

**Workforce Development Board
Executive Committee/CLEO Meeting
June 22, 2023, 2:00 p.m.
Northwest Georgia Regional Commission
Rome, Georgia**

Minutes

Executive Committee Members Present:

Jim Henry
Beth Kelley
Mitchell Morgan
Terri Morgan
Mike Murphy
Cam Parker

Guests and Staff Present:

Susan Gentry
Lesia Lambert

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I. Welcome Mike Murphy

Mike Murphy, Chairman, called the meeting to order.

II. One-Stop Memorandum of Understanding and Infrastructure Agreement Susan Gentry

Susan Gentry presented the updated One-Stop Partner Memorandum of Understanding (MOU) and Infrastructure Agreement (IFA), both documents attached. She explained that this is required every three years. All One-Stop Partners must re-negotiate the shared costs of the infrastructure and other shared services. The partners have reviewed and negotiated changes to the terms of the MOU and the Methodology for Shared Costs.

The changes to be reviewed are listed below:

- MOU/IFA signatories and negotiators will be updated. That Includes the partners listed on Attachment A as well as updated information on WDB

Chairman and the Northwest Georgia Regional Commission Executive Director and Partner Signature pages.

- Georgia Department of Labor has requested that we add a chart showing partner contributions for the Rome Center. The chart shows what partners are housed in the Career Center and how many offices/cubicles they use. It shows the cost for each partner.
- Georgia Department of Labor provided us with an updated salary for the Services Specialist which is the person that is located at the front desk of the Resource room in the Rome Comprehensive Career Center. This DOL staff member is responsible for referring guests to the appropriate partner upon entry to the center. The cost of salary is shared by the partners and the amount each is responsible for is the percentage of referrals that partner receives out of all referrals to partners.

Ms. Gentry noted that some partner signatures are still pending. She stated that it was staff's recommendation for the Executive Committee/CLEO to approve implementing the proposed changes contingent upon receipt of all Partner signatures indicating their approval of the negotiated changes. The effective dates will be July 1, 2023, through June 30, 2026. Mitchell Morgan made the motion to approve this recommendation. Cam Parker seconded. Motion carried unanimously.

III. One-Stop Certifications. Susan Gentry

Ms. Gentry then informed those present that a Certification review of all One-Stop Centers had been conducted as a requirement under WIOA Law. Certification of each center is required every three years. Each Center Manager or the WIOA Career Advisor completed the certification form provided by the TCSG Office of Workforce Development. The review included the following:

- Partner Presence
- Accessibility and Equal Opportunity
- Customer Flow of Services
- Operational Details
- State-Wide Branding
- Customer Satisfaction
- Continuous Improvement

Michele Abdul Qawiy and Susan Gentry, reviewed the certifications for compliance. Each center met the requirements for the Certification. The One-Stop locations reviewed include:

- Rome Career Center (Comprehensive Center)
- Cartersville Career Center
- Blue Ridge Career Center
- LaFayette Career Center
- Dalton Career Center
- Georgia Northwestern Technical College (Floyd and Walker Campuses)
- Chattahoochee Technical College (Appalachian, North Metro, Paulding Campuses)
- West Georgia Technical College (Waco Campus)

The following corrections were noted:

- Page 10, 2nd field, “**Management**”
- Page 12, 2nd field, “**Staff**”

Ms. Gentry stated that it was staff’s recommendation that Executive Committee/CLEO approve the Certifications of the One-Stop Centers. Mitchell Morgan made the motion that the Certifications be approved with the noted corrections. Beth Kelley seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.

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