

Workforce Development Board (WDB) of Northwest Georgia

Noon~ Wednesday, September 9, 2015

Georgia Northwestern Technical College- Calhoun, GA

Minutes

Attendance - WDB

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

Guests/Visitors:

Lisa Adkisson, Fannin
Mike Babb, Whitfield
Dickie Bone, Gordon
Bruce Bowman, Gordon
Jim Henry, Chattooga
Seth Houts, Dade
Beth Kelley, Walker
Robert Martin, Pickens
Mitchell Morgan, Gilmer
Paul Ray, Floyd
Mike Schwaderer, Haralson

Jeff Barnes, Polk
Carl Campbell, Murray
Laura Gammage, Polk
Steve Holland, Floyd*
Jack Killian, Catoosa
Lance McCravy, Paulding
Pete McDonald, Floyd
Janet Queen, Bartow
Jonathan Ray, Pickens
Joe Remillard, Whitfield

Ben Arp
Ann Bentley
Kim Early
Cynthia Farmer
Lori Fields
Kelly Gribble
Lucy Hale
Judy Holcomb
Louvonja Johnson-Boone
Lynn Long
Lori McAllister
Cody McCarson
Lori Royal
Dianne Scoggins
Evan Snelling
Connie Smith
Sharon Spurling
Vicki Thompson
Chris Upchurch
Vicki Wade
Allen Whitehead
Gena Williams

Youth Committee Members Present:

Ben Arp
Beth Kelley
Dianne Scoggins

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Brandi Dover
Lloyd Frasier
Susan Gentry
Tammy Helbing
Lesia Lambert
Terri Morgan
Anthony Rucker
Phyllis Walker

**resigned*

I. Welcome..... Bruce Bowman

Bruce Bowman, Chairman, called the meeting to order. 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 (consisting of Minutes from the previous WDB) was attached and had been mailed for review. Mike Babb made the motion that the Consent Agenda be approved. Mike Schwaderer seconded. Motion carried unanimously.

III. Articles of Incorporation..... Gwen Dellinger

Gwen Dellinger stated that our legal counsel had compiled the "Articles of Amendment of Articles of Incorporation of Workforce Investment Board of Northwest Georgia, Inc." (attached) which addresses the change in the Board's name from the Workforce Investment Board of Northwest Georgia, Inc. to the Workforce Development Board of Northwest Georgia, Inc. Mike Babb made the motion to accept the amendments. Jim Henry seconded. The motion carried unanimously.

IV. Performance Report. Karla Conetta

Karla Conetta provided those present with a performance report (attached) for adults, dislocated workers, and youth.

V. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley stated that the new Youth Committee met prior to the WDB. The Committee discussed a Youth Survey, which will be going out to all members, to determine the types of services available and the types of services the area is in need of. She invited all WDB members to contact staff with any services or programs available for youth in their areas. She also informed the Board that Renee McClanahan, Regional Administrator, Department of Juvenile Justice, had changed positions and was no longer able to attend meetings. Ms. McClanahan nominated Robb Gilstrap, District Director, Department of Juvenile Justice, to replace her on the Youth Committee. Beth Kelley made the motion to accept the nomination. Paul Ray seconded. Motion carried unanimously.

VI. Transition Plan..... Gwen Dellinger

Ms. Dellinger then reported that staff and members of the Board were going to the SETA Conference in Savannah to attend training regarding WIOA. In addition, using Transition funds provided by the State, a training session with John Chamberlin had been arranged for the last day of the SETA Conference. It is hoped that staff and Board members can learn about the new requirements for the One-Stop System, which can no longer be operated by the Consortia but must be bid out. Staff is in the process of completing a Request for Proposal for One-Stop Consulting Services.

VII. Policies. Gwen Dellinger

Ms. Dellinger informed those present that staff has developed a basic skills policy (attached). This policy governs how we will determine basic skills deficiency. Beth Kelley made the motion to accept the policy. Jim Henry seconded. Motion carried unanimously. Ms. Dellinger also reported that the State is reviewing comments on some policies and for now, staff will use the existing policies until such time as guidance from the State indicates policy changes. Those policies at the State level that are approved will be implemented as they are issued if our policies do not comply.

VIII. Online OJT Skills Assessment Quote. Tammy Helbing

Tammy Helbing presented information regarding the purchase of skills assessment software to be used to more accurately identify skills and gap training as well as augment current testing assessments used by Georgia Department of Labor Career Counselors for OJT candidates. The criteria used to search skill assessment software included:

- Online access via email address accessed by any computer located anywhere.
- Extensive data bank of predefined "off-the-shelf" skills tests in areas such as manufacturing, healthcare, customer service, clerical, technical, software, call center, legal, and accounting (with tests ranging from basic to advanced knowledge).
- Ease of use by OJT candidates and test administrators. Assessments are validated.
- Automatic scoring and analysis of test results reported immediately via email.

Three quotes were obtained. Ms. Helbing stated that it was staff's recommendation to approve the purchase of a skills assessment online subscription called Prove It! a product by IBM. The online subscription is for six OJT offices (Blue Ridge Career Center, Cartersville Career Center, Cedartown Career Center, Lafayette Career Center, Dalton Career Center, and Rome Career Center) for a period of nine months of unlimited access to the skills assessments from November 1, 2015 to June 30, 2016, for a cost of \$4,499.82.

Mike Schwaderer asked why the proposal was not first presented to the Proposal Review Committee. Ms. Dellinger stated that there were not sufficient members of the Proposal Review Committee who would be attending the meeting to make a quorum. Beth Kelley made the motion to approve the proposal. Mitchell Morgan seconded. Motion carried unanimously.

IX. Cody McC Carson

Cody McC Carson, a former youth participant, spoke to the Board about his experience in the Youth Program.

X. Connie Smith, Georgia Northwestern Technical College

Connie Smith provided the Board with information about Adult Literacy and other initiatives related to WIOA.

XI. Tri-State Meeting. Gwen Dellinger

Ms. Dellinger informed those present that the next Tri-State Meeting would be held on September 25, 2015, in Chattanooga, Tennessee. Those interested were instructed to contact Terri Morgan.

Other

Bruce Bowman reported that there were two vacancies on the Executive Committee of the Workforce Development Board. He appointed Lance McCravy and Lisa Adkisson.

Anthony Rucker provided those present with a fiscal report (attached). Mr. Bowman stated that he liked the new format of the fiscal report. Mike Babb made the motion to approve the report. Jim Henry seconded. Motion carried unanimously.

Adjourn

There being no further business, the meeting adjourned.