

**SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD**

**DRAFT Minutes of the Executive Committee**

**November 17, 2023 | 10:30 a.m. EDT**

Executive Committee members in attendance included Madam Chair Carri Smith, John Proffitt, Evann Freeman and Marshall Graves. Jennifer Thacker and Tucker McClendon were also in attendance. Staff in attendance included Michele Holt, Allison Schiavo, Maty Patton, Christi Chapman, and Don Kellerman.

Ms. Smith welcomed the members and called the meeting to order at 10:33 PM EDT.

**Approval of the Minutes**

Ms. Smith called for approval of the minutes from the September 7, 2023, Executive Committee meeting. A motion was made by Mr. Proffitt followed by a second from Mr. Graves. The minutes were unanimously approved.

**Administrative Reports**

Ms. Smith called Michele Holt to give the personnel report. Prior to delivering the personnel report, Ms. Holt reported that today was the finish to National Apprenticeship Week. She reported the new BuildWithin Apprenticeship program in Chattanooga and Greater Hamilton County kicked off on Monday with an event at the Construction Career Center. She stated that Chattanooga was receiving national recognition for their apprenticeship initiatives in IT. She also added that two board members, Trey Shoemaker and Carri Smith, served on a panel to highlight enhanced apprenticeship efforts at the November 16, 2023, Tennessee Apprenticeship week event at Chattanooga State.

She added the board staff added a new team member, Christi Chapman, who will work on monitoring and compliance. She also noted we still have a vacancy for a business services position, and we could be adding an additional business services professional that will work with the Quest National Dislocated Worker grant. This grant is for \$1.5 million and will enhance the work of the ARC INSPRIE grant to provide additional wraparound supportive services and employment related training for individuals impacted by SUDs or any touchpoint within the criminal justice system.

Ms. Smith then called on Don Kellerman to give the financial report. Starting with the September 30, 2023 financial statements, Mr. Kellerman shared that we are trending slightly behind at 19%. The only line item that is over budget is line item 14: Printing and Publications. This is due to job postings early in the budget year, but this should level out in March. The MPCR for quarter one is 38% as of September 30, 2023, but is tracking at 40% for October. With no questions for page one, he moved to page two stating that lines 1-11 are carryover funds from the previous year and are almost all fully expended. Lines 12-22 are the current contracts that have no expenditure as of September 30<sup>th</sup> but will have some for October. Lines 26-36 are all other grants and have nothing abnormal to report. Lines 43-47 are partner contacts that are also on budget. With no questions or discussion, on a motion made by Marshall Graves and a second by John Proffitt, the financial statements for September were unanimously approved.

With no questions, Mr. Kellerman moved to Budget Amendment I. He stated the overall change would be for \$50,000 with \$5,000 going towards salaries and wages and \$45,000 would go under line 24 as pass-thru funding. Mr. Kellerman stated that \$241,007 would be removed from the pass-thru funding and reallocated into line 22 for EDSI participant funding. This money was in the Summer Youth Employment Funding Hamilton County Government contract that was not spent during the contract period. After a few questions from Carri Smith and some discussion, Budget Amendment I was unanimously approved on a motion made by John Proffitt and second by Marshall Graves. Mr. Kellerman turned the meeting back over to Ms. Smith.

Ms. Smith then called on Ms. Holt again to give the administrative update. Ms. Holt reported that we will be increasing EDSI's contract by the remaining funds from the Hamilton County Summer Youth Employment Program to serve additional Hamilton County participants. She noted that Hamilton County Government submitted an additional grant separate from the board. With no questions, Ms. Holt continued to note that the state will be releasing consolidated business grants which can be used for incumbent worker training, on-the-job training, and apprenticeship funding. These funds will be used for incumbent worker training since we currently have adequate funding for on-the-job training and apprenticeships. She noted that if the CBG funds are not fully expended by February, we will expand that funding to apprenticeships since the state only released half of the requested funds for apprenticeship. She noted that we were awarded \$68,408 although we requested \$166,000 and there has been no confirmation from the state if we will receive the remainder of the requested amount. She noted that we have received \$50,000 for the re-entry grant that was only for the pilot project in the two jails in Bradley and Grundy County which were chosen by the state.

After some discussion, Ms. Holt stated there are still concerns related to the service provider contracts, but technical assistance calls are continuing every two weeks since March. Allison Schiavo added that we have added a monthly report for EDSI to submit which covers outreach, enrollment numbers and what training they are doing to educate their staff. She noted that EDSI is meeting their enrollment numbers, but we are still seeing deficiencies. Ms. Schiavo stated that with the deficiencies, we have implemented a monthly lunch and learn opportunities technical assistance calls with frontline staff. After some discussion, Ms. Holt added that with the deficiencies, we have held the profit from EDSI until we see more improvement from the issues that are continuing to arise.

#### **Other Business**

With no other business, Ms. Smith called for a motion to adjourn. On a motion made by John Proffitt, The meeting was adjourned at 11:30 p.m. EDT.

Respectfully submitted,

*Carri Smith, Chair*  
Southeast Tennessee Local Workforce Board