

# Three Rivers Regional Commission Workforce Investment Board Meeting

Sharpsburg Town Hall  
105 Main Street, Sharpsburg, GA 30277

January 11, 2016, 11:00 AM

## Agenda

- I. Welcome & Call to Order
- II. Approval of WIB MINUTES (10.22.2015)
- III. Chairman's Report – Ms. Kathy Knowles, Workforce Investment Board Chair
- IV. Director's Report – Mr. Robert Hiatt, Governmental Division Director
  - o Budget Update
  - o Audit Review
  - o Board Travel Policy
- V. Program Reports & Updates – Sonja Baisden, Program Services Manager
  - o Regional Outreach Update
  - o Youth Work Experience
  - o Youth Council Update
- VI. Program & Youth Reports and Updates – Stephanie Glenn, Program Manager
  - o Program Performance Reports
  - o Case Loads by County
  - o One-Stop Recertification
- VII. Other Business – Robert Hiatt, Governmental Services Division Director
  - o Officer Elections
  - o Bylaws Update
- VIII. Next Meeting – February 25, 2016 at 11:00 a.m.  
Location: Turin Town Hall, 47 Turin Road Turin, Georgia 30289
- IX. Adjournment

**THREE RIVERS REGIONAL COMMISSION  
WORKFORCE INVESTMENT BOARD WIB  
BOARD MEETING**

**POST AGENDA**

**October 22, 2015**

**11:00 a.m.**

The Three Rivers Regional Commission, Workforce Investment Board, Area 8 held a Meeting on October 22, 2015 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, James Brown, Todd Browning, Greg Burns, Mitch Byrd, E. Jane Caraway, Jennifer Corcione, Bandon Eley, Laura Gammage, Steve Hendrix, Missy Kendrick, Gail Long, Sandra Strozier, and Greg Webber. Other members were unable to attend.

Additional member present from the Youth Council was William Futrell. Guest in attendance included: Jackie Griffin, Rapid Response Coordinator, Phil McIntyre, Rapid Response Coordinator, and Mack Clark with the Newnan Career Center.

CEO Members included: Mayor Hays Arnold, Beth Hadley, Mayor Doug Hollberg, Mayor J. Briar Johnson, and Mayor Kay Pippin.

Staff in attendance included: Robert Hiett, Government Services Division Director, Stephanie Glenn, Program Manager, Sonja Baisden, Program Services Manager and Dawn Burgess, Office Administrator.

The agenda consisted of the following items:

- Welcome & Call to Order
- Approval of WIB Minutes (8.27.2015)
- Chairman's Report – Kathy Knowles, Workforce Investment Board Chair
  
- Director's Report – Robert Hiett, Governmental Services Division Director
  - Budget Update
  - Committee Updates
  - Adult and Youth Eligibility Service Policy Revisions
  - OJT Policy Revisions
  - Renewal of the Track Source Vendor
  - West Georgia Technical College Training Proposal
  
- Program Reports & Updates – Sonja Baisden, Program Services Manager
  - Regional Outreach Update
  - LWDA 8 Occupational Training List
  
- Program & Youth Reports & Updates – Stephanie Glenn, Program Manager
  - Caseload by County
  - Program Performance Report
  - File Monitoring Update
  
- Other Business – Robert Hiett, Governmental Services Division Director
  - Bylaws
  - Election of Board Secretary

**CALL TO ORDER AND WELCOME**

Chairwoman Kathy Knowles called the meeting to order and welcomed everyone in attendance.

**CHAIRWOMAN KNOWLES CALLED FOR THE APPROVAL OF THE MEETING MINUTES (8.27.2015)**

Chairwoman Knowles asked for a motion to approve the meeting minutes from the August 27, 2015 Board meeting.

**MOTION:**

James Brown made the motion to approve the August 27, 2015 minutes. Todd Browning gave the 2<sup>nd</sup>. The motion was approved 13-0.

**CHAIRWOMAN KNOWLES WELCOME GUEST AND NEW MEMBERS TO THE BOARD**

Chairwoman Knowles welcomed guest Jackie Griffin, Rapid Response Coordinator, Phil McIntyre, Rapid Response Coordinator. Chairwoman Knowles welcomed the new appointed board members Mitch Byrd and Greg Webster; they are the new AFL board members.

Chairwoman Knowles informed the board that two board members are being removed from the board due to attendance is Daa'ood Amin and Warren Bush.

**CHAIRWOMAN KNOWLES CALLED FOR THE MOTION TO AMEND THE AGENDA**

Chairwoman Knowles called for approval of the Workforce Grant acceptance.

**MOTION:**

Steve Hendrix made the motion to approve the Workforce Grant. Sally Barker gave the 2<sup>nd</sup>. The motion was approved 13-0.

**CHAIRWOMAN KNOWLES CALLED FOR THE DIRECTOR'S REPORT**

*Budget Report*

Mr. Robert Hiatt explained the budget report update. He informed the board that we are still processing several of the SummerWorks experience invoices and we are 86% into our plan budget.

**Committee Update**

Mr. Hiatt informed the Board members if anyone is interested in participating the Youth Committee and/or Business Industry Committee, please contact the Workforce Office Administrator, Dawn Burgess for a sign-up form. An individual that want to serve on a committee doesn't have to be a board member but anyone in the community. The Business Industry Committee will be hosted by Mayor Pippin on November 10<sup>th</sup> at 11:00 a.m. Jackson City Hall in Jackson, Georgia, and the Youth Committee meeting will be held November 13<sup>th</sup> at 9:00 a.m., at the Three Rivers main office in Griffin, Georgia.

**Policy Revisions**

*Adult and Youth Eligibility Service Policy Revisions*

Mr. Hiatt asked the Board members for approval to adopt the Youth Eligibility Service Policy Revisions under WIOA.

**MOTION:**

E. Jane Caraway made the motion to approve the Adult and Youth Eligibility Service Policy Revisions. Missy Hendrix gave the 2<sup>nd</sup>. The motion was approved 13-0.

Mr. Hiett asked the Board members for approval to adopt the OJT Wage Reimbursement Sliding Scale.

**MOTION:**

Missy Kendrick made the motion to approve the OJT Wage Reimbursement Sliding Scale. Brandon Eley gave the 2<sup>nd</sup>. The motion was approved 13-0.

*Renewal of Track Source Vendor*

Mr. Hiett asked the Board members for approval to go month-to-month with TrackSource Vendor software agreement.

**MOTION:**

Jennifer Corcione made the motion to approve the TrackSource month-to-month Agreement. James Brown gave the 2<sup>nd</sup>. The motion was approved 13-0

*West Georgia Technical College Training Proposal*

Mr. Hiett asked the Board members for approval of the WGT College Training Proposal.

**MOTION:**

Sally Barker made the motion to approve the WGT College Training Proposal. Laura Gammage gave the 2<sup>nd</sup>. The motion was approved 13-0

*Workforce Grant Acceptance*

Mr. Hiett asked the Board members for approval of the Workforce Grant Acceptance.

**MOTION:**

Steve Hendrix made the motion to approve the acceptance of the Workforce Grant. Sally Barker gave the 2<sup>nd</sup>. The motion was approved 13-0

**Program Reports and Updates**

*Regional Outreach Update*

Sonja Baisden informed the Board members that the committee is out in the community working. The committee is trying to make a difference in the community.

*LWDA 8 Occupational Training List*

Sonja discussed the WIOA training occupational training programs in the Technical College. She asked for approval of the occupational training programs.

**MOTION:**

Brandon Eley made the motion to approve the Training Programs in the Technical College. Missy Kendrick gave the 2<sup>nd</sup>. The motion was approved 13-0

**Program & Youth Reports and Updates**

*Case Loads by County*

Stephanie Glenn informed the board there are 546 individuals that are being served by the youth contractors. We are serving people in the Career Centers in our communities. In addition, we are also serving individuals in our remote counties using the mobile units; with a total of an active caseload of 457 individuals being served.

*Program Performance Report*

Ms. Glenn informed the board members that we are meeting in all areas and exceeding in the youth area with the exception of the literacy and numeracy program. However, under WIOA the literacy and numeracy will not be used as a performance measure.

*File Monitoring Schedule*

Ms. Glenn explained the File Monitoring Schedule to the Board. The Schedule is used to track and monitor the contractors and their performance. Ms. Glenn informed the Board that Paxen is the largest of the youth contractors; therefore, they will notice more errors under Paxen. However, they are performing.

**OTHER BUSINESS - ROBERT HIETT**

*Bylaws*

Mr. Hiett informed the board members that by June the board need to approve the bylaws. The approval of the bylaws will align the name with the region, Three Rivers Workforce Board.

*Youth Committee*

Mr. Hiett informed the board members the Youth Council have oversight of the Youth Committee. The Youth Council name needs to be changed to Youth Committee.

*Executive Committee*

Mr. Hiett informed the board that an Executive Committee has been created and need a Board Secretary. The Executive committee is the officers. The three Executive Officers could approve business between board meetings, then the board would approve later with a quorum. Mr. Hiett informed the board by June 30<sup>th</sup> the board needs to have an Executive Committee in place.

**MOTION:**

Missy Kendrick motion to table the bylaws. Mitch Byrd gave the 2<sup>nd</sup>. The motion was approved 13-0

**CHAIRWOMAN KNOWLES MOTION TO MOVE THE MEETING**

Chairwoman Knowles informed the board members that they needed 16 members to meet the quorum, therefore the December 17, 2015 meeting was cancelled. The next board meeting will be held on January 11, 2016 at 11:00 a.m. The board members agreed to move the meeting.

**CHAIRWOMAN KNOWLES CALLED FOR ADJOURNMENT**

Chairwoman Knowles adjourned the meeting at 1:20 p.m.

**MOTION:**

Sally Barker made the motion to adjourn the meeting. Jennifer Corcione gave the 2<sup>nd</sup>. The motion was approved 13-0.

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

---

Kathy Knowles, Chairwoman

---

Director

Three Rivers Regional Commission | Workforce Development  
 Operating Budget 7.1.2015 - 6.30.2016

Source of Funds	TOTAL BUDGETS		TOTAL BUDGET	TOTAL EXPENSED TO DATE thru September 2015			REMAINING BALANCES		
	ADMIN	PROGRAM		ADMIN	PROGRAM	TOTAL ADMIN + PROG	ADMIN	PROGRAM	TOTAL ADMIN + PROG
Total Income			\$ 4,305,853						
Chargeable Salaries	\$ 84,867	\$ 763,803	\$ 848,670	\$ 15,908.79	\$ 152,507.07	\$ 168,415.86	\$ 68,958.21	\$ 611,295.93	\$ 680,254.14
Fringe Benefits	\$ 43,282	\$ 389,539	\$ 432,821	\$ 3,428.38	\$ 36,136.69	\$ 39,565.07	\$ 39,853.72	\$ 353,402.21	\$ 393,255.93
Total Direct Personnel	\$ 128,149	\$ 1,153,342	\$ 1,281,491	\$ 19,337.17	\$ 188,643.76	\$ 207,980.93	\$ 108,811.93	\$ 964,698.14	\$ 1,073,510.07
Supplies & Materials	\$ 1,250	\$ 11,250	\$ 12,500	\$ 323.26	\$ 3,134.00	\$ 3,457.26	\$ 926.74	\$ 8,116.00	\$ 9,042.74
Repairs & Maintenance	\$ 732	\$ 6,588	\$ 7,320	\$ 152.29	\$ 2,546.67	\$ 2,698.96	\$ 579.71	\$ 4,041.33	\$ 4,621.04
Utilities	\$ 1,539	\$ 13,847	\$ 15,385	\$ 326.71	\$ 3,573.02	\$ 3,899.73	\$ 1,211.79	\$ 10,273.48	\$ 11,485.27
Insurance & Bonding	\$ 2,110	\$ 18,990	\$ 21,100	\$ 297.29	\$ 2,840.80	\$ 3,138.09	\$ 1,812.71	\$ 16,149.20	\$ 17,961.91
Publications & Printing	\$ 50	\$ 450	\$ 500	\$ -	\$ -	\$ -	\$ 50.00	\$ 450.00	\$ 500.00
Postage & Freight Travel	\$ 200	\$ 1,800	\$ 2,000	\$ -	\$ -	\$ -	\$ 200.00	\$ 1,800.00	\$ 2,000.00
Per Diem & Fees Drug	\$ 1,350	\$ 12,150	\$ 13,500	\$ 280.54	\$ 8,301.01	\$ 8,581.55	\$ 1,069.46	\$ 3,848.99	\$ 4,918.45
Testing	\$ 1,800	\$ 16,200	\$ 18,000	\$ 119.70	\$ -	\$ 119.70	\$ 1,680.30	\$ 16,200.00	\$ 17,880.30
Telecommunications	\$ 24	\$ 216	\$ 240	\$ 35.00	\$ 210.00	\$ 245.00	\$ (11.00)	\$ 6.00	\$ (5.00)
Rentals Real Estate	\$ 1,165	\$ 10,485	\$ 11,650	\$ 374.72	\$ 2,345.92	\$ 2,720.64	\$ 790.28	\$ 8,139.08	\$ 8,929.36
Rentals Other	\$ 6,540	\$ 58,860	\$ 65,400	\$ 838.42	\$ 13,011.58	\$ 13,850.00	\$ 5,701.58	\$ 45,848.42	\$ 51,550.00
Computer charges	\$ 1,410	\$ 12,690	\$ 14,100	\$ 381.52	\$ 3,526.43	\$ 3,907.95	\$ 1,028.48	\$ 9,163.57	\$ 10,192.05
Gain/Loss of Equipment	\$ 3,837	\$ 34,529	\$ 38,365	\$ 330.32	\$ 2,796.32	\$ 3,126.64	\$ 3,506.18	\$ 31,732.18	\$ 35,238.36
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 3,500.00
Membership & Subscriptions	\$ 720	\$ 6,480	\$ 7,200	\$ -	\$ -	\$ -	\$ 720.00	\$ 6,480.00	\$ 7,200.00
Training & Education	\$ 100	\$ 900	\$ 1,000	\$ -	\$ -	\$ -	\$ 100.00	\$ 900.00	\$ 1,000.00
Participant Expense	\$ 800	\$ 7,200	\$ 8,000	\$ 241.29	\$ 2,330.71	\$ 2,572.00	\$ 558.71	\$ 4,869.29	\$ 5,428.00
Contractual Expense Enrollee	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 46,475.97	\$ 46,475.97	\$ -	\$ 453,524.03	\$ 453,524.03
Salary	\$ -	\$ 2,235,000	\$ 2,235,000	\$ -	\$ 262,797.02	\$ 262,797.02	\$ -	\$ 1,972,202.98	\$ 1,972,202.98
Enrollee Taxes Enrollee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Volunteer &	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supervisor Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
In-kind Expense/Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Meeting Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel	\$ 120	\$ 1,080	\$ 1,200	\$ 150.00	\$ 300.00	\$ 450.00	\$ (30.00)	\$ 780.00	\$ 750.00
Other Public Meetings	\$ 50	\$ 450	\$ 500	\$ -	\$ -	\$ -	\$ 50.00	\$ 450.00	\$ 500.00
Interest Expense Bldg. Loan	\$ 1,400	\$ 12,600	\$ 14,000	\$ 72.21	\$ 1,764.99	\$ 1,837.20	\$ 1,327.79	\$ 10,835.01	\$ 12,162.80
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous/Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 3,390	\$ 30,512	\$ 33,902	\$ 24.78	\$ 261.54	\$ 286.32	\$ 3,365.42	\$ 30,250.26	\$ 33,615.68
Total Direct Expense	\$ 156,735	\$ 4,149,118	\$ 4,305,853	\$ 23,285.22	\$ 544,859.74	\$ 568,144.96	\$ 133,450.08	\$ 3,604,257.96	\$ 3,737,708.04
Indirect Cost Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 156,735</b>	<b>\$ 4,149,118</b>	<b>\$ 4,305,853</b>	<b>\$ 23,285.22</b>	<b>\$ 544,859.74</b>	<b>\$ 568,144.96</b>	<b>\$ 133,450.08</b>	<b>\$ 3,604,257.96</b>	<b>\$ 3,737,708.04</b>



1210 Greenbelt Drive • P.O. Box 97  
Griffin, Georgia 30224  
Ph: (770) 229-9799 • Toll Free: (877) 633-9799  
Fax: (770) 229-9924  
www.threeriversrc.com

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

### **Workforce Investment Board Travel Policy**

Voting members of the Workforce Investment Board who are not employed by a governmental entity will be allotted a \$45.00 per diem rate for their attendance at scheduled Board and committee meetings. This allowance will be issued based on attending the meetings, and will be documented by member sign-in logs.

The Chief Elected Official (CLEO) and the Workforce Board Chairman shall be allotted a \$45.00 per diem rate for attendance at scheduled board or committee meetings, and other meetings as required to perform their official functions.

The effective date of this policy shall be January 11, 2016.

---

Kathy Knowles, Chairwoman

## Workforce Development Staff Outreach Events



### Coweta Chamber “Winter Wonderland Business Expo”

#### **Butts County**

Butts County Collaborative  
Fatherhood Outreach – Child Support Office

#### **Carroll County**

Carroll Chamber Legislative Breakfast  
Jail Reentry Meeting  
Carroll County Family Connections  
Carroll County Women’s Business Alliance

#### **Coweta County**

Coweta Chamber “Winter Wonderland Business Expo”  
First United Methodist Church Job Network  
Coweta County Family Collaborative Meeting  
Village Samaritan Recruitment/Thanksgiving Brunch  
Coweta County Women of Prosperity Luncheon

#### **Lamar County**

Parent Night  
Lamar County Collaborative Meeting  
Lamar County Collaborative Appreciation Breakfast

#### **Meriwether County**

Partners in Education  
Meriwether County Family Connection

#### **Pike County**

Pike County Community Resource Network Meeting  
Georgia Fatherhood Program – Client Meeting  
2015 Chamber Power Breakfast

#### **Spalding County**

Spalding County Collaborative Meeting  
Veteran’s Services Meeting – Workforce Office

#### **Troup County**

Troup County Chamber Breakfast  
Transitional Center – Overview of WIOA  
Served as Judge for WGTC GOAL Competition  
Housing Authority – Overview of WIOA  
Ark Ministries - Overview of WIOA  
Troup County Homeless Coalition – Overview of WIOA

#### **Upson County**

Upson County Family Connection Meeting  
Georgia Fatherhood Program  
Onsite at Thomaston Housing Authority





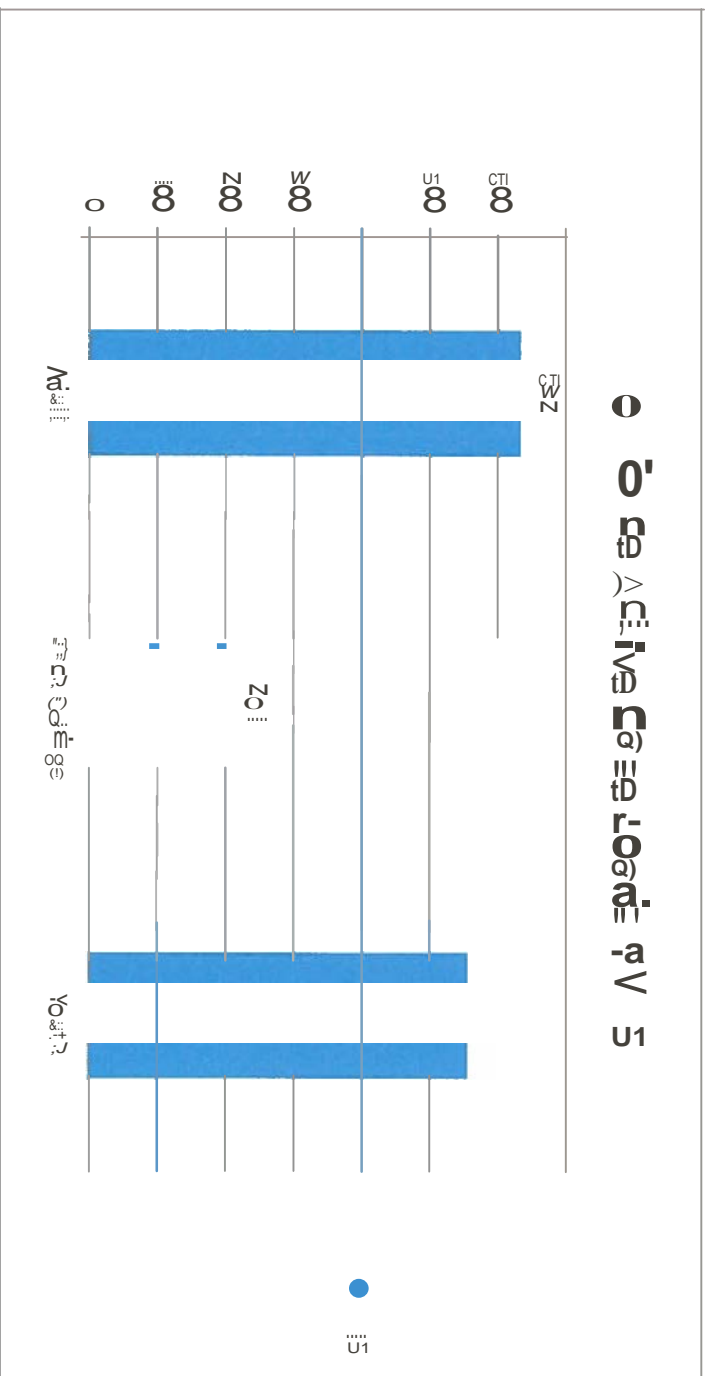
1210 Greenbelt Drive • P.O. Box 97  
Griffin, Georgia 30224  
Ph: (770) 229-9799 • Toll Free: (877) 633-9799  
Fax: (770) 229-9924  
[www.careerconnections.org](http://www.careerconnections.org)

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

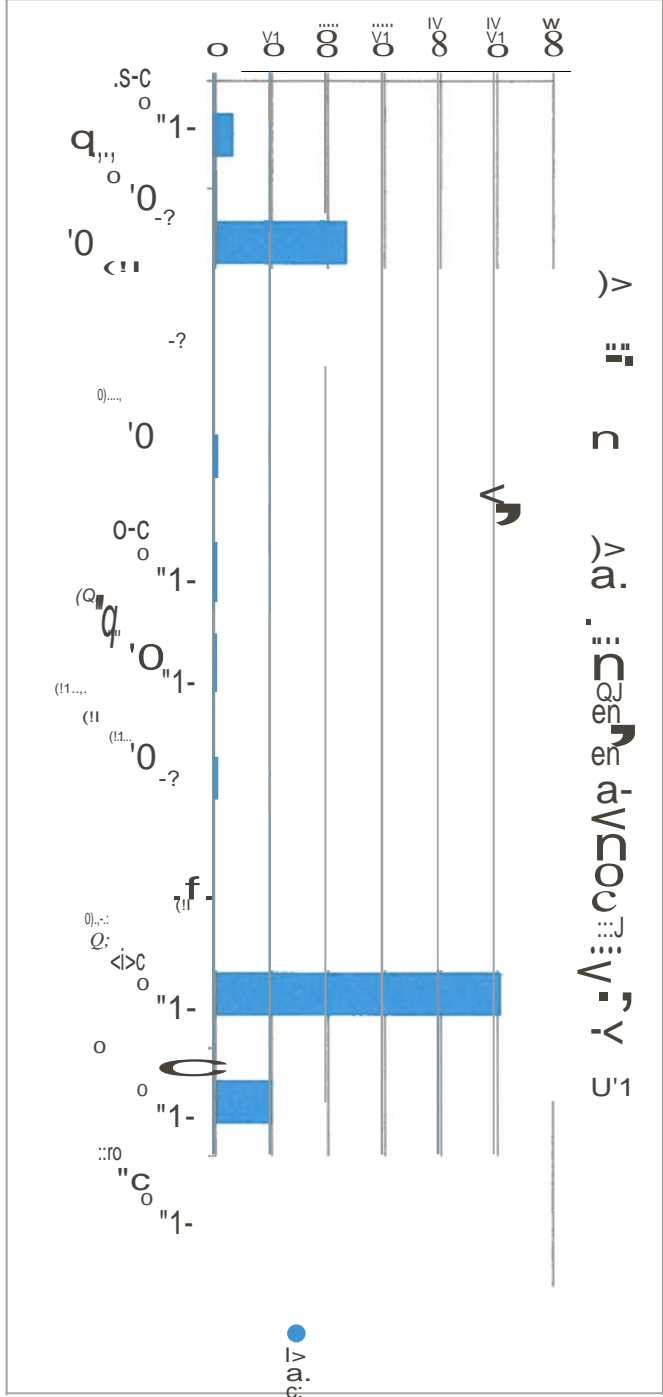
**Three Rivers Regional Commission Workforce Development  
Year Round Work Experience  
June 1, 2015 – January 5, 2016**

Contractor	Out-of-School Youth
Carrollton Housing Authority	0
New Ventures	10
Paxen	14
<b>Total</b>	<b>24</b>

# የግል ስራ ስራ ስራ ስራ ስራ

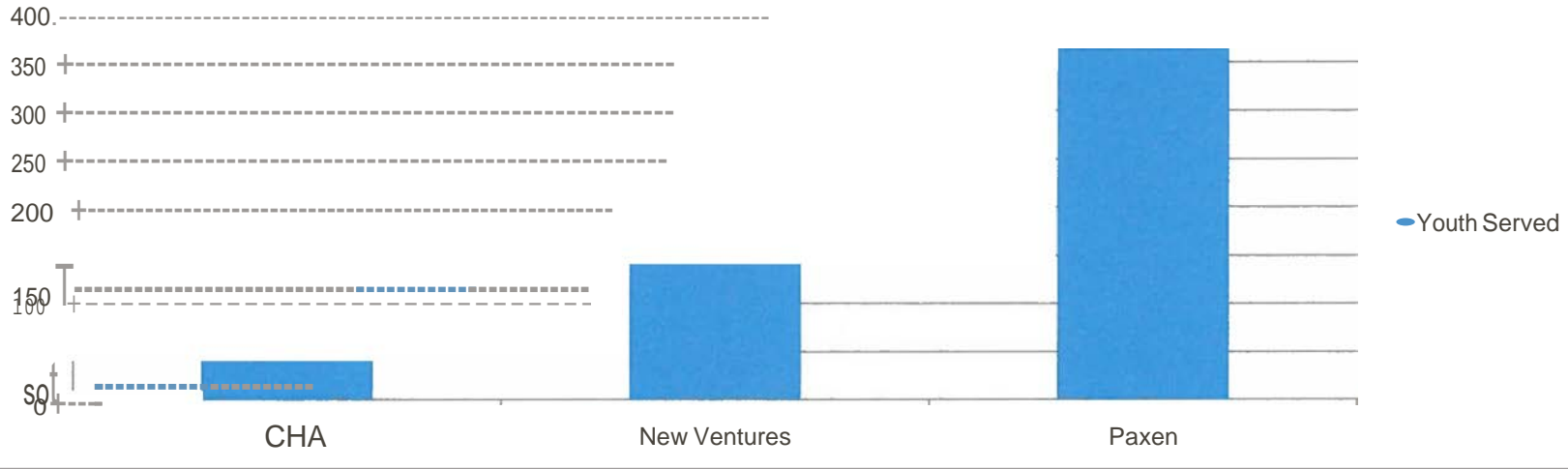


# የግብርና ስራ ለውጥ ጥናት



የግብርና ስራ ለውጥ

# Active Youth Cases PV15

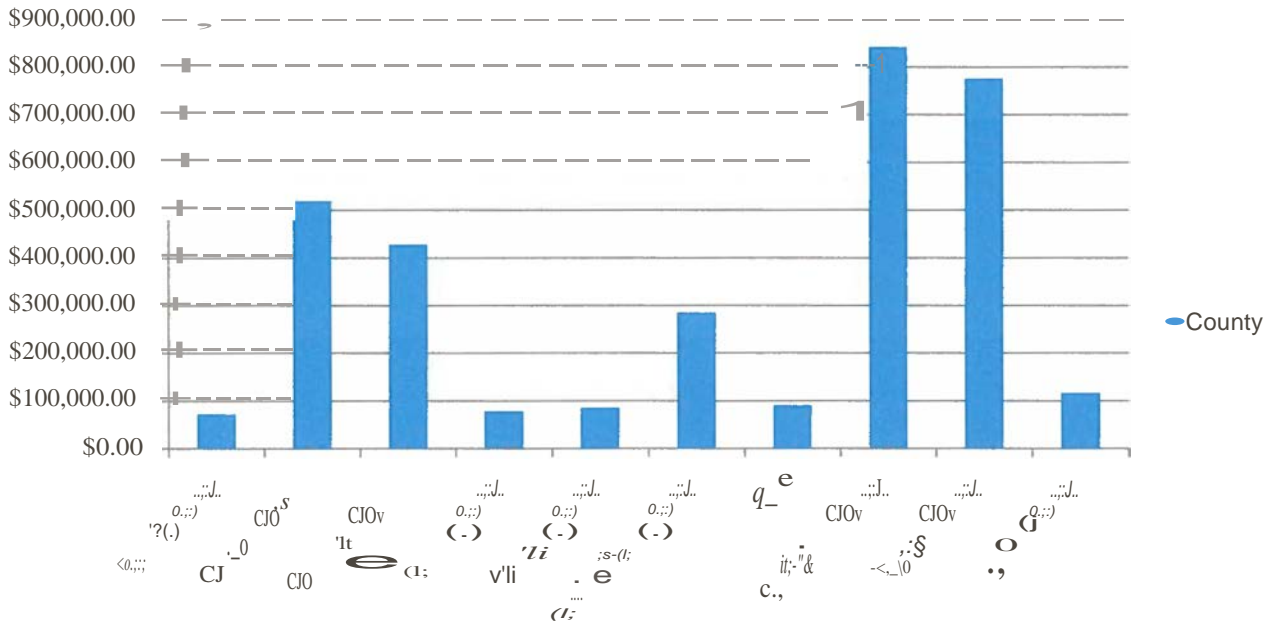


CHA = Carroll County

New Ventures= Troup and Heard

Paxen = Butts, Lamar, Coweta, Meriwether, Pike, Spalding, and Upson

# Investment by County PV14



**WORKFORCE DEVELOPMENT**  
A Division of Three Rivers Regional Commission

**Caseloads by County as of December 2015**

<b>PY2015</b>		NEW Registrations December 31, 2015	TOTAL Active as of December 31, 2015		TOTAL SERVED JULY 2015 - JUNE 2016	EOS / Exits 2015 - JUNE 2016		
		Core/Intensive	Core/Intensive/Training	ACTIVE TOTAL	All Services	# EOS/Exits	# EOS/Exits with Employment	# Attained Credential
<b>Butts</b>		WIOA	WIOA		WIOA			
	Adult	1	11	11	13	2	1	0
	Dislocated Worker	0	9	9	9	1	1	0
	Older Youth	0	0	0	0	0	0	0
		1	20	20	22	3	2	0
<b>Carroll</b>		WIOA	WIOA		WIOA			
	Adult	5	92	92	109	17	9	6
	Dislocated Worker	1	23	23	27	4	3	2
	Older Youth	0	4	4	4	0	0	0
		6	119	119	140	21	12	8
<b>Coweta</b>		WIOA	WIOA		WIOA			
	Adult	8	89	89	97	8	5	4
	Dislocated Worker	1	26	26	26	0	0	0
	Older Youth	0	0	0	0	0	0	0
		9	115	115	123	8	5	4
<b>Heard</b>		WIOA	WIOA		WIOA			
	Adult	1	6	6	6	0	0	0
	Dislocated Worker	0	2	2	2	0	0	0
	Older Youth	0	0	0	0	0	0	0
		1	8	8	8	0	0	0
<b>Lamar</b>		WIOA	WIOA		WIOA			
	Adult	0	9	9	11	2	2	1
	Dislocated Worker	0	1	1	3	2	0	0
	Older Youth	0	0	0	1	1	1	0
		0	10	10	15	5	3	1

**WORKFORCE DEVELOPMENT**  
A Division of Three Rivers Regional Commission

**PY2015**

2nd Quarter

	NEW Registrations December 31, 2015	TOTAL Active as of December 31, 2015		TOTAL SERVED JULY 2015 - JUNE 2016	EOS / Exits 2015 - JUNE 2016			JULY
	Core/Intensive	Core/Intensive/Training	ACTIVE TOTAL	All Services	# EOS/Exits	# EOS/Exits with Employment	# Attained Credential	
<b>Meriwether</b>	WIOA	WIOA		WIOA				
Adult	0	8	8	12	4	3	1	
Dislocated Worker	0	2	2	4	2	1	0	
Older Youth	0	1	1	1	0	0	0	
	0	11	11	17	6	4	1	
<b>Pike</b>	WIOA	WIOA		WIOA				
Adult	0	11	11	13	2	1	0	
Dislocated Worker	0	1	1	1	0	0	0	
Older Youth	0	1	1	1	0	0	0	
	0	13	13	15	2	1	0	
<b>Spalding</b>	WIOA	WIOA		WIOA				
Adult	2	53	53	74	21	9	2	
Dislocated Worker	0	11	11	14	3	3	0	
Older Youth	0	4	4	4	0	0	0	
	2	68	68	92	24	12	2	
<b>Troup</b>	WIOA	WIOA		WIOA				
Adult	4	76	76	84	8	18	10	
Dislocated Worker	0	17	17	25	8	6	0	
Older Youth	0	2	2	2	0	0	0	
	4	95	95	111	16	24	10	
<b>Upson</b>	WIOA	WIOA		WIOA				
Adult	1	18	18	24	6	6	0	
Dislocated Worker	0	1	1	2	1	0	1	
Older Youth	0	2	2	2	0	0	0	
	1	21	21	28	7	6	1	

**WORKFORCE DEVELOPMENT**  
A Division of Three Rivers Regional Commission

**PY2015**

2nd Quarter

**Outside of Service Area**

NEW Registrations December 31, 2015	TOTAL Active as of December 31, 2015		TOTAL SERVED JULY 2015 - JUNE 2016	EOS / Exits 2015 - JUNE 2016			JULY
Core/Intensive	Core/Intensive/Training	ACTIVE TOTAL	All Services	# EOS/Exits	# EOS/Exits with Employment	# Attained Credential	
WIOA	WIOA		WIOA				
Adult	1	2	2	0	0	0	
Dislocated Worker	1	4	4	0	0	0	
Older Youth	0	0	0	0	0	0	
<b>2</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	
NEW Registrations December 31, 2015	TOTAL Active as of December 31, 2015		TOTAL SERVED JULY 2015 - JUNE 2016	EOS / Exits 2015 - JUNE 2016			JULY
Core/Intensive	Core/Intensive/Training	ACTIVE TOTAL	All Services	# EOS/Exits	# Entered Employment	# Attained Credential	
WIOA	WIOA		WIOA				
<b>26</b>	<b>486</b>	<b>486</b>	<b>577</b>	<b>92</b>	<b>69</b>	<b>27</b>	

Over All Total

Southern Crescent Total	61
West GA Tech Total	97



Caseloads by Provider as of December 2015

PY2015		NEW Registrations December 2015	TOTAL Active as of December 2015	ACTIVE TOTAL	TOTAL SERVED July 2015 - June 2016	TOTAL SERVED	Total # Exits July 2015 - June 2016
							# EOS/Exits
<b>Carrollton Housing</b>							
Carrollton							
	In School Youth	0	32	32	39	39	7
	Out of School Youth	0	7	7	7	7	0
		0	39	39	46	46	7
<b>New Ventures</b>							
Troup & Heard							
	In School Youth	0	115	115	124	124	9
	Out of School	1	31	31	31	31	0
		1	146	146	155	155	9
<b>Paxen</b>							
Butts, Coweta, Heard, Lamar, Meriwether, Pike, Spalding, Upson							
	In School Youth	0	183	183	251	251	68
	Out of School Youth	7	117	117	122	122	5
		7	300	300	373	373	73
		NEW Registrations December 2015	TOTAL Active as of December 2015	ACTIVE TOTAL	TOTAL SERVED July 2015 - June 2016	TOTAL SERVED	Total # Exits July 2015 - June 2016
							# EOS/Exits
<b>TOTALS</b>		8	485	485	574	574	89



**Three Rivers**  
REGIONAL COMMISSION  
WORKFORCE DEVELOPMENT

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+INET+  
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

Equal Opportunity Employer/Program

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

**Services Provided**

- Job Search Assistance
- Vocational Assessments
- Training Cost Assistance
- Career Counseling
- Resume Preparation
- 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 26, 2010**

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

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

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

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

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

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

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

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

*Equal Opportunity Employer/Program*

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

**Services Provided**

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

**Eligibility Out of School Youth (OSY)**

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

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

**Eligibility In-School Youth (ISY)**

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

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

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

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

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

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

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

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

Serving Troup & Heard Counties

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

Serving Carroll County

**Adult Low-Income Workforce Investment Act (WIA) Guidelines****Effective Date: April 20, 2015**

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

Revised 11-20-15

**BY-LAWS**  
**~~WEST CENTRAL GEORGIA-THREE RIVERS~~**  
**WORKFORCE INVESTMENT BOARD**

*ARTICLE I*

NAME AND AREA

SECTION 1. The official name of this organization shall be the ~~West Central Georgia~~Three Rivers Workforce Investment Board (TRWIB).

**Comment [R1]:** The region was renamed to Three Rivers Workforce Development Area by the State, requested by the CLEO. This suggested name is to align the workforce board with the region name.

SECTION 2. The ~~West Central Georgia Workforce Investment Region-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 ~~(see attached list)~~.

SECTION 3. The ~~West Central Georgia-Three Rivers~~ Workforce Investment Board is organized pursuant to the provisions of the Workforce Investment and Opportunity Act ~~of 1998(WIOA)~~, Public Law ~~10513-220128~~, and subsequent amendments.

**Comment [R2]:** Public Law Update

*ARTICLE II*

OBJECT

SECTION 1. It shall be the responsibility of the Board to set policy for the Service Delivery Region's Workforce Investment 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.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

SECTION 2. The Board, in accordance with an agreement with the appropriate Chief Elected Official of the Service Delivery Region shall:

- (a) ~~D~~etermine 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) ~~an identification of~~ Coordinate with the entity responsible for the disbursement of grant funds ~~described in section 117 (d) (3)~~

**Comment [R3]:** The CLEO, not the workforce board, designates the fiscal agent.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

~~(B) (i) (iii) as~~ determined by the Chief Elected Official or Governor ~~under section 117 (d) (3) (B) (i);~~

(6) ~~a~~A description of the competitive process to be used to award grants and contracts in the local area for activities under ~~WORKFORCE INVESTMENT ACT~~WIOA.

- (b) ~~D~~evelop and enter into a memorandum of understanding with one stop operators and/or partners;
- (c) ~~D~~esignate or certify one stop operators;
- (d) ~~C~~eonduct oversight with respect to the one stop service delivery system in the local area;
- (e) ~~I~~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 Investment 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 ~~the Workforce Investment Act~~WIOA, the ~~West Central Georgia WORKFORCE INVESTMENT BOARD~~Three Rivers Workforce Investment Board ~~may~~may:

~~Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015~~



Revised 11-20-15

- (a) ~~(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) ~~for itself, and/or (b) hire staff, incorporate, and solicit~~ 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.

Formatted: Font: Times New Roman, 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.53" + Indent at: 1.78"

Comment [R4]: The workforce board, per federal law, may only develop a draft budget. It presents the draft budget to the CLEO for final approval.

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Formatted: Font: Times New Roman, 12 pt

Comment [R5]: Fly catcher language so that we can deal with administrative rules as they are issued without having to change the bylaws each time.

Formatted: Font: Times New Roman, 12 pt

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

~~SECTION 7. The functions of the Board are further delineated in Attachment C which is incorporated into this document.~~

Comment [R6]: Attachment C was a blank attachment. Removed item.

### ARTICLE III

#### WORKFORCE INVESTMENT BOARD MEMBERSHIP

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

Comment [R7]: Modified to denote the CLEO, per federal law, as the appointing authority to the workforce board.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

SECTION 2.

Revised 11-20-15

*Private Sector Membership.* The ~~West Central Georgia~~  
~~WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce  
Investment Board shall consist of ~~twenty nine~~ thirty one members.

**Comment [R8]:** Per WIB bylaws approval at the June 2015 board meeting.

Private sector representation will be at least 51% of the membership of the Workforce Investment Board. The Chair and Vice-Chair will be chosen from the private sector representatives.

SECTION 3.

COMPOSITION OF ~~THE WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce Investment Board. The ~~West Central Georgia Workforce Investment Board~~ Three Rivers Workforce Investment Board will consist of:

- (1) ~~R~~Representatives of the private sector, who shall constitute a majority of the membership of the Board and who shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers or other private sector executives who have substantial management or policy responsibilities in business that reflect the employment opportunities of the local area;
- (2) ~~R~~Representatives of organized labor or other representatives of employees; and
- (3) ~~R~~Representatives of ~~local~~ educational and training agencies ~~to include local school boards and post secondary educational institutions; and~~
- (4) ~~R~~Representatives of economic development agencies;
- (5) ~~R~~Representatives of community-based organizations; and
- (6) ~~R~~Representatives of each of the required one-stop partners located in the region.
- (7) ~~R~~Representative of GDEcD agency; and
- (8) ~~R~~Representatives of TCSG agencies.

**Comment [R9]:** Revised education to include training agencies, and removed secondary education as mandatory

SECTION 4.

Revised 11-20-15

In order to ensure fair representation of all counties and sectors of this region, the ~~WORKFORCE INVESTMENT BOARD-Three Rivers Workforce Investment Board~~ will have ~~2931~~ 156 members; ~~156~~ of whom shall be private sector representatives, allocated at least one slot per county. Those counties with a population over 50,000 may have up to two private sector slots.

The remaining ~~44~~ 15 members shall be allocated as required by law in the following manner. There will be two members each from education (one from secondary education and one from post-secondary education), two members from labor organizations or representatives of employees, two members from community based organizations, and two members from economic development organizations. There will be one member representing the public employment service. There will be one member each representing the entities administering Welfare to Work, Title V of the Older American Act funds, Title I of the Rehabilitation Act, and the Department of Housing and Urban Development Employment and Training Programs. Although not required by law, the Department of Family and Children Services and the Unified Transportation Program will each have one slot for membership on the Board. The appointment of these public-sector members will be made to have a fair representation of the counties in this region.

SECTION 5.

Change in Composition. A majority vote of the ~~WORKFORCE INVESTMENT BOARD-Three Rivers Workforce Investment Board~~, with approval of the CLEO, and a majority vote of the ~~CHIEF ELECTED OFFICIALS ORGANIZATION~~, may change this composition. ~~Proposals for changes in membership may be made by either organization.~~ Composition changes must comply with the requirements of the Workforce Investment and

**Comment [R10]:** Modified to allow the WIB, with CLEO approval, to change board composition.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

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 ~~CHIEF ELECTED OFFICIAL CLEO~~, and membership to ensure compliance with funding regulations.

~~SECTION 6. Youth Council. As required by the Workforce Investment Act, the Youth Council is a sub-committee of the WORKFORCE INVESTMENT BOARD. The WORKFORCE INVESTMENT BOARD will appoint a Youth Council, in cooperation with the CHIEF ELECTED OFFICIALS ORGANIZATION, whose membership shall include:~~

- ~~§ Members of the local board with special interest or expertise in youth policy;~~
- ~~§ Representatives of youth service agencies including juvenile justice and local law enforcement;~~
- ~~§ Representatives of local public housing authorities;~~
- ~~§ Representatives of Job Corps;~~
- ~~§ Parents of eligible youth; and~~
- ~~§ Youth including former participants and representatives of organizations that has experience relating to youth activities.~~

~~Members of the Youth Council who are not members of the WORKFORCE INVESTMENT BOARD shall be voting members of the Youth Council and non-voting members of the WORKFORCE INVESTMENT BOARD. The duties of the Youth Council 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 ACT, and other duties as determined by the Chairperson of the WORKFORCE INVESTMENT BOARD.~~

Comment [R11]: Removed duplication. Youth Committee is established in the Committee portion of the Bylaws (Article VIII).

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2.6/5/14

Revised \_\_\_\_\_, 2015

SECTION 76. <sup>Revised 11-20-15</sup> Members of the ~~West Central Georgia WORKFORCE Three Rivers Workforce Investment Board INVESTMENT 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 shall~~ be considered as not wishing to serve and ~~mayshall~~ be replaced on the ~~West Central Georgia WORKFORCE INVESTMENT BOARD Three Rivers Workforce Investment Board~~. Members of the Board may also be removed for violation of the Code of Conduct. ~~Member 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.

**Comment [R12]:** This is a state compliance issue, and our funding can be suspended if board members fail to sign and submit this form.

SECTION 87. There shall be no dues assessed to any category of the Board membership.

SECTION 98. Members shall not receive a salary or compensation for serving on the ~~West Central Georgia Workforce Investment Board Three Rivers Workforce Investment Board~~. However, the Chair may authorize reimbursement to the ~~private sector B~~board members and the ~~CHIEF ELECTED OFFICIAL~~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.

Revised 11-20-15

SECTION ~~409~~. Private Sector ~~V~~voting members of the Three Rivers Workforce Investment Board ~~West Central Workforce Investment Board~~ will be allotted a \$45.00 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 11. Private sector board members will be reimbursed for mileage to attend Board functions.~~

Comment [R13]: Removed. Will be updated 2<sup>nd</sup> half of FY 2016.

SECTION ~~4210~~. ~~LWIB~~ All board members are required to sign and submit a conflict of interest statement to the LWIA.

Revised 11-20-15

*ARTICLE IV*

BOARD OFFICERS AND EXECUTIVE COMMITTEE

SECTION 1. The ~~WORKFORCE INVESTMENT BOARD-Three Rivers~~  
Workforce Investment Board shall elect a Chair from among the  
representatives of the Private Sector. The Chair shall preside at all  
meetings of the group, shall appoint committees and committee  
chairpersons as needed, ~~serve as President of West Central Georgia~~  
~~WORKFORCE INVESTMENT BOARD~~, and shall in general  
perform all duties incidental to the Office of the Chair. The Chair  
serves as signatory authority for the Board.

**Comment [R14]:** Removed. This section was established when the program was run by the non-profit organization.

SECTION 2. The ~~WORKFORCE INVESTMENT BOARD-Three Rivers~~  
Workforce Investment Board will elect a Vice-Chair from the  
private sector membership.

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 ~~33~~. ~~The Board will appoint a Director to implement Board actions.~~  
The Three Rivers Workforce Investment Board will elect a Secretary who shall  
be responsible for the official records of the Board. Any voting member of the Three  
Rivers Workforce Investment Board may hold the Secretary position.

**Comment [R15]:** The state said that workforce staff cannot serve as a board officer. This section was changed to allow for an elected Secretary.

SECTION ~~4-4~~. ~~The Chair may designate the Director to be the Secretary, non-  
voting, Staff, to implement board approved policy and programs,  
shall be provided by the designated fiscal agent and/or grant sub-  
recipient.~~

**Comment [R16]:** This section was modified so that all staffing is provided by the same source, and there are no supervisory or chain of command issues.

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) terms.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

SECTION 6. The Chair, Vice-Chair, ~~and the Secretary~~, and three at-large board members shall be ~~members of the~~ TRWIB Executive Committee.

Comment [R17]: Insert of additional membership and quorum guidelines.

The CLEO shall serve as an ex-officio member of the executive committee. The TRWIB Executive Committee shall have delegated authority to approve official business of the full TRWIB between scheduled ~~TRWIB~~board meetings, and in the absence of a full board quorum. Four (4) members of the TRWIB Executive Committee shall constitute a quorum. All business approved by the TRWIB Executive Committee shall be presented to the full TRWIB for its concurrence.

ARTICLE V

APPOINTMENTS OF MEMBERS

SECTION 1. From the nominations described below, the ~~CHIEF ELECTED OFFICIAL~~ 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. Private sector representatives on the Board shall be selected from among individuals nominated by ~~general purpose business organizations from in the region~~the Local Elected Officials (LEO's), County Commission Chairman or Mayor, within each ~~county~~. Such nominations, and the individuals selected from such nominations, shall reasonably represent the industrial and demographic composition of the region's business community including representatives of small business and minority business.

Comment [R18]: Added to preserve local government oversight, and to provide consistency with the duties and powers vested in the local elected officials group.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015



Revised 11-20-15

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 Investment Board. The CLEO shall be authorized to make all reasonable and necessary appointments to comply with state and federal regulations if county LEO's do not provide a recommendation within 45 calendar days.

**Comment [R19]:** This has been added to ensure we can make timely appointments. It has taken some governments 4+ months to appoint someone, and that caused compliance issues.

SECTION 3.

~~The secondary education representatives on the Board shall be selected from among individuals who represent local boards of education. The post secondary education representative on the Board shall be selected from among individuals who represent vocational education institutions, institutions of higher education (including entities offering adult education) or general organizations of such institutions, within the service delivery area~~  
The education and training representatives on the council shall be Representatives of entities providing adult education and literacy programs, higher education entities that perform workforce activities. Entities from local education agencies, and community based organizations with expertise in educating or training individuals with barriers to employment may also serve as educational or training representatives.

**Comment [R20]:** Edited to match the education and training definition in the new law.

SECTION 4.

The labor representatives on the Board shall be selected from individuals recommended by recognized state and local labor federations. If the state or local labor federation fails to nominate a sufficient number of individuals to meet the labor representation requirements, individual workers may be included on the Board to complete the labor representation.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

SECTION 5. Community-based organizations are defined as private nonprofit organizations which are representative of communities or significant segments of the community and have experience in workforce development. A non-profit organization, for ~~WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce Investment Board membership requirements, must have a formal structure with officers, by-laws, and recognition within the community that it is deemed to represent. CBO representatives shall be selected from individuals recommended by such organizations within the area.

*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.

SECTION 2. Resignations —~~WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce Investment Board members who take formal action to resign from the Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT BOARD~~ shall ~~address such~~ notify resignations to the Chairman, the CLEO, or the Workforce Director, ~~of the Chief Elected Officials Organization~~. ~~To assure timely notification where a letter of resignation is addressed to the Chairman of the WORKFORCE INVESTMENT BOARD, the WORKFORCE INVESTMENT BOARD shall immediately transmit a copy of that resignation letter to the Chairman of the CHIEF ELECTED OFFICIALS ORGANIZATION.~~

**Comment [R21]:** Removed because history shows that most notifications are verbal, and sometimes there are no notifications at all.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015~~

Revised 11-20-15

SECTION 3. Removal for Cause – When a member of the ~~WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce Investment Board fails to meet the requirements which the ~~WORKFORCE INVESTMENT BOARD~~ Three Rivers Workforce Investment Board itself has established for continued membership, the ~~Chairman~~ CLEO of the Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT BOARD~~ shall ~~immediately upon determining that these conditions for membership have been violated, address a letter indicating that fact to the CHIEF ELECTED OFFICIAL and ask that the affected person be removed from the membership list~~ remove the board member, ~~r~~

Comment [R22]: Only the CLEO has the authority to appoint and replace board members. Cleaned this up to reflect that authority.

SECTION 4. Time Frame for Filling Vacancies – All vacancies shall be filled with in 45 days from the date of notification. ~~due diligence.~~

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 private sector members from a given county ~~in order to make appointments,~~ the ~~CHIEF ELECTED OFFICIAL~~ CLEO may fill a vacancy or make appointments from among nominees from another county. Within ~~sixty~~ 45 days from the end of the term, the slot ~~will may again~~ be offered to the original county. If adequate nominations are made, ~~will may~~ appointments from that county ~~will may~~ be made for the remainder of the term. If not, the interim appointee may continue to hold membership.

Comment [R23]: Counties that fail to make timely appointments cause compliance issues.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

SECTION 8. Revised 11-20-15  
Compliance with Section 662.310(c): any 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 Investment Board~~West Central Georgia WORKFORCE INVESTMENT 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 Investment Board~~WORKFORCE INVESTMENT 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 Investment Board~~WORKFORCE INVESTMENT 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.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

SECTION 2.

Revised 11-20-15

*Quorum.* A quorum shall constitute ~~30 percent~~ a majority of the active 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.

**Comment [R24]:** State Workforce rules may require a 50+1% majority. I have a standing inquiry in on this issue.  
**Formatted:** Indent: First line: 0"

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

**Comment [R25]:** Clarification on role of proxy representatives.

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 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.

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

SECTION 2.

*Standing Committees.*

A. The Chair, with the approval of the ~~CHIEF ELECTED OFFICIAL CLEO~~, shall appoint a Youth ~~Council Committee~~ as a Standing Committee of the ~~Three Rivers Workforce Investment Board West Central Georgia WORKFORCE INVESTMENT BOARD~~.

1) The Youth ~~Council 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 ~~Council Committee~~ ~~may will~~ 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 ~~Council Committee~~ who are not members of the ~~Three Rivers Workforce Investment Board WORKFORCE INVESTMENT BOARD~~ shall be voting members of the Youth ~~Council Committee~~ and non-voting members of the ~~Three Rivers Workforce Investment Board WORKFORCE INVESTMENT BOARD~~. The duties of the Youth ~~Council 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

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~

~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~

~~Amended/Revised Article IV, added Section 5, 6/11/13~~

~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~

~~Amended/Revised Article VIII Section 2 6/5/14~~

Revised \_\_\_\_\_, 2015

Revised 11-20-15

other duties as determined by the Chairperson of the Three Rivers Workforce Investment Board~~WORKFORCE INVESTMENT BOARD~~.

*ARTICLE IX*

WORKFORCE INVESTMENT ACT OPERATION

SECTION 1. The Three Rivers Workforce Investment Board~~West-Central Georgia WORKFORCE INVESTMENT 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 Investment Board~~WORKFORCE INVESTMENT BOARD~~ shall designate and certify one-stop operators with agreement of the CHIEF ELECTED OFFICIAL and may terminate for cause the eligibility of such operators. The Three Rivers Workforce Investment Board~~WORKFORCE INVESTMENT 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 Investment Board~~WORKFORCE INVESTMENT BOARD~~ shall also identify eligible providers of training services as described in the Act. The Three Rivers Workforce Investment Board~~WORKFORCE INVESTMENT BOARD~~ shall identify eligible providers of such services by awarding contracts.

SECTION 3. The Three Rivers Workforce Investment Board~~WORKFORCE INVESTMENT BOARD~~ shall develop a draft budget for the purpose of carrying out the duties of the local board. The budget is

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

subject to the approval of the ~~CHIEF ELECTED OFFICIAL~~CLEO. The Fiscal Agent and/or Grant Sub-Recipient, as designated by the ~~CHIEF ELECTED OFFICIAL~~CLEO, shall ~~disburse WORKFORCE INVESTMENT~~ administer workforce grants using federal and state program guidance, and dispurse WORKFORCE INVESTMENT AND OPPORTUNITY ACT funds for workforce investment activities at the direction of the local Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT BOARD~~ and in compliance with the WORKFORCE INVESTMENT ACT. ~~The WORKFORCE INVESTMENT BOARD will hire staff to assist~~ 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 Investment Board ~~WORKFORCE INVESTMENT 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 Investment Board ~~WORKFORCE INVESTMENT 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 Investment Board ~~WORKFORCE INVESTMENT BOARD~~ shall assist the Governor in developing

Amended/Revised Article III, Section 2 & 4, 3/14/13  
Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13  
Amended/Revised Article IV, added Section 5, 6/11/13  
Amended/Revised Article III, Section 10, 11, & 12, 6/5/14  
Amended/Revised Article VIII Section 2 6/5/14  
Revised \_\_\_\_\_, 2015



Revised 11-20-15

the statewide employment statistics system as described in the Wagner-Peyser Act.

SECTION 7. The Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT 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 ~~Section 112 of~~ 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 Investment Board ~~West Central Georgia WORKFORCE INVESTMENT 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.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

SECTION 2. The Revised 11-20-15 Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT BOARD~~ Director shall be the official contact person for the Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT BOARD~~.

*ARTICLE XI*  
AMENDMENTS

SECTION 1. These by-laws may be amended at any regular meeting of the Three Rivers Workforce Investment Board ~~WORKFORCE INVESTMENT 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.

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015

Revised 11-20-15

These by-laws consisting of twelve (numbered I through XII) Articles are adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ during regular council session.

\_\_\_\_\_

Chair

~~Amended/Revised Article III, Section 2 & 4, 3/14/13~~  
~~Amended/Revised Article III, Section 3, added 7 & 8, added Section 11, 6/11/13~~  
~~Amended/Revised Article IV, added Section 5, 6/11/13~~  
~~Amended/Revised Article III, Section 10, 11, & 12, 6/5/14~~  
~~Amended/Revised Article VIII Section 2 6/5/14~~  
Revised \_\_\_\_\_, 2015



## 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: \_\_\_\_\_

# 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**

# One-Stop Career Centers Region 4 Area 8

Carrollton Career  
Center  
770-836-6668

Newnan Career  
Center  
770-254-7220

Griffin Career Center  
770-228-7226

Roosevelt Warm  
Springs Career Center  
706-644-5284

LaGrange Career  
Center  
706-845-4000

Thomaston Career  
Center  
706-648-9178



1210 Greenbelt Drive  
Griffin, GA 30224  
Office: 770-229-9799  
[www.threeriversrc.com](http://www.threeriversrc.com)

- ▶ **Lanier Boatwright** | TRRC Executive Director  
[lboatwright@threeriversrc.com](mailto:lboatwright@threeriversrc.com)
- ▶ **Robert Hiett** | Governmental Services Division Director  
[rhiett@threeriversrc.com](mailto:rhiett@threeriversrc.com)
- ▶ **Stephanie Glenn** | Program Manager  
[stephanie.glenn@careerconnections.org](mailto:stephanie.glenn@careerconnections.org)
- ▶ **Sonja Baisden** | Program Services Manager  
[sonja.baisden@careerconnections.org](mailto:sonja.baisden@careerconnections.org)
- ▶ **Keisha Whitner** | Program Information Systems Manager  
[keisha.whitner@careerconnections.org](mailto:keisha.whitner@careerconnections.org)
- ▶ **Dawn Burgess** | Office Administrator  
[dawn.burgess@careerconnections.org](mailto:dawn.burgess@careerconnections.org)

**Workforce Investment Board Roster  
LWIA 8 Region as of 1.5.2016**

First Name	Last Name	Title/Organization	Mailing Address	City	State	Zip	Phone/Office	E-mail	Fax	Membership Category	Date of Membership	County Rep
Regina	Abbott	President, Alpha2 Omega Center for Organizational Excellence	P.O. Box 326	Griffin	GA	30224	O: 706-485-9163 C: 678-283-6360 H: 706-923-0325	rabbott6360@gmail.com	706-484-2764	Community Based Org.	Jun-13	Spalding
Sallie	Barker	Communications Director / Upson Regional Medical Center	801 West Gordon St.	Thomaston	GA	30286	O: 706-647-8111 ext. 1463 C: 706-741-7347	sbarker@umc.org		Private Sector	Jan-15	Upson
James	Brown	Chief Operating Officer / Transitions Commute Solutions	410 E. Taylor Street	Griffin	GA	30223	C: 321-527-1133	james.brown@transit4u.com		Private Sector	Jun-15	Spalding
Todd	Browning	Sr. Vice President / J. Smith Lanier Co.	47 Postal Parkway	Newnan	GA	30263	O: 770-683-1028 C: 770-301-1723 H: 770-251-8526	tbrowning@jsmithlanier.com	770-683-1010	Private Sector	Apr-15	Coweta
Mitch	Byrd	Georgia AFL-CIO	6521 Dale Road	Rex	GA	30273	770-474-5926	mitch@iude926.org		Labor & Apprenticeship	Aug-15	Region
E. Jane	Caraway	Economic Development Project Region 4 Project Manager	478 Brown Station Drive	Williamson	GA	30292	O: 770-229-1059 C: 404-309-5994 H: 770-468-6653	icaraway@georgia.org	770-229-1089	Economic Development	Jun-13	Region
Deborah	Carson	Rehabilitation Unit Manager/Vocational Rehabilitation Program	1575 East Hwy. 34, Ste. A or 1815 N. Expressway, Suite 3	Newnan, Griffin	GA	30265, 30223	O, Newnan: 770-254-7352 O, Griffin: 770-229-3140 C: 404-780-6750	deborah.carson@qvra.ga.gov	770-254-7215 770-229-3151	Department of Rehabilitation Services	May-15	Region
Jennifer	Corcione	Executive Director, Meriwether Co. Family Connection	17234 Roosevelt Hwy., Bldg. A	Greenville	GA	30222	O: 706-672-4016 C: 678-852-0732	icorcione@mcicfc.org	706-672-4342	Community Based Org.	Apr-15	Meriwether
Nicole	Decuypere	DFCS Representative-Spalding Co.	411 E. Solomon Street	Griffin	GA	30223	O: 770-233-5481	nicole.decuypere@dhs.ga.gov		DFCS	Jun-15	Spalding
Kenny	Edwards	Key Accounts Director/Carroll EMC	155 North Hwy 113	Carrollton	GA	30117	O: 770-830-5784 C: 678-890-2354	kenny.edwards@cemc.com		Private Sector	Mar-14	Carroll
Brandon	Eley	President/2BigFeet, LLC	2052 S. Davis Road	LaGrange	GA	30241	O: 706-443-3392 C: 706-668-0174 706-407-4995	brandon@brandoneley.com	use email	Private Sector	Mar-15	Troup
Laura	Gammage	VP Economic Development / West Georgia Technical College	401 Adamson Square	Carrollton	GA	30117	O: 678-664-0506 C: 404-374-6557	laura.gammage@westgatech.edu	678-664-0513	Post Secondary Education	Jan-15	Region
Toni-Marie	Hedge	Human Resources Manager / JAC Products	266 Mary Johnson Dr.	Franklin	GA	30217	O: 706-675-4004 ext. 129 C: 706-616-2775	TMHedge@jacprod.com		Private Sector	Jun-15	Heard
Steve	Hendrix	Director of Economic Development, Southern Crescent Technical College	501 Varsity Road	Griffin	GA	30223	O: 770-467-6072 C: 678-972-9443	shendrix@sctech.edu	770.467.6072	Post Secondary Education	Oct-14	Region
Kevin	Hilton	Plant Manager / Tencate Protective Fabrics (Weaving Plant)	21774 Hwy 18 E (home) 6060 Hwy 19 S (office)	Zebulon	GA	30295	O: 770-969-1000 ext 5224 C: 678-492-2811	k.hilton@tencate.com	770-567-0962	Private Sector	May-15	Pike
Patty	Wallace-Hurst	Plant Manager / American Woodmark Corporation	1017 Hwy 42 South	Jackson	GA	30233	O: 770-775-6013 ext. 640 C: 918-931-1628	pwallace@woodmark.com		Private Sector	Nov-14	Butts
Missy	Kendrick	Executive Director / Barnesville Lamar Co. Industrial Dev. Authority	P.O. Box 498	Barnesville	GA	30204	O: 770-872-3773 C: 770-584-5234	missykendrick@bellsouth.net	770-358-5886	Economic Development	Apr-14	Lamar
Kathy	Knowles	President / Heard County Chamber of Commerce	P.O. Box 368	Franklin	GA	30217	706-675-0560	kk@heardchamber.com	706-675-2129	Private Sector	Mar-10	Heard
Gail	Long	Career Center Manager / Georgia Department of Labor	1002 Longley Place	LaGrange	GA	30240	O: 706-845-4277 C: 770-301-6999	gail.long@dol.ga.gov	706-845-4005	GDOL/Public employment services	Oct-14	Troup
Roxann	McIntyre	Director of Care Management, Nursing / Cancer Treatment Centers of America	71 Cliffhaven Circle	Newnan	GA	30263	O: 770-400-6604 C: 623-693-4245	roxann.mcintyre@ctca-hope.com	770-400-6924 770-400-6925	Private Sector	Oct-14	Coweta
Robert	Parker	Partner / Express Personnel Services	712 West Taylor Street	Griffin	GA	30223	O: 770-227-9103 C: 678-858-3404	robert.parker@expresspros.com	770-228-0643	Private Sector	Jun-05	Spalding
Keisha	Ray	SCSEP Coordinator / Three Rivers Area Agency on Aging	P.O. Box 1600	Franklin	GA	30217	O: 678-552-2836 C: 770-314-4268	kray@threeriversrc.com	706-675-9210 770-854-5402	Senior Employment Service	Oct-14	Region
Gene	Roberts	Georgia AFL-CIO	10 Woodmoor Drive	Newnan	GA	30263	770-253-7993	Erier@bellsouth.net		Labor	Oct-00	Coweta
Kevin	Sasser	Chief Operating Officer / Impact Performance Group (IPG)	300 Wilson Road Bldg. 800 112 Stillwater Trace	Griffin Griffin	GA	30224, 30223	O: 770-412-0868 C: 405-406-6313	ksasser@ipgteam.com	770-227-1139	Private Sector	Jun-15	Spalding
Linda	Sisco	Region Transportation Coordinator / Region 4 Transportation Services Section	P.O. Box 681	Griffin	GA	30224	770-229-3205	lsisco@dhr.state.ga.us	770-229-3206	Regional Transportation	Apr-12	Spalding
Sandra	Strozier	Executive Director / Newnan Housing Authority	48 Ball Street	Newnan	GA	30263	O: 770-683-8237 C: 678-378-4173 H: 770-251-2688	sstrozier@numail.org	770-253-0030	Housing Authority	Jun-05	Coweta
Greg	Webster	Georgia AFL-CIO	5675 Tulane Dr. SW	Atlanta	GA	30336	404-696-1721	greow@72iatt.com		Labor & Apprenticeship	Aug-15	Region
Lee	Whetstone	President / Future Staff	P.O. Box 2719	Peachtree City	GA	30269	O: 678-326-4550 C: 678-877-4501	lee@futurestaffnow.com	770-254-0974	Private Sector	Apr-15	Coweta
Mark	Whitlock	CEO / Central Education Center	160 MLK Jr. Drive	Newnan	GA	30263	678-423-2000 ext. 205	mark.whitlock@gacec.com	678-423-2008	Secondary Education	Aug-04	Coweta
Gerald	Wyatt	Human Resources Manager / Mando	955 Meriwether Park Drive	Hogansville	GA	30230	O: 706-637-6920 C: 706-593-7883	gerald.wyatt@halla.com	706-637-6904	Private Sector	Sep-14	Meriwether