

# Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, May 16, 2018

Georgia Northwestern Technical College, Calhoun, GA

## Minutes

### **Attendance-WDB**

**WDB Members Present, County:**    **WDB Members Not Present, County:**

**Guests/Visitors:**

Lisa Adkisson, Fannin  
Donny Bosworth, Haralson  
Bruce Bowman, Gordon  
Illya Copeland, Murray  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Kerri Hosmer, Floyd  
Beth Kelley, Walker  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
John Parton, Bartow  
April Rogers, Bartow  
Carey Tucker, Floyd

**Youth Committee Members Present:**

Beth Kelley

Dickie Bone, Gordon  
Todd Hooper, Polk  
Robert Martin, Pickens  
Mike Murphy, Bartow  
Cheryl Painter, Dade  
Rick Partain, Catoosa  
Paul Ray, Floyd  
Larry Stansell, Chattooga

**NWGRC Staff:**

Carolyn Barrett  
Karla Conetta  
Brandi Dover  
Susan Gentry  
Mallary Hawkins  
Tammy Helbing  
Chase Holden  
Shane Holden  
Lesia Lambert  
Derrick McDaniel  
Jamye McDonald  
Terri Morgan  
Anthony Rucker  
Judy Siddall  
Phyllis Walker

Ann Bentley  
Cynthia Brown  
Megan Conner  
Lori Fields  
Laura Gammage  
Lucy Hale  
Chris Hard  
Sarah Harrison  
Judy Holcomb  
Lynn Long  
Candice McKie  
Lindia Moore  
Lisa Payne  
Anne Rapp  
Sharon Spivey  
Barbara Tipton  
Julie Turner  
Chris Upchurch  
Kyle Wheeless  
Dawne White  
Gena Williams

**I. Welcome . . . . . Bruce Bowman**

Bruce Bowman called the Meeting of the Workforce Development Board to order and welcomed those present. It was established that a quorum was present.

**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 Performance Report had been mailed and was also attached for review. Kerri Hosmer noted that her name was erroneously included in the "attending" column on the Minutes. Mitchell Morgan made the motion to accept the Consent Agenda with the noted change to the Minutes. Michael Hamilton seconded. Motion carried unanimously.

**III. Nominating Committee Report . . . . . Jim Henry**

Jim Henry reported that the Nominating Committee had met prior to the WDB meeting but had not have a quorum. Mr. Henry noted that staff had spoken to the proposed Officers and they had agreed to serve. He presented the following staff recommendations for Workforce Development Board Officers:

- Bruce Bowman, Chairman
- Linda McEntire, Vice-Chairman
- Jim Henry, Secretary

Hearing no further nominations from the floor, Beth Kelley made the motion that this slate of Officers be accepted. Mitchell Morgan seconded. Motion carried unanimously.

**IV. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker provided the "Northwest Georgia Regional Commission WIOA Grant Financial Report Grant Inception to 4/30/2018" for Youth, Adult, Dislocated Workers, Rapid Response, and High Demand Career Initiative (attached). Jim Henry made the motion to accept this budget. Mitchell Morgan seconded. Motion carried unanimously.

**V. Youth Committee Report and Recommendations . . . . . Beth Kelley**

Beth Kelley reported that the Youth Committee had met on May 9, 2018. The Committee approved the following slate of Officers:

- Chairman-Beth Kelley
- Vice-Chairman-Curtis Kingsley
- Secretary-Eric Waters

Jim Henry made the motion to approve these Officers. Michael Hamilton seconded. Motion carried unanimously.

Ms. Kelley also reported that Robb Gilstrap, Regional Administrator, Georgia Department of Juvenile Justice, nominated Marcia Pfister, District Director, Georgia Department of Juvenile Justice (attached). Additionally, a nomination from Amy Cox, Board President, Open Door Children's Home, for Lynn Rousseau, Executive Director, Open Door Children's Home, was received after the Youth Committee Meeting. Beth Kelley made the motion that these two nominations be approved (with the nomination for Ms. Rousseau pending Youth Committee approval at their next meeting). Michael Hamilton seconded. Motion carried unanimously.

Ms. Kelley informed those present that the Youth Dropout Policy had been updated to include the following statement, "Youth aged 16 years or under, must have not been out of school for at least the recent complete school semester or calendar quarter." Beth Kelley made the motion to add this statement to the policy. Illya Copeland seconded. Motion carried unanimously.

Ms. Kelley stated that a Performance Report had been included in the packet for information. April Rogers asked when the program year started. Ms. Kelley replied that it started on June 1. Ms. Rogers asked if staff anticipated that the actual number served would be close to the contracted number to be served. Lesia Lambert answered that staff did expect that the providers would serve close to the contracted number.

**VI. New Programs/New Providers**

**A. Dalton State College. . . . . Brandi Dover**

Brandi Dover informed the Board that Workforce Division (WD) staff met with Dalton State College (DSC) representatives on two occasions to discuss assisting eligible students attending Dalton State College. She stated that it was staff's recommendation to add DSC as an Individual Training Account (ITA) Vendor pending the State's ETPL eligibility review. Additionally, staff requested approval to begin processing ITAs for the remainder of 2017-2018 and to continue with them as an ITA vendor for the 2018-2019 program year. Beth Kelley made the nomination to accept this request. Illya Copeland seconded. Motion carried unanimously.

**B. Gadsden State College . . . . . Brandi Dover**

Ms. Dover then stated that Workforce Division (WD) staff met with Gadsden State College (GSC) representatives in April to discuss assisting eligible students attending GSC. It is staff's recommendation to add GSC as an Individual Training Account (ITA) Vendor. Gadsden State College is currently eligible under their State's ETPL (Alabama). NWGRC-WD currently has an 'Out-of-State Provider' policy in order to work with providers outside of our state. Gadsden State College currently meets all requirements in order to become a provider with our region. Staff requested approval to begin processing ITAs for the remainder of 2017-2018 and to continue with them as an ITA vendor for the 2018-2019 program year. Mitchell Morgan made

the nomination to accept this request. April Rogers seconded. Motion carried unanimously.

**VII. Contracts/Agreements**

**A. Conference Board ..... Tammy Helbing**

Tammy Helbing presented information regarding the contract with The Conference Board for the use of their labor market analyzer portal provided by CEB TalentNeuron (previously Wanted Analytics). The labor market analyzer portal is a comprehensive virtual "one stop" software that provides the ability to access current and historical labor market data (current job openings, compare employment related data from multiple locations and time spans using jobs data and employment data from state and federal sources). In addition, the labor market portal allows:

1. The ability to access real time, on-demand, local and national job market data for the 15 county area as well as Atlanta and Chattanooga.
2. The ability to access information on unduplicated, quality job postings from across the internet.
3. The ability to filter data using O\*NET codes as well as occupations and job titles.
4. Is user friendly and offers flexible controls for search criteria.
5. Provides access to global and national economic data.

Staff requested approval to renew the contract with The Conference Board for the use of the online subscription for the labor market analyzer portal provided by CEB TalentNeuron for one year (July 1, 2018 - June 30, 2019) of unlimited access to job market data at a cost not to exceed \$6,291. Donny Bosworth made the motion to accept the request. April Rogers seconded. Motion carried unanimously.

**B. Entre Solutions/Tracksource ..... Brandi Dover**

Ms. Dover reminded those present that financial tracking system software is used to track obligations for the year and updates for any changes which may occur in actual costs. It is also used by career advisers to create vouchers to send to NWGRC fiscal department based on actual ITA costs. NWGRC used Entre for PY 17-18 at a cost of \$90 per user for a minimum of 10 users (\$900 per month / \$10,800 per year).

Staff requested approval of the Entre Solutions/Tracksource agreement for July 1, 2018 - June 30, 2019 for 15 users (based on possible removal/addition of staff) at a fee of \$90 per user per month for a total not to exceed \$16,200. Entre will only bill for actual user cost with a minimum of 10 users. Donny Bosworth made the motion to accept the request. Beth Kelley seconded. Motion carried unanimously.

**C. UI lookup . . . . . Phyllis Walker**

Phyllis Walker informed the Board that, in the past, the Northwest Regional Commission entered into an agreement with the Georgia Department of Labor to allow the WIOA staff access to various employment screens. The screens are utilized to check the employment status of WIOA participants. This information is pertinent to our performance measures. Although the search may be a quarter behind, it allows staff to look at historical data and gives assistance with determining participant eligibility. Attached is a summary of this year's usage and the amount of money spent.

Staff recommended approval for a new contract with Georgia Department of Labor for PY2018-2019 in the amount of \$10,000. The amount has not increased from our current year's agreement. (Attached is a summary of this year's usage and the amount of money spent.) Mitchell Morgan made the motion to accept the request. Jim Henry seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining (due to their employment with Georgia Department of Labor) and with no dissenting vote.

**VIII. Policies**

**A. Grievance Policy . . . . . Phyllis Walker**

Ms. Walker presented the revised "Northwest Georgia Regional Commission Workforce Innovation and Opportunity Act Program Services Complaint/Grievance Policy and Procedures" (attached). She noted that the changes made reflected changes in the State Level WIOA Title I Administrator (now the Technical College System of Georgia) and to include David Dietrichs as the State-Level WIOA, Title I, Equal Opportunity Officer with whom complaints at the state level can be filed. Donny Bosworth made the motion to accept this policy change. Beth Kelley seconded. Motion carried unanimously.

**B. ITA Policy . . . . . Brandi Dover**

Ms. Dover then presented the "Northwest Georgia Workforce Development Board Policy and Procedures Individual Training Accounts" (attached). She stated that the following had been added to the policy:

"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)]"

Beth Kelley made the motion to accept this change to the policy. Carey Tucker seconded. Motion carried unanimously.

**C. Lacks Self-Sufficiency Policy . . . . . Phyllis Walker**

Ms. Walker informed those present that the "Lacks Self-Sufficiency and Underemployed Policy Adult and Dislocated Workers" (attached) had been updated to reflect an increase in the family income limit from 175% to 200% (for adults); an increase in the hourly wage amount from \$10.69 to \$11.93 an hour (adults); and to increase the wage level for dislocated workers from 80% to 85%(of their dislocated wage). She stated that these increases would allow more individuals to receive training in our area. Mitchell Morgan made the motion to accept the request. Bonny Bosworth seconded. Motion carried unanimously.

**D. Reimbursement Policy . . . . . Brandi Dover**

Ms. Dover presented the "WIOA Participant Reimbursement Policy and Procedures" (attached). She stated that this policy provides guidance for all WIOA participants requesting reimbursement for required program expenses. Mitchell Morgan made the motion to adopt this policy. Jim Henry seconded. Motion carried unanimously.

**IX. High Demand Career Initiative Update . . . . . Candice McKie**

Candice McKie, Project Manager, Center for Economic Development Research, Enterprise Innovation Institute, Georgia Institute of Technology provided an update on the High Demand Career Initiative Update.

**X. Laura Gammage, Deputy Commissioner, Economic Development, Technical College System of Georgia**

Laura Gammage provided a presentation regarding initiatives from the Technical College System of Georgia.

**Other**

Lesia Lambert reminded those present that staff makes every attempt to send out proposed policies and procedures; recommendations; and other action items the week before the meeting to give the Board time to review the information prior to the meeting date.

Mr. Bowman announced that a calendar of upcoming WDB meetings had been included in the packets. He encouraged Board Members to attend the meetings and to let Terri Morgan know their plans for attendance.

**Adjourn**

There being no further business, the meeting adjourned.