

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
Elks Club, Trenton, TN
May 22, 2018**

Board Members Present: Rita Alexander; Kristie Bennett; Ian Cochran; Gwyn Fisher; Brad Hurley; John Killen; Ben Marks; Douglas Matthews; Kristy Mercer; Charlie Moore; Ted Piazza; Stewart Stanfill; Jimmy Williamson; Sandra Woods

Board Members via Conference Call: John Penn Ridgeway; Gayanne Williams

Committee Members Present: Sherry Fowler; Ronnie Gunnels; Janna Hellums;

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

Guests: Mark Chandler; Susan Newbill; Connie Stewart; Blake Swaggart; Lana Wood;

WELCOME: NWTN Workforce Board Chairman, Jimmy Williamson welcomed all members and guests.

PRESENTATION: Stewart Stanfill, West Tennessee Adult Education, spoke regarding the Adult Education program in West Tennessee. He stated that they provide free educational programs to all West Tennessee counties except Lauderdale, Tipton, Fayette and Shelby County. They have offices located in all counties.

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.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the February 27, 2018 Board Meeting Minutes.

- **MOTION:** A Motion to approve the February 27, 2018 Board Meeting Minutes as presented was made by Brad Hurley and seconded by Sandra Woods. All were in favor and the Motion carried.

Meeting Reports: Executive Committee (May 15):

Ted Piazza, Executive Committee Chairman, updated everyone on the recent meeting. The committee heard updates on the recent State Workforce Board Meeting. At the State Workforce Meeting, a new policy passed to allow for part-time Specialized/Affiliate Centers. Another policy included the Fiscal Agent **cannot** pay directly to or on behalf of participants. The Governor and his staff were excited and pushing for realignment of areas reducing from 13 to 9 to match the current Economic Development lines. Effective July 1, Tipton and Lauderdale County will join Greater Memphis.

The Executive Committee recommended approval of the Administrative Policy Manual and Participant Program Policy Manual as presented.

- **MOTION:** Ted Piazza made a motion to approve the Administrative Policy Manual as presented. Rita Alexander seconded the motion. All were in favor and the Motion carried.
- **MOTION:** Ted Piazza made a motion to approve the Participant Program Policy Manual as presented. Brad Hurley seconded the motion. All were in favor and the Motion carried.

American Job Center Committee Meeting (May 3): Committee Chair, Rita Alexander, gave an update on the American Job Center Committee meeting. The Committee heard updates on the One-Stop Operator, Business Services and Career Services. The Board is working with the One-Stop Operator to develop a comprehensive Partner Dashboard for reporting to the Board. The Board partnered with DSCC on the Delta Community Health Services Grant, which includes funding to enhance EMSI labor market information system and EMSI Career Coach. A thorough review of the AJC Infrastructure/Services Cost Reduction, Rebidding of the One-Stop Operator and Career Service Provider, and Potential Re-alignment was provided.

Outreach and Opportunities Committee Meeting - May 3, 2018. Committee Chair Ben Marks reported the first order of business was Consideration for Eligible Training Provider List. The Committee approved a new program at TN College of Applied Technology Paris for Outdoor Power Equipment. Labor market information was provided documenting demand. The program is one-year in length and costs \$4,153. The committee also approved to re-instate funding for Patient Care Technician with Tennessee College of Applied Technology Ripley. Funding programs of this nature were discontinued several years ago due to lack of completions/placement in jobs; however, information was provided by the school to document their success. Staff will continue to monitor and report any issues back to this committee.

- **MOTION: Ben Marks made a motion that the Board approve a new program at TN College of Applied Technology Paris for Outdoor Power Equipment as presented. Brad Hurley seconded the motion. All were in favor and the Motion carried.**
- **MOTION: Ben Marks made a motion that the Board reinstate funding Tennessee College of Applied Technology Ripley- Patient Care Technician. Ted Piazza seconded the motion. All were in favor and the Motion carried.**

WIOA AJC Partner Meeting (MOU/IFA): Jennifer Bane stated that the partners reviewed the Infrastructure Funding Agreement for quarterly updates. The Budget consists of the shared costs between all partners. After review, they were able to decrease the budget by \$10,000. Another revision will take place in June, due to the LEAP grant ending.

Local Elected Official Consortium Meeting (Re-alignment handout): Chairman, Jimmy Williamson stated that during the meeting Commissioner Burns Phillips spoke to the mayors about the Realignment. After the meeting, he met with mayors that had counties that would be directly affected by the realignment and assured them that their counties would not be left out. The Realignment did pass, the lines have been changed and we will work with what we now have, said Jimmy Williamson. Margaret stated that we would no longer be Area 12, but Northwest Tennessee.

State Workforce Board Meeting Report (May 11, 2018): (Report Card and Comparison handouts) Chairman Williamson and Board Member, Sandra Woods attended the State Workforce Board Meeting in Nashville. They both stated that it was a very short meeting. The Re-alignment was voted on and passed. At the meeting, we were approved for \$500,000 in Consolidated Business Grants in addition to Margaret's pending request for \$500,000.

Northwest TN Workforce Board Staff Updates:

Re-bid of One-Stop Operator and Career Service Provider: Margaret stated that we will be rebidding both our One-Stop Operator and Career Service Provider contracts. We are exploring a “regional” One-Stop Operator Request for Proposal. We will also be working with Central Procurement to assist with the bid process. We are required to have contracts in place no later than October 1.

Re-alignment Transition: Margaret stated with regard to Lauderdale and Tipton, we will continue to provide the same excellent service, including meeting employer needs, serving current participants, and enrolling new participants, for the next several months. She will be working with the Greater Memphis Area on a transition plan. We expect this to be complete no later than September 30; however, if services are requested for a longer period, we will do everything possible to accommodate to make sure our customers have as little interruption as possible. There are several documents that will be required for re-alignment. Margaret is meeting with the Consortium of Local Elected Officials on June 22 to review and approve their required documents.

Audit RFP: The RFP for the NWTNWB Audit will be sent out of June 15. Margaret has asked the Board of Directors to meet on June 21 to review the RFP.

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.
Elks Lodge - 2025 US Highway 45 Bypass S, Trenton, TN
Conference Call 1-877-26-1555 # 845157
Tuesday, May 22, 2018 – 11:30 (lunch) 12:00 Business Meeting**

Agenda

Welcome	Mayor Reasons, Chair CEO
Partner Program Highlight	Stewart Stanfield, Adult Education
Business Meeting- Call to order & Acknowledge Quorum/Conflict of Interest	Jimmy Williamson, Chair, NWTWB
Approval of Minutes of February 27, 2018 Meeting	
Meeting Reports:	
Executive Committee (May 15) Vote: Participant Program Policy Manual Vote: Administrative Policy Manual	Ted Piazza
American Job Center Committee Meeting (May 3, 2018)	Rita Alexander/John Killen
Outreach and Opportunities Committee Meeting (May 3, 2018) Vote: Eligible Training Provider List New Program - TCAT Paris – Outdoor Power Equipment Eligible Training Provider List Reinstate Funding - TCAT Ripley – Patient Care Technician	Ben Marks/Will Douglas
WIOA AJC Partner Consortium (MOU/IFA)	Jennifer Bane
Local Elected Official Regional Meeting (Re-alignment handout)	Mayor Gary Reasons
State Workforce Board Meeting Report (May 11, 2018): (Report Card and Comparison handouts)	Jimmy Williamson/Sandra Woods
Northwest TN Workforce Board Staff Updates: Re-bid of One-Stop Operator and Career Service Provider Re-alignment Transition Audit RFP Other	Margaret Prater
Other business	

Future Meeting Dates: August 28 and November 27

**Meeting of Northwest TN Workforce Board
and Local Elected Officials for LWDA 12
Elks Club, Trenton, TN
February 27, 2018**

Board Members Present: Rita Alexander; Kristie Bennett; John Bucy; Ian Cochran; Jon Dougherty; Landy Fuqua; Brad Hurley; Mary Jones; John Killen; Ben Marks; Kristy Mercer; Charlie Moore; Ted Piazza; John Penn Ridgeway; Cliff Sturdivant; Jimmy Williamson; Sandra Woods

Board Members via Conference Call: Lindsey Frilling; Douglas Matthews

Committee Members Present: Ronnie Gunnels; Janna Hellums;

Committee Members via Conference Call: Karen Bowyer; Robin Sealy; Sherry Fowler; Alvin Smothers

Local Elected Officials: Gary Reason; Kenny McBride; Denny Johnson; Benny McGuire

Local Elected Officials via Conference Call: Jake Bynum

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

Guests: Mark Chandler; Tim Climer; Justin Crice; Rolisa Ethridge; Kimberly McDaniel; Susan Newbill; Judy Lofton; Lana Wood; Marla Rye

WELCOME: Mayor Gary Reasons, Chief Local Elected Official welcomed all members and guests. Brad Hurley gave the invocation. All members joined in the Pledge of Allegiance.

PRESENTATION: Marla Rye, Workforce Essentials/TANF (Temporary Assistance for Needy Families), spoke regarding Family Empowerment for the TANF program. (Handout attached) She stated that the government allows welfare assistance for 5 years. They offer various types of help including sending people to college and to universities. Their general approach is to provide Health and Well- Being, while working to remove barriers for participants. Since Marla started with the program about 10 years ago the number of people being served has dropped significantly, from a total of approximately 1,250 in 2007 to 250 in 2017.

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.

Approval of Minutes: (attached) Chairman Williamson asked everyone to review the November 28, 2018 Board Meeting Minutes.

- **MOTION:** A Motion to approve the November 28, 2018 Board Meeting Minutes as presented was made by Brad Hurley and seconded by Sandra Woods. All were in favor and the Motion carried.

Meeting Reports: Executive Committee (December 11, 2017 and January 17, 2018):

December 11, 2017- Ted Piazza, Executive Committee Chairman, updated everyone on the meetings. He stated that the committee reviewed and voted funding of an application from AADG, Inc. (dba Ceko Doors) in Milan for Incumbent Worker Training funding from Adult/Dislocated Worker formula funding in the amount of \$25,000. Chairman Piazza presented the motion for ratification of the Executive Committee action by the full board.

- **MOTION:** Ted Piazza made a motion to approve the formula funding of the application from AADG, Inc. (dba Ceko Doors) in Milan for Incumbent Worker Training funding in the amount of

\$25,000. Rita Alexander seconded the motion. All were in favor and the Motion carried. (Kristy Mercer abstained from voting.)

January 17, 2018 - The Committee reviewed and voted approval of the Participant Program Policies and Administrative Policies as amended on page 15 with regard to Veteran eligibility to read “discharged or released under conditions other than dishonorable”. Chairman Piazza presented the motion for ratification of the Executive Committee action by the full board.

- **MOTION: Ted Piazza made a motion to approve the Participant Program Policies and Administrative Policies as amended on page 15 with regard to Veteran eligibility to re “discharged or released under conditions other than dishonorable.” Mayor Denny Johnson seconded the motion. All were in favor and the Motion carried.**

Executive Committee Chair Piazza stated the committee also discussed per TDLWD the Board should not monitor eligibility performed by DSCC prior to enrollment and the Board should not be involved in the day-to-day activities of the American Job Center function. To minimize liability and communication/involvement with DSCC, the Board plans to transfer direct training funds to DSCC and monitor after enrollment. The Board announced they would lay off a Fiscal Coordinator and part-time Quality Monitor position and transfer the funds to DSCC to take on the additional responsibilities. It was also announced that a full-time IT staff position was eliminated from the Board office and a portion of funds will be utilized to hire a part-time One-Stop Assistant and to maintain the part-time Public Information Specialist.

He further reported that the Committee also began the discussion of reducing the number of days at AJCs to meet the increased Minimum Participant Cost Rate. Margaret also gave an update on the DSCC UI Reserve Account amendment and the limitations on using the National Career Readiness Certificate.

American Job Center Committee Meeting: Committee Chairman, Rita Alexander, gave an update on the American Job Center Committee meeting which took place on January 30, 2018 in Trenton. The Committee heard updates on the One-Stop Operator, Business Services and Career Services. The One-Stop Operator is providing reports and updates to the Board as required. Business Services is providing rapid response activities to Futurist Group (formerly Kongsberg) and Caterpillar. Job Fairs and Job Orders are continuing and 33 OJT participants have been placed. Career Services has increased with enrollments up in all programs.

The Committee reviewed the AJC Cost/Services for Reduction of Center due to the increase from 40% to 50% Minimum Participant Cost Rate. After much discussion, the Committee approved a motion to have:

1. Margaret get a final definition on Access Points
2. Meet with area mayors
3. Get input from Outreach and Opportunities Committee
4. As about waiver/exception to allow part-time affiliates
5. If mayors are in agreement, request we be able to have structured schedule for each county.

Margaret reported on the organizational update regarding staff layoffs and also asked for volunteers to review Incumbent Worker grants due February 16.

The Review Committee discussed the Incumbent Worker grant applications for Firestone and Colonial Rubber DDP. After reviewing both applications the Review Committee recommends both applications be approved from Adult/Dislocated Worker formula funds.

MOTION: Ted Piazza made a motion to approve Firestone Industrial Products for \$23,600 and Colonial Rubber, DDP for \$24,400, subject to line item and match requirement adjustments by the Staff from formula funds. Brad Hurley seconded the motion. All were in favor and the Motion carried.

Outreach and Opportunities Committee Meeting - January 30, 2018. Committee Chair Ben Marks reported the first order of business was to elect a Vice Chair to replace Brad Hurley (elected Secretary of the Board). Will Douglas was nominated and elected with all in favor.

The Committee also reviewed and voted to approve the DSCC Associate of Applied Science Paramedic to RN Program for renewal on the WIOA Eligible Training Provider list. Chairman Marks presented the recommendation of the committee.

- **MOTION: A motion to approve the DSCC Associate of Applied Science Paramedic to RN Program for renewal on the WIOA Eligible Training Provide List was made by Ted Piazza and seconded by Sandra Woods. All were in favor and the Motion carried.**

Margaret updated the committee on special grants and services to special populations, including the new transitional work experience program referred to as "Ready, Set, Hire" which provides paid work experience for adults with barriers. The committee also reviewed the American Job Center Cost/Services for Reduction of Centers and heard the organizational structure update as already given.

Regional Planning Committee (1-23-2018) Margaret Prater stated that the meeting was well represented by partner organizations. Each organization gave a brief update on their organization. On-going projects included:

- Common Application to streamline services
- Aligning Support Service Policies
- Reciprocal Agreements for OJT Contracts

The committee also discussed the Megasite and training needs and efforts through the community colleges and TCATs, training individual with substantial barriers (offenders) and preparation for AJC Certification.

WIOA AJC Partner Meeting (1-23-2018): Jennifer Bane stated that the partners reviewed the Infrastructure Funding Agreement for quarterly updates. The Budget consists of the shared costs between all partners. After discussion, there was about a \$5,000 increase to the overall budget with various partners having increases or decreases.

Local Elected Official Consortium Meeting (2-7-2018) Mayor Gary Reasons stated that during the meeting, Margaret updated the Mayors on the anticipated loss of \$266,000 in operations budget with the increase from 40% to 50% Minimum Participant Cost Rate. She shared that both the AJC and Outreach and Opportunities Committees would like to ask TDLWD for an exception to have part-time centers and requested the mayors consider sending a letter to the Commissioner.

Mayors Maurice Gaines, Denny Johnson, Barry Barnett, spoke of the great need their counties have for the American Job Centers. A motion was made and passed to send a letter to the TDLWD Commissioner asking for consideration for a part-time regular schedule for some of the American Job Centers.

As an update, Chairman Williamson stated he delivered a letter to Deniece Thomas, State Commissioner regarding the mayors request for an exception or wavier regarding the ability to have part-time AJCs. Both Ms. Prater and Chairman Williamson were hopeful after speaking with Ms. Thomas and her suggesting they would consider designation as a “specialized center” to include part-time staffing on a regular basis. Margaret Prater and Kristie Bennett were asked by Deniece Thomas to submit an overall plan for LWDA 12 to include comprehensive, affiliates and specialized centers.

Executive Committee Chair, Ted Piazza updated the Board on this issue from the Executive Committee Meeting held on February 15, 2018. After consultation with the committees, One-Stop Operator and Career Service Provider, Margaret Prater and Kristie Bennett, TDLWD Regional Director, submitted two proposals to the Executive Committee. The Executive Committee submitted the attached proposal (cost estimates added) to the Local Elected Officials for review and comment. The proposal includes five part-time specialized centers, three full-time affiliate centers and three full-time comprehensive (with multiple partners) centers. Under this proposal, services would still be provided on a routine basis in every county. In the case of specialized centers, the services would be compressed into 2-3 days per week based on the last 6 months traffic flow. Cost savings are projected at ½ at the part-time centers, with plans to either relocate to less expensive locations or partner with another agency for free or minimal space cost. The projected savings for facilities under this proposal is \$92,690. To meet the new 50% Minimum Participant Cost Rate, 10% of funds will need to be moved from Operations (facilities and staffing) to Direct Participant Cost. The amount is approximately \$266,000. The proposal includes reducing the Board Program Staff budget and Career Service Provider budget by 10% each, which will bring the total projected savings to approximately \$260,000. This does not take into account use of carryover funds and/or the actual allocations, which could increase or decrease. We can definitely adjust as factors change.

MOTION: John Bucy made a motion to approve the attached map, which consists of locations and types of center for all eleven counties in our area. Mayor Gary Reasons seconded the motion. All were in favor and the motion carried.

State Workforce Board Meeting Report (February 9, 2018): Chairman Williamson stated that we received updates from TDLWD Administrators and Unemployment, Adult Ed, and TN Reconnect partners, and an Economic Impact Report from University of Memphis.

The TDLWD advised that a Zero Tolerance Reporting Notice has been issued to LWDAs to provide sanctions and remedies for any inaccurate and untimely reporting.

The SWB passed an amendment to the Minimum Participant Cost Rate policy to include Statewide funds, which will bring our current rate from 35% to the 40% minimum.

The SWB passed the Work Readiness Policy, which includes National Career Readiness Certificates. The policy does not allow the NCRC to continue to be a free employer service. Job applicants must either qualify for WIOA and be enrolled prior to the test, or the Employer or participant will have to pay for the test and staff time for administering the test.

A Fiscal update was provided (handouts sent this morning and provided at this meeting) that indicate in most measures, our area is doing well. On the Minimum Participant Cost Rate, the reports show we are at 36.05% of the 40% goal; however, a change to the policy will allow other funds to be counted which raises our rate at/above the 40% as of December. Also, note that we are ranked fourth in the State for number of participants (below Memphis, Nashville and Clarksville). We are exceeding both the 75% out of school youth measure and 20% work experience measure. Our second year funds (16/17) are almost 100% expended. For our current year funds (17/18), which must be 80% obligated by June 30, we are at 80.5% for Youth, 70.6% for Adult and 27.9% for Dislocated. Due to low enrollments in the Dislocated Worker program (high employment), the Staff requested a transfer of \$300,000 in DW funds to Adult. They also released another Incumbent Worker grant bid that we will vote on today that will be funded from Dislocated Worker funds. We expect to be at the 80% or above level by June 30 on all funds.

An update was provided on One-Stop Procurement from the Central Procurement Office review. They are recommending that all areas, except one re-bid services based on their review coupled with the USDOL review. Our area will be required to re-bid.

Chairman Williamson shared that the State Workforce Board also passed a policy in which a county may request to move from one Local Area to another. Included in the policy is a provision that the Governor may re-align Areas to coincide with economic development lines. After much discussion it was determined the Executive Committee of the SWB will conduct an analysis and report back to the State Workforce Board on May 11. If the lines change to coincide with ECD lines, Tipton and Lauderdale will move to LWDA 13 (Memphis) resulting in a loss of over \$800,000 in funding. Mayor Gaines expressed concerns about Lauderdale County being aligned with Memphis. Mary Jones, Children and Family Services, from Tipton County also reported she had been involved in alliances with Memphis/Shelby County, where her program was underserved. Several other members expressed general concerns regarding the proposed changes in addition to the changes our area has experienced in the past year, including that the constant change can effect services to our customers.

Executive Committee (February 15, 2018) – Ted Piazza also gave the remainder of the update on the February 15, 2018 Executive Committee meeting. The committee reviewed Road Runner Driving School application. The committee approved the program be added to the WIOA Eligible Training Provider List. The program cost is \$2500 per participant. The Labor market information support Truck Driving as an in-demand occupation.

- **MOTION: Ted Piazza made a motion to approve Road Runner Driving School for the WIOA Eligible Training Provider List. Rita Alexander seconded the motion. All were in favor and the motion carried.**

Margaret also advised the Committee that the USDOL review of One-Stop Operator Procurement will require rebidding of the contract by July 1, 2018. No details were available, but further information was included in the supplemental materials received for this meeting to add Uniform Guidance and Internal Control documents to the Procurement Policy.

- **MOTION FOR AMENDMENT:** Mayor Denny Johnson made a motion to approve the (attached) amendment to the Uniform Procurement and Uniform Guidance Policy, which will strengthen the policy for Area 12. Ted Piazza seconded the Motion for the Amendment. All were in favor and the motion carried.

There was no further business, and the meeting adjourned.

Respectfully submitted,

Kimberly Simpson

Table of Contents

Co-Enrollment of Customers	2
Conflict of Interest (Service Delivery)	3
Electronic Case Files	4
Grievance and Complaint Resolution	5
Non-Discriminatory Complaints	5
Discriminatory Complaints	6
Individual Training Account	8
Funding Criteria for ITAs	8
Appeal Process	12
Payment of ITAs & Refund Policy	12
Exceptions to the Use of ITAs	13
Initial Assessment	14
Priority of Service	15
Process for Determining Low Income Eligibility	18
Process for Determining Basic Skills Deficient Status	18
Supportive Services	19
Allowable Support Services	19
Referral and Coordination	19
Payments on Behalf of Participants	19
Direct Payments to Participants	20
Exceptions to Support Services Limits	22
Unallowable Support Services	22
Verifying Identity and Employment Eligibility	23
Veterans and Eligible Spouse Priority of Services	24
Work-Based Training	26
Contracts and Agreements	26
Business Eligibility Criteria	27
General Participant Eligibility	28
Incumbent Worker Training	28
On-the-Job Training	29
Registered Apprenticeships	29
Transitional Jobs	30
Work Experience	32
Youth Eligibility – Special Eligibility Definition	33
Self-Sufficiency	34

Table of Contents

Minimum Participant Cost Rate	2
Monitoring and Oversight	3
One-Stop Operator	3
Service Provider(s)	4
<i>Service Provider Monitoring (as Contracting Authority)</i>	4
<i>One-Stop Operator Oversight</i>	5
Appeals Process	5
Property Management	7
Procurement	7
<i>Debarred and Suspended Parties</i>	8
Contract Administration Systems	9
Conflict of Interest – Code of Conduct.....	9
Property Inventory Systems.....	11
Types of Property for which Accountability must be Maintained	11
Equipment Property Management Procedures.....	12

[[Staff Services](#)][-] [Provider Profile](#)

- [General](#)
- [Locations](#)
- [Contacts](#)
- [Case Notes](#)
- [Documents](#)

[-] [Provider Programs](#)

- [Program Services](#)
- [Support Services](#)
- [Contracts](#)
- [Self Service Education Programs](#)

[-] [Provider Activities](#)

- [Enrollments](#)
- [Invoices](#)
- [Vouchers](#)

[Program Services](#)[Support Services](#)[Contracts](#)[Self Service Education Programs](#)**Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT PARIS**Self [Service Education](#) Program DetailsData indicates this item was changed 04/09/2018. [[View History](#)]Data indicates this item was changed 04/17/2018. [[View Detail History](#)]**Program / Service Details**

* Status:	Active
* Service Name:	Outdoor Power Equipment
* Service Description:	A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain small internal-combustion engines used on portable power equipment such as lawnmowers, chain saws, rotary tillers, and snowmobiles.
* Service Type:	PS - CRS
* Alternate Service Type:	Not Applicable
* State Use 1:	
* State Use 2:	
* State Use 3:	
* State Use 4:	
* State Use 5:	
* Green Job Training:	
* This program of study leads to:	A measurable skills gain leading to a credential
* This program leads to a postsecondary credential or degree:	Yes
* Ciptcode:	470606 - Small Engine Mechanics and Repair Technology/Technician.
* Date Program First Offered:	01/03/2018
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	Yes
* Is this program in a partnership with business?	No
* Program-Business Partnership Description:	
* LWIA Submitted:	LWDA 12
* Completion Level:	Certificate 1-2 years
* Attain Credential:	Occupational Skills certificate or credential
* Other Credential Type:	Technician Diploma
* Certification/License Title:	N/A

*Certification/License Type:	Certification or License Does Not Apply
*Grievance Procedure:	
*Refund Policy:	
*Class Frequency:	
*Duration:	1296 Hours
*Day or Night Classes:	Day
*Weekend Classes:	No
*Class Time:	1296 Hours
*Lab Time:	0 Hours
*Other Time:	0 Hours
*Class Size:	Minimum: Maximum:
*Number of Instructors:	
*Drug/Alcohol Screening Required:	
*Describe the qualifications of all instructors in 800 characters or less:	
*Describe the minimum entry level requirements or prerequisites in 800 characters or less:	
*Describe any equipment used in this program and its adequacy and availability in 800 characters or less:	
*Please provide a reasonable explanation regarding why this is a new program:	
*Projected hourly wage after Program Completion:	\$
*Accessibility:	On-Site Parking

Program Credentials

- *Number of credits:**
- *Credit earned duration:**

External Approvals

* State Approving Agency:	Tennessee Board of Regents
*State Approving Agency Status:	Approved
*State Approving Agency Approval Expiration Date:	09/21/2019
* Staff Created ID:	[7519283]
* Date Created:	04/09/2018
* Staff Last Edited ID:	Bane, Jennifer [CG07754]
* Date Last Edited:	04/09/2018

[[Edit Program / Service Details](#)]

Program / Service Registered Apprenticeship

Registered Apprenticeship

***Is this Education Program a Registered Apprenticeship?**

[[Edit Program Registered Apprenticeship](#)]

Program / Service Occupations

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
49305300	Outdoor Power Equipment and Other Small Engine Mechanics	

[[Edit Occupation Details](#)]

Program / Service Cost Details

Cost Title	Cost Value
Total CRS Training Costs	\$4,152.88
Tuition/Fee	\$3,738.00
Books	\$183.46
Tools	\$203.29
Other Costs	\$28.13
Comments	Costs are estimated
Total Amount	\$4,152.88

[[Edit Cost Details](#)]

Program / Service Locations**Address****Bill Address**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT PARIS
312 South Wilson Street
Paris, TN - 38242

312 South Wilson Street
Paris, TN - 38242

[[Edit Location Details](#)]

Program / Service Skills**Selected Skills**

No data available

[[Edit Program Skills](#)]

Program / Service Performance

PY Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
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No data available

[[Edit Program Performance](#)]

Program / Service Application Confirmation

Agreed to the confirmation statement: Yes

Submit program for WIOA Approval: Yes

[[Edit Confirmation](#)]

Program / Service Review Status

This program / service has not been reviewed.

Program/Service Skills have not been entered.

WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:

Application Status: Applied For

Review Status: Not Reviewed

Reapplication Date:

Eligibility Type:

Expiration Date:

[[Edit Program Review](#)]



THE COLLEGE SYSTEM
of TENNESSEE

Office of Academic Affairs

1 Bridgestone Park, Third Floor
Nashville, Tennessee 37214
615-366-4482 OFFICE 615-366-3903 FAX

tbr.edu

MEMORANDUM

TO: TCAT Presidents

FROM: Dr. Randy Schulte, Interim Vice Chancellor
Office of Academic Affairs

SUBJECT: Program Approvals
September 25, 2017
Tennessee Board of Regents

On September 21, 2017, Tennessee Board of Regents approved the following Tennessee Colleges of Applied Technology program action:

- Implementation to establish a Practical Nursing- Hybrid Online program at TCAT Crump. The program length is 1,296 hours in length and the CIP code is 3151390100.
- Implementation to establish Electrical & Plumbing Construction Technology program at TCAT Crump- Henderson Chester County Instructional Service Center. The program length is 1,296 hours in length and the CIP code is 2946041500.
- Implementation to establish a CNC Operator-Programmer program at TCAT Crump. The program length is 1,296 hours in length and the CIP code is 2948051000.
- Implementation to establish a Diesel Powered Equipment Technology program at TCAT Crossville. The program length is 2,160 hours in length and the CIP code is 2947060500.
- Implementation to establish a Phlebotomy Technology program at TCAT Elizabethton. The program length is 432 hours in length and the CIP code is 3151100900.
- Implementation to establish a Barbering program at TCAT Livingston. The program length is 1,500 hours in length and the CIP code is 0712040200.

- Implementation to establish a Patient Care Technology/Medical Assisting program at TCAT Livingston. The program length is 864 hours in length and the CIP code is 3151080100.
- Implementation to establish Cosmetology Instructor Training program at TCAT Livingston. The program length is 300 hours in length and the CIP code is 0712040103.
- Implementation to establish Major Appliance Repair program at TCAT McKenzie. The program length is 1,728 hours in length and the CIP code is 2947010600.
- Implementation to establish Heating, Ventilation, Air Conditioning, and Refrigeration program at TCAT McMinnville. The program length is 1,728 hours in length and the CIP code is 2947020100.
- Implementation to establish Cosmetology program at TCAT McMinnville at Coffee County Central High School. The program length is 1,500 hours in length and the CIP code is 0712040100.
- Implementation to establish Culinary Arts program at TCAT McMinnville at Coffee County Central High School. The program length is 1,296 hours in length and the CIP code is 0712050300.
- Implementation to establish Retail, Hospitality, and Tourism Technology program at TCAT Morristown-Sevierville. The program length is 1,296 hours in length and the CIP code is 3252090100.
- Implementation to establish Industrial Electricity program at TCAT Morristown-Sevierville. The program length is 1,296 hours in length and the CIP code is 2946030200.
- Implementation to establish Computer Information Technology program at TCAT Morristown- Greeneville Center for Technology. The program length is 2,160 hours in length and the CIP code is 2947010400.
- Implementation to establish Machine Tool Technology program at TCAT Morristown- Greeneville Center for Technology. The program length is 1,728 hours in length and the CIP code is 2948050100.
- Implementation to establish Industrial Electricity program at TCAT Morristown-Greeneville Center for Technology. The program length is 2,160 hours in length and the CIP code is 2946030200.
- Implementation to establish Collision Repair Technology program at TCAT Morristown- Greeneville Center for Technology. The program length is 1,728 hours in length and the CIP code is 2947060300.

- Implementation to establish Building Construction Technology program at TCAT Morristown. The program length is 2,160 hours in length and the CIP code is 2946041500.
- Implementation to establish Tool and Die Machining program at TCAT Murfreesboro-Smyrna campus. The program length is 3,024 hours in length and the CIP code is 2948050700.
- Implementation to establish Central Sterile Processing Technology program at TCAT Murfreesboro. The program length is 900 hours in length and the CIP code is 3151999900.
- Implementation to establish Administrative Office Technology program at TCAT Nashville- Portland Campus. The program length is 1,296 hours in length and the CIP code is 3252040200.
- Implementation to establish Building Construction Technology program at TCAT Nashville- Portland Campus. The program length is 2,160 hours in length and the CIP code is 2946041500.
- Implementation to establish Diesel Powered Equipment Technology program at TCAT Nashville. The program length is 2,160 hours in length and the CIP code is 2947060500.
- Implementation to establish a Practical Nursing- Hybrid Online program at TCAT Nashville. The program length is 1,296 hours in length and the CIP code is 3151390100.
- Implementation to establish a Practical Nursing program at TCAT Nashville- Portland. The program length is 1,296 hours in length and the CIP code is 3151390100.
- Implementation to establish a Machine Tool- Hybrid Online program at TCAT Newbern. The program length is 1,728 hours in length and the CIP code is 2948050100.
- Implementation to establish an Outdoor Power Equipment program at TCAT Paris. The program length is 1,296 hours in length and the CIP code is 2946030100.
- Implementation to establish a Cosmetology program at TCAT Ripley. The program length is 1,500 hours in length and the CIP code is 0712040100.

TCAT
Paris



COUNCIL ON OCCUPATIONAL EDUCATION

"Assuring Quality and Integrity in Career and Technical Education"

December 13, 2017

Dr. Bradley White
Director
Tennessee College of Applied Technology – Paris
312 South Wilson Street
Paris, TN 38242

Dear Dr. White:

Please be advised that the Commission has approved the addition of the following new program to the approved programs list of Tennessee College of Applied Technology – Paris at the following location:

Main Campus - 312 South Wilson Street, Paris, TN 38242

Program Name	Program Length	Instructional Delivery Mode
Outdoor Power Equipment (CIP: 46.0301) (Postsecondary and Secondary-Combined)	1296 Clock Hours	Traditional Classroom

The effective date of this approval is October 18, 2017.

Please be advised that you must notify the Council of changes to approved programs. Changes include altering the length, content, and/or delivery mode. The institution must inform the Council if it fails to implement an approved programmatic substantive change within 180 days of the effective date of approval. Failure to implement an approved programmatic substantive change within this timeframe will result in revocation of the approval.

You may print a list of COE Approved Programs by accessing your institution's *MyCouncil* account on the Council's web site (www.council.org).

The Commission stands ready to assist you and your institution in your efforts to improve occupational education. Please feel free to contact the Commission if you have questions regarding this matter.

Sincerely,

A handwritten signature in cursive script that reads "Gary Puckett".

Gary Puckett, Executive Director
Commission of the Council on Occupational Education

GP/lbp

The Outdoor Power Equipment Mechanic Assistant will be introduced to the basic function, theory and operation of engines and related systems used in today's outdoor power equipment. The systems covered will include: ignitions, fuel, and electrical. The trainee will learn by "hands on" the proper use of fasteners, hand tools, shop equipment and shop manuals. They will be equipped with the basics needed to begin servicing outdoor power equipment and assisting in their repair.

The Outdoor Power Equipment Repair Mechanic will go into much deeper detail than the assistant by learning how the various systems work and more importantly how to repair and restore them to working condition. Systems covered will expand into lubrication, cooling, exhaust, transmissions, wheels, tires, brakes and attachments.

The Outdoor Power Equipment Technician will be able to properly diagnose and repair outdoor power equipment using modern test equipment, hand tools, special tools, special equipment, precision measuring tools and use of service manuals and service specifications. Full engine reconditioning will be covered as well as tune-ups and general service. The trainee will be equipped to enter the repair field with the basic business aspect of repair shop operations.

From: JacQuene Rainey <jacquene.rainey@tcatripley.edu>
Sent: Tuesday, April 24, 2018 9:49 AM
To: Prater, Margaret <prater@nwtworks.org>; Youlanda Jones <yjones@tcatripley.edu>; Connie Stewart <stewart@dscc.edu>; Amanda Heath <amanda.heath@tcatcovington.edu>; Bane, Jennifer <jbane@nwtworks.org>
Cc: Ravan Adams-Arnold <rarnold@tcatripley.edu>
Subject: RE: Attached Image

Hello Ms. Prater,

Our placement rates are based on completers who earned a certificate/diploma and placed for employment in a related field. Also, what we consider a non-graduate completer, those who did not earn a credential (finish the program) but gained enough knowledge to go to work in the field. They are still considered a placement.

So although everyone who enrolled may not have earned a certificate/diploma, they could still potentially be counted as a placement if they are able to gain employment in that field.

I hope this answers your question.
Please let me know if you need any additional information.
Thanks!

JacQuene M. Rainey

Assistant Director
Tennessee College of Applied Technology
Ripley/Bells/Covington
127 Industrial Drive
Ripley, TN
(731)635-3368 phone
(731)635-4674 fax



TCAT Ripley
[PCT Placement Rates](#)

2016-2017 = 75%
2015-2016 = 71%
2014-2015 = 86%
2013-2014 = 82%

Medical Assistants Occupation Snapshot

Emsi Q2 2018 Data Set

April 2018

Northwest Tennessee Workforce Board



708 E. Court Street
Dyersburg, Tennessee 38024

Parameters

Occupations

Code	Description
31-9092	Medical Assistants

Regions

13 items selected. See Appendix A for details (counties within a 1 hour commute of Ripley, TN).

Timeframe

2018 - 2023

Datarun

2018.2 – Employees

Medical Assistants in 13 Counties

Medical Assistants (SOC 31-9092): Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Excludes "Physician Assistants" (29-1071).

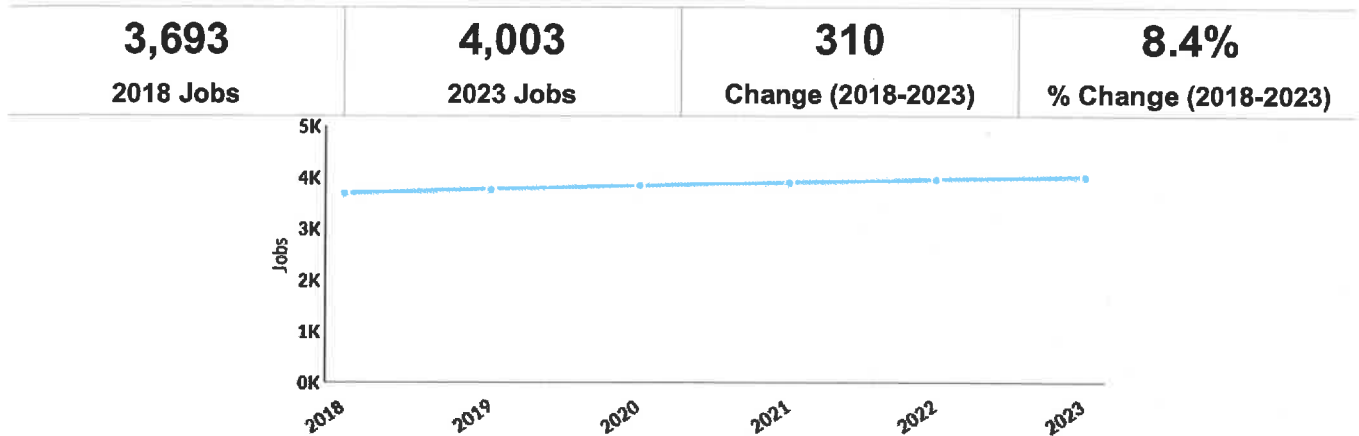
Sample of Reported Job Titles: Chiropractor Assistant, Certified Medical Assistant (CMA), Medical Assistant (MA), Registered Medical Assistant (RMA), Optometric Technician, Optometric Assistant, Ophthalmic Technician, Medical Office Assistant, Doctor's Assistant, Clinical Assistant

Related O*NET Occupation: Medical Assistants (31-9092.00)

Occupation Summary for Medical Assistants

3,693 Jobs (2018) 24% above National average	8.4% % Change (2018-2023) Nation: 11.4%	\$13.92/hr Median Hourly Earnings Nation: \$15.17/hr
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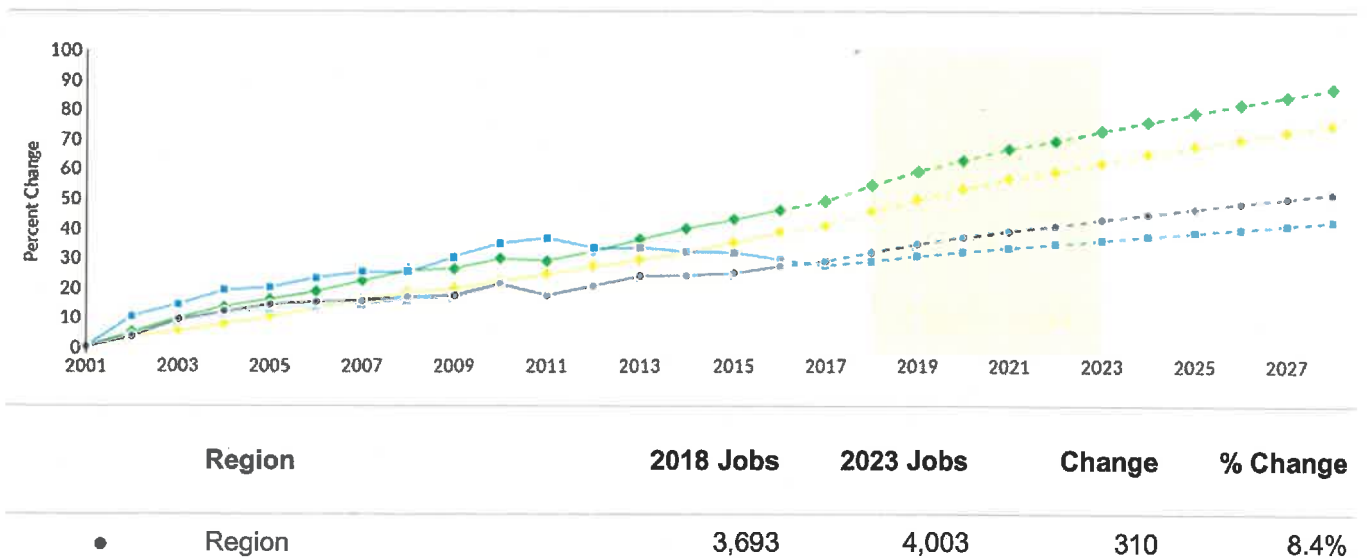
Growth for Medical Assistants (31-9092)



Percentile Earnings for Medical Assistants (31-9092)

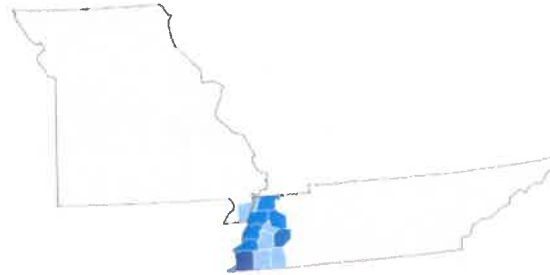


Regional Trends



	Region	2018 Jobs	2023 Jobs	Change	% Change
●	Local Workforce Development Area 12	360	379	19	5.3%
●	LWDA12 Surrounding Counties	4,474	4,856	382	8.5%
●	Tennessee	15,446	17,302	1,856	12.0%
●	United States	674,205	750,852	76,647	11.4%

Regional Breakdown



County	2023 Jobs
Shelby County, TN	3,248
Madison County, TN	482
Dyer County, TN	62
Gibson County, TN	41
Tipton County, TN	34








Job Postings Summary



There were **1,175** total job postings for your selection from January 2018 to February 2018, of which **192** were unique. These numbers give us a Posting Intensity of **6-to-1**, meaning that for every 6 postings there is 1 unique job posting. This is close to the Posting Intensity for all other occupations and companies in the region (7-to-1), indicating that they are putting average effort toward hiring for this position.

National Educational Attainment



	Education Level	2017 Percent
●	Less than high school diploma	1.9% 
●	High school diploma or equivalent	20.2% 
●	Some college, no degree	40.0% 
●	Associate's degree	25.6% 
●	Bachelor's degree	9.6% 
●	Master's degree	1.6% 
●	Doctoral or professional degree	1.1% 

Occupational Programs

9 Programs (2016)		736 Completions (2016)	428 Openings (2016)
CIP Code	Program	Completions (2016)	
51.0801	Medical/Clinical Assistant	489	
51.0710	Medical Office Assistant/Specialist	88	
51.0705	Medical Office Management/Administration	65	
51.0713	Medical Insurance Coding Specialist/Coder	60	
51.0000	Health Services/Allied Health/Health Sciences, General	27	

Industries Employing Medical Assistants

Industry	Occupation Jobs in Industry (2017)	% of Occupation in Industry (2017)	% of Total Jobs in Industry (2017)
Offices of Physicians (except Mental Health Specialists)	2,233	61.9%	16.2%
General Medical and Surgical Hospitals	475	13.2%	1.7%
Hospitals (Local Government)	83	2.3%	1.6%
Kidney Dialysis Centers	80	2.2%	8.7%
Offices of Optometrists	73	2.0%	12.3%

Appendix A - Regions

Code	Description
29155	Pemiscot County, MO
47033	Crockett County, TN
47045	Dyer County, TN
47047	Fayette County, TN
47053	Gibson County, TN
47069	Hardeman County, TN
47075	Haywood County, TN
47095	Lake County, TN
47097	Lauderdale County, TN
47113	Madison County, TN
47131	Obion County, TN
47157	Shelby County, TN
47167	Tipton County, TN

Appendix B - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

CareerBuilder/Emsi Job Postings

Job postings are collected from various sources and processed/enriched by Careerbuilder to provide information such as standardized company name, occupation, skills, and geography. Emsi performs additional filtering and processing to improve compatibility with Emsi data.

Institution Data

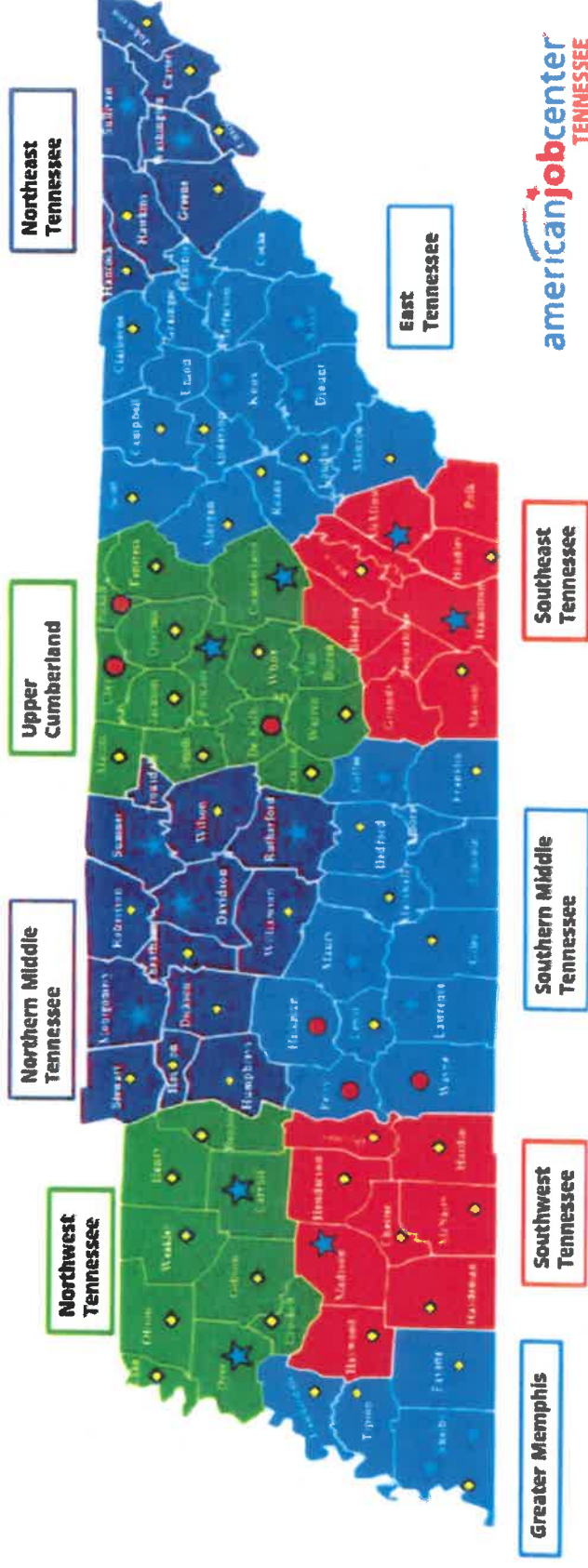
The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Arkansas Department of Workforce Services; Kentucky Office of Employment and Training; Missouri Department of Economic Development; Tennessee Department of Labor and Workforce Development, Research and Statistics Division

Alignment

Alignment with ECD.



County Allocations

County		County		County		County			
Anderson	\$426,551	Decatur	\$109,674	Henderson	\$293,082	Maury	\$509,319	Sequatchie	\$106,590
Bedford	\$281,236	DeKalb	\$125,889	Henry	\$232,750	McMinn	\$367,972	Sevier	\$698,484
Benton	\$159,492	Dickson	\$259,312	Hickman	\$134,714	McNairy	\$215,637	Shelby	\$7,962,005
Bledsoe	\$103,082	Dyer	\$334,534	Houston	\$85,927	Meligs	\$115,500	Smith	\$98,676
Blount	\$681,017	Fayette	\$262,865	Humphreys	\$161,421	Monroe	\$288,794	Stewart	\$109,771
Bradley	\$593,364	Fentress	\$148,061	Jackson	\$105,248	Montgomery	\$1,050,128	Sullivan	\$1,148,341
Campbell	\$362,903	Franklin	\$228,748	Jefferson	\$358,962	Moore	\$25,791	Sumner	\$712,646
Cannon	\$72,725	Gibson	\$404,773	Johnson	\$110,199	Morgan	\$169,251	Tipton	\$500,393
Carroll	\$289,563	Giles	\$152,693	Knox	\$2,438,569	Obion	\$307,311	Trousdale	\$42,983
Carter	\$417,798	Grainger	\$148,867	Lake	\$77,843	Overton	\$153,238	Unicoi	\$162,040
Cheatham	\$176,798	Greene	\$546,545	Lauderdale	\$306,181	Perry	\$66,571	Union	\$127,960
Chester	\$126,115	Grundy	\$114,291	Lawrence	\$309,339	Pickett	\$47,497	Van Buren	\$42,580
Claiborne	\$242,990	Hamblien	\$385,179	Lewis	\$93,917	Polk	\$124,937	Warren	\$228,644
Clay	\$67,877	Hamilton	\$2,192,010	Lincoln	\$242,180	Putnam	\$509,154	Washington	\$807,629
Cocke	\$335,502	Hancock	\$71,597	Loudon	\$277,923	Rhea	\$343,840	Wayne	\$131,853
Coffee	\$383,988	Hardeman	\$230,772	Macon	\$113,811	Roane	\$359,181	Weakley	\$306,061
Crockett	\$111,921	Hardin	\$193,124	Madison	\$751,523	Robertson	\$285,808	White	\$158,012
Cumberland	\$410,282	Hawkins	\$360,508	Marion	\$232,918	Rutherford	\$1,358,106	Williamson	\$589,712
Davidson	\$3,503,328	Haywood	\$174,177	Marshall	\$192,732	Scott	\$240,936	Wilson	\$539,710

Counties in transition under the proposal are in **Orange**.

LWDA 12 Report Card

Contract Balances - this reflects the funds allocated to each area and all expenditures and obligations against these funds

	Funds Authorized	ADM Budget	YTH Budget	Total Expenditures	ADM Expenditures	PRG Expenditures	Unliquidated Obligations	Total Obligations	Unobligated Balance
P16 Youth	\$ 103,699.89	\$ 1,921.31	\$ 101,778.58	\$ 103,699.89	\$ 1,921.31	\$ 101,778.58	\$ -	\$ 103,699.89	\$ -
P17 Youth	\$ 983,408.40	\$ 105,287.00	\$ 878,121.40	\$ 723,987.43	\$ 71,936.26	\$ 652,051.17	\$ 218,990.18	\$ 942,977.61	\$ 40,430.79
P16 Adult	\$ 26,372.37	\$ 4,395.42	\$ 21,976.95	\$ 26,372.37	\$ 4,395.42	\$ 21,976.95	\$ -	\$ 26,372.37	\$ -
F17 Adult	\$ 182,683.16	\$ 2,004.28	\$ 180,678.88	\$ 181,192.10	\$ 1,466.64	\$ 179,725.46	\$ 482.18	\$ 181,674.28	\$ 1,008.88
P17 Adult	\$ 134,403.00	\$ 13,440.00	\$ 120,963.00	\$ 128,542.96	\$ 7,637.08	\$ 120,905.88	\$ 90.00	\$ 128,632.96	\$ 5,770.04
F18 Adult	\$ 914,751.00	\$ 91,475.00	\$ 823,276.00	\$ 472,280.99	\$ 42,917.47	\$ 429,363.52	\$ 216,281.32	\$ 688,562.31	\$ 226,188.69
P16 DSLWK	\$ 25,267.85	\$ 4,159.72	\$ 21,108.13	\$ 25,267.85	\$ 4,159.72	\$ 21,108.13	\$ -	\$ 25,267.85	\$ -
F17 DSLWK	\$ 385,695.49	\$ 3,240.00	\$ 382,455.49	\$ 394,434.31	\$ 128.25	\$ 394,306.06	\$ 20,049.05	\$ 354,483.36	\$ 31,212.13
P17 DSLWK	\$ 147,624.00	\$ 14,762.00	\$ 132,862.00	\$ 141,893.91	\$ 9,106.21	\$ 132,787.70	\$ 1,095.33	\$ 142,989.24	\$ 4,634.76
F18 DSLWK	\$ 781,166.00	\$ 78,116.00	\$ 703,050.00	\$ 137,073.82	\$ 28,503.33	\$ 108,570.49	\$ 245,247.05	\$ 382,920.87	\$ 399,845.13

Percent Expended - this reflects the percent of expenditures on each contract

	Total Expenditures %	ADM Expenditures %	PRG Expenditures %	Unliquidated Obligations %	Total Obligations %	Unobligated Balance %
P16 Youth	100%	2%	98%	0%	100%	0%
P17 Youth	74%	11%	89%	22%	96%	4%
P16 Adult	100%	17%	83%	0%	100%	0%
F17 Adult	99%	1%	99%	0%	99%	1%
P17 Adult	96%	10%	90%	0%	96%	4%
F18 Adult	52%	10%	90%	24%	75%	25%
P16 DSLWK	100%	16%	84%	0%	100%	0%
F17 DSLWK	87%	1%	99%	5%	92%	8%
P17 DSLWK	96%	10%	90%	1%	97%	3%
F18 DSLWK	18%	10%	90%	31%	49%	51%

Youth: WIDA Law mandates that Youth allocations must be expended as follows: 75% on Out of School Youth and 20% on Work Experience

Out of School	P16 Youth	\$ 100,530.03	99%	\$ 41,471.43	40.75%
Work Experience	P17 Youth	\$ 562,124.00	99%	\$ 338,558.23	59.81%

Potential Recapture - This represents the amount of potential recapture for the area not meeting the 80% requirement

	Total Contracts	Youth	Adult	Dislocated Worker
LWDA	80% program	Amount of Recapture	80% program	Amount of Recapture
LWDA 12	\$2,126,617.92	\$702,497.12	\$ -	\$668,729.60
	% Expended	% Recaptured	% Expended	% Recaptured
	91%	100%	0%	73%
				27%

Minimum Expenditure Requirements - The state requires each LWDB to meet a minimum expenditure rate of 40% per year on direct participant expenses.

MPCR by Contract Type

LWDA	ADULT	DSLWK	YOUTH	SWA	RSP	Grand Total
LWDA 12	46.66%	38.82%	40.27%	0.02	100.00%	45.14%

Enrollment Numbers: This reflects the total New Enrollments for participants during the referenced quarter.

	July Carry In	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Annual Total
Youth	93	26	48	26		193
Adult	266	144	98	83		591
Dislocated Worker	60	30	20	11		121

Comments - Notes and observations regarding LWDA.

Invoicing/Reimbursements	Reporting Requirements	PAR Monitoring	Performance
# of Payments to OSO	Active Contracts	Review Held	Total Participants
\$ of Payments to OSO	Total Reports	Findings	Cost per Participant
	Submitted Timely	FY17	Youth
	Submitted Late	FY17	Adult
Current Through	1-5 Days	FY18	Cost per Participant
# of Claims Submitted	> 5 Days	FY18	DSLWK
Total Amount Billed	Inaccurate Reporting		Cost per Participant
			193
			\$ 3,900.73
			591
			\$ 1,148.75
			121
			\$ 4,932.00

mPrater Notes 5-14-18

Category	EMDA 01	EMDA 02	EMDA 03	EMDA 04	EMDA 05	EMDA 06	EMDA 07	EMDA 08	EMDA 09	EMDA 10	EMDA 11	EMDA 12	EMDA 13
Indirect Expenditure Requirements - The state requires each LEPA to meet a minimum expenditure rate of 40% per year on direct participant expenses.													
MFPC	46.46%	52.52%	64.32%	34.41%	52.97%								
YOUTH - WICCA Law mandates that Youth allocations must be expended as follows: 75% on Out of School Youth and 25% on Work Experience													
PT15	100%	97%	97%	92%	92%	82%	0%	100%	97%	88%	85%	45.16%	47.85%
WE	21%	20%	20%	3%	20%	24%	0%	34%	21%	94%	18%	95%	95%
PT17	100%	97%	95%	97%	100%	98%	100%	100%	99%	88%	98%	95%	95%
WE	55%	58%	68%	2%	100%	29%	33%	10%	42%	43%	8%	85%	85%
Potential Recapture - WICCA Law states that 80% of funds must be expended or obligated within the first year.													
Youth	39%	100%	100%	100%	100%	100%	21%	100%	94%	46%	200%	100%	98%
Adult	77%	100%	100%	100%	100%	100%	300%	100%	100%	82%	81%	100%	100%
Dislocated Worker	59%	0%	50%	100%	100%	100%	11%	100%	100%	100%	85%	100%	100%
Reporting Requirements - WICCA contends that monthly reports must be submitted according to TRA.MCA requirements.													
Active Contracts	14	14	14	16	16	16	16	16	16	16	16	16	16
Total Reports	109	137	119	128	119	107	107	107	107	107	107	107	107
Submitted Timely	80	79	89	127	91	105	0	135	89	107	140	107	86
Submitted Late	13	38	30	1	28	2	20	0	12	3	0	4	27
1-5 Days	12	24	29	1	28	1	20	0	8	1	0	3	25
>5 Days	1	14	1	0	0	1	0	0	3	2	0	1	2
Truancy Reporting	20	42	15	13	41	22	10	18	18	15	28	18	28
PAC Monitoring - Performance review held annually to determine if there are any deficiencies or issues in expense reporting													
Review Held (Y or N)	PT17	0	Y	0	N	0	N	Y	Y	0	N	N	Y
Findings (Y or N)	PT17	0	Y	0	NA	0	NA	N	Y	0	N	N	Y
Review Held (Y or N)	PT18	0	Y	0	0	0	0	0	0	0	0	Y	0
Findings (Y or N)	PT18	0	0	0	0	0	0	0	0	0	0	0	0
Performance - Shows number of participants and cost per participant													
Total Participants	Youth	343	297	359	229	285	69	193	335	440	130	158	1,011
Cost per Participant	Youth	\$ 4,480	\$ 4,320	\$ 2,640	\$ 3,294	\$ 2,665	\$ 2,486	\$ 1,481	\$ 1,698	\$ 2,444	\$ 1,078	\$ 3,901	\$ 2,258
Total Participants	Adult	257	449	367	467	556	241	442	426	577	331	591	904
Cost per Participant	Adult	\$ 2,155	\$ 2,482	\$ 2,483	\$ 2,071	\$ 2,411	\$ 1,598	\$ 1,366	\$ 1,974	\$ 2,254	\$ 1,231	\$ 1,601	\$ 2,579
Total Participants	DSWK	54	131	251	327	225	53	69	598	516	106	111	153
Cost per Participant	DSWK	\$ 10,418	\$ 8,055	\$ 3,177	\$ 4,920	\$ 4,458	\$ 5,976	\$ 2,907	\$ 1,931	\$ 2,151	\$ 1,609	\$ 4,932	\$ 7,813
Involving/Involvement - Reflects the number of participants, out of 6 months, that have been involved in the OCL. Also reflects total Adm. program charge per d.													
# of Payments to OCL		5	6	4	9	9	1	9	5	6	7	8	3
# of Payments to OCL		\$ 3,339.48	\$ 69,205.31	\$ 80,856.49	\$ 46,353.98	\$ 44,651.00	\$ 280,263.69	\$ 6,255.79	\$ 17,044.30	\$ 23,255.95	\$ 109,894.11	\$ 53,168.94	\$ 200,248.49
Infrastructure Funding Agreements - Total number of claims submitted for infrastructure funding, for first 8 months. Also reflects total billed for July - February													
Current Through		December	December	December	December	December	December	December	December	December	December	December	December
# of Claims Submitted		9	2	8	1	6	0	7	4	5	5	5	2
Total Amount Billed		\$ 154,250.97	\$ 37,538.62	\$ 71,201.00	\$ 50,680.28	\$ 134,537.05	\$ 34,500.43	\$ -	\$ 82,451.13	\$ 115,411.79	\$ 6,475.40	\$ 28,810.39	\$ 22,318.29
Policy and Compliance - This section outlines the local WIC policies that were requested by the State for verification of compliance.													
Submitted		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Reviewed		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Meets Standards		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

- Above 40% required

- Above 75% required

- Above 20% required - highest in state

- Above 75% required

- Above 20% required - second highest

- Currently @ 73% - will be in excess of 80% before June.

- Should be 1 late report that we had permission to be late over holiday 5

- Should be 5 inaccurate - 4 were attachments missing or switched; 1 a process change.

- There are 8 higher > serving less, but only 2 higher spending more on WE.

- 2nd highest behind Memphis - lowest cost

- 8 higher - cost mid range

- up to date

- up to date, but TB did not process.