



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

June 20, 2019  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

**Type of meeting:**

**LCWDB QUARTERLY MEETING**

## Agenda topics

- I. Welcome Chester Randolph, WDB Chair
  - a. Approval of Minutes  
(03/15/18) (09/20/2018)
  
- II. Approval of Executive Committee Actions Howard Pendleton, WIOA Director
  - a. Approval of RFP: Work Exp. / OJT
  - b. Approval of Plan Update
  - c. Approval of ETPL Listings / Changes
    - 1. First Step Health Agency  
Phlebotomy Program
    - 2. Georgia Driving Academy  
CDL Program
    - 3. Heavy Equipment College of  
Georgia
  - d. Approval of ETPL Listing  
Reinstatement
    - 1. Go With A Nurses Assistant  
(GWANA)
  - e. Approval of changes to "Eligibility  
Guidelines" in Policies & Procedures  
Manual
  - f. Approval of Service Providers for Youth  
Services for PY2019
  - g. Approval of Service Providers for One-  
Stop Operator, Adult and Dislocated  
Worker Services for PY2019
  
- III. Approval of ETPL Listing Changes
  - a. CSU Continuing Education
    - 1. Medical Coding and Billing
    - 2. Graphic Design Program
  - b. GWANA
    - 1. Certified Nurse's Aide (CNA)

IV. Presentation on the Incumbent Worker Program

Gwendolyn Ruff, WDB Board Member

V. Financial Report

Howard Pendleton, WIOA Director

VI. Approval of Second Chance Transition Corp. Certification as an Affiliate One-Stop

VII. Update on Fort Benning Project

Feleshia Marshall, WIOA Asst. Director

VIII. Old Business

IX. Next Meeting

X. Adjournment





# Lower Chattahoochee Workforce Development Board Quarterly Meeting

June 20, 2019  
Columbus Consolidated Government Annex  
Job Training Division (WDA-14)  
420 Tenth Street  
Columbus, Georgia 31902-1340

**Type of meeting:**

LCWDB Quarterly Board Meeting

Board Members in attendance:

- Chester Randolph, C Randolph & Associates (WDB Chair)
- Georgia Bethune, L & S Services
- Carl Brown, C. Brown & Associates
- Tony Calloway, Calloway & Associates
- Travis Chambers, Elite Ventures Leasing & Mgt
- Jeff Deppe, IBEW Local 613
- Jonathan Evans, Housing Authority of Columbus, Georgia (HACG)
- April Hopson, Columbus Technical College
- Carolyn Hugley, State Farm Insurance
- Rick Jones, CCG Dept. of Community & Economic Development
- Tricia Llewellyn Konan, Goodwill Industries
- Ann McNeer, Master Tax
- Ernestine Ramsey, A.J. McClung YMCA, Inc.
- Gwen Ruff, Columbus Water Works
- Wanda Rutledge, Kinetic Credit Union
- Saleemah Sabree, Legacy Links, Inc.
- Dexter Smith, Communication Workers of USA, Local 3212
- Rick Stoller, CHP, Int'l. – Job Corps
- Amy Varnum, GDOL
- Eddie Watson, Clay Hill Hunting
- Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

- Howard Pendleton
- James Shipp
- Feleshia Marshall
- Bernadette Bass

Guest

- Inez Godbee, Cols. Water Works
- Leasa Hastings, One-Stop Operator
- Aveana Jackson, TCSG, OWD
- Gail Long, GDOL
- Nianthia Spellers, Brookstone Surgical Center
- Joseph B. Williams, LEO Board Member



# Agenda Discussion

## I. Welcome

Chester Randolph, WDB 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 the Chair with a welcome to all members and guests present. He continued by stating that this was the first quarterly meeting (in quite some time) that had enough board members in attendance to reach the 51% quorum required to conduct business. Therefore, we'll get down to business.

The Chair asked if there was any discussion or questions regarding the Minutes from the March 2018 and/or September 2018 meetings.

There being no discussion, the Chair requested a motion to approve the minutes for March 15, 2018 & September 20, 2018 as written (copies are attached to the original minutes as permanent record).

### **Action Taken:**

Carl Brown so moved and Tony Calloway properly second, approval was granted by majority of all active board members in attendance to approve the minutes for March 15, 2018, and September 20, 2018 as written.

## II. Approval of Executive Committee Actions

Howard Pendleton, WIOA Director

Mr Pendleton began by noting because the Board hadn't had enough members present for a quorum at the Board meetings, the Executive Committee had to conduct business on the Board's behalf. The Executive Committee had met and conducted business for the Board and now the Board needed to approve the actions taken by the Executive Committee.

The Chair informed Board members voting would be held until all items had been discussed. He reiterated the importance of attending the meetings.

Mr. Pendleton gave a brief overview and discussion of the Executive Committee's actions on the Board's behalf: Approval of the RFP: Work Exp./OJT; Approval of the Plan Update; Approval of the ETPL Listings /Changes for 1. First Step Health Agency – Phlebotomy Program (approved); 2. Georgia Driving Academy (approved); and 3. Heavy Equipment College of Georgia (Disapproved); Approval of ETPL Listing Reinstatement for Go With A Nurses Assistant (GWANA) (approved); Approval of changes to “Eligibility Guidelines” in the Policies & Procedures Manual; Approval of Service Providers for Youth Services for PY2019; and Approval of Service Providers for One-Stop Operator, Adult and Dislocated Worker Services for PY2019 (Copies [where applicable] are attached to the original minutes as permanent record).

A brief discussion pursued regarding the actions taken by the Executive Committee; questions were asked about the programs of study, their costs and the benefits of having them. Members agreed the disapproval of the application from Heavy Equipment College of Georgia was appropriate due to the location and commute. Overall the members in attendance agreed with the actions that had been taken.

The Chair asked if there was any other discussion or questions regarding the Executive Committee's actions. There being no further discussion, the Chair asked for a motion to approve the Executives actions:

- a. Approval of RFP: Work/OJT
- b. Approval of the Plan Update
- c. Approval of ETPL Listings/Changes for
  1. First Step Health Agency (approved)
  2. Georgia Driving Academy (approved)
  3. Heavy Equipment College of Georgia (Disapproved)
- d. Approval of ETPL Listing Reinstatement
  1. Go With A Nurses Assistant (GWANA)
- e. Approval of changes to “Eligibility Guidelines” in Policies & Procedures Manual
- f. Approval of Service Providers for Youth Services for PY19
- g. Approval of Service Providers for One-Stop Operator; and Adult & Dislocated Worker Services for PY19

### **Action Taken:**

Joe Lee Williams so moved; and Carolyn Hugley properly second, approval for the Executive Committee's actions were granted by the majority of all active board members in attendance.

## III. Approval of ETPL Listing Changes

Mr. Pendleton informed the Board that the Board had originally approved these programs of study for inclusion on the Eligible Training Provider List (ETPL) in September of 2016 however; changes in their curriculum required changes that the Board would

need to approved in order to submit them to the State for final approval for revision on the ETPL. Columbus State University Continuing Education, an active Vendor on the State ETPL and had requested the following:

- **Columbus State University Continuing Education:** 4225 University Avenue, Columbus, GA 31907. **Graphic Design Certification Program.** Requested change in length of training of program of study from 46 weeks; 100 hours (currently) to 50 weeks; 108 hours to include Adobe Acrobat in the training. The total training cost would remain the same \$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; and
- **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 \$2,863.00 to \$3,520.00 and total class time remained the same at 192 hours. Cost increase due to the costs of the exam: American Academy of Professional Coders or American Health Information Management Association. Both are nationally recognized credentials.

A brief discussion ensued regarding the credential for the Medical Billing & Coding. Several members expressed their thoughts on the programs and felt it should be recommended to the State for inclusion on the ETPL.

Lastly, Mr. Pendleton noted that GWANA had been initially been approved for the ETPL in June 2012; and you all have just approved the Executive Committee's action in reinstating them as an active Vendor on the ETPL. But the costs associated with the training have increased since first being approved. Therefore, GWANA has requested the following changes be considered and approved for submission to the State for final approval for revision to their ETPL report card.

- **Go With A Nurses Assistant (GWANA):** 707 N Slappey Blvd, Albany, GA 31701. **Certified Nurse's Aide (CNA) Program.** Requested change of provider listing to reflect increase in total costs of the program from \$1,167.00 to \$1,550.00 and total class time plus clinicals remaining the same at 5 weeks; 120 hours of classroom training plus clinicals. Cost increase due to the increase for tuition, books, supplies, uniforms, physicals, background checks/drug screens 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.

The Chair asked if there was any other discussion or questions regarding the requested changes for each of the programs of study. There being no further discussion, the Chair asked for a motion to approve the requested changes from CSU Continuing Ed for their Graphic Design and Medical Billing & Coding; and GWANA's request for costs increase for their CNA program.

**Action Taken:**

Jonathan Evans so moved; and Tony Calloway properly second, approval for the requested changes for CSU Continuing Ed Graphic Design and Medical Billing and Coding; and GWANA's CNA program as presented were granted by the majority of all active board members in attendance.

**IV. Presentation on the Incumbent Worker Program** **Gwendolyn Ruff, Columbus Water Works**

Ms. Gwen Ruff of the Columbus Water Works gave a brief overview and discussion of the successes from the Incumbent Worker Program currently underway. Ms. Ruff spoke on the challenges they had faced with the project and were very pleased thus far with the progress. Members were very interested in the program and agreed it was a worthy endeavour.

Mr. Pendleton asked if there were any questions or discussion. With no further discussion, Mr. Pendleton continued to the next item on the Agenda

**Action Taken:**

No Action Taken.

**V. Financial Report** **Howard Pendleton, WIOA Director**

A report of the WIOA 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). The WIOA Director provided a brief overview and discussion of awards and expenditures.

Mr. Pendleton asked if there was any other discussion or questions regarding the financial report. With no discussion, Mr. Pendleton continued.

**Action Taken:**

Joe Lee Williams so moved; and Tony Calloway properly second the approval of the Financial Report as presented was granted by the majority of all active board members in attendance.

**VI. Approval of Second Chance Transition Corp.**

Mr. Pendleton gave a brief overview of the One-Stop Affiliate Certification documentation completed for Second Chance Transition Corp. our newest service provider. A brief discussion pursued. Members were enthusiastic about what Second Chance Transition Corp. program.

The Chair asked if there were any other discussion or questions. With no further discussion, the Chair asked for a motion to approve Second Chance Transition Corp's. One-Stop Affiliate Certification.

**Action Taken:**

Joe Lee Williams so moved; and Carolyn Hugley properly second, approval for Second Chance Transition Corp. Certification as a One-Stop Affiliate was granted by the majority of all active board members in attendance.

**VII. Update on Fort Benning Project**

Ms. Feleshia Marshall gave an overview of the Fort Benning Project. She informed members of the success the program has had thus far and the successes of the participants. A brief discussion pursued.

The Chair asked if there was any discussion or questions. There was no further discussion.

**Action Taken:**

*No action required.*

**VIII. Old Business**

The Chair asked if there was any old business to discuss. No discussion followed.

**Action Taken:**

*No action required*

**IX. Next Meeting**

The WIOA Director noted the next board meeting is Thursday, September 19, 2019; and thanked everyone for attending so business could be conducted.

**Action Taken:**

*No action required*

**X. Adjournment                      Howard Pendleton, WIOA Director**

The Chair thanked everyone in attendance for coming and again asked members to please strive to attend the board meetings to ensure there's a quorum to conduct business. With no further discussion, the meeting was adjourned.

**Action Taken:**

*No action required*

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 12/19/2019

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes 3/15/18 & 9/20/18)				Agenda Item II (Approval of Executive Committee Actions)			
		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 Svc			X				X	
Chambers, Travis	Elite Realty	X				X			
Deppe, Jeff	IBEW Local 613	X				X			
Dorsey, Belva	Enrichment Services			X				X	
Doyle, Michelle	Valley Hospitality			X				X	
Evans, Jonathan	Housing Authority of Columbus, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Harp, Charles	Swift Spinning			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Cols Regional Health			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia L.	Goodwill Industries	X				X			
Lakes, Sendreka	Cols Chamber of Commerce			X				X	
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			X				X	
McNeer, Ann	Master Tax Solutions	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			
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Experience Works	X				X			
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	CHP, International – Job Corps.	X				X			
Taylor, Clint J.	GA Power Comp.			X				X	
Timmons, Wendy	Sixty Two Graphic Studio			X				X	
Varnum, Amy	GDOL	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>21</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>15</b>	<b>0</b>

Member Name	Organization	Action Taken							
		Agenda Item III (Approval of ETPL Chgs)				Agenda Item V (Approval of Financial Report)			
		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 Svc			X				X	
Chambers, Travis	Elite Realty	X				X			
Deppe, Jeff	IBEW Local 613	X				X			
Dorsey, Belva	Enrichment Services			X				X	
Doyle, Michelle	Valley Hospitality			X				X	
Evans, Jonathan	Housing Authority of Columbus, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Harp, Charles	Swift Spinning			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Cols Regional Health			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia L.	Goodwill Industries	X				X			
Lakes, Sendreka	Cols Chamber of Commerce			X				X	
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			X				X	
McNeer, Ann	Master Tax Solutions	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			
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Experience Works	X				X			
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	CHP, International – Job Corps.	X				X			
Taylor, Clint J.	GA Power Comp.			X				X	
Timmons, Wendy	Sixty Two Graphic Studio			X				X	
Varnum, Amy	GDOL	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>21</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>15</b>	<b>0</b>



Member Name	Organization	Action Taken							
		Agenda Item VI (Approval of 2 <sup>nd</sup> Chance Trans. OS Affiliate Cert.)							
		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 Svc			X					
Chambers, Travis	Elite Realty	X							
Deppe, Jeff	IBEW Local 613	X							
Dorsey, Belva	Enrichment Services			X					
Doyle, Michelle	Valley Hospitality			X					
Evans, Jonathan	Housing Authority of Columbus, GA	X							
Farley, Elsie	Pearl's Catering			X					
Harp, Charles	Swift Spinning			X					
Hopson, April	Columbus Tech	X							
Hugley, Carolyn	State Farm Insurance	X							
Jackson, Barbara	Cols Regional Health			X					
Jones, Rick	CCG Eco / Dev	X							
Konan, Tricia L.	Goodwill Industries	X							
Lakes, Sendreka	Cols Chamber of Commerce			X					
Lewis, Carvel	Lewis Mortuary II			X					
Loyd, Jamie	Cols Tech College			X					
Martin, John	The Martin Firm			X					
McNeer, Ann	Master Tax Solutions	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							
Rutledge, Wanda	Kinetic Credit Union	X							
Sabree, Saleemah	Experience Works	X							
Smith, Dexter	Com Workers of USA, Local 3212	X							
Stoller, Frederick	CHP, International – Job Corps.	X							
Taylor, Clint J.	GA Power Comp.			X					
Timmons, Wendy	Sixty Two Graphic Studio			X					
Varnum, Amy	GDOL	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>15</b>	<b>0</b>				