

# Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, February 21, 2018

Georgia Northwestern Technical College, Calhoun, GA

## Summary

### **Attendance-WDB**

**WDB Members Present, County:**

Lisa Adkisson, Fannin  
Dickie Bone, Gordon  
Donny Bosworth, Haralson  
Bruce Bowman, Gordon  
Illya Copeland, Murray  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Kerri Hosmer, Floyd  
Beth Kelley, Walker  
Robert Martin, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Cheryl Painter, Dade  
Paul Ray, Floyd  
Larry Stansell, Chattooga  
Carey Tucker, Floyd

### **Youth Committee Members**

#### **Present:**

Beth Kelley

**WDB Members Not Present, County:**

Laura Gammage, Polk  
Todd Hooper, Polk  
Rick Partain, Catoosa  
April Rogers, Bartow

### **NWGRC Staff:**

Carolyn Barrett  
Karla Conetta  
Joey Cumbie  
Brandi Dover  
Lloyd Frasier  
Susan Gentry  
Mallary Hawkins  
Tammy Helbing  
Chase Holden  
Shane Holden  
Lesia Lambert  
Derrick McDaniel  
Jamy McDonald  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

**Guests/Visitors:**

Ann Bentley  
Megan Conner  
Amy Denney  
Kim Early  
Cynthia Farmer  
Lori Fields  
Lucy Hale  
Judy Holcomb  
Sharon Holliday  
Chris Hord  
Candice McKie  
Lindia Moore  
Lisa Payne  
Anne Rapp  
Courtney Rouse  
Vicki Thompson  
Barbara Tipton  
Julie Turner  
Chris Upchurch  
Kyle Wheelless  
Gena Williams

**I. Welcome . . . . . Bruce Bowman**

Bruce Bowman called the Meeting of the Workforce Development Board to order and welcomed those present. It was established that a quorum was present.

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

Mr. Bowman informed those present that a Consent Agenda containing the Minutes; a Dislocation Report; Regional Job Analysis; Mobile Career Center Report; and Performance Report had been mailed and was also attached for review. Mitchell Morgan made the motion to accept the Consent Agenda as presented. Beth Kelley seconded. Motion carried unanimously.

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

Lesia Lambert presented the WDB Bylaws (attached, changes highlighted) with the following proposed changes, in "Article VII--Committees" beginning on Page six:

*"The WDB shall have an Executive Committee which shall be composed of the Chairman, Vice-Chairman, Secretary/Treasurer, four (4) members to be elected from the WDB, and an individual or individuals appointed by the local Board who are not members of the local board and who the local board determines have appropriate experience and expertise (WIOA Sec. 107 (b)(4)(A)). The appointed non-WDB Member may not vote on action items. The Executive Committee may have such authority as may be designated by the WDB.*

*The WDB shall have a Youth Committee which shall meet the requirements of WIOA. Youth Committee members who are not members of the WDB shall be voting members of the Youth Committee and non-voting members of the WDB. The Youth Council may be designated as the Youth Committee if meeting those specifications. Two other standing committees will be appointed by the WDB: the One-Stop Committee and the Service Committee for Individuals with Disabilities. All standing committees must be chaired by members of the WDB. In addition, an individual or individuals shall be appointed by the WDB who are not members of the local board and who the local board determines have appropriate experience and expertise [WIOA Sec. 107 (b)(4)(A)]. The appointed non-WDB Member(s) may not vote on action items.*

*Individuals may be appointed by the WDB who are not members of the local board and who the local board determines have appropriate experience and expertise and are voting members of the committees but non-voting members of the WDB."*

Ms. Lambert noted that the changes were as a result of monitoring by GDEcD. Beth Kelley made the motion to accept this change. Jim Henry seconded. Motion carried unanimously.

**IV. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker provided a fiscal report for Youth, Adult, Dislocated Workers, Rapid Response, and High Demand Career Initiative. Mitchell Morgan made the motion to accept this report. Jim Henry seconded. Motion carried unanimously.

**V. Executive Committee Report and Recommendations . . . . . Bruce Bowman**

Mr. Bowman reminded those present that the Georgia Department of Economic Development (GDECD), Workforce Division, conducted on-site monitoring in December. The following findings were reviewed by the Executive Committee (handout also attached):

**Purchasing - Failure to Maintain Documentation**

Required Corrective Action:

- Staff will review the procurement policies and procedures to ensure that all steps are clear and enforced during future reviews of competitive proposals
- Staff will review all evaluation tools for accuracy and completion before proceeding in the selection of a proposal.

The evaluation tool has been revised and provided to WDF.

**Contracting - Memorandum of Understanding**

Required Corrective Action: The LWDA Staff will ensure that the MOU addendum indicates how all required partner programs present within the LWDA are contributing to the One Stop's other shared services and that it identifies the methodology for administering the costs of the shared services in accordance to the benefit by each partner. The addendum will be revised by March 21, 2018 and a copy provided to WFD.

**Contracting - Missing Required Contract Provisions**

Required Corrective Action: LWDA Staff is in the process of modifying contracts as appropriate to correct the following:

- ▶ Add the provision for Procurement of Recovered Materials as indicated in APPENDIX II TO PART 200 - CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS
- ▶ Add the required Indirect Cost Rate (as appropriate)
- ▶ Update the audit regulations and cost principles as required in 2CFR 200.331 Requirements for Pass-Through Entities, Federal Award Identification Number (FAIN)

Contracts will be modified by March 1, 2018 and copies submitted to WFD.

**Missing Required Contract Signatures**

Required Corrective Action: Staff will have the LWDB chair and CLEO sign the One Stop Operator Contract and a copy will be submitted to WFD.

**Equal Opportunity and Nondiscrimination - Lack of Required Language in EO Notice**

Required Corrective Action: The following required actions will be reconciled in accordance with 29 CFR parts 38.34, 38.35 and 38.36. LWDA Staff has revised EO Notice and distributed to all partners as well as participants and provided a copy to WFD.

**Local Workforce Development Board Review -Lack of Signed Conflict of Interest Form**

LWDA Staff will ensure that new and existing standing committee members sign the Conflict of Interest form upon appointment to the LWDB committee. Staff will provide WFD copies of the signed COIs.

**Local Workforce Development Board Review- Improper Voting**

Required Corrective Action: LWDA notified LWDB and LEO boards that only appointed LWDB members may vote on LWDB action items. WFD will be provided a copy of the February 2018 WDB minutes reflecting the notification to the WDB and CCEO.

**Local Workforce Development Board Review - Non-compliance with Attendance Requirements**

Required Corrective Action:

- LWDA will notify and remind LWDB members of the mandatory removal requirement for failing to miss three (3) consecutive LWDB meetings with cause, and documentation should be submitted prior to the missed meeting;
- LWDA will ensure that any LWDB member who misses three (3) consecutive meetings is formally removed from the LWDB;
- LWDA will appoint a replacement LWDB member, adhering to the LWDB Bylaw's replacement provisions.

A copy of the February 2018 WDB minutes will be submitted detailing the notification to the WDB.

**Local Workforce Development Board Review - Non-Compliance with Committee Requirements**

Required Corrective Action:

- LWDA will appoint non-LWDB member to all standing committees to include the Nominating Committee, Executive Committee, and Proposal Review Committee.
- LWDA will update By-Laws to include the provision stating that:
  - ▶ Standing committees "shall include other individuals appointed by the local board who are not members of the local board and who the local board determines had appropriate experience and expertise" (WIOA Sec. 107 (b)(4)(A)); and,
  - ▶ The appointed non-LWDB members may not vote on any action item;
- Update By-Laws (updated Bylaws attached) to include the provision requiring the LWDB to appoint a LWDB member to chair standing committees (WIG LS-16-003).

Based upon these findings, the Executive Committee approved the Corrective Actions. and staff's recommendation to add Terri Morgan to the following standing committees: Executive Committee, Nominating Committee, and Proposal Review Committee as a non-LWDB member without voting rights. Jim Henry made the motion to accept the corrective actions listed above and the addition of Terri Morgan to the above-mentioned committees. Paul Ray seconded. Motion carried unanimously.

**VI. New Provider . . . . . Brandi Dover**

Brandi Dover informed those present that AS4U Career Center (A Smile 4 You) has requested to be added as a vendor in our area. They are located in Cartersville, GA. AS4U is an approved training provider on the State ETPL. They are approved by Nonpublic Post-Secondary Education Commission (NPEC). The program submitted for approval is Dental Assisting with Radiology. This is an eight (8) week program with 144 hours of classroom and clinical hours and 32-hour externship. This is a class-based instructional program held in a working dental office, with a lecture area, as well as a clinical area, for hands-on instruction. The cost of the Dental Assistant program is \$4,895 which includes a \$100 non-refundable registration fee. Mitchell Morgan made the motion to approve this provider. Paul Ray seconded. Motion carried unanimously.

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

Beth Kelley provided a proposed addition to the Youth Work Experience Policy (attached). She explained that, under WIOA, an academic or educational component must be added to the work experience policy. The academic or educational component could include certifications as part of a pre-apprenticeship program, employability or soft skills instruction, or specific knowledge and skill instruction that leads to the successful completion of occupational tasks. She explained that the academic and occupational education component refers to contextual learning that accompanies a work experience and includes the information necessary to understand and work in specific

industries and/or occupations. Beth Kelley made the motion to approve this revised policy. Dickie Bone seconded. Motion carried unanimously.

**VIII. Promoting Access for Individuals with Disabilities (PAID) Report. . . . . Paul Ray**

Paul Ray informed those present that the PAID Committee had met in January and would begin meeting every other month with the next meeting in March. He noted that the Committee was working on the Goals, a brochure, the Baldrige Criteria, web site compatibility, adding employers to the Committee, and transition fairs.

**IX. High Demand Career Initiative (HDCI) Update . . . . . Candice McKie**

Candice McKie gave an update on the progress of the HDCI grant.

**X. Jamie Jordan, High Demand Career Initiative Program Manager, Georgia Department of Economic Development**

Jamie Jordan gave a presentation regarding Labor Trends in the State and the Northwest Georgia area.

**XI. GDEcD Announcement. . . . . Bruce Bowman**

Mr. Bowman informed those present that, as of July 1, 2018, the state administration of Title I funds would be housed at the Technical College System of Georgia rather than the Georgia Department of Economic Development. The Directors have been told that Commissioner Matt Arthur will work with TSCG and GDEcD during the transition process. More information will be provided as it is received.

**XII. Change in Meeting Date (March) . . . . . Lesia Lambert**

Ms. Lambert stated that, due to the Southeastern Employment and Training Association's Spring Conference (which staff will be attending), staff requested that the March meeting be moved to March 14, 2018 (same time and same location). Mitchell Morgan made the motion to approve this change in date. Jim Henry seconded. Motion carried unanimously.

**Other**

Mr. Bowman noted that Laura Gammage had missed three consecutive meetings due to work obligations and had submitted a letter of cause. Mr. Bowman noted that a vote was not needed but that he had accepted Ms. Gammage's letter of cause and she would remain on the WDB.

Mr. Bowman presented a request for additional youth funds (letter attached). He explained that there are local areas with unexpended Program Year 2016 Youth Funds and that our area can request that the Georgia Department of Economic Development approve a transfer from one of these other areas. The funds would need to be spent by the end of the program year (June 30, 2018). He also noted that Region 1 was requesting additional Program Year 2017 Youth Funds as well. Beth Kelley made the motion to approve this request. Jim Henry seconded.

Lindia Moore gave an update regarding the recent "Job Jam" hosted by the Comprehensive One-Stop Center and the Northwest Georgia Housing Authority.

## **Adjourn**

There being no further business, the meeting adjourned.