

# Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, September 20, 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  
Todd Hooper, Polk  
Kerri Hosmer, Floyd  
Beth Kelley, Walker  
Robert Martin, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Mike Schwaderer, Haralson  
Carey Tucker

**Youth Committee Members Present:**

Beth Kelley

**WDB Members Not Present, County:**

Carl Campbell, Murray  
Laura Gammage, Polk  
Randall Dyer, Catoosa  
Cheryl Painter, Dade  
Jonathan Ray, Pickens  
Paul Ray, Floyd  
Larry Stansell, Chattooga

### **NWGRC Staff:**

Karla Conetta  
Joey Cumbie  
Brandi Dover  
Lloyd Frasier  
Susan Gentry  
Tammy Helbing  
Lesia Lambert  
Derrick McDaniel  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

**Guests/Visitors:**

Ann Bentley  
Robin Cone  
Megan Conner  
Kim Early  
Cynthia Farmer  
Lori Fields  
Lucy Hale  
Judy Holcomb  
Karen Kirchler  
Lynn Long  
Lisa Payne  
Anne Rapp  
Courtney Rouse  
Vicki Thompson  
Barbara Tipton  
Julie Turner  
Chris Upchurch  
Kyle Wheelless

**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; and Mobile Career Center Report had been mailed and was also attached for review. Mitchell Morgan made the motion to accept the Consent Agenda as presented. Mike Schwaderer seconded. Motion carried unanimously.

**III. WDB Membership . . . . . Bruce Bowman**

Bruce Bowman reminded those present that the Bylaws state that, "A Director"(Board Member) "shall be automatically removed and replaced for failing to attend three consecutive board meetings without cause as determined by the WDB." He stated that Carl Campbell, Executive Director, Dalton-Whitfield County Joint Development, had missed three meetings due to existing work obligations. Mr. Campbell submitted a letter of explanation regarding his absences. Mr. Bowman noted that the WDB would need to vote to approve or disapprove to accept this letter of cause. Beth Kelley made the motion to accept Carl Campbell's letter of cause for absence. Mitchell Morgan seconded. Motion carried unanimously.

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

Anthony Rucker provided a fiscal report for Youth, Adult, Dislocated Workers. He also noted that HDCI was not included on this report but would be included as a part of the November finance report. Mitchell Morgan made the motion to accept this report. Linda McEntire seconded. Motion carried unanimously.

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

Beth Kelley reported that Lisa Townsend, GVRA, resigned from her position at GVRA, leaving a vacancy on the Youth Committee. A nomination (attached) was received from Paul Ray, Service Area Manager, Georgia Vocational Rehabilitation Agency, for Darlene Stevens, Certified Rehabilitation Counselor, GVRA. The Youth Committee approved this nomination and recommended WDB approval. Beth Kelley made the motion to accept this nomination. Robert Martin seconded. Motion carried unanimously.

Ms. Kelley stated that an "End of Year Report for Youth Programs" had been attached for informational purposes.

## **VI. Proposal Review Committee Report and Recommendations . . . . . Mike Schwaderer**

Mike Schwaderer informed those present that Kennesaw State University requested that their Medical Assisting Certificate program be added to their current 2017-2018 Individual Training Account (ITA) agreement. Their Medical Assisting Program is approved on the State ETPL. In the past 12 months, they have had a ninety-two percent (92%) completion rate. He explained that this is a 61 week program, which requires 369 classroom hours and 180 clinical hours. The total cost is \$8,779 which includes tuition (\$7,999), books (\$600), and fees (\$180). The students will have out-of-pocket expense for supplies. The expected outcome of this training program is that each participant will be prepared to take the National Healthcareer Association Certified Clinical Medical Assistant (CCMA) exam. Nationally, employment of medical assistants is expected to grow by 31% through 2020 (Bureau of Labor Statistics). The Proposal Review Committee approved this program addition and recommended WDB approval. Mike Schwaderer made the motion. Beth Kelley seconded. Motion carried unanimously.

Mr. Schwaderer then presented the "Needs-Related Payment Policy" (attached) for review. He stated that this was an existing policy but that staff had made two changes, for clarification:

- "Training Services Include" section (starting on page one) was added
- Item "d." on page two had been modified to state, "not be out more than thirty (30) calendar days"

Mr. Schwaderer stated that the Proposal Review Committee approved this policy and recommended WDB approval. Mike Schwaderer made the motion to approve. Robert Martin seconded. Motion carried unanimously.

Mr. Schwaderer informed those present that follow-up is required by WIOA and is included as part of the contracts. Additionally, staff has developed the "WIOA Adult/Dislocated Follow-up Policy" (attached) for Committee review. Staff developed this policy to assist Career Advisers with the process and procedures. He stated that the Proposal Review Committee had approved this policy, with the addition of "Procedure" in the title and recommended WDB approval. Mike Schwaderer made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Schwaderer then presented a "Termination Policy and Procedures for Service Providers" (attached). He stated that, at the discretion of the Career Advisers, Work-Based Employers, Instructors and Vendors, utilizing their own termination policy, each have the right to terminate a participant from the program for cause if it is deemed necessary and it goes against the entity's Rules of Conduct. He stated that the ITA re-enrollment policy should be disclosed to each ITA participant to allow the participant the opportunity to determine if he/she meets any of the requirements to be re-enrolled into the program and formal communication should be made with each terminated participant whether they are successful or unsuccessful. Every reasonable effort to contact each participant will be made by the Career Adviser. The participant has the right to disagree with the termination and if he/she wishes, a meeting will be arranged. The participant may notify the Career Adviser and the Contract Representative at Northwest Georgia Regional

Commission of their reason for disagreeing with their termination from WIOA and, if necessary, the Career Adviser and the Contract Representative will meet and inform the participant of their decision. Once terminated, all services should be ended and follow-up procedures will begin.

Mr. Schwaderer stated that the Proposal Review Committee approved this policy and recommends WDB approval. Mike Schwaderer made the motion to accept. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Schwaderer informed those present that the film industry in Georgia is currently ranked third in the nation and fifth in the world for number of productions (behind only Hollywood and New York). Industry growth over the next 3 to 5 years is projected to generate 3,000 to 5,000 new jobs in Georgia, most of which are on the set. Currently, the economic impact of Georgia's film industry supports thousands of jobs, not only for local businesses and tourism, but directly linked during the actual production process - camera, lighting, audio. Support services occupations are also supported during production - catering, transportation, accounting, payroll, security, construction - as well as post-production occupations. The State of Georgia, through efforts by the Department of Economic Development, is committed to further establishing Georgia as a top film destination.

Mr. Schwaderer stated that the Proposal Review Committee approved adding "27-0000 Filming Industry" occupation to the Demand Occupations List (Arts, Design, Entertainment, Sports and Media) and recommended WDB approval. Michael Schwaderer made the motion to accept this addition. Beth Kelley seconded. Motion carried unanimously.

**VII. Adult & Dislocated Worker/One-Stop Committee Report and Recommendations . . . . . Lisa Adkisson**

Lisa Adkisson informed those present that, at the One-Stop/Adult & Dislocated Workers Committee meeting on September 13<sup>th</sup>, with an update regarding the One-Stop process was provided. She stated that staff is in the process of certifying all locations where there is a WIOA presence. Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College, and West Georgia Technical College have been reviewed for certification.

Ms. Adkisson also noted that the One Stop Adult/Dislocated Worker Committee discussed their goals and objectives for the committee. Discussion of the goals will continue at the next Committee meeting. Once finalized, the goals will be incorporated into the NWGA WIOA Plan.

**VIII. One-Stop Certification . . . . . Susan Gentry**

Susan Gentry informed those present that, under WIOA law each area is to have a comprehensive One Stop Center. For NWGA the comprehensive site is the Georgia Department of Labor's Rome Career Center. In addition, all locations that provide WIOA services may be designated as Affiliate Sites.

Mrs. Gentry stated that certification of the area colleges that provide WIOA services were completed as Affiliate One Stops. Each career advisor completed the Certification questionnaire provided by the Georgia Department of Economic Development Workforce Division. The following topics were reviewed and discussed with each Career Adviser:

- Customer Flow of Services
- Memorandum of Understanding
- Operational Details
- Customer Satisfaction
- Continuous Improvement
- Accessibility and Equal Opportunity Compliance

Ms. Gentry stated that it was staff's recommendation to approve Affiliate Certifications for Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College and West Georgia Technical College. Mitchell Morgan made the motion to accept this recommendation. Jim Henry seconded. Motion carried with Lisa Adkisson, Beth Kelley, and Kerri Hosmer abstaining (due to their employment with the Georgia Department of Labor and Georgia Northwestern Technical College, respectively) and with no dissenting vote.

**IX. Department of Labor On-the-Job Training Presentation . . . . . Lisa Adkisson**

Lisa Adkisson, Ann Bentley, Cynthia Farmer, Kim Earley, and Vickie Thompson provided information about the Georgia Department of Labor On-the-Job Training and Incumbent Worker Training Program.

**Other**

**Adjourn**

There being no further business, the meeting adjourned.