

# Workforce Development Board of Northwest Georgia

Wednesday, March 17, 2021, Noon

Via Goto Meeting

## Minutes

### **Attendance-WDB**

#### **WDB Members Present, County:**

Nicole Green, Polk  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Randy Long, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Cam Parker, Bartow  
John Parton, Polk  
April Rogers, Bartow  
Lisa Shaw, Floyd

#### **Youth Committee Members Present:**

Beth Kelley

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

Lisa Adkisson, Fannin  
Christie Gribble, Fannin  
Michael Hamilton, Floyd  
Celeste Harris, Paulding\*  
Bre Johnson, Bartow  
Anthony Nash, Polk  
Larry Stansell, Chattooga  
Lee Tubbs, Catoosa\*  
Carey Tucker, Floyd

#### **NWGRC Staff:**

Karla Conetta  
Christy Elrod  
Lloyd Frasier  
Susan Gentry  
Tammy Helbing  
Lesia Lambert  
Derrick McDaniel  
Sharelle McKnight  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

#### **Guests/Visitors:**

Michele Abdul-Qawiy  
Megan Conner  
Elyse Davis  
Shelia Derry  
Brandi Dover  
Lloyd Frasier  
Chris Hord  
Mitchell Jackson  
Lynn Long  
Lindia Moore  
Marion Phillips  
Barbara Tipton  
Jennifer Zeller

*\*resigned*

**I. Welcome . . . . . Linda McEntire**

Linda McEntire, Chairman of the Workforce Development Board, called the meeting to order and welcomed those present. It was established that a quorum was present for the Workforce Development Board.

**II. Consent Agenda . . . . . Linda McEntire**

Ms. McEntire informed those present that a Consent Agenda (containing Minutes from the January 20, 2021 Meeting and a Performance Report had been e-mailed and was also attached for review. Beth Kelley made the motion that the Consent Agenda be approved. John Parton seconded. Motion carried unanimously.

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

Anthony Rucker presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report, Grant Inception to 2/28/2021" (attached). This report encompasses the Adult, Dislocated Worker, COVID, HDCl, and Youth programs (attached). Mitchell Morgan made the motion that the report be approved. Lisa Shaw seconded. Motion carried unanimously.

**IV. Executive Committee Report and Recommendations . . . . . Linda McEntire**

Ms. McEntire informed those present that TCSG conducted Virtual monitoring during the week of February 8-12, 2021. The findings that were noted required a response from staff within ten days. The following corrective actions were approved by the Executive Committee:

**1. 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 to the monitoring response.

**2. Finding #2 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.
- Submitted 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 to the monitoring response.

### **3. Finding #3 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 to the monitoring response.

### **4. 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/worksite 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.

Ms. McEntire explained that, due to the focus and efforts put forth to enroll participants and expend the DDW COVID grant funds, it became increasingly difficult to expend the 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. The Executive Committee approved the following funds transfers from Region 1 Dislocated Workers funds to other Worksource areas and recommends WDB approval:

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

Ms. McEntire informed the Board that last year the Individual Training Account Policy was amended to require that all grant funding be applied towards tuition and fees prior to the use of WIOA funding. At that time, the implications of COVID were unknown and, since that time, enrollments have decreased. Staff requested and the Executive Committee approved amending the policy as follows, retroactive to 1/1/21 (copy attached with changes highlighted):

"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 approve these recommendations. Mitchell Morgan seconded. Motion carried unanimously.

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

Beth Kelley presented the youth program budgets and noted that the Youth Committee approved the budgets (below and attached) and recommended WDB approval at a cost not to exceed \$1,782,855, with the ability of staff to negotiate slot levels, contingent upon the availability of funds received from the Technical College System of Georgia, Office of Workforce Development. Beth Kelley made the motion to approve the budgets, as presented. Mitchell Morgan seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and with no dissenting vote.

Contractor's Name	Budget Funds Requested	NWGRC Recommendation	Difference (Reduction)	Percentage Difference (Reduction)	# of Slots	Work Experience	Support	Total Funding Requested
Chattooga BOE	\$51,565	\$51,565	\$0	\$0	45	\$70,000	N/A	\$121,565
Endless Opportunity	\$298,520	\$298,520	\$0	0%	75	\$50,000	\$40,000	\$388,520
GNTC	\$617,383	\$617,383	\$0	0%	185	\$70,000	\$40,000	\$727,383
Rome City BOE	\$76,637	\$76,637	\$0	\$0	45	\$70,000	N/A	\$146,637
Eckerd-Connect Paxen	\$318,750	\$318,750	\$0	0%	100	\$40,000	\$40,000	\$398,750
<b>Total:</b>	<b>\$1,362,855</b>	<b>\$1,362,855</b>	<b>\$0</b>	<b>0%</b>	<b>450</b>	<b>\$300,000</b>	<b>\$120,000</b>	<b>\$1,782,855</b>

Ms. Kelley reported that, as a result of the virtual monitoring by TCSG, the state found that worksite agreements failed to require the inclusion of the names and contact information for all parties. It requires the signature of a parent or legal guardian for youth WEX participants that are 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 the progress of the work experience participants. The Youth Committee approved adding the specific requirements for Work Experience as set forth in the monitoring report (as noted above and attached) and recommended WDB approval. Beth Kelley made the motion to approve these requirements. Mike Murphy seconded. Motion carried unanimously.

**VI. Policies . . . . . Lesia Lambert**

Lesia Lambert informed those present that staff had updated a number of policies (attached). These updates reflect minor changes. Lisa Shaw made the motion to accept these updated policies. Mitchell Morgan seconded. Motion carried unanimously.

**VII. COVID-19 Update . . . . . Lesia Lambert**

Lesia Lambert provided an update regarding COVID and the Disaster/Dislocated Worker Grant in the Northwest region in Georgia. She stated that a total of 73 individuals are enrolled in the program: 26 in work experience and 47 in training. The individuals enrolled in the work experience component are paid \$12 per hour for 40 hours per week for up to 16 weeks (NWGRC pays the FICA, SS, and Workman’s Compensation). The goal is to enroll 120 individuals by the end of summer and to spend the funds by the end of May 2021. She encouraged those present to contact her or Derrick McDaniel if they are interested in learning about implementing this grant in their counties.

**VIII. New Member Orientation . . . . . Lesia Lambert**

Ms. Lambert reminded those present that a New Member Orientation was scheduled for March 23, 2021 at 10:00 a.m., via Zoom. This orientation is open to all WDB members. Terri Morgan will send out a reminder.

**IX. iWORKS Virtual Employer Resource Fair . . . . . Lesia Lambert**

Ms. Lambert informed those present that a Virtual Resource Fair (flyer attached) was scheduled for March 25, 2021, virtually, from 12:00 p.m. until 1:30 p.m. She encouraged employers to attend and to share the event with others. Terri Morgan will send registration information.

**IX. Jennifer Zeller and Marion Phillips, Georgia Power**

Jennifer Zeller and Marion Phillips from Georgia Power shared information about the labor market and the recovery of industries in the region.

**Other**

Ms. Lambert informed the Board that the U.S. Department of Labor had conducted monitoring of the Disaster Dislocated Worker grant for the past three weeks. More information will be provided as it becomes available. Once the monitoring has been completed with U.S. Department of Labor, a summary of their review will be presented to the Workforce Development Board.

**Adjourn**

There being no further business, the meeting adjourned.