
Summary of the Three Rivers Workforce Development Board (TRWDB)
Thursday, April 25, 2019 at 11:00AM

Called to Order

Chairman Hilton called the meeting of the Three Rivers Workforce Development Board to order on April 25, 2019 at approximately 11:22 a.m., at the Turin Town Hall, 47 Turin Road, Turin, GA. He welcomed everyone in attendance.

Chairman Hilton notified the Board members that there was not a quorum therefore we could not vote on the agenda items. He stated that we would have a discussion on the agenda items.

Board Members in Attendance:

Shana Anderson, Brandon Eley, Amanda Fields, Steve Hendrix, Kevin Hilton, Dave Lamb, Gail Long, Chunk Newman, and Rich Shakespeare

Board Members NOT in Attendance:

Joey Barrett, Todd Browning, Karen Kirchler, Donna Armstrong Lackey, Maggie Laton, Jeff Rogers, Josh Smith and Jason Williams.

Staff Members:

Kirk Fjelstul, TRRC Executive Director, Stephanie Glenn, Workforce Director, Kim Bennett, Hope Blakely, Dawn Burgess, Stephanie Matthews, Carolyn Mitchell, Sean Sims and Keisha Whitner

Guest:

Dawne White, WGTC and Christopher Smith, GVRA

Approval of the Meeting Minutes

Chairman Hilton asked for a motion to approve the meeting minutes from the February 6, 2019 minutes.

Motion:

Brandon Eley made a motion to approve the consent agenda. Dave Lamb, second the motion. All Agreed.

Director's Report***RFP Reviews***

Stephanie Glenn informed the Committee that received the RFPs in house at the end of March. She stated that we received a total of seven (7) Request for Proposals (RFPs). We received five (5) Proposals for Youth Services and two (2) Proposals for Career Services. Stephanie stated that the team members, Stephanie Matthews and Carolyn Mitchell who lead both of those areas would provide a summary and update of the proposals.

Stephanie Matthews provided an overview of the Youth Services Proposals. Stephanie informed the Committee that there were five (5) proposals received for Youth Services for the next two program years.

She stated that based off the recommendations given by the Workforce Review Committee and Youth Committee, In the Door will be the new contractor to provide Youth Services in our region. She stated that In the Door requested to serve all 10 counties in our region. However, they will pick up the 7 counties that Paxen were serving, and WGTC would continue to provide adult education services for Carroll, Coweta, and Troup County. We would negotiate with In the Door to do the employment services for Carroll, Coweta and Troup in place of Goodwill.

She stated that the Executive Committee agreed with the recommendation to move forward with the negotiations with In the Door and WGTC. She stated that we would come back before the Board in June with our final vote and approval.

Brandon Eley asked Stephanie to provide the Board an overview of the negotiations with In the Door and WGTC. Stephanie informed the Board that during the negotiation period we are asking that In the Door increase the number of participants to serve. She stated that it may change their funding amount. If the funding amount changes, we could increase the amount during the program year.

Career Services RFP

Carolyn Mitchell informed the Committee that we received two (2) proposals for the Career Services RFP. We received a proposal from ResCare and West Georgia Technical College (WGTC).

Carolyn stated that during the negotiation period she is requesting to allow WGTC continue to provide the training services for the Career Services contract. She stated that funding request for WGTC would change. She stated that ResCare is proposing a budget of 2.5 million to serve 450 students and hire 14 staff. She stated that the ITAs and Supportive Services would be taken from ResCare; therefore, she is proposing to take one million from the amount that they proposed, and the number of participants served would increase.

Chairman Hilton asked were there any questions. There were no questions.

TRWDB Board Leadership Team

Chairman Hilton asked the Committee to review the roles and responsibilities of the Chairman, Vice-Chairman, Board Secretary and Board members. He stated that terms are up on all of the positions. However, he did take nominations for the positions.

He stated that we have a position open for the Board Secretary.

Dave Lamb recommended that the current Chair and Vice-Chair remain in their positions, and he recommended Amanda Fields to serve as the Board Secretary.

Finance Discussion

Stephanie stated the report to provide the Board with an overview of our budget and Grants. She stated that the Grants are on a two year cycle.

Stephanie Glenn provided an overview of the Grant Performance Indicators charts for Grants through February 2019. She stated that for Grants ending 6/30/2019, Administration was awarded \$319,325 for PY17/18 and remaining \$89,706, Adult Program, was awarded in PY17 \$894, 753, remaining \$0; Dislocated Worker Program was awarded PY17 \$578,525, remaining \$0 and Youth Services for PY17 was awarded \$1,376,809 with a remaining balance of \$89,706. She stated that Youth Work Experience minimum budgeted: 20% - \$247,825.62 and Three Rivers Region Actual Expended: 27% - \$330,539.77.

Stephanie stated that for the Grants ending 6/30/2020, Administration was awarded for PY18/19 \$353,210 and expended \$43,435, Adult Program was awarded PY18/19 \$1,075,564 and expended \$424,319, Dislocated Worker was awarded for PY18/19 \$1,284,916 and expended \$0, and Youth awarded for PY18/19 \$1,171,615 and expended \$0. The Youth Work Experience minimum budgeted: 20% - \$210,891 and Three Rivers Region actual expended: 0% - \$0.

She stated that in the fall we would receive our new Grants. She stated that when the contracts are executed we would see Youth Services and Adult funding decrease. She stated that if we need any additional funding, we could go to the State to request additional funding that they may recapture from other Workforce areas.

HDCI Update

Stephanie stated that the next round of High Demand Career Initiative (HDCI) funding has been released, there are no caps. She stated that we would continue our High Demand Career efforts in our region. She stated over the last two program years, we have heard from Avalanche Consultant and LaGrange-Troup Chamber about this High Demand Career Initiative. She stated the sustaining Talent Portal and Data Center will be a part of the HDCI funding. She stated that we could use part of the funding to help to promote other High Demand Initiatives. With the funding we could promote other initiatives, and hire additional staff if needed to promote HDCI.

Stephanie stated that we have a HDCI Stakeholders conference in June at the Legacy Lodge at Lake Lanier Island. The conference is held in June. She stated that all industry leaders within our region need to attend. She stated that there will be a session for our staff and another for industry leaders. She stated that Avalanche Consulting will be presenting.

Coweta County Development Authority Agreement

Amanda Fields stated that she is providing a training program for high school seniors in Coweta County after graduation. It's based on a training program that Douglas County did last year. The Development Authority will provide training for 25 high school seniors after graduation. She state that they have already received 31 applications. They will determine

which ones will be in the program. Amanda stated that they would go through 2 weeks of intensive training where they would be learning technical and soft skills. They would get certified forklift training. At the last week of training, they would be able to sit down with employers for employment.

The Development Authority is requesting WIOA funding to provide this training to eligible individuals. Stephanie Glenn stated that the cost per participant is estimated at \$2000 per student and the estimated contract value is \$5,000 for 25 students.

Local Area Performance

Stephanie Glenn provided an overview of our performance within the State. She stated that we are doing well with our performance. She stated that we carry the state with our Adult program. She stated that our performance maximizes our funding. She stated that our Adult funding was at 108% last program year, Dislocated Worker 130%, and our Youth Services performance was a little low but our numbers have increased. To date, we are meeting all of our performance.

Youth Services

SCTC Occupational Skills

Stephanie Matthews provided an overview of the Occupational Skills Training program. She stated that the occupational skills - Southern Crescent Technical College (SCTC) program is scheduled to start May 2019 and is projected to enroll 15 participants in the program. The total cost of the program is \$30,000.

Youth Contractors by County Report

Stephanie stated that Paxen served a total of 112 participants, WGTC served a total of 98 participants, and Goodwill served a total of 35.

Program Services Reports

Carolyn Mitchell provided an overview of the WGTC Forklift Training in conjunction with Accountability Courts in Carroll County. The agreement is provide forklift training for 20 of the court's participants in Carroll, Coweta and Troup counties. This program will result in certifications in both OSHA 10 and Forklift operation/safety. The participants will also benefit from soft skills training and interviewing skills. The total cost of the training is \$40,000 / \$2,000 per participant. The cost includes cost of tuition, materials, supplies and facility equipment.

Active Caseload by County

Carolyn Mitchell stated that Adult and Dislocated Worker had 400 participants registered, WGTC has a total of 315 total participants and SCTC had a total of 89 participants.

Business Services

Sean Sims stated that Business services has executed an Incumbent Worker contract (IWT) with Duracell in LaGrange, Georgia, which will lead to 21 employees being trained.

He stated that he is currently working on an IWT contract with Kimberly Clark Corporation. Sean stated that he is scheduled to meet with Georgia Tech Enterprise Innovation Institute to discuss how Three Rivers can assist the manufacturing companies in the region with training.

GWLA Meeting – Jekyll Island

Chairman Hilton informed the Board members the next GWLA Conference will be held on May 2 – 3. He asked if anyone would be interested in attending. He stated that a Proxy must be from the Business Sector. No one responded.

Executive Committee Meeting

Chairman Hilton stated that the next Executive Committee meeting would be scheduled in May.

Next TRWDB Board Meeting

Chairman Hilton stated that the next TRWDB Board meeting is scheduled on June 27, 2019 at 9:00AM.

Adjourn

Chairman Hilton asked for a motion to adjourn. Steve Hendrix motion to adjourn the meeting. Dave Lamb seconded the motion. All agreed.