

Three Rivers Regional Commission
Workforce Development Board Meeting

October 27, 2016 11:00 AM

AGENDA

- I. Welcome & Call to Order – Vice-Chairman, Greg Burns
- II. Approval of WDB Minutes (8.25.2016)
- III. Chairman’s Report – Vice-Chairman, Greg Burns
- IV. Director’s Reports – Mr. Robert Hiatt, Governmental Division Director
 - a. Business Agreements and Contract Approvals
 - b. Budget Report
 - c. Policy Updates
 - d. Bylaws Revisions
- V. Youth Committee Updates – Stephanie Matthews, Youth Services Coordinator
 - a. Youth Committee Update
 - o Youth Caseload Reports
- VI. Program Services – Stephanie Glenn, Program Manager
 - a. Case Loads by County
 - b. Training Provider Approval
 - o WGTC Continuing Education – Welding Certification
 - c. Crane Industries Re-Entry Program Agreement
- VII. Other Business – Robert Hiatt, Governmental Services Division Director
- VIII. Next Meeting – December 22, 2016 at 11:00 a.m.
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- IX. Adjournment

Three Rivers Regional Commission
Executive Committee Board Meeting

October 27, 2016 11:30 AM

AGENDA

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

POST AGENDA

August 25, 2016

11:00 a.m.

The Three Rivers Workforce Development Board, Area 8 held a Meeting on August 25, 2016 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairwoman Kathy Knowles, Regina Abbott, Sallie Barker, Todd Browning, Vice Chairman Greg Burns, Deborah Carson, Brandon Eley, Steve Hendrix, Karen Kirchler, Keisha Ray, Josh Smith and Greg Webster. Other members were unable to attend.

Additional members present:

CEO members included: Mayor Jim Chaffin, Mayor Dick Morrow, Commissioner Charles Glass, and Mayor Kay Pippin

Youth Committee Members included: William Futrell

WIOA Administrative Staff included: Robert Hiatt, Governmental Services Division Director, Stephanie Glenn, Program Manager, Stephanie Matthews, Youth Services Coordinator, Kim Bennett, Sr. Accounting Tech, Hope King, HR Generalist, and Dawn Burgess, Office Administrator

Guest member included: Richard Compioto, Griffin Manufacturing Company

The agenda consisted of the following items:

- Welcome & Call to Order
- Approval of WIB Minutes (6.23.16)
- Chairman's Report – Kathy Knowles, Workforce Development Board Chair
- Director's Report – Mr. Robert Hiatt, Governmental Division Director
 - WDB Travel Policy Approval
 - Customized Training
 - Local Workforce Plan Approval
 - Reports/Expenditures Approval
 - Governor's High Demand Career Initiative (HDCI) Update
 - Marketing and Branding Update
- Program Reports & Updates – Stephanie Glenn, Program Manager
 - Paid Internship
 - TAPP Program (EPTL) Approval
 - Caseloads by County
 - ITA Pre-Apprenticeship/Apprenticeship Modification
 - The Work Number
- Youth Reports & Updates – Stephanie Matthews, Youth Program Services Coordinator
 - Youth Committee Updates
 - Youth Caseloads by County
- Other Business – Robert Hiatt, Governmental Services Division Director

After the welcome & Call to Order the following action items were taken:

1. Approval of the meeting minutes for 6.23.16
2. Approval of the Travel Policy
3. Approval of the Local Workforce Plan
4. Approval of the reports and expenditures
5. Approval of the Teachers Alternative Preparation Program (TAPP)
6. Approval of the ITA Pre-Apprenticeship/Apprenticeship Modification
7. Approval of the Existing Funding

CALL TO ORDER AND WELCOME

Chairwoman Knowles call the meeting to order and welcomed everyone in attendance. Chairwoman Knowles asked everyone in attendance to introduce themselves to the board.

Mayor Morrow introduced his guest Compioto to the board members.

APPROVAL OF THE WDB MEETING MINUTES (6.23.2016)

Chairwoman Knowles asked for a motion to approve the meeting minutes from the June 23, 2016 Board meeting.

Motion

Brandon Eley made the motion to approve the June 23rd WDB meeting minutes. Steve Hendrix gave the 2nd motion. The motion was approved 12-0.

Chairwoman Knowles informed the Board members that we will lose a member, Missy Kendrick, today. She also informed the members that the State Workforce Development Board describes the new changes and implementation of the changes to the board. She informed the members to pay close attention to their attendance.

Chairwoman Knowles called for the Director's report.

DIRECTOR'S REPORT

Travel Policy

Mr. Robert Hiett asked for the Board members of approval to modify the current WDB members travel policy. He requested to change the current per diem rate from \$45.00 to \$65.00.

Motion

Sallie Barker made the motion to approve the WDB travel policy. Josh Smith gave the 2nd. The motion was approved 12-0.

Customized Training Policy

Mr. Hiett informed the Board members that the State redefined customized training. The State is requesting the employer pay 50% and Workforce pay 50% of the training costs. He informed the members that the language needs to be changed in the customized training policy. The new policy will state that Workforce will pay half of the cost of the training. Mr. Hiett also, informed the board members that the training cost for each participant will not exceed \$5,000 per participant, unless the Board would like to change the amount.

Chairwoman Knowles asked for a motion to approve the Customized Training policy.

Motion

Regina Abbott made the motion to approve the Customized Training policy. Greg Burns gave the 2nd motion. The motion was approved 12-0.

Local Workforce Plan

Mr. Hiett informed the Board members a draft copy of the Workforce Local Plan was sent out for the Public comment on June 23rd. Mr. Hiett informed the Board members that the Public have 30 days to comment on the Local Plan. He stated that the Executive Committee had to meet on July 22nd for immediate approval to send a copy of the Local Plan out for Public comment. He stated that the public comment period has passed; therefore, he's asking the board members for the approval of the Executive Committee recommendations to send out the Local Plan for Public comments. Mr. Hiett informed the Board members the reason he's asking for approval, is because once the Executive Committee approves something, it still has to come before the Workforce Development Board for approval.

Chairwoman Knowles asked for a motion to approve the Executive Committee recommendations to send out the Local Plan for public comment.

Motion

Brandon Eley made the motion to approve the Executive Committee recommendations to send out the Local Workforce Plan for public comments. Josh Smith gave the 2nd. The motion was approved 12-0.

Mr. Hiett informed the Board members that Greg Wilson from the University of Georgia will be providing an update today about the Workforce Local Plan. Mr. Wilson stated that Workforce finished the 30 day public comment period, and after the Boards' approval today, the plan will be forwarded to the State for approval. It may take the State 90 days to approval the plan. He informed the Board members the state may send several responses back to Workforce for changes or they may approve the plan without any changes.

Mr. Wilson stated that there were four things that came out of the plan. 1) He stated that Workforce had a different approach with developing the plan. Workforce asked for the buy in of the Board members and other stakeholders in the community. The plan has two parts: strategic plan and vision and mission 2) Flexibility – He stated he enjoyed working with us because we were flexible; 3) Partnership building – He stated he enjoyed working with the different groups at the summit and the 4) Customized Training/On-the Job training programs. Mr. Wilson informed the Board members that we could begin using the plan before we receive comments back from the State. He also, informed the members that we need to look at policies. He stated that he's excited about the plan and enjoyed working with staff and the stakeholders in our region.

Mr. Wilson asked the Board members if they had any questions. Sallie Barker thanked Greg and his team for all their hard work. Mayor Morrow asked about the unemployment rate. Mr. Wilson stated the unemployment rate consist of unemployed mothers' not searching for work. It's not the federal guideline that listed in the graphs. Mr. Hiett discussed the graph on pg. 22 of the plan. He spoke about the aging employment. He informed the Board members that we are trying to focus with getting additional resources. Mr. Wilson explained the graphs on pages 12-13, he stated the commuting pattern flow shows where the percentages of employee(s) leaving to report to work. Troup County employees come from Alabama and Muscogee counties to work in our region. Ms. Kirchler asked was the scale different. Mr. Wilson stated that he would check today to ensure the graphs are correct on page 13 of the plan.

Mayor Pippin stated that she hopes that the plan helps the Southeast region to be more recognized and work together. She stated it's the drug issues in the Workforce region and the growth in our communities. Mr. Wilson told Mayor Pippin to take a look on page 24 of the plan, which highlights addiction.

Chairwoman Knowles asked for a motion to approve the Workforce Local Plan.

Motion

Sallie Barker made the motion to approve the Workforce Local Plan. Greg Burns gave the 2nd motion. The motion was approved 12-0.

Budget

Mr. Hiett discussed the budget.

Governor's High Demand Initiative (HDCI) Update

Mr. Hiett discussed the High Demand of the Governor's Initiative. He informed the board members that our region will be meeting October 6 at West Georgia Technical College in LaGrange, GA. He stated that Workforce will be sending out notifications of the meeting via email and letters to all Board, Chamber, Development Authority and Stakeholders in our region. Mr. Hiett informed the Board members that he had to change the HDCI meeting date to October 6th due to a conflict of other meetings. Mr. Wilson stated the Grant will help to create jobs & super charge our business services. It's for each region and staff members to define our key industries in our region.

Marketing & Branding

Robert stated that the State came up with Worksource Georgia. He informed the Board members that our name will be Worksource Three Rivers. The state is trying to unify the brand for all Workforce agencies. Mr. Hiett stated that he will

have additional information at the next Board meeting on October 25. He informed the Board members that we will be changing our website, mobile units' logos, and the Department of Labors will have the Worksource logo.

Chairwoman Knowles asked if anyone had any questions for Mr. Hiett and if not she called for Ms. Stephanie Glenn's reports and updates.

Paid Internship Program

Ms. Glenn asked for the Board members approval of the Paid Internship policy. She stated that the Paid Internship, also known as the Year-Round Work Experience Program for the our Youth Program. She informed the members that the program can assist workers who have been unemployed for a period of time. She also stated that many employers are reluctant to hire individuals with large employment gaps. The Paid Internship Program will help eliminate this gap and allow the employer to hire a well-trained individual. Ms. Glenn stated that the WIOA participants will be compensated at no less than \$8.50 per hour for the first 240 hours and \$9.00 for any hours from 241-480, and/or should be paid the prevailing wage of employees with similar training, experience and skills for a similar occupation, as set by the employer. She also stated that the program allows the employer to make full or limited contribution towards the wages paid to the participants.

Chairwoman Knowles asked for a motion to approve the Paid Internship Program Policy.

Motion

Karen Kirchler made the motion to approve the Workforce Local Plan. Brandon Eley gave the 2nd motion. The motion was approved 12-0.

Teachers Alternative Preparation Program (TAPP Program)

Ms. Glenn informed the Board members that West Georgia RESA is being recommended to be added to the Approved Training Provider list. The Teachers Alternative Preparation Program (TAPP) provides training to individuals who are aspiring to become certified Teachers in Georgia. Ms. Glenn informed the Board members that participants that are interested in the program should have a Bachelor's degree or higher, to complete all the training, and then take the GACE Assessment to become a certified teacher. The TAPP program is designed to address the shortage of certified teachers.

Ms. Glenn informed the Board members the TAPP program is a 2 year program and includes a minimum of 400 hours of instruction that includes over 100 hours of field-based individualized instruction by trained mentors and content specialist.

Ms. Glenn also, informed the Board members that the total cost of the program is \$6,673 for 2 years and the GACE assessments cost is \$637.00. She stated that this is an excellent degree for individuals with a bachelor's degree.

Chairwoman Knowles asked for a motion to approve the TAPP Program.

Motion

Todd Browning made the motion to approve the Workforce Local Plan. Steve Hendrix gave the 2nd motion. The motion was approved 12-0.

Community Updates

Ms. Glenn discussed the community outreach updates with the Board members. She informed the members that the OSHA 10 and Forklift Certification Program was an excellent program and successful. She informed the Board members that the next class starts in September. She stated that there were over 30 individuals who went for fast track days hosted by Goodwill Career Center in Newnan, GA. There were a total of 7 individuals who completed the course, and were all interviewed on the last day of training for the opportunity with B-Way Corporation, Beck Janitorial, Custom Molded Products and AEP Industries.

Bridging the GAP Series

Ms. Glenn informed the Board members that bridging the GAP is bringing together employers for on the training. She stated that Workforce Development in Partnership with West Georgia Technical College's Economic Development Division developed an information session opportunity with employers and interested parties in Troup County to discuss Business Services, Training Services, and WGTC's program offerings on the Economic Development side. The session discussed Troup Trained, resources to help build a better workforce. There were a lot of key employers in LaGrange participated in the discussion.

Mr. Hiett stated that Workforce is trying to get more employers involved. Sallie Barker informed Mr. Hiett her family and friends is disconnected with Workforce. Mr. Hiett informed Ms. Barker we could meet with her to discuss further.

Mayor Morrow asked if we had a meeting with the Industries in our region, and could we put Sonja Baisden Business & Industry Committee on the agenda. Mr. Hiett informed the Board members that we would reach out to all the industries in our region.

Sallie Barker stated that each county could pool together to come to a common union for each community. Mr. Hiett stated that we are open to multi-common meetings within our region.

Caseload by County Report

Ms. Glenn discussed the caseloads by county reports to the Board members. She asked the Board members if they had any questions. There were no questions from the Board members.

ITA Pre-Apprenticeship/Apprenticeship Modification

Ms. Glenn discussed the modifications to the Apprenticeship program. Stephanie discussed the modifications to Sections 9 and 16 under the Individual Training Account. Training Program should not exceed 104 weeks. She stated that exceptions may be granted on a case-by-case basis by the LWDB that will allow an individual to complete a pre-approved program. Ms. Glenn stated that there is a \$10,000 cap for training, the cost will be \$12,200 for the pre-apprenticeship piece.

Ms. Knowles ask the Board members for approval of the ITA modification.

Motion

Todd Browning made the motion to approve the Workforce Local Plan. Deborah Carson gave the 2nd motion. The motion was approved 12-0.

Brandon Eley asked could the training go over \$10,000. Ms. Glenn stated if the training exceeds the amount, it would come before the Board for approval. Mr. Greg Webster stated that the program is a 5 year program at a cost of \$6,000.

Youth Reports & Updates

Ms. Stephanie Matthews informed the Board members that the next Youth Committee meeting is scheduled for October 20th. She went on to discuss the Youth by County charts by the Program providers. She stated that we have 75% OSY and 25% ISY in our program and that the program is leveling off. She went on to discuss the Work Experience to the Board members. She informed the Board members that we have 54 OSY work experience youth in the program, and we are moving the ISY out of the program. She informed the Board members that this year we will see more OSY in our program. Mr. Hiett stated that we are shifting the ISY out of the program, and we are focusing more of OSY age 16-24. Everything is capped by the funding. He also stated that several ISY may become OSY and not attending school.

Sallie Barker asked is there any expectation of the contractors to ensure they are receiving accurate information. Mr. Hiett stated that he's trying to ensure Paxen is reaching out to everyone in our region. Mr. Hiett informed the Board members that transportation is an issue in our region.

Steve Hendrix stated that Ms. Glenn informed him that the Workplace Fundamentals program for SCTC was pushed to the October board meeting. He explained that the program needed to be approved for a company (ADP) needing to use the program to hire individuals in our region. It's a 1 week version of the Manufacturing Certificate. He requested that the Posted 8.28.16

program be reviewed today. Ms. Knowles opened the floor for questions from the board. Ms. Glenn stated that we could go into the EPTL and edit the information if the Board approves. Mr. Hendrix stated that the Board has approved the WGTC Fundamentals, and that this program is the same program.

Ms. Knowles ask the Board members for approval of the condensed version of the Workplace Fundamentals program.

Motion

Greg Burns made the motion to approve the program. Sallie Barker gave the 2nd motion and one outstanding motion Steve Hendrix. The motion was approved 12-0.

Adjournment

Chairwoman Knowles asked for a motion to adjourn the meeting at 1:05 p.m.

Motion

Steve Hendrix made the motion to approve the adjournment of the meeting. Sallie Barker gave the 2nd motion. The motion was approved 12-0.

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

Greg Burns, Vice-Chairman

Director

Director's Reports

A. Budget Category	B. IWT Assistance Requested	C. Employer match	D. TOTAL (B+C)
1. Instructor Wages/Tuition	\$0	\$63,000	\$63,000
2. Curriculum Development (Defined as the time necessary for company officials – not training institution - to determine training needs, not exceeding 5% of column B total)	\$0	\$4,500	\$4,500
3. Materials/Supplies and Textbooks (itemize)	\$0	\$12,000	\$12,000
4. Training Equipment Purchase (Can be an employer contribution)	<i>Cannot fund with IWT grant</i>	\$0	\$0
5. Travel, Food, Lodging (Can be an employer contribution)	<i>Cannot fund with IWT grant</i>	\$10,500	\$10,500
6. Trainee Wages (including benefits) (Can be an employer contribution)	<i>Cannot fund with IWT grant</i>	\$0	\$0
7. TOTALS	\$0	\$90,000	\$90,000



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

Training Contract Recommendation Request

1. **Poly Fiber Enterprises, Inc. d/b/a Atlanta Aero** (Griffin, GA)

Program	Amount Requested	% Reimbursement
On-the-Job Training	\$18,750	75%

Poly Fiber Enterprises, Inc. is located at the Griffin/Spalding Airport in Griffin, GA. They have been in business for 14 years.

Poly Fiber Enterprises is requesting a total of \$18,750. The on-the-job training (OJT) funding will be used to hire two (2) entry-level Aircraft Repairman at \$12.00 per hour. Once the OJT is completed the two individuals will have an industry recognized certification as Aircraft Mechanics.

Poly Fiber Enterprises offers an extensive training program and employee progression track for those individuals who are interested in furthering their career and increasing their skills. There is currently a nationwide shortage of certified aircraft mechanics and this OJT opportunity will help to alleviate that shortage in the Griffin/Spalding area.

2. **Coweta Housing Authority** (Newnan, GA)

Program	Amount Requested	% Reimbursement
On-the-Job Training	\$11,700	75%
Incumbent Worker Training	\$8000	75%

Coweta Housing Authority is located in Newnan, GA and provides housing for low income families. They are in need of 3 General Laborers, 1 Maintenance Mechanic, and 1 Maintenance Technician.

Coweta Housing Authority is requesting a total of \$19,700. The on-the-job training (OJT) funding (\$11,700) will be used to hire three (3) entry-level General Laborers at \$10.00 per hour. These individuals will be chosen from the residents and will help lead them to self-sufficiency.

The Incumbent Worker funds will be used to train two of their current employees as a Maintenance Mechanic (\$13.50/hr.) and a Maintenance Technician – (\$15.50/hr.). The training will be administered by CCME, who is already an eligible provider for our region.

3. **Johnson Controls** (West Point, GA)

Program	Amount Requested	% Reimbursement
Incumbent Worker Training	\$26,000	50%

Johnson Controls is located in West Point, GA and has been in business for seven years. They are a supplier of automobile seats to various automotive manufacturers.

Johnson Controls is requesting \$26,000 to provide training to their entire production staff of 316 fulltime individuals. They would like to create High Performance Teams, giving them a competitive advantage in the industry. High Performance Teams have an advantage over the work of individuals because each member can offer new ideas, talent and viewpoints. "When workers are members of high performance teams, customers often receive their requested products more quickly, as the teams can fill these needs more rapidly"

<http://smallbusiness.chron.com/>

Johnson Controls will use a curriculum based on the "STAR Team Model for High-Performance Teams. This model has five main points, Shared and Meaningful Purpose, Complementary Skills, Common and Collaborative Approach, Clear Roles, and Specific and Challenging Goals. The course will be taught by the Human Resources Manager, Jim Smith. With the competitive nature of the automotive supplier industry, Johnson Controls feels that by creating high performance teams, they will have increased production capabilities, which will allow for future expansion based on additional business growth.

At the completion of their training each staff member will receive an increase in their current salary.

Totals: OJT - \$30,450 (A/DW Funds)
IWT - \$34,000 (DW Funds)

Grand Total: \$64,450

OJT/IWT Contracts

	Employer	County	Industry	Position Title	# of Participants	Hourly Wage	Length of Training	Cost per Participant	Training Cost	Funding Stream	% Reimbursement	Total Training Cost	
1	<i>Poly Fiber Enterprises, Inc. d/b/a Atlanta Aero</i>	Spalding	Aircraft Maintenance	Aircraft Repairman	2	\$ 12.00	1040 hours each	\$ 12,480.00	\$ 24,960.00	A/DW (OJT)	75%	\$ 18,750.00	
Employer Total							2						
2	<i>Coweta Housing Authority</i>	Coweta	Low Income	General Laborer	3	\$ 10.00	520 hours each	\$ 5,200.00	\$ 15,600.00	A/DW (OJT)	75%	\$ 11,700.00	
				Housing	Maintenance Technician	1	\$ 15.50	560 hours	\$ 4,000.00		DW (IWT)		\$ 4,000.00
					Maintenance Mechanic	1	\$ 13.50	560 hours	\$ 4,000.00		DW (IWT)		\$ 4,000.00
Employer Total					5							\$ 19,700.00	
3	<i>Johnson Controls</i>	Troup	Autoparts Manufacturing	Various	316		80 hours each	\$ 164.50	\$ 52,000.00	DW (IWT)	50%	\$ 26,000.00	
Employer Total							316						
Grand Total												\$ 64,450.00	

(Adult - \$30,450; Dislocated Worker - \$34,000)

The Dislocated Worker amount of \$79,000 is exact, as these are Incumbent Worker funds, however, they may be adjusted based on the status of the OJT employees.

Paid Internship Worksite Recommendations

	Employer	County	Industry	Position Title	# of Participants	Hourly Wage	Length of Training	Cost per Participant	Funding Stream	Total Training Cost
1	<i>Bonnell Aluminum</i>	Coweta	Manufacturing	Loading Trainee	1	\$ 12.66	480 hours	\$ 6,077.00	A/DW	\$ 6,077.00
				Anodizing A1 Trainee	1	\$ 12.66	480 hours	\$ 6,077.00	A/DW	\$ 6,077.00
				Wet Paint Trainee	1	\$ 12.66	480 hours	\$ 6,077.00	A/DW	\$ 6,077.00
				Die Repairman B	1	\$ 15.41	480 hours	\$ 7,397.00	A/DW	\$ 7,397.00
				Offline Trainee	1	\$ 12.66	480 hours	\$ 6,077.00	A/DW	\$ 6,077.00
Employer Total					5					\$ 31,705.00
2	**Bottom Line Tax Service	Douglas	Finance	Client Relations Associate	1	\$ 14.00	480 hours	\$ 6,720.00	A/DW	\$ 6,720.00
				Accounting Specialist	1	\$ 15.00	480 hours	\$ 7,200.00	A/DW	\$ 7,200.00
				Employer Total					2	
3	<i>City of Griffin</i>	Spalding	Government	Laborer	4	\$ 8.50	240 hours	\$ 2,040.00	A/DW	\$ 8,160.00
				Employer Total					4	
4	<i>Coweta Housing Authority</i>	Coweta	Government	Procurement/Contract Manager	1	\$ 19.23	240 hours	\$ 4,616.00	A/DW	\$ 4,616.00
				Work Control Coordinator	1	\$ 13.50	240 hours	\$ 3,240.00	A/DW	\$ 3,240.00
				Employer Total					2	
5	<i>Fabral Aluminum</i>	Butts	Manufacturing	Metal Workers	2	\$ 10.00	480 hours	\$ 4,800.00	A/DW	\$ 9,600.00
				Employer Total					2	
6	<i>Home Helpers</i>	Coweta	Healthcare	CNAs	5	\$ 8.50	240 hours	\$ 2,040.00	A/DW	\$ 10,200.00
				Employer Total					5	
7	<i>Johnson Controls</i>	Troup	Autoparts Manufacturing	Machine Operators	2	\$ 15.38	480 hours	\$ 7,382.40	A/DW	\$ 14,764.80
				Employer Total					2	
8	<i>Mainstreet Residential Living</i>	Upson	Healthcare	CNAs	5	\$ 8.50	240 hours	\$ 2,040.00	A/DW	\$ 10,200.00
				Employer Total					5	
9	<i>Milliken (2 locations in LaGrange)</i>	Troup	Textile Manufacturing	Milltron Operator	3	\$ 13.00	480 hours	\$ 6,240.00	A/DW	\$ 18,720.00
				Employer Total					3	
10	<i>Mountville Mills</i>	Troup	Floor Mats Manufacturing	Customer Service Associate	1	\$ 12.00	240 hours	\$ 2,880.00	A/DW	\$ 2,880.00
				Employer Total					1	
11	<i>Poplar Creek Senior Care</i>	Troup	Healthcare	CNAs	5	\$ 8.50	240 hours	\$ 2,040.00	A/DW	\$ 10,200.00
				Culinary Staff	3	\$ 8.50	240 hours	\$ 2,040.00	A/DW	\$ 6,120.00
				Employer Total					8	
Grand Total										\$ 144,325.80

Funding has been split 50/50 for workers as we do not know at this time if they will be an Adult or Dislocated Worker.

(Adult - \$72,162.90; Dislocated Worker - \$72,162.90)

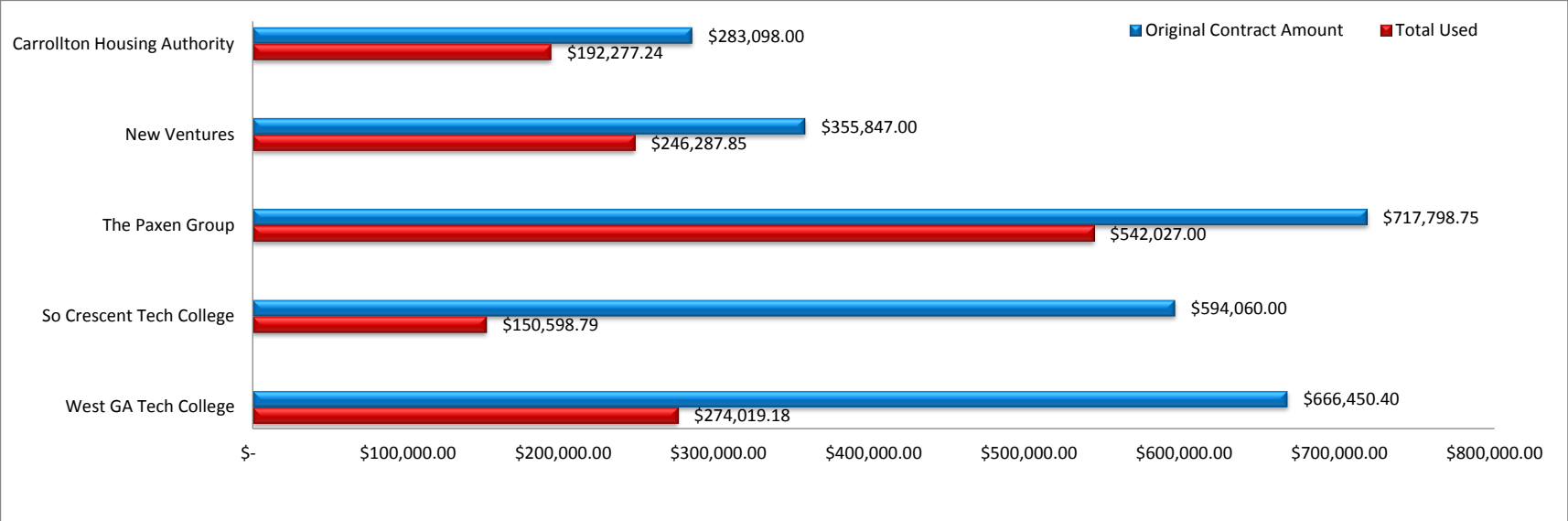
The length of training for all occupations was based on the Specific Vocational Preparation code (SVP) and input from the Employer. Specific Vocational Preparation is the amount of lapsed time required by a typical worker to learn the techniques, acquire the information, and develop the facility needed for average performance in a specific job-worker situation. The SVP for the above occupations ranged from 3 months to 2 years.

**Although this business is located outside of our region, the participant that they wish to hire lives in Carrollton. We gained permission from the Atlanta Regional Commission to work with this particular business.

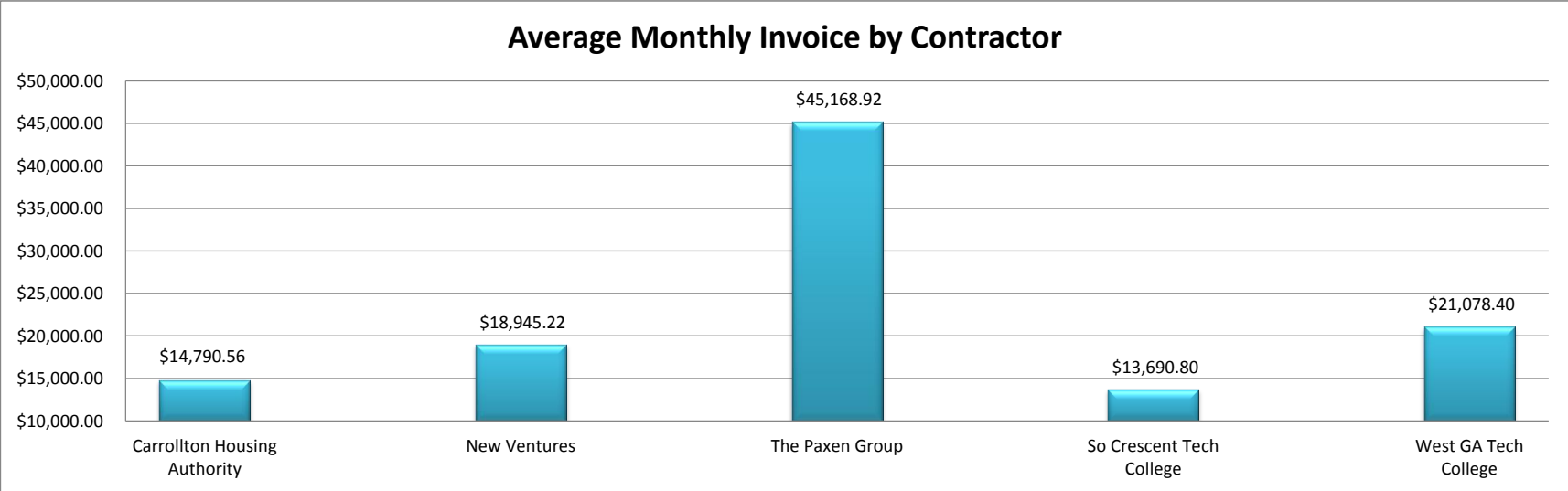
Three Rivers Regional Commission | Workforce Development
 Operating Budget 7.1.2016 - 6.30.2017

Source of Funds	TOTAL BUDGETS		TOTAL BUDGET	TOTAL EXPENSED TO DATE thru September 2016				REMAINING BALANCES			
	ADMIN	PROGRAM		ADMIN	PROGRAM	TOTAL ADMIN + PROG	% EXPENSED	ADMIN	PROGRAM	TOTAL ADMIN + PROG	% REMAINING
Total Income	\$ 475,602	\$ 4,269,021	\$ 4,744,623								
Chargeable Salaries	\$ 132,781	\$ 645,791	\$ 778,572	\$ 23,951.08	\$ 159,080.91	\$ 183,031.99	24%	\$ 108,829.92	\$ 486,710.09	\$ 595,540.01	76%
Fringe Benefits	\$ 65,028	\$ 316,268	\$ 381,296	\$ 9,439.44	\$ 60,812.11	\$ 70,251.55	18%	\$ 55,588.56	\$ 255,455.89	\$ 311,044.45	82%
Total Direct Personnel	\$ 197,809	\$ 962,059	\$ 1,159,868	\$ 33,390.52	\$ 219,893.02	\$ 253,283.54	22%	\$ 164,418.48	\$ 742,165.98	\$ 906,584.46	78%
Supplies & Materials	\$ 2,401	\$ 13,399	\$ 15,800	\$ 289.93	\$ 1,979.78	\$ 2,269.71	14%	\$ 2,111.07	\$ 11,419.22	\$ 13,530.29	86%
Repairs & Maintenance	\$ 1,943	\$ 10,838	\$ 12,781	\$ 542.23	\$ 6,396.72	\$ 6,938.95	54%	\$ 1,400.77	\$ 4,441.28	\$ 5,842.05	46%
Utilities	\$ 2,081	\$ 11,614	\$ 13,695	\$ 361.80	\$ 2,251.52	\$ 2,613.32	19%	\$ 1,719.20	\$ 9,362.48	\$ 11,081.68	81%
Insurance & Bonding	\$ 2,918	\$ 16,282	\$ 19,200	\$ 477.83	\$ 3,008.73	\$ 3,486.56	18%	\$ 2,440.17	\$ 13,273.27	\$ 15,713.44	82%
Publications & Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Postage & Freight	\$ 304	\$ 1,696	\$ 2,000	\$ -	\$ -	\$ -	0%	\$ 304.00	\$ 1,696.00	\$ 2,000.00	100%
Travel	\$ 4,105	\$ 22,896	\$ 27,001	\$ 11.50	\$ 6,750.65	\$ 6,762.15	25%	\$ 4,093.50	\$ 16,145.35	\$ 20,238.85	75%
Per Diem & Fees	\$ 3,040	\$ 16,960	\$ 20,000	\$ -	\$ 19.95	\$ 19.95	0%	\$ 3,040.00	\$ 16,940.05	\$ 19,980.05	100%
Drug Testing	\$ 300	\$ -	\$ 300	\$ -	\$ -	\$ -	0%	\$ 300.00	\$ -	\$ 300.00	100%
Telecommunications	\$ 2,119	\$ 11,819	\$ 13,938	\$ 106.13	\$ 2,001.13	\$ 2,107.26	15%	\$ 2,012.87	\$ 9,817.87	\$ 11,830.74	85%
Rentals Real Estate	\$ 9,941	\$ 55,459	\$ 65,400	\$ 1,224.50	\$ 10,125.50	\$ 11,350.00	17%	\$ 8,716.50	\$ 45,333.50	\$ 54,050.00	83%
Rentals Other	\$ 2,358	\$ 13,148	\$ 15,506	\$ 628.00	\$ 4,307.60	\$ 4,935.60	32%	\$ 1,730.00	\$ 8,840.40	\$ 10,570.40	68%
Computer charges	\$ 24,448	\$ 136,385	\$ 160,833	\$ 6,889.01	\$ 44,141.13	\$ 51,030.14	32%	\$ 17,558.99	\$ 92,243.87	\$ 109,802.86	68%
Gain/Loss of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Advertising	\$ 1,296	\$ 5,904	\$ 7,200	\$ 247.08	\$ 1,522.26	\$ 1,769.34	25%	\$ 1,048.92	\$ 4,381.74	\$ 5,430.66	75%
Membership & Subscriptions	\$ 774	\$ 3,526	\$ 4,300	\$ 18.83	\$ 826.17	\$ 845.00	20%	\$ 755.17	\$ 2,699.83	\$ 3,455.00	80%
Training & Education	\$ 2,309	\$ 12,890	\$ 15,199	\$ 408.08	\$ 4,291.92	\$ 4,700.00	31%	\$ 1,900.92	\$ 8,598.08	\$ 10,499.00	69%
Participant Expense	\$ -	\$ 355,000	\$ 355,000	\$ -	\$ 154,873.15	\$ 154,873.15	44%	\$ -	\$ 200,126.85	\$ 200,126.85	56%
Contractual Expense	\$ 583	\$ 1,923,062	\$ 1,923,645	\$ 384.05	\$ 230,923.47	\$ 231,307.52	12%	\$ 198.95	\$ 1,692,138.53	\$ 1,692,337.48	88%
Enrollee Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Enrollee Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Volunteer & Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Inkind Expense/Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Board Travel	\$ 3,100	\$ -	\$ 3,100	\$ 1,080.00	\$ -	\$ 1,080.00	35%	\$ 2,020.00	\$ -	\$ 2,020.00	65%
Board Meeting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Fuel	\$ -	\$ 6,000	\$ 6,000	\$ -	\$ 998.84	\$ 998.84	17%	\$ -	\$ 5,001.16	\$ 5,001.16	83%
Other Public Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Interest Expense Bldg Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Miscellaneous/Contingencies	\$ 213,773	\$ 690,085	\$ 903,858	\$ 21.99	\$ 310.45	\$ 332.44	0%	\$ 213,751.01	\$ 689,774.55	\$ 903,525.56	100%
Total Direct Expense	\$ 475,602	\$ 4,269,022	\$ 4,744,624	\$ 46,081.48	\$ 694,621.99	\$ 740,703.47	16%	\$ 429,520.52	\$ 3,574,400.01	\$ 4,003,920.53	84%
Indirect Cost Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Total Expenditures	\$ 475,602	\$ 4,269,022	\$ 4,744,624	\$ 46,081.48	\$ 694,621.99	\$ 740,703.47	16%	\$ 429,520.52	\$ 3,574,400.01	\$ 4,003,920.53	84%

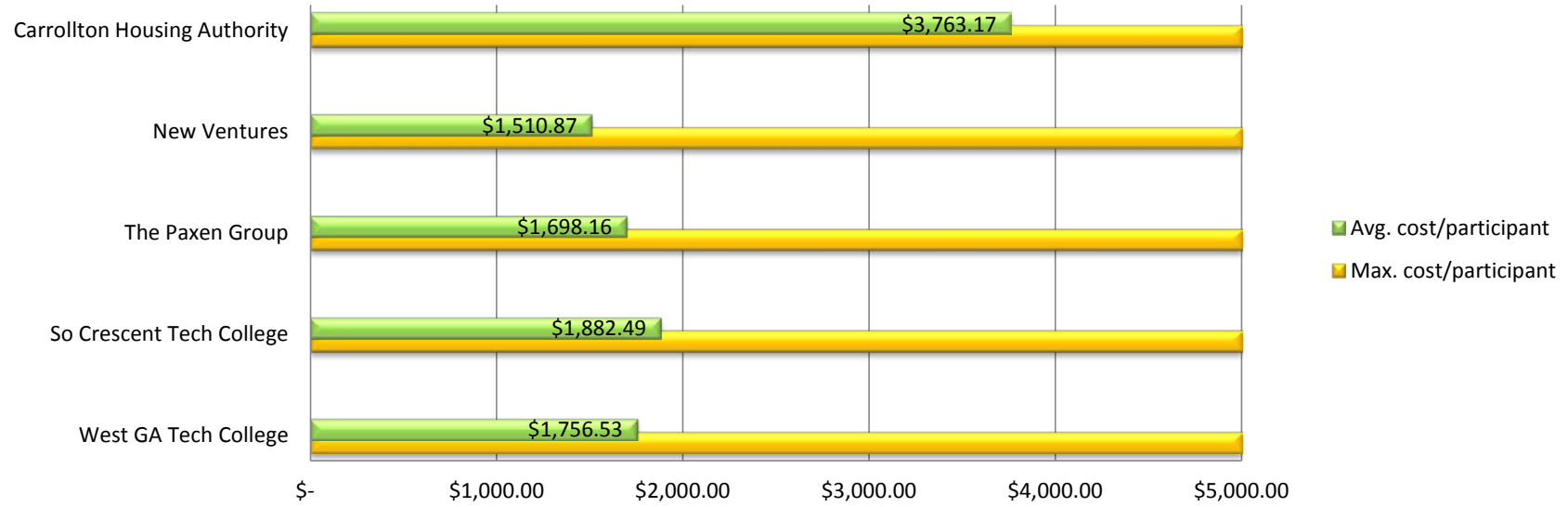
Spend Down Analysis



Average Monthly Invoice by Contractor



Average Annual Cost/Participant by Contractor



**BY-LAWS
THREE RIVERS WORKFORCE DEVELOPMENT BOARD**

ARTICLE I
NAME AND AREA

- SECTION 1. The official name of this organization shall be the Three Rivers Workforce Development Board (TRWDB).
- SECTION 2. The Three Rivers Workforce Development Area has been designated by the Governor of Georgia as Service Delivery Region IV and includes the 10 Georgia counties of Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup, and Upson; and the incorporated cities therein
- SECTION 3. The Three Rivers Workforce Development Board is organized pursuant to the provisions of the Workforce Investment and Opportunity Act (WIOA), Public Law 113-128, and subsequent amendments.

ARTICLE II
OBJECT

- SECTION 1. It shall be the responsibility of the Board to set policy for the Service Delivery Region's Workforce Development System and exercise oversight with respect to activities under the Workforce Development plan for its service delivery region in partnership with the units of general local government within its service delivery area.
- SECTION 2. The Board, in accordance with an agreement with the appropriate Chief Elected Official of the Service Delivery Region shall:

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

- (c) Designate or certify one stop operators;
- (d) Conduct oversight with respect to the one stop service delivery system in the local area;
- (e) Identify and approve eligible providers of training services.

SECTION 3. For purposes of these By-Laws the appropriate Chief Elected Official (CLEO) means the individual or individuals selected by the chief elected officials of the units of general local government in the service delivery area as their authorized representative(s) and signatory agent(s).

SECTION 4. No Workforce Development plan may be submitted to the governor unless (a) the plan has been approved by the Board and by the appropriate Chief Elected Official specified in Section 3, and (b) the plan is submitted jointly by the Board and the Chief Elected Official.

SECTION 5. In order to carry out its function under WIOA, the Three Rivers Workforce Development Board may:

- (a) prepare and approve a draft budget to be presented to the CLEO for approval;
- (b) Provide program and policy oversight for staff and contractors that are funded through WIOA.
- (c) Authorize the fiscal agent to provide direct services when appropriate contractors are not available.
- (d) Solicit and accept contributions and grant funds (from other public and private sources).
- (e) Carry out additional responsibilities as outlined in Public Law 113-128, Georgia Workforce Law (O.C.G.A. 50-7-90 / 50-7-91), and in any administrative rules produced by the Georgia Workforce Division.

- (f) Incorporate the use of technology to assist the board with coordination, oversight, and enhancement of program services.
 - a. Technology platforms and delivery mechanisms be email services, virtual one stop software, web services, bulletin boards, social media, and other services or platforms that become available as technology improves.

SECTION 6. As used in this Article, the term “oversight” means reviewing, monitoring and evaluating related activities as appropriate.

ARTICLE III

WORKFORCE DEVELOPMENT BOARD MEMBERSHIP

SECTION 1. The Chief Elected Official (CLEO) shall be the appointing authority for members of the Three Rivers Workforce Development Board. The CLEO shall make appointments in accordance with the Workforce Investment and Opportunity Act regulations. Members are appointed for a term of three years.

SECTION 2. The Three Rivers Workforce Development Board shall consist of nineteen members. Business representatives, members of the private sector, shall be at least 51% of the membership of the Workforce Development Board. The Chair and Vice-Chair will be chosen from the business representatives.

SECTION 3. Composition of the Three Rivers Workforce Development Board. The Three Rivers Workforce Development Board will consist of:

- Business representatives
- Workforce Representatives
- Education and Training Representatives
- Government and Economic Development

SECTION 4. In order to ensure fair representation of all counties and sectors of this region, the Three Rivers Workforce Development Board will have nineteen (19) members; ten (10) of whom shall be business representatives, and allocated one slot per county. The remaining nine (9) members shall be allocated as required by law in the following manner. There shall be four (4) workforce representatives, two (2) education and training representatives, and three (3) government and economic development representatives.

SECTION 5. Change in Composition. A majority vote of the Three Rivers Workforce Development Board, with approval of the CLEO, may change this composition. Composition changes must comply with the requirements of the Workforce Investment and Opportunity Act, as delineated in section 1.A of this agreement, and subsequent Amendments to the Act, if applicable. Changes may be made as needed by the CLEO, and membership to ensure compliance with funding regulations.

SECTION 6. Members of the Three Rivers Workforce Development Board are expected to attend regular meetings of the Board. Those who are absent for two (2) consecutive meetings, and have not contacted the Director to discuss absence, may be considered as not wishing to serve and may be replaced on the Three Rivers Workforce Development Board. Members of the Board may also be removed for violation of the Code of Conduct. Members of the Board shall be removed for a failure to sign the annual conflict of interest statement. Removal for violation of the Code of Conduct must be determined by a majority vote of Board members present at the meeting or hearing.

SECTION 7. There shall be no dues assessed to any category of the Board membership.

SECTION 8. Members shall not receive a salary or compensation for serving on the Three Rivers Workforce Development Board. However, the Chair may authorize reimbursement to the board members, not employed by a public agency, and the CLEO for expenses incurred as a result of serving as chosen delegates to meetings approved by the Board. This reimbursement will be in accordance with Federal travel regulations.

SECTION 9. Voting board members, not employed by a public agency, of the Three Rivers Workforce Development Board will be allotted a \$60.00 per diem rate for their attendance at scheduled Board meetings. This allowance will be issued based on attending Board meetings and will be documented by member sign-in logs.

SECTION 10. All board members are required to sign and submit a conflict of interest statement to the TRWDB. The official conflict of interest provision form, to be used for certification, shall be located in Attachment 1 of these bylaws.

SECTION 11. All board members are required to sign a copy of the TRWDB bylaws upon appointment, and a copy shall be kept in the TRWDB administrative files for record keeping purposes.

ARTICLE IV

BOARD OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The Three Rivers Workforce Development Board shall elect a Chair from among the business representatives. The Chair shall preside at all meetings of the group, shall appoint committees and committee chairpersons as needed, and shall in general perform all duties incidental to the Office of the Chair. The Chair serves as signatory authority for the Board.

SECTION 2. The Three Rivers Workforce Development Board will elect a Vice-Chair from the business representatives.

A. In the absence of the Chair, the Vice Chair shall preside at meetings of the Board and assume the responsibilities of the Chair.

- SECTION 3. The Three Rivers Workforce Development Board will elect a Secretary who shall be responsible for the official records of the Board. Any voting member of the Three Rivers Workforce Development Board may hold the Secretary position.
- SECTION 4. Staff, to implement board approved policy and programs, shall be provided by the designated fiscal agent and/or grant sub-recipient.
- SECTION 5. The Chair of the board shall serve for a term of no more than two (2) years and shall serve no more than two (2) consecutive terms.
- SECTION 6. The Chair, Vice-Chair, the Secretary, and three at-large board members shall be the TRWDB Executive Committee. The CLEO shall serve as an ex-officio member of the executive committee. The TRWDB Executive Committee shall have delegated authority to approve official business of the full TRWDB between scheduled board meetings, and in the absence of a full board quorum. A majority of the members of the TRWDB Executive Committee shall constitute a quorum. All business approved by the TRWDB Executive Committee shall be presented to the full TRWDB for its concurrence.

ARTICLE V

APPOINTMENTS OF MEMBERS

- SECTION 1. From the nominations described below, the CLEO will make appointments, making an effort to give adequate spread to diverse economic interests, as well as adequate geographic dispersion across the region.

SECTION 2.

BUSINESS REPRESENTATIVES – A majority [51%] of the members of each local board shall be representatives of business in the local area, who -

- Are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high- quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and
- Are appointed from among individuals nominated by local business organizations and business trade associations.

LEO's within each county shall have calendar 45 days from the date of notification to recommend a representative to the CLEO for appointment to the Three Rivers Workforce Development Board. The CLEO shall be authorized to make all reasonable and necessary appointments, within the local workforce development area, to comply with state and federal regulations if county LEO's do not provide a recommendation within 45 calendar days.

SECTION 3.

WORKFORCE REPRESENTATIVES - Not less than **20 percent** of the members of each board shall be representatives of the workforce within the local area, who -

- Shall include representatives of labor organizations(for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;

- Shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;
- May include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

SECTION 4. EDUCATION AND TRAINING REPRESENTATIVES – Each local board shall include representatives of entities administering education and training activities in the local area, who -

- Shall include a representative of eligible providers administering adult education and literacy activities under title II;
- Shall include a representative of institutions of higher education providing workforce investment activities (including community colleges); and
- May include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.

SECTION 5.

GOVERNMENT AND ECONOMIC DEVELOPMENT

REPRESENTATIVES – Each local board shall include representatives of governmental and economic and community development entities serving the local area, who -

- Shall include a representative of economic and community development entities;
- Shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;
- Shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;
- May include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and
- May include representatives of philanthropic organizations serving the local area.

ARTICLE VI

LENGTH OF APPOINTMENTS AND FILLING OF VACANCIES

SECTION 1.

Terms of membership shall be three (3) years for business representatives, and for two (2) years for all other board representatives. All board terms, certified under the Workforce Opportunity and Innovation Act, shall begin on April 28, 2016.

SECTION 2.

Resignations –Three Rivers Workforce Development Board members who take formal action to resign from the Three Rivers Workforce Development Board shall notify the Chairman, the CLEO, or the Workforce Director.

- SECTION 3. Removal for Cause – When a member of the Three Rivers Workforce Development Board fails to meet the requirements which the Three Rivers Workforce Development Board itself has established for continued membership, the CLEO of the Three Rivers Workforce Development Board shall remove the board member.
- SECTION 4. Time Frame for Filling Vacancies – All vacancies shall be filled within 45 days from the date of notification..
- SECTION 5. Filling of New Terms – Appointment or re-appointments for new terms will be made within the calendar month that a term ends.
- SECTION 6. Vacancies will be filled by following the same procedures as for initial appointments.
- SECTION 7. When not able to obtain nominations for business representatives from a given county the CLEO may fill a vacancy or make appointments from among nominees from another county. Within 45 days from the end of the term, the slot may be offered to the original county. If adequate nominations are made, appointments from that county may be made for the remainder of the term. If not, the interim appointee may continue to hold membership.
- SECTION 8. Any mandated partner that fails to execute an MOU with the Board will not be permitted to serve on the local board.

ARTICLE VII

MEETINGS, QUORUM, AND VOTING RIGHTS

- SECTION 1. *Meeting Procedures*
- A. The Three Rivers Workforce Development Board shall hold regular meetings every other month at a time and place determined by the Chair.

- B. The Board shall meet at the call of the Three Rivers Workforce Development Board Chair.
- C. A meeting may be called at any time by the Chair or by a petition of not less than 25% of the membership of the Three Rivers Workforce Development Board setting forth the reason for calling such a meeting.
- D. The Board staff shall send written notice of each meeting to its members prior to the scheduled meeting.
- E. Minutes shall be kept of all full Board meetings, shall be available to anyone who requests to see them, and shall be reviewed and approved at the next subsequent Board meeting.

SECTION 2.

Quorum. A quorum shall constitute a majority of the certified membership, which is defined as the total membership minus any members that have resigned or been removed from the roll. A motion shall be passed or defeated by a majority of those members voting at a meeting where a quorum has been established.

TRWDB board members are not authorized, per state administrative rules, to designate proxy representatives. Proxy representatives cannot count towards an official board quorum.

SECTION 3.

Voting Rights.

- A. Each voting member shall cast one vote. All business of the Board shall be decided by a majority vote, of at least 51%, of those present at the meeting.
- B. When an issue presents a possible conflict of interest to a member, said member shall disclose the conflict of interest and abstain from voting on said issue.

ARTICLE VIII
COMMITTEES

SECTION 1. Work groups, task forces, special committees, and/or standing committees shall be designated by the Chair to deal with special areas of interest to the Board, and to assist in developing more fully its goals and objectives. Generally they may be considered as advisory, but on occasion, if directed by the Board, they may take action within the specific areas for which they were constituted. The Chair or a Board member designated by the Chair will preside over Committee Meetings.

SECTION 2.

Standing Committees.

A. The Chair, with the approval of the CLEO, shall appoint a Youth Committee as a Standing Committee of the Three Rivers Workforce Development Board.

- 1) The Youth Committee shall be comprised of a minimum of two members of the Board and representatives of agencies in the region with special interest or expertise in youth programs.

Members of the Youth Committee may include:

- Representatives of youth service agencies including juvenile justice and local law enforcement;
- Representatives of local public housing authorities;
- Parents of eligible youth; and
- Youth including former participants and representatives of organizations that have experience related to youth activities.
- Representative of secondary education.
- Representative of post-secondary education.

Members of the Youth Committee who are not members of the Three Rivers Workforce Development Board shall be voting members of the Youth Committee, and non-voting members of the Three Rivers Workforce Development Board. The duties of the Youth Committee shall include developing the portions of the local plan related to eligible youth, recommending eligible providers of youth activities in the local area which may or may not be funded through Workforce Investment and Opportunity Act, and other duties as determined by the Chairperson of the Three Rivers Workforce Development Board.

ARTICLE IX

WORKFORCE INVESTMENT AND OPPORTUNITY ACT OPERATION

- SECTION 1. The Three Rivers Workforce Development Board, in partnership with the Chief Elected Officials Organization, will develop and submit a local plan to the Governor.
- SECTION 2. The Three Rivers Workforce Development Board shall designate and certify one-stop operators with agreement of the CLEO and may terminate for cause the eligibility of such operators. The Three Rivers Workforce Development Board shall identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis based on the recommendations of the Youth Council. The Three Rivers Workforce Development Board shall also identify eligible providers of training services as described in the Act. The Three Rivers Workforce Development Board shall identify eligible providers of such services by awarding contracts.
- SECTION 3. The Three Rivers Workforce Development Board shall develop a draft budget for the purpose of carrying out the duties of the local board. The budget is subject to the approval of the CLEO. The Fiscal Agent and/or Grant Sub-Recipient, as designated by the CLEO, shall administer workforce grants using federal and state program guidance, and disperse WORKFORCE INVESTMENT AND OPPORTUNITY ACT funds for workforce investment activities at the direction of the local Three Rivers Workforce Development Board. The Fiscal Agent and/or Grant Sub-Recipient shall provide staff to assist the Board in its duties, and serve as liaison with the CHIEF ELECTED OFFICIALS ORGANIZATION.
- SECTION 4. The Three Rivers Workforce Development Board, in partnership with the CHIEF ELECTED OFFICIALS ORGANIZATION, shall

conduct oversight with respect to WORKFORCE INVESTMENT AND OPPORTUNITY ACT activities including, but not limited to, workforce board member appointments, workforce youth programs, employment and training activities, and the one-stop delivery system in the local area.

SECTION 5. The Three Rivers Workforce Development Board, the CHIEF ELECTED OFFICIALS ORGANIZATION, and the Governor shall negotiate and reach agreement on local performance measures per guidelines established by the Secretary of Labor.

SECTION 6. The Three Rivers Workforce Development Board shall assist the Governor in developing the statewide employment statistics system as described in the Wagner-Peyser Act.

SECTION 7. The Three Rivers Workforce Development Board shall coordinate local area workforce investment activities authorized under the Act with economic development strategies and shall promote the participation of private sector employers in the statewide workforce investment system to assist such employers in meeting hiring needs.

SECTION 8. In accordance with the Workforce Investment and Opportunity Act, the Board may solicit or facilitate the receipt of contributions or grant funds from other public or private sources.

ARTICLE X REPORTS

SECTION 1. The Three Rivers Workforce Development Board shall make reports on its operations the Governor or his Designee as required. An annual report shall be developed and include at a minimum the following:

- A. A description of activities conducted during the program year.
- B. Characteristics of participants served.
- C. The extent to which the activities exceeded or failed to meet relevant performance standards.
- D. The Annual Report will be shared with members, elected officials, and other interested parties including the general public.

SECTION 2. The Three Rivers Workforce Development Board Director shall be the official contact person for the Three Rivers Workforce Development Board.

ARTICLE XI
AMENDMENTS

SECTION 1. These by-laws may be amended at any regular meeting of the Three Rivers Workforce Development Board by a majority vote of members present, provided that the amendment has been submitted in writing to all members prior to the meeting.

ARTICLE XII
PARLIAMENTARY AUTHORITY

SECTION 1. The rules on parliamentary procedures as contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Board in cases to which they are applicable and in which they are not inconsistent with these by-laws and any other special rules the Board may adopt.

These by-laws consisting of twelve (numbered I through XII) Articles are adopted this 27th day of October, 2016 during regular council session.

TRWDB Chairman

Acknowledgement Statement

I _____ acknowledge that I have received a copy of the most recently approve TRWDB bylaws.

ATTACHMENT 1

CONFLICT OF INTEREST PROVISION



Conflict of Interest Provision

Name: _____

Public Office or Position: _____

Local Workforce Development Area: _____

Mailing Address: _____

Telephone Number: _____

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

This ____ day of _____, 201__.

Signature: _____

Three Rivers Workforce Development Board

By-Laws Amendment

The by-laws of the Three Rivers Workforce Development Board shall be modified to restructure the board membership to comply with the Workforce Innovation and Opportunity Act (WIOA).

ARTICLE II

OBJECT

SECTION 5. In order to carry out its function under WIOA, the Three Rivers Workforce Development Board ~~may~~ shall:

- (a) prepare and approve a draft budget to be presented to the CLEO for approval;
- (b) Provide program and policy oversight for staff and contractors that are funded through WIOA.
- (c) Authorize the fiscal agent to provide direct services when appropriate contractors are not available.
- (d) Solicit and accept contributions and grant funds (from other public and private sources).
- (e) Carry out additional responsibilities as outlined in Public Law 113-128, Georgia Workforce Law (O.C.G.A. 50-7-90 / 50-7-91), and in any administrative rules produced by the Georgia Workforce Division.
- (f) Incorporate the use of technology to assist the board with coordination, oversight, and enhancement of program services.
 - a. Technology platforms and delivery mechanisms be email services, virtual one stop software, web services, bulletin boards, social media, and other services or platforms that become available as technology improves. |

Comment [R1]: Added mandatory use of technology as a new item for Section 5

Revision Date: October 27, 2016

ARTICLE III

WORKFORCE DEVELOPMENT BOARD MEMBERSHIP

SECTION 9. Voting board members, not employed by a public agency, of the Three Rivers Workforce Development Board will be allotted a ~~\$45.00~~ \$60.00 per diem rate for their attendance at scheduled Board meetings. This allowance will be issued based on attending Board meetings and will be documented by member sign-in logs.

Comment [R2]: Updated the per diem payment for board meetings.

ARTICLE VI

LENGTH OF APPOINTMENTS AND FILLING OF VACANCIES

SECTION 1. ~~Terms of membership shall be for 3 years and appointees shall serve until replaced or re-appointed~~ three (3) years for business representatives, and for two (2) years for all other board representatives. All board terms, certified under the Workforce Opportunity and Innovation Act, shall begin on April 28, 2016.

Comment [R3]: This change is required so that the entire board is not up for reappointment at the same time, and to comply with state certification requests.

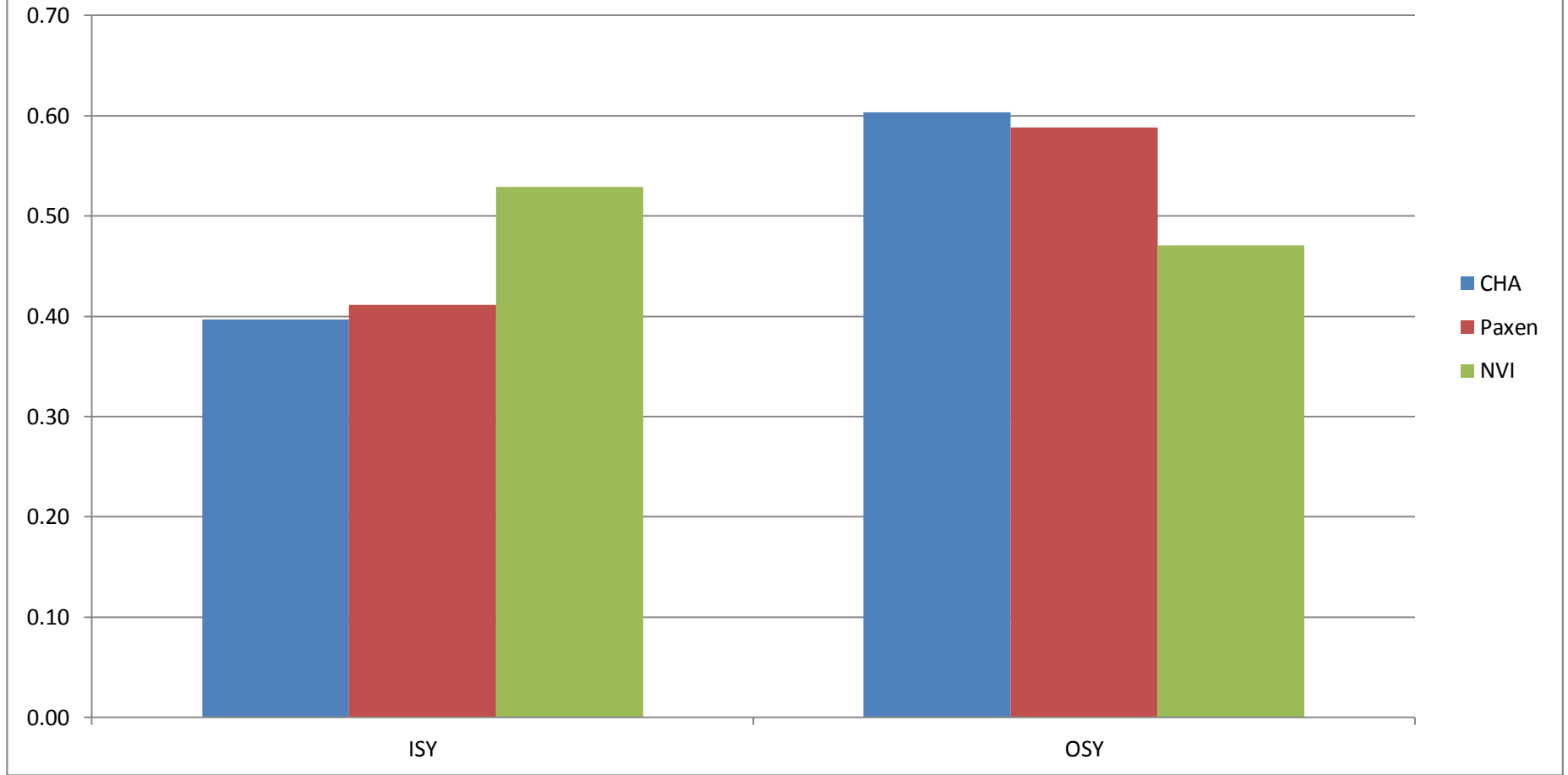
Youth Reports & Updates

Youth Contractor Active Caseloads by Provider PY2016

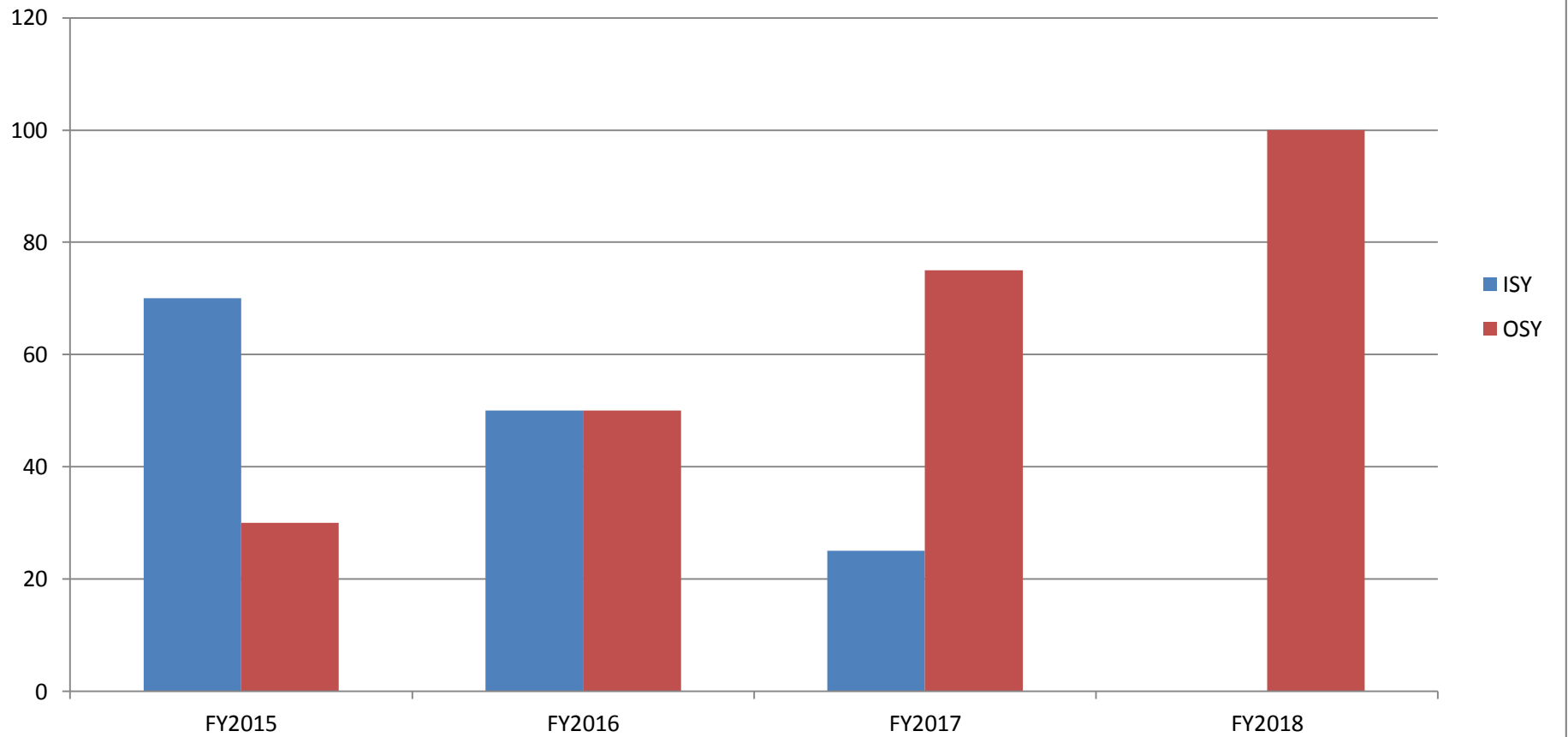
Program Year 2016		Totals	
		ACTIVE TOTAL	
Carrollton Housing Carrollton			
	Youth	58	58
New Ventures Troup & Heard			
	Youth	172	172
Paxen Butts, Coweta, Meriwether, Pike, Spalding, and Upson			
	Youth	311	311
Overall Totals			
		541	541

FY 2016 Youth Caseload Percentages

ISY = In School / OSY = Out of School



WIOA Youth Funding Changes FY15 - FY18



Program Reports & Updates

WORKFORCE DEVELOPMENT
A Division of Three Rivers Regional Commission

	Program Year 2016	Total
Butts		
	WIOA	
	18	18
Carroll		
	WIOA	
	118	118
Coweta		
	WIOA	
	107	107
Heard		
	WIOA	
	8	8

WORKFORCE DEVELOPMENT
A Division of Three Rivers Regional Commission

Lamar	WIOA	
	11	11
Meriwether	WIOA	
	16	16
Pike	WIOA	
	8	8
Spalding	WIOA	
	50	50

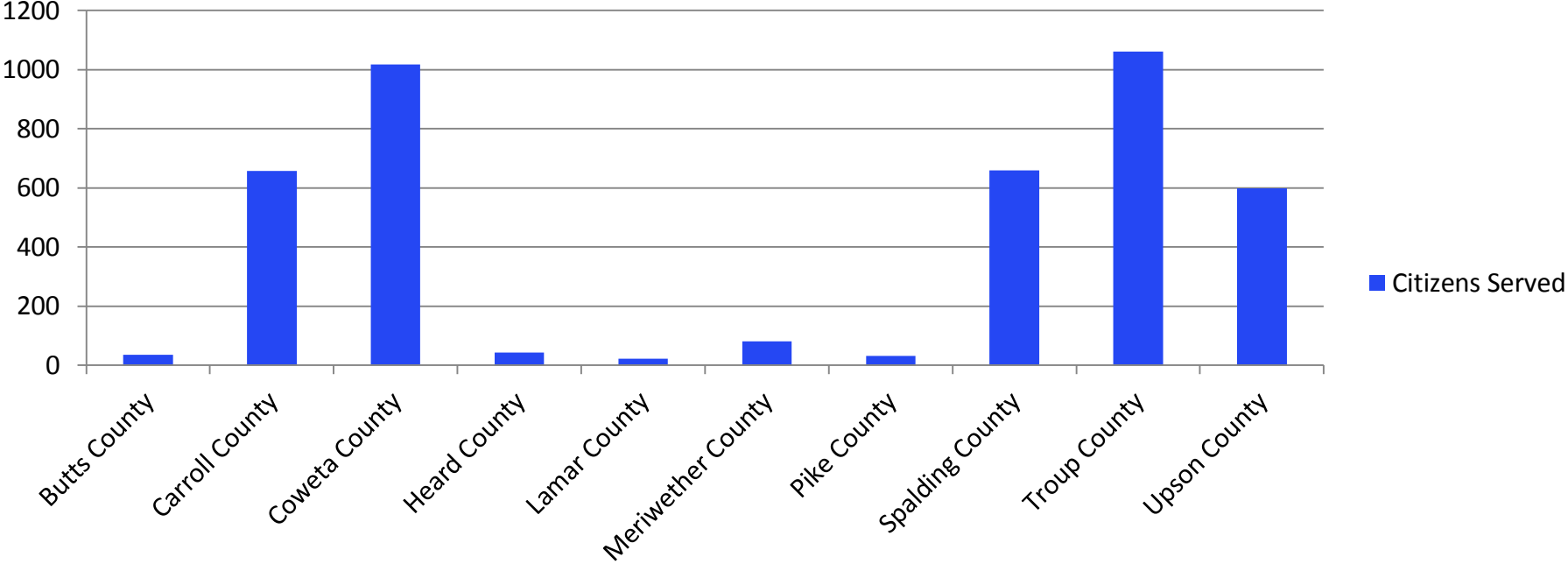
WORKFORCE DEVELOPMENT
A Division of Three Rivers Regional Commission

Troup		
	WIOA	
	104	104
Upson		
	WIOA	
	6	6
Others		
	WIOA	
	7	7
	Program Year 2016	Total
Over All Total	453	453
Technical Colleges	PY16	
	Southern Crescent Total	103
	West GA Tech Total	169
	Overall Total	272

Youth Contractor Active Caseloads by Provider PY2016

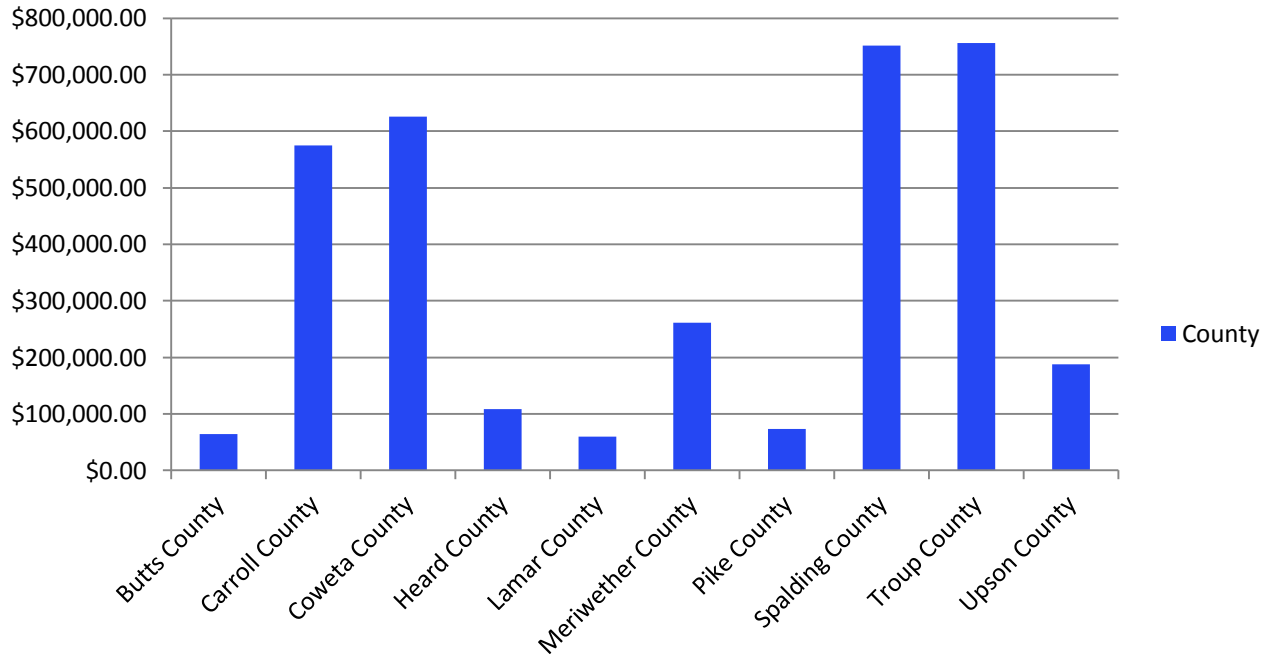
Program Year 2016		Totals	
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		541	541

Citizens Served PY16

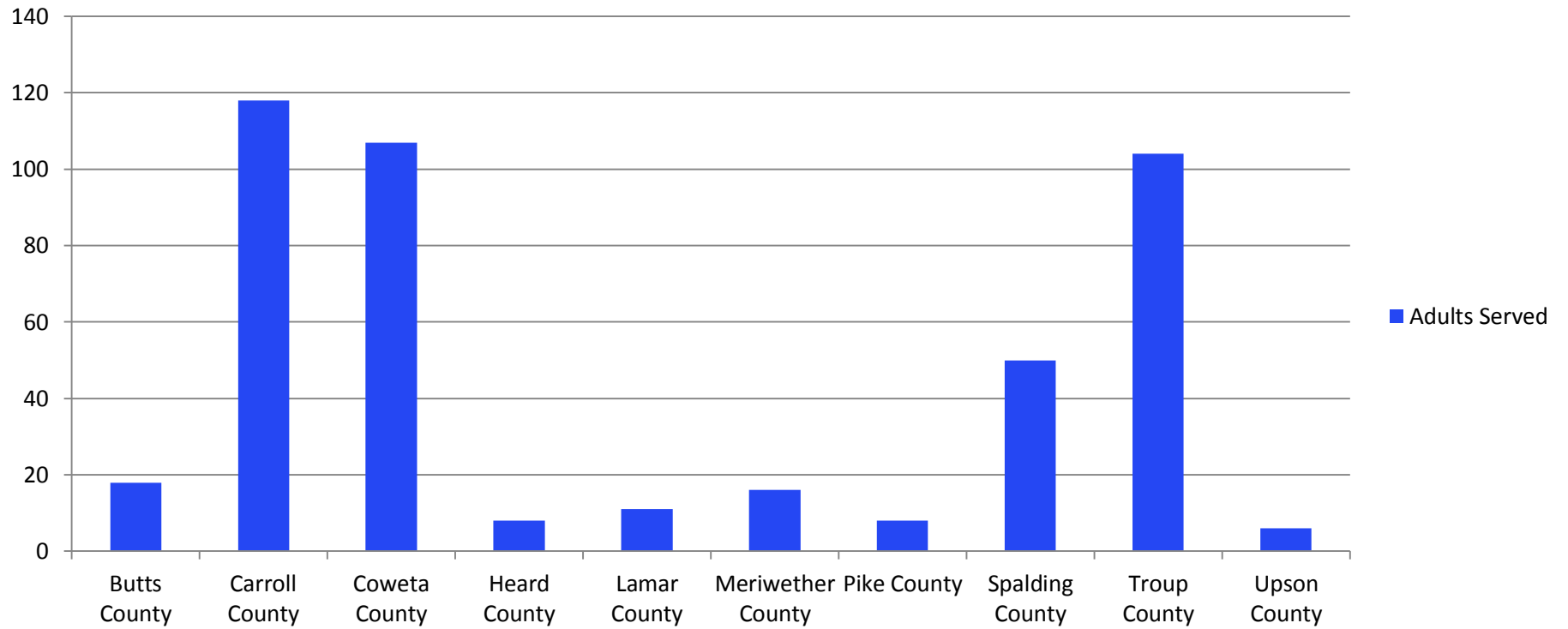


Workforce Development Funding Per County

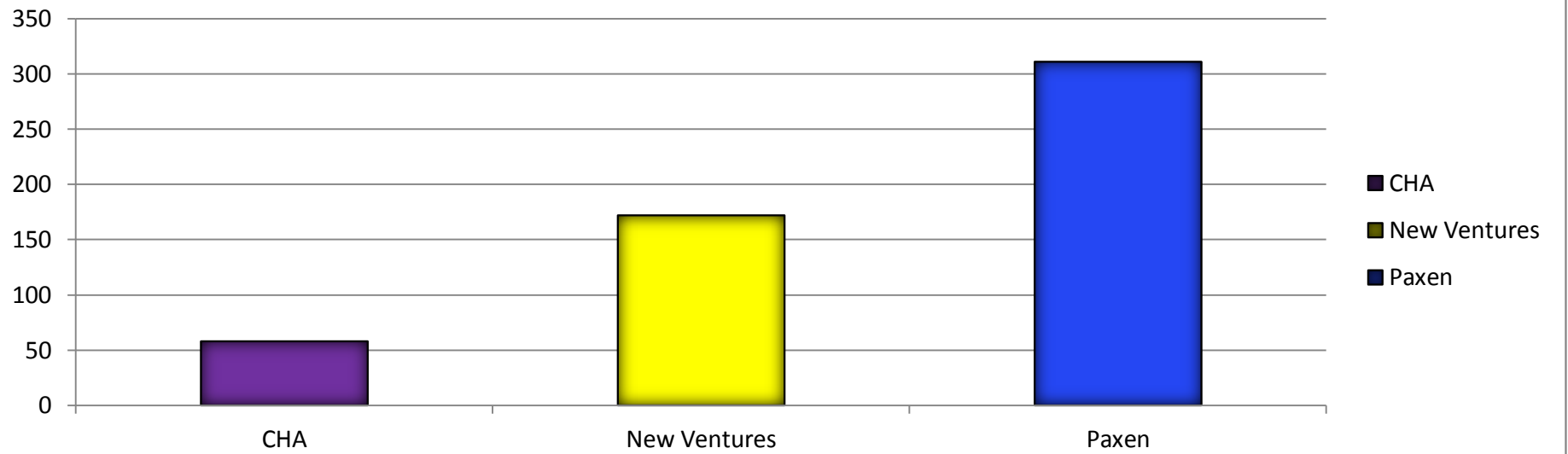
Investment by County PY15



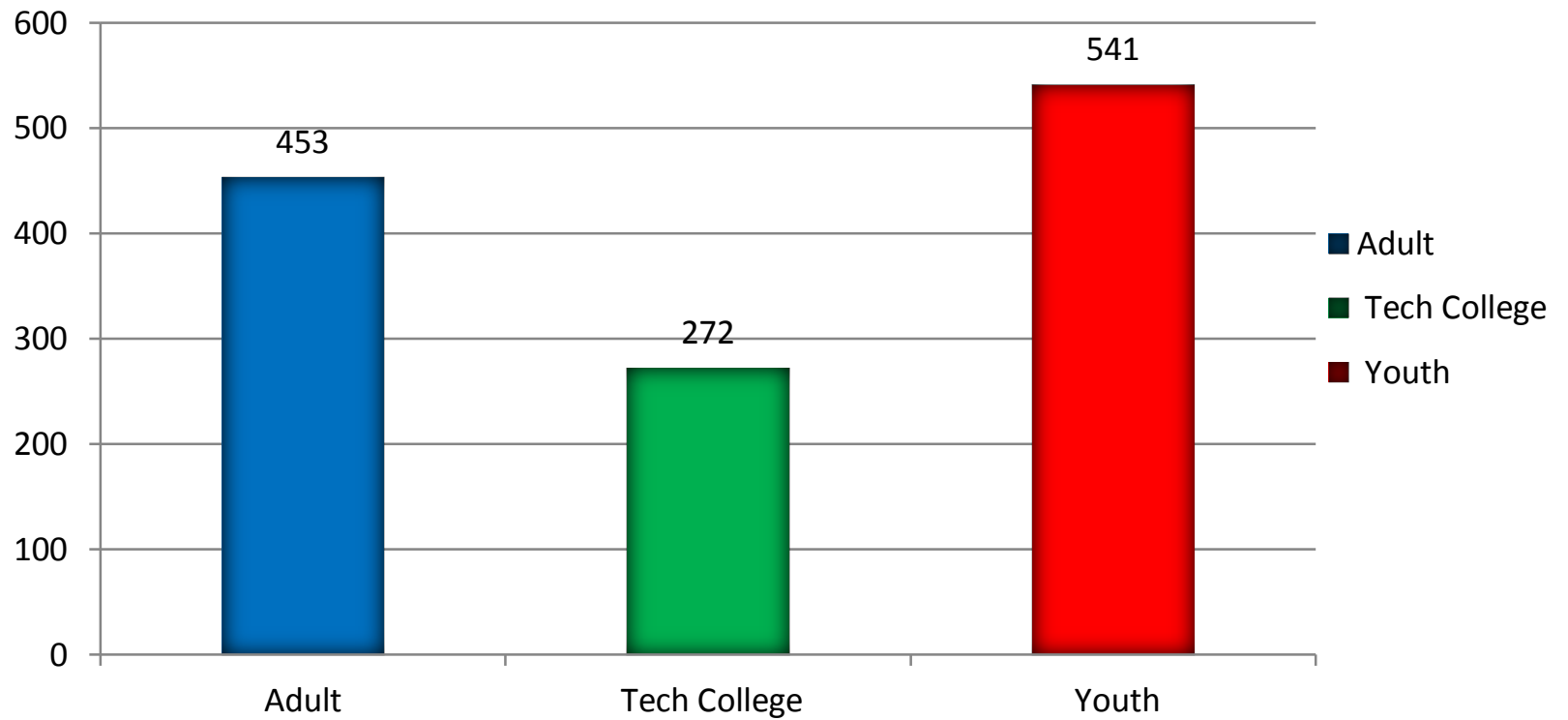
Active Adult Cases by County PY 16



Active Youth Cases PY16



Workforce Active Case Loads PY 16



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

ETPL Recommendation

Provider: West Georgia Technical College – Economic Development Division
Program: Basic Shielded Metal ARC Certificate

West Georgia Technical College’s Economic Development Division’s Basic Shielded Metal ARC Certificate program is being recommended to be added to the Local Eligible Training Provider list based on the completed application received from the provider.

The Basic Shielded Metal Arc Welder certificate program prepares students for careers in the welding and joining industry. This certificate emphasizes arc welding in the flat position and is a prerequisite to the advanced certificate, OSM1: Advanced Shielded Metal Arc Welder.

This program includes an Introduction to Welding, Welding Safety and SMAW. It introduces students to Shielded Metal ARC Welding. Students will receive fundamental instruction and practice in Welding, Math, and Safety. Program length is 10 weeks, 5 hours a week for a total of 50 Curriculum Hours. The employment rate of WGTC credit students in the industry is over 90%, this is also expected for the Basic Shielded Metal ARC Certificate program. Currently, there are no employer partners signed on; however, WGTC is working to develop partnerships with employers who have previously expressed a need for employees in this trade.

Program Cost

Tuition: \$3,500.00

Supplies/PPE: \$290.00

Total Program Cost: \$3,790.00

Outcomes for Participants

Basic Shielded Metal Arc Welder Certificate

Labor Market Information – Additional Data

Employment Wage Statistics

The table below shows the estimated Employment Wage Statistics for individuals in Three Rivers Workforce Development Region, Georgia employed as Welders, Cutters, Solderers, and Brazers in 2015.

Rate Type / Statistical Type	25th %	Mean	75th %
Annual Wage or Salary	\$28,196	\$33,244	\$37,976
Hourly Wage	\$13.56	\$15.98	\$18.26

Source: Workforce Statistics & Economic Research, Occupational Employment Statistics and Wages Program

State Wages

Location	Pay Period	2015				
		10%	25%	Median	75%	90%
Georgia	Hourly	\$10.72	\$13.35	\$16.47	\$19.61	\$23.97
	Yearly	\$22,300	\$27,800	\$34,300	\$40,800	\$49,900

TRAINING PROPOSAL AND AGREEMENT

Submitted To:

**Workforce Development a Division of Three Rivers Regional
Commission**

1210 Greenbelt Drive
PO Box 1562
Griffin, Georgia 30224
Phone: 770-229-9799

Submitted By:

Deborah Dickinson, CEO
Crane Industry Services, LLC
PO Box 1300
Villa Rica, GA 30180
(770) 783-9292

Debbie@craneindustrieservices.com

www.craneindustrieservices.com



Correctional Training for Crane and Rigging Certifications

Partnership between Crane Industry Services, West Georgia Technical College, and Three Rivers Regional Commission

Crane Industry Services and West Georgia Technical College have been working together to develop an opportunity that will provide training to individuals currently incarcerated in Carroll and Troup Counties. The Crane and Rigging Correctional Training program will result in a high demand skill for inmates, and an opportunity to decrease recidivism in the Three Rivers region.

Description of Training Program

Level 1: Qualified Basic Rigger, Mobile Crane Operator, and Signal Person

*The **Basic Rigger** safely uses and recognizes the limitations of chain, synthetic, metal mesh, and wire rope slings as well as specific rigging hardware to include: hooks and similar attaching devices, shackles, wire rope clips, clamps, eyebolts, softeners, and taglines. The Basic Rigger identifies common load configurations and positioning and demonstrates specific knowledge of crane operations including voice and radio communications (as defined in ASME B30.2, ASME B30.3, ASME B30.5, ASME B30.6), personal fall protection methods, emergency procedures, and hazards and restrictions with working in proximity to overhead electric lines and equipment.*

Mobile Crane Operator (Level 1)

CIS certified instructors conduct NCCER accredited training and ANSI accredited certification for mobile crane operators. The training includes hands on practice time with equipment and state of the art, interactive classroom experiences. Job-specific practice sessions with cranes and on a state of the art simulator are available. The course teaches students to:

- *Set up cranes correctly and follow safety procedures for crane work, rigging and site*
- *Recognize different makes of mobile crane, uses, components and factors affecting lift capacity*
- *Identify site and environmental hazards*
- *Use basic instrumentation, gauges and safety devices*
- *Identify different applications for rigging hardware and equipment*
- *Work with load charts and practice calculations for a variety of crane configurations and lifts to be made*
- *Practice proper set-up and shut-down of a crane*
- *Understand physical requirements, duties and responsibilities of mobile crane operators, per crane operators' manuals, OSHA and ASME B30.5 standards*
- *Work safely near power lines*
- *Control the movement of loads and actions of the crane*
- *Be safe and productive as a crane operator*

NCCER and ANSI accredited, written and practical certification examinations for OSHA recognized crane operator certification.

Under the supervision of an examiner, the trainee will be tasked to:

- *Manipulate crane controls to smoothly maneuver a load*

- *Set up cribbing, matting, outriggers and barricades as required for safe operation*
- *Perform site analysis as well as pre-operation and post-operation inspections*
- *Interpret and follow hand-signals*
- *To earn nationally accredited crane operator certification, recognized by OSHA, operators must meet certification requirements and demonstrate required skill in a multi-step written and practical examination.*

*The **Signal Person** is proficient in the performance of hand and verbal signals, including the standard methods for hand signals as required by ASME B30.2, ASME B30.3, ASME B30.5, and ASME B30.6. The Signal Person demonstrates a basic knowledge of crane operations and limitations, including crane dynamics involved in the swinging, controlling and stopping of loads, and the boom deflections from hoisting loads. The Signal Person demonstrates specific knowledge of crane operations including voice and radio communications, personal fall protection methods, emergency procedures, and hazards and restrictions with working in proximity to overhead electric lines and equipment.*

The training is based on a 10 hour work day, and will include:

- Basic Safety with OSHA 10 – 20 hours
- Introduction to Crafts, NCCER accredited testing for performance – 40 hours
- Basic Rigger with NCCER accredited certification testing – 24 hours
- Signalperson with CIS Qualification testing – 6 hours
- Mobile Crane Operator, Level 1, with NCCER accreditation certification testing – 90 hours
- PPE (Personal Protection Equipment) for each student
- Training materials and NCCER guides and tests for each student

Eligibility

Inmates within 12 months of release can participate in the program, if eligibility requirements for WIOA are met. Inmates will be referred to the program by the correction facility, based on ability and potential for employment. Crane Industry Services and the correction facility are responsible for making appropriate referrals to this training opportunity. These individuals must not have a background that would limit their ability to be successful with obtaining employment in the Crane, Rigging, and/or Construction fields associated with this training. Inmates will be required to complete a basic skills assessment (TABE or Compass Scores) and a comprehensive or specialized assessment of skills. Inmates will be required to have an individual employment plan completed by a Workforce Development Case Manager. Training accounts will be established on behalf of each participant enrolled in this training by way of ITAs (Individual Training Accounts).

Placement, Follow-up, and Retention

Crane Industry Services (CIS) will refer individuals who successfully complete the program requirements to Atlanta area employers, and/or a national firm that hires craft professionals as temp labor. The national firm helps place skilled workers in permanent positions, as well. The

local workforce area will assist with basic career services that will increase the participant's chance of gaining employment. Individuals completing training prior to release will be provided a skills reinforcement plan by CIS.

Participants will need to have verification of their credentials for employers, as they begin their job search. The verification process requires CIS or any Workforce Development staff to have a current address and employer name. CIS and Three Rivers Regional Commission – Workforce Development will maintain a certification card on file until the completion of follow-up, up to one year after successful exit with employment. The participant will be required to remain in contact with either CIS or Workforce Development staff members, and to provide a valid address for verification to be completed.

All parties will work in cohort to ensure satisfactory attempts for placement, follow-up after placement, and job retention are sustained. The correctional facilities oversee and process the individuals for release; this information will be requested from the institution as each individual successfully completes training. And, will be requested again at the date of anticipated release.

Workforce Development staff associated with case management and intake for individuals participating in this program are required to complete the Prison Rape Elimination Act (PREA) training. The training is one day, and is at no cost to the Workforce Development Board or Three Rivers Regional Commission.

Past Performance/Performance Requirements:

WGTC has recently established a partnership with Crane Industry Services, a company that is NCCER Accredited with a 30 year history of providing training and certification in the areas of crane and rigging. Although WGTC has never had the expertise to offer these types of programs, the historical data for CIS had provided tremendous results including completion and subsequent employment rates of close to 100%. Anticipated entry level weekly earnings for each level of the programs are included below:

Certified Basic Rigger \$600/week (\$15/hr)

Mobile Crane Operator Level 1 \$720/week (\$18/hr)

Training Related Employment:

CIS has trained hundreds of individuals over the last several years (see attached list for details). Demand for graduates far exceeds availability for crane and rigging professionals.

Dates: 11/1/2016 – 6/30/2017
Days/Times: TBD
Location(s): Carroll and Troup Counties
Instructors: CIS Certified Instructors

Max Number of Students: 10
Total Number of Training Hours: 180
Per Participant Fee: \$8,444
Maximum Agreement: \$84,440

CFDA Number: Adult - 17.258

Cost Per Student: See attached (includes Personal Protective Equipment (PPE), books, performance exams and testing for each student).

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

TRWDB Chairman

Date

Lanier Boatwright, Executive Director

Date

Peter Banks, TRRC Board Chairperson

Date

Deborah L. Dickinson, CEO
Crane Industry Services, LLC

Date

Steve G. Daniel, President
West Georgia Technical College

Date

Other Business

Three Rivers Workforce Development Board Roster
Revised October 3 2016

First Name	Last Name	Classification	County	Title
Private Sector 51% Requirement				
Josh	Smith	Private Sector	Butts	Production Manager, American Woodmark Corp.
Donna	Lackey	Private Sector	Carroll	Senior VP, Business Development, Carroll County Chamber of Commerce
Todd	Browning	Private Sector	Coweta	SVP, J. Smith Lanier Co.
TBA	TBA	Private Sector	Heard	TBA
Larry	Spillers	Private Sector	Lamar	GA Operations Manager, Jordan Forest Products, LLC.
Greg	Burns	Private Sector	Meriwether	HR Manager, Mando America Corp.
Kevin	Hilton	Private Sector	Pike	Plant Manager / Tencate Protective Fabrics
Keven	Sasser	Private Sector	Spalding	COO- Impact Performance Group
Brandon	Eley	Private Sector	Troup	CEO – 2 Big Feet
Sallie	Barker	Private Sector	Upson	Communication Director – Upson Regional
Workforce Representative: 20% Requirement				
Mitch	Byrd	AFL-CIO	Regional	Union Rep.
Greg	Webster	AFL-CIO	Regional	Union Rep + Registered Apprenticeship
Regina	Abbott	CBO	Spalding	Spalding Co. Family Connections
Keisha	Ray	Sr. Employment	Regional	Area Agency on Aging / Senior Employment
Education and Training Representatives: (Minimum 2)				
Karen	Kirchler	WGTC	Regional	Adult Education
Steve	Hendrix	SCTC	Regional	Higher Education
Government and Economic Development (Minimum 3)				
Maggie	Laton	Economic Dev	Regional	GA Dept. of Economic Development
Gail	Long	GDOL	Regional	GA Dept. of Labor
Deborah	Carson	Voc. Rehab	Regional	Vocational and Rehab Services

FY2017 Workforce One Stop Service Locations





**WORK
SOURCE**

GEORGIA

Three Rivers

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**WORK
SOURCE**

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Connecting Talent with Opportunity

A proud partner of the American  **JobCenter**® network

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SOURCE**

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Connecting Talent with Opportunity

Reference Tab

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

Business Services

You Hire, You Train, And We Pay!

Workforce Development a division of Three Rivers Regional Commission provides business services to our region to assist with hiring needs, and training costs to develop a skilled workforce.

Benefits and Business Services Provided

- 1). On-The-Job Training (OJT):** Provides an opportunity for employers to hire new employees while receiving a reimbursement of wages for the training period for up to 6 months. **Employers retain full autonomy** of the employees they choose to hire.
- 2). Customized Skills Training:** Provides assistance with costs of training to employers who are seeking to train employees on new technology, new services or production procedures, workplace literacy, or if an employee is being up-graded into a new position that requires additional skills. Workforce Development partners with local training providers to develop a training plan in line with the employers' needs.
- 3). Incumbent Worker Training:** Provides a layoff aversion strategy by awarding expense reimbursement grants to employers for the purpose of providing skills upgrade training to currently employed full time workers.
- 4). Rapid Response Coordination:** Workforce Development and its partnering agencies work together to provide a variety of services to company's facing closure and to the employees that will become dislocated. Some of those services may include; unemployment insurance specialist, health and human services, job search, matching and referrals, resource packets and materials, educational and training representatives, and several other customized services to meet the needs of the company and employees.

Eligible Businesses and Participants

- 1) Eligible Businesses for On-The Job Training:** Are those that have year-round operations, have not recently experienced layoffs, and commit to hiring eligible participants on a full time basis after on-the-job training is complete.
- 2) Eligible Participants for On-The-Job Training:** Are individuals that are unemployed or under employed adults who have a need for training, and have completed comprehensive assessments to determine their skill levels and abilities.



1210 Greenbelt Drive • P.O. Box 97
 Griffin, Georgia 30224
 Ph: (770) 229-9799
 Fax: (770) 229-9924
 www.threeriversrc.com

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

Services Provided	
• Job Search Assistance	• Career Counseling
• Vocational Assessments	• Resume Preparation
• Training Cost Assistance	• Budget/Financial Planning

**Eligibility Dislocated Worker/
 Displaced Homemaker:**

- Notice of Layoff, Separation Notice or U.I. Determination Letter (Layoff due to no fault of the customer)
- Job Search Records
- Verification of Unemployment Insurance Status (Claims Determination Letter)
- Spouse Layoff (Displaced Homemakers Only)

****Eligibility Adult:**

- **If unemployed:** Proof of unemployed status at time of application including information on last employment/employer, pay stubs for last employment period and/or tax forms (W2) **OR**
- **For under-employed or low-income:** Food Stamps or TANF Letter (Current within last 6 months) **OR** Paycheck stubs (for 6 months or Letter from Employer **AND**
- Completed Family Income and Composition Form

Adults are individuals age 18 and older who at time of application are **unemployed OR who are **under-employed, OR** whose family meets adult low income on the income guidelines below:

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

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

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

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

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

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

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

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



1210 Greenbelt Drive • P.O. Box 97
 Griffin, Georgia 30224
 Ph: (770) 229-9799
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 www.threeriversrc.com

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

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

Eligibility Out of School Youth (OSY)

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

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

Eligibility In-School Youth (ISY)

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

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

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

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

Paxen
 110 West Washington Street
 Newnan, GA 30263
470-414-7445

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

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

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

Serving Troup & Heard Counties

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

Serving Carroll County

Adult Low-Income Workforce Investment Act (WIA) Guidelines

Effective Date: April 4, 2016

Family Size	Annual Income			6-Month Eligibility Period Income		
	Metro	Atlanta MSA	Non-Metro	Metro	Atlanta MSA	Non-Metro
One	\$11,880	\$11,880	\$11,880	\$5,940	\$5,940	\$5,940
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Serving Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson Counties

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

Training Programs in Health Services

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

Training Programs in Office/Business Support

Accounting
Auditing Clerk
Office Accounting Specialist
Payroll Accounting Specialist

Training Programs in Information Technology

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

**Training Programs in Trade Occupations and
Advanced Manufacturing**

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

Training Programs in Transportation

Commercial Truck Driving

**Training Programs in Business, Office Support, and
Management**

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

Training Programs in Public Service

Criminal Justice
Culinary Arts
Custodial Skills Training



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

GED Enrollment Process

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

Contractors Contact Information:

Carrollton Housing Authority

209 Newnan Rd Apt 108

Carrollton, GA 30117

770-834-5480 Ext 13

**Servicing Carroll County*

New Ventures Inc

306 Fort Drive

Lagrange, GA 30240

706-882-7723

**Servicing Heard and Lagrange Counties*

Paxen Learning Corporation

432 W Solomon Street

Griffin, GA 30223

770-229-3558

110 West Washington Street

Newnan, GA 30263

678-423-6437

311 South Church Street

Thomaston, GA 30286

706-938-6234

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

One-Stop Career Centers Region 4 Area 8

Carrollton Career
Center
770-836-6668

Griffin Career Center
770-228-7226

LaGrange Career
Center
706-845-4000

Newnan Career
Center
770-254-7220

Roosevelt Warm
Springs Career Center
706-644-5284

Thomaston Career
Center
706-648-9178

Youth Services Contractors

Paxen Learning Corporation

*(Serving Butts, Coweta, Lamar,
Meriwether, Pike, Spalding, and
Upson Counties)*

Griffin Location

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

Newnan Location

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

Thomaston Location

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

Carrollton Housing Authority

(Serving Carroll County)

Neighborhood
Networks Center
209 Newnan Road, Apt.
108

Carrollton, GA 30117
770-834-5480, x13

New Ventures (Serving Troup and Heard Counties)

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

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9. TRRC Program Organizational Flow Chart
10. TRRC Employee Contact Information
11. TRWDB 2016-2017 Calendar

Business Services

You Hire, You Train, And We Pay!

Workforce Development a division of Three Rivers Regional Commission provides business services to our region to assist with hiring needs, and training costs to develop a skilled workforce.

Benefits and Business Services Provided

- 1). On-The-Job Training (OJT):** Provides an opportunity for employers to hire new employees while receiving a reimbursement of wages for the training period for up to 6 months. **Employers retain full autonomy** of the employees they choose to hire.
- 2). Customized Skills Training:** Provides assistance with costs of training to employers who are seeking to train employees on new technology, new services or production procedures, workplace literacy, or if an employee is being up-graded into a new position that requires additional skills. Workforce Development partners with local training providers to develop a training plan in line with the employers' needs.
- 3). Incumbent Worker Training:** Provides a layoff aversion strategy by awarding expense reimbursement grants to employers for the purpose of providing skills upgrade training to currently employed full time workers.
- 4). Rapid Response Coordination:** Workforce Development and its partnering agencies work together to provide a variety of services to company's facing closure and to the employees that will become dislocated. Some of those services may include; unemployment insurance specialist, health and human services, job search, matching and referrals, resource packets and materials, educational and training representatives, and several other customized services to meet the needs of the company and employees.

Eligible Businesses and Participants

- 1) Eligible Businesses for On-The Job Training:** Are those that have year-round operations, have not recently experienced layoffs, and commit to hiring eligible participants on a full time basis after on-the-job training is complete.
- 2) Eligible Participants for On-The-Job Training:** Are individuals that are unemployed or under employed adults who have a need for training, and have completed comprehensive assessments to determine their skill levels and abilities.



1210 Greenbelt Drive • P.O. Box 97
 Griffin, Georgia 30224
 Ph: (770) 229-9799
 Fax: (770) 229-9924
 www.threeriversrc.com

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

Services Provided	
• Job Search Assistance	• Career Counseling
• Vocational Assessments	• Resume Preparation
• Training Cost Assistance	• Budget/Financial Planning

**Eligibility Dislocated Worker/
 Displaced Homemaker:**

- Notice of Layoff, Separation Notice or U.I. Determination Letter (Layoff due to no fault of the customer)
- Job Search Records
- Verification of Unemployment Insurance Status (Claims Determination Letter)
- Spouse Layoff (Displaced Homemakers Only)

****Eligibility Adult:**

- **If unemployed:** Proof of unemployed status at time of application including information on last employment/employer, pay stubs for last employment period and/or tax forms (W2) **OR**
- **For under-employed or low-income:** Food Stamps or TANF Letter (Current within last 6 months) **OR** Paycheck stubs (for 6 months or Letter from Employer **AND**
- Completed Family Income and Composition Form

Adults are individuals age 18 and older who at time of application are **unemployed OR who are **under-employed, OR** whose family meets adult low income on the income guidelines below:

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

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

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

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

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

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

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

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



1210 Greenbelt Drive • P.O. Box 97
 Griffin, Georgia 30224
 Ph: (770) 229-9799
 Fax: (770) 229-9924
 www.threeriversrc.com

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

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

Eligibility Out of School Youth (OSY)

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

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

Eligibility In-School Youth (ISY)

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

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

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

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

Paxen
 110 West Washington Street
 Newnan, GA 30263
470-414-7445

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

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

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

Serving Troup & Heard Counties

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

Serving Carroll County

Adult Low-Income Workforce Investment Act (WIA) Guidelines

Effective Date: April 4, 2016

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For each additional family member add:	\$5,016	\$4,810	\$4,980	\$2,508	\$2,405	\$2,490



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

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

Training Programs in Health Services

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

Training Programs in Office/Business Support

Accounting
Auditing Clerk
Office Accounting Specialist
Payroll Accounting Specialist

Training Programs in Information Technology

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

**Training Programs in Trade Occupations and
Advanced Manufacturing**

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

Training Programs in Transportation

Commercial Truck Driving

**Training Programs in Business, Office Support, and
Management**

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

Training Programs in Public Service

Criminal Justice
Culinary Arts
Custodial Skills Training



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

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

GED Enrollment Process

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

Contractors Contact Information:

Carrollton Housing Authority

209 Newnan Rd Apt 108

Carrollton, GA 30117

770-834-5480 Ext 13

**Servicing Carroll County*

New Ventures Inc

306 Fort Drive

Lagrange, GA 30240

706-882-7723

**Servicing Heard and Lagrange Counties*

Paxen Learning Corporation

432 W Solomon Street

Griffin, GA 30223

770-229-3558

110 West Washington Street

Newnan, GA 30263

678-423-6437

311 South Church Street

Thomaston, GA 30286

706-938-6234

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

One-Stop Career Centers Region 4 Area 8

Carrollton Career
Center
770-836-6668

Griffin Career Center
770-228-7226

LaGrange Career
Center
706-845-4000

Newnan Career
Center
770-254-7220

Roosevelt Warm
Springs Career Center
706-644-5284

Thomaston Career
Center
706-648-9178

Youth Services Contractors

Paxen Learning Corporation

*(Serving Butts, Coweta, Lamar,
Meriwether, Pike, Spalding, and
Upson Counties)*

Griffin Location

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

Newnan Location

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

Thomaston Location

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

Carrollton Housing Authority

(Serving Carroll County)

Neighborhood
Networks Center

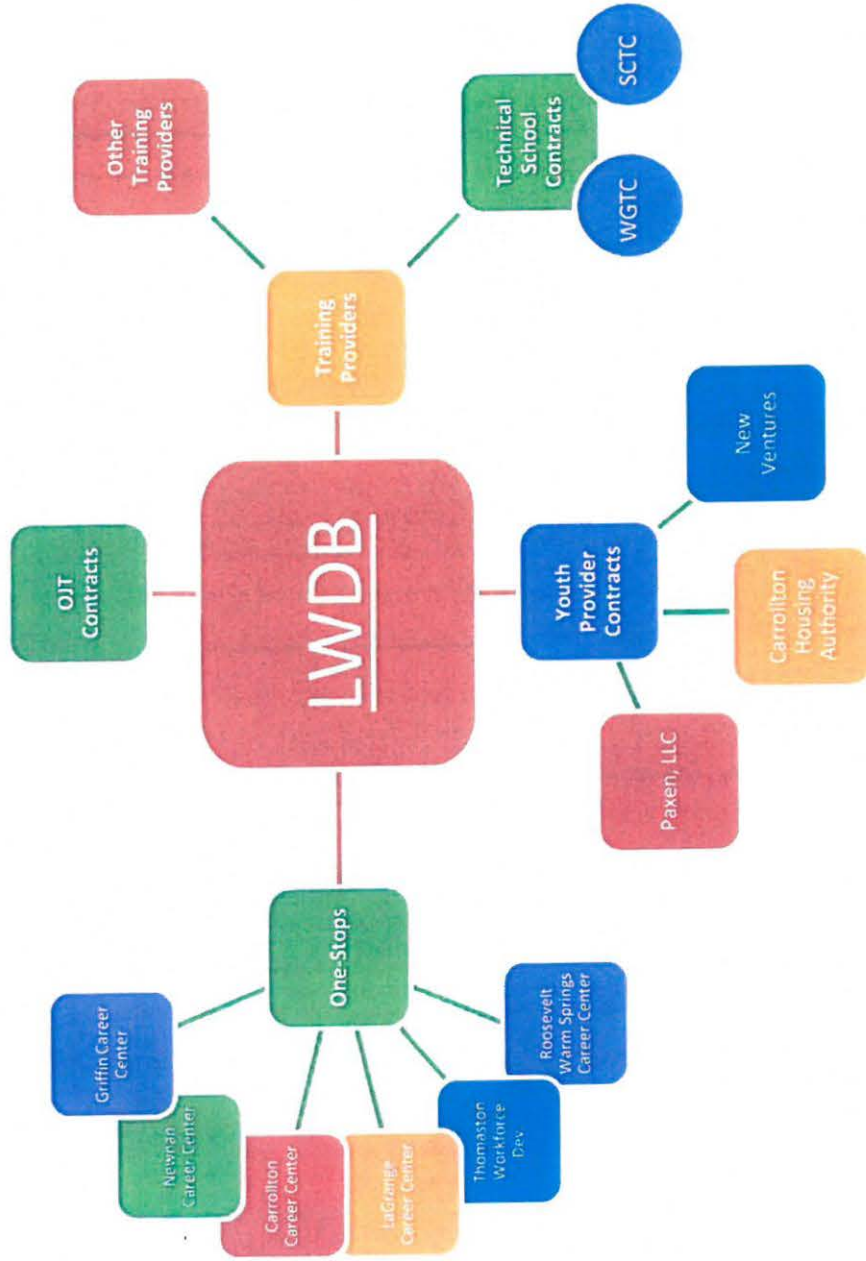
209 Newnan Road, Apt.
108

Carrollton, GA 30117
770-834-5480, x13

New Ventures (Serving Troup and Heard Counties)

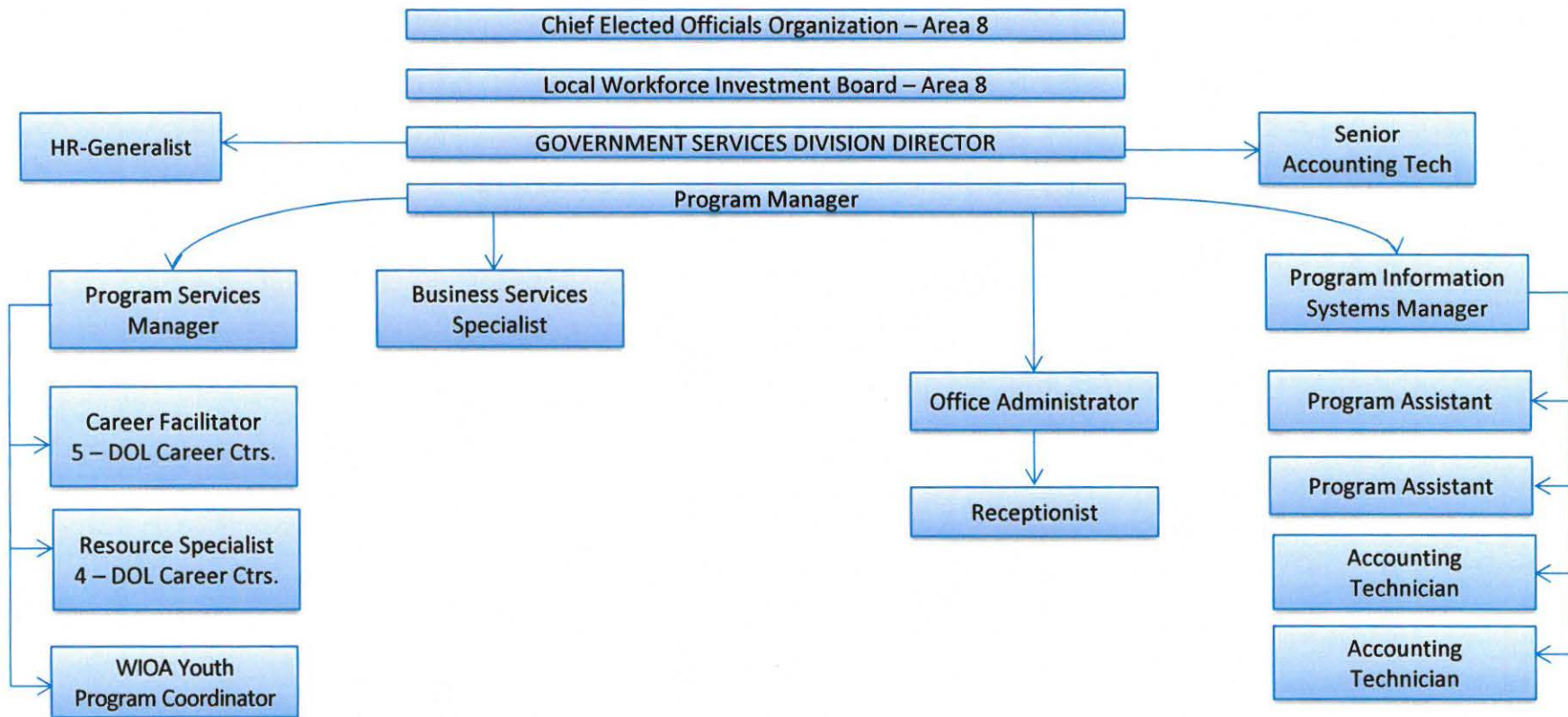
306 Fort Drive
LaGrange, GA 30241
706-882-7723

Services & Contracts Organization



Workforce Development - a Division of Three Rivers Regional Commission

PROGRAM ORGANIZATION CHART





1210 Greenbelt Drive
Griffin, GA 30224
Office: 770-229-9799
www.threeriversrc.org

- **Lanier Boatwright** | TRRC Executive Director
lboatwright@threeriversrc.com
- **Robert Hielt** | Governmental Services Division Director
rhielt@threeriversrc.com
- **Stephanie Glenn** | Program Manager
stephanie.glenn@careerconnections.org
- **Carolyn Mitchell** | Program Services Manager
carolyn.mitchell@careerconnections.org
- **Keisha Whitner** | Program Information Systems Manager
keisha.whitner@careerconnections.org
- **Dawn Burgess** | Office Administrator
dawn.burgess@careerconnections.org

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

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

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

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

Scheduled Youth Committee meetings are:

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

**Three Rivers
Workforce Development Board (TRWDB)
Orientation Handbook
2015-2016**



1210 Greenbelt Drive | Griffin, GA 30224
(770) 229-9799
www.threeriversrc.org

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Office: 770-229-9799
www.threeriversrc.com

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

Dear Newly Appointed TRWDB Member:

The Three Rivers Workforce Development Board (TRWDB) wishes to congratulate you as the newly appointed member of the TRWDB. Your appointment reflects your involvement and leadership in the community. As a member of the Local Workforce Development Board, you now have the unique opportunity to positively affect the quality of life throughout our region. To assist in your learning process, the Board has prepared this **“Orientation Handbook for the Three Rivers Workforce Development Board”**.

This handbook is provided to familiarize each of you with the LWDB Board organizational structure, the responsibilities of each, job functions, and the individual responsibilities you have as a member of the board. It is our desire that your review of the Resource Handbook, you will have a better understanding of the LWDB. We recognize the fact that you will have questions concerning your responsibilities, and we encourage you to ask questions at any time.

As a member, your attendance and participation at meetings is critical for us to meet and surpass our goals and objectives of the board. Our meetings are highly productive and provide each member with opportunities for their input and participation. For this reason, we thank you for sharing your expertise and knowledge so that together we may provide our region with a skilled and productive workforce.

We look forward to working with you!

Sincerely,

Kathy Knowles
Chair, Three Rivers Workforce Development Board



Mission and Vision Statement

Mission Statement

To provide comprehensive customer driven workforce services to connect employers, job seekers, workers and youth.

Vision

The Three Rivers Workforce Development Board will ensure a viable and qualified workforce, which is capable of sustaining existing businesses by fulfilling the needs of a vibrant and expanding employment base.

Overview of the Workforce Innovation & Opportunity Act (WIOA)

The Three Rivers Workforce Development Board (WDB) was established through the Workforce Investment Act (WIA) in 1998, which was superseded by the Workforce Innovation and Opportunity Act (WIOA) on July 22, 2014.

WIOA is a federally funded program designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the economy.

WIOA funded programs and services are provided through the Georgia Department of Labor (One-Stop Career Centers) within our region and community partners, under the policy and guidance of the LWDB.

Available workforce development activities provided in the local communities can benefit job seekers, laid-off workers, youth, incumbent workers, new employees to the workforce, veterans, persons with disabilities, and employers.

Overview of Available WIOA Youth Services:

Out-of-School Youth (OSY) – must be 16-24, not attending any school, and meet one or more of the additional conditions, which could include: School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, of the Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or secure and hold employment.

In-School Youth (ISY) – must be aged 14-21, attending school, low income, and meet one or more of the additional conditions, which could include: Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment. At least 20 percent of local Youth funds must be used for work experience, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internship and job shadowing.

Overview of the Workforce Innovation & Opportunity Act (WIOA)

Overview of Available WIOA Adult and Dislocated (laid-off) Worker Services:

Eligible adults must be age 18 or older. While eligible laid-off workers are generally individuals who have been terminated from their last employment and are unlikely to return to their previous industry or occupation, displaced homemakers and self-employed individuals also may qualify for these services. Adults and Dislocated workers are provided with employment related-services, training, and education, employer assistance, and other programs and services through our local one-stop career centers in the region.

1. **Basic Career Services** are available to all job seekers and may include the following services:
 - Program eligibility determination;
 - Outreach, intake, and orientation to information available through the one-stop career centers.
 - Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, and support service needs;
 - Job search and placement assistance;
 - Referrals and coordination of activities with other programs and services.
 - Information and assistance regarding filing claims under UI programs is not provided under WIOA.

2. **Individualized Career Services** are available to all job seekers if determined to be appropriate in order for an individual to obtain employment. These include the following services:
 - Assessment of an individual skill levels and service needs of adult and dislocated workers;
 - Development of an individual employment plan to identify the employment goals to assist the participant with achieving his or her employment goals;
 - Individual counseling and mentoring;
 - Career planning (case management)
 - Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, professional conduct services to prepare an individual for unsubsidized employment training.

Overview of the Workforce Innovation & Opportunity Act (WIOA)

3. **Training Services** may be available to qualified participants and must be linked to in-demand occupations in the local area.

Training Services include the following examples:

- Occupational skills training;
 - On-the-job training (OJT), included registered pre-apprenticeship;
 - Incumbent worker training in accordance with WIOA §134(d)(4);
 - Private sector training programs;
 - Workplace training and cooperative education programs;
 - Skills upgrading and retraining;
 - Transitional jobs in accordance with WIOA §134(d)(5);
 - Adult education and literacy activities; and
 - Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of training.
4. **Funding** is allocated by the Department Labor to the state and local workforce investment areas on a Fiscal Year cycle. The WDB's Fiscal Year begins July 1st and ends on June 30th of the following year.

Roles & Responsibilities of the Local Workforce Development Boards (LWDBs)

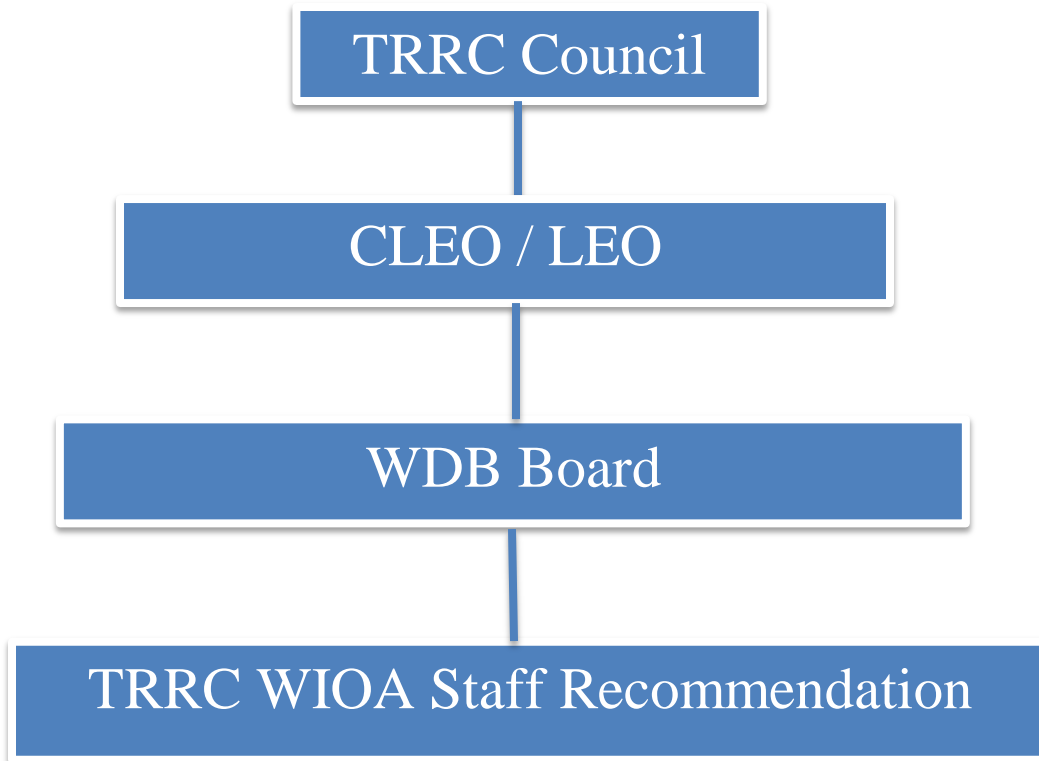
Workforce Development Boards (LWDBs) are the entities responsible for planning and implementing the provision of Title I of the Workforce Innovation and Opportunity Act (WIOA). State WDBs are appointed by the Georgia Department of Economic Development Workforce Division and local WDB members are appointed by the chief local elected officials (CLEOs).

The Local WDB shapes the workforce programs tailored to meet the needs of employees and employers within the Three Rivers Regional Commission 10-county service area. This includes increasing business investments within workforce, by promoting workforce programs, using the workforce system to find and train participants, utilizing their relationships and resources to enhance the workforce system, and recruiting other leaders to join the Workforce Development Board.

Required Functions of the Local Workforce Development Board

- Assist with developing the local plan/regional plan.
- Conduct workforce research and regional labor market analysis.
- Determine the organization's mission and purpose.
- Develop a budget for the local board consistent with the local plan and the duties of the local board, subject to the approval of the chief elected official.
- Determine and monitor the organization's program and services.
- Leading employer engagement with other entities to promote business representation on the board, support utilization of the workforce system and WIOA activities, meet business needs, support economic growth, and develop/implement proven/promising strategies to meet the skill needs and expand employment and career advancement in in-demand industry sectors and occupations.
- Oversight of Public funds to ensure they are used effectively, efficiently and in ways that benefit the local workforce needs in our region.
- Responsible for reviewing and approving policies and procedures.
- Selecting one-stop operators and annually assesses the physical and programmatic accessibility of the one-stop career centers.
- Select the Chairman.
- Serve as a court of appeal.
- Select service providers within the region.
- Support the Chairman of the board and review his or her performance.

Three Rivers Regional Commission WIOA Program Process Flow



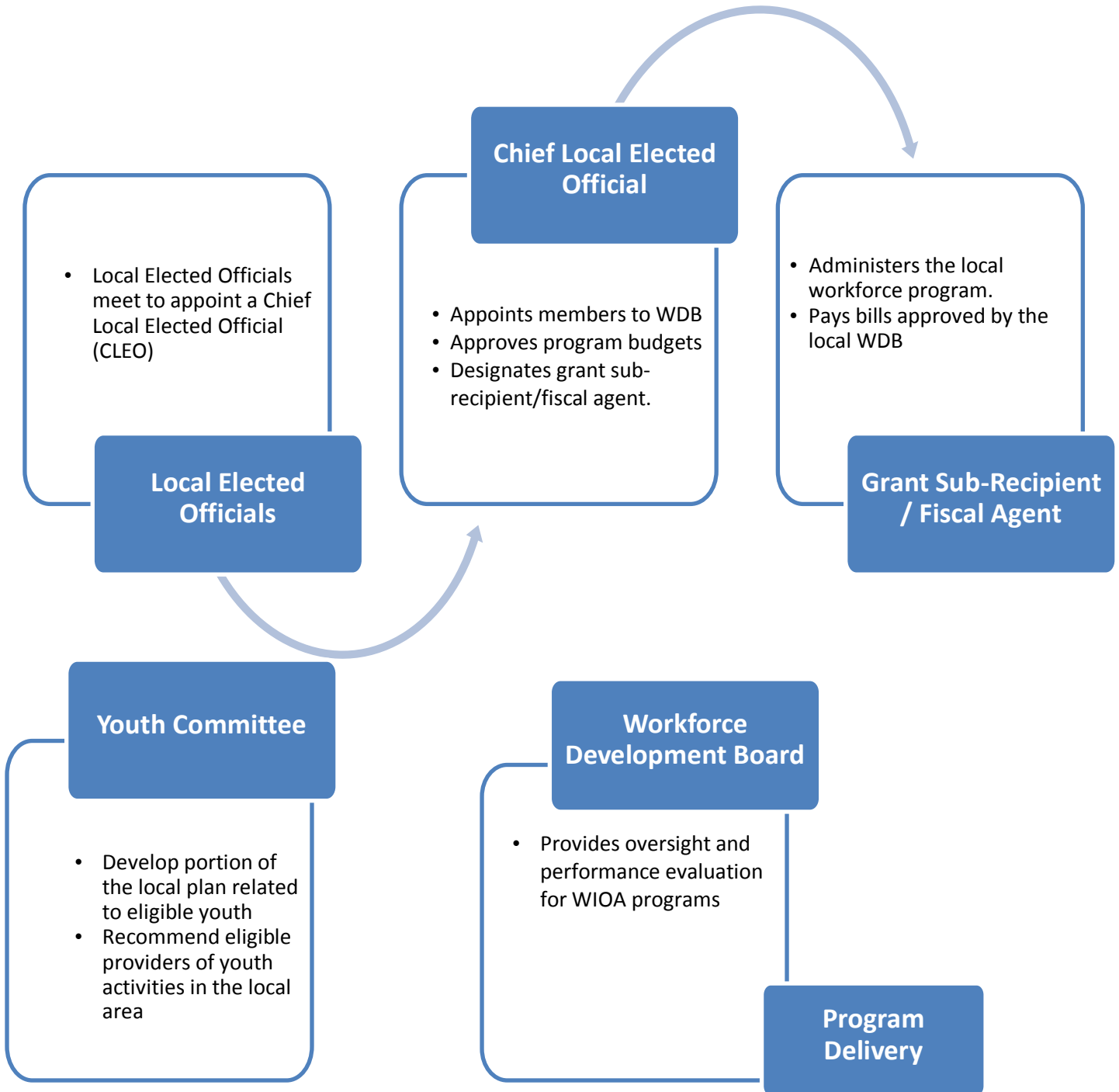
Normal Operations

1. Staff report on program performance and present recommendations for action.
2. The WDB board is responsible for program performance, draft budget development, and planning.
3. The CLEO approved the WIOA budget, appoints WDB board members, and sends the budget to the TRRC Council for approval.
4. The TRRC Council incorporates the WIOA budget into the overall TRCC budget and operations.

Contract Approval Process

1. TRRCWD staff recommends contracts for approval and renewal to the WDB board.
2. The WDB votes on the recommendation, and if it's approved, it goes to the TRRC Council.
3. The TRRC Council formally approves the contract and that authorizes the TRRC employee to pay the contractor(s).

Local Workforce Development Area (LWDA) 8 Organization Chart



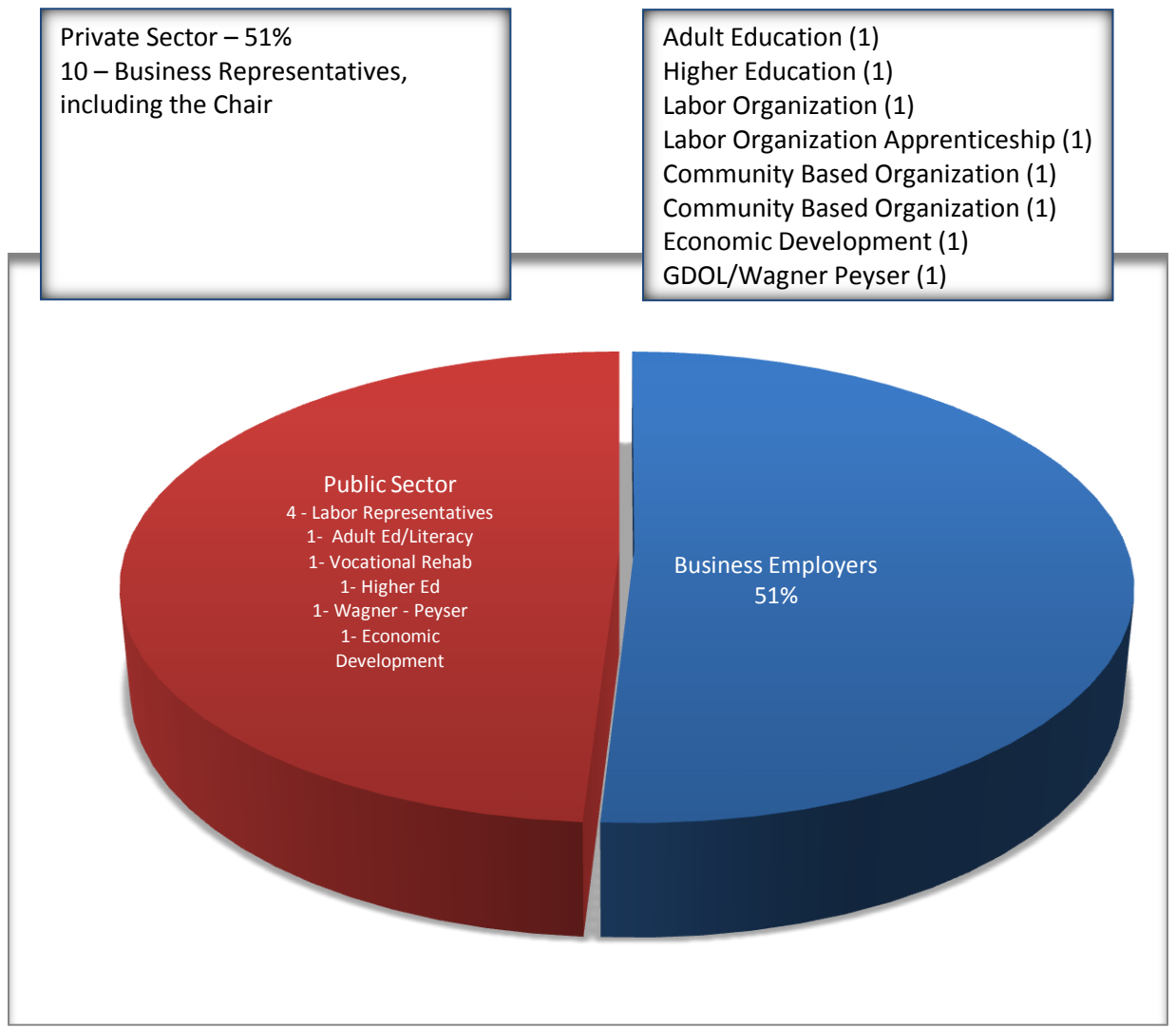
Roles & Responsibilities of the Local WDB and Staff

	Board	Staff
Promotes Board's vision	✓	
Provide channels of communication		✓
Provide leadership	✓	
Facilitate strategic partnering		✓
Provide Advocacy	✓	
Facilitate effective fiscal management		✓
Identify Resources & Opportunities	✓	
Oversight of workforce Development system		✓
Support for the Board and committees		✓
Provide oversight in market matters	✓	
Create preliminary budget		✓
Identify trends in the marketplace	✓	
Finalize and approve budget	✓	
Create Board visibility	✓	
Responsible for board and committee meeting minutes'		✓
Coordinate staff training		✓
Foster Independence & Objectivity	✓	
Serve as point of contact for business, industry & public sector	✓	
Coordinate publicity, marketing and advertising		✓
Forum for regional workforce development	✓	
Provide leadership for staff, Board and committees		✓
Assist in developing training initiatives	✓	
Responsible for planning, oversight and evaluation of the WIOA program	✓	
Create policies		✓
Advise in workforce policy and programs	✓	
Coordinate economic development efforts & activities	✓	
Review and approve reports	✓	
Review plans & grant applications for WIOA	✓	
Provide organization knowledge & history		✓
Comply with applicable laws & regulations	✓	✓
Approval regarding the addition of staff positions (budget & planning issues)	✓	
Approve salary ranges of position(s)	✓	
Appoint Committee members	✓	
Take minutes at Board meetings		✓
Plan and propose Committee organization	✓	✓
Prepare material/proposals for Board and Committees		✓
Sign legal documentation	✓	
Follow-up to ensure implementation of Board and Committee decisions		✓
Plan agenda for Board meetings	✓	✓
Interpret workforce to businesses and community; serves as spokesperson	✓	✓

Local Workforce Development Board (WDB) Membership

The principal key for business to be involved in the workforce system is through the Workforce Boards which are chaired by private sector members of the local community.

The Chief Elected Official-CEOs is responsible for appointing all members of the local WDBs under specific federal guidelines. The Chair of the Board must be a private sector employer representative elected by the Board. The WDB is made up of 19 members representing the following:



Roles & Responsibilities of the WDB Sub-Committees/Rosters Continue.....

The WDB sub-committees are important to accomplishing the goals of the Board. Keep in mind that:

- A sub-committee is defined as any group that has a specific job to do for the WDB.
- Every sub-committee is formed by the WDB and makes recommendations to the Board for action.
- Sub-committee minutes are kept as part of the official records of the Board.
- All members are the sub-committees are required to participate in the regular meetings.

Three Rivers Workforce Development Sub-Committee Members Rosters

Chief Elected Officials Executive Committee

Name	Position
Mayor Kay Pippin	CLEO
Chairman Briar Johnson	Vice-CLEO
Mayor Peter Banks	At-Large
Chairman Lee Boone	At-Large
Chairman Patrick Crews	At-Large

Executive Committee Members

Name	Position
Regina Abbott	Member
Sallie Barker	Member
James Brown	Member
Greg Burns	Vice-Chair
Mitch Byrd	Member
Kathy Knowles	Chair

One-Stop Committee Members

Name	Position
Deborah Carson	Manager of GA Vocational Rehabilitation
Judy Jones	District Manager of GA Health & Human Services
Karen Kirchler	Vice President of WGTC
Kathy Knowles	WDB Chair/President of Heard County Chamber of Commerce
Gail Long	Manager of Department of Labor
Jimmy Wilson	Chief Financial Officer of GA Vocational Rehab

Roles & Responsibilities of the WDB Sub-Committees/Rosters Continue.....

Business & Industry Committee Members

Name	Position
Greg Burns	Member
Steve Hendrix	Member
Joshua Smith	Member
Rashuana Bexley	Member
Mitchell Byrd	Member
Dick Morrow	Member
April Pruitt	Member
Keven Sasser	Member
April Smith	Member
Lee Whetstone	Member
Dawne White	Member
Rich Mordew	Member

Roles & Responsibilities of the WDB Sub-Committees/Rosters

As required the Workforce Innovation & Opportunity Act (WIOA) the Youth Committee is a sub-committee of the Workforce Development Board. The Workforce Development Board will appoint a Youth Committee, in cooperation with the Chief Elected Officials Organization, whose membership shall include:

- Members of local board with special interest or expertise in youth policy;
- Representatives of youth service agencies including juvenile justice and local law enforcement;
- Representative from the local public housing authorities;
- Representative from Job Corps;
- Parents of eligibility youth.

Youth Committee Members

Name	Position
Jolanna Brown	Member
Casey Carlie	Member
Jennifer Corcione	Member
William Futrell	Member
Kay King	Member
Karen Kirchler	Vice -Chair
Donna Armstrong-Lackey	Member
Gail Long	Chairwoman
Johnathan Nelms	Member
Angela Jackson-Owens	Member
Keven Sasser	Member
Linda Sisco	Member
April Smith	Member
Sandra Strozier	Member
Glynis Tanner	Member
Shay Thornton	Member
Jason Williams	Member

Tips for New Workforce Development Board Members

1. **Study the economy.** Your value as a board member is greatly enhanced as your insight into the local economy and job market increases.
2. **Meet the customers.** The Board's primary customers are job seekers, employers, and the general public. Find opportunities to meet employers who hire program participants and those that don't to determine their needs and how well they are being met. Talk to program participants for the same reasons.
3. **Find out about education and training.** You will need to know what institutions and organizations provide services in your community. Which schools, colleges, technical schools, community-based organizations and other programs are involved in workforce development? What is their enrollment? How do they determine what to teach? What happens to their graduates? Talk with individuals at the institutions to find out their needs and concerns.
4. **Understand the law.** You are responsible for carrying out specific legislation (i.e. the Workforce Innovation & Opportunity Act "WIOA").
5. **Get to know the staff and service providers.** The professionals who staff the Board are your best source of information on the workforce system. The Workforce Boards daily help you actively participate in board policy deliberations. The Board is responsible for maximizing the quality of local workforce system services generally and WIOA services specifically.
6. **Study the performance numbers.** One of the primary responsibilities of the Board is to provide program oversight. Employment and training programs keep very good records and provide excellent reports on the number of people served, the number placed in jobs, costs, and more. Learn to read these reports and talk to the staff and other board members about what you have read.
7. **Promote staff and board training.** The quality of the Board and its staff depends on how well and regularly they are trained. Support systematic orientation and training of staff and board members.
8. **Use your networks.** Talk to your colleagues about the issues the Board is facing. Get their views. Get them involved where appropriate (i.e. ask them to become Workforce Development Board or committee members, help host county/regional forums on specific issues, etc.).
9. **Practice patience and promote success.** The workforce development system is complex and not always rational. You will need to have patience at times to make the kind of changes you may think are obvious. On the other hand, the system is filled with dedicated, underpaid, and overworked professionals. Make sure they get the credit when they deserve it.
10. **Remember the taxpayer.** Effective workforce investment and job training is an investment with a return that can be measured for many years. However, poorly planned and administered programs and services are an expense that will undermine public confidence in such programs and services. Make sure your community gets its money's worth.

Dos and Don'ts for Workforce Development Board Members

DO

Attend orientation; read background materials.

Ask questions at board meetings to ensure you understand the history and context of an issue enough to exercise good judgment.

Build relationships with critical stakeholders

Represent the board in the community

Know the salary ranges for the organization's staff and policies for setting salaries. Be sure staff salaries and benefits packages are adequate and reflect the education, experience, and responsibility levels required in the positions.

Provide Solutions

Respect the staff. Celebrate accomplishments and milestones.

DON'T

Try to manage the organization. One of the board member's greatest sins is going beyond the governance and policy role and meddling in management responsibilities.

Get involved in personnel matters regarding staff other than the Chief Executive – unless you do so as a member of a formal grievance committee of the board.

Assume that leading or managing the WDB is the same as in a for-profit corporation, a government agency, or a college program. WDBs are significantly different in many issues related to their stakeholders, accounting, law, communications, marketing, governance, accountability, resources and bottom line.

Conflict of Interest

Board members who have a conflict of interest shall be either disqualified from further Board membership or disqualified from participating in Board decision. When disqualified for conflict of interest, the disqualification must be announced at the meeting. A WDB member may not vote/participate in the decision-making of the following: provision of services by same member or entity that member represents, a matter that would result in direct financial benefit or loss to the member or their family member.

Attachments

Attachment A: SCHEDULE OF MEETINGS

Attachment B: TRWDB BOARD ROSTER/CLEO BOARD ROSTER

Attachment C: WIOA ACRONYMS

Attachment D: Bylaws of the LWDB

Attachment E: Bylaws of the Chief Elected Officials

Attachment F: Memorandum of Agreement (MOA)

Attachment G: State Designation Letter

Attachment H: WIOA Process Flow Chart/ Flow of Services

Attachment J: One- Stop Career Centers

Attachment K: Board Membership Orientation

References

Attachment A

Schedule of Meetings

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

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

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

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

Scheduled Youth Committee meetings are:

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

Three Rivers Workforce Development Board Roster
Revised October 3 2016

First Name	Last Name	Classification	County	Title
Private Sector 51% Requirement				
Josh	Smith	Private Sector	Butts	Production Manager, American Woodmark Corp.
Donna	Lackey	Private Sector	Carroll	Senior VP, Business Development, Carroll County Chamber of Commerce
Todd	Browning	Private Sector	Coweta	SVP, J. Smith Lanier Co.
TBA	TBA	Private Sector	Heard	TBA
Larry	Spillers	Private Sector	Lamar	GA Operations Manager, Jordan Forest Products, LLC.
Greg	Burns	Private Sector	Meriwether	HR Manager, Mando America Corp.
Kevin	Hilton	Private Sector	Pike	Plant Manager / Tencate Protective Fabrics
Keven	Sasser	Private Sector	Spalding	COO- Impact Performance Group
Brandon	Eley	Private Sector	Troup	CEO – 2 Big Feet
Sallie	Barker	Private Sector	Upson	Communication Director – Upson Regional
Workforce Representative: 20% Requirement				
Mitch	Byrd	AFL-CIO	Regional	Union Rep.
Greg	Webster	AFL-CIO	Regional	Union Rep + Registered Apprenticeship
Regina	Abbott	CBO	Spalding	Spalding Co. Family Connections
Keisha	Ray	Sr. Employment	Regional	Area Agency on Aging / Senior Employment
Education and Training Representatives: (Minimum 2)				
Karen	Kirchler	WGTC	Regional	Adult Education
Steve	Hendrix	SCTC	Regional	Higher Education
Government and Economic Development (Minimum 3)				
Maggie	Laton	Economic Dev	Regional	GA Dept. of Economic Development
Gail	Long	GDOL	Regional	GA Dept. of Labor
Deborah	Carson	Voc. Rehab	Regional	Vocational and Rehab Services

Attachment B

Three Rivers Workforce Development Chief Local Elected Officials (CLEO)

First Name	Last Name	Membership Category	Term Expires	County Rep
Peter	Banks	Mayor	Dec-16	Lamar
Rusty	Blackston	Commissioner	Dec-16	Upson
Lee	Boone	Commissioner	Dec-16	Heard
Keith	Brady	Mayor	Dec-17	Coweta
Jim	Chaffin	Mayor	Dec-18	Carroll
Patrick	Crews	Commissioner	Dec-18	Troup
Keith	Douglas	Commissioner	Dec-18	Butts
Charles	Glass	Commissioner	Dec-18	Lamar
Beth	Neely-Hadley	Commissioner	Dec-18	Meriwether
Dick	Morrow	Mayor	Dec-17	Spalding
J. Briar	Johnson	Commissioner	Dec-16	Pike
Rita	Johnson	Commissioner	Dec-16	Spalding
Sandy	Johnson	Mayor	Dec-17	Meriwether
Tim	Lassetter	Commissioner	Dec-18	Coweta
Kay	Pippin	Mayor	Dec-17	Butts
Denney	Rogers	Mayor	Dec-16	Heard
Marty	Smith	Commissioner	Dec-16	Carroll
Jim	Thornton	Mayor	Dec-17	Troup

Attachment C

WIOA Acronyms Reference

Common Acronyms and Abbreviations

Below is a list of commonly used acronyms and abbreviations used within the Department of Labor and TRRC Workforce Development as it pertains to this document.

AEFLA	Adult Education and Family Literacy Act	PII	PII Personally identifiable information
ABAWD	Able Bodied Adults Without Dependents	PIRL	Participant Individual Record Layout
ABS	Adult Basic Skills	POP	Period of Participation
APA	Administrative Procedure Act	PRA	Paperwork Reduction Act of 1995
BFET	Basic Food Employment and Training	PY	Program Year
BLS	Bureau of Labor Statistics	RFA	Regulatory Flexibility Act
CBO	Community-based organization	RFP	Request for Proposals
CEO	Chief elected Official	RHY	Runaway and Homeless Youth
CFR	Code of Federal Regulations	RIA	Regulatory Impact Analysis
CHIP	Children's Health Insurance Program CM	RR	Rapid Response
CRIS	Common Reporting Information System	RSA	Rehabilitation Services Administration
CRO	Community Rehabilitation Organization	SBA	Small Business Administration
CSBG	Community Services Block Grant	SBREFA	SBREFA Small Business Regulatory Enforcement Fairness Act of 1996
CTE	Career and Technical Education	SCSEP	Senior Community Service Employment Program
DOL	U.S. Department of Labor	sec.	Section of a Public Law or the United States Code
DSA	Designated State Agency	SLDS	Statewide Longitudinal Data System
DSU	Designated State Unit	SNAP	Supplemental Nutrition Assistance Program
ED	U.S. Department of Education	SRC	State Rehabilitation Council
EEOC	Equal Employment Opportunity Commission	SSA	Social Security Administration
EFL	Educational Functioning Level	SSN	Social Security Number
E.O.	Executive Order	SWA	State Workforce Agencies
ESEA	Elementary and Secondary Education Act of 1965	TAA	Trade Adjustment Assistance
ESL	ESL English-as-a-second-language	TAG	Technical Assistance

			Guide
ETA	Employment and Training Administration	TANF	Temporary Assistance for Needy Families
ETPL	Eligible training provider list	TDD	Telecommunications device for the deaf
ETP	Eligible training provider	TEGL	Training and Employment Guidance Letter
FEDES	Federal Employment Data Exchange System		
FERPA	Family Educational Rights and Privacy Act	UI	Unemployment insurance
FY	Fiscal Year	U.S.C.	U.S.C.
GED	GED General Education Diploma	VETS	Veterans' Employment and Training Service
GPA	GPA Grade Point Average	VEVRAA	Vietnam Era Veterans' Readjustment Assistance Act
GS	General Schedule	VR	Vocational rehabilitation
HHS	Department of Health and Human Services	WDB	Workforce Development Board
HSE	High School Equivalency	WIA	Workforce Investment Act of 1998
HUD	Department of Housing and Urban Development	WIOA	Workforce Innovation and Opportunity Act
ICR	ICR Information Collection Request	WISPR	Workforce Investment Streamlined Performance Reporting
INA	Indian and Native American	WRIS	Wage Record Interchange System
INAP	Indian and Native American Programs		
IPE	Individualized Plan for Employment		
IS or ISY	In-School or In-School Youth		
ITA	Individual Training Account		
IT	Information technology		
JVSG	Jobs for Veterans State Grants		
LMI	Labor market information		
LSAL	The Longitudinal Study of Adult Learning		
MOU	Memorandum of Understanding		
NAICS	North American Industry Classification System		
NASWA	NASWA National Association of State Workforce Agencies		
NFJP	National Farmworker Jobs Program		
NIST	National Institute of Standards and Technology		
NPRM	Notice of Proposed Rulemaking		
MIS	Management Information System		
OCTAE	Office of Career, Technical, and Adult Education		
OJT	On-the-job training		
OS or OSY	Out-of-School Youth or Out-of School Youth		
OMB	Office of Management and Budget		
ORR	Office of Refugee Resettlement		

Attachment F: CLEO & TRRC MOA



HAYS ARNOLD, Chairman
LANIER E. BOATWRIGHT, Executive Director

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

**MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
CHIEF ELECTED OFFICIAL, WORKFORCE INVESTMENT REGION 8
AND
THREE RIVERS REGIONAL COMMISSION**

This memorandum of agreement (MOA) between the Chief Elected Official (CLEO) of the Georgia Workforce Investment Region 8 (WIA 8) and the Three Rivers Regional Commission (TRRC) shall be effective on 1st day of September of 2013, and shall remain in effect until modified by both entities.

ARTICLE I

The CLEO for Georgia WIA 8 region is authorized under the Workforce Investment Act (WIA) of 1998 (WIA, Pub. L. 105-220, 112 Stat. 936, 29 U.S.C. § 2801, et seq.) to receive WIA funds, designate an entity to serve as the program fiscal agent, to designate an entity to act as the grant sub recipient and grant administrator, appoint members of the local workforce board, and to approve the annual budget submitted by the local workforce board.

Georgia House Bill 393 (Local Workforce Investment Good Governance Act for Georgia) further states that a governmental entity must serve as the WIA fiscal agent, and a regional commission (RC) is listed as an eligible entity.

The TRRC is willing and able to serve as the WIA 8 fiscal agent and grant sub recipient beginning September 1, 2013. All fiscal management, program staffing, contract development, compliance, fiscal and programmatic monitoring, individual training account systems, customer service hotline, planning and project development, participant tracking, invoicing and payments, etc. will be the responsibility of the TRRC. All funds available to the TRRC will be distributed in a manner consistent with regulations, and each entity which receives funds will be liable for the proper use of the funds.

ARTICLE II

Pursuant to section 117 (3) (B)(2) of the Workforce Investment Act of 1998, I Nancy Jones, CLEO, of the Georgia WIA 8 region hereby designate the Three Rivers Regional Commission to serve as the WIA 8 fiscal agent and grant sub recipient. This designation shall remain in effect until a majority of Local Elected Officials (LEO) vote to modify any or all provisions of this MOA.

ARTICLE III

The acceptance of the TRRC is effective September 1, 2013, and as such the TRRC is not and shall not be deemed to be responsible for any use or administration of WIA funds for any time prior to September 1, 2013.

In the event that, subsequent to September 1, 2013, any discrepancies, financial mismanagement, errors, fraud, embezzlement, or any similar manners (hereinafter "accounting issues") are discovered which pre-date September 1, 2013, then and in that event all responsibility for such accounting issues shall reside with the appropriate party as delineated in the existing CLEO/West Central GA Corporation covering that time period.

It is the intent of this agreement to separate any and all financial responsibility with respect to the WIA funds at issue based upon the fiscal agent responsible for oversight when any accounting issue occurred, not when it was first discovered. The TRRC shall be the responsible entity for administering WIA funds as of September 1, 2013, or upon executing this MOA if the execution date is after September 1, 2013.

ARTICLE IV

The CLEO of the WIA 8 region hereby designates the TRRC to serve as the WIA 8 fiscal agent and grant sub recipient as of the 1st of September, 2013.



Nancy Jones
CLEO, WIA 8 Region



Hays Arnold, Chairman
Three Rivers Regional Commission



Lanier E. Boatwright, Executive Director
Three Rivers Regional Commission

Attachment G: State Designation



STATE OF GEORGIA
GOVERNOR'S OFFICE OF WORKFORCE DEVELOPMENT
ATLANTA 30334-0900

Nathan Deal
GOVERNOR

Blake Ashbee
INTERIM EXECUTIVE DIRECTOR

Lanier Boatwright, Executive Director
Three Rivers Regional Commission

Executive Director Boatwright,

The Governor's Office of Workforce Development recently received official notification from Commissioner Jones, the chief local elected official for Local Workforce Investment Area 8 that she was appointing the Three Rivers Regional Commission as fiscal agent/grant recipient for that LWIA. After careful review of your qualification and financial capability, GOWD is approving this appointment of the Three Rivers Regional Commission as fiscal agent/grant recipient for LWIA 8.

GOWD will begin working with you shortly on a transition plan to ensure a smooth and efficient transfer from the current fiscal agent, the West Central Georgia Workforce Development Corporation. I will be your GOWD contact for this transition. I will be reaching out to you in the next several days to begin the transition.

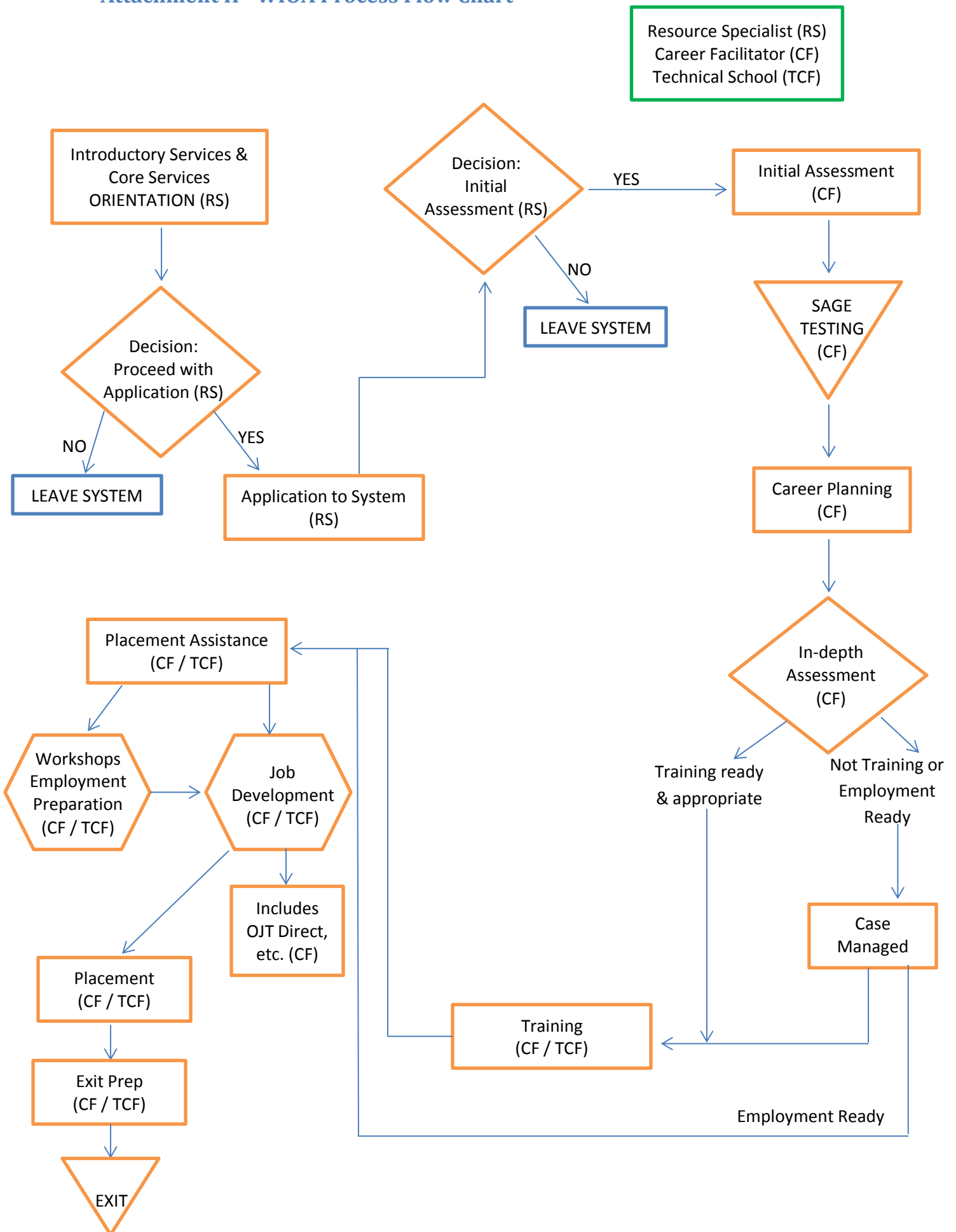
GOWD looks forward to working with you over the coming year to ensure that the workforce development needs of LWIA 08 are met. Please don't hesitate to contact us if you have any questions.

Sincerely,

Kate Russell
Finance Director

CC: Blake Ashbee, GOWD Interim Executive Director
Janice Davis, GOWD
Nancy Jones, LWIA 8 CLEO
Debbie Woerner, West Central Georgia Workforce Development Corporation

Attachment H - WIOA Process Flow Chart



Flow of Services for Career Facilitators and Resource Specialists

Resource Specialists

Attend Georgia Department of Labor (GDOL) orientations regularly for WIOA referrals.

Are they registered with DOL and/or GWR registered?

Ask probing questions to see if participant is a quality fit for WIOA; for example but not limited to:

1. Do you reside in our counties of service?
2. Tell me about yourself, skills, previous work experience, etc.
3. Are you employed? What type of work do you do?
4. Are you receiving unemployment?
5. Did you graduate from high school or have you obtained a GED?
6. Are you receiving public assistance (SSI, SSDI, etc.)?
7. What type of certificates do you have?
8. Are you a college graduate?

Schedule orientation if applicable and provide participant with a list of materials needed for orientation.

Resource Specialists can enter participation in GWR with actual begin dates and projected end dates for Core. However there may be times when the Career Facilitator enters Core as applicable.

- Core date examples: actual begin date: (9/8/2015) projected end date: (12/8/2016); 3 months
- Intensive: actual begin date: (12/8/2016) projected end date: (9/8/2016); 9 months

Resource Specialists/Career Facilitators

Make sure ALL forms are filled out accurately and signed by participant, RS and/or CF and scanned into GWR.

- Enter information in GWR in a timely manner and ensure all services have been entered into GWR.
- Core, resume assistance, labor market info, counseling and job planning, Intensive, etc.
- RS & CF will collaborate on files to determine the level of services needed.
Not all participants need to be SAGED!
- If only “Core” is determined, both CF & RS will provide job search, resume assistance, interviewing assistance; provide community resource information and Labor Market Information and notate in GWR.
- Once level of service is determined, RS and/or CF will note GWR to reflect determination of services discussed. (Either can make the Core notation; make sure it is noted in GWR as applicable).
- Intensive, training referrals and case notes are made by CF.

Attachment I- WIOA Service Brochure

WIOA Services are available at the following Career Centers

Carrollton Career Center 275 Northside Drive Carrollton, GA 30117 770-836-6668	Roosevelt Warm Springs Career Center 6391 Roosevelt Hwy Georgia Hall Warm Springs, GA 31830 706-655-5326
Griffin Career Center 1514 Hwy. 16 West Griffin, GA 30223 770-228-7226	LaGrange Career Center 1002 Longley Place LaGrange, GA 30240 706-845-4000
Newnan Career Center 30 Bledsoe Road Newnan, GA 30265 770-254-7220	Southern Crescent Technical College 1533 Hwy. 19 South Thomaston, GA 30286 706-648-9178



Workforce Development
1210 Greenbelt Parkway
Griffin, GA 30224
770-229-9799
Fax: 770-229-9924
www.threeriversrc.com



*The Workforce Investment Board
exists to support and promote
workforce development and job
development to meet the needs of
employers and employees in our
region.*

Equal Opportunity Employer/Program - Auxiliary Aids & Services are
Available Upon Request to Individuals with Disabilities

Workforce Development

A Division of Three Rivers Regional
Commission

We envision employees
with quality jobs and
employers with qualified
employees.



Attachment I- WIOA Service Brochure



Who is Eligible

The Workforce Innovation & Opportunity Act (WIOA) provides funding for services to adults, dislocated workers, and youth.

We service the counties of Butts, Carroll, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Troup and Upson.

For Eligible Persons, We Provide:

- Intensive Job Search Assistance
- Individualized Career Counseling
- Budgeting and Financial Planning
- Vocational Assessments
- Resume Preparation
- Assistance with Costs Associated with Training, such as:
 - Tuition
 - Books
 - Required Equipment
 - Uniforms
 - Daily Travel Allowance and Childcare Needs

For Employers, We Assist With:

- On The Job Training
- Work Experience
- Pre-Qualified Candidates
- Incumbent Worker Training
- Skilled Workforce Recruitment

For Eligible Youth, We Provide:

- Tutoring & Mentoring
- Leadership Development
- Work Experience
- Community Service
- Financial Literacy
- GED



Let us help you identify skills that are required in today's workforce.

Let us help you identify where the jobs are.

Let us help you identify training programs that will prepare you to meet the needs of today's careers and employers.



Attachment J:

One-Stop Career Centers

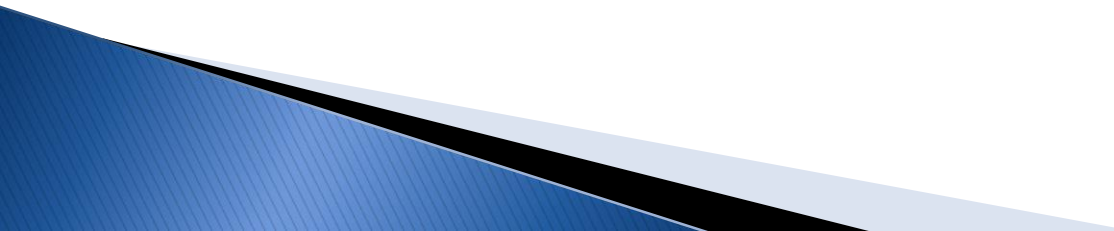
<p>Carrollton Career Center 275 Northside Drive Carrollton, GA 30117 Phone: 770-836-6668 Fax: 770-836-6770 <i>Carroll & Heard Counties</i></p>
<p>Griffin Career Center 1514 Highway 16 West Griffin, GA 30224 Phone: 770-228-7226 Fax: 770-412-4056 <i>Spalding, Butts, Lamar & Pike Counties</i></p>
<p>Newnan Career Center 30 Bledsoe Road Newnan, GA 30265 Phone: 770-254-7220 Fax: 770-254-7277 <i>Coweta County</i></p>
<p>LaGrange Career Center 1002 Longley Place LaGrange, GA 30240 Phone: 706-845-4000 Fax: 706-845-4005 <i>Troup County</i></p>
<p>Roosevelt Warm Springs Career Center 6391 Roosevelt Highway Georgia Hall Warm Springs, GA 31830 Phone: 706-655-5326 <i>Meriwether County</i></p>
<p>Workforce Development Center 1533 Highway 19 South Thomaston, GA 30286 706-648-9178 <i>Upson County</i></p>

Attachment K

TRWD WORKFORCE DEVELOPMENT BOARD MEMBER ORIENTATION

Robert Hiatt, Governmental Services Division Director
June 28, 2016

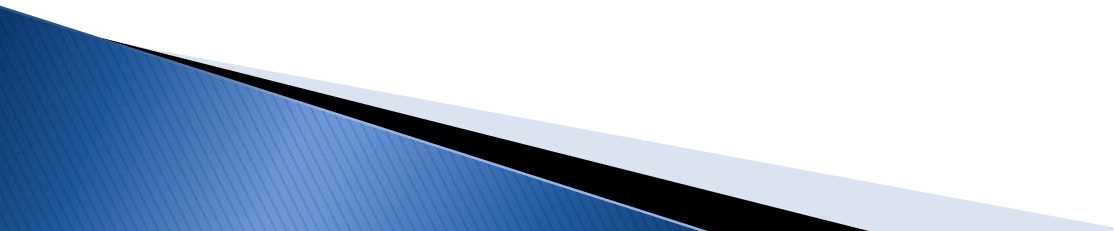
Agenda

- WIOA Overview
 - Key Changes in WIOA
 - What is the Workforce Innovation and Opportunity Act (WIOA)?
 - What is a Workforce Development Board (WDB)?
 - Local WIOA Region – Area 8
 - WIOA Services
 - Performance Measures
 - Labor Market Information
 - Partnerships & Contractors
 - TRWD Structure: Standing Committees
 - Contacts
- 

Three Rivers Workforce Development Board Mission Statement

- To facilitate and enhance the employability of individuals seeking employment and employer access to a qualified workforce.

WIOA Overview

- Signed into law, July 2014
 - Reauthorizes Congress to fund federal workforce/job-training programs between 2015 – 2020
 - Funding levels in law – sequestration impact
 - The Act took effect on July 1, 2015
 - Local plans and performance measures remain in effect for the first program year
 - Maintains general structure of WIA
 - Four titles remain essentially the same
 - Maintains funding formulas, etc.
- 

Key Changes

The Law went into effect July 1, 2015. It contains new provisions for Workforce Services and Adult Education as part of a comprehensive national employment/education/training strategy. It requires common metrics across 4 core programs.

- Local board membership
- Local board functions
- Changes in local plans
- Continuous improvement provision – criteria for one-stop career center certification
- Requires common metrics across 4 core programs which the law identifies:
 1. Workforce Development Activities for Adults, Dislocated Workers and Youth (Title I)
 2. Adult Education and Literacy (Title II)
 3. Wagner – Peyser (Title III)
 4. Vocational Rehabilitation (Title IV)

What is the Workforce Innovation & Opportunity Act (WIOA)?

The Workforce Innovation & Opportunity Act (WIOA) Supersedes the Workforce Investment Act 1998. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market, and to match employers with the skilled workers they need to compete in the global economy.



Title I – Workforce Development Activities

- Customer-focused to help Americans access the tools they need to manage their careers and to help U.S. companies find skilled workers.

KEY PRINCIPLES

Streamlining
Services

Empowering
Individuals

Universal Access

Increased
Accountability

Strong Role for
Local WDBs & the
Private Sector

Facilitating State
& Local Flexibility

Empowering
Youth Programs

What is a Workforce Development Board (WDB)?

Workforce Development Boards (WDBs) are the entities responsible for planning and implementing the provisions of Title I of the Workforce Innovation & Opportunity Act (WIOA).

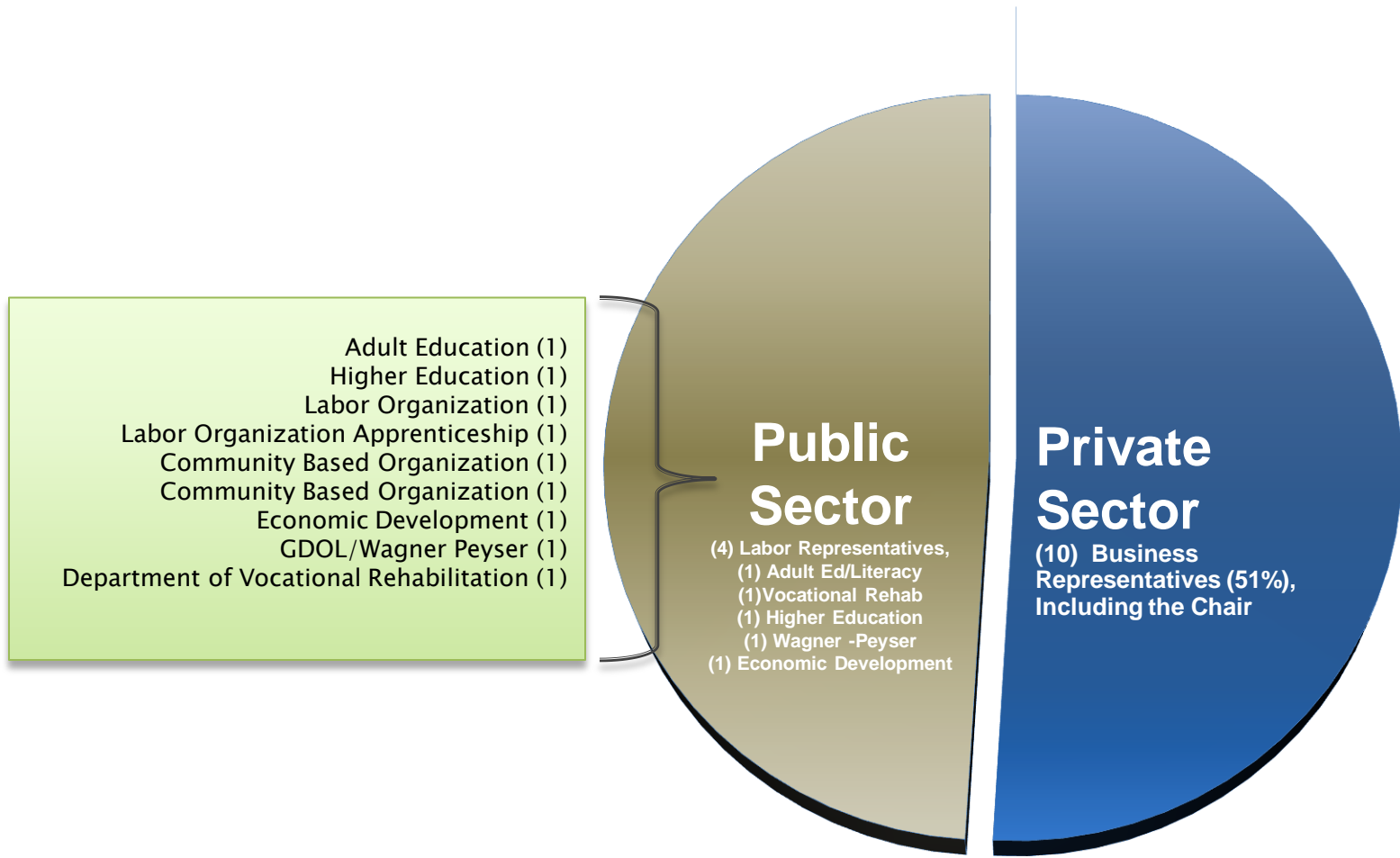
State WDBs

- Appointed by the Governor
- Develop State Plan
- Designate Local Workforce Investment Areas
- Monitor WIOA performance
- Distribute funds reserved for statewide activities

Local WDBs

- Appointed by Chief Elected Official
- Develop Local Plan
- Select providers
- Oversee service delivery
- Negotiate local performance measures
- Coordinate WIOA-funded activities with economic development strategies
- Promote the participation of private employers in the public workforce system

Workforce Board Structure



Roles & Responsibilities of the LWDB

- Responsible for the Workforce Local plan
- Determine the organization's mission & purpose
- Select the Chairman
- Support the Chairman and review his/her performance
- Ensure effective organizational planning
- Ensure adequate resources
- Oversight of Public Funds to ensure they are used effectively, efficiently and in ways that benefit the local workforce needs in our area
- Manage resources effectively
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Serve as a court of appeal
- Assess its own performance

Do's & Don'ts for WDB Members

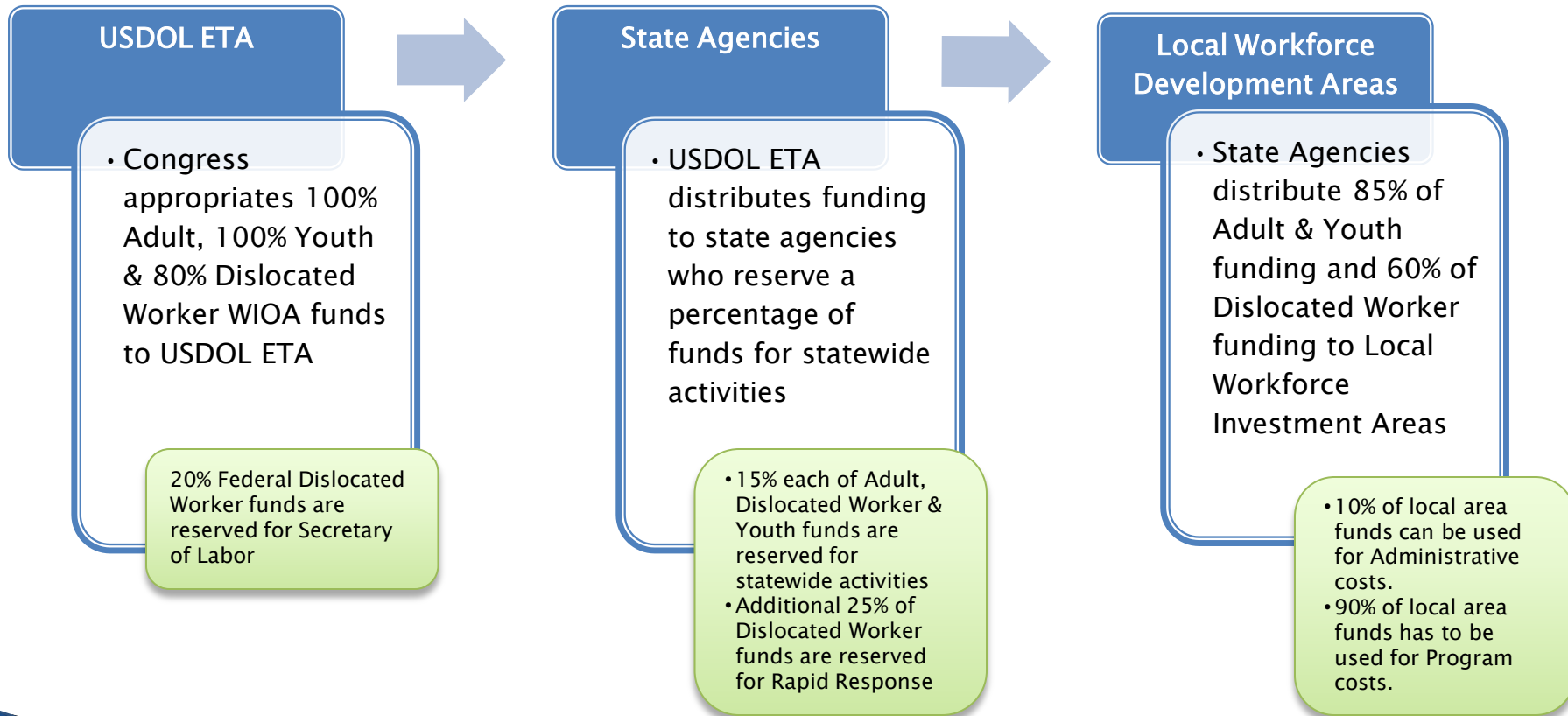
DO

- Attend Board/Committee Meetings
- Participate and ask questions at board meetings
- Prepare to discuss issues
- Provide Solutions
- Build relationships with all critical stakeholders
- Represent the Board in the community
- Support the Chair and TRRC

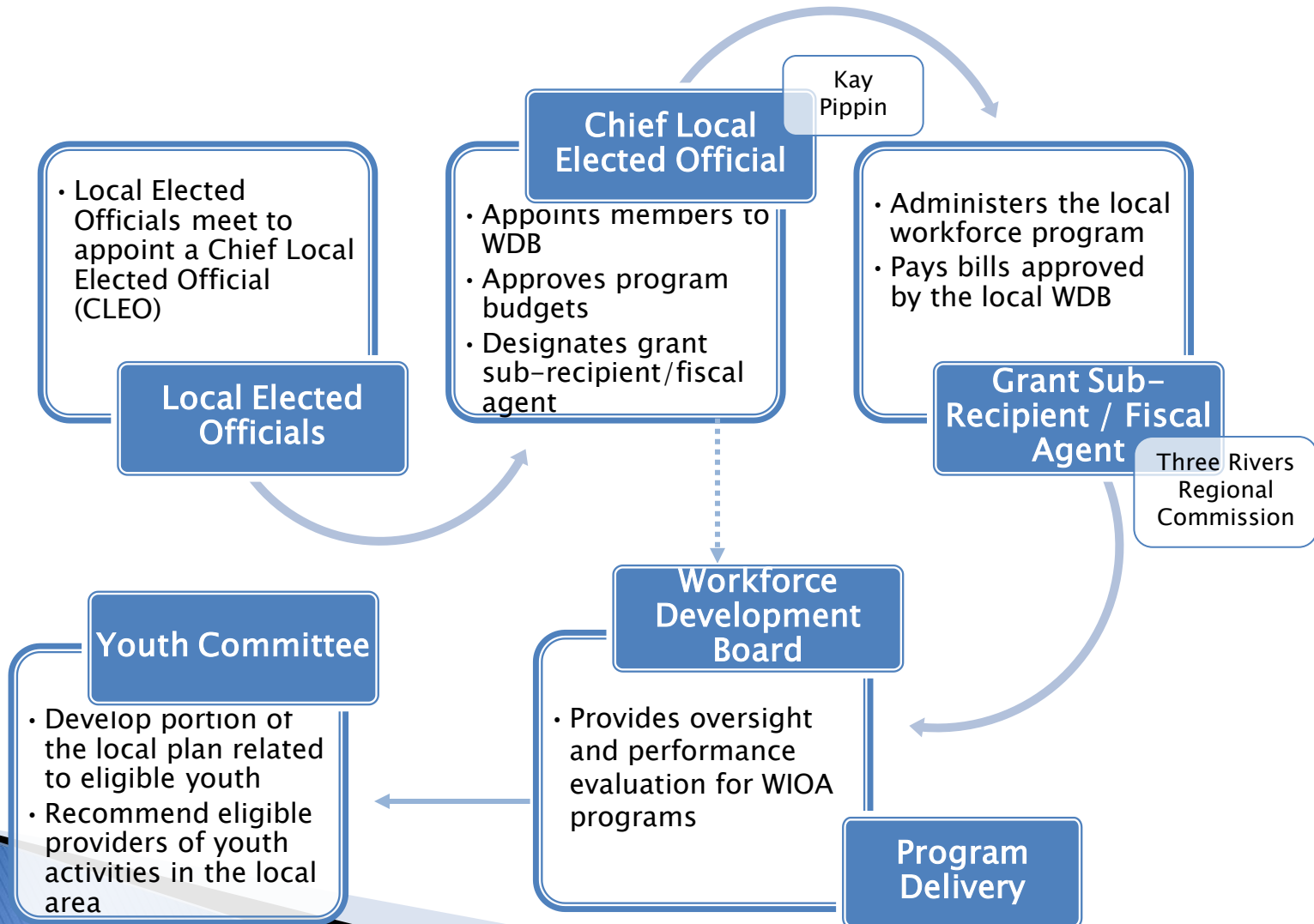
DON'T

- Try to manage the organization
- Get involved in personnel matters regarding staff, other than the Chief Executive – unless you do so as a member of a formal grievance committee of the board.
- Assume that leading or managing the WDB is the same as a for-profit corporation, a government agency, and/or a college program.

Local WIOA Region 8 Flow of Funding & Grant Awards

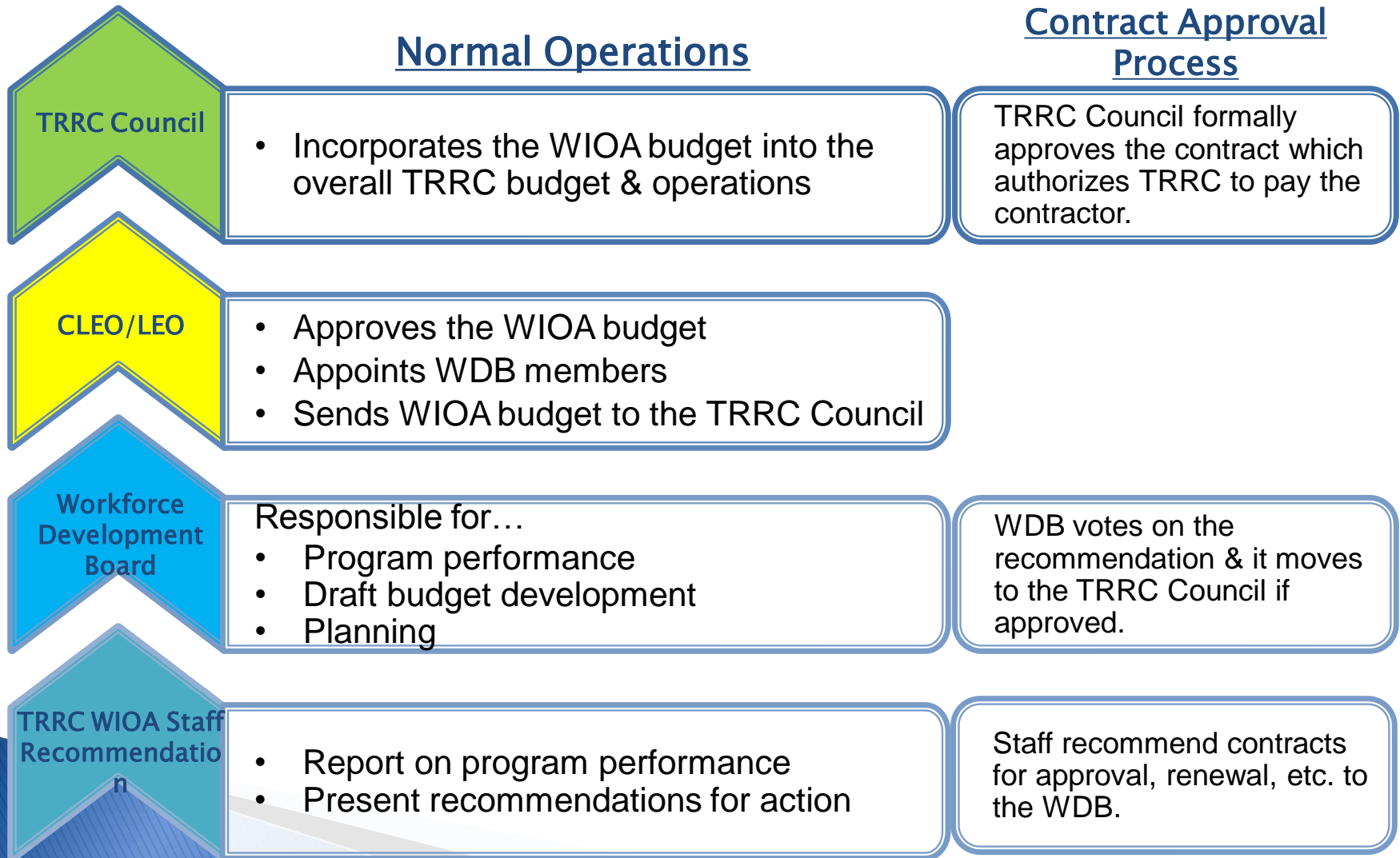


LWDA 8 Organization Chart



LWDA 8 region

WIOA Program Process Flow



WIOA Services Who Do We Serve?

WIOA serves three categories of customers:

▶ **Adults**

- Age 18 and over
- Priority for intensive and training services given to those who receive public assistance or are low income

▶ **Dislocated Workers**

- Has been terminated or laid off, or received notice of termination or lay-off
- Eligible for or has exhausted Unemployment Insurance (UI)
- Not eligible for UI but has demonstrated attachment to the workforce and is unlikely to return to a previous industry/occupation
- Was self-employed but is unemployed as a result of general economic conditions
- A Displaced Homemaker

▶ **Youth**

- In-School Youth (ISY) are youth ages 14-21 who are attending school, low income and meet one or more additional criteria.
- Out-of-School Youth (OSY) are youth ages 16-24 who are not attending school and meet one or more additional criteria.
- **Additional criteria can include:** basic skills deficient, English language learner, offender, homeless, runaway or in foster care/aged out of foster care, pregnant and/or parenting.

Services Delivery Under WIOA

WIOA



- Adult
- Dislocated Worker
- Youth

Basic Career Services

- eligibility determination,
- initial skills assessment
- job search and placement assistance
- labor market information

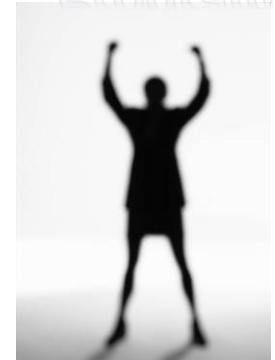
Individualize Career Services

- comprehensive assessments
- individual employment plans
- counseling and career planning,
- internships & work experiences
- soft skills training

Training Services

- On-The-Job Training
- Occupational Skills Training
- Customized Training
- Skill Upgrading/Retraining
- Youth can not receive individual training accounts (ITAs) under WIOA.

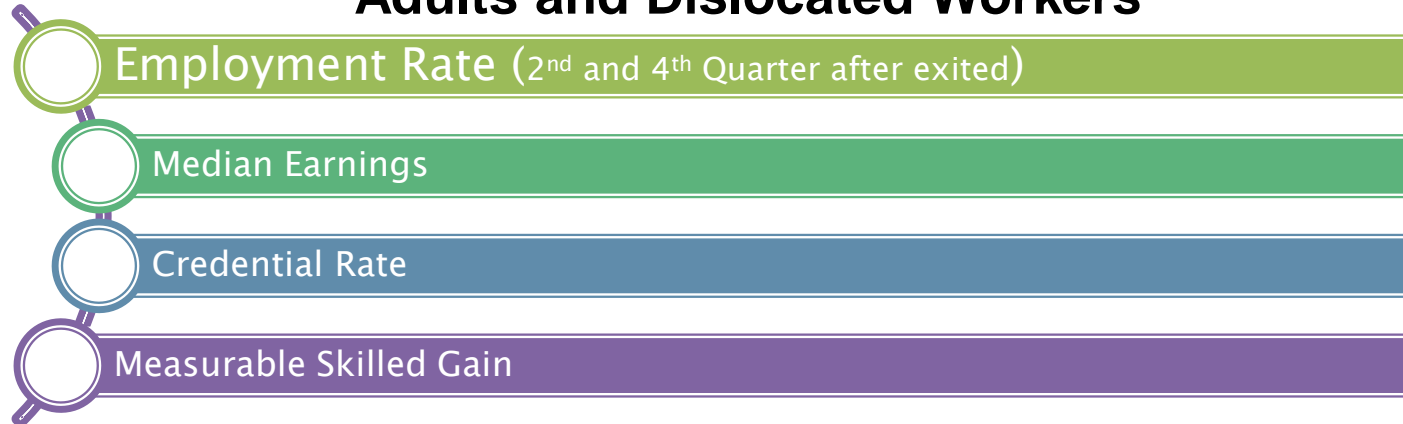
Employment Exited from Program



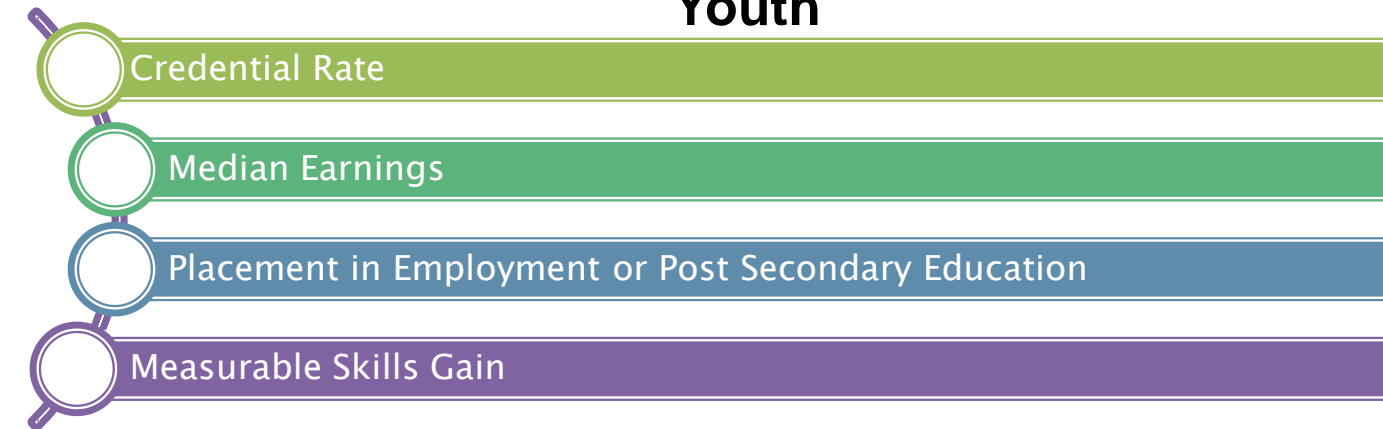
Follow-up services are provided for 12-months after employment and exited from the program. Services include: workplace counseling, reemployment assistance if necessary, and assistance with any other post-employment needs.

Performance Measures

Adults and Dislocated Workers



Youth



Employer Measures (TBD)

Performance Measures Definitions

Performance program year begins on July 1 and ends on June 30 the following year.

Explanation of Performance Measures:

- **Entered Employment** – The percentage of program participants who are in unsubsidized employment during the second and fourth quarter after exit from the program.
- **Average Earnings** – The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Credential Rates** - The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause 4 (iii)), during participation in or within 1 year after exit from the program.
- **Measurable Skills Gain** - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
- **Placement in Employment/Education (Youth)** – Percentage of program participants who are in education or training services, or in unsubsidized employment during second or fourth quarter after exit.

Negotiated Performance Measures

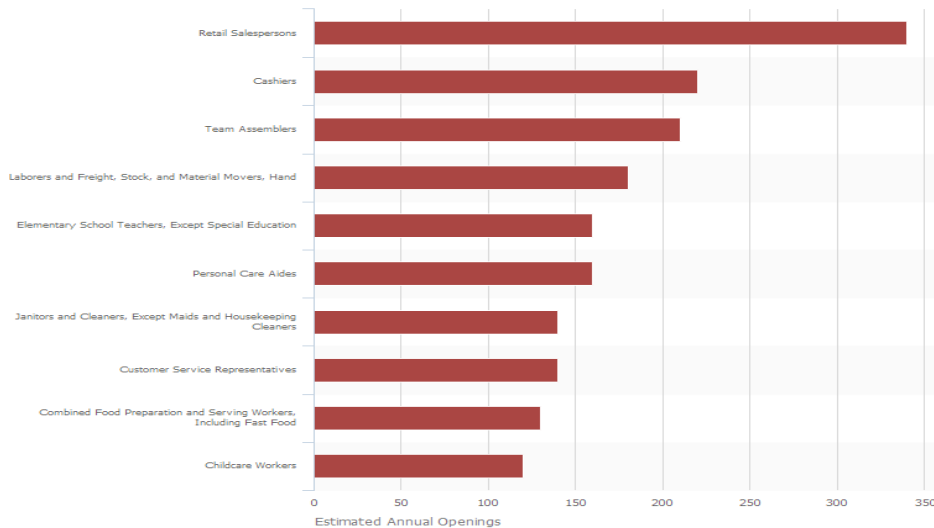
ADULT	PY 15 TARGET	PY 16 PROPOSAL
Entered Employment Rate	79.0%	TBD
Employment Retention Rate	87.0%	TBD
Average 6 Month Earnings	\$12,500	TBD
DISLOCATED WORKER	PY 15 TARGET	PY 16 PROPOSAL
Entered Employment Rate	86.0%	TBD
Employment Retention Rate	93.0%	TBD
Average 6 Month Earnings	\$14,500	TBD
YOUTH	PY 15 TARGET	PY 16 PROPOSAL
Placed in Employment/ Education Rate	73.0%	TBD
Attainment of Degree or Certificate	82.0%	TBD
Literacy/Numeracy Gains	87%	TBD

Labor market information

Participants' selection of a training program must indicate that the training is directly linked to occupations that are in demand in the local area, or in another area to which the participant is willing to relocate.

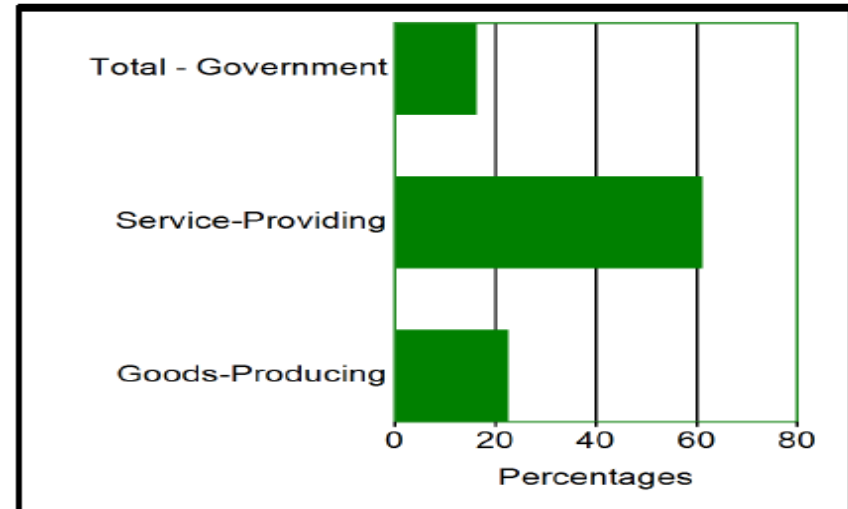
Occupations by Projected Growth

The graph below shows the occupations with the highest estimated annual openings in West Central Georgia Workforce Investment Area, Georgia for the 2012 - 2022 time period.

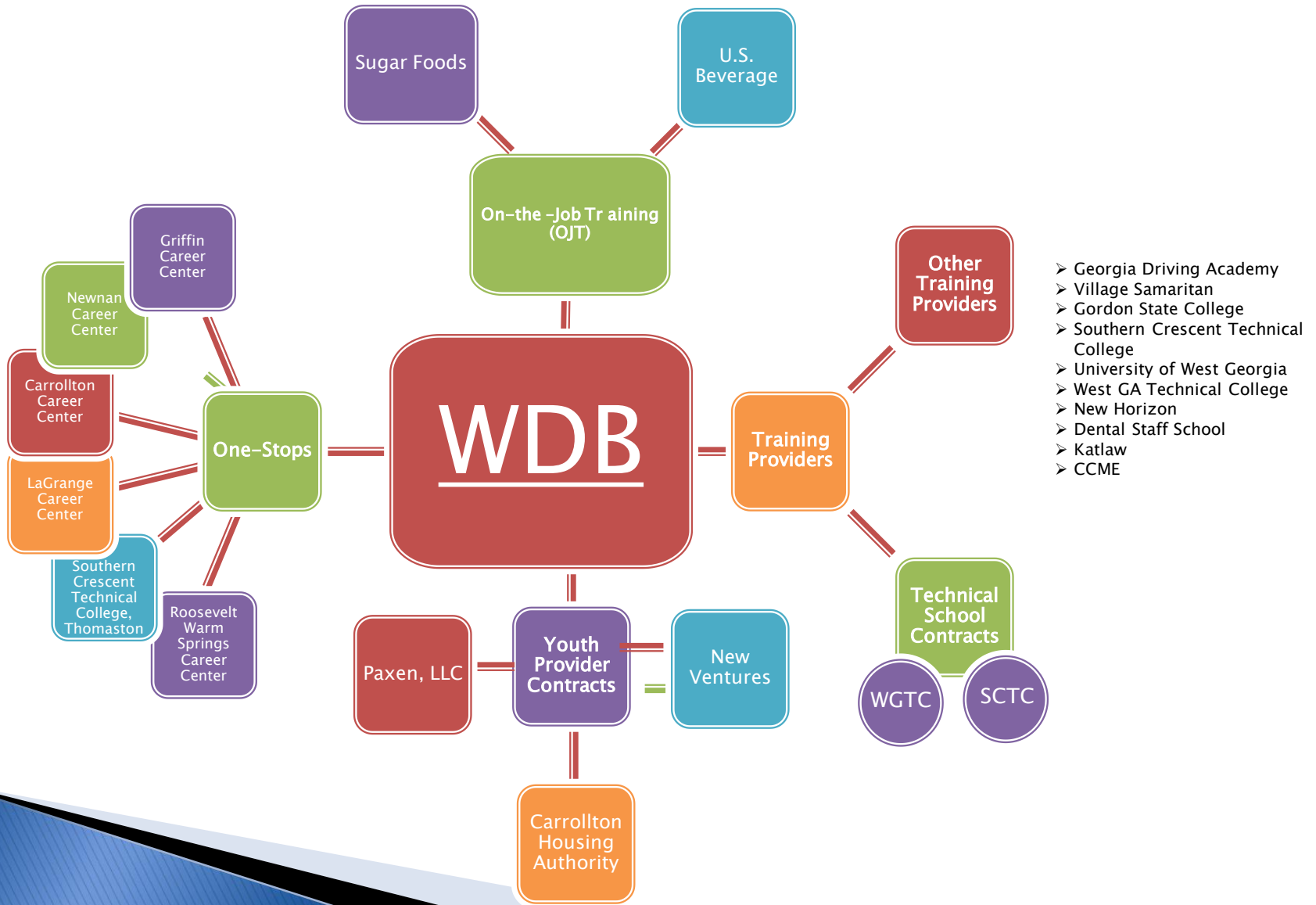


West Central Georgia Industry Mix 2015

Source: See Industry Mix data on Page 2.



Partnerships & Contractors



Required One-Stop Partners

- ▶ Adult, Dislocated Worker & Youth Activities under WIOA
- ▶ Employment Services under the Wagner-Peyser Act
- ▶ Adult Education & Literacy under WIOA
- ▶ Post-Secondary Vocational Education
- ▶ Vocational Rehabilitation under WIOA
- ▶ Welfare-to-Work
- ▶ Title V of the Older American Act
- ▶ Trade Adjustment Assistance
- ▶ NAFTA-TAA
- ▶ Veterans' Employment and Training Programs
- ▶ Community Services Block Grant
- ▶ HUD-Administered Employment & Training Programs
- ▶ Unemployment Insurance

Each Workforce Development Area must have at least one designated One-Stop Center that must provide Core Services.

TRWD Structure: Committees

- ▶ Business Industry Committee
 - ▶ Budget Committee
 - ▶ Bylaws Committee
 - ▶ Executive Committee
 - ▶ Marketing Committee
 - ▶ Planning Committee
 - ▶ Youth Committee
- 

TRRC Staff Contact Information

- ▶ **Lanier Boatwright** | TRRC Executive Director
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- ▶ **Keisha Whitner** | Program Information Systems Manager
keisha.whitner@careerconnections.org
- ▶ **Dawn Burgess** | Office Administrator
dawn.burgess@careerconnections.org

Region 8 One-Stop Career Centers Service Locations and Contacts

Carrollton Career Center
Carroll & Heard Counties

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

Teresa Reynolds, Career Facilitator
teresa.reynolds@careerconnections.org
Barbara Berger, Resource Specialist
barbara.berger@careerconnections.org

Griffin Career Center
Butts, Lamar & Spalding Counties

1514 Hwy. 16 West
Griffin, GA 30223
770-228-7226

Tracy McLean, Career Facilitator
tracy.mclean@careerconnections.org
Dora Lucier, Resource Specialist
dora.lucier@careerconnections.org

Newnan Career Center
Coweta County

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

Freshana Allen, Career Facilitator
James Tolbert, Resource Specialist
james.tolbert@careerconnections.org

Roosevelt Warm Springs Career Center
Meriwether County

6391 Roosevelt Hwy
Georgia Hall

Warm Springs, GA 31830
706-655-5326

Freshana Allen, Career Facilitator

LaGrange Career Center
Troup County

1002 Longley Place
LaGrange, GA 30240
706-845-4000

Shana Anderson, Career Facilitator
shana.anderson@careerconnections.org
Gloria Carr, Resource Specialist
gloria.carr@careerconnections.org

Southern Crescent Technical College
Upson County

1533 Highway 19 South
Thomaston, GA 30286
706-648-9178

Lisa Philpot, Career Facilitator
lisa.philpot@careerconnections.org

TRWD Board Area 8 Map

- ▶ Workforce Serve 10 Counties



References

The following resources were utilized in creating this Workforce Investment Board member booklet and presentation:

- US Dept. of Labor – Workforce Innovation and Opportunity Act:
<http://www.doleta.gov/wioa>
- Georgia Department of Labor: <http://www.dol.georgia.gov>
- Monterey County Workforce Development Board
- Georgia Department of Economic Development: Workforce Development