



Lower Chattahoochee Workforce Development Board Quarterly Meeting

December 19, 2019
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

LCWDB QUARTERLY MEETING

Agenda topics

- I. Welcome Patricia “Ann” McNeer, WIOA Vice Chair
 - a. Approval of Minutes
(June 20, 2019)
- II. Approval of Executive Committee Actions Feleshia Marshall, WIOA Asst. Director
 - a. Approval of GLWDA Grant Submission & Acceptance (08/21/19)
 - b. Approval of ETPL Application Columbus Technical College (08/21/19)
 - c. Grant the Director authority to waive testing for WIOA Applicants currently enrolled in Post-Secondary Education on a case-by-case basis (08/21/19)
- III. Approval of RFPs:
 - a. One-Stop Operator; and
 - b. One-Stop Intensive Career Services & Case Management Training Services for Adults, Dislocated Workers & Youth
- IV. Sector Partnership Presentation Sendreka Lakes, GCGCC
- V. Approval of ETPL Applications Feleshia Marshall, WIOA Asst. Director
- VI. Grant Director Authority to Approve Certificate Programs of Study
- VII. Financial Report
- VIII. Old Business
- IX. Next Meeting & Adjournment





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Type of meeting:

LCWDB QUARTERLY MEETING

Board Members in attendance:

Ann McNeer, Master Tax (Secondary Vice Chair)
Georgia Bethune, L & S Services, Inc.
Dr. Richard Bloom, M.D., Brookstone Surgical Center
Carl Brown, C. Brown & Associates, Inc.
Jonathan Evans, Housing Authority of Columbus, Georgia
April Hopson, Columbus Technical College
Carolyn Hugley, State Farm Insurance
Rick Jones, CCG, Department of Community & Economic Development
Sendreka Lakes, Greater Columbus, GA Chamber of Commerce
Tricia Llewellyn-Konan, Goodwill Industries of Southern Rivers
Jaime Loyd, Columbus Technical College
Ernestine Ramsey, AJ McClung YMCA (Retired)
Gwen Ruff, Columbus Water Works
Saleemah Sabree, Experience Works
Dexter Smith, Communication Workers of America, Local 3212
Frederick Stoller, Job Corps.
Amy Varnum, Georgia Department of Labor
Tim Vinson, Muscogee County School District
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
James Shipp
Feleshia Marshall
Lisa Lane

Guest

Travis A. Barrett, Disabled Veteran
Janice West, Middle Flint WorkSource Area 15



Agenda Discussion

I. Welcome

Patricia "Ann" McNeer, 2nd Vice Chair

The Vice Chair began with a welcome to all members and guests present. After introductions, she thanked everyone for their attendance and patience while she officiated the meeting. She reminded the members it had been a long while since she had had to conduct a meeting.

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 Vice Chair noted the Minutes from the June meeting were in the Agenda packets and as the quarterly Board meeting scheduled for September (09/19/2019) had been cancelled, the June Minutes still needed approval. She asked members to briefly review the Minutes for approval (A copy is attached to original minutes as permanent record).

The Vice Chair asked if there were any questions or discussion regarding the Minutes. A brief discussion pursued, with no changes being noted and no further questions, the Vice Chair requested a motion to approve the June 20, 2019 minutes as written.

Action Taken:

Carl Brown so moved and Jamie Loyd properly second, approval was granted by majority of all active board members in attendance to approve the June 20, 2019 minutes as written.

II. Approval of Executive Committee's Actions

Feleshia Marshall, WIOA Asst. Director

Prior to discussion Ms. April Hopson and Mr. Jaime Loyd abstained from discussion and voting.

The Asst. Director informed members that there were items of business that had to be conducted that had arose after the June Board Meeting but required action before the regularly scheduled meeting in September. Therefore, the Executive Committee had met 08/21/2019 to act on the Board's behalf and their actions must now be approved by the Board.

The Asst. Director gave a brief overview and discussion of the Executive Committee's actions on the Board's behalf: Approval of the GLWDA (Sector Partnership) Grant Submission & Acceptance (Approved); Approval of the ETPL Listing for Columbus Technical College's new Integrated Education and Training (IET) Program (Approved); and Grant WIOA Director Authority to waive testing for Post-Secondary Participants on a Case-by-Case Basis (Approved)

A brief discussion pursued regarding the actions taken by the Executive Committee. Questions were asked about the CTC new program of study and the GLWDA (Sector Partnership) Grant Submission & Acceptance. It was noted during discussion that Ms. Lakes would be giving a presentation on the Sector Partnership with Region 8 and that Ms. Janice West, Workforce Development Area 15 was in attendance. 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 Executive Committee's actions:

- a. Approval of the GLWDA Grant Submission & Acceptance
- b. Approval of the ETPL Application for Columbus Technical College
- c. Grant the Director authority to waive testing for WIOA Applicants currently rerolled in Post-Secondary Education on a case-by-case basis

Action Taken:

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

III. Approval of RFP's

Howard Pendleton, WIOA Director

Prior to discussion Ms. April Hopson and Mr. Jaime Loyd abstained from discussion and voting.

The WIOA Director informed members that the renewal options for the contracts let for the One-Stop Operator services and Intensive Career Services and Case Management for WIOA eligible Adults, Dislocated Workers and Youth had been exhausted. Therefore, its required to competitively procure these services for program year. We are requesting approval to release request for proposals for the One-Stop Operator in the amount of \$68,0000 and the Career Services and Case Management for 20 Adults, 20 Dislocated Workers and 10 Youth. If approved, we will publish the notices in the legal sections in all the surrounding areas that we serve and project releasing the solicitation packages in late January.

The Vice Chair asked if there were any further discussion or questions. There being no further discussion, a motion was presented for Board to approve the request for proposals for One-Stop Operator in the amount of \$68,000; and Intensive Career Services and Case Management Services for 20 WIOA eligible Adults, 20 WIOA eligible Dislocated Workers and 10 WIOA eligible Youth for Program Year 2020.

Action Taken:

Carolyn Hugley, so moved and Carl Brown, properly second, approval was granted by majority of all active board members in

attendance to approve the RFP for PY2020.	
IV. Sector Partnership Presentation	Sendreka Lake, GCGCC
Ms. Sendreka Lake gave an overview and discussion of the Sector Partnership with Region 8 (WDA14 and WDA15) and Greater Columbus Georgia Chamber of Commerce. Ms. Lake informed members of the mission, goals and objectives of the program.	
A brief discussion ensued. Members were in agreement it would be beneficial for Region 8.	
Action Taken: No action required.	
V. Approval of ETPL Application	Feleshia Marshall, WIOA Asst. Director
The WIOA Asst. Director noted the following information is provided for consideration and recommendation for inclusion of submitted applications on the State of Georgia Eligible Training Provider Listing.	
<p style="margin-left: 40px;">PROPOSED PROVIDER: Hospital Authority of Columbus, GA LOCATION: 8414 Whitesville Road, Columbus, GA 31904</p> <p style="margin-left: 40px;"><u>CERTIFIED NURSING ASSISTANT</u> TRAINING LENGTH: 6 weeks; 103 curriculum hours + (90 clinical hours) TRAINING COST: \$416,506.00 (Includes all training costs)</p>	
COST OF COMPARABLE PROGRAM: Based upon program of study, the training costs are not comparable to similar training in the local workforce area.	
Recommendation:	
Motion to disapprove. The costs listed include Instructor's wages, retirement plan, vacation, sick, holiday pay, vision, dental, life & healthcare benefits (totaling \$102,066.00). Program costs are not comparable to other Vendors on the ETPL List.	
The Vice Chair asked if there was any other discussion. There being no further discussion, the Vice Chair requested a motion to disapprove the ETPL Application from the Hospital Authority of Columbus, GA.	
Action Taken: Joe Lee Williams so moved; and Carl Brown properly second, to disapprove the ETPL Application from the Hospital Authority of Columbus, GA.	
VI. Grant Director Authority to Approve Certificate Programs of Study	
The WIOA Asst. Director informed members that there were good certificate programs available but had not been presented to the Board for approval. As you know it is a lengthy approval process. From time to time, we are presented with requests for supportive service assistance with an WIOA eligible participant enrolled in a certificate program. We are requesting that the Board grant the Director authority to approve Certificate Program of Study on a case-by-case basis.	
During discussion members agreed this action would be beneficial to participants attending certificate programs of study. The Vice Chair asked for a motion to grant the Director authority to approve Certificate Programs of Study on a case-by-case basis.	
Action Taken: Joe Lee Williams so moved; and Carl Brown properly second, to grant the Director authority to approve certificate programs of study on a case by case basis.	
VII. 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: Joe Lee Williams so moved; and Carolyn Hugley properly second the approval of the Financial Report as presented was granted by the majority of all active board members in attendance.	
VIII. Old Business	
The Vice Chair asked if there was any old business to discuss. No discussion followed.	
Action Taken: No action required	
IX. Next Meeting & Adjournment	
With no further discussion, meeting was adjourned. We wish all members and their families a very Merry Christmas and a Happy New Year!	

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 06/18/2020

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes)				Agenda Item II (Approval of Exc. Com. Actions: a. b. & c.)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, 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	
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	Gildan			X				X	
Hopson, April	Columbus Tech	X							X
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Cols Regional Hospital			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	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	C. Randolph & Assoc.			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 Wkrs of USA, Local 3212	X				X			
Stoller, Frederick	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			
Totals:		20	0	16	0	18	0	16	2

Member Name	Organization	Action Taken							
		Agenda Item III (Approval of RFPs for One-Stop Operator & Career Svc. Case Mgt for PY2020)				Agenda Item V (Approval of ETPL Applications)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, 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	
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	Gildan			X				X	
Hopson, April	Columbus Tech				X	X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Cols Regional Hospital			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	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	C. Randolph & Assoc.			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 Wkrs of USA, Local 3212	X				X			
Stoller, Frederick	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			
Totals:		18	0	16	2	20	0	16	0

Member Name	Organization	Action Taken							
		Agenda Item VI (Grant Director Authority to Approve Certificate Programs)				Agenda Item VII (Financial Report)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, 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	
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	Gildan			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Cols Regional Hospital			X				X	
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	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	C. Randolph & Assoc.			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 Wkrs of USA, Local 3212	X				X			
Stoller, Frederick	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			
Totals:		20	0	16	0	20	0	16	0