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**Northern Middle TN Workforce Board Meeting
August 12, 2020
11:30 a.m. to 1:30 p.m.**

Present Members:

Bo Callis
Tylesha McCray
Seth Thurman
Jennifer Hobbs
Lynn Seifert
Richie Brandon
Chris West
Tony Adams
Carol Puryear
James Harper
Dan Caldwell
GC Hixson
Kristi Spurgeon
John Zobl
Howard Bradley
Mark Peed
Bo Callis
John Alexander

Members Absent:

Keith Carnahan
Charles Story
Jon Hunter
David Rutledge
Dan Ryan

Guest and Staff:

Krystle Cain
Rob Tudor
Mayor McCarver
Mayor Wallace
Mayor Holt
Kendrick Curtis
Ginger Fussell
Marla Rye
Erin Lilly
Renee Hollis
Andrea Dillard
Freda Herndon
John Watz
Meagan Dobbins
George Phillips
Barbara Unruh
Ginger Hausser
Joseph Johnson
Dr. Rubin Cockrell
Jimmy Johnston
Pamela Sieffert
Ellen Gomez
Mark Stiles
Rupa DeLoach
Barrett Smith
Ginger Fussell

The Northern Middle Tennessee Workforce Development Board met virtually on Wednesday August 12, 2020 at 11:30 a.m.

The meeting was called to order and Chairman John Zobl made opening remarks. Marla welcomed everyone to the meeting. John Zobl asked for a motion to approve the minutes. Seth Thurman made the motion to approve. Howard Bradley seconded and the vote was unanimous. Marla welcomed the new board members, Jennifer Hobbs, Lynn Seifert, Richie Brandon, Tony Adams, and James Harper. She thanked Mayors Anthony Holt, Jesse Wallace, and Kerry McCarver for attending the meeting in support of the board. Marla stated that the Mayors met on June 30 and signed the Interlocal Agreement and created the new paperwork that is necessary for the new program year. Mayor Holt was elected chief local elected official.

Election of Officers:

Marla asked Anthony Holt (CLEO) to serve as the facilitator for the election of officers. Anthony started by thanking Chairman John Zobl, vice chair Charles Story, and secretary Kristi Spurgeon for their hard work and dedication to the board. Mayor Holt opened the floor for nominations from the board members. Howard Bradley nominated John Zobl for chair. Anthony asked if anyone had any other nominations. GC Hixson seconded the nomination of John Zobl. With no opposition, the vote was passed unanimously. John Zobl recommended that we reappoint Charles Story as the vice chair and Kristi Spurgeon as the secretary. GC motioned and Carol Puryear seconded. The vote passed unanimously.

Workforce Study:

John Zobl asked Rupa to give an update on the Workforce Study and the projected completion date. Rupa presented a PowerPoint on the status of the study. Rupa explained the study began in October of 2019, and they were getting ready to begin reviewing and editing in March when COVID-19 happened. She stated they had to reassess the data post COVID-19 and see how it effected workforce development. They are in the review and edit phase now. They are currently updating data to be the most current and doing an internal review of data sets. Rupa stated the study is expected to be complete by September. John Zobl stated he read through the presentation and was very impressed by the level of detail in the report. Rupa explained that she wants to continue to inform the board about shifts in the data even after the study is complete to help the workforce area with updated data sets.

Manage Board funds to support Career Pathways:

Ginger gave a recap on the prior fiscal year. She stated that we utilized 79% of the grant funding that were earmarked available for the prior fiscal year. Workforce Board expenses are at 95.1%. The One Stop Operator contract was one that had been running high, and with monitoring, came in under budget. Ginger stated we appreciate Mid Cumberland for paying attention to our concerns and keeping the OSO line item in budget. The CSP utilized 82% of their initial contract budget. Throughout the year we increased the budget as additional funding became available. They spent 68.4% of the modified budget number. We had identified that funding for participant enrollments finished at 58.9%. Campbell Strong Project is a two year grant to serve soldiers and spouses. With three months remaining on this project we are at 90.8% enrollment. However, there is a sizable amount of funding available still on the budget. We have requested a no cost extension from the state and are waiting on approval.

Ginger updated the board about the \$15 million budget that was approved at the last meeting. \$1.1 million is made up of a National Dislocated Worker Grant. We have revised funds available for this upcoming year of \$16.1 million. The six month extension to Mid Cumberland has included guidance on goals, and expectations. Ginger gave a monitoring update for our sub recipients. We monitor quarterly and the areas of concern this quarter were discussed with Mid Cumberland. The first concern was staff turnover and how it is contributing to performance concerns. Ginger did note a positive from this quarter all reports were on time and gave credit to timely invoicing from our contractors and timely processing by Workforce Essentials. Ginger also mentioned that Mid Cumberland showed commitment to the quarterly monitoring's and had their key management team at all meetings.

Ginger explained the upcoming procurement timeline. She stated the executive committee voted to approve procuring a third party administrator to be used for the procurement process. Marla stated the

target is to have new contracts awarded by November and for them to be effective beginning January 1. Ginger stated we need acceptance of the financial report and budget revision for the additional \$1.1 million. John Zobl asked for a motion to approve the final budget that Ginger presented. Chris West motioned and Seth Thurman seconded. The vote was passed unanimously.

Connect People with Career Opportunities:

Andrea Dillard updated the board on the National Emergency Grant. She stated that in the past the Northern Middle area has received these types of grants to deal with disasters such as tornados and floods. We received gap funding back in April to get an early start on this process. The existing contract runs from July 1, 2020 to June 30, 2022 in the amount of \$983,000. In order to be eligible you must qualify as a dislocated worker. It is for individuals who lost their job due to the pandemic. Andrea stated that we reached out to local school systems, county mayors, and city mayors to try to identify worksites where there is a need for COVID recovery efforts. We currently have worksites in all of our 13 counties in our workforce area.

George Phillips presented the dashboard with updates on the local area. He explained the 3 step re-opening phases that took place at the 13 AJCs. He included the unemployment rate as of June. George stated that the Northern Middle AJCs were open before any other workforce areas in the state. He presented some of the safety protocols that each of the centers are following to stop the spread of COVID-19. PPE was provided including disposable mask, gloves, disinfectant, hand-sanitizers and even disposable gowns for wiping down heavy traffic areas. He noted that all visitors are screened before being allowed to enter the AJCs. He presented the key performance indicators for the quarter and stated that COVID has greatly affected these numbers.

Train Workforce to Fill Employer Needs:

Freda Herndon presented the updated Rapid Response report for Northern Middle through July 31st. These companies have notified the state that they are having a layoff or permanent closure. Freda explained the Apprenticeship report stating that we have allocated almost all the funds from last year.

Renee presented the updated ETPL policy which aligns with state guidance. Renee requested approval for this new policy. John Zobl asked for a motion. Seth Thurman motioned and Tony Adams seconded. With no discussion, the vote passed unanimously.

Improve Efficiency & Effectiveness of Training Programs:

John Watz explained that every three years all the AJCs have to be recertified. He stated that during the month of July a team inspected all 14 centers to make sure they complied with the states policy and had ADA accommodations. John mentioned they updated signage in the Rutherford and Wilson County offices. He said the Northern Middle committee has approved all centers. He stated the recertification paperwork has been submitted to the state for review.

Old Business:

Marla Rye concluded the meeting by confirming future meeting dates. With no other business, Chairman Zobl adjourned the meeting.