



Lower Chattahoochee Workforce Development Board Quarterly Meeting

March 16, 2023
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
(June 23, 2022); (September 15, 2022); & (January 12, 2023)
- II. Approval of Executive Committee Actions Feleshia Marshall, WIOA Asst. Director
 - a. Approval of Local & Regional Plans (09/15/2022)
 - b. Approval of ETPL Application (09/15/2022)
 - i. Southeast Lineman Training Center
 - c. Financial Report (09/15/2022)
 - d. Approval to Request for Proposals (01/12/2023)
 - i. One-Stop Operator Services for PY23
 - ii. Workforce One-Stop Intensive/Career Svc, Case Mgt & Tng. Svc. for Adults/Dislocated Workers/Youth for PY23
 - e. Approval of ETPL Requests (01/12/2023)
 - i. Georgia Training Center, LLC
 - ii. Zoe Med Tech
 - f. Financial Report (01/12/2023)
- III. Recommendation for Funding from RFP for PY23 Carl Brown, APOC Committee Chair
- IV. Recommendation for Renewal of Funding for PY23 Feleshia Marshall, WIOA Asst. Director
- V. One-Stop Partner Memorandum of Understanding (MOU) Policy Aveana Jackson, WIOA Program Specialist II
- VI. Financial Report Feleshia Marshall, WIOA Asst. Director
- VII. Old Business
- VIII. Next Meeting & Adjournment



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Board Members in attendance:

Chester Randolph, C. Randolph & Associates
Georgia Bethune, Rolling Hills Food
Tony Calloway, Calloway & Associates, Inc.
Jonathan Evans, Housing Authority of Cols. GA
April Hopson, Columbus Technical College
Barbara Jackson, Piedmont Hospital
Carvel Lewis, Lewis Mortuary II
Conner Miller, Columbus Chamber of Commerce
Ernestine Ramsey, Metro Cols. YMCA
Gwen Ruff, Columbus Water Works
Wanda Rutledge, Kinetic Credit Union
Dexter Smith, Communication Workers of USA, Local 3212
Frederick Stoller, Job Corps.
Wendy Timmons, Sixty-Two Graphic Studio
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Feleshia Marshall
Aveana Jackson
Shawonna Lindsey
Lisa Lane

Guest

Nijah Blackmon, Housing Authority of Cols. GA
Tracy Bulharowski, DHS/Fatherhood Community Res.
David McConnell, GA Voc Rehab
Janie Reid, IN THE DOOR, LLC
Nianthia Spellers, Brookstone Surgical Center

Agenda Discussion

I. Welcome

Chester Randolph, LCWDB Chair

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 are open for public viewing and made available upon request.

The meeting was called to order by Chair Chester Randolph. The Chair thanked everyone for their time and attendance for this meeting and noted that there would not be enough members in attendance to reach a quorum to conduct business, however several members of the executive committee were present which would allow them to meet immediately following this meeting to vote on the items discussed during this meeting.

The Chair asked if the board members present were in agreement with the executive committee convening and conducting business at the end of this meeting. The full majority of board members present agreed to have the executive committee vote on the items presented for discussion at today's meeting.

The WIOA Assistant Director recognized Ms. Shawonna Lindsey, the newest WIOA Staff member replacing Mr. Terry Young as a WIOA Program Specialist in our In-Take Unit. The In-Take Unit is our first line of service into our programs. Ms. Lindsey provided a brief background about herself and expressed her excitement about being a part of the team.

The Chair requested everyone welcome Ms. Lindsey on board and noted there were some other new faces and asked each of them to come up, introduce themselves. Mr. David McConnell, District 5 Manager with Georgia Vocational Rehabilitation Agency provided a brief introduction and Ms. Tracy Bulharowski, Fatherhood Community Resource Agent, a Division of Child Support Services with the Georgia Department of Human Services noted she had introduced herself at the meeting in January but was happy to do so again. Ms. Bulharowski informed members that there would be a Fatherhood Conversation (Mothers were also encouraged to participate) on Tuesday, March 28, 2023, from 6 PM to 7 PM and encouraged everyone to get the word out.

The Chair suggested Ms. Bulharowski provide the information to Ms. Lane, and she would send it out to everyone. He also encouraged anyone with information, announcements, upcoming events, etc. should email it to Ms. Lane and she'll get the word out for you. She does a very good job as the board liaison.

The Chair reiterated that motions would not be presented but asked if there was any discussion regarding the June 23, 2022; September 15, 2022; & January 12, 2023, minutes that had been emailed to everyone and enclosed as part of agenda packet (Copies are attached to original minutes as permanent record). There being no discussion, the Chair turned the meeting over to the WIOA Assistant Director.

Action Taken:

Full majority of board members present agreed to have the Executive Committee act on the board's behalf after the meeting.

II. Approval of Executive Committee Actions

Feleshia Marshall, WIOA Asst. Director

The WIOA Asst. Director noted there were updates that had been made to the Local and Regional Plans. Those changes had to be accepted and approved by the board. Just like with today's meeting, the board was unable to reach a quorum, so the board members asked that the members of the Executive Committee stay after the close of the meeting to vote on the items presented. Ms. Jackson noted the list of changes were a part of the Minutes from the September meeting and included in the agenda packet.

The Chair asked if there were any questions or discussion. There being no further discussion, the Asst. Director continued with the next item. She noted that the Southeast Lineman Training Center had submitted an ETPL Application for consideration of their Electrical Line Worker Program. Although the Board hadn't been able to take a formal vote, the majority of members present agreed that the costs of the program, the distance of the training facility, and the lack of demand for our local workforce prevented the Board from supporting the program. The Executive Committee agreed, denied the application, and had notification of the decision sent to the training center.

The Chair noted that a current Financial Report was on the agenda and discussion would be held at that time.

The Asst. Director continued with the next item on the agenda. She noted as Ms. Lane coordinated the competitive procurement process, she would discuss the details. Prior to discussion, Ms. April Hopson abstained from the following discussion.

Ms. Lane informed members that a request for approval for formal notice of Requests for Proposals to be published in all the newspapers within our workforce area was discussed. It was noted that a Bidder's Conference would be held for each solicitation and interested parties would have an opportunity to get answers to any questions they might have regarding the bid process. Ms. Lane noted the Executive Committee had unanimously approved soliciting the One-Stop Operator Services; and Career/Intensive Service, Case Management and CRT adults, dislocated workers, and older youth for program year 2023.

The Chair asked if there were any questions or discussion. There being no further discussion Ms. Lane continued with the ETPL

requests. She noted there had been two applications received at that time. One from Georgia Training Center, LLC for the clinical medical assistant program, certified nurse’s assistant program, and phlebotomy tech program. Based upon programs of study, the training provided and proposed costs the Executive Committee agreed they were very competitive to comparable training in our local area.

The second application received had been from Zoe Med Tech also providing a certified medical assistant program; and phlebotomy tech program. The executive committee felt the addition of these providers would give our customers additional choices to pursue.

The Chair asked if there was any further discussion. No discussion followed.

Action Taken:

No action taken.

III. Recommendation For Funding from RFP for PY23 Carl Brown, APOC Committee Chair

The Chair noted something had come up at the last minute which prevent Mr. Brown from being able to attend the meeting today. I have asked Ms. Lane to present the recommendations for funding from the Requests for Proposals (RFPs) for One-Stop Operator Services and the Intensive/Career Services, Case Management Training Services for Adults, Dislocated Workers, and Older Youth recommendations for PY2023 as well as the recommended funding levels (renewals) for PY2023.

Prior to discussion, Ms. April Hopson abstained from the following discussion.

Ms. Lane noted that there were two solicitation packages released. The One-Stop Operator Services solicitation required at a minimum to coordinate and manage the delivery of service provided by the required one-stop partners and service providers within the comprehensive One-Stop location and any affiliate sites in workforce delivery area fourteen (WDA-14) Total Funding set at current year funding level: \$68,000.00; and

The Intensive/Career Service and Case Management Training Services for adults, dislocated workers and older youth solicitation required a contractor to administer an innovative program design to implement these services for fifty (50) WIOA eligible individuals (20 Adults, 20 Dislocated Workers, and 10 Older Youth). Total funding set at current year funding level:

Adult: \$253,826.00

Dislocated Worker: \$114,474.00

Older Youth: \$59,956.00

Ms. Lane noted only one proposal was received for each of the solicitation packages. Each proposal was responsive meaning they were on-time, in the format request, contained information required by their respective solicitation packet, and budgets were within the total funds set aside for each of the solicitations. Both solicitations were deemed sole source.

Each of the proposals were creative and showed innovative methods for providing the services requested. They were clear regarding how the services would be provided; and each proposer was the current contracted provider for the services. It was recommended that performance details should be negotiated for program year 2023.

The Chair asked if there were any questions or discussion. There being no further discussion. The Chair asked Ms. Lane to continue.

Action Taken:

No action taken.

IV. Recommendation For Renewal of Funding

Prior to discussion, Ms. April Hopson abstained from the following discussion.

Ms. Lane informed board members of the following contractor/services presented for contract renewal of the specified youth, adult, and dislocated worker services for Program Year 2023 (A copy is attached to original minutes as permanent record). This was the first year of the two-year renewal option for work experience in-school youth, internships (work experience)/OJT out-of-school youth contracts; and the final renewal of the two-year renewal option for work experience adults & dislocated workers and OJT for dislocated workers for PY2023. Ms. Lane noted the funding levels recommended were the same as current year funding levels (Copies are attached to original minutes as permanent record).

The recommended contract awards (renewals) for PY2023 were as follows:

<u>Contractor</u>	<u>Services</u>	<u>Current Funding Level</u>	<u>Proposed PY23 Funding Level</u>	<u>Recommendation</u>
Operation Meeting Essential Needs (OMEN) 241 MLK, Jr. Drive Lumpkin, GA 31815	40 – In-School Youth (Juniors & Seniors in High School) (Outlying Counties) Work Experience	\$170,560.00	\$170,560.00	Recommend Funding with no change to current funding level. <ul style="list-style-type: none">Planned performance should be negotiated.

Partnership In Caring (PIC) 2210 Wynnton Rd, Ste 208 Columbus, GA 31906	40 – Out-of-School Youth (18 – 24-year-olds) (Muscogee County only) Internship (Wk. Exp.) & Retention Services	\$157,853.00	\$157,853.00	Recommend Funding with no change to current funding level. • Planned performance should be negotiated.
IN THE DOOR, LLC 1270 Caroline St, Ste D120-433 Atlanta, GA 30307	30 – Out-of-School Youth (18 – 24-year-olds) (Muscogee County only) Combined Work Readiness & On-the-Job Training	\$114,400.00	\$114,400.00	Recommend Funding with no change to current funding level. • Planned performance should be negotiated
Georgia Job T.I.P.S. 2027 6th Avenue Columbus, Georgia 31904	Combined Adult/Dislocated Worker: Work Experience for 20 – WIOA Eligible Adults and 20 – WIOA Dislocated Workers	\$167,299.00 (\$83,649.50 – A) (\$83,649.50 – DW)	\$167,299.00 (\$83,649.50 – A) (\$83,649.50 – DW)	Recommend Funding with no change to current funding level. • Planned performance should be negotiated.
Georgia Job T.I.P.S. 2027 6th Avenue Columbus, Georgia 31904	Dislocated Worker: On-the-Job Training for 50 – WIOA Dislocated Workers	\$208,000.00	\$208,000.00	Recommend Funding with no change to current funding level. • Planned performance should be negotiated.
IN THE DOOR, LLC 1270 Caroline St., Ste D120-433 Atlanta, GA 30307	One-Stop Operator Services	\$68,000.00	\$68,000.00	Recommend Funding with no change to current funding level. • Planned performance should be negotiated.

A brief discussion ensued. Ms. Lane discussed the successes and obstacles each service provider had during the current program year. During discussion, members expressed their thoughts regarding the struggles with the economy, the seeming lack of interest in returning to the workplace and the shortage of workers. It seemed “help wanted” signs were everywhere.

Ms. Jackson noted that despite this, Georgia’s unemployment rate was relatively low which directly affected the allocations each local workforce area received.

Lastly, Ms. Lane noted the following unsolicited in-house services were recommended to be continued and considered for contract renewal of the specified services for Program Year 2023 with a renewal option where applicable:

<u>Contractor</u>	<u>Services</u>	<u>Proposed PY23 Funding Level</u>	<u>Recommendation</u>
City of Columbus	Adult/Dislocated Worker In-house Work Experience	Varied	Special project based on employer need.
City of Columbus	Adult/Dislocated Worker/Youth Occupational Classroom Training– Individual training Accounts	Varied	Provide financial aid assistance for WIOA eligible students entering/enrolled in post-secondary/advanced training.
City of Columbus	Adult/Dislocated Worker In-house On-the-Job-Training	Varied	Special project based on employer need
City of Columbus	Possible Youth In-house Summer Employment Component	Varied	Unsolicited. A determinant amount of youth for our 8-county area.
City of Columbus Job Training Division	Adult/Dislocated Worker/Youth: Work Experience Training	Varied	Special project based on employer need.

The Chair asked if there were any questions or further discussion. He reiterated that a vote would be tabled until the Executive Committee meeting immediately following this meeting. With no further discussion, the Chair turned the meeting over to Ms.

Jackson.

Action Taken

No action taken.

V. One-Stop Partner MOU & One Stop Certification Guidelines Aveana Jackson, WIOA Prog. Specialist II

Ms. Jackson gave a brief overview and discussion of the local service delivery guidelines for the development of a compliant One-Stop Partner MOU (WIG LS-19-017R) and the Georgia One-Stop & Affiliate Certification Guidelines (WIG LS-19-015R) (Copies are attached to original minutes as permanent record). Ms. Jackson noted WIOA requires each local workforce area to establish one comprehensive one-stop which makes all the required partners' programs available during normal business hours through either dedicated staff or direct virtual connection. Local workforce areas may have affiliate service locations (contracted service providers) which provide access to one or more of the partner programs. The affiliate sites and the comprehensive one-stop together make up each local area's one-stop system. WIOA requires each local area's leadership to enter a memorandum of understanding (MOU) composed of the local workforce board, CLEO and required partner representatives. Ms. Jackson further noted that the infrastructure funding agreement must also be a component of the local One-Stop Partner MOU and must be developed by the required partner program representatives and the WDB board. This component determines how infrastructure costs associated with the local one-stop delivery system will be shared amongst the required partners in accordance with (20 CFR 678.700(a)).

The Chair asked if there were any questions or discussion. There being no further discussion, Ms. Jackson continued with the one-stop certification guidelines. Ms. Jackson noted in your packet you have the WIG (LS-19-015R). Its purpose is to provide local development areas guidance regarding the minimum criteria for the certification of our comprehensive and affiliate one-stops (service providers) for program years 2022 and 2023. WIOA's One-Stop Service Delivery System is the primary mechanism for delivering WIOA-funded services to eligible participants. In its most basic and simplistic form, the one-stop system should be composed of a single comprehensive one-stop site that provides access to all the required partners' programs within their service delivery area. A comprehensive site is a physical location where job seekers and employers can access the programs, services, and activities of all required one-stop partners, along with any additional partners as determined by you the governing board. Most all local workforce areas in the State choose to deliver services through physical sites (affiliates) as well. Ms. Jackson discussed the details for performing the certification of our comprehensive one stop and affiliate sites. They were as follows:

Certification Instructions

Each LWDA must have at least one certified Comprehensive One-Stop and an executed MOU. The MOU, executed in accordance with 20 CFR §678.500 and §678.755 by all required partners present within the LWDA, outlines the services delivery structure, and identifies the services delivery sites, both potential comprehensive and affiliate sites.

Utilizing the prospective service delivery sites identified in the MOU, each LWDA must assign staff to perform certification. The steps below briefly outline how this process should occur.

1. LWDBs, or an appropriate LWDB committee, must meet and vote to adopt the State's minimum criteria by June 30, 2022. If an LWDB determines additional certification criteria will be added to the mandated State criteria, the LWDB must meet and vote to add such criteria.
2. Determine which entity will be responsible for completing certification. Per §678.800(3), "when the LWDB is the one-stop operator as described in §678.410 of this chapter, the SWDB must certify the one-stop center." Furthermore, if the local fiscal agent or programmatic administrator functions as the one-stop operator, that entity may not perform the certification either, due to the inherent conflicts of interest. In either case, the LWDB must notify OWD in writing at least one (1) month before certification is to be completed.
3. Identify the prospective locations and schedule onsite inspections and interviews. Note that these locations should only consist of those locations identified in the proposed MOUs.
4. Complete certification process by completing the appropriate forms for each prospective location and present to LWDB (or the appropriate LWDB committee).
 - a. Complete Partner Presence (Form A) and Accessibility & EO certification (Form B) **for each site**, to include those considered specialized.
 - b. Depending on site designation, complete either Comprehensive (Form C) or Affiliate (Form D) Certification.
5. LWDB, or appropriate LWDB committee, shall review the tools and vote on whether to certify sites.

Ms. Jackson noted if there had been a quorum for this meeting, we would have requested the Board to approve and adopt this process for the certification for our comprehensive one-stop and affiliate sites. Ms. Jackson asked if there were any questions or discussion regarding the process. No further discussion followed.

The Chair commended Ms. Jackson for her explanation of the MOU and Certification processes. The Chair asked members if all minds were clear. There being no further discussion. The meeting was turned over to Ms. Marshall.

Action Taken	
No action taken.	
VI. Financial Report	Feleshia Marshall, WIOA Asst. Director
A report of the WIOA Local Area Grant Summary broken down by youth/adult/dislocated worker funds was provided to Board members for discussion. (A copy is attached to original minutes as permanent record). Ms. Marshall provided a brief overview and discussion of awards and expenditures. During discussion concerns were expressed over the lack of people wanting to return to work.	
The Chair asked if there were any other questions or discussion. No discussion followed.	
Action Taken:	
No action taken.	
VII. Old Business	Aveana Jackson, WIOA Staff
The Chair asked if there was any old business to discuss. There being no old business to discuss, the Chair asked if there were any announcements. There being no further discussion, the Chair thanked everyone for their time and attendance and asked the Executive Committee members present to please stay to vote on the items presented and discussed during this meeting.	
Action Taken:	
No action required.	
IX. Adjournment	
With no further discussion, meeting was adjourned.	
Action Taken:	
No action taken.	

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 12/21/2023

