

**Council of Chief Elected Officials
of Northwest Georgia**

Thursday, September 21, 2017, 10:00 a.m.
Gordon County Agricultural Services Center, Calhoun, GA

Summary

Attendance

CCEOs Present or Represented, County:

Mitchell Bagley, Bartow*
 Steve Taylor, Bartow
 Nick Millwood, Catoosa (proxy, Allen Poole)
 Harry Harvey, Chattooga
 Jason Winters, Chattooga
 Alex Case, Dade
 Ted Rumley, Dade
 Stan Helton, Fannin
 Jamie Doss, Floyd (proxy Craig McDaniel)
 Al Hoyle, Gilmer
 Charlie Paris, Gilmer
 Becky Hood, Gordon (proxy, Allen Poole)
 Jimmy Palmer, Gordon (proxy, Allen Poole)
 Allen Poole, Haralson
 Tyson Haynes, Murray (proxy, Allen Poole)
 Greg Hogan, Murray (proxy, Allen Poole)
 Boyd Austin, Paulding
 David Carmichael, Paulding (proxy, Allen Poole)
 Robert Jones, Pickens (proxy, Allen Poole)
 Teddy Harris, Walker
 Shannon Whitfield, Walker
 Ken Gowin, Whitfield
 Lynn Laughter, Whitfield

CCEOs Not Present or Represented, County

Steven Henry, Catoosa
 Donna Whitener, Fannin
 Rhonda Wallace, Floyd
 Pete Bridges, Haralson
 John Weaver, Pickens
 Jordan Hubbard, Polk
 Marshelle Thaxton, Polk

Staff and Guests:

Lloyd Frasier
 Lesia Lambert
 Terri Morgan
 Anthony Rucker

**resigned*

I. Welcome..... Ted Rumley

In the absence of Ted Rumley, Chairman (who arrived later), Allen Poole called the meeting of the Council of Chief Elected Officials to order. It was established that a quorum was present.

II. Consent Agenda..... Ted Rumley

Mr. Poole informed those present that a Consent Agenda containing Minutes from the July 12, 2017 Meeting, Dislocation Report, Regional Job Analysis, and Mobile Career Center Report had been mailed and was attached for review. Steve Taylor made the motion to accept the Consent Agenda. Kenny Gowin seconded. Motion carried unanimously.

III. CCEO Membership Terri Morgan

Terri Morgan informed those present that Mayor Mitchell Bagley, Taylorsville, Georgia, is unable to attend the CCEO meetings and that he suggested that Mayor Al Pallone, Emerson, Georgia serve as his replacement. Ms. Morgan contacted Mayor Pallone and he agreed to serve as a Bartow, County representative on the CCEO. Steve Taylor agreed with Mayor Pallone serving and made the motion to accept. Charlie Paris seconded. Motion carried unanimously.

IV. Workforce Development Board Membership Lesia Lambert

Lesia Lambert reminded the Council that the WDB 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." She 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. The WDB accepted this letter of cause and Mr. Campbell will remain on the Board.

V. Fiscal Report Anthony Rucker

Anthony Rucker provided a fiscal report for Youth, Adult, Dislocated Workers. After review, Mr. Rucker noted the following changes on the first page of the fiscal report and revision to the Cover Sheet. Allen Poole made the motion to accept this report. Shannon Whitfield seconded. Motion carried unanimously.

V. WDB Actions. Lesia Lambert

Ms. Lambert stated that Kennesaw State University requested that their Medical Assisting Certificate program be added to their current 2017-2018 Individual Training Account (ITA) agreement with Northwest Georgia Regional Commission (NWGRC). The Medical Assisting Program is approved on the State ETPL.

In the past 12 months, they have had a ninety-two percent (92%) completion rate. It 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.

- Entry Criteria: High School Diploma or its equivalent. Complete the Skills Assessment and Program Application Packet.
- Certification: 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)

She stated that the WDB approved this program addition and recommended CCEO approval. Allen Poole made the motion to approve this addition. Steve Taylor seconded.

Ms. Lambert 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. The State of Georgia, through efforts by the Department of Economic Development, is committed to further establishing Georgia as a top film destination.

Ms. Lambert stated that the WDB approved adding "27-0000 Filming Industry" occupation to the Demand Occupations List and recommended CCEO approval. Allen Poole made the motion. Craig McDaniel seconded. Motion carried unanimously.

Ms. Lambert informed the Council that Lisa Townsend, GVRA, resigned from her position at GVRA, leaving a vacancy on the Youth Committee. A nomination was received from Paul Ray, Service Area Manager, Georgia Vocational Rehabilitation Agency, for Darlene Stevens, Certified Rehabilitation Counselor, GVRA. The WDB approved this nomination and recommends CCEO approval. Craig McDaniel made the motion to approve. Alex Case seconded. Motion carried unanimously.

Ms. Lambert reminded 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, locations that provide WIOA services may be designated as Affiliate Sites.

Ms. Lambert 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 Georgia Department of Economic Development Workforce Division.

Ms. Lambert stated the WDB approved the Affiliate Certifications for Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College and West Georgia Technical College. Boyd Austin made the motion to accept these certifications. Charlie Paris seconded. Motion carried unanimously.

Ms. Lambert presented the "Needs-Related Payment Policy" (attached) for review. She stated that this was an existing policy, however 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"

The WDB approved this policy and recommended CCEO approval. Kenny Gowin made the motion approve. Craig McDaniel seconded. Motion carried unanimously.

Ms. Lambert 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 and Procedures (attached) for Committee review. Staff developed this policy to assist Career Advisers with the process and procedures, for providing adequate follow-up services. Ms. Lambert stated that the WDB had approved this policy/procedure and recommended CCEO approval. Allen Poole made the motion to approve. Alex Case seconded. Motion carried unanimously.

Ms. Lambert then presented a "Termination Policy and Procedures for Service Providers" (attached). She 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.

Ms. Lambert stated that the WDB approved this policy/procedures and recommended CCEO approval. Charlie Paris made the motion to accept. Kenny Gowin seconded. Motion carried unanimously.

Adjourn

There being no further business, the meeting adjourned.