

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization	Special Requirement	Nominator Name	Nominator Organization	Begin Date of Appointment	End Date of Appointment	Conflict of Interest Date	Conflict of Interest Expiration
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2022	1/4/2023
1/14/2022	Rachel Carroll	Henry	Henry County Medical Center	WIOA Section 107(b)(2)(A)	Rob Goad	Paris-Henry County Industrial Committee	2/1/2022	6/30/2023	1/12/2022	1/12/2023
6/3/2019	John G. Castellaw	Crockett	Farmspace Systems LLC	WIOA Section 107(b)(2)(A)	Charlie Moore	Crockett Co C of C	7/1/2019	6/30/2023	2/7/2022	2/7/2023
6/3/2019	R. Keith Cursey	Weakley	Stanley, Black & Decker	WIOA Section 107(b)(2)(A)	Barbara Virgin	Weakley Co C of C	7/1/2019	6/30/2023	2/2/2022	2/2/2023
6/3/2019	Brad Hurley	Carroll	Carroll County Trophies	WIOA Section 107(b)(2)(A)	Stan Sanders	Carroll Co C of C	7/1/2019	6/30/2023	1/7/2022	1/7/2023
9/13/2019	Randy S. Shannon **Interim LEO**	Benton	Shannon Office of Law	WIOA Section 107(b)(2)(A)	Stephanie Harcelroad	Benton Co C of C	10/1/2019	6/30/2023	1/4/2022	1/4/2023
6/3/2019	Ben Marks	Benton	Mark's Building Materials	WIOA Section 107(b)(2)(A)	Sara Kilgore	Benton Co C of C	7/1/2019	6/30/2023	1/4/2022	1/4/2023
6/3/2019	Kristy Mercer	Gibson	Ceco Door	WIOA Section 107(b)(2)(A)	Julie Allen-Burke	Milan C of C	7/1/2019	6/30/2023	2/23/2021	2/23/2022
6/3/2019	Ted Piazza --VICE CHAIR--	Gibson	Rack - IT Industries	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2022	1/4/2023
1/14/2022	Kelly Buffington	Henry	Four Seasons Sales and Service	WIOA Section 107(b)(2)(A)	Rob Goad	Paris-Henry County Industrial Committee	2/1/2022	6/30/2023	1/22/2022	1/22/2023
44608	Zabian Sanders	Lake	Signature HealthCare of Ridgely	WIOA Section 107(b)(2)(A)	Marcia Mills	Reelfoot Area Chamber	2/21/2022	6/30/2023	1/12/2022	1/12/2023
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Aztec Pest Control	WIOA Section 107(b)(2)(A)	Allen Hesler	Dyer Co C of C	7/1/2019	6/30/2023	1/3/2022	1/3/2023
5/8/2019	Lana C. Hammons	Dyer	Develey Mustard & Condiments Corp.	WIOA Section 107(b)(2)(A)	Tim Climer	Develey Mustard & Condiments Corp.	5/21/2019	6/30/2023	2/22/2021	2/22/2022
10/29/2019	William Eddie White	Henry	United Auto Workers Local 9025	WIOA Section 107(b)(2)(B)(i)	Anthony Phifer	United Auto Workers Local 9025	11/1/2019	6/30/2023	2/22/2021	2/22/2022
6/3/2019	Jon Dougherty	Dyer	Amteck	WIOA Section 107(b)(2)(B)(ii)	David Wagner	Amtek	7/1/2019	6/30/2023	12/22/2021	12/22/2022
2/4/2020	Amy McDonald	Dyer	Tennessee Homeless Solutions	WIOA Section 107(b)(2)(B)	Debbie Todd	Tennessee Homeless Solutions	2/1/2020	6/30/2023	1/4/2022	1/4/2023
10/30/2018	Lindsay Frilling	Obion	Union City Boys and Girls Club	WIOA Section 107(b)(2)(B)	Mayor Benny McGuire	Obion County	7/1/2021	6/30/2025	1/4/2022	1/4/2023
7/29/2019	Angela Hollingsworth	Weakley	Weakley County Schools	WIOA Section 107(b)(2)(C)(i)	Mark Maddox	Weakley County Schools	7/1/2019	6/30/2023	1/11/2021	1/11/2022
6/3/2019	Landy Fuqua	Weakley	University of TN at Martin Reed Center	WIOA Section 107(b)(2)(C)(ii)	Jake Bynum	Mayor of Weakley County	7/1/2019	6/30/2023	1/4/2022	1/4/2023
1/29/2021	Melinda Goode	Weakley	Northwest Tennessee HRA	WIOA Section 107(b)(2)(D)(i)	Tim Witherspoon	Northwest Tennessee HRA	7/1/2021	6/30/2025	1/27/2022	1/27/2023
2/16/2022	Randa Hardin	Crockett	Crockett County Chamber of Commerce	WIOA Section 107(b)(2)(D)(i)	Tyler Gamble	Crockett C of C	2/21/2022	6/30/2025	2/9/2022	2/9/2023
10/30/2018	Kristie Bennett	Carroll	Tennessee Department of Labor and Workforce Development	WIOA Section 107(b)(2)(D)(ii)	Deniece Thomas	Tennessee Department of Labor and Workforce Development	7/1/2021	6/30/2025	1/4/2022	1/4/2023
10/30/2018	David Parrish	Henry	Tennessee Department of Human Services	WIOA Section 107(b)(2)(D)(iii)	Cherrell Campbell-Street	Tennessee Department of Human Services	7/1/2019	6/30/2023	2/22/2021	2/22/2022
9/14/2020	Brendan Powell	Shelby	United Food and Commercial Workers Union Local 1529	WIOA Section 107(b)(2)(B)(i)	Rick Slayton	UFCW Local 1529	7/1/2021	6/30/2025	12/22/2021	12/22/2022
12/2/2020	Willie Huffman	Carroll	TCAT Paris	WIOA Section 107(b)(2)(B)(ii)	Dr. Bradley White	TCAT Paris	7/1/2021	6/30/2025	1/4/2022	1/4/2023
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry	WIOA Section 107(b)(2)(D)(i)	Gary Simmons	McKenzie Chamber of Commerce and Industry	7/1/2021	6/30/2025	4/19/2021	4/19/2022
11/18/2021	Sam Sinclair	Obion	Excel Boats	WIOA Section 107(b)(2)(A)	Lindsay Frilling	Obion County Joint Economic Development Corporation	12/1/2021	6/30/2023	1/6/2022	1/6/2023

**Northwest Tennessee Workforce Board and
Consortium of Local Elected Officials Meeting**
February 22, 2022 –12:00 pm
Security Bank / [Zoom Meeting](#)
211 S. College Street Trenton, TN

Minutes

Board Members Attending in Person: Jimmy Williamson, Kelly Buffington, Randa Hardin, Melinda Goode; **Via Zoom:** Jon Dougherty, David Parrish, Landy Fuqua, Ben Marks, Rita Alexander, Kristie Bennett, Brad Hurley, Amy McDonald, Glad Castellaw, Kristy Mercer, Lana Hammons

Local Elected Officials Attending in Person: Mayor Gary Reasons **Via Zoom:** Mayors Jake Bynum and John Penn Ridgeway

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

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

Other Guests Attending in person: Jacy Warrell (RHA), Dr. Scott Cook (DSCC); **Via Zoom:** Dr. William Arnold, Dashonda Evans (RHA), Talandra Jones (RHA), Dr. Vicky Burton (RHA), AJ Douglas and Angela Hollingsworth (Adult Education)

Welcome: Mayor Gary Reasons welcomed all members and guests to the meeting and acknowledged special guests attending.

Partner Presentation: Jacy Warrell, Executive Director of the Rural Health Association gave a short presentation regarding the healthcare challenges for rural areas of Tennessee and the organization's activities to address the issues. In Tennessee, 91 out of 95 counties are considered health professional shortage areas. Rural Health works with universities trying to promote National Health Services Corps (Nurse Corps), an incentive program for nurses to practice in rural communities. TN Center for Health Workforce Development (TCWD) also has incentive programs to bring physicians to rural areas. Under those contracts, most of the programs focus on the higher education opportunities. However, the nursing shortage in TN includes the entry level positions such as CNAs and nursing assistants, as well as behavioral health aides, etc. A Delta Regional Authority Grant has made it possible for West TN Healthcare to partner with Rural Health to provide apprenticeships in different areas. It's been very challenging to get started, but since hiring a workforce development director, connections have been made. Apprenticeship numbers are currently around 15, but there are funds available that can support C.N.A. testing fees, etc. The DRA grant is focused on 5 counties for the CNA apprenticeship. Since retention is as big of an issue as recruitment, they are looking at professional development and other grant opportunities.

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

Approval of Minutes: The minutes of the November 9, 2021 Board meeting were presented for review.

- **MOTION: A motion to approve the 11/9/21 Board minutes as presented was made by Mayor Reasons and seconded by Landy Fuqua. All were in favor and the motion carried.**

Office of Reentry (OOR) Presentation: Dr. William Arnold, Director of OOR, shared a short presentation. This office started July of last year, and serves to help reduce recidivism and help individuals transition from incarceration to reentry to the community. Three goals are data tracking of formerly incarcerated individuals through Jobs4TN with a partnership with TDOC and TCI, increasing staff capacity by repurposing career advisor staff in AJCs to assist justice-involved individuals, and improving awareness by normalizing reentry. We have roughly 50,000 incarcerated individuals in Tennessee, so it's important to have a plan to help them with reentry.

There are over \$35,000 available for each labor board for reentry efforts. Northwest plans to apply for these funds.

Meeting Reports: All committee reports were provided to the Board ahead of time and are included in the attached handouts. The reports of the American Job Center Committee meeting on 1/24/22 and Executive Committee meeting on 1/26/22 did not have any action items but were presented for discussion during the meeting. The following items from the Outreach and Opportunities Committee meeting on 1/24/22 were presented for discussion and questions prior to voting:

Youth Design and Incentives Policy: The committee reviewed proposed changes to the policy as noted in red in the attached handout. The changes would allow for individuals who are referred to Title I from Adult Education to also receive the HiSet incentives, as opposed to only individuals who first started with Title I as the policy was originally written. The committee recommends approval of the changes to the Youth Design and Incentives Policy as noted in red in the handouts.

- **MOTION: A motion to approve the Youth Incentive Policy Changes as presented was made by Ben Marks and seconded by Mayor Reasons. All were in favor and the motion carried.**

Programs due for renewal on the Eligible Training Provider List (ETPL): In addition to reviewing the programs due for renewal, possible changes to the review process were discussed, such as possibly looking at removing programs if they haven't had any WIOA students within a certain time due to the new ETPL reporting requirements. Details of the performance of the programs due for renewal and the related labor market information is included in the handouts. Only one of the programs has had any WIOA students. The committee recommends renewal of the existing programs for the Eligible Training Provider List as listed on the attached handout.

- **MOTION: A motion to approve renewal of the ETPL as presented was made by Ben Marks and seconded by Mayor Gary Reasons. All were in favor and the motion carried.**

New ETPL Programs: The committee reviewed four new programs submitted for approval by UT Martin including bachelor's degrees in Cell & Molecular Biology, Mechanical Engineering, and Veterinary Science, and a certificate in Video Game Design. The labor market information indicates growth and / or a positive number of annual openings for the related occupations. Any students funded, if the programs are approved, would be limited to the anticipated number of available jobs in our area. The committee recommends approval of the new UT Martin programs as listed above, and on the attached handout, for addition to the Eligible Training Provider List.

- **MOTION: A motion to approve the addition the new programs to the ETPL as presented was made by Ben Marks and seconded by Melinda Goode. All were in favor and the motion carried.**

Consortium of Local Elected Officials (February 14, 2022): Mayor Gary Reasons summarized the committee's discussion regarding the proposed opportunity for partnership with Southwest, particularly the economic impact for the Northwest area and the use of existing staff or addition of new staff. The mayors voted to move forward with this partnership if Southwest does approve the move. Mayor Reasons also mentioned the discussion regarding the proposed changes to the AJC structure to include fewer certified AJCs and more access points as in-person visits to the centers continue to be down considerably over the past few years, regardless of outreach to try to get traffic counts up. Staff will develop a plan to serve all counties with three certified centers and access points to be presented for approval at the May meeting.

Other Business and Updates: Jennifer Bane referenced the meeting reports included in the handouts, drawing attention to the state plan being out for public comment and the local and regional planning activities.

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

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board and
Consortium of Local Elected Officials
February 22, 2022 –12:00 pm**

Security Bank
211 S. College Street
Trenton, TN

[Join Zoom Meeting](#)
Meeting ID: 880 2344 0244
Passcode: 009484

Agenda

Welcome & Recognition of Guests and New Members

Mayor Gary Reasons, CLEO

Rachel Carroll (Henry County – replacing Neely Ashby), Henry County Medical Center
Kelly Buffington (Henry County – replacing Tommie St. John), Four Seasons Sales & Service
Randa Hardin (Crockett County – replacing Jordan Spraggins), Crockett County Chamber of Commerce
AJ Douglas (Regional – replacing Angela Hollingsworth), Adult Education, Weakley County Schools
Zabian Sanders (Lake County – replacing Gayanne Williams), Signature HealthCare of Ridgely

Dr. Scott Cook, President, Dyersburg State Community College
Dr. William Arnold, Director, Office of Reentry (OOR), Workforce Services
Jacy Warrell, Executive Director, Rural Health Association of TN

Partner Presentation – Rural Health Association

Jacy Warrell, Executive Director

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

Jimmy Williamson
Chair, NWTNWB

Approval of Minutes of November 9, 2021 Meeting (Vote Required)

Office of Reentry (OOR) Presentation

Dr. William Arnold, Director

Meeting Reports

American Job Center Committee Meeting (January 24th) Rita Alexander, Chair

Outreach and Opportunities Committee Meeting (January 24th) Ben Marks, Chair

- Youth Incentives Policy Changes **(Vote Required)**
- Eligible Training Provider List Renewals **(Vote Required)**
- Eligible Training Provider List New Programs **(Vote Required)**

Executive Committee Meeting (January 26th) Jimmy Williamson, Vice-Chair

Consortium of Local Elected Officials (February 14th) Mayor Gary Reasons, CLEO

Other Business & Updates

Jennifer Bane, Executive Director

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

Future Meeting Dates & Upcoming Events

- Regional Planning Council Meeting: March 1st, 10:00 am
- Workforce Webinar, 2022 Recruitment and Retention Trends - Strategies for Employer Success: March 3rd, 9:00 am (Zoom)
- State Workforce Development Board Meeting: March 25th (Nashville & YouTube)
- AJC Committee Meeting: April 25th, 10:00 am
- Outreach & Opportunities Committee Meeting: April 25th, 1:00 pm
- Executive Committee Meeting: April 27th, 10:00 am
- 2022 Board Meeting Dates, Tuesday, 12:00 pm: May 17th, August 23rd (Annual Meeting), and November 15th

Thank you to the Rural Health Association for sponsoring lunch!

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

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

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

Minutes

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

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

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

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

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

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

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

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

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

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

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

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

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

although it would be a burdensome process initially, sharing the cost of several existing staff with the SW area would be a great long-term solution for our continuously shrinking budgets. If the SW Chief Local Elected Official decides to move forward, the Executive Committee recommends that we elect to move forward as well, with the approval of our Mayors.

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

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

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

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

American Job Services Committee (AJC) – Rita Alexander, Chair/ Lana Hammons, Vice Chair

The AJC Committee met on January 24th with 9 members along with staff, contractors, and two guests participating. The committee discussed nominations for the vice-chair position vacated by Neely Ashby, and Lana Hammons of Devey was elected to the position. The committee also received an update from Beth Duffield, Director of Business Services for the Workforce Services division of the TN Department of Labor and Workforce Development. Beth discussed Employer Performance Measures that may soon be implemented, specifically Employer Penetration Rate and Repeat Business, and strategic priorities such as Customer Service Excellence, Business Consulting, and Communications. Beth also reported that Layoff Aversion funding, about \$57,000, is being offered to each local area, and that Coursera, an online education platform that can be utilized by anyone with a Jobs4TN account, may be a helpful, free, resource for employers for Incumbent Worker Training.

Erica Nance, One-Stop Operator, shared very detailed reports including the Employer Services Report, Target Populations report, Referral and Co-Enrollment reports, and VOS Greeter reports showing traffic counts across all offices since July 1st. AJC staff continue working on increasing on-site services, but individual visits were down slightly from 2,426 the previous quarter to 2,172 visits last quarter (October – December). Services provided were up from 3,775 to 4,598. Traffic count by AJC is listed on the Performance Dashboard included with the handouts. Only one AJC (Carroll County) is currently meeting the visit goal, which is still only a portion of the pre-COVID levels. There were 127 surveys completed this quarter with 100% indicating they were completely satisfied with their visit. The enrollment summary report showed that our area served 1,735 individuals between July and December including 836 carryover participants and 899 new enrollments across the Wagner Peyser, Title I, TAA, SNAP, and Adult Education programs. Title I has served 723 individuals, or 6.8% of the total served across the state, including 303 new enrollments, or 8.1% of the state's new enrollments, even though we only receive about 4.8% of the allocations. Of the 148 adults enrolled, 64, or 43.3 %, were in priority category 1 or 2, up from 35.9% as of September. State policy requires at least 75% be enrolled as categories 1 or 2 while federal guidance requires at least 50.1%, but this is not typically the population seeking services. The Target Populations report showed that of the 633 participants active as of December, there were 338 youth-aged individuals, 479 individuals with barriers to employment, 43 individuals with disabilities, 207 underemployed, 78 offenders, 35 in a high poverty area, 88 SNAP recipients, and 374 low-income individuals. The Employer Services report showed a total of 981 employers served and 2,144 services provided throughout the year.

The Career Services report provided an overview of changes to staffing, outreach efforts, and a breakdown of enrollments by county and service. Each county has an enrollment goal they are working towards. There were 98 people enrolled in occupational skills training through December, mostly in healthcare, followed by transportation, other, then manufacturing, and most are at private truck driver training providers, TCATs, and then community colleges. There were also 29 people enrolled in Youth work experience, 8 Out-of-School Youth and 21 In-School Youth (ISY). Staff will be requesting additional ISY funding once the state's new fiscal system is available. Staff learned last month that the waiver allowing 35-50% of youth funding to be spent on ISY does not apply to the current year's funds, so we are currently limited to 25%, or about \$154,000, to be spent on ISY. Without additional ISY funding, we will soon have to stop ISY enrollments until we receive new funds in April.

The Business Services report showed we have had 80 individuals participating in On-the-Job Training since July 1st with 27 employers. Of those, 37 had completed training as of 12/31/21 with over \$84,000 expended, an average cost per participant of \$2,278. There were 24 still in training and 19 who did not complete. An additional \$325,000 has been received for Incumbent Worker Training through June. Staff also continue to coordinate job fairs and hiring events with a regional healthcare event being planned for this quarter along with several other events. EMSI reports continue to be produced and staff are continuing with speaking engagements and events to promote AJC services. There have not been any new rapid response events.

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

The committee met on January 24th with 10 members plus staff, contractors, and one guest participating. The committee reviewed the Target Populations report and heard updates on Youth Services, including a presentation from a former Youth Work Experience participant and current Career Advisor, Alyssa Roberts. Alyssa spoke about how Connie Stewart reached out to her when she was working 60 hours a week in a coffee shop as a single mom, and now she gets to work 40 hours in an office. Alyssa is going back to school at UT Martin for a business degree after earning an associate degree at Dyersburg State. Alyssa has been working with other youth in the program and helps them with budgeting (adjusting to getting paid once a month) and encourages them to go back to school. She feels her experience in the program has helped her be an advisor to the participants.

The committee also received an update on the Re-Entry Advanced Manufacturing Program (RAMP). The only active RAMP classes are in Dyer and Gibson Counties. The Gibson County class is being held off-site at the Orchard House and has had several delays due to COVID and increased work schedules, but should be completed in February. We hope to start the next class in the spring back at the jail to allow individuals to participate in the class before beginning work release. Dyer County continues to offer one individual component at a time and has seen better success with this model.

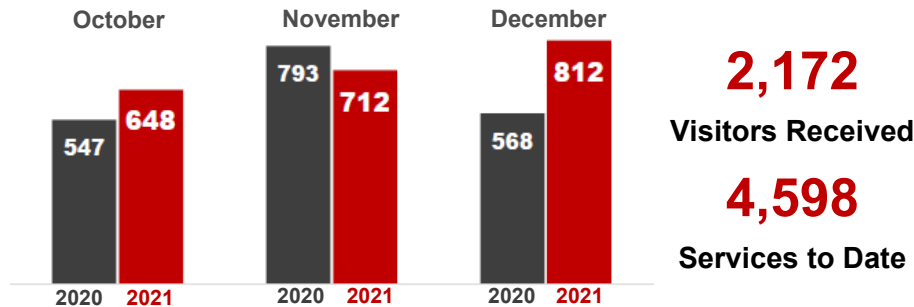
The Committee also heard updates on several other ongoing special grant programs:

- RESEA: Service numbers continue to be low. Last quarter there were only 61 first scheduled RESEA services, with 41 completing subsequent visits. There were 32 deemed job-ready and referred to reemployment, and 11 referred to training in order to become job-ready. There were 28 referred to Title I and 12 co-enrollments. There were 31 individuals who completed the program and 16 placed in employment. The state staff have made some changes in the selection process, but an increase in referrals hasn't been seen yet.
- National Dislocated Worker Grant: As of 12/31/21, 18 individuals of the 18 proposed had been placed in disaster-relief employment (DRE), and there were 92 individuals receiving career and training services, including two also participating in DRE, of the 105 proposed. Almost 64% of participant funding had been expended so far, but expenses typically lag behind enrollments. Supportive services expenses have also been under budget. The grant currently ends on June 30, 2022 but an extension to December 31, 2022 has been requested, along with the remaining 10% of the funds originally requested but not yet awarded.
- Apprenticeship Grants (DRA & TDLWD): We have several new apprenticeships on the horizon and have met or exceeded all of the goals proposed under the DRA grant that ended in December. We served 96 apprentices, exceeding our goal of 24, and registered 8 new programs, exceeding our goal of 6. Under the state's Apprenticeship Expansion grant that ended in October, we served 83 of the goal of 89. We have received some additional funds to serve 32 first-year apprenticeship by June 30th.
 - Registered Electrical Apprenticeship Preparation (REAP): We had five of six students complete the REAP program. All five have been hired by Amteck and enrolled in the registered apprenticeship program. Showcase visits with the high schools are being scheduled to promote this year's class.
- New Opportunities: Unfortunately we were not awarded another DRA grant that we had applied for, but staff continue to work on several new grant opportunities, including a partnership with the Greater Memphis (GM) area on an AARP SNAP Employment & Training (E&T) grant to increase the number of individuals 50 or older in SNAP E&T programs, and a partnership with GM, Southwest (SW), and area employers on an EDA Good Jobs grant focusing on construction and manufacturing. National Dislocated Worker Grant funding has also been requested to aid in tornado relief efforts. Along with the GM and SW areas, we are a partner of the University of Memphis' TANF Opportunity Act Planning Grant pilot project, which was awarded, and we now have the opportunity to apply for the full grant. The OSO and AJC staff have completed 70 surveys of TANF recipients, former recipients, or other eligible individuals, as part of the pilot project, and staff assisted with identifying employers to participate in interviews on their struggles with recruiting and retaining such individuals.

NORTHWEST TN

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

NW TN American Job Center (AJC) Visits



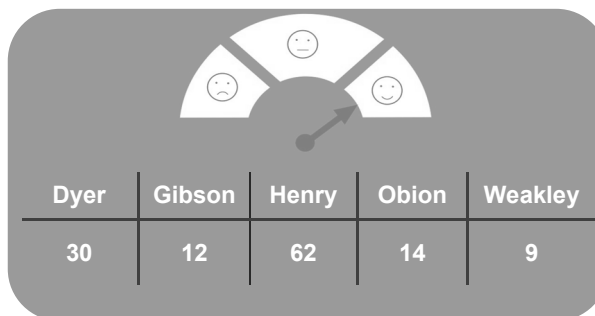
AJC Surveys Results

Overall, how satisfied were you with our services?



*From Oct-Dec 2021

Number of Completed AJC Surveys by County for PY22Q2



Business Services

27
Total On-the-Job Training Contracts as of 12/31/21

80
Enrolled in Training*

37 (46%)
Completed

19 (24%)
Did not complete*

24 (30%)
Still in Training*

4
Total Incumbent Worker Training Contracts as of 12/31/21

75
Proposed to train

65
Trained (87%)

140
Job seekers attended Job Fairs

8
Total Job Fairs hosted

9
Registered Apprenticeship Occupations

92
Apprentices Trained

*From Jul 2021-Dec 2021

PY21Q2 Top 10 Reasons for Visits

1. Job Search Resource Room
2. Unemployment
3. Career Coaching/WIOA Title I
4. Job Search Assistance
5. Adult Education
6. Other Resources
7. Networking Carroll Co Technical Center
8. Resume Assistance
9. Career Coaching/Workforce Essentials
10. RESEA

Things to Note

- **NWTNWB Committee Meetings:**
 - American Job Center Committee meeting: January 24th, 10 am
 - Outreach & Opportunities Committee Meeting: January 24th, 1 pm
 - Executive Committee Meeting: January 26th, 10:00 am
- **Next Board Meeting:** February 22nd, 11:30 am
- **Virtually Speaking Webinar Series: Hot Topics of Employee Retention** March 3rd, 9:00 am
- Visit us online to view upcoming job fairs, workshops, and other events:



@NWTNjobs



@nwtntjobs



www.nwtntjobs.org

JOBS4TN.GOV

Current Unemployment Rate by County (December 2021)

Benton 4.2% ▲ | Carroll 3.7% ▲ | Crockett 3.0% ▲ | Dyer 3.7% ▲ | Gibson 3.4% ▲ | Henry 3.8% ▲ | Lake 5.1% ▲ | Obion 4.0% ▲ | Weakley 3.2% ▲

Title I Career & Training Services

	Adult	Dislocated Workers	Youth	Total Title I	Re-Entry Enrollments
Oct.—Dec. Enrollment Goal	69		14	83	11
Oct.—Dec. 2021 New Enrollments	42	30	18	90	17

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

Title III & Other Employment Services

New Enrollments	Oct-Dec New Enrollments	Oct-Dec Enrollment Goal
Wagner Peyser	216	272
SNAP E&T	23	25
Jobs for Veterans	5	5
Re-Entry Participants	7	11

Title II Adult Education Enrollments

	Oct-Dec 2021 Enrollments	Oct-Dec 2021 Goal
Jackson State	93	71
Weakley County Schools	78	62

Temporary Assistance for Needy Families

TANF had 111 active cases in Northwest TN, including 39 employed. Two were closed in successful employment.

Co-Enrollments with Title I	Oct-Dec Co-Enrollments	Oct-Dec Co-Enrollments Goal
RESEA	10	8
Trade Adjustment Assistance	0%	100%

Title IV Vocational Rehabilitation

Vocational Rehabilitation served 573 customers in Northwest Tennessee, including 81 new enrollments during the quarter. Forty-eight were closed in successful employment.

Title V

Participant Exits	Oct-Dec Goal Participant Exits	Oct-Dec Participant Exits
Senior Employment (SCSEP)	2	0

Special Projects

TRANSFRVR Virtual Reality Headsets to Offer Career Exploration for Lake County High School Students
Utilizing Rural Initiative Grant funding, the Northwest Tennessee Workforce Board was purchased five virtual reality career exploration headsets from TRANSFR VR for Lake County High School. The TRANSFRVR software, a virtual reality-based education and training workforce development platform, helps students and job seekers get on a path to middle skills employment. TRANSFRVR helps educators, workforce development professionals, economic development organizations, and employers provide simulations that allow students and job seekers to explore career pathways including Manufacturing, Automotive, Public Safety, Skilled Trades, Warehousing & Storage, and Hospitality & Tourism. New modules will be added as they become available, including Healthcare in 2022.



The committee also reviewed proposed changes to the Youth Design and Incentives Policy as noted in red in the attached handout. The changes would allow for individuals who are referred to Title I from Adult Education to also receive the HiSet incentives, as opposed to only individuals who first started with Title I as the policy was originally written. **The committee recommends approval of the changes to the Youth Design and Incentives Policy as noted in red in the handouts (VOTE).**

Programs due for renewal on the Eligible Training Provider List (ETPL) were also reviewed and possible changes to the review process were discussed, such as possibly looking at removing programs if they haven't had any WIOA students within a certain time due to the new ETPL reporting requirements. Details of the performance of the programs due for renewal and the related labor market information is included in the handouts. Only one of the programs has had any WIOA students. **The committee recommends renewal of the existing programs for the Eligible Training Provider List as listed on the attached handout (VOTE).**

Lastly, the committee reviewed four new programs submitted for approval by UT Martin including bachelor's degrees in Cell & Molecular Biology, Mechanical Engineering, and Veterinary Science, and a certificate in Video Game Design. The labor market information indicates growth and / or a positive number of annual openings for the related occupations. Any students funded, if the programs are approved, would be limited to the anticipated number of available jobs in our area. **The committee recommends approval of the new UT Martin programs as listed above, and on the attached handout, for addition to the Eligible Training Provider List (VOTE).**

Youth Incentives

Under WIOA, a much higher percentage of available local Youth funds must go toward OSY — 75% (versus 30% under WIA). Strategies for recruiting and serving more of these young people must be a focus more than ever before. While OSY who are not working, often referred to as “disconnected” or “opportunity” youth, may seek out opportunities to connect to training and work, according to MDRC’s [Serving Out-of-School Youth Under the Workforce Innovation and Opportunity Act \(2014\)](#), “youth programs often report difficulties in sustaining participation after the initial connection is made. WIOA-funded service providers will not only have to reach more out-of-school youth, they will also need strategies to stimulate sustained, intense engagement in services.” According to the report, the presence of the following elements indicate that young people are more likely to engage:

1. Financial incentives and opportunities for paid training and work.
2. Opportunities to feel connected to caring adults and to a community.
3. Support services that address a young person’s barriers to participant.

The report states “Incentives and stipends are a key form of positive reinforcement to sustain motivation, especially when tied to benchmarks such as earning academic credentials or acquiring specific competencies. They also can be an important source of support to meet the economic challenges these young people face.” 20 CFR § 681.640 and TEGL 21-16 indicate that incentive payments to youth participants are permitted as an allowed payment for recognition and achievement directly tied to work experience, education, and training. Incentive payments must be:

1. Tied to the goals of the specific program;
2. Outlined in writing before the commencement of the program that may provide incentive payments;
3. Align with the local program's organizational policies; and
4. Offered in accordance with the requirements contained in 2 CFR part 200. For example, Federal funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash.

TEGL 21-16 also states that while the DOL recognizes that incentives could be used as motivators for various activities such as recruitment, submitting eligibility documentation, and participation in the program, incentives paid for with WIOA funds **must** be connected to recognition of achievement of milestones in the program tied to work experience, education, or training. Such incentives for achievement could include improvements marked by acquisition of a credential or other successful outcomes. Incentive payments may be provided to both ISY and OSY as long as they comply with the requirements of 20 CFR § 681.640.

To increase engagement among young people, provide positive reinforcement to sustain motivation, increase educational attainment and self-sufficient employment, and help support participants in facing economic challenges, the following incentives will be offered to Youth participants:

Work Experience Incentives	Amount
Successful completion of the first 2 weeks of paid work experience	\$50
Successful completion of the first 4 weeks of paid work experience	\$100

Additionally, for Youth participants who are, have been, **or will be** participating in work experience, **education, training, or other workforce preparation activities, and** who are in need of a high school equivalency diploma, the following incentives will also be offered:

Attending 4 HiSet classes after orientation totaling 12 class hours	\$100
Completion of the HiSET voucher	\$150
Completion of the HiSET	\$250

For OSY work experience participants, the following incentive will also be offered:

Transitioning into postsecondary during participation or within 2 quarters after exit	\$50
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Credential Attainment Incentives

Amount

Attainment of a credential during participation or within 1 year after exit	\$100
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As part of the Work Ready Community (WRC) initiative, which seeks designation as a regional economy with a pool of qualified workers, area residents must achieve the necessary levels on the ACT assessment to be granted a National Career Readiness Certificate (NCRC). By achieving an NCRC, participants are able to demonstrate their employability skills to potential employers who may prefer or require the assessment for entry into a position. Youth participants who may benefit from earning an NCRC, as determined through the assessment process, may earn the following incentive:

Attainment of a National Career Readiness Certificate (NCRC)	\$25
Improved NCRC Certificate Level	\$25

Note: Participants may only receive an improved NCRC certificate incentive payment if there is a documented need for a higher NCRC level (e.g. a position requires a higher level, the participant is seeking to enter into training for an occupation that typically requires a higher level, etc.).

Placement in Postsecondary / Employment Incentives	Amount
Placement in regular part-time or full-time employment for each quarter after exit OR	\$100 / Qrt (\$400 total)
For individuals originally enrolled as ISY in secondary school or OSY for non-occupational skills training or related services, placement in postsecondary training program for each quarter after exit	\$100 / Qrt (\$400 total)

Note: Participants can only earn one of the two placement incentives per quarter and cannot exceed \$400 total for four quarters. For instance, a participant who is both employed and enrolled in postsecondary training during a quarter after exit may only receive one \$100 incentive payment for that quarter. Participants can receive a combination of employment and postsecondary placement incentives throughout the four quarters. For instance, a participant may earn a postsecondary placement incentive for the first two quarters, and an employment incentive for the last two quarters.

Supporting documentation is required for payment of these incentives and must be uploaded into VOS. Supporting documentation may include pay stubs, postsecondary acceptance letter/schedule, transcripts, diploma, Ged/HiSet, High school diploma, postsecondary credential, certificate, or copy of licensure, and/or ACT NCRC scores. Incentive payments to participants must be issued in the form of check or direct deposit, in order to ensure proper internal controls in accordance with 2 CFR part 200, and recorded properly in VOS. At the request of the Career Service Provider, an alternate payment system may be approved by the Executive Director, in consultation with the Board Chair, if proper internal controls have been established and can ensure safeguarding of incentive payments. Availability of incentives is contingent upon funding levels, and this policy may be suspended by the Executive Director, with approval of the Board Chair, to accommodate decreases in funding.

Eligible Training Provider List (ETPL) Program Renewals

Provider Name	Program Title	CIP Title	Completion Level	Overall Completion Rate	Overall Employment 2nd QTR after Exit	WIOA Total Enrolled	WIOA Completion Rate	WIOA Employment 2nd QTR after Exit	Occupation Title	2021 Jobs	2025 Jobs	2021 - 2025 Change	Annual Openings	Avg. Hourly Earnings
BETHEL UNIVERSITY	Business Management Certificate	Business Administration and Management, General.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Project Management Specialists and Business Operations Specialists	292	316	24	28	\$ 26.65
BETHEL UNIVERSITY	Criminal Justice Certificate	Corrections and Criminal Justice, Other.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Correctional Officers and Jailers	712	715	3	69	\$ 17.22
									Detectives and Criminal Investigators	43	45	2	4	\$ 24.37
BETHEL UNIVERSITY	Customer Relationship Management Certificate	Customer Service Management.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Customer Service Representative	1094	1082	-12	140	\$ 14.95
									First-line Supervisors of Non-Retail Sales Workers	164	170	6	17	\$ 36.87
BETHEL UNIVERSITY	Emergency Services Management Certificate	Crisis/Emergency/Disaster Management. (NEW)	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Emergency Management Directors	<10				
									Medical and Health Services Managers	210	226	16	21	\$ 40.56
									Social and Community Service Managers	43	49	6	6	\$ 27.08
BETHEL UNIVERSITY	Healthcare Management Certificate	Health/Health Care Administration/Management.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Medical and Health Services Managers	210	226	16	21	\$ 40.56
BETHEL UNIVERSITY	Information Technology Certificate	Information Resources Management/CIO Training.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential	0	0	0	0	0	Network and Computer Systems Administrators	80	84	3	6	\$ 34.39
DSCC	Certified Mental Health Technician- Continuing Education	Mental and Social Health Services and Allied Professions, Ot	An industry-recognized certificate or certification, A community college certificate of completion, Employment, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0	0	0	0	0	Mental Health and Substance Abuse Social Workers	29	33	4	4	\$ 19.47
DSCC	Certified Paralegal-Continuing Education	Legal Assistant/Paralegal.	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0	0	0	0	0	Paralegals and Legal Assistants	71	72	1	8	\$ 17.91
DSCC	Certified Veterinary Assistant- Continuing Education	Animal Health.	An industry-recognized certificate or certification, A license recognized by the State involved or the Federal Government, Employment, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0	0	0	0	0	Veterinary Technologists and Technicians	59	61	2	5	\$ 12.17
DSCC	Pharmacy Technician Online- Continuing Education	Pharmacy Technician/Assistant.	An industry-recognized certificate or certification, A community college certificate of completion, Employment, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0	0	0	0	0	Pharmacy Technician	283	282	-2	22	\$ 15.67
DSCC	Certified Nursing Assistant	Health Services/Allied Health/Health Sciences, General.	A license recognized by the State involved or the Federal Government, A secondary school diploma or its equivalent	83%	83%	12	83%	83%	Nursing Assistants	1286	1309	23	168	\$ 12.62
DSCC	Pharmacy Technician	Pharmacy Technician/Assistant.	An industry-recognized certificate or certification, Employment, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	0	0	0	0	0	Pharmacy Technician	283	282	-2	22	\$ 15.67

New Programs for the ETPL

Provider Name	Program Title	CIP Title	Completion Level	Occupation Title	2021 Jobs	2025 Jobs	2021 - 2025 Change	Annual Openings	Avg. Hourly Earnings
UTM	Video Game Design	Game and Interactive Media Design	An industry-recognized certificate or certification, A community college certificate of completion, A measurable skills gain leading to a credential, A measurable skills gain leading to employment	Software Developers and Software Quality Assurance Analysts and Testers	135	168	33	19	\$ 36.66
				Web Developers and Digital Interface Designers	44	45	1	4	\$ 43.98
				Computer Occupations, All Other (Game Designer)	78	81	3	7	\$ 25.39
UTM	Cell & Molecular Biology <i>**grads may advance to graduate or professional school</i>	Cell & Molecular Biology	Bachelor's Degree	Clinical Laboratory Technologists and Technicians	89	87	-2	6	\$ 23.00
UTM	Mechanical Engineering	Mechanical Engineering	Bachelor's Degree	Mechanical Engineers	74	86	12	8	\$ 41.21
UTM	Veterinary Science and Technology <i>**grads may advance to professional school</i>	Veterinary Sciences/Veterinary Clinical Sciences, General	Bachelor's Degree	Veterinary Technologists and Technicians	59	61	2	5	\$ 12.17
				Veterinary Assistants and Laboratory Animal Caretakers	12	16	4	3	13.28
				*Veterinarians	23	24	1	1	52.53

ETPL Application

Education Program Information

Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: CELL & MOLECULAR BIOLOGY	Program ID: 1009461
CIP Code: 260406 - Cell/Cellular and Molecular Biology.		

General Information

Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP) ? No	CIP Code: 260406 - Cell/Cellular and Molecular Biology.	Education Program Name: CELL & MOLECULAR BIOLOGY

Education Program Description: An integrated combined program that focuses on the scientific study of cells cellular systems and the molecular basis of cell structure and function. Includes instruction in cell biology cell chemistry molecular biology biophysics and structural b

Potential Outcome(s): A baccalaureate degree	This program lead to a credential or degree: Yes	Name of Associated Credential: BS Cell & Molecular Biology
Completion Level: Bachelor's Degree	Attain Credential: BA/BS Degree	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training:

Partner Business: No

Description of the partnership or plans to develop partnership:

LWDB Submitted:

Apprenticeship

Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details		
Financial Aid Available: Federal Loan; Institutional Scholarship; Other; Pell Grant	URL of Training Program:	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 08/23/2021	Please provide a reasonable explanation regarding why this is a new program: This new program allows biology students to earn a specific degree in molecular biology	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction						
Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CiIP Code:	Status:

Occupations Skills			
Code	Occupation Skills		
0035	analyze biological research, test, or analysis data		
0421	collect scientific or technical data		
6065	conduct analyses or tests of organic compounds		
0531	conduct standardized qualitative laboratory analyses		
0543	develop new products based on scientific research results		
1243	follow microbiology procedures		
6591	plan scientific research or investigative studies		
1343	prepare vaccines, biologicals, or serums		

ETPL Application

6590	standardize drug dosages or methods of immunization
6056	study structure or properties of submicroscopic matter
1681	use biological research techniques
1682	use biological testing instruments
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand	

Completion Expectation		
Number of Credits: 120	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 120	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 120	Full-time weeks: 60	Program Format: In-person
Duration		
Duration Title: Cell & Molecular Biology	Primary Duration: True	Duration: 8
Schedule Intensity: Full-Time	Weekly Schedule: Daily	Class Offered: Day, Night
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency:	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$45,648.00	
Line item	Amount	
Books/Fee	\$39,648.00	
Books	\$6000.00	
Tools	\$0.00	

ETPL Application

Education Program Information

Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: MECHANICAL ENGINEERING	Program ID: 1009460
CIP Code: 141901 - Mechanical Engineering.		

General Information

Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP) ? No	CIP Code: 141901 - Mechanical Engineering.	Education Program Name: MECHANICAL ENGINEERING

Education Program Description: A program that prepares individuals to apply mathematical and scientific principles to the design development and operational evaluation of physical systems used in manufacturing and end-product systems used for specific uses including machine tools

Potential Outcome(s): A baccalaureate degree	This program lead to a credential or degree: Yes	Name of Associated Credential: BS Mechanical Engineering
Completion Level: Bachelor's Degree	Attain Credential: BA/BS Degree	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training:

Partner Business: No

Description of the partnership or plans to develop partnership:

LWDB Submitted:

Apprenticeship

Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details		
Financial Aid Available: Federal Loan; Institutional Scholarship; Other; Pell Grant	URL of Training Program:	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 01/01/2021	Please provide a reasonable explanation regarding why this is a new program: This allows engineering students to earn a degree specifically in mechanical	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction						
Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CiIP Code:	Status:

Occupations Skills	
Code	Occupation Skills
0007	adhere to safety procedures
6511	advise enforcement personnel on environmental standards
0042	analyze engineering design problems
6015	analyze engineering test data
5505	analyze project proposal to determine feasibility, cost, or time
0061	analyze scientific research data or investigative findings
1930	calculate engineering specifications
4767	compare findings with specifications to ensure conformance to standards
0526	conduct performance testing

ETPL Application

1635	convert design specifications to cost estimates
1005	coordinate engineering project activities
0573	delegate authority for engineering activities
0578	design aircraft or aerospace equipment
0585	design control systems
1944	design electro-mechanical equipment
0599	design engineered systems
6057	design equipment, apparatus, or instruments for scientific research
0603	design machines
0606	design power equipment
0598	design tools or mechanical devices
0607	design transmission equipment
4765	determine specifications
4772	determine specifications or testing procedures
0997	direct and coordinate civil engineering projects
6618	ensure prescribed safe radiation levels are maintained
0747	evaluate costs of engineering projects
0748	evaluate engineering data
6439	evaluate equipment for compliance with standards
0760	evaluate product design
0766	evaluate tool designs
6662	examine engineering documents for completeness or accuracy
5510	recommend materials for products
1591	supervise engineering managers or staff
1601	supervise quality control workers
0894	understand engineering data or reports
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand	

Completion Expectation		
Number of Credits: 128	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 128	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 128	Full-time weeks: 60	Program Format: In-person
Duration		

ETPL Application

Duration Title: Mech Engineering	Primary Duration: True	Duration: 8
Schedule Intensity: Full-Time	Weekly Schedule: Daily	Class Offered: Day, Night
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency:	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$45,648.00	
Line item	Amount	
Books/Fee	\$39,648.00	
Books	\$6000.00	
Tools	\$0.00	

ETPL Application

Education Program Information

Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: VETERINARY SCIENCE &TECHNOLOGY	Program ID: 1009462
CIP Code: 512501 - Veterinary Sciences/Veterinary Clinical Sciences, General (C)		

General Information

Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP) ? No	CIP Code: 512501 - Veterinary Sciences/Veterinary Clinical Sciences, General (C)	Education Program Name: VETERINARY SCIENCE &TECHNOLOGY

Education Program Description: An integrated program of study in one or more of the veterinary medical or clinical sciences or a program undifferentiated as to title.

Potential Outcome(s): An associate degree	This program lead to a credential or degree: Yes	Name of Associated Credential: BSVST Veterinary Science & Technology
Completion Level: Bachelor's Degree	Attain Credential: BA/BS Degree	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training:

Partner Business: No

Description of the partnership or plans to develop partnership:

LWDB Submitted:

Apprenticeship

Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details		
Financial Aid Available: Federal Loan; Institutional Scholarship; Other; Pell Grant	URL of Training Program:	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 08/23/2021	Please provide a reasonable explanation regarding why this is a new program: This program allows students to complete the requirements for entrance into UT's veterinary school or prepare for a career in a clinical/ research setting, veterinary drug sales, etc.	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction						
Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/ Degree	CiIP Code:	Status:

Occupations Skills	
Code	Occupation Skills
6208	groom animals
6990	monitor animal care
6550	monitor animal health or quality
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand	

Completion Expectation	
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ETPL Application

Number of Credits: 122	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 122	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 122	Full-time weeks: 60	Program Format: In-person
Duration		
Duration Title: Vet Science & Technology	Primary Duration: True	Duration: 8
Schedule Intensity: Full-Time	Weekly Schedule: Daily	Class Offered: Day
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency:	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$45,648.00	
Line item	Amount	
Books/Fee	\$39,648.00	
Books	\$6000.00	
Tools	\$0.00	

ETPL Application

Education Program Information

Provider: UNIVERSITY OF TENNESSEE AT MARTIN	Program: VIDEO GAME DESIGN	Program ID: 1009463
CIP Code: 500411 - Game and Interactive Media Design. (NEW)		
General Information		
Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP) ? No	CIP Code: 500411 - Game and Interactive Media Design. (NEW)	Education Program Name: VIDEO GAME DESIGN

Education Program Description: A program that focuses on the design development and programming of interactive media entertainment including computer and video games virtual environments Internet applications and other interactive media. Includes instruction in theory of games turn-based games real-time games visual and interactive design story development animation simulation and programming.

Potential Outcome(s): A measurable skills gain leading to a credential; A measurable skills gain leading to employment	This program lead to a credential or degree: Yes	Name of Associated Credential: Certificate Video Game Design
Completion Level: Certificate < 1 year	Attain Credential: Occupational Skills certificate or credential	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training:

Partner Business: No

Description of the partnership or plans to develop partnership:

LWDB Submitted:

Apprenticeship

Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details		
Financial Aid Available:	URL of Training Program:	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 08/24/2020	Please provide a reasonable explanation regarding why this is a new program: Program is designed with a hands-on component to allow students to learn the technical concepts & skills needed for employment in a very popular industry.	Minimum Class Size:
Maximum Class Size:	Number Of Instructors:	
Describe the minimum entry level requirements or prerequisites:	Drug/Alcohol Screening Required:	Accessibility:
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	Refund Policy:	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4::	State Use 5:	

Related Training and Instruction						
Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CiIP Code:	Status:

Occupations Skills	
Code	Occupation Skills
1704	use computer graphics design software
1793	use knowledge of multi-media technology
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand	

Completion Expectation		
Number of Credits: 18	Credit Earned Duration: Semester	Hourly wage :

ETPL Application

Scheduling		
Class Time: 18	Lab Time:	Other Time:
Class Frequency:		
Clock/Contact Hours: 18	Full-time weeks: 15	Program Format: In-person
Duration		
Duration Title: Vide Game Design	Primary Duration: True	Duration: 2
Schedule Intensity: Full-Time	Weekly Schedule: Daily	Class Offered: Day
Location		
Location Name: UNIVERSITY OF TENNESSEE AT MARTIN	Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , MARTIN, TN, 38238	Billing Address: 116 HALL-MOODY ADMINISTRATION BUILDING, , Martin, TN, 38238
External Approvals		
State Approving Agency:	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: No
Community College ID: NO	Listed on another state's ETPL? NO	
Cost Details		
Cost Structure(s):	Total Cost: \$11,412.00	
Line item	Amount	
Books/Fee	\$9,912.00	
Books	\$1500.00	
Tools	\$0.00	

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

The Executive Committee met on January 26th with three members plus staff and one guest participating. The committee received updates on accessible parking needs at the Obion County AJCs. The recommended additional parking spot still needs to be painted. The necessary supplies have been purchased and the painting will occur when the weather is suitable for it. The committee also heard updates on performance and oversight, including that no complaints have been received, and that an exit conference was still pending since the Performance Accountability Review (PAR) team was here in December. Since the Executive Committee met an exit conference was held informing us that there were no findings as a result of the review. 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.

The Monitoring Status Report detailing the monitoring that has occurred so far was also reviewed, and there have not been any concerning findings. Due to changes in Eligible Training Provider List (ETPL) performance reporting and needing to wait for final performance information, the ETPL monitoring will be on next quarter's report. Estimated performance results for the second quarter of Program Year (PY) 21 were also reviewed. 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. Staff 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 by the board meeting and expect to be on target with all performance measures.

The financial status report as of December was also reviewed and fiscal performance results are listed on the Performance Dashboard. We exceeded the required 40% minimum participant cost rate (MPCR) at 49.12%. Total Work Experience expenditures exceeded the required 20% at 45.04% and overall Out-of-School Youth expenditures are nearly 70%. In-School Youth (ISY) expenditures under the PY 20 funds are meeting the required 35-50% expenditure rate at 37%. The ISY expenditures for the current grant are limited to 25% again at this time. The committee also received a budget update. We've had several additional grants which provided savings for our regular formula funds. As of December we have expended 30% of our formula participant budget so far, but expenses are typically delayed due to training providers not billing the CSP until a month or two after training begins, and then they bill us. We have expended 47% of our operating budget, 48% of our administrative budget, and 60% of our RESEA budget.

Lastly, the committee discussed the Request for Proposal timeline and budget for the Adult and Dislocated Worker Service Provider and Youth Service Provider. Thomas P. Miller & Associates (TPMA), whom we have used in the past, is managing the procurement process. The RFP was released February 1st and proposals are due by February 28th. The draft budget reviewed shows an overall decrease of \$81,282, which may require looking at changes in staffing and AJC structure to accommodate the lower funds. The group reviewed the current AJC structure, hours, staffing, traffic counts, and Title I enrollments and discussed possible increased usage of access points to create savings while still maximizing services to customers.

Consortium of Local Elected Officials – Mayor Gary Reasons, Chief Local Elected Official (CLEO) / Mayor Chris Young, Vice-Chair

The Consortium of Local Elected Officials met on February 14th with six mayors participating along with two staff and Board Chair, Jimmy Williamson. The group met to discuss the possible partnership with the Southwest area and the Executive Committee's recommendations regarding the possibility of revising our current American Job Center (AJC) structure. Since losing 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 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. A partnership with the SW area would be a significant savings to our existing board staffing costs. After reviewing the possible organization and staffing structure if the Northwest TN Workforce Board, Inc. were to be the fiscal agent / administrative entity for both the NW and SW areas, and discussing pros and cons, the group unanimously voted to move forward with the partnership if the SW area Mayors decide to do so. They expect to make a decision soon.

In reviewing service strategies and levels, 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.

While the AJC visits for this program year have been low, we have still seen several new enrollments and existing participants being served in the Title I program. Our average daily traffic counts have ranged from 0.09 to 11 visits per day, with the monthly visits averaging from 1 to 232 visits per month. During this same time, our new Title I enrollments have ranged from 6 to 52, and our total numbers served range from 9 to 164, for a total of 723 individuals served between July and December 2021 in the Title I program. The majority of new participants are referred to us through training providers, employers, partner programs, or other participants, and are not very often a result of individuals coming into the AJCs for another reason. 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. This is a model that the TN Department of Labor and Workforce Development has promoted for several years and is currently being utilized by the Greater Memphis area, which the state has cited as a best practice. In addition to the infrastructure savings of this model, housing multiple Title I staff in fewer locations would allow us to both be in compliance with having Title I staff present during all AJC hours and have the capacity for the Title I staff to leave the AJC as needed to visit the Access Points or other areas in the remaining counties for outreach and enrollment. Staff will work on developing a formal plan to present for approval at the May board meeting.

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 (1 shared w/ Benton)	11	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)	0.4	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)	7	142	852	145 (24.5%)	52 (22.1%)
Gibson (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 (shared OJT position)	5	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)	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 (1 shared w/ Obion)	0.09	1	7 (0.2%)	0 (0%)	17 (7.2%)
Obion (Affiliate)	Monday – Friday 8:00 a – 4:30 p	3 (1 shared w/ Lake)	4	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)	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%

Other Business & Updates – Jennifer Bane, Executive Director

State Workforce Development Board (SWDB) Update: The state has not released any policies for public comment for their next meeting. They have formed a Policy Review Committee and are trying to review everything to see what they can do to improve before presenting revised policies to the State Board. The goal is to be finished by June. Jennifer is on the financial policy review committee.

The State Workforce Board will also receive an update on the results of the Key Performance Indicators (KPIs) for October to December 2021. The estimated quarterly results are included in the attached AJC Partner Dashboard, and estimated cumulative results are included in the attached Performance Dashboard. Estimated results for the quarter showed the goals for Title I, Title II, Jobs for Veterans, and RESEA co-enrollment were met. Title III, SNAP E&T, and SCSCEP goals were not met. Final results for the quarter are expected to be received before the March 25th State Workforce Board meeting.

Planning Update: The West TN Regional Planning Council met January 18th, and the group heard a presentation from Lana Hammons, HR Manager at Develey, on their career opportunities and workforce needs. The group also reviewed performance and KPI results, each area's local dashboard, regional's strengths and weaknesses, and updates from economic and community development partners, and the three sub-committees – Jobseeker Services, Business Services, and Career Pathways. A called meeting will be held on March 1st to review a draft of the West TN Regional Plan. Regional Plans are due by March 25th and local plans are due by April 22nd. Both plans will be reviewed by the State Workforce Board for approval at the June 3rd meeting. Presentations will not be required unless a plan isn't approved. The planning guidance was sent with the meeting handouts.

The 2022 Workforce Innovation and Opportunity Act (WIOA) State Plan Modification has also been posted for [public comment](#) on the TN Department of Labor and Workforce Development website. You may also find the posting via this sequence: <https://www.tn.gov/workforce> > scroll to the *About Us* section at the bottom of page and select *Boards and Commissions* > scroll to and select *State Workforce Development Board* > scroll to and select *2022 State Plan Modification*). Each chapter/section of the 2022 WIOA State Plan Modification is posted individually to allow for ease of review and comment. The public comment period is from **Friday, February 11, 2022 to Saturday, February 26, 2022 at 5:00p CST**. Comments should be submitted using the form on the webpage.

Northwest Local Workforce Development Area PY 21 Performance Dashboard

Dec-21

Fiscal Measures	Goal	Actual	Difference from Goal	% of Goal Met
Minimum Participant Cost Rate*	40%	49.1%	9%	123%
PY 21 Out-of-School Youth Expenditures	75%	82.0%	7%	109%
PY 20 In-School Youth Expenditures	35%	37.0%	2%	106%
Youth Work Experience	20%	45.0%	25%	225%
Formula Funds Obligation Rates	80%	82.7%	3%	103%
Adult	80%	74.0%	-6%	93%
Dislocated Worker	80%	74.0%	-6%	93%
Youth	80%	100.0%	20%	125%

Adult Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	82.5%	84.3%	1.8%	102.2%
Employment Rate 4th Quarter after Exit	82.5%	83.1%	0.6%	100.7%
Median Earnings 2nd Quarter after Exit	\$6,680.00	\$7,486.00	\$806.00	112.1%
Credential Attainment within 4 Quarters after exit	63.5%	85.4%	21.9%	134.5%
Measurable Skills Gains	53%	60.4%	7.4%	114.0%

Dislocated Worker Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	82.5%	93.9%	11.4%	113.8%
Employment Rate 4th Quarter after Exit	82.5%	88.9%	6.4%	107.8%
Median Earnings 2nd Quarter after Exit	\$7,650.00	\$8,731.00	\$1,081.00	114.1%
Credential Attainment within 4 Quarters after exit	67%	77.3%	10.3%	115.4%
Measurable Skills Gains	49%	58.7%	10%	119.8%

Youth Performance Measures	Goal	Actual	Difference from Goal	% of Goal Met
Employment Rate 2nd Quarter after Exit	77%	78.9%	1.9%	102.5%
Employment Rate 4th Quarter after Exit	76%	79.4%	3.4%	104.5%
Median Earnings 2nd Quarter after Exit*	\$3,400.00	\$5,500.00	\$2,100.00	161.8%
Credential Attainment within 4 Quarters after exit	70%	64.3%	-5.7%	91.9%
Measurable Skills Gains	47%	45.2%	-1.8%	96.2%

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

Key Performance Indicators	Goal	Actual	Difference from Goal	% of Goal Met
Adult / Dislocated Worker New Enrollments Goal	296	216	-80	73%
Youth New Enrollments Goal	78	54	-24	69%
Wagner Peyser New Enrollments	989	356	-633	36%
RESEA Co-Enrollments	34	16	-18	47%
SNAP E&T New Enrollments	98	45	-53	46%
TAA Co-Enrollments (of new enrollments since 9/1/20)	100%	25.0%	-75%	25.0%
Jobs for Veterans State Grants New Enrollments	19	7	-12	37%
Re-Entry New Enrollments (Titles I & III)	104	49	-55	47%
SCSEP -TNSCA (Exits)	6	2	-4	33%
Adult Ed. - Jackson State Community College	278	150	-128	54%
Adult Ed. - Weakley County Schools	248	101	-147	41%
Apprentices (by June 2023)	327	270	-57	83%

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

American Job Center Visits	Goal	Actual	Difference from Goal	% of Goal Met
Benton	40	34	-6	85%
Carroll	216	232	16	107%
Crockett	26	5	-21	19%
Dyer	316	142	-174	45%
Gibson	159	111	-48	70%
Henry	144	100	-44	69%
Lake	12	1	-11	8%
Obion	140	75	-65	54%
Weakley	118	66	-52	56%
Average	130	85	-45	65%

Business Services	Goal	Actual	Difference from Goal	% of Goal Met
Number of Employers Served	1,649	981	-668	59%
Number of Services Provided	4,891	2,144	-2,747	44%
Employers Receiving On-the-Job Training Grants	30	27	-3	91%
Number of Job Fairs / Recruitment Services	172	118	-54	69%

Social Media Presence	Goal	Actual	Difference from Goal	% of Goal Met
Number of Page Follows	7,500	7,058	-442	94%

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

*Revised effective 11/4/20 and again 9/2/21. Remainder of unobligated funds were repurposed for IWT and TRANSFR Virtual Reality career exploration Funds expected to be fully expended.

State Apprenticeship Expansion Grant (Sept. 2019 - October 2021)	Goal	Actual	Difference from Goal	% of Goal Met
Individuals Trained (new apprentices)	89	83	-6	93%

DRA Workforce Grant (Dec. 2019 - Dec. 2021)	Goal	Actual	Difference from Goal	% of Goal Met
Individuals Trained (pre-apprenticeship)	24	97	73	404%
Industry Recognized Certificates (pre / interim apprenticeship)	20	27	7	135%
Jobs Created (New Hire Apprentices)	8	15	7	188%
Jobs Retained (Incumbent Apprentices)	8	72	64	900%
Employer Outreach Events	18	21	3	117%
Registered Apprenticeship Occupations Developed	6	8	2	133%
Registered Apprenticeship Occupations Supported	6	8	2	133%
Pre-Apprenticeships	2	2	0	100%
Jobseeker Recruitment Events	12	19	7	158%
WIOA Funding Support	\$45,000.00	\$157,862.72	\$112,862.72	351%

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Northwest TN Workforce Board & their
Special Guests



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**2022 RECRUITMENT & RETENTION
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