

**Northwest TN Workforce Board
Executive Committee Meeting
October 27, 2021 – 10:00 a.m.
Zoom / Dyersburg AJC**

Minutes

Committee Members Attending: Ted Piazza, Jimmy Williamson

Committee Members Attending via Zoom: Mayor Gary Reasons, Brad Hurley, Rita Alexander, Ben Marks

Staff Members Attending in person: Jennifer Bane, Gina Johnson

Staff Members Attending via Zoom: Lana Burchfiel, Ginger Powell

Other Attending via Zoom: Kristie Bennett

Welcome and Call to Order: Ted Piazza welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the 7-28-21 Executive Meeting were reviewed.

- **MOTION:** Jimmy Williamson moved to approve the 7-28-21 Executive Committee minutes as presented and Mayor Gary Reasons seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update

- **ADA Survey Results Updates:** Jennifer Bane gave the report for LeAnn Lundberg. LeAnn has been working on the painting of the Union City ADA parking spot. After ordering the supplies, she thinks she can just do it on her own. Benton County still has to be approved by the hospital. She is also working on updating signage in a few remaining centers.

Performance & Program Oversight: Jennifer presented the following reports:

- **Monitoring Status Report:** The attached Monitoring Status Report details the monitoring that has occurred so far, and there have not been any concerning findings. Due to changes in Eligible Training Provider List (ETPL) performance reporting and needing to wait for final performance information, the ETPL will be on next quarter's report.
 - **OSO and CSP Monitoring Updates:** Jennifer also reviewed the attached draft Career Service Provider (CSP) 6-Month Monitoring report through September. There have been no major issues. Key Performance Indicator (KPI) goals are now hard targets for goals for programs. The Title I enrollment and TAA co-enrollment goals were met, but the justice-involved enrollment and RESEA co-enrollment goals were not met. The justice-involved goal of 30 is shared equally between Title I and Title III with a goal of 15 each. Title I enrolled 12 of their goal of 15 justice-involved and 6 of their goal of 9 RESEA co-enrollments. They may have met the RESEA goal if all scheduled appointments for co-enrollment were attended by the customers. They are trying to get RESEA customers back into the AJC to streamline the co-enrollment process, but RESEA numbers have been very low. The MPCR was incorrectly listed on the CSP report and should be 45.09% for the quarter.
Jennifer also reviewed the attached draft of the 6-month OSO monitoring report. AJC traffic count continues to be below the goals, but was up in August. Other areas across the state are also still experiencing this, and we saw almost the same number of visitors as the Greater Memphis area. AJC staff are trying to bring customers back into the centers when possible instead of providing virtual services. Several KPIs across partners were also not met. Final results from the state are still pending.
- **Local Performance-Final PY20 and Estimated PY21 Q1 Results:** Jennifer reviewed the attached handouts detailing the revised final program year (PY) 20 performance results and the estimated performance results for the first quarter of PY 21. Tennessee as a whole passed for PY 20 with a couple measures above the require 90% but below 100% of the goal. We had two measures below 100% of our goal. Adult 4th quarter after exit was 99.76% of our goal and Dislocated Worker median earnings were 89.32%, but the state had it listed as passing. Estimated results for PY 21's first quarter show we are still below 100% of our goal for these two measures but above 90%. We should have official results after the board meeting.

Budget & Administration Update:

- **Financial Status Report:** Gina Johnson presented the attached Financial Status Report as September 30, 2021. We have expended 23.25% of our program formula funds on participants and expended 63.41% of our total formula program funds. We have expended nearly \$2.8 million of the nearly \$4.6 million awarded and have expended / obligated nearly \$3.7 million. We have met and exceeded the requirements for minimum participant cost rate (MPCR) at 45.09%.
- **Audit Update:** Gina reported that last year we had a finding for not entering a journal entry to move expenses for June from July to June in QuickBooks. We attempted to complete the required journal entries this year, but had an incorrect code on one line by selecting payroll instead of accounts payable. Jennifer asked the auditors to reword the finding to show that entry was completed, but the wrong account code used. Gina also stated that she has been researching requirements for releasing another RFP for an auditor. We have used the current auditors for four years and have found it is recommended that they be used for at least five due to the large learning curve for governmental audits. Jennifer has also reached out to a few others areas who stated they have also stayed with their existing auditors for many years. The committee agreed to maintain our current auditor by extending their contract. We have three other audits going on for PAR, the Comptroller's Office for reimbursement requests as part of the state's audit, and the state staff have started selecting a contract to monitor quarterly by requesting all documentation for that contract for a sample month. The information for all of these audits is due the first week of November.
- **Budget Update:** Jennifer Bane reviewed the attached budget update through 9/30/21. We expended 12% of our formula participant budget so far, 24% of our operating budget, 18% of our administrative budget, and 55% of our RESEA budget. Participant expenses are typically delayed due to training providers not billing the CSP until October or November, and then they bill us. The breakdown of program expenses by Adult, Dislocated Worker, and Youth shows Youth slightly above budget for the quarter and the others below. The budget breakdown is based on last year's percentages, but we have kept timesheets the past quarter to account for all time by the three programs to use as a snapshot for the rest of the year. We will do this between April and June next year to have set percentages before the start of the new program year.

Other: Jennifer Bane provided the following reports:

- **CSP RFP Process & Timeline:** An RFP for a CSP must be released again next year. The attached timeline was reviewed and the committee discussed the benefits of hiring a neutral party. Even though we have done an RFP in the past for a third-party procurement, we are not required to do an RFP since the cost should be under \$10,000. Jimmy Williamson recommended involving a third party. Ben Hurley recommended that if we do use an in-house committee, that we need to do blind reviews and keep all notes. Ted Piazza also recommended a third-party to alleviate extra work on staff and to eliminate any conflict of interest. Thomas P. Miller and Associates did it for us before and did Southwest's recently. The process will mainly be the same as last time, but this time a Youth provider must be procured separately. We hope to release one RFP with the two components and allow an entity to bid on one or both components, however contracts will be awarded based on the individual components, and may be awarded to different entities. Jennifer is asking the state for some more clarity on how to do this in the RFP.
- **SWDB Update:** The state has not released any policies for public comment for the November meeting. They have formed a Policy Review Committee and are trying to review everything to see what they can do to improve. The committee is to meet again in December, with the goal to be finished by June. Kristie Bennett said she is pleased Jennifer is on the financial committee so that Northwest has a voice and to hopefully make things run smoother.
- **Committee Officer Elections Update:** Jennifer thanked all those who are willing to continue in their positions. We have some private sector board members we need to look at replacing, but that will not immediately solve the officer issue unless they wanted to start as an officer. We still need a vice-chair in the AJC committee but only have two possible private sector members on the committee who can serve, and neither has been very active. Jennifer will reach out to the Mayors again about replacing inactive members.
- **DRA Grant:** We have submitted an application for another DRA Workforce Grant for \$154,000 to build the talent pipeline through career exploration, hiring events, and paid internships. We should find out in November or December if our application is selected.
- **Possible Partnership with SW:** The SW area's most recent Executive Director resigned at the end of September. The area is interested in changing their current structure and approached Jennifer about the possibility of us being the fiscal agent / administrative entity for the SW area as well. After talking through it with us and reaching out to some of the state staff, the SW area representatives decided they would like to

move forward with presenting a combined structure to their board, and want to make sure our area is ready to move forward if theirs is ready. Jennifer discussed what the possible structure could look like with boards maintaining separate identities and stated that although it would be a burdensome process initially, sharing the cost of several existing staff with the SW area would be a great long-term solution for our continuously shrinking budgets. Ted Piazza said he is in favor of the collaboration and the benefits, especially with the announcement at the Megasite and Jimmy Williamson stated the additional staff could provide back-up and support to both areas. Ben Hurley asked if Jennifer would report to both boards and Jennifer clarified there would still be two boards, two sets of bylaws, agreements, policies, contractors, etc. The NWTN Workforce Board, Inc. Board of Directors discussed was in reference to the 501(C)3 organization's Board of Directors, not the local workforce development board, which would likely be adjusted to reflect both areas. Mayor Gary Reasons said he is not opposed but is concerned about whether the financial benefits outweigh the long-term extra work and the burden on the staff. Jennifer did check with the staff that would be affected to make sure they were all in favor of the partnership as well, and with the savings, there should be some wiggle room in the budget to add some staff if needed down the road. She feels good about the financial benefits of it and explained that it's hard to find grants to support the existing staff within our field of work. After discussion Mayor Reasons said he was good to move forward with discussions if Southwest agrees to move forward tomorrow. Jennifer will keep the group updated.

Future Meeting Dates & Upcoming Events: Jennifer reviewed the below upcoming meeting dates and events prior to adjourning the meeting.

- Next Board Meeting: Tuesday, November 9th at 12:00 pm (lunch at 11:30 am)
NW Development District / HRA (Martin) and Zoom
- State Board Meeting: November 12th (Nashville / YouTube)
- Apprenticeship Week of November 15th. More details will come.
- Conflict of Interest Form Renewal: January 2022
- Proposed 2022 Board Meeting Dates, Tuesday, 12:00 pm:
 - February 22nd
 - May 17th
 - August 23rd (Annual Meeting)
 - November 15th
- Proposed 2022 Committee Meeting Dates, Wednesday, 10:00 am:
 - January 26th
 - April 27th
 - July 27th
 - October 26th

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
Executive Committee
October 27, 2021 – 10:00 a.m.

Dyersburg American Job Center
313 W. Cedar Street
Dyersburg, TN 38024

[Join Zoom Meeting](#)
Meeting ID: 870 6493 1120
Passcode: 973861

Agenda

Welcome and Call to Order Ted Piazza, Chair
Review and Approval of Minutes of 7/28/21 Meeting (**Vote Required**)

Facilities and Technology Update LeAnn Lundberg

- ADA Survey Results Updates

Performance & Program Oversight Laura Speer

- Quarterly Complaint Logs Update
- Monitoring Status Report
 - OSO and CSP Monitoring Updates
- Local Performance – Final PY 20 and Estimated PY 21 Q1 Results

Budget & Administration Update

- Financial Status Report
- Audit Update
- Budget Update

Gina Johnson
Gina Johnson
Jennifer Bane

Other Jennifer Bane

- CSP RFP Process & Timeline
- SWDB Update
- Committee Officer Elections Update

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 - November 15th
- Proposed 2022 Committee Meeting Dates, Wednesday, 10:00 am:
 - January 26th
 - April 27th
 - July 27th
 - October 26th

Northwest TN Workforce Board
Executive Committee
July 28, 2021 – 10:00 a.m.
Zoom Meeting
Minutes

Committee Members Attending: Ted Piazza, Jimmy Williamson

Committee Members Attending via Zoom: Mayor Gary Reasons, Brad Hurley, Ben Marks, John Glad Castellaw, Mayor Chris Young, Rita Alexander

Staff Members Attending in person: Jennifer Bane, Gina Johnson, LeAnn Lundberg, Laura Speer

Staff Members Attending via Zoom: Lana Burchfiel, Ginger Powell

Other Attending via Zoom: Kristie Bennett

Welcome and Call to Order: Ted Piazza welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the 4-28-21 Executive Meeting were reviewed.

- **MOTION:** Jimmy Williamson moved to approve the 4-28-21 Executive Committee minutes as presented and Mayor Gary Reasons seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update

- **ADA Survey Results Updates:** LeAnn Lundberg reported that she has been working on getting the ADA parking spots painted at several American Job Centers (AJCs). Dyersburg has been completed but we have not heard back from the company in Union City. We are still waiting on approval from the hospital in Camden since they own the building. She has also been working on getting AJC computers back up and running since some went down after being turned off for several months.

Performance & Program Oversight: Laura Speer presented the following reports:

- **Quarterly Complaint Logs Update:** The logs have not yet been submitted, but we have not received any complaints.
- **Monitoring Status Report:** The attached report details the monitoring that has been completed and any corrective measures taken. There have not been any issues. We are now required to complete monitoring of our Eligible Training Provider List (ETPL) programs, which has been completed and added to the report. There weren't any issues.
- **Local Performance-Estimated PY 20 Q4 Results:** The attached handout details the estimated performance results for the fourth quarter of program year (PY) 20. All measures are being met, a few at less than 100%, but still above the 90% threshold required to meet the measure. We were missing Dislocated Worker median earnings, but the results were only a snapshot of the third quarter, not a cumulative total for the program year as the final results will be.
- **Data Validation Results:** The state staff reviewed and accepted Laura's documentation of compliance for the items that were originally marked as failing, resulting in the failed items being removed from our report.

Budget & Administration Update:

- **Financial Status Report:** Gina Johnson presented the attached Financial Status Report as June 30, 2021. We have expended 25.66% of our program formula funds on participants and expended 72.10% of our total formula program funds. We have met and exceeded the requirements for minimum participant cost rate (MPCR) at 44.60%, PY 19 Out-of-School Youth (OSY) expenditures at 83.7%, work experience expenditures at 40.82%, and 80% obligation rates for first year formula funds.
- **Audit Update:** Gina reported that our QuickBooks file has been submitted to the auditors and they will be onsite the week of August 30th. There was one finding last year for June expenses being entered in July due to year-end journal entries not being completed before the on-site review began. Since this is the third year under the current auditor's contract, we will release a Request for Proposals (RFP) next year.
- **Budget Update:** Jennifer Bane reviewed the attached budget update through June 30, 2021. We expended 69% of our participant budgeted funds so far, 81% of our operating budget, 93% of our administrative budget, and 99% of our RESEA budget. We will have to send back a few thousand in RESEA funding, but we will be getting additional RESEA funds next year but it will be looked at on a quarter by quarter basis.

- **PY 2021 Budget:** The revised PY 2021 budget reflects over \$1.4 million in carryover funding, a large portion of which, nearly \$560,000 is National Dislocated Worker Grant (DWG) and Rural Initiative funding. We also have a little bit of Delta Regional Authority (DRA) money remaining and State Apprenticeship money to carryover as well. We also receive a slight increase to our PY 21 allocations and a few thousand more on our PY 20 Dislocated Worker funds. We also requested and received an additional \$370,000 in statewide funds for serving participants. With the additional funds, we have an overall budget of \$3.9 million including a participant budget of just over \$1,012,000. Last year we spent a little over \$1,030,000 on participants. The adult participant budget was reduced by almost \$70,000 to ensure we have enough funds to sustain operations until October 1, 2022 when we receive the majority of our Adult and Dislocated Worker allocations. The Title I share of the Infrastructure Funding Agreement costs, including the One-Stop Operator, increased slightly and the Career Service Provider (CSP) stayed the same. The DWG is funding a large portion of the Dislocated Worker share of the CSP costs. Board expenses increased slightly due to the 2% raise retroactive to January 1, 2021 and then another 2% effective July 1, 2021. We show we will have to transfer some Dislocated Worker funds to Adult. See attached budget for breakdown by category.

Other: Jennifer Bane provided the following reports:

- **State Workforce Development Board (SWDB) Update:** There have not been any policies posted for public comment yet for the next SWDB meeting. J Paul Jackson of Thor Boats in Union City is currently serving on the SWDB. He plans to attend our local meetings when possible to provide updates and keep informed about our local area.
- **Board Officer Elections:** Elections for the Chair, Vice-Chair, and Secretary will be held at the next Board meeting since it has been two years since the last elections. Nominations should be sent to Jennifer by August 15th.
- **Committee Officer Elections:** The bylaws do not dictate term limits for the Chair and Vice-Chair, but since board officers are due to be re-elected, this will give members chance to nominate and elect for committee chairs as well. Nominations should be sent to Jennifer by the end of September for elections at the October committee meetings.

Future Meeting Dates & Upcoming Events: Ted Piazza reviewed the below upcoming meeting dates and events prior to adjourning the meeting.

- TDLWD Commissioner Visit: Wednesday, July 28th, 2:00 – 3:30 pm (Crown Winery (3638 E Mitchell St, Humboldt)
- Refocus TN Workforce System Convening: August 18-20 (Opryland Hotel)
- Next Board Meeting: Tuesday, August 24th at 11:30 am (NW Development District / HRA, Martin or Zoom)
- State Board Meeting: August 27th (Nashville / YouTube)
- Remaining 2021 Committee Meeting Dates: Monday, October 27th at 10:00 am

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board MONITORING STATUS REPORT					
Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2108-2208-OJT-37-1830395 Granges Americas, Inc. 400 Bil Brooks Drive Huntingdon, TN 38344 Attn: Jennifer Burnine jennifer.burnine@granges.com (731) 986-2746	On-the-Job Training: 08-23-21 to 08-22-22	Scheduled: 08-30-21	Phone Interview: 08-30-21 Fiscal: 09-28-21	N/A	Letter Mailed:
2108-2204--OJT-94-3273443 ABB Enterprise Software 1133 South Cavalier Drive Alamo, TN 38001 731-696-5212 Ulikia Turner, Administrative Assistant ulikia.turner@us.abb.com	On-the-Job Training: 08-03-21 to 04-01-22	Scheduled: 08-24-21	Phone Interview: 08-24-21 Fiscal:	N/A	Letter Mailed:
2107-2207-OJT-23-2347372 United Ammunition Container, Inc. 6004 Windsor Drive Milan, TN 38358 (731) 626-8303 Pamela Moore, Human Resource pmoore@unitedammocont.com	On-the-Job Training: 07-30-21 to 07-01-22	Scheduled:	Phone Interview: Fiscal:	N/A	Letter Mailed:
2107-2207-61-1350626 Amteck, LLC 1106 East Court Street Dyersburg, TN 38024 621-5113 Jonathan Dougherty jdougherty@amteck.com	On-the-Job Training: 07- 21-21 to 07-02-22	Scheduled: 09-22-21	Phone Interview: 09-22-21 Fiscal:	N/A	Letter Mailed:
2104-2207-OJT-45-5067121 Twin Oaks Technology, LLC 1046 Broadway Street Martin, TN 38261 281-1212 Nicole Kincade-Chief Operating Officer Nicole.kincade@twinoakstech.com	On-the-Job Training: 07-16-21 to 07-01-22	Scheduled:	Phone Interview: Fiscal:	N/A	Letter Mailed:
2106-2206-OJT-82-5179383 West TN Healthcare Dyersburg Beverly Ray, Manager HR 400 East Tickle Street Dyersburg, TN 38024 (731) 288-3608 beverly.ray@wth.org	On-the-Job Training: 06-26-21 to 06-26-22	Scheduled: 08-16-21	Phone Interview: 08-16-21 Fiscal: 10-11-21	Programmatic: No mid-point case note entered.	Letter Mailed: 10-12-21

Northwest TN Workforce Board MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2102-2109-OJT-27-2956514 Kaiyuh Services, LLC Attn: Ms. Katie Jackson 2050 Kefauver Drive Milan, TN 38358 (731) 238-3071 kjackson@kaiyuhservices.com	On-the-Job Training: 02-24-21 to 09-30-21	Scheduled: N/A	Phone Interview: N/A Fiscal: 08-31-21	Programmatic: Invoice selected for review was dated 08-26-21 with the OJT Hours completed on 07-24-21. Invoice must be submitted by the 20th of the month following payroll.	Letter Mailed: 09-01-21
2106-2110-OJT-75-3130734 Allegion/Republic Door and Frames 155 Republic Drive McKenzie, TN 38201 731- 352-1932 Tammie Robinson, HR Manager tammie.robinson@allegion.c	On-the-Job Training: 06-16-21 to 10-01-21	Scheduled: 07-16-2021	Phone Interview: 07-16-21 Fiscal: 09-15-21	N/A	Letter Mailed: 09-16-21
2105-2205-OJT-81-5319386 Allergy Lab Solutions LLC 106 Dogwood Trail Martin, TN 38237 Matthew Bane mattb.als@outlook.com 845-820-0057	On-the-Job Training: 05- 25-21 to 05-25-22	Scheduled: 06-22-21	Phone Interview: 06-22-21 Fiscal: 08-30-2021	N/A	Letter Mailed: 08-31-21
2105-2202-OJT-84-4597398 Alliance Staffing Group, LLC 107 S. Courthouse Square Suite 209 Trenton, TN 38382 Mr. David Webb or Lisa Patterson (731) 316-9284	On-the-Job Training: 05- 12-21 to 02-24-21	Scheduled: 08-31-2021	Phone Interview: 08-31-21 Fiscal:	N/A	Letter Mailed:
2104-2107-OJT-94-3273443 ABB Enterprise Software 1133 South Cavalier Drive Alamo, TN 38001 731-696-5212 Ulikia Turner, Administrative Assistant ulikia.turner@us.abb.com	On-the-Job Training: 04- 14-21 to 07-01-21	Scheduled: 06- 02-2021	Phone Interview: 06-02-2021 Fiscal: 08-05-21	N/A	Letter Mailed: 08-06-21
2103-2203-OJT-62-1140109 Maverick, Inc. Cassie Davis 623 Perkins Street Union City, TN 38261 (731) 885-6444 Cassie.davis@coxoil.com	On-the-Job Training: 03-01-21 to 03-01-22	Scheduled: 08-12-21	Phone Interview: 08-12-21 Fiscal:	N/A	Letter Mailed:

Northwest TN Workforce Board MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2010-2109-OJT-26-3132856 B.A.M. 2, Inc. Attn: Sandra Hickey, Office Manager 107 West Union Street Gleason, TN 38229 office@bam2inc.com (731) 681-0097	On-the-Job Training: 10-29-20 to 09-15-21	Scheduled:	Phone Interview: Fiscal:	N/A	No One of Contract
2008-2108-OJT-37-1830395 Granges Americas, Inc. 400 Bil Broks Drive Huntingdon, TN 38344 Attn: Jennifer Burnine jennifer.burnine@granges.com (731) 986-2746	On-the-Job Training: 08-22-20 to 08-22-21	Scheduled: 05-25-21	Phone Interview: 05-25-21 Fiscal: 08-18-21	N/A	Letter Mailed: 08-20-21
2008-2108-OJT-45-3132419 InSource Material, LLC Attn: Lorraine Dood 170 Mark I Drive Henry, TN 38231 (731) 243-7700 lorraine@incourcematerials.com	On-the-Job Training: 08-14-20 to 08-13-21	Scheduled:	Phone Interview: Fiscal:	N/A	No One of Contract

RFP CONTRACTS					
1909-2009-OSO-62-0923487-SHARE Mid-Cumberland Human Resource Agency 1101 Kermit Drive, Suite 300 Nashville, TN 37217 jhamrick@mchra.com (615) 850-3907	One-Stop Operator Services:	Expires: 09-16-19 to 06-30-22		Invoices Checked Monthly per Executive Director	
1910-2009-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Karen Bowyer, President	Career and Business Services	Dates: 10-01-19 to 09-30-21		Invoices Checked Monthly per Executive Director	
2101-2106-CE-86-1138022-SWA Weakly County Economic Development Board 240 South Lindell Street Martin, TN 38237 (731) 697-3158 sspurgeon@wcedb.com	Weakly County Career Exploration Event	Date: 01-12-21 to 06-30-21	Fiscal: 07-29-2021	\$9,150	Letter Mailed: 07-30-21
INCUMBENT WORKER TRAINING September 01 - 30, 2021					
2109-2109-IWT-61-0159355-SWA Frist Community Bank of the Heartland, Inc. Attn: Cheryl Hartsell 5475 Skyhawk Parkway Martin, TN 38237 800-653-4301 cheryl.hartsell@fcbheartland.com	Incumbent Worker: Expires: 09-30-21	Dates: 09-15-21 to 09-30-21	Fiscal: 10-14-21		Letter Mailed: 10-15-21
2109-2109-IWT-56-0754148 Tyson Foods, Inc. 2800 East Tyson Drive Union City, TN 38261 731-866-4720 Keisha Hooper keisha.hooper@tyson.com	Incumbent Worker: Expires: 09-30-21	Dates: 09-16-21 to 09-30-21	Fiscal: 10-06-21 through 10-15-21	NOTE: <i>The electronic transfer includes other outstanding invoices to Wagner-Meinert, LLC. The amount includes \$13,185.</i>	Letter Mailed: 10-15-21
2109-2109-IWT-20-4225695-SWA Institutional Casework, Inc. Attn: Chasity Bryant 503 East Reelfoot Avenue Union City, TN 38261 (270) 234-7346 cbryant@iciscientific.com	Incumbent Worker: Expires: 09-30-2021	Dates: 09-15-21 to 09-30-21	Fiscal: 10-06-21		Letter Mailed: 10-08-21
ETPL MONITORING JULY 2021 - September 2021					
Provider	# of Programs	Date Reviewed		Programs Reviewed	Issues
N/A for this quarter					

Career Services Provider Performance September 2021

DRAFT

The purpose of the performance review (fiscal and programmatic) was to verify the following:

- Compliance with the Roles of Title I Provider
- New Enrollments in accordance with the number submitted
- Exits Meeting the performance measures
- Enrollment and Expenditure levels

Compliance with the Roles of the Title I Provider

There were Monthly reports completed for the last 6 months. A 20% sample of participant (ITA & OJT) applications were reviewed after the 10th of the following month for eligibility/data validation/training documents. The OJT applications not included in the 20% sample were reviewed for eligibility/data validation only. All reports were shared with the CSP Quality Advisor and Executive Director of Workforce Services.

Due to the process we have for the monitoring of fiscal and programmatic reviews, any findings, observations or corrective actions have already been addressed. Please find below the results of the monthly monitoring review:

Summary:	April	May	June	July	August	September	Totals	%
Number of Participants Reviewed:	13	16	28	25	21	0	103	
Number / Percentage of Participants with Findings:	2	4	5	2	5	0	18	17.48%
1. Eligibility Findings:	0	1	0	0	0	0	1	5.56%
2. Data Validation Findings:	2	3	4	2	4	0	15	83.33%
3. Data Entry Findings:	0	0	0	0	0	0	0	0.00%
4. Case Management	0	0	1	0	3	0	4	22.22%
Number / Percentage of Participants with Observations:	11	16	18	11	6	0	62	60.19%
Number / Percentage of Participants with No Monitoring Issues:	2	0	8	14	4	0	28	27.18%

** Of the 18 Findings, there were 0 of these which would cause money to have to be returned.

** At the time of this report, the September Monitoring has not been completed by the Board.

The low-to-moderate risk findings included:

- Incomplete and / or errors on paperwork
- Documents not uploaded to VOS
- Incomplete and / or errors on VOS keying
- Additional documentation needed

Projected Enrollments / Co-Enrollments

Program	July – Sept 21	Oct - Dec 21	Jan - Mar 22	April - May 22	Total
Adult / Dislocated Worker	110	69	51	66	296
Youth	20	14	17	27	78
Total Title I	130	83	68	93	374
Justice-Involved	15	11	11	15	52
RESEA	9	8	8	9	34
TAA*	100%	100%	100%	100%	100%

Actual Enrollments

Program	July – Sept 21	Oct - Dec 21	Jan - Mar 22	April - May 22	Total
Adult / Dislocated Worker	142	0	0	0	142
Youth	21	0	0	0	21
Total Title I	163	0	0	0	163
Justice-Involved	12	0	0	0	12
RESEA	6	0	0	0	6
TAA*	1 / 1	0	0	0	100%

*TAA Goal = 100% of new TAA enrollments since 9/1/20. There was one new TAA enrollment who was co-enrolled in Title I. As of 09/30/2021, 27.7% of active TAA participants are co-enrolled (18 of 65).

Percentage of Goal Met

Program	July – Sept 21	Oct - Dec 21	Jan - Mar 22	April - May 22	Percentage of Total Goal
% of A/DW Goal Met	129%	0%	0%	0%	48%
% of Youth Goal Met	105%	0%	0%	0%	27%
% of Total Title I Goal Met	125%	0%	0%	0%	44%
Justice-Involved	80%	0%	0%	0%	23%
RESEA	67%	0%	0%	0%	19%
TAA*	100%	0%	0%	0%	100%

Adult Measures	Goals	Results
Employment Rate 2 nd Quarter After Exit	82.5%	84.7%
Employment Rate 4 th Quarter After Exit	82.5%	80.4%
Median Earnings 2 nd Quarter After Exit	\$6,680	\$6,785.74
Credential Attainment Within 4 Quarters After Exit	63.5%	85.4%
Measurable Skills Gain	53%	59.9%

Dislocated Worker Measures:

Employment Rate 2 nd Quarter After Exit	82.5%	93.3%
Employment Rate 4 th Quarter After Exit	82.5%	90.2%
Median Earnings 2 nd Quarter After Exit	\$7,650	\$6,888.13
Credential Attainment Within 4 Quarters After Exit	67%	76.2%
Measurable Skills Gain	49%	74.2%

Youth Measures:

Employment Rate 2 nd Quarter After Exit	77%	82.6%
Employment Rate 4 th Quarter After Exit	76%	80.8%
Median Earnings 2 nd Quarter After Exit	\$3,400	\$4,355.26
Credential Attainment Within 4 Quarters After Exit	70%	73.3%
Measurable Skills Gain	47%	57.8%

Note: Program Year (PY) 20 goals were met. Official performance results through September 2021 are still pending. Estimated results indicate all measures continue to be met.

Enrollment and expenditure levels to meet State required fiscal measures:

- 35% expenditure rate on in-school youth (PY 2020 funds by June 2022): 34%
- 20% expenditure rate on Youth Work Experience: 41.53%
- 40% expenditure rate on direct participant cost: 43.38%

Comments:

Overall the CSP within the contract agreement. Enrollment goals and performance measure are on track to be met.



October 20, 2021

Ms. Jane Hamrick, Executive Director
Mid-Cumberland Human Resource Agency
1101 Kermit Drive, Suite 300
Nashville, TN 37217

Dear Ms. Hamrick:

The Northwest Tennessee Workforce Board completed a six-month monitoring review of contract number 1909-2009-OSO-62-09-0923487-SHARE. The purpose of the review was to verify the following:

- Compliance with the Roles of the One-Stop Operator
- Timeliness of invoices submission
- Adequacy of documentation
- Proper completion of invoices
- Compliance within budget limits
- Performance Goals

We are pleased to report all areas of review were in accordance with the contract with the exception of the following items needing improvement in order to meet the Performance Goals:

1. Although average monthly traffic count has increased, goals are still not being met indicating a need for additional outreach and promotion of the AJCs.
2. Several KPI Goals for the quarter were not met. As shown below, several programs fell into the needs improvement or significant improvement categories as of September 2021.
3. The 35% expenditure rate on in-school youth (PY 2020 funds by June 2022) has shown great improvement, but has not quite reached the goal yet at 34%.

We look forward to continue our relationship during this contract. If you have, any questions please feel free to contact me.

Sincerely,

Laura Speer
Director of Performance & Compliance

Cc: Jennifer Bane, Derrick Quinn, Erica Nance, Jennifer Eppley
Documents attached: Fiscal Requests and Corrections, Performance Evaluation

One-Stop Operator (OSO) Performance Evaluation

April - September 2021

The following performance goals, per the contract, are utilized to evaluate performance of the OSO provider.

(1) Compliance with the Scope of Work and Roles of the One-Stop Operator Provider

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
Maintain a presence in the Comprehensive Centers two days per week each and rotating visits to the Affiliate / Specialized Centers one day per week.	Pass	
Compile and submit monthly reports to the NWTNWB in regards to progress towards identified objectives such as partner coordination, traffic counts, referrals, co-enrollments, jobseekers and employers served, customer satisfaction results, and results of quality reviews conducted.	Pass	
Gather and submit various VOS reports monthly as requested such as Traffic Counts, Visit Reasons, Registrations, Enrollments, Co-Enrollments, Referrals, Job Orders, Placements, etc.	Pass	
Gather partner reports and data, including success stories, at minimum of quarterly, for development of a Quarterly Dashboard and Annual Report.	Pass	
Promote the AJCs and maintain a log of outreach activities conducted.	Needs Improvement	AJC traffic counts continue to be down, indicating a need for additional outreach.
Maintain complaint logs for each AJC, reporting complaints immediately and submitting logs quarterly to the NWTNWB in accordance with state guidelines.	Pass	
Maintain professional office atmosphere, professional staff appearance, conduct and service to customers, and customer flow/meaningful access across all AJCs.	Pass	
Maintain building maintenance logs, report issues to the appropriate landlord and / or Director of Facilities & Computer Services as needed, and submit logs monthly to track any facilities issues.	Pass	
Maintain understanding of the Memorandum of Understanding (MOU), including the Infrastructure Funding Agreement (IFA) and report staffing or office usages changes which affect the MOU/IFA to the NWTNWB upon notification of changes.	Pass	
Maintain current listing of partner programs,	Pass	

staff, and contact information to ensure direct linkage and ease of referrals.		
Conduct monthly quality reviews of partner programs with a minimum sample size of 10 customers (e.g. selecting a sample of Intake Forms to follow the customer through the AJC system and ensure appropriate referrals and / or services were provided, selecting a sample of enrolled participants in various programs to ensure participant needs are being met, tracking referrals to identify if co-enrollment resulted, etc.).	Pass	
Verify VOS Vouchers are attributed to the appropriate grant through the monthly reconciliation process.	Pass	
Arrange and / or conduct trainings quarterly, at a minimum, and other periodic meetings for all AJC staff to ensure continuous improvement.	Pass	
Request access to VOS for new staff, including partner staff, from the Director of Facilities & Computer Services and submit immediate notification to the NWTNWB of staffing changes resulting in the need for access to be terminated.	Pass	

(2) Compliance with all Federal, State, and Local legislation, policies, and regulations in regards to the role of the One-Stop Operator and One-Stop Delivery and Design

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
Workforce Innovation and Opportunity Act and related Federal Regulations and Guidance	Pass	
Data Validation requirements	Needs improvement	Projected results indicate 7% of Dislocated Workers and 10% of Youth files selected had elements fail during the 2021 review.
Performance Accountability Review requirements	Pass	
Tennessee Department of Labor and Workforce Development Policies and Guidance	Pass	
Northwest Tennessee Workforce Board Policies and Guidance	Pass	

(3) American Job Center Customer Visits

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for maintaining average traffic flow as shown below. Targets were adjusted due to COVID-19 and re-designation of several AJCs to part-time centers.	Fail	Individual visit goals are not being met, except for Benton and Carroll County. Gibson County has attained at least 90%.

Individual Visit Monthly Average Goal

	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
PY 21 Actual	38	4	117	93	2	73	73	57	150	259	204	90
Revised Goal	31	20	122	111	9	108	91	70	243	166	205	100
Difference	7	-16	-5	-18	-7	-35	-18	-13	-93	93	0	-10
% of Goal Met	122%	18%	96%	84%	26%	68%	80%	81%	62%	156%	100%	90%

Due to COVID-19, Northwest Tennessee Workforce Board staff reviewed goals and adjusted them accordingly.

(4) Local Performance Measures

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for partner coordination to meet the local performance measures as outline below.	Fail	Several KPI Goals for the quarter were not met. As shown below, several programs fell into the needs improvement or significant improvement categories.
Referrals and Co-Enrollments between partner programs to include a minimum of 10% of RESEA participants referred to the Title I program.	Pass	Of the 67 individuals completing a first scheduled RESEA appointment between July and September 2021, 34, or 51%, were referred to Title I. Of those, 5, or 15%, were enrolled in Title I. The TDLWD requests at least 25% of those referred be co-enrolled.

Program	July - Sept. 21 Goal	Results	Percentage of Goal
Adult / Dislocated Worker (DW)	110	142	129%
Youth	20	21	105%
Adult Education Jackson State Community College	80	97	121%
Adult Education Weakley County Schools	80	70	89%
Wagner Peyser	239	138	58%
Jobs for Veterans	3	2	67%
SNAP E & T	24	22	92%
Justice-Involved, Titles I & III	30	13	43%
Justice-Involved, Title II	36		
SCSEP Exits	1	3	300%
RESEA Co-Enrollment in Title I	9	6	67%
TAA Co-Enrollment in Title I DW	100%	100%	100%
Apprentices (by June 2023)	327	318	97%

TDLWD Achievement Levels per KPI Policy

Achievement Levels	Thresholds
0- Unacceptable	0 to 20%
1- Needs Significant Improvement	21 to 50%
2- Needs Improvement-	51 to 70%
3- Approaching Target	71 to 90%
4- Target achieved	91 to 110%
5- Best practice- significantly above target	110%+

(5) Federal Performance Measures

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for partner coordination to meet the local performance measures as outline below.	Pass	While 90% is considered passing, two measures are currently below 100% of the goal – Adult Employment 4 th Quarter after Exit and Dislocated Worker Median Earning.

Adult Measures	Goals	Results
Employment Rate 2 nd Quarter After Exit	82.5%	84.7%
Employment Rate 4 th Quarter After Exit	82.5%	80.4%
Median Earnings 2 nd Quarter After Exit	\$6,680	\$6,785.74
Credential Attainment Within 4 Quarters After Exit	63.5%	85.4%
Measurable Skills Gain	53%	59.9%

Dislocated Worker Measures:

Employment Rate 2 nd Quarter After Exit	82.5%	93.3%
Employment Rate 4 th Quarter After Exit	82.5%	90.20%
Median Earnings 2 nd Quarter After Exit	\$7,650	\$6,888.13
Credential Attainment Within 4 Quarters After Exit	67%	76.2%
Measurable Skills Gain	49%	74.2%

Youth Measures:

Employment Rate 2 nd Quarter After Exit	77%	82.6%
Employment Rate 4 th Quarter After Exit	76%	80.80%
Median Earnings 2 nd Quarter After Exit	\$3,400	\$4,355.26
Credential Attainment Within 4 Quarters After Exit	70%	73.3%
Measurable Skills Gain	47%	57.8%

Note: Program Year (PY) 20 goals were met. Official performance results from the TDLWD through September 2021 are still pending. Estimated results indicate all measures continue to be met.

Employer Measures:

Employer Penetration Rate (percentage of employers using services in the State): TBD

Repeat Business Customer Rate (percentage of employers who receive core services more than once in the last three recording periods): TBD

Other State Required Measures:

Facilitate enrollments and services with the Title I Provider to meet the following:

- 35% expenditure rate on in-school youth (PY 2020 funds): 34%
- 20% expenditure rate on Youth Work Experience: 41.53%
- 40% expenditure rate on direct participant cost: 45.09%

WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Actual	Negotiated	Actual	% of Goal
Exiters		3954		Exiters		1200	
Participants Served		7054		Participants Served		2427	
EER 2nd Qtr after exit	82.00%	83.3%	101.59%	EER 2nd Qtr after exit	82.00%	81.9%	99.88%
EER 4th Qtr after exit	82.00%	83.4%	101.71%	EER 4th Qtr after exit	82.00%	82.7%	100.85%
Med. Earnings	\$ 6,650.00	\$ 7,010	105.41%	Med. Earnings	\$ 7,600.00	\$ 7,900	103.95%
Cred. Attainment	63.00%	74.0%	117.46%	Cred. Attainment	66.00%	70.9%	107.42%
MSG	52.00%	73.5%	141.35%	MSG	48.00%	74.3%	154.79%
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Actual	Negotiated	Actual	% of Goal
Exiters		1857		Exiters		16757	
Participants Served		3576		Participants Served		20582	
EER 2nd Qtr after exit	76.00%	77.7%	102.24%	EER 2nd Qtr after exit	69.00%	62.9%	91.16%
EER 4th Qtr after exit	75.00%	79.2%	105.60%	EER 4th Qtr after exit	66.00%	66.1%	100.15%
Cred. Attainment	69.00%	63.4%	91.88%	Med. Earnings	\$ 4,700.00	\$ 5,435	115.64%
MSG	45.00%	63.2%	140.44%				

WIOA Federal Reporting Score Card

[illegible]

WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Targets	47145 Northwest Tennessee			
		PY2020 Q1	PY2020 Q2	PY2020 Q3	PY2020 Q4
Adult Measures					
Exiters		342	284	257	299
Participants Served		603	564	565	513
Employment Rate 2nd Quarter after exit	82.0%	88.4%	89.6%	90.1%	88.4%
Employment Rate 4th Quarter after exit	82.0%	87.6%	82.2%	82.8%	81.8%
Median Earnings 2 nd Quarter after exit	\$ 6,650	\$ 7,086	\$ 6,700	\$ 6,430	\$ 6,906
Credential Attainment w/in 4 Quarters after exit	63.0%	89.0%	87.3%	84.4%	85.3%
Measurable Skills Gains	52.0%	64.3%	62.5%	66.3%	71.3%
Dislocated Worker					
Exiters		39	40	39	49
Participants Served		89	93	92	86
Employment Rate 2nd Quarter after exit	82.0%	89.1%	92.7%	94.7%	95.5%
Employment Rate 4th Quarter after exit	82.0%	88.1%	86.4%	85.1%	88.1%
Median Earnings 2 nd Quarter after exit	\$ 7,600	\$ 7,486	\$ 6,674	\$ 5,172	\$ 6,788
Credential Attainment w/in 4 Quarters after exit	66.0%	95.5%	95.5%	88.9%	85.7%
Measurable Skills Gains	48.0%	64.7%	56.7%	76.8%	77.9%
Youth					
Exiters		87	59	42	44
Participants Served		117	100	116	134
Employment Rate 2nd Quarter after exit	76.0%	88.3%	85.1%	84.5%	84.0%
Employment Rate 4th Quarter after exit	75.0%	77.5%	76.1%	81.7%	80.9%
Credential Attainment w/in 4 Quarters after exit	69.0%	80.4%	79.3%	79.2%	68.6%
Measurable Skills Gains	45.0%	48.1%	65.9%	55.2%	60.0%

PY2 Q1WIOA Core Performance Measures	4	Where we are now 10/17/2021		
Rolling Quarters	47145 Northwest Tennessee			
Adult Measures	Pass/Fail		Pass	
	Negotiated	Actual	% of Goal	
Exiters	0	175		
Participants Served	0	555		
EER 2nd Qtr after exit	82.5%	84.7%	102.7%	
EER 4th Qtr after exit	82.5%	80.4%	97.45%	
Med. Earnings	\$ 6,680.00	\$ 6,785.74	101.58%	
Cred. Attainment	63.5%	85.4%	134.49%	
MSG	53%	59.9%	113.02%	
Dislocated Worker	Pass/Fail		Pass	
	Negotiated	Actual	% of Goal	
Exiters	0	31		
Participants Served	0	89		
EER 2nd Qtr after exit	82.5%	93.3%	113.09%	
EER 4th Qtr after exit	82.5%	90.2%	109.33%	
Med. Earnings	\$ 7,650.00	\$ 6,888.13	90.04%	
Cred. Attainment	67%	76.2%	113.73%	
MSG	49%	74.2%	151.43%	
	Pass/Fail		Pass	
	Negotiated	Actual	% of Goal	
Exiters	0	30		
Participants Served	0	129		
EER 2nd Qtr after exit	77%	82.6%	107.27%	
EER 4th Qtr after exit	76%	80.8%	106.32%	
Med. Earnings	\$ 3,400.00	\$ 4,355.26	128.10%	
Cred. Attainment	70%	73.3%	104.71%	
MSG	47%	57.8%	122.98%	

FINANCIAL STATUS REPORT FOR MONTH ENDING 9/30/2021								
AS OF DATE	CONTRACT BUDGET 9/30/2021	CUM. EXPENSE 9/30/2021	CURRENT MO ACCRUALS 9/30/2021	TOTAL EXP/ACCR 9/30/2021	OBLIGATIONS 9/30/2021	TOTAL EXP ACCR & OBLG 9/30/2021	DEOBLIGATED FUNDS 9/30/2021	UNOBLIGATED BALANCE 9/30/2021
FORMULA PROGRAM FUNDS				invoiced not pd	July-Jan 18 not pd			
ADULT OPERATIONS	\$ 444,456.55	\$ 293,330.09	\$ 3,979.30	\$ 297,309.39	\$ 130,507.04	\$ 427,816.43	\$ -	\$ 16,640.12
ADULT PARTICIPANT	\$ 296,304.36	\$ 143,682.54	\$ 5,790.33	\$ 149,472.87	\$ (5,257.54)	\$ 144,215.33	\$ -	\$ 152,089.03
ADULT TOTAL	\$ 740,760.91	\$ 437,012.63	\$ 9,769.63	\$ 446,782.26	\$ 125,249.50	\$ 572,031.76	\$ -	\$ 168,729.15
PERCENTAGE PARTICIPANT	40.00%	32.88%	59.27%	33.46%	-4.20%	25.21%	#DIV/0!	
PERCENTAGE EXP/OBLG						77%		
DSLWK OPERATIONS	\$ 362,635.42	\$ 458,738.10	\$ 28,973.29	\$ 487,711.39	\$ 28,679.04	\$ 516,390.43	\$ -	\$ (153,755.01)
DLSWK PARTICIPANT	\$ 241,756.95	\$ 1,016.00	\$ -	\$ 1,016.00	\$ 3,184.00	\$ 4,200.00	\$ -	\$ 237,556.95
DSLWK TOTAL	\$ 604,392.37	\$ 459,754.10	\$ 28,973.29	\$ 488,727.39	\$ 31,863.04	\$ 520,590.43	\$ -	\$ 83,801.94
PERCENTAGE PARTICIPANT	40.00%	0.22%	0.00%	0.21%	9.99%	0.81%	#DIV/0!	283.47%
PERCENTAGE EXP/OBLG						86%		
YOUTH OPERATIONS	\$ 622,227.68	\$ 447,587.91	\$ 27,655.21	\$ 475,243.12	\$ 68,000.36	\$ 543,243.48	\$ -	\$ 78,984.20
YOUTH PARTICIPANT	\$ 622,227.68	\$ 214,161.84	\$ 17,038.14	\$ 231,199.98	\$ 159,486.93	\$ 390,686.91	\$ -	\$ 231,540.77
YOUTH TOTAL	\$ 1,244,455.35	\$ 661,749.75	\$ 44,693.35	\$ 706,443.10	\$ 227,487.29	\$ 933,930.39	\$ -	\$ 310,524.96
PERCENTAGE PARTICIPANT	50.00%	32.36%	38.12%	32.73%	70.11%	41.83%	#DIV/0!	74.56%
PERCENTAGE EXP/OBLG						75%		

FORMULA PERCENTAGES

				\$ 1,725,995.57				\$ 673,346.19
				\$ 84,042.82				\$ 110,290.14
TOTAL FORMULA OPERATIONS	\$ 1,429,319.64	\$ 1,199,656.10	\$ 60,607.80	\$ 1,260,263.90	\$ 227,186.44	\$ 1,487,450.34	\$ -	\$ (58,130.70)
TOTAL FORMULA PARTICIPANT	\$ 1,160,288.99	\$ 358,860.38	\$ 22,828.47	\$ 381,688.85	\$ 157,413.39	\$ 539,102.24	\$ -	\$ 621,186.75
TOTAL ALL FORMULA	\$ 2,589,608.63	\$ 1,558,516.48	\$ 83,436.27	\$ 1,641,952.75	\$ 384,599.83	\$ 2,026,552.58	\$ -	\$ 563,056.05
PERCENTAGE PARTICIPANT	44.81%	23.03%	27.36%	23.25%	40.93%	26.60%	#DIV/0!	110.32%
PERCENTAGE EXPENDED /OBL				63.41%		78.26%	0.00%	
YOUTH OUT OF SCHOOL	\$ 1,029,986.12	\$ 462,825.07	\$ 29,148.80	\$ 491,973.87	\$ 168,841.34	\$ 660,815.21		\$ 369,170.91
PERCENTAGE OUT SCHOOL	82.77%	69.94%	65.22%	69.64%	74.22%	70.76%		
YOUTH WORK EXPERIENCE	\$ 279,665.90	\$ 271,987.98	\$ 21,410.56	\$ 293,398.54	\$ 57,965.54	\$ 351,364.08		\$ (71,698.18)
PERCENTAGE WORK EXP	22.47%	41.10%	47.91%	41.53%	25.48%	37.62%		
OTHER FUNDS								
CARES Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
National DW Grant	\$ 647,758.00	\$ 323,197.39	\$ 37,657.95	\$ 360,855.34	\$ 181,677.86	\$ 542,533.20		\$ 105,224.80
STATEWIDE / NATA	\$ 849,589.16	\$ 380,863.15	\$ 114,207.63	\$ 495,070.78	\$ 295,763.75	\$ 790,834.53	\$ -	\$ 58,754.63
RESEA	\$ 81,900.00	\$ 28,752.63	\$ 16,085.43	\$ 44,838.06	\$ 40,715.39	\$ 85,553.45	\$ -	\$ (3,653.45)
								(covered by admin
TOTAL OTHER FUNDS	\$ 1,579,247.16	\$ 732,813.17	\$ 167,951.01	\$ 900,764.18	\$ 518,157.00	\$ 1,418,921.18	\$ -	\$ 160,325.98
TOTAL PROG FORMULA/OTHER	\$ 4,168,855.79	\$ 2,291,329.65	\$ 251,387.28	\$ 2,542,716.93	\$ 902,756.83	\$ 3,445,473.76	\$ -	\$ 723,382.03
ADMINISTRATION	\$ 418,096.94	\$ 224,494.04	\$ 597.91	\$ 225,091.95	\$ 6,778.83	\$ 231,870.78	\$ -	\$ 186,226.17
TOTAL ALL FUNDS	\$ 4,586,952.73	\$ 2,515,823.69	\$ 251,985.19	\$ 2,767,808.88	\$ 909,535.66	\$ 3,677,344.54	\$ -	\$ 909,608.19
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.00)
PARTICIPANT % ALL FUNDS								
TOTAL FORMULA OPERATIONS	\$ 1,429,319.64	\$ 1,199,656.10	\$ 60,607.80	\$ 1,260,263.90	\$ 227,186.44	\$ 1,487,450.34	\$ -	\$ (58,130.70)
TOTAL FORMULA PARTICIPANT	\$ 1,160,288.99	\$ 358,860.38	\$ 22,828.47	\$ 381,688.85	\$ 157,413.39	\$ 539,102.24	\$ -	\$ 621,186.75
CONS. BUSINESS-IWT	\$ 90,023.84	\$ 90,023.84	\$ -	\$ 90,023.84		\$ 90,023.84		
CONS. BUSINESS-OJT / RA	\$ 90,744.03	\$ 86,326.31	\$ -	\$ 86,326.31	\$ 181,677.86	\$ 268,004.17	\$ -	\$ 105,224.80
STATEWIDE / NATA	\$ 849,589.16	\$ 380,863.15	\$ 114,207.63	\$ 495,070.78	\$ 295,763.75	\$ 790,834.53	\$ -	\$ 58,754.63
TOTAL FORMULA-CB-RR-RAMP	\$ 3,619,965.66	\$ 2,115,729.78	\$ 197,643.90	\$ 2,313,373.68	\$ 862,041.44	\$ 3,175,415.12	\$ -	\$ 727,035.48
TOTAL PARTICIPANT- CB - RR	\$ 2,100,622.18	\$ 826,049.84	\$ 137,036.10	\$ 963,085.94	\$ 634,855.00	\$ 1,597,940.94	\$ -	\$ 785,166.17
PERCENTAGE PARTICIPANT	58%	39%	69%	42%	74%	50%	#DIV/0!	108%

*Prior Year Expenditures / Accruals Not Excluded

MINIMUM PARTICIPANT COST RATE	
Total YTD Participant Expenditures	\$ 272,470.33
Total YTD Program Expenditures	\$ 604,247.84
YTD MPCR	45.09%

**Northwest PY 2020 Budget - Revised July 2021
vs. YTD Expenditures as of 9/30/21**

	Budget	July - Sept. 2021	Percentage of Budget
Participant Budget	\$ 761,101.35	\$ 93,427.85	12%
Operating Budget	\$ 1,406,539.84	\$ 351,634.96	25%
IFA Expenses (including OSO)	\$ 167,180.76	\$ 37,534.85	22%
Career Service Provider (w/o DWG)	\$ 711,037.61	\$ 182,116.29	26%
Board / Fiscal Agent Expenses	\$ 528,321.47	\$ 110,904.49	21%
Total Operating Expenses	\$ 1,406,539.84	\$ 330,555.63	24%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 21,079.33</i>	<i>1%</i>
RESEA Program Operating Budget	\$ 81,900.00	\$ 44,838.06	55%
Administrative Budget (all grants)	\$ 298,647.16	\$ 54,516.35	18%
Adult & DW Part. & Program	\$ 1,777,568.21	\$ 246,701.07	14%
Youth Part. & Program	\$ 786,202.13	\$ 177,282.41	23%
Total Part. & Program	\$ 2,563,770.34	\$ 423,983.48	17%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 2,139,786.86</i>	<i>83%</i>
Adult & DW Program Only	\$ 1,076,059.96	\$ 194,937.44	18%
Youth Program Only	\$ 425,724.27	\$ 135,618.19	32%
Total Program	\$ 1,501,784.23	\$ 330,555.63	22%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 1,171,228.60</i>	<i>78%</i>

DRAFT Career Service Provider RFP Process & Timeline

RFP Release	February 1, 2022
Deadline for Bidders Questions	February 18, 2022
Response to Bidder Questions Posted Online	February 25, 2022
Proposal Deadline (email only)	March 25, 2022
RFP Committee Review	April 1-13, 2022
Executive Committee Review & Recommendation	April 27, 2022
Northwest TN Workforce Board Approval	May 17, 2022
Notification to all Bidders	May 20, 2022
Contract Begin Date	July 1, 2022

Component # 1: Adult and Dislocated Worker Services and other partner programs identified by the NWTNWB such as the Re-Employment Services and Eligibility Assessments (RESEA) program

Component # 2: Youth Services and other partner programs identified by the NWTNWB

An entity may bid on one or both components; however, contracts will be awarded based on the individual components, and may be awarded to different entities.

Northwest TN Workforce Board, Inc. – NW & SW Fiscal Agent / Staff to the Board

