

**LOCAL STRATEGIC PLAN MODIFICATION**

**FOR**

**TITLE I OF THE WORKFORCE INVESTMENT ACT OF 1998**

**(WORKFORCE INVESTMENT SYSTEM)**

**FOR THE PERIOD**

**JULY 1, 2008**

**To**

**JUNE 30, 2009**

**LOCAL WORKFORCE INVESTMENT AREA 07**

**Upper Cumberland Human Resource Agency**

**3313 WILLIAMS ENTERPRISE DRIVE**

**COOKEVILLE, TN 38506**

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## **Executive Summary & Pre-Planning Summary**

**Please provide an opening Executive Summary in which you showcase your Local Investment Area by highlighting items from your past, present and future. Explain what makes your area unique by sharing some of your best practices.**

LWIA7 continues to support expanded licensed practical nursing (LPN) initiatives in our area with statewide grants received from TDLWD. These additional classes have allowed 60 additional students to enroll in LPN classes during the current program year. Additional skill shortage funding received from TDLWD has also allowed us to assist 25 registered nursing (RN) students this year to date with more to assist beginning with the next enrollment cycle. The total number of nursing students receiving assistance during the current program year will exceed 200.

LWIA 7 staff continues efforts to increase employer services through the incumbent worker program as well as recruitment, testing, and referral services. We are currently serving 123 incumbent workers involving three employers. We have received two additional applications that are pending due to recent funding rescissions. This program has assisted many employers with training hundreds of employees and continues to improve our relationships with employers. Oreck, as well as many other employers in our area, use our career center exclusively for hiring. We are preparing to begin use of the CRC program with Oreck job applications and expect to include more employers soon. The ongoing “Highlands Initiative” has created several hundred jobs since 2005. The Wadley Donavon study funded in 2005 by TDLWD identified several target industries best suited for our workforce. As a result, Hydro-Serre was recruited through the joint efforts of local chambers of commerce and is presently building facilities in Overton County to employ approximately 300 workers.

During the current program year, LWIA 7 has continued working with Tennessee Technological University (TTU) to expand the President’s Academy for Emerging Technologies. As a result, TTU will expand the summer STEM academy by conducting a six day camp for 36 students sponsored by LWIA 6 and LWIA 7. LWIA 7 has also submitted the Phase I application for a STEM grant through USDOL ETA. If funded, the project would involve LWIA 4, LWIA 6, and LWIA 7 and would attract and prepare a larger engineering workforce and enhance the competitiveness of regional employers through a partnership with TTU.

LWIA 7 presently has a “Fast-Track” initiative for OJT with Norwalk involving three local facilities.

## **Planning Questions**

### **1. How are you partnering with other areas and other agencies in addition to the required partners to avoid duplication of services?**

LWIA 7 case managers receive a “Student Need Assessment and Financial Aid Award” form on all participants who apply for training from the Financial Aid Counselors at the training site(s). This process assures that WIA funds are not used when other funding, such as, Pell Grant, TSAA, NAFTA/TAA, etc, is available to pay for training costs. Case managers are also responsible for keeping up-to-date information on participants regarding financial status (starts receiving TANF, food stamps, becomes eligible for child care assistance through D.H.S., etc. after enrollment in the program).

Keying participant social security numbers in ECMATS also ensures no duplication of services with other partners and/or LWIA’s by alerting the user of a participants’ active status in other programs and/or LWIA’s.

Additionally, we are partnering with LWIA 6 to fund a summer camp for STEM this summer and, we are also partnering with LWIA 4 to fill a LPN class.

### **2. What are you doing for regional economic development?**

LWIA 7 requested and was awarded funding for a target opportunity analysis that was subsequently completed by the Wadley-Donavon Group. The analysis identified industry that is most compatible with our local workforce area. It also identified deficiencies or areas needing improvement to attract better jobs. We continue to work with Highland Initiative and other chambers of commerce throughout our area to assist in efforts to recruit and attract new industry to this area.

### **3. Spend a few minutes showcasing your area and focusing on 3 top goals that you submitted in your plan with a focus on innovation; and discuss 2 weaknesses that you reported and provide action plans to address them.**

It is the goal of LWIA 7 to continue to improve the delivery of services to our job seekers and employers and develop better working relationships with our partners and other agencies. Ways we plan to achieve our goal is the implementation of the Baldrige initiative and we have recently leased and installed Opinionmeter, which is a technology based customer satisfaction market research tool. The Opinionmeter has been installed in LWIA 7 career centers where partner staff are co-located. We are presently meeting with employer groups to market the Career Readiness Certificate (CRC) program. We have assigned a full-time marketing representative to call local employers on a regular basis to market career center services. Another top priority of LWIA 7 is to offer training that would improve the earnings of the LWIA 7 workforce. Many of the hospitals in our area are filling LPN and RN positions with

workers who live outside our area. In order to combat the loss of these jobs to our residents, we are sponsoring four (4) LPN classes and twenty-five (25) RN Bridge students. During this program year, more than 225 nursing students will be assisted by WIA funding in LWIA 7.

One weakness identified last year for LWIA 7 was that partners may not see the benefits that could be derived from all partners working together as one unit. As we work toward applying for the next level of the Baldrige Criteria, we are working to address the Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis as a team which will enable all partners to recognize the benefits of integrating services and working together. Another weakness we identified is the lack of a process to rate individual services provided or complaints, noting that the customer survey asks whether the service(s) was/were provided and does not ask for a rating of that service. Also, a survey may not ask the right questions or reveal the customers issues. Our action plan to address this is that we are implementing the use of the Opinionmeter to provide feedback which will enable the career centers to improve services and address issues that arise.

**4. Define “Talent Development” in your area and explain how you are pursuing it to allow your participants to achieve it.**

A focus on at-risk youth continues to be a priority for LWIA 7. As part of the Highlands Initiative through a TDLWD statewide funded grant, TTU has recently completed a study to identify causes for secondary school dropouts. LWIA 7 has a genuine interest in the number of and reason for dropouts in the Upper Cumberland area. The issue of dropout prevention is a high priority of the Career Training programs which are contracted through local Boards of Education in our area.

LWIA 7 is moving toward the future with a strong commitment so that each in-school youth participant is able to discover and develop his or her hidden potential. TTU is also a very important partner in this process. TTU is revered as one of the elite public education facilities in the United States. The recent development of the STEM (Science, Technology, Engineering, and Mathematics) Center at TTU is providing enrichment for Pre-K through 12<sup>th</sup> grade students. This summer LWIA 7 will partner with LWIA 6 to sponsor 36 STEM students who will attend a six day STEM Academy at TTU. TTU is currently in the process of forming partnerships with area school systems. This includes involvement with administrators, teachers as well as students by workshops, on-site experiments for students and much more. With the combination of more comprehensive testing required for graduation, higher academic achievement from the No Child Left Behind Act and TTU, LWIA 7 will positively affect the lifelong success of students well before entering post-secondary education.

This concept of looking to the future will also serve as a carry-over into the Summer Training Opportunities Program which LWIA 7 coordinates with area Tennessee Technology Centers. Students will be able to form a clearer vision of what the future might entail for them. The four week/120 hours begins a process of credited hours which the Tennessee Technology Centers retain on transcript for each student. These

hours serve as a solid base for a future Occupational Skills License. Dependent upon continued funding, LWIA 7 is considering the concept of seeking external funding, i.e. corporate sponsors, etc. so as to include non-disadvantaged youth as a component of the Summer Training Opportunities Program. This program has focused primarily on medical and engineering related program in years past.

LWIA 7 is in the initial stages of developing a mentoring program targeting in-school, at risk youth. This intervention is intended to partner these youth with local professionals within an industrial, business and/or corporate setting. The mentors will have the capability to link at-risk youth with unique information and resources which would not be available otherwise. The ultimate goal is to increase the knowledge regarding necessary job skills, available employment and/or education within the area. These relationships should also increase self-esteem and positive long-range goal setting for in-school youth participants.

**5. Explain how you are matching employers to job seekers.**

Bringing employers and job seekers together, our career centers are combining a number of job placement, training, and counseling services, making convenience a top priority. The CRC program is becoming an important method of matching job seekers with employers as well as continuing to build relationships with employers.

One-stop services for individuals include labor market information, job referrals and training. Employers are offered a number of human resource services such as recruitment and pre-screening of job applicants, job and industry growth trends and forecasts, and valuable labor market information. Our local career centers also host job fairs to aid in recruitment for employers and job placement for individuals.

Our career centers serve all residents of the community in some capacity. Anyone who is looking for a new job, looking to change careers, wants a better job or brush up on his or her resume for the future can find help. Businesses can find employees, training opportunities and important information.

The centers also provide employers with basic screening and testing and in some offices space may even be provided for conducting job interviews. The assessment process in LWIA 7 is often tailored to employers needs. Sometimes employers provide their assessment tools for use by WIA staff during recruitment. Sometimes employers allow testing of their incumbent workers to determine an acceptable benchmark for use as a threshold in the assessment process by WIA staff when recruiting.

**6. Do you have any Pre-Apprenticeship Programs? Please describe them.**

LWIA 7 does not currently have any Pre-Apprenticeship Programs.

**7. Have any events occurred in your local area to change the Targeted Industries? If so, provide details.**

As a result of the Highlands Initiative and Wadley Donavon analysis, we were able to influence Oreck to move their call center to Cookeville, Putnam County; and Hydro-Serre, LLC., a hydroponics plant, to Rickman, Overton County.

**8. Give an example of the aggregate financial “impact” of the program outcomes you achieved in the most recent year for which complete data is available. (See below).**

**Example: Calculate the gross wages of all adult and dislocated workers placed for one year. Estimate income taxes to be paid on these wages. Divide the total adult and dislocated worker expenditures for the period by the estimated taxes to calculate the breakeven point.**

**Sum of all wages for the period = breakeven point  
Estimated taxes on these wages**

**The breakeven point is the date in the future when the income tax repays the expenditures.**

LWIA 7	2005-2006	A	B	C
		Total Output Impact From Pre/Post Change <u>In Client Earnings</u>	2005-2006 <u>Expenditures</u>	"Payback" in Years <u>(B Divided by A)</u>
		\$2,080,637.00	\$3,198,825.00	1.54

Source: Sparks Bureau of Business and Economic Research, The University of Memphis  
WIA Incentive Extract, 1/30/2008

What does this mean?

Total client post program earnings were \$1,405,836 higher than client pre-program earnings. This increase in earnings translated into a total economic impact of \$2,080,637 in the state. When compared to LWIA 7's WIA expenditure of \$3,198,825, it takes the LWIA 1.54 years to payback the expenditure.

Where did we get these numbers?

To calculate total output impact (Column A) we first compiled the aggregated annual change in earnings for clients exiting WIA in 2005-2006. The aggregated change in earnings was \$1,405,836.

We inserted the \$1,405,836 into the IMPLAN model that calculated the total output impact of this change in earnings as \$2,080,637. The IMPLAN model assumes that labor income is utilized for personal consumption expenditures of goods and services in the State of

Tennessee. We have assumed for purposes of this analysis that the increased wages (as a result of enrollment in the WIA program) are spent on consumption.

Economic impact models, of which IMPLAN is one such model, recognize that each dollar received by an individual, after allowing for savings, personal taxes, loans and interest is spent by the individual. A fraction of that same dollar is spent again by the recipient of the original expenditure. This process continues as additional recipients of some proportion of the original dollar expended continue the process of spending until there is no residual remaining to spend. In economics, this process is called the multiplier and results in one dollar expended creating some multiple of itself in total spending impact.

Using a formula provided by TDLWD, we estimated the annual WIA expenditures for LWIA 7 in 2005-2006 to be \$3,198,825.

**LWIA 07****Planning Meeting Discussion Questions****1. Who are the key partners in your local workforce system?**

<b>Partner</b>	<b>Services provided by partner</b>
Tennessee Department of Labor & Workforce Development ( TDLWD)	<ul style="list-style-type: none"> <li>• Unemployment Insurance Program (UI)</li> <li>• Job Service ( JS )</li> <li>• Trade Adjustment Assistance Program (TAA/TRA) Program</li> <li>• Veterans Service</li> <li>• Food Stamps</li> <li>• Employment &amp; Training</li> <li>• Assist employers by personnel testing</li> <li>• Rapid Response</li> <li>• Assist employers by publicizing job / position openings</li> <li>• Assist employers by pre-Screening &amp; recruiting qualified individuals</li> <li>• Assist employers by assisting with on site interviews</li> <li>• Assist employers by making employers aware of tax credits and other incentives they may take</li> <li>• Assist employers by making available wage data &amp; labor market information</li> </ul>
Upper Cumberland Human Resource Agency (UCHRA) – Programs authorized under Title I of WIA.	<ul style="list-style-type: none"> <li>• Assist individuals to become employed or to upgrade their employment status by:</li> <li>• Providing advertised vacant position information</li> <li>• Providing internet access to search for positions &amp; even submit an application online</li> <li>• Providing a computer, printer, copier, telephone, fax and internet access to create and copy a resume, follow up on application submissions or whatever is necessary to secure employment or upgrade the employment position</li> <li>• Providing career counseling</li> <li>• Providing information / training on resume writing, interview techniques and overall information that will enable the individual to be successful in finding employment</li> </ul>

	<ul style="list-style-type: none"> <li>• Providing skill assessment</li> <li>• Providing direction and expertise in helping individuals develop a career path</li> <li>• Directing individual<sup>s</sup> to various targeted workshops and training opportunities as needed</li> <li>• Providing occupational training for those seeking a career change</li> <li>• Providing alcohol and drug testing and counseling</li> <li>• Providing emergency services to help with: rent, electric service, transportation, etc</li> <li>• Providing child care assistance or on site child care</li> <li>• Case management and counseling</li> <li>• Provide part time employment in public &amp; non-profit facilities for individuals 55 years of age and over who meet set income guidelines, through the Title V program</li> <li>• Provide driver education programs</li> <li>• Finding employee training programs</li> <li>• Assisting employees through down sizing or closures</li> </ul>
Vocational Rehabilitation Services	<ul style="list-style-type: none"> <li>• Guidance &amp; Counseling</li> <li>• Vocational training &amp; Post Secondary Education</li> <li>• Orientation &amp; Mobility training</li> <li>• Independent living services</li> <li>• Personal Adjustment training</li> <li>• Work Adjustment training</li> <li>• Technology related services</li> <li>• Job placement</li> <li>• Medical, surgical &amp; hospital care needed to eliminate or reduce the effect of the visual disability</li> <li>• Information &amp; Referral</li> </ul>
Adult Education	<ul style="list-style-type: none"> <li>• Literacy classes</li> <li>• Basic reading, writing, &amp; math instruction</li> <li>• Academic refresher classes</li> <li>• General educational development classes</li> <li>• Computer basic skills</li> <li>• English as a Second Language instruction</li> <li>• Family's First class</li> <li>• Even Start Family Literacy</li> <li>• Community Education classes</li> </ul>

**2. Beyond the partners specified in the Workforce Investment Act, what other entities in your area have an impact on your success? Are there other groups, organizations or agencies that play a role in workforce development?**

- Workforce Employer Outreach Committee (WEOC)
- Human Resources Directors Association
- Chamber<sup>'s</sup> of Commerce
- Department of Human Services
- Family Resource Center
- LBJ & C Head Starts
- County Public Libraries
- Post Secondary Education Institutions
- Local Banks
- Staffing agencies
- Local industries
- Local media
- Judicial system
- Military recruiting center
- United Way
- **Local Boards of Education**
- **Private Training Vendors (Short-term)**

**3. Career Center Locations**

Name of Career Center	Partners present at location
Tennessee Career Center @ Cookeville 3300 Williams Enterprise Dr Cookeville, TN 38506 <u>Comprehensive</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD</li> <li>• Vocational Rehabilitation</li> <li>• Adult Education</li> </ul>
Tennessee Career Center @ Celina 500 Dow Avenue Celina, TN 38551 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• <b>TDLWD no longer present</b></li> </ul>
Tennessee Career Center @ Smithville 527 West Main Street Smithville, TN 37166 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD</li> </ul>
Tennessee Career Center @ Jamestown 308 Main Street South, Suite 101 Jamestown, TN 38556 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD (<b>full-time</b>)</li> </ul>
Tennessee Career Center @ Gainesboro 238A North Grundy, Quarles Hwy Gainesboro, TN 38562 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• <b>TDLWD no longer present</b></li> </ul>

Tennessee Career Center @ Lafayette 607 Hwy 52 By-Pass Lafayette, TN 37083 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD (Itinerate)</li> </ul>
Tennessee Career Center @ Livingston 106 West Henson Street Livingston, TN 38570 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD no longer present</li> </ul>
Tennessee Career Center @ Sparta 826 Valley View Dr. Sparta, TN 38583 <u>Affiliate</u>	<ul style="list-style-type: none"> <li>• WIA</li> <li>• TDLWD</li> </ul>

**4. Who are your customers? What services do you provide to them? What are the customer's requirements of those services?**

<b>Customer Group</b>	<b>Services Provided</b>	<b>Customer Requirements of Services</b>
Job Seekers	<ul style="list-style-type: none"> <li>• UI Benefits</li> <li>• Job Search Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Child care</li> <li>• Transportation</li> <li>• Training Assistance</li> <li>• Job Search Assistance</li> <li>• Universal access</li> <li>• Good jobs that allow job seekers to support their families and contribute to the potential growth of the community</li> <li>• Prompt referrals to jobs and job development contacts.</li> <li>• Assessments for referrals</li> <li>• Referrals to training facilities</li> </ul>
Veterans	<ul style="list-style-type: none"> <li>• Outreach services</li> <li>• Job search</li> <li>• U.I. – if applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Good jobs that allow job seekers to support their families &amp; contribute to the potential growth of the community</li> <li>• Prompt referrals to jobs &amp; job development contacts</li> <li>• Assessments for referrals</li> <li>• Referrals to training facilities</li> </ul>
Trade Eligible	<ul style="list-style-type: none"> <li>• File TRA claims</li> <li>• Training Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Labor Market Information (LMI)</li> <li>• Referral for assessments</li> </ul>

	<ul style="list-style-type: none"> <li>• Weekly benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to training facilities</li> <li>• Good job in related field of study</li> </ul>
Employers	<ul style="list-style-type: none"> <li>• Mass recruitment.</li> <li>• Screening &amp; referral for testing</li> </ul>	<ul style="list-style-type: none"> <li>• Great customer service</li> <li>• Timely selection &amp; referrals</li> <li>• Qualified applicants</li> <li>• Labor Market Information on available workforce</li> </ul>
People with Disabilities	<ul style="list-style-type: none"> <li>• Diagnostics</li> <li>• Assessment</li> <li>• Training</li> <li>• Assistive Technology</li> <li>• Job development &amp; placement</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility</li> <li>• Staff experienced in Disability Services</li> <li>• Advocacy for employment of people with disabilities</li> <li>• Customized job placement services</li> <li>• Accommodations &amp; modifications when indicated</li> <li>• Equal access to support services</li> </ul>
Employed & unemployed adults without a GED or high school diploma.	<ul style="list-style-type: none"> <li>• Reading, writing &amp; math instruction</li> <li>• GED prep instruction</li> <li>• Computer basic skills</li> </ul>	<ul style="list-style-type: none"> <li>• Improve literacy skills</li> <li>• Obtain a GED or High School diploma</li> <li>• Enter employment</li> <li>• Retain employment</li> <li>• Enter post-secondary education or training</li> </ul>
Employed & unemployed adults with GED or high school	<ul style="list-style-type: none"> <li>• Reading, writing, math instruction</li> <li>• Computer basic skills</li> <li>• Academic refresher skills</li> </ul>	<ul style="list-style-type: none"> <li>• Improve literacy skills</li> <li>• Enter employment</li> <li>• Retain employment</li> <li>• Enter post-secondary education or training</li> </ul>

### 5. What are the demand occupations for you LWIA? How do you know?

- Local government, excluding education and hospitals
- Medical Occupations
- Educational services
- Crop production
- Administrative & support services
- Merchant, wholesalers & durable goods
- **Manufacturing – Job Orders**

This is information supplied by the Tennessee Department of Labor (**Latest edition of Hot Jobs to 2014 for LWIA 7**), and we also consult with our WEOC board members who reside in the counties that we serve.

## **6. What are the guiding principles or purpose of your Local Workforce System?**

The purpose of the Career Center system is to provide a customer focused leadership and management system that creates and sustains a culture of continuous improvement and total involvement that leads to positive results.

We will strive to provide a seamless array of services that are customized to meet the individual needs of both job seekers and employers. Our guiding principles are:

- 1) Economic Opportunity = Workforce Development
- 2) Private Sector and demand driven
- 3) Responsible, competitive, integrated system
- 4) Customer focused, performance based system
- 5) Local decision making
- 6) Participation from all stakeholders
- 7) Full incorporation of the Workforce Investment Act
- 8) Utilization of Tennessee's Career Centers
- 9) Continuous improvement
- 10) Act collaboratively and govern collectively
- 11) To help our customers maximize their goals and aspirations
- 12) To have employees fulfill their job tasks with a cheerful and positive attitude.

## **7. What are the common goals of your local workforce system?**

The goal for each partner in the center is to provide a seamless delivery of service's, make a difference in the lives of the customers that walk through the door, support team building meetings and cross training partners enabling them to offer service's to customer's in a timely manner. To be considered a professional, effective and caring organization that has the confidence and trust of our customers **and other stakeholders** to successfully complete those duties and responsibilities assigned to us, to include:

- Customer focus **and performance based**
- Satisfied customers at every level
- To have excellent **measured** results
- Service oriented
- Focus on true collaboration with partners
- To have full-time employment for all **jobseekers** at a competitive wage
- **Continuous improvement**
- **Participation from all stakeholders**

**8. Please identify any barriers that may prevent all partners from working together as a team?**

- Federal & State guidelines are different for each program and state agencies
- Budgets
- Turf issues
- Some partners may feel that working in a “team” environment with other partners hinders their efforts in their primary area of service
- Need additional team building exercises or opportunities to promote and develop a sense of team spirit
- Need all partners to “buy into” the Baldrige principles

**Strengths, Weaknesses Opportunities and Threats  
Local Workforce System in LWIA 07**

<b>Strengths</b> (List Top 5)	<b>Opportunities</b>
<ol style="list-style-type: none"> <li>1) One Stop concept</li> <li>2) The ability to consolidate ideas and strategies from all partners – the partnership concept</li> <li>3) Greater agility to react to market demands</li> <li>4) Support and guidance from TDLWD</li> <li>5) Implementing the Baldrige criteria</li> </ol>	<ol style="list-style-type: none"> <li>1) To develop a process at the Consortium level to regularly review data linkage, performance measures, and results analysis for the Career Center</li> <li>2) To develop a process to identify and track key measures such as financial, market, customers, human resources, and organizational effectiveness. Completion of this task would help the Career Center determine its strengths and opportunities for improvement that are important to meeting customer requirements</li> <li>3) To create a process that will allow a partner, who has just completed an interview with a customer and determined that they can not assist this customer due to program restraints or funding, to complete a customer routing slip, which will specify another partner that could be of assistance to this customer. This process will build teamwork among the partners.</li> <li>4) To create a process that will determine whether or not the customer has received the service that was needed in a courteous and efficient manner.</li> <li>5) To create a process that will allow both the Consortium and the partners to participate in both the selection and recognition of all employee reward and recognition efforts. The Consortium and partners will attend these functions</li> </ol>

### **Weaknesses**

- 1) Lack of a process to regularly review data linkage, performance measures, and results analysis for the Career Center as a whole
- 2) Lack of a process to identify and track key measures such as financial, market, customers, human resources, and organizational effectiveness
- 3) Partners may feel that the partnership or “team” concept will give them less time to complete their required duties
- 4) Lack of a process to rate individual services provided or complaints – Note that the Customer Survey asks whether the service(s) was/were provided and does not ask for a rating of that service. Also, a survey may not ask the right questions or reveal the customer’s issues
- 5) Lack of a process for the Consortium to take an active role in employee reward and recognition

### **Threats**

- 1) If all partners do not act in true collaboration within the partnership, this may signal the beginning of the end for co-location and the One Stop concept
- 2) The economy
- 3) Existing programs cannot survive the declining funds
- 4) If we do not take full advantage of implementing the Baldrige principles, our efficiency and usefulness to our area will diminish
- 5) If we do not maintain our effectiveness in serving the citizens and employers of our area, we will become expendable.

**Tennessee  
Workforce Investment Act  
2008 Local Compliance Checklist  
Phase 3**

**The following information needs to be submitted with your 2008 Plan:**

- Public Notice or 30-Day Comment Period (Attach any comments received and discuss the process used to provide opportunity for the public to comment)
- Memorandum of Understanding
- Resource Sharing Agreement Materials
- Budget Pages (Youth, Adult, & Dislocated Worker)
- Current List of Local Workforce Investment Board Members
- Copy of Local Workforce Investment Board By-Laws
- Current Consortium Agreement of Local Elected Officials
- Current Consortium Agreement of One-Stop Partners
- Indirect Cost Approval Letter/Cost Allocation Plan (CAP)
- N/A Description of performance indicators for local fiscal agent (where appropriate)
- Assurances (with signature pages)

***Please indicate with a check mark if you have this on site.***

- Copy of Approved EEO Manual
- List of Youth Training Providers
- Written Conflict of Interest Policies
- Title VI Manual (*Copy to be kept on site for audit purposes*)
- ADA Checklist (*To be kept on site for audit purposes*)

- **“Describe how the Local Board will ensure continuous improvement of eligible providers of services and ensure that such providers meet the employment needs of local employers and participants.”**

LWIA 7’s policy for on-the-job training has been to pay for OJT after completion of training and the individuals have been hired. We have a contract with Norwalk Furniture for three (3) different locations for approximately 100 new jobs.

LWIA 7 only sponsors training programs that are deemed as demand occupations for this and surrounding areas. We continuously check The Source, local newspapers, and talk with employers to determine self-sufficient, demand employment for this and surrounding areas. We also monitor performance of training providers to ensure their success meets our minimum performance as negotiated with TDLWD.

The Public Notice or 30 Day comment period for LWIA 7's Strategic Plan Modifications began on March 17, 2008. We notified all local newspapers with the following:

*“Please run the following announcement in your paper under “public notice” two (2) times during the weeks beginning March 17, 2008 and March 24, 2008.*

*NOTICE OF WORKFORCE INVESTMENT ACT PLAN MODIFICATION AVAILABILITY:  
The Plan modification will be available March 17, 2008 for public review and comment. The plan explains the activities and services to be available from July 1, 2008 through June 30, 2009 to be provided through the Local Workforce Investment Area Seven (LWIA 7). LWIA 7 includes the following counties: Cannon, Clay, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, and White. The plan is available for review on the following website: [www.uchra.com](http://www.uchra.com)”*

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<p style="color: red;">Updated March 2008</p> <p style="text-align: center;"><b>Local Workforce Investment Area 7</b></p> <p style="text-align: center;"><i>Counties Served: Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, White</i></p> <p style="color: red;"><i>Red indicates Comprehensive Center</i></p>	WIA – Upper Cumberland HRA	* Tennessee Dept. of Labor & WFD	DHS – Families First	DHS – Vocational Rehabilitation	TTC at Livingston	Adult Education	American Indian Center	Senior Community Service Program			
Upper Cumberland CC - Cookeville	X	X	X	X	Y	Y	Y	X			
Celina - Clay	X	Y	Y	Y	Y	Y	Y	Y			
Smithville - DeKalb	X	X	X	Y	Y	Y	Y	Y			
Jamestown – Fentress	X	X	Y	Y	Y	Y	Y	Y			
Gainesboro – Jackson	X	Y	Y	Y	Y	Y	Y	Y			
** Lafayette – Macon	X	X	Y	X	Y	Y	Y	Y			
Livingston – Overton	X	Y	Y	Y	Y	Y	Y	Y			
Carthage – Smith	X	X	Y	Y	Y	Y	Y	Y			
Sparta - White	X	X	Y	Y	Y	Y	Y	Y			

X – Indicates service is available on-site

Y – Indicates the service is available in the county through referral

\* TN Department of Labor & Workforce Development includes Wagner Peyser, Unemployment Compensation, Veterans Programs, Trade Act, Food Stamps & Labor Market Information.

\*\* - Macon County assigned to Gallatin (LWIA 8) for Field Operations purposes

## **LOCAL WORKFORCE INVESTMENT AREA 7 RESOURCE SHARING AGREEMENT (RSA)**

### **OVERVIEW AND PURPOSE**

This Resource Sharing Agreement (RSA) provides the shared funding arrangements entered into by the partners in Local Workforce Investment Area 7 (LWIA 7) One-Stop Career Center System serving employers, job seekers and those seeking career advancement in the following counties: Dekalb, Fentress, Macon, Putnam, Smith, and White counties. Through this Agreement, the partners have identified those costs related to the operation and maintenance of the One-Stop Career Center system that are of mutual benefit and have identified mechanisms for the payment of such costs. The RSA serves as a supplement to the MOU; however, it is essential that all *paying* partners be knowledgeable of the expenses associated with funding the Career Center System specified in this agreement. This will constitute *paying* partners signing the Agreement in addition to the MOU. This Agreement contains the following sections:

- I. Effective Date and Term**
- II. Description of One-Stop Career Center Operations for LWIA 7**
- III. Identification of Shared/Direct Costs**
- IV. Cost Allocation Methodology**
- V. Resource Sharing Plan**
- VI. Modification and Reconciliation Procedures**
- VII. General Terms and Conditions**
- VIII. Authority and Signatures**

### **I. EFFECTIVE DATE AND TERM**

The effective date of this Resource Sharing Agreement (RSA) is **July 1, 2008**. The initial term of this RSA shall commence on **July 1, 2008**, and end on **June 30, 2009**. Unless previously terminated by one of the parties pursuant to the terms of this RSA, this RSA shall automatically renew for successive terms each year beginning on **July 1, 2009**.

### **II. DESCRIPTION OF THE ONE-STOP CAREER CENTER OPERATIONS FOR LWIA 7**

The One-Stop Career Center system operates under a co-located model that coordinates the delivery of services among partners. While program services are coordinated to help minimize duplication, each program pays for its costs as direct program costs to its own program. However, shared resources are cost allocated and are shared jointly with other partner agencies, unless noted otherwise in the attachments to this RSA. One-Stop Career Center operations in LWIA 7 consist of staff from three (3) different partner agencies delivering services among the six (6) county area.

Partners providing services through Local Workforce Investment Area 7 agree to share such costs that are of mutual benefit to the respective One-Stop Career Center. Please see the

MOU for LWIA 7 which addresses the methods for referrals of individuals between the one-stop operator and partners, the duration, method for amending the terms between the partners and any special conditions for operation by the partners.

Outside parties to this agreement may be identified as incurred shared or direct costs and may necessitate this agreement to be modified in such cases.

### **III. IDENTIFICATION OF SHARED/DIRECT COSTS**

*Shared costs are defined as those costs of the One-Stop Center or system that benefit multiple partners and are incurred in support of the services delivered through a One-Stop. The costs identified as shared are reflected in the budget spreadsheet shown as Attachment 1 to this RSA. These costs consist of operational costs, at the Comprehensive and Affiliate career center sites, which are incurred by all partners in the provision of customer services through the One-stop delivery system. These costs are allocated only to those partners who are co-located to provide services within the respective One-Stop Career Center.*

The costs identified as *direct* will be presented (on the shared budget as a separate line item) in an attempt to establish the overall costs for running a One-Stop Career Center in the respective county and LWIA collectively. Direct costs *may* include, but not be limited to salaries, rent, telephones, internet, supplies, equipment purchase/rental, or other line item purchases that are “partner specific” in relation to the respective One-Stop Career Center.

### **IV. COST ALLOCATION METHODOLOGY**

The shared costs as displayed in the budget document (Attachment 1) have been determined by several cost allocation methodologies. The methods used for allocation of shared costs to partner organizations are as follows: Full Time Equivalents (FTE), Square Footage, and or Participant Usage (Attachment 1). The total proportionate share attributable to each partner is contained in this attachment.

Paying partners provide funds from their respective funding streams in compliance with appropriate OMB circulars. Following is a list of paying partners and the respective funding stream(s) used to provide funding to the One-Stop System:

**WIA – WIA**

**Voc. Rehab. - DRS**

**TDOLWD – Wagner-Peyser**

### **V. RESOURCE SHARING PLAN**

Each partner agency hereby agrees to provide the resources necessary to fund their proportionate share of the shared costs as contained in the budget document. The partners

agree to provide additional resources as required to fulfill their portion of direct costs. Only when partners withdraw from, or are added to, the RSA will costs per partner allocation change. Resources initially provided by respective partners will be appropriately allocated and charged to all benefiting partners. (See Attachment 2)

## **VI. MODIFICATION AND RECONCILIATION PROCESS**

**Modification:** This Resource Sharing Agreement may be modified at any time by mutual written agreement of all parties to the RSA. As authorized by the LWIA 7 Consortium, the LWIA Executive Director/TDLWD Administrator of Administration shall have final approval of the format and timing of modifications. Modifications to the MOU may be cause for a modification to this RSA, and shall occur when partner organizations withdraw from, or join, the One-Stop System.

Additionally, modifications may be made on a quarterly basis as a result of the analysis of shared costs and partner contributions, or other changes such as additional services that benefit the One-Stop system that are approved by the LWIA Executive Director/TDLWD Administrator of Administration. Modifications should be completed within 30 days of the authorizing change event. A revised budget attachment would be submitted at that time as well.

**Reconciliation:** LWIA 7 and/or TDLWD fiscal staff will maintain information from each partner related to the resources provided. This information will be submitted on a quarterly basis by each partner agency that provided resources during the previous quarter. The information will be compiled and distributed to all partner organizations following the end of the quarter. These staff, in consultation with the other partner organizations, will be responsible for making adjustments to the needed resources in subsequent periods based on the actual costs incurred or staff hours worked by each partner.

## **VII. GENERAL TERMS & CONDITIONS**

**No Third Party Beneficiaries:** The parties signing this Agreement are the only parties to the Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

**Supplemental Agreements to Resource Sharing Plan:** The Partners understand and agree that all of the terms and conditions of this Agreement are binding upon any subsequent partner modification or new partner agreement. Such partner modifications or new partner agreements shall be provided to all other Partners.

**Termination:** Any non-required partner to this plan may withdraw from the Agreement with 60 days prior written notice, showing reasons, to all other parties to the Agreement. In such case, termination by one or more of the parties does not alter the terms or obligations of any other party to the Agreement (unless modified).

**Confidentiality:** Each party to this Agreement warrants that it will comply with the provisions of the Workforce Investment Act and other applicable federal and state laws & regulations including but not limited to those relating to confidentiality of customer records.

**Funding:** The parties agree to provide funding for the shared costs of the partnership in accordance with this Agreement.

The Partners assume full responsibility for their respective costs associated with their performance of the terms of this plan. In no event, except as may be provided in a subsequent agreement, shall any partner be obligated to pay or reimburse any expense incurred by another partner under this plan (See applicable OMB Circular).

**VIII. AUTHORITY AND SIGNATURES**

The individuals signing this agreement have the authority to commit the party they represent to the terms of this RSA, and do so by signing.

Execution In Counterpart: This agreement may be executed in counterpart, each of which shall have full force and effect upon execution by all parties to this agreement.

\_\_\_\_\_  
**Upper Cumberland Human Resource Agency**  
**Phyllis R. Bennett, Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tennessee Dept. of Vocational Rehabilitation**  
**Sandra Shephard, Regional Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tennessee Dept. of Labor & Workforce Development**  
**Sandra Malone, District Manager**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Partner Organization Name**  
**Partner Signing Authority**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Partner Organization Name**  
**Partner Signing Authority**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Partner Organization Name**  
**Partner Signing Authority**

\_\_\_\_\_  
**Date**

**\*Original signed Resource Sharing Agreement will be mailed.**















<b>SHARED RESOURCES</b>	<p>Updated March 2008</p> <p style="text-align: center;"><b>Local Workforce Investment Area</b></p> <p style="text-align: center;"><b>7</b></p> <p style="text-align: center;">Counties Served: <b>Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, White</b></p> <p style="text-align: center;"><i>Red indicates Career Center targeted</i></p>	WIA – Upper Cumberland HRA	* Tennessee Dept. of Labor & WFD	DHS – Families First	DHS – Vocational Rehabilitation	TTC at Livingston	Adult Education	American Indian Center	Senior Community Service Program											
	Supplies	NS																		
	Telephones	NS																		
	Fax	NS																		
	Internet	NS																		
	Postage & Shipping	NS																		
	Occupancy (provide current lease terms, dates )	NS																		
	Printing and Publications	NS																		
	Equipment (including rental and maintenance)	NS																		
	Travel	NS																		
	Staff	NS																		
	Notes: Current lease date is 07/01/07 – 06/30/08 and is renewed each year																			

**PARTNERS**

P– Indicates partner initially provides the respective resource and will bill partners their appropriate share.  
NS – Indicates partner does not share in the respective Career Center expense

<b>SHARED RESOURCES</b>	<p>Updated March 2008</p> <p style="text-align: center;"><b>Local Workforce Investment Area</b></p> <p style="text-align: center;"><b>7</b></p> <p style="text-align: center;">Counties Served: <b>Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, White</b></p> <p style="text-align: center;"><i>Red indicates Career Center targeted</i></p>	WIA – Upper Cumberland HRA	* Tennessee Dept. of Labor & WFD	DHS – Families First	DHS – Vocational Rehabilitation	TTC at Livingston	Adult Education	American Indian Center	Senior Community Service Program											
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	Telephones	NS																		
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SHARED RESOURCES	Supplies	NS	NS																
	Telephones	P	NS																
	Fax	P	NS																
	Internet	NS	P																
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	Printing and Publications	NS	NS																
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	Internet	NS	P																
	Postage & Shipping	NS	NS																
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	Telephones	NS													
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SHARED RESOURCES	Supplies	NS	NS		NS										
	Telephones	NS	NS		NS										
	Fax	NS	NS		NS										
	Internet	NS	NS		NS										
	Postage & Shipping	NS	NS		NS										
	Occupancy (provide current lease terms, dates )	P	NS		NS										
	Printing and Publications	NS	NS		NS										
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	Telephones	P	NS		NS														
	Fax		NS	NS		NS													
	Internet		NS	P		NS													
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Updated March 2008

## Local Workforce Investment Area

7

Counties Served:

*Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, White*  
*\*Partners should be identified by agency name directly below and by funding stream directly to the right of the partnering agency name.*

Tennessee operates the One-Stop system under the model of Co-location with Coordinated Delivery of Services. Under this model, several or all of the aforementioned partners coordinate the delivery of services, resources and shared space(s). Each program retains control of its own resources and maintains a separate identity. However, pooled costs are shared jointly with other partner agencies and appropriated by allocation of FTE's, square footage, or other allocable methods as agreed upon by all partners.

Partners responsible for its fair share of the shared costs need to be identified by funding stream below:

SHARED RESOURCES

PARTNERS

WIA – Upper Cumberland HRA	WIA
* Tennessee Dept. of Labor & WFD	Wagner-Peyser
DHS – Vocational Rehabilitation	
DHS – Families First	
Adult Education	
TTC at Livingston	
Senior Community Service Program	
American Indian Center	

Notes:

\*TN Department of Labor & Workforce Development includes multiple funded programs - Wagner Peyser, Veterans Programs, Trade Act, Food Stamps & Labor Market Information.

These items are being sent as two different attachments to the Plan and are labeled as follows:

- LWIA 7 RSA Attachments B & C 2008-2009
- LWIA 7 2008 County Career Center (CC) RSA Back-up Info

**Budget Pages**

**CERTIFICATION OF  
LOCAL WORKFORCE  
INVESTMENT BOARD  
PART 1**



**LWIA # 07  
NUMBER OF MEMBERS 41  
CERTIFICATION PERIOD  
7/1/2008 TO 6/30/2010**

NAME AND TITLE OF BOARD MEMBER	REPRESENTING						
	Business	Education	Labor	Comm. Org.	Econ. Dev.	C C Partner	Other
Lin Gosse, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thayer "Ike" Bonecutter, Plant Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Randall Killman, Vice President of Sales & Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harrell Tolbert, Senior Buyer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leon Stribling, Company Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troy Gammon, Owner/Affiliate Broker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Jennings, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Wright, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura Thomas, Staff Performance Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bobby Carver, Company Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freddy Scruggs, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUB TOTAL</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CERTIFICATION OF  
LOCAL WORKFORCE  
INVESTMENT BOARD  
PART 1**



**LWIA # 07  
NUMBER OF MEMBERS 41  
CERTIFICATION PERIOD  
7/1/2008 TO 6/30/2010**

NAME AND TITLE OF BOARD MEMBER	REPRESENTING						
	Business	Education	Labor	Comm. Org.	Econ. Dev.	C C Partner	Other
Timothy McGill, CEO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Garrett, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bobby Williams, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pete Story, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Dawidczyk, Human Reseource Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamie Garrett, Co-Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gina Campbell, Human Resource Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morris Irby, Human Resource Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Battle, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Young, Sales Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Selby, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUB TOTAL</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CERTIFICATION OF  
LOCAL WORKFORCE  
INVESTMENT BOARD  
PART 1**



**LWIA # 07  
NUMBER OF MEMBERS 41  
CERTIFICATION PERIOD  
7/1/2008 TO 6/30/2010**

NAME AND TITLE OF BOARD MEMBER	REPRESENTING						
	Business	Education	Labor	Comm. Org.	Econ. Dev.	C C Partner	Other
Cathy Slack, Human Resource Specialist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troy York, Business Development Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Robbins, Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alan West, Superintendent of Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Johnson, Supervisor of Secondary Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glen Hensley, UAW Member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agnes Jolly, Outreach & Recruitment Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Barrett, Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jo Ella Minchey, Macon Co. HELPS Board Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scott Sandman, Chamber Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Bradford, Industrial Recruiter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUB TOTAL</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>

**CERTIFICATION OF  
LOCAL WORKFORCE  
INVESTMENT BOARD  
PART 1**



**LWIA # 07  
NUMBER OF MEMBERS 41  
CERTIFICATION PERIOD  
7/1/2008 TO 6/30/2010**

NAME AND TITLE OF BOARD MEMBER	REPRESENTING						
	Business	Education	Labor	Comm. Org.	Econ. Dev.	C C Partner	Other
Peggy Mahaney, Employer Services Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Kirk, DHS District Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phyllis R. Bennett, Executive Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Melinda Reagan, District Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Virginia Donaldson, Title V Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sandra Sheppard, Regional Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kay Maples, Adult Education Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Wilford, UAW Member	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>

**The LWIA 7 Board Certification Summary is being sent as an attachment to this electronic submission and is labeled:**

- **LWIA 7 Board Certification Summary**

**WORKFORCE INVESTMENT AREA 7  
LOCAL WORKFORCE INVESTMENT BOARD  
BYLAWS**

**ARTICLE I - NAME**

This body shall be known as the Local Workforce Investment Board of Workforce Investment Area 7, State of Tennessee, hereinafter referred to as the Board.

**ARTICLE II - PURPOSE**

The purpose of this body is to provide policy guidance for and exercise oversight with respect to activities under the Workforce Investment Act in partnership with units of general local government for this Workforce Investment Area. This specifically includes but is not limited to those responsibilities set forth in Section 117 of the Workforce Investment Act.

**ARTICLE III - MEMBERSHIP**

Section 1. The membership of this Board shall consist of representatives of business in the area who will be a majority and representatives of educational entities, labor organizations, community-based organizations, economic development agencies, representatives of each of the one-stop partners, other individuals or representatives of entities as the Chief Local Elected Official determines to be appropriate.

Section 2. Appointments to the Board shall be made by the Chief Local Elected Officials of Workforce Investment Area Number 7.

Section 3. The initial number of members of the Board shall be determined by the Chief Local Elected Officials in accordance thereafter, with Section 117 of the Workforce Investment Act.

Section 4. Members shall be appointed for two-year terms in accordance with criteria established by the Governor in partnership with the State Workforce Investment Board, and the LWIB must be certified by the Governor every two years. Any vacancy created before the term of a member expires will be filled in the same manner as the original appointment and will be until the expiration of the term of the person vacating the position.

Section 5. Any member who fails to attend 75% of regular meetings shall be removed from the Workforce Investment Board unless the Chief Local Elected Officials grant a waiver of this requirement.

Section 6. The composition and all appointments to the Board are subject to certification of the Governor in accordance with Section 117 of the Workforce Investment Act. All changes in membership and composition are subject to review of the Governor.

**ARTICLE IV - OFFICERS**

Section 1. The officers of the Board shall be a chairperson and vice chairperson to be elected from among the private sector members. These officers shall perform the duties prescribed in these bylaws and in accordance with the parliamentary authority adopted by the Board.

Section 2. The officers of the Workforce Investment Board (chairperson and vice chairperson) shall bi-annually designate a nominating committee of five persons, three to be from the private sector. It shall be the duty of this committee to nominate candidates for the offices to be filled for the upcoming year and to be elected at the last scheduled meeting of

the program year. Additional nominations from the floor shall be permitted. The vice chairperson shall automatically assume the position of the chairperson at the expiration of the chairperson's term(s) unless (1) the vice chairperson declines the office or (2) a nomination from the floor results in another Board member's election to the office.

Section 3. The officers shall be elected either by ballot or by voice vote to serve for two years or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which time they are elected. Officers may be elected for a maximum of three consecutive terms in the same office.

#### **ARTICLE V - MEETINGS**

Section 1. The regular meetings of the Board shall be held at least quarterly at a time and place determined by the Board Chairperson. Meetings shall be publicly announced at least three days in advance and shall be open and accessible to the public.

Section 2. The regular meeting in the fourth quarter of the fiscal year shall be known as the annual meeting and shall be for the purpose of electing officers and for any other business that may arise.

Section 3. Special meetings may be called by the chairperson, or in his/her absence the vice chairperson, and shall be called upon the written request of five members of the Workforce Investment Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 4. Thirty percent of the members shall constitute a quorum. However, it shall be assumed that a quorum existed at any meeting unless the question of a quorum was raised at the meeting. In order for the Board to conduct official business, a majority of a voting quorum must be private sector members. When a quorum is present, a majority of those present shall decide all issues presented.

Section 5. No member shall participate in discussion or vote on a matter before the Board in which they have direct interest that would result in a conflict of interest.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

Section 1. The officers of the Workforce Investment Board and the members of each standing committee, as stated in Article VII, shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, make recommendations to the Board and administer Workforce Investment Board related matters deemed necessary to carry on business and such other duties as are specified in these bylaws. No actions of this committee shall conflict with these bylaws.

Section 3. The Board chairperson shall chair the Executive Committee and call meetings at a date, time, and place of his/her choosing. The chairperson shall call a special meeting upon the written request of three members of the Executive Committee. The Board chairperson and vice chairperson are non-voting members of all committees. However, one or the other may be asked to vote in case of a tie vote.

#### **ARTICLE VII - COMMITTEES**

Section 1. The officers (chairperson and vice chairperson) shall meet immediately following each annual meeting for the purpose of appointing committees. A chairperson from the private sector and both private sector and public sector members shall be appointed to each of the standing committees: Planning Committee, Program Operations Committee,

and Administrative and Fiscal Management Committee. It shall be the responsibility of the chair of each committee to see that all Workforce Investment Board members receive notice of committee meetings and that the time set for their committee to meet does not conflict with other Workforce Investment Board meetings.

Section 2. It shall be the duty of the Planning Committee to provide oversight for the planning functions of the Board as prescribed in Sections 117 and 118 of the Workforce Investment Act. Further, the committee shall provide input to the local strategic plan and make recommendations to the Board on all matters applicable thereto.

Section 3. It shall be the duty of the Program Operations Committee to provide oversight of the programs conducted under the local strategic plan. Further, the committee shall recommend to the Board policies and procedures by which this responsibility will be fulfilled.

Section 4. It shall be the duty of the Administrative and Fiscal Management Committee to provide oversight for the administrative and financial activities of the grant recipient and administrative entity to ensure full compliance with the Workforce Investment Act and other pertinent directives.

Section 5. Such other committees, standing or special, shall be appointed by the officers from time to time as they deem necessary to carry on the work of the Board.

Section 6. Committee appointees shall serve a maximum of four consecutive years on any one committee.

Section 7. The officers shall be ex-officio members of all committees, except for the nominating committee.

#### **ARTICLE VIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Board in all questions which are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Workforce Investment Board may adopt.

#### **ARTICLE IX - AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at least thirty days prior to the regular meeting.

ADOPTED BY THE WORKFORCE INVESTMENT BOARD OF THE LOCAL  
WORKFORCE INVESTMENT AREA NUMBER 7 AT Cookeville, TENNESSEE, ON  
April 7, 2000 . (Amended March 16, 2004)

\_\_\_\_\_  
Harrell Tolbert, Chairperson  
Local Workforce Investment Board

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**\* Signed copy to be mailed in**

# Consortium of Local Elected Officials

## **BY LAWS OF THE UPPER CUMBERLAND WORKFORCE INVESTMENT AREA #7**

### **ARTICLE I**

#### Section 1. Authority

This Workforce Investment Area (WIA) was established pursuant to Public Law 105-220 (Workforce Investment Act) dated August 7, 1998, Section 116.

#### Section 2. Governing Body

The governing body of the Workforce Investment Area shall be the Consortium of Chief Elected Officials comprised of County Executives from Cannon, Clay, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, and White Counties.

#### Section 3. Name

The official name of WIA Area #7 will be the Upper Cumberland Workforce Investment Area.

### **ARTICLE II**

#### Section 1. Purpose

The purpose of the Upper Cumberland Workforce Investment Area is to carry out the provisions of the Workforce Investment Act of August 7, 1998.

### **ARTICLE III**

The fiscal year of the Consortium shall begin on the first day of July and terminate on the thirtieth day of June each year or such other dates as may be deemed desirable by the Consortium.

### **ARTICLE IV**

Membership of this Consortium shall consist of the County Executive of each member county.

## **ARTICLE V**

### Section 1. Officers

The officers of the Consortium shall be a Chairman and Vice-Chairman and shall be elected by majority vote. The term of office shall commence immediately upon election/appointment.

### Section 2. Duties of Officer – Chairman

The Chairman shall preside at all meetings of the Consortium and shall have special duties as further prescribed in the bylaws, and shall have further authority to preside at all adjourned meeting or call and preside at any special meeting. Except as otherwise authorized by resolution of the Consortium, the Chairman shall sign all contracts, reports, and instruments made by the Consortium. The Chairman, in accordance with Section 117 of Public Law 105-220, is the authorized representative of all units of local government in Workforce Investment Area 7. At each meeting the Chairman shall submit such recommendations and information as he may consider proper concerning the business affairs and policies of the Consortium. He shall have general executive supervision of all the business of the Consortium and shall perform such other duties as may be necessary to carry out the business of the Consortium. The Vice-Chairman shall preside in the absence of the Chairman.

## **ARTICLE VI**

### COMPENSATION

Members of the Consortium shall receive compensation for their expenses in accordance with applicable State and Federal regulations. They will not receive a salary.

## **ARTICLE VII**

### MEETINGS

#### Section 1. Meetings

The Consortium shall meet as necessary, but, at least four (4) times annually at such place and time within the region as it may be designated.

#### Section 2. Meetings – Special

Upon the written request of six (6) members of the Consortium or when he deems it necessary, the Chairman shall call a special meeting of the Consortium for the purpose of transacting any business designated in the call. The call for such a special meeting shall be delivered to each member or may be mailed to each member at such address as he shall have previously designated not later than three (3) days before the meeting. At such special meeting no business shall be considered other than is designated in the call.

### Section 3. Quorum

A majority of members of the Consortium shall constitute a quorum for the purpose of conducting business, but a smaller number may adjourn from time to time until a quorum is obtained. However, it shall be assumed that a quorum existed at any meeting unless the question of quorum was raised at the meeting. When a quorum is present, a majority of those present will decide all issues presented.

### Section 4. Voting

Voting shall be by voice and shall not be recorded by yeas and nays unless requested by a member of the Consortium. Proxy votes are not permitted.

### Section 5. Rules – Action of the Consortium

The rules contained in the last revised edition of Robert's "Rules of Order" as published by the Scott-Forman Publishing Company shall apply in all meetings of the Consortium to such extent that such rules are not in conflict with these Bylaws. In the conduct of all business by the Consortium, the following is set forth in these Bylaws as a guiding principle:

1. The members of the Consortium shall appoint private sector members of the local board from their respective counties. Other members will be appointed by majority vote.
2. It is the basic objective of this Consortium to unite all beliefs and interests in the fulfillment of a sound program for the success of this Workforce Investment Area.
3. This objective can only be obtained by the use of the best techniques of group thinking and by minimizing any elements of force in the action of the group.
4. It is the guiding policy of this Consortium that in all of its group activity every reasonable effort shall be made to attain the closest possible approach to unanimous consent.

## **ARTICLE VIII**

### COMMITTEES

#### Section 1. General

The Chairman shall appoint such standing or special committees composed of Consortium members in good standing, as may be needed to advance the interest of the Consortium and to carry on its work subject to confirmation by the Consortium. The Chairman shall serve as an ex-officio member of any and all committees appointed.

## Section 2. Committee Reports

Committees shall submit their findings and recommendations in writing to the Chairman and Advisory Committee who may take official action thereon or may refer matters, which, in their opinion, are of general interest and importance to a meeting of the Consortium. No finding or recommendation of any committee shall be reported or published until approved by the Consortium at a meeting of the Consortium, and no standing or special committee shall represent the advocacy of or opposition to any project without the specific authorization of the Consortium.

Standing Committees shall submit to the Consortium prior to their last regular meeting before the annual meeting, a full report of their acts and findings from the time of appointment. At the conclusion of its annual report each committee shall, with reference to its work, offer suggestions to the incoming Consortium. It may also propose for action resolutions covering its work.

## Section 3. Dismissal of Committees

Should any standing or special committee fail to discharge the duties assigned to it with reasonable promptitude, it may be discharged by the Consortium or Chairman.

## Section 4. Vacancies on Committees

Vacancies on committees shall be filled by the Chairman.

# **ARTICLE IX**

## **SEAL**

On all documents, letters, publications, and like material produced and approved by the Consortium, the seal of the Consortium, or a facsimile thereof, may be impressed, affixed, or reproduced by order of the Consortium.

# **ARTICLE X**

## **ADMINISTRATION AND EMPLOYERS**

The Consortium shall have the authority to select a nonprofit organization as the administrative entity for the Workforce Investment Act in the Upper Cumberland Workforce Investment Area, No. 7. The designation of the administrative entity shall be in accordance with applicable Federal and State laws.

The Consortium will have oversight responsibility to ensure propriety of all expenditures of Workforce Investment Act funds. The Consortium shall remain responsible for misappropriated funds. The administrative entity shall have authority to employ a professional staff and administrative staff for carrying out the requirements of the Workforce Investment Act.

## ARTICLE XI

These Bylaws may be amended at a meeting of the Consortium membership by a two-thirds vote of those present. Proposed changes in the Bylaws shall be mailed to the members at least fifteen (15) days in advance

## ARTICLE XII

### ADOPTION AND EFFECTIVE DATE

ADOPTED BY THE CHIEF LOCAL ELECTED OFFICIALS OF THE LOCAL WORKFORCE INVESTMENT AREA NUMBER 7 AT Cookeville, TENNESSEE, EFFECTIVE JULY 1, 2008.

\_\_\_\_\_  
Mike Gannon, Cannon County Mayor

\_\_\_\_\_  
Kenneth Copeland, Overton County Mayor

\_\_\_\_\_  
Dale Reagan, Clay County Mayor

\_\_\_\_\_  
Stephen Bilbrey, Pickett County Mayor

\_\_\_\_\_  
Mike Foster, Dekalb County Mayor

\_\_\_\_\_  
Kim Blaylock, Putnam County Mayor

\_\_\_\_\_  
John Mullinix, Fentress County Mayor

\_\_\_\_\_  
Michael Nesbitt, Smith County Mayor

\_\_\_\_\_  
Charlie Hix, Jackson County Mayor

\_\_\_\_\_  
Kelly Dishman, Van Buren County Mayor

\_\_\_\_\_  
Shelvy Linville, Macon County Mayor

\_\_\_\_\_  
Herd Sullivan, White County Mayor

**\*Signed copy to be mailed in**

Operating Agreement  
*between*  
Local Workforce Investment Area 7 Board  
and  
Upper Cumberland Career Center Consortium

The Local Workforce Investment Board for Local Workforce Investment Area 7 and members of the Upper Cumberland Career Center Consortium agree to the following:

As the Administrative Entity for Local Workforce Investment Area 7, the Upper Cumberland Human Resource Agency agrees to act as fiscal agent for the Career Center Consortium, to enter into agreements for the provision of office space, maintenance, communications equipment, and other services agreed upon by the members of the Consortium. The Upper Cumberland Human Resource Agency will prorate costs for operation of the Upper Cumberland Career Center facilities in accordance with grant contracts between the Administrative Entity and each member of the Consortium.

**The Administrative Entity as a required career center partner further agrees to provide services authorized under Title I of the Workforce Investment Act, serving:**

1. Adult;
2. Dislocated Workers;
3. Youth;
4. Job Corps;
5. Native American Programs;
6. Migrant and Seasonal Farm Worker Programs;
7. Veteran Workforce Programs

These services will be made available in all counties of Local Workforce Investment Area 7.

**The Tennessee Department of Labor and Workforce Development agrees to:**

1. Provide services available through programs authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.); (WIA sec. 121 (b)(1)(ii));
2. Adult Education and Literacy activities authorized under Title II of WIA; (WIA sec.121 (b)(1)(B)(iii));
3. Senior Community Service Employment activities authorized under Title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.); (WIA sec. 121 (b)(1)(B)(vii));
4. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance activities authorized under chapter 2 of Title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.); (WIA sec. 121 (b)(1)(B)(viii));
5. Activities authorized under chapter 41 of Title 38, U.S.C. (local veteran's employment representatives and disabled veterans outreach programs); (WIA sec. 121(b)(1)(B)(ix));

6. Programs authorized under State Unemployment Compensation laws (in accordance with applicable Federal law); (WIA sec.121 (b)(1)(B)(xii).)

These services will be provided in accordance with the Memorandum of Understanding between the Administrative Entity and the Tennessee Department of Labor and Workforce Development.

**The Division of Rehabilitation Services agrees to provide services as authorized under Part A and B of Title I of the Rehabilitation Act (29 u.s.c 720 et seq.)**

The members of this body agree that daily activities provided through the Upper Cumberland Career Center system will comply with all applicable rules and regulations and will be overseen and supervised by the consortium.

\_\_\_\_\_  
R. Larry McDonald, LWIB 7 Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phyllis R. Bennett, UCHRA Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
James G. Neeley, TDLWD Commissioner

Date \_\_\_\_\_

\_\_\_\_\_  
Andrea L. Cooper, DRS Assistant Commissioner

\_\_\_\_\_  
Date

**\*Signed copy to be mailed in**

**Indirect Cost Approval Letter/Cost Allocation Plan (CAP)**



STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES  
www.state.tn.us/humanserv/  
CITIZENS PLAZA BUILDING  
400 DEADERICK STREET  
NASHVILLE, TN 37248  
Telephone 615-313-4700 TTY 1-800-270-1349  
Fax 615-741-4165

PHIL BREDESEN  
Governor

VIRGINIA T. LODGE  
Commissioner

October 11, 2004

Ms. Eulanda Goolsby, Finance Director  
Upper Cumberland Human Resource Agency  
3111 Williams Enterprise Dr.  
Cookeville, TN 37248

Dear Ms. Goolsby:

The cost allocation plan incorporated into the agency's 2005 fiscal year and beyond has been approved. Administrative costs will be allocated based on the ratio of direct program salaries to direct salaries applied to the administrative cost pool. Allocable direct costs will be allocated using the itemized list of bases you submitted, dated September 15, 2004.

This method is to be applied monthly, accumulated year-to-date in the current fiscal year, based on actual expenditures incurred by the agency when requesting reimbursement, and will remain in place unless circumstances indicate a change is necessary. Approval must be obtained from DHS before a revised plan can be implemented and included in the contract budget.

Sincerely,

A handwritten signature in cursive script, appearing to read "E. Lewis Penfield, Jr.", written in black ink.

E. Lewis Penfield, Jr.  
Accountant II  
Fiscal Services

CC: James R. Williams, Fiscal Director

**Description of Performance Indicators for local Fiscal Agents (where appropriate)**

Not applicable for LWIA 7

## Assurances

1. The LWIA assures that it will establish, in accordance with section 184 of the Workforce Investment Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the LWIA through the allotments made under sections 127 and 132. (§112(b)(11).)
2. The LWIA assures that it will comply with section 184(a)(6), which requires that –
  - The LWIA has implemented the uniform administrative requirements referred to in section 184(a)(3);
  - The LWIA has annually monitored LWIA grantees to ensure compliance with the uniform administrative requirements as required under section 184(a)(4); and
  - The LWIA has taken appropriate action to secure compliance with section 184 (a)(3) pursuant to section 184(a)(5). (§184(a)(6).)
3. The LWIA assures that the adult and youth funds received under the Workforce Investment Act will be distributed equitably throughout the LWIA.
4. The LWIA assures that veterans will be afforded employment and training activities authorized in section 134 of the Workforce Investment Act, and the activities authorized in chapters 41 and 42 of Title 38 US code. The LWIA assures that it will comply with the veterans priority established in the Jobs for Veterans Act. (38 USC 4215.)
5. The LWIA assures that the LWIA will participate with the Governor once every two years, to certify one local board for the local area.
6. The LWIA assures that it will comply with the confidentiality requirements of section 136(f)(3).
7. The LWIA assures that no funds received under the Workforce Investment Act will be used to assist, promote, or deter union organizing. (§181(b)(7).)
8. The LWIA assures that it will collect and maintain data necessary to show compliance with the nondiscrimination provisions of section 188. (§185.).
9. The LWIA assures that it will comply with the grant procedures prescribed by the State (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act.

The procedures and agreements will be provided to the LWIA by the State Fiscal Office and will specify the required terms and conditions and assurances and certifications, including, but not limited to, the following:

- General Administrative Requirements:
  - 29 CFR part 97 --Uniform Administrative Requirements for State and Local Governments (as amended by the Act)
  - 29 CFR part 96 (as amended by OMB Circular A-133) --Single Audit Act
  - OMB Circular A-87 --Cost Principles (as amended by the Act)
  
- Assurances and Certifications:
  - SF 424 B --Assurances for Non-construction Programs
  - 29 CFR part 37 --Nondiscrimination and Equal Opportunity Assurance (and regulation) 29 CFR § 37.20-CFR part 93 --Certification Regarding Lobbying (and regulation)
  - 29 CFR part 98 --Drug Free Workplace and Debarment and Suspension Certifications (and regulation)
  
- Special Clauses/Provisions:

Other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Investment Act, or subsequent Executive or Congressional mandates.

10. The LWIA assures that it will comply with the MSFW significant office requirements in accordance with 20 CFR part 653.
  
11. The LWIA certifies it has developed this Plan in consultation with local elected officials, local workforce boards, the business community, labor organizations and other partners.
  
12. As a condition to the award of financial assistance from the State under Title I of WIA, the LWIA assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:
  - Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I --financially assisted program or activity;
  - Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
  - Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;

- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.
- Age Discrimination in Employment Act of 1967 (29 U.S.C. §623)
- Rehabilitation Act of 1973, Section 504 (29 U.S.C. §794)
- Americans with Disabilities Act of 1990 (42 U.S.C. §12112)
- Uniformed Services Employment and Reemployment Act of 1994 (38 U.S.C. §4311(a))
- Guide to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, U.S. Department of Justice, April 2002.
- WIA §188, and
- The regulations implementing the statutory provisions

The LWIA also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the State has the right to seek judicial enforcement of this assurance.

13. The LWIA assures that funds will be spent in accordance with the Workforce Investment Act and the Wagner-Peyser Act and their regulations, written Department of Labor and Workforce Development Guidance implementing these laws, and all other applicable Federal and State laws and regulations.

**SIGNATURES:**

**Workforce Investment Board Chair**

**Chief Local Elected Official**

\_\_\_\_\_  
**Harrell Tolbert**

\_\_\_\_\_  
**Kim Blaylock**

**Senior Buyer**

**Putnam County Mayor**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**\* Original signed page to be mailed in.**