



**Northern Middle Tennessee
Workforce Board Inc.**

Special Populations Committee

November 6, 2025

1:00 P.M.

[Click here for Zoom link](#)

Meeting ID: 810 6530 5429

Passcode: 710359

One tap mobile: +16469313860,,81065305429# US

Agenda

Welcome

Call the Meeting to Order

Approval of Minutes

Business Reports:

1. Career Service Provider Performance
2. Target Populations
 - a. Rural Healthcare
 - b. Re-Entry
 - i. PROWD
 - ii. CRRG- (Humphreys & Houston)
 - c. Incumbent Worker Training Grant
 - d. Apprenticeship Training Grant
 - e. Youth Employment Program and VR YEP
3. AJC Operational Guidance

Adjourn

Members:

Corey Johns
Freda Herndon (Chair)
George “Bo” Callis
Mary Lear
Nathan Garrett
Jordan Osborne

Complete zoom link: <https://us02web.zoom.us/j/81065305429?pwd=zeqRH1aqDLK0snEuF0vDGa88vNMAOB.1>

**Northern Middle Tennessee Workforce Board
Special Populations Committee
Meeting Minutes
May 1, 2025, via Zoom at 11:00 a.m.**

Members Attending	Members Absent	Staff & Guests Attending
Freda Herndon	Corey Johns	Marla Rye
Mary Lear	Christopher West	Andrea Dillard
Bo Callis	James Harper	Ginger Fussell
Selina Moore	Jordan Osborne	Kim Rye
Nathan Garrett		

The Northern Middle Tennessee Workforce Special Populations Committee met via Zoom on May 1, 2025, at 11:00 a.m.

With a quorum confirmed, Freda Herndon called the meeting to order. Selina Moore moved to approve the minutes, and Nathan Garrett seconded. With no further discussion, the minutes were unanimously approved.

Federal Performance

Andrea Dillard reviewed the federal performance scorecard for PY24 Q3, noting that all measures were either green (100%+) or yellow (90%+), both of which are considered passing. She noted that while NM is used to green scores, yellows are acceptable, given the significant increase in performance targets last year. One measure is currently projected to fall below 90% in Q4, but Andrea was confident it would meet the threshold before the quarter is finalized. Marla added that only one or two of Tennessee's nine workforce areas are meeting all measures, with most falling short in at least one category.

CSP Performance

Andrea then reported on the performance of Career Service Providers. MAC exceeded youth enrollment goals but is behind on exits, although they are expected to catch up by June 30. EDSI has met or exceeded all KPIs for Q3 and are now current on participant exits for the first time this year. Board staff Meagan Dobbins and Cathy Royals have worked with both providers to resolve outstanding cases while maintaining positive exit outcomes. The Montgomery County pilot, launched October 1, has met all KPIs except youth enrollments, which fell short by two.

Caseloads have been reduced from 650–670 to around 450–460. Andrea acknowledged that the caseload was initially too high but commended the staff's progress. In Sumner County, a state-run pilot, performance improved from meeting no KPIs in Q2 to five of ten in Q3. Marla confirmed staffing remains an issue at both the state and center levels.

Target Populations

Marla provided updates on the programs for target populations. Under the Rural Healthcare Grant, NM received \$350,000 for a paramedic training program at Vol State to upskill 25 advanced EMTs, which will also serve as the state's first paramedic apprenticeship. She also highlighted the PROWD grant, which awarded nearly \$900,000 to the Nashville area to support individuals reentering society after incarceration. A career advisor will begin training in June, with program launch set for July 1.

Regarding the Tennessee Youth Employment Program, Marla noted that NM served over 600 youth last year and was recently asked to expend an additional \$500,000 between May 1 and June 30, aiming to serve 115 youth. A new \$1 million TYEP application has been submitted for all counties except Davidson due to the abundance of nonprofits in Nashville. She asked the committee to share any potential worksite leads, noting recent partnerships with Corey Johns and Wilson Works that had identified \$50,000 in employer placements.

Andrea concluded with a brief update on Incumbent Worker Training and State Apprenticeship Grants. This year, 18 employers received IWT contracts supporting 431 employees. About 70 apprentices across nine employers are also utilizing state apprenticeship funds. All apprenticeship expansion formula grant funds have been obligated. Marla added that Robertson and Rutherford County school systems are now participating in the Governor's Grow Your Own teacher apprenticeship initiative. Nathan Garrett asked if Davidson County Drug Court could be a PROWD training partner; Marla replied that it was too early for her to confirm, as grant staff training would begin in June.

CSP Procurement Update

Marla provided an update on the Career Service Provider transition. With the contracts for EDSI and MAC nearing the state's five-year procurement limit, the Board considered at its last meeting whether to reprocore or pursue a new structure. After speaking with local mayors and economic development agencies, Marla found that the consensus was that the AJCs had lost community connection and visibility. Around the same time, on February 28, 2025, the State Workforce Board approved a new policy that allows local boards to serve as their own service providers. Following consultation with the Executive Committee and the Chief Local Elected Official, and in light of a 13% funding reduction for Program Year 2025–2026 (approximately \$1 million), a waiver request was submitted on March 24 to allow the Board, in partnership with Workforce Essentials, to assume this role. Conditional approval was granted on April 2, pending clarification on firewalls between strategic and operational functions. A revised plan, including independent monitoring and procurement plans, was submitted and approved on April 11. To maintain neutrality, Mid-Cumberland Human Resource Agency will remain the One-Stop Operator. EDSI and MAC were informed of the change, and meetings were held with their staff

to facilitate the transition. Natalie McLimore, Vice President of Workforce Essentials and a veteran of TANF service delivery across 60 counties, was appointed to manage CSP operations. Marla and Andrea will remain at the board level to focus on strategy, while Natalie will oversee day-to-day operations. The new organizational structure eliminates four EDSI management positions, saving approximately \$375,000, along with four additional roles, resulting in a more streamlined and cost-effective model. To support continuity and staff morale, former EDSI employees transitioning to Workforce Essentials will receive credit for their years of service under the prior contract, allowing them to retain accrued leave benefits and seniority. Nathan Garrett applauded Marla and her team for all the challenging work and decisions they had to make to reach this point. He believed that this new organizational structure would flow more smoothly and facilitate better communication. Marla then acknowledged the challenges of the transition, noting her optimism about restoring the American Job Centers' local reputation and strengthening community partnerships. While EDSI and MAC have been cooperative and supportive throughout the transition, including assisting their employees and managing youth funds, Marla reiterated that the shift away from contracted services is intended to rebuild the centers' effectiveness and presence.

AJC Locations

She then explained that the Tennessee Department of Labor is continuing to encourage reductions in infrastructure costs to offset funding losses. Marla reviewed the infrastructure costs from July through March, excluding OSO-related expenses, and found that \$837,000 had been spent over the nine months. With contributions from non-mandated co-located partners, including Forward Sumner, Mid-Cumberland Community Action Agency, Catholic Charities, and Williamson County Schools, approximately \$81,000 was recouped in contra rent, bringing the net costs to around \$756,000. Projected annually, infrastructure expenses are expected to total roughly \$1.1 million. Davidson County remains the most costly location, although a recent relocation may yield \$100,000 in savings, pending final billing and confirmation of whether security costs are required. Montgomery, Sumner, Rutherford, and Dickson counties follow in cost ranking. Marla noted mixed feelings about reducing infrastructure in rural counties like Houston, Humphreys, Stewart, and Trousdale, which collectively cost about \$116,000 but remain well-utilized. Currently, about 57% of total infrastructure costs are charged to WIOA Adult, Youth, and Dislocated Worker programs. As partner agencies continue to reduce their presence in AJCs, remaining programs must absorb a larger share of facility costs, raising concerns over further increases if other partners, such as Veterans Services, scale back. Marla emphasized the need to consider these cost shifts when renegotiating infrastructure agreements and invited Selena to share insights on how Southern Middle Tennessee is addressing its own facility strategies.

Selina Moore, who is also on the Southern Middle Board, shared that her region faces similar budget constraints. As of the previous day, they had closed their Lawrence County comprehensive center and consolidated staffing at the Columbia AJC. She noted that maintaining brick-and-mortar locations in all 13 counties is uncertain and that they are exploring outreach center models. Marla responded that she is not bringing any closure recommendations at this time, but noted the Finance Committee had reviewed the data and

anticipates a larger carryover due to under-spending by contractors, which could help offset funding losses. However, she emphasized the need to initiate cost reductions now to prevent a more severe financial situation next year. Freda Herndon asked whether alternating schedules and shared staffing in rural counties might preserve services while reducing costs. Marla said she has spoken with county mayors, who are generally understanding and willing to offer alternative spaces, such as libraries or courthouses, for part-time services. She agreed that maintaining a presence, even a limited one, remains essential. Bo Callis then asked about building ownership. Marla confirmed that the board owns buildings in Montgomery, Sumner, Cheatham, Williamson, Dickson, and Robertson counties. Lease rates are already below market value, and the board is considering leasing additional space within those facilities to further reduce costs. In response to Freda's question about decision timelines, Marla clarified that non-comprehensive center leases include 30-day walk-away clauses and can be ended early with state approval. Comprehensive centers, however, require six months' notice.

Adjourn

Marla concluded by reminding members that the next board meeting is scheduled for May 14 at 11:30 a.m. at TCAT Smyrna, where further discussion on infrastructure and an action plan may take place. With no further discussion, the meeting was adjourned.

WFE PY 25-26 Quarterly Benchmarks

Matrix:		2025						2026								
		Sep 30 (QTR 1)			Dec. 30 (QTR 2)			Mar. 31 (QTR 3)			June. 30 (QTR 4)			Cumulative June 30		
		Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%	Goal	Actual	%
Enrollments	Adult	131	169	129.01%	137		0.00%	135		0.00%	137		0.00%	540		0.0%
	DW	69	33	47.83%	78		0.00%	73		0.00%	78		0.00%	298		0.0%
	In-School	22	17	77.27%	23		0.00%	23		0.00%	23		0.00%	91		0.0%
	Out-School	42	48	114.29%	43		0.00%	43		0.00%	43		0.00%	179		0.0%
	Total	264	267	101.14%			#DIV/0!							1108		0.0%
*Exits (80% of enrollments)	Adult	105	111	105.92%	110		0.00%	108		0.00%	110		0.00%	432		0.0%
	DW	55	27	48.91%	62		0.00%	58		0.00%	62		0.00%	238		0.0%
	Youth	51	95	185.55%	53		0.00%	53		0.00%	53		0.00%	210		0.0%
		Goal	Actual	Percent	Goal		Percent	Goal		Percent	Goal	Actual	Percent	Goal		Percent
Positive Exits # (85% of Exits)	Adult	89	96	107.77%	93		0.0%	92		0.0%	93		0.0%	367		0.0%
	DW	47	24	51.15%	53		0.0%	50			53			202		
	Youth	44	83	190.72%	45		0.0%	45		0.0%	45		0.0%	178		0.0%
		Exits	Positive	Percent	Exits		Percent	Exits		Percent	Exits	Positive	Percent	Exits		Percent
**Actual Positive Exit Rate	Adult	111	96	86.49%	0		#DIV/0!	0		#DIV/0!	0	-	#DIV/0!	0		#DIV/0!
	DW	27	24	88.89%	0			0			0			0		
	Youth	95	83	87.37%	0		#DIV/0!	0		#DIV/0!	0	-	#DIV/0!	0		#DIV/0!
		Goal	Actual	Percent	Goal		Percent	Goal		Percent	Goal	Actual	Percent	Goal		Percent
Placement Wage	Adult	\$ 16.50	\$ 20.10	121.82%	\$ 16.50		0.0%	\$ 16.50		0.0%	\$ 16.50		0.0%	\$ 16.50		0.0%
	DW	\$ 16.50	\$ 26.15	158.48%	\$ 16.50			\$ 16.50								
	Youth	\$ 13.00	\$ 18.15	139.62%	\$ 13.00		0.0%	\$ 13.00		0.0%	\$ 13.00		0.0%	\$ 13.00		0.0%

Community Reentry Reinvestment Grant Narrative

Project Narrative

Executive Summary

The Humphreys County Reentry Initiative is a coordinated, multi-agency effort to support justice-involved individuals (JIIs) in but not limited to Humphreys and Houston Counties by laying a foundation for long-term reentry success and rehabilitation. Led by Humphreys County Government and supported by each county's Sheriff's Department, the program bridges pre-release workforce engagement with post-release training, job placement, and wraparound support. We will target justice-involved individuals within 90 days of release, or recently released, focusing on those with the motivation and potential to reenter the workforce and community successfully.

Our initiative builds on ongoing work already happening within correctional facilities, including participation in the State of Tennessee's Workforce Reentry Tablet Program and early enrollment in Jobs4TN. After release, participants will receive workforce development training, soft-skills support, and job placement assistance through the American Job Center (AJC), plus access to training opportunities through TCAT and Nashville State Community College (NSCC) in high-demand labor fields such as construction and industrial process control technology.

This effort is further strengthened by regional nonprofit partners such as Project Transition, No More Tears Recovery, and local second-chance employers in the Northern Middle and West region who are committed to reducing recidivism and offering real career opportunities. As an added incentive, program participants will receive course completion incentives and travel stipends to enhance participation rates, as detailed in the attached budget narrative.

Project Description & Grant Priorities

The Reentry Initiative is aligned with the FY26 Community Reentry Reinvestment Grant (CRRG) priorities:

Upskilling through high-demand, labor market-aligned training:

- Construction, framing, and forklift certifications through **TCAT Dickson in Humphreys County**
- Technical certificates, NCCER certification, & workforce development skill at **Nashville State Community College**

Career Readiness & Foundational Skills:

- Resume writing, interview preparation, and GED preparation through the **American Job Center**
- Jobs4TN registration and career pathway mapping prior to release

Wraparound Services:

- Housing, recovery support, and transportation assistance through partners like:
 - **Project Transition**
 - **No More Tears Recovery**
 - **Hope Center Ministries**
 - **Local Second-Chance Employers**

Structured Pre-Release and Post-Release Coordination

- Sheriff's departments will begin identifying and preparing participants while still incarcerated
- Release coordination will ensure no gap between reentry and support services

Participant Incentives:

- Participants will receive incentives (gas cards or other support tools) for completing skills training milestones to encourage participation and recognize progress.

Target Population

This initiative will serve at least **30 justice-involved individuals** who:

- Are within 90 days of release (**funded training will not start until post-release but a pipeline must be established prior to release from county jail**), or
- Have recently been released and are reentering the community, or
- Have been released but have experienced recidivism.

Participants may reside in Humphreys and Houston Counties, but this program will not exclude JII in bordering counties. Additional attention will be given to those in recovery programs or transitional housing who demonstrate readiness for training and employment.

Northern Middle Program Year July 1, 2025 - June 30, 2026

Incumbent Worker Training (IWT) Grants (07.01.2025 - 06.30.2026)

	County Location	Employer	UEI		Employees Trained	Contract Start Date	Contract End Date	Contract Amount	Amount Expended
1	Rutherford	Wearwell LLC	WK45GXBXGEQ5		21	07.01.2025	05.31.2026	\$25,000.00	
2	Sumner	Food Warming Equipment Company	G96NQNEWP5B7		7	07.15.2025	08.31.2026	\$6,695.00	
3	Davidson	Coca-Cola Consolidated Inc	EVMRM7AZGAC6		5	08.01.2025	05.31.2026	\$7,008.00	
4	Williamson	Williamson Health	XBK7VSR1Q6W4		5	07.01.2025	05.31.2026	\$24,750.00	
5	Williamson	Lifepoint Health, Inc	F8LVL4N1GMX6		10	07.15.2025	05.31.2026	\$25,000.00	
6	Davidson	Vanderbilt University Medical Center	GYLUH9UXHDX5		10	08.01.2025	05.31.2026	\$25,000.00	
7	Rutherford	RAWSO Constructors	XVYDUN2CH641		8	09.01.2025	05.31.2026	\$20,000.00	
8	Davidson	NomNomNow Inc.	WQDGMCMZK15		12	09.01.2025	05.31.2026	\$23,298.50	
9	Montgomery	LG Electronics	NNXTP28MF8T5		50	10.20.2025	05.31.2026	\$25,000.00	
10	Davidson	Nashville Boss	X4XMG5ECRVY5		4	10.1.2025	5.31.2026	\$8,000.00	
11	Cheatham	A.O. Smith	S4HBBQ7GTAW5		7	10.15.2025	5.31.2026	\$14,560.00	
12	Wilson	Lochinvar, Inc	K5M7EBRAGJG7		46	10.15.2025	5.31.2026	\$12,000.00	
13									
14									
15									
16									
17									
18									
					185			\$216,311.50	

Board designated funds available: \$ 300,000.00

LWNMF261APSWA26 Apprenticeship Training Grants (07.01.2025 - 06.30.2026)

	County Location	Employer	UEI	Training	Employees Trained	Contract Start Date	Contract End Date	Contract Amount	Amount Expended
1	Davidson	Pye Barker Fire & Safety	GMQ3MCMJANN1	Fire Alarm Inspection Test Maintenance Technician	7	07.01.2025	05.31.2026	\$17,500.00	
2	Williamson	Trade In Demand d/b/a Skilled Workforce	CV4FKX1HHQX3	Construction Craft Laborer	8	08.01.2025	05.31.2026	\$20,000.00	
3	Montgomery	Clarksville Montgomery Co School System (CMCSS)	QM24BH3KM7W7	Teacher	8	07.01.2025	05.31.2026	\$20,000.00	
4	Rutherford	Rutherford County Schools	JTUXFTXDMWY6	Teacher	8	07.01.2025	05.31.2026	\$20,000.00	
5	Davidson	A Action Air HVAC	N7AJA7EHAHC4	Project Manager	5	07.01.2025	05.31.2026	\$12,500.00	
6	Robertson	Robertson County Schools	L54YG2NQ33U9	Teacher	8	07.01.2025	05.31.2026	\$20,000.00	
7	Davidson	UpRise Nashville	DSUQCZEV4MV3	Office Administrator	5	07.01.2025	05.31.2026	\$12,500.00	
8	Robertson	Electrolux	DM3AWPPRATA5	Tool & Die	2	07.01.2025	05.31.2026	\$5,000.00	
9	Williamson	Lifepoint Health, Inc	F8LV4N1GMX6	Registered Nurse Resident	8	07.01.2025	05.31.2026	\$20,000.00	
10	Davidson	Dixon Management	UVCJJH9SV2V3	Restoration Supervisor & Restoration Technician	8	07.01.2025	05.31.2026	\$20,000.00	
11	Montgomery	Automotive Tech Development Training (ATDT)	L72AUYP3WNJ3	Automotive Technician	5	01.01.2026	05.31.2026	\$12,500.00	
12									
					72			\$180,000.00	

State Apprenticeship Grant Amount Available: \$180,000.00



Northern Middle Tennessee Workforce Board Inc.

AJC Operational Guidance:

November 12, 2025

The following are the hours of operation for the fourteen (14) American Job Centers located in the Northern Middle Workforce Area.

County	Type of AJC	FT/PT Status	Hours of Operation	Address
Davidson	Comprehensive	FT	Mon – Fri 8:00 AM - 4:30 PM	2845 Elm Hill Pike Nashville, TN 37214
Montgomery	Comprehensive	FT	Mon – Fri 8:00 AM – 4:30 PM	523 Madison St., Suite B Clarksville, TN 37040
Rutherford	Comprehensive	FT	Mon – Fri 8:00 AM – 4:30 PM	1313 Old Fort Highway Murfreesboro, TN 37129
Sumner	Comprehensive	FT	Mon – Fri 8:00 AM – 4:30 PM	1598 Green Lea Blvd Gallatin, TN 37066
Cheatham	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	384 South Main Street Ashland City, TN 37105
Dickson	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	250 Beasley Drive Dickson, TN 37055
Houston	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	155 W. Front Street Erin, TN 37061
Humphreys	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	711 Holly Lane Waverly, TN 37185
Robertson	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	299 10 th Ave. East Springfield, TN 37172
Stewart	Affiliate	PT	Mon, Tues, Thurs 8:00 AM – 4:30 PM	1356 Donelson Parkway Dover, TN 37058
Williamson	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	118 Seaboard Lane, Suite 100 Franklin, TN 37067
Wilson	Affiliate	FT	Mon – Fri 8:00 AM – 4:30 PM	415 Tennessee Blvd. Lebanon, TN 37087
Trousdale	Specialized	PT	Tues, Thurs, Fri 8:00 AM – 4:30 PM	204 East McMurry Blvd. Trousdale, TN 37074
Ft. Campbell	Specialized	FT	Mon – Fri 8:00 AM – 4:30 PM	5663 Screaming Eagle Blvd Fort Campbell, KY 42223

Hours of Operation

Hours of Operation for Comprehensive American Job Centers are defined in Tennessee Department of Labor and Workforce Development's One-Stop System Design policy. The Northern Middle Workforce Board will follow the mandated regulations for Comprehensive Centers.

Hours of operation in Affiliate Centers may be flexible to accommodate individuals or employers on an as-needed basis. The table represents general parameters for all Northern Middle American Job Centers.

Holiday Schedule

All Comprehensive AJCs will observe the (13) state-recognized holidays: New Year's Day, Martin Luther King Jr Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

All Affiliate and Specialized AJCs may adhere to the holiday policy of the local Career Service Provider or AJC landlord for specific holidays and closures.

Inclement Weather

All Comprehensive AJCs will follow inclement weather directives issued by the state.

Inclement weather directives for Affiliate and Specialized AJCs will be issued on a case-by-case basis, taking into consideration State directions, local county government declarations and the AJC landlord or operating entity.