

**Workforce Investment Board (WIB) of Northwest Georgia, Inc.**

12:00 p.m. ~ Wednesday, January 15, 2014

Calhoun Convention Center, Calhoun, GA

**Minutes**

**Attendance - WIB**

**WIB Members Present, County:**

Shelia Callaway, Gordon  
Vicki Defalco, Whitfield  
Angie Douglass, Floyd  
Lloyd Frasier, Floyd  
Rick Goble, Pickens  
Ruth Goff, Dade  
Loraine Green, Fannin  
David Guldenschuh, Floyd  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Jack Killian, Catoosa  
Gerry Nechvatal, Pickens  
Janet Queen, Bartow  
David Repp, Gordon  
Mike Schwaderer, Haralson  
Dr. Pete Snell, Haralson  
Eric Waters, Floyd  
Lewis Williams, Pickens

**Youth Council Members:**

Angie Douglass  
Eric Waters

**WIB Members Not Present, County:**

Jeff Barnes, Polk  
Bruce Bowman, Gordon  
Mike Babb, Whitfield  
Carl Campbell, Murray  
Ryan Enos, Catoosa  
Troy Frantzen, Gordon  
Ed James, Floyd  
Parnick Jennings, Bartow  
Daphne Johnson, Catoosa  
Sara Magnusson, Paulding  
Molly Majestic, Floyd  
Lance McCravy, Paulding  
Eric McDonald, Polk  
Pete McDonald, Floyd  
Mitchell Morgan, Gilmer  
Jonathan Ray, Pickens  
Joe Remillard, Whitfield  
Dr. John Schwenn, Whitfield

**NWGRC Staff:**

Caroly Barrett  
Karla Conetta  
Gwen Dellinger  
Randy Gayler  
Sarah Harrison  
Tammy Helbing  
Bernice Jackson  
Lesia Lambert  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

*\*resigned*

**Guests/Visitors:**

Louvonnia Boone  
Ylonda Campbell  
Latoya Cotton  
Susan Doesburg  
Kim Earley  
Tracey Esmann  
Cynthia Farmer  
Lori Fields  
Lucy Hale  
Dr. Angela Harris  
Cynthia Harrison  
Judy Holcomb  
Rob Jones  
Betty Kuss  
Lynn Long  
Lori McAllister  
Scott McNabb  
Lisa Payne  
Anne Rapp  
Sharon Spurling  
Barbara Tipton  
Cathy Toles  
Vicki Thompson  
Chris Upchurch  
Vicki Wade  
Dawne White

I. Welcome ..... Mike Schwaderer

In the absence of Bruce Bowman, Chairman, Mike Schwaderer, Vice-Chairman, called the meeting to order. It was established that a quorum was present.

II. Consent Agenda ..... Mike Schwaderer

Mr. Schwaderer informed those present that a Consent Agenda (consisting of Minutes from the previous WIB meeting) had been mailed for review (see attached). Gerry Nechtaval made the motion that the Consent Agenda be accepted. Mike Babb seconded. Motion carried unanimously.

III. Fiscal Report ..... Anthony Rucker

Anthony Rucker provided a 2013-2014 Budget for review (attached). Dr. Pete Snell asked if a 30% carryover rate was normal. Ms. Dellinger answered that we are allowed to carry funds over and that the carryover amounts allow for adequate funds at the beginning of the fiscal year when allocations have been received but actual funds have not yet been received. Jim Henry made the motion that the report be accepted. Ruth Goff seconded. Motion carried unanimously.

Mr. Rucker also presented an expenditure report for Adult, Dislocated Worker, Youth, Hospital NEG, Tornado and Storm (Temp) and Tornado and Storm (Workforce) funds, copy attached. Loraine Green made the motion to approve this report. Beth Kelley seconded. Motion carried unanimously.

IV. Performance Report ..... Gwen Dellinger

Gwen Dellinger informed those present that staff was still working on inputting data into the new data management system. Once all the data has been captured, comprehensive reports will be available. Dr. Pete Snell asked if there was data missing in other areas. Ms. Dellinger stated that it was.

V. Youth Council Report and Recommendations ..... Angie Douglass

Angie Douglass reported that a request was submitted by Dr. Angela Harris, Vice President of Student Affairs, Dalton State College, to reduce the youth participant slots in the youth contract from 60 to 40. In addition, Dr. Harris requested that funds be subtracted from the youth budget due to decreasing the slots. Ms. Douglass stated that the Youth Council approved and recommended approving the request to decrease the Dalton State College Youth Contract participant slots from 60 to 40 and to modify the Youth Contract Budget amount from \$125,220 to \$100,220. Mike Babb made the motion to accept this motion. Beth Kelley seconded. Motion carried unanimously.

VI. Consortia Report and Recommendations . . . . . Gwen Dellinger

Ms. Dellinger reported staff requested the ability to move funds between funding titles (Adult, Dislocated Worker, and National Emergency Grants) within the Career Adviser contracts to allow for better use of available funding. The Consortia approved allowing staff the flexibility to move funds between titles provided the total contract amounts and funds are not exceeded. Mike Babb made the motion to approve. Lorain Green seconded. Motion carried unanimously.

Ms. Dellinger then informed those present that a Data Sharing Agreement (attached) had been received from the Georgia Department of Labor. This agreement will allow staff and contractors to use the DOL screens to determine eligibility and to track employment of participants for performance purposes. Ms. Dellinger stated the Consortia approved entering into the agreement at a cost not to exceed \$20,000. Mike Babb asked if this was a new cost. Ms. Dellinger replied that, previously, the state had WIA funds and we were allowed access to these screens at no charge to local areas. Loraine Green made the motion that this recommendation be approved. Jim Henry seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and without dissenting vote.

VII. Proposal Review Committee Report and Recommendations . . . . . Mike Schwaderer

Mr. Schwaderer reported that Chattahoochee Technical College Continuing Education has requested the approval of a new program, Multi-Craft Industrial Maintenance Training be added to their list of WIA programs. This program is a 132 hour 12 week program that leads to the attainment of an OSHA Certification. It seeks to provide those looking for employment in the industrial maintenance field with an increase in knowledge in Electrical Maintenance (90 hours) and Mechanical Maintenance (30 hours) as well as the OSHA certification. With this training potential employees are better equipped with the skills needed to work in regional industry. Median estimated income is \$21 + per hour. Total cost for the program is \$1,990 which includes testing and OSHA certification.

The Proposal Review Committee approved this request and recommended WIB approval for this training. David Guldenschuh made the motion that the request be approved. David Repp seconded. Motion carried with Rick Goble abstaining and no dissenting vote.

Mr. Schwaderer also reported that a policy had been developed addressing individuals attending the Proposal Review Committee meetings. He stated that, while Proposal Review Committee meetings are open to the public and bidders for service, subcontractors of existing training programs, those who wish to provide new services, or others submitting proposals or providing information to the Proposal Review Committee are invited to attend. Additionally, those individuals or entities submitting proposals to the WIB, and who have submitted their proposals in a timely manner as outlined under the WIB guidelines and the Request for Proposals (RFP), may be recognized to speak and address the Proposal Review Committee concerning their proposal provided that they contact the Proposal Review Committee through the Northwest Georgia Regional Commission no later than three (3) business days prior to any scheduled meeting of the Proposal Review Committee. Those contacting the Proposal Review Committee in a timely manner will be

placed on the meeting agenda and may address the Proposal Review Committee for no more than three (3) minutes. Individuals or entities asked by the Proposal Review Committee to clarify their proposal shall be placed on the agenda as a matter of course. Any and all comments shall be limited to matters pertinent to the proposal at issue or questions posed by members of the Proposal Review Committee. The Proposal Review Committee approved this policy and recommends WIB approval. Beth Kelley made the motion to approve. David Guldenschuh seconded. Motion carried unanimously.

Mr. Schwaderer informed those present that, in response to the On-the-Job Training Request for Proposal, one proposal had been received from the Georgia Department of Labor. The Proposal Review Committee reviewed the proposal packet and voted to table the matter until such time as further information regarding the audit and clarification of the request for operating funds were received. Shelia Callaway made the motion to approve this action. Gerry Nechtaval seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and without dissenting vote.

VIII. Home Safe Georgia, Cynthia Harrison, Outreach Coordinator, Georgia Department of Community Affairs

Cynthia Harrison provided information on the Home Safe Georgia program.

Other

Mr. Schwaderer reminded Board members that an affidavit from the Governor's Office of Workforce Development had been sent to all members. He stated that forms and notaries were available for those who have not submitted the form previously.

Adjourn

There being no further business, the meeting adjourned.