

**Joint Meeting of the  
Workforce Development Board of Northwest Georgia  
and Council of Chief Elected Officials**

Noon ~ Wednesday, November 15, 2017  
Georgia Northwestern Technical College, Calhoun, GA

**Minutes**

**Attendance-WDB**

<b>WDB Members Present, County:</b>	<b>WDB Members Not Present, County:</b>	<b>Guests/Visitors:</b>
Lisa Adkisson, Fannin	Carl Campbell, Murray*	Ann Bentley
Dickie Bone, Gordon	Randall Dyer, Catoosa	Ylonda Campbell
Bruce Bowman, Gordon	Laura Gammage, Polk	Megan Conner
Michael Hamilton, Floyd	Cheryl Painter, Dade	Kim Early
Jim Henry, Chattooga	Jonathan Ray, Pickens	Cynthia Farmer
Todd Hooper, Polk	Carey Tucker, Floyd	Lori Fields
Kerri Hosmer, Floyd		Lucy Hale
Beth Kelley, Walker	<b>NWGRC Staff:</b>	Sarah Harrison
Robert Martin, Pickens		Judy Holcombe
Linda McEntire, Whitfield	Carolyn Barrett	Lynn Long
Mitchell Morgan, Gilmer	Joey Cumbie	Candice McKie
Mike Murphy, Bartow	Brandi Dover	Lindia Moore
Paul Ray, Floyd	Susan Gentry	Lisa Payne
Mike Schwaderer, Haralson	Mallary Hawkins	Anne Rapp
Larry Stansell, Chattooga	Tammy Helbing	Lori Royal
	Lesia Lambert	Sharon Spurling
<b>Youth Committee Members Present:</b>	Derrick McDaniel	Vicki Thompson
	Jamye McDonald	Barbara Tipton
	Terri Morgan	Julie Turner
Beth Kelley	Anthony Rucker	Kyle Wheelless
	Phyllis Walker	

*\*resigned*

**Attendance-CCEO**

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**CCEOs Present or Represented, County:**

Al Pallone, Bartow  
Steve Taylor, Bartow (proxy, Ted Rumley)  
Jason Winters, Chattooga  
Ted Rumley, Dade  
Alex Case, Dade  
Stan Helton, Fannin (proxy, Ted Rumley)  
Donna Whitener, Fannin (proxy, Ted Rumley)  
Charlie Paris, Gilmer Al Hoyle, Gilmer  
Becky Hood, Gordon (proxy, Norris Sexton)  
Jimmy Palmer, Gordon  
Allen Poole, Haralson (proxy, Ted Rumley)  
Tyson Haynes, Murray (proxy, Ted Rumley)  
Greg Hogan, Murray (proxy, Ted Rumley)  
Boyd Austin, Paulding  
David Carmichael, Paulding (proxy, Ted Rumley)  
Robert Jones, Pickens (proxy, Ted Rumley)  
Jordan Hubbard, Polk (proxy, Ted Rumley)  
Marshelle Thaxton, Polk (proxy, Ted Rumley)  
Teddy Harris, Walker  
Ken Gowin, Whitfield (proxy, Ted Rumley)  
Lynn Laughter, Whitfield (proxy, Ted Rumley)

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**CCEOs Not Present or Represented, County**

Steven Henry, Catoosa  
Nick Millwood, Catoosa  
Harry Harvey, Chattooga  
Jamie Doss, Floyd  
Rhonda Wallace, Floyd  
Al Hoyle, Gilmer  
Pete Bridges, Haralson  
John Weaver, Pickens  
Shannon Whitfield, Walker

**I. Welcome . . . . . Bruce Bowman/Ted Rumley**

Bruce Bowman called the meeting to order and welcomed those present. Ted Rumley indicated that it was the desire of the Council of Chief Elected Officials to conduct a joint meeting with the Workforce Development Board. It was established that a quorum was present for the Workforce Development Board and the Council of Chief Elected Officials.

**II. Consent Agenda . . . . . Bruce Bowman**

Mr. Bowman informed those present that a Consent Agenda containing the Minutes from the September 20, 2017 (WDB) and September 21, 2017 (CCEO) Meetings; a Dislocation Report; Regional Job Analysis; Performance/Enrollment Report; 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. Paul Ray seconded. Motion carried unanimously.

**III. Bylaws..... Lesia Lambert**

Lesia Lambert reported that, at the Directors Meeting, there had been discussion about other regions adding a signature line to the WDB Bylaws (attached, changes in red). Staff consulted with GDEcD and our attorney and had decided to add a signature line which will indicate that each Board Member has read and understands the duties outlined in the Bylaws.

Additionally, Ms. Lambert noted that the following had been added to Article V on page 5: *"After the second consecutive missed meeting an alert will be emailed to the member(s). A member who will not be in attendance is required to submit an email correspondence to Workforce Staff prior to the meeting date. The correspondence will outline the cause for the absence and will be presented to the WDB for approval. Cause is defined as a circumstance or situation outside of one's scope of control."* Jim Henry made the motion to accept these additions to the Bylaws. Beth Kelley seconded. Motion carried unanimously.

**IV. WDB Membership (CCEO Only)..... Ted Rumley**

Ted Rumley reported that Carl Campbell, Executive Director, Dalton-Whitfield Joint Development Authority, is no longer able to serve as an Economic Development representative on the Workforce Development Board due to work obligations. Mr. Campbell recommended Illya Copeland, Executive Director, Murray County Industrial Development Authority, replace him on the WDB. Teddy Harris made the motion to approve this nomination. Alex Case seconded. Motion carried unanimously.

**V. Fiscal Report/Transfer ..... Anthony Rucker**

Anthony Rucker presented a Fiscal Report (attached) for Youth, Adult, and Dislocated Worker funds. Mr. Rucker noted that at the top of the first page, the date on the Youth Funds report should be PY17. He stated that all PY16 Youth Funds have been expended and we have approximately \$1.7 million remaining for PY17. Mr. Rucker reported that, of the Adult PY16, FY17 funds received last year, we have spent approximately \$1 million and have approximately \$184,000 left. The Dislocated Worker PY16, FY17 funds received totaled approximately \$1.7 million and we have spent approximately \$286,000. He stated that it is not unusual for our area to spend more in Adult funds than in Dislocated Worker funds. Mitchell Morgan made the motion to accept the report, as amended. Paul Ray seconded. Motion carried unanimously.

Mr. Rucker then reported that staff needed to transfer \$1,078,000 from Dislocated Worker funds to Adult Funds (see attached funds transfer from GDEcD). Mr. Rucker asked for approval from the WDB/CCEO for this transfer. The Georgia Department of Economic Development requested that all transfers be submitted by October 6, 2017,

prior to the WDB/CCEO meetings. Beth Kelley made the motion to approve transfer of funds. Jim Henry seconded. Motion carried unanimously.

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

Beth Kelley reported that Jacqueline McDonald, President, Rome-Floyd County Commission on Children and Youth, nominated Carol Willis, Executive Director, Rome-Floyd County Commission on Children and Youth to serve on the Youth Committee. The Youth Committee approved this nomination. Beth Kelley made the motion to approve the nomination. Michael Hamilton seconded. Motion carried unanimously.

**VII. Promoting Access for Individuals with Disabilities. . . . . Paul Ray**

Paul Ray informed those present that the "Services to Individuals with Disabilities" Committee had voted to change the name of the committee to better align with the goals of the Committee. The new name is "Promoting Access for Individuals with Disabilities (PAID) Committee. Additionally, Mr. Ray presented a draft brochure that is being developed by the Committee to distribute on job fairs, transition fairs, and other events.

**VIII. Proposal Review Committee Report and Recommendations . . . . . Mike Schwaderer**

Mike Schwaderer reported that the Proposal Review Committee met prior to the WDB/CCEO. Mr. Schwaderer stated that Kennesaw State University requested several program additions. After reviewing these requests (attached) and the State Eligible Training Provider List, staff recommended that the following be approved as eligible programs for Region1 :

- **Administrative Professional Plus Certificate Program:** The Administrative Professional Plus Certificate Program is on our NWGRC Demand Occupations list. This program is considered to be a "bundled" program. It consists of their Administrative Professional Certificate and their Basic Office Technology Certificate. In the past 12 months they have had an eighty-seven percent (87%) completion rate in their Administrative Professional Certificate program and a ninety-four percent (94%) completion rate in their Basic Office Certificate program. It is a 16 week program with 63 curriculum hours. The total cost is \$2,223 which includes tuition (\$1,798), books (\$410), and other costs (\$15). The students will be responsible for paying for the Certified Administrative Professional (CAP) exam. (\$375 - members; \$560 - nonmembers) This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the Certified Administrative Professional (CAP) exam.
- **Information Systems Security Professional Certificate Program:** The Information Systems Security Professional Certificate Program is on our NWGRC Demand Occupations list. In the past 12 months, they have had a ninety-six percent (96%)

completion rate. It is a 14 week program with 78 curriculum hours. The total cost is \$2,724 which includes tuition (\$2,599), books (\$110), and other costs (\$15). The students will be responsible for paying for the Certified Information Systems Security Professional (CISSP) exam (\$599). This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the Certified Information Systems Security Professional (CISSP) exam.

- **Payroll Professional Certificate Program:** The Payroll Professional Certificate Program is on our NWGRC Demand Occupations list. This program is considered to be a "bundled" program. It consists of their Payroll Fundamentals Certificate and their Payroll Mastery Certificate. In the past 12 months, they have had an eighty-five percent (85%) completion rate in their Payroll Fundamentals and a seventy-five (75%) completion rate in their Payroll Mastery. It is a 20 week program, 10 weeks for each certificate program, and a total of 66 credit hours. The total cost is \$2,799 which includes tuition and books. The students will be responsible for paying for the end-of-program exams. (\$305.00 and \$370.00) This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the FPC (Fundamental Payroll Certificate) and the CPP (Certified Payroll Professional) exams.
- **Web Design and Development Certificate:** The Web Design and Development Program is approved on the State ETPL and is on our NWGRC Demand Occupations list. In the past 12 months, they have had an eighty-two percent (82%) completion rate. It is a 39 week program with 198 curriculum hours. The total cost is \$5,854 which includes tuition (\$5,699), books (\$140), and other costs (\$15). Statewide, employment of Web Designers is expected to grow by 29% through 2024 (O'NET). The students will receive a certificate of completion and will complete the program with a marketing portfolio to apply for jobs.

The Proposal Review Committee approved these additions. Mike Schwaderer made the motion to approve the Administrative Professional Plus Certificate, Information Systems Security Professional Certificate, Payroll Professional Certificate, and Web Design & Development Certificate programs as eligible programs through KSU with WIOA Region-1. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Schwaderer then presented the following policies for approval:

- **Needs Related Payments Policy (attached)**

Minor changes were made to the policy to make it more concise and to clarify the policy.

- **Record Retention Policy and Procedures (attached)**

This policy has been updated to clarify timeframes and add verbiage relating to the Contractor/Subrecipient.

- **Determination of Need for Training and Suitability Policy and Procedures (attached)**

This is a new policy created to meet the Code of Federal Regulations requiring a determination of need for training services, which is determined through the interview, evaluation, or other assessment process. The determination of suitability must be through the assessed ability and the perceived personal commitment of the participant to attend activities.

- **Youth Supportive Services Policy and Procedures (attached)**

New regulations require that Youth and Adult/Dislocated Worker Supportive Services Policies be separate documents.

- **Adult/Dislocated Worker Supportive Services Policy and Procedures (attached)**

Portions of this policy which have been modified are marked in yellow. Changes include: (1) follow-up career services will not be qualifying services for receipt of supportive services; and (2) if the total cost of required tools exceeds \$1,000, there will need to be three quotes and documentation that the tools would be required.

- **Complaint/Grievance Policy and Procedures (attached)**

This policy has been updated to include pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and Limited English Proficiency. It was noted that additional changes were made to the policy that incorporated a more detailed procedure for filing a complaint, having an alternate dispute resolution choice, and notification if the NWGRC lacks jurisdiction.

Mike Schwaderer made the motion to approve the policies as presented. Beth Kelley seconded. Motion carried unanimously.

**IX. Introduction of One-Stop Operator . . . . . Susan Gentry**

Susan Gentry introduced Lindia Moore, One-Stop Coordinator, Georgia Department of Labor.

**X. High Demand Career Initiative Update . . . . . Candice McKie**

Candice McKie, Project Manager, Center for Economic Development Research, Enterprise Innovation Institute, Georgia Institute of Technology, gave an update on the High Demand Career Initiative.

**Other**

Linda McEntire gave an update on the apprenticeship program at Mohawk Industries, Inc. Mitchell Morgan updated those present regarding workshops he attended at SETA. Bruce Bowman reminded those present of the importance of regularly attending meetings and also letting Terri Morgan know plans for attendance in advance of the meeting. Additionally, he asked that attendees make sure to sign in.

**Adjourn**

There being no further business, the meeting adjourned.