

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp
1/24/2023	Janet James	Henry	West TN Healthcare - Henry County Hospital (formerly HC Medical Center)
6/3/2019	(John) Glad Castellaw	Crockett	Farmspace Systems LLC
6/3/2019	R. Keith Cursey	Weakley	Stanley, Black & Decker
6/3/2019	Brad Hurley	Carroll	Carroll County Trophies
9/13/2019	Randy S. Shannon	Benton	Shannon Office of Law
7/12/2023	Ben Marks	Benton	Marks Farms
6/3/2019	Kristy Mercer	Gibson	Ceco Door
6/3/2019	Ted Piazza --VICE CHAIR--	Gibson	Rack - IT Industries
1/14/2022	Kelly Buffington	Henry	Four Seasons Sales and Service
11/22/2024	Avonnti Reddick	Lake	Fast Pace Health/Reelfoot Family Walk-In Clinic
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Aztec Pest Control
11/15/2022	Lori Burdine	Dyer	ERMCO Inc.
2/13/2024	John Lanigan	Henry	United Auto Workers Local 9025
6/3/2019	Jon Dougherty	Dyer	Amteck
2/4/2020	Amy McDonald	Dyer	Tennessee Homeless Solutions
10/30/2018	Lindsay (Frilling) Theobald	Obion	Union City Boys and Girls Club
3/28/2022	AJ (Douglas) Belyew	Weakley	Weakley County Schools
6/3/2019	Landy Fuqua	Weakley	University of TN at Martin Reed Center
1/29/2021	Melinda Goode	Weakley	Northwest Tennessee HRA
2/16/2022	Randa Hardin	Crockett	Crockett County Chamber of Commerce
10/6/2023	Sabra Bledsoe	Regional	Tennessee Department of Labor and Workforce Development
11/22/2024	Ashley Roberts	Henry	Tennessee Department of Human Services
7/8/2024	Rachel Cates	Gibson	IBEW Local 474
8/27/2024	John Penn Ridgeway	Carroll / Henry	TCAT Henry / Carroll
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry
11/18/2021	Sam Sinclair	Obion	Excel Boats

Effective 11-22-2024

Northwest Tennessee Workforce Board

March 11, 2025—10:00 am

NW Development District / HRA, 124 Weldon Drive, Martin, TN / Zoom

Minutes

Board Members Attending in Person: Jimmy Williamson, Sabra Bledsoe, John Penn Ridgeway, Lindsay Theobald, Ben Marks, Landy Fuqua, Monica Heath, Ted Piazza, Brad Hurley; **Via Zoom:** Rita Alexander, Rachel Cates, Janet James, Jon Dougherty, Kelly Buffington, John Lanigan

Local Elected Officials Attending via Zoom: Mayor Randy Geiger

Committee Members Attending in Person: Tessa Kyle (TNECD), Janna Hellums (TNECD), Justin Crice (Weakley Co. EDB)

Staff and Contractors Attending in Person: Jennifer Bane, LeAnn Lundberg, Ariel McGahey, Maleia Evans, Erica Nance (OSO), Ashley Mayton (OSO); **Via Zoom:** Lana Burchfiel, Ginger Powell, Laura Speer, Lana Wood, Gina Johnson, Derrick Quinn, Terry Williams, James Starnes (OSO), Dr. Scott Cook (CSP)

Other Guests Attending in Person: Treva Kelleher (TCAT), Deputy Commissioner Dewayne Scott (TDLWD), Georgena P. Wilson (TDLWD), Roderick Woody (TDLWD), **Via Zoom:** Angela Hollingsworth, Heather Skelton (TDLWD), Matthew Spinella (TDLWD), Amy Mayberry (TDLWD), Jaime Perz (Lightcast), Jason George (Lightcast), Madeline Mays (United Way), Karen Grigsby (TDLWD)

Welcome/Business Meeting: Jimmy Williamson welcomed all members and guests to the meeting, and introduced new member, Ashley Roberts (Program Supervisor, Regions 7 & 8—Vocational Rehabilitation, replacing David Parrish). He also welcomed Deputy Commissioner Dewayne Scott, TN Department of Labor & Workforce Development). Jimmy asked if there were any public comments. Hearing no public comments, he called the business meeting to order and acknowledged that a quorum was present, reminding members to abstain from discussion and voting in the event of a conflict of interest.

Guest Presentation- Lightcast Overview: Jaime Perz and Jason George of Lightcast presented the strengths of Developer and the advantages of traditional and real-time labor market information. Jaime also described the ways that Developer can be useful for current, consistent, complete, and granular data presented at a level that is more local and regionalized so that we can make decisions about our funding, etc. She also showed some example reports to show top industries, the occupations driving them, and then see if we are on track to meet our employment needs. We can choose counties and a time frame to see a very detailed real time and projection for job data in our area. Jobs can be sorted by highest growth, etc. Then we can see what occupations/staffing patterns (job roles) drive those industries. The program will also show us median salary, work experience needed, etc. We can even see if we have individuals completing the education levels needed to fulfill these jobs, how many in these jobs are due to retire soon, etc. There is also an advanced region selection, where you can put in a radius by drive time or miles away from a certain address, so that we can capture data from surrounding counties.

Approval of Minutes: The minutes of the 12/3/24 Board meeting were presented for review.

- **MOTION:** A motion to approve the 12/3/24 Board minutes as presented was made by John Penn Ridgeway and seconded by Ted Piazza. All were in favor and the motion carried.

Committee Reports and Action Items: All 2/11/25 committee reports were provided to the Board ahead of time and are included in the attached handouts.

American Job Center (AJC) Committee Report: Rita Alexander provided an overview of the attached report. The below action item was presented for discussion and questions prior to voting.

- Work-Based Training Policy Changes: Proposed changes are indicated in red in the attached policy. EMSI now reflects the name change to Lightcast and the link to the State's website for Incumbent Worker Training grant has been updated. Most changes are in the OJT section, which added details about maximum wages and the number of hours covered that have been the standard for many years but haven't been formally added to the policy. This policy applies to Title I funds, and when we receive other funding (ex. Reentry) that allows for more flexibility there may be some slight differences. A requirement that starting wages must be at least at the self-sufficiency threshold set by

the Board was also added. There is also a change for work experience for in-school youth to clarify that we will allow participants who have limited availability to work longer than the typical 6-month time period, as long as they do not work more than 975 hours. The committee recommends approval of the proposed changes to the Work-Based Training Policy as presented. Brad Hurley asked about the self-sufficiency wage and how it is determined, and Jennifer explained it is based on 200% of the poverty level for the year (currently \$14.48/hour).

- **MOTION: A motion to approve the Work-Based Training Policy as presented was made by Rita Alexander and seconded by Ben Marks. All were in favor and the motion carried.**

Executive Committee Report: Ted Piazza provided an overview of the attached report and the related dashboards. There were no action items.

Outreach and Opportunity Committee Report: Ben Marks provided an overview of the attached report and related dashboards. The following action items were presented for discussion and questions prior to voting.

- ETPL Program Renewals: The committee reviewed the attached list of 11 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. The three programs in red (Barbering, Cosmetology, and Digital Agronomy) are recommended for renewal to the State ETPL only since they do not meet the in-demand criteria for our area. After the committee met, cost information was updated by TCAT Northwest with four programs having a price increase above 25%, requiring approval of the Board:
 - Cosmetology increased 25.03% from \$7,281.00 to \$9,104.00.
 - Electrical Vehicle Production Technology increased 64% from \$ 2,746.00 to \$4,513.12.
 - Industrial Maintenance increased 25.05% from \$6,611.00 to \$8,267.00.
 - Industrial Maintenance Mechatronics increased 46.2% from \$8,234.00 to \$12,038.00.The committee recommends approving the renewal of all programs for the State ETPL, and for the NW ETPL except for the three programs listed above and indicated in red on the attached handout.
 - **MOTION: A motion to approve the renewal of Barbering, Cosmetology, and Digital Agronomy to State ETPL ONLY, and the remainder of listed programs for the state ETPL and NW ETPL, as presented was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor and the motion carried.**
- ETPL New Program Application: Nashville State Community College- Industrial Process Control Technology: The committee reviewed the attached information for the Industrial Process Control Technology program at Nashville State Community College, including corresponding review of labor market information and performance data. Staff noted the program is approved by the Northern Middle Workforce Board for the State ETPL, and we have a participant in our area who wants to attend this training. It's only offered at the Humphreys County location according to the Jobs4TN application.
 - **MOTION: A motion to approve the NSCC Industrial Process Control Program to the NW ETPL as presented was made by Brad Hurley and seconded by Sabra Bledsoe. All were in favor and the motion carried.**
- ETPL Program Revision- EDGE Program at Union University: The committee recommends removing this program from the NW ETPL due to the training not being tied to a specific in-demand occupation and thus not aligning with our in-demand requirements.
 - **MOTION: A motion to remove the EDGE Program at Union University from NW ETPL as presented was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor and the motion carried.**

Other Business and Updates:

- State Workforce Development Board (SWDB) Updates: Jennifer Bane reviewed the attached SWDB Report that details policy changes approved by the SWDB at their 02/28/2025 meeting. Special attention was drawn to the Minimum Participant Cost Rate policy changes, which now allow state funds and incumbent worker training funds to count towards MPCR. Jennifer also noted other policies allowed for more flexibility in AJC classifications and procurement of OSOs and CSPs. All policy changes were effective as of 02/28/2025.

- Sabra Bledsoe shared some updates from Commissioner Thomas and highlighted three main focuses for the TN Department of Labor and Workforce Development that will be supported with funding, if everything passes through legislature. Budgets amendments should be going out at the end of March for approval.
 - TN Youth Employment Program (TYEP): Proposing some one-time and recurring funding.
 - Investment in the SWDB to oversee the state's workforce strategies. Part of this funding will support hiring staff to the board and part will go to strategizing. This will broaden the scope of the SWDB and allow them to do research, order studies, and grants, etc.
 - Micro-credentialing for individuals who need to enter the workforce quickly. Micro-credentials may be a solution to spending funding that has historically been used for Individual Training Accounts (ITAs) for TCAT programs since the Governor has proposed new scholarships for TCATs.
 - TN will also be moving to a common workforce brand to be shared across departments, "TN Works."
- Estimated 2025 Allocations: Jennifer reviewed the attached letter from Commissioner Deniece Thomas, Commissioner TDLWD, detailing estimated 2025-2026 WIOA Title I allotments. Youth and Adult funding are slightly down, and Dislocated Worker (DW) funding is slightly increased, with about a \$25,000 total decrease over last year's allocations overall. We have served very few DWs and those being served have been covered under the National DW Grant. We still have the option to transfer funding from DW to Adult and will likely do so since most participants qualify as Adults. We also received approval for our Rural Healthcare Grant application for \$250,000 to be shared in NW and SW. About half of the funding will go to apprenticeships. The grant does not technically start until July, but the State provided some seed money in January that is helping fund the first cohort of Patient Care Technician apprentices with West TN Healthcare. We also hope to receive more apprenticeship and Re-Entry funding next year. Brad Hurley asked if we have any concern regarding funding changes on a federal level. Jennifer said nothing specific at this moment.
- Other Business: A Stanford economist is working with the TDLWD to do a study on On-the-Job Training (OJT) and Incumbent Worker Training (IWT) and asked for local participation. Surveys have been submitted, and they will be coming later this month to meet in-person with staff. Jennifer also updated the board on appeal requests regarding the Barber School 1 and All-Star Forklift Training. Barber School 1's appeal is still being reviewed by the State. The All-Star Forklift Training appeal has gone through three levels of State appeals and has now been submitted to the U.S. Department of Labor.

Future Meeting Dates & Upcoming Events: Upcoming meeting dates and events are listed on the attached agenda.

Jimmy expressed appreciation to Jennifer and the staff for the outstanding job they do for our area.

Respectfully submitted,

Lana Burchfiel,
Public Information Specialist

American Job Center Committee- Lori Burdine, Chair / Rita Alexander, Vice Chair

The committee met on May 6th, with seven committee members, one guest, and staff and contractors attending. In addition to the reports below, the committee also discussed upcoming officer elections and the TN Youth Employment Program.

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance and Ashley Mayton, OSO Assistant, presented the attached AJC Services Report for January-March, which details AJC traffic counts, visit reasons, customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals. Title I / Title III Co-Enrollments remain off target, and Erica continues to monitor new Title I enrollments to ensure they are co-enrolled in Title III. The committee reviewed customer satisfaction rates for this program year vs. the same time period last year. The satisfaction percentage is solely based on one question, which is currently one of the last questions on the survey, and results can be skewed negatively if customers skip it. OSO staff have revamped the survey with the overall satisfaction question first and will launch it July 1st, so that will hopefully decrease the number of people skipping the question and give a more accurate representation of overall customer satisfaction. The committee also reviewed the attached program highlights that highlighted recent events and success stories for the area.

Career & Training Services Report: Jennifer Bane presented the attached Training Services Report detailing cumulative enrollments as of March by service type and county, a breakdown of new Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider for all participants this program year. Healthcare & Social Assistance is still the leading training sector with most participants still attending a TCAT and most funding being spent at private providers. The Governor recently announced new funding to assist with TCAT training, so we are waiting to see what other supportive services may be covered. If all TCAT expenses are covered through this new program, we may need to be creative to fund other items. It was recently announced that all National Dislocated Worker Grant (NDWG) recipients must have 50% of their funds spent by June. The NW area has already reached this goal, so we may receive some additional funds from other areas if they do not hit the target.

Business Services Report: The committee reviewed the attached Business Services Report detailing the cumulative On-the-Job Training (OJT) contracts and enrollments as of March, the completion rate, and the breakdown of number trained by sector. The Justice Involved grant allows OJT reimbursement up to 75% of wages and this has helped increase our average cost per participant. Staff wrapped up the Apprenticeship Program a little early this year with all funds expended and exceeded enrollment goal. Staff have provided 85 Lightcast reports to employers, chambers, schools, etc., for labor market information through March.

Labor Force Participation Rate (LFPR) Strategic Priorities—Skills & Career Advancement: The committee discussed effective and innovative strategies and what the Board and AJCs can / should do to assist employers regarding equitable pay. Staff noted that employers often request wage reports to determine if their wages are competitive. Committee members noted that wage fluctuation overall is slowing down, but some sectors such as healthcare are still seeing people note higher wages as the reason for leaving during exit interviews.

Northwest Tennessee Workforce Board
March 11, 2025 –10:00 am

NW Development District / HRA
124 Weldon Drive
Martin, TN

[Join Zoom Meeting](#)
Meeting ID: 892 1630 3951
Passcode: 139461

Agenda

Welcome & Call to Order

Jimmy Williamson, Chair

Welcome New Board Member Ashley Roberts, Program Supervisor, Regions 7 & 8 – Vocational Rehabilitation (replacing David Parrish)

Welcome Dewayne Scott, Deputy Commissioner, TN Department of Labor & Workforce Development

- Acknowledge Quorum/Conflict of Interest
- Opportunity for Public Comment (limit three minutes per speaker regarding agenda items only)

Guest Presentation – Lightcast Overview

Jaime Perz and David Altmann, Lightcast

Approval of Minutes of December 3, 2024 Meeting (Vote Required)

Committee Reports & Action Items

American Job Center Committee Report

Rita Alexander, Vice-Chair

- Work-Based Training Policy Changes **(Vote Required)**

Executive Committee Report

Ted Piazza, Chair

Outreach and Opportunities Committee Report

Ben Marks, Chair

- Eligible Training Provider (ETPL) Program Renewals **(Vote Required)**
- ETPL New Program Application from Nashville State **(Vote Required)**
- ETPL Program Revision – Union Edge Program **(Vote Required)**

Other Business & Updates

Jennifer Bane, Executive Director

- State Workforce Development Board Report
- Estimated 2025 Allocations
- Other Business

All

Future Meeting Dates & Upcoming Events

<i>Meeting / Event</i>	<i>Date and Time</i>	<i>Location</i>
State Workforce Development Board	May 16 th , 9:00 am	Nashville / YouTube
Virtually Speaking Webinar	June 5 th , 9:00 am	Zoom
Remaining 2025 Board Meeting Dates	10:00 am on Tuesday, June 10 th Sept. 9 th (Annual Meeting) Dec. 2 nd (with Southwest)	NW HRA & DD / Zoom TBD / Zoom

Northwest Tennessee Workforce Board



Lightcast.io

1

What is **Developer** and why use it?

- Developer is an interface that provides comprehensive labor market data in one user friendly tool.

TWO TYPES OF LMI

Traditional LMI



Real Time LMI



2

Traditional LMI



Strengths

- Highly Structured
- Projections and Trends
- Total Coverage



Weaknesses

- Lack of Detail
- No Localized Skills Information
- Lag / Outdated
- No Employer Data



3

Real-Time LMI



Strengths

- Provides Details on Job Descriptions
- Connects Jobs to Specific Businesses
- Reflects Current Outlook and Demand



Weaknesses

- Non-Standardized Structure
- Unable to Produce Projections
- Not Every Job is Posted Online



4



Traditional LMI

Weaknesses

- Lack of Detail
- No Localized Skills Information
- Lag / Outdated
- No Employer Data



Real-Time LMI

Strengths

- Provides Details on Job Descriptions
- Provides information on the Skills Employers need
- Connects Jobs to Specific Businesses
- Reflects Current Outlook and Demand



5

Why use Developer?

Problems with data we solve:

- What data source should you use when there are multiple choices, and why?
- Classifications Systems (ONET, NAICS, etc.)
- Some data is not granular enough
- Lag time & how to keep a project fresh
- Suppressions
- Difficult interfaces; hard to learn & navigate
- Data wrangling; easy to make errors

c

Lightcast Keeps the Data:

- **Current:** We keep all our datasets up to date. (Quarterly data runs)
- **Consistent:** You won't find conflicting numbers.
- **Complete:** We fill in the suppressed data.
- **Granular:** We offer data at a level of granularity that is useful for our clients and generally more useful than what you can get at a government source.



6



Developer Reports

One example of a workflow for strategic decision making and projecting employment needs

7

Strategic Decision Making

Developer will help you to:

- **Identify your top industries**
- Identify what occupations are driving those industries
- Determine if you're on track to meet employment needs

Start Over

All Industries Advanced
No limit. Showing all available.
Limit by Industry...

9 Counties Advanced • Clear
X Union County, TN (47023)
X Henry County, TN (47079)
X Lake County, TN (47095)
X Obion County, TN (47131)
X Weakley County, TN (47183)
Add Regions...

Timeframe
2024 to 2029

Class of Worker (Basic) Advanced
Employees
Self-Employed

Industry Table

All Industries in NWTN

6-Digit Filter Keep Hide Jump To Create Group Add/Remove Columns

NAICS	Description	2024 Jobs	2029 Jobs	2024 - 2029 Change	2024 - 2029 % Change	2024 Payrolled Business Locations
311615	Poultry Processing	2,404	3,176	772	32%	1
455211	Warehouse Clubs and Supercenters	2,369	2,824	455	19%	8
902999	State Government, Excluding Education and Hospitals	1,605	1,886	281	18%	118
903622	Hospitals (Local Government)	1,473	1,717	244	17%	6
493110	General Warehousing and Storage	739	931	192	26%	17
722513	Limited-Service Restaurants	3,583	3,774	191	5%	182
335311	Power, Distribution, and Specialty Transformer Manufacturing	1,275	1,464	189	15%	7
903611	Elementary and Secondary Schools (Local Government)	6,853	7,026	173	3%	38

8

Strategic Decision Making

Developer will help you to:

- Identify your top industries
- **Identify what occupation are driving those industries**
- Determine if you're on track to meet employment needs

Start Over

1 Industry Advanced • Clear • Save

Hospitals (Local Government) (903622)

Add Industries...

9 Counties Advanced • Clear

Henry County, TN (47079)

Lake County, TN (47095)

Olsen County, TN (47131)

Weakley County, TN (47183)

Add Regions...

Timeframe

2024 to 2029

Loss of Worker (Basic) Advanced

Employees

Staffing Patterns

Hospitals (Local Government) in NW TN

5-Digit Filter Keep Hide Jump To Create Group

SOC	Description	Employed in Industry (2024)	Employed in Industry (2029)	Change (2024 - 2029)	% Change (2024 - 2029)	% of Total Jobs in Industry (2024)	Median Hourly Earnings	Typical Entry Level Education	Work Experience Required
29-1141	Registered Nurses	334	334	389	55	16%	\$31.64	Bachelor's degree	None
31-1131	Nursing Assistants	96	96	111	15	16%	\$15.49	Postsecondary nondegree award	None
29-2061	Licensed Practical and Licensed Vocational Nurses	74	74	85	11	15%	\$22.62	Postsecondary nondegree award	None
43-6013	Medical Secretaries and Administrative Assistants	54	54	62	8	15%	\$15.79	High school diploma or equivalent	None
31-9092	Medical Assistants	45	45	54	9	20%	\$15.62	Postsecondary nondegree award	None

9

Strategic Decision Making

Developer will help you to:

- Identify your top industries?
- Identify what occupations are driving those industries
- **Determine if you're on track to meet employment needs**

Start Over

1 Occupation Advanced • Clear • Save

Healthcare Practitioners and Technical ...

Links by Occupations...

9 Counties Advanced • Clear

Henry County, TN (47079)

Lake County, TN (47095)

Olsen County, TN (47131)

Weakley County, TN (47183)

Add Regions...

Institutions Advanced

None selected

Add Institutions...

Timeframe

2024 to 2029

Loss of Worker (Basic) Advanced

Healthcare Practitioners and Technical Occupations in NW TN

Occupation Table

Healthcare Practitioners and Technical Occupations in NW TN

5-Digit Filter Keep Hide Jump To Create Group Add/Remove Columns

SOC	Description	2024 Jobs	2029 Jobs	2024-2029 Change	2024-2029 % Change	Regional Completion (2023)	2024 Resident Workers	2024 Net Commuters	Median Hourly Earnings	Median Annual Earnings
29-1141	Registered Nurses	1,208	1,291	83	7%	202	1,895	-687	\$31.64	\$65,804.55
29-2061	Licensed Practical and Licensed Vocational Nurses	893	910	17	2%	185	988	-95	\$22.62	\$47,047.05
29-2052	Pharmacy Technicians	333	356	23	7%	4	441	-108	\$17.33	\$36,038.46
29-1171	Nurse Practitioners	203	238	35	17%	202	349	-146	\$50.38	\$104,795.76
29-2053	Psychiatric Technicians	170	202	32	19%	0	199	-29	\$13.85	\$28,807.21
29-2043	Paramedics	160	169	9	6%	161	196	-36	\$21.35	\$44,408.00
29-1051	Pharmacists	158	165	7	4%	0	231	-73	\$61.22	\$127,337.60

10

Data Sources

Where does the data
come from?



11

Job Postings



- 3.4 million job posting gathered daily
- 65,000 sources
- Over 1 million business represented
- Over 1 billion historical job market records
- Ability to see emerging skills and jobs

S: 8) 4+ : . p

- 80% Deduplication
- Dynamic Labor Market Taxonomy
- Time series Tracking

W) \$14) 99) 9:

- Inconsistent format
- Not every job is online
- Limited predictive abilities



12

QCEW

Q; \$8 :) 82? C) 49; 9 5* E3625?3) 4: \$4 (W\$+) 9



- Crucial dataset
- County level data
- Captures 95% of US wage and salary jobs
- Includes:
 - Job Counts
 - Annual Earnings
 - Number of Establishments

S: 8) 4+ : .p

- Backbone of our employment data due to job counts and annual earnings data

W) \$14) 99) 9:

- Lots of suppressions
- Doesn't cover the self-employed



13

OEWS formerly known as OES

O' ' ; 6\$: / 54\$ 2 E3625?3) 4: \$4 (W\$+) S: \$: / 9 : / ' 9



- Publishes estimates for employment and wages for most occupations by industry sector at national level and occupations at the MSA level
- Accounts for 1.1 million establishments and 57% of national employment
 - Excludes:
 - Military
 - Agriculture, fishing, forestry
 - Self-employed

S: 8) 4+ : .p

- Helps regionalize staffing patterns
- Publishes wages

W) \$14) 99) 9:

- Survey data
- Doesn't match industry employment
- Weak time-series



14

QWI

Q; \$8:) 82? W581*58') I4 (/ '\$:589



- Unique data set that links workers to employers to identify worker movement through hires, separations, and turnovers
- Provides data on:
 - Worker Age
 - Gender
 - Educational Attainment
 - Race/Ethnicity

S:8) 4+:.p

- Compatible with QCEW
- Accurate counts of hires and separations by industry
- Demographic breakouts of industries

W) \$14) 99) 9:

- Significant lag time (9 mo)
- Suppressions



15

SPI and LPI

S:\$:) P) 8954\$2 I4'53) \$4(L5'\$2 A8)\$ P) 8954\$2 I4'53)



- Earnings Data
- Employment Estimates
- Provides data not covered by QCEW Class of Worker
 - Primarily Military employment

S:8) 4+:.p

- Unemployment Counts
- Labor Force Participation data

W) \$14) 99) 9:

- Based on CPS (Current Population Survey)



16

CBP

C5;4:? B;9/4)99 P\$::)849



- Annual Series for Industries
 - Number of Establishments
 - Employment Ranges
 - Annual Payroll

- Helps us unsuppress QCEW data

S:8)4+:.p

- Ranges provide a starting point in dealing with suppressions in other data

W) \$14)99)9:

- Not entirely consistent with QCEW
- Numbers are ranges



17

ACS

A3)8/'\$4 C533;4/:: S;8<)?



- Collects information such as age, race, ethnicity, income, commute time, home values, veteran status, educational attainment, etc.
- ACS is published every year
 - Only 3.5 million housing unit addresses are selected annually for the survey.
- Used for Self-Employment and Extended Proprietor Class of Worker job counts and hourly earnings.
- Used for Industry and Occupation Diversity data

S:8)4+:.p

- Publishes industry and occupation demographics
- Responding to survey is mandatory

W) \$14)99)9:

- Sample-size survey
- Historical data only goes back to 2005
- Methodology and survey changes make it so you can't compare data over time



18

NIOEM

N\$:/54\$2 I4 (;9:8? O' ';6\$:/54 E3625?3)4: M\$:8/>



- National table of what industries employ which occupations – Staffing Patterns
- Published every two years
- Projected out 10 years into the future

S:8)4+:.p

- Starting Point for translating Industry data into occupations

W) \$14)99)9:

- National Data



19

NES

N54)3625?)8 S:\$:/9:/'9



- Annual series that provides subnational economic data for businesses that have:
 - No paid employees and
 - Are subject to federal income taxes.
- Most are self-employed or sole proprietorships

S:8)4+:.p

- Data consists of the number of businesses and total receipts by industry

W) \$14)99)9:

- Published approx. 17 months after each reference year.



20

EP

E3625?3)4: P850)' :/549



- Updated Annually
- Provides many datasets including:
 - Occupation Separations and Openings
 - Educational Attainment for workers over 25 years and older by occupation at the national level
 - Education and training by occupation at national level

S:8)4+:.p

- Measure total employment as a jobs count

W) \$14)99)9:

- Lag
- Education and Training is what is typically needed and doesn't consider specialized programs.



21

RRB

R\$/2R5\$(R) :/8)3)4: B5\$8(



- Created in the 1930s
- Published Annually
 - Usually in July
- Provides Job counts for the Railroad Industry.
- Independent Agency in the executive branch of the Federal Government

S:8)4+:.p

- Measures total railroad jobs counts
- Not Suppressed, even at County level

W) \$14)99)9:

- Lag



22

POP

P56;2\$:/54 E9:/3\$:)9



- Produces estimates of the population
- Available for:
 - Nation;
 - States,
 - MSAs,
 - Counties; and
 - Zips

S:8)4+:.p

- Released annually

W) \$14)99)9:

- It's an estimate, not an actual count of the population.



23

Birth/Mortality Data

C)4:)8 *58 D/9)\$9) C54:852



- Aids in the creation of Population Demographics data
- Available at the National level

S:8)4+:.p

- Used to model population projections

W) \$14)99)9:

- Data Lag



24

CPS

C;88)4: P56;2\$:/54 S;8<)? T\$&;2\$:/549



- Monthly survey of households
 - Surveys 60,000 eligible households monthly
- Collects data for:
 - Employment;
 - Labor Force Participation;
 - Labor Force Characteristics; and
 - Earnings

S:8)4+:.p

- Most comprehensive measure of national employment

W) \$14)99)9:

- Active Military and institutionalized individuals are excluded



25

LAUS

L5'\$2 A8)\$ U4)3625?3)4: S:\$:/9:/ '9



- Monthly and annual employment, unemployment and labor force data.
- LAUS provides U3 unemployment
- Provides data by:
 - States
 - Counties
 - MSAs

S:8)4+:.p

- Unemployment Counts
- Labor Force Participation data

W) \$14)99)9:

- Based on CPS (Current Population Survey)



26

LODES



LEHD 08/+ /4iD)9:/4\$:/54 E3625?3)4: S:\$:/9:/'9

- Used to form Occupation by Residence data and build Commuting data
- Provides data on:
 - Origin Destination
 - Resident Area Characteristics
 - Work Area Characteristics

S:8)4+:.p

- Shows where workers live

W) \$14) 99) 9:

- Significant lag time (2-3 yrs)



27

NIPA



N\$:/54\$2 I4'53) \$4(P85(;': A''5;4:9

- Covers a wide variety of US economic measures
- Updates Quarterly
- Tables include:
 - Gross Domestic Product
 - Gross Domestic Income
 - National Income
 - Government receipts and expenditures

S:8)4+:.p

- Comprehensive picture of the US economy at the national level
- Features many macroeconomic statistics

W) \$14) 99) 9:

- Lacks granularity



28

CEX

C549;3)8 E>6)4(/:;8) S;8<)?



- Publishes 12 month estimates twice a year
- Collected for the BLS by the US Census
- Provides data on consumers regarding:
 - Expenditures;
 - Incomes; and
 - Demographics characters

S:8)4+:.p

- Covers complete range of consumer expenditures

W) \$14)99)9:

- Lag
- Survey data



29

GSP

G8599 D53)9:/ ' P85(;': &? S:\$:)



- Value of goods and services produced in the economy
- Updates Annually
- Data includes breakdowns of industries' contributions to each state economy.

S:8)4+:.p

- Comprehensive measure of each state and the District of Columbia's economy
- Estimates the value of good and services produced

W) \$14)99)9:

- Only available at the state level
- GSP numbers don't match to GMP or GCP numbers



30

MUTs



M\$1) \$4 (U9) T\$&2) 9

- Basis for Input-Output Modeling
- Updates Annually
- Make table describes the amount of each commodity made by each industry in a given year.
- Use table describes the amount of each commodity used by each industry in a given year.

S:8) 4+: .p

- Comprehensive picture of the US economy

W) \$14) 99) 9:

- Lags
- Lacks granularity



31

COG



S:\$:) \$4 (L5' \$2 F/4\$4') 9 ¥C) 49;9 5* G5<) 843) 4:f

- Used in Input-Output Modeling
- Updates Annually
- Provides statistics on revenue, expenditure, debt and assets for all 50 states and DC.
- Utilized in calculating our government earnings

S:8) 4+: .p

- Comprehensive information on local government finances

W) \$14) 99) 9:

- Lags
- Lacks granularity



32

IPEDS

I4:)+8\$:) (P59:9) '54 (\$8? E (;' \$:/54 D\$: \$ S?9:) 3



- Annual counts of completions by programs for each technical and vocational institution, college, and university
- Demographic data of enrolled students
- Crosswalk of programs and the occupations they typically train for

S:8) 4+:.p

- Only source for enrollments, completions, graduation rates, finances, institution prices and financial aid

W) \$14) 99) 9:

- Lag time
- Self-reported by institution



33

COLI

C59: 5* L/</4+ I4() >



- Comes from C2ER
- Available at MSA and County levels
- Updated Quarterly
- Index is comprised of six categories
 - Grocery items
 - Housing
 - Utilities
 - Transportation
 - Healthcare
 - Miscellaneous Goods and Services

S:8) 4+:.p

- Very consistent
- Only source in the US
- Widely recognized by BLS and US Census

W) \$14) 99) 9:

- Does not measure price change over time (inflation)



34

UCRP

U4/*583 C8/3) R) 658:/4+ P85+8\$3



- Annual crime statistics
 - Released quarterly on the Crime Data Explorer
- Available at the County level
- Captures different types of crimes

S: 8) 4+ : .p

- Reliable statistics for use in law enforcement research

W) \$14) 99) 9:

- Participation is voluntarily



35

Migration

SOI T\$> S:\$:9 k M/+8\$:/54 D\$:\$



- Based on filed tax returns
- Available for inflow and outflow migration
- Available at the State or County level

S: 8) 4+ : .p

- Reliable statistics for year-to-year individual and household migration

W) \$14) 99) 9:

- Large lag time
- Only captures individuals/ households that file tax returns



36

Lightcast Q & A

Jaime Perz

Professional Service | Workforce Development

Account Manager

216.926.8761 | [LIGHTCAST.IO](https://lightcast.io)



'd



Northwest Tennessee Workforce Board

December 3, 2024—10:00 am

NW Development District / HRA, 124 Weldon Drive, Martin, TN / Zoom

Minutes

Board Members Attending in Person: Jimmy Williamson, Lindsay Theobald, Ben Marks, Landy Fuqua, Amy McDonald, Monica Heath, Kelly Buffington, Ted Piazza, Melinda Goode, Brad Hurley, **Via Zoom:** Rita Alexander, Randa Hardin, Rachel Cates, Lori Burdine, Jon Lanigan, John Penn Ridgeway

Local Elected Officials Attending: Mayor Randy Geiger, Mayor Mark Ward; **via Zoom:** Mayor Gary Reasons

Committee Members Attending in Person: Tessa Kyle; **Via Zoom:** Janna Hellums

Staff and Contractors Attending in Person: Jennifer Bane, LeAnn Lundberg, Ariel McGahey, Ashley Mayton (OSO); **Via Zoom:** Ginger Powell, Laura Speer, Terry Williams, Lana Wood, Gina Johnson, Derrick Quinn, Erica Nance OSO), James Starnes (OSO)

Other Guests Attending Via Zoom: Chuck Marquis, Angela Hollingsworth, Heather Skelton, Selina Moore, Matthew Spinella, Amy Mayberry, Roderrick Woody, Brittany Gray

Welcome/Business Meeting: Jimmy Williamson welcomed all members and guests to the meeting and asked if there were any public comments. Hearing no public comments, he called the business meeting to order and acknowledged that a quorum was present, reminding members to abstain from discussion and voting in the event of a conflict of interest.

Approval of Minutes: The minutes of the 09/12/24 Board meeting were presented for review.

- **MOTION: A motion to approve the 09/12/24 Board minutes as presented was made by Ted Piazza and seconded by Landy Fuqua. All were in favor and the motion carried.**

Committee Reports and Action Items: All committee reports were provided to the Board ahead of time and are included in the attached handouts.

American Job Center (AJC) Committee Report: Lori Burdine provided an overview of the attached report of the meeting on 11/6/24 and the related dashboards.

- Individual Training Account (ITA) Policy Change- Appeals Process: The committee reviewed the proposed ITA Appeal Policy with changes noted in red. Our previous policy lacked detail on how a participant could appeal for an ITA based on demand and / or the need to go above the approved number on the In-Demand Occupation list, so detail has been added on what will be reviewed during an appeal process. Appeals will need to show documentation to support the need for the occupation, such as active job postings, benefits, evidence of workforce shortages such as sign on bonuses, and employer statements of need.
 - **MOTION: A motion to approve the ITA Policy Change as presented was made by Ted Piazza and seconded by Amy McDonald. All were in favor and the motion carried.**

Outreach and Opportunity Committee Report: Ben Marks provided an overview of the attached report of the meeting on 11/6/24 and the related dashboards. The below action items were presented for discussion and questions prior to voting.

- ETPL Program Renewals: The committee reviewed the attached list of programs due for renewal, including corresponding labor market information and performance data. Bethel University has five programs up for renewal and the committee recommends 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 the committee recommends 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.
 - **MOTION: A motion to remove the five programs listed above from NW ETPL, but not the State ETPL, and to renew the other programs listed for the NW ETPL and State ETPL was made by Ben Marks and seconded by Ted Piazza. All were in favor and the motion carried.**
- New Program Applications: The Committee reviewed 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, 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.
 - **MOTION: A motion to approve the three new programs for TCAT Henry / Carroll was made by Ben Marks and seconded by Landy Fuqua. All were in favor and the motion carried. John Penn Ridgeway abstained from discussion and voting.**
- ETPL Program Revisions: The Committee reviewed the attached list of programs on the proposed revisions to existing ETPL programs handout that 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: A motion to remove the programs listed on the attached handout from the NW ETPL as presented was made by Ben Marks and seconded by Ted Piazza. All were in favor and the motion carried. Landy Fuqua and John Penn Ridgeway abstained from discussion and voting.**
- ETP Policy Changes: The committee reviewed the attached ETP Policy with changes noted in red. 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 and completing the local and state appeal processes. The reference to the state appeal process was also updated to reference Tennessee Department of Labor and Workforce Development guidelines instead of THEC guidelines. Kelly Buffington asked if this policy will apply to training providers currently in the appeal process and staff confirmed that the policy will apply to all current and future appeals.
 - **MOTION: A motion to approve the ETP Policy Changes as presented was made by Ben Marks and seconded by Kelly Buffington. All were in favor and the motion carried.**

Executive Committee Report: Ted Piazza provided an overview of the attached report of the meeting on 11/6/24 and the related dashboards.

Barber School 1 Appeal Committee Report: Brad Hurley provided an overview of the attached report from the appeal committee. The committee was made up of three impartial appeal officers, and one staff person to help facilitate the process only, who were not involved in the initial decision to not approve the provider for the NW ETPL. Committee members reviewed the program application, local labor market information, and relevant board policies during a meeting on October 8th. To be as fair as possible, Mr. Hobson was given the opportunity to provide additional

documentation showing the need for barbers in the NW area. Mr. Hobson responded via email October 12th and did not provide adequate documentation to support the need for barbers in the NW area. The feedback provided was anecdotal, not data driven. The committee recommends upholding the board's original decision to not approve Barber School 1 for the NW ETPL.

- o **MOTION: A motion to uphold the board's original decision at the 09-12-2024 meeting to not approve Barber School 1 to the NW ETPL was made by Brad Hurley and seconded by Ted Piazza. All were in favor and the motion carried.**

Other Business and Updates: Jennifer Bane provided the following updates:

- State Workforce Board Updates: Amy Mayberry has been appointed as the Executive Director for the State Workforce Board. The State Workforce Board has completed the board certification process in partnership with UT Center for Industrial Services and the Baldrige Excellence Framework. There will be an opportunity for Local Workforce Boards to complete a similar certification process soon. The State Workforce Board will be reviewing several policies in the coming months, including the Minimum Participant Cost Rate Policy, One-Stop Design Policy, and the policy around contracting Career Service Providers and One-Stop Operators.
- Conflict of Interest Forms: Updated forms are due for all board members by 12/31/2024.
- Other Business: The State completed their review of All Star Training Academy's grievance and found the allegations of unjust denial of service to be unsubstantiated. Mr. Carrick was offered an appeal and has opted to pursue it. A hearing for the appeal will be scheduled soon and Jennifer will be attending with legal representation for the board. An update will be provided for the board after the hearing.
 - o TDLWD Rural Healthcare Grant: Workforce Innovations, Inc. applied for the grant for \$250,000 to be shared between the Northwest and Southwest areas. If our application is approved, funding will start in July of 2025.

Future Meeting Dates & Upcoming Events: Upcoming meeting dates and events listed on the agenda included in the handouts were reviewed. Jennifer noted Board meetings will again be held at the Northwest Development District / Human Resource Agency and thanked Melinda Goode for the use of their space.

Jimmy Williamson thanked Jennifer and the board staff for all that they do, and highlighted that the services this board provides are very important and impactful to Northwest area residents.

Respectfully submitted,

Ariel McGahey,
Director of Operations

American Job Center Committee- Lori Burdine, Chair / Rita Alexander, Vice Chair

The committee met on February 11th with 6 members, staff, contractors, and 1 guest attending. In addition to the following reports, Chris Donaldson with The Mill Workspace also presented on the organization's mission and some upcoming initiatives.

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance presented the attached AJC Services report for October-December 2024, which details AJC traffic counts, visit reasons, customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals. Title I / Title III Co-Enrollments are off target, but Erica is monitoring Title I enrollments to ensure they are co-enrolled in Title III. This is a new measure, and it's difficult to "catch-up" on co-enrolling participants that have been in Title I for a while. The co-enrollment percentage is much higher with new enrollments, but there are existing participants that don't make sense to co-enroll because they are preparing to exit. Staff also reviewed the attached Program Highlights discussing the new TCAT Stanton/Blue Oval City Outreach Center, Rural Public Health Career Exploration events, and a summary of Manufacturing Day events.

Career & Training Services Report: Connie Stewart presented the attached Training Services Report detailing cumulative enrollments as of December by service type and county, a breakdown of Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider for all participants this program year. Healthcare & Social Assistance is still the leading training sector with most participants still attending a TCAT and most funding being spent at private providers. Spring term enrollments were a little low this year, so staff are working to build relationships with new TCAT Northwest staff to increase enrollments in the future. Staff have primarily served LPNs by helping with supportive services such as uniforms, travel, etc., instead of tuition since Individual Training Account (ITA) slots are limited for that occupation. Staff are also working towards increasing Youth enrollments and in certain counties.

Business Services Report: Ginger Powell, Deputy Director, presented the attached Business Services Report detailing the cumulative On-the-Job Training (OJT) contracts and enrollments as of December, the completion rate, and the breakdown of number trained by sector. The Justice Involved grant will impact OJT since that grant allows for reimbursement of 75% of wages instead of 50% like we normally do. Manufacturing is still the highest sector trained. Staff are hoping to wrap up the apprenticeship grant in the next month or so. Staff provided 72 reports to employers, chambers, schools, etc., for labor market information.

Labor Force Participation Rate (LFPR) Strategic Priorities—Skills & Career Advancement: The committee discussed effective and innovative strategies to assist employers regarding job security and working conditions. Committee members recommended getting someone from TOSHA or other workplace regulations divisions to speak to any recent updates and requirements for employers at a future Virtually Speaking webinar.

Other:

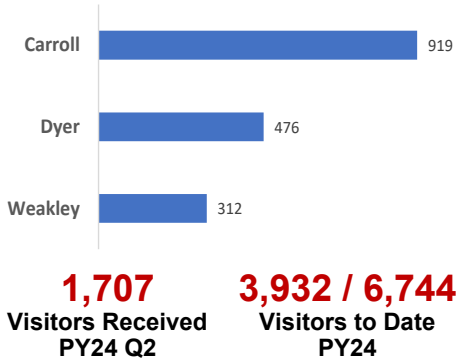
State Workforce Development Board (SWDB) Updates: The committee discussed potential changes to several SWDB policies posted for public comment to be voted on at the February 28th SWDB meeting.

Work-Based Training Policy Changes: Jennifer Bane reviewed proposed changes as indicated in red in the attached policy. EMSI now reflects the name change to Lightcast and the link to the State's website for Incumbent Worker Training grant has been updated. Most changes are in the OJT section which added details about maximum wages and the number of hours covered that have been the standard for many years but haven't been formally added to the policy. This policy applies to Title I funds, and when we receive other funding (ex. Reentry) that allows for more flexibility there may be some slight differences. A requirement that starting wages must be at least at the self-sufficiency threshold set by the Board was also added. There is also a change for work experience for in-school youth to clarify that we will allow participants who have limited availability to work longer than the typical 6-month time period, as long as they do not work more than 975 hours.

The committee recommends approval of the proposed changes to the Work-Based Training Policy as presented (VOTE REQUIRED).

American Job Center Services

Customer Visits



AmericanJobCenter
TENNESSEE



TOP 5 REASONS FOR VISIT

1. Job Search/Resource Room
2. Unemployment
3. Networking
4. Job Search Assistance
5. Job Fair

3,274 Services Provided

Key Performance Indicator Results

Title I Adult / Dislocated Worker (DW) Youth Enrollments

PY24 Q2

45 / 65
69.2%
Approaching Target

Year to Date PY24

130 / 280 YTD (46%)

Title I / Title III Co-Enrollments

PY24 Q2

15.9% / 70%
22.7%
Off Target

Year to Date PY24

15.9% / 90% YTD (17.7%)

Title III Wagner Peyser New Enrollments

PY24 Q2

505 / 304
166.1%
On Target

Year to Date PY24

1,100 / 1,216 YTD (90%)

Program Highlights

American Job Centers



On August 16, 2024, Belinda Potter, a Career Specialist, was contacted by Brooks Young, Workforce Development Director for TDLWD, with an opportunity to represent the state at the new Stanton Outreach Center inside the TCAT Stanton/Blue Oval site. Belinda accepted the role and began splitting her time between the Stanton Outreach Center and the Dyersburg American Job Center (AJC).

She started at the new site on September 17, 2024, and quickly made an impact, meeting with a professor and three students in her first few days. "As we continue to network, collaborate, and create successful partnerships, I am honored and grateful to have been chosen for this exciting adventure. The word 'forge' kept coming to my mind, so I googled it, and 'What does 'forge in life' mean?' popped up. It said, 'Forging is consciously

choosing to do good, to create beauty and abundance for the ones you care about, and to become a better person every day.' I truly believe that we will be able to 'forge in life' here at this new facility and overcome any challenges that arise with our amazing team," Belinda said.

Belinda also emphasized the value of teamwork, saying, "TEAM = Together Everyone Achieves More," and highlighted the strong collaboration among the staff. "We have an exceptional team here, who go above and beyond to serve others well."

Since the AJC Outreach Center was co-located at TCAT Stanton, Belinda and the AJC team have participated in outreach events, helping students and community members access AJC services. The center has become an important resource for workforce development, thanks to the ongoing collaboration and dedication of the staff.

Business Services



Rural Public Health Career Exploration Events were held during National HOSA week highlighting Respiratory Therapy and Emergency Medicine. The Northwest TN Workforce Board is in partnership with Baptist Hospital, Dyersburg State Community College, and Jackson State Community College to build an employment pipeline for Respiratory Therapists, Emergency Medical Technicians, and Paramedics to address the shortage in the rural counties. The team visited Dyer County High School, Dyersburg High School, Milan High School, and Humboldt Jr. / Sr. High School sharing career

information with 213 students. In addition to occupation specific information, educational requirements and financial aid information was distributed. Students also experienced the DSCC Ambulance Simulator and JSCC Medical Simulators. Current high school students conversed with current EMT, Paramedic, and Respiratory students to gain a peer-to-peer perspective.



High Schools
Participating

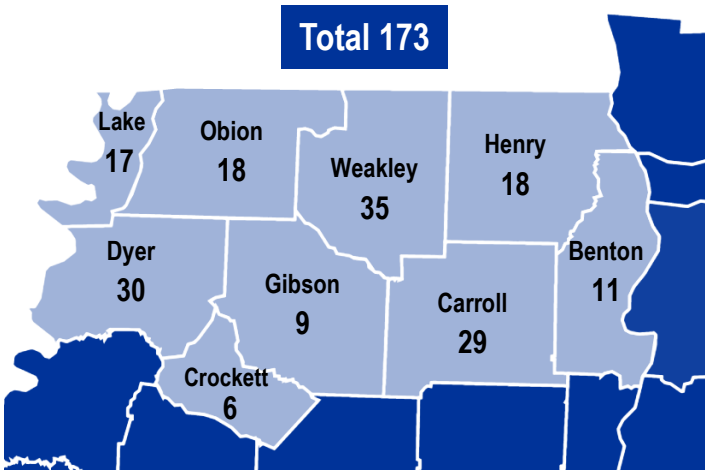
Students
Participating

Employers
Participating

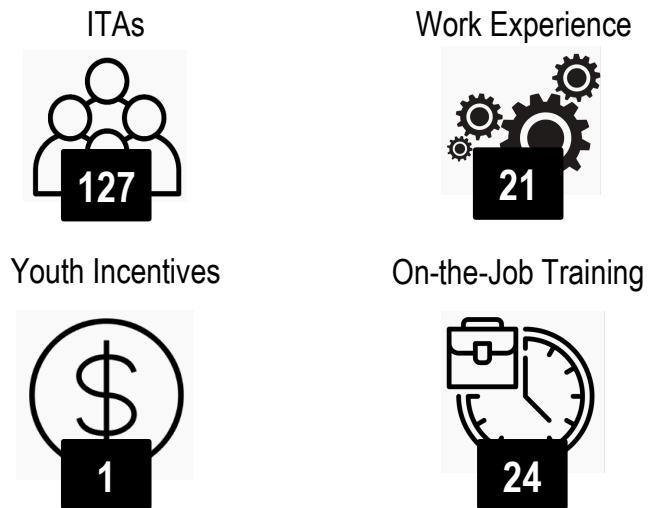


Training Services

Total Enrollments by County



Total Enrollments by Service



**National
Dislocated
Worker
Grant**



**98/ 100
Enrolled**



**\$336,069 of
\$615,978
Expended**

Individual Training Accounts (ITAs) By Sector

Healthcare &
Social Assistance



Manufacturing



Skilled Trades



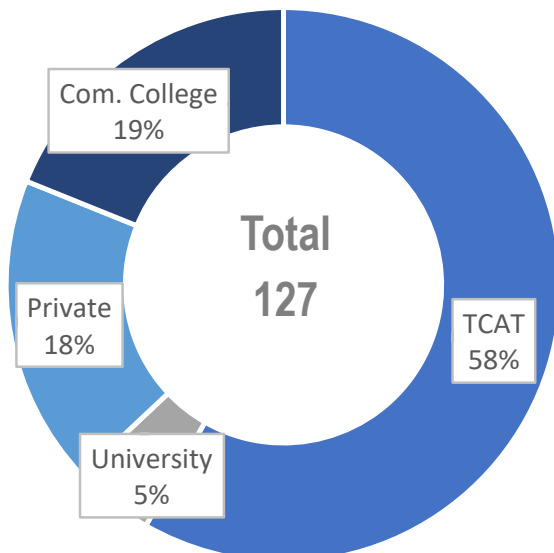
Transportation



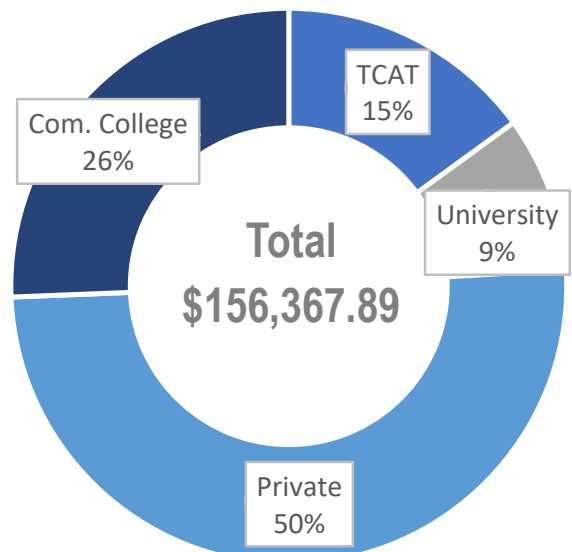
Information and
Professional, Scientific,
& Technical Services



New ITAs By Provider Type

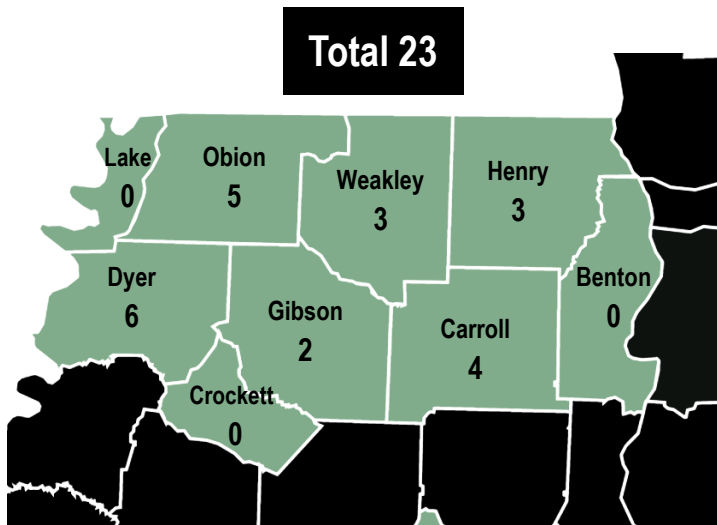


Total ITA Investment by Provider



Business Services

OJT Employers by County



On-the-Job Training Participants



Number Trained by Sector

Healthcare & Social Assistance



Manufacturing



Skilled Trades



Transportation



Information & Professional, Scientific, & Technical Services



Apprenticeship Grant



Virtually Speaking Webinars

VIRTUALLY SPEAKING

Workforce Webinar Series for West TN Workforce Boards & their Special Guests



- Unemployment Insurance Updates for Tennessee Employers
- Artificial Intelligence (AI) in the Workplace

All webinars are recorded and may be found when you scan the QR code or visit our YouTube page at @NWSWTNAJC



72 Reports Produced



Economy Overviews



Education Reports



Industry Reports



Occupation Reports

Work-Based Training

Effective Date: ~~May 23, 2023~~ March 11, 2025

Duration: Indefinite

Purpose: To establish policy and guidance for the offering of work-based learning activities with WIOA funding.

Policy: The Local Workforce Development Board (LWDB) offers various opportunities for Work-Based Learning, including On-the-Job Training, Work Experience, Transitional Jobs, Apprenticeships and Incumbent Worker Training. The Regional Planning Council, which includes members of the core partners as well as other partners, identifies regional and local in-demand and emerging sectors using available labor market data, strategy meetings, and other data gathering methods. Workforce efforts, including Work-Based Learning, are then focused on identified sectors through services available in the AJC. For instance, manufacturing and healthcare are two of the most prominent sectors in the area, therefore On-the-Job Training (OJT) and Incumbent Worker Training (IWT) grants are heavily concentrated in these areas. The LWDB strives to continually increase employer penetrations rates and will serve as many employers as possible based on employer hiring needs and availability of funding.

The LWDB strives to utilize a significant amount of funding allocated to local area through formula program funds and / or specialized funding such as Consolidated Business Grants (CBGs) to provide work-based learning opportunities. Appropriate support services, as described in the Supportive Services policy in this document, may be used in combination with work-based training as prescribed below and in accordance with the needs of participants.

Outreach to Employer Community

In order to promote and strategize the availability of Work-Based Training, understanding and meeting the needs of employers is given the utmost importance and is achieved through a collaboration of partners serving on the Business Services Team, such as Labor Exchange, Veterans Programs, Trade Act, Re-Employment Services, Unemployment Insurance, Economic Development, Temporary Assistance for Needy Families, Vocational Rehabilitation, and staff to the LWDB. The Business Services Team is responsible for connecting with companies in the targeted industry sectors and occupations, and other employers that have hiring needs, in order to understand and meet their needs through a variety of employer-driven initiatives and services.

In order to understand and meet the needs of employers, Business Services Team members connect with area employers by participating in regional economic development groups comprised of training providers, Chambers of Commerce, plant managers, and economic developers to determine high-growth jobs and industries that are adding substantial jobs to the local economy. Local employers also serve on the local workforce development board and a standing committee of the board. Labor market information (LMI) is also utilized to identify and meet employers' needs. LMI is available through Jobs4TN and ~~Lightcast Economic Modeling Systems, Inc. (EMSI)~~ and can be used to help employers identify average wages for jobs in an area, which occupations are predicted to have the most future job openings, as well as unemployment rates in an area. The Executive Director of the LWDB and/or his/her designee, also supports and promotes work-based learning with existing and prospective industry, when appropriate. Interested employers are referred to a Business Services Team member for specific details and services.

General Employer Eligibility Criteria

Employers who are classified as a Tennessee (TEGL 25-15) for-profit business or, not-for-profit business with a presence, in accordance with Federal, State and Local law, and in business for at least 120 days that meets the following requirements:

- Be registered with Internal Revenue Service (IRS), have an account with Unemployment Insurance, and carry workers' compensation insurance (Federal Register Vol. 81, No. 161, Page 56117) and be current on all local, state and federal tax obligations.
- Be financially solvent and have an adequate payroll recordkeeping system that tracks hours worked, gross pay, deductions, and net pay.

- Must not appear on any federal suspension or debarment list.
- Be able to enter into agreements that will not displace any currently employed worker (WIOA Section 181[b][2][A]).
- Be able to enter into agreements that will not result in termination of any regular employee, or otherwise reduce the workforce, in order to hire a work-based training employee.
- Verify relocation (for the first 120 days after beginning operations) has not resulted in any employee job losses at the original location (WIOA Section 181[d][2]). To verify that the relocation has not resulted in a loss of employment, WIOA program staff and the work-based training employer must complete a Standardized Pre-Award Review.
- Not currently be involved in a labor dispute (20 CFR 680.840) or have workers currently in a layoff status for the work-based training position.
- Assure employees do not work on construction, maintenance, or operation of any facility that is used for sectarian activities (WIOA Section 188[a][3]).
- Must not meet the existing “pattern of failing to provide OJT specific work-based training participants with continued long-term employment as regular employees with wages and employment benefits” (20 CFR 680.700[b]).
- Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliation, or age.
- Assure training for employees must be in an in-demand industry as determined by the Local Workforce Development Board (LWDB) and/or its’ Service Provider.
- Assure training will benefit employees by increasing opportunity for learning new skills, gaining experience, retention, advancement, credentials or wages.
- Assure training will benefit the employer by providing assistance with training employees, which may result in saving jobs or preventing layoffs, enhance process improvement, or improve the overall competitiveness of the employer.
- Per WIOA regulations (10 CFR 638.200(g), assure “no individual may be placed in an employment activity if a member of that person’s immediate family is directly supervised by or directly supervises that individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, bother-in-law, sister-in-law, aunt, uncle, niece, nephew, step-parent, step-child, grandparent or grandchild
- Comply with all contract/agreement provisions in accordance with the local workforce development board, Tennessee Department of Labor and Workforce Development and the Workforce Innovation Opportunity Act guidance and regulations.

General Participant Eligibility

Work-based training opportunities must be identified as an appropriate activity for program participants on the Individual Employment Plan (IEP) or Individual Service Strategy (ISS). IEPs or ISSs, and/or case notes, will specify goals of the work-based training activity by identifying the purpose of the activity and expected outcomes.

The Local Workforce Development Area Priority of Service Policy will be adhered to in determining participants eligible to participate in work-based training. In order to maximize services to populations with barriers, agencies serving these populations are targeted for outreach efforts such as distribution of marketing materials, participation in events, and invitations to participate in AJC events and strategy meetings. The AJC displays marketing materials for core and community partners and provides materials to be displayed at the partners' sites. Social media accounts are also used to connect with customers and other agencies and inform them of the services available through the AJC.

The Business Services Team conducts rapid response meetings in order to serve workers dislocated through closures or layoffs. Outreach to unemployment claimants regarding AJC services is also conducted when contact information is available. Specialized programs such as RESEA, serving unemployment claimants, and SNAP Employment & Training, serving SNAP (i.e. food stamp recipients) are also incorporated into services at the AJC.

The Outreach and Opportunities committee of the local workforce board provides guidance for reaching and serving such populations.

In addition, the participant must be:

- A U.S. citizen or individual legally entitled to work in the U.S.
- Age 18 or older* (exception may be made for Eligible WIOA Youth)
- Registered for the Selective Service unless an exception is justified (Selective Service requires registration of all males who are 18 or older and born on or after January 1, 1960)

Work-Based Training Components

Incumbent Worker Training

The term “incumbent worker training” (IWT) means training that is — 1. Designed to meet the specific requirements of an employer (including a group of employers); and 2. Conducted with a commitment by the employer to continue to employ an individual upon successful completion of training. IWT may be used to help avert potential layoffs, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers.

- **ITW Funding:** The LWDB may provide incumbent worker training using statewide discretionary funds provided by the Governor and/or under WIOA Section 134(d)(4)(A)(i) of WIOA, LWDBs can use up to twenty percent (20%) of their adult and dislocated worker formula funds to provide for the Federal share of the cost of providing incumbent worker training.
- **Eligibility Requirements for Employers for IWT Grant:** An employer must meet all the following criteria in order to qualify for an Incumbent Worker Training Grant:
 - Grantee must be classified as a Tennessee for-profit business (or a not-for-profit business in health care)
 - Be in an in-demand industry as determined by Jobs4TN labor market information; OR
 - Be in an in-balance industry as determined by Jobs4TN labor market information
 - Be in a declining industry, but with compelling reasons (e.g., evidence of long-term viability of the employer) justifying investment in incumbent worker training
 - Must be in operation for at least one year
 - Must employ at least five full-time employees
 - Must be current on all local, state, and federal tax obligations
 - Must be a financially viable business not currently or recently experiencing, nor expecting to experience, a bankruptcy
 - Must not appear on any federal suspensions or debarment list
 - The Employer must be able to match requested training costs. Percentage of match is based on the size of the company, in accordance with Tennessee Department of Labor and Workforce Development policy (see Employer Share and Qualifying Costs below).
 - Must agree to submit reimbursement requests in the timely manner agreed upon with the LWDA, with required support documentation.
 - Must agree to complete an online monthly status report if required by the TDLWD.
 - Additional factors considered when determining employer eligibility include
 - The characteristics of the incumbent workers to be trained and how they would benefit from retention or advancement – consideration should be given to employers who propose to train individuals with barriers to employment as defined in WIOA Section 3(24).
 - The quality of training – whenever possible the training should allow the participant to gain industry-recognized training experience and/or lead to industry-recognized credentials and/or an increase in wages.
 - The number of participants the employer plans to train or retrain
 - The wage and benefit levels of participants both before and after training

- o The occupation(s) for which incumbent worker training is being provided must be in demand for that industry

Each of the above factors leading to the approval of an incumbent worker training project with an employer must be documented and placed in the contract file.

- ***Delivery of IW Training Services:*** Training can be provided through Tennessee's public or private educational institutions, private training organizations, trainers employed by the business, or a combination of training providers. Training can be conducted at the business's own facility, at the training provider's facility, or at a combination of sites. All training must be completed by the last day of the specific program period in the grant contract agreement.
- ***Employer Match Share and Qualifying Costs:*** Employers participating in incumbent worker training are required to pay the non-WIOA (non-federal) share of the cost to provide training to their incumbent workers (WIOA Sections 134(d)(4)(C)-(D) and 20 CFR 680.820). The employer share is based on the size of the workforce as follows:
 - At least 10% of the cost for employers with 50 or fewer employees
 - At least 25% of the cost for employers with 51 to 100 employees
 - At least 50% of the cost for employers with more than 100 employees

Employer cost share contributions must be tracked and documented in the contract file. Wages paid to the participant while in training can be included as part of the employer match share. Other expenses can be provided as cash or in-kind, as long as they are fairly evaluated. The methodologies for determining the value of in-kind contributions must be documented in the contract file and conform to cost sharing requirements at 2 CFR 200.306.

Reimbursable Training Expenses are as follows:

- Instructors'/Trainers' salaries capped at actual amount or \$50/hour if company trainers are used (whichever is less)
- Curriculum development not to exceed 5% of total State obligation (curriculum development is defined as the time necessary for company officials to determine training needs or the actual development of a curriculum)
- Textbooks and manuals
- Materials and supplies
- Tuition expense (tuition is defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission)

Non-Reimbursable Costs, include but are not limited to:

- Trainee's wages
- Purchases of capital equipment
- Purchase of any item or service that may possibly be used outside of the training project
- Travel expenses of trainers or trainees
- Assessment, testing, or certification fees
- Language training unless specific terms of employment
- Advertisement or recruitment
- Any costs not approved in the final sub-recipient agreement

The Employer will be reimbursed for documented allowable costs at 100% of the maximum authorized instructional component cost when at least 90% of Eligible Trainees enroll in the specific training component. If less than 90% of eligible trainees enroll in the specific training component, the reimbursement will be prorated based on the percentage enrolled of the 90% minimum number. The Incumbent Worker Training program will be evaluated for completion of training and placement in employment based on federal performance measures prior to subsequent programs being funded.

- **Incumbent Worker (Participant) Eligibility:** In order to qualify as an Incumbent Worker Participant, the following is required:
 - Must be a U.S. citizen or individual legally entitled to work in the U.S.
 - Must be 18 years of age or older
 - All males age 18 or older and born on or after January 1, 1960 must be registered for the Selective Service unless an exception is justified
 - Must be employed
 - Must meet the Fair Standards Act requirements for an employer-employee relationship (information regarding this requirement can be found at <http://www.dol.gov/whd>)
 - Must have an established employment history with the employer receiving the grant for at least six months (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds), or, in the event that incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for six months or more as long as a majority of those employees being trained meet the employment history requirement per TEGL 19-16.

An incumbent worker does not have to meet eligibility requirements for career and training services through WIOA Title I Adult and Dislocated Worker Programs unless they are enrolled in the Adult or Dislocated Worker Program.

- **ITW Grant Application Process:** Businesses may submit the application, along with all required documents, online at www.TN.gov/workforce ~~<https://www.tn.gov/workforce/article/incumbent-worker-training>~~. ~~The application is found at <https://www.tn.gov/workforce/article/apply-for-iwt>~~ where the responses will then be forwarded to the appropriate LWDA. Local Workforce Development Boards must determine the eligibility of applications for each LWDA that is representative (based on county and grouped by region) of the company or business.

All grants for Incumbent Worker Training will be awarded and operated in accordance with Tennessee Department of Labor and Workforce Development policy and the Workforce Innovation and Opportunity Act law and regulations.

On-the-Job Training

On-the-job Training (OJT) is a form of work-based training provided to an eligible WIOA participant upon entry into employment and while engaged in paid work. OJTs address specific gaps in the trainee's knowledge or skills that are inhibiting their ability to perform assigned duties fully and adequately and provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and additional supervision related to the training. An OJT may take place with an employer in the public, private non-profit, or private for-profit sectors. Generally, in order to participate in OJT a participant must be a new hire in the employer position (some exceptions may be made for employee upgrades). The Employer will be reimbursed up to 50% of participant wages **up to \$25 per hour, or a maximum reimbursement of \$12.50 per hour** (and not to exceed the established State wage cap for OJT, **if applicable**) upon completion of a designated training period not to exceed the Specific Vocational Preparation (SVP) level, taking in to account the prior education, training, work experience and the service strategy of the participant, as appropriate. **The training period shall be limited to a maximum of 320 hours unless otherwise approved by the Executive Director for extenuating circumstances deemed to be in the best interest of the applicant and the WIOA program.** The OJT wage rate will be evaluated for appropriate level for self-sufficiency **to include a minimum starting wage of at least the Board's approved self-sufficiency threshold and / or the opportunity for** wage progression prior to entering into the OJT agreement. Employers will be required to agree to all provisions in the WIOA On-the-Job Training Program Employer/Grantee Assurances and other guidance issued by the Grantor. Further, the Employer must not have exhibited a "pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and employment benefits."

Registered Apprenticeships

A Registered Apprenticeship (RA) is an "earn and learn" training model that combines structured learning with on-the-job training from an assigned mentor. The goal is to provide workers with advanced sets of skills that meet the specific needs of employers. Upon completion of a RA program, participants receive an industry issued, postsecondary credential that certifies occupational proficiency. This credential is also portable (see WIOA Section 122[a][2][A]). Local areas may also include support services, in coordination with career and or training services, to participants in an RA program in accordance with supportive services consistent with WIOA Section 134(d)(2), TEGL 19-16, and local policies. To be eligible, a participant must be selected by the employer to participate in a Registered Apprenticeship program (included on the WIOA Eligible Training Provider List), which may include participation in a pre-apprenticeship program.

- o A Pre-apprenticeship is a program or set of strategies designed to prepare individuals to enter, and succeed in, registered apprenticeship programs. These programs have a documented partnership with at least one registered apprenticeship program sponsor. Pre-apprenticeship programs expand the participant's career pathway opportunities by combining industry-based training and classroom instruction. Adult, Dislocated Workers, or Youth participating in pre-apprenticeship may receive funding through paid work experience positions, and associated support services, in accordance with the guidelines listed in the Work Experience section of this policy.

To qualify for local LWDB WIOA funding for a pre-apprenticeship program, the company must be approved as a Tennessee Certified Pre-Apprenticeship Program by the TN Department of Labor and Workforce Development and training must meet the criteria established in the LWDB Training Provider Approval policy – Program of Training including leading to at least one (1) of the following:

- An industry-recognized certificate or certification, a certificate of completion of a Registered Apprenticeship, a license recognized by the State involved or the Federal government, an associate or baccalaureate degree;
- A secondary school diploma or its equivalent;
- Employment; or
- Measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards a credential or employment.

In accordance with United States Department of Labor (USDOL) Training Employment Guidance Letter (TEGL) 13-16 a pre-apprenticeship program may be included on the Eligible Training Provider List for use of WIOA Title I Individual Training Accounts (ITAs) funding for eligible individuals, by going through the same vetting process and performance reporting requirements as all other training providers in the State. Programs may also contract directly with the LWDB under the Training Provider Approval policy – ETPL Exceptions.

When utilizing a contract versus an ITA for pre-apprenticeship programs, the costs will be on a reimbursement basis and are limited to:

- Instructors'/Trainers' salaries capped at actual amount or \$50/hour if company trainers are used (whichever is less),
- Textbooks and manuals,
- Materials and supplies,
- Tuition expense, defined as instruction provided by an institution regulated by the Tennessee Higher Education Commission

All costs must be supported by documentation and occur within the terms of the contract. Contracts will be negotiated based on instructional hours and minimum number of participants. The Contractor will be reimbursed for documented allowable costs at 100% of the maximum authorized instructional component cost when at least 90% of eligible trainees enroll in the specific training component. If less than 90% of eligible trainees enroll in the specific training component, the reimbursement will be prorated based on

the percentage enrolled of the 90% minimum number. The pre-apprenticeship program will be evaluated for completion of training and placement in employment based on federal performance measures prior to subsequent programs being funded.

Transitional Jobs

The local area may use up to 10% of their combined total of Adult and Dislocated Worker allotments for transitional jobs as described in WIOA Sec. 134(d)(5). A transitional job is one that provides a time-limited work experience, that is subsidized in the public, private, or non-profit sectors with eligible employers for those individuals with barriers to employment who are chronically unemployed or have an inconsistent work history. Transitional jobs must be combined with comprehensive career and support services and are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to entry into and retention in unsubsidized employment. Unlike an On-the-Job Training (OJT) contract, there is no expectation that the individual will continue his or her hire with the employer after the work experience is complete; however, employers are encouraged to consider establishing an OJT contract and ultimately employment for individuals participating in transitional jobs as part of a *Ready, Set, Hire* approach to hiring job seekers to fulfill their human resource needs.

- ***Ready, Set, Hire:*** The *Ready, Set, Hire* approach allows a job seeker and employer to mutually benefit from the combined offerings of:
 - ***Ready - Transitional Job*** Up to 320 hours of subsidized employment through a transitional job based on the job seeker's needs as documented on the Individual Service Strategy (ISS). The job seeker's employment is subsidized through the WIOA Adult or Dislocated Worker program at no cost to the employer. The job seeker will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour.

Note: The LWDB Director may approve work experience through a transitional job beyond 320 hours on a case-by-case basis as needed based on the job seeker's need as documented on the ISS.
 - ***Set - OJT Position*** Up to 320 hours of employment through an OJT grant, based on the job seeker's needs as documented on the ISS and the training needs of the position as demonstrated by the Specific Vocational Preparation (SVP) level of the position. Employers may be reimbursed up to 50% of an eligible OJT participant's wages for the completion of the specified training period in accordance with the guidelines set forth in the Business Services Manual, OJT Assurances, and OJT Needs Assessment.
 - ***Hire!*** Employers are encouraged to consider hiring participants who successfully complete a Transitional Job, with or without an OJT contract. Participants on an OJT contract are employees of the business and are expected to be retained upon the successful completion of the training period. Employers may qualify for a Work Opportunity Tax Credit ranging from \$1,200 to \$9,600 for hiring individuals with barriers who are considered a member of a qualified targeted group.
- ***Eligibility Criteria:*** In order to be eligible for a transitional job, applicants must:
 - Be determined eligible as an Adult or Dislocated Worker in accordance with the guidelines set forth in the Adult and Dislocated Worker Eligibility section of this Manual; and
 - Have a barrier(s) to employment as documented by being a member of 1 or more of the following populations in accordance with the guidelines set forth in this Manual:
 - Displaced homemakers.
 - Low-income individuals.
 - Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.
 - Individuals with disabilities, including youth who are individuals with disabilities.
 - Older individuals.
 - Ex-offenders.

- o Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or homeless children and youths (as H. R. 803—10 defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))).
- o Youth who are in or have aged out of the foster care system.
- o Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- o Eligible migrant and seasonal farmworkers, as defined in section 167(i).
- o Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- o Single parents (including single pregnant women).
- o Long-term unemployed individuals (i.e. individuals who have been unemployed 27 weeks or longer).
- o Such other groups as the Governor involved determines to have barriers to employment; and
- Be chronically unemployed or have an inconsistent work history, as defined by the LWDB in accordance with § 680.190, and documented in the work history section of the Application. Taking into consideration an individual’s labor market history, unemployment status, durations of unemployment, and long-term unemployment status, the LWDB has determined individuals to be chronically unemployed or to have an inconsistent work history if they meet one or more of the following items:
 - o Currently unemployed and have been unemployed for 27 weeks or longer (long-term unemployed).
 - o Currently unemployed for less than 27 weeks but have had at least one period of unemployment for 27 weeks or longer within the last 5 years.
 - o Two or more significant (10 weeks or longer) gaps in employment within the last five years.
 - o Three or more position changes within the last three years.
 - o Three or more gaps in employment within the last three years.
 - o Have been incarcerated within the last 10 years; and
- Receive appropriate Basic and / or Individualized Career Services to prepare for a successful entry into and retention in a transitional job and ultimately unsubsidized employment as documented on the ISS; and
- Receive support services, as described in the Supportive Services section of this Manual, in order to be able to participate in a transitional job and ultimately unsubsidized employment.

Work Experience - In-School and Out-of-School Youth

WIOA and 20 CFR § 681.590(a) require that a minimum of 20 percent of local area funds for the Title I Youth program be spent on work experience. As explained in 20 CFR § 681.590(b), local area administrative costs are not subject to the 20 percent minimum work experience expenditure requirement.

According to 20 CFR § 680.180, for the purposes of WIOA sec. 134(c)(2)(A)(xii)(VII), an internship or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act. An internship or other work experience may be arranged within the private for profit sector, the non-profit sector, or the public sector. Labor standards apply in any work experience setting where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. This experience provides participants with opportunities for career exploration and skill development. Work experience must include academic and occupational education (20 CFR 681.600[a-b]).

WIOA identifies four categories of work experience: (1) summer employment opportunities and other employment opportunities available throughout the school year; (2) pre-apprenticeship programs; (3) internships and job shadowing; and (4) on-the-job training (OJT) opportunities as defined in WIOA Section 3(44) and in 20 CFR § 680.700. Eligible WIOA youth program participants may participate in more than one work experience program (i.e. summer employment, job shadowing, pre-apprenticeship) over the duration of their

program participation (20 CFR 681.600[c]). Work experience will enhance employability of youth through the development of work readiness and basic work skills including, but not limited to communication, punctuality, attendance, dependability, teamwork, completing a task, time management, decision making, motivation and conflict resolution.

Job shadowing is a work experience option where youth learn about a job by “walking through the work day as a shadow” to become competent workers. The job shadowing work experience is temporary, unpaid exposure to the workplace in an occupational area of interest to the youth.

Paid Work Experiences will be paid through the program at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage. Participants may work up to 40 hours per week for up to six (6) months, not to exceed 975 total hours as designated by the contract/agreement and individual employment plan. **In-School Youth who have limited availability to work during the school year may be allowed to participate for longer than 6 months, if needed, to attain the 975 hours allotted.**

Per TEGL 21-16, Operating Guidance for the Workforce Innovation and Opportunity Act, the required academic and occupational education component of work experience refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations. For example, if a youth is in a work experience in a hospital, the occupational education could be learning about the duties of different types of hospital occupations such as a phlebotomist, radiology tech, or physical therapist. Whereas, the academic education could be learning some of the information individuals in those occupations need to know such as why blood type matters, the name of a specific bone in the body, or the function of a specific ligament. The educational component may occur concurrently or sequentially with the work experience. The academic and occupational education component may occur inside or outside the work site. The work experience employer can provide the academic and occupational component or such components may be provided separately in the classroom or through other means. The Career Service Provider must document the academic and occupational education components of the work experience on a training plan to be maintained in the participant’s electronic file in Jobs4TN / VOS.

Work Experience - Adult and Dislocated Worker

In the event that an individual between the ages of 18 and 24 does not qualify as a Youth to be able to participate in a Youth Work Experience position, the individual may be enrolled in the Work Experience position as an Adult or Dislocated Worker as described above. Per WIOA sec. 134(c)(2)(A)(xii)(VII), Adults and Dislocated Workers may receive Individualized Career Services, if determined to be appropriate in order for an individual to obtain or retain employment, that may consist of internships and work experience that are linked to careers. Adults and Dislocated Workers participating in paid work experiences will be paid at the higher of 100% of the starting rate of the position being performed or a minimum of \$8.00 per hour wage.

Eligible Adults and Dislocated Workers over the age of 24 may be served through the Transitional Job component. Transitional jobs are a type of work experience, as described in §§ 680.190 and 680.195 and addressed separately in this policy. When applicable, under discretionary grants, such as National Dislocated Worker Grants awarded to assist with disaster and / or employment recovery efforts related to covered events, any Adults and Dislocated Workers aged 18 and over may participate in work experience.

Contracts and Agreements for Work-Based Training

Work-based opportunities will include an agreement (contract) with the employer and a training plan for the employee. The contract must include the requirements of WIOA rules and regulations, the type of occupation and skills, the competencies to be learned, and the length of training that will be provided. Contracts / agreements vary based on the type of work-based learning, but will be in an approved format in accordance with LWDB guidance, Tennessee Department of Labor and Workforce Development, and WIOA policy guidance and regulations and include the following:

- Basic Program description
- Cost Per Participant (varies by activity; subject to LWDB policy)

- Appropriate goals for the participant and/or employer.
- The contract awarded will be cost reimbursement. No expenses are reimbursable until a contract has been fully executed (signed by all parties) and, all participant data has been submitted and deemed eligible.

Additionally, work-based learning activities will comply with the following:

- All necessary information about a work-based participant and employer must be properly recorded in the Jobs4TN (VOS) system. Work-based training expenses must be reported by Service Providers on a timely basis to ensure the LWDB can properly report the expenditures in the Grants4TN system.
- Contracts for Work-based training must be monitored at least once by the contracting authority.

Monitoring for Work-Based Training

Work-based training expenditures are tracked accordingly in the accounting system of record and reported monthly on internal documents as well as required State reports. Expenditures and obligations are monitored monthly to ensure compliance with appropriate expenditure and obligation requirements. Monitoring will be based on the contract agreement and may be performed by the contract manager or another position. If the Work-based training is for reimbursement of wages, the employer must submit the following for review:

- Invoice form;
- Payroll records showing the gross wages paid to the trainee;
- Time records showing actual hours worked;

Onsite monitoring visits should be conducted shortly after the trainee begins work, and include additional visits at appropriate intervals (determined by the length of the training plan). Effective monitoring also includes desk review of correspondence from the employer, including payment invoices and required documentation to support those invoices. The Service Provider must regularly review each trainee's progress in meeting program and service strategy objectives. Such strategies should include the trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to work-based training. Any deviation from the work-based training contract should be dealt with and documented promptly.

Monitoring at the LWDB, State, and Federal level will include a review of the Service Provider's monitoring and oversight of participant training and corresponding employer payroll records, as well, as a review of how work-based activities align with and are facilitating the progress of career pathway strategies outlined in the local plan.

Upon completion of the monitoring review (both program and fiscal), a letter of the results will be sent to the OJT Contractor noting any findings. The OJT Contractor may be asked to respond to the monitoring report with a corrective action plan regarding any issues noted in the report. If no issues/concerns are noted in the report, a response from the OJT Contractor will not be necessary. Should it be necessary, follow-up and technical assistance will be given by LWDB staff to the contractor in order to bring them into compliance with WIOA Regulations and LWDB policies.

Reference: 20 CFR 680.700(b); 20 CFR 680.840; Federal Register Vol. 81, No. 161, Page 56117; TEGLs 03-15 (specifically "Training Contracts" on pages 9-10) and 19-16; WIOA Section 181(b)(2)(A); WIOA Section (d)(2); WIOA Section 188(a)(3); WIOA sec. 134(c)(2)(A)(xii)(VII); 20 CFR § 680.180.

Related TDLWD Policy: Incumbent Worker Training Grants Policy; Work-Based Training Guidance (pages 3 & 10)

Vetted and Approved by the Local Workforce Development Board: ~~May 23, 2023~~ March 11, 2025

Executive Committee – Ted Piazza, Chair / Jimmy Williamson, Vice-Chair

The committee met on February 11th with 5 members, staff, contractors, and 1 guest participating. In addition to the following reports, the committee discussed potential changes to State Workforce Development Board policies.

Facilities and Technology Update: Staff are working on getting our texting service 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. Staff are also in the process of getting quotes to replace Surface Pros for staff.

Performance & Compliance: No complaints have been received and the Monitoring Status Report, detailing the monitoring that has occurred, was also reviewed. There have not been any concerning findings. Data validation was held in January, and we are still waiting to receive the official report for our area from the State. The committee reviewed the attached estimated federal performance results that showed all measures on target, except for Employment for Second Quarter After Exit for Dislocated Workers (DW) and Wages for DW. It was noted that final performance results for the quarter have since been received from the TN Department of Labor and show the DW employment measure is now being met and wages have increased to 85% of the goal with 90% being required for passing. There are only four individuals in the 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 since most of our DW participants are being served through that grant. Staff have run reports on participants that are negatively affecting performance and are working with staff to make corrections to help increase performance outcomes.

Budget & Administration: The committee reviewed the attached Fiscal Report detailing expenditure and obligation rates as of December, as well as fiscal performance results. The Minimum Participant Cost Rate (MPCR) is approaching the target at 37.3% out of a goal of 40%. In-School Youth funding is currently slightly over the allowable amount, but Career Service Provider (CSP) staff are working on enrolling Out-of-School Youth to help balance this out. All other measures are on target.

PY24 Budget Update: The attached detailed PY 24 budget update shows all expenses are under budget, and we were able to receive additional participant funding, which will allow us to have more carryover funding for next program year.

New ETPL Program: Jackson State Community College Engineering Systems Technology: Due to a slight miscommunication with CSP staff, this program came before the Executive Committee for immediate approval instead of waiting for the full board because there is a participant who needed assistance 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. The Executive Committee reviewed the ETPL program application and corresponding review of labor market information and performance data and voted to approve the program for the NW ETPL.

Program Oversight: Staff are currently working on completing 6-month monitoring reports for Mid Cumberland Human Resource Agency (One-Stop Operator) and Dyersburg State Community College (Career Service Provider) for July 2024—December 2024. There are no major concerns with either contractor. Copies of the 6-month monitoring reports will be provided to this committee at the next meeting.

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%

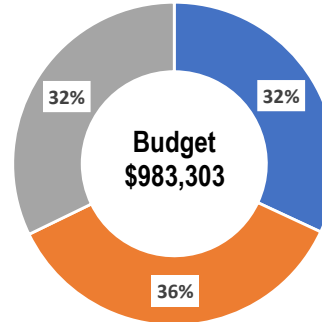
Goal 90.1%

Youth

80.0%

Goal 72.6%

Adult

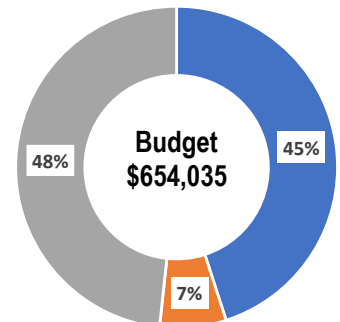


Expended \$313,992.00

Obligated \$352,690.00

Balance \$316,621.00

Dislocated Worker

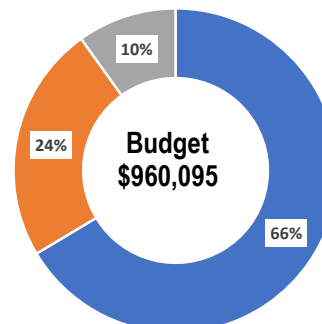


Expended \$294,440.00

Obligated \$43,662.00

Balance \$315,933.00

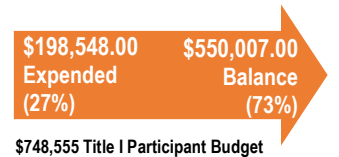
Youth



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 Expenses	Percentage of Budget	Oct. - Dec. 2024	Percentage of Budget	PY 24 YTD Total	Percentage of Budget
Administrative Budget (all grants)	\$ 381,527.06	\$ 70,493.98	18%	\$ 66,754.52	17%	\$ 137,248.50	36%
Formula Participant Budget	\$ 748,554.46	\$ 84,485.00	11%	\$ 114,063.24	15%	\$ 198,548.24	27%
Participant YTD = 33.41%							
Operating Budget	\$ 1,020,337.63	\$ 255,084.41	25%	\$ 255,084.41	25%	\$ 1,020,337.63	100%
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%
Total Operating Expenses	\$ 1,020,337.63	\$ 191,869.49	19%	\$ 203,868.38	20%	\$ 395,737.87	39%
<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>
Operations YTD = 66.59%							
Adult & DW Part. & Program	\$ 1,277,889.39	\$ 195,202.09	15%	\$ 210,726.26	16%	\$ 405,928.35	32%
Youth Part. & Program	\$ 491,002.70	\$ 81,152.40	17%	\$ 87,205.36	18%	\$ 168,357.76	34%
Total Part. & Program	\$ 1,768,892.09	\$ 276,354.49	16%	\$ 297,931.62	17%	\$ 574,286.11	32%
<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>
Adult & DW Program Only	\$ 695,235.43	\$ 120,951.70	17%	\$ 133,591.09	19%	\$ 254,542.79	37%
Youth Program Only	\$ 325,102.20	\$ 70,917.79	22%	\$ 70,277.29	22%	\$ 141,195.08	43%
Total Program	\$ 1,020,337.63	\$ 191,869.49	19%	\$ 203,868.38	20%	\$ 395,737.87	39%
<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?	<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></u>	<u>X</u>
a. Completion Rate: <u>58%</u>		
b. Placement Rate: <u>94%</u>		
8. Is the program offered in partnership with a business?		
a. If yes, business name(s): <u></u>	<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:	<u>N/A</u>	

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		
Provider: JACKSON STATE COMMUNITY COLLEGE	Program: Engineering Systems Technology	Program ID: 98244
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: 150000 - Engineering Technologies/Technicians, General	Education Program Name: Engineering Systems Technology
Education Program Description: Engineering Systems Technology (formerly Industrial Technology).		
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: AA/AS Degree	Other, Specify
Certification/License Title:	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:
Program Model:	Apprenticeship program sponsored by another organization:	
Program Sponsor Name:	Address 1:	Address 2:
Zip:	City:	State:

ETPL Application

Additional Details		
Financial Aid Available: Pell Grant	URL of Training Program:	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. New program name.	Minimum Class Size: 1
Maximum Class Size:	Number of Instructors: 3	
Describe the minimum entry level requirements or prerequisites: Students must be deemed college-ready based on entrance exam scores.	Drug/Alcohol Screening Required:	Accessibility: Disabled Student Access; On-Site Parking
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure: https://www.jscc.edu/contact-us/complaints.html	Grievance Procedure URL:
Refund Policy: https://www.jscc.edu/about-jackson-state/student-services/business-services/refunds/refund-policies.html	Refund Policy:	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:
Code						
Occupation Titles	Occupation Title	Providers' Alternate Occupation Title				
17302300	Electrical and Electronic Engineering Technologists and Technicians	Electrical Engineering Technologist				
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand					Bright Outlook	

Occupation Skills		
Skill Description:		
Completion Expectation		
Number of Credits: 61	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 15	Lab Time:	Other Time:

ETPL Application

Class Frequency: Semester		
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: Daily	Class Offered: Day, Night
Location		
Location Name: JACKSON STATE COMMUNITY COLLEGE	Address: 2046 N. Parkway, , Jackson, TN, 38301	Billing Address: 2046 N. parkway, , Jackson, TN, 38301
External Approvals		
State Approving Agency: Tennessee Board of Regents	State Approving Agency Status:	Approval Expiration Date: 12/31/2020
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		
Cost Structure(s)	Amount	
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.	
Total Amount of Cost Structures	\$13,217.50	
Line Item(s)	Amount	
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	

Outreach & Opportunities Committee- Ben Marks, Chair / Glad Castellaw, Co-Chair

The committee met on February 11th with 11 members, staff, contractors, and 3 guests participating. In addition to the following reports, the committee discussed Labor Force Participation Rate (LFPR) strategic priorities for Job Security and Working Conditions and potential changes to State Workforce Development Board policies. Chris Donaldson with The Mill Workspace also presented on the organization's mission and some upcoming initiatives.

Target Populations Reports:

Youth Services Report: Connie Stewart provided an update on youth services noting that Work Experience has struggled due to enrollments in traditional youth programming 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 are upping their community outreach to try and increase enrollments.

- Youth Services / Participant Report: Title I Youth program participant Blake Reed shared about his experience in the program. 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.

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: The committee reviewed the attached Talent Pipelines report detailing career exploration and Talent Pipelines efforts and programs. There has been a total of 241 GROWWITH enrollments, exceeding the goal of 219 through December. There has been a total of 261 Tennessee Youth Employment Program (TYEP) enrollments, exceeding the enrollment goal of 216. Additional funds are expected to be available for this summer. 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. 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 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.

Eligible Training Provider List (ETPL) Report:

Program Renewals: The committee reviewed the attached list of 11 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. The 3 programs in red- Barbering,

Cosmetology, and Digital Agronomy are recommended for renewal to the State ETPL only since they do not meet the in-demand criteria for our area. After the committee met, cost information was updated by TCAT Northwest with four programs having a price increase above 25%, requiring approval of the Board:

- Cosmetology increased 25.03% from \$7,281.00 to \$9,104.00.
- Electrical Vehicle Production Technology increased 64% from \$ 2,746.00 to \$4,513.12.
- Industrial Maintenance increased 25.05% from \$6,611.00 to \$8,267.00.
- Industrial Maintenance Mechatronics increased 46.2% from \$8,234.00 to \$12,038.00.

The committee recommends approving the renewal of all programs for the State ETPL, and for the NW ETPL except for the 3 programs listed above and indicated in red on the attached handout (VOTE REQUIRED).

New Program Application: Industrial Process Control Technology- Nashville State Community College (NSCC):

The Committee reviewed the attached application and corresponding review of labor market information and performance data for NSCC's Industrial Process Control Technology program. This program is already approved by the Northern Middle area, and we have a participant in our area who wants to attend this training. It's only offered at the Humphreys County location according to the Jobs4TN application.

The Committee recommends approving the Industrial Process Control Technology program for the NW ETPL (VOTE REQUIRED).

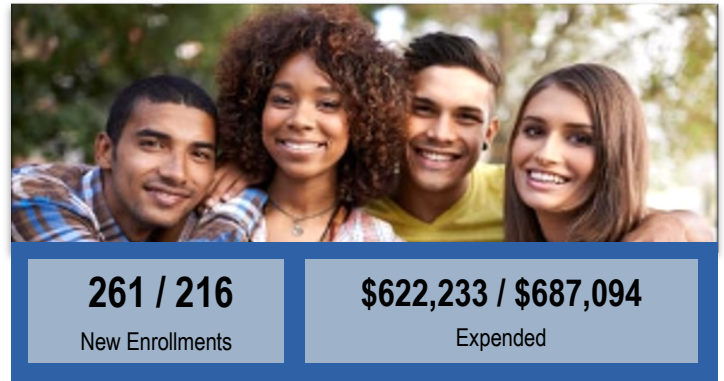
ETPL Program Revision- EDGE Program at Union University: Staff recommended removing this program from the NW ETPL due to the training not being tied to a specific in-demand occupation. Staff noted that Southwest removed it from their ETPL last quarter for this reason, but it is still listed as approved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

The Committee recommends removing the Union University EDGE Program from the NW ETPL (VOTE REQUIRED).

Talent Pipelines



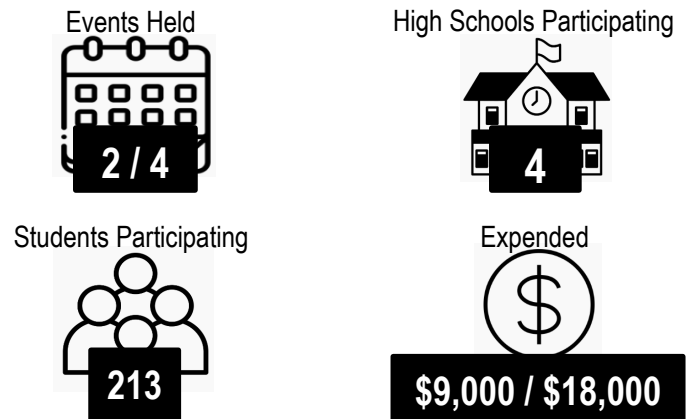
Tennessee Youth Employment Program



TRANSFR Virtual Reality Headsets



Rural Public Health Workforce Training Network Grant

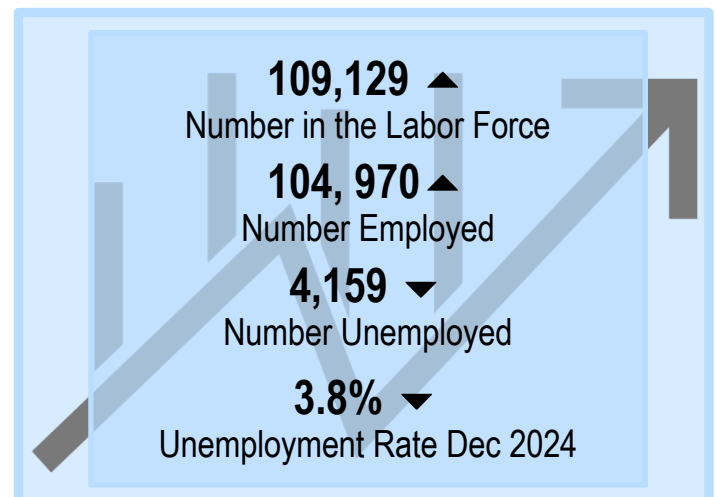


Members of the West Tennessee Public Health Workforce Training Network include Baptist Memorial Hospitals in Union City and Huntingdon; Dyersburg State Community College; Jackson State Community College; Priority Ambulance; and the Northwest Tennessee Workforce Board.

Justice Involved Individuals



Labor Force Update



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:	<u>N/A</u>	<u></u>

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. Program Cost: \$10,930		
b. Comparable Program Cost: \$12,500 (DSCC-Engineering Systems Tech.)		
3. Is the program length comparable to similar training programs, particularly in the local area, or region?	<u> </u>	<u> </u>
a. Program Length: Two years		
b. Comparable Program Length: Two years		
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. Related occupation(s): Industrial Engineering Technologists and Technicians (17-3026)		
b. Documentation of labor market demand (all must be met):		
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](#)

State Workforce Development Board (SWDB) Report

The SWDB met on February 28th and approved changes to several policies:

- **Minimum Participant Cost Rate (MPCR)**: requires that a minimum of forty percent (40%) of programmatic funds managed by each Board must be used for direct participant benefit. The revised policy adds State funding (like TYEP, Re-entry, etc.) into the calculation, as well as Incumbent Worker Training. This should increase the MPCR and provide a more accurate representation of the funds spent directly on participants.
- **One-Stop Design**: communicates the minimum standards and expectations of the One-Stop System Network operating within those LWDA's. The revised policy adds flexibility for Affiliate American Job Centers (AJCs), including that they can be part-time, access points, etc.
- **One-Stop Certification**: establishes a clear framework for one-stop certification by detailing criteria and procedures used to evaluate and certify one-stop centers in alignment with the State Workforce Development Board Policy. The revised policy adds a requirement that local Boards have to re-certify an AJC that is re-located. Currently, only an ADA survey is required unless the AJC classification type is changed.
- **OSO and CSP Procurement**: requires that each Local Workforce Development Board (LWDB) competitively procure the One-Stop Operator (OSO) and Career Service Provider (CSP) for the American Job Center (AJC) System. The revised policy adds information on how Boards can bid to be an OSO, joint procurement for OSO/CSP, which was previously not allowed, and adds an option for the State to do a statewide OSO procurement. Information on how Boards can be approved to be, and remain, a CSP was also added. Separate procurement for Youth services is still required.
- **Title I Grievance and Complaint Resolution**: outlines the process and requirements for the Title I program across four separate categories:
 - Complaints alleging discrimination or denial of equal opportunity;
 - Complaints alleging unjust denial of WIOA services;
 - Complaints alleging hostile work environment against employers that are not related to WIOA-funded programs or training; and
 - Complaints made by staff within the LWDA against other LWDA staff or a sub-recipient entity.
- **Title III Employment Service and Employment-Related Law Complaint System**: outlines the establishment, operation, and maintenance of the Complaint System to ensure effective handling of complaints and apparent violations within the Employment Service (ES) and State Workforce Agency (SWA) system.
- **Sanctions**: sets criteria and procedures for State action to ensure sub-recipient compliance after TDLWD monitoring results in Findings of Non-Compliance.
- **Referral Process for Serving Veterans**: provides guidance regarding referral of services to veterans and other eligible persons, including eligible spouses, widows, and widowers, throughout the One-Stop Center network.

Staff will review local policies and identify recommended changes to align with changes to the State policies.



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243
(615) 741-6642

Bill Lee
GOVERNOR

Deniece Thomas
COMMISSIONER

February 13, 2025

Jennifer Bane, Executive Director
Workforce Innovations, Inc.
208 North Mill Avenue
Dyersburg, TN 38024

Dear Ms. Bane:

I am pleased to inform you that the United States Department of Labor has released the Workforce Innovation and Opportunity Act (WIOA) Program Allotments for the Youth, Adult, and Dislocated Worker for Program years PY25/FY26 as outlined in Training and Employment Guidance Letter (TEGL) No. 17-24. PY25 Youth contracts will have an effective date of April 1, 2025. Adult and Dislocated Worker Base funds will be available for obligation effective July 1, 2025, and Adult and Dislocated Advanced funds will be available for obligation effective October 1, 2025. The Local Workforce Development Area (LWDA) allotments were based on formula provisions defined in WIOA. This letter is to inform you of the approximate PY25/FY26 Youth, Adult, and Dislocated Worker allocations specific to your LWDA.

		Northwest				
		PY25		FY26	Total	Prior Year
Youth	\$	542,505.00	\$	-	\$ 542,505.00	\$535,226
Adult	\$	110,109.00	\$	449,979.00	\$ 560,088.00	\$553,590
Dislocated Worker	\$	66,492.00	\$	241,958.00	\$ 308,450.00	\$347,576
Total	\$	719,106.00	\$	691,937.00	\$ 1,411,043.00	\$1,436,392 (\$25,349)

Workforce Innovations, Inc. agrees to comply with all reporting requirements in the manner specified by the State and under all applicable laws, regulations, and instruction in order to account for all funds expended by the Grantee.

Should you have any questions, please contact Chandra Pleas, Fiscal Services Director, at Chandra.E.Pleas@tn.gov.

Sincerely,

Deniece Thomas
Commissioner, TDLWD

CEP/DF/LV