



Lower Chattahoochee Workforce Development Board Quarterly Meeting

December 21, 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
(06/23/22); (09/15/22); (01/12/23); (03/16/23); (07/06/23); & (09/21/23)
- II. Approval of Executive Committee Actions Howard Pendleton, WIOA Director
 - a. Approval of Local & Regional Plans (09/15/2022)
 - b. Approval of ETPL Application (09/15/2022)
 - i. Southeast Lineman Training Center
 - c. Approval to Request for Proposals (01/12/2023)
 - i. One-Stop Operator Services for PY23
 - ii. Workforce One-Stop Intensive/Career Svc, Case Mgt & Tng. Svc. for Adults/Dislocated Workers/Youth for PY23
 - d. Approval of ETPL Requests (01/12/2023)
 - i. Georgia Training Center, LLC
 - ii. Zoe Med Tech
 - e. Recommendation for Funding Awards for RFP's for PY23 (03/16/2023)
 - i. One-Stop Operator Services for PY23
 - ii. Workforce One-Stop Intensive/Career Svc, Case Mgt & Tng. Svc. for Adults/Dislocated Workers/Youth for PY23
 - f. Recommendation for Renewal of Funding for PY23 (03/16/2023)
 - g. One-Stop Partner MOU & One-Stop Certification Policies (03/16/2023)
 - h. Approval of Completed One-Stop Certification (07/06/2023)
 - i. Approval of Completed One-Stop Partner MOU (07/06/2023)
- III. Approval to RFP Adult & Dislocated Worker Services for PY24
- IV. Approval of Definition Changes Aveana Jackson, WIOA Staff
- V. ETPL Applications Lisa Lane, WIOA Staff
- VI. Financial Report Howard Pendleton, WIOA Staff
- VII. Old Business
- VIII. Next Meeting & Adjournment



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Board Members in attendance:

Tony Calloway (Vice Chair)
Georgia Bethune, Rolling Hills Food
Dr. Richard Bloom, Brookstone Surgical Center
Travis Chambers, Prestige Leasing & Mgt.
Joel Domineck, Jr., TCSG
Kianca "KeKe" Dupree, GA Voc Rehab Agency
Jonathan Evans, Housing Authority of Columbus, GA
Carolyn Hugley, State Farm Insurance
Barbara Jackson, Columbus Regional Health
Andrew Kelly, Valley Hospitality
Jasmine Newton, Legacy Link
Ernestine Ramsey, AJ McClung YMCA (Retired)
Gwen Ruff, Columbus Water Works
Wanda Rutledge, Kinetic Credit Union
Dexter Smith, Communication Workers of America, Local 3212
Jamie Thomas, Enrichment Services.
Wendy Timmons, Sixty-Two Graphic Studio
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
Feleshia Marshall
Aveana Jackson
Quentin Daniel
Lisa Lane

Guest

Nijah Blackmon, HACG, Resident Services
Tony McKenzie, TCSG Rapid Response
Janie Reid, Area-14 One-Stop Operator
Paul Workman, TCSG Rapid Response

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 Vice Chair Tony Calloway. The Vice Chair thanked the members and guests present for their attendance today. It was nice to see everyone's faces. The WIOA Director noted that Chairman Randolph had a scheduling conflict and Mr. Calloway, (Vice Chairman) would be officiating the meeting in the Chair's absence.

The WIOA Director stated he had an announcement he wished to share with everyone before we got started on the agenda. He informed members that he had decided on his retirement date. His official date would be the end of this program year, June 30, 2024. He stated he wasn't getting any younger and wished to spend more time with his family. Especially his grandkids. He expressed his appreciation and gratitude for the Board's support over the years and noted he had enjoyed working with the Board. He also informed members that he had chosen his management team to expose them to daily operations, allowing them to provide input on decision making, preparing them for his transition into retirement. Members expressed their congratulations and wished him well in this new chapter of his life.

The Vice Chair asked if anyone had any discussion or questions regarding the Minutes (06/23/22; 09/15/22; 01/12/23; 03/16/23; 07/06/23, and 09/21/2023) (Copies are attached to original minutes as permanent record). He noted they appeared to be accurate and complete, but the floor was open for any discussion prior to voting. There being no questions or further discussion, the Vice Chair ask for a motion to approve each set of Minutes as written.

Action Taken:

Carolyn Hugley so moved and Wanda Rutledge properly second, approval was granted by majority of all active board members in attendance to approve the June 23, 2022; September 15, 2022; January 12, 2023, March 16, 2023; July 6, 2023; and September 21, 2023, minutes as written.

II. Approval of Executive Committee Actions

Howard Pendleton, WIOA Director

The WIOA Director reiterated that the minutes provided the details for the discussions and voting conducted over the past year. He further noted, as you can see the Executive Committee met (because of the lack of quorum) right after the board meetings adjourned to vote on the items that had been presented during the board meeting for each date. The Executive Committee approved the Local and Regional Plans; and disapproved the ETPL Application from Southeast Lineman Training Center in September 2022; approved the release to request for proposals (RFPs) for One-Stop Operator Services; and Workforce One-Stop Affiliate Site operations for Intensive/Career Services, Case Management and Classroom Training for adults, older youth and dislocated workers for program year 2023; approved the ETPL Applications from Georgia Training Center and Zoe Med Tech in January 2023; approved the funding awards for the solicited One-Stop Operator Services; and the Workforce One-Stop Affiliate Site operations for Intensive/Career Services, Case Management and Classroom Training for adults, older youth, and dislocated workers for program year 2023; approved contract renewals at their current funding levels for program year 2023; approved and adopted the One-Stop Partner Memorandum of Understanding (MOU) and One-Stop Certification Policies & Guidelines in March 2023; and due to our relocation from the CCG Annex Building to Columbus City Hall during the month of June the June board meeting was cancelled and the Executive Committee met and approved the completed One-Stop Partner MOU and completed One-Stop Certification in July, 2023.

The Vice Chair asked if there were any questions. There being no questions, the Vice Chair stated if there wasn't any discussion there needed to be a vote to approve the actions of the Executive Committee on our (the board's) behalf. Members expressed concern over the time span between board quorums. The WIOA Director noted that allowing local boards to meet virtually was now being supported at the State level and we're hopeful that it will pass this year. Local boards all over the state as well as the state board had issues with reaching a quorum. So, it's not just this board. We are hopeful with the State being on board, it will pass. We'll keep you all posted on any developments.

The Vice Chair asked if there was any other discussion. With no further discussion, the Vice Chair asked for a motion to approve the Executive Committee's actions on the Board's behalf.

Action Taken:

Carolyn Hugley so moved and Wanda Rutledge properly second, approval was granted by majority of all active board members in attendance to approve the Executive Committee's actions on the board's behalf as recorded and approved in the Minutes for June 23, 2022; September 15, 2022; January 12, 2023, March 16, 2023; and July 6, 2023.

III. Approval to RFP Adult & Dislocated Worker Services for PY24

The WIOA Director began by stating as you were aware, our funding has decreased each year for several years. This would be clearer when we discuss the financial report. Our funding balances have never been this low. Not only that it's taking longer to receive the funding we're allocated. So, there were some tough decisions to make because the funding just wasn't there anymore.

The WIOA Director noted that the contracts renewed for adult and dislocated worker services for the current program year (2023) were the second renewal option of the two-year option written into the contracts. Those services would have to be competitively procured for next program year (2024). Due to the shortage of funding, we recommend requesting proposals for only one of the contracts. The combined adult and dislocated worker work reintegration (work experience training) for twenty (20) adults and twenty (20) dislocated workers eligible for WIOA assistance for the eight counties we serve at the current funding level. \$83,750.00 in adult formula funding and \$83,750.00 in dislocated worker funding for a combined grand total of \$167,500.00. If approved this would mean the current contract for on-the-job training for dislocated workers eligible for WIOA assistance would end this program year (June 30, 2024) with no further funding.

It was also recommended that the current youth contracts for on-the-job training for out-of-school youth (18 - 24-year-olds); and the current contract for out-of-school youth (18 – 24-year-olds) career/intensive services, case management and classroom training would end this program year 06/30/24, with no further funding. The funding just wasn't there. However, the two remaining youth contracts for work experience for in-school youth (juniors and seniors in high school) for forty (40) youth eligible for WIOA assistance for the 7 outlying counties Chattahoochee, Harris, Talbot, Clay, Randolph, Stewart, and Quitman; and the internship (work experience) and retention services for forty (40) out-of-school youth (18 – 24-year olds) WIOA eligible residing in Muscogee County would continue to be considered for renewal for program year 2024.

During discussion, inquiries were made about other funding sources. Could we partner with other agencies or seek support from the private sector? The WIOA Director stated we're looking into other resources, but this was where we currently were.

The Vice Chair asked if there were any other questions or any discussion. With no further discussion, the following motions were presented:

Motions Presented:

- *Authorize the WIOA Director to send notifications to the current service providers that:*
 - *No renewal options or further funding for the adult and dislocated worker service provider contracts after PY2023 year-end (June 30, 2024).*
 - *No renewal or further funding consideration would be made for the out-of-school youth pre-employment skills and on-the-job training services for program year 2024 from lack of available funding; and*
 - *No renewal or further funding consideration would be made for the out-of-school youth career/intensive services, case management and classroom training services for program year 2024 from lack of available funding.*
- *Authorize the WIOA Director to competitively procure the combined adult and dislocated worker services for work reintegration (work experience training) for twenty WIOA eligible adults and twenty WIOA eligible dislocated workers at the current year funding levels \$83,750.00 in adult funds; and \$83,750.00 in dislocated worker funds (combined grand total of \$167,500.00) for one program year 2024 (July 1, 2024, through June 30, 2025) with a renewal option for a period of two additional program years contingent upon funding availability and contract performance and,*
- *Authorize the WIOA Director to apply for (if applicable), coordinate, and/or negotiate any additional funding that may be available to increase funding for services for program year 2024.*

Action Taken:

Gwen Ruff so moved and Ernestine Ramsey properly second, the motion was approved by the full majority of Board members present.

IV. Approval of Definition Changes

Aveana Jackson, WIOA Staff

The WIOA Director stated Ms. Jackson, our compliance officer would be presenting the proposed definition changes. Ms. Jackson began by stating the definition changes being proposed had been adopted by the State and therefore we should adopt and amend our definitions as well. The proposed changes (in red) were discussed as follows:

DEFINITIONS

1. **WIOA Administrator, Administrative Entity**, - Director, City of Columbus, Job Training Division
2. **Adult** – the term “adult” means an individual who is 18 years of age or **older and is unemployed or underemployed.**
3. **Dislocated Worker** – an individual who meets one of the following criteria:
 - a. **DW Category 1: Declining Industry or Occupation. The individual:**
 - i. **Has been terminated or laid off, or who has received a notice of termination or layoff, from employment; and**

- ii. Is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; **and**
 - iii. Is unlikely to return to a previous industry or occupation.
- b. DW Category 2: Unable to Find Employment. The individual:
- i. Has been terminated or laid off, or who has received a notice of termination or layoff, from employment as a result of any permanent closure of, or substantial layoff at, a plant, facility, or enterprise; or
 - ii. Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - iii. For purposes of eligibility to receive services other than training services described in Section 134(d)(4), intensive services described in section 134(d)(3), or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- c. DW Category 3: Self-Unemployment. The individual:
- i. Was self-employed (including employment as a farmer, rancher, or fisherman) but **is unemployed** as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.
- d. DW Category 4: Displace Homemaker. The individual:
- i. A **Displaced Homemaker** is defined as an individual who has been providing unpaid services to family members in the home and who:
 - 1. Has been dependent on the income of another family member but is no longer supported by the income; **and**
 - 2. Is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment, **OR**
 - 3. Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service- connected death or disability of the member.
- e. DW Category 5: Separating or Transitioning Service Member
- i. The individual is a separating service member from the Armed Services with a discharge other than dishonorable and qualifies for dislocated worker activities based on the following criteria:
 - 1. The individual has received a notice of separation from the Department of Defense **OR** other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria, **and**
 - 2. The separating service member is eligible for or has exhausted of unemployment compensation for Ex-service members (UCX).
 - 3. NOTE: As a separating service member, the individual automatically meets the criteria that the individual is unlikely to return to a previous industry or occupation in the military unless they reenlist (TEGL 19-16).
- f. DW Category 6: Active-Duty Military Spouse. The individual:
- i. Has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member, **OR**
 - ii. Is unemployed or underemployed and experiencing difficulty finding or upgrading employment.
 - iii. NOTE: TEGL 10-09 indicates that "Active duty" includes full-time Federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters.) As an active-duty military spouse, the individual automatically meets the criteria that the individual is unlikely to return to a previous industry or occupation due to the spouse's status.
- g. DW Category 7: Dislocated Worker Underemployment. The individual is underemployed, which is defined as:
- i. A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; **and/or**
 - ii. A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.

4. Eligible Spouse – the term "eligible spouse" means an individual who is the spouse of:

- a. Any veteran who died as a result of a service-connected disability.
 - b. Any member of the Armed forces serving on active duty, who, at the time of the spouse's request for priority has been listed for at least 90 days as: missing in action, captured in line of duty by a hostile force; or forcibly detained or interned in line of duty by a foreign government or power.
 - c. A veteran who has a total disability resulting from a service-connected disability as determined by the Department of Veterans Affairs; or,
 - d. A veteran who died while a total disability, resulting from a service-connected disability, was in existence.
5. **Employed at Participation** – the term “employed” means a person who at the start of participation:
- a. Performed any work at all as a paid employee.
 - b. Did any work at all in his own business, profession, or farm.
 - c. Worked 15 hours or more as a unpaid worker in an enterprise operated by a member of the family;
 - d. Was not working but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor management dispute, or personal reasons, whether or not paid by the employer for time off, or whether or not seeking other job.
6. The term “**Employed but received notice of termination or military separation**” means a person who is employed at the start of participation in the program, but has either:
- a. Received a notice of termination of employment or the employer has issued a Worker Readjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close.
 - b. Is a transitioning service member.
 - c. Worked 15 hours or more as a unpaid worker in an enterprise operated by a member of the family;
 - d. Was not working but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor management dispute, or personal reasons, whether or not paid by the employer for time off, or whether or not seeking other job.
7. **Family** – The term “family” means two or more related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:
- a. A **married couple**.
 - b. A **married couple** and dependent children.
 - c. A parent or guardian and dependent children.
8. **Independent Child** - a child who lives in a single residence with his or her parent(s) or guardian(s) and relies on his or her parent(s) or guardian(s) *and* is one (1) or more of the following:
- a. Is currently 24 years or older.
 - b. Will be 24 years or older by December 31st of the current year.
 - c. A veteran.
 - d. A member of the armed forces.
 - e. An orphan of ward of the court.
 - f. Have a legal dependent other than a spouse.
 - g. An emancipated minor.
 - h. Is homeless or at risk of becoming homeless.
 - i. Was declared independent by a financial aid administrator due to an unusual circumstance, OR
 - j. Is currently living with a parent or guardian but provides more than 50% of his/her own support.
9. **Dependent Child** – a child who lives in a single residence with his or her parent(s) or guardian(s) and relies on his or her parent(s) or guardian(s) for financial support such as housing, food, clothing, necessities, et cetera.
10. **Family of One** – individuals with disability whose family income may exceed the income criteria but whose own

income meets the income criteria.

11. **Incumbent Worker Training (IWT)** – a training designed to improve the skills of employees and the competitiveness of an employer. It is intended to upskill existing employees or avert a potential LAYOFF. Local areas can use up to 20% of its Adult or Dislocated worker grant for IWT projects. An “incumbent worker” means an employee who:
 - a. Is currently employed by a participating employer in Georgia (as defined by the Workforce Area)
 - b. Is scheduled to receive skills upgrade training in a targeted occupation within the targeted industry.
 - c. Has been identified by the employer to participate in the training as part of the employer’s layoff aversion effort; and,
 - d. Has received a commitment from the participating employer to retain the employee upon successful completion of training.
12. **Low-income Individual** - the term “low-income individual” means an individual who:
 - a. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through SNAP, TANF, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance.
 - b. Is a member of a family with a total family income that does not exceed the higher of –(I) the HHS poverty line; or (II) 70 percent of the USDOL Lower Living Standard Income Level (LLSIL).
 - c. Is a homeless individual, as defined in § 41403 (6) of the Violence Against Women Act of 1994, or a homeless child or youth as defined in § 725 (2) of the McKinney-Vento Homeless Assistance Act.
 - d. Is a youth receiving free or reduced-price lunch under the National School Lunch Act.
 - e. Is a foster youth, on behalf of whom state or local government payments are made; or
 - f. Is an individual with a disability whose own income meets WIOA’s income requirements, even if the individual’s family income does not meet the income requirements of the income eligibility criteria for payments under any federal, state, or local public assistance program.
13. **Offender** – the term “offender” means an adult or juvenile who:
 - a. Is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial, OR
 - b. Who requires assistance in overcoming artificial barriers to employment resulting from record of arrest or conviction.
14. **Participant** – the term “participant” means an individual who has been determined to be eligible to participate in and is receiving services (except follow-up services). Participation begins on the first day, following determination of eligibility, that the individual begins subsidized employment, training, or other services provided by WIOA.
15. **Poverty Line** – the term “poverty line” means the poverty level as defined by the Department of Health & Human Services and is revised annually applicable to a family size involved.
16. **Public Assistance** – the term “public assistance” means Federal, State, or local government cash payments for which eligibility is determined by need or income test.
17. **School Status** – The term “school status” at the start of participation or exit from the program refers to the following categories:
 - a. **In-school, high school, or less** – has not received a secondary school diploma or its equivalent and is attending any secondary school (including elementary, junior high, whether full or part-time), or is between school term and intent to return to school.
 - b. **In an alternative school** – has not received a secondary school diploma or its recognized equivalent and is attending an alternative high school or alternative course of study approved by the local school system (whether full or part-time).
 - c. **In-school, attending post high school** – has received a secondary diploma or its recognized equivalent, and is attending post-secondary school or program (whether full or part-time), or is between school terms and intend to return to school.
 - d. **Not attending school, high school dropout** – no longer attending any school and has not received a

secondary school diploma, or its equivalent.

- e. **Not attending school, high school graduate** – not attending any school and has either graduated from high school or holds a GED.

18. **Unemployed Individual** – individual who is without a job and who wants to work and is available to work.

19. **Underemployed Individual** – individual who is working part time but desires full-time employment or who is working in employment no commensurate with the individuals demonstrated level of educational attainment.

20. **Veteran** Definitions:

- a. **Veteran** means an individual who served in the active military, naval or air service, and discharged or released from such service under conditions other than dishonorable.
- b. **Recently separated veteran** – any veteran who applies for participation under this title within 48 months after discharge or release from the active military, naval or air service.

21. **Youth 5%:** These barriers include, but are not limited to:

- 1) Deficient in basic literacy skills
- 2) School dropout (out-of-school/HS Dropout)
- 3) Homeless
- 4) Runaway Youth
- 5) Foster child
- 6) Pregnant or Parenting Youth
- 7) Offender
- 8) Disabled
- 9) Behind One Grade Level
- 10) Additional Barrier

22. **DACA Participant Definitions** (TEGL 02-14): Individuals who came to the United States as children and meet the following key guidelines:

- a. Were under the age of 31 as of June 15, 2012.
- b. Came to the United States before reaching their 16th birthday.
- c. Have continuously resided in the United States since June 15, 2007, up to the present time.
- d. Were physically present in the United States on June 15, 2012, and at the time of making their request for consideration of deferred action with U.S. Citizenship and Immigration Services (USCIS):
- e. Entered without inspection before June 15, 2012, or their lawful immigration status expired as of June 15, 2012.
- f. Are currently in school, have graduated or obtained a certificate of completion from high school, have obtained a general education development (GED) certificate, or other equivalent State authorized exam in the United States, or are an honorably discharged veteran of the Coast Guard or Armed Forces of the United States; and,
- g. Have not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and do not otherwise pose a threat to national security or public safety.

Ms. Jackson asked if there were any questions. With no further discussion, the Vice Chair thanked Ms. Jackson for her informative overview and asked for a motion to approve the proposed definition changes as presented.

Action Taken:

Travis Chambers, so moved and Wanda Rutledge, properly second, approval was granted by majority of all active board members in attendance to approve the definition changes as presented.

The WIOA Director noted that Ms. Lane would present the following Eligible Training Provider Listing (ETPL) applications and requests that had been received for Area-14. The information was as follows:

PROPOSED PROVIDER: Legacy Holistic Health Institute

LOCATION: 7778 McGinnis Ferry Road, PMB 303, Suwanee, Georgia 30024

WELLNESS COACH

TRAINING LENGTH: 26 weeks

TRAINING COST: \$5,447.00 (Includes \$4,997.00 tuition + \$450 NBHWC Certification Exam)

During discussion, Ms. Lane noted no competitive comparison could be made for our local area, however, Emory offered a 20-week course for \$4,995.00 in the Atlanta area. An inquiry was made regarding the location. Ms. Lane noted as you can see on the second page, according to MapQuest the agency was over two hours away. Also, the applicant stated there was a high demand for wellness coaches and cited the average hourly wage at placement for successful completers was \$28.85. An inquiry was made regarding the local demand for wellness coaches. Ms. Lane stated after staff had researched the data, we only found that "Indeed" listed three "part-time" positions open with wages ranging from \$8.50 to \$16.00 per hour based on experience. Two of the positions were listed as fitness coaches indicating this position would be a "clientele-based" occupation. This would mean until an individual had built up their clientele, it would be difficult to be self-sufficient. Members expressed concerns that the risk would be higher and would set an individual up for failure.

Ms. Lane noted that the staff recommendation was to disapprove due to the training locale, reasonableness, and lack of demand for full-time positions.

Members agreed with the staff recommendation to disapprove this application for inclusion on the ETPL list for our local area for the reasons discussed.

The Vice Chair stated the voting would be held until the end allowing each application or request to be discussed and then motions would be presented for voting. The WIOA Director asked Ms. Lane to continue.

PROVIDER: Georgia Driving Academy (GDA)

LOCATION: 3625 Manchester Expressway, Suite C, Columbus, GA 31909

REQUESTED COST INCREASES:

GDA has requested approval of a tuition fees increase for 180-Hour Class A (Standard Transmission) Program; and the 160-Hour Class A (Automatic Transmission) Program for Area 14. The across-the-board tuition increase would be \$200 for each program. This request reflected the increase in diesel fuel, increased cost of labor force, double digit increases in equipment costs and the reporting/record keeping requirements. If approved, the training costs would go into effect 01/01/2024 and would be as follows:

- **180 Hour Class A (Standard Transmission) Program** increase of \$200 in tuition from \$4,895 to \$5,095 + \$282 for exam fees = \$5,377 total: and
- **160 Hour Class A (Automatic Transmission) Program** increase of \$200 in tuition from \$4,295 to \$4,495 + \$282 exam fees = \$4,777 total

During the discussion several members stated they could identify with the rising operating costs for companies, especially fuel and overhead costs. Members agreed that the amount of the increase seemed fair and justified.

The Vice Chair asked if there were any questions or any further discussion. There being no further discussion, Ms. Lane continued.

PROPOSED PROVIDER: Coding Clarified, LLC

LOCATION: Virtually.

MAIN OFFICE: 6848 N. Government Way, Suite 114, PMB 193, Dalton Gardens, ID 83815

PROFESSIONAL MEDICAL CODING CURRICULUM

TRAINING LENGTH: 16 weeks; 80 curriculum hours (days per week varies; hours per week varies)

TRAINING COST: \$4,999.00 (Includes costs for tuition registration, books, technology fees, and certification)

COST OF COMPARABLE PROGRAM: Based upon program of study and vocational training provided, proposed training costs are competitive to comparable training in local workforce area. This is a web-based training program & consists of coding 660 charts in a variety of specialties. A plus is that addition to ETPL gives customers additional choice of program of study (Program of Study is already approved and on the ETPL listing for Georgia through WorkSource Atlanta, WDA-3). Client must have met entry criteria prior to WIOA approval.

Recommendation:

Motion to approve inclusion on the Georgia Eligible Training Provider Listing at full cost of training & exam for WIOA approved applicants. Client must have met entry criteria prior to WIOA approval.

During discussion, the WIOA Director noted after the pandemic, virtual learning was becoming more and more mainstream. He also noted this occupation was also one of our top in-demand career paths (Health Care Industry). There would always be people getting sick, so there would always be a need for people qualified to bill for treatments.

The Vice Chair asked if there were any questions. Ms. Lane continued with the next application.

PROPOSED PROVIDER: Columbus Technical College

TRAINING LOCATION: 928 Manchester Expressway, Columbus, GA 31904

Commercial Truck Driving Program (Class A Commercial Driver's License)

3 to 8 weeks; 9 curriculum hours (days per week varies; hours per week varies)
\$2,034.00 (Tuition, reg., book, tech fees, fuel & exam fee)

COST OF COMPARABLE PROGRAM: Based upon program of study and vocational training provided, proposed training costs are competitive to comparable training in local workforce area. A plus is that addition to ETPL gives customers additional choice of program of study.

Recommendation:

Motion to approve inclusion on the ETPL listing at full cost of training & exam for WIOA approved applicants. Client must have met entry criteria prior to WIOA approval.

The WIOA Director noted Columbus Tech had been working on being able to offer commercial driver training (CDL) for a while now. Transportation is another one of our top, in-demand career paths.

The Vice Chair asked if anyone had any questions. With no further discussion, Ms. Lane continued with the last application received for this period.

PROPOSED PROVIDER: The CDL Schools, LLC
d/b/a: Troops Into Transportation

HEAD QUARTERS: 6363 Walker Lane, Suite 410, Alexandria, VA 22310

TRAINING LOCATION: Fort Moore, Georgia 31905

Master Tractor Trailer Driver Program (Class A Commercial Driver's License)

**4 weeks; 192 curriculum hours (5 days per week; 48 hours per week)
\$9,495.00* + \$282 (Tuition + exam fees)**

TARGET POPULATION: Transiting Soldiers, Veterans, and/or Veterans' dependents

*Per discussion with Rob Schwandt, Administrative Teams Leader, most students will be using their GI Bills to attend training. However, if Board approves this application, students with only a portion of their GI Bill remaining needing additional funds to successfully complete training would be referred to our program for WIOA eligibility determination for up to \$5,000.00 in WIOA Dislocated Worker Funds.

Recommendation:

Motion to approve inclusion on the Georgia Eligible Training Provider Listing for the transiting soldiers, Veterans or their dependents requiring up to \$5,000.00 in WIOA funds to successfully complete and receive their Class A Commercial Driver's License. Client must have met entry criteria prior to WIOA approval.

During discussion, an inquiry was made regarding the clients that would be served. Ms. Lane stated only transiting soldiers, veterans or their dependents would be considered for acceptance into their program. An inquiry regarding the total amount of costs was made. Ms. Lane noted the agency had been provided with the funding limitations set by the board for our local area. The agency rep indicated only those transitioning service members with only a portion of their GI Bill funding remaining would be referred to WIOA for consideration for additional funding (up to \$5,000.00) in WIOA dislocated worker funds. Members agreed that it was important to support our service members, veterans, and their dependants.

The Vice Chair asked if there were any other questions or further discussion regarding the ETPL applications and request presented. With no further discussion, the following motions were presented:

Motions Presented

- *Motion to deny Legacy Holistic Health Institutes application for inclusion on the ETPL list for our local area due to locale, cost reasonableness and lack of demand for full-time positions.*
- *Motion to approve Georgia Driving Academy's request for the cost increases as presented with an effective date of January 1, 2024; update their MOA and VOS report card to reflect the approved increases.*
- *Motion to approve Coding Clarified, LLC application for inclusion on the ETPL list for our local area for their Professional Medical Coding Curriculum (with 100% virtual training); extend a MOA between their agency and ours and submit their report card to the State for final approval.*
- *Motion to approve Columbus Technical College's Commercial Driving Program (Class A Commercial Driver's License); update Columbus Tech.'s report card in the VOS system and submit the program for State approval.*
- *Motion to approve The CDL School, LLC d/b/a Troops Into Transportation's Master Tractor Trailer Driver Program (Class A Commercial Driver's License); extend a MOA between their agency and ours and submit their report card to the State for final approval; and,*
- *Grant the WIOA Director the authority to send written notice of the board's decisions to the ETPL applicants.*

Action Taken:

Travis Chambers so moved and Joe Lee Williams properly second, the motions were approved by the full majority of Board members present.

VI. Financial Report

The WIOA Director reiterated as you all can see by this report, there were a lot of zeros in the "Fund Balance" column. The WIOA Director gave a brief overview of the Grant Summary Report broken down by adult/youth, dislocated worker/rapid response funding (A copy is attached to original minutes as permanent record). During discussion, the WIOA Director noted the adult formula funding (our best performance category) was almost completely gone with six months left in this program year and program year 2024 (through June 30, 2025) to go. As you all can see, we will have to make a request with the State to move funding from the dislocated worker fund balance to the adult fund balance to meet our adult obligations. We do not have the exact figures at this time, but we will provide the details as soon as we have that information. We'll need the board's approval to make the request with the State before we submit the journal voucher to the City to move the funding around in our budget. Inquiries were again made about the possibility of using other resources. The WIOA Director stated we are checking into that. We had hoped we would be able to supplement our Individual Training Account (ITA) System with ARP money the city had allocated to our division, but the use of the funding wasn't as simple as we were first informed. The plans we were making have been placed on hold until we get clarification on the way the funding can be spent. Several board members offered their assistance in finding possible funding sources and/or partnerships to supplement our funding.

The WIOA Director noted there were two articles in the agenda packets (Copies are attached to original minutes as permanent record). The article from the Atlanta Regional Commission discussed why we're seeing what we're seeing. The federal workforce development system is guided by WIOA. The Atlanta Regional Commission reports that annual funding distributed to Georgia to implement WIOA has been reduced by 30% over the past five years. While the annual funding nationally has increased by 8% over

the past five years, Georgia continues to receive less funding each year. It continued to report that this negative trend was tied directly to the outdated funding formula that was used to allocate grant funds to each state that hadn't been updated to meet current economic conditions and workforce priorities. It reinforced the need for change.

The Vice Chair thanked the WIOA Director for the eye-opening picture of the finances and asked if there were any other questions or discussion. With no further discussion, the Vice Chair asked for a motion to approve the financial report as presented and grant the WIOA Director authority to submit a request to the State to move funding from the dislocated worker formula funding balance to the appropriate funding balances (adult/youth) to meet budget obligations.

Action Taken:

Travis Chambers so moved and Wanda Rutledge properly second, the motion was approved by the full majority of Board members present.

VII. Old Business

No discussion followed.

Action Taken:

No action required

VIII. Next Meeting & Adjournment

The WIOA Director noted that the 2024 Calendar was sent as part of the agenda packet and the next scheduled board meeting would be March 21, 2024, at 11:30 AM. We don't know where the meeting location will be at this time, but we will keep you all informed of the meeting details prior to the meetings. The Vice Chair asked if there were any questions or comments. Thank you all for your time and attendance. We wish you and your families Happiest of Holidays and New Year! With no further discussion, meeting was adjourned.

Action Taken:

No action required

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 06/20/2024

