

**DRAFT: Minutes from March 27<sup>th</sup>, 2019 NM Board Meeting**

**Northern Middle TN Workforce Development Board  
March 27, 2019  
11:30 a.m. – 1:00 p.m.  
American Job Center  
1598 Green Lea Boulevard, Gallatin, Tennessee**

**PRESENT MEMBERS**

John Zobl (Chair)  
John Alexander  
Joel Blackford  
Howard Bradley  
George “Bo” Callis  
Gealita Greenhill  
G C Hixson  
Greg Jones  
Mark Peed  
Carole Puryear  
Dan Ryan  
Brian Sims (call in)  
Adam Sones  
Kristi Spurgeon  
Charles Story  
Seth Thurman (call in)

**PROXIES**

**STAFF AND GUESTS**

Susie Bourque  
Brian Clark  
Patrick Combs  
Andrea Dillard  
Ginger Fussell  
Sherri Harris  
Freda Herndon  
Renee Hollis  
Julie Mellon  
Thysckla Morris  
Marla Rye  
Sterling van der Spuy  
John Watz  
Rachel Agnew  
Lisa Baldwin  
Lisa Dickson  
Reginald Gardner  
Joseph Johnson  
Jimmy Johnston  
Logan LaFevers  
Tylesha McCray  
Shavonne Meneese  
George Phillips

**MEMBERS ABSENT**

Adam Atkinson  
Keith Carnahan  
David Dunlap  
Johnathan Hunter  
Amanda Russell  
David Rutledge  
Christopher West

The Northern Middle Tennessee Workforce Development Board met on Wednesday, March 27, 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 February 21, 2019 minutes (handout). Carol Puryear motioned to approve the minutes, seconded by Greg Jones and unanimously agreed.

Sterling van der Spuy gave a presentation on the new Contractor Recommendations from the 3<sup>rd</sup> party-Thomas P. Miller Associates, Board staff, and the RFP Review Committee of the Board. He also went over the Board goals for choosing new contractors. He reported that 7 RFP’s were received, 4 for the One Stop Operator and 3 for the Service Provider. It was noted that Wilson County specifically targeted Youth in that county only. Thomas P. Miller recommended that Mid-Cumberland Work Services be selected as the One Stop Operator and Service Provider. Internal Staff conducted review to confirm the recommendation. The Executive committee met earlier this week and agreed that Mid-Cumberland Work Services would be the best choice. Sterling reported that the advantage of having one contractor for both services versus two or more contractors seemed to be the best way to go. Mid-Cumberland Work Services identified more than 58K in savings if they are awarded both contracts. Mid-Cumberland’s proposal assists the area in meeting the state’s 50% MPCR rate. Chairman Zobl asked if any of the Review Committee had anything to add to

the recommendation of Thomas P. Miller. Some discussion took place and members of the RFP review committee affirmed the recommendations. It was asked about Mid-Cumberland's performance as a provider and history of the organization in the area/state. Sterling confirmed that there is an extensive history with the state. Mr. Ryan asked if there was a precedence for not accepting the lowest bid. Sterling affirmed that under WIOA and the work of local Boards there is. Mr. Peed and Mr. Story discussed the executive review committee's meeting to affirm the recommendation. Ms. Greenhill asked for clarification on the cost difference in the bids for OSO and CSP. Mr. Hix asked about MCWS as a provider and history of the organization in the area/state. Sterling answered that there is an extensive history with the state/nation in WFS provision.

Charles Story suggested that committees be formed in order to oversee or assist with planning, operational and other issues relating to the services we provide through our contractors. Chairman Zobl asked for a motion to approve the recommendation from the 3<sup>rd</sup> party, Board staff, and RFP review committee for Mid-Cumberland to be the One Stop Operator and the service provider. Mark Peed motion to approve the recommendations, seconded by Carol Puryear and unanimously agreed. Sterling reported that the RFP's are on file in the Clarksville office for review.

Brian Clark gave a financial report and IFA update (presentation). He noted that the Infrastructure has not been paid, but will be paid once all partners have signed the agreement.

Mr. Clark presented budget and IFA overview. Northern Middle's current timeframe for the IFA is October through June due to transition. Adult, Dislocated Worker, and Youth have 2 year contracts – every year. Northern Middle has set aside \$3 million for starting next year. The budget is \$ 13 million. Expenditures are actual through January. Looking at all categories, Northern Middle is not exceeding any area, based on 4.5 months of year. Still have a \$3.5 million surplus. No infrastructure costs have been paid because the IFA has not yet been approved and a contract from the state has not been issued. Part of that \$3.5 million will be expended in paying the arrears IFA costs. Northern Middle received about \$2 million in recapture funds from the state.

Mr. Clark provided an overview of the IFA. Partners meet quarterly to discuss budgets. State has now approved the IFA. The contract has been issued. Next meeting is set for May/June. Rutherford AJC is undergoing construction to expand space. Davidson AJC is looking for one or more locations to relocate. Yates will remain in the Rutherford AJC. They will now be paying for their portion of the rent. They are under a 1-year lease.

Ginger Fussell reported that the Northern Tennessee Workforce Board was audited for year ending June 30, 2018. Audit was clean with no findings. PAR monitors will be coming soon. The State review coming in June. This coming year's audit will cover the three month transition period and the following 9 – to encompass a full 12 month year.

Renee Hollis presented the performance report (presentation). The report is for participants exiting January 2017 through December 2017 – we are nearly 15 months behind in reporting. State is exceeding all categories. Northern Middle Adult 1<sup>st</sup> and 4<sup>th</sup> quarter are not quite at the target, but are exceeding 90%, so we are meeting the target. 83% of exited participants are employed within 2 quarter of exit. All but 2 areas are meeting targets. Northern Middle has highest number of participants exited across the state. Earnings are far exceeding target. Mr. Ryan requested a report outlining where the participants are coming from – whether they are from the area, or coming in from another area. This helps target services. Chairman Zobl asked that this be included in the next meeting's performance report.

Marla Rye presented Career Service Provider Report (presentation). She briefly talked about Consolidated Business Grants and offender programs. She also touched on how the 4 strategic priorities of the Board is incorporated in these programs. She also mentioned that she is looking forward to moving into her role as the new fiscal agent.

150 transitioning spouses and soldiers are enrolled in Ft. Campbell program. Offender programs are in 10 out of 13 county jails. Also in Sumner, Rutherford, and Williamson to provide services to inmates. In Gallatin, a van picks them up and takes them to jobsites and returns them to incarceration at the end of the

day. Working to establish programs in Trousdale County. Unemployment rate is historically low at 2.8% in NM TN. This equates to 30,280 people that are unemployed in our 13 counties.

George Phillips presented the One Stop Operator report (presentation).

Sterling van der Spuy and Marla Rye talked briefly about the transition plan. Workforce Essentials, the new Fiscal Agent, has already begun the transition and hopefully will begin their responsibilities April 1<sup>st</sup>. They reported that they met with state staff to determine next steps and how to implement. A draft timeline is in the works. Staff is currently working to make the transition as smooth as possible. Charles Story requested to see the Board staffing plans and staffing plans for all centers. Chairman Zobl asked that it be an agenda item for the next Board meeting.

Creating a plan where FA responsibilities can begin April 1. This will allow a bridge to onboard new OSO/CSP before July 1. This will ensure jobs across Northern Middle can be posted and filled before July 1. Will be addressing operational details of NMTLWDB. Will close out NTWB and NM contracts and get them issued to WFE. Mr. Story would like to see staffing plans for all centers. This will occur once a contract is in place with MCWS. That should happen within the next few weeks and will be presented at the June meeting.

Sterling reported that there were 4 new request for the Eligible Training Provider List (ETPL). G C Hixson motioned to approve the 4 new requests, seconded by Dan Ryan and unanimously agreed. Marla Rye confirmed that insurance is adequate for all board members which covers fraudulent acts pertaining to retirement, etc.

Chairman Zobl presented Board member Joel Blackford with a certificate of appreciation for his participation with the Board and announced this would be Joel's last meeting. With no other business, the meeting adjourned at 1:15 p.m.