



**Three Rivers Workforce Development Board**  
**June 22, 2017**  
**11:00 AM**

**AGENDA**

- I. Welcome & Call to Order – Chairman, Greg Burns
- II. Approval of TRWDB Meeting Minutes (4.27.2017)
- III. Chairman’s Report – Chairman, Greg Burns
  - a. Introduction of Guest Speakers
    - Mr. Jamie Jordan, HDCI Programs Manager, GDEcD: Workforce Division
    - Mr. Brett Lacy, Programs Manager, GDEcD: Workforce Division
- IV. Director’s Reports – Mr. Robert Hiett, Deputy Director, Three Rivers Regional Commission
  - a. Budget Report
    - FY 2017 Budget Report
    - FY 2018 Draft Budget Submission
  - b. One-Stop Certification
  - c. MOU Amendment
  - d. HDCI RFP Recommendation
  - e. FY 2018 Contract Authorizations
- V. Program Services – Carolyn Mitchell, Program Services Manager
  - a. Program Manuals (Youth and Adult/DW)
  - b. Eligible Provider List (EPTL)
  - c. Program Service Reports
    - Caseloads by County Reports
- VI. Youth Service Reports – Stephanie Matthews, Youth Services Coordinator
  - a. Youth Reports
- VII. Program Services – Stephanie Glenn, Program Manager
  - a. Business Contract Proposals
  - b. Citizens Served
  - c. Service Policy Revisions
- VIII. Other Business – Mr. Robert Hiett, Deputy Director, Three Rivers Regional Commission
  - a. Approval TRWDB Meeting Calendar 2017-2018 Other Business
- IX. Next Meeting – August 24, 2017 at 11:00AM  
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- XI. Adjournment



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**Three Rivers Workforce Development Board  
Executive Committee Board Meeting  
June 22, 2017  
11:15 AM**

**AGENDA**

- I. Welcome & Call to Order – Chairman, Greg Burns
- II. Approval of TRWDB Meeting Minutes (4.27.2017)
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- IV. Director’s Reports – Mr. Robert Hiett, Deputy Director, Three Rivers Regional Commission
  - a. Budget Report
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- V. Program Services – Carolyn Mitchell, Program Services Manager
  - a. Program Manuals (Youth and Adult/DW)
  - b. Eligible Provider Training List (EPTL)
  - c. Program Service Reports
    - Caseloads by County Reports
- VI. Youth Service Reports – Stephanie Matthews, Youth Services Coordinator
  - a. Youth Reports
- VII. Program Services – Stephanie Glenn, Program Manager
  - a. Business Contract Proposals
  - b. Citizens Served
  - c. Service Policy Revisions
- VIII. Other Business – Mr. Robert Hiett, Deputy Director, Three Rivers Regional Commission
  - a. Approval TRWDB Meeting Calendar 2017-2018 Other Business
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**THREE RIVERS  
WORKFORCE DEVELOPMENT BOARD MEETING**

**POST AGENDA**

**April 27, 2017**

**11:00 a.m.**

The Three Rivers Workforce Development Board, Area 8 held a Meeting on April 27, 2017 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairman Greg Burns, Mitchell Byrd, Brandon Eley, Steve Hendrix, Karen Kirchler, Donna Lackey, Gail Long, Keisha Ray, Keven Sasser, Stacy Schneck, Larry Spillers and Jason Williams. Other members were unable to attend.

Other Members Present:

CEO Members Present: Mayor Bobby Blalock and Commissioner J. Briar Johnson

Youth Committee Members: Gail Long, Youth Committee Chairman, Jason Williams

Guest Present: Jenea Morgan, Georgia Forest Paper Products

TRWDB Staff Members Present: Mr. Robert Hiatt, Governmental Services Division Director, Stephanie Glenn, Program Manager, Carolyn Mitchell, Program Services Manager, Stephanie Matthews, Youth Services Coordinator and Dawn Burgess, Office Administrator

**The agenda consisted of the following items:**

- Welcome & Call to Order
- Approval of TRWDB Meeting Minutes (2.23.2017)
- Chairman's Report – Greg Burns, Chairman
- Director's Report – Mr. Robert Hiatt, Governmental Services Division Director
  - a. Request for Proposals Recommendations
  - b. Memorandum of Understanding (One-Stops)
  - c. TRWDB/TRRC/CEO Roles and Responsibilities Agreement
  - d. Budget Report
- Program Services Reports, Carolyn Mitchell, Program Services Manager
  - a. Training Program Proposals
  - b. Program Service Reports
    - Caseloads by County Report
- Youth Service Reports – Stephanie Matthews, Youth Services Coordinator
  - Youth Services Updates
  - Youth Reports
- Program Services – Stephanie Glenn, Program Manager

- a. Business Contract Proposals
  - b. Training Account Policy Recommendations
  - c. Citizens Served Report
- 
- Other Business – Robert Hiatt, Governmental Services Division Director
  - Next Meeting – June 22, 2017 • Location: Turin Town Hall, 47 Turin Road • Turin, GA 30289

After the Welcome & Call to Order the following action items were taken:

1. Approval of the Meeting Minutes (2.23.2017)
2. Approval of the RFP Proposal Recommendations
3. Approval of the Memorandum of Understanding (One-Stops)
4. Approval of the TRWDB/TRRC/CEO Roles and Responsibilities
5. Approval of the SCTC Welding Program Agreement
6. Approval of the EPTL – Add the Logistics Supply Chain to the EPTL List
7. Approval of the Business Services Training Contracts Recommendations
  - Tencate Contract
8. Approval of the Nursing Individual Training Account Modification
9. Approval of the Budget Committee

***Opening (Called to Order)***

Chairman Burns called the meeting to order at 11:04AM. He asked for introductions of all members.

***Approval of TRWDB Meeting Minutes (2.23.2017)***

Chairman Burns asked for the approval of the February 23, 2017 Meeting Minutes.

**Motion**

Gail Long made the motion to approve the February 23, 2016 TRWDB Meeting Minutes. Kevin Sasser 2nd the motion. All agreed.

Chairman Burns called for the Director's Report.

**Director's Report**

***Memorandum of Understanding (One-Stops)***

Mr. Hiatt informed the Board members that he need approval of all the authorized representatives present to sign the Memorandum of Understanding (MOU) that is due to Governor by May 12<sup>th</sup>. He stated that we have a very tight timeline, therefore it is imperative that we receive all the signatures required for the MOU today.

***Request for Proposals Recommendations***

Mr. Hiatt as we previously reported to the board, we put all of our services out to bid this year. We are required under the law to bid for a One-Stop Manager, which is basically an entity to manage our partners in the DOL offices, and a lot of our agencies that work together on a day-to-day bases through-out the region. He stated that everything is coordinated through the one-stops. He informed the board members that we have dedicated staff that are located within the one-stops. Mr. Hiatt informed the Board members that there is a cost to serve and/or refer a citizen(s) who come into the career centers for services and refer to our partner agencies. He stated that by law we are required to bid the One-Stop out for a One-Stop Designation. He asked for the Board members recommendations for approval of the One-Stop Designation.

***Case Management/Career Services***

He informed the Board members that we put the Career Services piece out to bid. Mr. Hiatt stated that we have had long standing contracts with the technical schools within our region for many years. He stated that the state has required that we bid career services out. He stated that we put the whole career services piece out to bid. He informed the Board members that we have gone through the process and have the recommended bidder for them today.

Mr. Hiatt stated with the exception of the one-stop operator, with every instances of recommendations, we are able to consolidate and coordinate funds and be cost efficient. He stated that between the youth and career services we are spending about \$800,000 a year in obligations. He stated that we will be able to save by consolidating these services. Mr. Hiatt

informed the Board members, the more money we free up, we could potentially put towards core areas such as business development and youth work experience.

Mr. Hiett informed the Board members that we received RFPs from the Carrollton Housing Authority, Goodwill, New Ventures, Paxen, Tree of Life and West Georgia Technical College for the Youth Services contract.

Mr. Hiett informed the Board members that as of June 30<sup>th</sup>, we will not serve in-school youth (ISY) any longer. He stated that our youth program is geared towards OSY. Mr. Hiett stated that with based on cost and performance, we are able to make some changes.

He stated that our recommendations is to go with Paxen, West Georgia Technical College and Goodwill. He informed the Board members that Paxen will serve Butts, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties; with a total budget of \$734,585.00.

Mr. Hiett stated that Goodwill and WGTC (Newnan location) will serve Carroll, Coweta and Troup Counties. He informed the Board members that Goodwill budget is \$154,554.29 and WGTC budget is \$90,000.00 with a combined total budget of \$244,554.29. Mr. Hiett informed the Board members that the total cost for the Youth Program Services is \$979,139.39, compared to the \$1.3 million will are spending today.

Mr. Hiett asked for a motion to accept the Youth Services Contractors Proposals.

**Motion:**

Donna Lackey made the motion to approve the Youth Services Contractors. Mitch Byrd 2<sup>nd</sup> the motion. Karen Kirchler sustained. All Agreed.

***RFP Career Services/One-Stop Operator***

Mr. Hiett informed the Board members that the One-Stop is the managing coordinator for the one-stop offices in the DOLs in Carrollton, Griffin, Newnan and LaGrange. He stated that we only received one bidder for the One-Stop Operator, which is the Georgia Department of Labor. He stated that we went through the bid process and selected the Georgia Department of Labor. He stated that we have to be located in the Career Centers and that it's a good incentive to be located in the DOLs.

Mr. Hiett asked for a motion to approve the DOL as the One-Stop Operator for a cost of \$120,000.

**Motion:**

Keven Sasser made the motion to approve the Georgia Department of Labor as the One-Stop Operator. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

***Career Services***

Mr. Hiett informed the Board members that we have staff located in the DOLs and the Technical colleges. He stated that the contracts in the technical schools were to work with the technical school population. However, under WIOA they encourage the coordination of funds and resources by putting all the career services together and bid it out to the region. Mr. Hiett

informed the Board members that we only received one bidder for part of the region. He stated that the bidder was West Georgia Technical College (WGTC) to provide career services in Carrollton, Newnan and LaGrange in our One-Stop offices. He stated that Three Rivers Regional Commission already provide services in Griffin and Upson Counties. He stated that we will continue to provide services to those counties.

Mr. Hiett asked for a motion to approve WGTC to provide career services out of DOLs in Carrollton, Newnan and LaGrange One-Stop offices for a cost of \$527,076.00.

**Motion:**

Donna Lackey made the motion to approve WGTC as the Career Services Contractor. Kevin Hilton 2<sup>nd</sup> the motion. Karen Kirchler sustained. All Agreed.

***Budget Report***

Mr. Hiett informed the Board members that we are doing really great with our budget this year, and we have thirty-six percent of our budget remaining. Therefore, we do not have any issues with our budget. He asked the Board members if they had any questions regarding the budget. The Board members did not have any questions and/or concerns regarding the budget.

***Memorandum of Understanding (One-Stops)***

Mr. Hiett informed the Board members that we had committees that had negotiation meetings that were required we had to do them under the law. He stated that again we are operating out of the DOL offices, and we had to meet cost sharing. Mr. Hiett informed the Board members that there were meetings held in February and April to come to an agreement for the cost sharing. He stated that we are sharing space with Carrollton, Newnan, LaGrange and Griffin DOLs. He stated that Griffin is the Comprehensive One-Stop for our whole region. He informed the Board members that all regions are required to have a Comprehensive One-Stop in their region. He stated that all of our partners within our region have to contribute something to share space in the One-Stops.

Mr. Hiett asked for a motion to approve Memorandum of Understanding (One-Stops)/Cost Sharing Agreement.

**Motion:**

Karen Kirchler made the motion to approve MOU/Cost Sharing Agreement. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

***TRWDB/TRRC/CEO Roles and Responsibilities***

Mr. Hiett informed the Board members that our CLEO Mayor Pippin will have to write a letter to the Governor confirming that we did bid our Career Services but we did not get a bidder for the whole region, and the TRWDB will continue to staff part of the region. He informed the Board members that under the final Workforce rules became effective November 1<sup>st</sup>, 2016.

Mr. Hiett stated that for half a year we have been operating under a temporary rule. He stated at the end of the year, we will be operating in final compliance.

Mr. Hiett informed the Board members that under the Workforce program, we have the TRWDB and the Chief Elected Officials (CEO) appoint the Workforce Board members. He stated that Three Rivers Regional Commission Council recommends and approve the staffing, fiscal management and management administration. Mr. Hiett informed the Board members that he had to put all this information in the agreement. He stated that this information is already in the bylaws. He informed the Board members that we have the Chief Elected Officials (CEO) bylaws and the TRWDB bylaws. He stated that he had to bring the agreement back before the board to show what their roles and responsibilities are. He stated that this is just a formality of what is already in place.

Mr. Hiett asked for a motion to approve TRWDB/TRRC/CEO Roles and Responsibilities Agreement.

**Motion:**

Mitch Byrd made the motion to approve TRWDB/TRRC/CEO Roles and Responsibilities Agreement. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

**Program Services Reports**

Ms. Mitchell informed the Board members that she has several training proposals for their approval today. She stated that Southern Crescent Technical College (SGTC) has a welding training to provide training to inmates at the Spalding County Correctional Facility. She stated that it's the same welding program that was approved for WGTC. She stated this program will serve 10 participants with 150 total number of training hours. The cost per participant is \$9,250 with a maximum cost of the agreement is \$92,500.00.

Mr. Kevin Hilton stated that if the program is the same as WGTC welding program, the SGTC agreement needed to be modified. He informed Ms. Mitchell to change NCCER certified to AWS certified.

Ms. Mitchell asked for a motion to approve SCTC Welding Training Agreement.

**Motion:**

Mitch Byrd made the motion to approve SCTC Welding Training Agreement. Larry Spiller 2<sup>nd</sup> the motion. Kevin Hilton sustained. All agreed.

**EPTL Recommendations**

Ms. Mitchell informed the Board members that she needs their approval to add SCTC as the provider and the program: Logistics and Supply Chain Management to the EPTL list. She stated that the program will provide the student with an Associate of Applied Science degree. Upon completion of their degree program, it will prepare students for an entry-level coordinator and salaried supervisor and positions in the LCSM profession.

She informed the Board members the length of the program is 4 terms, and the minimum credit hours for graduation is 62 hours; the total cost for training is \$4,537 which covers the cost of tuition and student fees.

Ms. Mitchell asked for a motion to approve EPTL Recommendation to add SCTC Logistic and Supply Chain Management to the EPTL list.

**Motion:**

Larry Spiller made the motion to approve EPTL Recommendation to add SCTC Logistic and Supply Chain Management to the EPTL list. Karen Kirchler 2<sup>nd</sup> the motion. Steve Hendrix sustained. All agreed.

***Caseloads by County Report***

Ms. Mitchell informed the Board members the caseloads by county chart shows the number of active caseloads per county and the active caseloads per technical schools. She asked the Board members if they had any questions regarding the charts. The Board members did not have any questions or concerns.

**Youth Program Reports**

***Active Caseloads***

Ms. Matthews provided the Board members the number of Youth Contractors' Active Caseloads by Provider for PY16. She stated that Carrollton Housing Authority have a total of 66 active youth, New Ventures a total of 192, and Paxen a total of 343 active youth with a grand total of 601 active youth on the caseloads for PY16.

***Caseload Percentages***

Ms. Matthews stated that this is a tracking tool for In School (ISY) and Out of School (OSY). She informed the Board members that after June 30<sup>th</sup> we will be all OSY. She stated that there was a shift from ISY to OSY. She stated that we had 75% ISY and 25% OSY. She stated that over the last few months you will see a greater shift to the OSY. Ms. Matthews informed the Board members that we see about 80% OSY and 20% ISY. As of June 30<sup>th</sup> we will go 100% OSY.

***New Registrations***

Ms. Matthews provided the Board members with an overview of the new registrations. She stated that the chart shows how the contractors have been registering new participants this program year. She stated that there were a total of 115 OSY new registrants that were registered this program year.

***Active Youth Cases PY16***

Ms. Matthews informed the Board members that this is just a graph that's showing the number of active caseloads per Contractor.

***Youth Caseload by County Report***

Ms. Matthews informed the Board members that the chart shows how the Contractors are performing per county. She stated that it was brought up earlier the several of the contractors are not providing services equally across the counties they currently have. She informed the Board members that we will be putting stipulations in place this program year to track the contractors' performance to ensure that services are equal across the counties.

### **Program Services Reports**

Ms. Glenn informed the Board members that she has several contracts for their approval today. She asked the Board members approval for the Tencate OJT Contract. She informed the Board members that Tencate has two locations in the Three Rivers region requesting OJT funds to train several positions in their Senoia and Zebulon plants. She stated that 6 of these positions will assist with the expansion of the Zebulon plant. The total funding for the Zebulon plant is \$36,828 and the Senoia plant funding is \$156,812.00 with a total contract value of \$193,640.00. She informed the Board members that the employees will work 13 days with 1 day off.

Ms. Glenn asked for a motion to approve the Tencate OJT Contract.

#### **Motion:**

Keven Sasser made the motion to approve the Tencate OJT Contract. Karen Kirchler 2<sup>nd</sup> the motion. Kevin Hilton sustained. All Agreed.

### ***Individual Training Account Policy Modification***

Ms. Glenn informed the Board members that she needs their approval for the individual training account policy modification. She stated that policy will allow some flexibility with approving training accounts with our health care programs that exceeds our cap. She informed the Board members that currently the funding is up to \$5,000 for the first year of training, excluding support, may be expended for each participant; and any training that extends beyond 2 years, total training cost may not exceed \$10,000, excluding support.

She stated with the Nursing, Radiological Technology and Dental Hygienist Degree programs with the cost for the exams and everything else, the Hope and Pell Grants being applied is still exceeding the \$10,000 cap for us. Therefore, we are asking for the flexibility to have this application in our policy. Ms. Glenn informed the Board members that any training account that exceeds \$10,000 will go to Carolyn Mitchell for review; then it goes to Mr. Hiatt for approval for the cost being over the policy cap. This is based upon funds availability.

Ms. Glenn asked for a motion to approve Individual Training Account Policy Recommendation.

#### **Motion:**

Mitch Byrd made the motion to approve Individual Training Account Policy Recommendation. Kevin Hilton 2<sup>nd</sup> the motion. All agreed.

### ***Citizen Served Report***

Ms. Glenn provided an overview of the Citizen Serve Report. She informed the Board members that the chart shows the number of individuals that visit the Career Centers for services. This includes job fairs and referrals. She stated that the report shows the outreach that we provide and how many people we are touching.

Mr. Hiatt stated that it shows the level of services that we have provided in each community within our region.

### ***Other Business***

Mr. Hiatt informed the Board members that we had our staff down at PowerTech. He stated that this a very high profile project within our Workforce region. He stated that once the project is completed, the state Workforce of Economic Development will be doing a full press release of our efforts. He informed the Board members that this is a good opportunity for the region, and maybe we will be able to do more. Mr. Hiatt informed the Board members that we will be doing more with Business Services under the new WIOA law.

***Budget Committee***

Mr. Hiatt informed the Board members that we need 4 to 5 people to serve on the budget committee. He stated that Mayor Pippin will serve as the ex officio.

- Donna Lackey
- Brandon Eley
- Kevin Sasser
- Greg Burns

***Apprenticeship Program***

Mitch Byrd informed the Board members that with the apprenticeship program, there have been couple of success stories. He stated that who all did not know what the apprenticeship program is with the DOL, they need to come and participate in the event on June 1<sup>st</sup> at that Ellenwood location. The International Union will come down with the media, magazine and film crew. It will reach all the United States, including Canada. He stated that we will be writing about skill trades and Workforce Development and the good work we are doing with Region 8.

**Adjournment**

Chairman Burns asked for a motion to adjourn the meeting at 12:15 p.m. Motion carried unanimously by all members of the Board.

As there was no further business to discuss, the meeting was adjourned.

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Greg Burns, Chairman

Date:

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Director

Date:

# Director's Reports

Three Rivers Regional Commission | Workforce Development  
Operating Budget 7.1.2016 - 6.30.2017

Source of Funds	TOTAL BUDGETS		TOTAL BUDGET	TOTAL EXPENSED TO DATE thru May 2017				REMAINING BALANCES			
	ADMIN	PROGRAM		ADMIN	PROGRAM	TOTAL ADMIN + PROG	% EXPENSED	ADMIN	PROGRAM	TOTAL ADMIN + PROG	% REMAINING
Total Income	\$ 475,602	\$ 4,269,021	\$ 4,744,623								
Chargeable Salaries	\$ 132,781	\$ 645,791	\$ 778,572	\$ 88,561.93	\$ 571,097.63	\$ 659,659.56	85%	\$ 44,219.07	\$ 74,693.37	\$ 118,912.44	15%
Fringe Benefits	\$ 65,028	\$ 316,268	\$ 381,296	\$ 43,489.18	\$ 288,044.98	\$ 331,534.16	87%	\$ 21,538.82	\$ 28,223.02	\$ 49,761.84	13%
Total Direct Personnel	\$ 197,809	\$ 962,059	\$ 1,159,868	\$ 132,051.11	\$ 859,142.61	\$ 991,193.72	85%	\$ 65,757.89	\$ 102,916.39	\$ 168,674.28	15%
Supplies & Materials	\$ 2,401	\$ 13,399	\$ 15,800	\$ 1,592.91	\$ 10,716.11	\$ 12,309.02	78%	\$ 808.09	\$ 2,682.89	\$ 3,490.98	22%
Repairs & Maintenance	\$ 1,943	\$ 10,838	\$ 12,781	\$ 1,462.40	\$ 15,310.08	\$ 16,772.48	131%	\$ 480.60	\$ (4,472.08)	\$ (3,991.48)	-31%
Utilities	\$ 2,081	\$ 11,614	\$ 13,695	\$ 1,755.28	\$ 10,948.85	\$ 12,704.13	93%	\$ 325.72	\$ 665.15	\$ 990.87	7%
Insurance & Bonding	\$ 2,918	\$ 16,282	\$ 19,200	\$ 3,067.82	\$ 19,116.63	\$ 22,184.45	116%	\$ (149.82)	\$ (2,834.63)	\$ (2,984.45)	-16%
Publications & Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Postage & Freight	\$ 304	\$ 1,696	\$ 2,000	\$ 36.75	\$ 37.70	\$ 74.45	4%	\$ 267.25	\$ 1,658.30	\$ 1,925.55	96%
Travel	\$ 4,105	\$ 22,896	\$ 27,001	\$ 1,041.45	\$ 25,996.46	\$ 27,037.91	100%	\$ 3,063.55	\$ (3,100.46)	\$ (36.91)	0%
Per Diem & Fees	\$ 3,040	\$ 16,960	\$ 20,000	\$ 30.10	\$ 203.33	\$ 233.43	1%	\$ 3,009.90	\$ 16,756.67	\$ 19,766.57	99%
Drug Testing	\$ 300	\$ -	\$ 300	\$ -	\$ 70.00	\$ 70.00	23%	\$ 300.00	\$ (70.00)	\$ 230.00	77%
Telecommunications	\$ 2,119	\$ 11,819	\$ 13,938	\$ 1,139.99	\$ 11,488.48	\$ 12,628.47	91%	\$ 979.01	\$ 330.52	\$ 1,309.53	9%
Rentals Real Estate	\$ 9,941	\$ 55,459	\$ 65,400	\$ 4,694.64	\$ 55,611.86	\$ 60,306.50	92%	\$ 5,246.36	\$ (152.86)	\$ 5,093.50	8%
Rentals Other	\$ 2,358	\$ 13,148	\$ 15,506	\$ 1,984.60	\$ 12,758.20	\$ 14,742.80	95%	\$ 373.40	\$ 389.80	\$ 763.20	5%
Computer charges	\$ 24,448	\$ 136,385	\$ 160,833	\$ 17,202.32	\$ 115,820.90	\$ 133,023.22	83%	\$ 7,245.68	\$ 20,564.10	\$ 27,809.78	17%
Gain/Loss of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Advertising	\$ 1,296	\$ 5,904	\$ 7,200	\$ 247.08	\$ 2,058.26	\$ 2,305.34	32%	\$ 1,048.92	\$ 3,845.74	\$ 4,894.66	68%
Membership & Subscriptions	\$ 774	\$ 3,526	\$ 4,300	\$ 18.83	\$ 2,526.17	\$ 2,545.00	59%	\$ 755.17	\$ 999.83	\$ 1,755.00	41%
Training & Education	\$ 2,309	\$ 12,890	\$ 15,199	\$ 773.93	\$ 6,063.02	\$ 6,836.95	45%	\$ 1,535.07	\$ 6,826.98	\$ 8,362.05	55%
Participant Expense	\$ -	\$ 355,000	\$ 355,000	\$ -	\$ 693,047.45	\$ 693,047.45	195%	\$ -	\$ (338,047.45)	\$ (338,047.45)	-95%
Contractual Expense	\$ 583	\$ 2,229,446	\$ 2,230,029	\$ 1,300.86	\$ 1,509,484.81	\$ 1,510,785.67	68%	\$ (717.86)	\$ 719,961.19	\$ 719,243.33	32%
Business Services Contracts	\$ -	\$ 345,042	\$ 345,042	\$ -	\$ 7,714.22	\$ 7,714.22	2%	\$ -	\$ 337,327.78	\$ 337,327.78	98%
Enrollee Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Volunteer & Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Inkind Expense/Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Board Travel	\$ 3,100	\$ -	\$ 3,100	\$ 3,555.00	\$ -	\$ 3,555.00	115%	\$ (455.00)	\$ -	\$ (455.00)	-15%
Board Meeting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Fuel	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 3,161.18	\$ 3,161.18	53%	\$ -	\$ 2,838.82	\$ 2,838.82	47%
Other Public Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Interest Expense Bldg Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Miscellaneous/Contingencies	\$ 213,773	\$ 38,658	\$ 252,431	\$ 179.44	\$ 4,802.34	\$ 4,981.78	2%	\$ 213,593.56	\$ 33,855.66	\$ 247,449.22	98%
Total Direct Expense	\$ 475,602	\$ 4,269,021	\$ 4,744,623	\$ 172,134.51	\$ 3,366,078.66	\$ 3,538,213.17	75%	\$ 303,467.49	\$ 902,942.34	\$ 1,206,409.83	25%
Indirect Cost Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 475,602</b>	<b>\$ 4,269,021</b>	<b>\$ 4,744,623</b>	<b>\$ 172,134.51</b>	<b>\$ 3,366,078.66</b>	<b>\$ 3,538,213.17</b>	<b>75%</b>	<b>\$ 303,467.49</b>	<b>\$ 902,942.34</b>	<b>\$ 1,206,409.83</b>	<b>25%</b>

BUDGET COMPARISON								
INITIAL FY18 BUDGET				% Diff.	INITIAL FY17 BUDGET			
Source of Funds	TOTAL BUDGETS		TOTAL BUDGET		Source of Funds	TOTAL BUDGETS		TOTAL BUDGET
	ADMIN	PROGRAM			ADMIN	PROGRAM		
Federal	636,926	4,294,295	4,931,221		Federal	475,602	4,269,021	4,744,623
State					State			
Local					Local			
Other					Other			
Program Income/Inkind					Program Income/Inkind			
<b>Total Income</b>	<b>636,926</b>	<b>4,294,295</b>	<b>4,931,221</b>	<b>3.93%</b>	<b>Total Income</b>	<b>475,602</b>	<b>4,269,021</b>	<b>4,744,623</b>
Chargeable Salaries	168,323	475,929	644,252	-17.25%	Chargeable Salaries	132,781	645,791	778,572
Fringe Benefits	79,995	223,924	303,919	-20.29%	Fringe Benefits	65,028	316,268	381,296
<b>Total Direct Personnel</b>	<b>248,318</b>	<b>699,853</b>	<b>948,171</b>	<b>-18.25%</b>	<b>Total Direct Personnel</b>	<b>197,809</b>	<b>962,059</b>	<b>1,159,868</b>
Supplies & Materials	1,794	11,706	13,500	-14.56%	Supplies & Materials	2,401	13,399	15,800
Repairs & Maintenance	1,594	10,406	12,001	-6.10%	Repairs & Maintenance	1,943	10,838	12,781
Utilities	1,888	12,320	14,208	3.75%	Utilities	2,081	11,614	13,695
Insurance & Bonding	4,201	27,419	31,620	64.69%	Insurance & Bonding	2,918	16,282	19,200
Publications & Printing	-	-	-		Publications & Printing	-	-	-
Postage & Freight	266	1,734	2,000	0.00%	Postage & Freight	304	1,696	2,000
Travel	4,251	27,749	32,000	18.51%	Travel	4,105	22,896	27,001
Per Diem & Fees	2,657	17,343	20,000	0.00%	Per Diem & Fees	3,040	16,960	20,000
Drug Testing	150	-	150	-50.00%	Drug Testing	300	-	300
Telecommunications	2,008	13,108	15,116	8.45%	Telecommunications	2,119	11,819	13,938
Rentals Real Estate	4,844	31,618	36,462	-44.25%	Rentals Real Estate	9,941	55,459	65,400
Rentals Other	1,509	9,851	11,360	-26.74%	Rentals Other	2,358	13,148	15,506
Computer charges	13,562	88,524	102,086	-36.53%	Computer charges	24,448	136,385	160,833
Equipment	-	-	-		Equipment	-	-	-
Advertising	1,594	10,406	12,000	66.67%	Advertising	1,296	5,904	7,200
Membership & Subscriptions	399	2,601	3,000	-30.23%	Membership & Subscriptions	774	3,526	4,300
Training & Education	1,063	6,937	8,000	-47.36%	Training & Education	2,309	12,890	15,199
Participant Expense	-	550,000	550,000	54.93%	Participant Expense	-	355,000	355,000
Participant Training	-	550,000	550,000	100.00%	Participant Training	-	-	-
Contractual Expense	12,871	1,914,676	1,927,546	0.20%	Contractual Expense	583	1,923,062	1,923,645
On-the-job training	-	-	-		On-the-job training	-	-	-
IWT	-	-	-		IWT	-	-	-
Work Experience	-	-	-		Work Experience	-	-	-
Board Travel	30,000	-	30,000	867.74%	Board Travel	3,100	-	3,100
Board Meeting Expenditures	-	-	-		Board Meeting Expenditures	-	-	-
Fuel	-	5,000	5,000	-16.67%	Fuel	-	6,000	6,000
Other Public Meetings	-	-	-		Other Public Meetings	-	-	-
Unemployment	-	-	-		Unemployment	-	-	-
Legal Fees	-	-	-		Legal Fees	-	-	-
Miscellaneous/Contingencies	303,958	303,044	607,002	-32.84%	Miscellaneous/Contingencies	213,773	690,085	903,858
<b>Total Direct Expense</b>	<b>636,927</b>	<b>4,294,295</b>	<b>4,931,222</b>		<b>Total Direct Expense</b>	<b>475,602</b>	<b>4,269,022</b>	<b>4,744,624</b>
Indirect Cost Recoveries					Indirect Cost Recoveries			
<b>Total Expenditures</b>	<b>636,927</b>	<b>4,294,295</b>	<b>4,931,222</b>		<b>Total Expenditures</b>	<b>475,602</b>	<b>4,269,022</b>	<b>4,744,624</b>

Kay Pippin, LWDA 8 Chief Local Elected Official

Date

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## **One Stop Certification Recommendations PY 17**

The State WDB, in consultation with chief elected officials and Local WDBs, must establish objective criteria and procedures for Local WDBs to use when certifying one-stop centers. The LWDA has used the criteria developed and received from Georgia Department of Economic Development (GDEcD) Workforce Division, in accordance with CFR § 678.800, to certify the Comprehensive and Affiliate one-stops in the Three Rivers area. Comprehensive and Affiliate one-stops must be certified no later than June 30, 2017.

Worksource Three Rivers' One-Stop Certification is comprised of the following categories, which evaluate the one-stop for effectiveness: Customer Flow of Services, Memorandum of Understanding, Operational Details, the WorkSource Georgia Branding Identifier, Customer Satisfaction, Continuous Improvement, and Accessibility and Equal Opportunity Certification. These are the same criteria set forth by Worksource Georgia. The local area has not opted to include any additional categories of certification criteria.

The locations below have been identified and are recommended for certification either as an Affiliate or Comprehensive one-stop based on on-site visits conducted by assigned staff, and completion of the appropriate forms required in the certification process.

### **Comprehensive One-Stop Certification Recommendation**

Griffin Career Center

### **Affiliate One-Stop Certification Recommendations**

Carrollton Career Center

Newnan Career Center

LaGrange Career Center

*\*Completed Partner Presence and Guideline forms are available for review upon request.*

**Workforce Development Contracts and Agreements  
June 22, 2017**

**Request for Proposals:**

The Three Rivers Workforce Development Board (TRWDB) issued a request for proposals (RFP) for One Stop Operations (OSO), Youth Services, and Career Services. The OSO contractor would manage the Workforce One Stops located at the Carrollton, Griffin, LaGrange, and Newnan offices of the Georgia Department of Labor. The RFP's are for a period of four years (1 award year + 3 optional renewals). Youth Services provide work experience, soft skills training, leadership development, and training services to out of school youth between the ages of 16 and 24. Career services provide workforce case management and training program coordination to citizens within the 10 county TRRC region.

**Recommendations:**

**One Stop Operations:**

<u>Georgia Department of Labor</u> OSO Locations: Carrollton, Griffin, LaGrange, Newnan	\$120,000
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**Youth Services:**

<u>Paxen</u> Serving: Butts, Lamar, Heard, Meriwether, Pike, Spalding, Upson	\$734,585
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<u>West Georgia Technical College</u> <u>Goodwill (Newnan)</u> Serving: Carroll, Coweta, Troup	\$ 90,000 \$154,554
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**Career Services:**

<u>West Georgia Technical College</u> Serving: Carroll, Coweta, Heard, Meriwether, Troup	\$527,776
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<u>Three Rivers Workforce Development Board</u> Serving: Butts, Lamar, Pike, Spalding, and Upson	No Change
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<u>High Demand Career Initiative</u> (Contractor TBD)	\$240,000
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**Business & Training Agreements:**

<u>Tencate On the Job Training (OJT)</u> New Hires/Expansion OJT Serving: Zebulon and Senoia	\$193,640
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<u>Southern Crescent Technical College</u> Serving: Butts, Lamar, Pike, Spalding, and Upson	\$92,500
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Interfor, Millwright Apprenticeship	\$57,312
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International Union of Operating Engineers (OJT)	\$TBD
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# **Program Services Reports**



## West Georgia Technical College Recommendation for Additional Slots

West Georgia Technical College's Welding Program is requesting approval for 20 additional slots to be added to the previously approved program in conjunction with Carroll County Correctional Facility.

Currently, the program has been approved to provide training to 10 inmates in the Carroll County Correctional Facility. Due to the addition of inmates expected from the Troup County Correctional Facility, West Georgia Technical College would like to expand the number of inmates served in order to provide them with a training program designed to provide valuable welding skills that will allow them to gain meaningful employment upon release.

The cost per participant would remain at \$9,250.00 for the 150hr course.

This program includes an Introduction to Welding, Welding Safety, Shielded Metal Arc Welding and Gas Metal Arc Welding. Students will complete the program and be eligible for the AWS Weld test Certification.

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## ETPL Recommendation

Provider: Southern Crescent Technical College  
Program: Forklift Safety and Certification

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Southern Crescent Technical College's, Economic Development Division's, Forklift Safety and Certification program is being recommended for addition to the Local Eligible Training Provider list. The Forklift Safety and Certification program is designed to prepare students for entry-level manufacturing/ warehousing industry jobs. Certified forklift operator training is necessary for job attainment in the industry.

Currently, there is a high demand for heavy equipment technicians. This 2 day course provides knowledge in various workplace safety, machinery operation, and hazards practices.

- Award Level: Certificate
- Minimum Length of Program: 2 Days
- Total Cost : \$175.00

With the increase of warehouse jobs in the region forklift certification would be beneficial to job attainment in the field.

Median starting wage being \$11.00/hr



**ETPL Recommendation**  
**Provider: West Georgia Technical College**  
**Program: 150Hr Welding Program**

West Georgia Technical College's Welding Program is requesting approval for 20 additional slots to fund the program in conjunction with Carroll County Correctional Facility.

The program is designed to provide valuable welding skills for inmates in at eh Carroll Correctional Facility that will allow them to gain meaningful employment upon release.

This program includes an Introduction to Welding, Welding Safety, Shielded Metal Arc Welding and Gas Metal Arc Welding. Students will complete the program and be eligible for the AWS Weld test Certification.

**Program Cost**

Program Cost per Participant: \$9,250.00

Number of Participant: 20

Total Number of Training Hours: 150

Total Program Cost: \$185,000.00

**Outcomes for Participants**

AWS Weld Certified

**Existing Performance on Current Agreement**

There is no performance to date. The class of 10 previously approved by the TRWDB is currently in session. Performance will not be realized until September 2017. WorkSource Three Rivers staff review agreements and contracts based on performance outcomes that include completion of training, placement into employment, and retention in employment.

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

<b>WIOA</b>	<b>Program Year 2016</b>	<b>Registration Goals by County</b>
<b>Butts</b>	23	30
<b>Carroll</b>	72	225
<b>Coweta</b>	84	225
<b>Heard</b>	9	10
<b>Lamar</b>	20	20
<b>Meriwether</b>	27	20
<b>Pike</b>	7	10
<b>Spalding</b>	74	150
<b>Troup</b>	169	150
<b>Upson</b>	13	10
<b>Others</b>	86	
	<b>Program Year 2016</b>	<b>Program Year Goals</b>
	<b>WIOA</b>	
<b>Over All Total</b>	<b>584</b>	<b>850</b>

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

Counties	Program Year 2016	Total
<b>Butts</b>	WIOA	31
	31	31
<b>Carroll</b>	WIOA	167
	167	167
<b>Coweta</b>	WIOA	152
	152	152
<b>Heard</b>	WIOA	13
	13	13

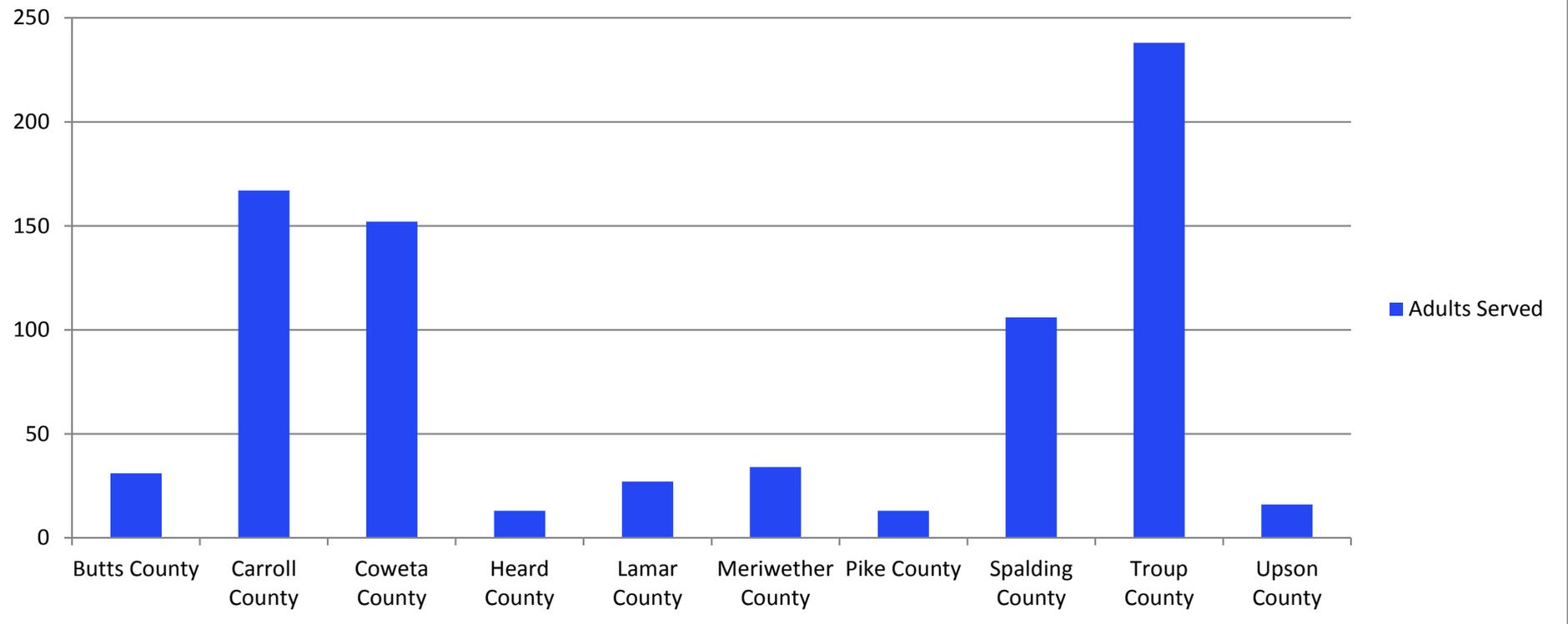
**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**

<b>Lamar</b>		
	<b>WIOA</b>	
	27	27
<b>Meriwether</b>		
	<b>WIOA</b>	
	34	34
<b>Pike</b>		
	<b>WIOA</b>	
	13	13
<b>Spalding</b>		
	<b>WIOA</b>	
	106	106

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

<b>Troup</b>		
	<b>WIOA</b>	
	238	<b>238</b>
<b>Upson</b>		
	<b>WIOA</b>	
	16	<b>16</b>
<b>Others</b>		
	<b>WIOA</b>	
	93	<b>93</b>
	<b>Program Year 2016</b>	<b>Total</b>
	890	<b>890</b>
<b>Technical Colleges</b>	<b>PY16</b>	
	181	
	256	
	<b>437</b>	

## Active Adult Cases by County PY 16



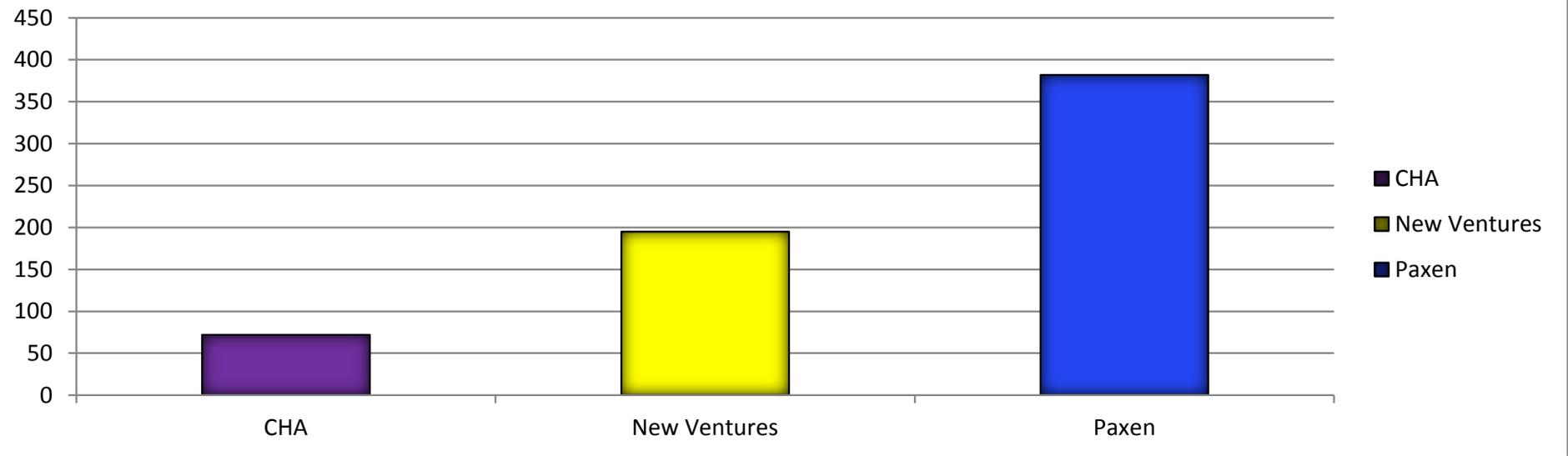
# Youth Services Reports

## Youth Contractor Active Caseloads by Provider PY2016

Program Year 2016		Totals	
		ACTIVE TOTAL	
<b>Carrollton Housing</b> Carrollton			
	Youth	72	72
<b>New Ventures</b> Troup & Heard			
	Youth	195	195
<b>Paxen</b> Butts, Coweta, Meriwether, Pike, Spalding, and Upson			
	Youth	382	382
<b>Overall Totals</b>		<b>649</b>	<b>649</b>

<b>Youth Caseload by County</b>		
	<b>PY 2016</b>	<b>PY 201__</b>
<b>Carroll Housing Authority</b>		
Carroll County	71	
Douglas County	1	
<b>Total</b>	<b>72</b>	
<b>New Ventures</b>		
Heard	28	
Troup	167	
<b>Total</b>	<b>195</b>	
<b>Paxen</b>		
Butts	2	
Coweta	53	
Lamar	14	
Meriwether	48	
Pike	7	
Spalding	193	
Upson	65	
<b>Total</b>	<b>382</b>	
	<b>Overall Total</b>	<b>649</b>

## Active Youth Cases PY16



# **Program Services Reports**

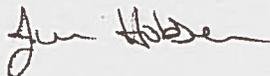
June 7, 2017

Mrs. Sonja Baisden  
Workforce Development  
P.O. Box 1562  
Griffin, GA 30224

Mrs. Baisden:

U.S. Beverage, Inc.'s would like to reallocate on of our production technician positions to an administrative assistant position. This position will require 12 weeks training at 40 hours per week for a total of 480 hours. We would also like to request an extension to our contract that ends June 23, 2017. we would need additional time to obtain candidates from Three Rivers, interview, and complete hiring process. This process sometimes takes a good bit of time to find the right candidate. An extension to June 23, 2018 would allow us to try and fill both the production technician and administrative assistant position.

Sincerely,



Jenni Hobson



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## **Business Services Contract Amendment Recommendation**

**Contractor:** US Beverage

**Contract Type:** OJT

### **Recommendation:**

US Beverage is requesting a contract extension and position change. The current contract ends on 6.30.17. The company is requesting an extension until 12.30.2017. Performance will be reviewed at the end of the contract in the areas of retention of employment for participants currently employed under the existing contract.

The company is requesting a contract amendment for OJT funds to be used for 3 Production Technicians, and one Front Office Administrator/Support positions. The value of the contract will not change.

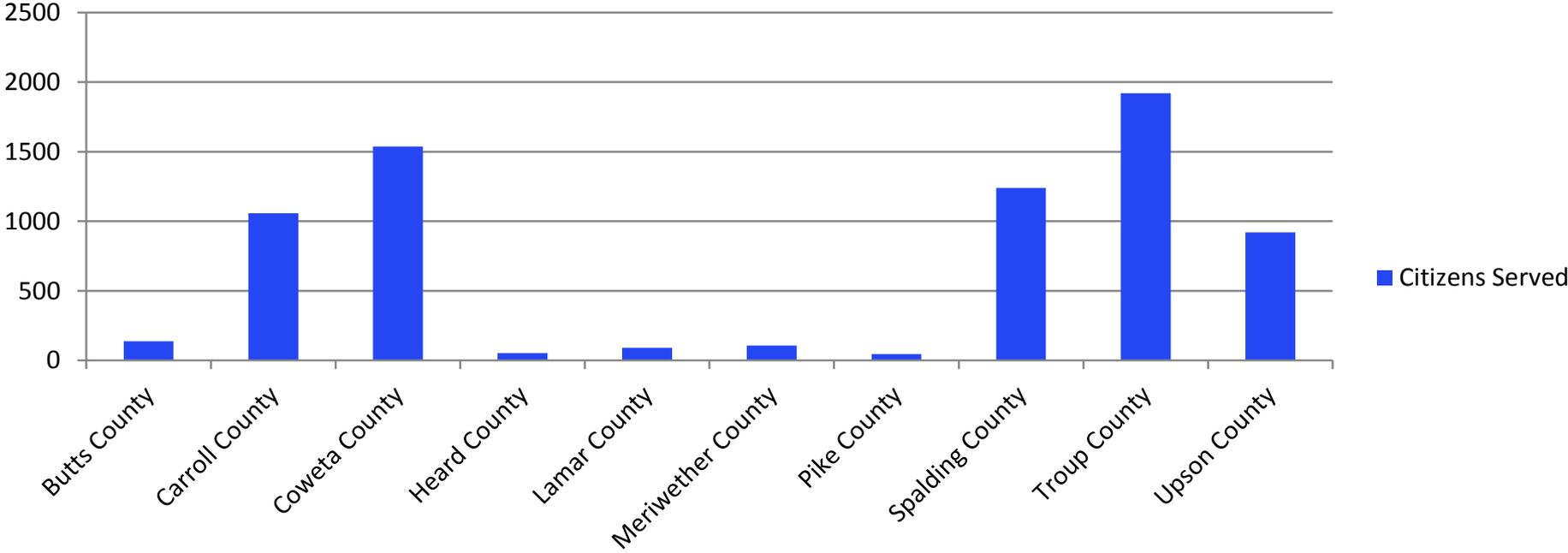
### **Existing Contract Details:**

<b>Program</b>	<b>Amount Requested</b>	<b>% Reimbursement</b>
On-the-Job Training	\$18,240.00	75%

U.S. Beverage, Inc. is currently located in Newnan, GA. They have been in business for 31 years and their chief product is beverage manufacturing.

U.S. Beverage offers an extensive training program and employee progression track for those individuals who are interested in furthering their career and increasing their skills. They also successfully completed their first OJT contract with the LWDB in 2013.

# Citizens Served PY16



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## **WorkSource Three Rivers – Three Rivers Regional Commission Workforce Innovation and Opportunity Act INCUMBENT WORKER TRAINING POLICY & PROCEDURES**

### **PURPOSE**

To provide information and direction for the implementation of Workforce Innovation & Opportunity Act (WIOA) funded Incumbent Worker Training (IWT) opportunities for eligible program participants.

### **POLICY**

Incumbent Worker Training meets the requirements of an employer or group of employers to retain a skilled workforce, or to avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment.

#### **Policy Guidelines**

The following guidelines are applicable when implementing all Incumbent Worker trainings:

- WIOA IWT contracts shall not be made with employers who have previously exhibited a pattern of failing to provide IWT participants with continued long-term employment with wages, benefits and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.
- WIOA § 134 (d)(4)(A)(i) allows for the use of up to 20% of Adult and Dislocated Worker funds for IWT. The 20% may be used for IWT activities that are programmatic in nature, as administrative activities must be paid from Local Workforce Development Area (LWDA) administrative funds.
- No WIOA funds shall be used to pay the wages of incumbent employees during their participation in economic development activities provided through a statewide workforce development system.
- The training should provide an industry-recognized credential or certificate that demonstrates the quality of work or advanced ability necessary to obtain, retain or advance in employment in the industry. Other certificates or credentials may be agreed upon with the Three Rivers Workforce Development Board (TRWDB) approval.
- The wage and benefit levels of participants should not be reduced after training has occurred. Successful completion of the training should allow for increased wage attainment or advancement opportunities.
- The occupation for which Incumbent Worker training is being provided must be in-demand within the TRWDB region. Priority will be given to those industries that align with current sector strategies.
- IWT contracts will generally not be written for low skill jobs that generally would require little or no training.
- Employers must use the Incumbent Worker Training Plan/Reimbursement Invoice provided by TRWDB.
- Training should be for a specified length of time (see Incumbent Worker Training Length section).
- IWT should be provided for private sector employers; however, non-profit and local government entities may be recipients of IWT funds.

- LWDA's must conduct an employer pre-award review checklist containing requirements of WIOA 683.260 and TEGL 19-16.

### **Participant Eligibility**

Trainees must have received a documented assessment that results in the development of an Individual Employment Plan (IEP) that documents the participant has the interest, aptitude and skills to meet the specific Incumbent Worker training requirements.

20CFR 680.780 specifies that to qualify as an incumbent worker, the incumbent worker needs to be employed, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established employment history with the employer for 6 months or more (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds), with the following exception: In the event that the incumbent worker training is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more as long as a majority of those employees being trained do meet the employment history requirement.

They must have:

- Enrolled with WorkSourceThree Rivers;
- Be currently employed and in need of additional training to avert a layoff or be retained with the company;
- Be at least 18-years of age;
- Be a citizen of the United States or a non-citizen whose status permits employment in the United States;
- Registered with the selective service system within 30 days after their 18<sup>th</sup> birthday or at least before they reach the age of 26, if male; and
- Be currently employed fulltime with the participating employer.

Incumbent Worker participants must meet the eligibility requirements above. An incumbent worker participant does not have to meet the eligibility requirements for career and training services for adults and dislocated workers under WIOA, unless they are also enrolled as a participant in the WIOA adult or dislocated worker program. As such, they are not included in calculations for the State performance measures. States and LWDA's are, however, required to input data into GWROPP on individuals who receive incumbent worker training, including characteristics, services and outcomes.

### **Employer Eligibility/Responsibility**

In accordance with WIOA § 134 (d)(4)(A)(ii) the Three Rivers Workforce Development Board must determine the eligibility of an employer to receive IWT assistance. The IWT Employer:

- Must be registered with the Internal Revenue Service (IRS) and carry Workman's Compensation Insurance (20 CFR 683.280).
- Must be in operation at least twelve months and employ at least five fulltime employees, be financially viable and current on all state and federal tax obligations.
- Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at the prior location.
- Must agree that IWT employees will not displace any currently employed workers (including partial displacement, such as by reducing hours or denying promotional opportunities, wages, or other employment benefits).
- Must be in need of assistance in training current employees to improve the competitiveness of the employer.
- Must not allow Incumbent Worker Training participants to work on the construction, maintenance, or operation of any facility that is used for sectarian activities or as a place of worship.
- Per WIOA regulations (20 CFR 683.200(g)), "No individual may be placed in an employment activity if a member of that person's immediate family is directly supervised by or directly supervises that

individual.” For the purpose of this policy, the term “immediate family” includes a spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sibling, brother-in-law, sister-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, grandparent, and grandchild.

- Must not illegally, discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age.
- Agrees that there will be no preferential treatment of a person or group of people over other people or groups in the workplace.
- Agrees to maintain appropriate standards for health and safety in work and training environments.
- Agrees that if there is no established grievance procedure that the Employer will abide by the procedure provided by TRWDB.
- Agrees to participate in any follow-up efforts conducted by TRWDB or its authorized representative to evaluate IWT effectiveness.
- Will not use funds provided for IWT to directly or indirectly assist, promote or deter union organizing.
- Will not use the IWT to impair existing contracts for services or collective bargaining agreements.
- Will meet the provisions of the Georgia Illegal Immigrant Enforcement Act of 2011 by signing and complying with the affidavit.

### **Employer Non-Federal Share**

In accordance with WIOA § 134 (d)(4)(C) and § 134 (d)(4)(D)(i-iii), employers deemed eligible to receive IWT assistance must also provide a portion of the training costs as a non-federal share. This contribution may be in the form of wages of a participant while attending a training program or a direct percentage of the costs of training. The employer share will be tracked on WorkSource Three River’s monthly FSR. The portion of the non-federal share that an employer must contribute is dependent upon the size of the employer as follows:

- 10% - Fewer than 50 employees
- 25% - 51 – 100 employees
- 50% - 100 or more employees

Employer size is based on the number of employees currently employed at the local operation where the incumbent worker training placements will be made. Employer Size is determined by the number of employees at the time of the execution of the incumbent worker training contract. This applies to all employers, including employers with seasonal or intermittent employee size fluctuations. Employers must provide documentation that indicates employer size.

If multiple Employer sites exist within an LWDA: Employer agreements may be limited to physical locations within the LWDA area or the LWDA may develop one agreement with multiple locations, training descriptions and budgets.

The non-Federal share provided by an employer may include the amount of the wages paid by the employer while the worker is attending training, equipment purchased for training, curriculum development expenses, travel and lodging costs, etc.. The employer may provide the share in cash or in kind, fairly evaluated. The employer non-Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs.

The business will be required to calculate its actual non-federal share as a part of the application for training funds and at the conclusion of the training. Official payroll records, time and attendance records, invoices for equipment purchased, etc. must be utilized to determine the amount of the employer’s share of cost.

### **The Incumbent Worker Training Contract**

Every Incumbent Worker Training opportunity will include a contract (agreement) with the Employer and a Training Plan for the Trainee. The contract must be signed prior to the initiation of training with a copy given to the employer(s) and must include:

- The requirements of WIOA rules and regulations;
- The occupation, skills and competencies to be learned;

- A provision addressing termination for lack of funds or recapture of funds, a lack of participant attendance, or failure of employer to comply with initial or upgraded employment requirements;
- A provision for maintaining and providing records for local area, state, and federal monitoring and review;
- The length of time the training will be provided. The contract will be limited to the period of time required for a participant to become proficient in the skills for which the training is provided;
- Employer documentation of the six month work history requirement;
- Hourly wage of the individual;
- Assessment and identification of the individuals skills gaps; and
- Performance measures outcome requirements.

Contract modifications must be in writing, signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid. IWT contracts will not be written to provide skills for seasonal, temporary, or intermittent employment.

During the training period the employer must commit to retain the participant as a full-time employee with the same wages, benefits, hours and conditions.

Priority will be given to incumbent worker training contracts which:

- Provide training in one of the LWDA's target industries;
- The individual's hourly wage is no less than \$15/hour and the position provides fringe benefits;
- The individual has the opportunity for upward mobility into a higher-paying job classification; and
- The employer indicates an interest or potential to "back fill" entry level positions with WIOA participants.

### **Cost Per Participant/Training Duration**

Subject to funding availability and the Incumbent Worker Training participants' needs, TRWDB limits the training costs to \$5,000 per participant. Training costs in excess of these limits may be approved by the TRWDB, under special circumstances. Regardless of the hourly wage, training duration is limited to no more than the SVP code – excluding any occupational skills training provided through ITAs for eligible participants.

Total training time for each occupation shall not exceed total hours stipulated in the O\*Net system by the SVP code for the respective occupation unless adequate documentation is provided by the employer to show that required training exceeds hours specified. This documentation will be reviewed by TRWDB.

WIOA participants who have utilized the maximum allowed under the TRWDB's most current ITA Policy may also qualify for an Incumbent Worker Training with training cost and duration limits described above.

## **PROCEDURES**

### **Participant Case File**

All documentation relative to the selection of a candidate for an Incumbent Worker Training opportunity and the development and maintenance of the participant's Training Plan should be included in the participant's hard or electronic case file. Participant files must be available to federal, state and local monitors for compliance review.

### **Employer Files**

TRWDB Staff are required to keep an individual file for each Incumbent Worker Training Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

## **Monitoring**

On-site monitoring visits will be conducted by the Program Services Manager and Business Service Specialist throughout the duration of the Incumbent Worker Training agreement.

Effective monitoring also includes desk review of correspondence from the employer, including reimbursement invoices and required documentation to support those invoices.

Career Facilitators must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to Incumbent Worker Training.

Any deviations from the Incumbent Worker Training Contract should be dealt with and documented promptly.

## **Exceptions**

Any exceptions to this policy must be approved by the Three Rivers Workforce Development Board (TRWDB) and documented in both the Trainee and Employer files. Exceptions will be on a case by case basis with recommendation to the TRWDB from the Business Services Specialist.

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## **WorkSource Three Rivers Workforce Innovation and Opportunity Act ON-THE-JOB TRAINING (OJT) POLICY & PROCEDURES**

### **PURPOSE**

To provide information and direction for the implementation of WIOA funded On-the-Job Training (OJT) opportunities for eligible Adult and Dislocated Worker program participants. Specific criteria are included to increase the amount of employer reimbursement for an OJT participant wage rate to more than 50%, if an employer meets one of the four criteria outlined in the policy.

### **BACKGROUND**

On-the-Job Training (OJT) is a training option that provides Employers the opportunity to train new employees (Trainees) on the specific knowledge or skills essential to the full and adequate performance of the job. OJT opportunities are formed through a contractual agreement between the Employer and Three Rivers Workforce Development Board (TRWDB).

TRWDB provides the Employer with a partial wage reimbursement, typically up to 50 percent of the wage rate of the participant for the extraordinary costs of providing the training and supervision related to the training. However, Section 134(c) of WIOA authorizes local boards to reimburse employers up to a maximum of 75 percent of the wage rate of an OJT participant after considering factors listed in proposed rules at 20 CFR 680.730 and this policy.

The Trainee begins their OJT as a full-time employee of the company that has agreed to provide the on-site training and long-term employment upon completion of the OJT. The rate of pay, fringe benefits, periodic pay increases, and working conditions offered to the Trainee are the same as similarly situated employees in similar positions by the same Employer and are in accordance with Section 6(a)(1) of the Fair Labor Standards Act of 1938 (29.U.S.C. 206(a)(a) or the applicable state or local minimum wage laws.

### **POLICY**

On-the-Job Training must be provided through a contract that provides a structured training opportunity for the OJT Trainee to gain the knowledge and skills to be competent in the job for which they are hired. The contract must be completed and signed by all parties before the OJT Trainee may begin the OJT training.

OJT may be sequenced with other WIOA program services such as work experience, classroom training or basic skills training.

### **Participant Eligibility**

OJT Trainees must meet program eligibility requirements for each funding source, i.e. WIOA Adult or Dislocated Worker formula funded programs. Trainees must have received a documented assessment that results in the development of an Individual Employment Plan (IEP) that documents the participant has the interest, aptitude and skills to meet the specific Employer OJT requirements.



## Employer Eligibility

The OJT Employer:

- Must be registered with the Internal Revenue Service (IRS) and carry Workman's Compensation Insurance (proposed rule at 20 CFR 683.280)
- Must be financially solvent to meet the OJT contract obligations through the end of the training and for the participant's 12 month follow up period; have adequate payroll record keeping systems that track hours worked, gross pay, deductions and net pay.
- Must not have relocated within the last 120 days, where relocation resulted in the loss of employment at the prior location. (proposed rule at 20 CFR 683.260)
- Shall not displace any currently employed worker or alter current workers' promotional opportunities. Nor have terminated any regular employee or otherwise reduced the workforce in order to hire OJT Trainees. (proposed rule 20 CFR 683.270)
- Must not be involved in a labor dispute or have workers currently in a layoff status or laid off workers over the past 120 days from the same or any substantially equivalent job. The period of 120 days may be waived if there are mitigating circumstances reviewed and approved by a WIOA Program Manager.
- Must not impair existing contracts for services or collective bargaining agreements. Must gain written concurrence with the appropriate labor organization before the OJT can begin if the OJT agreement would be inconsistent with a collective bargaining agreement. (WIOA Sec.181 (a)(2)(B). Additionally, the Employer must attest that the OJT agreement would not assist, promote or deter union organizing (20 CFR 680.850).
- Must not allow OJT Trainees to work on the construction, maintenance or operation of any facility that is used for sectarian activities or as a place of worship (WIOA Section 188 (a)(3)).
- Must not illegally discriminate in training or hiring practices because of race, color, sex, national origin, religion, disability, political beliefs or affiliations, or age (WIOA Sec. 188(a)(3)).
- OJTs must not be written with an employer who has previously exhibited a pattern of failing to provide OJT Trainees with continued long-term employment. (proposed rule at 20 CFR 680.700(b))

## Employer Reimbursement Rates

The employer reimbursement rates of the regular wages earned for OJTs is 50%. In order for an employer to be eligible for a wage reimbursement rate of over 50% and up to 75%, that employer must meet one of the four following criteria:

- a. The employer must be a small business as defined by the Small Business Administration. Small business size standards by industry can be found at [https://www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf).
- b. The OJT must lead to the participant's attainment of an industry recognized credential.
- c. The participant must be determined to be an individual "with barriers to employment," as listed in WIOA Section 3 (24), to include individuals who are

long-term unemployed.

d. The participant's job title must be on the state's in-demand occupations list.

Regardless of the reimbursement rate, the following factors must be considered prior to approving an OJT:

1. The characteristics of the participant(s) with an emphasis on barriers to employment as defined in WIOA Section 3(24) and listed on Attachment A;
2. The quality of employer-provided training (e.g., an industry recognized credential, advancement opportunity);
3. The number of participants the employer agrees to sponsor;
4. The wage and benefit level of the participant (both during and after completion of the OJT);
5. The OJT position is an in-demand occupation as defined by WIOA Section 3(23) and determined by ESD labor market information; and
6. The OJT employer is in an in-demand industry as defined by WIOA Section 3(23) and determined by ESD labor market information.

### **The OJT Contract**

Every OJT opportunity will include a contract (agreement) with the Employer and a Training Plan for the Trainee. The contract must include the requirements of WIOA rules and regulations; the occupation, skills and competencies to be learned; and the length of time the training will be provided. Contract modifications must be in writing, signed and dated by all parties prior to the effective date of the modification. Verbal modifications are not valid. Contracts will also prohibit the use of WIOA funds for seasonal, temporary, or intermittent employment. Employers will not be reimbursed when the participant was referred and hired through a private employment agency and was required to pay a referral or placement fee. OJT contracts will not be written with agencies that provide workers on a temporary basis and receive compensation from the employer, including outplacement and managed services.

### **Cost Per Participant/Training Duration**

Subject to funding availability and the OJT Trainee's needs, Workforce Development-Three Rivers Regional Commission (TRWDB) limits the training costs to \$12,000 per participant. Training costs in excess of these limits may be approved by the TRWDB Program Manager, under special circumstances. Regardless of the hourly wage, training duration is determined by the Specific Vocational Preparation (SVP) codes. Consideration shall be given to recognized reference materials, including but not limited to the O\*Net system, and occupational skills assessments such as SAGE, employer training plans and content, and the participant's education, prior work experience, and individual training plan and TRWDB policies.

Total training time for each occupation shall not exceed total hours stipulated in the SVP system for the respective occupation unless adequate documentation is provided by the employer to show that required training exceeds hours stipulated by the SVP system. This documentation will be reviewed by TRWDB.



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WIOA participants who have utilized the maximum allowed under the TRWDB's most current ITA Policy may also qualify for an OJT with training cost and duration limits described above.

### **Overtime Hours for OJT**

OJT payments may only be paid for regular wages paid by the employer. Payment may not be based on overtime, shift differential, premium pay and other non-regular wages. This does not preclude a participant from working overtime; however, the reimbursement to the employer must be based on the regular wage rate.

## **PROCEDURES**

### **Participant Case File**

All documentation relative to the selection of a candidate for an OJT opportunity and the development and maintenance of the participant's OJT Training Plan should be included in the participant's hard or electronic case file. Participant files must be available to federal, state and local monitors for compliance review.

### **Employer Files**

TRWDB Staff are required to keep an individual file for each OJT Employer which includes the Employer Pre-Screening Checklist verifying employer eligibility. Employer files must be available to federal, state and local monitors for compliance review.

### **Monitoring**

Monitoring at the local, state and federal level will include the OJT Service Provider's oversight of the participant training and corresponding employer payroll records.

On-site monitoring visits should be conducted by the Career Facilitator and Business Service Specialist shortly after the OJT Trainee begins work, with additional visits scheduled at appropriate intervals (determined by length of OJT Training Plan).

Effective monitoring also includes desk review of correspondence from the employer, including OJT reimbursement invoices and required documentation to support those invoices.

Career Facilitators must regularly review each Trainee's progress in meeting program and service strategy objectives, including the Trainee's acquisition of basic/occupational skills and the adequacy of supportive services provided as related to OJT.

Any deviations from the OJT Contract should be dealt with and documented promptly.

### **Exceptions**

Any exceptions to this policy must be approved by the Three Rivers Workforce Development Board (TRWDB) and documented in both the Trainee and Employer files. Exceptions may be allowed for:

1. Training plans exceeding the cost or time limits or other policy statements not contained in the WIOA or WIOA regulations.

## **DEFINITIONS**

**OJT Agreement/Contract:** The OJT Agreement or Contract includes all of the basic requirements including applicable laws, regulations and policies; outlines the appropriate steps for OJT implementation; and is specific to the individual training plan. At a minimum, the Agreement must include an extensive set of general provisions (Terms and Conditions) ensuring WIOA rules and regulatory compliance; the occupation, skills and competencies to be



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learned; and the length of time the training will be provided. All parties including the Employer, TRWDB and Trainee must sign the Agreement prior to the commencement of the OJT.

**Trainee:** The OJT Trainee is an eligible WIOA participant who has demonstrated the skills, abilities and interests to successfully participate in an OJT with a specific Employer. The Trainee must have received a documented assessment that resulted in an Individual Employment Plan (IEP) that documents the appropriateness for the OJT.

**The OJT Training Plan:** The OJT Training Plan must be signed by the Employer, TRWDB Staff and Trainee prior to the commencement of the OJT. The Training Plan is unique and customized for each OJT Trainee. The Training Plan includes the skills to be learned, training hours and evaluation of skills gained.

# Other Business

The Three Rivers Regional Commission Workforce Development Board meets the fourth Thursday of every other month. The meetings begin promptly at 11:00 a.m., at the location given below.

All meetings are open to the Public.

Meeting dates and locations is subject to change. If changes are made to the schedule, all members will be notified immediately.

DATE	LOCATION
August 24, 2017	Turin Town Hall 47 Turin Road
October 26, 2017	Turin Town Hall 47 Turin Road
December 28, 2017	Turin Town Hall 47 Turin Road
February 22, 2018	Turin Town Hall 47 Turin Road
April 26, 2018	Turin Town Hall 47 Turin Road
June 28, 2018	Turin Town Hall 47 Turin Road

The Youth Committee meet on the third Thursday of every month before the TRWDB meetings. The meetings are held at WGTC in Newnan, Georgia at 9:00AM.

Scheduled Youth Committee meetings:

- August 17, 2017 – WGTC Newnan, GA
- October 19, 2017 – WGTC Newnan, GA
- December 21, 2017 – WGTC Newnan, GA
- February 15, 2018 – WGTC Newnan, GA
- April 19, 2018 – WGTC Newnan, GA
- June 21, 2018 – WGTC Newnan, GA

**Note: The meeting location, date and time is subject to change.**