

Northwest TN Workforce Board Executive Committee Meeting

February 3, 2025 – 10:00 a.m.

Zoom only due to inclement weather, Meeting ID: 868 8029 1696, Passcode: 257433

Chair- Ted Piazza, Vice-Chair- Jimmy Williamson

Minutes

Committee Members Attending: Ted Piazza, Jon Dougherty, Brad Hurley, Rita Alexander, Jimmy Williamson, Mayor Mark Ward, Lori Burdine

Staff Members and Contractors Attending: Jennifer Bane, Ariel McGahey, LeAnn Lundberg, Ginger Powell, Lana Burchfiel, Gina Johnson

Guests Attending: Ira Sellars, Loretta Mealer, Sabra Bledsoe (Board Members)

Welcome and Call to Order / Public Comment / Review and Approval of Minutes of 11/4/25 Meeting: Ted Piazza welcomed everyone and asked if there were any public comments. Hearing none, Ted presented the minutes from the last meeting and asked the group for any feedback or changes:

- **MOTION:** Brad Hurley moved to approve the 11/4/25 Executive Committee minutes as presented, and Jon Dougherty seconded the motion. All were in favor, and the motion carried.

Facilities and Technology: LeAnn Lundberg, Director of Facilities and Technology, reported that the state picked up the surplus inventory in November. Vocational Rehabilitation has completed their move into the Dyersburg AJC building. She also noted that staff are reviewing a possible issue with one of the heating units at that location. Jennifer Bane reported a request from Manpower to place staff in some centers, starting with Dyersburg and shared concerns about Manpower's limited budget and the potential appearance of a conflict of interest. Ted recommended denying the request and Brad Hurley agreed, noting that allowing Manpower space could appear as favoritism given the number of other temporary agencies and employers in our area.

Performance & Compliance Report: Jennifer Bane presented the following reports for Laura Speer:

- Quarterly Complaint Logs: No complaints have been received, and reports have been submitted to the State.
- Monitoring Status Report: The full report is attached. There were no issues.
- Data Validation Update: Staff submitted corrections to the preliminary report. We are still waiting on final results.
- Local Performance Results—Estimated PY25 Q2 Results: The attached report was reviewed. Everything is on track except for the employment rate 2nd quarter after exit for Youth at 77.9%, which is just slightly under the goal of 88.5%. These results are based on rolling quarters and as of now it appears that measure will be passing by the end of the program year as previous quarters fall off and new quarters are added in.

Budget & Administration Reports: Director of Finance & Administrative Services, Gina Johnson, presented the attached Financial Status Report detailing expenditure and obligation rates as of December, as well as fiscal performance results for the minimum participant cost rate (MPCR), Youth Work Experience expenditures, and In-School Youth (ISY) expenditures. We are about 46% expended for Title I Operating Budget and 28% expended for Participant Budget. PY25 In-School Youth spending is at 71.2%, exceeding the 50% threshold. Staff will continue to add participants to the Out-of-School Youth program to balance the measure prior to the grant ending in June 2027.

Program Oversight Report: Ariel McGahey, Director of Operations, noted that staff are working on the six-month monitoring reports for the Career Services Provider and One Stop Operator contractors for July-December 2025, and it will be shared with the committee at the next meeting. There are no major concerns with either contractor at this time.

Other Business, Career Services Provider (CSP) Procurement: Jennifer Bane reported that staff are working with TPMA on the procurement process, with the request for proposals (RFP) released this past Friday. Questions are

due by February 16th, and proposals are due by March 31st. The RFP includes three components: Title I Adult and Dislocated Worker Career Services Provider, Title I Youth Career Services Provider, and Work Experience Employer of Record. Applicants may apply for one, two, or all three components. The only identified issue with Dyersburg State Community College as our current Career Services Provider is that payroll is monthly for work experience participants, while many programs would benefit from weekly or bi-weekly payments. Staff revised the questions in the RFP to hopefully get more information from bidders with specific details of how they will provide services, while maintaining required state policies. Ted noted concerns about potential issues related to AI use in RFP responses. TPMA will make a recommendation at the next committee meeting.

Future Meeting Dates & Upcoming Events: Upcoming meeting dates and events listed on the agenda. Jennifer noted the correct date as March 5th for the Virtually Speaking Webinar.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

**Northwest TN Workforce Board
Executive Committee**

Tuesday, February 3, 2026 – 10:00 a.m.

[Join Zoom Meeting](#)

Meeting ID: 868 8029 1696

Passcode: 257433

Chair- Jimmy Williamson

Vice Chair – Ted Piazza

Agenda

Welcome and Call to Order

Ted Piazza, Chair

- a. Opportunity for Public Comment (limit of three minutes per speaker)

Review and Approval of Minutes of 11/4/2025 Meeting **(Vote Required)**

Ted Piazza

Facilities and Technology Report

LeAnn Lundberg, Director of Facilities & Computer Services

Performance & Compliance Report

Laura Speer, Director of Performance & Compliance

- Quarterly Complaint Logs Update
- Monitoring Status Report
- Data Validation Update
- Local Performance: Estimated PY 25 Q2 Results

Budget & Administration Report

- Financial Status Report
- Program Year 2025 Budget Update

Gina Johnson, Director of Finance & Admin. Services

Jennifer Bane, Executive Director

Program Oversight Report

Ariel McGahey, Director of Operations

- Career Service Provider (CSP) Performance
- One-Stop Operator (OSO) Performance

Other Business

- Career Services Provider (CSP) Procurement

All

Jennifer Bane

Future Meeting Dates & Upcoming Events

Meeting / Event	Date and Time	Location
State Workforce Board Meeting	February 27, 10:00 am	Nashville / YouTube
Virtually Speaking Webinar	March 3, 9:00 am	Zoom
Northwest TN Workforce Board Meeting	March 10, 10:00 am	NW HRA & DD, Martin / Zoom
Remaining 2026 Committee Meeting Dates	10:00 am on Tuesday, May 5 th , August 4 th , November 3 rd	Zoom
Remaining 2026 Board Meeting Dates	10:00 am on Tuesday, June 9 th , Sept. 15 th (annual), Dec. 1 st (with Southwest)	NW HRA & DD, Martin / Zoom

Northwest TN Workforce Board Executive Committee Meeting

November 4, 2025 – 10:10 a.m.

Milan Chamber of Commerce, 1069 S. Main St., Milan, TN / Zoom

Chair- Ted Piazza, Vice-Chair- Jimmy Williamson

Minutes

Committee Members Attending: Ted Piazza; **via Zoom:** Jon Dougherty

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

Welcome and Call to Order / Public Comment / Review and Approval of Minutes of 8/5/25 Meeting: Ted Piazza welcomed everyone and asked if there were any public comments. Hearing none, Ted presented the minutes from the last meeting and asked the group for any feedback or changes:

- **MOTION:** Jon Dougherty moved to approve the 8/5/25 Executive Committee minutes as presented, and Ted Piazza seconded the motion. All were in favor, and the motion carried.

Facilities and Technology: LeAnn Lundberg, Director of Facilities and Technology, reported she recently completed surplus inventory and is waiting to hear from the state when they will pick it up. LeAnn also reported on the clean out day at the Dyersburg AJC to get ready for Vocational Rehabilitation (VR) moving in at the end of December. There have been some issues with the heater this week, and the landlord is supposed to address them today. The landlord has replaced the roof, but there have still been a couple of leaks they are working to address. Two of the HVAC units in the building have been replaced. Jennifer provided an update on the rent increase the landlord brought up a few months ago. In lieu of a rent increase, 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 Report: Jennifer Bane presented the following reports for Laura Speer:

- Quarterly Complaint Logs: No complaints have been received, and reports have been submitted to the State.
- Monitoring Status Report: The full report is attached. There were no issues.
- Data Validation Update: We did have to send staff to Nashville for training in September, but hope the state will come to us next time. We received a list of any Data Validation findings quickly, and Laura was granted an extension to fix any issues. We will share a copy of the final report with this committee once it is received from the state.
- Local Performance Results—PY24Q4 Annual Results and Estimated PY25 Q1 Results: The attached reports were 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. The federal Department of Labor renegotiated higher performance rates last year, so the 90%-99% attainment rates were expected. Adjustments to performance attainment are made based on the characteristics of individuals served in the year following this initial report. We probably won't have that for quite a while but will share when the report is released.
- The Performance & Fiscal report shows projected performance rates for the first year of the current program year. We are currently passing all measures except for Measurable Skills Gains (MSG) for Adults and Dislocated Workers. We don't typically see a lot of MSG in the first quarter due to training just starting, but that measure usually catches up in the second and third quarters as fall semester grades are released. The measures in yellow are still considered passing. Wage data from Unemployment Insurance is 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 Reports:

- Financial Status Report: Director of Finance & Administrative Services, Gina Johnson, presented the attached Financial Status Report detailing expenditure and obligation rates as of September, as well as fiscal performance results for the minimum participant cost rate (MPCR), Youth Work Experience expenditures, and In-School Youth

(ISY) expenditures. We are about 21% expended for Title I Operating Budget and 11% expended for Participant Budget. Our PY25 In-School Youth spending is currently over the 50% allowable threshold, but we haven't used that grant much yet since we still have PY24 funds to use. Staff expect expenditures to level out.

- Program Year 2025 Budget Update: Jennifer Bane noted the detailed budget update shows the expenditures by budget 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 in the year, so we should be okay. The 11% participant budget will come 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. The state's PAR staff had to take a break, but they have been working the past couple of weeks to finalize their review. We should have the exit conference in the next couple of weeks. We will share the report in the next meeting.

Program Oversight Report: Director of Operations, Ariel McGahey, presented the following attached 6-month monitoring reports (Jan-June 2025):

- Career Service Provider (CSP) Performance: The only goal that was an issue was Title I/Title III co-enrollment. There was nothing the contractor had to respond to.
- One-Stop Operator (OSO) Performance: No major concerns. Some of the traffic counts fell short last year, but Erica is doing some additional work like community events and job fairs to up traffic in the centers.
- On-Site Program Monitoring Report: The TN Department of Labor & Workforce Development did an on-site program review at the end of August. They met with staff at the AJCs, looking at program structures and processes to make sure we were in compliance. Our one finding, that documentation needs to be provided in braille, will be addressed once we get clarification on what they would like to see offered in braille. Historically, we have had connections with VR if we needed that, so we are working with VR to get those documents.

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. This past week we received guidance from the state that YEP participants are not considered traditional employees, so they are not subject to SUTA or FUTA taxes. Our employer of record contractor in Southwest is not 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.

Other Business:

- 2026 Committee Meeting Structure: The committee will remain on the same meeting schedule as last year. Jennifer Bane proposed moving to a virtual-only format, with the option for members and the public to attend in person at the administrative office. The format would also simplify the distribution of handouts. This change is expected to take effect beginning with the February committee meetings.
- Annual Conflict of Interest Forms: Jennifer Bane reminded everyone that Conflict of Interest Forms will be distributed with the next Board meeting materials and will be due in December.

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

Respectfully submitted, Lana Burchfiel, Public Information Specialist

NORTHWEST TN WORKFORCE BOARD MONITORING STATUS REPORT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
REAP					
2505-2507-MULTI-61-1350626 Amteck John Dougherty, License Manager 1387 New Circle Road Suite 130 Lexington, KY 40505 JDougherty@Amteck.com (859)551-3336	05-01-25 to 07-31-25		\$25,000.00	\$19,198.55	Letter Mailed: 10-06-25
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 06-30-26		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: 06-30-26		Invoices Checked Monthly per Executive Director	

NORTHWEST TN WORKFORCE BOARD MONITORING STATUS REPORT

OJT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2510-2610-OJT-62-0916675 Traf-Mark Industries, LLC 12575 Lexington Street Huntingdon, TN 38344 Mark Hartmann - Outsource HR or Mike Tabor Authorized Signatory (731) 986-9035 mhartman@gulfingt.com or mike@traf- mark.com	On-the-Job Training: 10-27-25 to 10-01-26	Scheduled: 11-11-25	Phone Interview: 11-11-25 Fiscal:	N/A	Letter Mailed:
2507-2607-OJT-47-3701669 Auston Mealer's Restaurant Equipment Service 1865 US Highway 51 By-Pass North Dyersburg, TN 38024 Loretta Mealer, Administration (731) 445-4380 loretta@austonmealer.com	On-the-Job Training: 07-30-25 to 07-29-26	Scheduled: 11-04-25	Phone Interview: 11-04-25 Fiscal:	N/A	Letter Mailed:
2507-2609-OJT-81-0970339 Performance Heating and Cooling, Inc. Attn: Michelle Alexander, President 3096 Kefauver Drive Milan, TN 38358 (731) 613- 1500 michelle.performance@gmail.com	On-the-Job Training: 07-14-25 to 07-07-26	Scheduled: 11-04-25	Phone Interview: 11-04-25 Fiscal:	N/A	Letter Mailed:

NORTHWEST TN WORKFORCE BOARD MONITORING STATUS REPORT

OJT

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: 12-15-25	Programmatic: Invoice due by the 20th of the month following payroll	Letter Mailed: 12-15--25
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: 01-07-26	Programmatic: Invoice due by the 20th of the month following payroll	Letter Mailed: 01-07-26
2503-2511-OJT-26-2726861 Discovery Park of America Attn: Lisa Love, HR Director 830 Everett Blvd. Union City, TN 38261 (731) 885-5455 llove@discoveryparkofamerica.com	On-the-Job Training: 03-04-25 to 11-01-25	Scheduled:	Phone Interview: Fiscal:	N/A	No One On Contract
2501-2512-OJT-99-2482641 Miles Industrial Services Attn: Scott Miles (731) 665-0010 scottmiles@milesindustrial.net 103 North Trenton Street Rutherford, TN 38369	On-the-Job Training: 01-29-25 to 12-21-25	Scheduled:	Phone Interview: Fiscal:	N/A	No One On Contract

NORTHWEST TN WORKFORCE BOARD MONITORING STATUS REPORT

OJT

Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
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 Participant's enrolled: Jesse Gaspen, Jonathan Hughes, Benjamin Lindsey, and Mark West

Performance & Fiscal

On Target

Approaching Target

Off Target

Employment Rate 2nd Quarter After Exit

Adult

91.1%

Goal 94.2%

Dislocated Worker

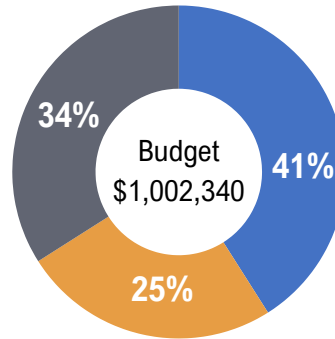
100.0%

Goal 86.4%

Youth

77.9%

Goal 88.5%



Adult

Expended **\$413,583**

Obligated **\$244,374**

Balance **\$344,383**

Employment Rate 4th Quarter After Exit

Adult

89.1%

Goal 87.1%

Dislocated Worker

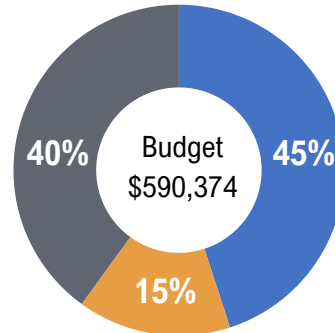
89.5%

Goal 79.2%

Youth

80.4%

Goal 81.1%



Dislocated Worker

Expended **\$265,028**

Obligated **\$88,553**

Balance **\$236,793**

Median Earnings 2nd Quarter After Exit

Adult

\$8,904

Goal \$9,000

Dislocated Worker

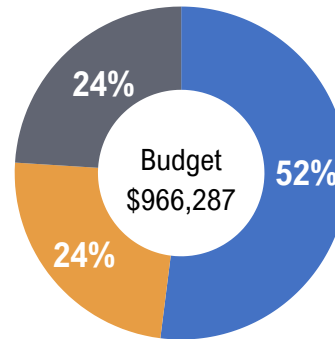
\$8,637

Goal \$8,700

Youth

\$3,939

Goal \$4,209



Youth

Expended **\$500,308**

Obligated **\$232,543**

Balance **\$233,436**

Credential Attainment Within 4 Quarters After Exit

Adult

78.7%

Goal 79.6%

Dislocated Worker

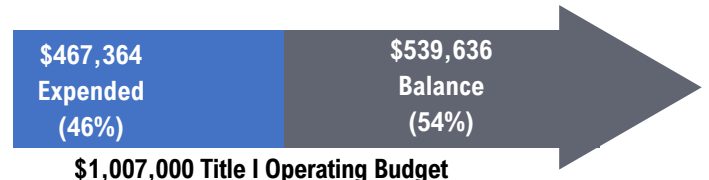
78.6%

Goal 71.3%

Youth

87.5%

Goal 71.4%



Measurable Skills Gain

Adult

77.4%

Goal 80.1%

Dislocated Worker

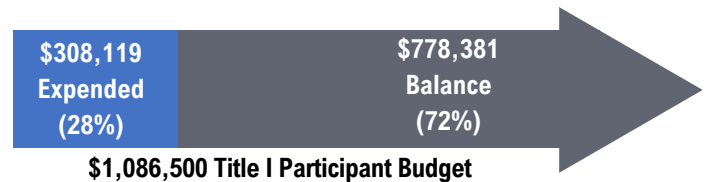
94.4%

Goal 90.6%

Youth

78.5%

Goal 77.8%



**Northwest PY 2025 Budget - Revised July 2025
vs. YTD Expenditures as of 12/31/25**

	Budget	July - Sept. 2025	Percentage of Budget	Oct. - Dec. 2025	Percentage of Budget	PY 25 YTD Total	Percentage of Budget
Administrative Budget (all grants)	\$ 408,376.36	\$ 102,727.30	25%	\$ 95,494.01	23%	\$ 198,221.31	49%
Formula Participant Budget	\$ 1,086,504.77	\$ 116,196.31	11%	\$ 191,923.10	18%	\$ 308,119.41	28%
Participant YTD = 39.73%							
Operating Budget	\$ 1,014,095.00	\$ 253,523.75	25%	\$ 253,523.75	25%	\$ 1,014,095.00	100%
IFA Expenses (including OSO)	\$ 86,695.00	\$ 21,841.32	25%	\$ 31,399.38	36%	\$ 53,240.70	61%
Career Service Provider (w/o DWG)	\$ 544,000.00	\$ 95,683.09	18%	\$ 142,598.99	26%	\$ 238,282.08	44%
Board / Fiscal Agent Expenses	\$ 383,400.00	\$ 91,430.90	24%	\$ 84,410.45	22%	\$ 175,841.35	46%
Total Operating Expenses	\$ 1,014,095.00	\$ 208,955.31	21%	\$ 258,408.82	25%	\$ 467,364.13	46%
<i>Remaining Balance</i>	\$ -	\$ 44,568.44	4%	\$ (4,885.07)	0%	\$ 546,730.87	54%
Operations YTD = 60.27%							
Adult & DW Part. & Program	\$ 1,426,262.30	\$ 245,155.38	17%	\$ 330,288.35	23%	\$ 575,443.73	40%
Youth Part. & Program	\$ 667,247.54	\$ 79,996.24	12%	\$ 120,043.57	18%	\$ 200,039.81	30%
Total Part. & Program	\$ 2,093,509.84	\$ 325,151.62	16%	\$ 450,331.92	22%	\$ 775,483.54	37%
<i>Remaining Balance</i>	\$ -	\$ 1,768,358.22	84%	\$ 1,318,026.30	63%	\$ 1,318,026.30	63%
Adult & DW Program Only	\$ 800,618.76	\$ 163,790.46	20%	\$ 207,664.17	26%	\$ 371,454.63	46%
Youth Program Only	\$ 206,386.31	\$ 45,164.85	22%	\$ 50,744.65	25%	\$ 95,909.50	46%
Total Program	\$ 1,007,005.07	\$ 208,955.31	21%	\$ 258,408.82	26%	\$ 467,364.13	46%
<i>Remaining Balance</i>	\$ -	\$ 798,049.76	79%	\$ 539,640.94	54%	\$ 539,640.94	54%