



**Northern Middle Tennessee
Workforce Board Inc.**

**APPROVED
November 10, 2021**

**Northern Middle Tennessee Workforce Board
Full Board
Meeting Minutes
August 11, 2021, In-Person & via Zoom 11:30 a.m.**

Members Attending	Members Absent	Staff & Guest Attending
John Alexander	Jennifer Hobbs	Marla Rye
Paul Webb	Keith Carnahan	Patty Stansfield
Mark Peed	Tony Adams	James Starnes
Charles Story	Dan Ryan	Christel Brown
Seth Thurman	David Rutledge	Molly Hewitt
Kerry McCarver		Joseph Johnson
Bo Callis		Jennifer Eppley
James Harper		Christina Dusenberry
Kristi Spurgeon		Jimmy Johnston
Beth Duffield		Rob Dancer
Carol Puryear		Liz McLaughlin
G.C. Hixson		Glenn Dahill
Tylesha McCray		Ginger Fussell
Richie Brandon		Josh Huhnke
Dan Caldwell		Rochelle Glover
Anne Fugate		Ellen Gomez
John Zobl		Nestor Reyes
Lynn Seifert		James Roberson
Anthony Holt		Danielle Ellis
Chris West		Sherry Maynard
		Andrea Dillard
		Phillip Wallace
		Richard Nelson
		George Phillips
		Stacey Books
		Paul Hines Jr
		Tanya Evrenson
		Freda Herndon
		Rubin Cockrell
		Darla Tea



The Northern Middle Tennessee Workforce Development Board met in-person at the Sumner County American Job Center with a virtual option on Wednesday, August 11, 2021, at 11:30 a.m.

The meeting was called to order. Attendance was taken, and a quorum was declared. Chairman John Zobl asked for a motion to approve the minutes. John Alexander made the motion to approve. Carol Puryear seconded, and the vote was unanimous. John Zobl made opening remarks, recognized mayors in attendance, and welcomed our new board member.

TN Work Ready Update

James Roberson started the meeting off with a TN Work Ready update. A marketing campaign has begun, and many websites have information about the program. A Tennessee virtual American Job Center launched in December of 2020. There is adult education access with Tennessee Work Ready. Unemployment claimants that are registered with jobs4tn can register for online courses with businesses, employers, and universities. He informed the board of a labor force participation tool that will allow users to search labor force and non-labor force attributes by county.

CSP Performance Review

Marla gave a brief overview of goals given to the providers to achieve by June 30. She reported that the providers met the goals, but areas still need improvement. The Executive Committee met and established further goals and objectives for each of the contractors. The CSPs had been asked to attend the meeting today and present an actionable corrective action plan.

EDSI

Danielle Ellis reported that since they have met their goals at the end of June, their enrollments have continued to trend in an upward direction as well as their MPCR. In regards to youth, they have seen a slower trend with paid work experiences but overall, their youth enrollments trend is in a great direction. They have continually worked on innovative outreach strategies and have gone outside the centers to reach them. They plan to attract and engage community based organizations, educate, collaborate, and train key partners, obtain space, set dates, enroll participants, and create sustainable success and continuous performance improvement.

Next, Liz McLaughlin shared about the youth program. They have established some good partnerships, obtained several youth work experience clients, and enrolled more youth with is the ultimate goal. They created an IT Boot Camp that has a paid experience component. They have been doing community events with the mobile AJC and taking a 2-Gen approach in trying to help the youth and parents. They have partnered with schools (West Creek, Rossvie, Dickson, Springfield, Riverdale, and Lavergne high schools) to get enrollments and get paid work experience opportunities. They are also reaching out to colleges that require practicums.

Liz reported they have established some great relationships with justice-involved partners and have done clarified that youth do not have to be high school dropouts to receive services.

Next, Liz talked about their plans for monitoring progress. The entire team meets weekly, and the youth team will now meet bi-monthly in order to share additional information. They meet with the board to provide numbers and updates. This helps keep them on track and take care of issues quickly and stay on



track. She then reported that one of their 18-year-old participants went to lineman school and EDSI paid for half of his tuition. He now has gotten a job offer. Liz showed a picture of the young man in lineman training.

Finally, Liz reported about the Youth Task Force she has been working on establishing with Ellen Gomez. It will be comprised of community people in each of the counties where they are going to meet, talk, and brainstorm innovative ways to meet the needs of the youth in particular counties, especially for those in-school youth and paid work experience opportunities involving the CTE directors with school systems. They are working with Persevere, which is the company they worked with, to hold the boot camp. They are also working with Nashville State Community College in several of the counties.

MAC

Tanya Evrenson reported on MAC's achievements through June 30, 2021. She reported that they exceeded their out-of-school youth goals but didn't meet their in-school youth goal. With a total goal of 115, they enrolled 114. Overall, they met the goal set by the board. They have not yet met their enrollment goals for the quarter ending on September 30, 2021, and still have more work to be done. They plan to focus their efforts on in-school youth.


Next, Tanya informed the board of areas where they plan to recruit in-school youth. They plan to partner with Metro Nashville Public Schools, Davidson County Head Start Parents, Community Colleges, TCATs, Juvenile Court, Community based organizations, AJC partners, and Envision Center. They have an MOU with the McGruder Center to have staff stationed there and plan to attend community events. For paid work experience, they have partnered with four Metro schools, who will each start with identifying 15 students to participate. Tanya then explained their enrollment plan, which includes an academic part and a work experience part. She reviewed the timeline they expect to reach their goals and talked about current staffing issues and how they plan to ensure the work is done while they are hiring replacements. Finally, Tanya spoke about accounting and how she felt they would meet their percentage goals.

Strategic Priorities

Manage Board funds to Support Career Pathways

First, Ginger updated the board on the fiscal year end. We ended up utilizing \$13.2 million, which was up from the prior year. Expenditures dipped in quarter three but bounced back in quarter four. The overall expenditures include all activities, not just those of the career service providers. Enrollment goals exceeded what we had in the previous year. The increase from quarter three to quarter four relates to career service provider activity, the statewide training grant and the CARES activity, to name a few. Ginger acknowledged that a Summer Youth Initiative grant of \$680K was received at the end of the fiscal year, increasing the available funding. The revised 20-21 budget was presented to the Finance Committee, and they approved the request to increase our available funding budget. It was also requested that some excess money from the Dislocated Worker funds be moved to the Adult fund to serve their needs.

Next, Ginger reported about contractor activities. A third of the way through the contract, EDSI has spent about 25%. MAC has spent approximately 14%. One-Stop Operator with Mid-Cumberland has spent 28%. According to Ginger's calculations, our MPCR is at 40.18%, which is up from the last quarter.



If we include all of our activities, our MPCR is 57.18%. Campbell Strong is wrapping up and has spent 96.4% of the budget and exceeded direct participant expenditures. Ginger presented a revised budget. The initial budget passed last quarter was at \$11.9 million. We're at \$12.8 million due to the new Summer Youth Initiative and some additional RESEA funding.

Finally, Ginger gave a monitoring update. She reviewed that EDSI and MAC will both focus on youth enrollments due to their monitoring efforts. Mid-Cumberland is utilizing a monitoring report they are preparing quarterly. We are continuing to work with the state for technical assistance with wrapping up the Campbell Strong Project. Ginger made the board aware that PAR has had their visit on site. The review is ongoing, so a report is not ready. A new process has been implemented from the program integrity unit. They required us to do a risk assessment worksheet. That has been submitted and will be submitted twice a year.

John Zobl requested for a motion to approve the 2021 financial report with a budget revision of \$735,000 increase and a 2021-2022 budget approval of \$12.8 million with the flexibility to utilize up to \$1.5 million Dislocated Worker funds for Adult as needed and as approved by Tennessee Department of Labor. Mark Peed made the motion for approval. John Alexander seconded the motion. With no further discussion, the board unanimously approved the motion.

Connect People with Career Opportunities

George Philips gave his One-Stop Operator report. He started off by acknowledging that the Envision Center at Napier housing development has been staffed since July with staff members from the Davidson County AJC. There are lots of job fairs going on with more planned for the future. Enrollments are up from the previous quarter. Wagner Peyser numbers are down. Traffic counts in the AJCs are also up from the previous quarter. Houston County has lowered its unemployment rate, but the other counties' rates have gone up.

Train Workforce to Fill Employer Needs

Andrea Dillard reported on Key Performance Indicators. There were four KPIs that were missed. With the restructuring of the KPI calendar to a fiscal year to match the program allocations. New KPIs were given, and two of them are lower than the previous year. These are now hard targets we must achieve. There could be penalties for not achieving these goals. We are passing our Core Performance Measures. Some items did not achieve 100%, but we still achieved a passing percentage of 90% or higher.

Next, Freda updated the board regarding the ETPL. She presented the list that the committee had approved and staff had recommended. The final page were requests that came in after the committee met. There was one new provider and program requesting to be added along with former programs that requested to be added back.

John Zobl asked for a motion to approve the programs according to the staff recommendations. GC Hixson motioned to approve it. Seth Thurman seconded the motion. With no discussion, the board voted unanimously to approve the list.

Improve Efficiency & Effectiveness of Programs



Marla then posed a question to the board to get feedback. She asked if we were doing the right things and what could we be doing better to help employers in the area. Marla felt that we could be doing more to get people coming back into the AJCs. James added that they would try to make the connection between the virtual AJC and the business location. John Zobl said that he wished there were creative and less restrictive ways to do business. Charles Story suggested having pop-up AJCs as a way to get closer to people.

Next, Marla asked if we could identify funding, where could it be invested to get the biggest return. She stated that the education sector was struggling with teacher retention. It was also suggested to focus on what employer needs and listen to what they had to say. It was suggested to find out what industries are coming in the future and invest in that area now.

John Watz informed the board that the Commanding General presented certificates of appreciation to partner organizations that were assisting transitioning soldiers and spouses. Chairman Zobl congratulated Marla Rye as the leader of the Northern Middle Board, for receiving the commendation.

Adjourn

Marla reminded the board that the next meeting would be on November 10. Chris West moved to adjourn the meeting. G.C. Hixson seconded the motion. John Zobl adjourned the meeting.

