



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

December 17, 2015  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

Type of meeting:

LCWDB QUARTERLY MEETING

## Agenda topics

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| I. Welcome   | Chester Randolph, WDB Chair                      |
| a. Approval of Minutes<br>(September 17, 2015)     |  |
| II. Financial Report                               | Howard Pendleton, WIOA Director                  |
| III. Recommendation of Youth<br>Committee          | Ernestine Ramsey, Youth Committee<br>Chairperson |
| IV. Local Policy: "Needs Additional<br>Assistance" | Howard Pendleton, WIOA Director                  |
| V. Overview of on-going Regulations                |  |
| VI. Old Business                                   |  |
| VII. Next Meeting                                  |  |
| VIII. Adjournment                                  |  |





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## Type of meeting:

## LCWDB QUARTERLY MEETING

### *Board Members in attendance:*

Chester Randolph, Caldwell Banker (Chair)  
Georgia Beard-White, L & S Services, Inc.  
Carl Brown, C. Brown & Associates, Inc.  
Tony Calloway, PRIMERICA  
Doreene Carlisle, GA Voc. Rehab.  
Travis Chambers, Elite Ventures (ERA) Realty  
Monica Echols, Governor's Office Of Transition & Re-entry  
Elsie Farley, Pearl's Catering  
April Hopson, Columbus Technical College  
Carolyn Hugley, State Farm Insurance  
John Irvine, GA Department of Labor  
Rick Jones, Department of Community & Economic Development  
Brian King, IBEW Local 613  
Beverly LaMee, Housing Authority of Columbus, Georgia  
Tricia Llewellyn, Goodwill Industries of Southern Rivers  
Jaime Loyd, Columbus Technical College  
John Martin, The Martin Firm  
Crystal Massey (for Marva Reed), Dept. of Health & Human Services  
Ann McNeer, Master Tax  
William Murphy, Greater Columbus Chamber of Commerce  
Ernestine Ramsey, AJ McClung YMCA  
Gwen Ruff, Columbus Water Works  
Saleemah Sabree, Experience Works  
Frederick Stoller, CHP, International – Job Corps.  
Clint Taylor, Georgia Power Company  
Wendy Timmons, Sixty Two Graphic Studio  
Eddie Watson, Clay Hill Hunting  
Joe Lee Williams, Stewart County Board of Commissioners

### WIA Staff

Howard Pendleton  
Rose Parker  
William Crawford  
Lisa Lane

### Guest

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



## Agenda Discussion

### I. Welcome

Chester Randolph, LCWIB Chairperson

The Chairperson began with introductions and a welcome to all members and guests 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 asked if there were any questions or discussion regarding the September Minutes. A brief discussion followed regarding the RFP for Out-of-School Youth Services section of the Minutes. There being no further discussion or changes, the Chair requested a motion to approve the September 17, 2015 minutes as earlier mailed and enclosed as part of agenda packet.

#### Action Taken:

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

### II. Financial Report

Howard Pendleton, WIA 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). The WIOA Director provided a brief overview and discussion of awards and expenditures.

#### Action Taken:

No action required.

### III. Recommendation of Youth Committee

Ernestine Ramsey, Youth Committee Chair

Prior to discussion Ms. April Hopson and Mr. Jaime Loyd abstained from discussion and voting. A report of the Youth Committee Recommendations was provided to Board members for discussion (A copy is attached to original minutes as permanent record). Ms. Ramsey provided a brief overview and discussion on the following:

- ❖ Out-of-School Youth Internship (Work Experience) and Retention Services – Summary of Youth Committee review and proposal recommendation:
  - Number of Proposals Received – 2
  - Number of Proposals Considered Responsive – 1
  - Number of Proposals Considered Non-Responsive – 1
  - Funding Level: \$80,000.00
  - Total Youth to be Served: 20
- Youth Committee Recommendation:
  - Contracting Agency – Partnership In Caring: 2210 Wynnton Road, Suite 208, Columbus, GA
  - Approve Partnership in Caring for funding with the following conditions:
    - ✓ Contract period begin January 1, 2016 thru June 30, 2016; with 3 year renewal option based upon performance, funds availability, and continued need for services. (All renewals will be subject to negotiation of funding level and number of participants served. Each renewal proposed will be brought before the Board for approval.)
    - ✓ Authorized WIOA Administrator to negotiate proposed participant service level, number of participants served, and service strategy proposed by the contracting agency.
- In-School Youth: Work Experience Activity (7 Counties: Harris, Talbot, Chattahoochee, Clay, Quitman, Randolph and Stewart) – Serving 40 Youth at \$156, 000.00
- Out-of-School Youth: Work Readiness Component with On-the-Job Training – Serving 30 Youth at \$110,000.00 (Muscookee County Only); and Work Experience for Out-of-School Youth with Special Needs – Serving 10 Youth at \$42,000.00 (Muscookee County Only)
- Non-Solicited Service:
  - There will be a renewal of proposed contract for OSY Work Experience with Retention Services being proposed. Recommend Administrator be allowed to negotiate funds to be awarded and number of participants to be served for PY16 based upon performance outcome; and
  - Recommend Administrator granted authority to enter into agreement with Columbus Technical College's one-stop itinerate site and case management services for varied number of youth at \$40,000.00. This is contingent upon direction of State regarding procurement of one-stop operator.

The Chair asked if there were any further questions. There being no further discussion, a motion was presented for Board approval for the proposed recommendation of the Youth Council as cited for the RFP for the proposed youth services for Out-of-School Youth Internship (Work Experience) and Retention Services; and the proposed solicitations for Program Year 2016: In-School Youth: Work Experience Activity (7 Counties: Harris, Talbot, Chattahoochee, Clay, Quitman, Randolph and Stewart) – Serving 40 Youth at \$156, 000.00; Out-of-School Youth: Work Readiness Component with On-the-Job Training – Serving 30 Youth at \$110,000.00 (Muscogee County Only); and Work Experience for Out-of-School Youth with Special Needs – Serving 10 Youth at \$42,000.00 (Muscogee County Only); and Non-Solicited Service: Out-of-School Youth Work Experience with Retention Services being proposed; and finally recommend WIOA Administrator granted authority to enter into agreement with Columbus Technical College’s one-stop itinerate site and case management services for varied number of youth at \$40,000.00 (this is contingent upon direction of State regarding procurement of one-stop operator).

*Action Taken:*

Tony Calloway, so moved and Beverly LaMee, properly second, approval was granted by majority of all active board members in attendance to approve the Youth Committee’s recommendation as cited above for Program Year 2016. The quorum requirements were satisfied.

IV. Local Policy: “Needs Additional Assistance”

Howard Pendleton, WIOA Director

Ms. Parker noted currently we have a “needs additional assistance” policy that was required under JTPA and WIA, but it covered all youth – in-school and out-of-school youth. Under the new legislation, they’ve changed the wording in the definition of out-of-school youth. WIOA reflects the following definition of “requires additional assistance”:

- **In-School Youth:** “requires additional assistance to complete an educational program or to secure or hold employment”
- **Out-of-School Youth:** “requires additional assistance to enter or complete educational program or to secure or hold employment”

Ms. Parker informed the Board that even though the current “needs additional assistance” policy addressed it to some degree, the law requires that the policy be specific and measurable. Ms. Parker gave a brief overview of the proposed “needs additional assistance” policy draft and the TEG (WIOA No. 8-15) provided (a copy is attached to original minutes as permanent record).

Ms. Parker asked if there were any questions regarding the proposed “needs additional assistance” policy. There being no discussion, the Chair asked for a motion to approve the “needs additional assistance” policy as written.

*Action Taken:*

Tony Calloway, so moved and Beverly LaMee, properly second, approval was granted by majority of all active board members in attendance to approve the proposed “needs additional assistance” policy as written .

V. Overview of on-going Regulations

The WIOA Director briefly discussed the on-going Regulations. During discussion, the WIOA Director stated he would keep the Board members posted on its progress.

*Action Taken:*

No action required.

VI. Old Business

No Old Business was discussed.

*Action Taken:*

No action required.

VII. Next Meeting

Next meeting is scheduled for March 17, 2016.

*Action Taken:*

No action required

VIII. 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: 03/17/2016

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes)				Agenda Item III (Approval of Youth Committee Recommendation)			
		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			
Lloyd, 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>27</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>10</b>	<b>2</b>

Member Name	Organization	Action Taken							
		Agenda Item IV (Local Policy: "Needs Additional Assistance")							
		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>27</b>	<b>0</b>	<b>10</b>	<b>0</b>				

