



Northern Middle Tennessee Workforce Board

Finance Committee

Meeting Minutes

August 7, 2025, via Zoom at 8:30 a.m.

Members Attending	Members Absent	Staff & Guests Attending
Mark Peed	Kelly Tyler	Ginger Fussell
Dan Caldwell	Paul Webb	Andrea Dillard
David Rutledge		Meagan Dobbins
Kristi Spurgeon		Cintha Rodriguez
Shoshana Samuels		Alyssa Spaulding
Brandon Phinx		

The Northern Middle Tennessee Workforce Board Finance Committee met via Zoom on August 7, 2025, at 8:30 a.m. With a quorum confirmed, Chairman Peed called the meeting to order. Dan Caldwell moved to approve the minutes of the previous meeting, and Kristi Spurgeon seconded. With no discussion, the minutes were unanimously approved.

2024-2025 Financial Review

Ginger Fussell began her financial report by introducing herself to new member Brandon Phinx. She noted that the fourth quarter closed strong, driven by the Tennessee Youth grant and improved contractor performance. The additional 494K of TYEP funding allowed for program formula dollars to be conserved and absorbed a large allocation of administrative dollars. She reported that \$641K in Tennessee Youth funds were used in Q4 alone, bringing total quarterly spending to \$3.7M and total fiscal-year spending to \$10.9M, which represented 79.9% of the \$13.6M budget. Formula funding utilization stood at \$8.7M, or 82.1% of the \$10.6M budgeted, leaving 17.9% unspent. Ginger explained that while formula funds were underutilized, it was actually a benefit. The carryover of those additional funds will help offset the 13% funding reduction for the upcoming year, creating a 4.9% cushion. There was a small, short-term grant received in Q4 that added 15K in funding, bringing the current-year quarterly average utilization to \$2.7M, comparable to last year’s quarterly average of \$2.9M. She also noted that the flexibility to repurpose up to \$750K in Dislocated Worker funds granted by the Board has been crucial. It has sustained Adult services operations while awaiting new allocations, and she recommended seeking similar flexibility again this fiscal year. She added that one of the action items at the end of the meeting will be to request the flexibility to repurpose up to an additional \$750K in Dislocated Worker funding for the new fiscal year.

Grant utilization of the fiscal year budget was approximately 80% for the fiscal year. Ginger explained that despite expenditures decreasing, grant utilization increased due to the reduction in available funding. Grant utilization of expiring funds was exceptional across the board at 100% of formula funds and 97.94% overall, with \$11.2M of \$11.4M expended, leaving only \$230K in non-formula funding

unspent, most of which was related to the Titan Project or administrative dollars. Andrea Dillard provided clarification regarding the unspent balance from the Titan Stadium project. She explained that the Tennessee Builders Association's coordinator departed before June 30, preventing the final two to three scheduled classes from taking place.

MPCR

Ginger reported a significant improvement in MPCR performance, reaching 49.91%, driven by strong Tennessee Youth spending and the new state policy recognizing additional program activity. Under the previous policy, the region would have been at 38.56%, but with the new metrics, Northern Middle exceeded its 40% target. She commended the collaborative effort among staff, contractors, and state partners.

CSP & Contractor Trends

Contractor performance remained strong. EDSI utilized 97% of its contract and was instrumental in Northern Middle utilizing the additional \$532K TYEP funding in Q4. They met MPCR goals for Adult and Dislocated Worker services for contract-to-date, but not year-to-date. They met MPCR for Youth services for both years and contract-to-date. MAC fully utilized its contract and achieved 51% MPCR contract-to-date and 55% for Youth services year-to-date. Ginger noted that MAC had technically overcommitted to some youth that either extended past their contract or would have placed MAC over budget. They were not permitted any overages and were able to compromise a resolution by using some of their local dollars. Mid-Cumberland's One-Stop Operator contract was billed at 76%. Pilot projects in Montgomery and Sumner Counties demonstrated marked improvement. Montgomery Adult/DW met MPCR at 56% fiscal-year-to-date and 60% for Q4. Montgomery Youth exceeded the MPCR goal at 56% fiscal year-to-date and at 66% for Q4. Staff have been heavily focused on training and preparations for the CSP transition on July 1. Sumner County, where the state was responsible for Title 1 services, showed substantial gains after a slow start. Sumner Adult/DW met MPCR at 56% fiscal year-to-date and 58% in Q4. Sumner Youth fell short of the MPCR goal, with 33% fiscal-year-to-date and 41% in Q4. Andrea added that the manager for Sumner now works for Workforce Essentials and is spending extra time there to prepare staff for July 1. She applauded Meagan Dobbins for her performance in the Montgomery pilot project.

Monitoring

During the monitoring update, Ginger expressed appreciation for contractor cooperation through the program transition as well as staff leadership. She noted that both contractors met Work Experience and In-School Youth goals, but continued to face case note and documentation challenges. The Office of Transformation's annual monitoring resulted in no findings and three observations, including one best-practice citation for training materials developed by Meagan Dobbins. The observations dealt with Title III staffing issues and availability. They also requested a corrective action plan in March regarding unspent funds, which Marla responded to, ensuring that the funds would be spent. The letter was accepted, and funding was spent. The PAR team is scheduled to begin in late August, and the external financial audit is expected by December 31.

2025-26 Budget Review

Ginger then reviewed the 2025–2026 budget adjustments. Actual Carryover funds increased approximately \$900K over initial projections, partially due to additional prior-year TYEP funding. This allowed for a 25% carryover into the following year, up from the usual 20%, to buffer against future funding reductions. The Tennessee Youth grant for the new year was reduced from the requested \$1M to \$600K, while the PROWD Re-Entry Grant was finalized slightly higher than originally estimated.

Adjustments result in a total projected revenue of \$11.8M. She then presented the corresponding expense budget, noting that Workforce Essentials' administrative budget increased by \$100K to account for reductions in other shared programs. All adjustments align revenues and expenses.

Action Items

Action items included: (1) accepting the \$15K increase to the final FY 2024–2025 \$13.7M budget and approving the amended budget and expenditure report; (2) approving flexibility to repurpose up to \$750K in Dislocated Worker funds for Adult services as needed during FY 2025–2026; (3) approving the revised FY 2025–2026 budget at \$11.8M; and (4) formally designating and obligating the portion of the budget allocated to Career Service Provider operations.

Shoshana Samuels asked Ginger to clarify that “obligating” program funds corresponds to what would have previously been contracted to EDSI and MAC. Ginger confirmed that this action is comparative, as it includes the CSP portions previously contracted. With no further questions, Chairman Peed called for a motion to approve all action items. Shoshana Samuels made a motion to approve the action items as listed, and David Rutledge seconded. With no further discussion, the motion passed unanimously.

Adjourn

Kristi Spurgeon commended Ginger and her team for their efforts. Shoshana and others echoed appreciation for the strong performance and successful fiscal year. Chairman Peed then adjourned the meeting.