

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

Thursday, November 6, 2025 – 11:00 a.m.

American Job Center
1124 Whitehall St., Jackson

[Zoom Meeting ID: 852 1341 1589](#)

Passcode: 968451

Chair – Joe Stephens

Vice Chair – OPEN

Agenda

1. Welcome and Call to Order Joe Stephens, Chair
 - a. Opportunity for Public Comment (limit of three minutes per speaker)
2. Election of Committee Vice-Chair **(Vote Required)** Joe Stephens
3. Review and Approval of Minutes of 8/7/25 Meeting **(Vote Required)** Joe Stephens
4. Target Populations Reports
 - a. Youth Services Report Kena Hamm, CSP Director of Program Services
 - o Youth Participant / Parent Report
 - b. Adult Education (AE) Report Angela Hollingsworth, AE Program Director
 - c. Vocational Rehabilitation Report Ashley Roberts, Regional Supervisor
5. Talent Pipelines Report Ginger Powell, Deputy Director
6. ETPL Report Laura Speer, Director of Performance & Compliance
 - a. Program Renewals **(Vote Required)**
 - b. JSCC Pharmacy Technician Cost Increase (Updated from \$1,395 to \$3,295 **(Vote Required)**)
 - c. New Program Applications
 - TCAT Jackson: Central Sterile Processing Technology, Information and Infrastructure Technology, and General Construction Technology **(Vote Required)**
 - JSCC: Certified Administrative Professional (CAP) with MOS Associate, CAP with MOS Expert, Certified Supply Chain Professional, Certified Supply Chain Professional – Freight Broker, Human Resources Professional, Human Resources Professional with Payroll, Nonprofit Manager – Grant Writing **(Vote Required)**
7. LFPR Strategic Priorities – High Quality Jobs Recap Jennifer Bane, Executive Director
8. Other Business All
 - a. Annual Conflict of Interest Forms
 - b. State ETPL Appeal

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
State Workforce Board Meeting	November 14, 10:00 am	Nashville / YouTube
Virtually Speaking Webinar	December 4, 9:00 am	Zoom
Southwest TN Workforce Board Meeting	December 2 nd , 11:30 am Annual Conflict of Interest Forms	West Tn AgResearch Center- Jackson/ Zoom
Proposed 2026 Committee Meetings	11:00 am on Thursday, February 5 th , May 7 th , August 6 th , November 5 th	Jackson AJC/ Zoom
Proposed 2026 Board Meeting Dates	11:00 am on Thursday, March 12 th , June 11 th , Sept. 10 th (Annual Meeting), Dec. 1 st (with Northwest)	Jackson AJC / Zoom