

**Meeting of the
Northwest TN Local Elected Officials Consortium
June 4, 2024– 11:15 a.m.
Northwest HRA/Dev. District, Martin, TN**

Minutes

Local Elected Officials Attending: Mayors Gary Reasons, Steve Carr, Mark Ward; **via Zoom:** Mayors Nelson Cunningham, Joseph Butler

Staff Attending: Jennifer Bane, LeAnn Lundberg, Ariel McGahey; **via Zoom:** Gina Johnson, Lana Burchfiel, Ginger Powell

Welcome and Call to Order: The meeting was called to order, it was acknowledged that a quorum was present, and members acknowledged abstaining from discussion and voting in the event of a conflict of interest. Materials for all items listed below for consideration were provided to the members ahead of time and are included in the attached handouts. Jennifer Bane opened each for discussion and questions prior to voting.

Approval of Minutes: Minutes for the 6/23/23 meeting were presented for approval.

- o **MOTION: A motion to approve the 6/23/23 minutes was made by Mayor Reasons and seconded by Mayor Carr. All were in favor and the motion carried.**

Election of Officers-Effective 7/1/24: Due to the current officers leaving office, new officers are needed.

- Chief Local Elected Official (CLEO) Nominee: Mayor Ward:
 - o **MOTION: A motion to approve Mayor Mark Ward as the CLEO was made by Mayor Reasons and seconded by Mayor Carr. All were in favor and the motion carried.**
- Vice-CLEO Nominee Mayor Carr:
 - o **MOTION: A motion to approve Mayor Steve Carr as Vice-CLEO was made by Mayor Reasons and seconded by Mayor Ward. All were in favor and the motion carried.**

Budget & Administration:

- Program Year (PY) 2024 Budget: Jennifer Bane provided an overview of the attached budget.
 - o **MOTION: A motion to approve the PY 24 Northwest TN Workforce Board Budget was made by Mayor Reasons and seconded by Mayor Carr. All were in favor and the motion carried.**
- Approval of \$325,000 line of Credit Extension to June 30, 2026: To prevent a lapse in services in the event of a delay in the receipt funding from the Tennessee Department of Labor and Workforce Development, the Fiscal Agent is authorized to secure a line of credit. The line of credit may only be secured upon the approval of the Consortium of the Local Elected Officials for the specified amount. Once secured, the line of credit may only be utilized with the approval of the Consortium of the Local Elected Officials for the specified amount, and only if the grant funds have been authorized and obligated. Two signatory authorities must sign to access the line of credit. In the event a line of credit is secured and utilized, if a default were to occur, Parties agree to distribute such liability among the parties in proportion to the most recent population estimates available from the U.S. Bureau of the Census at such time that any repayment of funds is required.
 - o **MOTION: A motion to approve the \$325,000 Line of Credit Extension to June 30, 2026 was made by Mayor Ward and seconded by Mayor Carr. All were in favor and the motion carried.**

Northwest TN Workforce Board Roster Review: Jennifer Bane presented the attached current Board roster. Board members have been very active with only one member cited as attending infrequently. Jennifer will reach out to him to see if he is still willing to serve on the Board. Paul Murphy, Jr., Organized Labor Representative, has resigned, so a replacement is needed.

Respectfully submitted,

Lana Burchfiel,
Public Information Specialist

**Meeting of the
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June 4, 2024– 11:15 a.m.**

Northwest HRA / Dev. District
124 Weldon Drive
Martin, TN 38237

Join Zoom Meeting
Meeting ID: 842 4070 2803
Passcode: 555218

Agenda

Welcome and Call to Order/Acknowledge Quorum/Conflict of Interest Mayor Ridgeway, Chair

Approval of June 23, 2023 Minutes **(VOTE)**

Election of Officers – effective 7/1/24

- Chief Local Elected Official (CLEO) Nominee: Mayor Ward **(VOTE)**
- Vice-CLEO **(VOTE)**

Interlocal Agreement will be revised with new officers and sent for signatures.

Budget & Administration

Jennifer Bane

- Program Year 2024 Budget **(VOTE)**
- Approval of \$325,000 Line of Credit Extension to June 30, 2026 **(VOTE)**

To prevent a lapse in services in the event of a delay in the receipt funding from the Tennessee Department of Labor and Workforce Development, the Fiscal Agent is authorized to secure a line of credit. The line of credit may only be secured upon the approval of the Consortium of the Local Elected Officials for the specified amount. Once secured, the line of credit may only be utilized with the approval of the Consortium of the Local Elected Officials for the specified amount, and only if the grant funds have been authorized and obligated. Two signatory authorities must sign to access the line of credit. In the event a line of credit is secured and utilized, if a default were to occur, Parties agree to distribute such liability among the parties in proportion to the most recent population estimates available from the U.S. Bureau of the Census at such time that any repayment of funds is required.

Workforce Board Roster Review

Jennifer Bane

Other Business

**Meeting of the
Northwest TN Local Elected Officials Consortium
June 23, 2023– 11:00 a.m.
Northwest HRA/Dev. District, Martin, TN**

Minutes

Local Elected Officials Attending: Mayors John Penn Ridgeway, Jake Bynum, Joseph Butler, Nelson Cunningham, Steve Carr, Mark Ward, and David Quick.

Staff Attending: Jennifer Bane

Welcome and Call to Order: Mayor Ridgeway called the meeting to order, acknowledged that a quorum was present, and reminded members to abstain from discussion and voting in the event of a conflict of interest. Materials for all items listed below for consideration were provided to the members ahead of time and are included in the attached handouts. Mayor Ridgeway opened each for discussion and questions prior to voting.

Approval of Minutes: Minutes for the 5/17/22 meeting were presented for approval.

- o **MOTION: A motion to approve the 5/17/22 minutes was made by Mayor Bynum and seconded by Mayor Butler. All were in favor and the motion carried.**

Quarterly Dashboard Review: Jennifer Bane presented the March dashboard, highlighting the American Job Center (AJC) traffic and visit reasons, the number enrolled in Title I training services to date, the number receiving Individual Training Account (ITA) scholarships for occupational skills training, the breakdown of ITA enrollments by provider type, and the breakdown of expenditures for new and existing ITA recipients by provider type. Jennifer also reviewed the Business Services and Talent Pipelines dashboards and noted that the state-funded Summer Youth Employment Program (SYEP), beginning July 1st, will expand work experience opportunities to youth and young adults who would not normally qualify for WIOA. Additional Justice-Involved Individual funding is also expected in the new program year. This year's funding provided manufacturing training through UT Center for Industrial Services in several counties. The Growing Relational & Occupational Wealth in West TN Households (GROWWTH) TANF Pilot grant is now available through the AJCs. Jennifer also noted that fiscal and performance measures are on track to be met.

Agreement Revisions: Jennifer Bane reviewed the proposed changes as indicated in red in the attached handout

- Northwest TN LEO Interlocal Agreement: Changes were made and details added to align the Agreement with the State's revised Local Governance policy including adding term dates, requiring a 66% majority instead of a majority for removal of an officer, changing the majority definition for private-sector representatives to "defined as the greater sum of the whole (largest percentage)" to match the State's policy, but it is recommended that 51% still be the goal. Additional details were also added regarding the terms of members and the recommendation letter was removed as a requirement for nomination. The requirements for the Vice-Chair for the AJC and Outreach & Opportunities Committee, and the Regional Representative for the Board of Directors, were also updated to include representatives of a labor organization, apprenticeship program, or economic and community development entity in addition to a private business in order to expand those eligible to serve.
 - o **MOTION: A motion to approve the Northwest TN LEO Interlocal Agreement was made by Mayor Bynum and seconded by Mayor Carr. All were in favor and the motion carried.**
- Northwest TN Workforce Board Bylaws: The majority of changes included updates and additional details to describe processes as required in the State's revised Local Governance policy. The majority definition for private-sector representatives was changed to "defined as the greater sum of the whole (largest percentage)" to match the State's policy, but it is recommended that 51% still be the goal. The requirements for the Vice-Chair for the AJC and Outreach & Opportunities Committee and the Regional Representative for the Board of Directors were updated to include representatives of a labor

organization, apprenticeship program, or economic and community development entity in addition to a private business in order to expand those eligible to serve.

- o **MOTION: A motion to approve the Northwest Workforce Board Bylaws was made by Mayor Butler and seconded by Mayor Ward. All were in favor and the motion carried.**
- Recission of the Northwest TN LEO and Board Partnership Agreement: The State's revised Local Governance policy removes the requirement to have a separate partnership agreement between the mayors and board as the majority of items are already covered in the Bylaws and Interlocal Agreement.
 - o **MOTION: A motion to approve the recission of the NW TN LEO and Board Partnership Agreement was made by Mayor Bynum and seconded by Mayor Butler. All were in favor and the motion carried.**

Budget & Administration:

- Program Year 2023 Budget: Jennifer Bane provided an overview of the attached budget, noting formula allocations are down nearly \$217,000, but about \$683,000 is being added to the budget with the TANF/GROWWTH grant. Only about \$513,000 will be available for participants, which would result in only a 32% minimum participant cost rate (MPCR). An additional \$229,000 in participant funding would need to be requested to reach a 40% MPCR. Jennifer has already submitted a request for \$337,000 in participant funding, based on prior years' participant expenditures, and it appears it will be approved.
 - o **MOTION: A motion to approve the PY 23 Northwest TN Workforce Board Budget was made by Mayor Butler and seconded by Mayor Bynum. All were in favor and the motion carried.**
- One-Stop Operator Selection: Jennifer reported that Thomas P. Miller & Associates (TPMA) managed the OSO procurement process, and results are outlined in the attached recommendation report. Two bids were received, for both NW and SW, from Mid-Cumberland Human Resource Agency (MCHRA) and University of Tennessee Center for Industrial Services (UTCIS). Three TPMA evaluators reviewed and scored the two bids, and with the average score for MCHRA being 5.03 points higher than the UTCIS score, TPMA recommended MCHRA to be the OSO. It was noted that the bid from UTCIS exceed the allotted budget. Mayor Butler asked if the decision was primarily financial. Mayor Ridgeway noted MCHRA was scored higher overall and Jennifer added that TPMA cited the detail and specific examples in the MCHRA proposal whereas the UTCIS proposal noted that they would work with the selected OSO to implement items.
 - o **MOTION: A motion to approve MCHRA as the One-Stop Operator contractor was made by Mayor Butler and seconded by Mayor Quick. All were in favor and the motion carried.**

Northwest TN Workforce Board Roster Review: Jennifer Bane presented the attached updated roster noting the new members who have been added over the last year. Board members have been very active with only one labor representative cited as attending infrequently. New paperwork will be submitted to report Ben Marks' change in employment.

Respectfully submitted,

Jennifer Bane,
Executive Director

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

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	Henry County Medical Center
6/3/2019	John G. 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
2/27/2023	JD (Jason) Cantu	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 Theobald	Obion	Union City Boys and Girls Club
3/28/2022	AJ Douglas	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
10/30/2018	David Parrish	Henry	Tennessee Department of Human Services
2/27/2023	Paul Murphy Jr.	Carroll	USW Local 8915
12/2/2020	Willie Huffman	Carroll	TCAT Paris
5/4/2021	Monica Heath	Carroll	McKenzie Chamber of Commerce and Industry
11/18/2021	Sam Sinclair	Obion	Excel Boats