



**Northern Middle Tennessee
Workforce Board Inc.**

Finance Committee

July 29, 2021

9:00 A.M.

[Click here for zoom link](#)

Meeting ID: 868 3599 7084

Passcode: 607797

Telephone Number: +1 312 626 6799

Agenda

Welcome

Call the Meeting to Order

Approval of Minutes

Business Reports:

1. Career Service Provider-Performance Review
 - a. EDSI
 - b. MAC
2. 2020-2021 4th Quarter Report
3. Special Funding Requests:
 - a. Summer Youth Employment Program

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/86835997084?pwd=dDZyaDA3RStIRG9kMjVnSXBGaEVyUT09>



Northern Middle Tennessee Workforce Board

Finance Committee

Meeting Minutes

May 6, 2021, via Zoom 10:00 a.m.

Members Attending	Members Absent	Staff & Guests Attending
Mark Peed	Dan Caldwell	Marla Rye
Paul Webb	Charles Story	Ginger Fussell
Keith Carnahan		Andrea Dillard
Howard Bradley		Christel Brown
John Alexander		
David Rutledge		
John Zobl		
Kristi Spurgeon		
GC Hixon		
Carol Puryear		

The Finance Committee of the Northern Middle Tennessee Workforce Board met virtually on May 6, at 10 a.m. via zoom conference.

The meeting was called to order by Chairman Mark Peed. Mark asked for approval of the minutes. Howard Bradley moved to approve and was seconded by Paul Webb. The minutes passed unanimously.

Marla began the meeting and started with a Career Service Provider Performance Review from Andrea.

Career Service Provider-Performance Review

Andrea informed the committee that EDSI provides services for Adult and Dislocated Workers in all 13 counties and youth services for 12 counties. Their goal is to provide services for 455 Adults and DW by the end of June, and as of the time of this report, they were at 231, which is about 51% of their goal. Their goal for Youth is 112, and as of the time of this report, they were at 46, which is 41% of their goal. They are just under 50% of their total goal for all areas. It is felt that staffing is an issue that hinders them from meeting their goals. Another possible hindrance was the lack of leadership in Tennessee working alongside their employees. Their management came in from other states. However, their enrollment numbers have been increasing.

Next, Andrea updated the committee on MAC's performance. They are responsible for Youth in Davidson County. Their goal is to provide services to 115 youth by the end of June. At the time of this report, they are at 15, which is 13% of their goal. Things that could be hindering their progress are the pandemic's effects, which resulted in the schools being virtual.

Both contractors have turned in a written corrective action plan and continue to meet via zoom with Andrea and Marla to talk about what is needed. Mark Peed asked if there was a chance the contract providers would meet their goals. Marla expressed that she felt EDSI could get there as she sees them moving in the right direction but has deeper concerns regarding MAC. Marla encourages the board to speak candidly with the providers during the upcoming board meeting. She also informs them that the state has a policy that takes effect on July 1 where there will be funding consequences for not meeting the enrollment target. Mark adds that the board needs to know what the contract says their options are for consequences.

2020-2021 3rd Quarter Report

Ginger opened her report by letting the board know that fiscal year-to-date grant expenditures were at \$9.8 million. \$3.4 million was spent in quarter one, \$3.9 million spent in quarter two, dropping to \$2.4 million spent in quarter three. Quarter two was higher because of the CARES funding, so a \$600,000 drop-in expenditures for quarter three was expected. However, the \$1 million decline due decreased contract provider activities was not expected. Ginger reminded the board that she would be presenting the new fiscal year base budget. She reviewed how last year's budget began with only the core activities and grew with additional grants and funding as the year progressed. She mentioned that she would ask for approval of a revised budget which would reflect \$440,000 of additional funding, and noted that \$300,000 was re-purposed from Dislocated Worker to Adult.

In a graph comparing spending from last year to this year, Ginger pointed out contractor spending in prior year quarters, compared to current year, then noted a drastic drop from quarter two to quarter three of the current year. Quarter three of last year, expenditures were \$1.6 million, but this year only \$816,000. Of the \$816,000, \$147,000 was spent by MCHRA, our outgoing contractor. EDSI has spent 7% of their 18-month contract, with time elapsed being 17%. MAC has spent 5% of their contract. Ginger said that there is every indication that EDSI's billing in April would increase.

Next, Ginger reported contractor attainment of the Minimum Participant Cost Rate (MPCR), a state goal. Providers must meet a goal of 50%. EDSI is at 12% for Adults, 23% for Dislocated Workers, and 14% for Youth. MAC is at 17% for Youth. There is a work experience goal of 25% for Youth. EDSI is at 0%, and MAC is at 9%. There is a goal of 40% for In-School Youth. EDSI is at 1%, and MAC is at 4%. Ginger expressed that she felt EDSI would meet the MPCR goal of 40% in April. Meeting the April goal would not mean they would meet the cumulative goal, though. The overall MPCR was at 44.87% last quarter, which is over the required 40%. This quarter we are now at 39.97%, a drop of 4.9 percentage points. If all of the activities were considered, including Campbell Strong and Disaster Relief Grants, our MPCR would be at 56.90%. This is a drop of 2.48% points from last quarter.

Ginger explained to the committee that Campbell Strong's existing contracts would expire on September 30, 2021. There is a discussion of new funding. Ginger still has to close out the project, which is a \$7.7 million dollar project. At the end of the third quarter, we were at 86.6%, spending 91% directly to participants, 81% of the enrollment goal.

Ginger went on to give a monitoring update. EDSI and MAC, our incoming career service providers, have weekly contractor meetings where they report staffing updates and discuss strategies. Expectations are communicated, and the dashboard is discussed. A corrective action plan with timelines has been requested and obtained. The focus is CSP staffing, training for service delivery, performance objectives, eligibility, ETPL, invoicing, and systems reconciliations. Mid-Cumberland HRA is the outgoing career service provider. Disallowed costs have been communicated to them with expected action. Adjustments are ongoing. They continue as the One-Stop-Operator. Northern Middle implemented a monitoring tool, and have provided responses requested. Campbell Strong has had low total expenditures resulting in remaining funds at the end of the two-year contract period. A twelve-month no-cost extension with increased enrollment goals was granted. Northern Middle requested State technical assistance regarding the completion of the project and continued funding.

2021-2022 Proposed Budget

Ginger presented the 21-22 initial budget revenues and expenses to the committee at \$11.9 million. Carol Puryear motioned to approve the additional \$440k in the 20-21 Financial Report and Budget Revision. David Rutledge seconded the motion. It was a unanimous vote of approval. David Rutledge made a motion to approve the 21-22 initial budget. Paul Webb seconded the motion. This was also a unanimous vote of approval.

Special Funding Request

Marla informed the committee of some changes with Northern Middle Key Performance Indicators. Each area has target goals to meet. Measuring will now be on a fiscal calendar beginning on July 1, 2021, with the year containing four quarters. Goals will now be "hard targets," and failure to achieve the hard targets will affect the LWDB performance and potential funding.

Andrea updated the committee on four policies that will be presented to the board for approval. Three of them are policy updates, and one is a new policy. The Adult Priority of Service policy is a requirement of WIOA. The state made changes, so our policy is getting updated to state which clients get priority if funding is running low. The point of entry definition was added and included people contacting the AJC through virtual means. The Grievance and Complaint Resolution policy was updated to include forms to use when filing a complaint and a timeline as to when they are due. The Supportive Service policy has been updated to address allowability of sales tax by a career service provider if they are not tax exempt. The Trade Adjustment Assistance (TAA) Co-Enrollment is a new policy. This policy allows a client to fill out supplemental paperwork in order to be co-enrolled in TAA and WIOA, which is now a requirement and saves the client from filling out two separate stacks of paperwork for each program at separate times. John Alexander asked if we are above the 75% threshold consistently. Andrea responded that we are normally above that threshold, and the adults that are served usually have some barrier attached to them. Seth called for a motion to approve the policies to go to the full board meeting. John Alexander

made the motion, and Paul Webb 2nd the motion. With no further discussion, the committee voted for the motion unanimously.

Marla then reported about the McGruder Center Access Point, which she visited with Andrea and John Alexander. This is a family resource center in Nashville in an area that has the highest rate of incarcerated individuals across the nation. This center has asked to be an access point for the American Job Center, meaning there would be individuals at this center during certain days or times so clients could have access to services there. They would also have electronic access as well. This center already has specialized training, classes, and apprenticeships with companies. Howard Bradley made a motion to approve this request. David Rutledge seconded the motion. All committee members voted in favor of the motion.

With that, Mark Peed adjourned the meeting.

Northern Middle Workforce Board

Finance Committee Meeting

July 29, 2021

9:00 a.m.

Northern Middle Workforce Board

Summary of Action-Contractor Performance Requirements

May 12, 2021

MAC:

Funding Stream	Cumulative Enrollment Goal (June 30, 2021)	90%	June Monthly MPCR*
Youth	115	104	50%

*Expenditures must include all overhead for the month as well as direct participant expenses.

EDSI:

Funding Stream	Cumulative Enrollment Goal (June 30, 2021)	90%	June Monthly MPCR*
Adult/Dislocated Worker	455	410	
Adult			50%
Dislocated Worker			50%
Youth	112	101	50%

*Expenditures must include all overhead for the month as well as direct participant expenses.

Northern Middle Workforce Board

Summary of Action-Contractor Performance Results

June 30, 2021

MAC Enrollments

Category	Goal	Actual	%
Youth	115	106	92%

EDSI Enrollments

Category	Goal	Actual	%
Adult/DW	455	413	90.8%
Youth	112	119	106%

NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

CONTRACTOR PERFORMANCE

EDSI met the MPCR goal for all fund streams in June. Work Experience and In-School Youth goals improved, but have not been achieved to date.

Educational Data Systems, Inc. (EDSI)

EDSI	MPCR - Goal 50%			Work Exp - Goal 25%	ISY/Youth - Goal 40%	MPCR - Adult/DW
	Adult	DW	Youth	Youth	Youth	A/DW Combined
CTD CUMULATIVE	34%	38%	39%	3%	2%	36%
January 2021	0%	0%	17%	0%	0%	0%
February 2021	16%	35%	16%	0%	0%	25%
March 2021	18%	29%	11%	0%	1%	23%
April 2021	34%	58%	61%	0%	1%	46%
May 2021	29%	27%	13%	0%	2%	28%
June 2021	61%	50%	54%	10%	5%	58%



NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

CONTRACTOR PERFORMANCE

MAC met the MPCR goal for Davidson county Youth in June. Cumulative Work Experience and In-School Youth goals have not been achieved to date.

Metro Action Commission (MAC) Davidson - Youth

	MPCR - Goal 50%	Work Exp - Goal 25%	ISY/Youth - Goal 40%
MAC	Youth	Youth	Youth
CTD CUMULATIVE	28%	7%	8%
January 2021	100%	85%	0%
February 2021	19%	17%	1%
March 2021	15%	6%	6%
April 2021	28%	11%	14%
May 2021 <i>Inv 4A + 5</i>	17%	1%	18%
June 2021 <i>Inv 5A + 6</i>	52%	6%	5%



Northern Middle Workforce Board

Recommendations: MAC & EDSI

- **Corrective Action- Performance Expectations- September 30, 2021**
 - Maintain Enrollment goals (95% or better)
 - Maintain monthly MPCR of 50%
 - Increase Work Experience monthly expenditures to 25%
 - Increase in-school youth expenditures to 25% (Goal of 40% by 12/31/21)
- **Action Item:**
 - Present plan to NMWB on August 11th as to how youth goals will be achieved

NORTHERN MIDDLE TN WORKFORCE BOARD
JUNE 2021 FISCAL UPDATE
NORTHERN MIDDLE GRANT UTILIZATION

**Northern Middle's fiscal year-to-date grant utilization for ALL activities (to include Campbell Strong, a National Dislocated Worker grant, and COVID-related CARES grants) was approximately \$13.2M, compared to \$11.9 in the prior year.*

Northern Middle LWDA	QTR 1	QTR 2	QTR 3	QTR 4	FY Expenses July thru Jun 2021
All Northern Middle Expenditures	3,442,786	3,970,364	2,411,782	3,368,195	\$ 13,193,127

** Northern Middle's Qtr 4 grant expenditures increased by almost \$956k compared to the previous Qtr, and increased by approximately \$85k compared to Qtr 4 of last year.*

Northern Middle Enrollments	Total	Goals	
Participant Enrollments 2020-21	1,443	1,347	107.1%

** Northern Middle's enrollments exceeded goals for the fiscal year, and exceeded prior year enrollments of 1,358.*

NORTHERN MIDDLE TN WORKFORCE BOARD
JUNE 2021 FISCAL UPDATE
NORTHERN MIDDLE QUARTERLY COMPARISON

**The \$956k net increase from the previous Quarter relates to:*

+	<i>* \$763k increase in Adult, Dislocated Worker, Youth and RESEA expenditures as Career Service Providers improved in their second contract quarter.</i>
+	<i>* \$243k increase in CARES activity; primarily Statewide Training grant.</i>
+	<i>* \$38k increase in Campbell Strong grant.</i>
+	<i>* \$61k net increase due to Summer Youth Initiative and Apprenticeships.</i>
-	<i>* \$149k decrease in National Dislocated Worker grant.</i>

Northern Middle TN Workforce Board

BUDGET/ SPEND PROGRESSION FY 2020-21

	(in 000's)						
	2020 QTR 1	2020 QTR 2	2021 QTR 3	2021 QTR 4	Expenses YTD	12 Mo. Budget	% Spent
Northern Middle LWDA							
IFA	188	195	247	223	853	1,000	85.3%
Adult	820	848	477	509	2,655	3,057	86.8%
Dislocated Worker (\$300,000 for Adult *)	747	642	375	924	2,688	4,736	56.8%
Youth	672	658	321	470	2,121	2,802	75.7%
RESEA	20	35	16	47	119	126	93.9%
Campbell Strong	849	730	724	762	3,065	3,344	91.7%
National Dislocated Worker - 1	318	447	218	0	983	983	100.0%
Other State Initiatives (RD, CE, WB)	0	0	0	24	24	121	19.6%
Total FY 20-21 Base Budget	3,426	3,360	2,131	2,737	11,655	15,170	76.8%
National Dislocated Worker - 1 Modification			132	26	158	165	95.9%
National Dislocated Worker - 2 Expires 6/2022			104	279	384	1,693	22.7%
Apprenticeship Grant	16	19	1	0	36	36	100.0%
CARES Consolidated Business Grant	0	352	16	0	367	370	99.3%
CARES Re-Employment Grant	0	239	7	0	247	249	99.1%
FY 20-21 Budget Modified FEB Meeting	3,443	3,970	2,391	3,043	12,847	17,683	72.7%
Statewide Administration - Regional Study			21	0	21	21	100.0%
RESEA Increase			0	0	0	42	0.0%
CARES Statewide Training			0	252	252	377	66.7%
Total FY 20-21 Expenditures vs Budget	3,443	3,970	2,412	3,294	13,119	18,123	72.4%
Dislocated Worker - Additional Funding					0	18	0.0%
CARES Statewide Training - Admin				14	14	38	38.3%
Summer Youth Initiative				59	59	680	8.7%
Total FY 20-21 Expenditures vs Budget	3,443	3,970	2,412	3,368	13,193	18,858	70.0%
Funding Increase - Budget Action Item						735	
* Re-purposed \$300,000 of Dislocated Worker funding to Adult							

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

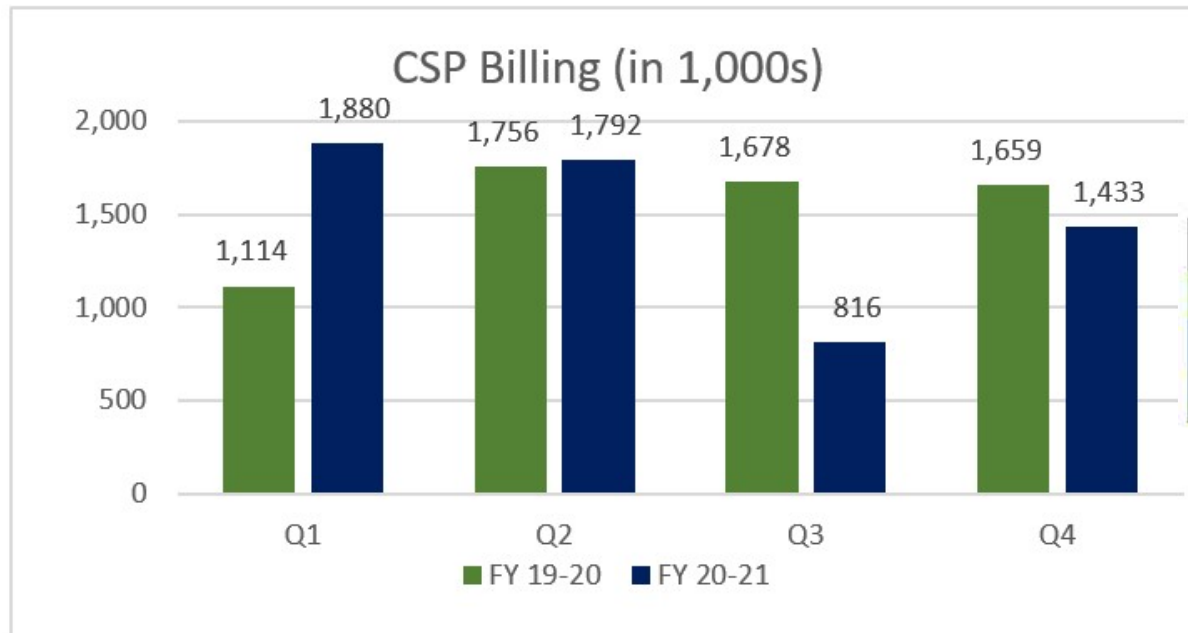
NORTHERN MIDDLE FISCAL YEAR EXPENDITURE COMPARISON

Current year expenditures exceeded prior year expenditures by approximately \$1.3M.

Northern Middle TN LWDA Expenditures	2020-21 Expenses YTD	2019-20 Expenses YTD	FY Change
Adult, DW, Youth and RESEA	7,582	7,784	-202
Campbell Strong	3,065	3,490	-424
Nat'l Dislocated Worker, CARES & Covid-Related Statewide Grants	2,545	612	1,934
Total	13,193	11,885	1,308

With Campbell Strong and state-wide grant funding expiring, and the need for National Dislocated Worker funds declining, Northern Middle will need excellent performance from Career Service Providers, particularly in the challenging area of Youth.

NORTHERN MIDDLE TN WORKFORCE BOARD
JUNE 2021 FISCAL UPDATE
CONTRACTOR BILLING TREND



Career Service Provider Billing	Total
CSP Billing FYE 6/30/20	6,207
CSP Billing FYE 6/30/21	5,921
Net Decrease	-286

Contractor billing was approximately 87% compared to Quarter 4 of last year, but was significantly improved compared to last quarter's \$816k. Comparing fiscal years, contractor billing decreased by \$286k.

NORTHERN MIDDLE TN WORKFORCE BOARD**JUNE 2021 FISCAL UPDATE****CAREER SERVICE PROVIDER - BILLING PROGRESSION**

With one-third of Career Service Provider contract time elapsed, providers continue to be underspent through the second quarter of their 18-month contract.

	In \$000's		
Career Service Provider Billing	Budget Spent Contract To Date	Total 18 Month Budget	% Spent - 33% time elapsed
EDSI - Base Contract	\$ 1,937	\$ 8,370	23%
EDSI - Modifications *	\$ 56	\$ 634	9%
MAC - Base Contract	\$ 109	\$ 800	14%
Contract to Date Exp Q4 2020-21	\$ 2,102		

* Quarter 2 - RESEA + \$23,702; Summer Youth Part A - \$152,896 expiring 6/30; Summer Youth Part B - \$458,687

NORTHERN MIDDLE TN WORKFORCE BOARD**JUNE 2021 FISCAL UPDATE****ONE-STOP OPERATOR - BILLING PROGRESSION**

With one-third of One-Stop Operator contract time elapsed, MCHRA is trending within budget through the second quarter of their 18-month contract.

	In \$000's		
One-Stop Operator Billing	Budget Spent Contract To Date	Total 18 Month Budget	% Spent - 33% time elapsed
MCHRA - Base Contract	\$ 127	\$ 447	28%

NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

MINIMUM PARTICIPANT COST RATE (MPCR)

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

Without
Campbell Strong
or Disaster
Relief Grants

MPCR = 40.18%

	Service Provider Youth	Service Provider Adult & Dislocated Worker	Campbell Strong excluded	Disaster Relief	CARES, Apprentice, Incumb Wkr	Other (NM, Summer Youth, CS & IFA)	Total
Qualifying Expense	\$ 773,192	\$ 1,954,527				\$ 33,511	\$ 2,761,230
Total Program	\$ 1,696,900	\$ 4,339,098				\$ 836,078	\$ 6,872,076
MPCR	45.56%	45.04%	-	-		4.01%	40.18%

Northern Middle narrowly met the 40% Requirement in Quarter 4 per preliminary calculations.

***** PRIOR QUARTER MPCR = 39.97% *****

NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

MINIMUM PARTICIPANT COST RATE (MPCR)

Participant Cost Rate - Through June 2021

Including
Campbell Strong
and Disaster
Relief Grants

MPCR = 57.18%

	Service Provider Youth	Service Provider Adult & Dislocated	Campbell Strong	Disaster Relief	CARES, Apprentice, Incumb Wkr	Other (NM, Summer Youth, CS & IFA)	Total
Qualifying Expense	\$ 773,192	\$ 1,954,527	\$ 1,798,821	\$ 1,329,095	\$ 1,049,031	\$ 33,511	\$ 6,938,177
Total Program	\$ 1,696,900	\$ 4,339,098	\$ 2,826,921	\$ 1,385,269	\$ 1,050,173	\$ 836,078	\$ 12,134,438
MPCR	45.56%	45.04%	63.63%	95.94%	99.89%	4.01%	57.18%

*** PRIOR QUARTER = 56.90% ***

NORTHERN MIDDLE TN WORKFORCE BOARD
JUNE 2021 FISCAL UPDATE

EXECUTIVE SUMMARY

CAMPBELL STRONG 3-YEAR PROJECT RECAP
(1-year, no-cost extension to 9/30/2021 granted)

Campbell Strong Project	Expenses	Budget	
Campbell Strong - Current fiscal year	3,065,437	3,343,629	91.7%
Campbell Strong Expenditures - Project-to-Date	7,471,856	\$ 7,750,048	96.4%

Direct Participant Expenses	Expenses	Budget	
Campbell Strong - Current fiscal year	1,798,821	1,685,331	106.7%
Campbell Strong Expenditures - Project-to-Date	4,113,490	4,000,000	102.8%

Campbell Strong Enrollments	Actual	Goal	
Participant Enrollments	1,704	2,000	85.2%

NORTHERN MIDDLE TN WORKFORCE BOARD
JUNE 2021 FISCAL UPDATE
2021-22 REVISED BUDGET REVENUES

Grant Revenue	\$ in millions	\$
Carryover from 20-21	4.8	4,845,347.04
New Allocations	8.6	8,608,483.41
Total Adult, DW, Youth	13.4	13,453,830.45
Youth grant not available until 22-23	(2.9)	(2,935,628.33)
Carryover to 22-23 at 20% of Adult, DW	(1.1)	(1,134,571.02)
Total 21-22 Adult, DW, Youth	9.4	9,383,631.1
Campbell Strong	0.2	278,191.66
National Emergency DW	1.3	1,315,887.34
Rural Development	0.1	52,193.44
RESEA	0.3	308,880.00
Summer Youth Initiative	0.5	509,652.00
IFA	1.0	1,000,000.00
Total 21-22 Projected Grant Revenue	12.8	12,848,435.54

NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

2021-22 REVISED BUDGET EXPENSES

Projected Expenses	\$ in millions	%	
NM Workforce Board (Admin & Program)	1.3	10%	1,265,645.00
Board Incumbent Worker Program	0.3	2%	300,000.00
IFA (non-Title I)	1.0	8%	1,000,000.00
Total Board and Overhead	2.6	20%	2,565,645.00
 Campbell Strong Workforce Partnership	 0.2	 2%	 278,191.66
National Emergency DW	1.3	10%	1,315,887.34
OSO	0.3	2%	319,837.62
CSP	8.0	63%	8,007,800.48
Rural Development	0.1	0%	52,193.44
RESEA	0.3	2%	308,880.00
Total Contracted Grant Services	10.2	80%	10,282,790.54
Total 21-22 Grant Expense	12.8	100%	12,848,435.54

NORTHERN MIDDLE TN WORKFORCE BOARD

JUNE 2021 FISCAL UPDATE

MONITORING UPDATE

EDSI and MAC - Career Service Providers

- * Contractors met provisional goals set at the May meeting for MPCR and enrollments.
- * Forward looking corrective action and performance expectations have been communicated.
- * 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

- * Northern Middle requested State technical assistance regarding completion of the project and continued funding.

Northern Middle - TDLWD Performance Accountability Review (PAR team) & Program Integrity Unit

- * The current PAR review is ongoing and an on-site visit has been conducted.
- * The Program Integrity Unit has implemented a new monitoring process utilizing a risk assessment worksheet.

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

ACTION

- * 2020-21 Financial Report and Budget Revision (+ \$735k) Approval
 - * 2021-22 Revised Budget Approval (\$12.8M)
- with flexibility to utilize up to \$1.5M Dislocated Worker funds for Adult as needed, and as approved by TN DOL.



July 14, 2021

Dr. Cynthia Croom, Director
Metropolitan Action Commission
800 2nd Avenue North
Nashville, TN 37201

Dear Dr. Croom:

Congratulations on achieving the performance objectives that the Northern Middle Workforce Board (NMWB) stipulated on May 12, 2021. We are pleased with the progress that has been made.

Funding Stream	Enrollment Goal (June 30, 2021)	90% Minimum Benchmark	Actual Enrolled	June Monthly MPCR*	Actual MPCR
Youth	115	104	106	50%	52%

The Northern Middle Executive Committee met yesterday to review the outcomes and establish new objectives to continue the momentum for Davidson County. While the enrollment goal and MPCR were achieved, we noted that other objectives are suffering including the federally mandated youth work experience expenditures requirement. In addition, the in-school youth program is woefully behind schedule.

In a continuous improvement effort, the Executive Committee unanimously voted to reinforce existing goals and require a comprehensive plan to be presented to the full Board on August 11 outlining corrective action regarding your in-school youth program. Your plan must contain actionable items that address the situation. The Board realizes that COVID-19 has negatively impacted the ability to operate in-school youth programs. However, with the opening of schools soon, a plan must be in place to begin immediate operations of effective workforce programs that will address in-school expenditures and work experience requirements.



Funding Stream	Enrollment Goal 9/30/21*	Enrollment Goal 12/31/21*	Monthly MPCR	In-School Youth Monthly	Work Experience Monthly
Youth	45	35	50%	40%	25%

*Must achieve 95%

Currently your in-school ratio is 8% and must be 40%. The goal for youth work experience is 25% and MAC's cumulative rate is 7% as of June 30, 2021. The Board's expectation is that each month, you will not only meet, but exceed the requirements in order to bring the cumulative target in line by June 30, 2022. In order to accomplish the goal, your focus must be on in-school youth.

Our Board has always taken pride in being a leader in workforce development in Tennessee. We are confident that MAC will take the necessary steps to continue the upward trend and achieve the established benchmarks. We look forward to hearing your plans in August.

Sincerely,

John Zobl

John Zobl
NMWB Chairman

Cc: Marla W. Rye, NMWB Executive Director



July 14, 2021

Mr. Kevin Schnieders, CEO
Educational Data Systems, Inc.
15300 Commerce Drive North, Suite 200
Dearborn, MI 48120

Dear Mr. Schnieders:

Congratulations on achieving the performance objectives that the Northern Middle Workforce Board (NMWB) stipulated on May 12, 2021. We are pleased with the progress that has been made.

Funding Stream	Enrollment Goal (June 30, 2021)	90% Minimum Benchmark	Actual Enrolled	June Monthly MPCR*	Actual MPCR
Adult/Dislocated Worker	455	410	413		
Adult				50%	61%
Dislocated Worker				50%	50%
Youth	112	101	119	50%	54%

The Northern Middle Executive Committee met yesterday to review the outcomes and establish new objectives to continue the momentum for the region. While the enrollment goal and MPCR were achieved, we noted that other objectives are suffering including the federally mandated youth work experience expenditures requirement. In addition, the in-school youth program is woefully behind schedule.

In a continuous improvement effort, the Executive Committee unanimously voted to reinforce existing goals and require a comprehensive plan to be presented to the full Board on August 11 outlining corrective action regarding your in-school youth program. Your plan must contain actionable items that address the situation. The Board realizes that COVID-19 has negatively impacted the ability to operate in-school youth programs. However, with the opening of schools soon, a plan must be in place to begin immediate operations of effective workforce programs that will address in-school expenditures and work experience requirements.

Funding Stream	Enrollment Goal 9/30/21*	Enrollment Goal 12/31/21*	Monthly MPCR	In-School Youth Monthly	Work Experience Monthly
Adult/Dislocated Worker	299	259			
Adult			50%		
Dislocated Worker			50%		
Youth	81	71	50%	40%	25%

*Must achieve 95%

Currently your in-school ratio is 2% and must be 40%. The goal for youth work experience is 25% and EDSI's cumulative rate is 3% as of June 30, 2021. The Board's expectation is that each month, you will not only meet, but exceed the requirements in order to bring the cumulative target in line by June 30, 2022.

Our Board has always taken pride in being a leader in workforce development in Tennessee. We are confident that EDSI will take the necessary steps to continue the upward trend and achieve the established benchmarks. We look forward to hearing your plans in August.

Sincerely,

John Zobl

John Zobl
NMWB Chairman

Cc: Marla W. Rye, NMWB Executive Director



April 30, 2021

Dear Mayor Anthony Holt,

We are pleased to inform you that the Tennessee Department of Labor and Workforce Development Workforce Services Division will support your local 2021 Summer Youth Work Experience efforts. The summer youth work experience efforts for **Northern Middle Local Workforce Area** will serve a minimum of 121 youth that are eligible under WIOA. This award will serve eligible Out-of-School Youth as well as eligible In-School Youth. Eligible participants can receive a maximum of \$12 an hour and are authorized to work up to 30 hours per week. Eligible participants can work a maximum of 12 weeks during the performance of this award. Work activities must begin no later than May 17, 2021.

CLEO and Local Boards will be issued a notice of award indicating an award in the amount of **\$679,536** with an effective date beginning May 3, 2021 and ending date of August 31, 2021. All funds must be expended by the award end date. Additional requirements of this award can be found in the **2021 Summer Youth Work-Based Learning Program Initiative Funding Announcement**.

Next Steps:

Please submit an additional funding request in Grants4TN, and this letter as supporting documents. Requests must be entered in Grants4TN no later than May 10, 2021 by 12:00pm CST.

Thank you for your service in the Northwest Local Workforce Development Area and to the entire state. Your continued efforts and commitment to excellence will assure that we meet the Governor's goal of making Tennessee the number one state in the Southeast for jobs.

If you have additional questions, please contact TN Youth via email at TN.Youth@tn.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff McCord".

Jeff McCord

Commissioner



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE
DEVELOPMENT
220 French Landing
Drive Nashville, TN
37243
(615) 741-6642

Bill Lee
GOVERNOR

Jeff McCord
COMMISSIONER

May 3, 2021

Marla Rye, Executive Director
Northern Middle Tennessee Local Workforce Development Board, Inc.
523 Madison St. Suite A
Clarksville, TN 37040

Dear Ms. Rye:

The Tennessee Department of Labor and Workforce Development (TDLWD) Workforce Services Division has authorized the appropriation of State Reserve Funding (SRF) to support summer 2021 Summer Youth Work Experience initiative. In support of this initiative Northern Middle Tennessee Local Workforce Development Board, Inc. is being awarded \$679,536.

Please note the funding allocation in the \$679,536 will be awarded in two contracts as follows: (1) *Contract A* in the amount of \$169,884 with \$152,896 for programmatic costs and \$16,988 for administrative costs with an effective date beginning May 3, 2021 and ending June 30, 2021; and (2) *Contract B* in the amount \$509,652 with \$458,687 for programmatic costs and \$50,965 for administrative costs with an effective date beginning May 17, 2021 and ending August 31, 2021.

Northern Middle Tennessee Local Workforce Development Board, Inc. agrees to comply with all reporting requirements in the manner specified by the State and under all applicable laws, regulations, and instruction in order to account for all funds expended by the Grantee.

Should you have any questions or need to modify the scope of the program, please contact Chandra Pleas, Director of Grants and Budgets, at (615) 313-5771.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff McCord".

Commissioner Jeff McCord

CEP/LV