

Three Rivers



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TRWDB Board Meeting
Turin Town Hall
47 Turin Road
Turin, GA 30289

Thursday, April 26, 2018
11:00 a.m.



Three Rivers Workforce Development Board Executive Summary

General Information & Action Items

1. **SPEAKERS/PRESENTERS:** Chairman Hilton will recognize Mr. Joe Banker, Assistant Commissioner for Workforce Development, and Ms. Sarah Harrison, Registered Apprenticeship Coordinator

2. **ACTION ITEMS:** The action items are:
 - Consent Agenda Policy Items to satisfy the State Performance Monitoring Requirements
 - Contractor's Risk Assessment Reviews
 - Budget Committee Appointment for the TRWDB Board
 - The TRWDB Board Recertification

3. **OTHER BUSINESS:**
 - Three Rivers Workforce Development Board Reappointments
 - Contractor's Budget Review

**SECTION:
CONSENT AGENDA**



Three Rivers Workforce Development
Quarterly Board Meeting
April 26, 2018 11:00 a.m.

AGENDA

Welcome

CHAIRMAN'S REPORT

- a. Call to Order
- b. Approval of Agenda
- c. Welcome New Board Member(s) & Guest

CONSENT AGENDA

The consent agenda allows the board to approve these items together without discussion or individual motions. As a single item on the agenda, agenda the consent agenda is voted on with a single vote – to approve the consent agenda.

- a. Approval of the February 22, 2018 TRWDB Meeting Minutes
- b. Workforce Fiscal Policies
- c. Contractor's Risk Assessment Reviews

SPEAKERS AND PRESENTERS

- a. Joe Banker, Assistant Commissioner for Workforce Development
- b. Sarah Harrison, Registered Apprenticeship Coordinator

NEW BUSINESS

Director's Report – Robert Hiatt, Workforce Executive Director

- a. Budget/Spend Down Report
- b. Budget Committee Appointment
- c. Board Recertification



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Business Services Reports – Stephanie Glenn, Workforce Deputy Director

- a. HDCI Timeline

Program Services – Carolyn Mitchell, Program Services Manager

- a. Eligible Training Provider Approval (EPTLs)
 - o Electrical Lineworker Program
 - o CCME Agreement Extension
- b. WGTC Contractor Update
- c. Program Reports
 - o Active Caseloads
 - o Technical Colleges

Youth Services – Stephanie Matthews, Youth Services Manager

- a. Youth Contractor’s Update
- b. Youth Caseloads by County Report

OTHER BUSINESS

- a. Board Reappointments
- b. Contractor’s Budget Request

ADJOURN

The TRWDB staff is committed to providing equal access to all of its programs, services and activities regardless of race, color, national origin, religion, sex, familial status, disability or age. Any individual who needs accommodations because of a disability should contact Dawn Burgess at (770) 229-9799 or dburgess@threeriversrc.com as far in advance of the meeting possible.



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Three Rivers Workforce Development
Quarterly Executive Board Meeting
April 26, 2018 11:15 a.m.

AGENDA

Welcome

CHAIRMAN'S REPORT

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**SECTION:
CONSENT AGENDA**



AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the Meeting Minutes of the February 22, 2018 Regular Scheduled meeting of the Three Rivers Workforce Development Board members.

SPECIAL CONSIDERATION OR CONCERNS:

"N/A"

STAFF RECOMMENDATION:

FINANCIAL IMPACT:

If not financial impact, the staff will put N/A

ATTACHMENTS: Add attachments if any

FILE NAME: 2.22.2018 Minutes	DESCRIPTION: TRWDB Meeting Minutes 2.22.2018
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SUBMITTED BY: Dawn Burgess	MEETING DATE: April 26, 2018
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RECEIVED BY: N/A

**THREE RIVERS
WORKFORCE DEVELOPMENT BOARD MEETING**

POST AGENDA February 22, 2018 11:00 a.m.

The Three Rivers Workforce Development Board, Area 8 held a Meeting on February 22, 2018 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairman Keven Hilton, Joey Barrett, Todd Browning, Steve Hendrix, Karen Kirchler, Donna Lackey, Maggie Laton, Gail Long, Josh Smith, Larry Spillers, Greg Webster and Jason Williams. Other members were unable to attend.

Other Members Present

CEO Members Present: Mayor Bobby Blalock, Mayor Charlene Glover, Commissioner J. Briar Johnson, and Mayor Kay Pippin

Youth Committee Members: William Futrell

Guest Present: Brett Lacy, WFD Program Director and Janice Davis, One-Stop Coordinator

TRWDB Staff Members Present: Mr. Kirk Fjelstul, TRRC Executive Director, Mr. Robert Hiatt, Executive Workforce Director, Stephanie Glenn, Deputy Workforce Director, Carolyn Mitchell, Program Services Manager, Stephanie Matthews, Youth Services Manager, Keisha Whitner, Program Information Systems Manager and Dawn Burgess, Office Administrator

The agenda consisted of the following items:

Chairman's Report

- Call to Order
- Approval of the Agenda
- Welcome New Board Member(s) & Guest

Consent Agenda

- a. Approval of TRWDB Meeting Minutes (10.26.2017)
 - Monitoring Resolutions
 - Grievance & Complaint Policy & Procedures
 - Memorandum of Understanding (MOU) Update
 - Equal Opportunity Policy
 - Roles & Responsibilities Agreement between GDOL & TRWDB/CEO
 - Supportive Services Policy
 - Rapid Relief Policy
 - Disaster Relief Policy

New Business

Director's Report

- Resolutions
- Partner's Act

- Rural Broadband
- b. Training Provider Approvals (EPTLs)
- c. Budget Report
- d. HDCI Update
- e. Monitoring Update

Business Services Report – Stephanie Glenn, Deputy Workforce Director

- a. Continental Tire
- b. PowerTech Training Update
- c. Rapid Response Efforts

Program Services – Carolyn Mitchell, Program Services Manager

- a. Training Provider Removal
- b. Dislocated Worker Policy
- c. Participant Registration Report
- d. Contractor Report – WGTC

Youth Services – Stephanie Matthews, Youth Services Manager

- a. Youth Services Contractors' Update
- b. Incentive Support Services Policy Update
- c. Youth Active Caseloads by County Report

Other Business

- a. Worksource/WGTC Welding Program Presentation
- b. Election of New Executive Committee Member

Adjourn

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

- Approval of the Consent Agenda
- Approval of the Consent Agenda Items
 - Approval of TRWDB Meeting Minutes (10.26.2017)
 - Monitoring Resolutions
 - Grievance & Complaint Policy & Procedures
 - Memorandum of Understanding (MOU) Update
 - Equal Opportunity Policy
 - Roles & Responsibilities Agreement between GDOL & TRWDB/CEO
 - Supportive Services Policy
 - Rapid Relief Policy
 - Disaster Relief Policy
- New Items
 - Approval of Training Provider Removal
 - Approval of Dislocated Worker Policy
 - Youth Incentive Policy

Opening (Called to Order)

Chairman Kevin Hilton called the meeting to order at 11:00 AM. He welcomed everyone in attendance.

Approval of the Agenda

Chairman Hilton asked the Board members for a motion to approve the Consent Agenda.

Motion

Donna Lackey made the motion to approve the Consent Agenda for the meeting. Maggie Laton 2nd the motion. All Agreed.

Welcome New Board Members(s) & Guest

Chairman Hilton introduced Mr. Joey Barrett the newest TRWDB board member, and the guest speaker Mr. Brett Lacy, Program Director of GDEcD: State Workforce Division.

Continental Tire Overview

Mr. Lacy provided an overview of the Continental Tire project to the Board. He stated that a few years ago the state of North Carolina lost several thousand jobs, when Michelin decided to close several tire-manufacturing companies. He stated that Michelin could not keep up with the foreign competition, so they decided to close everything. Mr. Lacy stated that there were 7,000 jobs lost, in addition, at no point did Michelin talk with the state of North Carolina to see what could be done about it.

Mr. Lacy stated that in Georgia, Continental Tires has several manufacturing companies that make the component of the tires. He stated that China could not compete with the other manufacturers that help produce the products that make up the tire, therefore; they had to close down.

He stated that Continental reached out to the state of Georgia to see what could be done before they closed down. He stated that that part of the facility is located in another part of the state. He informed the Board that the State was able to move those jobs into our region. Mr. Lacy informed the Board that there would be two different facilities. He stated that our region is going to see a net gain in jobs. He stated that they would not be able to do this project, without bringing in Workforce component into it. He stated that they are depending on Workforce to assist with the project. He stated that they had to show confidence to Continental Tire that they had experience and could get the job done. He stated that the structure of the project is similar to the PowerTech training program. He stated that they would be taking the Incumbent Workers, and training them with the same IWT curriculum as WGTC. He stated that they would then move the curriculum over to Southern Crescent Tech (SCTC). He stated that after SCTC receive their training, they are going to have On-the-Job (OJT) training component for the new hires that will be coming from the other facility.

He stated that they were able to take a lot of experience from PowerTech. He stated that Ms. Stephanie Glenn is getting things prepared for the project. Mr. Lacy informed the Board members that this project is a very sizable investment. He stated that the State is putting in funds from the state level and some local funds to not only to protect the jobs in the state but also to bring jobs into the region. He stated that they are excited about the project.

Vice Chairman Hilton called for a motion to approve all the Consent Agenda Items.

Motion

Donna Lackey made the motion to approve the Consent Agenda Items for the meeting. Karen Kirchler 2nd the motion. All Agreed.

Chairman Hilton called for the New Business and Director's Report.

Director's Report

Mr. Hiatt provided the Board members an overview of the Resolutions.

Partners Act / Rural Broadband

Mr. Hiatt informed the Board members that the Partner's Act is a legislative that was introduced by Congressman Drew Ferguson and Representative Suzanne Bonamici. The purpose of the Act is to promote registered apprenticeships and other work-based learning programs for small and medium-sized businesses within in-demand industry sectors, through the establishment and support of industry or sector partnerships. Mr. Hiatt stated that the period and the amount of the Grant is 3 years, and the amount of not more than \$500,000.

The Grant will be used for training, mentoring, and apprenticeship to support the middle skilled in-demand occupations. Mr. Hiatt informed the Board members that any entities as well as workforce could apply for these Grants. The Grant based on the In-Demand Occupations that are listed in our area workforce plan, and as well as the state plan. He stated that our Workforce board decide what our In-Demand Occupations are in our region. He stated that this goes into our High Demand Initiative program that was emailed to everyone.

He stated that we are receiving real time data of what the In-Demand Occupations are in our area. We have the ability to keep the information in the Data center updated. Mr. Hiatt stated that we are going to have a tool and people in place to assist anyone who would like to apply for these Grants. He stated that do we have high internet speed or not have high internet speed.

He stated that we are receiving some tractions on the level State, and the Federal Gov't are lining up the FCC to do a major rural broadband push. He stated that in general this resolution is to acknowledging that we understand the Rural Broad Band.

Mr. Hiatt asked for a motion to approve the Resolutions.

Motion:

Todd Browning made the motion to approve the Partners Act. Steve Hendrix 2nd the motion. All Agreed.

Motion:

Donna Lackey made a motion to approve the Rural Broadband Resolution. Jason Williams 2nd the motion. All agreed.

Training Provider Approval (EPTLs)

Mr. Hiett provided an overview of the EPTLs for the Concept Software & Services, Inc. and IT Consulting. The training is from 4 to 12 weeks, which include 3 to 8 hours and 144 hours. The training cost range from \$2,485 to \$4,995. He informed the Board members that a summary page of each program is attached.

Mr. Hiett provided an overview of the Southeast Lineman Training Center, LLC. He stated that the training program is for individuals who are interested in entering the line work industry. He stated that SCTL has submitted its Electrical Line Worker Program for addition to the region's EPTLs list. Mr. Hiett informed the Board members that the Electrical Line worker Program is a 15-week program and the cost per participant is \$8,930. Mr. Hiett stated that we have heard from different counties within our region for a need for Power Line workers. He stated that the average starting salary for a Power Line worker is \$45,000.

Mr. Hiett asked for a motion to approve the Training Provider List (EPTLs). The Board asked Mr. Hiett if we could poll the EMC offices for additional information from the other EMC offices within our region. The Board members tabled the Power Line training program until the April board meeting. The IT consulting training programs was approved on the EPTLs.

Motion

Josh Smith made motion to approve the EPTLs and tabled the Power Lineman training. Donna Lackey 2nd the motion. Steve Hendrix abstained. All others agreed.

Budget

Mr. Hiett informed the Board members that we have 66% of our remaining funds available. We still have enough funding for our Continental Tire project.

HDCI

Mr. Hiett informed the Board members that we had two sub-regional meetings last week. He stated that we had a meeting in Griffin and LaGrange. He informed the board that we had good attendance at both meetings. He informed the board members that the Project Manager sent out a list that list all of our Stakeholders within our region. He also, stated that everyone should have received a link and a preview of our interactive tool for the Talent Portal.

He stated that the three major parts of the project are Manufacture Sector Analysis – Workforce planning, our local governments will be able to retrieve data out of it, and will be able to use the business data center for on-going information. Mr. Hiett stated that once we are done, we would be able to use the Talent Portal for everyone to use. He stated that essentially someone will go to this talent portal such as high school, college and our counselors within the one-stop career centers could use this program to assist them with selecting the right degrees for the occupations that are in-demand occupation in our area for training.

Mr. Hiett stated that there is an additional tool that was developed in Waco, Texas the company thought would be useful for us. This tool will be used with assisting the participants' with childcare, social services assistance, and to add the transportation options in the program. He informed the board members that we are getting a plan and a tool to help guide people into the workforce system, and into a training that would match them with a program that interest them.

Mr. Hiett stated on page 3 of the summary document is an overview of the Manufacturing Workforce highlights, and it is a summary of the ten county meetings thus far. He stated that they have strengths listed as our education system and that students have a different opinion of our manufacturing versus some of what we have seen and/or heard in recent years. He stated that is good, high tech and high skilled fun things.

Mr. Hiett informed the board members that there are potential weaknesses. He stated that when he pulled up the age demographic chart, it list the young, old and nobody in the middle population. He stated that we have the growing aging population that need to be replaced. He stated that the community and employers need to work together to attract and keep the millennials in our communities. Mr. Hiett stated that he hate to keep bringing up the drug issues we are currently facing in our communities, but this seems to be a barrier with keeping the participants from certain type of careers and employment.

Mr. Hiett stated that page 4 of the summary document, highlights of what we have seen. He stated that the hardest occupations to fill is maintenance & repairs and manufacturing production. Mr. Hiett stated that the hard in demand skills job titles is maintenance & repairs, welders and manufacturing production. He informed the board members that the Soft skills are work ethics, teamwork and attendance. Mr. Hiett informed the board members that employers are targeting soft skills.

He stated the last page of the summary document provides a list of job openings in the region over the next 10-year period. He stated there are many manufacturing and general operations. He stated that later on we would list the Health care information and so forth. He stated that in June we should have the finish product to present to the board and other partners.

Chairman Hilton called for the Business Services Reports.

Business Services Reports

Ms. Glenn stated that we heard from Brett Lacy provided an overview of the Continental Tire project but she will discuss in further details for the board to approve and for Workforce to contract with Continental Tire. Ms. Glenn stated that 213 workers would be served out of the Barnesville Plant and 56 out the Hogansville Plant.

She informed the board members that the total cost of Phase I of the project is \$2,987,939 for the Barnesville Plant. She stated that they are requesting \$525,620 of TRWDB Incumbent Worker funds and the employer will match \$2,442,119. She informed the board members that the total cost for the Hogansville Plant is \$180,266.40. She stated that they are requesting \$60,202.40 of TRWDB Incumbent Worker funds and the employer will match \$120,064. She stated that the training would provide a skill set that will increase their wages. Their current hourly wage is \$16.93 an hour.

Ms. Glenn informed the Board members that phase 2 of the project is for On-the-Job Training. She stated that we would not see this phase of the project until the next program year. However, we will work with that company as well to make sure that Continental Tire get employees and get them trained. She stated that our OJT program is a little different and they will see another contract coming their way. She asked the Board members if they had any questions. She informed the Board members the locations of the Plants will be in Barnesville and Hogansville.

Ms. Glenn asked the Board for a motion of approval to contract with Continental Tire. Karen Kirchler asked who would be providing the training. Ms. Glenn informed the Board members that SCTC would be providing the training.

Motion

Larry Spiller made the motion to approve the Contract with Continental Tire. Donna Lackey 2nd the motion. Steve Hendrix abstained. All others agreed.

PowerTech Training Update

Ms. Glenn provided an update of the PowerTech project. Stephanie informed the Board that we enjoyed working with PowerTech and it was a learning process. She stated that the employer would see a smaller application that our participants use. This will make our process a little easier. She informed the Board that we are in the 3rd quarter follow-up. She stated that we have reached out to Jason at PowerTech to receive the wage information.

She informed the Board members that we did not receive this information in the beginning of the project. She stated that all of contracts stipulate that we receive this information, because we have to do a follow-up for a year after the project has ended. She stated that at this time, we do not have the data we need to let them know what the performance looks like. She stated that we received 20% of the information we need, and we hope to receive the remaining information from Jason in the near future.

Rapid Response Efforts

Ms. Glenn informed the Board members that currently at this time, we do not have any Rapid Response Efforts going on. She stated that we were working with Greenland Belting, and they were doing a great job with making sure everyone affected by the lay-offs transitioned into another opportunity, or moving into other employment. She stated that our other Rapid Responses have closed down.

Program Services Reports

Training Provider Removal

Ms. Carolyn Mitchell informed the Board members that participants that have completed the Dental Staffing school training have not found employment in their field. She stated that the participants have complained about not receiving their uniforms and other equipment from the school. Mr. Hiett stated that when we get in an arrangement with a contractor who are not performing, we ask the board to remove them from the EPTL training list and we do not use them again.

Motion

Karen Kirchler made a motion to approve the removal of the Dental Staffing School from the EPTL list. Todd Browning 2nd the motion. All agreed.

Josh Smith asked Carolyn if we had any data to support this. Carolyn stated that there is a piece of the training requirement the students are missing that is required by most dental offices in Georgia. She stated that it is only required by the Dental offices in Georgia for employment. She stated the Dental offices is requiring the second part of the training from the participants but it is an out of pocket expense for the students.

Ms. Donna Lackey asked is there a way we could place the participants in a technical school for the additional training. Mr. Steve Hendrix stated that Southern Crescent Technical College might be able to put them through their Dental program.

Dislocated Worker Policy

Ms. Carolyn Mitchell informed the Board members that the Dislocated Worker policy serves as a clarification of the WorkSource Three Rivers Dislocated Worker policy.

Ms. Mitchell ask for a motion to approve the Dislocated Worker policy.

Motion

Donna Lackey made the motion to approve the Dislocated Worker Policy. Greg Webster 2nd the motion. All Agreed.

Participant Registration Report

Ms. Mitchell informed the Board members that the total active participants by county reports shows the numbers of active caseloads by county reports. She asked the Board

members if they had any questions regarding the charts. The Board members did not have any questions.

Contractor Report – WGTC

Ms. Mitchell provide the Board members the numbers for the WGTC for Carroll, Coweta, Heard, Meriwether and Troup counties. She stated that the number of active participants' for WGTC is 179. She stated that there are 226 total active WIOA participants and a total of 36% allocated slots for the 2017-18 calendar year. She stated that WIOA approved 28 new applicants. She informed the Board members that 77 WIOA participants are receiving follow-up assistance, 44 graduated in December of 2017 with a total of 32-WGTC and 12 other providers. She informed the board members that 19 of WIOA participants exited the program.

Youth Services Reports

Youth Services Contractors' Update

Ms. Matthews provided the Board members with an overview of the Youth Services Contractors'. She stated that we are half way through the program year, and we were off to a slow start with the Youth Program. She stated we have gained some momentum. Ms. Matthews stated that we have about 40 youth across the region, which are currently in Work Experience. She stated that we are trying to increase those numbers, and we are approaching graduation time for those youth that will be coming out of high school. Ms. Matthews stated that we are looking to add employers and youth to that Work Experience piece.

She provided the Board with a flyer for Work Experience the Board members could distribute in their communities. She stated that the youth could work up to 480 hours and the pay rate of \$8.50 an hour. Once the youth reach 240 hours, they can qualify for a raise and receive \$9.00 an hour.

Incentive Policy

Ms. Gail Long, TRWDB Youth Committee Chairman provided an overview of the Incentive Policy. She stated that the policy would be used to encourage participation and achievement in the WIOA Title I Youth Program. All incentives will be directly associated with academic achievement, training activities, work experience, attainment of goals, and WIOA performance outcomes. Ms. Long provided an overview of Table B: Approved Incentives

She stated that the changes would be the job readiness skills training after the participant complete the program; they will receive an incentive of \$100.00. If they go attend college or a vocational school, they must provide an acceptance letter and class schedule; after completion, they will receive \$50.00 or if they go to work; and/or if they go to work and school, they will receive \$50.00 more dollars. This incentive will help them to keep them in school and working for a year while in the program.

Ms. Long asked for approval of the Incentive Policy.

Motion

Maggie Laton made the motion to approve the Youth Incentive Policy. Greg Webster 2nd the motion. All Agreed.

Youth Caseloads by County Report

Ms. Matthews provided the board members the number of youth active caseload by county report by contractor. She stated that Goodwill have a total of 31 active youth, she stated that Goodwill is providing the Work Experience piece for Carroll, Troup and Coweta Counties. She informed the Board that they share those counties with WGTC. She stated that WGTC has a total of 35 youth enrolled in the GED program, and Paxen has a total of 190 active youth enrolled in the program. She stated that since we ran the report in January, some of the numbers have increased.

She informed the Board that we would continue with our efforts in the smaller counties to get those numbers higher. She stated that we just need the assistance from our leaders to figure out where these out of school youth are because we do not know. She stated that they are not at our Recreational centers as they used to be. She informed the Board members, if they know where these Youth are, please let her know. She stated that we have been going into the high schools around graduation time, trying to recruit them as soon as they graduate to add them to the caseloads. Ms. Matthews stated that she is open to any ideals or suggestions.

Other Business

WorkSource/WGTC Welding Program Presentation

Mr. Hiatt provided an overview of the WGTC Correctional based welding program that Workforce funded last spring. He stated that inmates that are getting close to release from Prison received an advance welding certification. He stated that we worked closely with WGTC with this program.

Election of new TRWDB Executive Committee member

Mr. Hiatt asked for a motion to elect a new TRWDB Executive Committee member. Donna Lackey nominated Karen Kirchler as the new TRWDB Executive Committee Member. Jason Williams 2nd the motion. All Agreed.

Adjournment

Chairman Hilton asked for a motion to adjourn the meeting at 12:00 p.m. Motion carried unanimously by all members of the Board.

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

Kevin Hilton, Chairman

TRWDB Executive Director

**SECTION:
CONSENT AGENDA**

Three Rivers



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ACCOUNTING POLICIES & PROCEDURES



WorkSource Three Rivers Accounting Policies & Procedures Table of Contents

- Procurement
- Credit Card Charges
- Prepaid Items
- Service Providers Invoicing
- Attendance Sheets
- Allowable Costs & Reimbursements
- Inventory, Equipment, and Property Management
- Service Provider Audits
- Accounting Software
- Accounting Records Retention
- Source Documentation
- WorkSource TR Staff Time Sheets
- Internal Control
- Risk Assessment



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PROCUREMENT

Effective Date: April 26, 2018

Staff Responsible: TRRC Accounting Department

Policy

Local governmental grantees and sub grantees may follow their own policies and procedures provided they reflect applicable state and local laws and regulations and the procurements conform to the standards of 29 CFR 97.36(b).

WorkSource Three Rivers will follow Three Rivers Regional Commission's procurement policy.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



CREDIT CARD CHARGES

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Staff

Policy

All charges to the credit card must have prior approval from the Director and/or Executive Director.

A receipt of all charges should be submitted to the TRRC Accounting Department for processing.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



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PREPAID ITEMS

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Office Administrator

Purpose

Workforce prepaid items shall be promotional items used to increase awareness of the workforce program, and to provide relevant follow up contact information for potential program participants.

Procedure

- Prepaid items shall be inventoried by the TRWDB administrative staff; locked in a secure location.
- Prepaid items shall be assigned to staff to use at official workforce events in order to promote awareness of the workforce program.
- Administrative staff shall perform regular reconciliation, no less than monthly, to maintain the prepaid item inventory log.
- Verification procedures shall ensure that the items on hand are accounted for based on purchase and assignment logs.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



SERVICE PROVIDERS INVOICING

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Accounting

Policy

WorkSource Three Rivers will accept invoices from service providers and pay any reimbursements, expenditures, cost, or payments for services, found allowable and/or consistent with the approved budget.

A budget may be revised if it is evident that the revision will provide for a more efficient and effective use of the monies. The provider must submit a Budget Amendment if they have exhausted all funds prior to the end of their contract.

A staff member authorized by the service provider must sign all invoices. The WorkSource Director will approve all invoices for payment.

Procedures

These general procedures apply to all providers. The provider shall submit invoices and/or vouchers to WorkSource Three Rivers with the proper documentation for payment consistent with the following conditions:

1. Invoices must be submitted by the 15th of the month via postal service or email. Late invoices require approval from WorkSource Management team before processing.
2. Invoices must show a breakdown of the budget line items and/or proper backup documentation.
3. Individual Training Account (ITA) invoices must be accompanied with a voucher.

I. Time Sheets

A time sheet must be submitted for staff members or participants describing how he or she spent their time during the month. The staff member and his /her

supervisor should sign the time sheet. A copy of each time sheet should be submitted with the invoice.

II. Travel Summary Sheet

Travel incurred for the month for each individual who had travel expenses are totaled on a Travel Summary Sheet. This report shows the beginning and ending mileage, the actual miles driven, and the price per mile paid to each employee. Any other expenses incurred require a receipt to be attached.

III. Vouchers

The Career Facilitator submits voucher packets to Accounting for approval. After Accounting approves the voucher for accuracy and proper backup documentation, the approved copy is emailed to the Career Facilitator.

The following documents are required for approving vouchers:

- Itemized Page
- Acceptance Letter for new students
- Book List
- Account Detail
- Financial Aid Award Packet
- Account Summary
- Student Detail Schedule
- Final Grades for previous semester
- Transcript
- Program Curriculum
- CDL Agreement
- WIOA Enrollment Page
- Voucher Check List

Invoices should be mailed to P.O. Box 97, Griffin, GA 30224 or sent electronically to accountingtechs@threeriversrc.com.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



ATTENDANCE SHEETS

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Staff

Policy

WorkSource Three Rivers requires an Attendance Sheet to be submitted by all participants receiving WIOA fund payments for travel and/or childcare, certifying that they attended class according to their school schedule.

Procedure

Attendance Sheets are processed on a bi-weekly schedule and forwarded to TRRC Accounting Department for payment. A valid Attendance Sheet must include the following:

Participant's Name
Program of Study
Course Names
Dates of class attended
Appropriate in & out class times
Instructor's approval by each day attended
Participant's Signature and Date

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



ALLOWABLE COSTS & REIMBURSEMENTS

Effective Date: April 26, 2018

Staff Responsible: TRRC Accounting Department

Policy

In determining allowable reimbursement costs under a grant, sub grant, or contract, WorkSource Three Rivers must use Federal cost principles adopted by the State. This includes any subsequent amendments to the applicable OMB circular and 20CFR667. If a determination of allowable expenses cannot be made at the local level, the GDEcD-Workforce Division will be used for technical assistance.

Costs will be reimbursed if they are reasonable, allowable, and necessary to achieve approved program goals under the terms of the grants or contracts.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



INVENTORY, EQUIPMENT, AND PROPERTY MANAGEMENT

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Program
Program Information Systems Manager

Policy

WorkSource Three Rivers must maintain accurate inventory records of expendable leased/purchased, and non-expendable leased/purchased equipment. Property records must include:

1. Item Number or Identification Number
2. Item Description
3. Manufacturer Information
4. Serial Number
5. Acquisition Date
6. Physical Location
7. Quantity
8. Total Item Cost
9. Inventory Date
10. Remarks/Corrections as Needed to Update Product Status
11. Federal Percentage Participation in Workforce Development (WIOA) programs is at 100%
 - Items will be broken down in program by Direct Labor Hours, if not charged directly to one program

Procedures

A physical property inventory will be taken at least once a year to verify the existence, current utilization, and continued need of items listed on Inventory records. Inventory database will be reconciled annually.

Inventory Control

The sub-grantees, sub-recipients, and/or service providers – including all WorkSource Three Rivers One-Stop staff members – are required to submit an electronic inventory data file for all property leased/purchased with WIOA funds costing more than \$200 to the Program Information Systems Manager by June 30th of each year. The Program Information Systems Manager will go onsite to place WIOA tags on all inventory purchased during this period.



Connecting Talent with Opportunity
A proud partner of the American Job Center network

Promotional items used for promoting WorkSource Three Rivers and services within the region will be ordered accordingly. All items will be housed in the main office at 1210 Greenbelt Drive; Griffin, GA; 30224. The Office Administrator maintains records.

All property must be reported stolen to local law enforcement that is valued over \$250. A copy of the police report must be sent to WIOA Senior Accountant or Program Information Systems Manager within 10 working days after the property was discovered stolen. The police report must be retained, and the inventory records updated according.

Schedule of Inventory Timeline

1 st Quarter	Completion no later than March 31 th
2 nd Quarter	Completion no later than June 30 th
3 rd Quarter	Completion no later than September 30 th
4 th Quarter	Completion no later than December 31 st

Reconciliation of all inventories in question must be resolute no later than 30 days after final Property Inventory Listing is submitted to Deputy Executive Director.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



SERVICE PROVIDER AUDITS

Effective Date: April 26, 2018

Staff Responsible: TRRC Accounting Department

Purpose

To establish a policy for WIOA regarding the control and processing of Service Provider audit reports, which meets the requirement of applicable WIOA regulations.

Policy

1. Service Providers are required to have audits performed in accordance with WIOA regulations. Service Providers are notified of this requirement prior to contracting with Three Rivers Workforce Development Board (TRWDB).
2. The TRRC Accounting Department will determine which service providers are required to submit an audit. The type of audit to be submitted, and the period in which the audit will cover, will be determined by the specific contract period.
3. The TRRC Accounting Department will review each audit report to determine that it is in accordance with WIOA regulations.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



ACCOUNTING SOFTWARE

Effective Date: April 26, 2018

Staff Responsible: TRRC Accounting Department

Policy

WorkSource Three Rivers' invoices are forwarded to the TRRC Accounting Department.

TRRC uses Caselle Clarity Software. It is a full fund accounting software. TRRC uses the following modules: General Ledger, Payroll, and Accounts Payable.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



ACCOUNTING RECORDS RETENTION

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Accounting

Policy

Three Rivers Regional Commission shall retain all original financial records for WorkSource Three Rivers.

Procedure

1. Invoices are submitted to WorkSource Three Rivers.
2. Invoices are date stamped, entered on the mail log, and sent to the accounting department for processing.
3. The accounting technician enters the invoice(s) on a batch sheet in the proper grant column.
4. The director approves the batch sheet.
5. A scanned copy of the approved batch sheet and invoice(s) is stored on the shared drive.
6. The original invoices are forwarded to Three Rivers Regional Commission Accounting Department.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



SOURCE DOCUMENTATION

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR
Accounting Department

Policy

Three Rivers Regional Commission Finance Department will maintain original accounting records of WorkSource Three Rivers. There are no subsidiary financial records maintained by the agency.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



WORKSOURCE TR STAFF TIME SHEETS

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR
Accounting Department

Purpose

This policy provides guidance on time reporting requirements for all WorkSource Three Rivers employees.

Procedure

1. A time sheet must be submitted for each WorkSource Three Rivers staff member charging by grant how the employee spent his or her time during the pay period.
2. The percentage of hours worked on each grant is determined, and the percentages are listed on the time sheet next to the total hours spent on each grant.
3. Time sheets are signed by the employee and approved by his/her supervisor and the director.
4. Time sheets are given to the accounting department, and a summary sheet is completed.
5. The summary sheet and time sheets are emailed to the TRRC Accounting Department.
6. Original time sheets are given to the Office Administrator and stored in a file cabinet.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date



INTERNAL CONTROL

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Staff

Policy

WorkSource Three Rivers Staff will comply will all TRRC internal control procedures.

Kevin Hilton, Chairman
Three Rivers Workforce Development Board

Date

Risk Assessment

Effective Date: April 26, 2018

Staff Responsible: WorkSource TR Staff

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. 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 43-64 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 27-42 requires evaluation areas that need improvement and improving those areas based on the approved action plan,
- A score of 20 or less generally identifies that the program is a 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.

 Kevin Hilton, Chairman
 Three Rivers Workforce Development Board

 Date

**SECTION:
CONSENT AGENDA**



CONTRACTOR'S RISK ASSESSMENTS

CONTRACTOR NAME	SCORE	RISK BASED ON SCORE	
Department of Labor (DOL) One-Stop Operator	20	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
LaGrange Troup County Chamber of Commerce	21	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
West Georgia Technical College (Career Services)	20	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Youth Services Contractors			
Goodwill Industries	27	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Paxen, LLC (Eckerd Kids)	23	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
West GA Technical College	26	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Risk Assessment Legend.

- A score of 43 – 64 requires intensive follow-up and improvement based on thorough evaluation of the grant project and execution of the approved action plan.
- A score of 27 – 42 requires evaluating areas that need improvement and improving those areas based on the approved action plan.
- A score of 20 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

Risk Level	Monitoring Plan Guidelines
High (43-64)	Monitoring Plan: 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. The awardee shall receive technical assistance upon request.
Medium (27 – 42)	Monitoring Plan: 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 Group with a Corrective Action Plan with 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. The awardee shall receive technical assistance upon request.
Low (13 – 26)	Monitoring Plan: TRWDB WorkSource staff will continue to monitor progress/performance/financial reports for accuracy, timeliness, and no significant program changes. An award evaluation or site visit may be conducted that will be separate from the required annual monitoring.

**SECTION:
SPEAKERS & PRESENTERS**



Joe Banker

Assistant Commissioner, Workforce Development



Joe Banker

**Assistant Commissioner for Workforce Development
Technical College System of Georgia**

Governor Deal has announced the realignment of the Georgia Workforce Division, and activities are underway to move the program from the Georgia Department of Economic Development (GDECD) to the Technical College System of Georgia (TCSG). Legislation has been introduced to facilitate the move, and the transition is expected to take place by July 1, 2018.

Mr. Joe Banker has been named as the Assistant Commissioner for Workforce Development, and he will be leading Georgia's workforce system into the future. Mr. Banker previously served as TCSG's Executive Director for Academic Affairs, and he has an extensive background working within TCSG to produce positive training outcomes across Georgia.

Please welcome Assistant Commissioner Banker to the WorkSource Three Rivers local area!



Sarah Harrison, CEcD ***Region 1 Apprenticeship Coordinator***



Sarah Harrison, CEcD
Region 1 Apprenticeship Coordinator at Georgia
Department of Economic Development Workforce
Division – GA WorkSmart

Sarah Harrison is the Region 1 Apprenticeship Coordinator for the American Apprenticeship Initiative, a partnership of the Georgia Department of Economic Development – Workforce Division, the Technical System of Georgia, and the US Department of Labor to increase Georgia’s skilled labor force through registered apprenticeship training and certifications. As the Regional Apprenticeship Coordinator, Sarah serves as a liaison between employers, technical colleges, and advanced manufacturing companies involved in a Registered Apprenticeship program under the AAI grant, and is the primary case manager for all AAI Registered Apprentices.

Before accepting the apprenticeship position, Sarah was the Workforce Development and Business Services Coordinator for the Northwest Georgia Regional Commission where she coordinated the operations of seven one-stop career centers and developed training and education strategies for northwest Georgia businesses. She also served as the WIA staff representative on Georgia’s Workforce Development Board for three years.

Saran attended GA State University and Valdosta State University where she pursued degrees in Visual Arts and Special Education before discovering her passion for economic development. She obtained the notable designation of Certified Economic Developer from the International Economic Development Council, and her extensive work experience has culminated in broadly based skills that include almost every realm of economic development.

GEORGIA

WORKSMART

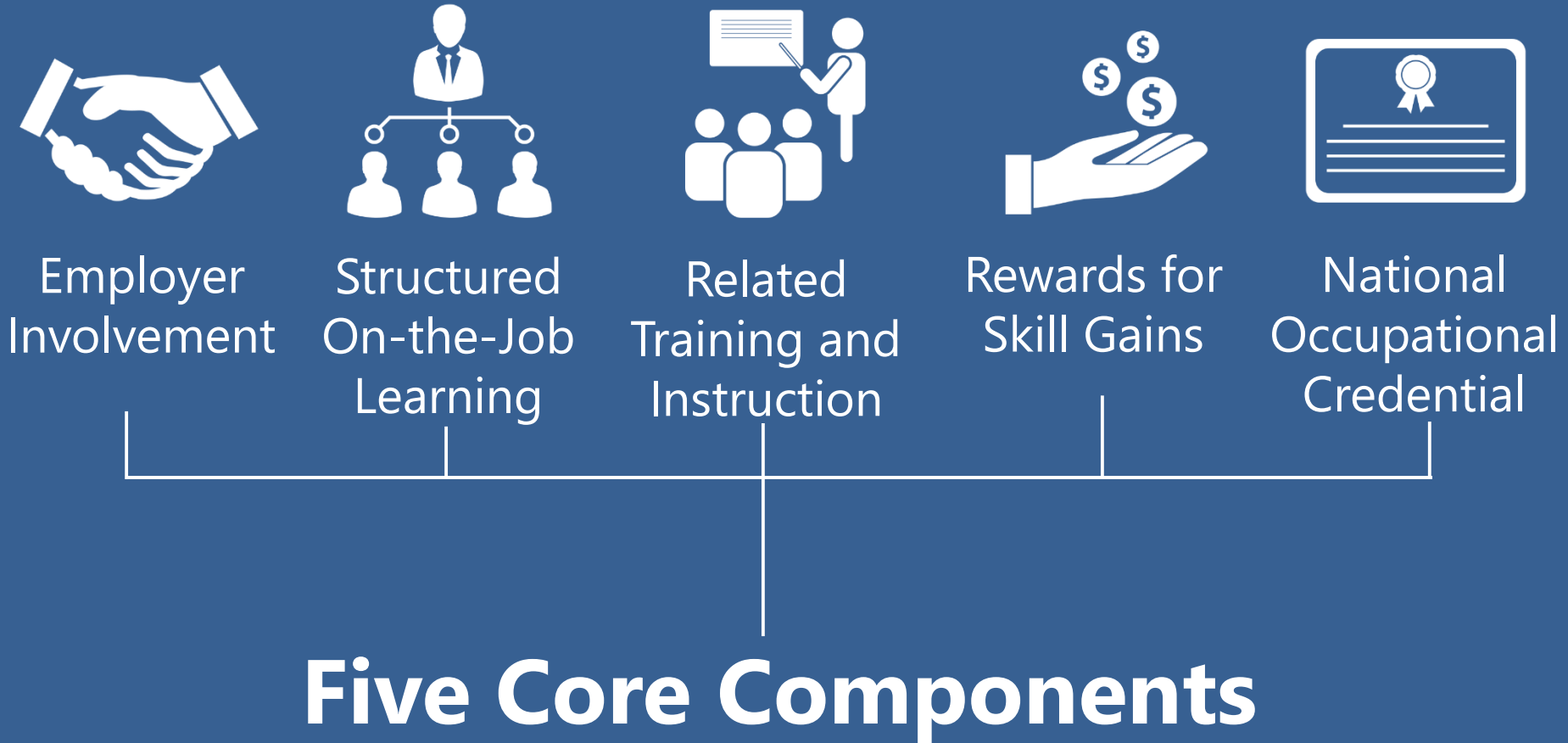
A STATEWIDE APPRENTICESHIP PARTNER



We SPEAK Business

Georgia Department of Economic Development

What is registered apprenticeship?



On-The-Job Learning (OJL)

- Job Tasks – Developed with Industry/Employers
- Minimum of 2,000 Hours = One Year of Training
- Over 1,000 Apprenticeable Occupations
- Real World Environment



Time-based programs

In **Time-based programs**, apprentices complete a required number of hours in on-the-job training and related instruction.



Competency-based programs

In **Competency-based programs**, apprentices progress at their own pace – they demonstrate competency in skills and knowledge through proficiency tests, but are not required to complete a specific number of hours.



Hybrid approach

Many programs are built using a **Hybrid approach**, using minimum and maximum range of hours and the successful demonstration of identified and measured competencies.

Related Technical Instruction (RTI)

Related Training Providers

- ✓ Vocational and/or Technical Schools
- ✓ Community Colleges and/or Universities
- ✓ Apprentices must pass admission entrance exam(s) for Vocational, Technical, and University RTI Programs (if any testing is required)
- ✓ Industry Associations
- ✓ Labor Non-Union and Union Organizations
- ✓ In-House or Sponsor

RTI Delivery Methods

- ✓ Classroom
- ✓ Correspondence
- ✓ Electronic Media/Online

Minimum of 144 Hours Per Year (No Maximum)

Registered Apprenticeship is a “Win-Win-Win”

Apprentices

- Earn-As-You-Learn
- Earn College Credit, Certificates, & Diplomas

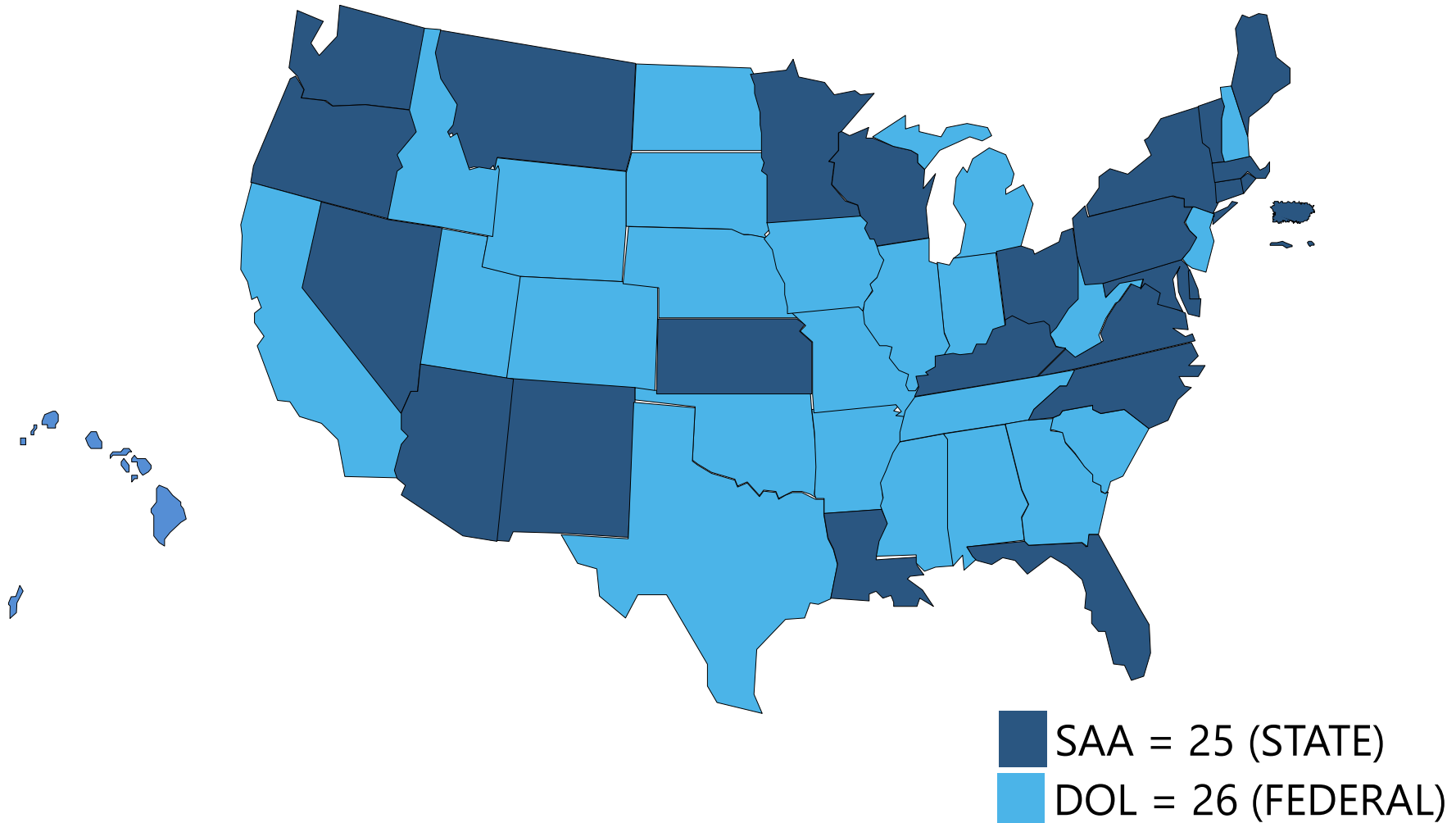
Businesses and Stakeholders

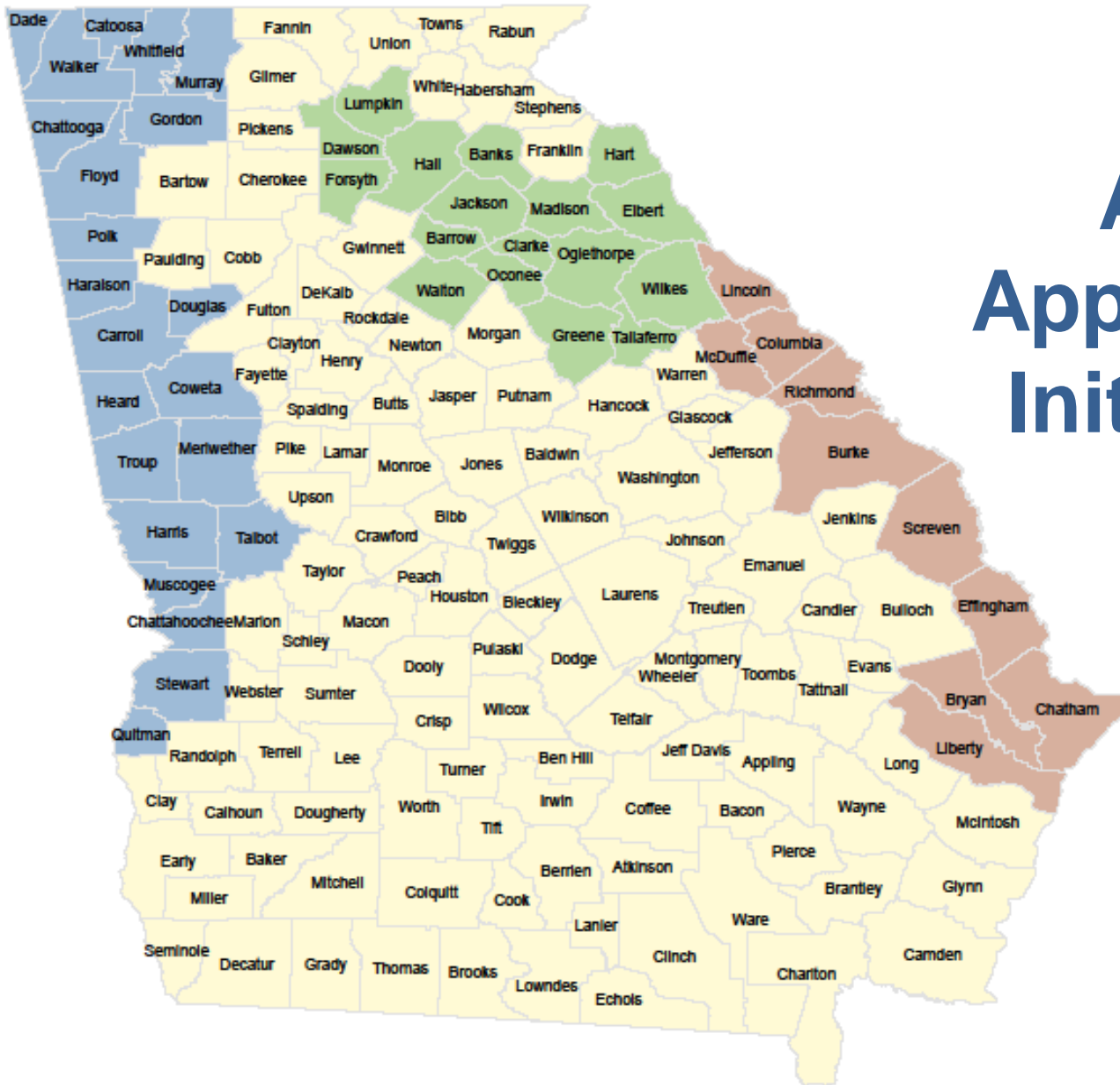
- Helps Recruitment
- Adaptable and Flexible programs
- Addresses Pipeline Concerns
- Sponsors are connected with Strategic Partners to Assist in Program Development, Growth and Long-Term Success
- Expand Education and Training Options
- Increased Employee Retention
- Trained and Educated Workforce

Educational Institutions

- Closer Relationships with Industry Partners and Community
- Articulation Agreements Between Apprenticeship and College Programs Ensures Relevance and Rigor of Curriculum
- Increased Enrollment in Credit Classes by Apprentices, Program Instructors and Mentors

National Registered Apprenticeship System





American Apprenticeship Initiative (AAI) Grant

*“To promote and
expand
apprenticeships in
Advanced
Manufacturing”*

Georgia by the Numbers

7,581

Current Number of Apprentices

526

New Apprentices FY to Date

132

Active Programs



Justin Haight
WorkSmart Program Manager
JHaight@georgia.org

We SPEAK Business

Georgia Department of Economic Development

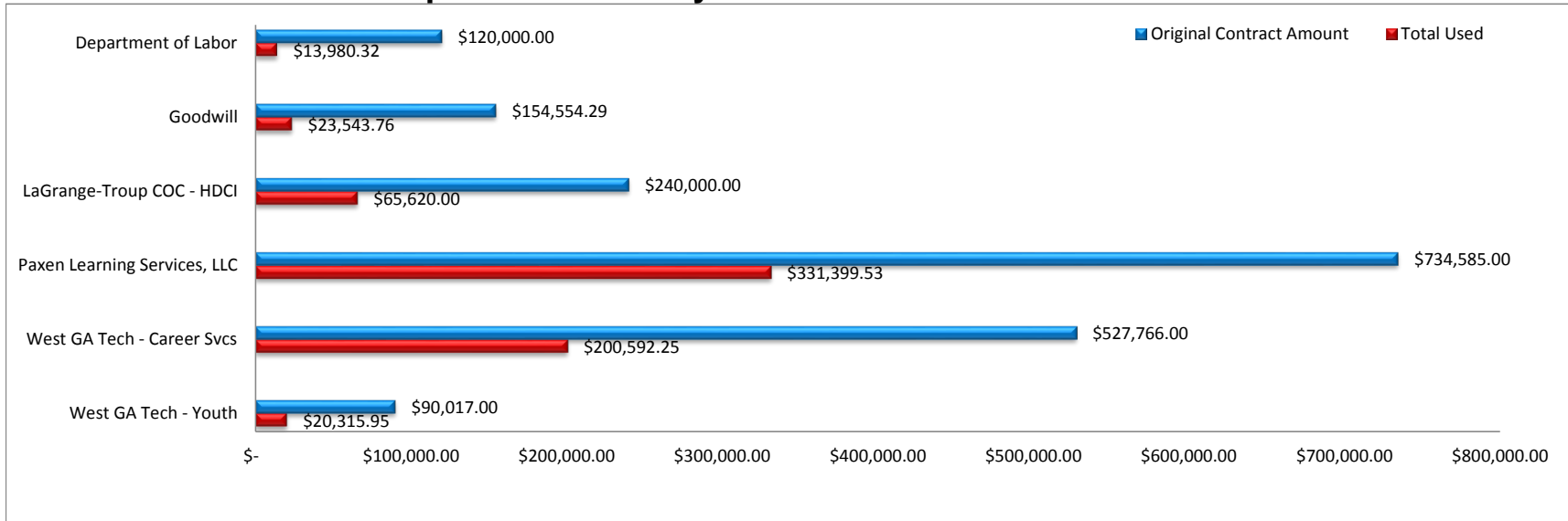
**SECTION:
NEW BUSINESS**

**SECTION:
NEW BUSINESS**

Three Rivers Regional Commission | Workforce Development
Operating Budget 7.1.2017 - 6.30.2018

Source of Funds	TOTAL BUDGETS		TOTAL BUDGET	TOTAL EXPENSED TO DATE thru March 2018				REMAINING BALANCES			
	ADMIN	PROGRAM		ADMIN	PROGRAM	TOTAL ADMIN + PROG	% EXPENSED	ADMIN	PROGRAM	TOTAL ADMIN + PROG	% REMAINING
Total Income	\$ 636,926	\$ 4,294,295	\$ 4,931,221								
Chargeable Salaries	\$ 168,323	\$ 475,929	\$ 644,252	\$ 83,954.34	\$ 318,848.70	\$ 402,803.04	63%	\$ 84,368.66	\$ 157,080.30	\$ 241,448.96	37%
Fringe Benefits	\$ 79,995	\$ 223,924	\$ 303,919	\$ 43,865.78	\$ 164,116.68	\$ 207,982.46	68%	\$ 36,129.22	\$ 59,807.32	\$ 95,936.54	32%
Total Direct Personnel	\$ 248,318	\$ 699,853	\$ 948,171	\$ 127,820.12	\$ 482,965.38	\$ 610,785.50	64%	\$ 120,497.88	\$ 216,887.62	\$ 337,385.50	36%
Supplies & Materials	\$ 1,794	\$ 11,706	\$ 13,500	\$ 1,742.83	\$ 8,414.16	\$ 10,156.99	75%	\$ 51.17	\$ 3,291.84	\$ 3,343.01	25%
Repairs & Maintenance	\$ 1,594	\$ 10,406	\$ 12,000	\$ 2,843.65	\$ 16,072.62	\$ 18,916.27	158%	\$ (1,249.65)	\$ (5,666.62)	\$ (6,916.27)	-58%
Utilities	\$ 1,888	\$ 12,320	\$ 14,208	\$ 2,303.51	\$ 8,757.21	\$ 11,060.72	78%	\$ (415.51)	\$ 3,562.79	\$ 3,147.28	22%
Insurance & Bonding	\$ 4,201	\$ 27,419	\$ 31,620	\$ 4,829.22	\$ 17,636.14	\$ 22,465.36	71%	\$ (628.22)	\$ 9,782.86	\$ 9,154.64	29%
Publications & Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Postage & Freight	\$ 266	\$ 1,734	\$ 2,000	\$ -	\$ -	\$ -	0%	\$ 266.00	\$ 1,734.00	\$ 2,000.00	100%
Travel	\$ 4,251	\$ 27,749	\$ 32,000	\$ 1,201.65	\$ 17,893.29	\$ 19,094.94	60%	\$ 3,049.35	\$ 9,855.71	\$ 12,905.06	40%
Per Diem & Fees	\$ 2,657	\$ 17,343	\$ 20,000	\$ 86.97	\$ 223.40	\$ 310.37	2%	\$ 2,570.03	\$ 17,119.60	\$ 19,689.63	98%
Drug Testing	\$ 150	\$ -	\$ 150	\$ 35.00	\$ 70.00	\$ 105.00	70%	\$ 115.00	\$ (70.00)	\$ 45.00	30%
Telecommunications	\$ 2,008	\$ 13,108	\$ 15,116	\$ 1,572.45	\$ 10,811.99	\$ 12,384.44	82%	\$ 435.55	\$ 2,296.01	\$ 2,731.56	18%
Rentals Real Estate	\$ 4,844	\$ 31,618	\$ 36,462	\$ 6,122.27	\$ 23,927.23	\$ 30,049.50	82%	\$ (1,278.27)	\$ 7,690.77	\$ 6,412.50	18%
Rentals Other	\$ 1,509	\$ 9,851	\$ 11,360	\$ 2,007.04	\$ 7,798.46	\$ 9,805.50	86%	\$ (498.04)	\$ 2,052.54	\$ 1,554.50	14%
Computer charges	\$ 13,562	\$ 88,524	\$ 102,086	\$ 12,426.13	\$ 46,993.32	\$ 59,419.45	58%	\$ 1,135.87	\$ 41,530.68	\$ 42,666.55	42%
Gain/Loss of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Advertising	\$ 1,594	\$ 10,406	\$ 12,000	\$ 996.13	\$ 20,123.88	\$ 21,120.01	176%	\$ 597.87	\$ (9,717.88)	\$ (9,120.01)	-76%
Membership & Subscriptions	\$ 399	\$ 2,601	\$ 3,000	\$ 16.68	\$ 154.32	\$ 171.00	6%	\$ 382.32	\$ 2,446.68	\$ 2,829.00	94%
Training & Education	\$ 1,063	\$ 6,937	\$ 8,000	\$ 495.35	\$ 9,628.42	\$ 10,123.77	127%	\$ 567.65	\$ (2,691.42)	\$ (2,123.77)	-27%
Participant Expense	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ 185,421.92	\$ 185,421.92	34%	\$ -	\$ 364,578.08	\$ 364,578.08	66%
Participant Training	\$ -	\$ 550,000	\$ 550,000	\$ -	\$ 625,526.53	\$ 625,526.53	114%	\$ -	\$ (75,526.53)	\$ (75,526.53)	-14%
Contractual Expense	\$ 12,871	\$ 1,686,210	\$ 1,699,081	\$ -	\$ 713,969.00	\$ 713,969.00	42%	\$ 12,871.00	\$ 972,241.00	\$ 985,112.00	58%
Business Services Contracts	\$ -	\$ 228,466	\$ 228,466	\$ -	\$ 153,970.26	\$ 153,970.26	67%	\$ -	\$ 74,495.74	\$ 74,495.74	33%
Enrollee Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Volunteer & Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Inkind Expense/Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Board Travel	\$ 30,000	\$ -	\$ 30,000	\$ 3,180.00	\$ -	\$ 3,180.00	11%	\$ 26,820.00	\$ -	\$ 26,820.00	89%
Board Meeting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Fuel	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 1,901.19	\$ 1,901.19	38%	\$ -	\$ 3,098.81	\$ 3,098.81	62%
Other Public Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Interest Expense Bldg Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Miscellaneous/Contingencies	\$ 303,958	\$ 303,044	\$ 607,002	\$ 181.01	\$ 12,682.27	\$ 12,863.28	2%	\$ 303,776.99	\$ 290,361.73	\$ 594,138.72	98%
Total Direct Expense	\$ 636,927	\$ 4,294,295	\$ 4,931,222	\$ 167,860.01	\$ 2,364,940.99	\$ 2,532,801.00	51%	\$ 469,066.99	\$ 1,929,354.01	\$ 2,398,421.00	49%
Indirect Cost Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Expenditures	\$ 636,927	\$ 4,294,295	\$ 4,931,222	\$ 167,860.01	\$ 2,364,940.99	\$ 2,532,801.00	51%	\$ 469,066.99	\$ 1,929,354.01	\$ 2,398,421.00	49%

Spend Down Analysis 7/1/2017 - 6/30/2018



**SECTION:
NEW BUSINESS**

**SECTION:
NEW BUSINESS**



Providers and Programs for addition to ETPL

Agreement Extension Request

CCME provides a Pharmacy Technician Pre-Apprenticeship training program for individuals interested in pursuing a career as a Pharmacy Technician. CCME has an established contract with CVS to provide training to individuals for placement in the CVS' Registered Apprenticeship program upon successful completion of the Pre-Apprenticeship training.

Program Name	Duration	Cost
Pharmacy Technician Pre-Apprenticeship	14weeks/224hrs	\$5,000.00

Summary of each program's details attached.

Re-Submitted Request

Southeast Lineman Training Center, LLC provides training program for individuals interested in entering the linework industry, SCTLTC has submitted its Electrical LineWorker Program for addition to the region's Eligible Training Provider list. Brief program details are as follows:

Program Name	Duration	Cost
Electrical Lineworker Program	15 weeks	\$8,930

Summary of program details attached.



Electrical Line Worker Program
Provider: Southeast Lineman Training Center, LLC

ITEM SUMMARY:

The Electrical Lineworker Program (ELP) is a 15 week, 500 clock hours full-time program which provides Academic training and Field training to those interested in becoming Linesmen. Students will receive various certifications and skills throughout the program such as, OSHA, First Aid/CPR, NSC Flagger's certification and others. Successful completion of the educational objectives by participants leads to qualification for a variety of positions including but not limited to : Equipment Operator, Meter Reading, Groundsman/Helper, Warehouse Person, Telecommunications or Apprenticeship.

SPECIAL CONSIDERATION OR CONCERNS:

The electric power industry plays a critical role in our society on many levels. It employs hundreds of thousands of workers. As technology increases, it will require the industry to keep up with demand for power usage, which is projected to increase 23% by 2040. This means there is the need for a larger workforce in the industry.

STAFF RECOMMENDATION:

Approval for the Certificate of Completion in the Electrical Line Worker Program is recommended for approval and addition to the Approved Training Provider List

FINANCIAL IMPACT:

Total Program cost: \$8,930.00 which includes the cost of supplies, books and fees for certifications.

Submitted by:

Carolyn Mitchell

Meeting Date:

Received by:

Dawn Burgess



AGENDA ITEM SUMMARY

ITEM SUMMARY:

The Pharmacy Technician Pre-Apprenticeship program, conducted by CCME in partnership with CVS and Walgreens, is a 14 week long program. The program will provide a total of 224 hours of dual training in a classroom environment, and with real time learning in a pharmacy work setting. Successful completion of this 14 week program will lead to licensed/certified credentials. Graduates will be given the opportunity to be hired and placed into a CVS Apprenticeship program, or employment with Walgreens and/or a local medical based business.

SPECIAL CONSIDERATION OR CONCERNS:

Employment of pharmacy technicians is projected to grow 9% from 2014 to 2024. Increased demand for prescription medications will lead to more demand for pharmaceutical services.

STAFF RECOMMENDATION:

This contract was previously approved by the workforce board, and the staff recommendation is to extend the contract period until November 5, 2018.

FINANCIAL IMPACT:

The estimated cost of the program will be \$50,000 to serve 10 participants. The cost per participant is \$5,000, which covers supplies, tuition, and fees, and there is a partial payment of \$1,075 per participant at the start of the program. .

ATTACHMENTS: CCME Agreement

FILE NAME:	DESCRIPTION:
SUBMITTED BY: Robert Hiatt Workforce Development Executive Director	MEETING DATE: April 22, 2018



DEVELOPING TOMORROW'S FUTURE LEADERS

Submitted To:



Three Rivers Workforce Development Board
1210 Greenbelt Drive
PO BOX 1562
Griffin, GA 30224
Phone: 770-229-9799

Training Proposal Summary:

This training proposal and agreement is for the 14 week Pharmacy Technician Pre-Apprenticeship Program in partnership with CVS Retail and Pharmacy, a Nationally Registered Apprenticeship Program and Walgreens. With the overwhelming need of more licensed Pharmacy Technicians, this dual program gives us the ability to work directly with the employer to identify qualified candidates before hire, who possess a strong desire for employment in the pharmacy field. In turn, the student has the opportunity to learn in a classroom and On the Job, while building a relationship with their potential employer.

Entry Requirements:

- Must have a High School Diploma and or GED
- Approved Background Report and pass a FBI fingerprinting
- Drug Test
- 18 Years or older
- Internet Services (Online Students only)

Scope of Services

Funding is requested for 10 students residing in the Region 8 district (Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson). Students will receive a total of 224 hours of dual training in the classroom as well as on the job, working with the pharmacist learning customer service, basic typing, life skills, drug identification and pharmacy laws and principles. Upon students receiving their license during training, they will be placed at a local CVS or Walgreens in there area for dual training.

Training will be held four (4) days a week with a rotating schedule of (2) days a week of classroom training at our training facility located in Newnan, GA and (2) days at a local CVS or Walgreens that is located in their community. We will also provide online services for students with barriers that hinder them traveling to the school site. Online students will be provided laptops as well as e-books and other materials needed to assist with virtual learning experience.

Upon completion of the 14 week program the students will be licensed/certified pharmacy technicians and will receive a certificate of completion. Students who successfully complete the program will have the opportunity to be hired and placed into CVS apprenticeship program, which is the primary goal of the Pre-Apprenticeship program or take advantage of other employment opportunities with Walgreens, a local hospital and/or private business.

Dates: November 6, 2017 – November 5, 2018

Max. Number of Students: 10

Total Training Hours: 224

Per Participant cost: \$5,000.00 which includes tuition \$3,925.00 and tuition, fees & exam fee \$1,075.00

Total Cost: \$50,000.00

Partial payment for supplies and fees are requested at participant's start of the program in the amount of \$1,075.00 per participant.

Agreement: The undersigned indicate their agreement to this training proposal. An invoice will be sent on or shortly after the completion of the course. All invoices must be received within 60 days of completion of each course. All invoices received after the 60-day period will be consider late, and will not be paid.

Kevin Hilton
Chairman
Three Rivers Workforce Development Board

Date

Chrisseda Columbus
Business Relations/CEO
CCME Training Service

Date

Kirk Fjelstul
Executive Director
Three Rivers Regional Commission

Date

Jim Thornton
Chairman
Three Rivers Regional Commission

Date

West Georgia Technical College Carroll, Coweta, Heard, Meriwether, and Troup

Total WGTC Active Participants: 179

Accounting – 6	Dental Assisting - 2
Automotive Tech - 2	Business Management - 13
Business Administrative Technology - 8	Commercial Truck Driving - 10
Computer Information Systems - 0	Criminal Justice - 7
Dental Hygiene – 6	Health Information Technology - 5
Advanced Emergency Medical Tech - 2	Medical Assisting - 9
Industrial Mechanical Systems - 0	Practical Nursing - 13
Marketing Management - 2	Radiologic Technology - 18
Phlebotomy Technology - 4	Surgical Technology - 3
Registered Nursing - 27	Welding and Joining Technology - 35
Electronics Technology - 1	Drafting – 1
Heavy Diesel Technology - 0	Machine Tool Tech - 1
Air Conditioning Technology - 8	Pharmacy Tech – 5
Culinary Arts - 1	Logistics – 1
Health Care Assistant -1	Computer Networking - 2
Clinical Lab Tech - 0	Medical Billing Clerk - 0
Computer Support Specialist - 1	Precision Manufacturing & Maint. - 1
CNA/PCT - 0	Business Healthcare Technology – 2
Medical Coding -3	Customer Svc/Hospitality - 1
Networking Specialist - 2	Manufacturing & Safety (Forklift) - 3

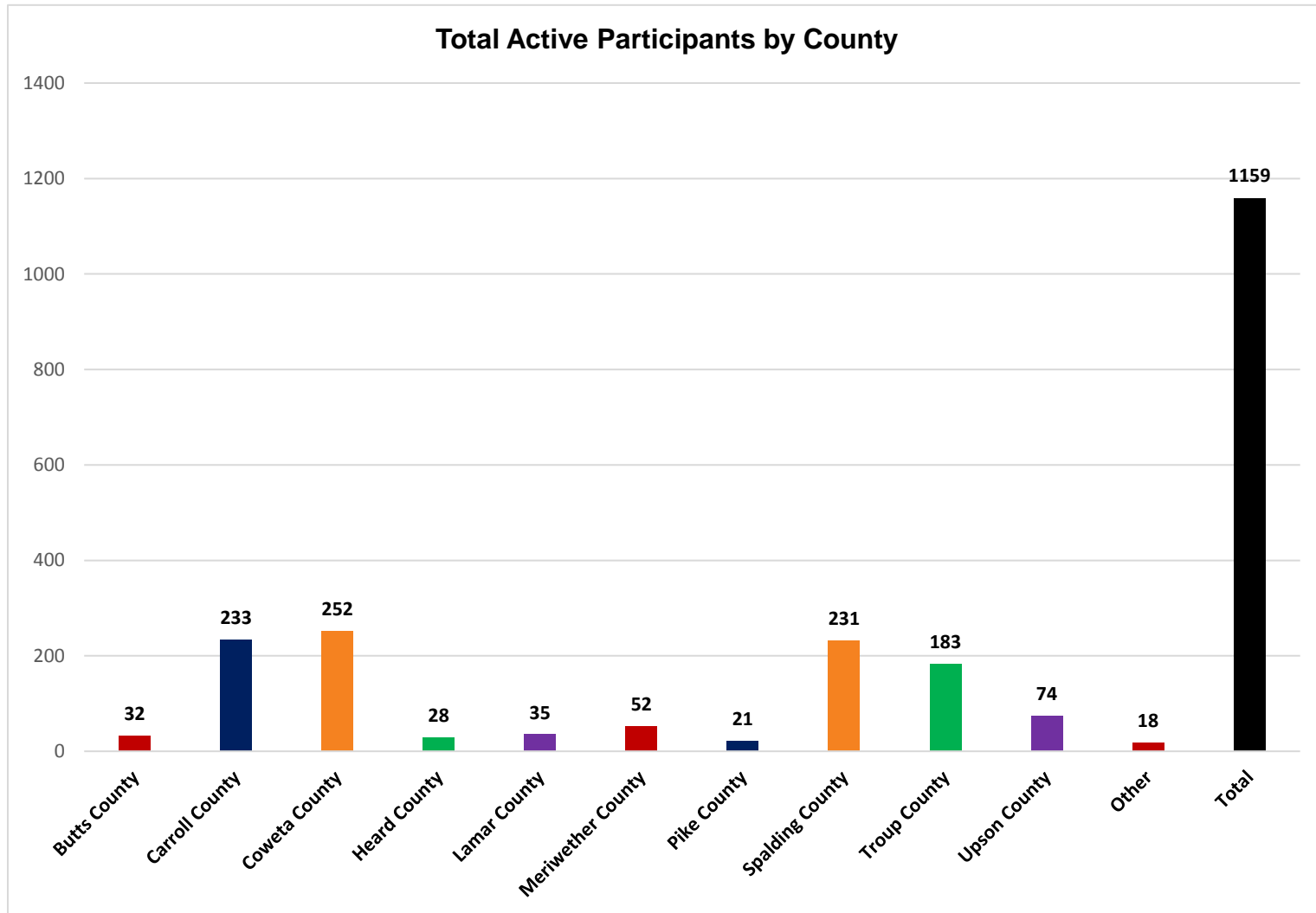
Active Participants - Private Providers: 43

EMT/AEMT - 1	Dental Assisting - 0
Commercial Truck Driving - 8	Computer Information - 2
CNA/PCT - 32	

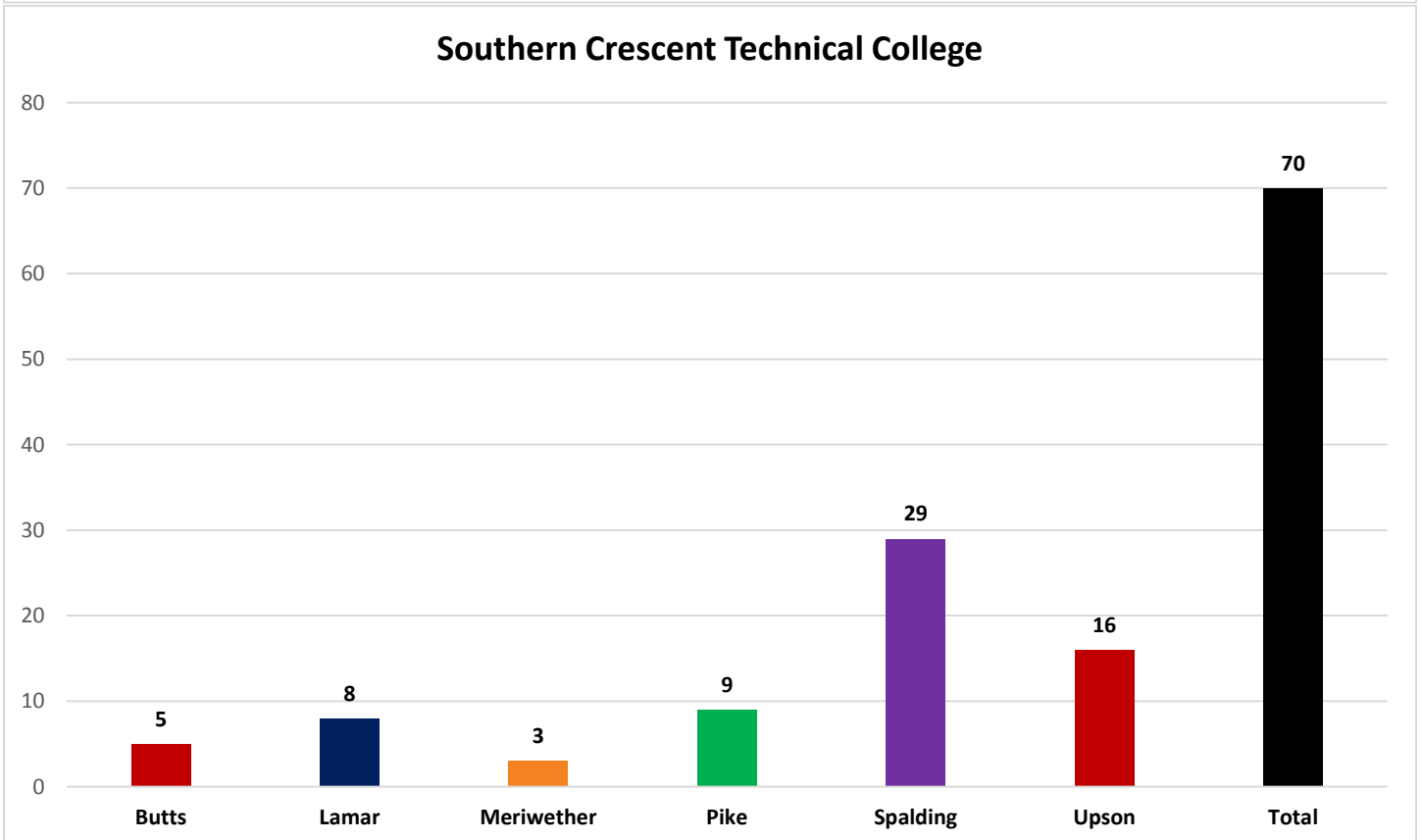
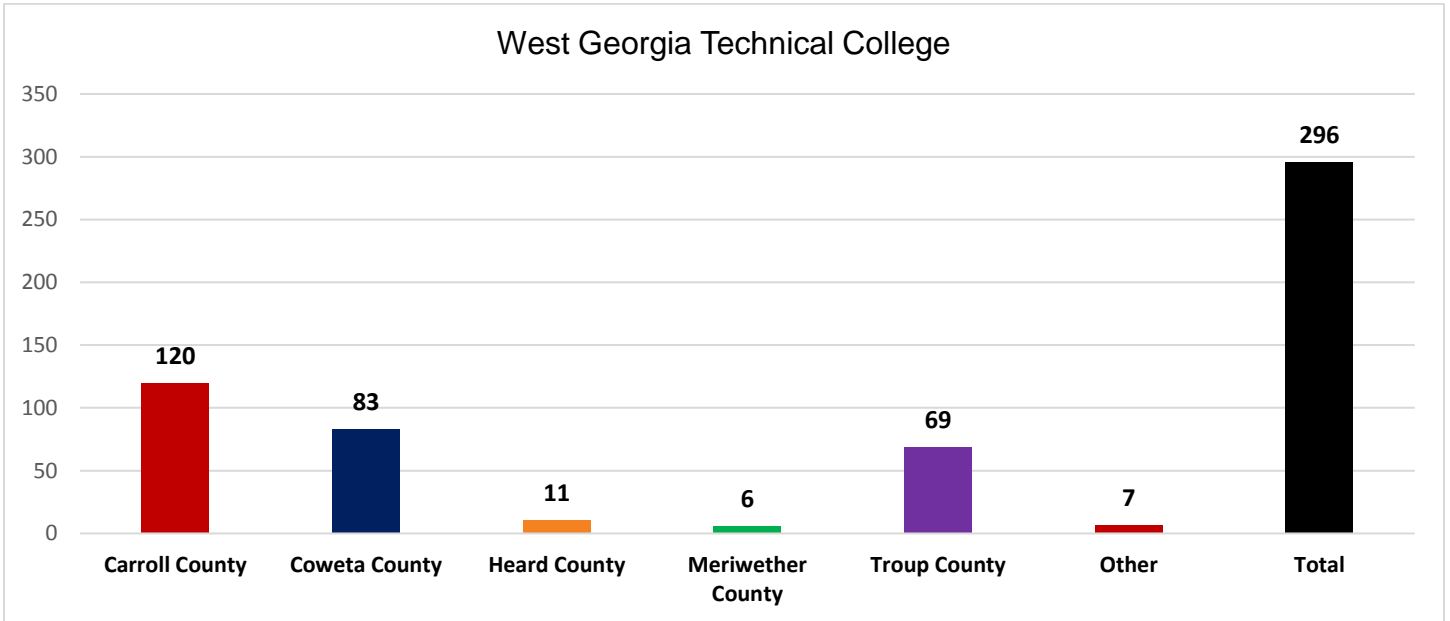
11 Active – Basic Services

- 206 Active WGTC WIOA Participants
- 43 Active Private Provider WIOA Participants
- 11 Active Basic Service Participants
- 22 new ITA applicants were approved in March
- 88 WIOA participants are receiving follow-up assistance
- 29 WIOA participants were exited – 25 are employed

Active Caseloads



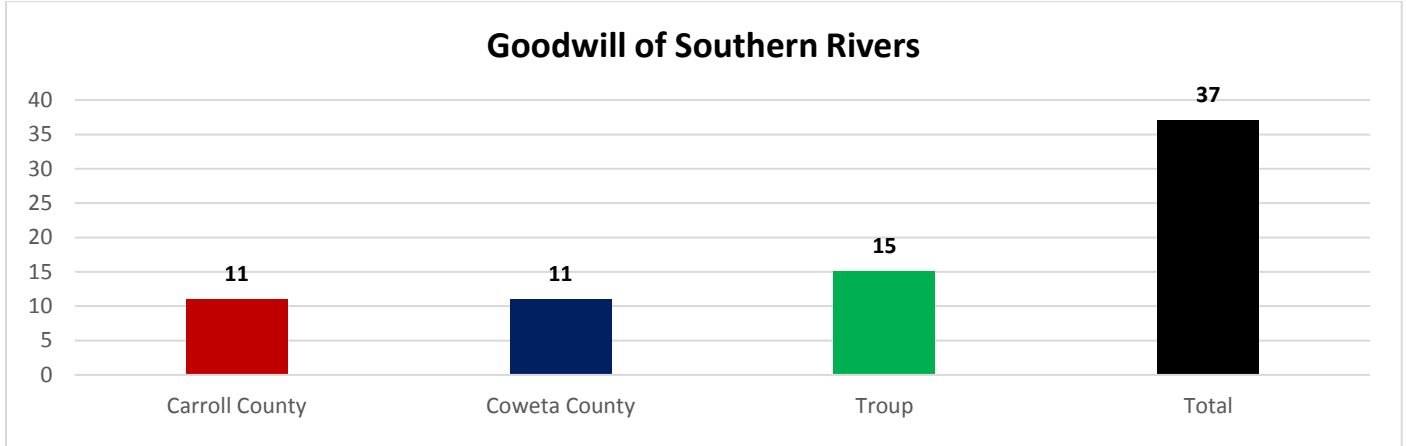
Technical Colleges



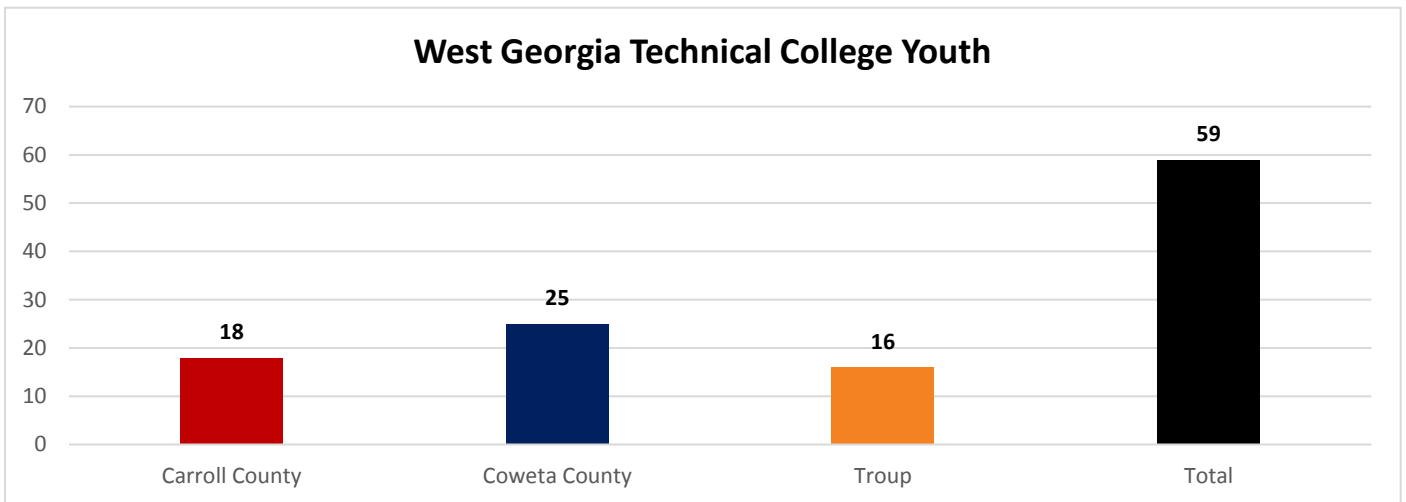
**SECTION:
NEW BUSINESS**

Youth Contractors

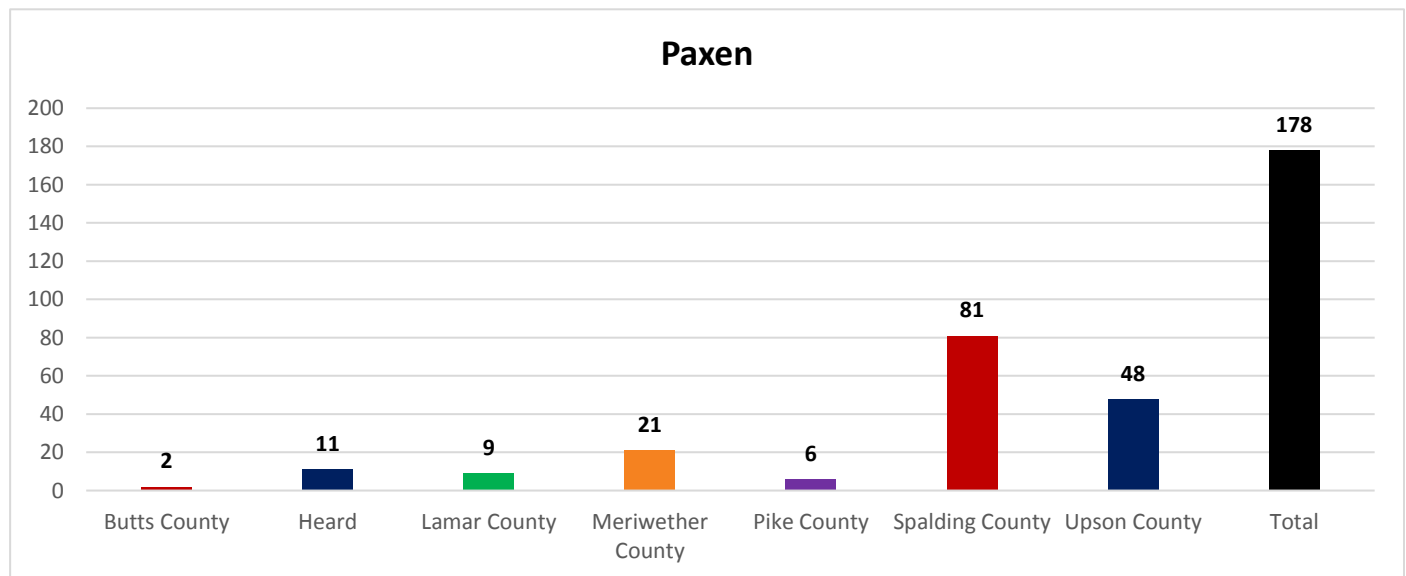
Goodwill of Southern Rivers



West Georgia Technical College Youth



Paxen



**SECTION:
OTHER BUSINESS**

OTHER BUSINESS



WorkSource Three Rivers Local Workforce Development Board & CEO Calendar of Meetings June 2017-June 2018

The Three Rivers Workforce Development Board (WorkSource Three Rivers) 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 location is subject to change. If changes are made to the schedule, all members will be notified immediately.

CEO Annual Meeting DATE	LOCATION
February 22, 2018 12:30 PM to 1:30 PM	Turin Town Hall 47 Turin Road Turin, GA 30289

Workforce Board Meeting DATE(s)	LOCATION
Workforce Board Meetings Begin at 11:00 AM	
February 22, 2018	Turin Town Hall 47 Turin Road Turin, GA 30289
April 26, 2018	Turin Town Hall 47 Turin Road Turin, GA 30289
June 28, 2018	Turin Town Hall 47 Turin Road Turin, GA 30289