

# Workforce Development Board of Northwest Georgia Meeting

Wednesday, March 23, 2022, 11:00 a.m.  
Georgia Northwestern Technical College  
Calhoun, Georgia

## Minutes

### **Attendance-WDB**

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

Marion Barber, Bartow  
Nicole Green, Polk  
Harry Harvey, Chattooga  
Jim Henry, Chattooga  
Randy Long, Pickens  
Linda McEntire, Whitfield  
Cam Parker, Bartow  
Elizabeth Scott, Bartow  
Lisa Shaw, Floyd  
Robert Strickland, Gordon  
Carey Tucker, Floyd

#### **NWGRC Staff:**

Carolyn Barrett  
Karla Conetta  
Susan Gentry  
Tammy Helbing  
Shane Holden  
Lesia Lambert  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

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

Eli Falls, Murray  
Bre Johnson, Bartow\*  
Beth Kelley, Walker  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Anthony Nash, Polk\*  
John Parton, Polk  
Matthew Salmon, Polk  
Cathy Smith, Gordon  
Gregg Webb, Polk

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

Michele Abdul-Qawiy  
Marie Davis  
Sheila Derry  
Brandi Dover  
Jay Henry  
Mitchell Jackson  
Lynn Long  
Anne Rapp  
Courtney Rouse  
Stephanie Searce  
Barbara Tipton  
Chris Upchurch

*\*resigned*

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

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

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

Ms. McEntire informed those present that the Consent Agenda containing Minutes from the January 19, 2022 WDB Meeting, a Performance Report, and a Dislocated Worker Report had been e-mailed and was also attached for review. Jim Henry made the motion that the Consent Agenda be approved. Randy Long seconded. Motion carried unanimously.

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

Anthony Rucker presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report, Grant Inception to 1/31/2022" (attached). These reports encompass the Adult, Dislocated Worker, COVID/Disaster, Youth programs. Mr. Rucker informed the Council that the COVID funding had been extended for another year, to end now on March 31, 2023. Nicole Green made the motion to accept the report. Cam Parker seconded. Motion carried unanimously.

**IV. Work-Based Learning Request for Proposal . . . . . Susan Gentry**

Susan Gentry reminded the Board that a Request for Proposal had been issued last year for Work-Based Learning Services. She stated that due to limited funding from the Technical College System of Georgia, funding is not sufficient to fund the program as requested (table on next page and attached). Ms. Gentry informed those present that it was staff's recommendation to approve a contract with the Georgia Department of Labor for \$600,000 for both contract and worksite payments with 130 slots to serve all 15 counties, contingent upon available funds and successful negotiations, and with the authority for staff to adjust slots and funding as needed provided the adjustments do not to exceed approved contract amounts. Cam Parker asked how many slots were in the current contract. Ms. Gentry answered that the number was 200 slots.

Contractor	OJT Slots	IWT Slots	Total Slots	Contract amount	Employer Reimbursements OJT/IWT	Total Funding	COMMENTS
Georgia Department of Labor (WBT) <b>REQUESTED</b>	116	84	200	\$561,851 – contract only	\$638,149 – reimbursements only	\$1,200,000	Due to limited funding from TCSG the amount of the award will be modified. See below
Georgia Department of Labor (WBT) <b>RECOMMENDATION</b>	60	70	130	See Total Funding	See Total Funding column	*\$600,000	Contract awarded to GDOL with modification to proposal as shown. WBT recommendation is for \$600,000 for both contract and worksite payments with 130 slots, contingent upon available funds and successful negotiations.

Harry Harvey made the motion to approve this recommendation. Lisa Shaw seconded. Motion carried with Elizabeth Scott abstaining (due to her employment with the Georgia Department of Labor).

**V. Budget Request for One-Stop Operator . . . . . Susan Gentry**

Ms. Gentry presented the One-Stop Operator Budget Request. This recommendation is for the final year of a three-year bid. A new RFP will be released in the fall. She stated that it is staff's recommendation to approve funding in the amount of \$213,457 (table below and attached), contingent upon available funds and successful negotiations. Randy Long made the motion to approve the recommendation.

Contractor	Contract amount requested	Comments	Total Funding approved	COMMENTS
Georgia Department of Labor (One Stop Operator) <b>REQUESTED</b>	\$213,457	Amount requested includes salaries/fringe for 2 staff members, travel, and supplies	\$213,457	This is the 3 <sup>rd</sup> year in a 3-year bid cycle. Request is for approval of funding in the amount of \$213,457, contingent upon available funds and successful negotiations.

Jim Henry seconded. Motion carried with Elizabeth Scott abstaining (due to her employment with the Georgia Department of Labor) and no dissenting vote.

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

Ms. McEntire provided those presented with the results of the recent Technical College System of Georgia Monitoring. Worksource Northwest Georgia had one finding and one observation. The report and corrective actions were as follows:

Finding #1 Missing Required Sub Recipient Contract Provision

Missing Required sub-recipient contract provision in the contract, Federal Award identification Number (FAIN) for NEG COVID (Georgia Northwestern Technical College Contract).

*Criteria:* 2 CFR 200.332 states, "Ensure that every sub award is clearly identified to the sub recipient as a sub-award and includes the [FAIN for the NEG COVID contract] information at the time of the sub-award and if any of these data elements change, include the changes in subsequent sub--award modification."

*Cause:* The LWDA failed to ensure all required provisions are included in the sub-recipient contract.

*Effect:* Noncompliance with federal contracting requirements could result in potential questioned costs for all sub-recipient contract-related disbursements.

***Required Corrective Action:***

Staff reviewed and amended existing contracts and contract templates, as appropriate, to include required contract provision, Federal Award Identification Number (FAIN) for NEG COVID Contracts (modifications attached).

Observation #1

OWD monitors observed the LWDA's Policy and Procedure Individual Training Accounts (ITA) mentions a requirement for participants in certificate, diploma or associate degree programs, to be enrolled in a minimum of 12 credit hours (full-time) per semester. For eleven (11) case files reviewed, OWD monitors were not able to confirm that the individuals were enrolled in a sufficient number of hours as no class schedule or grades were present in the file. OWD suggests that these documents be uploaded each semester to the WorkSource Georgia Portal in accordance with local policy. At a minimum, OWD advises local staff to utilize case notes to indicate the number of hours in which a participant is enrolled.

*Response:*

WorkSource Northwest Georgia will upload documents and add case notes every semester to indicate full-time status and the number of hours participants are enrolled.

The Executive Committee approved this report and the corrective actions and recommended WDB approval. Lisa Nash made the motion to accept this monitoring report and corrective actions. Randy Long seconded. Motion carried unanimously.

**VII. Funding Request. . . . . Lesia Lambert**

Ms. Lambert informed the Board that, due to an unforeseen increase with tuition; books; fees; reimbursements; and other related training costs, Georgia Northwestern Technical College has requested an additional \$70,000 in adult funds to offset the increased cost of training. The current total contract amount of \$1,132,730 will increase to \$1,202,730. There are approximately 200 WIOA students being served at Georgia Northwestern Technical College. Ms. Lambert stated that staff recommended approval of the request to increase the training cost and contract budget by \$70,000, for a total of \$1,202,730. Nicole Green made the motion to approve this request. Jim Henry seconded. Motion carried with Lisa Nash abstaining (due to her employment with Georgia Northwestern Technical College) and without dissenting vote.

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

Ms. Lambert reported that Region 1 has spent approximately \$825,000 in the COVID-19 Grant, serving over 125 participants in work experience and training components.

Additionally, Ms. Lambert provided the results of the COVID Recovery Readiness and Technical Assistance Consultation conducted by USDOL ETA in September 2021. The attached report provides the results for each of the readiness consultation areas for Region 1. Ms. Lambert noted that Northwest is considered "ready" in 24 of 24 areas.

**IX. "Employee Ownership Makes a Difference" . . . . . Jay Henry, Financial Advisor, Edward Jones and Marie B. Davis, Launch Manager, Georgia Center for Employee Ownership**

Jay Henry and Marie Davis presented information regarding Employee Ownership (handouts attached).

**Other**

**Adjourn**

**There being no further business, the meeting adjourned.**