

**Meeting of the
Northwest TN Local Elected Official Consortium
June 25, 2021 – 12:00 p.m.
Northwest TN Development District – 124 Weldon Dr., Martin, TN**

Minutes

Local Elected Officials Attending: Mayors Joseph Butler, Gary Reasons, Chris Young, John Penn Ridgeway, Denny Johnson, Benny McGuire, and Jake Bynum

Staff Attending: Jennifer Bane

Welcome and Call to Order

Mayor Gary Reasons, Chair, welcomed the group and called the meeting to order.

Approval of May 18, 2021 Minutes

Mayor Gary Reasons presented the minutes for discussion and questions prior to voting.

- **MOTION: A motion to approve the May 18, 2021 minutes was made by Mayor John Penn Ridgeway and seconded by Mayor Joseph Butler. All were in favor and the motion carried.**

Approval of One-Year Extension of Line of Credit up to \$325,000

The line of credit may only be extended for one year at this time due to the Interlocal Agreement's 6/30/22 end date. The bank has agreed to waive the 1% modification fee. The interest rate will be a daily variable at Wall Street Prime with a floor of 4%.

- **MOTION: A motion to extend the \$325,000 line of credit for one year was made by Mayor Chris Young and seconded by Mayor John Penn Ridgeway. All were in favor and the motion carried.**

Board Member Attendance

Jennifer Bane, Executive Director, presented the attached handout detailing the attendance of board members at quarterly meetings over the last two program years. Members with less than a 50% attendance rate are highlighted. Per the bylaws, any board member missing three consecutive meetings may be replaced by the Chief Local Elected Official.

Other

With no other business, the meeting was adjourned.

Respectfully submitted,

Jennifer Bane, Executive Director

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June 25, 2021 – 12:00 p.m.
Northwest TN Development District – 124 Weldon Dr., Martin, TN**

Agenda

Welcome and Call to Order

Mayor Gary Reasons, Chair

Approval of May 18, 2021 Minutes **(VOTE)**

Approval of Two-Year Extension of Line of Credit up to \$325,000 **(VOTE)**

Board Member Attendance

Jennifer Bane, Executive Director

Other

**Meeting of the
Northwest TN Local Elected Officials Consortium
May 18, 2021 – 12:15 p.m.
Zoom Meeting**

Minutes

Local Elected Officials Attending: Mayors Brett Lashlee, Joseph Butler, Gary Reasons, Chris Young, John Penn Ridgeway, Benny McGuire, Jake Bynum

Staff Attending: Jennifer Bane, Lana Burchfiel

Others Attending: Kristie Bennett, Nicole Briley, Melinda Goode, Jimmy Williamson

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 June 10, 2020 minutes was made by Mayor John Penn Ridgeway and seconded by Mayor Brett Lashlee. All were in favor and the motion carried.**

Approval of the Northwest TN Workforce Board Budget:

- **MOTION: A motion to approve the program year 2021 budget as presented was made by Mayor Tom Witherspoon and seconded by Mayor Benny McGuire. All were in favor and the motion carried.**

Review of July 1, 2021 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, (highlighted names have been added in the past year). Since terms are 4 years, and anyone in good standing automatically renews, several members will renew for new terms effective July 1st as indicated on the handout. Cliff Sturdivant of Carroll County resigned and the vacancy was filled by Monica Heath, Director of the McKenzie Industrial Board and Chamber.

Contractor Updates: Jennifer Bane reviewed the attached monitoring reports for the One-Stop Operator (OSO) and Career Service Provider (CSP) contracts. There are no major concerns or findings. The OSO is focusing on getting more customers in the centers. The ones we see in the centers are typically the ones who don't have the resources or skills to access us virtually. Over the last year the CSP has worked on increasing youth enrollments, particularly In-School Youth (ISY) to meet the requirement that 35% of Program Year 2020 funds be spent on ISY, and have made significant progress on both. The OSO and CSP contracts will be extended for another year due to satisfactory performance.

Special Projects Updates: Jennifer Bane provided an update on the following grants:

- **National Dislocated Worker Grant:** We received this grant to assist with COVID relief, and this grant goes through next year. We had planned on putting two people in each county for cleaning offices or screening but have made adjustments between counties based on need. Our total enrollments are at about 50% of our goal so we are on track to meet the proposed goals. The grant includes staffing money which helped alleviate the burden of the cut to formula allocations.
- **Rural Initiative Funding Projects:** Due to COVID-19 restrictions and obstacles, we are repurposing the funding for RAMP for work experience. We are actively recruiting for summer work experience to utilize the funding by September 30, 2021 when the grant ends.

Other: Jennifer Bane stated that we will submit a request today for an additional \$370,000 in statewide funds to use on participants to make up for the formula funding we lost, and to continue with RAMP classes as they are able to resume.

Motion to Adjourn:

- **MOTION: A motion to adjourn was made by Mayor Jake Bynum and seconded by Mayor Benny McGuire. All were in favor and the motion carried.**

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

Approval of Two-Year Extension of the Line of Credit up to \$325,000 (VOTE):

In order to have a line of credit in place in the event that it is needed, in June 2019, the Board of Directors and CLEOs approved an amount of up to \$325,000 to cover at least one month's worth of expenses if needed. The current line of credit ends June 30, 2021 and requires approval for a two-year extension.

7. Designation of Fiscal Agent

In accordance with WIOA Sec. 107(d)(12)(B)(i)(II), the CLEO may designate an entity to serve as local fiscal agent. Such designation does not relieve the CLEO of the liability for any misuse of grant funds as apportioned in this Agreement. The parties to this Agreement have agreed the Northwest Tennessee Workforce Board, Inc. (NWTNWB) shall serve as Fiscal Agent for the Northwest TN Local Workforce Development Area. The name, representation, contact information and signature of the Fiscal Agent is included as Appendix A.

In general, Northwest Tennessee Workforce Board, Inc. as the Fiscal Agent for the Consortium of Local Elected Officials will be responsible for the following functions:

- Receive funds
- Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA and the corresponding Federal Regulations and State policies
- Respond to audit financial findings
- Maintain proper accounting records and adequate documentation
- Prepare financial reports
- Provide technical assistance to sub-recipients regarding fiscal issues
- Procure contracts or obtain written agreements
- Conduct financial monitoring of service providers
- Ensure independent audit of all employment and training programs

Additionally, to prevent a lapse in services in the event of a delay in the receipt funding from the Tennessee Department of Labor and Workforce Development, the Fiscal Agent is authorized to secure a line of credit. The line of credit may only be secured upon the approval of the Consortium of the Local Elected Officials for the specified amount. Once secured, the line of credit may only be utilized with the approval of the Consortium of the Local Elected Officials for the specified amount, and only if the grant funds have been authorized and obligated. Two signatory authorities must sign to access the line of credit. In the event a line of credit is secured and utilized, if a default were to occur, Parties agree to distribute such liability among the parties in proportion to the most recent population estimates available from the U.S. Bureau of the Census at such time that any repayment of funds is required.

Board Member	County	25-Feb	10-Jun	25-Aug	17-Nov	20-Total	23-Feb	18-May	21-Total	20-21 Total	%	
Brad Hurley	Carroll	1	1	0	1	3	1	1	2	5	83.3%	
Jimmy Williamson	Dyer	1	1	1	1	4	1	1	2	6	100.0%	
Rita Alexander	Gibson	1	1	0	1	3	1	1	2	5	83.3%	
John G. Castellaw	Crockett	0	1	1	1	3	1	0	1	4	66.7%	
R. Keith Cursey	Weakley	0	0	1	0	1	0	0	0	1	16.7%	
Bedford Dunavant	Obion	0	0	0	0	0	0	0	0	0	0.0%	
Randy S. Shannon	Benton	0	1	0	1	2	1	1	2	4	66.7%	
Neely Ashby	Henry	0	0	1	1	2	0	1	1	3	50.0%	
Ben Marks	Benton	1	0	1	1	3	1	1	2	5	83.3%	
Kristy Mercer	Gibson	0	1	0	0	1	1	0	1	2	33.3%	
Ted Piazza	Gibson	1	1	1	1	4	1	1	2	6	100.0%	
Tommie St. John	Henry	0	0	0	0	0	0	0	0	0	0.0%	since joining
Gayanne Williams	Lake	0	0	0	0	0	0	0	0	0	0.0%	
Lana Hammons	Dyer	0	1	1	0	2	1	0	1	3	50.0%	
Brendan Powell	Gibson	0	0	0	0	0	1	0	1	1	50.0%	since joining
William Eddie White	Henry	0	0	0	0	0	0	0	0	0	0.0%	
Willie Huffman	Carroll	0	0	0	0	0	1	0	1	1	50.0%	since joining
Jon Dougherty	Dyer	1	0	1	1	3	1	0	1	4	66.7%	
Lindsay Frilling	Obion	0	1	0	0	1	1	1	2	3	50.0%	
Amy McDonald	Dyer / Regional	1	0	1	0	2	0	1	1	3	50.0%	
Angela Hollingsworth	Weakley / Regional	1	1	1	0	3	1	1	2	5	83.3%	
Landy Fuqua	Weakley / Regional	1	1	1	1	4	1	1	2	6	100.0%	
Melinda Goode	Weakley / Regional	0	0	0	0	0	1	1	2	2	100.0%	since joining
Kristie Bennett	Carroll / Regional	1	1	1	1	4	1	1	2	6	100.0%	
David Parrish	Henry / Regional	1	1	1	1	4	1	1	2	6	100.0%	
Jordan Spraggins	Crockett	0	0	0	1	1	0	1	1	2	50.0%	since joining
Monica Heath	Carroll	0	0	0	0	0	0	1	1	1	100.0%	since joining