

Northwest Georgia

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**WORKFORCE DEVELOPMENT BOARD  
OF NORTHWEST GEORGIA**

**MEMBER ORIENTATION MANUAL  
*and*  
WORKFORCE INNOVATION AND  
OPPORTUNITY ACT  
REFERENCE GUIDE**

**April 2022**

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# **NORTHWEST GEORGIA WORKFORCE DEVELOPMENT BOARD HANDBOOK INDEX**

## **Chapter 1. Governance Issues**

**Why Workforce Development Boards (WDBs)?**

**What are Workforce Development Boards?**

**Who Appoints the Workforce Development Boards?**

**WDB Membership?**

**WDB Functions and Duties?**

**WDB Mission?**

**Why Youth Committees?**

**Why a Committee Serving Individuals With Disabilities?**

**Why a One-Stop Advisory Council?**

**Is the WDB Incorporated?**

**What Area Does the WDB Serve?**

**Who Serves On the Council of Chief Elected Officials and Workforce Development Board?**

**Who Serves on the Staff of NWGRC?**

**What Agreement/By-laws Regulate the Operation of the WDB/Youth Council?**

## **Chapter 2. Workforce Services for Adults/Dislocated Workers**

**Who Is Eligible for WIOA Services?**

**What Is a One-Stop?**

**Where Are the One-Stops in the Area?**

**Who Operates the One-Stops?**

**What Training Services Are Available?**

**What Supportive Services Are Available?**

**How Is Success Measured?**

## **Chapter 3. Workforce Services for Youth**

**Who is Eligible?**

**What Services Are Available?**

**What Supportive Services Are Available?**

**How is Success Measured?**

## **Chapter 4. Liability/Ethics/Reporting Fraud, Waste & Abuse**

**Is There a Code of Conduct/Conflict of Interest Policy?**

**Does the WDB Have a "Whistle Blower Policy?"**

**How is Fraud, Waste, and Abuse Reported?**

## **Chapter 5. Grievances**

**How Are Grievances Regarding the Board's Action Handled?**

## **Chapter 6. Board Resources**

**What Are Resources for Board Members to Use to Learn More?**

### **APPENDIX A**

**Agreement Between the Council of Chief Elected Officials of Northwest Georgia, the Workforce Development Board of Northwest Georgia, and the Northwest Georgia Regional Commission**

### **APPENDIX B**

**Northwest Georgia Workforce Development Board Constitution & By-Laws**

### **APPENDIX C**

**Northwest Georgia Grievance Procedures**

### **APPENDIX D**

**Youth Committee Constitution and Bylaws**

### **APPENDIX E**

**Council of Chief Elected Officials, Workforce Development Board, and Youth Committee Membership Directory**

## Chapter 1. Governance Issues.

### Why Workforce Development Boards (WDBs)?

WDBs set policy and provides oversight for the workforce development system through the functions explained on pages 6 and 7.

### What are Workforce Development Boards?

The Workforce Development Board was authorized in 2014 under the Workforce Innovation and Opportunity Act and certified by the Governor of Georgia effective July 1, 2015. It is used to plan and implement a system to help local job seekers obtain the skills that they need and to help local employers find employees with the skills that they need for their business.

### Who Appoints the Workforce Development Boards?

The Governor appoints the State WDBs and the Chief Local Elected Officials appoint the Local WDBs in accordance with the terms of the WIOA Section 107.

### WDB Membership?

The Northwest Georgia Workforce Development Board consists of:

- A minimum of 51% who are representatives of business in the local area and who shall be owners, chief operating officers, and chief executive officers or other individuals with optimum policy making or hiring authority WIOA sec. (23) A minimum of two shall represent small business.
- At least 20% shall be:
  1. A minimum of two (2) representatives of organized labor or other representatives of employees, if existing in the area.
  2. A representative of a joint labor-management or union-affiliated registered apprenticeship, if those programs exist or a representative of a registered apprenticeship program if one exists.
  3. May include one or more community-based organization qualifying for § 679.320 (c) 3
  4. May be representatives of organizations with experience and expertise in addressing services to eligible youth per § 679.320 (c) 3.
- Representative(s) ( 1 or more) of providers of adult education and literacy § 679.320 (d) 1.
- Representative(s) (1 or more) from institutions of higher education § 679.320 (d) 2.
- At least one representative each from (a) economic and community development entities; (b) state employment service (Wagner-Peyser Act); and ( c) programs under Title I of the Rehabilitation Act of 1973 other than sec. 112 or Part C of that Title.
- The memberships of the WDB may include other representatives per § 679.320 (e) (1) through (e) (4).
- A member of the Council of Chief Elected Officials who is not the CLEO.

Under some conditions, members may represent more than one category.

## WDB Functions and Duties?

The WDB shall in accordance with an agreement with the CCEO:

- a. Develop and submit a 4-year local plan.
- b. Develop and submit a regional plan (in collaboration with other local areas if determined part of another region).
- c. Conduct workforce research and regional labor market analysis to include requirements in Sec. 679.37(c)(1) through (c)(3) of WIOA regulations.
- d. Convene stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources leverage support for workforce development activities.
- e. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation; develop effective linkages; ensure workforce activities; meet the needs of employers and support economic growth; and develop and implement proven and promising strategies to meet the employment and skill needs of workers and employers.
- f. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- g. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- h. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.
- i. In partnership with the chief elected official for the local area:
  - (1) Conduct oversight of youth workforce development activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area;
  - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
  - (3) Ensure the appropriate use management, and investment of funds to maximize performance outcomes under WIOA sec. 116.
- j. Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.
- k. Negotiate with CLEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.
- l. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
  - (1) Providers of youth workforce development activities;
  - (2) Providers of training services consistent with State requirements and WIOA sec. 122;
  - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
  - (4) One-stop operators in accordance with §678.600 through §678.635.
- m. In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are

sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities. Consumer choice requirements shall be met by complying with §678.380.

- n. Coordinate activities with education and training providers in the local area, including:
  - (1) Reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan;
  - (2) making recommendations to the eligible agency to promote alignment with such plan; and
  - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- o. Develop a budget for the activities of the Local Board, with approval of the chief elected official and consistent with the local plan and the duties of the Local Board.
- p. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- q. Certification of one-stop centers in accordance with § 678.800.
- r. Enter into an agreement with the Chief Elected Officials (CEOs) that describes respective roles and responsibilities of the Board and CEOs. The elected official who is appointed to the WDB will serve as a liaison to provide oversight and to ensure coordination in meeting workforce goals for the area.
- s. In addition to the coordination provided by the elected officials appointed to the WDB, the WDB shall, as soon as practical after it is constituted, create a detailed transitional plan to be presented to the Council of Chief Elected Officials addressing the following:
  - 1. a strategy to organize the workforce development system stakeholders;
  - 2. a plan to broker relationships with a diverse range of employers;
  - 3. a strategy to leverage support for workforce development activities; and
  - 4. addressing how the WDB will carry out its responsibilities under the Act, the regulations promulgated thereunder, and state law.

An annual progress report shall be provided to the CCEOs.

A copy of the Agreement Between the Council of Chief Elected officials of Northwest Georgia, the Workforce Development Board of Northwest Georgia, and the Northwest Georgia Regional Commission will be provided when approved and included as “Appendix A.”

### **WDB Mission?**

The mission is build a world class workforce that enables individuals to meet the dynamic employment needs of business through customer-focused services that leverage existing resources and strategically forms and implements economic development partnerships for this purpose.

### **Why A Youth Committee?**

Youth Councils were required under the Workforce Investment Act (WIA) but are not required under WIOA. WIOA does suggest a Youth Committee. This committee provides information and assists with planning, operational, and other issues relating to the provision of services. Membership on the committee must include representatives from community-based organization with a demonstrated record of success in serving eligible youth.

The Northwest Georgia Workforce Development Board Youth Committee shall include the following:

1. A minimum of one (1) member of the local Workforce Development Board who chairs the Youth Committee and has special interest or expertise in youth policy. Consideration of business, education and human service agency members is encouraged.
2. Members of community-based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise who are not members of the local Board.
3. Other members may include other appropriate individuals as determined by the WDB in cooperation with the local Chief Elected Officials and should reflect the needs of youth including out-of-school youth. Members may represent agencies such as education, training, health, mental health, public assistance, or be representatives of philanthropic or economic and development organizations, employers, and/or parents, participants, and youth.

A copy of the Youth Committee Constitution and Bylaws is included as Appendix D. A list of Youth Committee Members is provided as Appendix E.

### **Why a Council Serving Individuals With Disabilities?**

This Council will provide information and assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for, or accommodations to, and finding employment opportunities for, individuals with disabilities. The structure of this Standing Committee will change to an Advisory Council rather than a governing Committee. The Promoting Access for Individuals with Disabilities (PAID) Advisory Council was approved by the WDB.

### **Why a One-Stop Partner Advisory Council?**

The One-Stop Partner Advisory Council is a group of workforce partners that, under WIOA, are required to be a part of the One-Stop System. The local group meets quarterly with monthly calls on other months to discuss issues and events that affect the One-Stop Partners and the WorkSource Northwest Georgia Workforce System. The group activities and meetings are coordinated by the



One-Stop Operator who also provides update to the WDB periodically. The purpose of the One-Stop System is to provide the community with a variety of workforce services at each One-Stop location. The System has one Comprehensive Center where all partners are either physically present or accessible via electronic access. Other Affiliate sites have at least one workforce service. All partners provide services through their participation and receive the benefit of referrals to their programs. The partner group meetings/calls are a way of updating each other on activities in the region and to cross train other partners to better provide partner referrals. Recently the group has developed a One-Stop Referral Guide with partner input that lays out the methods for the referral system between the partners. The goal of this Advisory Council is to increase community knowledge of the Center and to increase the community's utilization the One-Stop System.

### **Is the WDB Incorporated?**

The Workforce Investment Board (WIB) was incorporated and the name has been changed to the Workforce Development Board of Northwest Georgia, Inc.

### **What Area Does the WDB Serve?**

The Northwest Georgia Workforce Development Board covers fifteen Northwest Georgia Counties. The counties include Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.

### **Who Serves On the Council of Chief Elected Officials and Workforce Development Board?**

Provided separately as Appendix E.

### **Who serves on the staff at Northwest Georgia Regional Commission?**

Northwest Georgia Regional Commission  
P.O. Box 1798  
Rome, Georgia 30162-1798  
706.295.6485, 706.802.5567 Fax

Karla Conetta, Workforce Monitor, [kconetta@nwgrc.org](mailto:kconetta@nwgrc.org)  
Susan Gentry, Adult/Dislocated Worker Program Manager, [sgentry@nwgrc.org](mailto:sgentry@nwgrc.org)  
Tammy Helbing, Intake Assessment Specialist, [thelbing@nwgrc.org](mailto:thelbing@nwgrc.org)  
Lesia Lambert, Director of Workforce Development, [llambert@nwgrc.org](mailto:llambert@nwgrc.org)  
Jamy McDonald, Workforce Representative, [jmcdonald@nwgrc.org](mailto:jmcdonald@nwgrc.org)  
Terri Morgan, Workforce Administrative Assistant, [tmorgan@nwgrc.org](mailto:tmorgan@nwgrc.org)  
Phyllis Walker, Workforce Assistant Director, [pwalker@nwgrc.org](mailto:pwalker@nwgrc.org)  
Phyllis Walker, Equal Opportunity Officer

## **What Agreement/By-laws Regulate the Operation of the WDB?**

The Workforce Innovation and Opportunity Act and regulations stipulate the activities of the WDB. There is a Constitution & By-laws of the Workforce Development Board of Northwest Georgia by which the Board/Council is governed. Both of these state the purposes and the requirements for the WDB staff and members. A copy is included in Appendix B.

## **Chapter 2. Workforce Services for Adults/Dislocated Workers.**

### **Who Is Eligible for WIOA Services?**

#### **Adult and Dislocated Worker Participant Eligibility for WIOA and Priority of Service**

- A. To be eligible to receive WIOA services as an adult in the adult and dislocated worker programs, an individual must:
  - 1. be 18 years of age or older;
  - 2. be a citizen or noncitizen authorized to work in the United States; and
  - 3. meet Military Selective Service registration requirements (males who are 18 or older; and born on or after January 1, 1960, unless an exception is justified).
  
- B. Additional Eligibility Requirements for Adults.
  - 1. Adults must be either unemployed or underemployed and meet the priority of service requirements.
  - 2. Individuals who are underemployed include persons who are employed less than full-time and are seeking full-time employment; are employed in a position not commensurate with the individual's demonstrated level of educational attainment and skills; are working full time and meet the definition of low income, according to LWDB policies; or are employed, but whose current job earnings are not sufficient compared to their previous earnings.
  
- C. Additional Eligibility Requirements for Dislocated Workers.

A dislocated worker is an individual who meets one of the following-five sets of criteria:

  - 1. The individual:
    - a. has been terminated or laid off, or has received a notice of termination or layoff from employment;
    - b. is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; and c. is unlikely to return to a previous industry or occupation.
  
  - 2. The individual:
    - a. has been terminated or laid off or has received a notice of termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;

- b. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
  - c. for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- 3. The individual was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.
- 4. The individual is a displaced homemaker, as defined in WIOA § 3 (16). A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:
  - a. is unemployed or underemployed and experiencing difficulty finding or upgrading employment; and
  - b. has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.
- 5. The individual is a separating service member from the Armed Services with a discharge other than dishonorable, the separating service member qualifies for dislocated worker activities based on the following criteria:
  - a. The separating service member has received a notice of separation (DD214) from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria;
  - b. The separating service member is eligible for or has exhausted unemployment compensation; and
  - c. As a separating service member, the individual meets the eligibility criteria that the individual is unlikely to return to a previous industry or occupation.
- 6. The individual is the spouse of a member of the Armed Forces on active duty who:
  - a. has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
  - b. is unemployed or underemployed and experiencing difficulty finding or upgrading employment.
- 7. The individual is underemployed, which is defined as:
  - a. A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; and/or
  - b. A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.

6. Governor's Group

An eligible group if defined and approved by the Governor.

Both Adults and Dislocated Workers must also provide documentation of Social Security number. The WDB has determined a priority of service policy consistent with WIOA, the Jobs for Veterans Act, and State policies.

**What Is a One-Stop?**

The Workforce Innovation and Opportunity Act mandates One-Stop Service Delivery Systems at the local level for the delivery of workforce development services. WIOA retains the nationwide system of One-Stop centers, which directly provide employment services and connect customers to work-related training and education. WIOA reinforces the partnerships and strategies necessary for One-Stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

**Where Are the One-Stops in the Area?**

The Board has identified the Rome Career Center as the Comprehensive One-Stop Center. The affiliated One-Stop Centers are Bartow Career Center, Blue Ridge Career Center, Dalton Career Center, and LaFayette Career Center. In addition, Chattahoochee Technical College, Georgia Northwestern Technical College, and West Georgia Technical College have been certified as Affiliated One-Stop Centers.

**Who Operates the One-Stops?**

The One-Stop Operator was procured through a competitive process with the Georgia Department of Labor being selected as the Operator and approved by the Workforce Development Board and the Council of Chief Elected Officials.

**What Training Services Are Available?**

The WIOA system offers access to job training, education, and employment services. It also provides information on the current skills that employers need for their workers and also job listings.

**What Supportive Services Are Available?**

Some of the basic services that are available are stipends for transportation, child-care, and dependent care.

## How Is Success Measured?

WIOA establishes common performance measures across the four core programs. In addition, WIOA requires the establishment of primary indicators on credential attainment and skills gain and on the effectiveness of services to employers. WIOA also requires states, localities, and eligible training providers to publish performance data using common templates developed by the Secretary of Labor and the Secretary of Education.

Success for Adults and Dislocated Workers is measured by WIOA Performance Standards. The qualifications for success as Adult and Dislocated Workers are:

- Employment Rate (Q2 post-exit);
- Credential Rate;
- Median Earnings;
- Employment Rate (Q4 post-exit); and
- Measureable Skills Gain

## Chapter 3. Workforce Services for Youth.

### Who is Eligible?

#### In-School Youth (exceptions and limitations may apply)

Youth ages 14 – 21 that are economically disadvantaged, meet the definition of *in-school youth*:

- a. Attending school (Georgia compulsory education laws require children between the ages of 6 and 16 to attend school);
- b. Not younger than age 14 or \*unless an individual with a disability who is attending school under state law) older than 21 at the time of enrollment;
- c. A low-income individual who meets one or more of the following criteria; and

Have one of the following barriers to employment are eligible for WDB services:

- Basic skills deficient;
- An English language learner;
- An offender;
- A homeless individual, a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under §477 of the Social Security Act (42 USC §677), or in an out-of-home placement;
- Pregnant or parenting;
- Disabled; or
- Requires additional assistance to enter or complete an educational program or to secure or hold employment; and

## Out-of-School Youth (Exceptions and limitations may apply)

Youth ages 16-24 that have one or more of the following barriers:

- A school dropout.
- A youth who is within the age of compulsory school attendance but has not attended school for at least the most recent complete school year.
- A recipient of a secondary school diploma or its recognized equivalent who is low income and is either basic skills deficient or an English language learner.
- An offender.
- Homeless (as defined under in-school previously).
- Pregnant or parenting.
- Disabled.
- A low income individual who requires additional educational assistance to enter or complete an educational program or to secure or hold employment.

### **What Services Are Available?**

Local youth programs must provide service to a participant for the amount of time necessary to ensure successful preparation to enter post-secondary education and/or unsubsidized employment. While there is no minimum or maximum time a youth can participate in the WIOA youth program, programs must link participation to the individual service strategy and not the timing of youth service provider contracts or program years.

### **§ 681.460 What services must local programs offer to youth participants?**

- (a) Local programs must make each of the following 14 services available to youth participants (WIOA sec. 129(c)(2)):
- (1) Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential;
  - (2) Alternative secondary school services, or dropout recovery services, as appropriate;
  - (3) Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences:
    - i. Summer employment opportunities and other employment opportunities available throughout the school year;
    - ii. Pre-apprenticeship programs;
    - iii. Internships and job shadowing; and
    - iv. On-the-job training opportunities;
  - (4) Occupational skill training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved if the Local Board determines that the programs meet the quality criteria described in WIOA sec 123;

- (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;
  - (6) Leadership development opportunities, including community service and peer centered activities encouraging responsibility and other positive social and civic behaviors;
  - (7) Supportive services, including the services listed in § 681.570;
  - (8) Adult mentoring for a duration of at least 12 months, that may occur both during and after program participation;
  - (9) Follow-up services for not less than 12 months after the completion of participation, as provided in § 681.580;
  - (10) Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
  - (11) Financial literacy education;
  - (12) Entrepreneurial skills training;
  - (13) Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
  - (14) Activities that help youth prepare for and transition to post-secondary education and training.
- (b) Local programs have the discretion to determine what specific program services a youth participant receives, based on each participant's objective assessment and individual service strategy. Local programs are not required to provide every program service to each participant.

### **What Supportive Services Are Available?**

Some of the basic services that might be available for out-of-school youth are stipends for transportation, child-care, and dependent care.

### **How is Success Measured?**

Success for WIOA Youth participants is measured by WIOA Performance Standards as follows:

- Placement in Employment or Education (Q2 Post-Exit)
- Credential Rate
- Median Earnings
- Placement in Employment/Education/Training (Q4 Post-Exit)
- Measurable Skills Gains
- Employer Measure(s)

## Chapter 4. Liability/Ethics/Reporting Fraud, Waste & Abuse.

### Is There a Code of Conduct/Conflict of Interest Policy?

Yes. It is included as part of the Appendix B.

### Does the WDB Have a “Whistle Blower” Policy?

Yes. The Policy reads as follows: “The CONTRACTOR awarded funds made available under WIOA shall promptly refer to the U.S. Department of labor Office of Inspector General any credible evidence that a principal, employee, agent, contractor, sub-recipient, sub-contractor, or other person has submitted a false claim under the False Claims Act or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving those funds. The CONTRACTOR may also contact the State WIOA EO Officer, State-level Workforce Innovation and Opportunity Act, Title 1 Administrator, 75 Fifth Street, NW, Suite 845, Atlanta, GA 30308. Telephone number is 404.962.4005.”

**APPLICANTS** for WIOA will sign in their “Statement of Rights” the following: “In the case of suspected fraud, abuse, or other alleged criminal activity, you should direct your concerns to the Georgia Office of Inspector General, 1-866-435-7644 or email at [inspector.general@oig.ga.gov](mailto:inspector.general@oig.ga.gov) or TCSG OWD Compliance Director, the State-Level WIOA, Title I, Equal Opportunity Officer, Technical College System of Georgia, Office of Workforce Development, 1800 Century Place NE, Suite 150, Atlanta, GA 30345-4304, 404.679.1371, [WIOAcompliance@tcsg.edu](mailto:WIOAcompliance@tcsg.edu).”

### How Is Fraud, Waste and Abuse Reported?

The contractor/subrecipient or others may contact one of the following:

1. State-Level WIOA, Title I, Administrator  
Tel: 404.679.1371  
Mailing Address: Technical College System of Georgia, Office of Workforce Development  
Attn: OWD Compliance Team  
1800 Century Place, NE, Suite 150  
Atlanta, GA 30345-4304
2. Georgia Office of Inspector General  
Tel: 866.435.7644 (866.HELPOIG)  
Mailing Address: 2 M.L.K. Jr. Drive, SW  
1102 West Tower  
Atlanta, Georgia 30334  
Complaint Form: <https://oig.georgia.gov/report-fraud-waste-abuse-0>



3. United States Department of Labor, Office of Inspector General  
Tel: 202.693.6999 or 800.347.3756  
Mailing Address: Attn: Hotline, Office of Inspector General  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room S-5502  
Washington, D.C. 20210  
Complaint Form: <https://www.oig.dol.gov/hotline.htm>

## **Chapter 5. Grievances.**

### **How Are Grievances Regarding the Board's Action Handled?**

The procedure for grievances is as follows:

- (i) If the complaint is at the local WDB level then one must try and solve it at the local level before taking to the State for review.
- (ii) The complaint must be filed within one year of the alleged occurrence.

The Grievance Procedure is included as Appendix C.

## **Chapter 6. Board Resources.**

### **What Are Resources for Board Members to Use to Learn More?**

- Web Sites:
- [www.doleta.gov](http://www.doleta.gov)
  - [tcsgeorgia.edu/workforce-development/worksource-georgia/](http://tcsgeorgia.edu/workforce-development/worksource-georgia/)
  - [www.careerdepot.org](http://www.careerdepot.org)
  - [www.dol.state.ga.gov](http://www.dol.state.ga.gov)

# **APPENDIX A**

**Agreement Between the Council of Chief Elected Officials of  
Northwest Georgia, the Workforce Development Board of Northwest  
Georgia, and the Northwest Georgia Regional Commission**

**AGREEMENT BETWEEN THE  
COUNCIL OF CHIEF ELECTED OFFICIALS OF NORTHWEST GEORGIA,  
THE WORKFORCE DEVELOPMENT BOARD OF NORTHWEST GEORGIA,  
AND THE NORTHWEST GEORGIA REGIONAL COMMISSION**

**PURPOSE**

The purpose of the Agreement is to delineate the respective roles and responsibilities of the Council of Chief Elected Officials of Northwest Georgia, the Workforce Development Board of Northwest Georgia, Inc., and the Northwest Georgia Regional Commission and to formalize procedures for carrying out joint responsibilities required by the Workforce Innovation and Opportunity Act (PL 113-128) (WIOA) within the geographical area designated as Workforce Development Area 1, which consists of the following counties:

Bartow	Floyd	Paulding
Catoosa	Gilmer	Pickens
Chattooga	Gordon	Polk
Dade	Haralson	Walker
Fannin	Murray	Whitfield

The cities in the Workforce Development Region (1) are as follows:

Adairsville, GA	Emerson, GA	Ranger, GA
Aragon, GA	Eton, GA E	Resaca, GA
Blue Ridge, GA	Euharlee, GA	Ringgold, GA
Braswell, GA	Fairmount, GA	Rockmart, GA
Bremen, GA	Fort Oglethorpe, GA	Rome, GA
Buchanan, GA	Jasper, GA	Rossville, GA
Calhoun, GA	Hiram, GA	Summerville, GA
Cartersville, GA	Kingston, GA	Talking Rock, GA
Cave Spring, GA	LaFayette, GA	Tallapoosa, GA
Cedartown, GA	Lookout Mountain, GA	Taylorsville, GA
Chatsworth, GA	Lyerly, GA	Trenton, GA
Chickamauga, GA	McCaysville, GA	Trion, GA
Cohutta, GA	Menlo, GA	Tunnel Hill, GA
Dallas, GA	Mineral Bluff, GA	Varnell, GA
Dalton, GA	Morganton, GA	Waco, GA
East Ellijay, GA	Nelson, GA	White, GA
Ellijay, GA	Plainville, GA	

**I. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE COUNCIL OF CHIEF ELECTED OFFICIALS (CCEO)**

The Council of Chief Elected Officials has authorized its Executive Committee to carry out any and all duties and responsibilities required of the Elected Officials of the Northwest Georgia Area. The Executive Committee of the CCEO consists of thirty (30) chief elected officials from the area and shall be the mayors within the respective county not to exceed one per county and the county commission chairman or sole commissioner of each consistent with the Chief Elected Officials Memorandum of Agreement. All actions by the Executive Committee of the CCEO shall be by majority vote consistent with the CCEO Memorandum of Agreement.

The Chairman of the Executive Committee of the Council of Chief Elected Officials is authorized to sign the CCEO/WDB/Fiscal and Subrecipient Agreement or modification as approved by the Executive Committee on behalf of the CCEOs.

In exercising the powers granted herein, the Executive Committee of the Council of Chief Elected Officials shall carry out any and all duties and responsibilities required of Council of Chief Elected Officials including, but not necessarily limited to, the following:

1. Approve and adopt the Area's Workforce Development Plan, including a budget which, upon approval, shall be submitted to the Technical College System of Georgia, Office of Workforce Development in written form by the Chairman within two weeks of such approval and perform any other duties necessary to implement the Act and carry out its purposes.
2. The Committee shall appoint a Workforce Development Board (the "WDB") which shall be selected based on the criteria set forth in the Act and applicable state law with any subsequent modification, policies, interpretation, or directives. The Committee may delegate its authority to appoint the members of the WDB to the Chairman.

The Committee shall appoint members of selected categories from nominations received from specified sources: (1) Business representatives shall be appointed from among individuals nominated through local business organizations and business trade associations; (2) labor representative(s) shall be appointed from among individuals who are nominated by local labor federations (or if no employers in the area are represented by such organizations, other representatives of employers); and (3) representatives of the multiple eligible providers serving the local area by administering adult education and literacy activities under Title II and representatives of multiple institutions of higher education serving the local area by providing workforce investment activities shall be appointed from among individuals nominated by local providers representing such providers or institutions

respectively.

The Committee or its designee, in making appointments to the WDB, shall make initial appointments, staggered with one-half of the directors having terms of three years and one-half having an initial term of two years. Other than the initial period terms, the terms of office of the directors of the WDB are determined by the CCEO as specified in their Memorandum of Agreement to be three (3) year terms.

It shall be the duty of the Committee or its designee to appoint members to fill all WDB vacancies. A position on the WDB is considered vacant on the date the term expires, a member becomes ineligible, a member is removed, or a member resigns or dies. The vacancy shall be filled by reappointment or replacement within sixty (60) days of the creation of the vacancy. In the case of an appointment to fill a vacancy on the WDB, the replacement member's term shall begin on the date of appointment, and shall end on the date designated for the original appointment for who the replacement is selected. All vacancies shall be filled in accordance with the requirements of the Act and regulations

The Committee, or its designee(s), shall prepare and submit to the Governor information and supporting documentation setting out the qualifications of the WDB appointments so that same may be certified by the Governor as required by the Act and state law.

3. The Executive Committee is authorized to request assistance from the Northwest Georgia Regional Commission for preparation of the Certification Package and other support functions.
4. It shall be the responsibilities of the Committee to convene the WDB and to negotiate the Memorandum of Agreement between the WDB and the parties hereto.
5. The parties acknowledge that the Committee, together with the WDB, shall:
  - a. Conduct oversight of youth workforce development activities under Section 129 (c) of the Act, adult and dislocated worker employment and training activities under Sections 134(c) and (d) of the Act; and entire one-stop delivery system in the Area; and
  - b. Ensure the appropriate use and management of the funds provided under the Act for the youth, adult, and dislocated worker activities and one-stop delivery system in the Area; and
  - c. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes under Section 116 of the Act; and

- d. Negotiate and reach agreement on local performance measures with the Governor; and
  - e. Perform any other duties and obligations which may arise under the Act and any amendments thereto, rules and regulations promulgated thereunder, and state law.
- 6. The Committee authorizes the Chairman to negotiate the methods of funding the infrastructure costs of one-stop centers in the Area in accordance with applicable law or to notify the Governor should the Chairman fail to reach agreement at the local level so that a state infrastructure funding mechanism may be utilized.
- 7. The Council shall appoint an elected official who is a member of the Council, who is not the Chairman, to serve on the WDB as a liaison to provide oversight and to ensure coordination in meeting workforce goals for the Area.
- 8. To prevent conflicts of interest, Committee members shall sign and date a conflict of interest statement (as provided by the Technical College System of Georgia, Office of Workforce Development , see attached) upon accepting a position on the Committee which shall be submitted to the Technical College System of Georgia, Office of Workforce Development and retained by the Council for review by the Technical College System of Georgia, Office of Workforce Development.

## **II. RESPONSIBILITIES OF THE WORKFORCE DEVELOPMENT BOARD**

The Workforce Development Board's purpose is to:

- (1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high quality workforce development system in the local area and larger planning region;
- (2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- (3) Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

The Workforce Development Board shall be responsible for providing policy guidance for and exercising oversight with respect to, a local workforce development system conducted under the Workforce Innovation and Opportunity Act in partnership with the Council of Chief Elected Officials (CCEO) of Northwest Georgia. The WDB shall operate in a Workforce Development Area as designated by the Governor representing Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield counties.

The WDB shall in accordance with an agreement with the CCEO:

- a. Develop and submit a 4-year local plan.
- b. Develop and submit a regional plan in collaboration with other local areas if determined part of another region.
- c. Conduct workforce research and regional labor market analysis to include requirements in Sec. 679.37(c)(1) through (c)(3) of WIOA regulations.
- d. Convene stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources leverage support for workforce development activities.
- e. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation; develop effective linkages; ensure workforce activities; meet the needs of employers and support economic growth; and develop and implement proven and promising strategies to meet the employment and skill needs of workers and employers.
- f. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- g. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- h. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.
- i. In partnership with the chief elected official for the local area:
  - (1) Conduct oversight of youth workforce Development activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area;
  - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
  - (3) Ensure the appropriate use management, and Investment of funds to maximize performance outcomes under WIOA sec. 116.
- j. Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.
- k. Negotiate with CLEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 or must notify the Governor if they fail to reach agreement at the local

- level and will use a State infrastructure funding mechanism.
- I. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
    - (1) Providers of youth workforce development activities.
    - (2) Providers of training services consistent with State requirements and WIOA sec. 122;
    - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
    - (4) One-stop operators in accordance with §678.600 through §678.635.
  - m. In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities. Consumer choice requirements shall be met by complying with §678.380.
  - n. Coordinate activities with education and training providers in the local area, including:
    - (1) Reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan;
    - (2) making recommendations to the eligible agency to promote alignment with such plan; and
    - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
  - o. Develop a budget for the activities of the Local Board, with approval of the chief elected official and consistent with the local plan and the duties of the Local Board.
  - p. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
  - q. Certify one-stop centers in accordance with § 678.800.
  - r. Enter into an agreement with the Chief Elected Officials (CEOs) that describes respective roles and responsibilities of the Board and CEOs. The elected official who is appointed to the WDB will serve as a liaison to provide oversight and to



ensure coordination in meeting workforce goals for the area.

- s. An annual progress report shall be provided to the CCEOs.
- t. The WDB shall authorize three standing committees: the Executive Committee, the Proposal Review Committee, and The WDB shall authorize two standing councils: The One-Stop Council and the Promoting Access for Individuals with Disabilities Council. The WDB is authorized to appoint other committees as appropriate.

### III. COMPOSITION OF THE WORKFORCE DEVELOPMENT BOARD

The Northwest Georgia Workforce Development Board will consist of a minimum of nineteen (19) directors per the appointment of the CCEO and the requirements of WIOA. Directors may represent more than one category that is required by WIOA. This provision is applicable predominately for the partners listed in C, D, and E but may be applicable to other categories. The composition shall meet the requirements stipulated in WIOA:

- A. A minimum of 51% who are representatives of business in the local area and who shall be owners, chief operating offices, chief executive officers or other individuals with optimum policy making or hiring authority; and provide employment opportunities in in-demand industry sectors or occupations. A minimum of two shall represent small business.
- B. At least 20% shall be:
  - 1. A minimum of two (2) representatives of organized labor or other representatives of employees, if existing in the area.
  - 2. A representative of a joint labor-management or union-affiliated registered apprenticeship, if those programs exist or a representative of a registered apprenticeship program if one exists.
  - 3. May include one or more community-based organization qualifying for § 679.320 (c) 3.
  - 4. May be representatives of organizations with experience and expertise in addressing services to eligible youth per § 679.320 (c) 3.
- C. Representative(s) ( 1 or more) of providers of adult education and literacy § 679.320 (d) 1.
- D. Representative(s) (1 or more) from institutions of higher education § 679.320 (d) 2.
- E. At least one representative each from (a) economic and community development entities; (b) state employment service (Wagner-Peyser Act); and (

c) programs under Title I of the Rehabilitation Act of 1973 other than sec. 112 or Part C of that Title.

F. The memberships of the WDB may include other representatives per § 679.320 (e) (1) through (e) (4).

G. A member of the Council of Chief Elected Officials who is not the CLEO.

#### **IV. RESPONSIBILITIES OF THE NORTHWEST GEORGIA REGIONAL COMMISSION (NWGRC)**

The Council of Chief Elected Officials has designated the Northwest Georgia Regional Commission as Fiscal Agent and Grant Subrecipient and this Agreement addresses the roles and responsibilities of NWGRC to fulfill these duties. This designation does not relieve the Chief Elected Officials or Governor of liability for the misuse of grant funds.

- A. In general the fiscal agent, Northwest Georgia Regional Commission, is responsible for the following functions:
1. Receive funds.
  2. Ensure sustained fiscal integrity and accountability for all expenditures of funds in accordance with Office of Management and Budget circulars, WIOA, and the corresponding Federal Regulations and State policies.
  3. Respond to audit findings.
  4. Maintain proper accounting records and adequate documentation.
  5. Prepare financial reports.
  6. Provide technical assistance to subrecipients regarding fiscal issues.
  7. Procure contracts or obtain written agreements.
  8. Conduct financial monitoring of service providers.
  9. Ensure independent audit of all employment and training programs.
  10. Purchase insurance, to the extent it is available, to reasonably cover risks and liabilities.
- B. Additionally, the Northwest Georgia Regional Commission will be responsible for the following:
1. Planning, developing, maintaining and administering of the Plan;
  2. Developing Request for Proposals for services to be provided under the Plan if appropriate;
  3. Negotiating and contracting for services to be provided under the Plan if appropriate and with proper approval per procedures of the WDB and CCEO;
  4. Procurement and management of WIOA funded property;
  5. Developing and implementing an Individual Training Account system if appropriate;
  6. Program monitoring and evaluation of ITA's, supportive services, and

- training contracts if appropriate;
7. Developing and maintaining the WIOA Management Information System;
  8. Coordinating WIOA services and initiatives with appropriate local, state and federal programs;
  9. Coordinating WIOA services and initiatives with the initiatives of the Private Sector and Economic Development Organizations;
  10. Contractor and staff training on WIOA policies and procedures;
  11. Developing News Releases concerning WIOA activities;
  12. Proposing policies and procedures necessary for effectively administering activities funded through the Plan;
  13. Establishing and maintaining a Grievance Procedure for programs and activities provided through the Plan
  14. Performing other duties of an Administrative Entity as required by the State Agency, the Council of Chief Elected Officials, and/or the Workforce Development Board of Northwest Georgia, Inc.

## **V. DEBTS, LIABILITIES AND OBLIGATIONS**

- a. It is understood that the Technical College System of Georgia, Office of Workforce Development requires participating governments to accept liability that may arise from the misuse of Act funds or other erroneous practices.
- b. The WDB, grant recipient, subrecipient and fiscal agent are separate entities. To the extent allowed by law, the debts, liabilities, and obligations incurred by the WDB and/or the sub recipient and fiscal agent shall not pass through to the parties to this agreement nor the political subdivisions or municipalities they represent.
- c. The WDB and the sub recipient/fiscal agent agree to hold each of the parties to this agreement harmless from any and all claims arising from the actions or omissions of the WDB and/or the sub recipient/fiscal agent.
- d. If the WDB and/or subrecipient/fiscal agent incur liabilities over and above (1) the sum total of its assets, or (2) its ability to recover funds from the contractor or agent, or a third-party incurring the liability, or insurance, or bond issuer; and if that liability is passed on to the counties and cities listed in the "Purpose" of this agreement by operation of law; the counties and cities shall be liable in proportion to the relative population of each city or county the year in which the liability arose.

## **VI. STATUTES AND REGULATIONS**

All activities relating to this agreement and all related boards, councils, and members thereof shall comply with all applicable state and federal statutes and regulations, including, but not limited to, the Georgia Open Meetings and Records Act.

**VII. TERM AND DURATION**

This agreement shall remain in effect until modified as provided through the terms of this Agreement; terminated upon 90 days written notice by either party; or through the termination of the grant(s) authorizing job training activities.

**VIII. MODIFICATION OF AGREEMENT**

This Agreement may be amended, supplemented, or superseded only by an affirmative vote of a majority of the members of the Workforce Investment Board and of the members of the Executive Committee of the Council of Chief Elected Officials and the Board of the Northwest Georgia Regional Commission. Members shall be given at least ten (10) days written notice of such proposed change.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

# **APPENDIX B**

## **Northwest Georgia Workforce Development Board Constitution & By-Laws**

**NORTHWEST GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
CONSTITUTION & BY-LAWS**

**ARTICLE I - NAME**

The name of the organization shall be the Northwest Georgia Workforce Development Board, hereinafter referred to as the WDB.

**ARTICLE II - PURPOSE OF THE WORKFORCE DEVELOPMENT BOARD**

The Workforce Development Board's purpose is to:

- (1) Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high quality workforce development system in the local area and larger planning region;
- (2) Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- (3) Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

The Workforce Development Board shall be responsible for providing policy guidance for and exercising oversight with respect to, a local workforce development system conducted under the Workforce Innovation and Opportunity Act in partnership with the Council of Chief Elected Officials (CCEO) of Northwest Georgia. The WDB shall operate in a Workforce Development Area as designated by the Governor representing Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield counties.

The WDB shall in accordance with an agreement with the CCEO:

- A. Develop and submit a 4-year local plan.
- B. Develop and submit a regional plan in collaboration with other local areas if determined part of another region.
- C. Conduct workforce research and regional labor market analysis to include requirements in Sec. 679.37(c)(1) through (c)(3) of WIOA regulations.
- D. Convene stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources leverage support for workforce development activities.
- E. Lead efforts to engage with a diverse range of employers and other entities in the region in order to promote business representation; develop effective linkages; ensure

workforce activities; meet the needs of employers and support economic growth; and develop and implement proven and promising strategies to meet the employment and skill needs of workers and employers.

- F. With representatives of secondary and post-secondary education programs, lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- G. Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and jobseekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.
- H. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers.
- I. In partnership with the chief elected official for the local area:
  - (1) Conduct oversight of youth workforce Development activities authorized under WIOA sec. 129(c), adult and dislocated worker employment and training activities under WIOA secs. 134 (c) and (d); and entire one-stop delivery system in the local area;
  - (2) Ensure the appropriate use and management of the funds provided under WIOA subtitle B for the youth, adult, and dislocated worker activities and one-stop delivery system in the local area; and
  - (3) Ensure the appropriate use management, and Investment of funds to maximize performance outcomes under WIOA sec. 116.
- J. Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.
- K. Negotiate with CLEO and required partners on the methods for funding the infrastructure costs of one-stop centers in the local area in accordance with § 678.715 or must notify the Governor if they fail to reach agreement at the local level and will use a State infrastructure funding mechanism.
- L. Select the following providers in the local area, and where appropriate terminate such providers in accordance with 2 CFR part 200:
  - (1) Providers of youth workforce development activities.
  - (2) Providers of training services consistent with State requirements and WIOA sec. 122;
  - (3) Providers of career services through the award of contracts, if the one-stop operator does not provide such services; and
  - (4) One-stop operators in accordance with §678.600 through §678.635.

- M. In accordance with WIOA sec. 107(d)(10)(E) work with the State to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities. Consumer choice requirements shall be met by complying with §678.380.
- N. Coordinate activities with education and training providers in the local area, including:
  - (1) Reviewing applications to provide adult education and literacy activities under Title II for the local area to determine whether such applications are consistent with the local plan;
  - (2) making recommendations to the eligible agency to promote alignment with such plan; and
  - (3) Replicating and implementing cooperative agreements to enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.
- O. Develop a budget for the activities of the Local Board, with approval of the chief elected official and consistent with the local plan and the duties of the Local Board.
- P. Assess, on an annual basis, the physical and programmatic accessibility of all one-stop centers in the local area, in accordance with WIOA sec. 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).
- Q. Certification of one-stop centers in accordance with § 678.800.
- R. Enter into an agreement with the Chief Elected Officials (CEOs) that describes respective roles and responsibilities of the Board and CEOs. The elected official who is appointed to the WDB will serve as a liaison to provide oversight and to ensure coordination In meeting workforce goals for the area.

### ARTICLE III - MEMBERSHIP

The Northwest Georgia Workforce Development Board will consist of a minimum of nineteen (19) Members. Members may represent more than one category that is required by WIOA. This provision is applicable predominately for the partners listed in C, D, and E but may be applicable to other categories. The composition shall meet the requirements stipulated in WIOA:

- A. **A minimum of 51% who are representatives of business** in the local area and who shall be owners, chief operating officers, chief executive officers, or other individuals **with optimum policy making or hiring authority**; A minimum of two shall represent small business.



- B. At least 20% shall be:
  1. A minimum of two (2) representatives of organized labor or other representatives of employees, if existing in the area.
  2. A representative of a joint labor-management or union-affiliated registered apprenticeship, if those programs exist or a representative of a registered apprenticeship program if one exists.
  3. May include one or more community-based organization qualifying for § 679.320 (c) 3.
  4. May be representatives of organizations with experience and expertise in addressing services to eligible youth per § 679.320 (c) 3.
- C. Representative(s) (1 or more) of providers of adult education and literacy § 679.320 (d) (1).
- D. Representative(s) (1 or more) from institutions of higher education § 679.320 (d) (2).
- E. At least one representative each from (a) economic and community development entities; (b) state employment service (Wagner-Peyser Act); and (c) programs under Title I of the Rehabilitation Act of 1973 other than sec. 112 or Part C of that Title.
- F. The memberships of the WDB may include other representatives per § 679.320 (e) (1) through (e) (4).
- G. A member of the Council of Chief Elected Officials who is not the CLEO.

All representatives will have optimum policy-making authority within the entities they represent. Nominations will be solicited from designated organizations in accordance with § 679.320 (g) (1) through (3). The CCEO shall select WDB Directors from the nominees provided by the designated organizations.

#### **ARTICLE IV - APPOINTMENT, REPLACEMENT, OR REMOVAL OF DIRECTORS**

Prior members of the Workforce Development Board of Northwest Georgia will be considered without new nomination forms from those categories, if the prior nomination came from organizations as cited previously above and all other membership requirements are met as provided in the WIOA. Directors of the WDB shall be appointed or replaced by the Executive Committee of the CCEO with nominations solicited from appropriate organizations:

- A. Business representatives shall be appointed from among individuals who are nominated by local business organizations and business trade associations.
- B. Labor representatives shall be appointed from among individuals who are nominated by local labor federations (or, for a local area in which no employees are represented by such organizations, other representatives of employees); and

- C. Institutions providing adult education and literacy activities under Title and institutions of higher education providing workforce investment activities as described in WIOA 107(b)(2)(C)(i) shall provide nominations through solicitation from those particular entities (WIOA sec 107(b)(6)).
- D. Partners and other organizations shall be requested to provide nominations for other representatives, as needed.

The CLEO shall be notified within ten (10) days of a vacancy.

#### **ARTICLE V - TERMS OF OFFICE**

Initial appointments will be staggered with one-half of the directors having terms of three years and one-half having an initial term of two years Other than the initial period terms, the terms of office of the directors of the WDB are determined by the CCEO as specified in their Memorandum of Agreement to be three (3) year terms.

It shall be the duty of the Executive Committee of the CCEOs to appoint directors to fill all vacancies. A position on the Workforce Development Board is considered vacant on the date the term expires, a director becomes ineligible, a director is removed, or a director resigns or dies. In the case of an appointment to fill a vacancy on the Workforce Development Board, the replacement director's term shall begin on the date of concurrence by the Executive Committee of the Chief Elected Officials as to the director's replacement unless otherwise specified by the Executive Committee, and shall end on the date designated for the original appointment for whom the replacement is selected. A Director shall be automatically removed and replaced for failing to attend three consecutive board meetings without cause as determined by the WDB. After the second consecutive missed meeting an alert will be emailed to the director(s). A director who will not be in attendance for the third consecutive missed meeting is required to submit an email or written correspondence to Workforce Staff. The correspondence will outline the cause for the absence and will be presented to the WDB for approval. Cause is defined as a circumstance or situation outside of one's scope of control.

#### **ARTICLE VI - OFFICERS AND DUTIES**

The officers of the WDB shall consist of a Chairman, a Vice-Chairman, and Secretary/Treasurer elected by the WDB through a vote of 51% of the votes at a meeting where a quorum is present. The Chairman and Vice-Chairman must be representatives of the private sector.

The Chairman shall appoint a nominating committee consisting of five (5) members of the WDB, which shall submit a slate of individuals to the WDB to serve as Chairman, Vice-Chairman and Secretary/Treasurer. The WDB officers shall be elected from this slate provided that the WDB shall also solicit nominations from the floor.

If during their term of office, the Chairman or Vice-Chairman should no longer be a representative of private sector, the position shall be declared vacant and be filled in accordance with Article IV of these By-Laws.

The Chairman shall preside at the meetings of the WDB and shall see that all orders and resolutions of the WDB are communicated to the proper persons or entities for implementation. He/she shall execute all documents on behalf of the WDB.

The Vice-Chairman shall perform the duties of the Chairman in his/her absence. Should the Chairman vacate his/her office prior to the end of his/her term, the Vice-Chairman shall assume the Chairmanship for the remainder of the term.

Should this action occur and the Vice-Chairmanship position become vacant, the directors shall elect a replacement by and from the membership of the WDB. The Secretary/Treasurer [or his/her designee(s) who may be staff member(s) of the administrative entity performing Workforce Development services] shall attend and keep the Minutes of all meetings of the WDB. He/she shall have charge of the records of the WDB and shall, in general, perform all duties incident to the position of Secretary/Treasurer, subject at all times to the discretion and control of the WDB. He/she shall keep full and accurate accounts of receipts and disbursements on the books and deposit all monies and other valuable properties and effects in the name of and to the credit of the WDB administrative entity in such depository or depositories as may be designated by the WDB. He/she shall disburse the funds of the WDB administrative entity as ordered by the WDB and shall render to the WDB, whenever they may require an account of all its transactions and of the financial condition of the WDB administrative entity. The Secretary/Treasurer shall perform all other duties as shall be assigned by the WDB.

The WDB may appoint such other officers as the business of the WDB may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the By-Laws or as the WDB may determine.

The Chairman, Vice-Chairman and Secretary/Treasurer shall be elected by the Directors of the WDB.

## **ARTICLE VII - COMMITTEES**

The WDB shall have an Executive Committee which shall be composed of the Chairman, Vice-Chairman, Secretary/Treasurer, four (4) members to be elected from the WDB, and an individual or individuals appointed by the local Board who are not members of the local board and who the local board determines have appropriate experience and expertise (WIOA Sec. 107 (b)(4)(A)). The appointed non-WDB Member may not vote on action items. The Executive Committee may have such authority as may be designated by the WDB.

The WDB shall have a Youth Committee which shall meet the requirements of WIOA. Youth Committee members who are not members of the WDB shall be voting members of the Youth Committee and non-voting members of the WDB. The Youth Council may be designated as the Youth Committee if meeting those specifications. All standing committees must be chaired by members of the WDB. In addition, an individual or individuals shall be appointed by the WDB who are not members of the local board and who the local board determines have appropriate experience and expertise [WIOA Sec. 107 (b)(4)(A)]. The appointed non-WDB Member(s) may not vote on action items.

The Chairman shall have the authority to appoint standing or special committees for any legitimate purpose, at his/her discretion. A legitimate purpose is defined as one needed to achieve the stated and approved objectives of the WDB. The term of any standing committee will expire at the conclusion of the year in which it is appointed. The term of any special committee shall expire upon the completion of the task for which it was created.

#### **ARTICLE VIII - MEETINGS**

The WDB shall meet at least bi-monthly. The regular meetings shall be held in Calhoun, Georgia on the third Wednesday of every other month, beginning in July, unless otherwise directed by the Chairman, in which case due notice will be given as defined in the requirements of the Open Meetings Law. The Chairman may call a special meeting at his/her discretion. Notice of all meetings shall be given to all directors, not less than three (3) days nor more than 30 days prior to the date of the meeting(s). All meetings shall be held in compliance with the Georgia Open Meetings Act and federal Sunshine Laws.

#### **ARTICLE IX - QUORUM**

Whenever a minimum of fifty-one percent of the legally qualified Directors are present, the WDB shall be considered to have a quorum and may conduct business.

#### **ARTICLE X - VOTING**

Each director shall be entitled to one (1) vote on each matter brought before the WDB. Proxy voting is not allowed. In all voting matters directors shall adhere to the WDB Code of Conduct relating to Conflict of Interest which is consistent with O.C.G.A §50-7-91 (a)(2) and is attached as provided by the Georgia Department of Economic Development's Workforce Division. Upon appointment, each director shall sign and date a copy of the bylaws and the Conflict of Interest provision, which shall be submitted to the Technical College System of Georgia, Office of Workforce Development for its records.

#### **ARTICLE XI - RULES OF ORDER**

All meetings of the WDB shall follow rules of order established for the conduct of such meetings as set forth in the Robert's Rules of Order unless otherwise provided for by these By-Laws. Meeting minutes shall be kept by the WDB or its designee and shall be available for review by the Technical College System of Georgia.

#### **ARTICLE XII - INSURANCE**

The WDB may direct its administrative entity to purchase and maintain Directors and Officers liability insurance on behalf of any person who is and/or was a Director, officer, employee or agent of the WDB or its administrative entity, or who is or was serving at the request of the WDB as a

Director, officer, employee or agent of another WDB partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such.

### **ARTICLE XIII - AMENDMENTS OF BY-LAWS**

The By-Laws may be amended, supplemented, or superseded only by the affirmative vote of not less than fifty-one percent of the directors of the WDB present, provided there is a quorum, and directors were given at least ten (10) days of written notice of such proposed amendments.

### **ARTICLE XIV – CONFLICT OF INTEREST AND CODE OF CONDUCT POLICY**

- (1) A Board Member/Standing Committee Member shall not:
- a. vote on a matter under consideration by a Board/Standing Committee if such vote:
    - i. Involves the provision of services by such Board Member/Standing Committee Member (or any entity or organization the Board Member/Standing Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Board Member/Standing Committee Member’s Immediate Relative; or
    - ii. would provide a direct or indirect financial benefit to the Board Member/Standing Committee Member (or any entity or organization the Board Member/Standing Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Board Member/Standing Committee Member’s Immediate Relative; or
    - iii. involves any other conduct or activity determined to constitute a Conflict of Interest.
  - b. directly or indirectly accept or solicit any gratuities, favors, or anything involving more than de minimis monetary value from any person with whom the Board Member interacts in his or her capacity as a recipient of federal funds. This section includes, without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider;
  - c. participate in the selection, award or administration of a procurement supported by federal funds in any case where the Board Member/Standing Committee Member is aware that any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award of federal funds;

- d. advocate for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.
- (2) A Board Member/Standing Committee Member shall disclose and divulge the existence of an actual or potential Conflict of Interest prior to any vote or participation in the decision making process and such disclosure shall be expressly noted in the Board/Standing Committee's minutes.
  - (3) In the event that an actual or potential Conflict of Interest exists, the affected Board Member/Standing Committee Member shall recuse himself or herself from voting on the impacted topic and shall also refrain from participating in any discourse involving the impacted topic other than bringing the actual or potential Conflict of Interest to the Board/Standing Committee's attention.

Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member/Standing Committee Member with respect to the vote and discussion of the impacted topic.

- (4) In the event that a Board Member/Standing Committee Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Board Member/Standing Committee Member shall notify the Board/Standing Committee and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.
  - a. In the event that the Board/Standing Committee determines that an actual or potential Conflict of Interest exists, the impacted Board Member/Standing Committee Member shall follow GA Rule 692-1-06 and recuse himself or herself from voting and participating in the decision making process.
  - b. In the event that the Board/Standing Committee determines that no actual or potential Conflict of Interest exists, the impacted Board Member/Standing Committee Member shall be entitled to vote and participate in the decision making process. The Board/Standing Committee shall recite in the meeting minutes the nature of the perceived Conflict of Interest and the reasons for determining why a Conflict of Interest did not exist.
- (5) The Chairman of the Board/Standing Committee shall inquire as to whether a Conflict of Interest exists among Board Member/Standing Committee Members prior to any vote involving the following:
  - a. the awarding or modification of a contract; or
  - b. the provision of services; or
  - c. a pecuniary interest.

**ARTICLE XV –OPEN MEETINGS AND OPEN RECORDS**

The WDB shall make available to the public, on a regular basis, through electronic means and open meetings, information regarding the activities of the WDB, including information regarding the local plan, prior to submission of same, and regarding the selection and appointment of the Directors of the WDB, and the officers, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the WDB, all as required under local, state and federal open record and open meetings laws, and WIOA Section 107(e).

I affirm that I have read and understand the duties and obligations set forth in these Bylaws.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Conflict of Interest Provision

Name: \_\_\_\_\_

Public Office or Position: \_\_\_\_\_

Local Workforce Development Area: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby affirm and attest that I have read and understand the duties, obligations and restrictions imposed upon me by the Conflict of Interest and Code of Conduct Policy contained at Ga. Comp. R. & Regs. r. 692-1-.06, and that to date, I have not engaged in any conduct that would constitute a violation of the Conflict of Interest and Code of Conduct Policy. I hereby further affirm and attest that I will adhere to the duties, obligations, and restrictions identified in the Conflict of Interest and Code of Conduct Policy, and that I will not engage in any conduct which violates that policy so long as I hold the Public Office or Position identified above.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Signature: \_\_\_\_\_

1800 Century Place NE, Atlanta, GA 30345 –TCSG.edu



# **APPENDIX C**

## **Northwest Georgia Grievance Procedures**



**NORTHWEST GEORGIA REGIONAL COMMISSION**  
**Workforce Innovation and Opportunity Act Program Services**  
**Complaint/Grievance Policy and Procedures**

Pursuant to section 181 and 188 of the Workforce Innovation and Opportunity Act (WIOA) and in compliance with 29 U.S.C. 3241 and 29 U.S.C 3248, the Northwest Georgia Workforce Development Board (WDB) shall adhere to an established complaint and grievance procedure.

The following complaint and grievance procedure shall be implemented for any complaints and/or grievances that arise at the Workforce Development Area – Region 1 (WIOA-1) level:

**GENERAL POLICY**

If any individual, group, or organization has a complaint, the problem should first be discussed informally between those involved before a grievance is filed. Applicants and Participants for services through WIOA Title I paid for by the Northwest Georgia Regional Commission (NWGRC) and/or the Northwest Georgia Regional Workforce Development Board (NWGWDB) will be treated fairly. Complaints/grievances should be filed in accordance with the written procedures established by Northwest Georgia Regional Commission. Signed and dated grievance forms with accurate contact information are included in all participant case files. **If you believe you have been harmed by the violation of the Workforce Innovation and Opportunity Act or regulations of this program, you have the right to file a complaint/grievance.**

**EQUAL OPPORTUNITY POLICY**

NWGRC adheres to the following United States law: "No individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status), national origin (including Limited English Proficiency (LEP)), age, gender identity, disability, or political affiliation, belief, or against any beneficiary of being considered for any WIOA Title I financially assisted aid, benefit, service, or training, or an individual who has been determined eligible to participate in and who is receiving any aid, benefit, service or training under a program or activity financially assisted in whole or in part under Title I of WIOA, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States." References include: The Workforce Innovation and Opportunity Act of 2014 P. L. 113-128 USDOL Regulations Implementation of the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act of 2014 29 C.F.R.§ 38.1 effective January 3, 2017.

**COMPLAINTS OF DISCRIMINATION**

The NWGRC is prohibited from, and does not engage in, discriminating against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, gender identity, 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 WIOA Title I financially assisted program or activity.

If you think that you have been subjected to discrimination under a WIOA-funded program or activity, you may file a complaint within 180 days from the date of the alleged violation with the Northwest Georgia Regional Commission, WIOA Equal Opportunity Officer, Phyllis Walker, P.O. Box 1798, Rome, GA 30162-1798, 706.295.6485, TDD 800.255.0056, [pwalker@nwgrc.org](mailto:pwalker@nwgrc.org), or with the Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room 4123, Washington, DC 20210.

OR

Complaints may also be filed with the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, Technical College System of Georgia, Office of Workforce Development, 1800 Century Place NE, Suite 150, Atlanta, GA 30345-4304, 404.679.1371, TTY/TDD 800.255.0056, [WIOAcompliance@tcsgeu.edu](mailto:WIOAcompliance@tcsgeu.edu).

Furthermore, the USDOL Civil Rights Center provides a complaint form which should be utilized, if sending a discrimination-based complaint, and can be found at <http://www.dol.gov/oasam/programs/crc/external-enforc-complaints.htm>

If the complainant chooses to file the discrimination complaint with the Northwest Georgia Regional Commission or with the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, then the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer or the NWGRC has 90 days to resolve the complaint and issue a written Notice of Final Action. The Notice of Final Action for each issue raised in the complaint will contain a statement from either NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, a decision on the issue and an explanation of the reason underlying the decision or a description of the way the parties resolved the issue.

If the complainant is dissatisfied with the resolution of his/her complaint at NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, the complainant may file a new complaint with the Civil Rights Center (CRC) within 30 days of the date on which the complainant receives the Notice of Final Action. Options for resolving the complaint must include alternative dispute resolution (ADR) at the complainant's choice. The complainant may attempt ADR at any time after the complainant has filed a written complaint with NWGRC or the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, but before a Notice of Final Action has been issued. The choice whether to use ADR or the customary process rests with the complainant. A party to any agreement reached under ADR may notify the Director in the event the agreement is breached. In such circumstances, the non-breaching party may notify the Director within 30 days of the date on which the non-breaching party learns of the alleged breach and the Director must evaluate the circumstances to determine whether the agreement has been breached. If the Director determines that the agreement has been breached, the complaint will be reinstated and processed in accordance with NWGRC's procedures. If the parties do not reach an agreement under ADR, the complainant may file a complaint with the EO Officer (or the person who has been designated for this purpose) or Director. Complaints filed with the Director should be sent to: The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210, or electronically at [www.dol.gov/crc](http://www.dol.gov/crc).

If the TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, or NWGRC fails to issue the Notice within 90 days of the date on which the complaint was filed, the complainant may file a new complaint with CRC within 30 days of the expiration of the 90-day period (in other words, within 120 days of the date on which the original complaint was filed).

NWGRC will offer full cooperation with any local, state, or federal investigation in accordance with the aforementioned proceedings, or with any criminal investigation.

#### **PROCEDURES FOR PROCESSING A COMPLAINT**

At a minimum, the procedures will include the following elements:

1. Initial, written notice to the complainant that contains the following information:
  - a. An acknowledgment that the complaint has been received; and
  - b. Notice that the complainant and respondent have the right to be represented in the complaint process by an attorney or other representative;
  - c. Notice of rights contained in the Equal Opportunity poster; and
  - d. Notice that the complainant has the right to request and receive, at no cost, auxiliary aids and services, language assistance services, and that this notice will be translated into non-English languages.
2. NWGRC will issue a written statement of the issue(s), provided to the complainant, that includes the following information:
  - a. A list of the issues raised in the complaint; and
  - b. For each such issue, a statement whether NWGRC will accept the issue for investigation or reject the issue, and the reasons for each rejection.
3. A 30 day period for fact finding or investigation of the circumstances underlying the complaint.

4. A 60 day period during which NWGRC attempts to resolve the complaint

Procedures for filing a complaint are listed at [www.careerdepot.org](http://www.careerdepot.org) .

### **COMPLAINTS OF FRAUD, ABUSE OR OTHER ALLEGED CRIMINAL ACTIVITY**

In cases of suspected fraud, abuse or other alleged criminal activity, you should direct your concerns to one of the following:

1. TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer  
Tel: 404.679.1371, TTY/TDD 800.255.0056  
Email: [WIOAcompliance@tcsg.edu](mailto:WIOAcompliance@tcsg.edu)  
Mailing Address: Technical College System of Georgia, Office of Workforce Development  
Attn: OWD Compliance Team  
1800 Century Place, NE, Suite 150  
Atlanta, GA 30345-4304
2. Georgia Office of Inspector General  
Tel: 866.435.7644 (866.HELPOIG)  
Mailing Address: 2 M.L.K. Jr. Drive, SW  
1102 West Tower  
Atlanta, Georgia 30334  
Complaint Form: <http://oig.georgia.gov/file-Complaint>
3. United States Department of Labor, Office of Inspector General  
Tel: 202.693.6999 or 800.347.3756  
Mailing Address: Attn: Hotline, Office of Inspector General  
U.S. Department of Labor  
200 Constitution Avenue, NW  
Room S-5506 Washington, D.C. 20210  
Complaint Form: <https://www.oig.dol.gov/hotlinecontact.htm>

### **COMPLAINTS AGAINST PUBLIC SCHOOLS**

If the complaint is not resolved informally and it involves public schools of the State of Georgia, the grievance procedure will comply with WIOA and OCGA 20-2-989.5.

### **ALL OTHER COMPLAINTS (VIOLATIONS OF THE ACT OR REGULATIONS)**

All other complaints must be filed within 180 days after the act in question by first submitting a **written** request for resolution to:

Phyllis Walker  
WIOA Equal Opportunity Officer  
Northwest Georgia Regional Commission  
P.O. Box 1798  
Rome, Georgia 30162-1798  
709.295.6485  
[pwalker@nwgrc.org](mailto:pwalker@nwgrc.org)

Lloyd Frasier  
Executive Director  
Northwest Georgia Regional Commission  
P.O. Box 1798  
Rome, GA 30165  
706.295.6485  
[lfrasier@nwgrc.org](mailto:lfrasier@nwgrc.org)

Complaints filed with NWGRC must contain the following:

- A. Full name, telephone number, email (if any), and address of the person making the complaint.
- B. Full name, telephone number, email, and address of the person/organization against whom the complaint is made.
- C. A clear but brief statement of the facts that the alleged violation occurred, including date(s), identification of ALL relevant parties, and any supporting documentation.
- D. Relief requested.
- E. Complainant's printed name, signature and date.

For the grievance/complaint submission form, see pages six and seven of these procedures. The staff of the NWGRC shall provide assistance with the filing of the grievance/complaint submission form upon request of the person making the complaint. Such assistance may include, but shall not be limited to, providing instructions on how to file a complaint; providing reasonable accommodations to complainants with disabilities in accordance with Federal law; providing relevant copies of documents such as WIOA, regulations, local rules, contracts, etc.; and providing clarifications on the relevant provisions. This requirement shall not be interpreted as requiring the release of identifiable information.

A complaint will be considered to have been filed when NWGRC receives from the complainant a written statement, including information specified above which contains sufficient facts and arguments to evaluate the complaint.

Upon receipt of the complaint, the NWGRC WIOA Equal Opportunity Officer will initiate efforts with the complainant and others involved bringing resolution as soon as possible. This will include a meeting of all parties with the hope of reaching a mutually satisfactory resolution. If the complaint has not been resolved to the satisfaction of the complainant during the informal resolution effort, the NWGRC WIOA Equal Opportunity Officer will arrange appointment of a hearing officer to conduct a hearing for settlement of the complaint to be held within 60 days of grievance filing, if the complainant wishes. Complainant may request a hearing provided that such request must be written and addressed to the NWGRC WIOA Equal Opportunity Officer.

A complaint may be amended to correct a technical deficiency at any time up until the date of resolution or the date of a hearing, if a hearing is requested in writing prior to the issuance of a resolution. Complaints may be withdrawn by the complainant at any time prior to the issuance of a resolution. In the event a Complaint is received which does not contain enough information to enable the NWGRC to resolve the issue, the NWGRC shall make reasonable efforts to contact the complainant and gather additional, necessary information.

In the event that a complaint is filed and NWGRC lacks jurisdiction to resolve the complaint, NWGRC shall notify the complainant in writing within 5 business days of making such determination, informing him/her of their lack of jurisdiction.

NWGRC shall record all complaints in a complaint log. At a minimum, the following information shall be collected: complainant's name and contact information; the date the complaint was filed; the date the NWGRC issued a formal or informal resolution; and a brief description of the complaint. As the complaint log may contain personally identifiable information, the NWGRC shall take every step necessary to ensure the information is protected and only made available to staff or management authorized to view it. In compliance with 29 C.F.R. § 38.39, all alleged discrimination records will be kept at a minimum of three (3) years at a second facility. If the file is in litigation, the file will be kept until the issue has been resolved.

NWGRC shall issue a written resolution for each complaint received no later than 60 days from the date the complaint is filed. The written resolution shall contain the following, at a minimum:

- A recitation of the issues alleged in the complaint;
- A summary of any evidence and witnesses presented by the complainant and the respondent;
- An analysis of the issues as they relate to the facts; and
- A decision addressing each issue alleged in the complaint.

Every complainant shall have the opportunity for a hearing for any complaint that is filed. A request for a hearing must be made in writing by the complainant, preferably at the time the complaint is initially filed. However, a complainant may file a written request for a hearing within 60 days of the date the complaint was filed. If a request for a hearing is made, then the hearing shall be held as soon as reasonably possible to enable a resolution of the complaint no later than 60 days from the day the complaint is filed. The NWGRC shall use the following procedures if a hearing is requested:

Upon receiving written notice of the complainant's request for a hearing, the NWGRC shall respond in writing acknowledging the complainant's request and notifying the complainant and the respondent of the date of the hearing. Such acknowledgment and notice shall be transmitted to the complainant and the respondent within 10 business days of receipt of the complainant's request. The notice shall include, at a minimum:

1. The date of issuance;
2. The name of the complainant;
3. The name of the respondent against whom the complaint has been filed;
4. A statement reiterating that the complainant and respondent may be represented by legal counsel at the hearing;
5. The date, time, and place of the hearing, including the name of the hearing officer serving as an impartial party;
6. A statement of the alleged violations of WIOA (This may include clarification of the original complaint, but must accurately reflect the content of the submitted documentation of the complainant);
7. A copy of any policies or procedures for the hearing or identification of where such policies may be found; and
8. The name, address, and telephone number of the contact person issuing the notice.

The hearing must include an impartial hearing officer selected by the NWGRC; an opportunity for both the complainant and respondent to present an opening statement, witnesses and evidence; an opportunity for each party to cross-examine the other party's witnesses; and a record of the hearing which the NWGRC shall create and retain.

The hearing officer, considering the evidence presented by the complainant and respondent, shall issue a written decision which shall serve as the official resolution of the complaint. The decision shall include the following information, at a minimum: the date, time, and place of hearing; A recitation of the issues alleged in the complaint; a summary of any evidence and witnesses presented by the complainant and the respondent; an analysis of the issues as they relate to the facts; and a decision addressing each issue alleged in the complaint.

Hearings on any complaint/grievance filed shall be conducted within 30 days of any failed informal resolution. Written decisions shall be rendered not later than 60 days after the hearing. Attempts at informal resolution may proceed during the 30-day period between the filing and hearing of the complaint/grievance and prior to the rendering of a decision on the complaint/grievance.

If the complainant(s) does not receive a written decision from the Hearing Officer within 60 days of the hearing of the complaint/grievance, or receives a decision unsatisfactory to the complainant(s), the complainant(s) then has/have a right to request a review by the state using the WIOA complaint Information Form found at

<https://tcsgeu/workforce/worksource-georgia/eo-and-grievance-procedure-information/>.

TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer  
Technical College System of Georgia, Office of Workforce Development  
1800 Century Place NE, Suite 150  
Atlanta, GA 30345-4304  
Telephone: 404.679.1371, TTY/TDD 800.255.0056  
Email: [WIOAcompliance@tcsgeu](mailto:WIOAcompliance@tcsgeu)

Such appeal shall be filed within 60 days of the date of the written decision issued by the NWGRC.

The TCSG OWD Compliance Director, State-Level WIOA, Title I, Equal Opportunity Officer, shall act as the Governor's authorized representative. Either an informal resolution or a hearing will take place within 60 calendar days of the filing. If the State does not respond within the 60 days, or either party wants to appeal the decision, WIOA allows for a formal appeal by certified mail, return receipt requested to Secretary, U.S.

Department of Labor, 200 Constitution Avenue, NW, Washington, DC 20210, Attention: ASET 202.693.3015. A copy of the appeal must be simultaneously provided to the appropriate ETA Regional Administrator and the opposing party.

Federal appeals must be made within 30 calendar days of the receipt of the local or State decision. USDOL will make a final decision no later than 120 days after receiving a formal appeal. USDOL will only investigate grievances and complaints arising through the established procedures. WIOA does not allow for federal intervention until and unless the proper, formal procedure has been followed.

No applicant, participant, employee, service provider or training provider will be intimidated, threatened, coerced or discriminated against because they have made a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing.

# **APPENDIX D**

## **Youth Committee Constitution and Bylaws**



**NORTHWEST GEORGIA WORKFORCE DEVELOPMENT BOARD**

**YOUTH COMMITTEE CONSTITUTION & BY-LAWS**

**ARTICLE I - NAME**

The name of the committee shall be the Northwest Georgia Workforce Development Board Youth Committee, hereinafter referred to as the "Youth Committee."

**ARTICLE II - PURPOSE OF THE WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE**

The Workforce Development Board Youth Committee shall be responsible for providing information and assisting with planning, operational, oversight, and other issues relating to the provision of services to youth and policy guidance under the Workforce Innovation and Opportunity Act under the guidance of the Northwest Georgia Workforce Development Board (WDB) and in partnership with the Council of Chief Elected Officials (CCEO) of Northwest Georgia. The Youth Committee shall operate in the Workforce Development Area as designated by the Governor representing Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield counties.

The Youth Committee, under the guidance and approval of the WDB shall, in accordance with an agreement of the WDB with the CCEO:

- A. Recommend policy direction to the Local Board for the design, development, and implementation of programs that benefit all youth;
- B. Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- C. Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
- D. Recommend ways to coordinate youth services and recommend eligible youth service providers;
- E. Provide on-going leadership and support for continuous quality improvement for local youth programs;
- F. Assist with planning, operational, and other issues relating to the provision of services to youth; and
- G. Oversee eligible youth providers, as well as other youth program oversight responsibilities.
- H. Recommend Youth Services Requests for Proposal (RFP) to the Workforce Development Board for approval.

### **ARTICLE III - MEMBERSHIP**

The Northwest Georgia Workforce Development Board Youth Committee shall include the following:

1. A minimum of one (1) member of the local Workforce Development Board who chairs the Youth Committee and has special interest or expertise in youth policy. Consideration of business, education and human service agency members is encouraged.
2. Members of community-based organizations with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise who are not members of the local Board.
3. Other members may include other appropriate individuals as determined by the WDB in cooperation with the local Chief Elected Officials and should reflect the needs of youth including out-of-school youth. Members may represent agencies such as education, training, health, mental health, public assistance, or be representatives of philanthropic or economic and development organizations, employers, and/or parents, participants, and youth.

The maximum number of members of the Youth Committee shall be 20.

Youth Committee members who are not members of the WDB shall be voting members of the Youth Committee and non-voting members of the WDB.

### **ARTICLE IV - APPOINTMENT, REPLACEMENT, OR REMOVAL OF MEMBERS**

Members of the Youth Committee shall be appointed or replaced by the WDB and the Executive Committee of the CCEO in accordance with their procedure.

### **ARTICLE V - TERMS OF OFFICE**

Each Youth Committee member shall hold office until his or her resignation or removal. The Youth Committee, WDB, and CCEO shall vote on the membership at the regularly scheduled May meeting each year.

It shall be the duty of the WDB to appoint members to fill all vacancies. A position on the Youth Committee is considered vacant on the date the term expires, a member becomes ineligible, a member is removed, or a member resigns or dies. In the case of an appointment to fill a vacancy on the Council, the replacement member's term shall begin on the date of concurrence by the WDB as to the member's replacement unless otherwise specified by the WDB, and shall end on the date designated for the original appointment for whom the replacement is selected.

## **ARTICLE VI - OFFICERS AND DUTIES**

The officers of the Youth Committee shall consist of a Chairman, Vice-Chairman, and Secretary. The Chairman must be a member of the Workforce Development Board and appointed by the Board. The Vice-Chairman and Secretary shall be elected by the Youth Committee. The terms of the officers shall begin in July and shall be a one (1) year or until their successors are duly elected and qualified. The Council may fill vacancies for officers at any meeting.

If during the term of office, the Chairman should no longer be a “representative of the WDB,” the position shall be declared vacant and be filled in accordance with Article IV of these By-Laws.

The Chairman shall preside at the meetings of the Youth Committee and shall see that all orders and resolutions of the Youth Committee are communicated to the proper persons or entities for implementation. He/she shall execute all documents on behalf of the Youth Committee.

The Vice-Chairman shall perform the duties of the Chairman in his/her absence.

The Secretary [or his/her designee(s) who may be staff member(s) of the administrative entity performing Workforce Development services] shall attend and keep the Minutes of all meetings of the Council. He/she shall have charge of the records of the Youth Committee and shall, in general, perform all duties incident to the position of Secretary, subject at all times to the discretion and control of the Youth Committee. The Secretary shall perform all other duties as shall be assigned by the Youth Committee.

The Youth Committee may appoint such other officers as the business of the Youth Committee may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the By-Laws or as the Youth Committee may determine.

## **ARTICLE VII - COMMITTEES**

The Chairman shall have the authority to appoint standing or special sub-committees of the Youth Committee for any legitimate purpose, at his/her discretion. A legitimate purpose is defined as one needed to achieve the stated and approved objectives of the Council. The term of any standing committee will expire at the conclusion of the year in which it is appointed. The term of any special committee shall expire upon the completion of the task for which it was created.

## **ARTICLE VIII - MEETINGS**

The Youth Committee shall meet at least bi-monthly. The regular meetings shall be held in Rome, Georgia on the second Wednesday of every other month, unless otherwise directed by the Chairman, in

which case due notice will be given as defined in the requirements of the Open Meetings Law. The Chairman may call a special meeting at his/her discretion. Notice of all meetings shall be given to all members, not less than three (3) days nor more than 30 days prior to the date of the meeting(s). All meetings shall be held in compliance with the Georgia Open Meetings Law.

#### **ARTICLE IX - QUORUM**

Those present shall constitute a quorum and may conduct business.

#### **ARTICLE X - VOTING**

In all voting matters members shall adhere to the WDB/ Youth Committee Code of Conduct relating to Conflict of Interest. Upon appointment, each committee member shall sign and date the Conflict of Interest provision provided by the Technical College System of Georgia, Office of Workforce Development, (see attached).

#### **ARTICLE XI - RULES OF ORDER**

All meetings of the Youth Committee shall follow rules of order established for the conduct of such meetings as set forth in the Roberts Rules of Order unless otherwise provided for by these By-Laws.

#### **ARTICLE XII - INSURANCE**

The WDB may direct its administrative entity to purchase and maintain Members' and Officers' liability insurance on behalf of any person who is and/or was a member, officer, employee or agent of the Council, or who is or was serving at the request of the WDB as a member, officer, employee or agent of another WDB partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such.

### ARTICLE XIII - AMENDMENTS OF BY-LAWS

The By-Laws may be amended, supplemented, or superseded only by the affirmative vote of not less than 51% of the members of the Youth Committee, and approved by not less than fifty-one percent (51%) of the members of the Youth Committee present, and members were given at least ten (10) days of written notice of such proposed amendments.

Effective \_\_\_\_\_, 20\_\_\_\_

#### Conflict of Interest

- (1) A Committee Member shall not:
  - a. vote on a matter under consideration by a Board if such vote:
    - i. Involves the provision of services by such Committee Member (or any entity or organization the Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Committee Member's Immediate Relative; or
    - ii. would provide a direct or indirect financial benefit to the Committee Member (or any entity or organization the Committee Member represents, or in which he or she holds an ownership or pecuniary interest) or a Committee Member's Immediate Relative; or
    - iii. involves any other conduct or activity determined to constitute a Conflict of Interest.
  - b. directly or indirectly accept or solicit any gratuities, favors, or anything involving more than de minimis monetary value from any person with whom the Board Member interacts in his or her capacity as a recipient of federal funds. This section includes, without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider;
  - c. participate in the selection, award or administration of a procurement supported by federal funds in any case where the Committee Member is aware that any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award of federal funds;
  - d. advocate for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

- (2) A Committee Member shall disclose and divulge the existence of an actual or potential Conflict of Interest prior to any vote or participation in the decision making process and such disclosure shall be expressly noted in the Board's minutes.
- (3) In the event that an actual or potential Conflict of Interest exists, the affected Board Member shall recuse himself or herself from voting on the impacted topic and shall also refrain from participating in any discourse involving the impacted topic other than bringing the actual or potential Conflict of Interest to the Board's attention.

Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Committee Member with respect to the vote and discussion of the impacted topic.

- (4) In the event that a Committee Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Committee Member shall notify the Board and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.
  - a. In the event that the Board determines that an actual or potential Conflict of Interest exists, the impacted Committee Member shall follow 159-2-4.04(3) and recuse himself or herself from voting and participating in the decision making process.
  - b. In the event that the Board determines that no actual or potential Conflict of Interest exists, the impacted Committee Member shall be entitled to vote and participate in the decision making process. The Board shall recite in the meeting minutes the nature of the perceived Conflict of Interest and the reasons for determining why a Conflict of Interest did not exist.
- (5) The Chairman of the Board shall inquire as to whether a Conflict of Interest exists among Committee Members prior to any vote involving the following:
  - a. the awarding or modification of a contract; or
  - b. the provision of services; or
  - c. a pecuniary interest.



Conflict of Interest Provision

Name: \_\_\_\_\_

Public Office or Position: \_\_\_\_\_

Local Workforce Development Area: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby affirm and attest that I have read and understand the duties, obligations and restrictions imposed upon me by the Conflict of Interest and Code of Conduct Policy contained at Ga. Comp. R. & Regs. r. 692-1-.06, and that to date, I have not engaged in any conduct that would constitute a violation of the Conflict of Interest and Code of Conduct Policy. I hereby further affirm and attest that I will adhere to the duties, obligations, and restrictions identified in the Conflict of Interest and Code of Conduct Policy, and that I will not engage in any conduct which violates that policy so long as I hold the Public Office or Position identified above.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Signature: \_\_\_\_\_

# **APPENDIX E**

**Council of Chief Elected Officials, Workforce Development Board, and  
Committee/Council Membership Directories**



First Name	Last Name	Phone	Email	Address 1	City	State	ZIP	Clerk	Clerk's Email	Address 2/Other	Fax
Al	Pallone	770.382.9819	apallone@cityofemerson.org	P.O. Box 300	Emerson	GA	30137			700 Highway 293	(770) 606-1731
Steve	Taylor	770.387.5030	taylor@bartowga.org	135 W Cherokee Avenue, Suite 251	Cartersville	GA	30120	Kathy Gill			(770) 387-5023
Vacant		706.965.2500		800 LaFayette Street	Ringgold	GA	30736	Candy Fiener	commissioners@catoosa.com		(706) 935-3112
Nick	Millwood	423.653.7446	MayorMillwood@cityofringgoldga.gov	20 Nyoka Trail	Ringgold	GA	30736				
Blake	Elsberry	706.857.0700	baelsberry@windstream.net	10102 Commerce St.	Summerville	GA	30747	Martha Tucker			
Harry	Harvey	706.506.1892	hharvey@summervillega.org	120 Georgia Avenue	Summerville	GA	30747	Angie White	awhite@summervillega.org		(706) 859-0845
Alex	Case	706.657.4111	acase@dadecounty-ga.gov	P.O. Box 370	Trenton	GA	30752	April Keith	adkeith@trentonga.gov	71 Case Avenue, Suite 243	
Ted	Rumley	706.657.4625	trumley@dadecounty-ga.gov	P.O. Box 370	Trenton	GA	30752	Don Townsend	d.townsend@dadecounty-ga.gov	71 Case Avenue, Suite 243	
Jamie	Hensley	706.632.2203	jhensley@fannincountyga.org	400 West Main Street	Blue Ridge	GA	30513	Sherri Walker	swalker@fannincountyga.org		(706) 632-2507
Rhonda	Haight	706.632.2091	rhaight@cityofblueridgega.gov	480 West First Street	Blue Ridge	GA	30513	Amy Mintz			(706) 632-3278
Wright	Bagby	706.291.5110	bagbyw@floydcountyga.org	12 East 4th Avenue	Rome	GA	30161	Erin Elrod	Erin.Elrod@floydcountyga.org		
Sundai	Stevenson	706.346.7524	sstevenson@romea.us	601 Broad Street	Rome	GA	30161	Joe Smith	jsmith@romea.us		
Al	Hoyle	706.635.4711	mayor@elijay.com	197 North Main Street	Elijay	GA	30540		cityclerk1@elijay.com		(706) 635-4712
Charlie	Paris	706.635.4361	cparis@gilmercounty-ga.gov	1 Broad Street	Elijay	GA	30540				(706) 635-1462
Becky	Hood	706.629.3795	bhood@gordoncounty.org	201 North Wall Street	Calhoun	GA	30701	Anette Berry	aberry@gordoncounty.org		(706) 629-9516
Jimmy	Palmer	706.602.5505	jpalmer@calnet-ga.net	226 S Wall St.	Calhoun	GA	30701	Sharon Nelson	snelson@calnet-ga.net		
AJ	Scott	770.646.3081	mayorascott@buchananga.gov	4300 GA Hwy. 120	Buchanan	GA	30113	Sherry Taylor	staylor@buchananga.gov		
Ronnie	Ridley	770.646.2002	ronnieridley@haralsoncountyga.gov	155 Van Wert Street	Buchanan	GA	30113	Alison Palmer	alison.palmer@haralsoncountyga.gov		(770) 646-2035
K.W.	Gong	706.695.2834	kwgong65@gmail.com	P.O. Box 516	Chatsworth	GA	30705	Wilma Nolan	nolan.wilma@gmail.com		
Greg	Hogan	706.517.1400	ghogan@murraycountyga.gov	P.O. Box 1129	Chatsworth	GA	30705	Christy Capehart	ccapehart@murraycountyga.gov	121 N. Fourth Avenue	(706) 695-8721
James	Kelly	770.443.8110	jkelly@dallas-ga.gov	129 East Memorial Drive	Dallas	GA	30132	Tina Clark	tclark@dallas-ga.gov		
David	Carmichael	770.443.7500	commissioners@paulding.gov	240 Constitution Boulevard	Dallas	GA	30132	Angelia Farries	angelia.farries@paulding.gov		
Kris	Stancil	706.253.8809	kstancil@pickenscountyga.gov	1266 East Church Street,	Jasper	GA	30143	Lesa Thomason	lthomason@pickenscountyga.gov		
Steve	Lawrence	706.692.9100	slawrence@jasper-ga.us	200 Burnt Mountain Road	Jasper	GA	30143	Tara Benson	tbenson@jasper-ga.us		
Andrew	Carter	770.748.3220	acarter@cedartowngeorgia.gov	201 East Avenue	Cedartown	GA	30125	Mitzi Allen	mallen@cedartowngeorgia.gov		(770) 748-8962
Hal	Floyd	770.749.2100	hfloyd@polkga.org	216 Main Street	Cedartown	GA	30125				
Teddy	Harris	706.866.1325	teddyharris@rossvillegagov.us	400 McFarland Ave	Rossville	GA	30741	Sherry Foster	sfoster@rossville-ga.com		
Shannon	Whitfield	706.638.1437	commissioner@walkerga.us	101 S Duke Street	LaFayette	GA	30728				
Kenny	Gowin	706.673.2355	mayorgowin@cityoftunnelhill.com	P.O. Box 159	Tunnel Hill	GA	30755	Rhonda Jolly	rjolly@cityoftunnelhill.com	201 G. Vaughn Parkway	(706) 673-6434
Jevin	Jenson	706.275.7500	jjensen@whitfieldcountyga.com	201 S Hamilton St 5th Floor	Dalton	GA	30720	Blanca Cardona	bcardona@whitfieldcountyga.com		

First Name	Last Name	Entity Representing	Position/Job Title	Board Composition	Telephone Number	Email	Address	City	State	ZIP	Other
Elizabeth	Scott	Georgia Department of Labor	Regional Coordinator	Wagner Peyser Representative	404.859.8907	elizabeth.scott@gdol.ga.gov			GA		
Eli	Falls	Murray County Chamber and IDA	President/CEO	Economic Development	706.980.0621	elif@murraycountyida.com	P.O. Box 766	Chatsworth	GA	30705	
Nicole	Green	Meggitt Polymers and Composites	HR Representative	Business Representative	770.684.7855	nicole.green@meggitt.com	669 Goodyear Street	Rockmart	GA	30153	x 2503553
Harry	Harvey	City of Summerville	Mayor	CCEO	706.506.1892	hharvey@summervillega.org	120 Georgia Avenue	Summerville	GA	30747	
Jim	Henry	Custom Precision Components	President	Business Representative	706.862.2765	jimhenry@windstream.net	P.O. Box 204	Menlo	GA	30731	
Vacant				Business Representative					GA		
Beth	Kelley	KBruce Farms, Inc.	Owner	Business Representative	706.584.0608	beth.kelley@gdol.ga.gov	1908 E. Broomtown Rd.	LaFayette	GA	30728	
Randy	Long	Pilgrim's	Plant Manager	Business Representative	706.273.8552	randyellijay.long@pilgrims.com	P.O. Box M	Ellijay	GA	30540	
Linda	McEntire	Creative Flooring Solutions	Training and Development Manager	Business Representative	706.463.8723	linda.mcentire@cffflooring.com	3576 US Highway 41 S	Adairsville	GA	30103	
Mitchell	Morgan	United Community Bank Board	Chairman	Business Representative	706.273.0582	themorgans@etc.mail	152 Jacob Hunter Ln	Ellijay	GA	30536	
Mike	Murphy	McWhorter Capital	COO	Business Representative	770.655.0401	mike@mcwhortercp.com	162 W. Main Street, Suite 203	Cartersville	GA	30120	
Vacant				Apprenticeship					GA		
Cam	Parker	Georgia Power	Area Manager	Business Representative	770.387.5353	clparker@southernco.com	41 Massell Drive	Cartersville	GA	30121	
John	Parton	West Georgia Technical College	VP of Institutional Effectiveness	Higher Education	678.664.0527	john.parton@westgatech.edu	401 Adamson Square	Carrollton	GA	30117	
Marion	Barber	Tallatoona CAP, Inc.	Job Developer	Community Based Organization	770.366.1986	marionb@tallatoonacap.org	1010 N. Tennessee Street	Cartersville	GA	30120	
Matthew	Salmon	GVRA	Office Supervisor	Vocational Rehabilitation	404.780.6683	matthew.salmon@gvs.ga.gov	202 W. Villanow Street	LaFayette	GA	30728	
Lisa	Shaw	Georgia Northwestern Technical College	Vice President, Adult Services	YSA/Adult Ed	706.295.6972	mshaw@gntc.edu	1 Maurice Culberson Drive	Rome	GA	30161	
Cathy	Smith	Kerry Manufacturing	HR Business Partner	Business Representative	762.204.7876	cathy.smith@kerry.com	221 Salem Road	Calhoun	GA	30701	
Robert	Strickland	Millwright Local 1263	Business Manager	Labor Representative	770.795.1263	rstrickland@ssmrc4070.org	P.O. Box 2562	Kennesaw	GA	30156	
Carey	Tucker	Plumbers, Pipefitters, and HVACR Technicians, Local 72	Marketing Representative	Labor Representative	706.291.6635	ctucker@ua72.org	P.O. Box 17806	Atlanta	GA	30316	
Gregg	Webb	Gildan	Plant Manager	Business Representative	770.748.2510	gwebb@gildan.com	270 North Park Blvd.	Cedartown	GA	30125	

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## Youth Committee Membership

### **Ben Arp**

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706.273.6717  
benarp63@gmail.com

### **Tracie Ball**

Executive Director  
Open Door Home  
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tball@opendoorhome.org

### **LaDonna Collins**

Rome-Floyd County Commission on Children and  
Youth  
P.O. Box 244  
Rome, GA 30162-0244  
706.844.4952  
lcollins@rfcccy.org

### **Beth Kelley**

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### **Curtis Kingsley**

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706.276.6045; cell 706.515.5146  
office@ellijaychurchofchrist.com

### **April Sams**

Club Director and Training Coordinator  
Boys and Girls Club of Northwest Georgia  
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### **Eric Waters**

Floyd County Board of Education  
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706.236.1860  
ewaters@floydboe.net