

Northwest Tennessee Workforce Board
June 9, 2026—10:00 am
NW Development District / HRA, 124 Weldon Drive, Martin, TN

Minutes

Board Members Attending in Person: Jimmy Williamson, Lori Burdine, Landy Fuqua, Monica Heath, Brad Hurley, Claudette McCullough, Ted Piazza, John Penn Ridgeway; **via Zoom:** Sabra Bledsoe, Rita Alexander, Kelly Buffington, Rachel Cates, Derek Holyfield, Loretta Mealer, Ira Sellars, Lindsay Theobald

Local Elected Officials Attending: Mayors Mark Ward, David Quick; **via Zoom:** Mayor Joseph Butler

Committee Members Attending via Zoom: Tessa Kyle, Janna Hellums

Staff and Contractors Attending in Person: Jennifer Bane, LeAnn Lundberg, Ariel McGahey, Lesia Gilbert (OSO); **via Zoom:** Lana Burchfiel, Maleia Evans, Ginger Powell, Laura Speer, Gina Johnson, Derrick Quinn, Lana Wood, Margaret Prater, Connie Stewart (CSP), Marcia Fields (CSP), Jeannie Mathis (CSP), Connie Wright (CSP), Carrie Pritchard (CSP), Erica Nance (OSO), James Starnes (OSO)

Other Guests Attending via Zoom: Amy Maberry (SWDB Executive Director), Heather Skelton (TDLWD), Matt Spinella (TDOE), Tara Stanley (TDLWD), Jessica Cannon-Macklin (TDLWD), Terrica Williams (SNAP E&T), Lynn Fournier (Ross Innovative Employment Solutions), Liz McLaughlin (EDSI), Jenn Wright (VR)

Welcome and Call to Order: Jimmy Williamson 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. He then asked if there were any public comments. There were none.

Approval of Minutes: The minutes of the 3/10/26 Board meeting were presented for review.

- **MOTION:** A motion to approve the 3/10/26 Board minutes as presented was made by John Penn Ridgeway and seconded by Mayor Ward. All were in favor, and the motion carried.

Committee Reports and Action Items: All 5/5/26 committee reports were provided to the Board ahead of time and are included in the attached handouts.

American Job Center (AJC) Committee Report: Rita Alexander provided an overview of the attached report, highlighting KPI attainment, customer survey results, and services provided, as well as the Training & Business Services reports, program highlights, and board certification and strategy discussion. There were no action items.

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

- **Property Management Policy Change:** During a recent monitoring, this policy was noted as not fully aligned with federal guidance. Staff explained to the committee that the local policy is typically based on the state policy, but the state policy had not been updated at the time of review. Staff 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. The committee recommends the approval of the proposed policy changes as presented.
 - **MOTION:** A motion to approve the Property Management Policy changes as presented was made by Ted Piazza and seconded by Lori Burdine. All were in favor, and the motion carried.
- **Career Services Provider (CSP) Procurement:** Kylie Wolf of TPMA presented the attached report at the Executive Committee meeting and noted 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 by TMPA 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. Committee 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 recommends continuing with DSCC for the Adult/Dislocated Worker & Youth Services contracts and requesting that they also continue in their current capacity for employer of record.

- **MOTION: A motion to approve DSCC for the Adult/Dislocated Worker & Youth Services contracts, as well as requesting that they continue in their current capacity for employer of record was made by Landy Fuqua and seconded by Lori Burdine. All were in favor, and the motion carried.**

Outreach and Opportunity Committee Report: Jon Dougherty was unable to attend the meeting, so Brad Hurley provided an overview of the attached report, highlighting successful progress in the TN Youth Employment Program, GROWWTH program, career exploration activities and events, programming for justice-involved individuals, and the Rural Health Workforce Initiative. The following items were presented for discussion and questions prior to voting.

- **Program Renewals-State ETPL & NW Local ETPL:** The committee reviewed the attached list of programs due for renewal for the State and Local ETPL including corresponding labor market information and performance data. All programs are recommended for both the State and Local ETPL, except for Performance Beauty Academy and TCAT Henry/Carroll's Collision Repair Technology and Motorcycle and ATV Repair programs, which are recommended for the State ETPL only due to the associated occupations for these programs not meeting the local in-demand criteria. Staff noted that TCAT Henry/Carroll and TCAT Northwest's Licensed Practical Nursing programs are highlighted in red because the providers will be combining the full-time and part-time programs into a single program listing on the ETPL. The committee recommends the renewal of the programs on the attached list as presented, with Performance Beauty Academy and TCAT Henry/Carroll's Collision Repair Technology and Motorcycle and ATV Repair programs approved for the State ETPL only, and all other listed programs for the State and NW Local ETPL. John Penn Ridgeway noted that the Motorcycle/ATV program is no longer offered at TCAT Henry/Carroll.
 - **MOTION: A motion to renew the ETPL list as presented was made by Brad Hurley and seconded by Ted Piazza. All were in favor, and the motion carried with John Penn Ridgeway and Landy Fuqua abstaining from discussion and voting.**
- **TCAT NW LPN Program Cost Increase:** The committee reviewed the changes to the TCAT NW LPN Program, which is updated to include a part-time option at a cost of \$11,408 versus \$8,670 for full-time. The committee recommends the approval of the cost increase for the TCAT NW LPN program as presented.
 - **MOTION: A motion to approve the TCAT NW LPN Program cost increase as presented was made by Brad Hurley and seconded by Landy Fuqua. All were in favor, and the motion carried.**

Executive Director Report: Jennifer Bane presented the following for questions and discussion prior to voting:

- **Draft PY26 Budget:** Jennifer explained that the budget typically goes before the Executive Committee for review prior to coming to the full Board, but since we were waiting on allocations and a few other details, she decided to wait so she could give a more accurate picture. Carryover totals are still estimates and will be officially updated once the closeout of the current fiscal year ending June 30th is completed. Estimated allocations for next year decreased about \$38,000. She noted that the \$550,000 in YEP funding that is highlighted on the handout has since been officially awarded, and an application has been submitted for Community Reentry Reinvestment Grant (CRRG) funds. Overall, we currently have nearly \$3.2 million in funding, which is about \$365,700 less than the previous year, primarily due to having less GROWWTH funding. The budget has about \$1.8 million in operating costs, similar to last year. Jennifer noted that the sheet contained an error—the balance for YEP participants should read \$467,500 to reflect the actual new participant funds, which updates the participant percentage of program funds to over 70% and increases the funding available for participants by nearly \$177,000. The Adult and Dislocated Worker participant budget of about \$240,000 is quite a bit lower than the \$400,000 that is typically spent, so a request for an additional \$200,000 in

participant funds has been submitted. The percentage of participant funds will also go up if additional special grants are awarded. The Quest National Dislocated Worker (DWG) is ending in September and the GROWWTH Grant is ending in October, so we will be looking for other funds to offset the loss of these grants.

- **MOTION: A motion to approve the PY26 Budget as presented with the above-mentioned correction was made by Ted Piazza and seconded by John Penn Ridgeway. All were in favor, and the motion carried.**

Other Business:

Upcoming Meetings: Jennifer gave an overview of upcoming meetings and Virtually Speaking Webinars. Amy Maberry noted that the State Workforce Development Board meeting date is actually August 28th.

Other updates: Jennifer informed the board that Reggie Carrick/All-Star Training Academy has filed a lawsuit against Workforce Innovations (WFI) and the Southwest TN Workforce Board. We received notice at the very end of March of the lawsuit with only WFI named, but there was some back and forth, and the lawsuit has been amended to also include the Southwest Local Workforce Development Board, and we are awaiting further updates from our lawyers. The lawsuit is regarding complaints that have previously been reviewed by several TN Department of Labor committees, The U.S. Department of Labor, and the Civil Rights Center. She will keep the board updated with any changes and the resolution of the lawsuit.

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

**Northwest Tennessee Workforce Board
June 9, 2026, 10:00 AM**

NW Development District / HRA
124 Weldon Drive
Martin, TN

[Join Zoom Meeting](#)
Meeting ID: 818 0865 6381
Passcode: 367640

Agenda

Welcome & Call to Order

Jimmy Williamson, Chair

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

Approval of Minutes of March 10, 2026 Meeting (Vote Required) (Pg. 3-5)

Committee Reports & Action Items

American Job Center Committee Report (Pg. 6)

Rita Alexander, Chair

Executive Committee Report (Pg. 24-25)

Ted Piazza, Chair

- Property Management Policy Change **(Vote Required)** (Pg. 40-41)
- Career Services Provider Procurement **(Vote Required)** (Pg.42-58)

Outreach and Opportunities Committee Report (Pg. 59)

Jon Dougherty, Chair

- Eligible Training Provider List (ETPL) Program Renewals **(Vote Required)** (Pg 61-62)
- TCAT NW LPN Program Cost Increase **(Vote Required)**

Executive Director Report

Jennifer Bane

- Draft PY26 Budget **(Vote Required)** (Pg. 63)

Future Meeting Dates & Upcoming Events

<i>Meeting / Event</i>	<i>Date and Time</i>	<i>Location</i>
State Workforce Development Board Meeting	August 7, 10:30 am	Nashville / YouTube
Virtually Speaking Webinar	9:00 am on Thursday, June 4 & September 3	Zoom
2026 Board Meeting Dates	10:00 am on Tuesday, Sept. 15 th (Annual Meeting) Dec. 1 st (with Southwest)	NW HRA/DD, Martin / Zoom Jackson State Community College

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
2/24/2026	Claudette McCullough	Lake	Sinova Silicon, LLC
6/3/2019	Jimmy Williamson -- BOARD CHAIR --	Dyer	Aztec Pest Control
7/2/2025	Loretta Mealer	Dyer	Auston Mealer's Resturant Equipment Services, LLC
2/24/2026	Michael Turnbow	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
			Updated 02.24.26

Northwest Tennessee Workforce Board
March 10, 2026—10:00 am
NW Development District / HRA, 124 Weldon Drive, Martin, TN

Minutes

Board Members Attending in Person: Jimmy Williamson, Brad Hurley, Ted Piazza, Sabra Bledsoe, Landy Fuqua, Claudette McCullough, John Penn Ridgeway; **Via Zoom:** Jon Dougherty, Rita Alexander, John Glad Castellaw, Rachel Cates, Amy McDonald, Kristy Mercer, Lindsay Theobald, Kelly Buffington Gardner, Derek Holyfield, AJ Belyew

Local Elected Officials Attending: Mayors Mark Ward, Gary Reasons; **via Zoom:** Mayor David Quick

Committee Members Attending in Person: Tessa Kyle

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

Other Guests Attending in Person: Georgena Porter Wilson (TDLWD), Jessica Cannon-Macklin (TDLWD); **Via Zoom:** Tamera Fields Parsons (UTCIS), Amy Maberry (SWDB Executive Director), Chuck Marquis (TVA), Roderick Woody (TDLWD), Matt Spinella (TDLWD), Heather Skelton (TDLWD)

Welcome and Call to Order: Jimmy Williamson welcomed all members and guests to the meeting, and introduced new board members: Claudette McCullough, Sinova Silicon, LLC (Lake County), and Michael Turnbow, United Auto Workers Local 9025 (Henry County). Jimmy 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. He then asked if there were any public comments. There were none.

Approval of Minutes: The minutes of the 12/2/25 Board meeting were presented for review.

- **MOTION:** A motion to approve the 12/2/25 Board minutes as presented was made by Brad Hurley and seconded by John Penn Ridgeway. All were in favor, and the motion carried.

Board Assessment & Certification Results: Tamara Fields Parsons, UTCIS Performance Consultant, presented the attached summary of findings for the NW Local Workforce Board certification process. The findings are based on surveys and interviews with board members and Executive Director, Jennifer Bane, as well as a review of related documents. Tamera noted there was great participation from board members, with 23 responses to the survey submitted, however, not each respondent answered every question, so the total responses per question does not necessarily always add up to 23. Tamera also stated that though some questions appear to indicate a respondent selecting “not at all like us” as a response, that was not the case but rather only a formatting issue with the graphs. Tamera provided the following response selection per question:

- | | |
|--|---|
| 1. Very much like us / like us: 20. | 7. Very much like us / like us: 20; Somewhat like us: 2. |
| 2. Very much like us / like us: 17; Somewhat like us: 5. | 8. Very much like us / like us: 19; Somewhat like us: 3. |
| 3. Very much like us / like us: 100%. | 9. Very much like us / like us: 18; Somewhat like us: 3. |
| 4. Very much like us / like us: 19; Somewhat like us: 3. | 10. Very much like us / like us: 100%. |
| 5. Very much like us / like us: 18; Somewhat like us: 3; | 11. Very much like us / like us: 100%. |
| Not like us: 1. | 12. Very much like us / like us: 17; Somewhat like us: 5. |
| 6. Very much like us / like us: 15; Somewhat like us: 7. | |

The board was evaluated on the following metrics: Structure, Roles, Relationships, and Responsibilities, Legal and Ethical Behavior, Governance System, Strategic Insight, and Performance Management. There were three possible levels of achievement for each metric- functional, effective, and role model- with each metric being weighted and giving the board an overall level of achievement. The governance metric was weighted more than the structural and legal metrics, and the strategic and performance metrics were weighted more heavily than all others. The board received an “Effective” rating for the Structure, Roles, Relationships, and Responsibilities and Governance System metrics, and a “Functional” rating for all other areas. This led to overall achievement level of “Functional,” with the board moving towards an overall rating of “Effective.” The attached presentation also identifies some key improvement opportunities and strengths. Tamera concluded by asking if there were any questions or comments from the board and noted that of

the local board certifications that have been completed so far, NW was the easiest in terms of identifying local policies and procedures as they relate to the operation of the board. Jimmy Williamson stated that the board is fortunate to have very effective staff leadership, and that the board will take these recommendations and review and implement recommended improvements as possible.

Committee Reports and Action Items: All 2/3/26 committee reports were provided to the Board ahead of time and are included in the attached handouts.

American Job Center (AJC) Committee Report: Rita Alexander provided an overview of the attached report, highlighting KPI attainment, customer survey results, and services provided, as well as the Training & Business Services reports, program highlights, and Labor Force Participation Rate strategic priorities. There were no action items.

Executive Committee Report: Ted Piazza provided an overview of the attached report, highlighting the facilities and technology update regarding Vocational Rehabilitation's move to the American Job Center-Dyersburg and the Career Service Provider (CSP) procurement process. He noted that the committee was interested to see if AI has an impact on the bids for the CSP contractor. There were no action items.

Outreach and Opportunity Committee Report: Jon Dougherty provided an overview of the attached report, highlighting successful progress in the TN Youth Employment Program, GROWWTH program, career exploration activities and events, programming for justice-involved individuals, and the Rural Health Workforce Initiative. The following action items were presented for discussion and questions prior to voting.

- **Program Renewals-State Eligible ETPL:** The committee reviewed the TCAT Northwest program due for renewal for the State ETPL only, including corresponding labor market information and performance data. The committee recommends approving renewal of the attached TCAT Northwest Farming Operations Technology program as presented to the State ETPL only.
 - **MOTION:** A motion to renew TCAT Northwest's Farming Operations Technology program to the State ETPL Only as presented was made by Jon Dougherty and seconded by Brad Hurley. All were in favor, and the motion carried.
- **New Program Application- TCAT Jackson-Lexington-Information and Infrastructure Technology:** The committee reviewed the attached application for TCAT Jackson's Information & Infrastructure Technology, 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.
 - **MOTION:** A motion to approve TCAT Jackson-Lexington's Information & Infrastructure Technology program to the NW ETPL as presented was made by Ted Piazza and seconded by Glad Castellaw. All were in favor, and the motion carried.

Executive Director Report:

TCAT Northwest Industrial Maintenance Mechatronics Cost Increase: Jennifer Bane reviewed the attached information for the TCAT Northwest Industrial Maintenance Mechatronics program cost increase from \$8,759 to \$11,324. Jennifer explained the cost increase results from our ability to include full-and part-time options into one program. The part-time program has a higher cost, and the cost is above the 25% threshold for us to automatically approve the increase, thus the need for the board to review and vote. John Penn Ridgeway asked if the increased cost is due to the part-time program taking more trimesters to complete, and staff confirmed this.

- **MOTION:** A motion to approve the cost increase to TCAT Northwest's Industrial Maintenance Mechatronics program as presented was made by John Penn Ridgeway and seconded by Mayor Reasons. All were in favor, and the motion carried.

Certification Renewal of American Job Centers: Jennifer reported that AJC partner staff have completed the required AJC certification visits and Vocational Rehabilitation has completed ADA surveys for the NW American Job Center offices. The One-Stop Certification Checklists, as well as the ADA survey reports for the Dyersburg and Huntingdon Comprehensive AJCs and the Dresden Specialized AJC are included in the packet. There were no issues on the certification checklists. The ADA survey includes some recommendations including parking signage and simple restroom modifications for Dyersburg and Dresden, and staff are working to correct these issues in the Dyersburg comprehensive

AJC and are providing a copy of the recommendations for Dresden to the Weakley County Government since they manage the building there.

- **MOTION: A motion to approve renewals of the three American Job Centers as presented was made by Mayor Ward and seconded by Mayor Reasons. All were in favor, and the motion carried.**

State Workforce Development Board Report: The Executive Summary for the 02/27/2026 State Workforce Board is included in the meeting materials. Jennifer noted that there were several great presentations at the meeting, including one from the Department of Economic and Community Development, an Early Childhood Workforce Presentation, and an update from Commissioner Deniece Thomas. A recording of the meeting is available on YouTube if anyone would like to review it.

- Strategic Plan Updates: Jennifer highlighted that it is time for strategic planning updates, and we are awaiting guidance from the state on what the updates need to be focused on. These updates will be made to the NW Local Plan that was developed for 2024-2027, and will be presented to the State Workforce Development Board (SWDB) on May 8th, so we have a very tight timeline to complete the updates, post for the required 15 days of public comment, and have the updates approved by the board. We will likely have to call a special Executive Committee meeting to approve the plan updates since the deadline does not align with any of our scheduled board meetings. Ted Piazza asked if there is anything the board can do to assist while we are waiting for the guidance. Jennifer noted that she is working on reviewing the current plan to see how it aligns with new Federal guidance as well as items brought up in the high-quality job discussions. She would like to have the board involved in the plan update process as much as possible, but the tight timeframe and not having the guidance yet makes it difficult to work ahead on updates and know what feedback is needed from the board and partners. Sabra Bledsoe noted that the “America’s Talent Strategy” document has been referenced as a part of the plan updates. Jennifer will share this document with the board, and asked for the board to let her know if there are any strong opinions or areas to address from the board’s perspective. Brad Hurley clarified that Jennifer is expected to present the plan updates on May 8th, but we have not received guidance or details on what is expected to be included in these updates. Staff confirmed that this is correct. John Penn Ridgeway asked where the plan modification guidance is coming from, and Jennifer said it is coming from the TN Department of Labor/Amy Maberry, SWDB Executive Director. Amy Maberry added that the state guidance has been delayed due to the Federal Department of Labor guidance/plan being released. She said she has been doing everything possible to make the guidance/required local plan updates as concise as possible. She noted that the biggest thing is these are plan modifications, not brand-new strategies and initiatives. Most of the questions that are typically included are required questions under WIOA that read more like compliance questions rather than strategic, but the State tries to add in strategic initiatives. State strategy has to come first before it goes out to the local areas and Amy hopes to get the local plan guidance out today or tomorrow. Jennifer thanked Amy for the information and noted that she will keep the board updated as the process progresses.

Other Business: Brad Hurley said he attended a tourism meeting recently, and there was a 1.5-hour presentation from the TN Department of Labor & Workforce Development on sector strategies that did not reference the local workforce boards but referenced industry task forces. He asked for more information about these task forces. Jennifer said that Sabra has been leading a hospitality and tourism task force for West TN and noted that the state wants to develop industry task forces related to TN’s high demand industries. Sabra said all grand divisions started with hospitality and tourism task forces, and if there’s something already existing for other sectors such as manufacturing or healthcare, they will try to partner with those. Sabra noted the goal is for the task forces to be very employer driven, and Jennifer noted that they have really tried to keep the West TN Hospitality & Tourism task force focused on the workforce side of tourism, since there are existing groups focused on other areas of tourism, so there is not a duplication of efforts. Staff said they are hoping to have some more direction and guidance on these taskforces soon and will share additional information as it is received.

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

Respectfully submitted,
Lana Burchfiel, Public Information Specialist

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

The committee met on May 05, 2026, with 10 committee members, staff and contractors, and one guest attending.

American Job Center Services Report: One-Stop Operator (OSO), Erica Nance presented the attached AJC Services Report for January-March which details AJC traffic counts, visit reasons, customer survey results, and estimated results for the quarterly Key Performance Indicator (KPI) goals. Erica reviewed ongoing efforts to improve attainment of the Title I/Title III co-enrollment KPI. The committee also reviewed the attached program highlights for this past quarter.

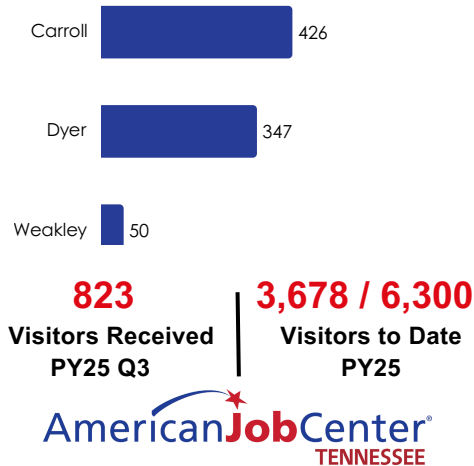
Career & Training Services Report: CSP Executive Director, Connie Stewart, presented the attached Training Services Report detailing cumulative enrollments as of March by service type and county, a breakdown of new Individual Training Account (ITA) enrollments by sector and provider, and total ITA investments by provider. Enrollments in Carroll County show a significant increase over previous years, with Obion and Dyer counties also showing increases. Connie is confident that Title I is on track to meet its annual enrollment goal by the end of June. Most ITA enrollments continue to be concentrated in the healthcare sector.

Business Services Report: Deputy Director Ginger Powell presented the attached Business Services Report outlining cumulative On-the-Job Training (OJT) contracts and enrollments as of March, completion rates, and the number trained by sector. She noted that these totals are higher than those reported by Connie, as they include OJT enrollments funded through additional grants such as reentry and rural healthcare, rather than only Title I. Recent referral and enrollment increases have brought OJT totals in line with last year's pace and expected year-end levels. Apprenticeship activity has also increased significantly, and this will be the first year the program meets the teacher apprenticeship goal of 10% of expenditures. The "Virtually Speaking" series continues to see strong attendance, and 77 Lightcast reports were provided to employers and community partners through March.

Board Certification & Strategy Discussion: Jennifer Bane reviewed the attached state plan summary, noting pending U.S. Department of Labor of Labor Waiver requests. She highlighted alignment with America's Talent Strategy and its five pillars, with emphasis on apprenticeships, sector strategies, and expanding AI and digital skills, along with anticipated guidance on short-term and work-based Pell and ETPL alignment. She also noted a state push toward regionalism that may affect funding, AJC structure, and infrastructure costs, and outlined a proposed three-tier AJC system (Regional Workforce Centers, Comprehensive AJCs, and Affiliate/Specialized AJCs) with an emphasis on low- or no-cost Title III facilities. She added that she believes the local area is well-positioned due to existing low-cost, co-located sites. The committee also discussed the pending updates to the NW Local and West TN Regional plans. Since the committee met, both plans were approved by the State Workforce Development Board on May 8th. Jennifer requested feedback from the committee on opportunities to further highlight accountability and innovation within local strategies. The committee discussion focused on performance measurement, noting dashboards emphasize inputs over outcomes. The committee discussed post-service surveys and ways to improve follow-up without adding undue burden on limited staff. The group also discussed continuing input tracking methods and addressing low regional labor force participation by engaging individuals not currently in the workforce.

American Job Center Services

Customer Visits



SURVEY RESULTS

Overall, 96% of customers (71 out of 74) answered "Completely Satisfied" with our services!

TOP 5 REASONS FOR VISIT

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

1,510 Services Provided

Key Performance Indicator Results

Title I Adult / Dislocated Worker (DW) / Youth Enrollments

PY25 Q3

42 / 55 (76.4%)
Approaching Target

Year to Date PY25

192 / 280 (69%)

Title I / Title III Co-Enrollments

PY25 Q3

45.1% / 90% (50.1%)
Needs Improvement

Year to Date PY25

44% / 90% (49%)

Title III Wagner Peyser New Enrollments

PY25 Q3

333 / 319 (104%)
On Target

Year to Date PY25

1,165 / 1,277 (91%)

Labor Force Update for Northwest TN

106,619 ▼
Number in the Labor Force

102,154 ▼
Number Employed

4,465 ▲
Number Unemployed

4.2% ▲
Unemployment Rate Feb 2026

Program Highlights

Training Services American Job Centers



The **Mastering Your Money** workshops, presented in collaboration with United Way of West TN and the Greater Jackson Financial Empowerment Center, helped 18 participants strengthen their financial well-being in February. Hosted at the American Job Centers in Dyersburg (Feb. 12) and Huntingdon (Feb. 24), the free sessions focused on overcoming common financial challenges.

Greater Jackson Financial Empowerment Center Regional Director Jordan Howerton emphasized practical strategies such as recognizing spending patterns, managing cashflow, and creating realistic budgeting plans. Participants also had the opportunity to sign up for additional one-on-one financial counseling to assist them in reaching their individual financial goals.



Karrine Cox came to the American Job Center in 2024 seeking support while pursuing LPN training at TCAT Jackson. Through a collaborative effort between SNAP E&T and Title I, she received coordinated tuition, transportation, and uniform assistance, along with support to obtain her IV certification. Karrine graduated in December 2025 as Valedictorian with a 4.0 GPA and membership in the National Technical Honor Society. She passed the NCLEX and is now employed full-time at NHC Healthcare as a Licensed Practical Nurse. Career Specialist Aaliyah Melton shared, "We are so proud of Karrine!"

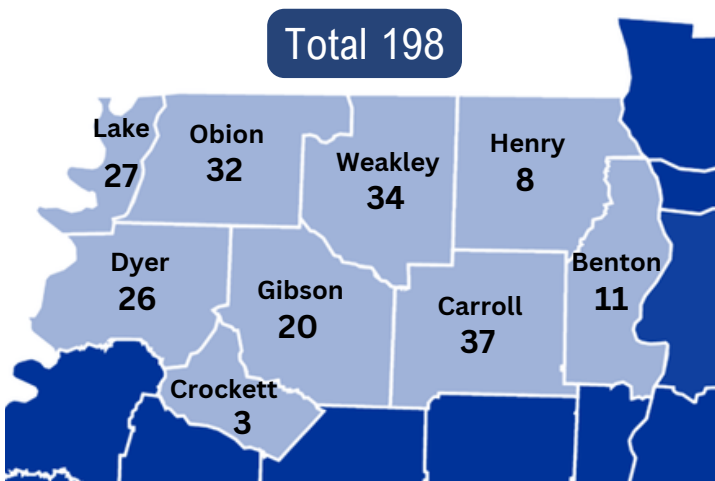
Business Services

Mock It Til You Rock It is an interview skills practice experience and career readiness expo for graduating high school seniors. The Northwest TN Workforce Board partners with high schools in the region to coordinate and plan Mock It Til You Rock It events. The Senior Class students are assigned a 15 minute timeslot in which they participate in a one-on-one mock interview experience with volunteer Mock Interviewers, made up of employers and community leaders from the local area. Once the students have completed their mock interviews, they have an additional breakout activity in which they draft hand-written thank you notes to their Interviewers. The day following the in-class event, the students receive the scoring sheet with constructive and encouraging feedback shared by their respective Interviewers. Through March 2026, staff conducted two Mock It Events, consisting of five high schools providing 326 students an opportunity to practice their interviewing skills before graduation. The Mock It events would not have been possible without the support and participation of more than 55 volunteer mock interviewers from the local community.

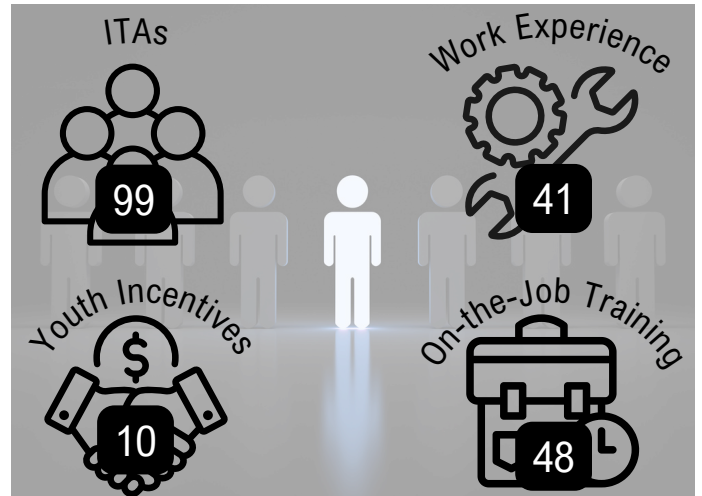


Training Services

Total Enrollments by County



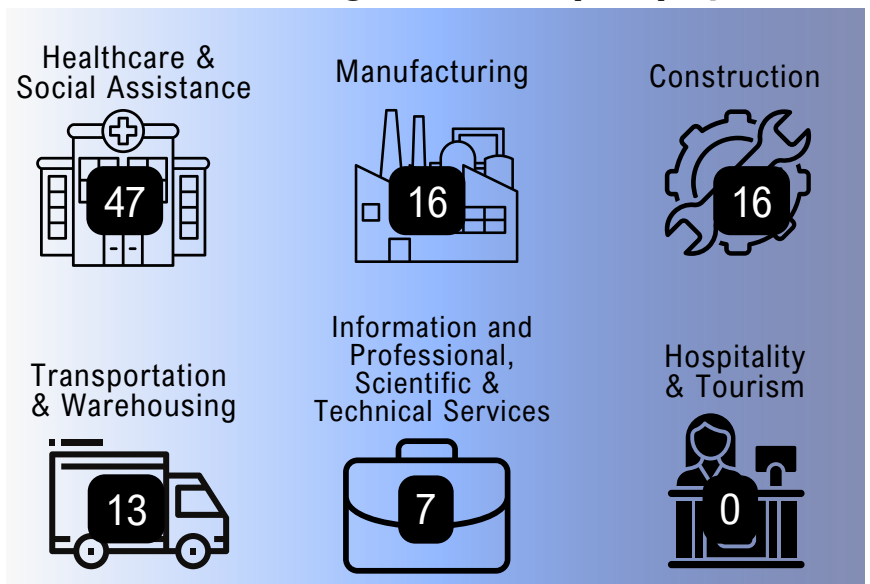
Total Enrollments by Service



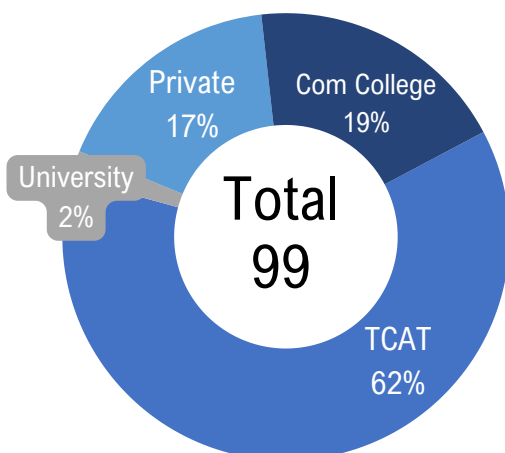
National Dislocated Worker Grant



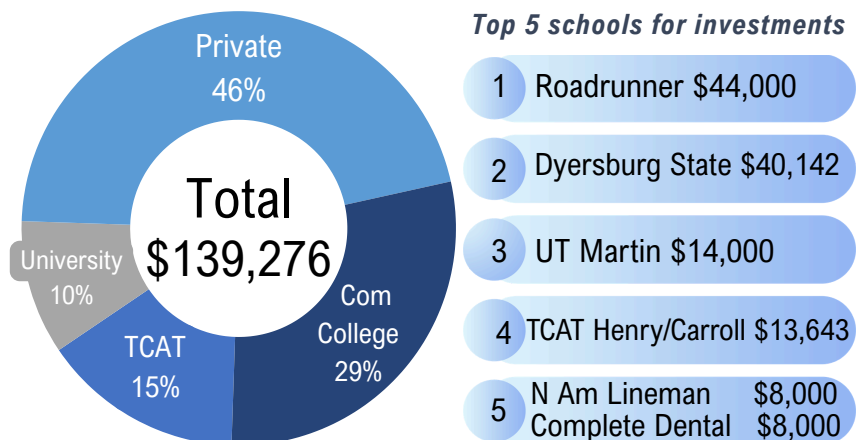
Individual Training Accounts (ITAs) By Sector



New ITAs by Provider Type

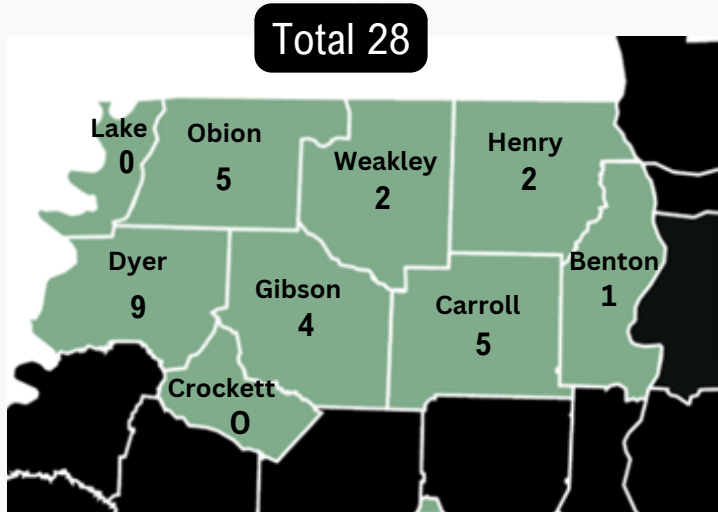


Total ITA Investment by Provider



Business Services

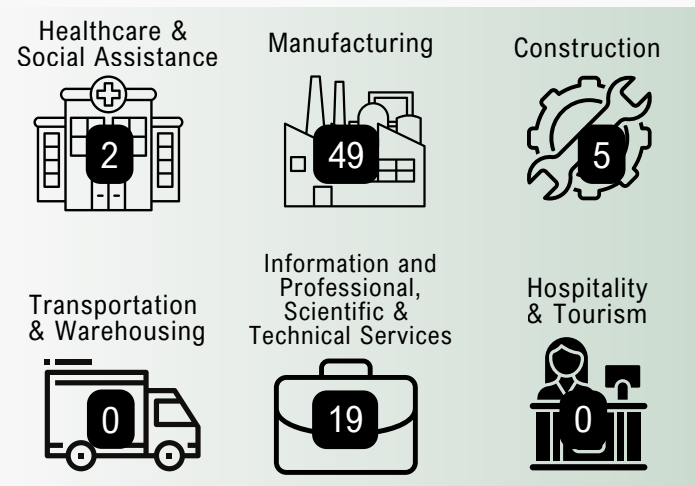
OJT Employers by County



On-the-Job Training Participants



Number Trained By Sector



Apprenticeship Grant



Virtually Speaking Webinars



Title of Webinar

Number Attended

- “Who is ALICE & Do They Work for You? Assessing the challenges of the asset limited, income constrained, but employed workforce in West Tennessee” **82**
- “The One Big Beautiful Bill: What it Means for Employers” **95**
- “Company Culture: How to be the Workplace of Choice” **92**

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



77
Reports
Produced



Economy Reviews



Education Reports



Industry Reports



Occupation Reports



**State Workforce
Development Board**

Workforce Development Update

Commissioner Deniece Thomas

VISION

- A future-ready, industry-aligned workforce that empowers every Tennessean to access high-quality jobs and provides employers with skilled talent.
- Infusing key elements of America's Talent Strategy into a modified workforce development plan

Federal Impacts

- WIOA Modernization & Integration
 - DOL and ED are integrating WIOA and Perkins state plan portals to create a single system for coordinating workforce development
 - America's Talent Strategy
Framework that will shape workforce strategy nationwide
 - Apprenticeship Expansion
Emphasis on scaling, diversifying, and accelerating programs

Federal Impacts

Sectoral Partnership

- Promoting partnership between employers and specific industries, education providers, and community organizations

AI and Digital Skills

- Prioritizing funding and programs to address the digital skills divide and train workers in emerging technologies like AI

Short Term Pell

- Federal financial aid for short-term, high-quality, in-demand job training programs lasting between 8 and 15 weeks.

Vision Forward

- Five Pillars of America's Talent Strategy:
 - ✓ Industry-Driven Strategies
 - ✓ Worker Mobility
 - ✓ Systems Integration
 - ✓ Accountability
 - ✓ Flexibility for Technological Change

Pillar I: Industry-Driven Strategies

- Align workforce programs with high-growth industries
 - Expand sector strategies statewide
 - Create employer consortiums for credential alignment
 - Strengthen apprenticeships and youth apprenticeships
 - Use real-time labor data for forecasting
- Activate statewide sector strategies
 - Strengthen cross-agency coordination
 - Invest in talent pipelines
 - Engage employers as co-designers of solutions

Pillar II: Worker Mobility & Participation

- Increase labor force participation
 - Support underserved and rural populations
 - Improve transportation, childcare, digital access
 - Expand portable, industry-recognized credentials
 - Strengthen K-12 to postsecondary career pathways

Pillar II: Worker Mobility & Participation

- Increase labor force participation
 - Support underserved and rural populations
 - Improve transportation, childcare, digital access
 - Expand portable, industry-recognized credentials
 - Strengthen K-12 to postsecondary career pathways

Pillar III: Integrated Workforce Systems

- Create regional innovation “hubs” that carry TN Works brand
- Implement a 'No Wrong Door' model
 - Improve cross-agency data sharing
 - Reduce program duplication
 - Align WIOA plan with integration initiatives

Pillar IV: Accountability & Outcomes

- Create statewide performance dashboard
 - Track employer and job-seeker satisfaction
 - Tie funding to measurable outcomes
 - Align TN metrics with federal and NGA frameworks

Pillar V: Flexibility & Innovation

- Utilize waivers to improve flexibility and create demonstration models to inform scalable successful programs and practice
- Launch Tennessee AI Workforce Readiness Initiative
 - Pilot AI upskilling programs
 - Develop micro-credentials in tech fields
 - Support employer investment in digital skills training

Cross-Cutting Priorities

- Equity & rural opportunity expansion
 - Strengthen regional workforce collaboration
 - Increase employer engagement statewide
- Grow labor force participation
 - Increase credential attainment
 - Improve employer satisfaction
 - Enhance Tennessee's economic competitiveness

Impact Statement

- Building a stronger workforce for every Tennessean.



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

The committee met on May 5, 2026, with six committee members, staff and contractors, and two guests attending. In addition to the items below, the committee reviewed the NW Local and West TN Regional Plan Modifications and voted on behalf of the board to approve the changes.

Facilities and Technology Update: LeAnn Lundberg, Director of Facilities and Technology, reported that she is still evaluating minicomputers 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: No formal complaints have been received, and the attached Monitoring Status Report was reviewed, noting no concerning findings. 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: Director of Finance & Administrative Services, Gina Johnson, presented the attached Financial Status Report detailing expenditure and obligation rates as of March, as well as fiscal performance results for the minimum participant cost rate (MPCR), Youth Work Experience expenditures, and In-School Youth (ISY) expenditures. Gina also noted that our audit has been finalized and that there were no findings. We will begin the audit process for next year soon. 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. Overall spending remains on track, and carryover is in fairly good shape.

Program Oversight: 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.

Property Management Policy Change: During a recent monitoring, this 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. **The committee recommends the approval of the proposed policy changes as presented (VOTE REQUIRED).**

Career Services Provider (CSP) Procurement: Kylie Wolf of TPMA 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 by TPMA 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. Committee 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 recommends continuing with DSCC for the Adult/Dislocated Worker & Youth Services contracts and requesting that they also continue in their current capacity for employer of record (VOTE REQUIRED).**

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: Tiffnie Hix, HR Manager 601 Sherwood Drive City, TN 38261 507-0390	On-the-Job Training: 11-18-25 to 11-17-26 Union (731)	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 Tabor Authorized Signatory (731) 986-9035	On-the-Job Training: 10-27-25 to 10-01-26 Mike	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 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 John	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 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 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
Total		\$21,600.00			

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

Adult

DW

Youth

Employment Rate 4th Quarter after exit

Adult

DW

Youth

Median Earnings 2nd Quarter after exit

Adult

DW

Youth

Credential Attainment within 4 Quarters after exit

Adult

DW

Youth

Goal	Adjusted Goal	Annual Results	Goal Met	Adjusted Results
92.2%	90.62%	92.40%	100.2%	101.96%
83.5%	96.0%	100.0%	119.8%	104.19%
87.7%	93.1%	81.3%	92.7%	87.32%
Goal				
91.3%	87.4%	91.3%	100.0%	104.50%
74.4%	73.9%	81.3%	109.3%	110.03%
80.0%	76.1%	87.0%	108.8%	114.38%
\$ 8,500.00	\$ 8,097.95	\$ 8,646.00	102%	106.77%
\$ 8,540.00	\$ 8,141.35	\$ 7,800.00	91.3%	95.81%
\$ 3,922.00	\$ 4,080.29	\$ 4,292.00	109.4%	105.19%
78.6%	84.2%	82.3%	104.7%	97.74%
69.8%	58.7%	85.7%	122.8%	145.97%
69.8%	86.4%	91.7%	131.4%	106.11%

Performance & Fiscal

On Target

Approaching Target

Off Target

Employment Rate 2nd Quarter After Exit

Adult

91.0%

Goal 94.2%

Dislocated Worker

100.0%

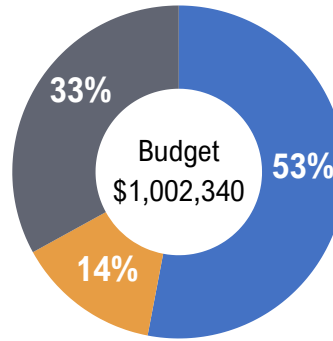
Goal 86.4%

Youth

75.7%

Goal 88.5%

Adult

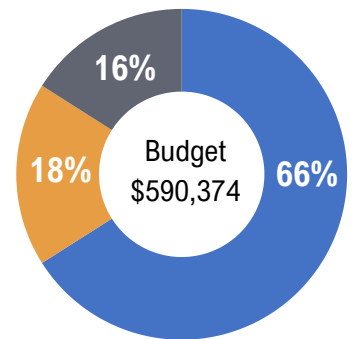


Expended \$530,712

Obligated \$139,481

Balance \$332,147

Dislocated Worker

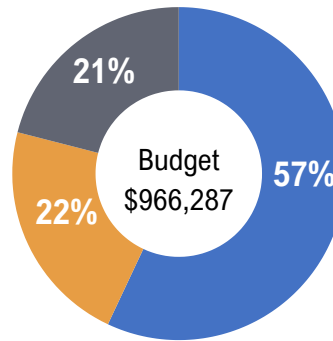


Expended \$388,830

Obligated \$105,101

Balance \$96,443

Youth

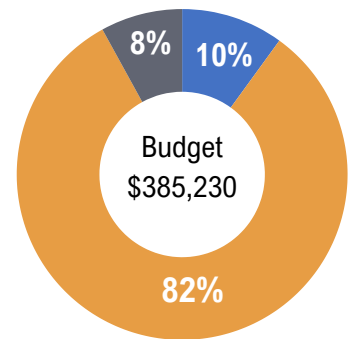


Expended \$553,476

Obligated \$213,738

Balance \$199,073

Statewide



Expended \$36,829

Obligated \$316,416

Balance \$31,985

Employment Rate 4th Quarter After Exit

Adult

92.7%

Goal 87.1%

Dislocated Worker

88.8%

Goal 79.2%

Youth

78.0%

Goal 81.1%

Median Earnings 2nd Quarter After Exit

Adult

\$9,049

Goal \$9,000

Dislocated Worker

\$8,637

Goal \$8,700

Youth

\$3,838

Goal \$4,209

Credential Attainment Within 4 Quarters After Exit

Adult

82.1%

Goal 79.6%

Dislocated Worker

80.0%

Goal 71.3%

Youth

88.7%

Goal 71.4%

Measurable Skills Gain

Adult

80.1%

Goal 80.1%

Dislocated Worker

95.2%

Goal 90.6%

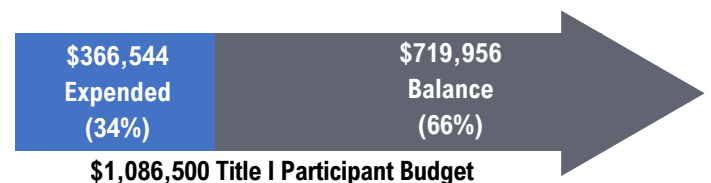
Youth

73.5%

Goal 77.8%



\$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%

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

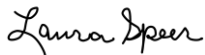
Please see the attached report for the performance review, including fiscal and programmatic monitoring results for the six-month period. We are pleased to report all areas of review were in accordance with the service agreement, with the exception of the following items needing improvement in order 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
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 2 nd 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 2 nd Quarter After Exit	94.2%	92.1%	98%
Employment Rate 4 th Quarter After Exit	87.1%	91.3%	105%
Median Earnings 2 nd 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	Goals	Results (PY25 Q2)	% of Goal Met
Employment Rate 2 nd Quarter After Exit	86.4%	100%	116%
Employment Rate 4 th Quarter After Exit	79.2%	89.5%	113%
Median Earnings 2 nd 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	Goals	Results (PY25 Q2)	% of Goal Met
Employment Rate 2 nd Quarter After Exit	88.5%	77.9%	88%
Employment Rate 4 th Quarter After Exit	81.1%	82.1%	101%
Median Earnings 2 nd 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.

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:

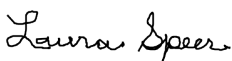
- Compliance with the Roles of the One-Stop Operator,
- Timeliness of invoices submission,
- Adequacy of documentation,
- Proper completion of invoices,
- Compliance within budget limits, and
- Performance Goals.

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
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
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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 2 nd Quarter After Exit	94.2%	92.1%	98%
Employment Rate 4 th Quarter After Exit	87.1%	91.3%	105%
Median Earnings 2 nd 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 2 nd Quarter After Exit	86.4%	100%	116%
Employment Rate 4 th Quarter After Exit	79.2%	89.5%	113%
Median Earnings 2 nd 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%
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Youth Measures

Employment Rate 2 nd Quarter After Exit	88.5%	77.9%	88%
Employment Rate 4 th Quarter After Exit	81.1%	82.1%	101%
Median Earnings 2 nd 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 2 nd Quarter After Exit	81.9%	93.1%	113.7%
Employment Rate 4 th Quarter After Exit	77.7%	82.3%	106%
Median Earnings 2 nd 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 2 nd Quarter After Exit	87.5%	85.7%	98%
Employment Rate 4 th Quarter After Exit	84.4%	100%	118%
Median Earnings 2 nd 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 2 nd Quarter After Exit	85.6%	66.7%	78%
Employment Rate 4 th Quarter After Exit	80.1%	77.1%	96%
Median Earnings 2 nd 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 3 rd party.

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.

TPMA

NWTNWDB Service Provider Recommendation Report

April 2026
Submitted to

Margaret Prater

Workforce Innovations, Inc.



Submitted by



Table of Contents

TPMA	0
Introduction.....	1
Procurement Preparation	3
Timeline.....	3
Questions	4
Evaluation of Bids	6
Scoring.....	6
Budgets Proposed	8
Proposal & Evaluator Summaries.....	9
Recommendations.....	14
WIOA Title I Adult & Dislocated Worker Provider.....	14
WIOA Title I Youth Services Provider	15
Work-Based Learning Employer of Record	15

Introduction

Workforce Innovations, Inc. (WFI), on behalf of the Northwest Tennessee Workforce Board (NWTNWB), contracted TPMA to serve as the independent, third-party procurement entity for the procurement of WIOA Title I service providers in the Northwest Tennessee Local Workforce Development Area.

This procurement was conducted to support the selection of one or more contractors to deliver services under the Workforce Innovation and Opportunity Act (WIOA), including (1) Title I Adult and Dislocated Worker Career Services, (2) Title I Youth Services, and (3) Work-based Learning Employer of Record (EOR) services. The RFP allows entities to

bid on one, two, or all three components, and contracts may be awarded to the same or different entities based on the evaluation of individual components and the Board's determination of best fit.

In this role, TPMA's responsibility was to support an open, competitive, and well-documented procurement process by facilitating the release of the solicitation, managing the receipt of proposals, and conducting an independent evaluation process that culminates in a recommendation for Board consideration.

Upon completing the evaluation of all bids, TPMA presents Workforce Innovations, Inc. with this evaluation report. This report serves simply as a recommendation to the Board. Because we are not involved either contractually or in-kind with the Board, we do not present any conflict of interest and have made the following recommendations based on our evaluation. The final decision for contracting is the responsibility of the Board.

TPMA received the following proposals from interested bidders for each contract:

Title I Adult & Dislocated Worker Career Service Provider	Title I Youth Service Provider	Work-based Learning Employer of Record
• Educational Data Systems, Inc (EDSI) • Dyersburg State Community College (DSCC) • Ross Innovative Employment Solutions LLC	• Educational Data Systems, Inc (EDSI) • Dyersburg State Community College (DSCC) • Ross Innovative Employment Solutions LLC	• Personnel Placement of Tennessee LLC (PPL) • Ross Innovative Employment Solutions LLC • Educational Data Systems, Inc (EDSI)

Procurement Preparation

WFI drafted the Request for Proposal (RFP), and TPMA supported the process by reviewing the draft, completing formatting and branding, facilitating publication, managing receipt of proposals, coordinating bidder questions and answers with WFI, and conducting scoring and recommendation activities.

In alignment with the agreed-upon process, TPMA released the final RFP on **January 30, 2026**, distributed it to the bidders list, and posted it online. TPMA accepted bidder questions through February 16, 2026, coordinated responses from WFI, and posted the consolidated responses on **February 23, 2026** so all potential bidders had access to the same information. Proposals were submitted directly to TPMA by email by **4:00 PM CST on March 31, 2026**, after which TPMA facilitated scoring, convened committee review, and issued a written recommendation for consideration by WFI leadership and the Northwest Tennessee Workforce

To support open and fair competition, the procurement information, including the RFP, timeline, and bidder question responses, was made available through [TPMA's website](#).

TPMA developed one RFP branded on TPMA letterhead, and provided it to Workforce Innovations, Inc. to review. We incorporated applicable edits into the final version of the RFPs and prepared them for release.

Timeline

Action	Date
RFP Release	January 30, 2026
Deadline for Bidder Questions	February 16, 2026
Response to Bidder Questions Posted	February 23, 2026
Proposal Deadline (<i>email only</i>)	March 31, 2026
Northwest TN Workforce Board Approval	June 9, 2026
Notification to All Bidders	June 12, 2026
Contract Begin Date	June 22, 2026

Questions

Upon release of the RFPs, a two-week question period was permitted. TPMA received a total of seven (7) questions, all of which were answered and were posted for all bidders to see.

1. Is there a page limit for Section 3.0, All Component: Organizational Experience and Capacity?

The Organizational Experience and Capacity should not exceed ten (10) pages, excluding Exhibits and the Table of Contents.

2. In 3.1 Component #1, are Mary Smith and John Jones scenarios provided only, or should each of the points A-K and subsequent numbers-Individualized Career Services, Training Service, Follow-Up and Business Services each be addressed after the case scenario examples? Also, do we make up the needs/background of each fictitious customer?

Between the two examples of Mary Smith and John Jones we expect to see all services addressed. If a service is not appropriate for either example scenario, then it should be addressed in one of them as to the availability, but noted it was not appropriate for this example scenario (e.g. Short-term pre-vocational services including interviewing skills, punctuality, etc. are offered at the AJC on a weekly basis, however, Mary's assessment and work history indicate there is not a need for these services; The AJC offers relocation assistance in accordance with Board policy; however, John's skill set is in demand in the immediate area and due to family, he would prefer not to relocate.) There should be no further need to address services beyond the two examples. Yes, the needs/background of each fictitious customer should be made up to fit the services used in the examples. A flowchart may be utilized in conjunction with narrative, provided the ten (10) page limit is not exceeded.

3. For 3.2 Component #2, do we just provide the 2 youth customer case scenarios?

Yes – Jane Johnson and Jason Williams.

4. What is the current staffing pattern by center for Adult/DW? Youth staff? Are staff shared between programs?

Please see the chart below for current staffing as of January 2026. Columns labeled Adult, DW and Youth are Title I grants. The National Dislocated Worker Grant (DWG) and TANF Pilot – GROWWTH are additional grants

currently operated by the service provider. The additional grants (or others) may or may not be available.

Location	Staff	Adult	DW	Youth	National DWG	GROWWTH/TANF Pilot	Total Title I %	Total %
Carroll	#1	47.45%	4.55%	15.00%	13.00%	20.00%	67.00%	100.00%
	#2	58.40%	5.60%	0.00%	16.00%	20.00%	64.00%	100.00%
Dyer	#1	58.40%	5.60%	0.00%	16.00%	20.00%	64.00%	100.00%
	#2	10.95%	1.05%	15.00%	3.00%	70.00%	27.00%	100.00%
	#3	0.00%	0.00%	100.00%	0.00%	0.00%	100.00%	100.00%
	#4	52.45%	19.55%	15.00%	13.00%	0.00%	87.00%	100.00%
Dresden	#1	10.95%	1.05%	15.00%	3.00%	70.00%	27.00%	100.00%
	#2	18.25%	1.75%	15.00%	5.00%	60.00%	35.00%	100.00%
	#3	62.05%	5.95%	15.00%	17.00%	0.00%	83.00%	100.00%
	#4	52.45%	19.55%	15.00%	13.00%	0.00%	87.00%	100.00%

5. Is the table of contents included in the Organization Experience and Capacity section 10-page limit?

The Table of Contents is NOT included in the 10-page limit under the Organization Experience and Capacity section.

6. Are additional narrative attachments permitted?

The narrative for Organizational Experience and Capacity and Components the proposer is bidding on may not exceed ten (10) pages each. We do not expect to see any additional narratives unless they are part of the requested documentation for an Exhibit (e.g.– a copy of confidentiality policy would generally be a narrative; an agency's approved Indirect Cost Plan would likely include some narrative along with data, etc.). Most Exhibits are charts, lists, reference letters, etc.

7. Are the budget narratives included in the individual component section 10-page limit?

No. Budget narratives should follow the budget form and are not included in the 10-page Component limit.

Evaluation of Bids

Each proposal was evaluated first for Organizational Experience & Capacity and then on each of the scopes of work that they submitted. The following depicts how many points were available in each section

Section	Points
Organization Experience & Capacity	100
Title I Adult & Dislocated Worker Career Service Provider	100
Youth Service Provider	100
Work-based Learning Employer of Record	100

Scoring

Organizational Experience & Capacity

Bid	Score 1	Score 2	Score 3	Average Score
Educational Data Systems, Inc (EDSI)	82.00	85.00	92.00	86.33
Dyersburg State Community College (DSCC)	93.00	86.00	82.00	87.00
Ross Innovative Employment Solutions LLC	85.00	81.00	90.00	85.33
Personnel Placement of Tennessee LLC (PPL)	85.00	79.00	73.00	79.00

Component #1 WIOA Title I Adult & Dislocated Worker Provider

Bid	Score 1	Score 2	Score 3	Average Score
Educational Data Systems, Inc (EDSI)	78.38	85.03	85.65	83.02
Dyersburg State Community College (DSCC)	91.32	76.72	82.80	83.61
Ross Innovative Employment Solutions LLC	84.90	74.84	78.41	79.38

Component #2 WIOA Title I Youth Services Provider

Bid	Score 1	Score 2	Score 3	Average Score
Educational Data Systems, Inc (EDSI)	82.04	87.06	93.44	87.51
Dyersburg State Community College (DSCC)	93.41	79.36	88.00	86.92
Ross Innovative Employment Solutions LLC	87.96	78.58	83.20	83.25

Component #3 Work-Based Learning Employer of Record (EOR)

Bid	Score 1	Score 2	Score 3	Average Score
Educational Data Systems, Inc (EDSI)	86.33	85.20	92.33	87.95
Ross Innovative Employment Solutions LLC	78.12	75.95	85.53	79.86
Personnel Placement of Tennessee LLC (PPL)	85.20	80.28	75.08	80.19

Budgets Proposed

Component #1 WIOA Title I Adult & Dislocated Worker Provider

Bidder	Budget	Proposed Enrollment #
Educational Data Systems, Inc (EDSI)	\$684,999.24	275
Dyersburg State Community College (DSCC)	\$499,629.75	220
Ross Innovative Employment Solutions LLC	\$685,000	220

Component #2 WIOA Title I Youth Services Provider

Bidder	Budget	Proposed Enrollment #
Educational Data Systems, Inc (EDSI)	\$479,994.98	75
Dyersburg State Community College (DSCC)	\$224,909.25	60
Ross Innovative Employment Solutions LLC	\$480,000	60

Component #3 Work-Based Learning Employer of Record (EOR)

Bidder	Overhead/Profit Mark-up
Educational Data Systems, Inc (EDSI)	18.25%
Ross Innovative Employment Solutions LLC	25%
Personnel Placement of Tennessee LLC (PPL)	14%

Proposal & Evaluator Summaries

EDSI

- Organizational Experience & Capacity
- Component #1 Adult & Dislocated Worker
- Component #2 Youth Services
- Component #3 EOR

Educational Data Systems, Inc. (EDSI) is a national workforce development and consulting firm headquartered in Dearborn, Michigan, founded in 1979. EDSI reports operating over 100 workforce contracts in 10 states, employing over 850 staff members and serving 40,000 WIOA participants annually, and delivering WIOA Adult, Dislocated Worker, Youth, and Employer of Record services across multiple regions. EDSI's proposal emphasizes standardized delivery supported by ISO 9001 processes, centralized fiscal and performance controls, technology-enabled services (Keywe LMS, AI resume tools, Virtual Desk), and an Employer of Record model operated through Ascend Staffing under common ownership, using ADP for payroll.

Examples of strengths and challenges as identified by the proposal include the following:

Strengths	Weaknesses / Considerations
Strong organizational scale and proven multi-state WIOA experience. Serves around 40,000 participants annually. Robust quality and compliance infrastructure. Emphasized continuous performance monitoring through "interactive dashboards," routine performance reviews, including managing enrollment pacing, skills gains, credential attainment, retention, and expenditure rates for early	Local specificity and day-to-day operational detail is sometimes high-level, especially around access point frequency and county-by-county coverage standards. Covering the multi-county regions is not too specific in the proposal and would rely on flexibility/virtual delivery ("virtual case management," "cross-trained" staffing). This can work well but is less precise than a fixed coverage schedule and could be difficult to set up in a new area.

intervention when trends fall below targets.

Strong technology-enabled service mode. Services can be delivered through delivery, Keywe LMS, AI resume tool, virtual coaching options, ADA/WCAG compliance.

EOR proposal is a major strength with ADP payroll, large wage-processing volumes, detailed reimbursement documentation, line of credit for cash flow. They also have experience serving in this capacity with other local areas.

Strong fiscal controls and audit readiness with annual audits, weekly fiscal review, strong documentation retention

EDSI states they maintain security standards and procedures to protect information, but did not explicitly indicate a willingness to adjust or adopt practices developed through local or state policy, if deviating from their policy.

EOR cost structure transparency is moderate: markup is clearly stated (18.25%) but the narrative provides limited explanation of how the percentage was calculated or what specific costs it covers. Additionally, they only pay WBL participants bi-weekly.

Indirect rate is internally determined which some evaluators may view as less independently validated than a federally negotiated rate.

Ross

- Organizational Experience & Capacity
- Component #1 Adult & Dislocated Worker
- Component #2 Youth Services
- Component #3 EOR

Ross Innovative Employment Solutions LLC (Ross) proposes to deliver Title I Adult and Dislocated Worker Career Services, Title I Youth Services, and Work-based Learning Employer of Record (EOR) services for Northwest Tennessee. Ross is headquartered in St. Clair, Michigan, reports more than 30 years of workforce program experience across multiple states, and positions its approach as performance-driven, customer-centered, and grounded in trauma-informed, whole-person case management. Educational Data Systems, Inc.

Examples of strengths and challenges as identified by the proposal include the following:

Strengths

Weaknesses / Considerations

Clear program narrative and realistic sequencing using required participant scenarios across ADW, Youth, and EOR (shows how services connect across the lifecycle, not just a list of requirements).	Service coverage detail is not fully quantified across the nine-county area, especially around frequency and minimum presence expectations at access points and how coverage is maintained during vacancies or spikes in demand.
Defined staffing model with built-in QA support, including allocated QA and regional oversight, plus full-time frontline coaches and a project director role.	Operational standards are sometimes described conceptually rather than as measurable service levels, particularly around escalation timelines for payroll or participant/employer issues and internal corrective action triggers.
Strong customer service expectations are explicitly stated (timely responsiveness, fast access to services, proactive follow-up, accountability).	Employer engagement and expansion strategy is present but not deeply quantified, the proposal shows coordination and support but provides fewer targets and cadence details for growing WEX/OJT and employer pipelines.
Documented fiscal strength and audit posture, including audited SEFA materials, low-risk auditee designation, and no current-year findings, supporting fiscal credibility for reimbursement contracting.	EOR cost is less competitive relative to at least one bidder, with an EOR overhead/profit markup stated at 25%, and limited justification detail tied to cost drivers and service levels.
Youth service design is strong and compliance-aware, including how not all youth receive all 14 elements, but all elements are available as needed and tied to an ISS with planned quarterly updates.	Referral tracking and verification mechanics (how the provider confirms a referred youth actually receives a partner-delivered element, and what happens when referral fails) are less operationally defined
EOR coordination intent is clear (worksite communication	EOR service levels and QA controls are not fully defined: turnaround times for onboarding, payroll corrections, and dispute escalation are not consistently specified as measurable commitments.

Dyersburg State Community College

- Organizational Experience & Capacity
- Component #1 Adult & Dislocated Worker
- Component #2 Youth Services

Dyersburg State Community College (DSCC) submits a strong incumbent proposal for the Title I Adult & Dislocated Worker Career Service Provider and Youth Service Provider roles, proposing operational budgets of \$499,629.75 for ADWCSP with 220 enrollments and \$224,909.25 for YSP with 60 enrollments, both essentially aligned to the RFP's requested enrollment targets and operating caps. DSCC's proposal is especially strong because it is already the current provider, has nine years of WIOA Title I experience in Northwest Tennessee, offers an established staffing model across the AJCs, demonstrates deep partner relationships, and backs its approach with past performance data, audit readiness, VOS familiarity, and detailed case-management examples for adult, dislocated worker, and youth customers. Overall, it reads as a high-capacity, low-transition-risk proposal that directly responds to the RFP's emphasis on career services, youth 14 Elements, supportive services, partner coordination, performance accountability, and fiscal compliance.

Strengths	Weaknesses / Considerations
Very strong incumbent advantage: DSCC is the current ADWCSP and YSP and describes nine years of Title I Career Services experience with NWTNWB/WFI. This greatly reduces start-up and transition risk.	The proposal leans heavily on continuation of the existing model; unclear continuous-improvement priorities beyond maintaining current operations.
Clear staffing plan with executive leadership, career services leadership, youth coordination, fiscal support, career advisors, and employment specialists.	Shared staffing across ADWCSP and YSP is efficient but should be monitored to ensure coverage, caseload balance, and youth-specific capacity remain strong.
Strong performance story: the proposal includes multi-year federal performance and enrollment data, with many measures meeting or exceeding targets and additional experience administering Adult, Dislocated Worker, Youth, NDWG, TYEP, and GROWWTH programs.	A few historical measures appear below target.

Strong network across AJCs, schools, TCATs, VR, Adult Education, SNAP E&T, employers, training providers, homeless services, and justice-involved referral sources; support letters reinforce partner confidence.	Partnership depth is a strength, but the proposal could more clearly define formal referral workflows, partner accountability, and how service duplication will be avoided.
Proposal comes in under the budget maximums and maintains current staffing levels	Budget narrative could clarify travel assumptions tied to regional coverage. Other proposals did this more clearly.

Personnel Placement of Tennessee (PPL)

- Organizational Experience & Capacity
- Component #3 EOR

Personnel Placement of Tennessee LLC (PPL) applied only for Component #3, Work-based Learning Employer of Record, proposing a 14% overhead/profit markup. PPL brings relevant regional experience as a Jackson-based employment/staffing firm with long-standing West Tennessee operations, existing EOR/payroll systems, experience serving the Southwest Tennessee Workforce Development Board, and reference letters supporting its responsiveness, payroll improvements, and employer relationships. That said, the proposal is comparatively thin: it establishes that PPL can likely perform the core EOR function, but it provides limited detail on implementation controls, youth/intern-specific risk management, invoicing/documentation workflows, coordination with service Title I service provider staff, or performance metrics.

Examples of strengths and challenges as identified by the proposal include the following:

Strengths	Weaknesses / Considerations
Lowest proposed EOR markup (14%), strongest cost efficiency among all EOR proposals, maximizing the share of funds available for direct participant wages and employer burdens.	Conflict-of-interest disclosure. PPL discloses governance connections involving ownership leadership roles in workforce boards and affiliations related to Workforce Innovations. This is more of a consideration than a weakness, as there may be formal

	mitigation steps to protect the integrity of a contract, if awarded.
Clear onboarding workflows (in-person and virtual), I-9/W-4/E-Verify, as well as strong timekeeping controls (geofencing app to ensure that participants are onsite before they can clock in to their worksite).	Payroll QA and allowability controls not fully detailed in the proposal, but PPL does offer to provide more of this information if requested.
Proven EOR delivery in a WFI-aligned environment. PPL reports direct experience serving as the EOR provider for the Southwest Tennessee Workforce Development Board since 2024, and includes a supporting reference describing collaborative development of WIOA-compliant processes, designated points of contact, and improved payroll efficiency.	PPL states it does not share financial statements unless necessary and offers banking and accounting references instead. Audited financial statements were requested in the RFP by all proposers, and the other proposals did include in their submissions.
Participant-centered payroll practices and accessibility. PPL proposes weekly pay and multiple wage distribution options including direct deposit and a pay card option, which supports participants who may be unbanked. The proposal also describes in-person and fully electronic onboarding pathways, which supports accessibility for both youth and worksites.	Staffing documentation is minimal relative to typical RFP expectations, and in comparison to the other proposals. Since their main role will be solely as a payroll provider, this is just a consideration, as TPMA did not have a way to validate the credentials of current staff or job descriptions against the duties of conducting EOR responsibilities for work-based learning programs.

Recommendations

WIOA Title I Adult & Dislocated Worker Provider

on TPMA's scoring and evaluation of the proposals, TPMA recommends that **Dyersburg State Community College (DSCC)** continue as the **WIOA Title I Adult and Dislocated Worker Career Services Provider.**

While other proposals, particularly EDSI, were strong in several areas, TPMA weighed all aspects of the proposal against the region's local context and continuity of services. Given the multi-county footprint and already lean staffing capability of all proposers, the importance of minimizing transition risk for participants, partners, and employers made up for close scores in this Component.

In addition, DSCC's proposed budget appeared the most reasonable and appropriately balanced for both staffing and participant services, with comparatively less emphasis on overhead and indirect categories. This alignment with anticipated service needs and cost controls supports DSCC as the best overall fit for Component #1.

WIOA Title I Youth Services Provider

Based on TPMA's scoring and evaluation of the proposals, TPMA recommends that **Dyersburg State Community College (DSCC)** continue as the **WIOA Title I Youth Services Provider**.

Although competing proposals demonstrated strengths in program design and infrastructure, TPMA finds that local knowledge, existing partnerships, and service continuity are particularly important for youth services. DSCC's proposal reflects an established delivery model and supports a lower-transition approach across the local area. Additionally, the shared staffing of these programs makes having one service provider preferable to two.

DSCC's youth budget also appeared reasonable relative to expected staffing and participant needs, with a smaller share allocated to overhead and indirect costs. Taken together with DSCC's performance history and local delivery footprint, TPMA recommends DSCC for Component #2.

Work-Based Learning Employer of Record

For **Work-based Learning Employer of Record (EOR)** services, Educational Data Systems, Inc. (EDSI) scored the highest based on its proposal, organizational experience and capacity, and overall ability to support the required EOR functions at scale. However, this is partly due in part to the necessity of adding both Organization Experience & Capacity Scoring to the EOR Component Scoring for a total. As a large

national organization, their experience in workforce development services and robust infrastructure to maintain hundreds of contracts and employ thousands of employees make it score highly. The totals are below for reference:

	Profit Markup	Organizational Experience & Capacity	EOR Component	Total (200 Points available)
EDSI	18.25%	86.33	87.95	174.28
Ross	25%	85.33	79.86	165.19
PPL	14%	79.00	80.19	159.19

EDSI's proposed EOR approach does demonstrate strong operational controls, relevant experience, and capacity to manage payroll, documentation, and compliance requirements.

However, there are a few critical reasons that steer the recommendation toward **Personnel Placements of Tennessee LLC (PPL)**, even though their scores were not the highest.

1. They are the most cost-efficient proposal received.
2. A larger provider like EDSI may opt not to accept a contract just for the EOR component if they are not being awarded the other Title I service provider contracts. If they do, it could change the Profit-markup to accommodate staffing changes
3. PPL has relevant experience operating as an EOR in a WFI-aligned environment. Even though this did not give them the higher scores, it is a valuable note in this region and warrants special consideration.

Considering all aspects, TPMA recommends awarding the contract to PPL.

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

The committee met on May 5, 2026, with 11 committee members, staff and contractors, and three guests attending. In addition to the reports below, the committee also discussed State, NW Local, and West TN Regional Plan updates and additional local priorities and strategies.

Target Populations Report: TN Youth Employment Program Participant, Kailey Mayo shared her experience with the program working with the Weakley County Prevention Coalition, and how it has assisted her in preparing for her future.

- **Adult Education (AE) Report:** AJ Belyew, NW TN Adult Education Program Director, noted their continued partnership with the CVS Pharmacy Technician program, with a new cohort starting in August with additional slots to be added. She also noted that NW TN's Adult Education graduation will be held on June 28th with over 200 graduates expected for the year.
- **Vocational Rehabilitation (VR) Report:** Ashley Roberts reported 100 new enrollments, with about half of those being youth. The partial government shutdown impacted travel and outreach, putting them slightly behind, but they've had 43 successful closures and are still on track to meet goals by June. She also shared staffing updates, with an open VR Counselor position in Henry County and Carroll County expected to reopen soon.

Talent Pipelines Report: The committee reviewed the attached Talent Pipelines report detailing career exploration and Talent Pipelines efforts and programs. Through March, there were a total of 398/350 GROWWTH enrollments, exceeding the total enrollment goal. GROWWTH will end in October 2026, and new enrollments have stopped, but staff are continuing to assist existing participants in reaching their goals. As of March, there were a total of 198 out of an increased goal of 251 TYEP enrollments. Career Exploration Events included 868 participating students. The Rural Health Initiative grant had 107/92 enrollments as of March. The grant has been used to fund OJTs, apprenticeships, and individual training-- all supporting healthcare careers. We have until June 30th to expend funds, with most of the funding obligated, so expenditures will continue to increase as invoices are received and staff expect to fully expend the grant by the deadline. We will be receiving Rural Health funds again next year. There were 63 individuals served in the Justice-Involved grant, including jail classes in Dyer and Crockett Counties.

Eligible Training Provider List (ETPL) Report:

Program Renewals-State ETPL & NW Local ETPL: The committee reviewed the attached list of programs due for renewal for the State and Local ETPL including corresponding labor market information and performance data. All programs are recommended for both the State and Local ETPL, except for Performance Beauty Academy and TCAT Henry/Carroll's Collision Repair Technology and Motorcycle and ATV Repair programs, which are recommended for the State ETPL only due to the associated occupations for these programs not meeting the local in-demand criteria. Staff noted that TCAT Henry/Carroll and TCAT Northwest's Licensed Practical Nursing programs are highlighted in red because the providers will be combining the full-time and part-time programs into a single program listing on the ETPL. **The committee recommends the renewal of the programs on the attached list as presented, with Performance Beauty Academy and TCAT Henry/Carroll's Collision Repair Technology and Motorcycle and ATV Repair programs approved for the State ETPL only, and all other listed programs for the State and NW Local ETPL (VOTE REQUIRED).**

TCAT NW LPN Program Cost Increase: The committee reviewed the changes to the TCAT NW LPN Program, which is updated to include a part-time option at a cost of \$11,408 versus \$8,670 for full-time. **The committee recommends the approval of the cost increase for the TCAT NW LPN program as presented (VOTE REQUIRED).**

Talent Pipelines

GROWTH

GROWING RELATIONAL AND OCCUPATIONAL WEALTH IN WEST TENNESSEE HOUSEHOLDS



**Number
Enrolled to Date:**
398 / 350

Tennessee Youth Employment Program



198 / 251
New Enrollments

\$313,759 / \$548,480
Expended

TRANSFR Virtual Reality Headsets



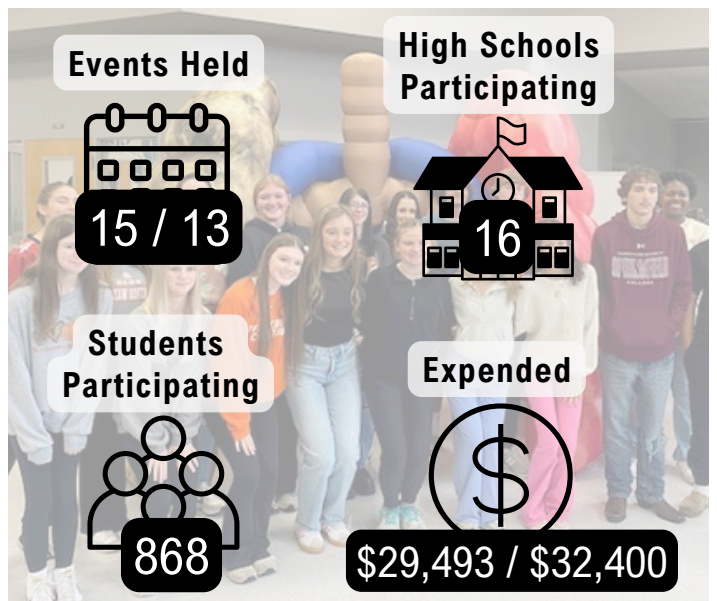
7

High Schools/
Organizations
Participating

530 / 225
Active Explorers

649
Careers Explored

Career Exploration Events



Justice Involved Individuals

63 / 35

Individuals Served

\$87,050 /

\$127,500

Expended



Rural Health Workforce Initiative



107 / 92
Enrollments

\$123,211 / \$225,000
Expended

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	Total Enrolled (7/1/23 - 6/30/25)	WIOA Completion Rate	WIOA Employment 2nd QTR after Exit	Performance Criteria Met?*	Recommended for Renewal?
DSCC	Healthcare Technician	31-9092 - Medical Assistants	2 Semesters/ Terms	\$3000.00	318	329	11	\$16.50	Yes	100%	87%	0	n/a	n/a	Yes	State & Local NW ETPL
Performance Beauty Academy	Performance Beauty Academy	39-5012 - Hairdressers, Hairstylists, and Cosmetologists	1500 Hours	\$15200.00	86	96	10	\$14.83	No- program is not associated with the priority sector for the NW area. Additionally, LMI data shows 122 existing resident workers in the NW area and associated wages do not meet the local threshold to be considered an in-demand occupation.	n/a	n/a	0	n/a	n/a	Yes	State ETPL Only
Roadrunner Driving School, LLC	Truck Driving	53-3032 - Heavy and Tractor-Trailer Truck Drivers	3 Weeks	\$4284.00	1,664	1,752	88	\$23.08	Yes	99%	80%	45	96%	91%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	Telecommunications Technology	17-3023 - Electrical and Electronic Engineering Technologists and Technicians	12 Months	\$5019.04	84	93	9	\$27.65	Yes	n/a	n/a	0	n/a	n/a	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	COLLISION REPAIR TECHNOLOGY	49-3021 - Automotive Body and Related Repairers	12 Months	\$5800.48	79	81	2	\$21.60	No- There is not projected growth of at least 1 new job per year, and only 8 average annual openings for associated occupation.	81%	56%	1	100%	100%	Yes	State ETPL Only
TCAT at Henry/Carroll	HEALTH INFORMATION MANAGEMENT TECHNOLOGY	29-2072 - Medical Records Specialists	12 Months	\$5767.99	51	54	4	\$20.73	Yes	64%	62%	7	86%	83%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	INDUSTRIAL MAINTENANCE INTEGRATED AUTOMATION TECHNOLOGY	49-9041 - Industrial Machinery Mechanics	16 Months	\$7066.03	454	520	66	\$31.89	Yes	76%	84%	8	43%	100%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	INFORMATION TECHNOLOGY SYSTEMS MANAGEMENT	15-1244- Network & Computer Systems Administrators	20 Months	\$8897.67	92	98	6	\$34.58	Yes	69%	51%	3	100%	0%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	MACHINE TOOL TECHNOLOGY	51-4041 - Machinists	16 Months	\$6565.06	270	297	27	\$23.28	Yes	75%	76%	7	86%	100%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	MOTORCYCLE AND A.T.V. REPAIR	49305200 - Motorcycle Mechanics	12 Months	\$4723.04	19	19	0	\$19.21	No- There is not projected growth of at least 1 new job per year, and only 2 average annual openings for associated occupation.	56%	51%	1	0%	n/a	Yes	State ETPL Only
TCAT at Henry/Carroll	PRACTICAL NURSING	29-2061 - Licensed Practical and Licensed Vocational Nurses	12 Months	\$6324.84	824	824	0	\$23.28	Yes- while there is not growth of at least 1 new job/year, there are an average of 69 annual openings for LPN's.	70%	89%	55	80%	98%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	PRACTICAL NURSING (PARTTIME)	29-2061 - Licensed Practical and Licensed Vocational Nurses	16 Months	\$8703.00	824	824	0	\$23.28	Yes- while there is not growth of at least 1 new job/year, there are an average of 69 annual openings for LPN's.	61%	97%	14	64%	100%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	RESIDENTIAL BUILDING MAINTENANCE	49-9071 Maintenance and Repair Workers, General	12 Months	\$6320.00	1,190	1,263	73	\$22.23	Yes	76%	65%	4	100%	100%	Yes	State & Local NW ETPL
TCAT at Henry/Carroll	Welding	51-4121 - Welders, Cutters, Solderers, and Brazers,	12 Months	\$5632.58	695	747	52	\$21.79	Yes	80%	74%	16	88%	82%	Yes	State & Local NW ETPL
TCAT Northwest	Retail, Hospitality and Tourism Technology	43-4051- Customer Service Representatives	12 Months	\$7605.00	1,051	1,100	49	\$17.80	Yes	n/a	n/a	0	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	AUTOMOTIVE TECHNOLOGY	49-3023 - Automotive Service Technicians and Mechanics	16 Months	\$9452.00	450	472	22	\$21.04	Yes	77%	75%	4	100%	100%	Yes	State & Local NW ETPL
TCAT Northwest	Computer Aided Design Technology	17-3012- Electrical & Electronics Drafters	16 Months	\$6058.00	77	84	7	\$31.77	Yes	86%	67%	0	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	Computer Information Technology	15-1211 - Computer Systems Analysts	20 Months	\$11189.25	94	104	10	\$36.10	Yes	73%	75%	2	100%	100%	Yes	State & Local NW ETPL
TCAT Northwest	Diesel Powered Equipment Technology	49-3031 - Bus and Truck Mechanics and Diesel Engine Specialists	20 Months	\$13045.00	199	214	15	\$23.69	Yes	88%	76%	5	67%	100%	Yes	State & Local NW ETPL
TCAT Northwest	HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION	49-9021 - Heating, Air Conditioning, and Refrigeration Mechanics and Installers	16 Months	\$8424.25	261	281	20	\$22.86	Yes	74%	74%	9	67%	88%	Yes	State & Local NW ETPL
TCAT Northwest	Industrial Maintenance	49-9041 - Industrial Machinery Mechanics	16 Months	\$8784.00	454	520	66	\$31.89	Yes	66%	85%	1	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	INDUSTRIAL MAINTENANCE MECHATRONICS	49-9041 - Industrial Machinery Mechanics	20 Months	\$11324.00	454	520	66	\$31.89	Yes	70%	82%	1	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	Industrial Maintenance/Molding	49-9041	1728 Hours	\$7357.00	454	520	66	\$31.89	Yes	94%	85%	0	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	MACHINE TOOL TECHNOLOGY	51-4081- Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	16 Months	\$7439.00	44	56	11	\$25.30	Yes	94%	80%	0	n/a	n/a	Yes	State & Local NW ETPL

TCAT Northwest	PRACTICAL NURSING	29-2061 - Licensed Practical and Licensed Vocational Nurses	12 Months	\$8669.66	824	824	0	\$23.28	Yes- while there is not growth of at least 1 new job/year, there are an average of 69 annual openings for LPN's.	65%	89%	22	61%	100%	Yes	State & Local NW ETPL
TCAT Northwest	PRACTICAL NURSING (EVENING/WEEKENDS)	29-2061 - Licensed Practical and Licensed Vocational Nurses	18 Months	\$11408.00	824	824	0	\$23.28	Yes- while there is not growth of at least 1 new job/year, there are an average of 69 annual openings for LPN's.	81%	88%	1	n/a	n/a	Yes	State & Local NW ETPL
TCAT Northwest	TRUCK DRIVING	53-3032 - Heavy and Tractor-Trailer Truck Drivers	8 Weeks	\$1925.50	1,664	1,752	88	\$23.08	Yes	92%	79%	2	100%	100%	Yes	State & Local NW ETPL
TCAT Northwest	WELDING	51-4121 - Welders, Cutters, Solderers, and Brazers,	12 Months	\$7308.00	695	747	52	\$21.79	Yes	67%	83%	4	100%	100%	Yes	State & Local NW ETPL
UT MARTIN	CELL & MOLECULAR BIOLOGY	29-2018- Clinical Laboratory Technologists and Technicians	8 Semesters/ Terms	\$46832.00	118	122	4	\$25.58	Yes	n/a	n/a	0	n/a	n/a	Yes	State & Local NW ETPL
UT MARTIN	MECHANICAL ENGINEERING	17-2141- Mechanical Engineers	8 Semesters/ Terms	\$46832.00	90	108	17	\$47.09	Yes	n/a	n/a	0	n/a	n/a	Yes	State & Local NW ETPL

Northwest PY 26 Budget DRAFT - May 2026	Admin. (Title I + DWG)	Adult Prg (w/ Adult Transfer)	DW Prg (w/o AT)	Youth Program	Title I Program Total	Total Title I Budget	QUEST DWG	Apprenticeship	YEP	Rural Health	GROWWTH	Total Budget
Estimated PY 25 Carryover	\$ 59,704.59	\$ 383,436.85	\$ 13,720.95	\$ 329,173.52	\$ 726,331.32	\$ 786,035.91	\$ 77,360.47	\$ 143,888.00	\$ -	\$ -	\$ -	\$ 1,007,284.38
Estimated PY 26 Allocations	\$ 136,876.00	\$ 497,776.50	\$ 248,394.60	\$ 485,712.90	\$ 1,231,884.00	\$ 1,368,760.00	\$ -	\$ -	\$ 550,000.00	\$ 89,500.00	\$ 173,925.29	\$ 2,182,185.29
Total PY 26 Funding Available	\$ 196,580.59	\$ 881,213.35	\$ 262,115.55	\$ 814,886.42	\$ 1,958,215.32	\$ 2,154,795.91	\$ 77,360.47	\$ 143,888.00	\$ 550,000.00	\$ 89,500.00	\$ 173,925.29	\$ 3,189,469.67
Difference from PY 25	\$ (118,351.66)	\$ (234,052.13)	\$ (115,589.24)	\$ 147,638.88	\$ (202,002.49)	\$ (320,354.15)	\$ (52,575.77)		\$ 207,778.00	\$ 3,500.00	\$ (332,961.99)	\$ (350,725.91)
IFA Expenses (including OSO)	\$ 5,975.99	\$ 40,705.48	\$ 5,233.82	\$ 51,394.11	\$ 97,333.41	\$ 103,309.40	\$ 2,513.54	\$ -	\$ -	\$ -	\$ 11,491.58	\$ 117,314.52
Career Service Provider	\$ -	\$ 300,000.00	\$ 100,000.00	\$ 300,000.00	\$ 700,000.00	\$ 700,000.00	\$ 39,339.36	\$ -	\$ 60,000.00	\$ 5,000.00	\$ 132,411.22	\$ 936,750.58
Board / Fiscal Agent Expenses	\$ 190,604.60	\$ 305,500.00	\$ 81,310.00	\$ 83,190.00	\$ 470,000.00	\$ 660,604.60	\$ -	\$ 14,388.00	\$ 22,500.00	\$ 6,250.00	\$ 30,022.49	\$ 733,765.09
Total Operating Expenses*	\$ 196,580.59	\$ 646,205.48	\$ 186,543.82	\$ 434,584.11	\$ 1,267,333.41	\$ 1,463,914.00	\$ 41,852.90	\$ 14,388.00	\$ 82,500.00	\$ 11,250.00	\$ 173,925.29	\$ 1,787,830.19
*May be adjusted between line items / programs												
Balance for Participants (Minus PY 26 Q1 Expenses)*		\$ 166,503.00	\$ 75,571.73	\$ 380,302.31	\$ 622,377.04		\$ 49,063.71	\$ 129,500.00	\$ 290,889.00	\$ 78,250.00	\$ -	\$ 700,627.04
Participant % of Program Funds					61.9%							