

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

12:00 p.m. ~ Wednesday, September 18, 2013

Calhoun Convention Center, Calhoun, GA

Minutes

Attendance - WIB

WIB Members Present, County:

Lisa Adkison, Fannin
Mike Babb, Whitfield
Bruce Bowman, Gordon
Shelia Callaway, Gordon
Carl Campbell, Murray
Lloyd Frasier, Floyd
Rick Goble, Pickens
Ruth Goff, Dade
Loraine Green, Fannin
Beth Kelley, Walker
Jack Killian, Catoosa
Pete McDonald, Floyd
Mitchell Morgan, Gilmer
Joe Remillard, Whitfield
Mike Schwaderer, Harlason
Dr. John Schwenn, Whitfield
Eric Waters, Floyd

Youth Council Members:

Angie Robinson

WIB Members Not Present, County:

Cecelia Carson, Paulding
Lisa Clark, Polk*
Brian Cooksey, Whitfield*
Angie Douglass, Floyd
Ryan Enos, Catoosa
Troy Frantzen, Gordon
Jeff Gazaway, Gordon*
Gussie Harris, Paulding
Jim Henry, Chattooga
Ed James, Floyd
Parnick Jennings, Bartow
Molly Majestic, Floyd
Lance McCravy, Paulding
Eric McDonald, Polk
Ryan Morgan, Catoosa*
Gerry Nechvatal, Pickens
Dan Penland, Murray*
Jonathan Ray, Pickens
Bryan Shealy, Floyd*
Dr. Pete Snell, Harlason
Tim Thompson, Bartow*
Lewis Williams, Pickens

**resigned*

NWGR Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Randy Gayler
Susan Gentry
Sarah Harrison
Tammy Helbing
Bernice Jackson
Lesia Lambert
Jamy McDonald
Julie Meadows
Terri Morgan
Anthony Rucker
Alex Tejada
Phyllis Walker

Guests/Visitors:

Al Abernathy
Jeff Barnes
Ann Bentley
Cathy Corley
Susan Doesburg
Tracey Esmann
Lori Fields
Carol Green
Kelly Gribble
Judy Holcomb
Krista Kennedy Leonard
Lynn Long
Scott McNabb
Lisa Payne
Anne Rapp
Angie Robinson
Janet Queen
Connie Smith
Vicki Thompson
Chris Upchurch
Vicki Wade

I. Welcome. Bruce Bowman

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

II. Nominating Committee Report and Recommendations. Jack Killian

Jack Killian reported that the Nominating Committee met on July 17, 2013. The Nominating Committee made the motion that the following slate of Officers be approved:

- Bruce Bowman, Chairman
- Mike Schwaderer, Vice-Chairman
- Jim Henry, Secretary

Mr. Bowman asked if there were any nominations from the floor for Chairman, Vice-Chairman or Secretary. None being offered, he asked for a motion to approve the slate of Officers. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Killian then reported that the Nominating Committee made the motion that the following Executive Committee be approved:

- Bruce Bowman, Gordon
- Angie Douglass, Floyd
- Lorraine Green, Fannin
- Beth Kelley, Walker
- Jim Henry, Chattooga
- Mitchell Morgan, Gilmer
- Mike Schwaderer, Haralson

Shelia Callaway seconded. Motion carried unanimously.

III. Minutes. Bruce Bowman

Mr. Bowman informed those present that the Minutes (attached) had been mailed for review. Shelia Callaway made the motion that the Consent Agenda be accepted. Loraine Green seconded. Motion carried unanimously.

IV. Fiscal Report

A. Financial Report. Anthony Rucker

Anthony Rucker explained that the enclosed report had been provided in error. The correct financial report will be emailed.

B. Policies..... Anthony Rucker

Mr. Rucker presented a "Safeguarding of Assets" policy (attached) for approval. This policy is provided for approval at the request of the Governor's Office of Workforce Development as a result of monitoring which occurred in July. Loraine Green made the motion that this policy be approved. Mitchell Morgan seconded. Motion carried unanimously.

V. Consortia Report and Recommendations..... Lisa Adkisson

Lisa Adkisson reported that Resource Sharing Reports will be provided at the next meeting. Pete McDonald reported that NWGRC staff had provided intake for the Fast Track program in Whitfield and Murray Counties. He stated that paid training, at \$14.50 an hour, would be provided to eligible applicants with a goal of 20 for the first cohort. Five incumbent worker slots are also available with those costs paid for by the employer. He also stated that the State hoped that this pilot program would be adopted across the state. He reported that Mohawk, J &J, Engineered Floors, Beaulieu and IBC were participating in this project.

Sarah Harrison recognized Chris Upchurch, Ann Bentley, Vicki Thompson, Susan Gentry, Tammy Helbing, Jamye McDonald and Bernice Jackson for their work on the project.

Ms. Adkisson also asked that those present inform WIA staff of any layoffs that occurred in their areas so that staff can attempt to assist those impacted individuals.

VI. Prove It!..... Tammy Helbing

Tammy Helbing reported that, as a result of federal monitoring of a National Emergency Grant for on-the-job training (OJT) services, it was recommended that NWGRC purchase an occupational assessment. Acting on this recommendation, a Request for Proposal (RFP) for an occupational assessment was issued in August, 2012. Only one response was received which was from Kenexa (owned by IBM) to provide the assessment Prove It!® . Approval to purchase (as a sole source) was obtained and a contract for one year was signed. The contract period is November 1, 2012 to October 31,2013.

Ms. Helbing stated that it is staff's recommendation to approve to "sole source" the purchase of Prove It!® software provided by Kenexa for a two year period. This software is to be used at each of the seven One-Stops in the region. The annual cost is \$7,250. Cost to issue a Request for Proposal (RFP) would be \$3,908 and no bids were received. Prior approval from the Governor's Office of Workforce Development was obtained in accordance with NWGRC WIA procurement procedures for this sole source procurement. Dr. John Schwenn made the motion to approve this sole source purchase. Mike Schwaderer seconded. Motion carried unanimously.

VII. Youth Council Report and Recommendations. Angie Robinson

Angie Robinson presented the following Youth Council Nominations:

- A. Katie Thomas, CTAE Director, Polk School District, nominated Gina Reilly, Youth Apprenticeship Facilitator, Polk School District.
- B. Vince Stalling, Youth Success Academy Coordinator, Georgia Northwestern Technical College, nominated Tatiana Gleaves, student, Georgia Northwestern Technical College.

The Youth Council recommends approving these nominations. Mitchell Morgan made the motion to accept. Ruth Goff seconded. Motion carried unanimously.

VIII. Monitoring Findings. Gwen Dellinger

Gwen Dellinger reported that the overpayment of NEG funds had been repaid.

IX . Performance Report. Gwen Dellinger

Ms. Dellinger reported that the State had changed the information management system. The new system, Geo Solutions, does not yet have all the information transferred from the previous system, Georgia Workforce System. Therefore, performance reports are not available at this time.

X. National Emergency Grant (Storm and Disaster). Beth Kelley

Beth Kelley provided information on the Storm National Emergency Grant.

Other

Adjourn

There being no further business, the meeting adjourned.