

# Workforce Development Board of Northwest Georgia

Noon~ Wednesday, April 12, 2017

Georgia Northwestern Technical College, Calhoun, GA

## Minutes

### Attendance

**WDB Members Present, County:**

Lisa Adkisson, Fannin  
Dickie Bone, Gordon  
Bruce Bowman, Gordon  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Todd Hooper, Polk  
Robert Martin, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Paul Ray, Floyd  
Mike Schwaderer, Haralson

### Youth Committee Members

**Present:**

Eric Waters

**WDB Members Not Present, County:**

Carl Campbell, Murray  
Laura Gammage, Polk  
Kerri Hosmer, Floyd  
Seth Houts, Dade\*  
Beth Kelley, Walker  
Jack Killian, Catoosa\*  
Lance McCravy, Paulding\*  
Mike Murphy, Bartow  
Jonathan Ray, Pickens

### NWGRC Staff:

Carolyn Barrett  
Karla Conetta  
Joey Cumbie  
Brandi Dover  
Randy Gayler  
Mallary Hawkins  
Tammy Helbing  
Lesia Lambert  
Jamye McDonald  
Julie Meadows  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

**Guests/Visitors:**

Tracie Albelar  
Ann Bentley  
Ylonda Campbell  
Kim Early  
Cynthia Farmer  
Lori Fields  
Tara Gridinch  
Lucy Hale  
Lynn Long  
Lisa Payne  
Lori Royal  
Vicki Thompson  
Barbara Tipton

*\*resigned*

I. Welcome ..... Bruce Bowman

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. Mr. Bowman also welcomed Lesia Lambert as the new Director of Workforce Development at Northwest Georgia Regional Commission.

II. Consent Agenda ..... Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda containing a Dislocation Report, Regional Job Analysis, and Mobile Career Center Report had been mailed and was attached for review. Mitchell Morgan made the motion to accept the Consent Agenda. Mike Schwaderer seconded. Motion carried unanimously.

Mr. Bowman noted that a change had been made on the Minutes from the January 18, 2017 meeting to reflect the correct date for the Fiscal Report as "12/31/16" on page 2. Mitchell Morgan made the motion to accept the Minutes with the noted change. Jim Henry seconded. Motion carried unanimously.

III. Correction to September 2016 Minutes ..... Bruce Bowman

Mr. Bowman informed those present that a correction needed to be made to the September 21, 2016 Minutes to reflect the addition of the word "abstaining" (page 5, in bold). Mitchell Morgan made the motion to accept the Minutes with the noted change. Jim Henry seconded. Motion carried unanimously.

IV. Fiscal Report/Budget Transfer ..... Anthony Rucker

Anthony Rucker provided a Budget for WIOA 2017-2018, 4/12/17" (attached) for review. Michael Hamilton made the motion to approve the Fiscal Report. Mitchell Morgan seconded. Motion carried unanimously.

Mr. Rucker also presented a request to transfer \$800,000 from Dislocated Worker to Adult funds to better use the remaining funds and maximize the upcoming year's funds. Paul Ray made the motion to approve this transfer. Mike Schwaderer seconded. Motion carried unanimously.

V. Monitoring . . . . . Phyllis Walker

Phyllis Walker informed those present that our area had undergone Data Validation monitoring and that Menelik Alleyne, WIOA Workforce Director, Georgia Department of Economic Development, Workforce Division, had sent a letter congratulating our area for exemplary files and no findings.

VI. Services to Individuals with Disabilities Committee

Report and Recommendations . . . . . Paul Ray

Paul Ray presented a copy of the Goals for the Services to Individuals with Disabilities Committee and informed the Board that the next cross training for the Rome Career Center One-Stop staff would take place on April 21, 2017 at the Rome Career Center.

VII. Proposal Review Committee Report and Recommendations . . . . . Mike Schwaderer

A. New Programs/New Providers . . . . . Mike Schwaderer

Southeast Lineman Training Center has requested that their Communications Lineworker Program (CLP) be submitted to the state for inclusion on the Eligible Provider List. Since beginning the program in July of 2016, they have had an 86% completion rate and a 75% employment rate, with an average starting wage of \$15 per hour. The program covers areas such as Telecom Line Work, Rigging Fundamentals, and Introduction to Telecommunications Cables.

It is a 225 clock hour course, which runs 6 weeks. The total cost is \$6,500 which includes climbing gear, tools, CLP training manual, application fee, lab, and certification fees. Completers earn an industry recognized certificate for the Communication Lineworker Program, along with an OSHA certification, and National Safety Council certificates in Flagging Procedures and Defensive Driving.

Jim Henry made the motion to approve this request. Paul ray seconded. Motion carried unanimously.

B. Career Services Contracts . . . . . Mike Schwaderer

Mr. Schwaderer then presented the "Northwest Georgia Regional Commission Adult/Dislocated Worker Career Advisers Recommendations" (attached). Mr. Bowman asked why the cost per participant was different for each provider. Brandi Dover stated that the providers estimate the costs based upon support

costs (due to travel and childcare); some programs are more expensive than others; and the number of staff is different at each provider. Michael Hamilton made the motion to approve the Career Advisers budgets and slots for PY 2017-2018, contingent on the receipt of funds from the Georgia Department of Economic Development Workforce Division and successful negotiations. Robert Martin seconded. Motion carried unanimously.

Contractor		PY 16/17 Contracted Slot Level	PY 16/17 # of Slots Filled	PY 16/17 Contracted Budget	PY 17/18 Projected # to Serve	PY 17/18 Oper. & Tuition Requested	PY 17/18 Support Requested	PY 17/18 TOTAL Budget Requested	Recommendations
Chattahoochee Technical College	Adult	75	62	\$ 405,440	75	\$ 318,714	\$ 75,000	\$ 393,714	Staff recommends funding 100 slots with a total budget cost not to exceed \$526,618 with the flexibility to negotiate slots.
	DW	25	20	\$ 135,146	25	\$ 107,904	\$ 25,000	\$ 132,904	
<b>TOTAL</b>		<b>100</b>	<b>82</b>	<b>\$ 540,586</b>	<b>100</b>	<b>\$ 426,618</b>	<b>\$ 100,000</b>	<b>\$ 526,618</b>	
Georgia Highlands College	Adult	58	54	\$ 463,596	60	\$ 355,725	\$ 136,000	\$ 491,725	Staff recommends funding 70 slots with a total budget cost not to exceed \$578,500 with the flexibility to negotiate slots.
	DW	12	5	\$ 81,811	10	\$ 62,775	\$ 24,000	\$ 86,775	
<b>TOTAL</b>		<b>70</b>	<b>59</b>	<b>\$ 545,407</b>	<b>70</b>	<b>\$ 418,500</b>	<b>\$ 160,000</b>	<b>\$ 578,500</b>	
Georgia Northwestern Technical College	Adult	136	54	\$ 914,059	116	\$ 678,334	\$ 259,000	\$ 937,334	Staff recommends funding 165 slots with a total budget cost not to exceed \$1,339,048 with the flexibility to negotiate slots.
	DW	64	9	\$ 430,147	49	\$ 290,714	\$ 111,000	\$ 401,714	
<b>TOTAL</b>		<b>200</b>	<b>63</b>	<b>\$1,344,206</b>	<b>165</b>	<b>\$ 969,048</b>	<b>\$ 370,000</b>	<b>\$1,339,048</b>	
West Georgia Technical College	Adult	30	24	\$ 313,493	30	\$ 223,646	\$ 96,480	\$ 320,126	Staff recommends funding 40 slots with a total budget cost not to exceed \$477,800 with the flexibility to negotiate slots.
	DW	10	5	\$ 154,407	10	\$ 110,154	\$ 47,520	\$ 157,674	
<b>TOTAL</b>		<b>40</b>	<b>29</b>	<b>\$ 467,900</b>	<b>40</b>	<b>\$ 333,800</b>	<b>\$ 144,000</b>	<b>\$ 477,800</b>	

		Carryover 15-16	
		Adult	DW
Chatt. Tech College		27	8
GA Highlands College		46	4
GA NW Tech College		75	36
West GA Tech College		48	12

		Carryover 16-17	
		Adult	DW
		29	10
		76	8
		89	23
		40	6

C. Performance . . . . . Mike Schwaderer

Mr. Schwaderer informed those present that, at this time, performance was not available due to this being a "transition" year from WIA to WIOA.

D. OJT . . . . . Mike Schwaderer

Mr. Schwaderer then presented the Board with the following "Work-Based Training PY 2017 Recommendation" (attached).

WBT Provider	Current Year PY 2016	Requested Slots for PY 2017	Contract Budget Request	Worksite and IWT Reimbursement Request	Total Requested	Recommendation
Georgia Department Of Labor	78 Adults	78 Adults	\$262,471 Adult	\$380,000 Adult	\$642,471 Adult	Summary: \$589,000 contract; \$777,561 worksites and IWT reimbursement to employers; for a total not to exceed \$1,366,561. Staff also requests the flexibility to negotiate slots upward as needed.
	52 DW	52 DW	\$262,471 DW	\$263,561 DW	\$526,032 DW	
	25 Youth	15 Youth	\$64,058 Youth	\$59,000 Youth	\$123,058 Youth	
	25 IWT	60 IWT	N/A	\$75,000 IWT	\$75,000 IWT	
	180 Total	205 Total	\$589,000 Total	\$777,561 Total	\$1,366,561 Total	

Enrollments	PY16-17 Contracted Slots	Current Enrollments to date	
Adult	78	69	On-target
DW	52	67	Exceeded Goal
Youth	25	8	Not meeting
IWT	25	42	Exceeded Goal
Total	180	186	Exceeded Total Goal

Jim Henry made the motion to accept these recommendations. Michael Hamilton seconded. Motion carried with Lisa Adkisson abstaining (due to her employment with Georgia Department of Labor) and with no dissenting vote.

E. Adult Education Application . . . . . Mike Schwaderer

Mr. Schwaderer informed those present that NWGRC Workforce Staff had reviewed and evaluated Requests for Agreement for Adult Education Services. Lesia Lambert asked that the Board approve this review. Robert Martin made the motion. Paul Ray seconded. Motion carried unanimously.

F. Conference Board . . . . . Mike Schwaderer

Mr. Schwaderer presented "The Conference Board Recommendation" (attached). He stated that the Workforce Development of the Northwest Georgia Regional Commission requested to renew the contract with The Conference Board for the use of their labor market analyzer portal provided by CEB TalentNeuron (previously Wanted Analytics). The labor market analyzer portal is a comprehensive virtual "one stop" software that provides the ability to access current and historical labor market data (current job openings, compare employment related data from multiple locations and time spans using jobs data and employment data from state and federal sources). Staff recommended approval to renew the contract with The Conference Board for the unlimited use of the online subscription for the labor market analyzer portal provided by CEB TalentNeuron at a cost not to exceed \$6,000 for one year (July 1, 2017 - June 30, 2018). Mr. Morgan asked if there were other providers. Tammy Helbing responded that a Request for Proposal had been issued in 2016 and that The Conference Board had been chosen and was in the second year of a three year bid. Jim Henry made the motion to approve this contract renewal. Mr. Morgan seconded. Motion carried unanimously.

G. UI Lookup Contract . . . . . Mike Schwaderer

Mr. Schwaderer then presented the Board with the "Data Inquiry/Look-Up Summary" (attached). He stated that staff uses the Georgia Department of Labor's screens to look up pertinent information on participants. He stated that it was staff's recommendation to renew this contract for PY 2017-2018 in the amount of \$10,000. This is an increase of \$2,000 is due to the increased inquiries that have been recorded in the current year and the uncertainty of future layoffs and company closures. Jim Henry made the motion to approve this contract renewal. Robert Martin seconded.

Motion carried with Lisa Adkisson abstaining (due to her employment with Georgia Department of Labor) and without dissenting vote.

VIII. Youth Committee Report and Recommendations . . . . . Eric Waters

Eric Waters, member of the Youth Committee, informed those present that the Youth Committee had met and approved the following budgets for Youth Providers (attached) with the flexibility to increase or decrease contract slots as needed.

Providers	Contract	Slots	Work Experience	Support	Total
Chattooga Board of Education	51,129	35	75,000	NA	126,129
Fannin Board of Education	54,900	35	60,000	10,000	124,900
Gilmer Board of Education	60,010	38	66,292	10,000	136,302
Endless Opportunities	363,846	95	100,000	35,000	498,846
GNTC	816,898	220	110,000	60,000	986,898
Rome City Schools Board of Education	85,879	40	115,000	NA	200,879
Paxen Learning Center	360,514	90	75,000	35,000	470,514
	1,793,176	553	601,292	150,000	2,544,468

Paul Ray made the motion to approve these recommendations, pending receipt of contract documentation, successful negotiations, and funds received from the Georgia Department of Economic Development-Workforce Division. Mike Schwaderer seconded. Motion carried unanimously.

Mr. Waters also noted that a copy of the Youth Committee Goals and Objectives had been included for information.

IX. Policies and Procedures

A. Procurement Policy (attached)

Susan Gentry presented the revised Procurement Policy (attached, changes in yellow). She stated that the policy had been revised to better align with the Federal Regulations. Robert Martin made the motion to approve this policy. Paul Ray seconded. Motion carried unanimously.

B. Disaster Plan (attached)

Jamye McDonald presented the "Northwest Georgia Disaster Response Plan and Emergency Contact List", attached. She stated that each area was required to have a disaster plan available for easy access should a situation occur when action was needed. The plan will also be sent to the State so that it may be accessed should conditions prevent staff in the Region from accessing it locally. Michael Hamilton made the motion to approve this policy. Linda McEntire seconded. Motion carried unanimously.

C. Out-of-State EPL (attached)

Randy Gayler presented the "Out-of-State EPL Policy", attached. He stated that, in order for WIOA students to access training through Out-of-State Training Providers not currently on the ETPL, the training providers must comply with the conditions set forth in the attached policy before the Local Workforce Development Board may consider contracting with the provider. He stated that the WDB would review and approve out-of-state training providers based on the needs of the local area and input provider information into the GWROPP for state approval. Mike Schwaderer made the motion to approve this policy. Paul Ray seconded. Motion carried unanimously.

D. Support Policy (attached)

Brandi Dover presented the revised "Support Policy" (attached) with changes highlighted. Robert Martin made the motion to accept this policy. Paul Ray seconded. Motion carried unanimously.

### Other/One-Stop

Ms. Lambert informed those present that two negotiations meetings pertaining to the One-Stop delivery system have taken place in accordance with directives outlined by the State Workforce Development Division. One stop partners were able to reach an agreement on how they will share in the cost of the comprehensive One-Stop in Rome and agreed to apply these same concepts to any affiliate sites to be designated.



Previously, the WDB approved the allocation to each partner program based on the number of Full-Time Equivalent (FTEs). While Data on FTEs will be collected, the Georgia Department of Labor has recommended a different approach using the number of participants seen at the Comprehensive One Stop (COS) by each of the partner programs. This allocation methodology will be used with the FTE methodology in the COS.

Ms. Lambert asked that the WDB give staff the authority to finalize and seek full execution of the One-Stop MOU and infrastructure Funding Agreements in accordance with the concepts and principles as discussed in the One-Stop Partner Negotiations. This authority also encompasses the required notification to the Governor that the Workforce Board and the One-Stop Partners in the Northwest Georgia Workforce Area have reached a consensus to the MOU, Infrastructure costs, and other shared cost. Mitchell Morgan made the motion to approve this request. Jim Henry seconded.

Mr. Bowman stated that the July meeting date will need to be changed due to other State meetings that staff will be required to attend. The Board will need to formally vote on this matter in May but for planning purposes, he informed the Board that the tentative date for the July meeting is July 12, 2017 at Georgia Northwestern Technical College.

Adjourn

There being no further business, the meeting adjourned.