

Three Rivers Regional Commission
Workforce Development Board Meeting

June 23, 2016 - 11:00 AM

AGENDA

- I. Welcome & Call to Order – Chairwoman Kathy Knowles
- II. Approval of WDB Minutes (4.28.2016)
- III. Chairman’s Report – Chairwoman Kathy Knowles
- IV. Director’s Reports – Mr. Robert Hiatt, Governmental Division Director
 - a. Memorandum of Understanding/Resources Sharing Agreement (MOU/RSA)
 - b. Contract Approvals
 - c. Budget Approval
 - d. FY17 Proposed Budget
- V. Program & Youth Reports and Updates – Stephanie Glenn, Program Manager
 - a. International Union of Operating Engineers (IUOE) Pre-Apprenticeship
 - b. Case Loads by County
 - c. Youth Committee Update
 - o Youth Caseload Chart
 - o Wage and Hour Increase for Out of School Youth (OSY)
 - o Incentive Policy Updates
- VI. Other Business – Robert Hiatt, Governmental Services Division Director
 - a. Local Area Plan Discussion – Greg Wilson & Staff, Carl Vinson Institute of Government
 - b. Local Workforce Development Board (LWDB) Certification Final Report
 - c. Proposed Bylaws Discussion
- VII. Next Meeting – August 25, 2016 at 11:00 a.m.
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- VIII. Adjournment

Three Rivers Regional Commission
Executive Committee Board Meeting

June 23, 2016 - 11:30 AM

AGENDA

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**THREE RIVERS REGIONAL COMMISSION
WORKFORCE DEVELOPMENT BOARD
WDB BOARD MEETING**

POST AGENDA

April 28, 2016

11:00 a.m.

The Three Rivers Regional Commission, Workforce Development Board, Area 8 held a Meeting on April 28, 2016 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairwoman Kathy Knowles, Regina Abbott, Todd Browning, Mitch Byrd, Deborah Carson, Brandon Eley, Steve Hendrix, Kevin Hilton, Missy Kendrick, Karen Kirchler, Gail Long, Kevin Sasser, Josh Smith, and Greg Webster. Other members were unable to attend.

CEO Members included: Mayor Dick Morrow and Mayor Kay Pippin

Youth Committee Members included: William Futrell

Guest included: Mack Clark

TRRCWD Staff in attendance included: Robert Hiatt, Government Services Division Director, Stephanie Glenn, Program Manager, and Stephanie Matthews, Youth Coordinator

The agenda consisted of the following items:

- Welcome & Call to Order
- Approval of WDB Minutes (02.25.2016)
- Chairman's Report – Kathy Knowles, Workforce Development Board Chair
- Director's Report – Robert Hiatt, Governmental Services Division Director
 - Cloud Discussion
 - Budget Update
 - Committees
 1. Budget
 2. Planning
 3. Business & Industry
 4. Marketing
 - State Proposed Timeline
 - Local Plan
 - One-Stop Recertification Policy
 - One-Stop Assessment
 - MOUs/RSA Discussion
- Program & Youth Reports & Updates – Stephanie Glenn, Program Manager
 - Crane & Riggings Training Agreement
 - Housing Authority MOUs/Resource Sharing Agreement
 - Citizens Served
 - File Monitoring
 - Regional Outreach Update
 - Youth Committee Update
 - Warn Notice
 - Troup Trained
- Other Business – Robert Hiatt, Governmental Services Division Director

CALL TO ORDER AND WELCOME

The meeting was called to order at 11:00 a.m. by Chairwoman Knowles at the Turin Town Hall – Turin, GA. Chairwoman Knowles welcomed everyone in attendance. She informed everyone in attendance that the new board members were being seated under WIOA and not WIA effective April 28, 2016. She informed the board members that the board seats under WIOA have decreased from 31 seats to 19 board seats. Chairwoman Knowles also, informed the board members that WIOA is the new law the State has prescribed for us.

INTRODUCTIONS

Chairwoman Knowles asked for introductions of everyone in attendance. The Board members, Committee members, staff and guest introduced themselves.

CHAIRWOMAN'S REPORT

Ms. Knowles informed the board members that there are several board members who are not serving on the new board but they are welcome to serve on any of the Workforce committees that workforce will be developing in the future.

Chairwoman Knowles requested that all the new board members stay a few minutes after the meeting to take a group photo for the newspaper article that Mr. Hiatt has written about the changes to the Workforce board from WIA to WIOA.

APPROVAL OF THE FEBRUARY 25, 2016 MEETING MINUTES

Chairwoman Knowles asked for a motion to approve the meeting minutes from the February 25, 2016 Board meeting.

MOTION

Missy Kendrick seconded the motion. The motion was approved 13-0.

CHAIRWOMAN KNOWLES CALLED FOR THE DIRECTOR'S REPORT

Agenda

Mr. Hiatt asked the Board members to amend the agenda to add the bylaws to the discussion.

MOTION:

Kevin Sasser made the motion to amend the agenda for bylaws amendment discussion. Josh Smith gave the 2nd. The motion was approved 13-0.

Mr. Hiatt informed the board members the amendment is for the new board structure and membership. He discussed that the bylaws are changed from the Workforce Investment Act (WIA) to the Workforce Investment Opportunity Act (WIOA). He went on to describe the new language in the law changed the naming convention of the board members categories. The new board structured is composed of business representatives (private sector), workforce, and education, training and gov't categories. Mr. Hiatt informed

the board that he provided the board descriptions and categories in the February board packet. The bylaws describe the different categories and how many there are and it defines them section 3 of the bylaws. There are 19 board members; 10 are business representatives and they are allocated one slot per county.

Mr. Hiatt also informed the board members that the State Workforce Division is very strict with the board attendance rules. The state rules are, if you miss three consecutive meetings you are removed from the board. The Workforce attendance rules are, if a board member missed two consecutive meetings they are disciplined but not removed from the board. Mr. Hiatt also informed the board members; if there are any vacancies, each county have 45 days to find a replacement. We have to ensure that we have the correct amount of business representatives and other representatives on the board. If the city cannot agree on a business representative and/or any other candidate to represent their county then the Chief Elected Chairperson, Mayor Pippin will appoint an individual for that county. Mr. Hiatt informed the board that we are amending articles 3-5 from the WIA requirement board to the WIOA requirement board.

MOTION:

Regina Abbott made the motion to approve the bylaws amending articles 3-5. Mitch Byrd gave the 2nd. The motion was approved 13-0.

Cloud Discussion

Mr. Hiatt gave a brief discussion about the cloud. He informed the Board members that the Workforce technology is really old and our mobile units date back to the early 90s. He stated computer technology is completely different today. He informed the board the Regional Commission has been pursuing considering managed information and services with using the Cloud. Mr. Hiatt informed the board members that Three Rivers has grown since 2010; with that growth, we have inherited technology platforms of the other organizations. In addition, we need to upgrade Three Rivers Regional Commission, communication within all of our programs and the mobile units. We cannot upgrade some of our software and perform assessments and not upgrade the mobile units systems.

Mr. Hiatt informed the board members that part of our solution is to take the old communication and manage the IT services, which will also cover the mobile units. Mr. Hiatt informed the Board members that he wanted to provide them with an update about the cloud. He stated that when we develop our budget, we will include the cloud to request for the board's approval.

Budget

Mr. Hiatt explained the budget report update. He informed the board members that we have over 43% of our Program budget still available through the fiscal year. He stated the budget may seem a little off because we receive our invoices at different times; therefore, the budget document may not reflect those invoices. We went over in maintenance cost due to the 1994 mobile units breaking down and requiring high maintenance cost. The mobile units are very expensive to repair and maintain. Mr. Hiatt informed the board that he went back to four years of maintenance cost, and he noticed that every four years workforce is spending a lot in repairs to the mobile units. Therefore, he recommended that over the next year or two that Workforce need phase out the old mobile units and purchase new mobile units. He stated that we could use someone from the transportation industry to customize the new mobile units.

Mr. Hiatt informed the board that we sent four staff members to the SETA conference. He also, stated that he is currently working with the Finance department to come up with a budget for training and travel for staff.

Mr. Hendrix asked if Workforce could consume all the funds in the training budget for the participants by June 30th. Mr. Hiatt responded by informing the board that Workforce may not spend all the funds, and if not, the funds are rolled over into the next year's budget. He also stated that it's helpful if we spend all the money within two years, because if not the money goes back to the state. The money is only spent on eligible participants, and these participants must pass all test required by Workforce to become an eligible participant of the program.

Mr. Hiatt informed the board members that Workforce had to develop a Budgeting Committee by the June 23rd board meeting. He asked for 3 to 4 volunteers to serve on this committee; Keven Sasser, Mitch Byrd, Missy Kendrick volunteered to serve on the budget committee. Mr. Hiatt informed the board members that the budget is not officially approved until the CLEO Chairperson approves it. He informed Mayor Pippin that she will be invited to all the budget committee meetings; however, she does not have to attend the meetings.

Planning Committee

Mr. Hiatt informed the board members that the State has provide us with guidance about the State Local Plan which is due by the end of the summer. We have some local partners, which includes our technical schools and business partners in our region. Mr. Hiatt stated that with the Local plan we are having several different stakeholders groups and the process will take place the second half of May and June. The local plan is due to the State in August.

Business Industry Committee

Mr. Hiatt informed the board members that Sonja Baisden will be assisting with the Business and Industry Committee. We had a kick-off meeting a few months ago in Jackson, GA. The purpose of the Business Industry Committee is used to look at in-demand occupations at the county level. Mr. Hiatt informed the board members a noticed will be sent out for the June meeting.

Marketing Committee

Mr. Hiatt stated at the April 28th board meeting, the board established a Marketing Committee. However, he is waiting for the State to rebrand Workforce. The state used a company called Blue Sky and they have notified all the regions and that our marketing brand will be called *Work Source Three Rivers*. We should use Work Source Three Rivers on all of our promotional items. Mayor Pippin stated that Butts County created a video and she will share it with Mr. Hiatt in a few weeks. Mr. Hiatt stated that we should be able to target a group of people with our Marketing tools. Ms. Pippin stated that we need to script the video down to 5 minutes. She also stated that we need to have the correct faces and professional voices to represent Workforce in the video, and what we want the public to know about Workforce. Mr. Hiatt stated once he receives the graphics from the state he will try to kick-off something.

One-Stop Committee

Mr. Hiatt discussed the State Proposed timeline with the board members. He informed the board that we are currently working on our one-stop assessments. He also, informed the board that the one-stop committee has met. Workforce One-Stop partners are our local Department of Labors (DOLs) within our region and we are doing work out of the one-stops. In Thomaston, GA we are currently working out of Southern Crescent Technical College. Mr. Hiatt informed the board that we are required to be partners with all the local DOLs. He stated that he's doing a current assessment tool to determining if all the One-Stops are meeting the requirements mandated by the state. Mr. Hiatt stated that he is waiting to hear back from the state about the marketing research analysis. Under the new law we had to put all the one-stops (DOLs) out to bid within the year. Everything is based on who responds to the Request for Proposal (RFPs) will determine where our one-stops remain. Everything that Workforce does revolve around the one-stops, therefore, this is a big deal because a lot of what Workforce does revolve around the one-stops.

Agreements

Mr. Hiatt informed the board members that our agreements governance how we do things within the one-stops. These agreements are between Workforce and the DOLs; and they are approved by our Chief Elected Officials and Local Workforce Board.

Local Plan

Mr. Hiatt informed the board members that our Local Plan is our guidance; it tells who we are, what we do, who our partners are, our labor strategies, and how we are going to meet the needs in our area. Mr. Hiatt also informed the board members that the workforce local plan is due by August 31, 2016 to the State. He also informed that board members that Workforce has discussed seeking professional assistance with help developing the plan.

The local plan has to be available to the public 30 days in advance; afterwards the board will meet to approve the plan at our August board meeting. We are looking to procure consultant services for May, June and July for someone to come in and analysis, complete the plan and meet with our stakeholders (ex. Local elected officials, business owners, private business owners, and economic development professionals).

Mr. Hiatt informed the Board members that he would like to get a good stakeholder group, and everyone involved in the program have a good opportunity to inform people in the community about the program and receive their input. Mr. Hiatt informed the Board members that anything over ten thousand dollars, he have to complete a Request for Proposal (RFP). He informed the Board members that we are the second Workforce Agency to complete this process. He stated that he completed an RFP for the Local Plan and he received a responder to the RFP. The responder to the RFP was the Carl Vinson Institute of the University of Georgia System and their proposal includes developing our local plan at a cost of \$48,130. Mr. Hiatt also informed the Board members that the State gave Workforce \$25,000 to develop our local plan; therefore, we have half of the cost covered.

Mr. Hiatt informed the Board members that he spoked with the Atlanta Regional Commissions and they were the only agency to bid their Local Plan out. The cost the Atlanta Regional Commission spent for their local plan was one hundred thousand dollars. The Atlanta Regional Commission has a few counties that

have Local Workforce Boards and they have an extra step for their local plan. The Atlanta Regional Commission has to take their local plans and turn them into master copies; therefore, their cost is different.

Mr. Hiatt informed the Board members that we have to meet the State timeline. His recommendation is to move forward with procuring services with Carl Vinson Institute to develop the Local Plan by August 31, 2016. Mr. Keven Sasser asked Mr. Hiatt did he negotiate the cost with Carl Vinson. Mr. Hiatt informed the Board members that he didn't negotiate the cost because he knew what the cost were and everyone is looking for consulting services for their Local Plan. Mayor Morrow asked Mr. Hiatt after the State pays the \$25,000 would the remaining balance come out of Workforce budget. Mr. Hiatt responded, "Yes".

Mr. Hiatt informed the Board members that he has been working with Greg Wilson and his staff with the Carl Vinson Institute. Brandon Eley asked Mr. Hiatt, how we submitted the RFP bid to the public. Mr. Hiatt informed the Board members that we put the notice in the local newspaper, website, and contacted other consulting companies. In addition, Mayor Pippin stated that the Carl Vinson Institute is a State funded program and the services they provide are very reputable. Mr. Hiatt informed the Board members that he feels very comfortable with working with Carl Vinson Institute to complete the Local Plan.

Mayor Pippin asked would this Local Plan govern the total Workforce program for this group. Mr., Hiatt informed the Board members that this is a four year program, and it a guidance document. The board will have the ability to modify the document. Mr. Hiatt also informed the Board members the data tools are different today. The data tool that Carl Vinson Institute is currently using is called Branding Glass. He went on to describe to the members that the Branding Glass data tool is a very high detail data tool that gathers all the information and compile the information into a document.

The delivery date for Carl Vinson to complete the Local Plan for review by the WDB would be the end of June. The Board Members requested that we have a special meeting to review the plan. Mr. Hiatt informed the members that the State have a timeline to follow for the submission of the Local Plan; therefore, he will get back with the board to set up a special meeting to review the final draft of the plan.

Chairwoman Knowles asked for a motion to approve the expenditures for the RFP Local Plan with Carl Vinson Institute of the University of Georgia System.

MOTION:

Missy Kendrick made the motion to approve the expenditures for the RFP of the Local Plan. Mitch Byrd gave the 2nd. The motion was approved 13-0.

One-Stop Recertification Policy

Mr. Hiatt informed the board members that the State hasn't developed its One-Stop Re-Certification criteria; therefore, Workforce cannot develop ours. He stated that Workforce has created a one paragraph policy that states that we are going to recertify all the One-Stops every two years. The first thing this will put the policy on the books, secondly the criteria, and thirdly will be related to the one-stop procurement. Mr. Hiatt asked for the Board members consideration to approve the One-Stop Recertification Policy.

Chairwoman Knowles asked for a motion to approve the One-Stop Re-Certification Policy.

MOTION:

Steve Hendrix made the motion to approve the One-Stop Recertification Policy. Keven Sasser gave the 2nd. The motion was approved 13-0.

Memorandum of Understanding and Resource Sharing Agreement (MOUs/RSA)

Mr. Hiatt described to the Board members that the MOUs and RSA is a document that describes how we are doing with our services, who we are doing the services with and who the contributors are. He informed the Board members that we do not have any documents for the board members to review today; these are the documents that are part of the One-Stop Recertification process. To reiterate the time frame by next April, he will have to procure the One-Stops, but right now he doesn't have the State Policy Guidance. Mr. Hiatt informed the Board members that the State hasn't developed the State Guidance Policy yet. He also, stated that until the State submit a copy of the Policy to him on the One-Stops, he cannot develop any agreements.

Mr. Hiatt informed the Board members that workforce does have several draft agreements to discuss with the Chief Elected Officials and our Local Board Chairperson. He stated that he would have the documents for the Board members at a later time. Missy Kendrick asked Mr. Hiatt if we could spell out all acronyms and put in parenthesis the title in all of our official documents. Mr. Hiatt informed the Board members that we will spell out all the acronyms in our documents.

PROGRAM & YOUTH REPORTS & UPDATES

Crane & Riggings Training Agreement

Stephanie Glenn asked the Board members for approval certified mobile Crane & Riggings Training Program with West Georgia Technical College continuing education program. Ms. Glenn informed the Board members that she met with Laura Gammage and that she fully understands why WGTC are allowing two levels to the program.

The cost is for 10 participants to enroll in the program and the agreement will last until August 2016 if approved. Ms. Glenn informed the Board members the cost will be a total of \$8,440 for ten participants. She informed the Board members that the wage information is very good wages after a participant completes the program. She also, stated that if an individual doesn't complete the crane operator levels 2 & 3 of the program; the individual will still receive a certification and would still get paid a wage of \$500 - \$600 a week.

Mr. Hiatt informed the Board members that this is the type of outcome workforce is committed to do and Workforce is interested in developing training track source results in hiring for professional jobs. He also stated that we are not here to train Walmart cashiers because this is what the program did for twenty years and we are not doing that anymore. Mr. Hiatt stated that the Crane & Riggings training program is the type of training we are looking for. Mayor Pippin informed Mr. Hiatt that this is the type of message we need to use in the Workforce marketing video, to tell the world about the program.

MOTION:

Mitch Byrd made the motion to approve the Crane and Riggings Training Agreement. Missy Kendrick gave the 2nd.

The motion was approved 13-0.

Housing Authority MOUs and Resource Sharing Agreement

Ms. Glenn informed the Board members that the MOUs are an effort to assist our high school youths develop and move them on their way. The MOUs is what the Housing Authorities are required to do and it shows our partnership. Our Resources Specialist and Career Facilitator already meet once a week or once a month at least with the individuals within the housing authority. Ms. Glenn informed the Board members our staff will begin to work onsite to provide workshops and training to individuals. The individuals must sign up to receive these services. Once an individual sign up, we refer them to the DOL for an assessment. Ms. Glenn also, informed the Board members that we are already providing the basic orientation and job search information to individuals.

Chairwoman Knowles asked for the Motion to authorize entering an agreement with all Housing Authorities in our region, and authorizing the Board Chair to sign the agreement for the board's approval.

MOTION:

Brandon Eley made the motion to approve the Housing Authority Agreement MOUs and Resource Sharing Agreement. Steve Hendrix 2nd. The motion was approved 13-0.

Caseload by County Report

Ms. Glenn informed the Board members that the caseload by county report shows the active youth, adult, and our caseload by contractors. It shows our technical college and our youth contractors. She stated the report hasn't changed much, except the numbers has picked up in our remote counties. Ms. Glenn informed the Board members that the numbers may seem low but the numbers are good for that location.

Citizens Served Report

Ms. Glenn informed the Board members that the citizen served report is a report that shows all the individuals we are see daily at the career centers and technical school but these individuals are not registered to receive services through Workforce. However, we do refer these individuals to agencies that could assist them with their needs.

Mr. Hiatt informed the board that these numbers will change next year and that everyone that we serve goes on a case load. We help citizens in other ways; therefore, he wanted to show the Board members a graph of every individual we come in contact with. The numbers in the report will change as we receive more data going forward from February. Ms. Glenn informed the Board members that our staff is tasked with keeping up with these numbers.

File Monitoring Report

Ms. Glenn informed the Board members the file monitoring report is completed quarterly to show the eligibility issues which are directly related to the our funding. In the last file monitoring we reviewed 69 files from our local career center staff, 33 files from our technical schools, 105 files from our youth contractors, and 8 from our youth contractors with eligibility issues.

Ms. Glenn informed the Board members that there is a decrease in our numbers. Our staff is training people quarterly. In addition, our Youth Contractor Stephanie Matthews is training the youth contractors, and our technical colleges are trained quarterly.

Ms. Glenn stated that marginal of errors has decreased due to the quarterly training of the youth contractors.

Mr. Hendrix asked what the margin of errors is. Ms. Glenn stated that it could be an individual driver license and Social Security card information not matching due to a recent marriage; the name has to match. Also, if someone states that they are a dislocated worker and never brings in their separation notice to show that, and when the staff member registered them for a dislocated worker if could be found as an error in the system. An individual must bring in a separation to show that they were laid off for no fault of their own.

Mr. Hendrix's asked how the error impacts our funding. Ms. Glenn stated the errors are usually found before the orientation intake process take place by the Resource Specialist. The Resource Specialist is responsible for going through each packet. Also, if we find errors in the report after the fact, our Information Systems Manager, Keisha Whitner will contact the State for a request to change the information. She can only make a few requests to the State to change the report; therefore, we try to catch majority of the error on the front end instead of the backend. Ms. Glenn informed the Board members that we do not see too many mistakes in eligibility errors. Mr. Hiatt informed the Board members if someone is not classified correctly, the staff member will reclassify the individual. Ms. Glenn informed the Board members if there is any eligibility mistakes in the report, the staff and contractors are sent a report and given a few days to correct the errors.

Regional Outreach Update

Ms. Glenn informed the Board members that we were at the Butts County Job Fair and we saw about three registrations from the job fair. Our Program Services Manager, Sonja Baisden will be at a job fair to day at Colson Industry who's laying off in Newnan, Georgia. Ms. Glenn informed the Board members that this job fair will result in citizens served and individual registration in our program. In addition, Ms. Glenn stated that she and Sonja attended a manufacturing meeting in Carroll County on April 20th and the meeting was very informative.

Ms. Glenn also informed the Board members that Ms. Baisden will be speaking at the different Rotary clubs in our region.

Warn Notices

Ms. Glenn informed the Board members that we do cover the Rapid Response efforts in our region; however, we do not have a lot of rapid responses in our area with companies that are lying off. She notified the Board members that Aramark in Carrollton, GA will be laying off 234 individuals; most of these individuals will be hired on by the University of West Georgia but they will not see that until the fall. Ms. Glenn stated that maybe in the summer we will see the individuals come into our system for basic job search. Also, Maple First in Carrollton, GA will be doing a layoff of 140 individuals. The Rotary club was contacted but they denied our services because they will be having another company to help with their transition.

Youth Committee Update

Ms. Glenn informed the Board members the Youth Committee meeting was held on June 21st and she asked Ms. Karen Kirchler to provide the board an update. Ms. Kirchler informed the Board members the Youth Committee discussed a need to approve the continuation agreements for our current contractors, due to the expected changes to our performance bench changes to the prior year due to the legislation vs. the open bid process the current bidders will maintain the current service providers and the services provided in our continuation agreements will be put out for approval.

Troup Trained

Ms. Glenn stated that Troup trained classes began on April 18th with a total of 6 individuals to start. She stated that we only have five individuals currently attending class now and this is a minimum amount of students to enroll in class. Ms. Glenn informed the Board members that this class ends in June, and they are looking forward to the next class. Mr. Hendrix asked Ms. Glenn what was the training for these classes. She stated the classes are for the basic manufacturing and OSHA.

Other Business

Mr. Hiett informed the Board Members that we will have a meeting with our Chief Elected Executive Committee Officials on May 9th.

CHAIRWOMAN KNOWLES CALLED FOR ADJOURNMENT

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

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

Kathy Knowles, Chairwoman

Director

MEMORANDUM OF UNDERSTANDING

Local Workforce Development Area 8

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 Local Workforce Development Board (LWDB), with the agreement of the Chief Elected Official (CEO), enter into a MOU between the LWDB 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 LWDB provides policy, oversight and governance.

- A. WIOA Section 121 (c) requires that each LWDB, in agreement with the Chief Elected Official (CEO), develop and enter into an MOU between the LWDB 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 LWDB.
- 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 consortium as a one-stop operator enters into this MOU with the consortium, hereinafter referred to as the Operator or the Operator Consortium, and the affiliated partners listed below. The Consortium is comprised of Georgia Department of Labor – Region IV, Vocational Rehabilitation a Division of the Georgia Vocational Rehabilitation Agency, Department of Family and Children Services, and Three Rivers Regional Commission. The parties to this agreement include:

Partner Name	Name/Title/Address	Program/Role
Three Rivers Workforce Development Board	Kathy Knowles President, Heard County Chamber of Commerce 121 South Court Street Franklin, GA 30217	Workforce Development Board, Chair
Executive Committee	Mayor Kay Pippin P.O. Box 838 Jackson, GA 30233	Chief Elected Official
Georgia Department of Labor/ One-Stop Operator	Patti Fort Director, Regional Operations 2517 Tara Lane Brunswick, GA 31520	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
Carrollton Georgia Department of Labor/Career Center	Dennis Dorsey Manager 275 Northside Drive Carrollton, GA 30117	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
Griffin Georgia Department of Labor/Career Center	William Futrell Manager 1514 Highway 16 West Griffin, GA 30224	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
LaGrange Georgia Department of Labor/Career Center	Gail Long Manager 1002 Longley Place LaGrange, GA 30204	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
Newnan Georgia Department of Labor/Career Center	Mack Clark Manager 30 Bledsoe Road Newnan, GA 30265	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
Roosevelt Warm Springs Georgia Department of Labor/Career Center	Gail Long Manager 6391 Roosevelt Hwy. Georgia Hall Warm Springs, GA 31830	Unemployment Insurance, Wagner-Peyser, Veteran's Programs, TRADE
Technical and Adult Education Southern Crescent Technical College	Dr. Randall Peters President 501 Varsity Road Griffin, GA 30223	Adult Education and Literacy, Post-Secondary Vocational Education
Technical and Adult Education West Georgia Technical College	Steve Daniel President 202 Adamson Square Carrollton, GA 30117	Adult Education and Literacy, Post-Secondary Vocational Education

Vocational Rehabilitation (GVRA)	Jimmy Wilson Chief Financial Officer/Chief Operating Officer 200 Piedmont Avenue, SE West Tower, 5 th Floor Atlanta, GA 30334	Vocational Rehabilitation
Vocational Rehabilitation (GVRA)	Denine Woodson, Regional Director of Field Services (West) 1575 Highway 34 East Suite A Newnan, GA 30265	Vocational Rehabilitation
Vocational Rehabilitation (GVRA) Serves Coweta, Lamar, Pike, Spalding, and Upson Counties	Deborah Carson Rehabilitation Unit Manager 1815 North Expressway Suite E Griffin, GA 30223	Vocational Rehabilitation
Vocational Rehabilitation (GVRA) Serves Carroll and Troup Counties	Jason Williams Rehabilitation Unit Manager 185 Parkwood Circle Carrollton, GA 30117	Vocational Rehabilitation
Three Rivers Area Agency on Aging	Joy Shirley Director 13273 Highway 34 East P. O. Box 1600 Franklin, GA 30217	Senior Employment Program
Temporary Assistance for Needy Families (GDHS)	Julie Taylor District 4 OFI Administrator Carroll County 165 Independence Drive Carrollton, Georgia 30116	TANF, childcare assistance, job preparation, Food Stamps, Medicaid
Temporary Assistance for Needy Families (GDHS)	Judy Jones District Manager Carroll County 165 Independence Drive Carrollton, Georgia 30116	TANF, childcare assistance, job preparation, Food Stamps, Medicaid
Workforce Development a Division of Three Rivers Regional Commission	Robert Hiatt Governmental Services Division Director/Workforce Director 120 North Hill Street Griffin, GA 30224	WIOA Title I – Adult, Dislocated Worker, and Youth Programs

This agreement specifies the role of the Operator as coordinator of the services of the sites approved by the LWDB. It is understood by the parties that the Operator will identify an individual to serve as liaison to the LWDB 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 _____ and remain in effect for one year.

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 LWDB 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 at 29 CFR Part 37 . These regulations prohibit discrimination in both participation and employment because of race, color, religion, gender, national origin, disability, age, or political affiliation or belief.

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 37.76, 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 37.29 through 37.34 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 Resource Sharing Agreement is incorporated into this MOU as Attachment A.

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 Local Workforce Development Board using the criteria provided by TRRC – Workforce Development.

The Workforce Development Board

The Local Workforce Development Board's (LWDB) 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 LWDB under WIOA. The LWDB 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 LWDB 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 LWDB 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 LWDB 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

Workforce Development has identified the Georgia Department of Labor District VI-Region IV affiliates represented by the District Director, Region IV Division of Rehabilitation Services, and Three Rivers Regional Commission as the Operator Consortium. These agencies 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.
- Establish full service one-stop centers as approved by the LWDB.
- 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 LWDB 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 LWDB to partners, customers and the community.
- Continuously assess customer needs and recommend to the LWDB any need for additional access points or mini sites.
- Respond to community needs.
- Facilitate team meetings on common issues – what works, what doesn't, etc.
- Select the site manager(s).
- Define the site manager's responsibilities in conjunction with the LWDB and the partners.
- Ensuring neutral brokering, the assurance that no organization, member, or partner of a

consortium 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 LWDB and published in the Region IV Workforce Plan.

Center Locations

Griffin One Stop Career Center
1514 Highway 16 West
Griffin, GA 30223

Carrollton One Stop Career Center
275 Northside Drive
Carrollton, GA 30117

Newnan One Stop Career Center
30 Bledsoe Road
Newnan, GA 30265

Workforce Development Center
1533 Highway 19 South
Thomaston, GA 30286

LaGrange One Stop Career Center
1002 Longley Place
LaGrange, GA 30240

Roosevelt Warm Springs Career Center
6391 Roosevelt Hwy.
Georgia Hall
Warm Springs, GA 31830

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 LWDB. 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 LWDB, 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.

Disputes

The Operator will first attempt to resolve disputes occurring at the centers informally. Any partner in the Operator Consortium 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 LWDB. If the dispute is not resolved, it will be given to the Chair of the LWDB who will place the matter on the agenda of a full meeting of the LWDB 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.

Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU, and do so commit by signing.

<p>FOR Three Rivers Workforce Development Board:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Ms. Kathy Knowles, Chairwoman</u> Name and Title (printed or typed)</p>	<p>FOR Chief Elected Officials:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Mayor Kay Pippin, Chief Elected Official</u> Name and Title (printed or typed)</p>
<p>FOR Administrative Agent:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Lanier Boatwright, Executive Director</u> Name and Title (printed or typed)</p>	<p>FOR Workforce Development a Division of Three Rivers Regional Commission:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Robert Hiatt, Governmental Services Division Director/ Workforce Director</u> Name and Title (printed or typed)</p>
<p>FOR Area on Aging:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Joy Shirley, Director of Area on Aging</u> Name and Title (printed or typed)</p>	<p>FOR Department of Family and Children Services:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Julie Taylor, District 4 OFI Administrator</u> Name and Title (printed or typed)</p>
<p>FOR Area on Aging:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Kiesha Ray, Project Coordinator</u> Name and Title (printed or typed)</p>	<p>FOR Department of Family and Children Services:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Judy Jones, District Manager</u> Name and Title (printed or typed)</p>
<p>FOR the Operator Consortium:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Patti Fort, Director of Regional Operations</u> Name and Title (printed or typed)</p>	<p>FOR Carrollton Career Center:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Dennis Dorsey, Manager</u> Name and Title (printed or typed)</p>
<p>FOR Griffin Career Center:</p> <p>_____</p> <p>Signature and Date</p> <p><u>William Futrell, Manager</u> Name and Title (printed or typed)</p>	<p>FOR Newnan Career Center:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Mack Clark, Manager</u> Name and Title (printed or typed)</p>
<p>FOR Meriwether Roosevelt Warm Springs and LaGrange Career Centers:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Gail Long, Manager</u> Name and Title (printed or typed)</p>	<p>FOR Region IV Rehabilitation Services:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Denine Woodson, Regional Director of Field Services (West)</u> Name and Title (printed or typed)</p>

<p>FOR GVRA – Vocational Rehabilitation:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Jimmy Wilson, Chief Financial Officer/Chief Operating Officer</u></p> <p>Name and Title (printed or typed)</p>	<p>FOR GVRA – Vocational Rehabilitation:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Deborah Carson, Rehabilitation Unit Manager</u></p> <p>Name and Title (printed or typed)</p>
<p>FOR GVRA – Vocational Rehabilitation:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Jason Williams, Rehabilitation Unit Manager</u></p> <p>Name and Title (printed or typed)</p>	<p>FOR Southern Crescent Technical College:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Dr. Randall Peters, President</u></p> <p>Name and Title (printed or typed)</p>
<p>FOR West Georgia Technical College:</p> <p>_____</p> <p>Signature and Date</p> <p><u>Steve Daniel, President</u></p> <p>Name and Title (printed or typed)</p>	<p>FOR Other:</p> <p>_____</p> <p>Signature and Date</p> <p>_____</p> <p>Name and Title (printed or typed)</p>
<p>FOR Other:</p> <p>_____</p> <p>Signature and Date</p> <p>_____</p> <p>Name and Title (printed or typed)</p>	<p>FOR Other:</p> <p>_____</p> <p>Signature and Date</p> <p>_____</p> <p>Name and Title (printed or typed)</p>

International Union of Operating Engineers Local 926

Joint Apprenticeship & Training Program

4179 Dunn Road * PO Box 130
Ellenwood, GA 30294-0130
Phone 404-363-2764 * Fax 404-363-3068

Operating Engineers Pre-Apprentice Program

The International Union of Operating Engineers Apprenticeship Program seeks to offer this **PRE-APPRENTICESHIP PROGRAM CERTIFICATE** to help encourage individuals in the heavy equipment and construction industry through a soft skills program. Throughout the forty-seven (47) year history of our Apprenticeship Program, the engineers have promoted safety on the job, as well as a clear understanding of what it takes to develop a career in the construction industry so individuals can attain the necessary education and training to gain employment. The pre-apprenticeship program includes several industry recognized certifications which is necessary in the construction field today: OSHA 10 CONSTRUCTION, CPR/FIRST-AID, and HAZCOM/GHS TRAINING.

Individuals who obtain The Certificate will and be granted an interview with the Board of Trustees for an increased opportunity into the Apprenticeship Program.

Eligibility:

Individuals that have completed all WIOA assessments and have been counseled for training services through a Workforce Development Career Facilitator that have an interest in the heavy equipment construction industry.

Requirements:

- High School Diploma or Equivalent
- Pass a drug test
- Attend and be on time for all classes

The class costs per participant is \$2,217.24

Minimum attendance of 10 participants to hold a class and a maximum of 25 for a full class.

Maximum Amount:	\$110,862
Maximum # of Participants:	50

Five days 7:00a.m. to 3:30 p.m. Lunch from 11:30 to 12:00 p.m. 40 hours total

Day 1-

- Drug screening
- Application for the Operating Engineers Apprenticeship Program
- HAZCOM/GHS training

Day 2-

- OSHA 10 construction part 1/ intro to OSHA, Caught Between
- Building a resume, Interview skills, Work Ethics, Succeeding in the workplace, Workplace violence

Day 3

- OSHA 10 part 2/ Fall protection, Electrical, Struck by, PPE [work attire], Health Hazards in construction
- Construction Math Skills

Day 4

- First Aid/ CPR adult, child and infant
- OSHA 10 part 3/ Tools-hand and power
- Excavations

Day 5

- OSHA 10 part 4/ cranes, derricks, hoists, elevators and conveyors
- Heavy equipment nomenclature
- Assessment testing

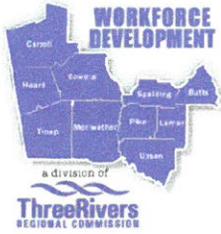
Post class grading, producing and mailing of certificates

Rich Shakespeare

Director of Training and Safety

Reference Tab

1. Business Services 1 Pager
2. Services Provided got 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. TRRCWDB 2016-2017 Calendar



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

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

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...



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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 20, 2015		
Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,770	\$11,770	\$11,770	\$5,885	\$5,885	\$5,885
Two	\$15,930	\$15,930	\$15,930	\$7,965	\$7,965	\$7,965
Three	\$21,822	\$20,090	\$20,150	\$10,911	\$10,045	\$10,075
Four	\$26,940	\$24,250	\$24,874	\$13,470	\$12,125	\$12,437
Five	\$31,796	\$28,594	\$29,354	\$15,898	\$14,297	\$14,677
Six	\$37,186	\$33,438	\$34,328	\$18,593	\$16,719	\$17,164
For each additional family member add:	\$5,392	\$4,844	\$4,974	\$2,696	\$2,422	\$2,487

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

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

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

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

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

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

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



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 Office: 770-229-9799
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Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties

Services Provided

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

Eligibility Out of School Youth (OSY)

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

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

Eligibility In-School Youth (ISY)

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

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

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

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

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

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

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

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

Serving Troup & Heard Counties

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

Serving Carroll County

Adult Low-Income Workforce Investment Act (WIA) Guidelines

Effective Date: December 22, 2015

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



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

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

Training Programs in Health Services

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

Training Programs in Office/Business Support

Accounting
Auditing Clerk
Office Accounting Specialist
Payroll Accounting Specialist

Training Programs in Information Technology

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

Training Programs in Trade Occupations and Advanced Manufacturing

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

Training Programs in Transportation

Commercial Truck Driving

Training Programs in Business, Office Support, and Management

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

Training Programs in Public Service

Criminal Justice
Culinary Arts
Custodial Skills Training

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

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

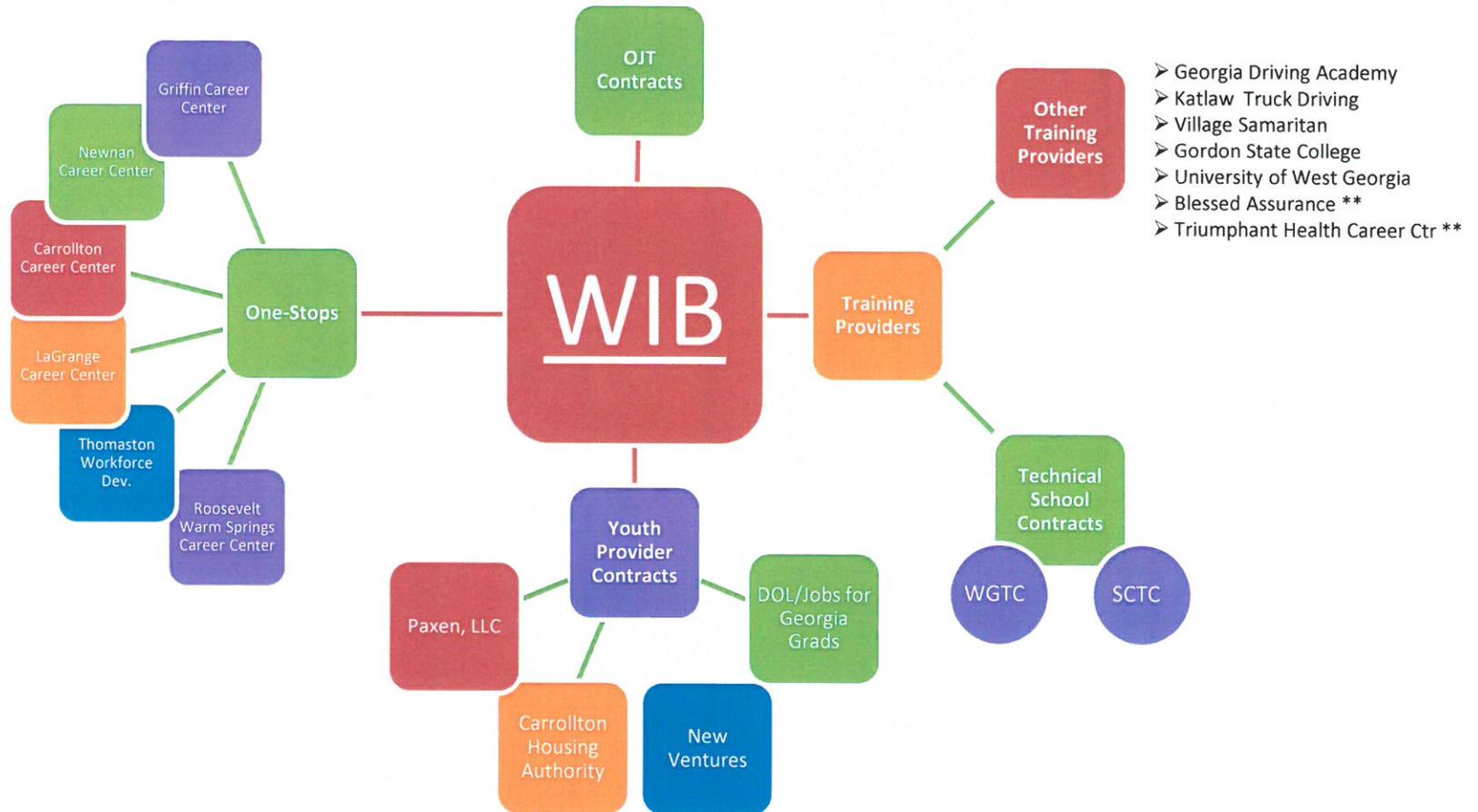
(Serving Carroll County)

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

New Ventures *(Serving Troup and Heard Counties)*

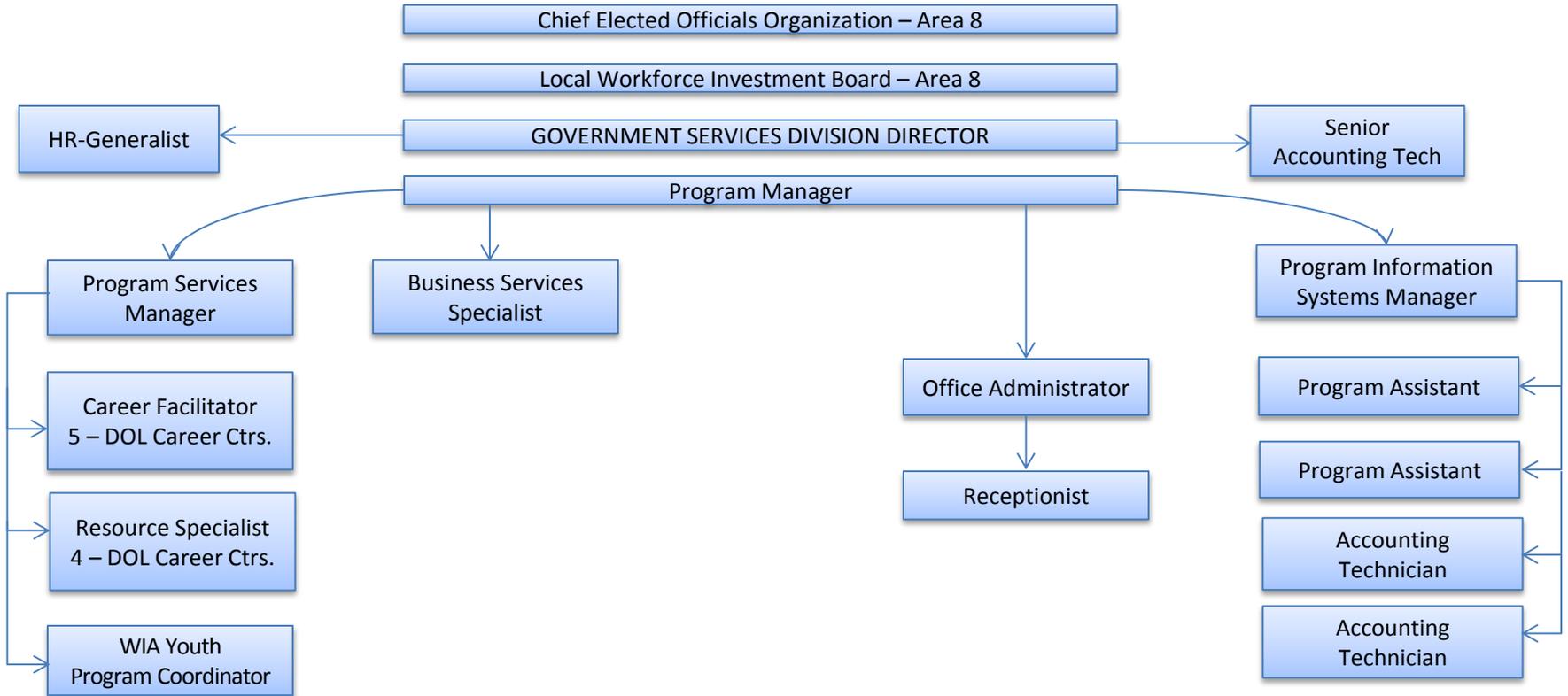
306 Fort Drive
LaGrange, GA 30241
706-882-7723

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**

- **Lanier Boatwright** | TRRC Executive Director
lboatwright@threeriversrc.com
- **Robert Hiett** | Governmental Services Division Director
rhiett@threeriversrc.com
- **Stephanie Glenn** | Program Manager
stephanie.glenn@careerconnections.org
- **Carolyn Mitchell** | Program Services Manager
carolyn.mitchell@careerconnections.org
- **Keisha Whitner** | Program Information Systems Manager
keisha.whitner@careerconnections.org
- **Dawn Burgess** | Office Administrator
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
- October 20, 2016 – WGTC Newnan, GA
- December 15, 2016 – WGTC Newnan, GA