

# **Southeast Tennessee Workforce Development Board**

## **Draft Operations Committee Minutes**

**November 21, 2024 | 2:00 PM ET | Via Zoom**

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

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

### **Call to Order**

John Proffitt opened the meeting at 2:06pm.

### **Approval of Minutes**

The committee adopted the minutes of the 8/29/2024 meeting as drafted. Motion made by Wes Skinner, seconded by Corey Raburn and passed unanimously.

### **Administrative Update**

Michele Holt discussed the challenges faced by the American job centers due to funding cuts and the need to adapt to changing service delivery models. She mentioned the potential for partnerships with community organizations and the need to reset and refresh image and vision. Michele also highlighted the importance of staffing and infrastructure, including facilities and technology, in delivering premier services. She noted that the State of Nevada has moved to AI-generated approvals for unemployment insurance applications, suggesting that similar changes might be necessary in the LWDA region. Michele concluded by stating that the LWDA are preparing for changes and will need to address them due to funding issues.

### **Policy Review**

Allison Schiavo presented three (3) policies for revision.

**Residency policy-** Allison discussed the need for a residency requirement for eligibility policies to better prioritize local funding. The committee agreed to add a residency requirement to the youth and adult dislocated worker eligibility policies, with the option for exceptions.

Motion to approve was made by Corey Raburn, seconded by Leslie Travis and passed unanimously.

**Supportive Services policy-** Allison proposed limiting the supportive services funding to \$1,500 per person, regardless of whether they are in an ITA or not, to maximize the limited funding available and prevent turning people away or denying them funds. Michele agreed, stating that this would allow for more people to access the Supportive Services Fund and serve more with less funding. Leslie Travis confirmed that the \$1,500 limit was for a lifetime. The committee also discussed the need for partnerships and collaborations to maximize services and the importance of considering the earning potential of training programs.

Motion to approve was made by Leslie Travis, seconded by Corey Raburn and passed unanimously.

**Work-Based Learning policy-** Allison presented policy as there is a need for creating an integrated framework to house multiple policies in one location for ease of access.

Motion to approve was made by Leslie Travis, seconded by Wes Skinner and passed unanimously.

Allison went on to begin the discussion of a self-sufficiency policy. The committee agreed that this was a systemic problem that needed further discussion and planning. The idea of creating a working group to explore solutions was proposed, with Allison suggesting they look at avenues for training and funding beyond the current policy. The team agreed to continue the discussion in the New Year, with Allison planning to send out dates for a follow-up meeting.

## Review and Approve ETPL Applications

Christi Chapman presented seventy-six (76) applications for eligibility review.

Chattanooga State Community College:

- Accounting - TTP – subsequent two-year eligibility
- Construction Engineering Technology – subsequent two-year eligibility
- Early Childhood Technology – subsequent two-year eligibility
- Electrical/Electronic Engineering Tech– subsequent two-year eligibility
- Emergency Medical Services- Emergency Medical Technician – subsequent two-year eligibility
- Engineering Systems Technology- Mechatronics – subsequent two-year eligibility
- Engineering Systems Technology- Welding Engineering – subsequent two-year eligibility
- Engineering Systems Technology – Advanced Process Technology – subsequent two-year eligibility
- Engineering Systems Technology – Chemical Engineering – subsequent two-year eligibility
- Engineering Systems Technology – Chemical Laboratory Technology– subsequent two-year eligibility
- Engineering Systems Technology – Design/Drafting Concentration– subsequent two-year eligibility
- Engineering Systems Technology – Nuclear Power Technology– subsequent two-year eligibility
- Engineering Technology- Radiation Protection Technology Concentration– subsequent two-year eligibility
- Engineering Technology Industrial Tech– subsequent two-year eligibility
- Engineering Technology Quality Assurance Quality Control Technology– subsequent two-year eligibility
- General Engineering– subsequent two-year eligibility
- Magnetic Resonance Imaging– subsequent two-year eligibility
- Mammography– subsequent two-year eligibility
- Mechanical Engineering Tech– subsequent two-year eligibility
- Medical Coding & Billing– subsequent two-year eligibility
- Nursing– subsequent two-year eligibility
- Paralegal Studies– subsequent two-year eligibility
- Pharmacy Technology– subsequent two-year eligibility
- Physical Therapist Assistant– subsequent two-year eligibility
- Veterinary Technology- subsequent two-year eligibility

Motion to approve was made by Wes Skinner, seconded by Corey Raburn and passed unanimously.

Data Specialist Tech Accelerator- initial one-year eligibility

Motion to approve was made by Wes Skinner, seconded by Leslie Travis and passed unanimously.

Secondary Education- initial one-year eligibility

Motion to deny was made by Jennifer Thacker, seconded by Wes Skinner and passed unanimously. The program, which offers an associate's degree, does not meet the ETPL requirements as a bachelor's degree is required for this occupation and would impact performance outcomes.

Surgical Technology- initial one-year eligibility

Motion to approve was made by Jennifer Thacker, seconded by Arlette Robinson and passed unanimously.

Cleveland State Community College:

- Agribusiness Concentration: Business, A.A.S.– subsequent two-year eligibility
- Business Office Concentration: Administrative Professional Technology, A.A.S.– subsequent two-year eligibility
- Computer Information Technology A.A.S.– subsequent two-year eligibility
- Computers and Information Systems Concentration: Business, A.A.S.– subsequent two-year eligibility
- Customer Service Technical Certificate– subsequent two-year eligibility
- Electrical Engineering Technology A.A.S.– subsequent two-year eligibility
- Electrical Fundamentals Technical Certificate– subsequent two-year eligibility

Emergency Medical Technician– subsequent two-year eligibility  
Engineering Systems Technology A.A.S.– subsequent two-year eligibility  
Health Care Management Concentration: Business, A.A.S.– subsequent two-year eligibility  
HAC and Refrigeration Technical Certificate– subsequent two-year eligibility  
Law Enforcement A.A.S.– subsequent two-year eligibility  
Mechanical Maintenance Fundamentals Technical Certificate– subsequent two-year eligibility  
Mechatronics Level 1 Certificate– subsequent two-year eligibility  
Mechatronics Technology A.A.S.– subsequent two-year eligibility  
Medical Informatics, A.A.S.– subsequent two-year eligibility  
Medical Office Concentration: Administrative Professional Technology, A.A.S.– subsequent two-year eligibility  
Medical Office Option: Administrative Professional Technology Technical Certificate– subsequent two-year eligibility  
Network Systems Design Technical Certificate– subsequent two-year eligibility  
Nursing, A.A.S.– subsequent two-year eligibility  
Plumbing Bootcamp– subsequent two-year eligibility  
Welding Basic Entry Level Technical Certificate– subsequent two-year eligibility  
Motion to approve was made by Wes Skinner, seconded by Corey Raburn and passed unanimously. Leslie Travis abstained.

#### IMPACT Professional Training

Adobe Graphics & Web Specialist- subsequent two-year eligibility  
Computer Support- subsequent two-year eligibility  
Office Administration- subsequent two-year eligibility  
Project Management- subsequent two-year eligibility  
Motion to approve was made by Arlette Robinson, seconded by Wes Skinner and passed unanimously.

#### Miller-Motte Technical College:

Medical Assisting Basics– subsequent two-year eligibility  
Motion to approve was made by John Proffitt, seconded by Corey Raburn and passed unanimously.

Business Administration- Associates of Science– initial one-year eligibility  
Cyber Security– initial one-year eligibility  
Health Information Technology– initial one-year eligibility  
Heating, Ventilation, Air Conditioning & Basic Refrigeration– initial one-year eligibility  
HVAC Basics– initial one-year eligibility  
IT Support Specialist– initial one-year eligibility  
Network Operations and Security– initial one-year eligibility  
PC & Network Support Technician  
Motion to approve was made by Wes Skinner, seconded by Corey Raburn and passed unanimously.

Early Childhood Education– initial one-year eligibility  
Motion to deny was made by Arlette Robinson, seconded by Leslie Travis and passed unanimously. Committee denial decision based on median wages vs. program cost.

Pharmacy Technician– initial one-year eligibility  
Motion to deny was made by Leslie Travis, seconded by Wes Skinner and passed unanimously. Committee denial decision based on median wages vs. program cost.

#### Tennessee College of Applied Technology Chattanooga

Automotive Technology– subsequent two-year eligibility  
Business Office Specialist– subsequent two-year eligibility

Collision Repair Technology– subsequent two-year eligibility  
Commercial Truck Driving– subsequent two-year eligibility  
HVAC-Heating and Air Conditioning– subsequent two-year eligibility  
Industrial Automation and Robotics– subsequent two-year eligibility  
Industrial Electricity– subsequent two-year eligibility  
Machine Tool Technician– subsequent two-year eligibility  
Motorcycle & Marine Service– subsequent two-year eligibility  
Practical Nursing– subsequent two-year eligibility  
Welding– subsequent two-year eligibility

Motion to approve made by Arlette Robinson, seconded by Corey Raburn and passed unanimously.

### **Monitoring Update**

Christi Chapman presented on the Adult/Dislocated worker monitoring reports. She reported that there has been significant improvement in eligibility compliance and that service provider has been working with their staff to overcome deficiencies with meaningful and client-centered follow-ups that currently affect program performance. She turned the meeting over to Maty Partin. Maty reported there was nothing new to report with the observations, stating that she is still seeing continued issues in uploaded progress reports and grades for training and insufficient follow-ups as well as MSG's and credentials not being uploaded. However, EDSI has shown an increase in TYEP enrollments and completions and continued improvement in youth case notes. She noted that the findings included 5 youth files and 1 TYEP files that had eligibility issues. Although EDSI has shown notable improvement in TYEP files, there were 10 TYEP files that still were not exited or had insufficient case notes. With no questions, Ms. Partin turned the meeting back over to John Proffitt.

### **Next Meeting**

Keeping with the cadence of the last Thursday of the second month of each quarter, the next meeting will be February 27, 2025.

### **Adjournment**

John Proffitt adjourned the meeting at 3:57pm with no objection.