

Workforce Development Board of Northwest Georgia

Noon ~ Wednesday, January 16, 2019
Gordon County Agricultural Services Center
Calhoun, Georgia

Minutes

Attendance-WDB

WDB Members Present, County: **WDB Members Not Present, County:** **Guests/Visitors:**

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

Youth Committee Members Present:

Beth Kelley

Lisa Adkisson, Fannin
Dickie Bone, Gordon*
Donny Boswell, Haralson
Illya Copeland, Murray
Cheryl Painter, Dade
Rick Partain, Catoosa
Larry Stansell, Chattooga

NWGRC Staff:

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

Ann Bentley
Cynthia Farmer
Lori Fields
Lucy Hale
Sharon Holliday
Lindia Moore
Anne Rapp
Vicki Thompson
Barbara Tipton
Julie Turner
Chris Upchurch
Vickie Wade

**resigned*

I. Welcome Bruce Bowman

Bruce Bowman, Chairman of the Workforce Development 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 the Minutes from the November 16, 2018 meeting had been e-mailed and was also attached for review. Beth Kelley made the motion to approve the Minutes. Mitchell Morgan seconded. Motion carried unanimously.

III. WDB Bylaws Lesia Lambert

Lesia Lambert presented proposed changes to the Workforce Development Board Bylaws as follows (attached copy with changes crossed out and highlighted):

- Remove language regarding the transition from WIA to WIOA, page three
- Remove references to terms of "one-third" of the Board and replace with "one-half;" remove language regarding the appointment dates of 2016, 2017, and 2018, page five
- Remove language regarding terms of officers, page five
- Replace "Georgia Department of Economic Development, Workforce Division" with "Technical College System of Georgia, Office of Workforce Development," page eight.

Michael Hamilton made the motion to approve these changes. Jim Henry seconded. Motion carried unanimously.

IV. Fiscal Report Anthony Rucker

Anthony Rucker informed those present that reports had been included in the packets for Adults, Dislocated Workers, Youth, and HDCI for the period ending December 31, 2018 (attached). Beth Kelley made the motion to approve this report. Randy Long seconded. Motion carried unanimously.

V. Funds Transfer Anthony Rucker

Mr. Rucker presented a request from staff to move \$300,000 from FY18 Dislocated Worker funds to FY18 Adult funds. Jim Henry made the motion to approve this request. Mitchell Morgan seconded. Motion carried unanimously.

VI. Proposal Review Committee Report and Recommendations Linda McEntire

Linda McEntire informed those present that the Proposal Review Committee had met prior to the Workforce Development Board meeting.

She stated that Kennesaw State University had requested to add programs to the current Individual Training Account agreement. Kennesaw State University is located in Kennesaw, Georgia and is an approved training provider on the State Eligible Training Provider List (ETPL). Each program requested is already approved by the State on the ETPL. The new programs requested are as follows:

- Medical Office Assistant/Medical Billing and Coding Combo (MOA/MBCS) - This is a twenty-nine (29) week program with 204 classroom hours. Participants can earn three (3) credentials upon completion-- Certified Medical Administrative Assistant, Certified Billing and Coding Specialist, and Certified Professional Coder. Participants must be 18 years of age, have a High School diploma or GED, and a basic skills assessment. The cost of the Combo program is \$ 5,183.including supplies, books, fees, and tuition.
- AutoCAD Trio Certificate Program - This is a twenty-two (22) week program with 88 classroom hours. Participants can earn the Autodesk Certified User (ACU) credential upon completion. Participants must be 18 years of age, have a High School diploma or GED, and a basic skills assessment. The cost of the AutoCAD program is \$4,497, including supplies, books, fees, and tuition.
- Bookkeeper Professional Certificate Program - This is a fifteen (15) week program with 90 classroom hours. Participants can earn the Certified Bookkeeper credential, through American Institute of Professional Bookkeepers, upon completion of the program. Participants must be 18 years of age, have a High School diploma or GED, and a basic skills assessment. The cost of the Bookkeeper program is \$ 2,274 including supplies, books, fees, and tuition.

Ms. McEntire also presented a request from Chattahoochee Technical College to add a new program that will allow Adult Education students who are seeking their GED the chance to concurrently train in a Mechatronics with Forklift course in order to provide them a skillset, and credential, to gain employment in a high demand career. The Mechatronics with Forklift Program will be a ten (10) week program with 100 classroom hours. Participants can earn a forklift credential through CTC and the NOCTI-Mechatronics credential through NOCTI assessment. Participants must score as follows on the TABE test: 9.0 or higher on Reading; 6.0 or higher on Math; 6.0 or higher on Language; and have completed at least one quarter of Adult Education classes. The cost of the Mechatronic program is \$2,475. This includes supplies, books, fees, and credential costs including the GED test.

Ms. McEntire stated that the Proposal Review Committee had approved these additions. Beth Kelley made the motion to approve the program additions for Kennesaw State College and Chatthoochee Technical College. Nicole Green seconded the motion. Motion carried with Randy Long abstaining (due to his marriage to a staff member at Chattahoochee Technical College) and with no dissenting vote.

Ms. McEntire informed those present that the Georgia Department of Labor currently has \$75,000 in funds for Incumbent Worker Training (IWT) expenses. They have requested an additional \$75,900 in Adult funds, bringing the total to \$150,900. These training expenses are reimbursable directly to the employers/trainers and are not included in the Work Based Training contract. She explained that the decision to make this request is due to an increase in employer

participation. She stated that IWT has been completed by three employers during the current program year and there are an additional four employers in the application process or with contracts pending approval. The Proposal Review Committee approved an additional \$75,900 in Adult funds be added to the WIOA budget for Georgia Department of Labor to use for Incumbent Worker Training expenses and flexibility for staff to utilize Dislocated Worker (DW) funds, contingent upon availability of DW funds, should an employer want to use the training to avert a layoff. Michael Hamilton made the motion to approve the increase in Incumbent Worker Training funds for the Georgia Department of Labor. Jim Henry seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of GDOL funds), Beth Kelley abstaining (due to her employment with GDOL) and without dissenting vote.

Ms. McEntire presented a request from Georgia Highlands College (GHC) for an additional \$100,000 for participant training for the remainder of PY 18. Eighty-nine percent (89%) of the increase will be Adult funding and eleven percent (11%) will be Dislocated Worker funding. This will increase the Tuition line item from \$303,500 to \$403,500 and the total budget will increase from \$555,500 to \$655,500. She stated that this request involved many factors--the cost of training for medical programs at GHC increased Fall 2018; the policy regarding Pell disbursement changed at NWGRC; a high number of Northwest Georgia Regional Educational Services Agency enrollments; and GHC has enrolled more than half of their projected participants. This increase will help serve the remainder of the contracted participants and their carryover participants.

The Proposal Review Committee approved adding \$100,000 to GHC's budget for participant training costs. Mitchell Morgan made the motion to approve the increase in funds for Georgia Highlands College. Beth Kelley seconded the motion. Motion carried unanimously.

Ms. McEntire then informed those present that Chattahoochee Technical College (CTC) had requested an additional \$200,000 for participant training and \$50,000 for support services for the remainder of PY 18. Eighty percent (80%) of the increase will be Adult funding and twenty percent (20%) will be Dislocated Worker funding. This will increase the Tuition line item from \$140,000 to \$340,000 and the Support line item from \$70,000 to \$120,000; the total budget will increase from \$451,402 to \$701,402. CTC's initial request for the beginning of the year was budgeted too low. CTC has also enrolled more than half of their projected participants for the physical year. They will need the increase to help serve the remainder of their contracted participants and their carryover participants. The Proposal Review Committee approved adding \$250,000 to CTC's budget for participant training costs and support. Jim Henry made the motion to approve the additional funds for Chattahoochee Technical College. Mitchell Morgan seconded the motion. Motion carried with Randy Long abstaining (due to his marriage to a staff member at Chattahoochee Technical College) and with no dissenting vote.

Ms. McEntire presented the Career Services/Case Management contract recommendations, based upon the Request for Proposals issued in late 2018. A minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive. She stated that the following proposals had been received and reviewed by staff and that the Proposal Review Committee approved the following recommendations (below and attached), contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations:

PROPOSING AGENCIES	COUNTY(IES) TO BE SERVED	SERVICES OFFERED	PROPOSED FUNDING TO SERVE	TOTAL # TO BE SERVED	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
Chattahoochee Technical College (CTC)	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	125	\$4,325	\$540,584	363	Staff recommends funding at a cost not to exceed \$540,584 with the ability to negotiate slot levels and funding request.
Georgia Highlands College (GHC)	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	100	\$7,018	\$701,832	365	Staff recommends funding at a cost not to exceed \$601,832 with the ability to negotiate slot levels and funding request.
Georgia Northwestern Technical College (GNTC)	Catoosa, Chattooga, Floyd, Gordon, Murray, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	210	\$6,347	\$1,332,768	338	Staff recommends funding at a cost not to exceed \$1,082,768 with the ability to negotiate slot levels, funding request.
West Georgia Technical College (WGTC)	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	55	\$8,822	\$485,234	350	Staff recommends funding at a cost not to exceed \$473,234 and the ability to negotiate slot levels and funding request.

The Proposal Review Committee did not recommend funding Arbor E&T, LLC (ResCare Workforce) or Ross Innovative Employment Solutions due to non-competitive scores (below and attached).

Arbor E&T, LLC (ResCare Workforce)	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	250	\$10,149	\$2,537,171	308	Staff does not recommend funding due to non-competitive score.
Ross Innovative Employment Solutions	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	400	\$5,843	\$2,337,300	328	Staff does not recommend funding due to non-competitive score.

Jim Henry made the motion to approve the recommended funding for the Career Services/Case Management contracts, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations. Beth Kelley seconded the motion. Motion carried with Randy Long abstaining (due to his marriage to a staff member at Chattahoochee Technical College); Kerri Hosmer (due to her employment with Georgia Northwestern Technical College), and John Parton (due to his employment with West Georgia Technical College) and without dissenting vote.

Ms. McEntire presented the contract recommendation for Work-Based Training (below and attached), based upon the Request for Proposals issued in late 2018. A minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive. She stated that the following proposal had been received and reviewed by staff and that the Proposal Review Committee approved the following recommendation (below and attached), contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations:

Proposer	Service	Counties to Serve	Number of Participants	Cost Per Participant	Total Cost	Average Score	Recommendation
Georgia Department of Labor	Work Based Training	15 NWGA counties	200	\$6,100	\$1,219,998 Contract \$619,998; Worksite payments \$600,000	360	Staff recommends approval of GDOL's proposal to serve a minimum of 200 participants for a total not to exceed \$1,219,998 (Contract \$619,998; Worksite payments \$600,000), contingent upon the availability of funds and successful negotiations.

The Proposal Review Committee did not recommend funding ResCare Workforce due to a non-competitive score (below and attached).

Proposer	Service	Counties to Serve	Number of Participants	Cost Per Participant	Total Cost	Average Score	Recommendation
ResCare Workforce Solutions	Work Based Training	15 NWGA counties	90	\$12,463	\$1,121,623 Contract \$791,308; Worksite Payments \$234,117; Service Fee/Profit \$96,198	325	No Action – Proposal score was non-competitive. <ul style="list-style-type: none"> • Cost per participant is too high due to low number of proposed enrollments • The proposed April start date was not realistic because they do not have partner relationships or systems in place in our area • ResCare proposed to refer case management services out to another provider. <p>The proposal did not align with the regions current procedures in for providing WIOA services.</p>

Michael Hamilton made the motion to approve the recommended funding for the GDOL Work-Based Training contract, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations. Mitchell Morgan seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of GDOL Incumbent Worker Training Funds), Beth Kelley abstaining (due to her employment with GDOL) and with no dissenting vote.

Ms. McEntire informed those present that the changes have been made to the Incumbent Worker Training Policy to align more closely with the State Policy. Changes are as follows (highlighted in yellow on the attached copy of the policy):

- Wage increase - Unless an Incumbent Worker Training is developed to avert a layoff, the employer must agree to increase the trainee wages within a year of the completion of training.
- Six Month Employment Requirement - If the Incumbent Worker Training is for a group of employees, the requirement for ALL of them to be employed at least 6 months will be waived as long as the majority of trainees (51%) have been employed with the company 6 months prior to training.

- Documentation for Management Skills - Supervisory skills, such as leadership, teamwork, communication, conflict resolution, and management skills can be considered as a training option if the employer can document the need and effect of the training.

John Parton made the motion to approve the changes to the Incumbent Worker Policy as noted. Mitchell Morgan seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of Incumbent Worker Training funds) and Beth Kelley abstaining (due to her employment with GDOL).

Ms. McEntire presented changes to the Adult/Dislocated Worker Supportive Services Policy (attached with changes highlighted). She noted that "Technical College System of Georgia, Office of Workforce Development" had replaced "Georgia Department of Economic Development." Additionally, information about Direct Deposit and a Direct Deposit form had been added to the policy. Beth Kelley made the motion to approve the changes to the policy. Mitchell Morgan seconded the motion. Motion carried unanimously.

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

Scott Jackson reported that the Promoting Access for Individuals with Disabilities Council met on January 15, 2019. The Council discussed new goals and objectives, updating the PAID Resources Guide, and the addition of new Council Members.

VIII. Youth Committee Report and Recommendations. Beth Kelley

Beth Kelley informed those present that the Youth Committee met on January 9, 2018. The Youth Committee approved the following changes to the Youth Committee Bylaws (copy included):

- Page 3: remove "initial elections shall be through June 30, 2016" from the first paragraph
- Page 3: replace "Calhoun" with "Rome" (last paragraph)
- Page 4 replace "Georgia Department of Economic Development" with "Technical College System of Georgia, Office of Workforce Development" (second paragraph)

Beth Kelley made the motion to approve these changes. April Rogers seconded. Motion carried unanimously.

Ms. Kelley presented the Youth Services contract proposal recommendations (attached and below). The Youth Committee approved these recommendations, contingent upon receipt of funds from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.

PROPOSING AGENCY	COUNTY(IES) SERVED	ACADEMIC TRAINING	WORK-RELATED TRAINING	TOTAL SERVED OUT-OF-SCHOOL	TOTAL SERVED IN-SCHOOL	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
Chattooga Board of Education	Chattooga	X	X		45	\$2,380	\$177,940	345	Staff recommends approving a minimum of 45 slots not to exceed \$107,083 in contract program cost, including participant wages, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.
Endless Opportunities, Inc.	Catoosa, Gordon, Murray, Whitfield	X	X	90		\$5,386	\$477,401	360	Staff recommends approving a minimum of 90 slots not to exceed \$484,721 in contract program cost, including supportive services and participant wages, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.
Georgia Northwestern Technical College	Catoosa, Chattooga, Dade, Floyd, Walker	X	X	220		\$3,755	\$923,973	340	Staff recommends approving a minimum of 220 slots not to exceed \$826,000 in contract program cost, including supportive services and participant wages, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.
Paxen Learning Center	Bartow, Haralson, Paulding, Polk	X	X	120		\$3,917	\$646,468	350	Staff recommends approving a minimum of 120 slots not to exceed \$470,000 in contract program cost, including supportive services and participant wages, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.
Rome Board of Education	Floyd	X	X		50	\$3,133	\$200,836	355	Staff recommends approving a minimum of 50 slots not to exceed \$156,645 in contract program cost, including participant wages, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.

The Youth Committee did not recommend funding Ross Innovative Employment Solutions due to a non-competitive score (below and attached).

PROPOSING AGENCY	COUNTY(IES) SERVED	ACADEMIC TRAINING	WORK-RELATED TRAINING	TOTAL SERVED OUT-OF-SCHOOL	TOTAL SERVED IN-SCHOOL	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
Ross Innovative Employment Solutions	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	X	X	400		\$4,144	\$1,657,560	315	Proposal was found to be non-competitive. Performance from previous training was below WIOA standards, retention strategy was not clear, and overall project design was difficult to understand the relationship between the activities and target population.

Beth Kelley made the motion to approve these recommendations, contingent upon receipt of funds from the Technical College System of Georgia, Office of Workforce Development and successful negotiations. Mitchell Morgan seconded. Motion carried with Kerri Hosmer abstaining (due to her employment with Georgia Northwestern Technical College).

Ms. Kelley also state that a Youth Performance report was included for review.

IX. Documentation Policy Lesia Lambert

Lesia Lambert reported that the State Workforce Development Board (SWDB) met on November 8, 2018 and approved changes to the Technical College System of Georgia Office of Workforce Development (TCSG-OWD) Policies & Procedures Guide regarding Local Workforce Development Area Electronic Case File Management. In response, staff at Northwest Georgia Regional Commission have prepared a policy for Electronic Case Management (attached). Participant case files will be kept electronically in the Georgia Work Ready Online Participant Portal (GWROPP). Staff and contractors will scan, verify and upload documentation for all active enrolled participants and those undergoing follow up by May 30, 2019, as directed by TCSG-OWD. All participants (enrolled after January 1, 2019), documentation must be maintained in GWROPP. NWGRC has purchased TWAIN compliant scanners for all contractors and will assist with the setup of the scanners with the GWROPP. The Northwest Georgia LWDA will continue to maintain participant paper files in a physical secure location. John Parton made the motion to accept this policy. Mitchell Morgan seconded. Motion carried unanimously.

X. Workforce Development Board Orientation Lesia Lambert

Ms. Lambert informed the Board that a Workforce Development Board Orientation would be held at the Rome office of Northwest Georgia Regional Commission at 10:00 a.m. on January 31, 2019.

XI. Linda McEntire, Director Technical Training , Mohawk Industries, Inc.

Linda McEntire gave an update on the Mohawk Apprenticeship program.

Other

Ms. Lambert informed those present that a list of upcoming WDB meetings had been included in the packets.

Adjourn

There being no further business, the meeting adjourned.