

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
313 W. Cedar Street, Dyersburg, TN
May 24, 2016**

Board Members Present:

Rita Alexander	Sandy Barnett	Kay Castellaw	Doug Clark
Ian Cochran	Jon Dougherty	Will Douglas	Lindsay Frilling
Allen Hester	Mary Jones	Ed Ledden	Kristy Mercer
Ted Piazza	Jimmy Williamson	Sandra Woods	

Board Members via Conference Call:

Keith Cursey	Yvette Dixon	Bernadette Fuller	Landy Fuqua
Adam Miller	Gayanne Williams		

Local Elected Officials:

Denny Johnson	Gary Reasons	Chris Young
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Staff Members Present

LeAnn Lundberg	Laura Speer
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Guest:

Robin Sealy	Ronnie Gunnels
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Welcome and Introduction:

Chair, Local Elected Official, Mayor Gary Reasons greeted everyone and the invocation was given by Mayor Denny Johnson.

Chair, Jimmy Williamson: Opened the business meeting and acknowledged there were enough board members present for a quorum and reminded the members to abstain from discussion and vote on any matter that would be considered a conflict of interest.

Review & Approval of Minutes: Jimmy Williamson, Chairman asked everyone to review the February 23, 2016 Board Meeting Minutes.

- **A Motion to approve the February 23, 2016 Board Meeting Minutes was made by Mayor Chris Young and seconded by Mayor Denny Johnson. All were in favor and the Motion was passed.**

Board Standing Committee Reports: (handout attached):

Executive Committee: Ted Piazza reported on the May 4th, 2016 Executive Committee Meeting and reviewed the minutes.

- Ted stated that PolyOne did not accept the \$12,000 IWT grant money. The committee voted to award the funds to SRG Global.

Mayor Gary Reasons made the motion to award the Incumbent Worker grant funding in the amount of \$12,000 to SRG Global of Newbern. Ted Piazza seconded the motion and all were in favor. The Motion carried.

- **Target Populations: (handout attached)** Ted Piazza reported on the April 11, 2016 Target Populations Committee Minutes. (Exhibit C) A motion was passed in the committee meeting and was presented to the Board.

Dr. Bowyer made the motion to approve the recommendation as stated regarding WIOA authorizing up to \$300 for support services to enable a job seeker to participate in work

experience and/or employment. Support services may include items such as appropriate work attire, uniforms tools, physical, background check, drug screen, industry certification if not covered by ITA, driver's license, etc. Mayor Reasons seconded the motion. All were in favor and the motion carried.

- **TCAT Newbern Financial Aid Issue:** Margaret Prater discussed the TCAT financial issues and resolution as discussed by the Executive Committee on May 4, 2016. Including the change to allow Truck Driver and CNA participants to access lottery funds. She noted that the school did not draw down any lottery funds, although the individual may have been eligible. She presented the following staff recommendation to resolve the issue:

Staff Recommendation: Waive the local cap on costs included for consideration (Direct Education Costs Only) and follow the less restrictive State policy for Cost of Attendance (includes both Training and Training Related) in accordance with federal financial aid guidelines. The conditions of the recommendation are (1) TCAT Newbern submits a written corrective action plan acknowledging the one-time waiver and provides assurance that ALL Financial Aid will be properly accessed/reported in the future; and (2) TCAT Newbern acknowledges in writing that the waiver of local policy does not relieve the institution of liability should a future audit determine the cot to be disallowed.

This waiver would apply to any provider with the same circumstance as of this date. Staff sent a reminder to all providers of the importance of completing the needs assessment form accurately.

VOTE: Brad Hurley made a motion to approve the Waiver and Gary Reasons seconded the motion. All were in favor and the motion carried.

- **Monitoring – (handout attached)** is all up to date.
- **Fiscal- (handout attached)** Ted stated that we are spending but need to be more aggressive. The Executive Committee voted on the staff recommendation that \$50,000 be added for OJT and ITA's (per quarter) for direct training. They also voted to approved the Monitoring Status Report and Budget Projections. The budget will be monitored and will notify the Board of any necessary changes. Margaret stated that was discussion regarding Lake County High School starting a welding class. Lake County meets the criteria for the definition of high poverty. TCAT Newbern has offered to teach welding but they will need the funds to cover equipment. There will be further discussion on this matter.

Ted Piazza made the motion to approve staff recommendation to add \$50,000 to each quarter for direct training and Mayor Gary Reasons seconded. All were in favor and the motion was passed. Dr. Karen Bowyer abstained from the vote.

Target Population: Margaret reported on other non-voting items covered in Executive Committee Report:

- a. The Youth Services Contract is going good.

- b. The Employee Network has asked us to be a part of the network. The Employee Network covers disabled participants that have been assigned a Status Ticket from the SSA and go to work. Once they are employment the WIOA will received \$1300 per person.
- c. The Second Chance Grant was written by Robin Sealy and will assist people that did not receive their diploma be able to get a GED or diploma.

Career Center Services: (Jennifer Bane is out on maternity leave) Margaret Prater reported:

- a. the Traffic Flow system reflects that approximately 45,000 people have visited the centers, 70% of these were at the Affiliate Sites.
- b. Regional TN LWIA 11,12, 13 and 14 received training on “Consistency in the Region”, by Rick Record.
- c. The updated LWIA website is up and going. On the website is a new Employee Survey which is also available in the facilities. A new Employer Survey has also been created and is on the website.

Promising Practices: Margaret stated that Pathways Brochure (handout) has been updated. It features wages, more reflective pathways information, etc. The Healthcare Brochure (see attached) has been updated. ACT WRC (handout)- most areas are near 100% CRC. Shelby County has entered the Academy.

Employer Services: Rita Alexander, Committee Chairman: Reviewed and commented on the April 14, 2016, Employer Services Minutes. The main topic of discussion for the meeting was the Incumbent Workers grant that was awarded and then declined by PolyOne. It was decided that SRG Global Newbern will be awarded the \$12,000. Other discussion took place regarding Employer and Employee Customer Satisfaction Surveys which were revised.

State Workforce Board Update: Jimmy Williamson and Sandra Woods recently attended the state conference which featured “Regionalism”. The areas have not been defined yet. Margaret said the draft policy included only 9 regions in Tennessee with Lauderdale and Tipton Counties being part of the Greater Memphis Area.

Current Project Updates:

- a. LEAP 2.0: DSCC will be proposing EMT classes for high school students.
- b. LEAP 2.0: Jackson State will be proposing work based learning in manufacturing.
- c. LEAP 2.0: TCAT Jackson has purposed to do the equipment for the classes.
- d. Global Career Development Certification: we have 13 training now and will have more later.
- e. Jail2jobs: 6 participants have earned their CRC.
- f. SNAP: LWDA 12 was awarded a \$124,000 grant which has now been opened up to all 11 counties. Staff working on the grant will be paid out of this grant money. Sharon Hall has been hired to train us on the SNAP program.

Other Business:

Henderson County School’s bid was selected for all 17 counties in West Tennessee for the Adult Education program. Margaret has offered to let them use the career center at night and on weekends.

There was no further business and the meeting was adjourned by Chairman Jimmy Williamson.

Target Population Committee Meeting
Conference Call
April 11, 2016

Members Present Via Telephone:

Brad Hurley Ian Cochran John Castellaw Lindsay Frilling Mary Jones

Staff Present: Connie Stewart Margaret Prater Kim Quinton

1. Opening Comments- Brad Hurley opened the meeting and welcomed committee members.
2. Youth Services Contractor- Connie Stewart, Director of Youth Services, stated that Workforce Essentials has hired and trained four new staff members. All out of school youth have transitioned to them and they are enrolling new people. Things are going well and no complaints from anyone.
3. Youth Supportive Services- At the last committee meeting a travel stipend for the first 30 days for Work Experience was approved. This is going well and has not cost a lot of money due to closeness of worksites to participant homes. Connie recommended that we consider some of the other support services that were discussed in the previous meeting, noting that they would not be automatic for every participant, but rather based on documented need. The committee agreed to vote on the following motion.

MOTION: John Castellaw made a motion to authorize up to \$300 for support services to enable a job seeker to participate in work experience and/or employment. Support services may include items such as appropriate work attire, uniforms, tools, physical, background check, drug screen, industry certification if not covered by ITA, driver's license, etc.

Ian Cochran 2nd the motion. All were in favor and the motion was passed unanimously.

4. Employment Network- Margaret Prater stated that our staff were working with the Memphis area staff to establish our organization as an Employment Network. This is a requirement of the State for One-Stop Certification and will allow the LWDA to draw unrestricted money for services provided to a person with a disability. She noted it was a difficult and lengthy process to get approved and asked Connie Stewart to comment further. Connie shared the Employment Network is a marketing listing that would allow individuals with a disability to assign their "ticket" to our organization for services. Once we have helped the individual secure employment, we will submit their paystubs quarterly to the Social Security Administration as proof of their employment. SSA will then pay us \$1300 quarterly for a certain period of employment. The program will be challenging, but will help individuals with disabilities into long term employment and bring unrestricted dollars to our program.
5. Tipton County Second Chance grant opportunity- Mayor Jeff Huffman has appointed Robin Sealy to oversee the Second Chance grant application, which is similar to the Jail2Jobs grant in Dyer County. Margaret has been working with Robin to submit the grant to establish an on-site career center and Certified Production Technician training.

There was no further business and the meeting was adjourned.

Respectfully submitted,
Kimberly Simpson
Executive Secretary

**Promising Practices Committee Meeting
Northwest TN Workforce Board
Conference Call/Meeting
April 13, 2016**

Members Present:

Lori Kelley- Burdine Kim Quinton Connie Stewart

Conference Call:

Karen Bowyer John Bucy Jon Dougherty Landy Fuqua
Margaret Prater Ben Marks Cliff Sturdivant

Welcome: Lori Kelley-Burdine (Director of Public Information and Planning) welcomed everyone and opened the meeting. Since there were no actions to be voted on for the meeting, it was decided that the meeting would be held conference call.

1. Minutes from both Target Populations and Promising Practices were previously approved. The following initiatives moved to the full board agenda include: TN Pathways update, LEAP update, Jail Re-entry, miscellaneous grants.
2. Pathway brochures: During review and discussion of the Advanced Manufacturing brochure, Jon Dougherty suggested that entry level wages be included to reflect realistic expectation. The committee agreed to adjust the salaries to include a salary "range". The Healthcare Brochure was discussed and a few changes will be made by Lori Kelley Burdine regarding occupations that take less than 2-3 years of training.
3. There was discussion of funding for the continuation of the ACT Work Ready Communities initiative. Dr. Karen Bowyers suggested that we research the Walmart Company. They have grants available that could be very valuable for this program. Margaret noted that she is in communication with the TN Department of Education and they are considering the NCRC as the official "work ready" credential. If the NCRC is adopted, the schools or students would cover the cost. Margaret also noted that we could continue to test high school seniors, but we would likely do so as they came into the American Job Center to look for employment opportunities, versus testing the full senior class at school.

There was no further business and the meeting was adjourned.

Respectfully submitted,
Kimberly Simpson
Executive Secretary

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
313 W. Cedar Street
Dyersburg, TN
February 23, 2016**

Board Members Present:

Rita Alexander	Sandy Barnett	Karen Bowyer	John "Glad" Castellaw
Doug Clark	Yvette Dixon	Jon Dougherty	Will Douglas
Landy Fuqua	Allen Hester	Mary Jones	John Killen
Ed Ledden	Ben Marks	Adam Miller	Ted Piazza
John Penn Ridgeway	Jimmy Williamson	Sandra Woods	

Board Members via Conference Call:

Caroline Castellaw	Lindsay Frilling	Jennifer Starks	Cliff Sturdivant
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Local Elected Officials:

Jake Bynum	Kenny McBride	Benny McGuire	Denny Johnson
Gary Reasons	Tom Witherspoon	Chris Young	

Staff Members Present:

Jennifer Bane	Lori Kelley-Burdine	LeAnn Lundberg	Pam Merritt
Margaret Prater	Kim Quinton	Laura Speer	Connie Stewart Cynthia Webb

Guest:

Robin Sealy	Sherry Fowler	Ronnie Gunnels	Alvin Smothers	Blake Swaggart
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Welcome and Introduction:

Chair, Local Elected Official, Mayor Gary Reasons greeted everyone and called the meeting to order. The invocation was given by **Mayor Jake Bynum**.

Chair, Jimmy Williamson: Opened the business meeting and acknowledged there were enough board members present for a quorum and reminded the members to abstain from discussion and vote on any matter that would be considered a conflict of interest.

1. **Review & Approval of Minutes:** Jimmy Williamson, Chairman had everyone review the November 24, 2015 Board Meeting Minutes.

- **A Motion to approve the November 24, 2015 Board Meeting Minutes was made by Jimmy Williamson and seconded by Tom Witherspoon. All were in favor and the Motion was passed.**

2. **Board Standing Committee Reports:**

Executive Committee: Jimmy Williamson commented on the December 8, 2015 Executive Committee Meeting and reviewed the minutes. * **See Motions**

Target Populations: John Castellaw, committee member commented on the February 8, 2016 Target Populations Committee Minutes. (Exhibit C) A motion was passed in the committee meeting and was presented to the Board. Margaret stated that we would bring back some policies to the next meeting regarding uniforms, etc. * **See Motions**

Career Center Services: Ed Ledden, Committee Chairman commented on the February 3, 2016 Career Center Services Committee Minutes (Exhibit D). Pam Merritt, Director of Training and Staff Development/Rapid Response) reviewed two new provider Programs from Bethel University. The first profile was for an Associate's Degree in Computer and information Sciences and Support Services. The second profile was for a Bachelor's Degree in Athletic Training/Trainer.

Pam reviewed the Appeals process handout (attached). * **See Motions**

Promising Practices: Ben Marks, Committee Chairman: Reviewed and commented on the February 4, 2016 minutes (Exhibit E). Promising Practices Committee reviews existing and new workforce development initiatives and makes recommendations based on local, state-wide, and national trends in workforce and economic development. Career Pathways - Advanced Manufacturing & Healthcare –the existing pathway flyer will be updating the salaries and titles.

1. TN Pathways Update – the Goal is to make sure that every middle school student is introduced to post-secondary education and the world of employment.
2. LEAP update: The LEAP program is going great.
3. ACT WRC – Obion is now obtained their certification.
4. Jail Re-entry program in Dyer County: We were awarded approximately \$72,000 for the jail Re-entry program. Program is going very well.
5. TechHire Grant: We will know more by the next meeting and will advise.

Employer Services: Rita Alexander, Committee Chairman: Reviewed and commented on the February 16, 2016, Employer Services Minutes. The main topic of discussion for the meeting was Incumbent Workers. The committee discussed the ten applications that were submitted for consideration of the \$75,000 grant money for Incumbent Workers. * See Motions

Other discussion took place regarding OJT, ACT WRC and LEAP Day and LEAP Internships.

MOTIONS:

- **Executive Committee:** A Motion to accept the December 8, 2015 Executive Committee Minutes as presented was made by Jimmy Williamson and was seconded by Gary Reasons. All were in favor and the Motion was passed.
- **Target Population Committee:** A Motion to fund a travel stipend in accordance with current policy for a one (1) month period of time, for those participating in out of school for Work Experience was made by John Castellaw and was seconded by Tom Witherspoon. All were in favor and the Motion passed.
- **Career Center Services:** A Motion to accept the November 24, 2015 Board Meeting Minutes as presented was made by Tom Witherspoon and was seconded by Mayor Denny Johnson. All were in favor and the Motion was passed.
- **Career Center Services:** A Motion was made Jimmy Williamson to approve Bethel University Associate Degree in Computer and information Sciences and Support Services for the WIOA Eligible Training Provider List. It was noted that funding would only be provided at \$3,000 annually for 2 years with the student having a plan of how they will pay the remainder of the cost for this degree. The motion was seconded by Tom Witherspoon. All were in favor and the motion was approved.
- **Career Center Services:** A Motion to deny approval of the Bethel Bachelor's Degree in Athletic Training/Trainer program for the WIOA Eligible Training Provider List was made by Jimmy Williamson and seconded by Gary Reasons. All were in favor to deny eligibility for this program.
- **Career Center Services:** Jimmy Williamson made a motion to add checking the sex offender register to the current policy of verifying felony status before funding licensed positions. Sandra Woods seconded the motion. All were in favor and the motion was passed.
- **Employer Services:** Jimmy Williamson made a motion to fund \$17,650 to Caterpillar; \$12,000 to PolyOne; \$20,000 to Marvin Windows; \$20,000 to Heckethorn Manufacturing; and \$20,000 to

Firestone for a total of \$89,650. Since the Incumbent Worker Grant will cover \$75,000 the remaining \$14,650 will come from the LWDA local funds. Chris Young seconded the motion and all were in favor and the motion was passed.

State Workforce Board Update: Jimmy Williamson stated that the State Plan was approved only to go out for review and discussion. Margaret said she has read the plan and the area map is the same; she has concerns regarding Youth; and Performance Standards are set at 75-80% which is something she wants to discuss.

We are so proud of our Director of Finance and Administrative Services, Cynthia Webb. She received an award for Western Tennessee Employee of the Year at State Workforce Board Meeting.

3. WIOA Updates and Quarterly Reports: Margaret Prater

- Financial Report –Handouts regarding Adult and Dislocated Worker and Youth Services 2015-2016 budget projections. Youth Budget Projections goes through March then Youth gets new money in April. It appears that there will be opportunity to expand with more for Youth after this billing cycle.
- Performance Report – Handout regarding performance, stating that yellow is the target, green we are exceeding those numbers, numbers in red will go up in the next two quarters.
- Margaret Prater stated that P.A.R. was in our office approximately 2 weeks for auditing. We received a NO FINDINGS review!!
- Obion County received their ACT WRC Certification.

Other Business:

LEAP Update: The current LEAP grant has been extended until June 2017 instead of December 2016. This is the same amount of money that has been well managed and will allow students more time to complete all certifications.

- **A motion to change the previously scheduled November 22, 2016 Board Meeting to November 15, 2016 was made by Gary Reasons and was seconded by Sandra Woods. All were in favor and the motion was passed.**

NAWB Forum 2016- Dr. Karen Bowyer, John Castellaw, Yvette Dixon, Margaret Prater, and Sandra Woods will be attending the NAWB Forum, March 12-16. Sandy Barnett will be attending with another group.

There was no further business and the meeting was adjourned by Chairman Jimmy Williamson.

Respectfully submitted,

Kimberly Quinton

Executive Secretary

EXECUTIVE COMMITTEE
May 4, 2016-MINUTES
Northwest Tennessee Workforce Board
313 West Cedar Street
Dyersburg, TN 38024

Attendees: Brad Hurley, Dr. Karen Bowyer, Mayor Gary Reasons, Jimmy Williamson

Attendees by Conference Call: Ted Piazza, Ben Marks

Staff: Margaret Prater, Kim Quinton, Lori Kelley-Burdine, Laura Speer, Cynthia Webb

1. Welcome- Chairman Jimmy Williamson called the meeting to order and acknowledged that there were enough members present for a quorum. He reminded attendees of the rules of Conflict of Interest.

2. Employer Services Committee: (see Minutes 4-14-16) PolyOne did not accept the Incumbent Worker grant money of \$12,000 that was awarded to them due to their policy of not releasing employee's social security numbers or wages. The committee discussed awarding this \$12,000 to Tennova or SRG Global since both had ratings that were above the minimum. The Employer Services Committee recommended the funds be awarded to SRG Global.

VOTE: Gary Reasons made the motion to award the Incumbent Worker grant funding in the amount of \$12,000 to SRG Global of Newbern. All were in favor and the motion carried.

3. Target Population: (see Minutes 4-11-16) Brad Hurley, committee chairman, gave a report from the committee including the following recommendation: WIOA may authorize up to \$300 for support services to enable a job seeker to participate in work experience and/or employment. Support services may include items such as appropriate work attire, uniforms, tools, physical, background check, drug screen, industry certification if not covered by ITA, driver's license, etc.

VOTE: Dr. Karen Bowyer made a motion to approve the recommendation as stated. Gary Reasons seconded the motion. All were in favor and the motion carried.

4. TCAT Newbern Financial Aid Issue: (see attachment) Margaret Prater explained the situation, including the change to allow Truck Driver and CNA participants to access lottery funds. She noted that the school did not draw down any lottery funds, although the individual may have been eligible. She presented the following staff recommendation to resolve the issue:

Staff Recommendation: Waive the local cap on costs included for consideration (Direct Education Costs Only) and follow the less restrictive State policy for Cost of Attendance (includes both Training and Training Related) in accordance with federal financial aid guidelines. The conditions of the recommendation are (1) TCAT Newbern submits a written corrective action plan acknowledging the one-time waiver and provides assurance that ALL Financial Aid will be properly accessed/reported in the future; and (2) TCAT Newbern acknowledges in writing that the waiver of local policy does not relieve the institution of liability should a future audit determine the cot to be disallowed.

This waiver would apply to any provider with the same circumstance as of this date. Staff sent a reminder to all providers of the importance of completing the needs assessment form accurately.

VOTE: Brad Hurley made a motion to approve the Waiver and Gary Reasons seconded the motion. All were in favor and the motion carried.

STAFF UPDATES:

5. **Monitoring Compliance Report:** Laura Speer, Director of Performance and Compliance stated that all monitoring is going good and is up to date. (see attachment)

Financial Status Report- Cynthia Webb, Director of Finance & Administrative Services stated that we will receive new allocations in July. We are spending but need to be more aggressive. We are projecting a carryover of \$737,442.68 as of June 30, 2016. With the additional allocation and some slow down in spending, the staff recommended adding \$50,000 for OJT and ITA's (per quarter) for direct training – making the total for direct training per quarter \$150,000. Margaret stated they will continue to monitor the budget and notify the Board of any necessary changes.

VOTE: Ted Piazza made a motion to approve the staff reports – Monitoring Status Report and Budget Projections July 2015 –September 2017. Gary Reasons seconded the motion. All were in favor and the motion carried.

Cynthia also provided an overview of the Youth Budget, including additional funds available to be contracted to the youth provider.

VOTE: Gary Reasons made a motion and Brad Hurley seconded to allow staff negotiate an increase of \$165,000 to the Workforce Essentials youth contract to add additional staff and serve approximately 50 more participants in work experience and/or increase work experience training hours on a case by case basis to facilitate employment opportunities.
Dr. Karen Bowyer abstained from the vote.

OTHER: Lake County is needing to begin a welding program at the high school. Since they are a High Poverty County according to the Federal regulations, Margaret suggested we might want to consider assisting with the \$18,000 needed for the program, if other grant opportunities do not work out. Brad Hurley is not in favor of the request, unless all counties are included in the funding award. This item was tabled until final need is determined.

Margaret announced that the The LEAP 2.0 grant just came out on May 3, 2016.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Kimberly Quinton
Executive Secretary

Executive Committee
Northwest TN Workforce Board
May 4, 2016 – 2:00 p.m.
NTWB Administrative Office – 313 W Cedar, Dyersburg, TN
OR
Conference Call 1-877-216-1555
#845157

Agenda

Welcome

Mayor Reasons

Call to Order, Acknowledgement of Quorum and Conflict of Interest

Jimmy Williamson, Chair

Employer Services Committee (see Minutes 4-14-16)

Rita Alexander, Chair

Committee Recommendation: Award Incumbent Worker grant funding of \$12,000 to SRG Global in Newbern

Target Population Committee (see Minutes 4-11-16)

Brad Hurley, Chair

Committee Recommendation: WIOA may authorize up to \$300 for support services to enable a job seeker to participate in work experience and/or employment. Support services may include items such as appropriate work attire, uniforms, tools, physical, background check, drug screen, industry certification if not covered by ITA, driver's license, etc.

TCAT Newbern Financial Aid Issue (see attachment):

Margaret Prater

Staff Recommendation: Waive the local cap on costs included for consideration (Direct Education Costs Only) and follow the less restrictive State policy for Cost of Attendance (includes both Training and Training Related) in accordance with federal financial aid guidelines. The conditions of the recommendation are (1) TCAT Newbern submits a written corrective action plan acknowledging the one-time waiver and provides assurance that ALL Financial Aid will be properly accessed/reported in the future; and (2) TCAT Newbern acknowledges in writing that the waiver of local policy does not relieve the institution of liability should a future audit determine the cost to be disallowed.

Staff Reports (see attachments):

Monitoring Compliance Report

Financial Status Report – Budget Projections and Allocation Comparison

Staff Recommendation: Approval of staff reports including the Monitoring Status Report and Budget Projections for Program Year July 15 – September 17, including new allocations for 2016-17.

Further, it is recommended staff negotiate an increase of \$165,000 to the Workforce Essentials youth contract to add additional staff and serve approximately 50 more participants in work experience and/or increase work experience training hours on a case by case basis to facilitate employment opportunities.

Draft Agenda for May 24 Northwest TN Workforce Board Meeting

Other

Executive Committee Members:		
Mayor Gary Reasons, Chair, LWDA 12 Consortium of Local Elected Officials		
Chris Young, Vice-Chair, LWDA 12 Consortium of Local Elected Officials		
Jimmy Williamson, Chair, Northwest TN Workforce Board		
Ted Piazza, Vice-Chair, Northwest TN Workforce Board		
Dr. Karen Bowyer, Secretary, Northwest TN Workforce Board		
Ed Ledden, Chair, Career Center Services Committee		
Rita Alexander, Chair, Employer Services Committee		
Ben Marks, Chair, Promising Practices Committee		
Brad Hurley, Chair, Target Populations Committee		
Staff Members:		
<i>Margaret Prater, VP for Workforce Development</i>		
<i>Lori Kelley-Burdine, Director of Planning and Public Information</i>		
<i>Cynthia Webb, Director of Finance and Administrative Services</i>		
<i>Laura Speer, Director of Performance and Compliance</i>		
<i>Connie Stewart, Director of Youth Services</i>		

March 22, 2016

Ms. Donna Hastings, Director
TN College of Applied Technology – Newbern
340 Washington Street
Newbern, TN 38059

Dear Ms. Hastings:

Through routine communication with a WIOA participant, our case manager learned that some part-time programs (Truck Driving and Certified Nursing Assistant) at TCAT Newbern are now eligible for Wilder-Naifeh Lottery funding.

At my request you provided a memorandum from James D. King, Vice Chancellor, TN Colleges of Applied Technology, dated April 24, 2014 approving implementation of a state-wide Certified Nursing Assistance Program CIP code 3151390201 on March 28, 2014 (Attachment A). It is my understanding that this approval changed the financial aid eligibility to allow for awarding of Wilder-Naifeh Lottery funding. The program continues to be *ineligible* for PELL grant award.

Also at my request, you provided an accounting of individuals who enrolled in the programs in question after March 28, 2014 and verified that Wilder-Naifeh funding had not been accessed on any of the forty-seven (47) students in question. Further, your Financial Aid Officer identified students who would not have qualified for Wilder-Naifeh funding due to already accessing funds at another school, residency requirement, etc. The result was ten (10) students, reducing those in question to thirty-seven (37).

According to Workforce Investment Act (WIA) Memorandum Number E&T 01-17, Change 1, Topic: Process to Coordinate WIA and Pell Funds/Lotter and Wilder-Naifeh Grant states (Attachment B):

“...the financial officer of the institution is to assess the cost of attendance (training and training-related needs) including the amount of Pell Grant and other available funding resources such as lottery or Wilder-Naifeh grants. If the financial officer determines that the needs of the customer will be met with the available resources, without including WIA Title I funds, the LWIA has met its obligation to the customer. However, if after assessing other available resources it is determined the available funds will not cover all the needs of the customer, the financial officer will calculate WIA funds made available by the LWIA to cover the unmet need of the customer.”



It further states:

"We recognize that some Local Workforce Investment Board (LWIBs) have set caps on the amounts for Individual Training Accounts (ITAs) to be expended for customers who need training services. If the LWIB has set such caps, the recommendation of the LWIB should be followed."

According to our LWIB policies and procedures, there is a "cap" on costs that can be included for consideration (direct education costs only), as well as, a "cap" on the amount of funds awarded. The Information is captured through completion of the WIA Student Needs Assessment and Financial Aid Worksheet. By not accessing and reporting Wilder-Naifeh funds in the amount of \$667 per student, under local policy, the LWIB over paid TCAT Newbern by \$667 per student as is indicated in the chart below and on Attachment C (Andrea Pruitt – Example)

Local Policy (Direct Education Cost):

Cost:	\$1206
Wilder Naifeh	\$ 667
Unmet need (WIA)	\$ 539
WIA payment	\$1206
Under/(Over) payment	(\$667)

Overpayment for 37 students is a total of \$24,679 for 37 students (list included as Attachment D).

Per our discussion, I agree that the confusion came about because in the past if a program was considered part-time, it was not eligible or necessary for FAFSA filing. Since your staff did not file the FAFSA, they actually reported correctly – zero or N/A awarded. My staff did not question the zero or N/A since they were not aware of your policy change making the program eligible for Wilder-Naifeh. We do not believe this was intentional, but rather human error

In order to resolve the issue, the staff will recommend with conditions, that the Executive Committee of the Northwest TN Workforce Board waive the local cap on costs included for consideration (Direct Education Costs Only) and follow the less restrictive State policy for Cost of Attendance (includes both Training and Training Related) in accordance with federal financial aid guidelines. The conditions of the recommendation are (1) TCAT Newbern submits a written corrective action plan acknowledging the one-time waiver and provides assurance that ALL Financial Aid will be properly reported in the future; and

(2) TCAT Newbern acknowledges in writing that the waiver of local policy does not relieve the institution of liability should a future audit determine the cost to be disallowed.

By calculating the Cost of Attendance according to State policy, the chart below and attachment E (Andrea Pruitt – example) reflects there was not an overpayment of student need.

State Policy (Cost of Attendance):

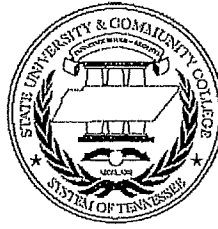
Cost:	\$2533
Wilder-Naifeh	\$ 667
Unmet need (WIA)	\$1866
WIA payment	\$1206
Under/(Over) payment	\$ 660

If you are in agreement, I will submit all documentation to the Executive Committee of the Board on May 4 at 2:00 p.m. and the full Northwest TN Workforce on May 24 at 12:00 noon for their consideration. You are welcome to attend either or both meetings. I will need the written corrective action plan by April 15 to submit to the Committee. If you have any questions, please let me know.

Sincerely,



Margaret Prater



TENNESSEE BOARD OF REGENTS

Office of Colleges of Applied Technology

1415 Murfreesboro Road, Suite 314 | Nashville, TN 37217-2833 | Phone 615.366.4470 | Fax 615.366.3999 | www.tbr.edu

MEMORANDUM

TO: TCAT Directors

FROM: James D. King, Vice Chancellor
Tennessee Colleges of Applied Technology

SUBJECT: **REVISED Program Approvals**
March 2014 Board Meeting
Tennessee Board of Regents

DATE: April 24, 2014

At the March 28, 2014, meeting of the Tennessee Board of Regents, the following program actions were approved:

Program Proposals Requiring Board Approval:

- Implementation of a ***online** Drafting/CAD Program at TCAT Murfreesboro. The program will be 1728 hours in length, and the CIP code is ***0915130100**.
- Implementation of a state-wide Certified Nursing Assistant Program. The program will be 120 hours in length, and the CIP code is 3151390201.
- Implementation of a Diesel Technology Program at TCAT Livingston. The program will be 1728 hours in length, and the CIP code is 2947060500.
- Implementation of a Patient Care Program offered at TCAT Nashville. The program will be 864 hours in length, and the CIP code is 3151390200.
- Implementation of Electro-Mechanical Technology Program at TCAT Athens. The program will be ***1728** hours in length, and the CIP code is 2947030302.

Attachment B



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF EMPLOYMENT AND WORKFORCE DEVELOPMENT
EMPLOYMENT AND TRAINING SECTION
ANDREW JOHNSON TOWER
710 JAMES ROBERTSON PARKWAY, 4TH FLOOR
Nashville, TN 37243-0658
(615) 741-1031

November 2, 2006

Workforce Investment Act (WIA) Memorandum Number E&T 01-17, Change 1

Topic: Process to Coordinate WIA and Pell Funds/Lottery and Wilder-Naifeh Grant

Subject: Coordinating Pell Grants and WIA funds for eligible Adults, Dislocated Workers, and Older Youth to avoid duplication of services and funds

Purpose: The purpose of this memorandum is to clarify the misunderstanding that exists regarding Pell Grants. To provide guidance on how to coordinate WIA Title I program services with Pell Grants and to respond to requests from LWIAs on the recommendation of the state when coordinating Pell Grants and WIA Title I funds.

Background: There is a misunderstanding about what the federal Pell Grant covers and what it does not cover towards the training and training-related needs of an applicant. A Pell Grant is one of several resources available to assist an applicant who would like to attend a post-secondary education institution.

The role of the financial officers in each institution is to assess the total training and training-related needs of each applicant through the Pell Grant and other funding sources. After assessing and calculating the grants from Pell and other resources as well as the cost of need, the financial officer will determine if other resources are needed to cover the unmet needs of the applicant. If the applicant's needs outweigh the total grant available, resources such as WIA Title I funds will be accessed as funding of the last resort.

The role of the WIA staff is to make WIA Title I funds available to the customer after unmet needs are determined by a school's Financial Aid Officer or a Pell Grant Administrator.

We ask each point of entry to WIA Title I funded programs (career centers or satellite offices) to provide customers, who have training needs, a Free Application for Student Financial Aid (FASA) which is used to establish Pell Grant eligibility.

In order to make the coordination process easy, effective and efficient, we recommend the following process. **Participants should also be asked if they have received lottery or Wilder-Naifeh grants.**

November 2, 2006

Instructions: If you have a customer who needs training services that will be provided through area education institutions, obtain the needs assessment form from the institution of attendance.

Complete the form indicating the amount of funds (WIA Title I funding source) provided for training and support services. Forward the form to the institution and request the financial officer of the institution to assess the cost of attendance (training and training-related needs) including the amount of Pell Grant and other available funding resources **such as lottery or Wilder-Naifeh grants**. If the financial officer determines that the needs of the customer will be met with the available resources, without including WIA Title I funds, the LWIA has met its obligation to the customer.

However, if *after* assessing other available resources it is determined the available funds will not cover all of the needs of the customer, the financial officer will calculate WIA funds made available by the LWIA to cover the unmet needs of the customer.

We recognize that some Local Workforce Investment Boards (LWIBs) have set caps on the amounts for Individual Training Accounts (ITAs) to be expended for customers who need training services. If the LWIB has set such caps, the recommendation of the LWIB should be followed. We suggest you provide your LWIB information on the cost of attendance for area institutions to allow the LWIB to make informed decisions and sound policy that will meet the needs of the majority of the customers in the area.

Contact: For questions regarding this policy, please contact the Employment and Training section at 1-800-255-5872 or Rubka Tamerat at (615) 741-6786.

Effective Date: Immediately

Expiration Date: Indefinite

Replaces: E&T 01-17

Sincerely,



Susan Cowden, Director
Employment and Training Section

SKC/RT

WIA STUDENT NEEDS ASSESSMENT AND FINANCIAL AID WORKSHEET

Attachment C

PART A - COMPLETED BY WIA CASE MANAGER

STUDENT NAME	Andrea Pruitt	SSN	[REDACTED]	GRANT	Out-of-School Youth
STUDENT CONTACT INFORMATION	(731) 446-8122	PROGRAM OF STUDY	Nursing Assistant		
PROVIDER/INSTITUTION NAME	TCAT-Newbern (UC Campus)	WIA STAFF	Marcia Fields		
STREET ADDRESS	204 S. Second Street	STREET ADDRESS	204 South 2nd Street		
CITY/STATE/ZIP	Union City, TN 38261	CITY/STATE/ZIP	Union City, TN 38261		
PROVIDER CONTACT INFORMATION	731-627-2511	WIA CONTACT INFORMATION	fields@nwtworks.org		

TERM BEGIN DATE 8/25/2014 TERM END DATE 10/2/2014 REGISTERED HOURS 120

DIRECT EDUCATION COSTS ONLY (Excludes housing, transportation, childcare & personal expenses)

REQUIRED ITEMS FOR PROGRAM	AMOUNT	NOTES
TUITION/FEES	\$ 413.00	
BOOKS	\$ 110.00	
TOOLS/UNIFORMS	\$ 217.00	
TEST/EXAM/LICENSURE FEES	\$ 95.00	
OTHER (SPECIFY IN NOTES)	\$ 371.00	
TOTAL DIRECT EDUCATION COST	\$ 1,206.00	Excluding housing, transportation, childcare & personal expenses

PART B - COMPLETED BY FINANCIAL AID OFFICE

	YES	NO
Are the costs above REQUIRED for the program and amounts accurate?	X	
Has the Financial Aid Office received the student's SAR?	N/A	
Is the student in "Default Status" on Title IV loan?	N/A	
Is the student currently registered for <u>120</u> hours this term?	X	
Is the student currently in the process of Financial Aid Verification?*	N/A	

LIST ALL FINANCIAL AID THE STUDENT IS ELIGIBLE FOR BETWEEN 8/25/2014 AND 10/2/2014

PELL	\$ -
LOTTERY	\$ -
TSAC	\$ -
SEOG	\$ -
STATE DISCOUNT (1/2 HE; 1/4 ST)	\$ -
OTHER STATE OR FEDERAL	\$ -
LOANS	N/A
PRIVATE SCHOLARSHIP	N/A
TOTAL AID WITHOUT WIA	\$ -

*Student was selected for financial aid verification and financial aid amounts are ESTIMATES. Upon completion of the financial aid verification process, financial aid amounts will be finalized. The amount of the financial aid must be deducted from the amount for which WIA will be invoiced.

SPECIFY:

Direct Education Cost \$ 1,206.00 Less Total Aid w/o WIA \$ - = Unmet Need \$ 1,206.00

PART C - COMPLETED BY WIA CASE MANAGER

The above named student is hereby authorized to participate in training within the following term dates and for the number of registered hours:

WIA NEEDS-BASED SCHOLARSHIP AMOUNT AUTHORIZED	\$ 1,206.00	AUTHORIZATION #	324549	TERM DATES	8/25/2014 10/2/2014	REGISTERED HOURS	120
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PART D - CERTIFICATIONS AND INVOICING

Marcia Fields WIA Case Manager Name	By electronically filing this document as COMPLETED, I hereby certify that the above named participant is eligible for WIA training and that the information provided in Part A. and Part C. is true and correct to the best of my knowledge.
Signature and Date (not required if electronically filed.)	

Angela Hooper 08-15-2014 Financial Aid Representative Name	By signing this document, I hereby certify the information provided in Part B. is true and to the best of my knowledge. I further agree to notify WIA Case Manager of any changes that may result in a decrease of unmet need.
Signature and Date	

Teresa Yates Account Billing Representative Name	By signing this document, I hereby certify that the information provided in Part B. is true and correct to the best of my knowledge. I further certify that the student has attended at least one (1) class for each of the above stated number of registered hours. I further agree that if the student drops one or more classes and a refund is due, the refund for tuition/fees and any funds not dispersed to the student will be refunded to WIA per the institution's refund policy.
Signature and Date	

Send a completed copy of this form with an invoice to Dyersburg State Community College, 1510 Lake Road, Dyersburg, TN 38024. Attention: Business Office. The invoice should include the participant name, SSN, first day of attendance (invoice date) and amount due for the WIA Needs Based Scholarship (do NOT break out tuition, fees, books, tools, etc.) The invoice may be submitted immediately following the first day of attendance of each class, but no later than 30 days from the Effective Date. Back-up/Supporting documentation is NOT required to be submitted, but should be available for audit, if requested.

TCCT Northern CNA Classes

Year	Date Enrolled	NAME	Adult	Adult	Adult	Subtotal	REFUNDS	Net Paid	Lottery	Applied for	If Yes, Amt	Amt to	Explanation	Signature
			60055	60058	60057				Eligible	Yes/No	Received	Refund		
13-14	11/11/13 - 12/11/13	Mandy Bates	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	HOPE - UT Knox 05Fall - 05Spring
13-14	11/11/13 - 12/11/13	Felicia Daniels	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	Prior TCCT Lottery or Hope
13-14	11/11/13 - 12/11/13	Toni Harris				\$ 1,151.00		\$ 1,151.00		No		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	
13-14	11/11/13 - 12/11/13	Shafiah Bishop	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	
14-15	08/25/14 - 10/02/14	6 Brianna Garcia	\$ 1,206.00			\$ 1,206.00		\$ 1,206.00		Yes			No verification required: EFCO	
14-15	08/25/14 - 10/02/14	7 Shonda Morgan	\$ 1,206.00			\$ 1,206.00		\$ 1,206.00		Yes			Blank EFCO wrong date, mailed letter	
14-15	08/25/14 - 10/02/14	8 Lauren McKee	\$ 1,206.00			\$ 1,206.00		\$ 1,206.00		Yes			No verification required: EFCO	
14-15	08/25/14 - 10/02/14	9 Andrea Pruitt	\$ 1,206.00			\$ 1,206.00		\$ 1,206.00		Yes			No verification required: EFCO	
14-15	08/25/14 - 10/02/14	10 Cecilia Smith	\$ 1,220.00			\$ 1,220.00		\$ 1,220.00		No			Blank EFCO citizenship issues	HOPE - Austin Peay 04Fall
14-15	08/25/14 - 10/02/14	11 Elizabeth Sanchez (Assessed)	\$ 1,206.00			\$ 1,206.00		\$ 1,206.00		Yes			No verification required: EFCO	
14-15	08/25/14 - 10/02/14	12 Savannah Whitley	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		Yes			No verification required: EFCO	
14-15	11/03/14 - 12/11/14	13 Jessica Barrett	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	11/03/14 - 12/11/14	14 Susan Bates	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	11/03/14 - 12/11/14	15 Tina Barthall	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		Yes			No verification required: EFCO	
14-15	11/03/14 - 12/11/14	16 Teresa Matthews	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	11/03/14 - 12/11/14	17 Adriana Pitts	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	11/03/14 - 12/11/14	18 Demitry Price	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		Yes			No verification required: EFCO	
14-15	11/03/14 - 12/11/14	19 Beverly Warren	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	08/25/14 - 10/02/14	20 Jerita McWhorter	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	21 Doris Jones	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	22 David Brown	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	23 Gregory Mosberg	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	HOPE - UT Knox 05Fall - 05Spring
14-15	05/18/15 - 06/25/15	24 Jasaura Whittick	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	25 Jessica Dunaway	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	26 Autumn Haynes	\$ 1,207.75			\$ 1,207.75		\$ 1,207.75		No			No FAFSA on file	
14-15	05/18/15 - 06/25/15	27 Jessica Malby	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		Yes			No FAFSA on file	
14-15	05/18/15 - 06/25/15	28 Courtney Carter	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	29 Kayla Edwards	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	30 Chastity French	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	31 Amanda Griffin	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	32 Brittany Lamb	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	33 Kelly Moore	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	34 Kaitlyn Shuler (Kaitlyn)	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	35 Brittany Tucker	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	36 Ashley Yanders	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	05/12/14 - 06/19/14	37 Monica West	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	38 Brittany Canton	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	39 Andrea Cooper	\$ 953.00			\$ 953.00		\$ 953.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	40 Jessica Elam	\$ 953.00			\$ 953.00		\$ 953.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	41 Kaitlyn Jackson	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	42 Hillary Jones	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	43 Dalton Johnson	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	44 Katie Kelley	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	45 Teresa Lumley	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	46 Emily Martin	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	47 Chelsea Simpson	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		Yes			No FAFSA on file	
13-14	02/10/14 - 03/20/14	48 Ashley Steggs	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		Yes			No FAFSA on file	
13-14	02/10/14 - 03/20/14	49 Tina Wall (Tina)	\$ 1,151.00			\$ 1,151.00		\$ 1,151.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	50 Shantrea Welch	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	51 Brittany Canton	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	52 Dalton Johnson	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	53 Teresa Lumley	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	54 Emily Martin	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
13-14	02/10/14 - 03/20/14	55 Shantrea Welch	\$ 80.00			\$ 80.00		\$ 80.00		No			No FAFSA on file	
15-16	09/08/15 - 11/03/15	1. Jody Shinson	\$ 9,010.00	\$ 4,841.50	\$ 8,500.75	\$ 57,553.50	\$ (6,132.76)	\$ 51,400.74	\$ 54,573.00	Yes		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	
						\$ 52,925.50							No FAFSA on file	
						\$ 1,747.00		\$ 1,747.00		Yes		\$0.00	Grad 12/19/2013 before added to List of Approved Programs	
						\$ 59,280.50	\$ (6,132.76)	\$ 53,147.74					No FAFSA on file	

Attachment 1

47
10 (N) Not eligible for HOPE-UT
37 X \$667 = \$24,679

55 Total All Programs
- 4 Prior to policy change
- 5 (D) Duplicate students

TCCT Truck Driving

CNA Total
total for NA program after becoming eligible
less those not eligible for lottery

13-14 No verif. req'd EFCO
13-14 Verif. req'd; no verif. req'd due to 2014-15 information

No FAFSA on file

No FAFSA on file

No FAFSA on file

No FAFSA on file

No FAFSA on file

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Tennessee College of Applied Technology

2014-2015

Financial Aid Award Notification

Andrea Leigh Pruitt

9050 Lakeview Drive, South Fulton, TN. 38257

SSN: xxx-xx-5954

Program:

Nursing Assistant

In response to your application for financial assistance at the Tennessee College of Applied Technology, you have qualified for the financial assistance listed below based on your Cost of Attendance (COA) and Estimated Family Contribution (EFC).

The Cost of Attendance is not the amount that you pay to the school.

The Cost of Attendance includes an allowance for tuition, fees, books, supplies, transportation, room, board, and other personal & miscellaneous expenses. Your EFC is determined from your FAFSA application.

Cost of Attendance:	\$ 2533.00
Less Actual EFC:	\$ 0.00
Equals Unmet Need:	\$ 2533.00
Minus Total Awards:	\$ 1873.00
Equals Remaining Need:	\$ 660.00

	Payment Period 1	Payment Period 2	Totals:
	8/25/2014 - 10/2/2014	-	
Hours:	120		120

Calculated PELL:

	Summer H	Fall	Spring	Summer T	Total
WNTSG	\$ 0	\$ 667	\$ 0	\$ 0	\$ 667
WIA	\$ 0	\$ 1206	\$ 0	\$ 0	\$ 1206
Totals:	\$.00	\$ 1,873.00	\$.00	\$.00	\$ 1,873.00

Federal Hours:

State Hours:	0	120	0	0	120
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FSEOG - 75% of Funds is Federal Dollars and 25% is Non-Federal dollars.

To keep this offer in effect, you must:

1. Be admitted to or enrolled in an eligible diploma/certificate program.
2. Maintain Satisfactory Progress and Attendance as stated in the School Catalog/Handbook.
3. Inform the Financial Aid Office of any changes in your enrollment status. If you feel you may graduate early, please see the Financial Aid Counselor immediately.

In addition, you must understand that:

1. All disbursements represent payment made in advance of training. Students must successfully complete the hours and weeks in the payment period before they can receive disbursements for subsequent payment periods.
2. The FA administrator will determine how to disburse funds. Since payment periods may cross multiple terms, the administrator may: make multiple disbursements within the payment period to assist with direct educational costs; may charge estimated direct educational costs for the academic term(s) included in the payment period; or may pay the entire payment period with no consideration for future direct educational costs. If there are funds remaining after all direct costs are paid, you will receive a residual check for the unused portion, which can be used to pay indirect school costs.
3. If you withdraw before completing the hours you have been paid for you are at risk for overpayment with the Department of Education and may owe money to the school.
4. We reserve the right to make adjustments in this award as a result of changes in your enrollment status or financial circumstances, including your receipt of financial assistance of which we are aware. If you receive any additional financial assistance other than what is listed above, it is your responsibility to notify the Financial Aid Office immediately.
5. We reserve the right to make adjustments in this award as a result of changes in allocations of federal, state, or institutional funds.

FSEOG = Federal Supplemental Education Opportunity Grant

TSAA = Tennessee Student Assistance Award

TNPR = Tennessee Promise Award

3/3/2016

FPELL = Federal Pell Grant

WNTSG = Wilder Nalfeh Technical Skills Grant

TNREC = Tennessee Reconnect Award

**Tennessee College of Applied Technology
2014-2015**

Financial Aid Award Summary

Name: Andrea Leigh Pruitt
SSN: xxx-xx-5954
Program: CNA
Enrollment Date: 08/25/2014
Year: 2014-2015

Total Program Eligible 120	Status: FT Independent	Number of Months: 2
State Aid Extension: 0	PELL Amt: \$0.00	Actual COA: \$15,200.00
Transfer Hrs Granted: 0	WNTSG Amt: \$667	Budget Amt: \$2,533.00
Prev. Hours Earned: 0	9 Month EFC: \$0.00	Budgeted EFC: \$0.00
Total Hours Remaining 120		

PELL Calculation: 0 x 1296 =

	Payment Period 1 8/25/2014 - 10/2/2014	Payment Period 2 -	Totals:
Hours:	120	0	120
Calculated PELL:	\$0.00	\$0.00	\$0.00

	Summer H	Fall	Spring	Summer T	Total
PELL Hours:	0	0	0	0	0
	0	0	0	0	0
PELL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WNTSG Hours:	0	120	0	0	120
WNTSG:	\$0.00	\$667.00	\$0.00	\$0.00	\$667.00

Comments:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY-NEWBERN
Estimated Student Cost Sheet
Certified Nursing Assistant (120 Hours)
2014-2015

Class Meets – Monday through Thursday-- 4:00 p.m. - 9:00 p.m.

Tuition & Fees –	
Tuition and Technology Access Fee	\$413.00
Liability Insurance	\$12.00

<u>Books/Training Materials</u>	
Nursing Assistant Care Textbook	\$110.00
Nursing Assistant Care Workbook	
CNA Exams	\$5.00

<u>Required Supplies</u>	
White Scrubs 1 pair	\$37.00
Clinic Shoes 1 pair	\$65.00
Watch with second hand	\$25.00
Stethoscope & Blood Pressure Cuff	\$90.00

<u>Off Campus Expenses</u>	
Hepatitis B injection (\$66 each)	\$198.00
TB Skin Test	\$11.00
Background Check/Drug Test	\$80.00
Physical Examination	\$70.00

State Board Examination	\$90.00
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Total Estimated Cost of Program	\$1,206.00
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*This is only an estimated cost.

*Tuition and fees are subject to change without notice; off campus cost are estimated and will vary.

*Book prices are subject to change with each new order

Revised 6/6/14



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

NEWBERN

TCAT Newbern Corrective Action Plan – WIOA

April 11, 2016

TCAT Newbern acknowledges and appreciates the one-time waiver of the local cap on costs (allowing Cost of Attendance over Direct Education Costs) for prior CNA students recommended by the WIOA Staff to the Executive Committee of the Northwest TN Workforce Board. We request approval of the one-time waiver by the Executive Committee.

In the future, TCAT Newbern will require Certified Nursing Assistant (CNA) and CDL applicants to file the FAFSA before they are put on the waiting list. In addition, Financial Aid Staff will report ALL Financial Aid that the CNA and CDL applicant is eligible to receive on the Needs Assessment and Financial Aid Worksheet, including but not limited to Lottery – Wilder Naifeh and TN Reconnect/TN Promise.

TCAT Newbern acknowledges that the waiver of local policy does not relieve the institution of liability should a future audit determine the cost to be disallowed. Please note and understand that neither TCAT Newbern nor the CNA students in question received the Wilder Naifeh funds that the students were eligible for. The date to apply for and draw down those funds from Wilder Naifeh had passed once the discrepancy was discovered, and TCAT Newbern could not correct the oversight.

Donna Hastings, Director
Donna Hastings, Director

4/13/16
Date

340 Washington Street
Newbern, TN 38059
731-627-2511 www.tcatnewbern.edu

a Tennessee Board of Regents Institution

Prater, Margaret

From: Ethridge, Theresa
Sent: Wednesday, April 06, 2016 11:10 AM
To: kiserr@apsu.edu; mcgee@apsu.edu; stolzl@apsu.edu; BURNSJ@BETHEL.U.EDU; Gruggett, Karen; Wooten, Judy; hwood5@jscc.edu; jlaser@jscc.edu; bolson@naltc.com; yjones@tcatcovington.edu; John.Hodgson@tcatjackson.edu; penny.roland@tcatjackson.edu; jeruna.cozart@tcatmckenzie.edu; tyates@tcatnewbern.edu; Marsha Mitchell; Angela Hooper; Dean Lemonds; Belinda Cochran; jackie.gardner@tcatparis.edu; tmckellar@tcatripley.edu; yjones@tcatripley.edu; achism@tnstate.edu; npirtle@tnstate.edu; kclanton@uu.edu; prencher@utm.edu; kcastleman@utm.edu; PAULATRIMMER@WTBC.EDU; eraine@memphis.edu; Hardin, Jeff
Cc: Prater, Margaret; Webb, Cynthia; Ethridge, Theresa
Subject: Notice to all training providers - reporting financial aid
Attachments: WD-15-07 EAS Vendor User Manual.pdf; Copy of Needs Assessment and Financial Aid Worksheet April 2016.xls

Good morning,

We appreciate the opportunity to partner with each of you as you provide training to our citizens of northwest TN. I want to remind you that the Workforce Innovation and Opportunity Act (WIOA) requires that any resources we provide for scholarships be coordinated with all federal and state financial aid. WIOA is the "last dollar" for financial aid and only considers the direct costs associated with training. I have included a copy of the Needs Assessment and Financial Aid Worksheet that we require completion of prior to awarding scholarship funds. Please be sure that this document is completed and accurate for any student you are requesting assistance for. Additionally, if there is a change in financial aid during the term that affects unmet need, the training provider is responsible to notify the authorizing career advisor and if the amount would result in an overpayment, adjust the invoice appropriately. I have also included a copy of the manual for our Electronic Authorization System. There are no changes to these documents or procedures. This is just a friendly reminder of our process. Thanks.

Margaret Prater

Vice President for Workforce Development
Northwest TN Workforce Board
Dyersburg State Community College
313 West Cedar
Dyersburg, TN 38024
prater@nwtworks.org

LWIA 12 MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Findings	Corrective Action Needed	Status & Date
16.12.900.362.MULTI Center Point Business Solutions, LLC 1416 South 1st Street Union City, TN 731.885.4810 Tim York tim.york@cpbsllc.com	On the Job Training 02/08/2016 - 12/15/2016	Scheduled: W/O 03/01/2016	Site Visit: 02/19/2016 Fiscal:			Site visit has been completed. Waiting on Invoice
Greenfield Products 14.12.900.288.MULTI 3920 Greenfield Drive Union City, TN 731.886.1500 Lori Inciong linciong@greenfieldpi.com	On the Job Training 03/31/15-03/31/2016	Scheduled: 03/09/2016 @ 9:00am	Site Visit: 03/09/2016 Fiscal: 05/21/2015	No Issues	No Action Needed	Site visit has been completed. Waiting on Invoice
Marble Shop 15.12.900.342.MULTI 439 Lily Pond Road Greenfield, TN 38230 731.235.1155 Kila Archie marbleshop@greenfield.com	On The Job Training 04/27/2015 - 01/03/2016	Scheduled: W/O 01/08/2016	Site Visit: 01/08/2016 Fiscal: 10/09/2015			Site visit has been completed. Waiting on Invoice
Marble Shop 15.12.900.360.MULTI 439 Lily Pond Road Greenfield, TN 38230 731.235.1155 Kila Archie marbleshop@greenfield.com	On The Job Training 01/03/2016- 01/03/2017	Scheduled: W/O 01/07/2016	Site Visit: 01/07/2016 Fiscal:			Site visit has been completed. Waiting on Invoice

PML, Inc. 15-12-900-333 MULTI 75 Country Home Road Paris, TN 38242 Kelly Cherry kcherry@pmlmarugo.com	On the Job Training 01/01/2016 - 12/31/2016	W/O 02/44/2016 @ 9:30am	Site Visit: 02/29/2016 Fiscal:			Site visit has been completed. Waiting on Invoice
Profile, Inc. 14-12-900-352 MULTI 370 Republic Drive McKenzie, TN 38201 731.352.5341 Brandy Blackman brandyb@profilemetal.com	On the Job Training 09/19/2015 - 09/19/2016	Scheduled: 03/01/2016	Site Visit: 02/29/2016 Fiscal:			Site visit has been completed. Waiting on Invoice
CSC Sugar, LLC 4000 Hwy 51 N Covington, TN 38019 Adam Miller amiller@cscsugar.com	On-the-Job Training 07/01/2015 to 07/01/2016 Douglas Matthews dmathews@cscsugar.com	Scheduled: 2016	Site Visit: 02/26/2016 Fiscal: 03/02/2016	No Issues	No Action Needed	No monitoring issues
Unilever (Conopco) II 2000 Hwy 51 N Covington, TN 38019 Lana Hammons lana.hammons@unilever.com	On the Job Training 05/01/2015 to 05/01/2016	Scheduled: 02-17-2016	Site Visit: 07/2015 Fiscal: 03/10/2016	No Issues	No Action Needed	No monitoring issues
NSK Steering Systems 2962 Fort Hudson Road Dyersburg, TN 38024 Lisa Despain despainl@nssa-nsk.com	On the Job Training 11/02/2015 to 11/02/2016	Scheduled: 03-07-2016	Site Visit: 03/22/2016 Fiscal: 03/10/2016	No Issues	No Action Needed	No monitoring issues
RR Donnelley - Tops 1001 Riato Road Covington, TN 38019 Lori Spencer lori.spencer@rrd.com	On the Job Training 07/01/2015 to 07/01/2016	Scheduled: 03-23-2016	Site Visit: 03/30/2016 Fiscal: 03/08/2016	No Issues	No Action Needed	No monitoring issues

901-476-4094 ext 314

15-12-900-330 MULTI Gold Bond World Wide 962 Hwy 51 North / PO Box 1 Covington, TN 38019 Suzanne Smith suzannes@golddbondinc.com 866-409-6718 15-12-900-350 MULTI	On the Job Training 10/07/2015 to 10/07/2016	Scheduled: 03-23-2016	Site Visit: 02/26/2016 Fiscal: 03/23/2016	No Issues	No Action Needed	No monitoring issues
United States Cold Storage, Inc 3000 Hwy 51 North Covington, TN 38019 Phil Coles pcoles@uscold.com 303-257-8165 15-12-900-354-MULTI	On the Job Training 09/01/2015 to 09/01/2016 pcoles@uscold.com 901-331-2001	Scheduled: 02-17-2016	Site Visit: 02/17/2016 Fiscal: 03/02/2016	Invoice not received in a timely manner per item number 42 as outlined in the contract.	In Future if deadline not manageable contact BSC to arrange acceptable date	Letter mailed to company 03/11/2016
Amteck East Court Street Dyersburg, TN 38024 731-286-2772 15-12-900-358-MULTI	1106 On the Job Training 09/22/2015 to 07/02/2016	Scheduled: 04-06-2016	Site Visit: 02/22/2016 Fiscal: 03/02/2016	No Issues	No Action Needed	No monitoring issues
Tennova Healthcare of Dyersburg Regional 400 Tickle Street TN 38024 731-288-3608 15-12-500-200-INCWK-B	On the Job Training: 12/02/2015 to 12/01/2016	Scheduled: 03-07-2016	Site Visit: 04/07/2016 Fiscal:			Site visit has been completed. Waiting on Invoice
Colonial DPP LLC PO Box 930 Dyersburg, TN 38025 laDon Byars lbyars@colonialdpp.com 731-287-3636 15-12-500-200-INCWK-A	Incumbent Worker 02/22/2016			No Issues	No Action Needed	Letter mailed 02/23/2016
Ceco Door 9159 Telecom Drive Milan, TN 38358 Kristy mercer	Incumbent Worker 02/22/2016			No Issues	No Action Needed	Letter mailed 02/23/2016

ADULT & DISLOCATED WORKER - LWDA BUDGET PROJECTIONS FOR 16-17 (page 2 of 2)

NEW YEAR 16-17

Prepared 4/26/16 as of 3/31/16

Adult		Dislocated Worker		TOTAL	
Balance 6/30/16	425,331.58	Balance 6/30/16	312,111.10	Balance 6/30/16	737,442.68
Carryover to PY15-16 6/30/16	425,331.58	Carryover to PY15-16 6/30/16	312,111.10	Carryover to PY15-16 6/30/16	737,442.68
Plus new allocation 7/1/16	86,838.00	Plus new allocation 7/1/16	132,335.00	Plus new allocation	219,173.00
Less Direct Participant Obligations 7/1/16-9/30/16	(93,169.87)	Less Direct Participant Obligations 7/1/16-9/30/16	(14,427.37)	Less Direct Participant Obligations 7/1/16-9/30/16	(107,597.24)
Less Career Center Operations 7/1/16-9/30/16	(146,686.75)	Less Career Center Operations 7/1/16-9/30/16	(204,709.54)	Less Career Center Operations 7/1/16-9/30/16	(351,396.29)
Balance at end of 1st qtr 9/30/16	272,312.96	Balance at end of 1st qtr 9/30/16	225,309.19	Balance at end of 1st qtr 9/30/16	497,622.15
# of ITA's	55%	# of ITA's	45%	# of ITA's	100%
Plus new allocation 10/1/16	998,643.00	Plus new allocation 10/1/16	749,897.00	Plus new allocation 10/1/16	1,748,540.00
Less Direct Participant Obligations 10/1/16-12/31/16	-	Less Direct Participant Obligations 10/1/16-12/31/16	(204,709.54)	Less Direct Participant Obligations 10/1/16-12/31/16	-
Less Career Center Operations 10/1/16-12/31/16	(146,686.75)	Less Career Center Operations 10/1/16-12/31/16	(204,709.54)	Less Career Center Operations 10/1/16-12/31/16	(351,396.29)
Balance at end of 2nd Qtr 12/31/16	1,124,269.21	Balance at end of 2nd Qtr 12/31/16	770,496.65	Balance at end of 2nd Qtr 12/31/16	1,894,765.86
Plus new allocation	-	Plus new allocation	-	Plus new allocation	-
Less Direct Participant Obligations 1/1/17-3/31/17	(76,472.45)	Less Direct Participant Obligations 1/1/17-3/31/17	(3,676.00)	Less Direct Participant Obligations 1/1/17-3/31/17	(80,148.45)
Less Career Center Operations 1/1/17-3/31/17	(146,686.75)	Less Career Center Operations 1/1/17-3/31/17	(204,709.54)	Less Career Center Operations 1/1/17-3/31/17	(351,396.29)
Balance at end of 3rd Quarter 3/31/17	901,110.01	Balance at end of 3rd Quarter 3/31/17	562,111.11	Balance at end of 3rd Quarter 3/31/17	1,463,221.12
Plus new allocation	-	Plus new allocation	-	Plus new allocation	-
Less Direct Participant Obligations 4/1/17-6/30/17	(1,390.00)	Less Direct Participant Obligations 4/1/17-6/30/17	(204,709.54)	Less Direct Participant Obligations 4/1/17-6/30/17	(1,390.00)
Less Career Center Operations 4/1/17-6/30/17	(146,686.75)	Less Career Center Operations 4/1/17-6/30/17	(204,709.54)	Less Career Center Operations 4/1/17-6/30/17	(351,396.29)
Balance at end of 4th Quarter 6/30/16	753,033.26	Balance at end of 4th Quarter 6/30/16	357,401.57	Balance at end of 4th Quarter 6/30/16	1,110,434.83
# of ITA's	251.01	# of ITA's	119.13	# of ITA's	370.14
NEW YEAR 17-18					
Plus new allocation 7/1/17	87,052.00	Plus new allocation 7/1/17	130,278.00	Plus new allocation 7/1/17	217,330.00
Less Direct Participant Obligations 7/1/17-9/30/17	(16,228.00)	Less Direct Participant Obligations 7/1/17-9/30/17	(204,709.54)	Less Direct Participant Obligations 7/1/17-9/30/17	(16,228.00)
Less Career Center Operations 7/1/17-9/30/17	(146,686.75)	Less Career Center Operations 7/1/17-9/30/17	(204,709.54)	Less Career Center Operations 7/1/17-9/30/17	(351,396.29)
Balance at end of 1st Quarter 9/30/17	677,170.51	Balance at end of 1st Quarter 9/30/17	282,970.03	Balance at end of 1st Quarter 9/30/17	960,140.54
# of ITA's	225.72	# of ITA's	94.32	# of ITA's	320.05

Funding for New Enrollments

* Apr 16-June 16	\$ 142,386.00
July 16-Sep 16	\$ 150,000.00
Oct 16-Dec 16	\$ 150,000.00
Jan 17-Mar 17	\$ 150,000.00
Apr 17-June 17	\$ 150,000.00
July 17-Sep 17	\$ 150,000.00
Extra	\$ 67,754.54
	\$ 960,140.54

*

ADULT & DISLOCATED WORKER - LWIA BUDGET PROJECTIONS FOR 15-16 (page 1 of 2)

NEW YEAR 15-16

Prepared 4/26/16 as of 3/31/16

Adult		Dislocated Worker		TOTAL	
Adult Carryover to New Yr	598,961.79	DW Carryover to New Yr	453,808.87	Carryover Adult & DW	1,052,770.66
Balance at end of PY14-15 6/30/15	598,961.79	Balance at end of PY14-15 6/30/15	453,808.87	Balance at end of PY14-15 6/30/15	1,052,770.66
Plus new allocation 7/1/15	57%	Plus new allocation 7/1/15	43%	Plus new allocation	100%
Plus Add'l Rapid Response - 8/10/15	87,052.00	Plus Add'l Rapid Response - 8/10/15	130,278.00	Plus new allocation	217,330.00
Less Direct Participant Obligations 7/1/15-9/30/15	(423,768.59)	Less Direct Participant Obligations 7/1/15-9/30/15	(198,718.21)	Less Direct Participant Obligations 7/1/15-9/30/15	(622,486.80)
Less Career Center Operations 7/1/15-9/30/15	(106,033.63)	Less Career Center Operations 7/1/15-9/30/15	(150,816.67)	Less Career Center Operations 7/1/15-9/30/15	(256,850.30)
Balance at end of 1st qtr 9/30/15	156,211.57	Balance at end of 1st qtr 9/30/15	307,370.99	Balance at end of 1st qtr 9/30/15	463,582.56
# of ITA's	34%	# of ITA's	66%	# of ITA's	100%
Plus new allocation 10/1/15	52.07	Plus new allocation 10/1/15	102.46	Plus new allocation 10/1/15	154.53
Less Direct Participant Obligations 10/1/15-12/31/15	(169,839.74)	Less Direct Participant Obligations 10/1/15-12/31/15	(96,773.10)	Less Direct Participant Obligations 10/1/15-12/31/15	(266,612.84)
Less Career Center Operations 10/1/15-12/31/15	(128,010.39)	Less Career Center Operations 10/1/15-12/31/15	(189,193.29)	Less Career Center Operations 10/1/15-12/31/15	(317,203.68)
Balance at end of 2nd Qtr 12/31/15	810,900.44	Balance at end of 2nd Qtr 12/31/15	739,424.60	Balance at end of 2nd Qtr 12/31/15	1,550,325.04
Plus new allocation	-	Plus new allocation	-	Plus new allocation	-
Less Direct Participant Obligations 1/1/16-3/31/16	(77,641.94)	Less Direct Participant Obligations 1/1/16-3/31/16	(29,403.53)	Less Direct Participant Obligations 1/1/16-3/31/16	(107,045.47)
Less Career Center Operations 1/1/16-3/31/16	(153,829.77)	Less Career Center Operations 1/1/16-3/31/16	(218,655.43)	Less Career Center Operations 1/1/16-3/31/16	(372,485.20)
Balance at end of 3rd Quarter 3/31/16	579,428.73	Balance at end of 3rd Quarter 3/31/16	491,365.64	Balance at end of 3rd Quarter 3/31/16	1,070,794.37
Plus new allocation	-	Plus new allocation	-	Plus new allocation	-
Less Direct Participant Obligations 4/1/16-6/30/16	(7,410.40)	Less Direct Participant Obligations 4/1/16-6/30/16	(179,254.54)	Less Direct Participant Obligations 4/1/16-6/30/16	(7,410.40)
Less Career Center Operations 4/1/16-6/30/16	(146,686.75)	Less Career Center Operations 4/1/16-6/30/16	(179,254.54)	Less Career Center Operations 4/1/16-6/30/16	(325,941.29)
Balance at end of 4th Quarter 6/30/16	425,331.58	Balance at end of 4th Quarter 6/30/16	312,111.10	Balance at end of 4th Quarter 6/30/16	737,442.68
# of ITA's	141.78	# of ITA's	104.04	# of ITA's	245.81

ALLOCATION COMPARISON FOR LWIA 12 2016-17 VERSUS 2015-16

	ADULT	DISLOCATED	YOUTH	TOTAL
16-17 ALLOCATIONS				
ADMIN	\$ 120,609	\$ 98,026	\$ 120,401	\$ 339,036
PROGRAM	\$ 1,085,481	\$ 882,232	\$ 1,083,608	\$ 3,051,321
TOTAL	\$ 1,206,090	\$ 980,258	\$ 1,204,009	\$ 3,390,357
15-16 ALLOCATIONS				
ADMIN	\$ 115,734	\$ 94,255	\$ 115,281	\$ 325,270
PROGRAM	\$ 1,041,609	\$ 848,297	\$ 1,037,531	\$ 2,927,437
TOTAL	\$ 1,157,343	\$ 942,552	\$ 1,152,812	\$ 3,252,707
DIFFERENCE IN 2016-17 AND 2015-16 ALLOCATION				
ADMIN	\$ 4,875	\$ 3,771	\$ 5,120	\$ 13,766
PROGRAM	\$ 43,872	\$ 33,935	\$ 46,077	\$ 123,884
TOTAL	\$ 48,747	\$ 37,706	\$ 51,197	\$ 137,650
PERCENT	4%	4%	4%	4%

ADULT AND DISLOCATED WORKER BY QUARTER

1st QTR ALLOC (8% Adult; 15% DW) note: 100% of YOUTH received April 1

ADMIN	\$ 9,649	\$ 14,704	\$ 24,353
PROGRAM	\$ 86,838	\$ 132,335	\$ 219,173
TOTAL	\$ 96,487	\$ 147,039	\$ 243,526

REMAINING 3 QTRS

ADMIN	\$ 110,960	\$ 83,322	\$ 194,282
PROGRAM	\$ 998,643	\$ 749,897	\$ 1,748,540
TOTAL	\$ 1,109,603	\$ 833,219	\$ 1,942,822

16-17 ALLOCATION

ADMIN	\$ 120,609	\$ 98,026	\$ 218,635
PROGRAM	\$ 1,085,481	\$ 882,232	\$ 1,967,713
TOTAL	\$ 1,206,090	\$ 980,258	\$ 2,186,348

YOUTH - LWMA BUDGET PROJECTIONS FOR 15-16

Prepared 4/26/15 as of 3/31/15

OUT-OF-SCHOOL YOUTH - 75%		WORK EXPERIENCE - 20%		REMAINING BALANCE FOR IN-SCHOOL YOUTH		TOTAL
Carryover to New Yr 75% OSY	930,037.43	Carryover to New Year 20% WE (Work Exp)	248,009.98	Carryover to New Year ISY	62,002.50	1,240,049.91
Balance at end of PY14-15 6/30/15	930,037.43	Balance at end of PY14-15 6/30/15	248,009.98	Balance at end of PY14-15 6/30/15	62,002.50	1,240,049.91
Less Direct Participant Oblig 7/1/15-9/30/15	(105,773.94)	Less Direct Participant Oblig 7/1/15-9/30/15		Less Direct Participant Oblig 7/1/15-9/30/15	(4,327.00)	(110,100.94)
Less Career Center Oper 7/1/15-9/30/15	(214,694.74)	Less Career Center Oper 7/1/15-9/30/15	13,820.12	Less Career Center Oper 7/1/15-9/30/15	(13,820.12)	(214,694.74)
Direct Charge Salary & Benefits	609,568.75	Direct Charge Salary & Benefits	261,830.10	Direct Charge Salary & Benefits	43,855.38	915,254.23
Balance 9/30/15		Balance 9/30/15		Balance 9/30/15		
Less Direct Participant Oblig 10/1/15-12/31/15	(94,311.65)	Less Direct Participant Oblig 10/1/15-12/31/15	(32,576.53)	Less Direct Participant Oblig 10/1/15-12/31/15	(13,075.37)	(79,963.55)
Less Career Center Oper 10/1/15-12/31/15	(143,109.69)	Less Career Center Oper 10/1/15-12/31/15	(280,000.00)	Less Career Center Oper 10/1/15-12/31/15	-	(143,109.69)
Youth Contract	(119,947.00)	Youth Contract WE Wages & Benefits	(16,457.66)	Youth Contract	(112.99)	(399,947.00)
Direct Charge Salary & Benefits	312,200.21	Direct Charge Salary & Benefits	(67,204.29)	Direct Charge Salary & Benefits	30,667.02	275,662.94
Balance 12/31/15		Balance 12/31/15		Balance 12/31/15		
Less Direct Participant Oblig 1/31/16-3/31/16	(67,193.29)	Less Direct Participant Oblig 1/31/16-3/31/16	(20,987.53)	Less Direct Participant Oblig 1/31/16-3/31/16	(2,410.65)	(88,180.82)
Less Career Center Oper 1/31/16-3/31/16	(168,705.88)	Less Career Center Oper 1/31/16-3/31/16	-	Less Career Center Oper 1/31/16-3/31/16	-	(168,705.88)
Direct Charge Salary & Benefits	2,410.65	Direct Charge Salary & Benefits	-	Direct Charge Salary & Benefits	28,256.37	18,776.24
Balance 3/31/16	78,711.69	Balance 3/31/16	(88,191.82)	Balance 3/31/16		
NEW YEAR 16-17		NEW YEAR 16-17		NEW YEAR 16-17		
Plus new allocation 4/1/16	815,000.00	Plus new allocation 4/1/16	220,000.00	Plus new allocation 4/1/16	48,608.00	1,083,608.00
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance		
Less Direct Participant Obl 4/30/16-6/30/16	(163,382.35)	Less Direct Participant Obl 4/30/16-6/30/16	(29,528.00)	Less Direct Participant Obl 4/30/16-6/30/16	-	(29,528.00)
Less Career Center Oper 4/30/16-6/30/16	5,165.68	Less Career Center Oper 4/30/16-6/30/16	-	Less Career Center Oper 4/30/16-6/30/16	(5,165.68)	(163,382.35)
Direct Charge Salary & Benefits	735,455.02	Direct Charge Salary & Benefits	102,280.18	Direct Charge Salary & Benefits	71,698.69	909,473.89
Balance 6/30/16		Balance 6/30/16		Balance 6/30/16		
Less Direct Participant Oblig 7/1/16-9/30/16	(30,423.50)	Less Direct Participant Oblig 7/1/16-9/30/16	-	Less Direct Participant Oblig 7/1/16-9/30/16	-	(30,423.50)
Less Career Center Oper 7/1/16-9/30/16	(163,382.35)	Less Career Center Oper 7/1/16-9/30/16	-	Less Career Center Oper 7/1/16-9/30/16	-	(163,382.35)
Direct Charge Salary & Benefits	541,689.17	Direct Charge Salary & Benefits	102,280.18	Direct Charge Salary & Benefits	71,698.69	715,688.04
Balance 9/30/16		Balance 9/30/16		Balance 9/30/16		
Less Direct Participant Oblig 10/1/16-12/31/16	(163,382.35)	Less Direct Participant Oblig 10/1/16-12/31/16	-	Less Direct Participant Oblig 10/1/16-12/31/16	-	(163,382.35)
Less Career Center Oper 10/1/16-12/31/16	378,306.82	Less Career Center Oper 10/1/16-12/31/16	-	Less Career Center Oper 10/1/16-12/31/16	-	(163,382.35)
Direct Charge Salary & Benefits		Direct Charge Salary & Benefits	102,280.18	Direct Charge Salary & Benefits	71,698.69	552,265.69
Balance 12/31/16		Balance 12/31/16		Balance 12/31/16		
Less Direct Participant Oblig 1/1/17-3/31/17	(23,707.15)	Less Direct Participant Oblig 1/1/17-3/31/17	-	Less Direct Participant Oblig 1/1/17-3/31/17	-	(23,707.15)
Less Career Center Oper 1/1/17-3/31/17	(163,382.35)	Less Career Center Oper 1/1/17-3/31/17	-	Less Career Center Oper 1/1/17-3/31/17	-	(163,382.35)
Direct Charge Salary & Benefits	191,217.32	Direct Charge Salary & Benefits	102,280.18	Direct Charge Salary & Benefits	71,698.69	365,136.19
Balance 3/31/17		Balance 3/31/17		Balance 3/31/17		
Plus new allocation 4/1/17	815,000.00	Plus new allocation 4/1/17	220,000.00	Plus new allocation 4/1/17	48,608.00	1,083,608.00
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance		
Less Direct Participant Obl 4/30/17-6/30/17	(3,092.00)	Less Direct Participant Obl 4/30/17-6/30/17	-	Less Direct Participant Obl 4/30/17-6/30/17	-	(3,092.00)
Less Career Center Oper 4/30/17-6/30/17	(96,000.00)	Less Career Center Oper 4/30/17-6/30/17	(224,000.00)	Less Career Center Oper 4/30/17-6/30/17	-	(163,382.35)
Youth Contract		Youth Contract WE Wages & Benefits		Youth Contract		(320,000.00)
Direct Charge Salary & Benefits	743,742.97	Direct Charge Salary & Benefits	98,280.18	Direct Charge Salary & Benefits	120,306.69	962,329.84
Balance 6/30/17		Balance 6/30/17		Balance 6/30/17		

* 75% OSY, 20% WE, Bal ISY

**Employer Services Committee Meeting
Conference Call/Meeting
April 14, 2016 (2:00 p.m.)**

Members Present:

Rita Alexander Kristy Mercer Adam Miller Margaret Prater
Kim Simpson Jennifer Starks Jimmy Williamson

Welcome: Rita Alexander, Committee Chairman called the meeting to order. The meeting was turned over to Margaret Prater (Vice President for Workforce Development).

IW Grant Proposals Resubmissions: PolyOne declined \$12,000 that was offered to them from the Incumbent Worker Grant. This was due to their policy on releasing the social security number and wages of their employees that would be trained with these funds. Since PolyOne declined the grant the committee discussed allocating these funds to either Tennova or SRG Global. Tennova and SRG have resubmitted their applications for the grant money and have met all rating issues. Tennova proposed to train 30 employees for 18.5 hours and matched the grant with employee wages during training. SRG Global proposed to train 12 employees for 31.5 hours and matched the grant with additional instructor wages, training materials, training equipment, travel/food, and employee wages while in training. After consideration of splitting the funding or adding additional funds, the following motion was made:

- Jimmy Williamson made a motion to award funding of \$12,000 to SRG Global. Kristy Mercer seconded the motion and all were in favor. The motion passed unanimously and will be presented to the Executive Committee.

Employer Customer Satisfaction Survey: Margaret shared with that the Career Center Services Committee discussed the need for an Employer Customer Satisfaction Survey. She asked the Employer Services Committee what they thought of the idea and for any suggestions they might have in this regard. The following were their conclusions:

- a. All agreed that it was a good idea.
- b. Online Survey was the delivery of choice
- c. They wanted to keep it short and simple. Liked the example of “would you hire the person who helped you”
- d. Send Email Prompt to Employers to take the survey

Margaret agreed to check and see if we can get a report from VOS to determine when a company has received services and this could be utilized to get immediate feedback.

Additionally, it was discussed that we may need to survey the general employer population periodically to determine if they are aware of services offered through the career center. Jennifer Starks mentioned a concern from attending a meeting regarding the new UI system that many employers and employees may not be aware of the changes coming this month when the State moves to a new system. Margaret shared with the group they she hoped her staff would receive training on the new system next week, as the local meetings were only open to employers.

Business Services Updates:

IW Contracts: Contracts have been funded and issued according to our instructions to everyone except PolyOne.

OJT: Since July 2015 there have been 273 participants in the OJT. Currently there are 74 active participants that are being funded.

ACT WRC: We are moving forward in obtaining the 100 percent goal for all 11 counties. At this time 6 counties have reached 100 percent; however, ACT has placed those counties in maintenance status, so they now have new goals, included we will need to reaffirm employer support.

LEAP Internships: We are looking for more employers to employ interns that have obtained their Certified Production Technician credentials. Margaret asked that employer interested contact her or their Business Service Coordinator.

There was no further business and the meeting was adjourned.

Respectfully submitted,

Kimberly Simpson
Executive Secretary

**Career Center Services Committee Meeting
Northwest TN Workforce Board
Conference Call/Meeting
April 11, 2016**

Members Present:

Pam Merritt Margaret Prater Kim Quinton

Conference Call Attendees:

Sandy Barnett Melinda Goode Ed Ledden Ted Piazza John Penn Ridgeway

Welcome: Margaret Prater (Vice President for Workforce Development) and Chairman Ed Ledden welcomed everyone and opened the meeting.

- **A Motion to approve the February 3, 2016 minutes of the Career Services Committee by John Penn Ridgeway and was seconded by Ted Piazza. All were in favor and the minutes were unanimously approved. (attached as Exhibit A)**

Traffic Flow Report for Career Centers: (attached as Exhibit B) Margaret reviewed the handout with the committee. Sandy Barnett stated that there may have been a few participants that did not get counted due to the time that the new “VOS Greeter” being installed.

West TN Regional Training – April 12-14: This event is being sponsored by LWIA 11, 12 and 13. Rick Record from Sacramento California will be the trainer for all three days. The expenses will be covered under Transitional Expense. Contracts begin on April 1, 2016 with the TN Dept. of Labor, Jackson/Memphis. This training is geared toward Youth Contractors and developing consistencies in all career centers.

Career Center Survey – Job Seeker (example attached as Exhibit C) After review and discussion it was decided that the paper card surveys will be available in the career centers and we will also have online surveys available. Everyone liked the current survey except they wanted the flow of the answers reversed.

Career Center Survey – Employer: Margaret Prater asked the committee for their thoughts opinion of having a survey for employers. Everyone thought the idea was great. Some of the input were as follows:

- Use the same questions that are on the customer cards only make the questions applicable to employers; Make the questions more specific and in-depth;
- Only have three or four questions; Keep the survey very brief;
- Have survey online;
- How many of our services do you currently use;
- Ask employers to rate their service given by staff members; Were you satisfied with the service you received?

Updated Website – www.northwesttncareercenter.org; Everyone liked the new website. Sandy Barnett said it was “Excellent!” It was discovered that the link on NCOA needed to be fixed.

There was no further business to discuss and the meeting was dismissed.

Respectfully submitted,
Kimberly Simpson, Executive Secretary

Local Workforce Development Area 12
Northwest TN Workforce Board and Local Elected Officials
NTWB Administrative Office, 313 W Cedar, Dyersburg, TN
Conference Call 1-877-26-1555 # 845157

Tuesday, May 24, 2016 – 11:30 lunch/12:00 Business Meeting

Agenda

Welcome Mayor Reasons, Chair, Local Elected Officials

Business Meeting- Call to order Jimmy Williamson, Chair, NWTNWB
Acknowledgement of Quorum/Conflict of Interest

Approval of Minutes of February 23, 2016 Meeting

Executive Committee Report (May 4) Ted Piazza, Vice Chair

Board Standing Committee Reports

Target Populations (April 11)	Brad Hurley, Committee Chair
Career Center Services (April 11)	Ed Ledden, Committee Chair
Promising Practices (April 13)	Ben Marks, Committee Chair
Employer Services (April 14)	Rita Alexander, Committee Chair

State Workforce Board Update (May 13)	Jimmy Williamson & Sandra Woods
National Association of Workforce Board Forum	Karen Bowyer, John Castellaw, Yvette Dixon

WIOA Updates & Quarterly Reports Margaret Prater & Workforce Staff

Current Project Updates

- Labor Education & Alignment Program (current)
- ACT Work Ready Communities
- WIOA Transition for Training/ Procurement/Planning
- Jail2Job- Dyer County Sheriff Department
- Supplemental Nutrition Assistance Program (SNAP)

Opportunities

- Second Chance Grant- Tipton County proposal submitted
- Adult Education Coordination

Other business

Future Board Meeting Dates: August 23, 2016 & November 15, 2016