

Southwest Tennessee Workforce Development Board

Draft Operations Committee Minutes

August, 29, 2024 | 2:00 PM ET | Via Zoom

Committee Members in Attendance: John Proffitt (Chair) Jennifer Thacker, Corey Raburn, Wes Skinner, Leslie Travis, Arlette Robinson and Danielle Seals

Staff: Michele Holt, Allison Schiavo, Christi Chapman, Maty Partin, Kevin Treadway

Call to Order

John Proffitt opened the meeting at 2:04pm.

Approval of Minutes

The committee adopted the minutes of the 5/30/2024 meeting as drafted. Motion made by Jennifer Thacker, seconded by Wes Skinner and passed unanimously.

Administrative Update

Michele Holt shared that the meeting to discuss the TDLWD's AJC reset had been rescheduled to September 5, 2024, and that she will provide more updates at the next board meeting on September 11, 2024. As of now, the target date for the reset is October 1st. Ms. Holt went on to state there is a plan to co-locate the Dayton AJC with Adult Education for cost savings. Leslie Travis shared that she has offered to provide office supplies to the AJC staff for additional savings.

Local Area System Utilization Report

Allison Schiavo presented a report covering the workforce budget, demographics, and service utilization in the local area over the past three program years. The discussion focused on participant investments, center performance, staffing, and operational challenges. The group agreed that further analysis is necessary before making a recommendation to the Board. Michele Holt proposed forming subset committees to evaluate the specific challenges and resources unique to each community.

Transfer of Chair

John Proffitt excused himself from the meeting at 3:00pm for another obligation and asked that Leslie Travis chair the remainder of the meeting.

Review and Approve ETPL Applications

Christi Chapman presented thirty-five (35) applications for eligibility review.

160 Driving Academy:

Class A CDL Program- subsequent two-year eligibility

Motion to approve made by Wes Skinner, seconded by Corey Raburn.

Chattanooga College:

Medical Assisting, Hybrid– subsequent two-year eligibility

Motion to approve made by Danielle Seals, seconded by Wes Skinner.

Chattanooga State Community College:

Business Entrepreneurship – subsequent two-year eligibility

CAD Technology– subsequent two-year eligibility

Civil Engineering Technology- subsequent two-year eligibility

Computer Information Technology Programming (CIT)- subsequent two-year eligibility

Computer Information Technology Networking- subsequent two-year eligibility
Computer Systems Technology- subsequent two-year eligibility
Business Administration A.S. (TTP)- subsequent two-year eligibility
Certified Production Technician (CPT) Training- subsequent two-year eligibility
Radiation Therapy- subsequent two-year eligibility
Nuclear Medicine Technology- subsequent two-year eligibility
Motion to approve was made by Corey Raburn, seconded by Danielle Seals.

Cleveland State Community College:

Plumbing Technical Certificate– subsequent two-year eligibility
Industrial Painting Fast Track Training, 168hrs- subsequent two-year eligibility
Plumbing Bootcamp- subsequent two-year eligibility
Ethical Hacker (Pen-test)- subsequent two-year eligibility
Motion to approve was made by Danielle Seals, seconded by Wes Skinner.

Miller-Motte Technical College:

CDL Training: Class A Tractor Trailer– subsequent two-year eligibility
Surgical Technology- subsequent two-year eligibility
Motion to approve made by Wes Skinner, seconded by Corey Raburn

Accounting– initial one-year eligibility
Business Administration: Bachelor of Science- initial one-year eligibility
Human Resource Management- initial one-year eligibility
Marketing- initial one-year eligibility
Motion to approve made by Arlette Robinson, seconded by Corey Raburn.

Revive Dental Assisting Program

Dental Assistant- subsequent two-year eligibility
Motion to approve made by Wes Skinner, seconded by Corey Raburn.

Tennessee College of Applied Technology Athens

Computer Electronics Technology- subsequent two-year eligibility
Machine Tool Technology- subsequent two-year eligibility
Mechanical Maintenance Electrical and Instrumentation- subsequent two-year eligibility
Welding- subsequent two-year eligibility
Practical Nursing- subsequent two-year eligibility
Administrative Office Technology- subsequent two-year eligibility
Automotive Technology-subsequent two-year eligibility
Collision Repair Technology- subsequent two-year eligibility
Motion to approve made by Arlette Robinson, seconded by Wes Skinner. Leslie Travis abstained.

Tennessee College of Applied Technology Chattanooga

Medical Assisting- subsequent two-year eligibility
Motion to approve made by Wes Skinner, seconded by Danielle Seals.

University of Tennessee Chattanooga

CompTIA Security+- subsequent two-year eligibility
CompTIA Cloud+- subsequent two-year eligibility
CompTIA Network+- subsequent two-year eligibility
Motion to approve made by Corey Raburn, seconded by Arlette Robinson.

Monitoring Update

Christi Chapman presented that Adult/Dislocated worker findings are similar to prior quarters with continued concern in the areas of suitability and follow-up case management. Case monitoring notifications continue to be sent to the provider weekly for corrections. Christi went on to say that the service provider has shown improvement in data validation and eligibility paperwork. She turned the meeting over to Maty Partin. Maty reported that 20 youth files were reviewed with 10 of those being TYEP files. She noted improvement in eligibility issues, improvement in updating the individual service strategy, and improved access in providing 14 elements. However, she noted there is still a lack of documentation including progress reports for ITA's and Work experiences. TYEP case files showed a lack of case exiting and case management after completion of program. Several files included over 30 days between contact and untimely data entry. 2 youth files had eligibility issues and insufficient follow-ups.

With no questions, Ms. Partin turned the meeting back over to Leslie Travis.

Next Meeting

Keeping with the cadence of the last Thursday of the second month of each quarter, the next meeting falls on Thanksgiving, November 28, 2024. Motion to move the next Operations Committee meeting to November 21, 2024 by Wes Skinner, seconded by Danielle Seals, with no opposition.

Adjournment

Leslie Travis adjourned the meeting at 3:32pm with a motion made by Wes Skinner and second by Danielle Seals.