



# Agenda

# Lower Chattahoochee Workforce Investment Board Quarterly Meeting

June 19, 2014  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

Type of meeting:

WIB QUARTERLY MEETING

## Agenda topics

- |   |                                     |
|---|-------------------------------------|
| I. Welcome                                    | Chester Randolph, WIB Chairperson   |
| a. Approval of Minutes<br>(March 20, 2014)    |                                     |
| II. Financial Report                          | Howard Pendleton, WIA Director      |
| III. Youth Council Recommendation             | Rose Parker, WIA Assistant Director |
| IV. Summer Youth Employment<br>Program (SYEP) | James Shipp, WIA Youth Coordinator  |
| V. Update – WIA Legislation                   | Howard Pendleton, WIA Director      |
| VI. Old Business                              |                                     |
| VII. Next Meeting – September 18, 2014        |                                     |
| VIII. Adjournment                             |                                     |





# Lower Chattahoochee Workforce Investment Board Quarterly Meeting

June 19, 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:*

Tony Calloway, PRIMERICA, Vice Chair  
Carl Brown, Upshaw, Brown & Associates  
Tommie Chambers, Elite Ventures (ERA) Realty  
J.J. Irvin, GDOL Columbus Career Center  
Brian King, IBEW, Local 613  
Jamie Loyd, Columbus Technical College  
Ernestine Ramsey, AJ McClung YMCA, Inc.  
Charles Redd (for Marva Reed), Dept of Health & Human Services  
Saleema Sabree, Experience Works  
Frederick Stoller, CHP, International – Job Corps.  
Joe Lee Williams, Stewart County Board of Commissioners

### WIA Staff

Howard Pendleton  
James Shipp  
Rose Parker  
William Crawford

### Guest

Olivia Hankins, CHP, Intl – Job Corps.



# Agenda Discussion

## **I. Welcome and Approval of Minutes**

**Tony Calloway, WIB Vice Chairperson**

In the absence of the Chairperson, the board was called to order by Mr. Tony Calloway, Vice Chairperson, who began with introductions and a welcome to all members and guest present.

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

The Vice Chair requested a motion to approve the minutes of the WIB Board meeting held on March 19, 2014; as earlier mailed.

### **Action Taken:**

A motion to approve the March 19, 2014 minutes of meeting was properly moved by Carl Brown, properly second by Mr. Brian King; and approved by a sufficient number of board members present to satisfy quorum requirements.

## **II. Financial Report**

**Howard Pendleton, WIA Director**

The WIA Director presented for discussion an overview of the WIA Local Area Grant Summary of the Adult, Dislocated Worker, Rapid Response (DRR) and Youth grant funds awarded to the local area. (A copy of the summary report is attached to original minutes of this meeting as permanent record). The director discussed the awards and expenditures as of May 31, 2014. Total balance of funding is \$1,366,500.

### **Action Taken:**

*No action required.*

## **III. Youth Council Recommendation**

**Rose Parker, WIA Assistant Director**

Board members were reminded of the approval granted to the WIA Director to publish solicitation for "Out of School Youth Work Experience with Basic Skills Upgrade" activity. At the close of the solicitation period three (3) proposals were submitted in response to the request for proposal for "Out of School Youth Work Experience with Basic Skills Upgrade" activity for Muscogee County. The Director interjected by noting that as the board members recall authority to publish this solicitation was approved in an effort to find an agency that will assist us in meeting the literacy/numeracy performance measures that our workforce area has been unable to meet for quite some time. The Assistant Director continued by noting that the agencies submitting proposals included: 1) Urban League of Greater Columbus; 2) Two Thousand Opportunities; and Paxen Learning Group. All proposals were considered responsive and copies of each proposal mailed to all of the Youth Council members for their review prior to their scheduled meeting. The Assistant Director further noted that due to time constraints, an earlier called quarterly meeting of the Youth Council took place at which time proposals were again reviewed, discussed, and rated. Paxen Learning Group was the agency that received the highest rated out of the three proposals. Their proposed amount for services came in at just under the \$100,000 authorized to be awarded. Mr. Carl Brown asked how the other proposers fared in the rating process. The Director interjected stating that each of the other two agencies was rated far lower than the agency recommended for funding. As a result of the ratings presented, it was therefore the recommendation of the Youth Council that the contract be awarded to Paxen Learning Group. This information was confirmed by Ms. Ramsey, Youth Council Chairperson.

The WIA Director further noted that Paxen Learning Group are providing services to other workforce areas for a few years now and have done very well. It was stated that one area had indicated that there were some minor challenges at the beginning, but they have not had any problems since and have been successful in meeting their performance measures. Additionally, it was noted that this agency has proposed to achieve 80% performance rather than the 40% that our area proposed in the solicitation.

The Assistant Director informed the members that the normal procurement process requires that the Contract Review Committee meet and bring the recommendations of the Youth Council to the Board; however, to ensure that notices were sent out and negotiations took place with the successful bidder; and a contract was in place prior to the start of the new program year, the WIA Director spoke with Mr. Chester Randolph, Executive Committee Chairperson who also serves as the Board Chairperson, to request authorization that the WIA Administrator be allowed to provide notice of award to all proposers and enter into negotiations with Paxen Learning Group. Approval was granted for the WIA Administrator to provide notices and begin negotiations with Paxen Learning Group. As a result, all agencies were formally notified of the results of solicitation. The Assistant Director further noted that a meeting with representatives of Paxen Learning Group was held on June 18<sup>th</sup> to discuss their proposed services and gain clarification of how services were to be performed and negotiate certain terms of the proposal, more specifically the requested profit. During this discussion, two issues came out of the negotiations that must be resolved prior to contract award.

- 1) Paxen Learning Group is a Florida based corporation. In their proposal a memorandum of agreement was included indicating that the company had entered into a preliminary agreement with Columbus Technical College for space to operate their program. During the meeting, the proposed location was discussed to ensure that the agency had formalized the agreement with Columbus Technical College since notice of award; and that a stable facility from which services would be provided in the local area was available. The Paxen representatives indicated that space at the college had not been confirmed; and that at this time it is uncertain if the initial agreement would materialize. It was noted that the President was out of the country and

therefore they had not had an opportunity to discuss potential use of space at the college; however, they are looking at other options for space to provide the services here in the local area. Representatives were informed that no contractual agreement would be officially awarded until the agency could provide a stable location, a business license has been submitted, and the facility (if necessary) is inspected. The WIA Director noted that representatives were in agreement and assurances were made that a facility would be available prior to July 1<sup>st</sup>.

- 2) As part of local policy, Area 14 has historically only authorized for-profit agencies awarded contracts 5% profit to be requested in their proposed budgets. Paxen Learning Group in submission of their proposal requested 10% profit. The board was informed that during discussion with the Paxen representatives, it was noted that it is the normal practice for their company to include an indirect rate of 30% for all contractual services for which funding is awarded. It was noted that in the proposals submitted to this area no indirect cost rate was included in the proposed budget. It was suggested that to accommodate the area's policy, the company be allowed to request at least 5% of the indirect rate in the proposed budget to compensate the loss of the 5% in profit. Paxen was advised that such a request would be submitted to the Board for approval.

Mr. Brown asked if there was any documentation in the Board packets. The WIA Director apologized for the absence of material on the Youth Council recommendations and noted that unfortunately due to the absence of the Assistant Director and the Support Clerk over the past weeks, sufficient time was not available to include information in the agenda packet for the board meeting. A copy however of the results of the Youth Council meeting and related negotiations with Paxen Learning Group is provided as part of these official minutes.

There being no further discussion, the Assistant Director requested a motion for the Board to approve the following:

- 1) Affirm approval to award funding to the Paxen Learning Group but that final award of the contract shall be contingent upon Paxen Learning Group obtaining a stable place in the Muscogee County area to provide services, that appropriate inspection of the site is conducted (where applicable) and a valid business license is submitted to the WIA Director; and,
- 2) Paxen Learning Group be approved to add a 5% indirect cost rate to their budget, so long as the inclusion of such rate does not change the total proposed amount for services that was submitted by the agency in its proposal approved by the Youth Council.

**Action Taken:**

Motion was presented by Commissioner Williams to affirm approval to award funding to Paxen Learning Group to administer the PY14 out of school youth activity at the proposed amount requested in their solicitation; and that Director shall administer such award contingent upon the company acquiring adequate training space in the Muscogee county to satisfactory conduct training ; and to present a valid business license to the WIA Administrator prior to contract signing. Additionally it was motioned that Paxen be authorized the 5% indirect rate requested so long as the amount authorized does not impact total award requested. So moved by Mr. Tommie Chambers moved and properly second by Mr. Carl Brown, the motions as presented were approved by a sufficient number of Board members present to satisfy quorum requirements.

**IV. Summer Youth Employment Program**

**Mr. James Shipp, WIA Youth Coordinator**

Mr. James Shipp, Youth Coordinator, provided a brief overview of the Summer Youth Program that has been underway since June 9, 2014. Board members were informed that the program began without any major problems. Regular and part time staff is being utilized to administer the program in all eight counties.

Mr. Shipp noted that this year, 120 youth have been placed at 70 worksites. Thirty-four (34) of the sites are located in Muscogee County and 36 worksites throughout the other seven counties. It was noted that youth are working 4 hours per day and paid \$7.25 per hour, which equates to \$870.00 during the six (6) weeks they are participating in the program.

In conclusion Mr. Shipp informed members that this would be his last official summer with the program and last official presence at the Board meetings. Members were informed that effective August 26<sup>th</sup>, he would be retiring. Mr. Shipp has been a tremendous asset to our organization, especially in the counties. He has always made himself available It was noted that Mr. William Crawford will be and that he would be retiring in August.

**Action Taken:**

*No action taken.*

**V. Update – WIA Legislation**

**Mr. Howard Pendleton, WIA Director**

The WIA Director provided a brief overview of the newly proposed WIA legislation known as “Workforce Innovation and Opportunities Act” which is a bipartisan bill that has gained support by both the House and Senate. The Director noted that it is possible that this legislation will finally pass and be signed by the President. The Director noted that if the legislation passes there will be changes to the way in which services are provided. The director noted that under the proposed legislation as it currently reads, there is a possibility that we may not be able to administer a summer youth program for in-school youth because there is a requirement that 75% of funds be used for out-of-school youth services.

Brief discussion continued regarding potential passage of this bill.

**Action Taken:**

No action required.

**VI. Other Business**

Columbus Technical College Request - State Provider Listing (Mr. Jamie Loyd abstained from discussion and voting)

The Assistant Director informed the Board that Columbus Technical College (Continuing Education) has submitted applications for Board recommended approval of the following three (3) new programs of study to be added to the Georgia State Eligible Provider Listing:

- 1) Phlebotomy
- 3) Medical Coding
- 4) Certified Nursing Assistant

The Assistant Director noted that upon review by the WIA Administration, a cost comparison for each program was conducted and are considered reasonable and in a comparable range of other such programs offered in the local area. This addition will offer more competitiveness of services that are available and provide a wider range of providers for participants to choose from. It was noted that the recommendation of the Administration is that the Board approve these three programs for inclusion on the State Provider List.

**Action Taken:**

Motion was presented to approve the three program applications requested by Columbus Technical College Continuing Education to be added to the Georgia Eligible Provider Listing for Area 14. So properly moved by Mr. Carl Brown and second by Mr. Tommie Chambers, approval was granted by the Board to submit the applications for inclusion on the State of Georgia Eligible Provider Listing.

**VII. Next Meeting**

Next meeting is scheduled for September 18, 2014.

**VIII. Adjournment**

*With no further discussion, meeting was adjourned.*

Minutes Reviewed By: Howard T. Pendleton

Approval Date: September 18, 2014

Member Name	Organization	Action Taken							
		Summary Item I (Minutes)				Summary Item III (Youth Council Recommendation)			
		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	
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	
Irvine, John J.	Cols Career Center	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>10</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>24</b>	<b>0</b>

Member Name	Organization	Action Taken							
		Summary Item VI (Other Business)							
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Anderson, Robert	Miller-Motte Tech College			X					
Beard-White, Georgia	L & S Services			X					
Brown, Carl	Upshaw, Brown & Associates	X							
Calloway, Tony	Primerica	X							
Cantrell, Kim	GWISR			X					
Chambers, Tommie	Elite Realty	X							
Crosier, James	Clay County BoC			X					
Dorsey, Belva	Enrichment Services			X					
Farley, Elsie	Pearl's Catering			X					
Gadson, Ron	A&A Tax Professional			X					
Gleaton, William	Telecommunications			X					
Holmes, Franklin	Talbot County BoC			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							
Knox, Lauren	Div / Rehab Services			X					
LaMee, Beverly	Housing Authority of Columbus, GA			X					
Loyd, Jamie	Cols Tech College				X				
Martin, John	The Martin Firm			X					
McCardle, Brad	CWA, Local 3212			X					
Newroth, Bennie	Columbus Regional			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							
Scott, Candice	GA Economic Development			X					
Seda, Kike	A-1 Postage Meters & Shipping			X					
Sparks, Kimberly	Unified Gov. Cusseta Chat Co.			X					
Stoller, Frederick	CHP, International – Job Corps.	X							
Taylor, Clint J.	GA Power Comp.			X					
Vinson, Tim	MCSD			X					
Williams, Joe Lee	Stewart Co. BoC	X							
<b>Totals:</b>		<b>9</b>	<b>0</b>	<b>24</b>	<b>1</b>				