

**Council of Chief Elected Officials
of Northwest Georgia**

Thursday, February 15, 2018, 10:00 a.m.
Gordon County Agricultural Services Center, Calhoun, GA

Minutes

Attendance

CCEOs Present or Represented, County:

Al Pallone, Bartow
Steve Taylor, Bartow
Alex Case, Dade
Ted Rumley, Dade
Stan Helton, Fannin
Donna Whitener, Fannin
Al Hoyle, Gilmer
Charlie Paris, Gilmer
Becky Hood, Gordon (proxy, Norris Sexton)
Allen Poole, Haralson
Tyson Haynes, Murray (proxy, Ted Rumley)
Greg Hogan, Murray
Boyd Austin, Paulding
David Carmichael, Paulding (proxy, Ted Rumley)
John Weaver, Pickens
Teddy Harris, Walker
Shannon Whitfield, Walker
Lynn Laughter, Whitfield

CCEOs Not Present or Represented, County

Steven Henry, Catoosa
Nick Millwood, Catoosa
Harry Harvey, Chattooga
Jason Winters, Chattooga
Jamie Doss, Floyd
Rhonda Wallace, Floyd
Jimmy Palmer, Gordon
Pete Bridges, Haralson
Robert Jones, Pickens
Jordan Hubbard, Polk
Jennifer Hulsey, Polk
Ken Gowin, Whitfield

Staff and Guests:

Joey Cumbie
Lloyd Frasier
Lesia Lambert
Terri Morgan

I. Welcome Ted Rumley

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

II. Consent Agenda Ted Rumley

Mr. Rumley informed those present that a Consent Agenda containing Minutes from the November 15, 2017 Meeting, Dislocation Report, Regional Job Analysis, Mobile Career Center

Report, and Performance Report had been mailed and was attached for review. Greg Hogan made the motion to accept the Consent Agenda. Shannon Whitfield seconded. Motion carried unanimously.

III. Workforce Development Board Membership Lesia Lambert

Lesia Lambert presented the following nominations (attached) for the Workforce Development Board:

- Donny Boswell, Becker Electric (Business Representative)
- Rick Partain, FirstBank, (Business Representative)
- April Rogers, Tallatoona Community Action Partnership (Community-Based Organization Representative)

Boyd Austin made the motion to accept these nominations. Allen Poole seconded. Motion carried unanimously.

IV. Monitoring Lesia Lambert

Ms. Lambert informed those present that the Georgia Department of Economic Development (GDEcD), Workforce Division, conducted on-site monitoring in December. The following findings were noted:

Purchasing - Failure to Maintain Documentation

Required Corrective Action:

- Staff will review the procurement policies and procedures to ensure that all steps are clear and enforced during future reviews of competitive proposals
- Staff will review all evaluation tools for accuracy and completion before proceeding in the selection of a proposal.

The evaluation tool has been revised and provided to WDF.

Contracting - Memorandum of Understanding

Required Corrective Action: The LWDA Staff will ensure that the MOU addendum indicates how all required partner programs present within the LWDA are contributing to the One Stop's other shared services and that it identifies the methodology for administering the costs of the shared services in accordance to the benefit by each partner. The addendum will be revised by March 21, 2018 and a copy provided to WFD

Contracting - Missing Required Contract Provisions

Required Corrective Action: LWDA Staff is in the process of modifying contracts as appropriate to correct the following:

- ▶ Add the provision for Procurement of Recovered Materials as indicated in APPENDIX II TO PART 200 - CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
- ▶ Add the required Indirect Cost Rate (as appropriate)
- ▶ Update the audit regulations and cost principles as required in 2CFR 200.331 Requirements for Pass-Through Entities, Federal Award Identification Number (FAIN)

Contracts will be modified by March 1, 2018 and copies submitted to WFD.

Missing Required Contract Signatures

Required Corrective Action: Staff will have the LWDB chair and CLEO sign the One Stop Operator Contract and a copy will be submitted to WFD.

Equal Opportunity and Nondiscrimination - Lack of Required Language in EO Notice

Required Corrective Action: The following required actions will be reconciled in accordance with 29 CFR parts 38.34, 38.35 and 38.36. LWDA Staff has revised EO Notice and distributed to all partners as well as participants and provided a copy to WFD.

Local Workforce Development Board Review -Lack of Signed Conflict of Interest Form

LWDA Staff will ensure that new and existing standing committee members sign the Conflict of Interest form upon appointment to the LWDB committee. Staff will provide WFD copies of the signed COIs.

Local Workforce Development Board Review- Improper Voting

Required Corrective Action: LWDA notified LWDB and LEO boards that only appointed LWDB members may vote on LWDB action items. WFD will be provided a copy of the February 2018 WDB minutes reflecting the notification to the WDB and CCEO.

Local Workforce Development Board Review - Non-compliance with Attendance Requirements

Required Corrective Action:

- LWDA will notify and remind LWDB members of the mandatory removal requirement for failing to miss three (3) consecutive LWDB meetings with cause, and documentation should be submitted prior to the missed meeting;
- LWDA will ensure that any LWDB member who misses three (3) consecutive meetings is formally removed from the LWDB;
- LWDA will appoint a replacement LWDB member, adhering to the LWDB Bylaw's replacement provisions.

A copy of the February 2018 WDB minutes will be submitted detailing the notification to the WDB.

Local Workforce Development Board Review - Non-Compliance with Committee Requirements

Required Corrective Action:

- LWDA will appoint non-LWDB member to all standing committees to include the Nominating Committee, Executive Committee, and Proposal Review Committee.

- LWDA will update By-Laws to include the provision stating that:
 - ▶ Standing committees "shall include other individuals appointed by the local board who are not members of the local board and who the local board determines had appropriate experience and expertise" (WIOA Sec. 107 (b)(4)(A)); and,
 - ▶ The appointed non-LWDB members may not vote on any action item;
- Update By-Laws (updated Bylaws attached) to include the provision requiring the LWDB to appoint a LWDB member to chair standing committees (WIG LS-16-003).

Based upon this finding, staff recommended adding Terri Morgan to the following standing committees: Executive Committee, Nominating Committee, and Proposal Review Committee and modifying the Bylaws to reflect this provision. (A copy of the Bylaws will be provided to WFD). Greg Hogan made the motion to approve these actions, contingent upon WDB approval. Allen Poole seconded. Motion carried unanimously.

V. Fiscal Report Joey Cumbie

Joey Cumbie provided a financial report (attached) for Youth, Adult, Dislocated Workers, Rapid Response (RR), and High Demand Career Initiative (HDCI). Allen Poole made the motion to accept this report. Shannon Whitfield seconded. Motion carried unanimously.

VI. Youth Committee

A. Youth Funds Request Lesia Lambert

Ms. Lambert presented a request for additional youth funds (letter attached). She explained that there are local areas with unexpended Program Year 2016 Youth Funds and that our area can request that the Georgia Department of Economic Development approve a transfer from one of these other areas. She noted that the funds would need to be spent by the end of the program year (June 30, 2018) and that we have already expended our Program Year 2016 funds. She also noted that she was requesting additional Program Year 2017 Youth Funds as well. Greg Hogan made the motion to approve this request, contingent upon WDB approval. Lynn Laughter seconded.

B. Youth Work Experience Policy. Lesia Lambert

Ms. Lambert then provided the Council with a proposed addition to the Youth Work Experience Policy (attached). She explained that, under WIOA, an academic or educational component must be added to the work experience policy. The academic or educational component could include certifications as part of a pre-apprenticeship program, employability or soft skills instruction, or specific knowledge and skill instruction that leads to the successful completion of occupational tasks. She explained that the academic and occupational education component refers to contextual learning that accompanies a work experience and includes the information necessary to understand and work in specific industries and/or occupations. Allen Poole made the

motion to approve this revised policy. Boyd Austin seconded, contingent upon WDB approval. Motion carried unanimously.

VII. New Provider Lesia Lambert

Ms. Lambert informed those present that AS4U Career Center (A Smile 4 You) has requested to be added as a vendor in our area. They are located in Cartersville, GA. AS4U is an approved training provider on the State ETPL. They are approved by Nonpublic Post-Secondary Education Commission (NPEC). The program submitted for approval is Dental Assisting with Radiology. This is an eight (8) week program with 144 hours of classroom and clinical hours and 32-hour externship. This is a class-based instructional program held in a working dental office, with a lecture area, as well as a clinical area, for hands-on instruction. The cost of the Dental Assistant program is \$4,895 which includes a \$100 non-refundable registration fee. Lynn Laughter made the motion to approve this program, contingent upon WDB approval. Greg Hogan seconded. Motion carried unanimously.

VIII. GDEcD Announcement. Lesia Lambert

Ms. Lambert also informed the Council that, as of July 1, 2018, the state administration of Title I funds would be housed at the Technical College System of Georgia rather than the Georgia Department of Economic Development. The Directors have been told that Commissioner Matt Arthur will work with TSCG and GDEcD during the transition process. More information will be provided as it is received.

Adjourn

There being no further business, the meeting adjourned.