



Lower Chattahoochee Workforce Development Board Quarterly Meeting

January 12, 2023
Columbus Consolidated Government
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

LCWDB QUARTERLY MEETING

Agenda topics

- I. Welcome Chester Randolph, WIOA Chair
 - a. Approval of Minutes
(June 23, 2022) & (September 15, 2022)
- II. Approval of Executive Committee Actions Howard Pendleton, WIOA Director
 - a. Approval of Local & Regional Plans
 - b. Approval of ETPL Application
 - c. Financial Report
- III. Approval to Request for Proposals:
 - a. One-Stop Operator Services for PY23
 - b. Workforce One-Stop Intensive, Career Services and Case Management Training Services for Adults, Dislocated Workers, and Older Youth for PY23
- IV. Approval of ETPL Requests
 - a. Georgia Training Center, LLC
 - b. Zoe Med Tech
- V. Financial Report
- VI. Annual Report
- VII. Old Business
- VIII. Next Meeting & Adjournment



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Board Members in attendance:

Chester Randolph, C. Randolph & Associates, LLC (Chair)
Georgia Bethune, Rolling Hills Food
Tony Calloway, Calloway & Associates, Inc.
Travis Chambers, Elite Ventures Leasing & Mgt.
Belva Dorsey, Enrichment Services Program
Barbara Jackson, Columbus Regional Health
Gwen Ruff, Columbus Water Works
Wanda Rutledge, Kinetic Credit Union
Dexter Smith, Communication Workers of America, Local 3212
Frederick Stoller, Job Corps.
Wendy Timmons, Sixty-Two Graphic Studio
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
Feleshia Marshall
Aveana Jackson
Lisa Lane

Guest

Tracy Bulharowski, Dept. of Human Services
Janie Reid, Area-14 One-Stop Operator

Agenda Discussion

I. Welcome

Chester Randolph, 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 and noted that there wouldn't be a quorum for this meeting. Therefore, voting would be tabled. The Chair stressed the importance of attending the meetings and asked members to be mindful, respect everyone's time as meeting and not being able to conduct business was not productive.

The WIOA Director noted that there might be the proverbial light at the end of the tunnel as TCSG has taken on the fight to allow local workforce boards to meet virtually just as the State level boards do. We're hoping a bill will be introduced soon and will pass allowing us to once again meet electronically. We will keep you all posted to any updates as we learn them.

The Chair noted as there were enough executive committee members present today, he recommended the executive committee members stay after the meeting in order to conduct business on behalf of the Board. The Chair asked the board members present if they agreed with having the executive committee conduct business (Items III & IV) on the agenda. The full majority of members present agreed that the executive committee should vote on Items III & IV of the agenda for the board so the WIOA Staff could proceed with the RFPs and the ETPL requests.

The Chair asked if there was any discussion regarding the June 23, 2022, and September 15, 2022, minutes that had been emailed to everyone in preparation of the meeting (Copies are attached to original minutes as permanent record). The Chair reminded everyone there would only be discussion. No motions would be presented for voting. There being no discussion, the Chair turned the meeting over to the WIOA Director.

Action Taken:

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

II. Approval of the Executive Committee Actions

Howard Pendleton, WIOA Director

The WIOA Director gave a brief overview and discussion on the summary of changes on the Local & Regional Plans, and the Electrical Line Worker Program submitted from Southeast Lineman Training Center in Trenton, GA for inclusion on the ETPL list.

He noted that as an updated Financial Report was on the agenda for this meeting he would forgo the discussion on the Financial Report presented at the September meeting and would cover the details during the current Financial Report provided in today's agenda packets (Copies are attached to original minutes as permanent record).

The Chair asked if there was any discussion or questions. There being no further discussion, the WIOA Director continued to the next agenda item.

Action Taken:

No action required.

III. Approval to Request for Proposals (RFP)

The WIOA Director informed members that he wanted his staff to gain more exposure so Ms. Lane would present the details for the request for proposals.

Ms. Lane noted that the financial agreements (contracts) for our One-Stop Operator Services; and the Career/Intensive Services, Case Management, and Classroom Training Services for Adults, Dislocated Workers, and Older Youth for the Individual Training Account (ITA) System were in their second (renewal) option period and would end at the end of program year 2022 on June 30, 2023. There were no renewal options left in the agreements as the financial agreements awarded were for the first initial year and two additional renewal options (program years) contingent upon performance, funds availability and need. These services would have to be competitively procured for program year 2023 (July 1, 2023, through June 30, 2024).

We're requesting approval to release request for proposals for One-Stop Operator Services and the Career/Intensive Services, Case Management, and Classroom Training Services for Adults, Dislocated Workers and Older Youth for the ITA System at current year funding levels for PY23 with the following proposed timelines:

Release for Bids		January 23, 2023
Bidders' Conferences	10:00AM & 3:00 PM	January 31, 2023
Bid Submission Deadlines	NLT 5:00 PM	February 24, 2023
Bid Review Process begins		February 27, 2023
Board Approval of successful bidders		March 16, 2023
Notification of Awards		March 17, 2023
Contract Preparation would Begin		March 20, 2023

During discussion, Ms. Lane informed members that if approved, a notice of Request for Proposals (RFP) would be published in all the newspapers in our workforce area. Bidders' Conferences would be scheduled and interested parties would have an opportunity to get answers to any questions they may have regarding the bid process. After the Conference, no additional questions would be accepted or answered. The RFPs would also be posted on our website for public review at www.columbusga.gov/jtd. The Chair asked if there was any further discussion or questions. There being no further discussion, Ms. Lane continued with the next item on the agenda.

Action Taken:
No action taken.

IV. ETPL Applications

Ms. Lane gave a brief overview and discussion of the ETPL Applications received. The information was as follows:

ETPL APPLICATION:

PROPOSED PROVIDER: Georgia Training Center, LLC

LOCATION: 1512 Third Avenue, Suite 1, Columbus, GA 31901

PROPOSED PROGRAMS OF STUDY:

CLINICAL MEDICAL ASSISTANT (CMA)

TRAINING LENGTH: 10 weeks; 160 curriculum hours (4 days per week 4 hours per day)

TRAINING COSTS: \$1,775.00 (includes tuition, reg., books, tools, supplies, uniforms, Ins., TB Skin Test & Exam)

CERTIFIED NURSES ASSISTANT (CNA)

TRAINING LENGTH: 6 weeks; 112 curriculum hours (4 days per week 1st 5 weeks, then 3 days per week last week)

TRAINING COSTS: \$1,005.00 (includes tuition, reg., books, tools, supplies, uniforms, Ins., TB Skin Test & Exam)

PHLEBOTOMY TECH

TRAINING LENGTH: 6 weeks; 64 curriculum hours (4 days per week 4 hours per day)

TRAINING COSTS: \$1,250.00 (includes tuition, reg., books, tools, supplies, uniforms, Ins., TB Skin Test & Exam)

Based upon programs of study, the training facility, or vocational training provided, proposed training costs are very competitive to comparable training. A plus is that programs give customers additional choice of program of study.

Ms. Lane asked if there were any questions or discussion. There being no discussion, Ms. Lane continued on to the other ETPL Application received.

Ms. Lane noted that at the last board meeting it was mentioned that we had received an application that hadn't been completed properly and we were working with the agency to provide the information needed to present it for board consideration. The applicant has provided the required information and we are ready to present it to you today.

ETPL APPLICATION:

PROPOSED PROVIDER: Zoe Med Tech

LOCATION: 959 17th Street, Columbus, GA 31901

PROPOSED PROGRAMS OF STUDY:

CERTIFIED MEDICAL ASSISTANT (CMA)

TRAINING LENGTH: 8 weeks; 128 curriculum hours (4 days per week)

TRAINING COSTS: \$3,400.00 (includes tuit/reg., books, tools/laptop/software/sup. uniforms, CPR/1st Aid Cert. & Exam fees)

PHLEBOTOMY TECH

TRAINING LENGTH: 6 weeks; 48 curriculum hours (4 days per week 4 hours per day)

TRAINING COSTS: \$1,940.00 (includes tuit/reg., books, tools/laptop/software/sup. uniforms, CPR/1st Aid Cert. & Exam fees)

Ms. Lane asked if there were any questions or discussion. During discussion, inquiries were made asking why there was such a difference in costs between the two agencies being considered as the same programs of study were being offered. Ms. Lane noted that Zoe Med Tech required students to purchase a laptop and software to complete and submit assignments as well as track progress. The Chair asked if the students would retain ownership of their laptops once they had completed training. Ms. Lane confirmed that the laptops would be the students' and her understanding was it would give the student an advantage as ICD-9 & 10 codes would be readily accessible to them and serve them well in their employment after receiving their credential. Ms. Ruff suggested that it would be advantageous to us if more detail be provided especially when there were comparison programs of study from different agencies. Ms. Lane noted the suggestion and stated more detailed information would be provided in the future.

The Chair asked if there were any other questions or any further discussion. He reiterated that the vote would be tabled. There being no further discussion the meeting was turned over to the WIOA Director.

Recommendation:

Tabled until the Executive Committee meeting.

Action Taken:

No action taken.

V. Financial Report

A report of the WIOA Local Area Grant Summary broken down by Youth/Adult/Dislocated Worker/National Emergency Dislocated Worker funds was provided to Board members for discussion. (A copy is attached to original minutes as permanent record). The WIOA Director provided a brief overview and discussion of awards and expenditures. The Chair asked if there were any questions or discussion. No discussion followed.

Action Taken:

No action taken.

VI. Annual Report

The WIOA Director noted Ms. Aveana Jackson had done a very good job preparing our PY22 Annual Report and she would be presenting it to the board today. Ms. Jackson gave a brief overview and discussion of the FY22 Annual Report (A copy is attached to the original minutes as permanent record). During discussion, Ms. Jackson informed members that the Job Training division had an exciting fiscal year full of new projects and new partnerships. There was a total of one hundred, twenty-four participants enrolled between the Adult, Dislocated Worker, and Youth programs and \$1.9 million dollars was spent providing workforce development activities in our local area.

The board was impressed with Ms. Jackson's presentation and thanked her for a job well done. The Chair asked if there were any questions or further discussion. There being no further discussion the meeting was turned over to the WIOA Director.

Action Taken:

No action taken.

VII. Old Business

The WIOA Director noted that Ms. Janie Reid, One-Stop Operator would like to address the board regarding the upcoming Job Fair. Ms. Reid gave a brief discussion regarding the planned Job Fair stating that it was a work in progress and after attending this meeting and hearing the comments made the title of the event would be changed from "Job" Fair to "Career" Fair. Ms. Reid stated she would keep everyone up to date and a final flyer would be provided once completed. She was truly excited about the interest shown from businesses and employers and looked forward to a very successful event. The Chair thanked Ms. Reid for her efforts and looked forward to her updates.

The Chair asked if there was any other announcements or old business to discuss. No discussion followed.

Action Taken:

No action required

VIII. Next Meeting & Adjournment

The WIOA Director noted that the 2023 Calendar was sent as part of the agenda packet and the next scheduled board meeting would

be March 16, 2023, at 11:30 AM. We will keep you all up to date on any changes that may come down from the State regarding local boards being allowed to once again meet virtually. The Chair stated if there wasn't any other discussion, he would adjourn the meeting. With no further discussion, the meeting was adjourned.

Action Taken:

No action required

Minutes Reviewed By: *Howard J. Pendleton*

Approval Date: *12/21/2023*

Member Name	Organization	Action Taken							
		<u>Agenda Item V</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								
Chambers, Travis	Elite Ventures Leasing								
Deppe, Jeff	IBEW, Local 613								
Dorsey, Belva	Enrichment Services								
Evans, Jonathan	Housing Authority of Cols, GA								
Farley, Elsie	Pearl's Catering								
Geter, Corey	Pratt & Whitney								
Hargrave, Kristie	Valley Hospitality								
Harp, Charles	Gildan								
Hopson, April	Columbus Tech								
Hugley, Carolyn	State Farm Insurance								
Jackson, Barbara	Piedmont Hospital								
Jones, Rick	CCG Eco / Dev								
Konan, Tricia	Goodwill Industries								
Lewis, Carvel	Lewis Mortuary II								
Loyd, Jamie	Cols Tech College								
Martin, John	The Martin Firm								
McNeer, Ann	Master Tax Solutions								
Miller, Conner	Cols Chamber of Commerce								
Ramsey, Ernestine	Metro Cols. YMCA								
Randolph, Chester	C. Randolph & Assoc.								
Ruff, Gwendolyn	Cols. Water Works								
Rutledge, Wanda	Kinetic Credit Union								
Sabree, Saleemah	Legacy Link								
Smith, Dexter	Com Workers of USA, Local 3212								
Stoller, Frederick	Job Corps.								
Timmons, Wendy	Sixty-Two Graphic Studio								
Varnum, Amy	GDOL								
Vinson, Tim	MCSD								
Watson, Eddie	Clay Hill Hunting								
Williams, Joe Lee	Stewart Co. BoC								
Workman, Paul	GA Voc Rehab Svc.								
Totals:		0	0	0	0				