

Three Rivers Workforce Development Board  
Quarterly Board Meeting

April 27, 2017 11:00 AM

**AGENDA**

- I. Welcome & Call to Order – Chairman, Greg Burns
- II. Approval of TRWDB Minutes (2.23.2017)
- III. Chairman’s Report – Chairman, Greg Burns
- IV. Director’s Reports – 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
- V. Program Services – Carolyn Mitchell, Program Services Manager
  - a. Training Program Proposals
  - b. Program Service Reports
    - o Caseloads by County Reports
- VI. Youth Service Reports – Stephanie Matthews, Youth Services Coordinator
  - a. Youth Services Update
  - b. Youth Reports
- VII. Program Services – Stephanie Glenn, Program Manager
  - a. Business Contract Proposals
  - b. Training Account Policy Recommendation
  - c. Citizens Served
- VIII. Other Business – Robert Hiatt, Governmental Services Division Director
- IX. Next Meeting – June 22, 2017 at 11:00AM  
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- XI. Adjournment

Three Rivers Workforce Development Board  
Executive Committee Board Meeting

April 27, 2017 11:15 AM

**AGENDA**

- I. Welcome & Call to Order – Chairman, Greg Burns
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  - a. Request for Proposals Recommendations
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  - a. Youth Services Update
  - b. Youth Reports
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  - a. Business Contract Proposals
  - b. Training Account Policy Recommendation
  - c. Citizens Served
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**THREE RIVERS  
WORKFORCE DEVELOPMENT BOARD MEETING**

**POST AGENDA**

**February 23, 2017**

**11:00 a.m.**

The Three Rivers Workforce Development Board, Area 8 held a Meeting on February 23, 2017 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairman Greg Burns, Regina Abbott, Sallie Barker, Todd Browning, Brandon Eley, Kevin Hilton, Karen Kirchler, Donna Lackey, Maggie Laton, Gail Long, Keisha Ray, Keven Sasser, Stacy Schneck, Josh Smith, and Larry Spillers. Other members were unable to attend.

Other Members Present:

CEO Members Present: Mayor Bobby Blalock and Mayor Kay Pippin

Youth Committee Members: Gail Long, Youth Committee Chairman

Guest Members Present: Angela Weatherford attended on behalf of Steve Hendrix

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

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

- Welcome & Call to Order
- Approval of TRWDB Meeting Minutes (10.27.2017)
- Chairman's Report – Greg Burns, Workforce Development Board Vice-Chair
- Director's Report – Mr. Robert Hiatt, Governmental Services Division Director
  - a. Policy Approvals
    - TRRCWD Grievance Procedures
    - Pre-Paid Items
    - OJT Policy
    - Rapid Response
  - b. Request for Proposals (RFPs) Update
  - c. One-Stop Location Recommendation
  - d. Budget Report
- Program Services Reports, Carolyn Mitchell, Program Services Manager
  - a. Youth Committee Update
    - Youth Caseload Reports
  - b. Training Programs Approvals
    - WGTC Welding Training
    - EPTL Additions
  - c. Caseloads by County Report
- Program Services – Stephanie Glenn, Program Manager

- a. Business Services Contracts
  - b. Citizens Served Report
  - c. Region 8 – Trades Day Update
- Other Business – Robert Hiatt, Governmental Services Division Director
    - Region Plan Update
    - Final Business Service Evaluation Form
    - HDCI Update
  - Next Meeting – April 27, 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 (10.27.2017)
2. Approval of the Updated TRRC-WD Grievance Procedure
3. Approval of the Pre-Paid Items Policy
4. Approval of the OJT Policy
5. Approval of the Contract Modification for WGTC
6. Approval of the Corporate Training Proposal and Agreement – WGTC Welding Training
7. Approval of the EPTL – University of West Georgia College, Bachelor of Science Nursing Program
8. Approval of the Business Services Training Contracts Recommendations
  - Milliken (Pine Mountain, GA)
  - Powertech (West Point, GA)
  - Bonnell Aluminum (Newnan, GA)
  - Popular Creek Senoir Care (LaGrange, GA)
9. Approval of the Inter-Fund Transfer Agreement

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

Chairman Burns called the meeting to order at 11:00AM. He introduced the new Board members Stacy Schneck to the Board. He stated that Jason Williams was unable to attend this meeting. He asked for introductions of everyone in attendance.

Chairman Burns asked for a motion to amend the agenda.

**Motion:**

Karen Kirchler made the motion to amend the agenda. Regina Abbott 2<sup>nd</sup> the motion. All agreed.

***Nominations***

Chairman Burns asked for nominations of a TRWDB Vice-Chairman. Regina Abbott made the motion to nominate Kevin Hilton as the Vice-Chairman of the TRWDB. Maggie Laton 2<sup>nd</sup> the motion. All agreed.

***Approval of TRWDB Meeting Minutes (10.27.2016)***

Chairman Burns asked for the approval of the October 27, 2016 Meeting Minutes.

**Motion**

Kevin Hilton made the motion to approve the October 27, 2016 TRWDB Meeting Minutes. Larry Spillers 2<sup>nd</sup> the motion. All agreed.

Chairman Burns called for the Director's Report.

**Director's Report**

***Updated Grievance Procedure Policy***

Mr. Hiatt informed the Board members that the updated Grievance Procedure Policy is part of our Workforce Plan. He stated it was part of our annual Workforce audit, and we need to update the policy to include the updated language about the Georgia Workforce Division updated contact information, as well as the Three Rivers Regional Commission.

Mr. Hiatt asked the Board for approval for the updated Grievance Procedure Policy.

**Motion:**

Brandon Eley motion to approve the updated Grievance Procedure Policy. Kevin Hilton 2<sup>nd</sup> the motion. All agreed.

***Pre-Paid Items Policy***

Mr. Hiatt informed the Board members that when we had our annual Workforce audit, over the last few years we've never had any significant findings. He stated that when the auditors come into the office, they usually have a few administrative things that needs modifying. Mr. Hiatt informed the Board members the auditors informed us that we did not need a pre-paid items policy, but this year we did. He stated that he called around to see if other Workforce Regions

have a Pre-Paid policy to receive a sample of their policy. He stated that no other Workforce area has a Pre-Paid policy, nor were they cited in their audits. Mr. Hiatt stated that we will be the first Workforce Division that has adopted this policy, and we will be able to share it with other Workforce regions. He stated that last year, we purchased a few marketing and promo items such as water bottles, hand sanitizers, pens, wrist bands and tote bags with our logo, website and contact information on them.

He stated that under the state policy, the items would have to be considered worthless. Mr. Hiatt informed the Board members that the items we purchased cost a little money. He stated that we order 1,000 of each item. In the past, we usually try to order large quantities and throughout the year, we did not have to worry about ordering anything for two or three years. He informed the Board members that this year the auditors decided that we could not order in large quantities anymore. He informed the Board members that the auditors now consider promotional items pre-paid. He stated that the auditors asked us to come up with a pre-paid policy. Mr. Hiatt informed the Board members that when we ordering promotional items, we need to be give them out within the year. He stated that we cannot have any surplus inventory.

Mr. Hiatt informed the Board members that the pre-paid items policy define what the pre-paid policy is that we only use the items to bring awareness about our program. He informed the Board members that he need to come up with a methodology to estimate the demand. He informed the Board members that his methodology is based upon our active caseload for training is anywhere from 900 to 1,100 on an average. Therefore, he recommend that when we order promotional items, the quantity do not exceed 25% of our active caseload at the time. He stated that it should average about 400 in quantity of promotional items at a time. Mr. Hiatt stated that this is an easy and safe number of promotional items that we could get rid of, to people in the community. He stated that we would reconcile the promotional items monthly to keep track of our promotional items.

Mr. Hiatt asked for a motion to approve the Pre-Paid Items Policy.

**Motion:**

Regina Abbott made the motion to approve the Pre-Paid Items Policy. Keven Sasser 2<sup>nd</sup> the motion. All agreed.

***On- the Job-Training Policy (OJT)***

Mr. Hiatt informed the Board members that they had previously approved the OJT policy, but as part of our annual state audit. He stated that the auditors recommended that we do some role changes that state that we provide oversight monitoring to ensure that it is us, and not someone else in the contract chain somewhere.

Mr. Hiatt stated that we would provide the oversight monitoring of our contracts. It will also prohibit WIOA funds from seeking on temporary employment, and using staffing for placement entities that charge a fee for service referral. He stated that those are the only two changes to the OJT policy.

**Motion**

Regina Abbott motion to approve the On-the-Job Training Policy. Brandon Eley 2<sup>nd</sup> the motion. All agreed.

***Rapid Response Policy***

Mr. Hiett informed the Board members that under the Workforce Act, when you have a layoff in any of our counties with 25 or more employees we will be notified, and we will come in and coordinate with the Department of Labor and other partners to help ensure that the employer and employees receive service and support. We assist the employees who are being laid-off help get them re-trained or provide other support. He stated that we just provided assistance in Meriwether County that had 80 employees. Mr. Hiett informed the Board members the auditors are making sure that we are providing proper oversight of the Rapid Response program, and we are using the contractors. He stated that this ends our state compliance findings.

Mr. Hiett asked the Board Members for a motion to approve the Rapid Response Policy.

Chairman Burns asked were there any questions or concerns. No one had any questions or concerns.

**Motion:**

Regina Abbott made the motion to approve the Rapid Response Policy. Maggie Laton 2<sup>nd</sup> the motion. All agreed.

***Request for Proposals***

Mr. Hiett informed the Board members that we had to pull all our services out to bid this year. Mr. Hiett stated that we deliver services through the One-Stop Compasses (DOLs); they provide case management services to the citizens in the community that come to us and sign up to receive our help. Mr. Hiett informed the Board members that we are doing the One-Stop and Career Services ourselves, but the WIOA law requires us bid the One-Stop and Career Services out. He informed the board member that we put the bids out on February 13<sup>th</sup>, and it close on March 30<sup>th</sup>. Mr. Hiett stated that after March 30<sup>th</sup> we would be doing grading and evaluations with our Executive Committee.

Mr. Hiett stated that part of this is part of the conflict of interest, and in order avoid the conflict of interest, we must utilized our Executive Committee as the Reviewing Committee. Mr. Hiett informed the Board members that the Workforce staff members will evaluate the RFPs and recommend them to the Executive Committee will review the finalist, and then it come before the Board. He stated that we did not have to RFP the Youth Services. Mr. Hiett stated the last time that we had to RFP the Youth Services was under the old WIOA laws were in effect and we just went through training all the way through 2016 about the Youth Programs. He stated that our intent was to RFP the youth services under the WIOA law that added some additional activities. Mr. Hiett informed the Board members that these are just some notices, and the information is located on the Three Rivers website.

***One-Stop Locations***

Mr. Hiett informed the Board Members that part of our process; we had to identify the Comprehensive One-Stop. Mr. Hiett informed that Board that it's Workforce, Technical Schools, Adult Ed., Vocational Rehab and a few others. Mr. Hiett informed the Board members that if you go to a comprehensive one-stop, you could access any of our services. He stated that we have some affiliate sites, which is Workforce and the Department of Labor.

Mr. Hiett informed the Board members that Griffin and LaGrange is qualified as the comprehensive one-stop; however, Griffin DOL has been approved, as the Comprehensive One-Stop due to the location within the region. The other DOL sites are affiliate sites. Mr. Hiett informed the Board members that the Chief Elected Officials has recommended that Griffin be our Comprehensive One-Stop, and we submitted the information to our Executive Committee for approval in January.

Mr. Hiett asked for approval to designate Griffin as our Comprehensive One-Stop and Carrollton, Newnan, and LaGrange DOLs as our affiliate sites.

Chairman Burns asked for a motion to approve Griffin as our Comprehensive One-Stop.

**Motion:**

Larry Spillers motion to approve Griffin as our Comprehensive One-Stop. Karen Kirchler 2<sup>nd</sup> the motion All agreed.

***Budget Report***

Mr. Hiett provide the Board members a brief overview of the budget. He stated that there is no issues at this time with the budget.

***Contract Modifications***

Mr. Hiett informed the Board members that we have two training contracts with WGTC. They are requesting approval of additional funds to meet their training obligations until June 30<sup>th</sup>. Mr. Hiett recommended to the Board that we modify the contract for WGTC for additional \$100,000.00 to continue training services to June 30<sup>th</sup>.

Chairman Burns asked for a motion to approve the contract modification budget for WGTC.

**Motion:**

Maggie Laton made the motion to approve the contract modification for WGTC to increase the budget of \$100,000 to continue training services to June 30<sup>th</sup>.

Larry Spiller 2<sup>nd</sup> the motion. All agreed.

Chairman Burns asked for Program Services Reports.

**Program Services**

***Youth Committee Updates***

Ms. Carolyn Mitchell informed the Board members the numbers for the OSY youth has increased. She stated that these are the numbers we want to see, based on the new policy to remove ISY from the caseloads.

***Active Caseload***

Carolyn informed the Board members that there is a shift from December 2016 ISY to OSY youth per contractor. She stated that the numbers are increasing from ISY to OSY.

***Youth Work Experience***

Carolyn informed the Board members that the Youth work experience is currently year round for the youth in our program.

***New Registrations***

Ms. Mitchell informed the Board members that there was an increase of new registrations occurred in the first quarter. She stated that they are still completing enrollment in the program.

***Exits***

Ms. Mitchell informed the Board members that for the program year 2016 the numbers has increased for the ISY dropping off the caseloads.

**Training Programs**

***WGTC Agreement***

Ms. Mitchell informed the Board members that she need approval for the WGTC Welding Training Program Basic Shielded Metal Arc Welding. She informed the Board members that the program will have a maximum number of 10 students with a 150 of total training hours, and the cost per participant is \$9,250.00. She informed the Board members that the training would begin in March. She asked the board for approval for \$92,500.00 for the WGTC Welding Training Program.

Mr. Hiatt informed the Board members that the training is tracked by the state.

Chairman Greg Burns asked for a motion to adopt the WGTC Corporate Training Agreement.

**Motion:**

Maggie Laton made the motion to adopt the WGTC Corporate Training Agreement. Regina Abbott 2<sup>nd</sup> the motion. All agreed.

***EPTLs***

Ms. Mitchell informed the Board members that the EPTL recommendation is for the Bachelor of Science Nursing Program at WGTC. She stated the program is comprised of a total of 120 semester hours. The curriculum is designed to prepare highly educated, technically competent individuals who are prepared to practice professional nursing in a variety of healthcare settings.

She informed the Board members that the Licensure exam pass rate for first time takers will be at or above 80%, and the job placement rate for graduates is at least 80% after graduation. She informed the Board members that the cost of tuition is \$1,742.00 which includes exams, uniforms and equipment. The total cost of the program per participant is \$9,934.00. She informed the Board members that the participant would become register nurses after they complete the program.

Ms. Mitchell asked the board for approval of the Bachelor of Science Nursing Program at WGTC.

Chairman Greg Burns asked for a motion to approve the Bachelor of Science Nursing Program at WGTC.

**Motion:**

Larry Spiller made the motion to approve the Bachelor of Science Nursing Program at WGTC. Keven Sasser 2<sup>nd</sup> the motion. All agreed.

***Columbus Technical College – Nursing Program***

Ms. Mitchell informed the Board members that the EPTL recommendation is for an associate degree of a LPN Practical Nursing degree. She stated that the program is for 57 hours of training, and the total cost of the program per participant is \$4,412.00. She informed the Board members that the participant would become License Practical nurses after they complete the program.

Ms. Mitchell asked the board for approval of the Associates of Science Nursing Program at Columbus Technical College.

Chairman Greg Burns asked for a motion to approve the Associates of Science Nursing Program at Columbus Technical College.

**Motion:**

Todd Browning made the motion to approve the Associate of Science Nursing Program (LPN) at Columbus Technical College. Josh Smith 2<sup>nd</sup> the motion. All agreed.

Chairman Burns asked for the Program Reports.

**Program Reports**

***Business Services Contracts***

Ms. Stephanie Glenn inform the Board members that Milliken is requesting a total of \$67,509.22. She stated the Incumbent Worker Training (IWT) will be used to train 18 associates. Eleven of the associates will travel to North Carolina for two weeks for training by American Dornier Machinery Corp. The other seven associates will be trained onsite by Itema-America Corp. She informed the Board members that once the associates are trained their salary will increase from \$10.90 to \$16.29 per hour and will have industry recognized certifications. She

stated that the training would avert a layoff, because these individuals need to be upskilled in order to maintain employment.

Ms. Glenn informed the Board members the OJT funds will be used to train two Support Operators. She stated that this will help back-fill the positions that are being promoted. These positions will receive a salary of \$10.90 per hour.

***Powertech***

Ms. Glenn informed the Board members that Powertech is located in West Point Georgia, and they are looking to train their entire staff. They are currently transitioning from a low-tech machinery system to high tech machinery. Stephanie informed the Board members that we are going to fund the program at 50% for the Incumbent Worker training. The training amount should not exceed \$370,800.00. Stephanie stated that we do not know the exact cost of training but Laura Gammage has forwarded Workforce some training information for that states training will cost about \$1,200 per person.

Ms. Laton informed the Board members that the total cost for everything, which includes staff salaries, and training could cost up to \$740 million dollars. She stated that the program is a diverging from layoffs and/or moving the company to a different location. She informed the Board members that this is the first time in Georgia history for a program like Powertech. She stated that we will be paying for half of the staff training and someone else will cover the cost of the other half.

Mr. Hiatt informed the Board members that we are trying to receive pre-approval for Powertech training for today.

***On-the-Job Training (OJT)***

Ms. Glenn asked the Board members for approval of the Bonnell Aluminum located in Newnan, GA. She stated that Bonnell is requesting a total of \$17,173. The OJT will be used to hire five new associates. They will be hiring two Loading/Anodizing A1 Trainees at \$12.66 an hour; two Wet Paint/Offline Trainees' \$12.86 an hour and one die Repairman B at \$15.41 an hour. The above reimbursement is based on 13-weeks training.

Ms. Glenn asked the Board members for approval of the Popular Creek Senior Care located in LaGrange, GA. She stated that Popular Creek is requesting a total of \$24,480.00. The OJT will be used to provide training for five Certified Nursing Assistants at a wage of \$8.50 an hour and three Culinary Staff members at a wage of \$8.50 an hour.

Chairman Greg Burns asked for a motion to approve the Business Services /OJT Contracts.

**Motion:**

Josh Smith made a motion to approve the Business Service and OJT Contracts. Donna Lackey 2<sup>nd</sup> the motion. All agreed.

***Citizen Serve Report***

Ms. Glenn informed the Board members that the Citizen Serve report is use to track all the individuals that come to our job fairs but may not have registered. She stated that it is also used for job search assistance.

***Region 8 Day***

Ms. Glenn informed the Board members that we started Region 8 Day in Spalding County. She stated that we provided information about the Apprenticeship program. She stated that hopefully, we will be able to provide the information to Troup and Coweta counties.

**Other Business**

Mr. Hiett asked for approval of the Region Plan Update that was approved by the Executive Committee.

Chairman Greg Burns asked for a motion to approve the Region Plan Update.

**Motion:**

Regina Abbott made a motion to approve the Region Plan Update. Brandon Eley 2nd the motion. All agreed.

***Final Business Service Plan***

Mr. Hiett provided a quick overview of the Business Proposal Plan to the Board members. He stated that the plan is a control evaluation tool. He informed the Board members that the Business Services Committee approved the plan at their last meeting.

Chairman Greg Burns asked for a motion to approve the Business Proposal Plan.

**Motion:**

Keven Sasser made a motion to approve the Business Service Plan. Josh Smith 2nd the motion. All agreed.

***Transfer of Funds***

Mr. Hiett asked the Board members for approval to transfer \$100,000 to Dislocated Workers to support the business contracts of the Rapid Response funds.

Chairman Greg Burns asked for a motion to approve the transfer of funds.

**Motion:**

Regina Abbott made a motion to approve the transfer of funds. Todd Browning 2nd the motion. All agreed.

***HDCI Update***

Mr. Hiett informed the Board members that we have received almost all the letters of participation from everyone. He stated that the first phase – letter for Grants \$250,000 for employers in our region will submit to the state. He stated that the 2<sup>nd</sup> phase is due to the state after July 1<sup>st</sup>.

Ms. Karen Kirchler asked for the Board members approval to approve and review the goals for WGTC/SCTC. Mr. Hiett will have permission to approve this without the Board's approval.

Chairman Greg Burns asked for a motion to approve Mr. Hiett permission to approve WGTC/SCTC goals.

**Motion:**

Donna Lackey made a motion to approve allowing Mr. Hiett permission to approve WGTC/SCTC goals. Regina Abbott 2nd the motion. All agreed.

**Adjournment**

Vice-Chairman Burns asked for a motion to adjourn the meeting at 12:30 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

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Director

# Director's Reports



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## Three Rivers Youth Program Services Bidder Summary

### Reviewers:

Internal Staff: Stephanie Glenn, Robert Hiatt, Stephanie Matthews, Carolyn Mitchell, Keisha Whitner  
Youth Committee RFP Review Team: William Futrell, Gail Long, Jason Williams

### Meeting Dates:

Review Dates: April 4, 2017- April 7, 2017  
Youth Committee Meeting: April 18, 2017  
Executive Committee Meeting: April 18, 2017  
Three Rivers Workforce Development Board Meeting: April 27, 2017

### Summary:

Worksource Three Rivers, on behalf of the Three Rivers Workforce Development Board released a Request for Proposal for Youth Program Services on Monday, February 13, 2017 with a deadline for submission on Thursday, March 30, 2017 at 4:30pm. The contract period will run from July 1, 2017- June 30, 2018.

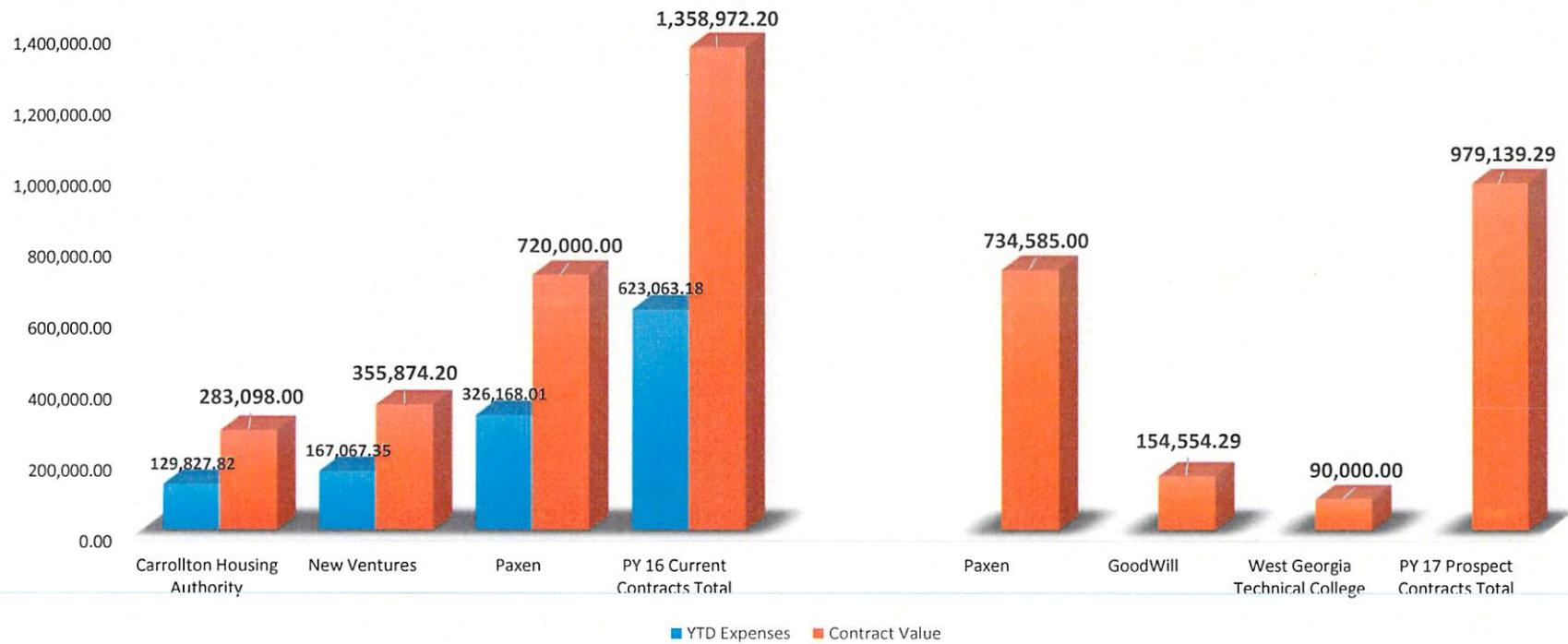
RFPs were received from Carrollton Housing Authority, Goodwill, New Ventures, Paxen, Tree of Life, and West Georgia Technical College. The RFPs were reviewed by internal staff members and the Youth Committee Review Team. The average score was computed and the top 3 bids (Goodwill, Paxen, and West Georgia Technical College) will be presented to the Youth Committee for approval prior to submission to the Executive Committee and a recommendation to the Three Rivers Workforce Development Board in April for final approval. Negotiations will take place May 1, 2017- May 30, 2017 and final determinations will be made for the upcoming program year.

### Recommended Proposals:

- Goodwill and West Georgia Technical College proposed to serve Carroll, Coweta, and Troup Counties in conjunction with a combined projected cost of **\$244,554.29**
  - Goodwill proposed a projected cost of **\$154,554.29**
  - West Georgia Technical College proposed a projected cost of **\$90,000.00**
- Paxen proposed to serve Butts, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson Counties at a projected cost of **\$734,585.00**

***Total Projected Cost for Youth Program Service is 979,139.29***

### WorkSource Three Rivers PY 2016 vs PY 2017 Contract Values for Youth Program Services



**Worksource Three Rivers Youth Proposal Narrative Scoring Summary Sheet**

<b>Youth Contractors</b>	<b>Funding Requested</b>	<b>Counties Servicing</b>	<b>Number to serve</b>	<b>Average Scores</b>
Carrollton Housing Authority	299,515.00	Carroll	85	11
<b>GoodWill</b>	<b>154,554.29</b>	<b>Carroll, Coweta, Troup</b>	<b>60</b>	<b>15</b>
New Ventures	503,371.00	Heard, Meriwether, Troup	150	13
<b>Paxen</b>	<b>734,585.00</b>	<b>Butts, Heard, Lamar, Meriwether, Pike, Spalding, Upson</b>	<b>275</b>	<b>17</b>
Tree of Life	199,302.00	Troup	40	8
<b>West Georiga Technical College</b>	<b>90,000.00</b>	<b>Carroll, Coweta, Troup</b>	<b>60</b>	<b>18</b>

**\* The Top 3 Bidders: West Georgia Technical College, Paxen, and GoodWill**

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## **Three Rivers Workforce Development Board Career Services and the One-Stop Designation Bidder Summary**

### **Staff RFP Review Team:**

Mr. Robert Hiatt, Governmental Services Director  
Stephanie Glenn, Program Manager  
Carolyn Mitchell, Program Services Manager  
Stephanie Matthews, Youth Services Coordinator  
Keisha Whitner, Program Systems Information Manager

The Worksource Three Rivers, on behalf of the Three Rivers Workforce Development Board (TRWDB) released the following RFPs Career Services RFP and One-Stop Designation on Monday, February 13, 2017 with a deadline submission of Thursday, March 30, 2017.

The proposals were received from the following companies:

Career Services – West Georgia Technical College (Carrollton, Newnan, LaGrange One-Stop Locations). The TRWDB will serve the Griffin One-Stop for (Butts, Lamar, Pike, Spalding, and Upson).

One-Stop Designation – GA Department of Labor on behalf of the Griffin Career Center, Griffin, GA.

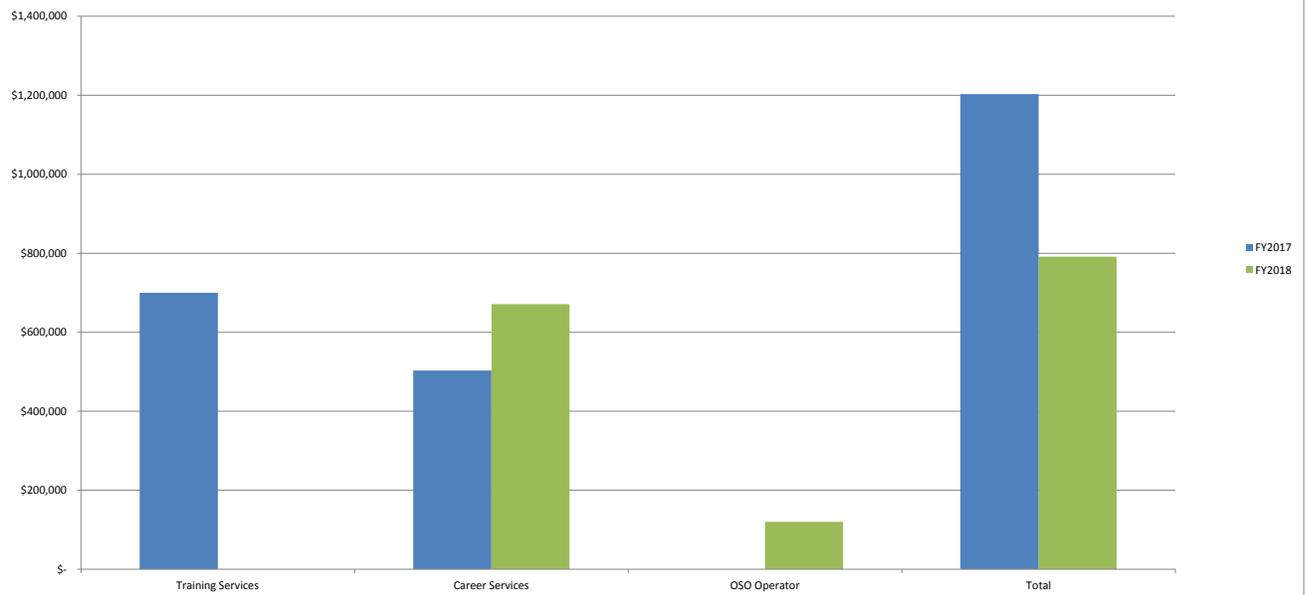
The proposals were reviewed and rated by the Three Rivers Regional Commission Workforce employees. The RFP Review Committee only received one bidder for Career Services and one for the One-Stop Designation Operator.

The proposals was evaluated using the criteria of a minimum of 310 point of the total 450 to be considered competitive.

- Career Services received a combined average score of 388 points.
- One-Stop Designation – received combined average score of 405 points

The committee will submit the bid information to the Executive Committee members on April 18, 2017 for their review and approval. The information will be submitted to the TRWDB Board for final approval on April 27, 2017. The contract will be awarded for Program Year beginning July 1, 2017 to June 30, 2018.

### FY 2018 Contract Consolidation Analysis



**Worksource Three Rivers Career Services Proposal Narrative Scoring Summary Sheet**

<b>Career Services</b>	<b>Funding Requested</b>	<b>Counties Servicing</b>	<b>Number to Serve</b>	<b>Average Score</b>
West Georiga Technical College	\$ 527,776.00	Carroll, Coweta, Heard, Meriwether and Troup	400	388

**\* Worksource Three Rivers received only one (1) bidder for Career Services.**

RFP Reviewers

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**Worksource Three Rivers One-Stop Proposal Narrative Scoring Summary Sheet**

<b>One-Stop Operator</b>	<b>Funding Requested</b>	<b>Counties Servicing</b>	<b>Number to Serve</b>	<b>Average Score</b>
Griffin Career Center	\$ 120,000.00	10-county region: Butts, Carroll, Heard, Newnan, LaGrange, Lamar, Pike, Spalding, Meriwether, Troup, Upson	900	<b>405</b>

**\* WorkSource Three received only one (1) bidder for the One-Stop Operator**

RFP Reviewers

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

**Memorandum of Understanding**  
Between  
**Workforce Development a Division of Three Rivers Regional Commission**  
And  
**The Department of Labor District VI – Region IV**

**Purpose**

The purpose of this Memorandum of Understanding (MOU) is to define the roles and responsibilities of each partner as mutually agreed by the parties for the operation of the one-stop delivery system. The purpose of this MOU is to ensure that all one-stop partners are aware and accountable for the performance of the one-stop delivery system. Workforce Innovation and Opportunity Act (WIOA) mandates that each Three Rivers Workforce Development Board (TRWDB), with the agreement of the Chief Elected Official (CEO), enter into a MOU between the TRWDB and one-stop partners – including all entities that serve as partners offering services and contributing resources through Region 4 for which the Three Rivers Regional Commission TRWDB provides policy, oversight and governance.

- A. WIOA Section 121 (c) requires that each TRWDB, in agreement with the Chief Elected Official (CEO), develop and enter into an MOU between the TRWDB and the one-stop partners, with all the entities that serve as partners in the one-stop delivery system that operates in Area 8 Region 4 – Three Rivers Region Workforce Area.
- B. WIOA Section 121 (b)(1)(A)(iii) mandates all entities that are required partners in a local area to enter into an MOU with the TRWDB.
- C. WIOA Section 121(b)(1) identifies federal programs that are required to make services available through each career center in the Three Rivers Workforce Area. The entities that receive the federal funds for each of these programs and/or have the responsibility to administer the respective programs in the area are required partners.
- D. WIOA Section 121 (b)(2) prescribes how entities that provide programs other than those required under WIOA Section 121 (b)(1)(B) may participate in the local areas delivery system as “additional partners” and may provide the services available under their programs through the workforce one-stop delivery system.
- E. WIOA Section 121 (b)(2)(A) details that both required and additional partners are included as parties to the MOU. All entities that participate in the one-stop delivery system as partners, whether required or additional, must be parties to this MOU and must abide by the terms prescribed herein and by all applicable federal, state, and local rules, plans, and policies as applicable and authorized under the Partner’s program and in keeping with federal guidelines.
- F. WIOA Section 121 (b)(1)(A)(iv) indicates that the requirements of each partner’s authorizing legislation continue to apply under the one-stop delivery system and that participation in the one-stop delivery system is in addition to other requirements applicable to each partner’s program under each authorizing law.

## Parties

Workforce Development having selected a One-Stop Operator enters into this MOU with the One- Stop Operator, and the affiliated partners listed below. The One-Stop Operator and affiliate sites are comprised of the following Partner programs Georgia Department of Labor – Region IV, Vocational Rehabilitation a Division of the Georgia Vocational Rehabilitation Agency, Career and Technical Education, Department of Housing and Urban Development, and Three Rivers Regional Commission.

<b>Partner Name</b>	<b>Program</b>
Georgia Department of Labor	Unemployment Insurance, Wagner-Peyser, Veteran’s Programs, TRADE
Adult Education	Adult Education and Literacy, Post-Secondary Vocational Education
Vocational Rehabilitation (GVRA)	Vocational Rehabilitation
Area Agency on Aging	Senior Employment Program
Technical Education	Perkins Career & Technical Education
Workforce Development a Division of Three Rivers Regional Commission	WIOA Title I – Adult, Dislocated Worker, and Youth Programs
Department of Housing and Urban Development	Employment and Training

This agreement specifies the role of the Operator as coordinator of the services of the sites approved by the TRWDB and listed in Attachment A – One-Stop Career Centers. It is understood by the parties that the Operator will identify an individual to serve as liaison to the TRWDB in writing to Workforce Development. It is further understood that the Operator will notify Workforce Development as changes occur in the identity of the designee.

It is understood by the parties that all mandated partners as identified in the Workforce Innovation and Opportunity Act will be a party to this agreement. Mandated partners are the local entities described in the Workforce Innovation and Opportunity Act. Other partner agencies may be included in the One-Stop. The operator will ensure that all participating partners understand and agree to this MOU. Representatives of the mandated partners will meet with Workforce Development (WIOA) and/or One Stop Committee/WDB on an agreed upon schedule to ensure the development and implementation of a seamless system of coordinated service delivery.

## Duration

This MOU will begin July 1, 2017 and remain in effect for three years. Infrastructure Funding Agreement is effective from July 1, 2017 to June 30, 2020, with quarterly reconciliation of shared of shared cost provided by partners to TRWDB. Budgeted and actual cost will be up-dated with information provided by partners no later than 15 days after the end of each quarter.

## **Amendments**

This MOU will be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

This MOU may be amended at any time by written agreement of the parties. All amendment requests must be submitted to Workforce Development and include:

1. The requesting party's name
2. The reason(s) for the amendment request
3. Each section of this MOU that will require revision
4. The desired date for the amendment to be effective
5. The signature of the requesting party's authorized representative

If the request is approved by the TRWDB all affected partners will be required to sign the amendment and a fully executed amendment will be distributed to all parties.

## **Local Vision and Goals**

The mission of the parties and of Workforce Development and the One Stop System is to design, implement, and manage a seamless system of service delivery focused on the needs and interests of job seekers and employers. A primary goal is to coordinate resources from partner agencies, eliminating duplication and streamlining services. The Parties to the Agreement seek to attain the goals given in the Region IV Workforce Regional Plan.

## **Roles and Responsibilities**

### General

The parties to this agreement assure that they will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Innovation and Opportunity Act and its implementing regulations 29 CFR part 38. This regulation prohibits the exclusion of an individual from participation in denial of the benefits of, discrimination in, or denial of employment in connection with any programs and activities funded or otherwise financially assisted in whole or in part under Title I of WIOA because of race, color, religion, sex, national origin, age, disability or political affiliation or belief, or, for beneficiaries, applicants, and participants only on the basis of citizenship status, or participation in a program or activity that receives financial assistance under Title I WIOA.

The parties to this agreement will assure that complaints alleging discrimination on any of the above bases will be processed in accordance with 29 CFR Part 38.69, and local TRRC - Workforce Development grievance policies.

The parties to this agreement assure that facilities at all sites or centers afford accessibility and reasonable accommodation. Facilities will be programmatically and architecturally accessible. Reasonable accommodations will be made for individuals with disabilities.

The parties to this agreement will provide ongoing and continual notification that the sites do not discriminate on any of the prohibited bases in accordance with 29 CFR Parts 38.69 through 38.45 of the implementing regulations for Section 188 of the Workforce Innovation and Opportunity Act.

It is expressly understood that this Agreement does not constitute a financial commitment, but rather intent to specific resources in the future as the parties' allocations and budgets are known and the one-stop system evolves. The One- Stop system is evolving. Neither its costs nor the partners' resource contributions remain static.

The parties agree to coordinate and share resources in accordance with the Resource Sharing Agreement.

The parties commit to sharing services and resources to prevent duplication and overlap, and foster a more streamlined service delivery system.

The parties commit to meeting the performance standards set for Region IV Workforce Development.

The parties agree that centers will be certified by the Three Rivers Workforce Development Board using the criteria provided by TRRC – Workforce Development.

### **The Workforce Development Board**

The Local Workforce Development Board's (TRWDB) legislated responsibility is to be the policy and oversight entity responsible for organizing a comprehensive, community-wide response to the challenges of building a highly skilled workforce.

Quality assurance is an important part of the role of the TRWDB under WIOA. The TRWDB will establish minimum organizational and performance standards, which can be used to certify and evaluate the capability of organizations seeking to provide services as part of the local workforce system. These same standards will be used as a basis for evaluating the performance of certified suppliers, services, products, and other elements in the system. The TRWDB will encourage and promote a structured, continuous improvement methodology. The Operator and Affiliated Partners assure that they will use the established standards as a basis for organizational self-assessment and improvement.

Through the implementation and certification of quality standards, the TRWDB will provide one-stop centers, program operators, affiliates, and other service providers with the oversight, on-going technical support and technical assistance they need in order to identify problems, take corrective actions, and meet performance expectations. The Operator will assure that the Center and affiliate sites meet the chartering criteria provided to each center.

The coordination of available resources – federal, state, and private sector – is a significant responsibility of Workforce Boards under WIOA. With the inclusion of major programs and Partners as Titles of the Workforce Innovation and Opportunity Act, it is clear that the TRWDB is expected to coordinate resources in a way that fosters the overall functioning of an entire workforce development system, not just a single program. The parties commit to coordinating

services and resources to enhance services to customers to prevent duplication and overlap, and to foster a more effective streamlined service delivery system.

### The Operator

The TRWDB shall procure a One-Stop Operator. The agency will thus be responsible for management, coordination of services, operations, financial accountability, legal obligations, and all reporting requirements of the full service center and affiliate sites. Through the business plan, the Operator will demonstrate its capability to set direction, manage overall operations, including staff oversight, customer services and continuous improvement. The business plan is a part of this agreement.

The duties of the Operator include, but are not limited to, the following:

- Design the integration of systems and coordination of services for the site and partners.
- Coordinate service providers across the one-stop delivery system.
- Establish full service one-stop centers as approved by the TRWDB.
- Generate invoices and bill partners
- Manage and document resource sharing and fiscal responsibility for centers.
- Evaluate performance and implement required actions to meet standards of quality and performance set by state, federal, and local oversight agencies.
- Evaluate customer needs and satisfaction data to continually refine and improve service strategies.
- Plan and report responsibilities.
- Write and maintain a business plan.
- Act as liaison with the TRWDB and centers.
- Monitor adherence to the provisions of the Memorandum of Understanding.
- Market services.
- Recruit additional partners and/or potential affiliate sites to better serve customers.
- Define and provide means to meet common operational needs, i.e. training, technical assistance, additional resources, etc.
- Facilitate the sharing and maintenance of data.
- Define clearly and communicate the strategic objectives of the TRWDB to partners, customers and the community.
- Continuously assess customer needs and recommend to the TRWDB any need for additional access points or mini sites.
- Respond to community needs.
- Facilitate team meetings on common issues – what works, what does not, etc.
- Select the site manager(s).
- Define the site manager's responsibilities in conjunction with the TRWDB and the partners.
- Ensuring neutral brokering, the assurance that no organization, member, or partner is biased in any referral to itself or any other specific organization that provides education, training, and/or placement services. The Operator will ensure a record of referrals is

maintained by the center(s).

- Ensure center and sites meet chartering criteria.
- Obtain signatures of Participating Partners on the MOU.
- Ensure that the sites are operated and services delivered in accordance with the Workforce Innovation and Opportunity Act.
- Ensure connectivity for affiliate sites and partners.

## **Partners**

All participating partners will sign the Memorandum of Understanding. Partners will meet responsibilities as outlined in WIOA Section 121(b). Partners in each center or site will be defined as those entities signing the MOU and responsibilities shall include the following elements:

- Making career services applicable to each partners' program available to job seekers in the One-Stop delivery system. Career Services, as described in WIOA Section 134(c)(2), may include:
  - Outreach, orientation, intake
  - Initial and comprehensive skills assessments
  - Job search and placement assistance
  - Group, individual and career counseling and/or career planning
  - Provision of labor market information, including information on in-demand industries and occupations, job vacancies, skills required, wage information and nontraditional employment
  - Recruitment and business services on behalf of employers
  - Provision of referrals to and coordination of activities with other programs and services
  - Provision of local performance accountability and measures
  - Provision of program cost information on eligible training providers]
  - Follow-up services, as appropriate, for participants in workforce investment activities who are placed in unsubsidized employment.
- Provide access to training services and employment and training activities as described in WIOA
- A strong entrepreneurial approach designed to serve the customer and simplify bureaucratic systems;
- Bringing funded and/or in kind resources;
- Providing staff to be supervised by the managing entity, or providing state-of-the art electronic linkage in lieu of a staff person;
- Providing a needed service in the area as identified in the MOU with the lead agency;
- Sharing in the cost of the center as described in the Resource Sharing Agreement;
- Supporting the center's mission, goals, and business plan.
- Supporting the purpose of the WIOA, which is "to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, and to promote individual and national economic growth".

## **Goals and Objectives**

The parties agree to the Goals and Objectives for the Region 4 Workforce Development One-Stop System as agreed to by the TRWDB and published in the Region IV Workforce Plan.

## **Center Locations**

Griffin One Stop Career Center  
*(Comprehensive Career Center)*  
1514 Highway 16 West  
Griffin, GA 30223

LaGrange One Stop Career Center  
*(Affiliate Site)*  
1002 Longley Place  
LaGrange, GA 30240

Newnan One Stop Career Center  
*(Affiliate Site)*  
30 Bledsoe Road  
Newnan, GA 30265

Carrollton One Stop Career Center  
*(Affiliate Site)*  
275 Northside Drive  
Carrollton, GA 30117

In addition, services may be provided at other locations and/or events as needed or appropriate to best serve customers.

## **Services**

The parties agree to the Workforce Delivery System described in the Region IV WIOA Plan. The Operator's Business Plan is incorporated into this agreement upon approval by the TRWDB. Additional information relative to service delivery strategies are attached to this document.

## **Data Collection**

The local system partners will use the automated tools provided by WFD/GDOL for data collection and sharing across partner services. Local partners develop other means to ensure sharing of customer information..

## **Liability**

The Operator is solely responsible and liable for its actions and its employees, agents and/or assigns. Each Partner is solely responsible and liable for the actions of its employees, agents, and/or assigns. The Operator has no responsibility or liability for the actions of the TRWDB, which is solely responsible and liable for its actions and those of its employees. The Fiscal Agent is solely responsible and liable for its actions and those of its employees.

## **Notice Provisions**

The primary point of contact for notices will be the TRWDB.

## **Disputes**

The Operator will first attempt to resolve disputes occurring at the centers informally. Any partner may call a meeting of all partners to discuss and resolve a dispute. The Operator will follow the process and procedures for dispute resolution as outlined in the business plan and consistent with the Board's grievance procedure. Should the Operator fail to resolve the dispute, it shall be referred to the Workforce Development Director who will convene a meeting of the parties to establish the facts of the dispute and identify any applicable policies and/or regulations for the parties to the dispute. The Workforce Development Director may mediate and resolve the dispute, if possible. A report of the dispute, its resolution, and relative information will be shared with the TRWDB. If the dispute is not resolved, it will be given to the Chair of the TRWDB who will place the matter on the agenda of a full meeting of the TRWDB which shall attempt to resolve the dispute.

## **Confidentiality**

The parties agree to honor the Share and Release Agreement. The Share and Release Agreement is signed by applicants indicating that they grant permission to release information to other agencies for the provision of services. Each partner agency's statement will be honored by other partner agencies. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the parties collecting, receiving, or sharing information.

## **Cross- Referral**

The parties adopt cross-referral arrangements, which are included in the local WIOA plan, including modifications. Individuals seeking basic, individual, and/or training services may be referred to the One Stop Centers or to an affiliate site. If a person seeks services at the One Stop Center rather than the partner's site, services should be made available to him or her without referral to another location (based on staffing ability and/or conflicting federal regulations). Participants may receive referral to appropriate training and education programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

Coordination of referrals will be made utilizing Workforce Development's referral forms for services offered to Adults, Dislocated Workers and Youth under Title I of WIOA and for services offered by partner agencies. Utilizing these forms will ensure appropriate methods are used to document the services to be provided, service begin and end dates, and referral status and follow-through. All referrals are required to be tracked by appropriate staff at the One-Stop Center and any information pertinent to referrals (including number and type of referral) should be made available to Workforce Development on a monthly or as needed basis.

## **Severable Provision**

It is agreed that should any part of this Memorandum be found null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

## **Infrastructure Funding Agreement Local Workforce Development Area 8**

In accordance with the Workforce Innovation and Opportunity Act (hereinafter WIOA), this Infrastructure Funding Agreement (hereinafter IFA) is entered into by and between the Workforce Development Board (hereinafter TRWDB) and the Partner Agencies listed below.

1. Partner Agencies:
  - a. Georgia Department of Labor
  - b. Division of Rehabilitation Services
  - c. Department of Technical and Adult Education
  - d. Department of Housing and Urban Development
  - e. Area Agency on Aging
  - f. Career and Technical Education
  
2. **Purpose:** The WIOA regulations provide that the responsibility for the provision of and financing for applicable basic services and One-Stop operations is to be proportionate to the use of services at the center by individuals attributable to the Partners' programs. The purpose of this IFA is to provide a framework for each of the Partners' commitments regarding the allocation and sharing of operational costs and resources in the One-Stop system serving Region IV Counties. The One-Stop Operator, Three Rivers Regional Commission – Workforce Development, has been designated by the TRWDB and will be responsible for coordination of services and ensuring that Partner Agencies adhere to the terms of this Agreement. Details of the One-Stop Operator's responsibilities will be more specifically outlined in the Operational Plan that is developed by the parties to this Agreement.
  
3. **Duration:** This IFA shall remain in effect from July 1, 2017 until June 30, 2020 or until the Partners absolve the partnership.
  
4. **Modification:** The Partners recognize that modifications to the IFA may be necessary during the period of performance. Any party may make a written request for modification to the TRWDB. In order to be valid, any modification to the IFA must be in writing and signed by all of the parties. Assignment of any responsibilities under this IFA by any of the parties shall be effective upon written notice of the other parties.
  
5. **Termination:** Notwithstanding any other provision of this contract, in the event that any of the sources of Partner funds for services under this contract no longer exist or in the event the sum of all obligations by the Partner incurred under this and all other contracts entered into exceeds the balance of available funds, then the Partners' obligations under this Agreement shall immediately terminate upon receipt of written notification to the TRWDB. The certification by the legal signatory of the Partner that occurrence of either of the events stated above shall be conclusive.

This agreement and applicable attachments to this Agreement may be terminated for cause, in whole or in part, by the TRWDB at any time for failure to perform any of the provisions hereof. The termination shall be accomplished by notice in and mailed or delivered to the address of the Partner in this Agreement or the last known subsequent address. The Partner will be required to

submit a final expenditure report to the TRWDB, the One-Stop Operator, and to other applicable Partners no later than 45 days after the effective date of written notice of termination. Upon termination of this Agreement or applicable attachments, the Partner shall not incur any new obligations after the effective date of the termination and shall cancel as many outstanding obligations as possible. The above remedies are in addition to any other remedies provided by law or the terms of this contract.

Any party to the Agreement may cancel or terminate that agency's part in the Agreement without cause: however, the Party seeking to terminate or cancel participation in this Agreement must give notice in writing of its intent to do so to the other Parties at least thirty (30) days prior to the effective date of cancellation or termination. The written notice must be mailed or delivered to the address shown above or to the last known subsequent address for the One-Stop Operator and to the TRWDB.

The TRWDB reserves the right to suspend this Agreement in whole or in part if the Partner(s) fail to comply substantially with the terms of this Agreement, to provide the quality of service required, or to meet the specified completion schedule of its duties under this contract. The suspension shall be accomplished by notice in writing to the Partner(s) and shall specify the reason, suspension date, required corrective action for reinstatement, and other pertinent information or actions required to protect the interests of One-Stop customers. The written notice of suspension shall be mailed or delivered to the Partners' address in this Agreement or to the last known subsequent address.

6. **Patent Rights:** Copyrights and Rights in Data: The Partners agree in patentable items, patent rights, processes, or invention are produced in the course of work supported and funded through this Agreement, the TRWDB shall determine whether protection of the invention or discovery shall be sought. The TRWDB will also determine how the rights to the invention or discovery, including any rights under any patent issued thereof, shall be allocated and administered in order to protect the public interest consistent with Government Patent Policy.

Except as otherwise provided in this Agreement, the author or the TRWDB is free to copyright any books, publications, or other copyrightable materials developed in the course of, or under this Agreement. Should any copyright materials be produced as a result of this Agreement, the applicable federal agency and the TRWDB shall reserve a royalty-free nonexclusive and irrevocable right to reproduce, modify, publish, or otherwise use and to authorize others to use the work for government purposes.

7. **Memorandum of Understanding:** This IFA including all attachments and modifications is incorporated by reference to the Memorandum of Understanding executed between the parties to this Agreement, including all modifications thereto. However, this IFA may fluctuate as the parties' budgets change. Modifications and/or expiration of the IFA shall not affect the validity of the Memorandum of Understanding.
8. **Shared Service:** *(Only applicable services should be checked, and a brief description should be provided)*
  - a) The Georgia Department of Labor agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
    - Outreach/Recruitment
    - Initial Assessment/Intake/Referral

- Orientation Information Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling Planning
  - Case Management Service Coordination
  - Prevocational Services
- b) The Division of Rehabilitation Services agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
- Outreach/Recruitment
  - Initial Assessment/Intake/Referral
  - Orientation/Informational Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling Planning
  - Case Management/Service Coordination
  - Prevocational Services
- c) The Department of Adult Education agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
- Outreach/Recruitment
  - Initial Assessment/Intake/Referral
  - Orientation Informational Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling/Planning
  - Case Management/Service Coordination
  - Prevocational Services
- d) The Department of Housing and Urban Development agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
- Outreach/Recruitment
  - Initial Assessment/Intake/Referral
  - Orientation Informational Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling/Planning
  - Case Management/Service Coordination
  - Prevocational Services

- e) The Area Agency on Aging agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
- Outreach/Recruitment
  - Initial Assessment/Intake/Referral
  - Orientation Informational Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling/Planning
  - Case Management/Service Coordination
  - Prevocational Services
- f) The Technical Education agrees to contribute to the delivery of the following shared services in the local One-Stop Center:
- Outreach/Recruitment
  - Initial Assessment/Intake/Referral
  - Orientation Informational Services
  - Job Search/Job Placement
  - Follow-up Services for WIOA
  - Comprehensive Assessments
  - Career Counseling/Planning
  - Case Management/Service Coordination
  - Prevocational Services

9. **Benefits Received:** The parties agree that the benefits to be derived from the above services will be:

- Increased customer access to programs;
- Cost-effective and efficient program delivery;
- Improved program retention due to a wider array of support for customers;
- Greater customer satisfaction;
- Non-duplication of services; and
- Strengthened relationships among partner agencies.

#### **10. Contributed Resources:**

- a) The Georgia Department of Labor agrees to contribute staff and other resources to the local One-Stop Center to perform the shared services.
- b) The Division of Rehabilitation Services agrees to contribute staff and other resources while utilizing direct linkage to the local One-Stop Center to perform the shared services.
- c) The Department of Adult Education agrees to contribute resources utilizing direct linkage to the local One-Stop Center to perform the shared services.
- d) The Department of Housing and Urban Development agrees to contribute resources utilizing direct linkage to the local One-Stop Center to perform the shared services.

- e) The Area Agency on Aging agrees to contribute resources utilizing direct linkage to the local One-Stop Center to perform the shared services.
- f) The Technical Education Agency agrees to contribute resources utilizing direct linkage to the local One-Stop Center to perform the shared services.

11. **Resource Allocation:** The parties agree that the contributed resources and benefits set out in this Infrastructure Funding Agreement are in proportion to each other as determined by a reasonable estimate of the distribution of services and contributed resources to be made by each of the Partners over the course of this Agreement. Actual costs expended toward the provision of shared services and a measurement of actual benefit to each of the programs will be made available to the One-Stop operator by the parties at least on a quarterly basis. To the extent that the resources contributed or benefits derived become disproportionate, the parties agree to revisit and revise this Agreement as necessary. Resource allocation methodologies used will be in compliance with cost principles outlined in applicable OMB Circulars.
12. **Infrastructure Costs:** (WIOA Sec. 121) (WIOA Final Rule 678.700 - 678.755) Infrastructure costs will be funded through methods agreed upon by the Three Rivers Workforce Development Board, Chief Elected Officials, and One-Stop partners. If the parties identified are unable to reach a consensus agreement on methods of sufficiently funding the costs of infrastructure of One-Stop centers for a program year, the State infrastructure funding mechanism shall be applicable to the local area for that program year, and for each subsequent program year for which those entities and individuals fail to reach an agreement. The TRWDB, Chief Elected Officials, and One-Stop partners will identify an infrastructure and shared budget, which will be periodically reconciled against actual costs incurred and adjusted accordingly to ensure that it reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each partner in proportion to relative benefits received, and that complies with chapter II of title 2 of the Code of Federal Regulations (or any corresponding similar regulation or ruling).

For Services Beyond Partner's Applicable Core Services

Partner Agency: \_\_\_\_\_ Contact: \_\_\_\_\_

Service: \_\_\_\_\_ Address: \_\_\_\_\_

Max. No. to be Served: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Cost: \_\_\_\_\_ Email: \_\_\_\_\_

I. Goals and Objectives

II. Performance Benchmarks

III. Work to be Performed

- A. Referral Process
- B. Entry Requirements
- C. Description of Service
- D. Outcomes

IV. Administrative Details

- A. Implementation Schedule
- B. Subcontracting Assignment
- C. Reporting Requirements
- D. Invoicing

Attachment A-1 is inapplicable at this time





Business services											
One-stop center reception											
Resource room materials and staffing											
Other Cost Description											
Other Cost Description											
<b>Total, One-Stop Delivery System Costs</b>											
<b>SHARED COST CATEGORY</b>			<b>ANNUAL BUDGET ALLOCATION TO PARTNERS</b>								
<b>Part 3: Other Shared Costs</b>	TOTAL ANNUAL BUDGET	Funding Formula	Title IB	Wagner - Peyster	Adult Education	Vocational Rehab	Perkins	SCSEP	Other Partner	Other Partner	
<b>Career Services (Must be shared among all partners)</b>											
<b>Basic Career Services</b>	TBA		TBA	TBA							
<b>Individualized Career Services</b>											
<b>Follow-up services</b>											
<b>Other Shared Costs</b>											
Initial Intake											
Assessment of Needs											
Appraisal of basic skills											
Identification of services											
referrals											
Costs of Local WDB											
<b>Total, Other Shared Costs</b>											

**Total, Parts 1, 2 and 3**



Total, One-Stop Delivery System Costs										
SHARED COST CATEGORY	ANNUAL BUDGET ALLOCATION TO PARTNERS									
Part 3: Other Shared Costs	TOTAL ANNUAL BUDGET	Funding Formula	Title IB	Wagner - Peysen	Adult Education	Vocational Rehab	Perkins	SCSEP	HUD	Other Partner
			<b>Career Services (Must be shared among all partners)</b>							
Basic Career Services	\$ 31,500.00		\$ 15,750.00	\$ 15,750.00						
Individualized Career Services	\$ 39,700.00		\$ 39,700.00							
Follow-up services	\$ 35,000.00		\$ 35,000.00							
<b>Other Shared Costs</b>										
Initial Intake	\$ 6,300.00		\$ 3,150.00	\$ 3,150.00						
Assessment of Needs	\$ 6,300.00		\$ 2,520.00	\$ 2,520.00	\$ -	\$ 630.00	\$ 630.00			
Appraisal of basic skills	\$ 3,750.00		\$ -		\$ 3,750.00					
Identification of services	\$ 14,000.00		\$ 6,860.00	\$ 6,860.00				\$ 140.00	\$ 140.00	
referrals	\$ 3,500.00		\$ 1,715.00	\$ 1,715.00				\$ 35.00	\$ 35.00	
Costs of Local WDB	\$ 840.00		\$ 840.00							
<b>Total, Other Shared Costs</b>	\$ 140,890.00		\$ 105,535.00	\$ 29,995.00	\$ 3,750.00	\$ 630.00	\$ 630.00	\$ 175.00	\$ 175.00	\$ 140,890.00

**Total, Parts 1, 2 and 3**

Blue - Denotes In-kind Services solely to SCTC as WGTC is not located in the county



Business services											
One-stop center reception											
Resource room materials and staffing											
Other Cost Description											
Other Cost Description											
<b>Total, One-Stop Delivery System Costs</b>											
<b>SHARED COST CATEGORY</b>			<b>ANNUAL BUDGET ALLOCATION TO PARTNERS</b>								
<b>Part 3: Other Shared Costs</b>	TOTAL ANNUAL BUDGET	Funding Formula	Title IB	Wagner - Peysen	Adult Education	Vocational Rehab	Perkins	SCSEP	Other Partner	Other Partner	
<b>Career Services (Must be shared among all partners)</b>	TBA		TBA	TBA							
<b>Basic Career Services</b>											
<b>Individualized Career Services</b>											
<b>Follow-up services</b>											
<b>Other Shared Costs</b>											
Initial Intake											
Assessment of Needs											
Appraisal of basic skills											
Identification of services referrals											
Costs of Local WDB											
<b>Total, Other Shared Costs</b>											

**Total, Parts 1, 2 and 3**



Other Cost Description										
<b>Total, One-Stop Delivery System Costs</b>										
<b>SHARED COST CATEGORY</b>			<b>ANNUAL BUDGET ALLOCATION TO PARTNERS</b>							
<b>Part 3: Other Shared Costs</b>	TOTAL ANNUAL BUDGET	Funding Formula	Title IB	Wagner - Peyser	Adult Education	Vocational Rehab	Perkins	SCSEP	Other Partner	Other Partner
<b>Career Services (Must be shared among all partners)</b>										
<b>Basic Career Services</b>	TBA		TBA	TBA						
<b>Individualized Career Services</b>										
<b>Follow-up services</b>										
<b>Other Shared Costs</b>										
Initial Intake										
Assessment of Needs										
Appraisal of basic skills										
Identification of services										
referrals										
Costs of Local WDB										
<b>Total, Other Shared Costs</b>										

**Total, Parts 1, 2 and 3**



April 27, 2017

Mr. Ben Hames  
Deputy Commissioner  
Georgia Department of Economic Development  
Workforce Division  
75 Fifth St. NW Suite 845  
Atlanta, GA 30308

Dear Deputy Commissioner Hames:

The Three Rivers Workforce Development Board (TRWDB) is in the process of implementing organizational and programmatic changes required to comply with regulations governing the Workforce Innovation and Opportunity Act (WIOA). The TRWDB has competitively procured a One Stop Operator (OSO) for the 10 county local area, and it has recently concluded a competitive procurement process for Career Services (CS) located in each of the One Stop locations.

The career services procurement process identified a contractor to provide case management and career services at the TRWDB Affiliate One Stop locations in Carrollton, LaGrange, and Newnan. However, no entity submitted a bid to provide career services at the Comprehensive One Stop (COS) located in Griffin Georgia. The TRWDB will need to continue to provide case management and career services in the COS location to ensure that citizens within the local area will have access to workforce development programs.

The federal code, 20 CFR 679.410, allows the Chief Local Elected Official (CLEO) to request permission for the local board to continue to provide services, and the TRWDB has met local area performance standards for the last two program years (PY). I, as the CLEO of the Three Rivers Workforce Development Area, request permission for the TRWDB to continue to provide career services at the COS location in Griffin Georgia after June 30, 2017.

The federal code, 20 CFR 679.430, requires entities performing multiple roles to establish proper internal controls, and to prevent conflicts of interest. Any organization that has been selected or otherwise designated to perform more than one function must develop a written agreement with the Local WDB and CLEO to clarify how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, and the State's conflict of interest policy.

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Enclosed with this request is a copy of a written agreement adopted by the TRWDB and Three Rivers Regional Commission (TRRC) during regularly scheduled meetings on April 27, 2017. I, as the CLEO of the Three Rivers Workforce Development Area, have also signed the agreement, and its terms outline organizational roles and responsibilities.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Mayor Kay Pippin  
Chief Local Elected Official  
Three Rivers Workforce Development Area  
LWDA 8

## **THREE RIVERS WORKFORCE DEVELOPMENT AREA ROLES AND RESPONSIBILITIES AGREEMENT**

### **ARTICLE I NAME AND AREA**

- SECTION 1. The official name of the workforce development board shall be the Three Rivers Workforce Development Board (TRWDB).
- SECTION 2. The Three Rivers Workforce Development Area has been designated by the Governor of Georgia as Service Delivery Region IV and includes Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson; and the incorporated cities therein
- SECTION 3. The Three Rivers Workforce Development Board is organized pursuant to the provisions of the Workforce Investment and Opportunity Act (WIOA), Public Law 113-128, and subsequent amendments.

### **ARTICLE II TRWDB ROLES AND RESPONSIBILITIES**

- SECTION 1. It shall be the responsibility of the TRWDB to set policy for the workforce development system, and exercise oversight in partnership with the units of general local government within its local workforce development area.
- SECTION 2. The TRWDB, in accordance with an agreement with the appropriate Chief Elected Official (CLEO) of the Three Rivers Workforce Development Area, shall:



- a) Determine procedures for the development of the workforce development plan, which may provide for the preparation of all or any part of the plan by the TRWDB or by staff designated by the TRWDB. The local plan shall include:
  - 1) A description of the one-stop delivery system to be established or designated in the region, including--
    - (a) A description of how the TRWDB will ensure continuous improvement of eligible providers of service through the system and ensure that such providers meet the needs of local employers and participants; and
    - (b) A copy of each memorandum of understanding between the TRWDB and one-stop partners concerning the operation of the one-stop delivery system in the local region;
  - 2) A description and assessment of the type and availability of adult and dislocated worker employment and training activities in the local area;
  - 3) A description and assessment of the type and availability of youth activities in the local area, including identification of successful providers of such activities;
  - 4) A description of the process used by the TRWDB to provide an opportunity for public comment, including comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan;
  - 5) Coordinate with the entity responsible for the disbursement of grant funds determined by the Chief Elected Official or Governor;



- 6) A description of the competitive process to be used to award grants and contracts in the local area for activities under WIOA;
  - (b) Develop and enter into a memorandum of understanding (MOU) with one stop operators and/or partners;
  - (c) Designate or certify one stop operators;
  - (d) Conduct oversight with respect to the one stop service delivery system in the local area;
  - (e) Identify and approve eligible providers of training services;
  - (f) Hire a Workforce Development Executive Director and staff to carry out the functions of the TRWDB, per 20 CFR 20 679.400, or designate an entity to provide staff to the TRWDB;
    - a) The TRWDB shall authorize the Fiscal Agent/Grant Administrator to provide staff to the TRWDB to assist with the implementation of WIOA functions and responsibilities;
      - a. The Fiscal Agent / Grant Administrator shall provide assistance to identify and recommend a qualified Workforce Development Executive Director to the TRWDB;
    - b) The TRWDB shall establish the qualifications, per 20 CFR 679.400 (b), for the Workforce Development Executive Director to ensure the individual



selected meets the knowledge, skills, abilities required to carry out the functions of the TRWDB;

- i. The qualifications for the Workforce Development Executive Director are provided in Attachment B of this agreement;
- c) The TRWDB shall appoint and/or remove the Executive Director;
  - a. The Workforce Development Executive Director shall be employed by the Fiscal Agent / Grant Administrator;
  - b. The Workforce Development Executive Director shall be the authorized agent, and official point of contact for the TRWDB;
  - c. Compensation limits shall not exceed restrictions identified by WIOA Public Law 113-128;
- (g) Prepare a draft budget to be presented to the CLEO for approval;

SECTION 3. In order to carry out its function under WIOA, the TRWDB may:

- (a) Provide program and policy oversight for staff and contractors that are funded through WIOA;
- (b) Authorize the fiscal agent to provide direct services when appropriate contractors are not available;

- (c) Authorize the fiscal agent to provide assistance with contracts, procurements, and guidance on allowable expenditures;
- (d) Solicit and accept contributions and grant funds (from other public and private sources);
- (e) Carry out additional responsibilities as outlined in Public Law 113-128, Georgia Workforce Law ( O.C.G.A. 50-7-90 / 50-7-91), and in any administrative rules produced by the Georgia Workforce Division;
- (f) Incorporate the use of technology to assist the board with coordination, oversight, and enhancement of program services;
  - a. Technology platforms and delivery mechanisms be email services, virtual one stop software, web services, bulletin boards, social media, and other services or platforms that become available as technology improves;

SECTION 4. As used in this Article, the term “oversight” means reviewing, monitoring and evaluating related activities as appropriate.

### **ARTICLE III CHIEF LOCAL ELECTED OFFICIAL**

SECTION 1. It shall be the responsibility of the Chief Elected Officials Organization (CEO) to provide oversight for WIOA activities in partnership with the Three Rivers Workforce Development Board (TRWDB). The board members of the TRWDB are appointed by the appropriate Chief Elected Officials (CEOs). The Chief Local Elected Official (CLEO) shall

be authorized to perform the functions for chief elected officials pursuant to the Workforce Investment and Opportunity Act.

SECTION 2. For purpose of this agreement, the Chief Local Elected Official (CLEO) means the individual appointed by the Chief Elected Officials Organization of all units of general local government in the service delivery region (SDR) as their authorized representative(s) and signatory agent(s).

#### **ARTICLE IV FISCAL AGENT / GRANT ADMINISTRATOR**

SECTION 1. The grant Fiscal Agent / Grant Administrator shall:

- a) Receive funds for the Three Rivers Workforce Development Area;
- b) Maintain accounting records, and prepare financial reports;
- c) Provide technical assistance on fiscal and accounting matters, WIOA program audits, and WIOA program audit response;
- d) Ensure funds expenditures and accounting follow all OMB circulars, WIOA and its regulations, and State policies
- e) Provide program staff, with input from the CLEO, TRWDB Chairman, and TRWDB Workforce Development Executive Director to implement workforce programs and policies;
  - i. TRWDB staff shall be governed by the personnel policies established by the Fiscal Agent / Grant Administrator;



- f) Assure that adequate liability coverage is in place, and that the CLEO/CEO and TRWDB are named, as “Other Insured”;
- g) Secure insurance coverage for injuries suffered by staff or participants who are not covered by existing worker's compensation;
- h) Provide for bond coverage of all employees
- i) Be independently audited;
  - i. The CLEO, CEO’s, and TRWDB shall receive simultaneously copies of all reports, audits and evaluations provided by the audit and evaluation services;
- j) All TRWDB budgets are to be approved by the CLEO, in writing, and submitted to the Georgia Department of Economic Development Workforce Division (WFD) no later than thirty days after approval;
- k) Provide assistance to procure contracts and written agreements, and to procure contracts and written agreements required to support TRWDB ongoing operations;
- l) The fiscal agent shall pay all eligible workforce program expenses.



## **ARTICLE V CONFLICT OF INTEREST**

SECTION 1. The Georgia Department of Economic Development Department Workforce Division (WFD) has established a program level conflict of interest provision that must be signed by appropriate oversight entities. The authorized agents representing the TRWDB, CLEO, and the TRRC shall sign the conflict of interest provision located in Attachment A.

## **ARTICLE VI SIGNATURE OF AUTHORIZED AGENTS**

SECTION 1. The authorized agents representing the TRWDB, CLEO, and TRRC have adopted this agreement, and agree to the internal controls, roles and responsibilities, and conflict of interest provision.

\_\_\_\_\_  
Chairman  
Three Rivers Workforce Development Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
CLEO  
Three Rivers Workforce Development Area

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman  
Three Rivers Regional Commission

\_\_\_\_\_  
Date

Three Rivers



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## ATTACHMENT A CONFLICT OF INTEREST PROVISION



### Conflict of Interest Provision

Name: \_\_\_\_\_

Public Office or Position: \_\_\_\_\_

Local Workforce Development Area: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

I hereby affirm and attest that I have read and understand the duties, obligations and restrictions imposed upon me by the Conflict of Interest and Code of Conduct Policy contained at Ga. Comp. R. & Regs. r. 159-2-1-.06, and that to date, I have not engaged in any conduct that would constitute a violation of the Conflict of Interest and Code of Conduct Policy. I hereby further affirm and attest that I will adhere to the duties, obligations, and restrictions identified in the Conflict of Interest and Code of Conduct Policy, and that I will not engage in any conduct which violates that policy so long as I hold the Public Office or Position identified above.

This \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

Signature: \_\_\_\_\_

Georgia Department of Economic Development, WorkForce Division 75 Fifth Street, NW, Suite 845 Atlanta, Georgia 30308 · USA (+1) 404.962.4005



## ATTACHMENT B

### WORKFORCE DEVELOPMENT EXECUTIVE DIRECTOR QUALIFICATIONS

**Position Title:** Workforce Development Executive Director  
**FLSA Classification:** Exempt  
**Reports to:** Three Rivers Workforce Development Board  
**Location:** Griffin, GA

#### Job Summary:

The Workforce Development Executive Director plans, implements, and directs workforce development activities, carrying out the mission, vision, system principles, and strategic plan of the Three Rivers Workforce Development Board (TRWDB), and administering day to day activities and programs in accordance with the Workforce Innovation and Opportunity Act (WIOA) and other applicable Federal and state laws, regulations, rules, and guidance. The Workforce Development Executive Director's role is to represent and advance the TRWDB's position, cultivating strong working relationships with Chief Elected Officials, the general public, business and civic leaders, the media, private, public, community, and area partners and leaders in education, workforce development, and economic development to build consensus in the interest of developing a skilled workforce to meet the needs of the 10 county Three Rivers Workforce Development Area. The Workforce Development Executive Director performs fiscal oversight and management of office and staff, including supervision of assigned employees; oversight of contractors; and management of resources to meet contracted performance. The Workforce Development Executive Director reports to and takes policy guidance from the Board.

#### Qualification Requirements:

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities listed below are provided both directly and through delegation and oversight as appropriate and necessary to maintain smooth operations.*

- Organize TRWDB development and strategic planning efforts; collaborate with the Chair to schedule TRWDB meetings, develop agendas, and disseminate meeting materials; inform membership of relevant issues; maintain TRWDB membership in accordance with legislation and bylaws; assist the TRWDB in fulfilling its legal and ethical obligations; and provide training to new TRWDB members.
- Work closely with TRWDB committee chairs to schedule meetings, plan agendas, and ensure assignments and expectations are carried out; coordinate other TRWDB committee work with staff to ensure implementation of TRWDB and committee policies and recommendations.
- Serve as official spokesperson for the TRWDB; serve as TRWDB liaison with local governments, organizations, businesses, and other entities with an interest in workforce development issues.



- Build collaborative partnerships with individuals and entities such as major employers, secondary and post-secondary educational institutions, economic development groups, Chamber of Commerce representatives, and elected or appointed local, state, and Federal officials. Maintain at least quarterly contact with Chief Elected Officials within the board area.
- Lead efforts to implement innovative and effective workforce initiatives and services through the WIOA and other funding sources.
- Make presentations to public and civic groups on matters of significance to the TRWDB; participate in community meetings and other public events that advance the TRWDB's leadership role in workforce development and economic development issues.
- Participate in state, regional, and national meetings, conferences, and training sessions designed to enhance professional knowledge and skills.
- Review relevant data and literature to keep abreast of current trends and developments in the field of workforce development and communicate key findings to appropriate individuals and organizations.
- Maintain knowledge of additional funding and grant opportunities and be in a position to successfully implement with little or no prior preparation time.
- Oversee production and distribution of public communications materials that identify the purpose, goals, and achievements of the TRWDB and those that market the WIOA, including news releases, Board strategic plans, annual reports, and other relevant public documents using website(s), various social media, press releases, and written publications.
- Develop broad policy guidance to direct area career, job training, and employment initiatives; assess and evaluate service delivery strategies and service provider outcomes; oversee performance measurements and standards as established by state and Federal regulations, contracts, and TRWDB policy; review contractors' achievement of goals and report progress and discrepancies to the TRWDB; ensure all state and Federal program monitoring activities are successfully completed without findings; ensure preparation of operational and management reports for the Board concerning activities, budget, expenses, and other items affecting program services. Advocate and lead effort to build regional one-stop career center system.
- Prepare and implement the administrative and program budget; monitor expenditures of funds; ensure the fiscal audit is successfully completed without findings.
- Ensure proper procurement practices are followed; oversee contract negotiations, ensure proper contracting standards are followed, oversee implementation of contracts, grants, and programs; ensure that performance and obligations are met; ensure that proper fiscal processes are followed within parameters of contracts and grants.
- Direct and oversee department staff in assignment and conduct of their respective responsibilities to include hiring, training, coaching, evaluating, disciplining, and recommendation for change in status, including pay, promotion, demotion, suspension, and termination. Provide professional development opportunities to department staff to enhance and upgrade skills to meet current demands.
- Represent the TRWDB in a professional manner at all times.
- Other duties and responsibilities as assigned.



## **Knowledge, Skills, and Abilities:**

*The duties and responsibilities described above are the essential functions of the job. The qualifications below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Requires a minimum of a Bachelor's degree in business administration, public administration, political science, or related field and extensive experience in leadership, project management, budget planning and oversight, policy and procedure development, and rules and regulations application.
- Requires at least five years of progressively responsible governmental management experience, including experience supervising employees, working with boards, commissions, and other policy-making officials.
- Prefer 10 years of governmental management experience at a department level or above with budgets of \$2 million or greater.
- Equivalent combination of education and experience may be considered.
- Effective written and oral communication abilities, including the ability to speak comfortably before large audiences and to engage in open dialogue.
- Ability to convey complex concepts accurately and succinctly to distinctly different audiences, both orally and in writing.
- Ability to build consensus among workforce system stakeholders.
- Knowledge and skill regarding administration of an entity with responsibility to oversee multi-million dollar programs, grants, and administrative processes.
- Strong commitment to improving employment and economic opportunities for all members of the community.
- Thorough knowledge of Federal and state workforce development and other pertinent legislation, regulations, policies, and procedures.
- Thorough knowledge of the state's open meetings requirements.
- General knowledge of and ability to operate personal computers, associated software applications including but not limited to Microsoft and Adobe products, hardware, and peripheral equipment.
- Thorough understanding of and ability to effectively use social media and other 21st century communication tools to advance the goals of the Board.
- Demonstrated support for diversity within department and among contracted organizations.
- Commitment to teamwork; ability to delegate and hold others accountable.
- Action-oriented self starter with ability to work and manage effectively in dynamic and rapidly changing environment.
- Capable of multi-tasking in a complex organizational setting.
- Demonstrated professional and ethical behavior.



## **Physical Demands and Work Environment:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. The range for out-of-office travel is 10-20%.

**An Equal Opportunity Employer**



## **ATTACHMENT B -1 WORKFORCE DEVELOPMENT EXECUTIVE DIRECTOR APPOINTMENT**

WHEREAS, the Three Rivers Workforce Development Board (TRWDB) is the authorized oversight board for the Workforce Investment and Opportunity Act for the Three Rivers Workforce Development Area, also identified as Local Workforce Development Area 8, and;

WHEREAS, the TRWDB must establish qualifications for a Workforce Development Executive Director, and appoint a Workforce Development Executive director, and;

WHEREAS, the TRWDB Workforce Executive Director is the authorized agent of the TRWDB, and shall implement WIOA policies and programs within the Three Rivers Workforce Development Area, and;

WHEREAS, the Workforce Development Executive Director shall coordinate with the Three Rivers Workforce Development Area Chief Elected Official and designated Fiscal Agent / Grant Sub-recipient;

NOW, THEREFORE LET IT BE RESOLVED that the members of the Three Rivers Workforce Development Board hereby reappoint Robert Hiatt to serve as the Three Rivers Workforce Development Executive Director.

Duly signed and adopted this 27<sup>th</sup> day of April, 2017 by the Chairman of the Three Rivers Workforce Development Board.

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Chairman  
Three Rivers Workforce Development Board

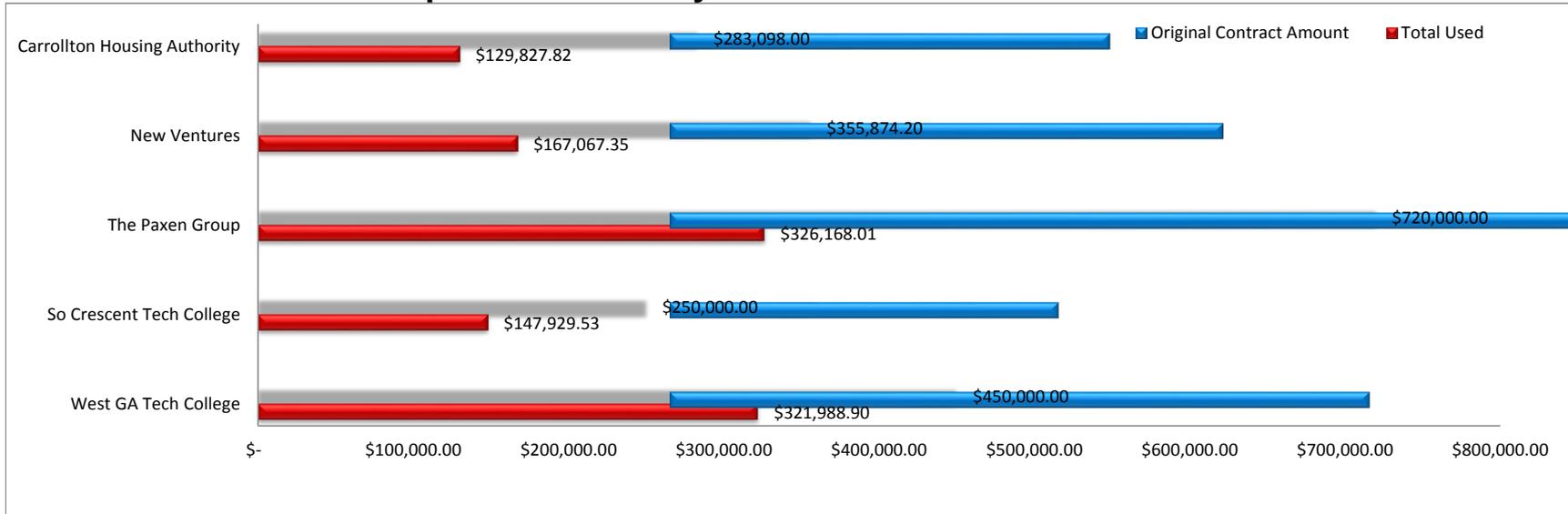
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Secretary  
Three Rivers Workforce Development Board

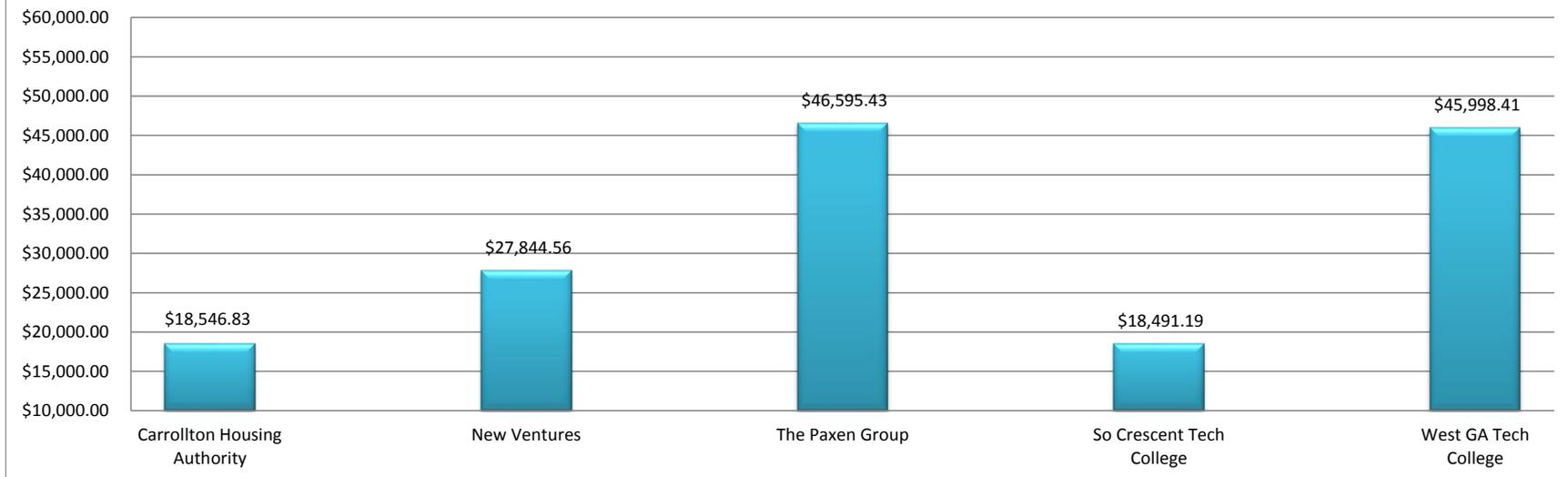
Three Rivers Regional Commission | Workforce Development  
Operating Budget 7.1.2016 - 6.30.2017

Source of Funds	TOTAL BUDGETS		TOTAL BUDGET	TOTAL EXPENSED TO DATE thru March 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	\$ 70,254.87	\$ 474,362.84	\$ 544,617.71	70%	\$ 62,526.13	\$ 171,428.16	\$ 233,954.29	30%
Fringe Benefits	\$ 65,028	\$ 316,268	\$ 381,296	\$ 39,744.73	\$ 268,357.50	\$ 308,102.23	81%	\$ 25,283.27	\$ 47,910.50	\$ 73,193.77	19%
Total Direct Personnel	\$ 197,809	\$ 962,059	\$ 1,159,868	\$ 109,999.60	\$ 742,720.34	\$ 852,719.94	74%	\$ 87,809.40	\$ 219,338.66	\$ 307,148.06	26%
Supplies & Materials	\$ 2,401	\$ 13,399	\$ 15,800	\$ 1,154.17	\$ 7,409.85	\$ 8,564.02	54%	\$ 1,246.83	\$ 5,989.15	\$ 7,235.98	46%
Repairs & Maintenance	\$ 1,943	\$ 10,838	\$ 12,781	\$ 1,248.45	\$ 10,764.15	\$ 12,012.60	94%	\$ 694.55	\$ 73.85	\$ 768.40	6%
Utilities	\$ 2,081	\$ 11,614	\$ 13,695	\$ 1,481.10	\$ 9,253.21	\$ 10,734.31	78%	\$ 599.90	\$ 2,360.79	\$ 2,960.69	22%
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	\$ 936.00	\$ 21,094.14	\$ 22,030.14	82%	\$ 3,169.00	\$ 1,801.86	\$ 4,970.86	18%
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	\$ -	\$ 35.00	\$ 35.00	12%	\$ 300.00	\$ (35.00)	\$ 265.00	88%
Telecommunications	\$ 2,119	\$ 11,819	\$ 13,938	\$ 922.71	\$ 9,622.97	\$ 10,545.68	76%	\$ 1,196.29	\$ 2,196.03	\$ 3,392.32	24%
Rentals Real Estate	\$ 9,941	\$ 55,459	\$ 65,400	\$ 3,745.01	\$ 44,710.99	\$ 48,456.00	74%	\$ 6,195.99	\$ 10,748.01	\$ 16,944.00	26%
Rentals Other	\$ 2,358	\$ 13,148	\$ 15,506	\$ 1,708.34	\$ 11,045.16	\$ 12,753.50	82%	\$ 649.66	\$ 2,102.84	\$ 2,752.50	18%
Computer charges	\$ 24,448	\$ 136,385	\$ 160,833	\$ 15,202.02	\$ 97,152.17	\$ 112,354.19	70%	\$ 9,245.98	\$ 39,232.83	\$ 48,478.81	30%
Gain/Loss of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Advertising	\$ 1,296	\$ 5,904	\$ 7,200	\$ 247.08	\$ 2,008.26	\$ 2,255.34	31%	\$ 1,048.92	\$ 3,895.74	\$ 4,944.66	69%
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	\$ 698.93	\$ 5,654.02	\$ 6,352.95	42%	\$ 1,610.07	\$ 7,235.98	\$ 8,846.05	58%
Participant Expense	\$ -	\$ 355,000	\$ 355,000	\$ -	\$ 599,953.41	\$ 599,953.41	169%	\$ -	\$ (244,953.41)	\$ (244,953.41)	-69%
Contractual Expense	\$ 583	\$ 2,229,446	\$ 2,230,029	\$ 1,300.86	\$ 1,297,754.29	\$ 1,299,055.15	58%	\$ (717.86)	\$ 931,691.71	\$ 930,973.85	42%
Business Services Contracts	\$ -	\$ 345,042	\$ 345,042	\$ -	\$ 3,483.11	\$ 3,483.11	1%	\$ -	\$ 341,558.89	\$ 341,558.89	99%
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	\$ 2,955.00	\$ -	\$ 2,955.00	95%	\$ 145.00	\$ -	\$ 145.00	5%
Board Meeting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Fuel	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 2,615.60	\$ 2,615.60	44%	\$ -	\$ 3,384.40	\$ 3,384.40	56%
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	\$ 161.60	\$ 4,690.87	\$ 4,852.47	2%	\$ 213,611.40	\$ 33,967.13	\$ 247,578.53	98%
Total Direct Expense	\$ 475,602	\$ 4,269,021	\$ 4,744,623	\$ 144,914.37	\$ 2,891,851.37	\$ 3,036,765.74	64%	\$ 330,687.63	\$ 1,377,169.63	\$ 1,707,857.26	36%
Indirect Cost Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
<b>Total Expenditures</b>	<b>\$ 475,602</b>	<b>\$ 4,269,021</b>	<b>\$ 4,744,623</b>	<b>\$ 144,914.37</b>	<b>\$ 2,891,851.37</b>	<b>\$ 3,036,765.74</b>	<b>64%</b>	<b>\$ 330,687.63</b>	<b>\$ 1,377,169.63</b>	<b>\$ 1,707,857.26</b>	<b>36%</b>

## Spend Down Analysis 7/1/2016 - 6/30/2017



## Average Monthly Invoice by Contractor



# Program Services Reports



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## **Southern Crescent Technical College**

### **Welding Program Agreement/Spalding Co. Correctional Facility**

Southern Crescent Technical College has proposed a training agreement to provide welding training to inmates at the Spalding County Correctional Facility. The program includes Welding, Basic Welding and Advanced Shielded Metal Arc, and Gas Metal Arc Welding.

Students completing the program will be eligible to become NCCER certified.

**Maximum Number of Participants: 10**

**Total Number of Training Hours: 150**

**Cost Per Participant: \$9,250**

**Maximum Cost of Agreement: \$92,500.00**

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## ETPL Recommendation

Provider: Southern Crescent Technical College  
Program: Logistics and Supply Chain Management

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Southern Crescent Technical College Logistics and Supply Chain Management, Associate of Applied Science program is being recommended for addition to the Local Eligible Training Provider list (EPTL) based on the completed application received from the provider.

The Logistics and Supply Chain Management (LSCM) degree program is a sequence of courses designed to prepare students for entry-level coordinator and salaried supervisor and positions in the LSCM profession.

The degree program will provide students with and understanding of procurement, issues in executing local, national and global supply chains, logistics and transportation. The program also includes business management, accounting principles, economics of supply and demand, and database management skills.

- Award Level: Associate of Applied Science Degree
- Minimum Length of Program: 4 Terms
- Minimum Credit Hours for Graduation: 62
- Total Cost : \$4,537 (includes Tuition and student fees)

Within the Supply Chain Management Field, there are a number of career tracks with jobs such as: Material Handler, Inventory Control Dispatching for warehouses and trucking companies, Product Scheduling, Truck Driver, Production Forecasting, Purchasing Quality Auditor, Operations Leads and Supervisors.

Georgia is increasingly a LSCM hub. LSCM jobs are expected to grow by 18% every year in Georgia.

The starting wage is between \$12 to \$14 per hour.

**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**  
**Caseloads by County**

WIOA	Program Year 2016	Registration Goals by County
<b>Butts</b>	19	30
<b>Carroll</b>	60	225
<b>Coweta</b>	77	225
<b>Heard</b>	7	10
<b>Lamar</b>	11	20
<b>Meriwether</b>	17	20
<b>Pike</b>	6	10
<b>Spalding</b>	65	150
<b>Troup</b>	80	150
<b>Upson</b>	6	10
<b>Others</b>	6	
	<b>Program Year 2016</b>	<b>Program Year Goals</b>
	<b>WIOA</b>	
<b>Over All Total</b>	<b>354</b>	<b>850</b>

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

Column1	Column2	Program Year 2016	Total
<b>Butts</b>			
		<b>WIOA</b>	
		27	<b>27</b>
<b>Carroll</b>			
		<b>WIOA</b>	
		156	<b>156</b>
<b>Coweta</b>			
		<b>WIOA</b>	
		148	<b>148</b>
<b>Heard</b>			
		<b>WIOA</b>	
		11	<b>11</b>

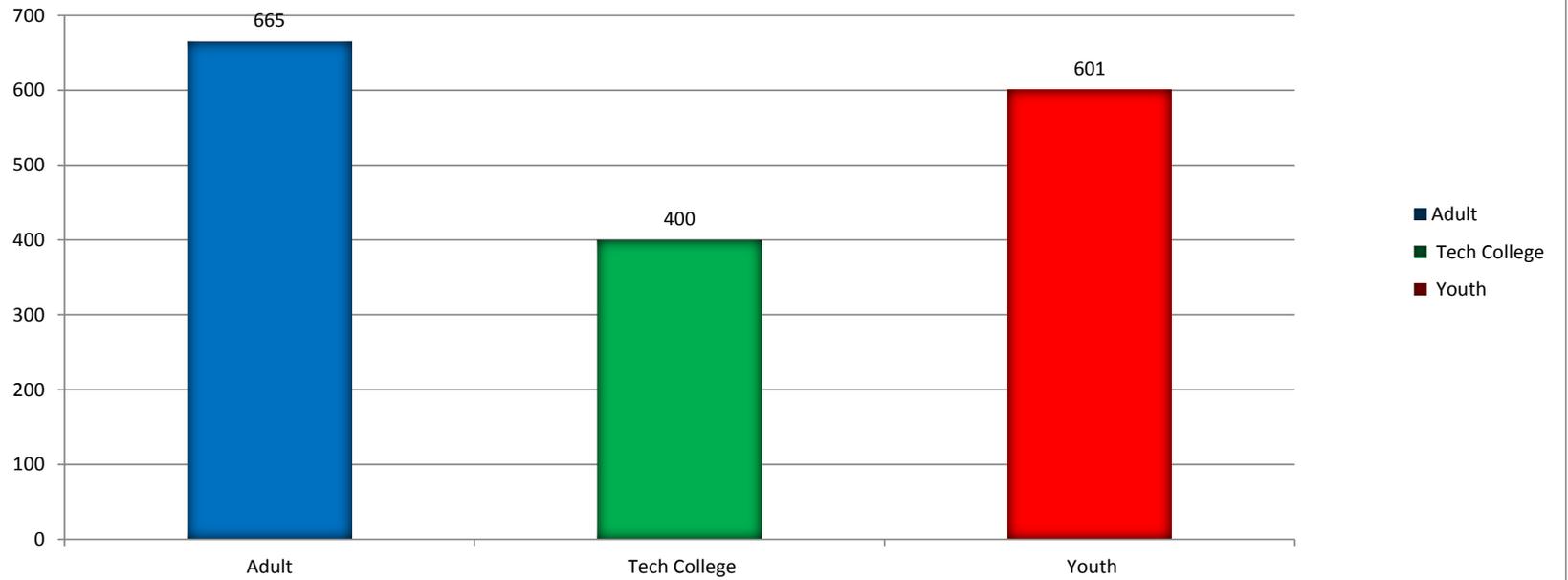
**WORKFORCE DEVELOPMENT**  
**A Division of Three Rivers Regional Commission**

<b>Lamar</b>		
	<b>WIOA</b>	
	18	<b>18</b>
<b>Meriwether</b>		
	<b>WIOA</b>	
	24	<b>24</b>
<b>Pike</b>		
	<b>WIOA</b>	
	12	<b>12</b>
<b>Spalding</b>		
	<b>WIOA</b>	
	97	<b>97</b>

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

<b>Troup</b>		
	<b>WIOA</b>	
	149	<b>149</b>
<b>Upson</b>		
	<b>WIOA</b>	
	9	<b>9</b>
<b>Others</b>		
	<b>WIOA</b>	
	14	<b>14</b>
		<b>Program Year 2016</b>
	<b>Over All Total</b>	<b>665</b>
<b>Technical Colleges</b>		<b>PY16</b>
	<b>Southern Crescent Total</b>	161
	<b>West GA Tech Total</b>	239
	<b>Overall Total</b>	<b>400</b>

### Workforce Active Case Loads PY 16



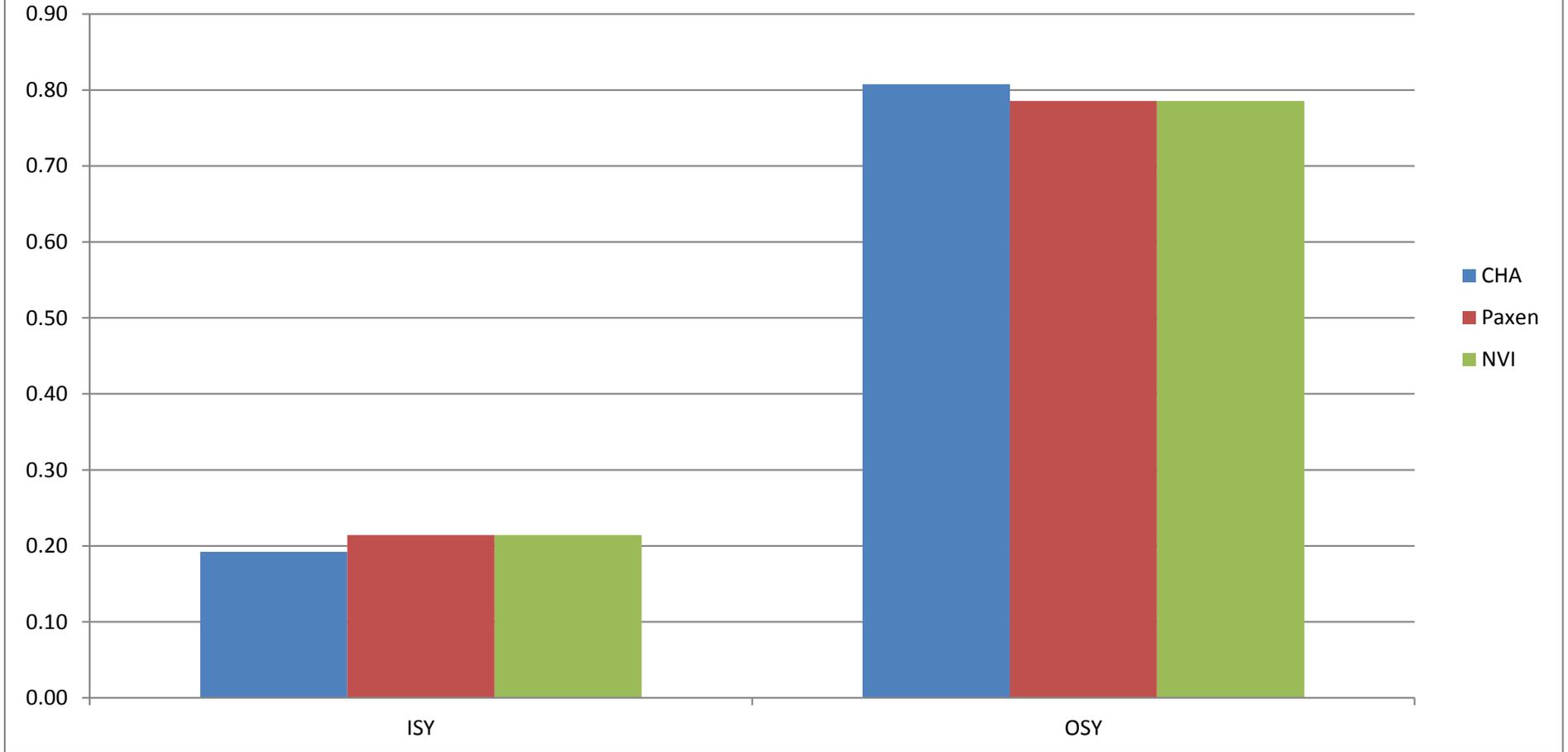
# Youth Services Reports

**Youth Contractor Active Caseloads by Provider PY2016**

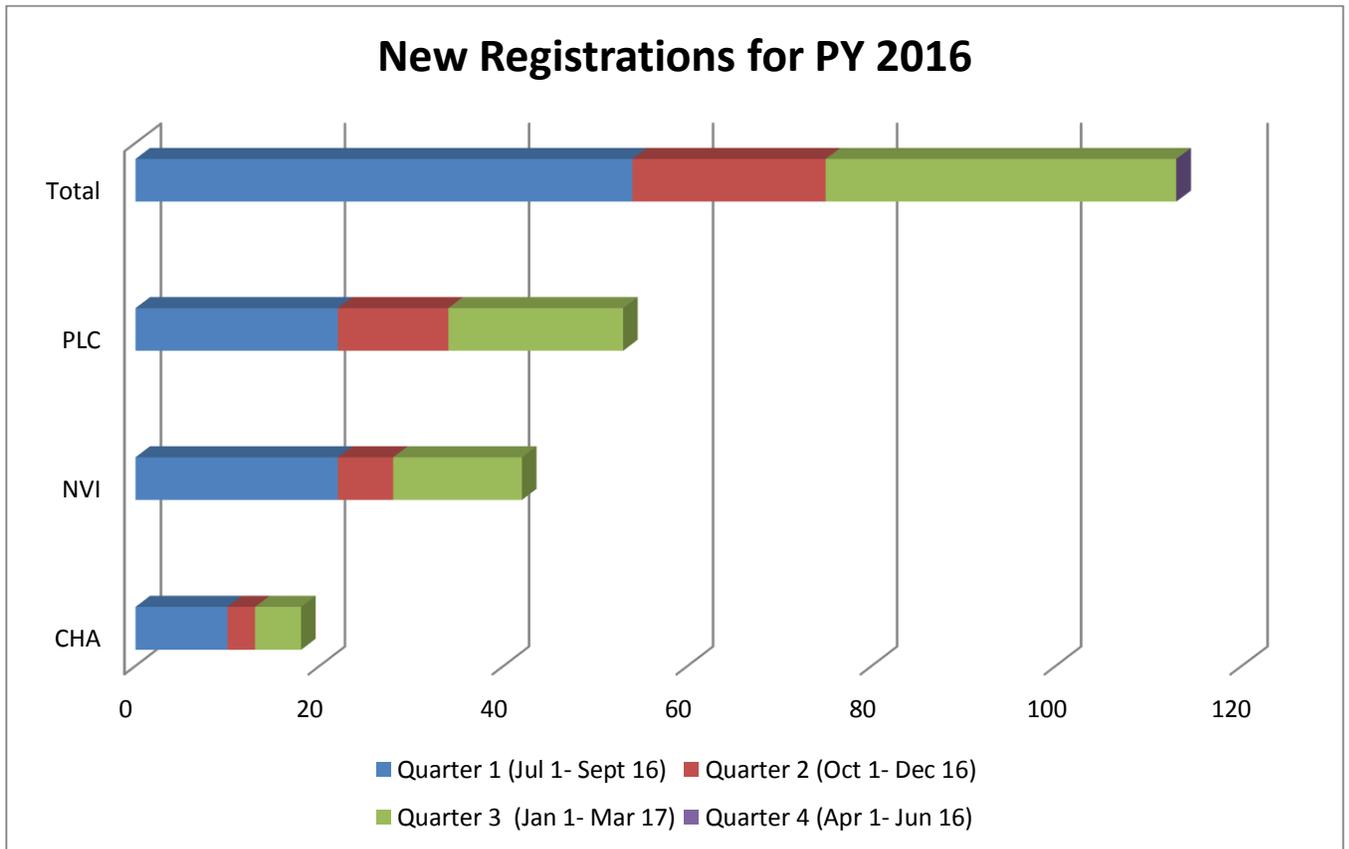
Program Year 2016		Totals
		ACTIVE TOTAL
<b>Carrollton Housing</b> Carrollton		
	Youth	66
		66
<b>New Ventures</b> Troup & Heard		
	Youth	192
		192
<b>Paxen</b> Butts, Coweta, Meriwether, Pike, Spalding, and Upson		
	Youth	343
		343
<b>Overall Totals</b>	601	601

### FY 2016 Youth Caseload Percentages

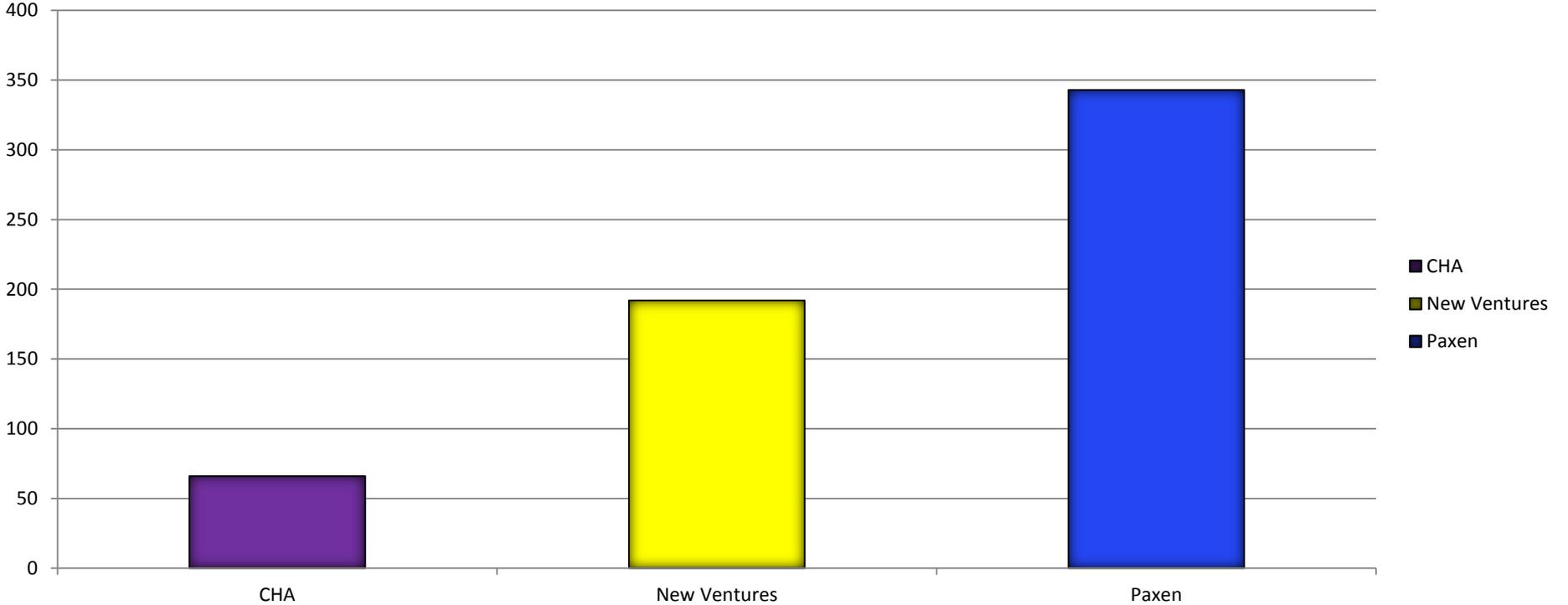
ISY = In School / OSY = Out of School



## New Registrations



### Active Youth Cases PY16



<b>Youth Caseload by County</b>		
	<b>PY 2016</b>	<b>PY 201__</b>
<b>Carroll Housing Authority</b>		
Carroll County	66	
<b>Total</b>	<b>66</b>	
<b>New Ventures</b>		
Heard	30	
Troup	162	
<b>Total</b>	<b>192</b>	
<b>Paxen</b>		
Butts	1	
Coweta	50	
Lamar	7	
Meriwether	46	
Pike	5	
Spalding	181	
Upson	53	
<b>Total</b>	<b>343</b>	
	<b>Overall Total</b>	<b>601</b>

# Program Services Reports



## **Tencate**

### On-The-Job Training Contract Approval

Tencate has two locations in the Three Rivers region requesting OJT funds to train several positions in the Senoia and Zebulon plants. Six of these positions will assist with the expansion of the Zebulon plant.

#### **Zebulon Plant**

Total Reimbursement for Zebulon Positions: **\$36,828**

#### **Senoia Plant**

Total Reimbursement for Senoia Positions: **\$156,812.00**

**Total Contract Value: \$193,640.00**

## Individual Training Account Policy Modification

The Current policy regarding Individual Training Account funding limitations states:

*Funding limitations for West Central Georgia Workforce Investment Boards are as follows:*

*Each local Workforce Investment Board determine funding limitations*

- a) Up to \$5000 in training cost for the first year of training, excluding support, may be expended for each participant.*
- b) For training that extends beyond one year, total training costs may not exceed \$10,000, excluding support.*

*Career Facilitators should assist participants in developing a financial plan to cover the cost of training. Customers should not be required to apply for student loans or incur debt as a condition of participation.*

Participants enrolled in Healthcare programs through the University System of Georgia or higher skilled Healthcare programs at one of the local technical colleges, on average, have a higher cost for training. This is because of the high costs of licensing exams, uniforms and proper equipment for internships and clinicals, participation in regional and local workshops required for each program, etc.

We are requesting that the additional language below be added to this policy to address the immediate training need for individuals entering into programs in the Healthcare field this program year.

### **Proposed Addition to Existing Policy:**

*Participants enrolled in Nursing Degree, Radiological Technology Degree and Dental Hygienist Degree programs at institutions approved on the Eligible Training Provider list can be considered for Individual Training Accounts that exceed the local level funding limitations on a case by case basis. All costs must be reviewed and documented as required for successful completion of training. The LWDB will only cover the costs for required supplies, materials, books, courses, etc. The costs must not be excessive or unreasonable. All other funding sources must be applied prior to the application of WIOA funds for training. The Career Facilitator must document all funding sources in the ITA packet for initial review. The Workforce Director must approve the ITA after review by Workforce Staff. Approvals are subject to funds available.*

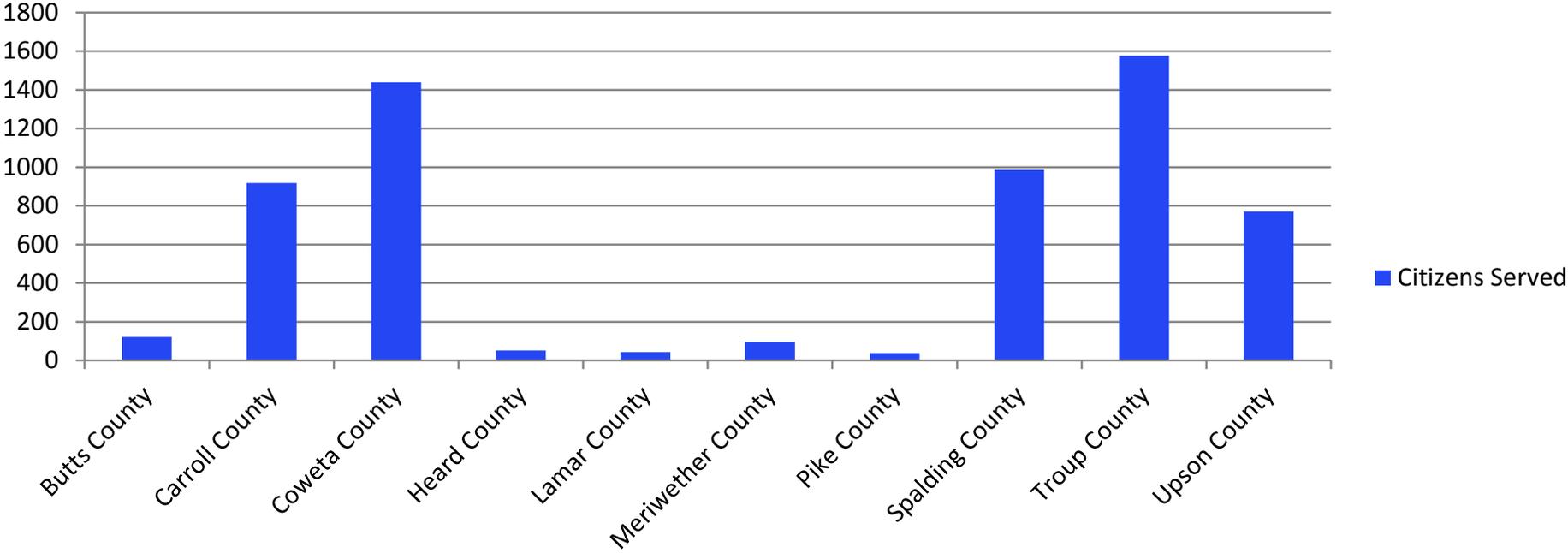
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 Signature

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 Date

# Citizens Served PY16



# Other Business

# Reference Tab

## Reference Tab

1. Business Services 1 Pager
2. Services Provided Eligibility Dislocated Worker/Displaced Homemaker Eligibility Adult
3. Services Provided for Out of School Youth (OSY)  
In-School Youth (ISY)
4. WIOA Occupational Training Programs List
5. GED Enrollment Process Information sheet
6. One-Stop Career Center Region 4 Area 8 Contact Information
7. Youth Services Contractors Contact Information
8. Services & Contracts Organization document
9. TRRC Program Organizational Flow Chart
10. TRRC Employee Contact Information
11. TRWDB 2016-2017 Calendar

## **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, Georgia 30224  
 Ph: (770) 229-9799  
 Fax: (770) 229-9924  
 www.threeriversrc.com

COUNTIES SERVED: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson

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 (WIA) Guidelines				Effective Date: April 4, 2016		
Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,880	\$11,880	\$11,880	\$5,940	\$5,940	\$5,940
Two	\$16,020	\$16,020	\$16,020	\$8,010	\$8,010	\$8,010
Three	\$20,300	\$20,160	\$20,170	\$10,150	\$10,080	\$10,085
Four	\$25,062	\$24,300	\$24,898	\$12,531	\$12,150	\$12,449
Five	\$29,580	\$28,440	\$29,382	\$14,790	\$14,220	\$14,691
Six	\$34,596	\$33,204	\$34,362	\$17,298	\$16,602	\$17,181
For each additional family member add:	\$5,016	\$4,810	\$4,980	\$2508	\$2,405	\$2,490

**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



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 Griffin, Georgia 30224  
 Ph: (770) 229-9799  
 Fax: (770) 229-9924  
 www.threeriversrc.com

COUNTIES SERVED: Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson

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  
**470-414-7445**

**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: April 4, 2016**

Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,880	\$11,880	\$11,880	\$5,940	\$5,940	\$5,940
Two	\$16,020	\$16,020	\$16,020	\$8,010	\$8,010	\$8,010
Three	\$20,300	\$20,160	\$20,170	\$10,150	\$10,080	\$10,085
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Six	\$34,596	\$33,204	\$34,362	\$17,298	\$16,602	\$17,181
For each additional family member add:	\$5,016	\$4,810	\$4,980	\$2,508	\$2,405	\$2,490



*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



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Office: 770-229-9799  
Toll-Free: 1-877-633-9799  
Fax: 770-229-9924  
www.threeriversrc.com

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

### GED Enrollment Process

Youth Contractors are able to assist youth with obtaining their GED through financial assistance. Youths working with Carrollton Housing Authority (CHA) and New Ventures (NVI) are referred to West Georgia Technical College, where they are enrolled in the classes for free. When the youths are prepared to take a portion of the test, the contractors will pay the testing fees. Paxen (PLC) offers 10-week accelerated GED classes taught by their instructors and also provides payment for the GED fees when the student is ready to take the official test. Testing fees are currently \$40.00 per subject area. Please see below for office locations:

#### Contractors Contact Information:

##### **Carrollton Housing Authority**

209 Newnan Rd Apt 108  
Carrollton, GA 30117  
770-834-5480 Ext 13  
*\*Servicing Carroll County*

##### **New Ventures Inc**

306 Fort Drive  
Lagrange, GA 30240  
706-882-7723  
*\*Servicing Heard and Lagrange Counties*

##### **Paxen Learning Corporation**

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

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

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

*\*Servicing Butts, Coweta, Lamar, Meriwether, Pike, Spalding, and Upson Counties*

# One-Stop Career Centers Region 4 Area 8

**Carrollton Career  
Center**  
770-836-6668

**Newnan Career  
Center**  
770-254-7220

**Griffin Career Center**  
770-228-7226

**Roosevelt Warm  
Springs Career Center**  
706-644-5284

**LaGrange Career  
Center**  
706-845-4000

**Thomaston Career  
Center**  
706-648-9178

# Youth Services Contractors

## **Paxen Learning Corporation**

*(Serving Butts, 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)*

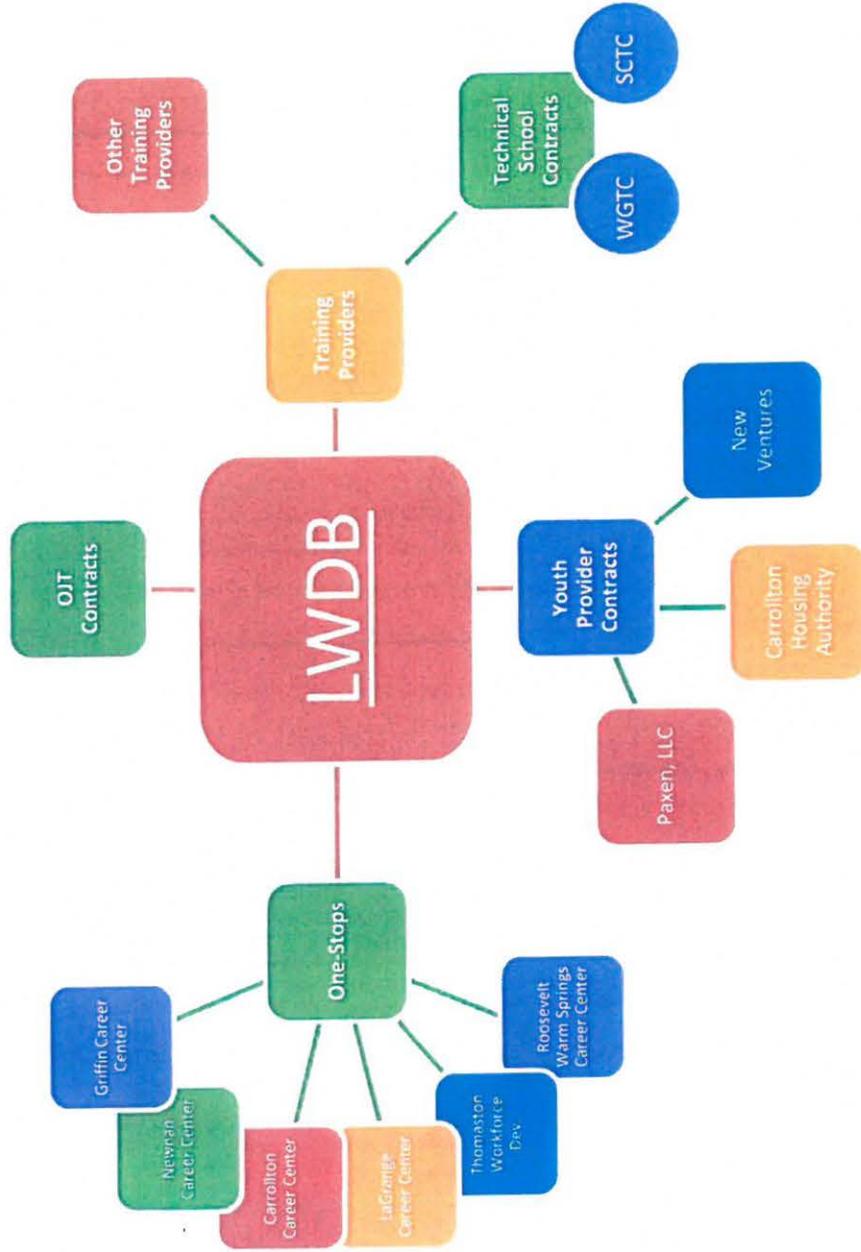
Neighborhood  
Networks Center  
209 Newnan Road, Apt.  
108  
Carrollton, GA 30117  
**770-834-5480, x13**

## **New Ventures**

*(Serving Troup and  
Heard Counties)*

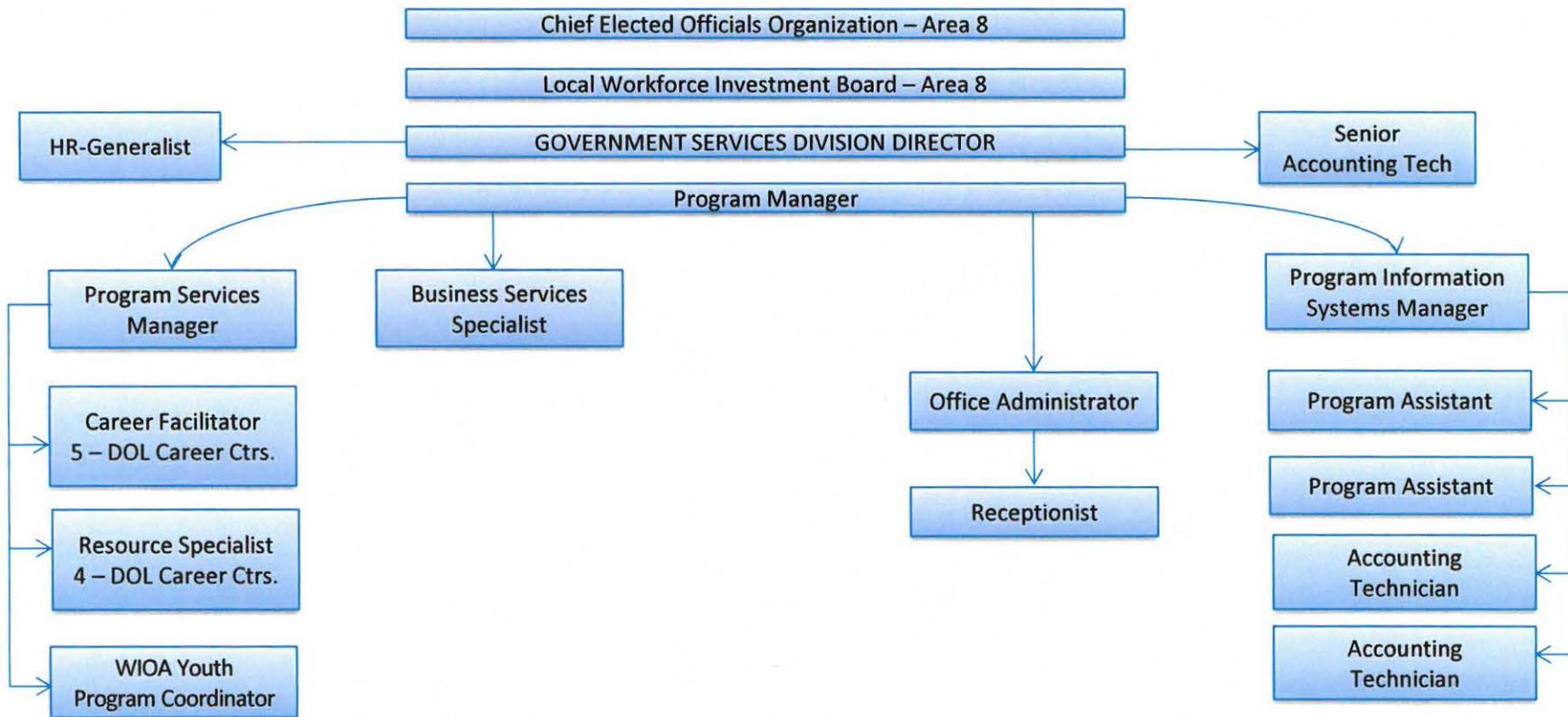
306 Fort Drive  
LaGrange, GA 30241  
**706-882-7723**

# Services & Contracts Organization



# 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)

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

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

DATE	LOCATION
August 25, 2016	Turin Town Hall 47 Turin Road Turin, GA 30289
October 27, 2016	Turin Town Hall 47 Turin Road Turin, GA 30289
December 22, 2016	Turin Town Hall 47 Turin Road Turin, GA 30289
February 23, 2017	Turin Town Hall 47 Turin Road Turin, GA 30289
April 27, 2017	Turin Town Hall 47 Turin Road Turin, GA 30289
June 22, 2017	Turin Town Hall 47 Turin Road Turin, GA 30289

The Youth Committee meets the first Thursday of every other month. The Committee meets at different locations as announced. Meetings begin promptly at 9:00 a.m.

Scheduled Youth Committee meetings are:

- June 16, 2016 – WGTC Newnan, GA
- August 18, 2016 – WGTC Newnan, GA
- October 20, 2016 – WGTC Newnan, GA
- December 15, 2016 – WGTC Newnan, GA