

Northwest TN Workforce Board Outreach and Opportunities Committee

February 11, 2025 – 11:30 a.m.

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

Chair – Ben Marks, Vice-Chair – Glad Castellaw

Minutes

Committee Members Attending In-Person: Ben Marks, Brad Hurley; **via Zoom:** John Glad Castellaw, AJ Belyew, Kelly Buffington, Tessa Kyle, Landy Fuqua, Rachel Cates, Ronnie Gunnels, John Lanigan, Justin Crice

Staff and Contractors Attending In-Person: Jennifer Bane, Ariel McGahey, Ginger Powell, Laura Speer, LeAnn Lundberg, Erica Nance (OSO), Ashley Mayton (OSO); **via Zoom:** Lana Burchfiel, James Starnes (OSO), Connie Stewart (CSP)

Guest Attending via Zoom: Chris Donaldson, Blake Reed, Sabra Bledsoe

Welcome and Call to Order / Public Comment / Review and Approval of 11/6/24 Minutes: Ben Marks called the meeting to order and asked if there were any public comments to be presented. Hearing none, Ben presented the minutes from the last meeting, asking the group for any feedback or changes.

- **MOTION:** Glad Castellaw moved to approve the 11/6/24 minutes as presented and Landy Fuqua seconded the motion. All were in favor and the motion carried.

Partner Presentation-- The Mill Workspace: Chris Donaldson presented an overview of The Mill Workspace, Northwest Tennessee Entrepreneur Center. Part of the Launch TN Network since 2023, The Mill serves the same nine Northwest (NW) Counties with the mission to help businesses start and grow in Northwest Tennessee by offering business consultations, networking events, workshops, and multi-week cohorts. He mentioned the current Startup Bootcamp cohort, designed for recent startups and those in the idea phase, and hopes to partner with more Chambers to offer this course again. Roadmap to Success, an upcoming six-month cohort targeting businesses looking to scale, is now accepting applications for the April 3rd class. Chris asked the committee for help with referrals for the cohorts, as well as individuals to serve as mentors, and agencies to serve as partners for the various programs.

Target Populations Reports:

Youth Services Report: Connie Stewart said Work Experience has struggled due to enrollments in traditional youth programing being down. The TN Youth Employment Program (TYEP) has been helpful since there are no eligibility requirements, but Connie feels it has negatively affected traditional youth enrollments. Youth staff will be upping their outreach. She also asked AJ with Adult Education to please remind her staff to make referrals, especially for youth.

- **Youth Services / Participant Report:** Connie Stewart introduced Blake Reed, who worked with Connie Wright in Carroll County as an Out-of-School Youth participant. Blake went to TCAT McKenzie for industry maintenance/ industrial automation and Title I helped pay for his tuition and provided travel assistance. After graduation, Blake moved up from an operator role to a maintenance role with Kohler in Union City and is now making over \$25/hour. He said WIOA helped him financially with school, which made it possible to get into his career. His job allows his wife to only work part-time so she can dedicate more time to their young son. Blake said he is currently the youngest maintenance worker at Kohler, and he's already started investing in his 401K. He said Connie Wright is "awesome" and believes the technical industry is a great area in WIOA to be investing.
- **Adult Education (AE) Report:** AJ Belyew reported that Benny Roberts just started as their new testing administrator. AE is currently working on a new workforce development initiative with CVS Pharmacy through Aztec for Pharmacy Technician. The free 10–12-week self-paced program will be supplemented with reading and math assistance from an AE instructor. Participants who complete the program are guaranteed an interview with CVS and will have the opportunity for a full apprenticeship. Ben Marks asked if this will be a certificate that is industry-standard or just through CVS, and AJ said she believes it will be industry-standard but will double-check once they have their informational meeting.
- **Vocational Rehabilitation (VR) Report:** Ashley Roberts, replacing David Parrish on the Board, was unable to join. Jennifer Bane reported that VR interviewed for David Parrish's position last week.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and Talent Pipelines efforts and programs. There has been a total of 241 GROWWTH enrollments and staff continue to spend time on outreach to increase enrollments. There has been a total of 261 Tennessee Youth Employment Program (TYEP) enrollments, exceeding the enrollment goal. We are still working on spending the rest of the funds but are on track to fully expend the grant. The TRANSFR VR simulations included 127 active explorers. New simulations have been added, allowing us to revisit schools. The Rural Health Training Grant is on track to meet goals with 2/4 outreach events already held to promote

EMT/Paramedic and Respiratory Care training programs and careers. The students really like the hands-on simulations. Staff plan to visit Weakley County this spring. The Justice-Involved grant has served 10/50 individuals. Most of these have been through On-the-Job Training (OJT). We have shifted our focus this year from incarcerated individuals to newly released or those with older justice-involved records that may be hindering employment. Labor Force Update numbers are included in the attached report. Justice Crice asked if there was a lag with Labor Force numbers because he has received some questions about the unemployment rate for Weakley County since there have been some employers with temporary layoffs. Jennifer clarified that the totals on the attached report are for December 2024.

Eligible Training Provider List (ETPL) Report:

Program Renewals: Laura Speer presented the attached list of programs at TCAT Northwest due for renewal, including corresponding labor market information and performance data. Programs listed in black are recommended for renewal for the State ETPL **and** the Northwest ETPL. Programs in red are recommended for renewal to the State ETPL only since they do not meet the in-demand criteria for our area. Brad Hurley asked for clarification on the requirement for a total of ten jobs since the Industrial Electricity program only shows six new jobs for the related occupation. Jennifer Bane stated that the minimum of 10 applies to the 2024 total jobs, which is 506 for electricians, not the number of new jobs projected by 2027. Jennifer also said there are additional occupations that could be listed under the program and Brad stated he would like to see all job titles that could apply to a program listed in the future. Ben Marks asked where the list of in-demand sectors comes from. Jennifer said these are the priority sectors determined in the West TN Regional Plan, primarily through labor market data from the State. Connie Stewart asked for clarification as to whether the goal is to align with priority sectors or growth and Jennifer explained that both must be met for an occupation to be considered in-demand under the current policy.

- o **MOTION: Brad Hurley moved to approve the renewal of the ETPL programs as presented and Justin Crice seconded the motion. All were in favor and the motion carried.**

New Program Applications: Laura Speer presented the attached information for the Industrial Process Control Technology at Nashville State Community College, including corresponding review of labor market information and performance data. Staff noted the program is approved at Northern Middle and we have a participant in our area who wants to attend this training. It's only offered at the Humphrey County location according to the Jobs4TN application.

- o **MOTION: Glad Castellaw moved to approve the Industrial Process Control Technology Program at Nashville State for the NW ETPL as presented, and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

Program Revision-EDGE Program at Union University: Jennifer Bane recommended removing this program from NW ETPL due to the training not being tied to a specific in-demand occupation. Jennifer noted that Southwest removed it from their ETPL last quarter for this reason, but it is still listed as approved for NW. The program is recommended for removal from the local ETPL to align with our in-demand requirements since the program is not tied to a specific occupation.

- o **MOTION: Brad Hurley moved to approve the removal of the Edge Program at Union University from the NW ETPL as presented, and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

LFPR (Labor Force Participation Rate) Strategic Priorities – Job Security & Working Conditions: Jennifer Bane requested feedback on effective and innovative strategies and what the Board and AJCs can / should do to assist employers in these areas. The attached handout describes what is meant by “job security & working conditions” as it relates to high quality jobs according to the QUEST National Dislocated Worker Grant (DWG) and U.S Department of Commerce. Jennifer said that committee member feedback on these topics has helped provide recommendations for Virtually Speaking topics. Jennifer said that members of the AJC Committee recommended getting someone from TOSHA to speak to any recent updates and requirements for employers. Committee members were encouraged to reach out to staff if they have any other suggestions.

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.

Future Meeting Dates & Upcoming Events: Future meeting dates and upcoming events listed on the agenda were reviewed. With no further business, the meeting was adjourned.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

**NW TN Workforce Board
Outreach and Opportunities Committee**

Tuesday, February 11, 2025 – 11:30 a.m.

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

[Join Zoom Meeting](#)

Meeting ID: 817 8846 0321

Passcode: 515442

Chair – Ben Marks

Vice Chair – Glad Castellaw

Agenda

1. Welcome and Call to Order Ben Marks, Chair
 - a. Welcome New Board Member Ashley Roberts, VR Regional Supervisor (replacing David Parrish)
 - b. Opportunity for Public Comment (limit of three minutes per speaker)
2. Partner Presentation – The Mill Workspace Chris Donaldson, Owner
3. Review and Approval of Minutes of 11/6/2024 Meeting **(Vote Required)** Ben Marks
4. Target Populations Reports
 - a. Youth Services Report Connie Stewart, CSP Executive Director
 - o Youth Participant / Parent Report
 - b. Adult Education (AE) Report AJ Belyew, NW TN AE Program Director
 - c. Vocational Rehabilitation Report Ashley Roberts, Regional Supervisor
5. Talent Pipelines Report Ginger Powell, Deputy Director
6. ETPL Report Laura Speer, Director of Performance & Compliance
 - a. Program Renewals **(Vote Required)**
 - b. New Program Application – Nashville State, Industrial Process Control Tech. **(Vote Required)**
 - c. Program Revision – Union’s Edge Program **(Vote Required)**
7. LFPR Strategic Priorities – Job Security & Working Conditions Jennifer Bane, Executive Director

Ensure a safe, healthy, and accessible workplace and offer job security. Minimize temporary or contractor labor solutions, using such workers mainly to adjust for short-term needs. Assess and schedule hours that are adequate and predictable.

 - a. Effective and innovative strategies?
 - b. Specific opportunities for target populations / underserved communities?
 - c. What can / should the Board and AJCs do to assist with these items?
8. Other Business All

Future Meeting Dates & Upcoming Events

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

Northwest TN Workforce Board Outreach and Opportunities Committee

November 6, 2024 – 1:00 p.m.

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

Minutes

Committee Members Attending In-Person: Ben Marks, Brad Hurley; **via Zoom:** Jon Dougherty, AJ Belyew, Kelly Buffington, Tessa Kyle, Landy Fuqua, Rachel Cates, Ronnie Gunnels, Lindsay Theobald, Amy McDonald

Staff and Contractors Attending In-Person: Jennifer Bane, Ariel McGahey, Laura Speer, LeAnn Lundberg, Ashley Mayton (OSO); **via Zoom:** Ginger Powell, Gina Johnson, James Starnes (OSO), Erica Nance (OSO)

Guest Attending via Zoom: Sabra Bledsoe

Welcome and Call to Order/Public Comment/Review and Approval of Minutes from 8/1/24 Meeting: Ben Marks called the meeting to order and asked if there were any public comments. Hearing no public comments, Ben presented the minutes from the last meeting and asked the group for any feedback or changes

- **MOTION: Ronnie Gunnels moved to approve the 8/1/24 minutes as presented, and Landy Fuqua seconded the motion. All were in favor and the motion carried.**

Target Populations Reports:

Youth Services / Participant Report: Connie Stewart was unable to attend the meeting, so Jennifer Bane reported that the Career Service Provider (CSP) is working to re-obligate youth employment program (YEP) funds that were not fully used by current participants. CSP staff are also doing some outreach to high school partners for our regular work experience program as well.

Adult Education Report: AJ Belyew, NW AE Program Director, reported that they are partnering with Outside In to offer classes. She also reviewed the State report card, and they have 33 diplomas, 46 level gains, and 36% MSG. They have a goal of 200 enrollments for the program year and will be working to establish career plans for students.

Vocational Rehabilitation (VR) Report: Jennifer Bane reported that David Parrish has retired from VR. He plans to still participate as a committee member and VR will identify a new staff person to take his spot on the board.

Talent Pipelines Report: Ginger Powell, Deputy Director, presented the attached Talent Pipelines report detailing career exploration and talent pipelines efforts and programs. As of September, there was a total of 187 GROWWTH enrollments and staff are on track to exceed the enrollment goal of 219 by December 31st. There has been a total of 240 TYEP enrollments, exceeding the goal of 216. Since some individuals do not use their full funding allotment, we have had to exceed the enrollment goals to expend all funds. Staff continue to partner with local schools and organizations for the TRANSFR VR headsets. There was not any usage of the headsets in the first quarter due to schools being out on summer break, but the headsets are being used at local schools now that classes have resumed. The Rural Health Training Grant partnership with Baptist Hospital is now in its 3rd year and the first event for this program year is scheduled for tomorrow. Baptist Hospital is exceeding their goals in addition to us meeting our goals as a partner. The new Justice-Involved grant is getting underway with four enrollments so far. The labor force update for September is also included in the attached report.

Program Highlights: Jennifer Bane reviewed the Program Highlights included in the packet. In August, the GROWWTH program team and Business Services Staff collaborated to organize a highly successful multi-employer job fair at the Dyersburg AJC. There were 15 employers represented at the event and over 270 job seekers attended, with 16 individuals being hired on the spot. Employers also indicated plans to hire an additional 193 individuals. The Training Services story highlighted youth participant Brian Belong who participated in the Youth Work Experience program. He completed placements at the Real Hope Center and W.G. Rhea Library Summer Program and found a passion for working with students and helping them realize their potential. He is now

attending college full-time with a full athletic scholarship for soccer. The Northwest Workforce Board's partnership with Amteck for the pre-apprenticeship program continues to be highly successful. This summer, 17 individuals completed the program, with 14 of the individuals being enrolled in Title I services. Committee member Jon Dougherty with Amteck reported that 16 individuals from the program are still employed and are beginning the four-year apprenticeship program to become journeyman electricians. Ben Marks asked if there was something specific that led to higher enrollment in the pre-apprenticeship program this year. Jon said that he believed increased wages and outreach events that brought students on-site to Amteck have helped increase enrollment. Board staff added that word of mouth has helped increase awareness of the program and starting earlier with recruitment helped catch more potential students before they made other plans for after graduation.

In-Demand Occupations Criteria: Jennifer reviewed the attached In-Demand Criteria and Occupations list for Individual Training Accounts (ITAs) for 2024-2027 that was approved by the board during the September 12th meeting. Since we have some new board members and there were some sound issues for Zoom attendees at the board meeting, staff wanted to ensure all board members were clear on what is included in these documents. Both documents are also posted on our website so anyone can access and review them.

Per WIOA law, ITAs must be tied to in-demand occupations. Staff have utilized similar procedures for identifying in-demand occupations for several years, but the board has now formalized this process to ensure consistency and assist Career Advisors in communicating to customers what occupations / training are approved by the Board for ITA funding, and the number approved. The In-Demand Occupation Criteria handout details the criteria used to come up with the list of approved in-demand occupations. The criteria removes any occupations that require higher training than a bachelor's degree, have less than 10 positions in the local area, are projected to have less than four new jobs in the four-year strategic planning period have median wages less than \$14.48 (the self-sufficiency threshold), do not align with our regional priority sectors, and do not have related post-secondary training opportunities in the area. These criteria will also be used to assess any new program applications for the Eligible Training Provider List (ETPL) to ensure consistency for all training providers and programs. The handout of approved in-demand occupations shows the number of ITAs to be funded per year in the blue column. The in-demand occupation list also shows occupations that require Program Director approval prior to an ITA being issued. Jennifer stated that the approved in-demand occupations list is not exhaustive of every occupation that may be considered in-demand or have a need, but since we have limited funding, we need to make sure we are focusing on occupations that have the highest demand and need in our area.

Eligible Training Provider List (ETPL) Report:

Program Renewals: Laura Speer presented the attached list of programs due for renewal, including corresponding labor market information (LMI) and performance data. LMI was evaluated based on the in-demand occupations criteria included in the handouts. Bethel University has five programs up for renewal and staff recommended all programs be renewed, except for the Success Program. This program is not recommended for renewal due to not being related to a specific in-demand occupation as required by WIOA. Dyersburg State has 16 programs up for renewal, and staff recommended all programs be renewed except for the following four programs:

- Associate of Applied Science- Early Childhood Education is not recommended for renewal due to the associated occupation, education & childcare administrators, preschool & daycare, not being on the in-demand occupation list due to not aligning with priority sectors for the region, and there being no estimated job growth for the area.
- Corrections & Law Enforcement Certificate is not recommended for renewal due to the associated occupation, police and sheriff's patrol officers, not being on the in-demand occupation list due to not aligning with priority sectors for the region.
- Early Childhood Education Technical Certificate is not recommended for renewal due to the associated occupation, childcare workers, not aligning with priority sectors for the region and no job growth.

- Surgical Technology Program- Associate of Applied Science is not recommended for renewal due to the associated occupation, surgical technologists, not being on the in-demand list due to not enough job growth with only one new job projected between 2024 and 2027.

Jennifer explained that while the five programs are not recommended for renewal for the NW ETPL, they will remain on the State ETPL so other areas can fund them if they would like to do so. Brad Hurley asked if training providers are notified in advance if they have programs that staff are not recommended for renewal. Jennifer explained that training providers receive a letter notifying them of any program non-renewals and the appeals process after the full board votes on the renewals. The committee discussed if training providers should be notified in advance to allow time for them to provide evidence of need if they would like the programs to remain on the ETPL and noted the need for consistency when making determinations on program renewals. The committee opted to allow staff to continue with the current process of notifications to training providers and will revisit the process at a future meeting.

- **MOTION: Brad Hurley moved to approve the renewal of all programs for the State ETPL, and for the NW ETPL except for the five programs indicated in red on the attached handout, as presented, and Ronnie Gunnels seconded the motion. All were in favor and the motion carried. Landy Fuqua abstained from voting and discussion.**

New Program Applications: Laura Speer presented the attached list of three new programs for TCAT Henry / Carroll- HVAC / Refrigeration, Automotive Technology, and Administrative Office Technology, including corresponding review of labor market information and performance data. Staff noted that these programs appear as new programs in the system due to the recent restructuring of TCAT campuses in NW, but the programs have been approved in the past under TCAT McKenzie, which is now part of TCAT Henry / Carroll. The programs meet all in-demand occupation criteria and have had good success in the past, so staff recommend approving all three for the NW and State ETPLs.

- **MOTION: Brad Hurley moved to approve the addition of the three programs for the NW and State ETPLs as presented and Landy Fuqua seconded the motion. All others were in favor and the motion carried.**

ETPL Program Revisions: Staff reviewed the current NW ETPL list using the In-Demand Criteria adopted by the board at the 09-06-2024 meeting and the attached list of programs on the proposed revisions to existing ETPL programs handout are recommended to be removed from the NW ETPL due to not meeting the in-demand criteria. Programs would remain on the State ETPL to allow other areas to utilize them. The program list also shows the number of individuals that have enrolled in the program through Title I in the past two years, and most of the programs have had 0 enrollments.

- **MOTION: Ronnie Gunnels moved to remove the programs on the attached list from the NW ETPL and Amy McDonald seconded the motion. Landy Fuqua abstained from voting and discussion. All were in favor and the motion carried.**

Eligible Training Provider Policy Change- Appeals Process: Jennifer presented the proposed changes to the Eligible Training Provider policy as outlined in red on the attached handout. The appeals process has not been used much in the past since there was not as much limitation on programs. With the recent limiting of the approved list, we expect there to be more appeals, so we revisited the policy. The recommended changes set a timeline of one calendar year for when a training provider can reapply for a program to be included on the ETPL after being denied. Jennifer noted that the SW O&O committee reviewed the same policy changes and recommended that the language under item 7 in the policy also be added to the second paragraph to add clarity. Amy McDonald asked if this policy change would apply to all training providers, including those currently in the appeals process, and Jennifer confirmed that if approved by the full board, this policy will apply to all training providers.

- **MOTION:** Ronnie Gunnels moved to approve the changes to the Eligible Training Provider Policy as presented and Kelly Buffington seconded the motion. All were in favor and the motion carried.

LFPR (Labor Force Participation Rate) Strategic Priorities – Skills and Career Advancement: Jennifer Bane requested feedback on effective and innovative strategies and what the Board and AJCs can / should do to assist employers regarding skills and career advancement. The attached handout describes what is meant by ‘career & skills advancement’ as it relates to high quality jobs according to the QUEST National Dislocated Worker Grant (DWG) and U.S Department of Commerce. She also reviewed feedback from other committee meetings such as partnership with Upskill MidSouth. Jennifer said the Incumbent Worker Training (IWT) program can assist with costs of training existing employees; however, we typically use State CBG funding for IWT and those funds are often limited and only available at certain times. The State has also indicated that they will most likely not have funding available for CBG grants this year. There is a DRA grant that we are looking at applying for that can assist with technical and credentialed training. Proposals for this grant are due in December and letters of support will be needed, so if employers have specific training needs, they can let the board staff know.

Other Business:

- Funding Opportunity: Jennife received a notice for a state funded healthcare grant. The grant is open to different types of training in the healthcare field. The grant is open to anyone, but applications must be related to training individuals in the healthcare field. She is happy to share the funding announcement with anyone who is interested.
- 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 5th 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 O&O committee meeting to 11:00 or 11:30AM starting on the 2-11-2025 meeting. Jon asked if staff could send a placeholder calendar invite for future meetings and Jennifer confirmed that staff will do so.

*Respectfully submitted,
Ariel McGahey, Director of Operations*

Talent Pipelines

GROWTH

GROWING RELATIONAL AND OCCUPATIONAL WEALTH IN WEST TENNESSEE HOUSEHOLDS



**Number
Enrolled to Date:**
241 / 219

Tennessee Youth Employment Program



261 / 216

New Enrollments

\$622,233 / \$687,094

Expended

TRANSFR Virtual Reality Headsets



2

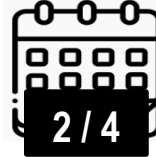
High Schools/
Organizations
Participating

127 / 225
Active Explorers

270
Careers Explored

Rural Public Health Workforce Training Network Grant

Events Held



High Schools Participating



Students Participating



Expended



\$9,000 / \$18,000

Members of the West Tennessee Public Health Workforce Training Network include Baptist Memorial Hospitals in Union City and Huntingdon; Dyersburg State Community College; Jackson State Community College; Priority Ambulance; and the Northwest Tennessee Workforce Board.

Justice Involved Individuals

10 / 50
Individual Served

\$12,275 / \$180,000
Expended



Labor Force Update

109,129 ▲

Number in the Labor Force

104,970 ▲

Number Employed

4,159 ▼

Number Unemployed

3.8% ▼

Unemployment Rate Dec 2024

TCAT Northwest ETPL Renewals

Program Name	SOC / Occupation	Duration	Total Cost	2024 Jobs	2027 Jobs	2024-2027 Change	Median Hourly Earnings	In-Demand Criteria* Met?	Overall Completion Rate*	Overall Employment 2nd QTR after Exit*	WIOA Total Enrolled	WIOA Completion Rate*	Overall Employment 2nd QTR after Exit*	Performance Criteria** Met?	Recommended for Renewal?
Administrative Office Technology	43-6014 Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	12 Months	\$4854.00	1151	1156	4	\$17.52	Yes	33%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Barbering	39-5011 Barbers	15 Months	\$6631.67	28	28	1	\$15.11	No	67%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Not for NW - does not meet local in-demand criteria
Cosmetology	39-5012 Hairdressers, Hairstylists, and Cosmetologists	15 Months	\$7281.00	390	393	3	\$16.99	No	80%	44%	0	0%	0%	N/A- Less than 10 WIOA students	Not for NW - does not meet local in-demand criteria
Dental Assisting Technology	31-9091 Dental Assisting/Assistant	8 Months	\$4578.65	149	160	11	\$18.46	Yes	0%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Digital Agronomy	19-4012 Agricultural Technicians	12 Months	\$5899.00	16	16	1	\$21.97	No	0%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Not for NW - does not meet local in-demand criteria
Electric Vehicle Production Technology	51-9199 Production Workers, All other	8 Months	\$2746.00	1064	1103	39	\$17.22	Yes	0%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Hybrid Electric Vehicle	49-3023 Automotive Service Technicians and Mechanics	12 Months	\$6959.00	699	715	16	\$20.05	Yes	80%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Industrial Electricity	47-2111 Electrician	16 Months	\$7177.00	506	513	6	\$25.23	Yes	60%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Industrial Maintenance Automation	49-9041 Industrial Machinery Mechanics	20 Months	\$8557.00	387	438	51	\$29.29	Yes	0%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Patient Care Technology/Medical Assisting	31-9092 Medical Assistants	8 Months	\$4211.50	388	403	15	\$15.61	Yes	0%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes
Pharmacy Technology	29-2052 Pharmacy Technician	12 Months	\$5486.65	330	343	12	\$17.35	Yes	25%	0%	0	0%	0%	N/A- Less than 10 WIOA students	Yes

*In-Demand Criteria

Minimum of 10 jobs in the local area

Positive job growth of at least 1 new job per year

Median wage is above the self-sufficiency wage (\$14.48) Aligns with one of the regional priority sectors listed below:

Healthcare & Social Assistance

Skilled Trades & Transportation

Manufacturing

Information

Professional, Scientific, & Technical Service

**Performance Criteria: For programs with at least 10 WIOA-funded students.

All student completion and employment rate greater than or equal to 60% (PY 2022). WIOA student completion and employment rate greater than or equal to 40%

Eligible Training Provider New Program Review Form

Training Provider Name: Nashville State Community College

Training Program Name: Industrial Process Control Technology

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

	Yes	No
1. Is the ETP's information in Jobs4TN complete and accurate?	<u>X</u>	<u></u>
2. Does the ETP possess current approval or exemption from the appropriate State or federal licensing agency?	<u>X</u>	<u></u>
3. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u></u>
4. Does the program lead to a WIOA-recognized credential? If yes, specify:	<u>X</u>	<u></u>
5. Is the program's information in Jobs4TN complete and accurate, including cost and performance information?	<u>X</u>	<u></u>
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?	<u>X</u>	<u></u>
7. If an existing program, are the required performance metrics of at least 60% completion and placement rates met?	<u>X</u>	<u></u>
a. Completion Rate: 96% (all); 67% (WIOA)	<u></u>	<u></u>
b. Placement Rate: 88% (all); 100% (WIOA)	<u></u>	<u></u>
8. Is the program offered in partnership with a business?	<u></u>	<u></u>
a. If yes, business name(s):	<u></u>	<u>X</u>
9. Does the program align with in-demand industry sectors and occupations in the State?	<u>X</u>	<u></u>
Recommended for addition to the State ETPL? If no, provide justification for recommended denial:	N/A	

N/A - Approved by the Northern Middle 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: \$10,930</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		
Provider: NASHVILLE STATE COMMUNITY COLLEGE	Program: INDUSTRIAL PROCESS CONTROL TECHNOLOGY (Humphreys Co. Only)	Program ID: 96183
CIP Code:		
General Information		
Status: Active	Purpose for adding program: Submit for ETPL Approval and accept participants	Education Program Type: PS - Approved Provider Training - ITA
Associated Services Code(s): 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	Apprenticeship: No	Education Program is a Registered Apprenticeship : No
Industry Recognized Apprenticeship Program (IRAP)? No	CIP Code: 150613 - Manufacturing Engineering Technology/Technician	Education Program Name: INDUSTRIAL PROCESS CONTROL TECHNOLOGY (Humphreys Co. Only)
Education Program Description: With the two-year Industrial Process Control Technology Associate of Applied Science program, offered on Nashville State's Humphrey County Campus (only). Learn to work as part of a team that plans, analyzes, and controls the production of products, from the raw materials all the way through the production and distribution. Almost every industry needs process control technicians and maintenance technicians including chemical, food and beverage, pharmaceutical, power generation, pulp and paper, refining, and waste water treatment. (Maintenance Technician or Process Technician concentrations).		
Potential Outcome(s): An associate degree	This program leads to a credential or degree: Yes	Name of Associated Credential: Associate of Applied Science
Completion Level: Associate's Degree	Attain Credential: Other	Other, Specify AAS Degree
Certification/License Title: None	Certification/License Type:	Green Job Training: No
Partner Business: No		
Description of the partnership or plans to develop partnership:		
LWDB Submitted:		
Apprenticeship		
Apprenticeship Registration Date:	Apprenticeship Description:	Number of active apprentices:
Instruction Methods:	Instruction Length in Weeks:	Tech, Instruction is provided by another provider:
Instruction Provider Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

Additional Details		
Financial Aid Available: Federal Loan; Institutional Scholarship; Pell Grant	URL of Training Program: https://www.nsc.edu/academics/degrees-certificates/industrial-process-control-technology-a-a-s	Program Prerequisites: High School Diploma or Equivalent
Date and Program First Offered: 11/29/2014	Please provide a reasonable explanation regarding why this is a new program: Not a new program	Minimum Class Size: 1
Maximum Class Size: 25	Number of Instructors: 3	
Describe the minimum entry level requirements or prerequisites: Accuplacer placement testing is provided to students that have an application on file and do not have required ACT scores or previous College credit in Math or English. Level 2 placement in Math, Reading, and/or Writing is required on the test.	Drug/Alcohol Screening Required: No	Accessibility: Disabled Student Access; On-Site Parking; Public Transportation
Describe any equipment used in this program and its adequacy and availability: Textbooks and materials are listed on the course syllabus.	Grievance Procedure: Contact the STEM Division Office K-240A Yvonne Anderson, Secretary II Yvonne.Anderson@nsc.edu 615-353-3369	Grievance Procedure URL: https://www.nsc.edu/academics/degrees-certificates/industrial-process-control-technology-a-a-s
Refund Policy: The Bursar's Office provides tuition and fee information, disburses student refunds, and collects payments. Other services include third-party payment, deferred payment, student direct deposit, and fee waivers and discounts for those who qualify. Student Services Building, S-203 Hours: M-Th 8:15am-4:30pm; F 8:15am-4pm Closes at 12 noon last business day of the month. 615-353-3310 or bursar@nsc.edu	Refund Policy: https://www.nsc.edu/financial-aid-tuition/payment-and-refunds/how-to-pay	Quality Pre-Apprenticeship:
State Use 1:	State Use 2:	State Use 3:
State Use 4:	State Use 5:	

Related Training and Instruction						
Provider Name:	Location:	Organization Type:	Provider for Profit:	Leads to Credential/Degree	CIP Code:	Status:

ETPL Application

Code		
Occupation Titles	Occupation Title	Providers' Alternate Occupation Title
17302600	Industrial Engineering Technologists and Technicians	
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand		Bright Outlook
Occupation Skills		
Skill Description:	0007, adhere to safety procedures, 0042, analyze engineering design problems, 0391, use technical regulations for engineering problems, 0526, conduct performance testing, 2010, use robotics systems technology	
Completion Expectation		
Number of Credits: 61	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 61	Lab Time:	Other Time:
Class Frequency: Weekly		
Clock/Contact Hours: 15	Full-time weeks: 15	Program Format: In-person
Duration		
Duration Title: Class Schedule Offering-Primary	Primary Duration: True	Duration: 4
Schedule Intensity: Full-Time	Weekly Schedule: varies	Class Offered: Day, Night
Location		
Location Name: NASHVILLE STATE COMMUNITY COLLEGE	Address: 120 White Bridge Road, , Nashville, TN, 37209	Billing Address: Nashville State Community College, 120 White Bridge Road, Nashville, TN, 37209
External Approvals		
State Approving Agency: Tennessee Higher Education Commission	State Approving Agency Status:	Approval Expiration Date: 01/01/1900
Other State Approving Agency Approved Programs: No	DOE Approved: No	Community College Chancellor's Office Approved: Yes
Community College ID: NO	Listed on another state's ETPL?NO	
Cost Details		

ETPL Application

Cost Structure(s)	Amount
Total CRS Training Costs	\$10,930.00
Tuition/Fee	\$10,930.00
Books	\$0.00
Tools	\$0.00
Other Costs	\$0.00
Comments	
Total Amount of Cost Structures	\$10,930.00

Line Item(s)	Amount
No records found	

Previous Certified Performance

Program Year:

2023 ▼

Performance Measure	WIOA		All Students	
Enrolled	3		94	
Exited	3		26	
Completed	2	67%	25	96%
Obtained Credential	3	100%	15	100%
Employed Q2 After Exit	2	100%	22	88%
Employed Q4 After Exit	3	100%	13	87%
Median Earnings Q2 After Exit	14,296.43		19,545.02	

[⊕ Show Filter](#)



Job Security & Working Conditions

Ensure a safe, healthy, and accessible workplace and offer job security. Minimize temporary or contractor labor solutions, using such workers mainly to adjust for short-term needs. Assess and schedule hours that are adequate and predictable.

Strategies and Actions

Increase job security.

- Minimize part-time and contingent work, which can cause job insecurity and deprive workers of important benefits and protections. Be sure that part-time and contingent workers feel valued and that they are a part of the organization.
- Prepare the workforce for changing capacity and needs, and balance the needs of the workforce and the organization.
- Offer job sharing.
- Ensure organizational continuity.
- Plan to prevent workforce reductions and minimize the impact of any necessary reductions.
- Enact just-cause standards for employment, which would prohibit discipline and dismissal unless for a just cause or genuine business needs.

Ensure that workers are physically safe.

- Fulfill the requirement that all workers have the right to safe, healthy, and sanitary working conditions.
- Prohibit and prevent all forms of violence in the workplace, including verbal, physical, and gender-based violence, as well as sexual harassment.
- Regularly assess working conditions and promptly address safety issues to ensure workers' continued safety.
- Ensure that the safety system addresses prevention, inspection, root-cause analysis of failures, and recovery.
- Support a worker safety and health committee.

Ensure that workers are psychologically safe.

- Assess/measure the workforce's sense of psychological safety.
- Actively support workers' sense of well-being at work.
- Actively ensure an absence of fear, intimidation, or neglect in the workforce. Have a clear system of reporting and remedy.



Anticipate and respond with agility to reduce job strain.

- Utilize ongoing assessments of work activity, intensity, risk, and need for flexibility to adjust or lessen worker stress.
- Anticipate high-volume times and adjust staffing to accommodate those times.
- Adjust workload, staffing, and pay based on location specific circumstances and reflect locality pay and complexity.
- Make staffing decisions to maximize product and service effectiveness and customer value and not to meet payroll targets.
- Be prepared to ensure coverage in case of employee emergencies and time off.
- Encourage workers to discuss burnout or fatigue and offer resources to reduce it.

Protect workers' data and information.

- Establish clear data confidentiality and protection policies for workforce information.
- Regularly inform workers of information collection, surveillance, or monitoring and how information will be used, including for performance purposes (promotions, discipline, or dismissal).
- Give workers ownership over the data that they generate.

Offer stable and predictable hours to all workers.

- Assess and, when possible, meet workers' hourly needs.
- Provide workers their schedule at least two weeks in advance.
- Schedule most workers consistently for more than 15 hours a week.
- Minimize deviations from planned schedules. Make last-minute management-driven changes rare).

Offer flexible remote-work options.

- Offer telework or remote work.
- Ensure that telework and remote work do not adversely impact career advancement.

Sample Resources

- [Baldrige Excellence Framework: 5 Workforce](#)
- [Baldrige Excellence Framework: 6.2 Operational Effectiveness](#)
- [Future of Work in California](#)
- [Good Jobs Institute Diagnostic Tool](#)
- [Harvard Business Review – Childcare Is a Business Issue](#)
- [Harvard Business Review – How to Make a Job Sharing Situation Work](#)
- [OECD Job Quality statistics](#)
- [Urban Institute – Five Elements of a Good Job](#)

