



# Lower Chattahoochee Workforce Development Board Spring ZOOM Meeting

May 8, 2025  
Columbus City Hall  
HR Building, Azalea Room  
1111 1<sup>st</sup> Avenue  
Columbus, Georgia 31902

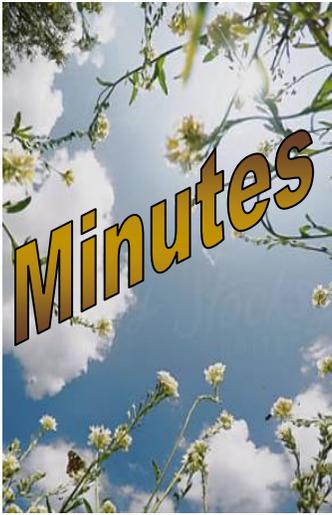
Type of meeting:

LCWDB SPRING ZOOM MEETING

## Agenda topics

- I. Welcome Chester Randolph, WIOA Chair
  - a. Approval of Minutes  
(12/05/2024)
- II. New Business Dr. Valerie Richardson, WIOA Director  
Ms. Ernestine Ramsey, Youth Committee Chair  
Dr. Valerie Richardson, WIOA Director
  - a. Youth Committee Recommendations for PY25 Youth Services
  - b. Approval of Contract Renewal for PY25
  - c. Monitoring Results
  - d. ETPL Policy & Application
  - e. ETPL Request
  - f. Financial Report
- III. Announcements
  - a. Hosting of GWLA Directors' Meeting
  - b. Mayor's Summer Youth Employment Program
- IV. Next Meeting & Adjournment

**TO JOIN ZOOM MEETING:**  
**Meeting ID: 891 8465 8187**  
**Passcode: 8L7uvS**



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May 8, 2025

Columbus City Hall  
1111 1<sup>st</sup> Avenue, 2<sup>nd</sup> Floor  
Columbus, Georgia 31902

## Type of meeting:

### LCWDB SPRING ZOOM MEETING

#### *Board Members in attendance:*

Chester Randolph (Chair), C. Randolph & Associates  
Tony Calloway, Calloway & Associates, Inc.  
Joel Domineck, Jr., TCSG  
Kianca “KeKe” Dupree, GA Voc Rehab Agency  
Jonathan Evans, Housing Authority of Columbus, GA  
Carolyn Hugley, State Farm Insurance  
Jamie Loyd, Columbus Technical College  
Jasmine Newton, Legacy Link  
Ernestine Ramsey, AJ McClung YMCA (Retired)  
Wanda Rutledge, Kinetic Credit Union  
Dexter Smith, Communication Workers of USA, Local 3212  
Jamie Thomas, Enrichment Services.  
Wendy Timmons, Sixty-Two Graphic Studio  
Eddie Watson, Clay Hill Hunting  
Joe Lee Williams, Stewart County Board of Commissioners

#### WIOA Staff

Dr. Valerie Richardson  
Feleshia Marshall  
Barbara Coppage  
Deloris Shelly  
Lisa Lane

#### Guest

Dominica Ashford, HACG

# 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 guest 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 tabled. The Chair asked the members present if they agreed to have the executive committee convene to conduct business on the Board behalf. The full majority of board members present agreed with having the executive committee meet and act on behalf of the board.

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 turned the meeting over to Dr. Richardson.

### **Action Taken:**

No action taken.

## II. New Business

**Dr. Valerie Richardson, WIOA Director**

Dr. Richardson noted the Youth Committee had met to evaluate the proposals received for the RFP for Youth Services for Program Year 2025 (July 1, 2025, through June 30, 2026). Dr. Richardson stated Ms. Ernestine Ramsey; Youth Committee Chair would present the committee's recommendation for the youth services contracts for PY2025.

Ms. Ramsey gave a brief overview and discussion of the youth committee's recommendation for the youth services contracts. The Information presented was as follows:

- Solicitation I: In-School Youth Work Experience Activity (outlying counties - 7 Counties of Chattahoochee, Clay, Harris, Quitman, Randolph, Stewart & Talbot) for 37 WIOA Eligible In-School Youth (Juniors & Seniors in high school) Total Funding: \$158,625.00; and
- Solicitation II: Out-of-School Youth Internship (Work Experience) and Retention Activity (Muscogee county area only) for 37 WIOA Eligible Out-of-School Youth (18 – 24-year-olds) Total Funding: \$146,800.00

Ms. Ramsey noted there were three agencies who had submitted proposals in response to the RFP. All three proposals were responsive. They were on time, in the format requested, and contained all the information required in the solicitation packet.

### Solicitation I

- 1) Operation M.E.N. (Lumpkin, Georgia): In-School Youth Work Experience (outlying counties - 7 Counties of Chattahoochee, Clay, Harris, Quitman, Randolph, Stewart & Talbot). (RESPONSIVE)\*

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

### Solicitation II

- 1) Partnership In Caring (Columbus, Georgia): Out-of-School Youth Internship (Work Experience) and Retention Activity (Muscogee county area only) (RESPONSIVE); and
- 2) THE OFFICE Accounting & Administration Services (Columbus, Georgia): Out-of-School Youth Internship (Work Experience) and Retention Activity (Muscogee county area only) (RESPONSIVE)

Ms. Ramsey noted that several concerns were expressed regarding THE OFFICE Accounting & Administrative Services Agency. Their agency currently only had one full-time staff member and had proposed to hire three additional staff members - one additional full-time employee and two part-time employees. Ms. Ramsey noted the committee felt this would hinder the agency from being able to provide adequate services for the active carryover participants there would be July 1, 2025. It was also noted that their agency would have to buy office equipment as well as set up operations in an office space. This too would hinder them from being able to provide adequate services right away. Ms. Ramsey noted the agency had no prior experience working with WIOA or federal grant funded/regulated programs for no information was provided in the past performance section of the solicitation packet. It was left blank. The committee agreed the information provided in their proposal failed to meet all the requested program service requirements.

However, Partnership In Caring's proposal provided a sound methodology for both the programmatic and financial requirements as well as demonstrating their abilities through the past performance section. The committee agreed that Partnership In Caring should be the agency recommended for funding for program year 2025. Ms. Ramsey noted that Partnership In Caring had made marked improvements in their performance during this current program year and Dr. Richardson had confirmed their progress.

Therefore, the Youth Committee’s recommendation for funding for program year 2025 was a contract award for (Solicitation I as Sole Source) to Operation M.E.N. for a period from July 1, 2025, through June 30, 2026; with a 2-year renewal option based upon performance, funds availability and continued need for services. Recommended funding awarded would be \$158,625 to serve thirty-seven (37) in-school youth (Juniors & Seniors in high school) within the seven counties of Chattahoochee, Clay, Harris, Quitman, Randolph, Stewart and Talbot (deemed sole source); and a contract award for (Solicitation II) to Partnership in Caring for a period from July 1, 2025, thru June 30, 2026; with a 2-year renewal option based upon performance, funds availability and continued need for services. Recommended funding awarded would be \$146,800 to serve thirty-seven (37) out-of-school youth (ages 18 to 24 years old) for Muscogee County only.

The Chair asked if there were any questions or discussion. The Chair thanked Ms. Ramsey for her attending the meeting and giving her presentation today with her mother having been hospitalized. Ms. Ramsey stated she had family that had come to town which had allowed her to be able to present today. With no further discussion, Dr. Richardson continued with the next item on the agenda (II b.) contract renewals for PY25.

\* \* \* \* \*

Dr. Richardson noted that Ms. Lane would present the recommended contract renewals for PY2025 (A copy is attached to the original minutes as permanent record). The presentation was as follows:

**Recommended One-Stop Operator, Adult, & Dislocated Worker Contract Awards (Renewals) for Program Year 2025**

| Contractor  | Services  | Current PY24<br>Funding Level | Proposed PY25<br>Funding Level | Difference |
|---|---|-------------------------------|--------------------------------|------------|
| <b>IN THE DOOR, LLC</b><br>1270 Caroline St., Ste D120-433<br>Atlanta, GA 30307           | <b>One-Stop Operator Services</b>   | \$63,240.00                   | \$63,240.00                    | No Change  |
|   | Funding Totals:   | <b>\$63,240.00</b>            | <b>\$63,240.00</b>             |            |
| <b>Columbus Technical College</b><br>928 Manchester Expressway<br>Columbus, GA 31904      | <b>Adult - One-Stop Affiliate Site Operations &amp; Case Mgt. (ITAs)</b><br>18 – WIOA eligible adults                         | \$236,058.00                  | \$236,058.00                   | No Change  |
| <b>Georgia Job T.I.P.S.</b><br>2027 6 <sup>th</sup> Avenue, Suite A<br>Columbus, GA 31901 | <b>Adult - Work Reintegrative Training (Work Experience and Placement Services) for 20 WIOA eligible adults</b>               | \$83,750.00                   | \$83,750.00                    | No Change  |
|   | <b>ADULT Funding Totals:</b>  | <b>\$319,808.00</b>           | <b>\$319,808.00</b>            |            |
| <b>Columbus Technical College</b><br>928 Manchester Expressway<br>Columbus, GA 31904      | <b>Dislocated Worker - One-Stop Affiliate Site Operations &amp; Case Mgt. (ITAs)</b><br>18 – WIOA eligible dislocated workers | \$106,461.00                  | \$106,461.00                   | No Change  |
| <b>Georgia Job T.I.P.S.</b><br>2027 6 <sup>th</sup> Avenue, Suite A<br>Columbus, GA 31901 | <b>Dislocated Worker - Work Reintegrative Training (Work Experience and Placement Services) for 20 WIOA eligible DWs</b>      | \$83,750.00                   | \$83,750.00                    | No Change  |
|   | <b>DW Funding Totals:</b>   | <b>\$190,211.00</b>           | <b>\$190,211.00</b>            |            |

Ms. Lane stated the following recommended unsolicited in-house services be considered by the board for contract renewal of the specified services for PY2025 with a renewal option where applicable based upon performance and funds availability. The presentation was as follows:

**Program Year 2025 Contracts/Services (In-House Services) for Adult, Dislocated Worker, & Youth**

| Contractor  | Services   | Py2025 FUNDING | COMMENTS   |
|---|--|----------------|--|
| <b>City of Columbus<br/>Job Training Division</b> | Adult/Dislocated Worker In-House<br>Work Experience  | Varied         | Special project based on employer need   |
| <b>City of Columbus<br/>Job Training Division</b> | Adult/Dislocated Worker/Youth<br>Occupational Classroom Training–<br>Individual Training Accounts (ITAs) | Varied         | Provide financial aid assistance for<br>WIOA eligible students entering/enrolled<br>in post-secondary/advanced training. |
| <b>City of Columbus<br/>Job Training Division</b> | Adult/Dislocated Worker In-house<br>On-the-Job-Training  | Varied         | Special project based on employer need   |
| <b>City of Columbus<br/>Job Training Division</b> | Possible Youth In-house Summer<br>Employment Component   | Varied         | Unsolicited. A determinant amount of<br>youth for 8-county area.   |
| <b>City of Columbus<br/>Job Training Division</b> | Adult/Dislocated Worker/Youth:<br>Work Experience Training   | Varied         | Special project based on employer need   |

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. The Chair thanked Ms. Lane for the presentation and noted if there weren't any questions or further discussion, Dr. Richardson would continue with the next item of business.

\* \* \* \* \*

Dr. Richardson gave a brief overview and discussion of the state monitoring results from the on-site financial monitoring and quality assurance programmatic monitoring for our local area (WDA-14) for program year 2023. Dr. Richardson noted technical corrections had been noted and our corrective action submitted in response. We received the findings resolution and final notice for PY2023 monitoring session in February. The State has accepted our corrective action so the monitoring period (my 1<sup>st</sup> of what I hope to be many) has been closed successfully.

The Chair thanked Dr. Richardson for her report and asked if there were any questions or discussion. There being no further discussion, Dr. Richardson continued with the financial report.

\* \* \* \* \*

A report of the WIOA Local Area Grant Summary broke 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). Dr. Richardson provided a brief overview and discussion of awards and expenditures. During the discussion concerns were expressed over the funding levels. Dr. Richardson noted the funding levels were low.

\* \* \* \* \*

The Chair asked if there were any questions or further discussion. No discussion followed. Dr. Richardson noted that we were awaiting the official approval from the State for our updated Eligible Training Provider Listing (ETPL) policy and application. As you're aware, we presented the proposed revisions during the winter meeting last December. We have submitted the revisions for State approval. Once the revisions have been approved, we will present the ETPL policies and application for board approval at that time. We will keep you all posted on any decisions the State makes. Dr. Richardson stated if there weren't any questions, Ms. Lane would present the ETPL costs increase request received from 1 On 1 Technical and Theological College.

\* \* \* \* \*

Ms. Lane presented a brief overview and discussion of the costs increase request received from 1 On 1 Technical & Theological College (A copy is attached to the original minutes as permanent record). The presentation was as follows:

**Program of Study: Certified Medical Administrative Assistant**

**Summary of Cost Increases**

| <b>Item Cost</b>             | <b>2021</b>       | <b>2025</b>       | <b>Increase</b> |
|------------------------------|-------------------|-------------------|-----------------|
| Tuition                      | \$1,050.00        | \$1,300.00        | \$250.00        |
| Registration Fee             | \$25.00           | \$50.00           | \$25.00         |
| Books                        | \$110.00          | \$140.00          | \$30.00         |
| Tools & Supplies             | \$180.00          | \$0.00            | <\$180.00>      |
| Uniforms                     | \$45.00           | \$45.00           | \$0.00          |
| Graduation Fee               | \$40.00           | \$45.00           | \$5.00          |
| Background Check/Drug Screen | \$105.00          | \$0.00            | <\$105.00>      |
| NHA Certification Exam       | \$117.00          | \$129.00          | \$12.00         |
| <b>Total Cost</b>            | <b>\$1,672.00</b> | <b>\$1,709.00</b> | <b>\$37.00</b>  |

**Program of Study: Clinical Medical Assistant**

**Summary of Cost Increases**

| <b>Item Cost</b>             | <b>2021</b>       | <b>2025</b>       | <b>Increase</b>  |
|------------------------------|-------------------|-------------------|------------------|
| Tuition                      | \$1,350.00        | \$1,500.00        | \$150.00         |
| Registration Fee             | \$25.00           | \$50.00           | \$25.00          |
| Books                        | \$110.00          | \$140.00          | \$30.00          |
| Tools & Supplies             | \$260.00          | \$0.00            | -\$260.00        |
| Uniforms                     | \$45.00           | \$45.00           | \$0.00           |
| Graduation Fee               | \$40.00           | \$45.00           | \$5.00           |
| Background Check/Drug Screen | \$105.00          | \$0.00            | -\$105.00        |
| TB Skin Test                 | \$35.00           | \$40.00           | \$5.00           |
| NHA Certification Exam       | \$155.00          | \$165.00          | \$10.00          |
| <b>Total Cost</b>            | <b>\$2,125.00</b> | <b>\$1,985.00</b> | <b>-\$140.00</b> |

**Program of Study: Medical Billing & Coding**

**Summary of Cost Increases**

| <b>Item Cost</b> | <b>2021</b> | <b>2025</b> | <b>Increase</b> |
|------------------|-------------|-------------|-----------------|
| Tuition          | \$1,750.00  | \$2,198.00  | \$448.00        |
| Registration Fee | \$25.00     | \$50.00     | \$25.00         |
| Books            | \$508.00    | \$465.00    | -\$43.00        |

|                    |                   |                   |                 |
|--------------------|-------------------|-------------------|-----------------|
| Uniforms           | \$0.00            | \$45.00           | \$45.00         |
| Graduation Fee     | \$40.00           | \$45.00           | \$5.00          |
| Certification Exam | \$117.00          | \$129.00          | \$12.00         |
| <b>Total Cost</b>  | <u>\$2,440.00</u> | <u>\$2,932.00</u> | <u>\$492.00</u> |

**Program of Study: Phlebotomy Technician**

**Summary of Cost Increases**

| <u>Item Cost</u>             | <u>2021</u>       | <u>2025</u>       | <u>Increase</u> |
|------------------------------|-------------------|-------------------|-----------------|
| Tuition                      | \$599.00          | \$800.00          | \$201.00        |
| Registration Fee             | \$25.00           | \$50.00           | \$25.00         |
| Books                        | \$0.00            | \$140.00          | \$140.00        |
| Tools & Supplies             | \$200.00          | \$0.00            | -\$200.00       |
| Uniforms                     | \$45.00           | \$45.00           | \$0.00          |
| Graduation Fee               | \$40.00           | \$45.00           | \$5.00          |
| Background Check/Drug Screen | \$105.00          | \$0.00            | -\$105.00       |
| TB Skin Test                 | \$35.00           | \$40.00           | \$5.00          |
| Certification Exam           | \$117.00          | \$129.00          | \$12.00         |
| <b>Total Cost</b>            | <u>\$1,166.00</u> | <u>\$1,249.00</u> | <u>\$83.00</u>  |

**Action Taken:**

Action tabled.

**III. Announcements**

Dr. Richardson was pleased to announce that the Georgia Workforce Leadership Association (GWLA) Director’s meeting would be hosted by our local area (WDA-14) for the first time. The meeting would be held at the Hotel Indigo, Columbus Georgia on June 5<sup>th</sup> and 6<sup>th</sup>.

\* \* \* \* \*

Dr. Richardson gave a brief overview of the Mayor’s Summer Youth Employment Program (MSYEP) planned for this summer. She stated that applications were now being accepted for participants and counsellors for the 2025 Summer. The duration would be from June 9, 2025, through July 25, 2025. Participants would earn \$14.00 per hour. The Application deadline was May 30, 2025.

During discussion inquiries were made for the details. Dr. Richardson stated the full details were available and would be emailed to everyone after the meeting had adjourned.

The Chair stated if there weren’t any other announcements or discussion. The meeting would be adjourned.

**Action Taken:**

No Action Required.

**IV. Adjournment**

With no further discussion, the meeting was adjourned.

Minutes Reviewed By: Dr. Valerie Richardson

Approval Date: July 31, 2025





