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## Summary of the TRWDB Board Meeting Thursday, August 23, 2018

The TRWDB Board meeting was held at the Turin Town Hall, 47 Turin Road, Turin, GA 30286.

**Board Members in Attendance:**

Regina Abbott, Shana Anderson, Sallie Barker, Brandon Eley, Vice Chairman, Steve Hendrix, Kevin Hilton, Chairman, Karen Kirchler, Donna Lackey, Dave Lamb, Maggie Laton, Gail Long, Larry Spillers, and Jason Williams

**Board Members NOT in Attendance:**

Joey Barrett, Todd Browning, Stacy Schneck, Rich Shakespeare, Josh Smith, Greg Webster

**CLEOs:**

Jim Chaffin, Mayor  
Douglas Hollberg, Council Member

**Youth Committee Members:**

William Futrell

**Staff Members:**

Kirk Fjelstul, TRRC Executive Director, Kim Bennett, Hope Blakely, Dawn Burgess  
Stephanie Matthews, Carolyn Mitchell, and Keisha Whitner

**Guest:**

Janice Davis, Amanda Fields, and Leigh Newman

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

Chairman Hilton called the meeting to order at 9:10 a.m. He welcomed everyone in attendance.

### ***Consent Agenda***

Chairman Hilton asked for a motion to approve the consent agenda as submitted. Dave Lamb made the motion to approve the consent agenda. Sallie Barker 2<sup>nd</sup> the motion. All agreed.

### ***Meeting Minutes***

Chairman Hilton asked for a motion to approve the June 28, 2018 meeting minutes. Sallie Barker made the motion to approve the June 28 meeting minutes. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

### ***Eligible Provider Training List (EPTLs)***

Chairman Hilton asked for a motion to approve the EPTLs. Donna Lackey made the motion to approve the motion to approve the EPTLs. Brandon Eley 2<sup>nd</sup> the motion. All agreed.

## **Director's Report**

### ***Annual Partnership Updates***

Ms. Stephanie Matthews provided an update of the PY17 Annual Partnerships in our region. The highlight our annual partnerships from July 1 to June 30. We will continue to use our partners and we will keep the list updated.

### ***WIOA Performance Targets***

Ms. Matthews informed the Board members that at the list meeting, we had our negotiation period taking place, and we were trying to figure out what our performance measures should be for this upcoming program year. She stated that in the last couple of years, we were transitioning from WIA to WIOA. Ms. Matthews stated that since the transition has taken place, we have gone through the negotiation period, and these are our targets for PY18 & PY19. She stated that Keisha Whitner and Stephanie Glenn was involved in discussion with what these numbers need to be. She stated that we were able to lower the numbers a little because this will be the first full program year. She informed the board that we are actually looking at WIOA performance numbers, and this will give them an ideal of what the performance measures would look like this program year.

### ***Superior Recreational Products (IWT Contract)***

Ms. Stephanie Matthews stated that the Executive Committee had a meeting on July 23, 2018 to discuss and approve the Superior Recreational Products Incumbent Worker Contract.

Ms. Donna Lackey provided an overview the Superior Recreational Products company. She stated that Superior Plastics has three plants in Carrollton, and their Corporate Head Quarters caught fire on July 5, and it was a complete lost.

She stated that they had a Rapid Response meeting on Monday, July 9<sup>th</sup>, where they called all state and local parties involved to assist with helping to rebuild. She stated that Superior Plastics decided to stay in Carrollton and rebuild. Their main headquarters in located in

Chattanooga TN. She informed the Board members that they had excellent insurance, therefore, they were able to keep their employees on payroll and as well as providing benefits.

Ms. Lackey stated that this was an opportunity to bring in West Georgia Technical College (WGTC) and Three Rivers together to provide some cross training for the employees until they build their new facility. She stated that all the employees are back working. She informed the Board members that they were able to put the administrative department in a vacant office building by that Tuesday, July 10<sup>th</sup>. Ms. Lackey stated that they were able to put the production lines in a 2500 square foot building that was available by that Thursday, July 12<sup>th</sup>. She informed the Board that they were able to do some temporary rezoning of the old Big Lots store that turned into a working site for production.

Ms. Lackey thanked the Board members and staff for their assistance during this process.

The Superior Recreational Products IWT contract is for 60 employees. The classes were projected to begin on July 17, 2018 and conclude on October 31, 2018. The proposed schedule is Tuesday, Wednesday, and Thursday from 8:00am to 12pm. The total class hours is 26 hours.

This includes tuition and Instructional costs at \$2650 per student, room usage \$200 per session, materials and supplies, \$125 per student. The total cost of the contract is \$168,900. After the training, the participants who successfully complete the course will receive a U.S. OSHA 10-hour General Industry wallet card, which has no expiration date.

This is the first phase of the training. Superior has a limited time before 48 employees will return to full production. This training should be complete in two weeks at 1-2 hour classes daily.

The second phase of the project will be the Industrial Maintenance training for the machine operators that will not be able to return to work until the new machinery arrives. The delivery and installation should be complete within 3 months. A proposal for this training is forth coming.

### **Motion**

Chairman Hilton asked for a motion to approve the Superior Products IWT Contract. Steve Hendrix made a motion to approve the Superior Product IWT Contract. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

### **HDCI Update**

Ms. Matthews provided the Board with an update of the HDCI project. She stated that Avalanche had some technical difficulties with uploading the data into the portal; therefore, they could not meet with us today. She stated that they are working to straighten everything out with the system, and they will be ready to meet with the Board in October.

### **Program Services Reports**

#### **Infrastructure Cost Sharing Agreement Modification**

Ms. Carolyn Mitchell asked for approval of an update to the Infrastructure cost agreement. She stated that there is a slight change to the fees for the different sites in the square footage.

### **Motion**

Chairman Hilton asked for a motion to approve the Infrastructure Cost Sharing Agreement Modification. Karen Kirchler made a motion to approve the Infrastructure Cost Sharing Agreement Modification. Sallie Barker 2<sup>nd</sup> the motion. All Agreed.

### ***Correctional Facility Welding Program***

Ms. Mitchell asked for approval for an extension to the Southern Crescent Technical College Correctional Welding Program. These extension includes an additional 10 inmates in the Spalding County Correctional Facility. The total cost of the program is \$92,500, which includes the cost of the Personal Protection Equipment.

### **Motion**

Chairman Hilton asked for a motion to approve the SCTC Correctional Welding Program extension. Dave Lamb made a motion to approve the SCTC Correctional Welding Program Agreement Extension. Brandon Eley 2<sup>nd</sup> the motion. Steve Hendrix abstain. All others agreed.

### ***Southeastern Lineman – Revision Cost***

Ms. Mitchell asked for approval of an increase in fees for the Southeastern Lineman Agreement. The revision is for the lodging fee only for the participants. The increase amount is \$2100.00 with the total cost for training and lodging \$11,105.

### **Motion**

Chairman Hilton asked for a motion to approve the Southeastern Lineman – Revision Cost. Karen Kirchler made a motion to approve the Southern Lineman – Revision cost. Maggie Laton 2<sup>nd</sup> the motion. Steve Hendrix abstain. All others agreed.

### ***WGTC Contractor Update***

Ms. Mitchell provided an overview of the West Georgia Technical College (WGTC) active participants. She stated that there are 245 active participants enrolled at WGTC. There are 81 other providers, 34 filled participant positions out of the 400 total contract slots. She stated that there are 95 WIOA participants receiving follow-up assistance. There are 6 WIOA participants exited with 4 employed. She stated that the other provider exited 5 and 4 employed.

### ***Active Caseload***

Ms. Mitchell stated that there are 408 adult and dislocated worker active participants by county. WGTC have 318 active participants and SCTC has 86 active participants served.

### **Youth Services Reports**

#### ***Occupational Skills Training Non-Individual Training Account***

Ms. Matthews asked for approval for the Occupational Skills Training Non-Individual Training Account program for youth participants. The training will allow the participants to gain

employability skills and credentials to improve their employment opportunities. She informed the Board that the training will serve youth ages 18 to 24. WGTC Economic Development Department will conducting the training. The training will include Post-Secondary Credential: OSHA 10 and Forklift Safety, 10 days Monday-Friday from 8:00am – 4:00pm, and the cost is \$2,000 per participant (25 youth). The total cost of the training is \$50,000. The cost will cover materials, online module, assessments, instructor salary, and employer tours.

After the completion of the program, the youth will receive a certificate of completion on graduation day, and they will have the opportunity to interview with local industry representatives.

### **Motion**

Chairman Hilton asked for a motion to approve the Occupational Skills Training Non-Individual Training Account program for the youth. Gail Long made a motion to approve the WGTC Occupational Skills Training Non-Individual Training Account Program. Sallie Barker 2<sup>nd</sup> the motion. Karen Kirchler abstain. All others agreed.

### ***Youth Contractors Report***

Ms. Matthews informed the Board members that Paxen had to move out of their Upson office location due to an accident. A community member passed out at the wheel and drove into the front of the building due to a medical emergency. She stated that Paxen do not have an office in the Upson area, but they moved all of their computers and office files to the Greenville office location. She informed the Board that everyone is okay and they are currently looking for another location to keep providing services to the Youth participants.

Ms. Matthews provided an overview of the Youth Program reports. She informed the Board members that Goodwill currently have 23 active youth and Paxen have a total of 123 active youth and WGTC have a total of 45 active youth on their caseload.

### **TRRC Director's Report**

#### ***Workforce Board Director Update***

Mr. Kirk Fjelstul informed the Board members that this topic is about the recruitment of a new Workforce Director. He stated that there is controversy in the room, but we will have to talk through it. He stated that before we make a decision on the recruitment, he wants everyone on the same page with what the roles and responsibilities are.

Mr. Fjelstul informed the Board members that there was a Roles and Responsibilities agreement adopted on April 27, 2017 by the TRWDB Board. He stated that today, he is requesting to amend the agreement adopted on April 27<sup>th</sup>, regarding the roles and responsibilities between the Local Workforce boards (Board), the Three Rivers Regional Commission (TRRC) as Fiscal Agent/Grant Administrator, and the Chief Local Elected Officials (CLEO). He stated that prior to last summer; it does not appear that there was an agreement.

He stated that the Board performs a critical policy, budgetary, performance, and oversight role for the region, as outlined in the agreement and the law. TRRC, serve as the agent/grant administrator appointed by the CLEO, manages the fiscal and administrative work as

described in the agreement and the law. He stated that the TRRC staff support the Board.

Mr. Fjelstul stated that the 2017 agreement outlines the responsibilities, but also gives the Board authority to appoint and terminated the Workforce Division Director, rather than TRRC. It also changes the title to Executive Director, rather than Director. He informed the board that the proposed amendment removes those references. He stated that it does not change the roles and responsibilities, but intended to manage the staff.

He stated that he reached out to several workforce agencies and they informed him that the workforce board does not have the power to hire and terminate the director. He did not speak to all 20 agencies. He stated that he spoke with the CLEO Chief J. Briar Johnson about the roles and responsibilities agreement.

He stated once we receive qualified applicants, we would get the Executive Committee to meet and look over the resumes and tell us who they would want to interview for the position. He stated that this is what Middle Georgia Workforce had done, and it worked for them. He stated that once the Executive Committee choose several qualified candidates to interview, he will reach out to Rob LeBeau who manages the Atlanta ARC and other Workforce Directors to sit on the interview panel.

Mr. Fjelstul stated that we should take some time out from the recruitment process to remove the power from the TRWDB from hiring and firing employees. He would like everyone to be on the same page with this process. He stated he want to make sure that we have the liabilities covered for the Local Chief Elected Officials (CLEOs), and to make sure we can manage the employees from a business perspective.

Mr. Fjelstul stated that when he came to TRRC, he thought that the board wanted to build the culture of Three Rivers. He stated there are four things that we are focused on and they are: 1) have a culture of extension to be the best, 2) customer service, we want everything to be customer focused, 3) build our creditability, he stated that we could always work to improve our creditability and be the go to agency, and 4) Identity – develop a region identity.

Chairman Hilton stated the board should have a say of who the new director will be. He stated that he does not know how the board will be able to manage a director of workforce. Mr. Hilton stated that the flow should go directly from the TRWDB to the Director of workforce. He stated that everyone should have someone he or she could report to directly.

Vice-Chairman Eley informed the board members that these are federal bureau of regulations for the board. He asked if Ms. Regina Abbott would provide the information to the board member.

Ms. Abbott stated that in 2014 WIOA amended the WIA act of 1998. She stated that this section is part of the WIOA guidelines. *Title I, sub-title: A, chapter 2, section 107, F1 & 2:* it talks about staff. Generally, the board may hire a director and other staff to assist with carrying out the duties with funds available in *sub section D and 128-b.*

Ms. Abbott stated that in section *F-2*, the local board shall established a set of qualifications for the position of Director, and ensure that the individual selected has the requisite knowledge, skills and abilities to meet the benchmark to carry out the duties of the agency. She stated that this board has worked diligently over the last several of years to come into compliance with WIOA. She stated that part of that was the development of that, was to develop job descriptions for the Workforce staff and the agreement with Three Rivers. She

stated that she has been part of the board for the last 20 years, and she has a lot of institutional knowledge of experience.

Ms. Abbott stated that she have a copy of the job description of the Workforce Executive Director dated March 15, 2001. She stated that this is when the workforce was West Central Georgia Workforce Development Corporation. She stated that their fiscal agent was CAFI in Troup County. She stated that the Executive Director who reported to the board and services the Chief Operating Officer and directed operation of the WIOA staff.

Ms. Abbott informed the Board members what is instrumental about having this in place is to protect the board. She stated that their fiscal agent attempted to use monies of West Central Georgia to purchase property. She stated that if the staff worked for the fiscal agent it would have been a problem. She stated that the Director at that time was able to stand up in front of the board freely and inform them of what was going on.

She stated if the board turn over their power to the Fiscal Agent, then they could hire whomever they wanted to hire. She stated that she has three sample job descriptions from other workforce agencies from out of state for the board to review. She stated that we are searching for excellence for a new Executive Director. Ms. Abbott stated that maybe we could hire an executive search firm to hire an Executive Director for Workforce. She stated we could put out an RFP for this Executive search firm.

Vice-Chairman Eley stated that our board is an oversight and we should have the ability to Evaluate the Executive Director according to our federal, state and local board regulations. Ms. Abbott asked Stephanie to explain the approval process for purchasing things for Workforce. Stephanie Matthews provided an overview of the organizational approval process for workforce. She stated that before we could spend anything, the employee would need to go through their management team for approval, then after the management team approves anything, it goes to the TRWDB Deputy Director, then TRWDB Director, and the final approval goes to the TRRC Executive Director.

Ms. Sallie Barker stated that our board changes over time; therefore, this could be scary for a new Director. She stated that the TRWDB Director need an oversight from day-to-day. She stated that the board still have the authority to approve expenditures.

Ms. Donna Lackey stated the board would have the ability to see every itemized thing that we purchase. She stated that since the time Robert has been gone, she is very pleased with the performance of the staff.

Dave Lamb stated that he has never seen management ran by a board that was successful. He stated that it has to be a strong management team in place. He stated that the board should have enough institutional control and enough power in the process if there are any issues. We must have a strong organizational structure.

Ms. Karen Kirchler stated that as a board, maybe we could put more processes and/or tools in place to make the TRWDB board more comfortable with the changes. We could put processes and tools in place that we are paying close attention. A provision in place for the TRWDB Board for the Performance Evaluation of the Director. She stated that maybe we

could create a committee to review the job description of the Director.

Vice-Chairman Eley stated that the TRRC Executive Director should have the authority over the TRWDB Workforce Director.

Mr. Dave Lamb asked if we could review the roles and responsibilities in more detail and the Board then consider it at the next meeting. Mr. Fjelstul informed the board that he would reach out to the State Attorney General's office for further clarification.

Chairman Hilton asked the Board to put together a Committee for hiring the Workforce Director.

Gail Long stated that she want someone from the board on the interview panel to be one of the panelist.

Vice-Chairman Eley moved to establish a Committee to review the Director's job description and the TRWDB Roles and Responsibilities Agreement.

### **Motion**

Chairman Hilton asked for a motion to approve establishing a Special Projects Committee the Workforce Director position. Maggie Laton made a motion to approve establishing Special Projects Committee. Sallie Barker 2<sup>nd</sup> the motion. Vice-Chairman Eley, then retracted his motion for further discussion. Maggie Laton and Sallie Barker retracted their motion to approve establishing a Special Project Committee.

Mr. Fjelstul stated that he would need additional time with revising the TRWDB Roles and Responsibilities agreement. Vice-Chairman Eley stated that we could add some oversight in the agreement for the TRWDB Board members. Mr. Fjelstul stated that we could add the clause in the agreement.

### **Motion**

Chairman Hilton asked for a motion to approve establishing a Special Projects Committee for the Workforce Director position. Brandon made a motion to approve establishing a committee. Donna Lackey 2<sup>nd</sup> the motion. All agreed.

**Special Projects Committee Members:** Chairman Kevin Hilton, Vice-Chairman Brandon Eley, Regina Abbott, and Dave Lamb.

Vice-Chairman Eley motion to table the approval of the TRWDB roles and Responsibilities Agreement. All Agreed.

### **Adjournment**

Chairman Hilton asked for a motion to adjourn the meeting. All Agreed.

The meeting adjourned at 11:15 a.m.