

Workforce Development Board of Northwest Georgia

Wednesday, September 18, 2019, Noon
Gordon County Agricultural Services Center
Calhoun, GA

Minutes

Attendance-WDB

WDB Members Present, County: **WDB Members Not Present, County:** **Guests/Visitors:**

Bruce Bowman, Gordon
Nicole Green, Polk
Michael Hamilton, Floyd
Jim Henry, Chattooga
Beth Kelley, Walker
Randy Long, Pickens
Linda McEntire, Whitfield
Mitchell Morgan, Gilmer
Mike Murphy, Bartow
Anthony Nash, Polk
Cam Parker, Bartow
John Parton, Polk
Lisa Shaw, Floyd

Lisa Adkisson, Fannin
Haley Baker, Dade*
Illya Copeland, Murray
Paige Green, Gilmer
Scott Jackson, Pickens
April Rogers, Bartow
Larry Stansell, Chattooga
Carey Tucker, Floyd

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Brandi Dover
Christy Elrod
Lloyd Frasier
Susan Gentry
Shane Holden
Lesia Lambert
Derrick McDaniel
Jamy McDonald
Terri Morgan
Anthony Rucker
Judy Siddall
Phyllis Walker

Ann Bentley
Sherry Cescutti
Shelia Derry
Mitchell Jackson
Brandi Johnson
Kim Justice
Cynthia Kirk
Lynn Long
Cindy Martin
Mandy Maloney
Lindia Moore
Courtney Rouse
Stephanie Searce
Vicki Thompson
Barbara Tipton
Chris Upchurch

Youth Committee Members Present:

Ben Arp
LaDonna Collins
Beth Kelley
Lynn Rousseau

I. Welcome Bruce Bowman

Bruce Bowman, 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 Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda (containing the Minutes from the July 17, 2019 meeting and a Dislocation Report had been e-mailed and was also attached for review. Mitchell Morgan made the motion that the Consent Agenda be approved. John Parton seconded. Motion carried unanimously.

III. Fiscal Report Anthony Rucker

Anthony Rucker provided those present a "WIOA Grant Financial Report Grant Inception to 8/31/19" (attached). This report encompasses the Adult, Dislocated Worker, HDCI, and Youth programs and also reflects the additional youth funds received from the state. Beth Kelley made the motion to accept this report. Linda McEntire seconded. Motion carried unanimously.

IV. Workforce Development Board

A. Member Absences Bruce Bowman

Mr. Bowman stated that he and Larry Stansell had submitted letters (attached) explaining their recent absences (as required by the Bylaws). As Chairman, he accepted these explanations for absences.

B. Committees Bruce Bowman

Mr. Bowman then noted that a list of the Workforce Development Board Committees and Councils had been included in the packets (attached). He noted that, if a member had interest in serving on one of the Committees/Councils, they should contact staff.

V. Performance Report. Karla Conetta

Karla Conetta presented a "PY18 Q4 Performance Report" (attached). She noted that Region one has met or exceeded all performance measures.

VI. Southeastern Employment and Training

Association Report Workforce Development Board Members

Mitchell Morgan and Bruce Bowman provided an update on the fall conference of the Southeastern Employment and Training Association (SETA).

VII. Proposal Review Committee Report and Recommendations Linda McEntire

Linda McEntire informed those present that iCode Academy, Inc. requested to be added as a vendor in our region (handout attached). They are located in Atlanta, GA. iCode Academy is an approved training provider on the State ETPL. The program requested is the 36 week Medical Coding Training Course. This is a thirty-six (36) week program that covers the fundamentals of medical coding, prepares for the certification, and helps establish a career in the Medical Coding industry. The cost of the program is \$ 5,465. The cost includes tuition, supplies, books, and test fees. The Proposal Review Committee approved this request and recommended WDB approval. Cam Parker made the motion to approve. Nicole Green seconded. Motion carried unanimously.

Ms. McEntire then presented a request from Elite Lineman Training Institute, Inc. (handout attached) to be added as a vendor in our area. They are located in Tunnel Hill, GA. The program requested is Pre-apprentice Electrical Lineman program. This is a twelve (12) week program; 152 curriculum hours and 280 lab/outside hours. This program is designed to prepare the student for entry level into the electrical line worker industry. They will learn to climb poles, operate equipment, construct and maintain distribution circuits, install poles and transformers, as well as stringing wire. The cost of the Elite Lineman program \$6,500. The cost will assist with textbooks, program equipment/tools, testing fees, certification fees and tuition. The Proposal Review Committee approved adding Elite Lineman Training Institute as a new Vendor for Region 1. Nicole Green made the motion to approve. Mike Hamilton seconded. Motion carried unanimously.

Ms. McEntire stated that Georgia Northwestern Technical College had requested adding the "135 Hour Shielded Metal Arc & Gas Metal Arc Welding" program in order to assist eligible applicants (handout attached). This is a new non-credit training program through the Department of Economic Development. The program is 135 hours and will last a maximum of 11 weeks. They will learn welding skills to allow them to gain meaningful employment upon completion. This includes Welding, basic and advanced Shielded Metal Arc, and Gas Metal Arc Welding. Students will be able to complete the AWS Weld Test Certification and also receive a certificate of completion from GNTC. The cost of the program is \$6,400. This includes materials, instruction, consumables, and facility usage. The Proposal Review Committee approved this request for a maximum of fourteen (14) slots for a pilot program to train individuals currently incarcerated at the Floyd County Prison in Rome, Georgia. Beth Kelley made the motion to approve. Nicole Green seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College)and with no dissenting.

Ms. McEntire informed those present that Georgia Northwestern Technical College had requested additional Dislocated Worker (DW) funding for their current 2019-2020 budget (handout attached). There has been an increase in layoffs in their service area, resulting in more DW individuals attending training. GNTC is requested an additional \$75,000 in DW funding to cover

their remaining 19-20 budget DW costs. The Proposal Review Committee approved this request. Cam Parker made the motion to approve. Nicole Green seconded. Motion carried Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and without dissenting vote.

Ms. McEntire presented the Committee with revisions to the Incumbent Worker Training Policy (handout attached). She stated that, in order to more closely align with the State policy for Incumbent Worker Training, staff made the following revisions to the current policy:

- Under Eligible Employer Criteria, "Governmental Entities" was removed from the list of Businesses not eligible. The State policy does not restrict governmental entities from participating; and
- The language for requiring a wage increase has been changed from "must" to "should" which will allow for other measurable benefits when an employer is unable to provide a wage increase.

The Proposal Review Committee approved these changes and recommended WDB approval. Jim Henry made the motion to approve the changes as noted. Randy Long seconded. Motion carried unanimously.

Ms. McEntire informed those present that, in order to comply with WIOA requirements, all Comprehensive and Affiliate One-Stop Centers must be re-certified in Program Year 2019-20. Before this can be done the LWDB must approve the criteria and procedures to be used in the process. The Georgia One-Stop Certification Guidelines that has been approved and issued by Technical College System of Georgia for use in recertifying the centers (handouts attached). This document covers the following topics as well as required procedures:

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

Ms. McEntire stated that staff had reviewed the Guidelines and determined that the tool is clear and will provide a complete and thorough review of the processes for providing services within One-Stop centers. The Proposal Review Committee approved using these guidelines for re-certification of the centers. John Parton made the motion to approve. Mike Hamilton seconded. Motion carried with Beth Kelley abstaining (due to her employment with the Georgia Department of Labor) and with no dissenting vote.

Ms. McEntire presented a list of Demand Occupations for approval (attached). Nicole Green made the motion to approve. Anthony Nash seconded. Motion carried unanimously

VIII. Youth Committee Report and Recommendations Beth Kelley

Beth Kelley informed those present that the Youth Success Academy (YSA) at Georgia Northwestern Technical College is a collaboration between Adult Education and Workforce Innovation and Opportunity Act. The Youth Success Academy serves about 220 students each year. Over the last few years, the Youth Success Academy on the Floyd County campus has experienced

a significant amount of growth in their GED, Work Experience, and Short-Term training programs. During this growth, the program has relied on Adult Education for testing and orientation. With the growth, there is a need for more space to accommodate more students. In addition, the TABE test has changed to the new 11/12 format which aligns more with the new GED test, but also requires two days to complete. Due to these growing issues, Dr. Heidi Popham, President, Georgia Northwestern Technical College, has agreed to provide extra classroom space on the Floyd County campus for testing and other YSA activities. The new classroom will require new computers for testing and orientation. The Youth Committee approved a request (handout attached) for an additional Ten Thousand (\$10,000) dollars to be added to the Georgia Northwestern Technical College Youth Contract budget to purchase seven (7) computers/monitors, and one (1) network printer. Beth Kelley made the motion to approve this request. Mike Hamilton seconded. The motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and without dissenting vote.

Ms. Kelley informed the Board that the Youth Committee had approved changes to the "Youth Services Policy," attached. These changes were made to more closely align language in the local Youth Services Policy with State policies (changes highlighted in yellow). Beth Kelley made the motion to approve these changes. Cam Parker seconded. Motion carried unanimously.

IX. Mandy Maloney, Partnership Specialist, Atlanta Regional Census Center

Mandy Maloney provided a presentation regarding the 2020 U.S. Census and Complete Count Committees.

Other

Adjourn

There being no further business, the meeting adjourned.