

# ONE-STOP REQUIRED PARTNERS MEETING

Georgia Northwestern Technical College – Gordon County Campus

Thursday, October 29, 2015

10:00 A.M. – 12:00 P.M.

## **PRESENT**

### ***Required Partners (as appointed):***

Bruce Bowman, Chairman .....Northwest Georgia Workforce Development Board  
Lisa Adkisson, Regional Coordinator ..... Georgia Department of Labor  
Connie Smith, V.P. of Adult Education .....Georgia Northwestern Technical College  
Jimmy Wilson, CFO/COO ..... Georgia Vocational Rehabilitation Agency  
Betty Kuss, District Manager ..... Georgia Health and Human Services

### ***Additional Partner Representatives:***

Nancy Meeden, Legal Services Manager..... Georgia Department of Labor  
Kris Keylon, Region Manager..... Georgia Health and Human Services  
Cathy Corley, Program Administrator ..... Georgia Health and Human Services  
Paul Ray, Regional Unit Manager ..... Georgia Vocational Rehabilitation Agency

### ***Fiscal / Administrative Agent Staff:***

Gwen Dellinger, WIA / WIOA Director.....NW Georgia Regional Commission  
Sarah Harrison, Workforce Development/One-Stop Coordinator.....NW Georgia Regional Commission  
Susan Gentry, OJT Coordinator .....NW Georgia Regional Commission  
Brandi Dover, ITA Specialist.....NW Georgia Regional Commission  
Terri Morgan, Administrative Program Assistant.....NW Georgia Regional Commission

Chairman Bruce Bowman called the meeting to order and asked attendees to introduce themselves. He then turned the meeting over to Director Gwen Dellinger, who thanked everyone for their attendance.

Dellinger presented the background of the Northwest Georgia One-Stop System, stating that there was a long history of cooperation in many projects and challenges, and that the partners could continue to work together as they had in the past. Because the Workforce Innovation and Opportunity Act (WIOA) required competitive procurement of the one-stop operator and co-location, there was an opportunity to re-focus on goals, and even if no decisions were made during this meeting, partners would be able to work toward decisions. She further explained the need to proceed because the Career Advisor sole-source contracts with the technical colleges would expire at the end of the year, which would make it necessary to obtain a waiver or proceed with competitive procurement for these services.

A presentation of “One-Stop Basics” was presented by Dellinger, who stated that the Northwest Georgia Workforce Development Board would have to develop a Memorandum of Understanding (MOU) with the partners and Council of Chief Elected Officials. She also stated that NWGRC/WIOA was not interested in providing services and had no intention of applying for the One-Stop Operator position, but would continue its role of administration and oversight. This would allow NWGRC/WIOA to prepare the One-Stop Operator RFP and manage the procurement process.

Partners discussed who would be best suited for One-Stop Operator and Dellinger asked them to encourage anyone they thought to be a good candidate to consider application. Although the One-Stop Operator did not need to be in place until July 1, 2017, she reminded them of the need to move faster because of the Career Advisor contracts where sole source might need to be obtained to continue services beyond June 30, 2016. If no suitable bids are received in the Operator bid, the CCEO and Governor would have to approve a sole-source procurement of the Operator. Partners were asked to declare their intention to bid for the One-Stop Operator as soon as possible in order to avoid a conflict of interest.

The possibility of the Consortium submitting a joint bid was discussed, and what responsibilities would be included. Dellinger suggested that the operator role be minimized to administration, and that services could be added later if necessary.

Dellinger polled the partners about what they knew or had been told regarding One-Stop co-location, and if they were authorized to sign agreements. Jimmy Wilson (GVRA) stated that he did not have much information and they were in the process of consolidating offices, and he was authorized to sign. Nancy Meeden (GDOL), a member of the Georgia Department of Economic Development – Workforce Division Transition Team, stated that Lisa Adkisson (GDOL) would be information liaison to the state office where signatures would be obtained. Connie Smith (TCSG-Adult Ed), as spokesperson serving three technical colleges in Area 1, would also have to relay information and obtain authorization for agreements. Betty Kuss (DFCS) serves Regions 1 and 3 and must consult with the TANF unit chief and state office for decisions. Dellinger reported that she would need approval of the Workforce Board and CCEO.

Chairman Bowman asked Kuss how the role of DFCS related to the One-Stops. Kuss explained TANF and how they would refer candidates and provide employment and other support services. She also stated that they currently contract with GVRA for assessments and referrals.

Maps depicting the current Northwest Georgia One-Stop locations were distributed and Dellinger expressed the opportunity for partners to offer sites for consideration as potential One-Stop facilities. She explained that under the current situation no funds changed hands between partners, so it would be helpful to get a commitment of potential sites in order to determine what could be supported. Ensuing discussion included current locations, staffing challenges, job titles, and funding sources, and Dellinger said the Career Advisors would have to be located in the One-Stops because they were funded under Title I. Meeden reported that she would provide information from a survey of the partners located in GDOL career centers that had recently been conducted.

Dellinger asked the partners if they would agree on what information they could obtain regarding their existing facilities. Meeden replied that in 2013 GDOL developed a formula for use of space in their leased/owned facilities as required by the State Properties Commission, and that GDEcD had been made aware. Dellinger asked when it would be available, and Meeden replied that if she was provided the partner staffing space needs, she could provide the needed cost projections.

Meeden stated that if the GDOL centers were retained as One-Stops, GDOL would maintain their position as Primary Lessee with subleases to partner agencies, and would expect to retain management of the facility as “Host”.

Partners discussed resource sharing and how funds would be exchanged. Chairman Bowman asked Kuss if DFCS could provide staff, and Kuss responded that this would have to be discussed with the state office because money is involved. Meeden conceded that much work was still needed, and Connie Smith said because she was assigned to Region 1 she would have to include Chattahoochee Tech and West Georgia Tech in discussions (along with GNTC).

Dellinger asked the partners their opinions about having a meeting in December, because there had been no previous conversations and information was needed about staff and facilities. Partners expressed concerns regarding budgets for re-location, and fiscal calendars. The possibility of moving forward with the LaFayette Career Center as the required comprehensive one-stop site because GDOL and GVRA were already co-located there was discussed. Wilson learned from the state GVRA office that the LaFayette office had 13 staff and a split lease with GDOL.

Smith commented that GNTC was not sure if there would be a competitive bid for PY17 or if their current funding would be extended. She expressed the desire for the state to include the cost of co-location in the bid, and asked if the funding would flow totally through Georgia Workforce Division or through each agency? Meeden allowed that because most GDOL staff were cross-trained and funded by more than one grant in order to provide “meaningful access”, they were considering more on-line services and a call center with a dedicated line for unemployment insurance (UI). Dellinger asked the partners to complete their surveys of existing potential sites and staffing needs because a cost and benefit analysis was required for planned One-Stop center locations, and it was necessary to demonstrate areas of progress.

The current MOU between Northwest Georgia One-Stop Partners was distributed, and it was agreed that it would remain in force with the exception of partner and agency representative(s) updates, until such time that a One-Stop operator was obtained and a new MOU was developed.

Dellinger explained that intentions to bid for One-Stop Operator must be identified as the time for RFP development approaches. Wilson stated that there was a potential to bid for services, and the Rome and LaFayette offices were potential facilities. Meeden stated that, based on previous conversations, GDOL would probably bid, but a formal conversation was required in order to finalize the decision. A consensus was reached that any partner’s interest in bidding for the One-Stop Operator would be disclosed on their letterhead by Tuesday, November 10, 2015, in order to be presented to the Local Workforce Development Board on November 18<sup>th</sup>. The offering of any potential facilities would also be included.

There being no further discussion, the meeting was adjourned by Chairman Bowman.

Respectfully submitted,

Sarah Harrison