

Workforce Development Board of Northwest Georgia

Noon~ Wednesday, September 21, 2016

Georgia Northwestern Technical College, Calhoun, GA

Minutes

Attendance

WDB Members Present, County: **WDB Members Not Present, County:**

Guests/Visitors:

Mike Babb, Whitfield
Dickie Bone, Gordon
Bruce Bowman, Gordon
Jim Henry, Chattooga
Kerri Hosmer, Floyd
Beth Kelley, Walker
Lance McCravy, Paulding
Linda McEntire, Whitfield
Mike Murphy, Bartow
Mitchell Morgan, Gilmer
Paul Ray, Floyd
Mike Schwaderer, Haralson

Lisa Adkisson, Fannin
Carl Campbell, Murray
Laura Gammage, Polk
Michael Hamilton, Floyd
Seth Houts, Dade
Jack Killian, Catoosa
Robert Martin, Pickens
Cody McCarson, Polk
Jonathan Ray, Pickens

Brannon Baxter
Ann Bentley
Megan Conner
Kim Early
Lori Fields
Lucy Hale
Terrence Hale
Judy Holcombe
Sharon Holliday
Lynn Long
Jackie Magee
Lori McAllister
Lisa Payne
Tamika Phillips
Lisa Royal
Stephanie Searce
Sharon Spurling
Vicki Thompson
Barbara Tipton
Chris Upchurch
Vicki Wade
Gena Williams

Youth Committee Members Present:

Beth Kelley

Services To Individuals with Disabilities Committee Members Present:

Paul Ray

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Gwen Dellinger
Brandi Dover
Randy Gayler
Susan Gentry
Mallary Hawkins
Tammy Helbing
Jamy McDonald
Terri Morgan
Anthony Rucker
Judy Siddall
Phyllis Walker

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.

II. Consent Agenda. Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda containing the Minutes from the July 27, 2016 WDB/CCEO Annual Meeting, Performance Report, Dislocation Report, and Regional Job Analysis had been mailed and was attached for review. Beth Kelley made the motion to accept the Consent Agenda. Mike Schwaderer seconded. Motion carried unanimously.

III. Fiscal Report. Anthony Rucker

Anthony Rucker provided a Fiscal Report, "Georgia Department of Economic Development, Financial Status Report for WIA/WIOA, 8/1/2016--8/31/2016" (attached) for review. Mitchell Morgan made the motion to approve the report. Paul Ray seconded. Motion carried unanimously

IV. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley reported that the Youth Committee had approved a "Northwest Georgia Work Experience Policy" (attached) for the purpose of setting guidelines for WIOA youth participant work experience activities. Beth. Kelley made the motion to accept this policy. Lance McCravy seconded. Motion carried unanimously.

Ms. Kelley also informed those present that a Youth Resource Guide had been prepared by NWGRC staff and was available.

V. Services to Individuals with Disabilities Committee Report. Paul Ray

Paul Ray informed those present that NWGRC had also prepared a Disabilities Resource Guide and that it was also available.

VI. Proposal Review Committee Report and Recommendation. Mike Schwaderer

Mike Schwaderer presented a request from Georgia Northwestern Technical College to add the Medical Assistant Degree Program to the state Eligible Training Provider List (EPL). The school has offered this program for some time, but only their Medical Assisting Diploma program appears on the state EPL. The only difference in the programs is in the prerequisite programs, which WIOA does not pay for. The degree program

students take a slightly more difficult English and Math prerequisite. After they begin the occupational skill programs, which WIOA pays for, the courses and costs are identical, with three semesters total cost \$4,947. The Proposal Review Committee approved the request to submit the Medical Assisting Degree program to the state for inclusion on the state eligible provider list for Georgia Northwestern Technical College. Mike Schwaderer made the motion to accept this recommendation. Paul Ray seconded the motion. Motion carried with Kerri Hosmer (employed by Georgia Northwestern Technical College) abstaining and without dissenting vote.

Mr. Schwaderer informed the committee that Dignity Place in Acworth, GA had submitted an application to be added to the state EPL to conduct Certified Nurses Aid (CNA) classes. A site visit was conducted September 13, 2016 to visit the school. At the time of the visit, no classes were in session, and they had not been tracking their graduates to keep up with job retention. Also at this time, there are three other approved training sites for CNA in the area (Cartersville, Dallas, and also at Kennesaw State). Staff recommends at this time that the Dignity Place application be tabled until they can provide better tracking of graduates. At that time their application may possibly be reconsidered. Mike Schwaderer made the motion to accept table this request at this time. Mitchell Morgan seconded the motion. Motion carried unanimously.

VII. Northwest Georgia Plan

A. Adult Education. Gwen Dellinger

Gwen Dellinger informed those present that Adult Education had offered comments to the Northwest Georgia Plan. She stated that these seemed to be mostly grammatical in nature and that they would be incorporated into the Plan for submittal to the State by September 30, 2016.

B. Performance Measures. Gwen Dellinger

Ms. Dellinger then stated that staff had received the Performance Measures from the State and those would also be incorporated into the Plan.

Beth Kelley made the motion to accept the Adult Education changes and to add the Performance Measures to the Plan. Mike Schwaderer seconded. Motion carried unanimously.

VIII. Policies

A. Pre-Vocational. Phyllis Walker
Phyllis Walker presented the "Northwest Georgia Pre-Vocational Services and Training in Lieu of ITAs" Policy (attached). She stated that this policy is intended to cover services who lack occupational credentials/certifications and require short-term services to enhance and upgrade skills for employment. Eligibility guidelines and documentation requirements apply for these services. Beth Kelley made the motion to accept this policy. Lance McCravy seconded. Motion carried unanimously.

B. Re-Enrollment. Phyllis Walker
Ms. Walker then informed those present that, at times, individuals who have already received services through WIA/WIOA may need retraining (for example: previous training received is no longer in an area of the demand occupations in the region or the individual has been laid-off from a job in the previous area of training). Ms. Walker presented the "ITA Re-Enrollment Policy" (attached). She stated that previous training must have been completed at least three years prior to the re-enrollment date; eligibility criteria will apply; and the individual will need to follow a Career Pathway. She also stated that any exceptions to this policy will be presented to the WDB for approval or, in the event that time constraints apply, the Chairman of the WDB will be asked to approve the exception. Mike Babb made the motion to approve this policy. Paul Ray seconded. Motion carried unanimously.

C. ITA. Phyllis Walker
Ms. Walker then presented the "Individual Training Account" Policy (attached). She stated that all references to "WIA" had been changed to "WIOA" and references to "Workforce Investment Board" had been changed to "Workforce Development Board."

Ms. Walker stated that item number seven on page one previously read, "PELL funds may be combined with W IA funds to cover total expenses." This item now reads, "All grants must be applied towards tuition and fees prior to the use of WIOA funding." Additionally, Ms. Walker informed those present that the following had been removed from item number nine on page two: "(b) The customer must have a work history or educational background that relates to the occupational goal." Lance McCravy made the motion to approve this policy. Paul Ray seconded. Motion carried unanimously.

D. Incumbent Worker Policy. Susan Gentry
Susan Gentry reminded the WDB that WIOA stresses the importance of work-based training. She stated that, using the Federal Regulations and researching other states' incumbent worker programs, staff has developed "Incumbent Worker Training Policies" (attached). Ms. Dellinger stated that a correction to

the policy needed to be made indicating that the maximum that can be spent on incumbent worker training (under the law) is 20%. Beth Kelley made the motion that the Incumbent Worker policy be accepted with the noted correction. Jim Henry seconded. Motion carried unanimously.

IX. One-Stop..... Susan Gentry

Ms. Gentry presented the "Evaluation of Location Costs for One-Stop Center" (attached). She stated that an analysis had been conducted to determine the most cost efficient location for a Comprehensive One-Stop Center in Rome. (Ms. Dellinger informed those present the State had advised our area to have only one Comprehensive One-Stop center in the Region and that the Council of Chief Elected Officials had voted at their last meeting to approve Rome for the site of the required Comprehensive One-Stop Center based upon the representation of required partners in Rome and with approval of the Northwest Georgia Workforce Development Board) Ms. Gentry stated that the Georgia Department of Labor Rome Career Center was the most cost efficient by far. Mike Babb made the motion to approve the Rome Career Center as the site of the Comprehensive One-Stop Center in Rome. Mike Schwaderer seconded. Motion carried with Beth Kelley (employed by the Georgia Department of Labor) and with no dissenting vote.

X. Monitoring..... Gwen Dellinger

Ms. Dellinger informed those present that the Georgia Department of Economic Development--Workforce Division (GDEcD) had spent a week in our area monitoring and that there were no program findings. She stated that there were two financial findings and that the Finance Department was corresponding with GDEcD to resolve those issues. A formal report will be shared with the WDB and CCEO when it is provided. Phyllis Walker also stated that all monitoring had been completed on providers with no significant findings.

XI. Northwest Georgia Housing Authority Grant Letter..... Gwen Dellinger

Ms. Dellinger presented a request from the Northwest Georgia Housing Authority in response to the 2016 ROSS for Education Grant Request for Proposal whereby NWGRC will commit resources. She stated that there was no transfer of funds but rather in-kind services/resources for approximately five individuals (training and support). Paul Ray made the motion to accept this request. Jim Henry seconded. Motion carried unanimously.

XII. November Meeting Location. Gwen Dellinger

Ms. Dellinger informed those present that staff had contacted Lake Point Sporting Community regarding having our next WDB meeting there and possibly taking a tour of their facilities afterward. She stated that this change in location would need to be voted on by the WDB. Paul Ray made the motion to accept this change in location for the November meeting. Lance McCravy seconded. Motion carried unanimously.

XIII. "Plumbers and Pipefitters Apprenticeship Information," Lance McCravy and Brannon Baxter, Plumbers, Pipefitters, and HVACR Technicians, Local 72

Lance McCravy and Brannon Baxter gave a presentation regarding the Five Year Apprenticeship and Journeyman Training (PowerPoint attached).

Other

Mr. Bowman reminded those present that a "New WDB Member Orientation" would be held immediately after the WDB Meeting.

Adjourn

There being no further business, the meeting adjourned.