

Workforce Investment Board (WIB) of Northwest Georgia, Inc.,
Noon~ Wednesday, May 20, 2015
Georgia Northwestern Technical College- Calhoun, GA

Minutes

Attendance - WIB

WIB Members Present, County:

Lisa Adkisson, Fannin
Mike Babb, Whitfield
Bruce Bowman, Gordon
Shelia Callaway, Gordon
Laura Gammage, Polk
Ruth Goff, Dade
Loraine Green, Fannin
David Guldenschuh, Floyd
Jim Henry, Chattooga
Steve Holland, Floyd
Beth Kelley, Walker
Lance McCravy, Paulding
Gerry Nechvatal, Pickens
Paul Ray, Floyd
Mike Schwaderer, Haralson
Dr. John Schwenn, Whitfield
Kristy Wilson, Gordon

Youth Council Members:

Paul Ray

WIB Members Not Present, County:

Jeff Barnes, Polk
Rex Bishop, Pickens
Carl Campbell, Murray
Merinda Cash, Catoosa
Vicki Defalco, Whitfield
Angie Douglass, Floyd
Lloyd Frasier, Floyd
Parnick Jennings, Bartow
Daphne Johnson, Catoosa
Jack Killian, Catoosa
Pete McDonald, Floyd
Molly Majestic, Floyd
Sara Magnusson, Paulding
Eric McDonald, Haralson
Mitchell Morgan, Gilmer
Janet Queen, Bartow
Jonathan Ray, Pickens
Joe Remillard, Whitfield
David Repp, Gordon
Eric Waters, Floyd
Lewis Williams, Pickens

Guests/Visitors:

Ann Bentley
Latoya Cotton
Kim Earley
Cynthia Farmer
Lori Fields
Lucy Hale
Judy Holcomb
Sharon Holliday
Kerri Hosmer
Louvonja Johnson-Boone
Lynn Long
Lori McAllister
Lisa Payne
Evan Snelling
Sharon Spurling
Vicki Thompson
Cathy Toles
Julie Turner
Chris Upchurch
Gena Williams

NWGRC Staff:

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

I. Welcome. Bruce Bowman

Bruce Bowman, Chairman, called the meeting to order. It was established that a quorum was present.

II. Consent Agenda. Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda (consisting of Minutes from the previous WIB meeting, Performance Report, Dislocation Report, and Regional Job Analysis) was attached and had been mailed for review. Beth Kelley made the motion that the Consent Agenda be approved. Loraine Green seconded. Motion carried unanimously.

III. Budget Revision/Fiscal Report. Anthony Rucker

Anthony Rucker provided a 2015-2016 Budget (attached). This budget includes carryover from 2014-15, Program Expenses (for providers), OJT, Work Experience, Support, Operating Expenses for the Youth, Adult, Dislocated Worker, and Rapid Response Programs; Transition Funds; Incentive Funds (GED); and Literacy to Work funds. David Guldenschuh asked if the amount of carryover would negatively impact the funds received next year. Mr. Rucker answered that it would not because WIA allows for carryover funding of up to 30%. Mr. Rucker also asked that the Board approve the flexibility to move funds and slots between categories as long as the total contracted budget amounts are not exceeded.

Mr. Rucker also provided a Budget Revision for 2014-2015 (attached). He stated that the revision was done to better align the budget with actual expenditures and asked for the flexibility to move funds and slots between categories as long as the total contracted budget amounts are not exceeded. Discussion followed regarding if there would be additional funds available for OJT Reimbursements if the allotted amount was not sufficient. Gwen Dellinger stated that, although staff had asked for projections from each provider and based the budget revisions upon those projections, since OJT Reimbursements are not built into the contract, she thought it would be possible to transfer funds into that category from categories such as support, if need be. Gerry Nechtaval asked if there was a limit to the amount of funds staff would be authorized to move without Board approval. Mr. Rucker stated that there was no limit but that funds would only be moved within funding streams and that the total contract amount approved by the Board would not be exceeded. David Guldenschuh made the motion to accept the proposed 2015-16 Budget and modified Budget. Loraine Green seconded. Motion carried with Lisa Adkisson, Laura Gammage, Beth Kelley, and Dr. John Schwenn abstaining and with no dissenting vote.

IV. Transfer of Funds. Anthony Rucker

Mr. Rucker asked that the Board approve a transfer of \$550,000 from FY14 Dislocated Worker Grant funds to FY14 Adult Grant funds based upon more than anticipated spending in the Adult funding stream. Shelia Callaway made the motion to approve. Paul Ray seconded. Motion carried unanimously.

V. Youth Council Report and Recommendations. Paul Ray

Paul Ray reported that the Youth Council had approved the "Youth Provider Contractors Recommendations" (attached), contingent upon the receipt of funds from the Georgia Department of Economic Development–Workforce Division, and successful negotiations, and recommended WIB approval. Mike Schwaderer made the motion to approve the Youth Provider Budgets. Loraine Green seconded. Motion carried unanimously.

Mr. Ray also informed those present that a performance report was attached for review and that, under WIOA, Youth Councils will no longer be mandated but rather a standing Youth Committee is required. Additionally, a new RFP will be issued in the fall with the main focus being on out-of-school youth and work experience, as required in WIOA.

VI. Consortia Report and Recommendations. Lisa Adkisson

Lisa Adkisson reported that the Consortia approved allowing the Consortia to continue to operate the One-Stop until an RFP can be developed and an appropriate One-Stop Operator can be selected. The Consortia recommended WIB approval. David Guldenschuh made the motion to approve. Paul Ray seconded. Motion carried unanimously.

Ms. Adkisson informed those present that the Consortia approved the Career Adviser Budgets (attached) and recommended WIB approval contingent upon the receipt of funds from the Georgia Department of Economic Development-Workforce Division, and successful negotiations. Loraine Green made the motion to accept this recommendation. Shelia Callaway seconded. Motion carried with Laura Gammage and Dr. John Schwenn abstaining and without dissenting vote.

Lisa Adkisson reported that the Consortia had approved modifying the Chattahoochee Technical College budget to reflect a move of \$40,000 from Dislocated Worker support to Adult tuition to increase the total contract amount to \$553,431. Beth Kelley made the motion to approve. Lance McCravy seconded. Motion carried unanimously.

VII. Proposal Review Committee Report and Recommendations. Mike Schwaderer

Mike Schwaderer stated that the Proposal Review Committee had met prior to the WIB meeting but did not have a quorum.

He directed the Board's attention to the list of Individual Training Account (ITA) providers (attached) 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. David Guldenschuh made the motion to approve the list of ITA Providers. Paul Ray seconded. Motion carried with Laura Gammage and Dr. John Schwenn abstaining and with no dissenting vote.

Mr. Schwaderer then informed those present that staff had requested to renew the contract with Entre Solutions (used to track obligations for the year and then for any changes which may occur in

actual costs). The system is also utilized by career advisers to create vouchers to send to our fiscal department based on actual costs. There was an initial start-up cost of \$9,000 dollars in the current contract for set up and technical assistance which will not be in the upcoming contract. Staff recommended 15 users (an increase of four users) at a fee of \$90 per user per month. The total for the year would be \$16,200 (down from \$20,880 which would be a savings over the initial year of \$4,680). Beth Kelley made the motion to approve the contract for the 2015 fiscal year for a total not to exceed \$16,200. Lance McCravy seconded. Motion carried unanimously.

Mr. Schwaderer stated that a contract agreement with Georgia Department of Labor is currently utilized to access some of their service screens for information and data look-ups. We would like to continue 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. Loraine Green made the motion to approve entering into an agreement with the Georgia Department of Labor for next program year at a cost of \$8000.00 which covers the 19 users and the 10,000 look-ups. Kristy Wilson seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and with no dissenting vote.

Mr. Schwaderer reported that staff recommended approving the following Georgia Department of Labor budget and slots for PY 2015-2016:

<i>OJT Provider</i>	<i>Currently Service</i>	<i>PY 2015 Requested Slots</i>	<i>Contract Budget Request</i>	<i>Worksite Reimbursement Request</i>	<i>Total Requested</i>	<i>Recommendation</i>
Georgia Department of Labor	61 Adults	60 Adults	\$154,130 Adult	\$173,077 Adult	\$327,207 Adult	Fund 150 slots for a maximum not to exceed \$858,938 with the flexibility to negotiate slots upward as needed.
	78 DW	90 DW	\$231,198 DW	\$301,536 DW	\$532,731 DW	
	139 Total	150 Total	\$385,325 Total	\$474,613 Total	\$858,938 Total	

David Guldenschuh made the motion to approve this recommendation contingent upon the receipt of funds from the Georgia Department of Economic Development Workforce Division and successful negotiations. Lance McCravy seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and without dissenting vote.

Mr. Schwaderer then informed the Board that Georgia Department of Labor requested the following line item adjustments to the current WIA contract for On the Job Training Services.

	Current contract amount	Total after adjustment	Increase/Decrease +/-	
Salaries and Fringe	\$287,435	\$244,500	-42,935	Funds available due to Dalton position unfilled.
Travel	\$11,881	\$9,500	-\$2,381	Funds available.
Training Materials	\$800	\$7,800	+\$7,000	Increase needed to purchase laptops for staff to use when off-site.
Other Expenses	\$49,209	\$54,185	+\$4,976	Approved indirect rate increased in from 14.17% to 22.16% in July 2014
Career Center Allocation	\$36,000	\$46,800	+10,800	Revision needed to accommodate staff changes in career centers. There are fewer employees in the centers, with little reduction in overhead.
Totals	\$385,325	\$362,785	-\$22,540	

He stated that this would align the budget more closely with actual expenditures and allow more accurate projections for the remainder of the year as well as also allow the purchase of assessment supplies for work off-site. These adjustments decrease the total amount of the contract by \$22,500. David Guldenschuh made the motion to approve the budget modification. Loraine Green seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and with no dissenting vote.

Mr. Schwaderer noted that DOL has placed a higher than anticipated number of Adult participants. They have 61 adults and had originally requested 50. They have placed fewer DWs than originally contracted for, 78 out of 150 to date. Therefore, requested the authority to move slots between Adult and DW funds as needed to more closely align with current placements. The total slots levels will not change. Kristy Wilson made the motion to approve this request. Shelia Callaway seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining and without dissenting vote.

VIII. Workforce Innovation and Opportunity Act. Gwen Dellinger

Gwen Dellinger reminded those present that the changes brought about by the Workforce Innovation and Opportunity Act (WIOA) would begin on July 1, 2015. She noted that, while the Youth Councils were no longer a mandatory Committee, WIOA does encourage three standing committees: the Youth Committee, the One-Stop Committee, and the Individuals with Disabilities Committee. Ms. Dellinger informed those present that the composition of the Board would change to comply with the new law. She also stated that the focus in the Youth program would shift more to out-of-school youth with a larger amount required to be spent in that area of the program. WIOA will also require credentials as a part of the performance measures. Ms. Dellinger noted that through the years, the WIB had been crucial in job training endeavors that greatly benefitted the region.

IX. Workforce Investment Board Members. Mike Babb

Mike Babb thanked the WIB members for their service, noting that not all of the members of the WIB would be transitioning over to the new Workforce Development Board but hopefully those that are interested will be able to be active on the committees, if they desire.

Other

Adjourn

There being no further business, the meeting adjourned.