



Lower Chattahoochee Workforce Development Board Quarterly Meeting

June 23, 2022

Columbus Consolidated Government
Job Training Division (WDA-14)
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

LCWDB QUARTERLY MEETING

Agenda topics

- I. Welcome Chester Randolph, WDB Chair
 - a. Approval of Minutes
(March 17, 2022)
- II. LCWDB Board Certification Howard Pendleton, WIOA Director
- III. Supportive Services Policy Revision
- IV. Operating Budget for PY2022
- V. ETPL Requests
 - a. Goodwill Industries of the Southern Rivers, Inc
 - b. Dental Assistant School of Atlanta
- VI. Financial Report
- VII. Old Business
- VIII. Adjournment





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June 23, 2022

Columbus Consolidated Government Annex
Job Training Division (WDA-14)
420 Tenth Street
Columbus, Georgia 31902

Type of meeting:

LCWDB Quarterly Board Meeting

Board Members in attendance:

Chester Randolph, C. Randolph & Associates, LLC (WDB Chair)
Georgia Bethune, Rolling Hills Food
Carl Brown, C. Brown & Associates
Tony Calloway, Calloway & Associates, INC. (WIB Vice Chair)
Travis Chambers, Prestige Brokers (formerly Elite Ventures Leasing & Mgt.)
Belva Dorsey, Enrichment Services
Jonathan Evans, Housing Authority of Columbus, Georgia
Carolyn Hugley, State Farm Insurance
Barbara Jackson, Piedmont Hospital
Conner Miller, Greater Columbus, GA Chamber of Commerce
Ernestine Ramsey, A.J. McClung YMCA, INC. (Retired)
Gwendolyn Ruff, Columbus Water Works
Wanda Rutledge, Kinetic Credit Union
Dexter Smith, Communication Workers of America, Local 3212
Wendy Timmons, Sixty-Two Graphic Studio
Amy Varnum, GA Department of Labor
Eddie Watson, Clay Hill Hunting
Joe Lee Williams, Stewart County Board of Commissioners

WIOA Staff

Howard Pendleton
James Shipp
Feleshia Marshall
Aveana Jackson
Lisa Lane

Guest

Ashley Becker, One-Stop Operator
Nianthia "Nesa" Spellers, Dr. Richard Bloom's Ofc.
Joseph Williams, LEO Stewart Co BOC



Agenda Discussion

I. Welcome

Chester Randolph, WDB 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, in accordance with the Workforce Innovation and Opportunity Act, contain motions presented for approval. A sufficient number of members were present to satisfy a quorum for voting. These minutes are open for public viewing and made available upon request.

The Meeting was called to order by the Chair with a welcome to all members and guests present. The WIOA Director noted that as we began receiving members replies about the board meeting originally scheduled for last week (06/16/2022), we realized early on that there was no way we would reach a quorum with most of the initial responses being unavailable to attend. We also have had construction going on in front of our building which made it difficult to get in and out of the building and parking would have been a nightmare, so the Chairman and I discussed it and the decision was made to reschedule the meeting for today. We really appreciate you all coming today.

The Chair asked if there were any questions or discussion regarding the minutes from the March 17, 2022, meeting.

There being no discussion, the Chair requested a motion to approve the minutes for March 17, 2022, as written (a copy is attached to the original minutes as permanent record).

Action Taken:

Joe Lee Williams so moved and Tony Calloway properly second, approval was granted by majority of all active board members in attendance to approve the March 17, 2022, minutes as written.

II. LCWDB Board Certification

Howard Pendleton, WIOA Director

The WIOA Director noted that WIOA requires that each local workforce board must certify every two years. The previous certification was completed in 2020 and expires June 30, 2022. Once the Chairman, CLEO and I sign the application for certification we will submit it to the State for approval. We will keep you all informed of any decisions the State makes.

The Chair asked if there were any questions or discussion. There being no further discussion, the WIOA Director turned the meeting over to Ms. Aveana Jackson our compliance officer to go over the Supportive Services Policy Revisions.

Action Taken:

No action required.

III. Supportive Services Policy Revision

Ms. Jackson gave a brief overview and discussion of the Supportive Services Policy Revision (Copies are attached to the original minutes as permanent record). The revisions were as follows:

Supportive Services Policy Excerpts

“Classroom/Occupational Skills Training” currently read:

“Childcare will not be paid for days an individual is not actively attending training. A copy of the birth certificate for child(ren) who requires childcare assistance must be provided. Signed acknowledgment from the childcare provider is also required. All documents must be attached to request submitted to the WDA Director”.

Proposed revision would read:

“Childcare will not be paid for days an individual is not actively attending training. A copy of the birth certificate for dependents who requires childcare assistance must be provided.

Verification of enrollment from the childcare provider is also required. All documents must be attached to request submitted to the WDA Director.”

“Incentive Payments” currently read:

“Only incentive payments allowed in WDA-14 and approved by the Workforce Board as part of contractual services is allowed. Contractors will ensure that appropriate documentation is submitted to the WIOA Administrator for inclusion in the customer’s case file and State Participant Data Management System (GWROPP).”

Proposed revision would read:

“Incentive payments are allowed for youth as part of contractual service when approved LWDB. The payments must be:

- i. Tied to the goals of the specific programs.
- ii. Outlined in the contract before the commencement of the program that is offering incentive payments; and
- iii. Reviewed and verified by the LWDA’s staff prior to disbursement.

Contractors will ensure that appropriate documentation is submitted to the WIOA Administrator for inclusion in the customer’s case file and the WorkSource Portal.”

During discussion inquiries were made about the revisions, Ms. Jackson stated that the revisions were made from the criteria from 20 CFR§ 681.640 and were necessary especially during State monitoring. Members agreed the changes were necessary and appropriate.

The Chair asked if there were any other questions or discussion. There being no further discussion, the Chair asked for a motion to approve the Supportive Services Policy revision as presented.

Action Taken:

Joe Lee Williams so moved and Tony Calloway properly second, the motion to approve the Supportive Services Policy revision as presented was approved by the full majority of Board members present.

IV. Operating Budget for PY2022

The WIOA Director noted that the financial awards that the board approved for the upcoming program year were submitted in the budget to the Financial Planning Division of the City’s Finance Department for submission to City Council for final approval in accordance with the City’s policies and procedures. Our budgets signed by the CLEO upon Council’s approval in accordance with Federal, State, and local policies and procedures.

The WIOA Director reminded members that the State released a Workforce Implementation Guidance Letter (WIG #GA-20-001) in April of last year that required each local area to create and submit a budget and budget narrative for State approval using an assigned budget template. The budget template and narrative serve as a minimum requirement and the board and CLEO must approve the submission of the budget template and narrative. The WIG (#GA-20-001) also stated that in order to certify that these items had been approved, the local areas must submit a copy of the minutes from the board meeting in which the items were approved.

The WIOA Director noted that the WIOA PY22/FY23 budget documentation was included in the agenda packets (A copy is attached to original minutes as permanent record). The WIOA Director gave a brief overview for the WIOA PY22/FY23 budget documentation.

The Chair asked if there were any questions or discussion. There being no further discussion, the chair asked for a motion to formally approve the WIOA Py22/FY23 budget documentation as required.

Action Taken:

Dexter Smith so moved and Carl Brown properly second, the motion to approve the Operating Budget for PY2022/FY2023 was approved by the full majority of Board members present.

V. ETPL Requests

The WIOA Director informed members that Ms. Lane would present the ETPL applications for board consideration as she maintains the ETPL listing for our area, and she had been working with the applicants.

Ms. Lane began by informing the board that there were two agencies that had submitted ETPL requests.

The following applications were provided for consideration and recommendation for inclusion on the State of Georgia Eligible Training Provider Listing for WDA-14 (Copies are attached to the minutes as permanent record):

PROPOSED PROVIDER: Goodwill Industries of the Southern Rivers, INC.

LOCATION: 2601 Cross Country Dr., Bldg. E, Columbus, GA 31906

CERTIFIED MAINTENACE EMPLOYEE (CME)

TRAINING LENGTH: 8 weeks; 120 curriculum hours + 120 Internship hours (5 days per week; 30 hours per week)
TRAINING COST: \$4,223.00 (includes tuition, books, tools, supplies, and AHLEI certification exam)

Ms. Lane noted that based upon program of study, the training facility, or vocational training provided, proposed training costs are competitive to comparable training. A plus is that program gives customers additional choice of program of study and the program of study was WIOA approved and listed on ETPL for the Southwest Georgia WorkSource Area. We need to have the Board approve the program of study for our local area.

The Chair asked if there were any questions or discussion. There being no further discussion, the Chair asked for a motion to approve Goodwill's request to include their Certified Maintenance Employee program of study as presented.

Motion presented: To approve the Certified Maintenance Employee Program as presented.

Ms. Lane continued to the next ETPL Request submitted for consideration.

PROPOSED PROVIDER: Dental Assistant School of Atlanta

LOCATION: 1690 Stone Village Lane, Suite 421, Kennesaw, GA 30152

DENTAL ASSISTING AND CPR CERTIFICATION

TRAINING LENGTH: 13 weeks; 153 curriculum hours + 120 Internship hours (1 day per week; 8 hours per week)

TRAINING COST: \$3,400.00 (includes tuition, registration fees, books, tools, supplies, and CPR certification)

Ms. Lane noted that based upon program of study, the training facility, or vocational training provided, proposed training costs are not competitive to comparable training when considering the travel expenses. Round trip from Columbus to the school and back would be over 260 miles and be over 4 hours of driving time (at best) to attend an 8-hour class once a week for 13 weeks. It is our opinion, the costs associated with this program of study are cost-prohibitive with gas prices close to \$5.00 per gallon and the school being over 100 miles away.

Recommendation was to disapprove program of study for our local area and grant WIOA Director authority to notify applicant of the board's decision.

During discussion members noted there were several local options for individuals wanting to train in that career path and the commute was too great to realistically expect an individual to successfully complete the 13-week course.

The Chair asked if there were any other questions or discussion before putting it to a vote. There being no further discussion, the Chair asked for a motion to disapprove the program of study for our local area and grant the WIOA Director authority to notify applicant of the board's decision.

Action Taken:

Tony Calloway so moved and Dexter Smith properly second, the motion to approve the Certified Maintenance Employee Program as presented; and

Carolyn Hugley so moved and Carl Brown properly second, the motion to disapprove the Dental Assisting and CPR Certification Program and grant WIOA Director authority to notify applicant of the board's decision. Motions were approved by the full majority of Board members present.

VI. 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 original minutes as permanent record). The WIOA Director provided a brief overview and discussion of awards and expenditures.

Action Taken:

No action required.

VII. Old Business

There was no business to discuss.

Action Taken:

No action required.

VIII. Adjournment

With no further discussion, the meeting was adjourned.

Action Taken:

No action required

Minutes Reviewed By: Howard T. Pendleton

Approval Date: 12/21/2023

Member Name	Organization	Action Taken							
		Agenda Item I (Minutes: 03/17/2022)				Agenda Item III (Supportive Services Policy Revisions)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613			X				X	
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Cols, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality			X				X	
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech			X				X	
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev			X				X	
Konan, Tricia	Goodwill Industries			X				X	
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			X				X	
McNeer, Ann	Master Tax Solutions			X				X	
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.			X				X	
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD			X				X	
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		18	0	17	0	18	0	17	0

Member Name	Organization	Action Taken							
		Agenda Item IV (PY 2022 Operating Budget)				Agenda Item V a. ETPL Requests (Goodwill Industries of the Southern Rivers, Inc.)			
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X				X			
Bloom, Richard, M.D.	Brookstone Surgical Center			X				X	
Brown, Carl	Brown & Associates	X				X			
Calloway, Tony	Calloway & Associates	X				X			
Chambers, Travis	Elite Ventures Leasing	X				X			
Cromwell, Nakisial	GA Voc Rehab Svc.			X				X	
Deppe, Jeff	IBEW, Local 613			X				X	
Dorsey, Belva	Enrichment Services	X				X			
Evans, Jonathan	Housing Authority of Cols, GA	X				X			
Farley, Elsie	Pearl's Catering			X				X	
Geter, Corey	Pratt & Whitney			X				X	
Hargraves, Kristi	Valley Hospitality			X				X	
Harp, Charles	Gildan			X				X	
Hopson, April	Columbus Tech			X				X	
Hugley, Carolyn	State Farm Insurance	X				X			
Jackson, Barbara	Piedmont Hospital	X				X			
Jones, Rick	CCG Eco / Dev			X				X	
Konan, Tricia	Goodwill Industries			X				X	
Lewis, Carvel	Lewis Mortuary II			X				X	
Loyd, Jamie	Cols Tech College			X				X	
Martin, John	The Martin Firm			X				X	
McNeer, Ann	Master Tax Solutions			X				X	
Miller, Conner	Cols Chamber of Commerce	X				X			
Ramsey, Ernestine	Metro Cols. YMCA	X				X			
Randolph, Chester	C. Randolph & Assoc.	X				X			
Ruff, Gwendolyn	Cols. Water Works	X				X			
Rutledge, Wanda	Kinetic Credit Union	X				X			
Sabree, Saleemah	Legacy Link			X				X	
Smith, Dexter	Com Workers of USA, Local 3212	X				X			
Stoller, Frederick	Job Corps.			X				X	
Timmons, Wendy	Sixty-Two Graphic Studio	X				X			
Varnum, Amy	GDOL	X				X			
Vinson, Tim	MCSD			X				X	
Watson, Eddie	Clay Hill Hunting	X				X			
Williams, Joe Lee	Stewart Co. BoC	X				X			
Totals:		18	0	17	0	18	0	17	0

Member Name	Organization	Action Taken							
		Agenda Item V b. ETPL Request (Dental Assistant School of Atlanta)							
		Yes	No	Absent	Abstain	Yes	No	Absent	Abstain
Bethune, Georgia	Rolling Hills Food	X							
Bloom, Richard, M.D.	Brookstone Surgical Center			X					
Brown, Carl	Brown & Associates	X							
Calloway, Tony	Calloway & Associates	X							
Chambers, Travis	Elite Ventures Leasing	X							
Cromwell, Nakisial	GA Voc Rehab Svc.			X					
Deppe, Jeff	IBEW, Local 613			X					
Dorsey, Belva	Enrichment Services	X							
Evans, Jonathan	Housing Authority of Cols, GA	X							
Farley, Elsie	Pearl's Catering			X					
Geter, Corey	Pratt & Whitney			X					
Hargraves, Kristi	Valley Hospitality			X					
Harp, Charles	Gildan			X					
Hopson, April	Columbus Tech			X					
Hugley, Carolyn	State Farm Insurance	X							
Jackson, Barbara	Piedmont Hospital	X							
Jones, Rick	CCG Eco / Dev			X					
Konan, Tricia	Goodwill Industries			X					
Lewis, Carvel	Lewis Mortuary II			X					
Loyd, Jamie	Cols Tech College			X					
Martin, John	The Martin Firm			X					
McNeer, Ann	Master Tax Solutions			X					
Miller, Conner	Cols Chamber of Commerce	X							
Ramsey, Ernestine	Metro Cols. YMCA	X							
Randolph, Chester	C. Randolph & Assoc.	X							
Ruff, Gwendolyn	Cols. Water Works	X							
Rutledge, Wanda	Kinetic Credit Union	X							
Sabree, Saleemah	Legacy Link			X					
Smith, Dexter	Com Workers of USA, Local 3212	X							
Stoller, Frederick	Job Corps. Sixty-Two Graphic Studio			X					
Timmons, Wendy	GDOL	X							
Varnum, Amy	GDOL	X							
Vinson, Tim	MCSD			X					
Watson, Eddie	Clay Hill Hunting	X							
Williams, Joe Lee	Stewart Co. BoC	X							
Totals:		18	0	17		0	0	0	0