



**Special Populations**

**Committee**

**May 2, 2024**

**11:00 A.M.**

[Click here for Zoom link](#)

Meeting ID: 889 1056 5122

Passcode: 317281

Telephone Number: +1 312 626 6799

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# Agenda

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**Welcome**

**Call the Meeting to Order**

**Approval of Minutes**

**Business Reports:**

- 1. Contractor Review
  - a. Procurement Update
  - b. Federal Performance
  - c. KPIs
  
- 2. Career Service Provider Update
  - a. EDSI Performance
  - b. Corrective Action
  
- 3. Target Populations
  - a. YEP
  - b. Mature Workers
  - c. Employer Report
  
- 4. WIOA Plan

**Adjourn**

|  |
|--|
| <p><b>Members:</b></p> <p>Corey Johns</p> <p>Christopher West</p> <p>Freda Herndon (Chair)</p> <p>George "Bo" Callis</p> <p>James Harper</p> <p>Ginger Jarrett</p> <p>Nathan Garrett</p> <p>Jordan Osborne</p> |
|--|

**Complete zoom link:** <https://us02web.zoom.us/j/88910565122?pwd=TU5Ed3VGRFRqNm9BQTVINWt2NEtZZz09>



DRAFT UNTIL  
APPROVED

Northern Middle Tennessee Workforce Board  
Special Populations Committee  
Meeting Minutes  
February 8, 2024, via Zoom at 11:00 a.m.

| Members Attending  | Members Absent | Staff & Guests Attending |
|--------------------|----------------|--------------------------|
| Christopher West   | Corey Johns    | Marla Rye                |
| Freda Herndon      | James Harper   | Andrea Dillard           |
| George "Bo" Callis | Ginger Jarrett | Meagan Dobbins           |
| Jordan Osborne     | Nathan Garrett | Kim Rye                  |
|                    |                | Ginger Fussell           |
|                    |                | Sherry Maynard           |
|                    |                |                          |
|                    |                |                          |
|                    |                |                          |
|                    |                |                          |

The Northern Middle Tennessee Workforce Special Populations Committee met via Zoom on February 8, 2024, at 11:00 a.m.

Marla started the meeting by welcoming Jordan Osborne and Freda Herndon to the committee. Jordan Osborne is the president of the Robertson County Chamber of Commerce. Freda Herndon is the new Adult Education Director. Nathan Garrett was not present but is also new to the committee. He is the president of TCAT Nashville.

After establishing a quorum, Freda Herndon requested a motion to approve the minutes. Bo Callis motioned, and Jordan Osborne seconded. With no further discussion, the minutes were approved.

**Career Service Providers**

Andrea Dillard gave an update about the career service providers' performance. EDSI exceeded its adult/dislocated worker and youth enrollment goals in the first quarter but did not meet its enrollment goals for the second quarter. Due to the aggressive enrollment for adults and dislocated workers in the first quarter, many were sent to CDL training at the maximum amount; their direct participant expenditure budget was heavily utilized. Now, they must change their tactic by enroll individuals using the work first model, and focus their efforts on placing participants directly in a job. This would also increase the Labor Force Participation Rate. EDSI is meeting its exit rate, positive exit rate, and placement wage goals. Their cumulative enrollment rate does not meet the 50% goal.

MAC, the youth provider in Davidson County, did not meet its enrollment goals for the second quarter. However, due to a strong first quarter, their YTD enrollment is still above their goal. They are on track to meet all of their set goals.

### **Federal Performance Measures**

Andrea reviewed the Federal Score Card. The end of the first quarter was finalized, and all goals were met at 100%. The second quarter goals are 100%, but the quarter is not finalized yet. The third quarter predictive report shows the employment rate for the second quarter after exit for adult and dislocated worker are met at 90%, and the employment rate for the fourth quarter after exit for adult, dislocated worker, and youth are met at 90%. There is still time for these goals to be met at 100%. The other goals are met at 100%.

### **CSP Procurement**

Marla told the committee the original intent was to release the procurement by February 14, 2024. However, the state has engaged KPMG to study the American Job Centers and make recommendations regarding their efficiency and effectiveness. It is difficult to release an RFP when the strategic direction is unclear. Marla said it would be beneficial to hear the results of the study before releasing the RFP and wait until the Summer Youth Program ends on August 30, 2024, to end the current contract so EDSI can finish the program rather than having a new contractor, if necessary, take over in the middle of the program. Marla proposed releasing the RFP on April 1 and having a contractor selected and ready on July 1, then having a transition and training period with the new contractor, which would take over on October 1, 2024, if needed. Freda Herndon asked if the committee needed to make a recommendation and would the vote be at the Board meeting. Marla said it would be a full Board vote and the recommendation would come from the Finance Committee. Chris West agreed with the transition period.

### **Employer Business Engagement Plan**

Andrea then gave a brief summary of the Business Engagement Plan. The state conducted an assessment survey with employers across the state and determined that employers still need employees. This Business Engagement Plan suggests a streamlined system so that AJC employees are aware of which businesses have open positions. Marla added that this would be a way to consistently deliver services to employers, help economic development, and raise expectations for the system as a whole. This system would also assist in retraining the career services providers to place participants into jobs rather than training. Employers need a pool of candidates from which they can hire immediately. In most instances, the employer is offering training.

### **Youth**

Marla gave a brief update about the Summer Youth Employment Program. This program has approximately \$1M to be utilized between now and the end of August 2024 for youth training work experience, placing them in private or public sector jobs. The state plans to implement a marketing plan for this program. Last summer, 300 kids participated in this program. We would like to have more youth participants for summer 2024, but we need to have a strategy for service in each county, including choosing how many youths to serve.

### **Trends-ESL Students**

Freda Herndon shared with the committee some of the updates and trends for the Adult Education Department. A new type of adult learner is becoming more frequent in the department, particularly in Rutherford, Wilson, and Montgomery Counties. They are seeing a higher rate of ELL students who are illiterate in their own language due to not having a formal education. These students also require more learning time. Freda is looking at a partnership with a few counties to provide services to high school students who struggle with English and are illiterate in their own language due to a lack of formal education. Adult Ed also sees students who may have degrees in their own country but are not

recognized in the US. Wilson County is trying to recruit these particular students and develop a pathway for them to become teachers so they can be hired quickly. Immigrant enrollment in public schools is growing. Marla expressed a concern that if schools and parents release these young students to the adult education program, they are obligated to provide instruction. There will be an impact on the workforce, knowing it will take years to make the students proficient in English and then find a job despite their barriers.

### **WIOA Plan**

Marla told the committee that the Northern Middle staff are in the middle of regional and local planning for the Workforce Innovative Opportunity Act. The state WIOA plan was just released. Our local plan will be released for comment in March. She encouraged everyone to review the material and provide feedback. The NM plan will be presented to the Board in May.

### **Adjourn**

Marla reminded them that the next Board meeting would be on February 14, 2024, at TCAT Clarksville. Freda Herndon adjourned the committee meeting.

# Project Timeline

| Activity                            | Date                                 |
|-------------------------------------|--------------------------------------|
| RFP Release                         | April 1, 2024                        |
| Deadline for Bidder Questions       | April 12, 2024                       |
| Response to Bidder Questions Posted | April 17, 2024                       |
| Bidders' Conference                 | April 22, 2024                       |
| Proposal Deadline (email only)      | May 3, 2024                          |
| Interviews (if necessary)           | May 20-24, 2024                      |
| Selection of Winning Bids           | May 31, 2024                         |
| Negotiations with Winning Bids      | Beginning June 3, 2024               |
| Acceptance of Contract Terms        | June 30, 2024 –Contract July 1, 2024 |
| Transition Period                   | July 1 – September 30, 2024          |
| Northern Middle TN LWDB Approval    |                                      |
| Notification to All Bidders         |                                      |
| Implementation                      | October 1, 2024                      |

**WIOA Federal Reporting Score Card  
NORTHERN MIDDLE WORKFORCE BOARD**

| PY23 WIOA Core Performance Measures                | Targets 100% | Targets 90% |             |             |            |            |
|--|--------------|-------------|-------------|-------------|------------|------------|
|  |              |             | Q1 PY 23    | Q2 PY 23    | Q3 PY 23   | Q4 PY 23   |
| <b>Adult Measures</b>                              |              |             | <b>PASS</b> | <b>PASS</b> | <b>EST</b> | <b>EST</b> |
| Exiters  |              |             | 514         | 426         | 461        |            |
| Participants Served                                |              |             | 1857        | 1807        | 1825       |            |
| Employment Rate 2nd Quarter after exit             | 81.5%        | 73.35%      | 85.2%       | 82.2%       | 81.9%      | 79.4%      |
| Employment Rate 4th Quarter after exit             | 81.0%        | 72.90%      | 86.1%       | 81.0%       | 78.0%      | 70.3%      |
| Median Earnings 2 <sup>nd</sup> Quarter after exit | 7,025        | \$6,323     | \$8,678     | \$8,740     | \$8,653    | \$8,904    |
| Credential Attainment w/in 4 Quarters after exit   | 69.5%        | 62.55%      | 72.2%       | 73.8%       | 76.1%      | 69.5%      |
| Measurable Skills Gains                            | 63.5%        | 57.15%      | 64.7%       | 69.9%       | 68.1%      | 64.0%      |
| <b>Dislocated Worker</b>                           |              |             |             |             |            |            |
| Exiters  |              |             | 169         | 132         | 174        |            |
| Participants Served                                |              |             | 627         | 636         | 655        |            |
| Employment Rate 2nd Quarter after exit             | 83.5%        | 75.15%      | 87.9%       | 84.3%       | 83.3%      | 84.4%      |
| Employment Rate 4th Quarter after exit             | 81.0%        | 72.90%      | 86.2%       | 85.1%       | 79.7%      | 70.8%      |
| Median Earnings 2 <sup>nd</sup> Quarter after exit | 7,944        | \$7,150     | \$10,753    | \$10,304    | \$10,222   | \$10,689   |
| Credential Attainment w/in 4 Quarters after exit   | 65.5%        | 58.95%      | 68.5%       | 68.5%       | 67.9%      | 68.6%      |
| Measurable Skills Gains                            | 61.2%        | 55.08%      | 70.0%       | 75.7%       | 77.8%      | 72.3%      |
| <b>Youth</b>                                       |              |             |             |             |            |            |
| Exiters  |              |             | 420         | 431         | 489        |            |
| Participants Served                                |              |             | 1203        | 1146        | 1193       |            |
| Employment Rate 2nd Quarter after exit             | 78.0%        | 70.20%      | 89.5%       | 86.7%       | 83.0%      | 80.8%      |
| Employment Rate 4th Quarter after exit             | 77.0%        | 69.30%      | 87.50%      | 84.9%       | 81.6%      | 76%        |
| Median Earnings 2 <sup>nd</sup> Quarter after exit | 3,800        | \$3,420     | \$5,874     | \$6,171     | \$6,289    | \$6,302    |
| Credential Attainment w/in 4 Quarters after exit   | 65.5%        | 58.95%      | 75.1%       | 74.0%       | 78.6%      | 72.9%      |
| Measurable Skills Gains                            | 55.0%        | 49.50%      | 56.6%       | 62.0%       | 56.7%      | 32.6%      |

GREEN-Passing at 100% of Goal

YELLOW-Passing at 90% of goal

Red-Failing at less than 90% of goal

**EDSI 23-24 Incentive Quarterly Benchmarks**

| Matrix:                         |             | 2023           |          |         |                 |          |         | 2024            |          |         |                    |          |         |
|---------------------------------|-------------|----------------|----------|---------|-----------------|----------|---------|-----------------|----------|---------|--------------------|----------|---------|
|                                 |             | Sep 30 (QTR 1) |          |         | Dec. 30 (QTR 2) |          |         | Mar. 31 (QTR 3) |          |         | Cumulative June 30 |          |         |
|                                 |             | Goal           | Actual   | %       | Goal            | Actual   | %       | Goal            | Actual   | %       | Goal               | Actual   | %       |
| Enrollments                     | A/DW        | 210            | 301      | 143.33% | 250             | 125      | 50.00%  | 250             | 105      | 42.00%  | 1000               | 531      | 53.1%   |
|                                 | Total Youth | 69             | 114      | 165.22% | 80              | 27       | 33.75%  | 81              | 49       | 60.49%  | 322                | 190      | 59.0%   |
|                                 | In-School   | 14             | 7        | 50.00%  | 21              | 4        | 19.05%  | 20              | 21       | 105.00% | 76                 | 32       | 42.0%   |
| *Exits (80% of enrollments)     | A/DW        | 168            | 75       | 44.64%  | 200             | 197      | 98.50%  | 200             | 96       | 48.00%  | 800                | 507      | 63.4%   |
|                                 | Youth       | 55             | 55       | 99.64%  | 64              | 59       | 92.19%  | 65              | 33       | 50.93%  | 258                | 212      | 82.3%   |
| Positive Exits # (85% of Exits) |             | Goal           | Actual   | Percent | Goal            | Actual   | Percent | Goal            | Actual   | Percent | Goal               | Actual   | Percent |
|                                 | A/DW        | 143            | 67       | 46.92%  | 170             | 184      | 108.2%  | 170             | 86       | 50.6%   | 680                | 450      | 66.2%   |
|                                 | Youth       | 47             | 54       | 115.09% | 54              | 58       | 106.6%  | 55              | 30       | 54.5%   | 219                | 184      | 84.0%   |
|                                 |             | Exits          | Positive | Percent | Exits           | Positive | Percent | Exits           | Positive | Percent | Exits              | Positive | Percent |
| **Actual Positive Exit Rate     | A/DW        | 75             | 67       | 89.33%  | 197             | 184      | 93.4%   | 96              | 86       | 89.6%   | 507                | 450      | 88.8%   |
| Goal 80%                        | Youth       | 55             | 54       | 98.18%  | 59              | 58       | 98.3%   | 33              | 30       | 90.9%   | 212                | 184      | 86.8%   |
| Placement Wage                  |             | Goal           | Actual   | Percent | Goal            | Actual   | Percent | Goal            | Actual   | Percent | Goal               | Actual   | Percent |
|                                 | A/DW        | \$ 16.50       | \$ 21.75 | 131.82% | \$ 16.50        | \$ 22.36 | 135.5%  | \$ 16.50        | \$ 21.76 | 131.9%  | \$ 16.50           | \$ 22.04 | 133.6%  |
|                                 | Youth       | \$ 13.00       | \$ 17.20 | 132.31% | \$ 13.00        | \$ 16.01 | 123.2%  | \$ 13.00        | \$ 18.34 | 141.1%  | \$ 13.00           | \$ 17.57 | 135.2%  |

**MAC Goals 2023-2024**

| Matrix:                       |       | 2023           |          |         |                 |          |         | 2024            |          |         |                    |          |         |
|-------------------------------|-------|----------------|----------|---------|-----------------|----------|---------|-----------------|----------|---------|--------------------|----------|---------|
|                               |       | Sep 30 (QTR 1) |          |         | Dec. 30 (QTR 2) |          |         | Mar. 31 (QTR 3) |          |         | Cumulative June 30 |          |         |
|                               |       | Goal           | Actual   | %       | Goal            | Actual   | %       | Goal            | Actual   | %       | Goal               | Actual   | %       |
| Enrollments                   | ISY   | 20             | 32       | 160%    | 14              | 9        | 64.29%  | 15              | 13       | 76.19%  | 62                 | 54       | 87.1%   |
|                               | OSY   | 15             | 28       | 187%    | 21              | 21       | 100.00% | 19              | 34       |         | 77                 | 83       | 107.8%  |
|                               | Total | 35             | 60       | 171%    | 35              | 30       | 85.71%  | 34              | 47       | 138.24% | 139                | 137      | 98.6%   |
| Exits (80% of enrollments)    |       |                |          |         |                 |          |         |                 |          |         |                    |          |         |
|                               | Youth | 28             | 49       | 175%    | 28              | 49       | 175.00% | 27              | 43       | 158.09% | 111                | 151      | 135.8%  |
| Positive Exits (85% of exits) |       | Goal           | Actual   | Percent | Goal            | Actual   | Percent | Goal            | Actual   | Percent | Goal               | Actual   | Percent |
|                               |       |                |          |         |                 |          |         |                 |          |         |                    |          |         |
|                               | Youth | 24             | 27       | 88.1%   | 24              | 44       | 184.9%  | 23              | 34       | 147.06% | 95                 | 111      | 117.4%  |
| **Actual Positive Exit Rate   |       | Exits          | Positive | Percent | Exits           | Positive | Percent | Exits           | Positive | Percent | Exits              | Positive | Percent |
|                               |       | 49             | 27       | 55.1%   | 49              | 44       | 89.8%   | 43              | 34       | 79.07%  | 151                | 111      | 73.5%   |
| Placement Wage                |       | Goal           | Actual   | Percent | Goal            | Actual   | Percent | Goal            | Actual   | Percent | Goal               | Actual   | Percent |
|                               | Youth | \$ 13.00       | \$ 16.80 | 129.2%  | \$13.00         | \$17.53  | 134.8%  | \$ 13.00        | \$ 15.73 | 121.0%  | \$13.00            | \$ 16.94 | 130.3%  |



# Northern Middle Local Workforce Development Area





March 13, 2024

John Zobl, Board Chair  
Northern Middle TN Local Workforce Board  
523 Madison Street  
Clarksville, TN 37040

Dear Mr. Zobl,

From January 23 to 24, 2024, the TOSS (Training, Oversight, and Strategic Support) Unit of the Tennessee Department of Labor and Workforce Development (TDLWD), including Program Subject Matter Experts, conducted its annual monitoring review of the Northern Middle Local Workforce Development Board (NMLWDB) in accordance with the Federal Core Monitoring Guide. The exit conference was conducted on March 1st, 2024. Enclosed is the report outlining the results of the review, which identifies two (2) compliance findings.

Monitoring and technical assistance are integral parts of the TDLWD oversight responsibilities, as mandated by law. Monitoring plays a crucial role in program management to ensure compliance with applicable laws, regulations, integrated workforce plans, provider agreements, policies, and procedures.

We trust that our review and this report will be beneficial to the Northern Middle Local Workforce Development Area (NMLWDA). Please convey our appreciation to your staff for their assistance during the annual monitoring process. If you have any inquiries, please reach out to Oversight's Assistant Director, Jacob Pease, at [jacob.pease@tn.gov](mailto:jacob.pease@tn.gov), or Director Justin Attkisson, at [justin.attkisson@tn.gov](mailto:justin.attkisson@tn.gov).

Sincerely,

A handwritten signature in black ink that reads 'Justin Attkisson' in a cursive script.

Justin Attkisson

Oversight Director

cc: James Roberson  
Amy Maberry  
Jaylene Young  
Jacob Pease  
Heather Skelton  
Bob Rial- CLEO  
Marla Rye- Executive Director

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# Executive Summary

## *Introduction*

On January 23-24, 2024, staff from TDLWD TOSS Unit conducted an on-site monitoring visit with the NMLWDB. This monitoring review was conducted in accordance with the Federal Core Monitoring Guide, focusing on objectives related to Service Design & Delivery and Grant Operations.

The TOSS Unit conducted an on-site monitoring review following the guidelines outlined in the Tennessee Department of Labor and Workforce Development Monitoring Guide 2023-2024, effective as of October 1st, 2023.

This report reflects these three objectives of the on-site visit report. There are other objectives met through the annual processes, such as file reviews.

The objectives of Oversight monitoring include:

1. Examining Reviewing NMLWDB policies, procedures, and supporting documents involves a blend of virtual desktop and on-site monitoring visits, as outlined in the Local Governance policy.
2. Compiling any additional questions for the LWDB.
3. Meeting with Subject Matter Experts (SMEs) to provide guidance on LWDB response.

TDLWD utilizes a combination of on-site visits and desktop monitoring for program monitoring of each Local Workforce Development Board (LWDB) and sub-recipient, as outlined in the Workforce Innovation and Opportunity Act (WIOA) Section 183.

## *Local Governance*

As part of the annual monitoring review process, the TOSS Unit conducted a review of NMLWDB's undertakings and guidance to Contract Service Providers. During the monitoring review, the TOSS Unit utilized an internally developed Local Governance Tool to monitor policy compliance. To benefit the process and provide full transparency, a copy of the Local Governance Tool can be provided upon request by contacting Oversight's Assistant Director, Jacob Pease, at [Jacob.pease@tn.gov](mailto:Jacob.pease@tn.gov). The Local Governance tool tracks the following activities to ensure policy compliance: Observations, On-site reviews, Quarterly Case File Reviews, PAR Compliance, and a checklist of policy requirements with corresponding expiration dates if applicable. Overall, a Local Governance policy tool used by the TOSS Unit provides a structured framework for assessing compliance, documenting findings, and facilitating continuous improvement within the LWDB to ensure effective governance practices and promote policy requirements.

In addition to programmatic reviews, the Local Governance Tool also facilitates a comprehensive assessment of NMLWDB policy compliance and operational status. This includes a thorough examination of Required Local Board Policies (cite), Meeting Minutes & Schedule (CY Cycle), Local Board Membership Review, and American Job Center (AJC) complaint logs. By integrating these elements into our monitoring framework, we ensure alignment with regulatory requirements and best practices within the workforce development landscape.

Based on our Local Governance document, the NMLWDB is currently in good standing. For further details, please refer to [Table 1](#) below for the Local Governance tool, which provides a comprehensive overview. Through this structured approach, we maintain transparency and accountability in our operations, enabling us to address any compliance issues promptly and effectively.

**Table 1**

| <b>Northern Middle Local Workforce Development Board</b> |  |
|--|--|
| <b>Topic</b>   | <b>Status</b>  |
| <i>Interlocal Agreement</i>                              | In-Compliance; 79 Days Until Expiration.   |
| <i>Meeting Minutes</i>                                   | In-Compliance; LWDB's meeting schedule and minutes are posted and available to the public. |
| <i>Required Local Policies</i>                           | In-Compliance; All required policies are on file and up to date.                           |
| <i>Board Rosters</i>                                     | In-Compliance; Roster is on file and up to date for all the board members.                 |
| <i>AJC Complaint Log</i>                                 | In-Compliance; Log submitted on 1/8/2024   |

### ***Supplemental Reviews***

Though participant files are conducted quarterly by both the Programs and TOSS units, this report does not contain the results of those reviews. Any findings or observations that are

found through participant file reviews are issued in a separate, quarterly report. No opinion or assurance regarding participant eligibility documentation is expressed at this time.

## Findings, Observations & Best Practices

### *Findings*

Any findings identified during our assessment will necessitate the development of a corrective action plan by the LWDB. This plan outlines the specific steps and measures the NMLWDB intends to implement to address the identified issues and ensure compliance with policy requirements. As part of the corrective action process, the NMLWDB is allotted a timeframe of 30 calendar days to submit their corrective action plan to the TOSS Unit for review. This timeframe allows for prompt attention to the identified issues and ensures timely resolution to mitigate any potential negative impacts on the effectiveness and integrity of the workforce development initiatives. Additionally, it enables the TOSS Unit to provide feedback and guidance to support the LWDB in developing effective corrective measures and fostering continuous improvement within the system.

**Finding #1:** Despite the Northern Middle Local Workforce Development Board (NLWDB) utilizing sufficient reoccurring internal controls to track funding through monthly invoice reviews, the Title I service provider for Title I Adult and Dislocated Worker overspent funding that led to a directive to pause fundable services to new participants. NMLWDB provided guidance in October and November 2023 on how to adjust services to make up for overspent funds. However, the service provider paused services instead of following direction from NMLWDB. As of the date of this review, no additional sanctions or direct technical assistance was implemented by the NMLWDB to address these actions.

*Criteria: 20 CFR 680.140(a) WIOA title I formula funds allocated to local areas for adults and dislocated workers must be used to provide career and training services through the one-stop delivery system. Local WDBs determine the most appropriate mix of these services, but both types must be available for eligible adults and dislocated workers.*

**Corrective Action:** The NMLWDB must have a process in place to manage the CSP contract and a plan to demonstrate when and how funding services will be made available again to new participants. NMLWDB will submit a plan within 30 calendar days of how they will start spending money on new participants again.

**Finding #2:** No signage on front door of days/ hours of operation at the Nashville AJC

*Criteria: WFS Policy- One Stop Design- All Comprehensive AJCs must be open during statewide core hours at a minimum of 8:00 a.m. to 4:30 p.m. during weekdays. Additional certified AJCs must have*

*hours that are agreed upon in the Memorandum of Understanding with all applicable partners. All AJCs that the LWDB oversees must have their address and working hours posted on the LWDB website and updated, when necessary.*

**Corrective Action:** The NMLWDB will provide signage at the Nashville AJC that indicates to customers of the days and hours the AJC is open.

## ***Key observations/concerns***

While observations do not necessitate the development of a formal corrective action plan, the LWDB is still required to provide a response within 30 calendar days of the exit conference on how the observations will be addressed with an included timeline for action. It is recommended that the LWDB offers a response outlining proactive measures to address the concerns raised during the observation process. If an observation recurs during the subsequent annual on-site monitoring review, the LWDB risks it becoming a finding. This response serves as an opportunity for the LWDB to demonstrate its commitment to addressing potential areas for improvement and implementing necessary changes to enhance performance and compliance with policy requirements. Additionally, it facilitates open communication between the Oversight team and the LWDB, fostering collaboration and mutual understanding in the pursuit of effective governance practices within the workforce development system. The observations from the NMLWDB annual on-site monitoring are listed below and grouped into corresponding categories for convenience and coherence.

### **1. Lack of Staff Capacity**

Due to a lack of available staffing, high caseloads, and inefficient training on job duties, the staffing for WIOA Title I and Youth programs has put Northern Middle at a high risk of being out of compliance. Upon review, it has been noted that WIOA Title I Career Advisors at the Nashville AJC exhibit a deficiency in program knowledge attributed to the challenges posed by high turnover rates and burdensome caseloads. This observation underscores the critical need for increased staffing levels and a reduction in caseloads to address these deficiencies effectively. Therefore, it is suggested that the NMLWDB reviews its budgets to see if additional staffing to reduce the caseload per Title I Career Advisor is a viable option. The Nashville AJC is currently experiencing a significant influx of Title I caseloads, posing a substantial challenge to the operational capacity of the center. Specifically, the Title I Adult/Dislocated Worker (DW) program is confronting staffing shortages, with only one full-time Career Advisor dedicated to Adult/DW services. Moreover, the situation is exacerbated by having only one Lead staff member, whose responsibilities extend beyond the AJC to include duties in affiliate offices. This understaffing issue underscores the critical need for additional personnel

resources to effectively address the high volume of Title I caseloads and ensure the delivery of comprehensive services to the Adult/DW demographic within the Nashville AIC. The SNAP E&T program is presently in the process of training new staff to mitigate the shortage of personnel available to conduct visits to other AICs for enrollment and case management procedures. They are currently unable to visit other AIC's to meet participants. Upon the conclusion of this training, SNAP E&T will have sufficient staffing to facilitate visits to other centers on a monthly basis.

## **2. No representative from Title I on the Business Service Team (BST) in the Murfreesboro AIC**

The absence of a representative from Title I on the BST has been noted, and the one-stop operator has been notified of this matter. Full program representation on the BST is crucial for success because it ensures comprehensive understanding of local employers' needs, facilitates effective job placements, and maximizes partnerships between job seekers and businesses by leveraging diverse expertise and resources. Necessary measures are being taken to ensure the addition of a WIOA Title I representative to the team, with clear communication regarding their role and its significance within the team.

## **3. EO Posters and Directory of Services**

Certain entities – including but not limited to employers, housing providers, and *state agencies* - are required by law to share information with applicants, employees, tenants and the public regarding equal employment, fair housing and Title VI. Posters should be displayed in a prominent location where the general public has access. [Posters \(tn.gov\)](#)

While addressing the absence of TAA services in the directory of services, efforts were made to replace directories with updated versions containing TAA information. However, it has been noted that the language employed in these replacement directories presents a potential issue. Specifically, the verbiage may lead clients to assume eligibility for TAA services upon request, potentially resulting in dissatisfaction upon being informed otherwise. To rectify this situation and ensure accurate program representation, it is recommended that new flyers be generated, explicitly stating that clients may only receive TAA benefits if an active petition is on file with the U.S. Department of Labor.

## **4. Limited access to telephone designed for deaf/ hard of hearing**

Limited access to telecommunication devices designed for individuals who are deaf or hard of hearing is noted across all NMLWDB AIC locations. NMLWDB needs to collaborate with Vocational Rehabilitation (VR) to ensure each AIC has appropriate accessibility options for the deaf and hard of hearing. This collaboration aims to improve accessibility and communication channels within AIC locations by exploring



options such as installing specialized telecommunication devices, as well as providing staff training on effective communication strategies for interacting with individuals who have hearing impairments. By actively pursuing these solutions, NMLWDB demonstrates its commitment to fostering inclusivity and removing barriers to access for all individuals, ultimately contributing to a more supportive environment within the workforce development system.

### ***Identified Technical Assistance Needs***

**1. Career Specialists providing JII services need more Technical Assistance:**

Career specialists need additional technical assistance to better serve Justice Involves Individuals (JIIs). This would need to include JI aligned case management and IEP training practices and accessing crucial external resources. Collaboration with local Chambers of Commerce can enhance networking opportunities. Establishing effective tracking systems and providing smartphone training for JIIs are also suggested improvements to optimize the program's effectiveness in supporting JIIs' reintegration into society and employment.

**2. Front desk needs Technical Assistance on Disabled Veteran Outreach Program's job duties and identifying Significant Barriers to Employment (still has Veterans complete the Eligibility Triage Form)**

It has been identified that the front desk staff requires technical assistance to effectively fulfill their job duties related to the Disabled Veterans Outreach Program (DVOP) and to accurately identify standard barriers to entry for veterans seeking services. Despite this need for support, veterans are still directed to complete the Eligibility Triage Form at the front desk. Therefore, enhancing the technical proficiency of front desk personnel in understanding DVOP responsibilities and recognizing common barriers to entry is crucial for streamlining service delivery and ensuring veterans receive the assistance they need upon entering the facility. We recommend that the necessary technical proficiency be addressed by the AJC's Local Veteran's Employment Representative (LVER) or available JVSG representative.

### ***Best Practices***

- 1. Nashville AJC's CSP (MAC) for the Youth Program; leverages their funding through community engagement & outreach in schools, housing and employers - Example** Metro Action Commission's approach to covering the Youth Program in Nashville demonstrates effective utilization of funding resources through community engagement across various sectors such as schools, housing, and employers. This collaborative

model highlights the importance of partnerships with community stakeholders, enhancing the program's reach and fostering a holistic support network for youth. Adopting a similar approach can benefit other service providers or AJCs by enhancing their impact and reach within their communities.

2. **Murfreesboro AJC's Title I Programs – effective follow-up tracking system**

Implementing a follow-up tracking system in the Youth Program through Youth Advisors offers numerous benefits, including improved staff coordination, simplified referrals, enhanced accountability, data-driven decision-making, and increased participant satisfaction. This practice enhances internal processes and service quality, making it a promising approach for other service providers or AJCs aiming to optimize their referrals and follow-ups to better meet client needs.

3. **Murfreesboro AJC's collaboration with Rutherford Re-entry Coalition**

The collaboration between the Murfreesboro AJC and the Rutherford Re-entry Coalition represents a promising model for other service providers or AJCs seeking to bolster their re-entry programs. Through this partnership, the Murfreesboro AJC taps into a network of stakeholders, including government agencies and nonprofits, to address the multifaceted needs of individuals reintegrating into society after incarceration. By offering holistic support beyond workforce services, such as housing assistance and mental health resources, and leveraging shared resources and expertise, the collaboration enhances service delivery efficiency and promotes positive outcomes for participants, including reduced recidivism rates and increased community stability. Adopting similar collaborative approaches can empower organizations to better support individuals with criminal justice involvement and foster community resilience.

## Conclusion

In summary, the TOSS Unit has completed its comprehensive monitoring review of the NMLWDB, culminating in the identification of several promising practices and two findings that require correction. It is imperative that the NMLWDB submit a Corrective Action Plan (CAP) within 30 calendar days to the TOSS Unit for review. The CAP will aid in addressing the identified deficiencies and ensure compliance with established Federal WIOA and Tennessee state Workforce Services (WFS) guidelines. The CAP for Northern Middle's current annual on-site monitoring cycle will be due on (04/12/2024).

Moving forward, it is vital to acknowledge that the journey towards excellence is ongoing, and continuous improvement is essential for the sustained effectiveness of the NMLWDB. Should the NMLWDB require technical assistance or guidance in addressing the identified findings, the TOSS

Unit and Subject Matter Experts stand ready to offer support and expertise. Leveraging this collaborative approach ensures that the NMLWDB remains well-equipped to navigate challenges, optimize performance, and ultimately fulfill its mission of serving the workforce needs of the community effectively.

By embracing a culture of continuous learning and improvement, the NMLWDB can further enhance its impact, strengthen its partnerships, and advance its mission of fostering economic prosperity and opportunity for all stakeholders involved.



April 12, 2024

Mr. Justin Attkisson  
TDLWD Program Integrity  
220 French Landing Drive  
Nashville, TN 37228

Dear Mr. Attkisson:

In response to the TOSS Monitoring report issued on March 13, 2024 and the January on-site monitoring, please find Northern Middle's response.

**Finding #1:** Despite the Northern Middle Local Workforce Development Board (NMLWDB) utilizing sufficient reoccurring internal controls to track funding through monthly invoice reviews, the Title I service provider for Title I Adult and Dislocated Worker overspent funding that led to a directive to pause fundable services to new participants. NMLWDB provided guidance in October and November 2023 on how to adjust services to make up for overspent funds. However, the service provider paused services instead of following direction from NMLWDB. As of the date of this review, no additional sanctions or direct technical assistance was implemented by the NMLWDB to address these actions. Corrective Action: The NMLWDB must have a process in place to manage the CSP contract and a plan to demonstrate when and how funding services will be made available again to new participants.

Response:

Northern Middle has had, and continues to have, a plan in place to manage the CSP contract. Steps include:

1. Establishment of financial and performance goals through contract with CSP.
2. New contractor fiscal and programmatic training on NM and State policies and procedures.
3. Monthly review and monitoring of CSP Invoice with red/green performance indicators.
4. Weekly meetings with new CSP and bi-weekly meetings at maturity.
5. On-going program and performance monitoring by Board staff.
6. Provide on-going technical assistance as needed and required to meet program goals.
7. Provide quarterly updates to NMWB (immediate if warranted).
8. Provide warnings or termination of contract if contractor is not meeting goals.

We acknowledge that the Northern Middle Workforce Board's career service provider (CSP) has failed to meet the 3<sup>rd</sup> quarter key performance indicator for enrolling new participants. However, we disagree that all enrollments were stopped and that the Northern Middle Board has not taken additional sanctions or provided direct technical assistance. We feel strongly that the following documentation demonstrates the boards continued efforts in dealing with this issue, to include moving forward with a current RFP for a new career service provider.

The Northern Middle Workforce Board's internal controls alerted to the fact that our CSP's expenditures were outpacing budget progression after the first quarter of program year 2023. This was brought to the attention of the CSP immediately.

October 18, 2023- Conducted regularly scheduled bi-weekly meeting with CSP and communicated need to strategically pace their spending and recalibrate service delivery strategy for customers through the program year.

October 19, 2023- NM Board staff provided written communication to the CSP regarding the aggressive expenditures during the first three months of the contract and the need to re-strategize to maintain services throughout the program year. Specifically, the CSP was told to send a positive message to staff and customers and to provide alternative service delivery strategies.

November 8, 2023- Staff notified the Northern Middle Board of EDSI's aggressive spending. The CSP director was required to present a strategic plan of action to the Board.

Northern Middle Staff met with CSP on the following dates to review staffing plans, new enrollments and expenditures:

November 1, 2023  
November 15, 2023

On November 15<sup>th</sup>, the CSP provided AJC staff with a plan that had been approved by the NMWB staff to reduce per participant costs in order to continue to provide fundable services. We consider this and other board staff actions direct technical assistance.

Northern Middle withheld 2<sup>nd</sup> quarter enrollment incentive payments for failure to meet enrollment goals. It should be noted that CSP was at 92% of their adult and dislocated worker goal (425 enrolled Goal 460) and 95% of youth goal (141 enrolled Goal 149) at December 31, 2023. Please note that the Board Staff members were addressing this trending issue and providing technical assistance well before the January 23-24, 2024 monitoring review.

Northern Middle continued meetings with CSP biweekly, and into the new calendar year as follows:

November 29, 2023  
 December 13, 2023  
 January 10, 2024  
 January 24, 2024  
 February 7, 2024  
 February 21, 2024  
 March 6, 2024  
 March 20, 2024  
 April 3, 2024

At each meeting, the CSP was required to present information on enrollments, expenditures and staffing. Board staff provided suggestions to leverage funding such as the TYEP and reviewing obligations to free up additional funding.

On February 14, 2024, the Northern Middle Board met and staff reported the on-going issue to the Board again. CSP members were asked to address the Board. The Board also authorized the competitive procurement for Career Service Providers at this meeting.

Northern Middle will withhold 3<sup>rd</sup> quarter enrollment incentive payments for failure to meet enrollment goals. There were 105 adult/dislocated workers and 49 youth enrolled January through March, 2024. This demonstrates that services were never stopped, but continued at a slower rate. Also during the 3<sup>rd</sup> quarter, over \$222,000 was spend directly on participants. For the fiscal year, the CSP has spent over 2.4 million directly on participants and has over a combined 45% MPCR.

Youth Expenses:

Adult & DW Expenses:

| CTD CUMULATIVE                  | Direct \$ '000 | Total \$ '000 | 50%        |
|---------------------------------|----------------|---------------|------------|
| July 2023                       | 81             | 142           | 57%        |
| Aug 2023                        | 150            | 247           | 61%        |
| Sep 2023                        | 226            | 373           | 61%        |
| Oct 2023                        | 111            | 209           | 53%        |
| Nov 2023                        | 112            | 209           | 54%        |
| Dec 2023                        | 51             | 142           | 36%        |
| Jan 2024                        | 7              | 86            | 8%         |
| Feb 2024                        | 32             | 120           | 27%        |
| Mar 2024                        | 24             | 130           | 19%        |
| Apr 2024                        | 0              | 0             | 0%         |
| May 2024                        | 0              | 0             | 0%         |
| June 2024                       | 0              | 0             | 0%         |
| <b>Total Extended 12 Months</b> | <b>796</b>     | <b>1,659</b>  | <b>48%</b> |
| <b>Cumulative CTD 42 Months</b> | <b>2,956</b>   | <b>5,957</b>  | <b>50%</b> |

| CTD CUMULATIVE                  | Direct \$ '000 | Total \$ '000 | 54%        |
|---------------------------------|----------------|---------------|------------|
| July 2023                       | 19             | 160           | 12%        |
| Aug 2023                        | 341            | 561           | 61%        |
| Sep 2023                        | 396            | 724           | 55%        |
| Oct 2023                        | 271            | 495           | 55%        |
| Nov 2023                        | 264            | 494           | 53%        |
| Dec 2023                        | 151            | 377           | 40%        |
| Jan 2024                        | 107            | 333           | 32%        |
| Feb 2024                        | 71             | 289           | 24%        |
| Mar 2024                        | 44             | 337           | 13%        |
| Apr 2024                        | 0              | 0             | 0%         |
| May 2024                        | 0              | 0             | 0%         |
| June 2024                       | 0              | 0             | 0%         |
| <b>Total Extended 12 Months</b> | <b>1,664</b>   | <b>3,770</b>  | <b>44%</b> |
| <b>Cumulative CTD 42 Months</b> | <b>8,562</b>   | <b>15,930</b> | <b>54%</b> |

CSP 07/01/2023 - 04/12/2024

|                          | Adult & DW | Youth |
|--------------------------|------------|-------|
| Participants carried in: | 1795       | 512   |
| New Participants:        | 542        | 197   |
| <i>New by month:</i>     |            |       |
| July                     | 91         | 38    |
| August                   | 114        | 49    |
| Sept                     | 96         | 27    |
| October                  | 71         | 14    |
| November                 | 32         | 5     |
| December                 | 22         | 8     |
| Jan                      | 15         | 10    |
| Feb                      | 24         | 13    |
| March                    | 66         | 26    |
| April                    | 11         | 7     |

Including carryover, the CSP has served over 2,300 adult and dislocated workers this program year as well as 709 youth.

While we acknowledge the enrollment numbers are significantly below the goal for Northern Middle in 3<sup>rd</sup> quarter, we will continue to work with the CSP to address this deficiency in the 4<sup>th</sup> quarter..

As a result of this finding, Northern Middle will add a step to our contractor management process. We have require that the CSP determine an average cost per participant by accessing the total direct participant expense budget and dividing it by the enrollment goals for the year. In addition, we will require the CSP to clearly communicate this cost per participant with front line staff. Northern Middle staff will calculate the average cost per participant serve and provide projections of year-end performance.

It should be noted that with a competitive procurement in progress, the CSP is already seeing staff turnover which compounds the enrollment problem. We have determine that it will be detrimental to the AJC system and our customers to terminate a contract mid-year. With full transparency, the TYEP is gearing up and requires a lot of manpower. Northern Middle staff members are not projecting that the CSP will meet 4<sup>th</sup> quarter enrollment KPIs.

**Finding #2: No signage on front door of days/hours of operation at the Nashville AJC**

Signage, to include days and working hours, was placed on the front door of the Nashville American Job Center on March 4, 2024 by our One Stop Operator. Status-corrected.

Several key observations and concerns were noted during the review and on the monitoring report. As stipulated, below you will find the response and timeline of each.

**Observation #1: Lack of Staff Capacity**

We concur with this observation. Imposed state policies, such as the Minimum Participant Cost Rate (MPCR) and the required procurement of career service providers have forced restrictions on the Northern Middle Workforce Board that have created unintended consequences. Career service providers have to meet a 50% MPCR in order to achieve the state required 40%. This is because Board program costs and IFA

costs are not exempted from the MPCR calculation. The CSP has two options: 1) either staff at lower wages in order to increase headcount which causes turnover because of non-competitive wage or 2) increase wages which will lower headcount and place a workload burden on the employees. Ultimately, this option causes turnover as well.

Because of the requirement to procure service providers, the Northern Middle Board has recently issued an RFP to start the competitive process. We have already seen an exodus of staff from our CSP, which exacerbates the lack of staff capacity and hinders the quality of services provided in the AJCs.

The lack of adequate staffing, competitive wages and job security is a direct result of program restrictions and is the root cause for not having quality, trained and professional staff in the American Job Center system.

As to the SNAP staffing, the Northern Middle Board has no control over the hiring process.

Status: Northern Middle's procurement for Service Providers will be complete on July 1, 2024 with full implementation on October 1, 2024. However, without addressing the root cause of the issue, procurement will not solve the problem. Having multi-functional staff and sharing the caseloads between Title I and Title III would be an innovative solution to address this issue. However, it would require radical change and support from the Department to do so.

**Observation 2: No representation from Title I on the BST in the Murfreesboro AJC**

Eric Lake, Title I Career Advisor with EDSI, has been designated Business Services Team member in the Murfreesboro AJC. He has already started attending meetings. Status-corrected.

**Observation 3: EO Posters and Director of Services**

New posters have been delivered to the State owned American Job Centers in Davidson, Rutherford and Wilson Counties. They are displayed in the lobby areas. Status-corrected.

The Directory of AJC Services is in the process of being updated. State representatives have provided corrected TAA information. Printed materials will be updated by May 31, 2024.

**Observation 4: Limited access to telephone designed for deaf/hard of hearing**

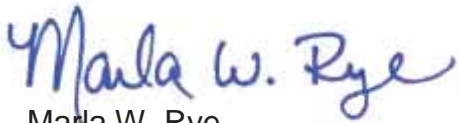
NM Board Staff has contacted Ms. Tiffany Kelly, Sensory Area Director with the Division of Rehabilitation Services to request information and assistance on technology to address the needs of the deaf and hard of hearing. We understand that TDLWD staff



are also working with her to provide technical assistance to the AJC network. Projected completion date is no later than June 30, 2024.

Northern Middle staff appreciates the opportunity to correct identified weaknesses and welcomes technical assistance. If you have additional questions or concerns, please reach out to me.

Sincerely,



Marla W. Rye  
Executive Director

Cc: Mr. John Zobl, Chairman  
Mayor Bob Rial, CLEO  
Ginger Fussell, Fiscal Director

Information for Employers Flyer

# TENNESSEE YOUTH EMPLOYMENT PROGRAM

## Information for Employers

### ARE YOU LOOKING TO HIRE NEW STAFF?



- We Recruit Youth
- Paid Wages for Participants
- Up to 8 Week Paid Employment
- We Pay You to Pay Them

The youth is YOUR employee. We do not hire, fire, or manage the employee's involvement with your business.

#### Participating Employers include:



## Youth Program Participants – Digital Flyer

TENNESSEE YOUTH  
EMPLOYMENT PROGRAM

# LOOKING FOR A JOB?



## WE HAVE YOU COVERED!

SCAN FOR  
MORE INFO

- Now Hiring Youth 14-24
- Explore Career Options
- Develop Professional Skills

The State of Tennessee Youth Employment Program is an 8 week program offering a unique opportunity for individuals between 14-24 to develop professional skills and explore career options. Our program is designed to provide youth with real-world work experience and life skills training to help them succeed in the workforce.

Participating Employers include:



[tn.youth@tn.gov](mailto:tn.youth@tn.gov)



# FAQ

## Youth

### **What is the benefit for the youth to participate in the Youth Program?**

This is a great opportunity for learn more about different careers and get paid while doing it.

### **What are the eligibility requirements to participate?**

Individuals aged 14-24 are eligible to participate.

### **Can you guarantee all participants a job?**

We cannot guarantee a job, but we work with local area employers and try to match youth and employers as best as we can. It is important we have as many employers participate as possible.

### **Can my short-term job turn into a long-term employment opportunity?**

Of course! You are hired as an employee of the company; the state is not your employer. You could be opened up to long-term employment with that employer! This can be an on-ramp to a career pathway that you enjoy and could even result in certifications, paid learning opportunities, apprenticeship programs, etc., with that employer.

## Employers

### **What is the benefit for the employer by participating in the Youth Program?**

The employer will get a part time employee that the Youth Program will pay. This might be directly to the youth or as a reimbursement. Also, this could potentially lead to a future full-time employee, once the maximum payout has been reached by the participant.

# FAQ (CONTINUED)

## **Who oversees the youth while they work for a company?**

The youth is the employee of the company, and the company would be in charge as it is any of their other employees. The State of Tennessee does not manage or assist with hiring or firing of participants that are enrolled in this program.

## **Do Federal and State laws apply to this grant?**

Yes. All Federal and State child laws apply to this grant.

## **How many participants can work for my company?**

We do not have a minimum or maximum number, but we want to ensure that work is available for the participants and there is room for proper management by the employer.

**ADDITIONAL QUESTIONS? EMAIL [TN.YOUTH@TN.GOV](mailto:TN.YOUTH@TN.GOV)**

**Northern Middle Program Year July 1, 2023 to June 30, 2024**

**Incumbent Worker Training (IWT) Grants**

|    | <b>County Location</b> | <b>Employer</b>                             | <b>Employees Trained</b> | <b>Contract Start Date</b> | <b>Contract End Date</b> | <b>Contract Amount</b> | <b>Amount Expended</b> |
|----|------------------------|---|--------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 1  | Montgomery             | Automotive Tech Development Training (ATDT) | 8                        | 9/1/2023                   | 5/31/2024                | \$45,066.88            | \$45,066.88            |
| 2  | Rutherford             | Jaymes Academy                              | 10                       | 10/1/2023                  | 5/31/2024                | \$8,500.00             |                        |
| 3  | Rutherford             | Wallenius Wilhelmsen Solutions              | 10                       | 7/1/2023                   | 5/31/2024                | \$25,000.00            |                        |
| 4  | Montgomery             | Mane Control Hair Care, LLC                 | 1                        | 11/21/2023                 | 5/31/2024                | \$2,430.00             | \$2,430.00             |
| 5  |                        |   |                          |                            |                          |                        |                        |
| 6  |                        |   |                          |                            |                          |                        |                        |
| 7  |                        |   |                          |                            |                          |                        |                        |
| 8  |                        |   |                          |                            |                          |                        |                        |
| 9  |                        |   |                          |                            |                          |                        |                        |
| 10 |                        |   |                          |                            |                          |                        |                        |
|    |                        |   | <b>29</b>                |                            |                          | <b>\$80,996.88</b>     | <b>\$ 47,496.88</b>    |

*Board designated funds available: \$300,000.00*

**Apprenticeship Training Grants**

|    | <b>County Location</b> | <b>Employer</b>                   | <b>Employees Trained</b> | <b>Contract Start Date</b> | <b>Contract End Date</b> | <b>Contract Amount</b> | <b>Amount Expended</b> |
|----|------------------------|-----------------------------------|--------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 1  | Davidson               | Dixon Management                  | 10                       | 7/1/2023                   | 5/31/2024                | \$25,000.00            | \$22,500.00            |
| 2  | Dickson                | NHC                               | 25                       | 7/1/2023                   | 5/31/2024                | \$50,000.00            | \$50,000.00            |
| 3  | Robertson              | Robertson Co BOE                  | 18                       | 7/1/2023                   | 5/31/2024                | \$45,000.00            | \$19,970.54            |
| 4  | Rutherford             | Cultivation Network, Inc.         | 2                        | 11/1/2023                  | 5/31/2024                | \$5,000.00             |                        |
| 5  | Rutherford             | Rutherford Co. Board of Education | 10                       | 8/14/2023                  | 5/31/2024                | \$23,216.00            | \$23,216.00            |
| 6  | Davidson               | Classic Handyman Company, Inc.    | 1                        | 3/1/2024                   | 5/31/2024                | \$2,500.00             | \$2,500.00             |
| 7  | Williamson             | Hamilton-Ryker TalentGro          | 10                       | 3/25/2024                  | 5/31/2024                | \$23,502.00            |                        |
| 8  |                        |                                   |                          |                            |                          |                        |                        |
| 9  |                        |                                   |                          |                            |                          |                        |                        |
| 10 |                        |                                   |                          |                            |                          |                        |                        |
|    |                        |                                   |                          |                            |                          | <b>\$174,218.00</b>    | <b>\$118,186.54</b>    |

*State Apprenticeship Grant Amount Available: \$174,218.00*

**Northern Middle Special Grants**

**Consolidated Business Grant (10.15.23 -6.30.24)**

|    | <b>County Location</b> | <b>Employer</b>                | <b>Employee s Trained</b> | <b>Employment Sector</b> | <b>Contract Start Date</b> | <b>Contract End Date</b> | <b>Contract Amount</b> | <b>Amount Expended</b> |
|----|------------------------|--------------------------------|---------------------------|--------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 1  | Montgomery             | Hankook Tire                   | 10                        | Manufacturing            | 10/15/2023                 | 5/31/2024                | \$25,000.00            | \$25,000.00            |
| 2  | Rutherford             | Roscoe Brown, Inc.             | 10                        | Construction             | 10/16/2023                 | 5/31/2024                | \$25,000.00            | \$25,000.00            |
| 3  | Montgomery             | Travis Electric                | 10                        | Construction             | 10/16/2023                 | 5/31/2024                | \$25,000.00            | \$25,000.00            |
| 4  | Robertson              | M&M Electrical Contractor      | 8                         | Construction             | 1/1/2024                   | 5/31/2024                | \$20,000.00            |                        |
| 5  | Davidson               | Gardens of Babylon, LLC        | 21                        | Professional             | 1/1/2024                   | 5/31/2024                | \$15,799.00            |                        |
| 6  | Sumner                 | Industrial Maintenance Company | 17                        | Manufacturing            | 2/1/204                    | 5/31/2024                | \$25,000.00            |                        |
| 7  | Houston*               | Signature Healthcare           | 13                        | Healthcare               | 4/1/2024                   | 5/31/2024                | \$12,073.00            |                        |
| 8  | Sumner*                | Signature Healthcare-Portland  | 13                        | Healthcare               | 4/1/2024                   | 5/31/2024                | \$12,927.00            |                        |
| 9  | Williamson*            | Senior Solutions               | 32                        | Healthcare               | 1/17/2024                  | 5/31/2024                | \$3,600.00             |                        |
| 11 | Williamson*            | Essex Furukawa                 | 15                        | Manufacturing            | 3/15/2024                  | 5/31/2024                | \$24,000.00            |                        |
| 12 | Montgomery             | CEMC                           | 4                         | IT                       | 5/1/2024                   | 5/31/2024                | \$10,600.00            |                        |
| 13 | Wilson                 | Pennant Moldings, Inc.         | 18                        | Manufacturing            | 5/1/2024                   | 5/31/2024                | \$11,750.00            |                        |
|    |                        |                                | <b>171</b>                |                          |                            |                          | <b>\$210,749.00</b>    | <b>\$ 75,000.00</b>    |

**CBG Program Funds Available: \$252,287.00**

**State Apprenticeship Expansion Formula Grant (11.1.23-6.30.24)**

|    | <b>County Location</b> | <b>Employer</b>  | <b>Employee s Trained</b> | <b>Employment Sector</b> | <b>Contract Start Date</b> | <b>Contract End Date</b> | <b>Contract Amount</b> | <b>Amount Expended through 6/30/2022</b> |
|----|------------------------|--|---------------------------|--------------------------|----------------------------|--------------------------|------------------------|--|
| 1  | Davidson               | Nashville Electrical Joint Apprenticeship Tng Committee (NEJATC) | 12                        | Construction             | 11/1/2023                  | 5/31/2024                | \$28,500.00            |  |
| 2  |                        |  |                           |                          |                            |                          |                        |  |
| 3  |                        |  |                           |                          |                            |                          |                        |  |
| 4  |                        |  |                           |                          |                            |                          |                        |  |
| 5  |                        |  |                           |                          |                            |                          |                        |  |
| 6  |                        |  |                           |                          |                            |                          |                        |  |
| 7  |                        |  |                           |                          |                            |                          |                        |  |
| 8  |                        |  |                           |                          |                            |                          |                        |  |
| 9  |                        |  |                           |                          |                            |                          |                        |  |
| 10 |                        |  |                           |                          |                            |                          |                        |  |
|    |                        |  |                           |                          |                            |                          | <b>\$28,500.00</b>     |  |

**SAEF Program Funds Available: \$28,500.00**