

**Workforce Development Board of Northwest Georgia
Executive Committee**

Tuesday, March 1, 2022, 2:00 p.m.
Northwest Georgia Regional Commission
Rome, Georgia
and Via Zoom

Minutes

Executive Committee Members Present:

Jim Henry
Beth Kelley
Linda McEntire
Mitchell Morgan
Terri Morgan
Anthony Nash
Cam Parker

Executive Committee Members Absent:

Mike Murphy

Guests and Staff Present:

Lesia Lambert
Terri Morgan

Linda McEntire welcomed those present and called the meeting to order.

Lesia Lambert presented the results of the Technical College Office of Workforce Development Virtual Financial Monitoring and Quality Assurance Programmatic Monitoring which took place on February 7-11, 2022 (attached). Worksource Northwest Georgia had one finding and one observation. She noted that this report was not the final report and that staff expected to receive it within the next few days.

Finding #1 Missing Required Sub Recipient Contract Provision

Missing Required sub-recipient contract provision in the contract, Federal Award identification Number (FAIN) for NEG COVID (Georgia Northwestern Technical College Contract).

Criteria: 2 CFR 200.332 states, "Ensure that every sub award is clearly identified to the sub recipient as a sub-award and includes the [FAIN for the NEG COVID contract] information at the time of the sub-award and if any of these data elements change, include the changes in subsequent sub--award modification."

Cause: The LWDA failed to ensure all required provisions are included in the sub-recipient contract.

Effect: Noncompliance with federal contracting requirements could result in potential questioned costs for all sub-recipient contract-related disbursements.

Required Corrective Action:

Staff reviewed and amended existing contracts and contract templates, as appropriate, to include required contract provision, Federal Award Identification Number (FAIN) for NEG COVID Contracts (modifications attached).

Observation #1

OWD monitors observed the LWDA's Policy and Procedure Individual Training Accounts (ITA) mentions a requirement for participants in certificate, diploma or associate degree programs, to be enrolled in a minimum of 12 credit hours (full-time) per semester. For eleven (11) case files reviewed, OWD monitors were not able to confirm that the individuals were enrolled in a sufficient number of hours as no class schedule or grades were present in the file.

OWD suggests that these documents be uploaded each semester to the WorkSource Georgia Portal in accordance with local policy. At a minimum, OWD advises local staff to utilize case notes to indicate the number of hours in which a participant is enrolled.

Response:

WorkSource Northwest Georgia will upload documents and add case notes every semester to indicate full-time status and the number of hours participants are enrolled.

Cam Parker made the motion to accept the monitoring report and the Corrective Actions Report, pending receipt of the final report from TCSG. Beth Kelley seconded. Motion carried unanimously.

Ms. Lambert also provided information about current funding for WIOA, which has been decreased. Additionally, she provided past years allocations for comparison (attached).

There being no further business, the meeting adjourned.