



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

March 17, 2016  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

Type of meeting:

WDB QUARTERLY MEETING

## Agenda topics

- |       |                                               |                                            |
|-------|-----------------------------------------------|--------------------------------------------|
| I.    | Welcome                                       | Chester Randolph, Chair                    |
|       | A. Approval of Minutes<br>(December 17, 2015) |                                            |
| II.   | Financial Report                              | Howard Pendleton, WIOA Director            |
| III.  | Youth Committee<br>Recommendations            | Ernestine Ramsey, Youth Committee<br>Chair |
| IV.   | Nomination Committee<br>Recommendation        | Carl Brown, Nomination Committee<br>Chair  |
| V.    | Committee Placements                          | Chester Randolph, Chair                    |
| VI.   | Old Business                                  |                                            |
| VII.  | Next Meeting                                  |                                            |
| VIII. | Adjournment                                   |                                            |



Happy St.Patrick's Day !



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### *Board Members in attendance:*

Chester Randolph, C. Randolph & Associates  
Georgia Beard-White, L&S Services  
Dr. Richard Bloom, MD, Brookstone Surgical Center  
Carl Brown, Brown & Associates  
Tony Calloway, PRIMERICA  
Travis Chambers, Elite Ventures (ERA) Realty  
Elsie Farley, Pearl's Catering  
Franklin Holmes, K & K Hauling  
April Hopson, Columbus Technical College  
John Irvine, Columbus Career Center  
Rick Jones, CCG/ Economic Development  
Brian King, IBEW, Local 613  
Beverly LaMee, Housing Authority of Columbus  
Tricia Llewellyn, Goodwill Industries  
Jaime Loyd, Columbus Technical College  
John Martin, The Martin Firm  
Ernestine Ramsey, AJ McClung  
Gwen Ruff, Columbus Water Works  
Saleemah Sabree, Experience Works  
Dexter Smith, Communication Workers of USA, Local 3212  
Wendy Timmons, Sixty-Two Graphic Studio  
Eddie Watson, Clay Hill Hunting  
Joe Lee Williams, Stewart County Board of Commissioners

### WIOA Staff

Howard Pendleton  
James Shipp  
Lisa Lane

### Guest

Olivia Hankins, CHP, Int'l. – Job Corps.



Happy St. Patrick's Day !

# 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, contain motions presented for approval. A sufficient 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 and a request for introductions. After thanking everyone for their attendance, the Chair requested a motion to approve the December 17, 2015 minutes as written (A copy is attached to original minutes as permanent record).

### **Action Taken:**

Tony Calloway so moved Carl Brown properly second, approval was granted by majority of all active board members in attendance to approve the December 17, 2015 minutes as written.

## II. Financial Report

**Howard Pendleton, WIOA Director**

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). Mr. Pendleton provided a brief overview and discussion highlighting the additional funds received in the Youth Grant of \$25,000.00 to be utilized by our workforce area through June 30, 2017. Mr. Pendleton reminded the board that in June (2015) another workforce area had released excess funding back to the State for allocation to other workforce areas that might be able to utilize the funds rather than having to return them back to the federal reserve. Having excess funding returned to the federal reserve has an adverse effect on future funding allocated. The effect is usually a decrease in future funding. The total amount released for reallocation had been \$50,000.00 and the funds had been split between Atlanta's workforce area and ours with each area receiving \$25,000.00. These additional funds will help offset the costs of our in-school youth activities, but would not be enough to fund a summer youth employment program. An inquiry was made regarding the term of the grants. Mr. Pendleton explained each year grants were allocated to each of the workforce areas in the state and each area had two years to utilize those funds. Mr. Pendleton stated this was the second year since 1975 that there wasn't going to be a summer youth employment program for In-School Youth. The Chair noted we're facing some real challenges in servicing our youth.

### **Action Taken:**

No action required.

## III. Youth Committee Recommendations

**Ernestine Ramsey, Youth Committee Chair**

Prior to discussion Ms. Beverly LaMee abstained from discussion and voting. PAXEN, LLC leased office space from the Housing Authority of Columbus, Georgia. The WIOA Director reminded board members that an RFP had been approved for the older youth 18-24 years of age for combined work readiness and on-the-job training activity for our older youth. Under WIOA, 75% of our Youth Funding must be spent on older youth.

The WIOA Director noted that the Youth Committee met early and made recommendation. A brief overview of the Youth Committee Recommendations was provided to Board members for discussion. The overview was as follows:

- Number of Proposals Received -1
- Number of Proposals Considered Responsive – 1
- Funding Level: \$110,000.00
- Total Out-of-School Youth to be Served: 30
  
- Youth Committee Recommendation:
  
- Approved PAXEN, LLC, 1000 Wynnton Road, Unit 301C, Columbus, GA 31906 with the following conditions:
  - ✓ Clarification is received on the incentives proposed for participants in the program. The participants will be paid by the employer and the employer will be reimbursed up to 50% of the wages for the extraordinary costs due to lowered productivity and training of participant; and
  - ✓ Clarification is received on the proposed staff. They indicated a full time staff member and a part time staff member. The part time staff member would be responsible for job development. We want to ensure that both the full time and part time staff members are involved in job development so it won't just be conducted part time.

The WIOA Director asked if there were any questions. There being no further discussion the Chair asked for a motion to approve the Youth Committee recommendation as presented.

Prior to discussion and voting, Ms. April Hopson and Mr. Jaime Loyd abstained from discussion and voting. The WIOA Director informed Board members that the contract renewed for Program Year 2015 was the second year of the two year renewal option for

the In-School Youth Work Experience Activities for the outlying counties; and the Out-of School Youth Work Experience with Special Needs Program for Muscogee County. A request to grant the WIOA Director authorization to competitively procure Youth Services for our workforce area for Program Year 2016 was being made. If approval was granted for the Director to do so, a notice of intent to bid for the In-School Youth Work Experience Program for the outlying counties; and the Out-of-School Youth Work Experience with Special Needs Services would be published in the newspapers in our workforce area. The WIOA Administration would post the Intent to Bid on the Columbus Consolidated Government/WIA Website for public access or a copy could be obtained at the Job Training Division Offices. The release date would be April 18, 2016. A Bidder's Conference would be scheduled for April 27, 2016 and interested parties would have an opportunity to get answers to any questions they may have regarding the bid process or the RFP. The submission date would be May 13, 2016, no later than 5:00 PM.

Mr. Pendleton noted with the Board not meeting again until the 16<sup>th</sup> of June, it wouldn't give much time to execute contracts and have them in place by July 1, 2016. A request was also being made that the Board grant authorization to proceed with the contract negotiations once the Youth Committee had conducted their evaluation of the proposals received and made their recommendation. The Board would grant final approval of the contract award during the next Board meeting in June.

Mr. Pendleton reminded the board that under WIOA legislation the workforce areas must competitively procure their One-Stops; however, at this point the process was uncertain on what the requirements would be. Therefore, recommend the Board approve the City of Columbus/Job Training Division continue as the one-stop operator; renew existing Columbus Technical College (Itinerate site – Main Campus) adult/dislocated worker/youth one-stop contract; renew existing Columbus Technical College (Itinerate site – Benning Hills) adult/dislocated worker contract; contingent upon WIOA clarification, if required, authorize the Director to take necessary steps to RFP.

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

*2) Authorize director to competitively procure Youth Services for our workforce area for Program Year 2016 for the In-School Youth Work Experience Services for the outlying counties; and the Out-of-School Youth Work Experience with Special Needs Services for Muscogee County only; and proceed with the contract negotiations once the Youth Committee had conducted their evaluation of the proposals and made recommendation s with the Board granting final approval of the contract award during the next Board meeting in June; and*

*3) Approve the City of Columbus/Job Training Division continue as the one-stop operator; renew existing Columbus Technical College ((Itinerate site – Main Campus) adult/dislocated worker/youth one-stop contracts; and renew existing Columbus Technical College (Itinerate site – Benning Hills) adult/dislocated worker contracts ;and contingent upon WIOA clarification, authorize WIOA Director to take necessary steps to RFP the One-Stop, if required*

**Action Taken:**

Carl Brown, so moved and Tony Calloway, properly second motion to approve 1), 2) & 3) as sited. Motion for approval was granted by majority of all active board members in attendance. Quorum was satisfied.

**IV. Nomination Committee Recommendation**

**Carl Brown, Nomination Committee, Chair**

Mr. Randolph thanked the attendees for their presence. He continued by noting that the nominating committee had been appointed to come up with a slate of nominations for the officers of the Board. Mr. Carl Brown chaired the committee and the meeting was turned over to him. Mr. Chester Randolph and Mr. Tony Calloway abstained prior to discussion and voting of the officers.

Mr. Brown informed members that the nominations slated for officers were as follows:

- Mr. Chester Randolph, C. Randolph & Associates – Chair
- Mr. Tony Calloway, PRIMERICA – Primary Vice Chair
- Ms. Patricia “Ann” McNeer, Master Tax – Secondary Vice Chair

Mr. Brown asked if there was any discussion or questions prior to voting. There being no further discussion Mr. Brown requested a motion to approve the slate of officers nominated as presented for a two year period.

**Action Taken**

Mr. Brian King so moved and Mr. Joe Lee Williams properly King second, approval was granted by the full majority of the board members present.

**V. Committee Placements**

**Chester Randolph, LCWDB Chairperson**

Mr. Tony Calloway and Mr. Carl Brown provided an overview and comments from NAWB Conference in Washington, DC. They stressed the importance of committee involvement and the opportunity they provide in better serving the workforce development needs in our area. The Chair requested that those board members that had not submitted their committee membership preferences needed to so the board could move forward with the committee placements.

**Action Taken**

No Action required.

**V. Old Business**

No discussion followed.

**Action Taken:**

No action required.

**VI. Next Meeting**

Next meeting is scheduled for Thursday, June 16, 2016.

**Action Taken:**

No action required

**VII. Adjournment**

With no further discussion, meeting was adjourned. We wish all members and their families a very Happy St. Patrick's Day!

Minutes Reviewed By: *Howard T. Pendleton*

Approval Date: **06/16/2016**

Member Name	Organization	Action Taken							
		<u>Agenda Item I</u> (Minutes)				<u>Agenda Item III</u> (Approval of Youth Committee Recommendations, Authorize Procurement of Youth Services & Approve City of Columbus/Job Tng Division continue as One-Stop			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Beard-White, Georgia	L & S Services	X				X			
Bloom, Richard	Brookstone Surgical Center	X				X			
Brown, Carl	Upshaw, Brown & Associates	X				X			
Calloway, Tony	Primerica	X				X			
Carlisle, Doreene	GA Voc Rehab Svcs			X				X	
Chambers, Travis	Elite Realty	X				X			
Dorsey, Belva	Enrichment Services			X				X	
Echols, Monica	2 <sup>nd</sup> Chance Act			X				X	
Farley, Elsie	Pearl's Catering	X				X			
Harp, Charles	Swift Spinning			X				X	
Holmes, Franklin	Talbot County BoC	X				X			
Hopson, April	Columbus Tech	X							X
Hugley, Carolyn	State Farm Insurance			X				X	
Irvine, John J.	Cols Career Center	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
King, Brian	IBEW Local 613	X				X			
LaMee, Beverly	Housing Authority of Columbus, GA	X							X
Llewellyn, Tricia	Goodwill Industries	X				X			
Loyd, Jamie	Cols Tech College	X							X
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions			X				X	
Murphy, William	Cols Chamber of Commerce			X				X	
Plemmons, Brian	Valley Hospitality			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			
Seda, Kike	A-1 Postage Meters & Shipping			X				X	
Smith, Dexter	Com Wkrs of USA, Local 3212	X				X			
Stoller, Frederick	CHP, International – Job Corps.			X				X	
Taccati, Kim	Staffing Connections			X				X	
Taylor, Clint J.	GA Power Comp.			X				X	
Timmons, Wendy	Sixty Two Graphic Studio	X				X			
Vinson, Tim	MCSD			X				X	
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
<b>Totals:</b>		<b>23</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>14</b>	<b>3</b>

Member Name	Organization	Action Taken							
		<u>Agenda Item IV</u> <u>(Approval of Nomination</u> <u>Committee Recommendation)</u>							
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Beard-White, Georgia	L & S Services	X							
Bloom, Richard	Brookstone Surgical Center	X							
Brown, Carl	Upshaw, Brown & Associates	X							
Calloway, Tony	Primerica				X				
Carlisle, Doreene	GA Voc Rehab Svcs			X					
Chambers, Travis	Elite Realty	X							
Dorsey, Belva	Enrichment Services			X					
Echols, Monica	2 <sup>nd</sup> Chance Act			X					
Farley, Elsie	Pearl's Catering	X							
Harp, Charles	Swift Spinning			X					
Holmes, Franklin	Talbot County BoC	X							
Hopson, April	Columbus Tech	X							
Hugley, Carolyn	State Farm Insurance			X					
Irvine, John J.	Cols Career Center	X							
Jones, Rick	CCG Eco / Dev	X							
King, Brian	IBEW Local 613	X							
LaMee, Beverly	Housing Authority of Columbus, GA	X							
Llewellyn, Tricia	Goodwill Industries	X							
Loyd, Jamie	Cols Tech College	X							
Martin, John	The Martin Firm	X							
McNeer, Ann	Master Tax Solutions			X					
Murphy, William	Cols Chamber of Commerce			X					
Plemmons, Brian	Valley Hospitality			X					
Ramsey, Ernestine	A.J. McClung YMCA	X							
Randolph, Chester	Caldwell Bankers Realtors				X				
Reed, Marva	Dept Health & Human Services			X					
Ruff, Gwendolyn	Columbus Water Works	X							
Sabree, Saleemah	Experience Works	X							
Seda, Kike	A-1 Postage Meters & Shipping			X					
Smith, Dexter	Com Wkrs of USA, Local 3212	X							
Stoller, Frederick	CHP, International – Job Corps.			X					
Taccati, Kim	Staffing Connections			X					
Taylor, Clint J.	GA Power Comp.			X					
Timmons, Wendy	Sixty Two Graphic Studio	X							
Vinson, Tim	MCSD			X					
Watson, Eddie	Clay Hill Hunting	X							
Williams, Joe Lee	Stewart Co. BoC	X							
<b>Totals:</b>		<b>21</b>	<b>0</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>