



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

June 16, 2016  
Columbus Consolidated Government  
420 Tenth Street  
Columbus, Georgia 31902

**Type of meeting:**

LCWDB QUARTERLY MEETING

## Agenda topics

- I. Welcome Chester Randolph, WDB Chair
  - a. Approval of Minutes  
(March 17, 2016)
- II. Financial Report Howard Pendleton, WIOA Director
- III. PY16 Grant Award and Allocations
- IV. Approval of PY16 Contracts
- V. Military Grant Assistance Award  
(05/01/2016 – 04/30/2018)
- VI. WIOA Update
- VII. Local and Regional Plan
- VIII. EPL Listing Recommendation
- IX. Old Business
- X. Next Meeting & Adjournment





# Lower Chattahoochee Workforce Development Board Quarterly Meeting

June 16, 2016

Columbus Consolidated Government Annex  
Job Training Division (WDA-14)  
420 Tenth Street  
Columbus, Georgia 31902-1340

**Type of meeting:**

**LCWDB Quarterly Board Meeting**

*Board Members in attendance:*

- Chester Randolph, Caldwell Banker Realty (WDB Chair)
- Georgia Beard-White, L & S Services
- Carl Brown, C. Brown & Associates
- Tony Calloway, Primerica (WIB Vice Chair)
- Belva Dorsey, Enrichment Services Program
- Michelle Doyle, Valley Hospitality
- Elsie Farley, Pearl’s Catering
- April Hopson, Columbus Technical College
- J. J. Irvine, GA Dept. of Labor
- Rick Jones, CCG/Economic Development
- Beverly LaMee, Housing Authority of Columbus, Georgia
- Tricia Llewellyn, Goodwill Industries
- Jaime Loyd, Columbus Technical College
- Ann McNeer, Master Tax
- Bill Murphy, Columbus Chamber of Commerce
- Ernestine Ramsey, A.J. McClung YMCA, Inc.
- Saleemah Sabree, Experience Works
- Dexter Smith, Communication Workers of USA, Local 3212
- Wendy Timmons, Sixty-Two Graphic Studio
- Tim Vinson, Muscogee County School District
- Eddie Watson, Clay Hill Hunting
- Joe Lee Williams, Stewart County Board of Commissioners

**WIA Staff**

- Howard Pendleton
- James Shipp
- Lisa Lane

**Guest**



# Agenda Discussion

## I. Welcome

Chester Randolph, WDB Chair

The Chair began with introductions and a welcome to all members.

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 requested a motion to approve the March 17, 2016 Board Meeting minutes as written (a copy is attached to the original minutes as permanent record).

### Action Taken:

Tony Calloway so moved and Joe Lee Williams properly second, approval was granted by majority of all active board members in attendance to approve the March 17, 2016 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 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. PY16 Grant Award and Allocations

The WIOA Director gave an overview of the analysis of Grant Award and Allocation by grant (a copy is attached to original minutes as permanent record).

<u>Grant:</u>	<u>PY2015:</u>	<u>PY2016:</u>	<u>Difference:</u>
Youth Allocation	\$753,275.00	\$850,214.00	\$96,939.00 @12.87%
Adult Allocation	\$695,887.00	\$789,401.00	\$93,514.00 @13.44%
Dislocated Worker Allocation	\$572,952.00	\$708,066.00	\$135,114.00 @23.58%

The Chair asked if there were any questions, no further discussion followed.

### Action Taken:

No action required.

## IV. Approval of PY16 Contracts

Board members were reminded the option for renewal of the In-School Youth (lower counties) and Out-of-School Youth with Special Needs (Muscogee Co. only) contracts had expired. To ensure equal opportunity for other bidders in the area, authority was granted at the March 17<sup>th</sup> Board meeting to publish Request for Proposal of Program Year 2016 Services with the same number of participants to be served under WIOA. Mr. Pendleton informed the Board an intent to Bid had been published April 10, 2016 which included notification of public release of Request for Proposal. County publications were also coordinated on or before April 10<sup>th</sup>. Proposal packets were made available to the public from April 18<sup>th</sup> to May 13<sup>th</sup>. Only one letter of intent to bid was received, one from Operation MEN the current provider of the In-School Youth Services for the lower counties.

Mr. Pendleton noted due to the lack of response from the Intent to Bid published, Operation MEN was deemed a "Only Known Source" therefore a formal proposal wasn't required of them. Unfortunately, no response was received for our Out-of-School Youth with Special Needs (Muscogee Co. only) Program. Our current Contractor has struggled with personnel changes, and potential participants not wanting to come forward with required information on the ISS and disability they receive making it extremely difficult to get a client through the process to become an active participant in the program. With the difficulties they've experienced, they felt it was best not to submit a proposal for the upcoming year. Mr. Pendleton further noted that with no proposals for this program being received, a contract would not be awarded at this time.

A brief discussion ensued, concerns were voiced about not having a program serving youth with special needs. Mr. Pendleton assured the Board that a solicitation would be re-advertised in the future.

Mr. Pendleton gave a brief overview of the contract awards recommended broken down by fund, Solicited and Unsolicited Youth Services; renewal of the specified adult and dislocated worker services and the unsolicited in-house adult and dislocated worker services for Program Year 2016 with renewal options where applicable based upon WIOA regulation, performance and funds availability (A copy is attached to the original minutes as permanent record). Prior to discussion and voting April Hopson and Jaime Loyd abstained from discussion and voting.

The Chair asked if there were any questions, there being no further discussion a motion was presented to approve the contract awards as recommended in the Agenda Packets for Program Year 2016.

***Motion Presented:*** Request Board approve contract awards for Program Year 2016 as recommended with renewal options where applicable based upon WIOA regulation, contingent upon funds availability and contract performance.

***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 Contract awards for Program Year 2016 as recommended.

**V. Military Grant Assistance Award**

Mr. Pendleton informed the Board that three applications had been submitted in response to the State's RFA for additional grant funding. Only one of the applications had been approved, the Operation Military Transitioning Assistance Program for a total of \$300,000.00 being awarded for the period of 05/01/2016 through 04/30/2018. Mr. Pendleton noted that the program would be coordinated through Columbus Technical College and Mr. Jaime Loyd would be working on the contract for the program.

Mr. Jaime Loyd gave a brief overview and discussion of the necessity of the program, the program design and the partners that would be involved in the delivery of services to ensure the program's success. The Program expectations were discussed.

***Action Taken:***

No action required.

**VI. WIOA Update**

Mr. Pendleton informed the Board that historically, it's never taken this long to receive the regulations for new legislation that had been passed and signed by the President. He believed the upcoming elections was factoring into the delay as well as all the different agencies now involved in the in-put. Each Agency was trying to ensure their agency was provided for delaying the whole process.

Mr. Pendleton noted that moving forward, we will continue to do what we're doing until such time the regulation is received and we will make the necessary changes as required to remain in compliance with the new legislation.

Mr. Pendleton stated he would keep the Board informed on any new developments

***Action Taken:***

No action required.

**VII. Local and Regional Plan**

Mr. Pendleton informed the Board that a RFP had been published for our Local and Regional Plan with a \$25,000.00 with no responses. Therefore, we have decided to go with Jim Livingston with the RDC to work on the plans for us. The comment period will be in August.

***Action Taken:***

No action required.

**VIII. EPL Listing Recommendations**

Mr. Pendleton noted that there was one EPL Application for recommendation and approval.

F & L Nurse's Aide Program

Martha P. Hollis, LPN: Primary Instructor

7000 Storage Court #4

Columbus, Georgia 31907

Program of Study:

Certified Nurse's Aide Program & CPR

**TRAINING LENGTH:** 5 weeks; 141 total hours (57 curriculum hrs; 49 lab hrs & 35 clinical hrs) 5 days per week (30 hrs – 1<sup>st</sup> 13 days; 28 hrs – next 7 days & 35 hrs last 5 days).

**TRAINING COST:** \$1,397.00 (includes tuition, supplies, books, uniforms, shoes, tools, medical exam, PPD test, drug screening, background check and state certification exam and CPR exam)

**COST OF COMPARABLE PROGRAM:** Proposed training costs are competitive to comparable training in local workforce area.

***Motion to Approve inclusion on State Eligible Provider Listing at full cost of training for WIOA eligible clients that includes requirement for State certification exam and CPR exam. Require that client must have met school entry requirements prior to WIOA approval.***

***Action Taken:***

Beverly LaMee so moved and Ernestine Ramsey properly second, approval was granted by majority of all active board members in attendance to approve the F & L Nurse's Aide Program as recommended.

**IX. Old Business**

No discussion followed.

**Action Taken:**

No action required.

**X. Next Meeting & Adjournment**

The next board meeting is Thursday, September 15, 2016. With no further discussion, the meeting was adjourned.

**Action Taken:**

No action required

Minutes Reviewed By: Howard T. Pendleton

Approval Date: March 30, 2017

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes)				Agenda Item III (PY16 Grant Award and Allocations)			
		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			
Doyle, Michelle	Valley Hospitality	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			
Llewellen, 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			
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							
		Agenda Item IV (Approval of PY16 Contracts)				Agenda Item V (Military Grant Assistance Award)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Beard-White, Georgia	L & S Services	X				X			
Bloom, Richard	Brookstone Surgical Center			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>20</b>	<b>0</b>	<b>15</b>	<b>2</b>	<b>20</b>	<b>0</b>	<b>15</b>	<b>2</b>

Member Name	Organization	Action Taken							
		Agenda Item VIII (Approval of Adoption to EPL)							
		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							
Doyle, Michelle	Valley Hospitality	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							
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>



Member Name	Organization	Action Taken							
		Summary Item I (Minutes)				Summary Item III (Adult/DW Services Contract)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Anderson, Robert	Miller Motte Technical 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			
Holmes, Franklin	Talbot Co. BoC	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Irvine, John J.	Columbus Career Center			X				X	
Jones, Rick	CCG Annex Economic Development			X				X	
King, Brian	IBEW Local 613			X				X	
LaMee, Beverly	Housing Authority of Columbus	X				X			
Loyd, Jamie	Columbus Technical College			X				X	
Martin, John	The Martin Firm			X				X	
Newroth, Bennie (Butler)	Columbus Regional	X				X			
Ramsey, Ernestine	A.J. McClung YMCA, INC	X				X			
Randolph, Chester	Caldwell Bankers Realtors	X				X			
Reed, Marva	Dept of 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	
Stoller, Frederick	CHP Int'l -Job Corps.	X				X			
Taylor, Clint J.	Georgia Power Company	X				X			
Vinson, Tim	Muscogee Co. School District			X				X	
Williams, Joe Lee	Stewart Co. BoC	X				X			
<b>Totals:</b>		<b>17</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>9</b>	<b>0</b>