

# Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, May 17, 2017

Georgia Northwestern Technical College, Calhoun, GA

## Summary

### Attendance

**WDB Members Present, County:**      **WDB Members Not Present, County:**

**Guests/Visitors:**

Lisa Adkisson, Fannin  
Bruce Bowman, Gordon  
Laura Gammage, Polk  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Kerri Hosmer, Floyd  
Todd Hooper, Polk  
Beth Kelley, Walker  
Robert Martin, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Paul Ray, Floyd  
Larry Stansell, Chattooga

### Youth Committee Members

#### Present:

Ben Arp  
Beth Kelley  
Curtis Kingsley  
Robb Gilstrap  
Lisa Townsend  
Eric Waters

### Services to Individuals with Disabilities Committee Members

#### Present:

Shelia Callaway  
Paul Ray

Dickie Bone, Gordon  
Carl Campbell, Murray  
Seth Houts, Dade\*  
Jack Killian, Catoosa\*  
Jonathan Ray, Pickens  
Mike Schwaderer, Haralson  
Carey Tucker, Floyd

#### NWGRC Staff:

Carolyn Barrett  
Karla Conetta  
Brandi Dover  
Lloyd Frasier  
Mallary Hawkins  
Tammy Helbing  
Lesia Lambert  
Jamy McDonald  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

Ben Avery  
Ann Bentley  
Shelia Callaway  
Kim Conkle  
Megan Conner  
Kim Early  
Cynthia Farmer  
Lori Fields  
Courtney Ford  
Robb Gilstrap  
Lucy Hale  
Lynn Long  
Jackie Magee  
Lisa Payne  
Jamecin Phillips  
Tamika Phillips  
Courtney Rouse  
Lori Royal  
Vicki Thompson  
Barbara Tipton  
Cathy Toles  
Lisa Townsend  
Julie Turner  
Chris Upchurch  
Shelby Ward  
Eric Waters

*\*resigned*

**I. Welcome . . . . . Bruce Bowman/Beth Kelley**

Bruce Bowman and Beth Kelley called the meeting of the Workforce Development Board to order and welcomed those present. It was established that a quorum was present for the Workforce Development Board.

**II. Consent Agenda . . . . . Bruce Bowman**

Mr. Bowman informed those present that a Consent Agenda containing the Minutes from the January 18, 2017 Minutes; a Dislocation Report; Regional Job Analysis; and Mobile Career Center Report had been mailed and was also attached for review. Mitchell Morgan made the motion to accept the Consent Agenda as presented. Paul Ray seconded. Motion carried unanimously.

**III. Nominating Committee Report and Recommendation . . . . . Jim Henry**

Jim Henry presented the Board with the Workforce Development Board Officers. The Nominating Committee approved the following individuals:

- Bruce Bowman, Chairman*
- Mike Schwaderer, Vice-Chairman*
- Jim Henry, Secretary*

Mr. Henry then presented the Board with the Executive Committee. The Nominating Committee approved the following:

- Bruce Bowman*
- Jim Henry*
- Beth Kelley*
- Linda McEntire*
- Mitchell Morgan*
- Mike Schwaderer*

There being no nominations from the floor, Jim Henry made the motion to accept these recommendations for the Workforce Development Board Officers and the Executive Committee. Paul Ray seconded. Motion carried unanimously.

**IV. Youth Committee Officers . . . . . Lesia Lambert**

Lesia Lambert presented the following slate of Youth Committee Officers:

- Beth Kelley, Chairman*
- Curtis Kingsley, Vice-Chairman*
- Eric Waters, Secretary*

There being no nominations from the floor, Jim Henry made the motion to approve this slate of Youth Committee Officers. Mitchell Morgan seconded. Motion carried unanimously.

**V. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker provided a Fiscal Report (attached) for review. Mitchell Morgan made the motion to approve the Fiscal Report. Michael Hamilton seconded. Motion carried unanimously.

**VI. Services to Individuals with Disabilities Committee Report and Recommendations . . . . . Paul Ray**

Paul Ray recommended adding the following individuals to the Services to Individuals with Disabilities Committee:

- Scott Jackson, Service Area Manager, Georgia Vocational Rehabilitation Agency
- Paul Workman, Business Operations Manager, Georgia Vocational Rehabilitation Agency

The Services to Individuals with Disabilities Committee approved these additions. Paul Ray made the motion to accept the nominations. Michael Hamilton seconded. Motion carried unanimously.

Mr. Ray also reported that Committee Members and NWGRC staff conducted cross-training with the Rome Comprehensive One-Stop Center Partners in April, 2017. GVRA staff will assess the Rome Comprehensive One-Stop Center and affiliates sites for ADA compliance and ADA etiquette to ensure that the One-Stop centers are "user friendly."

Mr. Ray stated that the Committee Goals and Objectives (updated) were attached for review.

**VII. Proposal Review Committee Report and Recommendations . . . . . Robert Martin**

Robert Martin reported that a Request for Proposal had been issued for Financial tracking systems software. This software is used to track obligations for the year; updates for any changes which may occur in actual costs; and is used by career advisers to create vouchers to send to the NWGRC fiscal department based on actual costs.

Entre Solutions completed and submitted a Proposal for Financial Tracking for Individual Training Accounts. Staff evaluated the proposal and recommended approving this sole source contract for 15 users at a fee of \$90 per user per month. The total for the year would be \$16,200. Entre will only bill for actual user cost with a minimum of 10 users.

Cost per User	# of Users	Total Cost per Month	Total Cost for 1 year
\$90	Minimum of 10	\$900	\$10,800
\$90	15	\$1,350	\$16,200

Robert Martin made the motion to approve the recommendation for this sole source contract for 15 users at a fee of \$90 per user per month, not to exceed \$16,200. Beth Kelley seconded. Motion carried unanimously.

Mr. Martin then presented the list of Individual Training Account (ITA) Providers for the 2017 fiscal year, pending the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list:

- CPR with Mickey*
- Dalton State College*
- Fortis College*
- Georgia Driving Academy*
- Goodwill of North Georgia*
- International Union of Operating Engineers (IUOE) Local 926 - RAP*
- Katlaw Driving School*
- Kennesaw State University*
- North Georgia Technical College*
- Northwest Georgia RESA - GaTAPP*
- R.S. Thomas Training Associates*
- Southeast Lineman Training Center*
- Training Center of Northwest Georgia*
- Truck Institute of Forsyth*
- Truck Institute of Oxford Alabama*
- Chattahoochee Technical College*
- Georgia Highlands College*
- Georgia Northwestern Technical College*
- West Georgia Technical College*

Robert Martin made the motion to approve these ITA Providers, pending the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list. Motion carried with Kerri Hosmer and Laura Gammage abstaining (due to their employment with Georgia Northwestern Technical College and West Georgia Technical College, respectively). Motion carried without dissenting vote.

**VIII. HDCl Grant Update. . . . . Lesia Lambert**

Lesia Lambert reminded those present that our Region had applied for a High Demand Career Initiative grant in March. Ms. Lambert reported that Region 1's application for the HDCl Sector Partnership grant had been approved and our Region had been awarded a grant in the amount of \$232,200 (letter from Georgia Department of Economic Development, Workforce Division attached).

**IX. Travel Policy . . . . . Phyllis Walker**

Phyllis Walker informed those present that the "Workforce Development Board of Northwest Georgia Travel Policy" (attached) had been modeled on the Northwest Georgia Regional Commission Travel Policy and that every attempt had been made to address most WDB travel circumstances including lodging, transportation, incidentals, and meals. Jim Henry made the motion to accept this policy. Robert Martin seconded. Motion carried unanimously.

**X. WDB Committee Membership . . . . . Bruce Bowman**

Bruce Bowman informed those present that a listing of the Workforce Development Board Committee Membership had been included for reference.

**XI. Designation of Executive Committee . . . . . Lesia Lambert**

Lesia Lambert reminded those present that two negotiations meetings pertaining to the One-Stop delivery system have taken place in accordance with directives outlined by the State Workforce Development Division. State Certification was received on May 12, 2017 from the State requiring that the Comprehensive One-Stop Center as well as the affiliate sites be certified by June 30, 2017. The certification process is extensive and could not be completed prior to the regularly scheduled May meeting. In order to be respectful of the Board's time, Ms. Lambert asked that the WDB delegate the authority to the Executive Committee to convene and act on behalf of the WDB for the certification of the Comprehensive and Affiliate One-Stop Centers. Paul Ray made the motion to accept this request. Jim Henry seconded. Motion carried unanimously.

**XI. Change in July Meeting Date . . . . . Terri Morgan**

Terri Morgan informed those present that, due to a conference that would need to be attended by Lesia Lambert and others, staff had spoken with Mr. Bowman about changing the meeting date of the July WDB Meeting to July 12, 2017 (the second Wednesday). Ms. Morgan asked the Board to approve this change in date. Mitchell Morgan made the motion to approve changing the July WDB Meeting date. Beth Kelley seconded. Motion carried unanimously.

**Other**

**Adjourn**

There being no further business, the meeting adjourned.