

Northwest TN Workforce Board  
**American Job Center Committee**  
Monday, January 28, 2019 – 10:00 a.m.  
Dyersburg State Gibson County Center, Room 129  
2211 US 45 Bypass, Trenton TN  
Conference Call – 1-877-216-1555 #845157

Chair - Rita Alexander  
Vice Chair – John Killen

Minutes

**Committee Members Attending:** Rita Alexander, Ted Piazza, Sandra Woods, Mark Chandler, Sherry Fowler, Jana Hellums

**Committee members via conference call:** Jimmy Williamson, Kristie Bennett, John Penn Ridgway

**Others Attending:** Jennifer Bane, LeAnn Lundberg, Lana Burchfiel, Gina Johnson, Laura Speer, Connie Stewart, Margaret Prater, Erica Nance

**Review and Approval of Minutes of October 30, 2018 meeting:** Rita Alexander called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION: Sandra Wood moved to approve the minutes as presented and Ted Piazza seconded the motion. All agreed and the motion carried.**

**One-Stop Operator Report**

Erica Nance reviewed the following reports:

- **Employer Services Report:** The Employer Services report shows 97 employers received 230 services in December. Erica is working with the Business Services team to increase participation in our employer survey. Employer surveys are being done during job fairs and a work experience person has called employers to ask them to participate in the two question survey over the phone. We already have a few surveys, and Erica asked the committee for any suggestions for getting more. Connie said she's trying to get staff to do mail outs for the Work Experience Participant Evaluations, and it could possibly be included in the mail-out.
- **VOS Greeter Reports for December:** Traffic increased in all but two counties, which decreased by about 1%. We have not reached our monthly goal, but in counties like Gibson we are working at 91%, with a couple higher than that. Smaller counties continue to remain furthest from goal, so Erica is working on how to increase traffic in smaller counties. Dyersburg is almost always the largest amount of traffic lately. Erica also reviewed the Visit by Reason report showing most people come in for job search, resource room, and help with unemployment.
- **Enrollment Summary Report:** The Enrollment Summary Report captures the number of new and carryover enrollments for each partner. Dyer County had the most new enrollments in each of the programs, except for SNAP, which had Carroll and Weakley counties tying for the most SNAP enrollments. Dyer County now has a new counselor for Vocational Rehabilitation who comes to the AJC twice per week.
- **Target Populations Report:** We have a total of 711 active enrollments as of December with 23 new enrollments for December. Of those, 625 are receiving training and education services, 9 were youth 18-24, and 89 were offenders, due in part to our programs that we have in place in several local jails.
- **Survey Results for December:** The Paris AJC completed the most surveys. Erica has implemented a new survey incentive program and her staff are in competition with each other to get the most surveys. Nearly 96% of all respondents reported they would absolutely hire the person who assisted them, and nearly 93% ranked their visit as outstanding.

**Career Services Report:**

Connie Stewart provided an overview of the following reports:

- **On the Job Training (OJT):** In December for OJT we enrolled 8 adults, 1 dislocated worker, and no youth. In January, so far 5 adults, 1 dislocated worker, and 3 youth have been enrolled.
- **Youth Work Experience:** It is still a struggle to get Work Experience (WE) participants. We have a small amount of money for In-School Youth (ISY), but this population is hard to enroll due to the limiting

eligibility criteria. Out-of-School Youth (OSY) are easier since they do not have to be low income, but must still have a barrier. Connie is trying a new strategy by reaching out to all the Tennessee Colleges of Applied Technology to see if they need interns to help in their financial aid and recruitment offices. The Dyer County jail is also interested in being a worksite since they don't have a case manager, social worker, etc., so we are trying to seek criminal justice students to work with the inmates. Connie also stated that we are hiring another staff person in Dyersburg, since the bulk of WE has always come from Dyer County. This Career Advisor will just focus on OJT and WE.

- Training Enrollments: The numbers are a little skewed right now. Since the board approved the change in the travel rate to \$0.15 and the ITA to \$4,000, staff have to change every single participant's information on their paperwork and put into VOS. It will just take a while to get caught up, therefore, so we actually had several more than on the report. Training enrollment numbers are down because people are working and less people are going to school. Our numbers are following the trend when the unemployment rate is down, school numbers are down.

## **Business Services Report**

Margaret Prater reviewed the Business Service Report

- OJT: We currently have 13 active companies participating in OJT. Out of 85 placed since July 1, 2018, 47 completed, 9 did not complete, and there are currently still 29 in training.
- Rapid Response: The Business Services team coordinated with Caterpillar to host a multi-employer hiring event onsite in response to their closing. Heckthorn is on-again, off-again. They closed, and now they have re-opened, at least temporarily. Staff is in contact in case they close again.
- Incumbent Worker Training (IWT): We received the Consolidated Business Grant and have begun funding IWT grants. Devey and Greenfield's percentages for IWT are fairly high due to enrolling more than the proposed number for training. The committee was asked to help spread the word about OJT and IWT grants.
- Job Fairs/Hiring Events: The Business Services Representatives (BSR) have been very busy. Their new tool is the use of Facebook Live to promote hiring events. Tyson had a very successful hiring event with 236 applicants. There is a large regional event coming up in Huntingdon on Friday that will focus on skilled trades. BSR Maleia Evans is already using social media and live video feed to promote it.
- Pre-Apprenticeship/Apprenticeship: Amteck has already held their Showcases at several schools to promote this year's REAP program. During these showcases Jon Dougherty brings the Amteck teaching trailer for the students to tour. He also spoke to them in detail about what an electrician is and is not. For example, a lineman is not an electrician. A "Shock and Awe" day will be held in April to help the young people determine if they want to apply for the two-week pre-apprenticeship program in July. Those who complete the program have an opportunity to be employed by Amteck and enter the Registered Electrical Apprenticeship program.

## **Supportive Services Policy:**

Jennifer Bane presented the following staff recommendation be made to the Supportive Services policy in order for it to be inclusive of all work-based training programs:

- Work-related support service up to \$300 one time only payment for uniforms, drug screens, background checks, supplies, etc. needed to be successful in *on-the-job training, transitional jobs, pre-vocational services, or* work experience activities. (Stipend to cover clothes, uniforms, etc.)
  - **MOTION: Sandra Wood moved to approve recommended policy changes. Ted Piazza seconded. Motion carried.**
- Participants may receive a travel stipend for the first 30 days of a *transitional job or* work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses. *In the event a transitional job or work experience position requires the participant to travel, the travel stipend may be extended through the duration of the work experience or transitional job.*

There was some discussion on the reason for the policy changes, so Connie explained they have found the best way to recruit youth is through other youth. The AJC is interested in hiring a youth to go out and market to other youth, and we need the ability to pay a low income participant travel money. The transitional job is 320 hours and Work Experience 3-6 months so travel payments would be limited to

those timeframes. The question was asked if we seek auto insurance proof for liability purposes? DSCC as the employer of record has total liability and participants are covered on their Worker's Comp policy, but proof of insurance is not required as far as the group knew. The Committee also asked if the existing ITA policy would cover this cost. The existing policy goes by the participant's training term for those in occupational skills training but is limited for only the first 30 days for those in work experience. We are now working towards utilizing non-profit sites for the initial 3 months of a Youth Work Experience, prior to moving to a potential employer for another 3 months, so the 6-month maximum will probably be needed for most participants. It was explained that this will likely only be an occasional need, and hasn't ever been needed until these new positions that required travel.

- **MOTION: Mark Chandler moved to approve recommended travel stipend policy changes so that they can be extended for transitional jobs and to compensate for travel required of the position. Sandra Woods seconded. Motion carried.**

**Discussion of Supportive Service Offerings:** Mark Chandler, Southwest Business Services, helped clarify the handout listing their list of supportive services for the committee's discussion. Mark explained that on October 1, Southwest gained a new one-stop operator, and much of the changes to supportive services came as an initiative from Mid-Cumberland to the board to get numbers up.

- **Childcare:** It was clarified that childcare funds are only offered as a last resort if it's a barrier that will keep a participant from employment or training. In the past, the state has asked us to look on a regional basis at our supportive services. Our local area has focused on travel, books, and supplies. The committee asked how this is funded and if it is in addition to the ITA, to which Mark responded he thinks it is in addition to the ITA, similarly to how NWTWB has just voted to remove travel from our ITA.
- **Youth Incentives:** This incentive is similar to what we did years ago when we paid for test stipend and they got a \$500 for earning their GED, along with incentives for gaining employment. We are trying to figure out how to tie this potential incentive to Work Experience (WE). One suggestion would be that once a participant attends 4 Adult Ed classes we will try to place in WE, and then they would receive bonuses for getting hired, staying in same job, etc. The State's many initiatives for funding postsecondary, such as TN Promise and TN Reconnect limits the need for ITA funding, so we need to focus more on support services. Connie Stewart said it would be good to have some type of policy to allow for funding to be used for re-testing. For instance, if an LPN fails their licensure exam and needs to test again, we need capability to pay for retest. We've paid for drug screen, driver's license fees, background checks, and steel-toed shoes, limited to \$300 for those in work experience.
- **Next steps:** The group reviewed the list to determine which, if any, supportive services should be considered for addition to the local policy. It was suggested that childcare be taken off of the list because it's too expensive. The committee discussed capping it and tying it to the ITA. Several youth will probably qualify for Families First funding and won't need childcare services. It was suggested that staff look into offering medical care services since things like eyeglasses can affect an individual's ability to work. Right now we refer to other agencies. It is suggested that we look for proof that the incentives for youth actually help. If it's that last little thing that gets them to success, then the group is not against it. Connie said it was a huge incentive the last time we did it. The committee will possibly discuss tying it to WE.

**Proposed 2019 Meeting Dates:** Future meeting dates for the remainder of the year were proposed and the group agreed to tentatively scheduled them for: April 29<sup>th</sup>; July 29<sup>th</sup>; and October 28<sup>th</sup> at 10:00 a.m.

**Other:** The next Board meeting is set for Tuesday, February 26, 2019 at the Elks Lodge in Trenton. Board members were asked to complete their annual Conflict of Interest form prior to or at the meeting.

As there was no other business, meeting was adjourned.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

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Agenda

1. Welcome and Call to Order Rita Alexander
2. Review and Approval of Minutes –October 30, 2018 meeting Rita Alexander
3. One-Stop Operator Report Erica Nance
  - a. Employer Services Report
    - Employer Survey Discussion
  - b. VOS Greeter Reports
  - c. Enrollment Summary Report
  - d. Target Populations Report
  - e. Survey Results
4. Career Services Report Connie Stewart
5. Business Services Report Margaret Prater
6. Supportive Services Policy Jennifer Bane
  - a. Recommendation for Policy Changes:
    - Work-related support service up to \$300 one time only payment for uniforms, drug screens, background checks, supplies, etc. needed to be successful in **on-the-job training, transitional jobs, pre-vocational services, or** work experience activities.
    - Participants may receive a travel stipend for the first 30 days of a **transitional job or** work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses. **In the event a transitional job or work experience position requires the participant to travel, the travel stipend may be extended through the duration of the work experience or transitional job.**
  - b. Discussion of Supportive Service Offerings
7. Proposed 2019 Meeting Dates
  - Monday, April 29<sup>th</sup>, 10:00 am
  - Monday, July 29<sup>th</sup>, 10:00 am
  - Monday, October 28<sup>th</sup>, 10:00 am
8. Other

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Chair – Rita Alexander  
Vice Chair – John Killen

Minutes

**Committee Members Attending:** Rita Alexander, Jimmy Williamson, John Penn Ridgeway, Kristie Bennett, Ted Piazza, Melinda Goode, Sherry Fowler

**Committee Members via Conference Call:** Charlie Moore, Neely Ashby, Kristy Mercer, John Killen

**Others Attending:** Jennifer Bane, LeAnn Lundberg, Lana Burchfiel, Erica Nance, Gina Johnson, Laura Speer, Connie Stewart

**Review and Approval of Minutes of July 25, 2018 Meeting**

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

**Re-alignment Transition Update**

Jennifer announced that the re-alignment transition of Lauderdale and Tipton Counties to Greater Memphis Area was official October 1<sup>st</sup> and went relatively smoothly. We still need to make sure all grants are closed out and redo our fiscal reports as final reports. LeAnn worked to transfer phones and computers, and there are some items such as OJTs that will need to be billed to Memphis. There was some discussion on the possibility that the State Workforce Board may waive the 50% MPCR at the meeting in November. Members were given an updated Northwest TN Workforce Board organizational chart, effective October 2018. Margaret mentioned that the newly acquired Business Services Team has received positive feedback from the businesses and chambers. Connie was praised for helping with the transition of the business services team, and preparing them to immediately jump into Manufacturing Days. At this time, Erica Nance was also introduced as the new One-Stop Operator for Odle Management.

**One-Stop Operator Report**

- **VOS Greeter Reports:** There have been nearly 14,800 visits to the American Job Centers since July 1<sup>st</sup> with over 11,800 individual visits. Overall individual visits are down slightly. Erica is working on outreach efforts to target populations. The goal is to at least maintain the average number of individual visits as this last program year. Lower numbers this period could possibly result from low unemployment and school having already started for the fall term. The other report presented was Reasons for Visit report for September. There remains a large number coming in for job search, to use the resource room, and unemployment benefits.
- **Survey Results:** These are the results from the comment cards from visitors of the American Job Centers. The cards are collected monthly and entered into Survey Monkey. The report shows each location and the results from each location. Covington was out of survey cards at time, so

theirs shows zero. The questions on the report are the actual questions on the comment cards. Nearly 94% of respondents reported they would absolutely hire the person who assisted them, and nearly 93% ranked their visit as outstanding.

### **Business Services Report**

The new Business Solutions flyer was distributed. The flyer has been updated and simplified with icons that show all of our partner services for our 9 county centers. Since acquiring Business Services, the board has hired 3 business services representatives—Maleia Evans, Lana Wood, and Theresa Ethridge. We had previously contracted out Business Services to Dyersburg State. The contract ended Sept. 30 and Manufacturing month started Oct. 1. Previous Business Services staff had all left beforehand, so Connie assisted in the transitions as we were just getting new staff on board. In the end we had a really successful month of Manufacturing Days. More job fairs have been scheduled. Staff are also working with Caterpillar on a job fair in December to help the employees being laid off.

The Services Provided Employers Report showing activities through 9/30 was reviewed. It appears that some things were not to be getting entered into the system during the transition, which resulted in lower numbers being reported. Business Services staff are working on entering the data. We have purchased new Surface Pros to help them update data while out of the office and are hopeful the numbers will go up as a result of better and more immediate reporting. Margaret also provided updates on activities by staff person:

- Theresa, who represents Lake County, has been involved in helping get work experience sites. The Bridge has agreed to accept a Work Experience participant. Unfortunately, it was announced that Excel Boats will not opening a new facility in Lake County. Lake County's Manufacturing Day is today.
- Lana Wood services Dyer, Obion, Henry, and Benton counties. Her counties had over 800 students with 10 industries participate in Manufacturing Days. She also incorporated new Veteran Representative James Deason. During the MFG Days, she had 3 inquiries on Incumbent Worker Grants from Greenfield Products, Develey, and ICI in Paris. Lana is also working closely with the Henry County Jail to implement a RAMP program and with OJT at PML in Paris. PML has hired 9 full-time inmates while still incarcerated and we have placed them on an OJT. We are working with Henry County for early release with this program. PML has every intent of keeping them as employees because they need the workforce. CPT program should be starting in Henry County Nov. 12. The Dyer County Jail is working with one inmate expected to be released soon.
- Maleia services Gibson, Carroll, Crockett and Weakley counties. Gibson County Manufacturing Day had 6 high schools participating. In Carroll the three tours were with Granges in steel toe boots and hats. In Crockett county there were some communication issues, but we participated with JSCC in a company tour of Pacifica in Jackson. In Weakley County, MTD provided tours. After all the numbers come in, we are expecting this to be one of the biggest Manufacturing Months we have ever had, and considering staff all started in September, this is outstanding. A mother had posted on Facebook that her son had gone on a Manufacturing Tour and it was the best thing he has ever done in school. Many industries provided lunch. We are meeting with Connie about Work Experience so that the Business Services team can talk to them about the people with barriers while they are out talking about OJT.

### **Career Services Report**

Greenfield Products and Hexpol have been renewed for OJT contracts, and an OJT contract with Eaton is pending. We hope to develop OJT contracts with Baptist Memorial Hospitals since it would be helpful for placements. We have someone placed at the Dyersburg Library on work experience, that we hope to

place on an OJT contract. Fall enrollments were really good, exceeding the high numbers from last year, with 150 enrollments for the fall. Unfortunately, not many were youth because of the difficulty in applicants qualifying as In-School Youth. Career Advisors are being asked to have participants do all the eligibility paperwork before they are enrolled at any training facility. It was found that many youth probably could have been Out-of-School at the time they came in if they would have been made eligible immediately. Career Advisors are trying to enroll participants before they enroll in training to properly qualify them as Out-of-School Youth.

#### **Recommendations for Individual Training Account (ITA) /Transportation Stipend Changes**

Since 2012 the ITA has been limited to \$3,000 per year for up to two years of training with transportation stipends being paid at \$0.10 per mile within the \$3,000 ITA limit. The group discussed unmet need for current participants and increased tuition costs. Because of TN Promise and TN Reconnect, participants at the TCATS and community colleges don't utilize much ITA funding. However, that is not the case at the Universities. Even if they are getting assistance, we are seeing some that don't have enough to cover expenses when you include books, fees, etc. Looking through Fall 2018 from UT Martin, there were a total of 18 with an unmet need over the \$3,000 threshold, with an average \$3100 unmet need. This was just for one term. Our \$3,000 is for the whole year. Staff proposed increasing the ITA to \$4,000 to accommodate students with larger unmet needs. Also, due to the continued need for transportation stipends and increased average cost per gallon, staff recommended increasing the mileage reimbursement from \$0.10 to \$0.15 per mile. In order to ensure participants receive needed transportation services at the approved rate, the staff also recommended approval of separating the transportation stipend from the ITA amount.

There was some discussion on how this increase could impact enrollment numbers. We have specific funds for participants and must spend at least 40% on them, potentially 50% unless it is waived at the State Workforce Board meeting in November. Some funding at this time is not certain due to closing out grants and funds being reissued as a result of the realignment. We won't know how much funding we are getting back until sometime in December. Implementing changes in the spring term—a much smaller term—will give us a better feel for the effect of the changes before the fall term. Also, because of the lower unemployment and decreased unmet need, we have had less demand. The majority of students will not be affected by this new policy, because the majority of community college and TCAT students do not receive ITAs. At UT Martin many students are not commuters, so most of their funding will be only ITA. The TN Department of Labor has also been receptive to providing additional funding for participants. Ted moved to approve the recommendations of staff to increase the ITA to \$4,000 per year, the mileage reimbursement to \$0.15 per mile, and to separate the transportation stipend from the ITA. Jimmy seconded and the motion carried.

#### **Other**

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

Respectfully submitted,

Lana Burchfiel  
Public Information Specialist

## Services Provided Employer Reports - by Service

- Region/LWIA: Northwest Tennessee

- Office of Record: Office Created

- Actual Date: 12/1/2018 - 12/31/2018

Service	Total Employers	Total Services
<a href="#">E10 - Employer Services Training</a>	2	3
<a href="#">E01 - On-Site Visit Planning Layoff Response</a>	16	16
<a href="#">E07 - Promotional Call</a>	5	6
<a href="#">E06 - Provided Candidate Pre-Screening</a>	4	4
<a href="#">E02 - Provided Job Fair Services</a>	18	18
<a href="#">E03 - Provided Job Order Follow-up/Assistance</a>	22	22
<a href="#">E04 - Provided Recruitment Services</a>	5	6
<a href="#">E90 - Referred Qualified Applicants-(Staff Assisted)</a>	7	26
<a href="#">E08 - Reviewed Resumes and Referred Eligible Individuals</a>	15	126
<a href="#">E09 - Services to Untapped Targeted Demographic Groups</a>	1	1
<a href="#">E13 - Tax Credits or Incentives for Employers (WOTC)</a>	1	1
<a href="#">E14 - Workforce Information for Employers</a>	1	1
<b>Service</b>	<b>Total Employers</b>	<b>Total Services</b>
<b>Total Rows: 12</b>	<b>97</b>	<b>230</b>



TRAFFIC COUNTS LIST BY MUTIPLE REASONS - 2018 - 2019

2018-2019	Camden	Alamo	Humboldt	Paris	Tiptonville	Union	City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total	AJC
Jul-18	195	119	572	776	69	454	669	2854	648	850	1498	4352		
Aug-18	206	129	490	627	70	464	349	2335	905	708	1613	3948		
Sep-18	178	78	364	520	31	284	203	1658	606	487	1093	2751		
Oct-18	140	137	479	592	47	132	373	1900	731	938	1669	3569		
Nov-18	113	105	329	544	37	196	272	1596	576	883	1459	3055		
Dec-18	129	137	349	544	52	160	254	1625	805	846	1651	3276		
Jan-19														
Feb-19														
Mar-19														
Apr-19														
May-19														
Jun-19														
<b>Subtotal</b>	<b>961</b>	<b>705</b>	<b>2583</b>	<b>3603</b>	<b>306</b>	<b>1690</b>	<b>2120</b>	<b>11968</b>	<b>4271</b>	<b>4712</b>	<b>8983</b>	<b>20951</b>		
Mo. Avg	160	118	431	601	51	282	353	1995	712	785	1497	3491.833		
% Avg.	4.6%	3.4%	12.3%	17.2%	1.5%	8.1%	10.1%	57.1%	20.4%	22.5%	42.9%	100.0%		

Source: Affiliates - VOS Greeter

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2018- 2019

2018-2019	Camden	Alamo	Humboldt	Paris	Tiptonville	Union	City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total	AJC
Jul-18	176	95	389	489	62	442	609	2262	470	433	903	3165		
Aug-18	182	109	378	441	70	433	324	1937	728	376	1104	3041		
Sep-18	158	69	259	340	30	268	189	1313	538	301	839	2152		
Oct-18	127	88	323	399	47	128	354	1466	612	454	1066	2532		
Nov-18	105	68	226	298	37	170	263	1167	484	439	923	2090		
Dec-18	121	110	239	302	50	155	245	1222	659	441	1100	2322		
Jan-19														
Feb-19														
Mar-19														
Apr-19														
May-19														
Jun-19														
<b>Subtotal</b>	<b>869</b>	<b>539</b>	<b>1814</b>	<b>2269</b>	<b>296</b>	<b>1596</b>	<b>1984</b>	<b>9367</b>	<b>3491</b>	<b>2444</b>	<b>5935</b>	<b>15302</b>		
Mo. Avg	145	90	302	378	49	266	331	1561	582	407	989	2550		
% Avg.	5.7%	3.5%	11.9%	14.8%	1.9%	10.4%	13.0%	61.2%	22.8%	16.0%	38.8%	100.0%		

Individual Visit Monthly Average Goal

Goal	192	187	331	425	82	318	285	1820	700	423	1123	2943		
Current	145	90	302	378	49	266	331	1561	582	407	989	2550		
Difference	-47	-97	-29	-47	-33	-52	46	-259	-118	-16	-134	-393		
% of Goal	75%	48%	91%	89%	60%	84%	116%	86%	83%	96%	88%	87%		

12/31/2018	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Dyersburg	Huntington	Totals
Adult Education	2	1				1		21	9	34
Cr Coach/Family Resources										0
Cr. Coachg/ WIOA Title 1	8	11	33	18	2	30	36	74	43	255
Cr.Coach WF Ess.			44			11	25	37		117
Cr.Coach/Youth	8	1				1			1	11
Cr Coach/TN Reconnect	3					7	1	4		15
Career Ready 101									14	14
CASAS										0
Employer Ck-in		3		1		2	3	44	2	55
Served in Military?				7	1		1	7	2	18
HiSET									9	9
Job Fair-ServPro Newbern										0
Job Fair Caterpillar								74		74
Job Fair Frazier Industrial										0
Job Fair Northwest Correctional								2		2
Job Fair Greenfield Products										0
Job Fair Manpower										0
Job Fair Randstad										0
Job Fair-Pictsweet		13								13
Job Fair							13			13
Hiring Event										0
Hiring Event Manpower						3				3
Hiring Event UPS										0
Job Search Resource Room	41	24	136	219	22	43	35	127	421	1068
Job Search Assist	32	17		152	3	7	8	32	65	316
Networking Event										0
Networking Event - Interviews										0
Networking Event Caterpillar								44		44
Networking Event Fluid Routing Systems									2	2
RESEA	2		14	21		6		30	7	80
Resources										0
Resume Assistance		2	9	8			2	5	2	28
SCSEP - Senior Emploment				1				1		2
SNAP E&T (Appt)	1			1		1	2	3		8
SNAP E&T (Orient.)								2		2
SWFI Grant										0
TAA/TRA								8		8
Third Party Interviews			8							8
Unemployment	32	64	105	111	24	48	126	285	264	1059
Veterans Servs		1		2						3
Voc Rehab								4	5	9
Workshop				3			2	1		6
<b>TOTALS</b>	<b>129</b>	<b>137</b>	<b>349</b>	<b>544</b>	<b>52</b>	<b>160</b>	<b>254</b>	<b>805</b>	<b>846</b>	<b>3276</b>
<b>List - INDIVIDUAL</b>	<b>121</b>	<b>110</b>	<b>239</b>	<b>302</b>	<b>50</b>	<b>155</b>	<b>245</b>	<b>659</b>	<b>441</b>	<b>2322</b>

### Enrollment Summary

- LWIA/Region: Northwest Tennessee

- Date Range: 7/1/2018 - 12/31/2018

LWDA/Office	WP		Title I		TAA		SNAP		Adult Education		All Programs		% of LWDA	
Office Id	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment
Northwest	360	870	470	289	15	4	5	22	175	295	1,025	1,480	41%	59%
Crockett	<u>7</u>	<u>16</u>	<u>28</u>	<u>1</u>	0	0	<u>2</u>	<u>1</u>	<u>9</u>	<u>9</u>	<u>46</u>	<u>27</u>	<u>4%</u>	<u>2%</u>
Gibson	<u>13</u>	<u>61</u>	<u>73</u>	<u>54</u>	0	0	<u>1</u>	<u>3</u>	<u>35</u>	<u>41</u>	<u>122</u>	<u>159</u>	<u>12%</u>	<u>11%</u>
Henry	<u>21</u>	<u>44</u>	<u>35</u>	<u>59</u>	0	0	0	<u>3</u>	<u>12</u>	<u>43</u>	<u>68</u>	<u>149</u>	<u>7%</u>	<u>10%</u>
Benton	<u>8</u>	<u>33</u>	<u>25</u>	<u>13</u>	0	0	0	<u>1</u>	<u>11</u>	<u>23</u>	<u>44</u>	<u>70</u>	<u>4%</u>	<u>5%</u>
Carroll	<u>84</u>	<u>207</u>	<u>33</u>	<u>19</u>	<u>4</u>	0	0	<u>4</u>	<u>16</u>	<u>29</u>	<u>137</u>	<u>259</u>	<u>13%</u>	<u>18%</u>
Lake	<u>7</u>	<u>5</u>	<u>24</u>	<u>2</u>	0	0	0	<u>1</u>	0	0	31	8	<u>3%</u>	<u>1%</u>
Dyer	<u>186</u>	<u>409</u>	<u>121</u>	<u>65</u>	<u>11</u>	<u>4</u>	0	<u>3</u>	<u>35</u>	<u>77</u>	<u>353</u>	<u>558</u>	<u>34%</u>	<u>38%</u>
Weakley	<u>11</u>	<u>39</u>	<u>43</u>	<u>43</u>	0	0	<u>1</u>	<u>4</u>	<u>54</u>	<u>67</u>	<u>109</u>	<u>153</u>	<u>11%</u>	<u>10%</u>
Obion	<u>21</u>	<u>47</u>	<u>88</u>	<u>33</u>	0	0	<u>1</u>	<u>2</u>	<u>3</u>	<u>6</u>	<u>113</u>	<u>88</u>	<u>11%</u>	<u>6%</u>
Admin.Office	<u>2</u>	<u>9</u>	0	0	0	0	0	0	0	0	2	9	<u>0%</u>	<u>1%</u>
Total	WP		Title I		TAA		SNAP		Adult Education		All Programs		% of LWDA	
	1,230		759		19		27		470		2,505		100%	

### WIOA Participants Served by Career Center July 1-December 31, 2018

County	Adults	Dislocated Worker	Youth	TOTAL Served
Benton	28	2	8	38
Carroll	33	6	13	52
Crockett	18	6	5	29
Dyer	127	24	34	185
Gibson	99	9	19	127
Henry	69	7	18	94
Lake	11	1	14	26
Obion	93	7	21	121
Weakley	73	7	6	86
TOTALS	551	69	138	758

- State Region: West TN
- LWIA/Region: Northwest Tennessee
- Filter By Date: Active Date
- Date Range: 12/1/2018 - 12/31/2018

Target Group	Total Enrolled	New Enrolled	Received Career Services	Received Training/Educ Svcs	Total Exited	With Credential	Empl at Exit	Avg Wage at Exit
Total	711	23	711	625	0	193	0	\$0.00
Gender								
Female	428 60.20%	12 52.17%	428 60.20%	371 59.36%	0	112 58.03%	0	\$0.00
Male	282 39.66%	11 47.83%	282 39.66%	253 40.48%	0	81 41.97%	0	\$0.00
NA	1 0.14%	0	1 0.14%	1 0.16%	0	0	0	\$0.00
Age								
18 and Under	68 9.56%	0	68 9.56%	48 7.68%	0	19 9.84%	0	\$0.00
19 to 24	301 42.33%	9 39.13%	301 42.33%	251 40.16%	0	71 36.79%	0	\$0.00
25 to 54	324 45.57%	13 56.52%	324 45.57%	310 49.60%	0	97 50.26%	0	\$0.00
55 and Older	18 2.53%	1 4.35%	18 2.53%	16 2.56%	0	6 3.11%	0	\$0.00
Race/Ethnicity								
White	529 74.40%	15 65.22%	529 74.40%	488 78.08%	0	154 79.79%	0	\$0.00
African American/Black	179 25.18%	8 34.78%	179 25.18%	134 21.44%	0	38 19.69%	0	\$0.00
American Indian/Alaskan Native	7 0.98%	0	7 0.98%	6 0.96%	0	1 0.52%	0	\$0.00
Asian	2 0.28%	0	2 0.28%	2 0.32%	0	1 0.52%	0	\$0.00
Hawaiian/Other Pacific Islander	1 0.14%	0	1 0.14%	1 0.16%	0	1 0.52%	0	\$0.00
Hispanic	22 3.09%	0	22 3.09%	17 2.72%	0	3 1.55%	0	\$0.00
Educational Status								
In-school,H.S. or less	4 0.56%	0	4 0.56%	4 0.64%	0	2 1.04%	0	\$0.00
In-school,Post-H.S.	116 16.32%	0	116 16.32%	114 18.24%	0	40 20.73%	0	\$0.00
Not attending school,H.S. Dropout	2 0.28%	0	2 0.28%	1 0.16%	0	0	0	\$0.00
Not attending school,H.S. Graduate	179 25.18%	0	179 25.18%	150 24.00%	0	84 43.52%	0	\$0.00
UC Status								

Eligible claimant referred by WPRS	<a href="#">1</a>	0	<a href="#">1</a>	<a href="#">1</a>	0	<a href="#">1</a>	0	\$0.00
	0.14%		0.14%	0.16%		0.52%		
Eligible claimant not referred by WPRS	<a href="#">11</a>	0	<a href="#">11</a>	<a href="#">10</a>	0	<a href="#">2</a>	0	\$0.00
	1.55%		1.55%	1.60%		1.04%		
Exhaustee	<a href="#">9</a>	0	<a href="#">9</a>	<a href="#">9</a>	0	<a href="#">3</a>	0	\$0.00
	1.27%		1.27%	1.44%		1.55%		
Neither claimant or exhaustee	<a href="#">255</a>	0	<a href="#">255</a>	<a href="#">229</a>	0	<a href="#">115</a>	0	\$0.00
	35.86%		35.86%	36.64%		59.59%		
Veteran								
All Veterans	<a href="#">13</a>	0	<a href="#">13</a>	<a href="#">13</a>	0	<a href="#">4</a>	0	\$0.00
	1.83%		1.83%	2.08%		2.07%		
Eligible Veteran Status	<a href="#">13</a>	0	<a href="#">13</a>	<a href="#">13</a>	0	<a href="#">4</a>	0	\$0.00
	1.83%		1.83%	2.08%		2.07%		
Other Eligible Person/Veteran Spouse	0	0	0	0	0	0	0	\$0.00
Campaign Veteran	<a href="#">1</a>	0	<a href="#">1</a>	<a href="#">1</a>	0	<a href="#">1</a>	0	\$0.00
	0.14%		0.14%	0.16%		0.52%		
Disabled Veteran	<a href="#">2</a>	0	<a href="#">2</a>	<a href="#">2</a>	0	<a href="#">1</a>	0	\$0.00
	0.28%		0.28%	0.32%		0.52%		
Transitioning Service Member	<a href="#">1</a>	0	<a href="#">1</a>	<a href="#">1</a>	0	0	0	\$0.00
	0.14%		0.14%	0.16%				
Recently Separated Veteran	0	0	0	0	0	0	0	\$0.00
Barriers								
Individuals with Disability	<a href="#">33</a>	<a href="#">2</a>	<a href="#">33</a>	<a href="#">28</a>	0	<a href="#">8</a>	0	\$0.00
	4.64%	8.70%	4.64%	4.48%		4.15%		
Displaced Homemaker	<a href="#">2</a>	0	<a href="#">2</a>	<a href="#">2</a>	0	0	0	\$0.00
	0.28%		0.28%	0.32%				
Underemployed	<a href="#">287</a>	<a href="#">11</a>	<a href="#">287</a>	<a href="#">274</a>	0	<a href="#">66</a>	0	\$0.00
	40.37%	47.83%	40.37%	43.84%		34.20%		
Dislocation Event	<a href="#">1</a>	0	<a href="#">1</a>	<a href="#">1</a>	0	<a href="#">1</a>	0	\$0.00
	0.14%		0.14%	0.16%		0.52%		
Within 2 Years of Exhausting TANF	<a href="#">1</a>	0	<a href="#">1</a>	<a href="#">1</a>	0	0	0	\$0.00
	0.14%		0.14%	0.16%				
Hawaiian Native	0	0	0	0	0	0	0	\$0.00
Single Parent	<a href="#">112</a>	<a href="#">5</a>	<a href="#">112</a>	<a href="#">90</a>	0	<a href="#">32</a>	0	\$0.00
	15.75%	21.74%	15.75%	14.40%		16.58%		
Facing Substantial Cultural Barriers	0	0	0	0	0	0	0	\$0.00
Eligible Migrant and Seasonal Farmworker	0	0	0	0	0	0	0	\$0.00
Meets Governors Special Barrier	0	0	0	0	0	0	0	\$0.00
English Language Learner	0	0	0	0	0	0	0	\$0.00



Basic Skills Deficient	<u>6</u> 0.84%	<u>1</u> 4.35%	<u>6</u> 0.84%	<u>3</u> 0.48%	0	<u>1</u> 0.52%	0	\$0.00
Offender	<u>89</u> 12.52%	<u>2</u> 8.70%	<u>89</u> 12.52%	<u>80</u> 12.80%	0	<u>33</u> 17.10%	0	\$0.00
Homeless	<u>3</u> 0.42%	0	<u>3</u> 0.42%	<u>2</u> 0.32%	0	0	0	\$0.00
Runaway Youth	0	0	0	0	0	0	0	\$0.00
Foster Care (All)	<u>3</u> 0.42%	0	<u>3</u> 0.42%	<u>1</u> 0.16%	0	<u>1</u> 0.52%	0	\$0.00
In Foster Care	0	0	0	0	0	0	0	\$0.00
Aged Out of Foster Care	<u>3</u> 0.42%	0	<u>3</u> 0.42%	<u>1</u> 0.16%	0	<u>1</u> 0.52%	0	\$0.00
Pregnant or Parenting Youth	<u>57</u> 8.02%	<u>1</u> 4.35%	<u>57</u> 8.02%	<u>31</u> 4.96%	0	<u>13</u> 6.74%	0	\$0.00
Out of Home Placement	0	0	0	0	0	0	0	\$0.00
Eligible Under Section 477	0	0	0	0	0	0	0	\$0.00
Youth Requires Additional Assistance	<u>69</u> 9.70%	<u>1</u> 4.35%	<u>69</u> 9.70%	<u>35</u> 5.60%	0	<u>20</u> 10.36%	0	\$0.00

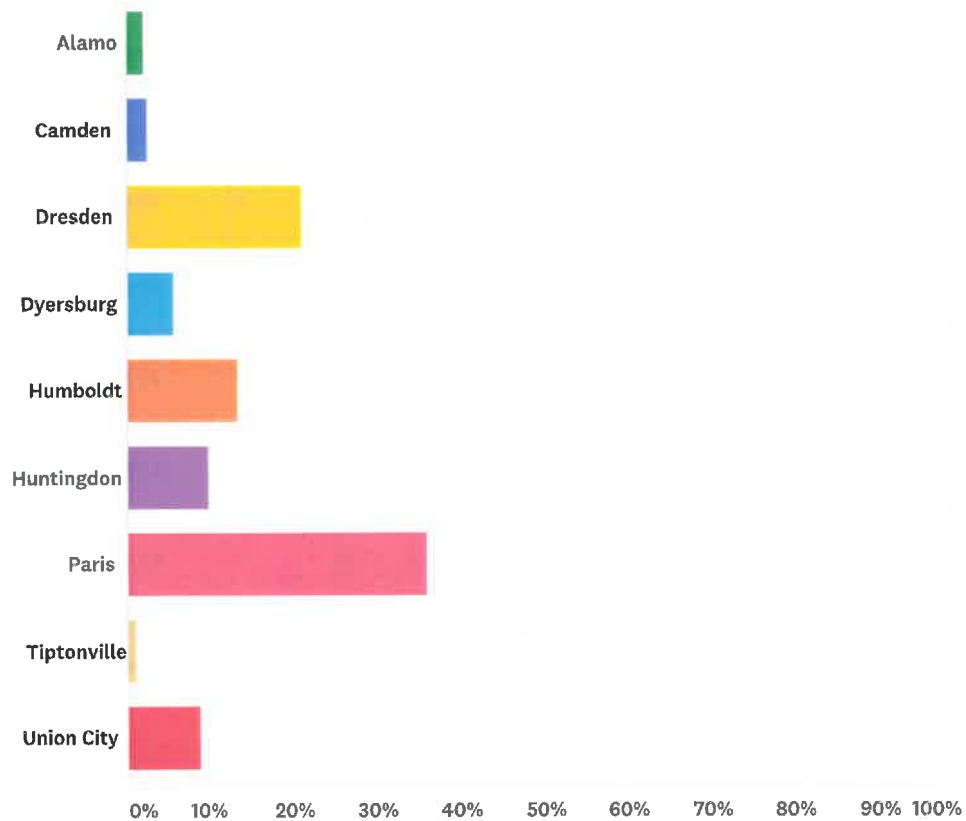
#### Public Assistance

TANF	<u>10</u> 1.41%	0	<u>10</u> 1.41%	<u>6</u> 0.96%	0	<u>3</u> 1.55%	0	\$0.00
SNAP	<u>186</u> 26.16%	<u>5</u> 21.74%	<u>186</u> 26.16%	<u>148</u> 23.68%	0	<u>51</u> 26.42%	0	\$0.00
Social Security Disability Insurance (SSDI)	<u>11</u> 1.55%	<u>1</u> 4.35%	<u>11</u> 1.55%	<u>9</u> 1.44%	0	<u>2</u> 1.04%	0	\$0.00
Supplemental Security Income (SSI)	<u>12</u> 1.69%	0	<u>12</u> 1.69%	<u>10</u> 1.60%	0	<u>7</u> 3.63%	0	\$0.00
General Assistance	<u>1</u> 0.14%	0	<u>1</u> 0.14%	<u>1</u> 0.16%	0	0	0	\$0.00
Living in the High Poverty Area	<u>15</u> 2.11%	<u>1</u> 4.35%	<u>15</u> 2.11%	<u>2</u> 0.32%	0	0	0	\$0.00
Free or Reduced Lunch	<u>3</u> 0.42%	<u>1</u> 4.35%	<u>3</u> 0.42%	<u>1</u> 0.16%	0	0	0	\$0.00
Low Income	<u>599</u> 84.25%	<u>18</u> 78.26%	<u>599</u> 84.25%	<u>526</u> 84.16%	0	<u>169</u> 87.56%	0	\$0.00

## American Job Center Feedback

### Q1 Location visited?

Answered: 195 Skipped: 0



#### ANSWER CHOICES

Alamo  
Camden  
Dresden  
Dyersburg  
Humboldt  
Huntingdon  
Paris  
Tiptonville  
Union City  
TOTAL

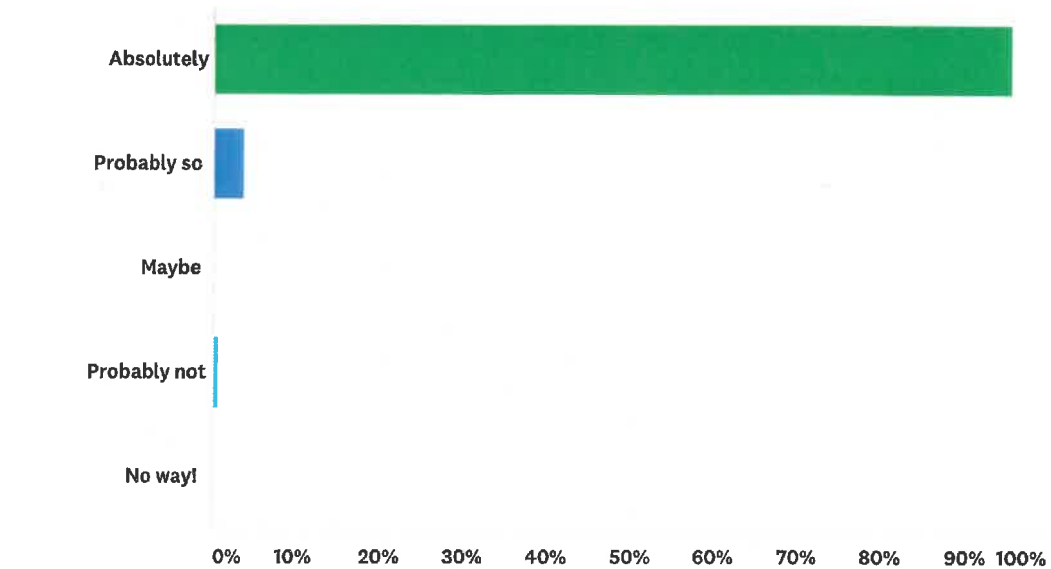
#### RESPONSES

2.05%	4
2.56%	5
21.03%	41
5.64%	11
13.33%	26
9.74%	19
35.90%	70
1.03%	2
8.72%	17
	195

## American Job Center Feedback

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

Answered: 186 Skipped: 9



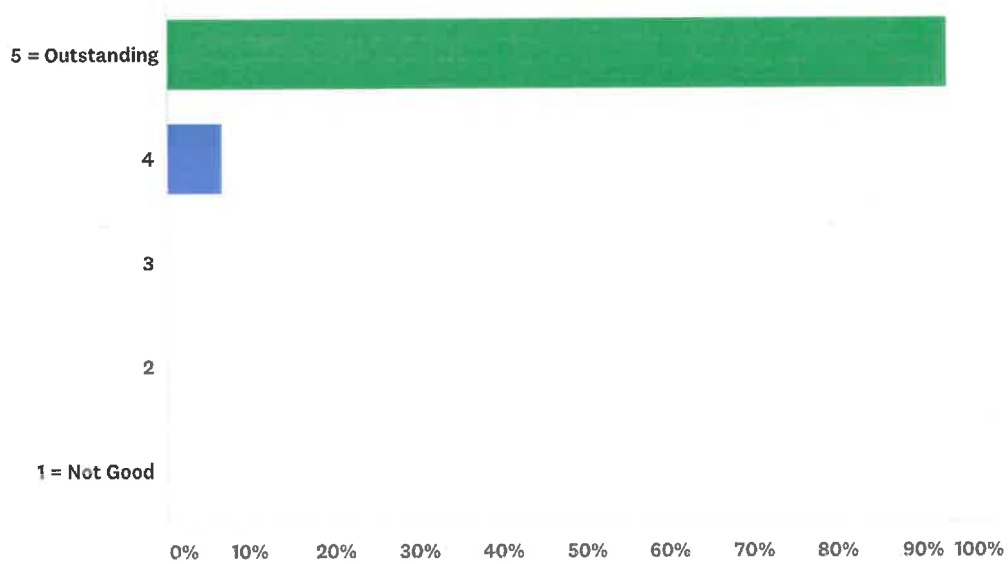
ANSWER CHOICES	RESPONSES	
Absolutely	95.70%	178
Probably so	3.76%	7
Maybe	0.00%	0
Probably not	0.54%	1
No way!	0.00%	0
TOTAL		186



## American Job Center Feedback

### Q6 Please rank the quality of your visit today.

Answered: 194 Skipped: 1



#### ANSWER CHOICES

5 = Outstanding  
4  
3  
2  
1 = Not Good

#### RESPONSES

93.30%	181
6.70%	13
0.00%	0
0.00%	0
0.00%	0
TOTAL	194

# Career, Business and Youth Monthly Report

## January 10, 2018

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Prepared by: Connie Stewart, Executive Director

### Business Services:

January 2018 Totals: 9 Adult, 1 DW, 0 Youth

February 2018 Totals: 14 Adult, 1 DW, 1 Youth

March 2018 Totals: 33 Adult, 4 DW, 0 Youth

April 2018: 18 Adult, 0 DW, 2 Youth

May 2018: 10 Adult, 0 DW, 2 Youth

June 2018: 18 Adult, 5 DW, 1 Youth

July 2018: 24 Adult, 1 DW, 3 Youth

August 2018: 6 Adult, 2 DW, 1 Youth

September 2018: 10 Adult, 2 DW, 1 Youth

October 2018: 10 Adult, 1 DW, 2 Youth

November 2018: 5 Adult, 1 DW, 1 Youth

Employer	December			January			February		
	Adult	DW	Youth	Adult	DW	Youth	Adult	DW	Youth
Allergy Lab Solutions	1	0	0						
Ceco Doors	0	0	0						
Center Point	0	0	0						
Christian Professional	2								
ConAgra									
Cox Oil	1	0	0						
DANA									
Develey	0	0	0						
Eaton (new)									
Greenfield Products (new)	0	0	0						
Hexpol	4								

JD Distributors	0	0	0						
Maverick, Inc.	0	0	0						
MIA Seating	0	0	0						
NSK	0	0	0	5	1	3			
PML		1							
Profile									
City of Puryear									
Tennova									
<b>Total</b>									

#### **Staff Training:**

11/15/2018- Jeannie emailed the link provided from [Patrice.kendrick@tn.gov](mailto:Patrice.kendrick@tn.gov) on the WIOA Training in Nashville, which contained power points on case notes and case management.

11/27/2018- RESEA Webinar that covered case notes again.

12/03/2018- Staff meeting covered case notes and each person received a packet with example case notes enclosed.

12/11/18- Marcia trained Wilma and Kelcey on enrolling participants. Wilma tends to hold youth paperwork until everything is completed which is causing the paperwork to expire. She will upload eligibility paperwork right away, while Kelcey is working on resume and other training documents.

#### **Work Experience Goals:**

##### **Team Mathis**

CA / ES	County	Youth Goal	# Enrolled since 10/1/18	# In-Process	# Transitional
Barbara/ Amanda	Weakley	7			
Barbara / Rex	Henry	8			
Connie/ Amanda	Benton	5			
Connie/Amanda	Carroll	10	2 (1-Y, 1-T)		

##### **Team Fields**

CA / ES	County	Youth Goal	# Enrolled since 10/1/18	# In-Process	# Transitional
Wilma / Kelcey	Dyer	20	1	2	1
Wilma / Kelcey	Crockett	5			
Rebecca/ Bethany	Gibson	18	1	1	2
Katie / Jaclyn	Lake	5	2		
Katie / Jaclyn	Obion	12	2	3	

1/9/19-Wilma has one being drug screen for Develey. His start date will be set if his drug screen comes back negative.

1/9/18- Dakonda Lee scheduled to start 1/10/19 as Packer / Stacker

1/10/19- waiting on Dr. Bowyer's signature for Dana to start the WE.

#### **Marketing during December:**

12/10/18- Emailed Sherri Muse with Department of Children's Services in Union City. Donna Jackson with DCS will be the person to contact if we want anyone placed with them for a work site. Sherri emailed the youth work experience flyer to DCS staff across the West TN region.

12/11/18- Rebecca Acred recommended we have a youth job fair to increase our work experience numbers. She marketed to Alternative Choice in Milan, the libraries in Humboldt and Milan, Health Department in Milan and Papa John's Pizza in Milan.

12/12/18- Marcia ordered more flyers since Obion and Lake are out of flyers. Katie talked with the Resource Specialist Marcetta about sending every person youth age that comes in about Excel Boats to see Katie to determine if they are eligible for WE. Katie has also spoken with every RESEA participant about WE opportunities.

12/17/18- Connie Stewart emailed Robert Nanney, Department Chair of UTM's The Pacer on-line newspaper regarding paid internship opportunities. He responded back immediately that he was sending my email to the internship coordinator and newspaper faculty advisor. Amber Walker emailed Ross Dickens, Dean of Communication, Business and Global Affairs (CBGA); Tina Bynum, Admin. Assistant CBGA; Sheryl Breeden Advising Center CBGA; Cooper Johnson and Lajuan Davis, CBGA Instructors.

12/17/18- Connie Stewart emailed work experience flyers to Transitions of Dyersburg rehab center and offered to send a staff out to the center to determine eligibility for work experience.

12/17/18- Followed up with Deica Disney at TCAT Newbern regarding internship opportunities for graduating students. 1/19/18 Deica Disney responded that most of their students graduating already have jobs but if she referred anyone to us, she wanted to be involved regarding their placement. She asked for more information on our WE programs. 1/20/18 e-mailed Deica more information about the program.

12/17/18- Sent John Penn Ridgeway at TCAT Paris and McKenzie regarding internship opportunities for students graduating.

12/18/18- Amber received an email back from LaJuan Davis at UTM and she is going to write a short blurb about our program through their internal email to departments and programs. Amber will be the contact in case anyone needs more information.

1/3/18- Connie Stewart received a call from Angela at Transitions and she has one candidate for transitional work experience to refer. The potential participant has an appointment with AJC staff on 1/7/18. Dyer County has gone through their entire caseload of youth to determine who was fired or did not complete a WE to see if they can be placed in a different work site.

1/7/18- The participant from Transitions came in and met with Kelcey, but elected not to participate in the WE program. She was working at the YMCA about 10 hours per week, but they increased her hours to 30.

**Training Enrollments 2018 / 2019:**

Month	Adult	Dislocated Workers	Youth	Total
July	24	5	2	41
August	87	8	11	106
September	17	1	7	25
October	13	1	0	14
November	7	1	2	10
December	8	0	1	9

**RAMP:**

Gibson County- class started on 1/9/18 and 2 youth were able to be enrolled in this class.

Dyer County- class is scheduled to start on 1/17/18. The class will be with the male population and we are hoping to enroll some youth in this class. Paul Forester has not sent us a list of names to begin eligibility yet.

# BUSINESS SERVICE REPORT

1/15/2018

## On-the-Job Training

Company	Year-to-date Beginning 7-1-18	Completed Training	Did Not Complete	Percent Complete	Current in Training
Allergy Lab Solutions	6	3	0	100%	3
Centerpoint	1	0	0	N/A	1
Christain Professional Services	2	0	0	N/A	2
ConAgra	1	1	0	100%	0
Cox Oil	2	1	0	100%	1
Dana	5	5	0	100%	0
Develey Mustard	16	5	3	63%	8
Hexpol	5	2	2	50%	1
ID Distributors	1	0	0	N/A	1
MIA Seating	2	2	0	100%	0
NSK Steering	22	20	2	91%	0
PML	21	7	2	78%	12
Tennova Healthcare	1	1	0	100%	0
<b>Total</b>	<b>85</b>	<b>47</b>	<b>9</b>	<b>84%</b>	<b>29</b>

Pending Contracts or Placement-9

## Incumbent Worker Training

Company	Proposed # To Train	Current # Trained	Percent Trained
Develey	16	23	144%
Greenfield Products	10	12	120%
<b>Total</b>	<b>26</b>	<b>35</b>	<b>135%</b>

Pending Proposals-2

## Job Fairs/Hiring Events

Company	When	Where	Comments
Manpower	Weekly	Dresden	re-occurring
Pictsweet	12/13/2018	Alamo	Facetime Live Streaming; 2.8k views, plus 462 views in last two hour supplemental video
Tyson	1/9/2019	Union City	Facetime Live Stream; 12.8k views, plus 698 views of Nugget; 226 Applicants
Nortek	12/11/2018	Dyersburg	Facetime Live Stream; 2.3k views, 40 shares; supplemental event over still apply 3.2k views; 70 shares
	1/15/2019		plus 1.4k views and 85 shares in one afternoon of long-time employees
Fluid Routing Solutions (Lexington)	12/19/2018		
Northwest Corrections	11/14/2018	Dyersburg	
Greenfield Products	11/14/2018	Union City	
R&S Staffing	11/14/2018	Union City	
	10/10/2018	Dyersburg	
	10/11/2018	Huntingdon	
Northwest TN HRA Public Transportation	10/12/2018	Dresden	
	10/10/2018	Dyersburg	
	10/11/2018	Huntingdon	
Wilburn Enterprises	10/12/2018	Dresden	
West TN Regional Job Fair	10/9/2018	Jackson	
Staffmark	8/29/2018	Dyersburg	
PML Incorporated	8/18/2018	Paris	
AtWork Personnel	8/6-9/2018	Dyersburg	

Pending Skill Trades Job Fair 1/31/2019 Huntingdon

## Pre-Apprenticeship/Apprentice

Company	When	Where
Amteck (Showcase)	1/23/2019	Dyersburg HS; Lake Co. HS
		Obion Co. Central;
Amteck (Showcase)	1/24/2019	So. Fulton HS
Amteck (Showcase)	2/26/2019	Gibson Co. HS
Amteck (Showcase)	4/17/2019	Dyer Co. HS

## Rapid Response

Company	Comments
Caterpillar	Multi-Employer Job Fair held onsite
Hecothorn Manufacturing	UI Assistance and contact list for services

### *Child Care*

Child care may be provided for dependents 0-12 years of age limited to \$2,400 per year per participant. Rates shall be as follows:

- Full-time care (2 years and under) - \$34/day
- Full-time care (2-5 years) - \$30/day
- Children (6-12 years) - \$20/day
- Part-time care (before/after school) - \$10/day

Child care may be provided by individuals as well as a licensed day care facility.

### *Vehicle Repair*

Vehicle repair, limited to \$1,000 per year, may be awarded for vehicles registered to the participant. This award may be for, but not limited to, tires, vehicle repairs, and mechanical repairs. Any repair/parts/support exceeding \$500 must have a minimum of three (3) estimates.

### *Medical Care*

A participant may receive up to \$1,000 per year for eye exam/glasses, dental services, hearing aids, or additional medical needs in order to enter or maintain employment, etc.

### *Workforce Development & Training Supplies*

There is no cost limits on required books and supplies for any post-secondary training. Other basic supplies that are not mandatory will be limited to \$150 per term. Any employed participant may receive up to \$1,000 per year on supplies needed for the employment.

### *Tutoring*

A Youth participant enrolled in training who is not making satisfactory grades may receive tutoring services from a licensed professional. Payment for a licensed professional conducting tutoring is capped at \$15.00/hr. not to exceed 5 hours per week. Yearly limited amount is \$200.

### *Incentives (Youth Only)*

Incentives in the following amounts may be paid to youth:

- HISET: \$100 for attending 4 classes after orientation totaling 12 class hours
- \$100 for completing the HISET voucher
- \$250 for completion of HISET
- \$100/quarter for milestone placement in Q1-Q4 after exit

### *Emergency Supportive Services*

WIOA funds can be used when a current participant has an emergency arise while actively participating in WIOA career or training activities which would prevent the continuation of their attendance. The purpose of the funds must be documented. Payments made to the participant require a copy of the bill or receipt *listing the participant as the debtor* attached to the authorization. Rent/Housing payments will require a copy of a lease agreement naming the participant. Authorizations to vendors for items should be returned with proof (a signature) that the person received the items. The following are cost limits, per service/per year, established by SWLWDB:

- Utilities (electric, gas, water)                      \$500/year
- Rent/Housing    \$750/year
- Phone Service/Internet/Data Plan                      \$250/year
- Automobile Insurance                                      \$350/year

### *Exceptions*

Waivers may be granted on a case-by-case basis subject to the approval of SWLWDB Executive Committee.

### *Unallowable Support Services*

Support services may not be used to pay for expenses incurred prior to the participant's enrollment into the WIOA program. Management will document and approve any support service payments. An advance payment against future payments is now allowed. Some examples of unallowable services include, but are not limited to, the following:

- Fines and penalties such as traffic violations, late finance charges, and interest payments
- Entertainment, including tips
- Contributions and donations
- Vehicle or mortgage payments
- Refund deposits
- Alcohol or tobacco products
- Pet food
- Items to be purchased for family or friends
- Out-of-state job search and relocation expenses that will be paid by the prospective employer