





























2/27/2020	Local Workforce Development Area										Northwest	
LWDB Member Name	Date Approved by Program Integrity Staff	Member Demographic Information		LWDB Member Organization	Representation Category	LWDB Member County	Nominator Name	Nominator Organization	Start of LWDB Member Term	End of LWDB Member Term	Conflict of Interest Date	Conflict of Interest Renewal
Rita Alexander*	6/3/2019	Female	White	Gibson Electric Membership Corp	Business	Crockett	Libby Wickersham	Gibson Co Chamber of Commerce	7/1/2019	6/30/2023	1/28/2019	 1/28/2020
Neely Ashby	6/3/2019	Female	White	Henry County Medical Center	Business	Henry	Travis McLeese	Paris-Henry Co Chamber of Commerce	7/1/2019	6/30/2023	3/21/2019	 3/20/2020
John G. Castellaw*	6/3/2019	Male	White	Farmspace Systems LLC	Business	Crockett	Charlie Moore	Crockett Co Chamber of Commerce	7/1/2019	6/30/2023	2/25/2019	 2/25/2020
R. Keith Cursey	6/3/2019	Male	White	MTD Products	Business	Weakley	Barbara Virgin	Weakley Co Chamber of Commerce	7/1/2019	6/30/2023	3/26/2019	 3/25/2020
Bedford Dunavant	6/3/2019	Male	White	Union City Insurance	Business	Obion	Lindsay Frilling	Obion Co. Economic Development District	7/1/2019	6/30/2023	2/21/2020	 2/20/2021
Brad Hurley*	6/3/2019	Male	White	Carroll County Trophy	Business	Carroll	John Sanders	Carroll Co Chamber of Commerce	7/1/2019	6/30/2023	1/28/2019	 1/28/2020
Randy S. Shannon	9/13/2019	Male	White	Shannon Office of Law	Business	Benton	Stephanie Harcleroad	Benton Co. Chamber of Commerce	10/1/2019	6/30/2023	9/4/2019	 9/3/2020
Ben Marks*	6/3/2019	Male	White	Mark's Building Materials	Business	Benton	Sara Kilgore	Benton Co. Chamber of Commerce	7/1/2019	6/30/2023	1/28/2019	 1/28/2020
Kristy Mercer	6/3/2019	Female	White	Ceco Door	Business	Gibson	Julie Allen-Burke	Milan Chamber of Commerce	7/1/2019	6/30/2023	4/5/2019	 4/4/2020
Ted Piazza*	6/3/2019	Male	White	Rack-IT Industries	Business	Gibson	Libby Wickersham	Gibson Co Chamber of Commerce	7/1/2019	6/30/2023	1/28/2019	 1/28/2020
Jennifer Starks	8/6/2019	Female	White	Granges Americas, Inc.	Business	Carroll	Jennifer Wheatley	Henry Co. Chamber of Commerce	7/1/2019	6/30/2023	3/28/2019	 3/27/2020
Gayanne Williams	6/3/2019	Female	White	Citizens of Lake Co for Healthcare, Inc	Business	Lake	Marcia Perkins Mills	Lake Co Chamber of Commerce	7/1/2019	6/30/2023	4/3/2019	 4/2/2020
Jimmy Williamson*	6/3/2019	Male	White	Aztec Pest Control	Business	Dyer	Allen Hester	Dyersburg/Dyer Co Chamber of Commerce	7/1/2019	6/30/2023	2/26/2019	 2/26/2020
Lana Hammons	5/8/2019	Female	White	Develey Mustard & Condiments Corp	Business	Dyer	Tim Climer	Dyersburg/Dyer Co Chamber of Commerce	5/21/2019	6/30/2023	4/18/2019	 4/17/2020
William Eddie White	10/29/2019	Male	White	United Auto Workers Local 9025	Labor	Henry	Anthony D. Phifer	United Auto Workers	11/1/2019	6/30/2023	9/24/2019	 9/23/2020
Sandra Woods	10/30/2018	Female	White	Communication Workers of America	Labor	Gibson	Joe Coleman	CLC	7/1/2017	6/30/2021	1/28/2019	 1/28/2020
Jon Dougherty	6/3/2019	Male	White	Amteck	Labor	Dyer	David Wagner	Amteck	7/1/2019	6/30/2023	2/26/2020	 2/25/2021
Amy McDonald	2/4/2020	Female	White	Tennessee Homeless Solutions	Labor	Dyer	Debbie Todd	TN Homeless Solutions	2/1/2020	6/30/2023	1/3/2020	 1/2/2021
John Penn Ridgeway	10/30/2018	Male	White	TCAT-McKenzie (Youth)	Labor	Carroll	Margaret Prater	NWTN WB	7/1/2017	6/30/2021	2/26/2019	 2/26/2020
Lindsey Frilling	10/30/2018	Female	White	Union City Boys and Girls Club (Youth)	Labor	Obion	N/A	N/A	7/1/2017	6/30/2021	3/21/2019	 3/20/2020
Angela Hollingsworth	7/29/2019	Female	White	Weakley County Schools	Adult Education	Weakley	Mark Maddox	Weakley Co Schools	7/29/2019	6/30/2023	7/29/2019	 7/28/2020
Holly Fuqua	6/3/2019	Female	White	University of TN at Martin Reed Center	Higher Education	Weakley	Robert Smith	UT Martin	7/1/2019	6/30/2023	1/31/2020	 1/30/2021
John Bucy	10/30/2018	Male	White	Northwest TN Development District	Economic/Community Dev.	Weakley	Margaret Prater	NWTN WB	7/1/2017	6/30/2021	2/26/2020	 2/25/2021
Kristie Bennett	10/30/2018	Female	White	Tennessee Department of Labor and Workforce Development	Wagner-Peyser	Carroll	Deniece Thomas	Workforce Services	7/1/2017	6/30/2021	3/28/2019	 3/27/2020
David Parrish	10/30/2018	Male	White	Tennessee Department of Human Services, Vocational Rehabilitation	Vocational Rehabilitation	Henry	Cherrell Cambell-Street	TN Dept Human Services	7/1/2019	6/30/2023	3/28/2019	 3/27/2020
Charlie Moore	10/30/2018	Female	White	Crockett County Chamber	Economic/Community Dev.	Crockett	Melissa Cox-Rayner	Crockett Co Chamber of Commerce	7/1/2017	6/30/2021	3/25/2019	 3/24/2020
Cliff Sturdivant	10/30/2018	Male	White	Carroll County Chamber of Commerce	Economic/Community Dev.	Carroll	Kenny McBride	Carroll Co Mayor	7/1/2017	6/30/2021	2/1/2019	 2/1/2020
*Executive Committee Member												

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area**

**Tuesday, February 25, 2020 – 11:30 (lunch) 12:00 Business Meeting**

**Discovery Park of America – 830 Everett Blvd, Union City, TN  
Conference Call 1-877-216-1555 # 845157**

**Minutes**

**Members Present:** Kristie Bennett, Jimmy Williamson, David Parrish, Ben Marks, Ted Piazza, Brad Hurley, Landy Fuqua, Angela Hollingsworth, Rita Alexander, Amy McDonald, John Bucy, Cliff Sturdivant

**Members via Conference call:** Jon Dougherty

**CLEO members present:** Mayor Benny McGuire, Mayor Gary Reasons, Mayor Denny Johnson, Mayor Chris Young

**Committee Members Present:** Ronnie Gunnels, Mark Chandler, Justin Crice, Sherry Fowler

**Staff Members Present:** Lana Burchfiel, Laura Speer, Jennifer Bane, LeAnn Lundberg, Gina Johnson, Ginger Powell

**Other guests present:** Jamie Franklin, Erica Nance, Connie Stewart, Robin Last, Perry McGehee (Amteck), Mason Heathcott (REAP participant), Cori Schroeder (Voc Rehab), Mandy Board (Voc Rehab), Jennifer Eppley (MCHRA)

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the Quarterly Meeting of the Northwest TN Workforce Board.

**Discovery Park of America Presentation:** CEO, Scott Williams, gave a brief introduction of the history of the Discovery Park and told the group that the park receives about 250,000 visitors a year, mostly coming from at least 2.5 hours away. They are also excited about the 2 new hotels which are about to open next to the park.

**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 19, 2019 meeting were presented for review.

- **MOTION:** A motion to approve the November 19, 2019 minutes as presented was made by Brad Hurley and seconded by Mayor Denny Johnson. All were in favor and the motion carried.

**Youth Program Review - REAP Update:** Perry McGehee with Amteck provided a brief update on the status of the last REAP class (Registered Electrical Apprenticeship Preparation) with 6 students still employed, plans for the next class, and stated Amteck's satisfaction with the program. He then introduced REAP participant and Amteck employee, Mason Heathcott, to provide the board feedback on his experience with the program. Mason stated that the Amteck Showcase opened his eyes to a possible career path as an electrician. He decided to attend Shock and Awe Day, and although he wasn't sure at the time, he decided to move forward with the class and is very glad he continued with the program.

**Meeting Reports:**

**American Job Center Committee:** Committee Chair, Rita Alexander, presented the following report from the January 27<sup>th</sup> meeting of the American Job Center (AJC) Committee:

- Erica Nance, One-Stop Operator, shared very detailed reports including VOS Greeter reports showing traffic counts across all offices through December. There have been over 15,000 visits to the American Job Centers since July 1st with over 20,000 services provided. Traffic count by AJC is listed on the Performance Dashboard included with the handouts. Several AJCs are not meeting the traffic counts proposed by Mid-Cumberland, but some goals may need to be adjusted due to several centers moving to part-time rather than full-time centers. The customer and employer survey results were also reviewed and continue to indicate customers and employers are highly satisfied with services.
- The Career Services Report provided an overview of classroom training and work experience enrollments, and an update on the REAP program. There were 82 enrollments so far between the start of the contract in October and December. The Career Service Provider is continuing to track training enrollments compared to annual openings in jobs. Of the 50 training enrollments, 14 were in the healthcare industry, 4 in truck driving, 27 in manufacturing, and 5 were in other industries.

- The Business Services report showed we have had 168 enrolled in On-the-Job Training since July 1<sup>st</sup>. Of those, 106 completed training, 33 still in training, and 29 did not complete, for a 79% completion rate. Over \$259,000 in Incumbent Worker Training grants had been expended by September 30<sup>th</sup> with \$250,000 in additional funds becoming available to be expended by June 30<sup>th</sup>. Staff continue to work with Amteck for the third year of the REAP program with several showcases in April. Shock and Awe Day will be held May 2<sup>nd</sup> and the two-week class will be held in July. Several other potential apprenticeships are in progress and staff hope to replicate the REAP model with other employers. Manufacturing Day events were held at 19 high schools for 1,382 high school students and 262 middle school students. Twenty manufacturers provided tours and seven others offered presentations at assemblies.

Outreach and Opportunities Committee: Committee Chair, Ben Marks, presented the following report from the January 27<sup>th</sup> meeting of the Outreach and Opportunities Committee:

- The committee reviewed two existing programs, Dyersburg State's CNA and Pharmacy Technician programs, due for renewal on the Eligible Training Provider List (ETPL). There have not been any issues with the programs and there continues to be growth in our area for both fields. The Committee recommends continued approval of Dyersburg State's CNA and Pharmacy Technician programs.
  - **MOTION: A motion to renew the CNA and Pharmacy Technician programs at Dyersburg State Community College as presented was made by Ben Marks and seconded by Kristie Bennett. All were in favor and the motion carried.**
- One new program, TCAT Newbern's evening Industrial Maintenance program, was reviewed for addition to the Eligible Training Provider List. There is growth in the field and large demand from area employers. The Committee recommends approval of TCAT Newbern's Industrial Maintenance program for addition to the Eligible Training Provider List.
  - **MOTION: A motion to approve the Industrial Maintenance Program at Tennessee College of Applied Technology at Newbern as presented was made by Ben Marks and seconded by Ted Piazza. All were in favor and the motion carried.**
- The Committee also heard updates on several ongoing special grant programs. To date, 24 new apprentices have been served under the Registered Apprenticeship Grant which provides \$55,000 for our area to serve 89 new apprentices. The Delta Regional Authority's Workforce Grant Program providing staffing funds for the Board's Business Services staff to expand apprenticeships by at least 6 new apprenticeship occupations has two new occupations pending and several other potential apprenticeship occupations being explored.
- Under the State's Rural Initiative Grant for at-risk and distressed counties, the Re-Entry Advanced Manufacturing Program (RAMP) will be expanded into Carroll, Lake, Obion, and Weakley counties. A new Certified Production Technician (CPT) class started in Lake County in January and Carroll County started a female class on February 3<sup>rd</sup>. Obion County's new class will start after the Lake County class completes, and Weakley County will be focusing on placing inmates in On-the-Job Training (OJT) positions instead of in the CPT class. RAMP also continues in Gibson County whose 8<sup>th</sup> class started at the end of January and continues to have good results. Dyer County has not yet started a new class due to waiting on the new female facility. In Henry County, the second class just completed and only one student earned the full CPT credential. Some of struggles for the classes have been the time it takes to complete the class in Dyer and Henry counties – the length of a regular trimester. Due to unexpected releases and behavioral issues, several students aren't able to complete the full class. Staff will continue to monitor performance and provide updates. In Benton County, the Rural Initiative funds will be used to offer a work experience program in partnership with the technical high school. An event will be held at the high school on March 24<sup>th</sup> to connect students interested in the program with potential worksite employers through quick interviews.
- Updates were also provided on our RESEA grant, our partnership with Dyersburg State to coordinate healthcare career fairs or other events to promote the healthcare pathway as part of Dyersburg State's GIVE grant, and on the Bongards Creamery Community Grant. On special populations the committee reviewed the Target Populations report detailing the numbers served for priority populations.
- The committee also heard updates on Youth Services, including an overview of the results of the Federal Youth Monitoring and the expanded REAP program. Of the 10 students who completed the REAP class, 8 of them accepted jobs with Amteck with a starting wage of \$12.50 per hour, and 7 were still working at the time of the committee meeting, but it is now 6 as reported by Amteck staff earlier in the meeting. They completed their first Apprenticeship class in December and received a wage increase on January 1<sup>st</sup>.

**Executive Committee Meeting:** Committee Chair, Ted Piazza, presented the following reports:

- The committee met on December 5, 2019 and approved a change in the operating hours at the Lake County Specialized American Job Center. Effective January 6th, the hours are Monday and Tuesday, 8:00 am to 4:00 pm, and Thursday from 8:00 am to 11:30 am. Additionally, the hours for the access point at the Ridgely Public Library changed from Wednesdays, 1:00 to 5:00 pm, to Thursdays, 1:00 to 4:30 pm. The committee also received an update on the results of the PAR visit. There were no findings and no observations this year. Unlike in previous years, a review of participant files was not included. Additionally, it was announced at the State Board meeting in November that Ernst and Young will return for a second round of reviews sometime this spring.
- The Executive Committee also met on February 5th and approved the certification of the American Job Centers in Carroll, Henry, and Weakley Counties. Carroll County remains a full-time Comprehensive Center while Henry and Weakley are now part-time specialized centers open Monday through Thursday, 8:00 am to 4:30 pm. Staff will be establishing access points in the communities for Title I staff to visit on Fridays. Additionally, the committee heard reports on facilities and technology, quarterly complaint logs, monitoring, and estimated performance results. We have since received the final performance numbers for the 2nd quarter of the program year from the State. All performance goals are being met as shown on the attached dashboard. Results for the State as a whole and each grand division are also included in the handouts.
  - The financial status report as of December showed the minimum participant cost rate (MPCR) was 44.16 %, which is 4.16% higher than the required 40% minimum. Out-of-School Youth expenditures exceeded the required 75% at over 95%, and Work Experience expenditures exceeded the required 20% at over 43%. We also received a budget update for the current program year. Expenditures decreased between October and December, making year-to-date expenditures on track for the program year. We have expended 50% of our participant budget and 51% of our operating budget for the program year. We have expended 30% of our RESEA budget which began in October 2019 and is effective through September 2020. The Title I share of the IFA costs increased slightly due to January IFA changes. It is not yet reflected in the budget, but a savings of at least \$18,000 is expected by June due to a position being eliminated from the Board staff. Additionally, we received an additional \$331,575 in participant funds to support new enrollments through June 30th and \$250,000 for Incumbent Worker Training, also to be spent by June 30th. Additional funds may be requested since both grants are expected to be fully obligated soon.
  - The committee also reviewed the NW Proposed Targets for the State's Key Performance Indicators (KPIs) which are included in the handouts. The goals were finalized at the State Workforce Board meeting on February 21st. The Adult and Dislocated Worker New Enrollment goal for 2020 is 380 and Youth is 107. Without additional funding, our budget will not support 380 new Adult and Dislocated Worker enrollments, but State staff has encouraged staff to request additional funding if necessary, to reach the new, increased targets. Although the revised budget indicates an anticipated balance when the program year ends on June 30, 2020, because only a small portion of our allocations are received during the first quarter, funding will be very tight for Adults and Dislocated Worker during July through September. No participant funding is currently available for the quarter but staff will be making a request for additional funds soon.
  - The results of the Federal Youth Monitoring were also reviewed. A copy of the monitoring report including the State's responses is included in the handouts. In total there were 15 findings, 10 of which applied to the NW area, six concerns, and one promising practice. Staff will be working on updating the current MOU to include additional details about the Youth program services and will be developing a separate MOU for providers of the Youth program elements. Staff will also review policies and processes to ensure they meet the requirements of the results of the monitoring.

**State Workforce Board Meeting (February 21<sup>st</sup>):** Jennifer Bane presented the following report from the February 21, 2020 State Workforce Board Meeting:

- The Chairman of the State Board reviewed the vision set by the board during their recent strategy meeting. The Board will focus on building efficiency, eliminating barriers, aligning training with the needs of TN employers, creating dashboards to measure relevant data, and making the system user-friendly to customers. Several state agencies are participating in a steering committee to align the vision across departments.
- Three policies were approved by the board:
  - The Title I Formula Allocation Policy is a new policy. The policy mainly outlines the allocation methods that are outlined in the WIOA legislation, but it also outlines a process for allocation base weight adjustments for

discretionary funds, including a percentage increase for plant closures and declining industries for Dislocated Worker funds. The state staff will make recommendations to the State Board regarding allocation factor weights when state allocations are received from the U.S. Department of Labor, but the policy also allows the Assistant Commissioner, with the Commissioner's approval, to adjust the weights in response to an emergency event such as unexpected large layoff or closure. The policy also includes a new 30% discretionary allocation for Adult and Youth funds that would also be approved by the State Board before being used.

- The Local Governance Policy changes include (1) how local boards submit quarterly board meeting minutes, which must now include a roster of board members, and how membership will be reported quarterly; and (2) that bylaws must include a list of sub-committees, including descriptions and composition for each. The requirement that fiscal agents must be competitively procured was removed from the policy. Our bylaws will be updated to reflect the changes made.
- The Interlocal & Partnership Agreements Policy changes include: (1) all local board policies must reflect the signature of the LWDB Chair, not the Executive Director; (2) clarified that while other individuals may nominate board members, the CLEO is still the final signatory; and (3) solicitation for a nomination of a local board member from each county is now required. The term limits included in the original draft of the policy were removed. Our agreements will be updated to reflect the changes made.
- Across the State, five of the nine areas have a MPCR greater than 50%, three areas are meeting the required 40%, and one area is below 40%.

#### **Other Business & Updates:**

State, Local, and Regional Planning: The state plan will be submitted by March 2<sup>nd</sup> and is expected to be approved by early June. Local and Regional planning guidance should be received mid-March and plans will be due by mid-July after being posted for public comment by mid-June. Plan presentations will be made at the August State Board meeting.

- Regional Planning Council Update: The Business Services sub-committee coordinated a West TN Apprenticeship Forum that will be held February 26<sup>th</sup> at 1:00 pm at the AJC in Jackson. At the next Regional Planning Council meeting on April 16<sup>th</sup>, there will be a presentation from Tyson in Humboldt.

Other Updates: James Roberson will be leading a new transformation initiative and continuing to work with Ernst & Young (EY), the consultants tasked with analyzing the workforce system. They are currently in the process of conducting secret shopper visits and interviews with AJC staff. Their goal is to map out the customer experience across the state to determine if services are uniform across the state. They are also analyzing the different organizational structures across local areas and looking at ways to improve processes. A review of our OSO's and CSP's performance was also submitted. New Infrastructure Funding Agreement (IFA) guidance is expected by mid-April and revised agreements will be due by June 1<sup>st</sup>.

#### **Future Meeting Dates & Upcoming Events:**

- TN Workforce Leaders Summit, March 23<sup>rd</sup> at the Renaissance Nashville Hotel
  - Governor Lee, his Commissioners, and Federal partners will be participating.
  - ALL Mayors and Board Chairs are strongly encouraged to attend.
- 2020 Board Meeting Dates: May 19<sup>th</sup> (Martin), August 25<sup>th</sup> (Trenton), November 17<sup>th</sup> (Martin)
- Jimmy Williamson expressed appreciation to Northwest Workforce Board staff for a job well done and the meeting was adjourned.

Respectfully submitted,

Lana Burchfiel  
Public Information Specialist

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area**

**Tuesday, February 25, 2020 – 11:30 (lunch) 12:00 Business Meeting**

**Discovery Park of America – 830 Everett Blvd, Union City, TN  
Conference Call 1-877-216-1555 # 845157**

**Agenda**

**11:45 am: Discovery Park of America Presentation**

**Welcome**

Mayor Gary Reasons, CLEO

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

Jimmy Williamson  
Chair, NWTNWB

**Approval of Minutes of November 19, 2019 Meeting**

**Youth Program Review: REAP Update**

Jon Dougherty & Perry McGehee, Amteck &  
REAP Participants

**Meeting Reports**

American Job Center Committee Meeting (January 27<sup>th</sup>)

Rita Alexander, Chair

Outreach and Opportunities Committee Meeting (January 27<sup>th</sup>)

Ben Marks, Chair

- Eligible Training Provider List – New Program **(Vote Required)**
- Eligible Training Provider List – Renewal **(Vote Required)**

Executive Committee Meeting (December 5<sup>th</sup> & February 5<sup>th</sup>)

Ted Piazza, Chair

State Workforce Board Meeting (February 21<sup>st</sup>)

Jennifer Bane, Executive Director

**Other Business & Updates**

Jennifer Bane

- State, Local, and Regional Planning
  - Regional Planning Council Update

**Future Meeting Dates & Upcoming Events**

- West TN Apprenticeship Forum, February 26<sup>th</sup> at 1:00 pm, AJC-Jackson, 1124 Whitehall St.
- TN Workforce Leaders Summit, March 23<sup>rd</sup> at the Renaissance Nashville Hotel
- 2020 Board Meeting Dates:
  - May 19<sup>th</sup> (Martin)
  - August 25<sup>th</sup> (Trenton)
  - November 17<sup>th</sup> (Martin)

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials for  
Northwest TN Workforce Development Area**

**Tuesday, November 19, 2019**

**Northwest TN Development District – 124 Weldon Drive, Martin, TN  
Conference Call 1-877-216-1555 # 845157**

**Members Present:** Kristie Bennett, Jimmy Williamson, David Parrish, Ben Marks, Randy Shannon, Ted Piazza, Brad Hurley, Landy Fuqua, Angela Hollingsworth, John Penn Ridgeway

**Members via Conference call:** Rita Alexander, Eddie White

**CLEO members present:** Mayor Brent Greer, Mayor Benny McGuire, Mayor Gary Reasons, Mayor Joseph Butler, Mayor Jake Bynum, Mayor Denny Johnson

**Committee Members Present:** Ronnie Gunnels, Blake Swaggart, Mark Chandler, Justin Crice, Jana Hellums, Sherry Fowler

**Staff Members Present:** Lana Burchfiel, Laura Speer, Jennifer Bane, LeAnn Lundberg, Gina Johnson, Ginger Powell

**Other guests present:** Jamie Franklin, Erica Nance, Connie Stewart, Steve Playl, Logan LaFevers

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the Quarterly Meeting of the Northwest TN Workforce Board.

**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 of August 27, 2019 Meeting:** The minutes of the August 27, 2019 meeting were presented for review.

- **MOTION:** A motion to approve the August 27, 2019 minutes as presented was made by Brad Hurley and seconded by Ted Piazza. All were in favor and the motion carried.

**Eligible Training Provider List – UT Martin Corrections:** Jimmy Williamson stated that the costs for the programs listed in the attachment were previously only listing the cost per year instead of the entire program cost as it should be. Since the costs increased more than 25%, they have to re-approved by the board.

- **MOTION:** A motion to approve the corrections to the cost of the UT Martin programs as presented was made by Ted Piazza and seconded by Brad Hurley. All were in favor and the motion carried.

**Meeting Reports**

**American Job Center Committee:** John Penn Ridgeway presented the following report from the October 28, 2019 meeting of the American Job Center (AJC) Committee:

- 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 through June. Over 800 services were provided to 201 employers during the July through September quarter, and there were over 8,000 visits to the American Job Centers since July 1<sup>st</sup> with nearly 11,000 services provided. Mid-Cumberland Human Resource Agency became the One-Stop Operator contractor in September and is striving to increase AJC traffic count by 20%. New goals are listed on the Performance Dashboard included with the handouts.
- The Career Services Report provided an overview of classroom training and work experience enrollments, and the Re-Entry Advanced Manufacturing Program (RAMP) and REAP programs. Our Fall enrollments from July through September were down from last year, specifically in August. This was partially due to the loss of Lauderdale and Tipton Counties, and large RAMP

enrollments occurring in August last year. This year the Career Service Provider will also start tracking training enrollments compared to annual openings in jobs.

- The Business Services report showed we have had 119 enrolled in On-the-Job Training since July 1<sup>st</sup> with a 73% completion rate so far. Over \$238,000 in Incumbent Worker Training grants had been expended by September 30th with a few additional invoices being processed this quarter to fully expend all of the Consolidated Business Grant funds. Staff also continue to coordinate job fairs, provide labor market information, and provide presentations.
- The committee also discussed recent and upcoming re-designations of some American Job Centers, including Lake County, Crockett, and Benton Counties which have all been re-designated as part-time Specialized Centers. The committee also reviewed the percentage of customers served by each center compared to the county's percentage of the total area's population, and traffic count by day of the week. Weakley and Henry are the next two lowest, and are in the process of moving to 4 days-a-week centers, which will be effective in February if approved. Staff will remain full-time but will be out of the AJC one day per week for community outreach.
- The committee also discussed current workshop offerings and welcomes suggestions for potential updates to the current offerings of job search assistance, interviewing, financial literacy, and starting a small business.

Outreach and Opportunities Committee Meeting: Ben Marks presented the following report from the October 28, 2019 meeting of the Outreach and Opportunities Committee:

- The committee reviewed two new programs for addition to the Eligible Training Provider List. The first program was the Certified Production Technician, or CPT, program at TCAT Newbern, which will be offered at the Obion and Lake County Jails as part of the Re-Entry Advanced Manufacturing Program, or RAMP, utilizing the new Rural Initiative funding. The Committee recommended approval of TCAT Newbern's CPT program for addition to the Eligible Training Provider List, and it was approved by the Executive Committee on October 30th, anticipating classes would begin before this board meeting.
- The second new program reviewed was the Healthcare Technician program at Dyersburg State Community College. There is growth in this field, and the program is being implemented due to requests from area employers. The Committee recommended approval of Dyersburg State's Healthcare Technician program for addition to the Eligible Training Provider List.
  - **MOTION: A motion to approve the Healthcare Technician program at Dyersburg State Community College as presented was made by Ben Marks and seconded by Ted Piazza. All were in favor and the motion carried.**
- Dyersburg State's Paramedic to RN program is currently on the Eligible Training Provider List but is due for renewal. There have not been any issues with the program and there continues to be growth in our area for RNs. The Committee recommended continued approval of Dyersburg State's Paramedic to RN program.
  - **MOTION: A motion to approve the renewal of the Paramedic to RN program at Dyersburg State Community College as presented was made by Ben Marks and seconded by Kristie Bennett. All were in favor and the motion carried.**
- The Committee also heard updates on several ongoing special grant programs and a few new initiatives including the State's Rural Initiative Grant for at-risk and distressed counties, their Registered Apprenticeship Grant, and the Delta Regional Authority's Workforce Grant Program. Our area will also be receiving additional RESEA funds, about \$267,000 this year, to provide RESEA services in all Affiliate and Specialized Centers.
- The committee also reviewed the Target Populations report detailing the numbers served for priority populations, which showed an increase in the number of offenders served for the first quarter of this year program over last year.
- The committee also heard updates on Youth Services, including the expanded Registered Electrical Apprenticeship Preparation (REAP) pilot, an update on the results of the Federal Youth Monitoring, and the Perkins Career & Technical Education (CTE) strategic planning currently underway.



- Services for offenders through the Re-entry Advanced Manufacturing Program (RAMP)'s Certified Production Technician (CPT) courses are currently being offered in Gibson and Henry County jails, and are expected to resume in Dyer County after the first of the year in the new women's facility. The Rural Initiative funding will be utilized to expand the program into Carroll, Lake, Obion, and Weakley Counties, with Weakley County focusing on the work-release component. Staff are also partnering with the Day Reporting Center in Jackson, which serves all of West TN except for Shelby County, to assist their staff person with making connections with our employers regarding placing their participants in employment
- The committee also received information about Dyersburg State Community College's (DSCC's) new Winter Term and some classes that will also be offered as half-term classes during regular Spring and Fall terms. DSCC will also be promoting several of their programs that can be finished in one year or less, including CPT, and implementing a new Mechatronics program in Fall 2020 to meet industry needs, including Tyson in Gibson County.

Executive Committee: Ted Piazza presented the following report from the October 30, 2019 meeting of the Executive Committee:

- The Committee heard reports on Facilities and Technology, Quarterly Complaint Logs, and Monitoring, including updates to the Monitoring Policy. Additionally, the committee approved the re-designation of the American Job Centers in Henry and Weakley Counties as part-time specialized centers, effective in February upon completion of the certification process.
- Performance and Budget information reviewed included final performance numbers for the program year that ended 6/30/19, and there were no changes from the preliminary information received and presented at the annual meeting. Estimated performance attainment is listed on the Performance Dashboard included in the handouts. The financial status report as of September 30th, showed the minimum participant cost rate (MPCR) was 33%, which is below the required 40% minimum. Once all invoices were factored in, the MPCR would have been approximately 46%. Out-of-School Youth expenditures exceed the required 75% at almost 96%, and Work Experience expenditures exceeded the required 20% at over 43%.
- We also received a budget update for the current program year. Since the budget was developed, we received a small amount of additional program year 18 funds, and program year 19 funds were recalculated, slightly increasing our allocations, particularly in the Adult funding stream. We also received notice that our approved Rural Initiative Funding will add approximately \$132,000 to the budget this program year, and \$329,000 in total. An additional \$130,000 in Adult participant funds requested for the fall term was also approved. Overall the budget is up nearly \$394,000. Title I costs have decreased by about \$211,000 due to reducing the One-Stop Operator and Career Service Provider contracts and infrastructure costs. Several Title I staff have been re-designated as RESEA staff and decreased the Title I share. Board / Fiscal Agent expenses have not been reduced other than the savings from moving the administrative office. Additional grant funds were sought through the Delta Regional Authority's Workforce Grant program to offset costs, and were received, covering the reductions needed. Although the revised budget indicates an anticipated balance of over \$176,000 when the program year ends on June 30, 2020, because only a small portion of our allocations are received during the first quarter, funding will be very tight for Adults and Dislocated Workers during July through September of next year. Right now, we anticipate having enough funds to cover operational costs, but there would only be about \$58,000 to serve Adult and Dislocated Worker participants if additional funding is not received.

State Workforce Board Meeting: Jennifer Bane presented the following report from the November 8, 2019 State Workforce Development Board meeting:

- Fiscal Update: Two handouts are included of presentations made at the State Workforce Board meeting. The first handout shows the breakdown of state expenditures by program and Title I participant expenditures by category for the program year ending June 30, 2019. As a state, 51.2% of Title I expenditures were spent on participant costs during the program year, up from 47.9% the prior year. Total state enrollments were up about 4,000 from the prior year for nearly 39,000 total, while the average cost per participant across the state was down slightly from \$1,314

to \$1,234 per person. A comparison of each local area shows each area's results for required fiscal measures including minimum participant cost rate (MPCR), Out-of-School (OSY) expenditures, Youth Work Experience (WE) expenditures, and obligation rate. Our area and the state overall exceeded each of the measures except the obligation rate. We obligated 98.2% of the 80% required, or 78.6%, but the requirement was waived last year due to realignment. It will not be waived again this year.

The second handout details MPCR, reporting, and reconciliation results for the first quarter of the current program year, or July through September. As a state there were 82 inaccurate reports and 3 untimely submissions. We had no late reports and only one inaccurate report in July due to an error on a signature on an attachment for one report. Only 5 of the 9 areas are considered reconciled between the fiscal reporting system, Grants4TN, and the participant system, Jobs4TN or VOS. Our area is not showing as reconciled, but we believe this is an error in the way the Jobs4TN reports are run. Our fiscal staff reconcile participant payments in Jobs4TN each month before reporting them in Grants4TN, so we believe we should be reconciled. We requested and received data from the state and it appears our Jobs4TN data does not match our Grants4TN data due to how they sorted the Jobs4TN payment data, excluding vouchers created before July 1<sup>st</sup> of this year. As mentioned in the Executive Committee report, our MPCR was below the required 40% due to fall training invoices mostly being received in October. The State staff acknowledged this during the meeting and stated they were not concerned with our area meeting the requirement.

- **New Enrollment Targets:** As mentioned during the last meeting, the State's goal is to be number 1 for workforce development in the Southeast, and eventually the nation. One metric being used to achieve this goal is to have the largest number served through workforce development in the Southeast. After the initial soft targets were proposed, state staff revisited and have proposed revised state goals which were then divided across each grand division. Each division will then decide among themselves the percentage of the goal that each local area will be responsible for across several programs. Page 9 of the new enrollment targets attachment sent by email is printed with the handouts and details the West TN goals for 2020 in the Target columns. The Forecasted Target indicates the estimated goals for the next year. West TN will be responsible for 1,881 new Adult and Dislocated Worker enrollments, 857 for Youth, 9,410 for Wagner Peyser, and 315 for SNAP. We also have goals for target populations including 100 new enrollments of veterans, 39 migrant and seasonal farmworkers, and 707 for re-entry. We will also be responsible for co-enrolling 170 RESEA participants and 35% of Trade Adjustment Assistance, or TAA, participants. Adult Education, Vocational Rehabilitation, and Families First or TANF have not been assigned goals yet. These are soft targets and there will not be repercussions at this time for failing to meet the targets.
- **Policy Changes:** The State board approved updated versions of several policies that had expired including the Property Management, Re-allotment of Program Formula Funds, MPCR, and Youth Eligibility policy. In the future, there will be a 15-day period to allow for public comment on policy changes through the state board website. There were only minor changes to the Property Management and Re-allotment policies to reflect current practices. The 50% MPCR requirement for each region was removed from the MPCR policy, but it is still an encouraged rate and will be re-visited in the future. The Youth Eligibility policy was updated to include a revised definition for needs additional assistance. Previously it stated that local areas could expand the definition, but as a result of the Federal Youth monitoring, they were instructed to remove it because it conflicted with the state plan. The state plan will be revised to allow it again and then the policy will be updated again. Our local policy did not add to the definition, but there was one typo under item c for Out-of-School Youth as indicated in red on the handout. Additionally, the ages listed under item E should have read 16 to 24 instead. Staff recommend these changes be made to the policy.
  - **MOTION:** A motion to approve Youth Eligibility Policy Changes as presented was made by Ted Piazza and seconded by Ben Marks. All were in favor and the motion carried.

**Other Business & Updates:**

- Performance & Partner Dashboards: Jennifer Bane reviewed the two dashboards included in the handouts. The Partner Dashboard that staff have been developing quarterly details the service levels of each of the core partners. There was an error in the number of American Job Center visits on the version sent by email, but has been corrected on the printed copies provided. The Performance Dashboard is a new tool to track all of our required fiscal and performance measures, as well as contract performance measures for the One-Stop Operator and Career Service Provider. Local goals for Business Services and Social Media outreach are also included. It will be updated quarterly and new initiatives will be added including the new rural funding, the Delta Regional Authority apprenticeship grant, and the state's apprenticeship grant. We were at 97% so we are considered passing.
- Regional Planning Council Update: The regional planning council met on November 5<sup>th</sup> in Jackson and has formed sub-committees for Jobseeker Services, Business Services (Mark Chandler is heading), and Career Pathways (Justin Crice is heading) that meet in between quarterly council meetings. The Business Services committee, headed by the Southwest area, is focusing on apprenticeships, and the Pathways committee, headed by Northwest, is working on arranging industry panel presentations for K12 and postsecondary education representatives. There will be one in each local area for our target sectors. Northwest is coordinating an industry panel for Manufacturing, Southwest for Healthcare, and Greater Memphis for Transportation and Logistics. Greater Memphis will be coordinating the Jobseeker committee which is still being formed. Mark Chandler said that his group is meeting tomorrow to learn more about the state's role with apprenticeships at 1:00 pm in Jackson.

**Strengthening Career and Technical Education (CTE) in Tennessee | Draft Plan:** Steve Playl, Senior Director of College and Career Experiences, presented an explanation of "CTE," Skills-based, technical education draft plan. The vision for strengthening CTE in Tennessee includes expanding opportunities with pathways starting in K12. If successful, more students will have equitable access to a CTE program. Only about 50% have this access in the early ages, and they'd like to get to 75% by 2024. The goal is to get early and middle grades exposed to career exploration.

**Future Meeting Dates & Upcoming Events:** The below dates were presented to the board:

- 2020 Board Meeting Dates: February 25 (Trenton), May 19 (Martin), August 25 (Trenton), and November 17 (Martin).
- Data Validation & Training for West TN: The state issued new dates and it will now be held the week of January 13<sup>th</sup> in Nashville. This has been held annually in the past but has not been done the last few years. Each local area will send representatives who will be responsible for reviewing participant files from another area to verify required documents are present and validate information keyed into Jobs4Tn.
- Updated State Plan due March 2, 2020.
- Local & Regional Planning – Spring 2020.

Respectfully submitted,

Lana Burchfiel  
Public Information Specialist

<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>
General Information	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>

## Education Program Information

**Provider:**

**Tennessee College of Applied Technolog-Newbern (Main Campus)      Program: Industrial Maintenance-Evening**

**Program ID: 1007249**

**CIP Code:**

## 470303 - Industrial Mechanics and Maintenance Technology.

## General Information

**\*Status:** ☒ Active ☐ Inactive

**Purpose for adding program:**

- ☒ Submit for ETPL Approval and accept participants
- ☐ Accept participants without submitting for ETPL Approval
- ☐ To be determined or display to the public only

**\* Education Program Type:** PS - Approved Provider Training - ITA

**Associated Service Code(s) for the Education Program Type (Informational):**

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)

**\* CIP Code:**

470303 - Industrial Mechanics and Maintenance Technology.

[ Search for CIP Code ]

**\* Education Program Name:**

## Industrial Maintenance-Evening

### Education Program Description:

A program that prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as cranes pumps engines and motors pneumatic tools conveyor systems production machinery marine deck machinery

**\* This program of study or training services has the following potential outcome(s) (please select all that apply):**

- |                                                                                               |                                                                                      |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> An industry-recognized certificate or certification       | <input type="checkbox"/> A community college certificate of completion               |
| <input type="checkbox"/> A certificate of completion of an apprenticeship                     | <input type="checkbox"/> A secondary school diploma or its equivalent                |
| <input type="checkbox"/> A license recognized by the State involved or the Federal Government | <input checked="" type="checkbox"/> Employment                                       |
| <input type="checkbox"/> An associate degree                                                  | <input checked="" type="checkbox"/> A measurable skills gain leading to a credential |
| <input type="checkbox"/> A baccalaureate degree                                               | <input checked="" type="checkbox"/> A measurable skills gain leading to employment   |

**\* This program leads to a credential or degree** ☒ Yes ☐ No

**Name of Associated Credential:**

Industrial Maintenance Diploma

**Completion Level:**

Postsec. Awards/Cert./Diplomas; 1-2 yrs. ▼

**\* Attain Credential:**

Other ▼

**\* Other, Specify:**

Diploma

**\* Certification / License Title:**

OSHA

**Certification / License Type:**

National Certification or License ▼

**Green Job Training:**

☐ Yes ☒ No

**What is a green job?**

**Is this education program in a partnership with business?**

☐ Yes ☒ No

**Please describe the partnership or plans to develop partnership in 800 characters or less (supporting documentation may be required):**

**LWDB Submitted:**

None Selected ▼

**[Exit Wizard](#)**

<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>
<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>

## Education Program Information

**Provider:**

**Tennessee College of Applied Technolog-Newbern (Main Campus)**      **Program: Industrial Maintenance-Evening**

**Program ID: 1007249**

**CIP Code:**

**470303 - Industrial Mechanics and Maintenance Technology.**

## Additional Details

**Financial Aid Available:**

- ☒ Pell Grant      ☐ Institutional Scholarship  
☐ Federal Loan      ☐ Other

**URL of Training Program  
(Example: http://site.com):**

<https://tcatnewbern.edu/programs/industrial-mainte>

**\* Program Prerequisites:**

None ▼

**\* Date Edu. Program First Offered:**

05/01/2014  Today

**\* Please provide a reasonable explanation  
regarding why this is a new program:**

The evening program is offered for those individuals choosing to work during the day and attend school in the evening.

**Minimum Class Size:**

10

**Maximum Class Size:**

25

**Number Of Instructors:**

1

**Describe the qualifications of all  
instructors in 800 characters or less:**

**Describe the minimum entry level  
requirements or prerequisites in 800  
characters or less:**

**Drug/Alcohol Screening Required:**

☐ Yes ☒ No

**Accessibility:**

- ☒ On-Site Parking ☐ Sign Language  
☐ Public Transportation ☐ Other Languages  
☐ Disabled Student Access ☐ Other

**Describe any equipment used in this program and its adequacy and availability in 800 characters or less:**

**Grievance Procedure (1000 characters max.):**

**Grievance Procedure URL (Example: http://site.com):**

**Refund Policy (800 characters max.):**

**Refund Policy URL (Example: http://site.com):**

**State Use 1:**

**State Use 2:**

**State Use 3:**

**State Use 4:**

**State Use 5:**

**Exit Wizard**

General  
InformationApprenticeshipAdditional  
DetailsOccupationsOccupational  
SkillsCompletion  
ExpectationsSchedulingDurationLocationsExternal  
ApprovalsCost  
DetailsPerformanceConfirmationReview

## Education Program Information

**Provider:****Tennessee College of Applied Technolog-Newbern (Main Campus)****Program: Industrial Maintenance-Evening****Program ID: 1007249****CIP Code:****470303 - Industrial Mechanics and Maintenance Technology.**

## Cost Details

**Note: \$0.00 is permitted for cost fields in the Education and Training Programs cost details screen.**

Cost Structure(s)	Amount	Action
<b>Total CRS Training Costs</b>	<b>\$10,914.54</b>	Edit   Delete
Tuition/Fee	\$8,366.00	
Books	\$1,314.70	
Tools	\$1,233.84	
Other Costs	\$0.00	
Comments		
<b>Total Amount of Cost Structures</b>	<b>\$10,914.54</b>	

**[ [Add Cost Structure](#) ]****[No additional Cost Structures are currently available.](#)**

Line Item(s)	Amount	Action
No records found		

**[ [Add Line Item](#) ]****Total Amount : \$10,914.54****Exit Wizard**



<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>
<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>

## Education Program Information

**Provider:**

**Tennessee College of Applied Technolog-Newbern (Main Campus)**      **Program: Industrial Maintenance-Evening**

**Program ID: 1007249**

**CIP Code:**

**470303 - Industrial Mechanics and Maintenance Technology.**

## Completion Expectations

**Number of Credits:**  Credits

**Credit Earned Duration:** ☒ Semester ☐ Quarter

**Projected Hourly Wage After Program Completion:**  \$ 18.00

**Exit Wizard**

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<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>
<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	Scheduling

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**Program ID: 1007249**

**CIP Code:**

**470303 - Industrial Mechanics and Maintenance Technology.**

## Scheduling

## Course Times

\* **Class Time:**  Hours  
**Lab Time:**  Hours  
**Other Time:**  Hours  
**Class Frequency:**  ▼

## Reporting Information

\* **Reporting Program Length - Clock/Contact Hours:**  Hours  
\* **Reporting Program Length - Full-time Weeks:**  Weeks  
\* **Reporting Program Format:**  ▼

**Exit Wizard**

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<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>
<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>

Education Program Information

**Provider:**  
**Tennessee College of Applied Technolog-Newbern (Main Campus)**

**Program:** **Industrial Maintenance-Evening**

**Program ID:** **1007249**

**CIP Code:**  
**470303 - Industrial Mechanics and Maintenance Technology.**

Duration

Duration Title	Primary Duration	Duration	Schedule Intensity	Weekly Schedule	Classes Offered	Action
Evening	Yes	8 Semesters/Terms	Part-Time	Monday-Thursday	Night	Edit   Delete

[ [Add Duration](#) ]

Exit Wizard

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General InformationApprenticeshipAdditional DetailsOccupationsOccupational SkillsCompletion ExpectationsSchedulingDurationLocationsExternal ApprovalsCost DetailsPerformanceConfirmationReview

## Education Program Information

**Provider:**

**Tennessee College of Applied Technolog-Newbern (Main Campus)**      **Program: Industrial Maintenance-Evening**

**Program ID: 1007249**

**CIP Code:**

**470303 - Industrial Mechanics and Maintenance Technology.**

## Locations

The selection of at least one location is required.

<b>Location Name</b>	<b>Address</b>	<b>Billing Address</b>	<b>Select</b> <input type="checkbox"/>
TCAT Newbern (Transportation Campus)	2010 Brewer Road Dyersburg, TN 38024	2010 Brewer Road Dyersburg, TN 38024	<input type="checkbox"/>
TCAT-Newbern (Bells Campus)	6514 Highway 412 Bells, TN 38006	6514 Highway 412 Bells, TN 38006	<input type="checkbox"/>
TCAT-Newbern (Dyersburg High School Campus)	125 US-51 Dyersburg, TN 38024	125 US-51 Dyersburg, TN 38024	<input type="checkbox"/>
TCAT-Newbern (Union City Campus)	204 North 2nd Street Union City, TN 38261	204 North 2nd Street Union City, TN 38261	<input type="checkbox"/>
Tennessee College of Applied Technolog-Newbern (Main Campus)	340 Washington Street Newbern, TN 38059	340 Washington Street Newbern, TN 38059	<input checked="" type="checkbox"/>

**Exit Wizard**

<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>
<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>

Education Program Information

**Provider:**  
**Tennessee College of Applied Technolog-Newbern (Main Campus)**

**Program ID: 1007249**

**Program: Industrial Maintenance-Evening**

**CIP Code:**  
**470303 - Industrial Mechanics and Maintenance Technology.**

External Approvals

**State Approving Agency:**

**State Approving Agency Status:**

**Is this program listed on another state's ETPL?**

Tennessee Board of Regents

Approved

☒ Yes ☐ No

**Exit Wizard**

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<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	<u>Performance</u>	<u>Confirmation</u>	<u>Review</u>
<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>

## Education Program Information

**Provider:**






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## Related and Selected Occupations

Code	Occupation Title	Provider's Alternate Occupation Title	CIP Code Related	Select <input type="checkbox"/>
47402100	Elevator Installers and Repairers		<input checked="" type="checkbox"/>	<input type="checkbox"/>
49904100	Industrial Machinery Mechanics   		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
49904300	Maintenance Workers, Machinery		<input checked="" type="checkbox"/>	<input type="checkbox"/>
49904400	Millwrights 		<input checked="" type="checkbox"/>	<input type="checkbox"/>
49904500	Refractory Materials Repairers, Except Brickmasons		<input checked="" type="checkbox"/>	<input type="checkbox"/>
49908100	Wind Turbine Service Technicians 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

 **BRIGHT OUTLOOK NATIONALLY** |  **BRIGHT OUTLOOK LOCALLY** |  **GREEN OCCUPATIONS**

[ Select Occupation From ONET Table ]

If any selected occupation is not noted as in local bright outlook above, provide evidence that it is in demand.

**Exit Wizard**

<u>General Information</u>	<u>Apprenticeship</u>	<u>Additional Details</u>	<u>Occupations</u>	<u>Occupational Skills</u>	<u>Completion Expectations</u>	<u>Scheduling</u>
<u>Duration</u>	<u>Locations</u>	<u>External Approvals</u>	<u>Cost Details</u>	Performance	<u>Confirmation</u>	<u>Review</u>

## Education Program Information

**Provider:**

**Tennessee College of Applied Technolog-Newbern (Main Campus)**      **Program: Industrial Maintenance-Evening**

**Program ID: 1007249**

**CIP Code:**

**470303 - Industrial Mechanics and Maintenance Technology.**

## Performance Year

Select a Performance Year to view the associated performance data. Click Edit Data to modify performance data. Click Add Performance Year to enter new performance data.

Performance Year:

## WIOA Performance Summary

Population	Completion Rate	Credential Rate	Employment Rate Q2 After Exit	Employment Rate Q4 After Exit	Employment Rate Related Occupation	Median Earnings
WIOA	N/A	N/A	N/A	N/A	N/A	\$0
Overall	57.9%	57.9%	0.0%	0.0%	52.6%	\$20,000

## Overall Values

Participants:	<input type="text" value="30"/>
Exiters:	<input type="text" value="19"/>
Completers:	<input type="text" value="11"/>
Completers in a Related Occupation:	<input type="text" value="10"/>
Average Earnings at Q2:	<input type="text" value="\$19,240.00"/>
Average Earnings at Q4:	<input type="text" value="\$38,480.00"/>
Exiters with Unsubsidized Employment at Q2:	<input type="text" value="0"/>
Exiters with Unsubsidized Employment at Q4:	<input type="text" value="0"/>
Median Earnings for Employed Completers at Q2:	<input type="text" value="\$20,000.00"/>
Obtained Credential:	<input type="text" value="11"/>

## WIOA Values

Participants:	<input type="text" value="0"/>
Exiters:	<input type="text" value="0"/>
Completers:	<input type="text" value="0"/>
Completers in a Related Occupation:	<input type="text" value="0"/>
Exiters with Unsubsidized Employment at Q2:	<input type="text" value="0"/>

Exiters with Unsubsidized Employment at Q4:	<input type="text" value="0"/>
Median Earnings for Employed WIOA Completers at Q2:	<input type="text" value="\$ 0.00"/>
Obtained Credential:	<input type="text" value="0"/>

Common Fields

Method:	<div></div>
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**Exit Wizard**

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# Legacy Occupation Snapshot

Emsi Q4 2019 Data Set

January 2020

Northwest Tennessee Workforce Board



# Parameters

## Occupations

Code	Description
49-9041	Industrial Machinery Mechanics

## Regions

Code	Description	Code	Description
47005	Benton County, TN	47079	Henry County, TN
47017	Carroll County, TN	47095	Lake County, TN
47033	Crockett County, TN	47131	Obion County, TN
47045	Dyer County, TN	47183	Weakley County, TN
47053	Gibson County, TN		

## Timeframe

2020 - 2025

## Datarun

2019.4 – QCEW Employees, Non-QCEW Employees, and Self-Employed

# Industrial Machinery Mechanics in Northwest TN

## Industrial Machinery Mechanics (SOC 49-9041):

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. Excludes 'Millwrights' (49-9044), 'Mobile Heavy Equipment Mechanics, Except Engines' (49-3042), and 'Maintenance Workers, Machinery' (49-9043).

## Sample of Reported Job Titles:

Maintenance Mechanic  
Industrial Mechanic  
Overhauler  
Machine Adjuster  
Loom Fixer  
Loom Technician  
Industrial Maintenance Mechanic  
Fixer  
Mechanic  
Master Mechanic

## Related O\*NET Occupation:

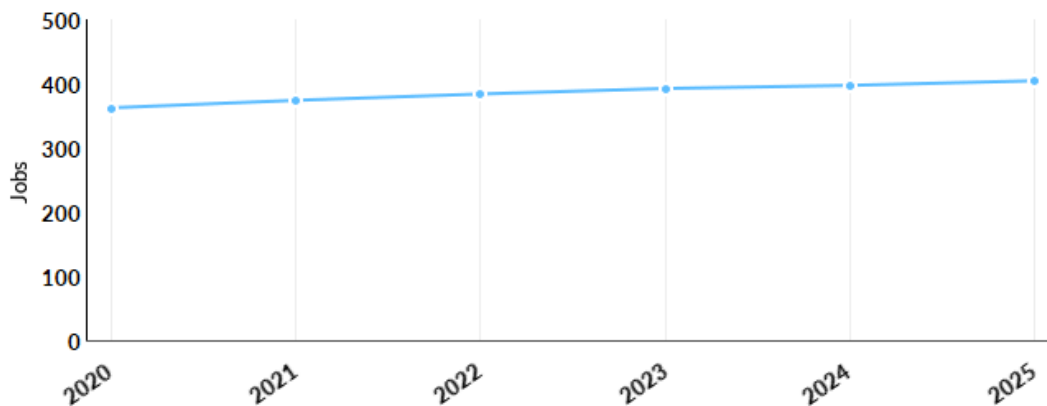
Industrial Machinery Mechanics (49-9041.00)

## Occupation Summary for Industrial Machinery Mechanics

<div>362</div> <div>Jobs (2020)</div> <div>64% <b>above</b> National average</div>	<div>+11.6%</div> <div>% Change (2020-2025)</div> <div>Nation: +5.6%</div>	<div>\$22.40/hr</div> <div>Median Hourly Earnings</div> <div>Nation: \$25.09/hr</div>
------------------------------------------------------------------------------------	----------------------------------------------------------------------------	---------------------------------------------------------------------------------------

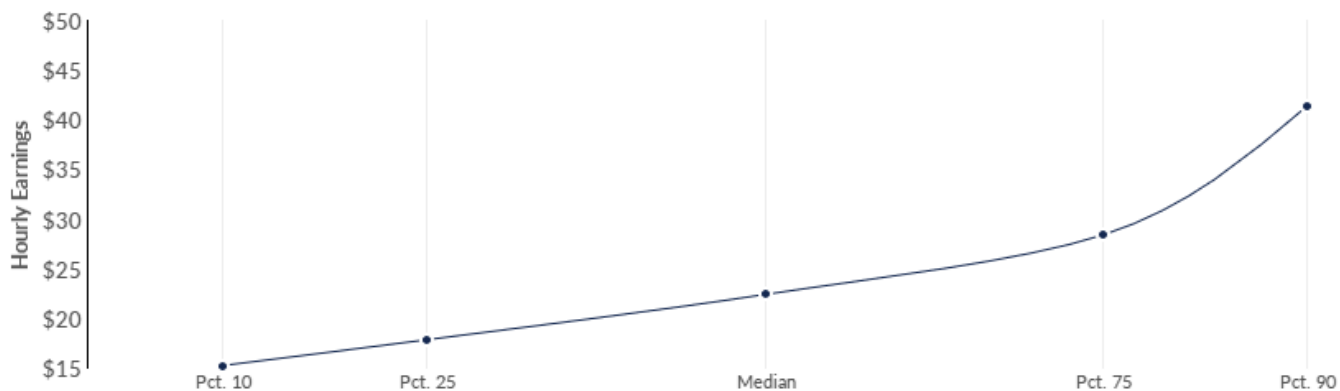
## Growth for Industrial Machinery Mechanics (49-9041)

362	404	42	11.6%
2020 Jobs	2025 Jobs	Change (2020-2025)	% Change (2020-2025)

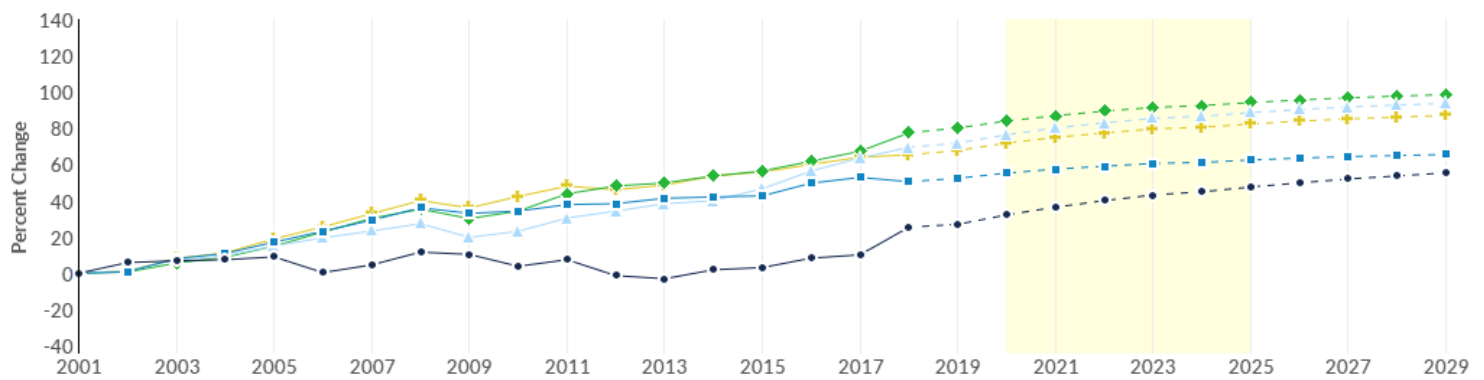


## Percentile Earnings for Industrial Machinery Mechanics (49-9041)

\$17.83/hr	\$22.40/hr	\$28.41/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings

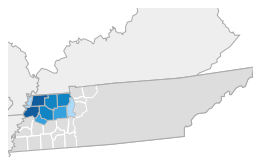


## Regional Trends



Region	2020 Jobs	2025 Jobs	Change	% Change
Region	362	404	42	11.6%
West TN	1,973	2,064	91	4.6%
State	10,173	10,873	700	6.9%
Nation	390,564	412,253	21,689	5.6%
All Counties	2,818	2,992	174	6.2%

## Regional Breakdown



County	2025 Jobs
Obion County, TN	89
Dyer County, TN	82
Gibson County, TN	62
Henry County, TN	55
Weakley County, TN	45

## Occupation Gender Breakdown



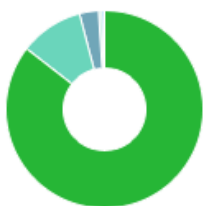
	Gender	2019 Jobs	2019 Percent	
	Males	337	96.8%	
	Females	11	3.2%	

## Occupation Age Breakdown



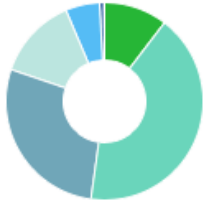
	Age	2019 Jobs	2019 Percent	
	14-18	0	0.1%	
	19-24	13	3.8%	
	25-34	53	15.3%	
	35-44	83	23.9%	
	45-54	100	28.8%	
	55-64	85	24.5%	
	65+	12	3.6%	

## Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2019 Jobs	2019 Percent	
	White	297	85.5%	
	Black or African American	36	10.4%	
	Hispanic or Latino	11	3.1%	
	Two or More Races	2	0.5%	
	Asian	1	0.4%	
	American Indian or Alaska Native	0	0.1%	
	Native Hawaiian or Other Pacific Islander	0	0.0%	

## National Educational Attainment



Education Level	2019 Percent
Less than high school diploma	10.4%
High school diploma or equivalent	41.8%
Some college, no degree	28.0%
Associate's degree	13.4%
Bachelor's degree	5.6%
Master's degree	0.7%
Doctoral or professional degree	0.1%

## Occupational Programs

2		71		36	
Programs (2018)		Completions (2018)		Openings (2018)	
CIP Code	Program			Completions (2018)	
47.0303	Industrial Mechanics and Maintenance Technology			71	
47.0399	Heavy/Industrial Equipment Maintenance Technologies, Other			0	

## Industries Employing Industrial Machinery Mechanics

Industry	Occupation Jobs in Industry (2019)	% of Occupation in Industry (2019)	% of Total Jobs in Industry (2019)
Animal (except Poultry) Slaughtering	46	13.2%	1.9%
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	31	9.0%	14.8%
Frozen Fruit, Juice, and Vegetable Manufacturing	19	5.5%	3.0%
Lawn and Garden Tractor and Home Lawn and Garden Equipment Manufacturing	16	4.7%	1.5%
Rubber and Plastics Hoses and Belting Manufacturing	16	4.5%	2.1%



# Appendix A - Data Sources and Calculations

## Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

## Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

## Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

## State Data Sources

This report uses state data from the following agencies: Arkansas Department of Workforce Services; Kentucky Office of Employment and Training; Missouri Department of Economic Development; Tennessee Department of Labor and Workforce Development, Research and Statistics Division

**Eligible Training Providers – By Program Status**

Provider Name	ProgramTitle	CIP Title	Completion Level	Occupation Title	2019 Jobs	2022 Jobs	2019 - 2022 Change	Annual Openings	Avg. Hourly Earnings
<b><u>DYERSBURG STATE COMMUNITY COLLEGE</u></b>	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	Certified Nursing Assistant, Nursing Assistant, Patient Care Technician, Patient Care Assistant, Nursing Aide	1,143	1,162	18	139	\$10.78
<b><u>DYERSBURG STATE COMMUNITY COLLEGE</u></b>	Pharmacy Technician	Pharmacy Technician/Assistant.	An industry-recognized certificate or certification	Pharmacy Technician, Certified Pharmacy Technician	233	246	13	22	\$15.10

# Northwest Local Workforce Development Area PY 19 Performance Dashboard

Dec-19

<b>Fiscal Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Minimum Participant Cost Rate	40%	44.16%	4%	110%
Out-of-School Youth Expenditures	75%	95.09%	20%	127%
Youth Work Experience	20%	43.16%	23%	216%
Formula Funds Obligation Rates	80%	88.67%	9%	111%
Adult	80%	96.00%	16%	120%
Dislocated Worker	80%	79.00%	-1%	99%
Youth	80%	91.00%	11%	114%
Apprenticeship Expansion Grant	80%	87.00%	7%	109%
Rural Funding Obligation Rate	60%	31.00%	-29%	52%

<b>Adult Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	86%	92.3%	6.3%	107%
Employment Rate 4th Quarter after Exit	85%	90.4%	5.4%	106%
Median Earnings 2nd Quarter after Exit	\$6,500.00	\$6,917.00	\$417.00	106%
Credential Attainment within 4 Quarters after exit	59%	89.7%	30.7%	152%
Measurable Skills Gains	Baseline	77.9%	n/a	n/a

<b>Dislocated Worker Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	84%	86.6%	2.6%	103%
Employment Rate 4th Quarter after Exit	84%	88.1%	4.1%	105%
Median Earnings 2nd Quarter after Exit	\$6,842.00	\$8,110.00	\$1,268.00	119%
Credential Attainment within 4 Quarters after exit	69%	82.9%	13.9%	120%
Measurable Skills Gains	Baseline	70.5%	n/a	n/a

<b>Youth Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	79.5%	88.0%	8.5%	111%
Employment Rate 4th Quarter after Exit	76%	94.5%	18.5%	124%
Credential Attainment within 4 Quarters after exit	72%	89.5%	17.5%	124%
Measurable Skills Gains	Baseline	59.7%	n/a	n/a

<b>American Job Center Visits</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton	160	110	-50	69%
Carroll	515	412	-103	80%
Crockett	103	61	-42	59%
Dyer	749	658	-91	88%
Gibson	376	329	-47	88%
Henry	425	303	-122	71%
Lake	60	18	-42	30%
Obion	335	402	67	120%
Weakley	353	252	-101	71%
Total	3,076	2,545	-531	83%

<b>Career Service Provider Enrollments (Oct. 2019 - June 2020)</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Adult New Enrollments Goal	280	64	-216	23%
Dislocated Worker New Enrollments Goal	39	5	-34	13%
Youth New Enrollments Goal	92	13	-79	14%
Total New Enrollments	411	82	-329	20%

<b>RESEA Services</b> (Oct. 2019 - Sept. 2020)	<b>Goal</b> (estimated)	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Completed First Scheduled Visits	580	95	-485	16%
Completed Subsequent Visit	635	176	-459	28%
Referred to Title I	10%	5%	-5%	45%
Co-Enrolled in Title I		0	0	#DIV/0!
Placed in Employment	12%	13%	1%	104%

<b>Business Services</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Employers Served	1,121	415	-706	37%
Number of Services Provided	4,279	1,725	-2,554	40%
Employers Receiving On-the-Job Training Grants	19	22	3	117%
Number of Job Fairs Held	260	30	-230	12%

<b>Social Media Presence</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Page Likes	7,363	5,735	-1,628	78%
Average Daily Reach	5,035	1,342	-3,693	27%
Average Daily Engaged Users	381	80	-301	21%
Average Daily Viral Reach	3,325	755	-2,570	23%

<b>Re-Entry Advanced Manufacturing (RAMP)</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number Enrolled*	80	19	-61	24%
Completing Safety Module	69	15	-54	22%
Completing Quality Module	59	11	-48	19%
Completing Manufacturing Module	51	11	-40	22%
Completing Maintenance Module	46	9	-37	20%
Certified Production Technicians	51	8	-43	16%

\*PY 19 Goals: Carroll = 10; Dyer = 10; Gibson = 20; Henry - 20; Lake = 10; Obion = 20

<b>Rural Initiative Numbers Served</b> (Oct. 2019 - Sept. 2021)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton - Work-Based Learning (Young Adults)	21	0	-21	0%
Carroll - RAMP	24	0	-24	0%
Lake - RAMP	40	0	-40	0%
Obion - RAMP	23	0	-23	0%
Weakley - Work-Based Learning (RAMP)	17	0	-17	0%
Total	125	0	-125	0%

<b>State Apprenticeship Expansion Grant</b> (Sept. 2019 - June 2020)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (new apprentices)	89	24	-65	27%

<b>DRA Workforce Grant</b> (Dec. 2019 - Sept. 2021)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (pre-apprenticeship)	24	0	-24	0%
Industry Recognized Certificates (pre / interim apprenticeship)	20	0	-20	0%
Jobs Created (New Hire Apprentices)	8	0	-8	0%
Jobs Retained (Incumbent Apprentices)	8	0	-8	0%
Employer Outreach Events	18	0	-18	0%
Registered Apprenticeship Occupations Developed	6	0	-6	0%
Jobseeker Recruitment Events	12	0	-12	0%
WIOA Funding Support	\$45,000.00	0	-\$45,000.00	\$0.00

Total	96	0	-96	0%
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## WIOA Federal Reporting Score Card

PY19 Q2 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters	NA	3419	NA	Exiters	NA	1283	NA
Participants Served	NA	8453	NA	Participants Served	NA	2548	NA
EER 2nd Qtr after exit	83.0%	86.9%	104.7%	EER 2nd Qtr after exit	81.00%	86.6%	106.9%
EER 4th Qtr after exit	83.0%	84.8%	102.2%	EER 4th Qtr after exit	81.00%	85.4%	105.4%
Med. Earnings	\$ 6,633.00	\$ 7,245	109.2%	Med. Earnings	\$ 6,900.00	\$ 8,655	125.4%
Cred. Attainment	58.0%	68.3%	117.8%	Cred. Attainment	68.50%	63.0%	92.0%
MSG	Baseline	62.1%		MSG	Baseline	59.5%	
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters	NA	2068	NA	Exiters	NA	27936	NA
Participants Served	NA	4549	NA	Participants Served	NA	30266	NA
EER 2nd Qtr after exit	79.50%	79.6%	100.1%	EER 2nd Qtr after exit	66%	72.4%	109.7%
EER 4th Qtr after exit	76.00%	80.9%	106.4%	EER 4th Qtr after exit	66%	72.5%	109.8%
Cred. Attainment	72.00%	69.1%	96.0%	Med. Earnings	\$ 4,700	\$ 5,689	121.0%
MSG	Baseline	49.3%					

## WIOA Federal Reporting Score Card

PY19 Q2 WIOA Core Performance Measures	West Tennessee Region								
	47130 Greater Memphis			47145 Northwest Tennessee			47160 Southwest Tennessee		
Adult Measures	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual		Negotiated	Actual	% of Goal
Exiters	NA	577	NA	NA	239	NA	NA	231	NA
Participants Served	NA	1553	NA	NA	675	NA	NA	789	NA
EER 2nd Qtr after exit	83.5%	78.4%	93.9%	86.0%	92.3%	107.3%	83.5%	89.1%	106.7%
EER 4th Qtr after exit	83.5%	80.3%	96.2%	85.0%	90.4%	106.4%	83.5%	85.6%	102.5%
Med. Earnings	\$ 6,650	\$ 6,610	99.4%	\$ 6,500	\$ 6,917	106.4%	\$ 6,650	\$ 6,555	98.6%
Cred. Attainment	59.0%	58.4%	99.0%	59.0%	89.7%	152.0%	59.0%	51.0%	86.4%
MSG	Baseline	54.7%		Baseline	77.9%		Baseline	59.4%	
Dislocated Worker	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual		Negotiated	Actual	% of Goal
Exiters	NA	85	NA	NA	25	NA	NA	15	NA
Participants Served	NA	219	NA	NA	86	NA	NA	84	NA
EER 2nd Qtr after exit	82.0%	86.8%	105.9%	84.0%	86.6%	103.1%	82.0%	76.7%	93.5%
EER 4th Qtr after exit	82.0%	81.8%	99.8%	84.0%	88.1%	104.9%	82.0%	85.3%	104.0%
Med. Earnings	\$ 7,000	\$ 7,705	110.1%	\$ 6,842	\$ 8,110	118.5%	\$ 7,000	\$ 7,194	102.8%
Cred. Attainment	69.0%	53.1%	77.0%	69.0%	82.9%	120.1%	69.0%	60.0%	87.0%
MSG	Baseline	55.2%		Baseline	70.5%		Baseline	46.2%	
Youth	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	507	NA	NA	62	NA	NA	173	NA
Participants Served	NA	784	NA	NA	176	NA	NA	443	NA
EER 2nd Qtr after exit	79.5%	84.0%	105.7%	79.5%	88.0%	110.7%	79.5%	70.2%	88.3%
EER 4th Qtr after exit	76.0%	85.2%	112.1%	76.0%	94.5%	124.3%	76.0%	69.5%	91.4%
Cred. Attainment	72.0%	88.7%	123.2%	72.0%	89.5%	124.3%	72.0%	39.7%	55.1%
MSG	Baseline	14.7%		Baseline	59.7%		Baseline	50.2%	

## WIOA Federal Reporting Score Card

PY19 Q2 WIOA Core Performance Measures	Middle Tennessee Region								
	47140 Northern Middle			47155 Southern Middle			47165 Upper Cumberland		
Adult Measures	Pass/Fail		Pass	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	697	NA	NA	163	NA	NA	255	NA
Participants Served	NA	1521	NA	NA	389	NA	NA	651	NA
EER 2nd Qtr after exit	83.5%	84.6%	101.3%	83.5%	84.2%	100.8%	83.5%	92.3%	110.5%
EER 4th Qtr after exit	83.5%	81.2%	97.2%	83.5%	83.0%	99.4%	83.5%	90.7%	108.6%
Med. Earnings	\$ 6,650	\$ 6,618	99.5%	\$ 6,650	\$ 6,974	104.9%	\$ 6,650	\$ 8,129	122.2%
Cred. Attainment	59.0%	60.3%	102.2%	59.0%	46.3%	78.5%	59.0%	86.1%	145.9%
MSG	Baseline	62.8%		Baseline	63.9%		Baseline	72.1%	
Dislocated Worker	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	666	NA	NA	57	NA	NA	136	NA
Participants Served	NA	1038	NA	NA	113	NA	NA	229	NA
EER 2nd Qtr after exit	82.0%	86.3%	105.2%	82.0%	86.4%	105.4%	82.0%	91.7%	111.8%
EER 4th Qtr after exit	82.0%	86.3%	105.2%	82.0%	84.7%	103.3%	82.0%	95.6%	116.6%
Med. Earnings	\$ 7,000	\$ 10,186	145.5%	\$ 7,000	\$ 8,220	117.4%	\$ 7,000	\$ 5,978	85.4%
Cred. Attainment	69.0%	48.2%	69.9%	69.0%	81.8%	118.6%	69.0%	84.0%	121.7%
MSG	Baseline	63.3%		Baseline	61.4%		Baseline	75.4%	
Youth	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	484	NA	NA	60	NA	NA	142	NA
Participants Served	NA	907	NA	NA	189	NA	NA	457	NA
EER 2nd Qtr after exit	79.5%	80.0%	100.6%	79.5%	60.5%	76.1%	79.5%	86.6%	108.9%
EER 4th Qtr after exit	76.0%	82.7%	108.8%	76.0%	71.1%	93.6%	76.0%	85.4%	112.4%
Cred. Attainment	72.0%	57.5%	79.9%	72.0%	60.5%	84.0%	72.0%	78.7%	109.3%
MSG	Baseline	66.2%		Baseline	43.0%		Baseline	66.7%	



WIOA Federal Reporting Score Card

PY19 Q2 WIOA Core Performance Measures	East Tennessee Region								
	47125 East Tennessee			47135 Northeast Tennessee			47150 Southeast Tennessee		
Adult Measures	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	670	NA	NA	286	NA	NA	285	NA
Participants Served	NA	1595	NA	NA	465	NA	NA	796	NA
EER 2nd Qtr after exit	83.5%	89.6%	107.3%	83.5%	92.6%	110.9%	83.5%	86.8%	104.0%
EER 4th Qtr after exit	83.5%	85.6%	102.5%	83.5%	93.1%	111.5%	83.5%	85.6%	102.5%
Med. Earnings	\$ 6,650	\$ 7,386	111.1%	\$ 6,650	\$ 8,974	134.9%	\$ 6,650	\$ 7,140	107.4%
Cred. Attainment	59.0%	76.8%	130.2%	59.0%	78.1%	132.4%	59.0%	78.5%	133.1%
MSG	Baseline	54.5%		Baseline	65.2%		Baseline	62.5%	
Dislocated Worker	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	135	NA	NA	37	NA	NA	119	NA
Participants Served	NA	433	NA	NA	72	NA	NA	270	NA
EER 2nd Qtr after exit	82.0%	84.7%	103.3%	82.0%	85.4%	104.1%	82.0%	91.6%	111.7%
EER 4th Qtr after exit	82.0%	81.9%	99.9%	82.0%	88.5%	107.9%	82.0%	86.8%	105.9%
Med. Earnings	\$ 7,000	\$ 7,807	111.5%	\$ 7,000	\$ 7,796	111.4%	\$ 7,000	\$ 8,508	121.5%
Cred. Attainment	69.0%	77.8%	112.8%	69.0%	75.0%	108.7%	69.0%	80.6%	116.8%
MSG	Baseline	45.7%		Baseline	61.0%		Baseline	59.8%	
Youth	Pass/Fail		Pass	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters	NA	323	NA	NA	160	NA	NA	156	NA
Participants Served	NA	858	NA	NA	227	NA	NA	506	NA
EER 2nd Qtr after exit	79.5%	82.0%	103.1%	79.5%	71.4%	89.8%	79.5%	74.4%	93.6%
EER 4th Qtr after exit	76.0%	79.7%	104.9%	76.0%	74.5%	98.0%	76.0%	77.8%	102.4%
Cred. Attainment	72.0%	65.8%	91.4%	72.0%	63.0%	87.5%	72.0%	63.3%	87.9%
MSG	Baseline	51.1%		Baseline	34.7%		Baseline	50.2%	



**STATE OF TENNESSEE  
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**220 French Landing Drive  
Nashville, TN 37243**

**(615) 741-6642**

**BILL LEE  
GOVERNOR**

**JEFF McCORD  
COMMISSIONER**

December 13, 2019

Winston Tompoe  
Acting Regional Administrator  
Employment and Training Administration  
Sam Nunn Atlanta Federal Center  
Room 6M12 - 61 Forsyth Street S.W.  
Atlanta, Georgia 30303

Re: Compliance Review for the Title I-Youth Program

Mr. Tompoe,

During the period of August 12, 2019 through September 6, 2019, the U.S. Department of Labor, Employment and Training Administration conducted an onsite compliance review for the Title I-Youth program. The review covered policies, guidance, procedures, and knowledge of State staff and Local Workforce Development Area staff in three of the local areas.

The State received the final monitoring report dated November 15, 2019, which identified fifteen findings, six concerns, and one promising practice in Tennessee. Attached is the State's response to the fifteen findings covered in the Compliance Review for the Title I Youth Program. The State will ensure the six areas of concern are reviewed and the recommended actions are taken into consideration.

Should you have any items that need to be addressed regarding this response, please contact Kenyatta Lovett at (615) 253-1864 or [Kenyatta.Lovett@tn.gov](mailto:Kenyatta.Lovett@tn.gov).

Sincerely,

Jeff McCord

A handwritten signature in black ink, appearing to be "J. McCord", written over the printed name "Jeff McCord".

**Finding 1: Non-Compliant State Board Membership -  
State CMG Indicator: 1.a.1. Strategic Planning**

The State Workforce Development Board (SWDB) is not in compliance with the membership requirements under WIOA. The board has two vacancies for business representatives and a vacancy for a labor representative. The board does not meet the required 51% business majority requirement or the 20% workforce representative requirement.

The WIOA section 101(b)(1) and Training and Employment Guidance Letter (TEGL) 27-14 Attachment II describe State Board membership requirements which includes the expectation that the majority of members appointed by the Governor be those representing business, and not less than 20 percent of members are representatives of the workforce.

**Required Action:** The State must ensure that vacant member seats are filled to bring the SWDB into compliance. In its response to this report, the State must submit SWDB meeting minutes reflecting the appointment of the required members and an updated membership list, including identification of the required categories that each member represents.

**State Response:** State has provided minutes on November 8, 2019 reflecting the appointment of the required members of the TN State Workforce Development Board and an updated membership list (see attachment A & B).

**Finding 2: Required Statewide Activities Not Fulfilled -  
State CMG Indicator: 1.c. Products & Deliverables**

The State is not fulfilling all required youth related statewide activities. Specifically, the state is not disseminating the list of eligible providers of youth activities or providing additional assistance to local areas with high concentrations of eligible youth. The State reported to previously post the youth providers, however during the time of this review the list is still not available or posted publicly.

While the State has a mechanism for local areas to request additional funding, no evidence was provided to demonstrate that high concentrations of eligible youth are being assessed or provided additional assistance by the State.

20 Code of Federal Regulations (CFR) §682.200 outlines the required and allowable statewide employment and training activities. Such required activities include: §682.200(b)(6) "Disseminating by various means... A list of eligible providers of youth activities as described in WIOA sec. 123..." and §682.200(k) "Providing additional assistance to local areas that have a high concentration of eligible youth... "

The State underwent major changes during a recent re-designation of 13 LWDAs into 9 LWDAs in October 2018, which may have impacted the previous eligible youth providers list

and posting thereof. However, a full year later, this requirement remains incomplete.

**Required Action:** The State must develop and implement strategies, policies, and/or procedures necessary to ensure compliance with all required youth-related statewide activities. The State must submit documentation that demonstrates that these required statewide activities have been established and implemented.

Furthermore, it is recommended that the State establish a mechanism for leadership and the SWDB to understand, track progress, and be fully aware of the fulfillment of required statewide activities along with SWDB responsibilities. This mechanism for ongoing assessment of progress or fulfillment of responsibilities will help ensure that all activities and projects funded with statewide reserve funds can be fully-informed, data-driven, and in alignment with WIOA requirements.

**State Response:** The list of providers was posted online (<https://www.tn.gov/workforce/jobs-and-education/services-by-group/services-by-group-redirect/youth-services.html>) September 27, 2019. State will evaluate and implement a policy that supports workforce areas with high concentrations of eligible youth. State intends policy to go before SWDB in May 2020 for recommendation and approval. The policy will include the following directions for local areas:

- How to apply for additional statewide funding
- Establishing a framework for data requirements; and
- Clarifying the expected outcomes

### **Finding 3: SWDB Criteria for Selection of Youth Providers not provided to LWDAs - State CMG Indicator: 1.b. Implementation**

The State has not provided complete guidance to the LWDAs with regards to criteria to be used by LWDBs in awarding grants for youth workforce investment activities or with regards to the provider selection process. In the state plan, the State's criteria to be used by the local boards in awarding contracts for the youth workforce investment activities provides some general requirements; however, this guidance is neither provided nor further explained in the State's Career Service Provider Policy or Procurement Guidance. The policies do not provide youth specific information, including the SWDB criteria, and none of the guidance provides language related to termination of contracts.

Furthermore, upon reviewing three LWDAs, the quality of the scoresheets varied. Also, it was not clear in any of the LWDAs that the scoresheet sufficiently ensured the required WIOA program framework or services, or that it fully aligned with the SWDB criteria. The youth service provider contracts for two LWDAs provided minimal or no detail for the specific youth services or requirements. Also, the contracts were not clear on the

responsibilities of the service provider, or were vague on how the services would be delivered. One local area provided more program service detail, however it included inaccuracies in the actual 14 element descriptions.

WIOA sec. 102(b)(2)(D)(i)(V), further reinforced by OMB's ICR 1205-0522 and TEGL 6-17, requires the state plan to include: "with respect to youth workforce investment activities authorized in section 129, information identifying the criteria to be used by local boards in awarding grants for youth workforce investment activities and describing how the local boards will take into consideration the ability of the providers to meet performance accountability measures based on primary indicators of performance for the youth program as described in section 116(b)(2)(A)(ii) in awarding such grants..." Additional information and requirements for the selection and determination of youth providers can be found at WIOA sec. 107(d)(10)(B) and TEGL 21-16. 20 CFR 681.420 describes how the LWDB must design the youth program and 20 CFR 681.460 lists the required 14 program elements.

Of the three WIOA programs, the youth program underwent the greatest changes, in quantity and content, from the Workforce Investment Act predecessor. These changes, and the broad and varied services provided specifically for the youth program must be taken into account in regards to program design and service delivery for a successful, effective program that meets WIOA requirements and intent. While TDLWD policy requires LWDBs to procure service providers for all participant services, the program design is the responsibility of the LWDBs. The LWDBs must understand how to structure procurement strategies to support program design and ensure that their procurement actions are compliance with WIOA requirements and the SWDB criteria.

**Required Action:** The SWDB must reevaluate the youth program design and service delivery requirements, provider selection criteria, and related youth policies for the statewide workforce system. The state must edit existing policies or further develop and disseminate more specific criteria to be used by the local boards in the provider selection process. Procuring, awarding, and terminating contracts for the youth workforce development activities must be included to address different requirements of the program such as the fourteen elements, various potential providers, and the providers' accountability and performance.

**States Response:** The State will add the required language regarding procuring, awarding, and terminating contracts of youth service providers. This policy is expected to go before the State Workforce Board in May 2020 for approval. The State will also clarify the criteria for local boards regarding the selection and awarding contracts in the upcoming State Plan, due March 2020. By June 30, 2020, the State will have policy implemented that addresses deficiencies.

The State will reevaluate the current Youth Program design, and hold listening forums

to include input from community organizations, partners, students, parents, educators and other appropriate stakeholders. By conducting these listening forums it will allow the local area and the State to hear first-hand the needs, recommendations, and missing elements (partners) for the specific area. The information gathered from this activity will guide the long-term strategy for the State's implementation of youth programming.

The State will also outline the importance of competitive and open procurement process, awarding, onboarding, and evaluating services providers in policy, which will be supported by providing formal training to local board staff. This effort will standardize the expected service delivery levels across the local workforce boards to meet the State's performance goals.

**Finding 4: LWDA MOUs Missing Required Information-NM LWDB, NW LWDB, SE LWDB  
CMG Indicator: 1.a.3. Service Design**

The LWDB's MOUs for all required partners are missing required information regarding the description of services to be provided, methods for referring individuals, and methods to ensure the needs of workers, youth, and individuals with barriers to employment.

20 CFR sections 678.500(1),(3), and (4) identify the MOU requirements of service descriptions, methods for referring individuals, and methods to ensure that the needs of workers, youth, and individuals with barriers to employment are addressed. 20 CFR 678.400 identifies the following as required partners: WIOA Title I Adults, Dislocated Worker, Youth, Job Corps, YouthBuild, Native American Programs, and Migrant Seasonal Farmworker Programs; WIOA Title III Wagner Peyser Act; WIOA Title II Adult Education and Family Literacy Act; WIOA Title IV Vocational Rehabilitation Program; Senior Community Service Employment Program; Carl D. Perkins and Technical Education Act Career and Technical Education Programs; Trade Adjustment Assistance, Jobs for Veterans State Grants programs; Community Services Block Grant; Housing and Urban Development; State Unemployment Compensation laws; Second Chance Act; and Temporary Assistance for Needy Families. Lastly 20 CFR 678.420(c) indicates that each required partner must enter into an MOU with the LWDB relating to the operation of the one-stop delivery system.

While the MOUs may meet minimum requirements, the content, descriptions, tables, and required information is not provided for all partners. Specifically, although not exclusively, the following information is missing: WIOA Title I Youth, Carl D. Perkins and Technical Education Act, and Unemployment Compensation programs.

While the local plan is intended to identify and outline the vision, strategies, policies, procedures, and local activities planned for the local area, the MOU establishes the agreement of all required partners in support of the local plan in order to carry out and fulfill the local plan. Without

complete and thorough information in the MOU, the LWDA cannot ensure that all required partners clearly understand their role, how all partners will collectively provide services together, or confirm that the partners will provide services as required by WIOA.

Additionally, the LWDA's youth program design may benefit from agreements with other optional partners. This may help the local area to provide all 14 element-related services. It could also help them to provide the full menu of services needed by participants in order to increase credential attainment or employment, retention, and earnings of the participants. Leveraging other partner programs and co-enrolling eligible participants provides LWDA's with an opportunity to ensure access to and provision of beneficial, comprehensive services to WIOA youth participants, and facilitates accurate and complete data entry for all services provided across the multiple providers.

In all three local areas, while the youth program may have referred individuals to some partner agencies for services, there were no formal agreements with such youth partners, no formal description of services, or confirmation of how the partners would coordinate and collaborate, including sharing of participant service data. Without a formal agreement and delivery structure among partners, the case managers are unable to fully document and record the variety of services, specifically partner services, participants are receiving as a result of being enrolled in the WIOA program. It is recommended to include such optional partners into the scope and content of formal LWDB MOUs.

**Required Action:** The State must work with the local areas to amend their MOUs to include a description of services to be provided, methods for referring individuals, and methods to ensure that the needs of workers, youth, and individuals with barriers to employment are addressed for all required partners. The State must also reevaluate and modify their MOU guidance if necessary to ensure all required information is included. In its response to this report, the State must provide a copy of the amended MOUs and, if applicable, updated State MOU guidance.

**State Response:** The State will revise current MOU guidance and provide technical assistance to local areas in developing, amending, and implementing effective/compliant MOUs for their local areas no later than May 2020, and fully executed local MOU by June 2020. Copies of the MOUs will be provided once received by the local areas. During this timeline of revising the MOUs, the State will include the review of current guidance to determine if a policy is needed, allow policy comment period as required for state policies and update our State Workforce Board on the required implementation.



**Finding 5: Required Youth Planning and Program Information not provided in Local Plans, MOUs, and Provider Contracts -NM LWDB, NW LWDB, SE LWDB**  
**CMG Indicator: 1.a.3. Service Design**

Our review shows that not all local plans provide the strategic vision for the youth program. Descriptions are not provided for the youth service delivery framework, nor how the 14 youth program elements will be made available within a framework. Rather, the local plans either indicate a network of subcontractors, or omit how the 14 elements would be made available all together. All three local plans also either provided a vague list of the potential elements and services, or did not provide any information regarding the services at all.

The MOUs do not provide any detail regarding the service delivery framework for the youth program, do not identify any additional partners for the youth program elements, nor how the partners would coordinate services to address the needs of the youth. Furthermore, the youth service provider contracts do not provide specifics on responsibilities, or details regarding the youth services or service delivery framework. In short, all three primary governance documents that should identify, relay, and confirm the service delivery framework, services, partners, and method for serving the youth are neither providing such critical information nor ensuring alignment across all parties involved.

20 CFR 679.560(a)(5) identifies that the local plan must include a description of the LWDB's strategic vision to support regional economic growth and economic self-sufficiency, to include goals for preparing an educated and skilled workforce including youth and individuals with barriers to employment. 20 CFR 679.560(b)(8) further requires the local plan to include "a description and assessment of the type and availability of youth workforce investment activities in the local area ... " 20 CFR 681.420(b) requires that the local plan describe the design framework for the youth program and how the 14 program elements are to be made available in this framework.

20 CFR 678.500 requires required one-stop partners to include a description of services provided through the one-stop delivery system in the MOU, including the manner in which the services will be coordinated and delivered through the system. It also requires methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system.

2 CFR 200.319(c) states that non-Federal entities written procurement procedures must ensure that a clear and accurate description of the technical requirements for the material, product, or service to be procured must be included in all solicitations.



In conversations with local leadership and front-line staff, the reviewer learned that some staff did not fully understand some of the 14 youth program elements and could not articulate how they would be delivered if needed. Lack of clear definition by the LWDB about the service design and the service delivery plan for the 14 elements resulted in limited understanding of the youth elements by staff. Also, this made case managers unable to appropriately address the full set of needs for youth participants. Case managers interviewed had primary working knowledge and processes for elements such as Labor Market Information, Supportive Services, and Paid Work Experiences, but had little knowledge or resources for several of the elements and thus do not utilize or refer participants for those services.

Limited use of the full array of available services indicates that service delivery options have not been effectively planned for, and/or that staff are not familiar enough with the 14 elements to properly assign or prescribe them to participants. The intent of WIOA and its corresponding regulations is to provide a full menu of options for wrap-around services to youth participants in order to meet a greater set of needs of the youth population. The lack of diversity for referrals or assignments, and the limited assignments to several critical program elements signal LWDB program design limitations that result in under-utilization of contracted youth providers and the possibility of a reduced scope of services/assistance for participants.

Without providing the strategic vision, service delivery framework, description of services, partners, and coordination, and clear roles and responsibilities through these three guiding documents for the youth program, it is difficult to ensure that case managers and contracted youth service providers are serving customers with the full array of services in mind, or achieving the vision of the local area and State.

**Required Action:** The State must work with the local areas to amend their local plans, MOUs, and provider contracts to include the required information and ensure they are in congruence with each other and with the State Plan. In its response to this report, the State must provide a copy of the amended section of the local plan, MOU, and youth service provider contracts. The State must also work with the LWDBs to ensure that all case managers and youth provider staff have a full understanding of each of the 14 youth program elements, and how each are made available, delivered and reported within the youth program service design framework. Evidence must be provided to confirm this has been done and demonstrate how it has been addressed.

**State Response:** The State will work with local areas to address the deficiencies in their local plans. As mentioned above, the State will work with Local Workforce Development Boards and board staff in revising local strategies to reflect the vision and outcomes in the State Plan. The State will do this by providing technical assistance, hosting listening forums, providing strategy

sessions to local boards, and creating a “peer-to-peer” model for local boards to leverage resources and training opportunities to be completed by June 2020. Tennessee is currently drafting the 2020-2023 Combined WIOA State Plan and requests that significant changes be submitted for approval at that time (March 2020) the 2020-2023 WIOA State Plan is due to the U.S. Department of Labor and Employment & Training Administration. This will allow the State to offer clear guidance and expectations to local areas as they develop their local and regional plans through policy and with customized technical assistance.

**Finding 6: Not All 14 Youth Elements Made Available-NM LWDB, NW LWDB**  
**CMG Indicator: 1.e.1. Service Delivery**

The LWDBAs have not identified and/or are not making all 14 program elements available to the youth participants, and are not providing participants with information about the full menu of services being available. During the review, the elements most commonly noted as missing or unavailable included: leadership development opportunities, adult mentoring, financial literacy education, or entrepreneurial skills training.

20 CFR 681.460 requires that all 14 program element services must be made available to youth participants. 20 CFR 681.420 requires that LWDBs must ensure that WIOA youth service providers provide participants with information about the full array of applicable or appropriate services available through the LWDBs or other eligible providers, or one-stop partners.

Although WIOA does not require all participants to receive all services, it does require that all participants have access to and awareness of all services. When case managers do not have the services available, which may include services provided through a partner agency or organization, or do not make participants aware of the full array of services, the LWDBA has no way to ensure that the participants will receive all of the appropriate services. In practice, this is quite often a result of lack of guidance and a developed service delivery framework from the LWDBs, as observed through the local plan, MOU, and career service provider contracts. When the service delivery framework is not developed, the partners not formally arranged or identified, and details not communicated to the case managers, the case managers are often unaware of the expectations for who would provide the services, unaware of the partners who may provide the services, or unable to provide the services themselves. Thus they either do not discuss them or do not offer them regardless of the participants need for such services.

**Required Action:** The State must work with the LWDBAs to ensure they have developed their program design, clearly articulated the service delivery framework and services through the service provider contract, and that all front line staff serving youth participants are

appropriately trained. In response to this report, the State must provide documentation to confirm the specific providers the LWDBs have identified to provide each of the 14 program element services. In addition, the State must provide evidence of guidance and training provided to front line staff and information about how all participants are informed about the full array of services available through the youth program.

**State Response:** State staff will work with LWDBs to amend current contracts to provide clear and explicit language regarding youth providers' responsibility to ensure all youth have access and awareness of the fourteen program elements and strengthen youth policy to ensure future compliance with the administering the fourteen youth program elements. While formal contracts and guidance are lacking in detail, current youth service providers are aware of their responsibility to make available all 14 program elements and have provided documents (see attachments C, D, & E) that are used in informing youth and that Local Workforce Development Boards are monitoring that youth providers are compliant with this requirement. Amended contracts and State developed framework are expected to be completed no later than June 2020. Further guidance will be provided to local board staff via webinar to occur no later than April 2020.

**Finding 7: State has Not Defined Basic Skills Deficient- State, NM LWDB, SE LWDB CMG Indicator: 1.e. Participant Services**

The WIOA youth eligibility criteria for the Basic Skills Deficient eligibility criteria is not defined by the SWDB. Furthermore, the SWDB did not deferred this to the LWDBs, and is not defined or fully defined by two of the LWDB's reviewed.

20 CFR 681.210 and 681.220 identifies that Basic Skills Deficient is one potential eligibility criteria for both OSY and In School Youth (ISY) participants. 20 CFR 681.290(a) indicates that a youth is basic skills deficient if he or she (1) has English reading, writing, or computing skills at or below the 8<sup>th</sup> grade level on a generally accepted standardized test; or (2) is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society. Furthermore, it stipulates that the State or LWDB must establish its policy for 20 CFR 681.290(a)(2).

If the SWDB does not elect to establish a statewide policy for 20 CFR 681.290(a)(2), the State must clearly defer this requirement to the LWDBs and ensure that the LWDBs establish a local policy that meet the requirements of 20 CFR 681.290. The lack of a clear policy, either at the State or local level, results case managers not being able to sufficiently or appropriately determine that a youth participant is eligible when qualifying under this criteria, or they cannot determine the appropriate assessment instruments or documentation to support such qualification.

**Required Action:** The State must either develop a statewide policy to further define Basic Skills Deficient, as per 20 CFR 681.290(b) or defer this responsibility to the LWDBs in the State Plan. The State must then either ensure the LWDB's policy is developed or that the LWDB policy is in alignment with the State policy, and provide proof of guidance and training provided to the case managers for this clarification.

**State Response:** State has defined basic skills deficiency within the State youth eligibility policy. This policy was approved by the State Workforce Development Board on November 8, 2019 and is attached to this response (see attachment F). Furthermore, the State will provide guidance regarding this policy to local board staff via webinar that will occur no later than February 2020.

**Finding 8: Local Area Requires Additional Assistance Policy Inconsistent with State Policy - SE LWDB,NMLWDB**

**CMG Indicator: 1.e. Participant Services**

The WIOA youth policy for "Requires Additional Assistance" eligibility criteria for two of the three local areas reviewed is not consistent or in alignment with the State policy. The SE LWDB expanded the State's definition to include additional qualifications, thus establishing a policy which allows eligibility for youth beyond who the State has determined eligible. The NM LWDB policy is not consistent with the State policy, having different qualifications all together.

20 CFR 681.300 and 20 CFR 681.310 require either the SWDB or LWDB to establish a policy for the "requires additional assistance to enter or complete an educational program, or to secure and hold employment" criterion if using this criteria. 20 CFR 681.210 and 20 CFR 681.220 include "an individual who requires additional assistance to complete an educational program or to secure or hold employment" as an eligibility criteria for ISY and OSY.

**Required Action:** The State must work with the LWDBs to either revise the Requires Additional Assistance Policy of the SWDB, LWDBs, or both in order for the SWDB and LWDB policies to be in agreement. In response to this finding, the State must submit the final, revised and approved policies to confirm corrections and consistency.

**State Response:** The State has corrected language within the State youth eligibility policy that allowed local areas to "add to" or "strengthen" the State definition of requires additional assistance. The State youth eligibility policy was approved by the State Workforce Development Board on November 8, 2019. State will provide guidance regarding this policy to local board staff via webinar that will occur no later than February 2020. State will also provide

assistance to local boards to revise local policies with the estimated completion no later than April 2020.

**Finding 9: Insufficient Monitoring for Youth Program Requirements - State, NW LWDB, NM LWDB, SE LWDB**

**CMG Indicator: 2.f. Subrecipient Management & Oversight**

The State's grant oversight structure and processes for monitoring has changed since the last ETA monitoring review. The State does still have some key monitoring functions in place, such as an annual onsite fiscal review, performance scorecards, and quarterly desk reviews including file reviews. However, the review uncovered that, at least at this time of transition, there is very little in place for programmatic reviews to ensure local's compliance with federal statutes, regulations, and terms and conditions for the WIOA youth program, in regards to monitoring tools, plans, and processes. While the current processes cover some aspects of the program such as financial systems and processes, eligibility, and quality assurance, it does not provide a mechanism or process to review, identify, or address programmatic requirements such as the issues identified in this report.

Similarly, at the local level, the LWDBs reviewed had very few processes or systems in place for monitoring procured youth providers. Some level of fiscal oversight and case file reviews were followed at all three of the LWDBs visited, however the tools, processes, or systems to ensure youth providers' compliance with federal statutes, regulations and terms and conditions for the youth program were generally absent. Without monitoring to assess and record youth service provider compliance and performance outcomes, the local areas could not ensure that funds are being used appropriately, performance goals are being achieved, and participants are receiving the services they need as intended by the law. Furthermore, the LWDBs did not have a method to track and monitor the five percent eligibility exception for those qualifying under the "Requires Additional Assistance" criteria.

WIOA and the Uniform Guidance contains multiple references to and requirements for oversight and monitoring responsibilities. The WIOA regulations at 20 CFR 682.200(j), 20 CFR 683.220, and 20 CFR 683.410 clearly identify oversight and monitoring as a State responsibility. There is similar language related to LWDB monitoring at 20 CFR 679.370. This section indicates that the LWDB must conduct oversight of youth workforce investment activities. Oversight and monitoring is not limited to financial activities, but rather many programmatic requirements and activities lead to fiscal decisions. The multiple programmatic requirements for the WIOA youth program significantly impact the program design, service delivery, and outcomes for the program and the participants alike.

The overarching requirements for both the State and local board are covered in the Uniform Administrative Requirements at 2 CFR 200.328(a) and 2 CFR 200.331(d). These sections

require that the non-federal entity monitor its activities under Federal awards to assure compliance with Federal requirements and to ensure performance expectations are being achieved and that the non-federal entity "monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward . . ." 2 CFR 200.318(b) also provides: "Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders."

In regards to the "Requires Additional Assistance" exception, 20 CFR 681.310(b) states: "In each local area, not more than five percent of the ISY newly enrolled in a given program year may be eligible based on the 'requires additional assistance to complete an educational program or to secure or hold employment' criterion." If using this exception and criterion as a means to qualify ISY participants, the local areas and the state must have a way to track and monitor this, similar to the five percent low income exception, and the OSY and Work Experience expenditure requirements.

**Required Action:** The State must ensure that its monitoring efforts meet the requirements stated above. The State must also ensure that the LWDBs establish and implement a formal program monitoring for their youth service providers. In its response to this report, the State must describe the steps it will take to ensure it conducts monitoring that is fully compliant with the requirements above, to also include programmatic monitoring. The State must provide the monitoring tool, monitoring plan, and monitoring schedule for the State's review of local areas, and the same for the LWDBs monitoring of the service providers. Moving forward, the State should ensure that the State and locals begin each Program Year (PY) with an annual monitoring plan that addresses all fiscal, programmatic, and administrative requirements.

**State Response:** The State will ensure it is meeting the federal monitoring requirements listed in this finding by implementing procedures to ensure all aspects of monitoring Title I Youth is being conducted. As observed, the State has procedures in place for fiscal, performance, and quarterly desk reviews. The State will begin implementing more intensive programmatic reviews by utilizing the resources provided in the *Core Monitoring Guide* and *WIOA Youth Supplement Core Monitoring Guide*. Tennessee Department of Labor and Workforce Development (TDLWD) will begin conducting on-site monitoring with the use of the *WIOA Youth Supplement Core Monitoring Guide* as a tool to determine the compliance of the Local Workforce Development Boards along with a newly created State-specific monitoring tool. These monitoring visits will be conducted in a manner that reviews all programmatic functions and provides technical assistance as needed. Prior to these on-site visits, TDLWD will begin requesting specific documents and reports from each LWDB, per the *WIOA Youth Supplement Core Monitoring Guide* and the State specific monitoring tool, to review and determine what type of review conducted during the on-site



visits. The schedule and plan will be updated and provided by June 2020 and will subsequently be included in the annually crafted monitoring guide submitted to the Tennessee Department of General Services on October 1<sup>st</sup> every year.

The newly improved monitoring processes will be introduced to all LWDA's via an in-person training to be conducted prior to June 2020. The creation of new and revised policy around Youth Program Service Design and Monitoring will require the LWDBs to follow State requirements and implement specific procedures as required of them by federal regulations. These policies will be presented to the SWDB during May 2020.

**Finding 10: Local Areas Not Addressing Individuals Deemed Ineligible- NM  
LWDB, NW LWDB  
CMG Indicator: 1.e. Participant Services**

The LWDA's are not meeting the requirement to refer individuals deemed ineligible for the program for further assessment or appropriate basic skills and training programs. Through policy review and interviews with LWDA staff and case managers, it was noted that this may occur sporadically depending on the case manager, but no evidence was found that the LWDBs had provided any guidance to the providers or that it had been formally established in procedural operations with applicants or participants.

If a youth applies for enrollment in a workforce investment activities and either does not meet the enrollment requirements for that program or cannot be served by that program, 20 CFR 681.420(e) and (f) requires the eligible training provider refers the youth for further assessment if necessary or to appropriate programs to meet the basic skills and training needs of the youth. This requirement falls under the youth program service design framework required by the LWDB as per 20 CFR 681.420.

**Required Action:** The State must work with the LWDBs to review and evaluate their program design and ensure the LWDB has established the framework for the providers to meet this requirement. This may also need to be reflected in the local plan, contractual agreements with youth service providers, policy, procedural guidance, or monitoring tools. In response to this finding, the State must submit the applicable approved documents to demonstrate this requirement has been incorporated into the LWDBs program design framework and local operations.

**State Response:** While service provisions for eligible youth are addressed in local documents, guidance provided lacks the necessary detail for service provisions for non-eligible youth. State will work with local boards to address deficiencies in local documents. State will also strengthen guidance to local boards regarding youth program service design and delivery by creating a youth policy that outlines the framework of the youth program. State anticipates deficiencies to

be addressed and corrected including offering clear guidance by June 2020.

**Finding 11: Local Areas Determining Youth Participation Based on Age- SE LWDB, NM LWDB, NW LWDB**  
**CMG Indicator: 1.e.3. Eligibility/Enrollment**

The LWDBAs reviewed demonstrated that they are making program enrollment decisions primarily and often solely based on age rather than the service needs of the participant. In some cases, the first and only question asked to a youth upon entering the AJC is their age, after which they are either sent to the youth or adult case manager depending on the answer provided.

WIOA not only encourages the LWDBs to consider the benefit of serving a youth in the youth program versus the adult program, but it also allows for the youth to be co-enrolled in both programs if appropriate and beneficial. For those who choose not to co-enroll, however, 20 CFR 681.440 states that a local program must determine the appropriate program for the participant based on their service needs and if the participant is career-ready based on an assessment of their occupational skills, prior work experience, and employability. Thus, the determination as to which program the youth is enrolled must be based on the service need of the individual.

When observed in the field, this finding can be the result of a variety of program design or service delivery issues: a lack of availability of the 14 youth program element services and thus no clear distinction between the adult and youth programs; case managers' lack of understanding that the full menu of services is available; a lack of effective individual service need assessment to determine the most appropriate program or mixture of co-enrolled program services; or the lack of clear operational procedures for case managers to guide or ensure the eligibility and assessment activities are meeting requirements of WIOA. While there are often some similarities to the services available in the two programs, there are some differences as well. For example, an individual enrolled in the ISY between the ages 18-21 could pursue occupational skills training requiring an Individual Training Account for which the ISY program does not allow, whereas the Adult program does. Thus, the most appropriate program must be determined by the individual needs, knowledge, skills, and interests as required in WIOA.

**Required Action:** The State must work with the LWDBAs to determine the cause(s) of this finding and an effective solution to both meet the requirements and most appropriately serve the individual based on need. As noted in the preamble, ETA does not intend to require local WDBs to establish specific processes to ensure that individuals are served in the appropriate program, but LWDBs need a process in place to assist in determining the appropriate program for participants between the ages of 18 and 24. In response, the State



must provide documentation to confirm actions taken by the State and LWDBs to address and resolve this finding.

**State Response:** The State issued guidance to local development boards on May 8, 2017 on utilizing initial assessments within the American Job Centers. Guidance instructs local boards to create guidance and/or policy around how the initial assessment will be utilized in service delivery in the specific workforce area. The initial assessment is designed to assess the service needs of the participant and determine if the participant is career-ready, based on their occupational skills, prior work experience, and employability. Please find attached the initial assessment guidance issued by the State and the guidance and/or policy for each of the local areas that were reviewed (see attachment G). Also attached, please find the State's actions to address this deficiency (see attachment H). The State intends to strengthen current guidance for utilizing initial assessment and anticipates this to be completed by June 2020.

## **Finding 12: Work Experience Activities Do Not Include Occupational and Academic Components**

**- NM LWDB, NW LWDB, SE LWDB CMG**

### **Indicator: 1.e. Participant Services**

Work experience services provided to youth program participants do not include the required academic and occupational education components. Two of the local areas presented a work experience training plan which attempts to potentially identify academic skills or knowledge which would be required for the work experience position; however, there was no evidence that this document was completed consistently nor include a training plan or education activities to be undertaken by the participant to address the academic needs.

In some cases, the documentation for the specific occupational skills or occupational skill training required for the work experience position was also absent or incomplete. For both the academic and occupational components, the LWDBs had not clearly established a framework, understanding of, or documentation requirements for these work experience service requirements. Through case manager interviews, the reviewer learned that work experiences were often extended by case managers based on an opinion or request from the employer or due to no permanent employment position becoming available for the participant rather than based on the specific academic and occupational skill training need of the individual. The establishment and implementation of a structured, consistent training plan for each work experience, similar to those utilized with On-the Job Training opportunities, would clearly demonstrate and justify the decision for the most appropriate work experience for the participant's career pathway and ISS; the fulfillment of the academic and occupations skill training components; and the length of the work

experience.

20 CFR 681.600 states that work experiences are a planned structured learning experience that takes place in a workplace for a limited period of time. Work experiences provide the youth participant with opportunities for career exploration and skill development. Work experiences must include academic and occupational education. 20 CFR 681.460 clarifies that the specific program services provided to the youth participants are based on each participant's objective assessment and individual service strategy, and 20 CFR 681.420 requires the ISS to identify the participant's career pathways.

**Required Action:** The State must work with the LWDBs to review, assess, and revise their program design framework to ensure they are meeting the full requirements of the work experience program element. At a minimum, this must include the establishment of occupational and academic education components within a work experience activity and the worksite agreement or training plan to document the same. It is recommended that this review and revision also clarify the requirement for the work experience activity should be based on the participant's needs, goals, and career pathway as identified in the ISS. Documentation must be provided to confirm required changes are sufficient, completed, and implemented, including guidance or training to front line staff.

**State Response:** The State is currently working on strengthening the youth program framework by drafting policy that outlines service delivery and requirements for the youth program. State will work closely with local boards to ensure all components of this program element are compliant. The State intends for the policy to be completed and approved by the State Workforce Board by June 2020.

**Finding 13: Lack of Alignment Between Needs Assessment, ISS, Career Pathways, and Services Provided- NM LWDB, NW LWDB, SE LWDB**  
**CMG Indicator: 1.e. Participant Services**

The LWDBAs visited did not have clear evidence of formally established career pathways, requirement for youth program services to be provided in alignment with interpretation of assessments and needs identified on the ISS to include career pathways. The LWDBAs have not provided guidance for front line staff to ensure services provided to participants meet these requirements. The local areas confirmed that career pathways had not been established or that no guidance had been provided. Interviews with case managers demonstrated that guidance or operational procedures were not in place to ensure services are in line with the needs and identified career pathway of the participant.

The lack of alignment between a participant's assessment results, ISS including career pathway and individual goals, and services provided makes it difficult for reviewers to

understand why any given service was provided and/or paid for with WIOA funds. Being able to demonstrate the symmetry between the objective assessment, the ISS and the actual services provided to the participant is not only the primary expectation of good case management, but it also justifies the costs associated with the services as being necessary, reasonable and allocable to the grant.

In accordance with 20 CFR 681.420, each youth participant must have an objective assessment for the purpose of identifying appropriate services and informing the ISS. It further requires that the ISS is to be based on the individual's needs, must identify a career pathway, and must include education and employment goals. The ISS then prescribes the achievement objectives and services for the participant. 20 CFR 681.460 clarifies that specific youth program services provided to a youth participant must be based on each participant's objective assessment and ISS. Furthermore, the Uniform Guidance cost principles require that costs be necessary, reasonable and allocable to the grant.

**Required Action:** The State must work with the LWDBs to review, assess, and revise their program design framework to ensure they are meeting the full requirements of the provision of services based on the objective assessment and ISS, to include how the services are related to the identified career pathway. Documentation must be provided to confirm required changes are sufficient, completed, and implemented, including guidance or training to front linestaff.

**State Response:** Guidance was provided to local areas October 2018 via TDLWD's 2018 Fall WIOA Systems Training (see attachment I). Within this presentation, it is outlined how assessments and IEPs (ISS) provide the base of participant services and progress utilizing WIOA. While this information was shared and is currently accessible online through training materials on TN Department of Labor and Workforce Development website, we recognize the need to further formalize and implement this guidance in policy. The State will strengthen guidance to local boards regarding youth program service design and delivery by creating a youth policy that outlines the design that the local board should replicate. The State anticipates deficiencies to be addressed, corrected, and guided by June 2020.

**Finding 14: LWDB Missing Parent and Youth Involvement in Program Design - NM  
LWDB, NW LWDB, SE LWDB**

**CMG Indicator: 1.a. Planning & Program Design**

Through LWDB staff interviews, no evidence or confirmation could be provided to demonstrate that LWDBs have the involvement of appropriate parents and youth participants in the design and implementation of its youth programs. Also, LWDBs do not have a mechanism or structure in place to involve these individuals. During the review, the LWDBs were able to identify some members of the community such as other local entities

serving youth as a source for input and feedback for the local youth program design; however, their role and level of involvement in the design and implementation could not be clearly documented or confirmed.

The LWDB is responsible for assessing the needs of the youth population in the local area, determining the vision and strategies for the youth program and developing the program design framework, among other responsibilities. 20 CFR 681.420, which outlines how LWDBs must design the youth program, requires LWDBs to ensure that parents, youth participants, and other members of the community with experience relating to youth programs are involved in both the design and implementation of its youth programs. This requirement is also discussed in 20 CFR 681.650, which adds that LWDBs must also make opportunities available to successful participants to volunteer to help participants as mentors, tutors, or in other activities.

As an option, some LWDAs establish a youth committee in order to bring together community resources, support, and information in designing and implementing their youth program. Two of the three local areas do have a youth committee, however one local area's youth committee is not currently active and the other does not involve youth or parents in the committee.

**Required Action:** The State must work with the LWDAs to enforce the requirement for parents, youth participants, and other members of the community with experience relating to youth programs to be involved in both the design and implementation of their youth programs. The LWDBs must provide documentation of the mechanism or process they establish to incorporate this requirement into their local program design and planning for the youth program and evidence that the required individuals have begun participating.

**State Response:** State will work with the Local Workforce Development Boards to ensure the local board's Youth Committee understands the role of parent and youth involvement in the program design and implementation. The State plans on doing this by visiting with each local board in person and facilitating an informational session to align with the local board meetings. The State will also, ensure during reviewing of local plans there is documentation (sign-in sheets, minutes, etc.) to support the requirement of parent and youth involvement. To ensure compliance following the session, the State will review agendas and minutes from committee meetings to ensure parent and youth involvement. If it is presented that an area cannot reach a sufficient level of engagement and participation, the State will work directly with the local board to assist in developing an improvement strategy. Further guidance will be detailed in youth program service design and delivery policy. All actions detailed in this response are anticipated to occur by June 2020.

**Finding 15: Lack of AJC and EO Signage-NM LWDB**  
**CMG Indicator: 2.i. Civil Rights**

The AJC Common Identifier is not located on the AJC signage for the Murfreesboro AJC location. Additionally, the same AJC location did not have the Equal Opportunity Notice adequately posted. One poster was found in the center, however it was in a location where very few, if any individuals would encounter.

20 CFR 678.900(c) requires that as of July 1, 2017 each one-stop delivery system must include the "American Job Center network" on all products, programs, activities, services, electronic resources, facilities, and related property and new materials used in the one-stop delivery system. 29 CFR 38.34 -38.38 provide the Equal Opportunity signage requirements, which must at a minimum "be posted prominently, in reasonable numbers and places, in available and conspicuous physical locations and on the recipient's Web site pages... "

**Required Action:** The State must work with the LWDA to enforce all signage requirements and provide evidence that such requirements have been fulfilled.

**State Response:** The State is working in conjunction with the Northern Middle Tennessee LWDA to address signage findings at the Murfreesboro American Job Center. State staff is currently developing AJC common identifier signage protocol to help guide local partners addressing signage concerns.

These protocols will bring the LWDA into compliance at the Murfreesboro AJC location and will also become the recommended statewide standard for AJC signage.

The initial steps involve gathering pictures of the signage at AJC locations statewide. The pictures will help state staff determine the status of the signage (see attachment J). Signage will be assessed and categorized as, "good", "adequate" or "needs improvement". Following this method, the signage finding in Murfreesboro will be rectified by June 30, 2020.

In regards to EO signage, the AJC that was visited has corrected the issue by placing "Equal Opportunity is the Law" posters at the front desk next to the check-in kiosk and in the resource room where job seekers utilize computers. These two locations mentioned previously are the two highest-trafficked areas in that AJC and the posters are visible to all who enter the building to receive services.

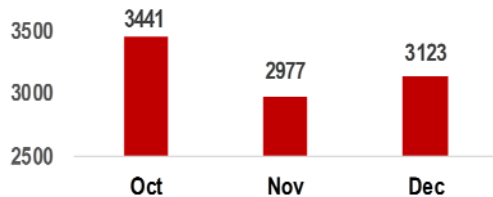
**West TN & NW Proposed Targets for KPIs**

<b>Program</b>	<b>West TN Goal</b>	<b>NW Target</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>% of Regional Goal</b>
Adult and Dislocated Worker New Enrollments	1,877	380	68	118	123	71	20%
Youth New Enrollments	857	107	25	47	21	14	12%
Wagner Peyser New Enrollments	9,410	2,007	606	524	440	437	21%
RESEA Co-Enrollments	170	15	3	4	4	4	9%
SNAP E&T New Enrollments	570	103	26	26	26	25	18%
TAA Co-Enrollments	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	n/a
Jobs for Veterans State Grants New Enrollments	100	25	6	6	6	7	25%
Migrant and Seasonal Farmworker New Enrollments	39	21	5	5	6	5	54%
Re-Entry New Enrollments (all partners)	707	309	77	77	77	78	44%
SCSEP -TNSCA	n/a	19	5	5	5	4	n/a
Adult Ed. - Jackson State Community College	n/a	265	107	75	41	42	n/a
Adult Ed. - Weakley County Schools	n/a	333	95	59	89	90	n/a

# NORTHWEST TN

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

## NW TN American Job Center (AJC) Visits



**20,525**  
Number of visits  
PY19 to date

### Top 10 Reasons for Visits

1. Job Search\Resource Room
2. Unemployment Insurance
3. Job Search Assistance
4. Career Coach WF Essentials
5. Career Coach/ Title I/ CRC
6. Adult Education
7. RESEA
8. Job Fair
9. Resume Assistance
10. Workshops

## AJC Surveys Results

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

93%

110 out of 118 answered

"Absolutely yes!"

Please rank the quality of your visit today.

95%

116 out of 122 answered

"Outstanding!"

## Business Services

**22**

Total On-the-Job Training Contracts as of 12/31/19

**168**

Enrolled in Training

**106 (79%)**

Completed

**29 (21%)**

Did not complete

**33**

Still in Training

**8**

Employers hosted Job Fairs Oct-Dec 2019

**30**

Number of Job Fairs Oct-Dec 2019

### Employer Survey

Rate your satisfaction of Customer Service

100%

2 out of 2 answered

"Excellent!"

Rate your quality of service you received.

100%

2 out of 2 answered

"Excellent!"

## Things to Note

- New Henry & Weakley County AJC Hours as of February 24: Mon –Thurs, 8 am – 4:30 pm
- Board Meeting February 25 at Discovery Park, Union City, 12:00 pm
- Apprenticeship Forum: Feb. 26 at the Jackson AJC, 1124 Whitehall St., 1:00 pm
- TN Workforce Leaders Summit: March 23 at Renaissance Nashville Hotel
- Visit us online to view upcoming job fairs, workshops, and other events:



@NWTNjobs



@nwtjobs



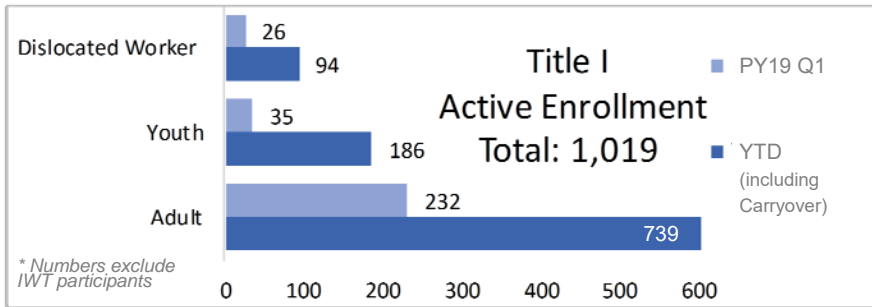
www.nwtjobs.org

## Current Unemployment Rate by County (December 2019)

Benton 4.4% | Carroll 4.7% | Crockett 3.2% | Dyer 4.5% | Gibson 4.1% | Henry 4.1% | Lake 5.0% | Obion 4.3% | Weakley 3.3%



## Title I Career & Training Services



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 II Adult Education

County	Students	Graduates
Benton	13	8
Carroll	19	4
Crockett	3	0
Dyer	16	3
Gibson	22	5
Henry	21	4
Lake	11	1
Obion	10	3
Weakley	11	7
<b>Totals</b>	<b>126</b>	<b>34</b>

## Temporary Assistance for Needy Families

In TANF District 7, the average wage for closed cases is \$9.54. Average Caseload per county:

Benton (4)	Carroll (20)
Crockett (8)	Dyer (43)
Gibson (27)	Henry (20)
Lake (3)	Obion (16)
Weakley (20)	

## Title IV Vocational Rehabilitation

Vocational Rehabilitation served 639 customers in Northwest Tennessee, including 80 new enrollments during the last quarter. 26 were closed in successful employment.

## Special Projects

The Northwest Tennessee Workforce Board was awarded over \$335,000 in Rural Initiative Funding to expand services in the area's at-risk and distressed counties. Utilizing the funding, the Re-Entry Advanced Manufacturing Program (RAMP) is expanding into Carroll, Lake, Obion, and Weakley counties. A new Certified Production Technician (CPT) class started in Lake County in January and Carroll County started a female class on February 3rd. Obion County's new class will start after the Lake County class completes, and Weakley County will be focusing on placing inmates in On-the-Job Training (OJT) positions. In Benton County, the Rural Initiative funds will be used to offer a work experience program in partnership with the technical high school. An event will be held at the high school on March 24th to connect students interested in the program with potential worksite employers through quick interviews. Employers interested in participating in either program may contact Ginger Powell, Deputy Director, at 731-286-3585 or [powell@nwtworks.org](mailto:powell@nwtworks.org).

## Title III Employment Services

Individuals that Registered	235
Individuals that Logged In	1,799
Distinct Individuals Receiving Services	2,249
Services Provided to Individuals	13,953
Individual Virtual Recruiters Created	94
Resumes Added	225
Internal Job Orders Created	317
Internal Job Referrals	1,435
External Job Referrals Created	3,226
Services Provided Employers	1,005
Completed Wagner Peyser (WP) Applications	1,111
Partial WP Applications	0
WP Participants	146
WP Exits	145