
Summary of the TRWDB Executive Committee Meeting
Monday, May 13, 2019 at 2:00PM

Called to Order

Vice Chairman Eley called the meeting of the Three Rivers Workforce Development Board Executive Committee to order on May 13, 2019 at approximately 2:07 p.m., at the Three Rivers Regional Commission office located at 120 N. Hill Street in Griffin, GA.

Board Members in Attendance:

Brandon Eley, Amanda Fields, Donna Armstrong-Lackey, Maggie Laton and Dave Lamb

Board Members NOT in Attendance:

Kevin Hilton and Karen Kirchler

Staff Members:

Stephanie Glenn, Workforce Development Director, Kim Bennett, Hope Blakely, Dawn Burgess, Stephanie Matthews, Deputy Workforce Development Director and Carolyn Mitchell

Approval of the Meeting Minutes

Vice Chairman Eley asked for a motion to approve the meeting minutes from the April 25, 2019 TRWDB Executive Committee meeting.

Motion:

Dave Lamb made a motion to approve the minutes. Amanda Fields, second the motion. Maggie Laton sustained and all other members agreed.

Amend the Agenda

Vice- Chairman Eley asked for a motion to amend the agenda to add the Forklift Accountability Agreement.

Motion:

Maggie Laton made a motion to amend the agenda to add the Forklift Accountability Agreement. Donna Lackey 2nd the motion. All Agreed.

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

Stephanie Glenn thanked the Committee members for giving their time for getting the approvals done for the contracts that are time sensitive. She stated that Stephanie Matthews would provide an overview of the Youth Services proposals and recommendations.

Youth Services

Stephanie Matthews provided the Committee members an overview of the proposal narrative scoring summary page. She stated that the bidder summary page shows the funding

requested, the counties they want to serve, and the number of individuals they would serve. She stated that the summary page shows how we ranked each contractor based off the reviews that we did internally and with the Youth Committee. She stated that Goodwill proposed to serve Carrollton, Coweta and Troup counties in their proposal. She stated that Goodwill increased their numbers from 60 to 75 individuals to serve, and in addition to that, they requested to increase their funding. They would serve the same program, with the exception of the adult education literacy piece because they were sharing the counties with West Georgia Technical College (WGTC).

Ms. Matthews stated that In the Door proposed to serve all 10 counties, serving 122 individuals. She stated that this would be a new provider for us. She stated that Paxen requested to keep the same 7 counties that they are previously serving, and they decreased their numbers from 275 to 140 individuals to serve. She stated that Southern Crescent Technical College (SCTC) is a new bidder with us also. She stated that SCTC proposed to serve 5 counties and serve only 40 individuals. She stated that SCTC funding request was a bit high for the number of individuals they were proposing to serve. They were only requesting to do the Adult Education piece. Ms. Matthews stated that with West Georgia Technical (WGTC) proposal, they increased their budget from the previous contract. They increase their budget because they were adding in additional staff to be able to deliver services, and they increased their numbers from 60 to 100 individuals. They requested to continue doing the Adult Ed piece.

Ms. Matthews informed the Committee after we did the internal view of the proposals, the Youth Committee met, and from the Youth Committee, Paxen and In the Door were the highest bidders, with In the Door being the highest. She stated that based on In the Door Proposal and Paxen's proposal, they wanted to serve 10 counties at a cheaper rate than Paxen. She stated that the Youth Committee did not want to release WGTC from the providing Adult Education because they have done so well and have exceeded their performance numbers throughout the program year.

Ms. Matthews stated that the recommendations to the Three Rivers Workforce Development Board (TRWDB) and the Executive Committee was to allow us to enter into negotiations with In the Door and also with WGTC. She stated that with WGTC nothing was going to change, because they were going to serve 100 individuals and do the Adult Ed piece for Carroll, Coweta and Troup counties.

Ms. Matthews stated that after the negotiations with In the Door, they are going to serve all 10 counties, but they are going to provide full services for the 7 counties that Paxen had previously served. They are going to do the employability piece that Goodwill had in the last program year, and that will be just the employability for Carroll, Coweta, and Troup counties. She stated that we negotiated their price a little, and they are going to serve 200 individuals versus 122.

Ms. Matthews informed the Committee members that In the Door will inherit about half of the participants from the previous program year. She stated that there are about 120 plus kids in the program as of today, however, that number may change because we are ending the program year, and some more exits will take place. She stated that there will more recruitment

taking place, but they proposing to serve 200 participants with the intentions for exceeding that number.

Ms. Matthews stated that there has been some concerns from our Council, Youth Committee and the TRWDB Board that Paxen was not performing like they should have across the region with them being the longest standing contractor. She stated that these are the recommendations that we proposed today, to let In the Door take the opportunity to serve as the Contractor for the 7 counties that Paxen served. These counties are Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties (only the Employability component for Carroll, Coweta, and Troup Counties). Also, keep WGTC to serve Carroll, Coweta, and Troup Counties with a focus only on Adult Education.

In the Door projected cost of \$663,108.00 and WGTC projected cost of \$304,061.50. The total projected cost for Youth Services is \$967,169.50.

Donna Lackey asked for an overview of In the Door Company. Ms. Matthews provided an overview of the company's location and performance.

Motion:

Vice-Chairman Eley asked for a motion to approve In the Door and WGTC as the Youth Services Contractors for the contract period of July 1, 2019 – June 30, 2021.

Donna Lackey made a motion to approve In the Door and WGTC as the Youth Services Contractors. Dave Lamb 2nd the motion. All Agreed.

Career Services

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).

She provided an overview of the funding request and numbers to be served by the contractors. Carolyn stated that WGTC is currently our contractor serving 5 of our counties, Carroll, Coweta, Heard, Meriwether and Troup Counties. She stated that ResCare had proposed to serve all ten counties: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson.

Carolyn stated that we entered negotiations with WGTC. She stated the recommendations is for WGTC to serve only WGTC students and maintain serving the Correctional Facilities within their proposed counties. She stated that WGTC proposed funding request was \$542,458 and they did not provide the number of participants to serve. She stated that after negotiations with them, we were able to decrease the funding amount from \$542,458 to \$284,984.70. WGTC agreed to serve 150 WGTC participants.

Carolyn stated that our second proposal is ResCare, and they proposed to serve all 10 counties and 450 participants. Their funding request was \$2,537,407, however, they did include the participants cost which included the ITAs and Supportive Services. We will not be allocating this part of services to them. The ITAs and Supportive Services will remain with us; therefore the funding amount for ResCare decreased by \$1.5 million from the initial cost.

Carolyn stated that ResCare proposed amount is \$866,863 to serve all 10 counties and 450 participants. She stated that this proposal would result in the loss of 3 internal positions within WorkSource Three Rivers. We have 1 position at the Griffin DOL office and 2 located in onsite in our office location.

Amanda Fields asked Carolyn what she meant by WorkSource losing 3 staff members. Carolyn explained that if ResCare is awarded the contract we would need to lay off internal staffs because that portion of the region would no longer belong to us to serve.

Stephanie Matthews informed the Committee that during the negotiation period that ResCare did agree to take a look at our staff and give them an opportunity to apply for the open positions in the event they are awarded the contract. She stated that ResCare positions required a Bachelor's degree, but ResCare stated that they would look at the years of experience in lieu of education. She stated that if our staff is hired on with ResCare, their benefits would start their first day of employment with ResCare.

Dave Lamb asked what would be the overall cost impact for us. Carolyn stated that it would not be a cost impact for us. Stephanie Glenn stated that it would not be a cost impact but it would be an impact with our performance and visibility in the counties where we heard we do not have an impact. She stated that we are giving another provider an opportunity to touch basis and create a new face in the communities of Butts, Lamar, Pike, Spalding, and Upson Counties and see how they would perform.

Stephanie Matthews informed the Committee members that the decision is up to them, and if they decide that this is not what they would like to do this program year, we have to take this into account. We would have to go back to ResCare and renegotiate with them if they do not want to eliminate internal staff. She stated that we would have to meet again, and vote on that negotiation.

Vice Chairman Eley asked is there a benefit to having one organization do the Career Services piece in all 10 counties and the ability to pull resources from one place. He asked is that figured into the recommendations. Carolyn stated that she believed it would be to handle the Career Services. She stated that we would be building relationships and have control over Career Services. She stated that ResCare assured us that they would be promoting Workforce.

Stephanie Glenn informed the Committee that we would hold ResCare accountable with performance. She stated that we would keep the TRWDB Board and Committee updated on their performance.

Donna Lackey asked how often we would receive reports from ResCare since we will not have a one on one like we have with our own staff. Carolyn stated that it would be the same as with WGTC, she would receive monthly reports and we would review those reports for the name of the individuals enrolled in the program before they pay the invoices. Carolyn informed the Committee that ResCare did include the profit income in their budget. She stated that if they do not perform, they will not receive the profit income which is a percentage of their budget.

Donna Lackey asked is this the amount they would receive. Carolyn stated that if they are doing extremely well, they would receive the total budgeted amount they proposed which included a 5% profit income, which would be around \$35,000. Amanda Fields asked if ResCare were opening offices in our region. Carolyn informed the Committee that ResCare plans on opening offices in our region. She stated that staff will be located in the GDOL offices in Spalding, LaGrange and Carroll. However, in the other counties, they will be searching for locations.

Vice-Chairman Eley asked how confident are we that our staff will be getting hired with ResCare. Carolyn informed the Committee that ResCare are interested in individuals who reside in the counties we serve. She stated that we have two individuals who reside in these counties, and both have been employed with the organization for approximately 12 years or less. However, we have one individual who do not reside in our region, and she's the newest member.

Vice-Chairman Eley asked if there are any vacant positions with Three Rivers Regional Commission where we could move the staff laterally. Hope Blakely stated that there is a Transition Coordinator position in our Aging office located in Franklin, Georgia.

Amanda Fields asked is ResCare pay affordable. Dave Lamb informed the Committee that ResCare is an excellent company to work with.

Motion:

Vice-Chairman Eley asked for a motion to approve ResCare and WGTC as the Career Services Contractors for the contract period of July 1, 2019 – June 30, 2021.

Dave Lamb made a motion to approve ResCare and WGTC as the Career Services Contractors. Donna Lackey 2nd the motion with the TRWDB staff approval. All agreed except Amanda Fields.

After the vote, Stephanie Glenn asked if the Committee would like an update of Contractors' performance. She stated that we could send them a summary report via email that list ResCare office locations in the region and performance.

Donna Lackey stated that the Committee would like monthly reports concerning the Contractors performance, and not wait until the end of the program year.

Coweta County Development Authority Agreement

Stephanie Glenn informed the Committee members that this agreement was presented at the April TRWDB Board meeting and not the Executive Committee. She stated that since we did not have a quorum at the April meeting, she's presenting it before the Committee for Approval.

Stephanie stated that WorkSource Three Rivers is working in partnership with the Coweta County Development Authority to provide training for 25 high school graduates with specialized industry recognized training after graduation. The students will primarily be from Coweta County with an estimated 5 individuals from Heard County. She stated that individuals completing the training will have an opportunity to interview with and work for key employers

identified by the Coweta County Development Authority. Training will be begin on May 28, 2019.

She stated that the cost per participants is estimated at \$2000 per student. The estimated contract value is \$50,000.

Motion:

Vice-Chairman Eley asked for a motion to approve Coweta County Development Authority Agreement.

Donna Lackey made a motion to approve the Coweta County Development Authority Agreement. Dave Lamb 2nd the motion. All Agreed.

SCTC Occupational Skills Training

Vice-Chairman Eley asked for a motion to amend agenda to add the SCTC Occupational Skills Training Agreement.

Motion:

Amanda Fields made the motion to approve amending the agenda to add the SCTC Occupational Skills training. Donna Lackey 2nd the motion. All Agreed.

SCTC Occupational Skill Training Agreement

Stephanie Matthews provided an overview of the SCTC Occupational Skills training agreement. She stated that SCTC will partner with the Southern Crescent Economic Development Division to offer Industry Essentials to students who have completed at least 2 parts of the GED exam (preferred but not required) and are between 18 to 24 years of age.

The Industry Essentials is a 2-week program that offers students the opportunity to receive an industry-related certificate (Forklift) as well as OSHA-10 and soft skills training. She stated that students must attend 100% of the classes.

She informed the Committee that classes will be held on May 20-31 in Spalding County. She stated that after the training, students will receive their certificates during a ceremony held at the end of the 2 weeks of training. Students will also participate in interviews with employers who will be on campus the last day of training.

Stephanie informed the Committee that the cost is approximately \$30,000 (\$2,000 per student).

Vice Chairman Eley asked the Committee members for a motion to approve the SCTC Occupational Skills Training Agreement.

Motion:

Amanda Fields made the motion to approve SCTC Occupational Skills training Agreement. Maggie Laton 2nd the motion. All Agreed.

WGTC Accountability Courts Agreement

Carolyn Mitchell asked for the Committee approval of the WGTC Accountability Courts Agreement.

Carolyn provided an overview of the training program to the Committee members. She stated that this is a request for funding for a program offering training to participants in Accountability Courts in the counties served by WGTC that are located in the Three Rivers Region. These counties include: Carroll, Coweta and Troup. She stated that the training is for individuals with nonviolent convictions who are able to work in local businesses and industries. The program will provide training and certifications in OSHA 10 and forklift operation and safety. Carolyn informed the Committee the training is for 40 hours. She stated that the Carroll County Court System has requested four hour sessions to be held on Wednesdays, from 12:00 noon until 4:00pm. The location of the training will be held at West Georgia Technical College's Adamson Square location.

Carolyn informed the Committee members that the cost per participant is \$2000 and a minimum of 5 participants, and a maximum of 20 participants with a total of \$40,000. She stated that students must have a TABE test score of 6th grade in Math and English and have at least 10 weeks remaining in the court program to qualify.

Vice-Chairman Eley asked the Committee members for a motion to approve the WGTC Accountability Courts Agreement.

Motion:

Amanda Fields made the motion to approve the WGTC Accountability Courts Agreement. Donna Lackey 2nd the motion. All Agreed

Adjourn

Vice-Chairman Eley asked for a motion to adjourn the meeting at 2:45pm. All Agreed.