

Northeast Tennessee Local Workforce Development Board
Thursday, October 15, 2020
Zoom Meeting
MINUTES

MEMBERS PRESENT:

Amanda Boyer	Daronda Patterson	Jonathan Van Bremen	Martin Frye
Bethany Bullock	Dean Blevins	Kenneth Osborne	Nancy Kenner
Bob Cantler	Donna Tate	Krystal Holder	Paul Sajdak
Brian Decker	James Osborne	Lottie Ryans	Pin-Chia Murphy
Brian Wilhoit	Jay Richardson	Lynn Tully	Tim Jaynes

PROXY VOTES:

None

LEO'S PRESENT:

Patty Woodby, Interim Carter County Mayor Joe Grandy, Washington County Mayor
Garland Evely, Unicoi County Mayor

GUESTS PRESENT:

Brian Vaughn	Tyra Copas	Jerry Leger	Teresa Smith
Jacob Bolen	Dana Wilds	Brandi Christian	Chris Hodgkin
Tom Miklusicak	Jenny Lockmiller	Mike Horton	Cindy Tauscher

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 Zoom Meeting of the Northeast Tennessee Local Workforce Development Board (NETLWDB). James asked Kathy Pierce to complete a roll call of the NETLWDB members in attendance. 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 and asked everyone to mute their devices until needing to speak.

Invocation provided by Jay Richardson

➤ **Approval of Minutes – September 17, 2020**

James Osborne called for a motion to accept the Minutes of the NETLWDB September 17, 2020 meeting as distributed prior to 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 September 17, 2020 Board Meeting. Second was provided by Daronda Patterson. Discussion was called for, there was none. Kathy completed a roll call of members present for approval or opposition, all were in favor with no opposition, and the Motion passed.

➤ **Eagle Stories**

Lottie Ryans was pleased to report that the First Tennessee Development District (FTDD) was awarded a three year Workforce Opportunities for Rural Communities (WORC) grant in the amount of \$1,278,418 through the U. S. Department of Labor. The FTDD's Caring Workplace initiative will begin the development of a regional ecosystem to support those in recovery and the reentry population. The grant will help develop a resource dedicated to working with employers regarding

their existing workforce needs and building capacity around employers agreeing to hire candidates from identified populations. FTDD also will develop a Caring Workplace website for employers to have access to valuable resources and to earn the distinction and recognition as certified Caring Workplaces. Ballard will expand their PEER help navigator program to hire two additional Certified Peer Recovery Specialists to work with partners such as AB&T, Frontier Health and others to ensure a successful transition to work among the re-entry and substance abuse population. ETSU's Addiction Science Center will serve as a training and data analysis partner. Jay Richardson stated his interest to work with the program. Lottie stated there would be more information coming in the future explaining how employers can become engaged and thanked Jay for his support.

Brian Decker recognized the American Job Center (AJC) staff for their hard work and continued efforts in providing career services to the public throughout these trying times in dealing with COVID-19 protocols.

Krystal Holder praised her child who has struggled in school for the past two years but is now meeting all academic expectations.

Lottie Ryans recognized the partnership of the Washington County and Johnson City School systems to provide child care, virtual learning opportunities, advanced manufacturing and other programs in the old Boones Creek Middle School building.

➤ **Special Recognition of Mike Horton – Kathy Pierce and James Osborne**

Kathy announced congratulations and appreciation to Mike Horton. Mr. Horton is no longer a member of our Board due to the restructuring of the Domtar facility where he was employed. Kathy has been a highly effective Board member, always faithful, always attended the meetings, provided excellent leadership, was always there when we needed him. He became a member of our family, and we appreciate the many years we have known him, the work he has provided to the Board and his partnership with us in representing Domtar. Kathy thanked Mike and sent blessings to him and his family and congratulated him on the good work he has done.

James Osborne echoed Kathy's sentiments that Mike has provided excellent service, support, and leadership with the Board. He thanked Mike and wished him success with his new job opportunity.

Mike thanked Kathy and James, the Board staff, Jay Richardson and everyone for the assistance he has received while serving on the Board. He also thanked staff for their assistance in helping him with program services and grant opportunities in his role with Domtar Paper Company. Mike stated that the NETLWDB provides a great service for both employers and individuals in the workforce arena. Mike said that serving on the Board helped him grow personally and professionally and that he would like to reconnect with the NETLWDB if he is able to return to employment in the Northeast area.

➤ **One-Stop Operator Report – NETLWDA Report Card – Dana Wilds** gave a verbal update of the Northeast TN Local Workforce Development Area (NETLWDA) status of the American Job Centers. Dana noted the AJCs' doors opened to the public on September 29 and AJC staff were provided training prior to the reopening. She noted there has been a steady stream of individuals seeking assistance in the AJCs since reopening. She recognized the first "Social Distanced Job Fair" held in the parking lot of the Johnson City AJC and thanked Chris Hodgin, Jenny Lockmiller and Brian Vaughn for securing business participation along with AJC staff for a successful Job Fair. The "Social Distanced Job Fair" will take place each Thursday in October in the Johnson City AJC parking lot.

➤ **Unemployment Insurance Update – Tom Miklusicak**, TDLWD Assistant Director, provided an Unemployment Insurance (UI) Update through a PowerPoint presentation. Tom noted that UI claims have dropped drastically in a one-month time period. He discussed issues of the Job Search Requirement and the fifteen-day time sensitive appeal process. He provided Resolution

Claim Issues information and how problems are moved through the UI system. Tom provided the website where the latest information can be found at the Tennessee Department of Labor and Workforce Development (TDLWD).

James Osborne delegated the logistics of the meeting to Kathy Pierce.

- **PAR Monitoring Report** – Kathy Pierce reviewed the PAR Monitoring Report of the Northeast Tennessee Local Workforce Development Area (NETLWDA). The report was provided to NETLWDB members in the electronic packet of documents before the meeting. Kathy was pleased to announce that there were no findings of noncompliance reported and that this process is also an eagle story. James Osborne called for a motion to accept the PAR Monitoring Report as presented.

MOTION – Motion made by Jay Richardson to accept the PAR Monitoring Report as presented. Second by Brain Wilhoit. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Performance Report** – Kathy Pierce reviewed the WIOA Federal Performance Measure Reporting Score Card of the East Tennessee Region provided by TDLWD for the year ending 6/30/2020. The report was provided to NETLWDB members in the electronic packet of documents before the meeting. Kathy noted that the Northeast area passed the required percent of their negotiated goals and that Jenny Lockmiller and her career services staff along with the work of Board staff helped to achieve all goals. By identifying and correcting errors found in the State's database system, all goals were met. Kathy noted there was no vote required on the Performance Report.

- **Budget Review** – James Osborne presented the Budget Review that was included in the electronic packet of documents sent to NETLWDB members before the meeting. James noted that the NETLWDB Executive Committee had participated in a detailed review of the financial information and line item budget. The Executive Committee had voted to approve the budget. Mr. Osborne called for a motion to ratify the vote of the Executive Committee to approve the budget.

MOTION – Motion made by Jay Richardson to ratify the action of the Executive Committee approving the Budget Review. Second by Daronda Patterson. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Annual Report** – Kathy Pierce reviewed the Annual Report provided to NETLWDB members in the electronic packet of documents before the meeting. This report is a reflection on the accomplishments and activities of the NETLWDB and AJCs for the period of 7/1/2019-6/30/2020. Kathy thanked April Shaffner for the time and effort she put into the development of this Annual Report. James Osborne called for a motion to approve the Annual Report as presented.

MOTION – Motion made by Krystal Holder to approve the Annual Report as presented. Second by Lynn Tully. Discussion was called for, there was none. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed.

- **Updated 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 highlighted in yellow. The revised Reopening Plan was provided to NETLWDB members in the electronic packet of documents before the meeting. James Osborne called for a motion to approve the Updated Reopening Plan as presented.

MOTION – Motion made by Lottie Ryans to approve the Updated 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.

- **NETLWDB Election of Officers** – James Osborne asked that anyone being considered for an office to abstain from the voting process. James turned the meeting over to Donna Tate. Donna presented the Proposed Slate of Officers for the 2020-2021 Northeast TN Local Workforce Development Board. The Proposed Slate of Officers was provided to NETLWDB members in the electronic packet of documents before the meeting. Donna Tate called for a motion to approve the 2020-2021 NETLWDB Slate of Officers as presented:

Chair – James Osborne
Vice Chair – Gabrielle Buchanan
Secretary/Treasurer – Martin Frye

Committee Chairs:
Integrated Planning & Operations – Amanda Boyer
Individuals with Disabilities & Targeted Populations – Nancy Kenner
Youth & Young Adults – Gabrielle Buchanan

Past Chair – James “Jay” Richardson

MOTION – Motion made by Brian Wilhoit to accept the 2020-2021 NETLWDB Slate of Officers as presented. Second by Daronda Patterson. Discussion was called for and members were asked if there were any other nominations, there was none. Kathy noted those members being elected as officers would need to abstain from the roll call vote, they agreed. Kathy conducted a roll call vote, all in favor, none opposed. Motion passed. Abstentions were recorded.

- **Guest Speaker** – Kathy Pierce introduced Tyra Copas, TDLWD Apprenticeship Director as the guest speaker for the Annual Meeting. Tyra provided detailed information about the Tennessee Apprenticeship program. She stated the bottom line is Apprenticeship grows workforce and grows talent. Apprenticeship is a flexible and proven talent development strategy that can help grow talent at your company. Tyra informed the members that companies should consider Apprenticeship because it builds a competitive and competent workforce, is a time-tested model, and is adaptable and flexible. Apprenticeship is also moving into non-traditional fields. Employers drive the process. Apprenticeship is right for a company if they have found it difficult to find workers with the right skills, positions with high turnover, occupations where their highly skilled workforce is retiring, challenges with workers keeping pace with continuing advances, positions requiring skills that can be learned on the job, and/or difficulty attracting new and more diverse talent pools. Apprenticeship can help companies in the Northeast area meet affirmative action goals. Companies with Apprenticeship experience 94% Retention Rate, provide a Safer Workplace, and have an ROI of \$1.47 return/\$1.00 spent. Different Apprenticeship programs require different training and on-the-job training (OJT) hours. Schools in the NETLWDA really support Apprenticeship. USDOL does not micro-manage Apprenticeships, they just set the standards to follow.

Tyra asked those attending the meeting to “Save the Date” for the Inaugural Apprenticeship TN Conference, Discover Apprenticeship TN! – A Virtual Event - to be held on Tuesday, November 10, 2020 from 9am-11:00 am CST (10am-Noon EST). During this 2-hour virtual conference, attendees will hear from employers in various industries on how they utilize Registered Apprenticeship Programs to develop a strong and skilled workforce. The conference will also provide insights, connection to resources, and information about incentives for employers focused on enhancing employee skills to the next level, no matter the size of their workforce.

Kathy Pierce asked Tyra to explain the details of her process to the Board. Tyra stated she will handle all the application paperwork associated with starting an Apprenticeship Program. After the company signs the application, she will submit it for registration. If a company’s program goes through the school system, she can turn it around and have an approved Registered Apprenticeship Program within a week. She is currently working with 35 employers across Tennessee. There is an Apprenticeship Program in Jefferson City working with 16-17 year-olds in a welding program

who leave high school with a job earning \$50-\$60,000 per year. Apprenticeship in Tennessee had a 22% growth rate with a new goal of 25% growth in 2021.

- **Other Business / Q&A** – Kathy informed the Board that we anticipate receiving additional funding in the National Dislocated Worker Grant to add to the \$314,422 originally received. Total grant funds available are anticipated to be \$1,009,459 for two years.

The \$248,000 funding available through the Re-employment CARES Act is proposed to be used to enhance and promote access to virtual learning for Adult Education, NeSCC and RCAM, along with other projects to assist individuals attain additional skills. These funds must be spent by 12/30/2020.

Kathy reminded the members about the AJC Job Fairs each Thursday in October in the Johnson City AJC parking lot.

The CARES Act CBG funds of \$352,000 have approximately \$65,000 remaining to be obligated for IWT and OJT by 12/31/2020. Kathy thanked Lisa for putting the applications together.

Kathy introduced new members Kenneth Osborne, Paul Sajdak, Brian Wilhoit and Henry Wynn.

James Osborne asked for other business or if there were any questions. There were none.

- **Next Meeting – Thursday, January 21, 2021 (Virtual Meeting)**
- **Adjourn** – James Osborne thanked everyone for their time and participation and adjourned the meeting at 10:15 a.m.