

Northwest TN Workforce Board Executive Committee

December 5, 2019 – 10:00 a.m.

Conference Call – 1-877-216-1555, Passcode #845157

Minutes

Committee Members via Conference Call: Mayor Gary Reasons, Rita Alexander, Ted Piazza, Jimmy Williamson, Mayor Chris Young, Ben Marks

Staff Members via Conference Call: Lana Burchfiel, Jennifer Bane, Laura Speer, LeAnn Lundberg, Gina Johnson

Welcome and Call to Order: Ted Piazza, welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the October 30, 2019 Executive Committee Meeting were reviewed.

- **MOTION:** Gary Reasons moved to approve the October 30, 2019 Executive Committee minutes as presented and Jimmy seconded the motion. All were in favor and the motion carried.

Lake County American Job Center Hours of Operation: Jennifer Bane informed the group that the Career Service Provider has requested to merge the vacant part-time Lake County position with another vacant position which would require travel to other counties. In order to create and fill the new position, and retain the future staff person, a change in the hours to the Lake County Specialized Center's hours of operation is recommended. The new proposed hours have been approved by the Lake County Mayor and are Monday and Tuesday, 8:00 am to 4:00 pm, and Thursday from 8:00 am to 11:30 am, instead of the current schedule of Monday, Tuesday, Thursday, and Friday from 11:30 am to 4:00 pm. Additionally, the hours for the access point at the Ridgely Public Library will change from Wednesday, 1:00 to 5:00 pm, to Thursday, 1:00 to 4:30 pm. In order to provide 30-day notice to the TN Department of Labor and Workforce Development, the proposed hours would be effective January 6, 2020.

- **MOTION:** Rita Alexander moved to approve changes to the Lake County AJC located at the Lake County Courthouse and Access Point at the Ridgely Public Library as presented. Ben Marks seconded the motion. All were in favor and the motion carried.

Other: Jennifer also provided the following updates to the group:

- **PAR Exit Conference:** An exit conference was held yesterday morning with PAR to discuss the results of the recent review. There were no findings and no observations this year. Unlike in previous years, a review of participant files was not included. It is our understanding this will be done quarterly by the Workforce Services staff, separate from the PAR monitoring. Additionally, it was announced at the State Board meeting in November that Ernst and Young back will return for a second round of reviews sometime between January and March. Like last time, they may request to speak with staff, board members, or Mayors.
- **Budget Update:** The budget is being monitored closely. Expenditures were on track after September and October, but in looking forward to future obligations, we have obligated all but about \$9,000 of our Adult and Dislocated Worker participant funds for the year (through June 30th). Of the \$265,000 we set aside for On-the-Job Training (OJT) for the year – the same as expenses last year, we have spent just under \$152,000 so far, but have already obligated the rest of it to current participants. A large portion of the OJT expenses and obligations is due to using OJT funds to support employment of RAMP graduates. A request has been submitted to the State for \$331,500 in Adult and Dislocated Worker participant money to allow for new spring enrollments and OJTs. The request also includes money for the Dyer, Gibson, and Henry County RAMP classes that are not covered under the rural funding. This would increase our \$1.14 million participant budget closer to what have spent the last couple of years, \$1.5 million. Achieving our new enrollments targets would be impossible without being able to enroll new participants, so we hope to have an answer to our request before we have to turn anyone away for spring term. Additionally, because of the limited budget, the fact that we will not be providing business services to the Greater Memphis area as we had hoped, and the end of the Consolidated Business Grant and Incumbent Worker Training money, one Board position will be eliminated at the end of January. Ted Piazza inquired about the availability of extra funds. Jennifer state that after speaking with Kristie Bennett, Regional Director, she was encouraged to go ahead and submit the request for more funds. The State staff have always encouraged us to ask and want us to be able to continue to serve participants, so we are hopeful we will receive at least some funding.

As there was no other business, the meeting was adjourned.

Respectfully Submitted,

Lana Burchfiel, Public Information Specialist

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Executive Committee
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Agenda

Welcome and Call to Order

Ted Piazza, Chair

Review and Approval of Minutes of 10-30-19 Meeting

Lake County American Job Center Hours of Operation **(Vote Required)**

Jennifer Bane

- Specialized Center (Lake County Courthouse)
- Access Point (Ridgely Library)

Other

Northwest TN Workforce Board

Executive Committee

October 30, 2019 – 10:00 a.m.

208 N. Mill Ave., Dyersburg, TN

Conference Call – 1-877-216-1555, Passcode #845157

Committee Members Present: Ted Piazza, Jimmy Williamson, Ben Marks

Committee Members via Conference Call: Rita Alexander

Others via Conference Call: Kristie Bennett

Staff Members Present: Jennifer Bane, Lana Burchfiel, Gina Johnson, Ginger Powell, LeAnn Lundberg, Laura Speer

Welcome: Ted Piazza welcomed everyone and confirmed that a quorum was present.

Review and Approval of Minutes: Minutes for the August 12, 2019 Executive Committee Meeting were reviewed.

- **MOTION:** Jimmy Williamson moved to approve the August 12, 2019 Executive Committee minutes as presented and Rita Alexander seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update: LeAnn Lundberg stated that as mentioned in the last meeting, there were some ADA recommendations for the Benton County American Job Center (AJC) including repainting the parking lot's accessible spots and adding a parking stripe. LeAnn is working with the landlord to address the recommendations, but all changes must be approved by the hospital that owns the building. There were no changes needed in Lake County. Weakley County's review indicated a need to raise a computer desk to allow for a wheelchair to fit underneath it. LeAnn believes the adjustable desk may have been placed back on at a lower height after the move and will fix the issue. Crockett County's review recommended adding an accessible parking spot for a van. LeAnn has attempted to contact the landlord to inform her of the recommendation.

Program Oversight: Laura Speer reported that Quarterly Complaint Logs have been submitted and there were none to report. Laura also reviewed the LWDA Monitoring Report showing there have been no findings. There were no findings on the One Stop Operator and Career Service Provider 6-month reviews, but Odle only earned a small amount of their potential profit for coordinating the welcome function, but not the other performance components. The Career Service Provider report indicated Youth enrollments came in just slightly under the target, but overall enrollment numbers were met. Jennifer Bane reported the PAR monitoring report from last year has been resolved and we have received approval for our Corrective Action Plan. PAR is coming again November 12, 2019.

Jennifer also reviewed changes to the Monitoring Policy as indicated on the attached handout. Our Ernst & Young report as well as our visit with the Federal Youth Monitor suggested we provide more detail in our policy regarding the who, what, when and how for monitoring. This information has been kept in a separate monitoring plan document, but was combined into the monitoring policy. The other change made was to change sample sizes from 100% to at least 20%, with more selected if issues are found.

- **MOTION:** Ben Marks moved to approve the Monitoring Policy Changes as presented. Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Performance Update: Laura Speer stated that we received the final performance numbers for the program year that ended 6/30/19 from the State, and there were no changes from the preliminary information received and presented at the annual meeting. We should receive performance information for the first quarter of this program year by mid-November.

Consideration of New Program: TCAT Newbern-CPT: Laura Speer explained that the program is the same as what is offered by TCAT Jackson and Dyersburg State in the Gibson and Dyer County jails respectively, and will be offered at the Obion and Lake County Jails. The program was recommended for approval by the Outreach and Opportunities Committee.

- **MOTION:** Jimmy Williamson moved to approve the CPT program at TCAT Newbern. Ben Marks seconded the motion. All were in favor and the motion carried.

Re-Designation /Certification of American Job Centers: Jennifer Bane reviewed the completed certification checklists for the Benton and Crockett County American Job Centers (AJCs). The certification team reviewed the certification application completed by the One-Stop Operator to re-designate the centers as part-time specialized centers open three days per week – Mondays, Tuesdays, and Thursdays, and conducted on-site visits. Besides the ADA recommendations noted above, both centers are in need of permanent, updated signage. The Benton County office has temporary signage

in the form of yard signs and will need to work with the landlord to establish permanent signage. Crockett County has permanent signage, but it is still the former branding. When the branding changed about three years ago, it was indicated that local areas would receive funding to updated signage, but we have not received any.

Jennifer also reviewed the Traffic Count vs. Population Percentage handout showing the average traffic count by day for each center, and comparing the percentage of customers served by each center to the county's percentage of the total area's population. Lake County has the smallest percentage served, with Benton and Crockett being the next smallest. Although higher than the three lowest, Weakley and Henry are the next two lowest. Staff recommend reducing Weakley and Henry to 4 day-a-week centers, starting in February, which would be open Monday through Thursday since Fridays are the slowest days. Staff will remain full-time, but will have a day during the week to not be required to be in the office, which will allow them time to conduct outreach in the community, particularly for Youth applicants and the work experience program. Under the current designation, staff cannot leave the office since they are required to be present during operating hours. We will be seeking to establish access points for staff to visit on Fridays, including in high schools.

- **MOTION:** Ben Marks moved to approve the certification of the Benton and Crockett AJCs as part-time specialized centers and the re-designation of the Weakley and Henry Centers, pending certification, to part-time specialized centers. Ben Marks seconded the motion. All were in favor and the motion carried.

Budget & Administration Update: Gina Johnson reported that we have received the draft financial statements from our audit this week and received no findings. Gina also provided an overview of the Financial Status Report as of September 30th, which showed the minimum participant cost rate (MPCR) was 33%, which is lower than the required 40% minimum. The reason the MPCR is low is because the majority of fall training invoices were not paid by Dyersburg State until October and therefore weren't on their September invoice. Out-of-School Youth expenditures exceed the required 75% at almost 96%, and Work Experience expenditures exceeded the required 20% at over 43%.

Jennifer Bane also provided a budget update for the current program year (PY). Since the budget was developed, we received a small amount of additional PY 18 funds. The PY 19 funds were also recalculated and our allocations increased, particularly in the Adult funding stream. We have also received notice that our Rural Initiative Funding has been approved which will add approximately \$132,000 to the budget this program year, and \$329,000 in total. Our request for an additional \$130,000 in Adult participant funds for the fall term was also approved. Overall the budget is up nearly \$394,000. Additionally, Title I costs have decreased by about \$211,000 due to reducing the One-Stop Operator and Career Service Provider contracts and infrastructure costs. Additionally, several Title I staff have been re-designated as RESEA staff which increased the RESEA share of the Infrastructure Funding Agreement (IFA) costs, and decreased the Title I share. Board / Fiscal Agent expenses have not been reduced other than the savings from moving the administrative office. Additional grant funds were sought to offset cost and were received, covering the reductions that would have had to been made.

Although the revised budget indicates an anticipated balance of over \$176,000 when the program year ends on June 30, 2020, because only a small portion of our allocations are received during the first quarter, funding will be very tight for Adults and Dislocated Workers during July through September of next year. Right now, we anticipate having enough funds to cover operational costs, but there would only be about \$58,000 to serve Adult and Dislocated Worker participants if additional funding is not received.

Other: Jennifer Bane reported that we internally posted Margaret Prater's vacant position as a Deputy Director position and it was awarded to Ginger Powell, effective November 1, 2019.

Future Meeting Dates & Upcoming Events: Jennifer Bane provided the following updates on future meeting dates and upcoming events:

- PAR Monitoring: November 12th — Entrance Conference at 11:00 am (Admin Office/Call).
- Next Board Meeting: November 19th — Northwest Development District, 124 Weldon Drive, Martin, 12:00 pm (lunch at 11:30 am).
- 2020 Board Meeting Location(s): Committee approved alternating Weakley and Gibson Counties for location of board meetings as we did this past year.
- Proposed 2020 Committee Meeting Dates: 10:00 am on January 29, April 29, July 29, and October 28, 10:00 am

As there was no other business, the meeting was adjourned.

Respectfully Submitted,

Lana Burchfiel, Public Information Specialist