

**Joint Meeting of the
Workforce Development Board of Northwest Georgia and
Council of Chief Elected Officials of Northwest Georgia**

Noon~ Thursday, February 4, 2016
Georgia Northwestern Technical College, Calhoun, GA

CALLED MEETING

Minutes

Attendance - WDB

WDB Members Present, County: WDB Members Not Present, County: Guests/Visitors:

Lisa Adkisson, Fannin
Mike Babb, Whitfield
Bruce Bowman, Gordon
Carl Campbell, Murray
Laura Gammage, Polk
Michael Hamilton, Floyd
Jim Henry, Chattooga
Robert Martin, Pickens
Mitchell Morgan, Gilmer
Paul Ray, Floyd
Jonathan Ray, Pickens

Jeff Barnes, Polk
Seth Houts, Dade
Beth Kelley, Walker
Lance McCravy, Paulding
Jack Killian, Catoosa
Pete McDonald, Floyd*
Janet Queen, Bartow*
Joe Remillard, Whitfield
Mike Schwaderer, Haralson

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Brandi Dover
Randy Gayler
Susan Gentry
Sarah Harrison
Tammy Helbing
Lesia Lambert
Jamye McDonald
Terri Morgan
Anthony Rucker
Phyllis Walker

Ann Bentley
Cathy Corley
Kim Earley
Lori Fields
Lucy Hale
Carley Huguley
Lynn Long
Lori McAllister
Lisa Payne
Lori Royal
Vicki Sharp
Connie Smith
Evan Snelling
Vicki Thompson
Barbara Tipton
Julie Turner
Chris Upchurch
Vickie Wade

**resigned*

CCEOs Present or Represented, County:

Steve Taylor, Bartow
Harry Harvey, Chattooga (proxy, Ted Rumley)
Ted Rumley, Dade
Bill Simonds, Fannin
Donna Whitener, Fannin (proxy, Mike Babb)
Jamie Doss, Floyd (proxy, Sue Lee)
Larry Maxey, Floyd (proxy, Ted Rumley)
Charlie Paris, Gilmer
Becky Hood, Gordon (proxy, Norris Sexton)
Jimmy Palmer, Gordon
Allen Poole, Haralson (proxy, Ted Rumley)
Boyd Austin, Paulding (proxy, Ted Rumley)
David Austin, Paulding (proxy, Ted Rumley)
Robert Jones, Pickens (proxy, Ted Rumley)
Stephanie Burford, Polk (proxy, Ted Rumley)
Larry Odom, Polk
Mike Babb, Whitfield
Ken Gowin, Whitfield (proxy, Ted Rumley)

CCEOs Not Present or Represented, County

Mitchell Bagley, Bartow
Nick Millwood, Catoosa
Keith Greene, Catoosa
Jason Winters, Chattooga
Alex Case, Dade
Al Hoyle, Gilmer
Pete Bridges, Haralson
Tyson Haynes, Murray
Brittany Pittman, Murray
John Weaver, Pickens
Teddy Harris, Walker
Bebe Heiskell, Walker

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.

Mr. Bowman noted that the By-laws state that if a member misses three consecutive meetings without cause that he or she shall be removed from the Board membership. He stated that Jack Killian and Carl Campbell had each missed three consecutive meetings but had provided cause to staff (work commitments). Mike Babb made the motion to allow Mr. Killian and Mr. Campbell to stay on the WDB. Paul Ray seconded. Motion carried unanimously.

II. Nominations (CCEO only). Ted Rumley

Ted Rumley reported that following two nominations (attached) had been received for vacancies on the Workforce Development Board:

- Nancy Haight, Interim CEO, Cartersville-Bartow County Chamber of Commerce, nominated Mike Murphy, COO, McWhorter Capital.
- Pete McDonald, President, Georgia Northwestern Technical College, nominated Connie H. Smith, Vice President, Office of Adult Education.

Jim Henry made the motion that these nominations be accepted. Mike Babb seconded. Motion carried unanimously.

III. Consortia/Required Partners Report and Recommendations. Lisa Adkisson

Lisa Adkisson reported that Betty Kuss, OFI District 1 Manager, Department of Family and Children Services, nominated Cathy Corley, TANF/Child Care Administrator, Department of Family and Children Services, to fill the vacant position on the Consortia. The Consortia approved this nomination and recommended WDB/CCEO approval. Ms. Adkisson made the motion to approve. Paul Ray seconded. Motion carried unanimously.

Ms. Adkisson then stated that the Consortia approved asking the WDB to request a waiver from the State to remove the requirement that TANF be a partner in the One-Stop System due to the low number of TANF clients in the area (less than 50 in 17 counties). Ms. Adkisson made the motion to approve this request. Sue Lee seconded. Motion carried unanimously.

Ms. Adkisson informed those present that, previously, staff had requested that the Partners provide staff with their intention to bid for the Operator of the One-Stop System as well as their availability to house One-Stop staff. The following responses were received:

Partner	Intent to Bid on One-Stop Operator Position	Potential Facility / Space Available for One-Stop Career Center	
West Georgia Technical College	NO	YES	Current One-Stop site on Murphy Campus, Haralson County
GA Northwestern Technical College	NO	NO	NO available space
Chattahoochee Technical College	NO	NO ADDITIONAL	None other than that currently used by WIOA career advisors which will remain available
GVRA	NO	YES	YES – Existing GVRA Rome and LaFayette facilities
GDOL	YES	YES	YES – Six existing Career One-Stop Centers will continue to be available
DFCS	NO	NO	NO available space

IV. Proposal Review Committee

A. New Providers and Programs. Randy Gayler

Randy Gayler reported that a quorum was not present for a Proposal Review Committee. Mr. Gayler informed those present that West Georgia Technical College is creating a new program which will be called Certified Crane and Rigging Professional. The entirety of the program will be submitted later as a two year program of study. They wish to submit a Certified Basic Rigger and Signal Person

program, to initially a short term entry course. This will train individuals to work in the construction industry with cranes in the capacity of dealing with the moving of large weights and securing large weights in conjunction with cranes and heavy construction. This will consist of a 122 hour course lasting a little over a month and will result in an OSHA, National Center for Construction Education and Research (NCCER), and American National Standards Institute (ANSI) certification. Demand is high for this type of employment and starting wage should be \$15+ per hour. They are working with Crane Industry Services, a company with a 30 year history of providing training and job placement nationwide. Total cost for the course will be \$4,405 which includes tuition, supplies, and testing and accreditation. He stated that staff recommended WDB/CCEO approval of this program. Mitchell Morgan made the motion that this recommendation be approved. Mike Babb seconded. Motion carried with Laura Gammage abstaining (due to her employment at West Georgia Technical College) and without dissenting vote.

Mr. Gayler then reported that Goodwill of North Georgia has requested that they be added as a vendor training provider to our area. They are already approved as a state provider with headquarters in Atlanta and a satellite office in Cartersville. He stated that staff recommended WDB/CCEO approval of this vendor. Steve Taylor made the motion to accept the recommendation. Sue Lee seconded. Motion carried unanimously.

Mr. Gayler stated that the following programs had been submitted by Goodwill or North Georgia:

- *Certified Production Technician (CPT)*. This program provides classroom, lab, and work based learning. It focuses on critical work functions in manufacturing including quality and measurement, manufacturing process, production and maintenance. The outcome should be a professional Manufacturing Skills Standards Council (MSSC) certificate in production, industrial truck operations, and safety certifications in first aid and CPR. Starting wage should be around \$13 per hour. This is a 280 hour, seven week course with a total cost of \$4,800. He stated that staff recommended WDB/CCEO approval of this program. Sue Lee made the motion to accept. Jim Henry seconded. Motion carried unanimously.
- *Certified Logistics Training*. This program prepares participants for employment in the supply chain logistics industry. The Georgia DOL reports freight logistics and support as a high demand industry with an expected growth of 35% over the next decade. This program provides for both classroom and industrial work-based training. Successful completers will earn a MSSC

certification and should begin at \$11-12 per hour. This is a 230 hour 8 week course with a total cost of \$5,000. Mr. Gayler stated that staff recommended WDB/CCEO approval of this program. Sue Lee asked if all approved programs experienced that level of growth. Mr. Gayler replied that it varied depending upon the provider and that the projections were from the GDOL. Lisa Adkisson asked if the instructors were certified. Mr. Gayler answered that they were. Sue Lee made the motion to accept. Mike Babb seconded. Motion carried unanimously.

B. Work Based Training. Susan Gentry

Susan Gentry provided an update on the previously discussion of issuing a Work Based Training Request for Proposal for Work Experience. She stated that the decision to issue the RFP would be put on hold until the new WIOA Regulations are available because there may be changes that will affect Work Experience.

C. Consultant. Gwen Dellinger

Gwen Dellinger reported that the Workforce Development Board of Northwest Georgia issued a Request for Proposal for Consultant Services for One-Stop Integration and WIOA Planning. There were no respondents resulting in a failed procurement. Three quotes were sought through additional efforts. Of the five contacted, four of those are not able to commit to commit the work at this time. Planning efforts need to be undertaken immediately. Staff recommended that Susan Duffin, Moonflower Writing and Editing, be chosen to provide these services in an amount not exceed \$7,500, through June 2016. Paul Ray made the motion to accept. Mitchell Morgan seconded. Motion carried unanimously.

VI. Youth Committee Report & Recommendations. Lesia Lambert

Lesia Lambert reported that the Youth Committee had met on January 13, 2016. She stated that the Youth Committee reviewed and approved the Youth Committee By-Laws (attached) and recommended WDB/CCEO approval. Sue Lee asked when the By-Laws had last been revised. Ms. Lambert stated that it had been approximately two years ago. By-laws are being revised to meet WIOA requirements. Steve Taylor made the motion to accept the By-laws. Jim Henry seconded. Motion carried unanimously.

Ms. Lambert then stated that the Youth Committee had approved staff recommendations to provide Youth funding to the Georgia Department of Labor to be utilized for WIOA Youth OJT training (as indicated below; handout also attached) and recommended WDB/CCEO approval.

	Minimum Participant Slots	GDOL Contract Funds	Worksite Reimbursement Funds	Total Youth Funds to be allocated for OJT not to exceed
April 1, 2016 – June 30, 2016	10	\$18,173	\$31,827	\$50,000
July 1, 2016 – June 30, 2017	25	\$72,228	\$71,280	\$143,508
Total	35	\$90,401	\$103,107	\$193,508

Mitchell Morgan made the motion to accept this recommendation. Sue Lee seconded. Mr. Bowman asked what Worksite Reimbursement funds were. Ms. Lambert replied that those are funds paid directly to the employers. Motion carried with Lisa Adkisson abstaining (due to her employment with the Georgia Department of Labor) and with no dissenting vote.

Ms. Lambert then reminded those present that a Request for Proposals had been issued for youth providers. She stated that the proposals and staff recommendations were included on the handout (attached). Ms. Lambert stated that staff recommended funding the following proposals as follows:

PROPOSING AGENCY	COUNTY (IES) SERVED	ACADEMIC TRAINING	WORK-RELATED TRAINING	TOTAL SERVED OUT-OF-SCHOOL	TOTAL SERVED IN-SCHOOL	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE	RECOMMENDATION
Rome BOE	Floyd	X	X		35	5,931	\$ 207,572	357	Staff recommends approving a minimum of 35 slots not to exceed \$207,572 in contract program cost, contingent upon funds received from Georgia Department of Economic Dev. Workforce Division.
Georgia Northwestern Technical College	Dade, Walker, Chattooga, Catoosa, Floyd	X	X	200		4,648	\$ 929,512	400	Staff recommends approving a minimum of 200 slots not to exceed \$929,512 in contract program cost, contingent upon funds received from Georgia Dept. Of Economic Dev. Workforce Division.
Paxten Learning Center	Bartow, Paulding, Haralson	X	X	90		4,439	\$ 399,492	363	Staff recommends approving a minimum of 90 slots, not to exceed \$399,492 in contract program cost, contingent upon funds received from Georgia Dept of Economic Dev. Workforce Division.
Endless Opportunities, Inc.	Whitfield, Gordon, Murray Catoosa	X	X	80		6,015	\$ 481,164	345	Staff recommends approving a minimum of 80 slots, not to exceed \$481,164 in contract program cost, contingent upon funds received from Georgia Department of Economic Dev. Workforce Division.
Chattooga BOE	Chattooga	X	X		30	5,070	\$ 152,109	378	Staff recommends approving a minimum of 35 slots not to exceed \$152,109 in contract program cost, contingent upon funds received from Georgia Department of Economic Development Workforce Division.
Fannin BOE	Fannin	X	X		30	3,985	\$ 119,554	400	Staff recommends approving a minimum of 30 slots, not to exceed \$119,554 in contract program cost, contingent upon funds received from Georgia Department of Economic Development Workforce Division.
Gilmer BOE	Gilmer	X	X		35	4,082	\$ 142,875	380	Staff recommends approving a minimum of 35 slots, not to exceed \$142,875 in contract program cost, contingent upon funds received from Georgia Department of Economic Development Workforce Division.
ResCare Workforce Services	Bartow, Chattooga, Catoosa, Fannin, Gilmer, Floyd, Polk, Walker, Dade, Haralson, Paulding, Pickens Gordon, Whitfield, Murray	X	X	400		4,500	\$ 1,800,000	338	Staff recommends placing on contingency list
A Healing Journey Counseling & Consultation, LLC									Non-Responsive

Sue Lee made the motion to accept the staff recommendations. Mitchell Morgan seconded. Mike Babb asked Ms. Lambert why ResCare had been placed on a contingency list when their score and cost per participant was comparable to Endless Opportunities, Inc. Ms. Lambert stated that ResCare had proposed a bid for \$1.8 million--the total amount of funds available for the entire program and had never been a youth provider for our area. She further stated that, should conditions prove favorable, staff would consider negotiating a different proposal with ResCare. Mr. Babb stated that he had always questioned why Endless Opportunities, Inc. had been funded for such a large contract and had never received an answer that he understood. Ms. Lambert stated that Endless served a very hard to serve population and had been a performance-based contractor--meaning that they only received payment when benchmarks were reached and resulting in much lower expenditures than the recommended contract amounts (which are the maximum the provider can receive). Ms. Dellinger additionally stated that as a for-profit provider, Endless has overhead costs that don't apply to schools systems (who provide space at no cost) or other agencies. Ms. Lambert also informed the Board that Endless is the only provider in Whitfield County (and they also serve Murray). Mr. Babb asked why Georgia Northwestern Technical College did not serve Whitfield County. Ms. Lambert stated that they did not propose to serve Whitfield County, only Catoosa, Dade, Floyd, and Walker counties. Ms. Lambert invited Mr. Babb to attend the contract negotiations and also stated that she would be happy to provide him with any additional clarification needed. Mitchell Morgan asked if the vote could be tabled. Ms. Dellinger stated that, with an earlier start-up than the adult programs, youth contracts needed to be negotiated and contracts completed as soon as possible but that it would certainly be agreeable.

Mr. Bowman called for a vote and asked for a show of hands of those who were in favor of approving the earlier motion to accept staff recommendations for funding. He asked for a showing of hands for those who were not in favor. No hands were raised in opposition. The motion carried with Connie Smith abstaining (due to her employment at Georgia Northwestern Technical College) and without dissenting vote.

Ms. Lambert then presented a Youth Committee nomination from Karen Faircloth, NWGA RESA, Director of Professional Learning/School Improvement, for Starr Dees, Administrative Assistant/PL & SI. Mitchell Morgan made the motion to accept the nomination. Paul Ray seconded. Motion carried unanimously.

VII. Policies

A. Support Gwen Dellinger

Ms. Dellinger presented the Supportive Services Policy for review. She stated that the \$75 per week limitation had been removed and language added that a waiver for the \$3,000 total per participant may be requested from the state (attached with changes in red). Mike Babb made the motion to accept the changes. Mitchell Morgan seconded. Motion carried unanimously.

B. Relocation.. Gwen Dellinger

Ms. Dellinger reported that the Relocation Policy was attached. No changes had been made since it had been shared at a previous meeting. She explained that it provided assistance for Dislocated Workers should they need to be relocated to find employment. Mike Babb asked if the maximum was \$1,250. Ms. Dellinger replied that it was a maximum of \$1,250 for incidentals related to the move. Jim Henry made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

C. Priority of Service.. Phyllis Walker

Phyllis Walker presented the "Priority of Service" Policy (attached) to the Board. Ms. Walker stated that priority for adult services must be given to recipients of public assistance or other low income individuals and individuals who are basic skills deficient regardless of funding levels (handout should be changed to read "and" not "or"). Veterans and spouses (as described in the handout) will receive Priority of Service as described in the Priority of Service Policy. Ms. Walker also explained that definitions for "Lacks Self-Sufficiency" were now included as part of the related definitions section of the Priority of Service Policy. Ms. Walker asked that this policy be accepted. Steve Taylor made the motion to accept this policy. Paul Ray seconded. Motion carried unanimously.

VII. Monitoring. Phyllis Walker

Ms. Walker informed those present that the Georgia Department of Economic Development--Workforce Division had conducted on-site Financial Monitoring and

Quality Assurance Programmatic Monitoring in November, 2015 (handout attached). She stated that there were two fiscal findings and two programmatic findings and that the required actions had been completed and accepted by the State.

VIII. Department of Family and Children Services. Cathy Corely

Cathy Corley provided information regarding the TANF program in the Northwest Georgia Region.

IX. Mobile Lab. Gwen Dellinger

Ms. Dellinger announced that the Mobile Training Lab had been received at Northwest Georgia Regional Commission on Wednesday, February 3rd. A representative from the company provided a training session for staff. She stated that the Lab was parked in the parking lot at GNTC and invited attendees to go have a look at it.

X. Other

A. Chief Elected Officials Memorandum of Agreement (CCEO only).. Gwen Dellinger

Ms. Dellinger explained that, although the CCEOs had recently been asked to sign an Agreement, the State has provided additional requirements as provided in the handout to CCEOs (attached) for signing a Conflict of Interest statement (which has been incorporated into the MOA). These have to be signed and provided to the State by March 4, 2016. Ms. Dellinger asked that the CCEOs accept this addition to the MOA. Mike Babb made the motion to approve. Steve Taylor seconded. Motion carried unanimously.

B. Workforce Development Board of Northwest Georgia Constitution and By-laws (WDB only). Gwen Dellinger

Ms. Dellinger presented the W Workforce Development Board of Northwest Georgia Constitution and By-laws to the WDB. Although the By-laws were recently revised to include information regarding Conflict of Interest, the State has provided further guidance and requires that the actual form be incorporated into the By-laws. This form also requires a signature and will need to be provided to the State by March 4, 2016. Ms. Dellinger asked that the WDB

accept this addition. Paul Ray made the motion to accept. Mitchell Morgan seconded. Motion carried unanimously.

C. Fiscal Report..... Anthony Rucker

Anthony Rucker provided those present with a Fiscal Report. He noted that this report looked a bit different than those in the past. This is the format the State requires for NWGRC's report to them.

Ms. Dellinger added that, at the next meeting, staff may request a transfer in funds (from Dislocated Worker funds to Adult funds).

Adjourn

There being no further business, the meeting adjourned.