

Northwest TN Workforce Board Executive Committee Meeting

February 1, 2024 – 11:30 a.m.

Milan Chamber of Commerce, 1069 S. Main St., Milan, TN / Zoom

Minutes

Committee Members Attending: Ted Piazza, Lori Burdine; **via Zoom:** Mayor John Penn Ridgeway, Mayor Jake Bynum, Glad Castellaw

Staff Members and Contractors Attending in person: Jennifer Bane, Gina Johnson, Ginger Powell, Laura Speer; **via Zoom:** Lana Burchfiel

Others Attending: Sabra Bledsoe

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

Review and Approval of Minutes: Minutes for the 10/25/23 meeting were reviewed.

- **MOTION:** Glad Castellaw moved to approve the 10/25/23 Executive Committee minutes as presented, and Lori Burdine seconded the motion. All were in favor and the motion carried.

Facilities and Technology: Jennifer Bane reported for LeAnn Lundberg. LeAnn is in the process of changing over the phone system and we will have to get new numbers for Huntingdon and Jackson due to these systems being on the State phone system that is being discontinued. LeAnn will also begin working on annual inventory this quarter in advance of the Performance Accountability Review (PAR) visit in April.

Performance & Program Oversight: Laura Speer presented the following reports:

- **Quarterly Complaint Logs:** No complaints have been received.
- **Monitoring Status Report:** The full report is attached and no issues have been found. Derrick Quinn is now monitoring for both Northwest and Southwest.
- **Local Performance Results—Estimated PY23Q2 Results:** The attached report of estimated results was reviewed. The only thing we are off target on is the Medium Earning for Youth, but this is just for the first two quarters of the program year, so we should have time to meet that goal by the end of the year. The Dislocated Worker credential measure may not change unless we have more individuals captured in the reporting period.

Budget & Administration Reports: Gina Johnson presented the attached Financial Status Report detailing expenditure and obligation rates as of December, as well as fiscal performance results for the minimum participant cost rate (MPCR), Youth Work Experience expenditures, and In-School Youth (ISY) expenditures under the PY 22 and PY 23 funds showing all measures are on track. Jennifer Bane noted the detailed budget update shows the expenditures by budget item. Operating costs are on track overall, but participant expenditures are under budget so far. All special grants are utilized before formula funds since formula dollars are really the only ones we can use for operating costs. We are running a little high on youth expenses, mainly because we have a very tight budget this year. We asked for and received additional Title I funds, but the formula budget is still less than last year as staff time is also being dedicated to the Summer Youth Employment Program (SYEP). With the SYEP funds, the budget is up overall.

Other Business: Jennifer Bane presented the following:

- **State Workforce Board Development (SWDB) Updates:** The SWDB has not met since our last board meeting, and policies haven't been posted for public comment yet. The policies that were supposed to be voted on at the last meeting were delayed as the SWDB focused on issues in the Greater Memphis area. The SWDB is also still working on Board Certification.
 - **2024-2027 Strategic Planning:** The State plan should be posted for public comment soon. Staff are currently working on the regional and local plans.

Other: Jennifer also provided update on our cybersecurity and other additional insurance coverage. Staff are waiting to receive quotes on submitted applications. A new workers' compensation insurance carrier also has to be identified as the existing carrier decided to cancel coverage.

Future Meeting Dates & Upcoming Events: Ted Piazza reviewed the upcoming meeting dates and events listed on the agenda.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
Executive Committee
Thursday, February 1, 2024 – 11:30 a.m.

Milan Chamber of Commerce
1069 S. Main Street
Milan, TN

[Join Zoom Meeting](#)
Meeting ID: 836 4761 5244
Passcode: 021334

Agenda

Welcome and Call to Order Ted Piazza, Chair
Review and Approval of Minutes of 10/25/23 Meeting (**Vote Required**)

Facilities and Technology LeAnn Lundberg

Performance & Program Oversight Laura Speer

- Quarterly Complaint Logs Update
- Monitoring Status Report
- Local Performance - Estimated PY 23 Q2 Results

Budget & Administration Gina Johnson

- Financial Status Report & Budget Update

Other Business Jennifer Bane

- State Workforce Board Updates
 - o 2024-2027 Strategic Planning
- Other All

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
Northwest Tennessee Workforce Board Meeting	March 5 th , 10:00 am	NW HRA / DD (Martin)/Zoom
Future Virtually Speaking Webinar	March 7 th , 9:00 am	Zoom
Local & Regional Plans Posted for Public Comment	March 8 th	www.tnworks.org
State Board Meeting	March 22nd, 8:30 am – 12:00 pm	Nashville / YouTube
Remaining 2024 Committee Meetings	Thursday, 11:30 am May 2 nd August 1 st October 31 st	Milan Chamber of Commerce / Zoom
Remaining 2024 Board Meetings	Tuesday, 10:00 am June 4 th Thursday, Sept. 5 th (w/ SW) December 3 rd	NW HRA / DD (Martin)/Zoom TBD / Zoom NW HRA / DD (Martin)/Zoom

Northwest TN Workforce Board Executive Committee Meeting

October 25, 2023 – 10:00 a.m.

Administrative Office, 208 N. Mill Ave., Ste. B, Dyersburg, TN 38024 / Zoom

Minutes

Committee Members Attending: Ted Piazza, Jimmy Williamson, **via Zoom:** Ben Marks, Mayor John Penn Ridgeway

Staff Members and Contractors Attending in person: Jennifer Bane, Gina Johnson, LeAnn Lundberg, **via Zoom:** Ginger Powell, Lana Burchfiel, Laura Speer

Others Attending via Zoom: Sabra Bledsoe

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

Review and Approval of Minutes: Minutes for the 7/26/23 meeting were reviewed.

- **MOTION:** Jimmy Williamson moved to approve the 7/26/23 Executive Committee minutes as presented, and Ben Marks seconded the motion. All were in favor and the motion carried.

Facilities and Technology: LeAnn Lundberg shared that she is looking at replacing some old equipment as well as changing phone providers since we have outgrown Vonage. The voiceover IP phone system is going to be a challenge since we have so many people who have different Ips under different employers.

Performance & Program Oversight: Laura Speer presented the following reports:

- **Quarterly Complaint Logs:** No complaints have been received.
- **Monitoring Status Report:** The full report is attached and no issues have been found.
- **Local Performance Results—Estimated PY23Q1 Results:** The attached report of estimated results was reviewed. We are either on track or approaching our target on everything for the first quarter. The yellow approaching target counts as meeting goals since at least 90% of the goal was attained.

Budget & Administration Reports:

- **Financial Status Report & Budget Update:** Gina Johnson presented the attached Financial Status Report detailing expenditure and obligation rates as of September, as well as fiscal performance results for the minimum participant cost rate (MPCR), Youth Work Experience expenditures, and In-School Youth (ISY) expenditures under the PY 22 and PY 23 funds. We are on target for all our fiscal goals. Jennifer Bane noted the attached detailed budget update shows the breakdown of expenditures by budget category. We will be receiving Consolidated Business Grant (CBG) funds for On-the-Job and Incumbent Worker Training, a new National Dislocated Worker Grant which will include participant and staffing funds, and an additional \$30,000 in apprenticeship funds which will allow us to fund some of the original request that was not fully funded.
- **Monitoring & Oversight Policy Change:** Jennifer Bane reviewed the proposed changes to the policy as listed in red in the attachment. Most of the changes are due to our request to be the CSP for Southwest. Additional details have been added to ensure segregation of duties between the Board / Fiscal Agent and CSP staff and adherence to the required firewall. Staff responsibilities have also been updated to reflect the change. We will have a separate service agreement for CSP staff in lieu of a contract.

Additionally, the proposed changes include a reduction from a 100% review of source documentation from contractors to a minimum of 20%, with the sample to be increased if issues are noted. Selecting a sample rather than conducting a 100% review is the process followed by most, if not all, other areas, the State Performance Accountability Review (PAR) team, and our external auditors. The general ledger would still be required for all invoices and then a minimum of a 20% sample would be selected for source document review, either based on number of transactions or expenditures. Jimmy Williamson and Ted Piazza noted that the sample must be random to ensure compliance with Generally Accepted Accounting Principles (GAAP). Jennifer will add this clarification to the policy language when it is brought to the Board for review.

- **MOTION:** Ben Marks moved to approve the Monitoring & Oversight Policy changes as listed in the attachment, with the addition that the minimum 20% sample would be random. Jimmy Williamson seconded the motion. All were in favor and the motion carried.

Other Business: Jennifer Bane presented the following:

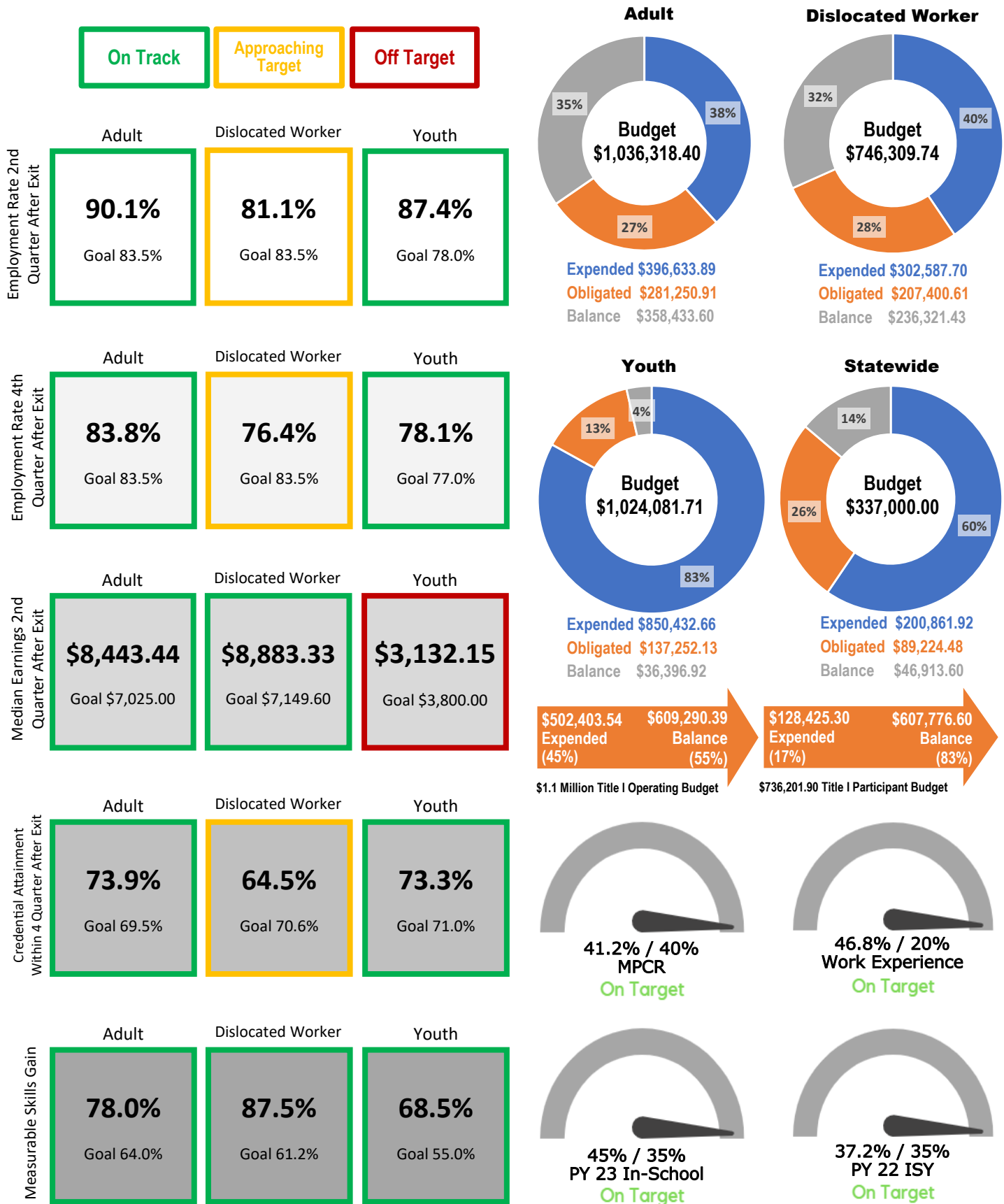
- **State Workforce Board Development (SWDB) Updates:**
 - **PY 2023 Key Performance Indicator (KPI) Goals:** The attached handout details the final KPI targets. Lower targets were negotiated and accepted for Adult / Dislocated Worker and Youth based on available participant funding and staff capacity.
 - **Policy Updates:** The policies to be reviewed at the upcoming SWDB meeting were shared with the Board by email during the public comment period. Several concerns are noted with the Employment-Based Training Grant policy:
 1. Public sector employers will no longer be able to participate in OJT grants, with a possible exception for Registered Apprenticeships.
 2. Employers will only be able to participate for a 12-month period at a time and will then have a 12-month gap before they can participate again. Jennifer stated that she has submitted comments that this would be a deterrent to employer partners and that new partners are not being denied due to continued participation of existing partners. It also denies opportunities to WIOA-eligible participants for OJT positions.
- **2024 Meeting Schedules & Locations:** The proposed meeting dates and times are noted on the agenda. The schedule combines all committee meetings onto one day. Jennifer will request use of the Milan Chamber meeting space for these meetings.
- **Officer Elections:** Officers will need to be elected at the next meeting. Both the Chair and Vice-Chair are required to be private-sector representative. Jennifer will send out a reminder email.
- **Other:** Jennifer mentioned the Conflict of Interest Forms will be due soon. An email will be sent and forms will be available at the next Board meeting.

Future Meeting Dates & Upcoming Events: Ted Piazza reviewed the upcoming meeting dates and events listed on the agenda.

*Respectfully submitted,
Lana Burchfiel, Public Information Specialist*

Northwest TN Workforce Board MONITORING STATUS REPORT					
Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2311-2411-OJT-47-4589822 Develey Mustard and Condiment Corp. 1845 Mustard Lane Dyersburg, TN 38024 Kelly Darnell, HR Assistant 731-259-6538 kelly.darnell@develeyusa.com	On-the-Job Training: 11-09-23 to 11-04-24	Scheduled: 11-29-23	Phone Interview: 11-29-23 Fiscal:	N/A	Letter Mailed:
2303-2402-OJT-81-2608176 Pediatric Associates of West TN, PLLC 1501 Brayton Avenue Dyersburg, TN 38024 Kasi Austin kasiautin@outlook.com (731)285-4111	On-the-Job Training: 03-03-23 to 02-01-24	Scheduled:08-29-23	Phone Interview: 08-29-23 Fiscal: 12-12-23	N/A	Letter Mailed: 12-12-23
2211-2311-OJT-26-2730204 Excel Boat Company, LLC 601 Sherwood Drive Union City, TN 38261 (731) 507-0390 Tiffinie Hix tiffinei@excelboats.net	On-the-Job Training: 11-17-22 to 11-17-23	Scheduled: 02-23-23	Phone Interview: 02-23-2023 Fiscal:11-03-2023	N/A	Letter Mailed: 11-06-2023
RFP CONTRACTS THROUGH					
2206-2306-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Cook, President	Career and Business Services	Dates: 06-27-22 to 06-30-24		Invoices Checked Monthly per Executive Director	
2306-2406--OSO-62-0923487-SHARE Mid-Cumberland Human Resource Agency 1101 Kermit Drive, Suite 300 Nashville, TN 37217 jhamrick@mchra.com (615) 850-3907	One-Stop Operator Services:	Expires: 06-30-24		Invoices Checked Monthly per Executive Director	
IWT's					

Performance & Fiscal



**Northwest PY 2023 Budget - Revised Aug. 2023
vs. YTD Expenditures as of 12/31/23**

	Budget	July - Sept. 2023	Percentage of Budget	Oct. - Dec. 2023	Percentage of Budget	PY 23 YTD Total	Percentage of Budget
Administrative Budget (all grants)	\$ 279,454.52	\$ 85,776.37	31%	\$ 76,509.27	27%	\$ 162,285.64	58%
Formula Participant Budget	\$ 736,201.90	\$ 102,868.29	14%	\$ 25,557.01	3%	\$ 128,425.30	17%
Participant YTD = 20.36%							
Operating Budget	\$ 1,111,693.93	\$ 277,923.48	25%	\$ 277,923.48	25%	\$ 1,111,693.93	100%
IFA Expenses (including OSO)	\$ 91,744.29	\$ 16,534.91	18%	\$ 29,451.58	32%	\$ 45,986.49	50%
Career Service Provider (w/o DWG)	\$ 640,000.00	\$ 129,417.90	20%	\$ 141,895.54	22%	\$ 271,313.44	42%
Board / Fiscal Agent Expenses	\$ 379,949.64	\$ 95,067.41	25%	\$ 90,036.20	24%	\$ 185,103.61	49%
Total Operating Expenses	\$ 1,111,693.93	\$ 241,020.22	22%	\$ 261,383.32	24%	\$ 502,403.54	45%
<i>Remaining Balance</i>	\$ -	\$ 36,903.26	3%	\$ 16,540.16	1%	\$ 609,290.39	55%
Operations YTD = 79.64%							
Adult & DW Part. & Program	\$ 1,434,388.84	\$ 199,196.78	14%	\$ 191,796.41	13%	\$ 390,993.19	27%
Youth Part. & Program	\$ 413,506.99	\$ 144,691.73	35%	\$ 95,143.92	23%	\$ 239,835.65	58%
Total Part. & Program	\$ 1,847,895.83	\$ 343,888.51	19%	\$ 286,940.33	16%	\$ 630,828.84	34%
<i>Remaining Balance</i>	\$ -	\$ 1,504,007.32	81%	\$ 1,217,066.99	66%	\$ 1,217,066.99	66%
Adult & DW Program Only	\$ 798,641.99	\$ 163,011.57	20%	\$ 178,351.10	22%	\$ 341,362.67	43%
Youth Program Only	\$ 313,051.94	\$ 78,008.65	25%	\$ 83,032.22	27%	\$ 161,040.87	51%
Total Program	\$ 1,111,693.93	\$ 241,020.22	22%	\$ 261,383.32	24%	\$ 502,403.54	45%
<i>Remaining Balance</i>	\$ -	\$ 870,673.71	78%	\$ 609,290.39	55%	\$ 609,290.39	55%