

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
313 W. Cedar Street, Dyersburg, TN
August 22, 2017**

Board Members Present: Rita Alexander Kristie Bennett John Bucy Ian Cochran
Jon Dougherty Will Douglas Brad Hurley Mary Jones John Killen Ben Marks
Douglas Matthews Kristy Mercer David Parrish John Ridgeway Ted Piazza Jimmy Williamson

Board Members via Conference Call: Lindsey Frilling Jake Bynum

LOCAL ELECTED OFFICIALS: Brent Greer Barry Barnett Denny Johnson
Kenny McBride Benny McGuire Gary Reasons

Staff Members Present: Jennifer Bane Lana Burchfiel LeAnn Lundberg
Margaret Prater Kim Simpson Laura Speer

Non- Board Committee Members: Karen Bowyer Ronnie Gunnels Sherry Fowler Robin Sealy
Guest: Mark Chandler Karen Davison Judy Lofton Johnny Polk

Tour: Mobile American Job Center (members toured before and after meeting.)

WELCOME: Mayor Gary Reasons, Chief Local Elected Official welcomed all members and guests. Mayor Denny Johnson gave the invocation.

PRESENTATION: Kristie Bennett, TDLWD board member representative introduced Karen Davison and Johnny Polk to speak about the Mobile American Job Center. Karen and Johnny reviewed the menu of services that are available in the Career Coach. The Coach brings employment services to various locations throughout west Tennessee. They provide many aspects of job services such as computer assistance, job searches, educational opportunities, and Job Re-entry and Federal Funding programs for felons. A video of the Mobile AJC was included in the presentation.

BUSINESS MEETING: Chairman, Jimmy Williamson called the business meeting to order. Chairman Williamson acknowledged that a quorum was present and issued a reminder of the Conflict of Interest Policy.

MEMBER UPDATES: Adam Miller of CSC Sugar resigned his position on the board due to his move to South Carolina. Douglas Matthews of CSC Sugar has been nominated to replace Miller on the Board. Due to a change in the policy stating that a service provider cannot serve on the Board, Dr. Karen Bowyer has resigned her position. She will not be replaced at this time.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the May 23, 2017 Board Meeting Minutes.

MOTION: A Motion to approve the May 23, 2017 Board Meeting Minutes as presented was made by John Bucy and seconded by Mayor Kenny McBride. All were in favor and the Motion passed.

Meeting Reports:

LEO Special Called Meeting (June 20-22 Electronic) Mayor Gary Reasons stated that the Consortium of Local Elected officials met by electronic email between June 20 and June 22 to approve language for the Local Elected Official Agreement and the Partnership Agreement between the Local Elected Officials and the Northwest TN Workforce Board. Margaret Prater provided a draft "mark-up" copy, "clean" copy and summary of changes. Eight of eleven members voted via email to approve the documents as presented. There were no objections.

Request for Proposal Review Committee Report (June 22): Brad Hurley, Chair of the Review Committee, stated that the purpose of the meeting was to select a Provider for the One-Stop Operator and Career/Business/Youth Services. There were six proposals received but Margaret noted that Heritage was rejected for not following formatting requirements and not signing the Conflict of Interest. The committee, including 3 Board Members, 2 non-board Committee Members and staff representatives from LWDA 11 and 13, independently scored the proposals before arriving. Prior to an extensive review, the committee voted to reject the Mid-Cumberland proposal for non-compliance in providing detailed budget and staffing plans. After a thorough discussion of the other four proposals, the committee members were given the opportunity to adjust any scores. Kristie Bennett, a Board Member observing the review, tabulated the scores. Based on the scores, a motion was made and approved to recommend the proposal submitted by Dyersburg State Community College to the Board of Directors.

Board of Directors Meeting Report (June 23): Jimmy Williamson stated the Board of Directors met on June 23 with all members present. The purpose of the meeting was to review the recommendation of the Request for Proposal Committee Review Team. A motion was made to approve the committee's recommendation selecting Dyersburg State Community College as the One-Stop Operator and Provider of Career/Business/Youth Services. The motion passed unanimously. Margaret reviewed salaries, details on benefits, leave and holidays for the Staff to the Board. The Directors requested that in the future, they would only approve Margaret's salary and she will set the salary of the other staff members.

LEO Meeting to Approve Request for Proposal (June 26): Mayor Reason also gave an update on the June 26th LEO conference call meeting. The purpose of the meeting was to review the recommendation of the Board of Directors to award the contract for One-Stop Operator and Career/Business/Youth Services to Dyersburg State Community College. The Board of Directors had accepted the recommendation of the RFP Review Team. A motion was made to award the contract to Dyersburg State Community College for One-Stop Operator and Career/Business/Youth Services. The motion carried.

Regional Planning Meeting Report (July 19): Margaret Prater reported that the Regional Planning committee which includes LWDA 11, 12 and 13 (Jackson, Memphis and Dyersburg areas), met via conference call. They discussed the One-Stop Procurement noting that everyone had their contracts in place. They discussed ways to measure the performance of the Operators for both One-stop/ Career and Business Services, as well as, the MOU between all partners and the infrastructure agreements. Everyone noted that this was much more difficult than in the past and hopefully the quarterly updates will not be as intensive in the future. The new Consolidated Business Grant was also discussed and the possibility of receiving money for a Regional Pathways project.

American Job Center Committee Meeting (August 16): Rita Alexander stated the committee reviewed and after some adjustments, would like to recommend the following Incumbent Worker Training Grants for funding:

Pepsi Midamerica	\$7,772.70
MTD Products	\$25,000.00
MIA Seating	\$25,000.00
Marvin Windows	\$18,889.00
Firestone International	\$20,105.05
Total Funding Awarded	\$96,766.75

MOTION: John Bucy made a Motion to Approve funding for all grant applications as presented, on the attached Consolidated Business Grant Requests document. Ted Piazza seconded the motion. All were in favor and the motion carried. (NOTE: Ian Cochran abstained from discussion and vote.)

The committee reviewed the policy requiring Nurse's Aide and other entry-level healthcare candidates and due to some complications in securing opportunities, the committee would like to recommend: Reducing the job shadowing to 1 day and implement a pre-enrollment orientation to include videos and speakers to describe job responsibilities.

MOTION: Mayor Kenny McBride made a Motion to revise the Certified Nursing Aide Job Shadowing policy by reducing it from 3 days of Job Shadowing to 1 day; to survey students that quit working as CNA's to see why they quit; and to implement a pre-enrollment orientation, including videos and speakers to describe CNA's job responsibilities. John Bucy seconded the motion. All were in favor of the revision and the motion carried.

Updates were provided on the AJC operations including that Lana Wood has been assigned to the One-Stop Operator position. Business services updates reported nine job fairs in July/early August. Career Services reported overall July traffic numbers are up and we plan to compare the number of unemployed to visits. The Board staff reported that the Administrative office would be moving next week. Margaret gave updates on the Organizational Structure stating that Funds are very tight because the Board has not received money for the State yet.

Outreach and Opportunities Committee Meeting (August 16) Ben Marks stated that the committee reviewed and approved the Eligible Training Providers- By Program Status 8-10-17 dataset.

MOTION: Ben Marks made a Motion to Approve and renew all programs as presented, on the attached Eligible Training Provider List. Brad Hurley seconded the motion. All were in favor and the motion carried.

The Committee also reviewed the AJC Accessibility Report/Recommendation Report. The recommendation was that staff contact the Reviewer and get clarification on several issues noted, then make the adjustments as needed. Some issues may require action by landlords.

Margaret Prater gave updates on grants/opportunities including: Bongards Creamery, Delta Community Health Services Grant (expanding Paramedic to RN program), LEAP Grant, and Strengthening Working Families grants. The committee discussed services to Special Populations. Margaret gave an update on the Organizational Structure. She stated that we are still waiting on the 501c3 tax-exempt status to be

approved, but was given the go-ahead from TDLWD to pay taxes on any necessary purchases until we get the 501c3.

Executive Committee (August 22): Ted Piazza stated that the committee reviewed and approved the proposed By-laws with one change - to include the notice of publication of meetings would be 7 days versus 5 days. He further reported the Monitoring Reports since the last meeting reflected no material findings and that performance data would not be available until May-November 2018 due to all data being 2nd and 4th quarter after exit. The committee discussed concerns about limited funding the first quarter. The committee also reviewed the organizational restructure updates.

MOTION: Ted Piazza made a Motion to Approve the Proposed By-Laws with a change in the public notice of meetings from 5 days to 7 days. Mayor Denny Johnson seconded the motion. Before the motion was approved, Mark Chandler noted with the office moving in the next couple of weeks, the Board might want to consider going ahead and modifying No. 2 on the By-laws to from 313 W. Cedar Street to 708 E. Court Street, Dyersburg, TN 38024 as the new address for the Principal office of the Board. Ted Piazza amended the motion to include the new address. Denny approved the amendment. All were in favor and the motion carried.

State Workforce Board Meeting Report (August 12): Since Chairman Williamson was unable to attend the State Workforce Board Meeting and Sandra Woods, who attended, was unable to attend this meeting, Margaret Prater reviewed the attached handout comparing data on all LWDAs. We are fifth in serving overall participants, third with Incumbent Workers, second in training completions, and fourth from the highest cost per participant. We rank 6th in the Minimum Participant Cost Rate (funds spent directly on participants) at 36.89%. We have a target of 40% for this year and 50% for next year. Several areas have voiced concern that the cost of serving a participant (staff and infrastructure should be included). The back of the handout is a sector analysis of training for the State. Production and Healthcare are our two top sectors.

Election of Officers: Mayor Gary Reasons reported it was time to elect officers and recommended due to the transition that we maintain current officers, with the exception of Secretary vacated by Dr. Karen Bowyer. He called for nomination from the floor. Jimmy Williamson was nominated as Board Chairman; Ted Piazza was nominated as Vice Chairman and Brad Hurley was nominated as Secretary. No other nominations were made.

MOTION: A motion to appoint Jimmy Williamson as Board Chairman, Ted Piazza at Vice Chairman and Brad Hurley as Secretary was made by Mayor Gary Reasons and seconded by John Penn Ridgeway. All were in favor and the motion carried.

Annual Report: Before presenting the report, Margaret Prater thanked Lana Burchfiel for putting the report together. Margaret reviewed the report, highlighting the many accomplishments of the Board and partners in the American Job Centers.

Outstanding Board Member of the Year: The 2016-2017 Outstanding Board Member Award was presented to Dr. Karen Bowyer for her 33+ years of service and membership to the NWTN Workforce Board.

Other: A sealed bid sale will take place on September 6th in the Training Conference Room at the Administrative Building. The 1998 Econoline Van, furniture and other miscellaneous items will be sold.

- ***The November 28th Board Meeting will be held at the Martin, at the Northwest TN Development District Office.***

There was no further business, and the meeting adjourned.

Respectfully submitted,
Kimberly Simpson

Local Workforce Development Area 12
**Consortium of Local Elected Officials and
Northwest TN Workforce Board, Inc.**
NWTNWB Administrative Office, 313 W Cedar, Dyersburg, TN
Conference Call 1-877-26-1555 # 845157

Tuesday, August 22, 2017 – 11:30 (lunch) 12:00 Business Meeting

Agenda

Tour: Mobile American Job Center (members tour when arriving)

Welcome

Mobile American Job Center Presentation

Mayor Reasons, Chair CEO
Kristie Bennett & TDLWD Staff

Business Meeting- Call to order & Acknowledge Quorum/Conflict of Interest

Jimmy Williamson, Chair, NTWB

Member Updates: Resignation - Adam Miller, Sugarite; Dr. Karen Bowyer, DSCC

Approval of Minutes of May 23, 2017 Meeting

Meeting Reports:

Local Elected Official Meeting Report (June 20-22 Electronic)

Request for Proposal Review Committee Report (June 22)

Board of Directors Meeting Report (June 23)

Regional Planning Meeting Report (July 19)

American Job Center Committee Meeting (August 16)

Vote: Incumbent Worker Training Grant Ranking

CNA Job Shadow Policy Revision

Outreach and Opportunities Committee Meeting (August 16)

Vote: Eligible Training Provider List Renewals

Executive Committee (August 22)

Vote: Proposed Bylaw Changes

State Workforce Board Meeting Report (August 12):

Mayor Gary Reasons, Chair CLEO
Brad Hurley
Jimmy Williamson
Margaret Prater

Ted Piazza

Jimmy Williamson/Sandra Woods

Election of Officers

Mayor Gary Reasons

Presentation of Annual Report

Margaret Prater

Presentation of Outstanding Board Member of the Year

Margaret Prater

Other business

***Future Meeting Dates: 2017 - November 28
2018 - February 27, May 22, August 28 and November 27***

REVISED

CONSOLIDATED BUSINESS GRANT REQUESTS

INCUMBENT WORKER TRAINING

Company Name & County	Pepsi Midamerica - Henry			MTD Products Group - Weakley (withdrawn)			MIA Seating Corporation - Obion			Marvin Windows & Doors, TN - Lauderdale			Firestone Industrial Products						
Full-time Employees	60	920			64			533		102			56,995.61						
2017 Award	\$2,800.00			\$0.00			\$0.00	\$11,111.00											
Company Description	Delivers bottle & can drink products & food vending to stores and restaurants, factories, schools.			Design & builder of outdoor power equipment for lawn and gardens.			Manufacturer of office furniture			Custom, made-to-order door manufacturer			Manufacturer of air springs, supplying to original equipment manufacturers and industrial market.						
Training Provider	Pepsi Midamerica HR & Corp Trainers			UT Center for Industrial Services			1-4 - BLM Group & 5 - ABB Welding			Excellence in Lean, LLC			1 & 2 - FS Employee 3 - Executive Impact; 4 - Kendall Electric						
Component #1	Hand Held	5 hrs	30 emp	\$ 1,766.50	Supervisory leadership	48 hrs	23 emp	\$ 27,000.00	1-4 - BLM Group & 5 - ABB Welding	5 days 4 emp	\$ 5,500.00	Process Improvement & lean manufacturing	128 hrs	20 emp	\$ 32,000.00	Standards Driven Process (Suru Rahul)	120 hrs	15 emp	\$4,287.00
Component #2	Communication	8 hrs	30 emp	\$ 2,826.40				\$ -	BLM E-Turn	40 hrs 4 emp	\$ 5,600.00				\$ -	Press Operator Certification	320 hrs	5 emp	\$6,500.00
Component #3	Safe Lifting	1 hr	30 emp	\$ 353.40				\$ -	Artube Programming	4 days 2 emp	\$ 4,000.00				\$ -	Team Training - Building Trust	16 hrs	64 emp	\$25,247.18
Component #4	Full Line 2	8 hrs	30 emp	\$ 2,826.40				\$ -	Advanced Maint. Tool	4 days 2 emp	\$ 4,000.00				\$ -	Studio 5000 Light Designer	40 hrs	1 emp	\$4,175.92
Component #5				\$ -				\$ -	ABB Training	5 days 4 emp	\$ 20,945.00				\$ -				
Total Cost				\$ 7,772.70				\$ 27,000.00			\$ 40,045.00				\$ -				\$ -
Amount Requested				\$ 7,772.70				\$ 27,000.00			\$ 40,045.00				\$ 32,000.00				\$40,210.10
Total unduplicated trained				30				18,000.00			25,000.00				\$ 18,888.00				\$20,105.05
Cost per trainee				\$259.09				\$782.61			10				20				64
Match Amount				\$4,167.60				\$9,000.00			\$2,500.00				\$944.45				\$314.14
Match Percentage				54%				50%			50%				69%				\$20,105.05
Score (add all for relocation)				100				97			95				80 or 85				100%
notes	resubmitted after question budget			materials not itemized			# trained changed to 10; each employee will train in 1-3 courses. Detail list sent; cost varies per number served			est. train 20; 128 hrs each; corrected match overall program \$32,000; CRT \$1600 incorrect- s/b \$994.45			verified unduplicated count 64						

APPRENTICESHIPS

CHANGE TO IW

Company Name & County	MTD Products - Weakley		MTD Products - Weakley	
Full-time Employees	920		920	
2017 Award	\$0.00		\$0.00	
Company Description	Design & builder of outdoor power equipment for lawn and gardens.		Design & builder of outdoor power equipment for lawn and gardens.	
Training Provider	UT Center for Industrial Services		UT Center for Industrial Services	
Component #1	Heat Treatment & Metallurgy	30 hrs	9 emp	\$ 4,897.50
Component #2	Mathematics	60 hrs	18 emp	\$ 11,152.50
Component #3	Engineering	30 hrs	6 emp	\$ 5,802.00
Component #4	CNC Machining	30 hrs	7 emp	\$ 4,642.50
Component #5				\$ -
Total Cost				\$ 26,494.50
Amount Requested				\$ 26,494.50
Total unduplicated trained				9
Cost per trainee				\$1,962.56
Match Amount				\$6,851.50
Match Percentage				50%
Score (add all for relocation)				77
notes	Not Registered Apprenticeship or Pre-Apprenticeship. No explanation of training and how funds will be used; spreadsheet does not include names of employees; Component budget adjusted to include total cost.		Not Registered Apprenticeship or Pre-Apprenticeship. Spreadsheet does not include names of employees; Component budget adjusted to include total cost.	

IWT Requests
 Pepsi Midamerica \$7,772.70
 MTD Products withdrawn
 MIA Seating \$25,000.00
 Marvin Windows \$18,889.00
 Firestone Industrial \$20,105.05

 change to IW
 MTD Products HMEC \$15,080.00 Reduce to meet \$25,000 local
 MTD Products PI \$8,920.00

 Total CBG Requests \$96,766.75

Tennessee Department of Labor and Workforce Development
Mobile Career Coach

Menu of Services

WWW.GETONTHECOACH.TN.GOV
JOBS4TN.GOV

Employers

CAREER & JOB FAIRS

The Coach mobilizes as a resource to support job seekers and employers at special events.

MOBILE HIRING EVENTS

The Coach connects employers and job seekers with on site recruiting or mobile events.

EMPLOYEE SCREENING

The Coach provides free screening and interviewing for employers.

JOB POSTING

Experienced career specialists assist employers with posting jobs on JOBS4TN.GOV.

LAYOFF OR CLOSURE ASSISTANCE

The Coach provides services that will help employers and employees in the event of a business closure.

Job Seekers

HiSET TESTING

The Coach serves as a mobile testing site with proctors to administer High School Equivalency Test (HiSET).

TRAINING WORKSHOPS

The Coach conducts job search, resume writing, and interviewing skills workshops.

VETERANS SERVICES

The Coach can assist veterans with workforce services.

OFFENDER RE-ENTRY

The Coach conducts workshops at correctional facilities, as well as probation offices to assist offenders with re-entry to the workforce.

HIGH SCHOOL & COLLEGE EVENTS

The Coach can assist students with college preparation, career planning, and career development.

RURAL OUTREACH

The Coach can deliver a full array of services to rural areas, including partnering with other agencies, local governments, non-profits, civic groups, etc.



contact
(615) 741-0286

Mission Statement

The Career Coach serves as a mobile one-stop career center to deliver workforce services across the state of Tennessee. It is a resource to deliver services to areas that may lack access to workforce related services. The mission of TDLWD is to create and foster the nation's number one workforce by assisting job seekers and employers with workforce related services.

Northwest Tennessee Workforce Board

Annual Report

2016-2017



Connecting Employers & Job Seekers...



Mission & Vision

OUR MISSION

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

OUR VISION

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



Meet the Northwest TN Workforce Board



Local Chief Elected Officials

Barry Barnett, Benton County
Kenny McBride, Carroll County
Gary Reasons, Crockett County

Chris Young, Dyer County
Tom Witherspoon, Gibson County
Brent Greer, Henry County

Denny Johnson, Lake County
Maurice Gaines, Lauderdale County
Benny McGuire, Obion County

Jeff Huffman, Tipton County
Jake Bynum, Weakley County

Northwest Tennessee Workforce Board Members

Officers:

Jimmy Williamson, Chairman-Dyer
Ted Piazza, Vice-Chairman - Gibson
Dr. Karen Bowyer - Secretary-Dyer
Rita Alexander, Committee Chair - Gibson
Brad Hurley, Committee Chair-Carroll
John Killen, Committee Chair - Carroll
Ben Marks, Committee Chair-Benton

Kristie Bennett - Carroll
John Bucy - Obion
Karla Carpenter - Tipton
Glad Castellaw - Crockett
Doug Clark - Weakley
Ian Cochran - Lauderdale
Keith Cursey - Weakley
Jon Dougherty - Dyer
Will Douglas - Lauderdale
Bedford Dunavant - Obion
Lindsay Frilling - Obion

Bernadette Fuller - Tipton
Landy Fuqua - Weakley
Allen Hester-Dyer
Mary Jones - Tipton
Adam Miller - Tipton
Kristy Mercer - Gibson
Charlie Moore - Crockett
David Parrish - Henry
John Penn Ridgeway - Henry
Stewart Stanfill - Carroll
Jennifer Starks - Henry

Cliff Sturdivant - Carroll
Cynthia Whitaker - Henry
Gayanne Williams - Lake
Sandra Woods - Gibson

Non-Board Member Committee Members:

Melinda Goode
Ronnie Gunnels
Alvin Smothers

Williamson and Woods Tapped for State Workforce Development Board

Governor Bill Haslam appointed two members of the Northwest TN Workforce Board to the Tennessee State Workforce Development Board - Jimmy Williamson, owner/operator of Aztec Pest Control and Sandra Woods, representative of the Communication Workers of America. The State Workforce Development Board provides leadership and guidance to Tennessee's Workforce Development System. The vision of the Workforce Board is to increase the competitive position of Tennessee businesses and attract new businesses through the development of a highly skilled workforce.



Yvette Dixon, 2015-16 Board Member of the Year

At the Annual Meeting of the Northwest Tennessee Workforce Board, held September 13, 2016, Chairman Jimmy Williamson and Vice President for Workforce Development Margaret Prater recognized Yvette Dixon, Adult Education West Tennessee Representative, as the 2016 Board Member of the Year. Nominated and elected by the staff to the Board, Dixon was recognized for her leadership and dedicated service in support of the Board and the American Job Centers. "Yvette has been a tremendous asset to the Board" states Prater. "We know we can always count on her to serve in any capacity needed." Dixon has served as a member of the Northwest Tennessee Workforce Board since 2013 and has served on the Career Center Services Committee since the fall of 2015. She has over 15 years of experience in providing Adult Education services in Northwest Tennessee.

Fuller Serves on ACT® Workforce Symposium Panel

Bernadette Fuller, Human Resources Manager for Unilever in Covington, TN, was selected to serve on the Tennessee Industry Leaders Panel at the 2016 ACT® Workforce Symposium held in Nashville, TN. Fuller, along with representatives from the Tennessee Chamber of Commerce and Eastman Chemical, provided expertise on the use of the National Career Readiness Certificate™ (NCRC) as a workforce development tool to identify a skilled workforce.



In Memory of Allen Hester 1951-2017

The Board and Staff would like to dedicate this Annual Report to the memory of Allen Hester, President & CEO of the Dyersburg/Dyer County Chamber of Commerce, who died after a long battle with cancer in February 2017.

Allen served on the Northwest TN Workforce Board for over 12 years representing economic development for Dyer County and the region. He was considered a leader in his field. His expertise in industry recruitment and existing employer engagement resulted in numerous employers using the services of the American Job Center (AJC).

"Allen truly believed that workforce development and economic development went hand in hand," said Margaret Prater, Executive Director. "When recruiting a new industry, he always included the Workforce Board and AJC services in the conversation. He considered the workforce program as an asset to the community and region and we certainly considered him an asset and advocate for the work we do. He will be missed."



Laying the Foundation

LOCAL & TRANSITIONAL PLANS FOCUS ON REGIONAL INITIATIVES



Executive Directors Jimmy Bell (LWDA 11), Kevin Woods (LWDA 13), and Margaret Prater (LWDA 12) share regional plans with the State Workforce Board.



To help achieve this vision, a Regional Planning Council, comprised of representatives of the core partner programs of the Workforce Innovation and Opportunity Act (WIOA), as well as representatives from the Local Workforce Development Boards (LWDBs), career and technical education, and economic development has been established for West TN to foster a culture of achievement within the region. The Regional Planning Council met monthly during the development of the regional plan, and will continue to meet quarterly to advise and recommend action plans for the local areas and the region.

Executive Directors for each local area offered a Regional Plan Presentation for the State Workforce Development Board Meeting on May 12, 2017, at which time the local and regional plans were approved.

Among the many duties of the local board, members play a vital role in development of not only the local strategic plan, but also the regional strategic plan. Beginning in the summer of 2016, the Local Workforce Development Areas (LWDAs) in West TN – LWDAs 11, 12, and 13, began the process of developing individual local plans as well as a West TN regional plan for all 21 counties in West Tennessee. Planning sessions were held at the local and regional level during which board members, partners, and various stakeholders contributed to the development of Mission and Vision Statements, identification of strategic priorities, analysis of strengths, weaknesses, opportunities, and threats, and preliminary discussion of goal development.

During the regional planning session, attendees developed the below Vision Statement for West TN:

The Vision of the workforce boards in West Tennessee is to foster a region where skilled workers contribute to thriving businesses, economic growth, and a high quality of life.



Thank you to these and the many other private sector businesses partnering with the workforce development system in West Tennessee:



Margaret Prater joined Marla Rye, President of Workforce Essentials, in a regional presentation to the Municipal Training Academy, a leadership program for utility workers across middle and west Tennessee. During the session held at Paris Landing State Park, approximately 24 utility workers from multiple counties in the two workforce areas were provided information on Workforce Development: Trends, Ethics and Skills Gaps. Margaret used the Mobile AJC and staff to provide participants with a "hands on" experience of what it is like to visit an American Job Center. She also presented a video, Success in the New Economy (by Kevin Fleming), that emphasizes the need for "middle skill" training. Marla and her staff focused on workforce trends and generational impact on the workforce.



Laying the Foundation



ALL ELEVEN COUNTIES IN LWDA 12 NOW ACT® CERTIFIED WORK READY COMMUNITIES



Derrick Quinn, Lindsey Hegler, Lisa Bradford, Margaret Prater, and Connie Wright accept awards for Benton, Crockett, Henry, Lauderdale, and Obion Counties at the September 2016 ACT® Workforce Symposium.

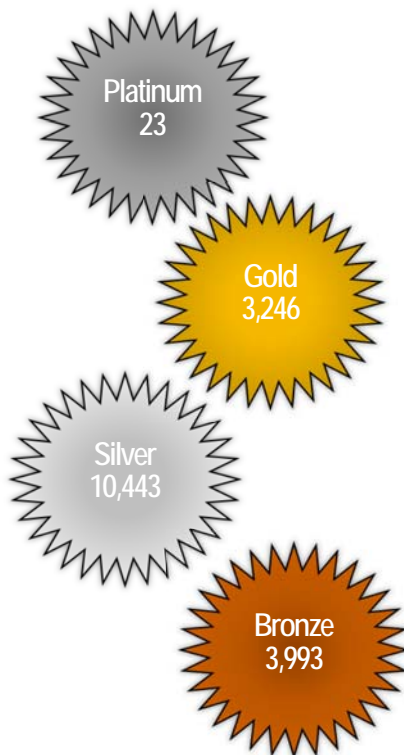
In the fall of 2014, LWDA 12's county mayors set a goal for all counties to be designated as ACT® Certified Work Ready Communities (CWRC). Under the leadership of the county mayors, NWTNWB, and Margaret Prater, the American Job Center staff, made that goal become a reality this year!

In Fall 2015, Dyer and Lake Counties received their Certified Work Ready Community Awards at the ACT® Workforce Symposium. Then, in September 2016, Benton, Crockett, Henry, Lauderdale and Obion Counties received their certifications. In 2017, Tipton, Carroll, and Weakley Counties earned national recognition as a CWRC, becoming the only Workforce region in the state of Tennessee to achieve this milestone.

Certification as a Work Ready Community means the county has job candidates with proven work ready skills as evidenced by the National Career Readiness Certificate (NCRC). It also shows that local employers recognize the need for employees with national certifications that fulfill their hiring needs.

While many local employers request the NCRC, a significant number are requiring it by having their jobs analyzed. Employers like Unilever, the largest ice cream maker in the world, depend on the AJC to use the NCRC to screen applicants. Job Profiling analyzes the tasks and skill levels for specific jobs and links them to the skills measured by WorkKeys® Assessments, including the National Career Readiness Certificate™. Local chambers and industrial boards also utilize the WRC Status in their recruitment strategy for new and expanding industry.

Site Selection Magazine includes the NCRC as one of three measures in ranking states on preparing their workforce for current and future employment.



17,705 NCRC Earned in LWDA 12
Since March 2008

Status Report as of June 2017 Local Area Workforce Area 12 Region			
Benton	644	15	100%
Carroll	826	28	100%
Crockett	431	48	100%
Dyer	2,170	73	100%
Gibson	2,088	58	100%
Henry	1,407	36	100%
Lake	362	28	100%
Lauderdale	1,121	38	100%
Obion	1,281	36	100%
Tipton	1,225	36	100%
Weakley	634	27	100%





American Job Center Services



LWDA 12 ACHIEVES CERTIFICATION IN ALL ELEVEN AMERICAN JOB CENTERS

In October of 2016, Local Workforce Development Area (LWDA) 12 began the momentous task of

applying for certification of each of the 11 American Job Centers in the region. The purpose of the certification process is to ensure that the workforce system achieves excellent customer service, good return on investment, and positive economic impact. The ultimate goal is to transform the workforce system by: expanding employer services; improving the education and skill sets of job seekers and students; and demonstrating continuous improvement in high value placements and targeted education outcomes for job seekers and employers.

In Tennessee, certification requires: an evidence-based system of functional design; service delivery models which lead to effectiveness; physical and programmatic accessibility in accordance with WIOA Section 188 and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101et seq.); evidence-based processes and procedures established by the State Workforce Development Board (SWDB); and that the Local Workforce Development Boards (LWDBs) shall oversee the delivery of employment and training programs in their communities, and ensure all are operating at the highest level of effectiveness and sustainability.

To successfully complete the certification application package, the Northwest TN Workforce Board completed a Self-Assessment of each center. The self-

assessment process created an opportunity to bring all system partners together to engage in meaningful discussion and exchange, and thus served as a learning activity for system partners. As they engaged collaboratively in the self-assessment process, partners had the opportunity to fully map system services and resources and identify areas of duplication and inefficiency.

After the completion of the self-assessments, workforce system partners collaborated to complete a certification application for each center. Once submitted, a desktop review of the applications was completed by a Certification Review Team in advance of an on-site visit. The on-site visit consisted of a walk-through of various parts of the center as might be experienced by a customer, interviews with center staff and customers, a review of materials such as flyers and brochures, and a review of the layout and accessibility of the center. The certification reviewers prepared a formal written recommendation and submitted it to the State Workforce Development Board (SWDB) who approved all certification applications for LWDA 12 at their meeting on May 12, 2017.

Continued certification of the centers will be decided by the Northwest TN Workforce Board based on the criteria set by the SWDB.



Representatives from AJC partners in the LWDA 12 service region attend a certification preparation session at the Northwest TN Workforce Board office.

AJC SEEKS TO REACH INDIVIDUALS WITH BARRIERS TO EMPLOYMENT

Career Opportunities

From your Tennessee American Job Center
"The best kept secret in FREE
Career Services in West Tennessee"



This year thousands of these flyers were distributed to elementary students in our area in order to raise awareness of AJC locations and services.

One of the purposes of the WIOA is "to increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training, and support services they need to succeed in the labor market." In order to engage individuals with barriers to employment (i.e. target populations) in the workforce system, LWDA 12 has deployed a wide variety of outreach efforts.

"So often we hear that people don't know we exist. We are the best kept secret in workforce development, but we trying to change that," comments Jennifer Bane, Director of Outreach & Advancement. "We're thankful for the guidance of the NWTNWB's Target Populations committee for reaching and serving such populations." Outreach efforts such as distribution of marketing materials, participation in events, and invitations to participate in AJC events and strategy meetings have focused on agencies serving target populations. Such agencies may include Adult Education, Department of Human Services, Health Department, Housing Authorities, Head Start programs, and Boys & Girls Clubs. The AJCs display marketing materials for core and community partners, and provide materials to be displayed at the partners' sites. Social media accounts are also being used to successfully connect with customers and other agencies and inform them of the services available through the AJCs.

The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted when contact information is available.

Specialized programs such as RESEA, serving unemployment claimants, and SNAP Employment & Training, serving SNAP (i.e. food stamp recipients) are also incorporated into services at the AJC.

American Job Center Services



LWDA 12 July 2016-June 2017 American Job Center Traffic Count

	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union City	Dresden	Covington	Affiliate	Subtotal	Dyersburg	Huntingdon	Comprehensive	Subtotal	Total A J C
July	198	88	397	453	98	576	615	520	671	3616	747	652	1399	5015		
August	242	104	499	768	131	690	663	407	780	4284	967	682	1649	5933		
September	181	75	360	589	130	540	525	324	924	3648	764	481	1245	4893		
October	132	80	481	497	140	527	607	420	812	3696	921	464	1385	5081		
November	252	99	567	590	81	471	620	352	739	3771	882	706	1588	5359		
December	229	116	434	436	76	395	424	203	709	3022	857	824	1681	4703		
January	310	189	1001	671	133	447	558	271	1094	4674	967	810	1777	6451		
February	186	164	472	448	95	357	499	212	768	3201	994	792	1786	4987		
March	221	243	376	401	61	398	650	290	1103	3743	966	1298	2264	6007		
April	185	256	318	297	164	422	588	179	803	3212	1040	824	1864	5076		
May	211	357	460	471	107	568	559	411	970	4114	1112	2051	3163	7277		
June	211	368	412	517	90	609	491	342	1114	4154	984	854	1838	5992		
Subtotal	2558	2139	5777	6138	1306	6000	6799	3931	10487	45135	11201	10438	21639	66774		
Mo. Avg	213	178	481	512	109	500	567	328	874	3761	933	870	1803	5565		
% Avg.	3.83%	3.2%	8.7%	9.2%	2.0%	9.0%	10.2%	5.9%	15.7%	67.6%	16.8%	15.6%	32.4%	100.0%		

Source: VOS Greeter

The LWDA 12 American Job Centers had an increase of 11,313 visits this year, with nearly 67,000 customers signing in at the 11 centers. Affiliate locations were up by 5,611 and comprehensive centers were up 5,702.



Customers Receiving WIOA Funding July 1, 2016 to June 30, 2017

County	Adults	Dislocated Worker	Youth	TOTAL Served	OJT Only	IWT Only	Youth WE Only	All Other Services
Benton	19	6	11	36	1	0	0	35
Carroll	28	14	11	53	8	0	5	37
Crockett	19	4	2	25	0	0	1	24
Dyer	418	39	40	497	37	329	28	87
Gibson	52	14	20	86	4	0	5	77
Henry	111	9	10	130	39	29	1	40
Lake	9	2	3	14	0	0	1	10
Lauderdale	130	24	39	193	55	58	18	61
Obion	119	31	21	171	63	11	4	93
Tipton	128	32	31	191	70	29	16	70
Weakley	57	8	11	76	1	0	3	72
OTHER	9	0	0	9	0	0	0	8
TOTALS	1099	183	199	1481	278	456	82	614

LWDA 12 American Job Centers

Reason for Visit to AJC	PY16
Adult Education	2,702
Career Coaching	11,860
CSPED	0
Employer Check-In	163
Financial Empowerment	0
HiSet®	186
Job Fair	3,058
Job Search/Resource Room	27,416
Networking Event	34
RESEA	1,609
Resume Assistance	1,170
Senior Employment Services	199
SNAP Employment & Training	374
Trade Adjustment Assistance	213
Unemployment Insurance	14,117
Veterans Services	138
Vocational Rehabilitation	178
Workshop	795

"I think the number of people coming in daily is a HUGE testament to the great work our staff and partners are doing!"

—Margaret Prater

TARGET GROUPS July 1, 2016-June 30, 2017

Target Group	Total Enrolled	New Enrolled
Underemployed	285	152
Single Parent	148	78
SNAP	236	99
Low Income	597	266

Services to Employers	PY16
Provided Job Fair Services	47
Provided Job Order Follow-ups/ Assistance	52
Promotional Calls	246
Reviewed Resumes and Referred Eligible Individuals	3,681
Workforce Information for Employers	3
Referred Qualified Applicants	1,520
Notification to Employer of Potential Applicants	4
Work Opportunity Tax Credit (WOTC) Certifications	4,976



Connecting Job Seekers to Employers



GRANGES

HIRING EVENT ATTRACTS OVER 400 VISITORS

Fall 2016, Granges acquired the Noranda downstream business in Huntingdon with the expectation that the workforce was there. In May 2017, Granges partnered with the American Job Center to hold a Hiring Event that, thanks much to the efforts of AJC-Huntingdon, exceeded all expectations. According to Business Services Coordinator Lisa Bradford, "It was a long day, but it was smooth. One customer said we had it going on like a well-oiled machine! It was 7:45 pm before it was over but worth the effort!" Granges plans to do another hiring event this fall.

"We were very pleased to report the success of the event to our upper management team and owners and disclosed that this would not have been possible without a resource that is very well staffed and efficient as yours."
—Barbara Davis, Human Resources, Granges Americas



- ✓ Over 400 customers screened
- ✓ 380 interviewed on-site
- ✓ 28 hired at Granges earning \$14 an hour



Unilever

PARTNERSHIP BETWEEN UNILEVER AND AMERICAN JOB CENTER MUTUALLY BENEFICIAL

With their jobs paying near \$16 an hour, Unilever in Covington, TN, has played a tremendous role in the growth of the area's workforce. However, they have faced some challenges identifying qualified employees who meet the necessary requirements to perform the job duties in their advanced manufacturing facilities. Here's how the American Job Center helped!



OJT

In a partnership with the NWTN Workforce Board and the American Job Center, Unilever has had a 92% retention rate for Line Technicians in OJT, saving thousands of dollars on training costs.

JOB PROFILING

Unilever saves time and money by having positions profiled by ACT Authorized Analysts & requiring a silver level or above on the National Career Readiness Certificate.

JOB FAIRS

The AJC hosted 3 job fairs, including at regional locations and during non-business hours. Over 500 applicants were screened using the National Career Readiness Certificate.

Connecting Job Seekers to Employers



JOB FAIRS/HIRING EVENTS

OVER 50
Events Held

OVER 2,000
Customers
Served

Business
Services
contacted over
400 employers

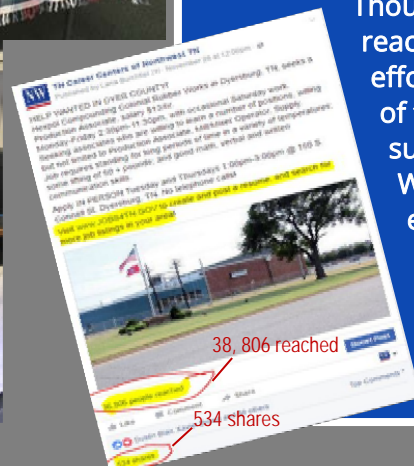
In February 2017, the American Job Center began collecting data for AJC Job Fairs/Hiring Events. Since then, around 50 Employers have partnered with the AJC to hold events to better reach potential employees.

Employers Served in 53 Employer Events February-June 2017

Allegion/Republic	King Cotton	PPL Staffing
A Place Called Home	Lady Luck Casino	Randstad
Bongards Creameries	Manpower	Royal Box
Burger King	Lauderdale Community	Schneider
Color Coat	Hospital	Senior Solutions
Develey Mustard	Lauderdale County	SRG Global
Dot Foods	Schools	Staffmark
Express Employment	Manpower	Sunshine Cleaning
Firestone	Marvin Windows	Services
GPS Janitorial	Metro Industrial	TBDN
Granges/Noranda	MIA Seating	Tipton Co. Schools
Hamilton-Ryker	Mueller	TN Dept. of Correction
Harbor Freight	Natchez Trace	Tyson
HT Hackney	Youth Academy	Unilever
Job World	National Guard	US Cold Storage
JST Trucking	Nortek	WIS

Thousands of potential employees have been reached through the American Job Center's efforts to publicize these events through the use of flyers, postcards, and social media venues such as Facebook and Twitter.

When it comes to job fairs, all types of employers use the American Job Centers (AJCs) to recruit employees. Likewise, hundreds of job seekers take advantage of these recruitment opportunities to enhance their chances of finding a good job!





Business Services

Employer Participation by Program 2016-2017

County	Employer	On-the-Job	Incumbent Worker	Job Profiling	Apprenticeship
Carroll	Town of Huntingdon Police Department	✓			
	Profile, Inc.	✓			
Dyer	Amteck	✓	✓		✓
	CaterPillar, Inc. dba Dyersburg		✓		
	Colonial DPP		✓		
	Eaton	✓			
	Firestone		✓		
	Heckethorn Manufacturing Inc.	✓	✓		
	Hexpol Compounding	✓			
	Nortek Global HVAC		✓		
	NSK Steering Systems America, Inc.	✓			
	Tennova Healthcare	✓			
Gibson	AADG/Ceco Door	✓			
	ConAgra Foods	✓			
	SRG Global		✓		
Henry	Dana Inc.			✓	
	Euro Trancitura USA	✓			
	Pepsi MidAmerica		✓		
	Nobel Automotive	✓		✓	
Lauderdale	PML Inc.	✓			
	VF Imagewear	✓			
Madison	Marvin Windows and Doors, TN	✓	✓		
	Blue Scope Buildings			✓	
Obion	Center Point Business Solutions	✓			
	Cox Oil	✓			
	Greenfield Products	✓	✓		
	JD Distributors Inc.	✓			
	Maverick, Inc.	✓			
	MIA Seating Corporation	✓			
Tipton	CSC Sugar, LLC	✓			
	Conopco (Unilever)	✓			
	US Cold Storage	✓			
Weakley	Twin Oaks Technology, LLC	✓			
Total Awarded		\$416,307	\$195,549	\$10,000 value	\$38,100
Number of Employees Trained / Jobs Profiled		278	456	5	12

On-the-Job Training Investments focus on Manufacturing Sector

On-the-Job Training (OJT) grants are a Business Service from the American Job Centers that is designed to promote, educate and expand an employer's workforce. OJT contracts provide up to 50% wage reimbursement for a short training period for new hires who do not have adequate experience in the occupation and company work processes and procedures. Local Business Services Coordinators perform assessments and helps employers find the right talent, while businesses make the final hiring decision. Employers benefit from more efficient recruiting and assistance with training expenses. A total of **\$416,307** was spent among **twenty-five** companies to train **278** workers on-the-job, for an average of **\$1497.51** spent per worker.

Incumbent Worker Training is designed to benefit business and industry by assisting in the skill development of existing employees through individualized training. Eligible employers submit applications to the Local Workforce

Development Board for grants that will allow them to increase employee opportunities and support training that results in individual skill attainment of employees, or improving processes that contribute to the competitiveness and productivity of a business. **Ten** companies trained a total of **456** current employees with grants totaling **\$195,549**.

Job Profiling analyzes the tasks and skill levels for specific jobs and links them to the skills measured by WorkKeys® Assessment, including the National Career Readiness Certificate™. Employers can compare a job profile with an individual's skill assessment to decide whether the person has the skills for the skills required for a particular job. Job Profiling is conducted by Analysts who have been trained and authorized by WorkKeys® Industrial Psychologists. Some workforce areas charge \$2000 + for a job profile. LWDA 12 provides the service at **no cost** to the employer.

Registered Apprenticeships



AJC PARTNERS WITH AMTECK UNIVERSITY TO LAUNCH ELECTRICIAN CAREERS

In partnership with the American Job Center, Amteck offered Electrical Pre-Apprenticeship training at the NWTN Workforce Board Administration Office in Dyersburg. Eight participated in the training this year, which included classroom instruction, as well as plenty of hands-on training.

The completers of the 4-year USDOL "Registered Apprenticeship" Program become Licensed Electricians. Successful completion of the program can mean immediate hire with Amteck, earning \$12/hour, with potential earnings of at least \$70,000 a year. Also as a Registered Apprentice the USDOL Register allows the "Apprentice" to work anywhere in the United States, making them a more desirable employee.

Amteck plans to continue to add to their over 700 field employees throughout their vast workforce by holding these classes in Dyersburg every year in July.

"This program helps Amteck find dependable entry level employees. AJC helps by promoting this program and helping find good candidates with the interest level needed." —Jon Dougherty, License

Manager / Education Director, Amteck





Youth Career Pathways

LEAP GRANT MANUFACTURING TRAINING IN 2015-2017

**Number of
Participating Schools**
2015-2016 2016-2017



**Number of
Students Enrolled**
2015-2016 2016-2017



CERTIFICATES EARNED

Safety

2015-2016 2016-2017

103

219

Quality

2015-2016 2016-2017

42

58

Manufacturing

2015-2016 2016-2017

38

50

Maintenance

2015-2016 2016-2017

32

47

Certified Production Technician

2015-2016

2016-2017



27

45



Labor and Education Alignment Program (LEAP) State funds align education and training with the needs of business and industry. In response to local industries, the Board and Dyersburg State collaborated with secondary schools, TN Colleges of Applied Technology (TCAT), and local businesses to begin to build a pipeline of employees through the introduction of manufacturing skills in high schools.

To further enhance the success of the Certified Production Technician training offered through the Labor Education and Alignment Program, remaining grant funds will be utilized to purchase the first of its kind, "hands-on" device developed especially for the CPT program. An ingenious machine, Amatrol's new "Skills Boss" will provide a student with hands-on foundational experience and knowledge of hydraulics, pneumatics, CNC, electrical, etc. The machine was developed in coordination with the Manufacturing Skills Standard Council.

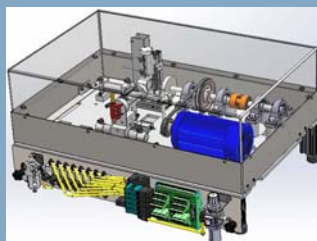


Diagram of the "Skills Boss" Machine

MANUFACTURING DAYS

October-November 2016



39 Local Industries

2 TN Colleges of
Applied Technology

1 Community College



765 Students

22 High schools

11 Counties

Benton County Benton County Technical School-- TN College of Applied Technology at Paris, Unimin, Palmer Companies
Carroll County Huntingdon, Clarksburg, and West Carroll High Schools and Carroll County Technical Center—Granges (formerly Noranda)

Crockett County Crockett County High School --ABB, Inc.; Southern Pride

Dyer County Dyersburg & Dyer County High Schools-- Caterpillar, ERMCO, NORTEK, DOT Foods, Eaton, PolyOne, Firestone.

Gibson County Humboldt, Milan, and Peabody, Gibson County, Bradford, and South Gibson County High Schools – Mayor Tom Witherspoon, ABB, Inc., Ceco Door Products, Reinhausen, and MacLean Power Systems, Chicago Metallic

Henry County Henry County High School—Dana, PML

Lake County Lake County High School-- Caterpillar, Eaton

Lauderdale Lauderdale County. Ripley and Halls High Schools - -TN College of Applied Technology, Marvin Windows and Doors, Komatsu.

Obion County South Fulton, Obion County & Obion County Central High Schools--Green Plains Renewable Energy, MIA Seating, Greenfield Products, ICI

Tipton County Covington, Munford, and Brighton High Schools-- TN College of Applied Technology in Covington, Dyersburg State Community College Covington Campus, Unilever, CSC Sugar, Mueller Brass

Weakley County Dresden, Westview & Gleason High Schools-- MTD Products in Martin, TN.



You need the help.
He wants the job.
We pay the wages.



AmericanJobCenter®

The Work Experience Program through the American Job Center offers short term work opportunities for eligible young adults (18-24 years of age) with little or no work experience.

Employer partners serve as mentors by training them on proper work procedures and developing positive work habits.

Goals:

- ▶ Provide work experience at safe, well-supervised job sites
- ▶ Develop positive work habits and employment related skills, such as: self-confidence; ability to work as a team; improved communication with employers, co-workers, and customers; time management; problem solving skills; ability to accept and learn from criticism; adaptability; and a positive work ethic
- ▶ Enhance opportunities for long-term employment and self-sufficiency
- ▶ Increase understanding of higher education and career options available

SUCCESS STORY



When **Kanesha Jenkins** entered the Workforce Experience program in March 2017 at Tennova Healthcare in Dyersburg, she was thrilled.

"I'm just so excited, happy, and thankful for this opportunity to finally be able to do something that I've always wanted to do. I just want to say thank you again for helping to allow me to get this experience! I've been talking to God every day in hopes of finding a job I didn't dread going to. I want to get it to where I work at [my other job] maybe 2 or 3 days a week until I get full time, because my goal is to get hired here within the 3 months! Thank you so much!"

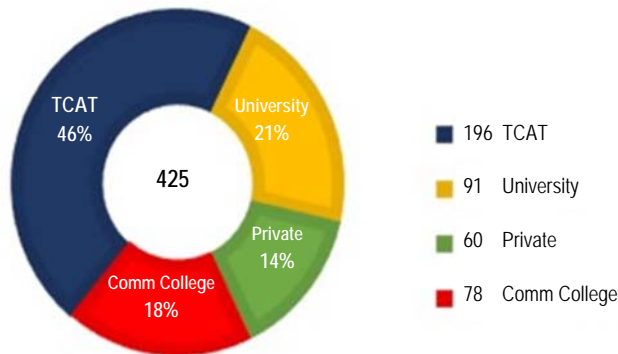
Only three months later in June, Kanesha was hired by Tennova as a Facilitator in the Patient Access Department.

"We LOVE this program!" says Regina Ashley, Patient Access Director with Tennova Healthcare. "It has been very beneficial for my department because it allows me to bring on employees and see their work ethic and customer service skills. It allows time to make sure that the employees are able to learn everything needed before we hire them. I would definitely recommend this program!"

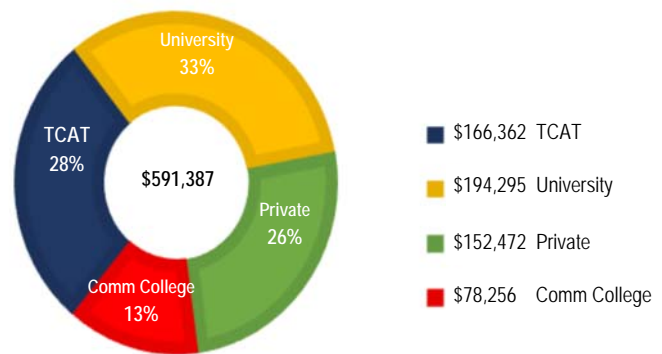


Postsecondary Education

Participant By Training Provider Type Served
2016-2017

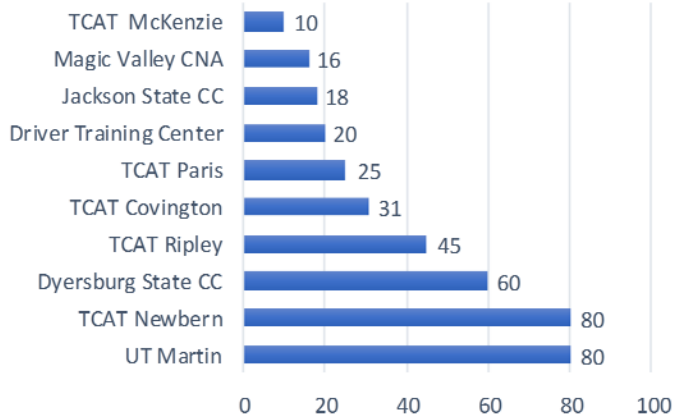


Investment By Training Provider Type Served
2016-2017

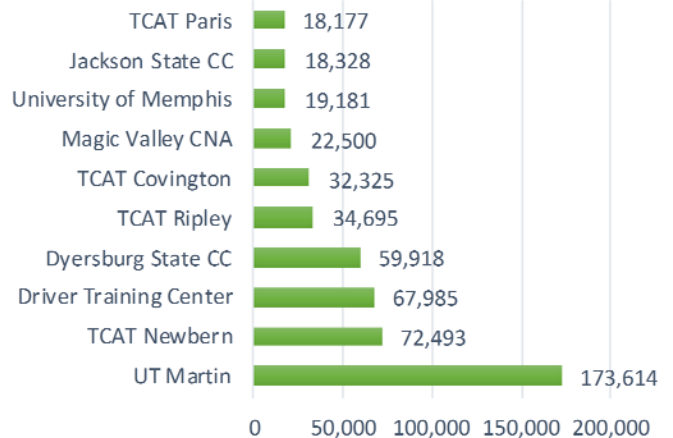


Top Ten Training Providers

Providers by Participant



Providers by Investment



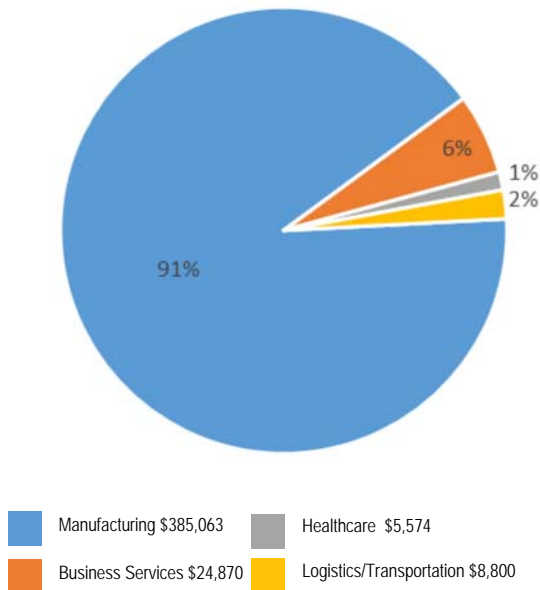
Transportation Assistance to Attend Postsecondary 2016-2017



Over 350 students used gas cards to help them attend school the past year. "We changed to a gas card system a few years ago to streamline the process," comments Terry Williams, Financial Coordinator. "With nearly 5700 transactions this year, we are very pleased with the continued results." Most students attending post-secondary are eligible to receive a gas card. The Career Advisor determines the mileage they will travel daily and establishes the amount they are eligible for. The program requires a monthly verification of attendance before loading the card. Students this year averaged \$339 each, with a total of \$118,884 awarded. Many students report that they would have not been able to attend classes without the assistance.



On-the Job Training Expenditures by Sector



The majority of On-the-job Training is focused on the Advanced Manufacturing Sector. Other target sectors primarily train through postsecondary opportunities.

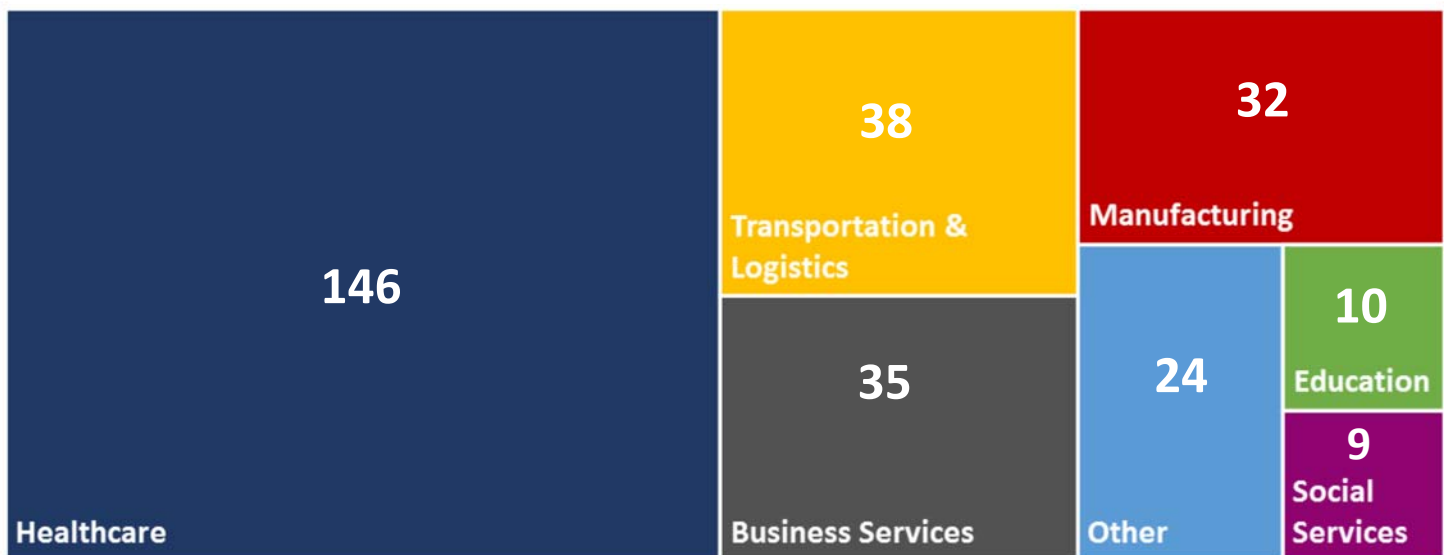
Sector-based Training and Customer Choice

In strategic planning, the Northwest Tennessee Workforce Board must consider environmental challenges, such as employment shifts from low-skill to skilled occupations and the rising demand for workers with more technical proficiency. In support of the Governor's Drive to 55 initiative, as well as the Economic and Community Development Jobs4TN plan, the Board focuses on these sectors in LWDA 12: Healthcare, Social and Business Services, Transportation and Logistics, and Advanced Manufacturing. These sectors are shown to have positive job growth through Labor Market Information provided by local employers, the TNDLWD, and an economic analysis tool from EMSI.

Potential candidates for training must show interest and aptitude through various informal and formal assessments and evaluations of need. To be considered for training funds, the field of study must be in high growth mode according to research using Economic Modeling Systems, Inc., or current Labor Market Information.

The American Job Center (AJC) staff works with job seekers to ensure they have adequate resources to help them make informed career choices. AJC staff interview and assess customers to determine the appropriateness of the training. Armed with information about training choices, occupational opportunities, and personal education plans, the customer then chooses which program of study and institution would be best for their career goals.

Postsecondary New Enrollments by Sector from July 2016 – June 2017



Healthcare trainees made up 50% of all customers receiving occupational skills training. Transportation, Business Services, and Manufacturing made up about 36%, followed by Other, Education, and Social Services, which together totaled 14%.



Postsecondary Education



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
PARIS

In 2015, **Katherine Wheatley's** husband was recovering from an accident which required several weeks of therapy and rehabilitation. Katherine needed to earn an income, but she knew there would be challenges. Although she became a US citizen in 2014, Katherine spoke very little English.

Her longtime interest in the nursing field led Katherine to pursue a career as a Licensed Practical Nurse. The staff at Tennessee College of Applied Technology in Paris referred her to the American Job Center in Camden, where Katherine received WIOA assistance for Needs Based Training and supportive services.

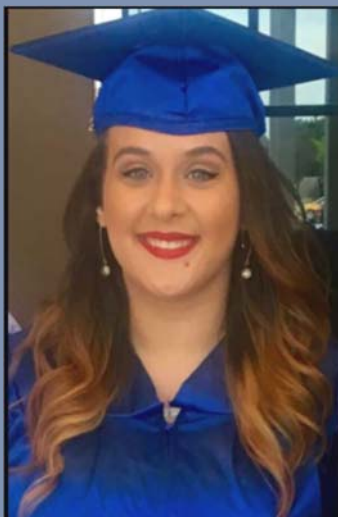
After completing training at **TCAT Paris** as an LPN, she obtained her license in 2016. Katherine's limited English did not discourage her. Thanks to her positive attitude, she completed her training and achieved her goal of accepting a job in her field. Katherine is currently employed as an LPN at Volunteer Home Health, Camden, TN, and plans to continue her education in the near future to become an RN.

Sisters **Ashton and Hollie Goff** both came to the American Job Center-Dyersburg looking for financial assistance for college.

Ashton, a December 2016 graduate of **UT Martin**, needed financial assistance to complete her degree. "Thanks to WIOA, I was able to complete a Bachelor of Science Degree in Education." Ashton is currently teaching kindergarten at Ripley Primary School.

When Hollie was accepted into the Nursing Program at **Dyersburg State Community College**, she immediately went to the American Job Center to ask about available financial aid. "I was able to get one and a half years of school paid for. I only had to pay for one semester of college. I graduated May 6, 2017 with an Associate of Applied Science Degree in Nursing."

Both students credit Melissa Bane and the American Job Center-Dyersburg for receiving the help they needed. Regarding her experience at the AJC, Ashton states, "Everyone is friendly and always willing to help." Hollie adds, "On June 19, I will be starting the residency at Jackson General Hospital. I couldn't have done this without the help of Melissa Bane and WIOA."



Maghan Smith enrolled at the AJC as an Adult to receive tuition assistance from WIOA, which helped pay for tuition and books. When an intern position became available at the AJC-Humboldt, Jeannie immediately hired Maghan, who remained there until taking a position related to her training in medical coding. Along with completing the Health Information Management Program at **TCAT Jackson/Humboldt**, Maghan also passed a national certifying exam in CBCS (Certified Billing Coding Specialist), CEHRS (Certified Electronics Records Specialist), and CMAA (Certified Medical Administrative Assistant). After graduating from TCAT in December 2016, Maghan was asked by her instructor, Karen Larson, to serve on the Advisory Committee for TCAT.

"The American Job Center services were very beneficial with helping make my time at school less stressful," says Maghan. "I also felt better prepared for interviews, and confident about my resume. Jeannie Mathis was the best advisor, and helped me in every way possible—such as writing letters of recommendation, helping me get a job at the Career Center, and helping me make a difficult choice that has affected my career path."

Maghan is employed at Advanced Medical Billing and Consulting, LLC in Jackson making \$15.00 an hour. Her plans for the future include enrolling at Dyersburg State Community College to earn an Associate of Applied Science degree in Health Information Management.

When **Michelle Armstrong** was laid off after nearly two years as an assistant at an insurance office, she was devastated. "I'm a single mom raising a teenage son who is a Type 1 diabetic. I had no idea what I would do. I went to the Career Center [now American Job Center] looking for work and to get help making a resume so I could start all over. I was then referred to Ms. Judy who helped me make a life changing decision...I decided I was going back to school."

Michelle received the Pell Grant, Lottery scholarship and the WIOA travel stipend to help cover transportation costs. She enrolled in the **Tennessee College of Applied Technology in Paris, TN** for a year-long course in Health Information Management Technology. "Going back to school at my age was difficult," admits Michelle. "But I studied hard and became a Certified Electronic Health Record Specialist. I didn't stop there. I also became a Certified Medical Billing & Coding Specialist."

Michelle was a straight "A" student and graduated with Honors. She interned at the Health Information Management office in the Henry County Medical Center, where she is now employed.

"I always thought I was too old to start over. However, now I tell everyone that you can go back to school at any age as long as you apply yourself fully. With God, my family and friends in my corner cheering me on, I finally achieved my dream. All it takes is willpower to achieve your goals!"



STORIES
SUCCESS

Serving Target Populations



Jail2Job

DYER COUNTY CORRECTIONAL WORK CENTER PROGRAM

Incarcerated at the Dyer County Jail since October 5, 2014 due to drug charges, **Richie McDonald** enrolled in the Jail2Job program on February 3, 2016 and participated in the program until his release on October 12, 2016. During

his time in the Jail2Job program, Richie completed several programs including Reentry Substance Abuse, Relapse Prevention, Moral Reconation Therapy, Quitting Meth, Drug and Alcohol Education, Parenting and Family Values, and had completed all but the last book of Pro Social Life Skills.

The Jail2Job program is set-up as a "specialized" American Job Center with a part-time Career Advisor to mirror the services of a comprehensive career center. Inmates receive labor market information to assist them in making informed career choices. Additionally, they are given the opportunity to participate in individual and group counseling pertaining to obtaining and keeping a job, assisted with developing a

resume, taught job search techniques and interviewing skills. Richie also received assistance in securing a State Identification card and new Social Security card, which also allowed him to participate in the work experience component of the program. As part of his work experience, Richie was employed part-time at Tucker Tire and then became employed full-time at Rick Hill Collision Center on March 3, 2016. Thanks to his employment during his time of incarceration, Richie was able to pay off \$2,623.79 of the fines he owed to Dyer County prior to his release. Since his release on October 12, 2016, Richie has remained employed by Rick Hill Collision Center, obtained a Driver's License, purchased a car, and paid an additional \$1,000 towards the remaining \$2,600 in fines owed to Dyer County. Richie also attends First Christian Church in Dyersburg, TN with his family.

Jail2Job is a pilot project funded through the TN Department of Labor and Workforce Development, coordinated by the Northwest TN Workforce Board. From February 2016 to June 2017, an average of 22 individuals participated each month. With monthly average of 15 employers participating in the program, an average of 18 individuals per month obtained employment while incarcerated, the majority retaining that employment after being released.

RESEA

Reemployment Services and Eligibility Assessments (RESEA) is designed to assist individuals with appropriate reemployment services, such as referrals to education and training, that will lead to successful employment outcomes. Customers who receive RESEA services are automatically selected through a computer model that identifies the Unemployment Insurance (UI) recipients most likely to benefit from receiving one-on-one services from a RESEA Advisor. The program strives to assist participants in overcoming barriers so that they can make a successful transition to gainful employment. RESEA Plan (IEP) that details the customer's employment goals and objectives. Customers with an orientation to all RESEA and AJC services, conduct assessments to identify customers' needs, and assist customers in developing an Individual Employment Plan (IEP) that the details the customer's employment goals and objectives.

Area wide, 518 were referred to reemployment, 211 to WIOA, and 159 to training. RESEA Placement was reported for 189 job seekers.



Supplemental
Nutrition
Assistance
Program

The SNAP E&T program is a partnership between the Department of Human Services (DHS), TNDLWD, and NWTWB which allows eligible SNAP (i.e. Food Stamps) recipients to receive job search assistance, training or educational scholarships, high school equivalency test fees, and books and transportation assistance for Adult Education classes.

SNAP E&T funds offset the need for Workforce Innovation and Opportunity Act (WIOA) Scholarship funds to be applied towards tuition and fee costs, allowing WIOA funds to cover other costs such as books, supplies, tools, uniforms, and transportation stipends.

SNAP E&T funds can be used for special classes such as Industrial Readiness Training (IRT) and Certified Production Technician (CPT) Training.

AJC Staff conducted 197 applicant appraisals and enrolled 101 in placement services. Five applicants were referred to Adult Education, 143 to Workforce services, and 70 to postsecondary.

American Job Centers Provide Rapid Response to Dislocated Workers

When layoffs occur, companies can choose to hold mass employee meetings or distribute materials from the American Job Centers about services available for dislocated workers. Rapid Response Teams often provide onsite services including resume assistance, National Career Readiness Certificate testing, Career Fairs, and other customized partner services.

Fortunately, this year's lower unemployment rates in LWDA 12 resulted in fewer employees served by the Dislocated Worker program. In Tipton County, GoldBond Worldwide had 54 employees affected due to closure, while 165 employees were dislocated due to layoffs at Kohler in Obion County. Royal Building Products in Dyer County had dislocated 58 employees due to closure, resulting in a total of 277 employees being served by Rapid Response from July 1, 2016 to June 30, 2017. This is down from the roughly 625 served last year in LWDA 12.



Performance & Fiscal

Performance Report for 2016-2017	WIOA Performance Metrics	LWDA 12 Agreed Target PY 2016	WIOA Data Available
Adult	Employment Rate 2nd Quarter after Exit	80%	Nov 18
	Employment Rate 4th Quarter after Exit	75%	May 19
	Median Earnings 2nd Quarter after Exit	\$6,500	Nov 18
	Credential Attainment within 4 Quarters after exit	72.5%	May 18
Dislocated Worker	Employment Rate 2nd Quarter after Exit	83%	Nov 18
	Employment Rate 4th Quarter after Exit	79%	May 19
	Median Earnings 2nd Quarter after Exit	\$7,100	Nov 18
	Credential Attainment within 4 Quarters After Exit	76.5%	May 18
Youth	Employment Rate 2nd Quarter After Exit	76%	Nov 18
	Employment Rate 4th Quarter after Exit	78%	May 19
	Credential Attainment within 4 Quarters After Exit	78.5%	May 18

Fiscal Report for 2016-2017	Available July 1, 2016	Current Year Expenditures	Percent Expended	De-obligated Funds*	Carryover July 1, 2017
Administration	594,326.85	410,826.41	69%	1,949.31	181,551.13
Adult Formula	1,684,065.81	1,410,193.28	84%		273,872.53
Dislocated Worker Formula	1,031,863.38	681,449.92	66%		350,413.46
Youth Formula	1,951,265.15	1,048,786.51	54%		902,478.64
Incumbent Worker	82,799.00	65,710.41	79%	17,088.59	-
Rapid Response	194,256.80	191,432.26	99%	2,824.54	-
SNAP Employment & Training	137,874.00	69,228.93	50%		68,645.07
Apprenticeship (AMTECK)	38,100.00	38,100.00	100%		-
RESEA	102,015.00	82,445.81	81%		19,569.19
Jail2Job	69,500.00	67,748.23	97%	1,751.77	-
Incentive	185,000.00	105,736.90	57%		79,263.10
TOTAL GRANTS	6,071,065.99	4,171,658.66	69%	23,614.21	1,875,793.12

*Unspent pass-through grants to subcontractors

LWDA 12 American Job Center Locations & Staff



May we help you?

Northwest TN Workforce Board Administrative Office

313 West Cedar Street
Dyersburg, TN 38024
(731) 286-3585 ext 10

Margaret Prater, Vice President for Workforce Development
Amber Alsup, Outreach Specialist
Michael Beavers, Computer Technician
Jennifer Bane, Director of Outreach & Advancement
Lana Burchfiel, Outreach Specialist
Theresa Ethridge, Finance Coordinator
Breanna Ingram, Account Clerk I
LeAnn Lundberg, Director of Facilities & Computer Services
Kelcey Mabry, Outreach Specialist
Derrick Quinn, Quality Coordinator
Jennifer Riley, LEAP Career Advisor
Alyssa Roberts, Account Clerk I
Kim Simpson, Executive Secretary
Connie Stewart, Director of Job Seeker Services
Cynthia Webb, Director of Finance & Administrative Services
Mike Whitson, Youth Services Coordinator
Terry Williams, Finance Coordinator
Lana Wood, Director of Business Services

Benton County

60 North Church Avenue
Camden, TN 38320
(731) 584-1711

Brenda Webb, One-Stop Assistant
Connie Wright, RESEA Coordinator/ Career Advisor



Carroll County

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

Lisa Bradford, Business Services Coordinator
Judy Vestal, Career Advisor
JoNell Weatherford, One-Stop Assistant

Crockett County

331 South Bells Street
Alamo, TN 38001
(731) 696-2530

Tyler Jones, Career Advisor

Dyer County

439 McGaughey Street
Dyersburg, TN 38024
(731) 286-7700

Melissa Bane, Career Advisor
Wilma Capps, Career Advisor
Amy Maxey, Business Services Coordinator
Sherry Ray, One-Stop Assistant

Gibson County

2500 Central Ave
Humboldt, TN 38343
(731) 784-5221

Robyn Bell, Career Advisor Assistant
Hillary Eddlemon, Career Advisor Assistant
Sharon Hall, SNAP Coordinator Coordinator
Michelle Maupins, RESEA Advisor
Laura Speer, Director of Performance & Compliance
Catherine Vandyke, Career Advisor

Henry County

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

George Girard, RESEA Advisor
LaKeisha Matthews, Career Advisor Assistant
Rex Smith, Career Advisor

Lake County

217 Church Street
Tiptonville, TN 38079
(731) 253-8171

Ashton Ligans Career Advisor

Lauderdale County

301-C Lake Drive
Ripley, TN 38063
(731) 221-1012

Arielle Bradshaw, RESEA Advisor
Gina Johnson, Business Services Coordinator
Quadesha Henning, One-Stop Assistant
Alex Riley, Career Advisor
Koriann Riley, Strengthening Working Families Coordinator

Obion County

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

Tiana Adams, One Stop Assistant
Amber Cunningham, RESEA Advisor
Jennifer Del-Castillo, One-Stop Assistant
Sheila Little, Quality Coordinator
Marcia Fields, Quality Coordinator
Katie Treece, Career Advisor

Tipton County

877-B Hwy 51 N.
Covington, TN 38019
(901) 476-5570

Tiva Cunningham, One-Stop Assistant
Camille Edwards, Career Advisor
Latoya Gaines, One-Stop Assistant
Beverly Sneed, RESEA Advisor

Weakley County

135 South Poplar Street, Ste B
Dresden, TN 38225
(731) 364-0100

Peggy Cook, RESEA Advisor
Barbara Hamilton, Career Advisor
Jeannie Mathis, Business Services
Doris Willett, Career Development Services Coordinator

On-site partners: TN Department of Labor and Workforce Development, Workforce Essentials, Vocational Rehabilitation, and Adult Basic Education.

Doris Willett, 2015-16 Employee of the Year

On October 7, 2016, Doris Willett, Career Development Services Coordinator, was recognized by Vice President for Workforce Development Margaret Prater as the 2016 Board Employee of the Year. Nominated and elected by her peers, Willett was recognized for her dedication to her position and to helping her staff and peers. "Doris goes above and beyond to make sure that her job is done and done to perfection. She is always willing to help anyone and does it with a smile. She works many extra hours to make sure that every "I" is dotted and every "T" is crossed" stated Willett's nominator. Willett began working for Dyersburg State Community College's Workforce Development division, under the guidance of the Northwest Tennessee Workforce Board, in 2011 after being dislocated as the result of the closure of Goodyear.

She worked as a Career Advisor in the specialized Career Center for individuals dislocated from Goodyear and later transferred to the TN Career Center in Dresden. Her skills and expertise earned her a promotion to the position of Career Development Services Coordinator in November 2015.



The end of an era....

After nearly 34 years, on June 30, 2017, Dyersburg State Community College closed out the last grant in their role as Fiscal Agent and Administrative Entity for Local Workforce Development Area 12 in northwest Tennessee. "Dyersburg State has done an outstanding job in leading our workforce area to be one of the best in the State," commented Mayor Gary Reasons, Chief Elected Official. "Under Dr. Karen Bowyer's leadership, we saw high performance and no audit issues."

....and a new beginning

Effective July 1, 2017, the Northwest Tennessee Workforce Board, Inc. took on the responsibility for Fiscal Agent and hired staff directly to administer the workforce programs. "The timetable for transition has been a challenge," stated Jimmy Williamson, President of the NWTWB Board of Directors, "however, with the hard work of Executive Director Margaret Prater and staff, we are ready to move forward."

Although DSCC will no longer serve as Fiscal Agent and Administrative Entity, they were awarded a contract to provide One-stop Operator and Career/Business/Youth Services for the workforce area.



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@nwtjobs

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

Tuesday, May 23, 2017 – 11:30 (lunch) 12:00 Business Meeting

Agenda

Lunch: Economic Impact of WIOA for LWDA 12, 2014-15 (video)

UM Sparks Bureau B&ER

Welcome

Strengthening Working Families Grant Program Presentation

Mayor Reasons, Chair CEO

Sondra Howell, Memphis Bioworks

Business Meeting- Call to order & Acknowledge Quorum/Conflict of Interest

Jimmy Williamson, Chair, NTWB

New Member – Gwyn Fisher, TN Department Economic & Community Development

Approval of Minutes of February 28, 2017 Meeting

Meeting Reports:

Local Elected Official Special Called Meeting Report (April 5)

Northwest TN Workforce Board, Inc. Special Called Meeting Report (April 5)

Update Local Elected Official/Board Chair Meeting with TDLWD (April 12)

Board Standing Committee Reports - Joint Committee Meeting (May 1 & May 2)

Mayor Reasons

Jimmy Williamson

Mayor Reasons/Jimmy Williamson

Ted Piazza, Vice Chair

Votes - Local Plan, including Policies: Priority, Transitional Jobs, &

Needs Related Payment; Renewal of DSCC Paramedic to RN Program for ETPL

State Workforce Board Meeting Report:

Jimmy Williamson/Sandra Woods

- State Workforce System Structure
- System Certification
- Policies: Board Meeting Information Access; Auxiliary & Americans with Disabilities Act Guidance; Minimum Participant Cost Rate; Co-Enrollment of American Job Center Customers; Youth Eligibility Policy

Approval of Proposed Bylaw Changes

Jimmy Williamson

Board Updates

- Regional Plan & Transitional Local Plan (Presentation to State Workforce Board)
- **Memorandum of Understanding**
- Northwest TN Workforce Board, Inc.
 - Organizational Chart & 501c3 Status
- Procurement – One Stop Operator, Career/Business Services, Youth Services
 - Timeline
 - Review Committee and Approval Process
- Financial Report
 - Budget/Expenditure Update
 - New Allocations
 - Reallocation Policy
 - Consolidated Business Grant - \$230,000
- Program Compliance Report
 - American Job Center Report

Margaret Prater

Jennifer Bane

Margaret Prater

Cynthia Webb & Margaret Prater

Laura Speer

Connie Stewart & staff

Other business

Future Meeting Dates: August 22 & November 28

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
313 W. Cedar Street, Dyersburg, TN
May 23, 2017**

Board Members Present:

Rita Alexander	John Castellaw	Doug Clark	Ian Cochran	John Dougherty
Will Douglas	Landy Fuqua	Brad Hurley	John Killen	Kristy Mercer
Charlie Moore	John Ridgeway	Ted Piazza	Cliff Sturdivant	
Jimmy Williamson				

Board Members via Conference Call:

Lindsey Frilling	Mary Jones	Jennifer Starks
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*Note: Kristie Bennett was accidently left off email distribution reminder list for May 23 meeting. She did receive notice of meeting date on the 2-28-17 meeting agenda. Notice was also posted on website and with media.

Local Elected Officials:

Kenny McBride	Tom Witherspoon	Robin Sealy (for Jeff Huffman)
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Staff Members Present

Jennifer Bane	LeAnn Lundberg	Margaret Prater
Kim Simpson	Laura Speer	Cynthia Webb

Non- Board Committee Members/Career Center Partners

Ronnie Gunnels	Sherry Fowler	Blake Swaggart	Janna Hellums
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Guest Speakers:

Martha Mooneyhan	Sandra Howell	Fayre Crossley
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OPENING: (video) Economic Impact of WIOA for LWDA 12, 2014-15 was played as everyone was seated.

WELCOME: Chairman, Jimmy Williamson welcome everyone and opened the business meeting. Chairman Williamson acknowledged that a quorum was present and issued a reminder of the Conflict of Interest Policy.

PRESENTATION: Sandra Howell and Martha Mooneyhan from Memphis Bioworks reviewed and discussed their presentation regarding the, "Strengthening Working Families Grant." Koriann Riley is our local coordinator for this grant.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the February 28, 2017 Board Meeting Minutes.

- **A Motion to approve the February 28, 2017 Board Meeting Minutes was made by Brad Hurley and seconded by Ted Piazza. All were in favor and the Motion passed.**

Meeting Reports:

LEO Special Called Meeting April 5: Mayor Kenny McBride gave an update on the April 5, 2017 meeting. Staff was notified on March 30 of the need to make changes in our organizational structure. The Consortium of Local Elected Officials met on April 5 with the NW TN Workforce Board Officers and Margaret Prater. Margaret explained that the State's interpretation was that one entity could not perform all roles (Fiscal Agent, Administrative Entity to provide staff to the Board, One-Stop Operator, and Service Provider for Career and Business Services and Youth Services) as DSCC has done for the past 33 years. Although we were in the process of bidding the One-Stop Operator and have an external Youth Service, the State had advised that we either needed to change the fiscal agent, administrative entity or provider of career/business services.

After much discussion, including whether to challenge the State on its' interpretation, the Consortium of Local Elected Officials agreed that Proposal #3 would be the least disruptive to the system - retaining DSCC as the Fiscal Agent, move the administrative entity/staff to the board under the "corporate" Northwest TN Workforce Board structure, and retain DSCC as provider of career/business services.

Brad Hurley asked for further information regarding the changes. Details from the following reports were given by Jimmy Williamson with additional questions answered by Margaret Prater.

Northwest TN Workforce Board, Inc. Special Called Meeting April 5:

With the Local Elected Officials requesting the Northwest TN Workforce Board, **INC.** assume the function of the board, including hiring staff to assist with those functions, it was determined that Margaret Prater would retire from DSCC and be hired by the NTWB as Executive Director.

Margaret noted there would be significantly more involvement of the Board of Directors with oversight and management of the staff. Prater made a motion to add two local elected officials to the Board of Directors - Chief Elected Official, Gary Reasons and Vice Chief Elected Official, Chris Young - and to allow the Board of Directors to select a private sector member at large from the Northwest TN Workforce Board to replace her as Secretary. Ted Piazza made a second to the motion. The motion carried.

The Board of Directors requested Prater to contact Ian Cochran with Marvin Windows, a private sector member from Lauderdale County, to replace her as Secretary.

TN Department of Labor & Workforce Development Meeting for Board Chair & Chief Elected Official – April 12:

Jimmy Williamson and Mayor Reasons met on April 12 with TDLWD. The State informed the Local Elected Officials and Board Chairs of major changes across the entire state, due to the lack of Firewalls for each area. The changes will affect the way our entire structure is set up since DSCC is the only entity performing various roles in our program.

After this meeting and additional communication from the State it was determined that in order to be in compliance that the NWTN Workforce Board, Inc., will be the employer to staff and Fiscal Agent. Everything else has to be bid out. Below are all topics discussed.

- Overview – Combined State Plan and organizational chart

- Governance - Workforce System Structure ; Roles & Responsibilities; Conflict of Interest Policy; WIA vs. WIOA
- Fiscal - Allocation of funds; Distribution of expenses; Reporting – Enrollment data & Obligations
- Certification – Intent; Process Overview

Margaret provided slides of the Workforce System Structure, Allocation of funds and Distribution of expenses.

With additional comments and questions from the Board membership, Margaret provided additional updates that she had sent out a Request for Proposal for One-Stop Operator, Career, Business and Youth Services on May 16th to approximately 250 organizations/people for their consideration. The final date for bids is June 15th. Margaret has been meeting with an attorney to set up the NWTN Workforce Board, Inc., which was established in 2011, as a 501c3 public non-profit organization. The State agreed to give the LWDA until September 30th, to change the Fiscal Agent from DSCC to the Board; however, the remainder of changes will be in place by July 1, 2017.

Board Standing Committee Reports – May 1 & May 2:

Ted Piazza reported that Committee meetings were delayed in an attempt to report resolution of the organizational structure issue. Due to the tight timeframe, the committees met jointly by conference call with an option to meet on May 1 or May 2. The following action was taken:

- Local Plan was approved as posted for public comment on April 3. No comments were received.
- Priority Policy for services was revised to include individuals with barriers, in line with new State priority policy.
- Transitional Jobs Policy and Needs Related Payment Policy, both required by the Plan, were approved, but immediately suspended due to lack of funding. Should funding be available the policies will be reinstated.
- DSCC Paramedic to RN training program was approved for renewal on the Eligible Training Provider List.

MOTION: A motion to approve the Ratified Local Plan was made by Ted Piazza and Sandra Woods seconded the motion. All were in favor and motion carried.

MOTION: A motion to approve the Renewal of the DSCC Paramedic to RN Program for ETPL was made by Ted Piazza and Brad Hurley seconded the motion. All were in favor and the motion carried.

Ted stated that additional information discussed at the committee meetings regarding structure changes had already been reported based on questions, including that DSCC could not be named a sub-recipient, but would have to bid to provide services.

State Workforce Board Meeting – May 12: Sandra Woods reviewed the notes from the meeting and stated that State Workforce Board announced that that all structures must change. The change will be across the state. Their reason for this is due to the lack of Firewall Entities. Each Area should have more than one Entity over them. She also provided information on the certification of American Job Centers.

- 92 centers applied
- 58 approved

- 19 approved with condition
- 15 denied

Margaret provided slide of the map showing that all centers in LWDA 12 were fully certified. Sandra also covered new policies approved by the State Workforce Board as follows:

- Board Meeting Information Access – addressing notification of meetings and timely posting of minutes
- Auxiliary & Americans with Disabilities Act Guidance – use of technology to increase physical and programmatic accessibility to high quality workforce services.
- Minimum Participant Cost Rate – requiring LWDA's to spend 40% of formula allocations "direct" participant cost by June 30, 2018, such as ITA, OJT, etc. Does not include staff or infrastructure cost. The policy also requires continuous improvement with a 50% rate for the Region no later than June 2019.
- Co-Enrollment of American Job Center Customers – outlines the process for participant co-enrollment to leverage resources to increase probability of participant success.
- Youth Eligibility Policy – definition to set local parameters of Requires Additional Assistance and Self-Sufficiency

Staff will review and recommend any necessary local policies or changes at our next Board Meeting.

Approval of By-Law Changes: The Board members were provided with a copy of the proposed bylaws, including a copy with the changes marked in Red. Margaret reviewed the changes stating that a major addition was the section regarding the five (5) member Board of Directors who will provide day-to-day oversight of operations. Regarding the Standing Committees, the bylaws call for the four committees to be combined into two committees due to overlap of responsibilities. Career Center Services will combine with Employer Services to become the American Job Center Committee. Target Population will combine with Promising Practices to become the Opportunities Committee. The current chairpersons will now serve as Chair and Vice Chair for their respective committees. In addition, Ted Piazza, as Vice Chair of the Board will serve as Chair of the Executive Committee.

MOTION: Ted Piazza made a motion to approve the changes to the By-laws. Sandra Woods seconded the motion. All were in favor and the motion carried.

Board Updates:

Regional Plan & Transitional Local Plan: Margaret reviewed the PowerPoint that she presented to the State Workforce Board.

Memorandum of Understanding: Jennifer Bane gave information contained in the MOU, stating that this is to pay expenses of Career Center. The Budget must be approved by May 31st. The Partners have agreed to the Narrative but not the Budget since it is still changing. Once all partners agree, then Chairman Williamson will be asked to sign with approval from the Board. Jennifer provided a desk-copy of the very comprehensive MOU for any members who wanted to further review the details.

MOTION: Brad Hurley made a motion to approve the MOU, as agreed upon by the partners. Ted Piazza seconded the motion. All were in favor and the motion carried.

Northwest TN Workforce Board, Inc.

Organizational Chart & 501c3 status: Margaret reviewed the handout of the current Organizational Chart, which contains the new structure. Margaret has met with the attorney and accountant and said the documents to become a 501c3 will soon be ready for filing the application.

Financial Report: Cynthia Webb reviewed the attached handout regarding the Budget. She stated that by September 30th there will be \$4.90 left for Adult and a negative for the Dislocated Workers program. Margaret said that the Allocation Proposal for Area 12 is a 10% cut for our area. The cuts were based on general formula, not specific to our area. The State said that each area must allocate 80% of their money in the first quarter of each year. If an area does not do this, then their remaining monies will be forfeited to another area. If the areas allocate the 80% then the State will give them more money. Margaret reported that our area has expended at least 80% of funds and will need additional funds to continue enrollments into the first quarter of the year.

Program Compliance Report: Laura Speer stated that from July1, 2016-May 23, 2017 there have been 14 OJT Contracts with no issues; 4 Incumbent Worker Training grants with no issues; 2 Incumbent Worker grants to be completed this month and Jail2Job program had no issues. We have received eligibility and keyed 1302 participant files from July- March. With regard to performance we are manually tracking the following:
Adults – 81% placements and 74% credentials, DW – 93% placements and 81% credentials and Youth- 80% placements and 100% received credentials.

American Job Center Report: There have been 28 Job Fairs since January 2017 in all counties except Benton. LEAP is in its second year and with 257 new enrollments this year. This makes 405 participants for the Certified Production Technician program over the two year period. There have been 68 participants to complete all four modules. Also, the State approved retaining approximately \$200,000 to purchase equipment for more hands on training and providing technical assistance for the program.

There was no further business, and the meeting adjourned.

Respectfully submitted,
Kimberly Simpson

WIOA Participants Served by Career Center
July 1, 2016 to March 31, 2017

County	Adults	Dislocated Worker	Youth	TOTAL Served	NCRC Only	OJT Only	IWT Only	Youth WE Only	ATP	All Other Services
Benton	19	5	10	34	1	1	0	0		32
Carroll	24	14	7	45	3	7	0	0		35
Crockett	17	4	1	22	0	0	0	0		22
Dyer	360	38	24	422	16	25	282	10	5	84
Gibson	46	11	15	72	0	5	0	1		66
Henry	106	6	9	121	21	36	29	0		35
Lake	8	3	3	14	3	0	0	1		10
Lauderdale	111	22	30	163	1	32	57	13		60
Obion	105	28	18	151	0	54	11	3		83
Tipton	123	31	28	182	6	67	29	13		67
Weakley	51	7	9	67	0	1	0	2		64
OTHER	9	0	0	9	1	0	0	0		8
TOTALS	979	169	154	1302	52	228	408	43	5	566

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
313 W. Cedar Street, Dyersburg, TN
February 28, 2017**

Board Members Present:

Karen Bowyer	Doug Clark	Landy Fuqua	Brad Hurley	John Killen	Ben Marks
Charlie Moore	Ted Piazza	John Ridgeway	Cliff Sturdivant	Jimmy Williamson	

Board Members via Conference Call:

Kristie Bennett	Gayanne Williams	Mary Jones
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Local Elected Officials:

Kenny McBride	Benny McGuire	Gary Reasons	Chris Young
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Staff Members Present

Jennifer Bane	LeAnn Lundberg	Margaret Prater	Kim Simpson
Laura Speer	Connie Stewart	Lana Wood	Cynthia Webb

Guest:

Ronnie Gunnels	Robin Sealy
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Welcome and Introduction:

Chairman of the Local Elected Officials, Mayor Gary Reasons, greeted everyone and the invocation was given by Mayor Chris Young.

Chairman Jimmy Williamson opened the business meeting and acknowledged there were enough board members present for a quorum and advised the membership of the conflict of interest policy.

Review & Approval of Minutes: (attached) Chairman Williamson asked everyone to review the November 15, 2016 Board Meeting Minutes.

- **A Motion to approve the November 15, 2016 Board Meeting Minutes was made by Brad Hurley and seconded by Ted Piazza. All were in favor and the Motion passed.**

Board Standing Committee Reports:

Promising Practices: (January 31, 2017) Ben Marks gave the update on the Promising Practices Committee Meeting. He stated that there was discussion on the new law that allows designation of "High Poverty" areas for those counties or census tracts with over 25% poverty rates. Lake and Lauderdale Counties fall into this threshold. This means for youth programming that ALL residents meeting age requirements would be eligible, regardless of economic situation. Margaret noted there was not additional funding available, but she thought we could direct some of the youth money to this group, including a limited amount (observing the 25% cap) for in-school funding, if the committee wanted to pursue. There was discussion on work ethic and soft skills. Jennifer Bane stated that the Work Ethic Certificate and the Way to Win at Work, are being offered/considered in the local area high schools to see if we might replicate either in the American Job Centers. During the meeting, the committee approved pursuing a pilot project using the Way to Win at Work in the Gibson County AJC. It was noted we are looking to expand our jail/inmate programs, without additional funding, so the staff will be reviewing a program in LWDA 11, which uses current American Job Center staff to conduct classes at local jails-resumes, parenting social skills, etc.

Target Population Committee Meeting – (January 31, 2017): Brad Hurley gave an update stating that staff reviewed recent Outreach efforts, including the initiation of "street teams" going into more remote areas. There was suggestions for additional outreach including Parent Teacher organizations, Foster Care Agencies, Finger Printing Center, etc. The committee stressed the need for public awareness of the "street teams." There are extra efforts in Weakley County for the ACT Work Ready Community project. Weakley County is the final county and they are at 85% of their goal. All counties should be certified by

May 2017. Margaret shared that the Jail2Job Program in Dyer County has been very successful. Due to limited funding, we have not been able to replicate the program. Our staff is exploring programs offered in LWDA 11 and plan to partner with DSCC at the NW Correctional Facility in Tiptonville.

Career Center Committee – (February 1, 2017): Ted Piazza shared an update from the Career Center Services Committee meeting. He stated that all 11 applications for the AJC Certification were filed by January 30. Staff shared the traffic count report for the AJCs. Margaret stated that From July 15 to December 15, 2015 the count for all centers was 26,624. For the same time in 2016, the count was 30,984, an increase of 16% or 4,360 visits. The NEW enrollments in post-secondary for the spring term was 82. During the meeting, the committee approved adding the Bethel University Associates in Computer Information Systems program to the WIOA Eligible Training Provider List and based on the recommendation the Executive Committee also approved. The committee also approved the Basic Skill Deficient Policy and based on the recommendation the Executive Committee also approved.

Employer Services Committee – (February 1, 2017): Margaret Prater stated that, as employers, the Committee voted to support the recommendation of the Promising Practices Committee to start a pilot Way to Win at Work at the Gibson County American Job Center. The committee decided to have staff modify survey questions and scale to be more explanatory. The majority of the meeting was the review and ranking of 15 Incumbent Worker Grant Proposals from seven companies. Margaret met with the remainder of the region on February 9 to make regional recommendations. The Regional Committee recommended approval of all 15 proposals and the State has approved. Contracts are being developed with most training to start as early as March 1.

WIOA Updates:

One-Stop Certification Status: : (tab A) Jennifer Bane stated that the certifications for all 11 counties were submitted to the State. During the month of February, the applications will be reviewed by the State. In March, the State will possibly visit the centers.

Regional Plan: : (tab B) Jennifer Bane said that the Regional Plan is due to the State on March 1st. Jennifer, who headed up this project, stated that it had to be approved by the committees and signed by the mayors. The Regional Plan consists mostly of Labor and Demographics. The region met to go over the plan and discussed strategies to meet the needs in the region.

Transitional Local Plan: : (tab C) Jennifer Bane stated that the Plan is due May 3rd and must be posted for comment 30 days prior. This plan consists mostly of compliance listings, Board Agreements, procurement policies, etc., but not Labor and Demographics. The plan aligns with the Regional and State Plan.

One-Stop Operator Procurement: (tab D) Margaret Prater discussed and reviewed the Power point slides of the One-Stop Operator Procurement. She stated that USDOL Employment and Training Guidance was sent out on January 17, 2017. Originally, the State said that they would handle Central Procurement, but in the guidance that changed in order to meet the timeline. Now the procurement will be taken care of by the LWDBs. She reported that the Executive Committee recommended that DSCC not bid for the One-Stop Operator, thereby allowing staff to release the RFP. The OSO would manage the 11 centers overseeing office management with the individual partners managing their employees. The budget for this contract has been set at \$75,000 per year.

The Process for One-Stop Operator Selection for LWDA 12 (tab J) is a narrative of the law. At the bottom of the page, number 1-4 the LEO and Executive Committee voted and approved:

1. Determine if the Board will bid to be the One-Stop Operator OR conduct the procurement process.
2. Establish a maximum amount of funding available for the One-Stop Operator.
3. Establish a timeline for the procurement process to meet implementation deadline of July 1, 2017
4. Authorize DSCC as fiscal agent Administrative Entity to develop the Request for Proposal OR determine the process to identify and secure a third party if DSCC as fiscal agent/Administrative Entity is going to bid.

***** VOTE: Ted Piazza made a motion to approve the One-Stop Operator Process. Gary Reasons seconded the motion. All were in favor. The committee approved the motion.***

Financial Report: (tab E) Recapture/Reallocation Policy is a State implemented new policy. This policy states that we must spend/obligate 80% of funds in the 1st year by June 30. If we do not spend this money they may take the money back. If we spend this, the State has promised to give us money funds in order to keep programs going. Area 12 has already obligated 82% of funds which will leave 7% for the next quarter, which is not enough to continue. Youth is the same and we have obligated 73% . Dislocated Workers is the same and Margaret has asked to transfer \$100,000 from DW to Adult Education. Cynthia Webb said we have \$12,000 left for this quarter.

Program Accountability Review Report: (tab F) PAR audited Area 12 recently and reported, NO FINDINGS!

Executive Committee - (February 22, 2017): Chairman, Jimmy Williamson stated that the Local Elected Officials and NWTNWB Executive Committee met on February 22, 2017. In addition to approving the Standing Committee Reports and action taken, the following items were approved:

- Regional Plan (tab B) presented in earlier during staff updates has been posted for public comment for the required 30 days. The Committee commends the staff and particularly, Jennifer Bane, on taking the lead to coordinate and write the plan for the region.
- Workforce Essentials Youth Contract Extension: (tab O) the committee voted to extend the contract to 6-30-2017 until additional performance can be reviewed.

The following agreements were approved by the Committee:

- Chief Elected Officials Consortium Agreement (tab G)
- Agreement Between Chief Elected Officials and Local Workforce Board (tab H)
- Assurances (to be submitted with Local Plan) (tab T)
- Waiver Request for DSCC to serve as Fiscal Agent, Administrative Entity & Training Provider (tab L) (although DSCC has been providing the following services for the past 33 years, it has been recommended by the federal and state guidance that "formal" agreements be developed to clearly define the roles and responsibilities and eliminate any appearance of conflict of interest.)
- Agreement Between CEO, NWTNWB and Fiscal Agent/Administrative Entity (tab I) - this agreement includes a payment of \$100,000 annually to DSCC to provide the services. (this is amount paid since 2012)
- Agreement of Provider for Career Services & Business Services (tab K) This must be specifically approved by the Local Elected Officials and the Governor. This agreement will be submitted to the State.

Chairman Williamson reviewed the proposed changes in the bylaws, noting that the changes were to include language from the law, regulations and/or guidance from TN Department of Labor and Workforce Development.

**** VOTE: Ted Piazza made a motion to approve the Proposed changes to the By-Laws (tab N). Ben Marks seconded the motion. All were in favor. The committee approved the motion.**

Other: The Board was asked to approve the letter in support of the two Bills requesting the State of Tennessee include the National Career Readiness Certification into the Tennessee High School Curriculum. Margaret prepared a letter in this regard. After the vote, the Local Elected Officials signed the letter.

**** VOTE: Ted Piazza made a motion to approve the letter in support of the two Bills to add the NCRC to Tennessee High School Curriculum. Gary Reasons seconded the motion. All were in favor. The committee approved the motion.**

There was no further business and the meeting adjourned.

Respectfully submitted,
Kimberly Simpson

**BY-LAWS
FOR THE**

**NORTHWEST TENNESSEE WORKFORCE BOARD
LOCAL WORKFORCE DEVELOPMENT AREA 12**

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ARTICLE I

Name & Establishment

§ 1.1 Name: This body shall be known as Northwest Tennessee Workforce Board, Inc., Local Workforce Development Board for Area 12 (LWDA 12); hereinafter referred to as "the Board". The Board is established in accordance with Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 107.

ARTICLE II

Location

§ 2.1 Location: The principal office of the Board shall be located at 313 West Cedar Street in Dyersburg, Tennessee, 38024. The Board may have such other offices, either within or without the State of Tennessee, as the Board of Directors may designate or as the affairs of the Board may require.

ARTICLE III

Mission and Purpose

§ 3.1 Mission and Purpose of the Board: The purpose of this body is to provide policy guidance and exercise oversight with respect to activities under the Workforce Innovation and Opportunity Act of 2014 (WIOA) (or subsequent federal law) in partnership with the units of local government for LWDA 12. The Board is organized and shall be operated exclusively for charitable, scientific, literary and educational purposes. This Board supports WIOA activities that develop a quality workforce system to meet the needs of area employers and job seekers, so that Northwest Tennessee is an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life.

In furtherance of such purposes, the Board intends to operate in the Local Workforce Development Area, established by the Governor of the State of Tennessee, encompassing Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Tipton, and Weakley counties of Tennessee.

ARTICLE IV

Functions of Local Board

- § 4.1 Consistent with WIOA section 108, the functions of the local board shall include the following:**
- (1) **LOCAL PLAN** – Develop and submit a Strategic Plan in partnership with the Chief Elected Officials (CEOs) (as defined in 29 - 29 USC 3123) within the LWDA for submission to the Governor of the State of Tennessee. If the local area is part of a planning region that includes other local areas, the Board shall collaborate with the other local boards and chief elected officials in preparation of a regional plan as described in section 106(c)(2);
 - (2) **WORKFORCE RESEARCH AND REGIONAL LABOR MARKET ANALYSIS** – In order to assist in the development and implementation of the local plan, the Board shall:
 - A. Carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) and regularly update such information; and
 - B. Assist the Governor in developing the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act, specifically in the collection, analysis, and utilization of workforce and labor market information; and
 - C. Conduct other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders.
 - (3) **CONVENING, BROKERING, LEVERAGING** – The Board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources.
 - (4) **EMPLOYER ENGAGEMENT** – The Board shall lead efforts to engage with a diverse range of employers:

- A. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the Board; and
 - B. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities; and
 - C. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
 - D. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships).
- (5) CAREER PATHWAYS DEVELOPMENT – The Board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- (6) PROVEN AND PROMISING PRACTICES – The Board shall lead efforts to:
- A. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers, and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and
 - B. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- (7) TECHNOLOGY – The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by—
- A. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
 - B. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
 - C. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
 - D. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- (8) PROGRAM OVERSIGHT.—The local board, in partnership with the chief elected official for the local area, shall—
- A. (i) conduct oversight for local youth workforce investment activities authorized under section 129(c), local employment and training activities authorized under subsections (c) and (d) of section 134, and the one-stop delivery system in the local area; and
(ii) ensure the appropriate use and management of the funds provided under subtitle B for the activities and system described in clause (i); and
 - B. for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes under section 116.
- (9) NEGOTIATION OF LOCAL PERFORMANCE ACCOUNTABILITY MEASURES.—The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures as described in section 116(c).
- (10) SELECTION OF OPERATORS AND PROVIDERS.—
- A. SELECTION OF ONE-STOP OPERATORS.—Consistent with section 121(d), the local board, with the agreement of the chief elected official for the local area—
 - (i) shall designate or certify one-stop operators as described in section 121(d)(2)(A); and
 - (ii) may terminate for cause the eligibility of such operators.
 - B. SELECTION OF YOUTH PROVIDERS.—Consistent with section 123, the local board—
 - (i) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis (except as provided in section 123(b)), based on the recommendations of the youth standing committee, if such a committee is established for the local area under subsection (h)(4); and

- (ii) may terminate for cause the eligibility of such providers.
 - C. IDENTIFICATION OF ELIGIBLE PROVIDERS OF TRAINING SERVICES.—Consistent with section 122, the local board shall identify eligible providers of training services in the local area.
 - D. IDENTIFICATION OF ELIGIBLE PROVIDERS OF CAREER SERVICES.—If the one-stop operator does not provide career services described in section 134(c)(2) in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.
 - E. CONSUMER CHOICE REQUIREMENTS.—Consistent with section 122 and paragraphs (2) and (3) of section 134(c), the local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.
- (11) COORDINATION WITH EDUCATION PROVIDERS.—
- A. IN GENERAL.—The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities under title II, providers of career and technical education (as defined in section 3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302)) and local agencies administering plans under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).
 - B. APPLICATIONS AND AGREEMENTS.—The coordination described in subparagraph (A) shall include—
 - (i) consistent with section 232—
 - I. reviewing the applications to provide adult education and literacy activities under title II for the local area, submitted under such section to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan; and
 - II. making recommendations to the eligible agency to promote alignment with such plan; and
 - (ii) replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)), and implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
 - C. COOPERATIVE AGREEMENT.—In this paragraph, the term “cooperative agreement” means an agreement entered into by a State designated agency or State designated unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.
- (12) BUDGET AND ADMINISTRATION.—
- A. BUDGET.—The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.
 - B. ADMINISTRATION.—
 - (i) GRANT RECIPIENT.—
 - I. IN GENERAL.—The chief elected official in a local area shall serve as the local grant recipient for, and shall be liable for any misuse of, the grant funds allocated to the local area under sections 128 and 133, unless the chief elected official reaches an agreement with the Governor for the Governor to act as the local grant recipient and bear such liability.
 - II. DESIGNATION.—In order to assist in administration of the grant funds, the chief elected official or the Governor, where the Governor serves as the local grant recipient for a local area, may designate an entity to serve as a local grant subrecipient for such funds or as a local fiscal agent. Such designation shall not relieve the chief elected official or the Governor of the liability for any misuse of grant funds as described in subclause (I).

III. DISBURSAL.—The local grant recipient or an entity designated under subclause (II) shall disburse the grant funds for workforce investment activities at the direction of the local board, pursuant to the requirements of this title. The local grant recipient or entity designated under subclause (II) shall disburse the funds immediately on receiving such direction from the local board.

(ii) GRANTS AND DONATIONS.—The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.

(iii) TAX-EXEMPT STATUS.—For purposes of carrying out duties under this Act, local boards may incorporate, and may operate as entities described in section 501(c)(3) of the Internal Revenue Code of 1986 that are exempt from taxation under section 501(a) of such Code.

(13) ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES.— The local board shall annually assess the physical and programmatic accessibility, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one stop centers in the local area.

Note: Except as provided in sec. 107(g)(1)(B), pursuant to a request from the local board, the Governor may grant a written waiver of training prohibition, no local board may provide training services.

ARTICLE V

Membership and Committees

§ 5.1 Membership: The Board shall be established and certified by the Governor of the State to carry out the functions described in Article IV (and any functions specified for the local board under WIOA.) The chief elected officials in LWDA 12 are authorized to appoint the members of the Board in accordance with the State criteria. As ex-officio members of the Board, the chief elected officials have all rights and privileges stated within these by-laws.

(1) STATE CRITERIA: The Governor, in partnership with the State board, shall establish criteria for use by chief elected officials in LWDA 12 for appointment of members of the Board in accordance with the requirements of paragraph (2)

(2) COMPOSITION.—Such criteria shall require that, at a minimum—

A. **Representatives of Business** - a minimum of 51% of the members of each local board shall be representatives of business in the local area, who—

- (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- (ii) represent businesses, including small businesses (at minimum 2 members), or organizations representing businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- (iii) are appointed from among individuals nominated by local business organizations and business trade associations;

B. **Labor Organization Representatives** - A minimum of 20% of the membership shall be representatives of the workforce within the local area, who—

- (i) shall include representatives of labor organizations nominated by local labor federations in local areas where employers are represented by labor organizations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;
- (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- (iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- (iv) may include (optional) representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of WIOA eligible youth, including representatives of organizations that serve out of school youth.

- C. **Representatives of Education & Training** - each local board shall include representatives of entities administering education and training activities in the local area, who—
 - (i) shall include a representative of eligible providers administering adult education and literacy activities under WIOA title II;
 - (ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
 - (iii) may include (optional) representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;
- D. **Representatives of Government, Economic and Community Development** - each local board shall include representatives of governmental and economic and community development entities serving the local area, who—
 - (i) shall include a representative of economic and community development entities;
 - (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
 - (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
 - (iv) may include (optional) representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
 - (v) may include (optional) representatives of philanthropic organizations serving the local area; and
- E. **Discretionary Representatives** - each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

- (3) **AUTHORITY OF BOARD MEMBERS.**—Members of the board that represent organizations, agencies, or other entities shall be individuals with optimum policymaking authority within the organizations, agencies, or entities. The members of the board shall represent diverse geographic areas and demographic make-up, in accordance with the most recent US Census, within the local area, as much as possible.
- (4) **SPECIAL RULE.**—If there are multiple eligible providers serving the local area by administering adult education and literacy activities under title II, or multiple institutions of higher education serving the local area by providing workforce investment activities, each representative on the local board described in clause (i) or (ii) of paragraph (2)(C), respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively.

§ 5.2 Standing Committees: The Board may designate and direct the activities of standing committees to provide information and to assist the Board in carrying out activities authorized in this section. Such standing committees shall have a Chair and Vice Chair who is a member of the Board representing private business; may include other members of the Board; and shall include other individuals appointed by the Board who are not members and who are determined to have appropriate experience and expertise. At a minimum, the Board may designate each of the following:

- (1) The American Job Center (AJC) Services Committee will provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the one-stop partners. This committee will oversee activities related to AJC Technology Services; Coordination with education providers; and Employer engagement functions as outlined in Section 4.1. This committee also supports the Career Development Services Team in their efforts to provide job seekers with opportunities to explore career options, identify barriers, access resources, develop skills, and apply for jobs and the Business Services Team in providing employers with opportunities to identify potential workers, assess skill gaps, and facilitate training of employees to meet employer needs.
- (2) The Outreach and Opportunities Committee will be responsive to the provision of services to individuals with particular service needs, such as veterans, youth ages 16-24, individuals with a disability, dislocated workers, offenders, and others with barriers to employment. The committee will lead local workforce development efforts in the functions related to Career pathways development by recommending alignment of employment, training, education, and supportive services and proven and promising practices identification in meeting the needs of customers of the Career Center system and disseminating

this information to the Board. This committee will also support the staff in seeking supplemental grant funds to support workforce development efforts in LWDA 12.

- (3) The Executive Committee shall have the authority to act on behalf of the Board between its business meetings, make recommendations to the Board, and such other duties as specified in these By-laws. The Executive Committee shall be subject to the order of the Board, and none of its acts shall conflict with these By-laws or stated policies of the Board. The Executive Committee will be made up of the chairpersons of each of the aforementioned standing committees, the Vice-Chair of the Board, the Secretary, the Chief Local Elected Official, the Vice Chief Local Elected Official, and the Board Chair. The Board Vice-Chairperson will serve as the Chair of the Executive Committee. This committee will be instrumental in performing the following functions of the Board as outlined in Section 4.1 Development of the Local Strategic Plan: Workforce research and regional labor market analysis; Convening, brokering, and leveraging stakeholders; Program oversight; Selection of Operators and providers; Approval of providers for Eligible Training Provider List; Negotiation of local performance accountability measures; and Budget and administration. In keeping with the requirements for the Accessibility function of the Board outlined in Section 4.1 (13), this committee shall annually assess the physical and programmatic accessibility of all one stop centers in the local area, in accordance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- (4) When deemed necessary or appropriate the chairperson of the Board shall have the authority to appoint temporary or ad hoc committees, including the chairperson of said committee, for the purpose of special projects.

5.2.1 Members of Standing Committees not appointed to the Board may attend all meetings of the Board, but shall not have voting rights. Standing Committee members shall serve at the pleasure of the Board and shall advise and counsel the Board on appropriate matters.

§ 5.3 Terms: The terms of representatives of business of members of the Board shall not be more than four (4) years, while other members will serve terms of no less than two (2) years. Member terms will be staggered so all terms do not expire at the same time. Members in good standing will automatically renew for subsequent terms until the Board member properly notifies the Chairperson of the Board of the intent to no longer serve.

§ 5.4 Board Vacancy: Any vacancy occurring on the Board will be filled in the period between the date of resignation and the date of the second subsequent meeting, not to exceed two full quarters. This includes vacancies created by the removal of members for cause.

§ 5.5 Removal: Any member of the Board will be removed for cause by the Chief Elected Officials (CEOs), if any of the following occurs: (a) documented violation of conflict of interest; (b) failure or refusal to work cooperatively with the Board and to abide by the By-Laws as stated in 5.4; (c) documented proof of fraud and/or abuse and (d) failure to meet board member representation requirements defined in WIOA; (e) other causes as determined by the Board. Removal of a member shall also constitute removal as an officer of the Board and as a member of all committees of the Board. Intent to remove a member must be stated in the call of the meeting and be provided to all voting members at least five (5) days prior to the meeting.

5.5.1 Any board member missing three consecutive meetings may be replaced at the sole discretion of the Chief Local Elected Official from the county represented.

5.5.2 A member who has a change of employment that results in a change of membership classification must resign or be removed by the Chief Local Elected Officials immediately as a representative of that entity. Documentation of Board member violation and subsequent removal will be maintained by the LWDA in the form of attendance logs, conflict of interest forms and other documentation deemed necessary. A Board member subject to removal may appeal by submitting a letter in writing within 30 days of notice of removal to the CEOs stating reasons to remain as an active member of the Board. A committee of CEOs will review the appeal and make a decision prior to the next scheduled date of the Board.

§ 5.6 Resignation: A member may resign his or her membership at any time by tendering his or her resignation in writing to the Chairperson, or in the case of the resignation of the Chairperson, to the Vice-Chairperson

or Vice President for Workforce Development for the Administrative Entity. A resignation shall become effective upon the date specified in such notice or, if no date is specified, upon receipt of the resignation by the Board.

ARTICLE VI

Officers

§ 6.1 Board Officers: There shall be a Chairperson, a Vice-Chairperson, and a Secretary of the Board, each of whom shall be elected in accordance with the provisions of this article (§ 6.2). In accordance with WIOA sec. 107(3)(A), the Chair and thus the Vice-Chair shall be representatives of business in the local area. The Board may also elect such other assistant officers as the Board may from time to time deem necessary or appropriate. Any two or more offices may be held by the same person, except for that of the offices of Chairperson, Vice-Chairperson, and Secretary

§ 6.2 Election and Term of Office: The officers of the Board shall be elected every two years by the Board members, during the designated annual meeting. Each officer shall hold office for a term of two (2) years or until his or her resignation, death or removal from office in the manner provided in these By-laws. An officer may succeed himself or herself in office.

§ 6.3 Board Chairperson: The Chairperson of the Board shall

- (1) be elected from among the members of the Board;
- (2) be a representative of the private sector;
- (3) be designated as the Chairperson of the Board and shall in general be primarily responsible for the management of the programmatic affairs of the Board and for implementing the policies and directives of the Board;
- (4) preside at all meetings of the Board and the Executive Committee; and
- (5) have authority to sign, with the Vice-Chairperson, Secretary or any other proper officer thereunto authorized by the Board, contracts, proposals, plans, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or these By-laws to some other officer or agent of the Board, or shall be required by law to be otherwise signed or executed. Each chairperson shall hold office until his or her term shall have expired and his or her successor shall have been elected and qualified, or until his or her resignation, removal from office, or death. A chairperson may succeed himself or herself. The chairperson shall be natural persons who have attained the age of twenty-one (21) years.

§ 6.4 Vice-Chairperson: The Vice-Chairperson shall

- (1) be elected from among the members of the Board;
- (2) be a representative of the private sector;
- (3) preside at all meetings of the Board during the absence or disability of the Chairperson of the Board;
- (4) be primarily responsible for the general management of the business of the Board and for implementing the policies and directives of the Board in the absence or disability of the Chairperson of the Board;
- (5) have authority to sign, with the Secretary or any other proper officer thereunto authorized by the Board, contracts, proposals, plans, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or these By-laws to some other officer or agent of the Board, or shall be required by law to be otherwise signed or executed; and
- (6) perform such other duties as from time to time may be assigned by the Chairperson of the Board.

§ 6.5 Secretary: The Secretary shall perform the following functions or shall oversee staff to the Board to

- (1) keep the minutes of the proceedings of the Board;
- (2) ensure that all notices are duly given in accordance with the provisions of these By-laws;
- (3) keep a register of the mailing address and electronic addresses of each member of the Board, as furnished to the Secretary by each member; and
- (4) in general perform all duties pertinent to the office of Secretary and such other duties as may from time to time be assigned by the Chairperson of the Board.

§ 6.6 Vacancies: A vacancy in any office, as a result of death, resignation, removal, disqualifications, or otherwise, may be filled by the affirmative vote of a majority of the Board at a meeting, at which a quorum is present, for the unexpired portion of the term of his or her predecessor, and until the next election of officers at the board's annual meeting.

§ 6.7 Recall of Officers: Pursuant to Section 5.4 of these By-Laws the Board may by a two-thirds (2/3) vote at a meeting, at which a quorum is present, remove any officer when, in its judgment, the best interest of the Board will be served thereby. Intent to recall or remove an officer must be stated in the call of the meeting with notice provided to the officer to be removed and all other voting members at least five (5) days prior to the meeting.

§ 6.8 Resignation: An officer may resign his or her office at any time by tendering his or her resignation in writing to the Chairperson or, in the case of the resignation of the Chairperson, to the Vice-Chairperson, or Secretary. A resignation shall become effective upon the date specified in such notice, or if no date is specified, upon receipt of the resignation by the Board. An officer may resign his or her position as an officer of the board, but retain his or her position as a member of the board.

§ 6.9 Board of Directors: The Board of Directors includes the Chief Local Elected Official, the Vice Chief Local Elected Official, the Board Chairperson, the Vice Board Chairperson and one private sector representative selected by the other Directors from the membership at large. The Board Chairperson will serve as the President, the Vice Board Chairperson as Vice President and the private sector representative as Secretary of the Northwest TN Workforce Board, Inc. The Board of Directors will serve as the administrative authority in oversight of day-to-day operations in conducting the functions of the board and fiscal agent. The Board of Directors shall have the authority to supervise and manage the employees of the Northwest Tennessee Workforce Board, Inc. serving in the capacity of staff to the Board and Fiscal Agent as described in Article VIII. The Board of Directors shall be subject to the order of the Board, and none of its acts shall conflict with these By-laws or stated policies of the Board. The Board of Directors shall be responsible for ensuring board actions comply with federal, state and local laws, regulations and policies.

ARTICLE VII

Meetings

§ 7.1 Regular and Annual meetings: The Board shall meet at least quarterly for the purpose of transacting business according to the current workforce development needs. There will be one meeting designated as the annual meeting for the purpose of receiving annual reports from the Administrative Entity, electing officers of the Board and transacting any other Board business. The Chairperson shall fix the time and place and provide notice to all voting members prior to the meeting. The notice shall state the location or means of communication for the meeting, in addition to the time and date. The local board shall make available to the public, through electronic means and print media, notice of upcoming open meetings.

§ 7.2 Special or Called Meetings: Special meetings of the Board may be called by the Chairperson or at the request of the Vice President for Workforce Development for the Administrative Entity. Special meetings may also be called upon the written request of five members of the Board. Special or called meetings may be held under certain circumstances where a pertinent issue needs to come before the Board prior to the next scheduled meeting. This meeting can take place by means of conference telephone or electronic communications, wherein all Board members have access to the discussion and vote of all participating members. The purpose of the meeting shall be stated in the notice and no other business shall be transacted at the meeting. The Chairperson shall fix the time and place and provide notice to all voting members at least five (5) business days prior to the meeting. The notice shall state the location or means of communication for the meeting, in addition to the time and date. The local board shall make available to the public, through electronic means and print media, notice of upcoming open meetings.

§ 7.3 Quorums: One-third (1/3) of the voting members of the Board will constitute a quorum for the transaction of business at any meeting thereof. Action of the Board must be authorized by the affirmative vote of a majority of all voting members present at a meeting at which a quorum is present.

§ 7.4 Participation in Meetings: Each regular Board member, shall be entitled to one (1) vote on any matter properly submitted for a vote to the Board. The affirmative vote of a majority of the members present at a meeting, at which a quorum is present, shall be the act of the Board, except as may otherwise be specifically provided by law, by the Charter, or by these By-laws. Members of the Board absent from any meeting shall be permitted to vote at such a meeting by written proxies. The members of the Board, or any committee designated by the Board, may participate in a meeting of the Board, or of such committee, by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear one another; and participation in a meeting pursuant to this provision shall constitute presence in person at such meeting. The members shall be furnished a copy of the minutes of the meetings of the Board prior to the next regularly scheduled meeting.

§ 7.5 Open Meeting Requirement; All meetings and actions of the Board must comply with the Tennessee Open Meeting Act, Tenn. Code Ann. 8-44-101 *et seq.*

§ 7.6 Presumption of Assent: A member of the Board who is present at a meeting of the Board at which action on any Board matter is taken shall be presumed to have assented to the action taken, unless his or her dissent shall be entered in the minutes of the meeting, or unless he or she shall file his or her written dissent to such action with the person acting as the secretary of the meeting before the adjournment thereof, or forward such dissent by registered mail to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a member who voted in favor of such action.

§ 7.7 Expenses and Compensation: No member shall be entitled to receive compensation for services rendered to the Board, as a member of the Board or as a member of any committee thereof. However, upon prior approval by the Board, a member may be paid for reasonable expenses incurred by the member, which directly related to the affairs of the Board upon proper substantiation of such expenses. No such payments shall preclude any member from serving the Board in any other capacity and receiving compensation therefore.

§ 7.8 Vote by Proxy: Any member of the Board may proxy to another sitting board member by completing and filing the Member Proxy Form. Duly executed proxies must be filed with the Board Chairperson prior to the commencement of the board meeting in which the board member is to be absent. The board member accepting such proxy must be in good standing with the Northwest Tennessee Workforce Board. Any Board member may proxy to another Board member once per year. Such proxies shall be considered valid votes in matters considered by the Board, and shall constitute member participation in absentia.

ARTICLE VIII

Staff to the Board

§ 8.1 Staff: In general, the Board and/or the administrative entity/fiscal agent may hire an executive director and other staff to assist in carrying out the functions described in WIOA sec. 107, subsection (d) using funds available under sections 128(b) and 133(b) as described in section 128(b)(4).

§ 8.2 Qualifications: The Board and/or the administrative entity/fiscal agent shall establish and apply a set of objective qualifications for the position of director that ensures the individual selected has the requisite knowledge, skills, and abilities to meet identified benchmarks and to assist in effectively carrying out the functions of the local board.

§ 8.3 Limitation on Rate: The director and staff described in paragraph (1) shall be subject to the limitations on the payment of salaries and bonuses described in section 194(15).

ARTICLE IX

Amendment of the By-Laws

§ 9.1 Amendment of By-Laws: These By-Laws may be altered, amended, or repealed, upon the affirmative two-thirds (2/3) vote of the voting members of the Board at any regular meeting at which a quorum is present, provided that the amendment has been submitted to the voting members of the Board in writing two weeks prior to the meeting at which the vote on the amendment(s) is to be taken.

ARTICLE X

Conflict of Interest

§ 10.1 Conflict of Interest: Board members and members of Standing Committees shall adhere to the following in regard to conflict of interest- WIOA Sec. 102 (b)(2)(E)(i) and Sec. 107 (h)(1)(2). A Board member may not vote on or participate in any decision-making regarding any matter that would provide direct financial benefit to the member, the members' immediate family, or any organization the member is or a member represents, or on matters of the provision of services by the member or the entity the member represents.

- (1) Board members shall avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide to the Board Chair a written declaration of all substantial business interests or relations they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations shall be updated annually or within 30 days of changes in business to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information and advise the Local Board Chair and appropriate members of potential conflicts. Board members shall recuse themselves from official board duties if they are involved in a conflict of interest.
- (2) Prior to a discussion, vote, or decision on any matter before the Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relations to a business entity, organization, or property that would be affected by any official Board action, the member shall disclose the nature and extent of the interest or relationship and shall abstain from discussion and voting on or in any other way participate in the decision on the matter. Board members shall seek the opinion of the Board if there are any doubts whether specific situations involve a conflict of interest. All abstentions shall be recorded in the minutes of the Board meeting and be maintained as part of the official record.
- (3) It is the responsibility of the Board to monitor the potential conflict of interest and bring it to the Board's attention in the event the member does not make a self-declaration.
- (4) The Board shall ensure that the Board, its members or its employees do not directly control the daily activities of its workforce service providers, its workforce system partners, or its contractors.
- (5) Board members or their organizations may receive services as a customer of a local workforce service provider.
- (6) Board members shall not accept bribes, kickbacks or any gift, rebate, money or anything of value whatsoever, or any promise, obligation or contract for future reward, compensation, property or item of value, including intellectual property, for the purpose or result of causing detriment to another and/or bringing about some benefit to oneself or others.
- (7) The Board shall select or designate an organization to perform duties related to WIOA such as developing a written agreement with the Board and Local Elected Official, which shall clarify how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office Management and Budget circulars, and with the Workforce Services Policy - WIOA (Conflict of Interest Policy), minimize fiscal risk, and develop appropriate steps within the single entity performing multiple functions.
- (8) In the event the Board is selected as a One-Stop Operator, through a competitive process conducted by a third party, the Board shall establish sufficient "firewalls" and conflict of interest policies and procedures consistent with the Workforce Services Policy - WIOA (Conflict of Interest Policy). The Board shall also ensure that all new staff members and providers are informed about this policy, and that appropriate staff members are familiar with it and its requirements in order to prepare state or local plans and the conflict of interest policy.
- (9) The Board shall also ensure training concerning internal conflicts of interest for any entities directly involved with making assessments and determining the eligibility of participants. Documentation of training must be maintained and made available for review and audit purposes.

ARTICLE XI

Compliance with Law

§ 11.1 Compliance with Law: The Board acknowledges that in execution of its business, the Board shall:

- (1) Comply with all applicable Tennessee statutes and regulations including, but not limited to, the governing procurement standards or regulations for the LWDA, Sunshine Law, and the State Travel Regulations;
- (2) Comply with Workforce Innovation and Opportunity Act of 2014 (WIOA) and other appropriate regulations, as well as, policies and directives from the Tennessee Department of Labor and Workforce Development and the State Workforce Board.

ARTICLE XII

Rules of Order

§ 12.1 Rules of Order: The Board will adhere to Robert's Rules of Order; Revised. In the Event any provision of these By-Laws conflict with Robert's Rules of Order; Revised, the provisions of these By-Laws shall govern.

SIGNATURES

Approved as signed by:

Mr. Jimmy Williamson, Chairman
1230 S Main
Dyersburg, TN 38024
731-288-6001
jimmy_williamson@att.net

Date

Ted Piazza, Vice-Chairman
6 Industrial Park Drive
Dyer, TN 38330
731-692-3424
tpiazza@advancetabco.com

Date

Dr. Karen Bowyer, Secretary
1510 Lake Road
Dyersburg, TN 38024
731-286-3300
bowyer@dsc.edu

Date

ADULT & DISLOCATED WORKER - LWDA BUDGET PROJECTIONS FOR 17-18

Prepared 5/28/17 as of 4/30/17

Adult	Dislocated Worker	TOTAL
Adult Carryover to New Yr	DW Carryover to New Yr	Carryover Adult & DW
318,828.78	310,039.16	629,667.92
Balance at end of PY15-16 6/30/16	Balance at end of PY15-16 6/30/16	Balance at end of PY15-16 6/30/16
319,628.78	310,039.16	629,667.92
51%	49%	100%
Plus new allocation 7/1/16	Plus new allocation 7/1/16	Plus new allocation 7/1/16
100,000.00	100,000.00	200,000.00
Less Direct Participant Obligations 7/1/16-9/30/16	Transfer Dislocated Worker to Adult	Transfer Dislocated Worker to Adult
(287,884.51)	(46,818.30)	(334,702.81)
Less Career Center Operations 7/1/16-9/30/16	Less Direct Participant Obligations 7/1/16-9/30/16	Less Direct Participant Obligations 7/1/16-9/30/16
(146,480.89)	(165,516.85)	(312,007.74)
Balance at end of 1st qtr 9/30/16	Balance at end of 1st qtr 9/30/16	Balance at end of 1st qtr 9/30/16
113,757.37	137,213.81	250,971.18
45%	35%	100%
Plus new allocation	Plus new allocation	Plus new allocation
Less 30% Reserve	Less 30% Reserve	Less 30% Reserve
143,841.05	254,123.00	397,964.05
Plus new allocation 10/1/16	Plus new allocation 10/1/16	Plus new allocation 10/1/16
143,841.05	254,123.00	397,964.05
Less Direct Participant Obligations 10/1/16-12/31/16	Less Direct Participant Obligations 10/1/16-12/31/16	Less Direct Participant Obligations 10/1/16-12/31/16
(65,583.05)	(110,882.74)	(176,465.79)
Less Career Center Operations 10/1/16-12/31/16	Less Career Center Operations 10/1/16-12/31/16	Less Career Center Operations 10/1/16-12/31/16
(178,320.32)	(181,180.80)	(359,501.12)
Balance at end of 2nd Qtr 12/31/16	Balance at end of 2nd Qtr 12/31/16	Balance at end of 2nd Qtr 12/31/16
812,398.00	699,193.47	1,511,591.47
Plus new allocation	Plus new allocation	Plus new allocation
Less Direct Participant Obligations 1/1/17-3/31/17	Less Direct Participant Obligations 1/1/17-3/31/17	Less Direct Participant Obligations 1/1/17-3/31/17
(259,140.34)	(82,097.52)	(341,237.86)
Less Career Center Operations 1/1/17-3/31/17	Less Career Center Operations 1/1/17-3/31/17	Less Career Center Operations 1/1/17-3/31/17
(134,685.98)	(160,031.70)	(294,717.68)
Balance at end of 3rd Quarter 3/31/17	Balance at end of 3rd Quarter 3/31/17	Balance at end of 3rd Quarter 3/31/17
348,571.68	457,064.15	805,635.83
Plus new allocation	Plus new allocation	Plus new allocation
Transfer from DW to Adult	Transfer from DW to Adult	Transfer from DW to Adult
100,000.00	(100,000.00)	0
Less Direct Participant Obligations 4/1/17-6/30/17	Less Direct Participant Obligations 4/1/17-6/30/17	Less Direct Participant Obligations 4/1/17-6/30/17
(103,623.93)	(51,788.14)	(155,412.07)
Less Career Center Operations 4/1/17-6/30/17	Less Career Center Operations 4/1/17-6/30/17	Less Career Center Operations 4/1/17-6/30/17
(138,181.09)	(251,766.83)	(389,947.92)
Balance at end of 4th Quarter 6/30/17	Balance at end of 4th Quarter 6/30/17	Balance at end of 4th Quarter 6/30/17
206,761.26	53,520.18	260,281.44
NEW YEAR 17-18		
Plus new allocation 7/1/17	Plus new allocation 7/1/17	Plus new allocation 7/1/17
114,657.00	206,761.26	321,418.26
Less Direct Participant Obligations 7/1/17-9/30/17	Less Direct Participant Obligations 7/1/17-9/30/17	Less Direct Participant Obligations 7/1/17-9/30/17
(95,311.56)	(39,010.61)	(134,322.17)
Less Career Center Operations 7/1/17-9/30/17	Less Career Center Operations 7/1/17-9/30/17	Less Career Center Operations 7/1/17-9/30/17
(225,981.80)	(145,708.44)	(371,690.24)
Balance at end of 1st Quarter 9/30/17	Balance at end of 1st Quarter 9/30/17	Balance at end of 1st Quarter 9/30/17
4.90	(4,488.87)	(4,483.97)
Plus new allocation 10/1/17	Plus new allocation 10/1/17	Plus new allocation 10/1/17
143,841.05	254,123.00	397,964.05
Less Direct Participant Obligations 10/1/17-12/31/17	Less Direct Participant Obligations 10/1/17-12/31/17	Less Direct Participant Obligations 10/1/17-12/31/17
(225,981.80)	(145,708.44)	(371,690.24)
Less Career Center Operations 10/1/17-12/31/17	Less Career Center Operations 10/1/17-12/31/17	Less Career Center Operations 10/1/17-12/31/17
(145,708.44)	(145,708.44)	(291,416.88)
Balance at end of 2nd Qtr 12/31/17	Balance at end of 2nd Qtr 12/31/17	Balance at end of 2nd Qtr 12/31/17
613,961.10	567,839.69	1,181,800.79
Plus new allocation	Plus new allocation	Plus new allocation
Less Direct Participant Obligations 1/1/18-3/31/18	Less Direct Participant Obligations 1/1/18-3/31/18	Less Direct Participant Obligations 1/1/18-3/31/18
(59,190.53)	(24,671.79)	(83,862.32)
Less Career Center Operations 1/1/18-3/31/18	Less Career Center Operations 1/1/18-3/31/18	Less Career Center Operations 1/1/18-3/31/18
(225,981.80)	(145,708.44)	(371,690.24)
Balance at end of 3rd Quarter 3/31/18	Balance at end of 3rd Quarter 3/31/18	Balance at end of 3rd Quarter 3/31/18
328,788.77	397,459.46	726,248.23
Plus new allocation	Plus new allocation	Plus new allocation
Less Direct Participant Obligations 4/1/18-6/30/18	Less Direct Participant Obligations 4/1/18-6/30/18	Less Direct Participant Obligations 4/1/18-6/30/18
(17,288.78)	(4,670.00)	(21,958.78)
Less Career Center Operations 4/1/18-6/30/18	Less Career Center Operations 4/1/18-6/30/18	Less Career Center Operations 4/1/18-6/30/18
(225,981.80)	(145,708.44)	(371,690.24)
Balance at end of 4th Quarter 6/30/18	Balance at end of 4th Quarter 6/30/18	Balance at end of 4th Quarter 6/30/18
85,518.19	247,081.02	332,599.21

Balance	\$ (3,224.00)
July 17 - Sep 17	\$ 100,000.00
Oct 17 - Dec 17	\$ 100,000.00
Jan 18 - Mar 18	\$ 100,000.00
Apr 18 - June 18	\$ 100,000.00
Short	\$ (64,176.79)
Total through Sep. 2017	\$ 332,599.21

YOUTH - LWDA BUDGET PROJECTIONS FOR 17-18

Prepared 5/29/17 as of 4/30/17

OUT-OF-SCHOOL YOUTH & WORK EXP - (Minimum 75%)		REMAINING BALANCE FOR IN-SCHOOL YOUTH		TOTAL	
Carryover to New Yr OSY & Work Experience	1,179,707.97	Carryover to New Year 15'	103,286.26	Carryover	1,282,994.23
Youth Contract Carryover OSY	(107,549.20)			Less Direct Participant Obl 4/1/16-6/30/16	(107,549.20)
Youth Contract Work Exp Carryover	(350,297.19)			Less Career Center Oper 7/1/16-9/30/16 (Work Exp)	(350,297.19)
Balance at end of PY15-16 6/30/16	721,861.59	Balance at end of PY14-15 6/30/15	103,286.26	Balance at end of PY15-16 6/30/16	825,147.85
Less Direct Participant Obl 7/1/16-9/30/16	(79,697.19)	Less Direct Participant Obl 7/1/16-9/30/16	(11,336.87)	Less Career Center Oper 7/1/16-9/30/16	(85,024.09)
Less Career Center Oper 7/1/16-9/30/16	(133,597.74)	Less Career Center Oper 7/1/16-9/30/16 (Work Exp)		Less Career Center Oper 7/1/16-9/30/16 (Work Exp)	(133,597.74)
Less Career Center Oper 7/1/16-9/30/16 (Work Exp)	(33,566.49)				(33,566.49)
Balance 9/30/16	477,608.16	Balance 9/30/16	91,949.39	Balance 9/30/16	569,557.57
Plus new allocation				Plus new allocation	
Less Direct Participant Obl 10/1/16-12/31/16	(143,171.35)	Less Direct Participant Obl 10/1/16-12/31/16		Less Direct Participant Obl 10/1/16-12/31/16	(143,171.35)
Less Career Center Oper 10/1/16-12/31/16	(59,049.00)	Less Career Center Oper 10/1/16-12/31/16 (Work Exp)	-	Less Career Center Oper 10/1/16-12/31/16 (Work Exp)	(59,049.00)
Less Career Center Oper 10/1/16-12/31/16 (Work Exp)					
Balance 12/31/16	278,387.83	Balance 12/31/16	91,949.39	Balance 12/31/16	370,337.22
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance	
Less Direct Participant Obl 1/1/17-3/31/17	(65,710.95)	Less Direct Participant Obl 1/1/17-3/31/17	(75,000.00)	Less Direct Participant Obl 1/1/17-3/31/17	(65,710.95)
Less Career Center Oper 1/1/17-3/31/17	(145,890.04)	Less Career Center Oper 1/1/17-3/31/17	-	Less Career Center Oper 1/1/17-3/31/17	(145,890.04)
Less Career Center Oper 1/1/17-3/31/17 (Work Exp)	(39,300.82)	Less Career Center Oper 1/1/17-3/31/17 (Work Exp)	-	Less Career Center Oper 1/1/17-3/31/17 (Work Exp)	(39,300.82)
Beginning Balance 3/31/17	82,716.02	Beginning Balance 3/31/17	16,949.39	Beginning Balance 3/31/17	99,665.41
NEW YEAR 17-18					
Plus new allocation 4/1/17	995,559.00	Plus new allocation 4/1/17	47,000.00	Plus new allocation 4/1/17	950,559.00
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance	
Less Direct Participant Obl 4/1/17-6/30/17	(31,773.69)	Less Direct Participant Obl 4/1/17-6/30/17	(732.00)	Less Direct Participant Obl 4/1/17-6/30/17	(32,505.69)
Less Career Center Oper 4/1/17-6/30/17	(123,981.04)	Less Career Center Oper 4/1/17-6/30/17	-	Less Career Center Oper 4/1/17-6/30/17	(123,981.04)
Less Career Center Oper 4/1/17-6/30/17 (Work Exp)	(60,099.99)	Less Career Center Oper 4/1/17-6/30/17 (Work Exp)	(11,100.00)	Less Career Center Oper 4/1/17-6/30/17 (Work Exp)	(60,099.99)
Salaries & Benefits	11,100.00	Salaries & Benefits		Salaries & Benefits	0
Balance 6/30/17	781,520.33	Balance 6/30/17	52,117.39	Balance 6/30/17	833,637.72
Less Direct Participant Obl 7/1/17-9/30/17	(7,457.50)	Less Direct Participant Obl 7/1/17-9/30/17	(732.00)	Less Direct Participant Obl 7/1/17-9/30/17	(8,189.50)
Less Career Center Oper 7/1/17-9/30/17	(117,792.84)	Less Career Center Oper 7/1/17-9/30/17	-	Less Career Center Oper 7/1/17-9/30/17	(117,792.84)
Less Career Center Oper 7/1/17-9/30/17 (Work Exp)	(59,896.42)	Less Career Center Oper 7/1/17-9/30/17 (Work Exp)	(11,100.00)	Less Career Center Oper 7/1/17-9/30/17 (Work Exp)	(59,896.42)
Salaries & Benefits	11,100.00	Salaries & Benefits		Salaries & Benefits	(700,000.00)
Balance 9/30/17	(91,526.43)	Balance 9/30/17	40,286.39	Balance 9/30/17	(51,241.04)
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance	
Less Direct Participant Obl 10/1/17-12/31/17	(117,792.84)	Less Direct Participant Obl 10/1/17-12/31/17	-	Less Direct Participant Obl 10/1/17-12/31/17	(117,792.84)
Less Career Center Oper 10/1/17-12/31/17	(59,896.42)	Less Career Center Oper 10/1/17-12/31/17 (Work Exp)	(11,100.00)	Less Career Center Oper 10/1/17-12/31/17 (Work Exp)	(59,896.42)
Less Career Center Oper 10/1/17-12/31/17 (Work Exp)	11,100.00	Salaries & Benefits		Salaries & Benefits	-
Balance 12/31/17	(257,115.69)	Balance 12/31/17	29,186.38	Balance 12/31/17	(227,930.30)
Less Direct Participant Obl 1/1/18-3/31/18	(5,168.00)	Less Direct Participant Obl 1/1/18-3/31/18	(732.00)	Less Direct Participant Obl 1/1/18-3/31/18	(5,900.00)
Less Career Center Oper 1/1/18-3/31/18	(117,792.84)	Less Career Center Oper 1/1/18-3/31/18	-	Less Career Center Oper 1/1/18-3/31/18	(117,792.84)
Less Career Center Oper 1/1/18-3/31/18 (Work Exp)	(59,896.42)	Less Career Center Oper 1/1/18-3/31/18 (Work Exp)	(11,100.00)	Less Career Center Oper 1/1/18-3/31/18 (Work Exp)	(59,896.42)
Salaries & Benefits	11,100.00	Salaries & Benefits		Salaries & Benefits	-
Balance 3/31/18	(427,672.95)	Balance 3/31/18	17,353.39	Balance 3/31/18	(410,319.56)
Plus new allocation 4/1/17	569,559.00	Plus new allocation 4/1/17	47,000.00	Plus new allocation 4/1/17	569,559.00
Transfer In-School Youth Balance		Transfer In-School Youth Balance		Transfer In-School Youth Balance	
Less Direct Participant Obl 4/1/18-6/30/18	(3,901.50)	Less Direct Participant Obl 4/1/18-6/30/18	-	Less Direct Participant Obl 4/1/18-6/30/18	(3,901.50)
Less Career Center Oper 4/1/18-6/30/17	(117,792.84)	Less Career Center Oper 4/1/18-6/30/17	-	Less Career Center Oper 4/1/18-6/30/17	(117,792.84)
Less Career Center Oper 4/1/18-6/30/18 (Work Exp)	(59,896.42)	Less Career Center Oper 4/1/18-6/30/18 (Work Exp)	(11,100.00)	Less Career Center Oper 4/1/18-6/30/18 (Work Exp)	(59,896.42)
Salaries & Benefits	11,100.00	Salaries & Benefits		Salaries & Benefits	-
Balance 6/30/18	306,195.29	Balance 6/30/18	53,253.39	Balance 6/30/18	359,448.68

SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>	SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
Title I (Adult, Dislocated Worker, Youth)	All (Adults and Dislocated Workers)	Services: Partner:	Services: Youth Services Provider: Workforce Essentials, Inc.	Services: Method:
Title II: Adult Education and Family Literacy	2, 3, 5, 7, 8	Services: Partner:	Services: Provider:	Services: Method:
Title III: Employment Programs under Wagner-Peyser	2 - 11	Services: Partner:	Services: Provider:	Services: Method:
Title IV: Rehabilitation Services	2 - 9, 11	Services: Partner:	Services: Provider:	Services: Method:
Post-secondary Career and Technical Education under Perkins		Services: Partner:	Services: Provider:	Services: 2 - 9, 11 Method: Phone, Email, or Website
Unemployment Insurance		Services: 10 Partner: On-Site Partners	Services: Provider:	Services: 10 Method: Jobs4TN.gov
Job Counseling, Training and Placement Services for Veterans	2 - 6, 8, 9 (Dyersburg)	Services: 2 Partner: On-Site Partners	Services: Provider:	Services: 2 - 6, 8, 9 (Huntingdon) Method: Phone or Email
Trade Readjustment Allowance (TRA)	2 - 10	Services: Partner:	Services: Provider:	Services: 2 - 10 (Huntingdon) Method: Phone or Email
Trade Adjustment Assistance (TAA)	2 - 10	Services: Partner:	Services: Provider:	Services: 2 - 10 (Huntingdon) Method: Phone or Email
Migrant and Seasonal Farmworkers		Services: Partner:	Services: Provider:	Services: 2 - 9, 11 Method: Phone or Email
National Farmworker Jobs Program		Services: Partner:	Services: Provider:	Services: 2 - 9, 11 Method: Phone or Email
Community Services Block Grant (CSBG)		Services: Partner:	Services: Provider:	Services: 5, 9 Method: Phone or Email
Senior Community Services Employment Program (SCSEP)		Services: Partner:	Services: Provider:	Services: 2 - 6, 9 Method: Phone or Email

PROGRAM	SERVICES PROVIDED THROUGH <i>OWN STAFF</i>	SERVICES PROVIDED THROUGH <i>CROSS-TRAINED PARTNER STAFF</i>		SERVICES PROVIDED THROUGH <i>CONTRACTOR PROVIDER</i>	SERVICES PROVIDED THROUGH <i>DIRECT LINKAGE</i>
		Services:	Services:		
TANF	2 - 11	Partner:	Provider:	Method:	
Second Chance	Not available in LWDA 12	Services:	Services:	Services:	
		Partner:	Provider:	Method:	
Housing and Urban Development Employment and Training Activities	Not available in LWDA 12	Services:	Services:	Services:	
		Partner:	Provider:	Method:	
Job Corps	Not available in LWDA 12	Services:	Services:	Services:	
		Partner:	Provider:	Method:	
YouthBuild	Not available in LWDA 12	Services:	Services:	Services:	
		Partner:	Provider:	Method:	
Other (specify): NALA		Services:	Services:	Services: 2 - 9	
		Partner:	Provider:	Method: Phone or Email	
Other (specify):		Services:	Services:	Services:	
		Partner:	Provider:	Method:	
Other (specify):		Services:	Services:	Services:	
		Partner:	Provider:	Method:	

Northwest TN Workforce Board
American Job Center Committee
Wednesday, August 16, 2017 – 1:30 p.m.
Room 115 - Dyersburg State Community College – Trenton Campus
2211 US 45 Bypass, Trenton, TN 38382

Attending Members:

Rita Alexander Kristy Mercer Sandra Woods

Via Conference Call:

Kristie Bennett Gwyn Fisher Ted Piazza John Penn Ridgeway

Attending Staff:

LeAnn Lundberg Margaret Prater Kim Simpson Laura Speer

Provider:

Connie Stewart

Welcome and Announcements: Rita Alexander, *Committee Chair*, opened the meeting and welcomed everyone.

Incumbent Worker Training (IWT) Applications- Ranking and Recommendation for Funding: Margaret Prater, *Executive Director*, distributed a Revised Consolidated Business Grant Request matrix, noting that there were some issues with the on-line form and understanding of match requirements that resulted in some companies making revisions to their applications for IWT. Additionally, after speaking with MTD Products regarding their Apprenticeship Application, which would not qualify as a Registered Apprenticeship, MTD withdrew their Incumbent Worker Training Supervisory Leadership application and changed their Apprenticeship Applications to Incumbent Worker Training. The Heat Treatment/Mathematics/Graphics/CNC proposal was reduced to \$16080 to allow it plus the PLC/Electricity proposal (\$8920) to fall within the funding authority of the local board at \$25,000. All applications were reviewed. Margaret reported the total revised request for all applications was \$96,766.75. (Handout Attached)

- Kristy Mercer made a Motion to Approve all applications as presented, on the attached Consolidated Business Grant Requests document. Sandra Woods seconded the motion. All were in favor and the motion carried.

Certified Nursing Aide Job Shadow Policy-proposed revision: Margaret explained that Dyersburg State Community College, Career/Business/Youth Services Provider Contractor, requested the committee revisit the requirement that Certified Nursing Aide candidates must participate in a 3 day (24 hour) job shadowing before being approved for scholarship funds for training. She reviewed the background, current status and recommendation. Connie Stewart, Executive Director with the Service Provider Contractor stated that the CNA programs are primarily in the Eastern counties of Area 12. The numbers for this program are low. The 3-day job-shadowing requirement has not been very accepted by employers due to HIPAA laws and insurance coverage. The committee discussed ways to insure job retention after certification.

- Ted Piazza made a Motion to reduce the 3 days of Job Shadowing to 1 day; survey students that quit working, as CNA's to see why they quit; and implement a pre-enrollment orientation, including videos and speakers to describe CNA's job responsibilities. Kristy Mercer seconded the motion. All were in favor and the motion carried.

American Job Center Updates:

One-Stop Operator: Due to State concerns about the initial proposal for Business Service Coordinators carrying a caseload and serving in the One-Stop Operator role, Lana Wood was named the One-Stop Operator and she reports to Connie Stewart. All One-Stop Assistants for the welcome function have been hired and trained and meetings have been held with partner agencies to communicate expectations and responsibilities in the AJC. All 11 centers have been visited for a safety review and professional appearance. Any issues were being addressed. Attached is the One-Stop Operator Report-July 2017, which consists of July activities and goals.

Business Services: Review of the Business Services Activities were discussed. There were nine job fairs from July 1 thru August 10, multiple cold calls and continued enrollments in OJT, including a new contract with Develey Mustard & Condiments. The Business Services Coordinators are also closing out last year incumbent worker grants and coordinating the new grant applications. (see attached report)

Career Services: The traffic count summaries (attached) were discussed. There were 66,774 people served from July 2016-June 30, 2017 in the centers. The July numbers are above the year average at 5676. Margaret also shared details of the reason for visits. Ted Piazza, suggested we might want to compare the number of unemployed to the visits. The Lake County office continues to have low numbers so there was discussion of ways to promote this office. There is consideration of moving the office to a busier location, and more advertising in churches, chamber, newspaper and any community events. Connie will continue to research this area. Charts were also provided (attached) detailing enrollments during the month of July and early August.

Board Updates:

Technology: LeAnn Lundberg, Director of Facilities and Computer Services stated that a large surplus of old equipment was sent back to the State. The Administrative Office will be moved by August 31st to: 708 East Court Street in Dyersburg. The move will save approximately \$23,000 per year. The office will have the same phone number and staff will have the same email addresses. There will be a public sale, including the 1998 Ford Econoline Van and some extra furniture. All contractor staff have been removed from the Board email. LeAnn made available a list of all new email addresses for contractor staff. She reported she has also been working on ways to cuts technology costs.

Organizational Structure Update: Margaret reported that all WIOA requirements were met by the July 1 deadline for the State, instead of the initial agreed upon September 30st deadline. The organizational structure handouts were reviewed, including organizational charts. Eighteen people were laid off due to the organizational changes and less money received. The 501c3 tax status application is still pending. The Board has established bank accounts, credit cards, and an accounting system. The Payroll System was contracted out to a vendor. We have re-written all leases and transferred utilities for all 12 offices. Staff healthcare will take effect September 1, but there are still come issues with retirement. Margaret is meeting with the State next week to discuss. She and Kim are also working on an Employee Policy Manual. Funds are very tight, but we are expecting money from the state through DSCC by the end of this week. The Board should begin receiving funds in another week.

There was no further business and the meeting adjourned.

Respectfully submitted,

Kimberly Simpson

Northwest TN Workforce Board
American Job Center Committee
Wednesday, August 16, 2017 – 1:30 p.m.
Room 115 - Dyersburg State Community College – Trenton Campus
2211 US 45 Bypass, Trenton, TN 38382

Conference Call 1-877-26-1555 # 845157

Agenda

Incumbent Worker Training Applications – Ranking and Recommendation for Funding

Certified Nursing Aide Job Shadow Policy – proposed revision

American Job Center Updates

One-Stop Operator

Business Services

Career Services

Board Updates

Technology

Organizational Structure

Other

Board Staff

Prater, Margaret
 Bane, Jennifer
 Speer, Laura
 Lundberg, LeAnn
 Burchfiel, Lana
 Williams, Terry
 Ethridge, Theresa
 Quinn, Derrick
 Nance, Erica
 Beavers, Michael
 Simpson, Kim

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 burchfiel@nwtntworks.org
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 ethridge@nwtntworks.org
 quinn@nwtntworks.org
 nance@nwtntworks.org
 beavers@nwtntworks.org
 simpson@nwtntworks.org

DSCC Staff

Bane, Melissa
 Bell, Madison
 Bell, Robin
 Bradford, Lisa
 Capps, Wilma
 Coble, Kelcey
 Cook, Peggy
 Cunningham, Amber
 Cunningham, Tiva
 Edwards, Camille
 Fields, Marcia
 Girard, George
 Hamilton, Barbara
 Johnson, Gina
 Jones, Tyler
 King, Caren
 Ligons, Ashton
 Mathis, Jeannie
 Maupins, Michelle
 Maxey, Amy
 Riley, Jennifer
 Riley, Koriann
 Smith, Rex
 Stewart, Connie
 Treece, Katie
 Vandyke, Catherine
 Vestal, Judy
 Weatherford, JoNell
 Whitson, Mike
 Willett, Doris
 Wood, Lana
 Wright, Connie

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 tcunningham@dsccl.edu
 credwards@dsccl.edu
 mlfields@dsccl.edu
 ggirard@dsccl.edu
 bhamilton@dsccl.edu
 gnjohnson@dsccl.edu
 stjones@dsccl.edu
 caking@dsccl.edu
 aligons@dsccl.edu
 mathis@dsccl.edu
 mmaupins@dsccl.edu
 amaxey@dsccl.edu
 jlriley@dsccl.edu
 kyriley@dsccl.edu
 rexsmith@dsccl.edu
 stewart@dsccl.edu
 kltreece@dsccl.edu
 cnvandyke@dsccl.edu
 vestal@dsccl.edu
 jweatherford@dsccl.edu
 mwhitson@dsccl.edu
 dwillett@dsccl.edu
 lbwood@dsccl.edu
 crwright@dsccl.edu

County

Dyer
 Dyer
 Gibson
 Carroll
 Lauderdale
 Obion
 Weakley
 Obion
 Tipton
 Tipton
 Dyer
 Henry
 Weakley
 Lauderdale
 Crockett
 Lauderdale
 Lake
 Weakley
 Gibson
 Dyer
 Dyer
 Lauderdale
 Henry
 Dyer
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 Gibson
 Carroll
 Carroll
 Obion
 Weakley
 Dyer
 Benton

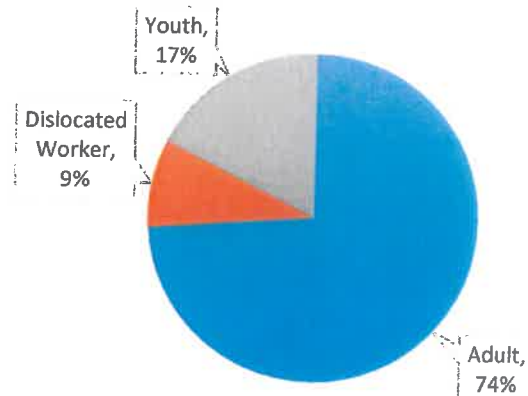
Office

Dyersburg
 Dyersburg
 Humboldt
 Huntingdon
 Ripley
 Union City
 Dresden
 Union City
 Covington
 Covington
 Dyersburg
 Paris
 Dresden
 Ripley
 Alamo
 Ripley
 Tiptonville
 Dresden
 Humboldt
 Dyersburg
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 Ripley
 Paris
 Dyersburg
 Union City
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 Huntingdon
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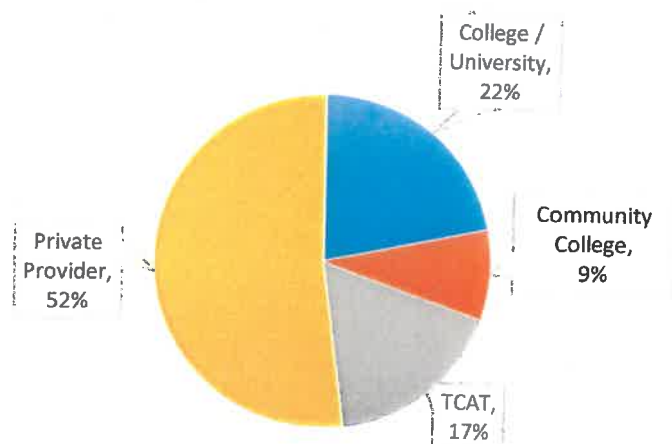
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Total SNAP Dislocated Worker:	2
Total SNAP Youth:	0
Total Adults:	15
Total Dislocated Workers:	0
Total Youth:	4
Total Enrollments:	23
All Adult	17
All Dislocated Worker	2
All Youth	4
Total College / University:	5
Total Community College:	2
Total TCAT:	4
Total Private Provider:	12
Total Business Services:	0
Total Transportation & Logistics:	0
Total Advanced Manufacturing:	3
Total Healthcare:	10
Total Education:	0
Total Social Services:	2
Total Other:	4

Benton	2
Carroll	0
Crockett	2
Dyer	1
Gibson	4
Henry	4
Lake	1
Lauderdale	2
Obion	0
Tipton	4
Weakley	3
July	16
August	6

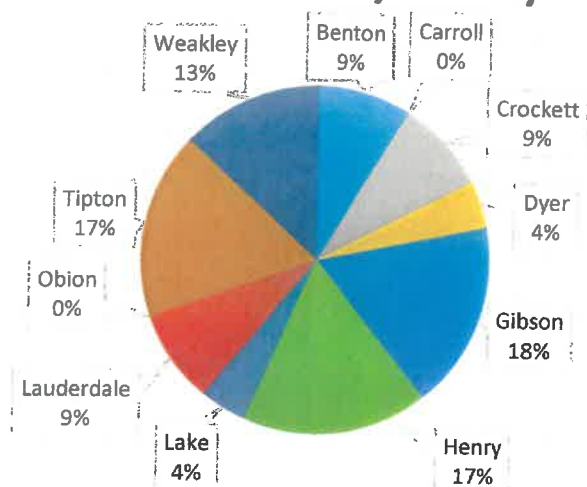
New Enrollments By WIOA Program PY17



New Enrollments By Training Provider PY17



New Enrollments By County PY17



CONSOLIDATED BUSINESS GRANT REQUESTS

INCUMBENT WORKER TRAINING

Company Name & County Full-time Employees 2017 Award	Pepsi Midamerica - Henry 60 \$2,800.00	MTD Products Group - Weekly 920 \$0.00	MIA Seating Corporation - Olson 64 \$0.00	Marvin Windows & Doors, TN - Lauderdale 533 \$11,111.00	Firestone Industrial Products 102 \$6,995.61
Company Description	Delivers bottle & can drink products & food vending to stores and restaurants, factories, schools.	Design & builder of outdoor power equipment for lawn and gardens.	Manufacturer of office furniture	Custom, made-to-order door manufacturer	Manufacturer of air springs, supplying to original equipment manufacturers and industrial market
Training Provider	Pepsi Midamerica HR & Corp Trainers	UT Center for Industrial Services	1-4 - BLM Group & 5 - ABB Welding	Excelsior in Lean, LLC	1 & 2 - FS Employee 3 - Executive Impact; 4 - Kendall Electric
Component #1	Hand Held 5 hrs \$ 1,755.50	Supervisory leadership 48 hrs \$ 27,000.00	LT-5 Training	Process Improvement & lean manufacturing	Standards Driven Process (Suru)
Component #2	Fact Based 8 hrs \$ 2,826.40		BLM E-Turn		Press Operator Certification
Component #3	Safe Lifting 1 hr \$ 353.40		Artube Programming		Team Training - Building Trust
Component #4	Full Line 2 8 hrs \$ 2,826.40		Advanced Maint. Trng		Studio 5000 Logix Designer
Component #5			ABB Training		
Total Cost					
Amount Requested	\$7,772.70	\$ 18,000.00	\$ 25,000.00	\$ 32,000.00	\$ 4,175.92
Total unduplicated trained	30	73	10	20	
Cost per trainee	\$259.09	\$781.61	\$2,500.00	\$944.45	\$20,105.05
Match Amount	\$4,167.60	\$9,000.00	\$12,500.00	\$13,111.00	\$314.14
Match Percentage	54%	50%	50%	69%	100%
Score (add all for relocation)	100	97	95		
Notes	resubmitted after question budget	materials not itemized	# trained changed to 10; each employee will train in 1-3 courses. Detail list sent; cost varies per number served	est. train 20; 128 hrs each; corrected match overall program \$32,000; CPT \$1600 Incorrect - s/b \$994.45	verified unduplicated count 64

APPRENTICESHIPS

Company Name & County Full-time Employees 2017 Award	MTD Products - Weekly 920 \$0.00	MTD Products - Weekly 920 \$0.00
Company Description	Design & builder of outdoor power equipment for lawn and gardens.	Design & builder of outdoor power equipment for lawn and gardens.
Training Provider	UT Center for Industrial Services	UT Center for Industrial Services
Component #1	Heat Treatment & Metallurgy 30 hrs \$ 4,897.50	Intro to PLCs 30 hrs \$ 6,060.00
Component #2	Mathematics 60 hrs \$ 11,152.50	Industrial Electricity 40 hrs \$ 7,320.00
Component #3	Engineering 30 hrs \$ 5,602.00	
Component #4	Graphics 30 hrs \$ 4,642.50	
Component #5	CNC Machining 30 hrs \$ 4,642.50	
Total Cost		
Amount Requested	\$17,663.00	\$ 8,920.00
Total unduplicated trained	9	6
Cost per trainee	\$1,962.56	\$1,486.67
Match Amount	\$8,831.50	\$4,460.00
Match Percentage	50%	50%
Score (add all for relocation)	77	97
Notes	Not Registered Apprenticeship or Pre-Apprenticeship. No explanation of training and how funds will be used; spreadsheet does not include names of employees; Component budget adjusted to include total cost.	Not Registered Apprenticeship or Pre-Apprenticeship. Spreadsheet does not include names of employees. Component budget adjusted to include total cost.

IWT Requests
 Pepsi Midamerica \$7,772.70
 MTD Products \$18,000.00

MIA Seating
 Marvin Windows \$25,000.00
 Firestone Industrial \$20,105.05
 Total Incumbent Worker \$89,766.75

APP Requests
 MTD Products HMEC \$17,663.00
 MTD Products PI \$8,920.00
 Total Apprenticeship \$26,583.00 Over \$25,000 to State

Total CBG Requests
 \$116,349.75

CERTIFIED NURSING AIDE JOB SHADOW REQUIREMENT

Background: On October 29, 2015, the staff presented documentation to the Career Center Services Committee that although completion rates (87%) and licensure rates (73%) for the Certified Nursing Aid programs were acceptable, the placement rate for working in the field trained for was 49%. The staff was concerned that continued enrollments in the program would impact overall performance of the workforce area. The Committee Chair, Ed Ledden with Henry County Hospital, noted that there was a need for CNAs and that employers were also raising the wages to around \$10 to be competitive with other entry level jobs. The committee and staff discussed that students are often not aware of what is really required on-the-job until after they have completed the classroom training. It was suggested that we initiate a requirement that potential CNA and other entry level healthcare students must volunteer for job shadowing for a minimum of three days (24 hours) before they will be enrolled for CAN training. Healthcare practitioners on the committee did not think local employers would have a problem with this.

Current Status: Healthcare providers have not been as accepting of the 'volunteer' policy as anticipated with issues of liability, HIPPA, etc. being of concern. Staff report that while the 3 day (24 hours) job shadowing appears to have improved placement rates, it has also reduced the number of CNAs trained.

Recommendation: The DSCC Title I Service Provider recommends that the requirement for job shadowing for CNAs and other entry level healthcare providers be reduced to 1 day (8 hours) coupled with viewing of an occupational video on what to expect in this type of position.

One-Stop Operator Report – July 2017

- Initial proposal for 4 Business Services Coordinators to provide OSO duties revised to 1 staff member (Lana Woods) due to State concerns about BSCs carrying a caseload and serving in OSO role.
- 8 temporary One-Stop Assistants (welcome function) were hired by July 16. Huntingdon OSA hired by partner full-time, interviewing for position August 11.
- All OSA had computer access by July 31 (delayed due to separating board from contractor)
- Meeting individually with OSAs to provide essential training. Planning a group training day.
- Meetings held with partners to communicate expectations/responsibilities for coverage of welcome function when OSA is not available.
- Volunteer workers (Senior Aides, Welfare to Work participants, Youth Work Experience participants) received orientation of job duties and professional appearance. New process for placement will include interview and supervisor expectations.
- Joint participant orientation has been reviewed and updated. Implementation August/September.
- Visited all 11 AICs for facility and safety review.
 - Lake County has several issues that need to be resolved with landlord, including timeliness of responding to issues.
 - Ripley carpet needs stretching. Considering relocation due to rent/utility expense. Will cover with runner until decision is made.
 - Multiple offices complaining about cleaning services. Staff asked to document and report.
 - Removed clutter and “no” messages from windows/doors to promote a more inviting atmosphere.
 - Tested panic buttons and reported those that were not working.
 - One office reported concern with homeless person hanging out at AIC
 - Established a panic word

Goals for implementation:

- Group training for One Stop Assistants
- Implement a more professional dress code for all partners
- Evaluate workshops for delivery and lack of participation (consider including employers in interview workshop)
- Review and consider revisions to safety policy for disruptive participant’s or job seekers
- Review and implement communication meeting schedules for all staff/partners
- Continue the “decluttering” process to make office space more welcoming and professional

Business Services Activity, 7/1/17 – 8/10/17

Job Fairs/Interviews/Recruiting Events – 9 total reaching 217 people.

Securitas – Tipton

Schneider – Dyer

Manpower – Carroll, Obion, & Dyer

Trinity Services Group - Tipton

Core Civic- Tipton

Burger King – Benton

Multi-Employer – Carroll (McKenzie Industrial Board, Allegion, McKenzie Head Start, CSI, Manpower, Campbell Arms)

Cold Calls - 21

Amy

Books For Less

Reverse Laser & Medical Aesthetics

Highlands of Dyersburg

Fisher Realty

Jackson Pride

Gina

Boys & Girls Club Hatchie River Region

Delfield

Ripley Housing Authority

The Royal Group

JST Trucking

Sears

Lisa

Campbell Arms Mfg

CSI

Bongard

Bib Bend Galvanizing

Hobbs Bonded Fibers

Birdsong Marina

Palmer Tool and Die

Belisle

Mike

Williams Sausage

Color Coat

Grants

ATG

Mike

2 new ATG apps received from MTD Products

IWT – Grants ended on 6/30/17. Accepted applications for new IWT contracts from 7/10 – 8/10 that are expected to run from 9/1/17 – 12/31/17.

Amy

61 employees trained through 6/30/2017

- Colonial - \$9,300.00 (9 employees)
- Nortek - \$8,050.00 (10 employees)
- Firestone - \$7,132.00 (16 employees)
- Heckethorn - \$6,000.00 (26 employees)

2 new IWT apps received – Firestone & Colonial

Gina

63 employees trained through 6/30/2017

- Marvin Windows - \$11,111.00

1 new IWT app received – Marvin Windows

Lisa

20 employees trained through 06/30/2017

- Greenfield Products - \$10,400.00

Mike

3 new IWT apps received - MIA Seating, Pepsi Mid-America and MTD products

OJT - 18 active contracts. 28 people enrolled. 1 new contract.

Amy – 4 active contracts, 11 enrollments, 1 new contract with Develey Mustard & Condiments

Gina – 5 active contracts, 9 enrollments

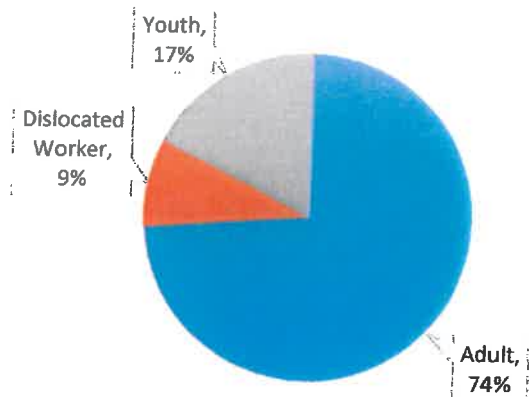
Lisa – 2 active contracts, 4 enrollments

Mike – 7 active contracts, 4 enrollments

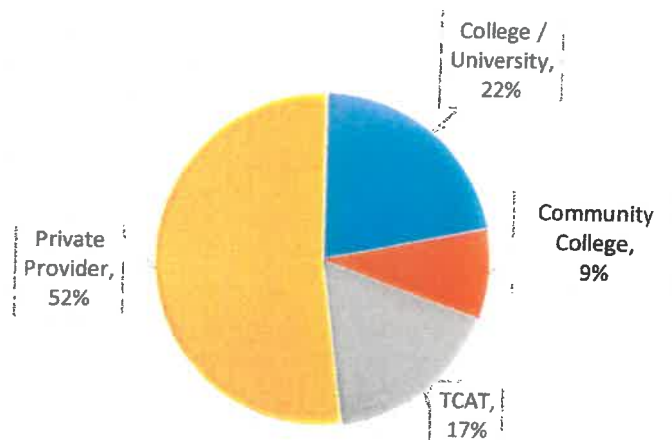
OJT Enrollments:	
Adult	18
DW	1
Youth	5

Total SNAP Adult:	2
Total SNAP Dislocated Worker:	2
Total SNAP Youth:	0
Total Adults:	15
Total Dislocated Workers:	0
Total Youth:	4
Total Enrollments:	23
All Adult	17
All Dislocated Worker	2
All Youth	4
Total College / University:	5
Total Community College:	2
Total TCAT:	4
Total Private Provider:	12
Total Business Services:	0
Total Transportation & Logistics:	0
Total Advanced Manufacturing:	3
Total Healthcare:	10
Total Education:	0
Total Social Services:	2
Total Other:	4

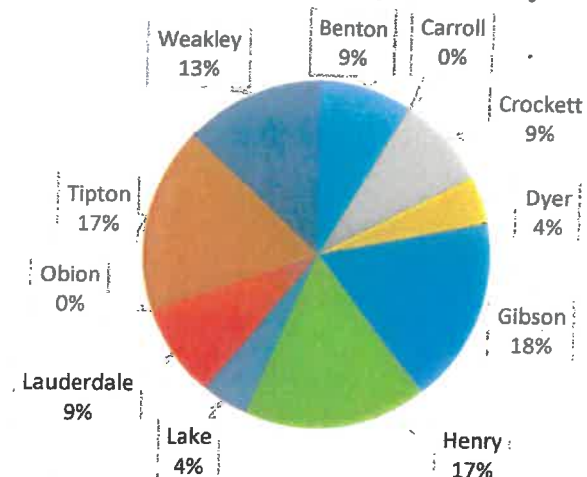
New Enrollments By WIOA Program PY17



New Enrollments By Training Provider PY17



New Enrollments By County PY17



Benton	2
Carroll	0
Crockett	2
Dyer	1
Gibson	4
Henry	4
Lake	1
Lauderdale	2
Obion	0
Tipton	4
Weakley	3
July	16
August	6

2016-2017		Camden		Alamo		Humboldt		Paris		Tiptonville		Ripley	Union City		Dresden	Covington	Affiliate Subtotal		Dyersburg	Huntingdon	Comprehensive Subtotal		Total ALC
July	198	88	397	453	98	576	615	520	671	3616	747	652	1399	5015									
Aug	242	104	499	768	131	690	663	407	780	4284	967	682	1649	5933									
Sept	181	75	360	589	130	540	525	324	924	3648	764	481	1245	4893									
Oct	132	80	481	497	140	527	607	420	812	3696	921	464	1385	5081									
Nov	252	99	567	590	81	471	620	352	739	3771	882	706	1588	5359									
Dec	229	116	434	436	76	395	424	203	709	3022	857	824	1681	4703									
Jan	310	189	1001	671	133	447	558	271	1094	4674	967	810	1777	6451									
Feb	186	164	472	448	95	357	499	212	768	3201	994	792	1786	4987									
Mar	221	243	376	401	61	398	650	290	1103	3743	966	1298	2264	6007									
April	185	256	318	297	164	422	588	179	803	3212	1040	824	1864	5076									
May	211	357	460	471	107	568	559	411	970	4114	1112	2051	3163	7277									
June	211	368	412	517	90	609	491	342	1114	4154	984	854	1838	5992									
Subtotal	2558	2139	5777	6138	1306	6000	6799	3931	10487	45135	11201	10438	21639	66774									
Mo. Avg	213	178	481	512	109	500	567	328	874	3761	933	870	1803	5565									
% Avg.	3.83%	3.2%	8.7%	9.2%	2.0%	9.0%	10.2%	5.9%	15.7%	67.6%	16.8%	15.6%	32.4%	100.0%									

2017-2018																	
	Carden		Alamo		Humboldt	Paris	Tiptonville	Ripley	Union	City	Dresden	Covington	Affiliate Subtotal	Dyersburg	B Huntingdon	comprehensive Subtotal	Total ALC
July	228	428	382	424	89	546	544	628	877	4146	773	757	1530	5676			
Subtotal	228	428	382	424	89	546	544	628	877	4146	773	757	1530	5676			
Mo. Avg.	228	428	382	424	89	546	544	628	877	4146	773	757	1530	5676			
% Avg.	4.10%	7.7%	6.7%	7.5%	1.6%	9.6%	9.6%	11.1%	15.5%	73.0%	13.6%	13.3%	27.0%	100.0%			

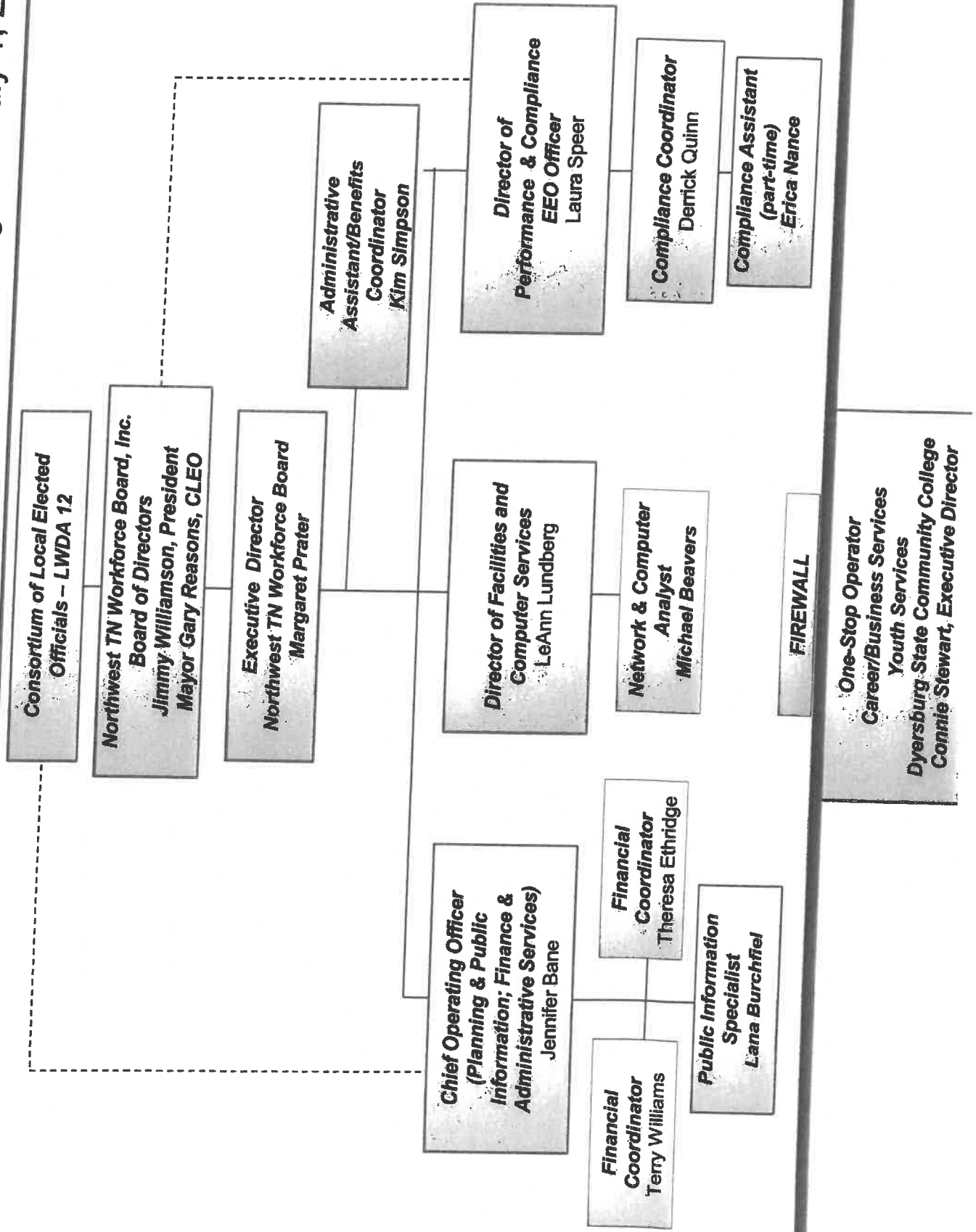
7/1/16-6/31/17	Camden	Alamo	Humboldt	Paris	Tiptonville	Ripley	Union City	Dresden	Covington	Dyersburg	Huntington	Totals
Adult Education	8	75	65	64	25	126	120	51	779	1269	120	2702
Cr Coachg/Family Resources	0	1	20	5	2	0	14	6	0	11	2	61
Cr Coachg/Title 1	0	0	0	0	0	335	0	0	293	0	0	628
Cr. Coachg/ WIOA	233	202	251	148	42	0	483	189	0	632	322	2502
Cr.Coach WF Ess.	198	148	1052	447	136	835	535	698	942	1235	603	6829
Cr.Coach/Youth	41	44	53	27	6	56	33	31	103	150	25	569
Cr.Coach/CRC	0	0	0	0	0	310	0	0	526	398	0	1234
Cr. Coach/EOC	0	0	0	0	0	0	0	0	0	12	0	12
Cr. Coach/TN Reconnect	0	0	0	0	0	0	0	0	0	25	0	25
CRC	181	41	79	835	33	0	142	107	0	0	73	1491
Employer Ck-in	1	5	7	13	5	9	11	3	41	44	24	163
Served in Military?	22	15	61	98	18	98	155	31	109	169	3	779
Here to see specific staff member	6	51	94	135	6	54	95	90	169	155	164	1019
HSET	0	0	0	0	0	0	0	0	31	0	155	186
Job Fair Aid	0	0	0	0	0	0	0	0	0	0	578	578
Job Fair Aid/Assist	0	0	0	0	0	0	0	0	14	0	0	14
Job Fair Aramark	0	0	0	0	0	0	0	0	4	0	0	4
Job Fair- Bongard	0	0	207	0	0	0	0	0	0	0	0	207
Job Fair- Colorcoat	0	0	0	0	0	0	71	0	0	0	0	71
Job Fair-MIA	0	0	0	0	0	0	69	3	0	0	0	72
Job Fair-Develey Mustard	0	46	0	0	20	17	0	0	39	102	0	224
Job Fair-Express Pro	0	0	3	0	0	0	0	0	0	0	0	3
Job Fair-Firestone	0	0	0	0	0	0	0	0	0	63	0	63
Job Fair-Harbor Freight	0	0	0	0	0	0	0	0	0	97	0	97
Job Fair-JOBS4Tipton	0	0	0	0	0	0	0	0	95	0	0	95
Job Fair-Lake Co. Multiple	0	0	0	0	63	0	0	0	0	0	0	63
Job Fair-Lauderdale Co.	0	0	0	0	0	84	0	0	0	0	0	84
Job Fair- Manpower	0	11	0	0	0	188	5	0	693	17	0	914
Job Fair- Maple Ridge	0	0	0	0	0	0	0	0	0	4	0	4
Job Fair- PPL	0	0	0	0	0	0	0	0	31	0	0	31
Job Fair- Personal Placements	0	0	0	0	0	0	0	0	0	13	0	13
Job Fair Ranstad	0	0	0	0	0	3	0	0	87	0	0	90
Job Fair Senior Solutions	0	0	4	0	0	5	0	0	23	2	0	34
Job Fair St. Luke	0	0	0	0	0	0	0	0	23	0	0	23
Job Fair Staffmark	0	0	0	0	0	0	0	0	41	0	0	41
Job Fair Sunshine Cleaning	0	0	0	0	0	0	0	0	80	0	0	80
Job Fair Tyson	0	0	0	0	0	0	74	57	0	0	0	131

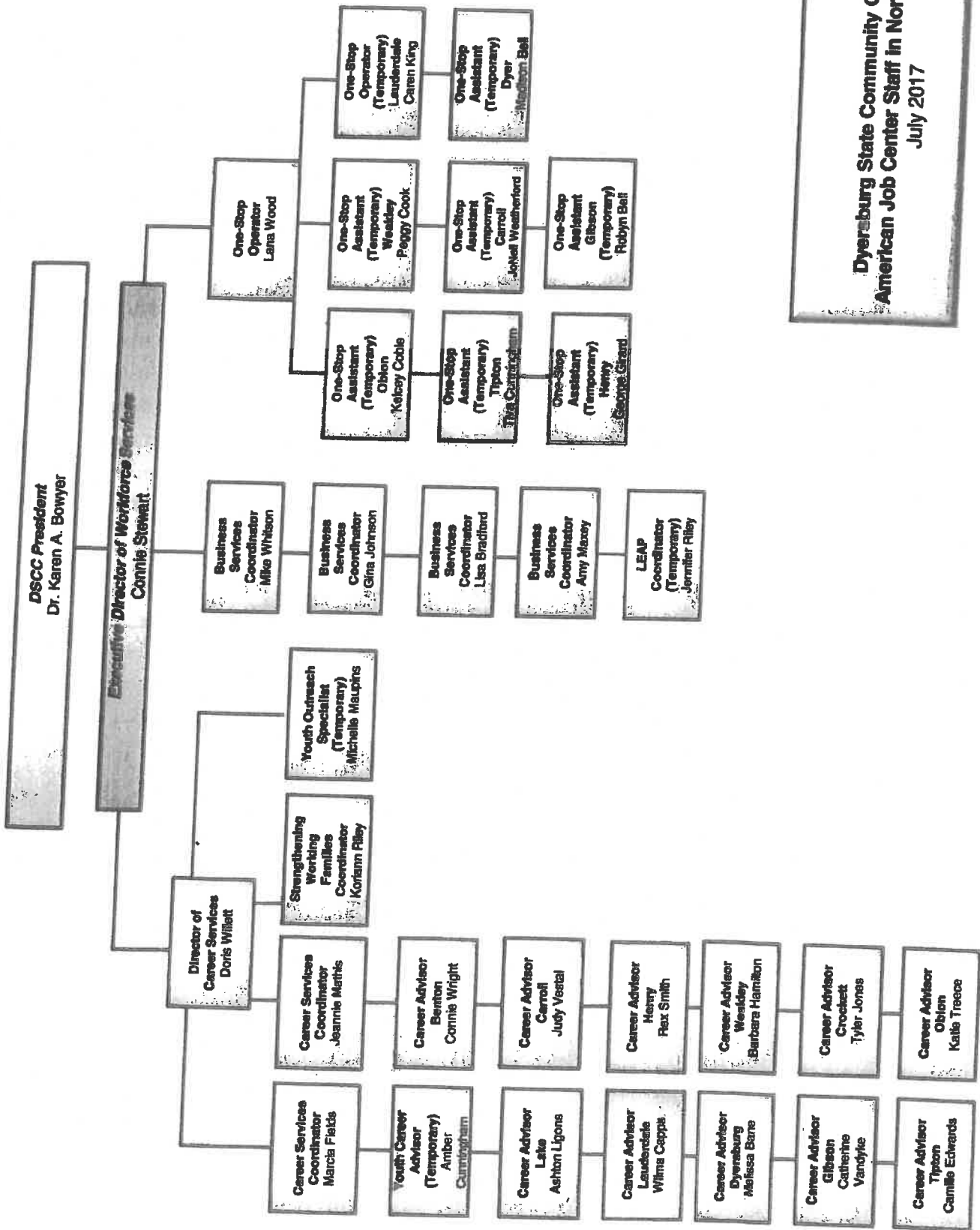
Job Fair US Cold Storage	0	0	0	0	0	0	0	0	174	0	0	174
Job Fair UPS	0	0	99	0	0	0	0	0	0	0	0	99
Job Fair- WIS International	0	0	0	0	0	0	0	0	0	45	0	45
Job Fair- WTSP.	0	0	0	0	0	2	0	0	0	0	0	2
Job Fair- W TN Correctional	0	0	0	0	0	0	3	0	0	6	0	9
Job Search Comp. Room	595	411	1425	1684	554	1750	2196	521	2925	2643	3945	18649
Job Search Assist	260	399	673	1383	197	539	892	330	1006	1083	2006	8768
NCRC	0	0	0	0	0	0	0	0	0	0	11	11
Networking Event	1	0	3	7	2	8	2	0	9	2	0	34
Realtor Training	0	0	0	0	0	0	12	0	0	0	0	12
RESEA	71	37	186	156	12	180	162	134	323	175	173	1609
Resume Assistance	31	174	135	79	30	86	130	33	155	204	113	1170
Senior Employment	0	0	0	151	0	35	0	0	0	13	0	199
SNAP E&T (Appt)	12	6	35	20	15	24	23	16	73	44	0	268
SNAP E&T (Orient.)	3	1	18	6	4	22	6	4	28	14	0	106
TAA/TRA	0	0	0	0	0	0	0	0	0	213	0	213
Unemployment	853	481	1329	975	95	1192	1597	1612	1632	2206	2145	14117
Veterans Servs	0	0	0	0	0	5	0	0	5	47	81	138
Voc Rehab	0	0	0	0	0	0	0	0	0	177	1	178
Workshop	48	42	73	43	47	91	64	24	203	99	61	795
TOTALS	2564	2190	5872	6276	1312	6054	6894	3940	10656	11369	10605	67732

Organizational Restructure Update

- All WIOA requirements met (agreements; contracts, etc.)
- Staff reductions
 - DSCC – 9 temporaries; 2 full-time Career Advisors
 - Board – 1 temporary; 1 Director
 - Workforce Essentials – 1 Director; 4 Career Advisors
- 501c 3 status still pending (6-12-17)
- Opened bank accounts and credit cards
- Purchased Accounting System – closed July books
- Contracted for Payroll Services for staff and youth participants
- Re-wrote all leases, transferred all utilities
- Separated DSCC staff from email
- Healthcare for Board employees effective September 1
- Retirement still pending
- Policy/Employee Manual still pending
- ACH funding still pending (1st payment expected August 18)

Northwest TN Workforce Board, Inc. – Staff to Board & Fiscal Agent – July 1, 2017





Dyersburg State Community College
American Job Center Staff in Northwest TN
July 2017

Northwest TN Workforce Board
Outreach and Opportunities Committee
Wednesday, August 16, 2017 – 10:00 a.m.
Room 115 - Dyersburg State Community College – Trenton Campus
2211 US 45 Bypass, Trenton, TN 38382

Conference Call 1-877-26-1555 # 845157

Agenda

Eligible Training Provider List – Renewal of Programs

AJC Accessibility Report/Recommendations

Grant Updates

- Bongards Creamery Community Grant
- DSCC Delta Community Health Services Grant
- LEAP Grant
- Strengthening Working Families

Special Populations

- Youth Services
- Other Target Groups

AJC Branding

Organizational Structure Update

Other

Eligible Training Providers - By Program Status

Economic Modeling Systems, Inc. (EMSI)

2017.3 Dataset, 8/10/17

MAGIC VALLEY CNA

Provider Name:	Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
	NURSE AIDE TRAINING	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Personal Care Aides	106.6	\$9.20	577	670	93	16%
						Nursing Assistants	177	\$9.95	1,428	1,446	18	1%

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT MCKENZIE

Provider Name:	Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
	ADMINISTRATION OFFICE TECHNOLOGY	Computer/Information Technology Services Administration and Management	TTC Diploma	Continued Eligibility	12/08/2017	Executive Secretaries and Executive Administrative Assistants	24	\$19.79	181	205	24	13%
	AUTOMOTIVE TECHNOLOGY	Mechanic and Repair Technologies/Technicians, Other.	TTC Diploma	Continued Eligibility	12/08/2017	Automotive Body and Related Repairs	15	\$19.02	146	153	7	5%
	COMPUTER INFORMATION TECHNOLOGY	Computer and Information Sciences and Support Services, Other	TTC Diploma	Continued Eligibility	12/08/2017	Computer User Support Specialists	19	\$18.26	188	212	24	13%
	HVAC/REFRIGERATION	Mechanic and Repair Technologies/Technicians, Other.	TTC Diploma	Continued Eligibility	12/08/2017	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	41	\$18.86	350	371	21	6%
	INDUSTRIAL MAINTENANCE	Mechanic and Repair Technologies/Technicians, Other.	TTC Diploma	Continued Eligibility	12/08/2017	Industrial Machinery Mechanics	56	\$18.98	490	553	63	13%
	MACHINE TOOL TECHNOLOGY	Precision Production Trades, General.	TTC Diploma	Continued Eligibility	12/08/2017	Machinists	52	\$19.42	386	435	49	13%
	Production Automation Technology	Automation Engineer Technology/Technician. (NEW)	TTC Diploma	Continued Eligibility	12/08/2017	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	26	\$14.92	215	227	12	6%
	Telecommunications Technology	Telecommunications Technology/Technician.	TTC Diploma	Continued Eligibility	12/08/2017	Industrial Engineering Technicians	14	\$24.35	190	197	7	4%
						Telecommunications Equipment Installers and Repairers, Except Line Installers	20	\$22.88	179	188	9	5%
	WELDING TECHNOLOGY	Precision Production Trades, General.	Certificate 1-2 years	Continued Eligibility	12/08/2017	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	21	\$14.99	194	187	-7	-4%
						Welders, Cutters, Solderers, and Brazers	49	\$17.79	358	399	41	11%

DRIVER TRAINING CENTER LLC4 - DYERSBURG

Provider Name:

Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
TRACTOR TRAILER TRAINING	Transportation and Materials Moving, Other.		Continued Eligibility	12/31/2017	Heavy and Tractor-Trailer Truck Drivers	255	\$16.78	2022	2186	164	8%

Provider Name:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT COVINGTON

Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
ADMINISTRATIVE OFFICE TECHNOLOGY	Business, Management, Marketing, and Related Support Service	Unidentified	Continued Eligibility	12/08/2017	Executive Secretaries and Executive Administrative Assistants	24	\$19.79	181	205	24	13%
AUTOMOTIVE TECHNOLOGY	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Automotive Body and Related Repairers	15	\$19.02	146	153	7	5%
COMPUTER INFORMATION TECHNOLOGY	Computer and Information Sciences and Support Services, Other.	Unidentified	Continued Eligibility	12/08/2017	Computer User Support Specialists	19	\$18.26	188	212	24	13%
EVENING / WEEKEND PRACTICAL NURSING EDUCATION	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Licensed Practical and Licensed Vocational Nurses	80	\$15.89	1,215	1,232	17	1%
PRACTICAL NURSING EDUCATION	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	41	\$18.86	350	371	21	6%
HEATING VENTILATION AC & REFRIGERATION	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Industrial Machinery Mechanics	56	\$18.98	490	553	63	13%
INDUSTRIAL MAINTENANCE	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Machinists	52	\$19.42	386	435	49	13%
MACHINE TOOL TECHNOLOGY	Precision Production Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	26	\$14.92	215	227	12	6%
WELDING TECHNOLOGY	Construction Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders, Welders, Cutters, Solderers, and Brazers	21	\$14.99	194	187	-7	-4%
						49	\$17.79	358	399	41	11%

Provider Name:

Tennessee College of Applied Technology-Newbern (Main Campus)

Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
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ADMINISTRATIVE OFFICE TECHNOLOGY	Business, Management, Marketing, and Related Support Service	Unidentified	Continued Eligibility	12/08/2017	Executive Secretaries and Executive Administrative Assistants	24	\$19.79	181	205	24	13%
ADVANCED PROGRAMMABLE LOGIC CONTROLLERS	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Industrial Engineering Technicians	14	\$24.35	190	197	7	4%
AUTOMOTIVE TECHNOLOGY	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Automotive Body and Related Repairers	15	\$19.02	146	153	7	5%
CERTIFIED NURSING ASSISTANT	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Personal Care Aides	106.6	\$9.20	577	670	93	16%
Diesel Powered Equipment Technology	Diesel Mechanics Technology/Technician.	Certificate 1-2 years	Continued Eligibility	12/08/2017	Nursing Assistants Bus and Truck Mechanics and Diesel Engine Specialists	177	\$9.95	1,428	1,446	18	1%
DRAFTING CAD TECHNOLOGY	Engineering Technology, General.	Unidentified	Continued Eligibility	12/08/2017	Architectural and Civil Drafters	Insf. Data	\$22.55	13	15	2	15%
ELECTRONICS TECHNOLOGY	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Mechanical Drafters	3	\$23.06	28	30	2	7%
HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Drafters, All Other	Insf. Data	Insf. Data	<10	<10	Insf. Data	Insf. Data
INDUSTRIAL MAINTENANCE	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Electrical and Electronics Engineering Technicians	7	\$23.82	90	96	6	7%
INJECTION MOLDING/ROBOTICS	Automation Engineer Technology/Technician. (NEW)	Postsec. Awards/Cert./Diplomas; 1-2 yrs.	Continued Eligibility	12/08/2017	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	41	\$18.86	350	371	21	6%
INTRODUCTORY CNC MACHINING	Precision Production Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Industrial Machinery Mechanics	56	\$18.98	490	553	63	13%
MACHINE TOOL TECHNOLOGY	Precision Production Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Engineering Technicians, Except Drafters, All Other Industrial Engineering Technicians	3	\$20.09	27	31	4	15%
PRACTICAL NURSING	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	14	\$24.35	190	197	7	4%
PRACTICAL NURSING (EVENING/WEEKENDS)	Licensed Practical/Vocational Nurse Training.	Unidentified	Continued Eligibility	12/08/2017	Machinists	5	\$21.27	36	41	5	1400%
PROGRAMMABLE LOGIC CONTROLLERS (PLCS)	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	52	\$19.42	386	435	49	13%
			Continued Eligibility	12/08/2017	Licensed Practical and Licensed Vocational Nurses	26	\$14.92	215	227	12	6%
			Continued Eligibility	12/08/2017		80	\$15.89	1,215	1,232	17	1%
			Continued Eligibility	12/08/2017	Industrial Engineering Technicians	14	\$24.35	190	197	7	4%

TRUCK DRIVING	Truck and Bus Driver/Commercial Vehicle Operation.	Continued Eligibility	12/08/2017	Heavy and Tractor-Trailer Truck Drivers	255	\$16.78	2,022	2,186	164	8%
WELDING	Construction Trades, General.	Unidentified	Continued Eligibility 12/08/2017	Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders, Welders, Cutters, Solderers, and Brazers	21	\$14.99	194	187	-7	-4%
					49	\$17.79	358	399	41	11%

Provider Name:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT PARIS

Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
ADMINISTRATIVE OFFICE TECHNOLOGY	Business, Management, Marketing, and Related Support Service	TTC Diploma	Continued Eligibility	12/08/2017	Executive Secretaries and Executive Administrative Assistants	24	\$19.79	181	205	24	13%
CERTIFIED NURSING ASSISTANT	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Personal Care Aides	106.6	\$9.20	577	670	93	16%
COLLISION REPAIR	Mechanic and Repair Technologies/Technicians, Other.	TTC Diploma	Continued Eligibility	12/08/2017	Nursing Assistants	177	\$9.95	1,428	1,446	18	1%
COMPUTER INFORMATION TECHNOLOGY	Computer and Information Sciences and Support Services, Other.	Unidentified	Continued Eligibility	12/08/2017	Automotive Body and Related Repairers	15	\$19.02	146	153	7	5%
EARLY CHILDHOOD EDUCATION	Family and Consumer Sciences/Human Sciences, Other	Unidentified	Continued Eligibility	12/08/2017	Computer User Support Specialists	19	\$18.26	188	212	24	13%
GENERAL METALS	Precision Production Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Preschool Teachers, Except Special Education	27	\$19.40	274	270	-4	-1%
HEALTH INFORMATION TECHNOLOGY	Business, Management, Marketing, and Related Support Service	Unidentified	Continued Eligibility	12/08/2017	Childcare Workers	73	\$8.96	482	499	17	4%
INDUSTRIAL MAINTENANCE	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Structural Metal Fabricators and Fitters	4	\$13.33	30	36	6	20%
MACHINE TOOL TECHNOLOGY	Precision Production Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Medical Records and Health Information Technicians	7	\$15.99	105	111	6	6%
MOTORCYCLE AND A.T.V. REPAIR	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Industrial Machinery Mechanics	56	\$18.98	490	553	63	13%
PATIENT CARE TECHNICIAN	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Machinists	52	\$19.42	386	435	49	13%
					Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	26	\$14.92	215	227	12	6%
					Motorcycle Mechanics	1	\$15.31	12	13	1	8%
					Personal Care Aides	106.6	\$9.20	577	670	93	16%
					Nursing Assistants	177	\$9.95	1,428	1,446	18	1%

PRACTICAL NURSING (FULL TIME)	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Licensed Practical and Licensed Vocational Nurses	80	\$15.89	1,215	1,232	17	1%
PRACTICAL NURSING (PARTTIME)	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017							
RESIDENTIAL BUILDING MAINTENANCE	Construction Trades, General.	Unidentified	Continued Eligibility	12/08/2017	Maintenance and Repair Workers, General	123	\$17.33	1143	1226	83	7%

Provider Name:

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT RIPLEY

Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
ADMINISTRATIVE OFFICE TECHNOLOGY	Business, Management, Marketing, and Related Support Service	Certificates, less than two years	Continued Eligibility	12/08/2017	Executive Secretaries and Executive Administrative Assistants	24	\$19.79	181	205	24	13%
COMPUTER INFORMATION TECHNOLOGY	Computer and Information Sciences and Support Services, Other	Unidentified	Continued Eligibility	12/08/2017	Computer User Support Specialists	19	\$18.26	188	212	24	13%
INDUSTRIAL ELECTRICITY	Mechanic and Repair Technologies/Technicians, Other.	Unidentified	Continued Eligibility	12/08/2017	Electrical and Electronics Repairers, Commercial and Industrial Equipment	5	\$22.45	42	47	5	12%
Manufacturing Technician	Manufacturing Technology/Technician.	TTC Diploma	Initial Eligibility	10/25/2017	Production Workers, All Other	39	\$12.35	319	329	10	3%
PATIENT CARE TECHNICIAN	Business, Management, Marketing, and Related Support Service	Unidentified	Continued Eligibility	12/08/2017	Personal Care Aides	106.6	\$9.20	577	670	93	16%
					Nursing Assistants	177	\$9.95	1,428	1,446	18	1%
PRACTICAL NURSING	Health Professions and Related Clinical Sciences, Other.	Unidentified	Continued Eligibility	12/08/2017	Licensed Practical and Licensed Vocational Nurses	80	\$15.89	1,215	1,232	17	1%

Provider Name:

AMTECK

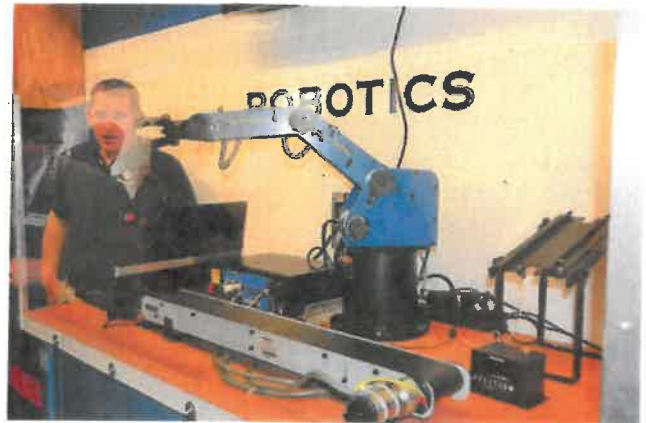
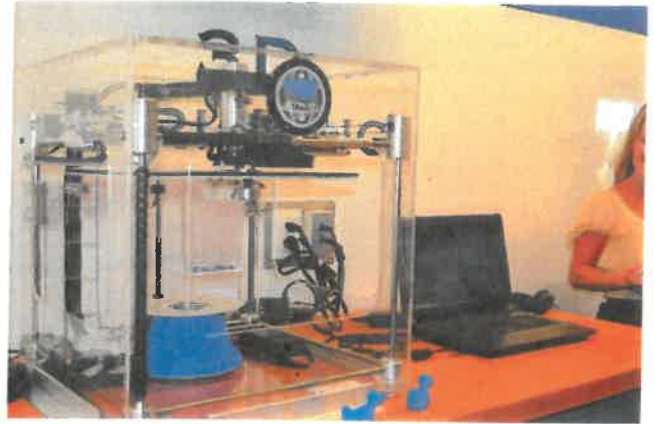
Program Title	CIP Title	Completion Level	Eligibility Type	Expiration Date	Description	Annual Openings	Avg. Hourly Earnings	2017 Jobs	2022 Jobs	2017 - 2022 Change	2017 - 2022 % Change
Electrical Contractor Registered Apprenticeship	Electrical, Electronics and Communications Engineering.		Initial Eligibility	12/12/2017	Electricians	48	\$19.67	344	394	50	15%

AJC Accessibility Report/ Recommendations

AJC	Parking	Entrance	Reception	Public Areas	Accessible Restrooms	Resource Room	Communication	Signage	Drinking Fountains	Fire Alarms	Emergency Egress Planning
Alamo	Install Van Accessible 96 inch wide striped aisle	None	General document in Braille or large print Info available at front desk about availability of formats	None	Make restroom accessible	Large Monitor 24 inch General info available in Braille or large print Info available about availability of accommodations and of documents Ensure staff is aware of how to instruct	Text telephone or video phone FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Camden	Install Van Accessible 96 inch wide striped aisle Remove possible obstruction from sidewalk ramp	None	General document in Braille or large print Info available at front desk about availability of formats	None	None	General info available in Braille or large print Ensure staff is aware of how to instruct	Text telephone or video phone FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Covington	Install Van Accessible signage with 96 wide striped aisle	None	General document in Braille or large print Info available at front desk about availability of formats	None	Move signage to wall Lower towel holder Add a coat hook	Install screen reader and magnification software General info available in Braille or large print Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Dresden	None	None	General document in Braille or large print	None	None	General info available in Braille or large print Info available about availability of accommodations and of documents Ensure staff is aware of how to instruct	Text telephone or video phone FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Dyersburg	None	None	General document in Braille or large print	None	None	General info available in Braille or large print Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None

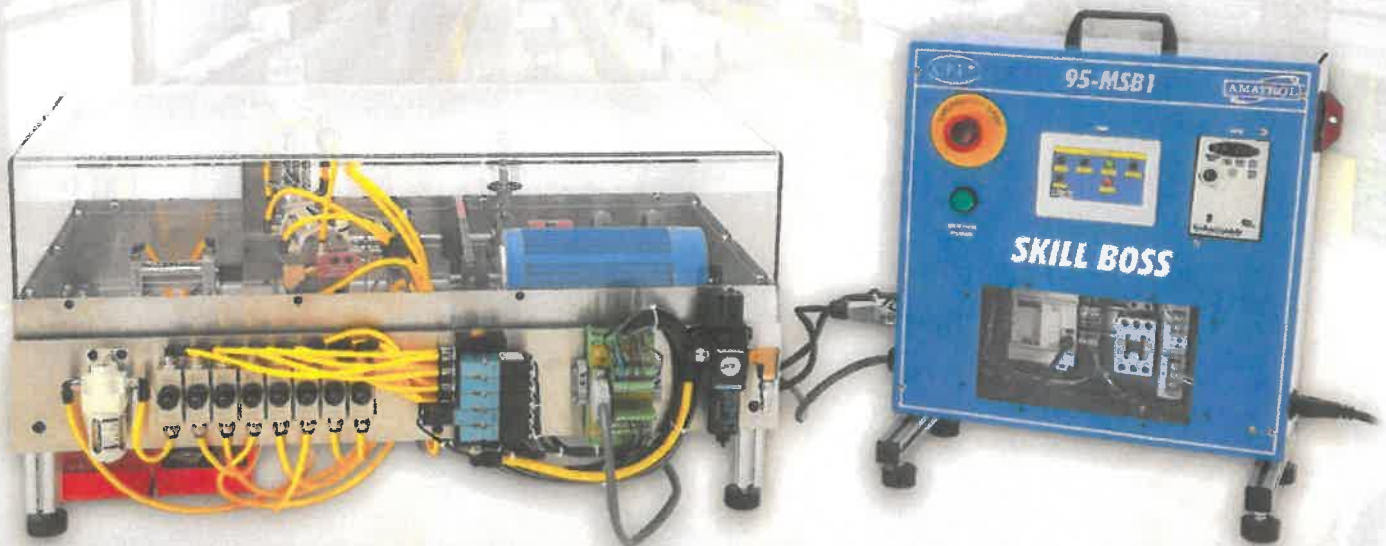
Humboldt	Install parking signage with one being Van Accessible Paint 96 inch wide striped aisle	None	General document in Braille or large print Info available at front desk about availability of formats	None	Move signage to wall Change door knob to lever type Lower towel holder Add a coat hook	General info available in Braille or large print Info available about availability of accommodations and of documents Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Huntingdon	None	None	General document in Braille or large print	None	None	General info available in Braille or large print Ensure staff is aware of how to instruct	Text telephone or video phone FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Paris	Designate one space Van Accessible Paint 96 inch wide striped aisle	Remove raised lip at entrance	General document in Braille or large print Info available at front desk about availability of formats	None	Signage without Braille Cover drain pipes Relocate supply cabinet	General info available in Braille or large print Install screen reader software Ensure staff is aware of how to instruct	Text telephone or video phone FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Ripley	None	None	General document in Braille or large print Info available at front desk about availability of formats	None	None	General info available in Braille or large print Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Tiptonville	Accessible requirements should meet city ordinances	Provide a sloped surface at entrance	General document in Braille or large print Info available at front desk about availability of formats	None	Move signage to wall	General info available in Braille or large print Info available about availability of accommodations and of documents Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None
Union City	Accessible requirements should meet city ordinances	None	General document in Braille or large print Info available at front desk about availability of formats	None	Move signage to wall	Large Monitor 24 inch General info available in Braille or large print Info available about availability of accommodations and of documents Ensure staff is aware of how to instruct	FM Assistive Listening System	None	None	meet requirements by local fire marshal	None

ADVANCED MANUFACTURING MOBILE TRAINING UNIT





MANUFACTURING TECHNOLOGY STUDENTS WANT SKILLS TO BE "THE BOSS"?



**THE CERTIFIED PRODUCTION TECHNICIAN (CPT) TRAINING PROGRAM*
IS COMING ALIVE WITH THE SKILL BOSS, A PORTABLE LEARNING MACHINE
THAT'S MORE FUN THAN A ROBOT! COME SEE HOW HANDS-ON EXPLORATION
AND LEARNING CAN HELP YOU ACHIEVE A CPT+ CERTIFICATE**

JOIN THE LAUNCH OF SKILL BOSS!

- SEE SKILL BOSS IN ACTION
- LEARN HOW TO CERTIFY IN SKILL BOSS
- HEAR WHAT EMPLOYERS ARE SAYING ABOUT SKILL BOSS

ATTEND FOR A CHANCE TO WIN A 3D PEN

WHEN: THURSDAY JUNE 22 AT 2PM
WHERE: SOUTH WING C, ROOM C101

*CPT IS NATIONALLY RECOGNIZED BY INDUSTRY AND ACCREDITED BY UNDER ISO 17024

Youth Work Experience

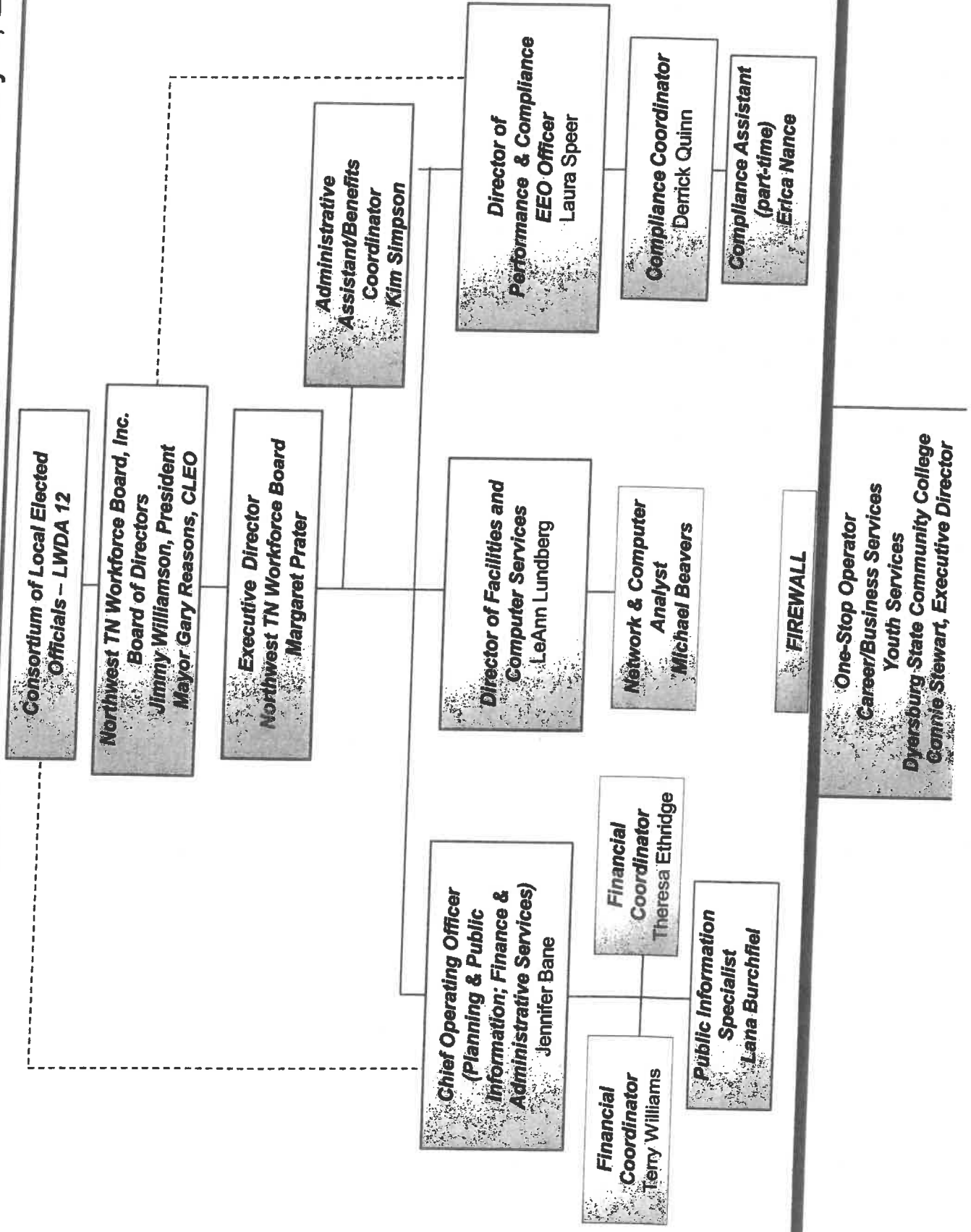
August 15, 2017

- July 1st - 34 youth in work experience transitioned from Workforce Essentials to DSCC Title 1 Provider.
- Workforce Essentials Administration agreed to provide payroll services for month of July to allow NW TN Workforce Board to set-up bank accounts/payroll system. NW TN WB began payroll July 28 and continues to process weekly payroll.
- Transitioned Youth were placed at Boys and Girls Clubs, ABB, Maple Ridge, Highlands Nursing Home, The Royal Group, Carroll County Chamber, Tennova Healthcare, etc.
 - 2 hired at Maple Ridge
 - 1 hired at Tennova Healthcare (moved 2 more from the AJC to Tennova for future hire)
 - 1 pending hire by Fisher Realty
- 4 youth were placed with Boys and Girls Club by Workforce Essentials. This was not a good placement - no intent to hire and limited skill development for other employment. They are currently not working. Career Advisor will re-evaluate and consider new placement in appropriate career pathway/OJT or other training.
- 4 other youth who have completed work experience and are not working. Career Advisor will re-evaluate and consider new placement in appropriate career pathway/OJT or other training.
- To meet 40% participant expenditure rate, Provider will keep approximately 32-35 participants working year round. New participants will be enrolled when others complete assignment.
- Participants are also encouraged to attend post-secondary education in their chosen Career Pathway.

NORTHWEST TN JAIL2JOB CORRECTIONAL PROGRAM

2016 Month	# of Individuals Receiving Prison Abuse Litigation	Victim's Prison Abuse Litigation	Enrolled in G.W.P. Training	Refused to Enroll in G.W.P. Training	# of Successful Sanctions Imposed	# of Individuals who Instructed and Empowered after Release	# of Individuals who Instructed and Empowered after Release
Feb-16	23	19	0	0	0	4	0
Mar-16	24	3	0	0	0	6	9 (Work Experience) released (2 still employed)
Apr-16	21	3	0	0	0	7	13 (Work Experience)
May-16	24	6	0	0	3	13	18 (Work Experience)
Jun-16	24	3	0	0	0	14	2 Work Experience
Jul-16	24	0	0	0	0	16	21 of the 24 in Work Experience program 2 work for city (no wages)
Aug-16	23	0	0	0	0	17	22 - work experience.
Sep-16	30	7	0	0	0	17	28 - work experience
Oct-16	22	0	0	0	0	17	all in work experience
Nov-16	21	5	0	0	0	18	20 in work experience program
Dec-16	20	5	7	0	0	18	19 in work experience
Jan-17	21	1	0	0	4	18	18 in work experience
Feb-17	26	7	1	0	2	18	26 in work experience
Mar-17	30	3	0	0	0	18	28 in work experience
Apr-17	27	7	0	0	3	18	27 in work experience/17 employed after release
May-17	29	8	0	0	1	20	27 in work experience/15 employed after release
Jun-17	25	3	0	0	2	19	23 in work experience/18 employed after release

Northwest TN Workforce Board, Inc. – Staff to Board & Fiscal Agent – July 1, 2017



State Workforce Board Meeting - August 11, 2017

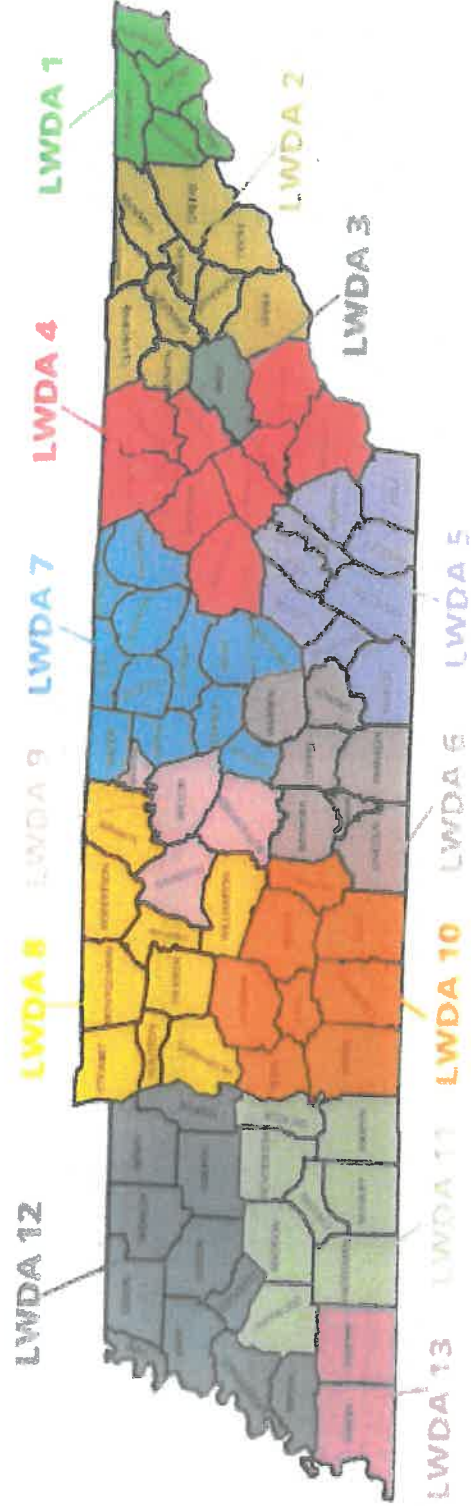
LWDA	VOS Unique Participant
13	2896
9	2080
8	1553
5	1220
12	1025
3	939
2	841
10	768
7	657
4	640
11	628
1	522
6	417
Average	1091

LWDA	Non-Statewide Served
9	1104
13	991
12	838
5	788
2	622
8	591
3	561
4	501
7	389
1	341
11	324
6	171
10	75
Average	561

LWDA	Completed Trainings
9	648
12	444
2	365
5	365
13	348
8	304
4	209
11	174
3	173
1	163
7	121
6	63
10	11
Average	261

LWDA	Cost Per Participant
1	\$ 4,428.50
4	\$ 4,356.69
2	\$ 3,617.11
12	\$ 3,596.19
5	\$ 3,297.57
6	\$ 3,218.95
11	\$ 3,096.37
13	\$ 2,688.48
3	\$ 2,629.75
9	\$ 2,527.01
7	\$ 2,264.67
8	\$ 2,199.72
10	\$ 2,061.28
Average	\$ 2,899.79

LWDA	MRCR Calculation
5	52.37%
3	50.96%
13	46.50%
11	38.26%
2	38.03%
12	36.89%
8	35.26%
7	35.22%
9	34.74%
1	29.83%
4	23.95%
6	20.44%
10	16.54%
Average	38.15%



Occupational Code	Major Standard Occupational Group	Tennessee	Percentage in TN
29-0000	Healthcare practitioners and technical occupations	1582	31.95%
51-0000	Production occupations	798	16.12%
31-0000	Healthcare support occupations	487	9.84%
53-0000	Transportation and material moving occupations	465	9.39%
49-0000	Installation, maintenance, and repair occupations	396	8.00%
11-0000	Management occupations	277	5.59%
15-0000	Computer and mathematical occupations	269	5.43%
43-0000	Office and administrative support occupations	257	5.19%
47-0000	Construction and extraction occupations	104	2.10%
25-0000	Education, training, and library occupations	74	1.49%
		4709	95.11%

Occupational Code	Major Standard Occupational Group	East Count	Percentage in East
29-0000	Healthcare practitioners and technical occupations	872	41.66%
51-0000	Production occupations	343	16.39%
49-0000	Installation, maintenance, and repair occupations	231	11.04%
31-0000	Healthcare support occupations	219	10.46%
53-0000	Transportation and material moving occupations	151	7.21%
47-0000	Construction and extraction occupations	60	2.87%
43-0000	Office and administrative support occupations	48	2.29%
17-0000	Architecture and engineering occupations	45	2.15%
15-0000	Computer and mathematical occupations	42	2.01%
11-0000	Management occupations	26	1.24%
		2037	97.32%

Occupational Code	Major Standard Occupational Group	Middle	Percentage in Middle
29-0000	Healthcare practitioners and technical occupations	367	25.09%
11-0000	Management occupations	218	14.90%
53-0000	Transportation and material moving occupations	208	14.22%
31-0000	Healthcare support occupations	143	9.77%
43-0000	Office and administrative support occupations	128	8.75%
51-0000	Production occupations	103	7.04%
49-0000	Installation, maintenance, and repair occupations	96	6.56%
15-0000	Computer and mathematical occupations	75	5.13%
25-0000	Education, training, and library occupations	25	1.71%
27-0000	Arts, design, entertainment, sports and media occupations	23	1.57%
		1386	94.74%

Occupational Code	Major Standard Occupational Group	West	Percentage in West
51-0000	Production occupations	352	25.23%
29-0000	Healthcare practitioners and technical occupations	343	24.59%
15-0000	Computer and mathematical occupations	152	10.90%
31-0000	Healthcare support occupations	125	8.96%
53-0000	Transportation and material moving occupations	106	7.60%
43-0000	Office and administrative support occupations	81	5.81%
49-0000	Installation, maintenance, and repair occupations	69	4.95%
11-0000	Management occupations	33	2.37%
25-0000	Education, training, and library occupations	29	2.08%
47-0000	Construction and extraction occupations	22	1.58%
		1312	94.05%

July 17 - Worksheet

CONTRACT NUMBER	DESCRIPTION	Contract Dates	10D Contract Funds Auth Budget	10E Contract Expenditures Incl. Accruals	10G Contract Unliquidated Obligations	10H Total Obligations Exp/Accr+UO	10I Unobligated Balance
LW12P161ADULT17	ADULT JUL ALLO-ADM		\$15,358.00	\$14,616.02	\$0.00	\$14,616.02	\$741.98
LW12P161ADULT17	ADULT JUL ALLO		\$138,224.00	\$138,027.87	\$0.00	\$138,027.87	\$196.13
LW12P161ADULT17	ADULT JUL 16 ALLO	7-1-16/6-30-18	\$153,582.00	\$152,643.89	\$0.00	\$152,643.89	\$938.11
LW12F171ADULT17	ADULT OCT ALLO-ADM		\$105,250.00	\$103,245.72	\$1,432.03	\$104,677.75	\$572.25
LW12F171ADULT17	ADULT OCT ALLO		\$947,258.00	\$832,049.69	\$111,261.33	\$943,311.02	\$3,946.98
LW12F171ADULT17	ADULT OCT 16 ALLO	10-1-16/6-30-18	\$1,052,508.00	\$935,295.41	\$112,693.36	\$1,047,988.77	\$4,519.23
LW12P171ADULT18	ADULT JUL ALLO-ADM		\$13,440.00	\$0.00	\$0.00	\$0.00	\$13,440.00
LW12P171ADULT18	ADULT JUL ALLO		\$120,963.00	\$8,384.69	\$66,002.93	\$74,387.62	\$46,575.38
LW12P171ADULT18	ADULT JUL 17 ALLO	7-1-17/6-30-19	\$134,403.00	\$8,384.69	\$66,002.93	\$74,387.62	\$60,015.38
LW12P171YOUTH18	17 PY YOUTH ADM		\$105,287.00	\$12,084.96	\$11,505.60	\$23,590.56	\$81,696.44
LW12P171YOUTH18	17 PY YOUTH WORK EXP		\$189,518.20	\$63,048.21	\$121,931.14	\$184,979.35	\$4,538.85
LW12P171YOUTH18	17 PY YOUTH OUT		\$710,693.25	\$24,830.42	\$179,632.77	\$204,463.19	\$506,230.06
LW12P171YOUTH18	17 PY YOUTH IN		\$47,379.55	\$0.00	\$5,032.00	\$5,032.00	\$42,347.55
LW12P171YOUTH18	17 PY YOUTH	4-1-17/6-30-19	\$1,052,878.00	\$99,963.59	\$318,101.51	\$418,065.10	\$634,812.90
LW12P161YOUTH17	16 PY YOUTH ADM		\$120,400.00	\$120,400.00	\$0.00	\$120,400.00	\$0.00
LW12P161YOUTH17	16 PY YOUTH OUT		\$813,000.00	\$759,130.85	\$0.00	\$759,130.85	\$53,869.15
LW12P161YOUTH17	16 PY YOUTH W/E		\$217,000.00	\$313,598.20	\$0.00	\$313,598.20	-\$96,598.20
LW12P161YOUTH17	16 PY YOUTH IN		\$53,609.00	\$10,283.47	\$0.00	\$10,283.47	\$43,325.53
LW12P161YOUTH17	16 PY YOUTH	4-1-16/6-30-18	\$1,204,009.00	\$1,203,412.52	\$0.00	\$1,203,412.52	\$596.48
LW12P161DSLWK17	JUL DSLWK ADM		\$15,490.00	\$14,983.72	\$238.22	\$15,221.94	\$268.06
LW12P161DSLWK17	JUL DSLWK		\$139,413.00	\$126,852.43	\$0.00	\$126,852.43	\$12,560.57
LW12P161DSLWK17	JUL ADULT TRNSF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LW12P161DSLWK17	DSLWK JUL 16 ALLO	7-1-16/6-30-18	\$154,903.00	\$141,836.15	\$238.22	\$142,074.37	\$12,828.63
LW12F171DSLWK17	OCT DSLWK ADM		\$82,609.00	\$79,369.00	\$808.92	\$80,177.92	\$2,431.08
LW12F171DSLWK17	OCT DSLWK		\$643,482.00	\$476,975.25	\$4,560.00	\$481,535.25	\$161,946.75
LW12F171DSLWK17	OCT ADULT TRNSF		\$100,000.00	\$94,726.28	\$2,000.00	\$96,726.28	\$3,273.72
LW12F171DSLWK17	DSLWK OCT 16 ALLO	7-1-16/6-30-18	\$826,091.00	\$651,070.53	\$7,368.92	\$658,439.45	\$167,651.55
LW12P171DSLWK18	JUL DSLWK ADM		\$14,762.00	\$0.00	\$0.00	\$0.00	\$14,762.00
LW12P171DSLWK18	JUL DSLWK		\$132,862.00	\$302.00	\$97,829.91	\$98,131.91	\$34,730.09
LW12P171DSLWK18	JUL ADULT TRNSF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LW12P171DSLWK18	DSLWK JUL 17 ALLO	7-1-17/6-30-19	\$147,624.00	\$302.00	\$97,829.91	\$98,131.91	\$49,492.09
LW12P151NCSWA16	INCENTIVE ADMIN		\$20,000.00	\$10,260.32	\$0.00	\$10,260.32	\$9,739.68
LW12P151NCSWA16	INCENTIVE		\$185,000.00	\$107,355.03	\$0.00	\$107,355.03	\$77,644.97
LW12P151NCSWA16	INCENTIVE TOTAL	7-15-16/6-30-18	\$205,000.00	\$117,615.35	\$0.00	\$117,615.35	\$87,384.65
LW12F171MNSWA17	CBG ADMIN	6-30-17/12-31-17	\$11,500.00	\$0.00	\$0.00	\$0.00	\$11,500.00
LW12F171CBRSP17	CBG (Adult OJT/IWT)	6-30-17/12-31-17	\$230,000.00	\$0.00	\$32,064.00	\$32,064.00	\$197,936.00
LW12F172DWRSP17	RR (DW OJT/ITA)	6-30-17/6-30-18	\$307,500.00	\$3,000.00	\$0.00	\$3,000.00	\$304,500.00
LW12F171QSNAP17	SNAP ADMIN		\$15,319.00	\$7,650.28	\$0.00	\$7,650.28	\$7,668.72
LW12F171QSNAP17	SNAP		\$137,874.00	\$81,932.99	\$15,676.27	\$97,609.26	\$40,264.74
LW12F171QSNAP17	SNAP TOTAL	1-1-17/9-30-17	\$153,193.00	\$89,583.27	\$15,676.27	\$105,259.54	\$47,933.46
LW12F171RESEA17	RESEA-ADMIN		\$11,335.00	\$8,503.90	\$0.00	\$8,503.90	\$2,831.10
LW12F171RESEA17	RESEA		\$102,015.00	\$83,624.96	\$18,390.04	\$102,015.00	\$0.00
LW12F171RESEA17	RESEA TOTAL	2-1-17/12-31-17	\$113,350.00	\$92,128.86	\$18,390.04	\$110,518.90	\$2,831.10
			\$5,746,541.00	\$3,495,236.26	\$668,365.16	\$4,163,601.42	\$1,582,939.58

Youth \$553,712.94
 Adult \$53,992.21
 DW \$513,737.41
 Adm \$145,651.31
 RESEA \$0.00
 SNAP \$40,264.74
 CBG \$197,936.00
 Incentive \$77,644.97
 Total \$1,582,939.58

Summary of Changes to Bylaws

- Updated table of contents and formatting
- Added required language by TDLWD
 - Partnership with Local Elected Officials
 - Other LWDB roles & responsibilities
 - Create an annual report
 - Promote American Job Center
 - Assist developing employment statistics system under Wagner-Peyser Act
 - Coordinate with economic development and establish employer linkages
 - Carry out regional planning responsibilities
 - Conduct business in an open manner
 - Restated information from Workforce Services Policy 16-11 Local Governance
 - Restated information from Board Member Nomination Process
- Terms – clarified that all members serve a 4 year term (Non-private sector members had initial term of 2 years to provide an overall staggering of terms.
- Changed reference to Vice President for Workforce Development to Executive Director
- Open Meeting Requirement – local policy
 - Publish notice of board meetings on website and in the newspaper with coverage for comprehensive AJCs 5 days prior to meeting.
 - Board meetings conducted in open manner
 - Accommodations made for individuals with disabilities upon request
 - Minutes of Board meetings available to public on request and also posted to website within 15 business days of Board's approval.
- Staff to the Board – Board of Directors are authorized to appoint an Executive Director. The Executive Director is authorized to appoint additional staff to carryout functions of the Board and Fiscal Agent.