

SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD

Draft Minutes Youth Committee Minutes

November 20, 2025 | 11:30 AM ET | Via Teams Meeting

Committee Members in Attendance: Committee members: Evann Freeman, Chrisi Eggert, Jeff Rector, Hannah Young, Brittany Cannon, Jennifer Thacker, and Sandy Pricer

Guest: Jennifer Hsu and Daniel Headrick

Staff: Maty Partin, Christi Chapman, Alicia Zuidema and Patrinka Eaves.

Introductions and Approval of minutes

Evann Freeman called the meeting to order at 11:33 am and gave a brief welcome to all guests in attendance. He presented the minutes from August 28, 2025, meeting for approval. With no objections, Jeff Rector made a motion to approve the minutes with a second from Jennifer Thacker. The motion carried unanimously.

Participant Panel Discussion

Mr. Freeman called on Ms. Maty Partin to introduce the guests in attendance. Ms. Partin introduced Daniel Headrick, who is a youth participant that was enrolled into the Title 1 Youth Program in early spring of this year, Patrinka Eaves, and Jennifer Hsu. Daniel was enrolled on a referral made by Jennifer Hsu with Vocational Rehabilitation to Patrinka Eaves, Workforce Development Specialist for the Title 1 Youth Program. Ms. Partin stated that Daniel worked at Michael's Restaurant in McMinn County making \$10 an hour. During the panel discussion, it was noted that Daniel felt that he had increased his confidence and skill set working at Michael's along with working with both advisors. Ms. Eaves and Ms. Hsu both stated that Daniel had learned several transferable skills that he did not have before preparing him for his interview he is scheduled to have at 2 PM on November 20th.

After some comments and encouragement from the committee members, Daniel thanked the committee for allowing him the opportunity to share his story. Chairman Freeman then called on Ms. Maty Partin to present the program report.

Youth Program Oversight

Ms. Partin reviewed the program report. She noted the following expenditures as of October 31st,

- Expenditures should be at approximately 33 percent; however, actual spending is currently at 55 percent, with a little over \$150,000 used in participant expenses.
- ITA expenditures are at 66 percent, which is typical for the fall semester and will increase again in the spring when additional tuition payments are made.
- Supportive Services spending is at 15 percent, which is lower than projected for this time of year.
- In School Youth and Out of School spending, the state's 50/50 waiver remains in place. Current spending is 25 percent for ISY and 75 percent for OSY.

The Committee reviewed the work experience for both WIOA and TYEP funding. Title I Work Experience is required to meet a 20 percent spending threshold. She noted that to date, a little over \$100,000 has been spent, equating to 61 percent of the allocation, leaving just under \$63,000 remaining. She stated that work experience typically slows during the school year and increases again in the spring. Since July 1, a total of 66 individuals has participated in a work experience, with 21 currently active. Staff also reviewed the ongoing process of reconciling obligations to ensure accuracy and to deobligate funds for any participants who no longer need them. An updated obligations report will be provided at the next meeting.

With no questions, she then moved to provide an update on the Tennessee Youth Employment Program (TYEP). The total contract amount is \$382,778. Of this amount, \$373,823.51 has been obligated to employers across the ten counties, leaving approximately \$8,954.49 available. There are currently 137 enrollments toward the regional goal of 250. Ms. Partin noted that the state has encouraged full expenditure of the funds at this time, with the possibility of requesting additional funds after the holidays. Approximately 50 additional enrollments are expected before the end of February.

MS. Partin also provided an update on the new VR TYEP grant, awarded at the end of September. This grant totals \$100,000 and is designed to serve individuals with disabilities through employer reimbursements of up to \$3,500 per participant, with a goal of serving 35 individuals. To date, contracts have been executed with five employers for a total of \$59,500 in obligations, leaving \$40,500 remaining. A little under \$2,000 has been spent, and there are currently eight active participants. The grant period runs from October 1, 2025 through June 30, 2026.

With no questions about expenditures, she noted since July 1, there have been 36 new enrollments, including 30 out-of-school youth and 6 in-school youth. The total number of active participants is 100, which includes both new and previously enrolled individuals.

Ms. Partin noted a new grant received from the state for Juvenile Justice Involved/Justice Impacted Youth Initiative (JIYI). This \$20,000 grant provides up to \$5,000 in matching state funds for Title I participants who have experienced justice involvement themselves or through an immediate family member. One participant has been submitted for matching funds due to significant barriers to employment after exhausting Title I funds. The State has not yet released the matching funds.

Lastly, she reviewed upcoming events and outreach efforts scheduled for December, January, and February. She noted that additional events will be added as outreach expands across the region. Staff are partnering with the Aging and Disability Department to host a leadership development activity on December 10 at the Boynton Senior Center, where gift bags and lunches will be distributed.

She also highlighted two recent activities: a manufacturing workshop held in October in partnership with Komatsu, and a virtual financial literacy workshop hosted with Consumer Credit focused on budgeting for the holidays. Committee members were invited to request monthly workshops in their counties to support both WIOA participants and other youth in the community.

With no further questions, Ms. Partin turned the meeting back over to Chairman Freeman.

Other Business

Chairman Freeman called for other business. With no other business to come before the committee, Chairman Freeman called for adjournment of the meeting at 12:19 pm

Respectfully submitted,
Evann Freeman

Southeast Tennessee Workforce Development Board
Draft Opportunities Committee Minutes
November 19, 2025 | 3:00 PM EST | Via TEAMS

Committee Members in Attendance: Corey Raburn (Chair), Angela Cooper, Jennifer Thacker, Deandra McGee, Roxana Horruitiner, Rachel Inman, Brandon Gaines

Staff: Alicia Zuidema, Christi Chapman, Maty Partin, Quinita Robinson

Call to Order

Corey Raburn opened the meeting at 3:04.

Approval of Minutes

Jennifer Thacker moved to approve the 8/28/2025 meeting minutes as drafted. Roxanna Horruitiner seconded the motion. The motion carried with unanimous consent.

Building Futures and Empowering Connections Workshop

Alicia Zuidema provided an update on the Job Readiness workshop being hosted by Opportunities Committee members on December 5, 2025 at the Chattanooga State Community College- Kimball Campus from 10am-3pm CST. Various job readiness workshops will be available, and HR panel demonstrating what HR professionals are looking for when interviewing, along with resume and interview skill workshops. Various resources will be set up as well including Dress for Success, Legal Aid, Signal Centers, and Adult Education.

Transfr VR Headsets

Alicia Zuidema and Maty Partin shared that the Community Reentry Reinvestment Grant (CRRG), awarded through the TN Office of Reentry, is providing SETD with the opportunity to purchase Virtual Reality (VR) headsets that will expand the services offered to both adult and youth programs. The TransfrVR headsets include a wide range of immersive training option across two major pathways: Career Exploration and Career Training. Career Exploration allows participants to explore more than 150 different careers, engage in interactive financial literacy modules. They will complete an interest assessment with personalized career matching and participate in “Day in the Life” simulation of over 50 careers. Career Training provides hands-on virtual learning through Fundamental skills training, including Workplace Safety and Electrical Fundamentals. Industry Training, with more than 330 competency-based modules across sectors such as automotive, manufacturing, and electrical construction. Pre-Employment Programs, including 20-hour career preparation in Construction Laborer or Maintenance Technician. The addition of these VR headsets will enhance our ability to engage participants at resource and job fairs, support skill development and expand access to training opportunities across our region.

New Opportunity Member

Brandon Gaines was introduced as the newest member of the Opportunities Committee. Brandon shared his role as Workforce Development Director at City Fields. While City Fields supports many initiatives in Bradley County, their workforce development focuses on short-term credentials alongside soft skills and workforce expectations training. Aiming to not just help community residents get a job, but to also keep a job. Services focus on individuals with multiple barriers. With 60% of their participants facing Justice Involvement. City Fields offers workshops both to the public and to individuals currently incarcerated at Bradley County Detention Center.

Upcoming Events and Partnership Opportunities

Committee members and staff shared upcoming events. Discussed the schedule of next year meetings continuing on the third Wednesday, reviewed potential next year dates with no conflicts or objections. Next scheduled Opportunity Committee Meeting will be February 25, 2026 at 3:00 PM EST.

Adjournment

With no further business, Angela Cooper motioned to close the meeting. Roxanna Horruitiner seconded. Corey Raburn adjourned the meeting at 3:32 PM.

Southeast Tennessee Workforce Development Board
Draft Operations Committee Minutes
November 21, 2025 | 2:00 PM ET | Via Microsoft Teams

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

Staff: Michele Holt, Allison Schiavo, Christi Chapman

Call to Order

John Proffitt opened the meeting at 2:02 pm.

Approval of Minutes

The committee adopted the minutes of the 8/28/2025 meeting as drafted. Motion to approve was made by Corey Raburn, seconded by Danielle Seals, and passed unanimously.

Administrative Update

Michele Holt provided an administrative update highlighting ongoing efforts to strengthen the region's workforce development strategies. She noted plans to establish ad hoc committees of business and industry subject matter experts to enhance the review of ETPL applications by incorporating more industry-driven data, with recommendations to be presented to the committee. She also emphasized the importance of proactively assessing future local workforce needs to better align services with upcoming economic and community development projects.

Additionally, Michele shared the local area was deficient in several federal performance metrics last program year and board staff recognize the need to improve the outcomes as we move forward. To support continuous improvement, board staff will provide ongoing technical assistance to AJC staff throughout the year.

Ms. Allison Schiavo provided an update on activities within the American Job Centers. She reported that outreach efforts have been initiated at multiple libraries, colleges, and partner organizations across the ten-county region. An outreach event is scheduled for December 5, 2025, at the Chattanooga State Kimball campus.

Ms. Schiavo noted that a key challenge to implementing the community-based outreach plan is the limited availability of Title III staff, which impacts the ability to fully staff centers and engage with individuals where they are. She stated that Title I staff and the Mobile AJC unit will work collaboratively to increase outreach capacity in rural communities.

Review and Approve ETPL Applications

Allison Schiavo presented fifteen (15) applications for eligibility.

Chattanooga State Community College:

- Data Specialist Tech Accelerator– subsequent two-year eligibility

- Dental Assisting– subsequent two-year eligibility

- Digital Media Design- Graphic Arts Technology– subsequent two-year eligibility

- Surgical Technology– subsequent two-year eligibility

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

Miller-Motte College Chattanooga:

- Business Administration-Associates of Science– subsequent two-year eligibility

Cyber Security– subsequent two-year eligibility
Electrical– subsequent two-year eligibility
Heating, Ventilation, Air Conditioning, & Basic Refrigeration– subsequent two-year eligibility
HVAC Basics– subsequent two-year eligibility
IT Support Specialist– subsequent two-year eligibility
Network Operations and Security– subsequent two-year eligibility
PC & Network Support Technician– subsequent two-year eligibility

Motion to approve was made by Jennifer Thacker, seconded by John Proffitt, and passed unanimously.

Construction & Trades Management- Bachelor of Science– initial one-year eligibility

Motion to approve was made by Danielle Seals, seconded by Corey Raburn, and passed unanimously.

Tennessee College of Applied Technology at Athens

Cosmetology– initial one-year eligibility

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

Monitoring Update

Ms. Schiavo reported that Southeast Tennessee Development now serves as both the One-Stop Operator and Career Service Provider, with all WIOA services and financial functions administered internally. She noted that all invoices and payroll items undergo a multi-level review process to ensure accuracy and compliance. Additionally, enrollments are being reviewed and monitored at 100%, allowing corrections to be made at the outset.

With no questions from the board, Ms. Schiavo concluded her report and returned the meeting to Chair John Proffitt.

Next Meeting

A schedule for 2026 meeting cadence was presented for vote. Motion to approve was made by Leslie Travis, seconded by John Proffitt, and passed unanimously.

Keeping the cadence of the last Thursday of the second month of each quarter, the meetings for 2026 will be February 26, 2026, May 28, 2026, August 27, 2026, and November 19, 2026. The last meeting of the year is held a week prior due to falling on the Thanksgiving holiday.

Adjournment

John Proffitt adjourned the meeting at 3:00 pm with a motion from Danielle Seals and seconded by John Proffitt with no objection.