

**Hickman County, TN  
Economic and Community Development Association**

2024 Governor's Investment in Technical Education (GIVE 3.0)

**Investing in the Future through a Skilled Medical Workforce**

Hickman County, TN Economic and Community Development Association-  
Tennessee College of Applied Technology-Hohenwald

IN PARTNERSHIP WITH:

South Central Tennessee Development District  
(Workforce/Economic Development Agency)

TCAT HOHENWALD  
(Higher Education Institutions)

Hickman County School District  
(LEA School District)

Business Partners:

Accession St. Thomas Hickman County Hospital, Lewis County Health Center, Centerville Life  
Care Center, St. Thomas Express Care, and Centerville St. Thomas Clinic

Project Director:

Brenda Brock

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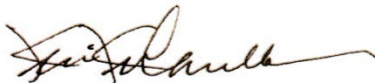
Centerville, TN 37033

931-729-5953

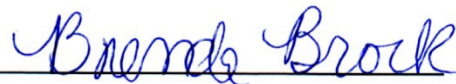
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Funding Requested:

\$2,000,000



President of Higher Education Institution  
Kelli Kea-Carroll President TCAT Hohenwald  
(Fiscal Agent)



Brenda Brock, Hickman TNECD Association  
(Lead Entity)

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## **Investing in the Future through a Skilled Medical Workforce**

Governor Bill Lee proposed that the state expand apprenticeship opportunities and improve pathways into health care to tackle the inequity of health care access across the state. Investing in the Future through a Skilled Medical Workforce (SMW) seeks to enhance and expand the Certified Medical Assisting program with additional classes to earn three industry credentials, increase dual enrollment and work-based learning including local and regional partners in the medical field. The addition of three industry credentials for SMW will meet the regional workforce needs through the collaboration with K-12 education, post-secondary education including TCAT Hohenwald and TCAT Dickson, workforce development, and local and regional employers. Hickman County is a rural county and does not have a TCAT or community college within its borders, therefore, this expansion through collaboration is necessary to provide students access to valuable resources and current equipment to increase the opportunity for students to meet the need of in-demand occupations and aligned academic programs at the postsecondary and secondary levels, as well as, clinical internships and equip students with a college degree or industry credentials. According to *THEC 2024 Higher Education Profile*, Hickman County has 88% first generation students with a declining undergraduate enrollment from 861 students in 2020 to 740 in 2023. Hickman County has identified 50.4% of students to be economically disadvantaged and 17.5 as students with disabilities which limits opportunity for students to achieve success in college or the workforce. SMW will identify and address skills gaps and prepare students to successfully enter the workforce. The implementation of these employer-driven career pathways will fulfill a critical demonstrable workforce need in the county and region.

### **Section I. Demonstration of Need**

Healthcare and social assistance is expected to be the largest industry in Tennessee by 2030, with employment of healthcare practitioners and support workers expected to increase by more than 64,000. An important driver of this trend is the need to care for an aging population because the pandemic created additional burdens for the healthcare system in Tennessee which is experiencing increasing shortages of workers due to feelings of burnout and inadequate pay. A Community Needs Health Assessment by St. Thomas Hospital, reported that 100% of Hickman County population lives in a health professional shortage area. Occupations for in-demand jobs in the Southern Middle Region, and all seven regions, include licensed practical nurses, medical assistants, and phlebotomists. The development of a workforce through educational partners is critical for regional growth in Tennessee. Hickman County has one of the few remaining rural hospitals through Ascension and has difficulty filling the workforce to provide quality medical care. SMW will provide a skilled workforce to staff the local and regional medical facilities in the region by providing a pathway for students to earn Certified Medical Assisting, and add additional classes for students to earn Phlebotomy and EKG industry credentials while in high school with a seamless pathway to transition to TCAT Hohenwald to continue their education to complete Practical Nursing. According to *THEC Academic Supply and Occupational Demand Report*, calculator for the Southern Middle Tennessee region, Medical Assistants, 3,791 and phlebotomy, 2,834 job postings are listed for the region. The geographic location of Hickman County is on the northern border of the Southern Middle region and borders the Northern Middle region. According to *Jobs4TN.gov* shows 1526 jobs available in both the Southern Middle region and the Northern Middle region for Certified Medical assistants with a projected growth of 15% for the next ten years. Furthermore, medical assisting was listed in the top 5 careers highest in demand in the *TN Higher Education Commission's THEC Academic Supply and Occupational Demand Report*.

Focusing on workforce initiatives on Medical Assisting positions will improve the region's competitiveness in fulfilling open jobs and providing high-wage income for students. *According to the MIT Living Wage Calculator* the beginning salary of \$52,000 exceeds the living wage salary for a single adult of \$37,440 for Hickman County. According to the **THEC Supply and Demand Report** the projected annual job openings for in-demand occupations for Certified Medical Assisting openings for the next ten years indicated 6,300 jobs in the region. The beginning salary for a Certified Medical Assistant (31-9092) is \$52,000 and the median salary is \$73,000 and the annual living wage for Hickman County is \$27,560. The *TNECD Hickman County profile report* identifies 26 establishments in Hickman County in the healthcare field within the Hickman County border. SMW will focus on expanding and enhancing the Certified Medical Assisting through adding phlebotomist and EKG certification to the program and focus on increasing the college going rate through dual enrollment with TCAT Hohenwald, and TCAT Dickson. Students may enter the workforce, or transition to TCAT Hohenwald or TCAT Dickson to earn the Licensed Practical Nursing certification for the State Board of Nursing. Students will also earn stackable industry credentials including OSHA 10, certified clinical medical assistant, certified EKG technician, and certified phlebotomy technician. Certified Medical Assisting Students will create a Google digital portfolio that will include all industry credentials, photos of work experience, completed job applications, and resumes to share at mock interviews and future employers.

## **Section II. Program Plan Summary of SMW**

To increase the number of qualified students graduating with industry certifications, SMW will develop an engaging educational program that serves grades K-12. Through career exploration beginning in guidance classes, elementary schools will teach a unit about careers in grades K-2. Intermediate schools, grades 3-5, will teach a unit on college and career, then research colleges

and careers. To further provide opportunity for students to explore medical careers Hickman County students will use Paxton/Patterson labs in two middle schools that will provide interactive labs with hands-on experiences including EKG and Phlebotomy. K-12 students will participate in structured learning opportunities which will present the opportunity for students to have in-depth experiences and collaborate with relevant industry organizations. The middle schools will research careers and complete the YouScience® evaluation to determine aptitudes of students. Beyond providing students the opportunity for exploration and developing interest in the Certified Medical Assisting pathway, middle and high school students will be provided camps with hands-on experiences with industry partners leading sessions. Essential skills will be taught including teamwork, soft skills, decision making, flexibility, commitment, innovation, integrity, leadership, and lifelong learning. YouScience® will be administered to middle and high school students to aid students in finding purpose and direction by connecting natural talent, skills, and knowledge in-demand education pathways and careers. Students will become equipped with skills and high-school state approved stackable credentials that support the local and regional economy now and, in the future. Students will become credentialed in OSHA 10, Certified Medical Assisting, Phlebotomy, and EKG. The focus of SMW will be to enhance the medical assisting pathway by creating a fully-operational instructional program by adding an instructional classroom/lab in an existing classroom, and expanding to include phlebotomy and EKG. Work-based learning will be incorporated with school-based enterprise, internships, clinicals, career fairs, guest speakers, and tours with business partners which will promote relationships between students and employers that will create pathways for employment. SMW will propose reimagining time, space, and modes of learning for students. Enhancing WBL by expanding student schedules to include time during the regular school day and summer term, and offering a schedule with flexibility for students to

complete clinicals, space will include opportunity for students to dual enroll at TCAT Hohenwald, TCAT Dickson, and clinicals to expand the mentorship program with support from Ascension Medical Group.

Promotional videos will be created to showcase Certified Medical Assisting careers using each high school and TCAT Hohenwald that will be shown in all guidance classes and streamed in the career centers at each high school. College and career fairs will be held at each middle and high school with middle school students visiting high school to meet with guidance counselors, tour career tech classes, and review YouScience evaluations to develop a career pathway in high school. Middle school students will be invited to attend camps to further explore the careers for Certified Medical Assisting with hands-on experiences with industry partners leading sessions in Certified Medical Assisting. Essential skills will be taught including teamwork, soft skills, decision making, flexibility, commitment, innovation, integrity, leadership and lifelong learning. In addition to YouScience, the ASVAB will be administered to junior students to further explore career options and assist students in making knowledgeable decisions about pathways and careers. Students will become equipped with skills and high school state approved stackable credentials stored in their Google digital portfolio that support the local Health Service job market as identified through *Occupational Demand and Labor Report* (THEC). All students in Certified Medical Assisting dual enroll at TCAT Hohenwald and TCAT Dickson. The expansion of the Certified Medical Assisting program will provide a pathway to enter the workforce or transition to a post secondary institution. A pipeline will be established for students to obtain jobs upon graduation if they do not plan to seek additional training via a postsecondary institution. A clear focus will be given to all academic course work and attention to ACT preparation for college readiness for students that seek a degree from a two or four year institution. Students that wish to continue their education after high school

will have the opportunity to transition to TCAT Dickson, TCAT Hohenwald, or Columbia State Community College. Work-based Learning will be established through a partnership between the schools and industry partners including school-based enterprise through Coordinated School Health, and clinicals through business partners. A work-based learning program will be established between the two Hickman County high schools and the business partners with clinicals. A detailed timeline and overview of activities demonstrates the ability to support expansion of the Certified Medical Assisting program.

**1. SMW has a detailed plan of strategies to increase student and parent awareness of employment opportunities that include the following.**

**Awareness:** Student and parent awareness will be increased through a joint venture between the Hickman Co. Educational Council and the Hickman County Economic and Community Association (Hickman Co. ECA). Counselors and Advise TN counselors will utilize YouScience® and one-on-one meetings to formulate high school learning plans for students interested in Certified Medical Assisting careers. Information about regional jobs will be provided through the career centers located at both high schools. A general job application for all local jobs will be developed by The American Job Center for students to complete and share with local and regional businesses. Mock interviews will be conducted by business partners to prepare students prior to graduation. Businesses will have access to interview prospective candidates, including students and parents at the career center located in the high schools.

**Job Fairs/Field Trips and Other Student Services:** The Hickman Co. ECA, Hickman Co. Chamber, and TCAT Hohenwald will bring industry partners together for a job fair at both high schools open to students and the public. Field trips will be provided for GIVE 3.0 students to post-



secondary institutions and job sites. The AJC will be open for mock interviews with business leaders in the community to interview Give 3.0 students.

**Marketing:** Marketing will be provided through a partnership with the Hickman Co.ECA, Hickman Co. Chamber, TCAT Hohenwald, and the AJC will include print publications, videos, and post information on social media.

## **2. Perkins Comprehensive Local Needs Assessment (CLNA- Action Plan):**

Students with disabilities are trailing other students by fifteen percent. SMW will engage all middle and high students and focus on the economically disadvantaged, students with disabilities, foster care, and students with parents in the armed forces. All subgroups identified needing support will receive preferences and support to schedule classes, attend camps, CTSOs, and industry credentials. Data from the CLNA indicators for WBL for Certified Medical Assisting is at 8% which is very low, but with the additional support those numbers are expected to improve. To increase non-traditional workforce in Certified Medical Assisting camps will be provided after school and during the summer for parents and students to learn about general medical checks, checking pulse beats, listening to hearts and checking blood pressure and information about careers in the medical field.

SMW will address the skills gap and develop a strong WBL program. Employers will identify the skills needed and develop mechanisms to recruit and train employees.

Ascension Medical Group will provide instruction in the classroom once each week to review material and practice hands-on skills. Students will participate in hospital tours, and gain experience through clinicals on site through externships at several locations. Students will receive exam preparation from a St. Thomas instructor throughout the high school course to prepare for the certification exam. Upon completion of the course, Accession will coordinate meetings

between recruiting staff and students for job placement. Information about the Saint Thomas Foundation scholarships will be provided to scholars in their first year post-secondary, regardless of employment with Ascension Medical Group. In addition to camps, industry partners will participate in classroom projects, career exploration activities such as guest speakers, job shadowing, and field trips to provide students a clear picture of local medical employer expectations. Quarterly reports will be sent to THEC, as compliance for GIVE 3.0 grant requirements and yearly reporting data from the CLNA will be used to determine areas needing improvement to meet goals.

**3. Hickman County High School and East Hickman High School will implement a Work Ethic Distinction Diploma which will focus on soft skills needed by students to become successful employees.** With input from educators, business leaders, Business Education Council, Hickman County Chamber of Commerce, Hickman Co.ECA, standards will be developed to measure work ethic in students, a rubric will be revised that will measure student performance in the following areas: absenteeism, conduct, teamwork, CTE participation, early post secondary opportunities, clubs and competitions, college readiness, and matriculation. Students will be recognized at graduation and career fairs hosted by the high schools

**4. SMW will create pipelines for high school students to enter the local and regional workforce.** Counselors will meet with underrepresented groups of students and preferential scheduling will be provided to economically disadvantaged students with disabilities, students in foster care, and students with parents that are in the armed forces or on active duty. WBL will be embedded in the junior and senior years to provide students with concrete, coherent relevant occupations. The goal for the 2024-25 school year will be to enroll 40 students and increase the number to 80 students across the four years. Working with the school counselors and the Advise

TN counselors, students wishing to join the workforce will develop a plan to successfully achieve employment. Additionally, students who wish to continue to postsecondary education will work with the counselors throughout the entire process of applying for colleges including dual enrollment, FAFSA completion, seeking funding, and matriculation during the fall semester.

**5. Certified Medical Assisting instructors will receive professional development experience outside the classroom by visiting businesses and post-secondary institutions. TCAT**

Hohenwald will provide externships for high school teachers to ensure fidelity in the Certified Medical Assisting pathway. Standardization of equipment between the high school and TCAT Hohenwald and TCAT Dickson is vital for a seamless transition for student success. Student knowledge about a particular piece of equipment allows students to easily transition and operate the equipment efficiently. A joint decision between the instructor at TCAT Hohenwald and CTE Director was held to ensure that equipment purchased would provide quality instruction for students.

**Objectives and Metrics to measure: Overview and Structure of WBL:**

Monitoring the success of the program will utilize the following metrics: Tracking the number of students exposed to information about a career within the pathway, camp participation, college and career exploration, students enrolled in high school classes. Additionally, data will be gathered on the number of students that matriculate on the post secondary programs, including college visits, college applications tracking, TN Promise application rates, FAFSA completion rates, and the college going rate. The chart below identifies SMW student participation:

Activity	Grade Level	Students Year 1	Students Year 2	Students Year 3	Students Year 4
Videos of local Certified Medical Ast.	Elementary grades K-5	900	900	900	900

Camps	Elementary and middle	20	25	30	40
Career Awareness and Employability Skills Activities	Middle Schools	900	900	900	900
Program of Student Students enrolled	High Schools	40	60	70	80

Detailed project timeline and overview of critical convenings, activities and actions show the components of the SMW project:

Description - * Responsible Parties	Metric	Dates
Advisory Board Committee- Follow the quarterly schedule- * School Staff, TCAT Hohenwald, South Central Tennessee Development District, Hickman County Economic Development Association, School Staff	Monthly meetings- notes from the meetings	Meet each Month: August-2024-May 2028
Complete Articulation Agreements with *TCAT Hohenwald, TCAT Dickson, Hickman County School District	Articulation Agreements signed each year during the tenure of the grant.	Signed in February each year 2024-2028
Sub-committee members and industry panthers meet to develop WBL opportunities. *Member include School Staff, industry partners	Approved and stoned proposals for WBL	Singed in January each year 2025-2028
Dual enroll students in TCAT Hohenwald and TCAT Dickson for Certified Medical Assisting Classes *TCAT representative and school counselor	Number of students that dual enrolled in Certified Medical Assisting classes	Each year August-September 2024-2028
Students participate in Work-Based Opportunities	Working with industry partners	First Semester beginning in September 2024-2028
OSHA 10 training for high school teachers	Teacher receives Certification to instruct students	June 2025
Career assessments for sophomores and juniors to assist in scheduling for the following year Meetings with student and parent to develop a clear plan *School Counselors and School staff	You Science Administered to students	February each year 2024-2028

Alignment of Community and Education Summit. Update Certified Medical Assistant course catalogs *Hickman County Board of Education	Updated Catalogs	April each year 2025-2028
Open house for students, parents, and medical partners to learn about programming, and open jobs *Hickman County Staff	Number of participants	October each year 2024-2028
Meet with counselors to review student data pre-enrollment for spring semester *Hickman County Counselors	Number of students attending meetings and enrolling in Certified Medical Assisting Programs	November 2025-2028
Enroll students in Summer WBL classes, clinicals, and meet with partners about summer employment	Number of students completing WBL during summer term	August 2025-2028
Begin Media Campaign for elementary students and parents. Videos will be shared in guidance classes for elementary, middle, high school students, Business Education Council, and Hickman County Chamber. *Hickman County Staff	Video Created showcasing Certified Medical Assisting to stream and put on website.	January 2025-2028
Students participate in Work-Based Opportunities *Counselors, Advise TN Counselors	Working with Industry Partners	First Semester beginning February 2025-2028
Student interest meetings and registration for Camps and Institutes. Camps will be conducted during the summer months *Hickman County Staff	Number of students participating in camps	April through June each year 2024-2028

**Governance Plan:** The oversight committee will meet in person quarterly by Zoom/Team to report on meeting guidelines of the grant. The oversight committee will oversee operations throughout the project period and include Brenda Brock, (Lead Entity) Hickman Co, ECA, Joey Chilton, CTE Director for Hickman County School District, Dr. Kelle Kea-Carroll, ED.D, President of Dickson Hohenwald, Barbara Kizer, coordinator, EPSO Coordinator and WBL Coordinator for Hickman County School District. The lead entity will set the monthly meeting dates and agenda and each partner will report on their efforts and seek assistance as needed.

**Section III Strength of Partnership**

The cornerstone of SMW is the strong partnership between the workforce and the education stakeholders in the region. With existing relationships already in place, the foundation of SMW is solid. The Hickman County ECA executive director will serve as the Lead Entity, the Career and Technical Education director from Hickman County High High School will be a co-lead, and TCAT Hohenwald will be the fiscal agent.

Mandatory Partners for SMW include:

<b>Partner</b>	<b>Education/Experience</b>	<b>Specific Experience</b>
Workforce Agency- South Central Tennessee Development District- Barbara Kizer	25 Years	Manages multiple federal and state workforce grants.
Higher Education: TCAT Hohenwald President Kelli Kea-Carroll TCAT Dickson - President Laura Travis	30 Years 20 Years	The education partners have a wealth of experience with a proven track record of delivering workforce instruction.
K-12 School District Hickman County Central Office- Joey Chilton  EHHS- Colin Henson HCHS- Ronnie Brewer	22 Years  10 Years 20 Years	The director has been successful with Perkins and Leap Grants to enhance vocational education. High School principals are responsible for scheduling, CTE, and daily operation of the school.
Industrial Partners Ascension Hickman County Hospital, Ascension Express Care, Ascension Medical Clinic, Kevin Campbell Lewis Health Center, Nathan Miller Centerville Life Care Center, Barbara Wall	26- Years  25 years 28 years	All employer partners represent a need for Medical Healthcare and Social Assistance.

Specific roles and responsibilities have been outlined in the Memorandum of Understanding and include the following:

**TCAT Hohenwald-** will serve as a fiscal agent for SMW. In this role, TCAT Hohenwald will be responsible for all financial transactions and associated reporting related to the grant and assure their compliance with the Tennessee Board of Regents and THEC financial policies and regulations. In addition, TCAT Hohenwald will coordinate dual enrollment and/or dual credit with the Hickman County School District, and will provide externships for the Certified Medical instructors.

**Hickman County School District-** will enhance and expand the Certified Medical Assisting programs at East Hickman High School and Hickman High School by adding additional classes for Phlebotomy and EKG industry certifications. A development of a lab equipped with medical equipment will be used by students in preparation of a medical career. The programs will include instructional strategies, business partner engagement, and WBL opportunities for students. Students will enter the workforce with essential industry credentials that will be assembled in a digital portfolio in their Google Drive in which students will store their completed credentials and photos of work completed, degrees from TCATs, and work-based learning experiences that will have an immediate impact in the workforce. SMW will meet a growing need among local and regional Certified Medical Assisting employers and seek to remove barriers for middle and high school students through a multi-pronged approach that will create student awareness of Certified Medical Assisting career paths, job opportunities, awareness of employers in the regional area, and provide educational opportunities for students. In addition, each high school will manage dual enrollment with TCAT Hohenwald and TCAT Dickson. The Hickman County School District will propose an Instructional Service Center to serve students in the Certified Medical Assisting program.

**Workforce Alliance:** will afford access to available resources, to include, supportive services, to eligible students in relation to dual enrollment, job placement, and a liaison between schools and industry partners.

**Employer Partners: Accession St. Thomas Hickman County Hospital, Lewis County Health Center, Centerville Life Care Center, St. Thomas Express Care, and Centerville St. Thomas Clinic will support career awareness and exploration activities through:** the collective group will participate as guest speakers, perform mock interviews, and provide industry industry experts at camps and through clinicals. They have indicated a willingness to provide WBL opportunities to include on-the-job-training, clinicals, co-ops, externships, company tours, and donations of time and equipment, when feasible.

#### **Section IV Budget:**

The complete budget for the GIVE 3.0 grant is attached in Appendix B. Capital expenditures include equipment purchases that mirror TCAT's for up to date training of the workforce.

**Professional Fees, Grant & Awards** This proposal includes two part-time positions that include the following responsibilities: grant administration and WBL coordination which will be a liaison between businesses and school to organize job fairs, career days, field trips, career days, field trips, testing. Second, teachers will receive stipends for camps, and South Central Workforce Development will recruit and assist with publicity in relation to the availability of the technical program offerings of the GIVE 3.0 Grant, and assist in recruiting and targeting the enrollment of students in the Certified Medical Assisting Program.

**Supplies, Telephone, Postage Shipping, Occupancy, Equipment Rental Maintenance, Printing & Publication** portion of the budget includes purchasing recommended supplies and current and similar tools used at TCAT's for two high schools for Certified Medical Assisting



programs of study. Promotional materials will be needed to advertise such as newspapers, pamphlets, social media, promotional videos, and parental meetings. This material will be shared in both career centers and videos will run on a continuous loop in the career centers and will be shared with the Chamber of Commerce and the Hickman Co . ECA.

**Travel, Conferences & Meetings** All travel funds including field trips, job shadowing, mentoring for teachers will be included through this grant.

**Other Non-Personnel** Middle and high schools camps will be conducted through partnerships between business partners and Hickman County instructors. Industry credentials will be paid for through this grant and a work readiness program Conover Online.

**Capital Purchases** will include: Hospital Bed Package (10) @ \$5,980.00 Total= \$59,800.00, Hospital Curtains W/ tracks (10) @ \$7,500.00 Total=\$75,000.00, 6-Channel ECG Package (4) @ \$5,000.00 Total=\$20,000.00, Teri Patient Skills Trainer (6) @ \$15,500.00 Total=\$93,000.00, Alex Plus 2.0 female Accessory (8) @ 34,200.00 Total=\$273,600.00, XR Clinic Mobile Medical Training Solution (6) @\$5,800.00 Total=\$34,800.00, Exam Table with AED Trainer(4) @ \$5,000.00 Total=\$20,000.00, Headwall System WallMount (4) @ \$5,000.00 Total= \$20,000.00, Anatomage Table Convertible (2) @ \$83,375.00 Total=\$166,750.00, Isolation cart 4 Drawer (2) @ \$6,525.00 Total=\$13,050.00

**Section V: Sustainability:** The sustainability for SMW is to ensure continued success for all partners including students, higher education institutions, and businesses will include the

following processes by the lead entity and the CTE director who will oversee the WBL teachers assigned to Certified Medical Assisting students, and the WBL teachers who will be responsible for activities and screening documents in local and state reporting. Upon completion of SMW, SCTD will assist with placement of students in the workforce. Equipment purchased through the 3.0 grant will be maintained by using CTE funds which will alleviate the need for the positions for a fiscal and grant administrator. Perkins funds will be utilized for travel, industry credentials, supplies, YouScience, and future purchases of equipment. Camps will be supported using teachers paid by state and local funds within the Hickman County School District. Local partners will be sought to support students that are economically disadvantaged. Advisory councils will include business partners with quarterly Business Education Council meetings to support and sustain the focus and growth of WBL for Certified Medical Assisting.

**Section VI:**

Hickman County is a transitional county according to the *TN ECD* dashboard. According to the U.S.Census Bureau Hickman County has 14.5% persons in poverty and the per capita income in the past 12 months (in 2022) \$27,764 and median household income of \$40,689. The beginning salary of \$52,000 for Certified Medical Assisting Technicians income meets the criteria of High Demand and High wage. Geographically Hickman County is in the Southern Middle Region, however, it borders the Northern Middle region which increases opportunity for students to seek employment in both regions.

**APPENDIX B: Budget**

GRANT BUDGET
GIVE Program Competitive Grant ( Medical Assisting)

The grant budget line-item amounts below shall be applicable only to expenses incurred during the following  
**Applicable Period: BEGIN: August 2024 END: August, 2028**

<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1, 2	Salaries, Benefits & Taxes	400,000.00	0.00	400,000.00
4, 15	Professional Fee, Grant & Award <sup>2</sup>	386,000.000	0.00	386,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	189,000.00	10,000.00	199,000.00
11, 12	Travel, Conferences & Meetings	16,000.00	1,500.000	17,500.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance to Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	73,000.00	10,000.00	83,000.00
20	Capital Purchase <sup>2</sup>	776,000.00	0.00	776,000.00
22	Indirect Cost	160,000.00	0.00	160,000.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>2,021,500.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Sub recipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: [www.state.tn.us/finance/act/documents/policy3.pdf](http://www.state.tn.us/finance/act/documents/policy3.pdf)). <sup>2</sup> Applicable detail follows this page if line-item is funded.

**GRANT 3.0 BUDGET (MEDICAL ASSISTING)**

Budget Items	Year 1	Year 2	Year 3	Year 4	Total
Salaries, Benefits, Taxes, for TCAT Hohenwald	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$80,000.00
Professional Fees-Grant Adm., WBL Coordinator	\$87,500.00	\$87,500.00	\$87,500.00	\$87,500.00	\$350,000.00
Health Science teacher at HCHS with benefits	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	320,000.00
Stipends for teachers (Summer camps)	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$28,000.00
Supplies consumable needed for projects including summer camps	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$84,000.00
Supplies non-consumable, Blood pressure cuffs, Thermometer, needles, etc.	\$35,000.00	\$30,000.00	\$20,000.00	\$20,000.00	\$105,000.00
	\$20,000.00	0	0	0	\$20,000.00

Textbooks					
You Science	\$11,000.00	\$10,000.00	0	0	21,000.00
Industry Certifications	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$24,000.00
Promotions for the Grant- Videos for the Project	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$8,000.00
Travel to and from TCAT Hohenwald and to medical facilities	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$16,000.00
Capital Purchases for the Grant (Listed)	\$776,000.00				\$776,000.00
Cost for Financial Support or assistance for Hickman county	\$2,000.00	\$2,000.00	2,000.00	\$2,000.00	\$8,000.00
Indirect Cost	40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$160,000.00
					\$2,000,000.00

**Memorandum of Understanding (MOU)**  
**Between**  
**Investing in the Future through a Skilled Medical Workforce**  
**TN GIVE 3.0 Grant**  
**to Work Core Partners**  
**September 1, 2024-August 31, 2028**

Hickman County TN Economic & Community Development Association, Tennessee College of Applied Technology-Hohenwald, and South Central Tennessee Workforce Alliance

**Investing in the Future through a Skilled Medical Workforce**  
**and**  
**Employer Partners**

Ascension St. Thomas Hickman Hospital, St. Thomas Express Care, Hickman Medical Clinic, Lewis County Health Center

This is an agreement by and between the parties listed above, hereinafter referred to the SMW, to Work Core Partners and named SMW employer partners, hereinafter referred to as the “employer partner.”

**I. PURPOSE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Governor’s Investment In Vocational Education (GIVE) proposal to implement the SMW program in Hickman County. In particular, the MOU is intended to establish expectations between the designated SMW core partners and the employer partners to provide youth the opportunity to gain valuable vocational skills to address the labor shortage and skill deficits in the manufacturing sector.

**I. Partner Roles**

- 1. SECONDARY SCHOOLS: East Hickman High School- Hickman County High School**

Secondary Schools agree to the following responsibilities:

Promoting the Certified Medical Assisting Pathway and recruiting students to enroll in classes giving preference to juniors and seniors, to participate in the technical education programs including in the 2024 GIVE 3.0 Grant.

- Assisting juniors and seniors in participating and processing dual enrollment opportunities to align with Career & Technical Education Goals, to include preparing students to be TN Ready Graduates.
- To communicate with information about WBL (Work Based Learning) opportunities by engaging students and employees in meaningful activities, managing dual enrollment/dual credit with TCAT Hohenwald and TCAT Dickson.
- Providing students the opportunity to obtain industry credentials including underrepresented groups of students including economically disadvantaged, students with disabilities, students in foster care, and students with parents that are in the armed forces or on active duty and not-traditional, monitor partner engagement.
- To allow business partners access to career centers to interview students

## **2. HICKMAN COUNTY ECONOMIC & COMMUNITY ASSOCIATION**

- The Hickman county Economic and Community Association agrees to be the lead entity.
- They will provide regional job information to share with students in the career center.
- Partner with the WBL coordinator to set up career fairs, career mentoring, field trips, tours, and mock interviews.

## **3. TENNESSEE COLLEGE OF APPLIED TECHNOLOGY- HOHENWALD**

Tennessee College of Applied Technology - Hohenwald agrees to the following responsibilities: serve as the fiscal agent of the grant, coordinate dual enrollment and/or dual credit with identified secondary schools, deliver Certified Medical Assisting opportunities required by employers for students to work for employer partners upon completion of the program, and provide externship opportunities for high school teachers.

## **II. Business Partners**

Provide or participate in a “Work-Based Learning Experience” activity to include:

- Attend career fairs or Job Shadowing
- Provide a paid or non-paid work-based learning opportunity for students enrolled in technical programs.

- Provide feedback to schools to improve the students' learning experiences.
- Serve on the Advanced Student Professional Advisory Council
- Interview prospective students

**III. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. Modification of roles/responsibilities and the sustainability of the program are collectively decided by the Core and Employer partners identified in this MOU.
2. An employer partner may terminate its relationship with the program with a 30-day written notice to the lead agency or co-director. Additional employer partners may be added through signature to this agreement.
3. All partners commit to sustain the work-based learning model in the proposal and partnership beyond the GIVE grant.

**IV. EFFECTIVE DATE AND SIGNATURE**

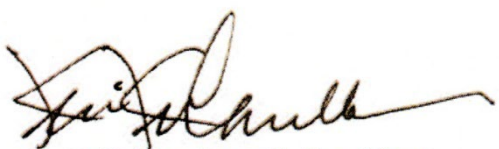
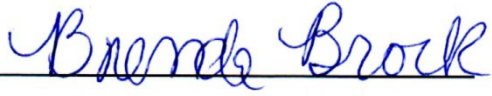


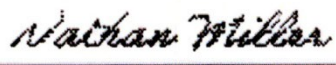
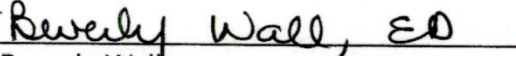
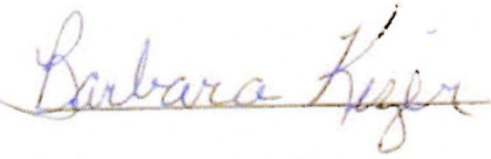

This MOU shall be effective upon the signature date of the Partners authorized officials. It shall be in force from September 1, 2024 - August 31, 2028.

SMW agrees with this MOU by their signatures

This MOU may be executed in any number of counterparts, each of which together shall be deemed to be original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by email delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such a facsimile or “.pdf” signature page was an original thereof.

**Signatures and Dates:**



 Dr. Kelli Kea-Carroll, President Tennessee College of Applied Hohenwald <u>04/25/24</u> Date	 Date: <u>4.23.24</u> <b>Brenda Brock</b> Hickman Co., TN Economic & Community Development Association
 Date: <u>4-17-24</u> <b>John Mullins, Director</b> <b>Hickman County School District</b>	 Date: <u>4/23/2024</u> <b>Kevin Campbell</b> <b>St. Thomas Ascension Medical Group</b>
 Nathan Miller, Lewis Health Center	 Date: <u>4/23/24</u> <b>Beverly Wall</b> <b>Life Care Center, Centerville</b>
 Barbara Kizer, Executive Director South Central Tennessee Development District Workforce Investment Area 6 & 10 <u>04/25/24</u> Date	 <b>Joey Chilton</b> <b>CTE Director Hickman County Schools</b> <u>4/29/2024</u>