

Workforce Development Board of Northwest Georgia  
Executive Committee  
Wednesday, March 20, 2019, 11:30 a.m.  
Gordon County Agricultural Services Center  
Calhoun, Georgia

**Summary**

***Executive Committee Members Present:***

Bruce Bowman  
Jim Henry  
Beth Kelley  
Linda McEntire  
Mitchell Morgan  
Terri Morgan  
Mike Murphy

***Guests and Staff Present:***

Lesia Lambert

Bruce Bowman welcomed those present and called the meeting to order.

Lesia Lambert informed those present that the Technical College System of Georgia had conducted monitoring of Region 1 during the week of February 18, 2019. One finding was noted:

**Internal Control Environment - Lack of Updated Policies and Procedures**

Required Action: OWD requires that the LWDA complete tasks that include, but are not limited to, the following:

- Update all policies and contract templates to reflect all currently applicable federal law and guidance and submit to OWD for review.

Ms. Lambert reported that the changes in contracts and policies was in the process of being completed. She reminded the Committee that an Executive Committee must be called to approve monitoring findings. Beth Kelley made the motion that these actions be approved. Mitchell Morgan seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.