



Lower Chattahoochee Workforce Development Winter Board Meeting

December 18, 2025
Columbus City Hall
1111 1st Avenue, 2nd FL
Columbus, Georgia 31902

Type of meeting:

LCWDB WINTER BOARD MEETING

Agenda topics

- I. Welcome Chester Randolph, WIOA Chair
 - a. Approval of Minutes
(July 31, 2025) & (November 13, 2025)

- II. New Business Dr. Valerie Richardson, WIOA Director
 - a. Director's Report
 - b. Updated Policies
 - c. Financial Report
 - d. Approval to Request for Proposals (RFP) for PY2026 Services
 - 1. One-Stop Operator Services
 - 2. Career/Intensive Svc & Case Mgt Operations for Adults & Dislocated Workers (ITA System)
 - e. Board Member Highlight

- III. Old Business
 - a. ETPL Application Packet Requests
 - 1. Kia Technologies, Inc.
 - 2. Miller-Motte College
 - 3. CyberTec

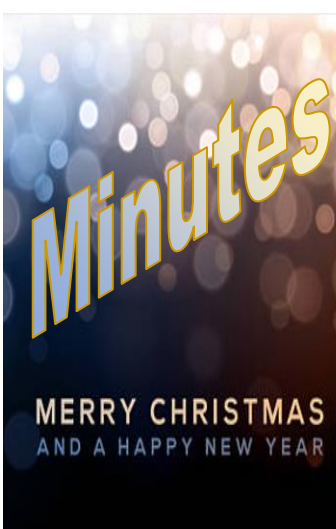
- IV. Announcements
 - a. New Board Member Orientation
 - b. Strategic Planning Retreat

- V. Next Meeting & Adjournment
Thursday, March 19, 2026

TO JOIN MICROSOFT TEAMS MEETING:

Meeting ID: 289 478 766 630 77

Passcode: i8Cn97Ns



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Board Members in attendance:

- Chester Randolph, C. Randolph & Associates, LLC (Chair)
- Tony Calloway, Calloway & Associates, Inc.
- Joel Domineck, Jr., TCSG
- Kianca “KeKe” Dupree, GA Voc Rehab Services
- Jonathan Evans, Housing Authority of Columbus, GA
- Betty Jackson-Sparks, BBC Services
- Eddie Obleton, Second Chance WORKS
- Ernestine Ramsey, YMCA of Metro Columbus
- Gwen Ruff, Columbus Water Works
- Wanda Rutledge, Kinetic Credit Union
- Jamie Thomas, Enrichment Services Program, Inc.
- Wendy Timmons, Sixty-Two Graphic Studio
- Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

- Dr. Valerie Richardson
- Barbara Coppage
- Deloris Shelly
- Demetrius Hill
- Lisa Lane

Guest

- Giovantae “GiGi” Hurston, WDA14 One-Stop Ope.
- Monique Moore, IN THE DOOR, LLC

Agenda Discussion

I. Welcome

Chester Randolph, Chair

Finance and Budget Committee Chair, Ms. Gwen Ruff, called the meeting to order in the absence of Chair Mr. Chester Randolph, who was delayed due to another meeting.

These minutes reflect discussions related to the implementation and oversight responsibilities established under the Workforce Innovation and Opportunity Act of the Lower Chattahoochee Local Workforce Development Area (Area 14), which included the counties of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot.

Meeting minutes are maintained as a public record and are available upon request.

Roll Call/Quorum Determination – Roll was taken and recorded.

Quorum Requirement: 16 members (51%)

Members Present: 12 members initially

Chair Arrival: Chair Randolph arrived shortly thereafter, bringing the total present to 13 members.

Because quorum requirements were **not met**, all voting actions scheduled for the meeting were **tabled**.

Chair Randolph apologized for his late arrival and briefly addressed the importance of board membership and active participation in fulfilling governance responsibilities.

The Chair then turned the meeting over to **Dr. Valerie Richardson, WIOA Director**

Action Taken:

Action tabled.

II. New Business

Dr. Valerie Richardson, WIOA Director

Director's Report

Dr. Richardson reported that, due to the board meeting held the previous month, there were limited program updates.

Conference Participation

Earlier in the month, Dr. Richardson and Chair Randolph participated as panelists at the **WorkSource Georgia Academy Conference** held December 2–3.

The session focused on **local workforce development board engagement**, including strategies for improving board participation, governance practices, and performance oversight.

Chair Randolph will attend the **Georgia Workforce Leadership Academy** on January 29–30. A designee may attend in the Director's place due to a scheduling conflict.

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Service Provider Coordination Meetings.

The WIOA office will begin **monthly service provider meetings**, beginning:

January 22, 2026

9:00 AM – 1:00 PM

Purpose of these meetings:

- Provide training on new policies and procedural changes
- Review provider performance reports
- Identify providers not meeting performance benchmarks
- Develop corrective action and technical assistance strategies

These meetings are intended to strengthen **performance monitoring and overall program accountability**.

Board members were invited to attend as their schedules allowed.

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Regional Workforce Collaborations

The board is currently exploring two partnership initiatives:

Healthcare Sector Collaboration

Discussions have been held with **Valley Healthcare System** regarding **Incumbent Worker Training** for:

- Licensed Practical Nurses (LPNs)
- Certified Medical Assistants (CMAs)

An **Incumbent Worker Training Application Packet** will be submitted to the state for approval.

Youth Work Experience Initiative

A partnership is being explored with **Victory Mission** to provide **work-based learning opportunities for youth**, similar to the local **Summer Youth Employment Program** model.

A request has also been submitted to the state for **additional youth program funding**.

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Mid-Year Financial Review

The WIOA office has begun conducting a **mid-year financial review** to evaluate spending patterns and identify opportunities to improve operational efficiency and program effectiveness.

Findings from this review will inform both financial planning and service provider performance discussions.

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Board Discussion

Conference Topics

Board members inquired about other topics covered at the WorkSource Georgia Academy Conference. Additional topics included:

- Equal Employment Opportunity compliance
- Financial monitoring and compliance
- Upcoming procedural changes to:
 - Financial Status Reports (FSRs)
 - Cash request/drawdown procedures

The state will issue **formal written guidance and training** to local areas once finalized.

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Board Engagement and Quorum Concerns

Board members expressed concern regarding recurring difficulties in achieving a quorum.

Discussion emphasized:

- The importance of **active board participation**
- Greater use of **virtual meeting options**
- Evaluating board attendance patterns

It was noted that board engagement and attendance will be a **key focus for 2026**, including potential changes to board composition if members are unable to participate regularly.

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Board Training Session

The WIOA office is planning a **Board Training and Strategic Session**, tentatively scheduled for:

January 15, 2026
9:00 AM – 1:00 PM

Details regarding the meeting format (virtual or in-person) will be provided once finalized.

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Program Policy Updates

The following policy updates were presented for board awareness:

Adult and Dislocated Worker Program

- **Policy 3.2.4** – Selective Service Registration Requirements updated
- **Policy 3.4.1** – Training Services guidance updated regarding programmatic and fiscal suitability
- **Policy 4.1.3.II.C** – Participation and Exit under Performance Measures updated

Rapid Response Program

- **Policy 5.3.1** – Disaster Recovery Dislocated Worker Grant updated
- **Policy 5.3.2** – Employment Recovery Dislocated Worker Grant language added

No additional discussion followed.

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Financial Report

The **WIOA Local Area Grant Summary** was presented to board members and is attached to the official meeting record.

The report included funding streams for:

- Youth
- Adult
- Dislocated Worker
- Rapid Response

Funding Cycle Overview

Funding awards are distributed throughout the year as follows:

Funding Stream	Award Timing
Youth	April
Adult	July (50%) / October (50%)
Dislocated Worker	July (50%) / October (50%)

Administrative Cost Structure

Under federal guidelines, **10% of each grant award is designated for administrative costs**, with the remaining **90% allocated for program services**.

Future financial reports will include **anticipated receivable dates** for upcoming awards to provide greater financial planning visibility.

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Request for Proposals (RFP) – Program Year 2026

Services to be Procured

Board approval will be requested to release Requests for Proposals for:

1. **One-Stop Operator Services**
2. **Career and Intensive Services**
3. **Case Management Services**
4. **Affiliate Site Operations**
5. **Adult and Dislocated Worker Training Services through the Individual Training Account (ITA) System**

Current contracts are in their **second renewal option period** and will expire **June 30, 2026**, with **no additional renewal options available**.

Issuing a new procurement provides the board with an opportunity to:

- Evaluate service delivery strategies
- Review best practices from other workforce areas
- Strengthen performance outcomes
- Enhancing service delivery for residents of Area 14

New contracts would cover **Program Year 2026 (July 1, 2026 – June 30, 2027)**.

Because a quorum was not met, **action on the RFP release was tabled**.

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Board Member Highlight

The scheduled **Board Member Highlight** was tabled due to time constraints and a lack of quorum.

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Action Taken:

Action tabled

III. Old Business

Eligible Training Provider List (ETPL) Applications

Three training providers were presented for board consideration for inclusion on the **Eligible Training Provider List (ETPL)**.

CyberTec, LLC

Program: CompTIA Security+

Duration: 12 weeks / 48 curriculum hours

Cost: \$4,980

The program supports a **high-demand technology career pathway**.

Discussion at the previous meeting raised concerns regarding certification exam difficulty. Additional curriculum review is underway.

Action: Tabled pending further research

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Miller-Motte College

Program: Commercial Driver's License (CDL) Class A

Duration: 8 weeks / 160 curriculum hours

Cost: \$5,000

Evaluation findings:

- CDL training is among the **top three high-demand occupations** in the region
- Program costs are consistent with comparable providers
- State performance criteria have been met

Recommendation: Approve for ETPL inclusion.

Action: Tabled due to lack of quorum.

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Kia Technologies, Inc.

Program: Certified Management Training

Duration: 2.5 weeks / 44 hours

Cost: \$1,300

Evaluation findings:

- Program is **not identified as a high-demand occupation**
- Performance data **did not meet minimum state eligibility standards**

Program prerequisites:

- No high school diploma or GED required
- Participants must demonstrate **10th-grade reading and math levels**

Recommendation: Disapprove ETPL inclusion.

Action: Tabled due to lack of quorum

Action Taken:

Action tabled.

IV Announcements

The board is considering combining:

- **New Board Member Orientation**
- **Board Strategic Planning Retreat**

Tentative Date:

January 15, 2026

9:00 AM – 1:00 PM

Formal invitations and meeting details will be distributed once finalized.

Action Taken:

No action required.

V. Next Meeting & Adjournment

The **2026 Board Meeting Calendar** was included in the meeting packet and is attached to the official record.

Next Board Meeting:

March 12, 2026

11:30 AM

The meeting was adjourned at **12:44 PM**.

The Chair extended holiday wishes to all attendees.

Minutes Reviewed By: W.E. Richardson

Approval Date: 06/11/2026

