

**Northwest TN Workforce Board  
Executive Committee Meeting  
January 26, 2022 – 10:00 a.m.  
Zoom / Dyersburg AJC**

**Minutes**

**Committee Members Attending:** Ted Piazza

**Committee Members Attending via Zoom:** Ben Marks, Jimmy Williamson

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

**Staff Members Attending via Zoom:** Lana Burchfiel, Ginger Powell, Laura Speer

**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 10-27-21 Executive Meeting were reviewed.

- **MOTION:** Ben Marks moved to approve the 10-27-21 Executive Committee minutes as presented and Ted Piazza seconded the motion. All were in favor and the motion carried.

**Facilities and Technology Update**

- **ADA Survey Results Updates:** LeAnn Lundberg presented updates on the ADA parking space for the Union City parking lot. It will be completed when the weather is warmer. LeAnn is trying to replace some laptops and printers, but there have been some ordering issues due to supply chain disruptions.

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

- **Quarterly Complain Logs Update:** No complaints have been received.
- **Monitoring Status Report:** The attached Monitoring Status Report details the monitoring that has occurred so far. There have been no major findings, but some invoices have been received after the due dates. Laura does not agree with the Eligible Training Provider List (ETPL) performance numbers, and has to contact the providers to get the correct information before completing monitoring of the programs.
- **Local Performance- Estimated PY21 Q2 Results:** Laura reviewed the attached handout detailing the estimated performance results for the second quarter of PY 21. We had two measures below 100% of our goal – Youth credential attainment and measurable skills gains. Both are above 90% and would still be considered passing. Laura is running reports and sending information to the Career Service Provider (CSP) to ensure all data is accurately recorded in the system. We should have official results after the board meeting and are on target with all performance measures.
- **PAR & Data Validation Updates:** Jennifer Bane reported that PAR was here in December and had not come across anything that would result in any findings at the completion of the on-site review, but we are still waiting for an official report and exit conference. Data Validation was initially scheduled for February, but due to high Covid numbers, is being postponed a month or two in hopes to still do it on-site at a later date.

**Budget & Administration Update:**

- **Financial Status Report:** Gina Johnson presented the attached Financial Status Report as December 31, 2021. We have expended 24.53% of our program formula funds on participants, expended 60.90% of our total formula program funds, and obligated 84.44% of our formula program funds. We have expended nearly \$3.8 million of the nearly \$6.2 million awarded and have expended / obligated over \$5 million. We have met and exceeded the requirements for 20% youth work experience expenditures at 45.04% and for a 40% minimum participant cost rate (MPCR) at 49.12%. The state is still working on their new fiscal system before we can request more funds and reimbursements on existing contracts or submit fiscal reports.
- **Budget Update:** Jennifer Bane reviewed the attached budget update through 12/31/21. We expended 30% of our formula participant budget so far, 47% of our operating budget, 48% of our administrative budget, and 60% of our RESEA budget. We are running a little high in our youth program budget as the CSP has had two dedicated Youth staff.

**Other:** Jennifer Bane provided the following reports:

- **CSP RFP Process & Timeline:** We have selected Thomas P. Miller & Associates (TPMA), whom we have used in the past, to manage the procurement process. We are aiming for a February 1<sup>st</sup> release date of the RFP for an Adult and Dislocated Worker Service Provider and Youth Service Provider. Jennifer reviewed the draft budget included in the handouts, which shows an overall decrease of \$81,282, which may require looking at changes in staffing and AJC structure to accommodate the lower funds. Jennifer reviewed the current AJC structure, hours, staffing, traffic counts, and Title I enrollments and the group discussed possible increased usage of access points to create savings while still maximizing services to customers. The group was in favor of proceeding with formalizing a plan to bring before the board.
- **SWDB Update:** The next State Workforce Development Board (SWDB) meeting is scheduled for March. There is a committee currently reviewing existing state board policies and revisions will likely be presented to the SWDB at the August meeting.
- **SW Update:** Jennifer and Ginger met yesterday with the Southwest (SW) Mayors and discussed the potential for the NW TN Workforce Board to serve as the fiscal agent and administrative entity for the SW area as well. The SW area has a board meeting on Thursday, so hopefully an update will be coming soon on their decision.

**Future Meeting Dates & Upcoming Events:** Jennifer reviewed the upcoming meeting dates and events listed on the agenda prior to adjourning the meeting.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

**Northwest TN Workforce Board  
Executive Committee**  
January 26, 2022 – 10:00 a.m.

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

[Join Zoom Meeting](#)  
Meeting ID: 865 3624 9981  
Passcode: 622557

Agenda

Welcome and Call to Order Ted Piazza, Chair  
Review and Approval of Minutes of 10/27/21 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
- Local Performance –Estimated PY 21 Q2 Results
- PAR & Data Validation Updates

Budget & Administration Update

- Financial Status Report
- Budget Update

Gina Johnson  
Jennifer Bane

Other Jennifer Bane

- CSP RFP Process & Timeline Updates
- SWDB Updates
- SW Update

Future Meeting Dates & Upcoming Events

- Next Board Meeting: Tuesday, February 22<sup>nd</sup> at 12:00 pm (lunch at 11:30 am)
- Security Bank (Trenton) and Zoom
- State Board Meeting: March 25<sup>th</sup> (Nashville / YouTube)
- Conflict of Interest Form Renewal: January 2022
- Remaining 2022 Committee Meeting Dates, Wednesday, 10:00 am:
  - April 27<sup>th</sup>
  - July 27<sup>th</sup>
  - October 26<sup>th</sup>

**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 required 90% but below 100% of the goal. We had two measures below 100% of our goal. Adult 4<sup>th</sup> 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 15<sup>th</sup>. More details will come.
- Conflict of Interest Form Renewal: January 2022
- Proposed 2022 Board Meeting Dates, Tuesday, 12:00 pm:
  - February 22<sup>nd</sup>
  - May 17<sup>th</sup>
  - August 23<sup>rd</sup> (Annual Meeting)
  - November 15<sup>th</sup>
- Proposed 2022 Committee Meeting Dates, Wednesday, 10:00 am:
  - January 26<sup>th</sup>
  - April 27<sup>th</sup>
  - July 27<sup>th</sup>
  - October 26<sup>th</sup>

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

**Northwest TN Workforce Board MONITORING STATUS REPORT**

<b>Subcontractor</b>	<b>Purpose of Subcontract</b>	<b>Scheduled</b>	<b>Date of Review (s)</b>	<b>Corrective Action Needed</b>	<b>Letter Mailed:</b>
<b>2111-2206-OJT-86-2478166</b> Thor Boats, LLC 1420 N. 5th Street Union City, TN 38261 (731) 507-0800 jpaul@thorboats.com	<b>On-the-Job Training:</b> 11-24-21 to 06-21-22	<b>Scheduled:</b> 12-08-2021	<b>Phone Interview:</b> 12-08-2021 <b>Fiscal:</b>	N/A	Letter Mailed:
<b>2110-2210-OJT-62-6020470</b> City of Gleason 101 College Street Gleason, TN 38229 Tony Terrell or Marsha Hathers watersuperintendent@cityofgleason.net (731) 648-5547	<b>On-the-Job Training:</b> 10-03-21 to 10-03-22	<b>Scheduled:</b> 10-27-21	<b>Phone Interview:</b> 10-27-21 <b>Fiscal:</b> 12-26-21	N/A	Letter Mailed: 01-04-2022
<b>2110-221-OJT-75-3130734</b> Allegion/Republic Door and Frames 155 Republic Drive McKenzie, TN 38201 731-352-1932 Tammie Robinson, HR Manager tammie.robinson@allegion.com	<b>On-the-Job Training:</b> 10-01-21 to 10-01-22	<b>Scheduled:</b> 12-26-2021	<b>Phone Interview:</b> <b>Fiscal:</b> 12-26-21	N/A	Letter Mailed:
<b>2109-2209-OJT-26-3132856</b> B.A.M. 2, Inc. Attn: Jamie Phillips, Office Manager 107 West Union Street Gleason, TN 38229 office@bam2inc.com (731) 681-0097	<b>On-the-Job Training:</b> 09-27-21 to 09-15-22	<b>Scheduled:</b> 10-25-21	<b>Phone Interview:</b> 10-25-2021 <b>Fiscal:</b> 01-05-22	N/A	Letter Mailed: 01-06-22
<b>2109-2204-OJT-62-1576561</b> Hornsby's Garage Inc. Terry Hornsby 820 West Main Street Union City, TN 38261 (731) 335-2020 hornsby@bellsouth.net	<b>On-the-Job Training:</b> 09-17-21 to 04-01-22	<b>Scheduled:</b> 10-27-21	<b>Phone Interview:</b> 10-27-21 <b>Fiscal:</b>	N/A	Letter Mailed:

**Northwest TN Workforce Board MONITORING STATUS REPORT**

<b>Subcontractor</b>	<b>Purpose of Subcontract</b>	<b>Scheduled</b>	<b>Date of Review (s)</b>	<b>Corrective Action Needed</b>	<b>Letter Mailed:</b>
<b>2108-2208-OJT-37-1830395</b> Granges Americas, Inc. 400 Bil Broks Drive Huntingdon, TN 38344 Attn: Jennifer Burnine jennifer.burnine@granges.com (731) 986-2746	<b>On-the-Job Training:</b> 08-23-21 to 08-22-22	<b>Scheduled:</b> 08-30-21	<b>Phone Interview:</b> 08-30-21 <b>Fiscal:</b> 12-07-21	N/A	<b>Letter Mailed: 12-07-21</b>
<b>2108-2204--OJT-94-3273443</b> ABB Enterprise Software 1133 South Cavalier Drive Alamo, TN 38001 731-696-5212 Ulikia Turner, Administrative Assistant ulikia.turner@us.abb.com	<b>On-the-Job Training:</b> 08-03-21 to 04-01-22	<b>Scheduled:</b> 08-24-21	<b>Phone Interview:</b> 08-24-21 <b>Fiscal:</b> 12-02-21	N/A	<b>Letter Mailed: 12-02-21</b>
<b>2107-2207-61-1350626</b> Amteck, LLC 1106 East Court Street Dyersburg, TN 38024 (859) 621-5113 Jonathan Dougherty jdougherty@amteck.com	<b>On-the-Job Training:</b> 07-21-21 to 07-02-22	<b>Scheduled:</b> 09-22-21	<b>Phone Interview:</b> 09-22-21 <b>Fiscal:</b> 12-07-21	N/A	<b>Letter Mailed: 12-07-21</b>
<b>2106-2206-OJT-82-5179383</b> West TN Healthcare Dyersburg Beverly Ray, Manager HR 400 East Tickle Street Dyersburg, TN 38024 (731) 288-3608 beverly.ray@wth.org	<b>On-the-Job Training:</b> 06-26-21 to 06-26-22	<b>Scheduled:</b> 08-16-21	<b>Phone Interview:</b> 08-16-21 <b>Fiscal:</b> 10-11-21	N/A	<b>Letter Mailed: 10-12-21</b>
<b>2102-2109-OJT-27-2956514</b> Kaiya Services, LLC Attn: Ms. Katie Jackson 2050 Kefauver Drive Milan, TN 38358 (731) 238-3071 kjackson@kaiyuhservices.com	<b>On-the-Job Training:</b> 02-24-21 to 09-30-21	<b>Scheduled:</b> N/A	<b>Phone Interview:</b> N/A <b>Fiscal:</b> 08-31-21	<b>Programmatic:</b> 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.	<b>Letter Mailed: 09-01-21</b>



**Northwest TN Workforce Board MONITORING STATUS REPORT**

<b>Subcontractor</b>	<b>Purpose of Subcontract</b>	<b>Scheduled</b>	<b>Date of Review (s)</b>	<b>Corrective Action Needed</b>	<b>Letter Mailed:</b>
<b>RFP CONTRACTS THROUGH</b>					
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	
<b>September 01 - 30, 2021</b>					
2109-2109-IWT-61-0159355-SWA First 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	N/A	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	N/A	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	N/A	Letter Mailed: 10-08-21

PY2 Q2WIOA Core Performance Measures		1/17/2022	
4 Rolling Quarters	47145 Northwest Tennessee		
Adult Measures	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	174	
Participants Served	0	515	
EER 2nd Qtr after exit	82.5%	83.2%	100.8%
EER 4th Qtr after exit	82.5%	80.9%	98.06%
Med. Earnings	\$ 6,680.00	\$ 7,280.00	108.98%
Cred. Attainment	63.5%	85.5%	134.65%
MSG	53%	57.0%	107.55%
Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	33	
Participants Served	0	81	
EER 2nd Qtr after exit	82.5%	94.0%	113.94%
EER 4th Qtr after exit	82.5%	89.6%	108.61%
Med. Earnings	\$ 7,650.00	\$ 8,762.73	114.55%
Cred. Attainment	67%	77.3%	115.37%
MSG	49%	57.4%	117.14%
Youth	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	32	
Participants Served	0	161	
EER 2nd Qtr after exit	77%	80.4%	104.42%
EER 4th Qtr after exit	76%	79.4%	104.47%
Med. Earnings	\$ 3,400.00	\$ 4,797.84	141.11%
Cred. Attainment	70%	64.3%	91.86%
MSG	47%	44.6%	94.89%

FINANCIAL STATUS REPORT FOR MONTH ENDING 12/31/2021								
AS OF DATE	CONTRACT BUDGET 12/31/2021	CUM. EXPENSE 12/31/2021	CURRENT MO ACCRUALS 12/31/2021	TOTAL EXP/ACCR 12/31/2021	OBLIGATIONS 12/31/2021	TOTAL EXP ACCR & OBLG 12/31/2021	DEOBLIGATED FUNDS 12/31/2021	UNOBLIGATED BALANCE 12/31/2021
FORMULA PROGRAM FUNDS				invoiced not pd	July-Jan 18 not pd			
ADULT OPERATIONS	\$ 752,276.33	\$ 413,149.30	\$ 38,587.58	\$ 451,736.88	\$ 143,291.53	\$ 595,028.41	\$ -	\$ 157,247.93
ADULT PARTICIPANT	\$ 501,517.56	\$ 170,198.62	\$ 215.03	\$ 170,413.65	\$ 162,900.17	\$ 333,313.82	\$ -	\$ 168,203.74
ADULT TOTAL	\$ 1,253,793.89	\$ 583,347.92	\$ 38,802.61	\$ 622,150.53	\$ 306,191.70	\$ 928,342.23	\$ -	\$ 325,451.66
PERCENTAGE PARTICIPANT	40.00%	29.18%	0.55%	27.39%	53.20%	35.90%	#DIV/0!	
PERCENTAGE EXP/OBLG						74%		
DSLWK OPERATIONS	\$ 584,625.17	\$ 536,751.05	\$ 2,462.08	\$ 539,213.13	\$ 144,607.54	\$ 683,820.67	\$ -	\$ (99,195.49)
DLSWK PARTICIPANT	\$ 389,750.12	\$ 1,505.46	\$ 204.90	\$ 1,710.36	\$ 32,489.64	\$ 34,200.00	\$ -	\$ 355,550.12
DSLWK TOTAL	\$ 974,375.29	\$ 538,256.51	\$ 2,666.98	\$ 540,923.49	\$ 177,097.18	\$ 718,020.67	\$ -	\$ 256,354.62
PERCENTAGE PARTICIPANT	40.00%	0.28%	7.68%	0.32%	18.35%	4.76%	#DIV/0!	138.69%
PERCENTAGE EXP/OBLG						74%		
YOUTH OPERATIONS	\$ 622,227.68	\$ 576,059.51	\$ 28,905.19	\$ 604,964.70	\$ 156,185.49	\$ 761,150.19	\$ -	\$ (138,922.52)
YOUTH PARTICIPANT	\$ 622,227.68	\$ 316,378.39	\$ 30,289.04	\$ 346,667.43	\$ 178,167.26	\$ 524,834.69	\$ -	\$ 97,392.99
YOUTH TOTAL	\$ 1,244,455.35	\$ 892,437.90	\$ 59,194.23	\$ 951,632.13	\$ 334,352.75	\$ 1,285,984.88	\$ -	\$ (41,529.53)
PERCENTAGE PARTICIPANT	50.00%	35.45%	51.17%	36.43%	53.29%	40.81%	#DIV/0!	-234.52%
PERCENTAGE EXP/OBLG						103%		

FORMULA PERCENTAGES				\$ 2,255,939.81				\$ 596,088.22
				\$ 141,233.66				\$ 55,811.47
TOTAL FORMULA OPERATIONS	\$ 1,959,129.18	\$ 1,525,959.86	\$ 69,954.85	\$ 1,595,914.71	\$ 444,084.55	\$ 2,039,999.26	\$ -	\$ (80,870.08)
TOTAL FORMULA PARTICIPANT	\$ 1,513,495.35	\$ 488,082.47	\$ 30,708.97	\$ 518,791.44	\$ 373,557.07	\$ 892,348.51	\$ -	\$ 621,146.84
TOTAL ALL FORMULA	\$ 3,472,624.53	\$ 2,014,042.33	\$ 100,663.82	\$ 2,114,706.15	\$ 817,641.62	\$ 2,932,347.77	\$ -	\$ 540,276.75
PERCENTAGE PARTICIPANT	43.58%	24.23%	30.51%	24.53%	45.69%	30.43%	#DIV/0!	114.97%
PERCENTAGE EXPENDED /OBL				60.90%		84.44%	0.00%	
YOUTH OUT OF SCHOOL	\$ 955,753.39	\$ 612,773.97	\$ 50,156.20	\$ 662,930.17	\$ 285,769.98	\$ 948,700.15		\$ 7,053.24
PERCENTAGE OUT SCHOOL	76.80%	68.66%	84.73%	69.66%	85.47%	73.77%		
YOUTH WORK EXPERIENCE	\$ 279,665.90	\$ 386,386.94	\$ 42,254.23	\$ 428,641.17	\$ 64,093.82	\$ 492,734.99		\$ (213,069.08)
PERCENTAGE WORK EXP	22.47%	43.30%	71.38%	45.04%	19.17%	38.32%		
OTHER FUNDS								
CARES Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
National DW Grant	\$ 647,758.00	\$ 455,625.12	\$ 37,675.33	\$ 493,300.45	\$ 139,231.39	\$ 632,531.84		\$ 15,226.16
STATEWIDE / NATA	\$ 1,338,589.16	\$ 695,562.81	\$ 40,512.95	\$ 736,075.76	\$ 219,841.67	\$ 955,917.43	\$ 4,083.25	\$ 378,588.48
RESEA	\$ 179,350.00	\$ 90,897.43	\$ 15,955.98	\$ 106,853.41	\$ 73,340.08	\$ 180,193.49	\$ -	\$ (843.49)
TOTAL OTHER FUNDS	\$ 2,165,697.16	\$ 1,242,085.36	\$ 94,144.26	\$ 1,336,229.62	\$ 432,413.14	\$ 1,768,642.76	\$ 4,083.25	\$ 392,971.15
TOTAL PROG FORMULA/OTHER	\$ 5,638,321.69	\$ 3,256,127.69	\$ 194,808.08	\$ 3,450,935.77	\$ 1,250,054.76	\$ 4,700,990.53	\$ 4,083.25	\$ 933,247.91
ADMINISTRATION	\$ 529,154.81	\$ 318,199.14	\$ 915.97	\$ 319,115.11	\$ 4,952.11	\$ 324,067.22	\$ 250.66	\$ 204,836.93
TOTAL ALL FUNDS	\$ 6,167,476.50	\$ 3,574,326.83	\$ 195,724.05	\$ 3,770,050.88	\$ 1,255,006.87	\$ 5,025,057.75	\$ 4,333.91	\$ 1,138,084.84
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.01
PARTICIPANT % ALL FUNDS								
TOTAL FORMULA OPERATIONS	\$ 1,959,129.18	\$ 1,525,959.86	\$ 69,954.85	\$ 1,595,914.71	\$ 444,084.55	\$ 2,039,999.26	\$ -	\$ (80,870.08)
TOTAL FORMULA PARTICIPANT	\$ 1,513,495.35	\$ 488,082.47	\$ 30,708.97	\$ 518,791.44	\$ 373,557.07	\$ 892,348.51	\$ -	\$ 621,146.84
CONS. BUSINESS-IWT	\$ 90,023.84	\$ 90,023.84	\$ -	\$ 90,023.84		\$ 90,023.84		
CONS. BUSINESS-OJT / RA	\$ 90,744.03	\$ 102,997.83	\$ -	\$ 102,997.83	\$ 139,231.39	\$ 242,229.22	\$ -	\$ 15,226.16
STATEWIDE / NATA	\$ 1,338,589.16	\$ 695,562.81	\$ 40,512.95	\$ 736,075.76	\$ 219,841.67	\$ 955,917.43	\$ 4,083.25	\$ 378,588.48
TOTAL FORMULA-CB-RR-RAMP	\$ 4,991,981.56	\$ 2,902,626.81	\$ 141,176.77	\$ 3,043,803.58	\$ 1,176,714.68	\$ 4,220,518.26	\$ 4,083.25	\$ 934,091.40
TOTAL PARTICIPANT- CB - RR	\$ 2,942,828.54	\$ 1,286,643.11	\$ 71,221.92	\$ 1,357,865.03	\$ 732,630.13	\$ 2,090,495.16	\$ 4,083.25	\$ 1,014,961.48
PERCENTAGE PARTICIPANT	59%	44%	50%	45%	62%	50%	100%	109%

\*Prior Year Expenditures / Accruals Not Excluded

MINIMUM PARTICIPANT COST RATE	
Total YTD Participant Expenditures	\$ 644,452.50
Total YTD Program Expenditures	\$ 1,311,880.82
YTD MPCR	49.12%

**Northwest PY 2020 Budget - Revised Dec. 2021**  
**vs. YTD Expenditures as of 12/31/21**

	Budget	July - Sept. 2021	Percentage of Budget	Oct. - Dec. 2021	Percentage of Budget	PY 21 YTD Total	Percentage of Budget
<b>Participant Budget</b>	<b>\$ 761,101.35</b>	<b>\$ 93,427.85</b>	<b>12%</b>	<b>\$ 137,783.19</b>	<b>18%</b>	<b>\$ 231,211.04</b>	<b>30%</b>
<b>Participant YTD = 25.76%</b>							
<b>Operating Budget</b>	<b>\$ 1,406,539.84</b>	<b>\$ 351,634.96</b>	<b>25%</b>	<b>\$ 351,634.96</b>	<b>25%</b>	<b>\$ 1,406,539.84</b>	<b>100%</b>
IFA Expenses (including OSO)	\$ 167,180.76	\$ 37,534.85	22%	\$ 41,547.87	25%	\$ 79,082.72	47%
Career Service Provider (w/o DWG)	\$ 711,037.61	\$ 182,116.29	26%	\$ 207,280.53	29%	\$ 389,396.82	55%
Board / Fiscal Agent Expenses	\$ 528,321.47	\$ 110,904.49	21%	\$ 86,822.41	16%	\$ 197,726.90	37%
<b>Total Operating Expenses</b>	<b>\$ 1,406,539.84</b>	<b>\$ 330,555.63</b>	<b>24%</b>	<b>\$ 335,650.81</b>	<b>24%</b>	<b>\$ 666,206.44</b>	<b>47%</b>
<i>Remaining Balance</i>	\$ -	\$ 21,079.33	1%	\$ 15,984.15	1%	\$ 740,333.40	53%
<b>Operations YTD = 74.24%</b>							
<b>RESEA Program Operating Budget</b>	<b>\$ 179,350.00</b>	<b>\$ 44,838.06</b>	<b>25%</b>	<b>\$ 62,015.35</b>	<b>35%</b>	<b>\$ 106,853.41</b>	<b>60%</b>
						\$ 72,496.59	de-obligated
	\$ 231,294.12						
<b>Administrative Budget (all grants)</b>	<b>\$ 308,392.16</b>	<b>\$ 54,516.35</b>	<b>18%</b>	<b>\$ 94,023.16</b>	<b>30%</b>	<b>\$ 148,539.51</b>	<b>48%</b>
<b>Adult &amp; DW Part. &amp; Program</b>	<b>\$ 1,431,951.32</b>	<b>\$ 246,701.07</b>	<b>17%</b>	<b>\$ 228,244.97</b>	<b>16%</b>	<b>\$ 474,946.04</b>	<b>33%</b>
<b>Youth Part. &amp; Program</b>	<b>\$ 786,202.13</b>	<b>\$ 177,282.41</b>	<b>23%</b>	<b>\$ 245,189.03</b>	<b>31%</b>	<b>\$ 422,471.44</b>	<b>54%</b>
<b>Total Part. &amp; Program</b>	<b>\$ 2,218,153.45</b>	<b>\$ 423,983.48</b>	<b>19%</b>	<b>\$ 473,434.00</b>	<b>21%</b>	<b>\$ 897,417.48</b>	<b>40%</b>
<i>Remaining Balance</i>	\$ -	\$ 1,794,169.97	81%	\$ 1,320,735.97	60%	\$ 1,320,735.97	60%
<b>Adult &amp; DW Program Only</b>	<b>\$ 1,031,327.84</b>	<b>\$ 194,937.44</b>	<b>19%</b>	<b>\$ 205,929.23</b>	<b>20%</b>	<b>\$ 400,866.67</b>	<b>39%</b>
<b>Youth Program Only</b>	<b>\$ 375,212.00</b>	<b>\$ 135,618.19</b>	<b>36%</b>	<b>\$ 129,721.58</b>	<b>35%</b>	<b>\$ 265,339.77</b>	<b>71%</b>
<b>Total Program</b>	<b>\$ 1,406,539.84</b>	<b>\$ 330,555.63</b>	<b>24%</b>	<b>\$ 335,650.81</b>	<b>24%</b>	<b>\$ 666,206.44</b>	<b>47%</b>
<i>Remaining Balance</i>	\$ -	\$ 1,075,984.21	76%	\$ 740,333.40	53%	\$ 740,333.40	53%

# Adult / DW Service Provider & Youth Service Provider Request for Proposals (RPF) Overview

Third-Party Procurer: Thomas P. Miller & Associates (TPMA)

Timeline:

Action	Date
Launch Call	12/17/2021
RFP and procurement page development	12/17/2021 – 01/14/2022
Present draft RFPs to NWTNWB for review	Week of 01/17/2022
Finalize and release RFPs	Week of 01/24/2022
Develop evaluation scoresheet	Week of 01/24/2022
Deadline for questions	02/11/2022
Post responses to questions on procurement page	02/14/2022
Proposal submission deadline	02/28/2022
Evaluation of bids	03/01/2022 – 03/25/2022
Interviews (if necessary)	Week of 03/28/2022
Draft recommendation report	Week of 04/02/2022
Present recommendation report to evaluation committee	By 04/29/2022
Provide NWTNWB with all digital copy of records	By 04/29/2022

Draft Budget:

Funding Source	Participant Funding	Staffing & Operations	Total Funding
Adult / Dislocated Worker (DW)	\$355,000	\$415,000	\$770,000
National DW Grant (tornado)	\$145,000	\$85,000	\$230,000
RESEA	n/a	\$125,000	\$125,000
<b>Total Adult / DW</b>	<b>\$500,000</b>	<b>\$625,000</b>	<b>\$1,125,000</b>
Youth	\$250,000	\$225,000	\$475,000
<b>Total Combined Contracts</b>	<b>\$750,000</b>	<b>\$850,000</b>	<b>\$1,600,000</b>
<i>Current Annual Contract Amount</i>		\$931,282	
<i>Difference</i>		<b>-\$81,282</b>	<b>-8.7%</b>

- Participant funding only includes carryover estimates and anticipated formula funds; no additional statewide funds are included.
- Formula funds (Adult, Dislocated Worker, and Youth) are based on estimated carryover funds and the Program Year 22 allocations being the same as the current year's allocations.
  - 91% of the current budget is for staffing leaving very little options for reductions in other areas. Any staffing reductions impact the ability to keep AJCs open.
- National DW Grant for tornado relief is pending (application submitted 1/12).
- RESEA funding is based on the amount received this year

Current Staffing / AJC Structure:

County	Hours	# of Staff	Avg. Monthly Traffic Count	YTD Visits (July – Dec. 2021)	YTD Title I Visits	WIOA Title I New Enrollments
Benton (Specialized)	Mon., Tues., Thur. 8:00 a – 4:30 p	1	34	202 (4.4%)	27 (4.6%)	6 (2.6%)
Carroll (Comprehensive)	Monday – Friday 8:00 a – 4:30 p	2 (1 shared w/ Benton)	232	1,392 (30.3%)	65 (11%)	37 (15.7%)
Crockett (Specialized)	Mon., Tues., Thur. 8:00 a – 4:30 p	1 (1 shared w/ Dyer)	5	32 (0.7%)	2 (0.3%)	6 (2.6%)
Dyer (Comprehensive)	Monday – Friday 8:00 a – 4:30 p	2 (1 shared w/ Crockett & 1 shared Youth)	142	852	145 (24.5%)	52 (22.1%)
Gibson (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 (shared OJT position)	111	666 (14.5%)	46 (7.8%)	30 (12.8%)
Henry (Specialized)	Monday – Thurs. 8:00 a – 4:30 p	2 (1 shared w/ Henry)	100	601 (13.1%)	141 (23.8%)	23 (9.8%)
Lake (Specialized)	Mon. & Tues. 8:00 a – 4:00 p; Thurs. 8-11:30 a	1 (1 shared w/ Obion)	1	7 (0.2%)	0 (0%)	17 (7.2%)
Obion (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 (1 shared w/ Lake)	75	448 (9.7%)	80 (13.5%)	27 (11.5%)
Weakley (Specialized)	Monday – Thurs. 8:00 a – 4:30 p	2 (1 shared w/ Henry)	66	398 (8.7%)	86 (14.5%)	37 (15.7%)

Carroll County Visit Reasons:

<b>Huntingdon</b>	<b>Totals</b>	<b>%</b>
Job Search Resource Room	<b>1,311</b>	<b>46.6%</b>
Unemployment	<b>450</b>	<b>16.0%</b>
Networking Event/ Community Orgs	<b>214</b>	<b>7.6%</b>
Job Search Assist	<b>154</b>	<b>5.5%</b>
Networking Event/Granges Training	<b>127</b>	<b>4.5%</b>
Workshop/CCTC	<b>125</b>	<b>4.4%</b>
Networking Event/High Schools	<b>120</b>	<b>4.3%</b>
Cr. Coachg/ WIOA Title 1 (all)	<b>65</b>	<b>2.3%</b>
Job Fair-Multi Employer Regional Job fair	<b>56</b>	<b>2.0%</b>
HiSET	<b>50</b>	<b>1.8%</b>
Resume Assistance	<b>37</b>	<b>1.3%</b>
Employer Ck-in	<b>31</b>	<b>1.1%</b>
RESEA	<b>14</b>	<b>0.5%</b>
Adult Education	<b>12</b>	<b>0.4%</b>
Networking Event/Traf-Mark	<b>12</b>	<b>0.4%</b>
Served in Military?	<b>10</b>	<b>0.4%</b>
Veterans Servs	<b>8</b>	<b>0.3%</b>
Networking Event	<b>4</b>	<b>0.1%</b>
Voc Rehab	<b>4</b>	<b>0.1%</b>
TAA/TRA	<b>3</b>	<b>0.1%</b>
Cr Coach/Work Keys Test	<b>3</b>	<b>0.1%</b>
Hiring Event/MSHN	<b>2</b>	<b>0.1%</b>