

SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD

Minutes of the Workforce Development Board

Virtual Zoom Meeting, COVID-19 Executive Order 78

March 10, 2021 | 11:30 a.m. EST

Workforce Development Board members present were John Proffitt, Board Chair, Brian Cooksey, Anne Ervin, Crystal Renner, Julie Hoover, Freiderike Ebner, Ethan Loyd, Marshall Graves, Carri Smith, Logan Taylor, Candy Johnson, Nathan Smith, Leslie Travis, Irene Hillman, Patricia Weaver, Stewart Smith, Rebecca Ashford, Virginia Housley, and Steven Hiatt. Staff attending were Beth Jones, Chuck Hammonds, Don Kellerman, Michele Holt, Autumn Derrick, Beth Keylon, Elliot Williams, Maty Partin and Lisa Buchanan. 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 10:05 AM. Michele Holt stated that this meeting will be the first hybrid meeting, still in alignment with the Governor Lee's Executive Order of no more than 10 people attending the in-person meeting. Ms. Holt first gave recognition to local and state workforce board member, Warren E. Logan, Jr., who recently passed away. Mr. Logan served as the President and CEO of Urban League of Greater Chattanooga for 25 years before his retirement. He also served as a mentor and advocate for the underserved throughout our community.

Ms. Holt introduced three new board members; Steve Hiatt from Chattanooga Chamber, Nathan Smith from Southeast Tennessee Human Resource Agency, and Candy Johnson from Urban League of Greater Chattanooga. Candy Johnson gave a brief overview of the new goals that Urban League since Warren Logan's retirement in December.

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 December 8, 2020, meeting. On the motion from Carri Smith and a second from Rebecca Ashford, the minutes were unanimously approved.

Administrative Reports

Financial Reports

Chairman Proffitt called on Elliot Williams to present the Financial Statements for January 31, 2021. Mr. Williams reported the budgeted revenues, in the amount of \$7,189,732. Actual expenses for the year are \$3,283,965, or 46% of the budget. This is below the expected expense rate of 58%, however there has been an increase due to Spring enrollment invoices and Covid-19 relief funds. He reported that total personnel expenses are \$291,966 year to date, or 47% of the annual budget. Total operating expenses are \$739,904, or 48% of the annual budget. Special Services, which include provider and services contracts are at \$2,544,060 or 45%. The MPCR metric is 49% thus far this year.

Mr. Williams continued to the Financial Status Report that provides a detailed financial overview of current active contracts. Mr. Williams continued to state that the first section includes FY20 contracts that have been carried over to the FY21 fiscal year. These contracts have an end date of June 30, 2021 and will be fully expended prior to using the FY21 contracts. The work experience rate for the PY20 Youth contract is currently at 31% with a 20% minimum requirement. The FY21 contracts have a term limit of two years and have been budgeted at 80% of total program cost. The remaining 20% is budgeted and set aside as carry-over for the FY22 fiscal year. There is typically an 80% expenditure requirement at the end of year one for new contracts, but a waiver has been issued due to the ongoing pandemic. With no questions, Chairman Proffitt called for a motion to approve the January 31, 2021, Financial Report. The January 31, 2021, Financial Report was approved as presented on a motion from Ethan Loyd and a second from Virginia Housley.

Committee Reports

Chairman Proffitt reminded board members that all committee meeting minutes and materials for committees were provided for review prior to the meeting.

Chairman Proffitt called for a motion to approve the minutes from the Operations Committee on February 25, 2021, Opportunities Committee on February 26, 2021, and the Youth Committee on March 3, 2021. After reviewing the minutes were approved unanimously on a motion from Stewart Smith and a second from Patti Weaver.

Directors Report

Chairman Proffitt called on Ms. Holt to give the director's report. She reported that the 2021 Key Performance Indicators pilot numbers have been approved and were included in the documents that were sent out prior to the meeting. Jobs for Veterans and Apprenticeship Programs were added as new indicators this year. The apprenticeship number will include all new apprentices in Southeast, not just those who are connected through the American Job Centers.

Ms. Holt noted that 65 new jobs will be created through an expansion at Valmont in Marion County. Additionally, a new company named Sese announced a location in Chattanooga that will create 240 jobs and will be a supplier for Volkswagen.

She provided information on ways the unemployment rates can be viewed. She noted that the standard reported unemployment rate does not always factor in individuals such as marginally attached workers, individuals who are employed part-time and not earning at full potential, or those that are discouraged and have discontinued job searching. This is sometimes referred to as the "real" unemployment rate, which provides a more realistic snapshot of those that may not be factored into the labor force. These individuals are those that typically fall within the targeted populations the American Job Center programs are charged with engaging.

The board has approved to proceed with opening a Specialized American Job Center at the South Cumberland Learning and Development Center in Grundy County. This will act as a central hub for civic activity and resources will be made available to both youth and adult enrollments. Ms. Holt added that the board staff continues to work with the City of Pikeville in Bledsoe County to provide outreach services. American Job Center staff were providing onsite services one day per week prior to the pandemic when access to the building became more limited. The board has also reached out to Bledsoe County Schools to discuss providing adult learning classes on the campus in the evenings, but that has been delayed, mainly due to concerns around the spread of COVID- 19. She reported a decrease of approximately \$350,000 in the Dislocated Worker allocation for next year with the Adult and Youth program funding remaining flat.

Ms. Holt concluded with an update related to procurement. In the last meeting we reported the Executive Committee would convene in early January to discuss whether to proceed with procurement or provide a contract extension to our existing service provider. She stated the Tennessee Department of Labor and Workforce Development was providing technical assistance training to all of the local areas tomorrow on the One Stop System Design. She indicated the Executive Committee decided to wait until after the technical assistance meeting and would convene soon after to discuss any new developments related to procurement.

Michele Holt then called on Autumn Derrick to report on Youth Demonstration Grant activity. Ms. Derrick advised the board that many of the planned activities in the Career Exploration grants totaling nearly \$24,000 were delayed due to the ongoing pandemic. Bradley County and McMinn County Schools were able to complete projects, leaving approximately \$16,000.00 to be repurposed. It has been recommended by the Youth Committee that those funds be used for Career Exploration in virtual reality with TRANSFRVR. Ms. Derrick then called on Hall Charter with TRANSFRVR to provide an overview of the products. These headsets will give schools the ability to for students to experience other careers that they may not have considered before. Mr. Charter gave a brief presentation on the simulations that are included with the headsets.

Chairman Proffitt called on Bo Drake with Chattanooga State Community College to give a brief presentation on the Google IT Support Professional Certificate. Mr. Drake explained this certificate program initiated due to a talent shortage of IT professionals which led Google to develop the training. Google deployed the training into the community and hired individuals when the training was finished. Since then, Google has pushed to supply the demand of IT professionals nationally. The training has five fundamental courses and can be accessed through Coursera online; however, Chattanooga State will be hiring an adjunct instructor to be onsite to help individuals who may need additional support. Plans are underway to begin this program later this Spring, which can be offered off-campus at locations in the community.

One Stop Operator Report

Chairman Proffitt called on Damon Stewart, One-Stop Operator, to provide an overview of the One Stop Operator Report. He reported that there have been 4,008 individuals who have been served in PY 2020 quarter 2. The average rate of unemployment in September 2020 was 5.7%, however this number increase in December 2020 to 6.2%. The three main reasons people visited the AJC's in Q1 PY20 is Job Search/Computer Room at 46.99%, Unemployment Insurance at 32.75%, and Career Coach/Title 1 at 10.13%.

Mr. Stewart continued to report that during PY20 Q2, many have resorted to outdoor and virtual job fairs. The American Job Centers have assisted a total of 186 individuals through in person or virtual job fairs. He reported that 6 employers have entered contracts for on-the-job training, 3 employers were assisted with rapid response, and 10,400 initial unemployment claims were filed in the 10-county region. Lastly, he noted that 605 students were in enrolled in Adult Education, 491 individuals were enrolled in Wagner Peyser, 900 active cases in Vocational Rehabilitation, and 220 customers received TANF services. With no other questions, he asked Jennifer Epley to give a brief overview of the Virtual American Job Center which can give anyone 24-hour virtual access to the American Job Center services. She noted that this virtual AJC features components that matches seekers in determining what they may need help with. This site can be accessed through TNvirtualAJC.com or through the secareercenter.org website.

Other Business

Chairman Proffitt called for any other business. Hearing none, he indicated that the next board meeting will be on June 9, 2021. Details of the meeting will be forthcoming.

Adjourn

The board meeting was adjourned by unanimous consent after a motion by Nathan Smith and a second by Stewart Hiatt.

Respectfully submitted,

Carri Smith

Secretary/Treasurer

Southeast Tennessee Local Workforce Development Board Roster

Attendance 06/09/2021	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)													
X	Brian Cooksey	Marion	1/28/2019	Shaw Industries Group, Inc.	Business	11/2020-11/2022	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	11/2020-11/2022	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
X	Crystal Renner	Bradley	9/30/2019	Mueller	Business	9/2019-9/2021	10/20/2020	10/19/2021	Mayor Gary Davis	Bradley County Mayor			1
	Julie Hoover	Hamilton	1/28/2019	Miller Industries	Business	11/2020-11/2022	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
X	Freiderike Ebner	Hamilton	12/12/2019	Volkswagon Group of America	Business	12/2019-11/2021	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
X	Ethan Loyd	Bledsoe	8/1/2020	Bledsoe Telephone Cooperative	Business	08/2020 -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	11/2020-11/2022	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 - 7/2022	8/1/2020	7/31/2021	Mayor Michael Brady	Grundy County Mayor	✓		1
	John Proffit												
X	--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
	Shannon Russo	Bradley	1/28/2019	Whirlpool	Business	11/2020-11/2022	10/12/2020	10/11/2021	Gary Farlow	Cleveland Bradley Chamber			1
X	Carrin Smith	Marion	9/17/2018	Valmont Industries	Business	N/A	11/13/2020	11/12/2021	Beth Hipp	Valmont General Manager	✓		1
	Drew Lytle	Rhea	3/10/2020	Airxcel, Inc.	Business	3/2020 -3/2022	10/19/2020	10/18/2021	Missy Wood	Dayton Chamber of Commerce			1
												52%	15
Labor Representation (Group B)													
	Logan Taylor	Hamilton	12/12/2019	Y.B. Normal?	Labor	11/2019 - 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	11/2020-11/2022	10/14/2020	10/13/2021	Gary Watkins	Business Mgr, IBEW Local 175			1
X	Jim Stailey	Hamilton		Chattanooga Goodwill Industries	Labor	7/2020 - 7/2022	6/10/2020	6/9/2021	Gena Weldon	Chattanooga Goodwill Industries			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
	Candy Johnson	Hamilton	2/22/2021	Urban League of Chattanooga	Labor	01/2021-01/2023	2/22/2021	1/1/2022	Albert Waterhouse	Urban League of Chattanooga			1
	Nathan Smith	Sequatchie	4/21/2021	Southeast Tennessee Human Resource Agency	Labor	3/1/2021	3/1/2023	3/1/2022	David Jackson	SETHRA			1
												21%	6
Education Representation (Group C)													
X	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
X	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
X	Patricia Weaver : Proxy: Dr. William Seymour	Bradely	6/19/2019	Cleveland State Community College	Higher Education	11/2020-11/2022	10/12/2020	10/11/2021	Dr. William Seymour	Cleveland State Community College			1
X	P. Stewart Smith	McMinn	1/28/2019	Tennessee College of Applied Technology	Higher Education	11/2020-11/2022	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	11/2020-11/2022	10/5/2020	10/4/2021	Chancellor Flora Tydings	Tennessee Board of Regents			1
												17%	5
Government and Community Development Representation (Group D)													
X	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
X	Karen Buff	Hamilton	3/10/2020	Tennessee Department of Human Services	Vocational Rehabilitation	N/A	4/3/2021	4/4/2022	Paula Kinsley	TN Dept of Vocational Rehabilitation			1
X	Steve Hiatt	Hamilton		Chattanooga Chamber of Commerce	Community Development	02/2021-02/2023	2/24/2021	2/24/2022	Christy Gillenwater	Chattanooga Chamber			1
												10%	3
Other Representation (Group E)													
14												0%	0