

## **Northwest TN Workforce Board Executive Committee Meeting**

February 11, 2025 – 10:15 a.m.

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

Chair- Ted Piazza, Vice-Chair- Jimmy Williamson

### **Minutes**

**Committee Members Attending:** Ted Piazza, Brad Hurley, Ben Marks; **via Zoom:** Jimmy Williamson, Rita Alexander  
**Staff Members and Contractors Attending in person:** Jennifer Bane, LeAnn Lundberg, Ginger Powell, Ariel McGahey, Laura Speer; **via Zoom:** Lana Burchfiel, Gina Johnson  
**Others Attending via Zoom:** Sabra Bledsoe

**Welcome / Call to Order / Public Comment:** Ted Piazza welcomed everyone and asked if there were any public comments, and there were none.

**Review and Approval of Minutes:** Minutes for the 11/6/24 meeting were reviewed.

- o **MOTION:** Brad Hurley moved to approve the 11/6/24 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:

- Texting Opt-in Technology: We are working on getting our texting back up by updating the policy on our website to be in compliance with recent legal changes. We are still waiting for approval from our texting provider.
- Updating Staff Laptops: LeAnn is in the process of getting quotes to replace Surface Pros for staff.

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

- Quarterly Complaint Logs: No complaints have been received, and reports have been submitted to the State.
- Monitoring Status Report: The full report is attached. There were no issues.
- Data Validation Update: Data validation was held in January, and we are still waiting to receive the official report for our area from the State. The State plans to hold Data Validation again in September. We are hoping that it will be held in Jackson for West Tennessee, which will save money on hotels and allow more staff to participate.
- Local Performance Results—Estimated PY24Q2 Results: The attached report of estimated results was reviewed. Laura runs predictive reports for these measures, and if she sees a negative, she can check for keying errors or missing documents and have staff make corrections. These corrections will show at the end of the program year. There are only four individuals in the Dislocated Worker (DW) measure, so with such a small pool, it is easily skewed. National Dislocated Worker Grant (NDWG) participants no longer count in the DW numbers which has caused the performance pool to be much smaller than in the past since most of our DW participants are being served through that grant. Jennifer Bane said the State sent out final performance results for the quarter yesterday afternoon and there were some changes from what the estimated reports showed including an increase in DW wages to 85% of the goal, and an increase in DW employment in the fourth quarter after exit to exceed the 90% required to pass. Brad Hurley asked for clarification on the monitoring report where one contract was listed as having no one currently active. Laura clarified this in an On-the-Job Training (OJT) contract with an employer who does not currently have anyone enrolled in the program.

### **Budget & Administration Reports:**

- Financial Status Report: 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. We are on track for our spending. Our MPCR will increase once January invoices are received and paid. In-School Youth (ISY) spending is slightly over the allowable amount currently, but Connie's team is working on enrolling out-of-school youth (OSY) to balance this out.
- Program Year 2024 Budget Update: Jennifer Bane noted the detailed budget update shows the expenditures by budget item. We are currently coming in under budget. We have been able to request additional participant money, and this will allow us to have more carryover for first quarter next program year. The local allocation estimate for next year will most likely come out this week. The State's allocation decreased by about \$5 million. Brad Hurley asked for clarification on why allocations continue to go down. Jennifer explained funding is determined by a

formula that skews to more populated, urban areas, and higher poverty and unemployment rates. Since we have been seeing economic growth, unfortunately our allocations are negatively impacted.

**New ETPL Program, Jackson State Community College Engineering Systems Technology:** Jennifer Bane reported that due to a slight miscommunication with Career Service Provider (CSP) staff regarding this program, this program is coming before the Executive Committee for immediate approval instead of waiting for the full board because there is a participant we need to assist this semester. This is already an approved program for the State Eligible Training Provider List (ETPL) and the Southwest ETPL (where the training provider is located), and we are recommending approval of this program for Northwest effective today. Brad Hurley questioned the overall completion rate of 58%. Jennifer stated that this number comes from provider reporting through Jobs4TN and we are unable to determine its accuracy, but since employment rates meet the performance goals, it is suspected that the completion rate is a reporting error. Jennifer also explained that a 60% completion rate is only required for programs with ten or more WIOA-funded students, which this program did not have.

- o **MOTION: Ben Marks moved to approve the JSCC Engineering Systems Technology program for immediate addition to the Northwest TN ETPL as presented, and Brad Hurley seconded the motion. All were in favor and the motion carried.**

**Program Oversight Report:** Ariel McGahey reported that staff are currently working on completing 6-month monitoring reports for Dyersburg State Community College (Career Services Provider) and Mid Cumberland Human Resource Agency (One-Stop Operator) for July 2024—December 2024. Staff are waiting for official Federal performance results and Key Performance Indicator results from the State to complete monitoring, but there are no major issues with the contractors. Copies of the 6-month monitoring reports will be provided to this committee at the next meeting.

**Other Business:** Jennifer Bane reported that the State Workforce Development Board (SWDB) has several policies currently posted for public comment that will be reviewed at the next board meeting at the end of the month. The One-Stop Design Policy would no longer require affiliate centers to be open fulltime, similar to Specialized Centers, but without the requirement of a target population. The Minimum Participant Cost Rate (MPCR) policy would now allow all state dollars to count towards the MPCR whereas currently only Federal funding counts towards this. The Grievance and Complaint policies are also being updated. Once these state policies are finalized, we will review our local policies to ensure they align.

Jennifer also reported that Governor Lee gave his annual State of the State address last night and highlighted the TN Youth Employment Program (TYEP) and said this program will continue this year. We hope to know local area allocations and receive updated contracts for this program soon. Governor Lee also said that funding is being added to help fully fund TCAT students. We are not sure how this will impact the support we currently provide TCAT students, but will keep the Board updated as additional details are released. The TN Department of Economic and Community Development and TN Department of Labor & Workforce Development will also be partnering on micro credentialing.

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

*Respectfully submitted,  
Lana Burchfiel  
Public Information Specialist*

## Northwest TN Workforce Board

### Executive Committee

Tuesday, February 11, 2025 – 10:15 a.m.

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

[Join Zoom Meeting](#)  
Meeting ID: 817 8846 0321  
Passcode: 515442

#### Agenda

Welcome and Call to Order

Ted Piazza, Chair

- a. Opportunity for Public Comment (limit of three minutes per speaker)

Review and Approval of Minutes of 11/6/2024 Meeting **(Vote Required)**

Facilities and Technology Report

LeAnn Lundberg, Director of Facilities & Computer Services

Performance & Compliance Report

Laura Speer, Director of Performance & Compliance

- Quarterly Complaint Logs Update
- Monitoring Status Report
- Data Validation Update
- Local Performance - Estimated PY 24 Q2 Results

Budget & Administration Report

- Financial Status Report
- Program Year 2024 Budget Update

Gina Johnson, Director of Finance & Admin. Services

Jennifer Bane, Executive Director

New ETPL Program, JSCC Engineering Systems Technology **(Vote Required)**

Jennifer Bane

Program Oversight Report

Ariel McGahey, Director of Operations

- Career Service Provider (CSP) Performance
- One-Stop Operator (OSO) Performance

Other Business

All

#### Future Meeting Dates & Upcoming Events

| Meeting / Event                      | Date and Time                                                                                                                                              | Location                                      |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| State Board Meeting                  | February 28 <sup>th</sup> , 8:30am – 12pm                                                                                                                  | Nashville / YouTube                           |
| Virtually Speaking Webinar           | March 6 <sup>th</sup> , 9:00 am                                                                                                                            | Zoom                                          |
| Northwest TN Workforce Board Meeting | March 11 <sup>th</sup> , 10:00 am                                                                                                                          | NW HRA / DD (Martin) / Zoom                   |
| Remaining 2025 Committee Meetings    | 10:15 am on Tuesday,<br>May 6 <sup>th</sup><br>August 5 <sup>th</sup><br>November 4 <sup>th</sup>                                                          | Milan Chamber / Zoom                          |
| Remaining 2025 Board Meeting Dates   | 10:00 am on Tuesday,<br>March 11 <sup>th</sup><br>June 10 <sup>th</sup><br>Sept. 9 <sup>th</sup> (Annual Meeting)<br>Dec. 2 <sup>nd</sup> (with Southwest) | NW HRA / DD (Martin) / Zoom<br><br>TBD / Zoom |

**Northwest TN Workforce Board Executive Committee Meeting**  
November 6, 2024 – 11:30 a.m.  
Milan Chamber of Commerce, 1069 S. Main St., Milan, TN / Zoom

**Minutes**

**Committee Members Attending:** Jimmy Williamson, Ted Piazza, Brad Hurley, Ben Marks; **via Zoom:** Lori Burdine  
**Staff Members and Contractors Attending in person:** Jennifer Bane, LeAnn Lundberg, Ariel McGahey, Laura Speer; **via Zoom:** Ginger Powell, Gina Johnson  
**Others Attending via Zoom:** Sabra Bledsoe

**Welcome / Call to Order / Public Comment:** Ted Piazza welcomed everyone and confirmed that a quorum was present. He asked if there were any public comments, and there were none.

**Review and Approval of Minutes:** Minutes for the 08/01/24 meeting were reviewed.

- **MOTION:** Ben Marks moved to approve the 8/1/24 Executive Committee minutes as presented, and Jimmy Williamson seconded the motion. All were in favor and the motion carried.

**Facilities and Technology:** LeAnn Lundberg reported that she is still working towards replacing AJC resource room computers. She is planning to retire in 2025, so staff are working on a transition plan for her duties and will be issuing an RFP for managed IT services and support.

**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. There were no issues.
- **Local Performance Results—Estimated PY24Q1 Results:** The attached report of estimated results was reviewed. All measures are either on track or approaching target, with the exception of Measurable Skills Gains (MSG) for Adults and Dislocated Workers. Staff are not overly concerned about the MSG measures because we are only required to input one MSG per program year and most students have not completed their fall semesters and received grades yet. Jennifer Bane noted that the State goals increased this year so local goals increased as well. The expectation is to see more results between 90-100% of the goal, which is still considered passing and indicated in yellow on the report, instead of results exceeding 100% of the goal.

**Budget & Administration Reports:** Gina Jonson presented the following reports:

- **Financial Status Report:** 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. The Minimum Participant Cost Rate (MPCR) is approaching the target at 33.8% out of a goal of 40%. We have not been invoiced for all fall term training yet, so MPCR will increase as those are received and paid. All other measures are on target. Brad Hurley asked if we have been receiving our funding in a timely manner from the state and Jennifer Bane said we are and that the process is working better than it has in the past.
  - **PY24 Budget Update:** Jennifer reviewed the detailed budget update and noted that all looks good.

**Program Oversight:** Ariel McGahey provided the following reports:

- **Career Service Provider (CSP) Performance:** Board staff completed a 6-month monitoring of our CSP contract for January 2024-June 2024 and there were no major findings warranting a response from the contractor.
- **One-Stop Operator (OSO) Performance:** Board staff completed a 6-month monitoring of our OSO Contract with Mid Cumberland Human Resource Agency. There were three findings- traffic goals were not met for all American Job Centers, several Key Performance Indicators (KPIs) were failing, and two federal performance measures for Southwest were below the 90% threshold. A response from Mid Cumberland was not required but board staff are working with Regional OSO, Erica Nance, to address the concerns.

Board staff reviewed traffic goals for all AJCs prior to the start of the new program year and lowered the goals for affiliate and specialized centers. The OSO team is working on increasing outreach and awareness of the AJCs in the area to increase foot traffic. Erica Nance is working with the state to create an activity code to allow tracking of visitors in AJC Access Points. Previously these visitors have not been counted towards AJC foot traffic. There are only three KPIs this program year, and the OSO team is working with partners to ensure the goals are met. The OSO team is also working with the Southwest (SW) CSP to make sure federal performance measures are on track. Brad Hurley noted that the traffic counts for the Huntington AJC are so high in part due to the number of community organizations that use that building for meetings and events. Staff explained that visitors are checked in using service codes, so staff can track what services customers are receiving. The traffic count goal for the Huntingdon AJC was not decreased this year.

- **Staffing Updates:** Erica Nance has taken over as Regional One-Stop Operator for Northwest (NW) and SW. Angela Spann is still serving as an Assistant OSO based in the Lexington AJC, and Melissa Blankenship started last week as an Assistant OSO based in the Jackson AJC. The state Department of Labor & Workforce Development had layoffs last month and the Title III Team Lead in the Jackson AJC was impacted. The Title III Team Lead at the Dyersburg AJC accepted another job a few weeks ago. The state has opted to move to a “Floating Team Lead” and the existing Team Lead from the Huntington AJC, Benny Roberts, is now managing all state staff in SW and NW. The CSP has hired two new staff to assist with the GROWWTH program.

#### **Other Business:**

- **Opportunity for Public Comment:** After the 09-06-2024 board meeting, a SW board member expressed to Jennifer that they felt that having public comment at the beginning of the meeting derailed things. The committee agreed that public comment should stay at the beginning of the meeting to allow feedback only on agenda items prior to the official business meeting beginning. Committee members gave feedback on how public comments are handled for other boards they participate in and agreed that members of the public will have the opportunity to comment on agenda items at the beginning of the meeting during the public comment period only and will be limited to three minutes. All comments must directly relate to agenda items. At the discretion of the meeting Chair, speakers whose comments do not relate directly to agenda items will be instructed to comment on meeting agenda items only, or they will be asked to discontinue their comments. Meeting agendas will be made available at least seven (7) calendar days prior to the meeting through this website.
- **Training Provider Complaints:** Jennifer also shared that the State has provided a response to the grievance complaint filed by Mr. Reggie Carrick with All Star Training Academy for unjust denial of services. The review committee found the allegations to be unsubstantiated. An appeal by a hearing officer was offered and Mr. Carrick elected to appeal. A hearing will be scheduled and both parties will have the opportunity to present evidence and conduct cross examinations. The option for legal counsel to participate was offered, so we will be utilizing legal counsel. Jennifer asked if there were any additional steps the committee would like her to take to update the Board. Jennifer will provide an update to the Board once a hearing has been scheduled.
- **Conflict of Interest Forms:** Jennifer reminded the committee that annual Conflict of Interest forms are due by 12-31-2024. Forms will be emailed with the next board meeting packets and paper copies will be available at the December 3rd board meeting.

**Future Meeting Dates & Upcoming Events:** Future meeting dates and upcoming events were listed on the agenda. The proposed dates for 2025 committee and board meetings are also included. It is proposed to move the Executive committee meeting to 10:00 or 10:15AM starting on the 2-15-2025 meeting.

*Respectfully submitted, Ariel McGahey, Director of Operations*

**Northwest TN Workforce Board MONITORING STATUS REPORT**

| Subcontractor                                                                                                                                                                           | Purpose of Subcontract                    | Scheduled             | Date of Review (s)                       | Corrective Action Needed                            | Letter Mailed:          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|------------------------------------------|-----------------------------------------------------|-------------------------|
| 2411-2511-OJT-26-2730204<br>Excel Boat Company, LLC<br>Attn: Tiffinie Mosley-Hix, HR Manager<br>601 Sherwood Drive<br>Union City, TN 38261<br>(731) 507-0390<br>tiffinie@excelboats.net | On-the-Job Training: 11-18-24 to 11-17-25 | Scheduled: 112-04-24  | Phone Interview: 12-04-24<br>Fiscal:     | N/A                                                 | Letter Mailed:          |
| 2405-2505-OJT-81-5319386<br>Allergy Lab Solutions, LLC<br>Attn: Matthew Bane<br>118 Hidden Hill Cove<br>Martin, TN 38237<br>845-820-0057<br>mattb.als.outlook.com                       | On-the-Job Training: 05-26-24 to 05-25-25 | Scheduled: 10-10-2024 | Phone Interview: 10-10-24<br>Fiscal:     | N/A                                                 | Letter Mailed:          |
| 2405-2411-OJT-61-1350626<br>Amteck, LLC<br>1106 East Court Street<br>Dyersburg, TN 38024<br>859-621-5113<br>jdougherty@amteck.com<br>Jonathan Dougherty, Education Director             | On-the-Job Training: 05-10-24 to 11-01-24 | Scheduled:            | Phone Interview: N/A<br>Fiscal: 10-01-24 | N/A                                                 | Letter Mailed: 10-02-24 |
| 2401-2411-OJT-26-2726861<br>Discovery Park of America<br>Attn: Lisa Love<br>830 Everett Blvd.<br>Union City, TN 38261<br>(731) 885-5455<br>lglass@discoveryparkofamerica.com            | On-the-Job Training: 01-12-24 to 11-01-24 | Scheduled:            | Phone Interview:<br>Fiscal:              | N/A                                                 | No One on Contract      |
| <b>REAP</b>                                                                                                                                                                             |                                           |                       |                                          |                                                     |                         |
| 2405-2407-MULTI-61-1350626<br>Amteck<br>John Dougherty, License Manager<br>1387 New Circle Road Suite 130<br>Lexington, KY 40505<br>JDougherty@Amteck.com<br>(859)551-3336              | 05-08-24 to 07-15-24                      |                       |                                          | Programmatic: Only count 50% of instructor's wages. | Letter Mailed: 10-02-24 |

| RFP CONTRACTACTS                                                                                                                                                       |                                 |                                 |  |                                                       |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------------------|--|-------------------------------------------------------|--|
| 2206-2306-CSP-62-0800930-MULTI<br>Dyersburg State Community College<br>1510 Lake Road<br>Dyersburg, TN 38024<br>Dr. Cook, President                                    | Career and Business<br>Services | Dates: 06-27-22 to 06-<br>30-24 |  | Invoices Checked<br>Monthly per<br>Executive Director |  |
| 2306-2406--OSO-62-0923487-SHARE<br>Mid-Cumberland Human Resource Agency<br>1101 Kermit Drive, Suite 300<br>Nashville, TN 37217<br>jhamrick@mchra.com<br>(615) 850-3907 | One-Stop Operator<br>Services:  | Expires: 06-30-24               |  | Invoices Checked<br>Monthly per<br>Executive Director |  |

# Performance & Fiscal

On Track

Approaching Target

Off Target

Employment Rate 2nd Quarter After Exit

Adult

**92.3%**

Goal 92.2%

Dislocated Worker

**88.2%**

Goal 83.5%

Youth

**89.2%**

Goal 87.7%

Employment Rate 4th Quarter After Exit

Adult

**89.9%**

Goal 86.2%

Dislocated Worker

**68.2%**

Goal 78.4%

Youth

**80.9%**

Goal 80.0%

Median Earnings 2nd Quarter After Exit

Adult

**\$9,260.00**

Goal \$8,500.00

Dislocated Worker

**\$6,825.00**

Goal \$8,540.00

Youth

**\$4,893.32**

Goal \$3,922.00

Credential Attainment Within 4 Quarter After Exit

Adult

**83.5%**

Goal 78.6%

Dislocated Worker

**92.9%**

Goal 69.8%

Youth

**76.7%**

Goal 69.8%

Measurable Skills Gain

Adult

**71.2%**

Goal 77.4%

Dislocated Worker

**85.7%**

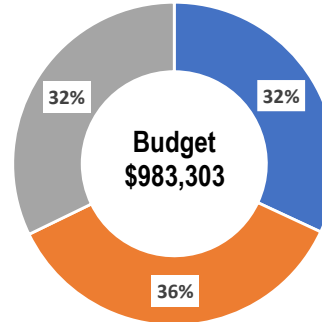
Goal 90.1%

Youth

**80.0%**

Goal 72.6%

Adult

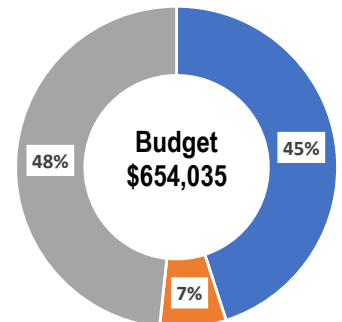


Expended \$313,992.00

Obligated \$352,690.00

Balance \$316,621.00

Dislocated Worker

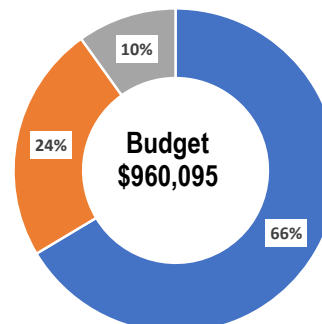


Expended \$294,440.00

Obligated \$43,662.00

Balance \$315,933.00

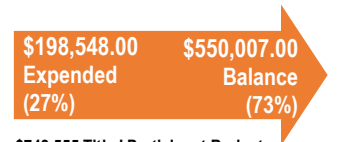
Youth



Expended \$637,721.00

Obligated \$227,346.00

Balance \$95,028.00



Approaching Target



On Target



On Target



On Target

**Northwest PY 2024 Budget - Revised Aug. 2024  
vs. YTD Expenditures as of 12/31/24**

|                                           | Budget                 | July - Sept. 2024<br>Expenses | Percentage of<br>Budget | Oct. - Dec. 2024       | Percentage of<br>Budget | PY 24 YTD Total        | Percentage of<br>Budget |
|-------------------------------------------|------------------------|-------------------------------|-------------------------|------------------------|-------------------------|------------------------|-------------------------|
| <b>Administrative Budget (all grants)</b> | <b>\$ 381,527.06</b>   | <b>\$ 70,493.98</b>           | <b>18%</b>              | <b>\$ 66,754.52</b>    | <b>17%</b>              | <b>\$ 137,248.50</b>   | <b>36%</b>              |
| <b>Formula Participant Budget</b>         | <b>\$ 748,554.46</b>   | <b>\$ 84,485.00</b>           | <b>11%</b>              | <b>\$ 114,063.24</b>   | <b>15%</b>              | <b>\$ 198,548.24</b>   | <b>27%</b>              |
| <b>Participant YTD = 33.41%</b>           |                        |                               |                         |                        |                         |                        |                         |
| <b>Operating Budget</b>                   | <b>\$ 1,020,337.63</b> | <b>\$ 255,084.41</b>          | <b>25%</b>              | <b>\$ 255,084.41</b>   | <b>25%</b>              | <b>\$ 1,020,337.63</b> | <b>100%</b>             |
| IFA Expenses (including OSO)              | \$ 86,162.63           | \$ 18,710.98                  | 22%                     | \$ 17,768.98           | 21%                     | \$ 36,479.96           | 42%                     |
| Career Service Provider (w/o DWG)         | \$ 580,000.00          | \$ 99,242.08                  | 17%                     | \$ 116,950.85          | 20%                     | \$ 216,192.93          | 37%                     |
| Board / Fiscal Agent Expenses             | \$ 354,175.00          | \$ 73,916.43                  | 21%                     | \$ 69,148.55           | 20%                     | \$ 143,064.98          | 40%                     |
| <b>Total Operating Expenses</b>           | <b>\$ 1,020,337.63</b> | <b>\$ 191,869.49</b>          | <b>19%</b>              | <b>\$ 203,868.38</b>   | <b>20%</b>              | <b>\$ 395,737.87</b>   | <b>39%</b>              |
| <i>Remaining Balance</i>                  | <i>\$ -</i>            | <i>\$ 63,214.92</i>           | <i>6%</i>               | <i>\$ 51,216.03</i>    | <i>5%</i>               | <i>\$ 624,599.76</i>   | <i>61%</i>              |
| <b>Operations YTD = 66.59%</b>            |                        |                               |                         |                        |                         |                        |                         |
| <b>Adult &amp; DW Part. &amp; Program</b> | <b>\$ 1,277,889.39</b> | <b>\$ 195,202.09</b>          | <b>15%</b>              | <b>\$ 210,726.26</b>   | <b>16%</b>              | <b>\$ 405,928.35</b>   | <b>32%</b>              |
| <b>Youth Part. &amp; Program</b>          | <b>\$ 491,002.70</b>   | <b>\$ 81,152.40</b>           | <b>17%</b>              | <b>\$ 87,205.36</b>    | <b>18%</b>              | <b>\$ 168,357.76</b>   | <b>34%</b>              |
| <b>Total Part. &amp; Program</b>          | <b>\$ 1,768,892.09</b> | <b>\$ 276,354.49</b>          | <b>16%</b>              | <b>\$ 297,931.62</b>   | <b>17%</b>              | <b>\$ 574,286.11</b>   | <b>32%</b>              |
| <i>Remaining Balance</i>                  | <i>\$ -</i>            | <i>\$ 1,492,537.60</i>        | <i>84%</i>              | <i>\$ 1,194,605.98</i> | <i>68%</i>              | <i>\$ 1,194,605.98</i> | <i>68%</i>              |
| <b>Adult &amp; DW Program Only</b>        | <b>\$ 695,235.43</b>   | <b>\$ 120,951.70</b>          | <b>17%</b>              | <b>\$ 133,591.09</b>   | <b>19%</b>              | <b>\$ 254,542.79</b>   | <b>37%</b>              |
| <b>Youth Program Only</b>                 | <b>\$ 325,102.20</b>   | <b>\$ 70,917.79</b>           | <b>22%</b>              | <b>\$ 70,277.29</b>    | <b>22%</b>              | <b>\$ 141,195.08</b>   | <b>43%</b>              |
| <b>Total Program</b>                      | <b>\$ 1,020,337.63</b> | <b>\$ 191,869.49</b>          | <b>19%</b>              | <b>\$ 203,868.38</b>   | <b>20%</b>              | <b>\$ 395,737.87</b>   | <b>39%</b>              |
| <i>Remaining Balance</i>                  | <i>\$ -</i>            | <i>\$ 828,468.14</i>          | <i>81%</i>              | <i>\$ 624,599.76</i>   | <i>61%</i>              | <i>\$ 624,599.76</i>   | <i>61%</i>              |

## Eligible Training Provider New Program Review Form

**Training Provider Name:** Jackson State Community College

**Training Program Name:** Engineering Systems Technology

#### A. Requirements for Consideration of Initial Eligibility for State ETPL:

**Yes**

**No**

1. Is the ETP's information in Jobs4TN complete and accurate?

**X**

2. Does the ETP possess current approval or exemption from the appropriate State or federal licensing agency?

**X**

3. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?

**X**

4. Does the program lead to a WIOA-recognized credential? If yes, specify:

**X**

5. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?

**X**

6. Is there a process in place for tracking the number of students and WIOA participants, and their progress, completion, placement, and earnings for required performance measures?

**X**

7. If an existing program, are the required performance metrics of at least 60% completion and placement rates met?

**X**

a. Completion Rate: **58%**

b. Placement Rate: 94%

8. Is the program offered in partnership with a business?

a. If yes, business name(s):

**X**

9. Does the program align with in-demand industry sectors and occupations in the State?

**X**

**Recommended for addition to the State ETPL? If no, provide justification for recommended denial:**

**N/A**

N/A - Approved by the Southwest Workforce Board for inclusion on the State ETPL.

**B. Requirements for Consideration of Initial Eligibility for Local ETPL:**

|                                                                                                                                             | Yes               | No                |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| 1. Does the program meet the requirements for inclusion on the State ETPL as described above?                                               | <u>X</u>          | <u>          </u> |
| 2. Is the program cost comparable to similar training programs, particularly in the local area, or region?                                  | <u>          </u> | <u>          </u> |
| a. <u>Program Cost: \$13,217.50</u>                                                                                                         |                   |                   |
| b. <u>Comparable Program Cost: \$12,500 (DSCC-Engineering Systems Tech.)</u>                                                                |                   |                   |
| 3. Is the program length comparable to similar training programs, particularly in the local area, or region?                                | <u>          </u> | <u>          </u> |
| a. <u>Program Length: Two years</u>                                                                                                         |                   |                   |
| b. <u>Comparable Program Length: Two years</u>                                                                                              |                   |                   |
| 4. Does the program align with in-demand industry sectors and lead directly to high-quality jobs in in-demand occupation in the local area? | <u>X</u>          | <u>          </u> |
| a. <u>Related occupation(s): Industrial Engineering Technologists and Technicians (17-3026)</u>                                             |                   |                   |
| b. <u>Documentation of labor market demand (all must be met):</u>                                                                           |                   |                   |
| o Minimum of 10 jobs in the local area?                                                                                                     | <u>X</u>          | <u>          </u> |
| o Positive job growth of at least 1 new job per year?                                                                                       | <u>X</u>          | <u>          </u> |
| o Median wage is above the self-sufficiency wage?                                                                                           | <u>X</u>          | <u>          </u> |
| o Aligns with one of the regional priority sectors listed below?                                                                            |                   |                   |
| Healthcare & Social Assistance                                                                                                              | <u>          </u> | <u>X</u>          |
| Manufacturing                                                                                                                               | <u>X</u>          | <u>          </u> |
| Skilled Trades & Transportation                                                                                                             | <u>          </u> | <u>X</u>          |
| Information                                                                                                                                 | <u>          </u> | <u>X</u>          |
| Professional, Scientific, & Technical Services                                                                                              | <u>X</u>          | <u>          </u> |

| Description                                                        | 2024 Jobs | 2027 Jobs | 2024 - 2027 Change | Approved per Year (AVG) | 2024 - 2027 % Change | Avg. Hourly Earnings | Median Hourly Earnings | Median Annual Earnings | Avg. Annual Openings |
|--------------------------------------------------------------------|-----------|-----------|--------------------|-------------------------|----------------------|----------------------|------------------------|------------------------|----------------------|
| Industrial Engineering Technologists and Technicians (SOC 17-3026) | 166       | 176       | 11                 | 3                       | 6%                   | \$24.92              | \$24.27                | \$50,488.43            | 19                   |

**Recommended for addition to the Local ETPL? If no, provide justification for recommended denial:**

|          |                   |
|----------|-------------------|
| <u>X</u> | <u>          </u> |
|----------|-------------------|

## ETPL Application

| Education Program Information                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                        |                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Provider:</b> JACKSON STATE COMMUNITY COLLEGE                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Program:</b> Engineering Systems Technology                                         | <b>Program ID:</b> 98244                                              |
| <b>CIP Code:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                        |                                                                       |
| General Information                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |                                                                       |
| <b>Status:</b> Active                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Purpose for adding program:</b><br>Submit for ETPL Approval and accept participants | <b>Education Program Type:</b> PS - Approved Provider Training - ITA  |
| <b>Associated Services Code(s):</b><br>300 - Occupational Skills Training - Approved Provider List (ITA); 303 - Distance Learning; 314 - Enrolled In Apprenticeship Training; 324 - Adult Educ w/ Occ. Skills Training - Approved Provider List (ITA); 416 - Youth-Occupational Skills Training - Approved Provider List; 607 - WTP Vocational Education- Training Approved Provider List; 630 - SNAP-Enroll in Voc/Tech training- Approved ETPL provider | <b>Apprenticeship:</b> No                                                              | <b>Education Program is a Registered Apprenticeship :</b> No          |
| <b>Industry Recognized Apprenticeship Program (IRAP)?</b><br>No                                                                                                                                                                                                                                                                                                                                                                                           | <b>CIP Code:</b> 150000 - Engineering Technologies/Technicians, General                | <b>Education Program Name:</b><br>Engineering Systems Technology      |
| <b>Education Program Description:</b> Engineering Systems Technology (formerly Industrial Technology).                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |                                                                       |
| <b>Potential Outcome(s):</b> An associate degree                                                                                                                                                                                                                                                                                                                                                                                                          | <b>This program leads to a credential or degree:</b> Yes                               | <b>Name of Associated Credential:</b><br>Associate of Applied Science |
| <b>Completion Level:</b> Associate's Degree                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Attain Credential:</b> AA/AS Degree                                                 | <b>Other, Specify</b>                                                 |
| <b>Certification/License Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Certification/License Type:</b>                                                     | <b>Green Job Training:</b> No                                         |
| <b>Partner Business:</b> No                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        |                                                                       |
| <b>Description of the partnership or plans to develop partnership:</b>                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |                                                                       |
| <b>LWDB Submitted:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                        |                                                                       |
| Apprenticeship                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                        |                                                                       |
| <b>Apprenticeship Registration Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Apprenticeship Description:</b>                                                     | <b>Number of active apprentices:</b>                                  |
| <b>Instruction Methods:</b>                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Instruction Length in Weeks:</b>                                                    | <b>Tech, Instruction is provided by another provider:</b>             |
| <b>Instruction Provider Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Address 1:</b>                                                                      | <b>Address 2:</b>                                                     |
| <b>Zip:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>City:</b>                                                                           | <b>State:</b>                                                         |
| <b>Program Model:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Apprenticeship program sponsored by another organization:</b>                       |                                                                       |
| <b>Program Sponsor Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Address 1:</b>                                                                      | <b>Address 2:</b>                                                     |
| <b>Zip:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>City:</b>                                                                           | <b>State:</b>                                                         |

## ETPL Application

| Additional Details                                                                                                                                                                                                                                       |                                                                                                                                              |                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Financial Aid Available:</b> Pell Grant                                                                                                                                                                                                               | <b>URL of Training Program:</b>                                                                                                              | <b>Program Prerequisites:</b> High School Diploma or Equivalent |
| <b>Date and Program First Offered:</b> 11/29/2014                                                                                                                                                                                                        | <b>Please provide a reasonable explanation regarding why this is a new program:</b> Not a new program. New program name.                     | <b>Minimum Class Size:</b> 1                                    |
| <b>Maximum Class Size:</b>                                                                                                                                                                                                                               | <b>Number of Instructors:</b> 3                                                                                                              |                                                                 |
| <b>Describe the minimum entry level requirements or prerequisites:</b> Students must be deemed college-ready based on entrance exam scores.                                                                                                              | <b>Drug/Alcohol Screening Required:</b>                                                                                                      | <b>Accessibility:</b> Disabled Student Access; On-Site Parking  |
| <b>Describe any equipment used in this program and its adequacy and availability:</b>                                                                                                                                                                    | <b>Grievance Procedure:</b><br><a href="https://www.jscc.edu/contact-us/complaints.html">https://www.jscc.edu/contact-us/complaints.html</a> | <b>Grievance Procedure URL:</b>                                 |
| <b>Refund Policy:</b><br><a href="https://www.jscc.edu/about-jackson-state/student-services/business-services/refunds/refund-policies.html">https://www.jscc.edu/about-jackson-state/student-services/business-services/refunds/refund-policies.html</a> | <b>Refund Policy:</b>                                                                                                                        | <b>Quality Pre-Apprenticeship:</b>                              |
| <b>State Use 1:</b>                                                                                                                                                                                                                                      | <b>State Use 2:</b>                                                                                                                          | <b>State Use 3:</b>                                             |
| <b>State Use 4::</b>                                                                                                                                                                                                                                     | <b>State Use 5:</b>                                                                                                                          |                                                                 |

| Related Training and Instruction                                                                           |                                                                     |                                              |                             |                                   |                  |                |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------|-----------------------------|-----------------------------------|------------------|----------------|
| <b>Provider Name:</b>                                                                                      | <b>Location:</b>                                                    | <b>Organization Type:</b>                    | <b>Provider for Profit:</b> | <b>Leads to Credential/Degree</b> | <b>CIP Code:</b> | <b>Status:</b> |
| <b>Code</b>                                                                                                |                                                                     |                                              |                             |                                   |                  |                |
| <b>Occupation Titles</b>                                                                                   | <b>Occupation Title</b>                                             | <b>Providers' Alternate Occupation Title</b> |                             |                                   |                  |                |
| 17302300                                                                                                   | Electrical and Electronic Engineering Technologists and Technicians | Electrical Engineering Technologist          |                             |                                   |                  |                |
| <b>Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand</b> |                                                                     |                                              |                             |                                   | Bright Outlook   |                |

| Occupation Skills             |                                         |                      |
|-------------------------------|-----------------------------------------|----------------------|
| <b>Skill Description:</b>     |                                         |                      |
|                               |                                         |                      |
| <b>Completion Expectation</b> |                                         |                      |
| <b>Number of Credits:</b> 61  | <b>Credit Earned Duration:</b> Semester | <b>Hourly wage :</b> |
| Scheduling                    |                                         |                      |
| <b>Class Time:</b> 15         | <b>Lab Time:</b>                        | <b>Other Time:</b>   |

## ETPL Application

|                                                           |                                                       |                                                               |
|-----------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------|
| <b>Class Frequency:</b> Semester                          |                                                       |                                                               |
| <b>Clock/Contact Hours:</b> 15                            | <b>Full-time weeks:</b> 15                            | <b>Program Format:</b> In-person                              |
| <b>Duration</b>                                           |                                                       |                                                               |
| <b>Duration Title:</b> Class Schedule Offering - Primary  | <b>Primary Duration:</b> True                         | <b>Duration:</b> 4                                            |
| <b>Schedule Intensity:</b> Full-Time                      | <b>Weekly Schedule:</b> Daily                         | <b>Class Offered:</b> Day, Night                              |
| <b>Location</b>                                           |                                                       |                                                               |
| <b>Location Name:</b> JACKSON STATE COMMUNITY COLLEGE     | <b>Address:</b> 2046 N. Parkway, , Jackson, TN, 38301 | <b>Billing Address:</b> 2046 N. parkway, , Jackson, TN, 38301 |
| <b>External Approvals</b>                                 |                                                       |                                                               |
| <b>State Approving Agency:</b> Tennessee Board of Regents | <b>State Approving Agency Status:</b>                 | <b>Approval Expiration Date:</b> 12/31/2020                   |
| <b>Other State Approving Agency Approved Programs:</b> No | <b>DOE Approved:</b> No                               | <b>Community College Chancellor's Office Approved:</b> Yes    |
| <b>Community College ID:</b> NO                           | <b>Listed on another state's ETPL?</b> NO             |                                                               |
| <b>Cost Details</b>                                       |                                                       |                                                               |
| <b>Cost Structure(s)</b>                                  | <b>Amount</b>                                         |                                                               |
| Total CRS Training Costs                                  | \$13,217.50                                           |                                                               |
| Tuition/Fee                                               | \$11,028.00                                           |                                                               |
| Books                                                     | \$1,539.50                                            |                                                               |
| Tools                                                     | \$650.00                                              |                                                               |
| Other Costs                                               | \$0.00                                                |                                                               |
| Comments                                                  | Tuition is based on four 15 credit hour semesters.    |                                                               |
| <b>Total Amount of Cost Structures</b>                    | <b>\$13,217.50</b>                                    |                                                               |
| <b>Line Item(s)</b>                                       | <b>Amount</b>                                         |                                                               |
| No records found                                          |                                                       |                                                               |

# Previous Certified Performance

Program Year: 2023 ▼

| Performance Measure           | WIOA      |      | All Students |     |
|-------------------------------|-----------|------|--------------|-----|
| Enrolled                      | 0         |      | 274          |     |
| Exited                        | 1         |      | 110          |     |
| Completed                     | 0         | 0%   | 64           | 58% |
| Obtained Credential           | 0         | 0%   | 30           | 44% |
| Employed Q2 After Exit        | 2         | 67%  | 89           | 94% |
| Employed Q4 After Exit        | 3         | 100% | 62           | 91% |
| Median Earnings Q2 After Exit | 11,014.73 |      | 20,239.46    |     |