

Southern Middle Local Workforce Development Board Executive Meeting

May 31st, 2019

In attendance: Keith Durham, Robbie Moore
Conference call: Christine Hopkins
Proxy: Howard Kirksey

Welcome by Keith Durham, board chair

Qualifications of WIOA Program Director & WIOA Program Coordinator and Compliance Officer

- Motion to approve made by Robbie Moore, seconded by Christine Hopkins
- Robbie Moore made the motion to appoint Wendi Jones as Director and Carl Sims as WIOA Program Coordinator and Compliance Officer. It was seconded by Christine Hopkins with no discussion.

Approval of Youth Policies

- Wendi Jones explained the requested changes of the youth policies. The Youth Eligibility Policy was combined with the Needs Additional Assistance Policy. It was suggested to remove the portion that contained "needs additional assistance." A Needs Additional Assistance Policy was created to include criteria for in school and out of school youth. It was suggested to include "high school diploma" in the general provisions portion of the Youth Incentive Policy in order to serve more youth.
- Christine Hopkins discussed children of incarcerated parents and if we served them.
- Title III staff have been going to the Lawrence County Jail and plan to have job fairs for those about to be released. There are plans to have mobile coach in all thirteen counties in order to help justice involved individuals.
- The youth policies were approved with a motion made by Christine Hopkins and seconded by Robbie Moore.

Approval of new WIOA Programs

- Patient Care Technology at TCAT-Hohenwald and TCAT-Pulaski
- Approval of WIOA Training Providers
- Medical Response Institute in Tullahoma
- Career Beauty School in Lawrenceburg
- Christine Hopkins made motion for approval, Robbie Moore seconded
- Discussion—Robbie Moore discussed the Governor's Drive to 55 and the State's vision. In order for a participant to receive tuition for programs, the service provider will check jobs4tn or EMSI to see if the program has a bright outlook and is in demand.

- Wendi Jones stated that the maximum amount of funds the WIOA grant could provide per person is \$5,000 and it's always last dollar.

Approval of committee members for the Operations, Youth and Targeted Population

- Robbie Moore made the motion and it was seconded by Christine Hopkins with no discussion.

Procurement Policies

- Wendi Jones requested that South Central TN Development District and South Central Human Resource Agency procurement policies be approved by Southern Middle Workforce Development Board since they follow both state and federal guidelines.
- Motion for approval was made by Christine Hopkins and seconded by Robbie Moore with no discussion.

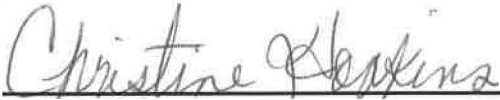
New Business

- The most recent score card from the state was reviewed.

Motion to adjourn was made by Robbie Moore and seconded by Christine Hopkins



Keith Durham



Christine Hopkins

Southern Middle Local Workforce Board Meeting

June 11, 2019

Welcome by Keith Durham, Board Chair

Roll Call by Carl Sims

In attendance: Keith Durham, Teresa Smith, Christine Hopkins, Jason Helton, Kelli Kea Carroll, Dr. Martin Short, Rob Mitchell, Rena Purdy, Diana Hague, Will Johnson, Selina Moore, Corey Warden

Mayors in Attendance: T.R. Williams, Jonah Keltner and Mark Bentley

Proxy: Robby Moore, T.J. Judge, Brian Crabtree, Terry Tillis, Barbara Lamb-Gass, Howard Kirksey

Absent: Hardin Franklin, Don Barber, William Moon, Ray Trawick, John Sechler, Rebecca Gold-Johnson, Matthew Boner

Approval of January 31, 2019 Meeting.

- Motion to approve made by Selina Moore. Seconded by Kelli Kea Carroll.
- Motion passed with no discussion.

Confirmation of job descriptions for WIOA Program Director and Coordinator and Compliance

- Approval of Wendi Jones as WIOA Program Director and Carl Sims as Coordinator and Compliance Officer.
- Motion made by Rob Mitchell and seconded by Rena Purdy.
- Approved with no discussion.

Approval of youth policies.

- Separate the Youth Eligibility and the Needs Additional Assistance policy. Two policies instead of one for better understanding. In the general provision section of the Youth Incentive Policy, high school diploma was added.
- Rob Mitchell made the motion to approve and Christine Hopkins seconded it.
 - **Discussion:** Rob Mitchell suggested career advisors come to the school to discuss the programs available. Keith Durham said it was a perfect opportunity for the mayors to make the high schools in their counties aware of these programs.

Review and Approval of ETPL Programs for TCAT-Pulaski and TCAT-Hohenwald, MRI & Career Beauty School and Motlow College.

- Motion for approval made by Rob Mitchell and seconded by Rena Purdy.
 - **Discussion:** Rob Mitchell asked if we could cover all training providers. Jennifer advised that they must be on the Eligible Training Provider List before we can assist with tuition.

Approval of SCHRA and SCTDD's Procurement Policy

- Motion for approval made by Diana Hague and seconded by Rob Mitchell.
 - **Discussion:** Question was asked if policies could be merged. The reason both policies were approved was because South Central TN Development District and South Central Human Resource Agency followed the CFR.

Review and approval of the budget presented by Gary Morgan

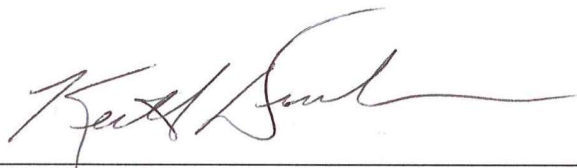
- Motion to approve made by Christine Hopkins and seconded by Kelli Kea Carroll.
 - **Discussion:** Christine Hopkins reminded the board importance of meeting the 40% MPCR. Would the MPCR increase to 50%? Selina Moore stated it would stay at 40%.

Motion to receive the financials

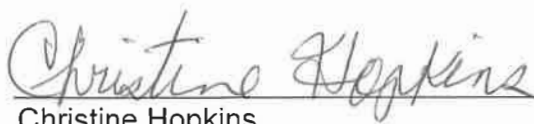
- Approved with a motion by Teresa Smith and seconded by Rob Mitchell with no discussion.

New business

Keith Durham, Board Chair provided a list of those on the following committees: Targeted Populations, One Stop Operations Committee and Youth Committee.
Video presentation by Paul Rosson with SCHRA regarding the American Job Center



Keith Durham



Christine Hopkins