a short-term credential pathway. Kelli Kea-Carroll added that both Cosmetology and Manicuring are State Board–licensed

programs under the Department of Commerce and Insurance. Sara Plant moved to approve the program, and Dave Van Buskirk seconded. The motion passed unanimously.

Automotive Technology: Carrie reported that the Automotive Technology Program at TCAT Pulaski meets Monday–Friday, 8:00 a.m. to 2:30 p.m., and requires 1,728 hours over approximately 16 months. Tuition is \$5,948, with \$1,742 for books and supplies. The program includes coursework in brakes, suspension and steering, engine repair, HVAC, electrical and electronics systems, engine performance, and transmissions, with ASE-certified instructors. Certificates include MOPAR Brake and Chassis Technician, Automotive Technician Apprentice, and Automotive Service Technician. Students may earn an Automotive Technician credential after 1,296 hours or an Automotive and Hybrid Electric Vehicle Technician diploma after 1,728 hours. She noted 4% projected statewide job growth for Automotive Service Technicians from 2020–2030 and emphasized improved local access, as comparable programs are more than an hour away. TCAT Pulaski is addressing this gap with ASE-aligned training supported by the institution’s master plan and community input. Selina Moore moved to approve the program, and Lynda Botsch seconded. The motion passed unanimously.

TCAT at Hohenwald (1):

Telecommunications: Kelli Kea-Carroll introduced the Telecommunications Program at TCAT Hohenwald, operating for approximately 18 months and designed to prepare students for telecommunications careers supporting broadband expansion in the region. The 12-month program offers pathways as a Telecommunications Cable Installer and Telecommunications Network Specialist, leading to a Telecommunications Electronics Technician diploma. Students may earn certifications including C-TECH, CompTIA A+, and Windows, Mac, and Linux. The program was developed in partnership with ECD. Rob Mitchell and Ashley Clevenger expressed support due to strong industry demand, with Rob noting similar program development at TCAT Dickson. Selina Moore moved to approve the program, and Rob Mitchell seconded. The motion passed unanimously.

Lawrenceburg Technical College (1):

Medical Assisting: Denise Meola, Vice President of Lawrenceburg Technical College, presented the 1,000-hour Medical Assisting Program, overseen by Brandy Brown, PA, owner of One Stop Medical, with assistance from Tasha Robbins. The one-year program prepares students for entry-level clinical, administrative, and office healthcare roles and includes lab training and externships at One Stop Medical and Southern Tennessee Regional Hospital. The program is accredited by the Middle States Association, approved by the Tennessee Higher Education Commission, aligned with NCCT standards, and serves as an NCCT testing center. Denise reported that of 20 participants, 50% have tested, and all who tested have passed and are currently employed. Rob Mitchell expressed support due to workforce demand. Selina Moore requested outcomes data. Rob Mitchell moved to approve the program, Dave Van Buskirk seconded, and the motion passed unanimously.

WIOA Program Director’s Report:

Ashley Clevenger introduced Kasha McCracken, the new Administrative Assistant for the WIOA Department. She reported that the PAR Audit was completed with no findings for the prior year. Ashley noted that the organization is applying for the YEP Grant for the upcoming year and expects to receive funding decisions in May. She also reported a meeting with Brandon Phinx from the State and several CTE Directors focused on developing pre-apprenticeship programs within CTE classrooms. Due to a conflicting CTE Directors meeting in East Tennessee, many directors were unable to attend; however, the meeting was recorded and will be shared. She further reported receipt of Rural Health Care funding for the 2026–2027 year, which includes support not only for program participants but also for CTE high school programs, including certifications and equipment needs. Rob Mitchell noted the need for phlebotomy arms at a local high school. Ashley also noted that Apprenticeship Week is upcoming, with Maury Regional launching its program on Monday. State representatives will attend, and board members are welcome to participate. Finally, she reported that Incumbent Worker Training (IWT) funding is still available through June 30. Efforts are underway to connect with businesses to support employee upskilling, and all training must be completed by June 30.

SCTDD Career Service Provider:

Paul Rosson, South Central Tennessee Development District Executive Director stated that the organization has been working with the State for approximately a year reviewing the WIOA budget and that there have been substantial reductions in funding to the region. He noted the reductions are not performance-related but are driven by federal funding allocations. He explained that waivers have been submitted to Washington and that the U.S. Department of Labor is accepting waivers from states. The State of Tennessee has submitted waivers, with additional detail to be provided by Amy Mayberry. Due to uncertainty regarding the Career Service Provider role at the Human Resources Agency (HRA), SCHRA chose not to reapply. SCTDD had anticipated this development for about a year due to funding reductions and recently received notice confirming SCHRA would not continue as the Career Service Provider. SCTDD therefore brought forward a request for the board to approve the Development District as the new Career Service Provider, with Paul noting ongoing coordination with the State regarding implementation requirements, including required firewalls. Paul stated that assuming the Career Service Provider role would result in cost savings and allow more funds to be directed to participants. He noted SCTDD has been one of the leading workforce boards in the state in returning funds to participants. He also addressed lease considerations for American Job Centers, including Columbia and Tullahoma, noting the need to transfer or renegotiate leases due to potential long-term obligations. He identified Columbia as essential due to co-located state staff and SCTDD offices, and noted Tullahoma is in receivership and would require negotiation. He also referenced legal review related to employee transitions. Paul discussed service delivery considerations, including the Marshall County site, which has averaged fewer than 10 visitors per month over the past two years, and suggested it be considered for closure, with services redistributed to nearby centers in Maury, Giles, Bedford, and Lincoln Counties or provided by appointment. He noted that Northern Middle Tennessee had implemented a similar approach. Paul requested the board separate the action into two votes and brought forward the motion for SCTDD to become its own Career Service Provider. Mark Short called for a motion. Sara Plant

moved to approve, and Kelli Kea-Carroll seconded. Selina Moore noted this structure existed prior to 2018 and supported returning to it. Paul noted centralization as an efficiency model and referenced the need to comply with federal waiver processes. Rob Mitchell requested clarification on state support and potential impacts. Amy Mayberry, Executive Director for the State Workforce Board, provided an overview of WIOA state plan modifications focused on modernization, innovation, and alignment with federal workforce priorities. She stated that Tennessee has submitted 13 waiver requests currently under public comment, with USDOL review expected within 30–90 days. She explained that waivers are intended to increase flexibility under WIOA due to the absence of congressional reauthorization and to support modernization, including apprenticeships, in-demand sectors, career mobility, stackable credentials, and industry-recognized credentials. Amy stated that outcomes remain uncertain until waivers are approved in full or in part, and that structural changes to workforce governance may occur depending on those outcomes. She advised caution regarding major contractual changes until additional clarity is available, potentially mid-to-late summer. She noted that local input remains required under WIOA, though operational structures may evolve toward regional approaches to improve employer service delivery. Paul asked about the potential post-waiver role of SCTDD as fiscal agent, staffed board, and Career Service Provider. Amy stated she was unsure, noting that multiple waivers could impact system structure in different ways, including potential use of regional planning councils as funding entities. She emphasized that final decisions depend on waiver outcomes and state assessment processes, including system evaluations such as UTCIS board certification reviews. Amy stated that CLEOs retain statutory authority to select fiscal agents under current WIOA law, though roles may be affected depending on waiver outcomes. She reiterated that multiple scenarios exist, including partial approvals, and that final impacts are not yet known. Paul expressed concern regarding potential loss of local authority and asked whether local boards could become advisory only. Amy stated that advisory roles do not eliminate representation or authority, but that governance structures are subject to waiver considerations and state and federal frameworks. Paul asked about administrative transitions and potential changes in administration. Amy responded that planning is underway regardless of personnel changes and that federal workforce strategy is driven by multi-agency policy rather than a single administrator. Amy further explained that the state is pursuing regional planning council models under one waiver option, though funding mechanisms and contracting structures remain undetermined pending approval. She stated that the state would be divided into regions, including a Middle Tennessee region, but specifics regarding administration and contracting are not yet defined. Paul expressed concern about SCTDD's continued role in workforce systems. Amy responded that the intent is not removal of local boards, but potential restructuring to improve efficiency and align with reduced federal funding. She emphasized a shift toward regional coordination, employer responsiveness, and streamlined service delivery, while maintaining local input. Rob Mitchell raised concerns regarding impacts on small employers (under 500 employees). Amy responded that Tennessee is implementing TNWorks, a coordinated employer service strategy designed to serve businesses of all sizes. She stated that programs such as ITAs and Incumbent Worker Training would continue, though delivery mechanisms may change depending on waiver implementation. Amy encouraged the board to remain open to structural changes due to funding constraints and evolving federal priorities, noting that workforce systems must adapt to declining resources and changing employer needs. Rob Mitchell referenced prior

transitions from WIA to WIOA and expressed concern about repeating funding disruptions. Paul stated SCTDD's intent to remain engaged in workforce services while protecting staff and ensuring continuity. Rob reiterated concern for rural employers and limited access to large employers in the region, emphasizing the importance of local workforce support. Paul reaffirmed support for rural communities and concern regarding metropolitan versus rural resource allocation. Mark Short clarified that a motion had been made by Sara Plant and seconded by Kelli Kea-Carroll for SCTDD to become the Career Service Provider. The chair called for a vote, and the motion passed unanimously.

Close Marshall County American Job Center (AJC):

Paul Rosson asked the chairman for a vote on the closure of the Marshall County American Job Center, noting the justification included in the board packet and that approval would allow SCTDD to seek required authorization from the U.S. Department of Labor. Mark Short called for a motion. Rob Mitchell moved to approve the closure, and Stacey Shedd seconded. The motion passed unanimously. Paul thanked the Board and Amy Mayberry. Amy stated that she represents the State Workforce Board and serves as a liaison between the state and local boards, focusing on maintaining strong partnerships. She emphasized continued collaboration through system transitions and noted that state and federal workforce changes aim to improve service delivery to employers and job seekers, with continued emphasis on rural communities. She explained that changes are driven by funding shifts and broader strategy, and that workforce development must adapt since WIOA was enacted. Amy stated that local boards retain decision-making authority in their roles, whether contractual or advisory, and continue to represent their local areas. She noted she could not provide specific outcomes due to pending waiver approvals and policy decisions, some involving the Governor's office, and emphasized changes will not occur quickly. She advised against abrupt contractual changes and stated the state would work with local boards on transitions or closeouts to ensure continuity and avoid unresolved obligations.

WIOA Dashboard:

Jessica Rivers presented the dashboard report, stating there were 78 Title I participants in training, 18 individuals who attained credentials, and 30 justice-involved participants. She reported 58 new Tennessee Youth Employment Program (TYEP) enrollments and 38 new adult enrollments. Current enrollment totals include 164 youth participants and 322 active Adult and Dislocated Worker participants. The MPCR rate stands at 59.35%. She further reported 35 new Adult Education enrollments, 11 ESL enrollments, and 36 individuals earning their HiSET. She noted 407 job placement orientations were conducted, resulting in 53 job placements. She also reported that 3,984 individuals visited American Job Centers across Southern Middle seeking assistance. Regarding Key Performance Indicators (KPIs), Jessica Rivers stated that targets were met and exceeded for the prior quarter, with a 93% performance rate, a 98% enrollment rate, and 1,415 new Title III enrollments.

Business Service Update:

Regina Locker presented the Business Services report. She reported that at the previous meeting she shared receipt of a WARN notice from Linimar in Shelbyville, an automotive industry feed

company, which is closing and phasing out operations through August. The company employs approximately 80 individuals. At their request, SCTDD provided a packet including American Job Center contact information and Tennessee Department of Labor and Workforce Development unemployment resources for distribution to employees, as on-site assistance was not permitted. The packets were delivered to the HR Director. She also reported receipt of a WARN notice from First Brands Group, LLC in Fayetteville (formerly Toledo Mold and Die/Grammer), which is closing effective April 30 and impacting approximately 300 employees. SCTDD began working with the plant manager and HR Director immediately following the notice. An onsite job fair was held, which she described as highly successful and one of the strongest closure events in recent years. Initially, participation was limited due to space constraints, but additional employers were later accommodated as production ceased earlier than expected. The job fair included 16 employers, TCAT Pulaski, Motlow State Community College, the mobile career coach, and additional workforce partners. The American Job Center was also represented. SCTDD staff were onsite for two days assisting with Jobs4TN registration. Approximately 115 of the 240 affected employees attended. An employer conducted onsite interviews, and Regina noted continued engagement even beyond scheduled hours due to high participation. Copperweld in Fayetteville was conducting interviews during the event. Follow-up regarding hiring outcomes was requested. Georgena Wilson asked about hiring outcomes, and Regina stated employers would provide updates and offered to follow up as needed. Stacey Shedd asked whether the company owned the facility. Regina confirmed it is leased, not owned, and noted prior expectations of a potential transition had not materialized. She described the situation as financially uncertain, but said efforts are underway to attract a new tenant. She added she would provide facility square footage information following the meeting.

Old Business:

No old business to discuss.

New Business:

Ashley Clevenger reminded the board that at the conclusion of the meeting, Sydney Brewer would be taking photographs, including a group photo of the board and individual headshots for any members who would like one.

Adjournment:

Rob Mitchell motioned to adjourn the meeting. Stacey Shedd seconded. The board voted unanimously to adjourn at 11:47am.



Mark Short, Chair



Selina Moore, Secretary