

Northwest TN Workforce Board
American Job Center (AJC) Committee

Monday, July 27, 2020 – 10:00 a.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86519810291?pwd=YmZTcXJ3YTFFNG1hcGhCVnlCZU1EQOT09>

Chair - Rita Alexander

Vice Chair – Neely Ashby

Minutes

Committee members attending via webinar or phone: Jimmy Williamson, John Penn Ridgeway, Ted Piazza, Angela Hollingsworth, Melinda Goode, Mark Chandler, Sherry Fowler, Neely Ashby, Rita Alexander

Staff attending via webinar: Jennifer Bane, Lana Burchfiel, Gina Johnson, Ginger Powell, LeAnn Lundberg

Others attending via webinar or phone: Erica Nance, Connie Stewart

Review and Approval of Minutes of April 27, 2020 meeting: Rita Alexander called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION: Ted Piazza moved to approve the April 27, 2020 minutes as presented. Jimmy Williamson seconded the motion. All agreed and the motion carried.**

Election of Vice-Chair: Neely Ashby of Henry County Medical Center agreed to serve as Vice-Chair since the position has been vacated by John Killen. Our by-laws state that this position must be filled by a private sector representative.

- **MOTION: John Penn Ridgeway moved to approve Neely Ashby as the new Vice-Chair for the American Job Center Committee. Mark Chandler seconded the motion. All agreed and the motion carried.**

One-Stop Operator Report: One-Stop Operator, Erica Nance, reviewed the following reports:

- **Monthly Summary & AJC Survey Results:** There were no surveys since the centers were closed for Covid-19.
- **VOS Greeter Report:** AJCs reopened June 15th. Numbers for the quarter were down due to the AJCs being closed for the majority of the quarter due to COVID-19. Contract goals were adjusted to account for several centers moving to part-time centers and the AJCs being closed for a quarter. Lake, Weakley, Dyer, and Carroll counties are still behind their targets.
- **Enrollment Summary Report:** Ted Piazza inquired if there was a reason we were higher than other areas—we were about in the middle of the state, and we enrolled more than other areas versus having higher carryover amounts. Jennifer stated that are enrollments include Incumbent Worker Training (IWT) participants, and we were likely better prepared than some areas for virtual services due to having Vonage phones, laptops, scanning, and electronic signature capabilities. Several participants were enrolled while the AJCs have been closed to the public.
- **Target Populations Report:** There were 1,060 total enrollments and 133 new enrollments as of June 30th. The breakdown, which can be viewed in the attached report, included new enrollments of 24 youth-aged individuals, two veterans, and one offender.
- **Partner Referrals and Co-Enrollments:** The Co-Enrollment Summary Reports shows by county who we have enrolled in Wagner Peyser (WP), Title I, and Trade Adjustment Assistance (TAA). The details can be viewed in the attached report. We are striving to increase our Title I co-enrollment of TAA participants to 50% as federally mandated. We currently have four of 63 TAA participants co-enrolled. RESEA referrals and c-enrollments are down this quarter due to RESEA being suspended because of COVID-19.
- **Employer Services and Survey Reports:** The attached report is for the entire 2019 Program year, beginning in July 2019 through June 30th. Over 3,000 services were provided to 607 employers, the breakdown by service can be viewed on the attached report. There were no employer surveys completed this quarter.

Career Services Report: Connie Stewart presented the attached report, expressing that youth numbers were negatively impacted by the the lack of a Summer 2020 program due to COVID restrictions. She also mentioned upcoming team meetings to identify strategies to enroll more youth, noting that they are focusing even more on tracking youth participants. In years past we focused on recruitment, but this resulted in a number of participants who were not really invested in long-term employment, causing them to leave when it had any impact on their other benefits. We are trying to be more intentional in serving youth that are really invested in wanting to be part of the workforce and wanting to

change their lives. The new focus is to post specific jobs or specific programs to attract youth who are interested in employment instead of just being enrolled in a program. Jennifer Bane also updated the group on the youth waiver and the anticipated requirement that 35-50% of PY 20 youth funding be spent on in-school youth (ISY). This will be a huge increase from the roughly 6% we currently spend on ISY, which will be really tough with the restrictive eligibility criteria and COVID-19 restrictions. Hopefully there will be no sanctions this year if the target is not met. We have seen success from posting the work experience positions as jobs on Facebook. We did this with REAP and are currently doing this for the COVID-19 screeners that will be located at the Dyersburg State Community College's campuses. Jennifer said one of the struggles is that even if they are low income and correct age, we see a lot that don't fit the youth eligibility barrier criteria. We have allowed some to be enrolled as Adults, but this spends adult money we really don't have to spare.

Business Services Report: Ginger Powell discussed the following from the attached Business Services Report:

- **On-the-Job Training (OJT):** 244 individuals have been enrolled, 163 have completed, and 30 are still in training.
- **Incumbent Worker Training (IWT):** The list of contracts is complete for the year ending June 30, but the numbers are not complete since invoices are still coming in. We originally had obligated more funds, but those funds were applied for and contracts written prior to COVID. We had several employers not allowing employees to go out or allowing trainers to come in due to company restrictions, so we de-obligated some of the funds. Considering the circumstances, we are happy with what we were able to do. The number trained is pretty accurate but will be finalized with invoices.
- **Job Fair/Hiring Events:** These numbers are significantly less because of COVID. We did have a virtual job fair for the TN Department of Corrections, and were also able to do the #WORKlife program at the Benton County high school with social distancing. We were happy with the turnout with that event, and several graduates were placed in work experience.
- **Apprenticeships:** We had five graduates for the REAP program. We have just started a Tasting Room Associate as a Registered Apprenticeship at Crown Winery in Gibson County and have submitted the Vineyard Foreman position for approval as a registered apprenticeship.
- **Rapid Response:** Mass meetings have been conducted for two recent closures – Town and Country Grocer's / Cash Savers, and American Woodmark.
- **Other Events:** Considering the limiting circumstances, staff has adapted to making presentations virtually, online, on Zoom, and Facebook Live. We are also working on Manufacturing Day events which will look different this year. There are several virtual recommendations, which are not ideal. We will host virtual roundtables with manufacturers and schools per county to see what we can possibly do to still have an engaging event, considering it may not be onsite. We are also continuing to work towards our ACT Work Ready Communities goals. Jennifer Bane said we did apply for some funding at the onset of COVID to help pay for the tests, but we have not heard yet if it will be approved.

Policy Changes: Jennifer Bane presented changes to the Electronic Case Files policy, as noted in red in the attachment, to the committee for review and approval.

- **MOTION: Ted Piazza moved to approve policy changes as presented and Jimmy Williamson seconded. All agreed and the motion carried.**

Other: Jennifer Bane provided an update on AJC services. The Dyersburg AJC will reopen on Wednesday, July 29th, after the 14-day required waiting period and a thorough cleaning due to a positive COVID-19 test. Moving forward we will be using guidance that Connie Stewart received from TBR about closures and only close due to a positive test, or a probably positive due to a person exhibiting symptoms and having been exposed. All the other centers are open right now. We don't know when we are going to get to Phase 4 with no restrictions, and are checking the numbers every two weeks.

Future Meeting Dates & Upcoming Events: The following upcoming meetings were reviewed by Jennifer Bane:

- Next Board Meeting: August 25th at 11:30 am by Zoom.
- State Board Meeting: August 28th on YouTube. Local and Regional Plan presentations will be recorded ahead of time and posted online. Areas will respond to any questions during the meeting.
- Regional Planning Council Meeting: September 22nd, 10:00 am by webinar.
- Remaining 2020 Committee Meeting Date: October 26th, 10:00 am.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
American Job Center Committee
Monday, July 27, 2020 – 10:00 a.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86519810291?pwd=YmZTcXJ3YTFFNG1hcGhCVnlCZU1EQT09>

Meeting ID: 865 1981 0291

Password: 156511

Chair - Rita Alexander

Vice Chair – TBD

Agenda

- | | |
|---|----------------|
| 1. Welcome and Call to Order | Rita Alexander |
| 2. Review and Approval of Minutes – April 27, 2020 meeting
(Vote Required) | Rita Alexander |
| 3. Election of a Vice-Chair (Vote Required)
Nominee: Neely Ashby, Henry County Medical Center | Rita Alexander |
| 4. One-Stop Operator Report | Erica Nance |
| a. Monthly Summary & AJC Survey Results | |
| b. VOS Greeter Reports | |
| c. Enrollment Summary Report | |
| d. Target Populations Report | |
| e. Partner Co-Enrollments & Referrals | |
| f. Employer Services Report | |
| 5. Career Services Report | Connie Stewart |
| 6. Business Services Report | Ginger Powell |
| 7. Policy Changes (Vote Required) | Jennifer Bane |
| a. Electronic Case Files | |
| 8. Other | Jennifer Bane |
| a. American Job Center Services Update | |

Future Meeting Dates & Upcoming Events

- Next Board Meeting: August 25th (Zoom)
- State Board Meeting: August 28th (YouTube)
- Regional Planning Council Meeting: September 22nd, 10:00 am (webinar)
- Remaining 2020 Committee Meeting Date: October 26th, 10:00 am

Northwest TN Workforce Board
American Job Center Committee

Monday, April 27, 2020 – 10:00 a.m.

Join Zoom Meeting:

<https://us02web.zoom.us/j/84403533197?pwd=NTU2NlQ2WXVhVjZk9aWEM0QVY2Zz09>

Meeting ID: 844 0353 3197

Password: 574625\$nw

Chair - Rita Alexander

Vice Chair – TBD

Minutes

Committee members attending via webinar or phone: Jimmy Williamson, John Penn Ridgeway, Ted Piazza, Keith Cursey, Angela Hollingsworth, Charlie Moore, Melinda Goode, Mark Chandler

Staff attending via webinar: Jennifer Bane, Lana Burchfiel, Laura Speer, LeAnn Lundberg, Gina Johnson, Ginger Powell

Others attending via webinar or phone: Erica Nance, Connie Stewart, Jennifer Eppley

Review and Approval of Minutes of January 27, 2020 meeting: Ted Piazza called the meeting to order and asked the group for comments regarding the prior meeting's minutes.

- **MOTION: Keith Cursey moved to approve the January 27, 2020 minutes as presented. Mark Chandler seconded the motion. All agreed and the motion carried.**

Election of Vice-Chair: The Vice-Chair position is still available since being vacated by John Killen. Our by-laws state the Chair and Vice-Chair have to be filled by private sector representatives. Since none were present that are not already serving in another capacity or able to serve, the vote was deferred to the next meeting. None of the members who have been approached about the position were in attendance at this meeting, so this item was tabled for a later date.

One-Stop Operator Report: One-Stop Operator, Erica Nance, reviewed the following reports:

- **Monthly Summary & AJC Survey Results:** The attached monthly summary revealed between March 1 and March 31, 2020, 1,125 individuals visited AJCs for 1,698 visit reasons. There have been 29,302 services and 21,280 individual visits since July 1, 2019. Due to Covid-19, the Northwest AJCs closed to the public which caused a decrease in foot traffic, enrollments and customer surveys. Customer Survey results showed out of 39 surveys, customer satisfaction was 100% Completely Satisfied.
- **VOS Greeter Report:** Several factors affected a decrease in customer visits. Along with Covid-19 decreasing customer traffic, some AJC locations have gone to part-time. Jennifer Bane pointed out the individual gals listed underneath the traffic counts, explaining when Mid-Cumberland started, they proposed 20% increase in traffic. Adjusted goals are based on percentage of hours for those centers who have decreased their hours. Also, Dresden moved over the summer, resulting in drop-off in visits, which is typical while customers adjust to the new location. Lake County reported issues with the VOS greeter, which have since been fixed, but not before lowering their reported traffic count. Erica said AJC in Weakley County plans to do an open house when they reopen, in effort to increase customers' awareness of the new location in the courthouse basement.
- **Enrollment Summary Report:** This report captures the new and carryover enrollments for the program year (PY) from July-March 31 for Wagner Peyser (WP), Title I, Trade Adjustment Assistance (TAA), SNAP, and Adult Education. Dyersburg remained number one for new enrollments. We had 1,813 new enrollments and a total of 3,148 individuals served across all programs. Title I has served 1,463 participants, 7.8% of the total served across the state.
- **Target Populations Report:** There were 50 new enrollments as of March, which included 7 youth-aged individuals, 21 offenders, and 2 veterans.
- **Partner Referrals and Co-Enrollments:** The Co-Enrollment Summary Reports shows by county who we have enrolled in WP, TAA, etc. Out of a total of 60 WP participants, only 1 is co-enrolled in

WIOA. Erica stated they are looking for more ways to get more to reach the target. RESEA had 8 referred to Title I. The SNAP report shows 23 referred to different programs and 15 enrolled.

- **Employer Services and Survey Reports:** The attached report is for the entire 2019 Program year, beginning in July, through March 31st. Over 2,600 services were provided to 536 employers between July and December. There were 1,159 Notification to Employer for Potential Applicants in which remained the largest number of the services provided. One of the most popular employer services we offer continues to be job fairs. Employer Job Fair Survey Results for January through March were completed by 11 employers for 15 events. Employers rated the events as 5 out of 5 and 4.7 out of 5 for meeting their needs.

Career Services Report: Connie Stewart's team is finally fully staffed. We have a new gentleman who came from Youth Villages covering some services for Lake, Carroll, Obion, and Weakley counties. Several Youth recruitment events had been planned but were not able to be held due to school closures. Ted Piazza asked about reaching out to youth, through the high schools. Staff will continue to maintain contact with school staff and use social media to attempt to reach students for summer work experience, including the Registered Electrical Apprenticeship Preparation (REAP) Program. Benton County is still going to have a hiring event in June, but right now, jobs are limited. Even if we do get the youth, identifying job sites will be a challenge. Ted urged that we continue a constant stream of communication so that when things do open up we have access to the students.

There have been 167 Adults enrolled of the 285 goal and 9 Dislocated Workers (DW) of the goal of 39, but we anticipate some people are going to be permanently dislocated from their jobs. We have 7 in youth Work Experience, 12 in OJT, and only 8 youth in Occupational Skills Training. Because of Covid-19 disruptions, youth goals will likely not be met this year. Certificated Production Technician programs in jails were also disrupted, but Lake County has continued class since the instructor is also a correctional officer and should finish up soon. Carroll County is on hold because of Covid-19, but all student inmates are still there. We had one RESEA co-enrollment and are working toward two TAA co-enrollments. Staff need assistance from TAA staff to identify co-enrollments. All last year's REAP students are either employed, most still with Amteck, or in school. This year's Shock and Awe date has been pushed back to June 6th. Ginger said the high schools are still communicating updates through their communication methods, such as Facebook, text messages, etc.

Business Services Report: Ginger Powell provided the following information:

- **On-the-Job Training (OJT):** Enrollments have slowed since COVID-19, but we have had 224 OJTs since July 1, with 144 or 77% completing, 44 not completing, and still in training. We've spent \$286,060.40 for an average of \$1,986.53 a person for training.
- **Incumbent Worker Training (IWT):** Contracts were developed starting in February, after notice of funding was given, and must be spent by June 30th. The original \$250,000 was fully obligated and additional funds were requested and approved to allow all applications to be funded, but many trainings have had to be cancelled or postponed due to COVID-19. Staff are modifying contracts for those originally expected to complete in May to allow for training through June 30th, if possible, but we still may not spend all the money.
- **Job Fair/Hiring Events:** We have held a lot of events between January and mid-March before AICs were closed to the public. Some pending events will be scheduled for late summer or fall, but the #WORKLife hiring event in Benton County event will still be held with social distancing in place. Teachers are calling all the seniors to remind them of the event, and it's going to be on a local radio station, the Mayor's briefing, share by the Chamber information, etc.
- **Apprenticeships:** Jack Laser was hired during this quarter as the West TN Apprenticeship Director by the TN Department of Labor and Workforce Development. We had a couple of our apprenticeships become registered-- Crown Winery (Tasting Room Associate) and Auston Meador's Restaurant Equipment. We have a couple others in progress as well as shown on the attached handout.
- **Rapid Response:** Business Services Representatives have been spending the majority of their time on assisting employers with reporting layoffs. They have been tracking all employers assisted with

reporting layoffs, totaling 4,353 people. Some employers have called back at least a few employees called back. We are still only about 3% of the new claims throughout the state claims. Ted Piazza asked if any employers have indicated will not be reopening, and Ginger stated that so far we haven't helped with any permanent closures, only temporary layoffs.

- **Other Events:** Business Services Representatives continue to provide Labor Market Information and participate in speaking engagements as listed on the attached handout. Totals for last fall's Manufacturing Day events are also listed on the attached handout, and we will work towards scheduling events again this fall.

Policy Changes: Jennifer Bane presented three policies to the committee for review and approval. Changes are outlined in red in the attachments.

- **Adult & Dislocated Eligibility Policy (previously Self-Sufficiency policy):** The state received feedback from a recent monitoring and issued updated guidance based on the results. The policy has been updated to reflect the new guidance and additional details regarding existing processes have been added back into the policy, after being removed during the transition in administrative entity.
- **Individual Training Account (ITA) Policy:** The policy has been updated to include revised references to federal guidance, additional details on priority of service, utilizing ITAs to serve apprentices in Registered Apprenticeship programs, and authorizing ITA funds through a Needs Assessment. We are required to submit this policy as an attachment to our local plan.
- **Priority of Service Policy:** The policy has been updated to reflect new guidance from the TN Department of Labor on assessing individuals' basic skills through the CASAS, TABE, or other reliable assessment. We are required to submit this policy as an attachment to our local plan as well.

MOTION: Mark Chandler moved to approve policy changes as presented and Melinda Goode seconded the motion. All agreed and the motion carried.

Local Planning: Ginger Powell reviewed the attached PowerPoint on planning guidance and preliminary responses to Sections A, B, E, H, I, J of the Operations Systems & Strategies portion of the local plan.

- Description of One-Stop Delivery System: Provide cross training; Umbrella MOU.
- Use of Technology: Facebook, AJC website, Jobs4TN, Skype.
- Adult & Dislocated Worker Employment & Training Activities: Basic and individualized career services, training services, and follow-up services made available in all centers. Rapid Response Coordination.
- Training Policies and Activities: Work-based Learning - Paid Work Experience, Transitional jobs, OJT, and Incumbent Worker Training; ITAs and the eligible training provider list; labor market information to local businesses; customer choice and continuous improvement.
- Business Services Team Structure, Strategies, & Communication: Focus efforts working with Economic and Community Development team to ensure targeted industries align with Governor's sector strategies. We offer workshops, EMSI, job fairs, promote those through social media, apprenticeships, work experience, OJT, etc. Also explained the Business Services Team Structure (see item J on PowerPoint slide).

Jennifer Bane state the final local plan is due June 30. We were limited to 25 pages last year and this year we can have 35 pages plus attachments. Ginger is working on developing a draft plan and a local planning meeting is schedule for May 19, probably by webinar. We will have a local listening session and do have to have it posted for at least 15 days. Mark Chandler asked that, if appropriate, we add information in about Business Services coordination between the areas.

Other: Jennifer Bane provided an update on American Job Center services. A preliminary call with TN Department of Labor staff provided preliminary guidance on developing a plan on how to reopen the centers. They are strongly encouraging a phased approach, the use of gloves and masks, and security for the AJCs due to concerns over the heavily burdened unemployment. Lots of people are frustrated and still waiting on their money. We must also make sure that we can maintain social distancing by limiting staff and customers on-site at one time, possibly by opening by appointment only. We will have to take temperatures of staff, and possibly customers. In the affiliates and specialized centers that are in other's

buildings, we cannot open until the buildings are opened to the public, which might affect our timeline. OSO staff are primarily working on unemployment questions from the office while Title I staff are working remotely. Thankfully, we had technology in place to work from home prior to COVID-19, but it is a much slower process to enroll someone this way. Some funding might be available. We did ask for money (\$857,000) for our area to put some people to work for cleanup efforts, mainly public buildings like schools and libraries that need to be cleaned. They are talking about having some interim funding until we receive that funding. We also asked for funding for scholarships for Dislocated Workers. We have moved much of our Dislocated Worker funds to Adult funds, but if there is an increase in Dislocated Workers needing to be served, we won't have enough funding.

Future Meeting Dates & Upcoming Events: The following upcoming meetings were reviewed:

- Local Planning Meeting: May 19th, 10:00 am (Via webinar)
- Regional Planning Council Meeting: May 28th, 10:00 am (webinar)
- State Board Meeting: June 5th
- Next Board Meeting: June 10th, 12:00 pm (lunch at 11:30 am), NWDD - Martin
- Remaining 2020 Committee Meeting Dates: July 27th & October 26th, 10:00 am

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

American Job Center Northwest

June 2020 Report

Northwest American Job Center Updates

- Between June 1 and June 30, 2020, 93 individuals visited the AJC's 98 visit reasons.
- The AJC of Northwest reopened with appointments only on June 15th. The staff continued to provide service VIA phone and computer. Although there was a decrease in call volumes, All 9 AJC's have a combine documented called volume of over 2,600 for Unemployment filing questions, job search, setting appointments etc. The AJC staff continues to provide meaning assistance for customers. Most customers need help to reset password and filing Unemployment claims. Title I continue to enroll individuals. They are setting appointments for those they can't help virtually. Title III is assisting with AJC calls as much as possible. They are working Zendesk Tickets to assist Unemployment Customers faster. Adult Education had several appointments to enroll future students. Staff members will continue to provide the best service possible during the pandemic.
- Business Service Team Meeting was held June 25th.
- Welcome Functions Team Meeting was held June 25th.
- Skills Development Meeting was held June 23rd.
- Quarterly Cross training was held on June 12th for all AJC staff and partners. The training provide insight on the reopening process for the American Job Centers.
- Core Partners Meeting was held on June 26th. The meeting allowed all partner to voice any concerns or questions about reopening of the American Job Centers.
- The American Job Center transitioned into Phase II on June 29th.

American Job Center Northwest

In the Spotlight

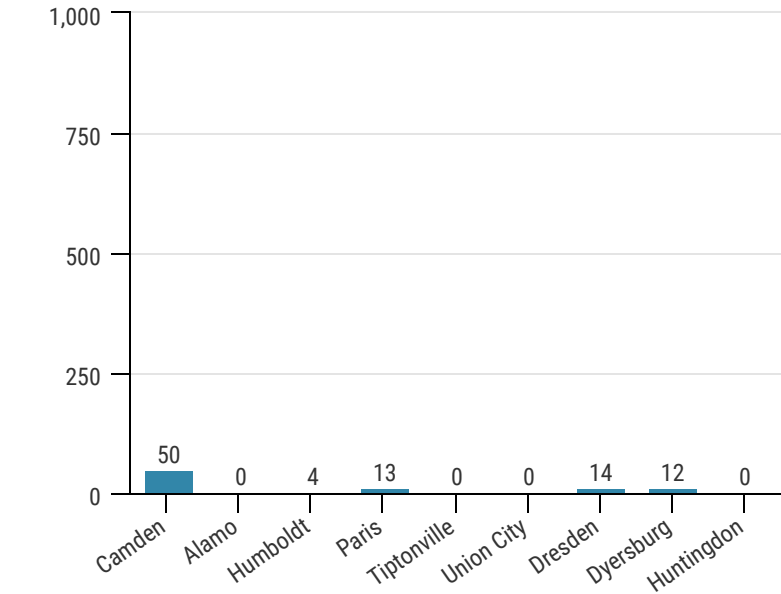
Peggy Cook-Career Advisor

Peggy Cook is a Career Advisor for Mid-Cumberland in the Dresden American Job Center. Peggy is one of the many employees whom actually used the America Job Center Services and would like to tell her story on the great works of the America Job Center.

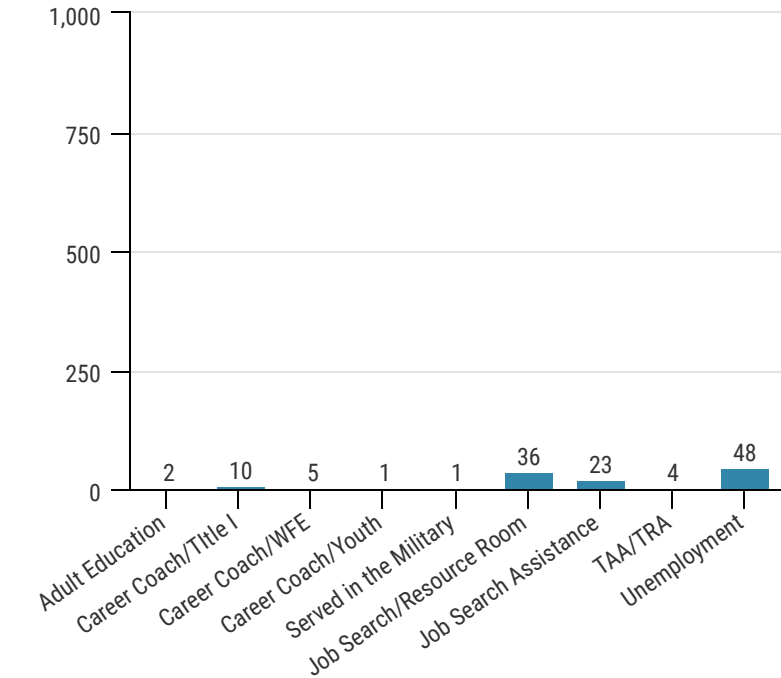
My name is Peggy Cook. In 2013 I lost my job of 28 years due to my company closing. I was devastated. I was 80 years old but not ready to retire. I received unemployment for six months while searching for a job. At this age employment seemed impossible. Someone told me to go to the American Job Center in Dresden. I went to the center and was told about the Senior Community Service Employment Program. In June 2014, I started working at the Dresden Center through the SCSEP as a receptionist.

After one year Mrs. Jennifer Bane had enough faith in my abilities that she offered me a job as a Re-Employment Services and Eligibility Assessment Advisor with Dyersburg State Community College. I was very happy to have that opportunity. I worked that job until 2017 when the position was transferred and I was once again without employment. After a two week layoff, I was offered a position back at the Center as a One Stop Assistant. I accepted this position and worked until 2018. Due to changes in contracts I was facing the chance of getting laid off again. I was fortunate enough to continue working with the new company Odle Management. Once again, due to changes in contracts I was facing the chance of getting laid off. I was once again fortunate enough to continue employment with the new company Mid-Cumberland which brings me to where I am today. With the help of the SCSEP program I learned the skill set needed to continue working. I have enjoyed all my positions at the Job Center and all the great co-workers. I like working with people and trying to help them. Since I have experienced many lay-offs I know what customers are going through. I enjoy reading the feedback on the survey cards so I can see how the public thinks I am doing and what I need to improve. It is my hope that no one leaves the Dresden American Job Center and say they were not greeted with a friendly smile and treated with the upmost respect and dignity that they deserve. I hope my story will encourage someone to continue on and remember it's never too late to start a new career.

AJC Visits Results



AJC Visit Reason Results



Customer Survey

No Customer Survey Results
due to COVID-19

Upcoming Events

Date	Event	Time
July 27th	AJC Committee Meeting	10am
July 27th	Outreach and Opportunities Committee Meeting	1pm
August 6th	Business Service Team Meeting	3pm
August 11th	Skills Development Team Meeting	3pm
August 13th	Welcome Function Team Meeting	9am

TRAFFIC COUNTS LIST BY MUTIPLE REASONS - 2019 - 2020

2019-2020	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-19	150	141	501	555	28	422	480	2,277	791	1,007	1,798	4,075
Aug-19	117	93	542	333	28	501	218	1,832	794	747	1,541	3,373
Sep-19	140	67	661	380	19	387	192	1,846	821	869	1,690	3,536
Oct-19	132	52	591	342	18	681	209	2,025	789	627	1,416	3,441
Nov-19	97	27	638	299	21	315	224	1,621	797	559	1,356	2,977
Dec-19	98	51	465	277		406	234	1,531	637	955	1,592	3,123
Jan-20	111	55	872	389	28	501	226	2,182	711	841	1,552	3,734
Feb-20	138	43	541	339	20	745	104	1,930	774	641	1,415	3,345
Mar-20	56	40	266	122	11	235	70	800	392	506	898	1,698
Apr-20												
May-20												
Jun-20	51		8	13			14	86	12		12	98
Subtotal	1,090	569	5,085	3,049	173	4,193	1,971	16,130	6,518	6,752	13,270	29,400
Mo. Avg	91	47	424	254	14	349	164	1,792	543	563	1,474	3,267
% Avg.	2.8%	1.5%	13.0%	7.8%	0.4%	10.7%	5.0%	54.9%	16.6%	17.2%	45.1%	100.0%

Source: Affiliates - VOS Greeter

June-20	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Dyersburg	Huntington	Totals
Job Search Resource Room	27		4	2			3			36
Job Search Assist	22			1						23
Unemployment	2			4			10			16
Cr. Coachg/ WIOA Title 1				6			1	3		10
Cr.Coach WF Ess.			4					1		5
TAA/TRA								4		4
Adult Education								2		2
Cr.Coach/Youth								1		1
Served in Military?								1		1
TOTALS	51		8	13			14	12		98

TRAFFIC COUNTS LIST BY INDIVIDUAL VISIT 2019- 2020

2019-2020	Camden	Alamo	Humboldt	Paris	Tiptonville	Union City	Dresden	Affiliate Subtotal	Dyersburg	Huntingdon	Comprehensive Subtotal	Total AJC
Jul-19	142	110	322	355	28	406	471	1,834	673	494	1,167	3,001
Aug-19	114	76	367	265	26	449	214	1,511	715	479	1,194	2,705
Sep-19	122	50	358	323	19	341	182	1,395	738	448	1,186	2,581
Oct-19	120	52	320	320	18	592	201	1,623	693	326	1,019	2,642
Nov-19	81	27	338	286	17	263	215	1,227	566	284	850	2,077
Dec-19	81	50	268	271		360	231	1,261	564	442	1,006	2,267
Jan-20	100	43	479	339	27	413	224	1,625	584	440	1,024	2,649
Feb-20	126	36	301	314	17	480	90	1,364	538	331	869	2,233
Mar-20	48	36	147	110	10	192	67	610	266	249	515	1,125
Apr-20												
May-20												
Jun-20	50		4	13			14	81	12		12	93
Subtotal	984	480	2,904	2,596	162	3,496	1,909	12,531	5,349	3,493	8,842	21,373
Mo. Avg	82	40	242	216	14	291	159	1,392	446	291	982	2,375
% Avg.	3.5%	1.7%	10.2%	9.1%	0.6%	12.3%	6.7%	58.6%	18.8%	12.3%	41.4%	100.0%

Individual Visit Monthly Average Goal

PY 19 Actual	82	40	242	216	14	291	159	1,392	446	291	982	2,375
Original Goal	160	103	376	425	60	335	353	1,812	749	515	1,264	3,076
Revised Goal	72	46	282	255	22	251	211	1,139	561	386	947	2,086
Difference	-88	-57	-94	-170	-38	-84	-142	-673	-188	-129	-317	-990
% of Goal Met	114%	87%	86%	85%	61%	116%	75%	122%	79%	75%	104%	114%

Enrollment Summary By LWIA

- LWIA/Region: Northwest Tennessee

- Date Range: 7/1/2019 - 6/30/2020

LWIA/Office	WP		WIOA		TAA		SNAP		Adult Education		ALL PROGRAMS		% OF NWTN	
Office Id	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment
Northwest Tennessee	315	715	836	1,119	30	36	19	112	99	458	1,299	2,440	35%	65%
American Job Center - Alamo-Specialized CTR	1	2	6	11	0	0	0	12	2	0	9	25	0%	1%
American Job Center - Humboldt * NEW *	38	110	99	153	0	0	3	25	16	71	156	359	4%	10%
American Job Center - Paris Specialized CTR	22	86	205	211	0	0	1	12	17	75	245	384	7%	10%
American Job Center - Camden- Specialized CTR	7	39	15	30	0	0	1	5	10	48	33	122	1%	3%
American Job Center - Huntingdon * NEW *	46	93	25	71	4	6	4	8	10	56	89	234	2%	6%
American Job Center - Tiptonville -Specialized CTR	5	5	29	20	0	0	0	1	4	17	38	43	1%	1%
American Job Center - Dyersburg * NEW *	151	283	280	389	26	28	9	32	12	101	478	833	13%	22%
American Job Center - Dresden Specialized CTR	11	16	48	40	0	0	1	5	13	51	73	112	2%	3%
American Job Center - Union City * NEW *	30	80	129	189	0	2	0	12	15	39	174	322	5%	9%
LWDA 12 000 Administrative Office * NEW *	4	1	0	5	0	0	0	0	0	0	4	6	0%	0%
	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment	Carry Forward	New Enrollment
LWIA/Office	WP		WIOA		TAA		SNAP		Adult Education		ALL PROGRAMS		% OF NWTN	
Total:	1,030		1,955		66		131		557		3,739		100%	

Title I Participants Served by American Job Center July 1, 2019 to June 30, 2020

County	Adults	Dislocated Worker	Youth	TOTAL Served	Percentage Served	Percentage of Population	Difference	IWT Only
Benton	31	5	9	45	2.3%	6.4%	-4.1%	0
Carroll	81	8	7	96	4.9%	11.2%	-6.3%	38
Crockett	16	0	1	17	0.9%	5.8%	-4.9%	12
Dyer	608	21	45	674	34.5%	15.1%	19.4%	480
Gibson	219	12	21	252	12.9%	19.8%	-6.9%	103
Henry	400	8	8	416	21.3%	13.2%	8.1%	328
Lake	38	1	10	49	2.5%	3.0%	-0.5%	7
Obion	290	13	15	318	16.3%	12.2%	4.1%	165
Weakley	73	8	7	88	4.5%	13.3%	-8.8%	4
TOTALS	1,756	76	123	1,955	100.0%	100.0%	0.0%	1,137

Enrollment Summary by LWDA Date Range 07/01/2019 - 06/30/2020

Local Area	Carry Forward	New Enrollment	Served	% Served	% of Pop. (16+)	Difference
Southern Middle Tennessee	494	587	1,081	5.2%	7.9%	-2.7%
Northeast Tennessee	1,118	399	1,517	7.3%	4.4%	2.9%
Southwest Tennssee	1,122	527	1,649	8.0%	21.7%	-13.7%
Upper Cumberland	1,149	646	1,795	8.7%	15.4%	-6.7%
Northwest Tennessee	836	1,119	1,955	9.5%	9.8%	-0.3%
Southeast Tennessee	1,135	845	1,980	9.6%	6.8%	2.8%
Greater Memphis	882	2,092	2,974	14.4%	11.6%	2.8%
East Tennessee	2,100	1,057	3,157	15.3%	10.9%	4.4%
Northern Middle Tennessee	2,027	2,539	4,566	22.1%	11.5%	10.6%
Total	10,863	9,811	20,674	100%	100%	0%

WIOA Targeted Population Summary

- State Region: West TN
 - LWIA/Region: Northwest Tennessee
 - Filter By Date: Active Date
 - Date Range: 6/1/2020 - 6/30/2020

Target Group	Total Enrolled	New Enrolled	Received Career Services	Received Training/ Educ Svcs	With Credent
Total	<u>1,060</u>	<u>133</u>	<u>483</u>	<u>430</u>	<u>76</u>
Gender					
Female	<u>480</u> 45.28%	<u>89</u> 66.92%	<u>252</u> 52.17%	<u>223</u> 51.86%	<u>32</u> 42.11%
Male	<u>573</u> 54.06%	<u>43</u> 32.33%	<u>230</u> 47.62%	<u>206</u> 47.91%	<u>44</u> 57.89%
NA	<u>7</u> 0.66%	<u>1</u> 0.75%	<u>1</u> 0.21%	<u>1</u> 0.23%	0
Age					
18 and Under	<u>47</u> 4.43%	<u>10</u> 7.52%	<u>45</u> 9.32%	<u>32</u> 7.44%	<u>6</u> 7.89%
19 to 24	<u>212</u> 20.00%	<u>14</u> 10.53%	<u>170</u> 35.20%	<u>147</u> 34.19%	<u>30</u> 39.47%
25 to 54	<u>652</u> 61.51%	<u>92</u> 69.17%	<u>253</u> 52.38%	<u>239</u> 55.58%	<u>39</u> 51.32%
55 and Older	<u>149</u> 14.06%	<u>17</u> 12.78%	<u>15</u> 3.11%	<u>12</u> 2.79%	<u>1</u> 1.32%
Race/Ethnicity					
White	<u>899</u> 84.81%	<u>119</u> 89.47%	<u>381</u> 78.88%	<u>341</u> 79.30%	<u>62</u> 81.58%
African American/Black	<u>141</u> 13.30%	<u>13</u> 9.77%	<u>106</u> 21.95%	<u>91</u> 21.16%	<u>16</u> 21.05%
American Indian/Alaskan Native	<u>4</u> 0.38%	<u>1</u> 0.75%	<u>1</u> 0.21%	<u>1</u> 0.23%	0
Asian	<u>1</u> 0.09%	0	0	0	0
Hispanic	<u>34</u> 3.21%	<u>1</u> 0.75%	<u>11</u> 2.28%	<u>10</u> 2.33%	<u>1</u> 1.32%
Educational Status					
	<u>415</u> 39.15%	<u>107</u> 80.45%	0	0	0
In-school; Secondary School or less	<u>4</u> 0.38%	0	<u>4</u> 0.83%	<u>3</u> 0.70%	<u>2</u> 2.63%
In-school, Alternative School	<u>1</u> 0.09%	0	<u>1</u> 0.21%	<u>1</u> 0.23%	<u>1</u> 1.32%
In-school; post Secondary School	<u>129</u> 12.17%	<u>1</u> 0.75%	<u>129</u> 26.71%	<u>121</u> 28.14%	<u>30</u> 39.47%
Not attending school or Secondary School Dropout	<u>38</u> 3.58%	<u>1</u> 0.75%	<u>16</u> 3.31%	<u>14</u> 3.26%	<u>2</u> 2.63%

Not attending school; Secondary School Graduate or has a recognized equivalent	<u>473</u> 44.62%	<u>24</u> 18.05%	<u>333</u> 68.94%	<u>291</u> 67.67%	<u>41</u> 53.95%
UC Status					
Neither claimant or exhaustee	<u>14</u> 1.32%	0	<u>14</u> 2.90%	<u>14</u> 3.26%	<u>11</u> 14.47%
Veteran					
All Veterans	<u>18</u> 1.70%	<u>2</u> 1.50%	<u>11</u> 2.28%	<u>10</u> 2.33%	<u>2</u> 2.63%
Eligible Veteran Status	<u>18</u> 1.70%	<u>2</u> 1.50%	<u>11</u> 2.28%	<u>10</u> 2.33%	<u>2</u> 2.63%
Other Eligible Person/Veteran Spouse	0	0	0	0	0
Campaign Veteran	<u>4</u> 0.38%	0	<u>3</u> 0.62%	<u>3</u> 0.70%	<u>2</u> 2.63%
Disabled Veteran	<u>4</u> 0.38%	0	<u>2</u> 0.41%	<u>2</u> 0.47%	0
Transitioning Service Member	<u>1</u> 0.09%	0	<u>1</u> 0.21%	<u>1</u> 0.23%	0
Recently Separated Veteran	<u>3</u> 0.28%	0	<u>3</u> 0.62%	<u>2</u> 0.47%	0
Active Duty Military Spouse	<u>1</u> 0.09%	0	<u>1</u> 0.21%	<u>1</u> 0.23%	<u>1</u> 1.32%
Barriers					
Total With Significant Barriers to Employment	<u>567</u> 53.49%	<u>39</u> 29.32%	<u>420</u> 86.96%	<u>369</u> 85.81%	<u>64</u> 84.21%
Individuals with Disability	<u>23</u> 2.17%	0	<u>20</u> 4.14%	<u>16</u> 3.72%	<u>5</u> 6.58%
Displaced Homemaker	<u>2</u> 0.19%	0	<u>2</u> 0.41%	<u>2</u> 0.47%	0
Underemployed	<u>179</u> 16.89%	<u>8</u> 6.02%	<u>179</u> 37.06%	<u>172</u> 40.00%	<u>38</u> 50.00%
Dislocation Event	0	0	0	0	0
Within 2 Years of Exhausting TANF	0	0	0	0	0
Hawaiian Native	0	0	0	0	0
Single Parent	<u>68</u> 6.42%	0	<u>68</u> 14.08%	<u>63</u> 14.65%	<u>9</u> 11.84%
Facing Substantial Cultural Barriers	0	0	0	0	0
Eligible Migrant and Seasonal Farmworker	0	0	0	0	0

Meets Governors Special Barrier	0	0	0	0	0
English Language Learner	0	0	0	0	0
Basic Skills Deficient	<u>1</u> 0.09%	0	<u>1</u> 0.21%	0	0
Offender	<u>91</u> 8.58%	<u>1</u> 0.75%	<u>91</u> 18.84%	<u>87</u> 20.23%	<u>13</u> 17.11%
Homeless	<u>1</u> 0.09%	0	0	0	0
Runaway Youth	0	0	0	0	0
Foster Care (All)	<u>1</u> 0.09%	0	<u>1</u> 0.21%	0	0
In Foster Care	0	0	0	0	0
Aged Out of Foster Care	<u>1</u> 0.09%	0	<u>1</u> 0.21%	0	0
Pregnant or Parenting Youth	<u>20</u> 1.89%	0	<u>20</u> 4.14%	<u>14</u> 3.26%	<u>4</u> 5.26%
Out of Home Placement	0	0	0	0	0
Eligible Under Section 477	0	0	0	0	0
Youth Requires Additional Assistance	<u>20</u> 1.89%	<u>2</u> 1.50%	<u>20</u> 4.14%	<u>10</u> 2.33%	<u>2</u> 2.63%
Long-Term Unemployed	<u>116</u> 10.94%	<u>5</u> 3.76%	<u>105</u> 21.74%	<u>89</u> 20.70%	<u>15</u> 19.74%
Public Assistance					
TANF	<u>2</u> 0.19%	0	<u>2</u> 0.41%	<u>2</u> 0.47%	0
SNAP	<u>73</u> 6.89%	0	<u>73</u> 15.11%	<u>62</u> 14.42%	<u>12</u> 15.79%
Social Security Disability Insurance (SSDI)	<u>2</u> 0.19%	0	<u>2</u> 0.41%	<u>2</u> 0.47%	0
Supplemental Security Income (SSI)	<u>3</u> 0.28%	0	<u>3</u> 0.62%	<u>2</u> 0.47%	0
General Assistance	<u>1</u> 0.09%	0	<u>1</u> 0.21%	<u>1</u> 0.23%	0
Living in the High Poverty Area	0	0	0	0	0
Free or Reduced Lunch	<u>1</u> 0.09%	0	<u>1</u> 0.21%	<u>1</u> 0.23%	0
Low Income	<u>393</u> 37.08%	<u>23</u> 17.29%	<u>393</u> 81.37%	<u>342</u> 79.53%	<u>60</u> 78.95%

Co-Enrollment Summary

- LWIA/Region: Northwest Tennessee
 - WP Services: Staff Assisted Only
 - Date Range: 6/1/2020 - 6/30/2020

LWIA	Office	Total WP Participants	WP Not In WIOA	WP Enrolled In WIOA	Total WIOA Participants	WIOA Enrolled In WP	Total TAA Participants	TAA Enrolled In WIOA	TAA Not In WIOA
Northwest Tennessee	American Job Center - Alamo-Specialized CTR	1	1	0	12	0	0	0	0
Northwest Tennessee	American Job Center - Humboldt * NEW *	9	6	3	112	1	0	0	0
Northwest Tennessee	American Job Center - Paris Specialized CTR	6	6	0	206	0	0	0	0
Northwest Tennessee	American Job Center - Camden-Specialized CTR	3	2	1	36	0	0	0	0
Northwest Tennessee	American Job Center - Huntingdon * NEW *	12	8	4	76	4	10	2	8
Northwest Tennessee	American Job Center - Tiptonville - Specialized CTR	1	0	1	16	0	0	0	0
Northwest Tennessee	American Job Center - Dyersburg * NEW *	64	49	15	353	4	51	1	50
Northwest Tennessee	American Job Center - Dresden Specialized CTR	3	1	2	54	1	0	0	0
Northwest Tennessee	American Job Center - Union City * NEW *	6	2	4	190	3	2	1	1
Northwest Tennessee	LWDA 12 000 Administrative Office * NEW *	0	0	0	5	0	0	0	0
LWIA	Office	Total WP Participants	WP Not In WIOA	WP Enrolled In WIOA	Total WIOA Participants	WIOA Enrolled In WP	Total TAA Participants	TAA Enrolled In WIOA	TAA Not In WIOA
Total Rows: 10		105	75	30	1,060	13	63	4	59

Services Provided Individuals - List Report

- Program: Title III - Wagner-Peyser (WP)
 - Region/Lwia: Northwest Tennessee
 - Service Code: 19E - RESEA Enrolled in Title I, 19R - RESEA Referred to Title I
 - Veteran Information From: Both
 - Date Field: Actual Date
 - Start Date: 4/1/2020
 - End Date: 6/30/2020

Office	Number of Participants	City, State, Country	Service	Completion Status	Actual Date
American Job Center - Union City * NEW *	1	Hornbeak, TN US	19E - RESEA Enrolled in Title I	Successful Completion	04/17/2020

Services Provided Individuals - All Services

- Program: SNAP Employment and Training
 - Region/Lwia: Northwest Tennessee
 - Service Code: 619 - SNAP Refer to Work Experience, 620 - SNAP Enroll in Work Experience, 621 - SNAP Refer to Youth Vocational Training, 622 - SNAP Enrolled in Youth

Activity/Description	Distinct Users	Total Services	% of Total
633 - SNAP Refer to Job Search Training	2	2	66.67%
634 - SNAP Enroll in Job Search Training	1	1	33.33%

Services Provided Employer Report Total Employers

<u>Services</u>	<u>JULY</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTAL</u>	<u>%</u>
E10-Employer Services Training	10	1		5	3	5	1	6	4			12	47	8%
E11-Employer Services Training-IWT	8				1		1	10	5			13	38	6%
E01-On-Site Visit Planning Layoff Response													0	0%
E92-Notification to employer of potential applicant	2	2	20	15	16	6	6	8	3				78	13%
E07-Promotional Call	7	3	6	26	3	3	2	3				4	57	9%
E06-Provided Canadidate Pre-Screening	3	4	1	4	1		1	2					16	3%
E05-Provided Detail Labor Market Study					1	7						1	9	1%
E02-Provided Job Fair Services	2	3	5	2	3	3	1	1					20	3%
E03-Provided Job Order Follow-Up/Assistance	7	6	5	15	4	4	1	4	1				47	8%
E04-Provided Recruitment Services	4	5	4	9	1	3	1	3					30	5%
E12-Rapid Response Services/Business Downsizing													0	0%
E90-Referred Qualified Applicants-Staff Assisted	5	10	4	11	3	3	1	4	2				43	7%
E08-Reviewed Resumes and Referred Eligible Individuials	19	24	24	16	11	6	13	14	10	8	12	21	178	29%
E09-Services to Untapped Targeted Demographic Groups	1			16	1			2	2				22	4%
E13-Tax Credits or Incentives for Employers (WOTC)								1					1	0%
E15-Strategic Planning/ECD with Employers					1								1	0%
E14-Workforcce Information for Employers	3		3	3	1	2	1	4	3				20	3%
Total Employers Served	71	58	72	122	50	42	29	62	30	8	12	51	607	100%

Total Services

<u>Services</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTAL</u>	<u>%</u>
E10-Employer Services Training	12	2		5	3	9	1	11	4			15	62	2%
E11-Employer Services Training-IWT	10				1		1	13	5			14	44	1%
E01-On-Site Visit Planning Layoff Response													0	0%
E92-Notification to employer of potential applicant	46	27	98	262	16	102	265	164	179				1,159	36%
E07-Promotional Call	11	3	7	28	3	3	2	3				5	65	2%
E06-Provided Canadidate Pre-Screening	3	4	1	4	1		1	2					16	1%
E05-Provided Detail Labor Market Study					1	7						1	9	0%
E02-Provided Job Fair Services	3	3	5	6	10	3	2	4					36	1%
E03-Provided Job Order Follow-Up/Assistance	16	8	6	18	5	4	1	4	1				63	2%
E04-Provided Recruitment Services	5	5	4	9	1	3	1	6					34	1%
E12-Rapid Response Services/Business Downsizing													0	0%
E90-Referred Qualified Applicants-Staff Assisted	12	13	6	18	7	52	1	5	4				118	4%
E08-Reviewed Resumes and Referred Eligible Individuials	122	167	212	161	90	46	94	82	45	93	169	252	1,533	48%
E09-Services to Untapped Targeted Demographic Groups	1			20	1		1	3	2				28	1%
E13-Tax Credits or Incentives for Employers (WOTC)								2					2	0%
E15-Strategic Planning/ECD with Employers					1								1	0%
E14-Workforce Information for Employers	4		3	3	1	2	1	6	3				23	1%
Total Services Provided	245	232	342	534	141	231	371	305	243	93	169	287	3,193	100%

Career Services Monthly Report

Connie Stewart

June 2020

Staff Enrollment Goals 2019-2020 Contract year:

County	Adult Enrollments	Dislocated Worker Enrollments	Youth in Work Experience Enrollments	Youth in Occupational Skills Training Enrollments
Benton	10	4	5	4
Carroll	15	5	8	7
Crockett	5	4	5	2
Dyer	50	5	20	10
Gibson	60	4	15	12
Henry	30	4	8	10
Lake	15	4	10	5
Obion	51	4	15	7
Weakley	50	5	15	5
Total	285	39	101	62

All program enrollments (RAMP, REAP, OJT, WE, and Occupational Skills October 1, 2019 to present)

County	Adult	Adult WE	Dislocated Worker	Youth Work Experience	Youth OJT	Youth in Occupational Skills Training
Benton	5	10 (rural funding)		1		1
Carroll	16	1	4			2
Crockett						
Dyer	43		2	7	4	
Gibson	43		3		3	2
Henry	22		1	1	3	3
Lake	14					
Obion	48		4		3	
Weakley	10		1			1
Totals	201	11	15	9	13	9

Occupational Skills Training Enrollments 2018 / 2019:

Month	Adult	Dislocated Workers	Youth	Total
October 18	13	1	0	14
November 18	16	1	2	19
December 18	20	2	2	24
January 19	16	1	6	23
February 19	1	0	0	1
March 19	3	0	0	0
April 19	39	7	3	49
May 19	18	5	11	34
June 19	2	2	1	5
July 19	28	6	2	36
August 19	27	4	1	32
Sept 19	1	1	0	2

Career Services Monthly Report

Connie Stewart

June 2020

Contract #2	184	30	28	239
October 2019	17	1	5	23
November 2019	8	0	2	10
December 2019	23	0	0	23
January 2020	29	0	1	30
February 2020	10	1	1	11
March 2020	6	2	0	7
April 2020	16	4	0	20
May 2020	8	1	0	9
June 2020	2	0	0	2
July 2020				
August 2020				
September 2020				
Total	117	9	9	135

Training Enrollments by Occupation:

Description	Annual Openings	Average Hourly Wage	Program of Study	Provider	Number Trained	Remaining Annual Openings
Helpers- Production Workers	63	\$14.36	Certified Production Technician	TCAT	49	14
Heavy and Tractor Trailer Truck Drivers	282	\$20.46	Truck Driving	Road Runner	17	265
Sales Representatives, Wholesale and Manufacturing and Scientific Products	17	\$44.79	Biology	University of Memphis-Lambuth	1	16
Physical Therapist Assistants	33	\$28.82	Physical Therapy Assistant	JSCC	3	30
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	29	\$19.91	HVAC	TCAT	5	24
Electrical Power-Line Installers and Repairers	15	\$24.04	Pre-Apprentice Line Worker	NALTC	2	13
Welders, Cutters, Solderers, and Brazers	51	\$16.89	Welding	TCAT	4	47
Automotive Service Technicians and Mechanics	55	\$15.68	Automotive Technology	TCAT	1	54
Licensed Practical & Vocational Nurses	84	\$16.70	Practical Nursing (LPN)	TCAT	30	54
Registered Nurses	58	\$26.84	Nursing (RN)	U of M-1 DSCC-2	3	55
Secretaries and Administrative Assistants,	175	\$15.29	Administrative Office Technology	TCAT	1	174

Career Services Monthly Report

Connie Stewart

June 2020

Except Legal, Medical, & Executive						
Industrial Machinery Mechanics	40	\$24.79	Industrial Maintenance & Manufacturing Technology	TCAT	3	37
Cutting and Slicing Machine Setters, Operators, & Tenders	15	\$17.26	Machine Tool Technology	TCAT	1	14
Medical Records and Health Information Technicians	6	\$15.60	Health Information Management	TCAT	1	5
Radiologic Technologists	6	\$22.70	Radiography	JSCC	2	4
Dental Assistants	20	\$18.59	Dental Assistant	Dental Staff School	4	16
Occupational Health and Safety	2	\$39.87	Occupational Safety	Murray State	1	1
Probation Officers and Correctional Treatment Specialists	15	\$19.15	Criminal Justice	Bethel	1	14
Coaches and Scouts	14	\$20.72	Health and Human Performance	UTM	3	11
Managers	51	\$29.81	Business Management	UTM	1	50
Pharmacy Aides	25	\$11.59	Pharmacy Tech	DSCC	1	24
General and Operations Managers	103	\$41.70	Interdisciplinary Studies	UTM	1	102

Justice Involved Youth: 9 Total

RAMP: 2

REAP 2020: 4

Work Experience: 1

OJTs: 2

REAP 2019: 11 Enrolled

Exited and Employed: 9

Active and Employed: 1

Active and In School: 1

REAP 2020: 14 potential applicants. Class is scheduled to begin 7/13/20.

Events/Marketing:

Lake County: Team 4 Success- after school and summer camps for at risk youth, Advise TN, business owner, newspaper, Middle and High School football coaches, Athletic Director / Assistant Principal

Dyer County: Dyer County juvenile court

BUSINESS SERVICE REPORT

REVISED 7/16/2020

On-the-Job Training - July 2019 - June 2020

Total Paid to Date: \$ 329,501.20

Company	Year-to-date Active 7-1-19	Completed Training	Did Not Complete	Percent Complete	Currently in Training	Paid Invoice
Allergy Lab Solutions	3	3	0	100%	0	\$ 7,580.80
Alliance Staffing	1	0	1	0%	0	\$ -
Amteck, LLC	8	7	1	88%	0	\$ 14,000.00
Auston Mealer	1	0	0	N/A	1	\$ -
Ceco Door (AADG Inc)	3	3	0	100%	0	\$ 9,622.40
Center Point Business Solutions	13	7	6	54%	0	\$ 10,080.00
City of Dyersburg	15	5	3	63%	5	\$ 15,689.60
Cox Oil	3	1	2	33%	0	\$ 2,000.00
Crown Winery	1	1	0	100%	0	\$ 2,400.00
Cutting Specialists, Inc.	5	4	1	80%	0	\$ 7,040.00
Dana Sealing Products, LLC	9	5	4	56%	0	\$ 12,864.00
Develey Mustard and Condiment Corporation	20	14	4	78%	2	\$ 32,960.00
Discovery Park of America, Inc.	1	1	0	100%	0	\$ 1,920.00
Eaton Aeroquip, LLC	1	1	0	100%	0	\$ 2,320.00
ECM of Ridgely, LLC	11	10	1	91%	0	\$ 18,560.00
Eurotrancitura USA	1	1	0	100%	0	\$ 1,920.00
Excel Boats	7	1	0	100%	6	\$ 2,880.00
FW United Group*	72	48	15	76%	9	\$ 81,910.00
Granges	8	4	3	57%	1	\$ 9,408.00
Henry County Government	1	1	0	100%	0	\$ 1,760.00
Hexpol Compounding	1	1	0	100%	0	\$ 2,204.80
InSource Materials, LLC	8	5	1	83%	2	\$ 8,000.00
Maverick	3	2	0	100%	1	\$ 3,679.20
NSK Steering Systems, Inc.	27	21	6	78%	0	\$ 44,739.20
Obion County Government	1	1	0	100%	0	\$ 2,307.20
PML, Inc.	4	3	1	75%	0	\$ 6,480.00
Pottery Direct McKenzie, LLC	2	2	0	100%	0	\$ 7,075.20
West Tennessee Healthcare Dyersburg Hospital	14	11	2	85%	1	\$ 20,100.80
Total	244	163	51	76%	30	\$ 329,501.20

Cost Per Participant \$ 2,021.48

*FW United Group is no longer operational

Paid: \$ 63,361.04

Incumbent Worker Training - February 2020 - June 2020

Contracts: \$ 292,968.50

Company	Proposed # To Train	Current # Trained	Percent Trained	Contract Paid	Contract Amount
Advantage Manufacturing	8	9	113%	\$ 15,242.00	\$15,242.00
American Woodmark	Cancelled	Cancelled	Cancelled	\$ -	Cancelled
Auston Mealer's Equipment Service	5	1	20%	\$ -	\$ 5,660.00
Cable South Construction Company	22	20	91%	\$ 13,650.00	\$ 13,650.00
Carey Counseling Center Inc	45	47	104%	\$ -	\$ 10,050.00
Carroll Bank and Trust	22	22	100%	\$ 4,718.50	\$ 4,718.50
Cavalier Pharmacy, LLC	5	2	40%	\$ -	\$14,000.00
Ceco Dorr / AADG	2	2	100%	\$ 9,080.00	\$ 9,080.00
Choctaw Transportation	22	16	73%	\$ -	\$ 1,958.00
Colonial DDP	5	7	140%	\$ -	\$ 18,500.00
Cox Oil	53	51	96%	\$ 2,140.09	\$ 2,186.00
Dana Sealing Products	66	68	103%	\$ -	\$ 24,156.00
Develey Mustad & Condiment Corporation	10	11	110%	\$ 5,430.00	\$ 5,500.00
Dyer Station Pharmacy, LLC	10	4	40%	\$ -	\$14,000.00
Ermco	Cancelled	Cancelled	Cancelled	\$ -	Cancelled
Euro	28	39	139%	\$ -	\$ 14,525.00
Firestone	49	53	108%	\$ -	\$ 13,725.55
First Citizen's National Bank	25	29	116%	\$ -	\$ 25,000.00
Ford Construction	132	119	90%	\$ -	\$ 17,998.00
Frazier Industrial	14	14	100%	\$ -	\$6,425.00
Granges	20	5	25%	\$ -	\$ 7,435.00
Kohler	24	24	100%	\$ -	\$ 25,000.00
Maverick	11	10	91%	\$ 531.00	\$ 590.00
Russom's CarStar	10	11	110%	\$ -	\$ 6,000.00
Southern Chiropractic & Acupuncture	4	4	100%	\$ 12,569.45	\$ 12,569.45
Tennessee Tractor	Cancelled	Cancelled	Cancelled	\$ -	Cancelled
Tyson Foods Newbern	Cancelled	Cancelled	Cancelled	\$ -	Cancelled
Tyson Foods Union City	50	12	24%	\$ -	\$25,000.00
Total	642	580	90%	\$ 63,361.04	\$292,968.50

Several trainings cancelled / modified due to COVID-19. Invoice payment actively ongoing.

Recruitment Events/Job Fairs/Hiring Events - July 1, 2019 - June 30, 2020

Company	When	Where	Comments
MacLean Power Systems	7/1 - 2/2019	Gibson Co.	Job Fair onsite
Pictsweet	7/18/2019	Crockett Co.	Job Fair held at Crockett County Memorial
Allegion	8/5/2019	Carroll Co.	Job Fair held at AJC Huntingdon
Multiple Employers (24 employers)	8/19/2019	Carroll Co.	Regional Job Fair - TCAT McKenzie
Tyson	9/9/2019	Obion Co.	Facebook Live recruitment event
NW TN HRA Public Transportation	9/9 - 10/2019	Regional	Job Fair held at AJC Dyersburg
Wise Staffing, Pilgrims Pride, TN Department of Corrections, Census 2020	9/10/2019	Obion Co.	Job Fair in South Fulton
Institutional Casework, Inc.	9/27/2019	Obion Co.	Job Fair onsite

NW TN HRA Public Transportation	10/7/2019	Weakley / Dyer Co.	Job Fair held at AJC Dyersburg
NW TN HRA Public Transportation	10/8/2019	Weakley / Carroll Co.	Job Fair held at Senior Center in Dresden
Tyson	10/9, 25, 30/2019	Obion Co.	Job Fair held at Union City Library
Multiple Employers	10/31/2019	Jackson Civic Center	Mega Regional Job Fair NW/SW/GM
UPS Job Fair	11/4, 5, 6/2019	Carroll Co.	Job Fair at Huntingdon AJC
UPS Job Fair	11/4, 5, 6, 12, 25/2019	Dyer Co.	Job Fair at Dyersburg AJC
UPS Job Fair	11/4, 5, 6, 13, 26/2019	Gibson Co.	Job Fair at Humboldt AJC
NW TN HRA Public Transportation	11/18/2019	Dyer Co.	Job Fair at Dyersburg AJC
Tyson	12/4/2019	Obion Co.	Job Fair at Union City Library
Discovery Park, Center Point, and Sabin Café	1/22/2020	Obion Co.	Job Fair at Discovery Park of America
NW TN HRA Public Transportation	1/27/2020 & 2/24/2020	Dyer Co.	Job Fair at Dyersburg AJC
Granges	1/28/2020	Carroll Co.	Job Fair at Huntingdon AJC
Granges	1/29/2020	Henry Co.	Job Fair at Paris AJC
TN Department of Corrections	2/3/2020	Obion Co.	Job Fair at Union City AJC
Tyson Foods	2/5/2020	Obion Co.	Job Fair at Obion County Library
Excel Boats	2/11/2020	Dyer Co.	Job Fairs at Dyersburg AJC
Excel Boats	2/12/2020	Obion Co.	Job Fair at Union City AJC
NW TN HRA Public Transportation	2/24/2020	Dyer Co.	Job Fair at Dyersburg AJC
NW TN HRA Public Transportation	2/25/2020	Weakley Co.	Job Fair at REED Center
Allied Universal	2/26/2020	Obion Co.	Job Fair at Union City AJC
NW TN HRA Public Transportation	3/4/2020	Weakley Co.	Job Fair at Dresden Senior Center
Tyson Foods	3/4/2020	Obion Co.	Job Fair at Obion County Library
Allied Universal	3/10/2020	Obion Co.	Job Fair at Union City AJC
NW TN Correctional Complex	5/14/2020	Lake Co.	Job Fair virtual
#WorkLife - Work Experience Event	6/2/2020	Benton Co.	Work Experience Job Fair at Camden HS

Pending Events Scheduled - July 1 - September 30, 2020

RAMP Obion County	July	Obion Co.	CPT first class of male inmates
American Woodmark Closure	July	Gibson Co.	Rapid Response Mass Meetings
REAP Amteck Pre-Apprenticeship	July 13-24, 2020	Dyer Co. / Regional	Onsite electrical training
Tyson (Humboldt)	Summer / Fall	Gibson Co. / Regional	Job Fairs - Location TBD
Soft-Skills Training and Industry Panels	Fall 2020 (postponed from Summer)	Weakley County	Youth Career Exploration Events
Healthcare Career Exploration Event	Fall 2020 (postponed from Summer)	Dyer Co. & Lake Co.	8th - 12th grade career exploration with providers and education partners

Pre-Apprenticeship/Apprenticeships July 1, 2019 - June 30, 2020

Company	When	Where
Amteck REAP 2019 (Dyer Co)	7-8-19 to 7-19-19	Dyersburg Amteck - 10 students enrolled in pre-apprenticeship
Amteck - 1st year Apprentices (Dyer Co)	7/31/2019	Dyersburg Amteck - 8 students from the pre-apprenticeship class are registered 1st year apprentices (OJT)
Dana (Gibson Co)	9/5/2019	Informational meeting - interested in apprenticeship for Multicraft Maintenance & Tool Maker
White Squirrel Vineyard (Obion Co)	9/30/2019	Information meeting - interested in apprenticeship for Manufacturing Production Technician
Ceco Door (Gibson Co)	10/18/2019	Information meeting - interested in apprenticeship for Maintenance
Carhartt (Benton Co)	11/15/2019	Information meeting - interested in apprenticeship & pre-apprenticeship for seamstress / sewing machine operator
Amteck REAP 2020 (Dyer Co)	12/16/2019	Informational session held for School Administrators, Counselors, and CTE Instructors - Planning REAP 2020, info sharing
Amteck (Dyer Co)	12/16/2019	Enrolled 17 Amteck TN Cohort 1st year apprentices
Frazier Industrial (Dyer Co)	1/8/2020	Informational Meeting - Interested in apprenticeship for Welding
White Squirrel Vineyard (Obion Co)	1/10/2020	Application assistance and OJT informational meeting
Tennessee Tractor (Crockett Co)	1/21/2020	Information Meeting - Interested in Agricultural Equipment Service Technician Apprenticeship
Crown Winery (Gibson Co)	1/23/2020	Application assistance for Vineyard Manager and Tasting Room Associate apprentices. OJT informational meeting
CableSouth Construction (Gibson Co)	1/27/2020	Informational Meeting - Interested in Fiber Line apprenticeship
Auston Mealer's Equipment Repair (Dyer Co)	1/30/2020	Informational Meeting - Interested in HVAC Technician apprenticeship
DOT Foods	2/6/2020	Informational Meeting - Interested in Truck Driver apprenticeship
Crown Winery (Gibson Co)	2/18/2020	Tasting Room Associate Registered Apprenticeship - USDOL
Amteck REAP 2020 (Dyer Co)	2/18/2020-2/21/2020	Showcase Events: South Fulton High School, Peabody High School, Humboldt High School, Crockett County High School, Obion County Central High School, Dyersburg High School, Obion County High School
West TN Regional Apprenticeship Forum	2/26/2020	TN Office Of Apprenticeship Director, Tyra Copas, presented
Carhartt (Benton Co)	2/27/2020	Follow-up discussion - sewing machine operator apprenticeship
Auston Mealer's Equipment Repair (Dyer Co)	3/25/2020	HVAC Technician Registered Apprenticeship - USDOL
Crown Winery (Gibson Co)	4/7/2020	RAPIDS Sponsor training for DSCC
REAP Shock and Awe Day	6/2/2020	3 young adults attended onsite at Amteck
REAP Amteck University Registration Event	6/25/2020	11 young adults attended onsite at Amteck

Rapid Response

Company	Comments
Fred's (Lake Co)	Rapid Response Informational Packets provided to employees onsite 8-15-2019
Town and Country Grocers (Cash Saver)	Rapid Response Informational Packets provided to employees onsite 5-22-2020

*4,426 additional layoffs reported to NWTNWB related to COVID

Economic Development/Labor Market Information July 1, 2019 - June 30, 2020

EMSI reports produced for:	Greater Gibson County Chamber of Commerce (5)
	Gibson County Special School District (4)

	Gibson County Economic Development (2)
	Weakley County Industrial Development Board (2)
	Carroll County Mayor (4)
	Obion County Joint Economic Development Board (4)
	PictSweet
	Henry County Chamber of Commerce (2)
	Benton County Mayor / Government (3)
	Allergy Lab Solutions, LLC
	Crockett County Chamber (3)
	Lake County Nursing Home
	Develey Mustard (11)
	Lake County Chamber of Commerce (3)
	Ermco
	Dilla's Sewing
	Discovery Park of America (2)
	Frazier Industrial (2)
	Dyersburg / Dyer County Chamber of Commerce (3)
	Allergo Fine Foods (2)
	Granges
	Excel Boats
	SRG Newbern
	Peabody High School
	Bruceton Hollow Rock Schools (3)
	Dyersburg State Community College (4)

Presentations and Speaking Engagements - July 1, 2019 - June 30, 2020

Milan, TN	7/1/2019	Technical Center Coalition Meeting
Union City, TN	8/14/2019	Discover Your Future in Obion County - Outreach
McKenzie, TN	8/15/2019	WBBJ Mid-Day Show interview - Job Fair promotion
Trenton, TN	8/23/2019	REAP Presentation to CTE Students - Peabody HS
Regional, Dover, TN	9/12/2019	Annual Utility District Workers training
Regional, Martin, TN	10/10/2019	Workforce Labor Market Pannelist at Ag Conf.
Regional, Waynesboro, TN	11/12/2019	UT Ag Extension Annual Retreat Keynote Speaker
Huntingdon, TN	1/21/2020	Lion's Club presenter
Trenton, TN	2/18/2020	REAP Presentation to Seniors - Peabody HS
South Fulton, TN	2/18/2020	REAP Presentation to Seniors - South Fulton HS
Alamo, TN	2/19/2020	REAP Presentation to Seniors - Crockett Co. HS
Humboldt, TN	2/19/2020	REAP Presentation to Seniors - Humboldt HS
Troy, TN	2/20/2020	REAP Presentation to Seniors - Obion Co. Central HS
Dyersburg, TN	2/20/2020	REAP Presentation to Seniors - Dyersburg HS
Union City, TN	2/21/2020	REAP Presentation to Seniors - Union City HS
Camden, TN	3/13/2020	Radio interview promoting #WorkLife
Regional, NW TN	4/20/2020	Zoom Employer Roundtable - Q&A UI pandemic
McKenzie, TN	4/21/2020	Rotary Club virtual presenter
Camden, TN	4/28/2020	Mayoral Briefing virtual guest
Regional, NW TN	5/15/2020	Zoom Employer Roundtable - Q&A UI pandemic
Regional, Dyer - Lauderdale - Obion	5/19/2020	Virtual SHRM Meeting - UI pandemic resources
Camden, TN	5/27/2020	#WorkLife Radio Interview
Camden, TN	5/29/2020	#WorkLife Radio Interview
Regional	6/4/2020	Northwest Alliance Meeting

Business Service Representatives continuously meet with individual employers and employer related organizations to share services.

Business Service Representatives are providing job placement support for the youth and transitional work experience program.

National Manufacturing Day Events - October 2019

1,382 High School Students Influenced - Tours and assemblies High Schools Participated	19	Sen. FPL Career and Technical Center, Carroll County Technical Center, Crockett County, Dyer County, Dyersburg, Gibson County, South Gibson County, Milan, Humboldt, Peabody, Bradford, Henry County, Lake County, Obion County Central, South Fulton, Westview, Dresden, Gleason, Greenfield
260 Middle School Students Influenced - 21 Employer Career Fair Middle Schools	5	Martin, Dresden, Gleason, Greenfield, and Sharon
20 Manufacturers Provided Tours		Carhartt, Covia, Granges, Southern Pride, ABB, SRG, Eaton, Develey, Ermco, Ceco Door, Chicago Metallic, Dana Spicer, MacLean Power Systems, PML, Nobel, Dana Sealing, Tyson, InSteel, Greenfield Products, MTD
7 Manufacturers Presented at High School Assemblies		Nortec, DOT Foods, NSK, Tyson, Hexpol, Frazier Industrial, Ermco

Work Ready Communities Status - June 2020

County	Status	Remaining Goals
Benton	Maintaining	n/a
Carroll	Certified	9 Transitioning; Employer Support
Crockett	Certified	1 Transitioning
Dyer	Maintaining	n/a
Gibson	Certified	43 Improved; Employer Support
Henry	Certified	Employer Support
Lake	Maintaining	n/a
Obion	Certified	35 Emerging; Employer Support
Weakley	Certified	30 Emerging, 54 Transitioning, 8 Improved; Employer Support

Benton County achieved Work Ready Communities Maintaining Status June 2020

Electronic Case Files

Effective Date: August 25 ~~May-22~~, 2018

Duration: Indefinite

Purpose: To provide guidance regarding maintenance of records for a period of five (5) years and utilization of electronic records to reduce/keep paperwork to a minimum. (TDLWD effective 11-30-17)

Policy: The Jobs4TN electronic record system must be utilized **whenever possible** to maintain all participant records, including creating participant applications, recording provided services, uploading supporting documentation to verify eligibility, and providing case notes regarding interaction with participants **including the 'who, what, when, where, why, and how' of service delivery**. All forms currently used during an individual's registration within an American Job Center, specifically following the initial assessment, will be replaced by the use of Jobs4TN, whenever possible. All documents, with the exception of medical records containing protected health information (PHI) under the HIPAA Act of 1996, are required to be uploaded into VOS to validate data entered. Medical records, **including any records containing identifiable health information—also known as protected health information (PHI) under the HIPAA Act of 1996—such as health status, provision of health care, or payment for health care, must ~~should~~** be maintained in a secure area and in paper format.

No images may be deleted from VOS without permission granted by the TDLWD, and only by the TDLWD Policy and Compliance Unit. All records, electronic and paper, necessary to prepare reports and permit tracing of funds, must be maintained for five (5) years per TDLWD (3 years prior to 11-30-17). Data or information acquired for statistical purposes, shall not be disclosed in identifiable form for any other use, except with the informed consent of the respondent. Release forms, including release of educational records in compliance with the Family Educational Rights and Privacy Act, should signed and dated by the participant and case manager and uploaded into VOS. **This form must state that the participant's information may be used for reporting purposes as a result of federal regulations associated with the benefit of federal funds, and that the participant's personal information will remain confidential. This may be used as a stand-alone form, or may be incorporated into other release forms used. The release form must be uploaded into the participant file in Jobs4TN to validate that the participant agrees to the release of information for reporting purposes. Participants who attend training through WIOA-funded programs must also sign and date a form authorizing the release of educational records in order to obtain information or copies of certifications or diplomas from educational institutions for data validation and reporting purposes.**

In accordance with Public Law 105-277 Title XVII Section 1707, electronic records submitted or maintained in accordance with procedures developed under this title, or electronic signatures or other forms of electronic authentication, shall not be denied legal effect, validity, or enforceability because such records are in electronic form.

Timeliness and Accuracy of Reporting

All applicants must be processed immediately upon a customer receiving services. However, there are allowable exceptions-such as Rapid Response. In such instances the maximum allowable time to enter information into Jobs4TN is ten (10) business days. Furthermore, all eligibility intake information and documentation must be uploaded into Jobs4TN upon receipt. This also applies to the exiting of participants once they have completed all programs and are no longer receiving services (including documentation to support credentials or employment, when applicable). Once participants have exited programs, follow-up procedures and documentation concerning these individuals must be entered into Jobs4TN in a timely manner. TDLWD will not entertain any exceptions to this mandate. Service providers are expected to enter all verification documents,

upon receipt, into Jobs4TN for all active and exited participants using the naming conventions provided in Workforce Services Policy – Electronic Case Files.

Personally Identifiable Information (PII):

PII is defined as either protective or non-sensitive. Protective PII is information that is sensitive and typically includes information such as a social security number, date of birth, or bank account numbers. Non-sensitive information is personal information that, when released by itself, should not be harmful to the individual. Non-sensitive information typically includes first and last name, email addresses, and business address. The handling of PII should be done with caution and follow federal guidance.

Fiscal-Related Documentation

The Fiscal Agent maintains records of participant related payments, and is not required to upload invoicing documentation into the Jobs4TN system, as Jobs4TN is not intended to be the system of record for fiscal documentation. All participant-related payments must be linked to their corresponding payments in the Fiscal Agent's fiscal accounting system by notating the invoice number or other specific identifier within the voucher payment in the Jobs4TN. This allows for ease of reference during monitoring and review.

Reference: 20 CFR 37.39; WIOA Section 308(c)(2)(F)(ii); TEGL 39-11

Related TDLWD Policy: Electronic Case Files ~~Policy Guidance (pages 3 and 4)~~

Vetted and Approved by the Northwest Tennessee Workforce Board: August 25 ~~May 22~~, 2018

Jimmy Williamson, Chair ~~Margaret Prater, Executive Director~~
Northwest Tennessee Workforce Board