

**Annual Meeting  
Joint Meeting of the  
Workforce Development Board of Northwest Georgia,  
Council of Chief Elected Officials, and the Youth Committee**

Noon ~ Wednesday, July 12, 2017  
Georgia Northwestern Technical College, Calhoun, GA

**Minutes**

**Attendance-WDB**

**WDB Members Present, County:**

Lisa Adkisson, Fannin  
Dickie Bone, Gordon  
Bruce Bowman, Gordon  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Kerri Hosmer, Floyd  
Beth Kelley, Walker  
Robert Martin, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Cheryl Painter, Dade  
Jonathan Ray, Pickens  
Mike Schwaderer, Haralson  
Larry Stansell, Chattooga

**Youth Committee Members  
Present:**

Starr Dees  
Beth Kelley  
Curtis Kingsley  
Robb Gilstrap

**WDB Members Not Present, County:**

Carl Campbell, Murray  
Laura Gammage, Polk  
Todd Hooper, Polk  
Randall Dyer, Catoosa  
Mike Murphy, Bartow  
Paul Ray, Floyd  
Carey Tucker, Floyd

**NWGRC Staff:**

Carolyn Barrett  
Karla Conetta  
Brandi Dover  
Lloyd Frasier  
Mallary Hawkins  
Tammy Helbing  
Lesia Lambert  
Jamy McDonald  
Terri Morgan  
Deana Perry  
Anthony Rucker  
Judy Siddall  
Phyllis Walker

**Guests/Visitors:**

Tracy Ab'Belar  
Ann Bentley  
Ylonda Campbell  
Megan Conner  
Kim Early  
Cynthia Farmer  
Lori Fields  
Lucy Hale  
Judy Holcombe  
Lynn Long  
Lisa Payne  
Anne Rapp  
Lori Royal  
Vicki Thompson  
Barbara Tipton  
Chris Upchurch  
Vickie Wade  
Gena Williams

**Attendance-CCEO**

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**CCEOs Present or Represented, County:**

Steve Taylor, Bartow  
Harry Harvey, Chattooga  
Ted Rumley, Dade  
Alex Case, Dade  
Stan Helton, Fannin (proxy, Ted Rumley)  
Donna Whitener, Fannin (proxy, Ted Rumley)  
Jamie Doss, Floyd (proxy Craig McDaniel)  
Charlie Paris, Gilmer Al Hoyle, Gilmer  
Becky Hood, Gordon (proxy, Norris Sexton)  
Jimmy Palmer, Gordon Al Hoyle, Gilmer  
Allen Poole, Haralson  
Tyson Haynes, Murray (proxy, Ted Rumley)  
Greg Hogan, Murray (proxy, Ted Rumley)  
Boyd Austin, Paulding Pete Bridges, Haralson  
David Carmichael, Paulding (proxy, Ted Rumley)  
Robert Jones, Pickens (proxy, Ted Rumley)  
John Weaver, Pickens  
Jordan Hubbard, Polk (proxy, Jennifer Hulseley)  
Marshelle Thaxton, Polk (proxy, Ted Rumley)  
Teddy Harris, Walker  
Shannon Whitfield, Walker  
Ken Gowin, Whitfield  
Lynn Laughter, Whitfield (proxy, Ted Rumley)

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**CCEOs Not Present or Represented, County**

Mitchell Bagley, Bartow  
Steven Henry, Catoosa  
Nick Millwood, Catoosa  
Jason Winters, Chattooga  
Rhonda Wallace, Floyd  
Al Hoyle, Gilmer  
Pete Bridges, Haralson

**I. Welcome . . . . . Bruce Bowman/Ted Rumley/Beth Kelley**

Bruce Bowman, Ted Rumley, and Beth Kelley called the Joint Annual Meeting of the Workforce Development Board, Council of Chief Elected Officials, and Youth Committee to order and welcomed those present. It was established that a quorum was present for the Workforce Development Board, Council of Chief Elected Officials, and the Youth Committee.

**II. Consent Agenda . . . . . Bruce Bowman**

Mr. Bowman informed those present that a Consent Agenda containing the Minutes; a Dislocation Report; Regional Job Analysis; Mobile Career Center Report; and Dimensions Report had been mailed and was also attached for review. Mitchell Morgan made the motion to accept the Consent Agenda as presented. Robert Martin seconded. Motion carried unanimously.

**III. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker explained that a Fiscal Report was not available at this time. Final invoices are due this month and a report will be provided at the next meeting.

**IV. WDB Membership (CCEO Only) . . . . . Lesia Lambert**

Lesia Lambert informed those present that, in the April 2015 CCEO minutes, it was stated that every county would as least one representative from each of the fifteen counties on the Workforce Development Board. Neither the WIOA Federal Guidance nor our by-laws require a representative from each county, and staff continues to find it difficult to secure representation from each county. Therefore, staff requested eliminating this board composition requirement, making it easier to fill vacant positions on the WDB to meet the requirements of the WIOA law. Allen Poole asked that if a member of a particular county cannot be secured, but one then becomes available after a vacancy is filled with a nominee from another county, can that replacement be made. Ms. Lambert replied that it was the preference of the Board and staff to serve the full term once elected.

Allen Poole made the motion to accept eliminating this requirement. Shannon Whitfield seconded. Motion carried unanimously.

**V. Executive Committee Report and Recommendations . . . . . Bruce Bowman**

Mr. Bowman reported that the WDB Executive Committee and Chairman Ted Rumley met on June 23, 2017 and reviewed and approved the One Stop Certifications for Georgia Department of Labor's Career Centers which included Rome (Comprehensive), Blue Ridge, Cartersville, Cedartown, Dalton, and LaFayette (Affiliates). The Executive Committee was given authority at the May 17, 2017 Board Meeting by the WDB and Mr. Rumley (CLEO) was given authority at the May 18, 2017 CCEO Meeting to approve the Certifications on behalf of the Workforce Development Board and the Council of Chief Elected Officials.

He stated that the Georgia Department of Labor was selected through a competitive process as the area's One Stop Operator, and the Rome Career Center was designated as the Comprehensive One Stop (COS). In addition, the GDOL proposal also included requests to have each of the local workforce area's Career Centers designated as Affiliate One Stop Centers, and therefore, all Career Centers including the COS were certified. Other locations where WIOA services are provided may also be Affiliate One Stops. They will be certified no later than September 30, 2017.

Mr. Bowman requested that the Workforce Development Board and Council of Chief Elected Officials ratify the decision of the Executive Committee and the CLEO in approving the COS and the Affiliate Certifications. Jim Henry made the motion to approve this request. Shannon Whitfield seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining (due to their employment with the Georgia Department of Labor) and with no dissenting vote.

Mr. Bowman also presented the Support Services Policy (attached, changes highlighted). He noted that a change had been approved by the Executive Committee to add lodging to the policy. The change is as follows:

*Lodging - Lodging may be requested if a participant's training location is more than 50 miles, one way, from their residence. The participant will be required to obtain three (3) lodging quotes, within the area of the training provider, if the training provider does not offer their own lodging. After all the quotes are received, basis for the selection of the lodging would be the lowest quote. If the basis*

*is something other than the lowest quote, the Career Advisor will prepare justification for the selection, relevance of need, and the advantage of choosing the lodging other than the one with the lowest quote. The Career Advisor will need to submit the completed lodging form, the approved quote, and the bill to NWGRC for payment. Total lodging cost should not exceed \$2,500 per participant. Participants are not eligible for transportation support costs if they receive lodging, but childcare support costs can be determined on a case-by-case basis.*

Mr. Bowman asked that the WDB and CCEO ratify this policy change. Jim Henry made the motion to accept this change. Beth Kelley seconded. Motion carried unanimously.

**VI. Services to Individuals with Disabilities Committee Report . . . . . Terri Morgan**

Terri Morgan reported that the Committee suggested that Paul Ray and Maia Santamaria work with Lisa Adkisson to provide information to the One-Stop Centers regarding ADA Compliance and staff ADA etiquette. Additionally, Mike Galifianakis, Americans with Disabilities Act (ADA) Coordinator, Georgia State Financing & Investment Commission, will present information regarding reasonable policies, practices, and/or procedures that agencies may need to have in place (etiquette); performance issues and conduct in the workplace; reasonable accommodations in employment; and making the One-Stop Centers "user-friendly" to the Committee and One-Stop/Career Adviser staff on July 13, 2017 in Rome.

The Committee discussed ways to better market WIOA and Partner programs to Veterans, a group with priority of service. There was discussion regarding a Veterans hiring event in November in conjunction with Veterans Day. Ms. Morgan reported that an employment-focused peer group was hosted at the NWGA Center for Independent Living office in Rome for current and new consumers and was attended by Paul Ray and Terri Morgan. Additionally, Ms. Morgan noted that she had attended the ribbon-cutting ceremony at the NWGA Center for Independent Living office that morning and encouraged those present to stop by and visit.

**VII. Proposal Review Committee Report and Recommendations . . . . . Robert Martin**

Robert Martin informed those present that Goodwill of North Georgia requested that their Floor Installation program be added to their current 2017-2018 Individual Training Account (ITA) agreement with Northwest Georgia Regional Commission (NWGRC). Their Floor Installation Program is approved on the State ETPL. Since beginning the program, they have had a ninety-two percent (92%) completion rate and a seventy-six percent (76%) employment rate, with an average starting wage of \$10.20 per hour. It is a 226 clock hour course, which runs 8 weeks. The total cost is \$5,000 which includes supplies, fees, and tuition. The expected outcome of this training program is that each participant will obtain three (3) NWFA degree credits; International Certified Floorcovering Installers (CFI), Certificate of Commercial Carpet Installation Training-I, a General Industry OSHA 10 hour certificate, a certification in CPR and First Aid.

Robert Martin made the motion to approve the program for submittal to the State. Michael Hamilton seconded. Motion carried unanimously.

Mr. Martin presented a request from Faithful Guardian Training Center to be added as a vendor in our area. They are located in Temple, GA. Faithful Guardians is an approved training provider on the

State ETPL. The program being considered is Emergency Medical Technician (EMT)/Advanced Emergency Medical Technician (AEMT). This is an eight (8) to ten (10) month program that covers anatomy and physiology, initial patient survey and triage, airway management, oxygen therapy, and treatment of bleeding, shock, cardiac arrest, fractures, spinal injuries, and other medical emergencies. Additional areas of study include automated external defibrillation, multi-lumen airways, IV access and general pharmacology. The cost of the EMT/AEMT program is \$3,400 which includes a \$300 non-refundable registration fee. Financial assistance is available through FGTC in the form of installment payment plans. There are additional costs associated with the program which are, but not limited to, the following: Textbooks, Uniform, Insurance, Program Equipment, etc. Robert Martin made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Martin informed those present that the Northwest Georgia Workforce Development Board submitted a Request for Proposal seeking consultant services through the Workforce Innovation and Opportunity Act (WIOA) High Demand Career Initiative Grant in the amount of \$137,000. The consultant will assist in developing industry-led sector partnerships that creates communication and collaboration between industry, education, business and workforce. In addition, the consultant will assist in developing sector partnership strategies, inventory existing industry and education initiatives and align future industry training needs with the training and education programs in the region.

The following proposals were received and checked for responsiveness.

1. *Georgia Tech Research Corporation, in the amount of \$136,737 for a Phase I and Phase II Project.*
2. *Cameron Brent Shepherd, Charleston, TN, in the amount of \$137,000 for a Phase I and Phase II Project.*

Mr. Martin stated that the proposal received from Cameron Brent Shepherd, Charleston, TN Proposal was Non-Responsive. Georgia Tech Research Corporation's proposal was responsive, evaluated, and received a score of 134 (out of a total of 150). The requirement for a proposal to be considered competitive is a minimum score of 120. Robert Martin made the motion to approve the sole source contract with Georgia Tech Research Corporation Consultant RFP in an amount not to exceed \$136,537 for completion of Phase I (September 1, 2017-August 30, 2018) and Phase II (September 1, 2018-April 30, 2019) of the WIOA, High Demand Career Initiative Grant, contingent on funds received from Georgia Department of Economic Development Workforce Division. Jim Henry seconded. Motion carried unanimously.

**VIII. Youth Follow-up Policy ..... Beth Kelley**

Beth Kelley stated that WIOA requires that no less than 12 months of follow-up services be offered to all youth and that follow-up is seen as an extension of the program during which staff help participants create their own solutions to the challenges they continue to face as they transition to employment, the military, or post-secondary education. The intensity of follow-up contacts vary based on the needs of each individual and appropriate services to help in facing challenges that come up on the job, in college, or in occupational skill training will be provided. She stated that staff

had designed a follow-up policy for youth (attached). Beth Kelley made the recommendation that this policy be approved. Mitchell Morgan seconded. Motion carried unanimously.

**IX. SETA ..... Lesia Lambert**

Ms. Lambert informed those present that information regarding the Southeastern Employment and Training Association had been included.

**Other**

Ted Rumley informed those present that Allen Poole, Haralson County, had been selected as the ACCG Chairman.

**Adjourn**

There being no further business, the meeting adjourned.