



State of Tennessee

State Workforce Development Board Meeting

MEETING MINUTES

February 21, 2020 (10:00 AM – 12:30 PM)

Board Members Present

Board Members Present by Proxy

Members Absent

Martha Axford (East TN)	Christine Hopkins (Southern Middle)	Governor Bill Lee Designee Tony Niknejad - Proxy Tim Berry	Senator Paul Bailey – Proxy Brandy Foust
Jason Bates	Commissioner Jeff McCord		
Tim Berry	Vonda McDaniel	Commissioner Danielle Barnes Designee: Cherrell Campbell-Street – Proxy Mandy Johnson	
Rhonnie Brewer (Greater Memphis)	Mayor E.L. Morton	Representative Clark Boyd – Proxy Sarah Noel	
Mayor Kevin Brooks	Greg Persinger		
Michelle Falcon	Stuart Price	Ben Ferguson Proxy Jason Bates	
Bill Godwin	Commissioner Bob Rolfe Designee: Ann Thompson	Kevin Vaughn Proxy Linda Maddox	
Marshall Graves	Commissioner Penny Schwinn		
Ann Hatcher	Designee: Jean Luna		

Location in parenthesis represents the state board members' membership to the local workforce board.

Welcome

The meeting was called to order by Chairman Berry at approx. 10:05 a.m. He announced that Innovation Committee Chairman Warren Logan has submitted his resignation. Mr. Logan had been a member for some time, and Chairman Berry thanked him for his years of service and dedication to this board. Kevin Vaughn, former vice chair, is now the chair of the Innovation Committee. Chairman Berry thanked Mr. Vaughn for accepting this new role.

Roll Call

Iler Bradley conducted the roll call and established the presence of a quorum.

Approval of Minutes (vote required)

Chairman Berry requested a motion to approve the November 8, 2019 minutes as presented. It was moved by EL Morton and seconded by Rhonnie Brewer. The motion passed.

Presentation – Riley Hoag – ECD Intern

Chairman Berry recognized board member Ann Thompson who introduced ECD intern Riley Hoag from the IDEAL Program at Lipscomb University. Riley gave a PowerPoint presentation on her internship with Tennessee government. Riley's presentation was well received, and Chairman Berry thanked her for sharing her experience with us.

2020 State Board Vision – Tim Berry, Board Chair

Chairman Berry gave highlights from the strategy meeting the board had on December 6, 2019 for members who were unable to attend. After the December strategy meeting, the board submitted a letter to the Governor to highlight our objectives for 2020:

1. Building Efficiency - improving collaboration with all workforce partners, integrating the workflow systems that the different departments use, and ensuring that various partner programs don't conflict or duplicate effort.

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- This will ensure that the different cogs in the wheel of Workforce Development are working well together.
2. Eliminate Barriers - making sure participants know what resources are available and improve the volume of participants in the programs.
 3. Train for Tennessee's Needs - being intentional about focusing on educational programs that train based on TN industry needs.
 4. Relevant Measurements - creating dashboards of KPIs that tell the related story, use data to make timely decisions and hold folks accountable by creating common goals and comparisons.
 5. Make it User-Friendly - easy access for participants to access programming and resources, making access simple to use – possibly via phone – for the largest number of participants.

Chairman Berry noted that we are asking staff and local boards to do things that support these objectives.

[Workforce Advisory Overview – Dr. Jeff McCord, Commissioner – TN Department of Labor and Workforce Development](#)

Commissioner McCord gave an overview of the Workforce Development System Steering Team, formed under the governor's leadership, so TN departments charged with workforce development will execute as a system rather than a collection of individual parts. The team has developed a common strategy with common goals, common metrics, and common accountability. When the Governor asks how workforce development is being done, the steering team can have one answer for the state.

The strategy operates under three assumptions: 1. We have to execute as a system if we're going to make progress, 2. We must have four things [a connection to existing employers, a pipeline infrastructure, connection to economic development, and outcome visibility] if we're going to be premiere workforce development system, and 3. If we act as a system and execute, we're going to be the best in the country. Commissioner McCord presented a graphic of the team, which includes the following departments: Labor and Workforce Development, Human Services, Economic and Community Development, Education, TN Higher Education Commission, TN Board of Regents, and Corrections. The Steering Team meets monthly to review the projects from their strategy. The first project that launched was the ApprenticeshipTN effort and their first project review meeting was yesterday (Thursday Feb 20, 2020). Very shortly, Commissioner McCord believes the team will be able to talk about major advances in work-based learning, integration of higher education into correctional institutions, and apprenticeships out of those correctional institutions.

[Updating Bylaws \(vote required\) – Deniece Thomas, Deputy Commissioner – TN Department of Labor and Workforce Development](#)

Deputy Commissioner Thomas gave an overview of proposed modifications to the current bylaws. The changes were needed to ensure that the work of the board maintains compliance with what's outlined under WIOA and state practice. Board members referred to the copy of the bylaws included in their packet. All proposed changes were highlighted in red font:

Chairman Berry requested a motion to accept the bylaws changes as presented. It was moved by Jason Bates and seconded by Michelle Falcon. The motion passed.

[Approval of State Plan \(vote required\)](#)

[Workforce Services Division - Dr. Kenyatta Lovett, Assistant Commissioner – TN Department of Labor and Workforce Development](#)

Dr. Lovett began his remarks by discussing Workforce Services' engagement with the board when Stuart Price allowed WFS to take him on a tour of an American Job Center and a mobile AJC. WFS learned that feedback from the board was extremely helpful as they think about how they can improve. WFS may formalize this tour into programming for any board member who wants to learn more about what WFS does at the ground level.

Dr. Lovett also mentioned board member Rhonnie Brewer's TED Talk tomorrow at Crosstown in Memphis. He congratulated Ms. Brewer and invited those in the Memphis area to support her as a workforce system ambassador.

Dr. Lovett gave an overview of the 2020 State Plan for Tennessee. This plan should be submitted to the federal government by our March 2 deadline pending approval from this Board, and in the coming weeks WFS will issue guidance for the regional and local plans to be developed in alignment with the state plan. The goal is to present the regional and local plans in the August board meeting to give our local areas more time to prepare and also to give the board time to see a full presentation of the plans. The plans will be reflective of the vision of the governor, the Commissioner, and this board.

The state plan is several pages with input from several agencies. The plan is in the context of low

unemployment in a competitive labor market which changes the context of the way workforce development is delivered. It highlights the collaborative effort of the Tennessee's workforce development system that the Commissioner mentioned. WFS wanted to make sure both the Perkins Plan and the WIOA State Plan were interconnected. Both plans have a focus on priority populations including those students below the poverty line to make sure they get work experiences and are more successful in their careers. Youth services are also expanded. For example, when community problems show up in the schools – homelessness, food insecurity, and poverty issues - the Department of Human Services, our agency, and others can provide those services right at the moment when they are needed. The plan includes great integration with Vocational Rehabilitation (VR) and Temporary Assistance to Needy Families (TANF). Regional industry engagement is also part of the Commissioner and governor's work of making sure we've got connectivity to employers, integration with higher education, and adult education innovation.

Chairman Berry requested a motion to accept submitting the 2020 State Plan as presented. It was moved by Vonda McDaniel and seconded by Christine Hopkins. The motion passed.

Dr. Lovett also mentioned the following:

1. TN Workforce Leaders Summit on March 23 – Debuted the “sizzle reel” by Patrice Kendrick for this event which will include participation from the Assistant Secretary of Labor, our Governor, our Commissioner, and fellow Commissioners across the state. This convening is specifically focused on the county mayors: to elevate their critical role in the workforce system and to share the federal and state work that's going on that relates to them.
2. Ernst & Young - Phase 2 of the project has begun. It is a deep dive into work of technical assistance to make sure we get there based on the findings that were presented by during Phase 1 project. WFS will keep the board updated throughout the next three to six months on how this project is going and what's next after the Phase 2 project.
3. Youth Services - From the December conversation, Youth services has actually partnered with the Department of Education in a very robust work-based learning activity that's helping those students below the poverty line or those who have the most barriers.
4. RESEA (Re-employment Services and Eligibility Assessment) - In the reemployment space we are having discussions on how we integrate RESEA with our Unemployment Insurance team. When members come to an American Job Center and there are opportunities, the process of moving from dislocated to employed moves faster.
5. WIOA Workgroups - Deputy Commissioner Thomas is forming workgroups to support this board. Five workgroups consisting of cross agency stakeholders will be stronger support units for our three board committees. For the Oversight Committee, there will be a *Fiscal and Reporting* workgroup made up of cross agency stakeholders and also a *Joint Monitoring and Compliance* workgroup. For the Operations Committee, there will be the *American Job Centers* workgroup and also an *Apprenticeship and Work-Based Learning* workgroup. The Innovation Committee will have support from a multi-agency workgroup on *Data and Performance*.
6. ApprenticeshipTN - Our apprenticeship team is now totally overwhelmed with calls from employers, apprentices, and parents. There are 17 new programs and about 194 four new apprentices that have been added to the state's system. \$17 an hour is the average earning wage of those apprenticeships across the state so kudos to Tyra Copus and Lynn Kirby for their work on apprenticeships.

EL Morton: Where are the apprenticeships?

Dr. Lovett: The apprenticeships are across the state so we have really strong coverage. Some are more developed than others. East Tennessee traditionally has the vast majority of the apprenticeships but we're seeing expansion in Memphis and in Nashville. Middle Tennessee actually has launched many of the new apprenticeship programs and they are the largest that have ever been launched in Middle Tennessee. We're bringing on apprenticeship directors as regional directors for West and Middle they have not been hired yet so hopefully we can secure that in the coming weeks. Tyra Copas is in the East region, and I can't commend her enough for the great work she's done across the state. We can share a map with the entire board as to the apprenticeships that are there that are existing and also the ones that have emerged as well.

Commissioner McCord: Just some clarification: that \$17 entry-level wage inherent in an apprenticeship continues to go up as your competency goes up. That wage will grow and really become not only a living wage but a prosperity wage.

Adult Education Division - Ian White, Assistant Commissioner – TN Department of Labor and Workforce Development
Mr. White gave a brief overview of the AE specific portion of the 2020 State Plan. His PowerPoint presentation covered the following topics:

1. Content Standards that have been adopted by the state: Tennessee has adopted the college and career readiness standards to improve the in functioning level of students to better equip them for employment and post-secondary completion. To implement the standards, Adult Education will send consultants out to train our

teachers to ensure that their instruction is in line with content standards.

2. Local Activities, i.e. how AE is planning to go about addressing those needs: Local activities are broken down in a pipeline development: Preparation Activities to address those individuals who are coming in with basic skills deficiencies which range from level one through eight. Within the preparation activities, there is *Adult Basic Education, English Language Acquisition, and Integrated English Literacy and Civics Education*. As these individuals progress through the adult education services they would transition to Exam Preparation and Training followed by training opportunities with Career Pathways, co-enrollments with post-secondary institutions to earn credits and certificates, and collaboration with employers.
3. Corrections Education under the law: We require that our local providers work and collaborate with local Corrections institutions to provide services to those that are incarcerated. Under the law, we are not to exceed 20 percent of the available funding towards Corrections education. Services will include the provision of Adult Basic Education and exam preparation, collaboration with reentry efforts, and partnerships to assist in training opportunities.
4. Integrated English Literacy and Civics Education (IELCE): These funds are separate and apart from the Adult Basic Education funds. We would have to compete those funds specifically for IELCE so they'll have to address certain questions for those services and funding. The funds will be expended for English Language Acquisition activities and it has to be blended with Civics Education. Also with IELCE, the providers have to provide the integrated education and training opportunity. Every student does not have to be enrolled but there has to be the option if they wanted to take part in that opportunity. There must also be collaboration within the workforce system through direct linkage or referrals with the American Job Center system.
5. Use of State Leadership funds: These are funds that the state uses to address required activities including the development of career pathways and training, providing professional development opportunities for instruction and support services, identifying professional third party training opportunities for local providers, and providing technical assistance to improve instruction and collaboration among workforce partners.
6. Assessing the Quality of Provider Services: AE will conduct monitoring visits as well as desktop reviews. They will also provide technical assistance and training to those programs that need it based on these reviews.
7. Addressing the General Education Provisions Act (GEPA): Applicants applying for funds within the competition are required to address how services will be adapted to serve populations with special needs during the application process. Special needs could range from those with disabilities or those who are underrepresented and might not receive the same type of services as traditional students.

Michelle Falcon: I clearly understand Integrated English Literacy. What does the civic program entail - what's that part of the program?

Ian White: Programs are required within Integrated English Literacy and Civics Education to embed certain civics requirements so that it helps those immigrants seeking those services to operate within the community such as taking citizenship exams, voting - things like that. It can't just be the English language activity it has to have that civics component.

E.L. Morton: Under Corrections Education, "not to exceed 20% of available funding", where's the other 80% going?

Ian White: The rest of the funding is going to the regular AE activities in English language that happen outside of Corrections facilities.

Rhonnie Brewer: The adoption of College and Career Readiness Standards - are those the standards that are already set for high school graduates?

Ian White: I believe so - I'll have to get back to you on that.

Commissioner McCord: Just a comment – in the state of Tennessee we have more people without a high school diploma than we actually have enrolled in high school. We've got to figure out how to address this. [...] In Knoxville, they're dual enrolled taking CNA programs and in Columbia, TN Tennessee, it's integrated into a pre-apprenticeship program. The issue is certainly the 450,000 working age people without a high school diploma, but a high school diploma is not enough. How do we give these folks a path to prosperity while we have them? I want the board to understand the problem. There's a lot of great minds around here and so whatever feedback you have, whatever thoughts you have on progressing, whatever you need to push us on to hold us accountable for the efforts that we need to make, that's really what we need from you on this particular subject.

EL Morton: We need more AE sites in rural TN. I'm sure there's an urban challenge too, but I've got transportation challenges I can't meet: sites and transportation are the issue in rural TN.

Christine Hopkins: These sites need to be visible and they need to be marketed. I don't know how much money the department has to advertise, but I know in reentry we receive calls from the outside asking do we have HiSET - GED whatever is offered in Franklin County. I don't know whether they don't bother to know that they're out there but if you put them across the railroad tracks you can't see the building you can't see the sign and it's not advertised the people are not going to go. [...]

Commissioner McCord: Yes ma'am. Regarding that 20 percent of federal restriction on funding, the state penitentiaries have the ability to do high school equivalency training as well. I know what your next thing is, "But what

about the local jail - what about their locals?" Yes we need to focus on what we need to do with those. Right now, for whatever reason, the 20% cap is a restriction on our funding from the federal government - that's where that comes from - so how do we figure out a solution around that especially working with our sheriffs to make that happen.

Chairman Berry: Ian, of that 20% we're allowed to spend, what percentage of that are we spending?

Ian White: I'll have to double-check what was reported last year. I'll have to look at that data for last year on what we were reporting and where we are so far reporting this year.

Christine Hopkins: As a State Department or from the governor's office, if we let the feds know that this is an issue - I mean our congressmen and senators that represent Tennessee probably don't even know that that is out there. I would think that that would be the first step to find out do they even know that it's out there and is it possible to change it. It's just a suggestion.

Deputy Thomas: We appreciate your comments Miss Christine. You're exactly right and going back to the event that Kenyatta highlighted for next month, that's exactly why it's so important to have federal visitation to our state and why it's so important to have our federal partners in the room with our Governor. [...] Right now there is a current RFP out for adult education providers and if I could submit my plea to the board members we need your support. In your respective communities if you know individuals or organizations who can provide these services and have the heart and the capacity to do so we need them competing because we need folks who take this program very seriously. Not to say our current providers don't - we have some really good providers - but we owe it to those providers to provide them with the vision that's going to get to some core issues we have here in our workforce development system. [...] Not that it's not always been important to us but I think we need your megaphone as board members to really stress across the state that adult education is not an invisible program: this is a core part and it's at the center of workforce development.

Christine Hopkins: When county mayors and county sheriffs tell me that they do not have access to Adult Basic Education I cringe. [...] I think we've just got to keep pushing all of the departments to get in these rural areas where we do not have the resources to make these things happen.

Vocational Rehabilitation Division - Mandy Johnson, Assistant Commissioner – TN Department of Human Services

Ms. Johnson shared highlights on the Vocational Rehabilitation portion of the Combined State Plan. Her PowerPoint began with a graphic of all the important pieces that lay the foundation for the plan and build on the great work and priorities that have been set by our Governor, this board, DHS, and the VR governing body - the State Rehabilitation Council.

Ms. Johnson provided some disability data by grand region and set some additional context around why the work they do in VR is important. This disability data shows that they have an often untapped and overlooked resource in our population of individuals with disabilities who want to go to work and who provide unique skill sets and resources and tools to the workforce to help meet their needs. Individuals with a disability are 40% less likely than their peers without a disability to be working. VR wants to close that gap. Their five priorities are:

1. Communication: both internally within our organization, externally with our peers in the workforce system, with their stakeholders, and with the individuals that they serve; making sure that we are providing good, consistent communication and really getting information out there.
2. Leadership and Talent Management: the work can't be done without a professional, well organized, and well developed staff. VR is considering how their staff is organized across the state and trained.
3. Modernization of Systems and Processes: want to work in a way that creates efficiencies and effectiveness across the state; also improving customer interaction and removing barriers full program participation.
4. Revolutionize Service Delivery – this year marks the 100th anniversary of the VR program nationally and it provides a wonderful opportunity for us to look at where we were, where we are, and where we're going; to modernize our services and align them with jobs that are available here in Tennessee to meet current workforce needs.
5. Data Driven Services and Outcomes: Using data to help us make better decisions and to ensure that they are achieving desired outcomes.

Ms. Johnson listed seven goals associated with these strategic priorities:

1. Continued implementation of a new case management system
2. Review and revision of VR policies and procedures
3. Statewide implementing of person-centered training for all staff (partnering with the Council on developmental disabilities to identify a national subject matter expert to deliver this training statewide)
4. Transformation of the 17 Community Tennessee Rehabilitation Centers located across the state (several are in rural areas and present a wonderful opportunity to innovatively partner with our state counterparts how can we braid funding and maximize our resources, ex. VR and AE)
5. Assess and evaluate the division's approach to professional development
6. Assess and evaluate the division's staffing (looking at the core competencies for positions and making sure that the position descriptions and the compensation for those positions align with the expectations that we

have for our staff)

7. Improve and expand opportunities for customer engagement (including listening to the customers' experiences)

Ms. Johnson also presented WIOA performance goals and annual estimates of how many new applicants they anticipate and how many individuals they anticipate serving for 2020.

Marshall Graves: You mentioned 17 centers but how do I find out where those are located?

Christine Hopkins: I can tell you - I didn't start in 1960 but I started in 1975 and I was their state director but they're all the way from Union City to Elizabethton Tennessee. [...]

Chairman Berry: Mandy is their place there's one full list?

Mandy Johnson: Yes, it's on our department website. If you go to the Department of Human Services, I believe it's under disability services. There is a listing of vocational rehabilitation offices and those seventeen centers are specifically listed as well.

Christine Hopkins: There are 32,000 individuals in our local jails with approximately 16,000 of them, 50 to 60%, with mental illness and substance abuse. I'm looking forward to really working with the Department of Human Services Division of Rehab Services and Mental Health to get inside and hopefully provide the treatment that will return productive citizens to our communities.

EL Morton: Regarding the disability data, what percentage of those listed with disabilities is related to opioid addiction?

Mandy Johnson: I don't know that off the top of my head and I can pull that full survey. I know they collect it in very broad categories but they can break it out into some categories I just don't know if it will include the opioid data.

EL Morton: And to Christine's point about her program, are you servicing people in local jails through this effort?

Mandy Johnson: We are partnering with the Department of Corrections in a couple of different ways. We currently work with them through an MOU at their day reporting centers supporting those individuals who also have a disability and preparing them to go back to work. We're also working locally with some of our smaller jails and others as individuals are preparing for release who may be eligible for our programs.

EL Morton: The distribution is great, but we do have a geographic hole in it from Mid-Cumberland area across northern east Tennessee along that Kentucky border. If there's an opportunity, that's a great place to go.

Bill Godwin: Mandy, just quick question: Is there any coordination or cooperation between you and the Department of Veterans Affairs? Are your numbers primarily just a civilian population or do they include veterans in need of vocational education as well?

Mandy Johnson: We do work well with them. The Department of Veteran Affairs also has a federal vocational rehabilitation program and veterans can participate in both, so we do try to coordinate those. Oftentimes they start with their federal VR benefits and then may transition to state benefits.

Career and Technical Education – Steve Playl, Senior Director of College and Career Experiences – TN Department of Education

Mr. Playl discussed the intersection of CTE and the Department of Labor regarding the WIOA State Plan. He mentioned that in July 2018 President Trump signed into law the *Strengthening Career and Technical Education for the 21st century Act* otherwise known as Perkins 5 because this is the fifth iteration of the Carl D Perkins Act.

Even though Mr. Playl is at the Department of Education (DOE) and primarily represents K-12 education, Perkins extends beyond K-12 into post-secondary so this touches all of the work they are doing for Career and Technical Education at the Department of Corrections, work with adult learners through VR, and adult education at the Department of Labor, the Tennessee Board of Regents, and the Tennessee Higher Education Commission (THEC). DOE will submit the Perkins Plan at the same time as the WIOA State Plan. DOE has identified a new vision and a new kind of definition of success for technical education in Tennessee: to expand opportunities for all students to explore, choose, and follow a career pathway to success. This plan connects different workforce systems, strategic plans, and education systems to support our students who are in our current technical education programs. Implementing this plan will result in a substantial increase in the number of students who are accessing aligned career pathways, participating in high quality learning experiences, and on track to meet post-secondary goals.

This will be achieved by focusing on three big priority areas:

1. Ensuring or expanding equitable access to comprehensive Career and Technical Education specifically in early and middle grades (5th-8th grade) through aptitude and interest surveys, interest assessments, and expanding the programs we actually offer at the middle school level.
2. Aligned career pathways and expanding participation in aligned career pathways so secondary (i.e. high school) and then post-secondary students can seamlessly transition into high skill, high wage, and in-demand employment whether they go directly into employment right out of high school or to advanced training at a TCAT, community college, four-year institution, or the military.
3. Double the number of students who are participating in work based learning and earning the relevant credential certificates or degrees that are needed to meet our workforce demand here in Tennessee. This

entails developing a pathway starting in early grades with foundational academic skills and transitioning into career awareness career exploration in middle grades, laying a really strong foundation in our CTE programs at the high school level and then really preparing students at the Community College or the TCAT level to take that next step in employment.

Jason Bates: Not a question but a comment. You mentioned making sure that we are providing programs of study that are relevant to the region. I think that's very critical. I remember when I first came to Tennessee - you know this is over a decade ago - looking at CTE and there were things that weren't relevant to what was out there in industry. Very good job in making sure that we're providing those things. I think the important thing to remember though, especially in manufacturing and industry, is technology is changing so quickly that we need to make sure that we're staying up-to-date and keeping that relationship with industry open so they are able to share with us or the department the future of the technology that's out there so that we're providing those experiences for those students as well. I think it's important that we don't just sit back and say okay we're done now but provide a system in place to make sure that we're keeping relevant with what the technology is and how it's changing.

Steve Playl: I could not agree with you more. I think there's a very common misconception when you poll the general public in TN that there are deserts of economic opportunity in TN. That's not the case: there are a lot of employment options no matter where you are in TN. Even in very rural communities there are options and high-paying, high-skill, high-wage occupations. We need to make sure that all throughout the pathway we are setting up kids, young adults, and adults who are transitioning with the opportunities that are close to them...there are a lot in the tri-cities and in Northeast TN.

Chairman Berry: That's my question Steve. Are there enough programs out there for students who are interested in doing that?

Steve Playl: Another great question and I think we can definitely make that stronger. I think there are opportunities to add programs. There's a lot that's happening right now with technology, digital agronomy on the agriculture side, and we do not have any programs at the high school level for that. We have very limited options at the post-secondary level for that, but it's something that we're hearing is a need from industry especially in the West Tennessee, Shelby County, Memphis area. There are definitely options to continue and improve that alignment. We're being very intentional about what we're doing there. A part that has not been talked about: we are also asking all of our local recipients, K-12 institutions, school districts, or post-secondary institutions that receive Perkins funding to do what is now a required comprehensive local needs assessment. This assessment requires them to deep dive into their local and regional employment data and labor market data, look at where their students are going and what they're doing, and have a really strong partnership with an advisory council to inform, validate, and evaluate their programs. Those are relatively new components that weren't in the previous legislation that we're excited about.

EL Morton: The graphic on the back page in the yellow portion – Industry Certification, Apprenticeship, & Military Training – we have a real shortage across the state of EMTs and Paramedics. Are we making any progress on transitioning combat medics out of the military and into our workforce?

Steve Playl: I don't know that I can speak to that directly but I know someone who can and that is Assistant Commissioner Kenyatta Lovett. We actually had this exact conversation yesterday.

Dr. Lovett: Yes and that conversation is part of the Governor and the Commissioner's collaborative group that's moving forward with the workforce system. We have a veteran transition task force and that came up. Our goal is to first tackle healthcare and logistics to see if we can go ahead and speed up articulation between what our veterans have accomplished and making sure those credentials aren't a two-six year pathway but a pretty easy transition to get that credential and into a job. We'll keep you posted on the milestones for that.

EL Morton: Up until a year or so ago, it's not recognized: you have to go all the way through the system.

Steve Playl: I think there's a lot of opportunity to use this as an example or a model - what's going to be done here with EMT and combat medics. I think that transition could be done or used as a model for other programs and ensure alignment. We have industry certifications we offer to high school students that may or may not articulate to post-secondary credit. We've got programs or certifications that can be offered in our correctional facilities that may or may not articulate to post-secondary credit so we've got some work to do there.

Commissioner McCord: But that's not a good answer and so we need to have a different answer.

Michelle Falcon: I just want to bring everything together. You spoke before about kids leaving school and I was just wondering - this is great for people that want to stay in school that want to grow that actually want it. How do we incentivize those that are on the brink of living?

Steve Playl: Another great question and something that we've definitely been discussing and how we can ensure alignment between Perkins and WIOA with in-school/out-of-school youth. We know that if a student becomes a concentrator in current technical education - they take multiple courses in CTE - their graduation rate is about 98% statewide versus 89-90% and the total student population. We know that they're staying there when we get them so we've got to start this pathway earlier so that we can make sure that we engage them sooner and they don't become disengaged as a high school student. When you look at post-secondary and retention rates I think there's opportunity there to ensure that we're retaining students at the post-secondary level - they're not leaving, they're not getting

pulled in from other things. Life happens so how do we make sure that we keep them on a pathway or have opportunities for them to rejoin the pathway later on. A lot of work has been done with the WIOA plan on in school/out-of-school youth and I would encourage those of you who are representing local boards here to definitely have conversations with your CT directors and those who are responsible for CTE at the post-secondary institutions in your K-12 schools in your regions to make sure that that alignment between the in-school/out-of-school youth and Perkins is even more clear and stronger.

Commissioner McCord: But I will say to your point... regarding CTE concentrator and work based learning, you look at a place like Gestamp and Chattanooga or Black and Decker and Jackson. We have sixteen- seventeen-year-olds working making a wage and you hear stories that they become the primary wage earner and so what happens there is they start at sixteen and then they get involved in the company's apprenticeship program and then their wages keep increasing. When kids get involved in work, a lot of good things happen a lot of bad things don't. That's really doubling the work based learning: it's educational but it's also social. We're really excited about the work going in partnership with Education and Labor and I know you have other partners on that project as well and so really pushing that but that's a very good point.

Steve Playl: I'll comment: I've seen some CTE programs up close and what I've experienced is that the students who are engaged in that maybe they thought college was a little bit out of reach for them but this kind of gives them a little breath of fresh air. They realize this is something I can do and so it does give them that incentive. Instead of just saying it's not for me - why do I even stick around high school - they go on this is path and by participating it gives them that incentive and pocket money to keep going.

Jason Bates: I think the other thing that these programs teach young people is what it's like to be in the workplace and they're learning that things like dependability and punctuality, the ability to communicate -those are all important characteristics that they need to strengthen and develop. I think it's going to help them be successful in their future and I again I want to commend you. To me these aligned career pathways these two middle ones in Educator Recruitment, Retention, Training, Work Ethic, Leadership, and Employability Skill Development. As an industry representative those are critical for that in-coming workforce to have those capabilities - work ethic, leadership, employability skills - this is where they can learn it. One of the things I want to keep emphasizing: let's make sure that in the classroom when they're teaching this, that we are setting those expectations of work ethic and so forth - that they're teaching that this is not something they're just doing because the students are in school, but these are expectations that you're going to have with your employer. I hope teachers are helping students understand the value of that. The other thing too and I've mentioned this before: we've got to make sure that we have some of the best educators in these programs. Teachers make a huge difference in getting kids excited about this type of stuff. An educator that's engaged and teaching them can make a huge difference. We really have to continue to make sure that we're identifying and recruiting those right recruiters and then teaching them and training them to be more effective.

Steve Playl: Absolutely. Just to respond to that: on this one-pager, the big buckets there are in the orange, blue, and green. Those other sub bullets are specific strategies that we want to implement, so there are specific strategies around educator recruitment retention and training. We know there's a shortage of teachers in general but especially in hard to fill areas and CTE is one of those. When you can go into private industry and make a whole lot more money and not have to deal with students and all of those other things, we've got to figure out other ways that we can not only recruit teachers to the field but also once we have them, to retain them and make sure they're properly trained so they can serve those students. On the work ethic piece, really excited about that one and I think that we can make a really strong impact on our students and our state moving forward for years to come. Taken straight from districts that are already doing this, all eight counties in Northeast Tennessee are doing this work ethic diploma initiative. In Lawrence County they have now taken that, it adopted, it modified it a little bit and pushed it all the way down to the fifth grade. There's some exciting things are happening on leadership development, work ethics, employability skills, and making sure that we start that at an earlier age.

Commissioner McCord: Just high level here, real quick, and a reminder of why this board is so important and your value on this board. The next time Steve shows up we need to say, "How's that doubling the CTE work-based learning happening Steve?" We all have really nice graphics but the progress is going to be made when we have to stand up and answer those questions. It's okay though - except for Miss Christine - to have really hard questions and ask those of us so we stay with this.

Christine Hopkins: In our county we're opening a brand new TCAT in a just a few weeks and the CTE programs in high school have been aligned to make sure that they're going to that next step when they go to the post-secondary TCAT program.

Steve Playl: That's the perfect example of what this pathway should be. It's encouraging to hear that that's happening and I'm excited for the day that it's happening across the state.

Chairman Berry: A lot of passion and interest around this topic.

Deputy Thomas: We've heard from a lot of the key components of the WIOA state plan but I do want to call the board's attention back to the presentation that Dr. Lovett provided earlier in the meeting regarding the WIOA workgroups that will be established. This whole new format and how we break the work down is going to be very key.

The key for these workgroups is going to be to take the work from a state vision and then underneath sort of that federal requirement of WIOA and bring the two of those together so that when we're briefing the committees, we're telling you about the work and already bringing in models of best practice. Mayor Morton brought up the licensure from military to an EMT - we know that already exist nationally: Florida's been doing it for years and it's worked great so our charge will be to bring those models to the board so that in an effort to prevent duplicate efforts among agencies, we're not asking the State Board to duplicate efforts by working on something that's already been done either nationally or within another agency. So again the key is going to be for our board members to really put a demand on us as we assemble these groups so that we're bringing you information that's relevant and not just bringing you more information. To Commissioner's point, the goal will be for the committees to present based on *outcome data* - how well we've accomplished some things. This is a fairly aggressive plan and we've been given an aggressive work force charge so we want to measure output. Again, this board touches a variety of things under WIOA and so I just want to re-emphasize Chairman Berry that that's really going to be the whole purpose of these groups: to stabilize the work and to deduplicate even at the governance level.

Chairman Berry: Excellent - thank you - goes back to that efficiency goal.

[Program Integrity Update](#) – James Roberson, Assistant Administrator – TN Department of Labor and Workforce Development

Mr. Roberson presented the Program Integrity Update. This presentation was at the request of the last board meeting to look at some of the concerns regarding Career Service Providers meeting state workforce board performance metrics. A questionnaire was sent to the local workforce boards to determine the following:

1. Procedures that the local boards have established within the WIOA governing structure to ensure providers meet their performance metrics
2. Best practices and areas of needed improvement with the One-Stop Operators (OSOs) and Career Service Provider (CSP) performance and capacity

Different categories of questions were answered by the local boards, reviewed by state staff, and condensed for this presentation. The five questionnaire categories were:

1. Subcontractors' ability to meet **contractual obligations**
2. **Determining risks** found through subcontractor monitoring
3. Subcontractors' **capacity to serve** and carry out their role
4. **Defined roles and responsibilities** to ensure adherence to the federal and state requirements (all of the policies that the State Board has redacted here) and
5. **Ability to serve** all counties with a local workforce development area (LWDA).

Mr. Roberson said his team's intent was to not only give the board this information but also to consider what the board should do with it in terms of next steps. Board members were asked to think throughout the presentation about:

1. **opportunities for adopting statewide practices** to ensure more consistent service delivery among the local workforce areas and
2. whether there is a need for any **additional state policy or guidance** to help local boards establish consistent governance and delivery of service

At the end of the presentation, Mr. Roberson offered the following bullet points regarding where state staff thinks it would be beneficial to move forward based on 1. and 2. above.

1. **Opportunities for adopting statewide practices** to ensure more consistent service delivery among the local workforce areas
 - a. Establish a comprehensive statewide monitoring guide to be utilized by all local areas. Currently we have nine local areas they all have different monitoring guides. Our intent would be to have one monitoring guide and everybody utilizes that guide. Any additional things that they need to monitor at the local level they could add to the guide and so that would be a consideration.
 - b. Sharing best practices of technical assistance provided to the OSO and the CSP. State staff commended the areas that got together and met with one of the service providers, brought up issues that needed to be addressed and the things that were working. That in itself was the best practice and a great technical assistance opportunity that looks like it's going to make some positive traction there.
 - c. Statewide systems training to include case management training. This will be probably be sometime in mid-April. We're looking at potential for the full statewide systems training and case management training. You'll also be hearing in the days to come about learning management system and how we're going to look at certifying our staff not only within the Workforce Services Division but also across the state. In our contracts, we want to be able to say that we've got case managers that are certified and actually learning and knowing how to case manage and be fiscally responsible by passing a fiscal certification, etc.
2. **Additional state policy or guidance** to help local boards establish consistent governance and delivery of

service - This is where Mr. Roberson asked the state board to be behind this effort and state staff has also had the conversation with the local executive directors.

- a. We are currently drafting a revision of the procurement policy that will ensure the clear expectations and duties of the firewalls provisions.
- b. We want the policy to ensure the diversification of career service providers with experience (non-profits, others). We tend to lock in one career service provider that can do everything but there are multiple nonprofits and multiple agencies out there that can do that business. Sometimes not as easy in the rural areas but our intent as a state staff is to help the rural areas ensure that they have the right service provider to provide all those services. We're saying we would like to recommend to the board in June a revised procurement policy that will basically take the one-stop operator and the career services provider and mandate that the local areas are procuring the one-stop operator separate from the career service provider.

Regarding the ability to meet **contractual obligations**, one thing WFS intends to do at the state level is to further clarify the one-stop operator roles because there still seems to be some misunderstanding across the state about the what the one-stop operator should be doing from a functional capacity of managing not only the Title I, but Title II, III and IV staff as well as TANF and other required partners. Budget management at the Career Service Provider level is negatively impacting service due to inconsistent local monitoring, oversight, and reporting to the local board. WFS intends to take those best practices and share them with other areas that may need some improvement. The state is going to try its best to ensure that they develop a more consistent way of delivering services with consistent directives.

WFS will be working with VR and AE and partners in the American Job Centers (AJCs) to ensure that for those folks that are not walking through the brick and mortar AJCs can be reached online. More information will be provided at the next board meeting. The AJCs are located in each county either through a comprehensive affiliate or an access point. The services are available in all counties but inadequate or lack of staffing prohibits consistent service delivery. That we'll have to work with and technical assistance opportunities with the staff - how they're working with partners and how they're getting consistent service delivery. Most of the inconsistent service delivery is happening in the rural counties because you just do not have the qualified or the long-term experience staff in those counties.

Kevin Brooks: I just have more of a comment. Mr. Roberson I commend and look forward to the rollout of the virtual AJC. I think it's going to be great and I'm also thankful to see the graphic that we've seen a couple of times of how all the state agencies are working together. But until we come up with a solution statewide on the accessibility of broadband in both cities and counties the virtual AJC is not going to be helpful and I haven't heard that in the discussion today. I just wanted to inject that thank you.

James Roberson: One thing I would say about that is even in these access points, i.e. your libraries and your high schools and that kind of thing, what we're asking is that the local areas be as innovative and creative about how to get to these individuals that are not walking through your doors and knowing that there may not be broadband in their homes. I certainly can't speak to the statewide broadband issue but where can we make sure that they can be engaged. If it's a public library that's closer to them than an American Job Center, why not reach out to them [public libraries].

Deputy Thomas: If I could just add to the question posed by Mayor Brooks. One of the things that we'll continue to do is look for ways to sort of leverage these services. I look across the table at my partners from Department Human Services who has a footprint in all 95 counties. We don't have to reinvent the wheel: there are locations that can physically provide services that we need to come alongside. If someone goes to the Department of Human Services for one need, they should be able to get career services there as well. It won't solve all of our problems, but at least it's a start. That's really what we want to focus on: how to leverage existing infrastructure. Instead of the Department Human Services having to share the load alone, why not bring over our resources, help reduce costs for all agencies, and then expand our full-service offering. Those are some of the things that are on the horizon.

Commissioner McCord: Leveraging existing infrastructure makes sense, but to the broadband issue there's additional funds in the governor's budget to make sure that that remains a focus not just for our virtual AJC but for ECD's ability to attract economic opportunity and so we hear you loud and clear.

Ann Thompson: If I can add, the broadband division is in ECD and I'd be happy to talk to my teammates and see if they wanted to come and give a presentation on broadband: where it is and where it's going and how it's being funded and all that great stuff if the committee wishes.

Steve Playl: If I may, I would like to add that there's a captive audience at the high school level and at the TCAT/Community college level as well. I think leveraging makes sense but using what infrastructure we already have at the high school level and the Community College TCAT would be a great leverage point for this conversation for AJC's and for career advisement just in general. I know Dr. Lovett you discussed Campbell Strong yesterday in the meeting that we were in and I think that you know there's another opportunity to engage those members of the military before they're leaving that captive audience as well with the AJC and with the virtual AJC. I'm excited about it.

Christine Hopkins: The American Job Center...it just went on this list. You all can do it within your own means –all you've got to do is do it.

Fiscal Update – Ivan Greenfield, Assistant Administrator – TN Department of Labor and Workforce Development

Mr. Greenfield gave the fiscal update. All of the figures he discussed related to the Workforce Services program as of the end of second quarter December 2019. Mr. Greenfield began by looking at quarter-on-quarter changes in the budgets and Year-To-Date (YTD) costs as of December 2019, costs specific to direct participants and some utilization rates around funding that went out to the local areas specific to those participant costs, and concluded with some comments around next year's budget.

Authorized Federal Financial Assistance (FFA) Funds by Program - His first PowerPoint slide reflected all of our programs and our authorized funding from the USDOL ETA for those programs. In this second quarter we had no additional programs but our SNAP program increased by about 3.8 million dollars. SNAP is an interagency agreement with DHS and that interagency agreement was amended to include 3.4 million dollars and \$482,000 match and supportive services.

YTD Outlays by Cost Category - Quarter-on-quarter YTD we expended about thirty 34 million. Quarter-on-quarter you see an increase of 10 million, the bulk of that being between grants and subsidies which reflect our contracted services.

YTD Outlays by Cost Category - When you look at that 34 million, 12.7 million or 37.5% was expended at the state level and 21.2 million or 62.5% was expended in our contracted services.

Grants and Subsidies: Reimbursement by Program - Of the 21.2 million, 19.6 was expended in support of our Title I programs for Adult, Youth, and Dislocated Workers.

Grants and Subsidies: WIOA Title I Reimbursement by Service Category – Of that 19.6 million that was in support of WIOA services, 16.8 of that was in programmatic cost, and 8.3 million of that was in actual services delivered to participants. We have a state minimum participant rate that says that at least 40 percent of program costs should be expended on direct services to participants so that you see in each of the quarters that was being met. But comparing year-to-date to last year's overall totals you'll see that year-to-date is running about a third so programmatic costs are down compared to last year. In discussions with our executive directors over the local areas they attributed that drop in cost to the adding of additional funding sources like TN Promise and so we'll continue to monitor that and encourage them to utilize the dollars to help with supportive services or other things to rectify that drop in expenditures.

Participant Enrollment by Program – Overall we see that our enrollments are up about 17 percent quarter-on-quarter and based on expenditures of 16.8 million and overall enrollments of 11,775 we're showing a cost per participant of just over \$14,000.

Minimum Requirements as of December 31, 2019 – We have one area that is currently not meeting the Minimum Participant Cost Rate (MPCR). We had a robust discussion in the Oversight Committee meeting earlier around some timing issues of the data getting in so we are working with the local area to get that corrected. Under WIOA we have an 80% expenditure obligation and we also have a similar policy at the state level in which local areas have to obligate eighty percent of their first year funding. [Only two of the nine LWDA have met this obligation.] If it were June 30th of this year, there would be a potential recapture of 6.4 million dollars. All LWDBs are meeting the 75% Out of School Youth minimum requirement.

FY 2021 Federal Budget Updates – ETA's budget at the national level was down about seven percent which was really reflected in the Dislocated Worker appropriations. The other Workforce Services program allocations were pretty flat year-on-year. For the past two years, our Migrant Seasonal Farm Worker (MSFW) and Senior Community Service Employment Program (SCSEP) have been zeroed out in the budget but have now been funded for next year. At the national level there is also an emphasis on Apprenticeships and an increase to \$200,000 from \$160,000 this year. Re-Employment Services and Eligibility Assessment (RESEA) has increased to \$200,000 from \$117,000 this year and is expected to triple in size by 2025. Last week at the NASWA Convention we found out that our funding TEGL - our allocation ticket which indicates what the states are receiving as far as their award and allocations - will not be out until April. Ordinarily in this February meeting we would have a review and approval of our state reserve funding budget but that will be pushed back to our June meeting once we receive that TEGL. Economic conditions for us are similar to what they were last year when our funding took an 8% hit which equated to about four million dollars in our Title I programs. That means that it's likely we'll see a decrease in our funding for next year because we have low unemployment. We anticipate that there will be a decrease in our Program Year 20, Fiscal Year 21 funding.

Marshall Graves: I'm really accustomed to looking at financials for a corporation in terms of a financial statement - P&L - a balance sheet. It's taken me, I'll have to admit, a couple of meetings to get used to what these numbers mean to me. I'm still not really there yet so first, I wonder if there's not a way for us to have some sort of session at some point maybe to deep dive into this and actually understand what you're trying to present because quite frankly it

still doesn't quite click sometimes for me so I'd really love to have a chance to actually get into this a bit with you a little bit more. Second, I wonder if there's not a way to look at this in the same way that I'm used to looking at a company. Is there not a financial statement and a balance sheet view of this data that looks more like we would traditionally analyze a publicly traded company or something?

Ivan Greenfield: I think we could come up with something again to mirror that.

Marshall Graves: I'm beginning to get it, but I'm still missing some pieces. It's not clear to me that I'm looking at the same data from last time as I am this time, and it might be, but it's just not real clear to me yet.

Chairman Berry: Marshall that's not a unique problem to you.

Ivan Greenfield: Absolutely, and the slide hasn't changed just the data. Well, the first slide I didn't project it out over multiple periods, but absolutely we can do some sort of P&L or financial statement -that the assets are really just grants-authorized funding but I can translate that and be happy to have further sessions.

Chairman Berry: I agree - just to see that year over year comparison, the actual compared to the budget, the gap, the variance, all that.

Stuart Price: I assume we're through halfway through our fiscal year is that correct? So we've spent 33 or almost 34 of 84. Back to Marshall's point, that's a little different in that that reflects activity and applied services and utilization of funds in a productive way. So that's not 50%, yet we're 50 percent through the year.

Ivan Greenfield: That's correct.

Stuart Price: Is that a concern that we should be aware of?

Ivan Greenfield: My comment was specific to Title I dollars and so I had mentioned that of the 21 million - I saw biggest bulk that goes on contracted services - that only 16 million of that was on programmatic cost which was in essence running about a third if you remember that slide. So program costs are down we do recognize that and again in addressing that with some of the local areas they thought that it was because like TN Promise takes up some of the tuition costs and so they wouldn't incur that cost and so that's why costs are down. Let me go back - so you're referring to the second slide. For the 33 [million, the total outlays for FY2020-YTD], the bulk of that is this 21.2 million dollars in our contracted services. Everything else is kind of administrative. There are some other contracted services in one or two other programs but the bulk of that is out to the local areas.

Commissioner McCord: So Ivan if we do not spend that money, what happens to that money?

Ivan Greenfield: Then that's the potential recapture that we were talking about at the state level - so there's identified what would be at the local area level - but if we do not spend...

Commissioner McCord: And if the state recaptures that from the local area, what happens to that money?

Ivan Greenfield: After two years, any unobligated funds come back to the state. The state has the money for three years and so they have a year to...

Commissioner McCord: So what happens Stuart is if the local doesn't spend it, we get it, and we have three years to spend it - I'm sorry - one year to spend it, so it's a total of three years to figure out where to spend it. The question would be if TN Promise has taken that, are we looking at where else that could be beneficial in the regions. Can somebody speak to that?

Deputy Thomas: Traditionally we when we have recapture, we've reallocated the money out for specific initiatives that the board has expressed as a priority. So for example, when we put out regional funds - the initial apprenticeship expansion dollars - all that came as a result of the state recapture to allocate the money out. Now I will tell you the challenge is this: if the locals have not been able to expend the money for two years it's very difficult to then put the money back out for a year to have it expended. That puts additional pressure on our local boards and it puts additional pressure on us as a state. The consideration has been - and I believe we're going to require this after we get our funding TEGL - to require a budget that goes into greater detail of how the money will be spent so we can have a better opportunity to project where the money needs to go. Remember we can only put money out to the local boards so this is our mechanism for getting the money moved. As we continue to go down this path - and I know Dr. Lovett is there - we will also be looking for ways to seed other organizations who are doing like work. It doesn't mean that we won't fulfill our obligation to local boards but the challenge we have at the state level when we look at the projected FY21 budget - the President's budget, we got an early look at that when we were in DC last week - we know that the more this money gets unutilized it sends a very strong message that we don't need it and that's not the direction we want to go. We'll continue to work with this body to look at ways we can build capacity with organizations who are doing like work and continue to provide greater opportunities to resource our local boards. The goal is always to get the dollars expended not just for money's sake but to meet a real need. We want to actually serve participants. What we're finding is even though those costs are down because of things like TN Reconnect and TN Promise - which is a great problem to have by the way - the other side of that is that when we're working with high-need populations, there tends to be an additional cost per participant which is why we've emphasized being able to serve priority populations who are going to need more than just books. They're going to need daycare or they're going to need transportation. There's a bevy of things that come along with that so as we continue to look for this new strategy on how we can get dollars moved and participants served, we're going to really have to put renewed focus on those groups who are not able to take advantage of programs like Reconnect and Promise. We'll certainly continue to look for leadership and recommendations from this board on ways to get that done. This money has a lot

of strings attached so we don't have the flexibility to just sort of stand up new programs but we do have some opportunity in the innovation space and we're not afraid to ask for waivers. This board has supported us in that and so if there's a challenge we're certainly committed to asking for a federal allowance as well if there's something of emphasis to this board.

Ivan Greenfield: We are monitoring these dollars closely. We have implemented a finance committee, we've been partnering with other agencies like Education to really move the dollars to support other initiatives - CTE and things of that nature - work based learning - so yes spending is down but we're looking at how we can better utilize funds for other initiatives.

Stuart Price: Just one follow-up for practical purposes - obviously we're on a pace that will have some excess funds, if we continue on this pace, that will go into this bucket after two years. So I'm sitting here thinking well gee I wonder how big the bucket is right now but when that transfer happens, I assume it's out of our management purview at that point. Someone else is managing those funds or am I incorrect on that?

Ivan Greenfield: No sir - Deniece mentioned about the state reserve budget that's the budget we're going to be presenting - once we know what this coming year's allocation will be - and we will present in June that budget. That budget will state what our state reserve dollars are. If you recall, we had allocated about 18 million dollars that has specific funding, so some of that - 3.3 - went to the rural initiative and other things so we'll present that budget so you'll know exactly where we are on those carrying funds, if you will, in our June meeting.

Chairman Berry: So I'm going to say this for my own clarity, but obviously the best-case scenario is for the regions to be able to spend it like it was intended right? If not, we're going to be presenting this budget that we'll get to have some input on, but it's not going to be a surprise - we're going to have this allocated toward programming that this board has already said this is what we're in support of, these are the kinds of things we like, and so as it's presented to us, we should be pretty pleased with what we see because it's going to go to those programs that are working well right?

Christine Hopkins: How do you all think is the best way to make sure that local boards know in time to make sure they have time to think and to plan where that money could be spent? Because again, not knowing...that the dollars may be out there to get it back to the local levels. I can think of any number of things - the way that money could be spent...I think it's going to be important to get it back to the board itself and let them know what's out there.

Ivan Greenfield: The numbers that we report here are reported up to us from the local boards. They know where they are on their spending and in fact when we send out this next year's allocation, we will also be requesting budgets from them so that we can also track based on what they told us they were going to be spending it on as a second measure if you will. But they know month to month where they are in their expenditures and what they have remaining.

Marshall Graves: Your federal slide says 200 million for apprenticeship how does that translate down to Tennessee?

Ivan Greenfield: What will likely happen is at some point, the feds will issue a funding opportunity announcement and states will apply for additional funds out of that 200 million dollar pot.

[Committee Updates](#)

Committee notes are compiled and available upon request.

[Oversight Committee \(vote required\)](#)

Oversight Committee member Michelle Falcon gave the following updates:

1. Vocational Rehabilitation presented updates and provided the committee with some expenditures that we appreciated - to make sure we're on the right track.
2. Adult Education gave an update on what was just presented - they've been slow in spending those monies but there is a plan regarding what they're trying to accomplish.
3. There has been a lot of improvement in the report errors so it's looking a lot better. When it comes to reconciliation, I think we all can come into agreement that we have integrations issues so we're just looking for ways to improve that and we are on the right path.

The committee had three policies that need approval from the board.

Ms. Falcon asked Ivan Greenfield to give a brief executive summary of the policies, and Mr. Greenfield addressed the one that was fiscal in nature: our cost allocation methodology which speaks to the funding we receive from the feds every year.

- 1) Our 13.6 million dollar dislocated worker allocation is distributed based on factors such as unemployment in the area, UI claims in the area long term, etc. Because economic conditions change year to year, those weights should be more in line with the economic conditions. If an area is experiencing high plant closures or declining industries then they should have more of the pie to address that issue. This policy allows WFS to present recommendations each year to the Oversight Committee regarding what those factors should be and then those factors will be presented to the Board for review and approval. Regarding discretionary allocation

under Youth and Adult of 30 percent, we don't currently have that but if we were to present it, it would be presented to the board in June. What WFS is asking for here is board approval on the discretionary allocation on the changing of the basis according to economic conditions. Also, in an emergent situation (ex. a disaster, massive layoff, or plant closure) the Assistant Commissioner of WFS would have the discretionary authority to adjust these factors to remedy that issue. Ms. Falcon noted that the way they heard it was giving them the flexibility to allocate the money where it's needed.

- 2) WFS Program Integrity Director Justin Attkisson presented the Interlocal and Partnership Agreement Policy. The interlocal agreement is an agreement among the county mayors that they must establish every two years. This policy lays out the requirements in that agreement: it establishes the CLEO (the Chief Local Elected Official) and it establishes the Fiscal Agent for these local areas. The partnership agreement is between the CLEO and the Local Board Chair and establishes what the requirements are for the local board, how meetings will be conducted, and how communication will be conducted among the CLEO and the Local Board Chair.
- 3) Mr. Attkisson also presented the policy on Local Governance which has five parts:
 - i.) Bylaws – self-explanatory
 - ii.) Conflict of Interest - requires that all board members do sign a conflict of interest and if there is a potential conflict of interest between them and board activity, they make that known and they recuse themselves from any action taken
 - iii.) Board Nomination Process - establishes directly from WIOA how the boards need to be established at the local level which includes a majority business
 - iv.) Local Board Certification Process - establishes the requirements to recertify the boards every two years and the Governor's ability to decertify a board if necessary
 - v.) Board Meeting Access - requires the local boards to post any meeting minutes or any business that's conducted so it's available for the public to view on their websites. A section was added to include their rosters along with their meeting minutes so that the public can know who is participating in these boards and what they're voting on.

Marshall Graves: On this question of discretionary spending, I'm accustomed to having some sort of limitation to that - up to a certain percentage or up to a certain dollars. Is that in here somewhere?

Ivan Greenfield: It's within the allocation itself. The feds stipulate what each program will receive by state okay so you can't exceed that. In the example of the dislocated worker allocation, 13.6 million dollars is allocated for the nine areas based on the data that was reflected there, but that 13 doesn't change.

Marshall Graves: But as far as the capacity of the Executive to change that against what we budgeted is there some stopgap to not go beyond a certain point without an approval of the board or is there some kind of...

Ivan Greenfield: Ordinarily there would be the approval by the board to change those factors but we're saying in an emergency situation we there may be a sense of urgency there to move on it quicker.

Commissioner McCord: Ivan I think the question is is there a percentage within that flexibility. So can I move all 3.6 million dollars or do I have a percentage of that I can move up to 20 percent of that allocation without approval...

Marshall Graves: I can get a check of a certain size signed by myself but I can't sign one greater than that without another signature.

Commissioner McCord: Is it up to 100% that I can have that flexibility or is it up to a certain percentage - that's the question

Ivan Greenfield: I think the answer is and maybe the way the dislocated worker allocation is set up we're talking about a finite number. The thing that changes is the distribution between the areas. So are you saying that the change in the amount to a local area should not exceed a certain amount?

Marshall Graves: I think we would be surprised if we showed up one day and someone declared an emergency and moved all the money from one place to another I think we would be surprised so I think there's probably some level at which discretionary movement is acceptable and there's usually some level at which one would seek approval from their team.

Ivan Greenfield: As opposed to when we're looking at those factors of 0.3 so there's a limitation and the degree of variation between those factors.

Marshall Graves: Well yes - you know again if there's a dollar in every area and an emergency was declared, if I was allowed to move all the dollars to another area I think we would be surprised. I just wonder if there's not some backstop to the discretion.

Ivan Greenfield: That's a great point.

Deputy Thomas: Marshall, if I may add, for the amounts that are listed for the allocation, those amounts would be set based on the weights. There's a 30% discretionary piece that we're talking about of this money. We are responsible as an agency to send out the warn notices if a company notifies us if there's a layoff. So if in one certain area if there was a mass layoff of a company that employs several thousand people, it would really send a jolt throughout that local area. Within that 30% it would allow the Assistant Commissioner to get money to that local area

- within that 30% - to help them retrain or get services to those individuals who are impacted by that layoff. So we're really talking about the 30% piece within that, but I also hear you saying about checks and balances which is very important to us and important to this board. So when that decision is made, if there is a mass layoff we can refine the parameters for that and send that out prior to the actual contract of the money being moved. I think we probably need to flesh out that 30 percent a little bit more just to provide some additional details and draft scenarios, and we can do that if it meets the approval of the board chairman, if there needs to be additional consideration for the policy.

Commissioner McCord: It's 30% percent - because we're just talking about the discretionary so that's 16, 18 the discretionary is 30 and you can only spend up to 30 percent of that and but you can spend a hundred percent of that 30 percent if you want to, so what do you think about that.

Deputy Thomas: Even though it's 30 percent, it sounds like you're still wanting some checks and balances to make sure that 30 percent doesn't just go to one area so do we need to further refine that or are you okay with that?

Marshall Graves: I just think people would be surprised if there was some mass reallocation and so typically there's just some backstop. If the back stops 30%, I mean I'm okay with that I'm just wondering what that level is.

Commissioner McCord: For what it's worth, I'm comfortable with 30%...If we ended up - and I don't really see that necessarily - but if we ended up spending the discretionary on one particular area and everybody else's allocation is still the same. What we can do is spend that discretionary money at Kenyatta's discretion - that's best basically what we're asking.

Chairman Berry requested a motion to accept the policy changes as presented by the Oversight Committee. It was moved by Martha Axford and seconded by Bill Godwin. When Chairman Berry asked for further discussion, Deputy Thomas asked that we make a modification before the final policy is set that even though the Assistant Commissioner will have the discretion for the 30%, it will be also subject to the Commissioner's approval. Chairman Berry amended the motion with the request for additional approval of the Commissioner on the discretionary funds, and Chairman Berry also confirmed that Martha Axford and Bill Godwin agreed with the amendment. The amended motion passed.

Operations Committee

Operations Committee Chair Stuart Price gave the update. Mr. Price expressed his gratitude to Assistant Commissioner Lovett and Deputy Commissioner Thomas for hosting him during his visit to WFS [in January.]

Carla Garrett addressed the findings from the August Federal Monitoring Report. Responses taken from local and state staff are in progress to address the findings by June 2020. To give further clarification, during the period of August 12 through September 6 the US Department of Labor Employment and Training Administration conducted an on-site compliance review for the Title I Youth Program. The review covered policies, guidance, procedures, and knowledge of state staff and local workforce development area staff in three of the local areas. The state received the final monitoring report dated November 15 which identified 15 findings, six concerns, and one promising practice in Tennessee. Carla went through each of the 15 findings and explained them in great detail to the satisfaction of the committee. The agency has also partnered with the Department of Education to offer local education and workforce agencies two grant opportunities to expand work-based-learning opportunities for youth and to support Career Exploration events to expose youth as young as middle school to high wage industries and occupations in their region.

Ian White provided the committee the Adult Education Federal Monitoring Report findings with the responses and actions to be taken from local and state staff. He provided an update on the performance of local adult education providers and he has this outlined in a spreadsheet with progress dates and due dates that are being used as a management tool to complete their response to the findings.

Ben Passino provided the committee with an update on KPI measures that have been established and are being vetted out in a real-world practice to make sure they're relevant and useful by the committee. The committee brought up the need for that in November 2019. Ben has negotiated targets for regions and local areas and this information can be found in your packets.

Innovation Committee

Innovation Committee Vice Chair Marshall Graves gave the following update:

John Dillman from SAS, a data analytics company, gave a presentation and they are developing a labor market information report that will be available through workforce.tn.gov on March 1. This is a nice-looking and it's extremely informational interactive data analytics tool that provides economic trends, wage data, and various other aspects of our state.

Keith Rogers and the team from the virtual AJC program were present. Keith noted that they're providing live support on Jobs4TN. They have adopted some best practices from industry software and they're engaging individuals when they land on Jobs4TN. This is very interesting technology and we'll see some really interesting results from it. Keith provided some data on the number of people they'd engaged and the conversations they've

had. They're going to expand those services to provide support for our other partners through the virtual AJC and that's a very exciting development.

Charles Bryson and Rebecca Vernon from TANF (Temporary Assistance for Needy Families) presented some of their initiatives. They have an MOU in place with the American Job Centers to provide a more realigned set of services and one of the metrics that they presented was the reduction in wait time that they've been able to provide to folks. There are some challenges there in terms of the amount of data that they have available in terms of the impact of their programs and they're working towards delivering some more information on that.

Tyra Copas is the director of our apprenticeship program that was mentioned earlier. At least Kevin and I believe that we should have Tyra come and present to the whole board. This is an interesting and emerging new program for us. The ApprenticeshipTN website has recently been launched and the numbers are outstanding in terms of the improvement in that program - the number of individuals and the number of programs. Tyra has only been on her job less than a year - and we've seen some really interesting improvements just since her original presentation. We really appreciated her presentation.

Closing Remarks and Adjourn

Chairman Berry thanked everyone for their patience and acknowledged that the meeting was a little long but we did that because of the engagement of the team. He thanked the board for good questions and good conversation, and he thanked all the contributors who presented today. After reminders of upcoming events, the meeting adjourned at 1:18 pm.

Note: An audio recording of this meeting is on file at the Tennessee Department of Labor and Workforce Development. All meeting minutes and dates are provided on the State Workforce Development Board website.



Tim Berry, Chairman
State Workforce Development Board

6-26-20
Date