

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization	Special Requirement	Nominator Name	Nominator Organization	Begin Date of Appointment	End Date of Appointment	Conflict of Interest Date	Conflict of Interest Expiration [1]	Northwest Local Board Summary				Previous Members								
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total LWOB Members	27				10/30/2018	Sandra Woods	Gibson	Communication Workers of WIOA Section 107(b)(2)(B)	Joe Coleman	Communication Workers of WIOA Section 107(b)(2)(B)	7/1/2017	6/30/2021
6/3/2019	Neely Ashby	Henry	Henry County Medical Center	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Business [2]	14	1.9%	3		10/30/2018	Charlie Moore	Crockett	Crockett County WIOA Section 107(b)(2)(D)	Melissa Cox-Rayner	Crockett Co Chamber of WIOA Section 107(b)(2)(A)	7/1/2017	6/30/2021
6/3/2019	John G. Castlaw	Crockett	Farmspace Systems LLC	WIOA Section 107(b)(2)(A)	Charlie Moore	Paris-Henry Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Labor [4]	6	2.2%	5		8/6/2019	Jennifer Starks	Henry	Granges WIOA Section 107(b)(2)(A)	Jennifer Wheatley	Henry Co C of C	7/1/2019	6/30/2023
6/3/2019	R. Keith Curvey	Weakley	MTD Products	WIOA Section 107(b)(2)(A)	Barbara Virgin	Weakley Co C of C	7/1/2019	6/30/2023	2/4/2021	2/4/2022	Total Education [6]	2	7.4%			10/30/2018	John Penn Ridgeway	Carroll	TCAT - McKenzie WIOA Section 107(b)(2)(B)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021
6/3/2019	Bedford Dunavant	Obion	Union City Insurance	WIOA Section 107(b)(2)(A)	Lindsay Frilling	Obion Co Joint Econ. Dev. Council	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Total Government, Economic Development [7]	5	18.5%			10/30/2018	John Bucy	Weakley	Northwest TN Development WIOA Section 107(b)(2)(D)	Margaret Prater	NWTN WB	7/1/2017	6/30/2021
6/3/2019	Brad Hurley	Carroll	Carroll County Trophies	WIOA Section 107(b)(2)(A)	Stan Sanders	Carroll Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(i) [8]	2	4			10/30/2018	Cliff Sturdivant	Carroll	Carroll County Chamber of WIOA Section 107(b)(2)(D)	Kenny McBride	Carroll Co Mayor	7/1/2017	6/30/2021
9/1/2019	Randy S. Shannon	Benton	Shannon Office of Law	WIOA Section 107(b)(2)(A)	Stephanie Harcelroad	Benton Co C of C	10/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(B)(ii) [9]	2											
6/3/2019	Ben Marks	Benton	Mark's Building Materials	WIOA Section 107(b)(2)(A)	Sara Vilgore	Benton Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(C)(i) [10]	1											
6/3/2019	Kristy Mercer	Gibson	Ceco Door	WIOA Section 107(b)(2)(A)	Julie Allen-Burke	Milan C of C	7/1/2019	6/30/2023	2/23/2021	2/23/2022	WIOA Section 107(b)(2)(C)(ii) [11]	1		2									
6/3/2019	Ted Piazza --VICE CHAIR--	Gibson	Rack - IT Industries	WIOA Section 107(b)(2)(A)	Libby Wickersham	Gibson Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	WIOA Section 107(b)(2)(D)(i) [12]	3											
10/23/2020	Tommie St. John	Henry	Sweet Jordan's	WIOA Section 107(b)(2)(A)	Travis McLeese	Paris-Henry County C of C	10/29/2020	6/30/2023	2/22/2021	2/22/2022	WIOA Section 107(b)(2)(D)(ii) [13]	1	5										
6/3/2019	Gayanne Williams	Lake	Citizens of Lake County for Healthcare, Inc.	WIOA Section 107(b)(2)(A)	Marcia Perkins Mills	Lake Co C of C	7/1/2019	6/30/2023	1/5/2021	1/5/2022	WIOA Section 107(b)(2)(D)(iii) [14]	1											
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Attec Pest Control	WIOA Section 107(b)(2)(A)	Allen Hesler	Dyer Co C of C	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Counties Represented [16]	24	Financial Liability										
5/8/2019	Lana C. Hammons	Dyer	Develey Mustard & Condiments Corp.	WIOA Section 107(b)(2)(A)	Tim Cliner	Develey Mustard & Condiments Corp.	5/21/2019	6/30/2023	2/22/2021	2/22/2022	Benton	2	8.3%										
10/29/2019	William Eddie White	Henry	United Auto Workers Local 9025	WIOA Section 107(b)(2)(B)(i)	Anthony Phifer	United Auto Workers Local 9025	11/1/2019	6/30/2023	2/22/2021	2/22/2022	Carroll	4	16.7%										
6/3/2019	Jon Dougherty	Dyer	Amtek	WIOA Section 107(b)(2)(B)(ii)	David Wagner	Amtek	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Dyer	4	16.7%										
2/4/2020	Amy McDonald	Dyer	Tennessee Homeless Solutions	WIOA Section 107(b)(2)(B)	Debbie Todd	Tennessee Homeless Solutions	2/1/2020	6/30/2023	1/4/2021	1/4/2022	Gibson	3	12.5%										
10/30/2018	Lindsay Frilling	Obion	Union City Boys and Girls Club	WIOA Section 107(b)(2)(B)	Mayor Benny McGuire	Obion County	7/1/2021	6/30/2025	1/4/2021	1/4/2022	Henry	4	16.7%										
7/29/2019	Angela Hollingsworth	Weakley	Weakley County Schools	WIOA Section 107(b)(2)(C)(i)	Mark Maddox	Weakley County Schools	7/1/2019	6/30/2023	1/11/2021	1/11/2022	Lake	1	4.2%										
6/3/2019	Landa Fuyus	Weakley	University of TN at Martin Reed Center	WIOA Section 107(b)(2)(C)(ii)	Jake Byrum	Mayor of Weakley County	7/1/2019	6/30/2023	1/4/2021	1/4/2022	Obion	2	8.3%										
1/29/2021	Melinda Goode	Weakley	Northwest Tennessee HRA	WIOA Section 107(b)(2)(D)(i)	Tim Witherspoon	Northwest Tennessee HRA	7/1/2021	6/30/2025	2/2/2021	2/2/2022	Weakley	4	16.7%										
10/19/2020	Jordan Spraggins	Crockett	Crockett County Chamber of Commerce	WIOA Section 107(b)(2)(D)(ii)	Tyler Gamble	Crockett County Chamber of Commerce	7/1/2021	6/30/2025	1/27/2021	1/27/2022													
10/30/2018	Kristie Bennett	Carroll	Tennessee Department of Labor and Workforce Development	WIOA Section 107(b)(2)(D)(ii)	Deniece Thomas	Tennessee Department of Labor and Workforce	7/1/2021	6/30/2025	1/4/2021	1/4/2022													
10/30/2018	David Parrish	Henry	Tennessee Department of Human Services	WIOA Section 107(b)(2)(D)(iii)	Cherrill Champbell-Street	Tennessee Department of Human Services	7/1/2019	6/30/2023	2/22/2021	2/22/2022													
9/14/2020	Brendan Powell	Shelby	United Food and Commercial Workers Union Local 1529	WIOA Section 107(b)(2)(B)(ii)	Rick Slayton	UFCW Local 1529	7/1/2021	6/30/2025	1/26/2021	1/26/2022													
12/2/2020	Willie Huffman	Carroll	TCAT Paris	WIOA Section 107(b)(2)(B)(ii)	Dr. Bradley White	TCAT Paris	7/1/2021	6/30/2025	1/4/2021	1/4/2022													
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry	WIOA Section 107(b)(2)(D)(i)	Gary Simmons	McKenzie Chamber of Commerce and Industry	7/1/2021	6/30/2025	4/19/2021	4/19/2022													

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials  
August 24, 2021 –12:00 pm**

Northwest TN Development District / HRA  
124 Weldon Drive  
Martin, TN

[Join Zoom Meeting](#)  
Meeting ID: 823 3796 5251  
Passcode: 011012

**Minutes**

**Board Members Attending In Person:** Monica Heath, Brad Hurley, David Parrish; **Via Zoom:** Rita Alexander, Neely Ashby, Kristie Bennett, Keith Cursey, Jon Dougherty, Landy Fuqua, Angela Hollingsworth, Willie Huffman, Ben Marks, Kristy Mercer, Brendan Powell, Jordan Spraggins

**Local Elected Officials Attending in Person:** Mayors Jake Bynum and Benny McGuire; **Via Zoom:** Mayors Joseph Butler, Gary Reasons, John Penn Ridgeway, Tom Witherspoon

**Committee Members Attending in Person:** Justin Crice, Sherry Fowler; **Via Zoom:** Ronnie Gunnels, Blake Swaggert

**Staff and Contractors Attending in Person:** Jennifer Bane, LeAnn Lundberg, Lana Wood, Erica Nance (OSO); **Via Zoom:** Lana Burchfiel, Ginger Powell, Laura Speer, Maleia Evans, Gina Johnson, Terry Williams, Jennifer Eppley and James Starnes (OSO)

**Other Guests Attending in person:** Kim Watts, James Matthew Wyatt, J Paul Jackson; **Via Zoom:** Nichole Briley Earp

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the meeting, commenting that Mayor Shannon was serving as Interim Benton County Mayor while Mayor Lashlee is deployed. He also offered our condolences to the family of Jimmy Williamson on the recent death of his granddaughter before introducing the guest speaker.

**Partner Presentation:** Kim Watts, Operations Manager for ATA Employment Solutions spoke on the challenges of employee recruitment in the current job climate. She recommended employers review their social media presence, making sure it focuses not only on goods and services, but also showcases a positive work environment. She suggested instead of sign-on bonuses, which can cause resentment among existing employees, that employers consider retention bonuses and / or referral bonuses. An overly lengthy hiring process can also cause an employer to lose good candidates. In the case of not enough qualified candidates, she recommended thinking outside the box with transferable skills such as responsibility and customer service. Potential employees want a good job description and a salary range, even though many employers are hesitant to mention salary. Finally, Kim stressed the importance of jobseekers having a resume that showcases their skills and to take advantage of the space that a cover letter can give them to sell themselves and why the employer should give them an interview.

**Business Meeting:** Brad Hurley, Secretary of the Board, called the business 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.

**Approval of Minutes:** The minutes of the May 18, 2021 Board meeting were presented for review.

- **MOTION: A motion to approve the 5/18/21 Board minutes as presented was made by Gary Reasons and seconded by Landy Fuqua. All were in favor and the motion carried.**

**Meeting Reports:** All committee reports, including the Local Elected Officials meetings on 5/18/21 and 6/25/21, the 6/25/21 Board of Directors meeting, and the Executive Committee meeting on 7/28/21, which did not have any action items, were provided to the Board ahead of time and included in the attached handouts. The following items were presented for discussion and questions prior to voting.

American Job Center (AJC) Committee Meeting (7/26/21): A report of the meeting is attached. Chair Rita Alexander stated the Committee reviewed and recommended approval of the below policy changes as indicated in red in the handouts:

1. Adult and Dislocated Worker Eligibility Policy: Changes include allowing funding for individuals from other areas for non-Occupational Skills training and removing the outdated low-income definition and references to it.
2. Work-Based Training Policy: Changes include removing mentions of “service provider” since the Board manages business services, adding clarification that OJT cannot be used for a position in a labor dispute or layoff, adding that for IWT, per the TEGL, employee cohorts must have an average employment history of 6-months with the

company, removing the 80% wage requirement for transitional jobs and non-youth work experience, and removing the Supportive services section and instead referencing the manual.

3. Supportive Services – Transportation Policy: Changes include removing references to Out-of-School Youth since work experience is also available for In-School Youth, and removing the full-time criteria to match the Individual Training Account Policy.
- **MOTION: A motion to approve all policy changes as presented was made by Rita Alexander and seconded by Kristy Mercer. All were in favor and the motion carried.**

Outreach and Opportunities Committee Meeting (7/26/21): A report of the meeting is attached. Chair Ben Marks stated the Committee reviewed and recommended approval of changes to the Basic Skills Definition section of the Youth Eligible Policy as indicated in red in the attachments. The policy was updated in regards to assessing basic skills deficiency due to being unable to compute or solve problems, read, or write at a level necessary to function on the job, in one's family, or in society. The changes have been cleared by TN Department of Labor and Workforce Development state staff.

- **MOTION: A motion to approve the changes to the Youth Eligibility Policy as presented was made by Ben Marks and seconded by Landy Fuqua. All were in favor and the motion carried.**

**Officer Nominations and Elections:** Brad Hurley opened the floor for nominations for each of the three office positions. Existing officers, Jimmy Williamson – Chair, Ted Piazza – Vice-Chair, and Brad Hurley – Secretary, had indicated in advance of the meeting that they would continue to serve if nominated.

- **MOTION FOR CHAIR: A motion to nominate Jimmy Williamson for Board Chairman was made by Gary Reasons and seconded by Tom Witherspoon. All were in favor and the motion carried.**
- **MOTION FOR VICE-CHAIR: A motion to nominate Ted Piazza for Board Vice-Chairman was made by Tom Witherspoon and seconded by Mayor Reasons. All were in favor and the motion carried.**
- **MOTION FOR SECRETARY: A motion to nominate Brad Hurley as Board Secretary was made by John Penn Ridgeway and seconded by Gary Reasons. All were in favor and the motion carried.**

**Presentation of the 2020-2021 ANNUAL REPORT:** Jennifer Bane presented the attached Annual Report for the 2020 program year. Jennifer thanked the Mayors and Board and Committee members for their continued service, and highlighted the many achievements and participant success stories throughout the year thanks to the hard work of the staff and contractors. In addition to meeting performance and fiscal requirements, several AJC partners also met their Key Performance Indicator (KPI) goals. While traffic counts in the AJCs remained low throughout the year due to COVID-19, AJC Survey Results continued to indicate high satisfaction with services. The area's MOU and IFA practices were also highlighted as a best practice by a U.S. Department of Labor Regional Case Study. The Annual Report also includes industry and occupational growth, industry announcements from throughout the year, and highlights from sector strategies, youth, training, reemployment, and business services, including building talent pipelines through apprenticeship programs and connecting job seekers to employers through in-person, drive-thru, virtual, and county-wide job fairs. A participant spotlight on Kemisha Thompson, a former work experience participant who completed her education degree and began working as a teacher at her worksite upon graduation, is also included in the report.

**Other Business and Updates:** In addition to the reports included in the attached handouts Jennifer Bane introduced J Paul Jackson, Chief Operating Officer of Thor Boats in Union City, who is currently serving on State Workforce Board. Jennifer also reminded the group that elections for the Chair and Vice-Chair of the two committees will be held at the October meetings. Nominations should be sent to Jennifer by the end of September.

**Future Meeting Dates & Upcoming Events:** Jennifer Bane reviewed the upcoming meeting dates and events as listed on the agenda included in the handouts.

**A motion to adjourn was made by Gary Reasons and seconded by Rita Alexander. All were in favor and the motion carried.**

Respectfully submitted,  
Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials  
August 24, 2021 –12:00 pm**

Northwest TN Development District / HRA  
124 Weldon Drive  
Martin, TN

[Join Zoom Meeting](#)  
Meeting ID: 823 3796 5251  
Passcode: 011012

**Agenda**

- Welcome** Mayor Gary Reasons, CLEO
- Partner Presentation – ATA Employment Solutions** Kim Watts, Operations Manager
- Business Meeting - Call to Order & Acknowledge Quorum/Conflict of Interest** Jimmy Williamson  
Chair, NWTNWB
- Approval of Minutes of May 18, 2021 Meeting (Vote Required)**
- Meeting Reports**
- Local Elected Officials Meeting (May 18<sup>th</sup> and June 25<sup>th</sup>) Mayor Gary Reasons
- Board of Directors Meeting (June 25<sup>th</sup>) Jimmy Williamson
- American Job Center Committee Meeting (July 26<sup>th</sup>) Rita Alexander, Chair
- **Policy Changes (Vote Required)**
    - Adult and Dislocated Worker Eligibility Policy
    - Work-Based Training Policy
    - Supportive Services Policy, Transportation Section
- Outreach and Opportunities Committee Meeting (July 26<sup>th</sup>) Ben Marks, Chair
- **Youth Eligibility Policy, Basic Skills Definition section (Vote Required)**
- Executive Committee Meeting (July 28<sup>th</sup>) Jimmy Williamson, Vice-Chair
- Officer Nominations & Elections (Vote Required)** Jimmy Williamson
- Presentation of the 2020-2021 Annual Report** Jennifer Bane, Executive Director
- Other Business & Updates** Jennifer Bane
- State Workforce Development Board Updates
  - Regional Planning Update
  - Other
- Future Meeting Dates & Upcoming Events**
- State Workforce Development Board Meeting: August 27<sup>th</sup> (Nashville & YouTube)
  - Workforce Webinar, Building a Youth Talent Pipeline: September 2<sup>nd</sup>, 9:00 am (Zoom)
  - Regional Planning Council Meeting: October 19<sup>th</sup>, 10:00 am
  - AJC Committee Meeting: October 25<sup>th</sup>, 10:00 am
  - Outreach & Opportunities Committee Meeting: October 25<sup>th</sup>, 1:00 pm
  - Executive Committee Meeting: October 27<sup>th</sup>, 10:00 am
  - Remaining 2021 Board Meeting Date: November 16<sup>th</sup> (Humboldt Hospital? / Zoom)

**Northwest Tennessee Workforce Board and  
Consortium of Local Elected Officials  
May 18, 2021 –11:30 am  
Zoom Meeting**

**Minutes**

**Board Members Attending:** Rita Alexander, Neely Ashby, Kristie Bennett, Melinda Goode, Monica Heath, Angela Hollingsworth, Brad Hurley, Lindsay Frilling, Landy Fuqua, Ben Marks, Amy McDonald, David Parrish, Ted Piazza, Randy Shannon, Jordan Spraggins, Jimmy Williamson

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

**Committee Members Attending:** Mark Chandler, Justin Crice, Sherry Fowler, Ronnie Gunnels, Blake Swaggert

**Staff and Contractors Attending:** Jennifer Bane, Lana Burchfiel, Gina Johnson, LeAnn Lundberg, Laura Speer, Jennifer Eppley (OSO), James Starnes (OSO), Erica Nance (OSO)

**Other Guest Attending:** Nicole Briley, Diane Lancaster

**Welcome:** Mayor Gary Reasons welcomed all members and guests to the meeting, including new member Monica Heath, Executive Director of the McKenzie Chamber of Commerce & Industrial Board (replacing Cliff Sturdivant).

**Partner Presentation-TN Pathways:** Justin Crice, NW Regional Coordinator with Tennessee Pathways, gave a short presentation describing the three main areas of TN Pathways: Advisement, Early College and Career Experience, and Cross Sector Alignment. These align with all our state agencies and partner with local school systems. He briefly spoke on the TN Pathways Certification to recognize schools who meet the criteria. The Innovative High School Models Grant is similar to GIVE and LEAP, as they try to align labor and education. A couple of models that would fall into innovative practice would be reimagining partnerships (courses are co-designed and co-taught by high school teachers and employers, as well as Reimagining modes of learning (remote learning).

**Business Meeting:** Jimmy Williamson called the business 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.

**Approval of Minutes:** The minutes of the February 23, 2021 meeting were presented for review.

- **MOTION: A motion to approve the February 23, 2021 minutes as presented was made by Randy Shannon and seconded by Ted Piazza. All were in favor and the motion carried.**

**Meeting Reports:** All committee reports were provided to the board ahead of time and included in the attached handouts. The following items were presented for discussion and questions prior to voting.

- **American Job Center Committee Meeting (4/26/21):** A report of the meeting is attached. Rita Alexander stated the Committee reviewed and recommended approval of the attached Priority Services Policy Changes:
  - **MOTION: A motion to approve the Priority Services Policy changes as presented was made by Rita Alexander and seconded by Kristie Bennett. All were in favor and the motion carried.**
- **Outreach and Opportunities Committee Meeting (4/26/21):** A report of the meeting is attached. Ben Marks stated the Committee reviewed and recommended approval of the attached Eligible Training Provider List Program Renewals:
  - **MOTION: A motion to approve the Eligible Training Provider List Programs Renewals as presented was made by Ben Marks and seconded by Randy Shannon. All were in favor and the motion carried.**
- **Executive Committee Meeting (4/28/21):** A report of the meeting is attached. Ted Piazza stated the Committee reviewed and recommended approval of the attached changes to the Youth Eligibility Policy.
  - **MOTION: A motion to approve the changes to the Youth Eligibility Policy as presented was made by Ted Piazza and seconded by Kristie Bennett. All were in favor and the motion carried.**

Ted Piazza also stated the committee reviewed and recommended approval of the attached Program Year 2021 Budget.

- **MOTION: A motion to approve the Program Year 2021 Budget as presented was made by Ted Piazza and seconded by Rita Alexander. All were in favor and the motion carried.**

**Other Business and Updates:** Jennifer Bane provided the following reports:

- **Regional Planning Update:** The West TN Regional Planning Council met April 20<sup>th</sup> and the group heard a presentation from Vanessa Presson, Complex HR Manager, on the status and workforce needs of the Tyson Humboldt Complex. The group also reviewed performance and KPI results, each area's local dashboard, regional's strengths and weaknesses, and updates from economic and community development partners, and the three sub-committees – Jobseeker Services, Business Services, and Career Pathways. The next meeting is scheduled for 10:00 am on Tuesday, July 20<sup>th</sup> and will be hosted either virtually or in-person by the Southwest area. A healthcare employer representative is being asked to present to the group.
- **Other:** Jennifer mentioned we will be working with Adult Education for Virtual Access Points that allow individuals to come to the American Job Centers (AJCs) to use our computers and webcams for Adult Education (AE) classes or testing, or an AE student may connect with the AJCs virtually from an AE class using a laptop or computer to access Jobs4TN or the Virtual AJC online. We must submit a plan outlining our proposed process to the state by the end of the month. We will be receiving a Summer Youth grant for about \$100,000 to be used between May and August. Our program pays the typical wage for the position and the Career Service Provider, Dyersburg State, covers workers' compensation. We also have Rural Initiative funding, which ends in September, that we are repurposing for work experience since COVID has prevented classes from taking place in the jails as originally planned. Benton County has already spent their funds, but Carroll, Lake, Obion and Weakley counties still have funds remaining. It has been challenging to recruit program participants.

**Future Meeting Dates & Upcoming Events:** Jennifer Bane reviewed the following upcoming meetings and events:

- State Workforce Development Board Meeting: June 18<sup>th</sup> (YouTube)
- Regional Planning Council Meeting: July 20<sup>th</sup>, 10:00 am
- AJC Committee Meeting: July 26<sup>th</sup>, 10:00 am
- Outreach & Opportunities Committee Meeting: July 26<sup>th</sup>, 1:00 pm
- Executive Committee Meeting: July 28<sup>th</sup>, 10:00 am
- Remaining 2021 Board Meeting Dates: August 24<sup>th</sup> and November 16<sup>th</sup>

Respectfully submitted,  
Lana Burchfiel, Public Information Specialist

**Consortium of Local Elected Officials (LEOs) Meeting – Mayor Gary Reasons, Chair/ Mayor Chris Young, Vice Chair**

The Consortium met on May 18<sup>th</sup> with 7 Mayors along with staff, Board Chair Jimmy Williamson, and three guests participating. The consortium reviewed and approved the proposed program year 2021 budget, and received updates on the board roster, progress on special projects including the National Dislocated Worker Grant and Rural Initiative Funding, as well as the performance of the current contractors. Existing contracts will be extended for another year due to satisfactory performance.

The Consortium met again on June 25<sup>th</sup> with 7 Mayors participating to approve an extension on the \$325,000 line of credit that was set to expire 6/30/21. The line of credit has been extended through 6/30/22 with the bank agreeing to waive the 1% modification fee. The group also reviewed the attendance of board members over the last two program years.

**Board of Directors Meeting – Jimmy Williamson, President / Ted Piazza, Vice-President**

The Board of Directors met on June 25<sup>th</sup> with 4 members along with staff, and two guests participating. In addition to approving the extension on the \$325,000 line of credit as already presented by Mayor Reasons, the group also approved changes to the Personnel Policy Manual including:

- Removing the specified due dates for annual staff evaluations and Alternate Work Agreements.
- Updating the administrative office address and phone number in the Grievance & Complaint Procedures.
- Adding in requirements for pre-65 retiree health insurance.
- Updating the Emergency & Inclement Closings policy to state that employees who have Alternate Work Agreements allowing for remote work will work as scheduled.
- Removing the requirement that flexed schedules included in Alternate Work Agreements be reviewed quarterly.
- Adding details on the process for setting salaries and cost of living raises for staff.
- Updating the Chief Operating Officer title to Fiscal Director.
- Correcting a typo which still stated that staff may carryover 180 hours of annual leave each year instead of the previously revised amount of 315 hours.

### **American Job Services Committee (AJC) – Rita Alexander, Chair/ Neely Ashby, Vice Chair**

The AJC Committee met on July 26<sup>th</sup> with 8 members along with staff, contractors, and one guest participating. The committee received an update on the Temporary Assistance for Needy Families (TANF) / Families First (FF) programs from Natalie McLimore. Natalie called attention to the 30% increase in financial assistance and income cut-offs granted to FF participants, effective on July 1, allowing more people to participate according to income. Participants must comply with the 30 hours of required participation. She also presented the Child Care Payment Assistance Fact Sheet, as well as mentioned the new pilot programs for the excess TANF funds.

Jennifer Eppley, on behalf of Erica Nance, One-Stop Operator, shared very detailed reports including the Employer Services Report, Target Populations report, Referral and Co-Enrollment reports, and VOS Greeter reports showing traffic counts across all offices since July 1<sup>st</sup>. With on-site services limited through March due to COVID-19, there have only been 5,105 visits to the American Job Centers since July 1<sup>st</sup> with 7,873 services provided. Traffic count by AJC is listed on the Performance Dashboard included with the handouts. There were 100 surveys completed this quarter with 99% indicating they were completely satisfied with their visit. The enrollment summary report showed that our area has served 3,018 individuals for the year including 639 carryover participants and 2,379 new enrollments across the Wagner Peyser, Title I, TAA, SNAP, and Adult Education programs. The Target Populations report showed 605 total enrolled including 73 new enrollments, 45 who are youth-aged individuals, and 55 individuals with barriers to employment, including 7 individuals with disabilities, 15 offenders, 12 in a high poverty area, and 35 low income individuals. The Employer Services report showed a total of 1,499 employers served and 4,446 services provided throughout the year.

The Career Services report provided an overview of new hires and a current job opening for a Career Advisor. Youth enrollments have improved quite a bit in the last few months with the youth enrollment goal being met and all youth funding being expended. Since July 2020, 521 individuals have been enrolled, about 107% of the goal for the program year. There were 195 people enrolled in occupational skills training, mostly in healthcare, followed by transportation, then manufacturing, and most are at TCATs and community colleges. There were also 98 people enrolled in Youth work experience--60 Out-of-School Youth and 38 In-School Youth (ISY).

The Business Services report showed we have had 228 individuals participating in On-the-Job Training since July 1<sup>st</sup> with 25 employers. Of those, 161 had completed training as of 6/30/21 with over \$352,000 expended, 20 were still in training, and 47 did not complete. Over \$322,600 has been expended of the nearly \$335,000 obligated to 24 employers for Incumbent Worker Training since mid-September. The contracts, funded with CARES Act funds, trained 697 of the 717 individuals proposed. Staff also continue to coordinate job fairs and hiring events with more events being held this past quarter than in the previous three quarters of the program year. Rapid Response materials were delivered to the dislocated workers from the closure of Finney's Flooring in Dresden in June with less than 5 individuals affected and an on-site meeting and job fair has been held for the 62 individuals affected by the closure of Tecumseh LLC in Paris. Staff also continue to provide labor market information and to participate in speaking engagements and marketing events. The second webinar of a quarterly series was held in June on how to start an apprenticeship program and why employers benefit. Tyra Copas from the TN Apprenticeship office served as a panelist along with one of the owners of Crown Winery which formed two new apprenticeships this year, and the two apprentices they have hired. The next webinar on Building a Youth Talent Pipeline is scheduled for September 2<sup>nd</sup>.

The committee also reviewed the proposed changes to three policies as outlined in red in the attachments:

- Adult and Dislocated Worker Eligibility Policy: Changes include allowing funding for individuals from other areas for non-Occupational Skills training and removing the outdated low-income definition and references to it.
- Work-Based Training Policy: Changes include removing mentions of "service provider" since the Board manages business services, adding clarification that OJT cannot be used for a position in a labor dispute or layoff, adding that for IWT, per the TEGL, employee cohorts must have an average employment history of 6-months with the company, removing the 80% wage requirement for transitional jobs and non-youth work experience, and removing the Supportive services section and instead referencing the manual.
- Supportive Services – Transportation Policy: Changes include removing references to Out-of-School Youth since work experience is also available for In-School Youth, and removing the full-time criteria to match the Individual Training Account Policy.

**The committee recommends approval of the changes to the three policies as outlined in red in the attachments (VOTE).**



## Adult and Dislocated Worker Eligibility

**Effective Date:** ~~June 10, 2020~~ August 24, 2021

**Duration:** Indefinite

**Purpose:** To establish a policy to provide guidance to staff and contractors in determining and documenting eligibility for the Title I Adult and Dislocated Worker programs.

**Policy:** The Workforce Innovation and Opportunity Act (WIOA) allows for services to be provided to eligible Adults and Dislocated Workers. The determination of eligibility encompasses all activities beginning with an application to the final disposition of the application. The applicant has the right and the responsibility to participate in the eligibility determination and is relied on as the first source of information. The applicant is informed of the information needed to establish each condition of eligibility and of the assistance that can be given in establishing eligibility. If the applicant is unable to participate in the eligibility determination because of physical or mental disability, inability to speak English (LEP), or other difficulties, AJC staff is responsible for making arrangements for providing the applicant with the needed assistance to establish eligibility.

### Title I Adult Eligibility Requirements

According to the WIOA, individuals must meet the following requirements in order to be eligible for the Title I Adult program:

1. Age 18 or older
2. Citizens or nationals of the United States, or other lawfully admitted persons<sup>2</sup>
3. In compliance with the Military Service Act (for males born on January 1, 1960, and later)

### Title I Dislocated Worker Eligibility Requirements

According to the WIOA, a Dislocated Worker is an individual who meets the above requirements and —

- (A)** (i) has been terminated or laid off, or who has received a notice of termination or layoff, from employment;  
 (ii) (I) is eligible for or has exhausted entitlement to unemployment compensation; **or**  
 (II) has been employed for a duration sufficient to demonstrate, to the appropriate entity at a one-stop center referred to in section 121(e), attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a State unemployment compensation law; **and**  
 (iii) is unlikely to return to a previous industry or occupation;
- (B)** (i) has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantial layoff at, a plant, facility, or enterprise;  
 (ii) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; **or**  
 (iii) for purposes of eligibility to receive services other than training services described in section 134(c)(3), career services described in section 134(c)(2)(A)(xii), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close;
- (C)** was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- (D)** is a displaced homemaker - an individual who has been providing unpaid services to family members in the home **and** who—  
 (A)(i) has been dependent on the income of another family member but is no longer supported by that income; **or**

(ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; **and**

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**(E)** (i) is the spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code), and who has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; **or**

(ii) is the spouse of a member of the Armed Forces on active duty and who meets the criteria described in paragraph (16)(B).

#### Requirement for Documentation for Verifying Eligibility

Although the applicant is the first source of information, the applicant is not the only source, and all information relating to eligibility must be verified by documents furnished by the applicant or from information supplied by collateral sources in accordance with federal, state, and local regulations. Documentation obtained for verifying eligibility must meet the guidelines listed below as well as those listed in the Workforce Services Guidance – Title I Adult and Dislocated Worker Eligibility for each eligibility criteria.

#### Requirement for Area Residency

All customers receiving Basic Career Services (registering in Jobs4TN.gov, workshops, job search, resume development, basic skills assessment, filing or certifying for UI, etc.) are not required to live in the service area to receive services. All participants being enrolled in ~~individual training services (such as Occupational Skills Training, Work Experience, or Transitional Jobs)~~ are required to live in the service area to receive training funds. On-the-Job Training (OJT) and Incumbent Worker Training (IWT) participants are not required to live in the service area since this is an employer service and the employer may hire employees outside of our service area.

Examples of acceptable documents to establish residency include a Driver's License with an address that matches the WIOA application address, a lease, utility bill, bank account information, or documentation of address from another state agency (SNAP, TANF, car registration, voter registration card, etc.)

#### Requirement for Social Security Number (SSN)

A SSN or application for a SSN is required from every participant. Staff must verify the SSN by obtaining a copy of the card for the case file, such as DHS, TDLWD, or school records. The documentation must be uploaded in VOS and linked to eligibility documentation. Any discrepancies in name (marriage, divorce, etc.) must have supporting documentation (such as a marriage or divorce certificate) and be documented in a case note. Persons for whom a SSN is required but not available must be referred to the appropriate Social Security Administration (SSA) office for SSN enumeration. Applicants must provide verification from SSA indicating they have made application. The application will not be processed until such a time the number has been received by the participant and a copy provided to the AJC staff.

#### Requirement for Citizenship

In order to establish eligibility for a WIOA participant, citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized to work by the Attorney General in the United States or who have been issued a work permit by the U.S. Immigration and Naturalization service (INS) must be established.

#### Selective Service

All males born on or after January 1, 1960, must be registered timely (between the ages of 18 and 25) for Selective Service. Men cannot register after reaching age 26. All males required to register must provide proof of registration prior to enrollment into WIOA. If they are between the ages of 18 and 26 and have not registered they will be given the opportunity to register immediately, or the Staff may register the applicant with his

permission. If a male, who was required to register did not register prior to their 26<sup>th</sup> birthday they must obtain a waiver as allowed by the MSSA (Military Selective Services Act).

### Who must Register?

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age. This includes all male non-citizens within these age limits who permanently reside in the U.S., as well as men with "green cards" and men living in the U.S. without INS documentation (undocumented aliens) must also register. Non-immigrant men who are in the U.S. temporarily (diplomatic corps, trade mission personnel, men holding valid visitor or student visas, etc.) do not register. A male non-citizen who first enters the U.S. as a permanent resident after he has already passed his 26<sup>th</sup> birthday is not required to register because he is over the age limit. Women do not register because the law does not apply to them.

Category	Yes	No
All male U.S. Citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below.	X	
Military – Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen and Reservists not on active Duty	X	
Delayed Entry Program enlistees	X	
ROTC Student	X	
Separates from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens **		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-94 or Boarder Crossing Document DSP-150)		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (I-688)	X	
Special agricultural worker (I-688A)		X
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual National U.S. citizens	X	
Confined		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X

\* Must register within 30 days of release unless already age 26, or already registered when released, or unless exempt during entire period age 18 through 25.

\*\* Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. Citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status, except as a student or employee of the government of his homeland.

NOTE: Immigrants who did not enter the United States or maintain their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintain their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

#### *Waivers*

The MSSA provides for men who did not register and have subsequently turned 26 and are now being denied eligibility for Federal student financial aid, Federal job training, or Federal employment, or are having difficulty obtaining U.S. citizenship because they failed to register, the ability to request a waiver. The MSSA also allows the benefit agency handling the case, not the Selective Service, to determine whether the individual has shown that failure to register was not knowingly and willingly. The final decision regarding eligibility for the benefit will be made by the agency granting the benefit (for example, for student financial aid, this would be the Department of Education). For Title I eligibility, the person would need to obtain an official response from Selective Service stating whether or not he is or is not required to register in the form of a "status information" letter. Once an applicant provides a staff member with a copy of his Status Information Letter, he can receive services from WIOA provided that all additional requirements have been met.

#### Veteran's Status

A Veteran is defined as an individual who served in the U.S. Military, naval, or air service for a period of not less than or equal to 180 days, or who was discharged under conditions other than dishonorable; or an individual who met the above conditions for more than 180 days. This definition includes the following individuals, Disabled Veterans (Disabled because of a service connected disability or is rated at 30% or more by the DBA, or at 10 or 20 % for a serious employment disability), Campaign Veteran (An individual who served on active duty in the U/S. military during a war), and Recently Separated Veteran's (an individual who applied for WIOA within 48 months after discharge or release from active duty). Veteran's status must be confirmed by obtaining a copy of their DD214 or other identification confirming the individual as a veteran, and allowing him / her to receive priority for services.

#### Self-Sufficiency

In accordance with the WIOA, all local areas may establish a policy defining self-sufficiency for the local area. Additionally, the Tennessee Department of Labor and Workforce Development is integrating skill shortage training to assist individuals not meeting self-sufficiency by increasing their skill-sets for in-demand occupations. Hence, skill shortage training will be made available to customers who fall at or below the self-sufficiency level and are determined to benefit from the services.

The term "below self-sufficiency", is used with respect to –

- (A) An Adult, Youth or Dislocated Worker (age 18 or older) whose own income is less than 200% of the poverty level or lower living standard income level; or,
- (B) An Adult, Youth or Dislocated Worker (age 18 or older) whose own income is more than 200% of the poverty level; however, in relationship to family size, his/her family income is less than 175% of poverty level or lower living standard income level.
- (C) An Adult, Youth or Dislocated Worker (age 18 or older) who meets the definition of unemployed.
- (D) An Adult, Youth or Dislocated Worker (age 18 or older) who meets the definition of low income.

The Northwest TN Workforce Board will provide an updated Self-Sufficiency Chart upon receipt of TDLWD issuance of Poverty Guidelines. The chart utilized for determination of eligibility must be uploaded into VOS for criteria (A) and (B).

#### *Determining Self-Sufficiency*

If applicants who meet all other eligibility criteria for the Adult or Dislocated Worker programs are unemployed,

then they automatically meet general eligibility requirements to be determined as non-self-sufficient. Applicants who are employed but meet the definition of low income are also considered non-self-sufficient and meet general eligibility requirements. ~~Applicants may meet the definition of low income by either of the following criteria:~~

- ~~1. currently receives Food Stamps, or~~
- ~~2. currently receives or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program~~

As described in the Priority of Service Policy, per TEGL 19-16, Section 134(c)(3)(E) of WIOA, with respect to funds allocated to a local area for Adult employment and training activities, priority must be given to Veterans and eligible spouses, recipients of public assistance, other low income individuals, and individuals who are basic skills deficient for receipt of Individualized Career Services and Training Services.

Employed applicants who do not meet the definition of low income ~~as listed above,~~ must be determined to be non-self-sufficient in order to meet general eligibility requirements and be eligible for Individualized Career Services and Training services. In order to determine that applicants are not self-sufficient, income must be computed for the individual and / or the applicant's family to establish that the applicant and / or the applicant's family's annual income falls within the income guidelines as shown below. When applicants whose own income exceeds the income guidelines for a family of one, the family members living in the household with the applicant, and their income, may be factored into income computation, thereby raising the family size and income guidelines. ~~When determining family income for an applicant, income from parents/guardians, children, or siblings within the same household is included in the income computation.~~ Income from other persons who are also members of the household is not included in determining eligibility or self-sufficiency. If the individual is providing support to the information should be documented in the participant's case file.

NORTHWEST TENNESSEE WORKFORCE BOARD PARTICIPANT PROGRAM POLICY

SELF-SUFFICIENCY CHART				Effective as of 04/30/2020	
				(received 8/19/2020)	
	Non-Metro				
Family	Higher of Poverty				
Size	or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,760.00	200%	\$ 25,520.00	\$ 490.77	\$ 12.27
2	\$ 17,240.00	175%	\$ 30,170.00	\$ 580.19	\$ 14.50
3	\$ 21,720.00	175%	\$ 38,010.00	\$ 730.96	\$ 18.27
4	\$ 26,425.00	175%	\$ 46,243.75	\$ 889.30	\$ 22.23
5	\$ 31,184.00	175%	\$ 54,572.00	\$ 1,049.46	\$ 26.24
6	\$ 36,469.00	175%	\$ 63,820.75	\$ 1,227.32	\$ 30.68
7	\$ 41,753.00	175%	\$ 73,067.75	\$ 1,405.15	\$ 35.13
8	\$ 47,038.00	175%	\$ 82,316.50	\$ 1,583.01	\$ 39.58
9	\$ 52,323.00	175%	\$ 91,565.25	\$ 1,760.87	\$ 44.02
10	\$ 57,608.00	175%	\$ 100,814.00	\$ 1,938.73	\$ 48.47
11	\$ 62,892.00	175%	\$ 110,061.00	\$ 2,116.56	\$ 52.91
12	\$ 68,177.00	175%	\$ 119,309.75	\$ 2,294.42	\$ 57.36
	Metro - Crockett County Only				
Size	or LLSIL	Percent	Annualized Income	Weekly Earnings	Hourly Wage
1	\$ 12,760.00	200%	\$ 25,520.00	\$ 490.77	\$ 12.27
2	\$ 17,240.00	175%	\$ 30,170.00	\$ 580.19	\$ 14.50
3	\$ 22,060.00	175%	\$ 38,605.00	\$ 742.40	\$ 18.56
4	\$ 27,234.00	175%	\$ 47,659.50	\$ 916.53	\$ 22.91
5	\$ 32,143.00	175%	\$ 56,250.25	\$ 1,081.74	\$ 27.04
6	\$ 37,593.00	175%	\$ 65,787.75	\$ 1,265.15	\$ 31.63
7	\$ 43,043.00	175%	\$ 75,325.25	\$ 1,448.56	\$ 36.21
8	\$ 48,493.00	175%	\$ 84,862.75	\$ 1,631.98	\$ 40.80
9	\$ 53,943.00	175%	\$ 94,400.25	\$ 1,815.39	\$ 45.38
10	\$ 59,392.00	175%	\$ 103,936.00	\$ 1,998.77	\$ 49.97
11	\$ 64,842.00	175%	\$ 113,473.50	\$ 2,182.18	\$ 54.55
12	\$ 70,292.00	175%	\$ 123,011.00	\$ 2,365.60	\$ 59.14

*Income Computation*

Documentation of income for employed applicants who do not meet the definition of low income ~~as described above~~ must be obtained to determine their estimated annual income. Documentation of income should have the person's name, date(s) of the pay period, and the amount of income before deductions. Calculated income must be compared to the appropriate family size of the Self-Sufficiency Income Table. Case notes must always reflect actual computation used to establish eligibility. All income, unless specifically excluded, is considered in determining gross income. Income may be received periodically or at irregular intervals, but only income which is representative of the potential participant's usual earnings should be included in income computation. When paychecks are not reflective of usual earnings, staff will disregard them in computing the income. Income not reflective of usual earnings includes:

- Pay for hours that have not usually been worked and are not scheduled to be worked in the future. This includes overtime if it is not something they receive regularly and vacation pay in addition to regular hours. Staff cannot exclude holiday pay if they routinely receive this.
- A one-time bonus.
- Pay for shift differentials that will not exist in the future.
- Wages less than usual due to unpaid sick or annual days off, a temporary loss of wage differential, or due to reduction in hours that are usually worked and are scheduled to be worked in the future.
- Pay that doesn't reflect recent increase in wages.

When a federal statute specifically states that income or payments received under such statute shall be excluded in determining eligibility for the level of benefits received under any other federal statute, such income or payments are excluded when determining eligibility for WIOA programs. Income excluded from WIOA income computation includes:

- Public Assistance cash payments (including Temporary Assistance to Needy Families (TANF), SSI, Refugee Case Assistance (RCA), and General Assistance (GA));
- Foster care child payments;
- Title IV of the Higher Education Act (i.e., Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS));
- Needs-Based scholarship assistance;
- Income earned while [the veteran was] on active military duty and certain veteran's benefits (i.e., compensation for service-connected disability, compensation for service-connected death, vocational rehabilitation, and education assistance);
- Capital gains; or any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury;
- Non-cash benefits such as employer paid fringe benefits, food or housing received in lieu of wages, Medicare, Medicaid, school meals, and housing assistance;
- Tribal Government Payments (i.e., Per Capita Payments, Lease Payments, Individual Indian Money (IIM))
- One-Stop Partner programs where income is subsidized (e.g. work experiences, support services);
- Any amounts received as military pay or allowance by any person who served on active duty and certain other specified benefits must be disregarded as income.

**Reference:** WIOA Sections 3(2); 3(16)(ii); 107(d)(5)W; 188 (A)(5); 189(h); 121 (e); USC Section 101 (d)(1) of the title 10, United States Code; USC Section 101 (a)(13)(B) of the title 10, United States Code; Section 101 (16) of the title 38, United States Code

**Related TDLWD Policy:** Workforce Services Guidance – Title I Adult and Dislocated Worker Eligibility

**Vetted and Approved by the Northwest Tennessee Workforce Board:** ~~June 10, 2020~~ August 24, 2021



## Work-Based Training

**Effective Date:** ~~May 21, 2019~~ August 24, 2021

**Duration:** Indefinite

**Purpose:** To establish policy and guidance for the offering of work-based learning activities with WIOA funding.

**Policy:** The Northwest TN Workforce Board offers various opportunities for Work-Based Learning, including On-the-Job Training, Work Experience, Transitional Jobs, Apprenticeships and Incumbent Worker Training. Appropriate support services, as described in the Supportive Services policy, may be used in combination with work-based training as prescribed below and in accordance with the needs of participants. The NWTNWB strives to utilize approximately 10% of funding allocated to local area through formula program funds and / or specialized funding such as Consolidated Business Grants (CBGs) to provide work-based learning opportunities. Work-based training expenditures are tracked accordingly in the accounting system of record and reported monthly on internal documents as well required State reports. Expenditures and obligations are monitored monthly to ensure compliance with appropriate expenditure and obligation requirements, such as 80% of CBG funds being allocated within the first 180 days of the grant.

At an estimated cost of \$2,500 per individual, approximately 100 participants would be expected to be served through work-based learning opportunities, contingent upon funding availability and employer hiring needs, with a focus on serving individuals with barriers to employment. In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, and invitations to participate in AJC events and strategy meetings. The AJC displays marketing materials for core and community partners, and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC. The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted when contact information is available. Specialized programs such as RESEA, serving unemployment claimants, and SNAP Employment & Training, serving SNAP (i.e. food stamp recipients) are also incorporated into services at the AJC. The Outreach and Opportunities committee of the local workforce board provides guidance for reaching and serving such populations.

The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts, including Work-Based Learning, are then focused on identified sectors through services available in the AJC. For instance, manufacturing and healthcare are two of the most prominent sectors in the area, therefore On-the-Job Training (OJT) and Incumbent Worker Training (IWT) grants are heavily concentrated in these areas. The NWTNWB strives to continually increase employer penetrations rates and will serve as many employers as possible based on employer hiring needs and availability of funding.

## Contracts and Agreements

Work-based opportunities will include an agreement (contract) with the employer and a training plan for the employee. The contract must include the requirements of WIOA rules and regulations, the type of occupation and skills, the competencies to be learned, and the length of training that will be provided. All contracts/agreements for work-based learning will be in an approved format in accordance with Northwest TN Workforce Board guidance and include the following:

- Basic Program description
- Cost Per Participant (varies by activity; subject to Northwest TN Workforce Board policy)
- Appropriate goals for the participant and/or employer.



- The contract awarded will be cost reimbursement. No expenses are reimbursable until a contract has been fully executed (signed by all parties) and, all participant data has been submitted and deemed eligible.

Additionally, work-based learning activities will comply with the following:

- All necessary information about a work-based participant and employer must be properly recorded in the Jobs4TN (VOS) system. Work-based training expenses must be reported by Service Providers on a timely basis to ensure the Northwest TN Workforce Board can properly report the expenditures in the Grants4TN system.
- Contracts for Work-based training must be monitored at least once by ~~the Service Provider as~~ the contracting authority. Monitoring will be based on the contract agreement and may be performed by the contract manager or another position. If the Work-based training is for reimbursement of wages, the employer must submit the following for review:
  - Invoice form;
  - Payroll records showing the gross wages paid to the trainee;
  - Time records showing actual hours worked;

Onsite monitoring visits should be conducted ~~by the Service Provider~~ shortly after the trainee begins work, and include additional visits at appropriate intervals (determined by the length of the training plan). Effective monitoring also includes desk review of correspondence from the employer, including payment invoices and required documentation to support those invoices. The Service Provider must regularly review each trainee's progress in meeting program and service strategy objectives. Such strategies should include the trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to work-based training. Any deviation from the work-based training contract should be dealt with and documented promptly.

Monitoring at the Northwest TN Workforce Board, State, and Federal level will include a review of the Service Provider's monitoring and oversight of participant training and corresponding employer payroll records, as well, as a review of how work-based activities align with and are facilitating the progress of career pathway strategies outlined in the local plan.

### Business Eligibility Criteria

Businesses classified as a Tennessee (TEGL 25-15) for-profit business or, not-for-profit business with a presence in accordance with Federal, State and Local law, and in business for at least 120 days. Further, the employer must meet the following requirements:

- Be registered with Internal Revenue Service (IRS), have an account with Unemployment Insurance, and carry workers' compensation insurance (Federal Register Vol. 81, No. 161, Page 56117) and be current on all local, state and federal tax obligations.
- Be financially solvent and have an adequate payroll recordkeeping system that tracks hours worked, gross pay, deductions, and net pay.
- Must not appear on any federal suspension or debarment list.
- Agreements will not displace any currently employed worker (WIOA Section 181[b][2][A]).
- Agreements will not be made with an employer who has terminated any regular employee, or otherwise reduced the workforce, in order to hire an OJT employee.
- No contract may be written with a company that has relocated (for the first 120 days after beginning operations) if the move has resulted in any employee job losses at the original location (WIOA Section 181[d][2]).
- To verify that the relocation has not resulted in a loss of employment, WIOA program staff and the OJT employer must complete a Standardized Pre-Award Review.
- The employer must not currently be involved in a labor dispute (20 CFR 680.840) or have workers currently in a layoff status ~~for the OJT position~~.

- Employees may not work on construction, maintenance, or operation of any facility that is used for sectarian activities (WIOA Section 188[a][3]).
- The prospective employers must not meet the existing “pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits” (20 CFR 680.700[b]).
- The Employer must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliation, or age.
- Training for employees must be in an in-demand industry as determined by the Northwest Tennessee Workforce Board and/or its’ Service Provider.
- Training will benefit employees by increasing opportunity for learning new skills, gaining experience, retention, advancement, credentials or wages.
- Training will benefit the employer by providing assistance with training employees, which may result in saving jobs or preventing layoffs, enhance process improvement, or improve the overall competitiveness of the employer.

### General Participant Eligibility

Work-based training opportunities must be identified as an appropriate activity for program participants on the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). IEPs or ISSs, and/or case notes, will specify goals of the work-based training activity by identifying the purpose of the activity and expected outcomes. The Local Workforce Development Area ~~12~~ Priority of Service Policy will be adhered to in determining participants eligible to participate in work-based training. In addition, the participant must be:

- A U.S. citizen or individual legally entitled to work in the U.S.
- Age 18 or older\* (exception may be made for Eligible WIOA Youth)
- Registered for the Selective Service unless an exception is justified (Selective Service requires registration of all males who are 18 or older and born on or after January 1, 1960)

### Incumbent Worker Training

According to the WIOA, “the local board may reserve and use not more than 20 percent of the funds allocated to the local area involved under section 133(b) to pay for the Federal share of the cost of providing training through a training program for incumbent workers.” The term “incumbent worker training” (IWT) means training that is — 1. Designed to meet the specific requirements of an employer (including a group of employers); and 2. Conducted with a commitment by the employer to continue to employ an individual upon successful completion of training. IWT may be used to help avert potential layoffs, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers. Under WIOA Section 134(d)(4)(A)(i) of WIOA, LWDBs can use up to twenty percent (20%) of their adult and dislocated worker formula funds to provide for the Federal share of the cost of providing incumbent worker training. To be eligible a participant must be employed the employer receiving the grant **for at least six months, or, in the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of those employees being trained meet the employment history requirement per TEGl 19-16.** The Employer is required to match requested training costs. Percentage of match is based on the size of the company, in accordance with Tennessee Department of Labor and Workforce Development policy.

### On-the-Job Training

On-the-job Training (OJT) is a form of work-based training provided to an eligible WIOA participant upon entry into employment and while engaged in paid work. OJTs address specific gaps in the trainee’s knowledge or skills that are inhibiting their ability to perform assigned duties fully and adequately and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the

training and additional supervision related to the training. In order to participate in OJT, a participant must be a new hire in the employer position.

The Employer will be reimbursed up to 50% of participant wages upon completion of a designated training period not to exceed the Specific Vocational Preparation (SVP) level, taking in to account the prior education, training, work experience and the service strategy of the participant, as appropriate. Further, the Employer must not have exhibited a “pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits.”

In order to promote and strategize the availability of OJTs, understanding and meeting the needs of employers is given the utmost importance and is achieved through a collaboration of partners serving on the Business Services Team, such as Labor Exchange, Veterans Programs, Trade Act, Re-Employment Services, Unemployment Insurance, Economic Development, Temporary Assistance for Needy Families, Vocational Rehabilitation, and staff to the LWDB. The Business Services Team is responsible for connecting with companies in the targeted industry sectors and occupations, and other employers that have hiring needs, in order to understand and meet their needs through a variety of employer-driven initiatives and services, such as OJT.

In order to understand and meet the needs of employers, Business Services Team members connect with area employers by participating in regional economic development groups comprised of training providers, Chambers of Commerce, plant managers, and economic developers to determine high-growth jobs and industries that are adding substantial jobs to the local economy. Local employers also serve on the local board and a standing committee of the board. Labor market information (LMI) is also utilized to identify and meet employers' needs. LMI is available through Jobs4TN and Economic Modeling Systems, Inc. (EMSI) and can be used to help employers identify average wages for jobs in an area, which occupations are predicted to have the most future job openings, as well as unemployment rates in an area.

The Executive Director of the Northwest TN Workforce Board and/or his/her designee, also supports and promotes workbased learning with existing and prospective industry, when appropriate. Interested employers are referred to a Business Services Team member for specific details and services.

### Registered Apprenticeships

A Registered Apprenticeship (RA) is an "earn and learn" training model that combines structured learning with on-the-job training from an assigned mentor. The goal is to provide workers with advanced sets of skills that meet the specific needs of employers. Upon completion of a RA program, participants receive an industry issued, postsecondary credential that certifies occupational proficiency. This credential is also portable (see WIOA Section 122[a][2][A]). Local areas may also include support services, in coordination with career and or training services, to participants in an RA program in accordance with supportive services consistent with WIOA Section 134(d)(2), TEGL 19-16, and local policies. To be eligible, a participant must be selected by the employer to participate in a Registered Apprenticeship program (included on the WIOA Eligible Training Provider List), which may include participation in a pre-apprenticeship program.

- o A Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter, and succeed in, registered apprenticeship programs. These programs have a documented partnership with at least one registered apprenticeship program sponsor. Pre-apprenticeship programs expand the participant's career pathway opportunities by combining industry-based training and classroom instruction. Adult, Dislocated Workers, or Youth participating in pre-apprenticeship may receive funding through paid work experience positions, and associated support services, in accordance with the guidelines listed in the Work Experience section of this policy.

### Transitional Jobs

The local area may use up to 10% of their combined total of Adult and Dislocated Worker allotments for transitional jobs as described in WIOA Sec. 134(d)(5). A transitional job is one that provides a time-limited work

experience, that is subsidized in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs must be combined with comprehensive career and support services and are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to entry into and retention in unsubsidized employment. Unlike an On-the-Job Training (OJT) contract, there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete; however, employers are encouraged to consider establishing an OJT contract and ultimately employment for individuals participating in transitional jobs as part of a *Ready, Set, Hire* approach to hiring job seekers to fulfill their human resource needs.

The *Ready, Set, Hire* approach allows a job seeker and employer to mutually benefit from the combined offerings of:

- **Ready - Transitional Job** Up to 320 hours of subsidized employment through a transitional job based on the job seeker's needs as documented on the Individual Service Strategy (ISS). The job seeker's employment is subsidized through the WIOA Adult or Dislocated Worker program at no cost to the employer. The job seeker will be paid through the program at the higher of ~~8100%~~ 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour. ~~For instance, a participant working in a Production position which pays \$10 per hour would be paid \$8.00 per hour for the duration of the transitional job (\$10.00 X 0.8 = \$8.00 per hour). (Examples: Starting wage = \$9; \$9 x 0.8 = \$7.20; pay = \$8.00; or starting wage = \$11; \$11 x 0.8 = \$8.80; pay = \$8.80).~~

*Note: The Director may approve work experience through a transitional job beyond 320 hours on a case-by-case basis as needed based on the job seeker's need as documented on the ISS.*

- **Set - OJT Position** Up to 320 hours of employment through an OJT grant, based on the job seeker's needs as documented on the ISS and the training needs of the position as demonstrated by the Specific Vocational Preparation (SVP) level of the position. Employers may be reimbursed up to 50% of an eligible OJT participant's wages for the completion of the specified training period in accordance with the guidelines set forth in the Business Services Manual, OJT Assurances, and OJT Needs Assessment.
- **Hire!** Employers are encouraged to consider hiring participants who successfully complete a Transitional Job, with or without an OJT contract. Participants on an OJT contract are employees of the business and are expected to be retained upon the successful completion of the training period. Employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are considered a member of a qualified targeted group.

Eligibility Criteria - In order to be eligible for a transitional job, applicants must:

- Be determined eligible as an Adult or Dislocated Worker in accordance with the guidelines set forth in the **Adult and Dislocated Worker Eligibility section of this** Manual.
- Have a barrier(s) to employment as documented by being a member of 1 or more of the following populations in accordance with the guidelines set forth in ~~this the Eligibility~~ Manual:
  - Displaced homemakers.
  - Low-income individuals.
  - Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
  - Individuals with disabilities, including youth who are individuals with disabilities.
  - Older individuals.
  - Ex-offenders.
  - Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as H. R. 803-10 defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
  - Youth who are in or have aged out of the foster care system.

- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals (i.e. individuals who have been unemployed 27 weeks or longer).
- Such other groups as the Governor involved determines to have barriers to employment.
- Be chronically unemployed or have an inconsistent work history, as defined by the LWDB in accordance with § 680.190, and documented in the work history section of the Application **and Eligibility Form**. Taking into consideration an individual's labor market history, unemployment status, durations of unemployment, and long-term unemployment status, the Northwest TN Workforce Board has determined individuals to be chronically unemployed or to have an inconsistent work history if they meet one or more of the following items:
  - Currently unemployed and have been unemployed for 27 weeks or longer (long-term unemployed).
  - Currently unemployed for less than 27 weeks but have had at least one period of unemployment for 27 weeks or longer within the last 5 years.
  - Two or more significant (103 weeks or longer) gaps in employment within the last five years.
  - **Five-Three** or more position changes within the last three years.
  - Three or more gaps in employment within the last three years.
  - Have been incarcerated within the last 10 years.
- Receive appropriate Basic and / or Individualized Career Services to prepare for a successful entry into and retention in a transitional job and ultimately unsubsidized employment as documented on the ISS.
- Receive support services, **as described in the Supportive Services section of this Manual**, in order to be able to participate in a transitional job and ultimately unsubsidized employment. ~~Support services for transitional jobs include:~~
  - ~~○ A one-time only payment, up to \$300.00, for work-related items such as appropriate work attire, uniforms, tools, medical physicals, back ground checks, drug screens, industry certifications if not covered by an ITA, driver's license, etc. The items will be purchased by a program staff person on behalf of the participant in accordance with applicable purchasing policies.~~
  - ~~○ Transportation assistance to the worksite for the first 30 days of employment. The transportation assistance will be paid as a one-time only payment based on the participant's work schedule and mileage from home to the worksite, just as a Youth in Work Experience in accordance with the guidelines set forth in the Supportive Services section of this Youth Services Contracting Manual.~~

## Work Experience

WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement. Work experience is defined as paid (subsidized) or unpaid work experience that is a planned, structured learning experience in a workplace for a limited period of time. This experience provides participants with opportunities for career exploration and skill development. Work experience must include academic and occupational education (20 CFR 681.600[a-b]). Paid Work Experiences will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage.

WIOA identifies four categories of work experience: (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700. Eligible WIOA youth program participants may participate in more than one work experience program (i.e. summer employment, job shadowing, pre-apprenticeship) over the duration of their program participation (20 CFR 681.600[c]). Job shadowing is a work experience option where youth learn about a job by “walking through the work day as a shadow” to become competent workers. The job shadowing work experience is temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

Per TEGL 21-16, Operating Guidance for the Workforce Innovation and Opportunity Act, the academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The Career Service Provider must document the academic and occupational education components of the work experience on a training plan to maintained in the participant’s electronic file in Jobs4TN / VOS.

Per WIOA sec. 134(c)(2)(A)(xii)(VII), Adults and Dislocated Workers may receive Individualized Career Services, if determined to be appropriate in order for an individual to obtain or retain employment, that may consist of internships and work experience that are linked to careers. According to 20 CFR § 680.180, for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. Transitional jobs are a type of work experience, as described in §§ 680.190 and 680.195. In the event that an individual between the ages of 18 and 24 does not qualify as a Youth to be able to participate in a Youth Work Experience position, the individual may be enrolled in the Work Experience position as an Adult or Dislocated Worker as described above. Adults and Dislocated Workers participating in paid work experiences ~~related to a pre-apprenticeship or Registered Apprenticeship program~~ will be paid at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. ~~Adults and Dislocated Workers participating in non-apprenticeship work experience will be paid through the program at the higher of 80% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. For instance, a participant working in a Production position which pays \$10 per hour would be paid \$8.00 per hour for the duration of the work experience (\$10.00 X 0.8 = \$8.00 per hour). (Ex.: Starting wage = \$9; \$9 x 0.8 = \$7.20; pay = \$8.00; or starting wage = \$11; \$11 x 0.8 = \$8.80; pay = \$8.80).~~

Work experience expenditures are recorded in the NWTNWB accounting system of record and tracked monthly, both on internal documents and required State reports.



**Reference:** 20 CFR 680.700(b); 20 CFR 680.840; Federal Register Vol. 81, No. 161, Page 56117; TEGLs 03-15 (specifically “Training Contracts” on pages 9-10) and 19-16; WIOA Section 181(b)(2)(A); WIOA Section (d)(2); WIOA Section 188(a)(3); WIOA sec. 134(c)(2)(A)(xii)(VII); 20 CFR § 680.180.

**Related TDLWD Policy:** Incumbent Worker Training Grants Policy; Work-Based Training Guidance (pages 3 & 10)

**Vetted and Approved by the Northwest Tennessee Workforce Board:** ~~May 21, 2019~~ August 24, 2021

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Jimmy Williamson, Chair  
Northwest Tennessee Workforce Board

### *Transportation Assistance*

The LWDA will provide transportation assistance for an eligible WIOA participant attending an LWDA approved training provider and program for occupational skills training ~~or for Out-of-School youth~~ to the worksite for the first 30 days of employment. The transportation assistance will be paid through a stipend payment paid at intervals consistent with the training provider terms or a one-time only payment for ~~Out-of-School youth in~~ work experience. Out of School Youth who transitioned from an In-School Youth Program and choose a University Parallel program of study may receive support services, including transportation assistance, in order to complete the goals established in the individual service strategy. Subsequent ITA funding will require the participant, program and provider to meet all local/state criteria.

The payment will be based on exact costs calculated at a rate of \$.15 per mile one-way unit per day, converted to roundtrip (not subject to the \$1,500 maximum). Participants receiving transportation assistance from another organization (i.e. Workforce Essentials) are not eligible to receive a full transportation stipend from WIOA. As last dollar funds, all other programs must pay first before WIOA funds can be authorized.

In the event that a participant is receiving travel funding from another program, the total amount anticipated to be received in transportation assistance from the other agency must be deducted from the transportation assistance amount WIOA expects to pay.

To be eligible for this stipend, one must be in good standing and making satisfactory progress, ~~be a fulltime student with no more than 1/2 of the credit hours being for remedial / developmental classes~~, must not drop or be removed from a course without notifying and providing needed information to the WIOA staff member regarding this action, etc.

Participants may receive a travel stipend for the first 30 days of a transitional job or work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses. In the event a transitional job or work experience position requires the participant to travel, the travel stipend may be extended through the duration of the work experience or transitional job.

Additionally, required auto repair, insurance, and / or driver license fee payments may be made, subject to the combined \$1,500 maximum, in response to an immediate need, in order to allow a participant to continue to participate in employment and training activities. Normal vehicle maintenance costs are not allowed. If a participant is personally repairing his / her personal vehicle, funds may be used to purchase the parts. Auto repair may not exceed the value of the vehicle. Staff should take into consideration if public transportation would be a more feasible option for the participant.



## **Outreach & Opportunities Report – Ben Marks, Chair / Glad Castellaw, Vice Chair**

The committee met on July 26<sup>th</sup> with 10 members plus staff, contractors, and two guests participating. The committee reviewed the Target Populations report and heard updates on Youth Services, including a presentation from the father, Mr. Mike Johnston, of a Youth Work Experience participant, Mitchell. Mitchell, who has ADHD and autism, found school difficult and went into special education where upon graduation they referred him to the American Job Center. Initially he was enrolled as a youth participant and placed at a grocery store to gain work experience, but unfortunately, COVID ended his position. Last year he was accepted into the EDGE program at Union University and the Youth Program continues to assist with tuition. In addition to preparing for work, Mr. Johnston is thrilled that Mitchell is gaining independence by learning life skills such as doing his laundry, cooking, getting his own checking account, biking to his classes, and being accountable for homework and projects. Inspired by Mitchell's success, which is featured in this year's Annual Report, Mr. Johnston enrolled at TCAT Newbern to get his truck driving license.

The committee also received an update on the Rural Initiative Grant projects. In Benton County, which has been using their funds for paid work experience, the program funds have been fully expended already. Since most of the participants in Benton County worked full-time instead of part-time, there were fewer served than originally proposed. Due to COVID restrictions, remaining funds were repurposed for work experience, like in Benton County, in Carroll, Lake, and Weakley counties instead of for the Re-Entry Advanced Manufacturing Program (RAMP). Carroll County has enrolled the 6 projected to be served through work experience, Weakley County has enrolled 4 of the 8 proposed, and Obion County has enrolled 2 of the 5 proposed. Lake County has the largest amount to be spent, due to being a distressed county, and has enough for 23 full-time positions with 16 enrolled through 6/30/21.

An update on RAMP classes was also provided. Out of the 177 inmates served since the beginning of the program in 2018, 160 have been exited and 27% were working during second quarter after exit. Dyer and Gibson Counties are currently the only counties with active classes. Gibson County has 18 enrolled, their largest class, with classes being held at the Orchard House, and 13 of the 18 are also employed with Alliance Staffing and enrolled in the newly approved apprenticeship program. Nine students in Dyer County just started in June and will go component by component as they are able to continue to participate in the program.

The Committee also heard updates on several other ongoing special grant programs:

- RESEA: Services were suspended in March but have picked up since restarting in November. Since July 1<sup>st</sup> there have been 446 first scheduled RESEA services, with 335 completing subsequent visits. There were 319 deemed job-ready and referred to reemployment, and 43 referred to training in order to become job-ready. There were 31 referred to Title I and three co-enrollments. There were 314 individuals who completed the program. We are receiving additional funding for next year on a quarterly basis to add staff and expand services.
- National Dislocated Worker Grant: As of 6/30/21, 16 individuals of the 18 proposed had been placed in disaster-relief positions so far and there were 52 individuals receiving career and training services of the 105 proposed. The grant ends on June 30, 2022.
- Apprenticeship Grants (DRA & TDLWD): We are on track for meeting our goals of the DRA grant and have through December to complete the remaining employer outreach events still needed. We had two more registered apprenticeships added for the quarter, United Ammunition's Maintenance Technician and Alliance Staffing's Production Technician, completing our goal of six for the grant. Our TDLWD apprenticeship grant end date has been extended from 6/30/21 to 10/31/21 to allow us to serve the remaining 13 apprentices needed to reach our goal of 89.
  - Registered Electrical Apprenticeship Preparation (REAP): We had five of six students complete the REAP program. They will continue in work experience and upon being hired by Amteck will be entered into the apprenticeship program and count towards our remaining goal of 13 apprentices.

- GIVE Partnership with DSCC: In partnership with DSCC and their GIVE grant, two videos for Lake and Dyer County high school students interested in healthcare careers were produced – one with an employer panel and another with an educator panel. Staff will be working on an employer video for Obion, Lauderdale, and Tipton County for this fall.

The committee also reviewed programs due for renewal on the Eligible Training Provider List. Since performance information for the most recent program year (PY), PY 2020 (7/1/20-6/30/21) was not yet available, the performance information for the prior year (7/1/19-6/30/20) was reviewed to ensure programs are meeting the required performance measures. Performance information for the most recent program year was originally due 8/15/21 and was expected to be available by this Board meeting, however, the TN Department of Labor & Workforce Development pushed the due date to 8/30/21. Since the most current performance information is not yet available, the programs due for renewal will be reviewed at the November Board meeting instead to ensure they meet the required completion and employment rate of 70% for all students and 40% for WIOA students.

Changes to the Basic Skills Deficiency definition in the Youth Eligibility Policy, as indicated in red in the attachments were also reviewed. The policy was updated in regards to assessing basic skills deficiency due to being unable to compute or solve problems, read, or write at a level necessary to function on the job, in one's family, or in society. The changes have been cleared by TN Department of Labor and Workforce Development state staff.

**The committee recommends approval of the changes to the Youth Eligibility Policy as outlined in red in the attachments (VOTE).**

### Determining Basic Skills Deficiency

An individual youth that has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test or a youth or adult who is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society, is considered basic skills deficient. If an individual is found to be basic skills deficient, this must be recorded in Jobs4TN.

Testing for basic skills deficiency based on grade level is recommended to be done through the Tennessee Department of Adult Education when applicable. When testing through the TN Department of Adult Education is not applicable, local providers are permitted to administer testing. Formalized testing instruments that are valid, reliable, appropriate, fair, cost effective, well-matched to the test administrator's qualifications, and easy to administer and interpret results must be used with approval of the Board. Assessment instruments must also be appropriate for the target population, and reasonable accommodations must be provided in the assessment process, if necessary, for individuals with disabilities.

Assessing whether a youth or adult is unable to compute or solve problems, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society may be accomplished using formalized testing as described above, or it may be determined through:

- Staff observation, such as witnessing an individual experience difficulty in reading or writing on enrollment forms or computing or solving mathematical programs. Specific staff observation(s) of the basic skills deficiency must be documented in case notes.
- Workplace assessments, such as the National Career Readiness certificate
- Applicable records from an education Institution, such as transcripts, academic assessments, or other school documentation such as records [ACT scores below minimum benchmarks](#) or remedial classes may also be utilized to document skills below those necessary to function on the job or in society.

# WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		3882		Exiters		1178	
Participants Served		7080		Participants Served		2415	
EER 2nd Qtr after exit	82.00%	83.5%	101.83%	EER 2nd Qtr after exit	82.00%	81.8%	99.76%
EER 4th Qtr after exit	82.00%	83.3%	101.59%	EER 4th Qtr after exit	82.00%	82.6%	100.73%
Med. Earnings	\$ 6,650.00	\$ 7,020	105.56%	Med. Earnings	\$ 7,600.00	\$ 7,918	104.18%
Cred. Attainment	63.00%	73.5%	116.67%	Cred. Attainment	66.00%	70.8%	107.27%
MSG	52.00%	71.2%	136.92%	MSG	48.00%	73.1%	152.29%
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		1839		Exiters		16746	
Participants Served		3578		Participants Served		20579	
EER 2nd Qtr after exit	76.00%	77.7%	102.24%	EER 2nd Qtr after exit	69%	62.9%	91.16%
EER 4th Qtr after exit	75.00%	79.1%	105.47%	EER 4th Qtr after exit	66%	66.1%	100.15%
Cred. Attainment	69.00%	62.4%	90.43%	Med. Earnings	\$ 4,700	\$ 5,434	115.62%
MSG	45.00%	58.1%	129.11%				



# WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Targets	47145 Northwest Tennessee			
		PY2020 Q1	PY2020 Q2	PY2020 Q3	PY2020 Q4
Adult Measures					
Exiters		342	284	257	258
Participants Served		603	564	565	535
Employment Rate 2nd Quarter after exit	82.0%	88.4%	89.6%	90.1%	90.8%
Employment Rate 4th Quarter after exit	82.0%	87.6%	82.2%	82.8%	81.8%
Median Earnings 2 <sup>nd</sup> Quarter after exit	\$ 6,650	\$ 7,086	\$ 6,700	\$ 6,430	\$ 6,906
Credential Attainment w/in 4 Quarters after exit	63.0%	89.0%	87.3%	84.4%	85.3%
Measurable Skills Gains	52.0%	64.3%	62.5%	66.3%	68.6%
Dislocated Worker					
Exiters		39	40	39	44
Participants Served		89	93	92	88
Employment Rate 2nd Quarter after exit	82.0%	89.1%	92.7%	94.7%	97.7%
Employment Rate 4th Quarter after exit	82.0%	88.1%	86.4%	85.1%	88.1%
Median Earnings 2 <sup>nd</sup> Quarter after exit	\$ 7,600	\$ 7,486	\$ 6,674	\$ 5,172	\$ 6,788
Credential Attainment w/in 4 Quarters after exit	66.0%	95.5%	95.5%	88.9%	85.7%
Measurable Skills Gains	48.0%	64.7%	56.7%	76.8%	75.0%
Youth					
Exiters		87	59	42	35
Participants Served		117	100	116	139
Employment Rate 2nd Quarter after exit	76.0%	88.3%	85.1%	84.5%	85.4%
Employment Rate 4th Quarter after exit	75.0%	77.5%	76.1%	81.7%	80.9%
Credential Attainment w/in 4 Quarters after exit	69.0%	80.4%	79.3%	79.2%	66.7%
Measurable Skills Gains	45.0%	48.1%	65.9%	55.2%	60.9%

## **Executive Committee Report – Ted Piazza, Chair/ Jimmy Williamson, Vice-Chair**

The Executive Committee met on July 28<sup>th</sup> with eight members plus staff and one guest participating. The committee received updates on accessible parking needs at the Dyer and Obion AJCs. Dyersburg State has painted the lines for a van accessible spot at the Dyersburg AJC. In Union City, Union City Paving had been requested to complete the painting, but has not responded so staff is seeking an alternative. Monitoring results, including the newly required Eligible Training Provider List monitoring, were also reviewed. Monitoring is on schedule and there have not been any issues.

Estimated performance results through the fourth quarter of the current program year showed all goals are exceeding at least 90% of the target, which is considered passing. After further review, it was determined that the Dislocated Worker median earnings being below 90% of the goal was due to the results being only a snapshot of the third quarter, not a cumulative total for the program year as the final results will be.

**Preliminary final results for the quarter have since been received from TDLWD and are included in the handouts and listed on the attached Performance Dashboard. All measures were met with the exception of the Dislocated Worker median earnings. At least 90% of the goal must be attained to be considered passing, and we attained only 89.32% of the goal. The results are being reviewed by staff to ensure all exits and performance data have been accurately captured in VOS.** The committee also heard an update on the annual Data Validation review. The preliminary results from the review showed 50 of the 140 files selected having issues, but there was an issue with the staging site used not having the documentation available that was uploaded in the live site. After investigating and sending proof to the state, staff showed only 7 files with issues, or 5% overall. Staff's documentation was accepted by the state staff and the results were updated accordingly. Most issues are date validation issues, such as a keying error or a missing document.

The financial status report as of June was also reviewed and fiscal performance results are listed on the Performance Dashboard. Although the requirement was waived for this year and next year, we still exceeded the 40% minimum participant cost rate (MPCR) at 44.6%. Out-of-School Youth expenditures exceeded the required 75% for program year (PY) funds at over 83%, and total Work Experience expenditures exceeded the required 20% at almost 41%. In-School Youth expenditure rate for PY 20 funds must be at least 35% by 6/30/22, and we are currently at about 27%. This is a huge increase from last year when we had about 6% for the whole year. The committee also received a budget update. We've had several additional grants which provided savings for our regular formula funds. We expended about 69% of our participant budget for the year, 81% our operating budget, 93% of our administrative budget, and 99% of our RESEA budget with about \$3,500 unexpended at the end of the grant. The Financial Audit for the 2020 program year is scheduled to begin the week of August 30<sup>th</sup>.

The committee also reviewed the attached updated program year (PY) 2021 budget for July 1, 2021 to June 30, 2022. Thanks to the savings in regular formula funds, the carryover formula funds is more than originally expected. There will be a small DRA amount to carryover through December and we will have a large carryover amount for the National Dislocated Worker (DW) Grant and Rural Initiative Funding, which will help fund DW participants next year. Staff requested and received an additional \$370,000 of funding for Adult participants. Our allocations for last year and this year were also increased by a few thousand dollars. Overall the participant budget for this year is just under \$1.6 million which is more than the \$1,030,220 that was spent on participants last program year.

# WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		3882		Exiters		1178	
Participants Served		7080		Participants Served		2415	
EER 2nd Qtr after exit	82.00%	83.5%	101.83%	EER 2nd Qtr after exit	82.00%	81.8%	99.76%
EER 4th Qtr after exit	82.00%	83.3%	101.59%	EER 4th Qtr after exit	82.00%	82.6%	100.73%
Med. Earnings	\$ 6,650.00	\$ 7,020	105.56%	Med. Earnings	\$ 7,600.00	\$ 7,918	104.18%
Cred. Attainment	63.00%	73.5%	116.67%	Cred. Attainment	66.00%	70.8%	107.27%
MSG	52.00%	71.2%	136.92%	MSG	48.00%	73.1%	152.29%
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		1839		Exiters		16746	
Participants Served		3578		Participants Served		20579	
EER 2nd Qtr after exit	76.00%	77.7%	102.24%	EER 2nd Qtr after exit	69%	62.9%	91.16%
EER 4th Qtr after exit	75.00%	79.1%	105.47%	EER 4th Qtr after exit	66%	66.1%	100.15%
Cred. Attainment	69.00%	62.4%	90.43%	Med. Earnings	\$ 4,700	\$ 5,434	115.62%
MSG	45.00%	58.1%	129.11%				



## WIOA Federal Reporting Score Card

[illegible]

# WIOA Federal Reporting Score Card

PY20 Q4 WIOA Core Performance Measures	Targets	47145 Northwest Tennessee			
		PY2020 Q1	PY2020 Q2	PY2020 Q3	PY2020 Q4
Adult Measures					
Exiters		342	284	257	258
Participants Served		603	564	565	535
Employment Rate 2nd Quarter after exit	82.0%	88.4%	89.6%	90.1%	90.8%
Employment Rate 4th Quarter after exit	82.0%	87.6%	82.2%	82.8%	81.8%
Median Earnings 2 <sup>nd</sup> Quarter after exit	\$ 6,650	\$ 7,086	\$ 6,700	\$ 6,430	\$ 6,906
Credential Attainment w/in 4 Quarters after exit	63.0%	89.0%	87.3%	84.4%	85.3%
Measurable Skills Gains	52.0%	64.3%	62.5%	66.3%	68.6%
Dislocated Worker					
Exiters		39	40	39	44
Participants Served		89	93	92	88
Employment Rate 2nd Quarter after exit	82.0%	89.1%	92.7%	94.7%	97.7%
Employment Rate 4th Quarter after exit	82.0%	88.1%	86.4%	85.1%	88.1%
Median Earnings 2 <sup>nd</sup> Quarter after exit	\$ 7,600	\$ 7,486	\$ 6,674	\$ 5,172	\$ 6,788
Credential Attainment w/in 4 Quarters after exit	66.0%	95.5%	95.5%	88.9%	85.7%
Measurable Skills Gains	48.0%	64.7%	56.7%	76.8%	75.0%
Youth					
Exiters		87	59	42	35
Participants Served		117	100	116	139
Employment Rate 2nd Quarter after exit	76.0%	88.3%	85.1%	84.5%	85.4%
Employment Rate 4th Quarter after exit	75.0%	77.5%	76.1%	81.7%	80.9%
Credential Attainment w/in 4 Quarters after exit	69.0%	80.4%	79.3%	79.2%	66.7%
Measurable Skills Gains	45.0%	48.1%	65.9%	55.2%	60.9%

**Northwest PY 2021 Budget - DRAFT  
July 2021**

	Total Title I	Admin. (all)	Adult Prg (w/ AT)	DW Prg (w/o AT)	Youth Prg (inc. SWA)	Prg Total	Other Admin.	RESEA	DRA & NATA	DWG, Rural, SWA	Total Budget
<b>Estimated Carryover</b>	\$ 729,193.03	\$ 78,157.86	\$ 397,238.68	\$ 83,091.05	\$ 170,705.44	\$ 651,035.17	\$ 73,308.21	\$ -	\$ 48,192.15	\$ 559,149.17	<b>\$ 1,409,842.56</b>
<b>PY 21 / FY 22 Funds</b>	\$ 1,762,798.99	\$ 176,279.90	\$ 621,885.21	\$ 349,137.19	\$ 615,496.69	\$ 1,586,519.09	\$ 32,760.00	\$ 327,600.00	\$ -	\$ 370,000.00	<b>\$ 2,493,158.99</b>
<b>Total Budget</b>	<b>\$ 2,491,992.02</b>	<b>\$ 254,437.76</b>	<b>\$ 1,019,123.89</b>	<b>\$ 432,228.24</b>	<b>\$ 786,202.13</b>	<b>\$ 2,237,554.26</b>	<b>\$ 106,068.21</b>	<b>\$ 327,600.00</b>	<b>\$ 48,192.15</b>	<b>\$ 929,149.17</b>	<b>\$ 3,903,001.55</b>
<i>PY 21 Draft Budget</i>	\$ 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	<b>\$ 2,881,934.39</b>
<i>Difference</i>	\$ 479,841.92	\$ 37,105.55	\$ 278,335.64	\$ 38,792.40	\$ 125,608.34	\$ 442,736.37	\$ 13,763.81	\$ 163,006.44	\$ 21,845.63	\$ 342,609.36	<b>\$ 1,021,067.16</b>
	\$ 95,244.39	Board %s CSP / IFA %s	55% 61%	14% 13%	31% 26%						
IFA Expenses (including OSO)	\$ 170,900.62	\$ 3,719.86	\$ 94,689.70	\$ 20,179.77	\$ 52,311.29	\$ 167,180.76	\$ 1,529.32	\$ 68,731.94			<b>\$ 241,161.88</b>
Career Service Provider	\$ 806,282.00		\$ 491,832.02	\$ 9,572.27	\$ 209,633.32	\$ 711,037.61		\$ 240,000.00		\$ 95,244.39	<b>\$ 1,046,282.00</b>
Board / Fiscal Agent Expenses	\$ 717,180.56	\$ 188,859.09	\$ 290,576.81	\$ 73,965.01	\$ 163,779.66	\$ 528,321.47	\$ 104,538.89	\$ 6,852.13	\$ 37,302.90		<b>\$ 865,874.48</b>
<b>Total Operating Expenses*</b>	<b>\$ 1,599,118.79</b>	<b>\$ 192,578.95</b>	<b>\$ 877,098.53</b>	<b>\$ 103,717.05</b>	<b>\$ 425,724.27</b>	<b>\$ 1,406,539.84</b>	<b>\$ 106,068.21</b>	<b>\$ 315,584.07</b>	<b>\$ 37,302.90</b>	<b>\$ 95,244.39</b>	<b>\$ 2,153,318.36</b>
<i>PY 20 Program Operating Budget</i>						<i>\$1,530,447.02</i>					
Remaining Balance	\$ 892,873.23	\$ 61,858.81	\$ 142,025.36	\$ 328,511.19	\$ 360,477.86	\$ 831,014.42	\$ -	\$ 12,015.93	\$ 10,889.25	\$ 833,904.78	
Adult Transfer	\$ -		\$ 298,511.19	<b>\$ (298,511.19)</b>		\$ -					<b>\$ 3,903,001.55</b>
<b>Revised Balance</b>	<b>\$ 892,873.23</b>	<b>\$ 61,858.81</b>	<b>\$ 440,536.55</b>	<b>\$ 30,000.00</b>	<b>\$ 360,477.86</b>	<b>\$ 831,014.42</b>					
<b>Participant Formula Balance*</b>	<b>\$ 761,101.35</b>		<b>\$ 370,623.48</b>	<b>\$ 30,000.00</b>	<b>\$ 360,477.86</b>	<b>\$ 761,101.35</b>	<i>Adult Participant Budget reduced to ensure carryover funding for July - September 2022</i>				
<i>Original PY 21 Formula Budget</i>	<i>\$ 331,244.67</i>		<i>\$ 52,540.37</i>	<i>\$ 4,242.32</i>	<i>\$ 274,461.98</i>	<i>\$ 331,244.67</i>					
<i>Difference</i>	<i>\$ 429,856.67</i>		<i>\$ 318,083.11</i>	<i>\$ 25,757.68</i>	<i>\$ 86,015.88</i>	<i>\$ 429,856.67</i>					
<b>Rural Funds, Statewide, DWG</b>	<b>\$ 833,904.78</b>		<b>\$ 533,020.01</b>	<b>\$ 300,884.77</b>		<b>\$ 833,904.78</b>					
<b>Total Participant Budget</b>	<b>\$ 1,595,006.13</b>		<b>\$ 903,643.49</b>	<b>\$ 330,884.77</b>	<b>\$ 360,477.86</b>	<b>\$ 1,595,006.13</b>					
<i>Original PY 21 Formula Budget</i>	<i>\$ 787,440.15</i>	<i>\$ -</i>	<i>\$ 208,061.00</i>	<i>\$ 304,917.17</i>	<i>\$ 274,461.98</i>	<i>\$ 787,440.15</i>					
<i>Difference</i>	<i>\$ 807,565.98</i>	<i>\$ -</i>	<i>\$ 695,582.49</i>	<i>\$ 25,967.60</i>	<i>\$ 86,015.88</i>	<i>\$ 807,565.98</i>					
<i>PY 20 Participant Budget</i>	<i>\$ 1,012,116.02</i>										
<b>July - Sept. 2022 Operating Budget</b>											
Carryover Funds	\$ 131,771.88	\$ 61,858.81	\$ 69,913.07	\$ -	\$ -	\$ 69,913.07					
April / July 2021 Funding	\$ 877,236.99	\$ 86,449.48	\$ 108,852.24	\$ 66,438.59	\$ 615,496.69	\$ 790,787.51					
<b>Total Funding</b>	<b>\$ 1,009,008.87</b>	<b>\$ 148,308.29</b>	<b>\$ 178,765.31</b>	<b>\$ 66,438.59</b>	<b>\$ 615,496.69</b>	<b>\$ 860,700.58</b>					
July - Sept. Operation Costs	\$ 399,779.70	\$ 48,144.74	\$ 219,274.63	\$ 25,929.26	\$ 106,431.07	\$ 351,634.96					
Remaining Balance	\$ 609,229.17	\$ 100,163.56	\$ (40,509.33)	\$ 40,509.32	\$ 509,065.62	\$ 509,065.62					
Adult Transfer	\$ (209,449.48)	\$ -	\$ 40,509.32	\$ (40,509.32)	\$ -	\$ (157,430.66)					
<b>Revised Balance</b>	<b>\$ 818,678.65</b>	<b>\$ 100,163.56</b>	<b>\$ (0.00)</b>	<b>\$ -</b>	<b>\$ 509,065.62</b>	<b>\$ 666,496.28</b>					

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

## Other Business & Updates – Jennifer Bane, Executive Director

### State Workforce Development Board (SWDB) Update

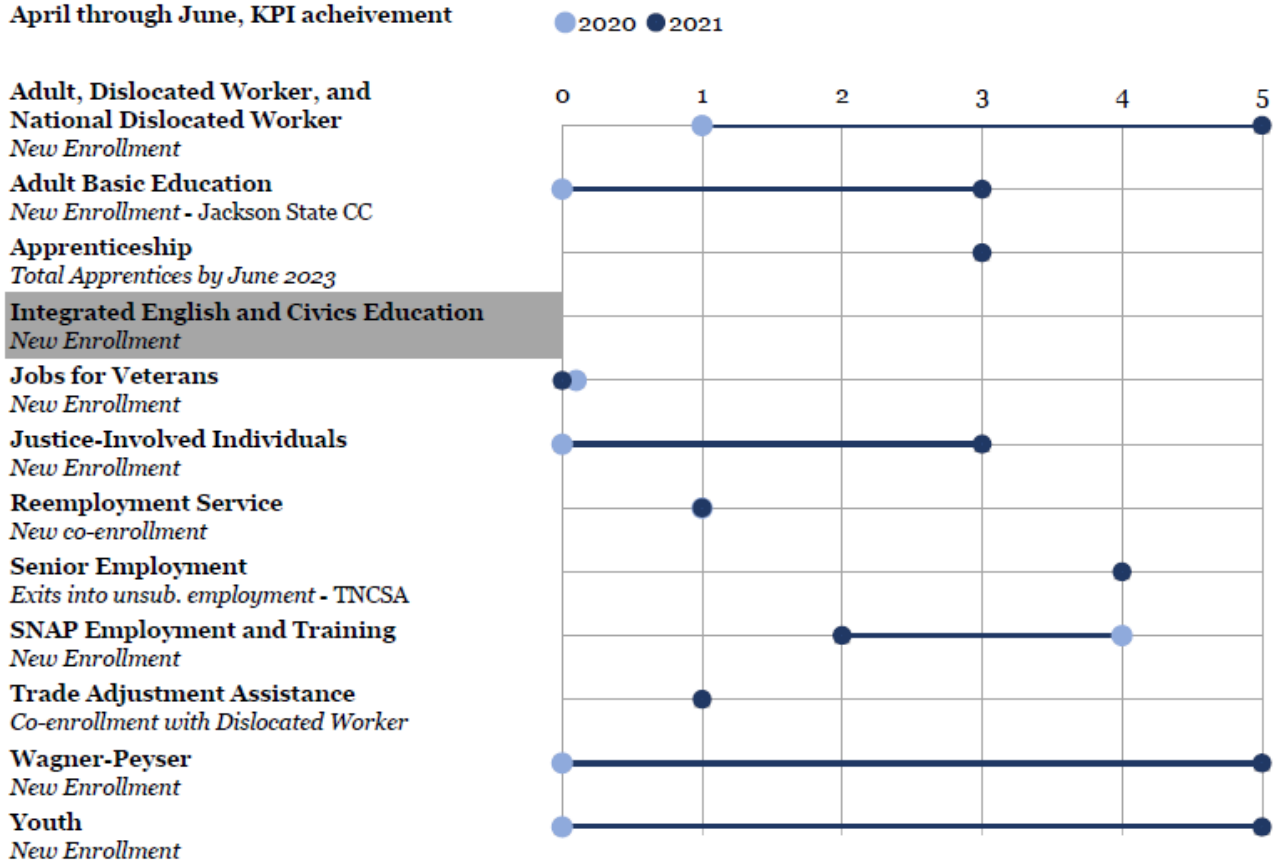
During the upcoming State Workforce Board meeting on August 27<sup>th</sup>, Board members will receive an update on the results of the Key Performance Indicators (KPIs) for April to June 2021. The quarterly results are included in the handouts, and the cumulative results for the PY 2020 year (July 2020 to June 2021) are listed on the Performance Dashboard, also included in the handouts. For the quarter, the Veterans, SNAP Employment & Training (E&T), and Weakley County Adult Education programs did not meet their new enrollment goals. The RESEA Co-Enrollment Goal with Title I was also not met. Staffing issues have negatively affected the Veterans and SNAP E&T programs, while a decrease in RESEA participants has contributed to fewer co-enrollments.

Below is a comparison of the 2020 and 2021 results for our area. A comparison for each area, grand region, and the entire state are included in the handouts.

### Northwest

#### Key Performance Indicators

April through June, KPI achievement

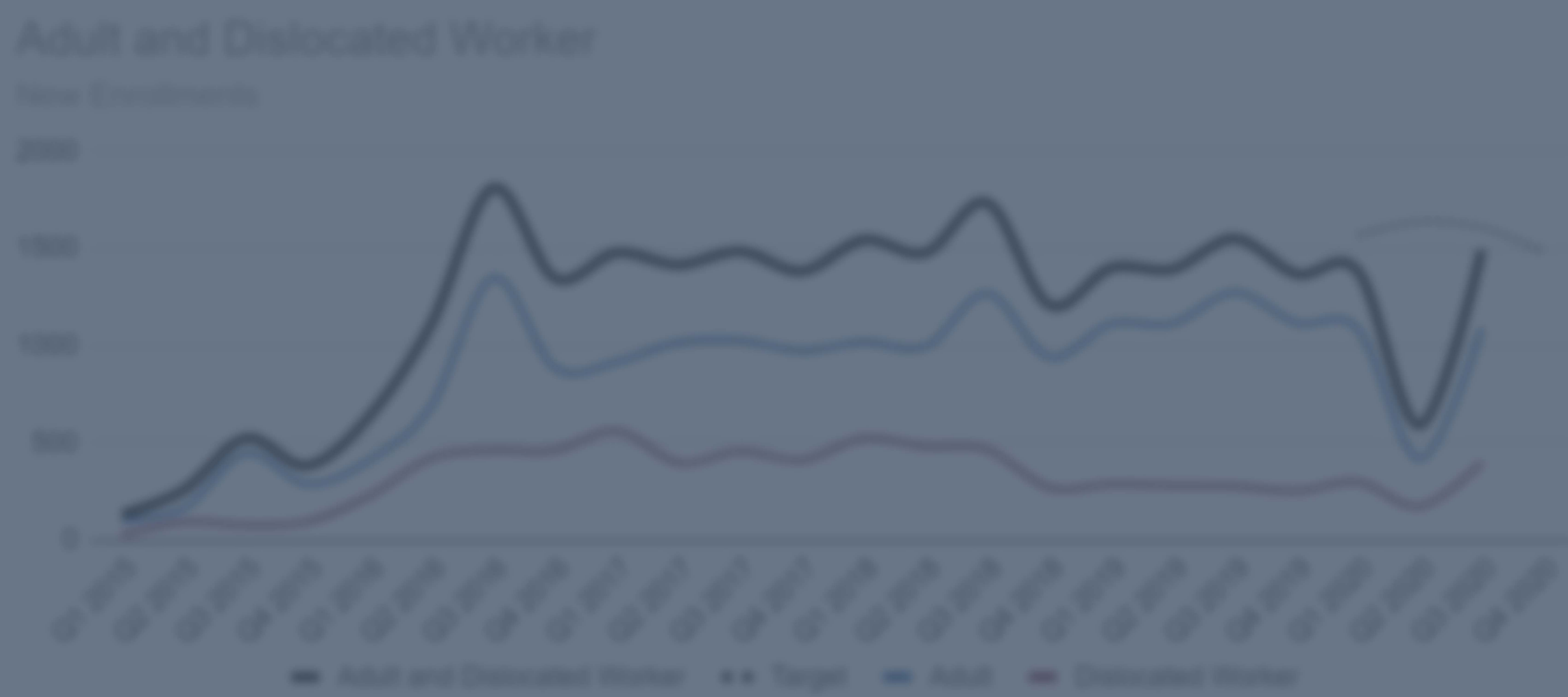


Source: Jobs4TN, RAPIDS, and SPARQ

### Legend

Best Practice	5
Target Achieved	4
Approaching Target	3
Needs Improvement	2
Needs Significant Improvement	1
Unacceptable	0

# 2021 Key Performance Indicator Quarterly Report



April 1<sup>st</sup> to June 30<sup>th</sup>, 2021



## Objectives

1. Increase access to education, training, and employment- particularly for people with significant barriers to employment.
2. Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
3. Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase economic self-sufficiency, meet employer need, and enhance the productivity and competitiveness of Tennessee.

## Program Year 2021 Key Performance Indicator Information

Key Performance Indicators (KPIs) quantify these objectives and to track Tennessee's forward progress in becoming "the best public workforce system in the nation." There are twelve (12) KPIs for July 1, 2021 through June 30, 2022. Transitioning from the calendar year to the program year better aligns with strategic timelines and creates the opportunity for efficiency-based measuring devices. Each KPI shall be reviewed on a quarterly basis by the State Workforce Development Board.

## Scope and Measure

**Adult, Dislocated Worker, and National Dislocated Worker:** new enrollments.

**Apprenticeship:** total apprentices.

**Adult Basic Education:** new enrollments.

**Integrated English Language and Civics Education:** new enrollments.

**Jobs for Veterans:** new enrollments.

**Justice-Involved Individuals:** new enrollments.

**Reemployment Services:** co-enrollments.

**Senior Employment:** exits resulting in unsubsidized employment.

**SNAP Employment and Training:** new enrollments.

**Trade Adjustment Assistance:** co-enrollment rate with Title I Dislocated Worker.

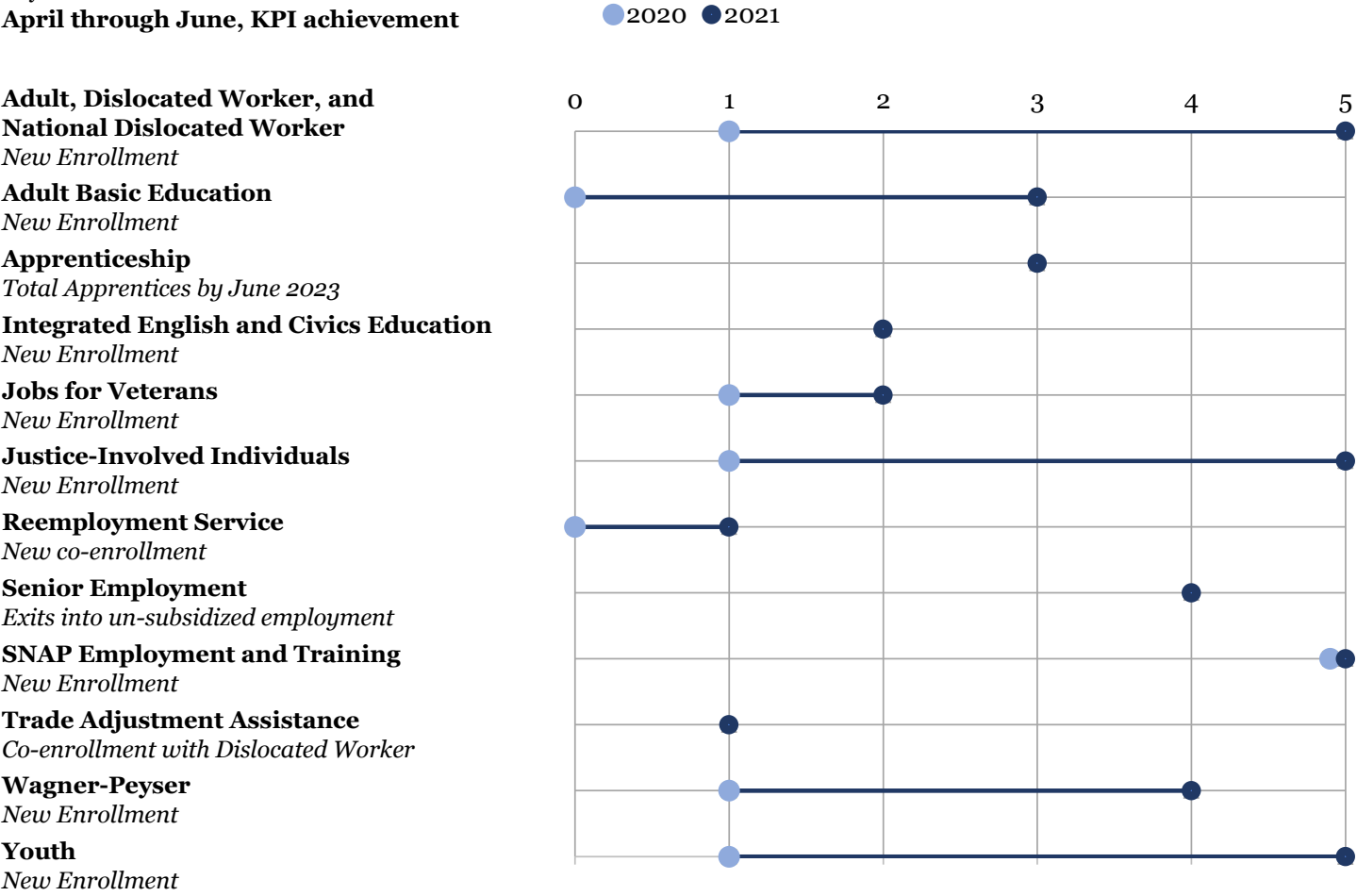
**Wagner-Peyser:** new enrollments.

**Youth:** new enrollments.

For additional information, please see the Tennessee Department of Labor and Workforce Development Workforce Services' **Key Performance Indicator Policy:**

<https://bit.ly/3AAXJWo>

**Tennessee**  
 Key Performance Indicators  
 April through June, KPI achievement



Source: Jobs4TN, RAPIDS, and SPARQ

Legend	
Best Practice	5
Target Achieved	4
Approaching Target	3
Needs Improvement	2
Needs Significant Improvement	1
Unacceptable	0

	Tennessee	Northwest	Greater Memphis	Southwest	Northern Middle	Upper Cumberland	Southern Middle	Northeast	East	Southeast	Grand West	Grand Middle	Grand East
April 1 through June 30, 2021													
Adult, Dislocated Worker, and National Dislocated Worker - New Enrollment	1,385	116	243	78	380	97	56	58	216	141	437	533	415
Adult	830	89	118	61	170	73	37	16	164	102	268	280	282
Dislocated Worker	358	11	94	9	119	20	18	28	32	27	114	157	87
National Dislocated Worker	197	16	31	8	91	4	1	14	20	12	55	96	46
COVID-19 NDWG	113	16	31	8	7	4	1	14	20	12	55	12	46
Target	1,042	66	261	62	249	66	73	39	134	92	389	388	265
Pct.	133%	176%	93%	126%	153%	147%	77%	149%	161%	153%	112%	137%	157%

Apprenticeship Total Apprentices- June 2021	6,916	295	850	108	2,455	71	21	598	1,376	1,142	1,253	2,547	3,116
June 2023 Target	8,288	327	1,047	79	2,908	34	36	799	1,630	1,428	1,453	2,978	3,857
Pct.	83%	90%	81%	137%	84%	209%	58%	75%	84%	80%	86%	86%	81%

Jobs for Veterans New Enrollment	76	0	1	7	25	2	3	6	23	8	8	30	37
Target	106	5	8	6	36	6	7	9	20	9	19	49	38
Pct.	72%	0%	13%	117%	69%	33%	43%	67%	115%	89%	42%	61%	97%

Justice-Involved Individuals New Enrollment	682	24	34	5	98	25	7	24	183	22	134	229	292
Adult Education	234	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	71	98	63
Title I and Wagner-Peyser	448	24	34	5	98	25	7	24	183	22	63	131	229
Title I	193	24	27	2	72	16	3	3	24	21	53	91	48
Adult	136	20	22	1	46	11	2	1	22	10	43	59	33
Dislocated Worker	25	1	6	0	15	2	0	0	0	1	7	17	1
National Dislocated Worker	3	0	0	0	0	0	0	1	1	1	0	0	3
Youth	37	6	4	2	11	3	1	1	1	8	12	15	10
Wagner-Peyser	255	0	7	3	26	9	4	21	159	1	10	40	181
Target	435	30	61	18	84	12	21	15	53	28	147	153	135
Target- Adult Education	113	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	38	36	39
Target- Title I and Wagner-Peyser	322	30	61	18	84	12	21	15	53	28	109	117	96
Pct.	157%	80%	56%	28%	117%	208%	33%	160%	345%	79%	91%	150%	216%
Pct.- Adult Education	207%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	187%	272%	162%
Pct.- Title I and Wagner-Peyser	139%	80%	56%	28%	117%	208%	33%	160%	345%	79%	58%	112%	239%

Remployment Services Co-enrollment	25	4	0	0	6	4	0	0	11	0	4	10	11
Referred to Title I	509	22	80	35	153	43	43	18	55	61	137	239	134
Attended RESEA Orientation	1,944	144	239	125	441	155	165	185	311	179	508	761	675
Selected for Remployment Services	2,354	135	240	119	436	150	184	168	310	170	494	770	648
UI- Initial Claimant	126,322	3,896	27,855	4,510	31,638	7,425	11,429	6,750	16,459	12,623	36,261	50,492	35,832
Target	65	9	7	6	18	7	4	3	6	5	22	29	14
Pct.	38%	44%	0%	0%	33%	57%	0%	0%	183%	0%	18%	34%	79%

SNAP Employment and Training New Enrollment	711	17	61	23	307	83	24	51	108	37	101	414	196
Target	618	25	109	53	157	36	35	46	95	62	187	228	203
Pct.	115%	68%	56%	43%	196%	231%	69%	111%	114%	60%	54%	182%	97%



	Tennessee	Northwest	Greater Memphis	Southwest	Northern Middle	Upper Cumberland	Southern Middle	Northeast	East	Southeast	Grand West	Grand Middle	Grand East
Trade Adjustment Assistance* Co-enrollment with Dislocated Worker	41.7%	22.2%	100.0%	0.0%	50.0%	0.0%	10.8%	64.1%	9.1%	50.0%	21.1%	14.5%	44.4%
Trade Co-Enrollment with DW	40	4	0	0	4	0	8	25	2	1	4	12	28
9/1/2020 or later Trade Participants	96	18	0	1	8	1	74	39	22	2	19	83	63
Trade Participants	498	56	40	10	36	11	140	103	40	62	106	187	205
Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

\*TAA's KPI applies only to TAA participants with an entry date on or after 9/1/2020

Wagner-Peyser New Enrollment	4,382	257	332	137	866	228	538	326	1,077	606	730	1,641	2,011
Target	4,827	206	750	169	913	180	241	570	953	845	1,125	1,334	2,368
Pct.	91%	125%	44%	81%	95%	127%	223%	57%	113%	72%	65%	123%	85%

Youth New Enrollment	737	43	62	11	202	50	77	77	122	93	116	329	292
In-School Youth	238	12	13	0	44	16	53	36	45	19	25	113	100
Out-of School Youth	489	30	47	10	157	34	23	40	75	73	87	214	188
Target	420	27	90	23	101	32	29	7	77	34	140	162	118
Pct.	175%	159%	69%	48%	200%	156%	266%	1100%	158%	274%	83%	203%	247%

	Tennessee	Grand West	SW Henderson Co. Schools	GM Hopeworks Inc	NW / SW Jackson State CC	GM TCAT Ripley	GM Tipton Co. Schools	NW Weakley County	Grand Middle	UC Putnam County Schools	SM South Central Workforce Alliance	NM Volunteer State	NM Workforce Essentials	Grand East	NE Northeast State CC	SE TCAT Athens	ET TCAT Knoxville
Adult Basic Education New Enrollment	1,817	386	61	210	48	7	30	30	807	151	123	49	484	624	120	206	298
Target	2,226	683	79	418	70	21	33	62	728	200	171	46	311	815	165	250	400
Pct.	82%	57%	77%	50%	69%	33%	91%	48%	111%	76%	72%	107%	156%	77%	73%	82%	75%

	Tennessee	Grand West	GM Hopeworks IELCE	Grand Middle	NM NICE	SM South Central Workforce Alliance	NM Workforce Essentials	Grand East	ET TCAT Knoxville
Integrated English and Civics Education New Enrollment	164	46	46	93	59	15	19	25	25
Target	271	66	66	168	120	30	18	37	37
Pct.	61%	70%	70%	55%	49%	50%	106%	68%	68%

	Tennessee	GM Meritan	SW Southwest HRA	NM + NW TNCSA	UC The Career Team	NE First TN HRA	ET East Tennessee HRA
Senior Employment Exits into Unsubsidized Employment	7	4	0	2	0	0	1
Slots	168	48	18	30	21	23	28
Total Enrollment	99	23	16	17	18	13	12
Vacancies	62	23	(3)	13	3	10	16
Wait List	6	0	1	0	1	4	0
Exits	18	5	1	5	3	3	1
Target	7	2	0	2	1	1	1
Pct.	100%	200%	100%	100%	0%	0%	100%

PY21 Key Performance Indicator Achievement Thresholds			Adult Education
0	Unacceptable	0 to 20%	0 to 25%
1	Needs Significant Improvement	21 to 50%	26 to 45%
2	Needs Improvement	51 to 70%	46 to 65%
3	Approaching Target	71 to 90%	66 to 85%
4	Target Achieved	91 to 110%	86 to 104%
5	Best Practice	110%+	105%+

## West Tennessee

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

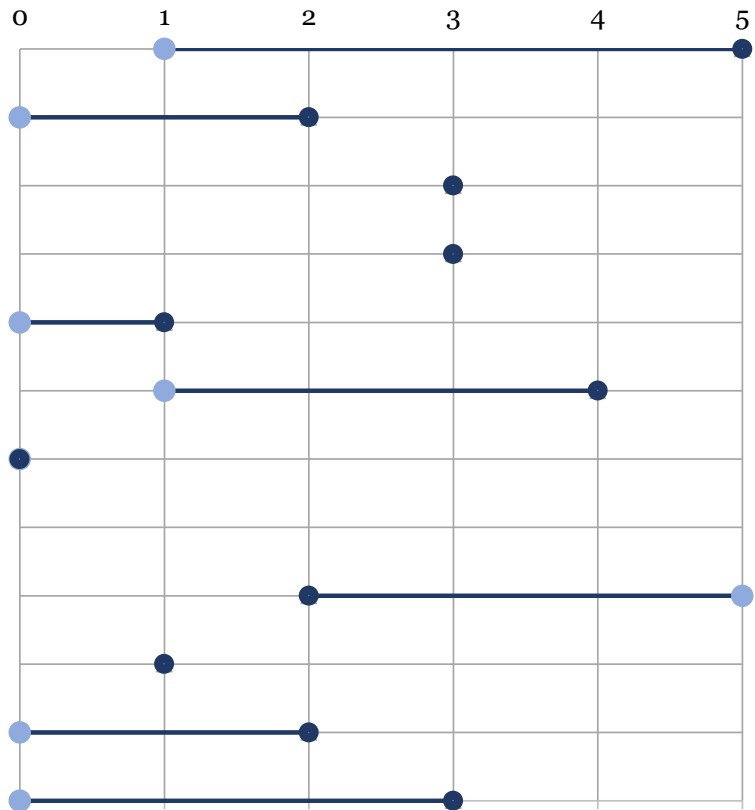
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Northwest

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - Jackson State CC*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into unsub. employment - TNCSA*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

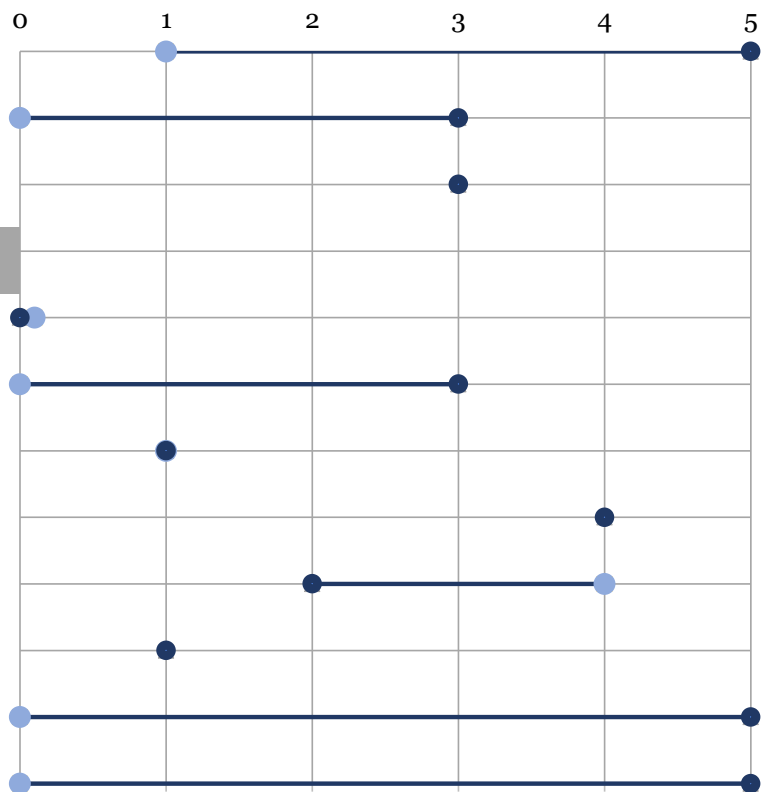
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Greater Memphis

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

#### Adult Basic Education

*New Enrollment - Hopeworks Inc*

#### Adult Basic Education

*New Enrollment - TCAT Ripley*

#### Adult Basic Education

*New Enrollment - Tipton County Schools*

#### Apprenticeship

*Total Apprentices by June 2023*

#### Integrated English and Civics Education

*New Enrollment - Hopeworks IELCE*

#### Jobs for Veterans

*New Enrollment*

#### Justice-Involved Individuals

*New Enrollment*

#### Reemployment Service

*New co-enrollment*

#### Senior Employment

*Exits into un-subsidized employment - Meritan*

#### SNAP Employment and Training

*New Enrollment*

#### Trade Adjustment Assistance

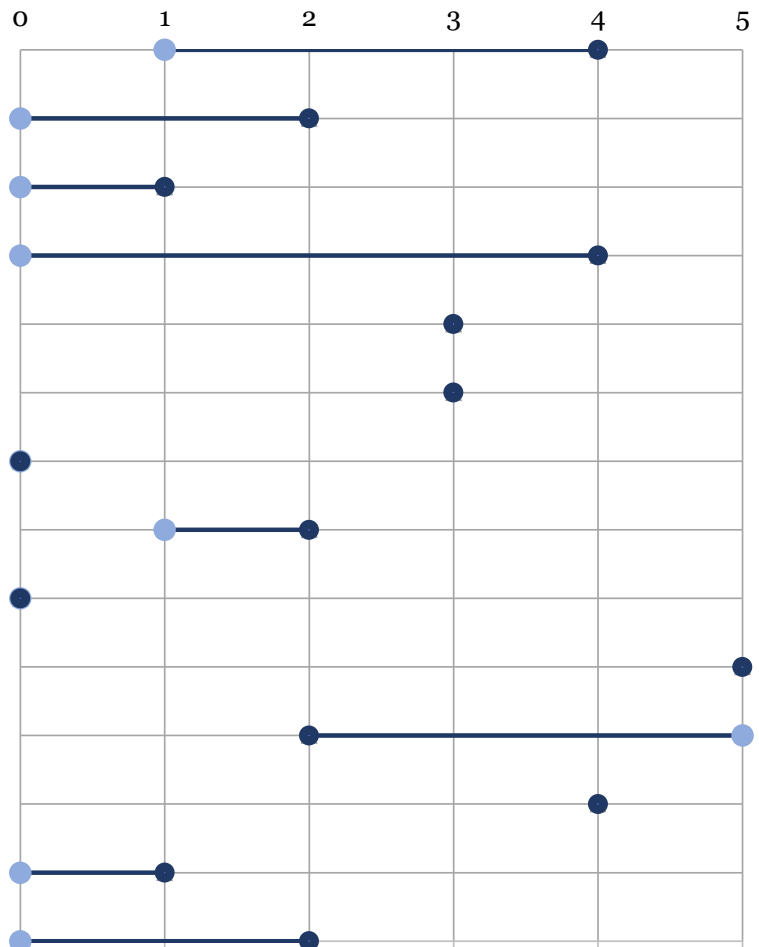
*Co-enrollment with Dislocated Worker*

#### Wagner-Peyser

*New Enrollment*

#### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Southwest

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - Henderson County Schools*

### Adult Basic Education

*New Enrollment - Jackson State CC*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment - NICE*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment - SW HRA*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

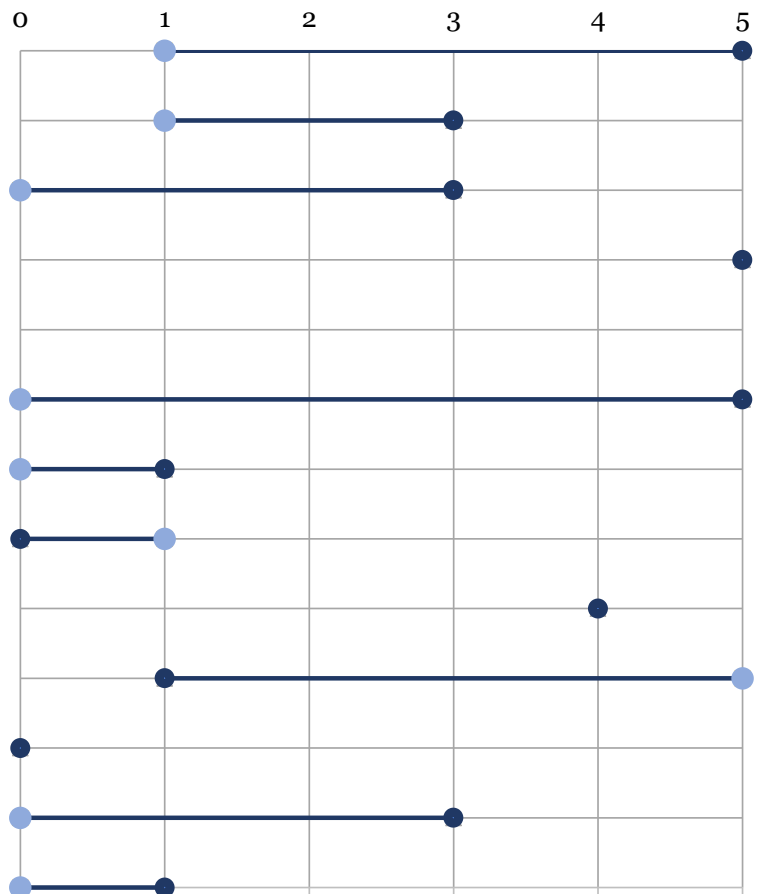
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Middle Tennessee

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

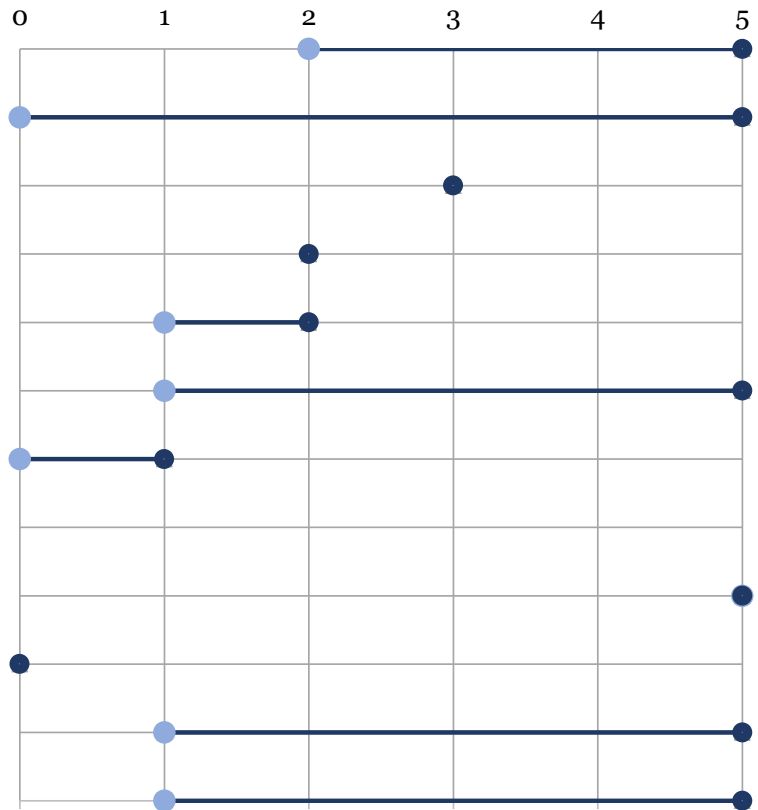
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Northern Middle

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - Volunteer State*

### Adult Basic Education

*New Enrollment - Workforce Essentials*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment - NICE*

### Integrated English and Civics Education

*New Enrollment - Workforce Essentials*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment - TNCSA*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

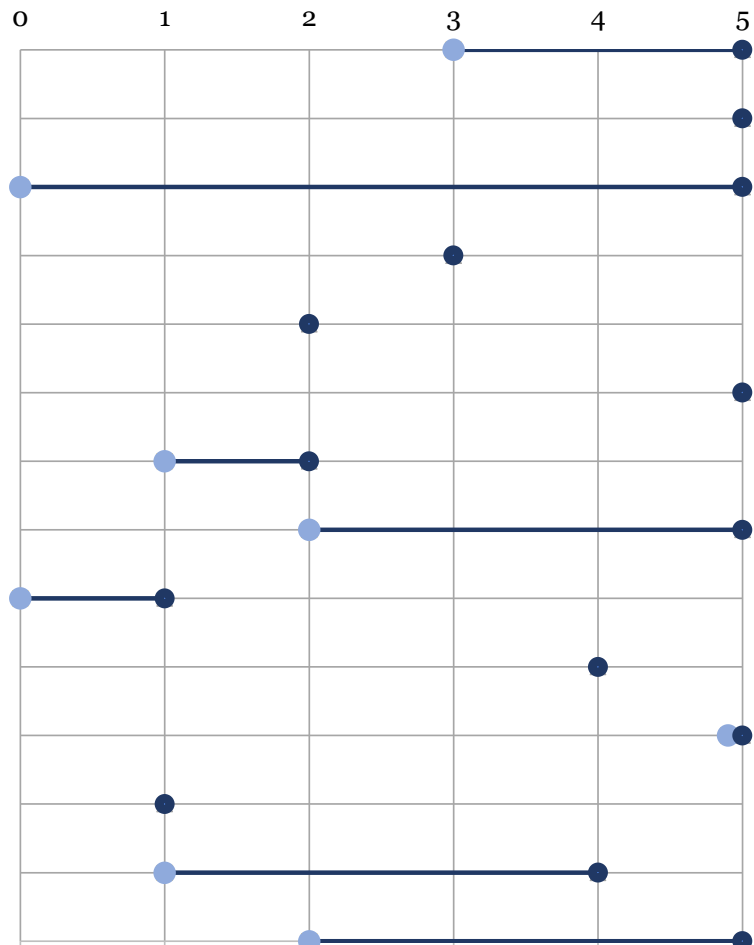
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Upper Cumberland

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - Putnam Co. Schools*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into unsub. employment - Career Team*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

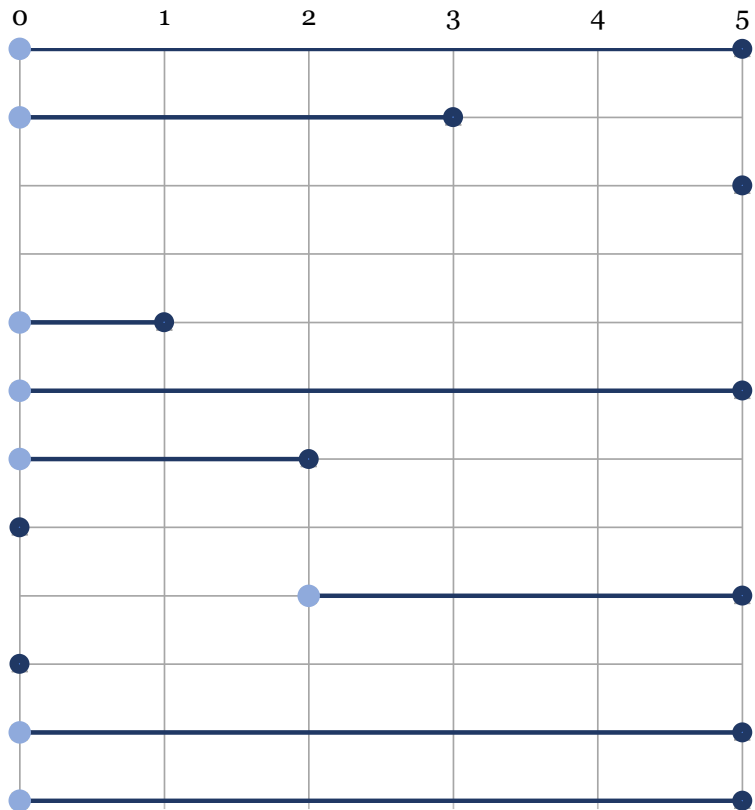
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ



## Southern Middle

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - S. Central WF Alliance*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment - S. Central WF Alliance*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

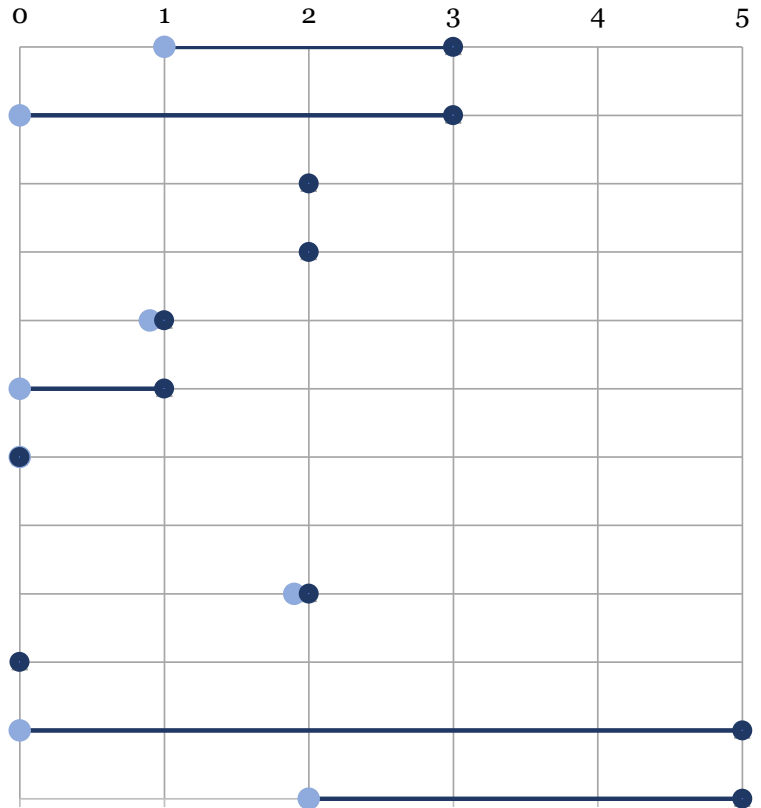
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

Grand East Tennessee  
Key Performance Indicators  
April through June, KPI acheivement

2020 2021

Adult, Dislocated Worker, and  
National Dislocated Worker  
New Enrollment

Adult Basic Education  
New Enrollment

Apprenticeship  
Total Apprentices by June 2023

Integrated English and Civics Education  
New Enrollment

Jobs for Veterans  
New Enrollment

Justice-Involved Individuals  
New Enrollment

Reemployment Service  
New co-enrollment

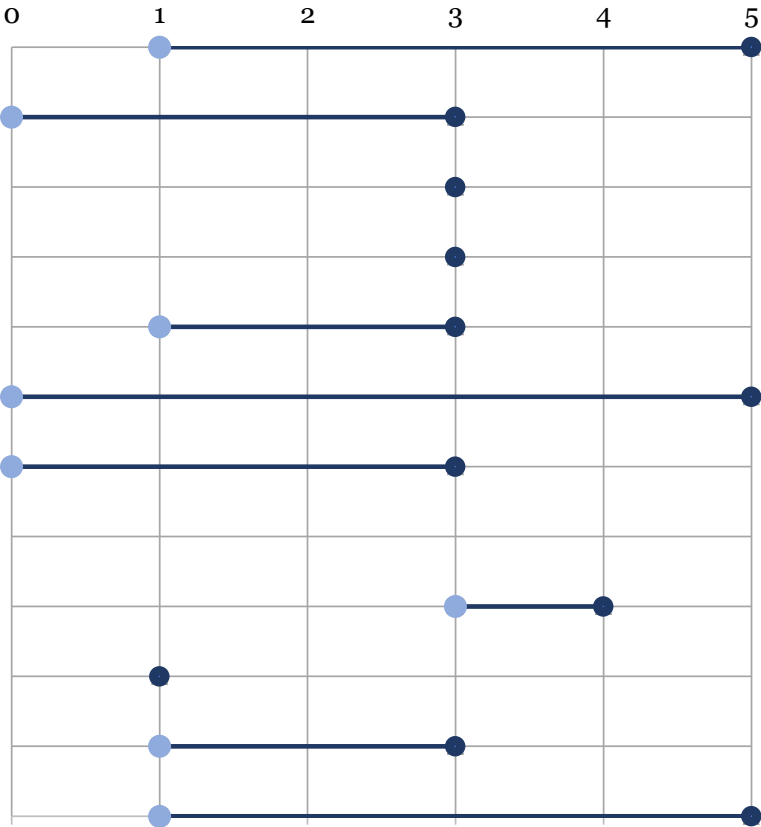
Senior Employment  
Exits into un-subsidized employment

SNAP Employment and Training  
New Enrollment

Trade Adjustment Assistance  
Co-enrollment with Dislocated Worker

Wagner-Peyser  
New Enrollment

Youth  
New Enrollment



Source: Jobs4TN, RAPIDS, and SPARQ

## Northeast

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - Northeast State CC*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment- First TN HRA

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

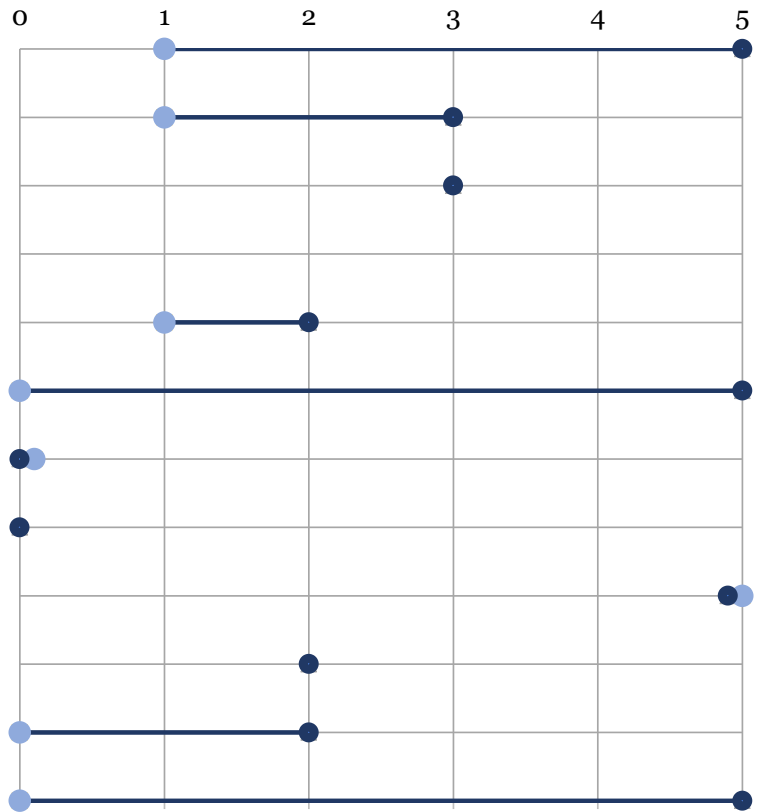
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## LWDA East

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - TCAT Knoxville*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment - TCAT Knoxville*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment- East TN HRA

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

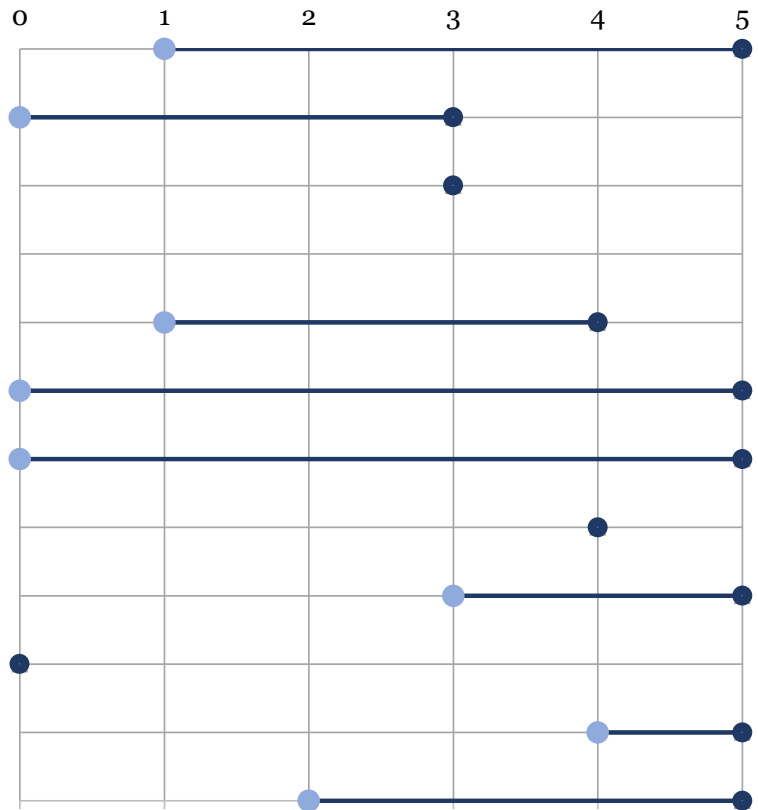
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

## Southeast

Key Performance Indicators

April through June, KPI achievement

● 2020 ● 2021

### Adult, Dislocated Worker, and National Dislocated Worker

*New Enrollment*

### Adult Basic Education

*New Enrollment - TCAT Athens*

### Apprenticeship

*Total Apprentices by June 2023*

### Integrated English and Civics Education

*New Enrollment*

### Jobs for Veterans

*New Enrollment*

### Justice-Involved Individuals

*New Enrollment*

### Reemployment Service

*New co-enrollment*

### Senior Employment

*Exits into un-subsidized employment*

### SNAP Employment and Training

*New Enrollment*

### Trade Adjustment Assistance

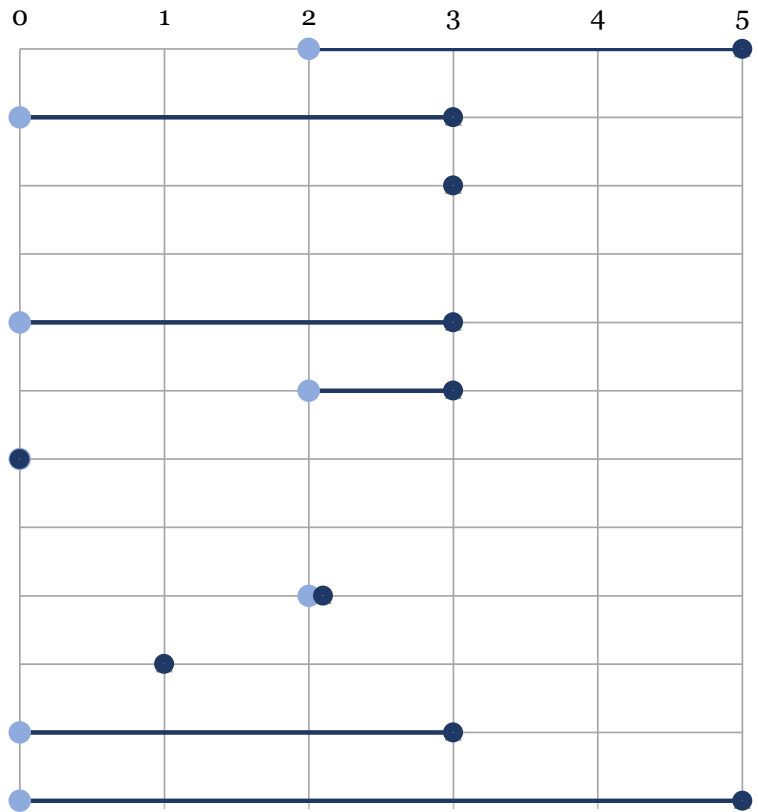
*Co-enrollment with Dislocated Worker*

### Wagner-Peyser

*New Enrollment*

### Youth

*New Enrollment*



Source: Jobs4TN, RAPIDS, and SPARQ

### Regional Planning Update

The West TN Regional Planning Council met July 20<sup>th</sup> and the group heard a presentation from Jill and Mark Taylor, Owners of ReNew Biomedical on the services offered by the company, the career opportunities, and how their new apprenticeship program is helping meet their workforce needs. The group also reviewed performance and KPI results, with NW's included on the Performance Dashboard included in the handouts, each area's local dashboard, regional's strengths and weaknesses, and updates from economic and community development partners, and the three sub-committees – Jobseeker Services, Business Services, and Career Pathways. The next meeting is scheduled for 10:00 am on Tuesday, October 19<sup>th</sup> and will be hosted either virtually or in-person by the Greater Memphis area. An employer representative from the area hosting will be asked to present to the group.

### Other Updates

- Workforce Strategies Discussion with TN Department of Labor and Workforce Development Commissioner Jeff McCord: The event was attended by nearly 100 employers, educators, economic and workforce developers, elected officials, and other stakeholders. In addition to addressing a lower than average labor force participation rate, some of the workforce strategies and talent pipelines discussed by the Commissioner included unemployment insurance recipients, Adult Education students, work-based learning for youth, and justice-involved individuals re-entering the workforce. The Commissioner plans to make similar visits in the future.
- Committee Officer Elections (Chair & Vice-Chair): Both the Chair & Vice-Chair have to be private sector representatives and will be voted on at the committee meetings in October. They will both also serve on the Executive Committee. Please send nominations to Jennifer Bane by the end of September.
- Apprenticeship TN – West TN Director: Shalondria Shaw is the new West TN Director for the ApprenticeshipTN office. She is filling the vacancy due to the resignation of Jack Laser several months ago.

# Northwest Local Workforce Development Area PY 20 Performance Dashboard

Jun-21

<b>Fiscal Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Minimum Participant Cost Rate*	40%	44.6%	5%	112%
PY 19 Out-of-School Youth Expenditures	75%	93.0%	18%	124%
PY 20 In-School Youth Expenditures	35%	27.0%	-8%	77%
Youth Work Experience	20%	41.0%	21%	205%
Formula Funds Obligation Rates	80%	96.0%	16%	120%
Adult	80%	95.0%	15%	119%
Dislocated Worker	80%	93.0%	13%	116%
Youth	80%	100.0%	20%	125%
Apprenticeship Expansion Grant Expenditure Rate	83%	79.0%	-4%	95%
Rural Funding Expenditure Rate	87.5%	51.5%	-36%	59%

<b>Adult Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	82%	90.8%	8.8%	110.7%
Employment Rate 4th Quarter after Exit	82%	81.8%	-0.2%	99.8%
Median Earnings 2nd Quarter after Exit	\$6,650.00	\$6,906.00	\$256.00	103.8%
Credential Attainment within 4 Quarters after exit	63%	85.3%	22.3%	135.4%
Measurable Skills Gains	52%	68.6%	16.6%	131.9%

<b>Dislocated Worker Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	82%	97.7%	15.7%	119.1%
Employment Rate 4th Quarter after Exit	82%	88.1%	6.1%	107.4%
Median Earnings 2nd Quarter after Exit	\$7,600.00	\$6,788.00	-\$812.00	89.3%
Credential Attainment within 4 Quarters after exit	66%	85.7%	19.7%	129.8%
Measurable Skills Gains	48%	75.0%	27%	156.3%

<b>Youth Performance Measures</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Employment Rate 2nd Quarter after Exit	76.0%	85.4%	9.4%	112.4%
Employment Rate 4th Quarter after Exit	75%	80.9%	5.9%	107.9%
Median Earnings 2nd Quarter after Exit*	\$3,300.00	\$3,719.00	\$419.00	112.7%
Credential Attainment within 4 Quarters after exit	69%	66.7%	-2.3%	96.7%
Measurable Skills Gains	45%	60.9%	15.9%	135.3%

\*Estimated results determined locally.

<b>Key Performance Indicators (January - December 2021)</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Adult / Dislocated Worker New Enrollments Goal	236	208	-28	88%
Youth New Enrollments Goal	89	71	-18	80%
Wagner Peyser New Enrollments	989	663	-326	67%
RESEA Co-Enrollments	28	4	-24	14%
SNAP E&T New Enrollments	124	26	-98	21%
TAA Co-Enrollments (of new enrollments since 9/1/20)	100%	0.0%	-100%	0.0%
Jobs for Veterans State Grants New Enrollments	13	0	-13	0%
Re-Entry New Enrollments (Titles I & III)	104	40	-64	38%
SCSEP -TNSCA (Exits)	10	3	-7	30%
Adult Ed. - Jackson State Community College	292	80	-212	27%
Adult Ed. - Weakley County Schools	361	59	-302	16%

<b>Career Service Provider Enrollments</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Adult / Dislocated Worker New Enrollments Goal	311	396	85	127%
Youth New Enrollments Goal	79	142	63	180%
Total New Enrollments	390	538	148	138%

<b>Social Media Presence</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Page Likes	6,912	6,771	-141	98%

<b>American Job Center Visits</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton	24	23	-1	96%
Carroll	128	112	-16	88%
Crockett	15	5	-10	33%
Dyer	187	80	-107	43%
Gibson	94	74	-20	79%
Henry	85	63	-22	74%
Lake	7	6	-1	86%
Obion	83	27	-56	33%
Weakley	70	35	-35	50%
Average	77	47	-30	61%

<b>Business Services</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number of Employers Served	620	1,499	879	242%
Number of Services Provided	3,890	4,446	556	114%
Employers Receiving On-the-Job Training Grants	26	27	1	102%
Number of Job Fairs / Recruitment Services	135	156	21	115%

<b>RESEA Services</b>	<b>Goal (estimated)</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Completed First Scheduled Visits	580	446	-134	77%
Completed Subsequent Visit	635	355	-280	56%
Referred to Title I	10%	7%	-3%	70%
Co-Enrolled in Title I	28	3	-25	11%
Placed in Employment	12%	10%	-2%	80%

<b>Re-Entry Advanced Manufacturing (RAMP)</b>	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Number Served*	30	18	-12	60%
Completing Safety Module	15	12	-3	80%
Completing Quality Module	10	7	-3	70%
Completing Manufacturing Module	6	5	-1	83%
Completing Maintenance Module	4	5	1	125%
Certified Production Technicians	4	4	0	100%

\*PY 20 Goals, rev. 6/2021: Dyer = 20, Obion = 10

<b>Rural Initiative Numbers Served*</b> (Oct. 2019 - Sept. 2021)	<b>Goal*</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Benton - Work-Based Learning (Young Adults)	21	14	-7	67%
Carroll - RAMP (10) / Work-Based Learning (6 Young Adults)	16	16	0	100%
Lake - RAMP (9) / Work-Based Learning (23 Young Adults)	32	25	-7	78%
Obion - RAMP (10) / Work-Based Learning (5 Young Adults)	15	12	-3	80%
Weakley - Work-Based Learning (Young Adults)	8	4	-4	50%
Total	92	71	-21	77%

\*Revised effective 11/4/2020

<b>State Apprenticeship Expansion Grant</b> (Sept. 2019 - October 2021)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (new apprentices)	89	74	-15	83%

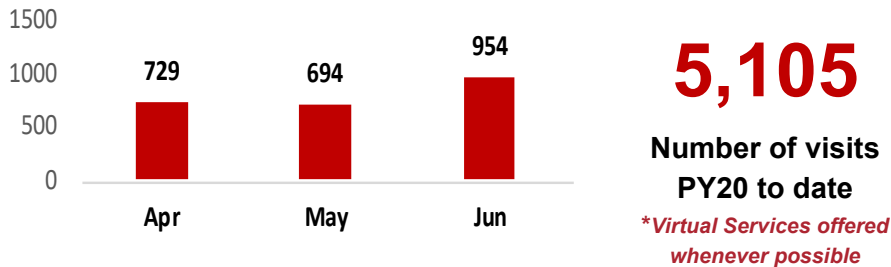
<b>DRA Workforce Grant</b> (Dec. 2019 - Dec. 2021)	<b>Goal</b>	<b>Actual</b>	<b>Difference from Goal</b>	<b>% of Goal Met</b>
Individuals Trained (pre-apprenticeship)	24	73	49	304%
Industry Recognized Certificates (pre / interim apprenticeship)	20	22	2	110%
Jobs Created (New Hire Apprentices)	8	9	1	113%
Jobs Retained (Incumbent Apprentices)	8	64	56	800%
Employer Outreach Events	18	12	-6	67%
Registered Apprenticeship Occupations Developed	6	6	0	100%
Registered Apprenticeship Occupations Supported	6	7	1	117%
Pre-Apprenticeships	2	2	0	100%
Jobseeker Recruitment Events	12	19	7	158%
WIOA Funding Support	\$45,000.00	\$93,240.21	\$48,240.21	207%



# NORTHWEST TN

Serving the counties of Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, & Weakley

## NW TN American Job Center (AJC) Visits



## AJC Surveys Results

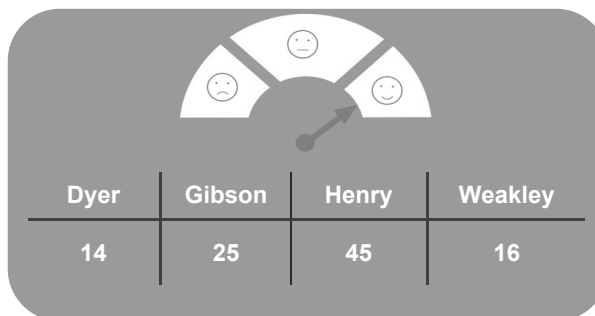
Overall, how satisfied were you with our services?

**99%**

99 out of 100 answered  
"Completely Satisfied"

\*From April-June 2021

Number of Completed AJC Surveys by County for PY20Q4



## PY20Q4 Top 10 Reasons for Visits

1. Job Search Resource Room
2. Unemployment
3. Networking Event/Granges Training
4. Job Search Assistance
5. Career Coaching Title I
6. Job Fair-Carroll County Employers
7. Adult Education
8. Employer Check In
9. Career Coaching WFE
10. Resume Assistance

## Business Services

**27**

Total On-the-Job  
Training Contracts as of  
6/30/21

**228**

Enrolled in Training\*

**161 (70.6%)**

Completed

**47 (20.6%)**

Did not complete\*

**20 (8.8%)**

Still in Training\*

**31**

Total  
Incumbent  
Worker  
Training  
Contracts as of  
6/30/21

**717**

Proposed to train

**697**

Trained (97%)

**309**

Job seekers attended  
Job Fairs

**18**

Total Job Fairs hosted

**6**

Registered Apprenticeship  
Occupations

**73**

Apprentices Trained

\*From July 2020-June 2021

## Things to Note

- **NWTNWB Committee Meetings:**
  - American Job Center Committee meeting: July 26th, 10:00 am
  - Outreach & Opportunities Committee Meeting: July 26th, 1:00 pm
  - Executive Committee Meeting: July 28th, 10:00 am
- Workforce Strategy Discussion with Commissioner Jeff McCord: July 28th, 2-3:30 pm
- **Next Board Meeting:** August 24th, 11:30 am
- Visit us online to view upcoming job fairs, workshops, and other events:

 @NWTNjobs

 @nwtjobs

 [www.nwtjobs.org](http://www.nwtjobs.org)

**JOBS4TN.GOV**

## Current Unemployment Rate by County (June 2021)

Benton 6.6% ▲ | Carroll 6.1% ▲ | Crockett 4.7% ▲ | Dyer 6.2% ▲ | Gibson 5.7% ▲ | Henry 5.3% ▲ | Lake 7.5% ▲ | Obion 6.3% ▲ | Weakley 5.2% ▲

## Title I Career & Training Services

	Adult	Youth	Dislocated Worker	Total Title I	Re-Entry Enrollments
YTD (Jul-Jun) New Enrollments	333	142	63	538	70
Apr-Jun 2021 New Enrollments	87	43	25	155	24

The Workforce Innovation and Opportunity Act (WIOA) consists of five core partner programs: Titles I—IV, and Temporary Assistance for Needy Families (TANF). These partners provide services through the American Job Center network in order to develop a quality workforce system to meet the needs of area employers and job seekers.

## Title III & Other Employment Services

New Enrollments	April-June	YTD (July-June)
Wagner Peyser	257	1,347
SNAP E&T	17	79
Jobs for Veterans	3	8
Re-Entry Participants	3	3

Co-Enrollments with Title I	April-June	YTD (July-June)
RESEA	4	4
Trade Adjustment Assistance	0 / 1	0 / 1

## Title V

Participant Exits	April-June	YTD (July-June)
Senior Employment (SCSEP)	2	5

## Special Projects



TN Department of Labor & Workforce Development Commissioner Jeff McCord will lead an interactive session to highlight Tennessee's back to work efforts, long term workforce strategies, and provide a forum for individuals to ask questions and get answers regarding workforce issues. The meeting, scheduled for July 28th from 2-3:30 pm at Crown Winery in Humboldt, is part of a statewide tour to promote the recently launched "TN Work Ready" campaign. Check out [tnworkready.com](http://tnworkready.com) for all the resources available to assist jobseekers get back to work!

JOBS4TN
AMERICAN JOB CENTER
APPRENTICESHIP TN
COURSERA
ADULT EDUCATION

## Title II Adult Education Enrollments

	April-June 2021	YTD July-June
Jackson State	57	215
Weakley County Schools	70	162

## Temporary Assistance for Needy Families

TANF had 241 active cases in Northwest TN, including 79 employed. Sixteen were closed in successful employment.

## Title IV Vocational Rehabilitation

Vocational Rehabilitation was in the process of changing data systems, so no data was available for this quarter.

# Northwest Tennessee Workforce Board

## Annual Report 2020-2021



[www.nwtnjobs.org](http://www.nwtnjobs.org)  
Facebook @nwtnJobs

# • THE NORTHWEST TN WORKFORCE BOARD •



The Northwest Tennessee Workforce Board (NWTNWB) is designated by the local elected officials and charged with administering workforce development services in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) in nine counties in Northwest Tennessee: Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley.

## LOCAL CHIEF ELECTED OFFICIALS

Mayor Gary Reasons* - Chair, Crockett	Mayor Joseph Butler, Carroll	Mayor Denny Johnson, Lake
Mayor Chris Young* - Vice-Chair, Dyer	Mayor Tom Witherspoon, Gibson	Mayor Benny McGuire, Obion
Mayor Brett Lashlee, Benton	Mayor John Penn Ridgeway, Henry	Mayor Jake Bynum, Weakley

The majority of the members of the NWTNWB are private business leaders from throughout the nine-county service region and include business owners, chief executives, operating officers, and other executives with optimum policymaking and hiring authority. Representatives from Labor Organizations, Education & Training, Government, Economic & Community Development, and other community organizations also serve on the board. The NWTNWB, with the agreement of the chief elected officials for the local area, designates a one-stop operator and provider(s) of Career, Business, and Youth services for the local One-Stop Delivery System, operated through the American Job Centers (AJCs), where job seekers and employers connect.

## NORTHWEST TENNESSEE WORKFORCE BOARD MEMBERS

New Members	One to Five Years	Six to Nine Years	Ten or More Years of Service
Melinda Goode (Regional)	Angela Hollingsworth (Regional), 1 Year	Glad Castellaw* (Crockett), 6 Years	Keith Cursey (Weakley), 10 Years
Monica Heath (Carroll)	Amy McDonald (Regional), 1 Year	Jon Dougherty (Dyer), 6 Years	Rita Alexander* (Gibson), 11 Years
Willie Huffman (Carroll)	Dr. Randy Shannon* (Benton), 1 Year	Bedford Dunavant (Obion), 6 Years	Ted Piazza* (Gibson), 16 Years
Brendan Powell (Gibson)	Eddie White (Henry), 1 Year	Lindsay Frilling (Obion), 6 Years	Brad Hurley* (Carroll), 20 Years
Jordan Spraggins (Crockett)	Neely Ashby* (Henry), 3 Years	Landy Fuqua (Weakley), 6 Years	Jimmy Williamson* (Dyer), 22 Years
Tommie St. John (Henry)	Lana Hammons (Dyer), 3 Years	Ben Marks* (Benton), 6 Years	
	Kristie Bennett (Regional), 5 Years	Kristy Mercer (Gibson), 7 Years	
	David Parrish (Regional), 5 Years	Gayanne Williams (Lake), 7 Years	

\*Board Officer or Committee Chair

## NON-BOARD COMMITTEE MEMBERS

Dr. Karen Bowyer	Mark Chandler	Ronnie Gunnels	Alvin Smothers
Justin Crice	Sherry Fowler	Janna Hellums	Blake Swaggart

## NORTHWEST TENNESSEE WORKFORCE BOARD STAFF

<b>Jennifer Bane, Executive Director</b>	<b>Gina Johnson</b> Director of Finance & Administrative Services	<b>Laura Speer</b> Director of Performance & Compliance/EO Officer
<b>Lana Burchfiel</b> Public Information Specialist	<b>LeAnn Lundberg</b> Director of Facilities & Computer Services	<b>Terry Williams</b> Finance Coordinator
<b>Theresa Ethridge</b> Business Services Representative, PRN	<b>Ginger Powell</b> Deputy Director	
<b>Maleia Evans</b> Business Services Representative	<b>Derrick Quinn</b> Compliance Officer	<b>Lana Wood</b> Business Services Representative

<b>Sector Strategies</b>	<b>Economic Development</b>	<b>Business Services</b>	<b>American Job Centers</b>	<b>Postsecondary Training</b>	<b>Youth Services</b>
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# • PERFORMANCE & FISCAL •

Performance Report for 2020-2021	WIOA Performance Metrics	PY 2020 Goal	PY 2020 Actual
Adult	Employment Rate 2nd Quarter After Exit	82%	90.8%
	Employment Rate 4th Quarter After Exit	82%	81.8%
	Median Earnings 2nd Quarter After Exit	\$6,650	\$6,906
	Credential Attainment within 4 Quarters After exit	63%	85.3%
	Measurable Skills Gains	52%	68.6%
Dislocated Worker	Employment Rate 2nd Quarter After Exit	82%	97.7%
	Employment Rate 4th Quarter After Exit	82%	88.1%
	Median Earnings 2nd Quarter After Exit	\$7,600	\$6,788
	Credential Attainment Within 4 Quarters After Exit	66%	85.7%
	Measurable Skills Gains	48%	75.0%
Youth	Employment Rate 2nd Quarter After Exit	76%	85.4%
	Employment Rate 4th Quarter After Exit	75%	80.9%
	Median Earnings 2nd Quarter After Exit	\$3,300	\$3,719
	Credential Attainment Within 4 Quarters After Exit	69%	66.7%
	Measurable Skills Gains	45%	60.9%

Fiscal Report for 2020-2021	PY 2020 Funding Available	Total Expenditures	Percent Expended	De-obligated Funds	Carryover July 1, 2021
Administration	\$599,298.03	\$446,257.91	74%	\$1,574.05	\$151,466.07
Adult Formula	\$1,291,135.04	\$1,021,811.16	79%	\$0	\$269,323.88
Dislocated Worker Formula	\$1,095,796.65	\$884,066.64	81%	\$0	\$211,730.01
Youth Formula	\$1,283,570.44	\$1,183,772.47	92%	\$0	\$99,797.97
RESEA	\$300,383.10	\$298,481.61	99%	\$1,901.49	\$0
SWA/Apprenticeship	\$1,066,532.36	\$797,436.12	59%	\$24,279.52	\$244,816.72
National Dislocated Worker Grant	\$647,758.00	\$251,628.84	39%	\$0	\$396,129.16
CARES	\$578,040.00	\$578,040.00	100%	\$0	\$0
<b>TOTAL ALL GRANTS</b>	<b>\$6,862,513.62</b>	<b>\$5,461,494.75</b>	<b>80%</b>	<b>\$27,755.06</b>	<b>\$1,373,263.81</b>

\* The de-obligated Administration funds were RESEA Administration funds. The de-obligated statewide funds include \$3,844.71 in National Career Readiness Certificate funds and \$20,434.81 in AJC Reopening funds.

Participant Funding	Minimum Requirement	Actual
Minimum Participant Cost Rate (MPCR)	40%	<b>44.6%</b>
Youth Work Experience	20%	<b>40.8%</b>
PY 19 Youth Out-of-School	75%	<b>92.7%</b>
PY 20 Youth In-School (by 6/30/22)	35%	<b>27.4%</b>

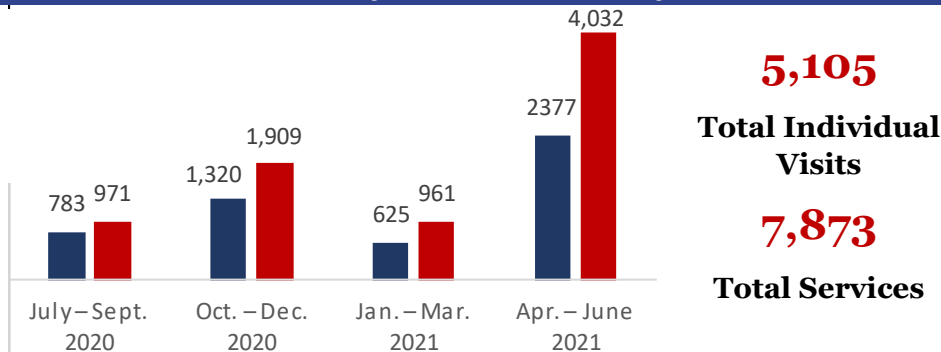
Local Area on track to meet all performance and participant funding requirements.



# • AMERICAN JOB CENTER SERVICES •



## NW TN American Job Center (AJC) Visits



**5,105**

**Total Individual Visits**

**7,873**

**Total Services**

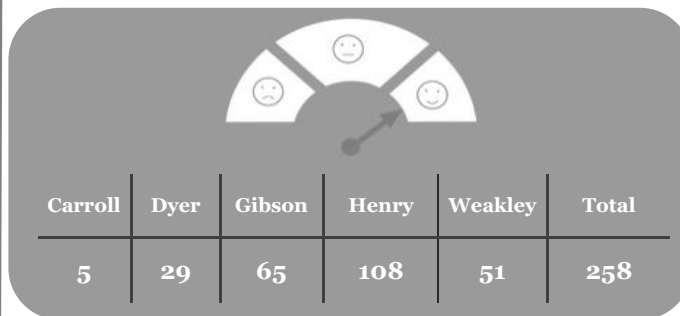
## AJC Surveys Results

Overall, how satisfied were you with our services?

**98%**

253 out of 258 answered "Completely Satisfied"

Number of Completed AJC Surveys by County for 2020-2021



## Business Services 2020-2021

**27**

**Total On-the-Job Training Contracts as of 6/30/21**

**228**

**Enrolled in Training**

**161 (70.6%)**

**Completed**

**47 (20.6%)**

**Did not complete\***

**20 (8.8%)**

**Still in Training**

**31**

**Total Incumbent Worker Training Contracts with 25 employers**

**717**

**Proposed to train**

**697**

**Trained (97%)**

**650**

**Job seekers attended Job Fairs**

**35**

**Total Job Fairs hosted**

**6**

**Registered Apprenticeship Occupations**

**73**

**Apprentices Trained**

## Top 10 Reasons for Visits

1. Job Search/Resource Room (3,040)
2. Unemployment (2,256)
3. Cr. Coaching/WIOA Title I (779)
4. Networking Event (487)
5. Job Search Assistance (366)
6. Adult Education (244)
7. Job Fair (189)
8. Cr. Coach WF Essentials (76)
9. Resume Assistance (66)
10. HiSET (64)

## Northwest Workforce Area Selected for Program Integration Project

The Northwest Tennessee Workforce Board (NWTNWB) was selected to participate in the U.S. Department of Labor/Employment and Training Administration (USDOL/ETA), Region 5 Chicago partnerships and program integration technical assistance project. Participation in the project included a short online questionnaire and a 90-minute phone interview with Maher & Maher staff overseeing the project. The case study focused on ways to bring workforce partners together to better leverage staff and funding and provide better services to employer and job seeker customers, and is available on the Department of Labor's WorkforceGPS website.

As a result of the case study, NWTNWB Executive Director, Jennifer Bane, was also asked to participate as a panelist in a training for the state of Arizona to highlight our area's success with the Memorandum of Understanding and Infrastructure Funding Agreement process, and for the state of Florida on how Board staff effectively support Board Chairs and members to fulfill their roles around convening, strategizing, managing and optimizing. Bane will also participate in a similar training for the state of Iowa in the upcoming program year.

## Current Unemployment Rate by County (June 2021)

Benton 6.6% | Carroll 6.1% | Crockett 4.7% | Dyer 6.2% | Gibson 5.7% | Henry 5.3% | Lake 7.5% | Obion 6.3% | Weakley 5.2%

# • AMERICAN JOB CENTER SERVICES •

## *Title I Career & Training Services*

	Adult & Dislocated Worker	Youth	Total Title I	Re-Entry Enrollments
Goal	311	54	365	104
YTD (Jul-Jun) New Enrollments	396	142	538	70

The Workforce Innovation and Opportunity Act (WIOA) consists of five core partner programs: Titles I—IV, and Temporary Assistance for Needy Families (TANF). These partners provide services through the American Job Center network in order to develop a quality workforce system to meet the needs of area employers and job seekers.

## *Title III & Other Employment Services*

New Enrollments	Goal	YTD (July-June)
Wagner Peyser	1,355	1,347
SNAP E&T	112	79
Jobs for Veterans	22	8
Re-Entry Participants	103	3

Co-Enrollments with Title I	Goal	YTD (July-June)
RESEA	21	4
Trade Adjustment Assistance	100%	0 / 1

## *Title V*

Participant Exits	Goal	YTD (July-June)
Senior Employment (SCSEP)	13	5

## *Title II Adult Education Enrollments*

New Enrollments	Goal	YTD July-June
Jackson State	203	215
Weakley County Schools	285	162

## *Temporary Assistance for Needy Families*

As of 6/30/21, TANF had 241 active cases with 79 employed and 16 closed in successful employment.

## *Title IV Vocational Rehabilitation*

As of 6/30/21, Title IV served 655 participants with 289 new enrollments and 126 closed in successful employment.

## *Families First Program Assists Single Mother Achieve Career Goals*



Being a single parent to a 3-year-old son and working 25-35 hours as assistant manager of a local gas station, Anne Kimbrell knew she wanted a brighter future for her child. She enrolled at Bethel University, working throughout college, and even going on mission trips while on school breaks. In Anne's last semester in March 2020, COVID-19 changed the way individuals could attend school, forcing her to find a way to do all classes by distance learning. However, Anne was able to persevere and graduated May 9, 2020. After being promoted at her current job, Anne continued working as an essential employee while looking for a career in Criminal Justice. In July 2020, she secured a job in her field as a Correctional Officer for the Weakley County Sheriff's Department. After working for a year as a Correctional Officer, she accepted a new position in June 2021 as a Probation and Parole Officer. "Anne is determined, resourceful, and a great team player," said her Career Coach Kristen Havener. "I had no doubt she would start a career in criminal justice, and succeed in her new career."

# TARGET SECTORS & OCCUPATIONS

## INDUSTRIES BY GROWTH

Industry	2021 Jobs	2026 Jobs	2021 - 2026 Change	2026 Location Quotient	Avg. Earnings per Job (w/ Benefits)	2020 Payrolled Business Locations
Manufacturing	16,017	17,169	1,152	2.38	\$61,155	307
Accommodation and Food Services	6,576	7,268	692	1.03	\$17,120	425
Transportation and Warehousing	3,912	4,302	390	1.08	\$61,401	157
Health Care and Social Assistance	9,088	9,409	321	0.71	\$42,828	582
Retail Trade	10,776	10,994	218	1.24	\$34,908	868
Professional, Scientific, and Technical Services	1,700	1,887	187	0.28	\$61,685	259
Agriculture, Forestry, Fishing and Hunting	3,373	3,508	135	3.09	\$35,616	126
Educational Services	1,142	1,274	132	0.50	\$39,083	15
Government	18,150	18,279	129	1.29	\$56,327	423
Wholesale Trade	2,713	2,836	123	0.84	\$62,033	277
Arts, Entertainment, and Recreation	586	661	74	0.46	\$35,805	53
Real Estate and Rental and Leasing	883	952	69	0.59	\$55,301	151
Information	587	656	69	0.39	\$46,525	66
Utilities	181	193	12	0.61	\$100,203	9
Construction	4,817	4,822	5	0.88	\$49,033	384
Other Services (except Public Administration)	4,616	4,617	1	0.94	\$24,967	360
Management of Companies and Enterprises	289	283	(5)	0.20	\$71,489	13
Mining, Quarrying, and Oil and Gas Extraction	203	175	(29)	0.49	\$82,689	12
Finance and Insurance	2,687	2,631	(56)	0.66	\$66,488	330
Administrative and Support and Waste Management and Remediation Services	3,605	3,456	(149)	0.60	\$38,295	233

## MIDDLE-SKILL OCCUPATIONS BY GROWTH

Occupation	2021 Jobs	2026 Jobs	2021 - 2026 Change	Avg. Annual Openings	Avg. Hourly Earnings	Typical Entry Level Education
Heavy and Tractor-Trailer Truck Drivers	2,552	2,811	258	327	\$23.08	Postsecondary nondegree award
General and Operations Managers	1,289	1,369	80	114	\$41.43	Bachelor's degree
Registered Nurses	666	704	38	52	\$29.95	Bachelor's degree
Managers, All Other	377	410	33	39	\$31.78	Bachelor's degree
Nursing Assistants	1,267	1,298	31	140	\$12.61	Postsecondary nondegree award
Financial Managers	127	158	31	15	\$36.68	Bachelor's degree
Accountants and Auditors	1,042	1,070	28	78	\$23.52	Bachelor's degree
Business Operations Specialists, All Other	283	309	27	31	\$26.16	Bachelor's degree
Firefighters	332	357	25	28	\$46.33	Bachelor's degree
Child, Family, and School Social Workers	530	553	23	52	\$19.26	Postsecondary nondegree award

Source: Economic Modeling Systems, Inc. (EMS)

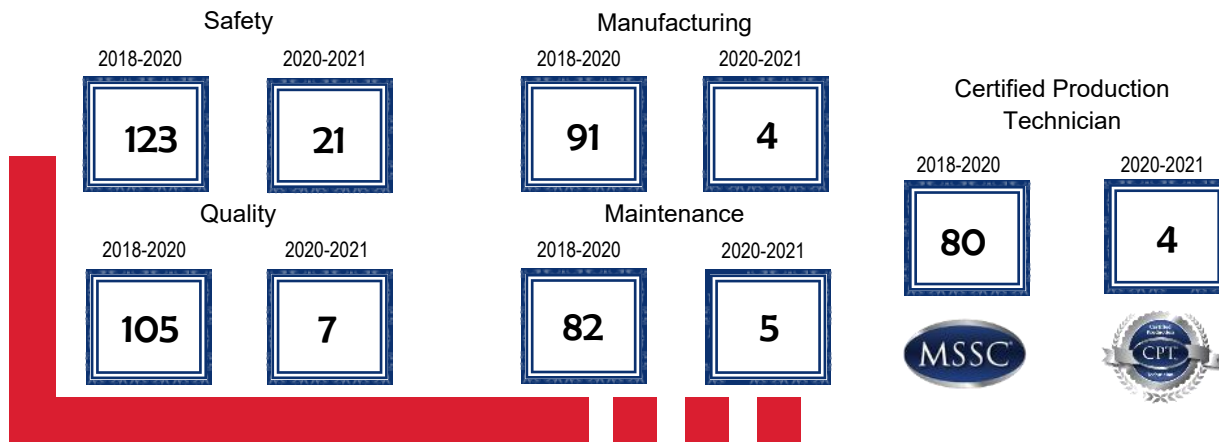
## INDUSTRY ANNOUNCEMENTS

<b>Hydro-Gear, Carroll County</b> 375 New Jobs by 9/2021 \$10 Million Investment	<b>Hargett Materials Inc (HMI), Gibson County</b> 50 New Jobs \$2.2 Million Investment	<b>Silicon Ranch, Henry County</b> Plans to open Dec 2022
<b>Tyson, Gibson County</b> 1500 New Jobs by 2023 \$425 Million Expansion	<b>ERMCO, Dyer County</b> 150 New Jobs \$48.25 Million Expansion	<b>Profile Metal Forming, Carroll County</b> 23 New Jobs by 2025 \$2.5 Million Expansion



# • SECTOR STRATEGIES •

## CERTIFICATES EARNED



## NEW REGISTERED APPRENTICESHIP PROGRAM ENHANCES RE-ENTRY ADVANCED MANUFACTURING PROGRAM **RAMP** Re-entry Advanced Manufacturing Program

The Re-Entry Advanced Manufacturing Program (RAMP), implemented in the summer of 2018, established a manufacturing career pathway for incarcerated individuals as a response to the overwhelming needs of area employers for skilled workers, and high recidivism rates among individuals released from local county jails. RAMP offers industrial readiness training by providing instruction in the Manufacturing Skills Standard Council (MSSC) Certified Production Technician (CPT) program to incarcerated individuals onsite at the jails. The credentials include four (4) nationally recognized certifications – Safety, Quality, Manufacturing Processes, and Maintenance Awareness. Students may then put their skills to use by working with private employers through county jails' work-release programs.

Though the COVID-19 pandemic halted the expansion of the program in Carroll, Lake, and Weakley Counties, RAMP continued in Dyer and Gibson Counties and was also implemented in Obion County utilizing the Rural Initiative Grant, which focuses on target populations in at-risk and distressed counties. The program is also now being

used as the Related Technical Instruction (RTI) for the Production Technician Registered Apprenticeship program at Alliance Staffing Group, LLC in Gibson County. In addition to the 144 hours of RTI, apprentices will complete 2,000 hours of On-the-Job Learning (OJL) which they will accumulate as they work and learn through mentorship on their job site as part of the work-release program or upon release to The Orchard House, which serves incarcerated and previously incarcerated men to help them gain employment and learn skills. At the successful conclusion of their 1-year apprenticeship, apprentices will receive a national and industry-recognized certificate from the U.S. Department of Labor acknowledging their skill attainment in the Production Technician occupation.

As of June 2021, 177 participants have been served through 18 completed RAMP classes with 144 of those tested earning a credential in Safety, 112 in Quality, 95 in Manufacturing Processes, and 87 in Maintenance Awareness. Eighty-four individuals have earned all four credentials to earn the full CPT credential.

## Manufacturing Day 2020 Goes Virtual, Increases Students Reached

Due to the COVID-19 pandemic, the typically in-person events were conducted in a virtual format this year with presentations by 38 local businesses viewed by a total of 3,383 high school students and parents, an increase from 1,382 students last year. The presentations were also shared on social media, further expanding the reach of the events.

Crockett Co. High School	233 students		Dyersburg High School	140 seniors + parents
South Gibson Co. High School	200 students enrolled in CTE classes + parents		Dyer Co. High School	1,000 students + parents
Gibson Co. High School	275 in-person 75 virtual + parents		Union City High School	95 students
Trenton Middle School	5th grade- 77 6th grade- 58 8th grade- 30		Lake Co. High School	25 students
Milan High School	45 students		Obion Co. Central High School	750 students
Peabody High School	72 students in-person; 26 students virtual		S. Fulton High School	49 seniors
			Weakley Co. Schools	73 in-person 160 students virtual

# • YOUTH SERVICES •

#WORKLIFE

The Work Opportunities for Rural Kids (WORK) program, branded as #WORKlife, allows participants to work up to 37.5 hours for up to six months. In addition to gaining valuable hands-on experience and learning general work skills (i.e. soft-skills), such as attendance, punctuality, professional communication, teamwork, etc., participants earn the higher of \$8.00 per hour or the typical wage paid for the position. In Carroll, Lake, Obion, and Weakley Counties, the remainder of the Rural Initiative Grant funds, which can be used to promote career exploration, increase educational attainment and labor workforce participation rates, and to expand technical education and employment opportunities to target populations in at-risk and distressed counties, were repurposed from RAMP to implement #WORKlife, similar to the program offered in Benton County last year.

In order to promote the program, the Northwest area partners with secondary schools to promote local career opportunities through promotional / hiring events highlighting career pathways and opportunities available within the area. Through hiring events,

employers are able to market summer, part-time, and full-time positions to graduating seniors, and other young adults, with a focus on those up to 24 years old. This initiative aligns with the West Tennessee regional plan strategy of focusing on special populations such as unemployed youth. Unemployment rates among youth (ages 16 to 24 years old) are higher in the West Region at 18.45%, more than five times the overall state rate.

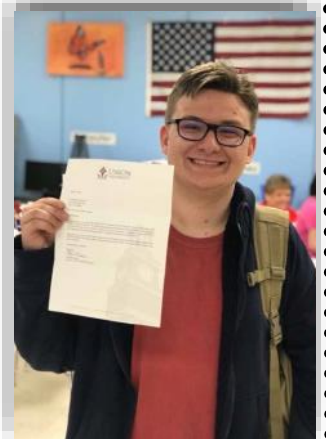
Through the #WORKlife program, Benton County has utilized 100% of the \$48,978.24 allotted to the county for 14 individuals to participate in paid work experience. As of June 30, 2021, an additional 28 participants have been enrolled in #WORKlife utilizing Rural Initiative funds in the other at-risk and distressed counties. Last year, over 60 employers served as worksites for a total of 28 youth work experience participants and \$188,402.51 of youth formula funds were expended on the program. Worksite sectors included Business Services, Education & Social Services, Healthcare, Manufacturing, Transportation, Retail, Hospitality, and various public city and county offices.

## Where are they now?.....

At the time of enrollment, **Mitchell Johnston** was a high school graduate with very little work experience. The high school staff had helped him find volunteer work positions, which he enjoyed, but they did not provide any financial compensation. He was a little lost as far as determining what path to take as he embarked on his future life out of high school.

The high school referred Mitchell to the American Job Center where he was able to enroll in the Youth Work Experience Program. Mitchell went to work at the local Food-Rite in Trenton, TN, where he began to gain meaningful employment experience. He was able to gain maturity as he learned life lessons related to earning an income. He also learned important job skills related to punctuality, teamwork, and professionalism.

One of Mitchell's biggest accomplishments was that he developed money management skills. Mitchell is able to use his debit card and maintain the balance of his checking account. Mitchell also began the EDGE program at Union University this fall with help from WIOA funding. Mitchell's father, Mike Johnston stated, "I don't know where we'll end up, but you helped us to get started on our journey." Mitchell hopes his story will encourage someone. "Even if you do not know your path, you can always reach out for help," he added.



**Samuel "Sammy" Perry** came to the Camden Specialized American Job Center for assistance with employment. He was a 19-year-old with little work experience and needed assistance in gaining full-time permanent employment. Sammy was referred to the WIOA-funded Youth Work Experience program beginning in July 2020, a program that assists youth who face barriers to education, training and employment. Sammy was placed with Birdsong Resort & Marina in Camden in a temporary position as a Groundkeeper. He completed a total of 24 weeks of work experience in December 2020 gaining work skills such as leadership, teamwork, and decision-making. Owner-Operator Bob Keast was so pleased with his progress and work performance that he hired him through the On-the Job Training program, which Sammy successfully completed in March 2021 and was hired full-time.

According to Mr. Keast, Sammy even showed him ways to save money on some supply expenses, which enabled Mr. Keast to purchase a side-by-side ATV for the resort for Sammy to use. "He just can't stop talking about what a wonderful person Sammy is and how grateful for the programs that brought Sammy his way," said Maleia Evans, Business Services Representatives for Benton County. "Employers certainly don't mind investing in great employees and that is exactly what Sammy is to us," said Mr. Keast.



Under the NW area's Supportive Services policy, Youth and other participants may receive assistance with transportation, supplies, uniforms, accommodations, testing, child or dependent care, housing, and more, to enable participation in training activities such as occupational skills training, pre-apprenticeships, and work experience. This year, 32 Youth participants received over \$6,600 in assistance with transportation and 55 youth received over \$9,600 in other supportive services while participating in training services. Additionally, the NW area's Incentive Policy rewards Youth participants for reaching certain academic or occupational milestones, during and after participation in the program. This year, 25 Youth participants received \$2,875 in incentives for their achievements during program participation, and 11 participants received \$2,700 in incentives after exiting the program.



# • YOUTH SERVICES •

## Career Exploration Funding Offers Two Events for Weakley County Schools



Utilizing Career Exploration funding, the Northwest TN Workforce Board (NWTNWB) partnered with Weakley County Schools, ATA Employment Solutions, and the Weakley County Economic Development Board (WCEDB) to offer two career exploration events with eighth graders and seniors

as the target audiences. The first event included a set of age-appropriate training videos on soft-skills such as interviewing and resume writing for the school system's five middle schools and the second provided the opportunity for seniors to experience a virtual interview in real-time. The **Mock It till You Rock It** virtual mock interviews were offered to 33 of the 45 Seniors at Greenfield School utilizing the Premier Virtual job fair software provided by the TN Department of Labor and Workforce Development. Volunteers from the NWTNWB, ATA, WCEDB,

the University of TN at Martin, and County Mayor Jake Bynum served as interviewers and were impressed with the students' performance. Maleia Evans, NWTNWB Business Services Representative for Weakley County, stated "All of our high schools are producing a quality workforce and Greenfield students are setting the bar high. Those of us who were on the Interviewer side of the event got to see that firsthand." Evans said the follow-up assessments from the interviewers stressed the politeness and professionalism of the Greenfield students. All seniors in the county's four high schools also received a bag of information including USB drives loaded with information regarding applying for youth services, job search assistance, labor market information, and career pathways. The interviews, along with additional information supplied to Title I staff, were used to pair eligible students with summer work experience opportunities.



## Partnership with Dyersburg State Community College Promotes Nursing Career Pathway



In December 2019, Dyersburg State Community College (DSCC) was awarded a \$1 million Governor's Investment in Vocational Education (GIVE) grant to expand and enhance an educational pathway in nursing for rural northwest Tennessee that begins with the Certified Nursing Assistant (CNA) certification through high school dual enrollment and goes all the way to the Bachelor of Science Degree in Nursing from a four-year accredited university. In order to help achieve this, the Northwest TN Workforce Board (NWTNWB) proposed to coordinate with high schools and employers in the five counties covered under the GIVE grant – Dyer, Lake, Obion, Lauderdale, and Tipton, to offer career exploration events for each county to promote healthcare careers and training programs to participating high school students.

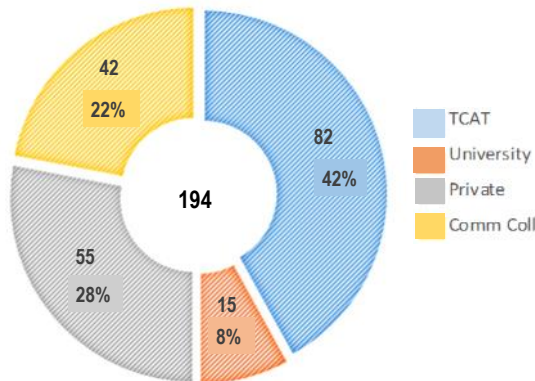
In April 2021, the first event took place virtually for students in Dyer and Lake Counties. The event consisted of students viewing two pre-recorded videos – an educator panel and an employer panel, both narrated by Shari Tidwell, Nurse Practitioner and owner of Family Practice Clinic in Dyersburg. The employer panel consisted of representatives from Signature Healthcare, Volunteer Home Health, and West TN Healthcare who discussed the various nursing career opportunities available in northwest TN across numerous settings such as home health, nursing homes, hospitals, and medical clinics. The educator panel consisted of representatives from DSCC, the TN College of Applied Technology-Ripley, and the University of TN at Martin, as well as a UT Martin nursing program graduate. The panel discussed the levels of career and education opportunities in nursing, the training opportunities available for these occupations, as well as the entry requirements into these programs.

In addition to the video panels, with the NWTNWB's Career Exploration funding, 200 Lake and Dyer County High School students received bags full of informational materials including labor market information on nursing career and training opportunities and services available through the American Job Centers. Educator and employer panelists also contributed materials for the students.

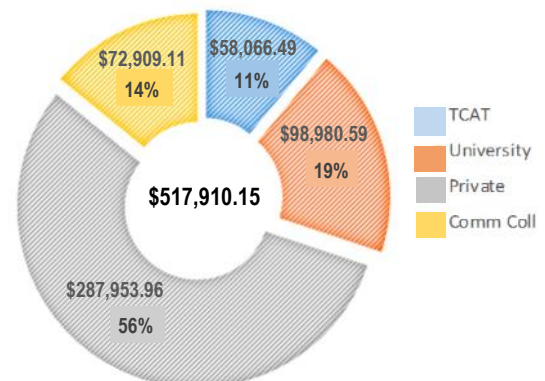
# • TRAINING SERVICES •

Often times when a job seeker cannot find employment it is because they do not possess the skills to qualify for technical jobs. American Job Center partners can provide scholarships to eligible participants to attend training of their choice. This past year, 194 new participants received scholarships to attend 17 different institutions. Of the 194 new participants, 42% chose to attend TN Colleges of Applied Technology, 22% community colleges, 8% universities, and 28% private certification institutions for occupations such as Truck Driving, Lineman, and Certified Nursing Assistant. In total, nearly \$518,000 was expended this year on Occupational Skills Training for new and existing participants.

**NEW Participants By Training Provider Type  
2020-2021**

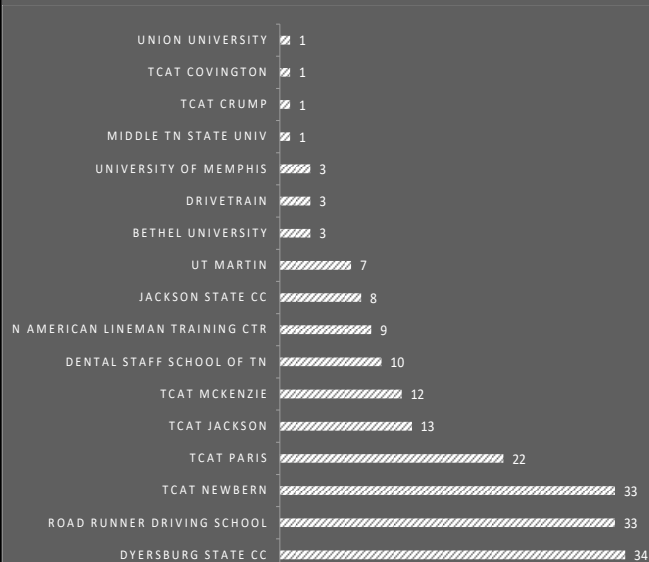


**Investment By Training Provider Type (all participants)  
2020-2021**

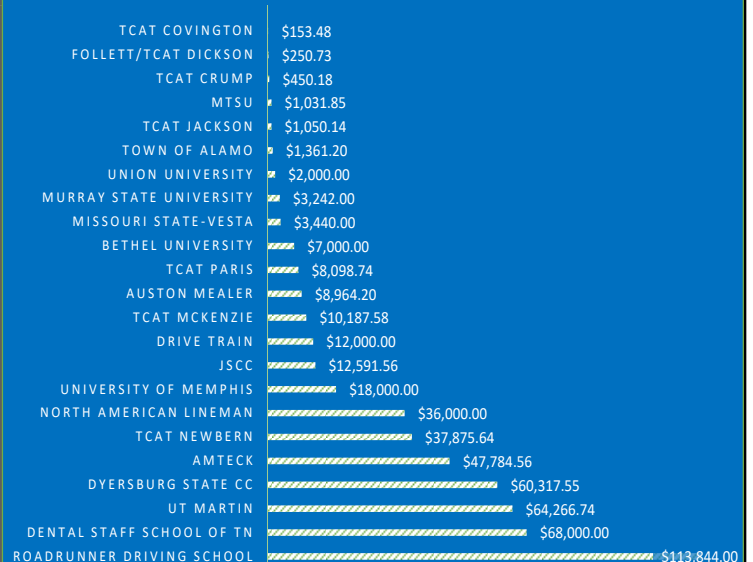


## Training Providers 2020-2021

**Providers by New Participants**



**Providers by Investment (all students)**

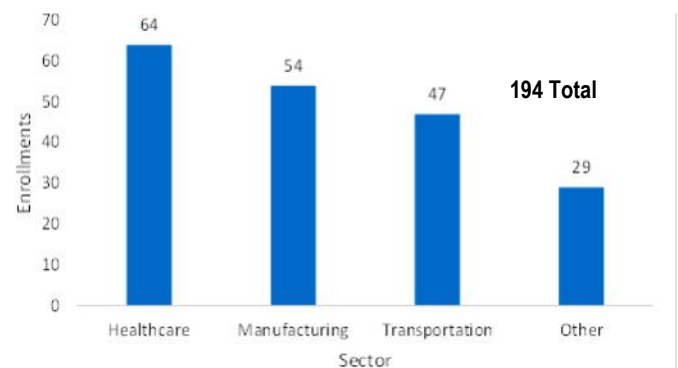


## Transportation Stipends Assist Students Cover Commuting Costs of Training

Over 176 students used gas cards to help them attend school last year, with a total of more than \$69,380 expended. Most students attending postsecondary are eligible to receive a gas card. The Career Advisor determines the mileage they will travel daily and establishes the amount they are eligible to receive on their gas card. The program requires a monthly verification of attendance before loading the card.

Additionally, 76 participants received other supportive services, such as work attire, tools, or equipment, to participate in work-based training, such as work experience, transitional jobs, on-the-job training, and apprenticeships.

## New Classroom Training Enrollments by Sector





# • TRAINING SERVICES •



Auston Mealer's Restaurant Equipment Service in Dyersburg (AMES), recently partnered with the Tennessee Office of Apprenticeship to develop and launch a new training program for HVAC / Refrigeration Technicians.

The program, registered through the US Department of Labor, combines both classroom and on-the-job training. Apprentices accrue over 430 classroom hours of related

technical training along with 3,000 hours of hands-on work experience under the tutelage of a journeyman level technician.

Currently, Auston Mealer has 13 apprentices growing professionally in the training program joining the more than 500,000 apprentices across the country. TN Department of Labor Commissioner Jeff McCord recently announced, there are more apprentices in Tennessee today than any time in the last ten years. Employers are flocking to the model as they explore new strategies for talent development.

Registered apprenticeship is an employer-driven model that combines on-the-job learning with related classroom instruction that increases an apprentice's skill level and wages. It is a flexible training strategy that can be customized to meet the needs of every business. Apprenticeships can be integrated into current training and human resource development strategies. Most important to recruitment, apprenticeship is an "earn and learn" model ensuring apprentices receive a paycheck from day one, so they earn wages while they learn on the job.

Every graduate of the HVAC / Refrigeration Apprenticeship will receive a nationally recognized credential issued by the United State Department of Labor's Office of Apprenticeship. The apprenticeship program is designed to ensure apprentices master every skill and have all the knowledge needed to be fully proficient in the occupation.

Auston Mealer's Restaurant Equipment Service offers residential and commercial HVAC, plumbing, electrical, installation, preventative maintenance, refrigeration, hot & cold side commercial equipment services and more and are located on Troy Avenue in downtown Dyersburg.

For more information about developing apprenticeship programs email Ginger Powell, Deputy Director for the Northwest TN Workforce Board at [powell@nwtworks.org](mailto:powell@nwtworks.org). In addition to assisting employers with developing new apprenticeship programs, the Northwest TN Workforce Board offers assistance with connecting to qualified jobseekers and accessing Workforce Innovation and Opportunity Act and other American Job Center partner funds to support apprenticeships. Funding may include partial wage reimbursements for new apprentices, and other new hires, as well as assistance with covering costs of related-technical instruction for apprentices.

In Summer 2020 as AMES was rapidly growing but finding skilled service technicians was proving difficult, they hired their first work experience, **Jon Ross Baker**. Jessica Barham, AMES Director of Operations said, "At first I was unsure how it would go, then after the 6 months we rolled him over to the OJT program and added him to our Apprenticeship at the same time because of the progress he was making! We knew he was going to make a great technician one day!" In addition to earning a wage while participating in OJC through AMES new registered Apprenticeship, Baker also received a scholarship to assist with the cost of the related-technical instruction (RTI), or classroom training, portion of the program.



Allen Powell was impressed by how well Baker was able to receive and comprehend information quickly, but also how Baker unselfishly "comes alongside his classmates and helps them understand the content as well."

AMES owner, Auston Mealer, stated, "This program was designed for youth like Jon Ross. Because of this program that offers some classroom time mixed with hands-on in-the-field training, he is now two years ahead of a youth that attended a vocational school only. He's able to work independently and make more money faster."

**Luke Blankenship** came into the American Job Center-Huntingdon for WIOA assistance for training. He had been working in the construction field on and off and realized he needed training for a skilled trade to successfully gain full-time permanent employment. He was only making \$10.00/hour and knew that he could earn more by attending training and receiving a certification.

Career Advisor Connie Wright assessed Luke to see what services would best meet his needs and discovered his interest in the Industrial Maintenance field. In September 2020 Luke entered the Industrial Maintenance program at TCAT McKenzie.

Upon completion of the 1,620 hour program in February 2021, Luke interviewed with Tyson Food, Inc., for their new facility in Humboldt, TN, and was hired in March in an Industrial Maintenance position making \$20.32 an hour. He was very excited about the opportunity. Luke stated that training paid off as he was able to become employed in the field of his training and is making twice what he was making at his previous employment.



**Sara Poiner** always wanted to be a nurse but adulthood started quite early for her. "I had my first child at age 16 and that delayed my dreams of becoming a nurse, but it did not stop it," Poiner stated. As a single mom, Sara wasn't sure how she would achieve her dream of going back to school. "Even with a full-time job, there wasn't much money left for tuition and books and that became a challenge for me," she stated. Sara sought the help of the WIOA scholarship at the American Job Center-Dresden, and was able to complete the LPN program at the Union City campus of the Tennessee College of Applied Technology Center-Newbern.

Sara has been an LPN since 2017 and worked at Dyer Nursing Home from May 2011-December 2020 but knew her next step and ultimate goal was to become a Registered Nurse. "Thanks to Career Advisor Rhonda Mitchum for being instrumental in helping relieve the financial pressure so that I could focus on my academics, I now have completed the Dyersburg State Community College LPN to RN fast track program with the help of the WIOA Scholarship," Poiner said. "During this pandemic, I have discovered my passion for helping and providing support to those who need it. I have learned a lot about myself, especially about my strong work ethics, my strength and my love for helping others and the nursing profession. It has truly taught me how to care for, love and respect other human beings to the highest level," Poiner added.

# • REEMPLOYMENT SERVICES •

## Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding Provides Reemployment Services to Workers Displaced by COVID-19 Pandemic

Utilizing the Tennessee Department of Labor & Workforce Development's Reemployment Services Grant, funded through the CARES Act, the Northwest area received **\$108,482.11** to provide reemployment services to individuals displaced due to the COVID-19 pandemic. During the grant period, Northwest TN Workforce Board and American Job Center staff conducted an email campaign and made individual contact attempts to **over 5,000 individuals** receiving unemployment benefits.

Eight individuals received over **\$29,500** in training scholarships and supportive services to earn a credential before returning to the workforce. Seven individuals attended CDL Truck Driver training at Roadrunner Driving School, LLC and one individual attended Pharmacy Technician training at Bethel University.

**"The Reemployment Services Grant provided additional resources to address an increase in demand for services due to the COVID-19 pandemic" said Jennifer Bane, Executive Director. "The staff in the American Job Centers went above and beyond to reach out to individuals in need and offer them services."**

## New Claimants & Unemployment Rates by Month

Month	New Claimants	NW Rate	State Rate
July 2020	3,472	8.6%	9.4%
August 2020	2,453	7.4%	8.8%
September 2020	1,787	5.5%	6.3%
October 2020	2,113	7.5%	6.8%
November 2020	1,137	5.3%	4.9%
December 2020	1,147	6.0%	5.6%
January 2021	2,662	5.8%	5.3%
February 2021	1,544	5.3%	4.8%
March 2021	1,104	5.6%	5.1%
April 2021	1,943	4.4%	5.0%
May 2021	1,343	4.6%	4.6%
June 2021	1,005	5.8%	5.6%
<b>PY 2020 Total</b>	<b>21,710</b>	<b>6.6%</b>	<b>6.9%</b>

## Dislocated Worker Returns to Work in New Truck Driving Career



After being laid-off from Liberty Oilfield Services LLC in April 2020 due to the unanticipated and dramatic downturn in the industry due to COVID-19, **Gerald Snell** sought reemployment services through the American Job Center in Dyersburg. With the assistance of his Career Advisors, Olivia Capps and Wilma Capps, Gerald identified truck driver training as the best way to reenter the workforce quickly. "I chose truck driving because I knew it was an industry that was always in need and will never go away so there would always be job opportunities," Snell stated.

Through the American Job Center, Gerald received a scholarship of \$3,284 to cover the tuition and fees of attending Roadrunner Driving School in Sharon, TN, as well as a transportation stipend to assist with the costs of commuting to training.

"The experience at Roadrunner was second to none," said Gerald. "(I) had a lot of hands-on with this class, which I think was great because when it was time for me to take my road test I had all the confidence I needed to pass." After successfully completing training in September 2020, Gerald went to work in November with Indiana Transport as an On Road Driver. He said, "My salary now basically comes down to how much I want to drive...so it's really in your hands how much you make."

## Rapid Response for Dislocated Workers

When layoffs occur, companies can choose to hold mass employee meetings or distribute materials from the American Job Centers (AJCs) about services available for dislocated workers, such as Unemployment Insurance, Re-Employment Services Eligibility Assessment services, Trade Adjustment Assistance, and Title I Dislocated Worker training services. Rapid Response Teams often provide onsite services including resume assistance, career fairs, and other customized partner services.

This year, Rapid Response services were offered to approximately 111 individuals affected by the closure of four companies. In Gibson County, the closure of Dura Automotive affected 43 individuals. The closure of Save-A-Lot and upcoming closure in July 2021 of Tecumseh LLC in Henry County has / will affect 12 and 51 individuals respectively. Finney's Flooring's closure in Weakley County affected an estimated five individuals. While up from the 43 individuals served last year, the 111 served is still significantly less than the 418 served in the 2018-2019 program year.



# • REEMPLOYMENT SERVICES •

## National Dislocated Worker Grant Provides Funding for COVID-19 Relief

As part of the state of Tennessee's Disaster Recovery National Dislocated Worker Grant (DWG) for COVID-19 Relief, the **Northwest area was awarded \$799,700** to provide Disaster-Relief Employment (DRE) and career and training services to an estimated **123 participants** between July 1, 2020 and June 30, 2022.

DRE provides temporary employment of eligible individuals in clean-up and recovery positions at public worksites. During the first year of the grant, a total of 16 individuals were enrolled, or 88.9% of the proposed goal of 18, to provide cleaning and screening services at 12 public worksites. Additionally, 52 individuals have been enrolled in training services, or 49.5% of the goal of 105. Of the 52 enrolled, 20 were enrolled for On-the-Job Training and 32 were enrolled for classroom training or work experience. A total of \$274,271.31 was expended on participants, program staffing, and administrative costs during the first year of the grant.

"We are excited to see so many individuals taking advantage of the training opportunities available to them," said Connie Stewart, Career Service Provider Executive Director. Interested individuals can contact their local American Job Centers to find out if they qualify for the DWG or other services.

### NUMBERS SERVED BY COUNTY & PROGRAM

County	Disaster-Relief Participants	Training Services Participants	Total Participants Served
Benton	2	4	6
Carroll	2	4	6
Crockett	1	0	1
Dyer	2	13	15
Gibson	2	6	8
Henry	1	12	13
Lake	1	0	1
Obion	4	9	13
Weakley	1	4	5
<b>Total</b>	<b>16</b>	<b>52</b>	<b>68</b>

## Co-Enrollment Helps Dislocated Workers Succeed



The **Re-Employment Services Eligibility Assessment (RESEA) Program** assists individuals receiving unemployment insurance with appropriate reemployment services that will lead to successful employment outcomes, strives to assist participants in overcoming barriers so that they can make a successful transition to gainful employment. The program is offered in all nine American Job Centers and was offered virtually through the COVID-19 pandemic. Between July 1, 2020 and June 30, 2021 there were 446 individuals selected to participate in the program with 314 or 70.4% successfully completing the program. Forty-three Individuals were successfully placed in employment during program participation.

**Laura Rogers** was selected for the RESEA program in February 2020 after she was laid off from her employment in December 2020 due to closure of business. Laura's work history consisted for working in the restaurant/food industry. She applied for numerous jobs but was not having any return calls and then the pandemic hit.

Career Advisor Connie Wright assessed Laura to see what services would best meet her needs, including completing a more functional resume, assisting with job search, and discussing the Disaster-Relief position through the Dislocated Worker Grant Program. Laura was sent for an interview for a disaster relief position, providing administrative support and general assistance services for relief and recovery projects resulting from the COVID-19 pandemic. She was very interested and was co-enrolled through Title I to start the job on 10/05/2020.

Laura completed the Disaster Relief program in February 2021 and was hired full-time at the worksite where she was placed, the Benton County Courthouse in Camden. They were very pleased with her work performance and Laura was excited about the opportunity to be full-time permanently employed again. Laura states that she was very appreciative for the program.

## Virtual Job Center Makes Program Information Available to Tennesseans Anytime, Anywhere



The Tennessee Department of Labor and Workforce Development (TDLWD) launched the Tennessee Virtual American Job Center, bringing information about job services and programs to Tennesseans anytime, anywhere. The unique website guides users to not only the employment assistance available to them but also other services offered by multiple state agencies.

When individuals go to the site, either on their desktop or mobile device, they can explore a list of services and programs that have the potential to improve their employment situation or provide financial assistance that will help them join the state's workforce. Each program page contains information on eligibility requirements, reviews documents needed to apply, and provides the next steps to take to participate in the program.

The Tennessee Virtual American Job Center is located at [www.TNVirtualAJC.com](http://www.TNVirtualAJC.com). Users can visit the site on their schedule and at their own pace. Once they find the information they are looking for, they can take the next steps needed to improve their employment situation and their future.

# • BUSINESS SERVICES •

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

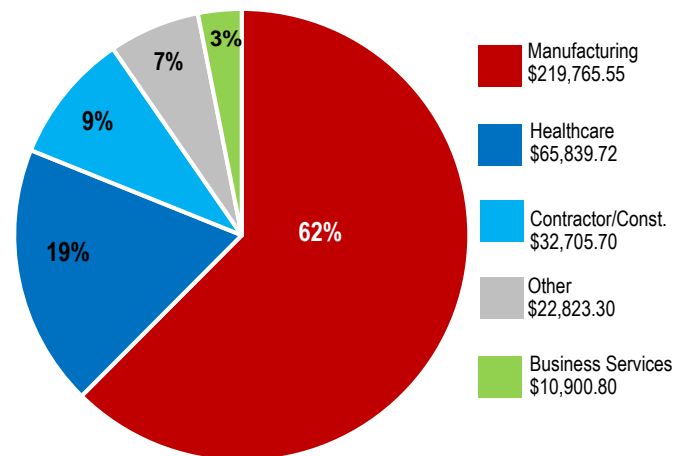
Business Services can assist with Recruitment & Screening, Grants and Incentives including On-the-Job Training (OJT) and Incumbent Worker Training (IWT), and Workforce Support to address the needs and skills gaps as identified by local employers. Labor market information (LMI) is also available and customizable to both the local area and surrounding region. Economic Modeling Systems, Inc.'s (EMSI) labor market information software, utilized by the Northwest TN Workforce Board (NWTNWB) for many years, is a valuable resource of local and regional current, customized, LMI. LMI and FAQs can also be found on Jobs4TN.gov.



## Local Employers Receive 50% Wage Reimbursement for New Hires through OJT Grants

Companies in Northwest TN have received wage reimbursements in excess of **\$352,000** to train their own workers. For new hires with little or no experience in the occupations, this gives employers an opportunity to save money while training the employee. Business Services staff with the American Job Center developed contracts with 27 companies, placed job orders, and referred eligible job applicants to fill 228 positions. Additionally, funding for OJT grants was available this year through Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding and the National Dislocated Worker Grant for COVID-19 Relief. The majority of On-the-job Training is focused on the Advanced Manufacturing Sector. Other target sectors primarily train through postsecondary opportunities.

## On-the-Job Training Expenditures by Sector



## OJT Employer Participation by COUNTY

**Benton**  
Birdsong Marina

**Carroll**  
Allegion  
Granges Americas, Inc.

**Crockett**  
ABB

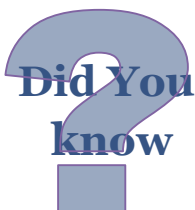
**Henry**  
Dana Sealing Products, LLC  
Ellis Mechanical  
Henry County Medical Center  
PML

**Dyer**  
Amteck, LLC  
Auston Mealer  
City of Dyersburg  
Develey Mustard and  
Condiment Corporation  
NSK Steering Systems  
West Tennessee Healthcare-  
Dyersburg Hospital

**Weakley**  
Allergy Lab Solutions

**Gibson**  
Alliance Staffing  
Allied Memory Foam LLC  
CableSouth Construction  
Crown Winery  
Kaiyuh Services, LLC

**Obion**  
Cox Oil  
Excel Boats  
Greenfield Products  
Maverick, Inc  
Twin Oaks Technology



Similar to Youth Work Experience program, **Ready, Set, Hire! Work-Based Training** targets Adults and Dislocated Workers with barriers to employment who are chronically unemployed or have an inconsistent work history. Designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to entry into and retention in unsubsidized employment, the program includes up to 320 hours each for both a paid internship and On-the-Job (OJT). Last year, 33 individuals participated in paid internships and earned over \$90,600 in wages. "Not only do participants get a chance to demonstrate their skills to potential employers, but if hired, employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are members of a qualified targeted group" stated Jennifer Bane, Executive Director.



# • BUSINESS SERVICES •

## Grants Awarded for Training Incumbent Workers

Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding was made available to employers to provide training for their current workforce to improve processes and upgrade skills. Nearly \$340,000 was awarded to 25 companies to train 717 workers, with 697 employees completing training and over \$322,600 paid to participating employers. The majority of expenditures, 72.4%, were made in the Manufacturing sector, followed by Healthcare at 11.5%, Business & Other Services at 8.8%, and Construction & Electrical Services at 7.4%.

IWT  
Employer  
Participation  
by COUNTY

**Benton**  
Covia  
Arnold's Fabricating  
**Carroll**  
Southern Chiropractic  
Carroll Bank & Trust  
**Weakley**  
MTD

**Dyer**  
Choctaw Transportation  
Colonial DPP  
Develey Mustard  
Firestone Industrial  
First Citizen's Bank  
Ford Construction  
**Obion**  
Cox Oil  
Kohler  
Maverick, Inc  
Tyson  
Vaughn Electric

**Henry**  
Dana Sealing Products, LLC  
Henry County Medical Center  
Pepsi Mid-America  
**Gibson**  
AADG/Ceco Door  
Alliance Staffing  
Coltek Services, LLC  
MacLean Power Systems  
Tyson  
Jones Family of Companies

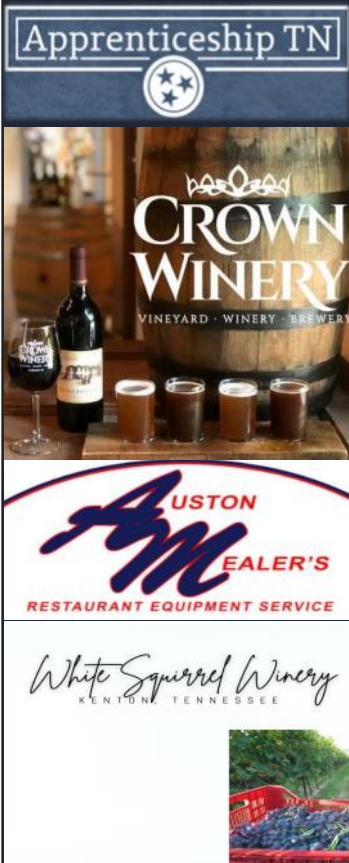
Over 40 Employers received nearly \$675,000 in OJT and / or IWT Grants





# •TALENT PIPELINES•

## Apprenticeship Programs Help Employers Build Their Workforce



The Expanding Apprenticeships in Rural Northwest TN (EARN\$TN) Initiative, funded through a \$150,000 Delta Regional Authority grant, is focused on expanding apprenticeship opportunities by increasing awareness of employers to the benefits, assisting employers with developing apprenticeship standards, connecting qualified job seekers to employers, and facilitating access to Workforce Innovation and Opportunity Act (WIOA), Apprenticeship State Expansion (ASE) Grant, and other American Job Center partner funds to support apprenticeships. Apprenticeships are registered and validated by the U.S. Department of Labor and are proven work-based training programs for recruiting, training, and retaining talent. Apprentices have supervised on-the-job training, along with job-related education, all while working full-time and earning a wage that increases during the progression of the program. In addition to highly-skilled employees, employers also benefit from increased productivity and worker versatility, reduced turnover costs, a safer workplace, and enhanced employee retention.

Since the initiative began in December 2019, 12 of the 18 proposed employer outreach events have been held, and 19 jobseeker recruitment events were held, exceeding the 12 proposed. To date, 73 new apprentices have been served, greatly exceeding the 24 proposed. A total of \$93,240.21 of WIOA and ASE grant funds have been utilized to support the apprentices. The proposed goal of six new apprenticeships developed has also been met, including an HVAC Technician at Auston Mealer's Equipment Service, a Tasting Room Associate and Vineyard Foremen at Crown Winery, a Production Technician at White Squirrel Winery, a Production Technician at Alliance Staffing, and an Industrial Machine System Technician at United Ammunition Container. A pre-apprenticeship will also be used by Auston Mealer's Equipment Service HVAC Technician Registered Apprenticeship program. The EARN\$TN Initiative also supports Apprenticeship TN, a statewide initiative to help foster a better understanding of the benefits of apprenticeships. Three Regional Directors work directly with employers, communities, associations, and organizations to develop and implement new programs.



## City of Alamo Employees Receive Specialized Training



Apprentices Michael Kee (L) and Will Perry (R) sign an agreement at the City Hall in Alamo with Facility Operator/Mentor John Gorman (Center).

The City of Alamo entered into an apprenticeship training agreement with the Tennessee Association of Utility Districts, The National Rural Water Association, and the U.S. Dept. of Labor. The 24-month program will prepare two Alamo Water & Sewer employees for state certification in wastewater treatment operations. The goal of this apprenticeship program is to produce highly trained system operators that will support existing facility operators and replace retiring operators.

The apprentices, Michael Kee and Will Perry, will follow specific curricular guidelines by completing 4,000 hours of on-the-job training under the supervision/mentorship of plant operator John Gorman and 288 hours of related technical instruction

(RTI) that is provided by Tennessee Association of Utility Districts. These specialized, industry-specific courses focus on water and wastewater treatment and will result in the apprentices leaving the program with multiple industry certifications.

"We are thrilled to play a small role in advancing the skills of these two incumbent workers," says Ginger Powell, Deputy Director at Northwest Tennessee Workforce Board. "The additional Water Operator apprenticeship certification will be beneficial in their professional growth and valuable to the Town of Alamo".

Funding for the apprenticeship program was made possible by the Tennessee Department of Labor's Office of Apprenticeship Grant and administered locally by the Northwest Tennessee Workforce Board.

# •TALENT PIPELINES•

## Virtually Speaking: New Workforce Development Webinar Series Geared Towards Employers

***On March 4, 2021 the Northwest TN Workforce Board (NWTNWB)'s Business Services staff launched a new webinar series to inform employers about the many resources and services available through the Board and the American Job Centers.***

In the first webinar, Business Services Representatives Lana Wood and Maleia Evans explained best practices for hosting a Virtual Job Fair/Hiring Event using the Premier Virtual platform--a new tool available FREE to employers. "The goal is for employers to increase their applicant pools by making open positions more accessible to job seekers using this new tool," said Evans.

The second event, "Apprenticeships: How, Who, and Why Your Company Should Have One!," took place on June 3, 2021. Featured in the webinar were Tyra Copas, Assistant Administrator for the TN Department of Labor and Workforce Development, who oversees the state's ApprenticeshipTN office, Dawn Fallert, co-owner of Crown Winery, and Ben and Kaylee Leach, Crown Winery's two apprentices. Fallert spoke to her experience in partnering with the NWTNWB, Dyersburg State Community College (DSCC), Viticulture Enology Science and Technology Alliance (VESTA), and Tennessee Farm Winegrowers Alliance (TFWA) to form the first Registered Winery Apprenticeship Program in the state of Tennessee to help support the growing demands of the state's grape and wine industry. An official signing ceremony was held at the Winery September 29, 2020.

Husband and wife Kaylee and Ben Leach began their apprenticeships in August at Crown Winery. Kaylee is in the one-year Tasting Room Associate Apprenticeship Program and will have 2,000 hours of on-the-job learning to complete with an additional 165 hours of related instruction in the classroom. She is scheduled to complete her classes during the fall 2021 semester. Ben is participating in the two-year Vineyard Foreman Apprenticeship Program and will complete 4,000 hours of on-the-job training with an additional 300 hours of related instruction. His expected classroom completion date is summer 2022.

The Business Services Team is planning future webinars in the next program year, including topics such as Talent Pipelines / Work Experience, and Labor Market Research and Trends. Each event will be recorded and made available on the NWTNWB YouTube page after it takes place.



## REAP: Registered Electrical Apprenticeship Preparation

The Amteck Registered Electrical Apprenticeship Preparation (REAP) program is a ten-week pre-apprenticeship program consisting of two weeks of classroom training to learn the fundamentals of basic electricity and construction applications, followed by eight weeks of paid work experience at Amteck's Dyersburg facility. Through participation in the program students have the opportunity to obtain employment at the Amteck Dyersburg facility upon successful completion. If hired, participants are entered into the Registered Apprenticeship program which prepares them to take the exam to become a Journeyman/Licensed Electrician and earn an estimated \$70,000 annually.

The pilot project, offered at Lake County High School in 2018, was refined and expanded in 2019 offering seniors from across Northwest TN high schools an opportunity to participate in the program. Of the 11 students who participated in the class in 2019, 10 graduated, and four are still currently employed with Amteck. The program was expanded again in 2020 to offer young adults up to the age of 24 the opportunity to participate in addition to graduating seniors. Of the 10 students who participated in the 2020 class, five graduated and were offered the opportunity to continue in the program. Four accepted and were hired by Amteck, entered into the apprenticeship program, and are still currently employed. This upcoming year, the fourth annual class is set to begin on July 12, 2021.





# • CONNECTING JOB SEEKERS •

## Premier Virtual Offers Virtual Job Fair Option

Amid the COVID-19 pandemic, job fairs took on a new format, virtual, using the Premier Virtual platform. "The goal was for employers to increase their applicant pools by making open positions more accessible to job seekers using this new tool," said Maleia Evans, Business Services Representative. In March of 2021, the first webinar of the new Virtually Speaking Workforce Development Webinar Services offered an overview of the new tool and the benefits to offering a virtual job fair. Over 60 individuals attended the webinar and saw firsthand the many features available with the tool, including event registration, customizable hiring rooms, live reporting during events, video interviews with candidates, and more. The license for Premier Virtual was provided by the Tennessee Department of Labor and Workforce Development utilizing Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding earmarked for assisting employers and jobseekers reconnect during the COVID-19 pandemic.



In the face of unprecedented worker shortages and large numbers of requests for job fairs and hiring events, the Northwest TN Workforce Board (NWTNWB)'s Business Services Representatives worked with Chambers of Commerce and other partners to host county-wide job fairs for Carroll, Gibson, Henry, and Weakley Counties. All events were held in-person with the Carroll County event being held at the American Job Center, including a virtual option using Premier Virtual, and Gibson County's off-site event including the Mobile American Job Center. The Weakley County event was held at the Dresden Farmer's Market. "Connecting our employers with qualified job seekers is always our primary focus" stated Jennifer Bane, Executive Director for the NWTNWB. "We are grateful to have Chambers of Commerce partners who are as passionate about helping employers as we are, and who are willing to think outside the box to make events successful during the COVID-19 pandemic" Bane added. Across the four events, 75 employers participated and 243 jobseekers attended.



# • PARTICIPANT SPOTLIGHT •

## Kemisha Thompson

*"My success! That small sentence makes me so humble! I am a single, young, black mother of three beautiful children! If you take those stats and think about it, it wasn't 'supposed' to be possible for me! I wasn't 'supposed' to 'make it!' But, I did!!! People ask me all the time, 'how do you do it?!' My honest response is ... I do not know! Every day is a struggle from sunup to sundown when I think of ALL the things I am responsible for doing! Nevertheless, these things I know to be true to work AND to keep me grounded: my attitude towards the day from the time I wake up to the time I lie back down (I live my life in gratefulness!), the motivation surrounding me (my babies) and the fact that if I don't do what I'm supposed to do as a parent (THE VERY BEST I CAN) they will suffer, and my FAITH in God – that He will keep me and finish the work He started in me! None of this is easy, but it's not supposed to be (no one said it would be). I am very much proof that WE are the narrators of our own stories, WE have control!! Go get it—go get your blessing!"*

Six years ago, Kemisha entered the Youth Work Experience program after leaving the University of Memphis after three semesters. She came to the Youth program expressing her wish to be a math teacher, and was placed as a teacher's assistant at Dyersburg Middle School (DMS) under the supervision of then Curriculum Coordinator, Seela Newbill. "From the first day I met Kemisha, her work ethic was apparent," Newbill said. Kemisha was placed on the 7th grade team that had a high percentage of students with disabilities that year and they needed the extra support. Newbill added, "I frequently walked through their team only to find Kemisha with a small group of 5-8 students working on various skills in Reading and Math. Her natural ability to teach was obvious."

Carole McCullough, one of the teachers assigned to mentor Kemisha, reported, "I could assign her any task, and she would have it accurately completed in a timely manner. Furthermore, she also was highly organized and artistic. She made various aesthetically pleasing posters for my classroom and helped me to develop a system of organization for missing work that I still use today. As she worked with students she had high expectations and would hold them accountable." When Kemisha shared her dream of becoming a teacher with McCullough, she "could tell from her work ethic, determination, and calm demeanor that whatever she decided to do, she would be able to accomplish it."

Following her work experience at DMS, Kemisha enrolled in Dyersburg State Community College and earned her Associates Degree all while working a full-time job and being a mother. Following DSCC, she enrolled at the University of Tennessee at Martin in the Educator Preparation Program, all the while keeping in touch with her mentors at DMS. During the 2020-2021 school year, Kemisha was placed at DMS for her Student Teaching in the spring semester, and was offered a full-time teaching position at DMS for the 2021-2022 school year.

Executive Director Workforce Services, Connie Stewart, was responsible for placing Kemisha in her first work experience at DMS, and has been privileged to see Kemisha's progress from the beginning. Stewart claims our work experience program is only successful when we have a group of adults, such as at DMS, willing to take the time to mentor and nurture our young people. She stated, "Kemisha worked so hard to accomplish her dreams, all while being a mom and working full-time. She is an inspiration to young adults everywhere."



# NORTHWEST TENNESSEE AMERICAN JOB CENTER LOCATIONS

## Benton County Specialized Center

Benton County Community Resource Center  
145 Hospital Drive  
Camden, TN 38320  
(731) 584-1711

## Carroll County Comprehensive Center

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

## Crockett County Specialized Center

335 South Bells Street  
Alamo, TN 38001  
(731) 882-4874

## Dyer County Comprehensive Center

313 West Cedar Street  
Dyersburg, TN 38024  
(731) 501-1109

## Gibson County Affiliate Center

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

## Henry County Specialized Center

55 Jones Bend Rd, Ext.  
Paris, TN 38242  
(731) 641-1020

## Lake County Specialized Center

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

## Ridgely Public Library Access Point

134 N. Main Street  
Ridgely, TN 38080

## Obion County Affiliate Center

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

## Weakley County Specialized Center

Weakley Co. Courthouse  
116 W. Main Street  
Dresden, TN 38225  
(731) 364-0100

## Mobile American Job Center

On-site recruitment & assessment.  
Self book by emailing:  
CareerCoach.Info@tn.gov

## Northwest TN Workforce Board

208 N. Mill Avenue  
Dyersburg, TN 38024  
(731) 286-3585

## OUR MISSION

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

## OUR VISION


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

On-site programs: Adult, Dislocated Worker, Youth, Labor Exchange, Families First, Vocational Rehabilitation, and Adult Basic Education.

 @NWTNjobs

 @nwtjobs

 www.nwtjobs.org

 731.286.3585



Search for jobs, create a resume & more at **JOBS4TN.GOV**

## 2020-2021 YEAR IN REVIEW

5,105

Individual American Job Center  
Jobseeker Visits



7,873

American Job Center Services  
Provided

1,499

Individual Employers  
Served



4,446

Employer Services  
Provided

228

New Hires Placed in On-the-Job  
Training Positions  
with 25 Employers



697

Incumbent Workers Trained  
with 25 Employers

NW

NORTHWEST TENNESSEE WORKFORCE BOARD

This project is funded under an agreement with the State of Tennessee. Auxiliary aids and services are available upon request. EOE. TDD Dial 7-1-1. Aug 2021