



Lower Chattahoochee Workforce Development Board Quarterly Meeting

March 30, 2017
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

WDB QUARTERLY MEETING

Agenda topics

- I. Welcome Chester Randolph, Chair
- II. Approval of Minutes
(June 16, 2016) &
(September 15, 2016)
- III. Approval of Local & Regional Plan Howard Pendleton, WIOA Director
(Approved By Executive Committee)
September 20, 2016
- IV. Approval of By-Law Changes (Approved
By Executive Committee) September 20, 2016
- V. Approval of Adoption To EPL (Approved
By Executive Committee) September 20, 2016
- VI. Approval of Regional Plan Update
(Approved By Executive Committee) March
22, 2017
- VII. Approval To Solicit Career Services
(Approved By Executive Committee) March
22, 2017
- VIII. Approval to Solicit One-Stop Operator
(Approved By Executive Committee) March
22, 2017
- IX. Approval to Renew Current Provider
Contracts For PY17 (Approved By
Executive Committee) March 22, 2017

X. Approval of Policy & Procedures
Changes to Supportive Services Chapter 3

XI. Financial Report

XII. Old Business

XIII. Next Meeting

XIV. Adjournment





Lower Chattahoochee Workforce Development Board Quarterly Meeting

March 30, 2017
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

WDB QUARTERLY MEETING

Board Members in attendance:

Chester Randolph, C. Randolph & Associates
Georgia Beard-White, L&S Services
Carl Brown, Brown & Associates
Tony Calloway, PRIMERICA
Travis Chambers, Elite Ventures (ERA) Realty
Belva Dorsey, Enrichment Services
April Hopson, Columbus Technical College
John Irvine, Columbus Career Center
Rick Jones, CCG/ Economic Development
Beverly LaMee, Housing Authority of Columbus
Tricia Llewellyn Konan, Goodwill Industries
Gwen Ruff, Columbus Water Works
Saleemah Sabree, Experience Works
Dexter Smith, Communication Workers of USA, Local 3212
Clint Taylor, Georgia Power
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
Feleshia Marshall

Guest

Sendreka Lakes, Cols. Chamber of Commerce



Agenda Discussion

I. Welcome

Chester Randolph, LCWDB Chair

The following is a summary of the discussion as it pertains to the Workforce Innovation and Opportunity Act of 2014 and the responsibilities conferred upon the local workforce area, which comprises the eight-counties of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot, and the cities and municipalities contained therein. These minutes, in accordance with the Workforce Innovation and Opportunity Act, do not contain motions presented for approval. An insufficient number of members were present to satisfy a quorum for voting. These minutes are open for public viewing and made available upon request.

The meeting was called to order by Chair Chester Randolph with a welcome. Mr. Pendleton noted voting was tabled for the items on the Agenda requiring approval due to the insufficient number of members in attendance to satisfy a quorum for voting. However; in anticipation of not having enough board members present for a quorum, the Executive Committee met and their recommendations would be presented to the Board.

Action Taken:

No action required.

II. Approval of Minutes

Howard Pendleton, WIOA Director

Mr. Pendleton reiterated voting was tabled for the items on the Agenda requiring approval due to the insufficient number of members in attendance to satisfy a quorum for voting.

Mr. Pendleton asked if there was any questions or discussion regarding the June 16, 2016 or September 15, 2016 Minutes mailed earlier and enclosed as part of the agenda packet. No discussion followed.

Action Taken:

No action taken.

III. Approval of Local/Regional Plan (Exc. Comm. Approved: 09/20/16)

Mr. Pendleton provided a brief overview and discussion of the Local/Regional Plan. During discussion, it was noted that the Executive Committee met 09/20/2016 and approved the Local/Regional Plan. Mr. Pendleton ask if there were any questions. No further discussion followed.

Action Taken:

No action taken.

IV. Approval of By-Law Changes (Exc. Comm. Approved: 09/20/16)

Mr. Pendleton informed members that the Executive Committee had approved the By-Law changes required for the Board's Certification.

Mr. Pendleton reminded board members that during the State's review of our Board Certification Report they cited two issues that required a Corrective Action Response (CAR). At the end of July, we submitted the CAR with a draft of the mandatory provisions incorporated into the By-Laws to the State. The CAR had met their approval contingent upon the Board's approval.

Mr. Pendleton asked if there were any questions or discussion about the changes to the By-Laws. There being no further discussion Mr. Pendleton continued to the next item on the Agenda.

Action Taken

No action taken.

V. Approval of Adoption to EPL (Exc. Comm. Approved: 09/20/16)

Mr. Pendleton reminded members that there had been one Vendor requesting a new program of study for inclusion on the Eligible Provider List (EPL) and changes to an existing listing for our workforce area. The State grandfathered in a lot of the technical schools, Universities and college, but they're required that the local workforce boards approve recommendation for any Vender that provides training services to their workforce area. Columbus State University Continuing Education was an active Vendor on the State EPL and had requested the following:

- **Columbus State University Continuing Education:** 4225 University Avenue, Columbus, GA 31907. **Medical Billing & Coding Training Program.** Requested change of provider listing to reflect increase in total costs and length of training for the program from \$2,775.00 to \$2,863.00 and total class time from 189 to 192 hours. Cost increase due to increase in required books and costs due to upgrade from ICD9 codes to ICD10 codes. (Active Vendor on the EPL Listing).
- **Columbus State University Continuing Education:** 4225 University Avenue, Columbus, GA 31907. **Graphic Design Certification Program.** Requested inclusion on the EPL List for our workforce area. The length of training would be 46 weeks; 100 curriculum hours (1 day per week; 2.05 to 3.0 hours per week). The total training cost would be \$1,279.00 (including tuition, books and certification exam). Based upon program of study, the training facility, or vocational training provided, proposed training costs are competitive to comparable training in local workforce area. A plus is that addition to EPL gives customers additional choice of program of study.

Mr. Pendleton noted that the Executive Committee had also voted and approved the new program of study and the requested

increases to the existing program of study. All members present agreed the programs of study offered by CSUCE were good programs and would enhance the array of choices.
Action Taken No Action taken.
VI. Approval of Regional Plan Update (Exc. Comm. Approved: 03/22/17)
Mr. Pendleton provided an update and discussion on the Regional Plan and noted during discussion that the approval had been granted on the Executive Committee Meeting March 22, 2017.
Action Taken: No action required.
VII. Approval to Solicit Career Services (Exc. Comm. Approved: 03/22/2017)
Mr. Pendleton provided an overview and discussion regarding the new requirement for the Career Services and Case Management Training Services currently provided by Columbus Technical College to be competitively procured under WIOA for PY2017. Mr. Pendleton noted that Executive Committee had granted approval to solicit Career Services for PY 2017.
Action Taken: No action taken.
VIII. Approval to Solicit One-Stop Operator (Exc. Comm. Approved: 03/22/2017)
Mr. Pendleton provided an overview and discussion for the One-Stop Operator noting the approval had been granted by the Executive Committee to Solicit the One Stop Operator for PY2017.
Action Taken: No action taken.
IX. Approval to Renew Current Provider Contracts for PY17 (Exc. Comm. Approved: 03/22/2017)
Mr. Pendleton gave a brief overview of the contract awards recommended for renewal. Renewal of the specified adult, dislocated worker and youth services for Program Year 2017 were discussed. During discussion it was noted that the Executive Committee had approved the contract renewals for PY2017 March 22, 2017.
Action Taken: No action taken.
X. Approval to of Policy & Procedures Changes to Supportive Services (Exc. Comm. Approved: 03/22/2017)
Mr. Pendleton noted that during the State's monitoring visit, changes to our Policies & Procedures in Chapter 3 Supportive Services were required and had to be approved by the Board and submitted to the State in a Corrective Action Response (CAR) Report in order to remain in compliance with WIOA regulation. The changes were discussed and approved by the Executive Committee March 22, 2017.
Mr. Pendleton asked if there were any questions. With no further discussion, Mr. Pendleton continued with the next item on the agenda.
Action Taken: No action taken.
XI. Financial Report
A report of the WIOA Local Area Grant Summary broken down by youth/adult/dislocated worker/rapid response funds was provided to Board members for discussion. (A copy is attached to original minutes as permanent record). The WIOA Director provided a brief overview and discussion of awards and expenditures.
Action Taken: No action taken.
XII. Old Business
No discussion followed.
Action Taken: No action taken.
XIII. Next Meeting
The next quarterly board meeting will be Thursday, June 15, 2017.
Action Taken: No action taken.
XIII. Adjournment
With no further discussion, meeting was adjourned.

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 06/15/2017