

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

June 10, 2020 –1:15 pm

Zoom Meeting ID: 861 1576 7643, Password: 674411

Minutes

CLEO Members Present via webinar: Mayor Gary Reasons, Mayor Chris Young, Mayor Benny McGuire, Mayor Brett Lashlee, Mayor Denny Johnson, Mayor Brent Greer

Staff Members Present: Lana Burchfiel, Jennifer Bane, Gina Johnson, Laura Speer, Ginger Powell, Maleia Evans, Lana Wood

Others Present: Jimmy Williamson, Ben Marks, Kristie Bennett, Jamie Franklin

Welcome and Call to Order: Mayor Gary Reasons called the meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest.

**Materials for all items listed below for consideration were provided to the members ahead of time, presented in the preceding board and CLEO meeting, and are included in the attached handouts. Mayor Reasons opened the meeting for discussion and questions for each item prior to voting.

Approval of Minutes:

- MOTION: A motion to approve the August 27, 2020 minutes was made by Mayor Denny Johnson and seconded by Mayor Brett Lashlee. All were in favor and the motion carried.

Approval of the Fiscal Agent:

- MOTION: A motion to approve the Northwest TN Workforce Board as the Fiscal Agent for the Northwest TN Workforce Development Area was made by Mayor Denny Johnson and seconded by Mayor Brett Lashlee All were in favor and the motion carried.

Overview of Northwest TN Workforce Board Budget (VOTE)

- MOTION: A motion to approve the program year 2020 budget as presented and approved by the Northwest TN Workforce Voard was made by Mayor Benny McGuire and seconded by Mayor Denny Johnson All were in favor and the motion carried.

Approval of Northwest TN LEO Interlocal Agreement (VOTE)

- MOTION: A motion to approve changes to the TN LEO Interlocal Agreement, as outlined in red in the attached handout, was made by Mayor Chris Young and seconded by Mayor Benny McGuire. All were in favor and the motion carried.

Approval of Northwest TN LEO and Board Partnership Agreement (VOTE)

- MOTION: A motion to the approve changes to the Northwest TN LEO and Board Partnership Agreement, as presented and outlined in red in the attached handout, was made by Mayor Brett Lashlee and seconded by Mayor Denny Johnson. All were in favor and the motion carried.

Approval of Northwest TN Workforce Board Bylaws changes (VOTE)

- MOTION: A motion to approve changes to the Northwest TN Workforce Bylaws as presented and outlined in red in the attached handout was made by Mayor Brett Lashlee and seconded by Mayor Chris Young. All were in favor and the motion carried.

Approval of the Local Plan (VOTE)

- MOTION: A motion to approve the Local Plan was made by Mayor Denny Johnson and seconded by Mayor Brett Lashlee. All were in favor and the motion carried.

Approval of the Regional Plan (VOTE)

- MOTION: A motion to approve the Regional Plan was made by Mayor Brett Lashlee and seconded by Mayor Benny McGuire. All were in favor and the motion carried.

Review of July 1, 2020 Northwest TN Workforce Board Membership Roster: Jennifer Bane reviewed the roster included in the handouts. There have been a few changes to the board roster this year:

- Dr. Randy Shannon, private attorney and principal at the Benton County Technical Center, replaced John Killen as a private sector representative for Benton County.
- Amy McDonald, Director of TN Homeless Solutions, replaced Doug Clark as a representative of a community-based organization.
- Eddie White, Chair of the United Auto Workers Union for Dana in Henry County, replaced Karla Carpenter as a labor representative.
- Jennifer Starks is recently no longer employed with Granges and is now working at Commercial Bank & Trust in Paris so her information will be updated.
- Sandra Woods may also be resigning soon, so a replacement labor representative from Gibson County may be needed in the near future.

We have had low attendance from a few private sector members over the last couple of years. We have reached out to see if they will be able to participate in meetings this year and have received positive responses from most. We will continue to monitor attendance this year.

Review of One-Stop Operator and Career Services Provider (CSP) Contracts: Jennifer Bane stated the 6-month monitoring reports for October 2019 through March 2020 for each are included with the handouts. We are very pleased with both contractors and have only offered minor recommendations for improvement. At this point, we don't foresee a need to re-bid and will instead extend each contract for another year. The biggest opportunity for growth for the CSP is to increase Youth enrollments. Despite recruitment efforts, they have continued to struggle with engaging and retaining Youth participants. We are hopeful that the incentive policy passed by the board will assist with this.

Review of Rural Initiative Funding Projects: Jennifer Bane provided an overview of the report included in the handouts showing the progress made so far towards the projects funded through the rural initiative grant. In Benton County, the hiring event held June 2nd for 2020 graduates interested in participating in a summer work experience program was attended by about 12 employers and 21 students. All but two of the students qualified for the program, so we should make a lot of progress towards our goal. We would like to offer similar events in other counties in the future, but typically we are only able to fund individuals who qualify as a Youth for work experience. The rural funds allowed us to serve Adults as well, making it possible for most everyone who was interested to qualify. It appears that all of the Benton County participants will be eligible as Adults. None of them would have qualified under the more restrictive Youth eligibility criteria.

In Carroll, Lake, and Obion counties we are using the rural initiative grant to fund Certified Production Technician (CPT) classes as the jails. Lake County has completed one class, but unfortunately none of the students earned the full CPT credential. TCAT Newbern was scheduled to start a class in Obion County after the Lake County class completed, but the Sheriff has expressed interest in offering a welding class instead, so we are exploring that possibility. Carroll County started a female class in February but it has been on hold for several weeks due to visitors not being allowed in during COVID-19. Weakley County had just started preparing to send individuals out to work on work-release when COVID-19 arrived, so it has also been on hold. The rural initiative grant doesn't end until September of next year, so there is still time to meet our goals if we are able to get started again within the next few months. If there are any concerns about moving forward with the current programs, please let us know.

Other: Jennifer Bane stated that if we receive the full \$800,000 we applied for under the National Dislocated Worker Grant, the budget included 18 temporary positions, two per county, to assist with clean-up and recovery efforts. If you are interested in having up to two individuals placed in your county, please let me know. They will be employees of Dyersburg State but would report to the county.

With no other business, Mayor Lashlee moved to adjourn, and the motion was seconded by Mayor McGuire.

Respectfully submitted,
Lana Burchfiel, Public Information Specialist