



Lower Chattahoochee Workforce Development Board Quarterly (Zoom) Meeting

March 17, 2022
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

WDB QUARTERLY (ZOOM) MEETING

Agenda topics

- I. Welcome & Roll Call Chester Randolph, Chair
 - a. Approval of Minutes
(December 16, 2021)
- II. Approval of Youth Committee Recommendations for PY22 Youth Services Ernestine Ramsey, Youth Committee Chair
- III. Approval of Service Provider Contract Renewals for PY2022 Howard Pendleton, WIOA Director
- IV. Approval of ETPL Applications
- V. Financial Report
- VI. Approval of Corrective Action Plan items
- VII. PY21 Board Training
- VIII. Old Business
- IX. Adjournment

TO JOIN ZOOM MEETING:

Meeting ID: 859 0282 3244

Passcode: 130315

Find your local number:

<https://us02web.zoom.us/j/85902823244>





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Board Members in attendance:

Chester Randolph, C. Randolph & Associates
Georgia Bethune, Rolling Hills Food
Carl Brown, Brown & Associates, Inc.
Tony Calloway, Calloway & Associates, Inc.
Travis Chambers, Elite Ventures Leasing & MGT.
Jeff Deppe, IBEW, Local 613
Belva Dorsey, Enrichment Services
Jonathan Evans, Housing Authority of Cols. GA
Kristi Hargraves, Valley Hospitality
April Hopson, Columbus Technical College
Carolyn Hugley, State Farm Insurance
Barbara Jackson, Piedmont Hospital
Rick Jones, CCG/ Economic Development
Tricia Konan, Goodwill Industries
John Martin, The Martin Firm
Ann McNeer, Master Tax Solutions
Conner Miller, Columbus Chamber of Commerce
Ernestine Ramsey, Metro Cols. YMCA
Gwen Ruff, Columbus Water Works
Dexter Smith, Communication Workers of USA, Local 3212
Frederick Stoller, Job Corps.
Wendy Timmons, Sixty-Two Graphic Studio
Amy Varnum, GDOL
Tim Vinson, Muscogee Co. School District
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
Feleshia Marshall
Aveana Jackson
Lisa Lane

Guest

Ashley Becker, IN THE DOOR
Dalia Diaz, Goodwill Industries of the Southern Rivers
Kia Legette, CAG Solutions
Mac Moye, Stewart Co. Mgr.
Valerie Richardson, Columbus Technical College
Sher'Londa Walker Talbot Co. LEO
LT Wayne, VTEC

Agenda Discussion

I. Welcome & Roll Call

Chester Randolph, LCWDB Chair

The following is a summary of the virtual discussion (via ZOOM) (during the extended Executive Order for continued COVID-19 Economic Recovery) 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.

After all attendees had been admitted joining the ZOOM meeting, the meeting was called to order by Chair Chester Randolph. The Chair recognized the two newly appointed board members. Ms. Kristi Hargraves, HR Director, Valley Hospitality; and Mr. Conner Miller, Workforce Development Manager, Greater Columbus Georgia Chamber of Commerce. The Chair had the new members share a little about themselves and requested everyone welcome them to the board.

The Chair also thanked the members and guests present for their attendance and requested that roll be taken. Roll was officially called and noted for the record.

The Chair asked if there was any discussion regarding the December 16, 2021, minutes that had been emailed to everyone and enclosed as part of agenda packet (A Copy is attached to original minutes as permanent record). There being no discussion, the Chair requested a motion to approve the December 16, 2021, minutes as written.

Action Taken:

Carl Brown so moved and Tony Calloway properly second, approval was granted by majority of all active board members in attendance to approve the December 16, 2021, minutes as written.

II. Approval of Youth Committee Recommendations PY22 Youth Svc.

Howard Pendleton, WIOA Director

Prior to discussion, Ms. April Hopson abstained from the discussion and voting.

The WIOA Director informed the board members that the Youth Committee met March 15, 2022, to discuss and evaluate the proposals received as a result of the RFP for youth services for PY22. The WIOA Director gave a brief overview of the Youth Committee's recommendations (A copy is attached to the original minutes as permanent record).

The following agencies submitted proposals.

- 1) Operation Meeting Essential Needs (Operation M.E.N.) (one proposal – Solicitation I)
- 2) IN THE DOOR, LLC (two proposals – Solicitation II and Solicitation III); and
- 3) Partnership In Caring (PIC)(one proposal – Solicitation II)

Solicitation I - In-School Youth (Juniors & Seniors in High School) Work Experience with possible summer component

No competition. Only one proposal received. Deemed: Sole Source.

Contracting Agency

Operation M.E.N.
PO BOX 428
241 MLK, Jr. Drive
Lumpkin, GA 31815

Proposed Activity

In-School Youth Work Experience
(7 counties)

Recommendation

Recommend funding at \$170,560 for PY2022, with a renewal option for 2 additional program years contingent upon funds availability and contract performance. Negotiate performance goals and goal summary to serve 40 participants in 7 counties with possible summer youth component.

Solicitation II – Out-of-School Youth (18 – 24 years old) Internship (Work Exp.) & Retention Services

Competing Bids/Proposals. Two proposals received.

Contracting Agency

IN THE DOOR, LLC
1270 Caroline St., Ste D120-433
Atlanta, Georgia 30307

Proposed Activity

Out-of-School Youth Internship
(Work Exp.) & Retention Services
(Muscogee County Only)

Recommendation

Request a motion to disapprove contract award based upon the lack of demonstrated capabilities, probable effectiveness of program approach and methodologies, and grant WIOA Director authority to send notification to bidder.

Contracting Agency

PARTNERSHIP IN CARING
2210 Wynnton Road, Suite 208
Columbus, Georgia 31906

Proposed Activity

Out-of-School Youth Internship
(Work Exp.) & Retention Services
(Muscogee County Only)

Recommendation

Recommend funding at \$157,850 for PY2022, with a renewal option for 2 additional program years contingent upon funds availability and contract performance. Negotiate performance goals and goal summary to serve 40 participants in Muscogee County only.

Solicitation III – Out-of-School Youth (18 – 24 years old) Combined Work Readiness and On-the-Job Training

No competition. Only one proposal received. Deemed: Sole Source.

Contracting Agency

IN THE DOOR, LLC
1270 Caroline St., Ste D120-433
Atlanta, Georgia 30307

Proposed Activity

Out-of-School Youth Combined
Work Readiness & On-the-Job
Training Services
(Muscogee County Only)

Recommendation

Recommend funding at \$114,400 for PY2022, with a renewal option for 2 additional program years contingent upon funds availability and contract performance. Negotiate performance goals and goal summary to serve 30 participants in Muscogee County only.

Contractor Renewal Youth Services

<u>Contractor</u>	<u>Services</u>	<u>Current Funding Level</u>	<u>Proposed PY22 Funding Level</u>	<u>Recommendation</u>
Columbus Technical College 928 Manchester Expressway Columbus, GA 31904	One-Stop Affiliate Site and Case Management for WIOA Eligible Youth (Individual Training Accounts) 10 – Older Youth (18 – 24 yr. old)	\$59,956.00	\$59,956.00	Recommend Funding 2 nd year renewal option with no change to current funding level. <ul style="list-style-type: none"> Planned performance should be negotiated.

A brief discussion pursued. The WIOA Director noted that several members of the youth committee were in attendance, if anyone had any questions regarding the recommendations presented, they would be able to answer them. Members were in agreement with the recommendations the youth committee provided.

The Chair asked if there were any questions or further discussion. There being no further discussion, the Chair asked for a motion to approve the youth committee’s recommendations as presented and grant the WIOA Director authority to notify bidders of the board’s decisions for youth services for PY2022 and negotiate performance goals for contract awards.

Action Taken:

Tony Calloway so moved and Dexter Smith properly second, approval was granted by majority of all active board members in attendance to approve the youth committee’s recommendations as presented and grant the WIOA Director authority to notify bidders of the board’s decisions for youth services for PY2022 and negotiate performance goals for contract awards.

III. Approval of Service Provider Contracts Renewals for PY2022

Prior to discussion Ms. April Hopson again abstained from discussion and voting.

The WIOA Director informed the board members that the following contractor/services were presented for contract renewal of the specified adult, dislocated worker services and One-Stop Operator Services for Program Year 2022. This is the first year of the two-year renewal option for work experience/OJT adult and dislocated worker contracts; and the final renewal of the two-year renewal option for affiliate site/case management for adults and dislocated workers in support of the Individual Training Account (ITA) System and One-Stop Operator Services.

The recommended contract awards (renewals) for PY2022 were as follows:

<u>Contractor</u>	<u>Services</u>	<u>Current Funding Level</u>	<u>Proposed PY22 Funding Level</u>	<u>Recommendation</u>
Columbus Technical College 928 Manchester Expressway Columbus, GA 31904	Adult - One-Stop Affiliate Site & Case Management for 20 - WIOA Eligible Students	\$253,826.00	\$253,826.00	Recommend Funding with no change to current funding level. <ul style="list-style-type: none"> Planned performance should be negotiated.
Columbus Technical College 928 Manchester Expressway Columbus, GA 31904	Dislocated Worker - One-Stop Affiliate Site & Case Management for 20 – WIOA Eligible Students	\$114,474.00	\$114,474.00	Recommend Funding with no change to current funding level. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Planned performance should be negotiated.

The WIOA Director informed the board members that the following unsolicited in-house services be continued and considered for contract renewal of the specified services for Program Year 2022 with a renewal option where applicable based upon performance and funds availability:

<u>Contractor</u>	<u>Services</u>	<u>Proposed PY22 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.

During discussion the WIOA Director noted that the funding levels allocated each year from the federal level were decreasing. A factor that affected the funding levels was the reported unemployment rates. Georgia's reported unemployment rates were low so that directly affected the amount of funding Georgia received.

The WIOA Director further noted it felt like the local areas were being crushed for doing a good job helping folks get employed, but that was the formula the feds used to allocate funding. The strategy applied in making these recommendations was to keep funding awards at current levels to adapt and adjust for future decreases.

The Chair asked if there were any questions or further discussion. There being no further discussion, the Chair asked for a motion to approve the contract renewals for the specified adult, dislocated worker, and one-stop operator for PY2022 as presented and grant the WIOA Director authority to notify bidders of the board's decisions for contract renewal and to negotiate performance goals for contract awards (renewals) for PY2022.

Action Taken:

Tony Calloway so moved and Dexter Smith properly second, approval was granted by majority of all active board members in attendance to approve the contract renewals for the specified adult, dislocated worker, and one-stop operator for PY2022 as presented and grant the WIOA Director authority to notify bidders of the board's decisions for contract renewal and to negotiate performance goals for contract awards (renewals) for PY2022.

IV. Approval of ETPL Applications

Lisa Lane, WIOA Staff

Prior to discussion Ms. Tricia Konan abstained from discussion and voting.

The WIOA Director informed members that Ms. Lane would present the ETPL applications for board consideration as she maintains the ETPL listing for our area, and she had been working with the applicants.

Ms. Lane began by informing the board that there were three agencies that had submitted ETPL requests. Two of the applicants were tabled from the December board meeting until today's meeting to allow for modifications and/or clarification of the programs discussed in December to be presented for board consideration today. Ms. Lane noted that representatives from each agency were present and available for any questions the board might have.

The following applications were provided for consideration and recommendation for inclusion on the State of Georgia Eligible Training Provider Listing for WDA-14 (Copies are attached to the minutes as permanent record):

PROPOSED PROVIDER: Veterans Training Empowerment Center (VTEC)

TRAINING LOCATION: Building 385, Fort Benning, GA 31905

HOME ENGINEER PROGRAM

TRAINING LENGTH: 12 weeks; 480 curriculum hours (5 days + alternating Saturdays & 30-35 hours per week)

TRAINING COST: \$5,000.00* (Costs modified to omit the costs of housing. Includes costs for training and exam fees)

Ms. Lane noted per discussion with VTEC representative, the modified costs do not include the costs for housing as WIOA eligible participants would reside in the area and not require those accommodations and their costs. The modified costs are reflective of the actual training costs and exam fees.

During discussion, inquiries were made regarding who would be considered for the program. Would it only be open for transitioning military and their spouses or could non-military personnel (civilians) be accepted into the program, and would the public have access to the training facility if location was on post (Fort Benning)? LT Wayne, VTEC assured the board that anyone meeting their criteria for the program would be accepted into the program and those needing financial aid assistance would be referred to Job Training for WIOA eligibility determination (and training appropriateness). He also noted that required arrangements had been coordinated with Fort Benning to allow students access to the training facility.

The Chair asked if there were any other questions or discussion. With no further discussion, the Chair asked for a motion to approve the Home Engineer Program as presented today with the modified training costs for inclusion on the ETPL listing for WDA-14 for final approval by the State.

Motion presented: To approve the Home Engineer Program of Study at the modified cost of \$5,000.00 for 12 weeks/480 curriculum hours of training and exam fees.

Ms. Lane continued to the next ETPL application.

PROPOSED PROVIDER: Community Connects, Inc

TRAINING LOCATION: 2910 2nd Ave, Columbus, GA 31904

PRINCIPLES OF LEADERSHIP

TRAINING LENGTH: 3 weeks; 44 curriculum hours (5 days & 20 hours per week)

TRAINING COST: \$5,150.00 (includes tuition, registration, books, tools, supplies, and certification exam)

Ms. Lane noted that the agency's reported program performance indicated 100% success rate for twenty-two (22) participants for successful completion, credential attainment, and employment rate second quarter after exit and fourth quarter after exit. The average weekly wages at placement were reported at: \$800.

The WIOA Staff recommendation was to seek clarification for job search/ job placement services. Indication for services provided participants would have the option to become an employee of one of five B2S Careers. "Otherwise, they may opt to work within one of ten in-demand industries that were in contracted with Career Association of Georgia to vet and provide their staff".

During discussion, inquiries were made about the students Community Connects would be accepting into this program. Were they small business owners or someone who knew little to nothing about starting up a business; or would these individuals be slated to work for the companies your agency mentioned and not own their own business? It wasn't clear how someone wanting to go into business for themselves would wind up working with one these companies instead of learning business strategies for successfully starting up, owning, and running a business.

Ms. Legette, (creator of the Principles of Leadership Program) informed members that it's important that our career seekers knew and understood that yes, you want to own and start a business but there is a certain kind of mind-set required to be successful in it and it's called accountability and responsibility. That was the objective or goal we instill in our students. Our approach was to look for individuals whose end goal was to start up and successfully run their own business. So, when they come to us, they may be performing a job, their performance in that job that would be evaluated on a monthly basis, those performance indicators were at a higher standard. Were they able to resolve conflict resolution, did they present educated solutions at the table with the team? So, after twelve months they now possess leadership and business experience and have the mindset of a CEO instead of someone just showing up and punching a timeclock. That's just one pathway. The other pathway was those who were already in business, they have a registered entity, and they go on Indeed, and apply for a job because they don't have any opportunities to fund their business. There's a lot of prerequisites for small businesses to be able to take advantage of that. So, we're the training grounds for giving them that experience. Ms. Legette asked if that response answered the board's questions. The Chair stated it still was not clear what her agency does. We're assuming that you have several companies that have bought into what you do - which is hiring people. Ms. Legette responded stating yes, there were a handful of companies, but she was the main one to hire them. The Chair asked how would participant screening take place? Would the participant receive any of the \$5,000 costs of the program? How would they (the participants) support themselves? Ms. Legette responded that the \$5,000 program costs were for the tuition, tools, supplies, and exam fees for the program. It would probably be best if I could have presented a visual, (power point presentation, etc.) because the program was very unique.

The Chair agreed the program design was very unique. He stated we like the thought process; we're having problems understanding how the program works. Would our participants actually benefit from the program? Members also voiced concerns about how individuals were screened into the program. The Chair stated it's our job to assist individuals to obtain full time long term unsubsidized employment. Right now, we aren't satisfied that your program checks off all those requirements.

Members agreed that voting on this program should again be tabled until further details could be provided. Members felt that all members should have a clear understanding on how the program worked and the benefits the participants received in reaching their goals which should be full time long term unsubsidized employment.

The Chair asked for a motion to table the vote on this program until additional information could be provided. He wanted everyone to have a clear understanding of the program before asking for a vote.

Motion presented: To table the vote on the Principles of Leadership Program until additional information could be presented.

Ms. Lane continued to the next ETPL request.

PROPOSED PROVIDER: Goodwill Industries of the Southern Rivers, INC.

LOCATION: 2601 Cross Country Dr., Bldg. E, Columbus, GA 31906

CERTIFIED GUEST SERVICES PROGRAM (CGSP)

TRAINING LENGTH: 8 weeks; 120 curriculum hours + 120 Internship hours (5 days per week; 30 hours per week)

TRAINING COST: \$4,365.84* (includes tuition, books, tools, supplies, background check*, drug screen*, and certification exam)

Ms. Lane noted that based upon program of study, the training facility, or vocational training provided, proposed training costs are competitive to comparable training. However, WIOA Staff recommended having discussion regarding the costs of the background check and drug screen. Not having a background check and drug screen done prior to consideration and approval of WIOA assistance might be counter-productive if an individual had something appear on their background report or was unable to past a drug screen that would prohibit them from being employed after training. This would set an individual up to fail. The background check and drug screen should be completed and submitted as part of the WIOA eligibility packet. Ms. Dalia Diaz, Goodwill Industries agreed that these screenings should be conducted prior to referral for WIOA consideration and stated Goodwill would back the costs of these items out of the total costs for the program changing the total costs of the program from \$4,365.84 to \$4,303.34 for tuition, books, tools, supplies, and certification exam (An amended copy is attached to original minutes as permanent record).

Ms. Lane also noted that the program of study was WIOA approved and listed on ETPL for Southwest Georgia WorkSource Area. We need to have the Board approve the program of study for our local area. The Chair stated with Goodwill amending the program costs to omit the background check and drug screen, we will vote on the program of study as amended. The Chair suggested that voting take place after all three programs had been discussed.

Ms. Lane continued to the next program of study Goodwill had submitted for consideration.

MANUFACTURING AND FORKLIFT SAFETY PROGRAM

TRAINING LENGTH: 3 weeks; 90 curriculum hours (5 days per week; 30 hours per week)

TRAINING COST: \$949.00* (includes skills training fees, tools, supplies, background check*, drug screen*, and certification exam)

Ms. Lane noted that Goodwill also included the costs for background check and drug screen for this program of study. The total costs listed initially was \$949.00 but omitting these costs would change the total from \$949.00 to \$886.50 for training fees, tools, supplies and certification exam.

The Chair asked if there were any questions or discussion. There being no further discussion, Ms. Lane continued to the third program submitted for board consideration.

CERTIFIED NURSE AIDE (CNA)

TRAINING LENGTH: 6 weeks; 77 curriculum hours + 24 clinical hours (5 days per week; 30 hours per week)

TRAINING COST: \$2,654.00* (includes tuition, books, tools, supplies, uniforms, background check*, drug screen*, and certification exam)

Ms. Lane noted that that the initial total costs requested was \$2,654.00 which included the costs of background check and drug screen but omitting these costs would change the total costs from \$2,654.00 to \$2,575.50 for tuition, books, tools, supplies, uniforms, and certification exam. Based upon program of study, the training facility, or vocational training provided, proposed training costs were competitive to comparable training in local workforce area. A plus was that addition to ETPL gives customers additional choice of program of study. Program of Study is WIOA approved and listed on ETPL for Southwest Georgia WorkSource Area.

The Chair asked if there were any questions or discussion. There being no further discussion, the Chair asked for a motion to approve Goodwill's request to include their three programs of study at the amended total costs (omitting the costs of background check and drug screen) for WDA-14.

Motion presented: To approve the Certified Guest Services Program (CGSP), the Manufacturing and Forklift Safety Program, and the Certified Nurse's Aid (CAN) Program of Studies at their modified total costs.

Action Taken

Dexter Smith so moved and Jonathan Evans properly second, approval was granted by majority of all active board members in attendance to approve **a. the Home Engineer Program of Study at the modified cost of \$5,000.00 for 12 weeks/480 curriculum hours of training and exam fees; b. the Certified Guest Services Program (CGSP) at the amended total costs of \$2,575.50 for tuition, books, tools, supplies, uniforms, and certification exam; c. the Manufacturing and Forklift Safety Program at the amended total costs of \$886.50 for training fees, tools, supplies and certification exam; d. the Certified Nurse's Aide (CNA) Program at the amended total costs of \$2,575.50 for tuition, books, tools, supplies, uniforms, and certification exam; and e. table the vote on the Principles of Leadership Program until additional information could be presented.**

V. Financial Report

Howard Pendleton, WIOA Director

A report of the WIOA Local Area Grant Summary broken down by youth/adult/dislocated worker/NEG dislocated worker funds was provided to Board members for discussion. (A copy is 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 ever-emerging changes due to the pandemic. During discussion concerns were expressed over the lack of people wanting to return to work. This year may be just as challenging if not more so than last year.

The Chair asked if there were any other questions or discussion. There being no further discussion, the Chair asked for a motion to approve the financial report as presented.

Action Taken

Conner Miller so moved and Tony Calloway properly second, approval was granted by majority of all active board members in attendance to approve the financial report as presented.

VI. Approval of Corrective Action Plan Items

The WIOA Director spoke about the Technical College System of Georgia, Office of Workforce Development (OWD)'s desk review of the board operations conducted last fall. The details of the correspondence between OWD and our local office had been presented and discussed at the last board meeting (December 16, 2021). The WIOA Director noted that the corrective active plan addressing the concerns noted had been submitted to the State for their consideration and approval (A copy is attached to original minutes as permanent record). OWD has approved the proposed actions in the plan, we've completed the required tasks, and now need the board to approve those actions and submit the documentation to the State to officially close the desk review.

The WIOA Director provided a brief overview and discussion of the approved recommendation to amend the Board By-Laws as follows:

- ⇒ The Georgia Rules and Regulations citation "GA Rule 159-2-1-.05(5)" amended to read: "GA Rule 692-1-.05(5)" (Article III Sec. III. (B) Par. 3 – Pg. 6)
- ⇒ The state administrative entity listed as the "Georgia Department of Economic Development Workforce Development Division" amended to read, "Technical College System of Georgia, Office of Workforce Development" (Article III Sec. IV (3) Par. 3 – Pg. 7)
- ⇒ Amend filling membership vacancies from "sixty (60) days" to "ninety (90) days" (Article III Sec. III. (A) Par. 1 – Pg. 5; & Article III Sec. III. (B) Par. 1 – Pg. 6)
- ⇒ Omit verbiage which would allow for alternative representation of same sector (otherwise deemed as proxy voting) (Article VII Sec. I Pg. 11) see below*; and
- ⇒ Amend the Bylaws to include provisions to ensure all actions of the Executive Committee are shared with the full Board, open for questions or revisions, and then ratified by the full Board. (Article VII Sec. I(A.) – Pgs. 11,12) see below*
- ⇒ Amend the Bylaws to include details regarding meeting notice and posting of agendas to ensure compliance with the Georgia Open Meetings Act. (Article VII Sec I(D.) – Pg 12) see below*

*Excerpt from Bylaws Article VII Sec. I - Pg. 11, 12 (**currently** read):

SECTION I:

MEETINGS

Meetings of the Lower Chattahoochee Workforce Board (LCWDB) shall be held on a quarterly basis, or more often if deemed necessary. All meetings of the LCWDB shall be made open to the public and preceded by adequate public notice.

Adequate written minutes of LCWDB meetings shall be kept, recording the acts and proceedings at the meetings of the Board. Such minutes shall be prepared and distributed to the Board membership by the WIOA Program Administrator staff and shall be approved at the next succeeding meeting of the Board.

Substitute representation of a LCWDB member at Board meetings is acceptable; however, such representative shall be unable to vote on the member's behalf. Adequate notice of absence should be provided the WIOA Program Administrator staff for coordination purposes of meetings held by

the LCWDB. Alternate representatives for the same sector may be appointed and certified by the CEO to have the same voting rights as the primary member only in his/her absence.

- A. Executive Committee shall meet when required during the program year to serve on behalf of the full Board. No substitute representation of a member shall be allowed.
- B. Youth Committee shall meet at least quarterly, if possible, during the program year. No substitute representation of a member shall be allowed.
- C. Other standing committees of the LCWDB shall convene a called meeting when necessary to ensure compliance and oversight of program and board issues. Meetings shall be held no less than twice annually. No substitute representation of a member is allowed.
- D. **PUBLIC NOTICE**
The WIOA Program Administrator staff shall be responsible for ensuring that the public is notified of all LCWDB meetings within two weeks prior to such meeting. Public notice shall be in the form of notice on a public bulletin board located within the workforce development area and/or published on the Program Administrator's website.

Excerpt from Bylaws (with proposed changes):

SECTION I: MEETINGS

Meetings of the Lower Chattahoochee Workforce Board (LCWDB) shall be held on a quarterly basis, or more often if deemed necessary. All meetings of the LCWDB shall be made open to the public and preceded by adequate public notice.

Adequate written minutes of LCWDB meetings shall be kept, recording the acts and proceedings at the meetings of the Board. Such minutes shall be prepared and distributed to the Board membership by the WIOA Program Administrator staff and shall be approved at the next succeeding meeting of the Board.

Substitute representation of a LCWDB member at Board meetings is acceptable; however, such representative shall be unable to vote on the member's behalf. Adequate notice of absence should be provided the WIOA Program Administrator staff for coordination purposes of meetings held by the LCWDB.

- A. Executive Committee shall meet when required during the program year to serve on behalf of the full Board. All actions of the Executive Committee shall be presented for discussion, questions or revisions and then ratified by the full Board at the next full meeting of the Board. No substitute representation of a member shall be allowed.
- B. Youth Committee shall meet at least quarterly, if possible, during the program year. No substitute representation of a member shall be allowed.
- C. Other standing committees of the LCWDB shall convene a called meeting when necessary to ensure compliance and oversight of program and board issues. Meetings shall be held no less than twice annually. No substitute representation of a member is allowed.
- D. **PUBLIC NOTICE**

In accordance with the Georgia Open Meetings Act (GOMA), the WIOA Program Administrator staff shall be responsible for ensuring that the public is notified of time, place, and date of regular LCWDB meetings within two weeks prior but no less than one week prior to such meeting. Public notice shall be in the form of notice on a public bulletin board located within the workforce development area and published on the Program Administrator's website.

Prior to any meeting, the WIOA Program Administrator staff shall make available an agenda of all matters expected to come before the Board at such meeting. The WIOA Program Administrator staff shall be responsible for ensuring that the agenda shall be posted on a public bulletin board located within the workforce development area and published on the Administrator's website no less than one week prior to such meeting.

Failure to include on the agenda an item which becomes necessary to address during the course of a meeting shall not preclude considering and acting upon such item.

A summary of subjects acted on and those members present at a meeting shall be written and made available to the public upon request.

The regular minutes of a meeting shall be promptly recorded, and such records shall be open to the public once approved as official by the full Board immediately following its next regular meeting.

The WIOA Director noted that a copy of the amended by-laws with the changes incorporated into them was also provided in the agenda packet. Once the board approved the amendments, we will conduct the WIOA Staff training and submit the documentation to the State. The WIOA Director also noted that Ms. Aveana Jackson would be presenting the board training once all the other agenda items had been discussed and voted on.

The Chair asked if there were any questions or discussion regarding the amendments to the board by-laws. There being no further discussion, the Chair asked for a motion to approve and adopt the amended by-laws as presented and grant the WIOA Director the authority to provide appropriate training for appropriate WIOA Staff in accordance with the amendments.

Action Taken:

Tony Calloway so moved and Tricia Konan properly second, approval was granted by majority of all active board members in attendance to approve and adopt the amended by-laws as presented and grant the WIOA Director the authority to provide appropriate training for appropriate WIOA Staff in accordance with the amendments.

VII. PY21 Board Training

Aveana Jackson, WIOA Staff

Ms. Jackson provided a brief overview and discussion of WorkSource Lower Chattahoochee Program (A copy of the Power Point Presentation is attached to original minutes as permanent record).

Ms. Jackson noted we're a federally funded workforce development agency housed within the Columbus Consolidated Government (CCG).

Within CCG, we're known as the "Job Training Division". We use funds from the Workforce Innovation and Opportunity Act (WIOA) to help individuals find employment and training opportunities in our service area; we also match employers with ready-to-work individuals. Our participants are typically unemployed or underemployed looking for positions commensurate with their skill level and credentials and offering a wage that leads to economic self-sufficiency.

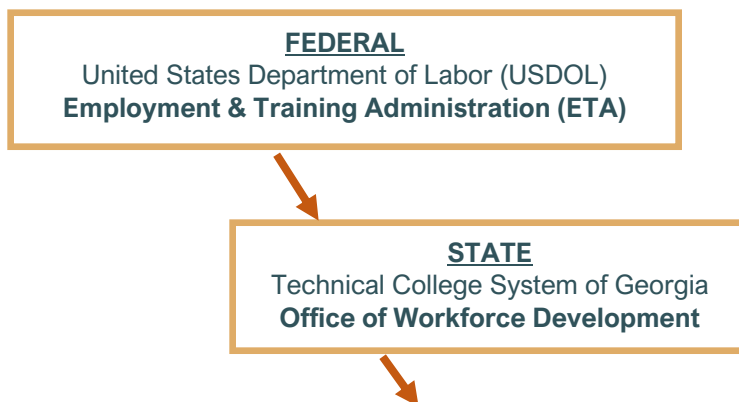
We serve eight (8) counties Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart and Talbot. We administer three (3) programs: Adult, Dislocated Worker, and Youth.

In PY20, we served 152 participants, which included:

- Veterans and Transitioning Service Members
- Individuals who were basic-skills deficient
- Recipients of SNAP (Food Stamp Program); and
- Youth living in a high-poverty census tract

Individual Training Accounts (ITAs), On-the-Job (OJTs)/Work Experience (WEXs) and Job Search and Placement Assistance accounted for 95% of services in PY20.

The Funding Flow Chart depicts the flow of the WIOA funding received.





Types of WIOA Services:

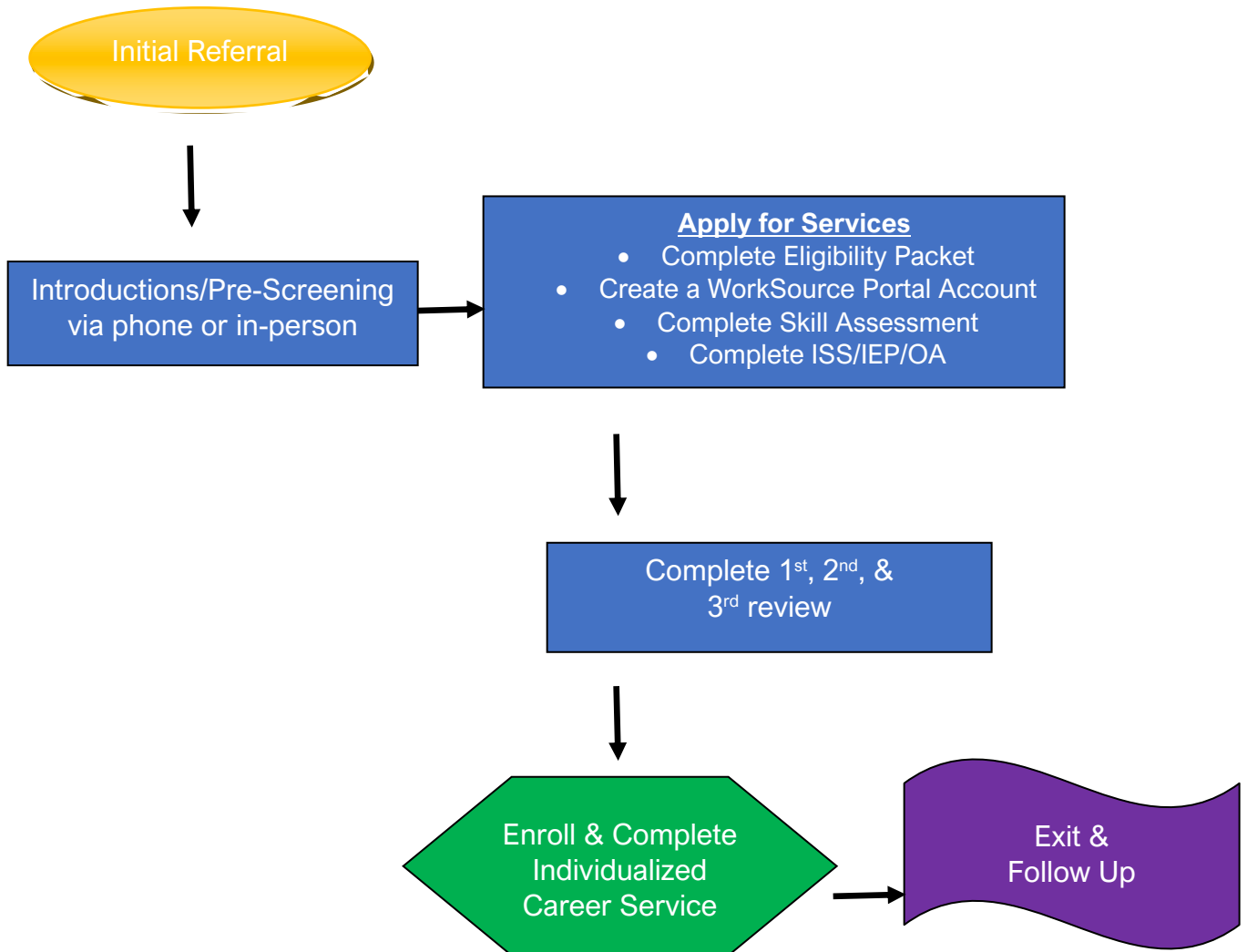
- Basic Career Services:
 - Information about services
 - Initial skill assessments
 - Referrals to other sources
- Individualized Career Services
 - Individual Training Account (ITA)
 - Work Experiences
 - On-The-Job Training
- Follow Up Services
- Supportive Services

Eligibility Requirements for WIOA Services:

Adults	Dislocated Workers	Out-of-School Youth	In-School Youth
<ul style="list-style-type: none"> • Ages 18 + • Authorized to work in the U.S. <ul style="list-style-type: none"> • Registered for Selective Service (if Male) • Unemployed or Underemployed • Priority of service applies 	<ul style="list-style-type: none"> • Ages 18 + • Authorized to work in the U.S. <ul style="list-style-type: none"> • Registered for Selective Service (if Male) • 8 Eligible Categories 	<ul style="list-style-type: none"> • Ages 16 - 24 • Not attending school • One or more barriers to employment 	<ul style="list-style-type: none"> • Ages 14 - 21 • Attending school • Low income • One or more barriers to employment

Customer Flow

- = Initial Referral
- = Intake & Eligibility Phase
- = Employment & Training Phase
- = Exit & Follow Up Phase



Overview of the Bylaws

ARTICLE II: The Role of LCWDB

- LCWDB is responsible for providing policy guidance and oversight for WIOA activities in our area. It:
 - Establishes an executive committee to act on behalf of the LCWDB in emergency situations.
 - Designates or certify, one-stop operator(s)
 - Identifies eligible providers of training services in the local area.
 - Coordinating with other workforce and economic development activities in the local area.

- Makes available to the public on a regular basis information regarding activities of the LCWDB.

ARTICLE III: Governing Rules

- LCWDB shall consist of a minimum of 21 representatives.
 - 51% of the LCWDB shall represent the private sector.
- The required partners of the One-Stop Center.
- LCWDB members serve a period of two (2) years, and Members are appointed by the CLEO
- All vacancies must be filled within sixty (60) days* of position becoming vacant. (*LCWDB approved amending this to reflect State policy of ninety (90) days)
 - LCWDB members can be removed and replaced for failing to attend three (3) consecutive meetings.
- Conflict of Interests

ARTICLE VII: Meeting, Quorums, and Voting

- Meeting shall be held on a quarterly basis or more often if deemed necessary
- Quorum is a simple majority (50% + 1)
- LCWDB members shall only cast one vote.

Sunshine Provisions and Open Meeting Requirements

Sunshine Provisions

- The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board:
 1. The local plan, prior to submission of the plan;
 2. Membership.
 3. The designation and certification of one-stop operators
 4. The award of grants or contracts to eligible providers of youth workforce investment activities; and
 5. Minutes of formal meetings of the local board if requested.

WIOA Sec. 107(e)

How LWDBs Comply with Sunshine Provisions (*20 C.F.R. § 679.390*)?

- The Local WDB must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the Local WDB. This includes:
 - a) Post information about the Local Plan, or modification to the Local Plan, before submission of the plan;
 - b) List of LWDB members and their affiliation
 - c) Selection of one-stop operators
 - d) Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities
 - e) Post minutes of formal meetings; and
 - f) Ensure LWDB by-laws are consistent with *20 C.F.R. § 679.310(g)*

Applicability of Georgia Open Meetings Act

- All Local Elected Official Board meetings shall be conducted in accordance with federal sunshine laws

and the Georgia Open Meetings Act.

- All Local Workforce Development Board meetings shall be conducted in accordance with federal sunshine laws and the Georgia Open Meetings Act.

Ms. Jackson opened the floor for any questions. The Chair commended Ms. Jackson for her presentation. It was outstanding. Very concise and informative. Several members expressed their appreciation for the review and how easily it was to understand.

The Chair asked if anyone had any questions. Ms. Jackson noted that anyone who might want to do a case study for any of our activities, she would be delighted to do so. You may contact us (the Job Training Division) any time. Our phone number is: 706-653-4529 and our email is: JTD@ColumbusGA.org.

Action Taken:

No action taken.

VIII. Old Business

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. The WIOA Director asked to announce and congratulate Mr. John Martin on his appointment by Governor Kemp as a Superior Court Judge for Muscogee County. He should be sworn in soon. The WIOA Director noted that Mr. Martin's law firm would be open until sometime in June. Members present congratulated Mr. Martin for his achievement. The WIOA Director noted that John's father, the late Frank Martin, would be proud. The Chair asked if there were any more announcements. There being no further discussion, the Chair thanked everyone for their time and attendance.

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: June 23, 2022

Member Name	Organization	Action Taken							
		<i>Agenda Item I (Minutes: 12/16/2021)</i>				<i>Agenda Item II (Approval of Youth Committee Recommendations)</i>			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Cols, GA	X				X			

Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality	X				X			
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech	X							X
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union			X				X	
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		26	0	10	0	25	0	10	1

Member Name	Organization	Action Taken							
		<u>Agenda Item III</u> (Approval of Service Provider Contract Renewals for PY22)				<u>Agenda Item IV a.</u> (Approval of ETPL Applications Home Engineer Program)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			

Evans, Jonathan	Housing Authority of Cols, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality	X				X			
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech				X	X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union			X				X	
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		25	0	10	1	26	0	10	0

Member Name	Organization	Action Taken							
		<i>Agenda Item IV b. (Approval of ETPL Applications Certified Guest Svc. Program)</i>				<i>Agenda Item IV c. (Approval of ETPL Applications Manufacturing & Forklift Safety)</i>			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			

Evans, Jonathan	Housing Authority of Cols, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality	X				X			
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries				X				X
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union			X				X	
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		25	0	10	1	25	0	10	1

Member Name	Organization	Action Taken							
		<u>Agenda Item IV d.</u> (Approval of ETPL Applications Certified Nurse's Aide)				<u>Agenda Item IV e.</u> (Approval of ETPL Application Principles of Leadership Program) TABLED			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X							
Bloom, Richard, M.D.	Brookstone Surgical Center			X					
Brown, Carl	Brown & Associates	X							
Calloway, Tony	Calloway & Associates	X							
Chambers, Travis	Elite Ventures Leasing	X							
Cromwell, Nakisial	GA Voc Rehab Svc.			X					
Deppe, Jeff	IBEW, Local 613	X							
Dorsey, Belva	Enrichment Services	X							

Evans, Jonathan	Housing Authority of Cols, GA	X							
Farley, Elsie	Pearl's Catering			X					
Geter, Corey	Pratt & Whitney			X					
Hargraves, Kristi	Valley Hospitality	X							
Harp, Charles	Gildan			X					
Hopson, April	Columbus Tech	X							
Hugley, Carolyn	State Farm Insurance	X							
Jackson, Barbara	Piedmont Hospital	X							
Jones, Rick	CCG Eco / Dev	X							
Konan, Tricia	Goodwill Industries				X				
Lewis, Carvel	Lewis Mortuary II			X					
Loyd, Jamie	Cols Tech College			X					
Martin, John	The Martin Firm	X							
McNeer, Ann	Master Tax Solutions	X							
Miller, Conner	Cols Chamber of Commerce	X							
Ramsey, Ernestine	Metro Cols. YMCA	X							
Randolph, Chester	C. Randolph & Assoc.	X							
Reed, Marva	Dept Health & Human Services			X					
Ruff, Gwendolyn	Cols. Water Works	X							
Rutledge, Wanda	Kinetic Credit Union			X					
Sabree, Saleemah	Legacy Link			X					
Smith, Dexter	Com Workers of USA, Local 3212	X							
Stoller, Frederick	Job Corps.	X							
Timmons, Wendy	Sixty-Two Graphic Studio	X							
Varnum, Amy	GDOL	X							
Vinson, Tim	MCSD	X							
Watson, Eddie	Clay Hill Hunting	X							
Williams, Joe Lee	Stewart Co. BoC	X							
Totals:		25	0	10	1	0	0	0	0

Member Name	Organization	Action Taken							
		<i>Agenda Item V (Financial Report)</i>				<i>Agenda Item VI (Approval of Corrective Action Plan Items)</i>			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613	X				X			
Dorsey, Belva	Enrichment Services	X				X			

Evans, Jonathan	Housing Authority of Cols, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality	X				X			
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech	X				X			
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev	X				X			
Konan, Tricia	Goodwill Industries	X				X			
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm	X				X			
McNeer, Ann	Master Tax Solutions	X				X			
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Reed, Marva	Dept Health & Human Services			X				X	
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union			X				X	
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.	X				X			
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD	X				X			
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		26	0	10	0	26	0	10	0