

# Council of Chief Elected Officials of Northwest Georgia

Thursday, May 19, 2016, 10:30 a.m.  
Gordon County Agricultural Services Center, Calhoun, GA

## Minutes

### Attendance

CCEOs Present or Represented, County:	CCEOs Not Present or Represented, County
Mitchell Bagley, Bartow (proxy, Ted Rumley)	Nick Millwood, Catoosa
Steve Taylor, Bartow	Keith Greene, Catoosa
Harry Harvey, Chattooga (proxy, Ted Rumley)	Jamie Doss, Floyd
Jason Winters, Chattooga	Larry Maxey, Floyd
Alex Case, Dade	Pete Bridges, Haralson
Ted Rumley, Dade	Tyson Haynes, Murray
Bill Simonds, Fannin	Brittany Pittman, Murray
Donna Whitener, Fannin (proxy, Ted Rumley)	Boyd Austin, Paulding
Al Hoyle, Gilmer	Stephanie Burford, Polk
Charlie Paris, Gilmer (proxy, Ted Rumley)	Bebe Heiskell, Walker
Becky Hood, Gordon (proxy, Norris Sexton)	Ken Gowin, Whitfield
Jimmy Palmer, Gordon	
Allen Poole, Haralson (proxy, Ted Rumley)	
David Austin, Paulding (proxy, Ted Rumley)	
Robert Jones, Pickens	
John Weaver, Pickens	
Larry Odom, Polk	
Teddy Harris, Walker	
Mike Babb, Whitfield	

I. Welcome. . . . . Ted Rumley

Ted Rumley called the meeting of the Council of Chief Elected Officials to order. It was established that a quorum was present.

II. Consent Agenda. . . . . Bruce Bowman

Mr. Rumley informed those present that a Consent Agenda containing the Minutes from the March 17, 2016 meeting, Performance Report, Dislocation Report, and Regional Job Analysis had been mailed and was attached for review. Steve Taylor made the motion to accept the Consent Agenda. Mike Babb seconded. Motion carried unanimously.

III. Workforce Development Board Membership. . . . . Gwen Dellinger

Gwen Dellinger informed those present that, due to guidance from the State, the following WDB members' composition requirement needed to be changed:

- Laura Gammage--Higher Education Representative
- Connie Smith--Adult Education Representative and Youth Services Representative

Robert Jones made the motion that this change be approved. Al Hoyle seconded. Motion carried unanimously.

III. WDB Actions. . . . . Gwen Dellinger

Ms. Dellinger reported that a budget had been presented to the WDB and had been approved. She asked that the CCEOs approve the budget as well. Steve Taylor made the motion to approve. Al Hoyle seconded. Motion carried unanimously.

Ms. Dellinger presented the Proposal Summary for the Career /Case Management Services Request for Proposal (attached) . She stated that the WDB had approved the following recommendations (next page):

PROPOSING AGENCIES	COUNTY(IES) SERVED	SERVICES OFFERED	PROPOSED TO SERVE	TOTAL # TO BE SERVED	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
Chattanooga Goodwill Industries	Catoosa, Dade, Murray, Walker, Whitfield	Work Experience	Adults	15	\$4,672	\$70,076	263	Staff recommends do not fund due to Non-Competitive score.
Chattahoochee Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	100	\$5,406	\$540,586	408	Staff recommends funding at a cost not to exceed \$540,586 and to negotiate to increase slot levels for Career Services.
Georgia Highlands College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	90	\$6,060	\$545,407	388	Staff recommends funding at a cost not to exceed \$545,407 and to negotiate to increase slot levels for Career Services.
Georgia Northwestern Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers/Youth	200	\$6,721	\$1,344,206	393	Staff recommends funding at a cost not to exceed \$1,344,206 and to negotiate to increase slot levels for Career Services.
West Georgia Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	40	\$11,697	\$467,900	363	Staff recommends funding at a cost not to exceed \$467,900 and to negotiate to increase slot levels for Career Services..
D. B. Grant Associates Grant Associates Inc. (GAI)								Non-responsive

Mike Babb made the motion to approve the recommendations. Alex Case seconded. Motion carried unanimously.

Ms. Dellinger informed the CCEOs that the WDB approved the renewal of the contract with Entre Solutions/TrackSource which is used to track financial obligations and updates for individual participants. It is also used by our career advisers to create vouchers to send to our fiscal department. There will be no change in the costs for users for the upcoming fiscal year. Steve Taylor made the motion to approve the recommendation for a maximum of 15 users at a fee of \$90 per user per month. The maximum total for the year would be \$16,200. Jimmy Palmer seconded. Motion carried unanimously.

Ms. Dellinger reported that Northwest Georgia has contracted with Moonflower Writing and Editing, LLC (Susan Duffin) to assist in the development of the Local Plan. Instructions from the Georgia Department of Economic Development for developing the Local Plan were not received until May 2016 which has delayed the Plan development. The assurances of the contract state that it may be modified if the modification is in writing and signed by all parties. Ms. Duffin has agreed to continue her work with us through August in order to complete the planning process. The State's deadline for local areas to complete their plans is August 31, 2016. Northwest Georgia has received an additional \$25,000 grant for planning. However, at this time we do not anticipate exceeding the original contract amount of \$7,500 for the Consultant Contract. The WDB approved and recommended CCEO approval. Robert Jones made the motion to approve to modify the end date of Contract through August 31, 2016. Jimmy Palmer seconded. Motion carried unanimously.

Ms. Dellinger then stated that the contract agreement with the 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 break-out is as follows: \$4,000 for 19 users and \$4,000 for an estimated 10,000 transaction look-ups. The WDB approved and recommended CCEO approval. Larry Odom made the motion to enter into an agreement with the Georgia Department of Labor for the next program year at a cost of \$8,000 for 19 users and 10,000 look-ups. Mike Babb seconded. Motion carried unanimously.

Tammy Helbing informed those present that a Labor Market Information Request for Proposal had been issued and the following two bids had been received:

PROPOSING COMPANY	Service Offered	PROPOSED AMOUNT OF CONTRACT	EVALUATION SCORE (average)	RECOMMENDATIONS
The Conference Board	LMI	\$6,000	92.5	Recommend funding not to exceed \$6,000.
Chmura	LMI	\$7,495	87	Do not fund.

The WDB approved funding the Conference Board for a maximum of \$6,000 and recommended CCEO approval. Larry Odom mad the motion to approve. Jimmy Palmer seconded. Motion carried unanimously.

Ms. Dellinger presented the following is a list of Individual Training Account (ITA) providers for the upcoming fiscal year 2016, pending the outcome of the state's subsequent eligibility review for performance and continued inclusion on the state eligible provider list: CPR with Mickey, Dalton State College, Fortis College, Georgia Driving Academy, Goodwill of North Georgia, Katlaw Driving School, Kennesaw State University, North Georgia Technical College, NWGA RESA, R.S. Thomas Training Associates, Southeast Lineman Training Center, Training Center of Northwest Georgia, Truck Driver Institute of Forsyth, Truck Driver Institute of Oxford Alabama, International Union of Operating Engineers (IUOE) Local 926 (a Registered Apprenticeship Provider), Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College, and West Georgia Technical College. The WDB approved and recommended CCEO approval of the above ITA agreements based on the state's subsequent eligibility review. The WDB approved and recommended CCEO approval. Mike Babb made the motion to approve. Larry Odom seconded. Motion carried unanimously.

Ms. Dellinger reported that all Comprehensive One-Stop Centers in the area have been monitored for accessibility (ADA, EEOC, and GVRA guidelines). A matrix of scoring is attached. The WDB approved and recommended CCEO approval. The WDB approved and recommended CCEO approval. Al Hoyle made the motion to approve. Steve Taylor seconded. Motion carried unanimously.

Ms. Dellinger also stated that the Comprehensive One-Stop Centers in the area have been monitored for certification as Comprehensive One-Stop Centers. The State has begun to encourage each area to only have a single Comprehensive One-Stop Center in each region and, since the final regulations and guidelines have not yet been received, the Consortia felt that it was premature to make a decision to have only one Comprehensive One-Stop without further guidance from the State. The Consortia/One-Stop Committee provisionally approved the current One-Stops Centers as comprehensive centers pending more information and guidance from the State and that deadlines would need to be given for Resource Sharing Agreements to be received by staff from each center. The WDB approved and recommended CCEO approval. Bill Simonds made the motion to approve. Mike Babb seconded. Motion carried unanimously.

Ms. Dellinger informed those present that the Consortia approved maintaining the operation of the One-Stop System until such time as another Operator is identified and procured. The WDB approved and recommended CCEO approval Robert Jones made the motion to approve. Alex Case seconded. Motion carried unanimously.

Ms. Dellinger reported that the Disabilities Committee approved goals (attached) prepared by our consultant. The WDB approved and recommended CCEO approval. Steve Taylor made the motion to approve. Al Hoyle seconded. Motion carried unanimously.

Ms. Dellinger stated that the Work Experience Program enables participants to explore career options and gain exposure to the working world and its requirements. A Work Experience employment enhances the employability of individuals through the development of good work habits and basic work skills. The current minimum wage (\$7.25 per hour) is the wage participants currently earn in the work experience component. It has become increasingly hard to place youth, especially older youth, in employment at the current minimum wage. Many youth leave the work experience and seek employment at a higher wage. Under WIOA Regulations 20% of program funds allocated must be spent in a work experience component and 75% of funds must be expended for services for out-of-school youth. An increase in wage would assist the youth program in meeting these allocations. The WDB approved increasing the wage for the work experience program from \$7.25 per hour to a minimum of \$8.00 per hour. This will not be applicable to work experiences where the employer only pays other employees the minimum wage or less than \$8.00. The individuals will be paid the same as other employers in those instances. Mike Babb made the motion to approve. Larry Odom seconded. Motion carried unanimously.

Ms. Dellinger presented the "Youth Services Policies and Procedures" (attached). The WDB approved and recommended CCEO approval. Al Hoyle made the motion to approve. Steve Taylor seconded. Motion carried unanimously.

Ms. Dellinger stated that the Needs Related Payments policy (attached) had been approved by the WDB to incorporate the following change: "The fixed amount of \$208 for all payments made (except the U.I. amount for U.I. recipients) assures that no payment will ever be made in excess of the poverty level amount since \$228 is the smallest amount possible." Al Hoyle made the motion to approve. Steve Taylor seconded. Motion carried unanimously.

Ms. Dellinger informed the CCEO that changes had been made to this Procurement policy (attached) to reflect "WIOA" rather than "WIA" and to adjust the policy to allow questions be submitted regarding Requests for Proposals in a written format rather than only at a Bidders Conference. Additionally, she stated that, since WIOA does not allow the Consortia to operate the One-Stop System, changes had been made to reflect that the Services needed to be bid out rather than provided through the Consortia through sole source. She asked that these procedures be approved with a retroactive date of March 1, 2016. The WDB approved and recommended CCEO approval. Mike Babb made the motion to approve. Jimmy Palmer seconded. Motion carried unanimously.

Other

Adjourn

There being no further business, the meeting adjourned.