

**Northwest TN Workforce Board
Executive Committee**

May 1, 2019 – 10:00 a.m.

708 E Court St., Dyersburg, TN 38024

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

Committee members present: Mayor Gary Reasons, Jimmy Williamson

Committee Members via Conference Call: Ted Piazza, Brad Hurley, John Killen

Staff Present: Jennifer Bane, Lana Burchfiel, LeAnn Lundberg, Gina Johnson

Staff via Conference Call: Laura Speer

Welcome: Jimmy Williamson as acting chair welcomed everyone and confirmed that a quorum was present.

Review and Approval: Minutes for March 8, 2019 Executive Committee Meeting were reviewed.

- **MOTION:** Brad Hurley moved to approve the March 8, 2019 Executive Committee minutes as presented. Ted Piazza seconded the motion. All were in favor and the motion carried.

Facilities and Technology Update: LeAnn Lundberg presented the report that showed the requests that have been submitted through the help desk ticket system. Most are closed. She is encouraging One Stop Operator, Erica Nance, to get staff at the American Job Centers to use the ticket system more to assist our tracking. We are still working on the heat at Lake County. The heat/ac unit is an old heat pump and utilities were much higher this past year, as well as the year before.

Program Oversight:

- **Quarterly Complaint Logs Update:** Laura Speer reported these were due to the TN Department of Labor and Workforce Development (TDLWD) by April 10th and were submitted timely. Email confirmation from TDLWD showed all were received in time and in compliance. There were no complaints.
- **LWDA Monitoring Report:** Laura presented the monitoring status report detailing the sub-contract monitoring that has taken place explained that there were no findings.
- **OSO and CSP Contracts Discussion:** Jennifer Bane stated that Odle's performance is reviewed quarterly to determine profit earnings. Everything has been met except individual traffic counts at the AJCs. They have had a couple of issues with two greeters (Union City especially) so the traffic numbers are not accurate, but still down. According to the report, traffic is at about 80%, and Odle is required to be at 90% in each office. They did not get the profit for traffic counts last quarter or this quarter, but they met everything else. We extended their contract through September 30, 2019 so that we can have additional time to review the contract to decide if we will renew or re-bid. That will give us until June/July to get another quarter to evaluate to decide if we renew/rebid. Although they are meeting their goals, we would like to see higher traffic numbers and more involvement from the corporate office, as well as see them be more proactive rather than reactive by telling us what they think the AJCs need, how the AJCs need to grow, etc. One-Stop Operator Erica Nance is currently in Oklahoma for a conference with Odle and will hopefully learn best practices to share. Jennifer explained that part of what we liked about the original proposal is their experience and expertise and we want to see more of that implement in our area. The Career Service Provider (CSP) contract was also extended to September 30, 2019. At the 6-month review, there were no corrective actions since monitoring occurs on an on-going basis. Errors noted in the monthly monitoring reports were mostly

related to paperwork or something incorrectly keyed or uploaded to VOS. Overall enrollment goals are being met, but Dislocated Worker enrollments are behind. With low unemployment and few layoffs, we aren't seeing many Dislocated Workers, so may need to amend the contract and shift additional enrollment goals to Adults.

- **PAR Update:** Jennifer Bane reported that we haven't received a final report for the most recent PAR visit. An update was requested on when the report would be received but we haven't received a response yet. A response was also submitted to the participant monitoring conducted by Workforce Services staff prior to the PAR visit. There was a lot of repeated items and some that we didn't agree with, such as Adults being funded under Dislocated Worker funding streams, which is allowed when funds are transferred as ours were. We haven't received a response to our comments.

Performance Update

Laura Speer presented an estimated report for the 3rd quarter performance results. The official report from the state should be released by May 15th and will hopefully be available at the next board meeting. We are in compliance, and she is confident that we are where we need to be. The Career Service Provider staff are reviewing lists of participants who have been in job search or case management for extended periods of time to ensure they are being exited timely.

Budget & Administration Update:

Gina Johnson presented the Financial Status Report for the month ending 3/31/19. Our total formula expenditures and accruals were 33.51% on participant and 57.35% overall. Out-of-School Youth (OSY) expenditures and accruals are at 98.97% and those for Work Experience are at 41.44%. In total, \$4,609,733.12 has been extended in program funding and \$465,107.34 for Administration. Total expenditures, accruals, and obligations were 35.85% participant and 75.32% overall. OSY was 98.15%. We moved an additional \$165,000 from Dislocated Worker to Adult and have been preparing for our next audit. We don't have to rebid for the auditor. Jennifer Bane added that the 33.51% participant obligated was formula derived, but we are actually at 46% overall, including statewide and rapid response funding, like the Consolidated Business Grant. The state said our percentage was lower, but they were only counting October forward and not counting July through September when we were under the old local areas. Jennifer has not seen what number they are sending to state board for the meeting next week, but hopefully this issue is fixed. Gina added that the 18 – 19 cost allocation plan was approved and that the same plan has been submitted for 19-20. Brad Hurley requested clarification the 46% minimum participant cost rate (MPCR) includes July through September and Jennifer confirmed that it does, but that the state was not picking up July through September when calculating their figure.

Consideration of New Program: Dyersburg State's Certified Nursing Assistant (CNA):

Laura Speer presented Dyersburg State's CNA program to the committee for approval. The class is scheduled to begin before the next board meeting. The Outreach and Opportunity meeting voted to recommend for approval on Monday, April 29th. Brad Hurley mentioned that even though there isn't much growth, there is a lot of turnover, including one Carroll County facility with about 20-25% turnover. Ted Piazza asked about if there were concerns regarding the efficacy of the program in regards to past issues with participants dropping out from other similar programs. Brad state there were not and that it was only that the labor market report showed low growth without taking the high turnover into consideration.

- **MOTION:** Brad moved to approve the CNA Program at Dyersburg State. Ted seconded the motion. All were in favor and the motion carried.

Adult Education Proposals' Local Plan Alignment:

Jennifer Bane explained that two proposals were received in response to the Adult Education RFP. Bidders were required to submit their proposals to the local boards to review for compliance with the local plan. The RFP released was for our nine counties and the Southwest area. Bidders didn't have to bid for the full counties. Weakley County Schools' proposal requested to serve all nine Northwest counties while Jackson State Community College's proposal requested to serve only Henry and Gibson Counties. Jennifer stated that both proposals referenced partnerships and co-location with the American Job Centers and appeared to be in compliance with the local plan. If found not to comply, the board can submit comments to the state's Division of Adult Education.

- **MOTION: Mayor Reasons moved to approve both Weakley County's and Jackson State's proposal for Adult Ed. Brad Hurley seconded the motion. All were in favor and the motion carried.**

Other Business:

- August and November Board Meeting Locations: Jennifer Bane stated that the next board meeting is scheduled for May 21st in Martin. The committee agreed to alternate meeting locations between Trenton and Martin, putting Trenton in August and rotating back to Martin in November.
- Ernst & Young Site Visit Update: Jennifer Bane state that the group came last week and interviewed everyone together and then scheduled individual interviews with several people. Since then they have asked for a couple of VOS reports and a matrix of who is responsible for getting things done, who is informed, etc., and have scheduled a conference call with the Business Services staff since they did not meet with them last week. They asked very early on how realignment was going for us and appreciation how open everyone was and willing to share, and were complimentary of several of our best practices. They will issue a local report and a statewide report to the TDLWD by June 30th.
- Line of Credit Update: Jimmy met with David Hayes who questioned in the end who is actually responsible if we cannot pay money back. Jimmy explained that it goes back to the mayors and so the agreement between the mayors documenting that has been submitted to the bank. David has to present the to the board before we can get approved. We are still hoping to never have to use it, and we now know to ask for transitional money in the event all grants must be closed and re-issued again.

Future Executive Committee Meeting Dates:

Future Executive Committee meeting dates were confirmed for Wednesday, July 31, 2019, 10:00 am and Wednesday, October 30, 2019, 10:00 am.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

**Northwest TN Workforce Board
Executive Committee**
May 1, 2019 – 10:00 a.m.
Conference Call – 1-877-216-1555, Passcode #845157

Agenda

Welcome and Call to Order
Review and Approval of Minutes of 3-8-19 Meeting

Ted Piazza, Chair

Facilities and Technology Update

LeAnn Lundberg

Program Oversight

- Quarterly Complaint Logs Update
 - LWDA Monitoring Report
 - OSO and CSP Contracts Discussion
 - PAR Update
- Laura Speer
Laura Speer
Jennifer Bane
Jennifer Bane

Performance Update

- Local Performance
- Laura Speer

Budget & Administration Update

- Financial Status Report
 - Minimum/Maximum Requirements
- Gina Johnson

Consideration of New Program: Dyersburg State's CNA (Vote Required)

Laura Speer

Adult Education Proposals' Local Plan Alignment

- Weakley County Schools' Proposal **(Vote Required)**
 - Jackson State Community College's Proposal **(Vote Required)**
- Jennifer Bane

Other

- August and November Board Meeting Locations
 - Ernst & Young Site Visit Update
 - Line of Credit Update
- Jennifer Bane

Future Executive Committee Meeting Dates

Wednesday, July 31, 2019, 10:00 am

Wednesday, October 30, 2019, 10:00 am

Northwest TN Workforce Board
Executive Committee
March 8, 2019 – 10:00 a.m.
708 E Court St., Dyersburg, TN 38024
Conference Call – 1-877-216-1555, Passcode #845157

Committee members present: Ted Piazza, Gary Reasons, Jimmy Williamson

Committee Members via Conference Call: Rita Alexander, Brad Hurley, Ben Marks

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

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

Review and Approval: Minutes for January 30, 2019 Executive Committee Meeting were reviewed.

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

Work-Based Training Policy Update: Jennifer Bane explained that all students in the Registered Electrical Apprenticeship Preparation (REAP) program with Amteck last year were in Lake County, and therefore they were all income eligible for Youth Work Experience (YWE) due to being in a designated high poverty area. Because the program is being expanded to other counties this year, we may encounter individuals who are interested in the program but are not low income and therefore may not be eligible for YWE. To address this, we added a sentence under the “Apprenticeship Program” section of the Work-Based Training Policy allowing us to fund Work Experience for Adults, Dislocated Workers, and Youth participating in pre-apprenticeship programs. This will allow students who may be eligible as Adults to receive pay for the two-week pre-apprenticeship program with Amteck in July.

- **MOTION:** Gary Reasons moved to approve the Work-Based Training Policy Update. Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Approval of Local Plan Revisions: Jennifer Bane told the committee that we have made all required revisions as requested by the TN Department of Labor and Workforce Development state staff but haven’t heard back yet regarding potential additional policy changes. The revisions requested included possible policy changes to address potential barriers they create for individuals, but we haven’t received guidance to know exactly what those issues are to be able to address them. In our response we requested that the state provide additional guidance if changes are needed. One such policy is the Individual Training Account (ITA) policy which prohibits individuals with certain criminal convictions and / or driving violations from receiving funding for licensed occupations, i.e. healthcare and truck driving. The policy is based on industry requirements and is in place to ensure individuals can successfully become employed in those occupations. If someone has a felony but has a hire letter, they may still receive funding for truck driving. After doing a quick search of truck driving jobs, not as many excluded hire of someone with prior felonies as have in the past, but some still did, so we are awaiting additional guidance from the state staff. The vast majority of the remaining request revisions indicated more detail was needed but did not identify specifics, so our responses included more detail on all items requested along with several attachments that were requested, including the Memorandum of Understanding (MOU). Jennifer also included the discussion in the board meeting regarding the possible changes with childcare since we were specifically requested to address childcare. Another item we were asked to re-evaluate was the waiver regarding the 50/50 In-School Youth (ISY) and Out-of-School Youth (OSY) expenditures. We were asked us to provide data to support our decision to stay with 25/75 expenditure ratio. Since we don’t have a large population to fit the ISY eligibility criteria of being low income and having a barrier, such as being an offender, pregnant / parenting, in or aged out of foster care, limited English proficiency, etc., it would be difficult for us to spend 50% of our Youth program funds on ISY. Data from the TN Department of Education indicated approximately 40% of all students in

districts with a high school in our area are economically disadvantaged and therefore may qualify as low income, but even if they all did, they still would have to have another barrier. We were all in favor of the 50/50, when it was supposed to be *up to* 50%. Margaret Prater said this would have been a nice cushion to do things with ISY without being concerned that our OSY would get out of compliance. It's VERY difficult to get exactly 50/50.

- **MOTION:** Jimmy Williamson moved to approve the Local Plan Revisions as presented. Gary Reasons seconded the motion. All were in favor and the motion carried.

Approval of Regional Plan Revisions: The requested revisions indicated that all required questions were answered but more detail was needed. We did use the original allotted amount of space, 25 pages, in our original submission. The state's technical assistance call indicated they are particularly interested in more detail regarding regional alignment, addressing contrasts in services to both employers and jobseekers, and what are we doing to prepare for the megasite. They also requested on the call that we add more detail about growing occupations that don't require a Bachelor's degree. They had also originally commented on the fact that data from 2015 was used, but it was from the Economic Analysis of West TN they funded and included projections to 2024. To provide more detail, we focused on adding detailed occupational data for the top found industry sectors, and ran data across all industries. We also added more information about those not in the labor force, like jail inmates and individuals with disabilities, including service implications for special populations. We added more detail regarding the visions, goals, implementation strategies. While Jennifer focused on adding the detail to the labor market information, the other requested revisions were divided among the areas / partners with the Southwest area answering a couple questions, Margaret answering a couple of business services questions, and the Dept. of Labor Regional Directors answering a question and adding more details. In providing more detail, we took the approach of identifying best practices that we may adopt throughout the region. The only problem we might run into is we haven't heard about the required revisions to the Greater Memphis area's local plan since their plan was still posted for public comment at the time of the State Workforce Board meeting. All local plans must be approved for the regional plan to be approved.

- **MOTION:** Gary Reasons moved to approve the Regional Plan Revisions as presented. Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Proposed Future Executive Committee Meeting Dates: The group reviewed the below future meeting dates and decided to remain with the current schedule.

- Wednesday, May 1, 2019
- Wednesday, July 31, 2019
- Wednesday, October 30, 2019 (Gary Reasons may have an issue with this date).

Other

- **Line of Credit Update:** The Board of Directors meeting met and decided to request a \$325,000 line of credit. The approved amount of the line will help determine the rate, so we don't yet have an interest rate. We came up with that requested amount by looking at average expenditure over the past year and a half. The peak was 600K but that was closing out all the grants for the end of the fiscal year and again in September due to realignment. Therefore, this is just above the monthly average.

There was no further discussion and the meeting adjourned.

Respectfully submitted,

Lana Burchfiel, Public Information Specialist

Ticket Number	Summary	Created On	Status
1224	Phone issues	1/3/2019 9:23 pm UTC	closed
1225	Telephone and Kiosk	1/4/2019 8:23 pm UTC	closed
1226	SharePoint Access for Bethel	1/9/2019 9:47 pm UTC	closed
1227	Vonage Phones	1/15/2019 9:32 pm UTC	closed
1228	Alamo Fax Machine	1/23/2019 8:47 pm UTC	closed
1229	Vos Greeter - Rest Error	1/30/2019 2:18 pm UTC	closed
1230	Tiptonville Fax Machine	2/1/2019 5:11 pm UTC	closed
1231	Union City	2/4/2019 2:12 pm UTC	closed
1232	Kiosk Lake County	2/5/2019 7:13 pm UTC	closed
1233	Office Phone in Lake County	2/6/2019 2:48 pm UTC	closed
1234	phones in Alamo/ipad greeter	2/8/2019 3:57 pm UTC	closed
1235	TV - Alamo	2/13/2019 6:11 pm UTC	closed
1236	On Behalf of Bethany Painter	2/21/2019 3:40 pm UTC	closed
1237	Bethany Painter Humboldt TN	2/21/2019 7:34 pm UTC	closed
1238	UC Phone	2/26/2019 2:41 pm UTC	closed
1239	Phones	2/26/2019 2:43 pm UTC	closed
1240	Union City AJC Internet	2/28/2019 9:36 pm UTC	closed
1241	Locked email	3/4/2019 2:29 pm UTC	closed
1242	Tiptonville Scanner	3/16/2019 12:30 am UTC	closed
1243	Unable to Scan in Dresden	3/18/2019 5:39 pm UTC	open
1244	Tiptonville Scanner	3/18/2019 9:01 pm UTC	closed
1245	Signature Pad (Henry County)	3/19/2019 2:46 pm UTC	closed

MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Finding	Corrective Action Needed	Last Monitoring by QC's
1901-1912-OJT-62-1380826-CB PML, Inc. 75 County Home Road Paris, TN 38242 (731) 281-1212 Kelly Cherry, HR Manager kcherry@pmlmarugo.com	On-the-Job Training: 01-02-19 to 12-31-19	Schedule: 02-12-2019	Site Visit: 02-12-2019 Fiscal: 04-03-19	No Findings	N/A	Letter Mailed: 04-04-2019
1812-1902-OJT-03-0364162-CB NSK STEERING SYSTEM OF AMERIC, INC. 2962 Fort Hudson Road Dyersburg, TN 38024 Lisa Despaign, HR Generalist (731) 288-3399 Despaignl@nssa.nsk.com	On-the-Job Training: 12-21-18 TO 02-01-19	Scheduled: 02-12-2019	Site Visit: 02-12-19 Fiscal: 04-03-19	No Findings	N/A	Letter Mailed: 04-04-19
1811-1910-OJT-25-1515179-CB Ceco Doors AADG, Inc. Attn: Kristy Mercer 9159 Telcom Drive Milan, TN 38358 4203 (731) 686- kristy.mercer@assembloy.com	On-the-Job Training: 11-29-18 to 10-01-19	Scheduled: 02-21-2019	Site Visit: 02-21-19 Fiscal:		Programmatic:	Letter mailed:
1811-1911-OJT-47-4589822-CB Develey Mustard 1845 Mustard Lane Dyersburg, TN 38024 Lana Hammons lana.hammons@develeyusa.com (731) 325-5357	On-the-Job Training 11-04-18 to 11-04-19	Scheduled: 12-19-18	Site Visit: 12-19-18 Fiscal: 02-14-2019	No Findings	N/A	Letter mailed: 02-14-2019
1808-1906-OJT-26-1218113-RSP Dana Sealing Products, LLC 100 Plumley Drive Paris, TN 38242 Andrea Gooch, HR Manager (731) 231-1540 andrea.gooch@dana.com	On-the-Job Training: 08-13-18 to 06-01-19	Scheduled: 10-04-2018	Site Visit: 10-04-2018 Fiscal: 12-13-2018	No Findings	N/A	Letter Mailed: 01-03-2019
1811-1911-OJT-81-4986266-MULTI Christian Professional Services, LLC Attn: Ester Christian Sellers 161 Buttermile Lane Martin, TN 38237 c.sellers.charter.net (731) 514-5516	On-the-Job Training: 11-15-18 to 11-15-19	Scheduled: 12-04-18	Site Visit: 12-04-18 Fiscal: 02-13-2019	No Findings	N/A	Letter Mailed: 02-14-2019
JD Distributors 1808-1908-OJT-62-1786773-MULTI 408 E. Florida Ave Union City, TN 38261 731.885.0096 Keisha Hooper khooper@jddist.com	On the Job Training: 08-02-18 TO 08-03-19	Scheduled: 12-04-2018	Site Visit: 12-04-18 Fiscal: 02-13-2019	No Findings	N/A	Letter Mailed: 02-14-2019
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 and Youth Services Title I Career	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 Hunnicutt Operator One Stop	One-Stop Operator Services	Expires: 06-30-2019	Fiscal: 10-25-2018 (initial review)		Invoices Checked Monthly per Executive Director	Letter Mailed: 11-01-2018
INCUMBENT WORKER TRAINING						
1812-1812-IWT-23-3016516-CB Greenfield Products, LLC 3920 Greenfield Drive Union City, TN 38261 Breauna Dorth BDorth@mjmc.com 708-713-3995	Incumbent Worker: 12-10-18 to 12-31-18	Expires: 12-31-2018	Fiscal: 03-19-2019	No Findings	N/A	Letter mailed: 03-22-2019

Estimated PY 18 Q3 Performance Measure Results

PY18 WIOA Core Performance Measures	47145 Northwest Tennessee		
Adult Measure	Pass/Fail		Pass
	Negotiated	Actual	%of Goal
Exiters	0	203	
Participants Served	0	655	
EER 2nd Qtr after Exit	85.00%	92.90%	109%
EER 4th Qtr after Exit	84.00%	92.10%	110%
Med. Earnings	\$ 6,483.00	\$ 6,676.34	103%
Cred. Attainment	58.00%	83.60%	144%
MSG	Baseline	70.70%	
Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	%of Goal
Exiters	0	52	
Participants Served	0	95	
EER 2nd Qtr after Exit	83.00%	91.30%	110%
EER 4th Qtr after Exit	83.00%	90.00%	108%
Med. Earnings	\$ 6,800.00	\$ 6,945.00	102%
Cred. Attainment	68.50%	86.50%	126%
MSG	Baseline	79.20%	
Youth	Pass/Fail		Pass
	Negotiated	Actual	%of Goal
Exiters	0	53	
Participants Served	0	159	
EER 2nd Qtr after Exit	79.00%	92.70%	117%
EER 4th Qtr after Exit	75.00%	88.30%	118%
Cred. Attainment	70.00%	76.70%	110%
MSG	Baseline	96.60%	

FINANCIAL STATUS REPORT FOR MONTH ENDING 3/31/2019								
AS OF DATE	CONTRACT BUDGET 3/31/2019	CUM. EXPENSE 3/31/2019	CURRENT MO ACCRUALS 3/31/2019	TOTAL EXP/ACCR 3/31/2019	OBLIGATIONS 3/31/2019 July-Jan 18 not pd	TOTAL EXP ACCR & OBLG 3/31/2019	DEOBLIGATED FUNDS 3/31/2019	UNOBLIGATED BALANCE 3/31/2019
FORMULA PROGRAM FUNDS				invoiced not pd				
ADULT OPERATIONS	\$ 1,069,695.01	\$ 869,637.86	\$ -	\$ 869,637.86	\$ -	\$ 869,637.86	\$ (29,739.15)	\$ 170,318.00
ADULT PARTICIPANT	\$ 613,661.52	\$ 362,381.45	\$ 38,507.46	\$ 400,888.91	\$ 160,664.46	\$ 561,553.37	\$ 115,568.22	\$ (63,460.07)
ADULT TOTAL	\$ 1,683,356.53	\$ 1,232,019.31	\$ 38,507.46	\$ 1,270,526.77	\$ 160,664.46	\$ 1,431,191.23	\$ 85,829.07	\$ 166,336.23
PERCENTAGE PARTICIPANT	36.45%	29.41%	100.00%	31.55%	100.00%	39.24%	134.65%	-38.15%
PERCENTAGE EXP/OBLG						90%		
DSLWK OPERATIONS	\$ 1,232,649.62	\$ 421,795.06	\$ 51,789.82	\$ 473,584.88	\$ 378,889.10	\$ 852,473.98	\$ 327,603.09	\$ 52,572.55
DSLWK PARTICIPANT	\$ 628,360.00	\$ 229,286.81	\$ 2,553.90	\$ 231,840.71	\$ 93,117.66	\$ 324,958.37	\$ 135,361.13	\$ 168,040.50
DSLWK TOTAL	\$ 1,861,009.62	\$ 651,081.87	\$ 54,343.72	\$ 705,425.59	\$ 472,006.76	\$ 1,177,432.35	\$ 462,964.22	\$ 220,613.05
PERCENTAGE PARTICIPANT	33.76%	35.22%	4.70%	32.87%	19.73%	27.60%	29.24%	76.17%
PERCENTAGE EXP/OBLG						84%		
YOUTH OPERATIONS	\$ 1,175,857.79	\$ 748,089.39	\$ 25,513.49	\$ 773,602.88	\$ 186,617.03	\$ 960,219.91	\$ 172,918.99	\$ 42,718.89
YOUTH PARTICIPANT	\$ 830,892.54	\$ 408,958.87	\$ 25,230.32	\$ 434,189.19	\$ 178,343.82	\$ 612,533.01	\$ 175,510.05	\$ 42,849.48
YOUTH TOTAL	\$ 2,006,750.33	\$ 1,157,048.26	\$ 50,743.81	\$ 1,207,792.07	\$ 364,960.85	\$ 1,572,752.92	\$ 348,429.04	\$ 85,568.37
PERCENTAGE PARTICIPANT	41.40%	35.35%	49.72%	35.95%	48.87%	38.95%	50.37%	50.08%
PERCENTAGE EXP/OBLG						95%		

FORMULA PERCENTAGES

TOTAL FORMULA OPERATIONS	\$ 3,478,202.42	\$ 2,039,522.31	\$ 77,303.31	\$ 2,116,825.62	\$ 565,506.13	\$ 2,682,331.75	\$ 470,782.93	\$ 265,609.44
TOTAL FORMULA PARTICIPANT	\$ 2,072,914.06	\$ 1,000,627.13	\$ 66,291.68	\$ 1,066,918.81	\$ 432,125.94	\$ 1,499,044.75	\$ 426,439.40	\$ 147,429.91
TOTAL ALL FORMULA	\$ 5,551,116.48	\$ 3,040,149.44	\$ 143,594.99	\$ 3,183,744.43	\$ 997,632.07	\$ 4,181,376.50	\$ 897,222.33	\$ 413,039.35
PERCENTAGE PARTICIPANT	37.34%	32.91%	46.17%	33.51%	43.32%	35.85%	47.53%	35.69%
PERCENTAGE EXPENDED /OBL				57.35%		75.32%	29.51%	
YOUTH OUT OF SCHOOL	\$ 1,994,343.48	\$ 1,144,963.98	\$ 50,421.24	\$ 1,195,385.22	\$ 348,213.78	\$ 1,543,599.00		\$ 450,744.48
PERCENTAGE OUT SCHOOL	99.38%	98.96%	99.36%	98.97%	95.41%	98.15%		
YOUTH WORK EXPERIENCE	\$ 401,350.07	\$ 476,092.29	\$ 24,362.76	\$ 500,455.05	\$ 128,077.80	\$ 628,532.85		\$ (227,182.79)
PERCENTAGE WORK EXP	20.00%	41.15%	48.01%	41.44%	35.09%	39.96%		
OTHER FUNDS								
TRANSITIONAL FUNDING	\$ 693,000.00	\$ 644,621.88	\$ -	\$ 644,621.88	\$ -	\$ 644,621.88	\$ 48,378.12	\$ 48,378.12
CONS. BUSINESS	\$ 527,778.00	\$ 110,645.60	\$ 1,280.00	\$ 111,925.60	\$ 117,658.00	\$ 229,583.60		\$ 298,194.40
						44%		
RAPID RESPONSE	\$ 728,855.53	\$ 417,480.59	\$ 44,567.69	\$ 462,048.28	\$ 47,750.64	\$ 509,798.92	\$ 219,056.61	\$ -
RAMP	\$ 143,060.00	\$ 143,060.00	\$ -	\$ 143,060.00	\$ -	\$ 143,060.00		\$ -
RESEA	\$ 132,600.00	\$ 61,509.04	\$ 2,823.89	\$ 64,332.93	\$ 57,536.43	\$ 121,869.36	\$ 11,517.87	\$ (787.23)
TOTAL OTHER FUNDS	\$ 2,225,293.53	\$ 1,377,317.11	\$ 48,671.58	\$ 1,425,988.69	\$ 222,945.07	\$ 1,648,934.20	\$ 278,952.60	\$ 297,406.73
TOTAL PROG FORMULA/OTHER	\$ 7,776,410.01	\$ 4,417,466.55	\$ 192,266.57	\$ 4,609,733.12	\$ 1,220,577.14	\$ 5,830,310.70	\$ 1,176,174.93	\$ 769,924.38
ADMINISTRATION	\$ 749,303.41	\$ 464,419.82	\$ 687.52	\$ 465,107.34	\$ 3,173.26	\$ 468,280.60	\$ 95,558.04	\$ 185,464.77
TOTAL ALL FUNDS	\$ 8,525,713.42	\$ 4,881,886.37	\$ 192,954.09	\$ 5,074,840.46	\$ 1,223,750.40	\$ 6,298,591.30	\$ 1,271,732.97	\$ 955,389.15
PARTICIPANT % ALL FUNDS								
TOTAL FORMULA OPERATIONS	\$ 3,478,202.42	\$ 2,039,522.31	\$ 77,303.31	\$ 2,116,825.62	\$ 565,506.13	\$ 2,682,331.75	\$ 470,782.93	\$ 265,609.44
TOTAL FORMULA PARTICIPANT	\$ 2,072,914.06	\$ 1,000,627.13	\$ 66,291.68	\$ 1,066,918.81	\$ 432,125.94	\$ 1,499,044.75	\$ 426,439.40	\$ 147,429.91
CONS. BUSINESS	\$ 527,778.00	\$ 110,645.60	\$ 1,280.00	\$ 111,925.60	\$ 117,658.00	\$ 229,583.60	\$ -	\$ 298,194.40
RAPID RESPONSE	\$ 728,855.53	\$ 417,480.59	\$ 44,567.69	\$ 462,048.28	\$ 47,750.64	\$ 509,798.92	\$ 219,056.61	\$ -
RAMP	\$ 143,060.00	\$ 143,060.00	\$ -	\$ 143,060.00	\$ -	\$ 143,060.00		\$ -
TOTAL FORMULA-CB-RR-RAMP	\$ 6,950,810.01	\$ 3,711,335.63	\$ 189,442.68	\$ 3,900,778.31	\$ 1,163,040.71	\$ 5,063,819.02	\$ 1,116,278.94	\$ 711,233.75
TOTAL PARTICIPANT- CB - RR	\$ 3,472,607.59	\$ 1,671,813.32	\$ 112,139.37	\$ 1,783,952.69	\$ 597,534.58	\$ 2,381,487.27	\$ 645,496.01	\$ 445,624.31
PERCENTAGE PARTICIPANT	50%	45%	59%	46%	51%	47%	58%	63%

After filing your claim, please remember to start the certification process on Sunday.

[\[Staff Services \]](#)[Provider Profile](#)[Provider Programs](#)[Provider Activities](#)[Program Services](#)[Support Services](#)[Contracts](#)[Self Service Education Programs](#)[Program Services](#)[Support Services](#)[Contracts](#)[Self Service Education Programs](#)

Provider: DYERSBURG STATE COMMUNITY COLLEGE

Self Service Education Program Details

Data indicates this item was changed 04/12/2019. [[View History.](#)]Data indicates this item was changed 04/12/2019. [[View Detail History.](#)]

Program / Service Details

Status:	Active
Service Name:	Certified Nursing Assistant
Service Description:	A general, introductory, undifferentiated, or joint program in health services occupations that prepares individuals for either entry specialized training programs or for a variety of concentrations in the allied health area. Includes instruction in
Service Type:	PS - CRS
Alternate Service Type:	Not Applicable
State Use 1:	
State Use 2:	
State Use 3:	
State Use 4:	
State Use 5:	
Green Job Training:	
This program of study leads to:	A license recognized by the State involved or the Federal Government A secondary school diploma or its equivalent
This program leads to a postsecondary credential or degree:	Yes
Cipcode:	510000 - Health Services/Allied Health/Health Sciences, General.
Date Program First Offered:	05/13/2019
WIOA Program:	This is a WIOA Program.
Pell Grant Eligible:	Yes
Is this program in a partnership with business?	No
Program-Business Partnership Description:	
LWIA Submitted:	Northwest Tennessee
Completion Level:	
Attain Credential:	Occupational Skills License
Other Credential Type:	
Certification/License Title:	Certified Nursing Assistant
Certification/License Type:	State Certification or License
Grievance Procedure:	
Refund Policy:	
Class Frequency:	
Duration:	1 Semesters/Terms
Day or Night Classes:	Day and Night
Weekend Classes:	Yes
Class Time:	40 Hours
Lab Time:	60 Hours
Other Time:	0 Hours

After filing your claim, please remember to start the certification process on Sunday.

Number of instructors:

Drug/Alcohol Screening Required: Yes

Describe the qualifications of all instructors in 800 characters or less: Must be a Registered Nurse

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: Nursing equipment such as blood pressures, stethoscopes, etc.

Please provide a reasonable explanation regarding why this is a new program: New courses offered under the Associate of Applied Science in Health Sciences

Projected hourly wage after Program Completion: \$

Accessibility: On-Site Parking
Disabled Student Access

Program Credentials

Number of credits: 6.00 Credits
Credit earned duration: Semester

External Approvals

State Approving

Agency:

State Approving Approved

Agency Status:

State Approving 05/10/2021

Agency Approval

Expiration Date:

Staff Created ID: [7949477]

Date Created: 04/12/2019

Staff Last Edited ID: Bane, Jennifer [CG07754]

Date Last Edited: 04/12/2019

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

Program / Service Registered Apprenticeship

Registered Apprenticeship

Is this Education Program a Registered Apprenticeship?

[[Edit Program Registered Apprenticeship](#)]

Program / Service Occupations

Code	Occupation Title	Provider Title
------	------------------	----------------

No data available

[[Edit Occupation Details](#)]

After filing your claim, please remember to start the certification process on Sunday.

Cost Title	Cost Value
Total CRS Training Costs	\$1,600.00
Tuition/Fee	\$1,200.00
Books	\$150.00
Tools	\$100.00
Other Costs	\$150.00
Comments	Other cost include liability insurance, drug screen cost, etc
Total Amount	\$1,600.00

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

Program / Service Locations

Address	Bill Address
DYERSBURG STATE COMMUNITY COLLEGE 1510 Lake Rd Dyersburg, TN - 38024	1510 Lake Rd Dyersburg, TN - 38024

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

Program / Service Skills

Selected Skills
assess therapy needs of patients
assist patient in walking or exercising
assist patient with dressing, undressing, grooming, or bathing
take vital signs

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

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
----	---------	-----------------	---------------------------	------------------------------	------------------------------------	-----------------	--	--	--------------	--------------------

No data available

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

Program / Service Application Confirmation

Agreed to the confirmation statement: Yes

Submit program for WIOA Approval: Yes

[\[Edit Confirmation \]](#)

Program / Service Review Status

This program / service has not been reviewed.

Program/Service Occupations have not been entered.

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

Review Date:

Application Status: Applied For

Review Status: Not Reviewed

Reapplication Date:

Eligibility Type:

Expiration Date:

Nursing Assistant Occupation Snapshot

Emsi Q1 2019 Data Set

April 2019

Northwest Tennessee Workforce Board



708 E. Court Street
Dyersburg, Tennessee 38024

Parameters

Occupations

Code	Description
31-1014	Nursing Assistants

Regions

Code	Description
29155	Pemiscot County, MO
47033	Crockett County, TN
47045	Dyer County, TN
47053	Gibson County, TN
47095	Lake County, TN
47097	Lauderdale County, TN
47131	Obion County, TN

Timeframe

2019 - 2024

Datarun

2019.1 – QCEW Employees, Non-QCEW Employees, and Self-Employed

Nursing Assistants in 7 Counties

Nursing Assistants (SOC 31-1014): Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants. Excludes 'Home Health Aides' (31-1011), 'Orderlies' (31-1015), 'Personal Care Aides' (39-9021), and 'Psychiatric Aides' (31-1013).

Sample of Reported Job Titles: Nursing Assistant, Certified Nursing Assistant (CNA), Patient Care Technician (PCT), Patient Care Assistant (PCA), Nursing Aide, Nurses' Aide, State Tested Nursing Assistant (STNA), Licensed Nursing Assistant (LNA), Geriatric Nursing Assistant (GNA), Certified Nurse Aide (CNA)

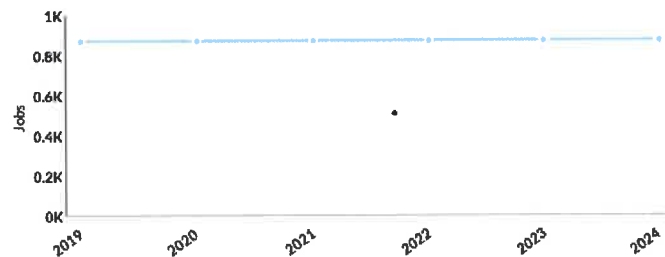
Related O*NET Occupation: Nursing Assistants (31-1014.00)

Occupation Summary for Nursing Assistants

872 Jobs (2019) 44% above National average	0.1% % Change (2019-2024) Nation: 5.9%	\$10.04/hr Median Hourly Earnings Nation: \$13.23/hr
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Growth for Nursing Assistants (31-1014)

872 2019 Jobs	873 2024 Jobs	1 Change (2019-2024)	0.1% % Change (2019-2024)
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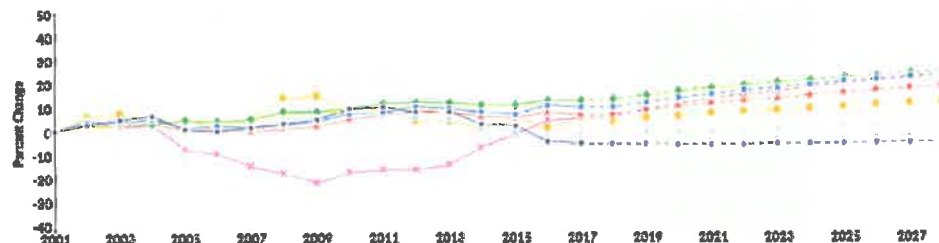


Percentile Earnings for Nursing Assistants (31-1014)

\$8.72/hr 25th Percentile Earnings	\$10.04/hr Median Earnings	\$11.49/hr 75th Percentile Earnings
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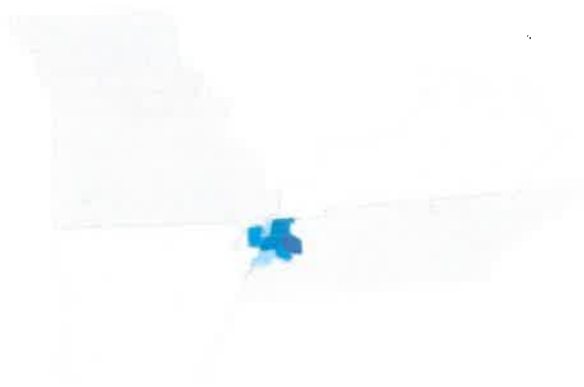


Regional Trends



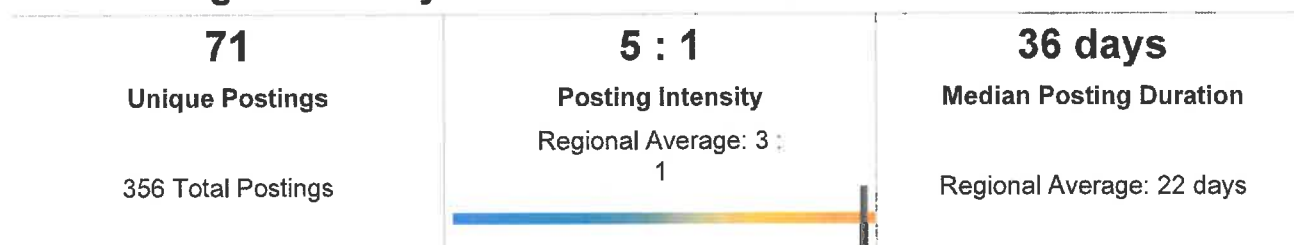
	Region	2019 Jobs	2024 Jobs	Change	% Change
●	Region	872	873	1	0.1%
●	West TN	7,460	7,940	480	6.4%
●	Northwest TN	1,210	1,223	13	1.1%
●	State	72,076	75,881	3,805	5.3%
●	Nation	1,513,084	1,602,284	89,200	5.9%
●	All Counties	9,543	10,096	553	5.8%
●	Weakley County, TN	136	141	5	3.7%
●	Madison County, TN	916	995	79	8.6%
●	Tipton County, TN	108	110	2	1.9%

Regional Breakdown



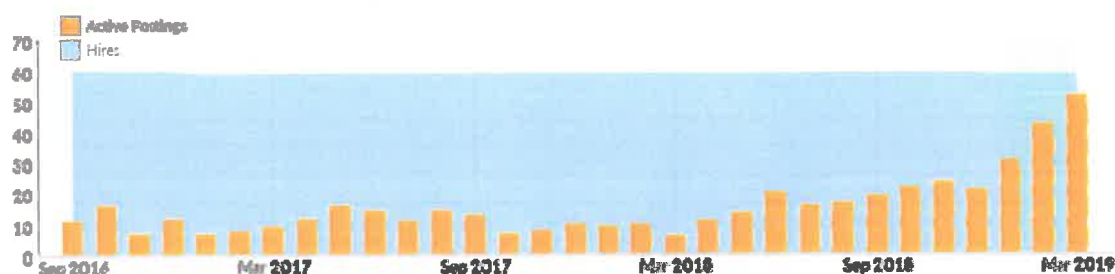
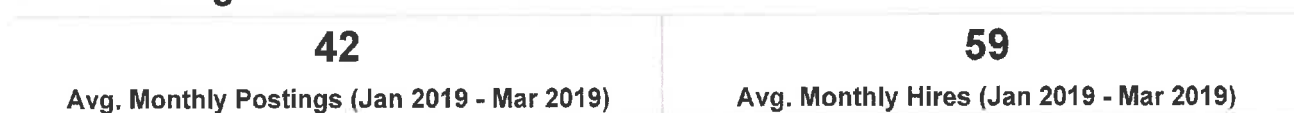
County	2024 Jobs
Gibson County, TN	222
Dyer County, TN	167
Obion County, TN	151
Pemiscot County, MO	115
Crockett County, TN	90

Job Postings Summary



There were **356** total job postings for your selection from January 2019 to March 2019, of which **71** were unique. These numbers give us a Posting Intensity of **5-to-1**, meaning that for every 5 postings there is 1 unique job posting. This is higher than the Posting Intensity for all other occupations and companies in the region (3-to-1), indicating that they may be trying harder to hire for this position.

Job Postings vs. Hires



Occupation	Avg Monthly Postings (Jan 2019 - Mar 2019)	Avg Monthly Hires (Jan 2019 - Mar 2019)
Nursing Assistants	42	59

Occupation Gender Breakdown



	Gender	2018 Jobs	2018 Percent
•	Males	61	7.0%
•	Females	812	93.0%

Occupation Age Breakdown



	Age	2018 Jobs	2018 Percent	
●	14-18	8	0.9%	
●	19-24	124	14.2%	
●	25-34	210	24.0%	
●	35-44	187	21.4%	
●	45-54	171	19.6%	
●	55-64	134	15.4%	
●	65+	39	4.5%	

Occupation Race/Ethnicity Breakdown



	Race/Ethnicity	2018 Jobs	2018 Percent	
●	White	444	50.9%	
●	Black or African American	400	45.8%	
●	Hispanic or Latino	16	1.8%	
●	Two or More Races	7	0.8%	
●	Asian	4	0.5%	

	Race/Ethnicity	2018 Jobs	2018 Percent
•	American Indian or Alaska Native	2	0.2%
•	Native Hawaiian or Other Pacific Islander	0	0.0%

National Educational Attainment



	Education Level	2018 Percent
•	Less than high school diploma	13.1%
•	High school diploma or equivalent	35.7%
•	Some college, no degree	31.6%
•	Associate's degree	10.1%
•	Bachelor's degree	7.4%
•	Master's degree	1.4%
•	Doctoral or professional degree	0.8%

Occupational Programs

	2 Programs (2017)	26 Completions (2017)	117 Openings (2017)
CIP Code	Program	Completions (2017)	
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide	26	
51.0000	Health Services/Allied Health/Health Sciences, General	0	

Industries Employing Nursing Assistants

Industry	Occupation Jobs in Industry (2018)	% of Occupation in Industry (2018)	% of Total Jobs in Industry (2018)
Nursing Care Facilities (Skilled Nursing Facilities)	514	58.8%	33.3%
Home Health Care Services	65	7.5%	9.0%
General Medical and Surgical Hospitals	61	6.9%	8.2%
Hospitals (Local Government)	55	6.3%	8.5%
Services for the Elderly and Persons with Disabilities	31	3.5%	3.1%

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

PART 1: AGENCY DESCRIPTION

- The mission of Weakley County School is to provide an educational environment for all students to be able to reach their fullest potential as they prepare for unique roles as contributing members of our complex and changing society. Parents, teachers, staff members, and administrators work cooperatively to accomplish our mission. Weakley County Schools serves over 4,000 students in ten local community public schools in the Northwest Tennessee towns of Dresden, Gleason, Greenfield, Martin, and Sharon. The Weakley Count Personal Development Center, centrally located in Dresden, houses programs sponsored by the Colleges of Applied Technology in Paris and McKenzie leading to a practical nursing license or a welding certificate and courses connected to Jackson State Community College and the University of Tennessee at Martin. The facility is home to the current successful Adult Education Program. Adult Education staff at the Personal Development Center have been instrumental in serving individuals who are interested in earning their High School Equivalency (HSE) diploma for 30-plus years. They have partnered with the Weakley County Sheriff's Department and the American Job Center as well as Weakley County Schools to create opportunity for everyone aged 17 years and older to achieve an HSE to improve their lives and the lives of their families.
- Grant funding for Weakley County Schools would help expand services to nine counties in Northwest Tennessee. Weakley County Schools' vision is to assist adults in acquiring the knowledge and skills required to pass the High School Equivalency Test (HiSET®). Highly qualified staff and certified teachers are currently succeeding in each of the nine counties. The teachers and staff are eager to teach adults the skills for passing the

HiSET® and help prepare students for post-secondary education. The staff of the nine counties are certified in the most recent Test of Adult Basic Education (TABE) ® in both the paper-based and computer-based test. Most TABE® tests are administered online, while mostly paper-based tests are used to assess the incarcerated population in the Northwest Tennessee area. Weakley County Schools seeks to continue service to the northwest region jail re-entry programs in Carroll, Dyer, Gibson, Henry, Obion and Weakley Counties and expand services to Benton, Crockett, and Lake Counties.

- Weakley County is a rural community 33,776 persons. Sixteen percent of the adults do not have a high school diploma. The unemployment rate is 8.3%. and 20.5% of the population lives below the poverty line. The county has experienced serious employment declines due to principal manufacturing employers closing their doors one after the other. Adult Education in Weakley County has been successful. Many see the need to improve their literacy skills to qualify for the jobs of the 21st century. Low-income welfare recipients, incarcerated individuals, and those ordered by the court system have sought education services. For 30-plus years, Weakley County Schools has been a place for individuals to get better; thereby, improving the work force. In the past two years, 62.2% of the individuals enrolling in this program have experienced level gains in their literacy skills. Sixty percent of the students have achieved either an HSE diploma or a regular high school diploma. Seven graduates have gone on to a 4-year university and four have sought certificates in a technical field. Services are offered in partnership with Weakley County Schools, Dollar General stores, Weakley County Sheriff's Department, WorkForce Essentials with the Department of Human Services, Department of Employment Security, Department of Labor and Workforce Development, Weakley

County Chamber of Commerce, Northwest Economic Development Council, Vocational Rehabilitation, and We Care Ministries. Weakley County Adult Education and Weakley County Schools have partnered in a successful pilot to offer 17-year-olds at least three semesters behind their peers the opportunity to study for the HiSET diploma. This effort has helped young people that would have dropped out of school otherwise to achieve a credential. Another partner, the Weakley County Sheriff Department, has allowed Weakley County Adult Education to schedule HiSET® classes at their facility. The facility also allows the public to take the HiSET® exam at the same location. Currently, inmates at the Weakley County Detention Facility are enrolled in Weakley County Adult Education who are preparing to take the HiSET® exam soon. Inmates earning their HSE diploma time credit on their sentence. Many inmates will graduate this year.

PART 2: PLAN TO PROVIDE SERVICES

Northwest Tennessee Adult Education will operate in nine counties in Northwest Tennessee. While the overall philosophy of service will prevail, each of the nine counties in Northwest will be somewhat different in their delivery of services. When the service offering is different, that will be noted in the narrative.

1. Curriculum and Instruction

A. Northwest Tennessee Adult Education instructors are committed to meeting the Division of Adult Education's performance measures. Upon enrolling, each student will be administered the TABE Locator to determine the Form of TABE 11 or TABE 12 (A, D, M or E) to be administered for the TABE Pre-test. The tests are available on paper and online in each of the nine counties. If the student scores less than level

4, the Program Assistant (or the Instructor) and the student will use the scores to create a plan for attending class. The Instructor will use the scores and interviews with the student to determine 40 hours of curriculum. After 40 hours of instruction, the student will be re-tested to start the next cycle of the process. If the student scores above a Level 3, the Program Assistant (or the Instructor) will give the HiSET® Official Practice Test (OPT). If the student scores at the required state level on the OPT, then the Program Assistant (or the Instructor) and the student will create a plan for 12 hours of instruction or practice to prepare for the HiSET® exam. The Instructor will discuss with the student any individual needs in math, reading, and essay writing skills that can be met during the 12-hour for practice period.

- B.** Instructors will use TABE profiles to determine and refine a class syllabus. Lesson plans will be based on the Tennessee Adult Education Curriculum and incorporate the College and Career Readiness Standards for Adult Education. Student who are deficient in English will have lessons based in the English Language Proficiency Standards for Adult Education. If bilingual services are needed, Northwest Tennessee Adult Education will contract for them. Individualized curriculum will be pertinent to the level of each student. This highly individualized process will ensure little time is wasted during classes and is expected to achieve a higher rate of learning than traditional whole group instruction.
- C.** Northwest Tennessee Adult Education Instructors will offer each student reading instruction in class based on the College and Career Readiness Standards for Adult Education. Those with limited English reading proficiency (some of which are native speakers) and English Language Learners (ELL) will be given instruction exploring

phonemic awareness and phonics. Conversational word lists will develop vocabulary. Both oral and silent reading fluency will be practiced each lesson. Each class is to include time to practice reading comprehension strategies. For those students who are not English proficient, English Language Proficiency Standards for Adult Education will guide lesson planning.

- D.** Northwest Tennessee Instructors and Program Assistants will continue to aid in preparing adults for the workforce by offering classes that teach the skills required for passing the HiSET® exam. Those students who pass the exam have more opportunities for better paying jobs. Northwest Tennessee Adult Education staff will continue to assist students with soft skills necessary for the work force. Showing up on time, going to work every day, and being drug free will be emphasized as important to employers. Skills in finding and applying for jobs will be offered utilizing the American Job Centers located in each county. Staff will also teach communication methods for interacting with potential employers, becoming a team player at work, and wise time management skills. Digital literacy will be a component of the training offered as well as industry-specific skills needed for immediate employment.
- E.** Computer labs are accessible from Monday through Friday from 8:00 a.m. to 4:00 p.m. in every county except Lake County. All tests will be administered in the computer lab when available including TABE and HiSET® Official Practice Test. Labs can be used to access online websites such as Khan Academy and HiSET® Academy, workforce activities like resume writing, financial aid applications, and developing writing skills. Northwest Tennessee Adult Education will pursue Internet

access for the class site in Lake County. Distance Learning sites exist in all counties except Dyer and Lake. A proposal has been made in those two counties for distance learning equipment. Northwest Tennessee Adult Education will study the use of these facilities for those who have difficulty with transportation to the centralized class sites in each county.

2. Services and Classes

A. Benton County

- i. Office Location: Benton County Adult Education, 169 Briarwood Street,
Camden
- ii. Information Available: Monday through Friday 8:00 a.m. to 3:00 p.m.
- iii. Classes meet: Mondays 1:30 p.m. to 4:30 p.m. and 5:00 p.m. to 7:00 p.m. and
Wednesdays 1:30 p.m. to 4:30 p.m. at the office.

B. Carroll County

- i. Office Location: Carroll County Adult Education, 191 Mebanewood Dr,
Huntingdon
- ii. Information Available: Monday through Friday 8:00 a.m. to 4:00 p.m.
- iii. Classes meet:
 1. Tuesdays 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m. and
Thursdays 9:00 a.m. to 12:00 p.m. at the office.
 2. Thursdays 4:00 p.m. to 7:00 p.m at McKenzie Church of Christ, 16300
Highland Drive, McKenzie

C. Crockett County

D. Dyer County

- i. Office Location: American Job Center, 313 West Cedar St, Dyersburg
- ii. Information available: Monday through Friday 8:00 a.m. to 4:00 p.m.
- iii. Classes meet: Tuesdays 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m.
Thursdays 9:00 a.m. to 12:00 p.m. at the office

E. Gibson County

F. Henry County

- i. Office Location: Henry County Adult Education Office, 55 Jones Bend Rd
Ext, Paris
- ii. Information Available: Monday through Friday 8:00 a.m. to 4:00 p.m.
- iii. Classes meet: Tuesdays 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m.
Thursdays 9:00 a.m. to 12:00 p.m. at the office

G. Lake County

- i. Class Location: First United Methodist Church, 536 Church St, Tiptonville
- ii. Classes meet: Tuesdays and Thursdays 9:30 a.m. to 12:00 p.m.
- iii. Northwest Tennessee Adult Education will seek to add informational space at a convenient location in Lake County. Further, Northwest Tennessee Adult Education will seek a partnership with Tennessee Department of Corrections and the Lake County Sheriff Department to offer classes to inmates at their facilities

H. Obion County

- i. Office Location: Obion County Adult Education Office, 1700 North 5th St,
Union City
- ii. Operating Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.

- iii. Classes meet: Tuesdays and Thursdays 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m.

I. Weakley County

- i. Office Location: Weakley County Personal Development Center, 8250 Highway 22, Dresden
- ii. Operating Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.
- iii. Classes meet: Tuesdays and Thursdays 8:00 a.m. to 11:00 a.m.

Application for Grant Funding | 2019 - 2023
WIOA Title II: Adult Education

Agency Name: Jackson State Community College																																
Agency D-U-N-S Number: 073534620																																
Chief Executive or Administrator Name and Title: Dr. Allana Hamilton, President																																
Address: 2046 North Parkway Jackson, Tennessee 38301																																
Email: ahamilton8@jscc.edu																																
Phone: (731) 424-3520 ext. 50333																																
<u>Application Contact Person (if different from above)</u>																																
Name and Title: Dr. Larry G. Bailey, Vice President of Academic Affairs																																
Email: lbailey@jscc.edu																																
Phone: (731) 424-3520 ext. 50280																																
From the list below, please select the county or counties you are applying to serve.																																
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%;">County</th><th style="width: 20%;">Annual Award</th><th style="width: 20%;">Eligible Population</th></tr></thead><tbody><tr><td>☐ Lake</td><td>\$30,250</td><td>1,373</td></tr><tr><td>☐ Obion</td><td>\$57,220</td><td>2,597</td></tr><tr><td>☐ Weakley</td><td>\$37,350</td><td>1,695</td></tr><tr><td>☒ Henry</td><td>\$50,240</td><td>2,280</td></tr><tr><td>☐ Benton</td><td>\$26,950</td><td>1,223</td></tr><tr><td>☐ Carroll</td><td>\$54,050</td><td>2,453</td></tr><tr><td>☒ Gibson</td><td>\$70,570</td><td>3,203</td></tr><tr><td>☐ Crockett</td><td>\$35,320</td><td>1,603</td></tr><tr><td>☐ Dyer</td><td>\$69,540</td><td>3,156</td></tr></tbody></table>			County	Annual Award	Eligible Population	☐ Lake	\$30,250	1,373	☐ Obion	\$57,220	2,597	☐ Weakley	\$37,350	1,695	☒ Henry	\$50,240	2,280	☐ Benton	\$26,950	1,223	☐ Carroll	\$54,050	2,453	☒ Gibson	\$70,570	3,203	☐ Crockett	\$35,320	1,603	☐ Dyer	\$69,540	3,156
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By signing below, I acknowledge responsibility for the content of this application, and if awarded a grant, for carrying out the activities and services as described in the grant application guide.

Allana Hamilton
by Larry G. Bailey

Chief Executive or Administrator Signature

1-17-19

Date

Program Narrative**Part 1: Agency Description**

The purpose of this proposal is to request funding under the Workforce Innovation and Opportunity Act of 2014, Title II-Adult Education and Family Literacy Act for the counties of Gibson and Henry Counties. Work associated with this funding will be devoted to providing academic instruction and education services below the postsecondary level that focuses on increasing eligible individuals ability to read, write, speak English, and perform mathematics. The Applicant for this proposal is Jackson State Community College, an institution of higher education. Jackson State Community College provides accessible learning opportunities that enhance the lives of individuals, strengthen the workforce, and empower diverse communities by offering traditional and contemporary associate degrees, certificates, continuing education and enrichment, and college-readiness programs. Jackson State opened its doors on September 29, 1967, and in 2017 celebrated 50 years of service to rural West Tennessee. Jackson State has satellite locations in Humboldt (Gibson County), Lexington (Henderson County), Savannah (Hardin County), Paris (Henry County), and 32 high schools in rural West Tennessee. The most recent "head count" enrollment is about 5,000 students.

More specifically, Jackson State Community College offers the following to fulfill its mission:

- Associate degree programs and courses (Associate of Arts, Associate of Science, Associate of Science in Teaching) designed for students to complete the first two years of a bachelor's degree and seamlessly transfer to a four-year university or college;
- Associate degree or certificate programs (Associate of Applied Science and Technical Certificates) to prepare students for entry-level employment in business, industry, or healthcare;

- Lifelong learning programs and courses for students who want to continue their education, improve educational skills or enhance personal growth;
- Workforce development programs and courses for businesses and industries to improve employee skills and promote economic development in communities served by the College;
- Academic and student support services to assist students in identification of paths for achievement of personal, academic, and career goals and to enhance the success of students in their chosen field of study; and
- Fiscal and administrative services and a physical environment including integration of state-of-the-art technology in teaching and learning, educational support, and administrative services that are conducive to student learning.

The Applicant is pursuing funding for the Adult Education and Family Literacy to meet the needs of rural West Tennesseans. The College serves to increase the education level and prepare students for gainful employment in the workforce through beginning in local high schools with dual credit enrollment, through on campus classes and distance learning, and working with local industry to provide both credit and non-credit educational opportunities and training to meet their needs. In the area of workforce development, Jackson State offers training and education in lean manufacturing, quality systems, safety training, leadership, teamwork, soft skills, and certification preparation. Providing adult education and family literacy will serve to meet the mission of the College and expand their educational opportunities for underserved adults for learning to read, write, speak English, performing mathematics, understanding the American system of Government, attaining a secondary school diploma, transitioning to a two-year or four-year college, or obtaining employment.

According to the Office of Institutional Research at Jackson State, the official headcount enrollment for the college was 4849 with 1336 being dual enrollment high school students. In the 2017-2018 academic year, JSCC awarded 542 degrees, 106 technical certificates, and 99 academic certificates to students in the region.

Part 2: Plan to Provide Services

Jackson State Community College will provide adult education and literacy activities for eligible individuals who has:

- Attained 17 years of age (16 if emancipated);
- Not enrolled or required to be enrolled in secondary school under State law; and
- Is basic skills deficient;
- Does not have a secondary school diploma or its recognized equivalent, and has not achieved an equivalent level of education; or
- Is an English language learner

1. Curriculum and instruction that incorporates;**A. Sound adult learning theories and education practice;**

The delivery of adult education and literacy activities to adult learners should have a foundation of theories and practice. Research has shown there are effective ways to train and educate adults learners. The Applicant will use these theories as the foundation for literacy activities for all eligible adults.

Active Learning is the use of one or more interactive engaging approaches to learning that includes role plays, scenarios, use of protocols, small group work, problem solving exercises, case study exercises, and blended training that incorporates technological resources.

Adult Learning Concepts or the learning theory of Malcolm Knowles, et al (1970) that is based on the principles of relevance, engagement, action, and learner-centered.

Instructional System Design is the most appropriate instruction execution to accomplish desired outcomes. The most common methodologies are ADDIE (analysis, design, develop, implement and evaluation) and Criterion-Referenced Instruction.

Problem Solving and Problem Based Learning that focuses on problem scenarios, role playing, and determination of solutions.

Learning Styles and their Impact in Training by understanding the learning types of the adult students and then utilizing the best method for their success. Learners can be visual (learning through reading and writing tasks), auditory (speaking), or kinesthetic (touching and moving).

Multiple Intelligences recognizing according to Garner (1999) there are five kinds of intelligence (musical, spatial/visual, bodily kinesthetic, intrapersonal, and interpersonal). Education strategies must encourage adult learners to use their preferred intelligence and instructional activities should vary to meet these varying preferences.

Conditions of Learning supports the idea of different types and levels of learning: verbal information, intellectual skills, motor skills, cognitive strategies and attitudes. Each level and type of learning needs an instruction strategy.

Experiential Learning concepts of concrete experience (feelings), reflective observation (watching), abstract conceptualization (critical thinking), and active experimentation (doing) which impact an adult's preferred learning.

The Applicant will utilize research-based instructional materials that incorporate these theories.

Materials provided by the Tennessee Adult Education Curriculum, education software, consumable workbooks and textbooks from McGraw Hill and Cambridge Publishing

Companies. Staff will attend training and conferences to ensure their ability to utilize the theories to practice in an effective manner for all populations of adult learners.

B. The College and Career Readiness Standards for Adult Education or English Language Proficiency Standards for Adult Education;

The College and Career Standards for Adult Education and English Proficiency Standards for Adult Education were created to communicate clear expectations to students, use content standards to improve instruction and curriculum, create professional development to assist staff in developing the expertise to implement the standards. The standards are designed to provide a link between adult education, post secondary education, and gainful work. The standard relating to English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects (ELA/literacy) shape instructional strategies, methods, curriculum, classroom activities, assignments, formative and summative assessments, to help determine student accomplishment in essential skills and knowledge.

Jackson State Community College will implement the College and Career Standards for Adult Education and English Proficiency Standards for Adult Education. Reading, writing, and speaking are not only taught in the context of the specific academic discipline but also on literacy across the disciplines of science, social studies, and technical subjects. This strategy allows for students to link with expectations in future secondary education and practical work experience. According to the Pimentel (2013) “most required reading in college and workforce training programs is informational in structure and challenging in content (NGA 2010b, pp. 2–4).”

C. The essential components of reading instruction;

Reading, academic instruction and education activities provided by Jackson State Community College will be based on the needs and goals of adults in the program. The kinds of services offered will encompass:

- Basic academic skills deficient including low-level literacy;

- Lacking a secondary school diploma or equivalent;
- English language learners and immigrants;
- Incarcerated;
- In need of academic remediation for post secondary education or;
- In need of academic remediation for employment.

Common services to all student populations will include such activities as:

- Basic academic skills and literacy instruction;
- Workforce preparation activities;
- Integrated education and training;
- Workplace adult education and literacy skills;
- English language acquisition activities;
- Integrated English Literacy and Civics education; and
- Family Literacy activities.

The same enrollment process and orientation for students, providing continuity and allowing students to understand specific expectations required for success will be conducted in Gibson and Henry counties. The enrollment process will begin with the student contacting or coming in person to a Jackson State Center and registering for orientation. The prospective student will receive a packet that includes a welcoming letter that briefly explains the intent of the orientation, the next orientation schedule, and topics to be covered in the orientation process. Students receive this information either in person, email, or by telephone, depending on how contact was made. Orientation will be offered at least once monthly at each site, depending on need.

The orientation will include general facility rules, overview of each day, learning styles

inventory, student goals, rules and regulations, pre-testing assessments, key terms, study skills, post-testing assessments, test results, student profiles, class schedules, graduation ceremony discussion, higher education scholarship availability, calculator training, essay writing, question and answer session, Student Handbook, and an Orientation Survey.

Students take home a Study Skills and Key Terms packet of information to complete. This packet is discussed thoroughly, with visual and written exercises upon student completion. A math refresher is given, then the language arts writing refresher.

Students who score a 6.0 or higher in the TABE Level D Reading Comprehension section will take the GED OPT during orientation, with math and language arts writing. If the student initially scores below a 6.0 on the TABE Level D Reading Comprehension, or takes a lower level examination, then the student will have the opportunity to retest during orientation using another version of the same, appropriate TABE level examination. If the student who took the TABE Level D Test scores at least a 6.0 in Reading Comprehension the second day, they will have the opportunity to take the GED OPT during orientation.

The student who takes a TABE Level E or Level M Test will also have the opportunity after the refresher programming, and will enter the lower level class. However, if this student who took the lower level examination scores much higher and are deemed in need of a higher TABE examination, they will take the higher level assessment as soon as possible to show the correct NRS Educational Functioning Level. This orientation process will allow students to get their assessment scores, student profile sheets, class assignments and prepare for classes. The student will then begin attending their designated class the next week. All testing will be entered into CMATS.

Managed enrollment will provide continuity in programming, and will help students and staff to

avoid feeling overwhelmed by providing an orderly, but flexible, process. Classes will be organized and initiated according to need. After students complete orientation, they will be grouped according to education skill level. Students testing into Levels 1-3, or 0-5.9 grade level equivalency will be grouped into a lower level class. Students testing into Levels 4-6, or 6.0-12.9 grade level equivalency will be grouped into a higher level class. The groups of new students will be added to existing classes or new classes will be created at managed intervals. All classes will have managed enrollment that typically extends six weeks, but can be shortened or lengthened to meet student need, and can be repeated for students as necessary for success. All adult education classes in this service delivery area will use the Tennessee Adult Education Curriculum, provided by the Tennessee Division of Adult Education, as the major instructional tool. This curriculum is divided into educational functioning levels.

All adult education assessments will be given according to their proper testing protocol, including specific time limits for each part. These tests will be given initially during orientation. All staff that administer tests will be trained and certified by the supervisor. This assessment process will begin with the Test of Adult Basic Education (TABE) Locator Test. This test will indicate which of the four TABE Level Exams will be used as a pre- and post-test. These levels are Level E-Easy, M-Moderate, D-Difficult, and A-Advanced. Once initial TABE Testing has been completed, TABE scores will be entered, so the student will appear in the National Reporting System (NRS). This will also notify program staff of the student's initial grade level and NRS Educational Functioning Level.

Students who score above a 6.0 grade level on the TABE Level D in Reading Comprehension will be allowed to take the High School Equivalency Diploma (HSET®) Official Practice Test. Follow up or post-testing will be performed on each student after

sixty hours of instruction. However, if the teacher or testing staff recommend earlier testing, such as during orientation, or while in a class, the student may be tested before the sixty hour testing rule. If this is the case, a Post Testing 60 Hour Exception Checklist form will be signed by the student, staff, and the supervisor, and will be placed in the student file. Students will take the appropriate TABE Level test during orientation. Once completed, students are given an individual student profile. This profile consists of a chart showing the six adult education levels. Level I is 0-1.9 grade level, Level II is 2-3.9 grade level, Level III is 4-5.9 grade level, Level IV is 6-8.9 grade level, Level V is 9-10.9 grade level, and Level VI is 11-12.9 grade level. Each student will get feedback on the level they have initially tested and requirements to reach the next level. Students are given a chart showing an item analysis for each test, Reading Comprehension, Math Computation, Applied Math, and Language. The item analysis consists of breakdowns for Reading Comprehension (vocabulary, recall of information, meaning construction, and meaning evaluation); Math Computation and Applied Math (numeration, decimals, fractions, negative numbers, percents, geometry, algebra, and charts and graphs); and Language (punctuation and capitalization, parts of speech, combination of sentences, paragraph editing, and topic sentences). Students who score a 6.0 or higher on the TABE Level D in Reading Comprehension will have the opportunity to take the High School Equivalency Diploma (HSET®) Official Practice Test. An Official Practice Test Student Profile is developed for each student that focuses on Math and Language Arts: Writing sections. Copies of the TABE and OPT Student Profiles are given to the students to keep. Teachers are also provided a copy of the profile to use with students in their assigned classes. The teacher will also provide feedback, and students will sign the profile sheets showing they are aware

of profile results.

A detailed class syllabus is developed for each group of new students for each class, with each student receiving a copy. The syllabus includes information on a weekly basis. The syllabi have information for each week on language, math, reading, writing, and homework. The syllabus has information on how to move to the next level as well, and may be adapted to meet common difficulties of student groups, using Official Practice Test and TABE profile results.

Typical classes have managed enrollment of six week intervals. Each class syllabus has a statement that the class may go faster or slower than the typical six weeks. Students can repeat a class as often as necessary to move through that level class and on to a higher level class, Testing, or other National Reporting System Performance Measure.

In-class practices and quizzes are provided on a regular basis each week. Homework is a major component of adult education. Homework is described on the class syllabus and is given in language, math, reading, and writing.

In-class monitoring and feedback occurs as the result of practices, quizzes and results of homework assignments. Homework is assigned on a daily and weekly basis in areas of math, language, reading and writing. Teachers review in class practices, quizzes, homework and provide individualized and group feedback. Teachers provide specific evaluation of student weaknesses every four weeks. Teachers work individually with students to address identified weaknesses such as arranging tutors or providing more instruction.

Student testing is required after 60 hours of instruction, or more often per student progression. The program will offer different versions of TABE Tests and the Official Practice Test for students. Students receive individualized feedback on test results and opportunities to re-test prior to the 60 hour requirement with an approved Post Testing 60 Hour Exception Checklist

completed, signed by the student, staff, and supervisor, and placed in the student file.

The Applicant will provide services for English language learners with existing staff, training materials, software, and students will be served without barriers to their success. Staff, including the supervisor, will begin serving them as soon as orientation is completed.

Volunteers will be recruited through media, area agencies, and churches. However, should the need arise for classes, a plan has been developed to serve the ESOL Population.

Once the need arises, an orientation will be scheduled and advertised as other orientations are advertised, in the local media and in Program newsletters. This orientation will include enrollment forms and assessments. Orientation will be geared toward the ESOL student, using a model recommended on the Tennessee Adult Education official website. Assessments will include BEST Literacy, BEST Plus, and TABE Level E. All assessments will be given by trained and certified testing staff, and entered in CMATS to find proper National Reporting System ESL Functioning Levels. Students will be given a copy of all testing profiles and orientation materials with contact phone numbers, email addresses, and any other contact information necessary. The supervisor and testing staff will perform these duties until a Tennessee-Certified Teacher(s) is hired for the duration of the class, that will be scheduled day or night for the community or communities most in need.

The Program will plan for a single class for English language learners in each Gibson and Henry Counties. Typically, these students will either need lower level classes, or can be served in existing regular adult education classes. Those needing lower level classes would be able to enter this ESOL Class immediately after orientation is completed. Classes will use a variety of instructional materials, including current software existing in the program, such as Rosetta Stone® English, PLATO®, and currently provided workbooks, including English ASAP

Series (Steck-Vaughn), Step Forward Series with student audio CD's (Oxford), Life Skills Community and Government Series (Steck-Vaughn), and the many math materials available in the Tennessee Adult Education Curriculum, as well as the Program Library.

The teacher will monitor progress and give feedback to the students in class, throughout all ESOL programming. Workbooks and software use will be monitored and feedback provided. The teacher will monitor student progress and when deemed appropriate, or after 60 hours of instruction, ESOL students will be recommended for BEST Post-Testing. When the student tests into the TABE Level E and approaches the scores necessary, a transition orientation will be offered. At this orientation, ESOL students will be given the TABE Locator and all necessary tests. Testing protocols will be followed and students will be placed into the appropriate ESOL or the High School Equivalency Diploma (HSET®) Classes. All testing will be entered in CMATS to gain National Reporting System ESL Functioning Levels. Feedback will be given to the students throughout the assessment and learning process.

D. Workforce preparation activities;

Jackson State Community College will use the Tennessee Adult Education Curriculum adopted by the Division of Adult Education as the primary training materials for students. Citizenship, life-coping, and employability training is incorporated in the Curriculum, and instructors are encouraged to use real life experiences and materials as reinforcement for all student learning styles and backgrounds. The applicant has a wide range of student support services which assist with academic preparation and career development. A writing center, math lab, advisors who provide assistance with class scheduling, degree planning, and lend academic advice, Smarthinking on line tutoring, embedded librarian to assist with library research and a computer lab are available to assist students.

Nonacademic resources to help students with issues that may arise and pose barriers to remaining in school include counseling, mentoring, veteran services and disability resource center.

The Jackson State Community College Placement Services office is available to all currently as well as previously enrolled students and alumni. The Placement Services office is located in room 136 of the Student Center and is open from 8:00 am until 4:30 pm Monday - Friday. Placement Services assists individuals with finding employment through resume assistance, links to employers, on campus job fairs, and job listings.

For students interested in continuing their education beyond the High School Equivalency Diploma, Jackson State Community College offers academic advising on academic pathways that include the completion of certificates and Associates of Applied Science degrees that lead to entry level position in business or industry. Associates of Arts and Science degrees are instructional programs in university parallel curricula designed for students to complete the first two years of a bachelor's degree and to seamlessly transfer to a four-year university or college.

Through the American Jobs Center coordination with Jackson State Community College, students can link with the Career Coach program for career assessments, career programs, and resume assistance.

E. Technology and Distance Learning

Technology and distance learning are integral components to student learning at Jackson State Community College. The proposed adult academic instruction and education services will be provided initially at two campus locations in Gibson and Henry County. All these campus locations have fully equipped distance learning and multimedia rooms, computer laboratories,

science laboratories, spacious classrooms, testing facilities, and library and learning resource areas. The college utilizes Zoom technology and Blue Jeans for live video broad cast of instruction across multiple locations asynchronously. The software also allows for recording of classroom lectures and demonstrations for later viewing by students 24 hours a day. The college also utilizes Desire to Learn (D2L) as the learning management system to deliver courses and training online and as a support for classes taught in a traditional ground format. D2L allows instructors to post information, have discussion boards, and interact with students either by email, chat, or live. All of these technologies are available to support the needs of students in the Program.

Where and when the services/classes will be provided;

Jackson State Community College will offer academic instruction and education services for eligible individuals initially at two campus locations in rural West Tennessee counties of Gibson and Henry. All campuses are ADA-compliant, and have adequate office space and classrooms for instruction.

- **Gibson County: Humboldt Higher Education Center**
1751 East Main Street
Humboldt, Tennessee 38343
- **Henry County-Paris**
55 Jones Bend Road
Paris, Tennessee 38242

Classes will be scheduled at various times throughout the day and week, depending on student need. A schedule is provided to students during orientation. However, new classes can be created to fill a need in the community as a result of increased student volumes. campus. The Applicant also plans to work with the Sheriff's Office in each county to provide classes at the local criminal

justice centers and jails.

Jackson State has a recruitment goal of 6 percent of the eligible population for Gibson and Henry County. The eligible population for each county is 2,280 (Henry), 3,203 (Gibson), A 6 percent goal for each county is 137 (Henry), and 192 (Gibson) for a total of 329. Jackson State Community College plans to offer four (4) classes in Henry, and six (6) classes in Gibson County. Classes in each county will be offered on various days and times that meet the diverse needs of each community. Classes may be offered during the day, in the evening, or on Saturday.

2. How staff will recruit and retain program participants;

Student recruitment will be conducted through a variety of mechanisms. Social media, mass media public service announcements, fliers, newsletters, speaking engagements, advertising booths at county fairs, health fairs, and career fairs will be used to recruit students. The Applicant will also work with local social service agencies in Gibson and Henry Counties to recruit students. Local programming and offices of the Tennessee Department of Human Services, Tennessee Department of Children's Services, and Tennessee Department of Health will be provided information on the program. The applicant will participate in local Chamber of Commerce meetings to network with local small and large businesses. The Jackson State Community College web page and FaceBook page will also contain information on the program.

Student retention will be accomplished through the academic and non-academic support that Jackson State Community College provides for students. A writing center, math lab, advisors who provide assistance with class scheduling, degree planning, and lend academic advice, Smarthinking on line tutoring, embedded librarian to assist with library research and a computer lab are available to assist students. Nonacademic resources to help students with issues that may arise and pose barriers to remaining in school include counseling,

mentoring, veteran services and disability resource center.

3. How the program services will align with local workforce development plan, including how the program will coordinate with other available agencies or services and the WIOA one-stop (AJC) partners.

Jackson State Community College will offer flexible scheduling of classes, including orientation at various times throughout the day and evening. Support services will be utilized in each of the two counties to assist students in overcoming barriers to success, especially in the areas of transportation and child care. Workforce Essentials will provide transportation, childcare, and a completion award for any of their Families First low income clients who participate in the Program. Northwest Tennessee Development District/Northwest Tennessee Human Resource Agency will provide transportation and a child care stipend to eligible adults.

Through the American Jobs Center coordination with Jackson State Community College, students can link with the Career Coach program for career assessments, career programs, and resume assistance. The American Jobs Centers in Henry and Gibson County are located in the same buildings as the proposed adult education services to be offered by Jackson State Community College. The Center has information and services related to career development and exploration, short and longer term training, job and employment searching, linkage to local resources, various toolkits, and resources specific to different kinds of workers.

The Jackson State Community College Placement Services office is available to all currently as well as previously enrolled students and alumni. The Placement Services office is located in room 136 of the Student Center and is open from 8:00 am until 4:30 pm

Monday - Friday. Placement Services assists individuals with finding employment through resume assistance, links to employers, on campus job fairs, and job listings. For students interested in continuing their education beyond the High School Equivalency Diploma, Jackson State Community College offers academic advising on academic pathways that include the completion of certificates and Associates of Applied Science degrees that lead to entry level position in business or industry. Associates of Arts and Science degrees are instructional programs in university parallel curricula designed for students to complete the first two years of a bachelor's degree and to seamlessly transfer to a four-year university or college.

For students interested in continuing their education in the areas of small business and entrepreneurship, Jackson State offers both non-credit and credit programming. Non-credit training is offered through the Department of Workforce Development, the Center of Emphasis, and the Small Business Development Center. The college also offers credit courses with emphasis in business management, small business management, and entrepreneurship. The college's Small Business Development Center serves as a hub for counseling, management training, and business resource information for small business owners and potential owners through the Small Business Development Center. The center promotes growth, expansion, innovation, increased productivity, and management improvement by strengthening the small business community and contributing to the economic growth of the state.

Part 3: Accommodations & Non-Discrimination

Jackson State Community College does not discriminate in employment or admission on the basis of race, gender, religion, color, national or ethnic origin, age, disability, or

military service. According to the Federal Family Educational Rights and Privacy Act (FERPA), the instructor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression: Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Protection Against Improper Academic Evaluation: Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Protection Against Improper Disclosure: Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

The education records of current and former Jackson State students are maintained as confidential under The Family Educational Rights and Privacy Act (FERPA). This act gives students certain rights with respect to access of those records and release of personally identifiable information from those records. The college's policies and processes for those actions are: Jackson State shall not permit access to, or release of, any information in the Education Record of any student that is personally identifiable, other than Directory Information, to any party without the student's written consent. At

Jackson State, students with disabling conditions have every opportunity to succeed. We strive to provide reasonable accommodations so that no student, solely because of their disability, will be excluded from any college activity or function. Jackson State Community College is an Equal Opportunity Employer. Auxiliary aids and services are available, upon request, to individuals with disabilities. Jackson State can contact the Division of Adult Education in Nashville, and the Center for Literacy, Education, and Employment of the University of Tennessee, Knoxville, to gather information, aids, and services for those with disabilities. The Applicant will only use handicap-accessible training sites that will include easy access for wheelchairs, and include a bathroom equipped with steel grab bars. During orientation, students will be informed that they may meet privately with staff concerning any special needs or potential barriers to success. Special conditions will be addressed discretely, such as the need for interpreters, unseen handicapping conditions, Telecommunications Device for the Deaf (TDD), and the need for bold, large print for books and computers, color overlays, and wheel chair accessibility. The staff working through the Jackson State Disability Resource Center serve as liaisons between people with disabilities and faculty, staff and students. The Center works to coordinate and provide support services to foster access, advise faculty and staff on appropriate accommodations, and assist in ensuring we have accessible campus facilities. The Applicant has an Accessibility Committee that reviews disability and access related issues concerning learning resources.

Part 2: Budget Narrative

Supervisor Salary	\$45,891; Supervisor Benefits	\$25,032
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Total Supervisor Salary and Benefits		\$70,923
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Part-time Faculty Henry County

1 PT @ 12 hours/week x 48 weeks: \$16,128; Benefits \$1,234

Part-time Faculty Gibson County

1 PT @ 18 hours/week x 48 weeks: \$24,192; Benefits \$1,851

Total Part-time Instructional Salaries and Benefits	\$43,405
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Instructional Supplies	\$2,500
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Instructional Materials	\$2,500
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Office Supplies	\$500
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Travel	\$982
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Total	\$120,810
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Jackson State Community College provides a cost-effective budget for serving Henry and Gibson counties. The total amount requested is \$120,810 to serve 329 adults, at the cost of \$367 per participant. The program has a potential to serve 5,483 adults, with a recruitment goal of 6% (329). The applicant provides a detailed budget narrative below:

Instructional Services—Salaries/Hourly Instructional Personnel—The supervisor's pay is based on the Jackson State Community College salary scale for Professional/Technical Employees as a Job Grade 5 for a 12-month employee. Approximately 95% of the supervisor's time will be spent in direct teaching, testing, student orientation, counseling students, student contacts, substituting for teachers, and teaching classes when trying to build student numbers. The other 5% of the supervisor's time will be used to conduct administrative business tasks. The total salary for the supervisor will be \$45,891 (\$43,596—95% and \$2,295—5%) and benefits will be

\$25,032 (\$23,780—95% and \$1,252—5%). Part-time instructors will solely be responsible for teaching, testing, and student contacts, so they will be paid 100% instructional. Part-time instructors will be paid at the rate of \$28/hour and will not exceed 29 hours/week. Classes will be at a minimum 4-6 hours weekly, but may extend to ten hours per week, based upon scheduling needs. JSCC plans to offer 4 classes in Henry County and 6 classes in Gibson County. Classes in each county will be offered on various days and times that meet the diverse needs of each community. Classes may be offered during the day, in the evening, or on Saturday. Classes will be held at the JSCC Paris Center, and at the JSCC Humboldt Center. Other locations may be utilized within each of these counties.

Instruction Personnel (100% Part-time instructors and 95% of Supervisor Salary)—Henry County will have one part-time instructors teaching 12 hours/week for 48 weeks as well as 2 classes taught by the supervisor.

Henry County Part-time salary: 1 PT @ 12 hrs/wk x 48 weeks: \$16,128

Gibson County will have one part-time instructors teaching 18 hours/week for 48 weeks as well as 3 classes taught by the supervisor.

Gibson County Part-time salary: 1 PT @ 18 hours/week x 48 weeks: \$24,192

Courses taught by Supervisor: Supervisor @95%: \$43,596

Total Instructional Pay: \$83,916

Instructional Benefits—Benefits are calculated at 6.2% for social security (FICA) and 1.45% for Medicare (FICA Med). Additionally, the supervisor will be eligible for retirement benefits, calculated at 10%. Health insurance for the supervisor is \$16,932.

Part-time benefits: \$3,085 (FICA \$2,500; FICA Med \$585)

Supervisor benefits at 95%: \$23,780 (FICA @ 95% \$2,704; FICA Med @ 95% \$632)

Insurance @ 95% \$16,085; Retirement @ 95% \$4,359)

Total Instructional Benefits: \$26,865

Instructional Supplies—Copy paper and toner for copying curriculum, calculators, general instruction Supplies, and postage for student mailings. **\$2,500**

Instructional Materials—TABE/OPT Testing, Study Guides. **\$2,500**

Administrative Services

Supervisor Salary—Calculated at 5% for Administrative **\$2,295**

Supervisor Benefits—Calculated at 5% for Administrative **\$1,252**

FICA @ 5% \$142; FICA Med @ 5% \$33; Insurance @ 5% \$847; Retirement @ 5% \$230

Office Supplies—copy paper, staples, general office supplies **\$500**

Administrative Local Travel—meetings within service area **\$982**

10% In-Kind Match—The Program will use instructional, testing, and office space provided by Jackson State Community College with no charge for facility usages and utilities. The Program will also have access to JSCC's Counseling, Career Placement, Library, Small Business Development Center, and other state-of-the-art services at no charge. This will more than provide for the required 10% in-kind match.

Tennessee Adult Education

Agency/Organization Name:	Jackson State Community College
Counties Applying For:	Gibson, Henry
Application Signatory:	
Total Grant Award:	\$120,810
Total Budget	
Total Admin:	\$ 5,028
Percentage of Grant Total:	4%
Total ABE/ESL Instructional:	\$ 104,349
Percentage of Grant Total:	86%
Total Corrections Instructional:	\$ 11,433
Percentage of Grant Total:	9%
Running Total:	\$ 120,810
Administrative Budget	
Full-Time Compensation & Benefits	\$ 3,546
Part-Time Compensation & Benefits	\$ -
Occupancy/Rent	
Travel	\$ 982
Supplies	\$ 500

Materials	
Equipment	
Total Administrative	\$ 5,028
ABE/ESL Instructional Budget	
Full-Time Compensation & Benefits	\$ 60,285
Part-Time Compensation & Benefits	\$ 39,065
Travel	
Supplies	\$ 2,500
Materials	\$ 2,500
Equipment	
Total Instructional	\$ 104,349

Personnel Details

Please complete the spreadsheet below detailing anticipated personnel costs to the extent possible.
(Note: Click the "Enable Content" button in the yellow bar at the top to allow macros to function.)

1

Full-Time Personnel (i.e., full-time agency employees who will work on this grant)

Position	FT Yearly Salary	Benefits	Total Comp. & Ben.	% Approx. Time on Admin.	Total Comp. & Ben. for Admin.	% Approx. Time on ABE/ESL Instruction	Total Comp. & Ben. for ABE/ESL Instruction	% Approx. Time on Corrections Instruction	Total Comp. & Ben. for Corrections Instruction
Supervisor/Instructor	\$ 45,891	\$ 25,032	\$ 70,923	5%	\$ 3,546	85%	\$ 60,285	10%	\$ 7,092
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			\$ 70,923	Total	\$ 3,546	Total	\$ 60,285	Total	\$ 7,092

Part-Time Personnel

Position	PT Hourly Wage	Estimated Hours (for the year)	PT Yearly Salary	Benefits	Total Comp. & Ben.	% Approx. Time on Admin.	Total Comp. & Ben. for Admin.	% Approx. Time on ABE/ESL Instruction	Total Comp. & Ben. for ABE/ESL Instruction	% Approx. Time on Corrections Instruction	Total Comp. & Ben. for Corrections Instruction
Instructor-Henry	\$ 28	576	\$ 16,128	\$ 1,234	\$ 17,362	0%	\$ -	90%	\$ 15,626	10%	\$ 1,736
Instructor-Gibson	\$ 28	864	\$ 24,192	\$ 1,851	\$ 26,043	0%	\$ -	90%	\$ 23,439	10%	\$ 2,604
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