



Approved  
June, 4 2020

**Northern Middle TN Workforce Board Operations Committee**  
**January 30, 2020**  
**9:00 a.m.**  
**Workforce Essentials**  
**523 Madison Street, Clarksville, Tennessee**

The Operations Committee of the Northern Middle Tennessee Workforce met on January 30, 2020 at 9 a.m. in Clarksville, TN. A conference call number was made available to those that could call in.

The meeting was called to order by Chairman Mark Peed. Marla Rye called roll to document attendance. A sign in sheet is attached.

Mark asked for approval of the minutes. Howard Bradley moved to approve and was seconded by David Rutledge. The minutes passed unanimously.

Marla Rye started the meeting with an overview of the budget. She then asked Ginger Fussell to explain in detail the data in the fiscal report.

**Budget Update:**

Ginger recapped the budget with total expenditures for Northern Middle at 36.4% of our \$14.9 million budget with 50% of time progression in the fiscal year. There was an increase of half a million dollars more in expenditures serving participants in quarter two compared to quarter one. Ginger stated that expenses are tracking at 50.9% specific to the Workforce Board's budget.

Ginger stated that Northern Middle hosted a contractor meeting with MCHRA to communicate budget modification and operational expectations both verbally and in a written manual provided to MCHRA. The One Stop Operator (OSO) budget is still over budget, but MCHRA has since made structural changes in order to address this issue.

Ginger explained that the total expenditures with MCHRA are lower than expected at 39.3%. Ginger gave a progress update on the Campbell Strong Contract. Only the first contract of \$3.1M of the two contracts totaling \$7.7 million have been awarded and expenditures were 62%. We have expended 80% of the first contract to date. This indicates that we are serving a lot of people, but more efficiently than planned.

Marla has requested from the Department of Labor a budget modification to increase the amount that can be spent for each participant. This would allow us to send a soldier to school or to get a certification, and then send that same soldier to an OJT to make him or her more employable.

Ginger continued the fiscal update by providing Northern Middle's Quarter 1 MPCR of 43.63%, it is not including CSWP in the calculation. The MPCR for Adult and Dislocated Worker is 52.25%, and for Youth is 48.45%. The MPCR for CSWP is 67.78%.

Ginger reported on Mid-Cumberland HRA's billing progress providing a breakdown by fund stream. She continued that through October the billing shows a steady increase for the first five months. However, November and December was not in a direction we had hoped for. To address these issues we held a technical assistance meeting, where we went over in detail the issues, and worked with them to resolve issues on a timely basis.

Marla gave an update from her meeting with the other executive directors concerning MCHRA providing CSP services. She stated that all workforce areas are experiencing issues with them as a contractor. After her meeting, they decided to meet with Mid Cumberland to address the issues together from a state perspective.

David asked if there was a backup plan for worst case if Mid Cumberland cannot keep up with their goals? Marla responded with two options. First is that we would rebid services. If this happens, Marla stated the only companies that would bid would be national companies and they have not had good results operating programs in Tennessee. The second option is requesting to the state and governor that the Board be allowed to operate the Adult and Dislocated Worker programs ourselves.

Mark Peed requested a chart to show a comparison of the past couple of years to see where we are and how we have improved. Ginger stated she could create a visual but explained the comparison might not be a good example due to the past two-year transition and merger of workforce areas.

Ginger mentioned that the OSO budget is 75% expended halfway through the year. Marla stated she wanted the committee's thoughts on the budget. Mark asked why they were over budget. Marla answered that their budget only had one lead person built into it and they soon realized that the workforce area was too large for just one person. In order to reduce expenditures, MCHRA have cut one position. Mark stated that Mid Cumberland should be held accountable for their budget and no additional funding should be provided.

Ginger concluded that the Northern Middle audit had no findings. In addition, Workforce Essentials also completed their audit, and it was a clean opinion with no findings. Marla concluded that we authorized the \$300,000 for Mid Cumberland to do incumbent worker training and focus on apprenticeship. Freda has obligated \$276,000 of the \$300k, and we've got 77 new apprentices in the state. Northern Middle goal for apprenticeships is 82 so we are almost at our goal and that is right on target.

**ETPL:**

Freda Herndon showed the new programs applying to be added to the ETPL and also stated that she will be adding credential awards by school in the future. She said that she will provide a more in-depth analysis of all schools at the May meeting. Marla asked that the committee look at the list provided and approve the new ones today. Mark made a motion to approve the new programs. Keith Carnahan seconded the motion and the vote was unanimous.

Marla stated they awarded Mid Cumberland funding to start reentry programs and they have hired a few people in Murfreesboro and also in Trousdale County. She asked for the committees thoughts on reentry and she asked if we should take a look at contracting these services to Project Return out of Nashville. Project Return has professional staff specifically trained to assist the local jails and the prison inmates to transition after release. Marla suggested setting aside some money to do a pilot program with them and if we get good results, then we bid out the reentry program. David stated that working in Nashville, he knows that Project Return has a good reputation and he supports the idea. Marla stated at the last meeting we gave Mid Cumberland \$300,000 for reentry. She continued that we should take back \$200,000 from Mid Cumberland and do a pilot with Project Return through June 30 and evaluate results. David made a motion for doing a pilot program with Project Return for \$200,000. Mark seconded and with no other discussion, the motion was passed unanimously.

Marla reminded everyone of the upcoming Northern Middle meeting on February 12, 2020 . Chairman Peed asked for questions. With none, the meeting was adjourned.