

****CORRECTED****

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
Elks Club, Trenton, TN
August 28, 2018**

Board Members Present: Kristie Bennett; John Bucy; Glad Castellaw; Doug Clark; Jon Dougherty; Landy Fuqua; Ben Marks; Kristy Mercer; Charlie Moore; John Penn Ridgeway; Stewart Stanfill; Jennifer Starks; Jimmy Williamson; Sandra Woods

CLEO Members Present: Mayor Jake Bynum, Mayor Kenny McBride; Mayor Gary Reasons

Conference Call: Ted Piazza; Mayor Brent Greer

Committee Members Present: Sherry Fowler; Ronnie Gunnels; Janna Hellums;

Staff Members Present: Jennifer Bane; LeAnn Lundberg; Margaret Prater; Kim Simpson; Laura Speer; Lana Burchfiel; Erica Nance; Terry Williams; Derrick Quinn; Theresa Ethridge

Guests: Mark Chandler; Ronnie Gunnels; Tim Clymer; Connie Stewart; Blake Swaggart; Lana Wood

WELCOME: Mayor Gary Reasons welcomed all members and guests.

PROGRAM HIGHLIGHT: Jon Dougherty with Amteck reviewed a PowerPoint presentation and handout regarding the REAP (Registered Electrical Apprenticeship Preparation) program. Lake County High School senior students were given the opportunity to sign up for the program after Amteck visited the school to provide students with information about the program. The participants were provided wages during classroom training from April 30 thru May 11, 2018. Upon successful completion, students received a certificate from Amteck University for the Pre-Apprenticeship program. After the first two weeks of training, one participant, Micah Rogers, remained in the program. He was transported to Amteck's Dyersburg facility on a daily basis for 8 weeks for additional hands-on experience. Micah was hired as a fulltime employee by Amteck and became a participant in the U.S. DOL Registered Electrician's Apprenticeship program on August 9, 2018. Micah is very grateful for the program and plans to continue to become a Journeyman Electrician.

BUSINESS MEETING: Chairman, Jimmy Williamson called the business meeting to order. He acknowledged that a quorum was present and issued a reminder of the Conflict of Interest Policy.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the May 22, 2018 Board Meeting Minutes.

- **MOTION:** A Motion to approve the May 22, 2018 Board Meeting Minutes as presented was made by Mayor Denny Johnson and seconded by Sandra Woods. All were in favor and the Motion carried.

Meeting Reports:

Consortium of Local Elected Officials for Northwest TN Workforce Development Area: Mayor Reasons, CLEO, reported that the Local Elected Official Consortium met on June 22 with 10 members plus Board Chair Jimmy Williamson and staff present. At the meeting, Mayor Reasons and Mayor Young were re-elected as Chair and Vice-Chair, respectively. Jimmy Williamson and Margaret Prater updated the mayors on the re-alignment process – where we were and what needed to be accomplished by certain dates. To meet those deadlines, the group approved the following agreements: Interlocal; Elected Official and Board Partnership; and Designation of the Northwest TN Workforce Board as Fiscal Agent & Staff to the

Board. The group also reviewed and approved the Bylaw changes to be presented to the full board for approval. Six board members were removed from the Board membership roster due to being representatives from rom Lauderdale and Tipton. One member, Stacey Weeks from Dyer County, was added to maintain the required 51% private sector representation. The group also approved the Board Budge and received an update on the RFP process for One-Stop Operator and Title I Service Provider. It was agreed to accept the Executive Committee Recommendation to select Thomas P Miller Associates as our third-party vendor. Margaret also provided the mayors with program updates including the Registered Electrical Apprenticeship Program for high school seniors in Lake County and Re-Entry Advanced Manufacturing Programs piloted in Gibson and Dyer County jails.

American Job Center Committee Meeting: Kristie Bennett reported that the American Job Center Committee met on July 25. There were 9 members, along with staff and contractors present. During the meeting Margaret briefly reviewed the Components that were in the Request for Proposal for the One-Stop Operator, including responsibility for coordination of partners, the welcome function and a new quality control aspect, and for the Service Provider, including delivering Adult, Dislocated Worker, Youth and special services, and payment of direct participant cost. The Service Provider will no longer provide Business Services, as it will be retained at the Board. The group also discussed possible ways to increase market penetration for employer services, including issues employers encounter with the Jobs4tn.gov website. Margaret shared very detailed reports on the various programs, including comparisons to other regions and areas across the state. Overall, our area continues to perform well noting we were third in the State (behind only Memphis and Nashville) in Adult enrollments and had the largest number of youth enrolled in work experience. Employer service numbers are not as high as many other areas. Employment Engagement, One-Stop Delivery, and Coordination with Education Partners, including the implementation of the new Career Coach software that allows customers to complete career assessment and review available training programs that lead to credentials related to the matched careers were also reviewed. An update on the transition of Lauderdale and Tipton counties to the Greater Memphis Area reporting on several meetings and all state deadlines being met. There was no action taken by the American Job Center Committee.

Outreach and Opportunities Committee Meeting: Ben Marks reported the Outreach and Opportunity Committee met on July 25 with 4 members plus staff and contractors present. The Committee reviewed new programs for consideration of the Eligible Training Provider List. After much discussion, no action was taken on the application by the TN College of Applied Technology Ripley – Cosmetology program due to low growth and lack of submission of follow-up data requested from the school. It is suggested the school apply to the Greater Memphis Area due to transition. The Committee recommends approval of the TN College of Applied Technology McKenzie – Major Appliance Repair and renewal of the Dyersburg State Community College AAS Health Science and TN College of Applied Technology Ripley Manufacturing Technology.

- **MOTION:** Ben Marks made a motion to approve the TN College of Applied Technology McKenzie – Major Appliance Repair and renewal of the Dyersburg State Community College AAS Health Science and TN College of Applied Technology Ripley Manufacturing Technology. John Bucy seconded the motion. All were in favor and the Motion carried.
* John Penn Ridgeway abstained from the vote.

The Committee heard updates on special grant programs including the Bongards Creamery Community Grant for a mobile advance manufacturing unit; the DSCC Delta Community Health Services Grant which

was used to purchase an enhancement for the EMSI labor market system and new Career Coach software which matches assessments to training programs; the LEAP Grant with 866 certifications earned through Manufacturing Skills Standard Council; and that the Strengthening Working Families grant transition to the Greater Memphis Area. On special populations, the committee reviewed the Registered Electrical Apprenticeship Preparation (REAP) for high school seniors from Lake County; Youth Work Experience – challenges and successes; Re-entry Advanced Manufacturing Program (RAMP), teaching Certified Production Technician courses in Gibson and Dyer County jails; and A mobile AJC event at the Vocational Rehabilitation Centers in Dyersburg and Union City. Margaret also updated our committee on the transition/re-alignment progress, reporting all state deadlines had been met to date.

AJC Partner Infrastructure Funding Agreement Draft: Chief Operating Officer, Jennifer Bane discussed the most recent changes in the budget. The main increase in the budget was from the One-Stop Operator to allow for additional staffing. Most everything else went down. Money saved on rent was \$44,000, which offset the increase in OSO funds. Overall, the budget increased by \$21,000.

Executive Committee:

Jimmy Williamson updated everyone on the Executive Committee held on August 24. The Committee was attended by 6 or 8 members, in addition staff. The first agenda item was review of the recommendation of Thomas P. Miller and Associates (TPMA), the third party who conducted procurement for the One-Stop Operator and Title I Service Provider.

One-Stop Operator - It was reported that both bid respondents, Dyersburg State Community College and Odle Management Group submitted strong, quality proposals and brought unique perspectives on how to fulfill the responsibilities of the One-Stop Operator. After review of budget, staffing and references, TPMA recommended Odle Management Group based on their ability to handle financial and HR functions from their corporate office allowing the OSO to focus primarily on duties outlined in WIOA and bring a fresh perspective to the NWTN region. **The Executive Committee voted to accept the recommendation to award the One-Stop Operator contract to Odle Management Group and puts this same recommendation in form of a motion.**

- **MOTION:** Ted Piazza made a motion to accept the recommendation to award the One-Stop Operator contract to Odle Management Group. Ben Marks seconded the motion. All were in favor and the Motion carried.

Title I Service Provider – Similarly, both DSCC and Odle Management Group submitted strong, detailed proposals. TPMA highlighted local experience, knowledge of state regulations and impressive service of youth. Budget for staffing was very comparable with some differences in full-time and part-time staff. The deciding factor for the TPMA recommendation was the very positive reputation DSCC has amongst partners who expressed vehemently that DSCC not receiving the contract would be a blow to the region and the foundation they have built. Prior to the vote, Margaret Prater corrected a couple of misunderstandings by TPMA including that work experience is currently paid weekly by the Board, not DSCC. Odle proposed a bi-weekly payroll. DSCC proposed a monthly. Margaret suggested that DSCC may need to issue gas cards and other support services until participants receive their first paycheck. Margaret also noted that while DSCC certainly understands youth service, they have not met the established goals this year. The Executive Committee voted to accept the recommendation to award the

Title I Service Provider contract to Dyersburg State Community College and puts this same recommendation in the form of a motion.

- **MOTION:** Ben Marks made a motion to accept the recommendation to award the Title I Service Provider contract to Dyersburg State Community College. Mayor Denny Johnson seconded the motion. All were in favor and the Motion carried.

The Executive Committee also reviewed the changes to the bylaws, which were removing references to Lauderdale and Tipton, changing references to area 12 to Northwest TN and other state required changes. The Executive Committee recommends approval of the bylaws as presented.

- **MOTION:** John Castellaw made a motion to accept the recommendation to approve the bylaws as presented. Mayor Gary Reasons seconded the motion. All were in favor and the Motion carried.

The Committee also heard reports on the State Workforce Board Meeting, Transition/Re-alignment, Program Oversight, Performance, Budget/Administration and Facilities and Technology.

State Workforce Board Meeting Report: Margaret attended the State Workforce Board Meeting in Nashville on August 10, 2018. She reported that Chairman Jimmy Williamson and Board Member, Sandra Woods' terms had expired and new members were announced. There were minor policy changes. Information on the transition and comparison from the State is attached.

Presentation of the Board Member of the Year: Margaret presented board Member of the Year, which was voted on by the staff, to Ben Marks.

Presentation of the 2017-2018 – Annual Report: Margaret reviewed the attached Annual Report, which covers, who we are and why we do what we do. It contains many articles, data, success stories and pictures outlining the work done by the Northwest TN Workforce Board and American Job Center partners.

Other business and Updates: Margaret recognized staff members and their current positions along with upcoming changes. Due to changes in the budget, the board will no longer employ staff members, Kim Simpson and Erica Nance after September 30, 2018. In addition, Theresa Ethridge will change for Finance Coordinator to Business Services Representative and two more people will be employed as members of the Business Services Team. Margaret announced that effective October 1, 2018, Jennifer Bane will take over the position as Executive Director for the Northwest TN Workforce Board. Margaret is resigning from that position but will remain as the Senior Executive Advisor for a term of one year. During this time, she will advise the administration of the Workforce Board and will specifically direct the Business Services Team, which will be returning to the Workforce Board on October 1, 2018. After her one-year term, the Senior Executive Advisor position will be eliminated and a Business Services Director will be hired at that time.

There was no further business, and the meeting adjourned.

Respectfully submitted,

Kimberly Simpson

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Respectfully submitted,

Kimberly Simpson

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

Tuesday, August 28, 2018 – 11:30 (lunch) 12:00 Business Meeting

**Elks Lodge - 2025 US Highway 45 Bypass S, Trenton, TN
Conference Call 1-877-216-1555 # 845157**

Agenda

Welcome	Mayor Reasons, Chair CEO
Program Highlight – REAP	Jon Dougherty, Amteck
Business Meeting- Call to order & Acknowledge Quorum/Conflict of Interest	Jimmy Williamson, Chair, NWTWB
Approval of Minutes of May 22, 2018 Meeting	
Meeting Reports:	
Consortium of Local Elected Officials for Northwest TN Workforce Development Area	Mayor Gary Reasons, Chair
American Job Center Committee Meeting (July 25)	Rita Alexander, Chair
Outreach and Opportunities Committee Meeting (July 25)	Ben Marks, Chair
Eligible Training Provider List Requests (Vote Required) Recommendations for approval	
<ul style="list-style-type: none">• New Program – TN College of Applied Technology McKenzie – Major Appliance Repair• Renewal – Dyersburg State Community College – AAS Health Science• Renewal – TN College of Applied Technology Ripley – Manufacturing Technology	
No Action taken	
<ul style="list-style-type: none">• New Program – TN College of Applied Technology Ripley – Cosmetology	
AJC Partner Infrastructure Funding Agreement Draft (August 6)	Jennifer Bane, COO
Executive Committee (August 24)	Ted Piazza, Chair
<ul style="list-style-type: none">• By-law Revisions (Vote Required)• Selection of Title I Service Provider (Vote Required)• Selection of One-Stop Operator (Vote Required)	
State Workforce Board Meeting (August 10):	Margaret Prater, Executive Director
Presentation of the 2017-18 Annual Report	Margaret Prater
Presentation of the Board Member of the Year	Margaret Prater
Other business and updates	

Future 2018 Meeting Dates: November 27

Future 2019 Meeting Dates: February 26, May 21, August 27, November 19

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
Elks Club, Trenton, TN
May 22, 2018**

Board Members Present: Rita Alexander; Kristie Bennett; Ian Cochran; Gwyn Fisher; Brad Hurley; John Killen; Ben Marks; Douglas Matthews; Kristy Mercer; Charlie Moore; Ted Piazza; Stewart Stanfill; Jimmy Williamson; Sandra Woods

Board Members via Conference Call: John Penn Ridgeway; Gayanne Williams

Committee Members Present: Sherry Fowler; Ronnie Gunnels; Janna Hellums;

Staff Members Present: Jennifer Bane; LeAnn Lundberg; Margaret Prater; Kim Simpson; Laura Speer

Guests: Mark Chandler; Susan Newbill; Connie Stewart; Blake Swaggart; Lana Wood;

WELCOME: NWTN Workforce Board Chairman, Jimmy Williamson welcomed all members and guests.

PRESENTATION: Stewart Stanfill, West Tennessee Adult Education, spoke regarding the Adult Education program in West Tennessee. He stated that they provide free educational programs to all West Tennessee counties except Lauderdale, Tipton, Fayette and Shelby County. They have offices located in all counties.

BUSINESS MEETING: Chairman, Jimmy Williamson called the business meeting to order. Chairman Williamson acknowledged that a quorum was present and issued a reminder of the Conflict of Interest Policy.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the February 27, 2018 Board Meeting Minutes.

- **MOTION:** A Motion to approve the February 27, 2018 Board Meeting Minutes as presented was made by Brad Hurley and seconded by Sandra Woods. All were in favor and the Motion carried.

Meeting Reports: Executive Committee (May 15):

Ted Piazza, Executive Committee Chairman, updated everyone on the recent meeting. The committee heard updates on the recent State Workforce Board Meeting. At the State Workforce Meeting, a new policy passed to allow for part-time Specialized/Affiliate Centers. Another policy included the Fiscal Agent **cannot** pay directly to or on behalf of participants. The Governor and his staff were excited and pushing for realignment of areas reducing from 13 to 9 to match the current Economic Development lines. Effective July 1, Tipton and Lauderdale County will join Greater Memphis.

The Executive Committee recommended approval of the Administrative Policy Manual and Participant Program Policy Manual as presented.

- **MOTION:** Ted Piazza made a motion to approve the Administrative Policy Manual as presented. Rita Alexander seconded the motion. All were in favor and the Motion carried.
- **MOTION:** Ted Piazza made a motion to approve the Participant Program Policy Manual as presented. Brad Hurley seconded the motion. All were in favor and the Motion carried.

American Job Center Committee Meeting (May 3): Committee Chair, Rita Alexander, gave an update on the American Job Center Committee meeting. The Committee heard updates on the One-Stop Operator, Business Services and Career Services. The Board is working with the One-Stop Operator to develop a comprehensive Partner Dashboard for reporting to the Board. The Board partnered with DSCC on the Delta Community Health Services Grant, which includes funding to enhance EMSI labor market information system and EMSI Career Coach. A thorough review of the AJC Infrastructure/Services Cost Reduction, Rebidding of the One-Stop Operator and Career Service Provider, and Potential Re-alignment was provided.

Outreach and Opportunities Committee Meeting - May 3, 2018. Committee Chair Ben Marks reported the first order of business was Consideration for Eligible Training Provider List. The Committee approved a new program at TN College of Applied Technology Paris for Outdoor Power Equipment. Labor market information was provided documenting demand. The program is one-year in length and costs \$4,153. The committee also approved to re-instate funding for Patient Care Technician with Tennessee College of Applied Technology Ripley. Funding programs of this nature were discontinued several years ago due to lack of completions/placement in jobs; however, information was provided by the school to document their success. Staff will continue to monitor and report any issues back to this committee.

- **MOTION:** Ben Marks made a motion that the Board approve a new program at TN College of Applied Technology Paris for Outdoor Power Equipment as presented. Brad Hurley seconded the motion. All were in favor and the Motion carried.
- **MOTION:** Ben Marks made a motion that the Board reinstate funding Tennessee College of Applied Technology Ripley- Patient Care Technician. Ted Piazza seconded the motion. All were in favor and the Motion carried.

WIOA AJC Partner Meeting (MOU/IFA): Jennifer Bane stated that the partners reviewed the Infrastructure Funding Agreement for quarterly updates. The Budget consists of the shared costs between all partners. After review, they were able to decrease the budget by \$10,000. Another revision will take place in June, due to the LEAP grant ending.

Local Elected Official Consortium Meeting (Re-alignment handout): Chairman, Jimmy Williamson stated that during the meeting Commissioner Burns Phillips spoke to the mayors about the Realignment. After the meeting, he met with mayors that had counties that would be directly affected by the realignment and assured them that their counties would not be left out. The Realignment did pass, the lines have been changed and we will work with what we now have, said Jimmy Williamson. Margaret stated that we would no longer be Area 12, but Northwest Tennessee.

State Workforce Board Meeting Report (May 11, 2018): (Report Card and Comparison handouts) Chairman Williamson and Board Member, Sandra Woods attended the State Workforce Board Meeting in Nashville. They both stated that it was a very short meeting. The Re-alignment was voted on and passed. At the meeting, we were approved for \$500,000 in Consolidated Business Grants in addition to Margaret's pending request for \$500,000.

Northwest TN Workforce Board Staff Updates:

Re-bid of One-Stop Operator and Career Service Provider: Margaret stated that we will be rebidding both our One-Stop Operator and Career Service Provider contracts. We are exploring a "regional" One-Stop Operator Request for Proposal. We will also be working with Central Procurement to assist with the bid process. We are required to have contracts in place no later than October 1.

Re-alignment Transition: Margaret stated with regard to Lauderdale and Tipton, we will continue to provide the same excellent service, including meeting employer needs, serving current participants, and enrolling new participants, for the next several months. She will be working with the Greater Memphis Area on a transition plan. We expect this to be complete no later than September 30; however, if services are requested for a longer period, we will do everything possible to accommodate to make sure our customers have as little interruption as possible. There are several documents that will be required for re-alignment. Margaret is meeting with the Consortium of Local Elected Officials on June 22 to review and approve their required documents.

Audit RFP: The RFP for the NWTNWB Audit will be sent out of June 15. Margaret has asked the Board of Directors to meet on June 21 to review the RFP.

There was no further business, and the meeting adjourned.

Respectfully submitted,

Kimberly Simpson

Eligible Training Providers – By Program Status

Provider Name	Program Title	Completion Level	App Review Date	Occupation Title	Annual Openings	Avg. Hourly Earnings	2018 Jobs	2023 Jobs	2018 - 2023 Change
DYERSBURG STATE COMMUNITY COLLEGE	AAS - Health Sciences	Associate's Degree	11/28/2017	Emergency Medical Technicians and Paramedics	33	\$ 16.37	443	473	30
				Medical Records and Health Information Technicians	7	\$ 15.63	103	106	3
				Health Technologists and Technicians, All Other	2	\$ 18.04	24	28	4
				Healthcare Support Workers, All Other	6	\$ 18.26	46	48	2
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT RIPLEY	Manufacturing Technology	TTC Diploma	08/22/2017	Production Workers, All Other (NWTN)	41	\$ 12.93	340	341	1
				Production Workers, All Other (NWTN+surrounding counties)	274	\$ 14.61	2300	2333	33

[[Staff Services](#)]

[Provider Profile](#)

- [General](#)
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- [Contacts](#)
- [Case Notes](#)
- [Documents](#)

[Provider Programs](#)

- [Program Services](#)
- [Support Services](#)
- [Contracts](#)
- [Self Service Education Programs](#)

[Provider Activities](#)

- [Enrollments](#)
- [Invoices](#)
- [Vouchers](#)

[Program Services](#)

[Support Services](#)

[Contracts](#)

[Self Service Education Programs](#)

Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT MCKENZIE

[Self Service Education Program Details](#)

Data indicates this item was changed 05/08/2018. [[View History](#)]

Data indicates this item was changed 06/04/2018. [[View Detail History](#)]

Program / Service Details

* Status:	Active
* Service Name:	Major Appliance Repair
* Service Description:	Major Appliance Repair
* Service Type:	PS - CRS
* Alternate Service Type:	Not Applicable
* State Use 1:	
* State Use 2:	
* State Use 3:	
* State Use 4:	
* State Use 5:	
* Green Job Training:	No
* This program of study leads to:	An industry-recognized certificate or certification
* This program leads to a postsecondary credential or degree:	Yes
* Cipcode:	470106 - Appliance Installation and Repair Technology/Technician.
* Date Program First Offered:	01/01/2018
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	Yes
* Is this program in a partnership with business?	No
* Program-Business Partnership Description:	
* LWIA Submitted:	
* Completion Level:	TTC Diploma
* Attain Credential:	Occupational Skills certificate or credential
* Other Credential Type:	
* Certification/License Title:	N/A
* Certification/License Type:	Certification or License Does Not Apply
* Grievance Procedure:	
* Refund Policy:	
* Class Frequency:	Daily

***Duration:** 16 Months
***Day or Night Classes:** Day
***Weekend Classes:** No
***Class Time:** 1728 Hours
***Lab Time:** 0 Hours
***Other Time:** 0 Hours
***Class Size:** Minimum: 5
Maximum: 30
***Number of Instructors:** 1
***Drug/Alcohol Screening Required:**
***Describe the qualifications of all instructors**
in 800 characters or less:
***Describe the minimum entry level**
requirements or prerequisites in 800
characters or less:
***Describe any equipment used in this program**
and its adequacy and availability in 800
characters or less:
***Please provide a reasonable explanation**
regarding why this is a new program:
***Projected hourly wage after Program** \$
Completion:
***Accessibility:** On-Site Parking

Program Credentials

***Number of credits:**
***Credit earned duration:**

External Approvals

*** State Approving** Tennessee Board of Regents
Agency:
***State Approving** (nothing selected)
Agency Status:

*** Staff Created ID:** [3204441]
*** Date Created:** 05/08/2018
*** Staff Last Edited ID:** [3204441]
*** Date Last Edited:** 05/08/2018

[[Edit Program / Service Details](#)]

Program / Service Registered Apprenticeship

Registered Apprenticeship

***Is this Education Program a Registered Apprenticeship?** No

[[Edit Program Registered Apprenticeship](#)]

Program / Service Occupations

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
49903100	Home Appliance Repairers BRIGHT OUTLOOK	

[[Edit Occupation Details](#)]

Program / Service Cost Details

	Cost Title	Cost Value
Total CRS Training Costs		\$7,170.00
	Tuition/Fee	\$4,984.00
	Books	\$2,186.00
	Tools	\$0.00
	Other Costs	\$0.00
	Comments	
Total Amount		\$7,170.00

[[Edit Cost Details](#)]

Program / Service Locations

Address	Bill Address
No data available	

[[Edit Location Details](#)]

Program / Service Skills

Selected Skills
No data available

[[Edit Program Skills](#)]

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
----	---------	--------------------	---------------------------------	------------------------------------	--	--------------------	---	---	-----------------	--------------------------

No data available

[[Edit Program Performance](#)]

Program / Service Application Confirmation

Agreed to the confirmation statement: Yes

Submit program for WIOA Approval: Yes

[[Edit Confirmation](#)]

Program / Service Review Status

This program / service has not been reviewed.

Program/Service Skills have not been entered.

WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:

Application Status: Applied For

Review Status: Not Reviewed

Reapplication Date:

Eligibility Type:

Expiration Date:

[[Edit Program Review](#)]

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18.1

Occupation Snapshot

Emsi Q3 2018 Data Set

July 2018

Northwest Tennessee Workforce Board



708 E. Court Street
Dyersburg, Tennessee 38024

Parameters

Occupations

Code	Description
49-9031	Home Appliance Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Regions

16 items selected. See Appendix A for details.

Timeframe

2018 - 2023

Datarun

2018.3 – Employees

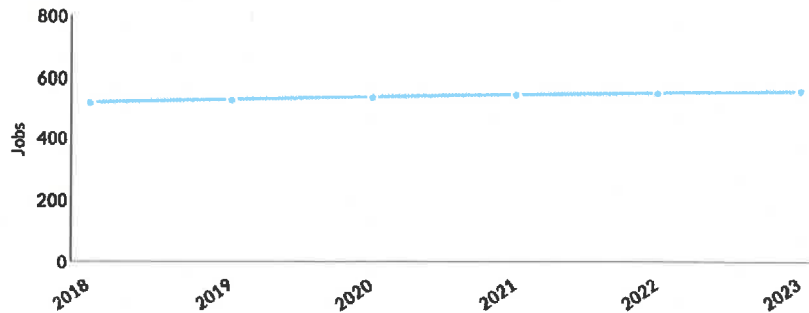
2 Installation, Maintenance, and Repair Occupations in 16 Counties

Occupation Summary for 2 Installation, Maintenance, and Repair Occupations

518 Jobs (2018) 22% above National average	6.8% % Change (2018-2023) Nation: 8.0%	\$17.51/hr Median Hourly Earnings Nation: \$22.23/hr
---	---	---

Growth

518	553	35	6.8%
2018 Jobs	2023 Jobs	Change (2018-2023)	% Change (2018-2023)



Occupation	2018 Jobs	2023 Jobs	Change	% Change
Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021)	499	535	36	7%
Home Appliance Repairers (49-9031)	18	18	0	0%

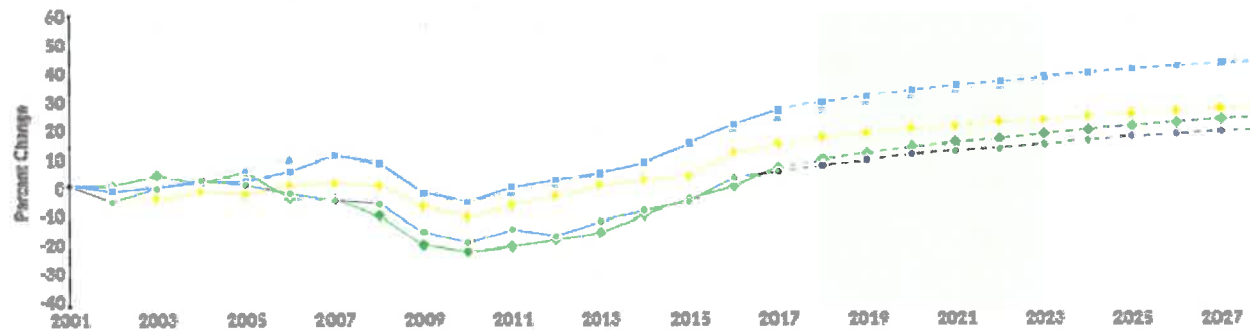
Percentile Earnings

\$15.48/hr	\$17.51/hr	\$19.56/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Heating, Air Conditioning, and Refrigeration Mechanics and Installers (49-9021)	\$15.54	\$17.52	\$19.52
Home Appliance Repairers (49-9031)	\$13.22	\$16.68	\$21.46

Regional Trends



	Region	2018 Jobs	2023 Jobs	Change	% Change
●	Region	518	553	35	6.8%
●	State	12,933	13,825	892	6.9%
●	Nation	361,223	389,977	28,754	8.0%
●	Local Workforce Development Area 12	326	353	27	8.3%
●	LWDA12 Surrounding Counties	2,485	2,622	137	5.5%


Regional Breakdown



County	2023 Jobs
Madison County, TN	185
Gibson County, TN	56
Henry County, TN	37

County	2023 Jobs
Humphreys County, TN	35
Weakley County, TN	33

Job Postings Summary

52 Unique Postings 78 Total Postings	2 : 1 Posting Intensity Regional Average: 3 : 1 	57 days Median Posting Duration Regional Average: 23 days
---	--	--

There were **78** total job postings for your selection from January 2018 to June 2018, of which **52** were unique. These numbers give us a Posting Intensity of **2-to-1**, meaning that for every 2 postings there is 1 unique job posting. This is lower than the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they may not be trying as hard to hire for this position.

Occupational Programs

1 Programs (2017)	31 Completions (2017)	62 Openings (2017)
CIP Code	Program	Completions (2017)
47.0201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	31

Industries Employing 2 Installation, Maintenance, and Repair Occupations

Industry	Occupation Group Jobs in Industry (2017)	% of Occupation Group in Industry (2017)	% of Total Jobs in Industry (2017)
Plumbing, Heating, and Air-Conditioning Contractors	330	65.1%	28.5%
Fuel Dealers	18	3.6%	10.4%
Local Government, Excluding Education and Hospitals	15	2.9%	0.2%
Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	13	2.5%	4.3%
Elementary and Secondary Schools (Local Government)	12	2.3%	0.1%

Appendix A - Regions

Code	Description
21035	Calloway County, KY
21075	Fulton County, KY
21083	Graves County, KY
21105	Hickman County, KY
47005	Benton County, TN
47017	Carroll County, TN
47033	Crockett County, TN
47039	Decatur County, TN
47053	Gibson County, TN
47077	Henderson County, TN
47079	Henry County, TN
47085	Humphreys County, TN
47113	Madison County, TN
47131	Obion County, TN
47161	Stewart County, TN
47183	Weakley County, TN

Appendix B - 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.

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

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

Program Cost Breakdown*Books, Supplies, and Tuition needed for enrollment at TCAT - McKenzie***SPRING TRIMESTER JANUARY----APRIL 2018****Major Appliance Repair***Trimester Contact Hours 1728***First Trimester****2017-2018 Year**

	Item/Description			TOTAL
Fees	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00
Books/Supplies/Tools				
9781337370042	Refrigeration & Air Conditioning			\$ 245.00
9781305578708	Refrigeration & Air Conditioning - lab Manual			\$ 65.00
9781305601475	Electricity for Refrigeration, Heating & Air Conditioning			\$ 235.00
9781285180014	Electricity for Refrigeration, Heating & Air Conditioning Lab Manual			\$ 60.00
9780979740305	Dewalt HVAC Technician Certification Guide			\$ 46.00
	Tee Shirts (5)	15.00		\$ 75.00
	R22 Super Slide Chart			\$ 5.00
	R410A Super Heat Slide Chart			\$ 5.00
	Safety Glasses			\$ 6.00
	Tool Tote			\$ 39.00
	42005 Manifold R-22			\$ 70.00
	11958 Refrigerant Charging Hoses R-22			\$ 74.00
	19209 Quick Coupler 90degree			\$ 16.00
	19109-REC Quick Coupler straight (2)	\$ 16.00		\$ 32.00
	Calculator			\$ 4.00
	Flash Drive			\$ 11.00
	OSHA 10 Safety Exam			\$ 25.00
	Total Books/Supplies/Tools			\$ 1,013.00
FIRST TRIMESTER TOTALS				\$ 2,259.00

Second Trimester

	Item/Description			TOTAL
Fees	Maintenance Fee			1169.00
	Technology Fee			67.00
	Special Activity Fee			10.00
	Fee Totals			\$ 1,246.00
Books	EPA MANUAL			\$ 7.00
	EPA EXAM			\$ 25.00
	Air Conditioning Competency Test			\$ 15.00
	Heat Pump Competency Test			\$ 15.00
	Gas Heat Competency Test			\$ 15.00
	Electrical Competency Test			\$ 15.00
	Psychrometer			\$ 101.00
	Clamp Meter			\$ 150.00
	SEN-00856 Pipe Clamp K-TYPE			\$ 55.00
	42004 Manifold W/Low Loss Hoses 60"			\$ 115.00
	IR Thermometer			\$ 82.00
	Total Books/Supplies/Tools			\$ 595.00
Second Trimester Totals				\$ 1,841.00

Third Trimester				
	Item/Description			TOTAL
Fees	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00
Books/Supplies/Tools	Universal R-410A Book			\$ 30.00
	Universal R-410A Exam			\$ 25.00
	78050-REC Digital Manometer			\$ 127.00
	91188110 Vacuum Gauge			\$ 336.00
Total Books & Tools				\$ 518.00
Third Trimester Totals				\$ 1,764.00

Revised 11/20/2017

Fourth Trimester

	Item/Description			TOTAL
<i>Fees</i>	Maintenance Fee			1169.00
	Technology Fee			67.00
	Student Activity Fee			10.00
	Fee Totals			\$ 1,246.00

Fourth Trimester Totals			\$ 1,246.00
--------------------------------	--	--	--------------------

9780071770187	Troubleshooting and Repairing Major Appliances		\$ 60.00
---------------	--	--	-----------------

Total Program Cost
MAJOR APPLIANCE REPAIR

TUITION	4 Trimesters @	\$ 1,246.00 each	\$ 4,984.00
Total Tuition			\$ 4,984.00
BOOKS		\$ 2,186.00	\$ 2,186.00
TOTAL ESTIMATED COST			\$ 7,170.00

Total cost of programs may vary depending on time of completion and price increases.

School Year- 2017-2018

****Allowance for Possible Increases for Books	10%	\$ 218.60
****Allowance for Possible Tuition Increase	15%	\$ 747.60
Total Possible Increase		\$ 966.20
****Total Estimated Cost With Increase		\$ 8,136.20

For more information about our graduation rates, the median debt of students who completed the programs, and other important information, please visit our website at www.tcatmckenzie.edu

[[Staff Services](#)]

Provider Profile

[General](#)
[Locations](#)
[Contacts](#)
[Case Notes](#)
[Documents](#)

Provider Programs

[Program Services](#)
[Support Services](#)
[Contracts](#)
[Self Service Education Programs](#)

Provider Activities

[Enrollments](#)
[Invoices](#)
[Vouchers](#)

[Program Services](#)

[Support Services](#)

[Contracts](#)

[Self Service Education Programs](#)

Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT RIPLEY

[Self Service Education Program](#) Details

Data indicates this item was changed 06/06/2018. [[View History](#)]

Data indicates this item was changed 06/06/2018. [[View Detail History](#)]

Program / Service Details

* Status:	Active
* Service Name:	Cosmetology
* Service Description:	A program that generally prepares individuals to cut, trim, and style scalp, facial, and body hair apply cosmetic preparations perform manicures and pedicures massage the head and extremities and prepare for practice as licensed cosmetologists in spec
* Service Type:	PS - CRS
* Alternate Service Type:	Not Applicable
* State Use 1:	
* State Use 2:	
* State Use 3:	
* State Use 4:	
* State Use 5:	
* Green Job Training:	No
* This program of study leads to:	An industry-recognized certificate or certification A license recognized by the State involved or the Federal Government
* This program leads to a postsecondary credential or degree:	Yes
* CIPcode:	120401 - Cosmetology/Cosmetologist, General.
* Date Program First Offered:	09/04/2018
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	Yes
* Is this program in a partnership with business?	No
* Program-Business Partnership Description:	
* LWIA Submitted:	
* Completion Level:	TTC Diploma
* Attain Credential:	Occupational Skills certificate or credential
* Other Credential Type:	
* Certification/License Title:	N/A
* Certification/License Type:	State Certification or License

*Grievance Procedure:	https://tcatripley.edu/current-students/student-handbookcatalog
*Refund Policy:	https://tcatripley.edu/current-students/student-handbookcatalog
*Class Frequency:	Daily
*Duration:	1500 Hours
*Day or Night Classes:	Day
*Weekend Classes:	No
*Class Time:	30 Hours
*Lab Time:	0 Hours
*Other Time:	0 Hours
*Class Size:	Minimum: 15 Maximum: 20
*Number of Instructors:	1
*Drug/Alcohol Screening Required:	No
*Describe the qualifications of all instructors in 800 characters or less:	
*Describe the minimum entry level requirements or prerequisites in 800 characters or less:	
*Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	
*Please provide a reasonable explanation regarding why this is a new program:	
*Projected hourly wage after Program Completion:	\$ 9.00
*Accessibility:	On-Site Parking

Program Credentials

- *Number of credits:
- *Credit earned duration:

External Approvals

- * State Approving Agency: Board of Cosmetology/Barber Examiners
- *State Approving Agency Status: Approved
- *State Approving Agency Approval Expiration Date: 06/30/2025

- * Staff Created ID: [7819693]
- * Date Created: 05/16/2018
- * Staff Last Edited ID: [7819693]
- * Date Last Edited: 06/06/2018

[[Edit Program / Service Details](#)]

Program / Service Registered Apprenticeship

Registered Apprenticeship

***Is this Education Program a Registered Apprenticeship?**

[[Edit Program Registered Apprenticeship](#)]

Program / Service Occupations

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
39501200	Hairdressers, Hairstylists, and Cosmetologists	

[[Edit Occupation Details](#)]

Program / Service Cost Details

Cost Title	Cost Value
Total CRS Training Costs	\$5,762.00
Tuition/Fee	\$4,462.00
Books	\$225.00
Tools	\$1,044.00
Other Costs	\$31.00
Comments	Total Cost for 1500 hours
Total Amount	\$5,762.00

[[Edit Cost Details](#)]

Program / Service Locations

Address	Bill Address
TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT RIPLEY 127 Industrial Drive Ripley, TN - 38063	127 Industrial Rd. Ripley, TN - 38063

[[Edit Location Details](#)]

Program / Service Skills

Selected Skills

cut or permanently wave hair

dress wigs

use hair, cosmetic, or nail care instruments

[[Edit Program Skills](#)]

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
2017	Overall	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
2017	WIOA	N/A	N/A	N/A	0.00%	N/A	N/A	N/A	N/A	\$0.00

[[Edit Program Performance](#)]

Program / Service Application Confirmation

Agreed to the confirmation statement:

Yes

Submit program for WIOA Approval:

Yes

[[Edit Confirmation](#)]

Program / Service Review Status

This program / service has not been reviewed.

WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:

Application Status:

Applied For

Review Status:

Not Reviewed

Reapplication Date:

Eligibility Type:

Expiration Date:

[[Edit Program Review](#)]

Cosmetologists Occupation Snapshot

Emsi Q2 2018 Data Set

June 2018

Northwest Tennessee Workforce Board



708 E. Court Street
Dyersburg, Tennessee 38024

Parameters

Occupations

Code	Description
39-5012	Hairdressers, Hairstylists, and Cosmetologists

Region – 50 Mile Radius

16 items selected. See Appendix A for details.

Timeframe

2018 - 2023

Datarun

2018.2 – Employees

Hairdressers, Hairstylists, and Cosmetologists in 16 Counties

Hairdressers, Hairstylists, and Cosmetologists (SOC 39-5012): Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. Excludes "Makeup Artists, Theatrical and Performance (39-5091), "Manicurists and Pedicurists" (39-5092), and "Skincare Specialists" (39-5094).

Sample of Reported Job Titles: Hair Stylist, Stylist, Beautician, Hairdresser, Cosmetologist, Master Cosmetologist, Manager Stylist, Hairstylist, Hair Dresser, Barber Stylist.

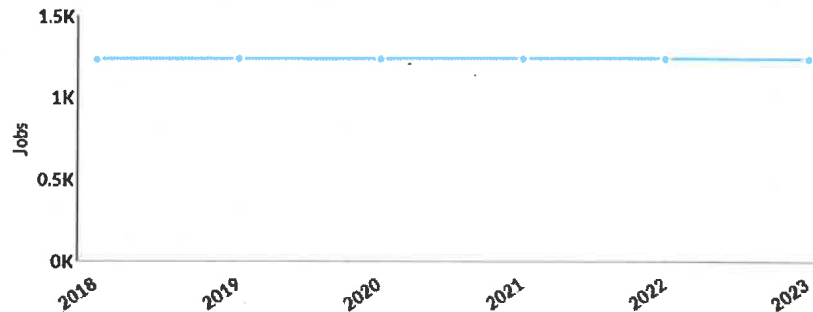
Related O*NET Occupation: Hairdressers, Hairstylists, and Cosmetologists (39-5012.00)

Occupation Summary for Hairdressers, Hairstylists, and Cosmetologists

1,233 Jobs (2018) 27% below National average	0.5% % Change (2018-2023) Nation: 6.1%	\$12.99/hr Median Hourly Earnings Nation: \$11.66/hr
---	---	---

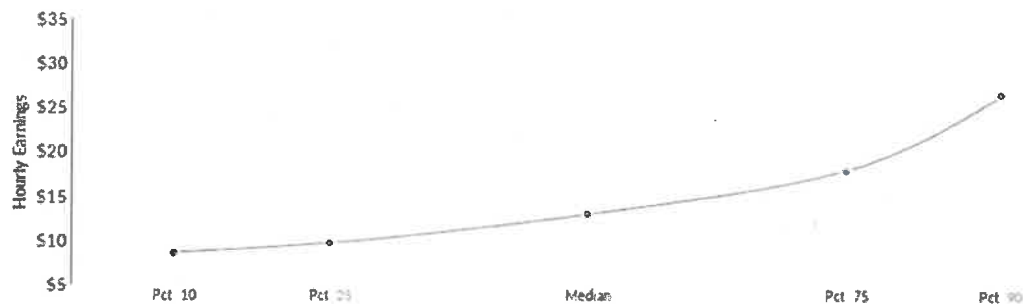
Growth for Hairdressers, Hairstylists, and Cosmetologists (39-5012)

1,233	1,239	6	0.5%
2018 Jobs	2023 Jobs	Change (2018-2023)	% Change (2018-2023)



Percentile Earnings for Hairdressers, Hairstylists, and Cosmetologists (39-5012)

\$9.73/hr	\$12.99/hr	\$17.95/hr
25th Percentile Earnings	Median Earnings	75th Percentile Earnings

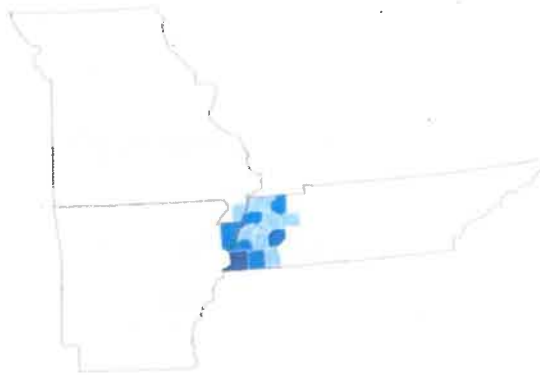


Regional Trends



	Region	2018 Jobs	2023 Jobs	Change	% Change
•	Region	1,233	1,239	6	0.5%
•	State	14,238	14,705	467	3.3%
•	Nation	364,803	386,962	22,159	6.1%
•	Local Workforce Development Area 12	97	102	5	5.2%

Regional Breakdown



County	2023 Jobs
Shelby County, TN	1,068
Madison County, TN	79
Weakley County, TN	32
Fayette County, TN	14
Tipton County, TN	12

Job Postings Summary

59 Unique Postings 124 Total Postings	2 : 1 Posting Intensity Regional Average: 4 : 1 	7 days Median Posting Duration Regional Average: 27 days
---	---	--

There were **124** total job postings for your selection from January 2018 to April 2018, of which **59** were unique. These numbers give us a Posting Intensity of **2-to-1**, meaning that for every 2 postings there is 1 unique job posting. This is lower than the Posting Intensity for all other occupations and companies in the region (4-to-1), indicating that they may not be trying as hard to hire for this position.

Occupation Gender Breakdown



	Gender	2017 Jobs	2017 Percent
•	Males	80	6.5%
•	Females	1,152	93.5%








Occupation Age Breakdown



	Age	2017 Jobs	2017 Percent
•	14-18	11	0.9%
•	19-24	229	18.6%
•	25-34	360	29.2%
•	35-44	243	19.7%
•	45-54	209	17.0%
•	55-64	119	9.7%
•	65+	60	4.9%

National Educational Attainment



Education Level		2017 Percent
•	Less than high school diploma	6.7% 
•	High school diploma or equivalent	44.3% 
•	Some college, no degree	31.8% 
•	Associate's degree	10.5% 
•	Bachelor's degree	5.7% 
•	Master's degree	0.6% 
•	Doctoral or professional degree	0.3% 

Occupational Programs

5 Programs (2016)		451 Completions (2016)	153 Openings (2016)
CIP Code	Program	Completions (2016)	
12.0401	Cosmetology/Cosmetologist, General	436	
12.0413	Cosmetology, Barber/Styling, and Nail Instructor	15	
12.0406	Make-Up Artist/Specialist	0	
12.0407	Hair Styling/Stylist and Hair Design	0	
12.0499	Cosmetology and Related Personal Grooming Arts, Other	0	

Industries Employing Hairdressers, Hairstylists, and Cosmetologists

Industry	Occupation Jobs in Industry (2017)	% of Occupation in Industry (2017)	% of Total Jobs in Industry (2017)
Beauty Salons	789	64.0%	51.0%
Other Personal Care Services	147	12.0%	50.9%
Nail Salons	104	8.5%	51.0%
Barber Shops	50	4.1%	50.5%
Diet and Weight Reducing Centers	45	3.6%	51.1%

Appendix A - Regions

Code	Description
5093	Mississippi County, AR
29155	Pemiscot County, MO
47017	Carroll County, TN
47033	Crockett County, TN
47045	Dyer County, TN
47047	Fayette County, TN
47053	Gibson County, TN
47069	Hardeman County, TN
47075	Haywood County, TN
47095	Lake County, TN
47097	Lauderdale County, TN
47113	Madison County, TN
47131	Obion County, TN
47157	Shelby County, TN
47167	Tipton County, TN
47183	Weakley County, TN

Appendix B - 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.

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State Data Sources

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Program	Trimester	Course Code	Description	Hours	Award
Cosmetology	1	COS 0001	Worker Characteristic	6	
Cosmetology	1	COS 1010	Orientation	8	
Cosmetology	1	COS 1020	Sterilization, Bacteriology	30	
Cosmetology	1	COS 1030	Anatomy and Physiology	10	
Cosmetology	1	COS 1040	Shop Ethics and Salesmanship	10	
Cosmetology	1	COS 1050	State Law	20	
Cosmetology	1	COS 1060	Tech Foundations	30	
Cosmetology	1	COS 1070	Shampooing and Rinsing	80	
Cosmetology	1	COS 1080	Hair and Scalp Care	40	
Cosmetology	1	COS 1090	Hair Shaping	20	
Cosmetology	1	COS 1100	Hairstyling	48	
Cosmetology	1	COS 1110	Facials	10	
Cosmetology	1	COS 1120	Manicuring and Pedicuring	30	
Cosmetology	1	COS 1130	Permanent Waving	20	
Cosmetology	1	COS 1140	Hair Structure and Chemistry	70	
Shampooist				432	Certificate
Cosmetology	2	COS 0002	Worker Characteristic	6	
Cosmetology	2	COS 2010	Sterilization, Bacteriology II	20	
Cosmetology	2	COS 2020	Anatomy and Physiology II	40	
Cosmetology	2	COS 2030	Shop Ethics & Salesmanship II	15	
Cosmetology	2	COS 2040	Shampooing and Rinsing II	20	
Cosmetology	2	COS 2050	Hair and Scalp Care II	20	
Cosmetology	2	COS 2060	Hair Shaping II	40	
Cosmetology	2	COS 2070	Hairstyling II	60	
Cosmetology	2	COS 2080	Facials and Eyebrows	20	
Cosmetology	2	COS 2090	Manicuring and Pedicuring II	25	
Cosmetology	2	COS 2100	Permanent Waves II	48	
Cosmetology	2	COS 2110	Hair Relaxers	23	
Cosmetology	2	COS 2120	Hair Color and Lightening	69	
Cosmetology	2	COS 2130	Hair Structure & Chemistry II	26	
Cosmetology	3	COS 0003	Worker Characteristic	6	
Cosmetology	3	COS 3010	Sterilization Bacteriology III	20	
Cosmetology	3	COS 3020	Anatomy and Physiology III	18	
Cosmetology	3	COS 3030	Shop Ethics & Salesmanship III	25	
Cosmetology	3	COS 3040	Hair Shaping III	60	
Cosmetology	3	COS 3050	Hairstyling III	58	
Cosmetology	3	COS 3060	Facials and Eyebrows II	20	
Cosmetology	3	COS 3070	Permanent Waves III	75	
Cosmetology	3	COS 3080	Hair Relaxers II	45	
Cosmetology	3	COS 3090	Hair color and Lightening III	80	
Cosmetology	3	COS 3100	Sculptured Nails	25	

Cosmetology	4	COS 0004	Worker Characteristic	6
Cosmetology	4	COS 4010	Sterilization, Bacteriology IV	15
Cosmetology	4	COS 4020	Shop Ethics & Salesmanship IV	25
Cosmetology	4	COS 4030	State Law II	5
Cosmetology	4	COS 4040	Hair Shaping IV	15
Cosmetology	4	COS 4050	Hairstyling IV	28
Cosmetology	4	COS 4060	Permanent Waving IV	30
Cosmetology	4	COS 4070	Hair Relaxers III	30
Cosmetology	4	COS 4080	Hair Color and Lightening IV	50
Cosmetologist				1500 Diploma

From: Bane, Jennifer

Sent: Monday, August 06, 2018 9:16 AM

To: Connie Stewart <stewart@dsc.edu>; Stanfill, Stewart <stanfill.stewart@hcschools.tn.gov>; Prater, Margaret <prater@nwnworks.org>; Lofton, Judy <judy.lofton@tn.gov>; Dayton Roberts <Dayton.Roberts@tn.gov>; Joel Blackford <Joel.Blackford@tn.gov>; David Parrish <David.Parrish@tn.gov>; Rye, Marla <MrYe@workforceessentials.com>; McLimore, Natalie <nmlimore@workforceessentials.com>; Johnson, Gina <gjohnson@nwnworks.org>; Kristie Bennett <Kristie.Bennett@tn.gov>

Cc: Lana Wood <lwood@dsc.edu>

Subject: Draft July IFA

Good morning! Attached is the July IFA for your review. I have also attached an updated list of changes made. Below is a comparison between the current totals by partner versus the previous totals. Please let me know as soon as possible if there are any changes that need to be made. If there aren't any changes, please complete and return signature pages as listed below. Thanks!

Total by Partner - All Centers **7/1/2018** **6/1/2018** **Change**

Title I Adult - Dyersburg State*	\$ 155,855.01	\$ 106,136.07	\$ 49,718.94
Title I Dislocated Worker - Dyersburg State*	\$ 44,958.18	\$ 54,247.32	\$ (9,289.15)
Title I Youth - Dyersburg State*	\$ 98,907.99	\$ 75,474.54	\$ 23,433.45
Adult Ed. - Henderson Co. Schools	\$ 7,810.33	\$ 6,306.07	\$ 1,504.27
Title III (all programs) - TDLWD	\$ 317,948.05	\$ 261,717.45	\$ 56,230.60
Vocational Rehabilitation	\$ 20,208.13	\$ 16,974.30	\$ 3,233.82
TANF - Workforce Essentials	\$ 85,701.22	\$ 154,307.45	\$ (68,606.24)
RESEA - Dyersburg State*	\$ 20,837.18	\$ 20,441.94	\$ 395.24
Strengthening Working Families*	\$ 6,450.21	\$ 18,586.67	\$ (12,136.46)
Total Shared Costs	\$ 758,676.30	\$ 736,947.17	\$ 21,729.13

\$ 758,676.30

*Paid by the Northwest TN Workforce Board, Inc.

\$ 327,008.57 \$ 274,886.54 \$ 52,122.02

Budget Changes	Benton	Carroll	Crockett	Dyer	Gibson	Henry	Lake	Lauderdale	Oblion	Tipton	Weakley	Total / All
IT / PI Staff	\$ (1,079.78)	\$ 4,222.33	\$ 131.08	\$ 14,322.69	\$ (1,256.15)	\$ (2,397.81)	\$ (1,040.47)	\$ (6,802.62)	\$ 1,429.79	\$ (6,651.55)	\$ 175.43	\$ 1,052.94
OSO	\$ 3,944.94	\$ 19,476.09	\$ 2,946.22	\$ 33,903.40	\$ 12,426.68	\$ 2,455.29	\$ 3,204.17	\$ (1,340.57)	\$ 20,462.95	\$ (3,401.59)	\$ 12,724.38	\$ 106,801.96
OSA					\$ 4,841.73			\$ (11,475.00)		\$ (10,250.00)	\$ 500.00	\$ (16,383.27)
Communications				\$ (4,250.00)				\$ (2,662.50)		\$ (3,187.50)		\$ (10,100.00)
Utilities					\$ (4,665.00)			\$ (3,525.00)		\$ (4,875.00)		\$ (13,065.00)
Building Maintenance				\$ 6,500.00	\$ (2,000.00)			\$ (2,227.50)		\$ (2,062.50)		\$ 210.00
Supplies								\$ (1,500.00)		\$ (1,050.00)		\$ (2,550.00)
Advertising								\$ (75.00)		\$ (187.50)		\$ (262.50)
Rent	\$ (1,200.00)		\$ (1,200.00)	\$ (2,515.00)	\$ (16,860.00)		\$ (1,200.00)	\$ (9,000.00)	\$ 4,800.00	\$ (10,800.00)	\$ (6,000.00)	\$ (43,975.00)
Total	\$ 1,665.16	\$ 23,698.42	\$ 1,877.30	\$ 47,961.09	\$ (7,512.74)	\$ 57.48	\$ 963.70	\$ (38,608.19)	\$ 26,692.74	\$ (42,465.64)	\$ 7,399.81	\$ 21,729.13

Staff Changes

*Remove TANF *Remove Local SNAP	*Remove TANF *Remove Local SNAP *Add 1 WP staff	*Remove Fields, Stewart, Walker *Remove Local SNAP	*Replace Vandyke with CA	*Remove TANF *Remove Local SNAP	*Remove TANF *Remove AE	*Add Fields & Vandyke	*Remove Local SNAP *Remove AE
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Other Changes

*Add TAA hours; reduce from WP	*Remove TDLWD costs; replace with NWTNWB costs	*Remove Utilities & reduce bldg maintenance	*Remove SQFT (except Carroll rent) *Redistribute OSO & IT / PI Staff *Adjusted WFE hours	*Changed Ads / Brochures & Advertising / Marketing to Dues, Subscriptions, & Advertising
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Information Needed

Updated salary, benefits, travel, indirect, and participant costs

BY-LAWS FOR THE

NORTHWEST TENNESSEE WORKFORCE BOARD LOCAL WORKFORCE DEVELOPMENT AREA ~~12~~

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ARTICLE I

Name & Establishment

§ 1.1 Name: This body shall be known as Northwest Tennessee Workforce Board, Inc., **Northwest Tennessee** Local Workforce Development Board ~~for Area 12~~ (NWTN LWDA ~~12~~); hereinafter referred to as “the Board”. The Board is established in accordance with Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 107.

ARTICLE II

Location

§ 2.1 Location: The principal office of the Board shall be located at 708 East Court Street in Dyersburg, Tennessee, 38024. The Board may have such other offices, either within or without the State of Tennessee, as the Board of Directors may designate or as the affairs of the Board may require.

ARTICLE III

Mission and Purpose

§ 3.1 Mission and Purpose of the Board: The purpose of this body is to provide policy guidance and exercise oversight with respect to activities under the Workforce Innovation and Opportunity Act of 2014 (WIOA) (or subsequent federal law) in partnership with the units of local government for **Northwest TN** LWDA ~~12~~. The Board is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes. This Board supports WIOA activities that develop a quality workforce system to meet the needs of area employers and job seekers, so that Northwest Tennessee is an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life.

In furtherance of such purposes, the Board intends to operate in the Local Workforce Development Area, established by the Governor of the State of Tennessee, encompassing Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, **Lauderdale**, Obion, **Tipton**, and Weakley counties of Tennessee.

ARTICLE IV

Functions of Local Board

§ 4.1 Consistent with WIOA section 108, in partnership with the Local Elected official the following roles and responsibilities of the functions of the local board shall include the following:

- (1) **LOCAL PLAN** – Develop and submit a Strategic Plan in partnership with the Chief Elected Officials (CEOs) (as defined in 29 - 29 USC 3123) within the LWDA for submission to the Governor of the State of Tennessee. If the local area is part of a planning region that includes other local areas, the Board shall collaborate with the other local boards and chief elected officials in preparation of a regional plan as described in section 106(c)(2);
- (2) **WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS** – In order to assist in the development and implementation of the local plan, the Board shall:
 - A. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) and regularly update such information; and

- B. Assist the Governor in developing the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act, specifically in the collection, analysis, and utilization of workforce and labor market information; and
 - C. Conduct other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders.
- (3) **CONVENING, BROKERING, LEVERAGING** – The Board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources.
- (4) **EMPLOYER ENGAGEMENT** – The Board shall lead efforts to engage with a diverse range of employers:
- A. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Board; and
 - B. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities; and
 - C. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 - D. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships).
- (5) **CAREER PATHWAYS DEVELOPMENT** – The Board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- (6) **PROVEN AND PROMISING PRACTICES** – The Board shall lead efforts to:
- A. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and
 - B. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- (7) **TECHNOLOGY** – The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by—
- A. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 - B. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
 - C. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - D. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- (8) **PROGRAM OVERSIGHT.**—The local board, in partnership with the chief elected official for the local area, shall—
- A. (i) conduct oversight for local youth workforce investment activities authorized under section 129(c), local employment and training activities authorized under subsections (c) and (d) of section 134, and the one-stop delivery system in the local area; and
 - (ii) ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (i); and

- B. for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.
- (9) **NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES.**—The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).
- (10) **SELECTION OF OPERATORS AND PROVIDERS.**—
 - A. **SELECTION OF ONE-STOP OPERATORS.**—Consistent with section 121(d), the local board, with the agreement of the chief elected official for the local area—
 - (i) shall designate or certify one-stop operators as described in section 121(d)(2)(A); and
 - (ii) may terminate for cause the eligibility of such operators.
 - B. **SELECTION OF YOUTH PROVIDERS.**—Consistent with section 123, the local board—
 - (i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in section 123(b)), based on the recommendations of the youth standing committee, if such a committee is established for the local area under subsection (b)(4); and
 - (ii) may terminate for cause the eligibility of such providers.
 - C. **IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES.**—Consistent with section 122, the local board shall identify eligible providers of training services in the local area.
 - D. **IDENTIFICATION OF ELIGIBLE PROVIDERS OF CAREER SERVICES.**—If the one-stop operator does not provide career services described in section 134(c)(2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.
 - E. **CONSUMER CHOICE REQUIREMENTS.**—Consistent with section 122 and paragraphs (2) and (3) of section 134(c), the local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- (11) **COORDINATION WITH EDUCATION PROVIDERS.**—
 - A. **IN GENERAL.**—The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).
 - B. **APPLICATIONS AND AGREEMENTS.**—The coordination described in subparagraph (A) shall include—
 - (i) consistent with section 232—
 - I. reviewing the applications to provide adult education and literacy activities under title II for the local area, submitted under such section to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan; and
 - II. making recommendations to the eligible agency to promote alignment with such plan; and
 - (ii) replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)), and implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff,

technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

- C. **COOPERATIVE AGREEMENT.**—In this paragraph, the term “cooperative agreement” means an agreement entered into by a State designated agency or State designated unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.

(12) **BUDGET AND ADMINISTRATION.**—

- A. **BUDGET.**—The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.

- B. **ADMINISTRATION.**—

(i) **GRANT RECIPIENT.**—

- I. **IN GENERAL.**—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.
- II. **DESIGNATION.**—In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).
- III. **DISBURSAL.**—The local grant recipient or an entity designated under subclause (II) shall disburse the grant funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under subclause (II) shall disburse the funds immediately on receiving such direction from the local board.

- (ii) **GRANTS AND DONATIONS.**—The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.

- (iii) **TAX-EXEMPT STATUS.**—For purposes of carrying out duties under this Act, local boards may incorporate, and may operate as entities described in section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under section 501(a) of such Code.

(13) **ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES.**— The local board shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one stop centers in the local area.

Note: Except as provided in sec. 107(g)(1)(B), pursuant to a request from the local board, the Governor may grant a written waiver of training prohibition, no local board may provide training services.

Other LWDB roles and responsibilities include:

- (a) Create an annual report that must be submitted to the State Office as per guidelines established by the TDLWD; and
- (b) Promote American Job Center programs and activities; and
- (c) Assist the State Office in developing the statewide employment statistics system under the Wagner-Peyser Act; and
- (d) Coordinate with economic development strategies and establish employer linkages with workforce development activities; and
- (e) Carry out regional planning responsibilities as required by the TDLWD; and
- (f) Conduct business in an open manner by making available to the public information about the activities of the LWDB, including the local Strategic Plan before submission, membership,

designation of the local Workforce System Operator, the awards of grants or contracts, and minutes of LWDB meetings.

ARTICLE V

Membership and Committees

§ 5.1 Membership: The Board shall be established and certified by the Governor of the State to carry out the functions described in Article IV (and any functions specified for the local board under WIOA.) The chief elected officials in **Northwest TN LWDA 12** are authorized to appoint the members of the Board in accordance with the State criteria. Authority to appoint members to the LWDB lies solely with the Chief Local Elected Official.

The number of the members of the Board shall be not less than the minimum number required under the Act as set forth in the Workforce Innovation and Opportunity Act of 2014, as amended from time to time. The number of members may be increased or decreased from time to time by the chief elected officials of the counties within the LWDA, but no decrease shall have the effect of shortening the term of an incumbent officer or member or reducing the number of members below the minimum number required under the Act.

The Local Elected Official of each of the counties encompassed within the LWDA shall appoint the members of the Board in accordance with the criteria established by the Governor of the State of Tennessee as described in Workforce Services Policy # 16-11 – Local Governance, as amended from time to time.

A majority of the members of the local board shall be representatives of the private sector as described in paragraph (2)(A) in the WIOA, Section 107. The local elected officials within the LWDA may execute an agreement that specifies the respective roles of the individual local elected officials (a) in the appointment of the members in accordance with the criteria established as provided below; and (b) in carrying out any other responsibilities assigned to such officials under the Workforce Innovation and Opportunity Act of 2014.

As ex-officio members of the Board, the chief elected officials have all rights and privileges stated within these by-laws.

- (1) **STATE CRITERIA:** The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in **Northwest TN LWDA 12** for appointment of members of the Board in accordance with the requirements of paragraph (2). Further, in accordance with Workforce Services Guidance – Local Workforce Development Board Member Nomination Process, nominations shall be solicited by the Chief Local Elected Official from entities of business, government or community development. The nominator shall be of a management capacity representing business, labor, education and economic community development. The staff to the LWDB, fiscal agent staff, staff employed by One-Stop Operators, and contracted service providers are prohibited from both nominating members to the board or serving on the board to avoid conflicts of interest.
- (2) **COMPOSITION.**—Such criteria shall require that, at a minimum—
 - A. **Representatives of Business** - a minimum of 51% of the members of each local board shall be representatives of business in the local area, who—
 - (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
 - (ii) represent businesses, including small businesses (at minimum 2 members), or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
 - (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

- B. Labor Organization Representatives** - A minimum of 20% of the membership shall be representatives of the workforce within the local area, who—
- (i) shall include representatives of labor organizations nominated by local labor federations in local areas where employers are represented by labor organizations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
 - (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
 - (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
 - (iv) may include (optional) representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA eligible youth, including representatives of organizations that serve out of school youth;
- C. Representatives of Education & Training** - each local board shall include representatives of entities administering education and training activities in the local area, who—
- (i) shall include a representative of eligible providers administering adult education and literacy activities under WIOA title II;
 - (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
 - (iii) may include (optional) representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
- D. Representatives of Government, Economic and Community Development** - each local board shall include representatives of governmental and economic and community development entities serving the local area, who—
- (i) shall include a representative of economic and community development entities;
 - (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
 - (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
 - (iv) may include (optional) representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - (v) may include (optional) representatives of philanthropic organizations serving the local area; and
- E. Discretionary Representatives** - each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.
- (3) AUTHORITY OF BOARD MEMBERS.**—Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the board shall represent diverse geographic areas and demographic make-up, in accordance with the most recent US Census, within the local area, as much as possible.

- (4) **SPECIAL RULE.**—If there are multiple eligible providers serving the local area by administering adult education and literacy activities under title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local board described in clause (i) or (ii) of paragraph (2)(C), respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively.

§ 5.2 Standing Committees: The Board, in accordance with WIOA Section 107(b)(4)(A), may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out activities authorized in this section. Such standing committees shall have a Chair and Vice Chair who is a member of the Board representing private business; may include other members of the Board; and shall include other individuals appointed by the Board who are not members and who are determined to have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

- (1) The American Job Center (AJC) Services Committee will provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners. This committee will oversee activities related to AJC Technology Services; Coordination with education providers; and Employer engagement functions as outlined in Section 4.1. This committee also supports the Career Development Services Team in their efforts to provide job seekers with opportunities to explore career options, identify barriers, access resources, develop skills, and apply for jobs and the Business Services Team in providing employers with opportunities to identify potential workers, assess skill gaps, and facilitate training of employees to meet employer needs.
- (2) The Outreach and Opportunities Committee will be responsive to the provision of services to individuals with particular service needs, such as veterans, youth ages 16-24, individuals with a disability, dislocated workers, offenders, and others with barriers to employment. The committee will lead local workforce development efforts in the functions related to Career pathways development by recommending alignment of employment, training, education, and supportive services and proven and promising practices identification in meeting the needs of customers of the Career Center system and disseminating this information to the Board. This committee will also support the staff in seeking supplemental grant funds to support workforce development efforts in **Northwest TN LWDA 12**.
- (3) The Executive Committee shall have the authority to act on behalf of the Board between its business meetings, make recommendations to the Board, and such other duties as specified in these By-laws. The Executive Committee shall be subject to the order of the Board, and none of its acts shall conflict with these By-laws or stated policies of the Board. The Executive Committee will be made up of the chairpersons of each of the aforementioned standing committees, the Vice-Chair of the Board, the Secretary, the Chief Local Elected Official, the Vice Chief Local Elected Official, and the Board Chair. The Board Vice-Chairperson will serve as the Chair of the Executive Committee. This committee will be instrumental in performing the following functions of the Board as outlined in Section 4.1 Development of the Local Strategic Plan: Workforce research and regional labor market analysis; Convening, brokering, and leveraging stakeholders; Program oversight; Selection of Operators and providers; Approval of providers for Eligible Training Provider List; Negotiation of local performance accountability measures; and Budget and administration. In keeping with the requirements for the Accessibility function of the Board outlined in Section 4.1 (13), this committee shall annually assess the physical and programmatic accessibility of all one stop centers in the local area, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- (4) When deemed necessary or appropriate the chairperson of the Board shall have the authority to appoint temporary or ad hoc committees, including the chairperson of said committee, for the purpose of special projects.

5.2.1 Members of Standing Committees not appointed to the Board may attend all meetings of the Board, but shall not have voting rights. Standing Committee members shall serve at the pleasure of the Board and shall advise and counsel the Board on appropriate matters.

§ 5.3 Terms: The terms of members of the Board shall be four (4) years. Member terms will be staggered so all terms do not expire at the same time. Members in good standing will automatically renew for subsequent terms until the Board member properly notifies the Chairperson of the Board of the intent to no longer serve.

§ 5.4 Board Vacancy: Any vacancy occurring on the Board will be filled in the period between the date of resignation and the date of the second subsequent meeting, not to exceed two full quarters. This includes vacancies created by the removal of members for cause. LWDB members replacing out-going individuals at mid-term will serve the remainder of the out-going member term.

§ 5.5 Removal: Any member of the Board will be removed for cause by the Chief Elected Officials (CEOs), if any of the following occurs: (a) documented violation of conflict of interest; (b) failure or refusal to work cooperatively with the Board and to abide by the By-Laws as stated in 5.4; (c) documented proof of fraud and/or abuse and (d) failure to meet board member representation requirements defined in WIOA; (e) other causes as determined by the Board. Removal of a member shall also constitute removal as an officer of the Board and as a member of all committees of the Board. Intent to remove a member must be stated in the call of the meeting and be provided to all voting members at least five (5) days prior to the meeting.

5.5.1 Any board member missing three consecutive meetings may be replaced at the sole discretion of the Chief Local Elected Official from the county represented.

5.5.2 A member who has a change of employment that results in a change of membership classification must resign or be removed by the Chief Local Elected Officials immediately as a representative of that entity. Documentation of Board member violation and subsequent removal will be maintained by the LWDA in the form of attendance logs, conflict of interest forms and other documentation deemed necessary. A Board member subject to removal may appeal by submitting a letter in writing within 30 days of notice of removal to the CEOs stating reasons to remain as an active member of the Board. A committee of CEOs will review the appeal and make a decision prior to the next scheduled date of the Board.

§ 5.6 Resignation: A member may resign his or her membership at any time by tendering his or her resignation in writing to the Chairperson, or in the case of the resignation of the Chairperson, to the Vice-Chairperson or Vice President for Workforce Development for the Administrative Entity. A resignation shall become effective upon the date specified in such notice or, if no date is specified, upon receipt of the resignation by the Board.

ARTICLE VI

Officers

§ 6.1 Board Officers: There shall be a Chairperson, a Vice-Chairperson, and a Secretary of the Board, each of whom shall be elected in accordance with the provisions of this article (§ 6.2). In accordance with WIOA sec. 107(3)(A), the Chair and thus the Vice-Chair shall be representatives of business in the local area. The Board may also elect such other assistant officers as the Board may from time to time deem necessary or appropriate. Any two or more offices may be held by the same person, except for that of the offices of Chairperson, Vice-Chairperson, and Secretary.

§ 6.2 Election and Term of Office: The officers of the Board shall be elected every two years by the Board members, during the designated annual meeting. Each officer shall hold office for a term of two (2) years or until his or her resignation, death or removal from office in the manner provided in these By-laws. An officer may succeed himself or herself in office.

§ 6.3 Board Chairperson: The Chairperson of the Board shall

- (1) be elected from among the members of the Board;
- (2) be a representative of the private sector;
- (3) be designated as the Chairperson of the Board and shall in general be primarily responsible for the management of the programmatic affairs of the Board and for implementing the policies and directives of the Board;
- (4) preside at all meetings of the Board and the Executive Committee; and
- (5) have authority to sign, with the Vice-Chairperson, Secretary or any other proper officer thereunto authorized by the Board, contracts, proposals, plans, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or these By-laws to some other officer or agent of the Board, or shall be required by law to be otherwise signed or executed. Each chairperson shall hold office until his or her term shall have expired and his or her successor shall have been elected and qualified, or until his or her resignation, removal from office, or death. A chairperson may succeed himself or herself. The chairperson shall be natural persons who have attained the age of twenty-one (21) years.

§ 6.4 Vice-Chairperson: The Vice-Chairperson shall

- (1) be elected from among the members of the Board;
- (2) be a representative of the private sector;
- (3) preside at all meetings of the Board during the absence or disability of the Chairperson of the Board;
- (4) be primarily responsible for the general management of the business of the Board and for implementing the policies and directives of the Board in the absence or disability of the Chairperson of the Board;
- (5) have authority to sign, with the Secretary or any other proper officer thereunto authorized by the Board, contracts, proposals, plans, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or these By-laws to some other officer or agent of the Board, or shall be required by law to be otherwise signed or executed; and
- (6) perform such other duties as from time to time may be assigned by the Chairperson of the Board.

§ 6.5 Secretary: The Secretary shall perform the following functions or shall oversee staff to the Board to

- (1) keep the minutes of the proceedings of the Board;
- (2) ensure that all notices are duly given in accordance with the provisions of these By-laws;
- (3) keep a register of the mailing address and electronic addresses of each member of the Board, as furnished to the Secretary by each member; and
- (4) in general perform all duties pertinent to the office of Secretary and such other duties as may from time to time be assigned by the Chairperson of the Board.

§ 6.6 Vacancies: A vacancy in any office, as a result of death, resignation, removal, disqualifications, or otherwise, may be filled by the affirmative vote of a majority of the Board at a meeting, at which a quorum is present, for the unexpired portion of the term of his or her predecessor, and until the next election of officers at the boards annual meeting.

§ 6.7 Recall of Officers: Pursuant to Section 5.4 of these By-Laws the Board may by a two-thirds (2/3) vote at a meeting, at which a quorum is present, remove any officer when, in its judgment, the best interest of the Board will be served thereby. Intent to recall or remove an officer must be stated in the call of the meeting with notice provided to the officer to be removed and all other voting members at least five (5) days prior to the meeting.

§ 6.8 Resignation: An officer may resign his or her office at any time by tendering his or her resignation in writing to the Chairperson or, in the case of the resignation of the Chairperson, to the Vice-Chairperson, or Secretary. A resignation shall become effective upon the date specified in such notice, or if no date is specified, upon receipt of the resignation by the Board. An officer may resign his or her position as an officer of the board, but retain his or her position as a member of the board.

§ 6.9 Board of Directors: The Board of Directors includes the Chief Local Elected Official, the Vice Chief Local Elected Official, the Board Chairperson, the Vice Board Chairperson and one private sector representative selected by the other Directors from the membership at large. The Board Chairperson will serve as the President, the Vice Board Chairperson as Vice President and the private sector representative as Secretary of the Northwest TN Workforce Board, Inc. The Board of Directors will serve as the administrative authority in oversight of day-to-day operations in conducting the functions of the board and fiscal agent. The Board of Directors shall have the authority to supervise and manage the employees of the Northwest Tennessee Workforce Board, Inc. serving in the capacity of staff to the Board and Fiscal Agent as described in Article VIII. The Board of Directors shall be subject to the order of the Board, and none of its acts shall conflict with these By-laws or stated policies of the Board. The Board of Directors shall be responsible for ensuring board actions comply with federal, state and local laws, regulations and policies.

ARTICLE VII

Meetings

§ 7.1 Regular and Annual meetings: The Board shall meet at least quarterly for the purpose of transacting business according to the current workforce development needs. There will be one meeting designated as the annual meeting for the purpose of receiving annual reports from the Administrative Entity, electing officers of the Board and transacting any other Board business. The Chairperson shall fix the time and place and provide notice to all voting members prior to the meeting. The notice shall state the location or means of communication for the meeting, in addition to the time and date. The local board shall make available to the public, through electronic means and print media, notice of upcoming open meetings.

§ 7.2 Special or Called Meetings: Special meetings of the Board may be called by the Chairperson or at the request of the Executive Director. Special meetings may also be called upon the written request of five members of the Board. Special or called meetings may be held under certain circumstances where a pertinent issue needs to come before the Board prior to the next scheduled meeting. This meeting can take place by means of conference telephone or electronic communications, wherein all Board members have access to the discussion and vote of all participating members. The purpose of the meeting shall be stated in the notice and no other business shall be transacted at the meeting. The Chairperson shall fix the time and place and provide notice to all voting members at least five (5) business days prior to the meeting. The notice shall state the location or means of communication for the meeting, in addition to the time and date. The local board shall make available to the public, through electronic means and print media, notice of upcoming open meetings.

§ 7.3 Quorums: One-third (1/3) of the voting members of the Board will constitute a quorum for the transaction of business at any meeting thereof. Action of the Board must be authorized by the affirmative vote of a majority of all voting members present at a meeting at which a quorum is present.

§ 7.4 Participation in Meetings: Each regular Board member, shall be entitled to one (1) vote on any matter properly submitted for a vote to the Board. The affirmative vote of a majority of the members present at a meeting, at which a quorum is present, shall be the act of the Board, except as may otherwise be specifically provided by law, by the Charter, or by these By-laws. Members of the Board absent from any meeting shall be permitted to vote at such a meeting by written proxies. The members of the Board, or any committee designated by the Board, may participate in a meeting of the Board, or of such committee, by means of conference telephone or

similar communications equipment by means of which all persons participating in the meeting can hear one another; and participation in a meeting pursuant to this provision shall constitute presence in person at such meeting. The members shall be furnished a copy of the minutes of the meetings of the Board prior to the next regularly scheduled meeting.

§ 7.5 Open Meeting Requirement: All meetings and actions of the Board must comply with the Tennessee Open Meeting Act, Tenn. Code Ann. 8-44-101 *et seq.*, along with WIOA Section 107(d), 20CFR 679.390, 20CRF 679.550(b)(5) and Tenn Code Ann 10-7-503(a)(2)(A)(B). The following local policy is set forth:

- Notice of **Northwest TN LWDA 12**-Board Meetings, including location, date, and time, will be posted on the Board's website and social media page, sent to area newspapers as a public service announcement, and be emailed to Board Members and Local Elected Officials for distribution seven (7) days prior to the meeting.
- Board meetings will be conducted in an open manner, available to the public.
- Arrangements will be made upon request for all individuals, including those with disabilities to have physical and electronic access to Board meetings, including appropriate accommodations.
- **Unless otherwise provided by State law**, minutes of Board meetings will be made available to the public upon request and will also available on its website within fifteen (15) business days of the Board's approval of the meeting minutes. Only the formal minutes will be posted on the website; no attachments of presentations at the board meeting will be posted unless the Local Board believe that these attachments are necessary.

§ 7.6 Presumption of Assent: A member of the Board who is present at a meeting of the Board at which action on any Board matter is taken shall be presumed to have assented to the action taken, unless his or her dissent shall be entered in the minutes of the meeting, or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof, or forward such dissent by registered mail to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.

§ 7.7 Expenses and Compensation: No member shall be entitled to receive compensation for services rendered to the Board, as a member of the Board or as a member of any committee thereof. However, upon prior approval by the Board, a member may be paid for reasonable expenses incurred by the member, which directly related to the affairs of the Board upon proper substantiation of such expenses. No such payments shall preclude any member from serving the Board in any other capacity and receiving compensation therefore.

§ 7.8 Vote by Proxy: Any member of the Board may proxy to another sitting board member by completing and filing the Member Proxy Form. Duly executed proxies must be filed with the Board Chairperson prior to the commencement of the board meeting in which the board member is to be absent. The board member accepting such proxy must be in good standing with the Northwest Tennessee Workforce Board. Any Board member may proxy to another Board member once per year. Such proxies shall be considered valid votes in matters considered by the Board, and shall constitute member participation in absentia.

ARTICLE VIII

Staff to the Board

§ 8.1 Staff: In general, the Board and/or the administrative entity/fiscal agent may hire an executive director and other staff to assist in carrying out the functions described in WIOA sec. 107, subsection (d) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4). Pursuant to the above, the Board of Directors are authorized to appoint an Executive Director of the Northwest Tennessee Workforce Board, Inc. The Executive Director is authorized to appoint additional staff to carryout the functions of the Board and Fiscal Agent.

§ 8.2 Qualifications: The Board and/or the administrative entity/fiscal agent shall establish and apply a set of objective qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively carrying out the functions of the local board.

§ 8.3 Limitation on Rate: The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

ARTICLE IX

Amendment of the By-Laws

§ 9.1 Amendment of By-Laws: These By-Laws may be altered, amended, or repealed, upon the affirmative two-thirds (2/3) vote of the voting members of the Board at any regular meeting at which a quorum is present, provided that the amendment has been submitted to the voting members of the Board in writing two weeks prior to the meeting at which the vote on the amendment(s) is to be taken.

ARTICLE X

Conflict of Interest

§ 10.1 Conflict of Interest: Board members and members of Standing Committees shall adhere to the following in regard to conflict of interest- WIOA Sec. 102 (b)(2)(E)(i) and Sec. 107 (h)(1)(2). A Board member may not vote on or participate in any decision-making regarding any matter that would provide direct financial benefit to the member, the members' immediate family, or any organization the member is or a member represents, or on matters of the provision of services by the member or the entity the member represents.

- (1) Board members shall avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide to the Board Chair a written declaration of all substantial business interests or relations they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations shall be updated annually or within 30 days of changes in business to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information and advise the Local Board Chair and appropriate members of potential conflicts. Board members shall recuse themselves from official board duties if they are involved in a conflict of interest.
- (2) Prior to a discussion, vote, or decision on any matter before the Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relations to a business entity, organization, or property that would be affected by any official Board action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participate in the decision on the matter. Board members shall seek the opinion of the Board if there are any doubts whether specific situations involve a conflict of interest. All abstentions shall be recorded in the minutes of the Board meeting and be maintained as part of the official record.
- (3) It is the responsibility of the Board to monitor the potential conflict of interest and bring it to the Board's attention in the event the member does not make a self-declaration.
- (4) The Board shall ensure that the Board, its members or its employees do not directly control the daily activities of its workforce service providers, its workforce system partners, or its contractors.
- (5) Board members or their organizations may receive services as a customer of a local workforce service provider.
- (6) Board members shall not accept bribes, kickbacks or any gift, rebate, money or anything of value whatsoever, or any promise, obligation or contract for future reward, compensation, property or item

of value, including intellectual property, for the purpose or result of causing detriment to another and/or bringing about some benefit to oneself or others.

- (7) The Board shall select or designate an organization to perform duties related to WIOA such as developing a written agreement with the Board and Local Elected Official, which shall clarify how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office Management and Budget circulars, and with the Workforce Services Policy - WIOA (Conflict of Interest Policy), minimize fiscal risk, and develop appropriate steps within the single entity performing multiple functions.
- (8) In the event the Board is selected as a One-Stop Operator, through a competitive process conducted by a third party, the Board shall establish sufficient "firewalls" and conflict of interest policies and procedures consistent with the Workforce Services Policy - WIOA (Conflict of Interest Policy). The Board shall also ensure that all new staff members and providers are informed about this policy, and that appropriate staff members are familiar with it and its requirements in order to prepare state or local plans and the conflict of interest policy.
- (9) The Board shall also ensure training concerning internal conflicts of interest for any entities directly involved with making assessments and determining the eligibility of participants. Documentation of training must be maintained and made available for review and audit purposes.

ARTICLE XI

Compliance with Law

§ 11.1 Compliance with Law: The Board acknowledges that in execution of its business, the Board shall:

- (1) Comply with all applicable Tennessee statutes and regulations including, but not limited to, the governing procurement standards or regulations for the LWDA, Sunshine Law, and the State Travel Regulations;
- (2) Comply with Workforce Innovation and Opportunity Act of 2014 (WIOA) and other appropriate regulations, as well as, policies and directives from the Tennessee Department of Labor and Workforce Development and the State Workforce Board.
- (3) Local Boards shall be subject to TCA 10-7-503(a)(2)(A)(B):
 - (2)(A) Records shall, at all times during business hours, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law.
 - (2)(B) The custodian of a public record or the custodian's designee shall promptly make available for inspection any public record not specifically exempt from disclosure. In the event it is not practicable for the record to be promptly available for inspection, the custodian shall, within seven (7) business days, from the date of the Local Board meeting:
 - (i) Make the information available to the requestor;
 - (ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or
 - (iii) Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce the record or information.

ARTICLE XII

Rules of Order

§ 12.1 Rules of Order: The Board will adhere to Robert's Rules of Order; Revised. In the Event any provision of these By-Laws conflict with Robert's Rules of Order; Revised, the provisions of these By-Laws shall govern.

SIGNATURES

Revisions approved by Northwest Tennessee Workforce Board on 8-28-18

As signed by:

Mr. Jimmy Williamson, Chairman
1230 S Main
Dyersburg, TN 38024
731-288-6001
jimmy_williamson@att.net

Date


Ted Piazza, Vice-Chairman
6 Industrial Park Drive
Dyer, TN 38330
731-692-3424
tpiazza@advancetabco.com

Date


Brad Hurley, Secretary
Carroll County Chamber of Commerce
P.O. Box 726
20740 East Main Street
Huntingdon, TN 38344
731-986-4664
cchamber@earthlink.net

Date

Registered Electrical Apprenticeship Preparation

REAP 
AMTECK


- February 13, 2018 Margaret Asked if Amteck would be interested in special program targeting youth




NW AmericanJobCenter
TENNESSEE

JOBS4TN.GOV

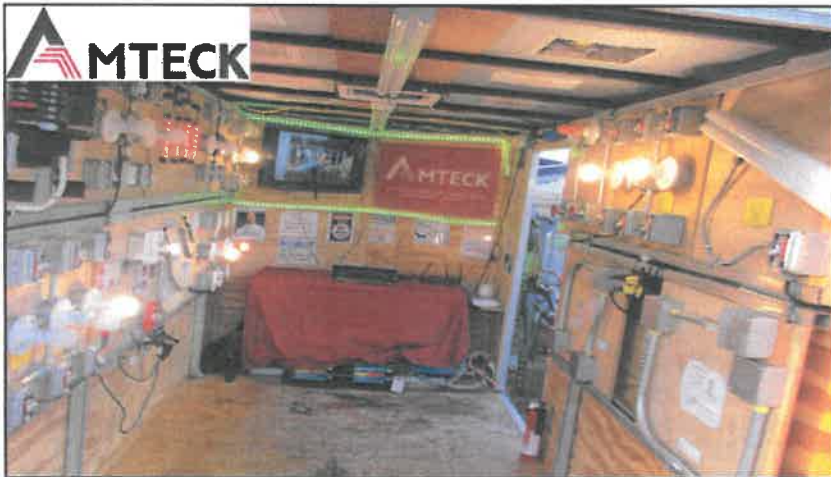
Registered Electrical Apprenticeship Preparation

REAP 
AMTECK

 **LAKE COUNTY SCHOOL SYSTEM**

- February 26th Met with Lake County School Officials
- April 9, 2018 Lake County High School visit with students



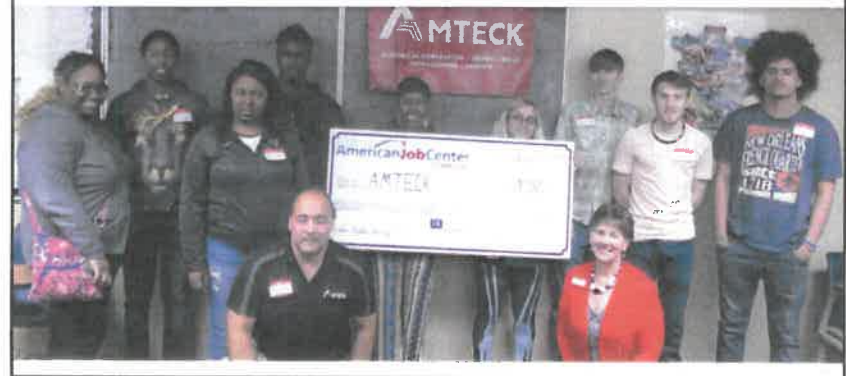



April 9, 2018 Amteck Visit




- April 30th through May 11th Classes were held
- June 4th Through August 3rd Transitional Work Experience Dyersburg
- August 9, 2018 Hired \$12.50 per hour and Registered Electrician's Apprentice U.S. D.O.L.

April 30, 2018 thru May 11th



April 30, 2018 thru May 11th  LAKE COUNTY SCHOOL SYSTEM

Safety / Electric Shock



April 30, 2018 thru May 11th  LAKE COUNTY SCHOOL SYSTEM

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April 30, 2018 thru May 11th  LAKE COUNTY SCHOOL SYSTEM

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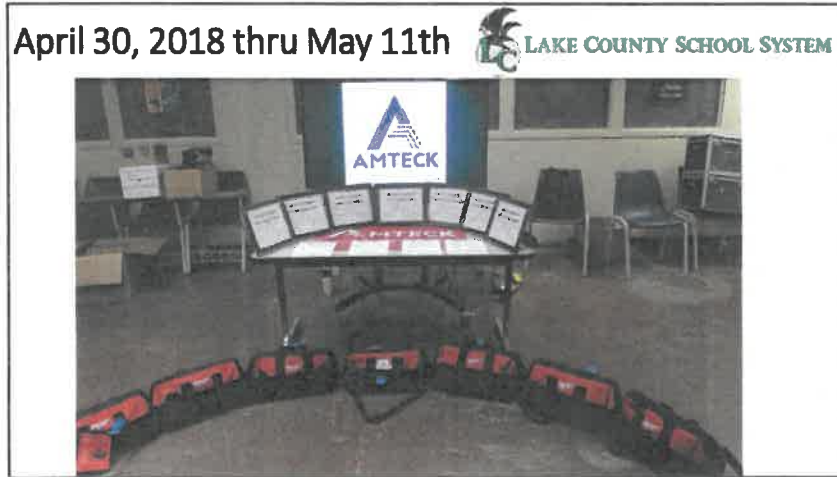


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April 30, 2018 thru May 11th  LAKE COUNTY SCHOOL SYSTEM

Rough In Wiring
Conduit Bending
Basics
Safety





Registered Electrical Apprenticeship Preparation

REAP

AMTECK



AMTECK
DESIGN. BUILD. SUPPORT.

- June 4th Through August 3rd Transitional Work Experience Dyersburg



GO TO WORK



June 4th thru August 3rd

NW AmericanJobCenter
TENNESSEE


JOBS4TN.GOV

Registered Electrical Apprenticeship Preparation

REAP


AMTECK



Registered Electrical Apprenticeship Preparation

REAP

AMTECK

- August 9, 2018 Hired \$12.50 per hour and Registered Electrician's Apprentice U.S. D.O.L.
- Registered Apprentices get wage increases 2 times a year

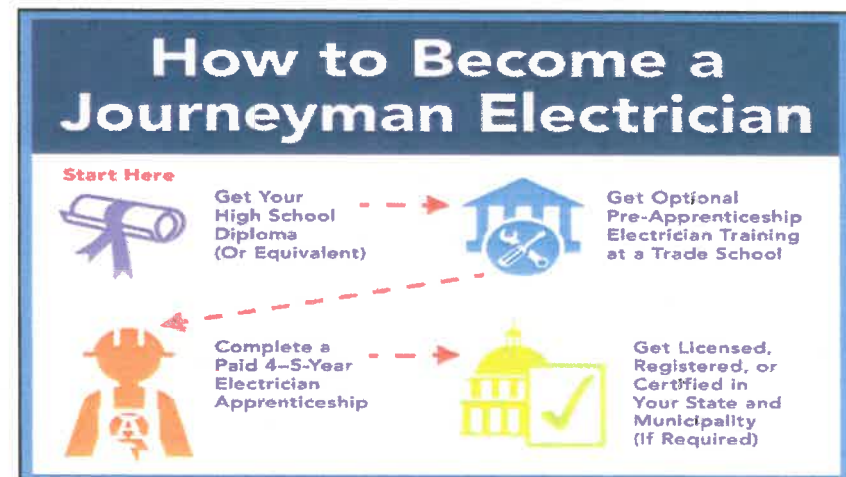
•\$27,000.00 plus




AMTECK







Registered Electrical Apprenticeship Preparation

REAP

AMTECK

- As long as Micah stays employed and meets his milestones he will gain a minimum wage increase of \$2.50 each year for the next 3 1/2 years
- At least \$21.25 by 2022 or

•\$44,000.00 plus

The image includes several illustrations of money: a hand holding a stack of \$100 bills, a fan of \$100 bills, and a stack of \$100 bills.

Registered Electrical Apprenticeship Preparation

REAP

AMTECK

- Once Micah achieves a license as an Electrician.
- No less than \$22.50 and up

•\$47,000.00 and up

The image includes several illustrations of money: a stack of \$100 bills, a fan of \$100 bills, and a stack of \$100 bills.

NORTHWEST
TENNESSEE
WORKFORCE BOARD
ANNUAL REPORT
2017-2018



FAQ WITH THE NORTHWEST TN WORKFORCE BOARD

WHO IS THE NORTHWEST TN WORKFORCE BOARD?

The Northwest Tennessee Workforce Board (NWTNWB), designated by local elected officials, is charged with administering workforce development services in eleven counties in Northwest Tennessee: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Tipton and Weakley. The majority of the members of the NWTNWB are private business leaders from throughout the eleven county service region and include business owners, chief executives, operating officers, and other executives with optimum policymaking and hiring authority. Representatives from Labor Organizations, Education & Training, Government, and Economic & Community Development, and other community organizations also serve on the board. Margaret Prater serves as the Executive Director for the NWTNWB. The NWTNWB is established in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA).

The purpose of the NWTNWB is to provide policy guidance and exercise oversight with respect to activities under the WIOA in partnership with the units of local government for the local area. The NWTNWB supports WIOA activities that develop a quality workforce system to meet the needs of area employers and job seekers, so that Northwest Tennessee is an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life. The NWTNWB, with the agreement of the chief elected officials for the local area, designate a one-stop operator and provider(s) of Career, Business, and Youth services for the local One-Stop Delivery System, operated through the American Job Centers (AJCs), where job seekers and employers connect.

WHY IS WORKFORCE DEVELOPMENT IMPORTANT?

In addition to historically high unemployment rates compared to other regions in the State, Northwest TN serves a population with multiple barriers to employment, such as low postsecondary educational attainment, low income and underemployed individuals, recipients of public assistance, ex-offenders, single parents, individuals with transportation and substance abuse issues, and those lacking necessary soft skills and work ethic. **Per the Governor's Rural Task Force Report the Northwest TN region has two counties classified as distressed – Lake and Lauderdale, and an additional five counties classified as at-risk – Obion, Weakley, Gibson, Carroll, and Benton. These classifications, made using the Appalachian Regional Commission's standard based on comparisons of a county's poverty rate, three-year average unemployment rate, and per capita market income to national average, indicate that a county ranks either in the bottom 10% of the nation as a distressed county, or between the bottom 10% and 25% as an at-risk county.**

Eliminating the barriers to employment, particularly those created by poverty, requires addressing numerous factors such as transportation, childcare, healthcare, education, and work ethic. Given the large percentage of the population of Northwest TN living in poverty, it is critical for the workforce system to address these barriers in order to not only assist individuals in becoming self-sufficient, but also to ensure the employment needs of employers in the region are met. With the implementation of Workforce Innovation and Opportunity Act (WIOA) on July 1, 2015, Northwest TN has already seen a significant increase in targeted populations, including individuals with barriers to employment, being served in the American Job Centers.

HOW DOES NWTNWB HELP SPUR GROWTH IN THE NORTHWEST TENNESSEE ECONOMY?



The NWTNWB must be ever mindful of employment trends in the local area and the region. Leadership in the area works with local education providers including TN Colleges of Applied Technology, community colleges, universities, and private providers, economic developers, and key employers in those sectors that align with **the Governor’s Jobs4TN Sector Strategies plan**. Through **labor market data**, **strategy meetings**, and other data gathering methods, the NWTNWB determines the jobs/occupations that fit into the high-growth, high-skill category, and then focuses training initiatives on those in-demand occupations. Based on this data, the NWTNWB focuses education and training on these sectors: Healthcare and Social Assistance, Business Services, including Information Technology, Transportation and Logistics,

and Advanced Manufacturing. These sectors are shown to have positive job growth through labor market information provided by local employers, the TN Department of Labor and Workforce Development, and an economic analysis tool from Economic Modeling Systems, Inc. (EMSI).

WHAT DOES THE FUTURE OF WORKFORCE DEVELOPMENT LOOK LIKE?

In a tight labor market, focusing on increasing participation in the workforce among target populations such as youth / young adults, individuals with disabilities, and justice-involved individuals remains a priority for the NWTNWB. During the past year, several new projects focusing on improving the skills and employability of such target populations were implemented. The Registered Electrical Apprenticeship Program (REAP) provided electrical apprenticeship training, offered by Amteck, for seven graduating students from Lake County High School. The Re-entry Advanced Manufacturing Program (RAMP) pilot program in Gibson and Dyer counties is offering inmates the opportunity to earn nationally-recognized credentials from the Manufacturing Skills Standard Council (MSSC) in Safety, Manufacturing Processes, Quality, and Maintenance Awareness, to become Certified Production Technicians. Work Experience opportunities for those who lack employment history or have other barriers to employment will continue to be a focus of the NWTNWB. This year nearly \$328,500 was spent in providing customers with paid work experiences.



MEET THE NORTHWEST TN WORKFORCE BOARD

LOCAL CHIEF ELECTED OFFICIALS

Gary Reasons, Chair - Crockett
Barry Barnett, Benton
Kenny McBride, Carroll

Chris Young, Dyer
Tom Witherspoon, Gibson
Brent Greer, Henry

Denny Johnson, Lake
Maurice Gaines, Lauderdale
Benny McGuire, Obion

Jeff Huffman, Tipton
Jake Bynum, Weakley

NORTHWEST TENNESSEE WORKFORCE BOARD MEMBERS

The Northwest TN Workforce Board (NWTNWB), appointed by the county mayors and certified by the Governor, includes representatives of private business/industry, education, economic development, labor, and community based organizations. The NWTNWB provides policy and oversight for all workforce development activities in the 11 county region, including the American Job Centers. The NWTNWB, recently established itself as a 501c3 non-profit organization, to serve as both Fiscal Agent and Staff to the Board.

Board Officers:

Jimmy Williamson, Chair - Dyer
Ted Piazza, Vice-Chair - Gibson
Brad Hurley, Secretary - Carroll

American Job Center Committee:

Rita Alexander, Chair - Gibson
John Killen, Vice-chair - Carroll

Outreach & Opportunities Committee

Ben Marks, Chair - Benton
Will Douglas, Vice-Chair - Lauderdale
Kristie Bennett - Regional

John Bucy - Obion
Karla Carpenter - Regional
Glad Castellaw - Crockett
Doug Clark - Weakley
Ian Cochran - Lauderdale
Keith Cursey - Weakley
Jon Dougherty - Dyer
Bedford Dunavant - Obion
Gwyn Fisher - Regional
Lindsay Frilling - Obion
Bernadette Fuller - Tipton
Landy Fuqua - Weakley
Mary Jones - Tipton

Douglas Matthews - Tipton
Kristy Mercer - Gibson
Charlie Moore - Crockett
David Parrish - Regional
John Penn Ridgeway - Henry
Stewart Stanfill - Regional
Jennifer Starks - Henry
Cliff Sturdivant - Carroll
Cynthia Whitaker - Henry
Gayanne Williams - Lake
Sandra Woods - Gibson

Non-Board Member Committee

Members:
Sherry Fowler
Melinda Goode
Ronnie Gunnels
Robin Sealy
Alvin Smothers
Blake Swaggart

NORTHWEST TENNESSEE WORKFORCE BOARD STAFF

Northwest TN Workforce Board Administrative Office

Margaret Prater, Executive Director
708 East Court Street
Dyersburg, TN 38024
(731) 286-3585

Michael Beavers, Computer Technician
Jennifer Bane, Chief Operating Officer
Lana Burchfiel, Public Information Specialist
Theresa Ethridge, Finance Coordinator
Gina Johnson, Financial Coordinator
LeAnn Lundberg, Director of Facilities & Computer Services

Erica Nance, Compliance Officer Assistant
Derrick Quinn, Compliance Officer
Kim Simpson, Administrative Assistant/Benefits Coordinator
Laura Speer, Director of Performance & Compliance/EO Officer
Terry Williams, Finance Coordinator



Ben Marks Named Board Member of the Year

Ben Marks, owner of Mark's Building Materials in Camden, was named the 2017-2018 Board Member of the Year. Nominated and elected by the staff to the Board, Marks was recognized for his dedication and support of the program. Prater states, "Ben has been a wonderful asset to have on our Board. As owner of a small business, he brings a common sense approach to the table. We can always count on Ben to ask questions, including hard questions, that require us to often think 'out of the box'. We are fortunate to have members like Ben who give of their time to help us improve the overall workforce."

Ben has served on the Northwest TN Workforce Board in a private sector position for Benton County since 2015. He serves as Chairman of the Outreach and Opportunities Committee.

OUR MISSION... *The mission of the Northwest Tennessee Workforce Board is to develop a quality workforce system to meet the needs of area employers and job seekers.*

OUR VISION... *Northwest Tennessee is an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life.*

PERFORMANCE & FISCAL

Performance Report for 2017-2018	WIOA Performance Metrics	PY 2017 Goal	PY 2017 Actual
Adult	Employment Rate 2nd Quarter after Exit	80.5%	94.4%
	Employment Rate 4th Quarter after Exit	75.5%	92.2%
	Median Earnings 2nd Quarter after Exit	\$6,600	\$6,796
	Credential Attainment within 4 Quarters after exit	73%	82.5%
Dislocated Worker	Employment Rate 2nd Quarter after Exit	83.5%	96.9%
	Employment Rate 4th Quarter after Exit	79.5%	90.7%
	Median Earnings 2nd Quarter after Exit	\$7,200	\$7,299
	Credential Attainment within 4 Quarters After Exit	77%	85.4%
Youth	Employment Rate 2nd Quarter After Exit	76.5%	91%
	Employment Rate 4th Quarter after Exit	78.5%	90%
	Credential Attainment within 4 Quarters After Exit	79%	84.6%

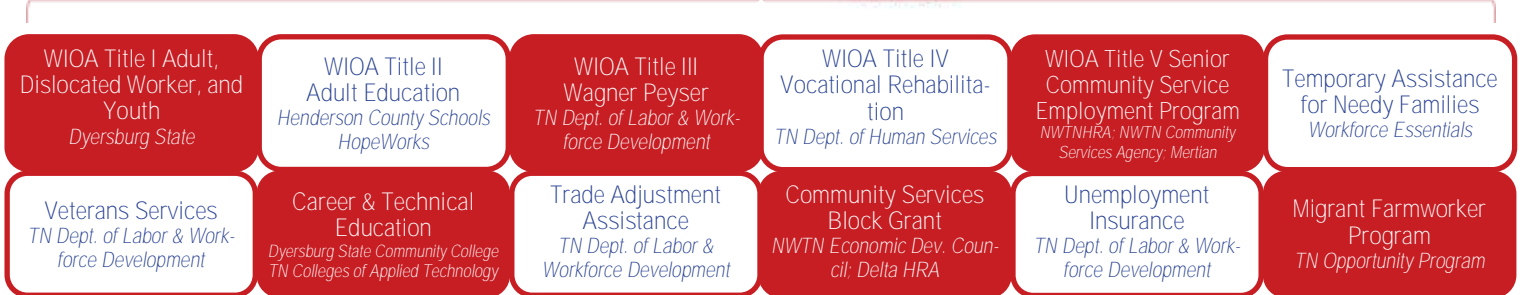
Fiscal Report for 2017-2018	PY 2017 Funding Available	Current Year Expenditures	Percent Expended	De-obligated Funds	Carryover July 1, 2018
Administration	\$ 479,112.33	\$ 317,215.66	66%	\$ 10,719.92	\$ 151,176.75
Adult Formula	\$ 1,147,099.40	\$ 965,844.78	84%		\$ 181,254.62
Dislocated Worker Formula	\$ 1,239,475.62	\$ 833,997.73	67%		\$ 405,477.89
Youth Formula	\$ 1,672,692.08	\$ 921,557.38	55%		\$ 751,134.70
Summer Youth Work Experience	\$ 30,000.00	\$ 30,000.00	100%		\$ -
Consolidated Business Grant	\$ 306,192.57	\$ 306,192.57	100%		\$ -
Rapid Response	\$ 580,500.00	\$ 106,074.04	18%		\$ 474,425.96
SNAP Employment & Training	\$ 119,264.07	\$ 86,542.19	73%	\$ 32,721.88	\$ -
RESEA	\$ 149,171.36	\$ 149,171.36	100%		\$ -
RAMP	\$ 143,060.00	\$ 44,850.00	31%		\$ 98,210.00
REAP	\$ 25,000.00	\$ 25,000.00	100%		\$ -
Incentive	\$ 87,940.66	\$ 87,940.66	100%		\$ -
Transitional Funding	\$ 12,500.00	\$ 12,500.00	100%		\$ -
TOTAL ALL GRANTS	\$ 5,992,008.09	\$ 3,886,886.37	65%	\$ 43,441.80	\$ 2,061,679.92

Participant Funding	Minimum Requirement	Actual
Minimum Participant Cost Rate (MPCR)	40%	48.43%
Youth Work Experience	20%	46.54%
Youth Out-of-School	75%	99.36%

AMERICAN JOB CENTERS

Network of Partners makes American Job Centers a One-Stop Shop

The American Job Center (AJC) system is built upon a foundation of partners linked together to deliver a comprehensive array of services and reach the shared outcomes of employment, education, skills gains, and earnings. All partners are invested in the development and implementation of service delivery to connect customers to resources. Each partner provides a valuable service and all are connected to reach the desired outcome for the customer.



Outreach Efforts Focus on Reaching Individuals Most in Need

Under the Workforce Innovation & Opportunity Act (WIOA), the workforce system is emphasizing serving those who are most in need. WIOA Title I services for Adults, Dislocated Workers, and Youth, are prioritized for veterans, low income, basic skills deficient, and other individuals with barriers to employment. The Outreach & Opportunities committee of the NWTNWB provides guidance for reaching and serving such populations. Staff conduct outreach activities to discuss services and distribute and/or post marketing materials at various community locations, including those specifically serving target populations. Such organizations may include Adult Education classes, libraries, Department of Human Services, Health Department, Housing Authorities, churches, Boys & Girls Clubs, schools, postsecondary institutions, and Head Start programs. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Mobile AJCs are also available for outreach and services throughout the county's rural areas.

In addition to Temporary Assistance for Needy Families and Youth programs being offered through the AJCs, the Re-Employment Services Eligibility Assessment (RESEA) program, designed to assist individuals receiving unemployment insurance with appropriate reemployment services that will lead to successful employment outcomes, strives to assist participants in overcoming barriers so that they can make a successful transition to gainful employment. The Supplemental Nutrition and Assistance Employment and Training program (SNAP E&T), a partnership between the Department of Human Services and TN Department of Labor and Workforce Development, allows eligible SNAP recipients to receive job readiness services such as job search assistance, training or educational placement assistance and scholarships, high school equivalency test fees, and books and transportation assistance for Adult Education classes through AJCs in the region. The Business Services Team also conducts rapid response meetings in order to serve workers dislocated through closures or layoffs.



Career Coach Enhances Career Assessment & Planning Services



Thanks to a Delta Community Health Services Grant and partnership with Dyersburg State Community College, Economic Modeling Systems, Inc. (EMS) software, *Career Coach*, has been added to the list of free services available through the American Job Center. *Career Coach* helps individuals make the connection between educational/training programs and quality career outcomes. Potential students can quickly find a career that's right for them based on career assessment results and relevant job market information. They can then enroll in programs at institutions that best fit their goals. The result? Students engaged in their coursework and passionate about career outcomes associated with specific programs. The tool is available to the public at nwtjobs.org/jobseekers/career-coach.

AMERICAN JOB CENTERS

LWDA 12 July 2017-June 2018 American Job Center Traffic Count

	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union City	Dresden	Covington	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
July	192	194	314	371	81	514	523	607	830	3626	732	370	1102	4728
August	193	281	334	504	100	605	545	423	812	3797	846	351	1197	4994
September	135	242	266	375	43	410	317	330	741	2859	735	295	1030	3889
October	229	324	314	472	65	473	370	428	856	3531	699	424	1123	4654
November	354	258	349	419	100	342	262	235	790	3109	705	279	984	4093
December	119	161	297	272	53	332	160	157	571	2122	767	338	1105	3227
January	200	211	248	428	89	375	273	135	660	2619	700	427	1127	3746
February	207	146	298	462	81	350	186	174	594	2498	719	353	1072	3570
March	190	113	319	445	123	403	251	163	596	2603	645	577	1222	3825
April	181	107	410	462	69	429	289	228	716	2891	622	582	1204	4095
May	158	103	438	404	96	435	319	204	813	2970	643	501	1144	4114
June	142	107	390	491	83	497	323	330	699	3062	581	578	1159	4221
Subtotal	2300	2247	3977	5105	983	5165	3818	3414	8678	35687	8394	5075	13469	49156
Mo. Avg	192	187	331	425	82	430	318	285	723	2974	700	423	1122	4096
% Avg.	3.60%	3.6%	8.1%	10.4%	2.0%	10.5%	7.8%	6.9%	17.7%	72.6%	17.1%	10.3%	27.4%	100.0%

Customers Receiving Title 1 Funding July 1, 2017 to June 30, 2018

County	Adults	Dislocated Worker	Youth	TOTAL Served	OJT Only	IWT Only	Youth WE Only	All Other Services
Benton	26	3	13	42	0	0	4	38
Carroll	30	5	14	49	3	0	9	37
Crockett	23	9	8	40	0	0	3	37
Dyer	353	34	52	439	77	198	31	119
Gibson	113	18	26	157	4	35	8	109
Henry	93	8	15	116	30	32	2	51
Lake	14	2	13	29	0	0	2	17
Lauderdale	178	17	41	236	68	90	11	61
Obion	127	14	24	165	22	32	11	100
Tipton	95	11	24	130	33	0	10	87
Weakley	62	6	7	75	0	5	0	70
OTHER								
TOTALS	1114	127	237	1478	237	392	91	726

Target Group PY17	Total Enrolled	New Enrolled
Underemployed	285	152
Single Parent	148	78
SNAP	236	99
Low Income	597	266
Veterans	34	25
Individual w/Disability	29	13
Underemployed	448	280
Single Parent	216	128
Offender	45	41
Pregnant/Parenting Youth	106	72
SNAP	315	184
Living High Poverty Area	49	36
Low Income	861	540

Services to Employers	PY17
Provided Job Fair Services	68
Provided Job Order Follow-ups/ Assistance	167
Promotional Calls	194
Reviewed Resumes and Referred Eligible Individuals	1,089
Workforce Information for Employers	55
Referred Qualified Applicants	520
Notification to Employer of Potential Applicants	142
Work Opportunity Tax Credit (WOTC) Certifications	4,976

American Job Centers

Reason for Visit to AJC	PY17
Adult Education	2044
Employer Check In	428
Assessments	1251
Job Fairs/Hiring Events	1575
Job Search/Resource Room	26,581
Networking Events	177
RESEA	2375
Resume Assistance	1074
Senior Employment	268
SNAP E&T	309
Trade Adj	75
Unemployment	14,313
Veterans	146
Vocational Rehabilitation	116
Workshops	475

LWDA 12 had over 49,000 visits to the 11 AJCs and enrolled the largest number of Adults in the State.

CONNECTING JOB SEEKERS TO EMPLOYERS

EMPLOYERS SERVED IN 68 EMPLOYER EVENTS 2017-2018

Addus Homecare	DANA	Headstart	PML	Securitas
Advantage Resources	Develey	Integrity Trades Services	PolyOne	Senior Solutions
Allegion	DOT Foods	Jackson Pride	PPL Staffing	SRG Global
Amazon	Eaton	Livingston Janitorial	Preferred Compounding	The Bridge
At Work Personnel Services	Express Employment	Manpower	R & S Staffing	TN Department of Corrections
Burger King	Firestone	McDowell Center for Children	Ranstad	Trinity Services Group
Campbell Arms	Frazier Industrial	McKenzie Industrial Board	Reelfoot Manor	Tyson
Carhartt	Gibson Electric	Natchez Trace	RICOR	UPS
Core Civic	Granges	Nortek	Road Runner	White and Associates
CSI	Hamilton Ryker		Schneider	

The American Job Center Partners Multi-Employer Job Fair
McIver's Grant Public Library, Dyersburg
 November 7, 2017

- ✓ Employers: Tyson, Develey, SRG Global, Eaton, DOT Foods, PolyOne, Firestone, Nortek, PPL Staffing, Manpower, TN Department of Correction, and the McDowell Center for Children.
- ✓ Goals were to conduct outreach to Veterans and job seekers searching for employment and to help employers find qualified candidates for vacant positions.



American Job Center in Huntingdon
 Regional Job Fair for Employers in Carroll,
 Benton & Henry Counties
 May 24, 2018

- ✓ Employers: Allegion (Republic Doors), Granges, Carhartt, AtWork Personnel Services, PML, INC, DANA, Manpower, Senior Solutions, Hamilton Ryker and Express Employment.
- ✓ 65 job seekers took advantage of the Job Fair, with interviews on site.
- ✓ 11 job seekers were given the Career Ready 101 to apply for DANA and PML and 8 were hired on site.
- ✓ TCAT Paris and Bethel University were also on site at the American Job Center and were successful in recruiting applicants.



CONNECTING JOB SEEKERS TO EMPLOYERS

Our
Facebook Page
Reached 3,500
Likes by June 2018

We average
over 30 new
Facebook page
Likes per week.

Social Media is a powerful tool in any business, and it has proven extremely useful in Workforce Development. By sharing job posts & hiring events online, the AJCs are able to reach 1000s of viewers, including job seekers, employers, organizations, training facilities, etc., throughout West Tennessee.



Job links from our eleven county area are selected from JOBS4TN.GOV, and are posted daily on Facebook and Twitter. In addition, area events such as job fairs, training facility information, and economic development updates are often shared.

This post on our page reached over 39,000 people and was shared over 500 times.

BUSINESS SERVICES

Our #1 Priority: Match Our Services to Your Business Needs

Understanding and meeting the needs of employers is given the utmost importance and is achieved through a collaboration of the NWTNWB and partners serving on the Business Services Team, such as Title I Career and Business Services, Labor Exchange, Veterans Programs, Trade Act, Re-Employment Services, Unemployment Insurance, Economic Development, Temporary Assistance for Needy Families, and Vocational Rehabilitation.

The Business Services Team is responsible for connecting with companies in targeted industry sectors and occupations, and other employers that have hiring needs, in order to understand and meet their needs through a variety of employer-driven initiatives and services. As indicated in the chart below, Business Services can assist with Recruitment & Screening, Grants and Incentives, and Workforce Support to address the needs and skills gaps as identified by local employers.

Labor market information (LMI) is also available through Jobs4TN and Economic Modeling Systems, Inc. (EMSI) to help employers identify average wages for jobs in an area, which occupations are predicted to have the most future job openings, as well as unemployment rates in an area, and much more. This year, the NWTNWB received over \$300,000 in the form of a Consolidated Business Grant to be utilized for funding OJT and IWT grants to local employers.

Employer Participation by Program 2017-2018

County	Employer	On-the-Job Training	Incumbent Worker Training	Pre-Apprenticeship
Carroll	Town of Huntingdon	✓		
	Amteck	✓		✓
	Colonial DPP		✓	
Dyer	Develey Mustard & Condiments	✓		
	Eaton Aeroquip	✓		
	Firestone		✓	
	Hexpol	✓		
	NSK Steering Systems	✓		
	Tennova	✓		
Gibson	AADG/Ceco Door		✓	
	ConAgra Foods	✓		
Henry	City of Puryear	✓		
	Pepsi MidAmerica		✓	
	PML Inc.	✓		
Lauderdale	Komatsu		✓	
	VF Imagewear	✓		
	Marvin Windows and Doors	✓	✓	
Obion	Center Point Business	✓		
	Cox Oil	✓		
	Greenfield Products		✓	
	JD Distributors	✓		
	MIA Seating Corp	✓	✓	
Tipton	CSC Sugar, LLC	✓		
	Conopco(Unilever)	✓		
Weakley	MTD Products		✓	
Total Awarded		\$335,558.78	\$115,466.18	\$13,907.89
Number of Employees		145	295	7

HOW CAN THE AJC HELP MY BUSINESS?

RECRUITMENT & SCREENING



Job Postings



Target Populations



Job Fairs/
Hiring Events



Social Media



Screened
Applicant
Referrals



Mobile AJC

GRANTS & INCENTIVES



FastTrack Job
Training



Apprenticeships
Programs



On-the-Job
Training



Work
Experience



Incumbent
Worker Training
Grants



Work
Opportunity
Tax Credits

WORKFORCE SUPPORT



Americans with
Disabilities Act



Federal
Bonding



High School
Equivalency Diploma



Labor Market
Information



TN Reconnect



Rapid
Response

BUSINESS SERVICES

READY...SET...HIRE!

Paid Internship Program

The *Ready, Set, Hire!* Program is Northwest Tennessee American Job Center's new transitional program. Similar to Youth Work Experience, this program targets Adults and Dislocated Workers. Ready, Set, Hire pairs Job seekers and employers to mutually benefit from the combined offerings of:

Ready...Transitional Job / Paid Internship Up to 320 hours of the job seeker's internship is subsidized through the American Job Center at no cost to the employer.

SET...On-the-Job (OJT) Position Employers may be reimbursed up to 50% of an eligible OJT participant's wages for the completion of the specified training period, up to 320 hours.

Hire! Employers are encouraged to consider hiring participants who successfully complete a Transitional Job, with or without an OJT contract.

Employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are considered a member of a qualified targeted group.



Madison Bell met with Amy Maxey, Business Services Coordinator, after recently being laid off her job of 6 months. Madison's lay off, as well as being a single parent, and having 5 or more position changes within the last 3 years, contributed to her eligibility for the Transitional Work Program. Because of the American Job Center's partnership

with Tennova Healthcare, Amy was able to secure Madison an interview for a Systems Analyst, and Madison was accepted into the program. Tennova was so impressed with Madison's performance during her 12-week Transitional Work Experience that they hired her to complete a 320 hour OJT. She is currently earning over \$20 per hour, and says she is grateful to work closely with a supervisor who has been able to teach her a great deal about Information Systems.

Adult/Dislocated Transitional Jobs have served 19 Participants who earned a total of \$34,826.35 since the program started in November.

Local Employers Receive 50% Wage Reimbursement for New Hires

Companies in northwest TN have received wage reimbursements in excess of \$335,000 to train their own workers. For new hires with little or no experience in the occupations, this gives employers an opportunity to save money while training the employee. Business Service staff with the American Job Center developed contracts with 18 companies, placed job orders and referred eligible job applicants to fill 145 positions.

Grants Awarded for Training Incumbent Workers

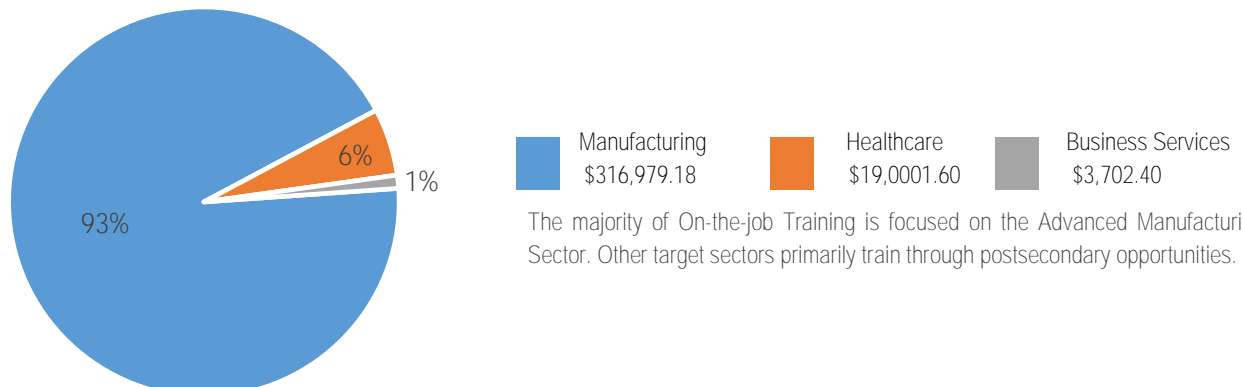
With technology changes and global competition, several companies applied for up to \$25,000 in training grants to upgrade the skills of their current workers. Companies with 5 or more employees may apply. The grant requires a small match, which can generally come from employee wages. Business Service staff are available to assist with the application. Over \$115,000 was awarded to nine (9) companies to train 295 workers.

American Job Centers Provide Rapid Response to Dislocated Workers

When layoffs occur, companies can choose to hold mass employee meetings or distribute materials from the American Job Centers about services available for dislocated workers. Rapid Response Teams often provide onsite services including resume assistance, Career Fairs, and other customized partner services.

Fortunately, this year's lower unemployment rates in LWDA 12 resulted in fewer employees served by the Dislocated Worker program. In Dyer County, Caterpillar had 85 employees affected due to closure, while 150 employees were dislocated due to layoffs at Futuris/Kongsberg in Gibson County, resulting in a total of 235 employees being served by Rapid Response from July 1, 2017 to June 30, 2018. This is down from the roughly 277 served last year in LWDA 12.

On-the-Job Training Expenditures by Sector



ECONOMIC DEVELOPMENT



Emsi

Labor Market Information Tool Available

Economic Modeling Systems, Inc.'s (EMSI) *Analyst* software, utilized by the Northwest TN Workforce Board (NWTNWB) for many years, is a valuable resource of local and regional current, customized, labor market information (LMI). Under a new partnership with Dyersburg State Community College (DSCC) through a Delta Community Health Services grant, the NWTNWB now has access to enhanced data through EMSI's *Developer* software. "*Developer* allows us to provide local businesses, as well as prospective industries, with in-depth workforce analytics so they can find the skilled talent they need" says Margaret Praeter, NWTNWB Executive Director.

Information available includes job growth, wages, in-demand occupations, emerging skills, skills transferability, job posting analytics, educational attainment, postsecondary training opportunities, and much more. All data is customizable to both the local area and surrounding region.

Labor Market FAQs can also be found on Jobs4TN.gov. Businesses can find the answers to some of the most commonly asked questions about the labor market, such as:

- ? What are the average wages for jobs in an area?
- ? What occupations are predicted to have the most future job openings?
- ? What are the salary expectations for specific occupations?
- ? What is the unemployment rate in my county?



DYER CO - In December 2016 when Develey Mustard & Condiment Corporation held their groundbreaking ceremony they announced plans to invest \$20 million in the new operation, creating 150 jobs in Dyer County over five years. Governor Haslam emphasized Develey's desire to see Dyersburg become the center of this area. Their words came to fruition in March 2018 with the opening of The Mustard Company Store, located in the former McIver's Grant Public Library in downtown Dyersburg. The store is home to Tigertail Mustards & BBQ Sauces, a local brand manufactured by Develey Mustard & Condiments here in Dyer County. Develey also hosted several events at the Store and downtown such as Painting Parties and Oktoberfest, a six-hour festival which featured food, drinks, and live music at the Main Street Farmer's Market Pavilion.



DYER CO - FRAZIER Industrial Company, leading manufacturer of Structural Steel Storage Solutions, takes great pleasure in announcing the opening of a 175,000 square foot facility in Dyersburg, with plans to open by the summer of 2018. Fifteen jobs have been created as a result of the facility's opening with the intention to add an additional eighty jobs over the coming months.



WEAKLEY CO - MTD Consumer Group Inc. plans to invest \$10 million in its Martin facility and expects to create 200 jobs over the next five years. MTD, Weakley County's largest private employer, is a leading global manufacturer and distributor of residential and commercial outdoor power equipment under brands such as Cub Cadet and Troy-Bilt.

ECONOMIC DEVELOPMENT



WEAKLEY CO - May 2018 Gov. Haslam announced that Dong-A USA, Inc. will locate its first U.S. operations in Martin, TN. The home appliance and automotive supplier will invest \$13 million and create approximately 220 jobs, making this the largest foreign direct investment in Weakley County's history and the first major industrial announcement for the city since 1984.



LAKE CO - Excel Boat Company, LLC plans to construct a 100,000-square-foot facility in Ridgely, which will create nearly 200 jobs over the next five years. The Lake County plant will manufacture boat trailers, wiring harnesses, upholstery, bracing, and other boating products for its dealership network. Construction will begin July 2018 and is expected to be operational in the second quarter of 2019.



GIBSON CO - Tyson Foods broke ground at its new facility in Humboldt in May 2018. The expansion, which is expected to create approximately 1500 jobs, is Tyson's biggest investment in Tennessee and the single largest investment in Gibson County's history.



OBION CO - January 2017 Williams Sausage Company, Inc. announced plans to build a second plant in Union City, resulting in 226 new jobs over the next five years. The 180,000-square-foot expansion will include a cold storage distribution center, truck maintenance operations, corporate offices, and a new sandwich processing line.



OBION CO - ColorCoat, Inc. announced in April 2017 plans to locate new operations in South Fulton. The windows and doors coating application company will invest \$600,000 and create 80 new jobs in Obion County.



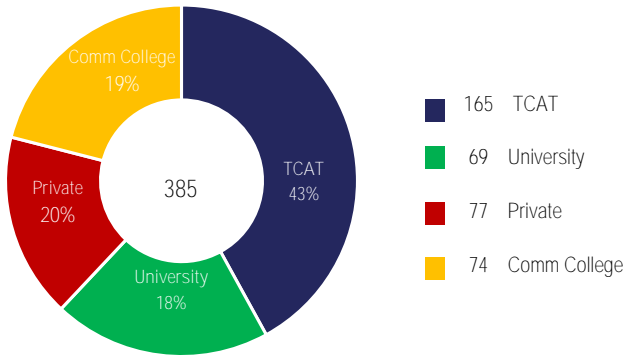
OBION CO - Tyson plans to add 25,000 square feet and new production lines to its Union City plant, effectively doubling the facility's output capabilities. The \$80 million expansion, which will create more than 300 new jobs, is expected to be operational by mid-2019.

POSTSECONDARY EDUCATION

Often times when a job seeker cannot find employment it is because they do not possess the skills to qualify for technical jobs. American Job Center partners can provide scholarships to eligible participants to attend training of their choice. This past year, 385 participants chose to attend 23 different institutions, receiving scholarships totaling over \$651,000. Nearly 43% chose to attend TN Colleges of Applied Technology, 19% community colleges, 18% universities, and 20% private certification institutions for occupations such as Truck Driving, Lineman and Certified Nursing Assistant.

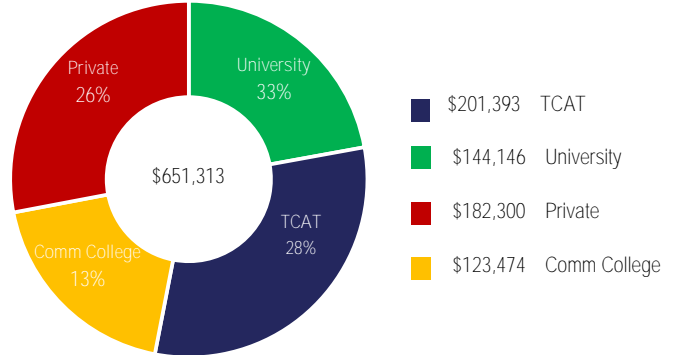
Participant By Training Provider Type Served

2017-2018



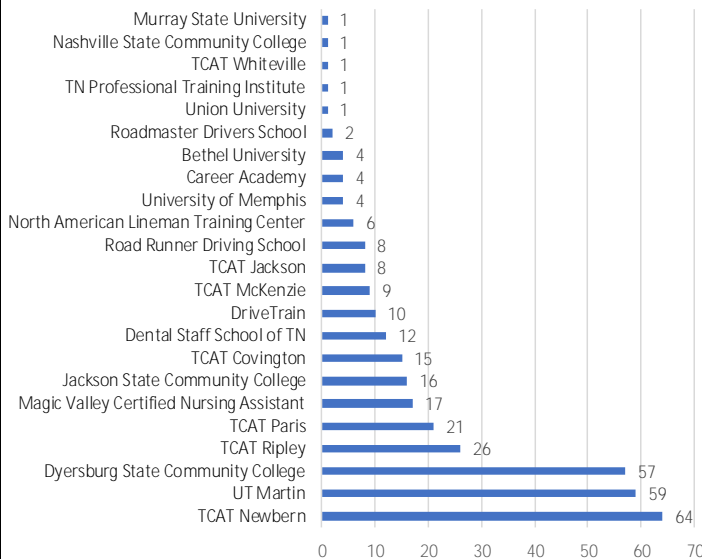
Investment By Training Provider Type Served

2017-2018

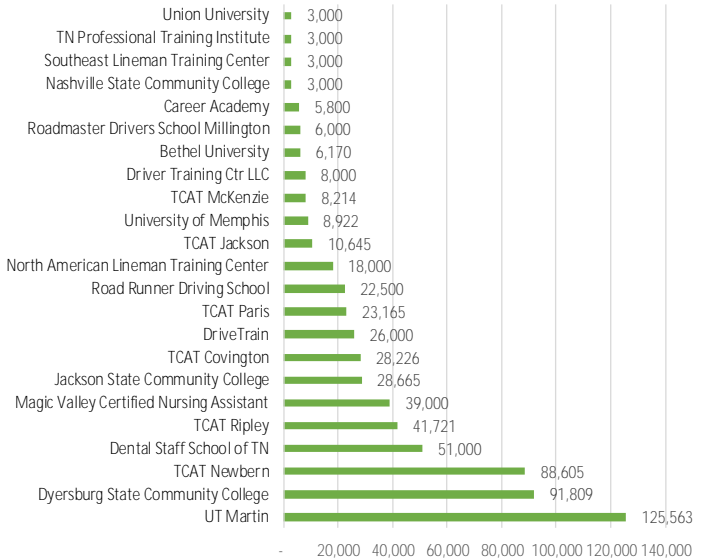


Training Providers

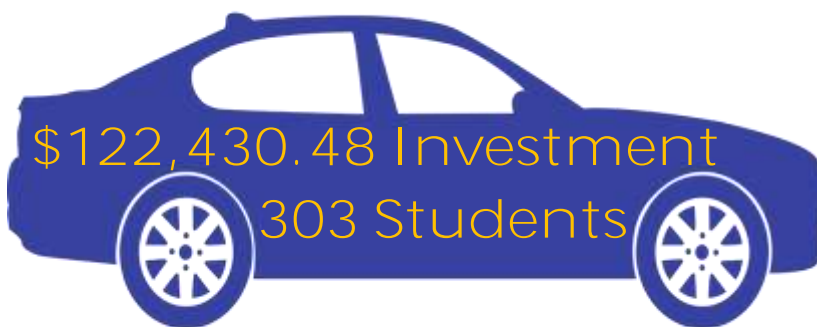
Providers by Participant



Providers by Investment



Transportation Assistance to Attend Postsecondary 2017-2018



Over 300 students used gas cards to help them attend school the past year, with a total of \$122,430.48 awarded. "With so many great initiatives such as the Drive 55, TN Promise, and TN Reconnect, many times our participants only need assistance with support services such as books and transportation stipends" comments Jennifer Bane, Chief Operating Officer. "Braiding our funding of support services with funding from other programs helps to maximize services for customers." Most students attending postsecondary are eligible to receive a gas card. The Career Advisor determines the mileage they will travel daily and establishes the amount they are eligible to receive on their gas card. The program requires a monthly verification of attendance before loading the card. Many students report that they would not have been able to attend classes without the assistance.

POSTSECONDARY EDUCATION



Kayla Jourdan arrived at the American Job Center-Camden an unemployed single parent of two children needing assistance to attend school. Her goal was to provide for her family, but she needed a skill/training to enter full-time employment. Her boyfriend was willing to help with school expenses, but she knew she still needed additional financial help to pay for school. Through the WIA-funded Preferred Employer Training Program, Kayla received her WorkKeys certificate, and enrolled at Tennessee College of Applied Technology-Paris in the Administrative Office Technology program. Additionally she was selected to participate in a co-op program to gain experience in the field of her training, and was assigned to area employer Euro in Paris. After earning her Administrative Assistant Certification/AOT in one year, she was hired with Euro Paris. Her work skill through the co-op program at the TCAT, her work skills, motivation, leadership, and professionalism were key factors in getting hired so quickly. A representative from Euro states, "She is a very dedicated employee and we are fortunate to have her." Kayla says that she is very appreciative for the assistance she received.

Camikka Edwards needed financial assistance to finish her Bachelor of Science in Nursing Degree from the University of Tennessee at Martin. During her terms in 2015-2017, the American Job Center-Ripley was able to provide her with funds to cover expenses for training/travel, textbooks, and other materials needed for her nursing classes. Career Advisor, Wilma Capps says, "I know she will be successful in all her endeavors because of her willingness to provide her career advisors with any information needed throughout her two years in the program." Camikka now has a rewarding career with Summit Medical Center in Hermitage, Tennessee. She loves helping others and is quick to tell prospective students about the many benefits available to them through WIOA.

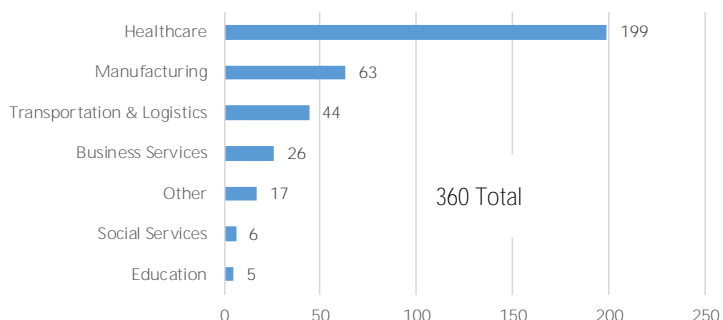


When Ashley came to the American Job Center-Covington two years ago she was a single mom and felt that her lack of work experience didn't leave her many options. Career Advisor Camille Edwards was able to place Ashley as a One-Stop Assistant at the American Job Center, which gave her the experience to build her resume in the field of Office Administration. Because of AJC child care financial assistance, Ashley was also able to attend the Tennessee College of Applied Technology, where she finished with a diploma in Medical Administrative Office Technology. After completing the work experience, Ashley was able to get a job at Dyersburg State Community College as Secretary to the Dean of Nursing. She says, "With this job I get excellent benefits and I am able to continue my education for free. I couldn't be where I am today without the American Job Center. They offer assistance to those in need to help them become successful."

Zachary (Zach) Berkley first contacted the American Job Center-Humboldt in Fall 2016 when he learned his six-year job as a Material Manager for Avkem was ending due to layoffs. Now unemployed, going through marital struggles, and having one of three children in need of excessive healthcare, Zach knew this was the time to make the most of an unfortunate situation. Career Advisor Catherine VanDyke helped Zach receive tuition and travel assistance while he was attending the Practical Nursing program at the Tennessee College of Applied Technology in Bells. Once beginning the program in May 2017, Zach was surprised how much he enjoyed the environment of learning the fast-paced curriculum alongside his fellow students. "You learn everything so quickly," he says. "But Catherine was a constant force in making sure I had everything I needed so I could focus on school." His positive attitude continued even after a rocky start when their clinical experience suffered from the absence of an instructor. Zach graduated from the LPN program on April 17, 2018, and is soon set to take his State Boards. He is employed at the Tennessee State Veterans Home in Humboldt while finishing the prerequisite requirements needed to pursue his RN at the University of Memphis at Lambeth. "Zach was my first participant I had the pleasure of enrolling from the start of a program and seeing through to the finish," says Catherine. "I got to know not only him personally, but his family as well, and it has been a pleasure watching him overcome the barriers he faced when he first came to the American Job Center for assistance."



Customers Trained by Sector



As was the case last year, Healthcare trainees made up the majority (about 55%) of all customers receiving occupational skills training.

Manufacturing was 18%, Transportation 12%, followed by Business Services, Other, Education, and Social Services, which together totaled the remaining 15%.

YOUTH SERVICES

LEAP GRANT MANUFACTURING TRAINING IN 2015-2018

Number of
Participating Schools
2017-2018 2015-2018



Number of
Students Enrolled
2017-2018 2015-2018



CERTIFICATES EARNED

Safety

2017-2018 2015-2018

197

519

Quality

2017-2018 2015-2018

29

129

Manufacturing

2017-2018 2015-2018

36

124

Maintenance

2017-2018 2015-2018

15

94

Certified Production Technician

2017-2018



14

2015-2018

86



Participating High Schools

Bradford High School
Bells Injection Molding
Benton County Technical Center
Brighton High School
Carroll County Technical Center
Covington High School
Crockett County High School
Dyer County High School
Dyersburg High School
Dyersburg High School Welding
Gibson County High School
Halls High School
Henry County High School
Humboldt High School
Lake County High School
Milan High School
Munford High School
Obion Co. Central High School
Peabody High School
Ripley High School
South Fulton High School

Provider of Training

Bradford High School
TCAT Newbern
BCTC
DSCC
CCTC
TCAT Covington
Crockett County HS
TCAT Newbern
TCAT Newbern
TCAT Newbern/DHS
Gibson Co. HS
DSCC
TCAT Paris
Humboldt HS
DSCC
TCAT Jackson
DSCC
Obion Co. Central HS
DSCC
TCAT Ripley
TCAT Newbern

Certifications Earned

13
52
6
12
7
2
90
4
6
32
72
94
8
66
3
198
16
39
59
47
40

MANUFACTURING DAYS

2017-2018



31 Employers
1 Community College



758 Students
18 High Schools

Participating Schools:

Benton County Technical School
Carroll County Technical School
Crockett County High School
Dyersburg High School
Dyer County High School
Milan High School
Gibson County High School
Trenton Peabody High School
South Gibson High School

Bradford High School
Henry County High School
Halls High School
Ripley High School
Obion County Central High School
South Fulton High School
Dresden High School
Greenfield High School
Covington High School

Thank you to the following for making
Manufacturing Days 2017-2018 a success!

Unimim
Granges
ABB
Southern Pride
Hexpol Compounding
Pictsweet
Carlisle Fluids
Ermco
Nortek
Firestone
Develey
PolyOne
Eaton
Nucor
Chicaco Metallic
Ceco Doors

McLean Power Systems
DANA
PML
EURO
Marvin Windows & Doors
SRG
Komatsu
Green Plains
Greenfield Products
Center Point Business Sol.
MTD Products
CSC Sugar
Delfield
Mueller Industries
Unilever
Jackson State Community College

YOUTH SERVICES

WORK EXPERIENCE PROGRAM

Name of Job Site	Sector/Industry
The Bridge	Healthcare
William's Sausage	Manufacturing
Alexander Auto Detailing	Business Services
Trudy's Café	Food Service
Helping Hands	Social Service
Duffy's Consignment	Retail
Obion Co. Public Library	Community Service
Boys & Girls Club	Community Service
Outside In	Community Service
American Job Centers	Government
Cox Oil	Business Services
Inco Irrigation	Agri-Business
Little Lamb's Daycare	Childcare
Pumpkin Patch	Childcare
Weakley Co Nursing Home	Healthcare
Sharon Public Library	Community Service
Weakley Co Board of Education	Education
Weakley Co Chamber of Commerce	Business Services
VF Imagewear	Manufacturing
Delta Human Resource Agency	Social Service
Housing Authority	Government
Carl Perkins Center for Prevention of Child Abuse	Social Service
Lauderdale Co Hospital	Healthcare
The Royal Group	Manufacturing
Covington Care	Healthcare
Marvin Windows	Manufacturing
Carroll Co Chamber of Commerce	Business Services
Chicago Metallic	Manufacturing
Henry Co. Library	Community Service
NW Economic Development, Paris, TN	Community Service
Nobel Automotive	Manufacturing
Benton Co Sheriff Department	Government
Benton County Courthouse	Government
Weakley Co Courthouse	Government
Life Care Bruceton	Healthcare
Crockett Co Times	Business Services
Tennova-West TN Healthcare	Healthcare
City of Hollow Rock	Government
Colonial DPP	Manufacturing
Heckethorn Manufacturing	Manufacturing
McIver's Grant Public Library	Community Service
City of Bruceton	Government
PML	Manufacturing
Curries Funeral Home	Business Services
Develey Mustard	Manufacturing
Huntingdon Library	Community Service
Palmer Turner Center	Community Service
TN Homeless Solutions	Community Service
UT Extension Office	Education

Total Participants: 122 Total Wages Paid: \$293,672.06

The Work Experience Program through the American Job Center offers short term work opportunities for eligible young adults (18-24 years of age & out of school) with little or no work experience.

Employer partners serve as mentors by training them on proper work procedures and developing positive work habits.

Goals:

- ▶ Provide work experience at safe, well-supervised job sites
- ▶ Develop positive work habits and employment related skills, such as: self-confidence; ability to work as a team; improved communication with employers, co-workers, and customers; time management; problem solving skills; ability to accept and learn from criticism; adaptability; and a positive work ethic
- ▶ Enhance opportunities for long-term employment and self-sufficiency
- ▶ Increase understanding of higher education and career options available

Work Experience Results in Significant Wage Increase



Brittney Mitchell came to the American Job Center-Union City in June 2017. Her previous employment at Wal-Mart had ended six months earlier, but she was unable to find a new job that would allow her to be home during the night with her child. When it was determined that Brittney met the requirements for the Youth Work Experience Program, she expressed a **desire for a career change**. Brittney's interest in becoming an administrative assistant led to her placement in the American Job Center-Union City working alongside the One Stop Assistant. This experience provided Brittney with skills in database management, customer service, Microsoft Office, and general office maintenance. After working at the American Job Center for five months, Brittney found full-time employment at Hamilton-Ryker as a front desk administrative assistant. In addition to earning significantly more than she was as a cashier, Brittney is now enjoying what she does. She is hoping to use the skills she learned in the youth work experience program and at her current employment to advance at Hamilton-Ryker.

New Skills Net Full-Time Job with Benefits



Colleen Tabor is a 21 year-old mother of two children with limited work experience in fast-food and store clerks. Colleen was initially enrolled in the Youth Work Experience Program in November 2017 where she was placed at the Carroll County American Job Center as a Receptionist. This placement gave her the opportunity to build skills outside of her current realm of knowledge. She successfully completed two three-month contracts in the youth Work Experience Program and performed outstanding work. She began an additional contract for the summer program, but she was offered a full-time position with benefits at Cary Counseling, which she gladly accepted.

PROMISING PRACTICES



Partnership with Amteck Brings Pre-Apprenticeship Training to Lake County High School

In May 2018, graduating seniors at Lake County High School who expressed an interest in a career as an electrician participated in a 10-week pre-apprenticeship program to learn the fundamentals of basic electricity and construction applications. It was Amteck's first time to bring a pre-Apprenticeship program on-site to a high school campus. Upon successful completion of the first 2 weeks of the pre-apprenticeship program, students earn approximately \$500, receive a tool kit valued at \$300, and the opportunity to continue the training at the Amteck Dyersburg facility.

Those continuing are transported to Amteck's Dyersburg facility on a daily basis for 8 weeks for additional hands-on experience in the shop, as well as, at local construction and/or manufacturing sites. This experience also acclimates students to working with a "crew" and provides them an opportunity to earn an additional \$2500.

Amteck evaluates the following qualities during the work experience:

- Be willing to submit to a drug test
- Be proactive
- Arrive on-time
- Be positive
- Dress appropriately
- Work hard
- Be respectful
- Work Safely

Those who successfully complete the pre-apprenticeship work experience are eligible for hire by Amteck. Upon supervisor recommendation, students will be accepted into the Registered Apprenticeship to become Journeyman/Licensed Electricians. The REAP program is jointly funded by the Northwest TN Workforce Board utilizing Workforce Innovation and Opportunity Act (WIOA) funds and Amteck. Work experience wages are subsidized by WIOA funds.

After successfully completing the pre-apprenticeship work and hands-on work experience, Micah Rogers was hired by Amteck as a full-time employee and will continue into the Journeyman Apprenticeship program.

Since 1977, Amteck has built a reputation of delivering a quality product, in a cost-effective manner, while maintaining a safe work environment throughout a project's duration. Amteck's commitment to customer service, its safety program, and family atmosphere has grown the company into one of the most prominent electrical contractors in the southeast.

PROMISING PRACTICES

Pilot Program Aims to Reduce Recidivism in Two Local Counties



*Members of the Northwest TN Workforce Board (NWTNWB), including representatives of employers, have discussed the need to provide services to justice involved individuals. **But there is always the looming question, “will employers hire them?”** Based on comments from Board members and success of other re-entry programs, the answer is “yes, on a case by case basis.” Employers will consider hiring justice involved individuals who have shown personal improvement while incarcerated or since release.*

The NWTNWB has developed a partnership with the Gibson County and Dyer County Sheriff's Offices to establish an occupational skills training program for jail inmates who are nearing release. The training program will be supported by other services offered through the American Job Center (AJC). Re-entry Advanced Manufacturing Program (RAMP) will provide instruction in the Manufacturing Skills Standard Council (MSSC) Certified Production Technician (CPT) program to incarcerated individuals onsite at the jail.

The credentials, currently recognized by local employers, include four (4) nationally recognized certifications – Safety, Quality, Manufacturing Processes and Maintenance Awareness. The training will be provided by the TN College of Applied Technology (TCAT) at Jackson and Dyersburg State Community College (DSCC), who will award credit toward their respective advanced manufacturing programs and will accept the credit of the other program for future training. TCAT Jackson will award up to 432 clock hours of credit, DSCC up to 12 college credits for those completing the entire program. Interim certifications will be issued for partial completion.



In addition to increasing the employability/occupational skills of the inmates, the program supports the goals of the Governor's Drive to 55. The pilot program proposes to serve 80 inmates between both jails. Gibson County plans to target male inmates, while Dyer County will focus on female inmates.

The first classes began in June with 10 inmates participating in Gibson County and 13 participating in Dyer County. In addition to training, staff from the American Job Centers are hosting onsite workshops on topics such as developing resumes and interviewing skills.



Gibson County Sheriff Paul Thomas explains the R.A.M.P. program to local Gibson County business leaders at the Gibson County Jail.



Robert Beeler, TCAT Jackson CPT Instructor, shares industry related examples with participants.

NORTHWEST TN AMERICAN JOB CENTER LOCATIONS

Benton County
60 North Church Avenue
Camden, TN 38320
(731) 584-1711

Dyer County
313 West Cedar Street
Dyersburg, TN 38024
(731) 286-7700

Lake County
217 Church Street
Tiptonville, TN 38079
(731) 253-8171

Tipton County
877-B Hwy 51 N.
Covington, TN 38019
(901) 476-5570

Carroll County
470 Mustang Drive
Huntingdon, TN 38344
(731) 352-8898

Gibson County
1751 East Main Street
Humboldt, TN 38343
(731) 784-5221

Lauderdale County
301-C Lake Drive
Ripley, TN 38063
(731) 221-1012

Weakley County
135 South Poplar Street, Ste B
Dresden, TN 38225
(731) 364-0100

Crockett County
331 South Bells Street
Alamo, TN 38001
(731) 696-2530

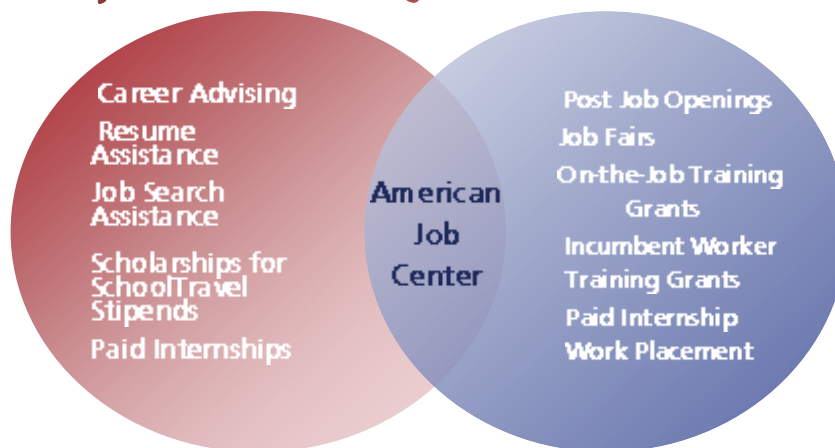
Henry County
55 Jones Bend Road, Ext.
Paris, TN 38242
(731) 641-1020

Obion County
204 South 2nd Street
Union City, TN 38261
(731) 884-3868

Mobile AJC
On-site recruitment &
assessment. Self book at:
www.CareerCoach.Info@tn.gov

On-site partners: TN Department of Labor and Workforce Development, Workforce Essentials, Vocational Rehabilitation, and Adult Basic Education.

Job Seeker Services



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