

Three Rivers Regional Commission  
Workforce Development Board Meeting

April 28, 2016, 11:00 AM

**Agenda**

- I. Welcome & Call to Order
- II. Approval of WIB Minutes (2.25.2016)
- III. Chairman's Report – Chairwoman Kathy Knowles, Workforce Development Board Chair
- IV. Director's Report – Robert Hiatt, Governmental Services Division Director
  - a. Cloud Discussion
  - b. Budget Update
  - c. Committees
    1. Budget
    2. Planning
    3. Business & Industry
    4. Marketing
  - d. State Proposed Timeline
  - e. Local Plan
  - f. One-Stop Recertification Policy
  - g. One-Stop Assessment
  - h. MOUs/RSA Discussion
- V. Program & Youth Reports & Updates – Stephanie Glenn, Program Manager
  - a. Crane & Riggings Training Agreement
  - b. Housing Authority MOUs/Resource Sharing Agreement
  - c. Caseloads by County
  - d. Citizens Served
  - e. File Monitoring
  - f. Regional Outreach Update
  - g. Youth Committee Update
  - h. Warn Notice
  - i. Troup Trained
- VI. Other Business – Robert Hiatt, Governmental Services Division Director
- VII. Next Meeting - June 23, 2016  
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- VIII. Adjourn

**THREE RIVERS REGIONAL COMMISSION  
WORKFORCE INVESTMENT BOARD  
WIB BOARD MEETING**

**POST AGENDA**

**February 25, 2016**

**11:00 a.m.**

The Three Rivers Regional Commission, Workforce Investment Board, Area 8 held a Meeting on February 25, 2016 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairwoman Kathy Knowles, Regina Abbott, James Brown, Todd Browning, Greg Burns, Mitch Byrd, Deborah Carson, Jennifer Corcione, Brandon Eley, Laura Gammage, Steve Hendrix, Kevin Hilton, Missy Kendrick, Gail Long, Keisha Ray, Kevin Sasser, Linda Sisco, and Greg Webster. Other members were unable to attend.

#

Guest in attendance included: Megan Pearson, Deldria Turner, Brian Fincher, Tommy Johnson, Woodbury City Council

CEO Member included: Mayor Peter Banks, Mayor Sandy Johnson, Mayor Dick Morrow, Mayor Kay Pippin, and Commissioner J. Briar Johnson,

Staff in attendance included: Robert Hiatt, Government Services Division Director, Stephanie Glenn, Program Manager, and Dawn Burgess, Office Administrator.

The agenda consisted of the following items:

- Welcome & Call to Order
- Approval of WIB Minutes (01.11.2016)
- Chairman's Report – Kathy Knowles, Workforce Investment Board Chair
  
- Director's Report – Robert Hiatt, Governmental Services Division Director
  - Travel Policy
  - Budget Update
  - ETPL Eligibility
  - Marketing & Branding update
  - WIOA Board Recertification
  - Workforce Development Board (Rename)
  
- Program & Youth Reports & Updates – Stephanie Glenn, Program Manager
  - Case Loads by County
  - Regional Outreach Update
  - Youth Committee Update
  - GDEcD Strategic Grant Application – Ex-Offender Re-Entry Initiative
  - Trained Program Provider Approval
    - ETPL Providers/Programs
    - Workforce Training Academy – Manufacturing Certificate (Formally Troup Trained)
    - Certified Crane and Rigging Professional
  
- Other Business – Robert Hiatt, Governmental Services Division Director
  - Georgia Conflict of Interest Provisions

#

#

**CALL TO ORDER AND WELCOME**

Chairwoman Kathy Knowles called the meeting to order and introduced the new Mayors in attendance.

**CHAIRWOMAN KNOWLES CALLED FOR THE APPROVAL OF THE MEETING MINUTES (01.11.2016)**

Chairwoman Knowles asked for a motion to approve the meeting minutes from the January 11, 2016 Board meeting, and to approve to move the items up on the agenda (travel policy).

**MOTION:**

James Brown made the motion to approve the meeting minutes and move items up on the agenda. Mitch Byrd gave the 2<sup>nd</sup>. The motion was approved 17-0.

**CHAIRWOMAN KNOWLES CALLED FOR THE DIRECTOR'S REPORT**

**Board Travel Policy**

Mr. Hiatt informed the Board members that he need to amend the travel policy for training outside the Board meetings.

**MOTION:**

Kevin Sasser made the motion to approve the amendment to Board Travel Policy. James Brown gave the 2<sup>nd</sup>. The motion was approved 17-0.

**Workforce Board Name**

Mr. Hiatt informed the Board members that he needs approval to change the Three Rivers Regional Commission Workforce Board to Three Rivers Workforce Development Board.

**MOTION:**

Missy Kendrick made the motion to approve the Workforce Board name change. Steve Hendrix gave the 2<sup>nd</sup>. The motion was approved 17-0.

Stephanie Glenn asked the Board members for approval of the Training Program and Provider approvals. The training programs approval includes four trainers excluding West Georgia Technical College (WGTC).

**MOTION:**

Missy Kendrick made the motion to approve the training programs excluding West Georgia Technical College (WGTC). Brandon Eley gave the 2<sup>nd</sup>. The motion was approved 17-0.

Stephanie Glenn asked the Board members for approval West Georgia Technical College (WGTC), formally Troup Train. Proposing with WGTC with 25 participates at \$5,500 per participate. The six and seventh week programs is for graduation, and orientation job skills that prepare participate(s) for the workforce. Ms. Glenn informed the Board members that WGTC formally Troup Train rolled out to the five surrounding counties.

**MOTION:**

Brandon Eley made the motion to approve the WGTC approval (Proposal). James Brown gave the 2<sup>nd</sup>. The motion was approved 17-0.

**Budget**

Mr. Hiatt asked the Board members approval of the Workforce Grants for 20 ex-offenders and youth.

**MOTION:**

Steve Hendrix made the motion to approve the Workforce Grants for ex-offenders and youth. Mitch Byrd 2<sup>nd</sup> the motion. The motion was approved 17-0.

### **Eligibility Provider List (EPTL)**

Mr. Hiett informed the Board members that a participant must meet two of the six requirements to qualify; and three of the six requirements to graduate. The requirements are met by the State.

### **Marketing and Branding**

Mr. Hiett informed the Board members that the State will come up with the marketing & branding material. Blue Sky is the State focus group. The State will provide funds and there is no timeline.

Mr. Hiett recommended creating a Marketing Committee. He asked the Board members for volunteers to serve on the committee. The volunteers for the committee are: Kevin Sasser, Brandon Eley, Mayor Sandy Johnson and Mayor Dick Morrow.

Robert informed the Board members that he's going to have Sonja Baisden the TRRC Workforce Business Specialist schedule meetings with the Chambers and other leaders in the community. Every board packet will include the participate list.

### **WIOA Recertification**

Mr. Hiett informed the Board members that the new law takes effect July 2016. He also, informed Board members June 2016 the board will be restructured according to the new Bylaws. WIOA Board recertification the State has the authority. The new Workforce law listed the vacancies and asked the counties to fill those positions.

The WIOA Board Structure should have 51% Private Sector Members, 20% Workforce Representative, Education and Training Representatives a minimum of 2 members, and Governmental and Economic Development a minimum of 3 members. The Board must decrease from 31 members to 19 members.

Mr. Hiett informed the Board members the board must be certified to receive funds. The Chief Elected Officials could nominate someone from each county. He informed the Board that he received a response back from Carroll County. Mr. Hiett stated that he's going to contact several County Elected Officials.

Chairwoman Knowles informed the Board members that the replacement of the Private Sector would be based on attendance.

Mr. Hiett informed the Board members that Heard and Coweta Counties has 45 days to submit a volunteer. After the deadline, all vacancies will be submitted to the Chief Elected Officials of each county. Jane Caraway is not in the position as the Economic Development Region 4 Project Manager; however she will remain in the position until they hire someone.

Mr. Hiett informed the Board members that the board certification packet the state will submit. By June 30<sup>th</sup> the documents need to be signed. The Bylaws need to be updated to reflect the changes (Governance).

### **Program & Youth Reports and Updates**

#### *Case Loads by County*

Stephanie Glenn informed the Board members that the performance numbers are coming into the Career Centers, and the adult education for the Technical Colleges. For the program year 2015 the numbers of the citizens served a table will list everyone on all levels. Stephanie informed the Board members that the table will give them an ideal of who we are serving. The Board members stated that we could list who is an offender. Stephanie informed the Board that Workforce did ask for a Sector Training in the amount of \$122,000.00.

**Other Business**

*Conflict of Interest Statement*

Mr. Hiatt informed the Board Members that a Conflict of Interest Statement must be signed once a year by all Board members.

**CHAIRWOMAN KNOWLES CALLED FOR ADJOURNMENT**

Chairwoman Knowles motion to adjourn the meeting at 12:35 p.m.

As there were no further business and the meeting was adjourned.

---

Kathy Knowles, Chairwoman

---

Director



## WIOA Implementation Proposed Timeline

### March 2016

WIOA working Groups Review One-Stop Assessment  
One-Stop Self-Assessment Distribution to LWDA

### April 2016

Market Research and Cost Benefit Analysis Guidance Release

### May 2016

One-Stop Self-Assessment Returned to the State  
WIOA Working Groups Review Self-Assessment Responses and Decisions  
LWDA Board Certification Document Request Distributed

### June 2016

MOU in Place between LWDB and Required One-Stop Partners to Provide WIOA Core Programs  
One-Stop Procurement Guidance Released  
Local Boards are Certified or Corrective Actions and Issued  
State Reports to Governor's Office Status of One-Stop Decision

### August 2016

LWDBs Begin Developing Plan for Full Time Staff or Access to Required Partners  
Statewide Training Conference  
Statewide Branding Launch

### Fall 2016

Local/Regional Plans Due

### No later than spring 2017

One-Stop Operator RFPs Process (to be awarded June 2017)  
Section 188 ADA Plan in Place



## WORKFORCE IMPLEMENTATION GUIDANCE (WIG) LETTER

**DATE:** November 25, 2015  
**NO:** WIG PS-15-008  
**TO:** LOCAL WORKFORCE SYSTEM STAKEHOLDERS  
**FROM:** ODIE DONALD, WIOA Services Director  
**SUBJECT:** PRELIMINARY LOCAL AND REGIONAL PLAN GUIDANCE

- 1. Purpose.** To detail ways in which LWDA's may begin work on Local and Regional plans prior to the issuance of final guidance by WFD.
- 2. References.** [WIOA](#)  
[NPRM](#)  
[Proposed Georgia Unified Plan](#)
- 3. Definitions.** WIOA – Workforce Innovation and Opportunity Act  
LWDA – Local Workforce Development Board  
SWDB – State Workforce Development Board  
WFD – Workforce Division  
NPRM – Notice of Proposed Rule Making
- 4. Background.** WIOA Section 108 requires each LWDA to submit a Local and Regional Plan to the SWDB for approval. WFD seeks to provide preliminary guidance for the drafting of Local and Regional Plans.
- 5. Preliminary Guidance.** USDOL has given a detailed account of items that must be included in Local and Regional Plans in WIOA Section 108 and NPRM 679.500, 679.510, 679.520, 679.540, 679.550, 679.560, and 679.570. LWDA's are encouraged to begin working with partners to write sections responding to the information requested in these citations. LWDA's are also encouraged to read the Governor's Vision section of the Proposed Georgia Unified State Plan. This section outlines the governor's goals and vision for the workforce system. In order to assist with local and regional planning, WFD has collected the points of contact for core partner programs. Those contacts are attached below.
- 6. Action Requested.** LWDBs are asked to begin discussions with partners and to begin drafting Local and Regional Plans.
- 7. Inquiries.** Inquiries regarding this guidance should be directed to your programmatic technical assistance representative.

**8. Expiration.** Continuing.

**9. Attachment.** See Below.

## AREA 8 – Three Rivers

LWDA 8	Three Rivers Regional Commission	Robert Hiett	Director	(678) 692-0510	<a href="mailto:rhoett@threeriversrc.com">rhoett@threeriversrc.com</a>
Ga. Dept. of Labor		Gail Long	LaGrange Career Center Manager		<a href="mailto:Gail.Long@gdol.ga.gov">Gail.Long@gdol.ga.gov</a>
TCSG – Adult Education	Southern Crescent Technical College	Melissa Gordon	Vice President of Adult Education	(770) 229-3176	<a href="mailto:mgordon@sctech.edu">mgordon@sctech.edu</a>
TCSG – Adult Education	West Georgia Technical College	Karen Kirchler	Vice President of Adult Education	(770) 838-3192	<a href="mailto:Karen.Kirchler@westgatech.edu">Karen.Kirchler@westgatech.edu</a>
Georgia Vocational Rehabilitation Agency		Jason Williams	Rehabilitation Unit Manager, LaGrange	(404) 780-6841	<a href="mailto:Jason.Williams@gvra.ga.gov">Jason.Williams@gvra.ga.gov</a>
Georgia Vocational Rehabilitation Agency		Deborah Carson	Rehabilitation Unit Manager, Griffin	(404) 780-6750	<a href="mailto:Deborah.Carson@gvra.ga.gov">Deborah.Carson@gvra.ga.gov</a>
Dept. of Human Services	DFCS Office	Judy Jones	District Manager	(770)749-4355	<a href="mailto:Judy.jones@dhs.ga.gov">Judy.jones@dhs.ga.gov</a>



1210 Greenbelt Drive - P.O. Box 97  
Griffin, GA 30224  
Office: 770-229-9799  
Toll-Free: 1-877-633-9799  
www.threeriversrc.com

*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

## **One Stop Recertification Policy**

Three Rivers Workforce Development Board will conduct a One-Stop Recertification process to take place every two (2) years. The comprehensive One-Stop re-certification process, to be conducted by the Local Board, shall be outlined in in the LWDA's Policies and Procedures Guide. WFD will examine the LWDA's One-Stop re-certification process during the yearly on-site monitoring period for compliance with both WIOA Federal and State requirements.

\_\_\_\_\_  
Kathy Knowles, Chairperson

Date: \_\_\_\_\_

**Community Partnership  
Between  
Housing Authority of the City of West Point  
&  
Three Rivers Regional Commission  
Workforce Development Partnership**

---

This is an agreement between Housing Authority of the City of West Point, hereinafter called **HAWP** and Three Rivers Regional Commission, Workforce Development Partnership, Hereinafter called **WIA**

**I. PURPOSE & SCOPE**

The purpose of this agreement is to identify the roles and responsibilities of each party as they relate to the collaboration and partnership between HAWP and WIA.

This agreement shall continue, unless it is specifically amended by a subsequent written agreement or by written termination in particular, this partnership is intended to:

Provide to the community a collaboration of services between HAWP and WIA. The goal is to provide more convenient, effective, and interpersonal response and assistance to clients needing removal of educational barriers. Both parties agree to work in conjunction with each other under this partnership agreement to ensure clients are provided the resources and assistance as outlined below.

---

**PARTNER RESPONSIBILITIES:**

**II. HAWP RESPONSIBILITIES UNDER THIS PARTNERSHIP**

HAWP shall undertake the following activities during the duration of the partnership term:

- Refer HAWP residents to DOL / WIA for career and educational services as well as other programs / workshops as may be beneficial to said residents
  - Provide ongoing communication through various mediums to HAWP residents about the services offered by WIA and their benefit
  - Provide transportation (as available) for HAWP residents so they may participate in the various services offered
  - Effectively communicate and participate (as needed or requested) with WIA in planning, marketing and implementing services
  - Agree to count enrollment and participation in WIA as an exemption or as hours towards the community service required as a condition of their housing benefits
- 

**III. WIA RESPONSIBILITIES UNDER THIS PARTNERSHIP**

WIA shall undertake the following activities during the duration of the partnership term:

- Provide referrals to job training and/ or employment opportunities to qualified participants
- Track and log names of program and/or workshop participants and length of their participation for HAWP reporting purposes
- Notify appropriate HAWP staff of enrollment dates, orientations, activities and/or other special events
- As available, provide marketing pieces for distribution to HAWP residents

**Community Partnership  
Between  
Housing Authority of the City of West Point  
&  
Three Rivers Regional Commission  
Workforce Development Partnership**

---

- Provide on-going communication to HAWP residents about the services/programs offered will be provided to the WPHA Coordinator
  - Refer HAWP residents to other workshops and/or activities as appropriate
- 

**IV. PARTNERSHIP TERMINATION**

The terms and conditions by which this partnership may be modified and/or terminated.

1. Modification can be made based on mutual agreement and documented by a written addendum with the signature of both parties.
2. Termination may occur if either party fails to meet their responsibilities under the partnership.
3. Each party will endeavor to give the other party a minimum of thirty days notice in the circumstance of either a modification or termination of this community partnership.

**V. FUNDING REQUIREMENTS**

This partnership does not include the reimbursement of funds between the two parties.

**X. EFFECTIVE DATE AND SIGNATURE**

This PARTNERSHIP shall be effective upon the signature of both parties. It shall be in force from March 15, 2016 until terminated. Parties indicate agreement with this partnership by their signatures.

**SIGNATURES AND DATES**

---

**Housing Authority of the  
City of West Point  
J. Len Williams  
Chief Executive Officer**

---

**Three Rivers Regional Commission  
Workforce Development Partnership  
Lanier Boatwright  
Executive Director**

---

**Date**

---

**Date**

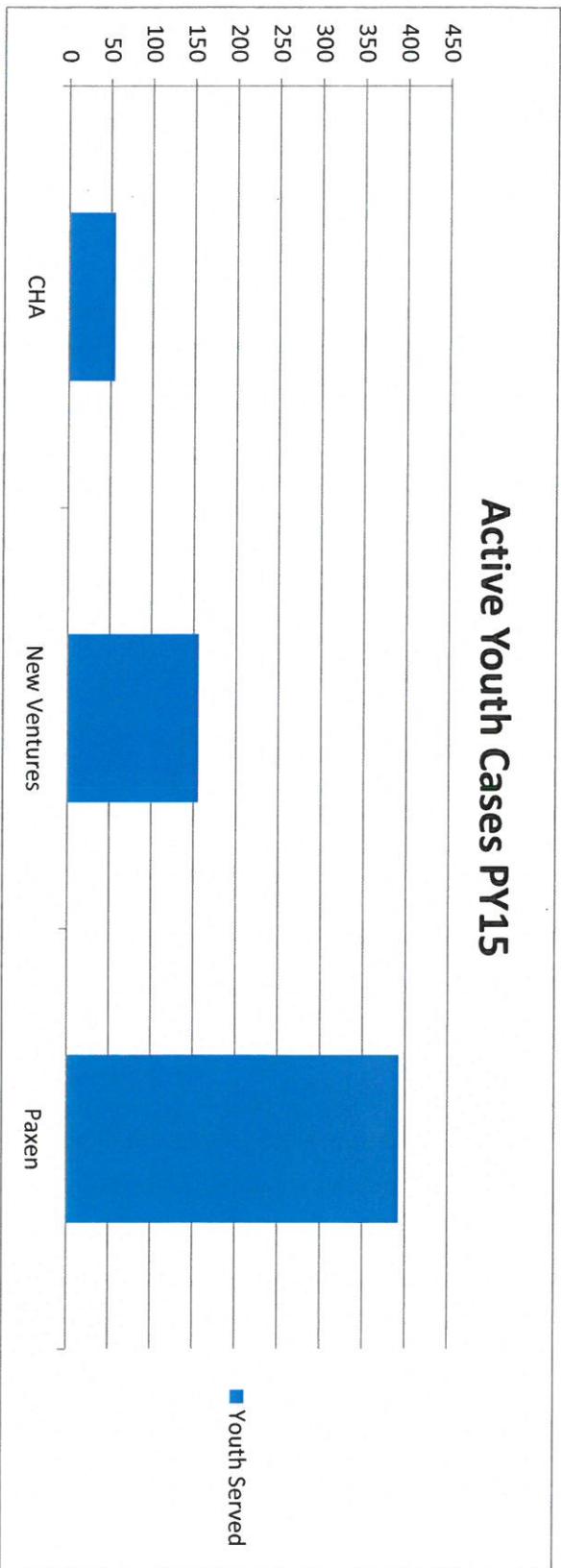
---

**Kathy Knowles  
LWDA 8  
Board Chairperson**

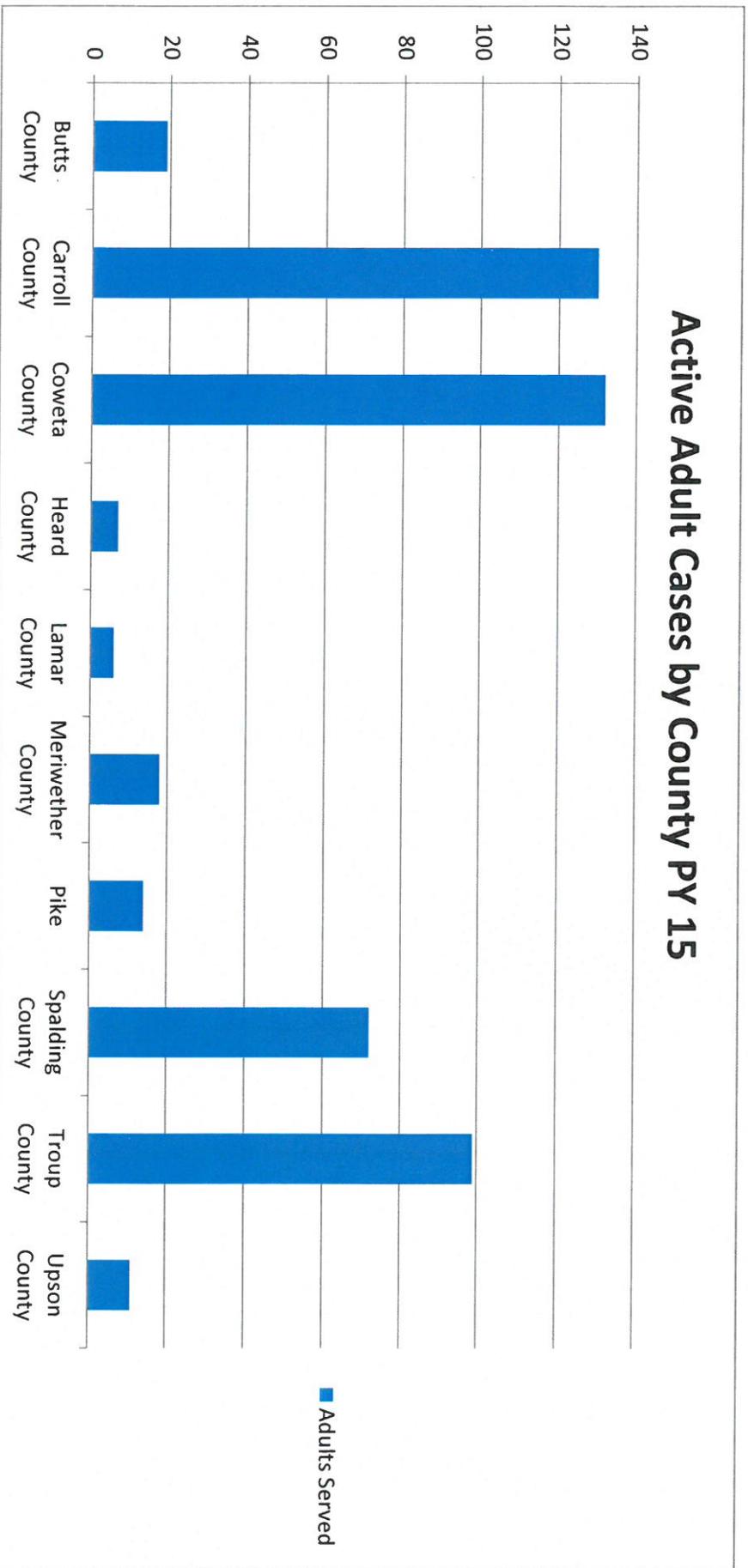
---

**Date**

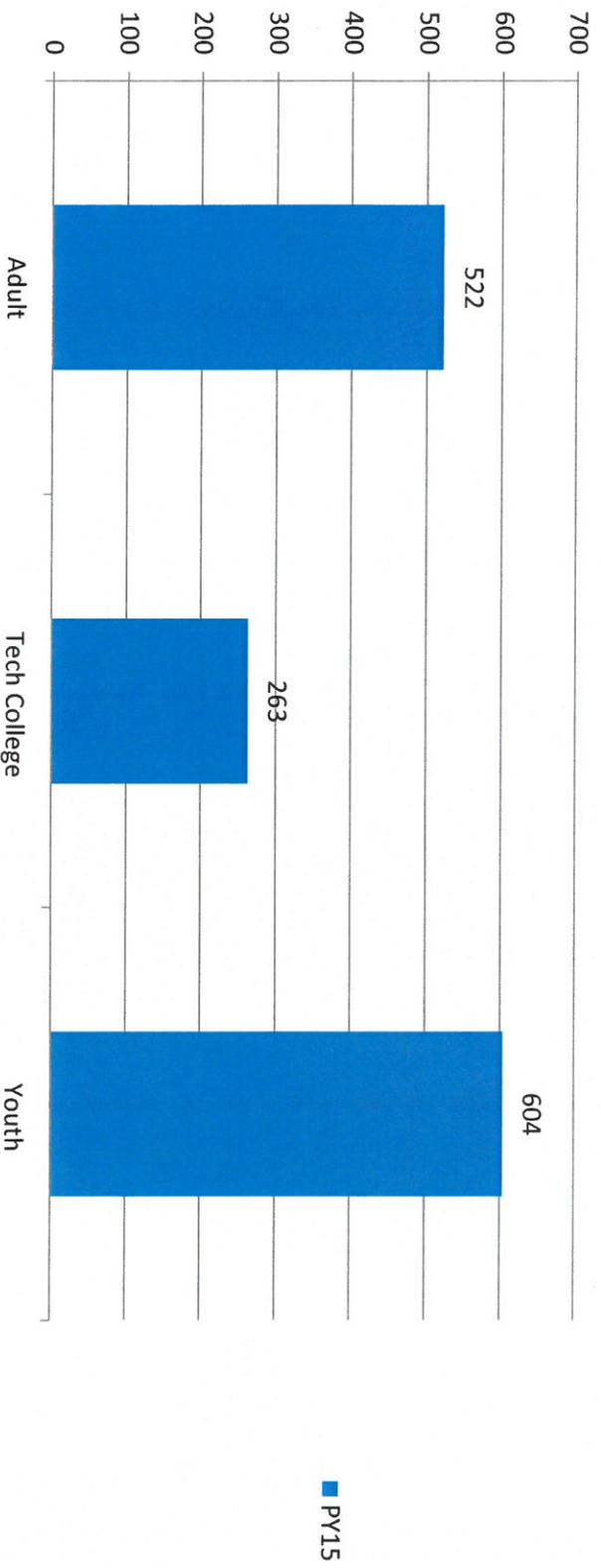
## Active Youth Cases PY15



## Active Adult Cases by County PY 15



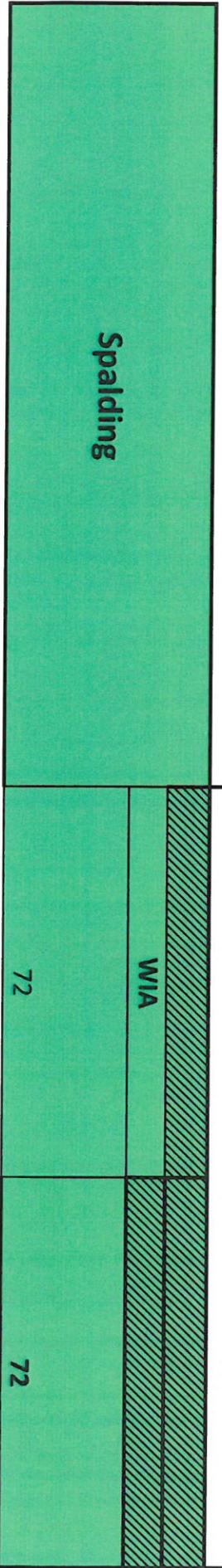
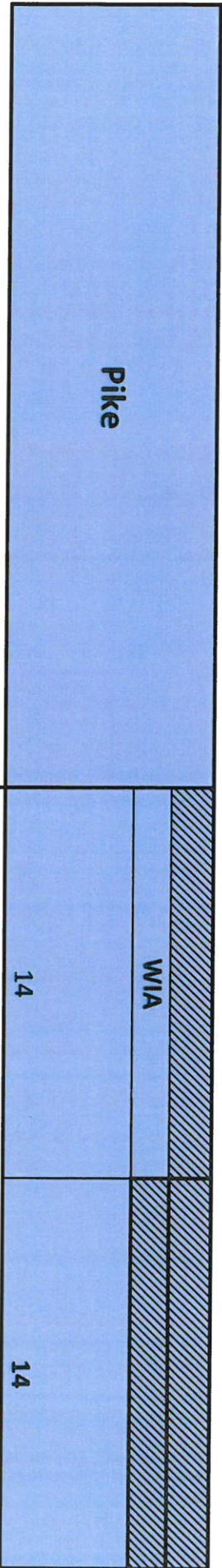
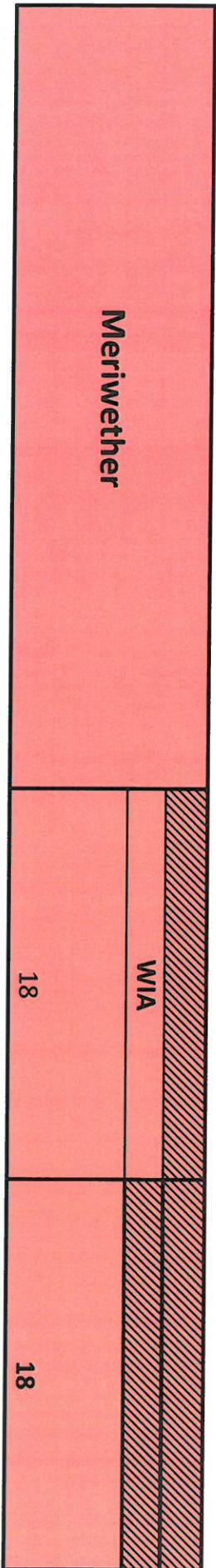
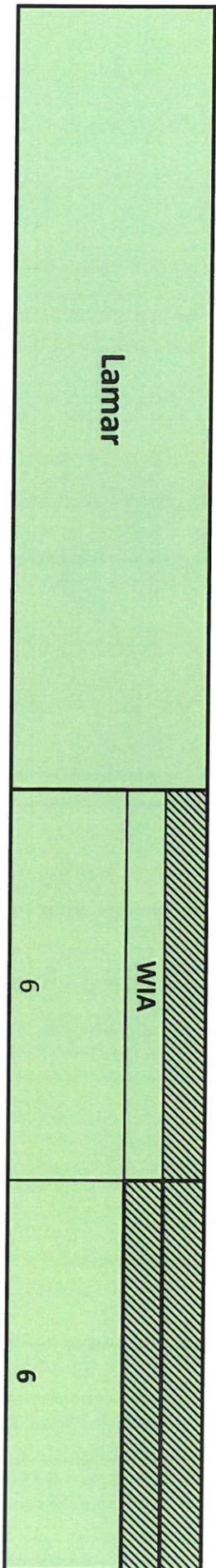
## Workforce Active Case Loads PY 15



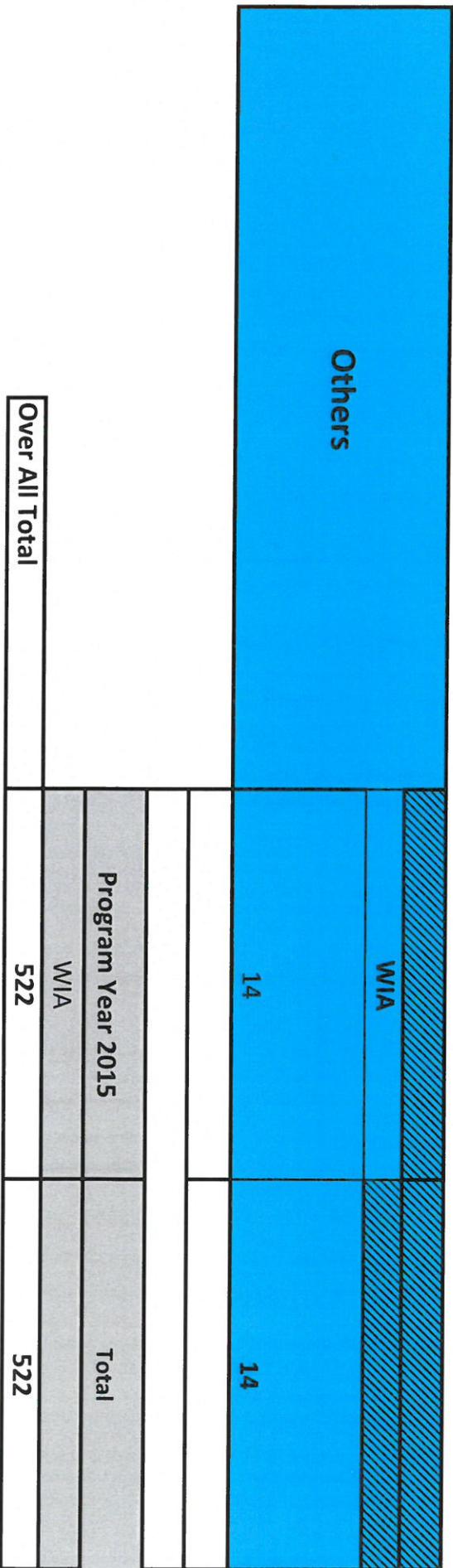
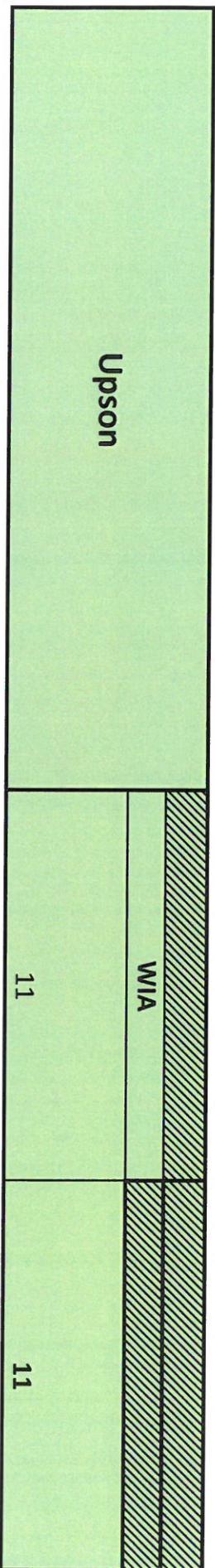
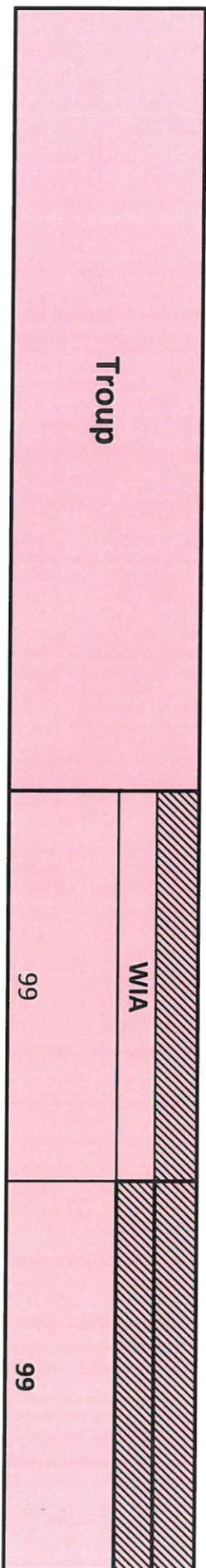
**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**

	Program Year 2015	Total
<b>Butts</b>	19	19
	WIA	
<b>Carroll</b>	130	130
	WIA	
<b>Coweta</b>	132	132
	WIA	
<b>Heard</b>	7	7
	WIA	

**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**



**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**



<b>Over All Total</b>	<b>522</b>	<b>522</b>
-----------------------	------------	------------

<b>Program Year 2015</b>		
WIA		

<b>Total</b>		
--------------	--	--

**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**

<b>Technical Colleges</b>		<b>PY15</b>
*Southern Crescent Total		93
*West GA Tech Total		170
<b>Overall Total</b>		<b>263</b>

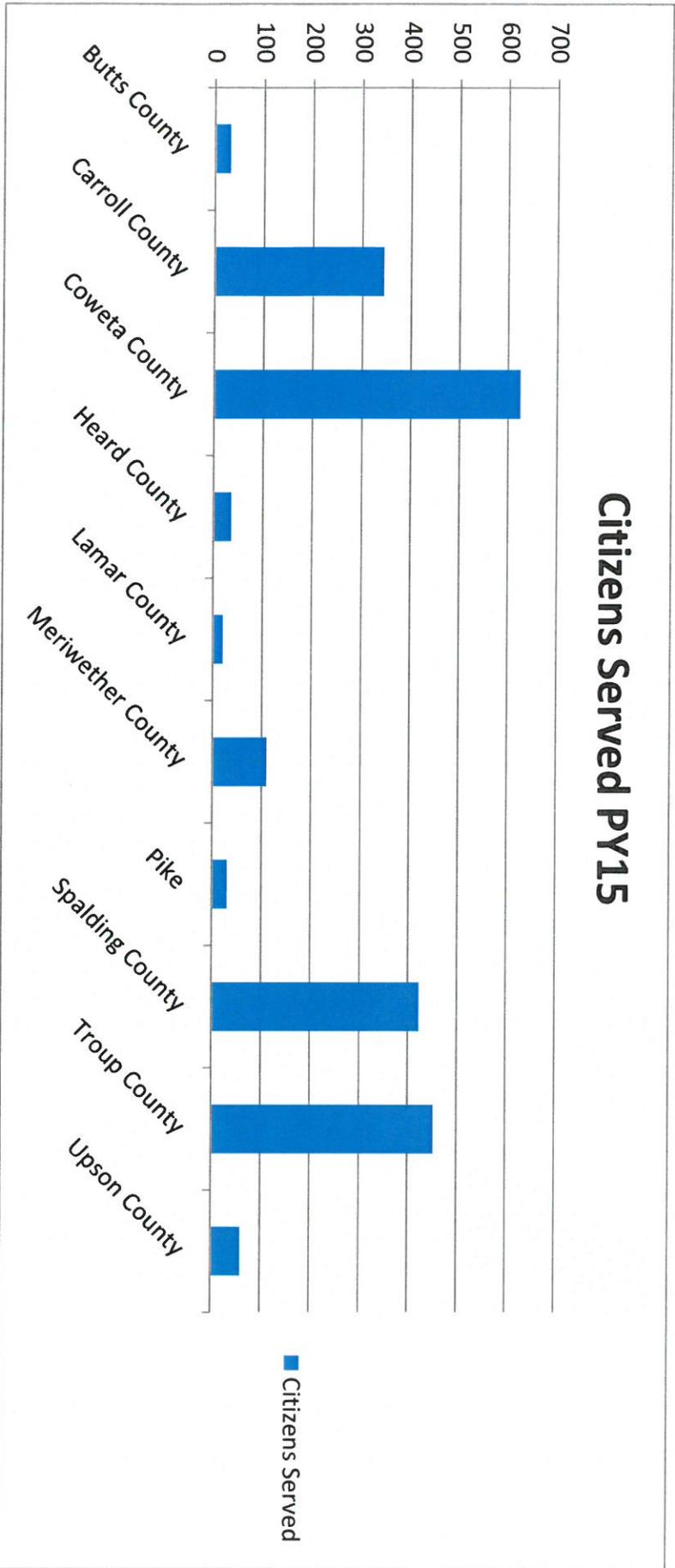
**Youth Contractor Active Caseloads by Provider/Program Year**

	Program Year 2015	Totals
<b>Carrollton Housing</b> Carrollton Youth	55	55
<b>New Ventures</b> Troop 8 Heard Youth	156	156
<b>Paxen</b> Butts, Coweta, Menwerth, Pike, Spalding, and Upson Youth	393	393
	Program Year 2015	ACTIVE TOTAL
	604	604

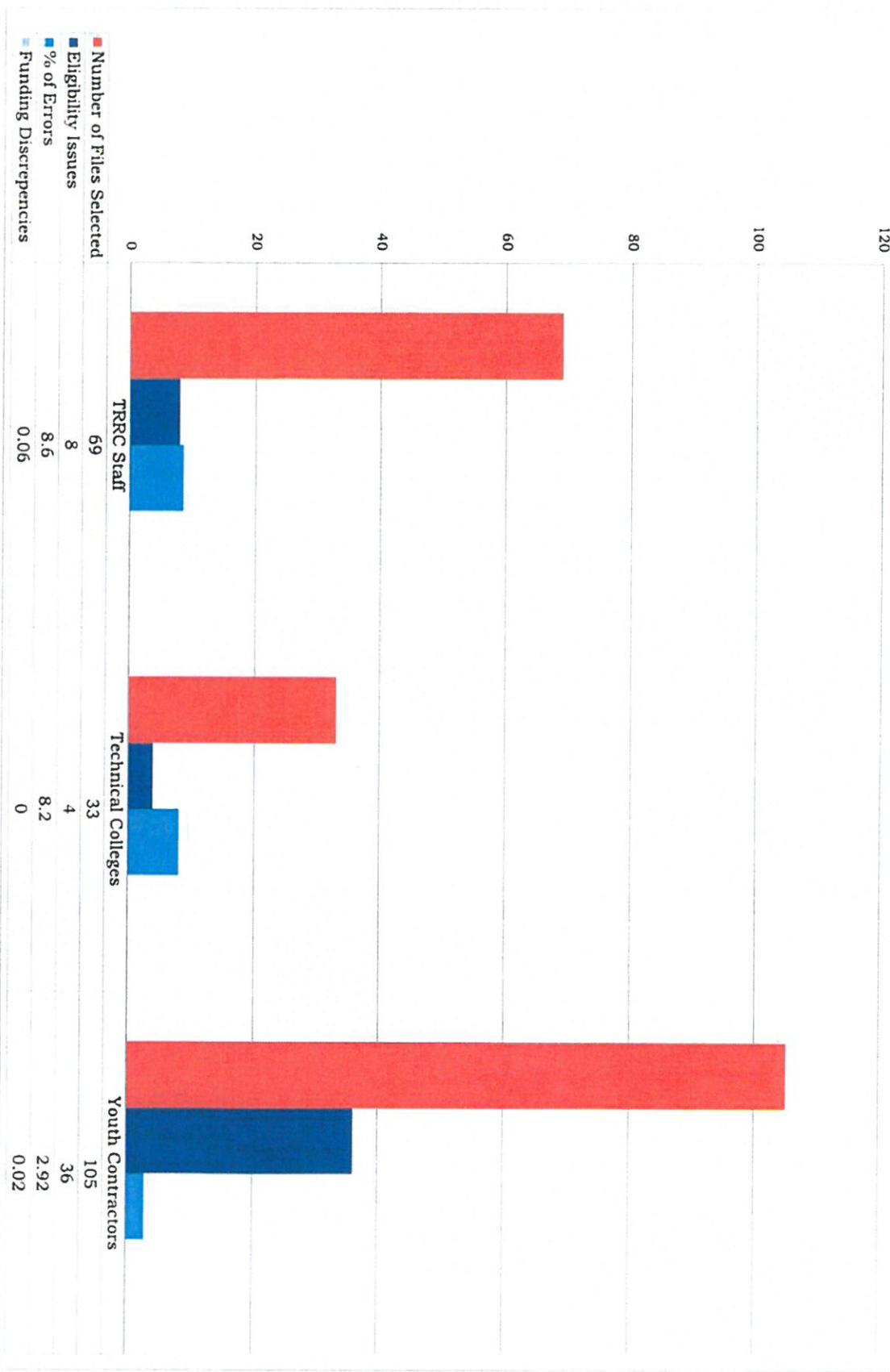
Overall Totals

604

# Citizens Served PY15



## File Monitoring 2nd Qtr. PY2015



## **Reference Tab**

1. Business Services
2. Services Provided for Dislocated Worker/Displaced Homemaker & Eligibility Adult
3. Services Provided for Eligibility Out of School Youth (OSY)/In-School Youth (ISY)
4. WIOA Occupational Training Programs
5. One-Stop Career Centers Region 4 Area 8
6. Youth Services Contractors
7. Flow Chart of Services & Contracts Organization
8. Workforce Development – Program Organizational Chart
9. TRRC Employee Contact List



1210 Greenbelt Drive - P.O. Box 97  
Griffin, GA 30224  
Office: 770-229-9799  
Toll-Free: 1-877-633-9799  
Fax: 770-229-9924  
[www.threeriversrc.com](http://www.threeriversrc.com)

---

*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

## Business Services

### You Hire, You Train, And We Pay!

*Workforce Development a division of Three Rivers Regional Commission provides business services to our region to assist with hiring needs, and training costs to develop a skilled workforce.*

#### Benefits and Business Services Provided

- 1). On-The-Job Training (OJT):** Provides an opportunity for employers to hire new employees while receiving a reimbursement of wages for the training period for up to 6 months. **Employers retain full autonomy** of the employees they choose to hire.
- 2). Customized Skills Training:** Provides assistance with costs of training to employers who are seeking to train employees on new technology, new services or production procedures, workplace literacy, or if an employee is being up-graded into a new position that requires additional skills. Workforce Development partners with local training providers to develop a training plan in line with the employers' needs.
- 3). Incumbent Worker Training:** Provides a layoff aversion strategy by awarding expense reimbursement grants to employers for the purpose of providing skills upgrade training to currently employed full time workers.
- 4). Rapid Response Coordination:** Workforce Development and its partnering agencies work together to provide a variety of services to company's facing closure and to the employees that will become dislocated. Some of those services may include; unemployment insurance specialist, health and human services, job search, matching and referrals, resource packets and materials, educational and training representatives, and several other customized services to meet the needs of the company and employees.

#### Eligible Businesses and Participants

- 1) Eligible Businesses for On-The Job Training:** Are those that have year-round operations, have not recently experienced layoffs, and commit to hiring eligible participants on a full time basis after on-the-job training is complete.
- 2) Eligible Participants for On-The-Job Training:** Are individuals that are unemployed or under employed adults who have a need for training, and have completed comprehensive assessments to determine their skill levels and abilities...



1210 Greenbelt Drive - P.O. Box 97  
 Griffin, GA 30224  
 Office: 770-229-9799  
 Toll-Free: 1-877-633-9799  
 Fax: 770-229-9924  
 www.threeriversrc.com

*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

### Services Provided

• Job Search Assistance	• Career Counseling
• Vocational Assessments	• Resume Preparation
• Training Cost Assistance	• Budget/Financial Planning

#### Eligibility Dislocated Worker/ Displaced Homemaker:

- Notice of Layoff, Separation Notice or U.I. Determination Letter (Layoff due to no fault of the customer)
- Job Search Records
- Verification of Unemployment Insurance Status (Claims Determination Letter)
- Spouse Layoff (Displaced Homemakers Only)

#### \*\*Eligibility Adult:

- **If unemployed:** Proof of unemployed status at time of application including information on last employment/employer, pay stubs for last employment period and/or tax forms (W2) **OR**
- **For under-employed or low-income:** Food Stamps or TANF Letter (Current within last 6 months) **OR** Paycheck stubs (for 6 months or Letter from Employer **AND**
- Completed Family Income and Composition Form

\*\*Adults are individuals age 18 and older who at time of application are **unemployed OR** who are **under-employed, OR** whose family meets adult low income on the income guidelines below:

Adult Low-Income Workforce Investment Act (WIOA) Guidelines				Effective Date: December 22, 2015		
Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,770	\$11,770	\$11,770	\$5,885	\$5,885	\$5,885
Two	\$15,930	\$15,930	\$15,930	\$7,965	\$7,965	\$7,965
Three	\$20,200	\$20,090	\$20,150	\$10,100	\$10,045	\$10,075
Four	\$24,938	\$24,250	\$24,874	\$12,469	\$12,125	\$12,437
Five	\$29,432	\$28,594	\$29,354	\$14,716	\$14,297	\$14,677
Six	\$34,422	\$33,438	\$34,328	\$17,211	\$16,719	\$17,164
For each additional family member add:	\$4,990	\$4,844	\$4,974	\$2,696	\$2,422	\$2,487

**For more information or to apply for services please visit your nearest career center listed below:**

**Carrollton Career Center**  
 275 Northside Drive  
 Carrollton, GA 30117  
 770-836-6668

**Griffin Career Center**  
 1514 Hwy 16 West  
 Griffin, GA 30224  
 770-228-7226

**LaGrange Career Center**  
 1002 Longley Place  
 LaGrange, GA 30240  
 770-845-4000

**Newnan Career Center**  
 30 Bledsoe Road  
 Newnan, GA 30265  
 770-254-7220

**Southern Crescent Technical College**  
 1533 Hwy 19 South  
 Thomaston, GA 30286  
 706-648-9178

**Roosevelt Warm Spring Career Center**  
 6391 Roosevelt Hwy. – Georgia Hall  
 Warm Springs, GA 31830  
 706-655-5200



1210 Greenbelt Drive - P.O. Box 97  
 Griffin, GA 30224  
 Office: 770-229-9799  
 Toll-Free: 1-877-633-9799  
 Fax: 770-229-9924  
 www.threeriversrc.com

*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

### Services Provided

• Apprenticeships/Work Experience/OJT	• Tutoring/Study Skills Training
• GED Assistance	• Leadership Development
• Occupational Skills Training	• Financial Literacy
• Entrepreneurial Skills Training	• Career Counseling

#### Eligibility Out of School Youth (OSY)

Out-of-school youth must be age 16-24, not attending any school and meet one or more additional conditions which could include:

- School dropout
- Within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter
- Holds a secondary school diploma and is low-income, basic skills deficient or an English language learner
- Subject to the juvenile or adult justice system
- Homeless, runaway, in foster care or aged out of the foster care system or in out-of-home placement
- Pregnant or parenting
- Individual with a disability
- Low-income who requires additional assistance to enter or complete an educational program or to secure and hold employment

#### Eligibility In-School Youth (ISY)

In-school youth must be age 14-21, attending school, low income and meet one or more additional conditions which could include:

- Basic skills deficient
- English language learner
- An offender
- Homeless, runaway, in foster care or aged out of the foster care system
- Pregnant or parenting
- Individual with a disability
- Person who requires additional assistance to enter or complete an educational program or to secure and hold employment

**For more information or to apply for services please visit your nearest WIOA Youth Services provider listed below:**

**Paxen**  
 432 W. Solomon Street  
 Griffin, GA 30223  
**770-229-3558**

**Paxen**  
 110 West Washington Street  
 Newnan, GA 30263  
**678-423-6437**

**Paxen**  
 311 South Church Street  
 Thomaston, GA 30286  
**706-938-6234**

Serving Butts, Coweta, Lamar, Meriwether, Pike, Spalding, and Upson Counties.

**New Ventures, Inc.**  
 306 Fort Drive  
 LaGrange, GA 30241  
**706-882-7723**

Serving Troup & Heard Counties

**Carrollton Housing Authority**  
 Neighborhood Networks Center  
 209 Newnan Road, Apt. 108  
 Carrollton, GA 30117  
**770-834-5480, x13**

Serving Carroll County

**Adult Low-Income Workforce Investment Act (WIA) Guidelines****Effective Date: December 22, 2015**

Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,770	\$11,770	\$11,770	\$5,885	\$5,885	\$5,885
Two	\$15,930	\$15,930	\$15,930	\$7,965	\$7,965	\$7,965
Three	\$20,200	\$20,090	\$20,150	\$10,100	\$10,045	\$10,075
Four	\$24,938	\$24,250	\$24,874	\$12,469	\$12,125	\$12,437
Five	\$29,432	\$28,594	\$29,354	\$14,716	\$14,297	\$14,677
Six	\$34,422	\$33,438	\$34,328	\$17,211	\$16,719	\$17,164
For each additional family member add:	\$4,990	\$4,844	\$4,974	\$2,495	\$2,422	\$2,487



*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

## **Workforce Development a Division of Three Rivers Region Commission WIOA Occupational Training Programs**

### **Training Programs in Health Services**

Clinical Laboratory Technician  
Dental Assistant  
Dental Hygiene  
Emergency Medical Services  
Health Information Management/Technician  
Healthcare Information Management Specialist  
Medical Assistant  
Nurse Aide (Certified Nurse Assistant)  
Patient Care Technician – Nursing Support  
Pharmacy Technology  
Practical Nursing  
Registered Nursing  
Radiologic Technology  
Respiratory Therapist  
Surgical Technology

### **Training Programs in Office/Business Support**

Accounting  
Auditing Clerk  
Office Accounting Specialist  
Payroll Accounting Specialist

### **Training Programs in Information Technology**

A+/NET+  
Data Analyst  
Computer Information Systems  
Computer Programmers – Application Developers  
Computer Security Analyst  
Computer Support Specialist  
Microsoft Certified Professional  
Network Administrators  
Networking Specialists  
PC Repair and Network Technician

### **Training Programs in Trade Occupations and Advanced Manufacturing**

Air Conditioning Technology  
Automotive Technology  
Carpentry  
Construction Trades  
Custodial Skills Training  
Diesel Equipment Technology  
Drafting Technology  
Electrical Systems Technology  
Electronics Technology  
Engineering Technology  
Forklift Certification  
HVAC Technician  
Industrial Maintenance  
Industrial Mechanical Systems  
Industrial Systems Technology  
Machine Tool Technology  
Machinist  
Maintenance/Machinery Mechanics  
Manufacturing Certification  
Plumbers, Pipe Fitters and Steamfitters  
Waste Water Treatment  
Welding and Joining Technology  
Workplace Fundamentals

### **Training Programs in Transportation**

Commercial Truck Driving

### **Training Programs in Business, Office Support, and Management**

Business Administrative Technology  
Business Management  
Logistics and Supply Chain Management  
Marketing Management

### **Training Programs in Public Service**

Criminal Justice  
Culinary Arts  
Custodial Skills Training



---

*Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties*

## **Workforce Development a Division of Three Rivers Region Commission WIOA Occupational Training Programs**

Workforce Development provides occupational skills training for in-demand occupations within our region. Industries must have a projected growth, and should provide individuals seeking training assistance with an opportunity to become self-sufficient. Occupational skills training cannot be provided in industries that are not identified as in-demand in our region, and cannot be provided in declining industries. Occupational skills training is only provided for jobs and careers in which an hourly rate or salary are paid. Commission and fee based occupations will not be approved (this includes but is not limited to: real estate, cosmetology, massage therapy and nail technicians). Workforce Development can provide additional sources of financial aid for individuals who wish to pursue careers that are not approved in our region.

This listing is a guide, and is not all-inclusive of programs that may become available depending on employer demand, local industry data, and/or local community analysis or employer surveys that identify a need. Workforce Development may provide training for an occupation where demand is limited, but current openings exist. **Local bona fide job offers may be required for training in limited demand areas in addition to demonstrating relevant experience.** Previous experience will be required for intermediate or higher level IT training programs, and other specialized certifications in which the normal job requirements specify previous experience is a prerequisite. Labor Market Information dictates that relevant experience is required for certification in areas such as project management, human resources, financial planning, and information technology. Workforce Development staff members will utilize assessment methods to determine if proficiency in relevant experience is sufficient.

# One-Stop Career Centers Region 4 Area 8

Carrollton Career  
Center  
770-836-6668

Griffin Career Center  
770-228-7226

LaGrange Career  
Center  
706-845-4000

Newnan Career  
Center  
770-254-7220

Roosevelt Warm  
Springs Career Center  
706-644-5284

Thomaston Career  
Center  
706-648-9178

# Youth Services Contractors

## **Paxen Learning Corporation**

*(Serving Bufts, Coweta, Lamar,  
Meriwether, Pike, Spalding, and  
Upson Counties)*

### **Griffin Location**

432 W. Solomon Street  
Griffin, GA 30223  
**770-229-3558**

### **Newnan Location**

110 West Washington Street  
Newnan, GA 30263  
**678-423-6437**

### **Thomaston Location**

311 South Church Street  
Thomaston, GA 30286  
**706-938-6234**

## **Carrollton Housing Authority**

*(Serving Carroll County)*

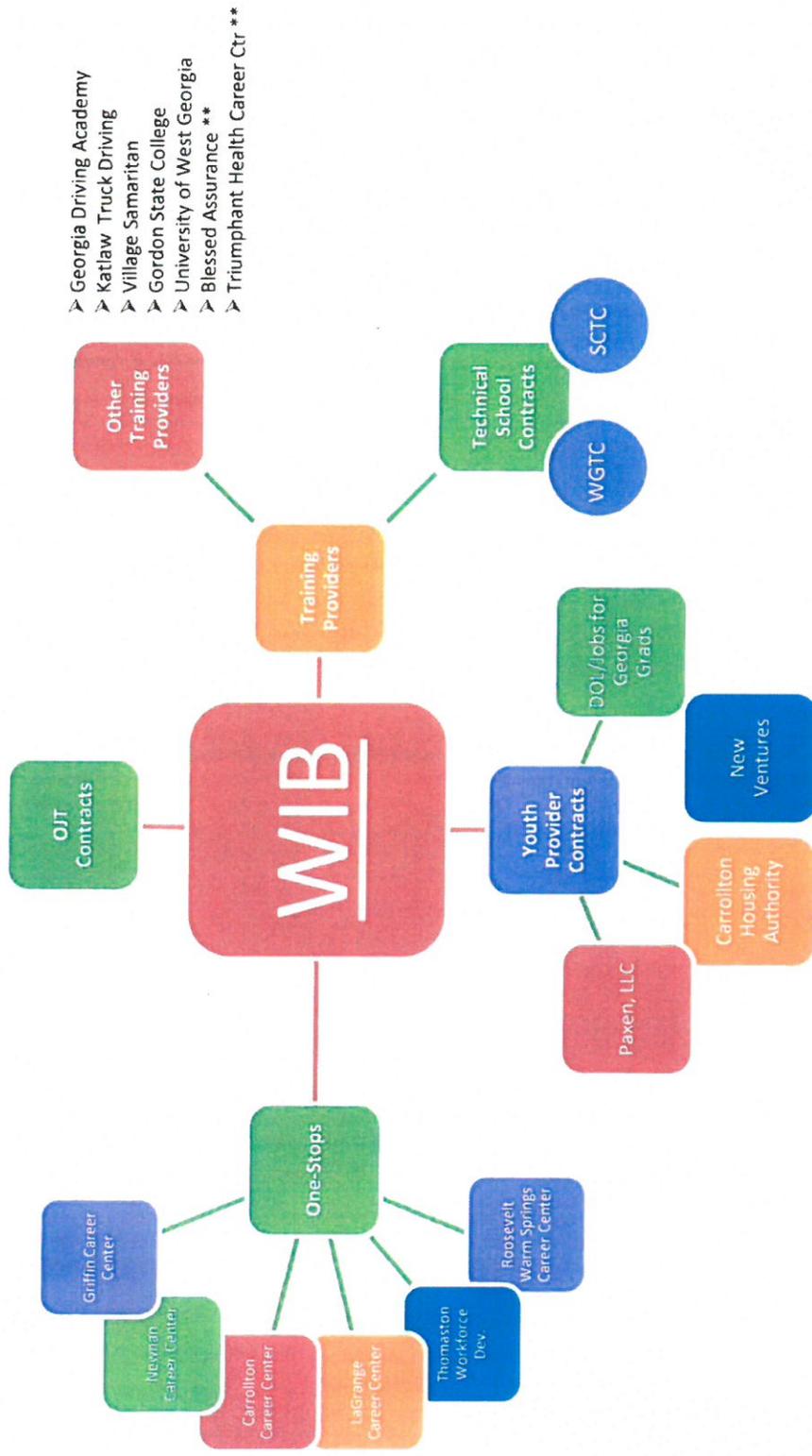
Neighborhood  
Networks Center  
209 Newnan Road, Apt.  
108

Carrollton, GA 30117  
**770-834-5480, x13**

## **New Ventures (Serving Troup and Heard Counties)**

306 Fort Drive  
LaGrange, GA 30241  
**706-882-7723**

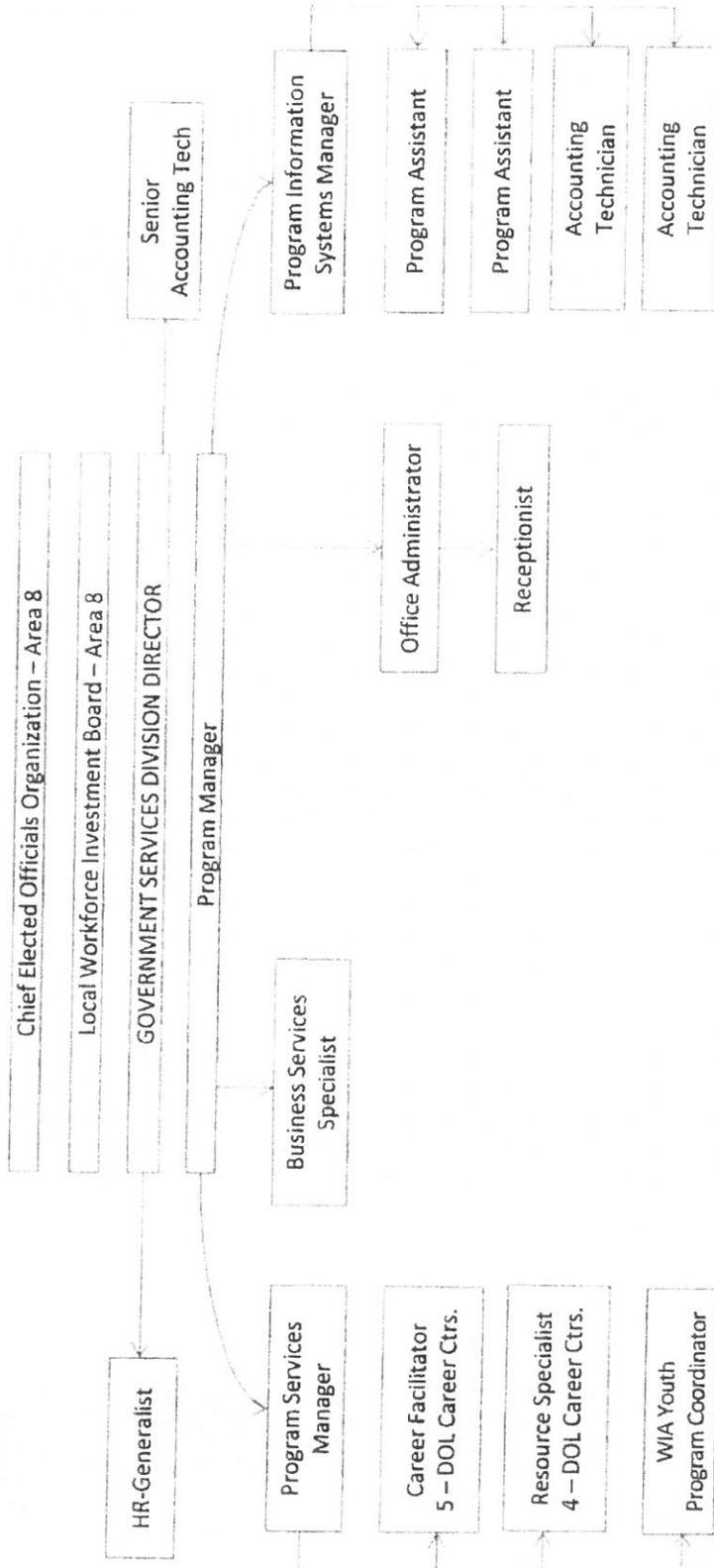
# Services & Contracts Organization



- Georgia Driving Academy
- Katlaw Truck Driving
- Village Samaritan
- Gordon State College
- University of West Georgia
- Blessed Assurance \*\*
- Triumphant Health Career Ctr \*\*

# Workforce Development - a Division of Three Rivers Regional Commission

## PROGRAM ORGANIZATION CHART





1210 Greenbelt Drive  
Griffin, GA 30224  
Office: 770-229-9799  
[www.threeriversrc.org](http://www.threeriversrc.org)

- **Lanier Boatwright** | TRRC Executive Director  
[lboatwright@threeriversrc.com](mailto:lboatwright@threeriversrc.com)
- **Robert Hielt** | Governmental Services Division Director  
[rhielt@threeriversrc.com](mailto:rhielt@threeriversrc.com)
- **Stephanie Glenn** | Program Manager  
[stephanie.glenn@careerconnections.org](mailto:stephanie.glenn@careerconnections.org)
- **Carolyn Mitchell** | Program Services Manager  
[carolyn.mitchell@careerconnections.org](mailto:carolyn.mitchell@careerconnections.org)
- **Keisha Whitner** | Program Information Systems Manager  
[keisha.whitner@careerconnections.org](mailto:keisha.whitner@careerconnections.org)
- **Dawn Burgess** | Office Administrator  
[dawn.burgess@careerconnections.org](mailto:dawn.burgess@careerconnections.org)

**Workforce Development Board  
LWIOA 8 Region as of 4.28.2016**

	Location (County)	First Name	Last Name	Title, Organization	Mailing Address	City/State	Zip Code	Email	Phone Number	Date of Membership
<b>Private Sector 51% Requirement</b>										
Seat 1	Butts	Josh	Smith	Plant Manager, American Woodmark Corporation	1017 Hwy 42 South	Jackson, GA	30233	jsmith@woodmark.com	O: 706.647.8111 Ext. 1463 C: 706.741.7347	28-Apr-16
Seat 2	Carroll	James	Brown	Chief Operating Officer, Transitions Commute Solutions	P.O. Box 770820	White Garden, FL	34777	ames.brown@transit4u.com	C: 321.527.1133	28-Apr-16
Seat 3	Coweta	Vacant								28-Apr-16
Seat 4	Heard	Kathy	Knowles	President, Heard County Chamber of Commerce	P.O. Box 368	Franklin, GA	30217	kk@heardchamber.com	O: 706.443.3392 C: 706.668.0174	28-Apr-16
Seat 5	Lamar	Missy	Kendrick	Executive Director, Barnesvilles Lamar Co. Industrial Development Authority	P.O. Box 498	Barnesville, GA	30204	missykendrick@bellsouth.com	O: 770.969.1000 Ext. 5224 C: 678.492.2811	28-Apr-16
Seat 6	Meriwether	Greg	Burns	Human Resources Manager, Mando Corp.	955 Meriwether Park Dr.	Hogansville, GA	30230	gregory.burns@halla.com	O: 770.872.3773 C: 770.584.5234	28-Apr-16
Seat 7	Pike	Kevin	Hilton	Plant Manager, Tencate Protective Fabrics	Home: 21774 Hwy 17 E Office: 6060 Hwy 19 S	Zebulon, GA	30295	k.hilton@tencate.com	O: 706.675.2129	28-Apr-16
Seat 8	Spalding	Keven	Sasser	Chief Operating Officer, Impact Performance Group	300 Wilson Rd Bldg. 800	Griffin, GA	30224	ksasser@ipgteam.com	O: 770.227.1139	28-Apr-16
Seat 9	Troup	Brandon	Eley	President, 2Big Feet LLC	2052 S. Davis Road	LaGrange, GA	30241	brandon@brandoneley.com	Direct: 770.775.9631 Main: 770.775.6013	28-Apr-16
Seat 10	Upson	Sallie	Barker	President, Alpha2 Omega Center of Occupational Excellence	801 West Gordon St.	Thomaston, GA	30286	sbarker@urmc.org	O: 706.647.8111 Ext.1463 C: 706.741.7347	28-Apr-16
<b>Workforce Representative: 20% Requirement</b>										
Seat 1	Regina	Abbott	President, Alpha2 Omega Union Representative, SCSEP	P.O. Box 326	Griffin, GA	30224	Spalding	rabbott6360@gmail.com	O: 706.484.2764	28-Apr
Seat 2	Mitch	Byrd	Coordinator, Are	6521 Dale Road	Rex, GA	30273	Regional	mitch@iude926.org	O: 770.474.5926 O: 678.552.2836	28-Apr
Seat 3	Keisha	Ray	Rep/Registered	P.O. Box 1600	Franklin, GA	30217	Regional	kray@threeiversrc.com	C: 770.314.4268	28-Apr
Seat 4	Greg	Webster		5675 Tulane Drive SW	Atlanta, GA	30336	Regional	gregw@72jatt.com	O: 404.696.1721	28-Apr
<b>Education and Training Representatives (2 seats Minimum)</b>										
Seat 1	Steve	Hendrix	Director of Economic	501 Varsity Road	Griffin, GA	30223	Regional	shendrix@sctech.edu	O: 770.467.6072	28-Apr-16
Seat 2	Karen	Kirchler	Vice President,	2200 Campus Drive	Newnan, GA	30263	Regional	ren.Kirchler@westgatech.edu	O: 678-821-3800	28-Apr-16
<b>Government and Economic Development (3 seats Minimum)</b>										
Seat 1	E. Jane	Caraway	Project Manager of Economic Development, Rehabilitation Unit Manager, Vocational Rehabilitation Manager, GA Dept of Labor	Region 4 478 Brown Station Drive	Williamson, GA	30292	Regional	jcaraway@georgia.org	O: 770-229-1089	28-Apr-16
Seat 2	Deborah	Carson		1575 East Hwy. 34, Ste. A 1815 N. Expressway, Suite 3	Newnan, GA Griffin, GA	30265 30223	Regional	deborah.carson@gvra.ga.gov	O: Newnan: 770.254.7352 O: Griffin: 770.229.3140 C: 404.780.6750	28-Apr-16
Seat 3	Gail	Long		1002 Longley Place	LaGrange, GA	30240	Regional	gail.long@gdol.ga.gov	O: 706-845-4277 C: 770-301-6999	28-Apr-16

19

Members

10

Total Business Members

52.6%

9

Total Workforce Members

47.4%