

Workforce Development Board of Northwest Georgia

Noon~ Wednesday, May 18, 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
Jeff Barnes, Polk
Dickie Bone, Gordon
Bruce Bowman, Gordon
Jim Henry, Chattooga
Laura Gammage, Polk
Michael Hamilton, Floyd
Beth Kelley, Walker
Robert Martin, Pickens
Mike Murphy, Bartow
Paul Ray, Floyd
Connie Smith, Floyd

Youth Committee Members Present:

Beth Kelley

Services To Individuals with Disabilities Committee Members Present:

Shelia Callaway
Paul Ray

Carl Campbell, Murray
Seth Houts, Dade
Jack Killian, Catoosa
Lance McCravy, Paulding
Mitchell Morgan, Gilmer
Jonathan Ray, Pickens
Joe Remillard, Whitfield
Mike Schwaderer, Haralson

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Lloyd Frasier
Randy Gayler
Susan Gentry
Sarah Harrison
Tammy Helbing
Lesia Lambert
Terri Morgan
Deana Perry
Anthony Rucker
Phyllis Walker

Ann Bentley
Shelia Callaway
Lori Fields
Sharon Holliday
Lynn Long
Lori McAllister
Carolyn Noel
Lisa Payne
Evan Snelling
Sharon Spurling
Barbara Tipton
Julie Turner

I. Welcome. Bruce Bowman

Bruce Bowman called the meeting of the Workforce Development Board to order. 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 from the March 16, 2016 meeting, Performance Report, Dislocation Report, and Regional Job Analysis had been mailed and was attached for review. Mike Babb made the motion to accept the Consent Agenda. Jim Henry seconded. Motion carried unanimously.

III. Budget Modification. Anthony Rucker

Anthony Rucker reported that a budget modification request would be presented at the next meeting after all invoices had been submitted.

III. Budget. Anthony Rucker

Mr. Rucker then presented the Northwest Georgia Regional Commission Budget for WIOA 2016-2017" (attached) for review. He stated that this was an overall budget reflecting Applied Funds, Operating Expenditures, NWGRC Expenditures, and NWGRC Line Item Expenditures for the Youth, Adult, Dislocated Worker, Rapid Response, and Planning Grant funds. Connie Smith asked if there was a limit to transfer amounts between funding streams. Gwen Dellinger replied that under the new law 100% could be transferred, pending approval from the State. Jim Henry made the motion to accept the report. Paul Ray seconded. Motion carried unanimously.

IV. Proposal Review Committee Report. Robert Martin

Robert Martin informed those present that a quorum had not been available for the Proposal Review Committee.

Mr. Martin presented the Proposal Summary for the Career /Case Management Services Request for Proposal (attached) . He stated that staff made the following recommendations:

PROPOSING AGENCIES	COUNTY(IES) SERVED	SERVICES OFFERED	PROPOSED TO SERVE	TOTAL # TO BE SERVED	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
Chattanooga Goodwill Industries	Catoosa, Dade, Murray, Walker, Whitfield	Work Experience	Adults	15	\$4,672	\$70,076	263	Staff recommends do not fund due to Non-Competitive score.
Chattahoochee Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	100	\$5,406	\$540,586	408	Staff recommends funding at a cost not to exceed \$540,586 and to negotiate to increase slot levels for Career Services.
Georgia Highlands College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	90	\$6,060	\$545,407	388	Staff recommends funding at a cost not to exceed \$545,407 and to negotiate to increase slot levels for Career Services.
Georgia Northwestern Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers/Youth	200	\$6,721	\$1,344,206	393	Staff recommends funding at a cost not to exceed \$1,344,206 and to negotiate to increase slot levels for Career Services.
West Georgia Technical College	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	ITA/Occupational Skills/Career Services	Adults/ Dislocated Workers	40	\$11,697	\$467,900	363	Staff recommends funding at a cost not to exceed \$467,900 and to negotiate to increase slot levels for Career Services..
D. B. Grant Associates Grant Associates Inc. (GAI)								Non-responsive

Connie Smith noted that there was a wide disparity in cost per participant. Ms. Dellinger stated that the slot levels would be addressed during negotiations and that the slot levels would likely increase as the number of career services are reflected. Mike Babb asked what criteria was used in determining the score. Phyllis Walker answered that it was based upon the RFP criteria: how they planned to provide career services, do recruitment and follow-up, and many other items and that the ranking criteria are part of the bid package. Ms. Dellinger noted that these numbers reflect only the number anticipated to go to training but that with the new law services provided to participants, other than training, will be counted and so that "slot levels" amount will increase once those are taken into account. Additionally, she stated that this was the first time we had bid out Career Adviser services because the Consortia provided them in the past. The new law requires that these

services be bid out. Ms. Walker stated that she had a copy of the RFP and the ranking sheets available for review. Beth Kelley made the motion to accept staff recommendations. Jim Henry seconded. Motion carried with Laura Gammage and Connie Smith abstaining (due to their affiliations with West Georgia Technical College and Georgia Northwestern Technical College, respectively) and without dissenting vote.

Mr. Martin reported that staff recommended renewing the contract with Entre Solutions/TrackSource which is used to track financial obligations and updates for individual participants. It is also used by our career advisers to create vouchers to send to our fiscal department. There will be no change in the costs for users for the upcoming fiscal year. Recommend WDB approval for a maximum of 15 users at a fee of \$90 per user per month. The maximum total for the year would be \$16,200. Michael Hamilton made the motion to approve. Connie Smith seconded. Motion carried unanimously.

Mr. Martin reminded those present that we have contracted with Moonflower Writing and Editing, LLC (Susan Duffin) to assist in the development of the Local Plan. Instructions from the Georgia Department of Economic Development for developing the Local Plan were not received until May 2016 which has delayed the Plan development. The assurances of the contract state that it may be modified if the modification is in writing and signed by all parties. He stated that Ms. Duffin has agreed to continue her work with us through August in order to complete the planning process. The State's deadline for local areas to complete their plans is August 31, 2016. Northwest Georgia has received an additional \$25,000 grant for planning. It is not anticipated that the original contract amount of \$7,500 for the Consultant Contract will be exceeded. Connie Smith made the motion to approve extending the end date of the contract. Beth Kelley seconded. Motion carried unanimously.

Mr. Martin reported that staff had developed procedures for Registered Apprenticeship Programs (attached)

Mr. Martin explained that the contract agreement with the Georgia Department of Labor is currently utilized to access some of their service screens for information and data look-ups. We would like to continue the agreement for next program year. The Department of Labor has estimated next year's cost at \$8,000. The cost fee break-out is as follows: \$4,000 for 19 users and \$4,000 for an estimated 10,000 transaction look-ups. The WDB approved and recommends CCEO approval to enter into an agreement with the Georgia Department of Labor for the next program year at a cost of \$8,000 for 19 users and 10,000 look-ups. Connie Smith made the motion to approve entering into this agreement. Jim Henry seconded. Motion carried with Lisa Adkisson and Beth Kelley abstaining, due to their affiliation with the Georgia Department of Labor and with no dissenting vote.

Mr. Martin informed those present that Labor Market Information Request for Proposal had been issued and the following two bids had been received

PROPOSING COMPANY	Service Offered	PROPOSED AMOUNT OF CONTRACT	EVALUATION SCORE (average)	RECOMMENDATIONS
The Conference Board	LMI	\$6,000	92.5	Recommend funding not to exceed \$6,000.
Chmura	LMI	\$7,495	87	Do not fund.

Mr. Martin noted that staff had used The Conference Board for four years and asked that staff's recommendation to approve the contract with The Conference Board be approved. Ms. Dellinger noted that the phrase "to be competitive" should be removed from the bottom of the handout. Jim Henry made the motion to accept with the noted correction. Connie Smith seconded. Motion carried unanimously.

Mr. Martin presented a list of Individual Training Account (ITA) providers for the upcoming fiscal year 2016, pending the outcome of the state's subsequent eligibility review for performance and continued inclusion on the state eligible provider list: CPR with Mickey, Dalton State College, Fortis College, Georgia Driving Academy, Goodwill of North Georgia, Katlaw Driving School, Kennesaw State University, North Georgia Technical College, NWGA RESA, R.S. Thomas Training Associates, Southeast Lineman Training Center, Training Center of Northwest Georgia, Truck Driver Institute of Forsyth, Truck Driver Institute of Oxford Alabama, International Union of Operating Engineers (IUOE) Local 926 (a Registered Apprenticeship Provider), Chattahoochee Technical College, Georgia Highlands College, Georgia Northwestern Technical College, and West Georgia Technical College. He stated that staff recommends approval of these Agreements based on the state's subsequent eligibility review. Beth Kelley made the motion to approve. Jim Henry seconded. Motion carried with Laura Gammage and Connie Smith abstaining (due to their affiliations with West Georgia Technical College and Georgia Northwestern Technical College, respectively) and without dissenting vote.

VI. Consortia/One-Stop Committee Report and Recommendations. Lisa Adkisson

Lisa Adkisson reported that all Comprehensive One-Stop Centers in the area have been monitored for accessibility (ADA, EEOC, and GVRA guidelines). The Consortia approved this report and recommended WDB approval. Mike Babb made the motion to approve. Connie Smith seconded. Motion carried unanimously.

Ms. Adkisson also stated that the Consortia had approved maintaining the operation of the One-Stop System until such time as another Operator is identified and procured. Connie Smith made the motion to approve. Jim Henry seconded. Motion carried unanimously.

IX. Services to Individuals with Disabilities
Committee Report and Recommendations..... Paul Ray

Mr. Ray reported that a list of goals, provided by the consultant, had been reviewed and approved by the Services to Individuals with Disabilities (handout attached). Mike Babb made the motion to approve these goals. Michael Hamilton seconded. Motion carried unanimously.

X. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley reported that the Work Experience Program enables participants to explore career options and gain exposure to the working world and its requirements. A Work Experience employment enhances the employability of individuals through the development of good work habits and basic work skills. The current minimum wage (\$7.25 per hour) is the wage participants currently earn in the work experience component. It has become increasingly hard to place youth, especially older youth, in employment at the current minimum wage. Many youth leave the work experience and seek employment at a higher wage. Under WIOA Regulations 20% of program funds allocated must be spent in a work experience component and 75% of funds must be expended for services for out-of-school youth. An increase in wage would assist the youth program in meeting these allocations. Beth Kelley made the motion to approve staff's recommendation to increase the wage for the work experience program from \$7.25 per hour to a minimum of \$8.00 per hour. This will not be applicable to work experiences where the employer only pays other employees the minimum wage or less than \$8.00. The individuals will be paid the same as other employees in those instances. Connie Smith seconded. Motion carried unanimously.

Ms. Kelley then stated that the "Youth Services Policies and Procedures" (attached) were approved by the Youth Committee. Beth Kelley made the motion to accept these Policies and Procedures. Connie Smith seconded. Motion carried unanimously.

XI. Northwest Georgia Plan. Gwen Dellinger

Gwen Dellinger informed those present that staff had received instructions for completing the plan. The Plan is due August 31, 2016. The WDB and CCEO will have to approve the Plan at the July meeting and then the Plan must be published for a 30 day public comment period.

XII. Policies

A. Needs Related Payments Policies..... Gwen Dellinger

Ms. Dellinger stated that there were a couple of small changes: the maximum amount that can be received is \$208 per week and a correction on the last page of the policy (attached) should be made so that it states "The fixed amount of

\$208 for all payments made (except the U.I. amount for U.I. recipients) assures that no payment will ever be made in excess of the poverty level amount since \$228 is the smallest amount possible. " Connie Smith made the motion to approve the policy as corrected. Jim Henry seconded. Motion carried unanimously.

B. Procurement. Gwen Dellinger

Ms. Dellinger stated that changes had been made to this policy (attached) to reflect "WIOA" rather than "WIA" and to adjust the policy to allow questions be submitted regarding Requests for Proposals in a written format rather than only at a Bidders Conference. Additionally, she stated that, since WIOA does not allow the Consortia to operate the One-Stop System, changes had been made to reflect that the Career/Case Management Services needed to be bid out rather than provided through the Consortia. She also looked at the OMB Cot Circulars and the State Policy Manual. As a result, some changes were made in the sole source provision and the opportunity for Bidders to submit questions. She asked that these procedures we approved with a retroactive date of March 1, 2016. Jim Henry made the motion to approve the policy as presented with a date of March 1, 2016. Beth Kelley seconded. Motion carried unanimously.

XI. One-Stop Certification. Sarah Harrison

Sarah Harrison reminded those present that earlier they had voted report regarding monitoring of all Comprehensive One-Stop Centers in the area have been monitored for accessibility. She stated that the Comprehensive One-Stop Centers had also been monitored for certification as Comprehensive One-Stop Centers and stated that the Consortia had provisionally approved the current One-Stops Centers as comprehensive centers pending more information and guidance from the State. Only two members of the Adult/Dislocated Worker/One-Stop Committee were present so she is recommending that the WDB approve as well. Mike Babb made the motion to approve. Jim Henry seconded. Motion carried with Lisa Adkisson, Beth Kelley, and Laura Gammage abstaining (due to their affiliation with the One-Stop Centers) and with no dissenting vote.

XII. Deana Perry, Community & Economic Development Representative, NWGRC

Deana Perry provided those present with an update on Economic Development activities in the Region.

Other

Bruce Bowman informed those present that he would be unavailable for the July meeting and suggested that the meeting date be change to July 27, 2016 (one week later than the regular meeting date). The WDB agreed to this change.

Mr. Bowman also informed those present that Sarah Harrison would be leaving NWGRC to work as a consultant for the State. He thanked her for her service.

Mr. Bowman reminded those present that the WDB By-Laws state that members who miss three consecutive meetings without responding to staff with an excuse reason for missing the meeting will be removed.

Adjourn

There being no further business, the meeting adjourned.