



# Lower Chattahoochee Workforce Development Board Quarterly Meeting

April 16, 2024  
Columbus City Hall  
HR Building, Azalea Room  
1111 1<sup>st</sup> Avenue  
Columbus, Georgia 31902

Type of meeting:

LCWDB QUARTERLY MEETING

## Agenda topics

- I. Welcome Chester Randolph, Chair
  - a. Approval of Minutes  
(12/21/2024)
- II. Approval of Adult/Dislocated Worker Services Contract for PY24 Howard Pendleton, WIOA Director
- III. Approval of Contract Renewals for PY24
- IV. State Monitoring Report
- V. Approval of By-Laws Changes
- VI. Financial Report
- VII. Old Business
- VIII. Adjournment



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### *Board Members in attendance:*

Chester Randolph (Chair), C. Randolph & Associates  
Georgia Bethune, Rolling Hills Food  
Dr. Richard Bloom, Brookstone Surgical Center  
Tony Calloway, Calloway & Associates, Inc.  
Joel Domineck, Jr., TCSG  
Kianca "KeKe" Dupree, GA Voc Rehab Agency  
April Hopson, Columbus Technical College  
Jamie Loyd, Columbus Technical College  
Jasmine Newton, Legacy Link  
Ernestine Ramsey, AJ McClung YMCA (Retired)  
Gwen Ruff, Columbus Water Works  
Wanda Rutledge, Kinetic Credit Union  
Jamie Thomas, Enrichment Services.  
Wendy Timmons, Sixty-Two Graphic Studio  
Joe Lee Williams, Stewart County Board of Commissioners

### WIOA Staff

Howard Pendleton  
Feleshia Marshall  
Barbara Coppage  
Pamela Farley  
Lisa Lane

### Guest

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 the members and guests present for their attendance. The Chair noted that because we were one shy of having a quorum for the board meeting, the voting would be conducted by the executive committee. The approval of the minutes, however, would have to be tabled until there was a board quorum as required. Only the board could approve the minutes from a previous board meeting.

The Chair asked if anyone had any discussion or questions regarding the Minutes (A copy is attached to original minutes as permanent record). There being no discussion, the Chair noted that the WIOA Director had something come up that prevented him from attending today's meeting, so I've asked Ms. Lane to present the items in Mr. Pendleton's absence.

### **Action Taken:**

No action taken.

## II. Approval of Adult/Dislocated Worker Services Contract for PY24

**Howard Pendleton, WIOA Director**

Ms. Lane informed members that the solicitation for adult and dislocated worker services for program year 2024 had been published in the legal sections of the newspapers in the eight counties that we serve Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot. The solicitation packet was released February 1, 2024. The Bidder's Conference was held February 7, 2024, and proposals were due in our office (Job Training Division) located at City Hall, 1111 1<sup>st</sup> Avenue, 2<sup>nd</sup> Floor, Suite 2145, Columbus, GA no later than 5:00 PM March 8, 2024.

Two agencies submitted proposals. However, only one proposal was responsive. Meaning that they were on-time, in the format requested, and contained all the information required in the solicitation packet. The two agencies were:

- **Georgia Job TIPS**  
**2027 6<sup>TH</sup> Avenue, Suite A**  
**Columbus, GA 31901**  
**Lorraine Cobb**  
**Executive Director**
- and
- **THE OFFICE Accounting & Administrative Services**  
**1145 Boxwood Blvd,**  
**Columbus, GA 31906**  
**LeWanda McGruder**  
**Owner/Manager**

Ms. Lane noted that Georgia Job TIPS was the current contractor providing the combined adult and dislocated worker services for workforce reintegrative training (work experience) and placement services. The proposal submitted in response to the request for proposals (RFP) was responsive to the requirements of the solicitation package.

The proposal received in response to the RFP from THE OFFICE Accounting & Administrative Services failed to meet all the requirements of the solicitation packet. The proposal wasn't in the format and order requested; it had missing information on forms (not fully completed); there was only one budget submitted instead of two separate budgets (one for adult funding and the other for dislocated worker funding); and the agency provided no evidence of having prior experience working with WIOA or federal grant funding regulations.

Ms. Lane noted with only one responsive proposal, the solicitation was considered sole source. The recommendation was to award Georgia Job TIPS the contract for adult and dislocated worker services for program year 2024 (July 1, 2024 through June 30, 2025) with an option to renew for a period not to exceed two succeeding program years based upon agreed upon negotiated services and funding level allocated by the board in addition to any modification to performance outcomes as required by federal, state, and/or local requirements. Such options to renewal(s) would be dependent upon available funding and successful performance outcomes of the agency during the initial and any subsequent contract periods.

During discussion, an inquiry was made regarding the amount being awarded. Ms. Lane informed members that Georgia Job TIPS' proposal contained budgets for each funding stream ADULT and DISLOCATED WORKER and the budgets met the amount published in the solicitation packet set by the board. \$83,649.50 in ADULT funding and \$83,649.50 in DISLOCATED WORKER funding for a grand total of \$167,299.00 being awarded for PY2024 to provide workforce reintegrative training (work experience) and placement services for twenty (20) adult clients eligible for WIOA and twenty (20) dislocated workers eligible for WIOA. Members agreed that it was vital for an agency to have a good working knowledge of what would be required of them while receiving federal grant funding.

The Chair asked if there were any other questions or discussion regarding the recommendation to approve Georgia Job TIPS as a

sole source for the adult and dislocated worker services solicited for program year 2024. The Chair reiterated that as there wasn't a quorum, the board could not vote. Therefore, the executive committee would vote on the board's behalf. He noted that there were a sufficient number of executive committee members in attendance to vote.

The Chair asked the executive committee members for a motion to approve Georgia Job TIPS as a sole source for the adult and dislocated worker services for program year 2024 as presented; and grant the WIOA Director the authority to negotiate and complete the contract for program year 2024 to include a renewal option not to exceed two succeeding program years contingent upon contract performance and funds availability.

**Action Taken:**

Gwen Ruff (Finance & Budget Committee Chair) so moved and Ernestine Ramsey (Youth Committee Chair) properly second, approval was granted by full majority of Executive Committee members in attendance to approve Georgia Job TIPS as a sole source for the adult and dislocated worker services for program year 2024 as presented and grant the WIOA Director the authority to negotiate and complete the contract for program year 2024 to include a renewal option not to exceed two consecutive program years contingent upon contract performance and funds availability.

**III. Approval of Contract Renewals for PY24**

Prior to discussion and voting Ms. April Hopson and Mr. Jamie Loyd abstained for the discussion and voting (voting conducted by the Executive Committee Members in attendance on behalf of the board).

The Chair asked Ms. Lane to continue with the next item on the agenda.

Ms. Lane gave a brief overview and discussion of the recommended contract renewals for Program Year 2024 (A copy is attached to the original minutes as permanent record). It was as follows:

**RECOMMENDED YOUTH CONTRACT AWARDS (RENEWALS) FOR PROGRAM YEAR 2024**

Contractor	Services	Current PY23 Funding Level	Proposed PY24 Funding Level	Difference
<b>Operation M.E.N.</b> 241 Dr. MLK Jr. Drive P.O. Box 428 Lumpkin, GA 31815	<b>Younger Youth (In-School) (Juniors &amp; Seniors in high school) Work Exp. with Possible Summer component</b> 37 – residing in the outlying counties	\$170,560.00	\$158,621.00	7% decrease
<b>Partnership in Caring</b> 2210 Wynnton Road, Ste 208 Columbus, GA 31906	<b>Older Youth (Out-of-school) (18 – 24) Internship (Wk. Experience) &amp; Retention Services</b> 37 – residing in Muscogee Co. Only	\$157,853.00	\$146,803.00	7% decrease
<b>IN THE DOOR, LLC</b> 1270 Caroline St., Ste D120-433 Atlanta, GA 30307	<b>Older Youth (Out-of-School) (18-24) Work Readiness and On-the-job Training (Muscogee Co. Only)</b>	\$114,400.00	\$0.00	100% decrease (No funding)
<b>Columbus Technical College</b> 928 Manchester Expressway Columbus, GA 31904	<b>Older Youth (Out-of-School) (18-24) One-Stop Affiliate Site Operations &amp; Case Mgt. in support of the ITA System</b>	\$59,956.00	\$0.00	100% decrease (No funding)
Funding Totals:		<u>\$502,769.00</u>	<u>\$305,424.00</u>	<\$197,345.00>

During discussion, several inquiries were made regarding additional funding. The Chair stated moving forward, we will be looking into additional resources. Funding is out there we just need to go after it. We're going to be looking into several things both in the public and private sectors. But this was where we currently were.

The Chair asked if there were any further questions, with no further discussion, Ms. Lane continued.

**RECOMMENDED ONE-STOP OPERATOR, ADULT, & DISLOCATED WORKER CONTRACT AWARDS (RENEWALS) FOR PROGRAM YEAR 2024**

Contractor	Services	Current PY23 Funding Level	Proposed PY24 Funding Level	Difference
<b>IN THE DOOR, LLC</b> 1270 Caroline St., Ste D120-433 Atlanta, GA 30307	<b>One-Stop Operator Services</b>	\$68,000.00	\$63,240.00	7% decrease
	Funding Totals:	<u>\$68,000.00</u>	<u>\$63,240.00</u>	<\$4,760.00>
<b>Columbus Technical College</b> 928 Manchester Expressway Columbus, GA 31904	<b>Adult - One-Stop Affiliate Site Operations &amp; Case Mgt. (ITAs) 18 – WIOA eligible adults</b>	\$253,826.00	\$236,058.00	7% decrease
	<b>*Funding Totals:</b>	<u>\$253,826.00</u>	<u>\$236,058.00</u>	<\$17,768.00>
<i>*Excludes the solicited Adult Services for PY24 - \$83,649.50</i>				
<b>Columbus Technical College</b> 928 Manchester Expressway Columbus, GA 31904	<b>Dislocated Worker - One-Stop Affiliate Site Operations &amp; Case Mgt. (ITAs) 18 – WIOA eligible dislocated workers</b>	\$114,474.00	\$106,461.00	7% decrease
	<b>*Funding Totals:</b>	<u>\$114,474.00</u>	<u>\$106,461.00</u>	<\$8,013.00>
<i>*Excludes the solicited DW Services for PY24 - \$83,649.50</i>				

During discussion an inquiry was made regarding the adult and dislocated worker contracts for the one-stop affiliate site operations and case management for the ITA system. Why weren't they competitively procured at the same time the other adult and dislocated worker services were? Ms. Lane noted that prior to WIOA legislation, local areas were not required to competitively procure the one-stop operator services, nor the one-stop affiliate site operations in support of the individual training account (ITA) system. Once we transitioned to WIOA from WIA those services were required to be competitively procured as well. As the board awards a contract for a program year (July 1<sup>st</sup> through June 30<sup>th</sup>) with a two-year renewal option, the one-stop operator services contract and the one-stop affiliate site operations services contracts were solicited on a different cycle as the adult, dislocated worker, and youth services contracts.

The Chair asked if there were any other questions or discussion. There being no further discussion, Ms. Lane continued with the recommended unsolicited in-house services be considered by the board for contract renewal of the specified services for program year 2024.

**PROGRAM YEAR 2024 CONTRACTS/SERVICES (IN-HOUSE SERVICES) FOR  
ADULT, DISLOCATED WORKER, & YOUTH**

Contractor	Services	Py2024 FUNDING	COMMENTS
<b>City of Columbus Job Training Division</b>	Adult/Dislocated Worker In-House Work Experience	Varied	Special project based on employer need
<b>City of Columbus Job Training Division</b>	Adult/Dislocated Worker/Youth Occupational Classroom Training– Individual Training Accounts (ITAs)	Varied	Provide financial aid assistance for WIOA eligible students entering/enrolled in post-secondary/advanced training.
<b>City of Columbus Job Training Division</b>	Adult/Dislocated Worker In-house On-the-Job-Training	Varied	Special project based on employer need
<b>City of Columbus Job Training Division</b>	Possible Youth In-house Summer Employment Component	Varied	Unsolicited. A determinant amount of youth for 8-county area.
<b>City of Columbus Job Training Division</b>	Adult/Dislocated Worker/Youth: Work Experience Training	Varied	Special project based on employer need

The Chair asked if there were any further questions or discussion. There being no further discussion, the Chair asked the executive committee members for a motion to approve the recommended contract renewals as presented and grant the WIOA Director the authority to offer, negotiate, and complete the contracts for program year 2024 to include a renewal option not to exceed two succeeding program years (where applicable) contingent upon contract performance and funds availability.

**Action Taken:**

Gwen Ruff (Finance & Budget Committee Chair) so moved and Wendy Timmons (Membership Committee Chair) properly second, approval was granted by full majority of Executive Committee members in attendance to approve the recommended contract renewals as presented and grant the WIOA Director the authority to offer, negotiate, and complete the contracts for program year 2024 to include a renewal option not to exceed two succeeding program years (where applicable) contingent upon contract performance and funds availability.

**IV. State Monitoring Report**

Ms. Lane informed members that in accordance with federal regulation, the Technical College System of Georgia Office of Workforce (OWD) performed an on-site Financial Monitoring and Quality Assurance Programmatic Monitoring for WorkSource Lower Chattahoochee for program year 2022 from January 22<sup>nd</sup> through the 26<sup>th</sup>, 2024.

As part of their on-site monitoring, they examined the administrative, programmatic, data, and financial management systems for our local workforce development area (WDA-14). As a result of the on-site monitoring, there was only one finding detailed in their monitoring report. Our local area had violated its board bylaws regarding the frequency of board meetings. Stating “the LCWDB Board failed to meet quarterly as specified in its bylaws. While the Board did meet four times, they met twice in the same quarter, leaving a quarter without a meeting.” Thus, the board violated its “meetings” requirements as set forth in their bylaws.

Ms. Lane noted a corrective action response was required to be submitted in order to resolve the finding.

During discussion, an inquiry was made regarding the detail level. Wouldn't or shouldn't this have been just an observation instead of an actual finding? Ms. Lane stated that the State had informed all the local areas that they would be making their judgements based on each local area's written policies and procedures. As the bylaws stipulated that the board would meet quarterly, the board must have met quarterly which is why there is a proposed bylaw change on the agenda today. The proposed changes would stipulate that the board meets four times a program year allowing them the freedom to reschedule a meeting without violating the bylaws. Members understood, but expressed they still felt this slight infraction should have only been an observation.

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

**Action Taken:**

No action required.

**V. Approval of By-Laws Changes**

Ms. Lane noted as discussed, we have included the proposed changes to the bylaws in the agenda packet (A copy is attached to the original minutes as permanent record). The proposed changes were as follows:

Recommendation was made to amend the By-Laws as follows:

- Amend the Bylaws to change the meetings from a quarterly basis to four (4) times a program year, or more often if deemed necessary. (Article VII Sec. I. - Pg. 11)

Excerpt from Bylaws Article VII Sec. I - Pg. 11 (currently reads):

**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.

Excerpt from Bylaws (with proposed changes):

**SECTION I: MEETINGS**

Meetings of the Lower Chattahoochee Workforce Board (LCWDB) shall be held four (4) times a program year, or more often if deemed necessary. All meetings of the LCWDB shall be made open to the public and preceded by adequate public notice.

Ms. Lane noted that the board must formally approve the changes so we could submit the action taken to the State for consideration and resolution of the monitoring report for program year 2022. The Chair asked if there were any questions or further discussion. There being no discussion, the Chair asked the executive committee members for a motion to approve the bylaw changes as presented and grant the WIOA Director authority to submit them to the State for consideration and approval.

**Action Taken:**

Wendy Timmons (Membership Committee Chair) so moved and Ernestine Ramsey (Youth Committee Chair) properly second, approval was granted by full majority of Executive Committee members in attendance to approve the bylaw changes as presented and grant the WIOA Director authority to submit them to the State for consideration and approval.

**VI. Financial Report**

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 the original minutes as permanent record). Ms. Lane provided a brief overview and discussion of awards and expenditures. During the discussion concerns were expressed over the funding levels. Ms. Lane noted, as previously stated, the funding levels were at an all-time low.

The Chair asked if there were any questions or further discussion. No discussion followed.

**Action Taken:**

No action taken.

**IV. Old Business**

The Chair asked if there was any old business to discuss. There being no old business, the Chair asked if there were any announcements. There being no further discussion, the Chair thanked everyone for their time and attendance.

**Action Taken:**

No action required.

**V. Adjournment**

With no further discussion, the meeting was adjourned.

Minutes Reviewed By: *Howard J. Pendleton*

Approval Date: 06/20/2024



