



APPROVED
July 31, 2024

**Northern Middle Tennessee Workforce Board
Special Populations Committee
Meeting Minutes
May 2, 2024, via Zoom at 11:00 a.m.**

Members Attending	Members Absent	Staff & Guests Attending
Freda Herndon	George “Bo” Callis	Marla Rye
Chris West	James Harper	Andrea Dillard
Corey Johns	Ginger Jarrett	Ginger Fussell
	Nathan Garrett	Meagan Dobbins
		Alyssa Spaulding
		Jeremy Tudor

The Northern Middle Tennessee Workforce Special Populations Committee met via Zoom on May 2, 2024, at 11:00 a.m.

Marla started the meeting by opting for a brief overview of materials due to low member attendance.

A quorum was established and Chris West made a motion to approve the minutes, and Corey Johns seconded. With no further discussion, the minutes were approved.

Contract Review

Marla gave an update on the CSP procurement process. A third-party service, Thomas P. Miller, was contracted to review and score bidders. The proposals are due May 2. The board will then review their recommendations and determine the new contract providers. She stated there will be a transition period so EDSI could finish the Summer Youth Employment Program, and the new contract start date will be October 1. The transition prevents youth from being entered in to a new payroll system and helps the management team with placement and training. Chris West complemented the transition period plan, believing that it was crucial for any leadership change.

Career Service Provider Update

EDSI’s key performance numbers for enrollment are not on track to meet their 1,000 participant goal at the end of Q3. Their financial goals and objectives, however, are on track. Andrea Dillard stated that they were at 562 (56%) of their 1,000 goal. They should be closer

team at the state level. The first finding was that EDSI had “paused” enrollments during Q2 after the overspending in Q1. The second finding was a lack of signage at the Nashville AJC, which has since been taken care of. As a result, an intensive corrective action plan has been created. Marla and Chairman Zobl met with the CEO of EDSI and invited him to be at the Board meeting.

Target Populations

Andrea then gave a brief overview of the Tennessee Youth Employment Program operations. This program is an addition to previous years’ employment programs. The only criteria for the TYEP is that the participants must be between 14-24. By the end of August, the original estimated goal was to serve 500 youth, and we currently have around 340 enrolled. Because of this overwhelming success, additional funds will be awarded along with a new goal of around 575 youth enrolled by June 2025. Chris West applauded the efforts made to enroll so many youth in such a short timeframe. Marla pointed out that Workforce Essentials has strategically hired four temporary employees to assist EDSI with the caseload so that EDSI can focus on their KPIs.

Marla proceeded with a brief update on the SCSEP program. The National Council on Aging (NCOA) recently went through a new procurement and will award the contract to Workforce Essentials again if the NCOA resecures the federal grant. Andrea then mentioned that the six participants from the first Titan’s Project class graduated the previous Friday and were offered jobs.

WIOA Plan

Marla detailed that she will present the WIOA plan to the state board in a few weeks. This plan will primarily focus on labor force participation rates, staff development and training, and employer services. She will speak about this plan in more detail at the Board meeting.

Adjourn

Marla reminded them that the next Board meeting at the Rutherford County Chamber of Commerce would be on May 8, 2024. Freda Herndon adjourned the committee meeting.