



# Agenda

# Lower Chattahoochee Workforce Investment Board Quarterly Meeting

March 20, 2014  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

**Type of meeting:**

WIB QUARTERLY MEETING

## Agenda topics

- |   |                                 |
|---|---------------------------------|
| I. Welcome  | Chester Randolph, WIB Chair     |
| a. Approval of Minutes<br>(December 19, 2013)     |                                 |
| II. Financial Report                              | Rose Parker, WIA Asst. Director |
| III. Approval of Plan                             |                                 |
| IV. Approval of Providers for PY14                |                                 |
| V. Summer Youth Employment<br>Program PY13        | James Shipp, WIA Staff          |
| VI. Reinstatement of Supportive<br>Service Policy | Rose Parker, WIA Asst. Director |
| VII. Update on Data System                        |                                 |
| VIII. Old Business                                |                                 |
| IX. Next Meeting                                  |                                 |
| X. Adjournment                                    |                                 |





# Lower Chattahoochee Workforce Investment Board Quarterly Meeting

March 20, 2014

Columbus Consolidated Government Annex  
Job Training Division (WIA-14)  
420 Tenth Street  
Columbus, Georgia 31902-1340

## Type of meeting:

LCWIB Quarterly Board Meeting

### *Board Members in attendance:*

Chester Randolph, Caldwell Banker Realty (WIB Chair)  
Robert Anderson, Miller-Motte Technical College  
Carl Brown, Upshaw, Brown & Associates  
Tony Calloway, Primerica  
Tommie Chambers, Elite Insurance  
William Gleaton, AL-GA Wireless Broadband, LLC  
Rick Jones, Columbus Consolidated Government, Economic Development  
Lauren Knox, Division of Rehabilitation Services  
Beverly LaMee, Housing Authority of Columbus, Georgia  
John Martin, The Martin Firm  
Bennie Newroth, Columbus Regional  
Ernestine Ramsey, John P Thayer YMCA, Inc.  
Saleemah Sabree, Experience Works  
Frederick Stoller, CHP, International – Job Corps.  
Tim Vinson, Muscogee County School District  
Joe Lee Williams, Stewart County Board of Commissioners

### WIA Staff

Howard Pendleton  
James Shipp  
Rose Parker  
Lisa Lane

### Guest

Olivia Hankins, CHP, Intl – Job Corps.



# Agenda Discussion

## I. Welcome

Chester Randolph, WIB Chair

The Chair began with introductions and a welcome to all members and guest present.

The following is a summary of the discussion, which contains motions presented for approval. A sufficient number of members were present to satisfy a quorum for voting.

The Chair requested a motion to approve the December 19, 2013 Board Meeting minutes which were earlier mailed (A copy is attached to original minutes as permanent record).

### **Action Taken:**

Robert Anderson so moved and Tommie Chambers properly second, approval was granted by majority of all active board members in attendance to approve the December 19, 2013 minutes as written.

## II. Financial Report

Rose Parker, WIA Asst. Director

A report of the WIA Local Area Grant Summary broken down by youth/adult/dislocated worker funds was provided to Board members for discussion. (A copy is attached to original minutes as permanent record). Ms. Parker provided a brief overview and discussion of awards and expenditures as of February 28,

### **Action Taken:**

No action was required

## III. Approval of Plan

Ms. Parker provided a brief summary and discussion of the Strategic Plan for 2013-2017 and discussed the key elements that were being changed to remain in full state and federal compliance. Ms. Parker noted that the Governor's Office had issued a list of required items that must be included in the Plan; and required that a summary and page reference be provided with the Plan no later than May 1, 2014. A summary of those areas addressed in the plan were presented to the board.

- Negotiated Performance Levels
- Detailed explanation of adult programs
- Detailed explanation of youth programs
- Program design that incorporates state waivers
- Youth program includes entrepreneurial component
- Program design includes local Go Build Georgia Strategy
- Includes how to request usage of waivers (OJT and Incumbent Worker)
- Explanation of coordinating Rapid Response with Governor's Office of Workforce Development (GOWD)
- Strategy to develop business and Economic Development partnership
- Assessment of the current integration of WIA and Wagner Peyser in the One-Stop Centers
- Include a business plan that has the following elements:
  - Mission and vision statement
  - Diagram or narrative of customer flow through the tiers of services
  - Clear flow of services between all partners
  - Facility service delivery structure, e.g. location service mix and customer flow
  - Plan for increased enrolment in various programs and increased use of facilities
  - System for referral to training services and use of ITAs
  - Identification of leveraged resources with various funding streams, educational grants, and other financial aid programs
  - Community outreach plan
  - List of all One-Stop Partners and the ways in which services are integrated
- Plans for making the workforce system more efficient
- List of in-demand occupations and in-demand sector strategies
- Plans to increase number of participants served in area.
- List integrated workforce funding streams, e.g. WIA W-P
- Plans for reducing supportive service costs
- Include updated budget signed by CLEO (in the future will be submitted 2 weeks after July 1<sup>st</sup>)
- Include cost allocation plan
- Plans to ensure Local Board is in full state and federal compliance
- Details on Eligible Training Provider List for Youth / Adult
- Plans to make programs more efficient by reducing administrative costs
- Provide updated Supportive Service policy pursuant to the Supportive Service section of GOWD's Policy & Procedures Guidelines

The director noted that the federal government has now approved the State's Plan so some of these changes are required in accordance with their approved plan. The plan is presented by Board approval.

Ms. Parker informed the Board that the Plan must be published for a 30-day comment period and that the State requires that a Plan summary and the Plan be submitted by May 1, 2014. She noted that because the date of required submission to the State would occur prior to the next Board meeting, it was requested that the Board grant the Director approval to go ahead and publish the plan for 30-day comment and submit a draft of the Plan and Plan Summary to the State after the comment period. Several members expressed concern with submitting the Plan to the State without the Board having an opportunity to review it after the comment period. After discussion the Board asked that submission of the Draft Plan to the State be delayed until after the comment period and after the Board has had an opportunity to review some of the public comments made, if any; and where necessary make any corrections they felt were necessary before submission to the State. Ms. Parker asked that in lieu of her initial request, that the board grant approval for the director to publish the public notice of the Plan's availability for 30-day public review and comment; to authorize the director to submit the plan summary as requested to the State with notice that the local Plan would be submitted after the comment period; once reviewed by the Board

Ms. Parker informed members that the Plan will be available on the website. The link to the website was provided to the Board members present; and were informed that the link would also be emailed to them

***Motion Presented:*** *Recommend Board grant WIA Director the authority to submit Public Notice to local media announcing the availability of the PY2013-2017 Plan for comment and review for a 30-day period; to submit the Plan summary to the State as requested with notice that the final plan will be submitted as required upon Board review; and, to present Final Plan with public comments to the Board for review, changes were applicable, and submission to the State upon approval*

***The Board felt this was necessary to ensure that the Board will have an opportunity to adopt the Plan upon completion of the comment and review period that contains any additions, revisions and/or enhancements that have been made related to our workforce area.***

**Action Taken:**

***Rick Jones properly moved and Tony Calloway second. All members present voted affirmatively. The quorum requirements were satisfied.***

#### **IV. Approval of Providers for PY14**

Prior to discussion and voting, board member Tim Vinson abstained from both the discussion and voting of the proposed services.

Ms. Parker gave a brief overview and discussion of the recommended contract renewals for Program Year 2014 (July 1, 2014 through June 30, 2015) (A copy is attached to original minutes as permanent record).

Ms. Parker informed the Board that only one youth service is being competitively procured for next Program Year which the Board has approved. The contracts presented for potential funding for Program Year 2014 were awarded in the current year each with a two year renewal option based upon performance and funds availability. Due to our transition from the data management system of the Department of Labor to that of the Governor's Office of Workforce Development, contract services did not get fully underway until September. All contractors, however, have met performance and funds are available to award renewal of their contracts. It is recommended that funding remain at the PY13 level.

A brief discussion pursued regarding the recommendations for youth services.

The following recommendations were presented for consideration and recommendation for Board Approval:

#### **PY14 Youth Services:**

**Contracting Agency**

Operation M.E.N.  
241 MLK, Jr. Dr.  
Lumpkin, GA

**Proposed Activity**

In-School Youth Wk  
Experience w/ Summer  
component (Outlying  
Counties)

**Proposed**

Funding at \$156,000.00.  
Negotiate performance  
goals and goal summary

**Contracting Agency**

Partnership in Caring  
2210 Wynnton Rd, #208  
Columbus, GA

**Proposed Activity**

In-School Youth Wk  
Experience  
(Muscogee County Only)

**Proposed**

Funding at \$100,000.00.  
Negotiate planned  
performance.

GA Committee on

Out-of-School Youth Wk

Funding at \$43,000.00.

Employment for People  
W/ Disabilities  
PO Box 1090  
Fortson, GA

Experience for Special  
Needs Population  
(Muscoogie Co. Only)

Planned performance s/be  
negotiated.

(Pending....)

WEB Project (Wk  
Experience & Basic Skills  
Upgrade)

WIB approved at 12/2013  
Board meeting. Proposing  
Contract award: \$100,000

Ms. Parker reiterated that the authority to solicit contract services for Work Experience & Basic Skills Upgrade was approved at the December board meeting; and will be open for bid on April 1, 2014. A bidder's conference will be held April 8, 2014.

**Unsolicited Contractor Youth Services:**

**Contracting Agency**

Columbus Technical  
928 Manchester Expwy  
Columbus, GA

**Proposed Activity**

One-Stop Itinerate Site and  
Case Management for WIA  
Eligible Youth

**Proposed**

Contract renewal with funding  
level, \$40,000.00.  
(I TA)

Georgia Job TIPS  
2027 6<sup>th</sup> Ave, Ste 1  
Columbus, GA

Adult/Dislocated Worker  
Work Experience

Recommend renewal at  
\$140,000.00 PY13 funding level.

Ms. Parker noted that the renewal option for the Adult/Dislocated Worker Experience is in its last year and approval of funds for this service is only for Program Year 2014. Services if it is the Board's decision would have to be competitively procured for PY15.

**Unsolicited Adult & Dislocated Worker Services:**

<b><u>Contractor</u></b>	<b><u>Services</u></b>	<b><u>PY14 Funding</u></b>	<b><u>Comments</u></b>
Columbus Tech 928 Manchester Expwy Columbus, GA	DW One-Stop Itinerate Site & Case Mgt. For WIA Eligible Students	\$102,044.00	Unsolicited. Recommend renewal at PY13 funding level.
Columbus Tech 928 Manchester Expwy Columbus, GA	Adult One-Stop Itinerate Site & Case Mgt. For WIA Eligible Students	\$217,754.00	Unsolicited. Recommend renewal at PY13 funding level.
CTC (Benning Hills) 928 Manchester Expwy Columbus, GA	Adult One-Stop Itinerate Site & Case Mgt. WIA Eligible Students	\$50,463.00	Unsolicited. Recommend renewal at PY13 funding level.
CTC (Benning Hills) 928 Manchester Expwy Columbus, GA	DW One-Stop Itinerate Site & Case Mgt. WIA Eligible Students	\$50,463.00	Unsolicited. Recommend renewal at PY13 funding level.
<b>TOTAL PY14 FUNDING:</b>		<b>\$560,724.00</b>	

Also recommend the Board approve the following services to continue to be made available and provided in-house for Program Year 2014. Since services required may vary, funds may vary depending upon number of WIA-eligible individuals that may be served through in-house services.

**Unsolicited Youth, Adult & Dislocated Worker Services:**

<b><u>Contractor</u></b>	<b><u>Services</u></b>	<b><u>PY14 Funding</u></b>	<b><u>Comments</u></b>
City of Columbus PO Box 1340 Columbus, GA	Adult / DW In-House Work Experience	Varied	Special project based on employer need
City of Columbus	Adult/ DW / Youth		Provide Financial Aid

PO Box 1340 Columbus, GA	Occupational Classroom Training (ITA)	Varied	Assistance for WIA eligible students in post secondary/advanced Training.
City of Columbus PO Box 1340 Columbus, GA	Adult / DW In-House OJT Training	Varied	Special project based on employer need
City of Columbus PO Box 1340 Columbus, GA	Youth In-House Summer Employment Component	Varied	Approximately 125 youth for 8-county area.
City of Columbus PO Box 1340 Columbus, GA	Adult / DW / Youth Work Experience Training	Varied	Special project based on employer need

Ms. Parker informed Board members that a notice of intent to bid for the Out-of-School Youth Work Experience/Basic Skills Upgrade would be published in the newspapers in our workforce area. Ms. Parker noted that WIA Administration would post the proposal on the Columbus Consolidated Government Website (CCG) on April 1, 2014 for public access or they may obtain a copy at the Job Training Division. As indicated earlier, a Bidder's Conference has been scheduled for April 8, 2014 and interested parties would have an opportunity to get answers to any questions they may have regarding the bid processor the RFP. After the Conference, however, no additional questions would be accepted or answered.

The Chair asked if there were any further questions. There being no further discussion, the following motions were presented.

***Motion Presented: Request Board approve renewal of contracts as recommended for Program Year 2014.***

***Action Taken:***

***Tony Calloway properly moved and Tommie Chambers second. All members present voted affirmatively. The quorum requirements were satisfied.***

**V. Summer Youth Employment Program PY13**

**James Shipp, WIA Staff**

Mr. James Shipp provided a brief overview of the Summer Youth Employment Program. Mr. Shipp noted that we're planning to serve 130 students this year – 60 youth from Columbus (Muscoogie County) with the outlying counties serving 10 students each. The program will run using our regular staff with a few part-time people; and will serve youth here in Muscoogie, Harris, Talbot and Chattahoochee Counties. Operation Meeting Essential Needs (Operation MEN) will administer the summer program in the other four counties of Clay, Quitman, Randolph and Stewart Counties. The students are going to start June 2, 2014 and work for six weeks - working 20 hours a week. The program should be completed by July 19, 2014 unless we receive additional funding which would allow us to run longer. Mr. Shipp noted that worksite requests have already been mailed out and contact has been made with school counselors in Muscoogie County for the 60 slots.

Mr. Shipp further noted that because of the limited funds and numbers we are serving, if we were to advertise for the program (for the 60 slots) over 500 kids would show up for the jobs. To avoid this we felt that it was better to coordinate recruitment of participants through the counselors at school. Mr. Shipp further noted that this year we are targeting only Juniors and Seniors in High School.

The Chair asked if there were any questions, there being no further discussion the floor was returned to Ms. Parker.

***Action Taken:***

No action required.

**VI. Reinstatement of Supportive Service Policy**

**Rose Parker, WIA Asst. Director**

Ms. Parker began by stating that the Board had approved the Supportive Service Policy back in March of 2013, however due to the uncertainty of what requirements the Governor's Office of Workforce Development's would establish as policy regarding supportive services, we did not implement reinstating the Supportive Service process for new participants until there was some certainty regarding how this would be viewed. When we revised our policy it was based on the monitoring and concerns voiced by the GOWD regarding Support payments that were made directly to our participants. Since that time, GOWD has revisited their policies and have actually required very little in regards to imposing certain constraints of us. They have, however, placed a cap on how much a participant can receive per year - (\$3,000.00 per year for a two year period). Ms. Parker further noted that GOWD policy also now requires that only 25% of each fund source (adult/dislocated worker/ youth) can be used for Supportive Services. We have revisited our approved policy to ensure that once implemented we have a tracking mechanism in place to monitor and ensure we stay within that 25% range and stay in compliance with the state. Although the Board approved the support policy, we did not ask at that time to allow the Director to implement the process due to the uncertainty. We now request that the Board give the Director

authority to begin implementation of supportive services to our eligible participants. The question was asked if we had enough funds to cover this. Ms. Parker stated we have enough in our budget to cover this – plus the caps that have been imposed and the tracking mechanisms that we have put in place will allow us to monitor funds that are available.

The Director reiterated that the money is there. We just making sure that we stay in compliance with all local, state and federal regulation.

***Motion Presented:*** Request Board authorize the Director to reinstate the administration of Supportive Services to all new eligible WIA participants in accordance with the supportive service policy.

***Action Taken:***

*Beverly LaMee properly moved and Frederick Stoller second. All members present voted affirmatively. The quorum requirements were satisfied.*

#### **VII. Update on Data System**

Ms. Parker noted that although it's been very trying, we continue to remain optimistic. Although this is a learning period, not just for local areas, but the Governor's Office as well, we have been able to enroll participants into the system with very little problems as when we initially began. Mechanisms remain in place to prevent any sort of loss of participant information and that will ensure the integrity and accuracy of data remains intact so that it does not have an adverse impact to our performance measures. Ms. Parker noted that the system, however, is still a work in progress. Ms. Parker informed members that GOWD is sponsoring a webinar that will afford all workforce areas to participate, ask questions, and collectively hear the same answers. What had occurred in the past was that one area would seek answers to a problem that they were experiencing with the system; but the information which may have been a common problem for all was not provided to all workforce areas.

***Action Taken:***

No action required.

#### **VIII. Old Business**

There was no old business discussed.

***Action Taken:***

*No action required.*

#### **IX. Next Meeting**

Next meeting is scheduled for June 19, 2014.

#### **X. Adjournment**

*With no further discussion, meeting was adjourned.*

Minutes Reviewed By: Howard T. Pendleton

Approval Date: \_\_\_\_\_

Member Name	Organization	Action Taken							
		Summary Item I (Minutes)				Summary Item III (Approval of Plan)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Anderson, Robert	Miller-Motte Tech College	X				X			
Beard-White, Georgia	L & S Services			X				X	
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Cantrell, Kim	GWISR			X				X	
Chambers, Tommie	Elite Realty	X				X			
Crosier, James	Clay County BoC			X				X	
Dorsey, Belva	Enrichment Services			X				X	
Farley, Elsie	Pearl's Catering			X				X	
Fryer, Mikell	Cols Career Center			X				X	
Gadson, Ron	A&A Tax Professional			X				X	
Gleaton, William	Telecommunications	X				X			
Holmes, Franklin	Talbot County BoC			X				X	
Hugley, Carolyn	State Farm Insurance			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
King, Brian	IBEW Local 613			X				X	
Knox, Lauren	Div / Rehab Services	X				X			
LaMee, Beverly	Housing Authority of Columbus, GA	X				X			
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McCardle, Brad	CWA, Local 3212			X				X	
Newroth, Bennie	Columbus Regional	X				X			
Ramsey, Ernestine	A.J. McClung YMCA	X				X			
Randolph, Chester	Caldwell Bankers Realtors	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Columbus Water Works			X				X	
Sabree, Saleemah	Experience Works	X				X			
Scott, Candice	GA Economic Development			X				X	
Seda, Kike	A-1 Postage Meters & Shipping			X				X	
Sparks, Kimberly	Unified Gov. Cusseta Chat Co.			X				X	
Stoller, Frederick	CHP, International – Job Corps.	X				X			
Taylor, Clint J.	GA Power Comp.			X				X	
Vinson, Tim	MCSD	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
<b>Totals:</b>		<b>16</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>18</b>	<b>0</b>

Member Name	Organization	Action Taken							
		Summary Item IV (Approval of PY14 Providers)				Summary Item VI (Reinstatement of Supportive Service Policy)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Anderson, Robert	Miller-Motte Tech College	X				X			
Beard-White, Georgia	L & S Services			X				X	
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Cantrell, Kim	GWISR			X				X	
Chambers, Tommie	Elite Realty	X				X			
Crosier, James	Clay County BoC			X				X	
Dorsey, Belva	Enrichment Services			X				X	
Farley, Elsie	Pearl's Catering			X				X	
Fryer, Mikell	Cols Career Center			X				X	
Gadson, Ron	A&A Tax Professional			X				X	
Gleaton, William	Telecommunications	X				X			
Holmes, Franklin	Talbot County BoC			X				X	
Hugley, Carolyn	State Farm Insurance			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
King, Brian	IBEW Local 613			X				X	
Knox, Lauren	Div / Rehab Services	X				X			
LaMee, Beverly	Housing Authority of Columbus, GA	X				X			
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McCardle, Brad	CWA, Local 3212			X				X	
Newroth, Bennie	Columbus Regional	X				X			
Ramsey, Ernestine	A.J. McClung YMCA	X				X			
Randolph, Chester	Caldwell Bankers Realtors	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Columbus Water Works			X				X	
Sabree, Saleemah	Experience Works	X				X			
Scott, Candice	GA Economic Development			X				X	
Seda, Kike	A-1 Postage Meters & Shipping			X				X	
Sparks, Kimberly	Unified Gov. Cusseta Chat Co.			X				X	
Stoller, Frederick	CHP, International – Job Corps.	X				X			
Taylor, Clint J.	GA Power Comp.			X				X	
Vinson, Tim	MCSD				X	X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
<b>Totals:</b>		<b>15</b>	<b>0</b>	<b>18</b>	<b>1</b>	<b>16</b>	<b>0</b>	<b>18</b>	<b>0</b>