

**Council of Chief Elected Officials
of Northwest Georgia**
Wednesday, March 17, 2021, 10:00 a.m.
via GoTo Meeting

Minutes

Attendance

CCEOs Present or Represented, County:

Al Pallone, Bartow
 Steven Henry, Catoosa
 Blake Elsberry, Chattooga (proxy, Ted Rumley)
 Harry Harvey, Chattooga
 Alex Case, Dade
 Ted Rumley, Dade
 Jamie Hensley, Fannin
 Donna Whitener, Fannin (proxy, Ted Rumley)
 Wright Bagby, Floyd
 Craig McDaniel, Floyd
 Charlie Paris, Gilmer
 Becky Hood, Gordon (proxy, Bud Owens)
 Ronnie Ridley, Haralson (proxy, Ted Rumley)
 K.W. Gong, Murray
 Greg Hogan, Murray
 David Carmichael, Paulding (proxy, Ted Rumley)
 Kirk Stancil, Pickens
 Andrew Carter, Polk (proxy, Ted Rumley)
 Teddy Harris, Walker
 Shannon Whitfield, Walker
 Ken Gowin, Whitfield (proxy, Ted Rumley)
 Jevin Jenson, Whitfield

CCEOs Not Present or Represented, County

Steve Taylor, Bartow
 Nick Millwood, Catoosa
 Al Hoyle, Gilmer
 Jimmy Palmer, Gordon
 Pete Bridges, Haralson*
 James Kelly, Paulding
 Steve Lawrence, Pickens
 Hal Floyd, Polk

Staff and Guests:

Karla Conetta
 Joey Cumbie
 Lloyd Frasier
 Susan Gentry
 Lesia Lambert
 Derrick McDaniel
 Terri Morgan
 Anthony Rucker

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. Minutes..... Ted Rumley

Mr. Rumley informed those present that the Minutes from the January 20, 2021 Meeting (attached) had been e-mailed and were also attached for review. Greg Hogan made the motion to accept the Minutes. Teddy Harris seconded. Motion carried unanimously.

III. Fiscal Report Anthony Rucker

Anthony Rucker presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report, Grant Inception to 2/28/2021" (attached). This report encompasses the Adult, Dislocated Worker, COVID, HDCL, and Youth programs (attached). Al Pallone made the motion that the report be approved. Harry Harvey seconded. Motion carried unanimously.

IV. Workforce Development Board (WDB) Membership. Lesia Lambert

Lesia Lambert informed the Council that Tamika Wright, District Manager, GVRA, submitted a nomination form for Matthew Salmon, Office Supervisor, GVRA. She noted that the law requires a representative from GVRA to be on the Workforce Development Board. Shannon Whitfield made the motion to approve this nomination. Bud Owens seconded. Motion carried unanimously.

Ms. Lambert then informed those present that Kathy Johnson, Executive Director, Gordon County Chamber of Commerce, submitted a nomination form for Cathy Smith, Human Resources Business Partner, Kerry Foods as a Business Representative for the WDB. Wright Bagby made the motion to approve this nomination. Craig McDaniel seconded. Motion carried unanimously.

V. Workforce Development Board Actions Lesia Lambert

Ms. Lambert informed those present that Virtual monitoring was conducted during the week of February 8-12, 2021. The findings that were noted required a response from staff within ten days. The following corrective actions were taken (handout attached):

Finding #1 Programmatic Administration - Programmatic Administration -- Lack of Updated Policies and Procedures

Required Corrective Action:

- Staff updated the Eligible Training Provider List Policy to include required criteria for the second appeal process as detailed in the TCSG OWD Policy Manual.
- Staff training was conducted to ensure compliance with updated policies, and will submit verification of staff training to OWD,
- Will submit updated ETPL Policy and the LWDB Executive Committee approval to OWD.

The updated ETPL Policy, verification of staff training, and Executive Committee minutes will be attached to the monitoring response.

Finding #2 Programmatic Administration- Missing Contract Elements

Required Corrective Action:

- Staff reviewed all Work Experience agreements executed in PY19, for those still active. It was determined that five agreements will be amended.
- Submit to OWD the amended Work Experience Contract template to include the names and contact information for all parties, the signature of a parent or legal guardian for youth WEX participant under 18 years of age; and the inclusion of a

statement of monitoring by both state and local representatives as well as regular visitations by LWDA staff to check on progress of WEX participants.

- Staff training was conducted to ensure compliance with the revised agreement.

The updated Work Experience Agreement Contract Template and verification of staff training will be attached to the monitoring response.

Finding #3 Programmatic Administration - Lack of Required Documentation

Required Corrective Action:

- The Follow-up Policy was updated to include a secondary review criterion with time limits for adequate document management,
- Staff training was conducted to ensure compliance with the Adult/Dislocated Follow-up Policy and Procedures,
- Will submit updated Follow-up Policy and the LWDB Executive Committee approval.

The updated Follow-up Policy and verification of staff training, and minutes from the Executive Meeting will be attached to the monitoring response.

Observation #1

Monitors observed that the LWDA's Youth and Adult/DW Work Experience Policies did not identify the criterion used for developing and approving Work Experience Employer/worksites contract. The LWDA Youth and Adult/DW Work Experience Policies were updated to include the guidance detailed in TCSG OWD Policy Manual Section 3.4.1.5(III).

- Employer's history with WEX contracts, history of layoffs, relocation and labor disputes, as well as occupational and industry outlook used for evaluation of proposals to ensure procedures are clear to reviewers.

Ms. Lambert noted that since the WDB would meet after the CCEO Meeting, that staff recommended approving these corrective actions, contingent upon WDB approval. Al Pallone made a motion to approve these actions. Kris Stancil seconded. Motion carried unanimously.

Ms. Lambert explained that, due to the focus and efforts put forth to enroll participants and expend the DDW COVID grant funds, it became increasingly difficult to expend the regular Dislocated Worker Grant Funds. Also, as the result of the pandemic, enrollments are low and fewer individuals are being served in all WIOA Funded Titles. Staff recommended approval of the following funds transfers from Region 1 Dislocated Workers funds to other Worksource areas contingent upon WDB approval (copies of letters attached).

- \$300,000 to Local Workforce Area 16, Worksource Middle Georgia
- \$145,096.35 to Local Workforce Area 2, Georgia Mountains

Craig McDaniel made a motion to approve these actions. Harry Harvey seconded. Motion carried unanimously.

Ms. Lambert informed the Council that last year the Individual Training Account Policy was amended to require that all grant funding be applied towards tuition and fees prior to the use of WIOA funding. At that time, the implications of COVID were unknown and, since that time, enrollments have decreased. Staff requested that the CCEO approve amending the policy as follows, retroactive to 1/1/21 (copy attached with changes highlighted), contingent upon WDB approval:

"If it is determined through an analysis of the cost of attendance that the total cost of attending training exceeds the amount available through Hope and WIOA funding, NWGRC allows Pell funds to be utilized by the participant for living expenses and other appropriate personal expenses during the training period. [WIOA sec. 134 (c)(3)(B)]."

Craig McDaniel asked if the technical colleges would be made aware of this change. Ms. Lambert replied that they had been informed. Charlie Paris made the motion that this policy be amended. Al Pallone seconded. Motion carried unanimously.

Ms. Lambert presented the youth program budgets and (below and attached). She stated that the Youth Committee had approved these recommendations and that it was staff's recommendation for CCEO approval (contingent upon WDB approval) at a cost not to exceed \$1,782,855, with the ability by staff to negotiate slot levels, and contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development. Kris Stencil made the motion to approve the budgets, as presented. Shannon Whitfield seconded. Motion carried unanimously.

Contractor's Name	Budget Funds Requested	NWGRC Recommendation	Difference (Reduction)	Percentage Difference (Reduction)	# of Slots	Work Experience	Support	Total Funding Requested
Chattooga BOE	\$51,565	\$51,565	\$0	\$0	45	\$70,000	N/A	\$121,565
Endless Opportunity	\$298,520	\$298,520	\$0	0%	75	\$50,000	\$40,000	\$388,520
GNTC	\$617,383	\$617,383	\$0	0%	185	\$70,000	\$40,000	\$727,383
Rome City BOE	\$76,637	\$76,637	\$0	\$0	45	\$70,000	N/A	\$146,637
Eckerd-Connect Paxen	\$318,750	\$318,750	\$0	0%	100	\$40,000	\$40,000	\$398,750
Total:	\$1,362,855	\$1,362,855	\$0	0%	450	\$300,000	\$120,000	\$1,782,855

VI. COVID-19 Update Lesia Lambert

Lesia Lambert provided an update regarding COVID and the Disaster/Dislocated Worker Grant in the Northwest region in Georgia. She stated that a total of 73 individuals are enrolled in the program: 26 in work experience and 47 in training. The individuals enrolled in the work experience component are paid \$12.50 per hour for 40 hours per week for up to 16 weeks (NWGRC pays the FICA, SS, and Workman's Compensation). The goal is to enroll 120 individuals by the end of summer and to spend the funds by the end of March 2022. She encouraged those present to contact her or Derrick McDaniel if they are interested in learning about implementing this grant in their counties.

VII. New Member Orientation Lesia Lambert

Ms. Lambert reminded those present that a New Member Orientation was scheduled for March 23, 2021 at 10:00 a.m., via Zoom. This orientation is open to all CCEOs. Terri Morgan will send out a reminder.

IX. iWORKS Virtual Employer Resource Fair Lesia Lambert

Ms. Lambert informed those present that a Virtual Resource Fair (flyer attached) was scheduled for March 25, 2021, virtually, from 12:00 p.m. until 1:30 p.m. She encouraged the CCEOs to attend and to share the event with others. Terri Morgan will send registration information.

Other

Ms. Lambert informed the Board that the U.S. Department of Labor had conducted monitoring of the Disaster Dislocated Worker COVID grant for the past three weeks. More information will be provided as it becomes available.

Adjourn

There being no further business, the meeting adjourned.