

**LWIA 12 Northwest Tennessee Workforce Board Meeting**  
**Held at: 313 W. Cedar Street, Dyersburg, TN 38024**  
**January 27, 2015**

**Board Members Present:**

Jimmy Williamson	Bobby Blaylock	Ted Piazza	Ronnie Price
John Bucy	Mayor Jake Bynum	John Killen	Jere Hadley
Gayanne Williams	John Snead	Jerry Bailey	Alvin Smothers
Brad Hurley	John Penn Ridgeway	Yvette Dixon	LaMar Bartlett
Quincy Barlow	Karla Carpenter	Melinda Goode	Mary Jones
Mayor Tom Witherspoon	Karen Bowyer	Kristy Mercer	

**Local Elected Officials:**

Maurice Gaines, Jr.	Jake Bynum	Denny Johnson	Chris Young
Tom Witherspoon	Gary Reasons	Benny McGuire	

**Youth Council Members Present:**

Ronnie Gunnels	Ruthene Ezell	Mike Whitson	Dianne Homra
Rocky Miller	Sherry Fowler	Rita Alexander	

**State Staff:**

Mark Chandler	Gwen Leonard
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**Guest:**

Deniece Thomas	Nancy Blaylock
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**Staff Members Present:**

Margaret Prater	Ginger Powell	Jennifer Bane	Pam Merritt
Libby Wickersham	Lori Kelley	Cynthia Webb	Laura Speer
Connie Stewart	Kim Quinton		

**Board Members Present by Conference Call:**

Kay Castellaw  
Jennifer Starks

**1. WELCOME AND INTRODUCTION OF NEW LOCAL ELECTED OFFICIALS/GUESTS:**

Chairman Jimmy Williamson recognized there was a quorum and called the meeting to order and welcomed everyone.

**2. REVIEW & APPROVAL of October 28, 2014 minutes- (See attached "Exhibit A"):**

Mayor Chris Young made a motion to approve the October 28, 2014 minutes as submitted. Brad Hurley made a second to this motion. All were in favor and the motion was passed.

### **3. QUARTERLY BOARD UPDATE**

- **TDLWD Program Accountability Review Visit**

Margaret Prater reported that the PAR state monitoring took place from January 12<sup>th</sup> thru January 16<sup>th</sup>. PAR reported in the exit meeting that there were no findings, the files were in order and of substance.

- **New Initiatives (See attached “Exhibit B”)**

Margaret Prater provided and reviewed her handout: New Workforce Initiatives- January 2015. This handout details:

- a. **Workforce 360** –which will kick-off at the end of January 2015.
- b. **Regional Economic Study** - will be funded by a \$50,000 grant and will study West Tennessee unemployment rates compared to those of East and Middle Tennessee. The purpose of this study is to help improve the economic standard of West Tennessee.
- c. **American Apprenticeship Initiative-** has been notified of available funds with proposal due April 30, 2015. Approximately 25 grants will be awarded. The minimum grant will be \$2.5 million to serve 300 participants. Margaret is exploring an application with Memphis and Jackson area in order to reach 300 participants required.

- **Workforce Innovation and Opportunity Act (WIOA)**

Margaret Prater reported that there are many changes coming with WIOA. One of the major changes being the youth funding. The new regulations state at least 75% of youth funds must be spent on out-of-school youth. These changes will have a huge impact on the In-School Youth Programs such as Peer Tutoring and Dual Enrollment. The Youth Council does not recommend issuing a RFP for Peer Tutoring. The main focus will be on funding and serving Out of School Youth, including work experience. Other changes will include a reduction in the number of members required to be on the Workforce Board.

- **National Association of Workforce Board Forum 2015**

Information on the NAWB Forum 2015 was emailed to all members. Individuals planning on attending will reserve their personal airline tickets and will be reimbursed by DSCC after the forum. Currently those planning to attend are Margaret Prater, Dr. Bowyer, Alvin Smothers, Yvette Dixon, Ronnie Gunnels, Sandra Woods, Kay Castellaw and Jennifer Starks. Any others that are interested in attending will notify Margaret Prater.

### **4. YOUTH COUNCIL REPORT:**

Ronnie Gunnels reported on the following updates that were discussed in the Youth Council Meeting that was held prior to the Board Meeting:

One of the biggest changes in the new WIOA legislation is to the Youth Programs and the allotment between In-School and Out-of-School Youth. Out-of-School funding will be at least 75% of funds and with a minimum of the remaining 20% of funds being spent on work-based learning (OJT, Work Experience, Internships). We will only be able to serve the existing juniors (approximately 87) that are currently enrolled in the program. Due to the changes in funding, the Peer Tutoring will cease. This is a major disappointment and will greatly impact the current In-School Program. Margaret Prater has previously notified the schools in this regard. Representing the Youth Council, Mr. Gunnels made the following motion:

- **The Youth Council issue a Request for Proposal for Out-of-School Youth only noting there would not be a RFP issued for Peer Tutoring and no new participants accepted for Dual Enrollments. Existing In-School students will be able to continue to receive available services.**
- **Brad Hurley seconded the motion. All attending and voting approved the motion as presented. Lamar Bartlett and Karen Bowyer abstained from discussion and vote**

#### **5. FISCAL UPDATE (See attached "Exhibit C")**

Cynthia Webb, Director of Finance and Administrative Services reported on her handout titled Adult & Dislocated Worker-LWIA Budget Projections for 14-15 and included the following fiscal update.

- Adult/dislocated worker money had \$82,000 remaining at the completion of this report on January 13, 2015. We are now to \$30,000 which includes the \$20,000 reserve. There is approximately \$75,000 excess available and Margaret Prater will be asking for part of that to be moved to this quarter to get us through March. In April, there will be another \$100,000 available. This budget project does not include any new allocations.
- Since October 1, 2014, Cynthia approved \$344,000 in Adult (OJT \$119,000) and \$144,000 in Dislocated Worker (\$56,000 OJT).
- Youth has a balance of \$67,300 before allocations. This assumes that all dual enrollment money will be expended. There is approximately \$100,000 remaining in dual enrollment.
- ECMATS was disabled the last week in November and VOS was brought up the first part of December. ECMATS was used for our financial tracking. When VOS is ready for Fiscal, we will be able to input all payments made since eCMATS was disabled.
- Asset Building grant is complete - \$4,400 de-obligated – Eaton
- Incumbent Worker grant is complete - \$8,400 de-obligated – Rose Fabricating
- Gas Card update- we paid 17 Fleet invoices vs. 2,362 travel stipends- total savings \$52,000
- Savings in stamps and salaries and benefits at business office, approximately \$19,000

The State requested that we perform a Financial Analysis Review for two grant periods. Cynthia had 44 grants to review on a spreadsheet is 46 columns. She has completed this review, which is

due January 30, 2015, and she will be preparing this same type review monthly on each open grant.

- **A Motion to approve moving \$40,000 of funds to training budget and \$20,000 for reserves was made by Brad Hurley and seconded by Ted Piazza. All were in favor and the Motion was approved as presented. Dr. Karen Bowyer and John Ridgeway abstained from discussion and vote.**

## **PROGRAM UPDATES**

### **Performance and Compliance (See attached “Exhibit D”)**

Laura Speer, Director of Performance and Compliance, provided and discussed her handout consisting of charts of the WIA Participants Served by Career Centers and Participants Served by County of Residence from July 1, 2014 to December 31, 2014.

### **Business Services (See attached “Exhibit E”)**

Ginger Powell, Director of Business Services, provided and discussed her handout: On-the-Job Training Grants July 1, 2014 - December 31, 2014, Incumbent Workers Training Grants-2014 and Asset Building Grants – 2014.

### **Youth Services (See attached “Exhibit F”)**

Connie Stewart, Director of Youth Services, stated that the post-secondary schools would like Career Fair for Career Pathways, which would take place in May or June of this year. She presented and reviewed the following handouts:

- 2014-2015 PEER Tutoring Work Experience Mid Year Report
- Handout regarding with totals of Number of Peer Tutors, PT enrolled in 2014-2015, Students taking Dual Enrollment, new Dual Enrollments for Fall 2014

### **Career Development Services (See attached “Exhibit G”)**

Jennifer Bane, Director of Career Development Services presented and discussed her handout noting highlights in each area:

- Occupational Skills Training Enrollments

### **Rapid Response**

Pam Merritt, Director of Training Services reported on Rapid Response activities in the area.

- Kongsberg Automotive will have a temporary layoff. This will last approximately 3 months with approximately 63 people being laid off.

## **Facilities and Computer Services**

LeAnn Lundberg, Director of Facilities and Computer Services was excused from the meeting due to completing the relocation and set up of the Humboldt and Covington office. After today the offices should be completed.

## **Public Information and Planning (See attached "Exhibit H")**

Lori Kelley, Director of Planning and Public Information distributed copies of the Achiever. In regards to the LEAP grant, Lori stated that we were awarded \$850,000. Don Williams has been employed to assist Lori in overseeing this program. Lori also reviewed statistics from her handout the "Customer Survey Tennessee Career Center-LWIA 12".

8. Due to time restraints, the Data- based Decision Making to Assess Training Readiness presentation was postponed until the next meeting by Chairman Williamson.

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

Respectfully submitted,

Kimberly Quinton  
Executive Secretary