

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

Noon~ Wednesday, July 27, 2016
Georgia Northwestern Technical College, Calhoun, GA

Minutes

Attendance

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

Lisa Adkisson, Fannin
Mike Babb, Whitfield
Dickie Bone, Gordon
Bruce Bowman, Gordon
Carl Campbell, Murray
Laura Gammage, Polk
Jim Henry, Chattooga
Michael Hamilton, Floyd
Seth Houts, Dade
Beth Kelley, Walker
Jack Killian, Catoosa
Robert Martin, Pickens
Mitchell Morgan, Gilmer
Paul Ray, Floyd
Mike Schwaderer, Haralson
Connie Smith, Floyd

**Youth Committee Members
Present:**

Starr Dees
Beth Kelley
Lisa Townsend
Eric Waters

**Services To Individuals with
Disabilities Committee Members
Present:**

Paul Ray

Mike Murphy, Bartow
Lance McCravy, Paulding
Cody McCarson, Polk
Jonathan Ray, Pickens
Joe Remillard, Whitfield*

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Brandi Dover
Lloyd Frasier
Randy Gayler
Susan Gentry
Tammy Helbing
Lesia Lambert
Jamy McDonald
Terri Morgan
Anthony Rucker
Phyllis Walker

Ann Bentley
Megan Conner
Brenda Davis
Amy Denney
Kathryn Durham
Cynthia Farmer
Lori Fields
Rick Goble
Mallary Hawkins
Judy Holcombe
Sharon Holliday
Keri Hosmer
Karen Kirkwood
Lynn Long
Lori McAllister
Jamie McCord
Ginger McWhorter
Lisa Payne
Holly Pinson
Lisa Royal
Evan Snelling
Vicki Thompson
Lisa Townsend
Barbara Tipton
Julie Turner
Chris Upchurch

CCEOs Present or Represented, County:

Mitchell Bagley, Bartow (proxy, Ted Rumley)
Steve Taylor, Bartow
Jason Winters, Chattooga
Ted Rumley, Dade
Bill Simonds, Fannin
Larry Maxey, Floyd
Donna Whitener, Fannin (proxy, Ted Rumley)
Charlie Paris, Gilmer
Becky Hood, Gordon (proxy, Norris Sexton)
Jimmy Palmer, Gordon
Allen Poole, Haralson
Tyson Haynes, Murray
Boyd Austin, Paulding (proxy, Ted Rumley)
David Austin, Paulding (proxy, Ted Rumley)
Robert Jones, Pickens
Stephanie Burford, Polk (proxy, Ted Rumley)
Larry Odom, Polk
Bebe Heiskell, Walker
Teddy Harris, Walker
Mike Babb, Whitfield
Ken Gowin, Whitfield (Mike Babb, proxy)

CCEOs Not Present or Represented, County

Nick Millwood, Catoosa
Keith Greene, Catoosa
Harry Harvey, Chattooga
Alex Case, Dade
Bill Simonds, Fannin
Jamie Doss, Floyd
Al Hoyle, Gilmer
Pete Bridges, Haralson
Brittany Pittman, Murray
John Weaver, Pickens
Larry Odom, Polk

I. Welcome. Bruce Bowman/Ted Rumley

Bruce Bowman called the meeting of the Workforce Development Board to order. It was established that a quorum was present for the Workforce Development Board and the Council of Chief Elected Officials. Mr. Bowman asked CCEO Chairman Ted Rumley how the CCEOs would like to conduct the meeting. Mr. Rumley replied that the CCEOs wished to conduct a joint meeting.

II. Workforce Development Board Membership (CCEOs only). Ted Rumley

Mr. Rumley informed those present that a nomination had been received from Robert Bradham, President and CEO, Greater Dalton Chamber of Commerce, for Linda McEntire, Director, Technical Training, Mohawk Industries, to replace Joe Remillard as a Business Representative on the Workforce Development Board. Mr. Bowman explained that Mr. Remillard had missed more than three consecutive meetings without presenting information regarding cause, which, according to the Bylaws, is grounds for replacement. Mr. Bowman also stated that attempts had been made to reach Mr. Remillard to determine his interest and availability to continue to serve but no response was received. Steve Taylor made the motion to approve this nomination. Mike Babb seconded. Motion carried unanimously.

Mr. Bowman informed those present that Mike Schwarderer had also missed several meetings due to a long illness and hospitalization. Mr. Bowman welcomed Mr. Schwaderer to the meeting and thanked him for his service and dedication to the WDB. It was a consensus that his

explanation (six long-term hospitalizations) certainly met the requirements to be considered "cause" for absences.

III. Consent Agenda. Bruce Bowman

Gwen Dellinger pointed out that "Bylaws" had been on the Tentative Agenda in the mailout but were inadvertently left off the Agenda in their packets. This item will be covered as publicized.

Mr. Bowman informed those present that a Consent Agenda containing the Minutes from the May 18, 2016 WDB meeting, Minutes from the May 19, 2016 CCEO Minutes, Performance Report and Dislocation Report had been mailed and was attached for review. Mitchell Morgan made the motion to accept the Consent Agenda. Jim Henry seconded. Motion carried unanimously.

IV. Committee Membership and Chairmen. Bruce Bowman

Mr. Bowman noted that all Committee Memberships would remain the same and that the Chairmen of each Committee would also be unchanged.

V. Fiscal Report and Budget Modification. Anthony Rucker

Anthony Rucker provided a Fiscal Report, "Statement of Activity for Sub-Project, June 30, 2016" (attached) for review. He also noted that the Budget needed to be modified to add the "Planning Grant" for \$25,000. Beth Kelley made the motion to approve the report and the budget modification. Paul Ray seconded. Motion carried unanimously.

VI. Proposal Review Committee Report and Recommendation. Robert Martin

Robert Martin informed those present that the current copier being used by Workforce Development has a copy/print count of over 1,500,000. RICOH in Rome has the State Contract for purchase of copiers and Steven Davis at RICOH has provided the following quote (attached) for NWGRC-Workforce Development:

The price of purchasing the new copier/printer is \$17,881. In comparison, leasing the copier/printer for four years will cost \$14,862. Additionally, at this time, RICOH is offering a rebate of \$4,000 when leasing the equipment (referenced above) making the effective cost of the equipment \$10,862. This includes the service plan which covers parts, labor, toner, and staples but exclude the cost per copy (B/W at .0060 cents per page and color at .0430 cents per page).

Mr. Martin noted that leasing staff to obtain newer, state-of-the-art equipment at the end of each lease cycle, if need be. The Proposal Review Committee approved staff's request to lease a new copier/printer, contingent upon approval from GDEcD--WD to surplus the current copier/printer and to lease the new equipment. Mike Babb asked how old the current equipment was. Terri Morgan replied that it was six years old. Bebe Heiskell made the motion to approve this request. Robert Jones seconded. Motion carried unanimously.

VII. Consortia, One-Stop/Adult & Dislocated Workers Committee, and Required Partners Report. Lisa Adkisson

Lisa Adkisson informed those present that the Consortia, One-Stop/Adult & Dislocated Workers Committee, and Required Partners had met on June 20, 2016 and that there were no actions, only informational items, to report. She stated that a July 22, 2016 deadline had been given for the Agencies to submit eligibility and referral/entry criteria for each of the programs to NWGRC staff in order to facilitate "Smart Referrals." She also noted that the Committees had agreed to compile a Business Service Brochure with information from Partners.

VIII. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley reported that the Chattooga County Board of Education WIOA Coordinator took a full time job and her final day with WIOA was 06/30/2016. She earned 10.5 days of vacation time which was not a part of the original Payment Schedule (attached) causing a shortage in WIOA funds of \$1,355. Jimmy Lenderman, Chattooga County Board of Education Superintendent, has requested funds on the June 29, 2016 reimbursement to cover the overage of \$1,355. Since only \$84,342 was paid out in participant wages (leaving a balance in the participant wages line item of \$9,378) there is sufficient funding to cover this request. The Youth Committee approved approving the reimbursement to Chattooga County BOE in the amount of \$1,355. Beth Kelley made the motion to approve the request. Jim Henry seconded. Motion carried unanimously.

Ms. Kelley informed those present that a request for proposal for youth services was issued in October of 2015. This proposal included youth services plus a component for determining eligibility. Four contractors were selected for providing youth services. There were no bids to do in-school youth eligibility. Northwest Georgia Regional Commission has been providing eligibility as a direct service for our In-school youth program. The WIOA Federal Register Section 679.410, regarding providing direct services, does allow the Local WDB staff to provide services including eligibility determination. However, this has to be approved by the LWDB, CEO (Chief Elected Officials) and the Governor. At this point there is neither guidance nor an established process from the state for getting the Governor's approval.

Additionally, there are provisions in WIOA that have made eligibility less complicated making the eligibility process easier. The Youth Committee approved giving the In-school youth service providers the responsibility of determining participant eligibility for their program effective August 1, 2016. This sole source procurement would not require any additional funding only modification adding the eligibility component. Beth Kelley made the motion to accept this recommendation. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Kelley stated that the Youth Committee had voted to add the following to the Youth Committee Bylaws: "Recommend Youth Services Requests for Proposal (RFP) to the Workforce Development Board for approval" on Page 1. She stated that this allows the Bylaws to more accurately reflect the approval process for youth services. Beth Kelley made the motion to approve this change. Paul Ray seconded. Motion carried unanimously.

IX. Policies

A. Relocation..... Gwen Dellinger

Ms. Dellinger stated that the Relocation Policy (attached--changes highlighted) had been modified to better align with the State policy. Major changes were changing the maximum amount to \$4,250 and increasing the number of quotes for moving services to three from two. Allen Poole made the motion to accept these changes. Jim Henry seconded. Motion carried unanimously.

B. Needs Related Payments and Support Gwen Dellinger

Ms. Dellinger stated that these policies were included with the Plan and would be voted on with the Plan. Bruce Bowman stated that she could go ahead to expedite the meeting and include voting on the Plan. Ms. Dellinger informed those present that the Plan (attached) had previously been sent for review via email (and postal mail for those whose email had bounced). The Plan will be made available to the public for a 30 day comment period and will be submitted to the State for approval. Significant changes may be prescribed by State Review or needed in light of comments received may require additional approval. She went through the significant changes to policies. Mike Babb made the motion to approve the Plan with the changes detailed. Jim Henry seconded. Motion carried unanimously.

C. EO/Complaint Policy. Phyllis Walker

Phyllis Walker presented the revised "Northwest Georgia Regional Commission Workforce Innovation and Opportunity Act Program Services Complaint/Grievance Policy and Procedure" (attached). She stated that

the policy has been revised to align with the State Policy regarding the complaint process however, one correction needed to be made on page three, paragraph three referring to the complaint form. It should read "pages six and seven" instead of "page four." Mike Babb made the motion to accept the revised policy with this correction. Beth Kelley seconded. Motion carried unanimously.

X. One-Stop Update. Gwen Dellinger

Ms. Dellinger stated that we are awaiting State correspondence regarding steps needed to bid out the One-Stop Operator.

XI. Stacy Watson, General Manager - Economic and Industrial Development, and Ryan Macdonald, Manager - Strategic Operations and Planning, Georgia Ports Authority

Stacy Watson and Ryan Macdonald provided an update on the Appalachian Regional Port in Murray County, Georgia.

Other

Bylaws

Ms. Dellinger presented updated "Northwest Georgia Workforce Development Board Constitution & By-laws" (attached). She noted that changes had been made, pursuant to guidance from the State, to the process for appointment of the "nominating committee consisting of five (5) members of the WDB, which shall submit a slate of individuals to the WDB to serve as Chairman, Vice-Chairman and Secretary/Treasurer. The WDB officers shall be elected from this slate provided that the WDB shall also solicit nominations from the floor." Ms. Dellinger noted that references to "Board" and "Board Member" had been revised to state "Board/Standing Committee" and "Board Member/Standing Committee Member," respectively to reflect the Conflict of Interest provision for all members of the Board and the Standing Committees of the Board. Other changes were to comply with changes in law (Open Meetings). Connie Smith made the motion to accept these revised bylaws. Jim Henry seconded. Motion carried unanimously.

Adjourn

There being no further business, the meeting adjourned.