

Northwest TN Workforce Board
American Job Center Committee
Tuesday, October 30, 2018
2211 US 45 Bypass, Trenton, TN
Conference Call – 1-877-216-1555 #845157

Chair – Rita Alexander
Vice Chair – John Killen

Minutes

Committee Members Attending: Rita Alexander, Jimmy Williamson, John Penn Ridgeway, Kristie Bennett, Ted Piazza, Charlie Moore, Neely Ashby, Kristy Mercer, John Killen

Others Attending: Jennifer Bane, LeAnn Lundberg, Lana Burchfiel, Erica Nance, Gina Johnson, Laura Speer, Connie Stewart, Melinda Goode, Sherry Fowler

Review and Approval of Minutes of July 25, 2018 Meeting

Rita called the meeting to order and asked the group for comments regarding the prior meeting's minutes. Ted moved to approve the minutes and John Penn seconded the motion. All agreed and the motion carried.

Re-alignment Transition Update

Jennifer announced that the re-alignment transition of Lauderdale and Tipton Counties to the Greater Memphis Area was official October 1, and went relatively smoothly. We still need to make sure all grants are closed out and redo our fiscal reports as final reports. LeAnn worked to transfer phones and computers, and there are some items such as OJTs that will need to be billed to Memphis. There was some discussion on the state's waiving the 50% MPCR at the end of September, and how they might calculate the regional rate next year. We have a couple more weeks to close out all grants. At this time, Erica Nance was also introduced as the new One-Stop Operator for Odle Management. Members were given an updated Northwest TN Workforce Board organizational chart, effective October 2018.

One-Stop Operator Report

- VOS Greeter Reports: AJC traffic for September we was down in several of the centers, which led Erica to do outreach during October. The goals were average from this last program year, and we are trying to maintain if not exceed. Lower numbers this period could possibly result from low unemployment and school starting this fall. The other report presented was Reasons for Visit report for September. There remains a large number coming in for job search, to use the resource room, and unemployment benefits.
- Survey Results: These are the results from the comment cards from visitors of the American Job Centers. The cards are collected monthly and entered into Survey Monkey. The report shows each location and the results from each location. Covington was out of survey cards at time, so theirs shows zero. These are the actual questions on the comment cards.

Business Services Report

New Business Solutions flyer was distributed. The flyer has been updated and simplified with icons that show all of our partner services for our 9 county centers. Since acquiring Business Services, the board has hired 3 business services representatives—Maleia Evans, Lana Wood, and Theresa Ethridge. We had contracted out Business Services, which ends Sept. 30, and Manufacturing month started Oct. 1. Connie's staff all left beforehand, so we were just getting staff on board and Connie helped with the transition. A bit of confusion, but in the end we had a really successful month with Manufacturing Days. More job fairs have been scheduled. We are doing some things with Caterpillar in December to help with Rapid Response.

The Services Provided Employers Report showed through 9/30. It appears that some things were not to be getting entered into the system, which resulted in reporting errors. We are going to make a concentrated effort to make sure the info gets in there. We have purchased new Surface Pros to help and are hopeful the numbers will go up as a result of better and more immediate reporting.

- Manufacturing Days
- Theresa, who represents Lake County, has really been involved in helping get work experience and job search. The Bridge has hired a Work Experience person. Unfortunately it was announced that Lake County lost the Excel Boats contract. Lake's Manufacturing Day is today.
- Lana Wood has Dyer, Obion, Henry, and Benton. Her counties had over 800 students with 10 industries participate in Manufacturing Days. She also incorporated new Vet Rep James Deason. During the MFG Days, she had 3 inquiries on Incumbent Worker Grants-- Greenfield and waiting on Devey and ICI in Paris. Lana is also working closely with Henry Co Jail to implement RAMP program with OJT at PML in Paris. PML has agreed to hire 9 full-time inmates while still incarcerated and we have placed them with OJT. We are working with Henry Co for early release with this program. PML has every intent of keeping them as employees because they need the workforce. CPT program should be starting in Henry County Nov. 12. Dyer Co Jail working with one inmate expected to be released soon.
- Maleia's counties—Maleia has been working with Gibson, Carroll, Crockett and Weakley. Gibson Mfg Day had 6 high schools participating. In Carroll the tours were with Granges (3 tours) in steel toe boots and hats. Crockett-there were some communication issues, but we participated with JSCC with a company called Pacifica and MTD provided tours. After all the numbers come in, we are expecting this to be one of the biggest Manufacturing Months we have ever had, and considering they all started in September, this is outstanding. A mother had posted on Facebook that her son had gone on a Manufacturing Tour and it was the best thing he has ever done in school. Many industries provided lunch. We are meeting with Connie about Work Experience so that the BS team can talk to them about the people with barriers while they are out talking about OJT.

Career Services Report

Connie stated that we had some renewals near the end. Greenfield Products and Hexpol renewed, and OJT with Eaton just came through. We hope to get Baptist for OJT, since it would be helpful for

placements. We have someone placed at Dyersburg Library, but they actually want an OJT contract, which is actually how the transitional program is developed to work, so Lana Wood is working on that. Our Fall enrollments were really good. We had really high numbers last year and there were some concerns we wouldn't meet those numbers. We had 150 enrollments for the fall. Unfortunately, not many were youth b/c of the OS/ ISY rule, and we can't enroll them as a youth, so that's a barrier. Career Advisors are being asked to have participants do all the eligibility paperwork before they are enrolled at any training facility. It was found that many youth probably could have been OSY at the time they came in if they would have been keyed immediately. We are trying to get them enroll them before they enroll so we can count them to increase those training

Recommendations for Individual Training Account/Transportation Stipend Changes

Although having been a policy since 2012, this was officially voted on and approved in the May board meeting. In 2012, we had very large enrollment and had to roll back ITA from \$4,000 to \$3,000. We needed to go back to see if we need to increase some of the rollbacks. Because of TN Promise and TN Reconnect, participants at the TCATS and community colleges don't really spend that much. However that is not the case at the Universities. Even if they are getting assistance, we are seeing some that don't have enough to cover expenses when you include books, fees, etc. Looking through Fall 2018 from UT Martin, there were a total of 18 with an unmet need over the \$3,000 threshold, with an average \$3100 unmet need. This was just for one term. Our \$3,000 is for the whole year. We are proposing increasing ITA unmet need to \$4,000 support services policy. We had also tied travel to the \$3,000 ITA, and set travel to \$.10 a mile. But since it was tied they may not get the whole .10 a mile when they ran out of funds. We are suggesting to increase to \$.15 a mile and separate travel from ITA so that they can receive the full amount. This goes before Board meeting at end of May and the goal is to go into effect as soon as possible. There was some discussion on how this increase in assistance could impact enrollment numbers. We have specific funds for participants and spend 40% on them. The funding at this time is not certain because we still have to close out some grants, and we won't know how much we are getting back until sometime in December. We think we will be okay. By doing it in the spring term—a much smaller term—this will give us a better feel for the fall. The state is pretty receptive to giving us more money for participants. We are also optimistic about the increase to \$4,000 because of the lower unemployment, decreased need, and if we see more unemployment and more enrollment, we can adjust it down if absolutely necessary. When a lot of areas did this to meet 40% last year, they doubled their ITA. We were not willing to do that, but we may need to go up some. The majority of students will not be affected by this new policy, because all the CC and TCATS had enough. And even at UT Martin, so many of them are not commuters, most of theirs will be mainly ITA. Ted Moved to present this to the board. Jimmy Seconded. Motion carried.

Other

The next Board meeting is set for Tuesday, November 27, 2018 at the Elks Lodge in Trenton.

Respectfully submitted,

Lana Burchfiel
Public Information Specialist

Northwest TN Workforce Board
American Job Center Committee
Tuesday, October 30, 2018 – 1:00 p.m.
Dyersburg State Gibson County Center, Room 129
2211 US 45 Bypass, Trenton TN
Conference Call – 1-877-216-1555 #845157

Chair - Rita Alexander
Vice Chair – John Killen

Agenda

1. Welcome and Call to Order
2. Review and Approval of Minutes – July 25, 2018 meeting
3. Re-alignment Transition Update
4. One-Stop Operator Report
 - a. VOS Greeter Reports
 - b. Survey Results
5. Business Services Report
 - a. Manufacturing Days
6. Career Services Report
7. Recommendations for Individual Training Account / Transportation Stipend Changes
8. Other

Northwest TN Workforce Board
American Job Center Committee
Wednesday, July 25, 2018 – 1:00 p.m.
Humboldt Higher Education Building, Room 25
1751 E. Main Street, Humboldt, TN
Conference Call – 1-877-216-1555 #845157

Chair - Rita Alexander
Vice Chair – John Killen

Minutes

Committee Members Attending

Rita Alexander, John Killen, Ted Piazza, Sandra Wood, Jimmy Williamson, Melinda Goode, Kristie Bennett, John Penn Ridgeway, and Sherry Fowler.

Others Attending

Connie Stewart, Lana Wood, Laura Speer, Jennifer Bane, LeAnn Lundberg, and Margaret Prater

Review and Approval of Minutes – May 3, 2018 meeting

Rita Alexander called the meeting to order. A motion was made by Ted Piazza and seconded by John Penn Ridgeway to approve the minutes. All were in favor and the motion carried.

Request for Proposal – Components

The Request for Proposal for the One-Stop Operator (OSO) and Service Provider was released on July 6th. A third party, Thomas P. Miller Associates, is conducting the RFP process. Bidders can bid on one or both components. If bidding on both components, the bidder must demonstrate that there is not a conflict of interest. The OSO is responsible for coordination among the partners, the Welcome Function, and a new quality control aspect. The Service Provider will be responsible for delivering Adult, Dislocated Worker, and Youth services, as well as special services, such as RESEA. The Service Provider will also be responsible for paying direct participant costs such as Individual Training Accounts, travel stipends and other support services, and work experience.

After a policy was issued by the TN Department of Labor and Workforce Development stating that local boards may maintain business services, the decision was made to retain those services with the staff to the board. Two Business Services Representatives will be hired. Proposals are due August 7th. The Executive Committee will hear the recommendation of TPMA at a meeting on August 24th and will make a recommendation to the full board at the August 28th meeting.

Employer Services – Recommendations for Increasing Market Penetration

Margaret stated that with the Board staff retaining Business Services, and the implementation of new performance standards, we are seeking new ways to effectively promote services. Our OJT and IWT have remained steady. Margaret asked the group for suggestions for promoting services to additional employers. The group discussed issues with utilizing Jobs4TN including difficulties in using the site, the lack of a local contact, job orders not allowing for certain job requirements, and applicants not meeting the requirements. With low unemployment rates, fewer applicants are available.

American Job Center Updates

A common dashboard to be used by all local partners is in the process of being developed. The TDLWD issues a statewide dashboard that allows for comparison among all areas of the State. Margaret reviewed the dashboard for West TN and our local area. The West region had 273 enrollments for the 3rd quarter of the 2017 program year (PY 2017), which is close to a third of the State total. Our local area had 83 Adults, 11 Dislocated Workers, and 26 Youth enrolled in the third quarter of PY 2017. Efforts continue to be made to co-enroll customers among various programs as needed. Data is also available regarding Work Opportunity Tax Credits (WOTC), American Job Center (AJC) visit reasons, Consolidated Business Grant (CBG) contracts, and utilization of Employer Services. Margaret requested feedback from the group as to whether the data presented is beneficial to the group, and all agreed it is beneficial to see how we compare to other areas. Margaret also reviewed the fiscal comparison among local areas. Our area continues to perform well. A map of the newly aligned areas was also reviewed. Areas are no longer defined by numbers but rather by region. Our local area has been deemed the Northwest area.

A summary of the State dashboard data comparing all local areas was also reviewed. Our area continues to serve a large number of customers, especially for our population size. In total Adult enrollments, we are third in the State, behind the Memphis and Nashville areas. We continue to strive to increase Youth enrollments and have enrolled the largest number of Youth Work Experience participants. Dislocated Worker enrollments have been lower due to low unemployment rates. Our AJC visit reasons continue to see large numbers of customers for career coaching, or Title I services, and unemployment. Our job fair numbers and resume numbers are not as high as other areas.

- **Employer Engagement**

- Business Services Report: a total of 24 OJT positions have been added. We continue to promote the Transitional Jobs program which allows for 320 hours of work experience for Adults with barriers to employment, such as limited work experience. Approximately 7-8 participants are currently participating in the program.
- Registered Electrical Apprenticeship Preparation (REAP): Amteck offered an electrical apprenticeship program for seven graduating students from Lake County High School. All seven completed the two-week program. At the end of the program, two interested students were offered to continue training with Amteck. One student continued the program and is expected to complete his work experience hours next week. He will then begin full-time employment with Amteck and will continue in the 4-year Registered Electrical Apprenticeship program. The group discussed the possibility of continuing the program next year and means of identifying best practices in order to improve the results. Additionally, the TDLWD has applied for a waiver from the U.S. Department of Labor (USDOL) to allow for 50% of Youth funds to be spent on In-School Youth. This could allow for additional In-School Youth programs, like the former Peer Tutoring Program.

- **One-Stop Delivery**

- Operator Report: Lana stated the Dyersburg and Humboldt AJCs have successfully moved to their new locations. Trustees from the local jails were

utilized to move the offices. An open house is being held in Humboldt between today's committee meetings. An open house for Dyersburg will be planned soon.

- **Coordination with Education Providers**

- Career Services Report: The PY 2017 Minimum Participant Cost Rate (MPCR) requirement of 40% was achieved. This current program year, the requirement increases to 50% and is required to be met across each region of the State. This requirement has led to additional participant funding being requested and new programs being implemented, such as REAP and RAMP. The Gibson County RAMP class has been very successful.
- Career Coach Software: a grant partnership with Dyersburg State Community College has allowed for the implementation of EMSI' Career Coach software. The program is available to the public on the NWTNJobs.org website. The software allows customers to complete career assessments and review available training programs that lead to credentials related to the matched careers. The grant also allowed for the Board staff to upgrade their EMSI Career Analyst to EMSI Developer software which is used to provide Labor Market Information to area employers and chambers, as well as prospective industries.

Re-alignment Transition Update

Transition of Lauderdale and Tipton counties to the Greater Memphis Area is underway. The transition will be effective 10/1/18. Lana, Margaret, and other staff have met with staff from the Memphis Area and their OSO / Service Provider. New agreements in our area have also been enacted for the new nine county area in advance of the July 1, 2018 deadline. A newly approved board for local area has been submitted. Members from Lauderdale and Tipton counties have been removed which created an opening for a private sector member. Stacey Weeks from Dyersburg has been selected. By October 1, 2018 a new OSO and Service Provider must be selected. The possibility of a Regional OSO for West TN was discussed among the local areas in West TN but was not feasible at this time. A new Memorandum of Understanding, Infrastructure Funding Agreement, and Eligible Training Provider List (ETPL) must be implemented by November 1st. There will not be any ETPL changes necessary in our area since we are not gaining new counties. New Board bylaws are due by December 1st. Our updated bylaws will be presented at the August 28th meeting.

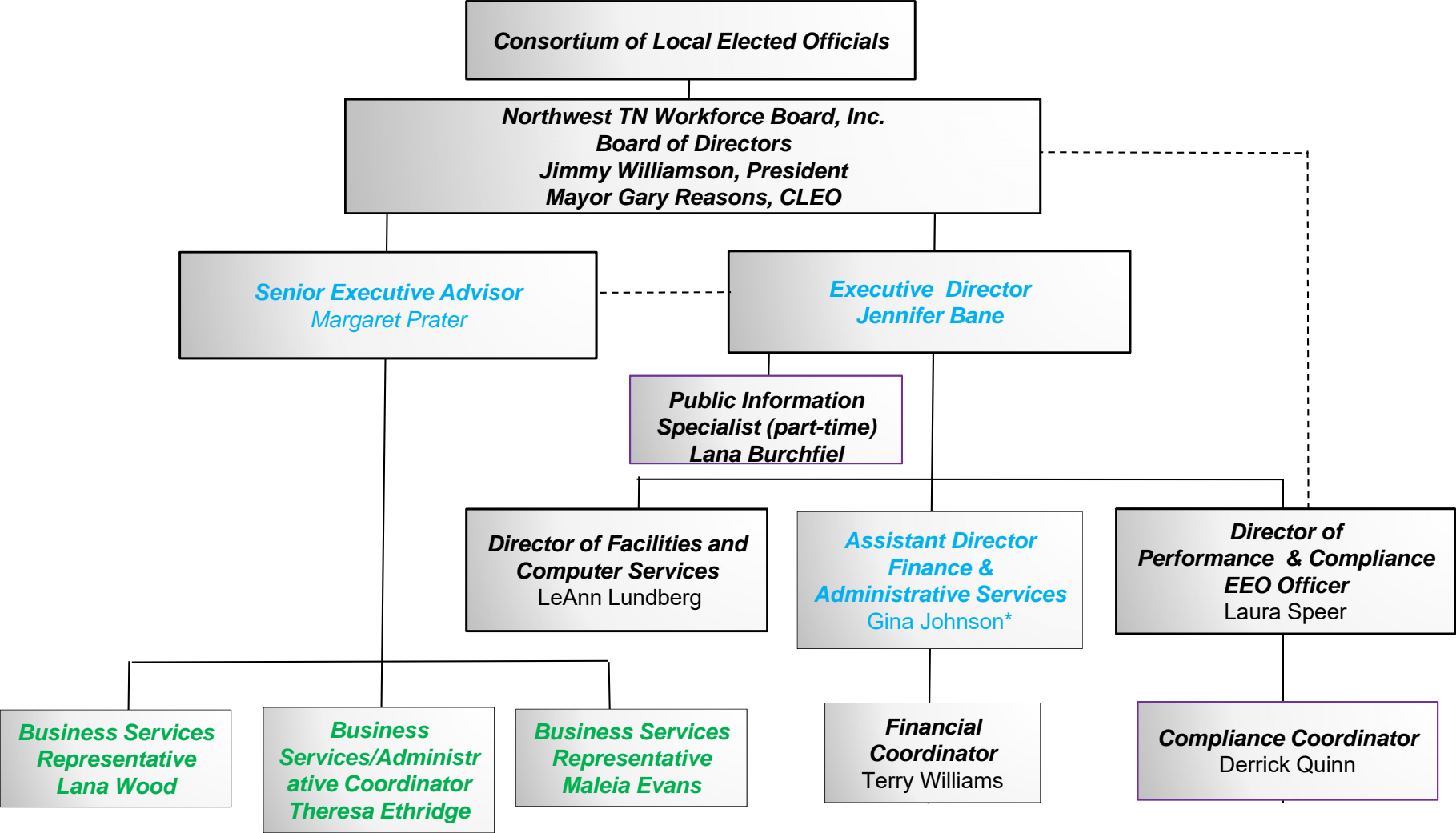
Other

With no other business, the meeting was adjourned.

Respectfully Submitted,

Jennifer Bane
Chief Operating Officer

Northwest TN Workforce Board, Inc. – Organizational Chart – October 2018



TRAFFIC COUNTS LIST BY MUTIPLE REASONS - 2018 - 2019

2018-2019	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union	City	Dresden	Covington	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total	AJC
Jul-18	195	119	572	776	69	524	454	669	873	4251	648	850	1498	5749		
Aug-18	206	129	490	627	70	396	464	349	940	3671	905	708	1613	5284		
Sep-18	178	78	364	520	31	278	284	203	725	2661	606	487	1093	3754		
Oct-18										0			0	0		
Nov-18										0			0	0		
Dec-18										0			0	0		
Jan-19										0			0	0		
Feb-19										0			0	0		
Mar-19										0			0	0		
Apr-19										0			0	0		
May-19										0			0	0		
Jun-19										0			0	0		
Subtotal	579	326	1426	1923	170	1198	1202	1221	2538	10583	2159	2045	4204	14787		
Mo. Avg	193	109	475	641	57	399	401	407	846	3528	720	682	1401	4929		
% Avg.	3.9%	2.2%	9.6%	13.0%	1.1%	8.1%	8.1%	8.3%	17.2%	71.6%	14.6%	13.8%	28.4%	100.0%		

Source: Affiliates - VOS Greeter

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2018- 2019

2018-2019	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union	City	Dresden	Covington	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total	AJC
Jul-18	176	95	389	489	62	498	442	609	826	3586	470	433	903	4489		
Aug-18	182	109	378	441	70	376	433	324	819	3132	728	376	1104	4236		
Sep-18	158	69	259	340	30	271	268	189	685	2269	538	301	839	3108		
Oct-18										0			0	0		
Nov-18										0			0	0		
Dec-18										0			0	0		
Jan-19										0			0	0		
Feb-19										0			0	0		
Mar-19										0			0	0		
Apr-19										0			0	0		
May-19										0			0	0		
Jun-19										0			0	0		
Subtotal	516	273	1026	1270	162	1145	1143	1122	2330	8987	1736	1110	2846	11833		
Mo. Avg	172	91	342	423	54	382	381	374	777	2996	868	555	949	3944		
% Avg.	3.5%	1.8%	8.7%	10.7%	1.4%	9.7%	9.7%	9.5%	19.7%	75.9%	22.0%	14.1%	24.1%	100.0%		

Individual Visit Monthly Average Goal

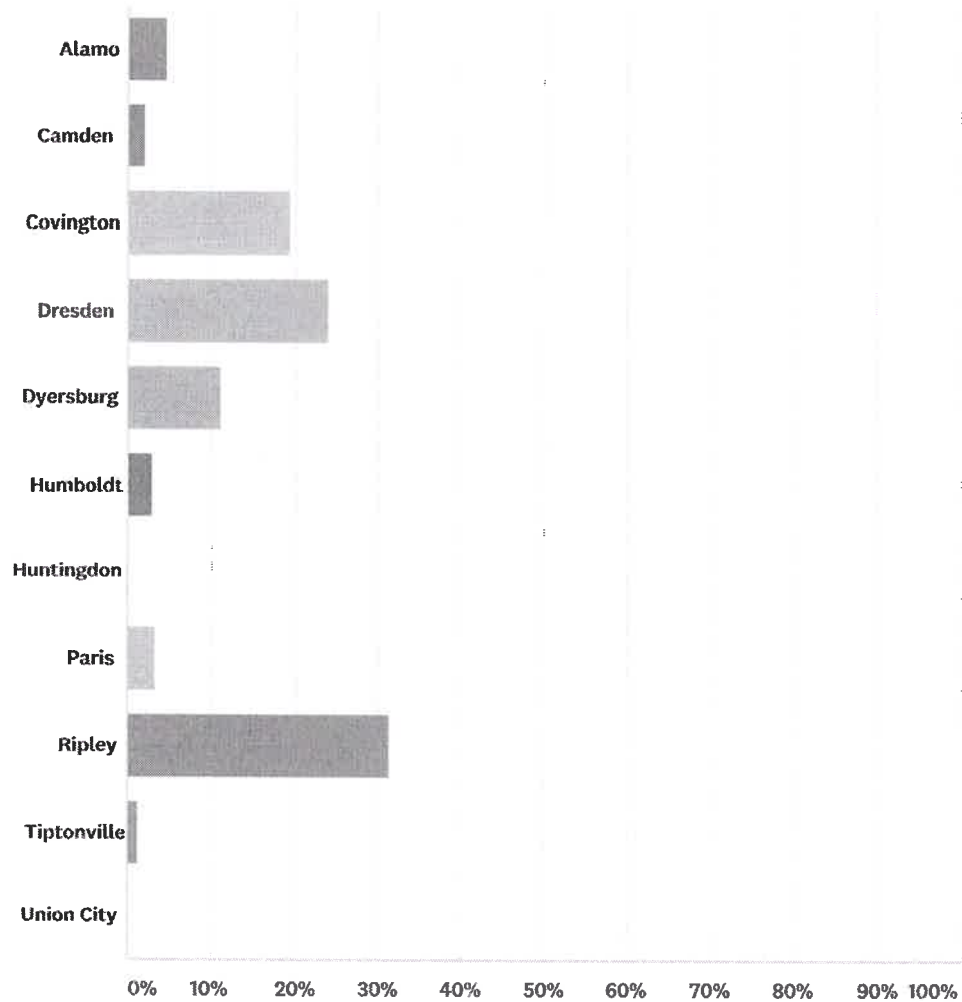
Goal	192	187	331	425	82	430	318	285	723	2973	700	423	1123	4096		
Current	172	91	342	423	54	382	381	374	777	2996	868	555	949	3944		
Difference	-20	-96	11	-2	-28	-48	63	89	54	23	168	132	-174	-152		

9/30/2018	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union City	Dresden	Covington	Dyersburg	Huntington	Totals
Adult Education	3	1		1		4		1	15	86		111
Cr Coach/Family Resources												0
Cr. Coachg/ WIDA Title 1	18	8	30	55	1	18	22	21	26	49	26	274
Cr Coach WF Ess.	3		69	1		11	26	27	32	61		230
Cr.Coach/Youth	5					2	5		5	6	2	25
Cr Coach/TN Reconnect										1		
Career Ready 101	13			40				1			8	62
CASAS		5										5
Employer Ck-in	2			1	1	6		4	4	3	16	37
Served in Military?				3		2	1	2	3	2		13
HiSET												0
Job Fair At Work												0
Job Fair WIS International												0
Job Fair Frazier Industrial												0
Job Fair Northwest Correctional												0
Job Fair Staffmark Arkansas												0
Job Fair Manpower						15						15
Job Fair Randstad									145			145
Job Fair R and S Staffing									3			3
Job Fair								14	21		8	43
Hiring Event										7		
Hiring Event Manpower												0
Hiring Event Odle MGT										6	6	
Job Search Comp. Room	61	20	133	209	27	102	95	40	330	176	207	1400
Job Search Assist	20	11		85	1	14		15	12	29	46	233
Networking Event						9			1	1	3	14
Networking Event - DCS training												0
Networking Event / Community Action Board												0
RESEA	9	5	12	24		11	11	7	13	52	27	171
Resources								9				9
Resume Assistance	5	2	13	5			10	1	8	4	3	51
SCSEP - Senior Emploment						4			3	4		11
SNAP E&T (Appt)			2				2				3	7
SNAP E&T (Orient.)	1						3			1		5
SWFJ Grant						5			6			11
TAA/TRA			1					1		6		8
TABE				3								3
Unemployment	38	25	102	90	1	73	97	60	96	100	124	806
Veterans Servs			1							1		2
Voc Rehab			1	3						10	8	22
Workshop		1				2	12		2	1		18
TOTALS	178	78	364	520	31	278	284	203	725	606	487	3754
List - INDIVIDUAL	158	69	259	340	30	271	268	189	685	538	301	3108

American Job Center Feedback

Q1 Location visited?

Answered: 459 Skipped: 0



ANSWER CHOICES	RESPONSES	
Alamo	4.58%	21
Camden	2.18%	10
Covington	19.39%	89
Dresden	23.97%	110
Dyersburg	11.11%	51
Humboldt	2.83%	13
Huntingdon	0.00%	0
Paris	3.27%	15
Ripley	31.37%	144
Tiptonville	1.31%	6

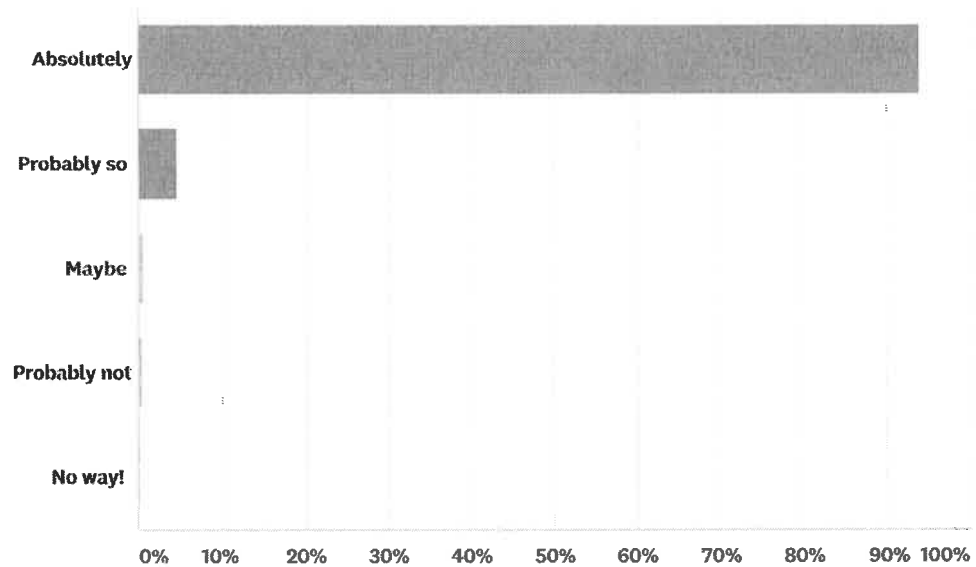
American Job Center Feedback

Union City	0.00%	0
TOTAL		459

American Job Center Feedback

Q5 If you owned a business, would hire the person who assisted you today?

Answered: 413 Skipped: 46

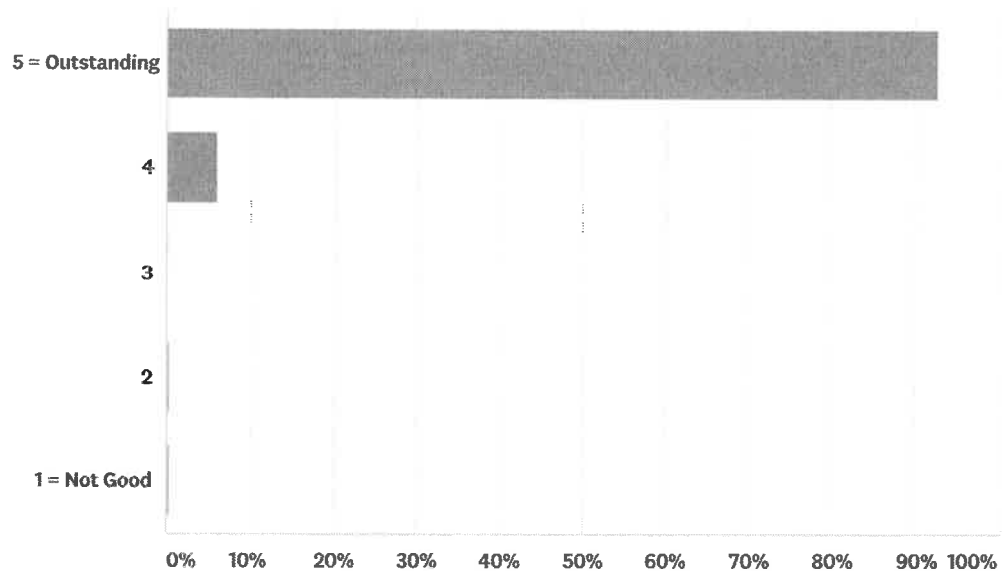


ANSWER CHOICES	RESPONSES	
Absolutely	93.95%	388
Probably so	4.60%	19
Maybe	0.73%	3
Probably not	0.48%	2
No way!	0.24%	1
TOTAL		413

American Job Center Feedback

Q6 Please rank the quality of your visit today.

Answered: 455 Skipped: 4



ANSWER CHOICES	RESPONSES	
5 = Outstanding	92.75%	422
4	6.15%	28
3	0.22%	1
2	0.44%	2
1 = Not Good	0.44%	2
TOTAL		455

Services Provided Employer Reports - by Service

- Region/LWIA: Northwest Tennessee
- Office of Record: Office Created
- Actual Date: 7/1/2018 - 9/30/2018

Agenda Item # 5 Handout

Service	Total Employers	Total Services
E92 - Notification to employer of potential applicant	1	2
E07 - Promotional Call	16	18
E06 - Provided Candidate Pre-Screening	20	22
E02 - Provided Job Fair Services	5	8
E03 - Provided Job Order Follow-up/Assistance	27	32
E04 - Provided Recruitment Services	22	25
E90 - Referred Qualified Applicants-(Staff Assisted)	29	194
E08 - Reviewed Resumes and Referred Eligible Individuals	59	324
E09 - Services to Untapped Targeted Demographic Groups	1	1
E14 - Workforce Information for Employers	1	2
Total	181	628

Maverick, Inc.	0	0	0	0	0	0			
MIA Seating	0	0	0	0	0	0			
NSK	0	0	0	0	0	0			
PML	1	0	0	0	0	1			
Profile	0	0	0	0	0	0			
City of Puryear	0	0	0	0	0	0	0	0	0
Tennova-need contract with JMCGH	0	0	0	0	0	0	0	0	0
Town of Huntingdon	0	0	0	0	0	0	0	0	0
Unilever									
VF Imagewear	1	1	1	0	0	0	0	0	0
Total	6	2	1	10	2	1			

Work Experience:

15 currently in WE

OJT:

- Greenfield Products OJT just started
- Hexpol Compounding is in the process of renewal
- Eaton OJT was just approved
- Nicky Thomas, HR at Baptist Memorial Hospital, requested she be contacted in March 2019 for possible OJT to start for new hires in May 2019.

Training Enrollments 2018:

Month	Adult	Dislocated Workers	Youth	Total
July	34	5	2	41
August	87	8	11	106
September	1	1		
October				

Individual Training Account

Effective Date: May 22, 2018

Duration: Indefinite

Purpose: To establish a policy for use of Individual Training Accounts (ITAs) for in-demand occupations.

Policy: An Individual Training Account (ITA) voucher may be available to provide funding for WIOA eligible adults, dislocated workers and out of school youth, observing Priority of Service policies, who have completed an assessment and been determined to need in-demand occupational skills training to become gainfully employed. An ITA may be provided if the State Workforce Agency (SWA) or one-stop center staff determine, after an interview, evaluation or assessment, and career planning, that the eligible individual is:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through Career Services alone;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through Career Services alone; and
- In possession of the skills and qualifications to successfully participate in the selected program of training services.

Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the individual is willing to commute or relocate.

The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance.

The Northwest Tennessee Workforce Board limits ITAs to programs on the WIOA Eligible Training Provider List that lead to a credential in a period of 2 years or less, including Challenge/CLEP tests, when appropriate. ITA funding is for unmet need for cost of training not covered by other federal or State financial aid, such as Pell, Lottery, TN Promise, and TN Reconnect. WIOA funds are considered “last dollar.” ITA funding is authorized per training term (quarter, semester, trimester, etc.), with subsequent terms authorized after successful completion of the previous term. The ITA is limited to ~~\$3,000~~ \$4,000 per year, for two years, with total cost limited to ~~\$6,000~~ \$8,000 during participation in the WIOA program (approved effective 11-13-12).

The One-Stop Operator may file an appeal with the NWTNWB Executive Director for additional time/funding for the participant for extenuating circumstances that prohibit successful completion.

A Needs Assessment/Financial Aid Worksheet, identifying costs and financial aid information, and staff authorizing the ITA, must be completed prior to authorizing funding. The AJC staff should provide career guidance; however, the participant’s choice for a training provider must be observed.

Supportive Services

Effective Date: May 22, 2018

Duration: Indefinite

Purpose: To provide policy for providing supportive services for eligible participants.

Policy: The Northwest TN Workforce Board, through the regional planning process and in compliance with TDLWD policy, recognizes that Supportive Services are limited and must be leveraged with other local and state resources. Supportive services should only be provided when the services are not available elsewhere, since WIOA is considered funding of last resort. Funds allocated to a local area (WIOA Section 133) may be used to provide supportive services to Adults and Dislocated Workers who:

- (1) Are participating in programs with activities authorized in WIOA Section 134(c)(1)(A)(ii) or WIOA Section 134(c)(1)(A)(iii);
- (2) Have exited and need post-program support services as follow-up (for up to 12 months after exit); and
- (3) Are unable to obtain such supportive services through other programs providing such services.

Supportive services for youth, as defined in WIOA Section 3(59), are services that enable an individual to participate in WIOA activities.

Participants in WIOA programs who face significant barriers to employment, such as recipients of public assistance, low-income individuals, or individuals who are basic skills deficient, should be given service according to their level of need.

Supportive Services are not entitlements and must be supported by demonstration of financial need. The participant's need for services will be documented in the case file; participants enrolled in individualized career or training services and must demonstrate need in the Individual Employment Plan or Individual Service Strategy. When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the lowest, competitively priced service available. Support services activities and supporting case notes will be entered into VOS by AJC staff.

Allowable Support Services

The allowable support services as described below will be made available in the following manners:

Referral and Coordination

The One-Stop Operator and Service Providers shall ensure procedures are in place to coordinate support services through community partner referral to avoid duplication for the following:

- linkages to community services;
- assistance with childcare and dependent care;
- assistance with housing;
- reasonable accommodations for youth with disabilities;
- legal aid services;
- referrals to healthcare;

Payments on Behalf of Participants

The following support services will be paid ~~through the Individual Training Account, subject to a \$3,000~~

~~per year or \$6,000 limit unless otherwise specified,~~ on behalf of the participant, directly by the service provider, or as a reimbursement to the participant, depending on the needs of the participant. Duration, unless otherwise noted, is limited to approved terms of participation in occupational skill training (i.e. up to two years). Amounts are limited to actual cost, subject to maximum limitations set out in this policy. Documentation of support service costs, issued by the training provider and / or vendor, must be maintained in the participant's case file.

- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- assistance with educational testing;
- payments and fees for employment and training-related applications, tests and certifications.
- Work related support service up to \$300 one time only payment for uniforms, drug screens, background checks, supplies, etc. needed to be successful in work experience activities.

Direct Payments to Participants

The following support services will be paid directly to the participant. Duration is limited to approved terms of participation in occupational skill training or first 30 days of employment related activities.

Transportation assistance

The LWDA will provide transportation assistance for an eligible WIOA participant attending an LWDA approved training provider and program for occupational skills training or for Out-of-School youth to the worksite for the first 30 days of employment. The transportation assistance will be paid through a stipend payment paid at intervals consistent with the training provider terms or a one-time only payment for Out-of-School youth in work experience. Out of School Youth who transitioned from an In-School Youth Program and choose a University Parallel program of study may receive support services, including transportation assistance, in order to complete the goals established in the individual service strategy. Subsequent ITA funding will require the participant, program and provider to meet all local/state criteria.

The payment will be based on ~~\$.10~~ \$0.15 per mile one-way unit per day (converted to roundtrip). Participants receiving transportation assistance from another organization (i.e. Workforce Essentials) are not eligible to receive a full transportation stipend from WIOA. As last dollar funds, all other programs must pay first before WIOA funds can be authorized.

In the event that a participant is receiving travel funding from another program, the total amount anticipated to be received in transportation assistance from the other agency must be deducted from the transportation assistance amount WIOA expects to pay.

To be eligible for this stipend, one must be in good standing and making satisfactory progress, be a fulltime student with no more than 1/2 of the credit hours being for remedial / developmental classes (Adults and Dislocated Workers ONLY - does not apply to Youth), must not drop or be removed from a course without notifying and providing needed information to the WIOA staff member regarding this action, etc.

Participants may receive a travel stipend for the first 30 days of a work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses.

Training Provider	Sum of Amount	# of Participants	Average
Bethel University	\$ 6,170.00	3	\$ 2,056.67
Career Academy, LLC	\$ 5,800.00	4	\$ 1,450.00
Dental Staff School of Tennessee	\$ 51,000.00	17	\$ 3,000.00
Drive Train	\$ 26,000.00	10	\$ 3,400.00
Driver Training Center LLC	\$ 8,000.00		
Dyersburg State Community College	\$ 91,808.98	57	\$ 1,610.68
Jackson State Community College	\$ 28,664.62	16	\$ 1,791.54
Magic Valley CNA Program	\$ 39,000.00	28	\$ 1,392.86
Murray State University	\$ 491.00	1	\$ 491.00
Nashville State Community College	\$ 3,000.00	1	\$ 3,000.00
North American Lineman Training Center LL	\$ 18,000.00	7	\$ 2,571.43
Road Runner Driving School	\$ 22,500.00	9	\$ 2,500.00
Roadmaster Drivers School of Millington	\$ 6,000.00	1	\$ 6,000.00
Southeast Lineman Training Center	\$ 3,000.00	1	\$ 3,000.00
TCAT Covington	\$ 28,225.93	22	\$ 1,283.00
TCAT Jackson	\$ 10,644.51	8	\$ 1,330.56
TCAT McKenzie	\$ 8,214.25	10	\$ 821.43
TCAT Newbern	\$ 88,604.96	69	\$ 1,284.13
TCAT Paris	\$ 23,164.82	22	\$ 1,052.95
TCAT Ripley	\$ 41,720.53	33	\$ 1,264.26
TCAT Whiteville	\$ 818.00	1	\$ 818.00
TN PProfessional Training Institute	\$ 3,000.00	1	\$ 3,000.00
Union University	\$ 3,000.00	1	\$ 3,000.00
University Of Memphis	\$ 8,922.05	6	\$ 1,487.01
University Of Tennessee At Martin	\$ 125,563.11	58	\$ 2,164.88
(blank)			
Grand Total	\$ 651,312.76	386	\$ 2,073.77

UTM Fall 2018 Unmet Need Amounts	
\$ 2,857.75	\$ 2,152.35
\$ 5,744.00	\$ 4,540.00
\$ 3,875.70	\$ 1,949.75
\$ 3,752.25	\$ 1,190.00
\$ 2,144.75	\$ 3,583.50
\$ 1,802.60	\$ 2,321.09
\$ 1,395.00	\$ 2,071.50
\$ 5,340.20	\$ 5,247.05
\$ 2,838.00	\$ 1,460.00
\$ 2,547.55	\$ 5,545.00
\$ 1,650.65	\$ 1,155.10
\$ 2,072.50	\$ 3,591.05
\$ 2,968.90	\$ 1,520.60
\$ 3,147.00	\$ 2,396.55
\$ 5,671.70	\$ 4,903.40
\$ 2,172.20	\$ 2,542.43
\$ 2,335.00	\$ 2,752.50
\$ 3,081.90	\$ 4,930.00
\$ 2,451.30	\$ 4,419.65
\$ 1,617.00	\$ 4,045.00
\$ 5,110.13	\$ 1,180.00
\$ 5,394.85	\$ 1,830.30
\$ 4,767.40	\$ 2,691.10
Average	\$ 3,103.40

Request for Individual Training Account and Transportation Assistance Increase

Career Service Provider- Dyersburg State Community College

Individual Training Account (ITA) and Travel background:

The ITA funding level shall not exceed \$3,000 per year (ITA only or ITA with supportive services combined to total \$3,000 per year). The NW TN Workforce Board voted on \$3,000 ITA limit 11/13/2012 with an effective date of 11/13/2012; not to exceed \$6,000 total during participation in the WIOA program. Prior to the Workforce Board's decision, in May 2010, the ITA equaled \$4,000, and prior to that, the ITA equaled the maximum Pell Grant amount and increased as Pell Grant maximums increased.

The in-state tuition at a 4-year public institution in the Northwest LWDA region increased 31.10% from 2012-2018. Many of our participants attending a university still need to take out student loans after receiving our funding, while students at the TCAT and Community College may be eligible for TN Promise and TN Reconnect so they are less likely to have an unmet need after receiving WIOA funding.

Annual costs UTM 2018

- Tuition & Fees (in-state): \$9,515
- Housing (Ellington/Browning Residence Halls): \$2,820
- Housing (Ellington/Browning Residence Halls): \$1,365
- Meals (10 meals per week): \$3,138
- Books: \$1,400
- Total (in-state): \$16,873

AAA national gas prices cited the national average per gallon on 10/15/18 as \$2.89, which is .42 more than one year ago.

Recommendation: Increase the ITA amount and separate travel costs from the ITA.

THE UNIVERSITY OF TENNESSEE AT MARTIN
TUITION AND FEES
2008 - 2018

FULL-TIME

Tennessee Resident	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹ - less than 60 hours⁶	\$2,619	\$2,876	\$3,088	\$3,352	\$3,521	\$3,750	\$4,005	\$4,156	\$4,544	\$4,618
Undergraduates¹ - more than 60 hours⁶	\$2,619	\$2,876	\$3,088	\$3,352	\$3,521	\$3,750	\$4,005	\$4,156	\$4,239	\$4,309
Graduates²	\$3,042	\$3,329	\$3,582	\$3,895	\$4,097	\$4,362	\$4,654	\$4,824	\$4,948	\$5,031
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
Domestic Out-of-State⁴	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹ - less than 60 hours⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$7,424	\$7,498
Undergraduates¹ - more than 60 hours⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$7,119	\$7,189
Graduates²	\$8,363	\$9,022	\$9,787	\$10,100	\$10,674	\$11,328	\$11,626	\$11,796	\$7,828	\$7,911
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
International Out-of-State⁵	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹ - less than 60 hours⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$11,516	\$11,590
Undergraduates¹ - more than 60 hours⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$11,211	\$11,281
Graduates²	\$8,363	\$9,022	\$9,787	\$10,100	\$10,674	\$11,328	\$11,626	\$11,796	\$11,920	\$12,003
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75

¹Full-Time Undergraduate cost per semester for 12 or more semester hours.

²Full-Time Graduate cost per semester for 9 or more semester hours.

³Student Health Counseling Fee began fall 2014.

⁴Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

⁵International Out-of-State tuition rates began fall 2016.

⁶Undergraduate cost for full time students is based on cumulative credit hours earned beginning fall 2016.

THE UNIVERSITY OF TENNESSEE AT MARTIN
TUITION AND FEES
2008 - 2018

PART-TIME

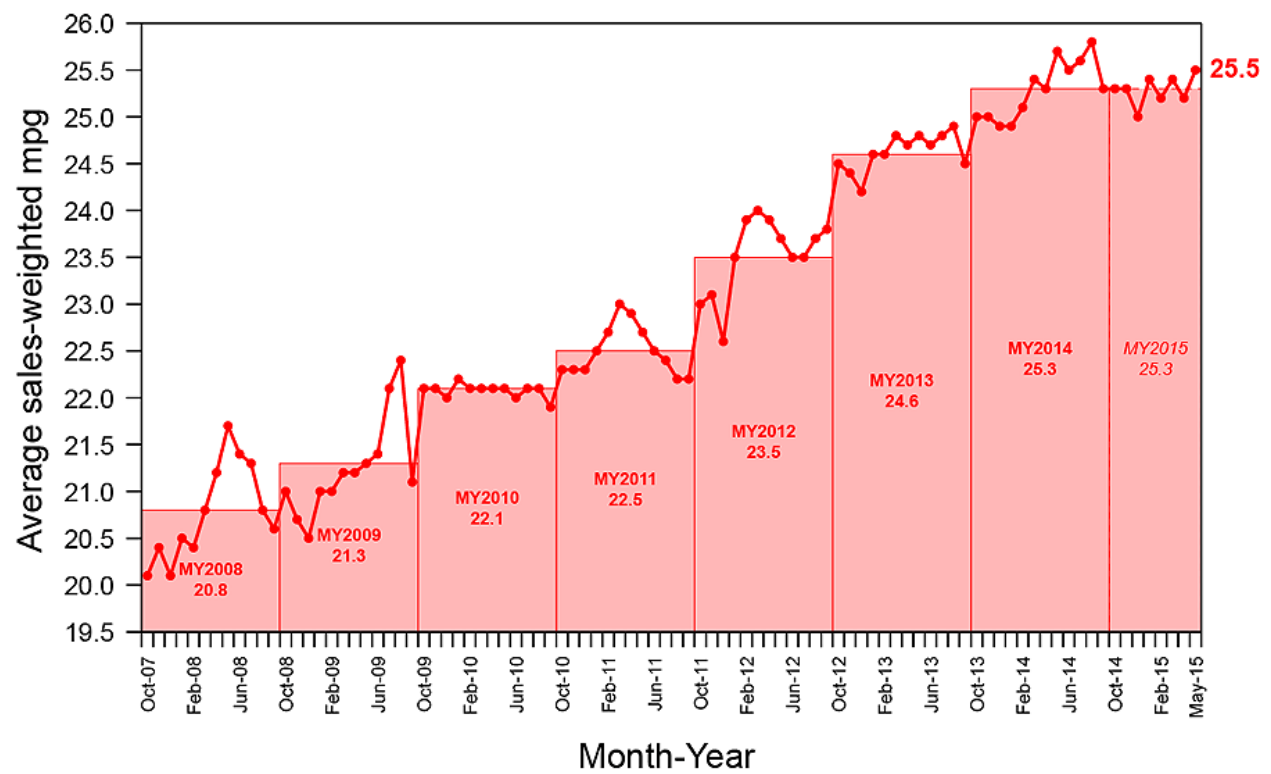
TN Resident	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹	\$221	\$242	\$259	\$281	\$295	\$316	\$334	\$347	\$353	\$358
Graduates¹	\$340	\$372	\$400	\$435	\$457	\$487	\$518	\$538	\$552	\$560
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9
Non-Resident³	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹	\$665	\$717	\$777	\$799	\$844	\$897	\$915	\$928	\$933	\$938
Graduates¹	\$932	\$1,005	\$1,090	\$1,125	\$1,188	\$1,261	\$1,293	\$1,313	\$872	\$880
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9
International Out-of-State⁴	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates¹	\$665	\$717	\$777	\$799	\$844	\$897	\$915	\$928	\$934	\$939
Graduates¹	\$932	\$1,005	\$1,090	\$1,125	\$1,188	\$1,261	\$1,293	\$1,313	\$1,327	\$1,335
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9

¹Part-Time is per semester hour with a 1 semester hour minimum. Includes fees.

²Student Health Counseling Fee began fall 2014.

³Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

⁴International Out-of-State tuition rates began fall 2016.



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MY 2011–2013 Manufacturer Adjusted Fuel Economy and Adjusted CO₂ Emissions¹

Manufacturer ²	MY 2011 Final		MY 2012 Final				MY 2013 Preliminary	
	Fuel Economy (MPG)	CO ₂ Emissions (g/mi)	Fuel Economy (MPG)	Change from MY 2011 (MPG)	CO ₂ Emissions (g/mi)	Change from MY 2011 (g/mi)	Fuel Economy (MPG)	CO ₂ Emissions (g/mi)
Mazda	25.0	356	27.1	+2.1	328	-28	27.5	324
Honda	24.1	369	26.6	+2.5	334	-35	27.0	329
Toyota	24.1	369	25.6	+1.5	347	-22	25.2	352
VW	26.0	349	25.8	-0.2	351	+2	26.2	346
Subaru	23.9	372	25.2	+1.3	352	-20	26.2	339
Nissan	23.3	381	24.1	+0.8	369	-12	25.3	351
BMW	22.7	393	23.7	+1.0	377	-16	24.4	364
Ford	21.1	422	22.8	+1.7	390	-32	22.6	394
GM	20.7	429	21.7	+1.0	410	-19	22.0	404
Daimler	19.1	469	21.1	+2.0	426	-43	22.2	402
Chrysler-Fiat	19.4	458	20.1	+0.7	442	-16	21.6	411
All	22.4	398	23.6	+1.2	376	-22	24.0	370

¹ Adjusted CO₂ and fuel economy values reflect real world estimates and are not comparable to automaker standards compliance levels. Adjusted CO₂ values are, on average, about 25% higher than the unadjusted laboratory CO₂ values that form the starting point for GHG standards compliance, and adjusted fuel economy values are about 20% lower, on average, than unadjusted fuel economy values.

² Two manufacturers, Hyundai and Kia, are not included in rows in the table above due to a continuing investigation. On November 2, 2012, EPA announced that Hyundai and Kia would lower their fuel economy estimates for many vehicle models as the result of an EPA investigation of test data. Based on these corrected data, Hyundai's values are 27.2 mpg and 327 g/mi CO₂ for MY 2011, 28.3 mpg and 314 g/mi CO₂ for MY 2012, and 28.3 mpg and 315 g/mi CO₂ for MY 2013 (preliminary). Kia's values are 25.8 mpg and 345 g/mi CO₂ for MY 2011, 26.5 mpg and 336 g/mi CO₂ for MY 2012, and 27.3 mpg and 326 g/mi CO₂ for MY 2013 (preliminary). These corrected data for Hyundai and Kia are included in industry-wide or "All," values.