

Southeast Tennessee Workforce Development Board Operations Committee
Meeting via Zoom Minutes DRAFT
Thursday, February 29, 2024, via Zoom
2:00 pm – 3:30 pm

Committee Members: Corey Raburn, Arlette Robinson, Jennifer Thacker, Danielle Seals, Wes Skinner, Leslie Travis. **Staff:** Michele Holt, Allison Schiavo, Chrisi Chapman, and Maty Partin.

Call to Order

John Proffitt opened the meeting at 2:04 pm.

Approval of Minutes

Committee adopted the minutes of the 11/30/2023 meeting as drafted. Motion made by Wes Skinner, seconded by Corey Raburn and passed unanimously.

Administrative Update

Michele Holt shared a summary of four (4) areas of the KPMG report for Title I and Title II program evaluations. (1.) disability, justice involved, homeless, and LEP (limited English proficiency) served individuals are underserved by the system. (2.) Co-enrollment with Adult Education is needed. (3.) Supportive Services and (4.) Recommended Strategies. Ms. Holt shared that the full report will be released sometime within the week.

Policy Review

Allison Schiavo brought forth two (2) policies for committee review on verbiage additions and/or changes. On-the-Job Training Policy- Allison presented the proposed changes to the purpose to include guidance regarding the use and limitations of the allowable local training activity to enrolled WIOA Title I participants, to update the definition to include hours worked of no less than 32 hours per week, and to update the LWDB permissions to increase reimbursement rate for OJT from 50% to 75% when taking into account factors such as barriers to employment, size of the employer, quality of the employer-provided training and other factors that the Board may determine to be appropriate. 75% to an employer of 75 or fewer employees, 50% to an employer of more than 75 employees.

A motion was made to approve by Jennifer Thacker, seconded by Corey Raburn, approved with unanimous consent.

Electronic Case Files- Allison presented to the committee for the addition of Access Management guidance to include the minimum privileges necessary to perform one's role as outlined by the TDLWD. The addition also delegates a workflow to ensure data safeguarding.

A motion was made to approve by Corey Raburn, seconded by Arlette Robinson, approved with unanimous consent.

Review and Approve ETPL Applications

Christi Chapman presented twelve (12) applications for eligibility review.

Academy of Allied Health:

Professional Coder Plus– subsequent two-year eligibility

Motion to approve made by Corey Raburn, seconded by John Proffitt, approved with unanimous consent.

Chattanooga State Community College:

Emergency Medical Services-Paramedic Technical Certificate – subsequent two-year eligibility

Motion to approve was made by John Proffitt, seconded by Leslie Travis, approved with unanimous consent.

Respiratory Care- subsequent two-year eligibility

Motion to approve made by Arlette Robinson, seconded by Leslie Travis, approved with unanimous consent.

Competitive Edge Dental Assisting Academy, LLC:

Dental Assistant with Radiology– subsequent two-year eligibility

Motion to approve was made by John Proffitt, seconded by Leslie Travis, approved with unanimous consent.

Cleveland State Community College:

HVAC Bootcamp – subsequent two-year eligibility

Motion to approve was made by Wes Skinner, seconded by Jennifer Thacker, approved with unanimous consent.
Leslie Travis abstained.

Culinary Bootcamp- Initial one-year eligibility

Motion to deny was made by Jennifer Thacker, seconded by Wes Skinner based upon the potential impact on WIOA performance measures.

Leslie Travis abstained.

Miller-Motte Technical College:

Data Management – initial one-year eligibility

Motion to approve was made by Wes Skinner, seconded by Arlette Robinson, approved with unanimous consent.

Southeast Lineman Training Center

Communications Systems Installation and Repair Technology- subsequent two-year eligibility

Motion to approve made by Wes Skinner, seconded by Leslie Travis, approved with unanimous consent.

Southeastern Institute of Medical Technology:

Phlebotomy Technician- subsequent two-year eligibility

Motion to approve made by Arlette Robinson, seconded by Jennifer Thacker, approved with unanimous consent.

Tennessee College of Applied Technology at Chattanooga:

Diesel Equipment Technology- subsequent two-year eligibility

Motion to approve was made by Wes Skinner, seconded by Arlette Robinson, approved with unanimous consent.
Leslie Travis abstained.

Aesthetics- Initial one-year eligibility

Motion to approve made by Jennifer Thacker, seconded by Arlette Robinson, approved with unanimous consent.

Tennessee Wesleyan University:

Business Administration- subsequent two-year eligibility

Motion to approve made by Leslie Travis, seconded by Arlette Robinson, approved with unanimous consent.

Monitoring Update

Christi Chapman presented that Adult/Dislocated worker findings are similar to prior quarters with continued concern in the areas of data validation and case management. Case monitoring is now being sent to the provider weekly for corrections. Maty Partin reported there has been no significant changes since the last report with problems still occurring with lack of adequate case notes, “placeholder” activities, and insufficient follow ups. She stated the youth program saw a rapid increase in enrollments for the summer youth employment program resulting in meeting the first goal of 150 enrollments. However, with an additional 100 enrollments being required it has caused a negative impact on title 1 enrollments. With title 1 youth enrollments only being at 48% for quarter two, board staff will continue to provide technical assistance and guidance as necessary. With no questions, Ms. Partin turned the meeting back over to chairman Proffitt.

Next Meeting

Keeping with the cadence of the 4th Thursday of the second month of each quarter, the next meeting will be May 23, 2024.

Adjournment

John Proffitt adjourned the meeting at 3:18pm with a motion made by Wes Skinner.