

Date Certified to Serve	Board Member Name	County Member Represents	Board Member Employer, Organization
6/3/2019	Rita Alexander	Gibson	Gibson Electric Membership Corp
8/13/2025	Ira Sellars	Henry	Big Bore, LLC
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
8/4/2025	Blake Arnold	Benton	Arnold's Fabricating & Machine, Inc.
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
7/2/2025	Loretta Mealer	Dyer	Auston Mealer's Resturant Equipment Services, LLC
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
7/2/2025	Lori Burdine	Regional	Northwest Tennessee HRA
11/25/2025	Derek Holyfield	Crockett	West TN Pharms, LLC

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

Northwest Tennessee Workforce Board

December 2, 2025—11:00 am

West TN AgResearch Center, 605 Airways Blvd., Jackson, TN / Zoom

Minutes

Board Members Attending in Person: Jon Dougherty, Brad Hurley, Derek Holyfield, Lori Burdine, Ted Piazza, Sabra Bledsoe, Monica Heath; **Via Zoom:** John Penn Ridgeway, Rita Alexander, Landy Fuqua, AJ Belyew, Ira Sellars, Ashley Roberts, John Glad Castellaw, Rachel Cates

Local Elected Officials Attending via Zoom: Mayors Gary Reasons, Dale Hutcherson, Mark Ward

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

Other Guests Attending in Person: Tamera Parsons; **Via Zoom:** Amy Maberry (SWDB Executive Director), Georgena Wilson, Allison Parker, Heather Skelton (TDLWD), Chuck Marquis (TVA), Faye Waldrum (Performance Beauty Academy)

Welcome and Call to Order: Ted Piazza welcomed all members and guests to the meeting, and introduced new board member Derek Holyfield, Owner / Pharmacist with West TN Pharms. Ted then asked if there were any public comments. Hearing no public comments, he called the business 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.

Approval of Minutes: Ted Piazza presented the minutes of the 9/9/25 Board meeting for review.

- o **MOTION:** A motion to approve the 9/9/25 Board minutes as presented was made by Brad Hurley and seconded by Lori Burdine. All were in favor and the motion carried.

Committee Reports and Action Items: All 11/4/25 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, highlighting the committee's decision to move to virtual meetings starting in February. There were no action items.

Executive Committee Report: Ted Piazza provided an overview of the attached report, highlighting a change in the Career Service Provider (CSP) procurement process to include an option to serve only as the employer of record for work experience participants. There were no action items.

Outreach and Opportunity Committee Report: Jon Dougherty provided an overview of the attached report, noting the committee received reports on Target Populations, Adult Education, Vocational Rehabilitation, Talent Pipelines, and the results of the Barber School 1 Appeal to the TN Department of Labor and Workforce Development (TDLWD). TDLWD upheld the local Board's decision not to add Barber School 1's programs to the local Eligible Training Provider List (ETPL). The following ETPL action items were presented for discussion and questions prior to voting.

- **ETPL Program Renewals:** The committee reviewed the attached list of three programs due for renewal for the Northwest (NW) Local ETPL and State ETPL, including corresponding labor market information and performance data. The committee recommends approving renewal of the attached programs as presented to the NW Local ETPL and State ETPL, including Dyersburg State's AAS-Health Sciences, Advanced Emergency Medical Technician Certificate, and Emergency Medical Technician Certification programs.
 - o **MOTION:** A motion to approve the list of programs to the NW Local and State ETPLs as presented was made by Brad Hurley and seconded by Sabra Bledsoe. All were in favor and the motion carried.
- **New ETPL Program Application, TCAT Jackson-Electrical Vehicle Production Technology:** The committee reviewed the attached information for TCAT Jackson's Electric Production Technician program, recommended for addition to the local NW ETPL, including corresponding review of labor market information and performance data. This program is already approved for the State ETPL, and we have had some interest from NW area participants. The committee recommends approval of this program as presented for the NW Local ETPL. Brad Hurley inquired if the program was already approved by the Southwest Board, and Jennifer Bane stated that it is approved by Southwest.
 - o **MOTION:** A motion to approve TCAT Jackson's Electrical Vehicle Production program for the NW ETPL as presented was made by Lori Burdine and seconded by Derek Holyfield. All were in favor and the motion carried.

ETPL Appeal Committee Report, Performance Beauty Academy: Ted Piazza provided an overview of the attached report on the appeal committee's actions to review the information utilized by the Outreach and Opportunities

Committee and the Northwest TN Workforce Board in making their decision to deny inclusion of the Cosmetology program on the Local ETPL. The Appeal Committee conducted a hearing on November 12, 2025 and heard from Ms. Faye Waldrum, Director of Education for Performance Beauty Academy. Ted noted that Ms. Waldrum made some compelling arguments, but that the primary reason the program was denied was due to the occupation not fitting within the Board's in-demand occupations criteria. Therefore, the consensus of the committee was to uphold the denial to add Performance Beauty Academy's Cosmetology Program to the local ETPL. The committee encouraged Performance Beauty Academy to apply to the Board again if there were a change in the policy that would include cosmetology. Additional opportunities, such as registered apprenticeships, were also discussed with Ms. Waldrum. Brad Hurley asked to confirm that any occupations considered part of the personal care occupations group would also be denied for that reason, and Ted confirmed that is correct. Ms. Waldrum with Performance Beauty Academy then gave a statement highlighting the importance of cosmetology careers to individuals and local communities, such as necessity of the services for individuals and healthcare facilities, flexible education and work environments, alignment with small business opportunities, and earnings potential. Ms. Waldrum stated that earnings are often underreported and may not include tips, thus hourly wage statistics are lower than actual hourly earnings. Brad Hurley stated that while Ms. Waldrum made great points and highlighted the importance of these careers, since the Board has denied another barber school based on the in-demand criteria, we need to be consistent by not approving this program. The Board could potentially revisit the in-demand list in the future, but the program does not fit within the board's current policy and should be denied. Ted added that the Board has very limited resources and that the denial is not saying there is no demand for these careers, but that the program does not meet the local priority / in-demand requirements set by the Board to maximize limited resources. Ted agreed with the need to be consistent. Sabra Bledsoe asked to confirm that the school was provided information about other funding opportunities such as apprenticeship, and Ted confirmed that they were. Ms. Waldrum said she has been approved as an apprenticeship program and as a training provider for the Vocational Rehabilitation program, but that registered apprenticeship requirements are often not feasible for training providers and small shop owners to meet. Ted thanked Ms. Waldrum and reported again that the consensus of the committee was to uphold the denial to add Performance Beauty Academy's Cosmetology Program to the local ETPL.

- o **MOTION: A motion to uphold the denial to add Performance Beauty Academy's Cosmetology Program to the local NW ETPL as presented was made by Brad Hurley and seconded by Lori Burdine. All were in favor and the motion carried.**

Executive Director Report: Jennifer Bane provided the following reports:

- The State Workforce Development Board (SWDB) met before Thanksgiving, and the recording for that meeting is available on YouTube. There was a very interesting presentation on AI and jobs that may be most affected by the growth of AI. There was also a presentation on a partnership with the Federal Reserve regarding the benefits cliff and a pilot program in Northern Middle to integrate benefits cliff counseling into Tennessee's American Job Centers (AJCs). The pilot is tentatively scheduled to be expanded into all AJCs next summer. Governor Lee and Commissioner Thomas both talked about the new TN Works initiative that will be rolled out over the next few months to provide a central location for employer customers to find services through the AJCs and partners.
- An example conflict of interest form is included in the handouts. Forms are due back by the end of the month.
- Staff received notice of Incumbent Worker Training (IWT) funds becoming available and sent the information out to employers right before Thanksgiving. The deadline to apply is next week and all funds must be spent by June.
- The next Virtually Speaking Webinar is December 4th on the Big Beautiful Bill and what employers should know.

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

Ted Piazza adjourned the meeting for lunch and a strategic planning session with the Southwest Local Workforce Development Board.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board
December 2, 2025, 11:00 AM**

West TN AgResearch Center
605 Airways Blvd.
Jackson, TN

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

Agenda

Welcome & Call to Order

Jimmy Williamson, Chair

Welcome to new board member, Derek Holyfield, Owner / Pharmacist with West TN Pharms.

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

Approval of Minutes of September 9, 2025 Meeting (Vote Required) Pg. 2

Committee Reports & Action Items

American Job Center Committee Report Pg. 6-11

Lori Burdine, Vice Chair

Executive Committee Report Pg. 12-45

Ted Piazza, Chair

Outreach and Opportunities Committee Report Pg. 46-54

Jon Dougherty, Chair

- State & Northwest Local Eligible Training Provider List (ETPL) Program Renewals **(Vote Required)** Pg. 49
- New Program Application: TCAT Jackson: Electric Vehicle Production Technology **(Vote Required)** Pg. 50

ETPL Appeal Committee Report: Performance Beauty Academy (Vote Required) Pg. 55

Ted Piazza

Executive Director Report

Jennifer Bane

- State Workforce Development Board Report

Adjourn for lunch and strategic planning session with Southwest Local Workforce Development Board

Future Meeting Dates & Upcoming Events

<i>Meeting / Event</i>	<i>Date and Time</i>	<i>Location</i>
Virtually Speaking Webinar	December 4, 9:00 am	Zoom
State Workforce Development Board Meeting	February 27, 2026, 10:00 am	Nashville / YouTube
2026 Board Meeting Dates	10:00 am on Tuesday, March 10 th June 9 th Sept. 15 th (annual) Dec. 1 st (with Southwest)	NW HRA/DD, Martin / Zoom

Northwest Tennessee Workforce Board
September 9, 2025—10:00 am
NW Development District/HRA, 124 Weldon Dr., Martin, TN / Zoom

Minutes

Board Members Attending in Person: Sabra Bledsoe, Jon Dougherty, Landy Fuqua, Lori Burdine, Monica Heath, John Penn Ridgeway, Brad Hurley, Jimmy Williamson, Ira Sellars; **Via Zoom:** Blake Arnold, A.J. Belyew, Lindsay Theobald, Kristy Mercer, Rita Alexander, Kelly Buffington Gardner, John Glad Castellaw, Rachel Cates, Ashley Roberts

Local Elected Officials Attending via Zoom: Mayor Randy Geiger

Committee Members Attending in Person: Tessa Kyle, Janna Hellums; **via Zoom:** Justin Crice

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

Other Guests Attending in Person: Shaun Moon (Amteck); **Via Zoom:** Roderick Woody (TNDLWD), Matthew Spinella (TDOE), Amy Maberry (SWDB Executive Director), Simone Stewart (Wellpoint)

Welcome and Call to Order: Jimmy Williamson welcomed all members and guests to the meeting, and introduced new board members: Loretta Mealer, Auston Mealer's Restaurant Equipment Services, LLC (replacing Lori Burdine as Dyer Co. private sector rep.); Lori Burdine, NWTN HRA/Development District (replacing Melinda Goode); Blake Arnold, Arnold's Fabricating & Machine, Inc. (replacing Ben Marks), and Ira Sellars, Big Bore, LLC (replacing Janet James). Jimmy then 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 6/10/25 Board meeting were presented for review.

- **MOTION: A motion to approve the 6/10/25 Board minutes as presented was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor and the motion carried.**

Officer Elections: The following individuals were presented as nominees:

Chair Nominee: Jimmy Williamson; Vice-Chair Nominee: Ted Piazza; Secretary Nominee: Brad Hurley

- **MOTION: A motion to approve the above nominations was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor and the motion carried.**

Presentation of the 2024-2025 Annual Report: Jennifer Bane, Executive Director, noted the 2024–2025 Northwest Annual Report highlights key accomplishments, success stories, and service levels over the past year. She extended her appreciation to the mayors, board members, and staff for their dedication and hard work. Special recognition was given to Lana Burchfiel for her work on creating the annual report. Jimmy Williamson also expressed his appreciation for everyone's efforts throughout the year.

- **American Job Center Updates:** Ariel McGahey shared the American Job Center (AJC) performance pages for One-Stop Operator, Erica Nance, noting that visit goals were nearly met. Ariel also reviewed success stories related to partnerships with Compudopt, the GROWWTH Job Fair, and Carroll Academy.
- **Training Services Report:** Connie Stewart presented the Training Services section, noting that National Dislocated Worker (DWG) funding was instrumental in serving additional Dislocated Workers and long-term unemployed Adults. Total Title I / DWG enrollments reached 319, with notable gains in Weakley County, thanks to partnerships with the high schools and TCAT Henry-Carroll. Efforts are underway to target Gibson County, which had historically high service levels when a center was located there. Youth incentives were credited to youth participants passing the HiSET. Healthcare remained the top sector for Individual Training Accounts (ITAs), while truck driver training participation declined. Connie highlighted a success story featuring Blake Reed. TCATs continued to have the highest enrollments, while most community college participants were enrolled in nursing programs. Private training enrollments focused largely on lineman and dental schools, with high demand for limited lineman school slots.

- Business Services & Talent Pipelines: Ginger Powell provided updates on the Obion County Jail Welding Program and expressed gratitude to TCAT Northwest for their customized training. She reviewed On-the-Job Training (OJT) data, clarifying that other funding sources, such as reentry grants, supplement OJT figures and may not align directly with Title I / DWG training numbers shared by Connie. The average cost per OJT completion was higher due to some grants allowing for increased reimbursement above the normal 50% rate. OJT placements are in full-time, permanent positions, predominantly in the manufacturing and skilled trades sectors (e.g., welding, HVAC). Ginger also reported that 31 participants were served through the apprenticeship grant, exceeding the target of 30 due to unutilized funds being reallocated. Lightcast reports continue to support employers with wage data, schools with labor market information, and prospective industry insights. Ginger highlighted successful apprenticeship partnerships with Auston Mealer's Restaurant Equipment Services and Amteck, noting six standout participants. The Youth Employment Program served 352 individuals. Ginger explained the program aims to align youth with careers of interest and covers or reimburses wages at 100%.
- Talent Pipeline continued: Jennifer reviewed the Talent Pipeline initiatives, including the "Mock It 'Til You Rock It" event, the use of TRANSFR VR headsets, and the ongoing Rural Public Health Workforce Training Network Grant, which will continue for another year. She also shared photos from Manufacturing Day and provided updates on the GROWWTH program and the Community Reentry Reinvestment Grant.
- Fiscal and Performance Highlights: Gina Johnson expressed appreciation to Terry Williams and Asia Tatum for their work on fiscal matters. She reported that performance measures were on target or approaching target across the board, and all fiscal goals were exceeded.

Committee Reports and Action Items: All 8/5/25 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. The following items were presented for discussion and questions prior to voting.

- Grievance & Complaint Resolution Policy Changes: The committee reviewed the proposed changes noted in red on the attached policy. Changes align with updates to the state policy and include requiring the ETA Complaint / Apparent Violation Form, updating the links to Labor Standards Unit and TOSHA, and adding that discrimination complaints against Employment Services or the State Workforce Agency must immediately be referred to the State Level EO office. The committee recommends approval of the policy change as listed in red on the attached handout.
 - **MOTION: A motion to approve the changes to the Grievance & Complaint Resolution Policy was made by Brad Hurley and seconded by Landy Fuqua. All were in favor and the motion carried.**
- Veterans & Eligible Spouse Priority of Service Policy Changes: The committee reviewed the proposed changes noted in red to the attached policy. Changes align with updates to the state policy and include replacing the prior Form LB1118 with the DVOP Eligibility Screening Tool. The committee recommends approval of the policy change as listed in red on the attached handout.
 - **MOTION: A motion to approve the changes to the Veterans & Eligible Spouse Priority of Service Policy was made by John Penn Ridgeway and seconded by Sabra Bledsoe. All were in favor and the motion carried.**
- In-Demand Occupations List: The committee reviewed the proposed changes to the In-Demand Criteria and Occupations List. Changes to the criteria include:
 - Requiring at least 50 annual openings if the positive growth criterion is not met.
 - Raising the median hourly wage to \$15.05 to remain above self-sufficiency threshold.
 - Aligning sector names to official industry titles, including changing transportation to "transportation & warehousing" and skilled trades to "construction."
 - Adding "hospitality and tourism" as a priority sector to be in alignment with state and regional priority sectors. Occupations added for this industry are listed on a separate page.
 - Specifying that additional ITAs can be approved by the CSP Director for occupations with a deficit of resident workers, up to the projected deficit.

The committee also reviewed the revised list of in-demand occupations, noting those listed in purple were not on the previous list. The two highlighted positions were included due to the change in the criteria to include occupations with less than growth of four in the period, but at least 50 annual openings. The Hospitality and Tourism In-Demand

Occupations are listed on a separate page. The occupations that were previously included in the last list but did not meet the new criteria are listed on a separate page as well. Most were only approved for one or two per year. The committee recommends approval of the In-Demand Occupations List as presented on the attached handouts. Brad Hurley asked for clarification on the construction sector and Jennifer explained that this had previously been listed as “skilled trades” but that is not an official sector title, so it has been changed to “construction” to better align with sector titles. She also clarified that the numbers listed in parentheses next to the sectors are the corresponding sector codes.

- **MOTION: A motion to approve the changes to the In-Demand Occupations List was made by Landy Fuqua and seconded by Sabra Bledsoe. All were in favor and the motion carried.**

Executive Committee Report: Jimmy Williamson provided an overview of the attached report. The following items were presented for discussion and questions prior to voting.

- Monitoring Policy Changes: The committee reviewed the proposed policy changes noted in red on the attached handout to align with the state’s recent changes to their policies. A section has been added for corrective actions and sanctions for non-compliance. Corrective action allows us to minimize risk. The Committee recommends approving the proposed changes as noted in red on the attached handout.
 - **MOTION: A motion to approve the changes to the Monitoring Policy as presented was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor and the motion carried.**
- MPCR Policy Changes: The committee reviewed the proposed changes to the MPCR Policy as outlined in red in the attachment, to reflect that the state now takes additional grants besides just Title I funding into account to determine the Minimum Participant Cost Rate (MPCR). The committee recommends approving the proposed changes to the MPCR Policy as presented.
 - **MOTION: A motion to approve the revisions to the MPCR Policy as presented was made by John Penn Ridgeway and seconded by Landy Fuqua. All were in favor and the motion carried.**

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

- Program Renewals-NW Local ETPL: The committee reviewed the attached list of six programs due for renewal for the NW Local ETPL and State ETPL, including corresponding labor market information and performance data. The committee recommends approving renewal of the attached ETPL programs as presented to the NW Local ETPL and State ETPL, including Dyersburg State’s Certified Veterinary Assistant and Pharmacy Technician programs, TCAT Henry / Carroll’s Administrative Office Technology, Automotive Technology, and HVAC/Refrigeration programs, and UT Martin’s Health and Human Performance program.
 - **MOTION: A motion to approve the list of programs to the NW ETPL as presented was made by Lori Burdine and seconded by Sabra Bledsoe. All were in favor and the motion carried. Landy Fuqua and John Penn Ridgeway abstained from discussion and voting.**
- State ETPL Program Renewals: The committee reviewed the attached list of three programs due for renewal and recommended for the State ETPL only, including corresponding labor market information and performance data. There is either not enough growth, or wages are below our threshold to be considered for inclusion on the NW Local ETPL. The committee recommends approving renewal of the attached ETPL programs as presented to the State ETPL only, including Dyersburg State’s Certified Mental Health Technician and Paralegal programs and TCAT Henry / Carroll’s Criminal Justice – Corrections Officer program.
 - **MOTION: A motion to approve the list of programs to the State ETPL only as presented was made by Sabra Bledsoe and seconded by Lori Burdine. All were in favor and the motion carried. Landy Fuqua and John Penn Ridgeway abstained from discussion and voting.**
- New Program Application- Performance Beauty Academy- Cosmetology: The committee reviewed the attached information for the Cosmetology program at Performance Beauty Academy, including corresponding review of labor market information and performance data. This program is not recommended to the Local ETPL. The program is not associated with a priority sector for the NW area. Additionally, LMI data does not show at least 1 more job than resident workers per year, and median hourly wages are below the self-sufficiency threshold of \$15.05/hour. The committee recommends approval of this program as presented for the State ETPL only. Brad Hurley asked why the local board is approving this program for the state ETPL, but not the local ETPL. Jennifer explained that the local

board for the area the training provider is located in must review and approve it for inclusion on the state ETPL. A program may not have demand in the local area, but if there is demand somewhere in the state it is eligible for inclusion on the state ETPL, and other areas may have demand and approve the program for their local ETPL. Brad also asked if there are any cosmetology programs on the NW ETPL and staff stated that there are none since it is not a target sector and associated occupations do not show growth in the NW area.

- **MOTION: A motion to approve the cosmetology program at Performance Beauty Academy to the State ETPL only as presented was made by Lori Burdine and seconded by Landy Fuqua. All were in favor and the motion carried.**
- **New Program Application- TCAT Northwest – Hospitality, Tourism, & Retail Technology:** The committee reviewed the attached information for the Hospitality, Tourism, & Retail Technology program at TCAT NW, including corresponding review of labor market information and performance data. The committee recommends approval of this program as presented for the State and NW Local ETPL.
 - **MOTION: A motion to add the Hospitality, Tourism, & Retail Technology Program at TCAT Northwest to the State & NW Local ETPLs as presented was made by Landy Fuqua and seconded by Sabra Bledsoe. All were in favor and the motion carried.**
- **New Program Application- TCAT Henry/Carroll Telecommunications Technology:** The committee reviewed the attached information for the Telecommunications Technology program at TCAT Henry/Carroll including corresponding review of labor market information and performance data. The committee recommends approval of this program as presented for the State and NW Local ETPL.
 - **MOTION: A motion to add the Telecommunications Technology Program at TCAT Henry/Carroll to the State & NW Local ETPLs as presented was made by Brad Hurley and seconded by Lori Burdine. All were in favor and the motion carried. John Penn Ridgeway abstained from discussion and voting.**

New Business:

- **ETPL Program Renewal- TCAT Northwest, Building Construction Technology:** This program is already on the Local and State ETPLs, and is due for renewal. This program was mistakenly left off the ETPL renewal list reviewed by the O&O committee, so it is being brought before the full board today. Staff recommend approval of the program for renewal to both the State and NW Local ETPLs.
 - **MOTION: A motion to renew the Building Construction Technology program at TCAT Northwest for the State & NW Local ETPLs as presented was made by Lori Burdine and seconded by Jon Dougherty. All were in favor and the motion carried.**

Executive Director Report:

- **State Workforce Development Board (SWDB) Report:** Jennifer Bane thanked Amy Maberry for compiling the State Workforce Board Meeting Executive Summary included in the handouts.
- **Strategic Plan Updates and Board Certification:** Jennifer noted that guidance on Regional and Local Plan updates will be coming this spring since we are halfway through the four-year planning period. Jennifer also reminded everyone that West Tennessee will be the 2nd cohort to complete the local board certification process after Middle is finished. More information will be shared as it becomes available.

Future Meeting Dates & Upcoming Events: Upcoming meeting dates and events are listed on the attached agenda. Jennifer mentioned the combined meeting in December will be in Jackson at the AgResearch Center, noting that the Northwest and Southwest board meetings will be separate this time, with a time for the two areas to come together to hear a guest speaker in between the business meetings.

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

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

The committee met on November 4th, with four committee members and staff and contractors attending. Ted Piazza led the meeting on behalf of the chair and vice chair since they were unable to attend. In addition to the reports below, the committee also discussed updates to the Annual Conflict of Interest form which is due by the end of December for all board members, and the committee meeting structure for next calendar year. Starting at the February meeting date, committees will meet virtually with the option for the public and committee members to attend in person at the WFI Administrative Office in Dyersburg.

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance presented the attached AJC Services Report for July-September, which details AJC traffic counts, visit reasons, customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals. Erica noted that moving the “visit satisfaction” question to the beginning of the survey has led to a higher response rate for that question. Erica also provided an update on the goal for the AJCs to hold more job fairs to help increase traffic counts. During the first quarter, the Dresden AJC held one job fair, the Huntingdon AJC held two job fairs, and the Dyersburg AJC held a job fair each month. Staff also offered resume workshops during the job fairs. The committee also reviewed the attached program highlights for this past quarter.

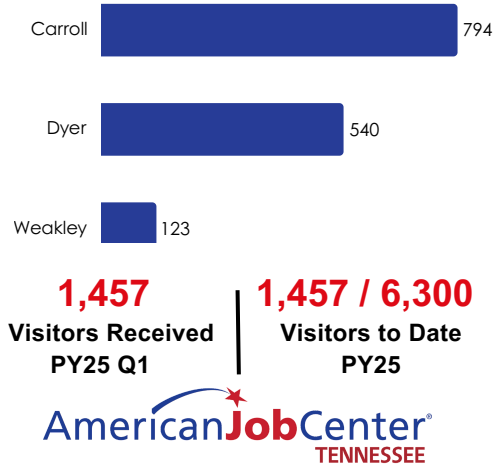
Career & Training Services Report: CSP Executive Director, Connie Stewart, presented the attached Training Services Report detailing cumulative enrollments as of September by service type and county, a breakdown of new Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider. Connie reported that fall was a strong enrollment period which is important for meeting annual goals. Two new staff members, one from Crockett County and one from Weakley County, started at the end of September. TCATs remain the leading training provider, and 97% of our ITA investments have gone to Private Training Providers.

Business Services Report: Deputy Director Ginger Powell presented the Business Services Report outlining cumulative On-the-Job Training (OJT) contracts and enrollments as of September, completion rates, and the number trained by sector. We did not receive the apprenticeship grant contract until October, so there are no enrollments or expenditures on the report, but enrollments are expected to increase this quarter now that we have received funding.

Labor Force Participation Rate (LFPR) Strategic Priorities— High Quality Jobs Recap: A handout recapping the components of “high-quality jobs” that have been discussed over the past couple of years was provided, and members were encouraged to email feedback directly to Jennifer. She also summarized past topics and action items, noting plans for a webinar to review them; however, this is on hold due to the federal government shutdown and the temporary closure of EDA. The committee asked about the impact of the shutdown. Jennifer explained that the main concern involves reimbursement requests and the release of October funds. The U.S. Department of Labor has issued guidance confirming that October funds will be released, and if reimbursements continue, we should be able to operate without interruption.

American Job Center Services

Customer Visits



SURVEY RESULTS

Overall, 99% of customers (85 out of 86) answered "Completely Satisfied" with our services!

TOP 5 REASONS FOR VISIT

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

2,910 Services Provided

Key Performance Indicator Results

Title I Adult / Dislocated Worker (DW) Youth Enrollments

PY25 Q1

86 / 85 (101.2%)
On Target

Year to Date PY25

86 / 280 (31%)

Title I / Title III Co-Enrollments

PY25 Q1

31.6% / 90% (35.1%)
Off Target

Year to Date PY25

31.6% / 90% (35.1%)

Title III Wagner Peyser New Enrollments

PY25 Q1

416 / 320 (130%)
On Target

Year to Date PY25

416 / 1,277 (33%)

Labor Force Update for Northwest TN

107,599 ▲
Number in the Labor Force

103,362 ▲
Number Employed

4,237 ▼
Number Unemployed

3.9% ▼
Unemployment Rate August 2025*

*Sept rates are delayed

Program Highlights

American Job Centers



After 23 years at Medline in Alamo, TN, **Patricia Chron** faced unexpected change when the company announced it would close on March 31, 2025. With support from the American Job Center's Rapid Response team, Patricia learned about the Adult Education (AE) Program at TCAT Bells. Having left school after the 11th grade and not set foot in a classroom in nearly 40 years, returning to school was intimidating. With encouragement from a coworker already in the program, she took a chance. Patricia enrolled just a week before her job ended, and in just four months, earned her high school equivalency diploma. Soon after, she applied for a job at a local bank, something completely different from her manufacturing role, and was hired. Just two months after earning her diploma, Patricia is employed in a new field and grateful for the journey, supported by the American Job Center, her friend Emma, and AE instructor Tiffany Nance.

Training Services



Brianna Lee, a student at Jackson State Community College studying Applied Health Science, found the support she needed through The GROWTH Program. From providing essential school supplies to milestone payments that kept her motivated, the program has played a key role in her success.

"They've supported me in so many ways," Brianna shared, "and their encouragement helped me keep pushing forward, even when things got tough."

Thanks to the program, Brianna has stayed committed to her goals and continues to move confidently toward her dreams.

Business Services



Just months after graduating from Union City High School, Gavin Morgan returned to his roots—not as a student, but as a mentor. Now a paid apprentice with Amteck in Dyersburg, Morgan visited Rhonda Clendenin's 8th-grade Career Explorations classes to share how the company's four-year training program is setting him on the path to becoming a licensed journeyman electrician. Amteck, a nationwide electrical contracting firm, offers hands-on experience and in-depth technical training, including fiber optics, and provides a clear advancement path for young professionals like Gavin.

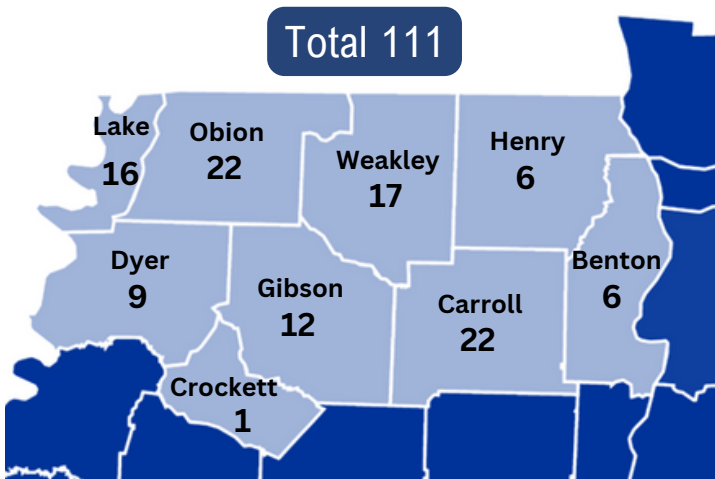
Gavin emphasized to students the importance of work ethic and safety, and the value of being seen as an investment by your employer. He stressed, "There is no limit on access to what you can do. There is a job for everyone. You are the only one who can get in your way." His former teacher, Ms. Clendenin, praised Gavin for inspiring a new generation of students, saying, "My hope is that he inspired my current students to be the best that they can be, realize the opportunities available to them after high school, and one day give back to their community."

Amteck's Registered Electrical Apprenticeship Preparation (REAP) is jointly funded by the Northwest TN Workforce Board in partnership with the State of Tennessee and Amteck, Dyersburg. Each year young adults 18 or older with an interest in the electrical field have an opportunity to apply for this annual four-week pre-apprenticeship program while being paid \$15 per hour to learn the fundamentals of basic electricity and construction applications. This year the Northwest TN Workforce Board funded twelve successful students in the program.

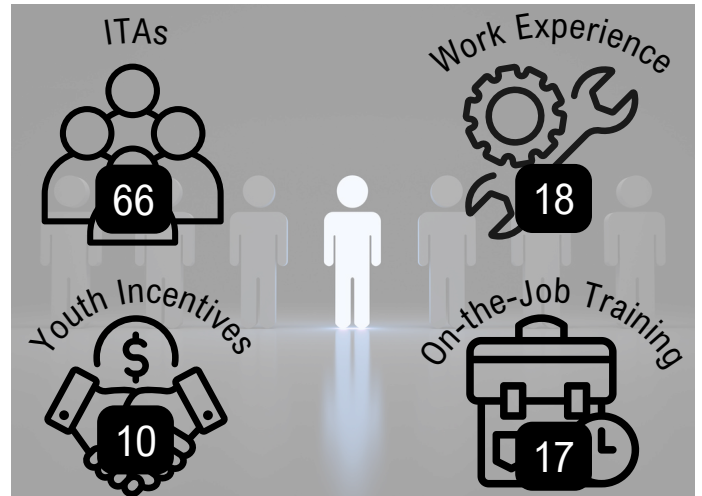


Training Services

Total Enrollments by County



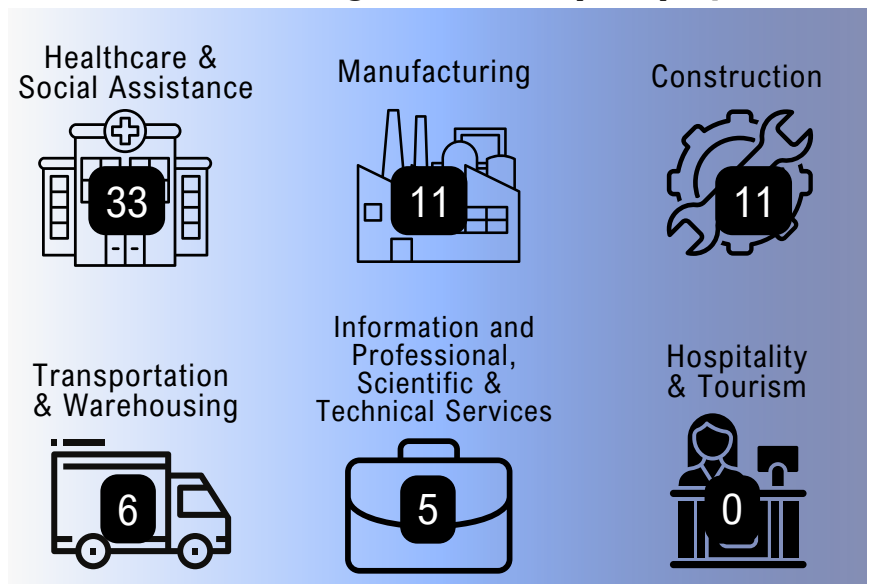
Total Enrollments by Service



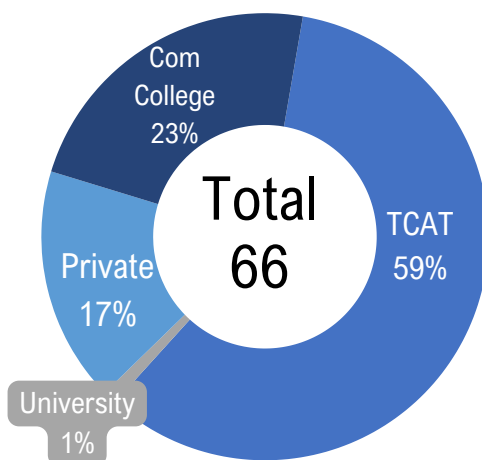
National Dislocated Worker Grant



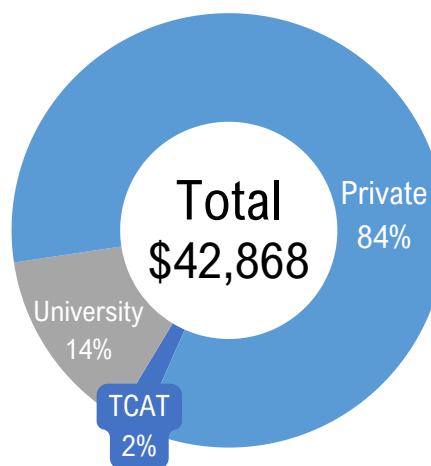
Individual Training Accounts (ITAs) By Sector



New ITAs by Provider Type



Total ITA Investment by Provider

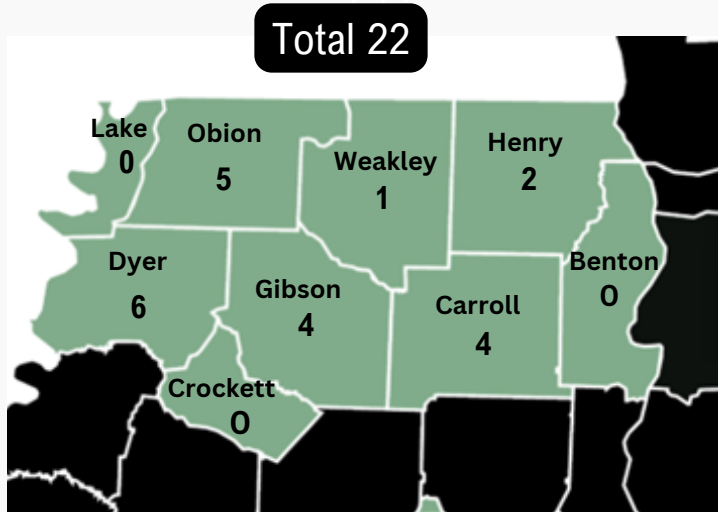


Top 5 schools for investments

1. Roadrunner \$24,000
2. UT Martin \$6,000
3. Complete Dental \$4,000
4. Dental Staff \$4,000
5. N Am Lineman \$4,000

Business Services

OJT Employers by County



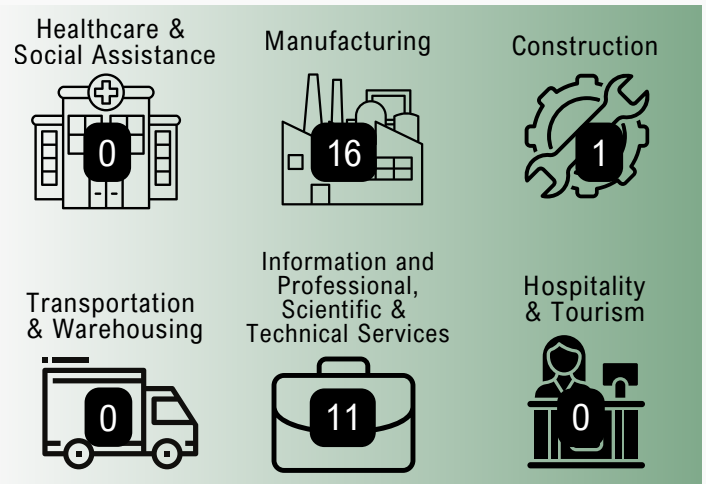
On-the-Job Training Participants



Apprenticeship Grant



Number Trained By Sector



Virtually Speaking Webinars



*"Who is ALICE & Do They Work for You?
Assessing the challenges of the asset
limited, income constrained, but employed
workforce in West Tennessee"*

Number Attended:
82

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



31
Reports
Produced



Economy Reviews



Education Reports



Industry Reports



Occupation Reports

Drivers of Job Quality

The Job Quality Toolkit provides practical guidance to employers of all kinds. The underlying values and aspirational vision are to strive to make every job a **high-quality job**.

Many interrelated factors impact job quality. The Job Quality Toolkit is organized around eight drivers:

Recruitment & Hiring: Actively recruit a diverse pool of applicants. Implement skills-based hiring that only requires the education, credentials, and experience needed to do the job. Be intentional about onboarding and retaining workers.

High-Quality Jobs

All members of the workforce are respected and valued as important to an organization's success. The organization's policies, practices, and environment ensure high levels of well-being, compensation, empowerment, and growth. Leaders create systems to foster a diverse, equitable, and inclusive workplace.

Benefits: Seek workers' input on needed and desired benefits, such as paid leave, health insurance, and a retirement plan. Provide them and encourage their use.

Diversity, Equity, Inclusion, & Accessibility (DEIA): Make equal opportunity a core value and practiced norm. Foster systems where all workers feel respected and empowered in the workplace. Identify and remove systemic barriers to DEIA.

Empowerment & Representation: Ensure that workers have a meaningful voice, without fear of retaliation. Enable workers to contribute to decisions about their work, how it is performed, and organizational direction.

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

Organizational Culture: Demonstrate through explicit behaviors and norms of leadership that all workers belong, are valued, and contribute meaningfully to the organization. Assess workers' engagement and feelings of respect.

Pay: Provide an equitable living wage to all workers and ensure fair compensation practices.

Skills & Career Advancement: Provide opportunities and tools for workers' self-realization and advancement in their current jobs, within the organization, and outside it.

Each driver is linked to a series of strategies and actions for organizations to consider when assessing job quality. Some of the actions include links to relevant tools created by outside organizations. Multiple drivers and strategies are offered, recognizing that organizations will differ in their needs and abilities to focus on specific strategies, and that workers' needs also will vary across and within organizations. In other words, a certain strategy's importance is relative. Other strategies, however,



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

The committee met on November 4th with two committee members and staff participating. In addition to the reports below, the committee also discussed updating the committee meeting structure in 2026 and annual conflict of interest forms.

Facilities and Technology Update: LeAnn Lundberg, Director of Facilities and Technology, reported she recently completed surplus inventory, and since the committee met, all surplus items were picked up by the state on November 13th. LeAnn also provided an update on the Dyersburg AJC. Vocational Rehabilitation (VR) will be joining us at the current location at the end of December. The landlord has replaced the roof and two HVAC units, but there have still been a couple of leaks and issues with the heat that they are working to address. In lieu of a rent increase as previously discussed, the landlord asked us to pay \$9,000 per year towards utilities, and that started in October. Once VR moves in, the portion they will pay will offset this additional cost. One additional partner may also be moving in, which would create additional savings.

Performance & Compliance: No formal complaints have been received, and the attached Monitoring Status Report was reviewed and there have not been any concerning findings. The state held Data Validation training in September, and staff have received an initial list of findings and have made corrections. We have not received the final report yet, but staff will share it once it is received. The attached performance reports were also reviewed. Federal Performance attainment results for PY24 for the entire state, as well as each area are included. Northwest passed all measures. The items in yellow are still considered passing because they have at least 90% attainment. Adjustments to performance attainment are made based on the characteristics of individuals served in the year following this initial report. Projected performance for the first quarter was also reviewed, and since the committee met, official results have been received and are included in the packet. Staff reported employment records are no longer available in Jobs4TN. Laura and staff are looking into other options to be able to pull that information for performance. We have had free access to Work Number, but that is going away at the end of the year. Staff are working with Work Number to see if paying for access is feasible. We have access to the “New Hire” system, but it is not very helpful because we can only see the most recent employer, not wage data.

Budget & Administration: The committee reviewed the attached Fiscal Report detailing expenditure and obligation rates as of September, as well as fiscal performance results. The attached budget update details expenditures by category. We were running a little high in administrative costs, but our initial budget for the year didn’t account for the grants that come in later, so we should be okay. The 11% participant budget will come up in October/November as invoices for fall term costs are received. We have received the Apprenticeship and Justice-Involved grants now. We also received some additional YEP money to serve individuals with disabilities and additional funding for the National Dislocated Worker (NDW) grant. This is the final year for the NDW grant.

Audit and PAR Updates: Fiscal staff have worked with independent auditors to do the on-site audit, and the auditors are finalizing their report. The PAR (Performance Accountability Review) has been going on since August. Since the committee met, PAR has completed their review and held an exit conference on November 10th in which they reported that there will be no findings or observations. A copy of the official report is attached.

Program Oversight: The committee reviewed the attached six-month monitoring reports for January-June 2025 for Dyersburg State Community College, Career Service Provider (CSP), and Mid-Cumberland Human Resource Agency, One-Stop Operator (OSO). There are no major concerns for either. The committee also reviewed the attached Program Monitoring report from the state for on-site monitoring that was completed at the end of August. There is one finding regarding having documents available in braille. Staff are working with VR on this.

Career Services Provider (CSP) Procurement: Jennifer Bane reported that we are working with Thomas P Miller for the procurement process with the RFP expected to be released for responses in January. Jennifer is not sure if it will be feasible to procure a contractor to handle participant payroll. The only issue with the current structure is that the CSP, Dyersburg State Community College (DSCC), only pays participants once a month. Participants do not like this pay structure, and we have employers who will not participate in the work experience program because

the participants only get paid monthly. We recently received guidance from the state that YEP participants are not considered traditional employees, so they are not subject to SUTA or FUTA taxes. An employer of record contractor may not be comfortable not paying those taxes based on unofficial guidance, but Jennifer is concerned that the allowability of the costs would be questioned. DSCC operates as self-pay, so they do not have these costs. The administrative costs of the contracted employer of record may also be an issue since they have to be considered administrative costs for certain grants, and sometimes the administrative portion of the grant is less than the cost of the contracted employer. Jennifer said we may still put this in the RFP just to see what comes out of it. If we brought payroll/employer of record for work experience in-house and hired someone to only do payroll for NW and SW, it would help with the admin cost issues, but then we would have to cover the liability/workers compensation insurance for the participants, and this is very expensive. We did this for a short time in Southwest, and it made workers' compensation much more difficult to obtain, and the cost increased significantly.

Northwest TN Workforce Board MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2507-2607-OJT-62-6000282 City of Dyersburg Mayor John Holden/ Sue Teague 425 West Court Street Dyersburg, TN 38024 (731) 288-7607 stegue@dyersburgtn.gov	On-the-Job Training: 07-02-25 to 07-01-26	Scheduled: 08-21-2025	Phone Interview: 08-21-25 Fiscal:	N/A	Letter Mailed:
2505-2511-OJT-61-1350626 Amteck John Dougherty, License Manager 1387 New Circle Road Suite 130 Lexington, KY 40505 JDougherty@Amteck.com (859)551-3336	On-the-Job Training: 05-29-25 to 11-01-25	Scheduled: 08-18-25	Phone Interview: 08-18-25 Fiscal:	N/A	Letter Mailed:
2505-2602-OJT-83-4409514 Dynamix Casting Fluxes, LLC Attn: Heather Willman 16 Kiss Drive Huntingdon, TN 38344 (717) 891-5130 hwillman@dynamixfluxes.com	On-the-Job Training: 05-23-25 to 02-28-26	Scheduled: 06-11-25	Phone Interview: 06-11-25 Fiscal: 09-09-25	N/A	Letter Mailed: 09-10-25
2502-2602-OJT-81-2608176 Pediatric Associates of West Tennessee 1501 Brayton Avenue Dyersburg, TN 38024 Jamie Ellerbrook, Owner Kasi Austin (731) 285-4111	On-the-Job Training: 02-11-25 to 02-01-26	Scheduled: 03-18-25	Phone Interview: 03-18-25 Fiscal: 08-06-25	N/A	Letter Mailed: 08-06-25
2412-2510-OJT-62-0881105 Titan Thermal Allison Grooms 2050 Kefauver Drive Milan, TN 38358 (731) 267-8899 agrooms@titan-thermal.us	On-the-Job Training: 12-02-24 to 10-01-25	Scheduled:	Phone Interview: Fiscal:	N/A	No Formula Funds spent on this grant. Re-Entry Participants enrolled only.

Northwest TN Workforce Board MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2409-2506-OJT-86-2478166 Thor Boats, LLC 1420 North 5th Street Union City, TN 38261 Rachel Smith, Accounting Manager (731) 507-0800 rachel@thorboats.com	On-the-Job Training: 09-16-24 to 06-21-25	Scheduled: 06-03-25	Phone Interview: 06-03-25 Fiscal: 09-09-25	N/A	Letter Mailed: 09-09-25
2406-2506-OJT-45-5067121 Twin Oaks Technology, LLC 1604 W. Reelfoot Avenue Suite A Union City, TN 38261 Attn: Nicole Kincade 731-281-1212 nicole.kincade@twinoakstech.com	On-the-Job Training: 06-02-24 to 06-01-25	Scheduled: 04-08-25	Phone Interview: 04-08-25 Fiscal: 08-06-25	N/A	Letter Mailed: 08-06-25
RFP CONTRACTACTS					
2206-2306-CSP-62-0800930-MULTI Dyersburg State Community College 1510 Lake Road Dyersburg, TN 38024 Dr. Cook, President	Career and Business Services	Dates: 06-27-22 to 06-30-24		Invoices Checked Monthly per Executive Director	
2306-2406--OSO-62-0923487-SHARE Mid-Cumberland Human Resource Agency 1101 Kermit Drive, Suite 300 Nashville, TN 37217 jhamrick@mchra.com (615) 850-3907	One-Stop Operator Services:	Expires: 06-30-24		Invoices Checked Monthly per Executive Director	

PY24 Q4 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		3,291		Exiters		933	
Participants Served		6,976		Participants Served		1,482	
EER 2nd Qtr after exit	82.0%	80.1%	97.7%	EER 2nd Qtr after exit	84.4%	83.7%	99.2%
EER 4th Qtr after exit	81.5%	80.7%	99.0%	EER 4th Qtr after exit	83.7%	83.5%	99.8%
Med. Earnings	\$ 7,982	\$ 8,242	103.3%	Med. Earnings	\$ 8,699	\$ 9,612	110.5%
Cred. Attainment	72.4%	70.5%	97.4%	Cred. Attainment	69.9%	73.2%	104.7%
MSG	72.3%	74.7%	103.3%	MSG	73.9%	79.3%	107.3%
Youth	Pass/Fail		Pass	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		1,711		Exiters		49,186	
Participants Served		3,824		Participants Served		55,468	
EER 2nd Qtr after exit	82.5%	77.5%	93.9%	EER 2nd Qtr after exit	67.0%	66.2%	98.8%
EER 4th Qtr after exit	80.5%	78.1%	97.0%	EER 4th Qtr after exit	65.0%	65.0%	100.0%
Med. Earnings	\$ 5,548	\$ 5,481	98.8%	Med. Earnings	\$ 6,800	\$ 7,535	110.8%
Cred. Attainment	64.5%	65.2%	101.1%				
MSG	60.0%	54.8%	91.3%				
Reporting Cohort Dates							
Number Served (Participant)	7/01/24 to 6/30/25		Median Earnings Second Quarter After Exit		7/01/23 to 6/30/24		
Number Exited (Participant)	4/01/24 to 3/31/25		Credential Attainment Rate		1/01/23 to 12/31/23		
Employment Rate Second Quarter After Exit	7/01/23 to 6/30/24		Measurable Skill Gains (not exit based)		7/01/24 to 6/30/25		
Employment Rate Fourth Quarter After Exit	1/01/23 to 12/31/23		https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-3				

PY24 Q4 WIOA Core Performance Measures	West Tennessee Region								
	47130 Greater Memphis			47145 Northwest Tennessee			47160 Southwest Tennessee		
Adult Measures	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual		Negotiated	Actual	% of Goal
Exiters		726			175			60	
Participants Served		1658			310			160	
EER 2nd Qtr after exit	87.70%	78.90%	90.0%	92.20%	92.40%	100.2%	80.10%	91.10%	113.7%
EER 4th Qtr after exit	89.00%	80.90%	90.9%	86.20%	91.30%	105.9%	77.20%	81.60%	105.7%
Med. Earnings	\$ 8,107	\$ 8,433	104.0%	\$ 8,500	\$ 8,646	101.7%	\$ 7,495	\$ 8,462	112.9%
Cred. Attainment	62.50%	64.70%	103.5%	78.60%	82.30%	104.7%	68.50%	76.50%	111.7%
MSG	74.00%	72.60%	98.1%	77.40%	79.40%	102.6%	81.90%	70.00%	85.5%
Dislocated Worker	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual		Negotiated	Actual	% of Goal
Exiters		206			17			6	
Participants Served		306			16			22	
EER 2nd Qtr after exit	87.80%	82.30%	93.7%	83.50%	100.00%	119.8%	86.90%	100.00%	115.1%
EER 4th Qtr after exit	87.80%	88.20%	100.5%	78.40%	81.30%	103.7%	82.00%	71.40%	87.1%
Med. Earnings	\$ 8,071	\$ 8,308	102.9%	\$ 8,540	\$ 7,800	91.3%	\$ 8,306	\$ 12,331	148.5%
Cred. Attainment	62.90%	69.50%	110.5%	69.80%	85.70%	122.8%	69.30%	80.00%	115.4%
MSG	76.00%	78.70%	103.6%	90.10%	93.80%	104.1%	76.20%	75.00%	98.4%
Youth	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		325			68			26	
Participants Served		1223			66			59	
EER 2nd Qtr after exit	85.00%	73.00%	85.9%	87.70%	81.30%	92.7%	82.50%	72.70%	88.1%
EER 4th Qtr after exit	83.50%	77.50%	92.8%	80.00%	89.40%	111.8%	78.90%	72.10%	91.4%
Med. Earnings	\$ 5,577	\$ 5,468	98.0%	\$ 3,922	\$ 4,294	109.5%	\$ 4,803	\$ 5,398	112.4%
Cred. Attainment	48.70%	47.60%	97.7%	69.80%	91.70%	131.4%	57.70%	60.60%	105.0%
MSG	48.50%	24.10%	49.7%	72.60%	91.90%	126.6%	65.20%	74.20%	113.8%

PY24 Q4 WIOA Core Performance Measures	Middle Tennessee Region								
	47140 Northern Middle			47155 Southern Middle			47165 Upper Cumberland		
Adult Measures	Pass/Fail		Pass	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		633			127			277	
Participants Served		2227			248			578	
EER 2nd Qtr after exit	84.10%	84.00%	99.9%	88.00%	76.10%	86.5%	83.30%	84.20%	101.1%
EER 4th Qtr after exit	83.80%	83.90%	100.1%	86.30%	83.90%	97.2%	79.50%	83.80%	105.4%
Med. Earnings	\$ 8,500	\$ 9,891	116.4%	\$ 8,500	\$ 8,975	105.6%	\$ 8,200	\$ 8,170	99.6%
Cred. Attainment	74.00%	76.70%	103.6%	79.50%	74.40%	93.6%	71.40%	73.40%	102.8%
MSG	72.30%	76.00%	105.1%	60.00%	73.30%	122.2%	65.00%	70.10%	107.8%
Dislocated Worker	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		424			69			49	
Participants Served		800			91			78	
EER 2nd Qtr after exit	86.40%	87.50%	101.3%	82.80%	78.90%	95.3%	81.20%	80.40%	99.0%
EER 4th Qtr after exit	86.00%	87.40%	101.6%	81.50%	76.40%	93.7%	81.50%	90.00%	110.4%
Med. Earnings	\$ 10,500	\$ 12,520	119.2%	\$ 8,576	\$ 9,284	108.3%	\$ 8,200	\$ 9,902	120.8%
Cred. Attainment	69.10%	72.20%	104.5%	72.80%	91.70%	126.0%	71.70%	78.70%	109.8%
MSG	73.90%	86.90%	117.6%	64.50%	58.80%	91.2%	62.00%	61.10%	98.5%
Youth	Pass/Fail		Pass	Pass/Fail		Pass	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		452			129			133	
Participants Served		1028			231			261	
EER 2nd Qtr after exit	87.60%	82.60%	94.3%	81.40%	76.20%	93.6%	77.10%	78.90%	102.3%
EER 4th Qtr after exit	85.30%	80.10%	93.9%	79.90%	76.30%	95.5%	81.60%	80.70%	98.9%
Med. Earnings	\$ 6,000	\$ 5,625	93.8%	\$ 5,784	\$ 6,406	110.8%	\$ 5,700	\$ 6,314	110.8%
Cred. Attainment	75.30%	79.30%	105.3%	74.30%	74.30%	100.0%	58.50%	65.60%	112.1%
MSG	61.50%	73.60%	119.7%	52.60%	59.90%	113.9%	60.00%	58.20%	97.0%

PY24 Q4 WIOA Core Performance Measures	East Tennessee Region								
	47125 East Tennessee			47135 Northeast Tennessee			47150 Southeast Tennessee		
Adult Measures	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	
Exiters		718			168			361	
Participants Served		1113			280			399	
EER 2nd Qtr after exit	83.00%	77.50%	93.4%	86.00%	84.40%	98.1%	83.20%	69.50%	83.5%
EER 4th Qtr after exit	80.70%	76.60%	94.9%	89.50%	83.40%	93.2%	85.60%	74.00%	86.4%
Med. Earnings	\$ 7,971	\$ 6,922	86.8%	\$ 8,300	\$ 9,661	116.4%	\$ 8,423	\$ 6,844	81.3%
Cred. Attainment	70.60%	69.30%	98.2%	79.00%	68.30%	86.5%	80.70%	72.20%	89.5%
MSG	73.30%	76.50%	104.4%	68.30%	82.50%	120.8%	61.20%	69.60%	113.7%
Dislocated Worker	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	
Exiters		94			30			38	
Participants Served		92			36			41	
EER 2nd Qtr after exit	81.40%	78.20%	96.1%	85.00%	88.50%	104.1%	84.60%	90.40%	106.9%
EER 4th Qtr after exit	84.40%	75.50%	89.5%	80.50%	86.80%	107.8%	83.20%	79.20%	95.2%
Med. Earnings	\$ 8,856	\$ 8,915	100.7%	\$ 7,800	\$ 10,514	134.8%	\$ 8,854	\$ 9,620	108.7%
Cred. Attainment	83.30%	70.70%	84.9%	86.00%	66.70%	77.6%	78.00%	89.50%	114.7%
MSG	81.10%	81.30%	100.2%	71.00%	77.30%	108.9%	69.40%	82.10%	118.3%
Youth	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		325			85			167	
Participants Served		461			228			267	
EER 2nd Qtr after exit	80.80%	79.50%	98.4%	87.00%	79.60%	91.5%	81.20%	73.00%	89.9%
EER 4th Qtr after exit	82.50%	77.20%	93.6%	86.00%	82.10%	95.5%	80.60%	74.80%	92.8%
Med. Earnings	\$ 6,569	\$ 4,973	75.7%	\$ 4,600	\$ 5,164	112.3%	\$ 6,792	\$ 6,888	101.4%
Cred. Attainment	67.70%	62.20%	91.9%	58.30%	69.20%	118.7%	71.30%	64.90%	91.0%
MSG	70.10%	72.50%	103.4%	60.00%	64.80%	108.0%	53.80%	56.30%	104.6%

PY25 Q1 WIOA Core Performance Measures	Tennessee						
Adult Measures	Pass/Fail		Pass	Dislocated Worker	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		54,277		Exiters		1,351	
Participants Served		50,708		Participants Served		908	
EER 2nd Qtr after exit	84.1%	78.6%	93.5%	EER 2nd Qtr after exit	85.0%	83.5%	98.2%
EER 4th Qtr after exit	83.0%	80.4%	96.9%	EER 4th Qtr after exit	84.0%	83.0%	98.8%
Med. Earnings	\$ 8,000	\$ 8,000	100.0%	Med. Earnings	\$ 8,749	\$ 9,728	111.2%
Cred. Attainment	72.9%	71.6%	98.2%	Cred. Attainment	70.4%	73.6%	104.5%
MSG	72.8%	66.4%	91.2%	MSG	74.4%	74.6%	100.3%
Youth	Pass/Fail		Fail	Wagner-Peyser	Pass/Fail		Pass
	Negotiated	Actual	% of Goal		Negotiated	Actual	% of Goal
Exiters		1,686		Exiters		50,708	
Participants Served		3,787		Participants Served		54,277	
EER 2nd Qtr after exit	83.0%	77.0%	92.8%	EER 2nd Qtr after exit	68.0%	66.3%	97.5%
EER 4th Qtr after exit	82.0%	78.9%	96.2%	EER 4th Qtr after exit	66.0%	67.1%	101.7%
Med. Earnings	\$ 5,548	\$ 5,500	99.1%	Med. Earnings	\$ 6,900	\$ 7,353	106.6%
Cred. Attainment	65.0%	64.4%	99.1%				
MSG	60.8%	48.8%	80.3%				
Reporting Cohort Dates							
Number Served (Participant)	10/01/24 to 9/30/25			Median Earnings Second Quarter After Exit (Exiters)	10/01/23 to 9/30/24		
Number Exited (Participant)	7/01/24 to 6/30/25			Credential Attainment Rate (Exiters)	4/01/23 to 3/31/24		
Employment Rate Second Quarter After Exit (Exiters)	10/01/23 to 9/30/24			Measurable Skill Gains (Active)	10/01/24 to 9/30/25		
Employment Rate Fourth Quarter After Exit (Exiters)	4/01/23 to 3/31/24			https://www.dol.gov/agencies/eta/advisories/tegl-10-16-change-3			

PY25 Q1 WIOA Core Performance Measures	West Tennessee Region								
	47130 Greater Memphis			47145 Northwest Tennessee			47160 Southwest Tennessee		
Adult Measures	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		701			165			38	
Participants Served		1731			333			218	
EER 2nd Qtr after exit	88.50%	74.7%	84%	94.20%	93.30%	99%	81.90%	88.8%	108.4%
EER 4th Qtr after exit	90.00%	80.1%	89%	87.10%	90.90%	104%	77.70%	83.9%	108%
Med. Earnings	\$ 8,177	\$ 8,060	99%	\$ 9,000	\$ 9,084	101%	\$ 7,597	\$ 8,537	112%
Cred. Attainment	64.20%	68.1%	106.1%	79.60%	79.60%	100%	69.80%	76.3%	109%
MSG	79.00%	62.9%	80%	80.10%	70.40%	88%	84.20%	62.6%	74%
Dislocated Worker	Pass/Fail		Fail	Pass/Fail		Pass	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		169			10			7	
Participants Served		262			17			22	
EER 2nd Qtr after exit	88.50%	78.8%	89%	86.40%	100.00%	116%	87.50%	80.00%	91%
EER 4th Qtr after exit	88.10%	87.7%	100%	79.20%	81.30%	103%	84.40%	71.40%	84.60%
Med. Earnings	\$ 8,076	\$ 7,843	97%	\$ 8,700	\$ 7,877	91%	\$ 8,356	\$ 3,720	44.52%
Cred. Attainment	64.30%	68.8%	107.0%	71.30%	78.60%	110%	71.50%	75.00%	104.9%
MSG	80.40%	75.9%	94%	90.60%	82.40%	91%	76.70%	57.10%	74.4%
Youth	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		341			28			28	
Participants Served		1303			69			63	
EER 2nd Qtr after exit	87.50%	74.2%	85%	88.50%	80.20%	91%	85.60%	63.30%	74%
EER 4th Qtr after exit	84.50%	79.2%	94%	81.10%	87.00%	107%	80.10%	70.50%	88%
Med. Earnings	\$ 5,725	\$ 5,383	94%	\$ 4,209	\$ 4,040	96%	\$ 4,969	\$ 3,213	65%
Cred. Attainment	50.40%	47.9%	95.0%	71.40%	92.00%	129%	60.80%	63.60%	104.6%
MSG	49.90%	22.3%	44.7%	77.80%	67.40%	87%	69.90%	65.60%	94%

PY25 Q1 WIOA Core Performance Measures	Middle Tennessee Region								
	47140 Northern Middle			47155 Southern Middle			47165 Upper Cumberland		
Adult Measures	Pass/Fail		Pass	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		861			126			255	
Participants Served		2274			266			631	
EER 2nd Qtr after exit	85.00%	81.70%	96.1%	88.50%	72.40%	81.8%	84.10%	83.50%	99.3%
EER 4th Qtr after exit	84.50%	83.80%	99.2%	86.80%	80.50%	92.7%	80.00%	83.50%	104.4%
Med. Earnings	\$ 8,600	\$ 10,156	118.1%	\$ 8,650	\$ 8,393	97.0%	\$ 8,300	\$ 7,590	91.4%
Cred. Attainment	75.00%	77.00%	102.7%	80.00%	79.30%	99.1%	72.50%	73.50%	101.4%
MSG	73.50%	67.90%	92.4%	61.00%	61.60%	101.0%	66.00%	62.30%	94.4%
Dislocated Worker	Pass/Fail		Pass	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		499			60			43	
Participants Served		713			100			64	
EER 2nd Qtr after exit	87.00%	89.20%	102.5%	84.40%	74.20%	87.9%	82.00%	78.60%	95.9%
EER 4th Qtr after exit	86.50%	87.70%	101.4%	82.70%	75.20%	90.9%	82.50%	86.20%	104.5%
Med. Earnings	\$ 10,600	\$ 12,164	114.8%	\$ 8,749	\$ 8,320	95.1%	\$ 8,350	\$ 8,076	96.7%
Cred. Attainment	69.60%	74.80%	107.5%	73.80%	78.10%	105.8%	72.20%	80.50%	111.5%
MSG	74.40%	88.40%	118.8%	65.00%	52.60%	80.9%	63.00%	45.20%	71.7%
Youth	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		508			106			114	
Participants Served		937			232			265	
EER 2nd Qtr after exit	88.00%	81.40%	92.5%	82.90%	76.00%	91.7%	78.00%	77.30%	99.1%
EER 4th Qtr after exit	85.80%	82.10%	95.7%	81.30%	72.70%	89.4%	82.50%	82.50%	100.0%
Med. Earnings	\$ 6,200	\$ 5,577	89.95%	\$ 6,034	\$ 6,159	102.1%	\$ 5,850	\$ 6,247	106.8%
Cred. Attainment	75.80%	79.30%	104.6%	75.00%	70.60%	94.1%	60.00%	63.10%	105.2%
MSG	62.00%	66.90%	107.9%	53.00%	60.90%	114.9%	61.50%	51.90%	84.4%

PY25 Q1 WIOA Core Performance Measures	East Tennessee Region								
	47125 East Tennessee			47135 Northeast Tennessee			47150 Southeast Tennessee		
Adult Measures	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		718			161			290	
Participants Served		1161			333			351	
EER 2nd Qtr after exit	83.40%	78.00%	93.5%	86.50%	81.40%	94.1%	86.30%	70.50%	81.7%
EER 4th Qtr after exit	81.20%	76.30%	94.0%	90.00%	82.70%	91.9%	87.60%	75.10%	85.7%
Med. Earnings	\$ 8,054	\$ 6,879	85.4%	\$ 8,500	\$ 8,678	102.1%	\$ 8,573	\$ 6,683	78.0%
Cred. Attainment	70.70%	68.20%	96.5%	80.00%	68.50%	85.6%	83.30%	68.40%	82.1%
MSG	75.60%	67.60%	89.4%	69.00%	74.30%	107.7%	62.70%	67.50%	107.7%
Dislocated Worker	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Pass
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		67			25			28	
Participants Served		88			37			48	
EER 2nd Qtr after exit	81.90%	79.00%	96.5%	86.00%	90.90%	105.7%	85.60%	90.60%	105.8%
EER 4th Qtr after exit	86.10%	74.70%	86.8%	82.20%	87.50%	106.4%	83.80%	80.40%	95.9%
Med. Earnings	\$ 8,940	\$ 8,915	99.7%	\$ 7,850	\$ 10,590	134.9%	\$ 8,956	\$ 9,274	103.6%
Cred. Attainment	87.80%	71.40%	81.3%	87.00%	76.90%	88.4%	78.80%	81.30%	103.2%
MSG	85.80%	77.40%	90.2%	71.50%	78.60%	109.9%	74.50%	73.10%	98.1%
Youth	Pass/Fail		Fail	Pass/Fail		Fail	Pass/Fail		Fail
	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal	Negotiated	Actual	% of Goal
Exiters		295			96		0	170	
Participants Served		468			215		0	235	
EER 2nd Qtr after exit	81.30%	75.80%	93.2%	87.50%	75.80%	86.6%	83.30%	74.30%	89.2%
EER 4th Qtr after exit	83.90%	78.60%	93.7%	86.50%	81.20%	93.9%	81.30%	73.80%	90.8%
Med. Earnings	\$ 6,842	\$ 5,236	76.5%	\$ 5,000	\$ 5,813	116.3%	\$ 6,918	\$ 6,191	89.5%
Cred. Attainment	68.70%	62.50%	91.0%	61.30%	65.80%	107.3%	73.20%	57.80%	79.0%
MSG	72.80%	66.50%	91.3%	65.00%	64.80%	99.7%	57.10%	40.40%	70.8%

Performance & Fiscal

On Target

Approaching Target

Off Target

Employment Rate 2nd Quarter After Exit

Adult

93.3%

Goal 94.2%

Dislocated Worker

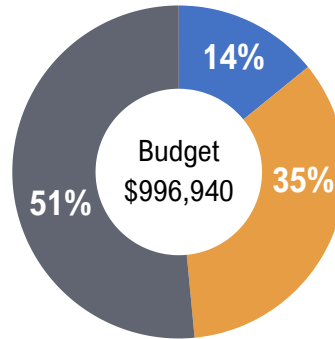
100.0%

Goal 86.4%

Youth

80.2%

Goal 88.5%



Adult

Expended **\$140,720**

Obligated **\$343,454**

Balance **\$512,766**

Employment Rate 4th Quarter After Exit

Adult

90.9%

Goal 87.1%

Dislocated Worker

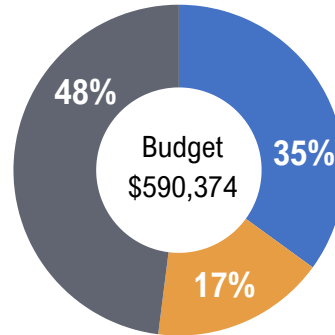
81.3%

Goal 79.2%

Youth

80.2%

Goal 81.1%



Dislocated Worker

Expended **\$207,602**

Obligated **\$101,195**

Balance **\$281,577**

Median Earnings 2nd Quarter After Exit

Adult

\$9,098

Goal \$9,000

Dislocated Worker

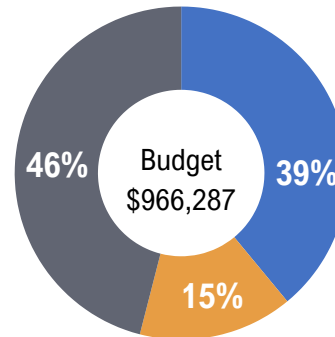
\$7,877

Goal \$8,700

Youth

\$4,040

Goal \$4,209



Youth

Expended **\$380,265**

Obligated **\$143,804**

Balance **\$442,218**

Credential Attainment Within 4 Quarters After Exit

Adult

79.6%

Goal 79.6%

Dislocated Worker

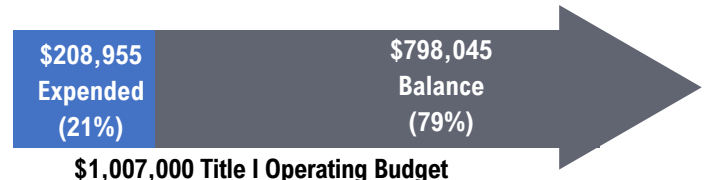
78.6%

Goal 71.3%

Youth

92.0%

Goal 71.4%



Measurable Skills Gain

Adult

70.1%

Goal 80.1%

Dislocated Worker

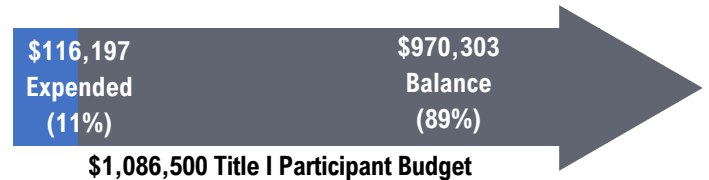
81.3%

Goal 90.6%

Youth

83.8%

Goal 77.8%



Northwest PY 2025 Budget - Revised July 2025
vs. YTD Expenditures as of 9/30/25

	Budget	July - Sept. 2025	Percentage of Budget
Administrative Budget (all grants)	\$ 314,932.25	\$ 102,727.30	33%
Formula Participant Budget	\$ 1,086,504.77	\$ 116,196.31	11%
Operating Budget	\$ 1,007,005.07	\$ 251,751.27	25%
IFA Expenses (including OSO)	\$ 79,605.07	\$ 21,841.32	27%
Career Service Provider (w/o DWG)	\$ 544,000.00	\$ 95,683.09	18%
Board / Fiscal Agent Expenses	\$ 383,400.00	\$ 91,430.90	24%
Total Operating Expenses	\$ 1,007,005.07	\$ 208,955.31	21%
<i>Remaining Balance</i>	\$ -	\$ 42,795.96	4%
Adult & DW Part. & Program	\$ 1,426,262.30	\$ 245,155.38	17%
Youth Part. & Program	\$ 667,247.54	\$ 79,996.24	12%
Total Part. & Program	\$ 2,093,509.84	\$ 325,151.62	16%
<i>Remaining Balance</i>	\$ -	\$ 1,768,358.22	84%
Adult & DW Program Only	\$ 800,618.76	\$ 163,790.46	20%
Youth Program Only	\$ 206,386.31	\$ 45,164.85	22%
Total Program	\$ 1,007,005.07	\$ 208,955.31	21%
<i>Remaining Balance</i>	\$ -	\$ 798,049.76	79%

September 2, 2025

Dyersburg State Community College
Attn: Dr. Scott Cook
1510 Lake Road
Dyersburg, TN 38024

Dear Dr. Cook:

The Northwest Tennessee Workforce Board completed a six-month monitoring review of contract number 2206-2306-CSP-62-0800930-MULTI for the period of January-June 2025.

The purpose of the performance review (fiscal and programmatic) was to verify the following:

- Compliance with the Roles of the Title I Service Provider
- Compliance with all applicable Federal, State, and Local legislation, policies
- New Enrollments in accordance with the Key Performance Indicator (KPI) Goals
- Exits meeting the performance measures
- Enrollment and expenditure levels to meet State required fiscal measures

The purpose of the fiscal monitoring review was to verify the following:

- Timeliness of invoices submission
- Adequacy of documentation
- Proper completion of invoices
- Compliance within budget limits

The purpose of the programmatic monitoring review was to verify the following:

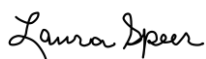
- Adequacy of documentation
- Proper completion of paperwork and entry into State System, VOS
- Compliance of state and local policies
- Goals

Please see the attached report for the performance review, including fiscal and programmatic monitoring results for the six-month time period. We are pleased to report all areas of review were in accordance with the service agreement, with the exception of the following item needing improvement in order to meet the goal:

- One Key Performance Indicator (KPI) measure did not meet the annual goal.

Thank you for your cooperation. We look forward to continuing to work with Dyersburg State Community College in the future. If you have any questions, please feel free to contact me.

Sincerely,



Laura Speer
Director of Performance & Compliance

Cc: Jennifer Bane, Ariel McGahey, Derrick Quinn, Connie Stewart

**Career Services Provider Performance
January-June 2025**

1. Compliance with the Roles of the Title I Provider

- a. Compliance with the Scope of Work, Roles of the Title I Career Service Provider requirements for Adults and Dislocated Workers.

Component/Benchmark*	Pass / Fail / Needs Improvement	Improvements Needed
Provide Career Services for eligible WIOA Adults and Dislocated Workers.	Pass	
Provide Individualized Career Services for eligible Adults and Dislocated Workers.	Pass	
Provide Follow-up Services for eligible Adults and Dislocated Workers.	Pass	
Provide Training Services for eligible WIOA Adults and Dislocated Workers.	Pass	
Provide Business Services for eligible Adults and Dislocated Workers.	Pass	

- b. Compliance with the Scope of Work, Roles of the Title I Career Service Provider requirements for Youth.

Component/Benchmark*	Pass / Fail / Needs Improvement	Improvements Needed
Provide Intake for eligible WIOA Youth.	Pass	
Provide assessments for eligible WIOA Youth.	Pass	
Provide Individual Service Strategy (ISS) for Youth.	Pass	
Provide Career Coaching for eligible WIOA Youth.	Pass	
Provide Support Services for eligible WIOA Youth.	Pass	
Provide Follow-up Services for eligible WIOA Youth.	Pass	
Provide access to the 14 Youth Program Elements for eligible WIOA Youth.	Pass	

2. Compliance with all applicable Federal, State, and Local legislation, policies, and regulations

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
Workforce Innovation and Opportunity Act and related Federal Regulations and Guidance	Pass	
Data Validation requirements	Pass	
Performance Accountability Review requirements	Pass	
TN Department of Labor and Workforce Development Policies and Guidance	Pass	
Northwest TN Workforce Board Policies & Guidance	Pass	

A 20% sample of participant (ITA & OJT) applications were reviewed after the 10th of the following month for eligibility/data validation/training documents. The OJT applications not included in the 20% sample were reviewed for eligibility/data validation only. All issues identified have already been addressed. Please find below the results of the monthly monitoring reviews:

Summary:	Jan	Feb	Mar	Apr	May	Jun	Totals	%
Number of Participants Reviewed:	7	3	5	9	7	4	35	
Number / Percentage of Participants with Findings:	0	0	0	0	0	1	1	2.86%
1. Eligibility Findings:	0	0	0	0	0	1	1	100.00%
2. Data Validation Findings:	0	0	0	0	0	0	0	0%
3. Data Entry Findings:	0	0	0	0	0	0	0	0%
4. Case Management	0	0	0	0	0	0	0	0%
Number / Percentage of Participants with No Findings / Observations:	0	1	3	2	1	1	8	22.86%

Of the Findings, this would not have caused money to have to be returned. The low-to- moderate risk findings included:

- Incomplete and / or errors on paperwork
- Incomplete and / or errors on VOS keying
- Additional documentation needed

3. Enrollments to Meet Key Performance Indicator (KPI) Goals

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for meeting the KPI goals as outlined below.	Needs Improvement	The Title I / Title III Co-enrollment measure is failing. Upon review of referral records for the Jan.-June period, it does not appear that Title I staff were making referrals to Title III. for all new enrollments. Since July 1 st there has been improvement in Title I referrals to Title III. Staff should continue to make sure all required referrals are made.

Key Performance Indicator	PY 24 Goal	Results as of June 2025	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	280	252	90%
Title I & Title III Co-Enrollments	90%	24%	28%
TYEP Total Enrollments	300	352	117%

Key Performance Indicator	Jan.-Mar. Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	55	51	92.7%
Title I & Title III Co-Enrollments	80%	24.4%	30.5%
TYEP Total Enrollments	216	267	123.6%

Key Performance Indicator	Apr.-Jun. Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	75	71	95%
Title I & Title III Co-Enrollments	90%	25.31%	28%
TYEP Total Enrollments	300	352	117.3%

TDLWD Achievement Levels per KPI Policy

Achievement Level	Threshold
0 – Unacceptable	0 to 20%
1 – Needs Significant Improvement	21 to 50%
2 – Needs Improvement	51 to 70%
3 – Approaching Target	71 to 90%
4 – Target Achieved	91 to 100%
5 – Best Practice, Significantly Above Target	110%+

4. Exits to meet the following measures

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor must meet the local performance measures as outlined below.	Pass	

Adult Measures	Goals	Results (PY24)	% of Goal Met
Employment Rate 2 nd Quarter After Exit	92.2%	92.9%	100.8%
Employment Rate 4 th Quarter After Exit	86.2%	91.3%	105.9%
Median Earnings 2 nd Quarter After Exit	\$8,500	\$8,580.71	100.9%
Credential Attainment Within 4 Quarters After Exit	78.6%	82.3%	104.7%
Measurable Skills Gain	77.4%	78.5%	101.4%

Dislocated Worker Measures

Employment Rate 2 nd Quarter After Exit	83.5%	100%	119.8%
Employment Rate 4 th Quarter After Exit	78.4%	76.5 %	97.6%
Median Earnings 2 nd Quarter After Exit	\$8,540	\$7,800	91.3%
Credential Attainment Within 4 Quarters After Exit	69.8%	85.7 %	122.8%
Measurable Skills Gain	90.1%	87.5 %	97.1%

Youth Measures

Employment Rate 2 nd Quarter After Exit	87.7%	81.3%	92.7%
Employment Rate 4 th Quarter After Exit	80%	89.4%	111.8%
Median Earnings 2 nd Quarter After Exit	\$3,922	\$4,294.23	109.5%
Credential Attainment Within 4 Quarters After Exit	69.8%	91.7%	131.4%
Measurable Skills Gain	72.6%	91.9%	126.6%

5. Enrollment and expenditure level to meet State required fiscal measures

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
35% expenditure rate on in-school youth (PY23)	Pass (45.8%)	
35% expenditure rate on in-school youth (PY24)	Needs Improvement (51.9%)	ISY expenditures cannot exceed 50% by the end of the contract.

20% expenditure rate on Youth Work Experience	Pass (35.1%)	
40% expenditure rate on direct participant cost	Pass (53.8%)	

Fiscal Monitoring Results

<u>INVOICE</u>	<u>DATE RECEIVED</u>	<u>CORRECTIONS MADE / NEEDED</u>
Jan-25	2/10/2025	Adjusted staff time percentages, benefits, and travel.
Feb-25	03/10/2025	Adjusted staff time percentages, benefits, and travel. Updated several participant budgets, and deducted costs for overpayment.
Mar-25	04/08/2025	Adjusted staff time percentages. Deducted \$0.76 WEX rebate and added funding for a participant that deducted due to overpayment on February Invoice. Note to staff about allowable supplies purchases.
Apr-25	05/09/2025	Updated staff time percentages and added back \$1.68 for staff travel that was deducted on the February Invoice. Adjusted pennies for correct calculation.
May-25	06/10/2025	Adjusted staff travel distributions and adjusted pennies for correct calculation.
Jun-25	07/07/2025	Adjusted pennies to make spreadsheet calculate correctly. Adjusted staff travel. Added ITA- \$843. Adjusted contract for one ITA from January Invoice.
Jun- 25 accruals	07/09/2025	Corrected staff travel. Corrected county for one participant payment, removed \$280.71 OSY payment, added \$153.01 travel payment for Reentry, reduced ITA payment by \$39, moved four participant payments to DWG.

September 2, 2025

Ms. Jane Hamrick, Executive Director
Mid-Cumberland Human Resource Agency
1101 Kermit Drive, Suite 300
Nashville, TN 37217

Dear Ms. Hamrick:

Workforce Innovations, Inc. completed a six-month monitoring review of contract number 2306-2406-OSO-62-0923487-MULTI. The purpose of the review was to verify the following:

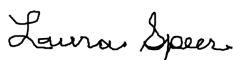
- Compliance with the Roles of the One-Stop Operator,
- Timeliness of invoices submission,
- Adequacy of documentation,
- Proper completion of invoices,
- Compliance within budget limits, and
- Performance Goals.

We are pleased to report all areas of review were in accordance with the contract with the exception of the following items needing improvement in order to meet the Performance Goals:

1. Traffic count goals are not being met for the American Job Centers (AJCs), indicating a need for additional outreach and promotion of the AJCs.
2. Two Key Performance Indicator (KPI) measures did not meet the annual goal.
3. Three of Southwest's Federal Performance measures are below the 90% threshold required for passing the goal.

We look forward to continuing our relationship during this contract. If you have any questions, please feel free to contact me.

Sincerely,



Laura Speer
Director of Performance & Compliance

Cc: Jennifer Bane, Derrick Quinn, Erica Nance, James Starnes, Ariel McGahey
Documents attached: Performance Evaluation

One-Stop Operator (OSO) Performance Evaluation

January-June 2025

The following performance goals, per the contract, are utilized to evaluate the performance of the OSO provider.

(1) Compliance with the Scope of Work and Roles of the One-Stop Operator Provider

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
Manage Daily AJC Operations	Pass	
Ensure Coordination of Partner Programs within the AJC system	Pass	
Serve as Functional Leader for the AJC system	Pass	
Evaluate Customer Experience	Pass	
Evaluate Negotiated Performance Measures	Pass	
Establishment of AJC Access Points	Pass	

(2) American Job Center Customer Visits

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for maintaining average traffic flow as shown below.	Needs Improvement	Some individual visit goals are not being met as shown below.

American Job Center	Individual Visit Monthly Average Goal	June 2025 Actual Monthly Average	Difference from Goal	Percentage of Goal Met
Dyer County	227	207	-20	91%
Carroll County	224	273	-49	82%
Weakley County	111	60	-51	54%
Northwest Total	562	540	-22	96%
Chester County	29	14	-15	26%
Decatur County	19	31	12	164%
Hardeman County	42	9	-33	21%
Hardin County	56	30	-26	53%
Haywood County	30	8	-22	26%
Henderson County	58	25	-33	44%
Madison County	494	588	94	119%
McNairy County	43	22	-21	52%
Southwest Total	771	728	-44	94%

(3) Key Performance Indicators (KPIs)

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for partner coordination to meet the local performance measures as outlined below.	Needs Improvement	Two KPI goals are not on track to meet the annual goal as shown below.

Northwest	Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	280	252	90%
Wagner Peyser New Enrollments	1,216	1,931	159%
Title I & Title III Co-Enrollments	90%	24%	28%
TYEP Total Enrollments	300	352	117%

Southwest	Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	133	128	96%
Wagner Peyser New Enrollments	996	2,984	299%
Title I & Title III Co-Enrollments	90%	30.8%	34.2%
TYEP Total Enrollments	250	279	139.5%

TDLWD Achievement Levels per KPI Policy

Achievement Level	Threshold
0 – Unacceptable	0 to 20%
1 – Needs Significant Improvement	21 to 50%
2 – Needs Improvement	51 to 70%
3 – Approaching Target	71 to 90%
4 – Target Achieved	91 to 100%
5 – Best Practice, Significantly Above Target	110%+

(4) Federal Performance Measures

Component/Benchmark	Pass / Fail / Needs Improvement	Improvements Needed
The contractor is responsible for partner coordination to meet the local performance measures as outline below.	Needs Improvement	Three measures for SW are below the 90% threshold

Northwest:

Adult Measures

	Goal	Results (PY24)	% of Goal Met
Employment Rate 2 nd Quarter After Exit	92.2%	92.9%	100.8%
Employment Rate 4 th Quarter After Exit	86.2%	91.3%	105.9%
Median Earnings 2 nd Quarter After Exit	\$8,500	\$8,580.71	100.9%
Credential Attainment Within 4 Quarters After Exit	78.6%	82.3%	104.7%
Measurable Skills Gain	77.4%	78.5%	101.4%

Dislocated Worker Measures

Employment Rate 2 nd Quarter After Exit	83.5%	100%	119.8%
Employment Rate 4 th Quarter After Exit	78.4%	76.5%	97.6%
Median Earnings 2 nd Quarter After Exit	\$8,540	\$7,800	91.3%
Credential Attainment Within 4 Quarters After Exit	69.8%	85.7%	122.8%
Measurable Skills Gain	90.1%	87.5%	97.1%

Youth Measures

Employment Rate 2 nd Quarter After Exit	87.7%	81.3%	92.7%
Employment Rate 4 th Quarter After Exit	80%	89.4%	111.8%
Median Earnings 2 nd Quarter After Exit	\$3,922	\$4,294.23	109.5%
Credential Attainment Within 4 Quarters After Exit	69.8%	91.7%	131.4%
Measurable Skills Gain	72.6%	91.9%	126.6%

Southwest:**Adult Measures**

	Goals	Results (PY24)	% of Goal Met
Employment Rate 2nd Quarter After Exit	80.1%	91.1%	113.7%
Employment Rate 4th Quarter After Exit	77.2%	81.6%	105.7%
Median Earnings 2nd Quarter After Exit	\$7,495	\$8,449	112.7%
Credential Attainment Within 4 Quarters After Exit	68.5%	76.5%	112.7%
Measurable Skills Gain	81.9%	70.0%	85.5%

Dislocated Worker Measures

Employment Rate 2nd Quarter After Exit	86.9%	100%	115.1%
Employment Rate 4th Quarter After Exit	82%	71.4%	87.1%
Median Earnings 2nd Quarter After Exit	\$8,306	\$12,331	148.5%
Credential Attainment Within 4 Quarters After Exit	69.3%	80%	115.4%
Measurable Skills Gain	76.2%	75%	98.4%

Youth Measures

Employment Rate 2nd Quarter After Exit	82.5%	72.7%	88.1%
Employment Rate 4th Quarter After Exit	78.9%	72.1%	91.4%
Median Earnings 2nd Quarter After Exit	\$4,803	\$5,398	112.4%
Credential Attainment Within 4 Quarters After Exit	57.7%	60.6%	105%
Measurable Skills Gain	65.2%	74.4%	113.8%

Fiscal Monitoring Results

INVOICE	DATE RECEIVED	CORRECTIONS MADE / NEEDED
Jan-25	02/04/2025	Reduced travel due to backup difference. Moved \$18.64 from supplies to 3 rd party for two counties.
Feb-25	03/04/2025	None.
Mar-25	04/02/2025	Note about allowable purchases.
Apr-25	05/05/2025	Note about allowable purchases.
May-25	06/04/2025	Reduced travel by \$0.70.
Jun-25	07/09/2025	None.

Northwest Local Workforce Development Area





September 22, 2025

Jimmy Williamson, Board Chair
Northwest Local Workforce Development Board
208 N. Mill Avenue, Suite B
Dyersburg, TN 38024

Dear Mr. Williamson and Ms. Bane,

During **August 27th & 29th**, the Monitoring Unit of the Tennessee Department of Labor and Workforce Development (TDLWD) conducted its annual monitoring review of the Northwest Local Workforce Development Area (NWLWDA). This monitoring review included a review of the Dyersburg and Huntingdon AJCs; BST, Front Desk, JVSG, Re-entry, RESEA, SNAP E&T, TAA, Title III Employment Services, MSFW, Title I Career Services, and LWDB ED. The Monitoring Unit conducted the exit conference on **10/07/2025**.

The enclosed report outlines the results of the monitoring review, which indicates number (x) findings, number (x) observations, and number (x) best practices. Please respond to the compliance findings identified in the report within thirty (30) business days from the date of this letter. Submit your response to the Regional Monitoring Officer covering your respective LWDA.

We trust that our review and this report will be beneficial to you and your team. Please convey our appreciation to your staff for their assistance during the monitoring process. If you have any inquiries, please contact the Monitoring Unit's Director, Trish Bugg, at Trish.Bugg@tn.gov.

Sincerely,


[Trish Bugg \(Oct 14, 2025 06:51:58 CDT\)](#)

Trish Bugg
Director 2 of Workforce Services Oversight

cc: Deniece Thomas, Commissioner TDLWD
Dewayne Scott, TDLWD
Buddy Hoskinson, TDLWD
Jason Cecil, TDLWD
Jeremy Colbert, TDLWD
Dr. Lorna Wright, TDLWD
Ryan Allen, TDLWD

Executive Summary

On **August 27th & 29th**, staff from the TDLWD Monitoring Unit conducted an on-site monitoring visit with the NWLWDB. This monitoring review was conducted in accordance with the Federal Core Monitoring Guide, focusing on objectives related to Service Design & Delivery and Grant Operations.

This report reflects the following three objectives of the on-site monitoring report:

1. Examination and review of LWDB policies, procedures, and supporting documents, utilizing a combination of virtual desktop and on-site monitoring visits as stipulated in the 2024-2025 Monitoring Guide.
2. Documenting areas of interest with respective LWDBs to enhance compliance, efficiency, and efficacy.
3. Assisting LWDBs in developing corrective response strategies to uphold and foster an environment committed to continuous improvement.

TDLWD utilizes a combination of on-site visits and desktop monitoring for program monitoring of each Local Workforce Development Board (LWDB) and sub-recipient, as outlined in the Workforce Innovation and Opportunity Act (WIOA) Section 183.

Supplemental Reviews

Though participant files are conducted quarterly by both the Programs and Monitoring units, this report does not contain the results of those reviews. Any findings or observations that are found through participant file reviews are issued in a separate, quarterly report. No opinion or assurance regarding participant eligibility documentation is expressed at this time.

Local Governance

The Local Governance Tool monitors policy compliance through activities such as observations, on-site reviews, quarterly case file reviews, PAR compliance, and a checklist of policy requirements with expiration dates. It also assesses LWDB policy compliance and operational status, including required board policies, meeting minutes, board membership, and AJC complaint logs.

Currently, the NWLWDB is in good standing. See Table 1 below for a detailed overview. This structured approach ensures transparency, accountability, and prompt resolution of any compliance issues.

Table 1

Northwest Local Workforce Development Board	
Topic	Status
<i>Interlocal Agreement</i>	In-Compliance, 728 Days Until Expiration.
<i>Meeting Minutes</i>	In-Compliance: LWDB's meeting schedule and minutes are posted and available to the public.
<i>Required Local Policies</i>	In-Compliance: All required policies are on file and up to date.
<i>Board Rosters</i>	In-Compliance: Roster is on file and up to date for all the board members.
<i>AJC Complaint Log</i>	In-Compliance: Log submitted on 07/28/2025

Findings

Finding #1: ADA accessibility (Documents in Braille)

During the on-site monitoring visit conducted on August 27th & 29th, it was observed that the American Job Centers did not have any materials available in Braille. Additionally, staff were not able to confirm procedures for obtaining or providing Braille materials. Failure to provide materials in Braille may deny individuals with visual impairments meaningful access to AJC programs and services.

American Job Centers are required to provide equal access to all individuals, including those with visual impairments. This includes making programmatic information and materials available in alternative formats such as Braille, large print, or audio, upon request or when needed to ensure meaningful access.

Criteria: 28 CFR 36.303(b)(2); WIOA Section 188

Corrective Action: The Monitoring Unit recommends that NWLWDB coordinate with Vocational Rehabilitation Services or another qualified provider to obtain materials in Braille.

NWLWDB should establish procedures to ensure vital documents are available in alternative formats upon request, and train staff on how to access and provide these accommodations.

The availability of alternative formats should also be clearly communicated to the public.

Observations

1. No observations were noted.

Identified Technical Assistance Needs

1. No technical assistance needs were noted.

Best Practices

1. No best practices were noted.



Department of
**Labor & Workforce
Development**

Northwest Local Workforce Development Area

Tennessee Department of Labor and Workforce Development
Office of Program Accountability Review
Subrecipient Monitoring Report | November 2025



November 14, 2025

The Honorable Mark Ward
Benton County Mayor
Northwest Local Workforce Development Area CLEO
1 Court Square, Room 102
Camden, TN 38320

Jennifer Bane, Executive Director
Workforce Innovations, Inc.
Northwest & Southwest Local Workforce Development Area
208 N. Mill Avenue, Suite B
Dyersburg, TN 38024

Dear Mayor Ward and Ms. Bane,

Program Accountability Review (PAR) has completed its monitoring of Northwest Local Workforce Development Area, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Workforce Innovations, Inc. The monitored grants are listed at the end of the monitoring report. A copy of the monitoring report is attached.

Sincerely,



Christopher Risher
Director of Internal Audit

cc: Deniece Thomas, Commissioner TDLWD
Dewayne Scott, TDLWD
Buddy Hoskinson, TDLWD
Jason Cecil, TDLWD
Jeremy Colbert, TDLWD
Andy Summar, TDLWD
Ivan Greenfield, TDLWD
Ryan Allen, TDLWD
Lorna Wright, TDLWD
Trish Bugg, TDLWD
Amy Maberry, TDLWD
Sabra Bledsoe, TDLWD
Jimmy Williamson, LWDB Chair
Comptroller of the Treasury, State of Tennessee

Executive Summary

On November 10, 2025, staff from the Tennessee Department of Labor and Workforce Development (TDLWD), Office of Program Accountability Review (PAR), completed an on-site review of Northwest Local Workforce Development Area, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Workforce Innovations, Inc. Refer to the end of the report for a listing of the monitored grants.

Disclaimer

This report does not contain the results of participant program monitoring, including reviewing participant files for eligibility documentation and case management. These files were reviewed by staff in the Workforce Services Division and they will separately report their results. PAR did not review the participant files and, accordingly, does not express an opinion or any assurance regarding the participant eligibility documentation or case management.

Key Findings

- No findings were noted.

Northwest Local Workforce Development Area

Introduction

On November 10, 2025, staff from PAR completed an on-site monitoring visit of Northwest Local Workforce Development Area, which included activities by board staff, fiscal agent, one-stop operator, and career service provider. The Tennessee Department of Labor and Workforce Development (TDLWD) has grant agreements with Workforce Innovations, Inc. Monitoring included a review of the grants with TDLWD. Refer to the end of the report for a listing of the monitored grants.

PAR conducted the monitoring review in accordance with the Department of General Services, Central Procurement Office, *Policy 2013-007, Grant Management and Subrecipient Monitoring Policy and Procedures*, Amended June 25, 2024.

Monitoring objectives were to:

- assess the reliability of internal controls,
- verify that program objectives are being met,
- verify that civil rights requirements are being met,
- test the reliability of the financial and programmatic reporting,
- test if costs and services are allowable and eligible, and
- verify grant compliance.

A monitoring review is substantially less in scope than an audit. PAR did not audit the financial statements and, accordingly, does not express an opinion or any assurance regarding the financial statements of Workforce Innovations, Inc. Also, this report does not contain the results of participant program monitoring, including reviewing participant files for eligibility documentation and case management. These files were reviewed by staff in the Workforce Services Division and they will separately report their results. PAR did not review the participant files and, accordingly, does not express an opinion or any assurance regarding the participant eligibility documentation or case management.

Were any issues noted during the on-site review?

1. No findings were noted.

Which grants were monitored?

Service Provided	Grant Number	Grant Period	Grant Max. Liability
Adult	*LWNWF231ADULT23	10/01/22-06/30/24	\$500,499.00
Adult	*LWNWP231ADULT24	07/01/23-06/30/25	\$106,001.41
Adult	LWNWF241ADULT24	10/01/23-06/30/25	\$432,966.81
Adult	LWNWP241ADULT25	07/01/24-06/30/26	\$108,831.00
Adult	LWNWF251ADULT25	10/01/24-06/30/26	\$444,759.00
Dislocated Worker	*LWNWP221DSLWK23	07/01/22-06/30/24	\$90,001.00
Dislocated Worker	*LWNWF231DSLWK23	10/01/22-06/30/24	\$360,103.00
Dislocated Worker	*LWNWP231DSLWK24	07/01/23-06/30/25	\$81,761.34
Dislocated Worker	LWNWF241DSLWK24	10/01/23-06/30/25	\$297,367.25
Dislocated Worker	LWNWP241DSLWK25	07/01/24-06/30/26	\$74,926.00
Dislocated Worker	LWNWF251DSLWK25	10/01/24-06/30/26	\$272,650.00
Youth	*LWNWP221YOUTH23	04/01/22-06/30/24	\$606,322.00
Youth	*LWNWP231YOUTH24	04/01/23-06/30/25	\$531,546.34
Youth	LWNWP241YOUTH25	04/01/24-06/30/26	\$535,226.00
Consolidated Business Grant	*LWNWF221CBSWA22	10/15/23-06/30/24	\$339,323.00
Administrative – Consolidated Business	*LWNWP231MNSWA24	10/15/23-06/30/24	\$17,859.00
Administrative – Adult, DW, Youth	*LWNWP223MNSWA23	07/01/23-06/30/24	\$37,444.43
Statewide Activities – Adult & Dislocated Worker	*LWNWF221ADSWA22	07/01/23-06/30/24	\$232,000.00
Statewide Activities – Adult & Dislocated Worker	LWNWF231ADSWA23	12/16/24-06/30/25	\$160,000.00
Statewide Activities – Re-entry / Justice Involved	*LWNWF241RYSWA24	08/15/23-06/30/24	\$130,000.00
Statewide Activities – Re-entry / Justice Involved	*LWNWF242RYSWA24	08/15/23-06/30/24	\$50,000.00
Statewide Activities – Re-entry / Justice Involved	LWNWF251RYSWA25	08/01/24-06/30/25	\$200,000.00
Apprenticeship	*LWNWP231NATAP24	11/01/23-06/30/24	\$31,578.94

Service Provided	Grant Number	Grant Period	Grant Max. Liability
Apprenticeship	*LWNWP232NATAP24	10/01/24-06/30/25	\$20,000.00
Statewide Activities – Apprenticeship	*LWNWF241APSWA24	07/01/23-06/30/24	\$69,387.00
Statewide Activities – Apprenticeship	*LWNWF251APSWA25	09/03/24-06/30/25	\$59,246.00
Statewide Activities – Summer Youth Phase II	LWNWF241SYSWA24	07/01/23-06/30/25	\$1,062,623.00
Statewide Activities – Youth	*LWNWP211YUSWA22	07/01/23-06/30/24	\$105,000.00
Statewide Activities – Youth	LWNWP221YUSWA22	12/16/24-06/30/25	\$30,000.00
Re – employment Services & Eligibility Assessment	*LWNWF221RESEA22	10/01/23-09/30/24	\$44,075.00
QUEST National Dislocated Worker	LWNWP231DRDWG24	09/30/23-09/30/26	\$684,419.58
Infrastructure Funding Agreement	LWNWP241ESIFA25	07/01/24-06/30/25	\$303,362.79

Figure 1. Listing of monitored grants.

*Grant was closed as of the monitoring date.

Outreach & Opportunities Committee: Jon Dougherty, Chair / Glad Castellaw, Co-Chair

The committee met on November 4th with eight committee members, staff, and contractors attending. In addition to the reports below, the committee also discussed Labor Force Participation strategic priorities, updating the committee meeting structure in 2026, and annual conflict of interest forms.

Target Populations Report: Connie Stewart reported on behalf of youth speaker, TYEP participant Tyrell Hawkins, who was unable to attend the meeting due to illness. He is working with students with disabilities at Gibson County High School and has been excelling in the program. Connie also reported that she is working on forming a youth committee for individuals with disabilities to try and foster opportunities for connections and support.

- **Adult Education (AE) Report:** AJ Belyew reported new staff member Dr. Ashley Byers serving Gibson and Madison Counties. They are on their second cohort of the pharmacy technician pre-apprenticeship program, with seven students about to complete.
- **Vocational Rehabilitation (VR) Report:** Ashley Roberts reported that some of their services were affected by the government shutdown. Staff are still working to provide services while trying to minimize the impact on customers.

Talent Pipelines Report: The committee reviewed the attached Talent Pipelines report detailing career exploration and Talent Pipelines efforts and programs. Career Exploration Events and Justice Involved grant had not begun as of the end of September, but there were four Rural Healthcare events for Baptist Hospital that were held the week following the committee meeting. This program supports paramedics and respiratory therapy training. The Rural Health Initiative grant had 14/92 Enrollments, with expenditures of \$1,213/\$225,000. The grant will include some OJTs, apprenticeships, and some individual training-- all supporting health care careers. We have until June 30th, 2026, to expend funds and reach those goals. The Justice-Involved grant contract was just received in early November, and now that we have funds, we will be doing some training with justice involved individuals and in-house at county jails.

State ETPL Appeal Results: The attached letter from the State details the outcome of Barber School 1's State appeal request to be added to the NW ETPL list. The appeal went before the state appeal committee, and they upheld the NW Workforce Board decision to not add this program to the NW ETPL. Barber School 1 has since elected to appeal the committee's decision and the matter will go before an appeal hearing officer.

Eligible Training Provider List (ETPL) Report:

Program Renewals-NW Local ETPL: The committee reviewed the attached list of three programs due for renewal for the NW Local ETPL and State ETPL, including corresponding labor market information and performance data. The committee recommends approving renewal of the attached ETPL programs as presented to the NW Local ETPL and State ETPL, including Dyersburg State's AAS- Health Sciences, Advanced Emergency Medical Technician Certificate, and Emergency Medical Technician Certificate programs (VOTE REQUIRED).

New Program Application- TCAT Jackson- Electrical Vehicle Production Technology: The committee reviewed the attached application for TCAT Jackson's Electric Vehicle Production Technician program, recommended for addition to the local NW ETPL, including corresponding labor market information and performance data. This program is already approved for the State ETPL, and we have had some interest from NW area participants. The committee recommends approval of this program as presented for the NW Local ETPL (VOTE REQUIRED).

Talent Pipelines

GROWTH

GROWING RELATIONAL AND OCCUPATIONAL WEALTH IN WEST TENNESSEE HOUSEHOLDS



**Number
Enrolled to Date:**
373 / 350

Tennessee Youth Employment Program



113 / 188
New Enrollments

\$136,436 / \$390,889
Expended

TRANSFR Virtual Reality Headsets



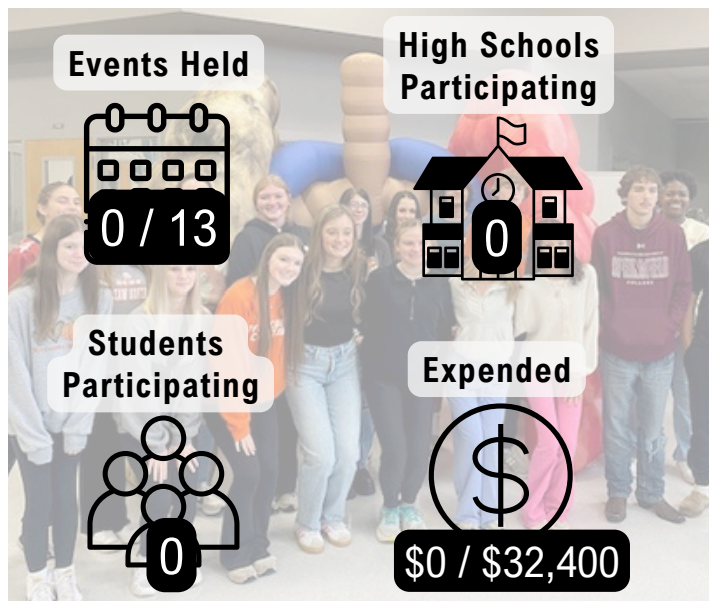
1

High Schools/
Organizations
Participating

26 / 225
Active Explorers

27
Careers Explored

Career Exploration Events



Justice Involved Individuals

0 / 35

Individuals Served

\$0 / \$127,500

Expended



Rural Health Workforce Initiative



14 / 92
Enrollments

\$1,213 / \$225,000
Expended



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243
(615) 741-1031

October 6, 2025

Northwest TN Local Workforce Development Board
c/o Jimmy Williamson, Board Chair
208 North Mill Avenue, Suite B
Dyersburg, TN 38024

Subject: State Appeal decision for Barber School 1 Inc.

Dear Mr. Jimmy Williamson,

On August 29, 2025, the Eligible Training Provider List (ETPL) Unit of the Division of Workforce Services received a State Appeal request on behalf of Barber School 1 Inc. regarding the Barbering Training Program.

It was confirmed that Barber School 1 Inc. had exhausted the first level appeal process with Northwest TN Local Workforce Development Board. As a result, the ETPL State Appeal Committee convened to conduct an impartial review of the documentary evidence submitted by both parties.

Upon review of the evidence the ETPL State Appeal Committee has rendered the following decision.

ETPL State Appeal Committee supports the decision by Northwest TN Local Workforce Development Board to remove Barber School 1 Inc. Training Program from the Local Workforce Board ETP List.

The ETPL State Appeal Committee sites the following as reasons to support:

- **Barber School 1 Inc. neglected to produce convincing statistical data on occupational demand that sufficiently contradicted the statistics presented on behalf of the Northwest TN Local Workforce Development Board.**

Barber School 1 Inc. has been notified of the Committee decision and reasons for the decision.

Sincerely,

Nestor Reyes

Director | ETPL

Provider Name	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?	Current Approval Status	Recommended for Renewal?
DSCC	AAS - Health Sciences	29-2072- Medical Records Specialists	4 Semesters/Terms	\$10790.00	51	54	4	\$20.73	Yes	100%	100%	0	0%	0%	N/A	State & Local ETPL	Yes
		29-2042- Emergency Medical Technicians			87	92	6	\$17.70	Yes								
DSCC	Advanced Emergency Medical Technician Certificate	29-2042- Emergency Medical Technicians	7 Weeks	\$5600.00	87	92	6	\$17.70	Yes	100%	91%	0	0%	0%	N/A	State & Local ETPL	Yes
		29-2043- Paramedics			107	11	4	\$22.28	Yes								
DSCC	Emergency Medical Technician Certificate	29-2042- Emergency Medical Technicians	7 Weeks	\$4600.00	87	92	6	\$17.70	Yes	100%	0%	0	0%	0%	N/A	State & Local ETPL	Yes
Provider Name	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?	Current Approval Status	Recommended for Renewal?

*Aligns with one of the regional priority sectors listed below:

Healthcare & Social Assistance

Construction

Professional, Scientific, & Technical Services

Transportation & Warehousing

Information

Manufacturing

Hospitality & Tourism

**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: TCAT Jackson

Training Program Name: Electric Vehicle Production Technology

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

Yes

No

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

x

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

X

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

x

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

x

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

N/A

a. Completion Rate:

b. Placement Rate:

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

a. If yes, business name(s):

x

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

X

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

N/A

Program is already approved for 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?

x

2. Is the program cost comparable to similar training programs, particularly in the local area, or region?

x

a. Program Cost: \$3,686.25

b. Comparable Program Cost:	\$4,602.00	(TCAT NW)
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3. Is the program length comparable to similar training programs, particularly in the local area, or region?

x

a. Program Length: 32 weeks

b. Comparable Program Length:	32 weeks
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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?

X

a. Related occupation(s): Production Workers, All Other

b. Documentation of labor market demand (all must be met):

Minimum of 10 jobs in the local area, or if less, has at least 50 annual
o openings?

X

o Positive job growth of at least 1 new job per year?	<u>X</u>	<u> </u>
o At least 1 more job than resident worker 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>X</u>
Manufacturing	<u>X</u>	<u> </u>
Skilled Trades & Transportation		<u>X</u>
Information		<u>X</u>
Professional, Scientific, & Technical Services		<u>X</u>
Hospitality & Tourism		<u>X</u>

SOC	Description	2024 Jobs	2027 Jobs	2024 Resident Workers	Difference	Avg. Annual Openings	2024 - 2027 Change	Median Hourly Earnings
51-9199	Production Workers, All Other	1,008	1,035	1,171	(136)	120	27	\$17.99
51-9198	Helpers--Production Workers	399	425	421	4	73	25	\$17.45

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

X

ETPL Application

Education Program Information		
Provider: TENNESSEE COLLEGE OF APPLIED TECHNOLOGY AT JACKSON	Program: Electric Vehicle Production Technology	Program ID: 1011957
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: 470614 - Alternative Fuel Vehicle Technology/Technician	Education Program Name: Electric Vehicle Production Technology
Education Program Description: A program that prepares individuals to apply technical knowledge and skills to the maintenance of alternative fuel vehicles and the conversion of standard vehicles to AFV status. Includes instruction in electrical vehicles liquefied petroleum gas LPG vehicles compressed natural gas CNG vehicles hybrid fuel technology electrical and electronic systems engine performance diagnosis and repair and conversion installation.		
Potential Outcome(s): An industry-recognized certificate or certification; A measurable skills gain leading to a credential; A measurable skills gain leading to employment	This program leads to a credential or degree: Yes	Name of Associated Credential: Advanced Electric Vehicle Production Technician
Completion Level: Postsec. Awards/Cert./Diplomas; <1 yr.	Attain Credential: Occupational Skills certificate or credential	Other, Specify
Certification/License Title:	Certification/License Type:	Green Job Training: Yes
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: Institutional Scholarship; Pell Grant	URL of Training Program: https://tcatjackson.edu/programs/electric-vehicle-production-technology	Program Prerequisites: None
Date and Program First Offered: 08/05/2024	Please provide a reasonable explanation regarding why this is a new program: Ford at Blue Oval City will be producing electric vehicles. This program will benefit Blue Oval City as well as community members.	Minimum Class Size: 3
Maximum Class Size: 20	Number Of Instructors: 1	
Describe the minimum entry level requirements or prerequisites: 18 years old or high school diploma or equivalent	Drug/Alcohol Screening Required: No	Accessibility: Disabled Student Access; On-Site Parking
Describe any equipment used in this program and its adequacy and availability:	Grievance Procedure:	Grievance Procedure URL:
Refund Policy:	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				
49302300	Automotive Service Technicians and Mechanics					
Selected Occupation is not noted as in local bright outlook – provide evidence that it is in demand					Bright Outlook	

Occupation Skills

Skill Description:		
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ETPL Application

Completion Expectation		
Number of Credits:	Credit Earned Duration: Semester	Hourly wage :
Scheduling		
Class Time: 30	Lab Time:	Other Time:
Class Frequency: Weekly		
Clock/Contact Hours: 30	Full-time weeks: 32	Program Format: In-person
Duration		
Duration Title: Schedule	Primary Duration: True	Duration: 864
Schedule Intensity: Full-Time	Weekly Schedule: M-F 8a-2:30p	Class Offered: Day
Location		
Location Name: TCAT Jackson - Stanton Extension Campus	Address: 8285 Highway 222, , Stanton, TN, 38069	Billing Address: 2468 Technology Center Drive, , Jackson, TN, 38301
External Approvals		
State Approving Agency: Tennessee Board of Regents	State Approving Agency Status: Approved	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		
Cost Structure(s):	Total Cost:	
Line item	Amount	
Books/Fee	\$2,925.00	
Books		
Tools	\$761.25	

\$3,686.25

Performance Beauty Academy Appeal Committee
Meeting Minutes
October 29, 2025
November 12, 2025

October 29, 2025 Preliminary Committee Meeting

The Performance Beauty Academy Appeal Committee, consisting of Mr. Ted Piazza, Mr. Randy Shannon and Ms. Amy McDonald met virtually at 10:00 a.m. on Wednesday, October 29, 2025, with Ms. Margaret Prater, Workforce Consultant, facilitating the meeting. The intent of the meeting was to review the information utilized by the Outreach and Opportunities Committee on August 5, 2025 and the Northwest TN Workforce Board on September 9, 2025 in making their decision to deny inclusion of the Cosmetology program on the Local Eligible Training Provider List (ETPL). The following items were sent to the committee on October 17, 2025 in preparation for the meeting:

1. New Program Review Form and ETPL Application for Performance Beauty Academy
2. Draft Minute Excerpts from 8-5-25 Outreach and Opportunity Committee and 9-9-25 Board Meeting
3. NWTNWB Letter of 9-15-25 (Approval State ETPL/Denial Local ETPL) from Laura Speer, Director of Performance and Compliance to Ms. Waldrum, Performance Beauty Academy
4. Appeal Letter dated 9-17-25 from Ms. Waldrum, Performance Beauty Academy to Executive Director and NW Board Chair. Letter received 10-6-25.
5. NW In-Demand Occupations Criteria

All committee members indicated they had reviewed the above materials. Each of the below elements noted in the recommendation for denial were discussed:

- a. **Median hourly wages are below the self-sufficiency threshold of \$15.05 per hour**
Prior to the meeting, Ms. Prater reviewed the draft minutes from the Outreach and Opportunities Committee meeting on August 5, 2025 and the Northwest TN Workforce Board meeting on September 9, 2025. She noted the new self-sufficiency wage of \$15.05 was approved by the Board on September 9, although the new wage was utilized in the recommendation to the Outreach and Opportunities Committee on August 5. A copy of the prior and current Self-Sufficiency Chart was requested from Laura Speer, Director of Performance and Compliance, to determine the prior wage and new wage effective date. The prior Self-Sufficiency wage was \$14.48. The new wage rate of \$15.05 (representing 200% of the federal poverty rate) was received from the State on July 2, 2025, with an effective date of May 13, 2025. The median hourly earnings rate from Lightcast Labor Market Information report was \$14.83. Ms. Prater brought this to the attention of the Appeal Committee to assure there would be no issues when the minutes were distributed. After further discussion, it was determined since the self-sufficiency wage correlated to the poverty level issued by the federal government (effective May 13), the Board In-Demand Occupation Criteria Policy requires the median wage be above the self-sufficiency threshold, and the Board approved the updated rate at its first meeting (September 9) after receipt from the State (July 2), it was appropriate to utilize the new rate of \$15.05. There was also some discussion regarding the wages being lower due to being “compensated partially or fully in cash, as much of the revenue is unreported” per the Appeal complaint. Ms. Prater reminded the

committee that training performance outcomes include wages and unreported income could have a negative impact.

b. LMI data for NW area does not show at least 1 more job than resident workers per year

The LMI data was reviewed indicating there were 122 Resident Workers versus 86 jobs in 2024. The change between 2024 and 2027 was 10 additional jobs with average annual openings of 15. According to the data, there are already a sufficient number of workers for the jobs available.

c. Program is not associated with a priority sector for the NW area

The Appeal Committee reviewed the Priority Sectors (Healthcare and Social Assistance; Manufacturing; Transportation and Warehousing; Construction; Information; Professional, Scientific and Technical Services; Hospitality and Tourism, Arts, Entertainment and Recreation and Accommodation and Food Services) identified by the Board, noting Cosmetology (classified as Personal Care and Service Occupations) has not been established as a priority by the Board. It was stated with limited resources the Board could not fund all available programs/occupations.

November 12, 2025 Committee Hearing Meeting

The “hearing” meeting of the appeal process was held virtually on Wednesday, November 12, 2025 at 10:00. All committee members and facilitator were present, along with Ms. Faye Waldrum, Director of Education, Performance Beauty Academy. After introductions, Ms. Waldrum was given the opportunity to speak. Highlights of her comments included:

With regard to wages, Ms. Waldrum presented information from the Bureau of Labor Statistics (BLS) that cosmetology wages for the state of Tennessee are \$15.14 and \$16.95 in the United States. Ms. Waldrum noted this did not include approximately \$6 per hour in cash tips that generally go unreported. She also noted that Great Clips, located in local Walmart stores, hire graduates at an average wage of \$25.09.

Ms. Waldrum also address the need for training additional individuals in cosmetology providing both growth rate and examples of need beyond the general public, noting specific needs in health care (e.g. nursing homes) and rehabilitation centers that required licensed cosmetologist to provide services. Mr. Piazza asked for clarification on the growth rate data. Ms. Waldrum stated BLS showed a 10% growth rate in the industry for 2023-2024.

Mr. Shannon asked for further clarification on why cosmetology should be considered a “priority” since it currently fell outside of the board parameters. Ms. Waldrum felt that cosmetology should be governed/classified under health and/or hospitality due to the type of training required. She also mentioned that cosmetology and barbering had been merged a few years ago and she did not feel this was a positive for cosmetology. Ms. Prater noted BLS classifies cosmetology under Personal Care and Service Occupations.

Ms. McDonald asked what type of financial aid is provided for the training. Ms. Waldrum indicated “none” at this time but indicated she and her husband had provided some scholarships and she was in the process of accreditation to qualify for Title IV funding. Ms. McDonald also asked about the number of students the program has enrolled and the capacity. Ms. Waldrum indicated to date there had been

11 students enrolled, with 2 graduates and 9 current. The capacity is 60-day students and 60-night students.

Ms. Waldrum mentioned her program was approved as an apprenticeship but noted the one-on-one supervision was difficult when classroom was one-to-twenty. Ms. Prater suggested she investigate how other schools were managing apprenticeships due to different rules and funding sources that could be favorable to her program. With no further questions, the meeting was adjourned at approximately 11:00 a.m.

November 12, 2025 Committee Recommendation Meeting

Ms. Prater asked the committee members to reconvene after a brief break to discuss a recommendation to the Workforce Board on December 2, 2025. Upon reconvening, she shared she ran a quick Indeed search and found job openings with wages ranging from \$15.48 - \$40 per hour. Ms. McDonald had looked up Great Clips in Dyersburg and found an opening for \$19+ per hour and also indicated her confidence that Ms. Waldrum would adhere to reporting requirements that had been concerns with other providers. Mr. Shannon stated he felt the wage and demand were not an issue; however, the priority was. He felt that Ms. Waldrum had a misunderstanding of this issue. Mr. Piazza stated that the board has limited resources and must set priorities and adhere to them unless the priority list is changed. He indicated that although Ms. Waldrum made a very compelling argument on behalf of her program, the under-reporting of wages would also reflect negatively on WIOA performance metrics. Ms. Prater looked up the Personal Care and Service Occupations and reported it covered a broad number of occupations including animal care and service, barber and cosmetology, childcare workers, concierges, fitness trainers, funeral service workers, gambling service workers, manicurist and pedicurist, recreation workers, skincare specialist, and tour/travel guides. She noted adding the Personal Care and Service Occupations classification to the priorities would expand to other occupations that may have similar issues. Mr. Piazza stated Ms. Waldrum could re-submit her application to the full Board at a later date and request a change in the priority at that time. Ms. McDonald felt we should encourage her to do so. Mr. Shannon noted Ms. Waldrum mentioned she moved here to retire after 30 years in the business, so she might want to “grow” her program beyond current levels to provide more data before reapplying.

The consensus of the committee was to uphold the denial to add Performance Beauty Academy Cosmetology Program to the local Eligible Training Provider List.

CONFLICT OF INTEREST & DISCLOSURE STATEMENT

This form must be used to report all interests required to be disclosed under Workforce Innovation & Opportunity Act (WIOA) policy. The disclosure statement must be signed and filed annually with the Secretary of the Board.

Name: Ima Sample

Local Area: Northwest

Employer: ABC Company

Position: Human Resources Manager

Employer Address: 123 ABC Road USA Town. TN 12345
Street City State Zip

Business Phone Number: 731-123-4567

Business Email Address: ima.sample@abc.com

Required Disclosures

Please list all relationships or business affiliations where you or a member of your immediate family:

1. Is an employee, officer, director, trustee, partner, owner of more than 4% of the voting stock or controlling interest, or another agent, of such organization, or
2. Has any direct or indirect dealings with such organization (other than those listed in #1 above) from which you knowingly materially benefit (i.e., through receipt directly or indirectly of cash or other property in excess of \$4,000 per year exclusive of dividends or interest).

For the purposes of completing this form, the term "immediate family" shall mean parents, siblings, spouses, partners, children, grandparents, grandchildren, aunts, uncles, siblings-in-law, half-siblings, cousins, adopted children and step-parents/step-children, and cohabiting partners of a Board member.

Individual Name	Relationship	Organization Name	Role / Title
Ima Sample	Self	ABC Non-Profit	Board Member
Ira Sample	Spouse	ABC High School	Principal
Ira Sample Jr.	Child	ABC Manufacturing	Maintenance Tech

Attach additional pages as necessary.

Additional Disclosures

Please list any additional information you wish to disclose.

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Signature

I certify that the information contained in this disclosure is true and that it is a complete and accurate report of all matters that I am required to disclose. While serving as a member of the Local Workforce Board for the Local Workforce Development Area specified above, I shall conduct myself and my activities in a principled manner to avoid any direct or apparent conflicts of interest in matters which could be construed to constitute a conflict of interest.

As a Board member, I understand that I shall refrain from voting on, and participating in any decision-making involving the selection, award, or administration of a contract supported by state or federal funds which could give rise to a real or apparent conflict of interest. I further understand that such a conflict would arise when I, any member of my immediate family, my business partners, or any organization which employs or is about to employ any of these parties, has a direct financial or other interest in the matter under consideration.

In advance of consideration of a matter in which I may have a conflict of interest, I shall notify the Board Chairman and disclose the conflict.

Ima Sample

Signature

10/27/25

Date