Northwest TN Workforce Board Executive Committee Meeting
Tuesday, May 5, 2026 – 10:00 a.m.
Zoom only, Meeting ID: 868 8029 1696, Passcode: 257433

Chair- Ted Piazza, Vice-Chair- Jimmy Williamson

Minutes

Committee Members Attending: Jimmy Williamson, Ted Piazza, **Via Zoom:** Jon Dougherty, Brad Hurley, Rita Alexander, Lori Burdine
Staff Members and Contractors Attending: Jennifer Bane, LeAnn Lundberg, Gina Johnson, **Via Zoom:** Ariel McGahey, Laura Speer, Ginger Powell, Lana Burchfiel, Margaret Prater, Connie Stewart (CSP)
Guests Attending via Zoom: Kylie Wolf (TPMA), Sabra Bledsoe (Board Member)

Welcome and Call to Order / Public Comment / Review and Approval of Minutes of 2/3/26 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. It was noted that the minutes show the meeting date as "February 3, 202**5**" and will be corrected to "2026" before posting them online.

- <u>MOTION</u>: **Brad Hurley moved to approve the 2/3/26 Executive Committee minutes as presented with the noted date change, and Jimmy Williamson seconded the motion. All were in favor, and the motion carried.**

Career Services Provider (CSP) Procurement: Kylie Wolf of Thomas P. Miller Associates (TMPA) reported that four proposals were received- two for Adult/Dislocated Worker and Youth services and Employer of Record (Educational Data Systems, Inc (EDSI) & Ross Innovative Employment Solutions, LLC), one for Adult/Dislocated Worker and Youth services only (Dyersburg State Community College), and one for Employer of Record (EOR) only (Personnel Placements of TN). The proposals were independently scored by three reviewers across components, with all applicants scoring similarly overall. Reviewers determined though the scores for Dyersburg State and EDSI were very close, there was not sufficient advantage to disrupt the current structure and recommended retaining Dyersburg State Community College (DSCC) for Adult, Dislocated Worker, and Youth services. For Employer of Record, Personnel Placements of TN (PPL) was recommended despite a lower overall score due to its lower markup and overhead costs, allowing more funding to be directed to participants. While EDSI scored higher, in large part due to their organizational experience, they proposed higher costs and may not accept a standalone contract. Ted asked if TPMA noticed the use of AI in the proposals that were submitted, and if TPMA utilized AI in their assessment of the proposals. Kylie stated that AI use was not noticed in the development of submissions, and that TPMA utilized AI for a summary of comments from the reviewers and for math calculations for bidders' scores. She noted that the reviewers were required to read each submission in entirety at least once. Board members raised concerns about selecting a lower-scoring proposal for the EOR and assumptions regarding vendor acceptance, as well as potential conflicts of interest. Jennifer Bane also expressed concerns about budget constraints and noted recently received state guidance advising against major provider changes during this time, recommending delaying a decision. The committee reached consensus to recommend moving forward with DSCC for the Adult/Dislocated Worker and Youth Services contracts and requesting DSCC to continue Employer of Record services as part of the contract until further state guidance is received. After voting, Margaret Prater described the difficulty of separating the EOR contract from the other contracts. When this process was done in Southwest, the RFP was only for EOR, which helped eliminate any concern about bidders accepting the contract as awarded. In this process, with multiple contracts being bid at the same time, it created some questions.

- <u>**MOTION:**</u> **Jimmy Williamson moved to continue with DSCC for the Adult/Dislocated Worker & Youth Services contracts and requesting that they also continue in their current capacity for employer record, and Brad Hurley seconded the motion. All were in favor, and the motion carried.**

Facilities and Technology: LeAnn Lundberg, reported that she is still evaluating mini computers to replace AJC resource computers. She has also been transitioning to a new texting service and stated that another surplus process will likely be conducted soon for old equipment.

Performance & Compliance Report: Director of Performance & Compliance Laura Speer presented the following reports:

- 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: Data Validation will be held in Jackson on September 14-18, 2026.
- Local Performance Results—Adjusted PY24 Results: The attached report shows the original projected federal performance for PY24 that showed all measures passing. After the adjustments, one measure, Youth Employment Rate 2nd Quarter After Exit failed to meet 90% of the goal.
- Estimated PY25 Q3 Results: The committee reviewed the attached report showing project current performance. We are currently passing all measures except for Youth Employment 2nd quarter after exit, but predictive reports show us passing all measures by the end of the program year.

Budget & Administration Reports:

- Financial Status Report: Director of Finance & Administrative Services, Gina Johnson, reported that spending is on track overall, with a small amount of youth funding remaining to be expended before the end of the program year and no concerns meeting that requirement. Performance measures are also on track. In-school youth spending is currently above the PY25 target (max 50%), but with another year remaining on the grant, it is expected to level out by grant completion. Gina also noted that our audit has been finalized and that there were no findings. We ill be beginning the process for next year soon.
- Program Year 2025 Budget Update: Jennifer Bane provided a budget update noting that administrative budget total changed due to additional grants being added. She reported that the Infrastructure Funding Agreement (IFA) Budget is trending high, and staff believe this is due to being billed at a higher rate for our share of the Huntingdon AJC rent, a state-owned building, than what is outlined in the IFA (percent of square footage VS percent of staff) and the state has been asked to review the calculation. Brad requested a written summary of the Huntingdon facility discussion and Jennifer will send it. Overall spending remains on track, and carryover is in fairly good shape.
- Program Year 2026 Budget: Jennifer noted that a draft PY26 budget is not yet available since we are still waiting on final local allocations from the state. State allocations were received last week and show increases in Adult and Youth funding and a decrease in Dislocated Worker funding, and she expects those changes will be reflected in local allocations. Once received, she will develop a proposed budget and present it to the full board in June. She also noted that additional participant funding may be requested since first quarter funding is always limited, and to help offset the loss of the National Dislocated Worker Grant (NDWG) in September and the GROWWTH grant in October. The region will receive the Rural Healthcare grant again starting July 1st, with potential additional state TN Youth Employment Program (TYEP), reentry, and apprenticeship funding. Federal apprenticeship funding has already been awarded for next year.
- Property Management Policy Changes: During a recent monitoring, the policy was noted as not fully aligned with federal guidance. Jennifer explained that the local policy is typically based on the state policy, but the state policy had not been updated at the time of review. She verified with the state that the updates should be made, and the local policy was revised accordingly, with proposed changes shown in red. Updates include increased small dollar purchase threshold and threshold for equipment purchases before they are required to be submitted to the state for approval.
  - **MOTION: Jimmy Williamson moved to approve the changes as presented to the Property Management Policy, and Jon Dougherty seconded the motion. All were in favor, and the motion carried.**

Program Oversight Report: Ariel McGahey, Director of Operations, presented the attached six-month monitoring reports for the Career Services Provider (Dyersburg State Community College) and One Stop Operator (Mid Cumberland Human Resource Agency) contractors for July-December 2025. There are no major concerns with either contractor at this time, and nothing for either provider that required a submitted response. The one federal measure currently failing is projected to be passing by the end of the year. To help increase traffic counts / overall services, Ariel is working with the OSO to track ways of recording all services provided, not just in-person visits.

Other Business:
Local and Regional Plan Modifications**:** Jennifer Bane reported that after state review of the Local and Regional Plan Modifications, there were no needed corrections for the Regional Plan, and only a couple of minor corrections for the Local Plan. Corrections included some updated language for veterans' services on page 28 and two minor budget updates. We have been told that our plan will be recommended for approval by the State Workforce Development Board on Friday, May 8th.

- **Motion: Jimmy Williamson moved to approve the Local and Regional Plan Modifications as presented, and Rita Alexander seconded the motion. All were in favor, and the motion carried.**

Future Meeting Dates & Upcoming Events: Jennifer reviewed the upcoming meeting dates and noted that State Workforce Board meetings typically begin at 10:00 a.m., but this meeting will begin at 8:30 a.m. due to plan presentations. She stated the meeting will be streamed on YouTube and that she will be presenting the local plan, which is last on the agenda.

Ted asked if there was any other business before the committee, and hearing none, adjourned the meeting.

Respectfully submitted, Lana Burchfiel, Public Information Specialist

Northwest TN Workforce Board
Executive Committee
Tuesday, May 5, 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 02/03/2026 Meeting **(Vote Required)** — Ted Piazza

Career Services Provider (CSP) Procurement **(Vote Required)** — TPMA Staff

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: Adjusted PY 24 Results and Estimated PY 25 Q3 Results

Budget & Administration Report

- Financial Status Report — Gina Johnson, Director of Finance & Admin. Services
- Program Year 2025 Budget Update — Jennifer Bane, Executive Director
- Program Year 2026 Budget
- Property Management Policy Changes **(Vote Required)**

Program Oversight Report — Ariel McGahey, Director of Operations

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

Other Business

- Local & Regional Plan Modifications **(Vote Required)** — Jennifer Bane

Future Meeting Dates & Upcoming Events

Meeting / Event	**Date and Time**	**Location**
State Workforce Board Meeting	May 8, 10:00 am	Nashville / YouTube
Virtually Speaking Webinar	June 4, 9:00 am	Zoom
Northwest TN Workforce Board Meeting	June 9, 10:00 am	NW HRA & DD, Martin / Zoom
Remaining 2026 Committee Meeting Dates	9:00 am on Tuesday, August 4th, November 3rd	Zoom
Remaining 2026 Board Meeting Dates	10:00 am on Tuesday, Sept. 15th (annual), Dec. 1st (with Southwest)	NW HRA & DD, Martin / Zoom TBD

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:

- <u>MOTION</u>: **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:

- <u>Quarterly Complaint Logs</u>: No complaints have been received, and reports have been submitted to the State.
- <u>Monitoring Status Report</u>: The full report is attached. There were no issues.
- <u>Data Validation Update</u>: Staff submitted corrections to the preliminary report. We are still waiting on final results.
- <u>Local Performance Results—Estimated PY25 Q2 Results</u>: 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 MONITORING STATUS REPORT					
Subcontractor	Purpose of Subcontract	Scheduled	Date of Review (s)	Corrective Action Needed	Letter Mailed:
2602-2603-OJT-33-2090609 RESGR Automotive, LLC Attn: Karen Fair, HR Manager 306 Jefferson Street Newbern, TN 38059 (731) 676-7389	On-the-Job Training: 02-23-26 to 03-31-26	Scheduled:	Phone Interview: 04-09-2026 Fiscal:	N/A	Letter Mailed:
2511-2611-OJT-26-2730204 Excel Boat Company, LLC Attn: Tiffinie Hix, HR Manager 601 Sherwood Drive Union City, TN 38261 (731) 507-0390	On-the-Job Training: 11-18-25 to 11-17-26	Scheduled: 03-03-26	Phone Interview: 03-03-26 Fiscal:	N/A	Letter Mailed:
2510-2610-OJT-62-0916675 Traf-Mark Industries, LLC 12575 Lexington Street Huntingdon, TN 38344 Mark Hartmann - Outsource HR Mike Tabor Authorized Signatory (731) 986-9035	On-the-Job Training: 10-27-25 to 10-01-26	Scheduled: 11-11-25	Phone Interview: 11-11-25 Fiscal: 02-12-26	N/A	Letter Mailed: 02-12-26
2508-2607-OJT-48-0760716 Haven Steel Products, Inc. Attn: Craig Hobson, HR Manager 25570 Highway 22 North McKenzie, TN 38201 (731) 352-5051	On-the-Job Training: 08-11-25 to 07-31-26	Scheduled: 02-25-26	Phone Interview: 02-25-26 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	On-the-Job Training: 07-30-25 to 07-29-26	Scheduled: 11-04-25	Phone Interview: 11-04-25 Fiscal: 02-12-2026	N/A	Letter Mailed: 02-12-2026
2505-2511-OJT-61-1350626 Amteck John Dougherty, License Manager 1387 New Circle Road Suite 130 Lexington, KY 40505 (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
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 (615) 850-3907	One-Stop Operator Services:	Expires: 06-30-26		Invoices Checked Monthly per Executive Director	
APPRENTICESHIP					
2511-2611-RA-61-1350626 Amteck John Dougherty, License Manager 1387 New Circle Road Suite 130 Lexington, KY 40505 (859)551-3336		Expires: 11-01-2026	Fiscal: 03-04-2026		
IWT's					
2601-2606-IWT-62-1194832 Vaughn Electric Company, Inc. Attn: Colton Rinker, President 313 E. Florida Avenue Union City, TN 38261	02-01-26 to 05-31-26	$21,600.00	Fiscal: 04-14-2026	$5,781.96	Letter Mailed: 04-14-2026
[redacted]					

Performance Adjustments
PY 2024

Off Target	Approaching	Met
0-89% of goal	90-99% of goal	100% of goal

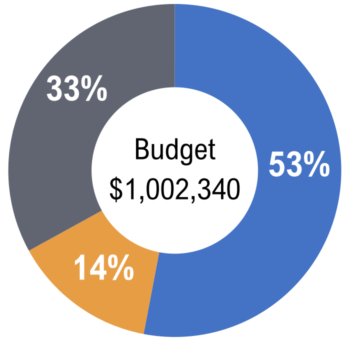
Measures			PY24	% of	PY24
Employment Rate 2nd Quarter after exit	**Goal**	**Adjusted Goal**	**Annual Results**	**Goal Met**	**Adjusted Results**
Adult	92.2%	90.62%	92.40%	100.2%	101.96%
DW	83.5%	96.0%	100.0%	119.8%	104.19%
Youth	87.7%	93.1%	81.3%	92.7%	87.32%
Employment Rate 4th Quarter after exit	Goal				
Adult	91.3%	87.4%	91.3%	100.0%	104.50%
DW	74.4%	73.9%	81.3%	109.3%	110.03%
Youth	80.0%	76.1%	87.0%	108.8%	114.38%
Median Earnings 2nd Quarter after exit					
Adult	$ 8,500.00	$ 8,097.95	$ 8,646.00	102%	106.77%
DW	$ 8,540.00	$ 8,141.35	$ 7,800.00	91.3%	95.81%
Youth	$ 3,922.00	$ 4,080.29	$ 4,292.00	109.4%	105.19%
Credential Attainment within 4 Quarters after exit					
Adult	78.6%	84.2%	82.3%	104.7%	97.74%
DW	69.8%	58.7%	85.7%	122.8%	145.97%
Youth	69.8%	86.4%	91.7%	131.4%	106.11%

Performance & Fiscal

On Target | Approaching Target | Off Target

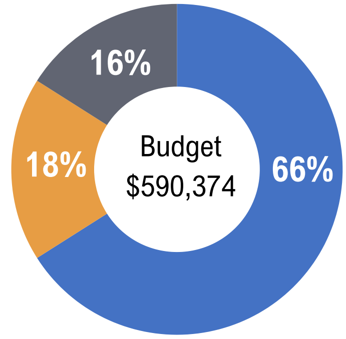
Measure	Adult	Dislocated Worker	Youth
Employment Rate 2nd Quarter After Exit	91.0% Goal 94.2%	100.0% Goal 86.4%	75.7% Goal 88.5%
Employment Rate 4th Quarter After Exit	92.7% Goal 87.1%	88.8% Goal 79.2%	78.0% Goal 81.1%
Median Earnings 2nd Quarter After Exit	$9,049 Goal $9,000	$8,637 Goal $8,700	$3,838 Goal $4,209
Credential Attainment Within 4 Quarters After Exit	82.1% Goal 79.6%	80.0% Goal 71.3%	88.7% Goal 71.4%
Measurable Skills Gain	80.1% Goal 80.1%	95.2% Goal 90.6%	73.5% Goal 77.8%

Adult



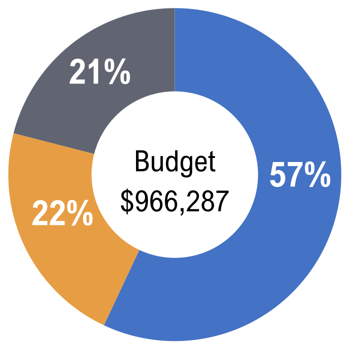
Expended $530,712
Obligated $139,481
Balance $332,147

Dislocated Worker



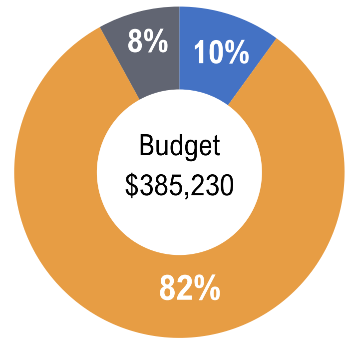
Expended $388,830
Obligated $105,101
Balance $96,443

Youth



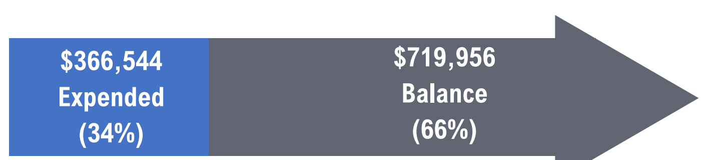
Expended $553,476
Obligated $213,738
Balance $199,073

Statewide

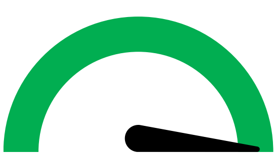


Expended $36,829
Obligated $316,416
Balance $31,985

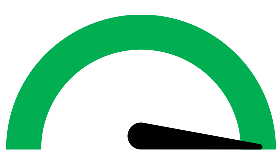
$1,007,000 Title I Operating Budget



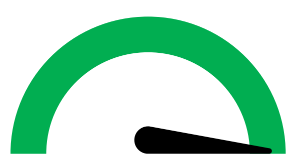
$1,086,500 Title I Participant Budget



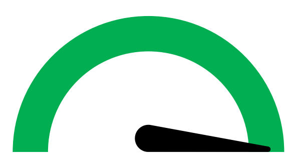
46.4% / 40%
MPCR



36.7% / 20%
Work Experience



43.7% / 35%
PY24 In-School Youth



63.4% / 35%
PY25 In-School Youth

Northwest PY 2025 Budget - Revised July 2025
vs. YTD Expenditures as of 3/31/26

	Budget	July - Sept. 2025	Percentage of Budget	Oct. - Dec. 2025	Percentage of Budget	Jan. - Mar. 2026	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%**	$ 95,003.61	23%	**$ 293,224.92**	**72%**
Formula Participant Budget	**$ 1,086,504.77**	**$ 116,196.31**	**11%**	**$ 191,923.10**	18%	**$ 58,424.45**	5%	**$ 366,543.86**	**34%**
								Participant YTD =	**34.27%**
Operating Budget	**$ 1,014,095.00**	**$ 253,523.75**	25%	**$ 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%	$ 30,293.62	35%	$ 83,534.32	96%
Career Service Provider (w/o DWG)	$ 544,000.00	$ 95,683.09	18%	$ 142,598.99	26%	$ 118,016.17	22%	$ 356,298.25	65%
Board / Fiscal Agent Expenses	$ 383,400.00	$ 91,430.90	24%	$ 84,410.45	22%	$ 87,364.85	23%	$ 263,206.20	69%
Total Operating Expenses	**$ 1,014,095.00**	**$ 208,955.31**	**21%**	**$ 258,408.82**	25%	**$ 235,674.64**	23%	**$ 703,038.77**	**69%**
Remaining Balance	*$ -*	*$ 44,568.44*	4%	*$ (4,885.07)*	*0%*	*$ 17,849.11*	*2%*	*$ 311,056.23*	*31%*
								Operations YTD =	**65.73%**
Adult & DW Part. & Program	**$ 1,426,262.30**	$ 245,155.38	17%	$ 330,288.35	23%	$ 240,931.52	17%	$ 816,375.25	57%
Youth Part. & Program	**$ 667,247.54**	$ 79,996.24	12%	$ 120,043.57	18%	$ 53,167.57	8%	$ 253,207.38	38%
Total Part. & Program	**$ 2,093,509.84**	**$ 325,151.62**	**16%**	**$ 450,331.92**	22%	$ 294,099.09	14%	**$ 1,069,582.63**	51%
Remaining Balance	*$ -*	*$ 1,768,358.22*	84%	*$ 1,318,026.30*	63%	*$ 1,023,927.21*	*49%*	*$ 1,023,927.21*	*49%*
Adult & DW Program Only	**$ 800,618.76**	$ 163,790.46	20%	$ 207,664.17	26%	$ 195,105.15	24%	$ 566,559.78	71%
Youth Program Only	**$ 206,386.31**	$ 45,164.85	22%	$ 50,744.65	25%	$ 40,569.49	20%	$ 136,478.99	66%
Total Program	**$ 1,007,005.07**	**$ 208,955.31**	**21%**	**$ 258,408.82**	26%	$ 235,674.64	23%	**$ 703,038.77**	70%
Remaining Balance	*$ -*	*$ 798,049.76*	79%	*$ 539,640.94*	54%	*$ 303,966.30*	*30%*	*$ 303,966.30*	*30%*

Property Management

Effective Date: ~~February 28, 2023~~ **June 9, 2026**
Duration: Indefinite

Purpose: To establish a Property Management Policy.

Policy: The Local Workforce Development Board (LWDB) has established Property Management policies for Procurement, Contract Administration, Conflict of Interest – Code of Conduct, and Property Inventory Systems in accordance with the Workforce Innovations, Inc. (fiscal agent) Financial Management Manual approved by the Board of Directors as follows:

Procurement

The Local Workforce Development Area (LWDA) follows the below guidelines to procure goods and/or services:

(1) Small Dollar Purchases - Non-recurring purchases totaling less than ~~$10,000~~ $15,000, cumulatively in expense or revenue, may be made without documenting any quotes or proposals from multiple vendors.

(2) Informal Solicitations - Purchases totaling less than $50,000 in expense or revenue may be made based upon written, telephone or electronic bids. For purchases totaling ~~$10,000~~ $15,000 -$49,999.99, bids must be solicited from at least three (3) Responsive/Responsible Bidders/Proposers.

(3) Formal Solicitations - A formal solicitation process shall be used when the estimated aggregate total of the expense or revenue is $50,000 or more, including renewal terms of multi-year awards. The types of formal solicitations include 1) Request for Information (RFI); (2) Invitation to Bid (ITB)/Request for Quotation (RFQ); and (3) Request for Proposals (RFP). For competitive procurement of goods, an ITB/RFQ is appropriate, and in general, a purchase order may be used to finalize the purchase. For competitive procurement of services, an RFP is more appropriate, and a purchase order is generally not sufficient to serve as the written contract for the services.

(4) Non-Competitive Procurements - (A) Contracting with Another State/Governmental Entity. Personal, professional and consultant service contracts may be obtained by non-competitive negotiation when the contractor is a State Agency, a political subdivision of the state, or any other public entity in Tennessee, or an entity of the federal government. (B) Sole Source and Proprietary Purchases. Whenever specifications are not so worded or designed to provide for competitive bidding, a Sole Source or Proprietary Purchase may be allowed. A Sole Source Purchase is available only from a single Supplier; a Proprietary Purchase allows for a competitive procurement process to be used that specifies a particular good or service. Written justification for Sole Source or Proprietary Purchases must be submitted in writing for approval by the Executive Director and additional documentation may also be required as a part of the request.

(5) Federal and State Guidelines - All procurement policies follow Federal and State guidelines and fiscal staff are trained on allowable and unallowable costs. All purchases are made in accordance with Workforce Services Policy- WIOA (Allowable and

(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Types of Property for which Accountability must be Maintained

In accordance with the TDLWD Property Management policy, the types of property for which accountability must be maintained include:

(1) Tangible personal property having a useful life of more than one year and an acquisition cost of ~~$5,000~~ $10,000 or more per unit. Examples include furniture, machinery, office, operational, and educational equipment, etc.

(2) Sensitive equipment having a unit cost of $100 to ~~$5,000~~ $10,000. Examples include typewriters, tape recorders, printers, computers, and cameras.

(3) Computer systems will be tagged as a unit consisting of the CPU, monitor, keyboard, and mouse. All other equipment will be tagged separately.

All LWDB procurements of sensitive equipment or procurements having a unit acquisition cost of ~~$5,000~~ $10,000 or more must have prior written approval from TDLWD. Monthly subscription fees under ~~$5,000~~ $10,000 are also included should the total annual cost for the subscription exceed ~~$5,000~~ $10,000, in which prior approval must be obtained.

The Governor, on behalf of the U.S. Department of Labor (DOL) reserves the right to claim title to all property purchased with WIOA, WIA, JTPA, or CETA funds with a current per-unit fair market value in excess of ~~$5,000~~ $10,000 (Property Accountability 114S-60.401 Classification Criteria).

Equipment Property Management Procedures

In accordance with the TDLWD Property Management policy:

(1) When property with a current per-unit value in excess of ~~$5,000~~ $10,000 has been stolen or destroyed by fire (or another disaster), is considered obsolete, or is to be traded for new equipment, the LWDB shall notify the State office of the particular event and request approval to remove the property from the Record Inventory.

(2) If any property is stolen, the theft must be reported to the police for investigation and a copy of the Police Report must accompany the Report of the Survey. If the stolen property has a current per-unit value of ~~$5,000~~ $10,000 or more the Federal Bureau of Investigation must be notified and a copy of the report must accompany the Report of the Survey.

(3) If the property is destroyed by fire, a copy of a Fire Marshall's Report must accompany the Report of the Survey.

When the LWDB determines that the property is non-serviceable due to obsolescence, the destruction of the equipment must be requested through the State's system, at which time the State Procurement Office re-evaluates the condition of the equipment. TDLWD will review the request and approve it with instructions to forward it to the LWDB before the State Procurement Office re-evaluates the condition of the equipment. All property records must be maintained for three years after final disposition of the property. For additional information regarding disposition of property, please see Provision 4, Section D of the Supplementary Financial Guide.

NW Northwest Tennessee WORKFORCE BOARD

Workforce Innovations, Inc.
208 N. Mill Ave.
Dyersburg, TN 38024
Phone: (731)286-3585
TDD 7-1-1

March 16, 2026

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 July-December 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 period. We are pleased to report all areas of review were in accordance with the service agreement, with the exception of the following items needing improvement in order to meet the goal:

- One Key Performance Indicator (KPI) measure is failing.
- One Federal Performance Measure (Youth Employment 2nd Quarter After Exit) is below the 90% threshold to be considered passing.
  Note: predictive reports indicate the goal is projected to be met by the end of the program year.

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

Laura Speer
Director of Performance & Compliance

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

Career Services Provider Performance
July-December 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:	Jul	Aug	Sept	Oct	Nov	Dec	Totals	%
Number of Participants Reviewed:	5	11	7	3	5	4	35	
Number / Percentage of Participants with Findings:	0	1	0	0	0	0	1	2.86%
1. Eligibility Findings:	0	0	0	0	0	0	0	0%
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	1	0	0	0	0	1	100%
Number / Percentage of Participants with No Findings / Observations:	3	9	3	1	1	3	20	57.14%

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. A review of referral reports shows that Title I staff are making proper referrals to Title III for co-enrollment as required. Staff are encouraged to continue to make referrals as required. The OSO is working with Title III staff to ensure that referrals are processed correctly.

Key Performance Indicator	PY 25 Goal	Results as of December 2025	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	280	133	47.5%
Title I & Title III Co-Enrollments	90%	56.8%	62.9%
TYEP Total Enrollments	188	169	89.9%

Key Performance Indicator	Jul-Sept Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	85	86	101.2%
Title I & Title III Co-Enrollments	90%	31.6%	35.1%
TYEP Total Enrollments	188	113	60.1%

Key Performance Indicator	Oct-Dec Goal	Results	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	65	47	72.3%
Title I & Title III Co-Enrollments	90%	56.8%	62.9%
TYEP Total Enrollments	188	169	89.9%

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.	Needs Improvement	Youth Employment Rate for 2nd quarter after exit is failing to meet at least 90%. Note: predictive reports indicate the goal is projected to be met by the end of the program year.

Adult Measures	Goals	Results (PY25 Q2)	% of Goal Met
Employment Rate 2nd Quarter After Exit	94.2%	92.1%	98%
Employment Rate 4th Quarter After Exit	87.1%	91.3%	105%
Median Earnings 2nd Quarter After Exit	$9000	$8,911	99%
Credential Attainment Within 4 Quarters After Exit	79.6%	78.7%	99%
Measurable Skills Gain	80.1%	89.8%	112%

Dislocated Worker Measures

Employment Rate 2nd Quarter After Exit	86.4%	100%	116%
Employment Rate 4th Quarter After Exit	79.2%	89.5 %	113%
Median Earnings 2nd Quarter After Exit	$8,700	$8,637	99%
Credential Attainment Within 4 Quarters After Exit	71.3%	78.6 %	110%
Measurable Skills Gain	90.6%	94.4 %	104%

Youth Measures

Employment Rate 2nd Quarter After Exit	88.5%	77.9%	88%
Employment Rate 4th Quarter After Exit	81.1%	82.1%	101%
Median Earnings 2nd Quarter After Exit	$4,209	$3,939	94%
Credential Attainment Within 4 Quarters After Exit	71.4%	87.5%	123%
Measurable Skills Gain	77.8%	81.5%	105%

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 (PY24)	Pass (40.7%)	
35% expenditure rate on in-school youth (PY25)	Needs Improvement (71.2%)	ISY expenditures cannot exceed 50% by the end of the contract.
20% expenditure rate on Youth Work Experience	Pass (36.1%)	
40% expenditure rate on direct participant cost	Pass (49.3%)	

Fiscal Monitoring Results

INVOICE	DATE RECEIVED	CORRECTIONS MADE / NEEDED
Jul-25	8/8/2025	Adjusted budgets for several work experience participants due to the state allowing us to reopen a contract. Adjusted pennies for correct calculation.
Aug-25	09/10/2025	Adjusted staff time percentages and travel, which led to a reduction of $74.76 in indirect costs.
Sept-25	10/13/2025	Adjusted staff time percentages and benefits. Several TYEP participant deductions due to a formula error on timesheet.
Oct-25	11/10/2025	Updated staff travel budget. Added back the TYEP deductions from the previous month. Corrected one Rural Healthcare Grant participant's county from Dyer to Weakley.
Nov-25	12/11/2025	Adjusted staff time percentages and travel. Corrected indirect formula to include VR, YEP, RHI, and CRRG. Moved several work experience participant vouchers.
Dec-25	01/12/2026	Adjusted staff travel percentages. Deducted $38.75 from WE participant due to overpayment. Deducted $15.07 for one work experience participant due to formula error on timesheet. Corrected one participant incentive payment to OSY instead of ISY. Added $4000 for participant ITA from P231DRDWG24 Weakley per VOS payment.

WFI WORKFORCE INNOVATIONS, INC.
Northwest & Southwest TN Workforce Boards

208 N. Mill Ave., Ste. B
Dyersburg, TN 38024
Phone: (731)286-3585
TDD 7-1-1
www.TNworks.org

March 17, 2026

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 and one of Northwest'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

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

July-December 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	Dec. 2025 Actual Monthly Average	Difference from Goal	Percentage of Goal Met
Dyer County	225	197	-28	88%
Carroll County	225	230	+5	102%
Weakley County	75	47	-28	63%
Northwest Total	**525**	**475**	**-50**	**90%**
Chester County	25	21	-4	84%
Decatur County	25	11	-14	44%
Hardeman County	25	1	-24	4%
Hardin County	50	27	-23	54%
Haywood County	25	4	-21	16%
Henderson County	50	26	-24	52%
Madison County	600	472	-128	78.6%
McNairy County	25	12	-13	48%
Southwest Total	**825**	**574**	**-251**	**69.6%**

(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 as of Dec 2025	Percentage of Goal
Adult / Dislocated Worker/ Youth New Enrollments	280	133	47.5%
Wagner Peyser New Enrollments	1,277	832	65%
Title I/Title III Co-enrollments	90%	31.6%	35.1%
TYEP Total Enrollments	188	113	60.1%

Southwest	Goal	Results as of Dec 2025	Percentage of Goal
Adult / Dislocated Worker /Youth New Enrollments	133	153	115%
Wagner Peyser New Enrollments	1,046	1,213	116%
Title I & Title III Co-Enrollments	90%	43.6%	48.4%
TYEP Total Enrollments	188	120	63.8%

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 outlined below.	Needs Improvement	One measure for NW and two measures for SW are below the 90% threshold

Northwest:

Adult Measures	Goal	Results (Q2 PY25)	% of Goal Met
Employment Rate 2nd Quarter After Exit	94.2%	92.1%	98%
Employment Rate 4th Quarter After Exit	87.1%	91.3%	105%
Median Earnings 2nd Quarter After Exit	$9000	$8,911	99%
Credential Attainment Within 4 Quarters After Exit	79.6%	78.7%	99%
Measurable Skills Gain	80.1%	89.8%	112%

Dislocated Worker Measures			
Employment Rate 2nd Quarter After Exit	86.4%	100%	116%
Employment Rate 4th Quarter After Exit	79.2%	89.5%	113%
Median Earnings 2nd Quarter After Exit	$8,700	$8,637	99%
Credential Attainment Within 4 Quarters After Exit	71.3%	78.6%	110%

Measurable Skills Gain	90.6%	94.4%	104%

Youth Measures

Employment Rate 2nd Quarter After Exit	88.5%	77.9%	88%
Employment Rate 4th Quarter After Exit	81.1%	82.1%	101%
Median Earnings 2nd Quarter After Exit	$4,209	$3,939	94%
Credential Attainment Within 4 Quarters After Exit	71.4%	87.5%	123%
Measurable Skills Gain	77.8%	81.5%	105%

Southwest:

Adult Measures	Goals	Results (PY24)	% of Goal Met
Employment Rate 2nd Quarter After Exit	81.9%	93.1%	113.7%
Employment Rate 4th Quarter After Exit	77.7%	82.3%	106%
Median Earnings 2nd Quarter After Exit	$7,597	$8,860	117%
Credential Attainment Within 4 Quarters After Exit	69.8%	85.7%	123%
Measurable Skills Gain	84.2%	85.8%	102%

Dislocated Worker Measures

Employment Rate 2nd Quarter After Exit	87.5%	85.7%	98%
Employment Rate 4th Quarter After Exit	84.4%	100%	118%
Median Earnings 2nd Quarter After Exit	$8,356	$10,076	121%
Credential Attainment Within 4 Quarters After Exit	71.5%	80%	111.9%
Measurable Skills Gain	76.7%	78.6%	102.5%

Youth Measures

Employment Rate 2nd Quarter After Exit	85.6%	66.7%	78%
Employment Rate 4th Quarter After Exit	80.1%	77.1%	96%
Median Earnings 2nd Quarter After Exit	$4,969	$3,774	76%
Credential Attainment Within 4 Quarters After Exit	60.8%	70.8%	116.4%
Measurable Skills Gain	69.9%	73.3%	105%

Fiscal Monitoring Results

INVOICE	DATE RECEIVED	CORRECTIONS MADE / NEEDED
Jul-25	08/05/2025	None.
Aug-25	09/04/2025	None.
Sept-25	10/03/2025	None.
Oct-25	11/04/2025	None.
Nov-25	12/04/2025	None.
Dec-25	01/06/2026	Corrected two charges from supplies to 3rd party.