

**Southern Middle TN Local Workforce Development Board**

South Central TN Development District

Zoom Meeting

April 22, 2021 at 10:00 A.M.

The meeting of the Southern Middle TN Local Workforce Development Board was held virtually through Zoom application on April 22<sup>nd</sup>, 2021 at 10:00 a.m.

Those in attendance were: Jane Herron, Brian Crabtree, Lynn Trull, Stacey Shedd, Hardin Franklin, Mark Short, John Sechler, Sonya Faye Buckingham, Kelli Kea-Carroll, Linda Maddox, Rob Mitchell, Tracy Whitehead, Selina Moore, Christine Chapman, Roxanne Patton

Absent: TJ Judge, Barbara Lamb-Gass, Matthew Boner, Will Johnson

Proxies: Robby Moore (proxy to Kelli Kea-Carroll), Connie Sharp (proxy to Kelli Kea-Carroll), Christine Hopkins (proxy to Kelli Kea-Carroll)

A quorum is established and present.

**Welcome/Introductions:**

Barbara Kizer, SCTDD WIOA Program Director, welcomed everyone to the virtual meeting at precisely 10:00 am. Mark Short, Board Chairman, called the meeting to order for the Southern Middle TN Local Workforce Development Board and requested Roberta Brazier to conduct a roll call for member attendance. Meeting participants were allowed to utilize the virtual meeting features to interact through the “raising their hand” or chat box feature. Members were allowed to be unmuted during the meeting for questions and comments if desired.

Roberta Brazier called out the names of each member to determine attendance status. Mrs. Brazier completed the roll call and explained that a quorum had been achieved due to at least fourteen members being present.

**Review and Approval of Previous Minutes:**

Mark Short explained that a packet of information containing the minutes from the Southern Middle TN Local Workforce Development Board meeting that was conducted on January 28<sup>th</sup>, 2021 had been distributed to each member. Mark Short requested that the members review the minutes and then sought approval for the minutes. Christine Chapman made a motion to approve the minutes and the motion was seconded by Roxanne Patton. Members were asked to vote for or against approval, and the minutes received no opposition and were approved and accepted.

**Appointment of Vice Chair and Secretary:**

Mark Short stated that nominations for the Vice Chair position needed to be a member of the business sector. Barbara Kizer explained that Kelli Kea-Carroll was previously nominated for the

position at the last meeting, but has resigned due to not being a member of the business sector. Lynn Trull nominated Robby Moore for the Vice Chair position. Hardin Franklin moved that the nomination cease and was seconded by Stacey Shedd.

Mark Short moved on to request nominations for the Secretary position and stated that the position did not require a member from the business sector. Hardin Franklin inquired if the current secretary could remain in the position; however, Barbara Kizer explained that the Christine Hopkins had resigned from the position so new nominations were needed. Christine Chapman made a motion for Kelli Kea-Carroll to be nominated for the secretary position, and Hardin Franklin seconded the motion.

#### **Approval of Proxies and Welcoming of New Board Member:**

Mark Short read the by-laws pertaining to voting by proxy, which states that voting by proxy is only allowed once per calendar year unless written approval has been received by the Board Chair. Mr. Short explained that he is approving all proxies received for the Local Workforce Development Board meeting on April 22<sup>nd</sup>, 2021. Additionally, Mr. Short welcomed new board member, Stacey Shedd.

#### **2021/2022 WIOA Projected Budget and Quarterly Report:**

Lisa Moore presented the projected budget for 2021-2022 to the members of the board and made a motion to receive the projected budget. Stacey Shedd made a motion and Selina Moore seconded the motion. The projected budget received no opposition from any board members and the motion carried.

Furthermore, Lisa Moore presented the Quarterly Report that displayed information from July 2020 to March 2021 and inquired about any additional questions or comments. Lisa Moore then asked for a motion to receive the Quarterly Report for the third quarter. Selina Moore made the motion and the motion was seconded by Kelli Kea-Carroll. The Quarterly Report received no opposition from board members and the motion carried.

#### **Correction of Clerical Error Work Experience Policy:**

Barbara Kizer explained that the Work Experience Policy from the day it was written contained a clerical error. Mrs. Kizer stated that the policy was supposed to read 10% of Adult and Dislocated Worker Funds and that the term "adult" was left out of the original document and needed to be corrected. Barbara Kizer further explained that this is not updating the policy it is just correcting an error so this policy would be as written from its original date. Stacey Shedd made a motion to correct the term that corrects the clerical error and the motion was seconded by Hardin Franklin. The motion received no opposition and carried.

#### **Operations Committee Recommendations:**

##### EPTL Approval of New Program and EPTL Programs for Continuance:

Kelli Kea-Carroll explained that the Operations Committee met and is recommending the EMT Program be added to the Tennessee College of Applied Technology and several programs are recommended to be continued for Columbia State,

Tennessee College of Applied Technology at Hohenwald, and Motlow State due to a change in cost. A motion was made by Selina Moore to accept the new program and Roxanne Patton seconded the motion. The motion received no opposition and carried.

A motion was made by Christine Chapman to accept the continuance of programs and the motion was seconded by Selina Moore. The motion received no opposition and carried.

Update on Relocation of AJC Lewisburg:

Paul Rosson stated that the lease was signed on the property this week and confirmation to begin demolition was received from the Marshall County Codes Officer. Mr. Rosson explained that around \$50,000 of construction will be done on the property and 90% of the engineering plans have been completed. Mr. Rosson said he hopes to have the construction completed by July 31<sup>st</sup>, 2021.

Update of Moore County AJC Grand Opening:

Tiffany Bolin stated that the grand opening for the Moore County AJC occurred last week and attended by Mayor Bonnie Lewis and the Chamber of Commerce for the ribbon cutting. Mrs. Bolin explained that the AJC will only be open on Wednesdays from 8:00 am to 4:30 pm.

**Executive Committee Members Appointment:**

Selina Moore was nominated by Linda Maddox and seconded by Stacey Shedd. The motion received no opposition and carried.

Christine Chapman was nominated by Kelli Kea-Carroll and seconded by Stacey Shedd. The motion received no opposition and carried.

Tracy Whitehead was nominated by Selina Moore and seconded by Hardin Franklin. The motion received no opposition and carried.

**Update Support Matrix:**

Barbara Kizer discussed the changes made to the Matrix of Support Services, such as clothing and grooming aids to increase to \$100, removal of CDL licenses, and added an additional qualification to licenses, tags, and wheel tax. Selina Moore made a motion to accept the changes and the motion was seconded by Christine Chapman. The motion received no opposition and carried.

**Lower Level Living Standard Income Level Guidelines Policy:**

Barbara Kizer explained that due to the new federal guidelines updated annually this policy needs to be updated. Mrs. Kizer also stated that the current policy in use is from 2018 and we work directly from Jobs4Tn that compares with the updated federal guidelines. Barbara Kizer also explained that the updated policy will be retroactive back to January 1, 2021 and is a living policy which will automatically be adopted as updates are received. Hardin Franklin questioned if this change would affect bringing anyone in or eliminating someone in the process. Selina

Moore answered Mr. Franklin by stating this should serve more if the updated guideline is followed. Hardin Franklin responded that he was hoping that it would include or bring more individuals in by lowering the standards from where it is now. A motion was made by Selina Moore to adopt the new policy and to go back to January 1, 2021 and Hardin Franklin seconded the motion. The motion received no opposition and carried.

**Business Services Representative Update:**

Regina Locker stated that the WIOA team partnered with TAA and presented a check to JCF Housements on April 14<sup>th</sup>, 2021 for the completion of On-The-Job Training (OJT) Program, which resulted in about 23 participants. The NEG Disaster Relief Grant Program has been completed by several individuals and has been very successful. Additionally, meetings have been conducted with employers interested in the WIOA Training Programs, and the team is striving to resume Business Service Team Meetings. The Bates Rubber Rapid Response Meeting was conducted in February and March and served approximately 35 employees. Several partner representatives were there to assist affected employees.

**WIOA Dashboard:**

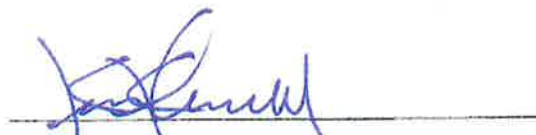
Tiffany Bolin explained that from July 1, 2020 and March 31, 2021 there has been 21,291 individuals that have utilized the local American job centers. 525 individuals are in training for Title I and 138 have completed the program and received a credential. Furthermore, there has been 170 youth in the Work Experience Program and \$326,000 were spent on their wages.

**Old and New Business:** None Reported

No other comments were made. Lynn Trull made a motion to adjourn the meeting, Hardin Franklin seconded, and the meeting ended promptly.



Mark Short, Chair



Kelli Kea-Carroll, Secretary