

Southeast Tennessee Local Workforce Development Board Roster													
3/12/2025	Board Member Name	County of Residence	Date Certified by TDLWD	Organization Member Represents	Special Requirement	Term of Appointment	Conflict of Interest Begin Date	Conflict of Interest End Date	Nominator's Name	Organization Nominator Represents	Executive Committee Member (*)	Total Percentage of Board	Board Numbers
Business Representation (Group A)													
proxy	Wes Skinner	Meigs	1/28/2019	Iron Craft	Business	10/2024 - 10/2026	11/14/2024	11/14/2025	County Exec Edgar Jewell	Meigs County Executive			1
	Kimberly Steele	Hamilton	3/6/2023	CHI Memorial	Business	02/2025 - 02/2027	7/1/2024	7/1/2025	Charles Wood	Chattanooga Chamber of Commerce			1
	Evann Freeman	Hamilton	12/3/2021	EPB	Business	11/2023 - 11/2025	7/1/2024	7/1/2025	Christy Gillenwater	Chattanooga Chamber of Commerce	✓		1
	Kimberly Bowen	Hamilton	9/10/2024	Unum	Business	08/2024 - 08/2026	8/19/2024	8/19/2025	Charles Wood	Chattanooga Chamber of Commerce			1
x	Blake Markham	Rhea	3/6/2023	Nokian Tyres	Business	03/2023 - 03/2025	5/28/2025	5/28/2026	Mayor Jim Vincent	Chattanooga Chamber of Commerce			1
	Crystal Renner	Hamilton	9/10/2024	Miller Industries	Business	08/2024 - 08/2026	8/20/2024	8/20/2026	Charles Wood	Chattanooga Chamber of Commerce			1
	Freiderike Ebner	Hamilton	12/12/2019	Volkswagen Group of America	Business	11/2023 - 11/2025	12/7/2022	12/7/2023	Christy Gillenwater	Chattanooga Chamber of Commerce			1
x	Marshall Graves Board Chair	Grundy	9/30/2019	Stone Door Group	Business	07/2024-07/2026	9/18/2024	9/18/2025	Mayor Michael Brady	Grundy County Mayor	✓		1
	John Proffitt	McMinn	9/17/2018	Advanced Energy Solutions	Business	N/A	6/12/2024	6/12/2025	Rob Preston	Athens Area Chamber of Commerce	✓		1
x	Carrin Smith	Marion	9/17/2018	Valmont Industries	Business	N/A	4/1/2025	4/1/2026	Beth Hipp	Valmont General Manager	✓		1
	Chase Brett	Polk		Polymer Components	Business	10/2024 - 10/2026	11/14/2024	11/24/2025	County Exec Robert Hatcher	Polk County Executive			1
	Ethan Loyd	Bledsoe		Bledsoe Telephone Cooperative	Business	10/2024 - 10/2026	11/13/2024	11/13/2025	County Mayor Gregg Ridley	Bledsoe County Mayor			1
x	Jeff Barger	Sequatchie		Mann+Hummel	Business	10/2024 - 10/2026	11/21/2024	11/21/2025	Co Exec D. Keith Cartwright	Sequatchie County Exec			1
x	Chris Schnarr	Bradley		Wacker Polysilicon NA LLC	Business	10/2024 - 10/2026	11/14/2024	11/14/2025	County Mayor Gary Davis	Bradley County Mayor			1
												56%	14
Labor Representation (Group B)													
x	Michael Varnell	Hamilton	3/6/2023	IBEW Local 175	Apprenticeship/Training	03/2023 - 03/2025	7/11/2024	7/11/2025	Toby Shelton	Business Mgr, IBEW Local 175			1
	Josh Ewing	Hamilton	9/17/2018	UA Local 43	Labor	3/2024 - 3/2026	7/12/2024	7/12/2025	Carl C. Evans	President UA Local 43			1
x	Keri Randolph	Hamilton	3/10/2025	Chattanooga 2.0	Labor	03/2025 - 03/2027	3/10/2025	3/10/2026	Charles Wood	Chattanooga Chamber of Commerce			1
x	Scott Michiels	Hamilton	3/10/2025	Hamilton County Sheriff's Department	Labor	03/2025 - 03/2027	3/10/2025	3/10/2026					1
												20%	5
Education Representation (Group C)													
x	Leslie Travis	Rhea	9/17/2018	Tennessee Department of Labor and Workforce Development	Adult Education	N/A	6/12/2024	6/12/2025	Ian White	TDLWD - Adult Education			1
	Susan Hatto	McMinn	3/6/2023	Tennessee College of Applied Technology	Higher Education	02/2025 - 02/2027	5/30/2025	5/30/2026	Chancellor Flora Tydings	Tennessee Board of Regents			1
	Rebecca Ashford	Hamilton	1/28/2019	Chattanooga State Community College	Higher Education	02/2025 - 02/2027	5/23/2025	5/23/2026	Chancellor Flora Tydings	Tennessee Board of Regents			1
												12%	3
Government and Community Development Representation (Group D)													
x	Jennifer Thacker	Hamilton	9/17/2018	Tennessee Department of Labor and Workforce Development	Wagner-Peyser	N/A	5/30/2025	5/30/2026	Deniece Thomas	TDLWD			1
x	Corey B. Raburn	Hamilton	3/10/2020	Tennessee Department of Human Services	Vocational Rehabilitation	N/A	7/1/2024	7/1/2025	Karen Buff	TN Dept of Vocational Rehabilitation			1
x	Tucker McClendon	Hamilton		Hamilton County Government	Community Development	09/2023-09/2025	7/26/2024	7/26/2025	Mayor Weston Wamp	Hamilton County Government			1
												12%	3
Other Representation (Group E)													
												0%	0

DRAFT Minutes of the SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD

American Job Center | 5600 Brainer Road, Suite A-5 Chattanooga, TN 37411

March 12, 2025 | 11:30 a.m. ET

Board members in attendance included Marshall Graves, Chair, Carri Smith, Blake Markum, Jeff Barger, Chris Schnarr, Michael Varnell, Keri Randolph, Scott Michiels, Leslie Travis, Corey Raburn, Jennifer Thacker, Tucker McClendon, and Amy Graham proxy for Wes Skinner.

SETD and board staff included Michele Holt, Allison Schiavo, Reece Stevens, Kevin Treadway, Maty Partin, Alicia Zuidema, Christi Chapman, Kevin Treadway, Don Kellerman, and Bryan Houston.

Guests included Mayor David Jackson, Mayor Jim Vincent, Brooklyn Sewell, Ryan Goodman, Garrett Frye, Shavonne Smith, Ardena Hicks, Hannah Young, Suzanne Roach, John Sayer, Kevin Edwards, Charlotte Burger, Glenn Perry, Andrew Hudson, Carly Hixson, Charita Allen, Lane Gutridge, and Vicki Baker.

Chairman Marshall Graves welcomed the members, elected officials and called the meeting to order. Maty Partin called roll, and Michele Holt declared a quorum was present. As required by Tennessee law, Chair Graves called for public comments, and none were brought forth. Chairman Graves asked that for future meetings, public comments be presented at the time of sign-in and be limited to a set maximum time, as not all comments can always be addressed.

Approval of the Minutes

Chairman Graves called for a motion to approve the minutes of the December 10, 2024, meeting. On a motion from Blake Markum and a second from Jeff Barger, the minutes were unanimously approved.

Administrative Reports

Financial Reports

Chairman Graves called on Reece Stevens to give January 2025 Financial Report. Mr. Stevens reported the budgeted revenues, in the amount of \$7,086,154, and actual expenses for the year at \$3,653,492, or 52% of the budget. This is slightly below the expected expense rate of 58%, however it is largely due to the TYEP and NDWG programs which will continue to increase in the last two quarters of the program year.

Over budget line items and variance explanations were reported as follows:

- Dues and Subscriptions – most are due at the beginning of the program year and will balance over the course of the year
- Telephone and fax – Unexpected expenses that were outside of the normal budgeted expenses.
- Travel – Mandated data validation travel, and new staff training conferences have contributed to increased travel. Scholarships for some of the training have been awarded but have not yet been received and credited to the line item.
- Admin – Over budget to reducing the budget based on the past two years. The budget will be amended to bring this line item into budget.
- EDSI Participant Funding – the TYEP program requires more expenditures at the beginning of the program year, but the contract should be fully expended by 6/30/25

The year-to-date MPCR metric is 46% which meets the state mandated requirement of 40%.

Mr. Stevens continued with the Financial Status Report which provides a detailed financial overview of current active contracts. The first section includes FY24 contracts carried over to the current fiscal year. These contracts have an end date of June 30, 2025, except for the FY24 dislocated worker contracts, all are fully expended. The work experience rate for the PY24 Youth contract closed out at 20%, fulfilling the 20% minimum work experience requirement. Continuing, the FY25 contracts are on track to be at the required 80% minimum by the contract term. The FY25 adult is already

nearing the 80% requirement and a request to transfer dislocated worker funding to adult funding will be submitted if needed. He continued to other grants and stated RESEA will remain under budget since TDLWD retracted those grants. SYEP (renamed TYEP) is over budget; however, this funding was intended to be fully expended by December 31, 2024. The target was not met, but the contract will be fully expended by the closeout date of June 30, 2025. The ARC and NDWG grants are below the budgeted amount due to staff turnover. New staff have been identified and will continue to increase spending throughout the remainder of the program year. We did receive approval to extend the ARC grant until September 30, 2026, which will align with the NDWG anticipated closeout date. The contracts covering the infrastructure expenses are all on track to close out as budgeted.

After some discussion, Chairman Graves called for a motion to approve the Financial Report. On a motion from Jeff Barger and a second from Carri Smith, the January 2025 Financial Report was unanimously approved.

Chairman Graves requested that Reece Stevens present Budget Amendment II. Reece explained that the proposed amendment moves \$18,500 from the Supplies, Contract Services, and Printing and Publications line items to bring the administrative budget in line.

Following the presentation, Chairman Graves called for a motion to approve Budget Amendment II. A motion was made by Carri Smith and seconded by Jennifer Thacker. The motion was unanimously approved.

Moving on to Committee Reports Chairman Graves called for a motion to approve the committee reports for Operations, Youth and the Opportunities Committees. These reports were made available in advance for review. On a motion by Carri Smith and a second by Michael Varnell, the committee reports were unanimously approved.

Chairman Graves asked Ms. Holt to provide an administrative update for the Southeast region. She began by reporting a projected reduction of approximately \$585,000 in next year's Title I Formula funding. She reminded the members that the public workforce system has been strategically transitioning toward a community-based service delivery model, emphasizing the need to invest in outreach and mobility rather than maintaining underutilized facilities. Ms. Holt stressed that the future of service delivery must be increasingly mobile and virtual to align with evolving business and job seeker patterns. Over the past year, a comprehensive system evaluation identified limited utilization at several affiliate locations.

Service Delivery Footprint Proposal

Ms. Holt presented a proposed service delivery footprint aimed at achieving complete coverage across the 10-county region. The proposal includes the closure of four affiliate AJC sites and the relocation of the two comprehensive AJCs to more cost-effective facilities located on Tennessee Board of Regents campuses in Chattanooga and Athens. Under this new model, AJC staff will have the flexibility to provide services in all counties, rather than being limited to the six physical locations currently required to operate Monday through Friday, from 8:00 a.m. to 4:30 p.m. This redesigned approach is intended to be more efficient and better aligned with recent budget reductions, while also expanding service accessibility throughout the entire local area. Preliminary cost estimates project total system savings of approximately \$582,586, which includes \$200,694 in Title I funds. However, even with these anticipated savings, the Title I programs are expected to face a budget shortfall of \$384,000 for the current allocation year.

Following the presentation and ensuing discussion, the Chairman called for a motion to approve the proposed AJC service delivery footprint, which includes the closure of four affiliate sites and the relocation of two comprehensive AJCs to TBR campuses. A motion to approve was made by Jeff Barger and seconded by Leslie Travis. The motion carried unanimously.

Local Plan Update

Ms. Holt provided an update on the local plan. She reported that all performance goals are currently on track, except the Tennessee Youth Employment Program (TYEP), which is temporarily paused pending confirmation of funding. Although

the Governor has proposed a \$7 million allocation in next year's budget, final approval is still pending. Updates will be provided once funding has been confirmed and passed.

Ms. Holt highlighted recent efforts to enhance targeted outreach and stakeholder engagement, with a specific focus on expanding sector-based strategies to support informed decision-making for approved training programs. Over the last quarter, 22 pre-apprentices were served using the remaining TYEP funds. Additionally, the local area has partnered with Bradley County Jail to deliver work readiness programming for justice-involved individuals. The Youth Committee has developed an outreach plan targeting disconnected youth residing in high-unemployment census tracts, demonstrating a continued commitment to engaging underserved populations.

Policy Updates

Ms. Holt provided a summary of the policy changes that were approved at the State Workforce Board meeting in February. She stated most of the policies were updated based on the most recent federal review of state policy and guidance and would require minor revisions at the local level. The most significant changes were in the Minimum Participant Cost Rate (MPCR) and Service Provider Procurement policies. The MPCR policy removed the regional requirement to meet a separate MPCR metric and added additional state grants such as TYEP and Consolidated Business Grants as an includable participant expenditure.

The procurement policy had the most impact on the local areas by removing the requirement to procure a separate OSO and CSP. The new policy removes all the added state requirements and reverts to the initial WIOA law. This does provide the local area more options related to delivering services within the local area. She provided a synopsis of the options listed below:

1. Procurement of Separate OSO and CSP (current model)
2. Procurement of a Joint OSO and CSP
3. Procurement of an OSO or CSP and Local Board as OSO or CSP
4. Local Board as OSO and CSP

After a brief discussion, Chairman Graves stated this new policy would go before the Local Elected Officials (LEOs) at their March 25, 2025, board meeting, for consideration by Mayor Weston Wamp, CLEO for Southeast, to petition Governor Lee for the local board to provide services if so moved. Ms. Holt added that if there was a decision to continue with the current model, there may be a need to call a special meeting before our next scheduled meeting in June.

Chattanooga Endeavors: Second Chances Declaration

Timothy Dempsey of Chattanooga Endeavors provided an overview of their agency and mission and noted they have been a cornerstone of second chances for former offenders and their families in the Hamilton County area since 1988. With a pioneering legacy in reentry programs and workforce development, they have worked to restore hope, rebuild lives, and strengthen community connections. Today, they are focused on multiple services in the community, including empowering employers to achieve their second-chance hiring goals.

One way they are enhancing this work is by creating an opportunity for employers to self-declare as a "Second Chances" employer. He shared the signing benefits for employers are:

1. Public recognition for your company
2. Expert information for your managers
3. Resource guidance for your employees
4. Continuing education for your team
5. Technical support for your processes
6. Volunteer opportunities for everyone

Several employers expressed interest, and Mr. Dempsey provided the contact information for the program.

One Stop Operator Report

Jorge Vera shared highlights from the quarterly report included in the packet. He noted most KPIs are on track or exceeding the target, and there was a continued increase in the usage of the e-referrals link for the last quarter, with 1839 referrals through February. There were 6,183 total visits between December and February.

Other Business

Chairman Graves announced the next meeting would be June 11, 2025. He called for any other business, and hearing none, the board meeting was adjourned by unanimous consent after a motion by Amy Soloman and a second by Carri Smith.

Respectfully submitted,

Marshall Graves
Board Chair