



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

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

Type of meeting:

WDB QUARTERLY MEETING

## Agenda topics

- |       |  |                                      |
|-------|--|--------------------------------------|
| I.    | Welcome  | Chester Randolph, Chair              |
|       | A. Approval of Minutes<br>(June 18, 2015)        |                                      |
| II.   | Financial Report                                 | Howard Pendleton, WIOA Director      |
| III.  | Approval of RFP for Out-of-School Youth Services | Rose Parker, WIOA Assistant Director |
| IV.   | Approval of Adoption to EPL                      |                                      |
| V.    | Appoint Nomination Committee                     | Chester Randolph, Chair              |
| VI.   | Old Business                                     |                                      |
| VII.  | Next Meeting                                     |                                      |
| VIII. | Adjournment                                      |                                      |





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### *Board Members in attendance:*

Chester Randolph, C. Randolph & Associates  
Georgia Beard-White, L&S Services  
Carl Brown, Brown & Associates  
Tony Calloway, PRIMERICA  
Doreene Carlisle, GA Vocational Rehabilitation Services  
Belva Dorsey, Enrichment Services  
Monica Echols, Governor's Office Of Transition, Support & Reentry  
Charles Harp, Swift Spinning  
April Hopson, Columbus Technical College  
John Irvine, Columbus Career Center  
Rick Jones, CCG/ Economic Development  
Brian King, IBEW, Local 613  
Beverly LaMee, Housing Authority of Columbus  
Tricia Llewellyn, Goodwill Industries  
Jaime Loyd, Columbus Technical College  
William Murphy, Columbus Chamber of Commerce  
Ernestine Ramsey, AJ McClung  
Saleemah Sabree, Experience Works  
Dexter Smith, Communication Workers of USA, Local 3212  
Kim Taccati, Staffing Connections  
Wendy Timmons, Sixty-Two Graphic Studio  
Eddie Watson, Clay Hill Hunting

### WIOA Staff

Howard Pendleton  
Rose Parker  
Lisa Lane

### Guest

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



# Agenda Discussion

## I. Welcome

**Chester Randolph, LCWDB Chairperson**

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 Chair Chester Randolph with a welcome and a request for introductions from those present.

Mr. Randolph began discussion by thanking the attendees for their presence. He continued by addressing the purpose of the meeting. With the rescission of the Workforce Investment Act of 1998, and the passage of the Workforce Innovation and Opportunity Act (WIOA) there have been some pretty significant changes which required decisions to be made for establishing operations under WIOA in the Lower Chattahoochee Workforce Development area.

After thanking everyone again for their attendance, the Chair requested a motion to approve the June 18, 2015 minutes as earlier mailed and enclosed as part of agenda packet.

### **Action Taken:**

Tony Calloway so moved and Carl Brown properly second, approval was granted by majority of all active board members in attendance to approve the June 18, 2015 minutes as written.

## II. Financial Report

**Howard Pendleton, WIOA Director**

A report of the WIOA Local Area Grant Summary broken down by youth/adult/dislocated worker/rapid response funds and Totals for Services Providers was provided to Board members for discussion. (Copies are attached to original minutes as permanent record). Mr. Pendleton provided a brief overview and discussion of awards and expenditures and discussed the challenges our Local Area was facing with the implementation of the new legislation, with WIOA 75% of the Youth Funding must target out-of-school youth. An inquiry was made regarding the term of the grants. Mr. Pendleton explained each year grants were received and you had two years to utilize those funds. Mr. Pendleton stated this was the first year since 1975 that there hadn't been a summer youth employment program for In-School Youth. The Chair noted we're facing some real challenges in servicing our youth.

### **Action Taken:**

No action required.

## III. Approval of RFP for Out-of-School Youth Services

**Rose Parker, WIOA Assistant Director**

Ms. Parker informed Board members that a request to 1) Grant the Director authorization to extend current financial contract agreement for youth services from December 31, 2015 to June 30, 2016; and award additional funding in each of the specified funding amounts - provided contractor(s) agree to increase in the numbers of individuals to be served.

- ✓ OPERATION M.E.N. 241 Dr. MLK Jr Drive, Lumpkin, GA 31815. In-School Youth Work Experience (Outlying Counties –Stewart, Randolph, Clay, Quitman, Chattahoochee, Talbot & Harris). Additional Funding of \$78,000.00. Total overall funding not to exceed \$156,000.00. Increase total participants to be served from 20 to 40.
- ✓ GEORGIA COMMITTEE ON EMPLOYMENT FOR PEOPLE WITH DISABILITIES. P.O. Box 1090, Fortson, GA 31808. Out-of-School Youth Work Experience for Special Needs Service Area (Muscogee County Only). Additional Funding of \$21,500.00. Total overall funding not to exceed \$43,000.00. Increase total participants to serve from 5 to 10.
- ✓ PAXEN, LLC. 1000 Wynnton Road , Unit 301C, Columbus, GA 31906. WEB Out-of-School Youth Project (Work Experience & Basic Skills Upgrade). Service Area: (Muscogee County Only). Additional Funding of \$49,920.00. Total overall funding not to exceed \$99,840.00. Increase total participants to be served from 20 to 40.

2) Authorize Director to provide notification on behalf of Board to any remaining unfunded provider(s) of youth services. And 3) Authorize director to procure additional internship activities and other services/activities that may be deemed appropriate for Out-of-School Youth (ages 18-24) to ensure program compliance under WIOA; and take appropriate action to negotiate and award funding for period not to exceed June 30, 2017; and to provide option to renew funding for awarded contracts for a period of two program years based upon funds availability and program performance and compliance.

Ms. Parker asked if there were any questions. An inquiry was made how the services provided from Paxen, LLC deferred from the services being provided by the adult education program at Columbus Technical College. Mr. Parker noted that the adult ed. Program at Columbus Tech did provide basic skills upgrade in preparation for taking the GED test and obtaining a GED. Paxen, LLC not

only provided basic skills upgrade, but also provided work experience so the individual who has the gain is transitioned into either unsubsidized employment or post secondary education. A brief discussion ensued. The Chair asked if there were any other questions. Mr. Randolph noted that the strategy was getting the biggest bang for our buck. The staff had done some diligent work on this effort and has provided their best recommendation for us to consider. His recommendation was to move forward with the staff's recommendation.

There being no further discussion, the Chair asked for a motion to approve the following recommendations as presented

**Recommendation: Motion to Approve**

1) Authorization for the Director to extend current financial contract agreement for youth services with parties Operation M.E.N.; Georgia Committee on Employment for People with Disabilities and PAXEN, LLC from December 31, 2015 through June 30, 2016 and to award additional funding in each of the specified funding amounts – provided contractor(s) agree to the increase in the numbers of individuals to be served.

2) Authorization for the Director to provide notification on behalf of the Board to any remaining unfunded provider(s) of Youth Services; and

3) Authorization for the Director to procure additional internship activities and other services/activities that may be deemed appropriate for Out-of-School Youth, ages 18-24 to ensure program compliance under WIOA; and take appropriate action to negotiate and award funding for period not to exceed June 30, 2017; and provide option to renew funding for awarded contracts for a period of two program years based upon funds availability and program performance and compliance.

**Action Taken:**

Carl Brown, so moved and Brian King, properly second motion to approve 1), 2) & 3) as sited. Motion for approval was granted by majority of all active board members in attendance. Quorum was satisfied.

**IV. Approval of Adoption to EPL**

Ms. Parker informed the Board that there were two Vendors requesting inclusion as a provider of services on the Eligible Provider List (EPL) for our workforce area. The State grandfathered in a lot of the technical schools, Universities and college, but it's required that the local workforce boards approve recommendation for any Vender that provides training services to their workforce area. Columbus State University Continuing Education is an active Vendor on the State EPL and Georgia Military College.

- **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 of program from \$2,307.00 to \$2,775.00 and total class time from 158 to 189 hours. Cost increase due to increase in required books and costs due to upgrade from ICD9 codes to ICD10 codes. (Active Vendor on the EPL Listing).
- **Georgia Military College:** 7300 Blackmon Road, Columbus, GA 31909. Training Programs: Varied. Requested inclusion on the EPL Listing for funds to be provided to interested Workforce Area-14 prospective students in occupational specific programs of study who are WIOA eligible. Training length: Varied based on program of study. Training Cost: Varied based on program of study (Proposed training costs are high but competitive to comparable training at other private colleges in the workforce area.)

Ms. Parker asked if there were any questions. A question was asked if the increase CSUCE was requesting was denied, would that prevent WIOA eligible students from being accepted into the Medical Coding & Billing or not. Ms. Parker stated a WIOA client would not be accepted into that program of study under the existing EPL Listing based on existing cost. All of their programs of study are open to the public and would be required to pay CSUCE the actual cost per program of study. CSUCE's actual cost for the Medical Billing & Coding Training Program has now been increased to \$2,775.00. The Chair asked if there were any questions, there being no further discussion the following motions were present for approval.

**Recommendation: Motion to Approve Columbus State University Continuing Education's request to increase in total training costs and class time hours for their Medical Coding and Billing Program of Study.**

**Recommendation: Motion to Approve Georgia Military College's request for inclusion on State EPL Listing – require that client must meet school entry requirements prior to WIOA Approval.**

**Action Taken**

Carl Brown, so moved and William Murphy properly second motion to approve CSUCE's request to increase in total training costs and class time hours for their Medical Coding and Billing Program of Study as presented; and Georgia Military College's request for inclusion on State EPL Listing – requiring that clients must meet school entry requirements prior to WIOA Approval. Motion for approval was granted by majority of all active board members in attendance. Quorum was satisfied.

**V. Appoint Nomination Committee**

**Chester Randolph, LCWDB Chairperson**

The Chair requested the appointments of appointed board members Carl Brown, William Murphy and Belva Dorsey as a Slate Committee for Chairperson, Primary Vice Chair and Secondary Vice Chair nominations.

<b>Action Taken</b> No Action required.
<b>V. Old Business</b>
No discussion followed.
<b>Action Taken:</b> No action required.
<b>VI. Next Meeting</b>
Next meeting is scheduled for Thursday, December 17, 2015.
<b>Action Taken:</b> No action required
<b>VII. Adjournment</b>
With no further discussion, meeting was adjourned. We wish all members and their families a very Happy Thanksgiving Holiday!

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 12/17/2015

Member Name	Organization	Action Taken							
		<u>Agenda Item I</u> (Minutes)				<u>Agenda Item III</u> (Approval of RFP – Out-of-School Youth Services)			
		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>22</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>15</b>	<b>0</b>

Member Name	Organization	Action Taken							
		<i>Agenda Item IV (Approval of Adoption to EPL)</i>							
		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>22</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>