

Workforce Development Board of Northwest Georgia
Executive Committee
Wednesday, February 21, 2018, 11:30 a.m.
Georgia Northwestern Technical College
Calhoun, Georgia

Summary

Executive Committee Members Present:

Bruce Bowman
Jim Henry
Beth Kelley
Linda McEntire
Mitchell Morgan

Executive Committee Members Not Present

Mike Schwaderer*

Guests and Staff Present:

Lesia Lambert
Terri Morgan

**resigned*

Bruce Bowman welcomed those present and called the meeting to order.

Lesia Lambert informed those present that, due to GDEcD monitoring which occurred in December 2017, the following Required Actions have been provided by GDEcD, along with the Corrective Actions from staff:

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 this finding, staff recommended adding Terri Morgan to the following standing committees: Executive Committee, Nominating Committee, and Proposal Review Committee and modifying the Bylaws to reflect this provision. (A copy of the Bylaws will be provided to WFD). Beth Kelley made the motion to approve these actions. Jim Henry seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.