



## Finance Committee

November 2, 2021

9:00 A.M.

[Click here for zoom link](#)

Meeting ID: 886 1541 6309

Passcode: 182742

Telephone Number: +1 312 626 6799

## Agenda

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### Welcome

### Call the Meeting to Order

### Approval of Minutes

### Business Reports:

1. Career Service Provider-Performance Review
  - a. EDSI
  - b. MAC
2. 2020-2021 Financial Report
3. Monitoring Update
4. Grant Opportunities
  - a. GIVE Grant
  - b. EDA Good Jobs Challenge
  - c. TANF Opportunity Planning Grant

### Members:

Mark Peed (Chair)  
Keith Carnahan  
Dan Caldwell  
David Rutledge  
Paul Webb  
Kristi Spurgeon  
Charles Story

### Adjourn

Complete zoom link: <https://us02web.zoom.us/j/88615416309?pwd=Z3dRVjlyb2ZTNitYbINIOHdHU2hwdz09>



**Northern Middle Tennessee Workforce Board**

**Finance Committee**

**Meeting Minutes**

**July 29, 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	Ginger Fussell
Paul Webb	Charles Story	Andrea Dillard
Kristi Spurgeon		John Watz
John Zobl		Sherry Maynard
John Alexander		
Seth Thurman		

The Finance Committee of the Northern Middle Tennessee Workforce Board met virtually on July 29, 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. Paul Webb moved to approve and was seconded by David Rutledge. The minutes passed unanimously.

**Career Service Provider-Performance Review**

Marla began the meeting with a Career Service Provider Performance Review. She reported that both providers were asked to meet at least 90% of their enrollment goals and 50% of MPCR. On enrollments, both contractors met their performance benchmarks. EDSI did meet the set MPCR goal of 50% for June but did not meet the cumulative MPCR goal. MAC achieved the set MPCR goal of 50% for the month of June but did not meet the cumulative MPCR goal. Both contractors met the performance requirements the Board set for them in May. While they achieved the stipulated goals, other areas fell substantially short including work experience and in-school youth requirements.

Along with maintaining enrollments goals and MPCR, the contractors are tasked to meet the work experience goals and in-school youth goals for the first quarter of the 2021 program year. Dr. Croom and Kevin Schneiders have been invited to attend the August 11 board meeting and present their plan of action to meet the work experience and in-school youth

goals. A letter was issued to both providers that state the objectives for the next two quarters and the expectations for improvement. Starting July 1, there will be targets and penalties for not meeting those benchmark numbers. It was asked if we could see an increase with school resuming. It is hoped that would help. Typically 25% of the funds can be spent on in-school youth, but right now, up to 50% is allowed due to a waiver. There are some concerns that the waiver will run out, and providers will have to change their focus from in-school youth to out-of-school youth.

#### **2020-2021 4<sup>th</sup> Quarter Report**

Ginger was pleased to report that our grant utilization for all of our activities was at \$13.2 million compared to \$11.9 million in the prior year due to additional awarded grants. Even though our core programs were down about \$200,000, it was a good year. Quarter three was low due to the slow start of the contractors, but in quarter four, we increased by almost \$1 million. The bulk of the increase was from contractor activity, so their overall spending has improved. The year finished strong, but there is still room for improvement. As the year progressed, more funds were received and added to the budget. Because of additional grants received and the ending of the Campbell Strong program, our programs need to see an increase in expenditures. Ginger went on to report that six months into their contract, EDSI has spent about 23% of their funding, and MAC has spent nearly 14%.

Ginger reported the One-Stop-Operator contract is progressing and underbudget. According to Ginger's calculations, we are at 40.18% MPCR. If we include activities the state doesn't recognize, then we are at 57.18%. The Campbell Strong project has spent \$7.4 million and will wrap up in September.

#### **2021-2022 Budget Update**

Ginger then presented the revised budget. The revised budget totals \$12.8 million. The increase is from about half a million dollars associated with the Summer Youth Initiative and additional RESEA funding. Ginger then asked the Board for permission to repurpose dislocated worker funds, to be spent for adults. The state would also need to give permission, but we wanted the Board's approval first. When asked by Chairman Zobl about a carryover, Ginger reported that the budget was calculated using a 20% carryover. The expense side of the budget is \$12.8 million.

Ginger then made the Board aware that the Northern Middle Board is going through the process of having the Performance Accountability Review done. So far, everything is progressing well. There are no results yet. She informed the Board that the Program Integrity Unit is implementing a new monitoring process that utilizes a risk assessment worksheet.

The two action items are approving the 2020-2021 financial report budget revision with the additional \$735K and approval of the 2021-2022 revised budget approval at \$12.8 million with the flexibility to utilize up to \$1.5M Dislocated Worker funds for Adult as needed and as approved by TN DOL. Paul Webb made the motion for approval. Mark Peed seconded the motion, and all members voted in favor of the motion.

**Special Funding Request**

Marla informed the committee that since the contractors have been working hard to meet their formula program goals set by the Board and meet MPCR, that they will probably not be able to spend the \$600K on paid work experience that the state awarded. She stated that any unspent funding would be sent back to the state for repurposing.

**Adjourn**

Marla informed the Board that Barbara Unruh has submitted her letter of resignation and will retire on January 1. They are currently looking for someone to replace her.

Mark Peed adjourned the meeting.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (M)	Guest
Marla Rye	mrye@workforceessentials.com	7/29/2021 8:50	7/29/2021 9:32	43	No
Mark Peed		7/29/2021 8:52	7/29/2021 9:32	40	Yes
John Alexander (CC50319)		7/29/2021 8:55	7/29/2021 9:32	38	Yes
Paul Webb		7/29/2021 8:57	7/29/2021 9:32	36	Yes
16154910917	drutledge@selaborers.org	7/29/2021 8:57	7/29/2021 9:32	36	Yes
David Rutledge		7/29/2021 8:59	7/29/2021 9:25	26	Yes
Seth Harper Thurman		7/29/2021 9:00	7/29/2021 9:32	33	Yes
Kristi Spurgeon		7/29/2021 9:01	7/29/2021 9:32	32	Yes
19315357274		7/29/2021 9:03	7/29/2021 9:32	30	Yes

EDSI Incentive Quarterly Benchmarks																
Matrix:		Quarter Ending:														
		March 31				June 30				Sept. 30				Cumulative September 30		
		Goal	Actual*	%		Goal	Actual	%		Goal	Actual	%		Goal	Actual	
Enrollments	A/DW	200	152	76%		255	303	119%		299	249	83.3%		754	704	93.4%
	Youth	50	31	62%		62	88	142%		81	66	81.5%		193	185	95.9%
Exits (50% of new enrollments)	A/DW	100	204	204%		128	99	78%		150	127	84.9%		377	430	114.1%
	Youth	25	86	344%		31	44	142%		41	32	79.0%		97	162	167.9%
		Positive	Total	Percent		Positive	Total	Percent		Positive	Total	Percent		Positive	Total	Percent
Positive Placement Rate Target 85%	A/DW	166	204	81.4%		91	99	91.9%		126	127	99%		383	430	89.1%
	Youth	51	86	59.3%		43	44	97.7%		28	32	88%		122	162	75.3%
Placement Wage	A/DW	\$ 15.00	\$ 20.83	139%		\$ 15.00	\$ 20.59	137%		\$ 15.00	\$ 22.24	148%		\$ 15.00	21.33	142%
	Youth	\$ 10.00	\$ 14.53	145%		\$ 10.00	\$ 13.56	136%		\$ 10.00	\$ 13.89	139%		\$ 10.00	14.04	140%
MPCR:	A/DW	50%	16.6%	33%		50%	45%	90%		50%	59.9%	120%		50%	46%	92%
	Youth	50%	14%	28%		50%	45.5%	91%		50%	64.5%	129%		50%	49%	98%
Work Experience	Youth	25%	0%	0%		25%	4%	16%		25%	17%	68%		25%	9%	36%
In-School Youth Ratio	Youth	25%	1%	4%		25%	3%	12%		25%	7%	28%		25%	4%	16%

MAC Quarterly Benchmarks																
Matrix:		Quarter Ending:														
		March 31				June 30				Sept. 30				Cumulative September 30		
		Goal	Actual*	%		Goal	Actual	%		Goal	Actual	%		Goal	Actual	%
Enrollments	ISY	15	1	7%		50	24	48%		10	2	20.0%		75	27	36.0%
	OSY	20	3	15%		30	85	283%		35	12	34.3%		85	100	117.6%
	Total	35	4	11%		80	109	136%		45	14	31.1%		160	127	79.4%
# of Exits (Target-50% of Enrollments)	Total	18	10	57%		40	14	35%		23	1	4.4%		80	25	31.3%
Placement Rate (Target 85%)	Total	Positive	Total	Percent		Positive	Total	Percent		Positive	Total	Percent		Positive	Total	Percent
		9	10	90%		8	14	57%		-	1	0%		17	25	68.0%
Placement Wage	Total	\$ 10.00	\$ 12.21	122%		\$ 10.00	\$ 15.22	152%		\$ 10.00	\$ -	0%		\$ 10.00	13.56	136%
MPCR:	Youth	50%	17%	34%		50%	35%	70%		50%	50%	100%		50%	38%	76%
Work Experience	Youth	25%	9%	36%		25%	6%	24%		25%	22%	88%		25%	14%	56%
In-School Youth Ratio	Youth	25%	4%	16%		25%	11%	44%		25%	21%	84%		25%	14%	56%

# NORTHERN MIDDLE TN WORKFORCE BOARD

## SEPTEMBER 2021 FISCAL UPDATE

### NORTHERN MIDDLE BUDGET/SPEND PROGRESSION

Northern Middle LWDA	(in 000's)			
	Expenses YTD	Revised FY 21-22 12 Mo. Budget	% Spent	
Adult (\$100,000 re-purposed for Admin)	873	3,121	28.0%	
Dislocated Worker (\$750,000 for Adult *)	563	5,174	10.9%	
Youth	516	3,025	17.1%	Bgt Rev + \$1,936
RESEA	58	309	18.9%	
Campbell Strong (closed 9/30)	198	278	71.1%	
National Dislocated Worker (COVID)	147	1,316	11.2%	
National Dislocated Worker (Flood)	0	550	0.0%	Bgt Rev + \$550
Summer Youth Initiative (closed 8/31)	95	95	100.2%	Bgt Rev - \$415
Rural Development	39	52	74.5%	
IFA	0	1,000	0.0%	
<b>Total FY 21-22 Expenditures vs Budget</b>	<b>2,489</b>	<b>14,919</b>	<b>16.7%</b>	
<b>21-22 Funding Increase - Budget Action Item</b>		<b>2,071</b>		
* Re-purposed \$750,000 of Dislocated Worker program budget to Adult				



**NORTHERN MIDDLE TN WORKFORCE BOARD  
SEPTEMBER 2021 FISCAL UPDATE**

**CAMPBELL STRONG PROJECT RECAP**

***3-YEAR PROJECT***

***(1-year, no-cost extension to 9/30/2021 granted)***

<b>Campbell Strong Project</b>	<b>Expenses</b>	<b>Budget</b>	
<b>Campbell Strong Expenditures - Project-to-Date</b>	<b>7,669,589</b>	<b>\$ 7,750,048</b>	<b>99.0%</b>
<b>Direct Participant Expenses</b>	<b>Expenses</b>	<b>Budget</b>	
<b>Campbell Strong Expenditures - Project-to-Date</b>	<b>4,114,280</b>	<b>4,000,000</b>	<b>102.9%</b>
<b>Campbell Strong Enrollments</b>	<b>Actual</b>	<b>Goal</b>	
<b>Participant Enrollments</b>	<b>1,704</b>	<b>2,000</b>	<b>85.2%</b>

# NORTHERN MIDDLE TN WORKFORCE BOARD

## SEPTEMBER 2021 FISCAL UPDATE

### MINIMUM PARTICIPANT COST RATE (MPCR)

**TDLWD Minimum Participant Cost Rate (MPCR) - Preliminary Through September 2021**

Without Campbell  
Strong or Disaster  
Relief Grants

## MPCR = 54.06%

	MAC Youth	EDSI Youth and Summer Youth	EDSI Adult & Dislocated Worker	Campbell Strong excluded	Disaster Relief	Other (NM, Summer Youth, CS & IFA)	Total
Qualifying Expenses	\$ 42,347	\$ 245,579	\$ 652,480			\$ 84,733	\$ 1,025,139
Total Program	\$ 84,539	\$ 380,748	\$ 1,088,582			\$ 342,291	\$ 1,896,160
MPCR	50.09%	64.50%	59.94%	-	-	24.75%	54.06%

**Northern Middle met 40% Requirement in preliminary calculations.**

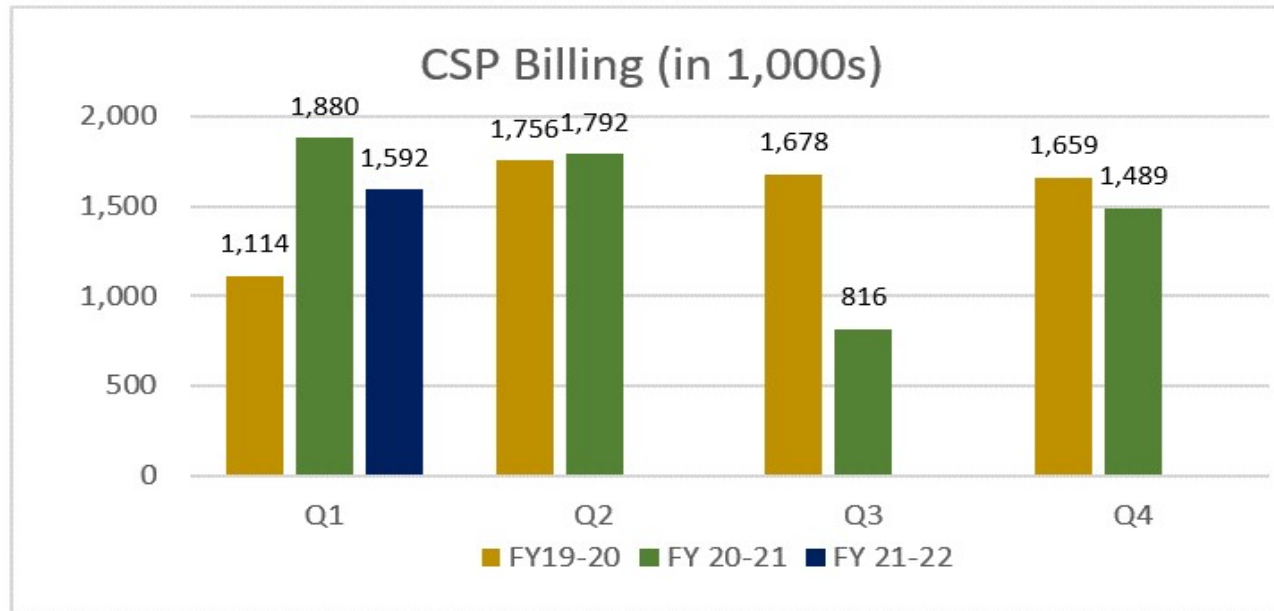
**\*\*\* PRIOR QUARTER MPCR = 40.05% state calculation \*\*\***

**NORTHERN MIDDLE TN WORKFORCE BOARD  
SEPTEMBER 2021 FISCAL UPDATE**

**CAREER SERVICE PROVIDER - BILLING PROGRESSION**

		In \$000's			
Career Service Provider Billing	Cumulative through June	Total Spent Qtr Ended Sept 2021	Budget Spent Contract To Date	Total 18 Month Budget	% Spent - 50% time elapsed
EDSI - Base Contract	\$ 1,937	\$ 1,420	\$ 3,357	\$ 8,370	40%
EDSI - Modifications *	\$ 56	\$ 88	\$ 144	\$ 634	23%
MAC - Base Contract	\$ 109	\$ 84	\$ 193	\$ 800	24%
Contract to Date Exp through Q1 2021-22	\$ 2,102	\$ 1,592	\$ 3,694		

**NORTHERN MIDDLE TN WORKFORCE BOARD**  
**SEPTEMBER 2021 FISCAL UPDATE**  
**CONTRACTOR BILLING TREND**



***Contractor billing in Q1 was down \$288k from this quarter last fiscal year, but increased \$103k from the previous quarter.***

Career Service Provider Billing	Q1	Q2	Q3	Q4	Total
CSP Billing FYE 6/30/20	1,114	1,756	1,678	1,659	6,207
CSP Billing FYE 6/30/21	1,880	1,792	816	1,489	5,977
CSP Billing FYE 6/30/22	1,592				
Net Decrease CY to PY by Quarter	-288				

Workforce Innovation and Opportunity Act WIOA Report of Expenditures and Invoice for Reimbursement							EDSI
Name and Address of Contractor:				Invoice Number:		9	
Educational Data Systems, Inc.				Invoice Ending Date:		9/30/2021	
COST CATEGORIES	TIME PROG %	EXP PROG %	A. CONTRACT BUDGET EXPENDITURES	B. CUMULATIVE ACCRUED EXPENDITURES	C. MONTHLY ACCRUED EXPENDITURES	D. CONTRACT BALANCE	Remaining Balance 9 Mos (RESEA 3)
a. Adult	50%	55%	\$ 2,970,000.00	\$ 1,621,056.67	\$ 303,888.53	\$ 1,348,943.33	149,882.59
b. Dislocated Worker	50%	27%	\$ 3,630,000.00	\$ 973,097.65	\$ 146,680.91	\$ 2,656,902.35	295,211.37
TOTAL PER CONTRACT	50%	39%	\$ 6,600,000.00	\$ 2,594,154.32	\$ 450,569.44	\$ 4,005,845.68	445,093.96
d. Youth OSY	50%	63%	\$ 1,020,000.00	\$ 638,621.90	\$ 112,079.41	\$ 381,378.10	42,375.34
e. Youth ISY	50%	4%	\$ 680,000.00	\$ 27,737.36	\$ 9,407.28	\$ 652,262.64	72,473.63
TOTAL PER CONTRACT (Summer Youth Exp. of \$143k represent an additional 8% of this budget)	50%	39%	\$ 1,700,000.00	\$ 666,359.26	\$ 121,486.69	\$ 1,033,640.74	114,848.97
In School Youth ISY Requirement - Goal 40%				4%			
(In School Youth Expenditures/Total Youth Expenditures)							

Workforce Innovation and Opportunity Act WIOA Report of Expenditures and Invoice for Reimbursement		EDSI
Name and Address of Contractor:	Invoice Number:	9
Educational Data Systems, Inc.	Invoice Ending Date:	9/30/2021

							Remaining Balance 9 Mos
WORK EXPERIENCE		%	Contract Budget	Cumulative Exp.	Monthly Exp.	Remaining	
Portion Total Expense OSY Wk Exp	50%	20%	\$ 255,000.00	\$ 50,400.39	\$ 26,073.68	<del>\$ 204,599.61</del>	22,733.29
Portion Total Expense ISY Wk Exp	50%	5%	\$ 170,000.00	\$ 7,685.89	\$ 6,747.76	<del>\$ 162,314.11</del>	18,034.90
TOTAL PER CONTRACT		14%	\$ 425,000.00	\$ 58,086.28	\$ 32,821.44	\$ 366,913.72	40,768.19
Cumulative Work Experience Requirement - Goal 25%				9%			
(Work Experience Expenditures/Total Youth Expenditures)							

SUMMER YOUTH INITIATIVE (short-term)	%	Contract Budget	Cumulative Exp.	Monthly Exp.	Remaining
Portion Total Expense OSY Wk Exp		\$ 305,791.00	\$ 91,603.56	\$ -	\$ 214,187.44
Portion Total Expense ISY Wk Exp		\$ 305,791.00	\$ 51,963.20	\$ -	\$ 253,827.80
<b>TOTAL PER CONTRACT</b>		<b>\$ 611,582.00</b>	<b>\$ 143,566.76</b>	<b>\$ -</b>	<b>\$ 468,015.24</b>
<b>Cumulative Work Experience IF Summer Youth Counted</b>				<b>25%</b>	
(Work Experience Expenditures/Total Youth Expenditures)					
<b>Cumulative In School Youth IF Summer Youth Counted</b>				<b>10%</b>	
(In School Youth Expenditures/Total Youth Expenditures)					

**Workforce Innovation and Opportunity Act  
WIOA Report of Expenditures and Invoice for Reimbursement**

**MAC**

Name and Address of Contractor:	Invoice Number:	9
Metropolitan Action Commission	Invoice Ending Date:	9/30/2021

COST CATEGORIES	TIME PROG %	EXP PROG %	A. CONTRACT BUDGET EXPENDITURES	B. CUMULATIVE ACCRUED EXPENDITURES	C. MONTHLY ACCRUED EXPENDITURES	D. CONTRACT BALANCE	Remaining Balance 9 Mos
d. Youth OSY	50%	35%	\$ 480,000.00	\$ 167,356.46	\$ 18,367.58	\$ 312,643.54	\$ 34,738.17
e. Youth ISY	50%	8%	\$ 320,000.00	\$ 26,584.71	\$ 3,967.12	\$ 293,415.29	\$ 32,601.70
<b>TOTAL PER CONTRACT</b>	50%	24%	\$ 800,000.00	\$ 193,941.17	\$ 22,334.70	\$ 606,058.83	\$ 67,339.87

In School Youth (ISY) Requirement - Goal 40%

14%

(In School Youth Expenditures/Total Youth Expenditures)

WORK EXPERIENCE		%	Contract Budget	Cumulative Exp.	Monthly Exp.	Remaining	Remaining Balance 9 Mos
Portion Total Expense OSY Wk Exp	50%	14%	\$ 120,000.00	\$ 17,323.14	\$ 1,363.51	\$ 102,676.86	\$ 11,408.54
Portion Total Expense ISY Wk Exp	50%	11%	\$ 80,000.00	\$ 9,130.61	\$ 983.47	\$ 70,869.39	\$ 7,874.38
<b>TOTAL PER CONTRACT</b>	50%	13%	\$ 200,000.00	\$ 26,453.75	\$ 2,346.98	\$ 173,546.25	\$ 19,282.92

Cumulative Work Experience Requirement - Goal 25%

14%

(Work Experience Expenditures/Total Youth Expenditures)

# NORTHERN MIDDLE CONTRACTOR PERFORMANCE EDSI

	MPCR - Goal 50%		
EDSI	Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	50%
January 2021	5	32	17%
February 2021	5	34	16%
March 2021	4	38	11%
April 2021	62	100	61%
May 2021	11	85	13%
June 2021	76	141	54%
July 2021	114	158	72%
August 2021	57	101	56%
September 2021	75	121	61%
<b>Total</b>	<b>409</b>	<b>810</b>	<b>50%</b>

MPCR Adult/DW - Goal 50%		
A/DW Combined		
Direct \$ '000	Total \$ '000	46%
0	155	0%
40	161	25%
44	192	23%
140	306	46%
82	293	28%
229	398	58%
175	299	58%
191	339	56%
287	451	64%
<b>1,189</b>	<b>2,594</b>	<b>46%</b>

	MPCR - Goal 50%		
EDSI	Youth		
QTR Ended 9/30/21	246	381	64%

MPCR Adult/DW - Goal 50%		
A/DW Combined		
652	1,089	60%



# NORTHERN MIDDLE CONTRACTOR PERFORMANCE EDSI

	Work Experience - Goal 25%			ISY/Youth - Goal 40%		
EDSI	Youth			Youth		
CTD CUMULATIVE	Wk Exp \$ '000	Total \$ '000	9%	ISY \$ '000	Total \$ '000	4%
January 2021	0	32	0%	0	32	0%
February 2021	0	34	0%	0	34	0%
March 2021	0	38	0%	1	38	1%
April 2021	0	100	0%	1	100	1%
May 2021	0	74	0%	1	74	2%
June 2021	10	96	10%	5	96	5%
July 2021	9	115	8%	3	115	3%
August 2021	7	57	11%	8	57	13%
September 2021	33	121	27%	9	121	8%
<b>Total</b>	<b>58</b>	<b>666</b>	<b>9%</b>	<b>28</b>	<b>666</b>	<b>4%</b>

	Work Experience - Goal 25%			ISY/Youth - Goal 40%		
EDSI	Youth			Youth		
QTR Ended 9/30/21	48	293	17%	20	293	7%

# NORTHERN MIDDLE CONTRACTOR PERFORMANCE MAC

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
MAC	Youth			Youth			Youth		
CTD CUMULATIVE	Direct \$ '000	Total \$ '000	38%	Wk Exp \$ '000	Total \$ '000	14%	ISY \$ '000	Total \$ '000	14%
January 2021	0	0	100%	0	0	85%	0	0	0%
February 2021	2	11	19%	2	11	17%	0	11	1%
March 2021	5	32	15%	2	32	6%	2	32	6%
April 2021	5	16	28%	2	16	11%	2	16	14%
May 2021 <i>Inv 4A + 5</i>	3	20	17%	0	20	1%	4	20	18%
June 2021 <i>Inv 5A + 6</i>	15	30	52%	2	30	6%	1	30	5%
July 2021 <i>Inv 6A + 7</i>	16	29	54%	14	29	47%	10	29	35%
August 2021 <i>Inv 7A + 8</i>	18	33	54%	3	33	8%	3	33	10%
September 2021 <i>Inv 8A + 9</i>	9	22	39%	2	22	11%	4	22	18%
Total	73	194	38%	26	194	14%	27	194	14%

	MPCR - Goal 50%			Work Experience - Goal 25%			ISY/Youth - Goal 40%		
MAC	Youth			Youth			Youth		
QTR Ended 9/30/21	42	85	50%	19	85	22%	18	85	21%

# **NORTHERN MIDDLE TN WORKFORCE BOARD**

## **SEPTEMBER 2021 FISCAL UPDATE**

### **MONITORING UPDATE**

#### **EDSI and MAC - Career Service Providers**

- \* Desk review invoice monitoring ongoing monthly analyzing contract progress and performance.**
- \* Eligibility and documentation has been a key area of concern and monitoring focus.**
- \* CSP staffing and Youth challenges (work experience and ISY requirements) continue to be key areas of concern and monitoring focus.**

#### **Mid-Cumberland HRA - One-Stop Operator**

- \* One-Stop Operator monitoring tool is being used and MCHRA has provided responses.**

#### **Campbell Strong - Workforce Essentials/West Ky Workforce Board**

- \* Contract closeout underway.**

#### **Northern Middle - TDLWD Performance Accountability Review (PAR team), Program Integrity Unit, Financial Audit**

- \* PAR concluded their monitoring engagement and issued a report with no findings.**
- \* Financial audit is underway.**
- \* Program integrity unit has implemented a quarterly rotation for monitoring.**

# **NORTHERN MIDDLE TN WORKFORCE BOARD SEPTEMBER 2021 FISCAL UPDATE**

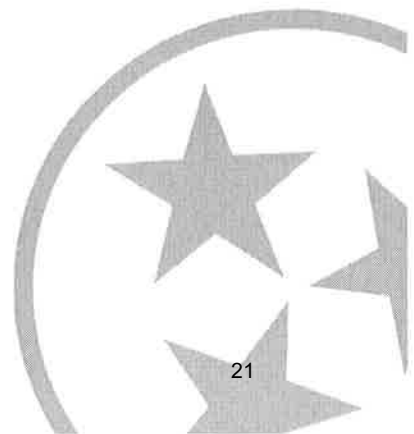
## **ACTION**

- \* 2021-22 Q1 Financial Report**
- \* 2021-22 Revised Budget Approval of \$14.9M (\$2.1M increase)**
- \* +\$500k contract modification to EDSI for Adult and Dislocated Worker**



# **Northern Middle TN Local Workforce Development Board**

Tennessee Department of Labor and Workforce Development  
Office of Program Accountability Review  
Subrecipient Monitoring Report | August 2021





August 25, 2021

The Honorable Anthony Holt  
Mayor of Sumner County  
Northern Middle TN Local Workforce Development Board, CLEO  
355 North Belvedere Dr., Room 102  
Gallatin, Tennessee 37066

Marla W. Rye, Executive Director  
Northern Middle TN Local Workforce Development Board  
Workforce Essentials, Inc., President  
523 Madison Street, Suite A  
Clarksville, TN 37040

Dear Mayor Holt and Ms. Rye,

Program Accountability Review (PAR) has completed its monitoring of Northern Middle TN Local Workforce Development Board, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northern Middle TN Local Workforce Development Board, Inc./Workforce Essentials. The monitored grants are listed at the end of the monitoring report. A copy of the monitoring report is attached.

Sincerely,

A handwritten signature in blue ink that reads "Christopher A. Risher". The signature is written in a cursive style.

Christopher Risher  
Director of Internal Audit

cc: Dr. Jeff McCord, Commissioner TDLWD  
Deniece Thomas, TDLWD  
Steve L. Playl, TDLWD  
James Roberson, TDLWD  
Jaylene Younge, TDLWD  
Ivan Greenfield, TDLWD  
Justin Attkisson, TDLWD  
John Alexander, TDLWD  
John Zobl, LWDB Chair  
Comptroller of the Treasury, State of Tennessee

# **Executive Summary**

On August 24, 2021, staff from the Tennessee Department of Labor and Workforce Development (TDLWD), Office of Program Accountability Review (PAR), completed an on-site review of Northern Middle TN Local Workforce Development Board, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northern Middle TN Local Workforce Development Board, Inc/Workforce Essentials. Refer to the end of the report for a listing of the monitored grants.

## ***Disclaimer***

This report does not contain the results of participant program monitoring, including reviewing participant files for eligibility documentation and case management. These files were reviewed by staff in the Workforce Services Division and they will separately report their results. PAR did not review the participant files and, accordingly, does not express an opinion or any assurance regarding the participant eligibility documentation or case management.

## ***Key Findings***

- No findings of non-compliance.

# Northern Middle TN Local Workforce Development Board

## ***Introduction***

On August 24, 2021, staff from PAR completed an on-site monitoring visit of Northern Middle TN Local Workforce Development Board, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northern Middle TN Local Workforce Development Board, Inc. Monitoring included a review of the grants with TDLWD. Refer to the end of the report for a listing of the monitored grants.

PAR conducted the monitoring review in accordance with the Department of General Services, Central Procurement Office, *Policy 2013-007, Grant Management and Subrecipient Monitoring Policy and Procedures*, Amended February 15, 2018.

Monitoring objectives were to:

- assess the reliability of internal controls,
- verify that program objectives are being met,
- verify that civil rights requirements are being met,
- test the reliability of the financial and programmatic reporting,
- test if costs and services are allowable and eligible, and
- verify grant compliance.

A monitoring review is substantially less in scope than an audit. PAR did not audit the financial statements and, accordingly, does not express an opinion or any assurance regarding the financial statements of Northern Middle TN Local Workforce Development Board, Inc. Also, this report does not contain the results of participant program monitoring, including reviewing participant files for eligibility documentation and case management. These files were reviewed by staff in the Workforce Services Division and they will separately report their results. PAR did not review the participant files and, accordingly, does not express an opinion or any assurance regarding the participant eligibility documentation or case management.

## ***Were any issues noted during the on-site review?***

No findings or observations reported.



### ***Which grants were monitored?***

<b>Service Provided</b>	<b>Grant Number</b>	<b>Grant Period</b>	<b>Grant Max. Liability</b>
Adult	LWNMP181ADULT19	07/01/18-06/30/20	\$423,958.00
Adult	LWNMF191ADULT19	10/01/18-06/30/20	\$2,260,157.00
Adult	LWNMP191ADULT20	07/01/19-06/30/21	\$348,584.54
Adult	LWNMF201ADULT20	10/01/19-06/30/21	\$1,858,337.50
Adult	LWNMP201ADULT21	07/01/20-06/30/22	\$328,113.38
Adult	LWNMF211ADULT21	10/01/20-06/30/22	\$1,637,300.03
Dislocated Worker	LWNMP181DSLWK19	07/01/18-06/30/20	\$591,689.00
Dislocated Worker	LWNMF191DSLWK19	10/01/18-06/30/20	\$2,813,518.00
Dislocated Worker	LWNMP191DSLWK20	07/01/19-06/30/21	\$592,840.29
Dislocated Worker	LWNMF201DSLWK20	10/01/19-06/30/21	\$2,822,451.01
Dislocated Worker	* LWNMP201DSLWK21	07/01/20-06/30/22	\$591,508.13
Dislocated Worker	* LWNMF211DSLWK21	10/01/20-06/30/22	\$2,647,684.12
Youth	LWNMP181YOUTH19	07/01/18-06/30/20	\$2,528,487.93
Youth	LWNMP191YOUTH20	07/01/19-06/30/21	\$2,351,514.97
Youth	LWNMP201YOUTH21	07/01/20-06/30/22	\$2,070,051.09
Statewide Activities	**LWNMP181SESWA19	02/01/19-01/31/20	\$255,080.00
Statewide Activities	* LWNMP191MNSWA20	10/01/19-09/30/21	\$5,219.34
Statewide Activities	* LWNMP191RDSWA20	10/01/19-09/30/21	\$46,974.10
Statewide Activities	LWNMF181IWSWA19	12/01/19-06/30/20	\$200,000.00
Statewide Activities	LWNMP182MNSWA19	03/02/20-06/30/21	\$1,400.00
Statewide Activities	LWNMP181CESWA19	03/02/20-06/30/21	\$26,600.00
Statewide Activities	* LWNMP183MNSWA19	03/02/20-06/30/21	\$2,151.00
Statewide Activities	* LWNMP181WBSWA19	03/02/20-06/30/21	\$43,020.00
Statewide Activities	LWNMP171TFSWA18	03/20/20-06/30/20	\$24,513.15
Statewide Activities	LWNMF191MNSWA19	04/27/20-06/30/20	\$23,145.00
Statewide Activities	LWNMF201DWSWA20	04/27/20-06/30/20	\$462,911.00

<b>Service Provided</b>	<b>Grant Number</b>	<b>Grant Period</b>	<b>Grant Max. Liability</b>
Statewide Activities	LWNMF191DRSWA19	05/26/20-11/25/20	\$82,418.00
Statewide Activities	LWNMP201MNSWA21	02/01/21-06/30/21	\$21,000.00
Re-employment Service & Eligibility Assessment	LWNMF191RESEA19	10/01/19-06/30/21	\$244,020.00
Apprenticeship	LWNMP191NATAP20	09/15/19-06/30/21	\$55,555.00
National Dislocated Worker Grant	LWNMF191TEDWG19	10/01/18-09/30/21	\$3,100,019.00
National Dislocated Worker Grant	LWNMF192TEDWG19	10/01/19-09/30/21	\$4,650,029.00
National Dislocated Worker Grant	LWNMF201DRDWG20	07/01/20-06/30/22	\$164,963.93
National Dislocated Worker Grant	LWNMF205DRDWG20	11/01/20-06/30/22	\$1,692,956.36
Coronavirus Aid, Relief and Economic Security Act	LWNMF211CBCRF21	03/01/20-04/30/21	\$370,000.00
Coronavirus Aid, Relief and Economic Security Act	LWNMFF211RSCRF21	03/01/20-04/30/21	\$248,800.00
Infrastructure Funding Agreement	LWNMP201ESIFA21	07/01/20-06/30/21	\$610,785.56

**Figure 1.** Listing of monitored grants.

\*No expenditures charged to the grant as of the monitoring date.

\*\*Grant closed with no expenditures.

# EDA: AMERICAN RESCUE PLAN

## GOOD JOBS CHALLENGE

### *Getting Americans Back to Work*



EDA's American Rescue Plan **Good Jobs Challenge** aims to get Americans back to work by building and strengthening systems and partnerships that bring together employers who have hiring needs with other key entities to train workers with in-demand skills that lead to good-paying jobs.

Through the Good Jobs Challenge, EDA is allocating \$500 million to collaborative skills training systems and programs. EDA encourages efforts to reach historically underserved populations and areas,

communities of color, women, and other groups facing labor market barriers such as persons with disabilities, disconnected youth, individuals in recovery, individuals with past criminal records, including justice impacted and reentry participants, serving trainees participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) and Women, Infants and Children (WIC), and veterans and military spouses.

These systems and partnerships will create and implement industry-led training programs, designed to provide skills for and connect unemployed or underemployed workers to existing and emerging job opportunities. Ultimately, these systems are designed to train workers with the skills to secure a union job or a quality job that provides good pay, benefits, and growth opportunities.

EDA will fund proposals within the following three phases, as applicable to regional needs:

#### 1 **System Development**

Help establish and develop a regional workforce training system comprised of multiple sector partnerships

#### 2 **Program Design**

Develop the skills training curriculum and materials, and secure technical expertise needed to train workers

#### 3 **Program Implementation**

Implement non-construction projects needed to provide workforce training and connect workers with quality jobs, including wrap-around services



### WHO SHOULD APPLY

The Good Jobs Challenge is designed to support the needs of an applicant's identified regional workforce system through a single integrated award. EDA will make awards to either the System Lead Entity of a regional workforce system or the Backbone Organization of a sectoral partnership as the lead applicant. These organizations may make subawards to other eligible recipients as necessary to the proposed project and as approved by EDA.

Eligible applicants for EDA's Good Jobs Challenge include a(n):

- District Organization of an EDA-designated Economic Development District
- Indian Tribe or a consortium of Indian Tribes
- State, county, city, or other political subdivision of a State, including a special purpose unit of a State or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions
- Institution of higher education or a consortium of institutions of higher education
- Public or private non-profit organization or association acting in cooperation with officials of a political subdivision of a State

*Individuals or for-profit entities, including for-profit institutions of higher education, are not eligible.*



### APPLICATION DEADLINE

→ Application deadline:  
**January 26, 2022**



### CONTACTS

- Please send email inquiries about the American Rescue Plan Good Jobs Challenge to [GoodJobsChallenge@eda.gov](mailto:GoodJobsChallenge@eda.gov).
- For additional questions, please visit [www.eda.gov/contact](http://www.eda.gov/contact) to find contact information for your Economic Development Representative.



To learn more about EDA's American Rescue Plan **Good Jobs Challenge**, visit [eda.gov/arpa/good-jobs-challenge/](http://eda.gov/arpa/good-jobs-challenge/).

# **TENNESSEE OPPORTUNITY PILOT INITIATIVE**

## **Transforming Tennessee Together**

### **Overview**

The Tennessee Opportunity Pilot Initiative creates the space for us to come together at the community level to answer the question, “How do we grow economically, socially, and developmentally vulnerable Tennesseans beyond the life challenges that require their utilization of our system of public supports?”

There will be several different components of our transformative efforts.

The General Assembly, Governor Lee, and TDHS joined together to craft the TANF Opportunity Act. This landmark piece of legislation has allocated approximately \$180 million in Temporary Assistance for Needy Families (TANF) funds for innovative pilot programs that aim to transform the lives of Tennesseans living in poverty. This ambitious, revolutionary approach to transforming our state takes all our efforts combined.

If we partner with all sectors of Tennessee to plan, implement, and rigorously evaluate the outcomes of these pilots, our collective work will be some of the most impactful and transformative efforts in the history of the social services space. Through the Tennessee Opportunity Pilot Initiative, Tennessee will be able to demonstrate with measurable data those strategies that are most effective at reducing dependency and growing the capacity of our most vulnerable citizens.

The Tennessee Opportunity Pilot Initiative Planning Grants offer an entry point for collaborations – large and small – that are dedicated to taking on the challenge of poverty in our state by partnering with other important sectors to make the whole greater than the sum of its parts in the objective of furthering our efforts to have a state where ALL can thrive. The work will not be performed in silos, but with the support of state leadership, the Families First Community Advisory Board, the Tennessee Department of Human Services, research partners and professionals, and, most importantly, collaborations like yours that see firsthand the challenges that vulnerable Tennesseans face.

# PROCESS Flow Chart



## Planning

Organizations interested in participating in the pilot program must first apply for and be approved during the Planning Grant phase.

Planning Grants of up to \$500,000 will be awarded to assist organizations with technical assistance, visioning, program design, budgeting, and partnership development during a 90-day planning phase, in preparation for submitting a pilot proposal to be considered for an Implementation Grant.

- Planning Grant Applications Open | September 1 – October 15, 2021
- TDHS Mandatory Review Phase | Fall 2021
- Families First Advisory Board Review Phase | Fall 2021
- Planning Grant Awards Announced | Winter 2021
- Planning Grants Contract Term (90 days) | Winter 2022

## Tennessee Opportunity Pilots

The Families First Community Advisory Board will select 6 pilot grantees (2 in each grand division) from the organizations who are awarded planning grants and submit pilot proposals. TDHS will operate one pilot as well.



- Advisory Board Review Phase | Spring 2022
- After the 90-day Planning Grant period, applicants then will submit proposals.
- Pilot Awards Announced | Spring 2022
- The Families First Community Advisory Board will select 6 pilots in Spring of 2022 to receive Implementation Grants.
- Pilot Implementation | Winter 2022 – Winter 2025
- Pilots will begin implementation in Winter of 2022.



## Research Partner Procurement

The TANF Opportunity Act requires the Department of Human Services and the Families First Community Advisory Board to select a research partner that will support the research and program evaluation of the Tennessee Opportunity Pilot Program. This research partner will be responsible for regularly gathering and presenting research and data to pilot program leaders and the Advisory Board to aid continuous improvement as well as producing regular reports and a final report to present to the Advisory Board at the conclusion of the pilot implementation period. Each pilot will be expected to work closely with the research partner, ensuring that pilots are subject to the rigorous program evaluation prescribed by the legislation.

- RFP Issued | Fall/Winter 2021
- Contract Term Expected to Begin | Summer 2022



## Training & Technical Assistance (Hub) Partner Procurement

The Department of Human Services will procure a third-party vendor to provide technical assistance to the 7 pilots through a suite of shared services. To support implementation and reduce redundancy in technical assistance services, this vendor, commonly referred to as the "Hub" partner, will work with each of the pilots to customize scopes of work to address each pilot's community-specific needs.

- RFP Issued | Fall/Winter 2021
- Contract Term Expected to Begin | Summer 2022



## Sector Based Conversations

The department has been and will continue to facilitate sector-based conversations statewide to discuss the vision of transforming the safety net.






- Fall 2021 – Winter 2021/2022



# TANF OPPORTUNITY ACT

## Components

The Tennessee Department of Human Services is committed to ensuring its investments in communities statewide are supported with the resources they need to successfully move families from crisis to and through career pathways. The implementation of the TANF Opportunity Act will include the following components.

 <b>Initiative Partners</b>	The procurement of third-party vendors to provide technical assistance, research and initiative evaluation, and other needed supportive services for the TANF Opportunity Act (TOA).
 <b>Advisory Board</b>	The establishment and ongoing convening of the Families First Community Advisory Board.
 <b>Planning Grants</b>	The creation and administration of Planning Grants, which will prepare collaboratives to submit proposals to be selected for the TN Opportunity Pilot Initiative.
 <b>Pilots</b>	The creation, administration, and monitoring of the Tennessee Opportunity Pilot Initiative, which will include 6 pilots statewide to be selected by the Advisory Board and 1 pilot operated by TDHS. (3 Years)
 <b>Sector-Based Conversations</b>	The convening of various stakeholders through Sector-Based Conversations to engage a broad range of partners to communicate the vision for using TANF Opportunity Act (TOA) as a catalyst to redesign the safety net and encourage partnership opportunities aligned with TANF Opportunity Act (TOA)
 <b>Community Grants</b>	The administration of the Families First Community Grants program. The TANF Opportunity Act also established the Families First Community Grants Program. This program will be smaller, one-time grants. More details and applications for this program will be released in early 2022