



**Northern Middle Tennessee Local
Workforce Development Board**

SUMMARY: NM Board Meeting
DATE: March 27, 2019
SUBJECT: AGENDA and Summary of Board meeting

11:30 AM	Welcome Roll Call Approval of Minutes: Vote Required
11:45 AM	Third Party New Contractor Recommendations: Vote Required
12:00 PM	Current Budget Report/IFA update
12:20 PM	Performance Report
12:30 PM	CSP Report
12:40 PM	OSO Report
12:50 PM	Transition Plan
1:00 PM	Adjourn

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Northern Middle TN Workforce Development Board
February 21, 2019
11:30 a.m. – 1:30 p.m.
American Job Center
1598 Green Lea Boulevard, Gallatin, Tennessee

PRESENT MEMBERS

John Zobl (Chair)
John Alexander
Joel Blackford
Howard Bradley
Bo Callis
Keith Carnahan
Gealita Greenhill (call in)
G C Hixson
Johnathan Hunter (call in)
Greg Jones
Mark Peed
David Rutledge
Kristi Spurgeon
Brian Sims (call in)
Adam Sones
Charles Story
Seth Thurman (call in)
Christopher West

PROXIES

STAFF AND GUESTS:

Susie Bourque
Brian Clark
Patrick Combs
Lisa Dickson
Sherri Harris
Freda Herndon
Renee Hollis
Joseph Johnson
Jimmy Johnston
Larry Mangrum
Thysckla Morris
George Phillips
Marla Rye
John Watz
Logan LaFevers
Reginald Gardner
Sterling Faust
Lisa Baldwin
Tylesha McCray
Chasidy Buchanon
Sterling van der Spuy
Ginger Fussell
Julie Mellon
Derek Young
Mark May
Andrea Dillard

MEMBERS ABSENT

Adam Atkinson
David Dunlap
Carole Puryear
Dan Ryan
Amanda Russell

The Northern Middle Tennessee Workforce Development Board met on Thursday, February 21, 2019 at 11:30 a.m. at the American Job Center-Gallatin.

The meeting was called to order by Chairman John Zobl. Chairman Zobl gave opening remarks. Chairman Zobl asked for a motion to approve the November 16, 2018 minutes (refer to presentation). GC Hixson noted that the minutes should be corrected to show that he voted no to the motion to approve the state recommended performance goals, (paragraph 9 – Minutes were corrected to reflect Mr. Hixson’s vote of No). Howard Bradley motioned to approve the minutes with the necessary correction from GC Hixson, seconded by Bo Callis and unanimously agreed.

Chairman Zobl reported that the Executive Committee had been appointed as follows: John Zobl-Chair, Charles Story-Vice Chair, Kristi Spurgeon, Mark Peed-Chair of Operations/Finance Committee; Brian Sims-Chair of Youth Committee; and Jon Hunter-Diversity and Inclusion Committee.

Chairman Zobl introduced Sterling van der Spuy, Executive Director of the Board. Sterling presented and briefly went over four policies that needed approval (refer to presentation). Keith Carnahan motioned to approve the four policies, seconded by Mark Peed and unanimously agreed.

Sterling asked for approval of the Fort Campbell Certification (handout). This certification is necessary because it is under the AJC brand and must meet necessary standards of services and referrals. Before the vote, John Alexander abstained from the vote. David Rutledge motioned to approve the certification, seconded by GC Hixson, and unanimously agreed.

Sterling went over the Eligible Training Provider List (ETPL) of new Provider request, new Program requests and reinstated approval requests. (refer to presentation). Bo Callis motioned to approve the ETPL, seconded by Kristi Spurgeon, and unanimously agreed.

Sterling requested retroactive approval for Allied Health Career Institute that had a price increase in two of their programs which is above 25%. Due to an issue in the system, the price increase showed as an approved price. He is requesting a price increase approval for these two programs retroactive to November 2018 which is around \$6,000 total. It was suggested that a letter be prepared to submit to the State to make them aware of the system problem. Mark Peed motioned to approve the retroactive payment this one time with the stipulation that the letter of concern would be submitted to the State, 2nd seconded by Bo Callis and unanimously agreed. A minimum annual number of times a Provider can request a price increase will be discussed in the future.

Sterling presented a list of Consolidated Business Grants (handout) and asked for approval. Before the vote, Kristi Spurgeon and Christ West abstained from the vote, John Alexander motioned to approve the Consolidated Business Grants, seconded by Howard Bradley, and unanimously agreed. The Board also gave Andrea Dillard permission to approve one of the applications once the application is completed.

Sterling reported that the Local Elected Officials met on February 20, 2019 and gave a summary of the meeting (refer to presentation). He reported that at the meeting he recommended that

the fiscal agent and staff to the Board be appointed to Workforce Essentials. The LEO's agreed. GC Hixson motioned to approve the recommendation of the LEO's to appoint Workforce Essentials as the fiscal agent and staff to the Board effective July 1, 2019, seconded by Adam Sones and unanimously agreed. Mark Peed pointed out that it is understood that Workforce Essential will not bid on the One-Stop Operator or the Career Service Provider. Marla Rye thanked the Board for their confidence in Workforce Essentials.

Sterling also reported that the RFP process will be extended (refer to presentation). Final decisions will be made around March 27th. Jimmy Johnston will continue to help Sterling with the process. Chairman Zobl asked for three committee members and John Alexander to review the RFP's. Charles Story, Mark Peed, and Kristi Spurgeon agreed to review the RFP's.

Sterling presented the OSO report (handout).

Sterling briefly went over the budget report (refer to presentation). It was requested that the financial/budget report be one of the first agenda items in the future to ensure there is adequate time to present.

Sterling introduced the guest speaker, Derek Young. Derek provided a dynamic presentation, "The Power of Collaborative Boards," to include team building and strategic principles of NM Board.

In order to continue the approval of the business grants a Motion to continue to score the applications and move forward prior to the next Board meeting was requested. Mark Peed asked that the staff keep the Executive Committee up to date on applications being considered and allow the Chair to approve if criteria was met. Christopher West motioned to approve, seconded by Mark Peed and unanimously agreed.

The next tentative meeting is scheduled for March 27th.
With no other business, the meeting adjourned at 1:30 p.m.

On February 21, 2019, the North Middle Tennessee Workforce Development Board met to establish their unifying principles of great board service and great board impact.

AS A NMTWDB BOARD MEMBER I COMMIT TO:

- Use my experience and relationships to provide better outcomes for the people we serve
- Bridge the gap between our participants and employers
- Maintain a strategic, knowledgeable and focused approach to achieving results

STRATEGIC PRIORITIES

- 1. Connect people with career opportunities better than they could on their own**
 - A. Create opportunities to advance workforce systems
 - B. Bring together multiple services to help people go to work
 - C. Establish partnerships that result in positive life decisions
 - D. Significantly increase employment through our program services
 - E. Help citizens be a meaningful part of the workforce
 - F. Uplift and enable individual communities
- 2. Manage board funds to support lifelong career paths**
- 3. Train workforce to fill employer requirements**
 - A. Instill skills that transcend basic knowledge
- 4. Improve the efficiency and effectiveness of our training processes**
 - A. Simplify the process for learners
 - B. Provide transformational training

RFP Report and Final Recommendation



NMTLWDB Request for Proposal

Request for Proposal (RFP) Process:

- Board commitment to rebid One-Stop Operator (OSO), and Contract Service Provider (CSP), April 1, 2019
- RFP for a Third Party Acquisition (TPA) firm, December 2018, Contracted with Thomas P. Miller, January 2019.
- TPA issued the Request for Proposal for an OSO, and a CSP in February 2019
- RFP out for 43 days and two rounds of questions

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NMTLWDB Request for Proposal

Northern Middle Goals:

1. Streamline fiscal management
2. Operational consistency
3. Comprehensive approach, regional experience
3. Knowledge of local and regional labor market
4. Fiscally independent
5. Synergy in human capital, data capture and process
6. Demonstrated internal controls
7. Establish physical presence in all 13 counties

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NMTLWDB Request for Proposal

Result: Seven bids generated from five organizations

One-Stop Operator	Third Party Provider
Maximus	Mid Cumberland Workforce Services
Mid Cumberland Workforce Services	Odle Management Group
Odle Management Group	Wilson County Schools/Youth Links
Workforce Project Solutions	

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NMTLWDB Request for Proposal

RFP Evaluation Criteria:

1. Organizational Background (15)
2. Capacity (15)
3. Partnerships and Community (15)
4. Program/Program Outcomes (20)
5. Technology, Data and Reporting (10)
6. Financial/Fiscal Accountability (20)
7. Attachments and Formatting (5)

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NMTLWDB Request for Proposal

Recommendation from TPA - Thomas Miller and Associates:

One Stop Operator – Mid Cumberland Workforce Services
Career Services Provider – Mid Cumberland Workforce Services

Northern Middle Staff Review Team:

Unanimous support of TPA's recommendation and rankings

Executive Committee Review Team:

Charles Story, Kristi Spurgeon, Mark Peed, and John Alexander
Motion made and seconded to move recommendation to Full Board to select Mid Cumberland as both the OSO and CSP

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NMTLWDB Request for Proposal

Executive Committee & Staff Review Questions & Discussion:

The recommended OSO was the highest rated but not the lowest bid, discuss...

- Mid Cumberland had close to \$100,000 more allocated for greater functions (\$171,000 vs \$74,000)
- Company Y was approximately \$80,000 higher in administrative costs

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NMTLWDB Request for Proposal

One contract for OSO and CSP functions vs. splitting the contracts between two companies
It is determined the advantage lies with one contract for both functions, and the contract will be aggressively monitored by the Board and staff to the Board (Workforce Essentials)

Advantages:

- Streamlined financial management, cutting duplicative processes and reporting
- Streamlined training, policy, program and data management
- Initial projected efficiency in administrative synergy (\$58,446.00)
- Challenges associated with MPCR at 50%




NMTLWDB Request for Proposal

Based on the following facts:

- TPA contract recommendation and ranking
- Verification review by staff
- Recommendation of Executive Review team
- A transparent, open and fair competition

Chairman Zobl, I turn it over to you for the Board's consideration and decision.

Current Budget Report/IFA Update



Northern Middle Tennessee Local Workforce Development Board

FINANCIAL UPDATE

Fiscal Year 2019 (October – June 2019)
Period Ending: January 2019

NORTHERN MIDDLE TN WORKFORCE BOARD
FINANCIAL RECAP REPORT
OCTOBER 2018 - JUNE 2019
PERIOD ENDING JANUARY 31, 2019

PROGRAM NAME	AVAILABLE REVENUE	FY 2019 BUDGET	EXPENDED	YTD TO DATE BUDGET	VARIANCE
Adult WDB	\$ 2,244,830	\$ 2,007,910	\$ 145,149	\$ 819,241	\$ 458,700
Dislocated Worker/OWDB	\$ 1,452,872	\$ 3,811,204	\$ 330,188	\$ 1,711,845	\$ 1,491,248
Continued Unempl & Oth WDB	\$ 2,007,451	\$ 5,914,114	\$ 787,807	\$ 2,079,455	\$ 1,828,580
Youth WDB	\$ 2,876,815	\$ 2,475,578	\$ 644,558	\$ 1,078,033	\$ 433,477
Transition WDB	\$ 775,472	\$ 775,472	\$ 775,472	\$ 775,472	\$ -
Statewide WDB	\$ 705,291	\$ 550,291	\$ 43,491	\$ 248,791	\$ 293,499
Ft Campbell WDB	\$ 2,734,739	\$ 1,894,789	\$ 207,432	\$ 847,178	\$ 634,896
Administration	\$ 1,575,031	\$ 1,207,473	\$ 242,470	\$ 326,572	\$ 204,402
TOTAL	\$ 15,725,651	\$ 12,772,419	\$ 2,871,488	\$ 6,107,442	\$ 3,435,969

Approved for next fiscal year to \$2342,832 or 18.3%

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Adult & Dislocated contracts

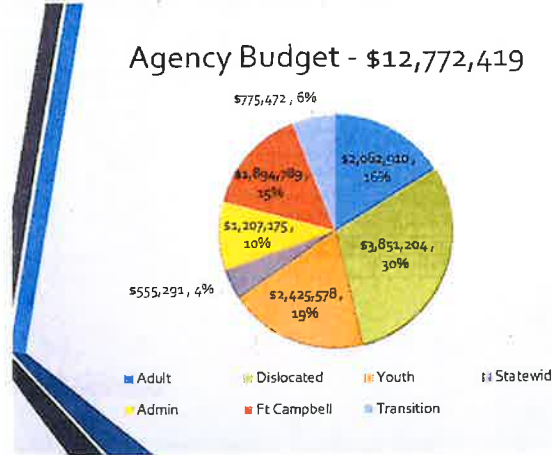
July 2018 (16.7%)

- Adult \$423,958
- Dislocated \$591,689
- Total \$1,015,647

October 2018 (83.3%)
(Commissioner signed 12/12/18)

- Adult \$2,253,373
- Dislocated \$2,805,079
- Total \$5,058,452

3



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QUESTIONS?

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Infrastructure Funding Agreement (IFA) update

- The agreement has been approved by all Job Center partners and TDOL&WD
- Search for new locations - Nashville & Trousdale
- Last quarterly meeting took place on March 13th at Nashville AJC
- Fiscal agent change in July
- Rutherford AJC construction / TOSHA & Labor Mgmt areas
- Partner updates
- Next meeting in late May or early June

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Performance Report

Participant Counts/Served and Exited

Northern Middle Tennessee

7/1/2018 - 03/26/2019				
Number Served	Adult	Dislocated Worker	Youth	Total
Northern Middle	1,251	1,146	649	3,246
Cheatham County	43	15	42	100
Davidson County	352	283	151	786
Dickson County	56	16	52	124
Houston County	28	9	24	61
Humphreys County	22	13	27	62
Montgomery County	227	341	115	683
Robertson County	46	78	28	152
Rutherford County	281	201	180	662
Stewart County	14	10	12	36
Sumner County	42	57	53	152
Williamson County	62	66	27	155
Wilson County	53	52	128	233

7/1/2018 - 03/26/2019	
AJC Traffic Count	
Northern Middle	69,622
Cheatham County	3,806
Davidson County	13,962
Dickson County	5,387
Houston County	1,789
Humphreys County	3,247
Montgomery County	17,554
Robertson County	4,835
Rutherford County	16,487
Stewart County	1,240
Sumner County	8,671
Williamson County	9,273
Wilson County	2,461

7/1/2018 - 03/26/2019				
Exiters	Adult	Dislocated Worker	Youth	Total
Northern Middle	334	366	190	890
Cheatham County	9	5	17	31
Davidson County	108	88	35	231
Dickson County	13	4	14	31
Houston County	11	3	10	24
Humphreys County	11	6	8	25
Montgomery County	52	127	42	221
Robertson County	11	22	3	36
Rutherford County	75	54	24	153
Stewart County	1	3	3	7
Sumner County	10	19	13	42
Williamson County	13	11	5	30
Wilson County	20	24	15	59

Statewide Performance Dashboard

Q2 WIOA Core Performance Measures	Tennessee	Northern Middle	East Tennessee	Greater Memphis	Northeast	Northwest	Southeast	Southern Middle	Southwest	Upper Cumberland
Adult Measures										
Exiters	Negotiated	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Participants Served		3430	646	663	697	137	198	252	387	206
EER 2nd Qtr after exit	83.00%	87.20%	82.40%	89.90%	81.90%	94.20%	92.90%	93.60%	87.00%	97.10%
EER 4th Qtr after exit	83.00%	85.60%	81.90%	89.00%	79.60%	91.40%	92.20%	90.30%	90.60%	92.30%
Med. Earnings	\$ 6,633.00	\$ 6,897.00	\$ 7,112.00	\$ 6,500.00	\$ 6,032.00	\$ 8,021.00	\$ 6,676.00	\$ 7,675.00	\$ 7,495.00	\$ 7,852.00
Cred. Attainment	58.00%	69.80%	78.50%	75.10%	61.90%	57.80%	83.60%	79.10%	31.50%	83.90%
MSG	Baseline	54.70%	55.20%	47.70%	46.80%	65.20%	69.90%	52.60%	55.70%	47.60%
Dislocated Worker										
Exiters	Negotiated	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Participants Served		1565	703	260	123	48	44	125	177	23
EER 2nd Qtr after exit	81.00%	86.80%	85.50%	85.80%	81.00%	93.30%	91.30%	90.30%	89.60%	100.00%
EER 4th Qtr after exit	81.00%	87.70%	84.50%	94.70%	85.20%	93.10%	90.00%	89.60%	88.10%	100.00%
Med. Earnings	\$ 6,900.00	\$ 8,051.00	\$ 8,878.00	\$ 6,349.00	\$ 7,344.00	\$ 7,607.00	\$ 6,945.00	\$ 8,631.00	\$ 8,084.00	\$ 9,122.00
Cred. Attainment	68.50%	78.00%	75.10%	79.40%	75.80%	82.50%	86.50%	87.10%	84.60%	83.30%
MSG	Baseline	48.90%	48.70%	44.10%	40.70%	51.90%	75.60%	60.60%	38.80%	44.80%
Youth										
Exiters	Negotiated	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Participants Served		2249	489	496	551	105	49	120	167	163
EER 2nd Qtr after exit	79.00%	81.50%	84.30%	83.10%	74.30%	80.20%	92.70%	87.10%	77.40%	72.70%
EER 4th Qtr after exit	75.00%	81.90%	84.40%	78.20%	78.90%	77.60%	88.30%	81.10%	87.40%	84.80%
Cred. Attainment	70.00%	73.30%	82.50%	71.20%	47.30%	93.30%	76.70%	78.50%	91.70%	72.90%
MSG	Baseline	49.40%	50.10%	51.10%	59.70%	49.50%	86.40%	18.00%	55.00%	16.70%

Serving Targeted and Diverse Populations

WIOA Targeted Population Summary

- Customer Group: Adult & Dislocated Worker
 - Filter By Date: Participation Date
 - Date Range: 7/1/2018 - 6/30/2019


Target Group	New Enrolled	Percentage
Total	1,039	
Total With Significant Barriers to Employment	876	84%
Individuals with Disability	99	10%
Underemployed	236	23%
Single Parent	244	23%
Offender	154	15%
Homeless	30	3%
Long-Term Unemployed	147	14%
TANF	32	3%
SNAP	384	37%
Low Income	701	67%

WIOA Targeted Population Summary

- Customer Group: Youth
 - Filter By Date: Participation Date
 - Date Range: 7/1/2018 - 6/30/2019


Target Group	New Enrolled	Percentage
Total	375	
Total With Significant Barriers to Employment	335	89%
Individuals with Disability	48	13%
Underemployed	119	32%
Single Parent	92	25%
Offender	42	11%
Homeless	39	10%
Pregnant or Parenting Youth	134	36%
Long-Term Unemployed	21	6%
TANF	12	3%
SNAP	116	31%
Low Income	255	68%

Career Service Provider Report: Consolidated Business Grants/ReEntry




Strategic Priorities

- Connect people with career opportunities better than they could on their own
- Manage board funds to support lifelong career paths
- Train workforce to fill employer requirements
- Improve the efficiency and effectiveness of our training processes





Priority 1


"Connect people with career opportunities better than they could on their own"





Priority 1











Priority 2

"Manage board funds to support lifelong career pathways"

Priority 2

Activity	Responsible Party	Start Date	End Date	Status	Notes	Priority	Project	Impact	Other
...
...
...
...

Priority 3

"Train workforce to fill employer requirements"

Priority 3

Three photographs are displayed: one showing a group of people at a 'FEDERAL-MOGUL MOTOR PARTS' booth, another showing a group holding a certificate, and a third showing a large industrial building with 'RICH PRODUCTS CO' signage. Below the photos is a blue box with the text 'Youth Job Fairs' and a smaller photo of a modern white building.

Priority 3

A screenshot of a software-generated table with multiple columns and rows of data. The table appears to be a summary or report, with some rows highlighted in yellow. The text is small and difficult to read, but it contains numerical and categorical data.

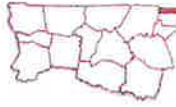
Priority 4

*"Improve the efficiency and effectiveness of
our training processes"*

Priority 4



OSO Report



Northern Middle Tennessee Local Workforce Development Board



PY18 Q1 Statewide Workforce Development Board's Dashboard

Prepared by
Tennessee Department of Labor Workforce Development's Performance Reporting Division



Northern Middle Tennessee Local Workforce Development Board

PY18 Q1- 7/1/18 to 9/30/18	Tennessee	Middle	Northern Middle
New Enrollments			
WIOA Title I Adult	1,253	383	246
WIOA Title I Dislocated Worker	460	284	206
WIOA Title I Youth	507	304	164
Adult Education	1,930	795	449
Corrections Education	231	159	50
Integrated English Literacy and Civics Education	7	0	0
Wagner Peyser	6,198	2,025	1,237
Trade Adjustment Act	55	26	5
SNAP Employment and Training	229	65	33
Vocational Rehabilitation	1,373	539	357
Total Enrollments			
WIOA Title I Adult	4,697	1,612	904
WIOA Title I Dislocated Worker	1,963	1,201	907
WIOA Title I Youth	3,003	1,065	531
In School Youth	158	20	1
Out of School Youth	2,844	1,044	630
Percentage of Out-of-School Youth	94.74%	98.12%	99.84%
Adult Education	5,799	2,451	1,555
Corrections Education	609	343	165
Integrated English Literacy and Civics Education	167	107	93
SNAP Employment and Training	528	137	60
Vocational Rehabilitation	9,612	2,955	1,951

Transition Plan

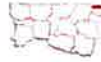


Northern Middle Tennessee Local
Workforce Development Board

**Transition Plan:
Fiscal Agent and
Administrative Entity**

Seamless Transition is already under way:

- Notification to the State through Chief Elected Official
- Adjustments to RFP to encourage excellence and competition
- Joint meeting with State to request technical assistance and support
- Developed an initial DRAFT timeline for transfer of functions

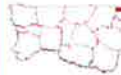


Northern Middle Tennessee Local
Workforce Development Board

**Transition Plan:
Fiscal Agent and
Administrative Entity**

Due to our transition phase we were provided some flexibility:

- Close-out procedures – what works best
- Computer equipment – WIOA purchased inventories
- Shortened timelines – sooner rather than later
- Case loads – will request current contractors collect and enter all available case notes to support on-going case management.
- We will address as much as possible a warm hand-off between case managers
- No surprises!



Northern Middle Tennessee Local
Workforce Development Board

**Transition Plan:
Fiscal Agent and
Administrative Entity**

Other keys areas being addressed:

- Bridge Fiscal Agent responsibilities to WE through subcontract to provide continuity for new CSP/QSO
- Establish Staffing Plan for NMTLWDB
- Operational Details of NMTLWDB
- Closeout of NTWB/NM Contracts

ETPL – New Program additions by existing providers

NEW PROGRAM REQUEST

Provider Name	Program Title
Austin Peay University	Roofing Professional Program - Live Online (PTSY0016)
DeVry Institute	Medical Billing and Coding Certificate (ONLINE PROGRAM)
	Undergraduate Website Design Certificate (ONLINE)
	GRADUATE CERTIFICATE IN PROJECT MANAGEMENT
	GRADUATE CERTIFICATE IN CPA EXAM PREPARATION (ONLINE)
	Undergraduate Website Development Certificate (ONLINE)
	GRADUATE CERTIFICATE IN GLOBAL SUPPLY CHAIN MANAGEMENT
	GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT
	GRADUATE CERTIFICATE IN ACCOUNTING
	GRADUATE CERTIFICATE IN INFORMATION SECURITY
	GRADUATE CERTIFICATE IN HEALTH SERVICES MANAGEMENT
	ASSOCIATE OF APPLIED SCIENCE IN BUSINESS
Tennessee State University	Certified Six Sigma Green Belt and Black Belt
	Certified Six Sigma Black Belt
	Lean Six Sigma Green Belt with Black Belt with 1-on-1 Project Coaching
	Lean Six Sigma Green Belt and Black Belt
	Lean Six Sigma Black Belt with 1-on-1 Project Coaching
	Oracle SQL and PL/SQL Developer + Java Programmer
	Purchasing and Supply Chain Management + Freight Broker/Agent Training
	Salesforce Administrator
Volunteer State Community College	Nursing A.A.S