



Lower Chattahoochee Workforce Development Fall Board Meeting

November 13, 2025
Columbus City Hall
1111 1st Avenue, 2nd FL,
Columbus, Georgia 31902

Type of meeting:

LCWDB FALL BOARD MEETING

Agenda topics

- I. Welcome Chester Randolph, Chair
- a. Approval of Minutes
(July 31, 2025)
- II. New Business Dr. Valerie Richardson, WIOA Director
- a. Director's Report
 - b. ARP Sub-Recipient Agreements Extended
 - c. Local Policy and Procedures Manual Update
 - d. ETPL Application Racket Reviews and Recommendations
 - 1. CyberTec.
 - 2. Kia Technologies, Inc.
 - 3. Miller-Motte College
 - e. Staffing Updates
 - f. Financial Report
- III. Announcements
- a. WorkSource GA Academy Conference – Jekyll Island
 - b. Virtual Meeting Format Transitioning from ZOOM to
Microsoft Teams
- IV. Next Meeting & Adjournment
Thursday, December 18, 2025

TO JOIN ZOOM MEETING:

Meeting ID: 890 9232 5551

Passcode: 871207

Find your local number:

<https://us06web.zoom.us/j/vut43iIo8wPbmzzFGpEstn>



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Board Members in attendance:

Tony Calloway, Calloway & Associates, Inc.
Joel Domineck, Jr., TCSG
KeKe Dupree, GA Voc Rehab Agency
Jonathan Evans, Housing Authority of Cols. GA
Barbara Jackson, Piedmont Hospital
Betty Jackson-Sparks, BBC Services
Jamie Thomas, Enrichment Services Program, Inc.
Wendy Timmons, Sixty-Two Graphic Studio
Joe Lee Williams, Stewart County Board of Commissioners
B. Ryan Willoughby, MCSD/Jordan High School

WIOA Staff

Dr. Valerie Richardson
Bernadette Bass
Deloris Shelly
Lisa Lane

Guests

Pamela Farley, Miller-Motte College
Giovantae "Gigi" Hurston, IN THE DOOR
LeWando McGruder, The Office Accounting & Admin
Monique Moore, IN THE DOOR
Dr. Obel Okagbare, Miller-Motte College

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, comprising the eight counties of Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot, and the cities and municipalities contained therein. These minutes are in accordance with the Workforce Innovation and Opportunity Act. These minutes are open for public viewing and made available upon request.

The WIOA Director informed members that Vice Chair Tony Calloway would be officiating today's meeting as the Chair would not be able to attend due to a last-minute scheduling conflict.

The meeting was called to order by Vice Chair Tony Calloway. The Vice Chair thanked the members and guests, both present and virtually (through ZOOM), for their attendance and requested that the role be taken. The role was officially called and noted for the record. A quorum of 16 members (51%) was required. There were only ten members present. Voting was tabled.

The Vice-Chair asked if there were any questions or discussion regarding the minutes of the July 31, 2025, meeting (A copy is attached to the original minutes as a permanent record). Members expressed that they felt the minutes presented were thorough, complete, and accurate.

Action Taken:

Voting tabled.

II. New Business

Dr. Valerie Richardson, WIOA Director

The WIOA Director gave a brief executive summary including program performance, one-stop center operation, fiscal, staffing and training, strategic initiative and partnerships, challenges and corrective actions, and upcoming priorities.

The past two quarters' focus was on developing and strengthening partnerships with local employers, improving participant approval processes, streamlining and updating local policies, and preparing for the upcoming mid-year financial performance review. Key priorities included maintaining compliance with WIOA performance indicators, developing efficient One-Stop operations, enhancing participant outcomes in training and employment placements, and increasing community outreach.

Program Performance Highlights:

Category	Target	Actual	Status	Comments
Adult Emp Rate (2 nd Qtr./Post Exit)	75%	91.9%	Met (121%)	Strong job placement in healthcare & transportation sectors
DW Emp Rate (2 nd Qtr./Post Exit)	81%	70%	Slightly below (86.4%)	Developing outreach to employers with open skilled trades positions
Youth Program Credential Attainment	74.6%	70%	Slightly below (93.8%)	Improved coordination & training for the Training Providers.
Median Earnings (Adult)	\$10,500	\$9,986	Slightly below (95.1%)	Increase due to higher wages in new placements.
Measurable Skill Gains (All Programs)	55%	64%	Met (117%)	Continuous staff training.

One-Stop Center Operations:

We have a new One-Stop Operator, Ms. Giovante Hurston. Had the reset department of Labor/One-Stop Partner Memorandum of Understanding reception in October, and will be implementing a Referral Tracking system by the end of the quarter.

Financial Summary:

We will conduct a mid-year financial performance review by the end of the year to reconcile the 1st two quarters of program year 25-26.

Staffing and Training Summary:

- New Staff: 1 new Financial Project Manager onboarded, Demtrius Hill.
- Professional Development: Board Chair and Director attended the GWLA meeting in Americus, GA.
- Board Chair, Director, Newest Program Specialist, and Data Control Supervisor to attend the WorkSource Georgia Academy Conference, December 1-3, 2025.
- Monthly partner and staff training to begin in December.
- Monthly or quarterly partner meetings to begin mid-December
- We will begin weekly programming compliance meetings to prepare for the upcoming Monitoring, week of February 9, 2026.
- Performance Evaluations have been completed.

Strategic Initiative and Partnerships:

Regional Collaboration: Continued participation in regional sector partnership meetings.

Challenges and Corrective Actions:

Challenge: Correct and consistent participant case files.

Action: Implemented bi-weekly follow-ups and cross-verification with case files.

Challenge: Slight decline in Dislocated Worker placements.

Action: Enhanced employer engagement and targeted job fairs for this population; and
Taking further advantage of Future Works database.

Upcoming Priorities:

Complete mid-year financial performance review, launch new On-the-Job Training contracts in healthcare and IT sectors with One-Stop Partner; and conduct staff training on WIOA eligibility documentation and data entry compliance.

Several members expressed their appreciation for the Director's efforts and congratulated her on the progress that has been made so far.

* * *

The Vice Chair asked if there were any questions or further discussion. There being no further discussion the WIOA Director gave a brief overview and discussion of the ARP Sub-Recipient Agreements. The Agreements had been extended through September 30, 2026. The Youth On-the-Job Training agreement had been reimplemented with IN THE DOOR, LLC, and they were excited to get the activity up and running.

* * *

The WIOA Director asked Ms. Lane to present the Policies and Procedures Manual (P & P Manual) Update Tracker Spreadsheet developed to maintain an accurate record of changes made to the P & P Manual. Ms. Lane described the spreadsheet format and how it would be implemented moving forward. The Director noted it would be an effective tool for reporting purposes.

The WIOA Director asked if there were any questions. There being no further discussion, she gave a brief overview of the Policy Changes received from the State. The changes will be incorporated into our local P & P Manual.

Programs Policy Changes:

3.2.4 Selective Service Registration Requirements

Selective Service Registration

All (male) participants (18 years or older) enrolled in WIOA Adult, Dislocated Worker and Youth programs must be compliant with Selective Service Registration under the Military Selective Service Act as a condition for participation.

UPDATE Explained:

- I. Requires suspension of services until Selective Service registration has been completed when a participant reaches his 18th birthday.
- II. Provides directions for determining cases of knowing and willful failure to register.

3.4.1 Adult and Dislocated Worker Training Services

UPDATE Explained:

- I. Provides guidance on both programmatic and fiscal suitability requirements for training services.
- II. Defines “suitability” as training programs that are reasonable, appropriate, and necessary.
- III. Grants Local Areas flexibility in making participant training decisions that are aligned with federal expectations/standards and fiscally responsible practices.

4.1.3.II.C Participation and Exit Under Performance Measures

I. 4.1.3.II.C When does exit from the program occur?

UPDATE Explained:

- I. Defines “meaningful services” as it relates to program exits, while allowing flexibility regarding the duration of service activities.
- II. Establishes guidance for addressing loss of contact during Follow-Up Services.
- III. Directs Local Areas to develop policies governing loss of contact and inactive participants.

Rapid Response Policy Changes:

5.3.1 Disaster Recovery Dislocated Worker Grant

UPDATE Explained:

Added to part II.

- I. (A) Under Modifications that some changes may require formal amendments approved by USDOL and that OWD is responsible for submitting these requests. Added part V. (E) under Other Allowable Activities that DWG participants may engage in disaster-relief employment activities that are integrated with training or work-based learning to support long-term employment, including customized training, paid work experiences, and recovery-friendly workplace initiatives for individuals affected by substance misuse.

5.3.2 Employment Recovery Dislocated Worker Grant

UPDATE Explained:

Added policy

- I. Employment Recovery DWGs to distinguish from the Disaster Recovery DWGs. While very similar in language, this policy does not include Disaster Relief Temporary Employment, which is a part of the Disaster Recovery DWG. What also distinguishes these policies is Part IV. Under Qualifying Events where it states the Employment Recovery Dislocated Worker Grants (DWGs) can be triggered by mass layoffs or plant closures affecting 50+ workers, multiple smaller dislocations over a year that significantly raise local unemployment, or unusually high demand for services from dislocated military members and spouses that exceed local capacity.

* * *

Eligible Training Provider List Applicants

There were three applications for consideration for inclusion on the ETPL for Area 14.

1. ETPL APPLICATION:

PROPOSED AGENCY: CyberTec, LLC

ADDRESS: 410 North Hull Street, Montgomery, AL 36104

COMPTIA SECURITY PLUS

TRAINING LENGTH: 12 weeks; 48 curriculum hours (days vary per week; up to 40 hours per week)

TRAINING COST: \$4,980.00 (includes tuition - \$2,451.00, Registration - \$150.00, e-book - \$180.00, tools/supplies: laptop \$1,000.00 & Orientation Bundle \$30.00 - \$1,030.00, lab fees - \$299.00, and certification exam - \$870.00)

EVALUATION OF THE PROGRAM:

Based upon the program of study/vocational training provided, the comprehensive courses prepare students for various IT certifications, including those under CompTIA, CISCO, Microsoft, AWS, EC-Council, etc. Courses are delivered through the CANVAS platform, ensuring a robust online learning experience.

Each student receives a pre-equipped laptop with essential software specific to their certification training, including tools for students with disabilities (i.e., JAWS and Fusion), facilitating an accessible learning environment for everyone.

The proposed provider has been an approved WIOA-eligible provider for the State of Alabama for several years and has recently been approved for the State of Georgia ETPL through WorkSource Atlanta Regional (WDA-07) in August 2025.

RECOMMENDATION:

Would be a motion to approve inclusion on the Georgia Eligible Training Provider Listing for our local area at the full cost presented for WIOA-approved applicants (the Client must have met the entry criteria before WIOA approval).

DISCUSSION:

Several inquiries were made regarding the curriculum and the rigorous certification exam. Mr. Willoughby stated Jordan High School had had issues with students being able to pass the certification exam after completing the courses and had to retake the exam, sometimes more than once, to earn the credential. He expressed concerns that the 48 curriculum hours may not be adequate to prepare an individual to take and pass the certification exam. Ms. Dupree noted she had a (Voc Rehab) participant slated to begin this training and would be happy to report the results of their training experience.

Further research will be conducted and reported to the board at the next meeting.

2. ETPL APPLICATION:

PROPOSED AGENCY: Kia Technologies, Inc.

ADDRESS: 1022 2nd Avenue, Columbus, GA 31901

CERTIFIED MANAGEMENT TRAINING

TRAINING LENGTH: 2.5 weeks; 44 curriculum hours (days per week and hours per week were not provided)

TRAINING COST: \$1,300.00 (includes tuition - \$916.00, Registration - \$150.00, and certification exam - \$234.00)

COST OF COMPARABLE PROGRAM:

Georgia College & State University provides a “Leadership & Management Essentials” certificate program for new or emerging leaders, covering leadership, business fundamentals, and people management in Milledgeville, Georgia. However, the program of study isn’t available in our local area. No competitive comparison can be made for our local area.

EVALUATION OF THE PROGRAM:

Based upon the program of study/vocational training provided, the proposed training is not a designated high-in-demand career path for Area 14.

Feedback was requested from Mr. J. Wade, Owner/Operator of TJW Entertainment, LLC, the employer of record, for the minimum performance requirement of five graduates completing the course.

Mr. Wade stated that employment was not extended to the individuals following the completion of their program. The partnership and all future communication with Kia Technologies, Inc. regarding similar programs had been discontinued.

Although the applicant stated their performance rate for completion and training-related employment was 100%, the performance data provided failed to meet the minimum requirements for further consideration.

RECOMMENDATION:

It would be a motion to disapprove for failing to meet the minimum performance requirements for qualifying for inclusion on the ETPL listing for our local area.

DISCUSSION:

Inquiries were made about the agency. Members expressed concern that none of the 5 graduates had been employed as reported.

The WIOA Director asked if there were any further questions or discussion. With no further comments, Ms. Lane was asked to continue with presenting the Miller-Motte College application details.

The WIOA director informed members that Dr. Obel Okagbare, Executive Director, and Ms. Pamela Farley, Career Services Director, Miller Motte College, were in attendance today and would be available for comments or questions.

3. ETPL APPLICATION:

PROPOSED AGENCY: Miller-Motte College

ADDRESS: 1800 Box Road, Columbus, GA 31907

Commercial Driver’s License (CDL) Class A Tractor-Trailer

TRAINING LENGTH: 8 weeks; 160 curriculum hours (days and hours vary per week)

TRAINING COST: \$5,000.00 (includes tuition, Class AP Permit/Commercial Learner's Permit, Road Test, & Commercial Driver’s License (CDL))

COST OF COMPARABLE PROGRAM:

Based upon the program of study, the facility, or vocational training provided, the proposed training costs were competitive with comparable training in the local workforce area. The performance evaluation conducted confirmed that all five graduates provided on the application were actively employed in the career path as commercial drivers.

A plus would be that the addition to the ETPL gave customers an additional choice for the program of study.

RECOMMENDATION:

Would be a motion to approve inclusion on the Georgia Eligible Training Provider Listing for our local area at the full cost presented for WIOA-approved applicants (the Client must have met the entry criteria before WIOA approval).

DISCUSSION:

Dr. Okagbare thanked the board for its time and consideration. He expressed his appreciation for the services and assistance the board was providing the community and how important this work was. Ms. Farley expressed her excitement for the opportunity to partner with WDA-14. She believed it would achieve great things for the populations WIOA served.

The WIOA Director thanked Ms. Lane for her presentation and asked if there were any questions or discussion. With no further discussion, the WIOA Director continued with the next item on the agenda.

* * *

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.) The WIOA Director provided a brief overview and discussion of awards and expenditures. The Vice Chair asked if there were any questions or discussion. No discussion followed.

Action Taken:

No action taken.

III. Announcements

The WorkSource Georgia Academy Conference 2025 will be December 2nd and 3rd in Jekyll Island, Georgia. Chair Chester Randolph, WIOA Director Valerie Richardson, and WIOA staff members Deloris Shelly and Bernadette Bass will be attending. Chairman Randolph and Dr. Richardson will serve as panelists at this year's conference.

The virtual meeting format will transition from the ZOOM platform to Microsoft Teams. Details for accessing Teams would be provided, just as we have with ZOOM.

Action Taken:

No Action Required.

IV. Next Meeting & Adjournment

The next board meeting will be on Thursday, December 18, 2025, at 11:30 AM. The meeting was adjourned at 12:46 PM.

Minutes Reviewed By: VER Richardson Approval Date: 06/11/2026

Member Name	Organization	Action Taken							
		<u>New Business II f.</u> <u>(Financial Report)</u> TABLED							
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food								
Bloom, Richard, M.D.	Brookstone Surgical Center								
Brown, Carl	Brown & Associates								
Calloway, Tony	Calloway & Associates								
Deppe, Jeff	IBEW, Local 613								
Domineck, Joel, Jr.	TCSG								
Dupree, Kianca "KeKe"	GA Voc Rehab Svc.								
Evans, Jonathan	Housing Authority of Cols, GA								
Hopson, April	Columbus Tech								
Hugley, Carolyn	State Farm Insurance								
Jackson, Barbara	Piedmont Hospital								
Jackson-Sparks, Betty	BBC Services								
Johnson, Will	CCG Eco / Dev/Planning Division								
Kelly, Andrew	Valley Hospitality								
Lewis, Carvel	Lewis Mortuary II								
Loyd, Jamie	Cols Tech College								
Miller, Conner	Cols Chamber of Commerce								
Newton, Jasmine	Legacy Link								
Obleton, Eddie	Second Chance WORKS								
Ramsey, Ernestine	Metro Cols. YMCA								
Randolph, Chester	C. Randolph & Assoc.								
Ruff, Gwendolyn	Cols. Water Works								
Rutledge, Wanda	Kinetic Credit Union								
Smith, Dexter	Com Workers of USA, Local 3212								
Stoller, Frederick	Job Corps.								
Thomas, Jamie	Enrichment Services Program, Inc.								
Timmons, Wendy	Sixty-Two Graphic Studio								
Watson, Eddie	Clay Hill Hunting								
Weaver, Kim	GA Power Company								
Williams, Joe Lee	Stewart Co. BoC								
Willoughby, B. Ryan	MCSD								
Totals:		0	0	0	0	0	0	0	0

- Attended in person.
- Attended virtually.