



Approved
October 30, 2020

**Northern Middle TN Workforce Board Committee Meetings:
June 5, 2020
9:00 a.m.
Virtual**

The Northern Middle Tennessee Workforce Innovation Committee met on June 5, 2020 at 9 a.m. virtually via zoom.

The meeting was called to order by Seth Thurman the committee chair. The first item on the agenda was the approval of the minutes. Seth asked for a motion to approve the minutes. Tylesha motion and John Alexander seconded and with no opposition, they were approved. Marla gave an update about the unemployment insurance. She stated that unemployment has taken over since COVID-19 pandemic began. In Tennessee, there has been 561,000 claims so far and it continues to increase daily. This is also reflected in the state unemployment numbers, Northern Middle went from a 2.6% unemployment rate to 14.8%. Marla gave an update on AJC operations. She explained that we are the only area that is in phase two. Marla stated that most of the areas are still in the planning and appointment phase. Northern Middle opened the doors to the public on May 26, and are seeing clients in the centers. The next step will be on June 8th, we will open our doors and still observe social distancing but continue to see clients at full capacity. She states we need the doors open now more than ever. It is our job to serve and help individuals who have lost their jobs.

Renee explained that the state has sent us guidance on six policies that need to be updated, along with our bylaws and consortium and partnership agreements. She stated the first policy is the electronic case file merged two previous state policies into one. The grievance and complaint resolution policy has been updated to reflect changes and guidance from the state. This policy is detailing out the process for that, which involves filling out a form and how it will respond to those non discriminatory complaints or grievances. The third policy discussed was the conflict of interest, which was just updated from our original policy. The next policy was adult priority of service. This policy had changes at the state level and we had to update ours to be in compliance. The board meeting information access policy was also an update to the correct website and a few changes that the Department of Labor had made to their policy. Renee stated that most of the changes within these policies were minor changes to be in compliance with some updates that happened at the Department of Labor.

Renee continued to explain the modifications that were made in the bylaws. She stated we had to define our meeting minutes and requirements, and establish that our bylaws cannot exceed two years. We also had to establish the roles of the committees and set the requirements of the board membership and replacements for those members. Renee stated

that on our Interlocal agreement we established the two year terms and mandate the CLEO must approve the budget and set requirements for the new mayors. The last policy is a new one from the youth federal monitoring report back in the fall. The federal project officer had stated that we had incentives for our youth and we needed a separate incentives policy to reflect that. Marla stated that all these policies and the changes are located on the website for anyone to view and download. Seth asked for a motion to approve these policies to take to the board for final approval. John Alexander motioned, and Tylesha seconded and the motion passed unanimous.

John Watz gave the committee an update on the Regional and Local Plans. He stated in April we received guidance from the state concerning the formulation of both plans. Both of these plans are due to the state by June 30th. The regional plan consist of Northern Middle, Upper Cumberland, and Southern Middle. In April these areas met virtually to divide duties and responsibilities to complete the plan in a timely manner. The areas put together a draft plan and it was sent to the Department of Labor in early May. They gave us feedback on the regional plan, and we made adjustments and began to finalize. This draft plan will be posted on the Northern Middle website for public comment. John explained that at the same time, Northern Middle has also been working on the Local Plan. He continued that both of the plans have to be submitted to the state no later than June 30th.

Marla stated that the budget committee met yesterday and they approve a starting budget and there are a couple things that she wanted to make the committee aware of. The first topic is MCHRA and their enrollment numbers. The committee recommended that we give MCHRA a six month contract extension to 12-31-20 and starting in September we put together a procurement to solicit proposals to offer Career Services starting January 1, 2021. Marla explained that during this six month extension we wanted to give Mid Cumberland clear guidance and direction and goals so that if they make significant improvements, and they submit a proposal we would consider using them again. She continues that we have been giving them technical assistance all along and are not seeing any improvement.

Marla explained that the Campbell Strong grant is being extended to continue to offer services to transitioning soldiers and spouses. This will be a no cost extension and will continue until September 30, 2021.

Marla reported that ETPL has been something the board charged the staff to look at and come back with recommendations on changes that can be made to pass the credential measure. Freda Herndon explained the top 10 providers by WIOA enrollments 2017-2019. She reported the recommendations for the committee to approve. She explained that the program does not allow us to remove programs or people who have gone out of business, so my recommendation is that we deactivate their accounts. The first recommendation is to notify all the current training providers about the credential attainment, just so they understand that there is a performance measure in place. The second recommendation is to establish a process for new providers and new programs that aligns with our board meeting timing. The third is to deactivate 64 training providers who haven't served a WIOA customer in the last two program years. She continued that she wants to deactivate 607 individual programs who haven't served a customer in the last two years. The last recommendation is that we deactivate programs,

which do not provide a credential.

Marla stated that part of the challenge we are having is looking at the average cost per enrollment and then average placement wage. She stated as a board we need to really focus on the results of the programs we are supporting. Freda stated that we have 103 training providers listed and only 39 of those have had any WIOA enrollment.

Freda explained that there are five new programs that have asked for approval. She stated that she highlighted the column in yellow to show if they had a credential. Marla explained that this decision has the potential to affect our performance measure. She stated that this is a subject important enough to take to the full board for a vote.

Andrea reported on the recertification process of the American Job Centers. She stated this has to happen every three years. Twelve of the thirteen AJCs were originally certified in 2017 and will need to be recertified this year. The state extended the time for the certification process due to COVID-19 and we have to complete this process by August 10, 2020. Andrea stated that she and Renee had been working to make modifications to the youth section of the MOU. She also mentioned that they made updates to the youth partners to help deliver the 14 youth elements required under WIOA.

Marla asked for questions or comments, and with none the meeting was adjourned.