

**Meeting of the
Northwest TN Local Elected Officials Consortium
February 14, 2022 – 9:00 a.m.
Zoom Meeting
Minutes**

Local Elected Officials Attending: Mayors Gary Reasons, Chris Young, John Penn Ridgeway, Benny McGuire, Jake Bynum, Randy Shannon

Staff Attending: Jennifer Bane, Lana Burchfiel

Others Attending: Jimmy Williamson

Welcome and Call to Order: Mayor Gary Reasons called the 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: Minutes for the 6/25/21 meeting were reviewed.

- **MOTION: A motion to approve the June 25, 2021 minutes was made by Mayor John Penn Ridgeway and seconded by Mayor Chris Young. All were in favor and the motion carried.**

Update on Possible Partnership with Southwest (SW): Jennifer Bane reviewed the recent discussions she had regarding the possible partnership with the SW area. They are hoping to have a decision by the end of the week. Jennifer pulled up the proposed organizational chart, stressing that the areas would maintain separate groups of mayors and separate boards. The biggest incentive for us is that we would share some of our existing staff (Jennifer plus five others) with SW, based upon an agreed upon percentage, such as a split by allocation or the number of counties, both of which are pretty similar. We would mostly likely need a separate monitoring person for each area, but there may be room to share the business services positions. We would need to revise our Board of Directors for the non-profit organization to fairly represent both sides. We will still get separate grants and funds. Mayor Reasons urged the group to ask any questions or raise any concerns. His main concern is not putting additional stress on our existing staff, and possible negative implications on performance. Jennifer said she talked to the NW staff to make sure they were all on board, and that without the partnership, we may be faced with doing more with less staff if we continue to lose funding. The transition would be difficult, but once all is settled, it should be okay.

- **MOTION: A motion to approve moving ahead with the partnership with Southwest, if approved by the Southwest area, was made by Mayor Benny McGuire and seconded by Mayor John Penn Ridgeway. All were in favor and the motion carried.**

American Job Center (AJC) Structure Discussion: When we lost about \$1 million of our \$3 million budget with the transition of Lauderdale and Tipton counties to the Greater Memphis area about three years ago, we put together a plan to reduce the number of AJCs, but were fortunate to receive transitional funding that allowed us to not move forward with the plan at that time. Since then, we have worked very hard to decrease operating costs through both staffing and infrastructure reductions and have successfully reduced our operating budget (not including participant costs) to about \$2.2 million. We have taken on extra projects and have been fortunate to receive some one-time grants to supplement our budgets over the last few years, but as the additional funds are ending, and we are facing additional cuts next year as the state is expected to lose \$4.4 million of the total allocation, we must again look at ways to increase funding and reduce operating costs while still maximizing services to our customers. The only two areas we can look for savings are from staffing and infrastructure costs,

and we always look to infrastructure reductions first. Jennifer reviewed the attached potential structure and the possible savings that would result from moving in this direction.

The group also looked at the total number of visits to the AJCs, the visits specific to our programs (that we receive funding for), as well as the enrollments in our programs in each county as listed in the attached document. We have been seeing a trend of less visits to the AJCs over several years, but it has been drastically reduced since the onset of the pandemic. Prior to the pandemic, between July 2017 and June 2018, we had over 35,000 visits to the AJCs, and then the following year we were down about 4,500 visits to just under 31,000 visits. Our visits dropped again between 2019-2020 to about 21,375 and last year (July 2020 to June 2021) we had only 5,100 visits to the AJCs. To date this program year (July – December 2021) we are trending upward with about 4,600 visits, which might put us on track to have close to 10,000 visits this year, but that is still less than half of our pre-pandemic service levels. Our One-Stop Operator and the AJC staff have worked on outreach for many years, and especially since the pandemic began, in an effort to increase visits in the AJCs again, but we have seen little increases as a result of their efforts. More and more customers are choosing to utilize their own resources for basic services such as accessing Jobs4TN to apply for jobs and / or unemployment, and many of the participants in our WIOA Title I programs are choosing virtual visits rather than in-person visits.

Based on this information and the need to prioritize our funds, the group was in favor of considering a revised AJC structure to include fewer certified AJCs and more Access Points. Staff will work on developing a formal plan to present for approval at the May board meeting.

Other: Jennifer Bane asked if the group could meet again after the May 17th board meeting. The meeting must be prior to 6/10/22 due to the Interlocal Agreement needing to be renewed. This along with several other agenda items require at least six mayors to be present. The group agreed to meet again on May 17th.

Motion to Adjourn:

- **MOTION: A motion to adjourn was made by Mayor Randy Shannon and seconded by Mayor Benny McGuire. All were in favor and the motion carried.**

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

**Meeting of the
Northwest TN Local Elected Official Consortium
February 14, 2022 – 10:00 a.m.**

[Join Zoom Meeting](#)

Meeting ID: 857 3265 0365

Passcode: 688129

Agenda

Welcome and Call to Order

Mayor Gary Reasons, Chair

Approval of June 25, 2021 Minutes **(VOTE)**

Update on Possible Partnership with Southwest

American Job Center Structure Discussion

Other

- Next Meeting Date
 - May 17th after the board meeting? Must be prior to 6/10/22.
 - At least six attendees required for approval of the budget, selection of the Career Service Provider, extension of the line of credit, renewal of the Interlocal Consortium Agreement, and election of a Chair & Vice-Chair.

**Meeting of the
Northwest TN Local Elected Official Consortium
June 25, 2021 – 12:00 p.m.
Northwest TN Development District – 124 Weldon Dr., Martin, TN**

Minutes

Local Elected Officials Attending: Mayors Joseph Butler, Gary Reasons, Chris Young, John Penn Ridgeway, Denny Johnson, Benny McGuire, and Jake Bynum

Staff Attending: Jennifer Bane

Welcome and Call to Order

Mayor Gary Reasons, Chair, welcomed the group and called the meeting to order.

Approval of May 18, 2021 Minutes

Mayor Gary Reasons presented the minutes for discussion and questions prior to voting.

- **MOTION: A motion to approve the May 18, 2021 minutes was made by Mayor John Penn Ridgeway and seconded by Mayor Joseph Butler. All were in favor and the motion carried.**

Approval of One-Year Extension of Line of Credit up to \$325,000

The line of credit may only be extended for one year at this time due to the Interlocal Agreement's 6/30/22 end date. The bank has agreed to waive the 1% modification fee. The interest rate will be a daily variable at Wall Street Prime with a floor of 4%.

- **MOTION: A motion to extend the \$325,000 line of credit for one year was made by Mayor Chris Young and seconded by Mayor John Penn Ridgeway. All were in favor and the motion carried.**

Board Member Attendance

Jennifer Bane, Executive Director, presented the attached handout detailing the attendance of board members at quarterly meetings over the last two program years. Members with less than a 50% attendance rate are highlighted. Per the bylaws, any board member missing three consecutive meetings may be replaced by the Chief Local Elected Official.

Other

With no other business, the meeting was adjourned.

Respectfully submitted,

Jennifer Bane, Executive Director

Current Staffing / AJC Structure & Service Levels

County	Hours	# of Staff	Avg. Daily Traffic Count (estimated)	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	3	34	202 (4.4%)	27 (4.6%)	6 (2.6%)
Carroll (Comprehensive)	Monday – Friday 8:00 a – 4:30 p	2 <i>(1 shared w/ Benton)</i>	11	232	1,392 (30.3%)	65 (11%)	37 (15.7%)
Crockett (Specialized)	Mon., Tues., Thur. 8:00 a – 4:30 p	1 <i>(1 shared w/ Dyer)</i>	0.4	5	32 (0.7%)	2 (0.3%)	6 (2.6%)
Dyer (Comprehensive)	Monday – Friday 8:00 a – 4:30 p	2 <i>(1 shared w/ Crockett & 1 shared Youth)</i>	7	142	852	145 (24.5%)	52 (22.1%)
Gibson (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 <i>(shared OJT position)</i>	5	111	666 (14.5%)	46 (7.8%)	30 (12.8%)
Henry (Specialized)	Monday – Thurs. 8:00 a – 4:30 p	2 <i>(1 shared w/ Henry)</i>	6	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 <i>(1 shared w/ Obion)</i>	0.09	1	7 (0.2%)	0 (0%)	17 (7.2%)
Obion (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 <i>(1 shared w/ Lake)</i>	4	75	448 (9.7%)	80 (13.5%)	27 (11.5%)
Weakley (Specialized)	Monday – Thurs. 8:00 a – 4:30 p	2 <i>(1 shared w/ Henry)</i>	4	66	398 (8.7%)	86 (14.5%)	37 (15.7%)

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2021-2022

2021-2022	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-21	42	4	128	94	4	68	117	457	164	187	351	808
Aug-21	35	4	137	116	2	84	66	444	179	308	487	931
Sep-21	36	3	85	70	1	68	36	299	107	281	388	687
Oct-21	10	7	105	99	0	63	61	345	110	193	303	648
Nov-21	43	9	104	121	0	73	65	415	145	152	297	712
Dec-21	36	5	107	101	0	92	53	394	147	271	418	812
Subtotal	202	32	666	601	7	448	398	2,354	852	1,392	2,244	4,598
Mo. Avg	34	5	111	100	1	75	66	56	142	232	187	85
% Avg.	39.5%	6.3%	130.4%	117.6%	1.4%	87.7%	77.9%	65.8%	166.8%	272.5%	219.6%	100.0%

Prior Program Year Service Levels

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2020-2021

2020-2021	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Subtotal	280	62	883	753	71	329	419	2,797	965	1,343	2,308	5,105
Mo. Avg	23	5	74	63	6	27	35	311	80	112	256	567
% Avg.	4.1%	0.9%	13.0%	11.1%	1.0%	4.8%	6.2%	54.8%	14.2%	19.7%	45.2%	100.0%

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2019- 2020

2019-2020	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Subtotal	984	480	2,904	2,596	162	3,496	1,909	12,531	5,349	3,493	8,842	21,373
Mo. Avg	82	40	242	216	14	291	159	1,392	446	291	982	2,375
% Avg.	3.5%	1.7%	10.2%	9.1%	0.6%	12.3%	6.7%	58.6%	18.8%	12.3%	41.4%	100.0%

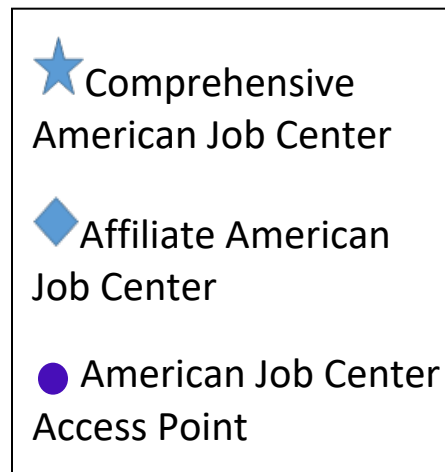
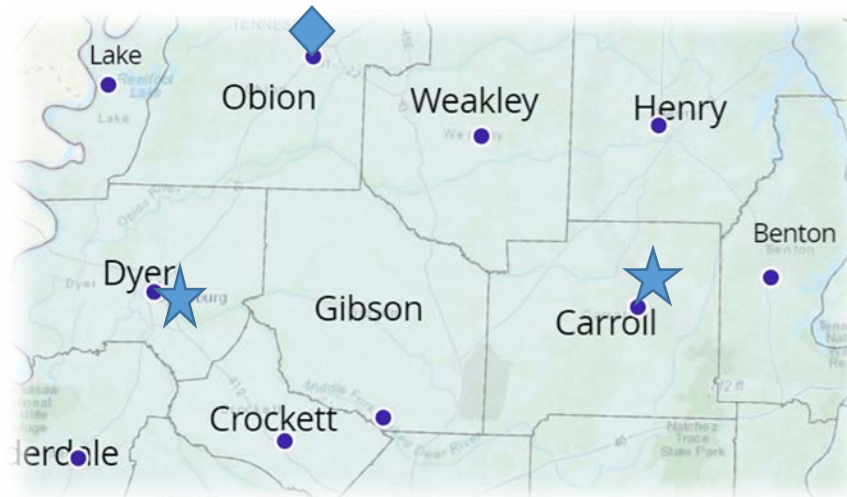
TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2018- 2019

2018-2019	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Subtotal	1599	1028	3753	4252	595	3349	3526	18102	7484	5147	12631	30733
Mo. Avg	133	86	313	354	50	279	294	1509	624	429	1053	2561
% Avg.	5.2%	3.3%	12.2%	13.8%	1.9%	10.9%	11.5%	58.9%	24.4%	16.7%	41.1%	100.0%

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2017- 2018

2017-2018	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Subtotal	2300	2247	3977	5105	983	3818	3414	21844	8394	5075	13469	35313
Mo. Avg	209	204	362	464	89	347	310	1986	763	461	1224	3210
% Avg.	4.9%	4.7%	11.3%	14.5%	2.8%	10.8%	9.7%	61.9%	23.8%	14.4%	38.1%	100.0%

Possible NW American Job Center Structure



Comprehensive American Job Centers:

The comprehensive center must provide career services and ensure job seekers and employers have access to programs, services, and activities of all required One-Stop partners. A comprehensive center must be accessible to individuals with disabilities and provide:

- Assistance from at least one (1) **WIOA Title I staff person who is physically present at the center during all operational hours.**
- Assistance from at least one (1) partner program staff person who is physically present at the center during all operational hours; and
- Direct links to One-Stop Partner staff who can provide program information or services to the customer.

American Job Center Affiliate Sites:

Affiliate sites are created to supplement and enhance customer access to AJC services in support of comprehensive centers. Unlike a comprehensive center, an affiliate site does not need to provide access to every required One-Stop Partner program. An affiliate site must be physically and programmatically accessible to individuals with disabilities and **provide access to at least one (1) WIOA Title I staff that is physically present during all office hours, to include lunch hours.** The frequency of One-Stop Partner program staff's physical presence in an affiliate site will be determined through partner memorandum of understanding (MOU) negotiations conducted at the local level.

American Job Center Access Points:

Access points are created to supplement and enhance customer access to AJC services in support of comprehensive centers and affiliate sites. These sites make one (1) or more of the One-Stop partners' programs, services, and activities available to job seekers and employers. Libraries are recognized as important providers of Federally-supported training and employment for adult education and literacy. **Note: no funds can be spent on Access Points.**

Comprehensive / Affiliate AJC Location	Type	Service Area	Staffing*	Existing Access Points**	Potential Access Points
Carroll (Huntingdon)	Comprehensive	Benton Carroll Henry	Two Full-Time Career Advisors	Benton: Benton County Public Library Henry: W.G. Rhea Public Library	Benton County Community Resource Center, TCAT, Vocational Rehabilitation Center
Dyer (Dyersburg)	Comprehensive	Crockett Dyer Gibson	Two Full-Time Career Advisors	Crockett: Crockett Memorial Library Gibson:	TCAT, DSCC Gibson County Center
Obion (Union City)	Affiliate	Lake Obion Weakley	Two Full-Time Career Advisors <u>or</u> One Career Advisor and One Employment Specialist	Lake: Ridgely Library Weakley: Ned R. McWherter Weakley County Library	Lake & Weakley County Courthouses (existing AJC locations)

*Other Staff: One On-the-Job Training (OJT) Career Advisor, One Youth Work Experience Career Advisor

**All Adult Education (AE) locations are also already considered Virtual Access Points. Customers can use resources in an AE location to connect virtually with AJC staff and / or access virtual resources.

Cost Savings

Infrastructure Costs: \$45,500

Additional Costs: \$56,500

Total Savings (Overall Budget): \$102,000

- Title I Share = \$61,650, RESEA Share = \$28,625, TANF Share = \$11,725