

Northwest TN Workforce Board
Executive Committee
November 5, 2018 – 2:00 p.m.
708 East Court Street, Dyersburg, TN

Committee Members Attending: Ted Piazza, Brad Hurley, Jimmy Williamson

Committee Members via Conference Call: Ben Marks, Chris Young, Gary Reasons

Staff: Jennifer Bane, LeAnn Lundberg, Margaret Prater, Laura Speer, Gina Johnson, Lana Burchfiel

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

Review and Approval: Minutes for August 24, 2018 Executive Committee Meeting were reviewed.

- **MOTION:** Brad Hurley moved to approve the August 24, 2018 Executive Committee minutes as presented. Ben Marks seconded the motion. All were in favor and the motion carried.

Transition/Re-Alignment: Jennifer Bane explained that the transition of Lauderdale and Tipton Counties to the Greater Memphis area was official on October 1, 2018, and felt that the transition went well. LeAnn worked to transfer utilities and leases. All participant bills were paid for fall term. A couple utility bills will be billed to Memphis. Grants were closed out by 9/30 to be redistributed for 9 areas. Mid December we are due to get all grants back, according to the formula funding allocation, and have our October allocations mid-November. At this time, we are still waiting on the Consolidated Business Grant. Things look promising since we have continued to spend our money and are much further ahead in our transition compared to many of the other areas.

Jennifer presented the updated NWTN Workforce Board organizational chart, effective October 1, 2018. Lana Wood, Maleia Evans, and Theresa Ethridge were hired as the Business Services Representatives, and have done an amazing job pulling together Manufacturing Day Events for October since the contractor staff left in early-mid September versus the end of September. Manufacturing Day events went really well and we are seeing lots of new OJTs. The team is being trained on Economic Modeling Systems, Inc.'s Labor Market Information system and is working on refining our Work Experience program. Odle Management, One-Stop Operator Contractor, hired Erica Nance as the One-Stop Operator. They also hired their six front desk staff / Resource Specialists.

Facilities and Technology Update:

- **Update on ADA Review of Humboldt & Dyersburg:** LeAnn Lundberg reviewed the Accessibility and Accommodation Survey handouts from the TN Dept of Human Services, Vocational Rehabilitation Program from surveys that were conducted on July 17, 2018 at the Humboldt and Dyersburg American Job Centers (AJCs). These were conducted on these two centers as a result of their relocations in July 2018. Recommendations for Humboldt included installing a doorbell for the outside door closest to the AJC office. While Lana Wood was still One-Stop Operator, she had talked to Lisa at the Higher Learning Center about the door bell, but since Lana is no longer in that role, LeAnn is following up to make sure that gets done. At the Dyersburg Center most everything recommended has been resolved. Recommendations included minor things in handicap bathroom: no coat hook, and relocating the mirror. They also suggested cups by the tall water fountain. All of that is done. The parking lot repaving is also finished. Large print literature was suggested, and Lana Burchfiel completed a large print AJC General brochure to be distributed to all centers.

Brad Hurley asked about signage for the buildings. The TN Department of Labor and Workforce Development (TDLWD) indicated we would get funding to purchase signage. Signage is expensive, so we don't want to spend the money that could go toward programs if specific funding for signage will be available. Staff will follow-up with the TDLWD on funding for signage.

Program Oversight:

- **LWDA Monitoring Report:** Laura Speer presented a report of monitoring conducted since the last meeting. There have been no findings.
- **PAR Update:** Jennifer presented the PAR report received October 12, 2018 and the correction action response letter back to them. The PAR team was onsite in March and continued their review after the onsite visit. There was one finding: "Case Management Needs Improvement." We learned after the report was issued that RESEA and SNAP services conducted by TDLWD Title III staff in the comprehensive centers were included in the review. According to the PAR team, this is due to the fact the One-Stop Operator is responsible for all partner programs. Laura is meeting with the One-Stop Operator to determine appropriate monitoring when samples are pulled. There were three observations: 1) three of 191 financial reports were not submitted timely; 2) the minimum participant cost rate (MPCR) for the 2017 year was met and exceeded; and 3) administrative time for the Executive Director, Chief Operating Officer, and Administrative Assistant positions was not thought to be high enough. As stated at the exit conference with the PAR team, staff administrative and program time is documented on timesheets. Margaret expressed that each local area is different and that comparison among the areas is difficult due to varying staff structures and responsibilities. For instance, we had three full-time fiscal staff which decreased the amount of administrative time needed by the Executive Director and Chief Operating Officer.
- **Audit Update:** Our onsite audit was finished end of September. When the auditors left they said they didn't expect to issue any findings. They did conduct a review of eligibility processes after the onsite visit and should be completed by the end of November. The fiscal staff were praised for their efforts and jobs well done, especially given the period of transition over the last year.
- **Out-of-School Youth Expenditure Rate Waiver:** A letter from the TN Department of Labor regarding waiver requests the State Workforce Board submitted to the US DOL in May was reviewed. The letter outlined that three of five waiver requests were approved. One of the approved waiver requests is to reduce the percentage of expenditures for out-of-school youth from 75% to 50%. LWDBs can elect to expend 50% of program funding each on ISY and OSY or propose an alternative percentage ratio. We have to submit a service strategy plan by November 16 expressing our intentions whether or not to adopt the new expenditure rate. Due to income and barrier requirements, it is difficult for applicants to be eligible as ISY, making it difficult to spend 50% of program funds on ISY participants.
 - **MOTION:** Jimmy moved to continue with the 75% and not accept the waiver. Brad seconded. None opposed. Motion Carried.

Performance Update:

- **Local Performance:** Laura presented the state negotiated targets. Nothing current for our local area because it's not in VOS. Laura has asked for a local report by board meeting. Overall the State met everything with the exception of the credential measure for youth.

Budget & Administration Update:

- **Financial Status Report & Minimum/Maximum Requirements:** Gina presented the September report. Consolidated business grant started October 1, but we still do not have the contract. It was originally supposed to start July. Members discussed opening a line of credit, to avoid staff ever having to pay for things out of their own pockets to be later reimbursed, as has happened in other areas. Staff will begin to gather the information from the bank on a line a credit. This will assist staff in managing funds in the event of reimbursement issues, as has happened in the past, and will prevent having to use non-WIOA money to cover costs.

Eligible Training Provider List Updates:

- **TCAT Paris Industrial Maintenance Technology / Certified Production Technician (CPT):** The program will be offered at the Henry County Jail as part of Re-Entry Advanced Manufacturing Program (RAMP) initiative that has also been implemented in Dyer County Jail by Dyersburg State and Gibson County Jail by TCAT Jackson. The Labor Market Information continues to show growth for related occupations. TCAT Paris plans to start the program on Monday, November 12. The Henry County Jail has already started as a workhouse. Nine inmates have already gone to work on an OJT for PML in Paris. Jimmy moved to approve this program. Brad seconded. None opposed. Motion carried.

ITA and Travel Policy Changes:

During the American Job Center (AJC) committee meeting, a proposal to increase the ITA from \$3,000 to \$4,000, to increase travel from \$0.10 to \$0.15 per mile, and to separate travel from the ITA, was reviewed. The AJC committee voted to recommend approval of the changes at the next board meeting. The discussion was for informational purposes since it will be voted on at the next board meeting.

Proposed Board Meeting Dates:

The group reviewed and agreed with the below proposed board meeting dates.

- Tuesday, February 26, 2019
- Tuesday, May 21, 2019
- Tuesday, August 27, 2019
- Tuesday, November 19, 2019

The location for meetings was discussed. Last year we held Board Meetings at Elks Lodge in Trenton. We have also met at the Northwest Development District office. It was proposed that we could rotate between Trenton and Martin. Staff will check with both to see if there are conflicts with dates and adjust as needed.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Lana Burchfiel
Public Information Specialist

Northwest TN Workforce Board
Executive Committee
November 5, 2018 – 2:00 p.m.
Conference Call – 1-877-216-1555, Passcode #845157

Agenda

Welcome and call to order	Ted Piazza, Chair
Review and Approval of Minutes of 8-24-18 meeting	
Transition/Re-Alignment	Jennifer Bane
Facilities and Technology Update	LeAnn Lundberg
<ul style="list-style-type: none">• Update on ADA Review of Humboldt & Dyersburg	
Program Oversight	
<ul style="list-style-type: none">• LWDA Monitoring Report• PAR Update• Audit Update• Out-of-School Youth Expenditure Rate Waiver	Laura Speer Jennifer Bane / Laura Speer Gina Johnson Jennifer Bane
Performance Update	
<ul style="list-style-type: none">• Local Performance	Laura Speer
Budget & Administration Update	Gina Johnson
<ul style="list-style-type: none">• Financial Status Report<ul style="list-style-type: none">◦ Minimum/Maximum Requirements	
Eligible Training Provider List Updates	Laura Speer
<ul style="list-style-type: none">• TCAT Paris Industrial Maintenance Technology / CPT	
Proposed Board Meeting Dates	Jennifer Bane
<ul style="list-style-type: none">• Tuesday, February 26, 2019• Tuesday, May 21, 2019• Tuesday, August 27, 2019• Tuesday, November 19, 2019• Location?	
Other	

**Northwest TN Workforce Board
Executive Committee**

August 24, 2018
708 East Court Street, Dyersburg, TN

Committee Members: Jimmy Williamson, Rita Alexander, Brad Hurley, John Killen, Ben Marks, Ted Piazza
Staff: Jennifer Bane, LeAnn Lundberg, Margaret Prater, Kim Simpson, Laura Speer
Guest: Kristopher Subler

Welcome- Jimmy Williamson welcomed everyone and confirmed that a quorum was present.

Review and Approval: Minutes for May 15, 2018 and June 21, 2018 Executive Committee Meetings were reviewed.

- **MOTION:** Ted Piazza made a motion to approve the May 15, 2018 and June 21, 2018 Executive Committee minutes as presented. Brad Hurley seconded the motion. All were in favor and the motion carried.

Selection of One Stop Operator: The Board contracted with Thomas P. Miller Associates for the Procurement of the One Stop Operator and Title I Service Provider. After advertising the RFP for the required thirty days, there were responses and questions, but only two bids were received. One from Dyersburg State Community College and one from Odle Management Group. Kristopher Subler, Holly Davenport and a director conducted the research, assessment and contacted references for each bidder. After comparing and researching both bids, they felt that both bids were very good. In considering of the needs of our Board, they felt that Odle Management had much more experience with rural areas in providing services as the One-Stop Operator. Therefore, they recommended Odle Management Group.

- **MOTION:** Ted Piazza made a motion to accept the recommendation from Thomas P. Miller for Odle Management Group to serve as the One Stop Operator. Brad Hurley seconded the motion. All were in favor and the motion carried.

Selection of Title I Service Provider: Kristopher Subler stated that both bids for the Title I Service Provider were very good. Their budget estimates were within \$50 of each other with DSCC being the highest. He said that after speaking with the references for each of the bidders, they felt DSCC had a great relationship with many in this area. Some references felt it would be detrimental to lose DSCC as the Title I Service Provider. The references for Odle Management said they were very good and did a great job; however, staff interviewed felt they were too rigid and demanding. They noted DSCC had a good understanding of how to provide services to the Youth in the area. If DSCC gets the contract, the youth will be paid monthly; Odle Management would pay bi-weekly. Thomas P. Miller recommended Dyersburg State Community College for the Title I Service Provider.

- **MOTION:** Ted Piazza made a motion to accept the recommendation from Thomas P. Miller for Dyersburg State Community College for the Title I Service Provider. Brad Hurley seconded the motion. All were in favor and the motion carried.

NOTE: Margaret wanted to clarify that Youth numbers with DSCC were not at the desired level. She also noted until October 1, 2018, the Workforce Board will continue **weekly** payroll for the Youth. DSCC can **only** pay monthly since they do not give any other option. This may be a problem for some youth and may cause some complaints in the future.

Review and Approval of Bylaw Revisions: (handout attached)

Margaret Prater reviewed the revisions (in red) that were made to the Bylaws. All references to the number "12", "Area 12" and "Lauderdale/Tipton County" were removed. On page 12 of 15, "Unless otherwise provided by State law," was added. Page 14 of 15, ARTICLE XI- Compliance with Law (3), was added per State requirement.

- **MOTION:** Brad Hurley made a motion to approve the revisions to the Bylaws as presented. Ted Piazza seconded the motion. All were in favor and the motion carried.

State Workforce Board Meeting Update (August 9): Margaret, Jennifer Bane and Laura Speer attended the meeting in Nashville. During the meeting, new State Board members were announced. Our area is ahead on the Realignment. There were no major events during this meeting.

Transition/Re-Alignment: Margaret said with the Executive Committee voting today and the Board voting Tuesday, on the Title I Service Provider and the One Stop Operator, we are in a good place on the Transition/Re-Alignment. We are still waiting to receive certification for the Board. The deadline is August 31st 2018

Program Oversight: (handout attached)

- **LWDA Monitoring Report:** Laura Speer said that 13 contracts were reviewed, with two untimely invoices and no findings. Incumbent Workers had no findings. There were no problems.
- **PAR Update:** Margaret said until this year, PAR has always had an exit meeting after they complete their monitoring. They monitored us in March but did not have an exit meeting. Since then she has asked them four times about an exit and they still have not set a meeting. They must have all areas completed by October 1, 2018.
- **Audit Update:** Jennifer said two financial auditors were here yesterday. They had already received a lot of our financial records and materials and were pleased to see how things were already put into practice. They will return the week of September 17th for an audit that will be somewhat like PAR.

Performance Update:

- **State LWDA Report Card:** Margaret said that everything was okay with the exception of participants being a little low in some areas. In comparing to other areas, we are third behind Memphis and Nashville in Adult Ed; eighth in the State in Youth; and ninth in the state for Dislocated Workers.
- **Local Performance:** Jennifer said we hit 49% for the 40% goal; Youth was at 20%; and 75% Out of School.

Budget & Administration Update:

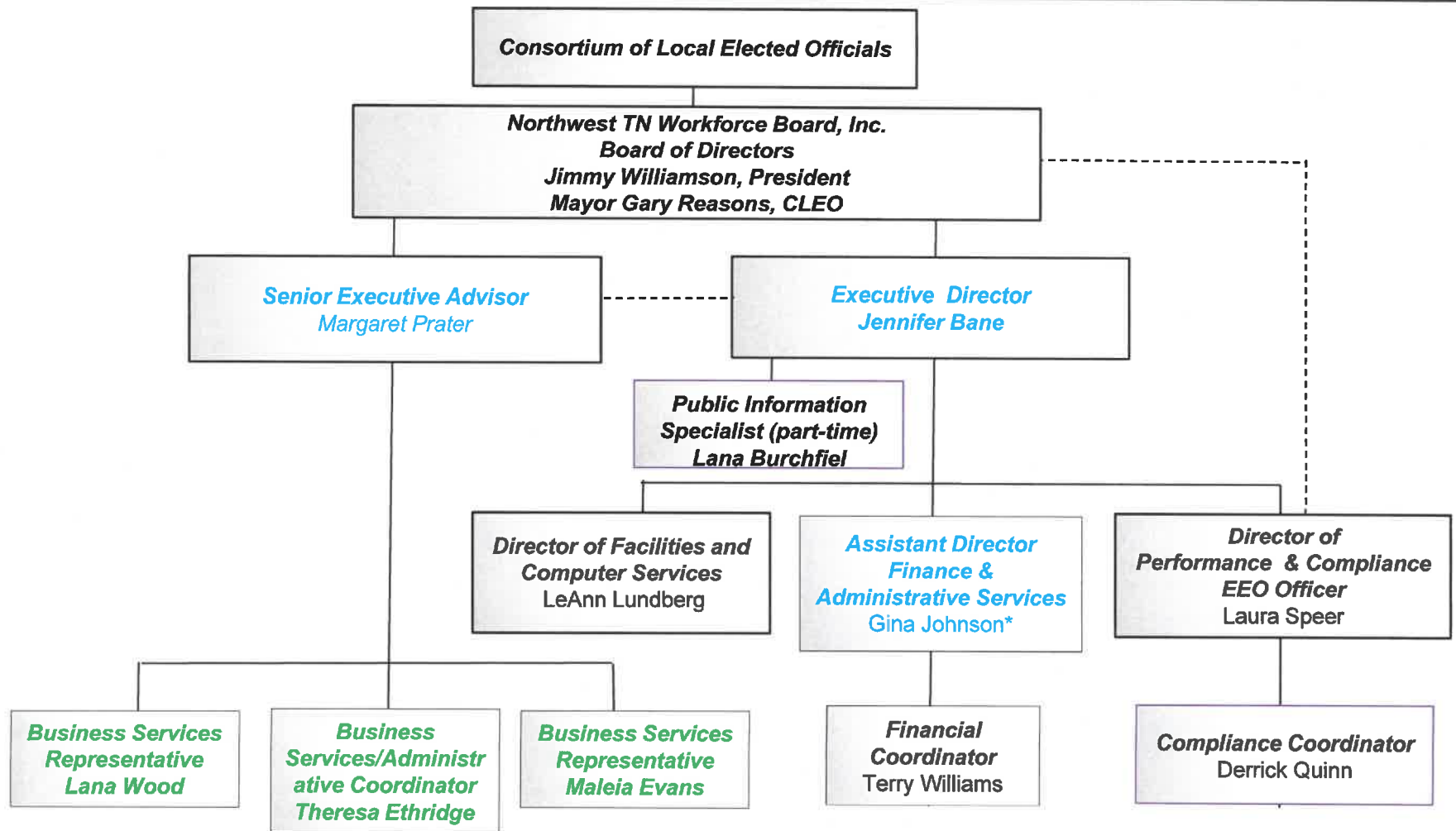
- **Financial Status Report:** Jennifer reviewed the handout, stating the July report will look different because of the money that went to DSCC. We received the RESEA grant today, which will be retroactive to July 1, 2018.
- **Minimum/ Maximum Requirements:** Since so many grants have closed, and the Transition Funds that were received, Jennifer has asked the State for guidance.

Facilities and Technology Update: LeAnn Lundberg reviewed the attached handouts from Tennessee Department of Human Services- Vocational Rehabilitation Program. She had them survey the new AJC buildings in Humboldt and Dyersburg to make sure they met the ADA requirements. Humboldt needed a doorbell and Dyersburg needed minor changes for a bathroom mirror. The Dyersburg center has recently been repaved and striped, which has made the parking much easier.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Kimberly Simpson
Adm. Assistant

Northwest TN Workforce Board, Inc. – Organizational Chart – October 2018





TENNESSEE DEPARTMENT OF HUMAN SERVICES - VOCATIONAL REHABILITATION PROGRAM
ACCESSIBILITY AND ACCOMMODATION SURVEY

AMERICAN JOB CENTER AT HUMBOLDT, TN

Location: 1751 E. Main Street
Humboldt, TN 38343

Date of Survey: July 17, 2018

Survey conducted by: Joel Blackford, Vocational Rehabilitation Program
Assisted by AJC staff and Lana Wood, LWDA 12 OSO

The Tennessee Vocational Rehabilitation (VR) Program is authorized to provide information and technical assistance to individuals and entities that are covered by the Americans with Disabilities Act (ADA) and Workforce Innovation and Opportunity Act (WIOA) Section 188. However, VR is not responsible for enforcement of the ADA or WIOA requirements. The information and/or technical assistance in this report are intended solely as informational guidance and are neither a determination of legal rights or responsibilities under the ADA or WIOA nor binding on any agency enforcement responsibilities under the ADA or WIOA.

Following are the survey findings and recommendations.

1.0 Parking

- 1.1 The topography of the parking area is relatively level with no hazards or obstructions. The AJC is located in a building that is shared with other state and local agencies.
- 1.2 The shared parking area located at the AJC entrance has four accessible parking spaces with appropriate accessible parking signage painted on the pavement and posted.
- 1.3 There are two appropriately marked van accessible spaces with appropriately painted adjacent striped aisle for van accessibility.

Recommendations: None

2.0 Entrance

- 2.1 The building entrance for the AJC is has accessible signage posted but there is no automatic door opener or means for an individual to request assistance with opening the door. The door is not visible from the AJC reception area.

Recommendations: Install a door bell and instruction plaque for individuals to request assistance with opening the door.

3.0 Reception

- 3.1 The reception area desk is wheel chair accessible. Staff is aware of how to greet and serve an individual in a wheel chair.
- 3.2 There is information posted at the reception area desk that informs individuals with disabilities to ask for assistance.

Recommendations:

General information documents given to all persons should be available in Braille or large print. Two copies are recommended. Contact VR for assistance with obtaining documents in Braille. Documents in large print can be produced by staff by increasing the font size to 18 - 22.

4.0 Public Areas

- 4.1 All public areas are accessible with no hazards.

Recommendations: None

5.0 Accessible Restrooms

- 5.1 Public restrooms are fully accessible.

Recommendations: None

6.0 Resource Room

- 6.1 The resource room work stations meet the minimum requirement for wheel chair accessibility.
- 6.2 The resource room and staff can accommodate individuals with disabilities.

Recommendations: None

7.0 Communication

- 7.1 A telecommunications device for the deaf is available.
- 7.2 Staff is aware of how to use the phone relay service for the deaf and computers to communicate with the deaf and hard of hearing.
- 7.2 Staff is aware of contacting VR for assistance with obtaining documents in Braille.
- 7.3 Staff is aware of how to contact and schedule a sign language interpreter.

Recommendations: None

8.0 Signage

8.1 The AJC is located in a building shared with other state and local agencies.

Recommendations: None

9.0 Drinking Fountains

9.1 Drinking fountains in the building are accessible.

Recommendations: None

10.0 Fire Alarms

10.1 The AJC is located in a building shared with other state and local agencies.

Recommendations: None

11.0 Emergency Egress Planning

11.1 There is a general knowledge of emergency egress planning.

11.2 Staff understands that in the event of an emergency that all rooms within the AJC need to be cleared of customers and that individuals with disabilities may require additional assistance to exit the building.

Recommendations: None

In general, staff is ready to accommodate individuals with disabilities if accommodations are not available. For example, staff is ready to provide personal assistance for individuals with visual impairments; are able to raise tables for persons in wheelchairs; are able to rearrange furniture for persons in wheelchairs; etc.



TENNESSEE DEPARTMENT OF HUMAN SERVICES - VOCATIONAL REHABILITATION PROGRAM
ACCESSIBILITY AND ACCOMMODATION SURVEY

AMERICAN JOB CENTER AT DYERSBURG, TN

Location: 313 W. Cedar Street
Dyersburg, TN 38024

Date of Survey: July 17, 2018

Survey conducted by: Joel Blackford, Vocational Rehabilitation Program
Assisted by AJC staff and Lana Wood, LWDA 12 OSO

The Tennessee Vocational Rehabilitation (VR) Program is authorized to provide information and technical assistance to individuals and entities that are covered by the Americans with Disabilities Act (ADA) and Workforce Innovation and Opportunity Act (WIOA) Section 188. However, VR is not responsible for enforcement of the ADA or WIOA requirements. The information and/or technical assistance in this report are intended solely as informational guidance and are neither a determination of legal rights or responsibilities under the ADA or WIOA nor binding on any agency enforcement responsibilities under the ADA or WIOA.

Following are the survey findings and recommendations.

1.0 Parking

- 1.1 The topography of the parking area is relatively level with no hazards or obstructions.
- 1.2 The parking area has 25 parking spaces.
- 1.3 There is one accessible parking space with appropriate accessible parking signage painted on the pavement but not posted and appropriate striped aisle.
- 1.4 There is an appropriate curb cut to allow access to the sidewalk level.

Recommendations:

The OSO stated that the parking area was scheduled for restriping and that appropriate accessible signage would be posted.

2.0 Entrance

- 2.1 The building entrance is fully accessible with accessible signage posted and a door bell is present for an individual to request assistance. The entrance is also in the line of sight of the receptionist.

Recommendations: None

3.0 Reception

- 3.1 The reception area is wheel chair accessible. Staff is aware of how to greet and serve an individual in a wheel chair.
- 3.2 There is information posted at the reception area desk that informs individuals with disabilities to ask for assistance.

Recommendations:

- a. General information documents given to all persons should be available in Braille or large print. Two copies are recommended. Contact VR for assistance with obtaining documents in Braille. Documents in large print can be produced by staff by increasing the font size to 18 - 22.

4.0 Public Areas

- 4.1 All public areas are accessible with no hazards.

Recommendations: None

5.0 Accessible Restrooms

- 5.1 One restroom is designated accessible with appropriate accessible signage and is fully accessible.
- 5.2 The pipes under the sink are not covered.
- 5.3 The bottom edge of the mirror in the restroom does not meet the requirement of no higher than 40 inches from the floor.
- 5.4 There is not a coat hook located within the restroom.

Recommendations:

- a. Provide appropriate cover for the pipes under the sink.
- b. Install a mirror with the bottom edge no higher than 40 inches from the floor.
- c. Install a coat hook no higher than 48 inches from the floor.

6.0 Resource Room

- 6.1 The resource room work stations meet the minimum requirement for wheel chair accessibility.
- 6.2 The resource room and staff can accommodate individuals with disabilities.

Recommendations: None

7.0 Communication

- 7.1 A telecommunications device for the deaf is available. Staff is aware of how to use the phone relay service for the deaf and computers to communicate with the deaf and hard of hearing.
- 7.2 Staff is aware of contacting VR for assistance with obtaining documents in Braille.
- 7.3 Staff is aware of how to contact and schedule a sign language interpreter.

8.0 Signage

- 8.1 Room identification signage is present and with Braille.

Recommendations: None

9.0 Drinking Fountains

- 9.1 The drinking fountain is not accessible.

Recommendations:

Provide drinking cups for individuals who cannot access the drinking fountain.

10.0 Fire Alarms

- 10.1 There is no fire alarm system.

Recommendations:

- a. The building should meet the requirements set forth by the local fire marshal.

11.0 Emergency Egress Planning

- 11.1 There is a general knowledge of emergency egress planning.
- 11.2 Staff understands that in the event of an emergency that all rooms within the building, including restrooms, need to be cleared of customers and that individuals with disabilities may require additional assistance to exit the building.

Recommendations: None

In general, staff is ready to accommodate individuals with disabilities if accommodations are not available. For example, staff is ready to provide personal assistance for individuals with visual impairments; are able to raise tables for persons in wheelchairs; are able to rearrange furniture for persons in wheelchairs; etc.



Department of
**Labor & Workforce
Development**

Local Workforce Development Area12

Tennessee Department of Labor and Workforce Development
Office of Program Accountability Review
Subrecipient Monitoring Report | October 2018





October 12, 2018

The Honorable Gary Reasons
Mayor of Crockett County
Local Workforce Development Area 12, CLEO
1 South Bells Street
Alamo, Tennessee 38001

Jennifer Bane, Executive Director
Northwest Tennessee Workforce Board
708 East Court Street
Dyersburg, TN 38024

Dr. Karen Bowyer, President
Dyersburg State Community College
1510 Lake Road
Dyersburg, TN 38024

Dear Mayor Reasons, Ms. Bane, and Dr. Bowyer,

Program Accountability Review (PAR) has completed its monitoring of Local Workforce Development Area 12, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northwest Tennessee Workforce Board. The monitored grants are listed in the *Appendix* of the monitoring report. A copy of the monitoring report is attached.

Sincerely,

A handwritten signature in cursive script that reads "Christopher A. Risher".

Christopher Risher
Director of Internal Audit

cc: Jimmy Williamson, LWDB Chair
Burns Phillips, TDLWD Commissioner
Deniece Thomas, TDLWD
James Roberson, TDLWD
Jaylene Younge, TDLWD
Ivan Greenfield, TDLWD
Robert Tyler Manning, TDLWD

Executive Summary

On October 8, 2018, staff from the Tennessee Department of Labor and Workforce Development (TDLWD), Office of Program Accountability Review (PAR), completed an on-site review of Local Workforce Development Area 12, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northwest Tennessee Workforce Board. Refer to the *Appendix* for a listing of the monitored grants.

Key Findings

- Case management needs improvement.

Local Workforce Development Area 12

Introduction

On October 8, 2018, staff from PAR completed an on-site monitoring visit of Local Workforce Development Area 12, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Northwest Tennessee Workforce Board. Monitoring included a review of the grants with TDLWD. Refer to the *Appendix* for a listing of the monitored grants.

PAR conducted the monitoring review in accordance with the Department of General Services, Central Procurement Office, *Policy 2013-007, Grant Management and Subrecipient Monitoring Policy and Procedures*, Amended February 15, 2018.

Monitoring objectives were to:

- assess the reliability of internal controls,
- verify that program objectives are being met,
- verify that civil rights requirements are being met,
- test the reliability of the financial and programmatic reporting,
- test if costs and services are allowable and eligible, and
- verify grant compliance.

A monitoring review is substantially less in scope than an audit. PAR did not audit the financial statements and, accordingly, does not express an opinion or any assurance regarding the financial statements of Northwest Tennessee Workforce Board.

Were any issues noted during the on-site review?

1. Case management needs improvement.

The Compliance and Policy Unit within the Workforce Services Division performed a review of a sample of participant files in Jobs4TN (i.e., VOS) and noted the following issues:

	Adult	Dislocated Worker	Youth	RESEA	SNAP
Sample Size	57	39	30	34	20

	Adult	Dislocated Worker	Youth	RESEA	SNAP
Issue(s):					
NCRC was administered prior to WIOA enrollment	18	11	4		
Missing application or application not signed	1				
Insufficient case notes (included follow-up and timely entered)			4	2	
EO/Grievance Form missing signature	2				
Missing documentation (Employment Development Plan, Driver's License, EO/Grievance, IEP [EDP], resume)				8	
Initial assessment activity was not present					13
Monthly follow-ups were not conducted resulting in monthly assessment to uncover new barriers not being administered					6
Participant's last name does not agree with all supplied documentation		1			

Figure 1. Listing showing case management issues by program.

Section 185(a)(1) of the *Workforce Innovation and Opportunity Act* states, "Recipients of funds under this title shall keep records that are sufficient to permit the preparation of reports required by this title and to permit the tracing of funds to a level of expenditure adequate to ensure that funds have not been spent unlawfully."

Paragraph 1a of the *Workforce Services Guidance – Electronic Case Files – WIOA* states, "In order to case manage participants, LWDBs and the American Job Center (AJC) System must use Jobs4TN to:

- Create participant applications
- Record provided services
- Upload supporting documentation to verify eligibility
- Provide case notes regarding interactions with participants.”

How do we respond to these issues?

Northwest Tennessee Workforce Board must submit a corrective action plan outlining strategies to correct the findings no later than 15 days from the date of this report to:

Robert T. Manning
 Department of Labor and Workforce Development
 220 French Landing Drive
 Nashville, TN 37243
Robert.T.Manning@tn.gov

Were there any observations?

1. Financial reports were submitted timely.

The grants between Tennessee Department of Labor and Workforce Development (TDLWD) and Dyersburg State Community College or Northwest Tennessee Workforce Board require monthly financial reports and a final close-out report. According to the grant agreements and other guidance, the monthly financial report is due 25 days after the end of the applicable month, while the final close-out report is due 45 days after the end of the grant¹. Of the 191 reports tested, we determined the following:

- Three (3) of 191 (1.6%) reports were not submitted timely. Northwest Tennessee Workforce Development Board or Dyersburg State Community College submitted reports an average of 16 days late, with the days late ranging from five (5) to 28. See the below table showing the report submissions by month.

For the Month Ending	Reports Submitted Timely	Reports Not Submitted Timely
January 31, 2017	14	1
February 28, 2017	16	1

¹ If the due date was on a weekend or a holiday, then the prior work day was used as the due date.

For the Month Ending	Reports Submitted Timely	Reports Not Submitted Timely
March 31, 2017	18	
April 30, 2017	18	
May 31, 2017	13	
June 30, 2017	24	
July 31, 2017	2	
August 31, 2017	5	
September 30, 2017	16	
October 31, 2017	16	
November 30, 2017	14	1
December 31, 2017	16	
January 31, 2018	16	
Total	188	3

Figure 2. Listing of timely and untimely submitted reports by month end.

2. Personnel costs for board staff does not seem appropriate.

Section 107(d) of the *Workforce Innovation and Opportunity Act* describes the duties of the board and board staff. According to job plans for specific board staff, it appears that their job duties agree with the descriptions in Section 107(d). Because the job plans agree with these duties, we would have expected a majority of these job functions to have an administrative purpose, as opposed to a program purpose. The determination of administrative or program purpose is outlined in the state's guidance regarding cost classification. Board staff maintain timesheets and allocated their time between administrative and program on their individual timesheets. However, during the period of July 1, 2017, through December 31, 2017, four (4) positions had a majority of their time charged to program, as opposed to administrative, as shown in the below table.

Positions	Percentage Charged to Administrative
Executive Director	19%
Chief Operating Officer	32%
Administrative Assistants (2)	16%

Figure 3. Percentage of time charged to administration by position.

Since board staff's salaries and benefits are allocated based on the actual time worked, we are not questioning costs. But, board staff should ensure that their job duties are properly classified between administrative and program.

3. Area 12 met the Minimum Participant Cost Rate.

Paragraph I in the Workforce Services Policy 17-11 regarding the Minimum Participant Cost Rate (MPCR) states, "Each local workforce development board shall ensure a minimum of 40 percent of their WIOA Title I formula allocations...is expended on allowable participant costs under WIOA funded services..." As of June 30, 2018, Local Area Workforce Board 12 reported a MPCR of 48.43%.

Which grants were monitored?

Agency	Service Provided	Grant Number	Grant Period	Grant Max. Liability
DSCC	Adult	LW12F161ADULT16	10/01/15 - 06/30/17	\$1,060,619.00
DSCC	Adult	LW12P161ADULT17	07/01/16 - 06/30/18	\$127,209.63
DSCC	Adult	LW12F171ADULT17	10/01/16 - 06/30/17	\$919,570.84
NWTWB	Adult	LW12P162ADULT17	07/01/17 - 06/30/18	\$26,372.37
NWTWB	Adult	LW12F172ADULT17	07/01/17 - 06/30/18	\$182,683.16
NWTWB	Adult	LW12P171ADULT18	07/01/17 - 06/30/19	\$134,403.00
NWTWB	Adult	LW12F181ADULT18	10/01/17 - 06/30/19	\$914,751.00
DSCC	Dislocated Worker	LW12P151DSLWK16	07/01/15 - 06/30/17	\$144,753.00
DSCC	Dislocated Worker	LW12F161DSLWK16	10/01/15 - 06/30/17	\$797,799.00
DSCC	Dislocated Worker	LW12P161DSLWK17	07/01/16 - 06/30/18	\$129,635.15
DSCC	Dislocated Worker	LW12F171DSLWK17	10/01/16 - 06/30/18	\$626,407.27
NWTWB	Dislocated Worker	LW12P162DSLWK17	07/01/17 - 06/30/18	\$25,267.85
NWTWB	Dislocated Worker	LW12F172DSLWK17	07/01/17 - 06/30/18	\$385,569.73
NWTWB	Dislocated Worker	LW12 P171DSLWK18	07/01/17 - 06/30/19	\$147,624.00
NWTWB	Dislocated Worker	LW12F181DSLWK18	10/01/17 - 06/30/19	\$781,166.00
DSCC	Youth	LW12P151YOUTH16	04/01/15 - 06/30/17	\$1,152,812.00
DSCC	Youth	LW12P161YOUTH17	04/01/16 - 06/30/18	\$1,177,552.11
DSCC	Youth	LW12P171YOUTH18	04/01/17 - 06/30/19	\$69,647.94

Agency	Service Provided	Grant Number	Grant Period	Grant Max. Liability
NWTWB	Youth	LW12P162YOUTH17	07/01/17 - 06/30/18	\$103,699.89
NWTWB	Youth	LW12P172YOUTH18	07/01/17 - 06/30/19	\$983,230.06
DSCC	Rapid Response	LW12F153APRSP15	11/22/15 - 06/30/17	\$38,100.00
DSCC	Rapid Response	LW12P141FTRSP15	08/10/15 - 06/30/17	\$108,816.00
DSCC	Rapid Response	LW12F161DWRSP16	07/01/16 - 06/30/17	\$22,499.01
DSCC	Rapid Response	LW12F154IWRSP15	02/15/17 - 06/30/17	\$51,956.61
NWTWB	Rapid Response	LW12F173DWRSP17	07/01/17 - 06/30/18	\$307,500.00
NWTWB	Rapid Response	LW12F174CBRSP17	07/01/17 - 06/30/18	\$306,192.57
DSCC	Re-employment Service & Eligibility Assessment	LW12P161RESEA17	04/01/16 - 03/31/17	\$192,800.00
DSCC	Re-employment Service & Eligibility Assessment	LW12F171RESEA17	02/01/17 - 12/31/17	\$90,666.62
NWTWB	Re-employment Service & Eligibility Assessment	LW12F172RESEA17	07/01/17 - 06/30/18	\$136,033.38
DSCC	Statewide Activities	LW12F161IWSWA16	01/04/16 - 12/31/16	\$72,036.50
DSCC	Statewide Activities	LW12P151NCSWA16	07/01/16 - 06/30/18	\$115,997.22
DSCC	Statewide Activities	LW12F152MNSWA15	02/15/17 - 06/30/17	\$2,597.83
NWTWB	Statewide Activities	LW12F162MNSWA16	07/01/17 - 06/30/18	\$31,287.00
NWTWB	Statewide Activities	LW12F172MNSWA17	07/01/17 - 06/30/18	\$11,500.00
NWTWB	Statewide Activities	LW12P152NCSWA16	07/01/17 - 06/30/18	\$89,002.78
DSCC	Supplemental Nutrition Assistance Program	LW12F171QSNAP17	01/01/17 - 09/30/17	\$76,571.10
NWTWB	Supplemental Nutrition Assistance Program	LW12F172QSNAP17	07/01/17 - 09/30/17	\$37,962.40
NWTWB	Supplemental Nutrition Assistance Program	LW12F181QSNAP18	10/01/17 - 06/30/18	\$18,747.00

Agency	Service Provided	Grant Number	Grant Period	Grant Max. Liability
DSCC	Wagner Peyser	LW12P141WP32516	01/01/16 - 06/30/17	\$71,130.42
NWTWB	Infrastructure	LW12P171ESIFA18	07/01/17 -06/30/18	\$281,344.29

Figure 4. Listing of LWDA 12 monitored grants. *No expenditures charged to the grant as of the monitoring date.



**Northwest Tennessee
WORKFORCE BOARD**

Administrative Office
708 E. Court St. • Dyersburg, TN 38024
(731) 286-3585 • Toll Free (866) 286-3585
TDD #7-1-1

Mr. Robert T. Manning
Director of Internal Audit
Tennessee Department of Labor and Workforce Development
220 French Landing Dr.
Nashville, TN 37243

Dear Mr. Manning,

In response to the TN Department of Labor and Workforce Development, Office of Program Accountability Review, Sub-recipient Monitoring Report for Local Workforce Development Area 12, received on October 12, 2018 for the review conducted March 26 – October 8, 2018, we concur in part to the following finding:

Case management needs improvement

The following chart identifies areas of concurrence/non-concurrence, comments and corrective action as applicable. According to the report the sample size was 57 Adult; 39 Dislocated Worker; 30 Youth; 34 RESEA; 20 SNAP.

Issue	# Cases	Concurrence/Provider	Corrective Action or Comment of Non-Concurrence
NCRC was administered prior to WIOA enrollment	18 Adult 11 DW 4 Youth	No, Title I Provider	Comment: 10-18-18 TDLWD acknowledged all NCRCs were administered prior to State policy effective 2-8-18. NWTNWB notified One-Stop Operator and Service Provider on 11-14-17 to discontinue using NCRC as initial assessment effective immediately. References to NCRC were removed from Assessment Manual. One-Stop Operator and Service Provider have been instructed that all NCRC testing must be completed AFTER Title I enrollment. If same date of enrollment, case note should indicate testing completed after enrollment.
Missing application or application not signed	1 Adult	No, Title I Provider	Comment: Documentation was provided during on-site review (March 2018) that Application was signed & uploaded July 27, 2017.
Insufficient case notes (included follow-up and timely entered)	4 Youth 2 RESEA	Yes, Youth Title I Provider Yes, RESEA Title III State Staff	Corrective Action: One-Stop Operator and Service Providers have been instructed to review Participant Services Manual, pages 50-62, Guidelines for Case Notes; Case Notes Guide of Example Case Notes; Follow-up Services, and other procedures related to specific programs. NWTNWB suggests One-Stop Operator provide training to all partners on providing detailed, timely case notes.
EO/Grievance Form missing signature	2 Adult	Yes, Title I Provider	Corrective Action: Participant signed; however, Career Advisor Signature missing. One-Stop Operator and Services Providers have been instructed to have staff review Participant Forms Manual, page 2, Section III. Policy and page 23, Equal Opportunity is the Law form.



**Northwest Tennessee
WORKFORCE BOARD**

Administrative Office
708 E. Court St. • Dyersburg, TN 38024
(731) 286-3585 • Toll Free (866) 286-3585
TDD #7-1-1

Missing documentation (Employment Development Plan, Driver's License, EO/Grievance, IEP (EDP), resume	8 RESEA	No, Title I Provider Yes, Title III State Staff	Comment: The 2 Title I files noted as finding for resume included a resume at the time of review. Corrective Action: The 6 files with finding in custody of Title III State Staff. The One-Stop Operator and Title III State Staff have been advised to review RESEA policies and procedures and comply. Additional Preemptive Action: One-Stop Operator contract effective 9-17-18 includes – Conduct Quality Review – Reviewing eligibility determination of program participants to ensure that individuals enrolled are receiving the provided services; ensuring access to services; monitoring partners/providers to assure compliance and submit reports to NWTNWB.
Initial assessment activity was not present	13 SNAP	No, Title I Provider Yes, Title III State Staff	Comment: 3 of 13 were in custody of Title I. Documentation was provided that Assessment Activity was not available to enter into VOS at time files were reviewed. After speaking with a regional partner the Title I Service Provider requested information and received an email from Snap.ET@tn.gov on 2-20-18 12:39 PM from Lisa Johnson, states "The 102 and 205 activity code was just recently added in the SNAP module and can be completed there now...". All files reviewed were prior to this date. Title I no longer provides SNAP Services as of 6-30-18. Corrective Action: 10 of 13 files with findings were in custody of Title III State Staff. The One-Stop Operator and Title III State staff have been advised to review SNAP policies and procedures and comply. Additional Preemptive Action: One-Stop Operator contract effective 9-17-18 includes – Conduct Quality Review – Reviewing eligibility determination of program participants to ensure that individuals enrolled are receiving the provided services; ensuring access to services; monitoring partners/providers to assure compliance and submit reports to NWTNWB.



**Northwest Tennessee
WORKFORCE BOARD**

Administrative Office
708 E. Court St. • Dyersburg, TN 38024
(731) 286-3585
TDD #7-1-1

Monthly follow-ups were not conducted resulting in monthly assessment to uncover new barriers not being administered.	6 SNAP	No, Title I Provider Yes, Title III State Staff	Comment: No files with findings were in custody of Title I. Title I no longer provides SNAP Services as of 6-30-18. Corrective Action: All 6 files with finding were in custody of Title III. The One-Stop Operator and Title III State staff have been advised to review SNAP policies and procedures and comply. Additional Preemptive Action: One-Stop Operator contract effective 9-17-18 includes – Conduct Quality Review – Reviewing eligibility determination of program participants to ensure that individuals enrolled are receiving the provided services; ensuring access to services; monitoring partners/providers to assure compliance and submit reports to NWTNWB.
Participant's last name does not agree with all supplied documentation	1 DW	Yes, Title I Provider	Corrective Action: Social Security Card and Food Stamp agree. Driver's license does not. This has been acceptable in past. Request guidance prior to issuing corrective action to One-Stop Operator and Service Providers.

The Northwest TN Workforce Board appreciates the opportunity to offer comments and corrective action to the finding. If you have any questions, please do not hesitate to contact me.

Sincerely,

Jennifer Bane
Executive Director



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

Dear Chief Local Elected Official,

On May 11, 2018, Tennessee's State Workforce Development Board (SWDB) staff completed an extensive analysis of the local workforce development areas (LWDA), federal and state resources, and labor market data. Upon completion of this analysis, it was determined that Tennessee must align its resources to allow for a more efficient and effective government and bring forth innovation and best practices that will help Tennessee lead the nation in jobs, education, and government efficiency. The SWDB needed increased flexibility to design and deliver workforce services that would allow SWDB to serve its constituents effectively through the Tennessee Workforce System. Therefore, Tennessee's SWDB submitted five (5) Workforce Innovation and Opportunity Act (WIOA) waivers from the Department of Labor for use at the state level to benefit workforce areas in supporting and aligning our Governor's Drive to 55 mission, "Equipping 55% of Tennesseans with a college degree or certificate by 2025."

It is with great pleasure that we inform you that three of the five waiver requests were approved.

Requested Waiver: Reducing the percentage of expenditures for out of school youth (OSY) from seventy-five percent (75%) to fifty percent (50%).

The State's request to waive the requirement that local areas expend seventy-five percent (75%) of local formula youth funds on OSY is approved. ETA approves the requested waivers for Program Years (PYs) 2018 and 2019 (July 1, 2018 through June 30, 2020). Tennessee may lower the target rate for expenditure of local youth funds to fifty percent (50%) on OSY.

Requested Waiver: Allow Tennessee to provide Individualized Training Accounts (ITAs) to at-risk in-school youth (ISY).

The State's request to waive the requirement limiting ITAs to only OSY ages 18-24 is approved. ETA approves this waiver for PYs 2018 and 2019 (July 1, 2018 through June 30, 2020).

Requested Waiver: Allow Tennessee to collect and report performance data for all WIOA funded participants.

The State's request to waive the obligation of Eligible Training Providers (ETPs) to collect and report performance data on all students in a training program is approved. ETA approves this waiver for PYs 2018 and 2019 (July 1, 2018 through June 30, 2020).

To summarize, effective immediately, LWDBs can elect to expend 50% of program funding on both ISY and OSY and issue ITAs to participants that classify as ISY at enrollment. For the ETPs, they will only have to report on WIOA-funded participants, whereas previously they were required to report on all students in a training program whether WIOA-funded or not.

LWDBs can elect not to adopt the new expenditure of 50% for both youth populations.

If a LWDB elects not to participate in the new expenditure, a detailed service strategy on how the area will serve the at-risk ISY population will need to be submitted no later than **Friday, October 12, 2018**. The detailed service strategy must include how the area will utilize community resources and community partners to serve the at-risk ISY population. If no response is submitted by deadline, the area will default to the new expenditure of 50% ISY and 50% OSY.

Please send all correspondences to workforce.board@tn.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Deniece Thomas', with a long horizontal flourish extending to the right.

Deniece Thomas,
Assistant Commissioner,
Tennessee Department of Labor & Workforce Development

Individual Training Account

Effective Date: May 22, 2018

Duration: Indefinite

Purpose: To establish a policy for use of Individual Training Accounts (ITAs) for in-demand occupations.

Policy: An Individual Training Account (ITA) voucher may be available to provide funding for WIOA eligible adults, dislocated workers and out of school youth, observing Priority of Service policies, who have completed an assessment and been determined to need in-demand occupational skills training to become gainfully employed. An ITA may be provided if the State Workforce Agency (SWA) or one-stop center staff determine, after an interview, evaluation or assessment, and career planning, that the eligible individual is:

- Unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through Career Services alone;
- In need of training services to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment, through Career Services alone; and
- In possession of the skills and qualifications to successfully participate in the selected program of training services.

Training services must be linked to in-demand employment opportunities in the local area or planning region or in a geographic area in which the individual is willing to commute or relocate.

The selection of training services should be conducted in a manner that maximizes customer choice, is linked to in-demand occupations, informed by the performance of relevant training providers, and coordinated to the extent possible with other sources of assistance.

The Northwest Tennessee Workforce Board limits ITAs to programs on the WIOA Eligible Training Provider List that lead to a credential in a period of 2 years or less, including Challenge/CLEP tests, when appropriate. ITA funding is for unmet need for cost of training not covered by other federal or State financial aid, such as Pell, Lottery, TN Promise, and TN Reconnect. WIOA funds are considered "last dollar." ITA funding is authorized per training term (quarter, semester, trimester, etc.), with subsequent terms authorized after successful completion of the previous term. The ITA is limited to ~~\$3,000~~ \$4,000 per year, for two years, with total cost limited to ~~\$6,000~~ \$8,000 during participation in the WIOA program (approved effective 11-13-12).

The One-Stop Operator may file an appeal with the NWTNWB Executive Director for additional time/funding for the participant for extenuating circumstances that prohibit successful completion.

A Needs Assessment/Financial Aid Worksheet, identifying costs and financial aid information, and staff authorizing the ITA, must be completed prior to authorizing funding. The AJC staff should provide career guidance; however, the participant's choice for a training provider must be observed.

Supportive Services

Effective Date: May 22, 2018

Duration: Indefinite

Purpose: To provide policy for providing supportive services for eligible participants.

Policy: The Northwest TN Workforce Board, through the regional planning process and in compliance with TDLWD policy, recognizes that Supportive Services are limited and must be leveraged with other local and state resources. Supportive services should only be provided when the services are not available elsewhere, since WIOA is considered funding of last resort. Funds allocated to a local area (WIOA Section 133) may be used to provide supportive services to Adults and Dislocated Workers who:

- (1) Are participating in programs with activities authorized in WIOA Section 134(c)(1)(A)(ii) or WIOA Section 134(c)(1)(A)(iii);
- (2) Have exited and need post-program support services as follow-up (for up to 12 months after exit); and
- (3) Are unable to obtain such supportive services through other programs providing such services.

Supportive services for youth, as defined in WIOA Section 3(59), are services that enable an individual to participate in WIOA activities.

Participants in WIOA programs who face significant barriers to employment, such as recipients of public assistance, low-income individuals, or individuals who are basic skills deficient, should be given service according to their level of need.

Supportive Services are not entitlements and must be supported by demonstration of financial need. The participant's need for services will be documented in the case file; participants enrolled in individualized career or training services and must demonstrate need in the Individual Employment Plan or Individual Service Strategy. When multiple options are available for receiving supportive services, documentation must show a reasonable effort was made to determine and choose the lowest, competitively priced service available. Support services activities and supporting case notes will be entered into VOS by AJC staff.

Allowable Support Services

The allowable support services as described below will be made available in the following manners:

Referral and Coordination

The One-Stop Operator and Service Providers shall ensure procedures are in place to coordinate support services through community partner referral to avoid duplication for the following:

- linkages to community services;
- assistance with childcare and dependent care;
- assistance with housing;
- reasonable accommodations for youth with disabilities;
- legal aid services;
- referrals to healthcare;

Payments on Behalf of Participants

The following support services will be paid ~~through the Individual Training Account, subject to a \$3,000~~

~~per year or \$6,000 limit unless otherwise specified,~~ on behalf of the participant, directly by the service provider, or as a reimbursement to the participant, depending on the needs of the participant. Duration, unless otherwise noted, is limited to approved terms of participation in occupational skill training (i.e. up to two years). Amounts are limited to actual cost, subject to maximum limitations set out in this policy. Documentation of support service costs, issued by the training provider and / or vendor, must be maintained in the participant's case file.

- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eye glasses and protective eye gear;
- assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes;
- assistance with educational testing;
- payments and fees for employment and training-related applications, tests and certifications.
- Work related support service up to \$300 one time only payment for uniforms, drug screens, background checks, supplies, etc. needed to be successful in work experience activities.

Direct Payments to Participants

The following support services will be paid directly to the participant. Duration is limited to approved terms of participation in occupational skill training or first 30 days of employment related activities.

Transportation assistance

The LWDA will provide transportation assistance for an eligible WIOA participant attending an LWDA approved training provider and program for occupational skills training or for Out-of-School youth to the worksite for the first 30 days of employment. The transportation assistance will be paid through a stipend payment paid at intervals consistent with the training provider terms or a one-time only payment for Out-of-School youth in work experience. Out of School Youth who transitioned from an In-School Youth Program and choose a University Parallel program of study may receive support services, including transportation assistance, in order to complete the goals established in the individual service strategy. Subsequent ITA funding will require the participant, program and provider to meet all local/state criteria.

The payment will be based on ~~\$.10~~ \$0.15 per mile one-way unit per day (converted to roundtrip). Participants receiving transportation assistance from another organization (i.e. Workforce Essentials) are not eligible to receive a full transportation stipend from WIOA. As last dollar funds, all other programs must pay first before WIOA funds can be authorized.

In the event that a participant is receiving travel funding from another program, the total amount anticipated to be received in transportation assistance from the other agency must be deducted from the transportation assistance amount WIOA expects to pay.

To be eligible for this stipend, one must be in good standing and making satisfactory progress, be a fulltime student with no more than 1/2 of the credit hours being for remedial / developmental classes (Adults and Dislocated Workers ONLY - does not apply to Youth), must not drop or be removed from a course without notifying and providing needed information to the WIOA staff member regarding this action, etc.

Participants may receive a travel stipend for the first 30 days of a work experience activity to offset their gas expenses until they have received one month of pay, at which time, they should have been able to budget money out of their paychecks to pay for their own gas expenses.

Training Provider	Sum of Amount	# of Participants	Average
Bethel University	\$ 6,170.00	3	\$ 2,056.67
Career Academy, LLC	\$ 5,800.00	4	\$ 1,450.00
Dental Staff School of Tennessee	\$ 51,000.00	17	\$ 3,000.00
Drive Train	\$ 26,000.00	10	\$ 3,400.00
Driver Training Center LLC	\$ 8,000.00		
Dyersburg State Community College	\$ 91,808.98	57	\$ 1,610.68
Jackson State Community College	\$ 28,664.62	16	\$ 1,791.54
Magic Valley CNA Program	\$ 39,000.00	28	\$ 1,392.86
Murray State University	\$ 491.00	1	\$ 491.00
Nashville State Community College	\$ 3,000.00	1	\$ 3,000.00
North American Lineman Training Center LL	\$ 18,000.00	7	\$ 2,571.43
Road Runner Driving School	\$ 22,500.00	9	\$ 2,500.00
Roadmaster Drivers School of Millington	\$ 6,000.00	1	\$ 6,000.00
Southeast Lineman Training Center	\$ 3,000.00	1	\$ 3,000.00
TCAT Covington	\$ 28,225.93	22	\$ 1,283.00
TCAT Jackson	\$ 10,644.51	8	\$ 1,330.56
TCAT McKenzie	\$ 8,214.25	10	\$ 821.43
TCAT Newbern	\$ 88,604.96	69	\$ 1,284.13
TCAT Paris	\$ 23,164.82	22	\$ 1,052.95
TCAT Ripley	\$ 41,720.53	33	\$ 1,264.26
TCAT Whiteville	\$ 818.00	1	\$ 818.00
TN PProfessional Training Institute	\$ 3,000.00	1	\$ 3,000.00
Union University	\$ 3,000.00	1	\$ 3,000.00
University Of Memphis	\$ 8,922.05	6	\$ 1,487.01
University Of Tennessee At Martin	\$ 125,563.11	58	\$ 2,164.88
(blank)			
Grand Total	\$ 651,312.76	386	\$ 2,073.77

UTM Fall 2018 Unmet Need Amounts	
\$ 2,857.75	\$ 2,152.35
\$ 5,744.00	\$ 4,540.00
\$ 3,875.70	\$ 1,949.75
\$ 3,752.25	\$ 1,190.00
\$ 2,144.75	\$ 3,583.50
\$ 1,802.60	\$ 2,321.09
\$ 1,395.00	\$ 2,071.50
\$ 5,340.20	\$ 5,247.05
\$ 2,838.00	\$ 1,460.00
\$ 2,547.55	\$ 5,545.00
\$ 1,650.65	\$ 1,155.10
\$ 2,072.50	\$ 3,591.05
\$ 2,968.90	\$ 1,520.60
\$ 3,147.00	\$ 2,396.55
\$ 5,671.70	\$ 4,903.40
\$ 2,172.20	\$ 2,542.43
\$ 2,335.00	\$ 2,752.50
\$ 3,081.90	\$ 4,930.00
\$ 2,451.30	\$ 4,419.65
\$ 1,617.00	\$ 4,045.00
\$ 5,110.13	\$ 1,180.00
\$ 5,394.85	\$ 1,830.30
\$ 4,767.40	\$ 2,691.10
Average	\$ 3,103.40

Request for Individual Training Account and Transportation Assistance Increase

Career Service Provider- Dyersburg State Community College

Individual Training Account (ITA) and Travel background:

The ITA funding level shall not exceed \$3,000 per year (ITA only or ITA with supportive services combined to total \$3,000 per year). The NW TN Workforce Board voted on \$3,000 ITA limit 11/13/2012 with an effective date of 11/13/2012; not to exceed \$6,000 total during participation in the WIOA program. Prior to the Workforce Board's decision, in May 2010, the ITA equaled \$4,000, and prior to that, the ITA equaled the maximum Pell Grant amount and increased as Pell Grant maximums increased.

The in-state tuition at a 4-year public institution in the Northwest LWDA region increased 31.10% from 2012-2018. Many of our participants attending a university still need to take out student loans after receiving our funding, while students at the TCAT and Community College may be eligible for TN Promise and TN Reconnect so they are less likely to have an unmet need after receiving WIOA funding.

Annual costs UTM 2018

- Tuition & Fees (in-state): \$9,515
- Housing (Ellington/Browning Residence Halls): \$2,820
- Housing (Ellington/Browning Residence Halls): \$1,365
- Meals (10 meals per week): \$3,138
- Books: \$1,400
- Total (in-state): \$16,873

AAA national gas prices cited the national average per gallon on 10/15/18 as \$2.89, which is .42 more than one year ago.

Recommendation: Increase the ITA amount and separate travel costs from the ITA.

THE UNIVERSITY OF TENNESSEE AT MARTIN
TUITION AND FEES
2008 - 2018

FULL-TIME

Tennessee Resident	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹ - less than 60 hours ⁶	\$2,619	\$2,876	\$3,088	\$3,352	\$3,521	\$3,750	\$4,005	\$4,156	\$4,544	\$4,618
Undergraduates ¹ - more than 60 hours ⁶	\$2,619	\$2,876	\$3,088	\$3,352	\$3,521	\$3,750	\$4,005	\$4,156	\$4,239	\$4,309
Graduates ²	\$3,042	\$3,329	\$3,582	\$3,895	\$4,097	\$4,362	\$4,654	\$4,824	\$4,948	\$5,031
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
Domestic Out-of-State⁴	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹ - less than 60 hours ⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$7,424	\$7,498
Undergraduates ¹ - more than 60 hours ⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$7,119	\$7,189
Graduates ²	\$8,363	\$9,022	\$9,787	\$10,100	\$10,674	\$11,328	\$11,626	\$11,796	\$7,828	\$7,911
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75
International Out-of-State⁵	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹ - less than 60 hours ⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$11,516	\$11,590
Undergraduates ¹ - more than 60 hours ⁶	\$7,940	\$8,569	\$9,293	\$9,557	\$10,099	\$10,722	\$10,977	\$11,128	\$11,211	\$11,281
Graduates ²	\$8,363	\$9,022	\$9,787	\$10,100	\$10,674	\$11,328	\$11,626	\$11,796	\$11,920	\$12,003
Student Activities Fee	\$207	\$207	\$207	\$217	\$217	\$217	\$227	\$277	\$277	\$282
Debt Service Fee	\$87	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190	\$190
Student Health and Counseling Fee ³	-	-	-	-	-	-	\$30	\$30	\$30	\$30
Technology Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$125	\$125	\$125	\$125
Facilities Fee	\$25	\$25	\$25	\$25	\$25	\$75	\$75	\$75	\$75	\$75

¹Full-Time Undergraduate cost per semester for 12 or more semester hours.

²Full-Time Graduate cost per semester for 9 or more semester hours.

³Student Health Counseling Fee began fall 2014.

⁴Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

⁵International Out-of-State tuition rates began fall 2016.

⁶Undergraduate cost for full time students is based on cumulative credit hours earned beginning fall 2016.

THE UNIVERSITY OF TENNESSEE AT MARTIN
TUITION AND FEES
2008 - 2018

PART-TIME

TN Resident

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹	\$221	\$242	\$259	\$281	\$295	\$318	\$334	\$347	\$353	\$358
Graduates ¹	\$340	\$372	\$400	\$435	\$457	\$487	\$518	\$538	\$552	\$560
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9

Non-Resident³

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹	\$665	\$717	\$777	\$799	\$844	\$897	\$915	\$928	\$993	\$598
Graduates ¹	\$932	\$1,005	\$1,090	\$1,125	\$1,188	\$1,261	\$1,293	\$1,313	\$872	\$880
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9

International Out-of-State⁴

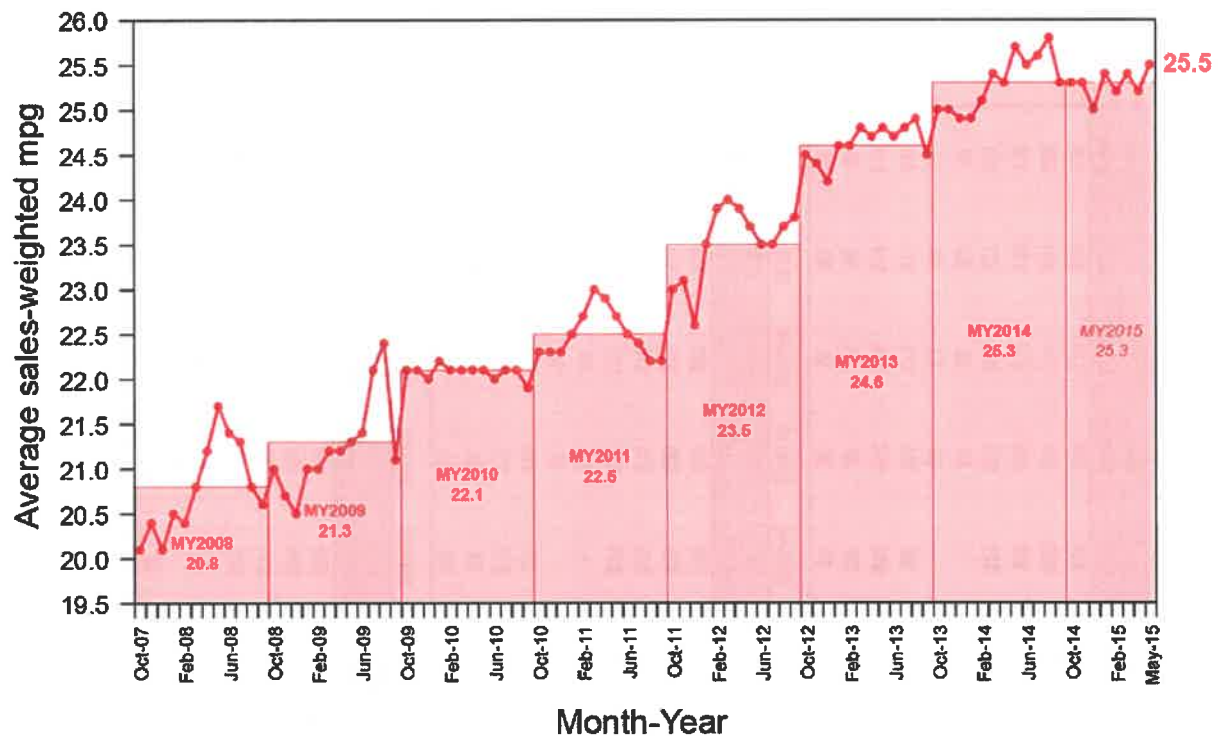
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Undergraduates ¹	\$665	\$717	\$777	\$799	\$844	\$897	\$915	\$928	\$934	\$939
Graduates ¹	\$932	\$1,005	\$1,090	\$1,125	\$1,188	\$1,261	\$1,293	\$1,313	\$1,327	\$1,335
Student Activities Fee - Undergraduates	\$17	\$17	\$17	\$18	\$18	\$18	\$18	\$23	\$23	\$24
Student Activities Fee - Graduates	\$23	\$23	\$23	\$25	\$25	\$25	\$25	\$31	\$31	\$31
Debt Service Fee - Undergraduates	\$7	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16
Debt Service Fee - Graduates	\$10	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Student Health and Counseling Fee ²	-	-	-	-	-	-	\$3	\$3	\$3	\$3
Technology Fee - Undergraduates	\$9	\$9	\$9	\$9	\$9	\$9	\$11	\$11	\$11	\$11
Technology Fee - Graduates	\$12	\$12	\$12	\$12	\$12	\$12	\$14	\$14	\$14	\$14
Facilities Fee - Undergraduates	\$3	\$3	\$3	\$3	\$3	\$9	\$6	\$6	\$6	\$6
Facilities Fee - Graduates	\$3	\$3	\$3	\$3	\$3	\$9	\$9	\$9	\$9	\$9

¹Part-Time is per semester hour with a 1 semester hour minimum. Includes fees.

²Student Health Counseling Fee began fall 2014.

³Students from Hickman, Fulton and Graves counties in Kentucky are permitted to register at Tennessee rates.

⁴International Out-of-State tuition rates began fall 2016.



Michael Sivak and Brandon Schoettle
University of Michigan Transportation Research Institute

MY 2011–2013 Manufacturer Adjusted Fuel Economy and Adjusted CO₂ Emissions¹

Manufacturer ²	MY 2011 Final		MY 2012 Final				MY 2013 Preliminary	
	Fuel Economy (MPG)	CO ₂ Emissions (g/mi)	Fuel Economy (MPG)	Change from MY 2011 (MPG)	CO ₂ Emissions (g/mi)	Change from MY 2011 (g/mi)	Fuel Economy (MPG)	CO ₂ Emissions (g/mi)
Mazda	25.0	356	27.1	+2.1	328	-28	27.5	324
Honda	24.1	369	26.6	+2.5	334	-35	27.0	329
Toyota	24.1	369	25.6	+1.5	347	-22	25.2	357
VW	26.0	349	25.8	-0.2	351	+2	26.2	346
Subaru	23.9	372	25.2	+1.3	352	-20	26.2	339
Nissan	23.3	381	24.1	+0.8	369	-12	25.3	351
BMW	22.7	393	23.7	+1.0	377	-16	24.4	364
Ford	21.1	422	22.8	+1.7	390	-32	22.6	394
GM	20.7	429	21.7	+1.0	410	-19	22.0	404
Daimler	19.1	469	21.1	+2.0	426	-43	22.2	402
Chrysler-Fiat	19.4	458	20.1	+0.7	442	-16	21.6	411
All	22.4	398	23.6	+1.2	376	-22	24.0	370

¹ Adjusted CO₂ and fuel economy values reflect real world estimates and are not comparable to automaker standards compliance levels. Adjusted CO₂ values are, on average, about 25% higher than the unadjusted laboratory CO₂ values that form the starting point for GHG standards compliance, and adjusted fuel economy values are about 20% lower, on average, than unadjusted fuel economy values.

² Two manufacturers, Hyundai and Kia, are not included in rows in the table above due to a continuing investigation. On November 2, 2012, EPA announced that Hyundai and Kia would lower their fuel economy estimates for many vehicle models as the result of an EPA investigation of test data. Based on these corrected data, Hyundai's values are 27.2 mpg and 327 g/mi CO₂ for MY 2011, 28.3 mpg and 314 g/mi CO₂ for MY 2012, and 28.3 mpg and 315 g/mi CO₂ for MY 2013 (preliminary). Kia's values are 25.8 mpg and 345 g/mi CO₂ for MY 2011, 26.5 mpg and 336 g/mi CO₂ for MY 2012, and 27.3 mpg and 326 g/mi CO₂ for MY 2013 (preliminary). These corrected data for Hyundai and Kia are included in industry-wide or "All," values.

ADULT	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	6,849	6,792	6,899	7,004	7,019
Exiters	NA	4,052	3,949	3,768	3,608	3,624
Employment Rate 2nd Quarter after exit	83%	89.5%	87.0%	87.0%	87.9%	87.9%
Employment Rate 4th Quarter after exit	78%	Information Not Available	Information Not Available	87.4%	85.7%	85.7%
Median Earnings 2nd Quarter after exit	\$7,000	\$7,229	\$6,785	\$6,655	\$6,892	\$6,892
Credential Attainment Rate	75.50%	Information Not	Information Not Available	68.9%	67.4%	68.8%
Measurable Skills Gains	Baseline	32.9%	40.7%	44.4%	51.2%	53.2%

DISLOCATED WORKER	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	3,125	3,078	3,067	3,028	3,024
Exiters	NA	1,891	1,881	1,797	1,635	1,641
Employment Rate 2nd Quarter after exit	84%	87.8%	88.6%	88.1%	87.3%	87.9%
Employment Rate 4th Quarter after exit	81%	Information Not	Information Not Available	87.5%	88.2%	88.2%
Median Earnings 2nd Quarter after exit	\$7,400	\$7,927	\$7,932	\$8,190	\$8,114	\$8,116
Credential Attainment Rate	79.00%	Not Available	Information Not Available	77.0%	78.4%	78.6%
Measurable Skills Gains	Baseline	41.2%	41.7%	39.9%	40.1%	43.4%

YOUTH	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Participants	NA	4,315	4,326	4,506	4,633	4,690
Exiters	NA	2,154	2,106	1,961	2,144	2,119
Employment Rate 2nd Quarter after exit	79%	84.3%	80.8%	81.0%	81.3%	81.5%
Employment Rate 4th Quarter after exit	80%	Information Not	Information Not Available	88.8%	83.7%	83.7%
Median Earnings 2nd Quarter after exit	Baseline	\$3,342	\$3,272	\$3,296	\$3,376	\$3,370
Credential Attainment Rate	81.50%	Information Not	Information Not Available	80.3%	73.2%	73.1%
Measurable Skills Gains	Baseline	37.9%	38.0%	38.8%	46.8%	48.7%

Wagner Peyser	State Negotiated Target PY17	Actual PY 17 Q1	Actual PY 17 Q2	Actual PY 17 Q3	Actual PY 17 Q4	PY2017 Annual
Reportable Individuals	NA	302,341	316,041	315,941	315,847	315,854
Participants	NA	92,795	87,663	78,530	62,140	62,138
Exiters	NA	81,911	85,381	83,316	74,682	74,684
Employment Rate 2nd Quarter after exit	68%	72.8%	71.5%	71.9%	72.0%	72.0%
Employment Rate 4th Quarterafter exit	67%	Information Not Available	Information Not Available	72.9%	71.5%	71.5%
Median Earnings 2nd Quarterafter exit	\$4,913	\$5,185	\$5,186	\$5,180	\$5,216	\$5,215
Repeat Business Customer Rate	Baseline	Information Not Available	Information Not Available	Information Not Available	Information Not Available	39.40%
Employer Penetration Rate	Baseline	Information Not Available	Information Not Available	Information Not Available	Information Not Available	9.50%

LWIA 12 MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Findings	Corrective Action Needed	Last Monitoring by QC's
1801-1901-OJT-46-3879626-MULTI MIA Seating Corporation 3919 Greenfield Drive Union City, TN 38261 Janice Bone, HR and Administration (731) 599-7800 ext. 360	On-the-Job Training: 01-06-18 to 01-06-19	Scheduled: 07-25-18	Site Visit: 07-25-18 Fiscal: 09-17-2018	No Findings		Letter Mailed: 09-18-2018
1709-1809-OJT-11-1618557-MULTI United States Cold Storage, Inc 3000 Hwy 51 North Covington, TN 38019 Phil Coles pcoles@uscold.com 303-257-8165	On the Job Training: 09/01/17 to 09/01/18	Scheduled:	Site Visit: Fiscal:			No One on Contract
1710-1809-OJT-62-1633251-MULTI Profile, Inc 370 Republic Drive McKenzie, TN 38201 Keri Woodson keriw@profilemetal.com 731-352-5341	On the Job Training: 10/12/17 to 09/19/18	Scheduled:	Site Visit: Fiscal:			No One on Contract
1803-1903-OJT-62-0819507-MULTI Cox Oil 623 Perkins Street Union City, TN 38261 (731) 885-6444 Cassie Davis	On-the-Job Training: 03-26-18 to 03-01-19	Scheduled: 07-25-18	Site Visit: 07-25-18 Fiscal: 09-17-2018	No Findings		Letter Mailed: 09-21-2018
16-12-900-988-MULTI Hexpol Compounding, LLC 150 S. Connell Avenue Dyersburg, TN 38024 (731) 287-3203	On-the-Job Training: 05-0-18 to 08-05-18	Scheduled: 07-19-18	Site Visit: 07-19-18 Fiscal: 09-05-2018	No Findings		Letter Mailed: 09-07-2018
1805-1905-OJT-13-1840427-MULTI Conopco, Inc (Unilever) 2000 Hwy 51 N Covington, TN 38019 Christine Horner Christine.Horner@unilever.com 901-475-5164	On the Job Training: 05/01/18 to 05/01/19	Scheduled: 07-17-2018	Site Visit: 07-17-2018 Fiscal: 09-04-2018	No Findings		Letter Mailed: 09-07-2018

1806-1906-QJT-62-1517281-MULTI VF Imgewear 800 South Main Heming, TN 38041 Amy Guyton amy.guyton@vf.com 731-738-5005 ext. 237	On the Job Training: 06/01/18 to 06/01/19	Scheduled: 07-26-2018	Site Visit: 07-26-2018 Fiscal: 09-24-2018	No Findings		Letter Mailed: 10-03-2018
1806-1905-QJT-81-5319386-MULTI Allergy Lab Solutions LLC 106 Dogwood Trail Martin, TN 38237 Matthew Blane mattb.blane@outlook.com 845-820-0057	On the Job Training: 06/04/18 to 05/24/19	Scheduled: 07-02-2018	Site Visit: 07-02-2018 Fiscal: 09-14-2018	No Findings		Letter Mailed: 09-18-2018
RFP CONTRACTS THROUGH 06-30-2019						
1809-1906-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Karen Bowyer Title I Career and Youth Services	Career and Business Services	Dates: 09-28-18 to 09-30-19	Fiscal:	Invoice Checked Monthly per Executive Director		Letter Mailed:
1809-1906-OSO-27-0093730-SHARE ODLE Management Group, LLC 9937 East Bell Road Scottsdale, AZ 85260 Pamela Hunticutt One Stop Operator	One-Stop Operator Services	Expires: 06-30-2019	Fiscal: 10-11-2018	Invoices Checked Monthly per Executive Director		Letter Mailed: in the process

FINANCIAL STATUS REPORT FOR MONTH ENDING 9/30/2018

n	CONTRACT BUDGET	CUM. EXPENSE	CURRENT MO ACCRUALS	TOTAL EXP/ACCR	OBLIGATIONS	TOTAL EXP ACCR & OBLG	UNOBLIGATED BALANCE
AS OF DATE	9/30/2018	9/30/2018	9/30/2018	9/30/2018	9/30/2018	9/30/2018	9/30/2018
FORMULA PROGRAM FUNDS				invoiced not pd	July-Jan 18 not pd		
ADULT OPERATIONS	\$ 638,800.80	\$ 615,803.26	\$ -	\$ 615,803.26	\$ 17,850.87	\$ 633,654.13	\$ 5,146.67
ADULT PARTICIPANT	\$ 425,867.20	\$ 239,059.60	\$ 3,200.00	\$ 242,259.60	\$ 55,170.66	\$ 297,430.26	\$ 128,436.94
ADULT TOTAL	\$ 1,064,668.00	\$ 854,862.86	\$ 3,200.00	\$ 858,062.86	\$ 73,021.53	\$ 931,084.39	\$ 133,583.61
PERCENTAGE PARTICIPANT	40.00%	27.96%	100.00%	28.23%	75.55%	31.94%	96.15%
PERCENTAGE EXP/OBLG						87%	
DSLWK OPERATIONS	\$ 642,654.00	\$ 292,494.29	\$ -	\$ 292,494.29	\$ 41,366.12	\$ 333,860.41	\$ 308,793.59
DSLWK PARTICIPANT	\$ 428,436.00	\$ 205,923.97	\$ 4,214.40	\$ 210,138.37	\$ 75,000.00	\$ 285,138.37	\$ 143,297.63
DSLWK TOTAL	\$ 1,071,090.00	\$ 498,418.26	\$ 4,214.40	\$ 502,632.66	\$ 116,366.12	\$ 618,998.78	\$ 452,091.22
PERCENTAGE PARTICIPANT	40.00%	41.32%	100.00%	41.81%	64.45%	46.06%	31.70%
PERCENTAGE EXP/OBLG						58%	
YOUTH OPERATIONS	\$ 875,336.09	\$ 531,036.07	\$ -	\$ 531,036.07	\$ 95,321.27	\$ 626,357.34	\$ 248,978.75
YOUTH PARTICIPANT	\$ 699,711.81	\$ 346,898.61	\$ -	\$ 346,898.61	\$ 165,000.00	\$ 511,898.61	\$ 187,813.20
YOUTH TOTAL	\$ 1,575,047.90	\$ 877,934.68	\$ -	\$ 877,934.68	\$ 260,321.27	\$ 1,138,255.95	\$ 436,791.95
PERCENTAGE PARTICIPANT	44.42%	39.51%	#DIV/0!	39.51%	63.38%	44.97%	43.00%
PERCENTAGE EXP/OBLG						72%	

FORMULA PERCENTAGES

TOTAL FORMULA OPERATIONS	\$ 2,156,790.89	\$ 1,439,333.62	\$ -	\$ 1,439,333.62	\$ 154,538.26	\$ 1,593,871.88	\$ 562,919.01
TOTAL FORMULA PARTICIPANT	\$ 1,554,015.01	\$ 791,882.18	\$ 7,414.40	\$ 799,296.58	\$ 295,170.66	\$ 1,094,467.24	\$ 459,547.77
TOTAL ALL FORMULA	\$ 3,710,805.90	\$ 2,231,215.80	\$ 7,414.40	\$ 2,238,630.20	\$ 449,708.92	\$ 2,688,339.12	\$ 1,022,466.78
PERCENTAGE PARTICIPANT	41.88%	35.49%	100.00%	35.70%	65.64%	40.71%	44.95%
PERCENTAGE EXPENDED /OBL				60.33%		72.45%	
YOUTH OUT OF SCHOOL	\$ 1,567,180.02	\$ 870,066.80	\$ -	\$ 870,066.80	\$ 260,321.27	\$ 1,130,388.07	\$ 436,791.95
PERCENTAGE OUT SCHOOL	99.50%	99.10%	#DIV/0!	99.10%	100.00%	99.31%	
YOUTH WORK EXPERIENCE	\$ 315,009.58	\$ 385,554.43	\$ -	\$ 385,554.43	\$ 157,500.00	\$ 543,054.43	\$ (228,044.85)
PERCENTAGE WORK EXP	20.00%	43.92%	#DIV/0!	43.92%	60.50%	47.71%	
OTHER FUNDS							
TRANSITIONAL FUNDING	\$ 693,000.00	\$ 454,223.97	\$ 24,226.94	\$ 478,450.91	\$ 134,314.07	\$ 612,764.98	\$ 80,235.02
CONS. BUSINESS	\$ 555,555.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555,555.00
RAPID RESPONSE	\$ 523,000.00	\$ 299,458.43	\$ 5,441.16	\$ 304,899.59	\$ 204,829.34	\$ 509,728.93	\$ 13,271.07
RAMP	\$ 143,060.00	\$ 121,160.00	\$ 21,900.00	\$ 143,060.00	\$ -	\$ 143,060.00	\$ -
RESEA	\$ 54,600.00	\$ 42,999.18	\$ -	\$ 42,999.18	\$ -	\$ 42,999.18	\$ 11,600.82
TOTAL OTHER FUNDS	\$ 1,969,215.00	\$ 917,841.58	\$ 51,568.10	\$ 969,409.68	\$ 339,143.41	\$ 1,308,553.09	\$ 660,661.91
TOTAL PROG FORMULA/OTHER	\$ 5,680,020.90	\$ 3,149,057.38	\$ 58,982.50	\$ 3,208,039.88	\$ 788,852.33	\$ 3,996,892.21	\$ 1,683,128.69
ADMINISTRATION	\$ 495,394.50	\$ 317,062.98	\$ -	\$ 317,062.98	\$ 5,693.74	\$ 322,756.72	\$ 172,637.78
TOTAL ALL FUNDS	\$ 6,175,415.40	\$ 3,466,120.36	\$ 58,982.50	\$ 3,525,102.86	\$ 794,546.07	\$ 4,319,648.93	\$ 1,855,766.47
PARTICIPANT % ALL FUNDS							
TOTAL FORMULA OPERATIONS	\$ 2,156,790.89	\$ 1,439,333.62	\$ -	\$ 1,439,333.62	\$ 154,538.26	\$ 1,593,871.88	\$ 562,919.01
TOTAL FORMULA PARTICIPANT	\$ 1,554,015.01	\$ 791,882.18	\$ 7,414.40	\$ 799,296.58	\$ 295,170.66	\$ 1,094,467.24	\$ 459,547.77
CONS. BUSINESS	\$ 555,555.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 555,555.00
RAPID RESPONSE	\$ 523,000.00	\$ 299,458.43	\$ 5,441.16	\$ 304,899.59	\$ 204,829.34	\$ 509,728.93	\$ 13,271.07
RAMP	\$ 143,060.00	\$ 121,160.00	\$ 21,900.00	\$ 143,060.00	\$ -	\$ 143,060.00	\$ -
TOTAL FORMULA-CB-RR-RAMP	\$ 4,932,420.90	\$ 2,651,834.23	\$ 34,755.56	\$ 2,686,589.79	\$ 654,538.26	\$ 3,341,128.05	\$ 1,591,292.85
TOTAL PARTICIPANT- CB - RR	\$ 2,775,630.01	\$ 1,212,500.61	\$ 34,755.56	\$ 1,247,256.17	\$ 500,000.00	\$ 1,747,256.17	\$ 1,028,373.84
PERCENTAGE PARTICIPANT	56%	46%	100%	46%	76%	52%	

ATTACHMENT 1: Minimum Participant Cost Rate Calculations by Program Year

MPCR Calculation Methodology:

- A. Total Qualifying Expenditures = sum of all allowable WIOA funded services by program as identified Section A and B of MPCR policy
- B. Total Cumulative Expenditure = Total Cumulative Program Expenditures (as reported on the relevant Monthly Expenditure Report)
- C. MPCR by Program = Total Qualifying Expenditures divided by Total Cumulative Expenditure

Notes:

1. Per State policy the MPCR calculation excludes obligations and the reserve for Local admin costs
2. MPCR is based on the combined formula fund totals not the individual program totals
3. the relevant data is the be keyed into the input cells (orange colored cells only)

MPCR Threshold		50.0%					
Program	Funding Type	Program Year 2017			Program Year 2018		
		Quarter End Monthly Expenditure			Quarter End Monthly Expenditure Report		
		Total Qualifying Expenditures (A)	Total Cumulative Expenditures-Program (B)	MPCR by Program (C)	Total Qualifying Expenditures (A)	Total Cumulative Expenditures-Program (B)	MPCR by Program (C)
WIOA Youth	PY	15,785.20	52,879.91	29.9%	5,275.97	5,275.97	100.0%
WIOA Adult	PY	0.00	665.12	0.0%	0.00	0.00	#DIV/0!
	FY	36,808.90	94,413.36	39.0%	0.00	0.00	#DIV/0!
WIOA Dislocated Worker	PY	823.30	11,966.10	6.9%	0.00	0.00	#DIV/0!
	FY	54,146.55	60,232.45	89.9%	0.00	0.00	#DIV/0!
RSP	FY	354,535.55	354,535.55	100.0%	0.00	0.00	#DIV/0!
Transitional	FY	116,872.56	478,450.91	24.4%			#DIV/0!
Grand Total		578,972.06	1,053,143.40	55.0%	5,275.97	5,275.97	100.0%

Was the MPCR Threshold Met?

YES

YES

Two Year Summary		
Total Qualifying Expenditures	Total Cumulative Expenditures (Program Only)	Combined MPCR
584,248.03	1,058,419.37	55.2%

Sep-18

Self Service Education Program Details

Data indicates this item was changed 10/26/2018. [[View History](#)]

Data indicates this item was changed 10/26/2018. [[View Detail History](#)]

Program / Service Details

* Status:	Active
* Service Name:	Industrial Maintenance Technology CPT
* Service Description:	A program that prepares individuals to apply technical know to repair and maintain industrial machinery and equipment s pumps, engines and motors, pneumatic tools, conveyor syste machinery, marine deck machinery
* 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:	No
* This program of study leads to:	An industry-recognized certificate or certification A measurable skills gain leading to a credential
* This program leads to a postsecondary credential or degree:	Yes
* Cipcode:	470303 - Industrial Mechanics and Maintenance Technology.
* Date Program First Offered:	11/12/2018
* WIOA Program:	This is a WIOA Program.
* Pell Grant Eligible:	No
Is this program in a partnership with business?	
Program-Business Partnership Description:	
* LWIA Submitted:	
* Completion Level:	Certificate < 1 year
* Attain Credential:	Occupational Skills certificate or credential
* Other Credential Type:	
* Certification/License Title:	N/A
* Certification/License Type:	Certification or License Does Not Apply
* Grievance Procedure:	
* Refund Policy:	
* Class Frequency:	
* Duration:	432 Hours
* Day or Night Classes:	Day
* Weekend Classes:	No
* Class Time:	6 Hours
* Lab Time:	0 Hours
* Other Time:	0 Hours
* Class Size:	Minimum: Maximum:
* Number of Instructors:	
* Drug/Alcohol Screening Required:	No
* 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:	

Is this Education Program a Registered Apprenticeship?

[\[Edit Program Registered Apprenticeship \]](#)

Program / Service Occupations

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Crate	Occupation Title	Provision 1
49904100	Industrial Machinery Mechanics BRIGHT OUTLOOK	
49904300	Maintenance Workers, Machinery	

[\[Edit Occupation Details \]](#)

Program / Service Cost Details

Cost Title	Cost Value
Total CRS Training Costs	
Tuition/Fee	
Books	
Tools	
Other Costs	
Comments	
Total Amount	

[\[Edit Cost Details \]](#)

Program / Service Locations

Address	Bill Address
No data available	

[\[Edit Location Details \]](#)

Program / Service Skills

Selected Skills
No data available

[\[Edit Program Skills \]](#)

Program / Service Performance

ET	Program	Completion Rate	Employment Rate (Quarterly)	Employment Rate (Semi-Annual)	Employment Rate (Annual)	Credentialed Rate	Employment Rate 2011 Quarter 1/Fall	Employment Rate 4th Quarter 4/Fall	2
----	---------	--------------------	-----------------------------------	-------------------------------------	--------------------------------	----------------------	---	--	---

No data available

[\[Edit Program Performance \]](#)

Program / Service Application Confirmation

Agreed to the confirmation statement:

Yes

Submit program for WIOA Approval:

Yes

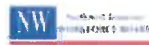
[\[Edit Confirmation \]](#)

Legacy Occupation Snapshot

Emsi Q4 2018 Data Set

October 2018

Northwest Tennessee Workforce Board



708 E. Court Street
Dyersburg, Tennessee 38024

Parameters

Occupations

Code	Description
51-9199	Production Workers, All Other
49-9071	Maintenance and Repair Workers, General
49-9041	Industrial Machinery Mechanics

Regions

Code	Description
21035	Calloway County, KY
47005	Benton County, TN
47017	Carroll County, TN
47079	Henry County, TN
47183	Weakley County, TN

Timeframe

2018 - 2028

Datarun

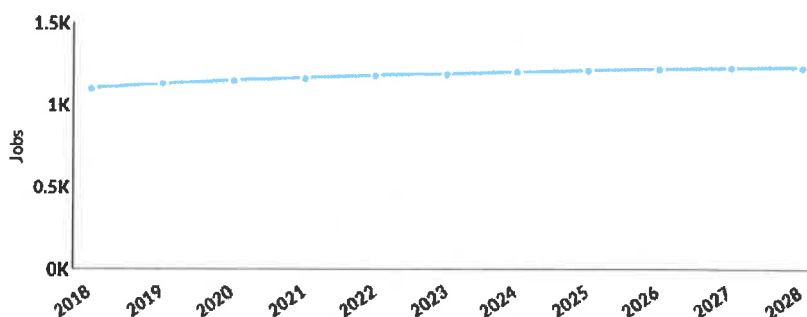
2018.4 – Employees

Occupation Summary for 3 Occupations

1,102 Jobs (2018) 46% above National average	11.3% % Change (2018-2028) Nation: 9.5%	\$16.17/hr Median Hourly Earnings Nation: \$18.60/hr
---	--	---

Growth

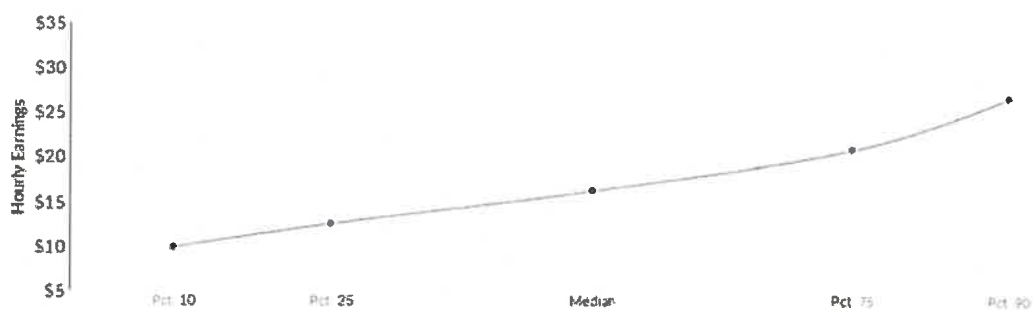
1,102 2018 Jobs	1,227 2028 Jobs	125 Change (2018-2028)	11.3% % Change (2018-2028)
---------------------------	---------------------------	----------------------------------	--------------------------------------



Occupation	2018 Jobs	2028 Jobs	Change	% Change
Industrial Machinery Mechanics (49-9041)	271	307	36	13%
Maintenance and Repair Workers, General (49-9071)	667	744	77	12%
Production Workers, All Other (51-9199)	164	176	12	7%

Percentile Earnings

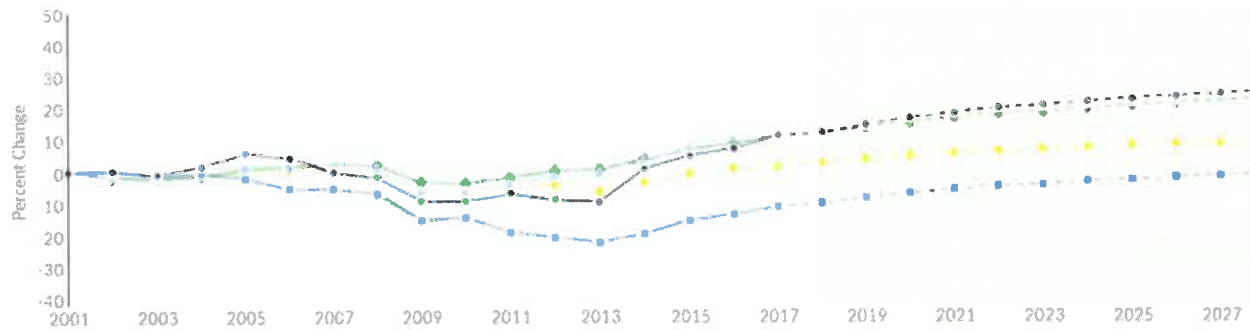
\$12.50/hr 25th Percentile Earnings	\$16.17/hr Median Earnings	\$20.72/hr 75th Percentile Earnings
---	--------------------------------------	---



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Industrial Machinery Mechanics (49-9041)	\$14.99	\$19.36	\$25.55
Maintenance and Repair Workers, General (49-9071)	\$12.72	\$16.24	\$20.05
Production Workers, All Other	\$9.40	\$11.51	\$14.82

Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
(51-9199)			

Regional Trends



	Region	2018 Jobs	2028 Jobs	Change	% Change
●	Region	1,102	1,227	125	11.3%
●	Local Workforce Development Area 12	2,083	2,295	212	10.2%
●	State	90,047	97,306	7,259	8.1%
●	Nation	2,145,044	2,348,063	203,019	9.5%
●	LWDA12 Surrounding Counties	14,901	15,853	952	6.4%

Regional Breakdown



County	2028 Jobs
Calloway County, KY	398
Weakley County, TN	298
Henry County, TN	282
Carroll County, TN	171

County	2028 Jobs
Benton County, TN	79

Job Postings Summary

139 Unique Postings 392 Total Postings	3 : 1 Posting Intensity Regional Average: 3 : 1 	19 days Median Posting Duration Regional Average: 21 days
---	--	--

There were **392** total job postings for your selection from January 2018 to September 2018, of which **139** were unique. These numbers give us a Posting Intensity of **3-to-1**, meaning that for every 3 postings there is 1 unique job posting. This is close to the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they are putting average effort toward hiring for this position.

Occupational Programs

3 Programs (2017)	45 Completions (2017)	122 Openings (2017)
CIP Code	Program	Completions (2017)
47.0303	Industrial Mechanics and Maintenance Technology	28
46.0401	Building/Property Maintenance	17
47.0399	Heavy/Industrial Equipment Maintenance Technologies, Other	0

Industries Employing 3 Occupations

Industry	Occupation Group Jobs in Industry (2018)	% of Occupation Group in Industry (2018)	% of Total Jobs in Industry (2018)
Colleges, Universities, and Professional Schools (State Government)	112	10.2%	2.6%
Local Government, Excluding Education and Hospitals	108	9.8%	3.4%
Temporary Help Services	57	5.1%	5.4%
All Other Miscellaneous Food Manufacturing	46	4.1%	8.7%
Other Engine Equipment Manufacturing	40	3.6%	4.8%

Appendix A - 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.

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

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