



**APPROVED**  
**February 3, 2022**

**Northern Middle Tennessee Workforce Board  
 Finance Committee  
 Meeting Minutes  
 November 2, 2021, via Zoom 9:00 a.m.**

<b>Members Attending</b>	<b>Members Absent</b>	<b>Staff &amp; Guests Attending</b>
Mark Peed	Keith Carnahan	Marla Rye
David Rutledge	Dan Caldwell	Andrea Dillard
Paul Webb	Charles Story	Meagan Dobbins
Kristi Spurgeon		Ginger Fussell
John Alexander		Sherry Maynard
John Zobl		Christel Brown

The Finance Committee of the Northern Middle Tennessee Workforce Board met virtually on November 2, at 9 a.m. via zoom conference.

Marla Rye called role, and a quorum was declared. The meeting was called to order by Chairman Mark Peed. Mark asked for approval of the minutes. David Rutledge moved to approve and was seconded by Paul Webb. The minutes passed unanimously.

**Career Service Provider-Performance Review**

Marla began the meeting with a Career Service Provider Performance Review. She reported that EDSI is halfway through its 18-month contract. They had a good second quarter with enrollment goals and continue to trend upward for the third quarter. They are meeting their exit goals with a positive placement rate for adult and dislocated workers but need to get their youth positive placement rate a little higher. Placement wages for adult and dislocated worker and youth have exceeded the goal. EDSI’s biggest challenge right now is not meeting its spending target for the in-school youth. Cumulatively they are at 4% of a 40% goal.

Marla then reported that MAC is still struggling. While MAC had a strong 2<sup>nd</sup> quarter, they are still behind cumulatively. They are not meeting their exit goals which cause them to have high caseloads. They have met their MPCR goal for the 3<sup>rd</sup> quarter but still are not trending in a positive direction as far as expenditure goals. They are also struggling with in-school youth and paid work experience. Marla reported she has met with Dr. Croom and explained the severity

of the situation as well as the urgent need to get the numbers trending in the right direction by December. Dr. Croom said she understood, and they knew what they had to do to get the numbers in line with what they were supposed to be. Andrea added that due to staffing issues, MAC has not had the appropriate staff to manage the caseload, but they are in the process of hiring career coaches. Both contractors have been asked to attend the board meeting on November 10 to give updates.

### **2020-2021 Financial Report**

Ginger updated the committee on quarterly expenditures. Almost \$2.5 million were spent by the quarter ending on September 30. Last quarter a \$12.8 million budget was approved. Because of new grants that have become available, Ginger proposed a \$2.1 million increase to the budget, which would put it up to \$14.9 million. Marla added that we are also expected to receive almost \$200,000 of apprenticeship funding from the state of Tennessee.

Ginger reported that the Campbell Strong project was very successful, and 99% of that budget was spent. 102.9% of the Direct Participant Expenses were spent. This project will be closed out shortly as the funding has ended.

MPCR is strong this quarter. Last quarter we barely made 40%, but EDSI is doing a good job achieving the MPCR. With 50% of the contract elapsed, EDSI has spent 40% of their budget while MAC has spent 24% of their budget. Contractor billing is not what it was a year ago, but they are continually gaining ground on getting their performance and billing where it should be.

Ginger then reviewed the contractor billing statements and showed what their estimated figures are that they should be billing in order to spend the remaining balance of their contract. Ginger also explained that the Summer Youth Program initiative did have a negative impact on EDSI's work experience requirement since they were not allowed to count those expenditures towards their 25% goal. MAC expenditures are not where they need to be. EDSI has been able to maintain a successful MPCR for adult and dislocated workers for the last four months. Their cumulative MPCR for youth is almost to their 50% goal. For work experience, EDSI hit their goal and achieved 27% for the month of September but are still struggling with in-school youth. MAC has three consecutive months where they met their MPCR goal, but in September, their performance dropped. While the MPCR percentages looks good, the amount of dollars that are being spent is not where it needs to be. For September, they fell short of MPCR, work experience, and in-school youth targets.

Ginger gave a fiscal monitoring summary. Career Service Provider monitoring is ongoing. MAC monitoring revealed eligibility documentation as an area of concern because document uploading has been slow. The One-Stop-Operator has been trending along with the budget and has no real issues. Campbell Strong is being closed out. There were no findings from the PAR review, and the financial audit is underway. The program integrity unit is implementing a new quarterly rotation for monitoring.

### **Monitoring Update**

Andrea Dillard introduced Meagan Dobbins, Director of Performance, who will be attending the board meetings and committee meetings. Meagan and Kathy have been reviewing participants that MAC has uploaded since January. Their eligibility couldn't be determined due to the lack of documentation. A corrective action was sent out telling MAC what documents were missing.

Andrea informed the committee of a technical assistance meeting from the state. Andrea felt that they received good information and would be able to change some of the processes, which would make the paperwork process a little bit easier and less time-consuming. It is hoped that this will alleviate some of the problems for EDSI and MAC, and they will both get where they need to be with their youth programs.

Marla informed the committee that an additional \$500,000 of adult and dislocated worker funding needs to be distributed to the contractors. The Executive Committee approved the award of this money to EDSI in hopes it would enable them to hire staff in the counties that are struggling. We are also investigating the possibility of having a large summer youth program next spring or early summer.

Ginger asked for the committee to approve the 21-22 Quarter 1 Financial Report, approve the 21-22 revised budget of \$14.9M (\$2.1 increase), and approve a \$500K contract modification to EDSI for Adult and Dislocated Worker programs. Mark Peed asked for a motion to approve the three items as stated. David Rutledge made the motion. Paul Webb seconded. The committee voted unanimously to approve the items.

### **Grant Opportunities**

Marla gave the committee an overview of three new grants (GIVE Grant, EDA Good Jobs Challenge, TANF Opportunity Planning Grant) that we have applied.

### **Adjourn**

Mark Peed adjourned the meeting.