

Three Rivers

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Connecting Talent with Opportunity  
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TRWDB Board Meeting  
Zoom Teleconference

Thursday, February 24, 2022

9:00 a.m.



## ***Three Rivers Workforce Development Board Executive Summary***

### **Action Items & General Information**

1. **ACTION ITEMS:** The action items are:
  - a. Approval of the Consent Agenda
  - b. Approval of the Interagency Transfer of funds
  - c. Approval of the RFPs Contractors' Recommendations – Program & Youth Services
  - d. SCTC Manufacturing ad Safety Essential Agreement
  
2. **General Information**
  - a. Finance Reports – Key Indicator Report
  - b. WGTC – CS Risk Assessment Report
  - c. WGTC – YS Risk Assessment Report
  - d. WGTC Fire Fighter II Training
  
3. **Other Business:**
  - a. Next Meeting Date – April 21, 2022



THREE RIVERS WORKFOCE DEVELOPMENT BOARD MEETING  
will be held on Thursday, February 24, 2022 – 9:00 a.m.

As a result the COVID-19 pandemic and the Governor's Public Health State of Emergency Declaration, this meeting is being held via ZOOM video teleconference. Members of the media and public may join the Zoom Meeting at <https://us02web.zoom.us/j/89305631151>  
Use Meeting ID: 89305631151  
Individuals may also join by telephone conference at  
1 929 436 2866. Use Meeting ID: 89305631151

**AGENDA**

**CHAIRMAN'S REPORT**

- a. Welcome & Call to Order
- b. Approval of the Consent Agenda

**CONSENT AGENDA**

- a. SCTC Welding Program
- b. RFPs Contractors Recommendations
  - Program Services
  - Youth Services
- c. Supportive Services Policy Approval
  - Program Services
  - Youth Services

**NEW BUSINESS**

**Director's Report – Stephanie Glenn, Workforce Director**

- a. Interagency Transfer of Funds (Action Item)
- b. Finance Reports
  - Key Indicator Report

**Deputy Director Report – Stephanie Matthews, Workforce Deputy Director**

- a. Approval of the RFPs Recommendations (Action Item)
  - Career Services
  - Youth Services

**Program Services Report – Carolyn Mitchell, Program Services Manager**

- a. WGTC-CS Risk Assessment
- b. SCTC Manufacturing and Safety Essential Agreement (Action Item)

**Youth Services Report – Kedra Banning, Youth Services Manager**

- a. WGTC-YS Risk Assessment

**Business Services Report – Danny Mitchell, Business Services Manager**

- a. WGTC Firefighter II Training

**OTHER BUSINESS**

Next Meeting – April 21, 2022

**ADJOURN**



THREE RIVERS WORKFOCE DEVELOPMENT BOARD  
Executive Committee Meeting  
will be held on Thursday, February 24, 2022 – 9:30 a.m.

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- a. WGTC-YS Risk Assessment

##### **Business Services Report – Danny Mitchell, Business Services Manager**

- a. WGTC Firefighter II Training

#### OTHER BUSINESS

Next Meeting – April 21, 2022

#### ADJOURN

Three Rivers Workforce Development Board (TRWDB)  
Meeting Minutes

**Post Agenda**

**October 28, 2021**

**9:00am**

The Three Rivers Workforce Development Board, Area 8 held their quarterly meeting on Thursday, October 28, 2021 via zoom teleconference.

**Board Members in Attendance:** David Banks, Joey Barrett, LaToya Banks-Colvin, Jennifer Corcione, Brandon Eley, Amanda Fields, Jeffrey Haire, Meg Hattendorf, Steve Hendrix, Kevin Hilton, Dave Lamb, Gail Long, Frank “Chunk” Newnan, Rhyne Owenby, Jeff Rogers, and Jason Williams.

**Board Members Absent:** Angela Berch and Josh Smith

**LEO Board Members Present:** Mayor Douglas Hollberg and Commissioner Clay Davis

**TRWDB Staff in Attendance:** Kedra Banning, Kim Bennett, Dawn Burgess, Kirk Fjelstul, Stephanie Glenn, and Stephanie Matthews, Carolyn Mitchell, Danny Mitchell, Mandy Nicholson and Keisha Whitner

**Guest Present:** Zenobia Hayes from Senator Jon Ossoff Office

**Called to Order**

Chairman Eley called the meeting of the Three Rivers Workforce Development Board to order on October 28, 2021 at approximately 9:03 a.m., via Zoom teleconference.

Chairman Eley welcomed everyone in attendance that were present at the meeting. After the roll call, Chairman Eley informed the Board members that we met quorum.

**Chairman's Reports**

**Approval of the Consent Agenda (Action Item)**

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

**Motion:**

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

**TRWDB December Meeting**

Chairman Eley ask for the board's approval to move the December board meeting to February 24, 2022.

**Motion:**

Dave Lamb made a motion to move the December board meeting to February 24, 2022. Amanda Fields, 2<sup>nd</sup> the motion. All Agreed.

**New Business**

**Director's Report – Stephanie Glenn, Workforce Director**

**NAWB Google Scholarships**

Stephanie Glenn provided an overview of the Google Scholarships opportunities with the Board Members.

**PY20 Monitoring Update**

Stephanie Glenn provided the board members of the PY20 Monitoring for this program year. She informed the board members that the TRWDB board attendance is an issue with this year's monitoring. She informed the board members that they can only have three (3) consecutive absences in a program year; after the 2<sup>nd</sup> absence, the board member will be notified. Stephanie informed the board members this program year, we will keep them abreast of their attendance.

**Deputy Director’s Report – Stephanie Matthews, Workforce Deputy Director**

**RFPs - Career and Youth Services**

Stephanie Matthews provided an overview of the Request for Proposals for Career and Youth Services. She informed the board members that these RFPs will be for Adult Education and Training Services. She informed board members that the bidders’ conference will be held on November 9<sup>th</sup>.

**NADO Award**

Stephanie informed the board members that Three Rivers Workforce Development won the 2021 NADO award.

**Business Services – Danny Mitchell, Business Services Manager**

**JobsEQ Data Subscription Agreement (Action Item)**

Danny Mitchell provided an overview of the JobsEQ Data Subscription agreement to the board members. He informed the board members that the total cost for a one-year data subscription is \$8,726.00, and the funds will come out of the Sector Partnership Grant.

Chairman Eley ask for a motion to approve the JobsEQ Data Subscription agreement.

**Motion:**

Jennifer Corcione made a motion to approve the JobsEQ Data Subscription agreement. Dave Lamb, 2<sup>nd</sup> the motion. All Agreed.

**Other Business**

**Cyber Attack**

Kirk Fjelstul, TRRC Executive Director informed the board members that the Regional Commission was subject to a cyber-attack in July. He stated that we have notified the state and federal authorities of the attack. He stated that notices will be going out to everyone that we had protective information on in our system. We will post the notice and the date of the incident to the TRRC website and notify prominent media.

**Next Meeting**

Chairman Eley informed the Board members that the next Board meeting is scheduled on February 24, 2022.

**Adjourn**

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

# DIRECTOR'S REPORT

Stephanie Glenn, Workforce Director

## AGENDA ITEM SUMMARY

Agenda Item	Meeting Date	Board Meeting	Submitted By:
	February 24, 2022	TRWDB	Stephanie D. Glenn

Youth Grant Inter-Agency Transfer
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### ***PURPOSE AND SCOPE***

The workforce program receives a youth grant annually with federal requirements to ensure performance and satisfactory use of the grant funds received. 20% of each youth grant must be spent on work experience (WEX). Not meeting this requirement can result in a monitoring finding and a higher risk rating for the local workforce area. In addition to the drawbacks listed, the Office of Workforce Development (OWD) under TCSG has stated that sanctions will be implemented for poor performance.

In an effort to minimize the local area's risk and to ensure that performance is met for the current youth grant ending June 30, 2022, a transfer of funds is recommended.

Transferring of funds will ensure that the local area is able to meet the 20% WEX requirement, reduce the risk of a recapture from OWD, and minimize the local area's risk for sanctions in the future.

### ***RECOMMENDATION***

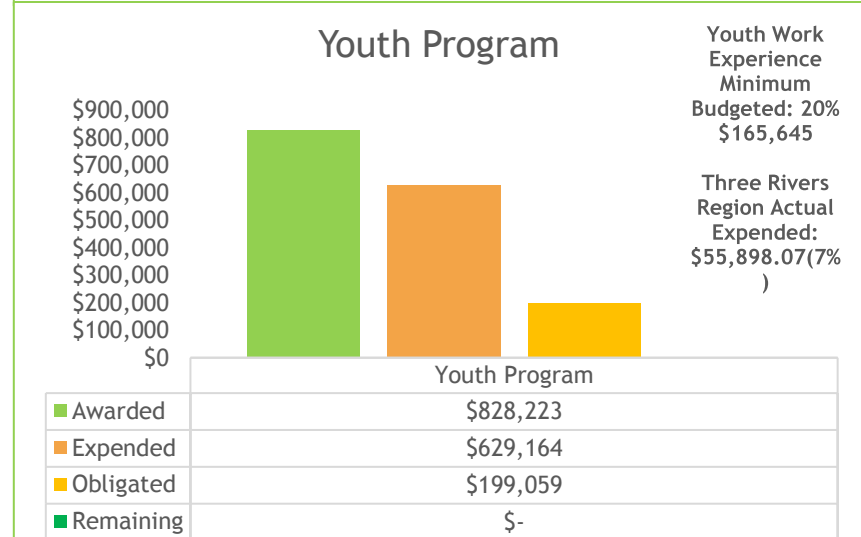
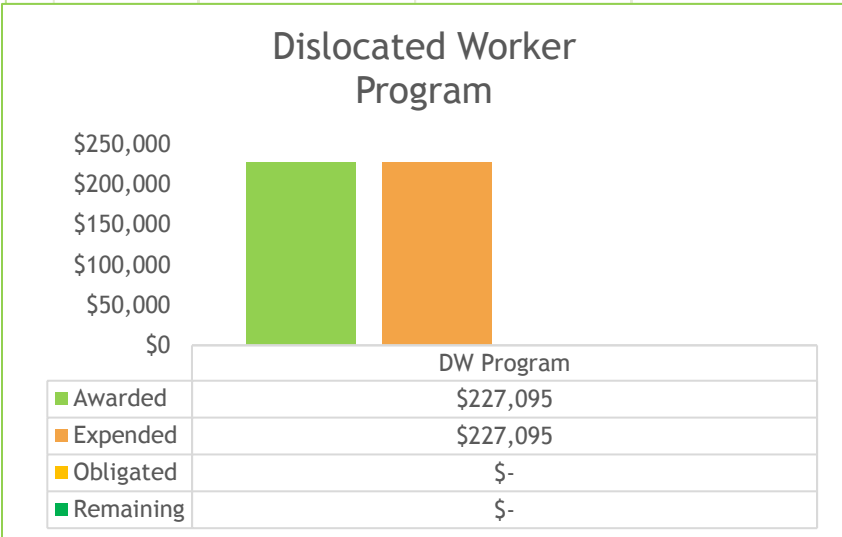
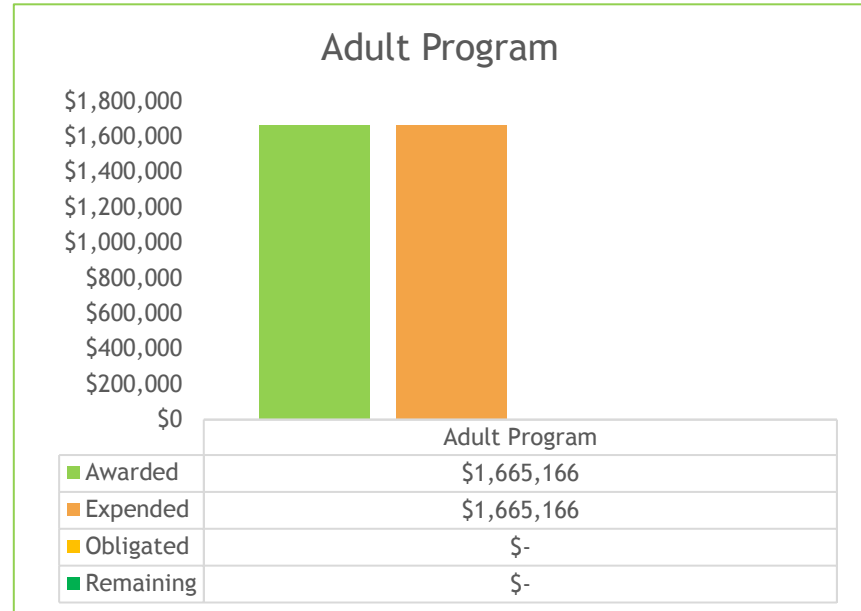
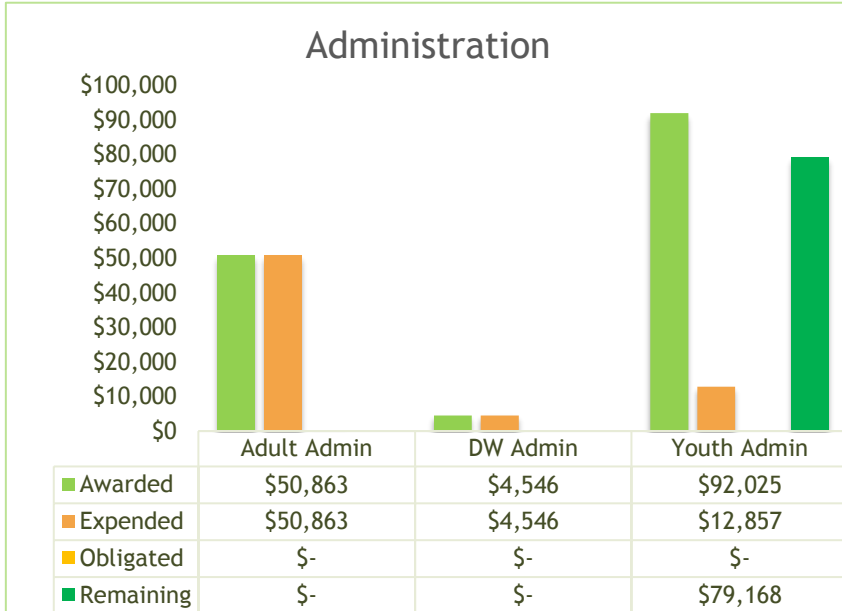
Transfer of PY20 youth funds in the amount of \$359,241.00 to local workforce areas in the state identified as needing and able to utilize funds prior to the grant expiration.

### ***ATTACHMENT(S)***



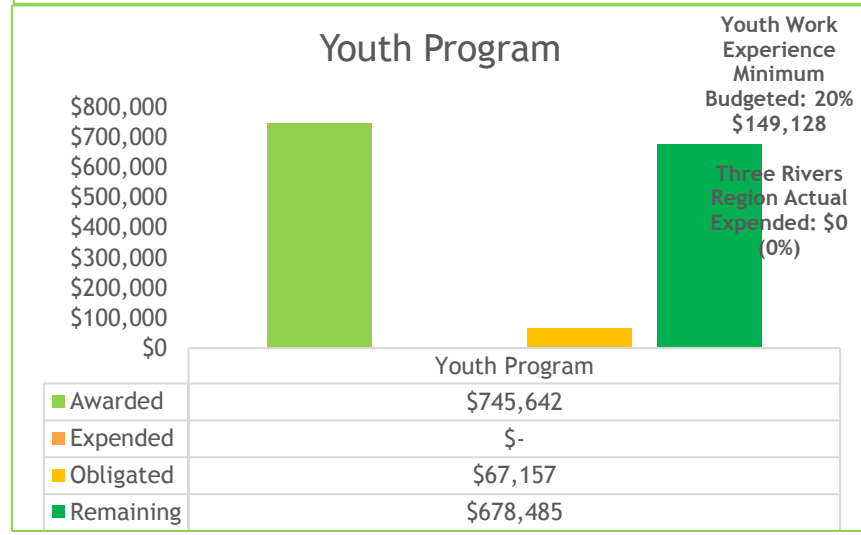
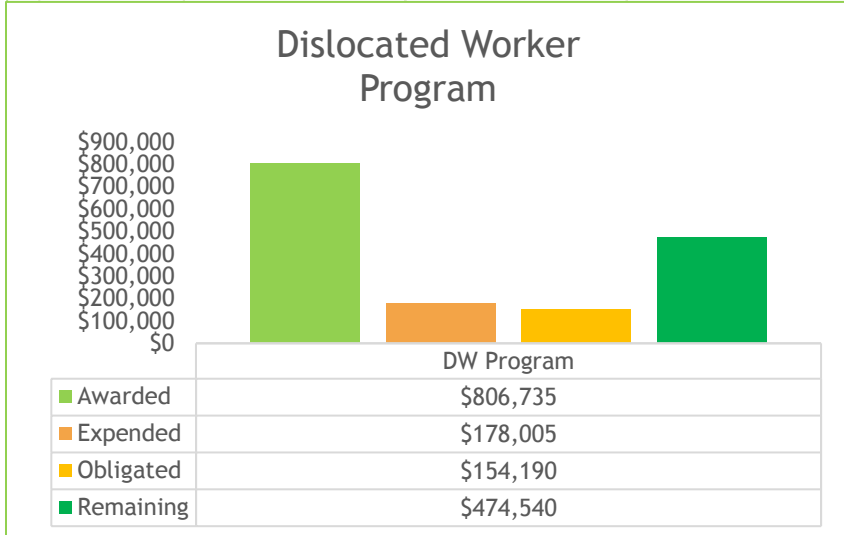
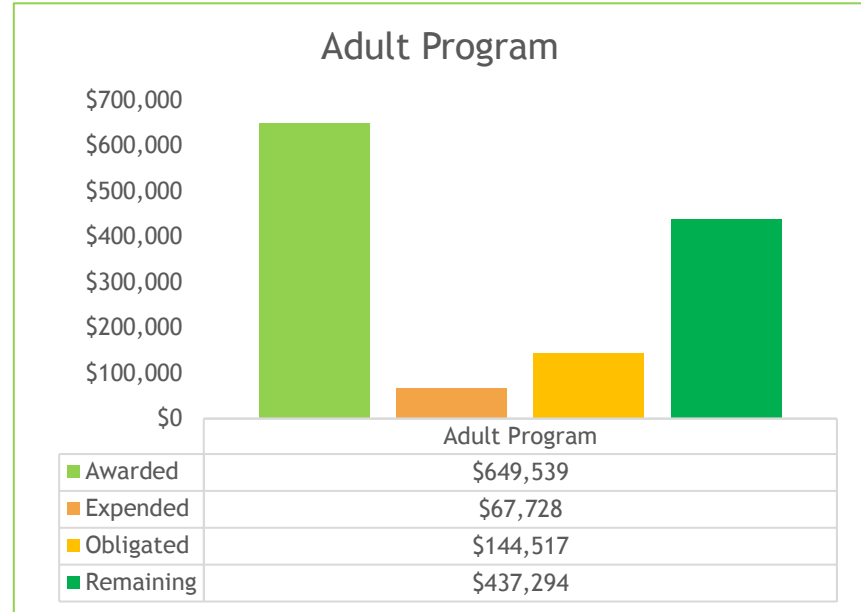
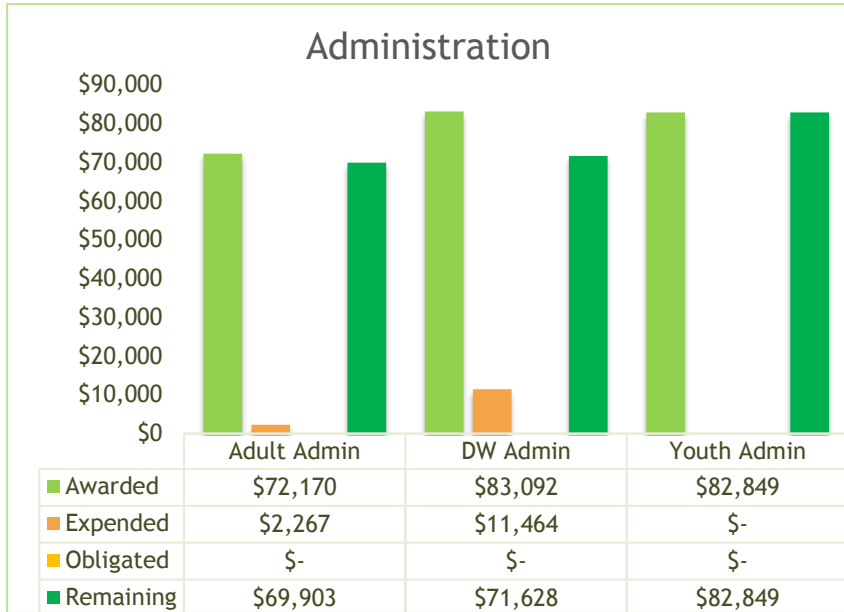
# Grant Performance Indicators Through December 2021

## Grants Ending 06/30/22



# Grant Performance Indicators Through December 2021

## Grants Ending 06/30/23



# DEPUTY DIRECTOR'S REPORT

Stephanie Matthews, Deputy Workforce Director

## AGENDA ITEM SUMMARY

Agenda Item	Meeting Date	Board Meetings	Submitted By:
	February 24, 2022	TRWDB Meeting	Stephanie Matthews

*Update of RFPs for Workforce Programs  
Youth and Career Services*

### ***PURPOSE AND SCOPE***

The Three Rivers Workforce Development Board (TRWDB) received a proposal from West Georgia Technical College (WGTC) for career services. The TRWDB received proposals from WGTC, In The Door, and Moving Spirits Foundation for youth services.

Staff conducted an in-house review of all proposals. The proposals were review based on criteria established under the Office of Workforce Development's policies and procedures. Staff participating on the committee were from the workforce development department, admin finance, and aging departments within the regional commission.

### ***RECOMMENDATION***

The Workforce Development team is currently in a negotiation period with WGTC regarding both proposals. Final amounts or numbers to serve will be presented to the TRWDB and council during March and April meetings.

Career Services - Proposed funding amount of the contract is \$297,005.00 to serve 150 West Georgia Technical College participants.

Youth Services - Proposed funding amount of the contract is \$374,252.00 to serve 100 youth participants.

### ***ATTACHMENT(S)***

**Bidder Summaries**

## Three Rivers Career Services Program Bidder Summary

❖ Workforce Three Rivers received one (1) Bid for the Career Services Program.

### RFP Review Committee:

Stephanie Glenn, Workforce Development Director  
 Stephanie Matthews, Workforce Deputy Director  
 Carolyn Mitchell, Program Services Manager  
 Kedra Banning, Youth Services Manager  
 Emily Rogers, Deputy AAA Director

### Summary

WorkSource Three Rivers, on behalf of the Three Rivers Workforce Development Board released a request for proposal for the Career Services Program on Monday, October 18, 2021 with a deadline for submission on December 3, 2021 at 5:00pm. The contract period for will run from July 1, 2022 to June 30, 2023.

Only one RFP was received for the Career Services Program from West Georgia Technical College (WGTC). WGTC had an average score of 86 out of 100 points. Based on WGTC's current performance serving Technical College participants WGTC's proposal was considered valid and were recommended to enter into negotiations. The negotiation period will begin on 1/22/2022 and concluded on 2/15/2022. Final determinations will be released following the TRWDB meeting on 2/24/2022

### Recommended Proposal

WGTC proposed to serve Carroll, Coweta, Heard, Meriwether and Troup Counties with a focus on Training Services at a proposed \$297,005.00, serving 150 WGTC participants as well as programs within Correctional Facilities in those counties.

<b>Career Services Program (Training Services)</b>	<b>Funding Requested</b>	<b>Counties Serving</b>	<b>Number to Serve</b>	<b>Average Score</b>
West Georgia Technical College	\$297,005.00	Carroll, Coweta and Troup	150 Participants	86

## AGENDA ITEM SUMMARY

Agenda Item	Meeting Date	Board/Committee	Submitted By:
Youth Services RFP	February 24, 2022	TRWDB	Kedra Banning

### **PURPOSE AND SCOPE**

*The Purpose of the Youth Services RFP is to seek providers within the Three Rivers 10-county region to provide Adult Education and Literacy Services, to include study skills, GED Prep classes, pre & posttest, case-management and follow up services that lead to GED/Credential Attainment for (OSY) out of school youth ages 16-24 with barriers to employment as defined by the Workforce Innovation & Opportunity Act of 2014 and whom reside in the Three Rivers Area.*

### **RECOMMENDATION**

*It is recommended that West Georgia Technical College Adult Education be awarded the contract to provide Adult Education Services for Troup, Coweta, and Carroll & Meriwether County. The proposed funding amount of the contract is \$374,252.00 to serve 100 youth participants. It is recommended that In the Door, LLC will not be awarded the contract to provide Adult Education Services for Spalding, Lamar, Butts, and Upson & Pike County. The proposed funding amount of the contract is \$210,067 to serve 50 youth participants. In the Door LLC, was a previous contractor that was too recently terminated.*

### **ATTACHMENT(S)**

*Three Rivers Youth Services Program Bidder Summary*

## Three Rivers Youth Services Program Bidder Summary

❖ Workforce Three Rivers received one (3) Bids for the Youth Services Adult Ed Program.

### RFP Review Committee:

Stephanie Glenn, Workforce Development Director  
 Stephanie Matthews, Workforce Deputy Director  
 Carolyn Mitchell, Program Services Manager  
 Kedra Banning, Youth Services Manager  
 Emily Rogers, Deputy AAA Director

### Summary

WorkSource Three Rivers, on behalf of the Three Rivers Workforce Development Board released a request for proposal for the Youth Services Adult Education Program on Monday, October 18, 2021 with a deadline for submission on December 3, 2021 at 5:00pm. The contract period for will run from July 1, 2022 to June 30, 2023.

Three RFP's were received for the Youth Services Program. One was received from West Georgia Technical College (WGTC Adult Education Program). WGTC had an average score of 76 out of 100 points. Based on WGTC's current performance serving Adult Ed. participants WGTC's proposal was considers valid and were recommended to enter into negotiations. The second proposal was received from In The Door, LLC. ITD, LLC has an average score of 83 out of 100. Based on ITD, Youth Services performance in other regions, the proposal was considered valid and were recommended to enter negotiations. The third proposal was received from Moving Spirts Foundation, however was submitted late and disqualified. The negotiation period will begin on 1/22/2022 and concluded on 2/15/2022. Final determinations will be released following the TRWDB meeting on 2/24/2022.

<b>Youth Services Program (Adult Education Services)</b>	<b>Funding Requested</b>	<b>Counties Serving</b>	<b>Number to Serve</b>	<b>Average Score</b>
West Georgia Technical College	\$304,062.00	Carroll, Coweta, Meriwether, and Troup	100 Participants	76
In The Door, LLC	\$210,067.00	Butts, Lamar, Pike, Spalding and Upson	50 Participants	83

### Recommended Proposal

- ❖ WGTC proposed to serve Carroll, Coweta, Heard, Meriwether and Troup Counties with a focus on Youth Services at a proposed \$304,062.00, serving 100 WGTC participants.
- ❖ In the Door, LLC proposed to serve Butts, Lamar, Pike, Spalding and Upson Counties with a focus on Youth Services at a proposed \$210,067.00, serving 50 participants.

# PROGRAM SERVICES REPORT

Carolyn Mitchell, Program Services Manager



**THREE RIVERS REGIONAL COMMISSION – WORKSOURCE THREE RIVERS  
MIDYEAR PROGRAM RISK ASSESSMENT TOOL**

**Purpose.** To effectively monitor risks associated with financial awards made with federal pass through funds to sub recipients. The focus is to ensure that awarded programs meet the following requirements: adhere to TRWDB’s guidelines and agreements, remain within budget, carry out the scope of services, and insure that proper internal controls are in place.

**Procedure.** Based on an evaluation of the awardee’s award application, internal controls, and past history with grant awards, TRWDB WorkSource staff shall rate each category below. Scores will then be added to determine if the level of risk is high, medium, or low.

**Risk Assessment.** The risk score determines the order in which staff will evaluate the grant program and/or perform a site visit.

- A score of 75– 100 requires **intensive follow-up** and improvement based on a thorough evaluation of the grant project and execution of the approved action plan,
- A score of 47 – 74 requires evaluating areas that **need improvement** and improving those areas based on the approved action plan,
- A score of 46 or less generally identifies that the program is at **lower** risk for potential waste, mismanagement, non-compliance, or fraud.

The decision to award new applicants from an open competitive RFP, RFQ or other soliciting means, or to renew existing contracts for an additional year, or more, will take into consideration the pre-award risk assessment tool. While this does not mean that this will be the only means of determining recipients of awards, it will play a role in the final decision. All final decisions will be communicated to applicants, and/or potential renewals in the form of an informative letter.

<b>Awardee Name:</b>	West Georgia Technical College – Career Services
<b>Financial Award Number:</b>	2019-CS-WGTC-01.
<b>Award Project Name:</b>	Training Services
<b>Awardee EIN:</b>	N/A
<b>Risk Assessment completed by:</b>	Carolyn Mitchell
<b>Date assessment completed:</b>	1/19/2022
<b>Awardee has Sub Recipient:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Project Year:</b> From the date of the signed contract or agreement between TRWDB and the awardee	<input type="checkbox"/> Year 1 (0-12 months) <input checked="" type="checkbox"/> Year 2 (13-24 months) <input checked="" type="checkbox"/> Year 3 (25-36 months) <input type="checkbox"/> Year 4 (37 months or more)
<b>Total Score/Level:</b> (            )	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low

Risk Level	Monitoring Plan Guidelines
<p><b>High (75 – 100)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff completing the assessment will identify factors that contributed to the high-risk score. TRWDB WorkSource staff will prepare and distribute a report that outlines non-compliance issues and areas that require improvement. The report will be distributed to the awardee and respective TRWDB WorkSource program manager/coordinator. The awardee shall respond to the TRWDB WorkSource Group with a Corrective Action Plan within 15 calendar days. The TRWDB WorkSource Finance Section will then provide a schedule of the evaluation process and site visits. The grantee may be required to submit more frequent progress/performance/financial reports until further notice.</p> <p>The awardee shall receive technical assistance upon request.</p>
<p><b>Medium (47– 74)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff will identify factors that contributed to the medium risk score, prepare and distribute a report that outlines areas of non- compliance and areas that require improvement. The report will be distributed to the awardee and respective TRWDB WorkSource program manager/coordinator. The awardee shall respond to the TRWDB WorkSource Group with a Corrective Action Plan within 15 calendar days. The TRWDB WorkSource Finance Section will then provide a schedule of the evaluation process and site visits. The grantee may be required to submit more frequent progress/performance/financial reports until further notice.</p> <p>The awardee shall receive technical assistance upon request.</p>
<p><b>Low (0-46)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff will continue to monitor progress/performance/financial reports for accuracy, timeliness, and no significant program changes.</p> <p>An award evaluation or site visit may be conducted that will be separate from the required annual monitoring.</p>

<b>PROGRAM MANAGEMENT</b>	<b>SCORE</b>
<b>1. Agency/Organization Experience Administering this Program.</b>	
Awardee's 1 <sup>st</sup> program year <b>AND</b> original program director/manager	<b>1</b>
Awardee's 1 <sup>st</sup> program year; <b>NOT</b> original program director/manager	<b>2</b>
Awardee's 2 <sup>nd</sup> project year <b>AND</b> original program director/manager	<b>3</b>
Awardee's 2 <sup>nd</sup> program year; <b>NOT</b> original program director/manager	<b>4</b>
High turnover of program director and/or key staff (more than 1 key staff turnovers within 18 months)	<b>5</b>
<b>Comments:</b> <b>This is the contractor's 3<sup>rd</sup> project year with original program director/manager.</b>	

<b>2. Program Requirements</b>	
Awardee has provided services and met or exceeded all program objectives specified in contract's scope of services/goals for the current program year.	<b>1</b>
Awardee has provided services and met all program objectives specified in contract's scope of services/goals for the current program year, but requires additional technical assistance	<b>2</b>
Key staff lacks the experience, necessary knowledge, skills, and abilities to perform the job duties.	<b>3</b>
<b>Comments:</b>	

<b>3. Communication</b>	<b>SCORE</b>
<b>3A. Responsiveness:</b>	
Awardee's director/manager and/or key staff always respond to TRWDB's requests in a timely manner.	<b>1</b>
Awardee's director/manager and/or key staff usually respond to TRWDB's requests in a timely manner.	<b>2</b>
Awardee's director/manager and/or key staff rarely respond to TRWDB's requests in a timely manner.	<b>3</b>

<b>3B. Attendance:</b>	
Awardee’s director/manager and/or key staff <b>always</b> attends required trainings/meetings.	<b>1</b>
Awardee’s director/manager and/or key staff <b>usually</b> attends required trainings/meetings.	<b>2</b>
Awardee’s director/manager and/or key staff <b>rarely</b> attends required trainings/meetings.	<b>3</b>

<b>3C. Community Involvement:</b>	
Awardee’s director/manager and/or key staff always <b>participates</b> in community involvement.	<b>1</b>
Awardee’s director/manager and/or key staff usually <b>participates</b> in community involvement.	<b>2</b>
Awardee’s director/manager and/or key staff rarely <b>participates</b> in community involvement.	<b>3</b>
<b>Comments:</b>	

<b>4. Performance Measures (Start of the Program through Current)</b>	<b>SCORE</b>
<b>4A. Registration &amp; Number of Exits</b>	
Performance mostly exceeds the program goals	<b>1</b>
Performance mostly meets the program goals	<b>2</b>
Performance mostly does not meet the programs	<b>3</b>

<b>4B. Document Assessment</b>	
Is always timely and accurate	<b>1</b>
Is timely and accurate most of the time	<b>2</b>
Has not been accurate, but mostly timely	<b>3</b>
Has not been timely, but mostly accurate	<b>4</b>
Has not been timely or accurate	<b>5</b>

<b>4C. VOS System Performance/ Electronic Uploads</b>	
Is always timely and accurate	<b>1</b>
Has not been accurate, but mostly timely	<b>2</b>
Has not been timely, but mostly accurate	<b>3</b>

Has not been timely or accurate	<b>4</b>
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<b>FINANCIAL MANAGEMENT</b>	<b>SCORE</b>
<b>5. Amount of funding expensed for this Program (Start of the Program through Current)</b>	<b>AMOUNT SPENT</b>
	\$
Expensed 75%-100%	<b>1</b>
Expensed 50%-74%	<b>2</b>
Expensed 25%-49%	<b>3</b>
Expensed less than 25%	<b>4</b>
<b>Comments:</b>	

<b>6. Financial Reporting (Invoicing)</b>	
Is always timely and accurate	<b>1</b>
Has not been accurate, but mostly timely	<b>2</b>
Has not been timely, but mostly accurate	<b>3</b>
Has not been timely or accurate	<b>4</b>
<b>Comments:</b>	

<b>OVERALL BUDGET</b>	
<b>7. Performance</b>	
Program is on budget	<b>1</b>
Program is practically on budget	<b>2</b>
Program is not on budget, and the reason(s) have been justified	<b>3</b>
Program is not on budget and reasons have not been satisfactorily justified	<b>4</b>
<b>Comments:</b>	

**Total Scoring**          19

**Additional Comments:**

WGTC Career Services – Contractor is considered to be low risk scoring 19. This is the contractors 3<sup>rd</sup> year of providing services. The

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contractor has maintained key staff and the same Director for the past 3 years.

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There is open and frequent communications between staff and Program Manager with regular meetings/ training throughout the year.

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As of the end of December 2021 the contractor has expensed \$113,413.03 of the total funds of \$284,984.00, which equates to 40% expensed

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with a remaining funding amount of \$171,533.79.

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## AGENDA ITEM SUMMARY

Agenda Item	Meeting Date	Board/Committee	Submitted By:
	24 February 2022	Workforce Board	Carolyn Mitchell

### *Manufacturing Safety & Essentials*

#### ***PURPOSE AND SCOPE***

***Southern Crescent Technical College is proposing a 2-week Manufacturing Safety & Essentials training program to provide training to Adult Education Students residing in Butts, Lamar, Pike, Spalding and Upson counties. This program will result in certifications in OSHA 10, Forklift operation/safety and CPR. Participants will also benefit from soft skills training which is embedded into the program. Eligible participants must be Dislocated Workers or Youth participants in order to qualify for WIOA funding. Total Program cost \$30,000.00 / \$2,000.00 per participant this includes the cost of tuition, materials, supplies and facility equipment. Overall employment of material moving machine operators is projected to grow 6 percent from 2016 to 2026, about as fast as the average for all occupations. Job openings should result from the need to replace workers who leave these occupations.***

#### ***RECOMMENDATION***

***SCTC has provided 3 employer partner support letters. Employers have agreed to interview and hire successful participants of the program. The recommendation for approval of the Industry Essential Training program conducted by Southern Crescent Technical College is requested.***

#### ***ATTACHMENT(S)***

***SCTC – Manufacturing & Safety Essentials***



# CORPORATE TRAINING PROPOSAL AND AGREEMENT

## **Submitted To:**

Three Rivers



Connecting Talent with Opportunity  
A proud partner of the AmericanJobCenter network

## **Three Rivers Workforce Development Board**

1210 Greenbelt Drive

PO Box 1562

Griffin GA 30224

Phone: 770-229-9799

## **Submitted By:**



## **Southern Crescent Technical College**

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Vice President

Adult Education Division

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## Manufacturing & Safety Essentials

### Overview

The Southern Crescent Technical College Adult Education program will partner with the Southern Crescent Technical College's Economic Development Division to offer Manufacturing & Safety Essentials to students who have completed at least 2 parts of the GED exam (preferred but not required). Income is not a factor but the student must be withdrawn from High School. Students must complete a WIOA application and live within the 5 counties (Butts, Lamar, Pike, Spalding, Upson) served by the Three Rivers WIOA Board or the 2 counties (Fayette and Henry) served by the Atlanta Regional Commission WIOA Board or Jasper County served by Northeast Georgia WIOA Board. Up to fifteen students are projected for classes from November 2021 to July 2022. Students will also need to take the TABE test and score at least an ABE 3 for reading before beginning the application.

Manufacturing & Safety Essentials is a 2-week program that offers students the opportunity to receive three industry-related certificates (OSHA-10, Forklift, CPR). Students must attend 100% of the classes. Classes will held over a 2-week period. Classes will be scheduled from Monday – Thursday, 8:00 am until 5:00 pm with a 1-hour lunch break and Friday 8:00 am – 12:00 pm, but we would also like to look at modifying the class time to be an afternoon and evening. Soft Skills, OSHA-10, CPR and Forklift training will be provided by Economic Development with support training by Adult Education.

Students will receive their certificates in a ceremony held at the end of the 2 weeks of training. Students will also be able to participate in interviews with employers at the end of the training.

Approximately \$30,000 (\$2,000 per student) is being requested to fund this proposal.

A proposed 2-week schedule is below:

## ***COURSE CALENDAR***

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### IET – MANUFACTURING & SAFETY ESSENTIALS

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
1	<ul style="list-style-type: none"><li>• Introduction to OSHA</li><li>• Walking-Working Surfaces</li><li>• Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection</li></ul>	<b><u>OSHA-10</u></b> Classroom Exercise: MSDS

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
	<ul style="list-style-type: none"> <li>• Electrical</li> <li>• Personal Protective Equipment</li> <li>• Hazard Communication</li> <li>• Soft Skills/Reading/Writing – Contextualized Basic Literacy Skills</li> </ul>	<p>Classroom Exercise: OSHA Standards</p> <p>Classroom Exercise: Filing an OSHA Complaint</p> <p>Classroom Discussions</p> <p><b><u>Soft Skills/Reading/Writing</u></b></p> <p><i>Writing for Work</i>, Lesson 1: Completing Forms, pp 6 – 11; Lesson 2: Communicating News and Reminders, pp. 12 – 17.</p> <p><i>Common Core Basics Reading</i>, Lesson 1.4: Workplace Documents, pp. 38 – 47; Lesson 1.5: Graphic Documents, pp. 48 – 57; Lesson 2.3: Technical Texts, pp. 102 – 107.</p>
2	<ul style="list-style-type: none"> <li>• Introduction to Industrial Hygiene</li> <li>• Bloodborne Pathogens</li> <li>• Safety and Health Program</li> <li>• Ergonomics</li> <li>• Workplace Violence</li> <li>• Powered Industrial Trucks</li> <li>• Powered Generation</li> <li>• Confined Spaces</li> <li>• Math – Contextualized Basic Literacy Skills</li> <li>• Science – Contextualized Basic Literacy Skills</li> </ul>	<p>Classroom Discussions</p> <p>OSHA Exam</p> <p><b><u>Math</u></b></p> <p><i>Transportation, Distribution, &amp; Logistics</i>, Applied Math Skills 1 – 8, pp. 76 – 91.</p> <p><b><u>Science</u></b></p> <p><i>Common Core Achieve</i>, Lesson 7.2: Physical &amp; Chemical Properties of Matter, pp. 256 – 263; Lesson 7.3: Chemical Reactions, pp. 264 – 271.</p>

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
3	<ul style="list-style-type: none"> <li>• CPR/First Aid/AED</li> <li>• Math – Contextualized Basic Literacy Skills</li> <li>• Science – Contextualized Basic Literacy Skills</li> <li>• Writing – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Math</u></b></p> <p><i>Applied Mathematics</i>, Lesson 1: Solve Problems with Math Operations, pp. 2-7; Lesson 13: Calculate Perimeter &amp; Area, pp. 90-95</p> <p><i>Measurements</i>, Lesson: Customary and Metric Units, pp. 8-9; Lesson: Reading, Rulers, and Straight-Line Scales, pp. 10-11; Lesson: Length and Angles, pp. 16-17; Lesson: Estimating Length Using Customary Units, pp. 21-30</p> <p><b><u>Science</u></b></p> <p><i>Common Core Achieve</i>, Lesson 5.1: Work, Motion, &amp; Forces, pp. 184-189; Lesson 5.2: Forces and Newton’s Law of Motion, pp. 190-195</p> <p><b><u>Soft Skills/Writing</u></b></p> <p><i>Writing for Work</i>, Lesson 7: Responding to Criticism, pp. 44 – 49</p>
4	<ul style="list-style-type: none"> <li>• Soft Skills: Working Together</li> <li>• Math – Contextualized Basic Literacy Skills</li> <li>• Science – Contextualized Basic Literacy Skills</li> <li>• Reading – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Math</u></b></p> <p><i>Basic Skills for the Workplace</i>, Lesson 8: Use Measurements, pp. 144-149</p> <p><i>Education &amp; Training</i>, Lesson: Perform Basic Arithmetic Calculations to Solve Workplace Problems, Skills 3-5, pp. 80-85</p>

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
		<p><b><u>Science</u></b></p> <p><i>Common Core Achieve</i>, Lesson 7.1: The Structure of Matter, pp. 250-255</p> <p><b><u>Soft Skills/Reading</u></b></p> <p><i>Job Success</i>, Lesson 3: Resolving Conflicts, pp. 46-49</p>
5	<ul style="list-style-type: none"> <li>• Workplace Computer Skills <ul style="list-style-type: none"> <li>○ Introduction to Computers</li> <li>○ Microsoft Outlook</li> </ul> </li> <li>• Math – Contextualized Basic Literacy Skills</li> <li>• Reading – Contextualized Basic Literacy Skills</li> <li>• Science – Contextualized Basic Literacy Skills</li> <li>• Soft Skills: Diversity</li> </ul>	<p><b><u>Computer Skills</u></b></p> <p>Basic computer training and email</p> <p><b><u>Math</u></b></p> <p><i>Basic Skills for the Workplace</i>, Lesson 1: Understand Number Basics, pp. 98-103; Lesson 2: Add Whole Numbers, pp. 104-109</p> <p><b><u>Science</u></b></p> <p><i>Common Core Achieve</i>, Lesson 5.3: Work and Simple Machines, pp. 196-203.</p> <p><b><u>Soft Skills/Reading</u></b></p> <p><i>Job Success</i>, Chapter 4, Lesson 1: The Diverse Workplace, pp. 78-83</p>

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
6	<ul style="list-style-type: none"> <li>• Soft Skills: Attitude</li> <li>• Workplace Computer Skills <ul style="list-style-type: none"> <li>○ Microsoft Excel</li> <li>○ Microsoft Word</li> </ul> </li> <li>• Reading – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Soft Skills/Reading</u></b></p> <p><i>Workwise: Choosing a Job</i>, Lesson 1: Creating and Keeping a Positive Attitude, pp. 5 – 12</p> <p>Lesson 2: Turning Negatives Into Positives, pp. 13 – 19.</p> <p><i>Manufacturing</i>, Chapter 1: The Manufacturing Industry, pp. 2 – 7; Chapter 5: Working in the Manufacturing Industry, pp. 28 – 32.</p> <p><i>Common Core Achieve Reading &amp;</i></p>
7	<ul style="list-style-type: none"> <li>• Soft Skills: Communication Skills</li> <li>• Workplace Computer Skills</li> <li>• Writing – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Soft Skills</u></b></p> <p>Basic communication skills to help students avoid communication pitfalls in the workplace.</p> <p><b><u>Computer Skills</u></b></p> <p>Basic computer training related to data entry and inventory scanners</p> <p><b><u>Writing</u></b></p> <p><i>Writing</i>, Lesson 2.1: Sequence Events in Procedural Texts, pp.52 – 57.</p>
8	<ul style="list-style-type: none"> <li>• Forklift characteristics, including handling, capacity, load center and center of gravity</li> <li>• Procedures for handling loads</li> <li>• Hazards specific to the workplace or operating environment</li> </ul>	<p><b><u>Forklift</u></b></p> <p>Classroom Discussion</p> <p>Forklift Operation</p>

DAY	INSTRUCTIONAL LESSONS	ASSIGNMENTS
	<ul style="list-style-type: none"> <li>• Math – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Math</u></b></p> <p><i>Transportation, Distribution, &amp; Logistics, Workplace Graphics: Skills 1 – 6, pp. 62 – 73.</i></p>
9	<ul style="list-style-type: none"> <li>• Awareness of mechanical components and their functions</li> <li>• How to handle mechanical emergencies</li> <li>• Safe loading and unloading procedures</li> <li>• Math – Contextualized Basic Literacy Skills</li> <li>• Science – Contextualized Basic Literacy Skills</li> </ul>	<p><b><u>Forklift</u></b></p> <p>Classroom Discussion</p> <p>Forklift Operation</p> <p><b><u>Math</u></b></p> <p><i>Basic Skills for the Workplace, Lesson 6: Multiply Whole Numbers, pp. 132 – 137; Lesson 7: Divide Whole Numbers, pp.138 – 143.</i></p> <p><b><u>Science</u></b></p> <p><i>Common Core Achieve, Lesson 6.1: Types of Energy and Energy Transformations, pp. 212 – 219.</i></p>
10	<ul style="list-style-type: none"> <li>• General safe operating procedures</li> <li>• Equipment inspection</li> <li>• Closing/Interview Sessions (collaboration with adult education)</li> </ul>	<p>Classroom Discussion</p> <p>Forklift Operation</p> <p>Forklift Exam</p> <p>Awarding of Certificates</p> <p>Job Interviews with Employers</p>

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Brandon Eley, Chairman  
Three Rivers Workforce Development Board

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Date

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Steven Hendrix, Vice President  
Adult Education  
Southern Crescent Technical College

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Date

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Kirk Fjelstul, Executive Director  
Three Rivers Regional Commission

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Date

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Dr. Alvetta P. Thomas, President  
Southern Crescent Technical College

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Date



# YOUTH SERVICES REPORT

Kedra Banning, Youth Services Manager

**THREE RIVERS REGIONAL COMMISSION – WORKSOURCE THREE RIVERS  
MIDYEAR PROGRAM RISK ASSESSMENT TOOL**

**Purpose.** To effectively monitor risks associated with financial awards made with federal pass through funds to sub recipients. The focus is to ensure that awarded programs meet the following requirements: adhere to TRWDB’s guidelines and agreements, remain within budget, carry out the scope of services, and insure that proper internal controls are in place.

**Procedure.** Based on an evaluation of the awardee’s award application, internal controls, and past history with grant awards, TRWDB WorkSource staff shall rate each category below. Scores will then be added to determine if the level of risk is high, medium, or low.

**Risk Assessment.** The risk score determines the order in which staff will evaluate the grant program and/or perform a site visit.

- A score of 75– 100 requires **intensive follow-up** and improvement based on a thorough evaluation of the grant project and execution of the approved action plan,
- A score of 47 – 74 requires evaluating areas that **need improvement** and improving those areas based on the approved action plan,
- A score of 46 or less generally identifies that the program is at **lower** risk for potential waste, mismanagement, non-compliance, or fraud.

The decision to award new applicants from an open competitive RFP, RFQ or other soliciting means, or to renew existing contracts for an additional year, or more, will take into consideration the pre-award risk assessment tool. While this does not mean that this will be the only means of determining recipients of awards, it will play a role in the final decision. All final decisions will be communicated to applicants, and/or potential renewals in the form of an informative letter.

<b>Awardee Name:</b>	<b>West Georgia Technical College</b>
<b>Financial Award Number:</b>	
<b>Award Project Name:</b>	<b>WGTC - Youth Program</b>
<b>Awardee EIN:</b>	<b>N/A</b>
<b>Risk Assessment completed by:</b>	<b>Kedra Banning</b>
<b>Date assessment completed:</b>	<b>2/1/2022</b>
<b>Awardee has Sub Recipient:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Project Year:</b> From the date of the signed contract or agreement between TRWDB and the awardee	<input type="checkbox"/> Year 1 (0-12 months) <input type="checkbox"/> Year 2 (13-24 months) <input checked="" type="checkbox"/> Year 3 (25-36 months) <input type="checkbox"/> Year 4 (37 months or more)
<b>Total Score/Level:</b> (            )	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low

Risk Level	Monitoring Plan Guidelines
<p><b>High (75 – 100)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff completing the assessment will identify factors that contributed to the high-risk score. TRWDB WorkSource staff will prepare and distribute a report that outlines non-compliance issues and areas that require improvement. The report will be distributed to the awardee and respective TRWDB WorkSource program manager/coordinator. The awardee shall respond to the TRWDB WorkSource Group with a Corrective Action Plan within 15 calendar days. The TRWDB WorkSource Finance Section will then provide a schedule of the evaluation process and site visits. The grantee may be required to submit more frequent progress/performance/financial reports until further notice.</p> <p>The awardee shall receive technical assistance upon request.</p>
<p><b>Medium (47– 74)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff will identify factors that contributed to the medium risk score, prepare and distribute a report that outlines areas of non-compliance and areas that require improvement. The report will be distributed to the awardee and respective TRWDB WorkSource program manager/coordinator. The awardee shall respond to the TRWDB WorkSource Group with a Corrective Action Plan within 15 calendar days. The TRWDB WorkSource Finance Section will then provide a schedule of the evaluation process and site visits. The grantee may be required to submit more frequent progress/performance/financial reports until further notice.</p> <p>The awardee shall receive technical assistance upon request.</p>
<p><b>Low (0-46)</b></p>	<p><b>Monitoring Plan:</b> TRWDB WorkSource staff will continue to monitor progress/performance/financial reports for accuracy, timeliness, and no significant program changes.</p> <p>An award evaluation or site visit may be conducted that will be separate from the required annual monitoring.</p>

PROGRAM MANAGEMENT	SCORE
<b>1. Agency/Organization Experience Administering this Program.</b>	
Awardee's 1 <sup>st</sup> program year <b>AND</b> original program director/manager	1
Awardee's 1 <sup>st</sup> program year; <b>NOT</b> original program director/manager	2
Awardee's 3 <sup>rd</sup> project year <b>AND</b> original program director/manager	3
Awardee's 2 <sup>nd</sup> program year; <b>NOT</b> original program director/manager	4
High turnover of program director and/or key staff (more than 1 key staff turnovers within 18 months)	5
<b>Comments:</b>	

<b>2. Program Requirements</b>	
Awardee has provided services and met or exceeded all program objectives specified in contract's scope of services/goals for the current program year.	1
Awardee has provided services and met all program objectives specified in contract's scope of services/goals for the current program year, but requires additional technical assistance	2
Key staff lacks the experience, necessary knowledge, skills, and abilities to perform the job duties.	3
<b>Comments:</b>	

3. Communication	SCORE
<b>3A. Responsiveness:</b>	
Awardee's director/manager and/or key staff always respond to TRWDB's requests in a timely manner.	1
Awardee's director/manager and/or key staff usually respond to TRWDB's requests in a timely manner.	2
Awardee's director/manager and/or key staff rarely respond to TRWDB's requests in a timely manner.	3

<b>3B. Attendance:</b>	
Awardee's director/manager and/or key staff <b>always</b> attends required trainings/meetings.	1
Awardee's director/manager and/or key staff <b>usually</b> attends required trainings/meetings.	2
Awardee's director/manager and/or key staff <b>rarely</b> attends required trainings/meetings.	3

<b>3C. Community Involvement:</b>	
Awardee's director/manager and/or key staff always <b>participates</b> in community involvement.	1
Awardee's director/manager and/or key staff usually <b>participates</b> in community involvement.	2
Awardee's director/manager and/or key staff rarely <b>participates</b> in community involvement.	3
<b>Comments:</b>	

4. Performance Measures (Start of the Program through Current)	SCORE
<b>4A. Registration &amp; Number of Exits</b>	
Performance mostly exceeds the program goals	1
Performance mostly meets the program goals	2
Performance mostly does not meet the programs	3

<b>4B. Document Assessment</b>	
Is always timely and accurate	1
Is timely and accurate most of the time	2
Has not been accurate, but mostly timely	3
Has not been timely, but mostly accurate	4
Has not been timely or accurate	5

<b>4C. VOS System Performance/ Electronic Uploads</b>	
Is always timely and accurate	1
Has not been accurate, but mostly timely	2
Has not been timely, but mostly accurate	3

Has not been timely or accurate	4
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<b>FINANCIAL MANAGEMENT</b>	<b>SCORE</b>
<b>5. Amount of funding expensed for this Program (Start of the Program through Current)</b>	<b>AMOUNT SPENT</b>
	\$ 95,652.80
Expensed 75%-100%	1
Expensed 50%-74%	2
Expensed 25%-49%	3
Expensed less than 25%	4
<b>Comments: WGTC-YP has expensed 31% of the contract totaling \$95,062.80, with a remaining amount of</b>	

<b>6. Financial Reporting (Invoicing)</b>	
Is always timely and accurate	1
Has not been accurate, but mostly timely	2
Has not been timely, but mostly accurate	3
Has not been timely or accurate	4
<b>Comments:</b>	

<b>OVERALL BUDGET</b>	
<b>7. Performance</b>	
Program is on budget	1
Program is practically on budget	2
Program is not on budget, and the reason(s) have been justified	3
Program is not on budget and reasons have not been satisfactorily justified	4
<b>Comments:</b>	

**Total Scoring** \_\_\_\_\_ 20

**Additional Comments:**

The contractor is considered low risk with an overall score of 20. The contractor is in year 3 of the contract and has maintained staff and the same Director for the duration of the contract. The staff and the manager communicates in a timely manner. Documents and invoices are submitted on a time and accurately. WGTC-YP is on budget and has expensed \$95,652.80 which is 31% of the awarded amount. The performance initial contract goal was to serve 100 participants, since July, 2021, the contractor has served 98 participants and will likely surpass performance goals.



# BUSINESS SERVICES REPORT

Danny Mitchell, Business Services Manager

# OTHER BUSINESS