

COUNCIL OF CHIEF ELECTED OFFICIALS (CCEOs)

of Northwest Georgia

9:30 a.m. ~ Thursday, May 21, 2015

Gordon County Agricultural Service Center - Calhoun, GA

Summary

Attendance - CCEO

CCEOs Present or Represented, County:
Steve Taylor, Bartow (proxy, Ted Rumley)
Joe Barger, Catoosa (proxy, Ted Rumley)
Jason Winters, Chattooga
Ted Rumley, Dade
Donna Whitener, Fannin (proxy, Ted Rumley)
Jamie Doss, Floyd (proxy, Buzz Wachsteter)
Larry Maxey, Floyd
Al Hoyle, Gilmer
Becky Hood, Gordon (proxy, Norris Sexton)
Jimmy Palmer, Gordon
Pete Bridges, Haralson
Allen Poole, Haralson
Dan Penland, Murray
David Austin, Paulding
Robert Jones, Pickens (proxy, Ted Rumley)
Stephanie Burford, Polk (proxy, Ted Rumley)
Dale Tuck, Polk
Teddy Harris, Walker
Bebe Heiskell, Walker (proxy, Ted Rumley)
Mike Babb, Whitfield
Ken Gowin, Whitfield (proxy, Ted Rumley)

CCEOs Not Present or Represented, County
Mitchell Bagley, Bartow
Keith Greene, Catoosa
Harry Harvey, Chattooga
Anthony Emmanuel, Dade
Bill Simonds, Fannin
Charlie Paris, Gilmer
Brittany Pittman, Murray
Boyd Austin, Paulding
John Weaver, Pickens

Staff/Guests Present
Gwen Dellinger
Lloyd Frasier
David Hammon
Terri Morgan
Anthony Rucker

I. Welcome. Ted Rumley

Ted Rumley, Chairman, called the meeting to order. It was established that a quorum was present.

II. Consent Agenda. Ted Rumley

Mr. Rumley informed those present that a Consent Agenda (consisting of Minutes from the previous regular and called CCEO meetings, Performance Report, Dislocation Report, and Regional Job Analysis) was attached and had been mailed for review. David Austin made the motion that the Consent Agenda be approved. Allen Poole seconded. Motion carried unanimously.

III. WIB Actions. Gwen Dellinger

Gwen Dellinger directed the Council's attention to the list of Individual Training Account (ITA) providers (attached) for the upcoming fiscal year 2015, pending the outcome of the state's subsequent eligibility review, and also the decision of the state on what is required for certificate courses as acceptable certificates of completion for some of the short term courses that are offered. The WIB approved these providers and recommended CCEO Approval. Boyd

Austin made the motion to approve the list of ITA Providers. Dan Penland seconded. Motion carried unanimously.

Ms. Dellinger then informed those present that staff had requested to renew the contract with Entre Solutions (used to track obligations for the year and then for any changes which may occur in actual costs). The system is also utilized by career advisers to create vouchers to send to our fiscal department based on actual costs. There was an initial start-up cost of \$9,000 dollars in the current contract for set up and technical assistance which will not be in the upcoming contract. The WIB approved 15 users (an increase of four users) at a fee of \$90 per user per month. The total for the year would be \$16,200 (down from \$20,880 which would be a savings over the initial year of \$4,680). Allen Poole made the motion to approve the contract for the 2015 fiscal year for a total not to exceed \$16,200. Larry Maxey seconded. Motion carried unanimously.

Ms. Dellinger stated that a contract agreement with Georgia Department of Labor is currently utilized to access some of their service screens for information and data look-ups. We would like to continue the agreement for next program year. The Department of Labor has estimated next year's cost at \$8,000. The cost fee breaks out as follows: \$4,000 for our 19 users and \$4,000 for an estimated 10,000 transaction look-ups. The WIB approved and recommended CCEO approval. Larry Maxey made the motion to approve entering into an agreement with the Georgia Department of Labor for next program year at a cost of \$8,000 which covers the 19 users and the 10,000 look-ups. Allen Poole seconded. Motion carried unanimously.

Ms. Dellinger informed those present that the Youth Council and WIB had approved the "Youth Provider Contractors Recommendations" (attached), contingent upon the receipt of funds from the Georgia Department of Economic Development–Workforce Division, and successful negotiations, and recommended CCEO approval. Allen Poole made the motion to approve the Youth Provider Budgets. David Austin seconded. Motion carried unanimously.

Ms. Dellinger reported that the WIB approved the Career Adviser Budgets (attached) and recommended CCEO approval contingent upon the receipt of funds from the Georgia Department of Economic Development-Workforce Division, and successful negotiations. She noted that Dalton State College had elected not to continue their Career Adviser contract with NWGRC and that Georgia Northwestern Technical College had agreed to serve the remaining students still enrolled in their contract. Buzz Wachsteter made the motion to accept this recommendation. Larry Maxey seconded. Motion carried unanimously.

Ms. Dellinger stated that the WIB had approved modifying the Chattahoochee Technical College budget to reflect a move of \$40,000 from Dislocated Worker support to Adult tuition to increase the total contract amount to \$553,431. Boyd Austin made the motion to approve. David Austin seconded. Motion carried unanimously.

Ms. Dellinger asked that the Council approve a transfer of \$550,000 from FY14 Dislocated Worker Grant funds to FY14 Adult Grant funds based upon more than anticipated spending in the Adult funding stream. The WIB approved and recommends CCEO approval Mike Babb made the motion to approve. Dan Penland seconded. Motion carried unanimously.

Ms. Dellinger reported that the WIB approved allowing the Consortia to continue to operate the One-Stop until an RFP can be developed and an appropriate One-Stop Operator can be selected.

The WIB recommended WIB approval. Al Hoyle made the motion to approve. Dan Penland seconded. Motion carried unanimously.

Ms. Dellinger reported that the WIB approved and recommended CCEO approval for the following Georgia Department of Labor budget and slots for PY 2015-2016:

| <i>OJT Provider</i> | <i>Currently Service</i> | <i>PY 2015 Requested Slots</i> | <i>Contract Budget Request</i> | <i>Worksite Reimbursement Request</i> | <i>Total Requested</i> | <i>Recommendation</i> |
|------------------------------------|--------------------------|--------------------------------|--------------------------------|---------------------------------------|------------------------|--|
| Georgia Department Of Labor | 61 Adults | 60 Adults | \$154,130 Adult | \$173,077 Adult | \$327,207 Adult | Fund 150 slots for a maximum not to exceed \$858,938 with the flexibility to negotiate slots upward as needed. |
| | 78 DW | 90 DW | \$231,198 DW | \$301,536 DW | \$532,731 DW | |
| | 139 Total | 150 Total | \$385,325 Total | \$474,613 Total | \$858,938 Total | |

Dan Penland made the motion to approve this recommendation contingent upon the receipt of funds from the Georgia Department of Economic Development Workforce Division and successful negotiations. Allen Poole seconded. Motion carried unanimously

Ms. Dellinger then informed those present that the WIB approved a request from the Georgia Department of Labor for the following line item adjustments to the current WIA contract for On the Job Training Services.

| | Current contract amount | Total after adjustment | Increase/Decrease +/- | |
|---------------------------------|--------------------------------|-------------------------------|------------------------------|--|
| Salaries and Fringe | \$287,435 | \$244,500 | -42,935 | Funds available due to Dalton position unfilled. |
| Travel | \$11,881 | \$9,500 | -\$2,381 | Funds available. |
| Training Materials | \$800 | \$7,800 | +\$7,000 | Increase needed to purchase laptops for staff to use when off-site. |
| Other Expenses | \$49,209 | \$54,185 | +\$4,976 | Approved indirect rate increased in from 14.17% to 22.16% in July 2014 |
| Career Center Allocation | \$36,000 | \$46,800 | +10,800 | Revision needed to accommodate staff changes in career centers. There are fewer employees in the centers, with little reduction in overhead. |
| Totals | \$385,325 | \$362,785 | -\$22,540 | |

She stated that this would align the budget more closely with actual expenditures and allow more accurate projections for the remainder of the year as well as also allow the purchase of assessment supplies for work off-site. These adjustments decrease the total amount of the contract by \$22,500. Allen Poole made the motion to approve the budget modification. Larry Maxey seconded. Motion carried unanimously.

Anthony Rucker provided a 2015-2016 Budget (attached). This budget includes carryover from 2014-15, Program Expenses (for providers), OJT, Work Experience, Support, Operating Expenses for the Youth, Adult, Dislocated Worker, and Rapid Response Programs; Transition Funds; Incentive Funds (GED); and Literacy to Work funds. Mr. Rucker also asked that the Board approve the flexibility to move funds and slots between categories as long as the total contracted budget amounts are not exceeded. Mr. Wachsteter asked if the GED grant was being utilized fully. Ms. Dellinger replied that the funding had just been received. There was discussion regarding the difficulty that individuals are having passing the GED test and what can be done to address this problem. Mr. Wachsteter asked if staff could provide a report indicating the passing rates for GED test-takers in the region. Ms. Dellinger stated that it was really too soon to have aggregate data for the new GED test but that staff would provide that information as it was received. Jason Winters expressed interest in the Literacy to Work grant. Ms.

Dellinger stated that Brandi Dover on staff could assist him with information about the implementation of this new grant.

Mr. Rucker also provided a Budget Revision for 2014-2015 (attached). He stated that the revision was done to better align the budget with actual expenditures and asked for the flexibility to move funds and slots between categories as long as the total contracted budget amounts are not exceeded. Ted Rumley asked if there was a limit to the amount of funds that staff would be authorized to move. Mr. Rucker stated that there was no limit but that funds would only be moved within funding streams and that the total contract amount approved by the WIB/CCEO would not be exceeded. The WIB approved the 2015-16 Budget and the modified budget and recommended CCEO approval. Mike Babb made the motion to accept the proposed 2015-16 Budget and modified Budget. Allen Poole seconded. Motion carried unanimously.

IV. Membership/Certification of Workforce Development Board (WDB)..... Gwen Dellinger

Ms. Dellinger reminded those present that the Board Certification package was due on May 22, 2015. Previously, information had been provided to the CCEO regarding the current membership and the new board composition, as required by WIOA. Ms. Dellinger noted that four additions had been made to the Board after receiving guidance from the State and additional nominations:

- The State indicated that Pete McDonald can serve as the representative for a provider of youth services.
- Dickie Bone has agreed to serve as an apprenticeship representative (nomination attached).
- The State indicated that Laura Gammage can serve as the representative for Higher Education and Adult Education.
- Jonathon Ray has agreed to serve as a Community-Based Organization representative.

A complete listing of the Workforce Development Board, their titles, affiliations, categories, and appointment dates is attached for review. Ms. Dellinger stated that staff will revisit to possibly add members after more guidance has been received as WIOA is implemented.

Buzz Wachsteter made the motion to accept the Board Certification and the nomination for Mr. Bone. David Austin seconded. Motion carried unanimously.

V. WDB By-Laws (Draft). Gwen Dellinger

Ms. Dellinger presented the draft WDB By-Laws (attached) for review. She stated that the attorney had reviewed the proposed By-Laws and that the changes made reflect the new WIOA legislation and requirements. These By-Laws will be sent to the State, along with the Board Composition, for approval. Boyd Austin made the motion to approve the WDB By-Laws. David Austin seconded. Motion carried unanimously.

VI. CCEO Agreement..... Gwen Dellinger

Ms. Dellinger informed the Council that the CCEO Memorandum of Agreement was attached. This document has also been reviewed by the attorney and changes made to reflect the new WIOA legislation. She stated that there may be some issue with allowing proxies to vote and that the state has not yet requested the document. Mike Babb made the motion to approve the document for submittal to the state at such time that it is requested. David Austin seconded. Motion carried unanimously.

Other

Ms. Dellinger informed those present that the request for the smaller mobile lab had been approved by the State. Several CCEOs expressed concerns that many employers in their areas are in need of qualified employees and are having trouble recruiting them. Jason Winters suggested that the CCEOs and staff schedule a workshop or panel to discuss this issue and attempt to find ways to resolve the problem.

Adjourn

There being no further business, the meeting adjourned.