

**Meeting of Northwest TN Workforce Board  
and Local Elected Officials for LWDA 12**

313 W. Cedar Street

Dyersburg, TN

November 24, 2015

**Board Members Present:**

Sandy Barnett	Karen Bowyer	John Bucy	Caroline Castellaw
Ian Cochran	Yvette Dixon	Jon Dougherty	Bedford Dunavant
Lindsay Frilling	Landy Fuqua	Allen Hester	Brad Hurley
Mary Jones	Charlie Moore	Cliff Sturdivant	Jimmy Williamson
Sandra Woods			

**Board Members via Conference Call:**

John "Glad" Castellaw    Bernadette Fuller    John Penn Ridgeway    Adam Miller

**Local Elected Officials:**

Jake Bynum; Jeff Huffman; Kenny McBride; Benny McGuire; Gary Reasons; Chris Young

**Staff Members Present:**

Jennifer Bane	Lori Kelley-Burdine	LeAnn Lundberg	Pam Merritt	Ginger Powell
Margaret Prater	Kim Quinton	Laura Speer	Connie Stewart	Cynthia Webb

**Guest:**

Robin Sealy    Gwyn Fisher    Ronnie Gunnels

**Lunch:** catered by Another Thyme.

**Welcome and Introduction:**

Chair, Local Elected Official, Mayor Gary Reasons greeted everyone and called the meeting to order. The invocation was given by **Jake Bynum**.

**Presentation of ACT Work Ready Communities: Debra Lyons, Vice President C&ED, ACT:** (Via WebEx) – Debra reviewed the ACT Work Ready Communities handout and congratulated the workforce area on their accomplishments. (Exhibit A)

**Margaret Prater:** presented trophies to Dyer County Mayor, Chris Young and Lake County Mayor, Denny Johnson for acknowledgement of their counties becoming ACT Work Ready Communities. Margaret said that Obion and Lauderdale have just reached 100% to become an ACT Work Ready Community.

**Chair, Jimmy Williamson:** Opened the business meeting and acknowledged there were enough board members present for a quorum and reminded the members to abstain from discussion and vote on any matter that would be considered a conflict of interest.

- 1. Review & Approval of Minutes:** \* A Motion to accept the September 22, 2015 Board

Meeting Minutes as presented was made by John Bucy and was seconded by Mayor Denny Johnson. All were in favor and Motion was approved. (Exhibit B)

## **2. Board Standing Committee Reports:**

**Target Populations:** Brad Hurley, Committee Chair: Opened with review and comments regarding the October 12, 2015 committee meeting minutes, including that the committee had stipulated in the Youth RFP that one provider be selected to serve all eleven counties. (Exhibit C)

**Career Center Services:** In Ed Ledden's absence, Jennifer Bane, Director of Career Center Services and Support Staff for the Committee: Reviewed and commented on the October 29, 2015 committee meeting minutes (Exhibit D). In the meeting the certified nursing assistant program was discussed. Since there was concern regarding the number of participants that went to work after they had received certification, cancelling this program was discussed. In the committee meeting, Chairman Ed Ledden, hospital administrator, said that his facility had a need for more certified nursing assistants, noting other hospitals and nursing homes did as well. He said that he had not had any of our participants to apply for these positions. He was going to contact Magic Valley about the certified C.N.A participants and may assist them with employment.

It was decided by the committee that our program should require a 24 hours job shadowing for all participants prior to entering the C.N.A. program. The job shadowing is intended to insure that participants would like this line of work and stay with these jobs.

**Promising Practices:** In Mr. Ben Marks absence Lori Kelley-Burdine, Director of Public Information and Planning: Reviewed and commented on the October 30, 2015 minutes (Exhibit E). Promising Practices Committee reviews existing and new workforce development initiatives and makes recommendations based on local, state-wide, and national trends in workforce and economic development.

1. Advanced Manufacturing Career Pathways – We reviewed the existing pathway material that was originally created in 2011 based on a commissioned study. At this point, the committee feels the document needs to be updated to reflect current wages and a few talking points, but overall is a valid document. Once wages are reviewed by WB staff, the committee has the option to consider commissioning another study.
2. Similarly, the Healthcare Pathways material was reviewed. This material is quite a bit older (2004). The committee would like for healthcare experts on the Workforce Board and other stakeholders like TN Pathways committee members to review the materials for relevance. Based on recommendations from experts in the healthcare field, the committee will recommend updating the materials or commissioning another study.
3. TN Pathways committees are meeting regularly focusing on the needs for career exploration in middles schools in the fields of healthcare and manufacturing. Suggestions included partnering with schools to explore grant funding, such as the Perkins grants, to assist in developing strategies to reach this age group.
4. LEAP update: \$850,000 grant for Certified Production Technician classes is currently serving 164 students in 14 high schools in 8 counties, with the expectation of adding 3 schools in Henry, Benton, & Weakley Counties in January. There is a push to recruit 4-8 more schools in August to expose a broader range of students to this nationally recognized credentialing program.
5. ACT WRC – Benton, Lauderdale were just added. Lake and Dyer County at 100% complete. Obion is expected to meet their final numbers on Monday!

6. Jail Re-entry program in Dyer County was just re-submitted to the TN Dept. of Labor & Workforce Development to create a specialized Career Center at the Dyer County Jail. The Career Center will offer basic career services, with the potential of offering adult education and the Certified Production Technician programs to inmates qualified for the program. The Sheriff's Department has committed its own resources to ensure these people will be well trained and employable upon release and has several employer partners that are working to provide jobs. Will hopefully hear something soon.

**Employer Services:** In Rita Alexander's absence, Ginger Powell, Director of Business Services: Reviewed the discussion from the November 5, 2015 meeting minutes. (Exhibit F) (NOTE: Ms. Alexander attempted to conference call in but could not connect.)

\*The floor was opened for any questions on committee reports:

Board Member, Sandra Woods: Regarding the C.N.A program including a 24 hour job shadowing, has Henry County Medical Center been consulted as to a need for more C.N.A. help? Yes, they have been consulted and there is a significant need and they will allow the 24 hour job shadowing.

**\*A Motion to approve the Standing Committee Minutes was made by Sandy Barnett and seconded by Mayor Gary Reasons. All were in favor, the Motion was approved.**

### 3. WIOA Updates:

- Margaret Prater, Financial Report – Reviewed and discussed handouts regarding Adult and Dislocated Worker and Youth Services 2015-2016 budget projections. (Exhibits G-1 and G-2)
- Margaret Prater, Performance Report - Reviewed and discussed handouts, stating that we are constantly monitoring our performance. At the present time it is acceptable, but noted it changes every quarter.(Exhibit H, 3 pages)
- Pam Merritt, Director of Rapid Response- discussed recent activities in assisting Sun Products since they will be closing December 18, 2015, including hosting a job fair, resource fair and onsite NCRC testing.
- AMTECK Electrical Apprenticeship Grant: Margaret and Jon Dougherty discussed the new Amteck Grant's approved by TDLWD. There are 7 in the classroom and 4 on the OJT plus 1 local OJT.
- Margaret Prater stated that the Workforce Board has been certified by the governor. Also the liability insurance coverage for the Directors and Officers is in effect November 1, 2015 for the next 2 year period.
- Margaret Prater announced that the 2016 NAWB Forum will take place in Washington D.C., March 12-15. Anyone interested in going should let Margaret or Kim Quinton know that arrangements can be made soon.

### 4. Other:

- Announcement that PAR will be visiting January 11-15.
  
- Approval of Training Provider Applications:  
Pam Merritt asked that the board approve the following new programs: (see handouts)  
TCAT McKenzie – Telecommunications Technology and  
TCAT Newbern- Diesel Powered Equipment Technology

**\*A Motion to approve the Telecommunications Technology program at TCAT McKenzie was made by Brad Hurley and seconded by Mayor Denny Johnson. All voted in favor and the Motion was approved. (John Penn Ridgeway and Yvette Dixon abstained from voting due to a conflict of interest.)**

**\* A Motion to approve the Diesel Powered Equipment Technology program at TCAT Newbern was made by Brad Hurley and seconded by Lindsay Frilling. All voted in favor and the Motion was approved. (John Penn Ridgeway and Yvette Dixon abstained from voting due to a conflict of interest.)**

There was no further business and the meeting was adjourned by Chairman Jimmy Williamson.

Respectfully submitted,

Kimberly Quinton  
Executive Secretary