

Southeast Tennessee Local Workforce Development Board Roster													
Attendance 12/7/2021	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)													
	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
	Evann Freeman	Hamilton	12/3/2021	EPB	Business	11/2021 - 11/2023	11/1/2021	11/1/2022	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	8/2021 to 8/2023	10/20/2020	10/19/2021	Mayor Gary Davis	Bradley County Mayor			1
✓	Jason Hobbs	Hamilton	12/3/2021	McKee Foods Corporation	Business	11/2021 to 11/2023	11/1/2021	11/1/2022	Christy Gillenwater	Chattanooga Chamber of Commerce			1
	Julie Hoover	Hamilton	1/28/2019	Miller Industries	Business	11/2020 to 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
✓	Freiderike Ebner	Hamilton	12/12/2019	Volkswagon Group of America	Business	12/2019 to 11/2021	10/1/2020	9/30/2021	Christy Gillenwater	Chattanooga Chamber of Commerce			1
✓	Ethan Loyd	Bledsoe	8/1/2020	Bledsoe Telephone Cooperative	Business	08/2020 to 08/2022	8/19/2020	8/19/2021	Mayor Gregg Ridley	Bledsoe County Mayor			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
	Shannon Russo	Bradley	1/28/2019	Whirlpool	Business	11/2020 to 11/2022	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
	Drew Lytle	Rhea	3/10/2020	Shaw Industries Group, Inc.	Business	3/2020 to 3/2022	10/19/2020	10/18/2021	Missy Wood	Dayton Chamber of Commerce			1
												50%	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 to 11/2022	10/14/2020	10/13/2021	Gary Watkins	Business Mgr, IBEW Local 175			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
	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 to 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	03/2021 to 03/2023	3/1/2023	3/1/2022	David Jackson	SETHRA			1
												23%	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	11/2020-11/2022	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	11/2020-11/2022	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)													
✓	Jennifer Thacker	Hamilton	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	4/3/2021	4/4/2022	Paula Kinsley	TN Dept of Vocational Rehabilitation			1
	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)													
15												0%	0

SOUTHEAST TENNESSEE LOCAL WORKFORCE DEVELOPMENT BOARD
Minutes of the Southeast Tennessee Local Workforce Development Board
McMinn Higher Education Center
2345 Denso Drive, Athens, TN 37303
September 8, 2021 | 11:30 a.m. EST

Board members present were Board Chair John Proffitt, Crystal Renner, Julie Hoover, Freiderike Ebner, Ethan Loyd, Marshall Graves, Shannon Russo, Carri Smith, Jim Stailey, Candy Johnson, Nathan Smith, Leslie Travis, Patricia Weaver, Stewart Smith, Virginia Housley, Karen Buff, and Steve Hiatt.

Staff attending were Beth Jones, Chuck Hammonds, Jim McClure, Michele Holt, Autumn Derrick, Beth Keylon, Elliot Williams, and Maty Partin.

Other guest in attendance were Mayor of Athens, John Gentry, Jennifer Eppley, Wes Skinner, Sarah Kite, Deonte Grimes, Chad Byers, Monty Reeves, Ruble Conatser, Kelly Puckett, Cynthia Brooks, Patrick O'Hagan, and Anissa Ingram.

Call to Order

John Proffitt, Board Chair, called the meeting to order at 11: 40 AM. Chairman Proffitt called on Chuck Hammonds to give the invocation.

Roll Call

Chairman Proffitt called on Maty Partin to give roll call and Michele Holt declared a quorum was present.

Chairman Proffitt gave recognition to the elected officials in attendance. McMinn County Mayor, John Gentry, and Kelly Puckett representing Marsha Blackburn's office.

Approval of the Minutes

Mr. Proffitt called for a motion to approve the minutes of the June 9, 2021, meeting. On the motion from Nathan Smith and a second from Ethan Loyd, the minutes were unanimously approved.

Chairman Proffitt then called on Patty Weaver and Stewart Smith with Cleveland State Community College to welcome everyone to the new McMinn Higher Education Center.

McMinn UT Extension Services

Chairman Proffitt called on Sarah Kite with UT Extension Services to highlight some of the services that UT Extension offers. Ms. Kite noted UT Extension serves all 95 counties and is a branch of University of Tennessee. Although she serves as the Family and Consumer Sciences agent for McMinn County, she named all services that are available with UT Extension. She reported that in her role she can help employers develop programs to help employees create financial stability. Most of the programs offered can help families learn how to not live paycheck to paycheck and develop out a plan to best deal with money. She noted UT Extension also offers ways to help families learn how to deal with health issues by both counseling and learning more about their medical needs. Lastly, she stated Healthy Relationships McMinn is a program that offers help from other organizations such as the police department, counselors, and others. This helps families confront issues so they can be better employees. After some questions, Ms. Kite added that UT Extension also offers help for individuals returning from pervious incarceration.

Administrative Reports

Financial Reports

Chairman Proffitt called on Elliot Williams to present Budget Amendment I. Mr. Williams notified the board that this amendment was to reduce the total funds by \$44,296 due to FY21 closeout carry-over funds being less than anticipated. Total operating expenses are budgeted at \$1,594,010. He noted that line items 24-25 are being reclassified to better represent allocations to service provider contracts.

Chairman Proffitt called for a motion to approve Budget Amendment I. On a motion made by Stewart Smith and a second by Virginia Housley, the Budget Amendment was unanimously approved.

Mr. Williams continued to present the Financial Statements for July 31, 2021. Mr. Williams reported the budgeted revenues, in the amount of \$6,751,107 which represents the newly approved budget. Actual expenses for the year were \$399,156, or 6% of the budget, which is below the expected expense rate of 8%. The low expenditure rate is primarily due to the fall semester just beginning. He reported total personnel expenses at \$45,878 year to date, or 7% of the annual budget. Total operating expenses are reported below budget at \$125,115 or 8% of the budget. He noted that the only abnormal expenses are line item 8, Dues and Subscriptions reported at \$2,025 or 34%. This is primarily due to annual renewals. With one month reported for Q1, the MPCR metric is currently at 38% which is just below the 40% requirement.

Mr. Williams continued to the Financial Status Report that provides a detailed financial overview of current active contracts. Mr. Williams stated lines 1-10 are FY21 contracts that have been carried over to the FY22 fiscal year. These contracts have an end date of June 30, 2022, and will be fully expended by the contract end date. He noted the youth work experience contract is at 24% and the minimum requirement is 20%. The FY22 contracts also 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 to carryover for the FY23 fiscal year. He reminded the board that the 80% expenditure requirement that was waived during the pandemic will resume this fiscal year.

Jim Stailey asked Mr. Williams about FY21 fiscal funds. Mr. Williams stated that those funds would need to be spent before the start of FY23 contract on July 1, 2022.

After some conversation, Chairman Proffitt called for a motion to approve the July 31, 2021, Financial Report. The report was approved as presented on a motion from Nathan Smith and a second from Marshall Graves.

Director's Report

Ms. Holt presented a report on labor market information for the local area. She reported unemployment numbers have shown a decline in all ten counties since June and job postings have increased in the last 12 months; although, there was a slight decrease for the summer months. Approximately 35% of people receiving unemployment during the pandemic have ceased receiving benefits; however, there was only a 4.4% increase in individuals receiving employment. This could be contributed to the mismatched skill sets or individuals dropping out of the labor force. She reported Bledsoe County with the lowest labor force participation rate and Hamilton County with the highest labor force participation rate. Given some of the unique dynamics around the pandemic, she noted how difficult it can be to reengage populations that have been most impacted, including those on SNAP and TANF, low-income individuals, and recovering and returning individuals.

She provided information on a program Adult Education is piloting for incarcerated individuals with prison data system tablets. The pilot project is currently in three counties in Tennessee and one of those in Grundy County Jail. This project provides applications via tables in various areas related to education and training tools.

Lastly, she provided an overview of some recent grant opportunities that will be made available. The Tennessee Opportunity Pilot Initiative will release \$25M for six (6) innovative pilot projects to serve TANF recipients – two (2) in each grand division. Approximately 60 applications will be reviewed and those selected could receive up to \$500k for community project planning. The anticipated award date for the planning grants is early December with final pilot awards being announced in Spring 2022. The local area is currently in discussions with multiple partner agencies in the application process.

Ms. Holt continued and provided a summary of the recently announced U.S. Economic Development Authority's American Rescue Plan grant opportunities. The Build Back Better component will award 50-60 regional coalitions of partnering entities up to \$500k in technical assistance funds for Phase I and support three to eight projects to grow a regional growth cluster. Phase II will award 20-30 regional coalitions between \$25M-\$75M, and up to \$100M to implement those projects. Projects should build local economies that will be resilient to future economic shocks. This will provide a transformational investment to revitalize their economies. The Phase I deadline is October 19, 2021, and Phase 2 deadline is March 15, 2022.

The second grant opportunity provided by the EDA: American Rescue Plan is the Good Jobs Challenge. This is intended to get Americans back to work by building and strengthening systems and partnerships that bring employers and other key entities to train workers with in-demand skills that lead to good paying jobs. EDA is allocating \$500M to collaborative skills training systems and programs. There will be between 25 and 50 awards in the amount of \$5M-\$25M each. Discussions are underway relative to potential projects across our 10-county region. The grant specifically encourages efforts to engage historically underserved populations and areas.

Progress updates or announcements on all grants will be forthcoming as information is received.

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 August 31, 2021, Opportunities Committee on August 13, 2021, and the Youth Committee on August 25, 2021. After reviewing the minutes were approved unanimously on a motion from Patty Weaver and a second from Nathan Smith.

Recovery Friendly Workforce

Chairman Proffitt then called on Deonte Grimes and Monty Reeves with Friends House Ministry to give a brief presentation on Recovery to Work. Mr. Reeves gave a brief introduction to the Friends House Ministry. Mr. Grimes continued to note how employers can help reduce recidivism, aid reentry, and recovery. He stated employers can help by training supervisors and team leaders on recovery so they can understand and recognize the signs of people in recovery, employ certified peer recovery specialists, recovery meetings in the workplace, family sustaining wages, and utilize government incentives for hiring reentry individuals.

One Stop Operator Report

Chairman Proffitt called on Jennifer Eppley to give the One Stop Operator Report. She noted the American Job Centers had 80 more people per month than last reporting period, double the amount of job fairs, and increased attendance to those job fairs by 130 attendees. She also stated Commissioner McCord visited Southeast Tennessee on July 15th with a purpose to hear from employers about their current concerns and needs. Most of the concerns that were addressed were the immediate need for skilled labor to fill current and

future openings. Ms. Eppley noted the American Job Center staff were working diligently to identify and increase referrals to those jobs. She added the Youth Summer Work Experience completed in August and finished with 65 youth in work experience which surpassed the goal of 42 participants being hosted at 51 worksites throughout the ten counties. She noted Vocational Rehabilitation closed 70% of their case load due to placement in employment and Adult Education assisted 251 individuals in receiving their Hi-SET, or equivalency of a diploma. Lastly, she reported on the current KPI's and added any areas not meeting or exceeding would be provided technical assistance to address deficiencies.

Other Business

Chairman Proffitt called for any other business. With no other business being brought forth, he noted the December 7th meeting would be the election of officers for the board. In accordance with the bylaws, Carri Smith has agreed to serve as Chair. Mr. Proffitt announced a Nominating Committee will be formed to present a complete slate of officers for the 2022-2024 term.

Michele Holt noted the annual Conflict of Interest Form was due for all board members. Lastly, she made a special announcement concerning the retirement of Ms. Virginia Housley. She recognized her for her years of service on the board and to the citizens of Southeast Tennessee.

Adjourn

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

Respectfully submitted,

Carri Smith

Secretary/Treasurer