

Workforce Development Board of Northwest Georgia  
Executive Committee  
Wednesday, March 8, 2021, 10:00 a.m.  
Via GoTo Meeting

**Minutes**

**Executive Committee Members Present:**

Jim Henry  
Linda McEntire  
Mitchell Morgan  
Terri Morgan  
Mike Murphy

**Guests and Staff Present:**

Lesia Lambert  
Terri Morgan

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

Lesia Lambert informed those present that the Technical College System of Georgia had conducted virtual monitoring of Region 1 during the week of February 8, 2021. The following findings were noted (also 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.

**Finding # 02 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.

### **Finding # 03 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.

### **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.

Jim Henry made the motion that these actions be approved. Mike Murphy seconded. Motion carried unanimously.

Ms. Lambert explained that our area has worked hard to expend the National Disaster Dislocated Worker Grant. Due to the focus and efforts put forth to enroll participants and expend the DDW Covid grant funds, it became increasingly difficult to expend our 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.

She stated that she had reached out to other Local Areas to determine if there was interest in transfers of regular DW funds. Staff requests that the Executive Committee approve the following transfers from Worksource Northwest Georgia's Dislocated Worker Grants:

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

After discussion, Mitchell Morgan made the motion to approve these transfer requests. Jim Henry seconded. Motion carried unanimously.

Ms. Lambert then presented the "Individual Training Account Policy" (attached) for review. She stated that last year, staff had changed the policy to required that all grant funding must be applied towards tuition and fees prior to the use of WIOA funding. At that time, we did not know that COVID would impact enrollments to the degree that it has. Ms. Lambert requested that the Executive Committee approve amending this policy, retroactive to 1/1/21 to read as follows:

"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)]."

Mitchell Morgan made the motion that this change in policy be approved. Jim Henry seconded. Motion carried unanimously.

Ms. Lambert also informed that the U.S. Department of Labor had conducted virtual monitoring of the COVID grant in our area.

There being no further business, the meeting adjourned.