

SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of the Workforce Development Board
Virtual Zoom Meeting, COVID-19 Executive Order 60
September 9, 2020 | 11:30 a.m. EST

Workforce Development Board members present were John Proffitt, Board Chair, Brian Cooksey, Dr. Rebecca Ashford, Dr. Patty Weaver, Friedrieke Ebner, Anne Ervin, Marshall Graves, Julie Hoover, Ethan Loyd, Crystal Renner, Shannon Russo, Jim Stailey, Logan Taylor, Irene Hillman, Leslie Travis, and Karen Buff. Staff attending were Beth Jones, Chuck Hammonds, Don Kellerman, Michele Holt, Autumn Derrick, Beth Keylon, and Elliot Williams. Many other guests and partners were in attendance virtually, but attendance was not recorded for other attendees.

Call to Order

John Proffitt, Board Chair, called the meeting to order at 11:36 AM. Michele Holt provided the virtual meeting instructions in alignment with Governor Lee's Executive Order. She took the opportunity to welcome and introduce newly appointed board members- Jim Stailey, Chief Operating Officer, Goodwill Chattanooga and Ethan Loyd, Communications Coordinator, Bledsoe Telephone Cooperative.

Roll Call

Ms. Holt called the roll and confirmed a quorum.

Approval of the Minutes

Mr. Proffitt called for a motion to approve the minutes of the June 10, 2020 meeting. On a motion from Marshall Graves and a second from Dr. Patty Weaver, the minutes were approved.

Administrative Reports

Financial Reports

Elliot Williams presented the FY 2021 Budget Amendment #1 document. He noted an increase of revenues in the amount of \$861,777. This increase includes a National Dislocated Worker Grant of \$575,093.00 (which includes \$502,084 for participant expenditures; \$15,500 for Mid Cumberland Human Resource Agency staffing cost, and \$57,509 for administrative expenditures). This grant is to support the COVID-19 emergency response to the Southeast region. Also included in this proposal amendment is an overall increase of \$286,684.00 in FY20 carry-over funds to provide the necessary funding to aid in participant and related services in the area. Chairman Proffitt called for a motion to approve the Budget Amendment #1 as presented. The amendment was approved on a motion by Dr. Rebecca Ashford and a second by Marshall Graves.

Mr. Williams presented the Financial Report as of July 31, 2020. Total budgeted revenues in the amount of \$6,570,932 reflect Budget Amendment #1. Actual YTD expenses are at \$298,554 which is 5% of the annual budget. With July being the first month of the fiscal year, we are trending slightly below the expected expense rate of 8%. This is primarily due to the majority of Fall tuition participant expenses having not been invoiced. Total personal expenses are under budget due to the vacancy of two Staff to the Board positions that are currently in the process of being filled. Operating expenses are at 6% of the budget with no line items above budget. Special Service expenses, which includes the service provider staffing contract and direct participant services, are at 4% of the annual budget. This is due to low participant expenses with Fall tuition invoicing being expended late in the first quarter.

The MPCR was reported at 37% and reflects the ratio of participant expenses to total program expenditures.

The Financial Status report by contracts for July 1, 2020 – June 30, 2021 reports an overall 12% expenditure rate. The work experience metric that is measured by contract was finalized at 23% for the PY19 contracts and is currently at 35% for PY20 contract. The minimum requirement is 20%. Chairman Proffitt called for a motion to approve the July 31, 2020 Financial Report as presented. On a motion by Brian Cooksey and a second by Shannon Russo the Financial Report was approved.

Chairman Proffitt asked Mr. Williams to present the MCHRA Budget Amendment #1 document that details a budget amendment to the Mid Cumberland Contract to include the National Dislocated Worker Grant in the amount of \$517,584. This includes \$502,084 for participant wages and \$15,500 for staffing costs. The amendment was approved on a motion by Leslie Travis and second by Dr. Patty Weaver.

Personnel Report

Don Kellerman provided the personnel report that there are two vacant positions. One has been vacant since last October when Beth Hinkles resigned, and another was vacated in July upon Stephen Dunn's resignation. Interviews have been completed and offers have been extended to final candidates.

Committee Reports

Chairman Proffitt reminded board members that all committee meeting minutes and materials were provided for review prior to the meeting. Committee reports will be presented for approval with any discussion necessary after the vote.

Chairman Proffitt called for a motion to approve the Operations Committee Minutes. The Operation Committee Minutes were approved by on a motion from Marshal Graves and a second from Crystal Renner.

Chairman Proffitt called for a motion to approve the Youth Committee Minutes. The Youth committee minutes were approved on a motion made by Logan Taylor and a second from Dr. Rebecca Ashford.

Director's Report

AJC Phased Reopening

The local area is currently holding in Phase 3. As noted in the Operations Committee minutes, the committee approved updated guidance that clarified information related to CDC requirements and operational procedures such as not being required to close for two weeks when a confirmed case had been reported. The American Job Centers will follow federal, state and local guidance related to closures in accordance with all other rules and regulations.

One Stop Certification

The American Job Centers in Southeast have been approved for a "Conditional Re-certification". Some minor ADA compliance recommendations prevented a "Fully Approved Re-certification". Most have been corrected or will be corrected prior to September 25, 2020 deadline, and a final report will be delivered at the next board meeting.

Plan Approvals

Both the East Regional Plan and the Southeast Local Plan were fully approved by the State Workforce Board on Friday, August 28, 2020. Plans are posted on our website and updates will be provided at the quarterly board meeting. Autumn Derrick will be the local point of contact for the progress of our Local Plan.

WDB Report

Rapid Response Activities indicate the local area has assisted with 19 WARN Notices, 64 Employers, 18,940 workers impacted. The top UI Claims by Industry and top 25 by Occupations in Southeast were reviewed with Food Service and Waiters and Waitresses being the most impacted during the pandemic. Ms. Holt provided an overview of information found in the Opportunity Insights Economic Tracker located at tracktherecovery.org. The data reviewed included consumer spending, businesses, and employment. Data from the Brookings Institute on Visualizing Vulnerable Jobs Across America that included a comparison of Chattanooga, Cleveland, and Tennessee. Data was also reviewed on other similar sized cities. Highlights from the Brookings Institute's Realism About Reskilling was reviewed including a mobility graph indicating that low-skill, low-wage occupations are less likely to move into self-sustainable wages without skilled training. The publication discussed the end-to-end reskilling journey, decreased investments in labor market programs, low-wage worker data, and the top 10 occupations held by low-wage workers.

Ms. Holt also provided information on CARES Act Funds to expand RESEA and Career and Training Programs. Additionally, she indicated that the National Dislocated Worker Grants that were added to the budget are allocated for temporary employment to provide unemployed individuals with disaster and emergency related employment due to the current COVID-19 pandemic.

One-Stop Operator Report

Damon Stewart reported that 32,690 visits were recorded in the American Job Centers in PY2019. The top two reasons for visits to the AJC were job search/resource center at 43% and unemployment at just under 20%. The average June 2020 unemployment for the ten-county region was 9.87% which increased significantly due to the pandemic. Staff in the centers answered more than 24,000 calls related to unemployment.

Highlights of Business Service Team activity was presented, including 3,841 job seekers attending hiring events in PY2019, three apprenticeship contracts serving 89 individuals, and ten Incumbent Worker Training contracts serving 141 workers, 29 On-the-Job Training contracts serving 86 participants resulting in over \$200,000 in employer reimbursements.

The Skills Training Team reported that a total of 345 Adult, Dislocated Worker and Youth participants obtained employment in PY19. Adult Education enrolled 1,189 students with an average skill increase of 34.15% and 293 students obtaining HiSET. There has been an increase in online learning in every county, including Bradley County Jail allowing online learning. Wagner-Peyser enrollments totaled 4,548 for PY2019. During the last quarter, many WP staff assisted with unemployment tickets. Vocational Rehabilitation mobilized to offer virtual services during the last quarter, with 1,111 total active cases, 43 new applications, and 46 individual cases closed successfully.

The Welcome Function is piloting a Common Intake before it is implemented statewide in 2021. Intake specialist will be working with individuals who request services through the intake link on the American Job

Center website. The process will allow for individuals to be referred to partner programs after an eligibility review, allowing for increased co-enrollments and partner coordination to help individuals overcome barriers to employment and education.

Jennifer Eppley, One-Stop Administrator, provided a report on the PY2019 rolling four quarter mandated performance scorecard indicating that Southeast passed all measures except the Youth Credential Rate. She stated that the provider was reviewing all files to ensure that credentials were captured, reaching out to training providers when documentation was missing, and retraining staff to ensure that the measures were met.

Leslie Travis noted in the KPIs that Adult Education was at 99.49% to the enrollment goal for the period of July 1, 2019 through June 30, 2020. Susan Cowden indicated that the Title I KPIs for the period of January 1, 2020 through June 30, 2020 needed improvement and there had been some progress through August to increase enrollments bringing the Adult and Dislocated Worker attainment to 48.76% and Youth to 31%.

Other Business

Chairman Proffitt called for any other business. Hearing none, he indicated that the next board meeting will be on December 8, 2020.

Adjourn

The board meeting was adjourned by unanimous consent after a motion by Irene Hillman and second by Leslie Travis.

Respectfully submitted,

Carri Smith

Secretary/Treasurer

Southeast Tennessee Local Workforce Development Board Roster													
Attendance 12/8/2020	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)													
✓	Brian Cooksey	Marion	1/28/2019	Shaw Industries Group, Inc.	Business	11/2018 to 11/2020	10/5/2020	10/4/2021	Kathy Tierney	Marion County Chamber of Commerce			1
✓	Anne Ervin	Hamilton	1/28/2019	Healthcare Corporation of America	Business	11/2018 to 11/2020	10/5/2020	10/4/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	Harley Grant	Hamilton	9/17/2018	Applied Thermal Coatings	Business	N/A	10/22/2020	10/21/2021	Bill Kilbride	Chattanooga Chamber of Commerce			1
	Crystal Renner	Bradley	9/30/2019	Mueller	Business	9/2019 to 9/2021	10/20/2020	10/19/2021	Mayor Gary Davis	Bradley County Mayor			1
✓	Julie Hoover	Hamilton	1/28/2019	Miller Industries	Business	11/2018 to 11/2020	10/13/2020	10/12/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	David Hopkins	Polk	9/17/2018	AngioSystems, Inc.	Business	N/A	10/12/2020	10/11/2021	Adrian Lambert	Polk County Chamber of Commerce			1
✓	Freiderike Ebner	Hamilton	12/12/2019	Volkswagen Group of America	Business	12/2019 to 11/2021	10/1/2020	9/30/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	MaryStewart Lewis	Hamilton	9/17/2018	McGriff Insurance Services	Business	N/A	10/16/2020	10/15/2021	Bill Kilbride	Chattanooga Chamber of Commerce	✓		1
✓	Ethan Loyd	Bledsoe		Bledsoe Telephone Cooperative	Business	08/2020 to 08/2022	8/19/2020	8/19/2021	Mayor Gregg Ridley	Bledsoe County Mayor			1
	Phil McGrath	Hamilton	1/28/2019	McKee Foods Corporation	Business	11/2018 to 11/2020	11/19/2020	11/18/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
✓	Marshall Graves	Grundy	9/30/2019	Stone Door Group	Business	7/2020 to 7/2022	8/1/2020	7/31/2021	Mayor Michael Brady	Grundy County Mayor			1
✓	John Proffit --Board Chair--	McMinn	9/17/2018	Advanced Energy Solutions	Business	N/A	12/8/2020	12/7/2021	Rob Preston	Athens Area Chamber of Commerce	✓		1
	Manuel Rico	Hamilton	9/17/2018	Rico Monuments	Business	N/A	10/5/2020	10/4/2021	Bill Kilbride	Chattanooga Chamber of Commerce	✓		1
	Ralph Romero	Hamilton	1/28/2019	U.S. Express, Inc.	Business	11/2018 to 11/2020	10/21/2020	10/20/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
✓	Shannon Russo	Bradley	1/28/2019	Whirlpool	Business	11/2018 to 11/2020	10/12/2020	10/11/2021	Gary Farlow	Cleveland Bradley Chamber			1
✓	Carrin Smith	Marion	9/17/2018	Valmont Industries	Business	N/A	11/13/2020	11/12/2021	Beth Hipp	Valmont General Manager	✓		1
	Richard Wade	Meigs	9/17/2018	Simply Bank	Business	N/A	11/19/2020	11/18/2021	Tiffany J. Wade-Pilkey	Meigs County Chamber			1
	Drew Lytle	Rhea	3/10/2020	Airxcel, Inc.	Business	3/2020 to 3/2022	10/19/2020	10/18/2021	Missy Wood	Dayton Chamber of Commerce	✓		1
												55%	18
Labor Representation (Group B)													
✓	Logan Taylor	Hamilton	12/12/2019	Y.B. Normal?	Labor	11/2019 to 11/2021	10/22/2020	10/21/2021	Diane Parks	Chattanooga Chamber of Commerce			1
	Melvin Holmes	Meigs	9/17/2018	Volunteer Electric Cooperative	Apprenticeship/Training	N/A	10/14/2020	10/13/2021	Rody Blevins, President & CEO	Volunteer Electric			1
	Tim Fowler	Hamilton	1/28/2018	IBEW Local 175	Apprenticeship/Training	11/2018 to 11/2020	10/14/2020	10/13/2021	Gary Watkins	Business Mgr, IBEW Local 175			1
	Warren Logan	Hamilton	9/17/2018	Urban League of Chattanooga	Labor	N/A	11/9/2019	11/8/2020	Dana B. Perry	Board of Urban League of Greater Chatt			1
✓	Jim Stailey	Hamilton		Chattanooga Goodwill Industries	Labor	7/2020 to 7/2022	6/10/2020	6/9/2021	Gena Weldon	Chattanooga Goodwill Industries			1
	Nancy Sutherland	Sequatchie	11/26/2018	Southeast TN Human Resource Agency	Labor	11/2018 to 11/2020	10/14/2019	10/13/2020	Mayor John Gentry	SETHRA Board Chairman			1
	Larry Morrison	Hamilton	9/17/2018	UA Local 43	Labor	N/A	6/13/2020	6/12/2021	Carl C. Evans	President UA Local 43			1
												21%	7
Education Representation (Group C)													
✓	Leslie Travis	Rhea	9/17/2018	Tennessee Department of Labor and Workforce Development	Adult Education	N/A	10/2/2020	10/1/2021	Ian White	TDLWD - Adult Education			1
	Irene Hillman	Hamilton	9/17/2018	University of Tennessee Chattanooga	Higher Education	N/A	10/5/2020	10/4/2021	Chancellor Steven R. Angle	University of Tennessee Chattanooga			1
✓	Patricia Weaver	Bradely	6/19/2019	Cleveland State Community College	Higher Education	6/2019 to 11/2020	10/12/2020	10/11/2021	Dr. William Seymour	Cleveland State Community College			1
	P. Stewart Smith	McMinn	1/28/2019	Tennessee College of Applied Technology	Higher Education	11/2018 to 11/2020	11/3/2020	11/2/2021	Chancellor Flora Tydings	Tennessee Board of Regents			1
	Rebecca Ashford	Hamilton	1/28/2019	Chattanooga State Community College	Higher Education	11/2018 to 11/2020	10/5/2020	10/4/2021	Chancellor Flora Tydings	Tennessee Board of Regents			1
												15%	5
Government and Community Development Representation (Group D)													
✓	Kathy Price	McMinn	6/19/2019	McMinn County Economic Development Authority	Economic/Community Development	5/2019 to 5/2021	7/15/2020	7/14/2021	Farah Reynolds	McMinn County Economic Authority			1
✓	Virginia Housley	Rhea	9/17/2018	Tennessee Department of Labor and Workforce Development	Wagner-Peyser	N/A	10/15/2020	10/14/2021	Deniece Thomas	TDLWD			1
	Karen Buff	Hamilton	3/10/2020	Tennessee Department of Human Services	Vocational Rehabilitation	N/A	3/10/2020	3/9/2021	Paula Kinsley	TN Dept of Vocational Rehabilitation			1
												9%	3
Other Representation (Group E)													
15												0%	0