

Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, March 20, 2019
Gordon County Agricultural Services Center
Calhoun, Georgia

Minutes

Attendance-WDB

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

Guests/Visitors:

Lisa Adkisson, Fannin
Bruce Bowman, Gordon
Nicole Green, Polk
Michael Hamilton, Floyd
Jim Henry, Chattooga
Kerri Hosmer, Floyd
Scott Jackson, Pickens
Beth Kelley, Walker
Linda McEntire, Whitfield
Mitchell Morgan, Gilmer
Mike Murphy, Bartow
John Parton, Polk
April Rogers, Bartow

Donny Boswell, Haralson*
Illya Copeland, Murray
Shon Douglass, Gordon
Randy Long, Pickens
Cheryl Painter, Dade*
Rick Partain, Catoosa*
Larry Stansell, Chattooga
Carey Tucker, Floyd

NWGRC Staff:

Carolyn Barrett
Joey Cumbie
Karla Conetta
Brandi Dover
Susan Gentry
Tammy Helbing
Shane Holden
Lesia Lambert
Derrick McDaniel
Terri Morgan
Anthony Rucker

Ann Bentley
Sherry Cescutti
Cynthia Farmer
Lori Fields
Sharon Holliday
Chris Hord
Lynn Long
Lindia Moore
Anne Rapp
Sharon Spivey
Stephanie Scearce
Vicki Thompson
Barbara Tipton
Julie Turner
Chris Upchurch

Youth Committee Members Present:

Beth Kelley

**resigned*

I. Welcome Bruce Bowman

Bruce Bowman, Chairman of the Workforce Development Board called the meeting to order and welcomed those present. It was established that a quorum was present for the Workforce Development Board

II. Minutes Bruce Bowman

Mr. Bowman informed those present that a Consent Agenda (containing the Minutes from the January 16, 2019 meeting, a Dislocation Report, Mobile Career Center Report, and Performance Report) had been e-mailed and was also attached for review. Mitchell Morgan made the motion to approve the Consent Agenda. John Parton seconded. Motion carried unanimously.

III. Fiscal Report Anthony Rucker

Anthony Rucker provided the WDB with a financial report outlining funds expended, obligations, and available funds for Adults, Dislocated Workers, Youth, and HDCI for the period ending February 28, 2019 (attached). Beth Kelley made the motion to approve this report. Mitchell Morgan made the motion to approve. John Parton seconded. Motion carried unanimously.

IV. Executive Committee Report and Recommendations Bruce Bowman

Mr. Bowman noted that the Executive Committee had met prior to the WDB Meeting. He stated that the Technical College System of Georgia had conducted monitoring of Region 1 during the week of February 18, 2019. One finding was noted (handout attached): *Internal Control Environment - Lack of Updated Policies and Procedures*

He stated that the Required Action was to update all policies and contract templates to reflect all currently applicable federal citations and guidance and submit to OWD for review. He stated that staff was in the process of completing these tasks. Beth Kelley made the motion to accept these actions. Scott Jackson seconded. Motion carried unanimously.

V. Promoting Access for Individuals with Disabilities Council Report Scott Jackson

Scott Jackson reported that the Promoting Access for Individuals with Disabilities Council met on March 12, 2019. The Council discussed new goals and objectives and the addition of new Council Members (handout attached).

VI. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley stated that a nomination was received from Carol Willis for LaDonna Collins, Executive Director, Rome Floyd County Commission on Children and Youth. The Youth Committee approved this nomination. Beth Kelley made the motion that the WDB approve this nomination. April Rogers seconded. Motion carried unanimously.

Ms. Kelley reported that the Youth Credential Policy was changed to reflect WIOA language regarding how credentials are calculated and measured. The Youth Committee approved this change in policy. Beth Kelley made the motion that the WDB approve this change. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Kelley then presented the "Youth Supportive Services Policy," attached. She stated that changes were made to reflect that participants will be receiving support payments via direct deposit. For those participants without a bank account, debit cards will be issued. The Youth Committee approved this change in policy. Beth Kelley made the motion that the WDB approve this change. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Kelley also noted that a Youth Enrollment Report; Performance Report; and the Youth Committee Goals and Objectives were included for information. Additionally, the Youth Committee has also scheduled a work session on April 11, 2019 to revise and refine these goals.

VII. Policies

A. Adult Credential Policy Lesia Lambert

Lesia Lambert explained that, in preparation for the monitoring by the Technical College System of Georgia, staff noted that some policies needed updating. Language in the Adult Credential Policy was changed to reflect WIOA language and the method for calculating credentials (attached). Mitchell Morgan made the motion that the WDB approve this change in policy. Nicole Green seconded. Motion carried unanimously.

B. Basic Skills Policy Lesia Lambert

Ms. Lambert reported that his policy was updated to reflect WIOA guidelines regarding the definition of "basic skills deficient" for adults and youth (attached). Beth Kelley made the motion that the WDB approve this change in policy. Mitchell Morgan seconded. Motion carried unanimously.

C. Electronic Case File Management Policy. Lesia Lambert

Ms. Lambert stated that this policy had been approved in January 2019 but TCSG has made changes since then. The change to the policy consisted of changes to the files that are required to be uploaded. Previously, guidance was given that all participant case files needed to be uploaded. The new policy reflects that any participants enrolled after January 1, 2019 will need to be uploaded into the Georgia Work Ready Online Participant

Portal. Ms. Lambert noted the following regarding medical/disability-related information: "Any medical or disability-related information obtained about a particular individual, including information that could lead to the disclosure of a disability, must be collected on separate forms. All such information, whether in hard copy, electronic, or both, must be maintained in one or more separate files, apart from any other information about the individual, and treated as confidential. Whether these files are electronic or hard copy, they must be locked or otherwise secured (for example, through password protection)."

John Parton made the motion that the WDB approve this change in policy. Mitchell Morgan seconded. Motion carried unanimously.

VIII. WIOA Update Lesia Lambert

Ms. Lambert informed those present that a Bill was introduced (HB 123) to move WIOA from Technical College System of Georgia. Ms. Lambert stated that no action was taken on the Bill this legislative year.

Ms. Lambert also reported that Shaw Plant 84 in Chatsworth was scheduled to close on May 12, 2019, impacting approximately 260 individuals.

IX. High Demand Career Initiative Update Stephanie Scarce

Stephanie Scarce, Vice President, Economic Development Georgia Northwestern Technical College, gave an update on the High Demand Career Initiative and how the private sector, education, and workforce staff can work together.

X. Zach Thomas, Chick-fil-A

Zach Thomas, Owner/Operator of a Chick-fil-A franchise in Rockmart, provided a presentation on the topics of leadership and entrepreneurship.

Other

Adjourn

There being no further business, the meeting adjourned.