

**Joint Meeting of the
Workforce Development Board of Northwest Georgia,
Services to Individuals with Disabilities Committee and
Council of Chief Elected Officials of Northwest Georgia**

Noon~ Wednesday, November 18, 2015
Gordon County Agricultural Service Center - Calhoun, GA

Minutes

Attendance - WDB

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

Mike Babb, Whitfield
Jeff Barnes, Polk
Bruce Bowman, Gordon
Laura Gammage, Polk
Seth Houts, Dade
Beth Kelley, Walker
Lance McCravy, Paulding
Mitchell Morgan, Gilmer
Paul Ray, Floyd
Jonathan Ray, Pickens
Mike Schwaderer, Haralson

Lisa Adkisson, Fannin
Carl Campbell, Murray
Michael Hamilton, Floyd
Jim Henry, Chattooga
Jack Killian, Catoosa
Robert Martin, Pickens
Pete McDonald, Floyd
Joe Remillard, Whitfield
Janet Queen, Bartow

Guests/Visitors:

Ann Bentley
Shelia Callaway
Denise Clopton
Cynthia Farmer
Lori Fields
Kelly Gribble
Lucy Hale
Lynn Long
Lori McAllister
Jessica Nguyen
Lisa Payne
Lori Royal
Vicki Sharp
Connie Smith
Vicki Thompson
Barbara Tipton
Chris Upchurch
Vickie Wade

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Lloyd Frasier
Randy Gayler
Susan Gentry
Sarah Harrison
Lesia Lambert
Terri Morgan
Anthony Rucker
Phyllis Walker

Disabilities Committee Members:

Shelia Callaway
Paul Ray

Youth Committee Members:

Beth Kelley

CCEOs Present or Represented, County:

Mitchell Bagley, Bartow (proxy, Mike Babb)
Steve Taylor, Bartow (proxy, Ted Rumley)
Joe Barger, Catoosa (proxy, Ted Rumley)
Ted Rumley, Dade
Donna Whitener, Fannin (proxy, Mike Babb)
Charlie Paris, Gilmer
Becky Hood, Gordon (proxy, Norris Sexton)
Jimmy Palmer, Gordon
Pete Bridges, Haralson (proxy, Ted Rumley)
Dan Penland, Murray (proxy, Ted Rumley)
Boyd Austin, Paulding(proxy, Ted Rumley)
David Austin, Paulding (proxy, Ted Rumley)
Robert Jones, Pickens (proxy, Ted Rumley)
John Weaver, Pickens (proxy, Ted Rumley)
Dale Tuck, Polk (proxy, Ted Rumley)
Teddy Harris, Walker
Bebe Heiskell, Walker (proxy, Ted Rumley)
Mike Babb, Whitfield

CCEOs Not Present or Represented, County

Keith Greene, Catoosa
Harry Harvey, Chattooga
Jason Winters, Chattooga
Anthony Emmanuel, Dade
Bill Simonds, Fannin
Jamie Doss, Floyd
Larry Maxey, Floyd
Al Hoyle, Gilmer
Allen Poole, Haralson
Brittany Pittman, Murray
Stephanie Burford, Polk
Ken Gowin, Whitfield

I. Welcome. Bruce Bowman/Ted Rumley

Bruce Bowman called the meeting of the Workforce Development Board and Council of Chief Elected Officials to order. It was established that a quorum was present for both.

II. Consent Agenda.

Mr. Bowman informed those present that a Consent Agenda (consisting of Minutes from the previous WDB and CCEO meetings, Performance Report, Dislocation Report and Regional Job Analysis) was attached and had been mailed for review. Paul Ray made the motion that the Consent Agenda be approved. Mitchell Morgan seconded. Motion carried unanimously.

III. Fiscal Report. Anthony Rucker

Anthony Rucker provided a fiscal report for the Youth , Adult, and Dislocated Worker programs. Mr. Bowman noted that having excess funds to spend in the Dislocated Worker must mean the economy is improving. Mike Babb asked what could excess funds in the Dislocated Worker grant be used for, if there was not a sufficient number of individuals who had been laid off. Ms. Dellinger stated that the law provided for the ability to transfer funds from one stream to another so funds could be used to serve Adult participants. Mitchell Morgan made the motion to accept the report as given. Lance McCravy seconded. Motion carried unanimously.

IV. Required Partners Meeting Update/Report & Recommendations. Sarah Harrison

Sarah Harrison presented a report from the Required Partners Meeting (draft minutes attached). The following required partners were in attendance (partners mandated by the State):

- 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

Ms. 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.

Ms. Dellinger 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 function, 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.

Ms. Dellinger asked the Partners to encourage anyone they thought to be a good candidate to consider application for the One Stop Operator. 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 Adviser contracts, If no suitable bids were received, the CCEO and Governor would have to approve a sole-source procurement. 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 by taking proper steps to ensure proper fire walls are in place for the procurement.

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.

V. Consortia Report & Recommendations. Sarah Harrison

Ms. Harrison stated that a copy of the previous Memorandum of Understanding (attached) was distributed to the Consortia members. It was noted that changes reflecting the new legislation (replacing the instances of "WIA" and "WIB"), the effective date (November 18, 2015), and also numerous changes to partner agency names, contact names, and contact information would need to be made. The Consortia approved the MOU and recommended WDB approval, with the noted changes. Lance McCravy made the motion to approve the MOU (with the changes made as noted). Beth Kelley seconded. Motion carried unanimously.

Ms. Harrison reported that the Consortia had also discussed the upcoming procurement of an operator for the One-Stop System. At the present time, staff has received the following responses:

- Department of Family and Children Services: Does not have space and will not be able to host the Operator.
- Department of Labor has space and can provide additional information regarding cost. Is interested in bidding to be the Operator.
- Chattahoochee Technical College: (no information received)
- Georgia Northwestern Technical College does not have space and will not bid to be Operator.
- West Georgia Technical College: (no information received)
- Georgia Vocational Rehabilitation Agency has space.

VI. Youth Committee Report & Recommendations. Beth Kelly

Beth Kelley reported that the Youth Committee met the previous week but was unable to vote due to a small number of members in attendance (the meeting was scheduled for Veteran's Day). Ms. Kelley stated that Erin Mundy, Interim Center Director, Blue Ridge AHEC, had nominated Greg Wooten, Health Careers Recruitment Coordinator, Blue Ridge AHEC to serve on the Youth Committee. Mr. Wooten previously served on the Youth Council. Ms. Kelley made the motion that the nomination be accepted. Paul Ray seconded. Motion carried unanimously.

Ms. Kelley presented the "Youth Individual Training Account (ITA) Policy" (attached) for approval. She explained that ITAs provide training to the youth from eligible providers after consultation with a case manager, counselor, or coordinator. Beth Kelley made the motion to accept this policy. Mike Babb seconded. Motion carried unanimously.

Ms. Kelley then presented the "Youth Services Policy" (attached). This policy provides guidance on eligibility for in-school and out-of-school youth and defines "Requires Additional Assistance." Beth Kelley made the motion to accept this policy. Mitchell Morgan seconded. Motion carried unanimously.

A Youth performance report was also included for review (attached).

VII. Proposal Review Committee Report & Recommendations. Mike Schwaderer

Mike Schwaderer informed those present that there was no response to the Request for Proposal for Consultant Services and that staff would make a recommendation regarding Consultant Services at the January meeting.

Mr. Schwaderer presented the results of the recent Request for Proposal for Work Based Training. Two proposals were received from Georgia Department of Labor and Goodwill, Inc.- Chattanooga. He stated that Work Based Training includes, but is not limited, to OJT, Work Experience, and Incumbent Worker Training. The proposal from the Georgia Department of Labor was to serve all 15 counties providing OJT and Incumbent Worker Training to Adults and Dislocated Workers. Additionally, the Georgia Department of Labor will coordinate with Youth

Providers in developing job sites for youth ages 18-24, but will not provide all youth services required by law. The proposal request from Georgia Department of Labor was \$481,517 and Work Site reimbursements of \$515,585 (The Work Site reimbursement total is not included in the contract total). These funds will be paid directly to area employers) for a total of \$997,102. Slots and funding requested in this proposal may be reduced if some Youth Services could begin April 1, 2016. They will be reduced by the amount approved for April through June Youth funded services, contingent upon approval of contract modification requested (as noted below). The second proposal received was from Goodwill, Inc. - Chattanooga. Staff determined that the Goodwill, Inc.- Chattanooga was non-responsive because not all documents were returned complete and with signatures. The Proposal Review Committee approved and recommended approval to fund the proposal (OJT and possibly incumbent worker) from Georgia Department of Labor for 180 slots for a maximum not to exceed \$997,102 (which includes contract costs and work site reimbursements), contingent upon confirmation from Georgia Department of Labor that the required actions in the FY14 audit have been resolved. The PR Committee also approved and recommended issuing a Request for Proposal for Work Experience. Mike Schwaderer made the motion to approve as noted both funding Georgia Department of Labor as stipulated and issuing a new RFP for Work Experience. Mitchell Morgan seconded the motion. Motion passed with Beth Kelley abstaining (due to her part-time employment at Georgia Department of Labor) and no dissenting vote.

Mr. Schwaderer presented modifications needed to the Georgia Department of Labor Contract for the current program year (2015-2016). The following modifications were recommended:

- 1.) Increase DOL funds to include the Performance Incentive Grant Funds:
A request has been made by NWGRC to the Georgia Department of Economic Development, Workforce Division (GDEcD) to allow staff to utilize a portion of the Performance Incentive Grant funds for provider staff costs. Therefore, DOL is requesting budget modifications which will increase the total contract amount by \$17,695, contingent upon approval by the state, to be used as needed to cover staff costs of implementing the grant as well as follow up services.
- 2.) Increase slots by 10 to add the Performance Incentive Grant recipient slots contingent upon GDEcD approval of the slot level.
- 3.) Approval to negotiate for OJT Youth Services beginning April 1, 2016. OJT staff will coordinate with Youth providers to develop job sites for Youth ages 18-24.

The Proposal Review Committee approved and recommended for WDB approval the above modifications be made to the Georgia Department of Labor 2015-2016 Contract. Mike Schwaderer made the motion to accept as approved by the Proposal Review Committee. Lance McCravy seconded the motion. Motion carried with Beth Kelley abstaining (due to her part-time employment at Georgia Department of Labor) and with no dissenting vote.

Mr. Schwaderer reported to the committee that West Georgia Technical College had submitted, through their continuing education department, a short term certificate training course for a Certified Fiber Optics Technician. This course is only a 24 hour classroom course, but results in the completer sitting for an industry recognized Certified Fiber Optic Technician certificate, which is issued by a national Fiber Optic Association in Fallbrook, California. There is an industry in Bremen called Synchronet which has been hiring and employing workers locally and region wide with an approximate starting wage of \$15 per hour. Total cost for the course is \$980. The Proposal Review Committee approved this request. Mike Schwaderer made a motion to accept.

Beth Kelley seconded the motion. Motion carried with Laura Gammage abstaining (due to her affiliation with West Georgia Technical College) and without dissenting vote.

VIII. Policies

A. Priority of Service. Gwen Dellinger

Gwen Dellinger presented the "Service Priority for Individualized Services and Training Services, Basic Skills Policy, and status of existing policies, definitions, etc: staff recommendations" (attached) to the Board. Under WIOA, priority for adult services must be given to recipients of public assistance or other low income individuals with added priority for individuals who are basic skills deficient. The groups to prioritized was discussed with the additional necessity of modifying the WDB Basic Skills Policy to exclude lacking a diploma and GED as are eligibility determinant for Basic Skills Deficient. She further requested that all other WIA policies and definitions such as lacking self sufficiency remain in effect. Ms. Dellinger asked that these policies be recommended and accepted. Paul Ray made the motion to accept this policy. Mitchell Morgan seconded. Motion carried unanimously.

B. Equal Opportunity/Whistleblower Phyllis Walker

Phyllis Walker informed those present that the current Equal Opportunity policy contains the name of the state EO Officer. Staff requests changing the policy to only reflect the title of "State EO Officer" rather than the name of the individual and to include the address. Lance McCravy made the motion to approve. Mike Babb seconded. Motion carried unanimously.

Ms. Walker then requested that the Office of Inspector General's telephone number 1-866-435-7644 and email inspector general@oig.ga.gov be included in the Whistleblower policy. Mike Babb made the motion to approve. Beth Kelley seconded. Motion carried unanimously.

C. Relocation. Gwen Dellinger

Ms. Dellinger stated that the "WIOA Relocation Assistance Policy and Procedures" had been provided for Board review. No action is needed at this time.

IX. Incorporation Status. Gwen Dellinger

Ms. Dellinger informed those present that the name change for the Incorporation of the Workforce Development Board of Northwest Georgia, Inc. had been completed.

X. WDB/CCEO/NWGRC Agreement. Gwen Dellinger

Ms. Dellinger presented 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" (attached) for review. She stated that the responsibilities outlined for the CCEOs and the WDB were taken from the CCEO Memorandum of Agreement and the WDB By-Laws, both of which had been previously approved by the CCEOs. She stated that the responsibilities outlined for the Northwest Georgia Regional Commission were taken from the WIOA law. Ted Rumley made the motion to accept the Agreement. Paul Ray seconded. Motion carried unanimously.

XI. Georgia Vocational Rehabilitation Agency/Assistive Devices. Paul Ray

Paul Ray and Melissa Freeman gave a presentation regarding modifications and assistive devices available through the Georgia Vocational Rehabilitation Agency. She offered to assist if needed to help individuals with modifications that were necessary for them to work.

XII. Meeting Location. Bruce Bowman

Mr. Bowman informed those present that the January 2016 and March 2016 WDB meetings would be held at the Georgia Agricultural Services Center in Calhoun, Georgia.

Other

Adjourn

There being no further business, the meeting adjourned.