

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization	Special Requirement	Nominator Name	Nominator Organization	Begin Date of Appointment	End Date of Appointment	Conflict of Interest Date	Conflict of Interest Expiration [1]	Northwest Local Board Summary				Previous Members									
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total LWOB Members	27			10/30/2018	Sandra Woods	Gibson	Communication Workers of WIOA Section 107(b)(2)(B)	Joe Coleman	Communication Workers of WIOA Section 107(b)(2)(B)	7/1/2017	6/30/2021		
6/3/2019	Neely Ashby	Henry	Henry County Medical Center	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Business [2]	14	1.9%	3	10/30/2018	Charlie Moore	Crockett	Crockett County WIOA Section 107(b)(2)(D)	Melissa Cox-Rayner	Crockett Co Chamber of WIOA Section 107(b)(2)(A)	7/1/2017	6/30/2021		
6/3/2019	John G. Castlaw	Crockett	Farmspace Systems LLC	WIOA Section 107(b)(2)(A)	Charlie Moore	Paris-Henry Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Labor [4]	6	2.2%	5	8/6/2019	Jennifer Starks	Henry	Granges WIOA Section 107(b)(2)(A)	Jennifer Wheatley	Henry Co C of C	7/1/2019	6/30/2023		
6/3/2019	R. Keith Curvey	Weakley	MTD Products	WIOA Section 107(b)(2)(A)	Barbara Virgin	Weakley Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Education [6]	2	7.4%		10/30/2018	John Penn Ridgeway	Carroll	TCAT - McKenzie WIOA Section 107(b)(2)(B)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021		
6/3/2019	Bedford Dunavant	Obion	Union City Insurance	WIOA Section 107(b)(2)(A)	Lindsay Frilling	Obion Co Joint Econ. Dev. Council	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Government, Economic Development [7]	5	18.5%		10/30/2018	John Bucy	Weakley	Northwest TN Development WIOA Section 107(b)(2)(B)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021		
6/3/2019	Brad Hurley	Carroll	Carroll County Trophies	WIOA Section 107(b)(2)(A)	Stan Sanders	Carroll Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(i) [8]	2	4		10/30/2018	Cliff Sturdivant	Carroll	Carroll County Chamber of WIOA Section 107(b)(2)(D)	Kenny McBride	Carroll Co Mayor	7/1/2017	6/30/2021		
9/1/2019	Randy S. Shannon	Benton	Shannon Office of Law	WIOA Section 107(b)(2)(A)	Stephanie Harcelroad	Benton Co C of C	10/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(ii) [9]	2												
6/3/2019	Ben Marks	Benton	Mark's Building Materials	WIOA Section 107(b)(2)(A)	Sara Vilgore	Benton Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(C)(i) [10]	1												
6/3/2019	Kristy Mercer	Gibson	Ceco Door	WIOA Section 107(b)(2)(A)	Julie Allen-Burke	Milan C of C	7/1/2019	6/30/2023	2/23/2021	2/23/2022	WIOA Section 107(b)(2)(C)(ii) [11]	1		2										
6/3/2019	Ted Piazza --VICE CHAIR--	Gibson	Rack - IT Industries	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(D)(i) [12]	3												
10/23/2020	Tommie St. John	Henry	Sweet Jordan's	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	10/29/2020	6/30/2023	2/22/2021	2/22/2022	WIOA Section 107(b)(2)(D)(ii) [13]	1	5											
6/3/2020	Gayanne Williams	Lake	Citizens of Lake County for Healthcare, Inc.	WIOA Section 107(b)(2)(A)	Marcia Perkins Mills	Lake Co C of C	7/1/2019	6/30/2023	1/5/2021	1/5/2022	WIOA Section 107(b)(2)(D)(iii) [14]	1												
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Attec Pest Control	WIOA Section 107(b)(2)(A)	Allen Nesler	Dyer Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Counties Represented [16]	24	Financial Liability											
5/8/2019	Lana C. Hammons	Dyer	Develey Mustard & Condiments Corp.	WIOA Section 107(b)(2)(A)	Tim Cliner	Develey Mustard & Condiments Corp.	5/21/2019	6/30/2023	2/22/2021	2/22/2022	Benton	2	8.3%											
10/29/2019	William Eddie White	Henry	United Auto Workers Local 9025	WIOA Section 107(b)(2)(B)(i)	Anthony Phifer	United Auto Workers Local 9025	11/1/2019	6/30/2023	2/22/2021	2/22/2022	Carroll	4	16.7%											
6/3/2019	Jon Dougherty	Dyer	Amteck	WIOA Section 107(b)(2)(B)(ii)	David Wagner	Amteck	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Dyer	4	16.7%											
2/4/2020	Amy McDonald	Dyer	Tennessee Homeless Solutions	WIOA Section 107(b)(2)(B)	Debbie Todd	Tennessee Homeless Solutions	2/1/2020	6/30/2023	1/4/2021	1/4/2022	Gibson	3	12.5%											
10/30/2018	Lindsay Frilling	Obion	Union City Boys and Girls Club	WIOA Section 107(b)(2)(B)	Mayor Benny McGuire	Obion County	7/1/2021	6/30/2025	1/4/2021	1/4/2022	Henry	4	16.7%											
7/29/2019	Angela Hollingsworth	Weakley	Weakley County Schools	WIOA Section 107(b)(2)(C)(i)	Mark Maddox	Weakley County Schools	7/1/2019	6/30/2023	1/11/2021	1/11/2022	Lake	1	4.2%											
6/3/2019	Landa Fuyus	Weakley	University of TN at Martin Reed Center	WIOA Section 107(b)(2)(C)(ii)	Jake Byrum	Mayor of Weakley County	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Obion	2	8.3%											
1/29/2021	Melinda Goode	Weakley	Northwest Tennessee HRA	WIOA Section 107(b)(2)(D)(i)	Tim Witherspoon	Northwest Tennessee HRA	7/1/2021	6/30/2025	2/2/2021	2/2/2022	Weakley	4	16.7%											
10/19/2020	Jordan Spraggins	Crockett	Crockett County Chamber of Commerce	WIOA Section 107(b)(2)(D)(ii)	Tyler Gamble	Crockett County Chamber of Commerce	7/1/2021	6/30/2025	1/27/2021	1/27/2022														
10/30/2018	Kristie Bennett	Carroll	Tennessee Department of Labor and Workforce Development	WIOA Section 107(b)(2)(D)(iii)	Deniece Thomas	Tennessee Department of Labor and Workforce	7/1/2021	6/30/2025	1/4/2021	1/4/2022														
10/30/2018	David Parrish	Henry	Tennessee Department of Human Services	WIOA Section 107(b)(2)(D)(iii)	Cherrill Champbell-Street	Tennessee Department of Human Services	7/1/2019	6/30/2023	2/22/2021	2/22/2022														
9/14/2020	Brendan Powell	Shelby	United Food and Commercial Workers Union Local 1529	WIOA Section 107(b)(2)(B)(iii)	Rick Slayton	UFCW Local 1529	7/1/2019	6/30/2025	1/26/2021	1/26/2022														
12/2/2020	Willie Huffman	Carroll	TCAT Paris	WIOA Section 107(b)(2)(B)(iii)	Dr. Bradley White	TCAT Paris	7/1/2021	6/30/2025	1/4/2021	1/4/2022														
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry	WIOA Section 107(b)(2)(D)(i)	Gary Simmons	McKenzie Chamber of Commerce and Industry	7/1/2021	6/30/2025	4/19/2021	4/19/2022														

**Northwest Tennessee Workforce Board and
Consortium of Local Elected Officials
November 9, 2021 –12:00 pm**

Northwest TN Development District / HRA
124 Weldon Drive
Martin, TN

[Join Zoom Meeting](#)
Meeting ID: 842 6763 8671
Passcode: 489095

Minutes

Board Members Attending in Person: Jimmy Williamson, David Parrish, Monica Heath, Melinda Goode, Landy Fuqua; **Via Zoom:** Jon Dougherty, Ben Marks, John Castellaw, Angela Hollingsworth, Rita Alexander, Lana Hammons, Lindsay Frilling, Keith Cursey, Brad Hurley, Kristie Bennett

Local Elected Officials Attending in Person: Mayor Benny McGuire; **Via Zoom:** John Penn Ridgeway,
Committee Members Attending in Person: Sherry Fowler, Justin Crice; **Via Zoom:** Dr. Karen Bowyer, Blake Swaggert, Janna Hellums

Staff and Contractors Attending in Person: Jennifer Bane, LeAnn Lundberg, Lana Wood, Erica Nance (OSO); **Via Zoom:** Lana Burchfiel, Ginger Powell, Laura Speer, Gina Johnson, Terry Williams, James Starnes (OSO), Connie Stewart (CSP)

Other Guests Attending in person: Alisha Melton, Sam Sinclair **Via Zoom:** Nichole Briley Earp, Beth Duffield, Gina Abbott, Shalondria Shaw

Welcome: Jimmy Williamson welcomed all members and guests to the meeting.

Partner Presentation: Sam Sinclair, Kohler Quality Manager, spoke about Kohler's training initiatives and experience with utilizing Incumbent Worker Training (IWT) grants. Kohler has utilized the training grants to provide various trainings including problem solving and the Lean Institute. Their goal is to have engage and satisfied employees who are also problem solvers, which helps them be competitive and lower internal costs.

Business Meeting: Jimmy Williamson called the business meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest.

Approval of Minutes: The minutes of the August 24, 2021 Board meeting were presented for review.

- **MOTION: A motion to approve the 8/24/21 Board minutes as presented was made by Landy Fuqua and seconded by Mayor McGuire. All were in favor and the motion carried.**

Meeting Reports: All committee reports, including the American Job Center Committee on 10/25/21, which did not have any action items, were provided to the Board ahead of time and are included in the attached handouts. The following items were presented for discussion and questions prior to voting.

Outreach and Opportunities Committee Meeting (10/25/21): A report of the meeting is attached. Chair Ben Marks stated the Committee reviewed and recommended approval of programs due for renewal on the Eligible Training Provider List as presented.

- **MOTION: A motion to approve renewal of the Eligible Training Provider List programs as presented was made by Ben Marks and seconded by Landy Fuqua. All were in favor and the motion carried with Dr. Bowyer abstaining from discussion and voting.**

Executive Committee Meeting (10/27/21): Jimmy Williamson reported for Ted Piazza. The committee met on 10/27/21 and received update on the most recent audit. There will be one finding due to a data entry error on a journal entry moving expenses to the correct program year. The group also agreed to hire a third party to handle the RFP for the CSP next year. They also discussed a possible partnership with the Southwest (SW) area and Jimmy asked Jennifer Bane to review the attached proposed Organizational Structure. Jennifer stated that the potential partnership would allow the boards to maintain separate identities while sharing some staff. Jennifer 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. If the SW Chief Local Elected Official decides to move forward, the Executive Committee recommends that we elect to move forward as well, with the approval of our Mayors.

- **MOTION: A motion to approve the Organizational Structure as presented was made by Mayor McGuire and seconded by David Parrish. All were in favor and the motion carried.**

Other Business and Updates: Updates on the State Workforce Development Board and Regional Planning were provided to the Board ahead of time and are included in the attached handouts. Jennifer Bane reviewed the Key Performance Indicator (KPI) results for the first quarter of the program year. There were a few goals that were not met and any goals below a certain level of achievement may be subject to corrective action and possible sanctions. The One-Stop Operator continues to work with partner programs to ensure goals are met. Jennifer also informed the group that the staff have been preparing for an upcoming monitoring visit from the Program Accountability Review (PAR) team in December. The fiscal staff have also provided documents for a quarterly fiscal monitoring and for the state's audit. A request for additional funding has also been submitted including \$100,000 for participant services and \$325,000 for IWT. Our Dislocated Worker allocation was increased by about \$100,000 which helped decrease the amount needed to meet the participant budget from last year. The Business Services staff asked employers about their need for and interest in IWT grants and requested the amount needed from the TN Department of Labor and Workforce Development. Jennifer thanked Kristie Bennett for her support of our requests.

Future Meeting Dates & Upcoming Events: Upcoming meeting dates and events were listed on the agenda included in the handouts.

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board and
Consortium of Local Elected Officials
November 9, 2021 –12:00 pm**

Northwest TN Development District / HRA
124 Weldon Drive
Martin, TN

[Join Zoom Meeting](#)
Meeting ID: 842 6763 8671
Passcode: 489095

Agenda

Welcome & Recognition of Guests

Mayor Gary Reasons, CLEO

Assistant Commissioner, Division of Workforce Services, Steve Playl Jr.

Business Solutions Director, Division of Workforce Services, Beth Duffield

Alisha Melton, Interim Director of the Office of Research, Outreach and Economic Development at UTM

Partner Presentation – Kohler

Brent Croteau, Plant Manager
and Keri Stepp, EHS Specialist

Business Meeting - Call to Order & Acknowledge Quorum/Conflict of Interest

Jimmy Williamson
Chair, NWTNWB

Approval of Minutes of August 24, 2021 Meeting (Vote Required)

Meeting Reports

American Job Center Committee Meeting (October 25th)

Rita Alexander, Chair

Outreach and Opportunities Committee Meeting (October 25th)

Ben Marks, Chair

- **Eligible Training Provider List Renewals (Vote Required)**

Executive Committee Meeting (October 27th)

Jimmy Williamson, Vice-Chair

- **Organizational Structure (Vote Required)**

Other Business & Updates

Jennifer Bane

- State Workforce Development Board Updates
- Regional Planning Update
- Other

Future Meeting Dates & Upcoming Events

- State Workforce Development Board Meeting: November 12th (Nashville & YouTube)
- National Apprenticeship Week: November 15th – 21st
 - 2021 Apprenticeship TN Conference: November 16th & 18th (Microsoft Teams)
- Workforce Webinar, Labor Market Information: December 2nd, 9:00 am (Zoom)
- 2022 Conflict of Interest Renewals: January 2022
- Regional Planning Council Meeting: January 18th, 10:00 am
- AJC Committee Meeting: January 24th, 10:00 am
- Outreach & Opportunities Committee Meeting: January 24th, 1:00 pm
- Executive Committee Meeting: January 26th, 10:00 am
- 2022 Board Meeting Dates, Tuesday, 12:00 pm:
 - February 22nd
 - May 17th
 - August 23rd (Annual Meeting)
 - November 15th

**Northwest Tennessee Workforce Board and
Consortium of Local Elected Officials
August 24, 2021 –12:00 pm**

Northwest TN Development District / HRA
124 Weldon Drive
Martin, TN

[Join Zoom Meeting](#)
Meeting ID: 823 3796 5251
Passcode: 011012

Minutes

Board Members Attending In Person: Monica Heath, Brad Hurley, David Parrish; **Via Zoom:** Rita Alexander, Neely Ashby, Kristie Bennett, Keith Cursey, Jon Dougherty, Landy Fuqua, Angela Hollingsworth, Willie Huffman, Ben Marks, Kristy Mercer, Brendan Powell, Jordan Spraggins

Local Elected Officials Attending in Person: Mayors Jake Bynum and Benny McGuire; **Via Zoom:** Mayors Joseph Butler, Gary Reasons, John Penn Ridgeway, Tom Witherspoon

Committee Members Attending in Person: Justin Crice, Sherry Fowler; **Via Zoom:** Ronnie Gunnels, Blake Swaggert

Staff and Contractors Attending in Person: Jennifer Bane, LeAnn Lundberg, Lana Wood, Erica Nance (OSO); **Via Zoom:** Lana Burchfiel, Ginger Powell, Laura Speer, Maleia Evans, Gina Johnson, Terry Williams, Jennifer Eppley and James Starnes (OSO)

Other Guests Attending in person: Kim Watts, James Matthew Wyatt, J Paul Jackson; **Via Zoom:** Nichole Briley Earp

Welcome: Mayor Gary Reasons welcomed all members and guests to the meeting, commenting that Mayor Shannon was serving as Interim Benton County Mayor while Mayor Lashlee is deployed. He also offered our condolences to the family of Jimmy Williamson on the recent death of his granddaughter before introducing the guest speaker.

Partner Presentation: Kim Watts, Operations Manager for ATA Employment Solutions spoke on the challenges of employee recruitment in the current job climate. She recommended employers review their social media presence, making sure it focuses not only on goods and services, but also showcases a positive work environment. She suggested instead of sign-on bonuses, which can cause resentment among existing employees, that employers consider retention bonuses and / or referral bonuses. An overly lengthy hiring process can also cause an employer to lose good candidates. In the case of not enough qualified candidates, she recommended thinking outside the box with transferable skills such as responsibility and customer service. Potential employees want a good job description and a salary range, even though many employers are hesitant to mention salary. Finally, Kim stressed the importance of jobseekers having a resume that showcases their skills and to take advantage of the space that a cover letter can give them to sell themselves and why the employer should give them an interview.

Business Meeting: Brad Hurley, Secretary of the Board, called the business meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest.

Approval of Minutes: The minutes of the May 18, 2021 Board meeting were presented for review.

- **MOTION: A motion to approve the 5/18/21 Board minutes as presented was made by Gary Reasons and seconded by Landy Fuqua. All were in favor and the motion carried.**

Meeting Reports: All committee reports, including the Local Elected Officials meetings on 5/18/21 and 6/25/21, the 6/25/21 Board of Directors meeting, and the Executive Committee meeting on 7/28/21, which did not have any action items, were provided to the Board ahead of time and included in the attached handouts. The following items were presented for discussion and questions prior to voting.

American Job Center (AJC) Committee Meeting (7/26/21): A report of the meeting is attached. Chair Rita Alexander stated the Committee reviewed and recommended approval of the below policy changes as indicated in red in the handouts:

1. Adult and Dislocated Worker Eligibility Policy: Changes include allowing funding for individuals from other areas for non-Occupational Skills training and removing the outdated low-income definition and references to it.
2. Work-Based Training Policy: Changes include removing mentions of “service provider” since the Board manages business services, adding clarification that OJT cannot be used for a position in a labor dispute or layoff, adding that for IWT, per the TEGL, employee cohorts must have an average employment history of 6-months with the

company, removing the 80% wage requirement for transitional jobs and non-youth work experience, and removing the Supportive services section and instead referencing the manual.

3. Supportive Services – Transportation Policy: Changes include removing references to Out-of-School Youth since work experience is also available for In-School Youth, and removing the full-time criteria to match the Individual Training Account Policy.
- **MOTION: A motion to approve all policy changes as presented was made by Rita Alexander and seconded by Kristy Mercer. All were in favor and the motion carried.**

Outreach and Opportunities Committee Meeting (7/26/21): A report of the meeting is attached. Chair Ben Marks stated the Committee reviewed and recommended approval of changes to the Basic Skills Definition section of the Youth Eligible Policy as indicated in red in the attachments. The policy was updated in regards to assessing basic skills deficiency due to being unable to compute or solve problems, read, or write at a level necessary to function on the job, in one's family, or in society. The changes have been cleared by TN Department of Labor and Workforce Development state staff.

- **MOTION: A motion to approve the changes to the Youth Eligibility Policy as presented was made by Ben Marks and seconded by Landy Fuqua. All were in favor and the motion carried.**

Officer Nominations and Elections: Brad Hurley opened the floor for nominations for each of the three office positions. Existing officers, Jimmy Williamson – Chair, Ted Piazza – Vice-Chair, and Brad Hurley – Secretary, had indicated in advance of the meeting that they would continue to serve if nominated.

- **MOTION FOR CHAIR: A motion to nominate Jimmy Williamson for Board Chairman was made by Gary Reasons and seconded by Tom Witherspoon. All were in favor and the motion carried.**
- **MOTION FOR VICE-CHAIR: A motion to nominate Ted Piazza for Board Vice-Chairman was made by Tom Witherspoon and seconded by Mayor Reasons. All were in favor and the motion carried.**
- **MOTION FOR SECRETARY: A motion to nominate Brad Hurley as Board Secretary was made by John Penn Ridgeway and seconded by Gary Reasons. All were in favor and the motion carried.**

Presentation of the 2020-2021 ANNUAL REPORT: Jennifer Bane presented the attached Annual Report for the 2020 program year. Jennifer thanked the Mayors and Board and Committee members for their continued service, and highlighted the many achievements and participant success stories throughout the year thanks to the hard work of the staff and contractors. In addition to meeting performance and fiscal requirements, several AJC partners also met their Key Performance Indicator (KPI) goals. While traffic counts in the AJCs remained low throughout the year due to COVID-19, AJC Survey Results continued to indicate high satisfaction with services. The area's MOU and IFA practices were also highlighted as a best practice by a U.S. Department of Labor Regional Case Study. The Annual Report also includes industry and occupational growth, industry announcements from throughout the year, and highlights from sector strategies, youth, training, reemployment, and business services, including building talent pipelines through apprenticeship programs and connecting job seekers to employers through in-person, drive-thru, virtual, and county-wide job fairs. A participant spotlight on Kemisha Thompson, a former work experience participant who completed her education degree and began working as a teacher at her worksite upon graduation, is also included in the report.

Other Business and Updates: In addition to the reports included in the attached handouts Jennifer Bane introduced J Paul Jackson, Chief Operating Officer of Thor Boats in Union City, who is currently serving on State Workforce Board. Jennifer also reminded the group that elections for the Chair and Vice-Chair of the two committees will be held at the October meetings. Nominations should be sent to Jennifer by the end of September.

Future Meeting Dates & Upcoming Events: Jennifer Bane reviewed the upcoming meeting dates and events as listed on the agenda included in the handouts.

A motion to adjourn was made by Gary Reasons and seconded by Rita Alexander. All were in favor and the motion carried.

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

American Job Services Committee (AJC) – Rita Alexander, Chair/ Neely Ashby, Vice Chair

The AJC Committee met on October 25th with 7 members along with staff, contractors, and one guest participating. The committee received an update from Shalondria Shaw, Regional Director for West TN with the Apprenticeship TN office. They are working on transitioning to the state being an approval agency which should lessen the turnaround time for the approval of new apprenticeships. National Apprenticeship Week starts November 15th and they are planning a conference.

Rita Alexander was nominated and re-elected as Committee Chair. No Vice-Chair nominations have been received at this time. The current vice-chair has resigned from her current employer leaving only three other possible private sector representatives. One has already declined and Jennifer Bane will check with the other two members. Please let Jennifer know if you would be interested in serving in this position.

Jennifer Bane, on behalf of Erica Nance, One-Stop Operator, shared very detailed reports including the Employer Services Report, Target Populations report, Referral and Co-Enrollment reports, and VOS Greeter reports showing traffic counts across all offices since July 1st. AJC staff are working on increasing on-site services and numbers were up last quarter with 2,426 visits to the American Job Centers since July 1st and 3,775 services provided. Traffic count by AJC is listed on the Performance Dashboard included with the handouts. There were 97 surveys completed this quarter with 100% indicating they were completely satisfied with their visit. The enrollment summary report showed that our area served 1,403 individuals last quarter including 907 carryover participants and 496 new enrollments across the Wagner Peyser, Title I, TAA, SNAP, and Adult Education programs. Title I has served 706 individuals or 7.6% of the total served across the state, including 217 new enrollments, or 10.1% of the state's new enrollments, even though we only receive about 4.5% of the allocations. Of the 106 adults enrolled, 38 or 35.9% were in category 2 and none in category 1. State policy requires at least 75% be enrolled as categories 1 or 2 while federal guidance requires at least 50.1%. Staff reached out to the state and asked for assistance when the policy was first implemented because we don't typically see a lot of individuals within these priority categories seeking services and did not want to have to turn away those who are seeking services. The state staff agreed we should not turn anyone away. Staff are working on ways of trying to increase priority enrollments. The Target Populations report showed 51 new enrollments including 15 youth-aged individuals and 23 individuals with barriers to employment, including 4 individuals with disabilities, 1 offender, 6 SNAP recipients, and 18 low income individuals. The Employer Services report showed a total of 602 employers served and 1,156 services provided throughout the year.

The Career Services report provided an overview of new hires, a current job opening for an In-School Youth (ISY) Career Advisor, and a breakdown of enrollments by county and service. Each county has an enrollment goal they are working towards. There were 78 people enrolled in occupational skills training this past quarter, mostly in healthcare, followed by transportation, then manufacturing, and most are at TCATs and community colleges, followed by private truck driver training providers. There were also 14 people enrolled in Youth work experience, 4 Out-of-School Youth and 10 ISY. The Business Services report showed we have had 44 individuals participating in On-the-Job Training since July 1st with 25 employers. Of those, 7 had completed training as of 9/30/21 with nearly \$17,000 expended, 26 were still in training, and 11 did not complete. Over \$40,000 of remaining Rural Initiative grant funds was expended for Incumbent Worker Training for three employers last quarter with 65 individuals trained, more than the 55 proposed.

Staff also continue to coordinate job fairs and hiring events with a regional event being held last quarter. For National MFG Day 2021 staff shared videos on social media, and with our high school partners, from MFG partners from all the counties for the whole month of October. Staff also provided our high schools with logins for VirtualJobShadow.com login. Nursing career exploration videos were also prepared to be shared November 1st for HOSA week including the educator video from earlier this year and a new employer video featuring Obion, Lauderdale, and Tipton county employers. Bags full of education information and employer gifts to students were also delivered which wrapped up our partnership with Dyersburg State for their GIVE grant. The third webinar of a quarterly series was held in September on Building a Youth Talent Pipeline. The last webinar for the year is scheduled for December 2nd on utilizing labor market information as part of a hiring strategy.

Staff have also applied for this year's Delta Regional Authority grant, requesting \$154,000, mainly for staffing to develop the youth talent pipeline through career exploration, hiring events, and work-based learning. We should know within the next two months if our application is awarded.

Outreach & Opportunities Report – Ben Marks, Chair / Glad Castellaw, Vice Chair

The committee met on October 25th with 10 members plus staff, contractors, and two guests participating. Ben Marks was nominated and re-elected as Chair of the committee. Glad Castellaw was nominated and re-elected as Vice-Chair. The committee reviewed the Target Populations report and heard updates on Youth Services, including a presentation from a Youth Work Experience participant, Dakota Hassell. As a 2021 Dyer County High School graduate and former participant of the Upward Bound program at Dyersburg State, Dakota was interested in math, science, and technology, but didn't really have a specific career plan. He enrolled at UT Martin for computer science and coding, but it wasn't until he enrolled in the Work Experience program and was placed at Tencom that he figured out he wanted to do more IT and hands-on work. He's switched his major to Management of Information Systems with a minor in cyber security. Dakota said working at TenCom has allowed him to gain experience as well as earn several certifications. Dakota stated this experience has greatly helped his communication skills since he has to answer the phones and speak to customers. On November 30th Dakota will be hired at TenCom and will participate in an On-the-Job Training (OJT) grant. Tencom is also working on starting a registered apprenticeship which Dakota will also participate in.

The committee also received an update on the Rural Initiative Grant projects. The grant closed out at the end of September and all funds were expended. Of the goal of 92, a total of 75 participants were served through the Re-Entry Advanced Manufacturing Program (RAMP) or the WORKLife work experience program. The funds remaining after all interested and eligible participants were enrolled were used to fund three Incumbent Worker Training grants and five four-year licenses for TRANSFR Virtual Reality headsets. The headsets will be used primarily in Lake County to give students a virtual hands-on career exploration experience. The only active RAMP class is Gibson County which is being held off-site at The Orchard House. The class started on 6/26/21 with 18 men enrolled in the Certified Production Technician (CPT) training. The class has had delays due to COVID and increased work schedules, but should be completed in December. No testing has been done yet and all participants are still active, with 12 currently employed with Alliance and two still incarcerated in the jail and not yet eligible for work-release. Four individuals have left the Orchard House and are no longer participating in the program but have not yet exited the WIOA Title I program.

The Committee also heard updates on several other ongoing special grant programs:

- RESEA: Service numbers continue to be low. Since July 1st there have been only 67 first scheduled RESEA services, with 43 completing subsequent visits. There were 18 deemed job-ready and referred to reemployment, and 24 referred to training in order to become job-ready. There were 34 referred to Title I and six co-enrollments. There were 36 individuals who completed the program and nine placed in employment. We are receiving additional funding on a quarterly basis this year and can request an increase to add staff and expand services, but the number of individuals referred by the state has been very, very low. They have made some changes in the selection process and we hope to see an increase soon.
- National Dislocated Worker Grant: As of 9/30/21, 16 individuals of the 18 proposed had been placed in disaster-relief positions so far and there were 74 individuals receiving career and training services of the 105 proposed. Only 45.38% of participant funding had been expended so far, but expenses typically lag behind enrollments. Supportive services expenses have also been under budget. The grant ends on June 30, 2022.
- Apprenticeship Grants (DRA & TDLWD): We are on track for meeting our goals of the DRA grant and have through December to complete the remaining two employer outreach events still needed. Our TDLWD apprenticeship grant end date was extended from 6/30/21 to 10/31/21 to allow us to serve the remaining 13 apprentices needed to reach our goal of 89. We were able to serve 83 under the grant. The opportunity for additional funds for apprentices was offered and staff have submitted a request.
 - Registered Electrical Apprenticeship Preparation (REAP): We had five of six students complete the REAP program. All five have been hired by Amteck and enrolled in the registered apprenticeship program.
- GIVE Partnership with DSCC: In partnership with DSCC and their GIVE grant, an employer panel for Obion, Lauderdale, and Tipton counties on the nursing pathway was recorded and shared with the schools during the first week in November for HOSA week. The educator panel recorded earlier this year discussing different programs available at area training facilities was also shared again. Brochures and goodie bags were shared with the students along with login information for VirtualJobShadow.com so the students can further explore nursing careers.

- New Opportunities: The staff is currently working on several new grant opportunities, including a partnership with the Greater Memphis (GM) area on an AARP SNAP Employment & Training (E&T) grant to increase the number of individuals 50 or older in SNAP E&T programs, a partnership with the GM and Southwest (SW) areas and the University of Memphis on a TANF Opportunity Act Planning Grant, and a partnership with GM, SW, and area employers on an EDA Good Jobs grant focusing on construction, healthcare, and manufacturing. An application has also been submitted for the 2021 Delta Workforce Grant for \$154,000 to develop the youth talent pipeline through career exploration, hiring events, and work-based learning. We should know within the next two months if our application is awarded.

The committee also reviewed programs due for renewal on the Eligible Training Provider List (ETPL). Since performance information for the most recent program year (PY), PY 2020 (7/1/20-6/30/21) was not available by the last board meeting, the programs due for renewal were re-reviewed by the committee with updated performance data to ensure they meet the state's required completion and employment rate of 70% for all students and 40% for WIOA students for those programs with 10 or more WIOA students. The programs highlighted at the top are not meeting at least one of the state's requirements, but at this time, the accuracy of the data is in question as the performance information displayed does not seem to match what is being reported by the provider for non-WIOA students, or recorded in the case management system for WIOA students. For example, the Dyersburg State Industrial Safety program is showing no completers, but this is the program offered at the jail and staff know there have been completers. Staff requested assistance from the state ETPL staff and were given permission to approve these programs since we do not have accurate data at this time and they are still working to implement this new reporting process. The crossed out programs beginning on the bottom of page 2 of the attached handout were originally included but have since been removed by UT Martin. Some are duplicates of other programs and some are continuing education programs that do not require a social security number to enroll. The employment data is being pulled by the state with the social security numbers of students, so providers must be able to supply it on their reports to be in compliance.

The committee recommends renewal of the existing programs for the Eligible Training Provider List as listed on the attached handout (VOTE).

Provider Name	Program Title	CIP Title	Completion Level	Overall Completion Rate	Overall Employment 2nd QTR after Exit	WIOA Total Enrolled	WIOA Completion Rate	WIOA Employment 2nd QTR after Exit	Occupation Title	2021 Jobs	2025 Jobs	2021-2025 Change	Annual Openings	Avg. Hourly Earnings
UT MARTIN	NURSING	Registered Nursing/Registered Nurse.	A baccalaureate degree	77%	62%	20	46%	62%	Registered Nurses	1,227	1,208	-19	64	\$ 28.90
DSCC	Industrial Safety	Industrial Mechanics and Maintenance Technology.	A measurable skills gain leading to a credential	0%	0%	15	0%	0%	Occupational Health and Safety Specialists	40	42	2	3	\$ 34.70
UT MARTIN	INTERDISCIPLINARY STUDIES	Multi/Interdisciplinary Studies, General (NEW)	A baccalaureate degree	99%	16%	13	45%	100%	Project Management Specialists and Business Operations Specialist	295	319	24	32	\$ 26.64
UT MARTIN	SPORTS MANAGEMENT/Health and Human Performance	Health and Physical Education, General.	A baccalaureate degree	70%	100%	12	70%	100%	Coaches and Scouts	153	156	3	22	\$ 19.52
DSCC	AAS - PARAMEDIC TO RN PROGRAM	Registered Nursing/Registered Nurse.	An associate degree	67%	100%	5	67%	100%	Registered Nurses	1,227	1,208	-19	64	\$ 28.90
DSCC	Administrative Assistant with Microsoft Office 2019- Continuing Ed	Administrative Assistant and Secretarial Science, General.	An industry-recognized certificate or certification, A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Secretaries and Administrative Assistants	1,045	1,020	-25	106	\$ 17.58
DSCC	Certified Dental Assistant- Continuing Education	Dental Assisting/Assistant.	An industry-recognized certificate or certification, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0%	0%	0	0%	0%	Dental Assistants	139	141	2	16	\$ 20.56
DSCC	Certified Master Automotive Technician - Continuing Education	Automobile/Automotive Mechanics Technology/Technician.	An industry-recognized certificate or certification, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0%	0%	0	0%	0%	Automotive Service Technicians and Mechanics	530	549	19	52	\$ 17.34
DSCC	Human Resources Manager with PHR- Continuing Education	Human Resources Management/Personnel Administration, General	An industry-recognized certificate or certification, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0%	0%	0	0%	0%	Human Resources Managers	74	75	1	6	\$ 37.14
DSCC	Manufacturing Processes	Industrial Mechanics and Maintenance Technology.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Production, Planning, and Expediting Clerks	229	239	10	25	\$ 21.51
DSCC	Quality and Inspection	Industrial Mechanics and Maintenance Technology.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Inspectors, Testers, Sorters, Samplers, and Weighers	506	499	-7	58	\$ 17.47
DSCC	Total Productive Maintenance	Industrial Mechanics and Maintenance Technology.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Industrial Machinery Mechanics	276	314	38	33	\$ 22.29
UT MARTIN	BIOLOGY	Biology/Biological Sciences, General.	A baccalaureate degree	95%	32%	9	50%	88%	Environmental Scientists	13	15	2	2	\$ 23.81
UT MARTIN	PSYCHOLOGY	Psychology, General.	A baccalaureate degree	93%	50%	9	44%	78%	Psychologists	23	24	1	2	\$ 41.92
UT MARTIN	AGRICULTURAL BUSINESS	Agribusiness/Agricultural Business Operations.	A baccalaureate degree	100%	14%	8	71%	71%	Farmers, Ranchers, and other Agricultural Managers	1,363	1,406	43	150	\$ 23.75
UT MARTIN	CRIMINAL JUSTICE	Criminal Justice/Law Enforcement Administration.	A baccalaureate degree	96%	20%	8	40%	100%	Detectives and Criminal Investigators	43	46	3	3	\$ 26.33
UT MARTIN	MANAGEMENT	Business Administration and Management, General.	A baccalaureate degree	97%	20%	8	71%	86%	General and Operations Managers	1,289	2,355	66	144	\$ 41.43
UT MARTIN	ENGINEERING	Engineering, General.	A baccalaureate degree	90%	0%	7	40%	0%	Mechanical Engineer	78	91	13	8	\$ 41.21
UT MARTIN	ACCOUNTING	Accounting.	A baccalaureate degree	100%	100%	6	67%	100%	Accountants and Auditors	377	405	28	39	\$ 31.78
UT MARTIN	FINANCE	Finance, General.	A baccalaureate degree	100.0%	33%	6	60%	100%	Financial and Investment Analysts	103	105	2	8	\$ 28.82
UT MARTIN	MARKETING	Marketing/Marketing Management, General.	A baccalaureate degree	50%	100.0%	6	50%	100.0%	Marketing Managers	64	67	3	6	\$ 57.94
UT MARTIN	Health and Human Performance (formerly Public Health / HHP)	Health and Physical Education, General.	A baccalaureate degree	100%	2%	5	100%	100%	Health Education Specialists	23	24	1	2	\$ 21.16
UT MARTIN	MUSIC (BAM)	Music, Other.	A baccalaureate degree	100%	50%	5	50%	100%	Musicians and Singers	102	105	3	12	\$ 34.72
UT MARTIN	Communications (formerly Communications Broadcasting)	Communication, General. (NEW)	A baccalaureate degree	50%	100%	4	50%	100%	Producers and Directors	14	15	1	1	\$ 36.51
UT MARTIN	Family and Consumer Science	Family and Consumer Sciences/Human Sciences, General	A baccalaureate degree	92%	25%	4	33%	100%	Farm and Home Management Educators	42	37	-5	4	\$ 16.79
UT MARTIN	SOCIAL WORK	Social Work.	A baccalaureate degree	100%	14%	4	67%	100%	Child, Family, and School Social Worker	168	179	11	18	\$ 22.72

UT MARTIN	EDUCATION K-8 LICENSURE	Education, General.	A baccalaureate degree	0%	0%	3	0%	0%	Elementary School Teacher	1,042	1,065	23	78	\$ 23.52
UT MARTIN	AGRICULTURAL (GENERAL)	Agriculture, General	A baccalaureate degree	100%	5%	2	50%	100%	Natural Sciences Managers	14	15	1	1	\$ 67.84
UT MARTIN	COMPUTER SCIENCE	Computer Science.	A baccalaureate degree	50%	100%	2	50%	0%	Computer Information Systems Managers	85	91	6	7	\$ 49.38
UT MARTIN	ENGLISH	English Language and Literature, General.	A baccalaureate degree	50%	0%	2	50%	0%	Writers and Authors	27	28	1	3	\$ 38.29
UT MARTIN	INFORMATION SYSTEMS	Management Information Systems, General.	A baccalaureate degree	50%	100%	2	50%	100%	Computer Information Systems Managers	85	91	6	7	\$ 49.38
UT MARTIN	INTEGRATED STUDIES	Teacher Educatoin, Multiple Levels	A baccalaureate degree	100%	18%	2	50%	100%	Project Management Specialists and Business Operations Specialist	295	319	24	32	\$ 26.64
UT MARTIN	POLITICAL SCIENCE	Political Science and Government, General.	A baccalaureate degree	75%	50%	2	0%	100%	Legislators	53	55	2	4	\$ 21.92
UT MARTIN	SOCIOLOGY	Sociology.	A baccalaureate degree	50%	100%	2	50%	100%	Social and Community Service Managers	43	50	7	5	\$ 27.18
UT MARTIN	SPANISH	Spanish Language and Literature.	A baccalaureate degree	50%	100%	2	50%	100%	Interpreters and Translators	42	46	4	5	\$ 18.90
UT MARTIN	CHEMISTRY	Chemistry, General.	A baccalaureate degree	0%	100%	1	0%	100%	Chemists	44	44	0	4	\$ 40.27
UT MARTIN	ANIMAL SCIENCE GENERAL	Agriculture, General	A baccalaureate degree	0%	0%	0	0%	0%	Farmers, Ranchers, and other Agricultural Managers	1,363	1,406	43	150	\$ 23.75
UT MARTIN	ECONOMICS	Business/Managerial Economics.	A baccalaureate degree	0%	0%	0	0%	0%	General and Operations Managers	1,289	2,355	66	144	\$ 41.43
UT MARTIN	EDUCATION - SECONDARY FRENCH	Education, General.	A baccalaureate degree	0%	0%	0	0%	0%	Secondary School Teacher	643	657	14	47	\$ 24.88
UT MARTIN	EDUCATION - SECONDARY GOVERNMENT	Education, General.	A baccalaureate degree	0%	0%	0	0%	0%	Secondary School Teacher	643	657	14	47	\$ 24.88
UT MARTIN	EDUCATION - SECONDARY MATH	Mathematics, General.	A baccalaureate degree	0%	0%	0	0%	0%	Secondary School Teacher	658	675	17	48	\$ 24.88
UT MARTIN	FINE AND PERFORMING ARTS	Visual and Performing Arts, General.	A baccalaureate degree	0%	0%	0	0%	0%	Art Directors	15	16	1	2	\$ 34.28
UT MARTIN	FRENCH	Foreign Languages, Literatures, and Linguistics, Other.	A baccalaureate degree	0%	0%	0	0%	0%	Interpreters and Translators	42	46	4	5	\$ 18.90
UT MARTIN	GEOSCIENCE - GEOLOGY	Geology/Earth Science, General.	A baccalaureate degree	0%	0%	0	0%	0%	Environmental Scientists	13	15	2	2	\$ 23.81
UT MARTIN	HISTORY	History, General.	A baccalaureate degree	0%	0%	0	0%	0%	Archivists	10	10	0	1	\$ 18.37
UT MARTIN	INTERNATIONAL STUDIES	International Relations and Affairs.	A baccalaureate degree	0%	0%	0	0%	0%	Project Management Specialists and Business Operations Specialist	283	305	22	31	\$ 26.16
UT MARTIN	MATH	Mathematics, General.	A baccalaureate degree	0%	0%	0	0%	0%	Operations Research Analysts	18	19	1	1	\$ 21.76
UT MARTIN	Music (BM)	Music, General	A baccalaureate degree	0%	0%	0	0%	0%	Musicians and Singers	102	105	3	12	\$ 34.72
UT MARTIN	Natural Resources Mgt	30201	A baccalaureate degree	0%	0%	0	0%	0%	Farmers, Ranchers, and Other Agricultural Managers	1,366	1,409	43	151	\$ 23.80
UT MARTIN	PHILOSOPHY	Philosophy.	A baccalaureate degree	0%	0%	0	0%	0%	Public Relations Specialists	47	49	2	5	\$ 26.77
UT MARTIN	SECONDARY EDUCATION	Education, General.	A baccalaureate degree	0%	0%	0	0%	0%	Secondary School Teacher	658	675	17	48	\$ 24.88
UT MARTIN	SPECIAL EDUCATION K-12	Special Education and Teaching, General.	A baccalaureate degree	0%	0%	0	0%	0%	Special Education Teachers, Secondary School	49	51	2	4	\$ 24.91
UT MARTIN	EKG TECHNICIAN PROGRAM	Health Professions and Related-Clinical Sciences, Other.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Cardiovascular Technicians	14	12	-2	1	\$ -10.22
UT MARTIN	ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE SPECIALIST PROGRAM (ONLINE)	Computer and Information Sciences and Support Services, Other	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Secretaries and Administrative Assistants	1,045	1,020	-25	106	\$ -17.58
UT MARTIN	AGRICULTURE SCIENCE NON-LIC	Agriculture, General	A baccalaureate degree	0%	0%	0	0%	0%	Farmers, Ranchers, and other Agricultural Managers	1,363	1,406	43	150	\$ 23.75
UT MARTIN	BACHELOR OF INTERDISCIPLINARY STUDIES	Multi-/Interdisciplinary Studies, Other.	A baccalaureate degree	0%	0%	0	0%	0%	Project Management Specialists and Business Operations Specialist	283	305	22	31	\$ 26.16

UT MARTIN	CHILD, FAMILY & CONS. ED.	Family and Consumer- Sciences/Human Sciences, General.	A baccalaureate degree	0%	0%	0	0%	0%	Child, Family, and School- Social Worker	168	179	11	18	\$ — 22.72
UT MARTIN	CLINICAL MEDICAL ASSISTANT	Health Professions and Related- Clinical Sciences, Other.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Medical Assistant	211	206	-5	22	\$ — 13.63
UT MARTIN	COMPTIA A+ CERTIFICATION- PREP COURSES (ONLINE)	Computer and Information Sciences and Support Services, Other	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Computer Network Support Specialist	44	45	1	3	\$ — 25.57
UT MARTIN	EDUCATION INTEGRATED- STUDIES	Teacher Education, Multiple Levels.	A baccalaureate degree	0%	0%	0	0%	0%	Instructional Coordinators	114	116	2	11	\$ — 31.92
UT MARTIN	ENVIRONMENTAL- MANAGEMENT	Natural Resources Management and Policy.	A baccalaureate degree	0%	0%	0	0%	0%	Natural Sciences Manager	15	15	0	1	\$ — 64.31
UT MARTIN	HOME INSPECTOR CAREER- CERTIFICATE PROGRAM (ONLINE)	Family and Consumer- Sciences/Human Sciences, Other	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Construction and Building- Inspector	40	43	3	5	23.4
UT MARTIN	MEDICAL BILLING AND CODING (ONLINE)	Health Professions and Related- Clinical Sciences, Other.	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Billing and Posting Clerks	200	199	-1	20	\$ — 17.56
UT MARTIN	MEDICAL CODING AND BILLING CAREER CERTIFICATE PROGRAM (ONLINE)	Health Professions and Related- Clinical Sciences, Other.	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Billing and Posting Clerks	200	199	-1	20	\$ — 17.56
UT MARTIN	MEDICAL TRANSCRIPTION- (ONLINE)	Health Professions and Related- Clinical Sciences, Other.	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Medical Transcriptionists	14	13	-1	2	\$ — 14.48
UT MARTIN	PARALEGAL COURSE SERIES- (ONLINE)	Legal Assistant/Paralegal.	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Paralegals and Legal- Assistants	72	73	1	8	\$ — 17.92
UT MARTIN	PHARMACY TECHNICIAN- PROGRAM	Health Professions and Related- Clinical Sciences, Other.	An industry-recognized certificate or certification	0%	0%	0	0%	0%	Pharmacy Technician	283	286	3	24	\$ — 15.59
UT MARTIN	Veterinary Assistant Series (online) formerly BECOME A- VETERINARY ASSISTANT- (ONLINE)	Health Professions and Related- Clinical Sciences, Other.	A measurable skills gain leading to a credential	0%	0%	0	0%	0%	Veterinary Assistant	12	17	5	3	\$ — 13.28

Executive Committee Report – Ted Piazza, Chair/ Jimmy Williamson, Vice-Chair

The Executive Committee met on October 27th with six members plus staff and one guest participating. The committee received updates on accessible parking needs at the Obion County AJCs. The recommended additional parking spot still needs to be painted. Staff are ordering the necessary supplies and will either complete the painting or work with someone else to complete it. The Monitoring Status Report detailing the monitoring that has occurred so far was also reviewed, 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 monitoring will be on next quarter's report.

Draft Career Service Provider (CSP) and One-Stop Operator (OSO) 6-Month Monitoring reports through September were also reviewed. There have been no major issues with either. Key Performance Indicator (KPI) goals are now hard targets. The CSP met Title I enrollment and TAA co-enrollment goals for the quarter, 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 contract for the current CSP is up next year and we are required to release another RFP. The committee reviewed a tentative timeline, and after discussing the pros and cons, decided it would be best to use a third-party procurer. An informal solicitation will be conducted to procure a third-party provider.** The OSO report indicated 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 AJC staff are trying to bring customers back into the centers when possible instead of providing virtual services. Estimated results indicated several KPIs across partners were also not met. Final results from the state are listed in the attached Performance Dashboard and the OSO continues to work with partners on improvement.

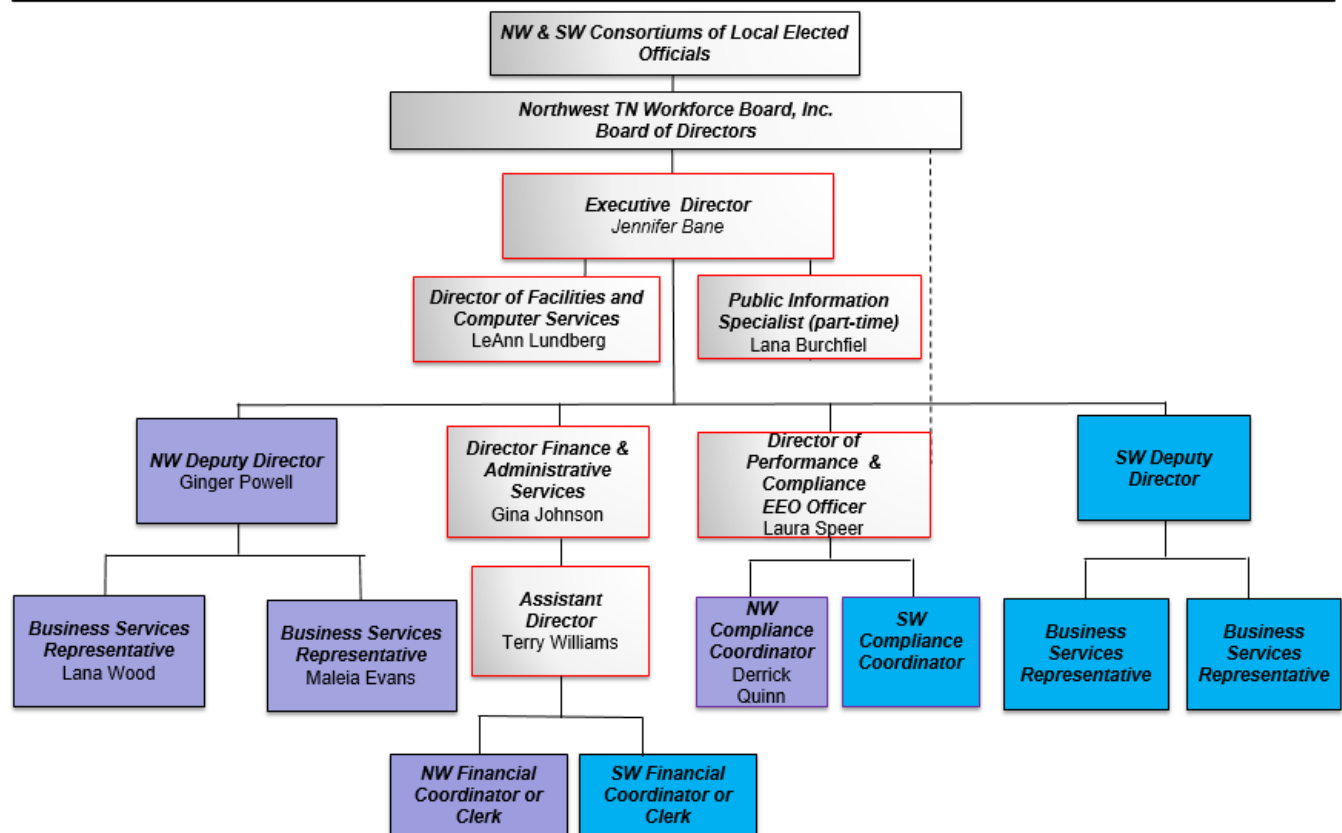
Final performance results for program year (PY) 20 and the estimated performance results for the first quarter of PY 21 were also reviewed. Tennessee as a whole passed for PY 20 with a couple measures above the required 90% but below 100% of the goal. We had two measures below 100% of our goal. Adult 4th quarter after exit was 99.76% of our goal and Dislocated Worker median earnings were 89.32% of the goal, but is listed as passing on the state's dashboard (attached). Estimated results for PY 21's first quarter are included on the attached Performance Dashboard and show we are still below 100% of our goal for these two measures but above 90%. We should have official results from the state soon.

The financial status report as of September was also reviewed and fiscal performance results are listed on the Performance Dashboard. We exceeded the required 40% minimum participant cost rate (MPCR) at 45.09%. Total Work Experience expenditures exceeded the required 20% at 41.5% and overall Out-of-School Youth expenditures are nearly 70%. Staff continue to work towards increasing In-School Youth expenditures to meet the required 35% expenditure rate for PY 20 funds by 6/30/22. We have seen a huge increase from last year when we had about 6% for the whole year. The committee also received a budget update. We've had several additional grants which provided savings for our regular formula funds. We expended about 12% of our formula participant budget, 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 Financial Audit for the 2020 program year is wrapping up. Last year there was a finding for not entering a journal entry to move expenses for June from July to June in QuickBooks. Staff attempted to complete the required journal entries this year, but had an incorrect code on one line by selecting payroll instead of accounts payable. Staff are awaiting the final report and have been researching requirements for releasing another RFP for an auditor. They have found it is recommended that auditors be used for at least five due to the large learning curve for governmental audits, and we have only used our current auditors for four years. Others areas have stated they have also stayed with their existing auditors for many years. The committee agreed to maintain our current auditor by extending their contract.

Lastly, the committee discussed a possible partnership with the Southwest (SW) area. After their most recent Executive Director resigned at the end of September, Jennifer Bane was approached about the possibility of us being the fiscal agent / administrative entity for the SW area as well. Jennifer presented 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, outlined in red below, with the SW area would be a great long-term solution for our continuously shrinking budgets. There would still be two boards, two sets of bylaws, agreements, policies, contractors, etc. The NWTN Workforce Board, Inc. Board of Directors to the 501(C)3 organization would likely be adjusted to reflect both areas. The committee also discussed that the collaboration would also be beneficial given the recent announcement at the Megasite, but there are concerns 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. The SW area has since presented the below combined structure to their board, and the board, partners, training providers, OSO, CSP, and economic development stakeholders were unanimous in their support to recommend the proposal to their CLEO. **If the SW CLEO elects to move forward, the Executive Committee recommends that we elect to move forward as well (Vote Required).**

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



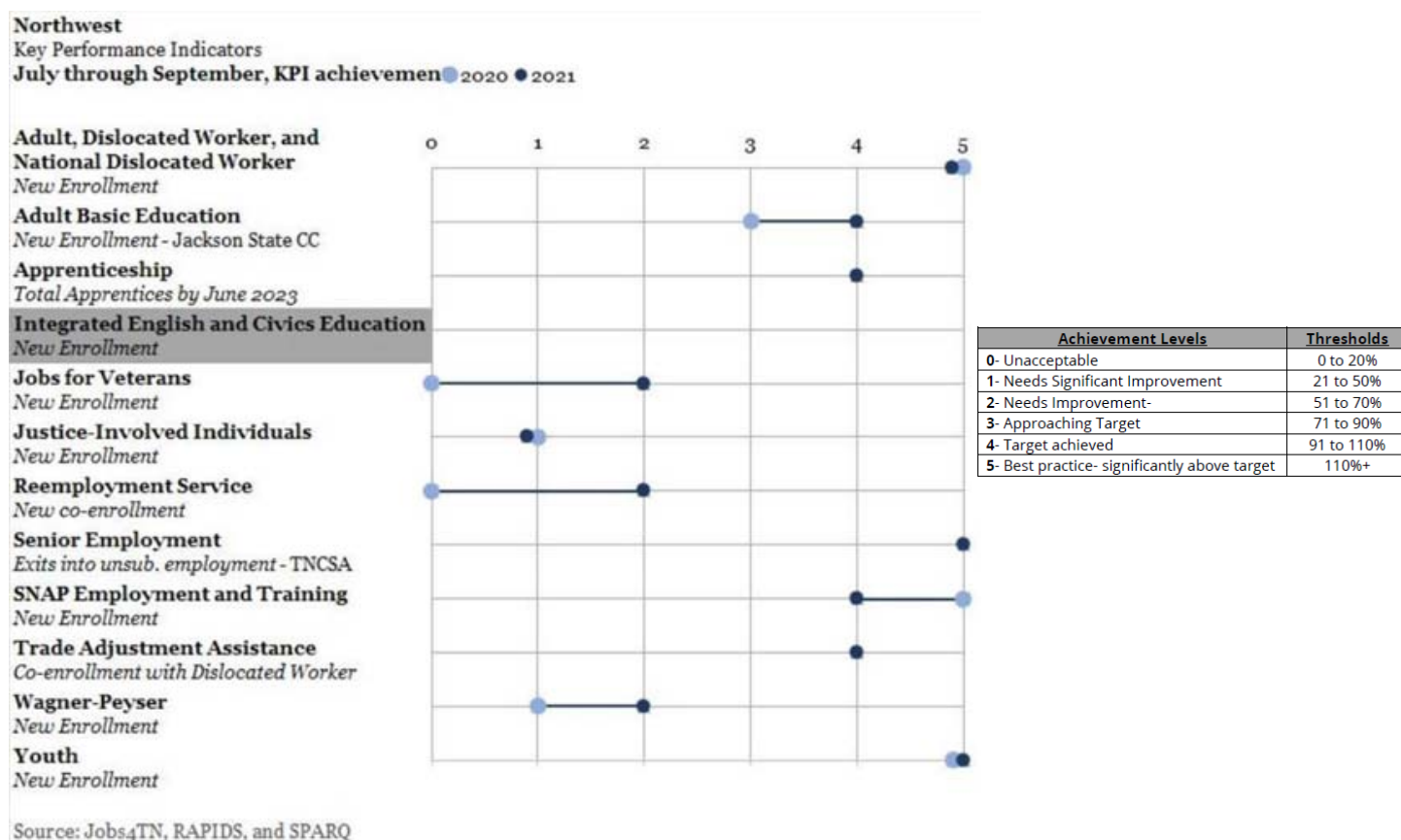
WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		3882		Exiters		1178	
Participants Served		7080		Participants Served		2415	
EER 2nd Qtr after exit	82.00%	83.5%	101.83%	EER 2nd Qtr after exit	82.00%	81.8%	99.76%
EER 4th Qtr after exit	82.00%	83.3%	101.59%	EER 4th Qtr after exit	82.00%	82.6%	100.73%
Med. Earnings	\$ 6,650.00	\$ 7,020	105.56%	Med. Earnings	\$ 7,600.00	\$ 7,918	104.18%
Cred. Attainment	63.00%	73.5%	116.67%	Cred. Attainment	66.00%	70.8%	107.27%
MSG	52.00%	71.2%	136.92%	MSG	48.00%	73.1%	152.29%
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		1839		Exiters		16746	
Participants Served		3578		Participants Served		20579	
EER 2nd Qtr after exit	76.00%	77.7%	102.24%	EER 2nd Qtr after exit	69%	62.9%	91.16%
EER 4th Qtr after exit	75.00%	79.1%	105.47%	EER 4th Qtr after exit	66%	66.1%	100.15%
Cred. Attainment	69.00%	62.4%	90.43%	Med. Earnings	\$ 4,700	\$ 5,434	115.62%
MSG	45.00%	58.1%	129.11%				

Other Business & Updates – Jennifer Bane, Executive Director

State Workforce Development Board (SWDB) Update: The state has not released any policies for public comment for the next 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. Jennifer is on the financial policy review committee.

The State Workforce Board will also receive an update on the results of the Key Performance Indicators (KPIs) for July to September 2021. The quarterly results are included in the attached Performance Dashboard and a comparison of achievement level from 2020 to 2021 is listed below. The Jobs for Veterans, Justice-Involved Individuals, and Wagner Peyser enrollment goals, and the RESEA co-enrollment with Title I goal were rated below a level 3, indicating corrective action may be needed. Because the goals for Veterans (3 enrollments) and RESEA (9 co-enrollments) are small, any result below the goal makes a significant difference in the attainment level. Additionally, a significant decrease in RESEA participants, along with continued virtual services, has contributed to difficulties in meeting this goal. 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 Wagner Peyser enrolled only 1.



Regional Planning Update: The West TN Regional Planning Council met October 19th and the group heard a presentation from an employer in the Greater Memphis area on the company, the career opportunities, and their workforce needs. The group also reviewed performance and KPI results, with NW's included on the Performance Dashboard included in the handouts, each area's local dashboard, regional's strengths and weaknesses, and updates from economic and community development partners, and the three sub-committees – Jobseeker Services, Business Services, and Career Pathways. The next meeting is scheduled for 10:00 am on Tuesday, January 18th and will be hosted either virtually or in-person by our area. An employer representative from the area will be asked to present.

Other Updates - Conflict of Interest Forms: Staff will send Conflict of Interest Forms for 2022 before the end of the year.

Northwest Local Workforce Development Area PY 21 Performance Dashboard

Sep-21

Fiscal Measures	Goal	Actual	Difference from Goal	% of Goal Met
Minimum Participant Cost Rate*	40%	45.1%	5%	113%
PY 21 Out-of-School Youth Expenditures	75%	90.0%	15%	120%
PY 20 In-School Youth Expenditures	35%	34.0%	-1%	97%
Youth Work Experience	20%	41.5%	22%	208%
Formula Funds Obligation Rates	80%	79.3%	-1%	99%
Adult	80%	77.0%	-3%	96%
Dislocated Worker	80%	86.0%	6%	108%
Youth	80%	75.0%	-5%	94%

Adult Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	82.5%	84.7%	2.2%	102.7%
Employment Rate 4th Quarter after Exit	82.5%	80.4%	-2.1%	97.5%
Median Earnings 2nd Quarter after Exit	\$6,680.00	\$6,785.74	\$105.74	101.6%
Credential Attainment within 4 Quarters after exit	63.5%	85.4%	21.9%	134.5%
Measurable Skills Gains	53%	59.9%	6.9%	113.0%

Dislocated Worker Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	82.5%	93.3%	10.8%	113.1%
Employment Rate 4th Quarter after Exit	82.5%	90.2%	7.7%	109.3%
Median Earnings 2nd Quarter after Exit	\$7,650.00	\$6,888.13	-\$761.87	90.0%
Credential Attainment within 4 Quarters after exit	67%	76.2%	9.2%	113.7%
Measurable Skills Gains	49%	74.2%	25%	151.4%

Youth Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	77%	82.6%	5.6%	107.3%
Employment Rate 4th Quarter after Exit	76%	80.8%	4.8%	106.3%
Median Earnings 2nd Quarter after Exit*	\$3,400.00	\$4,355.26	\$955.26	128.1%
Credential Attainment within 4 Quarters after exit	70%	73.3%	3.3%	104.7%
Measurable Skills Gains	47%	57.8%	10.8%	123.0%

*Estimated results determined locally; official state results still pending.

Key Performance Indicators	Goal	Actual	Difference from Goal	% of Goal Met
Adult / Dislocated Worker New Enrollments Goal	296	144	-152	49%
Youth New Enrollments Goal	78	37	-41	47%
Wagner Peyser New Enrollments	989	141	-848	14%
RESEA Co-Enrollments	34	6	-28	18%
SNAP E&T New Enrollments	98	22	-76	22%
TAA Co-Enrollments (of new enrollments since 9/1/20)	100%	100.0%	0%	100.0%
Jobs for Veterans State Grants New Enrollments	19	2	-17	11%
Re-Entry New Enrollments (Titles I & III)	104	13	-91	13%
SCSEP -TNSCA (Exits)	6	2	-4	33%
Adult Ed. - Jackson State Community College	278	97	-181	35%
Adult Ed. - Weakley County Schools	248	71	-177	29%
Apprentices (by June 2023)	327	318	-9	97%

American Job Center Visits	Goal	Actual	Difference from Goal	% of Goal Met
Benton	31	38	7	123%
Carroll	166	259	93	156%
Crockett	20	4	-16	20%
Dyer	243	150	-93	62%
Gibson	122	117	-5	96%
Henry	111	93	-18	84%
Lake	9	2	-7	22%
Obion	108	73	-35	68%
Weakley	91	73	-18	80%
Average	100	90	-10	90%

Business Services	Goal	Actual	Difference from Goal	% of Goal Met
Number of Employers Served	1,649	602	-1,047	37%
Number of Services Provided	4,891	1,156	-3,735	24%
Employers Receiving On-the-Job Training Grants	30	25	-5	84%
Number of Job Fairs / Recruitment Services	172	94	-78	55%

Social Media Presence	Goal	Actual	Difference from Goal	% of Goal Met
Number of Page Follows	7,500	7,071	-429	94%

Rural Initiative Numbers Served* (Oct. 2019 - Sept. 2021)	Goal*	Actual	Difference from Goal	% of Goal Met
Benton - Work-Based Learning (Young Adults)	21	14	-7	67%
Carroll - RAMP (10) / Work-Based Learning (6 Young Adults)	16	16	0	100%
Lake - RAMP (9) / Work-Based Learning (23 Young Adults)	32	26	-6	81%
Obion - RAMP (10) / Work-Based Learning (5 Young Adults)	15	12	-3	80%
Weakley - Work-Based Learning (Young Adults)	8	7	-1	88%
Total	92	75	-17	82%

*Revised effective 11/4/2020 and again 9/2/21. Remainder of unobligated funds were repurposed for IWT and TRANSFR Virtual Reality career exploration Funds expected to be fully expended.

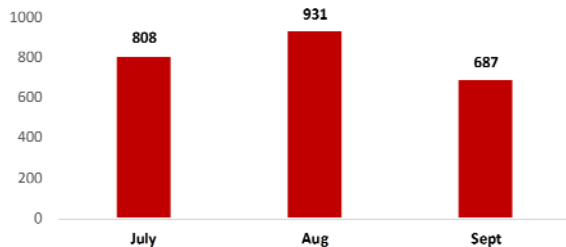
State Apprenticeship Expansion Grant (Sept. 2019 - October 2021)	Goal	Actual	Difference from Goal	% of Goal Met
Individuals Trained (new apprentices)	89	81	-8	91%

DRA Workforce Grant (Dec. 2019 - Dec. 2021)	Goal	Actual	Difference from Goal	% of Goal Met
Individuals Trained (pre-apprenticeship)	24	85	61	354%
Industry Recognized Certificates (pre / interim apprenticeship)	20	27	7	135%
Jobs Created (New Hire Apprentices)	8	14	6	175%
Jobs Retained (Incumbent Apprentices)	8	64	56	800%
Employer Outreach Events	18	16	-2	89%
Registered Apprenticeship Occupations Developed	6	6	0	100%
Registered Apprenticeship Occupations Supported	6	7	1	117%
Pre-Apprenticeships	2	2	0	100%
Jobseeker Recruitment Events	12	19	7	158%
WIOA Funding Support	\$45,000.00	\$93,240.21	\$48,240.21	207%

NORTHWEST TN

Serving the counties of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley

NW TN American Job Center (AJC) Visits



2,426
Visitors Received
3,775
Services to Date

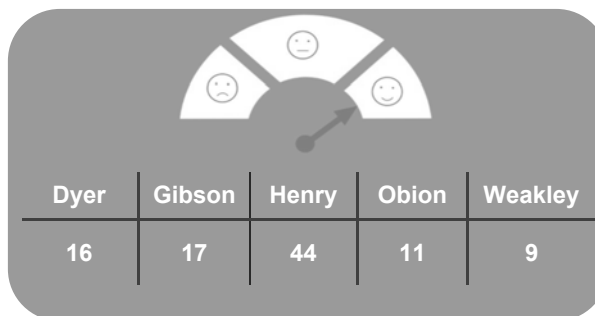
AJC Surveys Results

Overall, how satisfied were you with our services?



*From July-Sept 2021

Number of Completed AJC Surveys by County for PY21Q1



Business Services

25
Total On-the-Job Training Contracts as of 9/30/21

44
Enrolled in Training*

7 (16%)
Completed

11 (25%)
Did not complete*

26 (59%)
Still in Training*

3
Total Incumbent Worker Training Contracts as of 9/30/21

55
Proposed to train

65
Trained (118%)

135
Job seekers attended Job Fairs

7
Total Job Fairs hosted

6
Registered Apprenticeship Occupations

81
Apprentices Trained

*From July 2021-Sept 2021

PY21Q1 Top 10 Reasons for Visits

1. Job Search Resource Room
2. Unemployment
3. Career Coaching/WIOA Title I
4. Job Search Assistance
5. NetworkingEvent/Carroll Co. Drug Coalition
6. Workshop/CCTC
7. Job Fair-Multi Employer Regional Job Fair
8. Networking Event/Granges Training
9. Adult Education
10. Employer Check-in

Things to Note

- October is Manufacturing Month!
- Regional Planning meeting: Oct. 19th, 10:00 am
- NWTNWB Committee Meetings:
 - American Job Center Committee meeting: October 25th, 10:00 am
 - Outreach & Opportunities Committee Meeting: October 25th, 1:00 pm
 - Executive Committee Meeting: October 27th, 10:00 am
- Next Board Meeting: November 9th, 11:30 am
- Visit us online to view upcoming job fairs, workshops, and other events:

@NWTNjobs

@nwtjobs

www.nwtjobs.org

JOBS4TN.GOV

Current Unemployment Rate by County (September 2021)

Benton 4.2% ▼ | Carroll 3.7% ▼ | Crockett 2.9% ▼ | Dyer 4.0% ▼ | Gibson 3.7% ▼ | Henry 3.5% ▼ | Lake 4.8% ▼ | Obion 4.0% ▼ | Weakley 3.2% ▼

Title I Career & Training Services

	Adult	Dislocated Workers	Youth	Total Title I	Re-Entry Enrollments
Jul-Sept Goal	110		20	130	15
Jul-Sept 2021 New Enrollments	110	34	37	181	12

The Workforce Innovation and Opportunity Act (WIOA) consists of five core partner programs: Titles I—IV, and Temporary Assistance for Needy Families (TANF). These partners provide services through the American Job Center network in order to develop a quality workforce system to meet the needs of area employers and job seekers.

Title III & Other Employment Services

New Enrollments	July-Sept Goal	July-Sept New Enrollments
Wagner Peyser	239	141
SNAP E&T	24	22
Jobs for Veterans	3	2
Re-Entry Participants	15	1

Title II Adult Education Enrollments

	July-Sept 2021 Goal	Jul-Sept New Enrollments
Jackson State	80	97
Weakley County Schools	80	71

Temporary Assistance for Needy Families

TANF had 283 active cases in Northwest TN, including 102 employed. Eight were closed in successful employment.

Co-Enrollments with Title I	July-Sept Goal	July-Sept Co-enrollments
RESEA	9	6
Trade Adjustment Assistance	100%	100%

Title IV Vocational Rehabilitation

Vocational Rehabilitation served 589 customers in Northwest Tennessee, including 44 new enrollments during the quarter. Thirty were closed in successful employment.

Title V

Participant Exits	Jul-Sept Goal	July-Sept Exits
Senior Employment (SCSEP)	1	2

Special Projects

New Virtual Job Shadowing Tool Now Available



Through a Work-Based Learning grant from the TN Department of Labor and Workforce Development, the Northwest TN Workforce Board recently purchased a license for VirtualJobShadow.com. With over 1,000 professionally-produced job shadowing and career advice videos that provide an in-depth look at workforce realities, customers can go behind the scenes with real professionals in actual jobs to see what people do in their occupations, and the education and skills needed. Career assessments, soft-skills training, college and career planning, resume development, and more are also available through the site. In addition to AJC customers, high school and postsecondary students may also utilize the new tool. To obtain login information, contact Connie Stewart at stewart@dsc.edu.

KOHLER

GRANT UTILIZATION

SPECIAL THANKS!

Lana Wood - Business Services Representative
Northwest Tennessee Workforce Board

Grant Award Considerations:

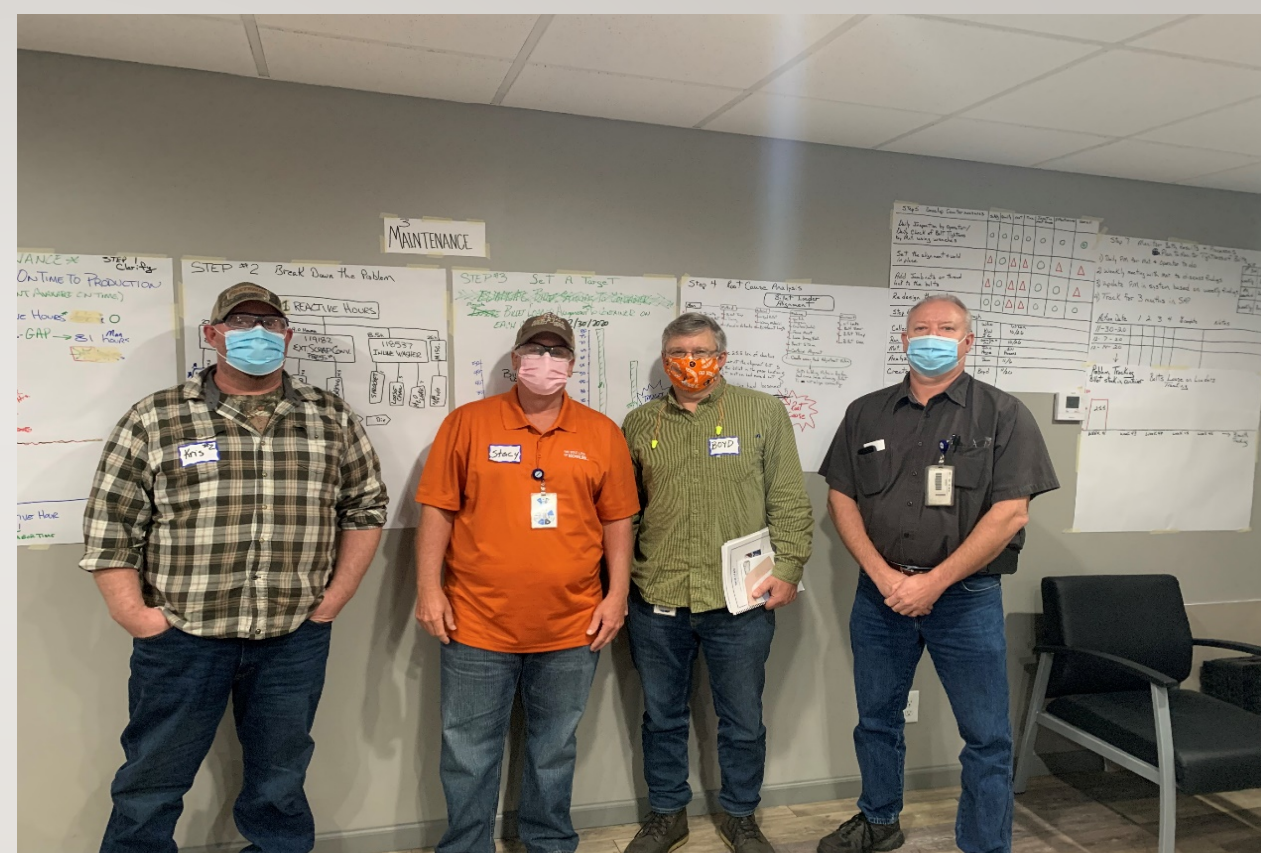
- Will the training be associated with an in-demand occupation?
- Will the training provide a skills upgrade?
- Will the training create new jobs?
- Will the training save jobs or prevent layoffs?
- Will the training improve the long-term wage level of the trainees?
- Will the training improve the short-term wage level of the trainees?
- Will the training provide a certification?
- Will the training provide or enhance process improvement for the business?
- Is the business within a designated distressed/rural area?

KOHLER –TRAINING GRANTS

- \$50,000 Total Training Grants
- \$25,000 March 2020 – 24 trainees
- \$25,000 October 2020 – 16 trainees







University of Kentucky Lean Systems Program



Lean Systems Program

Institute of Research for Technology Development
College of Engineering
University of Kentucky

PROBLEMS...PROBLEMS...PROBLEMS

Problems are the path toward improvement

“No one has more trouble than the person who claims to have no trouble.”

(Having no problems is the biggest problem of all.)

by Taiichi Ohno



UNIVERSITY OF KENTUCKY LEAN TRAINING

The 8 Step Process...

**A systematic pattern of work that integrates the wisdom of
all “team members” resulting in continual growth
and increased job satisfaction**



WHY IS KOHLER INTERESTED IN PROBLEM SOLVING

- Remain Competitive in the marketplace
- Better Plant Cost = Opportunities & Capital Investment
- Increased Job Satisfaction
- Employee Retention