



Agenda

Lower Chattahoochee Workforce Investment Board Quarterly Meeting

March 19, 2015
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting: WIB QUARTERLY MEETING

Agenda topics

- | | |
|--|---------------------------------|
| I. Welcome | Chester Randolph, WIB Chair |
| a. Approval of Minutes
(September 18, 2014) | |
| II. Final Monitoring Report | Rose Parker, WIA Asst. Director |
| III. WIOA | Howard Pendleton, WIA Director |
| IV. Financial Report | |
| V. Recommendation from Youth
Council | Rose Parker, WIA Asst. Director |
| VI. RFP for Program Year 2016 | |
| VII. Provider Applications | |
| VIII. WIOA Board | Howard Pendleton, WIA Director |
| IX. Old Business | |
| X. Next Meeting & Adjournment | |





Lower Chattahoochee Workforce Investment Board Quarterly Meeting

March 19, 2015

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:

Chester Randolph, Caldwell Banker Realty (WIB Chair)

Robert Anderson, Miller-Motte Technical College

Carl Brown, Upshaw, Brown & Associates

Tommie Chambers, Elite Insurance

Belva Dorsey, Enrichment Services

Elsie Farley, Pearl's Catering

William Gleaton, AL-GA Wireless Broadband, LLC

John J. Irvine, Columbus Career Center

Rick Jones, Columbus Consolidated Government, Economic Development

Ernestine Ramsey, John P Thayer YMCA, Inc.

Marva Reed, Dept. of Health & Human Services

Saleemah Sabree, Experience Works

Frederick Stoller, CHP, International – Job Corps.

Clint Taylor, Georgia Power Company

Tim Vinson, Muscogee County School District

WIA Staff

Howard Pendleton

Rose Parker

Lisa Lane

Guest

Olivia Hankins, CHP, Intl – Job Corps.

Tricia Llewellyn, Goodwill Industries

Crystal Massey, Dept Health & Human Svcs.



Agenda Discussion

I. Welcome

Chester Randolph, WIB Chair

The Chair 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.

Due to the cancellation of the December Board Meeting, the Chair requested a motion to approve the September 18, 2014 Board Meeting Minutes which were earlier mailed (A copy is attached to original minutes as permanent record).

Action Taken:

Tommie Chambers so moved and Carl Brown properly second, approval was granted by majority of all active board members in attendance to approve the September 18, 2014 minutes as written.

II. Final Monitoring Report

Rose Parker, WIA Asst. Director

Ms. Parker informed the Board there was good news, the corrective action plan that was required as a result of the finding during the State monitoring in August, 2014 had been successfully resolved. The finding was based on House Bill 393 which required the placement of a term of office for the Chief Local Elected Official (CLEO) and the Bylaws. The bylaws didn't require it, but the LEO Agreement did. With the passing of the new legislation and House Bill 348, the term of office for the CLEO was no longer a requirement. Ms. Parker further noted that although a formal request to have the finding rescinded from the monitoring record had been made, the State stipulated that HB 393 was in effect at the time of the finding and HB 348 had not been passed, therefore ruled to leave the finding as part of the monitoring record and noted the finding's resolution in the corrective action plan.

Action Taken:

No action was required.

III. WIOA

Howard Pendleton, WIA Director

Mr. Pendleton informed the board members although the Workforce Innovation and Opportunity Act (WIOA) will go into effect July 1, 2015, to date not much direction had been received. The overall bill had been received, but the specifics were needed to prevent misinterpretation of the law. Ms. Parker further noted that the WIA Performance Measures would still be in effect for Program Year 2015. The WIOA Performance Measures would go in effect July 1, 2016. What little guidance that has been received leaves a wide range open for interpretation. In order to ensure we stay in compliance with the law we're taking a proactive approach in anticipation of receiving further direction.

Mr. Pendleton reminded the board that during the last board meeting he had advised there might not be a Summer Youth Employment Program. Mr. Pendleton noted with the lack of remaining WIA Youth Funds and the designation of WIOA Youth Funding it's pretty certain there won't be a Summer Program this year unless additional funding was received. Under the new program, 75% must be spent serving out-of-school youth, leaving only 25% serving the in-school youth. Mr. Taylor asked what the impact would be by not having a summer program. Mr. Pendleton stated from 130 to 140 kids within our eight counties would be affected. Although the Youth funding is received in April each year, 25% won't be enough to fund a summer program and a year round program in the lower counties. We have to be able to serve the in-school youth year round and provide them with a work experience activity.

Mr. Anderson asked if there were any other resources left to explore for funding a summer program. Mr. Pendleton reminded the board that in years past, we had received additional funding from the State as well as monies from other sources like Department of Human Services and the Community Development Block Grant (CDBG). We've made inquiries with other Workforce Areas in the State to see if there were any Areas in a position to expend remaining youth funding prior to the deadline of June 30, 2015 by transferring those funds to us instead of returning the excess funds back to the State. Workforce Areas don't want to return funding. Doing so would affect their future allocation amounts. We haven't received any response back, so it doesn't look good.

Mr. Pendleton informed the board we're striving to find the funding for a summer program. Although there were certain restrictions on DHS's funding, we would like to sit down with Ms. Reed to see if there were any funds available. Ms. Reed stated there were restrictions, but it was definitely a conversation worth having.

Action Taken:

No action was required.

IV. Financial Report

Mr. Pendleton gave a detailed overview of both the grant totals through 02/28/2015; and the expenditures by funding source for the period of 07/01/2014 through 02/28/2015. (A copy of each report is attached to original minutes as permanent record). Mr. Pendleton noted that we're in pretty good shape for the time being.

Action Taken:

No action was required.

V. Recommendation from Youth Council

Rose Parker, WIA Asst. Director

Ms. Parker informed the Board members that the Youth Council met March 5, 2015 to discuss local youth services and to make

recommendation of those youth services with regard to the transition to WIOA on July 1, 2015. Ms. Parker noted there were still some uncertainties with the 75% out-of school youth requirement that put a disadvantage on how to serve our in-school youth in the local workforce area. The Youth Council decided to extend the existing four (4) youth contracts for six (6) months contingent upon WIOA guidance through 12/31/2015 with a possible additional six (6) months extension based on WIOA guidelines. (A copy of the recommendation is attached to original minutes as permanent record).

The Youth Council recommended Board approval as follows

PY15 Youth Services:

<u>Contracting Agency</u>	<u>Proposed Activity</u>	<u>Proposed</u>
Operation M.E.N. 241 MLK, Jr. Dr. Lumpkin, GA	In-School Youth Wk Experience (Counties)	6 month contract extension @ \$78,000.00. Negotiate performance goals and goal summary to serve 20 participants Contingent upon WIOA guidance
Partnership in Caring 2210 Wynnton Rd, #208 Columbus, GA	In-School Youth Wk Experience (Muscogee County Only)	6 month contract extension @ \$50,000.00. Negotiate performance goals and goal summary to serve 20 participants Contingent upon WIOA guidance
GA Committee on Employment for People W/ Disabilities PO Box 1090 Fortson, GA	Out-of-School Youth Wk Experience for Special Needs Population (Muscogee Co. Only)	6 month contract extension @ \$21,500.00. Negotiate performance goals and goal summary to serve 5 participants Contingent upon WIOA guidance
Paxen, LLC Contract Support 1380 Sarno Road, Suite B Melbourne, FL	Out-of-School Youth Wk Experience with Basic Skills Upgrade (Muscogee Co. Only)	6 month contract extension @ \$50,000.00. Negotiate performance goals and goal summary to serve 5 participants Contingent upon WIOA guidance

During discussion inquiries were made regarding the out-of-school youth age range, clarification for the term “basic skills deficient” and how the improvement of an individual’s skills was monitored. Ms. Parker stated the range was currently 19 through 21 years of age. Mr. Pendleton noted that under WIOA legislation the range would be 19 through 24 years of age. Ms. Parker informed the Board that currently the literacy/numeracy was part of our performance measures. “Basic skills deficient” (literacy/numeracy) meant that the individual had English reading, writing or computing skills at or below the 8th grade level; or was unable to compute or solve problems, read, write or speak English at a level necessary to function on the job. Ms. Parker noted there would be some cases where an individual (an out-of-school youth due to their age) had their high school diploma and meant the literacy/numeracy (basic skills deficient) definition because they could not test. Some individuals may not have been completely committed when the initial testing was conducted or had a fear of being tested. In those instances, the individual would be allowed to re-test after a 30 day period giving them an opportunity to provide a more accurate assessment of their functioning levels. Upon completion of the individual’s classroom training another assessment would be conducted to determine any improvement in their skills. Ms. Parker further noted that the literacy/numeracy performance measure would only continue through Program Year 2015. The start of Program Year 2016 (July 1, 2016) the literacy/numeracy performance measure would cease to exist.

The Chair asked if there were any other questions. There being no further discussion, the following motion was presented.

Motion Presented: Request Board approve the proposed recommendation of the Youth Council for Youth Services for Program Year 2015 to extend the existing four (4) Youth contracts for six (6) months with a possible additional six (6) extension contingent upon WIOA guidance for Program Year 2015.

Action Taken:

Carl Brown properly moved and Tommie Chambers second, approval was granted by majority of all active board members in attendance to approve the proposed recommendation of the Youth Council for Youth Services for Program Year 2015. There was one vote against the motion.

VI. RFP for Program Year 2015

Ms. Parker informed Board members that the contract renewed for Program Year 2014 was the second year of the two year renewal option for the Adult/Dislocated Worker Program. A request to grant the WIA Director authorization to competitively procure work experience services for the adult/dislocated worker population in our workforce area for Program Year 2015 was being made. If approval was granted for the Director to do so, a notice of intent to bid for the Adult/Dislocated Worker Work Experience Services would be published in the newspapers in our workforce area. Ms. Parker noted on the release date, the WIA Administration would post the proposal 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 6, 2015. A Bidder’s Conference would be scheduled for April 13, 2015 and interested parties would have an opportunity to get answers to any questions they may have regarding the bid process or the RFP (after the Conference, however, no additional questions would be accepted or answered). The submission date would be May 8, 2015, no later than 5:00 PM.

Mr. Pendleton noted with the Board not meeting again until the 18th of June, it wouldn’t give us much time to execute a contract and have it in place by July 1, 2015. A request was also being made that the Board grant authorization to proceed with the contract negotiations once the Contract Review 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.

Lastly, Mr. Pendleton noted that under WIOA legislation the workforce areas must competitively procure their One-Stops. At this point, however, the process was uncertain or if it would be required for Program Year 2015. 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 at current funding level; renew existing Columbus Technical College (Itinerate site – Benning Hills) adult/dislocated worker contract at current funding level; and 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.

Motions Presented:

- 1.) *Request Board grant authorization to the Director to publish notice of intent to bid for the Adult/Dislocated Worker Work Experience Services for Program Year 2015.*
- 2.) *Authorize the Director to proceed with contract negotiations upon the Contract Review Committee’s recommendation of a contract award with final contract approval being granted by the Board during the next Board meeting in June.*
- 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 contract at current funding level; renew existing Columbus Technical College (Itinerate site – Benning Hills) adult/dislocated worker one-stop contract at current funding level; and contingent upon WIOA clarification, if required, authorize the Director to take necessary steps to RFP.*

Action Taken:

Clint Taylor properly moved and Robert Anderson second. All members present voted affirmatively on the motions. The quorum requirements were satisfied.

VII. Provider Applications

Ms. Parker began by noting that there were four Provider Applications that would be presented separately for consideration and recommendation. Ms. Parker gave a detailed overview for each.

- 1. PROPOSED PROVIDER: First Step Health Agency

LOCATION: 1805-AWynnton Road, Columbus, GA

CERTIFIED NURSING ASSISTANT (C.N.A.)

TRAINING LENGTH: 8 weeks; 120 curriculum hours (16 hours internship separate). Training cost \$1,460.00 (Includes all training costs)

TRAINING COST: \$1,460.00 (Includes all training costs)

COST OF COMPARABLE PROGRAM: Based upon program of study, the training costs are comparable to similar training in the local workforce area.

Motion Presented: *Recommend motion to disapprove. In May, 2012 the training rights of this agency to administer the C.N.A. program was withdrawn for a period of three years due to non-compliance with federal and state guidelines by the Georgia Medical Care Foundation. As a result, the training program was debarred by the State GDOL WIA Officials from inclusion on the provider listing. Period of revocation has not expired. As a precautionary measure, recommend vendor re-submit request in a few years when there is a history of operation where performance could be gauged.*

2. PROPOSED PROVIDER: Truck Driver Institute

LOCATION: 100 Industrial Park Drive, Forsyth, GA

CUSTOM MOTOR CARRIER TRAINING (SEMI-TRACTOR TRAILOR DRIVER)

TRAINING LENGTH: 3 weeks; 154 clock hours (5 days per week; 10 hours daily; one day 14 hours)

TRAINING COST: \$6,060.00 (Includes tuition, fees) Offering discounted rate of: \$3,995.00; (\$65.00 exam fee paid by student). Total cost for WIA - \$4,060.00

COST OF COMPARABLE PROGRAM: Based upon program of study, training costs for program that are currently available in local workforce area include all costs with no burden on the student. A plus is that school pays for student housing while enrolled in class which is similar to one of our local providers.

Motion Presented: *Recommend motion to disapprove due to training locale and cost reasonableness. Although housing is available, historically students who elect to take advantage of the housing still have difficulty completing training due to transportation barriers. (The vendor is already on the EPL for another area's consideration.)*

3. PROPOSED PROVIDER: New Beginnings Health & Training Center

LOCATION: 2401-A Dawson Road, Albany, GA

CERTIFIED NURSING AIDE TRAINING

TRAINING LENGTH: 5 weeks; 90 curriculum hours (3 days per week; 16.5 – 20 hours per week)

TRAINING COST: \$1,300.00 (Includes all training costs and exam fees)

COST OF COMPARABLE PROGRAM: Based upon program of study, the proposed training costs is comparable to other training facilities in the local workforce area and will customer choice.

Motion Presented: *Recommend motion to approve inclusion. Limited training facilities and services are available in lower counties that clients can access without transportation concerns. Addition to EPL gives customer's choice of vendor.*

4. PROPOSED PROVIDER: Miller-Motte Technical College

LOCATION: 1800 Box Road, Columbus, GA

COMMERCIAL DRIVERS TRAINING

TRAINING LENGTH: 4 weeks; 100 curriculum hours (4 days per week/40)

TRAINING COST: \$6,060.00 (Includes tuition, fees) Offering discounted rate of: \$3,995.00; (\$65.00 exam fee paid by student). Total cost for WIA - \$4,060.00

COST OF COMPARABLE PROGRAM: Based upon program of study, training costs for program that are currently available in local workforce area include all costs with no burden on the student. A plus is that school pays for student

housing while enrolled in class which is similar to one of our local providers.

Motion Presented: *Recommend motion to approve. At present there are only two commercial drivers training programs in our workforce area. One is located in Opelika and the other here in Columbus. This will expand the ability of our customers to have additional options for training*

Action Taken:

Clint Taylor properly moved and Tommie Chambers second. All members present voted affirmatively on the motions. The quorum requirements were satisfied.

VIII. WIOA Board

Howard Pendleton, WIA Director

Mr. Pendleton informed the board members under the new legislation at some point our Board will have to be dismantled and reconstituted in accordance with WIOA legislation. The Local Elected Officials (LEOs) will have to get together and elect a Chief Local Elected Official (CLEO) before reconstitution of our Board would begin.

Action Taken:

No action required.

IX. Old Business

Mr. Pendleton informed the members that there was a policy for on-line classes, but it would have to be revisited. With technology of today and more schools only offering some classes on-line now – its time to revisit this policy. Mr. Pendleton further noted the existing policy would be emailed to the Board Members along polices from other areas that were much more liberal than our existing policy.

X. Next Meeting & Adjournment

The next Board meeting will be June 18, 2015 and with no further discussion, meeting was adjourned.

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 06/18/2015

Member Name	Organization	Action Taken							
		Summary Item I (Minutes)				Summary Item V (Recommendation from Youth Council)			
		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	
Chambers, Tommie	Elite Realty	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	
LaMee, Beverly	Housing Authority of Columbus, GA			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			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	
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	
Totals:		15	0	14	0	14	1	14	0

Member Name	Organization	Action Taken							
		Summary Item VI (RFP for Program Year 2015 3 motions presented)				Summary Item VII (Provider Applications - 4 motions presented)			
		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	
Chambers, Tommie	Elite Realty	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	
LaMee, Beverly	Housing Authority of Columbus, GA			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			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	
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	
Totals:		15	0	14	0	15	0	14	0