

**Annual Meeting
Joint Meeting
Workforce Investment Board (WIB) of Northwest Georgia, Inc.,
Council of Chief Elected Officials of Northwest Georgia, and
Youth Council**

12:00 p.m. ~ Wednesday, July 17, 2013
Calhoun Convention Center, Calhoun, GA

Minutes

Attendance - WIB

WIB Members Present, County:

Mike Babb, Whitfield
Bruce Bowman, Gordon
Shelia Callaway, Gordon
Rick Goble, Pickens
Ruth Goff, Dade
Loraine Green, Fannin
Jim Henry, Chattooga
Beth Kelley, Walker
Jack Killian, Catoosa
Molly Majestic, Floyd
Lance McCravy, Paulding
Mitchell Morgan, Gilmer
Jonathan Ray, Pickens
Mike Schwaderer, Harlason
Dr. John Schwenn, Whitfield
Dr. Pete Snell, Harlason

Youth Council Members:

Gail Brown
Erica Cambell
Curtis Kingsley
Molly Majestic
Angie Robinson

**resigned*

WIB Members Not Present, County:

Cecelia Carson, Paulding
Carl Campbell, Murray
Lisa Clark, Polk
Brian Cooksey, Whitfield
Angie Douglass, Floyd
Ryan Enos, Catoosa
Troy Frantzen, Gordon
Lloyd Frasier, Floyd
Jerry Garland, Bartow*
Jeff Gazaway, Gordon
Gussie Harris, Paulding
Ed James, Floyd
Parnick Jennings, Bartow
Eric McDonald, Polk
Pete McDonald, Floyd
Ryan Morgan, Catoosa
Gerry Nechvatal, Pickens
Dan Penland, Murray
Lynne Reese, Floyd*
Joe Remillard, Whitfield
Bryan Shealy, Floyd
Tim Thompson, Bartow
Lewis Williams, Pickens

NWGRC Staff:

Karla Conetta
Gwen Dellinger
Randy Gayler
Susan Gentry
Sarah Harrison
Terri Morgan
Anthony Rucker
Alex Tejada
Phyllis Walker

Guests/Visitors:

Lisa Adkisson
Kayla Bates
Ann Bentley
Cathy Corley
Susan Doesburg
Kim Earley
Tracey Esmann
Lori Fields
Kelly Gribble
Lucy Hale
Anne Henry
Krista Kennedy Leonard
Lynn Long
Lori McAllister
Scott McNabb
Lisa Payne
Anne Rapp
Paul Ray
Connie Smith
Sharon Spurling
Vicki Thompson
Chris Upchurch
Vicki Wade
Dawne White
Lydia Witt

Attendance--CCEO

CCEOs Present or Represented, County:

Joe Barger, Catoosa (proxy Ted Rumley)
Ted Rumley, Dade
Donna Whitener, Fannin (proxy, Ted Rumley)
Irwin Bagwell, Floyd (proxy, Mike Babb)
Allen Poole, Haralson (proxy, Ted Rumley)
David Austin, Paulding (proxy, Mike Babb)
Robert Jones, Pickens (proxy, Ted Rumley)
Bebe Heiskell, Walker (proxy, Ted Rumley)
Mike Babb, Whitfield

CCEOs Not Present or Represented, County

Steve Taylor, Bartow
Jason Winters, Chattooga
Al Hoyle, Gilmer
Jimmy Palmer, Gordon
Brittany Pittman, Murray
Jason Ward, Polk

I. Welcome Bruce Bowman/Ted Rumley/Angie Robinson

Bruce Bowman, Ted Rumley, and Angie Robinson called the meeting to order. It was established that a quorum was present for the WIB, CCEO and Youth Council. Mr. Bowman asked how the CCEOs and Youth Council wished to proceed. It was agreed that the meeting would be held jointly with the Chief Elected Officials and WIB voting jointly except for the nominations vote.

II. Consent Agenda Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda (consisting of Minutes from the WIB and CCEO and a report from GOWD), attached had been mailed for review. Shelia Callaway made the motion that the Consent Agenda be accepted. Lance McCravy seconded. Motion carried unanimously.

III. Officers/Executive Committee Members Bruce Bowman

Mr. Bowman asked that private industry members who were interested in serving on a Nominating Committee stay after the WIB meeting to elect a slate of Officers and the Executive Committee for consideration at the next WIB meeting.

IV. Youth Council Report and Recommendations Angie Robinson

Angie Robinson, acting as chairperson in the absence of Angie Douglass, reported that the Floyd County Board of Education Line Item Budget (attached) shows the contract budget amount and the amount approved for participant wages.

Forty-two Thousand Four Hundred Ninety-nine (\$42,499) dollars was paid out in participant wages leaving a balance of Sixty-nine Thousand Nine Hundred Sixty-five (\$69,965) dollars not expended in participant wages this program year that was budgeted.

Ms. Robinson stated that Dr. Jeff McDaniel, Floyd County Board of Education Superintendent, has requested funds on the June reimbursement to cover the overage of \$7,742.63 that Floyd BOE paid out for the Edmentum/Ed Option invoice dated June 26, 2013. Twenty-five (25) students were assisted and received their high school diploma through the Ed Options Online Academy. Although the contract is exceeded, the total amount for participant wages that was budgeted outside of this total still has \$69,965 left. Ms. Robinson stated that staff recommended approving the reimbursement to Floyd County Schools in the amount of \$7,743, the overage paid out by Floyd County Board of Education for the Ed Option's Invoice. This amount, although exceeding the contract amount, does not exceed the amount approved for the program and the program will be underspent by \$62,222, but will have served the number of youth targeted to be served. Curtis Kingsley made the motion that this request be accepted. Gail Brown seconded. Motion carried unanimously for the Youth Council without dissenting vote.

Ms. Robinson also reported that the following nominations had been received:

- A. Dr. Jeff McDaniel, Superintendent, Floyd County Schools, has nominated Eric Waters, Principal/CEO/CTAE Director, Floyd County Schools College and Career Academy, to replace Lynne Reese.
- B. Ed James, Regional Director, Region 1, Vocational Rehabilitation (GVRA) nominated Paul Ray, Unit Manager, Rome Office, Vocational Rehabilitation (GVRA) to replace Brian Spillers.

Curtis Kingsley made the motion that these nominations be accepted. Gail Brown seconded. Motion carried unanimously for the Youth Council.

Bruce Bowman asked for a motion from the WIB to accept the Youth Council actions. Rick Goble made the motion. Loraine Green seconded. Motion carried unanimously.

V. WIB Membership (CCEOs Only) Ted Rumley

Mr. Rumley stated that the following WIB nominations had been received:

- A. Dr. Jeff McDaniel, Superintendent, Floyd County Schools, has nominated Eric Waters, Principal/CEO/CTAE Director, Floyd County Schools College and Career Academy, to replace Lynne Reese.
- B. Linda Manis, Georgia Department of Labor, has nominated Lisa Adkisson, Regional Coordinator, Region 1, to replace Jerry Garland (contingent upon receipt of a signed nomination form).

Lisa Adkisson stated that she had the signed nomination form from Ms. Manis. Mike Babb made the motion to accept these nominations. Ted Rumley seconded. Motion carried unanimously for the CCEOs.

Mr. Rumley also stated that the following Youth Council nominations had been received:

- A. Dr. Jeff McDaniel, Superintendent, Floyd County Schools, has nominated Eric Waters, Principal/CEO/CTAE Director, Floyd County Schools College and Career Academy, to replace Lynne Reese.
- B. Ed James, Regional Director, Region 1, Vocational Rehabilitation (GVRA) nominated Paul Ray, Unit Manager, Rome Office, Vocational Rehabilitation (GVRA) to replace Brian Spillers.

Mike Babb made the motion that these nominations be accepted. Ted Rumley seconded. Motion carried unanimously for the CCEOs.

VI. Financial Report Anthony Rucker

Anthony Rucker provided a financial report for review. He stated that reports were included for GOWD and DOL. Ted Rumley stated that he was very appreciative of the work that Gwen Dellinger and Mr. Rucker had done. Mike Schwaderer made the motion that the report be accepted. Lance McCravy seconded. Motion carried unanimously.

VII. Executive Committee Report and Recommendations Bruce Bowman

Mr. Bowman stated that the Executive Committee had met prior to the WIB meeting. Mr. Bowman stated that a copy of the By-Laws, revised as a result of new laws, had been sent to each WIB and CCEO member prior to the meeting and were also provided in the packet. The changes are as follows (original text crossed out; copy attached):

ARTICLE IX - QUORUM

~~Whenever at least eight (8) of the counties which comprise the Northwest Georgia Workforce Investment Area are represented by being present (with the exception of the Chief Elected Official) by at least one (1) legally qualified member, the WIB shall be considered to have a quorum and may conduct business.~~

Whenever at least one-third of the directors are present, the WIB shall be considered to have a quorum and may conduct business.

ARTICLE X - VOTING

~~Each director shall be entitled to one (1) vote on each matter brought before the WIB. With the exception of the person representing the Chief Elected Official, the director must be present in order to cast a vote; there shall be no voting by proxy except for the elected official representing the Chief Elected Officials on the WIB. His/her proxy may vote for him/her in the event that he/she cannot attend the meeting.~~

~~In all voting matters directors shall adhere to the WIB Code of Conduct relating to Conflict of Interest.~~

ARTICLE X - VOTING

Each director shall be entitled to one (1) vote on each matter brought before the WIB. The director must be present in order to cast a vote.

In all voting matters, directors should adhere to the WIB Code of Conduct relating to the Conflict of Interest and should submit, upon their appointment to the WIB, a signed conflict of interest statement to the workforce administrative entity.

ARTICLE VI - OFFICERS AND DUTIES

~~The officers of the WIB shall consist of a Chairman, a Vice-Chairman, and Secretary/Treasurer elected by the WIB. The Chairman and Vice-Chairman must be representatives of the private sector. The terms of the officers shall begin in July and shall be a one (1) year or until their successors are duly elected and qualified. The WIB may fill vacancies for officers at any meeting. Initial elections shall be through June 30, 2001 with the full one (1) year term to commence July 1, 2000.~~

~~If during their term of office, the Chairman or Vice-Chairman should no longer be a representative of private sector, the position shall be declared vacant and be filled in accordance with Article IV of these By-Laws.~~

~~The Chairman shall preside at the meetings of the WIB and shall see that all orders and resolutions of the WIB are communicated to the proper persons or entities for implementation. He/she shall execute all documents on behalf of the WIB.~~

~~The Vice-Chairman shall perform the duties of the Chairman in his/her absence. Should the Chairman vacate his/her office prior to the end of his/her term, the Vice-Chairman shall assume the Chairmanship for the remainder of the term.~~

~~Should this action occur and the Vice-Chairmanship position become vacant, the directors shall elect a replacement by and from the membership of the WIB.~~

~~The Secretary/Treasurer [or his/her designee(s) who may be staff member(s) of the administrative entity performing Workforce investment services] shall attend and keep the Minutes of all meetings of the WIB. He/she shall have charge of the records of the WIB and shall, in general, perform all duties incident to the position of Secretary/Treasurer, subject at all times to the discretion and control of the WIB. He/she shall keep full and accurate accounts of receipts and disbursements on the books and deposit all monies and other valuable properties and effects in the name of and to the credit of the WIB administrative entity in such depository or depositories as may be designated by the WIB. He/she shall disburse the funds of the WIB administrative entity as ordered by the WIB and shall render to the WIB, whenever they may require an account of all its transactions and of the financial condition of the WIB administrative entity. The Secretary/Treasurer shall perform all other duties as shall be assigned by the WIB.~~

~~The WIB may appoint such other officers as the business of the WIB may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the By-Laws or as the WIB may determine.~~

ARTICLE VI - OFFICERS AND DUTIES

The officers of the WIB shall consist of a Chairman, a Vice-Chairman, and a Secretary/Treasurer. The Chairman shall be elected by the members representing the private sector or the WIB and should serve for a term of no more than two (2) years and shall serve for a term of no more than two (2) terms. The Vice-Chairman and Secretary/Treasurer shall be elected by the WIB. The terms of these officers shall begin in July and shall be for two (2) years or until their successors are duly elected and qualified. The WIB may fill vacancies for officers at any meeting. If during his/her term of office, the Chairman should no longer be a representative of private sector, the position shall be declared vacant and shall be filled in accordance with these By-laws.

Mr. Bowman also stated that there was one correction that needed to be made. In Article VI, the following phrase should be changed from "private sector or the WIB to "private sector of the WIB." Mr. Bowman stated that the Executive Committee made the motion that the revised By-Laws be accepted. Rick Goble seconded. Motion carried unanimously.

Mr. Bowman asked Phyllis Walker to provide the remainder of the report. Ms. Walker informed those present that our area was monitored by the Governor's Office of Workforce Development (GOWD) during the week of July 8, 2013. An exit interview conference was conducted on July 12, 2013 and we were given a preliminary report (included in packet). GOWD provided feedback regarding two programmatic observations/findings that needed to be addressed. Two findings for the fiscal operations were noted and Anthony Rucker provided details. Staff

has begun provisions to address these observations. GOWD will submit to us an official report within approximately ten business days. Locally, we have completed our WIA monitoring for last program year. All outstanding findings and required actions were resolved (report included in packet).

Ms. Walker informed those present that the following policies had been updated:

- A. The Equal Opportunity Policy (included in packet, change in bold print) was revised to change the title of the person responsible for complaints at the Governor’s level from Executive Director to the State WIA EO Officer.
- B. The Whistle Blower (included in packet) was developed as a result of guidance from the State.
- C. The Support Policy (included in packet) has been approved by the Georgia Department of Labor for the NEG customers. We are awaiting concurrence from the Governor’s Office of Workforce Development for providing support payments to the adults and dislocated workers who are enrolled in pre-vocational training or other approved intensive training. The payment will be at the discretion of the career adviser.

Beth Kelley made the motion that these changes to policies be accepted. Mike Schwaderer seconded. Motion carried unanimously.

VIII. Consortia Report and Recommendations Lisa Adkisson

Lisa Adkisson informed those present that the Consortia recommended approval for a policy that all One-Stop Career Centers would be monitored and re-certified every two years. Loraine Green made the motion that this policy be approved. Shelia Callaway seconded. Motion carried unanimously.

IX . Proposal Review Committee Report and Recommendations Mike Schwaderer

Mike Schwaderer reported the Proposal Review Committee did not have a quorum. He stated that Chattahoochee Technical College, through their Continuing Education Department, had submitted a new program request. This is for a Dental Assistant Certificate Program. This program prepares students for entry level positions in a fast growing health care position, Dental Assisting. The course is also ideal for students interested in future formal Dental Hygienist programs. Successful completers receive a Certificate/License recognized by the Dental Assisting National Board. This is a 9 week course that includes classroom and clinical experience. The cost, including books, is \$1,299. Mike Scwhaderer made the motion that this request be approved. Beth Kelley seconded. Motion carried with Rick Goble abstaining and without dissenting vote.

Mr. Schwaderer reported that, during the last meeting, when the WIB approved school budgets, contracts, and vendor agreements, the ITA Training Provider Agreements for Chattahoochee Technical College, Dalton State College, Georgia Highlands College, Georgia Northwestern Technical College, and West Georgia Technical College were inadvertently omitted. The ITA Training Provider Agreements go out with the school contracts and address general policies, record keeping, invoicing, etc. Pete Snell asked if a provider had to sign agreements for each area it served. Gwen Dellinger stated that not all areas required agreements.

Mike Schwaderer made the motion to approve the ITA Training Provider Agreements for the above schools. Lance McCravy seconded. Motion carried with Rick Goble, Dr. John Schwenn, and Pete Snell abstaining and with no dissenting vote.

X. House Bill 393, Hayley Yaun, Governor's Office of Workforce Development

Hayley Yaun provided an update on the implications of House Bill 393, as it applies to the WIB and CCEO.

Other

Ms. Dellinger informed those present that Mercy Senior Care and Whitfield County College and Career Academy had elected not to enter into a contract with Northwest Georgia Regional Commission to provide WIA services.

Adjourn

There being no further business, the meeting adjourned.