

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

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

Calhoun Convention Center, Calhoun, GA

**Summary**

**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/Ted Rumley/Angie Robinson

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.