

Northwest TN Workforce Board
Executive Committee
April 28, 2021 – 10:00 a.m.
Zoom Meeting
Minutes

Committee Members Attending: Neely Ashby, Ted Piazza, Mayor Gary Reasons, Jimmy Williamson, Brad Hurley, Ben Marks

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

Other Attending: Kristie Bennett

Welcome and Call to Order: Ted Piazza welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the 1-27-21 Executive Meeting were reviewed.

- **MOTION:** Ben Marks moved to approve the 1-27-21 Executive Committee minutes as presented and Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update: LeAnn Lundberg provided the following information:

- **ADA Survey Results Updates:** LeAnn has been working with Dyersburg State Community College and plans to meet with someone today for the spaces that need restriped at the Dyersburg American Job Center (AJC). She is also waiting to hear back from someone about the spot that needs to be painted at the Union City AJC. The state had asked for us to put computers in the AJCs for people on unemployment (UI) to use Microsoft Teams to meet virtually with the UI staff, if they schedule them to do so. Each AJC has a computer to use for this purpose.

Performance & Program Oversight: Laura Speer presented the following reports:

- **Quarterly Complaint Logs Update:** The logs have been submitted with no complaints.
- **Monitoring Status Report:** The attached report details the monitoring that has been completed and any corrective measures taken. The One-Stop Operator (OSO) report was completed, with similar results from the last monitoring, mainly low AJC traffic counts. The Career Service Provider (CSP) report is nearly finished and there are no major concerns or issues.
- **Local Performance-Estimated PY 20 Q3 Results:** The attached handout details the estimated performance results for the third quarter of program year (PY) 20. All measures are being met, but we were at 93.11% of our goal for Dislocated Worker earnings, which is still above the 90% threshold required to meet the measure. Final results will not be received until mid-May.
- **Data Validation Results:** The original results from the review showed 50 files selected having issues, but after investigating and sending proof to the state, Laura only shows 7 with issues. Most issues are date validation issues, such as keying issues, and a couple were missing documents.

Budget & Administration Update:

- **Financial Status Report:** Gina Johnson presented the attached Financial Status Report as March 31, 2021. We have expended 25.63% of our program formula funds on participants and expended 72.68% of our total formula program funds in total. We have met and exceeded the requirements for minimum participant cost rate (MPCR) at 43.38%, Out-of-School Youth (OSY) expenditures at 86.86%, work experience expenditures at 42.41%, and obligation rates are on track to meet the 80% required.
- **Budget Update:** Jennifer Bane reviewed the attached budget update through March 31, 2021. We have expended only 53% of our participant budgeted funds so far, 60% of our operating budget, and 75% of our administrative budget. Our RESEA contract was originally supposed to end in December but was increased and extended to June 30th. We are on track to spend close to all of the RESEA funds received and are waiting for guidance on requesting funds for the next program year.
 - **PY2021 Budget:** There is a significant decrease in carryover formula funds expected compared to 2019. There will be a small DRA amount to carryover through December and we will have a large carryover amount for the Dislocated Worker (DW) Grant. Our allocations for next year are down close to \$245,000, about a 12% decrease.

The vast majority of the cut is in DW funding since the state allocation was cut as well. Our area got one of the biggest cuts with our DW funding being only 65% of what it was last year. The National DW Grant will help fund DW participants next year. The CSP budget is the same with National DW grant providing a portion of the funding. The board budget is up a little bit because of potential 4% cost-of-living raises. We are waiting for confirmation from Dyersburg State on how the raises will be offered. Our administrative costs went up a little bit due to a few staff having higher amounts of administrative time. Up in admin, down in program. We will have some DW money to transfer to Adult, but for us to make it to October 2022, we need to carryover about \$82,000 of Adult. We will likely be asking for more Adult funding to be able to provide services to Adult participants. A breakdown of the budget by line item is also included in the handouts.

- **MOTION: Jimmy Williamson moved to approve the PY2021 Budget as presented and Brad Hurley seconded the motion. All were in favor and the motion carried.**
- Youth eligibility Policy changes: Jennifer Bane presented the changes in the policy, as indicated in red on the attached handout. Changes include clarification to the foster care eligibility criteria, definition of a family, and determining high poverty status by census tract.
 - **MOTION: Brad Hurley moved to accept the Youth Eligibility Policy changes as presented and Jimmy Williamson seconded the motion. All were in favor and the motion carried.**

Other: Jennifer Bane presented the following on the draft State Workforce Development Board (SWDB) policies:

- Draft KPI Policy: Significant changes include converting KPI goals from calendar year to program year, so we are now re-negotiating to get targets to a program year on a quarterly breakdown beginning July 1st. They also become hard targets instead of soft targets. Jennifer has submitted a comment requesting clarification about how the performance of partners we don't have contracts with might affect our funding as indicated in the policy. She also asked about the weighing of the quarterly goals. The math seems to stop working at about 88% of the goal being met, at which point the weighted amount becomes less than the actual amount. So far our KPIs results do look better this year. We have several partner programs that have struggled to meet the goals. We are also concerned about how the new state requirement that 75% of those served as Adults meet one of the first two priority categories. Our concern is that we will go down significantly in enrollments for Adults as many of the individuals we serve are above low income but still below self-sufficiency. The state staff said to keep them informed if we see it is negatively affecting our enrollment, which is what we expect, so will keep them informed.
- Draft Board Hiring Procedures Policy: The policy was originally posted for public comment prior to the March SWDB meeting and received several comments. Some changes have been made since the original policy was posted. They previously required a bachelor's degree for an Executive Director but that has been removed. They also added a comment in the last section on board oversight and compliance clarifying that the board staff are not to act without the board's approval when a vote or signature is required. Jennifer has asked for additional clarification on when a board vote and/or signature is required since it is still a very broad statement.

Future Meeting Dates & Upcoming Events:

- Next Board Meeting: Tuesday, May 18th at 11:30 am (Zoom)
- State Board Meeting: June 18th (YouTube)
- Remaining 2021 Committee Meeting Dates: Wednesday, 10:00 am –
 - July 28th
 - October 27th

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

**Northwest TN Workforce Board
Executive Committee**
April 28, 2021 – 10:00 a.m.

[Join Zoom Meeting](#)

Meeting ID: 840 6428 3315
Passcode: 242842

Agenda

Welcome and Call to Order	Ted Piazza, Chair
Review and Approval of Minutes of 1-27-21 Meeting (Vote Required)	
Facilities and Technology Update	LeAnn Lundberg
<ul style="list-style-type: none">• ADA Survey Results Updates	
Performance & Program Oversight	Laura Speer
<ul style="list-style-type: none">• Quarterly Complaint Logs Update• Monitoring Status Report<ul style="list-style-type: none">○ One-Stop Operator & Career Service Provider Monitoring• Local Performance – Estimated PY 20 Q3 Results• Data Validation Results	
Budget & Administration Update	
<ul style="list-style-type: none">• Financial Status Report• Budget Update<ul style="list-style-type: none">○ PY 2021 Budget (Vote Required)	Gina Johnson Jennifer Bane
Other	Jennifer Bane
<ul style="list-style-type: none">• SWDB Draft KPI Policy• SWDB Draft Board Hiring Procedures Policy	
Future Meeting Dates & Upcoming Events	
<ul style="list-style-type: none">• Next Board Meeting: Tuesday, May 18th at 11:30 am (Zoom)• State Board Meeting: June 18th (YouTube)• Remaining 2021 Committee Meeting Dates: Wednesday, 10:00 am –<ul style="list-style-type: none">○ July 28th○ October 27th	

**Northwest TN Workforce Board
Executive Committee
January 27, 2021 – 10:00 a.m.
Zoom Meeting**

Minutes

Committee Members: Rita Alexander, Neely Ashby, Ted Piazza, Mayor Gary Reasons, Jimmy Williamson
Staff Members: Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Laura Speer

Welcome and Call to Order: Ted Piazza welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the 10-28-20 Executive Meeting were reviewed.

- **MOTION:** Mayor Gary Reasons moved to approve the 10-28-20 Executive Committee minutes as presented and Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update: LeAnn Lundberg provided the following information:

- **ADA Survey Results Updates:** Dyersburg State is ready to do the parking lot, and LeAnn has contacted Union City Paving to complete when weather permitting.

Performance & Program Oversight: Laura Speer presented the following reports:

- **Quarterly Complaint Logs Update:** The logs have been submitted with no complaints.
- **Monitoring Status Report:** The attached report details the monitoring that has been completed including One-Stop Operator (OSO) and Career Service Provider (CSP) monitoring results. There have not been any issues.
- **Local Performance-Estimated PY 20 Q2 Results:** The attached handout details the estimated performance results for the second quarter of PY 20. All goals are exceeding 100% except for wages for DW, which is still above the required 90% threshold. These amounts will most likely come up before we have final results in a few weeks.
- **PAR Update:** We are awaiting a final report and an exit conference. There were two items that were questioned, including the use of the Language Line for interpretation services instead of the state's contracted provider and the purchase of pens, notepads, USB drives, and plastic bags for the career exploration events funded through the state's Youth demonstration grants. We have used Language Line for at least 15 years and were under the impression that the state contract could only be used by state staff. Prior to submitting a request for funds, we asked if the questioned items could be purchased and were told it was allowable. The request for funds clearly stated the items to be purchased and the purpose for those items. The request was approved by the state Workforce Services staff, who think the purchases were allowable, but the PAR staff are questioning if they should have been allowed costs.

Budget & Administration Update:

- **Financial Status Report:** Gina Johnson presented the attached Financial Status Report as of December 31, 2020. We have expended 24.24% of our program funds on participant funds and expended 60.87% of our total formula program funds in total. We have met and exceeded the requirements for minimum participant cost rate (MPCR) at 43.1%, PY 19 Out-of-School Youth (OSY) expenditures, work experience expenditures, and obligation rates. The In-School Youth expenditure rate for PY 20 funds must be at least 35%, and we are currently at about 26%. This is a huge increase from last year when we had about 6% for the whole year.

- Budget Update: Jennifer Bane reviewed the attached report ending December 31, 2020. We've had several additional grants including the CARES Reemployment funds and Consolidated Business Grants. The grants were set to expire end of December, but the state extended these funds through the end of April. So far our formula participant and operating expenses are coming in under budget. Our RESEA was 77% expended but the grant, which was originally supposed to end in September, was extended to December 31st and now June 30, 2021. We have requested additional funds to sustain operations through June 30th. Our administration expenses are slightly over-budget so far with 55% expended.

Other: Jennifer Bane presented the following:

- Monitoring Policy Changes (Vote Required): There are a few minor changes such as title changes. We also added information regarding quarterly data validation submissions to the state and information about the state's new process for quarterly monitoring. All changes are noted in red.
 - **MOTION: Jimmy moved to approve the Monitoring Policy changes as presented and Rita Alexander seconded the motion. All were in favor and the motion carried.**
- Grievance & Complaints Policy Changes (Vote Required): The state added several different kinds of complaints to their policy, so we added their policy changes to ours. All changes are noted in red.
 - **MOTION: Mayor Gary Reasons moved to approve the Grievance & Complaints Policy changes as presented and Jimmy seconded the motion. All were in favor and the motion carried.**
- Targets for Key Performance Indicators (KPIs): We had our negotiations with the state for 2021 goals, and changes are reflected in the attached revised KPI goals report. Once negotiations are completed with each local area, we will receive our finalized goals.
- The Humboldt AJC is now open after being closed on Monday for sprinkler maintenance issues.

Future Meeting Dates & Upcoming Events:

- Conflict of Interest Forms: Due February 26th
- Next Board Meeting: Tuesday, February 23rd at 11:30 am (Zoom)
- State Board Meeting: March 26th (TBD)
- Remaining 2021 Committee Meeting Dates: Wednesday, 10:00 am –
 - April 28th
 - July 28th
 - October 27th

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2012-2112-OJT-62-1380826 PML, Inc. 75 County Home Road Paris, TN 38242 (731) 642-7398 ext. 241 Kelly Cherry, HR Manager kcherry@pmlmarugo.com	On-the-Job Training: 12-31-20 to 12-31-21	Scheduled:	Phone Interview: 03-16-21 Fiscal:	Programmatic:	Letter Mailed:
2012-2105-OJT-81-5319386 Allergy Lab Solutions LLC 106 Dogwood Trail Martin, TN 38237 Matthew Bane mattb.als@outlook.com 845-820-0057	On-the-Job Training: 12-21-20 to 05-25-21	Scheduled: 01-18-21	Phone Interview: 01-18-21 Fiscal:	Programmatic:	Letter Mailed:
2012-2105-OJT-62-1027397 Birdsong Resort, Marina & RV Campground 255 Marina Road Camden, TN 38320 Robert Keast, Owner bob@birdsong.com (731) 584-1996	On-the-Job Training: 12-14-20 to 05-25-21	Scheduled: 01-11-2021	Phone Interview: 01-11-21 Fiscal:	Programmatic:	Letter Mailed:
2011-2111-OJT-26-2730204 Excel Boat Company, LLC Attn: Tiffinie Mosley, Human Resource 601 Sherwood Drive Union City, TN 38261 (731) 507-0390 tiffine@excelboats.net	On-the-Job Training: 11-17-20 to 11-17-21	Scheduled: 01-27-21	Phone Interview: 01-27-21 Fiscal:	Programmatic:	Letter Mailed:
2011-2111-OJT-03-0364162 NSK Steering System of America, Inc. 2962 Fort Hudson Road Dyersburg, TN 38024 Ms. Lisa Wells, HR Generalist wellsl@nassa.nsk.com (731) 288-3399	On-the-Job Training: 11-11-20 to 11-01-21	Scheduled: 01-14-21	Phone Interview: 01-18-21 Fiscal:	Programmatic:	Letter Mailed:

2103-2203-OJT-26-3016516 Greenfield Products, LLC Attn: Deborah Burke or Breanna Dorth 3920 Greenfield Drive Union City, TN 38261 (731) 599-4552 bdorth@mjmc.com	On-the-Job Training: 03-31-21 to 03-31-22	Scheduled:	Phone Interview: Fiscal:	Programmatic:	Letter Mailed:
2011-2103-OJT-26-3016516 Greenfield Products, LLC Attn: Deborah Burke or Breanna Dorth 3920 Greenfield Drive Union City, TN 38261 (731) 599-4552 bdorth@mjmc.com	On-the-Job Training: 11-12-20 to 03-31-21	Scheduled:	Phone Interview: 01-13-2021 Fiscal:	Programmatic:	Letter Mailed:
2011-2111-OJT-47-4589822 Develey Mustard and Condiments Corp. 1845 Mustard Drive Dyersburg, TN 38024 Lana Hammons, HR Manager (731) 325-5357 lanahammons@devellyusa.com	On-the-Job Training: 11-04-20 to 11-04-21	Scheduled: 01-13-21	Phone Interview: 01-13-21 Fiscal:	Programmatic:	Letter Mailed:
2102-2109-OJT-27-2956514 Kaiyuh Services, LLC Attn: Ms. Katie Jackson 2050 Kefauver Drive Milan, TN 38358 (731) 238-3071 kjackson@kaiyuhservices.com	On-the-Job Training: 02- 24-21 to 09-30-21	Scheduled:	Phone Interview: 03-24-21 Fiscal:	Programmatic:	Letter Mailed:
2010-2107-OJT-62-6007078 Henry County Medical Center/Henry County General Hospital 301 Tyson Avenue Paris, TN 38242 (731) 644-8472 Billie McKee bmckee@hcmc-tn.org	On-the-Job Training: 10-11-20 to 07-01-21	Scheduled: 11-11-20	Phone Interview: 11-11-2020 Fiscal: 02-09-21	Programmatic: No mid-point contact made by the BSC until after the completion of the 320 hours. This has been addressed	Letter Mailed: 02-10-21
2008-2107-OJT-45-5067121 Twin Oaks Technology, LLC 1046 Broadway Street Martin, TN 38237 Nicole Kincaid, COO (731) 281-1212 nicole.kincade@twinoakstech.com	On-the-Job Training: 08- 19-20 to 07-01-21	Scheduled: 09-10-20	Phone Interview: 09-10-20 Fiscal: 11-11-2020	Programmatic: The Needs Assessment was dated prior to the completion of the OJT Hours. The BSC has been requested to have the Needs Assessment sign and dated with a date on or after the completion of the OJT Hours. This was corrected.	Letter Mailed: 11-16-2020

2008-2106-OJT-26-1531856 Dana Sealing Products, LLC 100 Plumley Drive Paris, TN 38242 (419) 887-3000 Mr. Joseph Heckendorn joseph.heckendorn@dana.com	On-the-Job Training: 08-31-20 to 06-01-21	Scheduled: 10-21-20	Phone Interview: 10-21-20 Fiscal: 01-25-21	Programmatic: The end date was miscalculated. The date used was 11-16-2020 but the correct date is 11-17-20. The time noted on 11-13-20 could not be counted which reflected in the end date being changed.	Letter Mailed: 01-26-21
2008-2101-OJT-62-1727136 CableSouth Media III dba Swyft Connect, LLC 1056 Jones Blvd. P.O. Box 620 Milan, TN 38358 Brian Forrest bforrest@cablesouth.com (731) 693-8593	On-the-Job Training: 08-31-20 to 01-01-21	Scheduled: 09-28-20	Phone Interview: 09-28-20 Fiscal: 01-14-21	Programmatic: A mid-point case note was not keyed.	Letter Mailed: 01-14-2021
2009-2109-OJT-26-0783940 Crown Partners, LLC dba Crown Winery, LLC Attn: Dawn Fallert 2638 E. Mitchell Street Humboldt, TN 38343 (731) 784-8100 thecrownwinery@gmail.com	On-the-Job Training: 09-06-20 to 09-06-21	Scheduled: 11-19-20	Phone Interview: 11-19-20 Fiscal: 03-09-21	Programmatic: The hourly rate was incorrect on the needs assessment. The incorrect amount was \$11 and the correct amount is \$10 per hour after speaking with the HR Manager. This has been updated.	Letter Mailed: 03-10-2021
2007-2104-OJT-94-3273443 ABB Enterprise Software 1133 South Cavalier Drive Alamo, TN 38001 731-696-5212 Ulikia Turner, Administrative Assistant ulikia.turner@us.abb.com	On-the-Job Training: 07-06-20 to 04-01-21	Scheduled: 12-18-20	Phone Interview: 12-18-2020 Fiscal: 01-27-21	Programmatic: None	Letter Mailed: 01-29-21
2007-2107-OJT-62-6000282 City of Dyersburg Sue Teague, HR Manager 425 West Court Street Dyersburg, TN 38024 (731) 288-7607 steague@dyersburgtn.gov	On-the-Job Training: 07-10-20 to 07-01-21	Scheduled: 10-20-20	Phone Interview: 10-20-20 Fiscal: 01-25-21	Programmatic: None	Letter Mailed: 01-26-21

2003-2012-OJT-62-1380826 PML, Inc. 75 County Home Road Paris, TN 38242 (731) 642-7398 ext. 241 Kelly Cherry, HR Manager kcherry@pmlmarugo.com	On-the-Job Training: 3-16-20 to 12-31-20	Scheduled: 12-16-20	Phone Interview: 12-16-20 Fiscal: 02-09-21	Programmatic: No mid-point contact made by the BSC until after the completion of the 320 hours. This has been addressed	Letter Mailed: 02-10-21
RFP CONTRACTS THROUGH					
1909-2009-OSO-62-0923487-SHARE Mid-Cumberland Human Resource Agency 1101 Kermit Drive, Suite 300 Nashville, TN 37217 jhamrick@mchra.com (615) 850-3907	One-Stop Operator Services: 09-16-19 to 06- 30-21	Expires: 06/30/2021	Fiscal:	Invoices Checked Monthly per Executive Director	Letter Mailed:
1910-2009-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Karen Bowyer, President	Career and Business Services: 10/01/2019 to 06/30/2021	Expires: 06/30/2021	Fiscal:	Invoices Checked Monthly per Executive Director	Letter Mailed:
INCUMBENT WORKER TRAINING (September 1, 2020 through December 31, 2020)					
2009-2012-IWT-25-1515179-CB AADG Inc. dba CeCo Doors Amanda Jones 9159 Telecom Drive Milan, TN 38358 (731) 686-8345 AmandaJones2@assaabloy.com	Incumbent Worker	Dates: 09-30-20 to 12-18-20	Fiscal:	\$25,000.00	Letter Mailed: 01-07-2021
2010-2012-IWT-26-1531856-CB Dana Sealing Products, LLC 100 Plumley Drive Paris, TN 38242 Andrea Gooch, HR Manager (731) 231-1540 endrea.gooch@dana.com	Incumbent Worker	Dates: 10-10-20 to 12-18-20	Fiscal:	\$5,808.00	Letter Mailed: 01-06-2021

2011-2012-IWT-62-0537961-CB Ford Construction, Inc. Lisa Keeling, HR Manager 1311 East Court Street Dyersburg, TN 38024 (731)285-5185 lisa.keeling@fordcc.com	Incumbent Worker	Dates: 11-02-20 to 12-11-20	Fiscal:	\$8,528.00	Letter Mailed: 01-07-2021
2011-2012-IWT-64-0357840-CB Choctaw Transportation Company Amy M. Cresswell, Risk Manager P.O. Box 585 Dyersburg, TN 38024 amy.cresswell@fordcc.com (731) 286-1528	Incumbent Worker	Dates: 11-02-20 to 12-11-20	Fiscal:	\$1,814.00	Letter Mailed: 01-07-2021
2010-2012-IWT-88-0335067-CB Firestone Industrial Products Attn: Angela Smith, HR Manager 1901 Sylvan Road Dyersburg, TN 38024 (731) 882-3521 arsmith@fsip.com	Incumbent Worker: Expires: 11-01-21	Dates: 10-05-20 to 12-15-20	Fiscal:	\$17,798.65	Letter Mailed: 01-11-2021
2010-2012-IWT-71-0225165-CB Tyson Michael Freer 550 Tyson Blvd. Humboldt, TN 38343 (931) 2122216 michael.freer@tyson.com	Incumbent Worker	Dates: 10-05-20 to 12-17-20	Fiscal:	\$7,744.00	Letter Mailed: 01-05-2021
2009-2012-IWT-62-020110-CB First Citizens National Bank One First Citizen Place 200 West Court Street Dyersburg, TN 38024 (731) 287-4354 jhanlon@firstcnb.com	Incumbent Worker	Dates: 09-20-20 to 12-15-20	Fiscal:	\$20,118.03	Letter Mailed: 01-06-2021
2010-2011-IWT-47-4589822-CB Develey Mustard and Condiment Attn: Lana Hammons 1845 Mustard Lane Dyersburg, TN 38024 731-259-6520 lana.hammons@develeyusa.com	Incumbent Worker:	Dates: 10-12-20 to 12-11-20	Fiscal:	\$9,377.42	Letter Mailed: 01-05-2021

2009-2012-IWT-84-3749874-CB Coltek Services, LLC Jason Coleman P.O. Box 612 Milan, TN 38358 (731) 238-3135 mberry@coltekservicesllc.com	Incumbent Worker	Dates: 09-25-20 to 12-15-20	Fiscal:	\$22,080.00	Letter Mailed: 01-05-2021
2010-2012-IWT-34-1909912-CB MTD Consumer Group Mr. Keith Cursey 136 Industrial Park Drive Martin, TN 38237 kcursey@mtdproducts.com (731) 261-2165	Incumbent Worker: Expires: 11-01-21	Dates: 10-10-20 to 12-18-20	Fiscal:	\$9,350.00	Letter Mailed: 01-05-2021
2010-2011-IWT-56-0754148-CB Tyson Foods, Inc. 2800 E. Tyson Drive Union City, TN 38261 Keisha Hooper, Administrative Assistant keisha.hooper@tyson.com (731) 886-4812	Incumbent Worker	Dates: 10-08-20 to 11-13-20	Fiscal:	\$20,047.93	Letter Mailed: 01-11-2021
2011-2012-IWT-62-1194832-CB Vaughn Electric Company, Inc. Colton Rinker, Manager/Owner 313 East Florida Avenue Union City, TN 38261 colton@vaughnelectric.com (731) 885-3701	Incumbent Worker	Dates: 11-2-20 to 12-4-20	Fiscal:	\$6,000.00	Letter Mailed: 01-04-2021
2010-2012-IWT-36-4819668-CB MacLean Fogg Holdings, LLC dba MacLean Power Systems 1465 Industrial Park Drive Trenton, TN 38382 rsharp@macleanpower.com (731) 470-3466	Incumbent Worker	Dates: 10-15-20 to 12-18-20	Fiscal:	\$3,766.00	Letter Mailed: 01-07-2021
2010-2012-OJT-62-6007078 Henry County Medical Center/Henry County General Hospital 301 Tyson Avenue Paris, TN 38242 (731) 644-8472 Billie McKee bmckee@hcmc-tn.org	Incumbent Worker	Dates: 10-15-20 to 12-15-20	Fiscal:	\$14,934.56	Letter Mailed: 01-04-2021

PY20 Q3WIOA Core Performance Measures			
	47145 Northwest Tennessee		
Adult Measures	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	309	
Participants Served	0	583	
EER 2nd Qtr after exit	82%	88.4%	107.8%
EER 4th Qtr after exit	82%	81.9%	99.88%
Med. Earnings	\$ 6,650.00	\$ 6,758.98	101.64%
Cred. Attainment	63%	87.3%	138.57%
MSG	52%	65.2%	125.38%
Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	40	
Participants Served	0	94	
EER 2nd Qtr after exit	82%	93.20%	113.66%
EER 4th Qtr after exit	82%	86.80%	105.85%
Med. Earnings	\$ 7,600.00	\$ 7,076.57	93.11%
Cred. Attainment	66%	95.5%	144.70%
MSG	48%	57.4%	119.58%
Youth	Pass/Fail		Pass
	Negotiated	Actual	% of Goal
Exiters	0	60	
Participants Served	0	100	
EER 2nd Qtr after exit	76%	85.10%	111.97%
EER 4th Qtr after exit	75%	76.1%	101.47%
Med. Earnings	\$ 3,300.00	\$ 3,822.22	115.82%
Cred. Attainment	69%	79%	114.93%
MSG	45%	68.3%	151.78%

NW Data Validation Results / Proposed Results

Sample	Total Files	Total Failed	% Failed	Our # Failed
NW Adult 1	10	1	10%	0
NW Adult 2	10	2	20%	0
NW Adult 3	10	0	0%	0
NW Adult 4	10	1	10%	0
NW Adult 5	10	0	0%	0
NW Adult 6	10	3	30%	1
NW Adult 7	10	2	20%	0
NW DW 1	10	4	40%	2
NW DW 2	10	3	30%	0
NW DW 3	10	0	0%	0
NW Youth 1	10	8	80%	3
NW Youth 2	10	8	80%	0
NW Youth 3	10	9	90%	1
NW Youth 4	10	9	90%	0
Total	140	50	36%	7

5.0%

FINANCIAL STATUS REPORT FOR MONTH ENDING 3/31/2021								
	CONTRACT BUDGET 3/31/2021	CUM. EXPENSE 3/31/2021	CURRENT MO ACCRUALS 3/31/2021	TOTAL EXP/ACCR 3/31/2021	OBLIGATIONS 3/31/2021	TOTAL EXP ACCR & OBLG 3/31/2021	DEOBLIGATED FUNDS 3/31/2021	UNOBLIGATED BALANCE 3/31/2021
AS OF DATE								
FORMULA PROGRAM FUNDS				invoiced not pd	July-Jan 18 not pd			
ADULT OPERATIONS	\$ 774,681.02	\$ 716,397.14	\$ -	\$ 716,397.14	\$ 118,336.48	\$ 834,733.62	\$ -	\$ (60,052.60)
ADULT PARTICIPANT	\$ 516,454.02	\$ 256,074.35	\$ 24,601.27	\$ 280,675.62	\$ 53,821.80	\$ 334,497.42	\$ -	\$ 181,956.60
ADULT TOTAL	\$ 1,291,135.04	\$ 972,471.49	\$ 24,601.27	\$ 997,072.76	\$ 172,158.28	\$ 1,169,231.04	\$ -	\$ 121,904.00
PERCENTAGE PARTICIPANT	40.00%	26.33%	100.00%	28.15%	31.26%	28.61%	#DIV/0!	
PERCENTAGE EXP/OBLG						91%		
DSLWK OPERATIONS	\$ 655,705.77	\$ 596,650.13	\$ 37,775.56	\$ 634,425.69	\$ 140,913.47	\$ 775,339.16	\$ -	\$ (119,633.39)
DSLWK PARTICIPANT	\$ 437,137.18	\$ 33,451.37	\$ 354.24	\$ 33,805.61	\$ 12,024.22	\$ 45,829.83	\$ -	\$ 391,307.35
DSLWK TOTAL	\$ 1,092,842.95	\$ 630,101.50	\$ 38,129.80	\$ 668,231.30	\$ 152,937.69	\$ 821,168.99	\$ -	\$ 271,673.97
PERCENTAGE PARTICIPANT	40.00%	5.31%	0.93%	5.06%	7.86%	5.58%	#DIV/0!	144.04%
PERCENTAGE EXP/OBLG						75%		
YOUTH OPERATIONS	\$ 641,785.22	\$ 614,842.89	\$ 16,613.61	\$ 631,456.50	\$ 108,625.89	\$ 740,082.39	\$ -	\$ (98,297.17)
YOUTH PARTICIPANT	\$ 641,785.22	\$ 353,990.24	\$ 14,800.17	\$ 368,790.41	\$ 60,774.87	\$ 429,565.28	\$ -	\$ 212,219.94
YOUTH TOTAL	\$ 1,283,570.44	\$ 968,833.13	\$ 31,413.78	\$ 1,000,246.91	\$ 169,400.76	\$ 1,169,647.67	\$ -	\$ 113,922.77
PERCENTAGE PARTICIPANT	50.00%	36.54%	47.11%	36.87%	35.88%	36.73%	#DIV/0!	186.28%
PERCENTAGE EXP/OBLG						91%		

FORMULA PERCENTAGES				\$ 2,910,030.62				\$ 599,098.31
				\$ 244,479.65				\$ 91,597.57
TOTAL FORMULA OPERATIONS	\$ 2,072,172.01	\$ 1,927,890.16	\$ 54,389.17	\$ 1,982,279.33	\$ 367,875.84	\$ 2,350,155.17	\$ -	\$ (277,983.15)
TOTAL FORMULA PARTICIPANT	\$ 1,595,376.42	\$ 643,515.96	\$ 39,755.68	\$ 683,271.64	\$ 126,620.89	\$ 809,892.53	\$ -	\$ 785,483.89
TOTAL ALL FORMULA	\$ 3,667,548.43	\$ 2,571,406.12	\$ 94,144.85	\$ 2,665,550.97	\$ 494,496.73	\$ 3,160,047.70	\$ -	\$ 507,500.73
PERCENTAGE PARTICIPANT	43.50%	25.03%	42.23%	25.63%	25.61%	25.63%	#DIV/0!	154.77%
PERCENTAGE EXPENDED /OBL				72.68%		86.16%	0.00%	
YOUTH OUT OF SCHOOL	\$ 1,152,150.67	\$ 845,273.18	\$ 23,553.96	\$ 868,827.14	\$ 107,516.10	\$ 976,343.24		\$ 175,807.43
PERCENTAGE OUT SCHOOL	89.76%	87.25%	74.98%	86.86%	63.47%	83.47%		
YOUTH WORK EXPERIENCE	\$ 256,714.09	\$ 405,176.75	\$ 19,050.27	\$ 424,227.02	\$ 59,326.33	\$ 483,553.35		\$ (226,839.26)
PERCENTAGE WORK EXP	20.00%	41.82%	60.64%	42.41%	35.02%	41.34%		
OTHER FUNDS								
CARES Funding	\$ 578,040.00	\$ 411,181.49	\$ 8,888.63	\$ 420,070.12	\$ 152,302.79	\$ 572,372.91	\$ -	\$ 5,667.09
National DW Grant	\$ 647,758.00	\$ 135,207.66	\$ 21,068.29	\$ 156,275.95	\$ 351,354.45	\$ 507,630.40		\$ 140,127.60
STATEWIDE / NATA	\$ 533,952.36	\$ 250,993.79	\$ -	\$ 250,993.79	\$ 128,777.56	\$ 379,771.35	\$ 20,434.81	\$ 133,746.20
RESEA	\$ 300,383.10	\$ 240,252.11	\$ 9,135.00	\$ 249,387.11	\$ 41,283.88	\$ 290,670.99	\$ -	\$ 9,712.11
TOTAL OTHER FUNDS	\$ 2,471,408.46	\$ 1,284,718.14	\$ 68,920.51	\$ 1,353,638.65	\$ 781,077.10	\$ 2,134,715.75	\$ 20,434.81	\$ 316,257.90
TOTAL PROG FORMULA/OTHER	\$ 6,138,956.89	\$ 3,856,124.26	\$ 163,065.36	\$ 4,019,189.62	\$ 1,275,573.83	\$ 5,294,763.45	\$ 20,434.81	\$ 823,758.63
ADMINISTRATION	\$ 585,490.84	\$ 362,109.56	\$ 621.58	\$ 362,731.14	\$ 3,021.78	\$ 365,752.92	\$ -	\$ 219,737.92
TOTAL ALL FUNDS	\$ 6,724,447.73	\$ 4,218,233.82	\$ 163,686.94	\$ 4,381,920.76	\$ 1,278,595.61	\$ 5,660,516.37	\$ 20,434.81	\$ 1,043,496.55
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0.00)
PARTICIPANT % ALL FUNDS								
TOTAL FORMULA OPERATIONS	\$ 2,072,172.01	\$ 1,927,890.16	\$ 54,389.17	\$ 1,982,279.33	\$ 367,875.84	\$ 2,350,155.17	\$ -	\$ (277,983.15)
TOTAL FORMULA PARTICIPANT	\$ 1,595,376.42	\$ 643,515.96	\$ 39,755.68	\$ 683,271.64	\$ 126,620.89	\$ 809,892.53	\$ -	\$ 785,483.89
CONS. BUSINESS-IWT	\$ 90,023.84	\$ 47,624.36	\$ 6,255.43	\$ 53,879.79		\$ 53,879.79		
CONS. BUSINESS-OJT / RA	\$ 90,744.03	\$ 41,435.92	\$ 6,697.51	\$ 48,133.43	\$ 351,354.45	\$ 399,487.88	\$ -	\$ 140,127.60
STATEWIDE / NATA	\$ 533,952.36	\$ 250,993.79	\$ -	\$ 250,993.79	\$ 128,777.56	\$ 379,771.35	\$ 20,434.81	\$ 133,746.20
TOTAL FORMULA-CB-RR-RAMP	\$ 4,793,543.66	\$ 3,158,543.28	\$ 136,926.38	\$ 3,295,469.66	\$ 1,081,987.16	\$ 4,377,456.82	\$ 20,434.81	\$ 808,379.43
TOTAL PARTICIPANT- CB - RR	\$ 2,631,347.81	\$ 1,183,028.76	\$ 76,281.78	\$ 1,259,310.54	\$ 714,111.32	\$ 1,973,421.86	\$ 20,434.81	\$ 1,086,362.58
PERCENTAGE PARTICIPANT	55%	37%	56%	38%	66%	45%	100%	134%

*Prior Year Expenditures / Accruals Not Excluded

MINIMUM PARTICIPANT COST RATE	
Total YTD Participant Expenditures	\$ 709,497.87
Total YTD Program Expenditures	\$ 1,635,712.30
YTD MPCR	43.38%

**Northwest PY 2020 Budget - Revised Oct. 2020
vs. YTD Expenditures as of 3/31/21**

	Budget	July - Sept. 2020	Percentage of Budget	Oct. - Dec. 2020	Percentage of Budget	Jan. - Mar. 2021	Percentage of Budget	PY 20 YTD Total	Percentage of Budget
Participant Budget (34% prg)*	\$ 707,159.52	\$ 100,609.21	14%	\$ 133,633.67	19%	\$ 142,083.51	20%	\$ 376,326.39	53%
<i>*Formula funds only</i>								Participant YTD = 29.09%	
Operating Budget (66% prg)	\$ 1,522,993.73	\$ 380,748.43	25%	\$ 380,748.43	25%	\$ 380,748.43	25%	\$ 1,522,993.73	100%
IFA Expenses (including OSO)	\$ 160,755.64	\$ 28,601.43	18%	\$ 36,070.26	22%	\$ 43,413.61	27%	\$ 108,085.30	67%
Career Service Provider	\$ 806,282.00	\$ 197,001.02	24%	\$ 173,451.52	22%	\$ 161,016.46	20%	\$ 531,469.00	66%
Board / Fiscal Agent Expenses	\$ 563,409.38	\$ 115,364.09	20%	\$ 75,878.51	13%	\$ 86,542.84	15%	\$ 277,785.44	49%
Total Operating Expenses	\$ 1,530,447.02	\$ 340,966.54	22%	\$ 285,400.29	19%	\$ 290,972.91	19%	\$ 917,339.74	60%
<i>Remaining Balance</i>	<i>\$ (7,453.29)</i>	<i>\$ 39,781.89</i>	<i>3%</i>	<i>\$ 95,348.14</i>	<i>6%</i>	<i>\$ 89,775.52</i>	<i>6%</i>	<i>\$ 613,107.28</i>	<i>40%</i>
								Operations YTD = 70.91%	
RESEA Program Operating Budget	\$ 151,774.06	\$ 29,159.97	19%	\$ 34,898.59	23%	\$ 35,590.15	23%	\$ 99,648.71	66%
<i>(7/1/20 - 12/31/20)</i>									
Administrative Budget	\$ 247,953.38	\$ 60,928.40	25%	\$ 74,249.27	30%	\$ 51,294.20	21%	\$ 186,471.87	75%
Adult & DW Part. & Program	\$ 1,460,653.26	\$ 282,585.14	19%	\$ 250,546.93	17%	\$ 279,229.16	19%	\$ 812,361.23	56%
Youth Part. & Program	\$ 776,953.28	\$ 158,990.61	20%	\$ 168,487.03	22%	\$ 153,827.27	20%	\$ 481,304.91	62%
Total Part. & Program	\$ 2,237,606.54	\$ 441,575.75	20%	\$ 419,033.96	19%	\$ 433,056.43	19%	\$ 1,293,666.14	58%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 1,796,030.79</i>	<i>80%</i>	<i>\$ 1,376,996.83</i>	<i>62%</i>	<i>\$ 943,940.40</i>	<i>42%</i>	<i>\$ 943,940.40</i>	<i>42%</i>
Adult & DW Program Only	\$ 1,104,360.33	\$ 232,135.60	21%	\$ 194,894.98	18%	\$ 202,654.32	18%	\$ 629,684.90	57%
Youth Program Only	\$ 426,086.69	\$ 108,830.94	26%	\$ 90,505.31	21%	\$ 88,318.59	21%	\$ 287,654.84	68%
Total Program	\$ 1,530,447.02	\$ 340,966.54	22%	\$ 285,400.29	19%	\$ 290,972.91	19%	\$ 917,339.74	60%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 1,189,480.48</i>	<i>78%</i>	<i>\$ 904,080.19</i>	<i>59%</i>	<i>\$ 613,107.28</i>	<i>40%</i>	<i>\$ 613,107.28</i>	<i>40%</i>

Northwest PY 2021 Budget - DRAFT
April 2021

	PY 2019	Total	Admin. (all)	Adult Prg (w/ AT)	DW Prg (w/o AT)	Youth Prg	Prg Total	Other Admin.	RESEA	DRA	DWG	Total Busget
Estimated Carryover	\$ 624,476.87	\$ 261,282.44	\$ 42,245.44	\$ 123,383.58	\$ 46,756.39	\$ 48,897.02	\$ 219,036.99	\$ 72,091.62	\$ -	\$ 26,346.52	\$ 586,539.81	\$ 946,260.39
PY 21 / FY 22 Funds	\$ 1,995,408.21	\$ 1,750,867.66	\$ 175,086.77	\$ 617,404.67	\$ 346,679.45	\$ 611,696.77	\$ 1,575,780.89	\$ 20,212.77	\$ 164,593.56	\$ -		\$ 1,935,674.00
Total Budget	\$ 2,619,885.08	\$ 2,012,150.10	\$ 217,332.21	\$ 740,788.25	\$ 393,435.84	\$ 660,593.79	\$ 1,794,817.89	\$ 92,304.40	\$ 164,593.56	\$ 26,346.52	\$ 586,539.81	\$ 2,881,934.39
<i>PY 20 Budget</i>	\$ 2,619,885.08	\$ 2,619,885.12	\$ 309,377.89	\$ 950,235.35	\$ 583,318.60	\$ 776,953.28	\$ 2,310,507.23		\$ 232,165.00			\$ 2,852,050.12
<i>Difference</i>	\$ (607,734.98)	\$ (607,735.02)	\$ (92,045.68)	\$ (209,447.10)	\$ (189,882.76)	\$ (116,359.49)	\$ (515,689.34)		\$ (67,571.44)			\$ 29,884.27
IFA Expenses (including OSO)	\$ 164,244.14	\$ 170,900.63	\$ 6,311.37	\$ 100,399.45	\$ 21,396.60	\$ 42,793.21	\$ 164,589.26	\$ 2,798.83	\$ 67,462.43			\$ 241,161.89
Career Service Provider	\$ 806,282.00	\$ 675,937.71		\$ 412,322.00	\$ 87,871.90	\$ 175,743.80	\$ 675,937.71		\$ 90,280.05		\$ 130,344.33	\$ 896,562.09
Board / Fiscal Agent Expenses	\$ 807,874.26	\$ 832,483.59	\$ 291,794.38	\$ 297,379.06	\$ 75,696.49	\$ 167,613.65	\$ 540,689.20		\$ 6,851.08	\$ 26,346.52		\$ 865,681.19
Total Operating Expenses*	\$ 1,778,400.40	\$ 1,679,321.92	\$ 298,105.75	\$ 810,100.51	\$ 184,964.99	\$ 386,150.67	\$ 1,381,216.17	\$ 2,798.83	\$ 164,593.56	\$ 26,346.52	\$ 130,344.33	\$ 2,003,405.17
<i>Board changes</i>		\$ 24,609.33	\$ 47,329.50			\$ (22,720.18)			\$1,512,496.96 = PY 19 actual \$1,245,956.26 = PY 20 estimated			
Remaining Balance	\$ 713,469.70	\$ 332,828.17	\$ 8,732.02	\$ (69,312.26)	\$ 208,470.85	\$ 274,443.13	\$ 413,601.72	\$ 89,505.57	\$ -	\$ -	\$ 456,195.48	
Adult Transfer		\$ -		\$ 204,228.53	\$ (204,228.53)		\$ -					\$ 2,417,006.88
Revised Balance	\$ 713,469.70	\$ 332,828.17	\$ 8,732.02	\$ 134,916.27	\$ 4,242.32	\$ 274,443.13	\$ 413,601.72					
Participant Formula Balance*		\$ 331,183.86		\$ 52,498.41	\$ 4,242.32	\$ 274,443.13	\$ 331,183.86	<i>Adult Participant Budget reduced to ensure carryover funding for July - September 2022</i>				
<i>Original PY 20 Formula Budget</i>	\$ 650,411.05	\$ 650,411.05		\$ 203,186.55	\$ 73,500.00	\$ 373,724.50	\$ 650,411.05					
<i>Difference</i>	\$ (319,227.19)	\$ (319,227.19)		\$ (150,688.14)	\$ (69,257.68)	\$ (99,281.37)	\$ (319,227.19)					
Rural Funds, DWG	\$ 361,704.97	\$ 456,195.48		\$ 155,520.63	\$ 300,674.85		\$ 456,195.48		\$1,230,712.68 = PY 19 actual (all grants)			
Total Participant Budget	\$ 692,888.83	\$ 787,379.33		\$ 208,019.03	\$ 304,917.17	\$ 274,443.13	\$ 787,379.33		\$709,497.87 = PY 20 actual (all grants) as of 3/31/21			\$ 2,790,784.50
<i>PY 20 Total Participant Budget</i>	\$ 94,490.51	\$ 1,012,116.02	\$ -	\$ 440,558.71	\$ 197,832.81	\$ 373,724.50	\$ 1,012,116.02	\$ 945,997.16	(estimated PY 20 actual)			
<i>Difference</i>		\$ (224,736.69)	\$ -	\$ (232,539.68)	\$ 107,084.36	\$ (99,281.37)	\$ (224,736.69)					
July - Sept. 2021 Operating Budget												
Carryover Funds		\$ 91,149.88	\$ 8,732.02	\$ 82,417.86	\$ -	\$ -	\$ 82,417.86					\$ 91,149.89
April / July 2021 Funding		\$ 864,494.77	\$ 86,449.48	\$ 103,044.85	\$ 63,303.67	\$ 611,696.77	\$ 778,045.29					
Total Funding		\$ 955,644.65	\$ 95,181.50	\$ 185,462.71	\$ 63,303.67	\$ 611,696.77	\$ 860,463.15					
July - Sept. Operation Costs		\$ 419,830.48	\$ 74,526.44	\$ 202,525.13	\$ 46,241.25	\$ 96,537.67	\$ 345,304.04					
Remaining Balance		\$ 535,814.17	\$ 20,655.06	\$ (17,062.42)	\$ 17,062.42	\$ 515,159.11	\$ 515,159.11					
Adult Transfer		\$ (115,983.69)	\$ -	\$ 17,062.42	\$ (17,062.42)	\$ -	\$ (169,855.07)					
Revised Balance		\$ 651,797.87	\$ 20,655.06	\$ 0.00	\$ -	\$ 515,159.11	\$ 685,014.18					

*Adjustments between categories and programs may be made as needed.

NWTNWB Budget Items		Total (all grants)	IFA Share	RESEA Share	DRA Share	Rural Share	DWG Share	Admin Share	Program Share
Personnel Fringe	Executive Director, Deputy Director, Director of Facilities/IT, Director of Performance/Compliance, Director of Admin. Services, Business Services Representative (2), Compliance Coordinator, Fiscal Coordinator, Public Information Specialist	\$ 538,917.86	\$ 81,439.20	\$ 4,555.42	\$ 18,215.24			\$ 167,085.73	\$ 349,061.47
	Social Security, Medicare, FUTA, SUTA, Health Insurance, 401K, Annual Leave	\$ 229,213.33	\$ 23,333.97	\$ 1,782.36	\$ 5,162.92			\$ 77,629.53	\$ 144,638.52
	Board staff travel costs for the purpose of fulfilling daily responsibilities, and may include overnight costs, when appropriate. Subject to State of TN Travel Regulations.	\$ 10,000.00	\$ -	\$ -	\$ 2,856.99			\$ 3,857.23	\$ 3,285.78
Travel	Replacement laptops, printers / copiers, hard drives, etc. - as needed	\$ 2,000.00	\$ -	\$ -	\$ -			\$ 516.00	\$ 1,484.00
Equipment	Office supplies for board staff	\$ 5,000.00	\$ -	\$ 30.00	\$ 111.38			\$ 1,290.00	\$ 3,568.62
Supplies									
Contractual									\$ -
Printer / Copier Rental	Konica Minolta for board staff, AIC flyers & brochures, annual reports	\$ 4,500.00	\$ -	\$ 27.00	\$ -			\$ 1,161.00	\$ 3,312.00
OJTs	On-the-Job Training Grants to Employers for Title I Participants	\$ 163,175.37	\$ -	\$ -	\$ -		\$ 7,518.96		\$ 194,392.81
CSP: Staffing & Operations	Title I Adult, Dislocated Worker, and Youth services	\$ 896,562.09	\$ -	\$ 90,280.05	\$ -		\$ 130,344.33		\$ 675,937.71
	ITAs, including those used to support RAMP, REAP, and other Registered Apprenticeships, Supportive Services, Work Experience, and Transitional Jobs	\$ 624,203.96	\$ -	\$ -	\$ -	\$ 155,520.63	\$ 293,155.89	\$ -	\$ 136,791.05
CSP: Participant Costs	Apprenticeships, Supportive Services, Work Experience, and Transitional Jobs	\$ 624,203.96	\$ -	\$ -	\$ -	\$ 155,520.63	\$ 293,155.89	\$ -	\$ 136,791.05
IFA (including OSO)	Title I and RESEA portions of shared infrastruture and additional costs	\$ 241,161.89	\$ 59,816.09	\$ 67,462.43	\$ -			\$ 9,110.20	\$ 164,589.26
Other									
	Insurance Policies (D&O, workers comp, contents), Audit, Tax Services, Shredding, Memberships & Dues, Subscriptions (EMSI, Career Ready 101, Career Coach),								
3rd Party Services	QuickBooks	\$ 52,000.00	\$ -	\$ 312.00	\$ -			\$ 34,050.00	\$ 17,638.00
Rent	Administrative Office (\$650 per month)	\$ 7,800.00	\$ -	\$ 46.80	\$ -			\$ 2,012.40	\$ 5,740.80
Printing & Publications	AJC Flyers & Brochures, Annual Reports, etc.	\$ 1,000.00	\$ -	\$ 6.00	\$ -			\$ 258.00	\$ 736.00
Communications	Postage, Verizon Data Plans, Vonage Phones, Internet, Conference Calls, Zoom	\$ 12,000.00	\$ -	\$ 72.00	\$ -			\$ 3,096.00	\$ 8,832.00
Building Maintenance	Repair costs, security and building items, etc. - as needed	\$ 250.00	\$ -	\$ 1.50	\$ -			\$ 64.50	\$ 184.00
Staff Training	Estimated training costs for 10 board staff	\$ 3,000.00	\$ -	\$ 18.00	\$ -			\$ 774.00	\$ 2,208.00
Total Budget		\$ 2,790,784.50	\$ 164,589.26	\$ 164,593.56	\$ 26,346.52	\$ 155,520.63	\$ 431,019.18	\$ 300,904.58	\$ 1,712,400.03
		Total	IFA	RESEA	DRA	Rural	DWG	Admin	Program
CSP Budget Items									
Personnel	Executive Director, Financial Coordinator, Career Services Coordinator (2), Quality Advisor, Career Advisor (7), Employment Specialists (7)	\$ 491,145.59		\$ 57,869.51					\$ 433,276.07
Fringe	DSCC provides State of TN benefits including Medical Insurance, Retirement, 401K Match, Longevity and FICA/FICA Med.	\$ 206,112.58		\$ 24,285.33					\$ 181,827.24
Travel	CSP staff travel costs for the purpose of fulfilling daily responsibilities, and may include overnight costs, when appropriate. Subject to State of TN Travel Regulations.	\$ 27,583.84		\$ 3,250.08					\$ 24,333.76
Supplies	Office supplies for CSP staff	\$ 4,597.31		\$ 541.68					\$ 4,055.63
Contractual	Registered Electrical Apprenticeship Preparation (REAP) Program	\$ 30,000.00							\$ 30,000.00
Other									\$ -
Participant Costs	ITAs (including RAMP), Supportive Services, Work Experience, Transitional Jobs	\$ 594,203.96				\$ 155,520.63	\$ 293,155.89		\$ 145,527.44
Indirect	Negotiated indirect not to exceed approved indirect cost rate	\$ 36,778.45		\$ 4,333.44					\$ 32,445.01
Total Budget		\$ 1,390,421.72	\$ -	\$ 90,280.05					\$ 851,465.15
IFA Budget Items									
Personnel	Public Information and IT / Facilities Staff	\$ 28,880.65		\$ 8,414.31					\$ 20,466.34
Fringe	Public Information and IT / Facilities Staff	\$ 5,415.16		\$ 1,577.68					\$ 3,837.48
Travel	Travel for IT / Facilities Staff	\$ 1,805.06		\$ 525.89					\$ 1,279.16
Supplies	Shared office and cleaning supplies	\$ 906.73		\$ 264.17					\$ 642.56
Contractual	One-Stop Operator Contract	\$ 80,834.46		\$ 23,550.75					\$ 57,283.71
Other									
Rent	Benton, Carroll, Crockett, Dyer, Gibson, Lake, Obion, and Weakley AJCs	\$ 93,528.55		\$ 27,249.11					\$ 66,279.43
Utilities	Henry and Weakley AJCs	\$ 1,679.59		\$ 489.34					\$ 1,190.25
Communications	Printing & Publications, Postage, Internet, Copier Rentals, Telephone & Fax (across all nine AJCs)	\$ 13,899.14		\$ 4,049.45					\$ 9,849.69
	Dues, Subscriptions, Advertising, Janitorial, Security, Maintenance, and Repair Services								
3rd Party Services	(across all nine AJCs)	\$ 8,963.37		\$ 2,611.44					\$ 6,351.93
Indirect	Included in OSO Contract	\$ 5,249.18		\$ 1,529.32				\$ 3,719.86	\$ -
Total Budget		\$ 241,161.87	\$ -	\$ 70,261.46	\$ -	\$ -	\$ -	\$ 3,719.86	\$ 167,180.55



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
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Workforce Services Policy – Key Performance Indicators

Effective Date: June 18, 2021

Duration: June 30, 2023

Purpose:

The purpose of this policy is to establish key performance indicators (KPIs) as hard targets and to define the KPI performance period. Tennessee's KPIs demand streamlined service delivery and quality collaboration among all workforce partners. Each year, the latest set of KPI metrics are approved by the State Workforce Development Board (SWDB). Each quarter, the SWDB reviews KPI achievement-fostering sustained excellence, improved outcomes, and the promotion of workforce services to the greatest number of individuals with significant barriers to employment (SBE).

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (ECD); Tennessee Department of Education (TNED); Tennessee Department of Human Services (DHS); State Workforce Development Board (SWDB); Title I – Adult, Dislocated Worker, and Youth Programs, Title II – Adult Education and Family Literacy Act Program(AE); Title III – Wagner-Peyser Act Program (WP); Title IV – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (OSO); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners)

Background:

To become the best public workforce system in the nation, KPIs quantify and track Tennessee's implementation of the Workforce Innovation and Opportunity Act (WIOA).

KPIs foster:

- Increased access to education, training, and employment- particularly for people with significant barriers to employment.
- A comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
- Improvement in the quality and labor market relevance of workforce investment, education and economic development efforts.
- Improvement in the structure and delivery of services.
- Increased family-sustaining employment, meet employer need, and enhance the productivity and competitiveness of Tennessee.

I. Key Performance Indicator (KPI) Scope:

The following are lists of KPI subjects. Key performance indicators are designed to deal with all WIOA programs, SBE groups and the connections between them. These lists are not exhaustive. Programs, groups, or sub-groups may be added or removed in alignment with state, regional, and local priorities.

A. Programs:

Business Solutions
Jobs for Veterans State Grants
Reemployment Services and Eligibility Assessment
Senior Community Service Employment Program
SNAP Employment and Training
Temporary Assistance for Needy Families (TANF)
Trade Adjustment Assistance
WIOA Title I - Adult and Dislocated Worker and Youth
WIOA Title II - Adult Basic Education and Integrated English Language and Civics Education
WIOA Title III - Wagner-Peyser
WIOA Title IV – Vocational Rehabilitation
YouthBuild

B. Significant Barrier to Employment Groups:

Individuals with SBEs include the fourteen (14) populations of:

- Displaced homemakers¹
- Low-income individuals or recipients of income-based public assistance²
- Native Americans³
- Individuals with mental or physical disabilities, including the recipients of Social Security Disability Insurance⁴
- Those age 55 and older⁵
- Justice-involved individuals⁶
- Individuals experiencing or have experienced homelessness⁷
- Youth in or have aged out of the foster care system

¹ WIOA Section 3(16)

² WIOA Section 3(36)

³ WIOA Section 166(b)

⁴ WIOA Section 3(25)

⁵ WIOA Section 3(39)

⁶ WIOA Section 3(38)

⁷ 'Homeless individual' is defined in the Violence Against Women Act of 1994 Section 41403(6); 'Homeless children and youths' is defined in the McKinney-Vento Homeless Assistance Act Section 725(2)

- Individuals who are:
 - English language learners⁸
 - Individuals who have low levels of literacy – unable to compute or solve problems, or read, write, or speak English at a level necessary in order to function on the job, in an individual's family, or in society
 - Individuals facing substantial cultural barriers – participants, at program entry, perceives themselves as possessing attitudes, beliefs, customs, or practices that influence a way of thinking, acting, or working that may serve as a hindrance to employment including non-traditional employment⁹
- Eligible migrant and seasonal farmworkers¹⁰
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents – including pregnant women
- Long-term unemployed – unemployed for 27 or more consecutive weeks¹¹
- Other groups as the Governor determines to have barriers to employment

II. Key Performance Indicator Roles and Responsibilities:

A. Roles and Responsibilities

The following identifies roles and responsibilities relating to KPIs:

1. State Workforce Development Board (SWDB):

- Provides the strategic vision for Tennessee's public workforce system
- Upon review of SWDB staff recommendation, determines state annual KPI targets
- Approves quarterly and annual KPI targets
- Monitors, on a quarterly basis, KPI achievement

2. State Workforce Development Board Staff (SWDB Staff):

- Recommend state target guidelines and for each KPI measuring device
- Following the KPI negotiations, submit a KPI target proposal to the SWDB
- Divides annual state target guidelines into Grand Planning Regions
- Reviews and analyzes LWDB staff KPI target proposals
- Leads KPI target negotiations with LWDB staff
- Runs and analyzes targeted KPI reports to identify trends, best practices, and areas for significant improvement
- Facilitates and leads KPI-related technical assistance
- Recommends the adoption or revision of piloted or established KPI measuring devices
- Analyzes the efficiency of WIOA funds in relation to KPIs
- Provides opportunities for improvement using monitoring, sanctions, and corrective action
- Creates public facing KPI dashboards

3. Regional Planning Councils:

- Identify and respond to regional strengths, weaknesses, opportunities, and threats
- Make a proposal to LWDBs on how best to divide regional KPI guidelines into LWDBAs

⁸ WIOA Section 203(7)

⁹ WIOA Section 3(37)

¹⁰ WIOA Section 167(i)(1-3)

¹¹ As defined by the United States Bureau of Labor Statistics' Current Population Survey

4. Local Workforce Development Boards (LWDB):

- Consider the KPI target proposal of the respective Regional Planning Council before independently submitting quarterly proposed KPI targets to SWDB staff for review
- The Executive Director negotiates KPI targets with SWDB staff
- Following KPI negotiation, submit a KPI target proposal to the SWDB staff

III. KPI Performance Period:

- A. Beginning July 1, 2021, KPIs in **Attachment 1** will become “hard targets”. Failure to achieve the hard targets will affect the LWDB performance and potential funding.
- B. KPI Performance Periods:
- Quarter 1: July 1 – September 30
 - Quarter 2: October 1 – December 31
 - Quarter 3: January 1- March 31
 - Quarter 4: April 1 -June 30
 - Year: July 1 – June 30
- C. The following are key dates for the establishment of KPI targets for the performance year:
- February 1: SWDB staff issues annual target guidelines to the Regional Planning Councils.
 - March 1: LWDBs submit proposed quarterly and annual targets to the SWDB staff.
 - March 15 -March 31: Negotiations occur between LWDB staff and SWDB staff.
 - May 15: All WIOA Assistant Commissioners and LWDB Chairs submit all proposed annual and quarterly KPI targets for the performance period to the SWDB for approval.

IV. Monitoring and Technical Assistance:

The KPI assessment weight and the KPI achievement scale are the two tools for KPI evaluation. SWDB staff use these tools to monitor each KPI measuring device and rapidly implement a graded response in accordance with each KPI achievement level and subject-matter expertise.

A. Assessment Weight:

The KPI assessment weight tool outlines the percentage each evaluation period is valued relative to the final KPI score. As shown in the table below, each period of evaluation is weighted equally at 20 percent- requiring year-round excellence.

Evaluation Period	Weight
Quarter 1	20%
Quarter 2	20%
Quarter 3	20%
Quarter 4	20%
Annual	20%
Total	100%

B. Achievement Scale:

As indicated below, the KPI assessment scale tool has six (6) levels of KPI achievement. This tool rapidly identifies best practices and opportunities for improvement. By evaluating the achievement of each KPI measuring device, SWDB staff responses can be prioritized to improve efficiency and strategic alignment. Each KPI measuring device will measure each program and SBE group.

Achievement Levels
0- Unacceptable
1- Needs Significant Improvement
2- Needs Improvement-
3- Approaching Target
4- Target achieved
5- Best practice- significantly above target

If the achievement of a KPI measuring device is determined to be either “unacceptable”, “needs significant improvement” or “needs improvement”- those devices are required for corrective action as outlined within the *Sanctions for Failure to Meet Federal and State Standards* policy. This achievement group requires significant assistance to achieve state, regional, and local goals.

The appropriate response to KPI measuring devices within the “approaching target” achievement level should be dictated in part due to a trend analysis. The KPI measuring devices within this group may have fluctuated and may be subject to sanctions. This achievement group should minimize ineffective methods in service delivery and maximize opportunities for future growth.

Monitoring conducted through annual reviews of fiscal and program requirements will inform the corrective action process if the reviews result in a finding(s). After the monitoring review is conducted, an exit conference will be scheduled with the sub-recipient to discuss any findings or observations. An official written report will follow the exit conference to list out the findings and/or observations. This report will provide instruction on how, where, and when to submit a corrective action plan. The written report will be sent to the sub-recipient within thirty (30) business days from the exit conference. After the report is received by the sub-recipient, they will have thirty (30) business days to submit that information to Workforce.Board@tn.gov. Any communication regarding the submitted Corrective Action Plan will need to be responded to within thirty (30) business days.

KPI measuring devices that are either “target achieved” or “significantly above target” are the most likely sources of best practices. Peer-to-peer learning and further improved coordination among WIOA partners should be encouraged to attain better or more reliable attainment of KPI targets.

For example:

LWDA X has a Title I Adult KPI goal of 180 new enrollments, with the program-specific achievement thresholds as listed in the table below.

Achievement Levels	Thresholds
0- Unacceptable	0 to 20%
1- Needs Significant Improvement	21 to 50%
2- Needs Improvement-	51 to 70%
3- Approaching Target	71 to 90%
4- Target achieved	91 to 110%
5- Best practice- significantly above target	110%+

<u>Evaluation Period</u>	<u>Target</u>	<u>Actual</u>	<u>Percentage</u>	<u>Weight</u>	<u>Title I Adult KPI Score</u>	<u>Achievement Level</u>
Quarter 1	40	35	87.5%	20%	17.5	Approaching Target (3)
Quarter 2	40	30	75.0%	20%	15.0	Approaching Target (3)
Quarter 3	60	45	75.0%	20%	15.0	Approaching Target (3)
Quarter 4	40	50	125.0%	20%	25.0	Best Practice (5)
Annual	180	160	88.0%	20%	17.6	Approaching Target (3)
				100%	90.2	Target Achieved

Accompanying this evaluative process is the proactive provision of comprehensive quarterly technical assistance (TA). This TA prioritizes all state, regional, and local strategic goals, fosters the promotion of best practices, and provides opportunities for further collaboration among geographic areas and workforce partners.

In combination with fiscal and compliance-based metrics, high levels of KPI achievement indicate high achieving LWDBs which may be eligible to receive performance-based incentive contracts.

Attachments:

Attachment 1: Negotiated Key Performance Indicator Targets

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

State Workforce Development Board Chair, Tim Berry

KPI Results, January - March 2021

Program	2021 West TN Goal	2021 NW Negotiated Target	Q1	Q1 Estimated Results	Q2	Q3	Q4	YTD Total	Remainder of Goal
Adult and Dislocated Worker New Enrollments	1,542	296	51	89	66	110	69	89	207
Youth New Enrollments	584	78	17	24	27	20	14	24	54
Wagner Peyser New Enrollments	4,687	989	272	471	206	239	272	471	518
RESEA Co-Enrollments	84	33	4	0	9	11	9	0	33
SNAP E&T New Enrollments	814	124	36	94	25	30	33	94	30
TAA Co-Enrollments	100.0%	100.0%	100.0%	n/a	100.0%	100.0%	100.0%	n/a	n/a
Jobs for Veterans State Grants New Enrollments	73	19	4	0	5	5	5	0	19
Re-Entry New Enrollments (all partners)	416	104	22	8	30	30	22	8	96
SCSEP -TNSCA (Unsubsidized Employment)	31	10	2	0	2	3	3	0	10
Adult Ed. - Jackson State Community College	3,250	278	50	33	70	90	68	33	245
Adult Ed. - Weakley County Schools		248	44	60	62	80	62	60	188

Apprentices = 327 total by 2023



STATE OF TENNESSEE
State Workforce Development Board
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Workforce Services Policy – Local Workforce Development Boards Hiring Procedures

Effective Date: June 18, 2021

Expiration: June 30, 2023

Purpose:

Each Local Workforce Development Board (LWDB) must carry out the thirteen (13) responsibilities described in WIOA Sec. 107(d). To carry out these duties the LWDB may elect to do so amongst the board members or to hire a director and staff¹. This policy will establish the requirements that a LWDB must take in order to hire, replace, or terminate a director or additional staff.

Scope:

Office of the Governor, Tennessee Department of Labor and Workforce Development (TDLWD); Division of Workforce Services (WFS); Tennessee Department of Economic and Community Development (TDOE); Tennessee Department of Education (TNECD); Tennessee Department of Human Services (TDHS); State Workforce Development Board (SWDB); **Title I** – Adult, Dislocated Worker, and Youth Programs, **Title II** – Adult Education and Family Literacy Act Program(AE); **Title III** – Wagner-Peyser Act Program (WP); **Title IV** – Vocational Rehabilitation Program (VR); Regional Planning Council (RPC); Local Workforce Development Boards (LWDB); Local Workforce Development Areas (LWDA); American Job Center (AJC); One-Stop Operator (Operator); Workforce System Sub-Recipients (Sub-Recipients); Workforce System Partners (Partners).

I.) Expected Duties of the Local Workforce Development Board and Staff

The following list of duties are the duties expected to be performed by the members of the LWDB per WIOA Section 107(d):

1. The Development of a Local and Regional Plan
2. Workforce Research and Regional Labor Market Analysis
3. Convening, Brokering, and Leveraging of Local Workforce Development Stakeholders
4. Employer Engagement
5. Career Pathways Development

¹ WIOA Sec. 107(f)

6. Promotion of Proven and Promising Practices
7. Creation of Strategies for Utilizing Technology
8. Program Oversight
9. Negotiation of Local Performance Accountability
10. Selection of Operators and Providers
11. Coordination with Educational Providers
12. Development and Administration of a Budget
13. Provide Accessibility to those with Disabilities

If the LWDB chooses to hire staff to conduct these duties, then the LWDB must follow the procedures listed within this policy. However, the responsibility to complete these duties is with the LWDB; therefore, the LWDB must ensure the staff hired to perform these duties are:

- Qualified to perform the required duties
- Reviewed annually to ensure the quality of performance, established by the LWDB, is being met.

II.) LWDB Responsibilities for Oversight of an Executive Director and Staff

The LWDB, under the leadership of the LWDB Chairperson, has the responsibility to execute the requirements listed in Section I of this policy. However, if a LWDB decides to utilize a director and/or staff to carry out their duties, then the LWDB must maintain oversight over their staff². The oversight duties include the hiring, termination, resignation of the director and staff along with the review of their ability to carry out assigned responsibilities. These duties are the sole responsibility of the LWDB and must not be delegated or transferred to another entity, such as the Local Workforce Development Area (LWDA) Fiscal Agent.

a. Responsibilities for Hiring or Replacing a Director

- i. If the LWDB elects to hire a director and/or staff to conduct the responsibilities outlined in Section I, the LWDB must follow the processes established in this policy. When electing to hire a director, the LWDB must use a Standing Committee³ to conduct the hiring process.
- ii. The LWDB is responsible, per **20 CFR 679.400(b)**, for providing an approved job description that will be utilized to hire an individual to serve the LWDB as the Director. The LWDB must perform a quorum vote on the job description for the Director position.
- iii. Once candidates for the Director position have been interviewed, the LWDB must perform a quorum vote on which candidate will be selected to serve as the Director.
- iv. Once a Director has been selected, written notification from the LWDB Chairperson must be submitted to the SWDB at Workforce.Board@tn.gov within two (2) business days of their selection.

b. Responsibilities for Terminating or the Resignation of a Director

- i. When a Director who is serving the LWDB is terminated or submits their resignation, a notification of this decision must be submitted, in writing by the

² 20 CFR 679.400

³ 20 CFR 679.360

LWDB Chairperson, to Workforce.Board@tn.gov within two (2) business days of the termination or resignation notice.

- ii. When the director position has been vacated, the identification and selection of an interim Director must be made until the LWDB can perform the hiring process for a new Director. If the LWDB chooses not to name an interim Director, then the LWDB assumes the responsibility to execute the duties established in Section I until a Director is hired. The decision of the board, including the name of the interim director, must be submitted, in writing by the LWDB Chairperson, to Workforce.Board@tn.gov along with the notice of termination/resignation of the current Director.
- iii. Within ten (10) business days of the Director position being vacated, the LWDB Chairperson must send a timeline for hiring a new director. This must be sent in writing to Workforce.Board@tn.gov.

c. Responsibilities for Staff other than a Director

The LWDB is allowed to hire staff, other than a Director, whose duties are tied to one or more of the LWDBs responsibilities listed in Section I of this policy. The process for hiring these staff members can be accomplished by choosing one of the below methods:

- i. The board can choose to have complete oversight and decision on the hiring of staff members by following the same process that is required to hire the Director.
- ii. The Board can choose to allow their Director to carry out the hiring of these additional staff members to perform the work that is assigned. It is recommended that the board provide expectations of the hiring of additional staff.

d. Review of Staff's Ability to Carry Out Assigned Duties

The LWDB must evaluate their staff's ability to complete their expected duties on an annual basis. The method to evaluate staff members must be decided upon by the LWDB. This evaluation must document the staff's ability to carry out one or more of the 13 required duties outlined in Section I of this policy.

III.) Establishment and Responsibilities of a Standing Committee:⁴

The Standing Committee oversees the hiring process of LWDB staff. The standing committee must be led by a member of the LWDB⁵, must include core partners, and can include other LWDB members selected by the LWDB Chair. Non-board staff can be included in these standing committees such as the fiscal agent, LWDB advisors, Local Elected Officials (LEOs), and other professionals with expertise in the field of executive management. The Standing Committee will have the following responsibilities:

- Write the job description and obtain the LWDB's approval for the job description
- Post the job position on JOBS4TN and at least one other job recruitment platform
- Review all submitted applications to select the candidate pool
- Prior to interviews, must obtain:
 - Completed Application

⁴ 20 CFR 679.360

⁵ 20 CFR 679.360 (a)

- Resume
- Conflict of Interest Disclosure Form
- Select the candidate pool (a minimum of 3 candidates must be selected)
- Direct oversight of the interview process
- Presentation of the primary candidate to the LWDB

IV.) Candidate Qualifications for the Executive Director Position:

In order for a candidate to be considered qualified they must, at minimum, possess the following attributes:

- Four (4) plus years' experience carrying out any of the following duties:
 - Creating and implementing strategic business plans
 - Developing partnerships with businesses or non-profits
 - Overseeing a budget with federal grant funds or a budget that exceeds \$1 million
 - Development or implementation of career pathways with an educational provider
 - Analysis of labor market data
 - Oversight of compliance with Equal Opportunity/Equal Employment Opportunity
 - Compliance management or legal consultant
- Two (2) years management/leadership experience
- One (1) year experience with Workforce Innovation and Opportunity Act (WIOA) and/or Tennessee's Workforce Development strategies

V.) LWDB Non-compliance Due to Lack of Oversight

If a director, or staff, performs actions on behalf of the board, that requires a board vote or signature, without the board's consent or knowledge and is paid out of WIOA funding, then those costs will be considered unallowable and will need to be reimbursed to TDLWD.

The actions taken by the staff representing the LWDB is the responsibility of the LWDB. Failure to comply with the items listed in this policy will place the LWDB in non-compliance and will result in sanctions placed on the LWDB.

References:

20 CFR 679.360, 20 CFR 679.400, 20 CFR 679.420, WIOA sec. 194 (15), WIOA sec. 107(d), WIOA sec. 107(f), 2 CFR part 200

Contact:

For any questions related to this policy, please contact the Program Integrity Unit at Workforce.Board@tn.gov.

Tim Berry, State Workforce Development Board Chair