

**Annual Meeting**  
**Workforce Development Board (WDB) of Northwest Georgia and**  
**Council of Chief Elected Officials of Northwest Georgia**

Noon~ Wednesday, July 15, 2015  
Georgia Northwestern Technical College- Calhoun, GA

Minutes

**Attendance - WDB**

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

Lisa Adkisson, Fannin  
Mike Babb, Whitfield  
Jeff Barnes, Polk  
Bruce Bowman, Gordon  
Laura Gammage, Polk  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Mitchell Morgan, Gilmer  
Paul Ray, Floyd  
Jonathan Ray, Pickens  
Joe Remillard, Whitfield  
Mike Schwaderer, Haralson

Carl Campbell, Murray  
Steve Holland, Floyd  
Jack Killian, Catoosa  
Lance McCravy, Paulding  
Pete McDonald, Floyd  
Janet Queen, Bartow  
Lewis Williams, Pickens

**Guests/Visitors:**

Ann Bentley  
Denise Clopton  
Latoya Cotton  
Cynthia Farmer  
Lori Fields  
Kelly Gribble  
Lucy Hale  
Louvonja Johnson-Boone  
Lori McAllister  
Lori Royal  
Evan Snelling  
Vicki Thompson  
Chris Upchurch

**NWGRC Staff:**

Gwen Dellinger  
Lloyd Frasier  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

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**CCEOs Present or Represented, County:**

Steve Taylor, Bartow  
Joe Barger, Catoosa (proxy, Ted Rumley)  
Ted Rumley, Dade  
Donna Whitener, Fannin (proxy, Ted Rumley)  
Charlie Paris, Gilmer (proxy, Mike Babb)  
Becky Hood, Gordon (proxy, Norris Sexton)  
Jimmy Palmer, Gordon  
Allen Poole, Haralson (proxy, Mike Babb)  
Dan Penland, Murray (proxy, Ted Rumley)  
Boyd Austin, Paulding(proxy, Ted Rumley)  
David Austin, Paulding (proxy, Mike Babb)  
Robert Jones, Pickens (proxy, Ted Rumley)  
Stephanie Burford, Polk (proxy, Mike Babb)  
Teddy Harris, Walker  
Bebe Heiskell, Walker  
Mike Babb, Whitfield

**CCEOs Not Present or Represented, County**

Mitchell Bagley, Bartow  
Keith Greene, Catoosa  
Harry Harvey, Chattooga  
Jason Winters, Chattooga  
Anthony Emmanuel, Dade  
Bill Simonds, Fannin  
Jamie Doss, Floyd  
Larry Maxey, Floyd  
Al Hoyle, Gilmer  
Pete Bridges, Haralson  
Brittany Pittman, Murray  
John Weaver, Pickens  
Dale Tuck, Polk  
Ken Gowin, Whitfield

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I. Welcome..... Ted Rumley

Ted Rumley called the meeting to order. It was established that a quorum was present for both the Workforce Development Board and the Council of Chief Elected Officials. Mr. Rumley stated that the CCEOs wished to proceed with a joint meeting. Mr. Rumley also welcomed new members Seth Houts and Dickie Bone.

II. Workforce Development Board Membership..... Ted Rumley

Mr. Rumley informed the CCEOs that a nomination had been received from Denise Duncan, President of the Pickens County Chamber of Commerce, for Robert Martin, QSR, Inc. to replace Lewis Williams. Mike Babb made the motion to accept this nomination. Jimmy Palmer seconded. Motion carried unanimously.

III. Chairman of Workforce Development Board..... Ted Rumley

Mr. Rumley stated that the WDB must elect a Chairman. Mitchell Morgan nominated Bruce Bowman to continue to serve as Chairman. Lisa Adkisson seconded the motion. With no other nominations from the floor, the motion carried unanimously.

IV. Consent Agenda.....

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

V. Workforce Development Board By-Laws. . . . . Gwen Dellinger

Ms. Dellinger reported that changes had been made to the Draft WDB By-Laws in order to be in compliance with the new Workforce Innovation and Opportunity Act and State policy. She noted that changes had been made and were in red (handout attached). Jim Henry made the motion to accept these By-Laws. Beth Kelley seconded. Motion carried unanimously.

VI. Council of Chief Elected Officials Memorandum of Agreement. . . . . Gwen Dellinger

Ms. Dellinger then reported that changes had also been made the Council of Chief Elected Officials Memorandum of Understanding (attached) so that they would also be compliant with the new Workforce Innovation and Opportunity Act and State policy. She noted that changes had been made and were in red (handout attached). Mike Babb made the motion to accept these By-Laws. Steve Taylor seconded. Motion carried unanimously.

VII. Incorporation Status. . . . . Gwen Dellinger

Ms. Dellinger informed those present that she had spoken with the attorney and he had indicated that changing the incorporation from the Workforce Investment Board to the Workforce Development Board would be simple and that staff would begin the process with the attorney.

VIII. Ratification of Budgets and Contracts. . . . . Anthony Rucker

Anthony Rucker provided copies (attached) of the Budget revision for 2014-15 and the Budget for the 2015-16. These budgets include the Career Adviser Contracts, Youth Contracts, OJT Contract, and the Mobile Lab. The WIB previously approved these budgets and contracts. Mitchell Morgan made the motion to ratify these budgets. Mike Schwaderer seconded. Motion carried with Lisa Adkisson (affiliated with Georgia Department of Labor), Laura Gammage (affiliated with West Georgia Technical College), and Beth Kelley (affiliated with Georgia Department of Labor) abstaining and without dissenting vote.

IX. Ratification of Agreements. . . . . Phyllis Walker

Phyllis Walker informed those present that the WIB had also approved the following list of Individual Training Account (ITA) providers 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: CPR With Mickey, Fortis College, Georgia Driving Academy, Georgia School of Construction, Grady Health System-School of Radiologic Technology, Joint Apprenticeship Training Trust, Katlaw Truck Driving School, Kennesaw State University, Learn to Earn Dental School, North Georgia Technical College, Northwest GA RESA, Southeast Lineman Training Center, Southern Polytechnic, Technology Center Inc., Training Center of Northwest Georgia, Truck Driver Institute of Forsyth, Truck Driver Institute of Oxford Alabama, University of West Georgia, RS Thomas Training Associates, and Dalton State College.

In addition, the WIB also approved ITA Agreements with the career adviser contracts: Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College, and West Georgia Technical College. Paul Ray made the motion to ratify these agreements. Mike Babb seconded. Motion carried unanimously with Laura Gammage (affiliated with West Georgia Technical College) abstaining and with no dissenting vote.

Ms. Walker then stated that the WIB had approved renewal of the contract with Entre Solutions, which is used to track obligations for the year and then updates for any changes which may occur in actual costs. It is also used by career advisors to create vouchers to send to our fiscal department based on actual costs. The WIB approved 15 users at a fee of \$90 per user per month. The total for the year would be \$16,200. Beth Kelley made the motion to ratify this agreement. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Walker presented the agreement with Georgia Department of Labor to access some of their service screens for information and data look-ups. The WIB approved continuing 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 \$4,000.00 for an estimated 10,000 transaction look-ups. Paul Ray made the motion to ratify this agreement. Mitchell Morgan seconded. Motion carried with Lisa Adkisson and Beth Kelley (both affiliated with Georgia Department of Labor) abstaining and with no dissenting vote.

Ms. Walker then stated that a labor market analyzer portal is a comprehensive virtual "one stop" software that provides one with the ability to access current and historical labor market data (current job openings, compare employment related data from multiple locations and time spans using jobs data and employment data from state and federal sources). Staff obtained quotes for the purchase of this labor market analyzer portal. She stated that the WIB approved the purchase of an online subscription for the labor market analyzer portal called Wanted Analytics provided by The Conference Board. The on line subscription is for one year of unlimited access to job market data by one user at a cost of \$4,999. The contract period is from April 1, 2015 to March 31, 2016. Mike Schwaderer made the motion to ratify this agreement. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Walker explained that per federal monitoring of a National Emergency Grant for on-the-job training (OJT), it was recommended that NWGRC use an occupational assessment tool. NWGRC purchased Prove It!® in 2012 as a result of a Request for Proposal process that yielded only one bidder, Kenexa, which is owned by IBM. Prove It!® has been used successfully the past two years for the assessment of occupational skills of OJT candidates and as a method to assist employers in identifying skills for their jobs. Last year, approval to purchase (as a sole source) was obtained by the WIB and a contract for one year was signed. The WIB approved a "sole source" purchase of Prove It!® software provided by IBM for a one year period. This software is to be used at each of the seven One-Stops in the region at an annual cost of \$6,999.72 which runs from November 1, 2015 through October 31, 2015. Beth Kelley made the motion to ratify this agreement. Jim Henry seconded. Motion carried unanimously.

IX. Waivers

A. Support. . . . . Phyllis Walker

Ms. Walker informed those present that Northwest Georgia Workforce Area 1 is requesting approval of a waiver to continue the supportive service policy cap of \$150 per week or \$6,000 per program year for a portion of our WIOA participants. This waiver request is for any participant (Adult, DW, Youth) in the ITA or Youth programs that has 2 or more children. In program year 2014 a total of 77 participants (22 Adults, 42 Dislocated Workers, and 13 Youth) benefitted from the support service waiver. However, if funding were to become available we would like to offer a higher cap to all participants. Paul Ray made the motion to accept this waiver request. Mitchell Morgan seconded. Motion carried unanimously.

B. 75% Employer Wage Reimbursement.. . . . Phyllis Walker

Ms. Walker explained to the Board that WIOA allows for up to a 75% reimbursement rate if companies meet certain conditions that are to be outlined in state policy if certain conditions are met (handout attached). The Georgia Department of Economic Development - Workforce Development Division (WFD) requested that local areas incorporate the 75% employer wage

reimbursement opportunity into local policy. Local areas can use this wage reimbursement increase as a tool to increase the use of work-based learning services offered by the local area. Ms. Walker asked that the Board approve this waiver. Beth Kelley made the motion to approve. Mike Babb seconded. Motion carried unanimously.

X. Adoption of Policies and Procedures. . . . . Phyllis Walker/Gwen Dellinger

Ms. Walker provided a list of current policies and procedures (attached). She asked that the WDB approve these policies and also approve allowing staff to make changes to the policies where it relates to WIOA. Jim Henry made the motion to approve this request. Mike Schwaderer seconded. Motion carried unanimously.

Ms. Dellinger informed those present that information regarding relocation services had been provided. Ms. Dellinger stated that this service was also provided by Trade Act but that if a closing was not covered by Trade Act, participants would not be eligible to receive this assistance. Ms. Dellinger asked for approval to prepare a policy addressing relocation services for WIOA participants not eligible for other relocation assistance. After some discussion, Mitchell Morgan made the motion to allow staff to prepare this policy. Mike Babb seconded. Motion carried unanimously.

XI. Committees. . . . . Gwen Dellinger

Ms. Dellinger informed those present that the Committees were suggested by WIOA: One-Stop, Individuals with Disabilities, and Youth. She stated that staff had contacted all former WIB members who were not included on the new Board and asked them to participate in these committees. A list of Committees and suggested membership was provided for reference. She noted that Lewis Williams would need to be replaced by Robert Martin. She also stated that there were two vacancies on the Executive Committee that would need to be filled. Jim Henry made the motion to approve the Committees and giving Bruce Bowman authority to appoint two members to the Executive Committee. Mike Babb seconded. Motion carried unanimously.

Ms. Dellinger also stated that a Vice-Chairman would need to be nominated. Beth Kelley nominated Mike Schwaderer to continue to serve as Vice-Chairman. Jim Hery seconded. Motion carried unanimously.

Ms. Dellinger then stated that a Secretary/Treasurer would also need to be elected. Mike Babb nominated Jim Henry to continue to serve as Secretary/Treasurer. Beth Kelley seconded. Motion carried unanimously.

XII. September Workforce Development Board Meeting (Change in Time and Location). . . . . Gwen Dellinger

Ms. Dellinger reported that the Southeastern Employment and Training Association's fall conference would be held in Savannah. She stated that she thought it would be a good opportunity for Board members to learn about WIOA and the responsibilities of WDB members. A notice has been sent to all members inviting them to attend SETA. She also stated that it was staff's recommendation to move the WDB meeting to September 9, 2015 at Noon in Calhoun. Paul Ray made the motion to approve this change. Mitchell Morgan seconded. Motion carried unanimously.

Other

Adjourn

There being no further business, the meeting adjourned.