

Northeast Tennessee Local Workforce Development Board

Thursday, September 17, 2020

Zoom Meeting

MINUTES

MEMBERS PRESENT:

Dr. Bethany Flora Bullock	Debbie Fillers	Jay Richardson	Mike Horton
Bob Cantler	Donna Tate	Jonathan Van Bremen	Sandra Ray
Brian Decker	Gabrielle Buchanan	Krystal Holder	Tim Jaynes
Brian Wilhoit	Hamblin Wilson	Lottie Ryans	Traci Ellenburg
Daronda Patterson	James Osborne	Lynn Tully	

PROXY VOTES:

None

LEO'S PRESENT:

Joe Grandy, Washington County Mayor Mike Taylor, Johnson County Mayor

GUESTS PRESENT:

Brian Vaughn	Tyra Copas	Jerry Leger	Aaron Flanary
Jacob Bolen	Dana Wilds	Kelly Foster	
Tom Miklusicak	Jenny Lockmiller	Chris Hodgin	

BOARD STAFF PRESENT:

Kathy Pierce	Lisa Evans	Greg James
April Shaffner	Tammy Sluder	

Welcome, James Osborne, Vice-Chair and Kathy Pierce

James Osborne, as Vice-Chair, opened the meeting and welcomed everyone to the inaugural Zoom Meeting of the Northeast Tennessee Local Workforce Development Board (NETLWDB). James delegated the logistics of the meeting to Kathy Pierce due to time considerations and the amount of material to cover. Kathy welcomed everyone to the meeting and completed a roll call of NETLWDB Members, LEOs, guests, and staff. Kathy reported a quorum of NETLWDB members present.

Invocation provided by Jay Richardson

Business Meeting

➤ **Approval of Minutes – January 16, 2020**

James Osborne called for a motion to accept the Minutes of the NETLWDB January 16, 2020 meeting as distributed in the electronic packet members received before the meeting. Kathy asked members to identify themselves by name as they make a motion or second.

MOTION – Jay Richardson made a motion to approve the Minutes of the January 16, 2020 Board Meeting as distributed in the electronic packet. Sandy Ray provided a second. Discussion was called for, there was none. Mayor Grandy mentioned that to stay in compliance with the Open/Electronic Meeting Rule, a roll call of members for votes is required. Kathy completed a roll call of members present for approval or opposition, all were in favor with no opposition, and the Motion passed.

➤ **One-Stop Operator Introduction** - Kathy Pierce welcomed and introduced Dana Wilds as the new One-Stop Operator (OSO). She is replacing Brian Wilson.

- **One-Stop Operator Report – NETLWDA Report Card** - Dana thanked Kathy for the introduction and stated she looks forward to getting out soon and meeting everyone. Dana reviewed the Northeast TN Local Workforce Development Area (NETLWDA) Report Card of statistical information from partners in the American Job Centers and provided to Board members in the electronic packet before the meeting.
- **National Dislocated Worker Grant (NDWG) Summary** - April Shaffner reviewed the National Dislocated Worker Grant (NDWG) opportunity with funding in the amount of \$314,422 with a grant period of 7/1/2020-6/30/2022. April shared information on how the funds could be used to support dislocated workers as a Cleaning/Sanitizing Assistant or Humanitarian Assistant through governmental and non-profit entities. A summary of the grant and its uses was included in the electronic packet of information provided to members before the meeting.
- **NDWG Sub-Recipient Contract** - April Shaffner informed the group that as CSP, East Tennessee State University (ETSU) would serve as the Sub-Recipient for the NDWG on a contract basis in the amount of \$274,942.00. James Osborne called for a motion to approve ETSU to receive the NDWG Sub-Recipient Contract.

MOTION – Motion made by Jay Richardson, to award ETSU the NDWG Sub-Recipient Contract as presented. Second by Daronda Patterson. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

Lottie Ryans recommended that school systems be contacted with information about how the grant might help them.

Jay Richardson asked how the people will be hired for these positions and who would be responsible for paying them and taking care of their FICA, hourly pay amount, etc. April answered that the Sub-Recipient Contractor, ETSU, would be responsible. Hourly pay has to be equivalent to the same position at the worksite/employer.

Dr. Bethany Bullock, Northeast State Community College, is using temporary employment agencies to do some of this work is because of the 30-day Coronavirus Family First Act which says temporary employees are eligible for paid leave up to two-thirds full time pay (she thinks it goes through 12 weeks) if they, a child or loved one needs to be out of work. She is sure ETSU has calculated the risk but wanted to bring it to the attention of everyone.

- **Rapid Response Report** – April Shaffner reviewed the Rapid Response Report provided to the Board members in the electronic packet sent before the meeting. April discussed the increase in the unemployment rate, the increase in WARN notices and how the Rapid Response process has been modified to provide services in the new social distancing protocol. This has been very successful, and the activities have been well received by employers and the dislocated workers. April recognized the good work of the Rapid Response Team, stating that NETLWDA has a very good, flexible, and solid RR Team.
- **Incumbent Worker Training Report** – Lisa Evans reviewed the new Incumbent Worker contract received from the Tennessee Department of Labor and Workforce Development (TDLWD) in late February for \$237,500 and that training had to be completed by June 30. COVID-19 hit about the time contracts went out to employers, and it had an impact on how the employers were able to train their employees and use available funds. AB&T worked with 11 NETLWDA employers who were able to complete their training and spent \$172,188 to train a total of 147 incumbent workers. An Incumbent Worker Training Report was included in the electronic packet of documents Board members received before the meeting.

Brian Wilhoit ask how employers find out about these funds. Lisa discussed the Pre-application and Application process and stated that she would send him information about the newest grant funding available for Incumbent Worker training.

Kathy took the opportunity to introduce Brian Wilhoit, one of three new members added to the NETLWDB. Mr. Wilhoit represents Greene County.

- **AJC Certification** – Lisa Evans reviewed the American Job Center (AJC) Certification process for six of the eight AJCs in the NETLWDA. The AJCs have to be certified every two years. In August, TDLWD Staff went to the Elizabethton, Erwin, Greeneville, Johnson City, Kingsport and Mountain City American Job Centers and found all to be in good standing. On behalf of the Board, a letter was submitted to the Commissioner of TDLWD on August 10 along with all required documentation and fully certified all six AJCs. James Osborne asked for a motion to ratify the approval of the six AJC Certifications made by the Executive Committee on behalf of the Board.

MOTION – Motion made by Jay Richardson to ratify the action of the Executive Committee approving the Certification of the Elizabethton, Erwin, Greeneville, Johnson City, Kingsport and Mountain City American Job Centers as presented. Second by Brian Wilhoit. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **New Policies** – Lisa Evans reviewed the Electronic Case File Policy, One-Stop Operator and Service Provider Procurement Policy, One-Stop System Design Policy and the Youth Program Service Design and Framework Policy, noting that changes made to each policy were highlighted in yellow. These changes align NETLWDA policies with TDLWD policies. These policies were sent to members before the meeting in the electronic packet of documents. A motion was called for to ratify the action of the Executive Committee approving the changes to the four policies as presented.

MOTION – Motion made by Daronda Patterson, to ratify the action of the Executive Committee approving changes as presented to the Electronic Case File Policy, the One-Stop Operator and Service Provider Procurement Policy, the One-Stop System Design Policy and the Youth Program Service Design and Framework Policy. Second by Sandy Ray. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Unemployment Insurance Update** – Tom Miklusicak, TDLWD Assistant Director, provided an Unemployment Insurance Update through a PowerPoint presentation and included information about Lost Wages Assistance, Resolution Claim Issues, AJC Staffing and how all staff will follow AJC staffing protocols, and the website where the latest information can be found from the TDLWD. Tom answered questions from meeting attendees and shared an electronic version of his presentation with everyone in attendance.
- **Introduction of New Staff** – Brian Decker, TDLWD Regional Director, gave an update on Steve Vinsant, retired TDLWD Regional Director, and that he has had some good results regarding his health. Brian introduced himself as the new TDLWD Regional Director, taking Steve Vinsant's position at his retirement.

Brian Decker introduced Brian Vaughn as the new Team Lead in the Johnson City AJC moving from the Team Lead in the Kingsport AJC. Brian Vaughn gave an update on the Business Services Team and its purpose. Brian Decker asked Chris Hodgin, the new Johnson City AJC LVER, to introduce himself to the Board. Brian Decker introduced Jacob Bolen as the new Team Lead in the Kingsport AJC moving from the Johnson City LVER position. Jacob noted that the Kingsport AJC LVER position remains open. In chat, Brian Vaughn shared the website where information about the open Kingsport AJC LVER position can be found and Jacob shared the link to apply for the LVER position (Veterans Employment Rep 2*).

Kathy introduced others attending the meeting - Jenny Lockmiller, Career Services Provider Director. Kathy recognized Tyra Copas, TDLWD Apprenticeship Director, who is in attendance.

Director's Report – Kathy Pierce

- **Local & Regional Plans** – Kathy reviewed the Local and Regional Plans located at the NETLWDB website: www.netlwdb.org. Board members were directed to the website to review the Plans before the meeting. These plans were submitted to TDLWD and have been accepted. James Osborne called for a motion to approve the action of the Executive Committee approving the Local and Regional Plans located at the NETLWDB website.

MOTION – Motion made by Lottie Ryans to approve the action of the Executive Committee approving the Local and Regional Plans as presented. Second by Jay Richardson. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Letter of Appreciation** – Kathy discussed the Letter of Appreciation submitted to Assistant Commissioner Kenyatta Lovett on behalf of all the Workforce Staff across the State from Tim Berry from Dollywood and Chairman of the Tennessee State Workforce Development Board. A copy of the letter was included in the electronic packet of documents sent to NETLWDB members before the meeting.

- **Partnership Agreement** - Kathy reviewed the Partnership Agreement located at the NETLWDB website: www.netlwdb.org. This Agreement is between the NETLWDB, Alliance for Business and Training (AB&T) and County Mayors. Board members were directed to the website to review the Agreement before the meeting. James Osborne called for a motion to ratify the action of the Executive Committee approving the Partnership Agreement located at the NETLWDB website.

MOTION – Motion made by Jonathan Van Bremen, to ratify the Executive Committees action to approve the Partnership Agreement as presented. Second by Tim Jaynes. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Interlocal Agreement** – Kathy presented the Interlocal Agreement for Board information and is located at the NETLWDB website: www.netlwdb.org. Board members were directed to the website to review the Agreement before the meeting. No vote required. This Agreement, executed by the eight County Mayors, specifies how the local workforce area is governed.

- **Reopening Plan** – Kathy reviewed the Reopening Plan for the AJCs. This plan is in compliance with State and CDC guidelines as they are written at this time. The original plan was approved by the Executive Committee back in March and accepted by the State. The Reopening Plan has since been revised, the revisions to the plan are noted in red bold type. The revised Reopening Plan was provided to NETLWDB members in the electronic packet of documents sent to members before the meeting. James Osborne called for a motion to approve the revised Reopening Plan as presented.

MOTION – Motion made by Daronda Patterson to approve the revised Reopening Plan as presented. Second by Jay Richardson. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Updated COVID-19 Return to Work Policy and Procedures** - Kathy reviewed the Updated COVID-19 Return to Work Criteria for the AJCs. The COVID-19 Policies and Procedures, provided to NETLWDB members in the electronic packet of documents before the meeting, are in compliance with current CDC Guidelines. James Osborne called for a motion to approve the COVID-19 Policies and Procedures.

MOTION – Motion made by Daronda Patterson to approve the COVID-19 Policies and Procedures as presented. Second by Sandy Ray. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Extension of ETSU Contracts** – Kathy discussed extending the ETSU Contracts for the One-Stop Operator (OSO) and the Career Services Provider (CSP). These contracts were procured back in April 2019 and awarded to ETSU with a provision to allow for the extension of the contracts on a yearly basis with the possibility of three one-year extensions. The contract modifications will have an effective date of July 1, 2020 through June 30, 2021. James Osborne called for a motion to extend the ETSU OSO and the CSP Contracts for one year with an effective date of 7/1/2020.

MOTION – Motion made by Jay Richardson to approve the extension of the ETSU OSO and the CSP Contracts for one year with an effective date of 7/1/2020, as presented. Second by Brian Wilhoit. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **CARES Act Funding** – Kathy discussed the CARES Act funding available and that these funds come from the Governor to the TDLWD. These funds have been identified to be used as Consolidated Business Grants, Apprenticeship Grants or Incumbent Worker Training Grants and come without the usual eligibility requirements. Approximately \$352,000 can be awarded out to companies. Employers receiving these funds must be impacted the COVID-19 Pandemic. Not all funding available has been obligated and the program is open to receive additional applications. Kathy reviewed the Pre-application and Application process for these funds. Kathy also noted that these funds must be spent and training completed by 12/31/2020. However, these funds can be spent on training that took place from 3/1/2020 through 12/31/2020, according to TDLWD guidance.
- **AJC Relocation/Status Changes Discussion** – Kathy reviewed the processes Board staff are using to determine AJC Relocation/Status Change determination. Board staff are evaluating locations, caseloads, walk-in traffic prior to COVID-19, how some AJCs may move from Affiliate Center status to Point-of-Service status. Changing the status of an AJC can change number needed and amount of space required to provide services to potential clients. Kathy noted the AJC Relocation/Status Change determination is in the investigatory phase at this time and would eventually require community approval and approval from county mayors before requesting approval from the Board and TDLWD.
- **4th Quarter Monitoring Report** – Kathy discussed the 4th Quarter Monitoring Report of ETSU's Career Services Provider Contract. Kathy reviewed concerns, areas needing improvement and noted that we have requested a Corrective Action Plan (CAP) from ETSU to address the issues found. This report was included in the electronic packet of documents provided to the Board before the meeting. James Osborne called for a motion to ratify the approval of the 4th Quarter Monitoring Report by the Executive Committee.

MOTION – Motion made by Lottie Ryans to ratify the approval by the Executive Committee of the 4th Quarter Monitoring Report as presented. Second by Jay Richardson. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Eastman Apprenticeship** – Kathy discussed the Apprenticeship State Expansion Grant (ASE) and its purpose to offset an employer's training expenses for new apprentices just starting their registered apprenticeship program. The Executive Committee approved a contract with Eastman in the amount of \$52,778.00 that started on 1/1/2020 to train 88 new apprentices by 12/31/2020. An ASE Report was included in the electronic packet of documents sent to Board members before the meeting. James Osborne called for a motion to ratify the approval by the Executive Committee of the Eastman ASE Contract.
- **MOTION** – Motion made by Daronda Patterson, to ratify the approval by the Executive Committee of the Eastman ASE Contract as presented. Second by Traci Ellenburg. Discussion was called for,

there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Eligible Training Provider List** – Kathy presented the request by New Horizons Learning Center-Johnson City which was reviewed and approved by the Planning & Operations Committee to add the programs of Computer Support, Office Administration and Project Management to the Northeast TN Eligible Training Provider List (ETPL). A copy of the ETPL Applications document was included in the electronic packet sent to Board members before the meeting. James Osborne called for a motion to approve the three new programs to the Northeast TN ETPL as submitted by the Planning & Operations Committee.

MOTION – Motion made by Jay Richardson to approve the submission of the Planning & Operations Committee to add the New Horizons Learning Center-Johnson City programs of Computer Support, Office Administration and Project Management to the Northeast TN ETPL as presented. Second by Brian Wilhoit. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Performance Negotiations** - Kathy reviewed the TDLWD Performance Negotiations that were proposed by the State and agreed upon by Board staff. A copy of the Performance Negotiations document was included in the electronic packet sent to Board members before the meeting. James Osborne called for a motion to approve the Performance Goals as presented.

MOTION – Motion made by Jay Richardson to approve the Performance Goals as presented. Second by Jonathan Van Bremen. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Financial Review** - Kathy discussed the Financial Review of Funds that was included in the electronic packet of documents sent to Board members before the meeting. James Osborne called for a motion to acknowledge the receipt of funds listed in the Financial Review as presented to the Board.

MOTION – Motion made by Jonathan Van Bremen to acknowledge the receipt of funds listed in the Financial Review as presented. Second by Debbie Fillers. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

Other Business / Q&A – Kathy asked for other business or if there were any questions. There were none.

Next Meeting – Annual Meeting – Thursday, October 15, 2020 (Virtual Meeting)

Adjourn – James Osborne called for a motion to adjourn the meeting.

MOTION - Motion made by Brian Wilhoit to adjourn the meeting. Second by Sandy Ray. Meeting was adjourned.