

**Workforce Development Board
of Northwest Georgia
and Youth Committee Meeting**

Noon ~ Wednesday, May 17, 2017

Georgia Northwestern Technical College, Calhoun, GA

Minutes

Attendance

WDB Members Present, County:

Lisa Adkisson, Fannin
Bruce Bowman, Gordon
Laura Gammage, Polk
Michael Hamilton, Floyd
Jim Henry, Chattooga
Kerri Hosmer, Floyd
Todd Hooper, Polk
Beth Kelley, Walker
Robert Martin, Pickens
Linda McEntire, Whitfield
Mitchell Morgan, Gilmer
Mike Murphy, Bartow
Paul Ray, Floyd
Larry Stansell, Chattooga

Youth Committee Members

Present:

Ben Arp
Beth Kelley
Curtis Kingsley
Robb Gilstrap
Lisa Townsend
Eric Waters

**Services to Individuals with
Disabilities Committee Members**

Present:

Shelia Callaway
Paul Ray

WDB Members Not Present, County:

Dickie Bone, Gordon
Carl Campbell, Murray
Seth Houts, Dade*
Jack Killian, Catoosa*
Jonathan Ray, Pickens
Mike Schwaderer, Haralson
Carey Tucker, Floyd

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Brandi Dover
Lloyd Frasier
Mallary Hawkins
Tammy Helbing
Lesia Lambert
Jamy McDonald
Terri Morgan
Anthony Rucker
Phyllis Walker

Guests/Visitors:

Ben Avery
Ann Bentley
Shelia Callaway
Kim Conkle
Megan Conner
Kim Early
Cynthia Farmer
Lori Fields
Courtney Ford
Robb Gilstrap
Lucy Hale
Lynn Long
Jackie Magee
Lisa Payne
Jamecin Phillips
Tamika Phillips
Courtney Rouse
Lori Royal
Vicki Thompson
Barbara Tipton
Cathy Toles
Lisa Townsend
Julie Turner
Chris Upchurch
Shelby Ward
Eric Waters

**resigned*

I. Welcome Bruce Bowman/Beth Kelley

Bruce Bowman and Beth Kelley called the meeting of the Workforce Development Board to order and welcomed those present. 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 January 18, 2017 Minutes; a Dislocation Report; Regional Job Analysis; and Mobile Career Center Report had been mailed and was also attached for review. Mitchell Morgan made the motion to accept the Consent Agenda as presented. Paul Ray seconded. Motion carried unanimously.

III. Nominating Committee Report and Recommendation Jim Henry

Jim Henry presented the Board with the Workforce Development Board Officers. The Nominating Committee approved the following individuals:

- Bruce Bowman, Chairman*
- Mike Schwaderer, Vice-Chairman*
- Jim Henry, Secretary*

Mr. Henry then presented the Board with the Executive Committee. The Nominating Committee approved the following:

- Bruce Bowman*
- Jim Henry*
- Beth Kelley*
- Linda McEntire*
- Mitchell Morgan*
- Mike Schwaderer*

There being no nominations from the floor, Jim Henry made the motion to accept these recommendations for the Workforce Development Board Officers and the Executive Committee. Paul Ray seconded. Motion carried unanimously.

IV. Youth Committee Officers Lesia Lambert

Lesia Lambert presented the following slate of Youth Committee Officers:

- Beth Kelley, Chairman*
- Curtis Kingsley, Vice-Chairman*
- Eric Waters, Secretary*

There being no nominations from the floor, Jim Henry made the motion to approve this slate of Youth Committee Officers. Mitchell Morgan seconded. Motion carried unanimously.

V. Fiscal Report Anthony Rucker

Anthony Rucker provided a Fiscal Report (attached) for review. Mitchell Morgan made the motion to approve the Fiscal Report. Michael Hamilton seconded. Motion carried unanimously.

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

Paul Ray recommended adding the following individuals to the Services to Individuals with Disabilities Committee:

- Scott Jackson, Service Area Manager, Georgia Vocational Rehabilitation Agency
- Paul Workman, Business Operations Manager, Georgia Vocational Rehabilitation Agency

The Services to Individuals with Disabilities Committee approved these additions. Paul Ray made the motion to accept the nominations. Michael Hamilton seconded. Motion carried unanimously.

Mr. Ray also reported that Committee Members and NWGRC staff conducted cross-training with the Rome Comprehensive One-Stop Center Partners in April, 2017. GVRA staff will assess the Rome Comprehensive One-Stop Center and affiliates sites for ADA compliance and ADA etiquette to ensure that the One-Stop centers are "user friendly."

Mr. Ray stated that the Committee Goals and Objectives (updated) were attached for review.

VII. Proposal Review Committee Report and Recommendations Robert Martin

Robert Martin reported that a Request for Proposal had been issued for Financial tracking systems software. This software is used to track obligations for the year; updates for any changes which may occur in actual costs; and is used by career advisers to create vouchers to send to the NWGRC fiscal department based on actual costs.

Entre Solutions completed and submitted a Proposal for Financial Tracking for Individual Training Accounts. Staff evaluated the proposal and recommended approving this sole source contract for 15 users at a fee of \$90 per user per month. The total for the year would be \$16,200. Entre will only bill for actual user cost with a minimum of 10 users.

Cost per User	# of Users	Total Cost per Month	Total Cost for 1 year
\$90	Minimum of 10	\$900	\$10,800
\$90	15	\$1,350	\$16,200

Robert Martin made the motion to approve the recommendation for this sole source contract for 15 users at a fee of \$90 per user per month, not to exceed \$16,200. Beth Kelley seconded. Motion carried unanimously.

Mr. Martin then presented the list of Individual Training Account (ITA) Providers for the 2017 fiscal year, 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*
- International Union of Operating Engineers (IUOE) Local 926 - RAP*
- Katlaw Driving School*
- Kennesaw State University*
- North Georgia Technical College*
- Northwest Georgia RESA - GaTAPP*
- R.S. Thomas Training Associates*
- Southeast Lineman Training Center*
- Training Center of Northwest Georgia*
- Truck Institute of Forsyth*
- Truck Institute of Oxford Alabama*
- Chattahoochee Technical College*
- Georgia Highlands College*
- Georgia Northwestern Technical College*
- West Georgia Technical College*

Robert Martin made the motion to approve these ITA Providers, pending the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list. Motion carried with Kerri Hosmer and Laura Gammage abstaining (due to their employment with Georgia Northwestern Technical College and West Georgia Technical College, respectively). Motion carried without dissenting vote.

VIII. HDCl Grant Update. Lesia Lambert

Lesia Lambert reminded those present that our Region had applied for a High Demand Career Initiative grant in March. Ms. Lambert reported that Region 1's application for the HDCl Sector Partnership grant had been approved and our Region had been awarded a grant in the amount of \$232,200 (letter from Georgia Department of Economic Development, Workforce Division attached).

IX. Travel Policy Phyllis Walker

Phyllis Walker informed those present that the "Workforce Development Board of Northwest Georgia Travel Policy" (attached) had been modeled on the Northwest Georgia Regional Commission Travel Policy and that every attempt had been made to address most WDB travel circumstances including lodging, transportation, incidentals, and meals. Jim Henry made the motion to accept this policy. Robert Martin seconded. Motion carried unanimously.

X. WDB Committee Membership Bruce Bowman

Bruce Bowman informed those present that a listing of the Workforce Development Board Committee Membership had been included for reference.

XI. Designation of Executive Committee Lesia Lambert

Lesia Lambert reminded 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. State Certification was received on May 12, 2017 from the State requiring that the Comprehensive One-Stop Center as well as the affiliate sites be certified by June 30, 2017. The certification process is extensive and could not be completed prior to the regularly scheduled May meeting. In order to be respectful of the Board's time, Ms. Lambert asked that the WDB delegate the authority to the Executive Committee to convene and act on behalf of the WDB for the certification of the Comprehensive and Affiliate One-Stop Centers. Paul Ray made the motion to accept this request. Jim Henry seconded. Motion carried unanimously.

XI. Change in July Meeting Date Terri Morgan

Terri Morgan informed those present that, due to a conference that would need to be attended by Lesia Lambert and others, staff had spoken with Mr. Bowman about changing the meeting date of the July WDB Meeting to July 12, 2017 (the second Wednesday). Ms. Morgan asked the Board to approve this change in date. Mitchell Morgan made the motion to approve changing the July WDB Meeting date. Beth Kelley seconded. Motion carried unanimously.

Other

Adjourn

There being no further business, the meeting adjourned.