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## Three Rivers Workforce Development Quarterly Board Meeting

Post Agenda

June 27, 2019

9:00AM

The Three Rivers Workforce Development Board, Area 8 held their quarterly board meeting on June 27, 2019 at 9:00 a.m., at the Turin Town Hall, 47 Turin Road, Turin, GA 30289.

### **Board Members in Attendance:**

Joey Barrett, Myra Boyt, Todd Browning, Warren Bush, Brandon Eley, Amanada Fields, Steve Hendrix, Kevin Hilton, Donna Lackey, Dave Lamb, Maggie Laton, Jeff Rogers, Josh Smith, and Jason Williams

### **Board Members NOT in Attendance:**

Karen Kirchler, Gail Long, Frank "Chunk" Newman, Trixie Noe, and Rich Shakespeare

### **Staff Members:**

Kirk Fjelstul, TRRC Executive Director, Stephanie Glenn, Kim Bennett, Hope Blakely, Dawn Burgess, Mark Farris, Stephanie Matthews, Carolyn Mitchell, and Keisha Whitner.

### **Guest Present:**

Christy Grigsby, ResCare, Aveana Jackson – Office of Workforce Development, Janice Davis - GDOL and Mack Clark, GDOL

### **Called to Order**

Chairman Hilton called the meeting of the Three Rivers Workforce Development Board to order on June 27, 2019 at approximately 9:05 a.m., at the Turin Town Hall, 47 Turin Road, Turin, GA.

Chairman Hilton welcomed everyone in attendance and introduced the new board members that were present at the meeting. He informed the Board members that there was quorum, therefore we could vote on the agenda items presented.

### **Approval of the Meeting Minutes**

Chairman Hilton asked for a motion to approve the consent agenda.

#### ***Motion:***

Donna Lackey made a motion to approve the consent agenda. Dave Lamb, 2<sup>nd</sup> the motion. All Agreed.

### **New Business**

#### ***Board Secretary***

Chairman Hilton asked for a motion to nominate a new Board Secretary. He stated that we had a discussion at the last Board meeting, but we did not have a quorum to vote on the nomination. The discussion was to nominate Amanda Fields.

Chairman Hilton asked for a motion to nominate a new Board Secretary.

#### ***Motion:***

Dave Lamb motion to nominate Amanda Fields as the TRWDB Board Secretary. Donna Lackey 2<sup>nd</sup> the motion. All Agreed.

### **Amending Agenda**

Chairman Hilton asked for a motion to amend the agenda to add the One-Stop Operator contract renewal to the agenda.

#### ***Motion:***

Brandon Eley made the motion to amend the agenda to add the One-Stop Operator contract renewal to the agenda. Donna Lackey 2<sup>nd</sup> the motion. All Agreed.

### **Director's Report**

#### ***One-Stop Operator***

Stephanie Glenn asked for the Board's approval to continue service with the Georgia Department of labor (GADOL) for the One-Stop Operator position. She informed the Board members that the GA DOL serves as the One Stop Operator for the Three Rivers Region, and the contract ends on June 30, 2019.

Stephanie informed the Board that the One Stop Operator (OSO) contractor manages the physical Workforce One Stops that are located at the Carrollton, Griffin, and LaGrange office of the GA DOL. She stated that the One Stops are the primary office location for workforce enrollment, and access to partner agencies for the workforce system.

She stated that the maximum amount of the contract is \$120,000 for PY19/FY20. There is no change in the funding amount from the previous contract amount.

Stephanie asked if anyone had any questions and/or concerns. There were no questions and/or concerns.

Chairman Hilton asked for a motion to approve the renewal of the One Stop Operator Contract Renewal.

**Motion:**

Steve Hendrix made the motion to approve the renewal of the One Stop Operator Contract for PY19/FY20. Donna Lackey 2<sup>nd</sup> the motion. All agreed.

**Finance Reports**

***Grant Transfer Approval***

Stephanie Glenn informed the Board members that we run into a change with the State. She stated that they give us a set timeline for funds transfers to be done at the State level. Stephanie stated that we normally transfer Dislocated Worker funds to Adult. She stated that we are spending down our Adult funds, but we are not spending the Dislocated Worker funds. She stated that with the timeline that the State has given to us, it does not coincide with our Board meetings. She stated that the funds transfer waiver would allow the WIOA staff the authorization to transfer funds at their discretion, up to 100% of the total available Dislocated Worker funds to Adult funds that would allow the local area to serve as many customers as possible based on the customer's funding eligibility.

It allows the local area staff to request up to 49% funds transfer without the Board approval. She informed the Board that any transfer 50% or above would require the TRWDB Chair signature. Stephanie informed the Board members that regardless of the amount of funds transferred requested, the practice has been that this action is reported at the board meetings. She stated that this would continue.

She stated that if a transfer is not done, it holds up a lot. It holds up our training accounts at the Technical Colleges, and it puts in a bottleneck at the office. She stated that with the timelines the State has given to us, we want to continue serving our participants without a lag in our services.

She informed the Board members that WIOA allows for 100% fund transfer between Adult and Dislocated Worker. She stated that the WIOA State Administrative Entity has set a policy that allows the local area staff to request up to 49% funds transfer without the Board approval.

Chairman Hilton asked for a motion to approve the Funds Transfer Waiver approval.

Joey Barrett made the motion to approve the Funds Transfer Waiver approval. Dave Lamb 2<sup>nd</sup> the motion. All Agreed.

### **Spend Down Analysis**

Stephanie Glenn provided an overview of the Spend Down Analysis report. She stated that the report show how the Contractors spent their funds during the program year. She stated that a number of our Contractors have not spent the maximum value of their contracts. Stephanie stated that it's not a problem but it's something to be aware of. We have made a decision with the new Contractors this program year. She stated that we have new Contractors this program year, therefore, some of this will change. She stated that we looked at West Georgia Technical College (WGTC) and Paxen carefully. We see some things transitioning in house already. Stephanie stated the amounts would change with the last invoices that will be coming in house on July 15<sup>th</sup>. She stated that we will provide a final report in August.

Dave Lamb asked does the funds need to be spent by the end of this month. Stephanie Glenn stated that the funds does have to be spent. Dave asked if they need to be invoiced by the end of the month. Stephanie stated that yes, they need to invoice us. She stated that since we have spent down our grants that need to be spent down by the end of this month, we have paid but those funds will be paid out of the Grants for 2020.

Brandon Eley asked when some of these Contractors under bid on how much they are going to spend on the course of the contract, has it been a time where it impacted our budget, and caused any of our funds to be taken back by the government or could we reallocate these funds and spend all the money. Stephanie stated that yes, we could spend all the funds regardless. She stated that we could spend the money in Business Services, and we started the Correctional Facility training program which used a lot of the funding. She stated that Stephanie Matthews started the Youth Programs that used up a lot of funds in the Youth program. Stephanie stated that we were able to use up the funding on these programs.

Stephanie Glenn stated that we could look at the Spend Down reports in the middle of the year to see if the contractors are spending their money, and if they are not we could reallocate and/or take back the funds or increase the value of their contract. She stated that in the new contracts, we put a clause in there that state, if the spend down is not at the rate we see is necessary to spend down their contract value, we could reduce their contract value.

Stephanie Matthews informed the Board that a few years ago, we had an incident, where there were Youth funding that came back in house, and we were able to transfer those funds to another Workforce area. Stephanie stated that it's better to transfer the funds to another Workforce area instead of having the funds recapture by the State.

### **Grant Performance Indicators**

Stephanie Glenn provided an overview of the Key Performance Indicators through April 2019. She informed the Board members that the Grants ending June 30, 2019 shows that we had \$200 left in Admin, but we no longer have anything left as of today. We have zero remaining balances. She stated that the Grants ending in 2020, there are balances left but it does not reflect the transfer amount that was approved in February. She stated that we transferred one million dollars. She stated that we would see the one million dollar transfer amount by the August Board meeting.

### **Allocations**

Stephanie Glenn provided an overview of the PY19 Allocations. She stated that these amount shows what we will be receiving in October. She states that it helps to plan a little better. She stated that the Adult allocations decreased a little. She stated that this goes back to the approval of the transfers. Stephanie stated that we receive a million for adult funding, but we are only receiving \$895,458. She informed the Board that sometimes we are approving training programs for \$200,000 plus dollars with Economic Development through our Technical Colleges. She stated that our ability to transfer will help us in the future. If we continue to approve programs with the rate that we are going.

### **Dislocated Worker Allocations**

Stephanie Glenn stated that we are receiving \$1.5 million in Dislocated Worker funds. She stated that we never used \$1.5 million in Dislocated Worker funds before, therefore, we will begin transferring funds.

### **Youth Allocations**

Stephanie Glenn stated that we are receiving 1 million in Youth funds. She stated that we are receiving a slight decrease in funds.

### **Operating Budget**

Stephanie Glenn provided an overview of the operating budget for July 1, 2018 to June 30, 2019. She informed the Board members that we have 29% of the budget remaining.

### **SETA Membership**

Stephanie Glenn provided the Board members an overview of the Southeastern Employment and Training Association (SETA) for Board members. She stated that the SETA membership for the Board members is \$250. The \$250 covers all the Board members membership.

Chairman Hilton asked were there any questions and/or concerns about the membership.

Several Board members would like to review the SETA site before they could vote on the membership dues.

Chairman Hilton tabled the SETA membership until the next Board meeting that will be held in August.

### **Local Elected Officials Meeting Update**

Stephanie Glenn informed the Board members, the Local Elected Officials (LEOs) met on June 18, 2019. She informed the Board members that the LEOs have to meet once a year. She stated that they did not have a quorum, therefore, they could not vote on the agenda items. She informed the Board members that the LEOs had some concerns about the TRWDB Board and how we are delivering our program. The LEOs would like more Marketing for the TRWDB Board. Also, the LEOs would like a transparency with our finances.

She informed the Board members that she informed the LEOs about their roles and responsibilities of appointing new Board members to the TRWDB Board, and the disallowed cost and financial issues within the organization or with a Contractor outside.

### **Deputy Director Reports**

Stephanie Matthews provided an overview of the new Contractors. She informed the Board members that we are currently closing out Paxen and Goodwill. She stated that Paxen and Goodwill last day as our Contractors is Friday, June 28<sup>th</sup>. She stated that we have been out collecting files and other items from the Contractors. She stated we are keeping WGTC as a Contractor for Youth Services. She stated that WGTC is currently sending us a lot of Exits for individuals attaining their GEDs and have entered work or Post-Secondary Education.

Stephanie stated that In the Door is our new provider. They have hired their entire team and would like everyone to be on board by July 15<sup>th</sup>. They will be training with us on July 24<sup>th</sup>. She informed the Board members that we would be going through all the active files that In the Door would be receiving to ensure all the information is in the files before we transfer the files over to them. She stated that we are currently waiting for all contracts be returned back to us with signatures.

### **Business Services Contacts**

Stephanie Matthews informed the Board members that over the last couple of weeks, we have been busy. The ARC Residential OJT contract in Villa Rica, Georgia. She stated that they would like to hire an Office Administrator with a salary of \$21.00/hr. for 570 training hours. The maximum amount the employer would be reimbursed at 75% is \$8,977.50.

Stephanie provided an overview of the City of Milner OJT Contract. She stated that the City of Milner has 490 hours remaining which totals \$4,000 remaining on the contract. They would like to hire an individual to complete these hours. After these hours and funds are completed, the Milner OJT contract would be done.

She informed the Board members that Bonduelle the old Ready Pack reached out to us to do a contract with us. She stated that they would like to do one-hundred On the Job Training (OJT) positions in Butts County. She stated that if we have the funding to do this contract, we would be happy to assist with training their workers. Stephanie informed the Board that they are also interested in our Incumbent Worker Training contract (IWT) as well.

### **Youth Caseloads by County Report**

Stephanie Matthews informed the Board members that Goodwill have a total 38, Paxen has a total of 121, and WGTC has a total of 116 active individuals. She stated that since the report has been run, there has been some exits in the system. She informed the Board members that we served 350 individuals across the program year.

### **Program Services Reports**

Carolyn Mitchell provided an overview of the Correctional Facility Welding Program. She stated that the welding programs at the Carroll, Coweta and Spalding Correctional Facility are 150-hour programs designed to provide welding skills for inmates at the Carroll and Coweta County Correctional Facilities. The program includes introduction to Welding, Basic and Advanced Shielded Metal Arc Welding, and Gas Metal Arc Welding. She stated that individuals completing the program will be eligible for the AWS Weld Test Certification in Shielded Metal Arc and Flux-Cored Metal Arc Welding. In the upcoming program year there are 4 welding training classes planned, 2 in each facility.

Carolyn stated that the total cost of the program is \$370,000 in adult funding, which includes the cost of Personal Protection Equipment. The funding will be used for individuals for West Georgia Technical College (WGTC) and individuals at Southern Crescent Technical College (SCTC).

Chairman Hilton asked for a motion to approve the Correctional Welding Program for WGTC and SCTC.

### **Motion**

Amanda Fields motion to approve the Correctional Facility Welding Program for WGTC and SCTC. Maggie Laton 2<sup>nd</sup> the motion. Steve Hendrix abstain. All Agreed.

### **Policy Revision – Funding Limitation Policy**

Carolyn Mitchell asked the Board for an increase for Individuals training account increase for the Nursing, Radiology and Dental Hygienist Degrees. She stated that the cost of tuition, fees, and supplies has increased and is continuing to do so which may limit participants from successful completion of services once WIOA funding limits are reached. In order to continue to assist participants with such expenses the recommendation is to increase the funding limitation for training services to \$7500 for one (1) year of training or \$15,000 for two (2) years of training which exclude supportive services.

Chairman Hilton asked for a motion to approve the Policy Revision – Funding Limitation Policy.

### **Motion**

Josh Smith motion to approve the Policy Revision – Funding Limitation Policy. Joey Barrett 2<sup>nd</sup> the motion. All Agreed.

### **Active Caseload Reports**

Carolyn provided an overview of the Active Caseload Reports to the Board members. She stated that there is a total of 448 Adult/Dislocated Workers, WGTC has a total of 352, and SCTC has a total of 88 active participants on their caseloads. She stated that several of the individuals are exiting from the program. The new provider will take over the remaining individuals on the caseloads.

### **New Contactors**

Carolyn Mitchell informed the Board members that we are losing three (3) of our staff members. However, the three (3) individuals have been offered positions with ResCare. She stated that ResCare will be taking over the caseloads on July 1<sup>st</sup> and training with them, will be in the upcoming month.

Carolyn informed the Board members that ResCare office locations will be located in the Department of Labors (DOLs) in the following counties: Griffin, LaGrange, and Troup.

### **Next TRWDB Board Meeting**

Chairman Hilton stated that the next TRWDB Board meeting is scheduled on August 22, 2019 at 9:00AM.

### **Adjourn**

Chairman Hilton asked for a motion to adjourn. All Agreed.