



Northern Middle Tennessee Workforce Board Inc.

APPROVED
August 12, 2020

Northern Middle TN Workforce Board Meeting
June 10, 2020
11:30 a.m. to 1:30 p.m.

Present Members:

John Zobl
Charles Story
John Alexander
Howard Bradley
Bo Callis
Jon Hunter
Dan Caldwell
Kristi Spurgeon
G.C. Hixson
Tylesha McCray
Seth Thurman
David Rutledge
Christopher West
Keith Carnahan
Carol Puryear
Dan Ryan

Members Absent:

Adam Adkisson
Mark Peed
Gealita Greenhill
Amanda Russell
Brian Sims
David Dunlap

Guest and Staff:

Ginger Fussell
Marla Rye
Erin Lilly
Renee Hollis
Andrea Dillard
Freda Herndon
John Watz
Jane Hamrick
Meagan Dobbins
Charlene Russell
George Phillips
Reginald Gardner
Barbara Unruh
Jimmy Johnston
Susan Cowden
Joseph Johnson
Rubin Cockrell
Mayor Kerry McCarver
Mayor Robin Brandon
Mayor Jim Durrett
Ginger Hausser
Kenyatta Lovett
Mayor Anthony Holt
Stuart Price

The Northern Middle Tennessee Workforce Development Board met on Wednesday June 10, 2020 at 11:30 a.m.

The meeting was called to order and Chairman John Zobl made opening remarks. Marla welcomed everyone to the first ever virtual meeting. John Zobl asked for a motion to approve the minutes. David Rutledge made the motion to approve. Howard Bradley seconded and the vote was unanimous.

COVID-19 Response:

Marla updated the board on the impact of COVID-19 in our workforce area. In Tennessee, there has been 561,000 claims so far and it continues to increase daily. Northern Middle went from a 2.6% unemployment rate to 14.8%. Marla gave an update on AJC operations due to COVID. She explained that we are the only area that is in phase two. Northern Middle opened the doors to the public on May 26, and are seeing clients in the centers. On June 8th, we opened our doors and still observed social distancing but continue to see clients at full capacity. Kenyatta Lovett stated he was impressed with the Northern Middle Workforce Board for their efforts to continue serving the customers and for the thoughtful and thorough plans of reopening. He explained that one of the things they have had to address during this time is security in the AJC's. He continued that a lot of people are hurting right now and the unemployment insurance claim situation is getting resolved, but that many people are still upset.

Marla explained that Northern Middle has applied for a National Emergency Grant (NEG) to provide employment services for individuals that have lost their job due to COVID-19. She explained that we are working with county mayors and their departments to help them with recovery efforts. Marla stated that we do have very thorough reopening plans, and have equipped our employees with the proper PPE and are providing social distancing guidelines.

Manage Board funds to support Career Pathways:

Ginger explained the action for today's meeting will revolve around approving the upcoming 20-21 fiscal budget. Ginger presented the executive summary that showed the Northern Middle's 19-20 budget expended to date being 57.5% of the total budget. She stated that the OSO contract had been running higher, and it continued to do so in quarter three at 91.9% of the \$400,000 budget. We have given guidance to our contractor that the contract amount is going to stay as is, and the contractor has worked with us in quarter four reducing their billing significantly.

Ginger stated that the original CSP contract was \$7.8 million and at the end of March Mid Cumberland was at 60.8%. During the year, we updated it with a modification, increasing that budget 9.3 million and Mid Cumberland expended 50.7% of that budget. Ginger explained that Campbell Strong had increased expenditures. She continued that overall we have spent 45% of the total contract. The enrollment goals for that project is at 80.6% which means we are reaching a lot of soldiers for the project.

Ginger mentioned positives for the quarter one being the MPC that is at 43.27%. Ginger presented the results from the PAR visit, our annual monitoring visit, and the report was issued with no findings.

Ginger mentioned a couple of areas that need our focus. She stated that the WIOA enrollments in the month of April for Northern Middle were 15. For the month of May that has increased to about 70, but the enrollment numbers were effected by COVID. Ginger explained that Mid Cumberland's billing at the highest mark was at \$740,000 for monthly billing. She continued that we are continuing to monitor our sub recipients and provide technical assistance on an ongoing basis. Ginger reported that Mid Cumberland has their audit for their prior year ending June 2019 and their audit was completed with no findings.

Ginger explained the upcoming fiscal year budget. She stated that we have received projected allocations that is \$700,000 less than our prior year allocations. She said we anticipate our carryover for this years budget is about 5.4 million. The new allocations are approximately 7.3 million. She continued that this is a fluid budget, but we approximate right at the \$15 million mark for grant revenues. Marla mentioned that one of the things discussed in the Budget Committee meeting was renewing the MCHRA contract for a six month time period. We have discussed on an ongoing basis some of the challenges that we have experienced with low enrollments. Marla stated that Mark Peed could not join us for the full board meeting, but she spoke with him and he wanted to recommend to approve the budget. He also suggested identifying goals and objectives during their six-month extension. The committee agreed to go ahead and look for other Career Service Providers in case those goals are not met from Mid Cumberland. John Zobl asked for a motion to approve the budget and for a six month extension for the CSP. John Alexander motioned. Carol Puryear seconded and the vote was unanimous. Charles Story asked if we have the criteria laid out for the CSP and if they know what is expected of them? Marla responded that we have technical assistance meetings regularly to let me know of the goals and expectations that are set for them.

Renee explained the eight new polices that the committee already approved. The Youth Incentives Policy is a new policy to address concerns of the youth federal monitoring report. It establishes the standards of achievement tied to training activities. The second one covers the Bylaws, Partnership Agreement, and Interlocal Agreement. It outlines the governance of the One-Stop System. The Board Meeting Information Access Policy is the requirement of open and accessible meeting minutes. The Adult Priority of Service Policy provides guidance for AJC staff on the implementation of priority of service. The Conflict of Interest Policy ensures that individuals of organizations entrusted with public funds will not benefit from these funds. The Grievance and Complaint Resolution Policy provides instruction regarding grievances and complaints from participants. The last policy was the Electronic Case File Policy that provides guidance for paperless documentation of participant files. John Watz explained that the state issued a consolidated local governance policy that added more requirements to the Bylaws, Interlocal Agreement, and Partnership Agreement. He added the changes into each document in red for review of the full board. Seth Thurman asked for a motion to approve the changes to the Bylaws, Interlocal Agreement, and Partnership Agreement and all policies. David Rutledge motioned and Carol Puryear seconded. With no discussion, the motion was passed unanimously.

Connect People with Career Opportunities:

John Watz explained that the Regional & Local Plans were submitted, and mid May the state sent back feedback on changes that needed to be made. After the changes were made to both plans they were

made available to the public for comments. John asked for both the Regional and Local Plans to be conditionally approved. Jon Hunter motioned, John Alexander seconded, and the motion was passed.

Train Workforce to Fill Employer Needs:

Freda Herndon gave an overview of the ETPL and Apprenticeship opportunity. She explained the top ten providers. She stated that the top programs with enrollments all align with our sector strategies as a board. Freda recommended to the board that we notify the current providers in writing about the credential attainment. She wants to establish a process of being added to the list so that it aligns with our board meetings. The last thing for improvement is that we deactivate providers that have not served a WIOA participant in the last two years. She also suggested that we deactivate programs that do not provide a credential. She stated there is a lot of discussion on what a credential is and how it is determined. Freda stated we have 103 active training providers on our ETPL and only 39 of those have an actual customer enrolled in those. She continued that there are 925 eligible programs but only 318 people enrolled. Marla asked the board if they want to approve programs that do not meet the credential attainment goal? We currently have a goal set by the state at 69% and we are currently failing this measure at only 47%. She mentioned that some of these participants are going to work at a good wage but they are not getting a credential. Marla recommended to the board that we go ahead, approve the new ETPL request, and reevaluate in August to see what the States evaluation committee has come up with for credential attainment. Carol Puryear stated that the Special Population Committee met and they suggest that the CSP look at serving the in school and out of school youth to help reach some of our goals. Carol Puryear made a motion to approve the CSP providing services to in school and out of school youth, as well as approving the list of ETPL discussed. Seth seconded and the vote passed unanimously.

Old Business:

Marla explained that Project Return has been postponed due to COVID-19 and jails not giving access to them at this time. The Napier Specialized AJC has been postponed due to COVID as well. We have asked the feds for the CSWP to be approved at a no cost extension. The Nashville Chamber of Commerce Workforce Study has been reset to include the correct data and the most up to date demographics and are hoping to have it done before our next meeting.

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