

Northwest TN Workforce Board Executive Committee Meeting

May 2, 2024 – 11:30 a.m.

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

Minutes

Committee Members Attending: Ted Piazza, Lori Burdine, Brad Hurley, Ben Marks

Staff Members and Contractors Attending in person: Jennifer Bane, LeAnn Lundberg, Ginger Powell, Laura Speer; **via**

Zoom: Lana Burchfiel,

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 2/1/24 meeting were reviewed.

- o **MOTION: Brad Hurley moved to approve the 2/1/24 Executive Committee minutes as presented, and Ben Marks seconded the motion. All were in favor and the motion carried.**

Facilities and Technology: LeAnn Lundberg reported that she is still working towards moving all AJC staff to the new phone system. The move was put on hold in Huntingdon due to difficulties in switching state staff to the new system. LeAnn also reported that she is looking to retire in September of next year. She is looking to move to a managed service for the network and either continue on part-time in an IT technician role, or hire a replacement in that role. Brad Hurley inquired if the management services would be put out for bid and Jennifer Bane reported it likely would be due to cost.

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. No issues. Brad Hurley asked about the monetary amounts listed in the corrective action couple for a few employers. Laura clarified those are the contract amounts and it was an error for them to be included in that column.
- **PAR & Data Validation Updates:** PAR has begun their review and will likely be on site later this month. Data validation was done virtually. We are still waiting on final data validation report after responding to the initial findings. Much of what was noted as missing was either present or was not required due to individuals being Incumbent Worker Training (IWT) participants only.
- **Local Performance Results—Estimated PY23Q3 Results:** The attached report of estimated results was reviewed. The only things we are off target on are the Medium Earning for Youth and the Dislocated Worker Credential Attainment. Laura has checked that all credentials have been keyed if received, but there is nothing that can be done to change the Youth earnings. She has also run predictive reports which indicate that as of now, the measures will be met by the end of the program year. Since results are delayed, there are not likely to be additional participants exited into the timeframe being measured, but some in the current numbers will fall off by the end of the program year.

Budget & Administration Reports: Jennifer Bane presented the following reports:

- **Financial Status Report:** The attached Financial Status Report detailing expenditure and obligation rates as of March, 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 shows all measures are on track. The MPCR is slightly below the required 40% at 39.5%, but based on current obligations, we should attain 40% by the end of the program year. The operating and participant formula expenditures are under budget so far due to supplemental grants being received.
 - **PY23 Budget Update:** Jennifer noted the detailed budget update shows the expenditures by budget item. The administrative expenditures are slightly high, but with the supplemental grants, additional administrative funds were also received.
- **Program Year 2024 Budget:** Jennifer presented the attached PY2024 Budget. We are still waiting on official allocation amounts but estimates received indicate only about a \$13,000 decrease overall this year. Carryover funding is expected to be less than last year so the overall Title I budget is estimated to be down about \$149,500. The Youth program shows a negative for carryover since the funds we currently have will likely run out before June and will have to start using new year funds before July. After accounting for operating costs to get through September 2025, only about \$570,000 would be available for participants, which would be about a 32% MPCR. We

would need about \$178,000 additional participant money to hit the 40% MPCR, but we may not need it once final numbers are in the budget. Brad Hurley asked about the decrease in the GROWWTH budget compared to last year. Jennifer stated that actual expenditures were coming in below the original budget so the budget for next year was decreased to align with expected expenditures. A one-year, no cost extension has been requested so any funds not previously used will carry into a fourth year if approved.

- o **MOTION: Brad Hurley moved to approve the PY2024 Budget as presented, and Lori Burdine seconded the motion. All were in favor and the motion carried.**

- Funding Priority Discussion: Jennifer asked the group for feedback on if they would like to see the participant budget allocated by services, and if so, with funding continuing to decline, if there were certain services that should be prioritized over others. Committee members indicated that getting people to work quickly should be the priority. On-the-Job Training (OJT) grants were noted as having served our area well, and apprenticeships and customized training for short-term credentials, not tied to the Eligible Training Provider List (ETPL) were also noted as solutions for meeting employers' workforce needs more quickly. Prioritizing credential attainment / skills upgrade for IWT when available was also noted as important. The length of many Individual Training Accounts (ITAs) was noted as a barrier for getting people to work quickly, which is also noted in the KPMG report. ITAs are also the most staff intensive and complex service offered. The committee discussed the possibility of focusing ITAs on specific high-demand occupations. The lack of an AJC in each county was discussed as not ideal, but it is unlikely to change due to limited funding.

Other Business: Jennifer Bane presented the following:

- Staffing Updates: An updated organizational chart was reviewed. Since Kena Hamm's position as Director of Program Services has changed to being solely dedicated to the Southwest Career Service Provider (CSP), we recently opened up a new Director of Operations position for internal candidates to fill the roles originally intended for Kena's position. Ariel McGahey, current Southwest Business Services Representative, was selected for the position. She will be the point-of-contact for the CSP and One-Stop Operator (OSO) contractors / staff, and will assist Jennifer with some of the Board responsibilities. Additionally, to help us streamline and be more efficient and prepare for LeAnn's retirement, Ariel will also supervise LeAnn Lundberg and Lana Burchfiel. Aneadra Pearson, GROWWTH Coordinator, will also transition to a Special Projects Coordinator and will be moved to the Business Services team. While Aneadra will remain focused on GROWWTH for the time being, she will also start assisting the Business Services staff with other special projects and some of the administrative work since we do not intend to fill Ariel's position at this time. Lana Wood, Northwest Business Services Representative, plans to retire next June and at this time we do not intend to fill her role either unless our funding situation changes.
- Monitoring & Oversight Policy Change: The only change is changing the OSO and CSP contract / service agreement manager from the Deputy Director to the Director of Operations.
 - o **MOTION: Lori Burdine moved to approve the Monitoring & Oversight Policy Change as presented, and Ben Marks seconded the motion. All were in favor and the motion carried.**
- State Workforce Board Development (SWDB) Updates: There have not been any policies posted for public comment yet. There has not been any additional information shared about the KPMG report, but it is our understanding that the State staff will make recommendations to the SWDB on action items at the August meeting since the May meeting will be dedicated to strategic plan presentations. No comments were received during the public comment period and we will not receive feedback on the plans until they are presented at the SWDB meeting.

Future Meeting Dates & Upcoming Events: Ted Piazza reviewed the upcoming meeting dates and events listed on the agenda. Jennifer Bane also mentioned the request for quotes for limited employer of record for work experience interns is posted until May 24th and asked for it to be shared with anyone who may be interested. It was shared with all local areas, their CSPs, and staffing agencies.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

Thursday, May 2, 2024 – 11:30 a.m.

Join Zoom Meeting
Meeting ID: 836 4761 5244
Passcode: 021334

Welcome and Call to Order

Review and Approval of Minutes of 2/1/2024 Meeting **(Vote Required)**

Facilities and Technology Report

LeAnn Lundberg

Laura Speer

- ## Budget & Administration Report

- Financial Status Report
 - o PY 23 Budget Update
- Program Year 2024 Budget (**Vote Required**)
 - o Funding Priority Discussion

Gina Johnson

Jennifer Bane

Other Business

- Staffing Updates
- Monitoring & Oversight Policy Change **(Vote Required)**
- State Workforce Board Updates
 - KPMG Report Updates
 - 2024-2027 Strategic Planning
- Other

Jennifer Bane

All

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
State Board Meeting (Strategic Plan Presentations)	May 17 th , 8:30 am – 12 pm	Nashville / YouTube
Limited Employer of Record Procurement Responses Due	May 24 th	https://www.tpma-inc.com/2024/04/rfp-workforce-innovations-limited-employer-of-record-eor-services/
Northwest Tennessee Workforce Board Meeting	June 4 th , 10:00 am	NW HRA / DD (Martin)/Zoom
Future Virtually Speaking Webinar	June 6 th , 9:00 am	Zoom
Remaining 2024 Committee Meetings	Thursday, 11:30 am August 1 st October 31 st	Milan Chamber of Commerce / Zoom
Remaining 2024 Board Meetings	Thursday, Sept. 5 th (w/ SW) Tuesday, December 3 rd , 10:00 am	TBD / Zoom NW HRA / DD (Martin)/Zoom

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.

- o **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.
 - o **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 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: 03-18-24	n/a	Letter Mailed: 03-18-24
2310-2410-OJT-75-3130734 Allegion/Republic Doors and Frames, LLC 155 Republic Drive McKenzie, TN 38201 731-352-1969 Chad Brawner, HR Manager chad.brawner@allegion.com	On-the-Job Training: 10-01-23 to 0-01-24	Scheduled: 02-09-24	Phone Interview: 02-09-24 Fiscal:	n/a	Letter Mailed:
2309-2409-OJT-26-3132856 B.A.M. 2, Inc. Attn: Jamie Phillips, Office Manager 107 West Union Street Gleason, TN 38229 office@bam2inc.com (731) 681-0097	On-the-Job Training: 09-15-23 to 09-15-24	Scheduled: 01-30-24	Phone Interview: 01-30-24 Fiscal:	n/a	Letter Mailed:
2307-2405-OJT-81-5319386 Allergy Lab Solutions, LLC Attn: Matthew Bane 118 Hidden Hill Cove Martin, TN 38237 845-820-0057 mattb.als.outlook.com	On-the-Job Training: 07-10-23 to 05-25-24	Scheduled: 03-22-24	Phone Interview: 03-22-24 Fiscal:	n/a	Letter Mailed:
2211-2311-OJT-61-1350626 Amteck, LLC 1106 East Court Street Dyersburg, TN 38024 859-621-5113 jdougherty@amteck.com Jonathan Dougherty, Education Director	On-the-Job Training: 11-01-22 to 11-01-23	Scheduled: 08-08-23	Phone Interview: 08-08-23 Fiscal: 01-02-24	n/a	Letter Mailed: 01-02-24

Northwest TN Workforce Board MONITORING STATUS REPORT

RFP CONTRACTS THROUGH

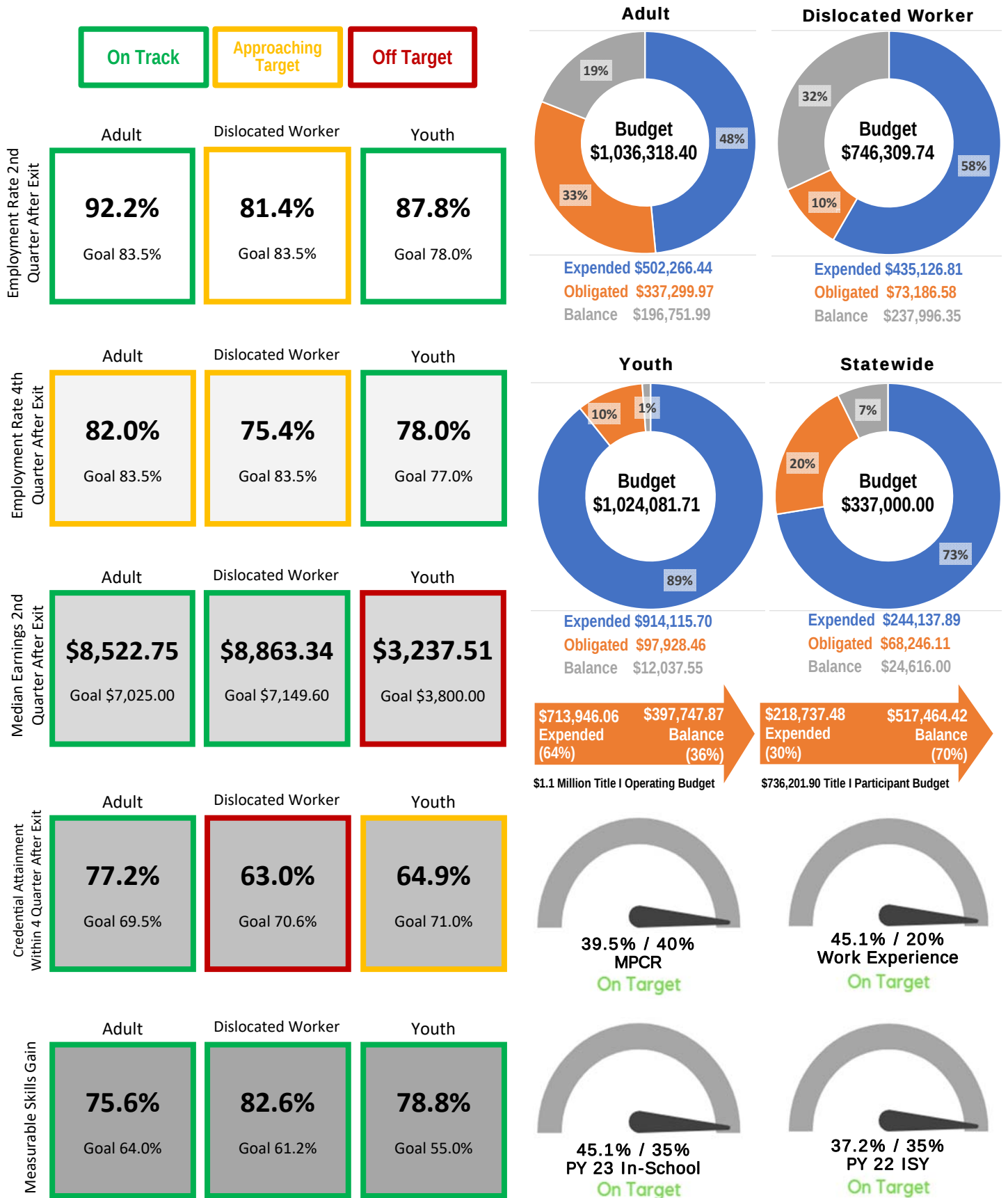
Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2206-2306-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Cook, President	Career and Business Services	Dates: 06-27-22 to 06-30-24		Invoices Checked 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	

Northwest TN Workforce Board MONITORING STATUS REPORT

IWT's

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2312-2404-IWT-88-0335067-CB Bridgestone Americas, Inc. dba Firestone Airide 1901 Sylvan Road Dyersburg, TN 38024 Angela Smith, HR Manager smithangela@bfusa.com 731-882-3521	Component 3	Expires: 12-12-23 to 04-20-23	Fiscal: 02-28-24	\$22,430.00	Letter Mailed: 02-29-24
2312-2404-IWT-47-3701669-CB Auston Mealer's Restaurant Equipment Service, LLC Attn: Loretta Mealer, Administration 1686 US Highway 51 North, Suite B Dyersburg, TN 38024 (731)445-4380 loretta@austonmealer.com	Component 1	Expires: 12-26-23 to 04-30-24	Fiscal:	\$19,600.00	Letter Mailed: 03-19-24
2401-2404-IWT-48-0760716-CB Haven Steel Products, Inc. Attn: Craig Hobson, HR Manager 25570 Highway 22 North McKenzie, TN 38201 (731) 352-5051 craighobson@havensteel.com		Expires: 01-02-24 to 04-30-24	Fiscal: 03-11-24	\$25,000.00	Letter Mailed: 03-11-24

Performance & Fiscal



**Northwest PY 2023 Budget - Revised Aug. 2023
vs. YTD Expenditures as of 3/31/24**

	Budget	July - Sept. 2023	Percentage of Budget	Oct. - Dec. 2023	Percentage of Budget	Jan. - Mar. 2024	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%	\$ 61,486.99	22%	\$ 223,772.63	80%
Formula Participant Budget	\$ 736,201.90	\$ 102,868.29	14%	\$ 25,557.01	3%	\$ 90,312.18	12%	\$ 218,737.48	30%
								Participant YTD = 23.45%	
Operating Budget	\$ 1,111,693.93	\$ 277,923.48	25%	\$ 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%	\$ 17,613.25	19%	\$ 63,599.74	69%
Career Service Provider (w/o DWG)	\$ 640,000.00	\$ 129,417.90	20%	\$ 141,895.54	22%	\$ 130,196.02	20%	\$ 401,509.46	63%
Board / Fiscal Agent Expenses	\$ 379,949.64	\$ 95,067.41	25%	\$ 90,036.20	24%	\$ 63,733.25	17%	\$ 248,836.86	65%
Total Operating Expenses	\$ 1,111,693.93	\$ 241,020.22	22%	\$ 261,383.32	24%	\$ 211,542.52	19%	\$ 713,946.06	64%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 36,903.26</i>	<i>3%</i>	<i>\$ 16,540.16</i>	<i>1%</i>	<i>\$ 66,380.96</i>	<i>6%</i>	<i>\$ 397,747.87</i>	<i>36%</i>
								Operations YTD = 76.55%	
Adult & DW Part. & Program	\$ 1,434,388.84	\$ 199,196.78	14%	\$ 191,796.41	13%	\$ 238,171.66	17%	\$ 629,164.85	44%
Youth Part. & Program	\$ 413,506.99	\$ 144,691.73	35%	\$ 95,143.92	23%	\$ 63,683.04	15%	\$ 303,518.69	73%
Total Part. & Program	\$ 1,847,895.83	\$ 343,888.51	19%	\$ 286,940.33	16%	\$ 301,854.70	16%	\$ 932,683.54	50%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 1,504,007.32</i>	<i>81%</i>	<i>\$ 1,217,066.99</i>	<i>66%</i>	<i>\$ 915,212.29</i>	<i>50%</i>	<i>\$ 915,212.29</i>	<i>50%</i>
Adult & DW Program Only	\$ 798,641.99	\$ 163,011.57	20%	\$ 178,351.10	22%	\$ 155,114.81	19%	\$ 496,477.48	62%
Youth Program Only	\$ 313,051.94	\$ 78,008.65	25%	\$ 83,032.22	27%	\$ 65,336.54	21%	\$ 226,377.41	72%
Total Program	\$ 1,111,693.93	\$ 241,020.22	22%	\$ 261,383.32	24%	\$ 220,451.35	20%	\$ 722,854.89	65%
<i>Remaining Balance</i>	<i>\$ -</i>	<i>\$ 870,673.71</i>	<i>78%</i>	<i>\$ 609,290.39</i>	<i>55%</i>	<i>\$ 388,839.04</i>	<i>35%</i>	<i>\$ 388,839.04</i>	<i>35%</i>

Northwest PY 24 Budget Estimated as of April 2024	Admin. (Title I + RESEA + TYEP)	Adult Prg (w/ Adult Transfer)	DW Prg (w/o AT)	Youth Program	Title I Program Total	Total Title I Budget	QUEST DWG	RESEA Program	GROWWTH Admin / Program	Total Budget
Estimated PY 23 Carryover	\$ 339,023.17	\$ 223,931.49	\$ 29,655.44	\$ (18,634.88)	\$ 234,952.05	\$ 573,975.22	\$ 492,782.10	\$ 9,916.88	\$ -	\$ 1,076,674.20
PY 24 Allocations*	\$ 144,755.52	\$ 498,021.30	\$ 312,688.80	\$ 481,449.60	\$ 1,292,159.70	\$ 1,436,915.22	\$ -	\$ 29,750.63	\$ 552,849.15	\$ 2,019,515.00
Total PY 24 Funding Available	\$ 483,778.69	\$ 721,952.79	\$ 342,344.24	\$ 462,814.72	\$ 1,527,111.75	\$ 2,010,890.44	\$ 492,782.10	\$ 39,667.50	\$ 552,849.15	\$ 3,096,189.19
Difference from PY 23	\$ 211,401.84	\$ (256,726.04)	\$ (153,435.44)	\$ 49,307.73	\$ (360,853.75)	\$ (149,451.91)	\$ 276,439.75	\$ (3,277.75)	\$ (130,031.16)	\$ 210,021.28
<i>*Estimated</i>										
IFA Expenses (including OSO)	\$ 2,795.88	\$ 42,305.85	\$ 19,558.92	\$ 24,297.86	\$ 86,162.63	\$ 88,958.51	\$ 16,500.00	\$ 1,476.88	\$ 50,372.88	\$ 157,308.27
Career Service Provider	\$ 60,000.00	\$ 284,780.00	\$ 131,660.00	\$ 163,560.00	\$ 580,000.00	\$ 640,000.00	\$ 60,000.00	\$ 38,190.62	\$ 387,849.15	\$ 1,126,039.77
Board / Fiscal Agent Expenses	\$ 420,982.81	\$ 173,899.93	\$ 80,397.73	\$ 99,877.35	\$ 354,175.00	\$ 775,157.81	\$ 25,825.00	\$ -	\$ 114,627.12	\$ 915,609.93
Total Operating Expenses*	\$ 483,778.69	\$ 500,985.78	\$ 231,616.65	\$ 287,735.21	\$ 1,020,337.63	\$ 1,504,116.32	\$ 102,325.00	\$ 39,667.50	\$ 552,849.15	\$ 2,198,957.97
<i>*May be adjusted between line items / programs</i>										
Balance for Participants (Minus PY 25 Q1 Expenses)	\$	195,324.47	\$ 110,727.60	\$ 175,079.51	\$ 481,131.58		\$ 88,500.00			\$ 569,631.58
			Revised Participant % of Program Funds		32%					
			Amount Needed to Reach 40% MPCR		\$ 178,810.18	\$ 1,871,104.38	40%			\$ 748,441.75

Northwest Consortium of Local Elected Officials

Northwest Local Workforce Board

Southwest Consortium of Local Elected Officials

Southwest Local Workforce Board

Jimmy Williamson,
President

Workforce Innovations, Inc. Board of Directors

Ben Ferguson,
Vice-President

Workforce Consultant
(PT / Temporary)
Margaret Prater

Executive Director
Jennifer Bane

**Director
Finance &
Administrative
Services**
Gina Johnson

**Director of
Performance &
Compliance**
EOO Officer
Laura Speer

**Deputy
Director**
Ginger Powell

**Director of
Operations**
Ariel McGahey

Service
Agreement
Manager

**Director of
Program Services
(SW)**
Kena Hamm

Career Advisors

Chester: Taron Warren
Decatur: Judy Seay
Hardeman: Lisa Robinson
Hardin: TBD
Haywood: Elisha West
Henderson: Robbie Webb and
Joey Weatherford
Madison: Cheryl Moody & Raven
Harrell
McNairy: Janet McLemore
OJT/WEX: Felicia Holly

**Assistant Director
of Program
Services**
Catherine Vandyke

**Compliance
Coordinator**
Lucy Locke

**GROWWTH
Coordinator**
Deborah Sturdivant

**Assistant
Director of
Finance**
Terry Williams

**Financial
Clerk**
Asia Tatum

**Financial
Coordinator
(PT / Temp.)**
Theresa Ethridge

**Assistant
Director of
Performance**
Derrick Quinn

**NW Business
Services
Representatives**
Maleia Evans
Lana Wood

**SW Business
Services
Representatives**
Holly Wood
TBD

**Special Projects
Coordinator
(GROWWTH)**
Aneadra Pearson

**Manager of
Computer
Services**
LeAnn Lundberg

**Public
Information
Specialist
(part-time)**
Lana Burchfiel

Produce written report(s) of all monitoring findings on contractor and/or vendors to the Director of Performance and Compliance, Executive Director and Contractor and the LWDB. Work with appropriate staff/contractors to remedy any findings. Conduct follow-up visit to affirm corrective action is taken in a timely manner. Monitor participant eligibility information and training documents. Performance related issues including monitoring for proper documentation, appropriate dates, allowable activities, etc. Serve as a contact for state monitors and auditors during their monitoring activities of the LWDB. Provide input to, and participate in, the review/evaluation process for Requests for Proposal process.

Fiscal Staff – Responsible for desktop review of subcontracts, invoices, support service contracts and reimbursements on a monthly basis, as well as grant budget and expenditure rates.

Director of Performance and Compliance - Provide policy and direction to Service Provider, Business Services staff, Compliance staff, and subcontractors regarding eligibility and record keeping. Responsible for reviewing program objectives and preparing participant status reports on a monthly basis.

Deputy Director of Operations – Serve as the Service Agreement manager to ensure compliance and performance by collecting and reviewing reports from the Service Provider, providing or arranging for technical assistance or guidance, and assisting in the development of performance and monitoring reports.

EO Officer - Responsible for on-site review of facilities to assure compliance with state and federal regulations.

Monitoring and Oversight by Function

PROCUREMENT – Procurement of goods and services are monitored on an ongoing basis by the Local Workforce Development Board / Fiscal Agent Staff. Staff prepare requisitions for purchase and secure approval of the Director of Finance & Administrative Services and/or Executive Director or his/her designee. The Assistant Director of Finance reviews purchases prior to approval by the Director of Finance.

FISCAL – Budgets and expenditures of all grants are monitored on a monthly basis by the Director of Finance and reported to the Executive Director and reported quarterly to the Local Workforce Development Board Executive Committee who then presents to the full board, including the local elected officials as ex-officio members. Monthly reports are prepared based on the organization's accounting system and approved by the Executive Director prior to submission to the TDLWD. A review of expenditure and budget levels is made on a periodic basis dependent upon the particular grant. Fiscal monitoring of the LWDB / Fiscal Agent by the Assistant Director of Performance & Compliance will occur monthly through a review of all bank and credit card statements and reconciliations, selection of a sample of transactions to review, and issuing of a monitoring report with any corrections needed.

Every subcontract must be fiscally monitored during the contract period. The Assistant Director of Performance & Compliance will keep a file for each individual contract and keep the monitoring report updated. The fiscal monitoring process is as follows:

- One Stop Operator and Career Service Providers staff / contract invoices are reviewed monthly.
- For On-the-Job Training and Incumbent Worker Training Contracts, if the contract allows for contractors to bill at the end of the participant's training, the invoice is monitored once received for payment. A minimum of one invoice must be monitored per contract.