
Summary of the TRWDB Executive Committee Meeting Thursday, April 25, 2019 at 9:00AM

Called to Order

Chairman Hilton called the meeting of the Three Rivers Workforce Development Board to order on April 25, 2019 at approximately 9:05 a.m., at the Turin Town Hall, 47 Turin Road, Turin, GA.

Board Members in Attendance:

Brandon Eley, Amanda Fields, Kevin Hilton, and Dave Lamb

Board Members NOT in Attendance:

Karen Kirchler, Donna Armstrong Lackey and Maggie Laton.

Staff Members:

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

Approval of the Meeting Minutes

Chairman Hilton asked for a motion to approve the meeting minutes from the February 6, 2019 minutes.

Motion:

Brandon Eley made a motion to approve the minutes. Dave Lamb, second the motion. All Agreed.

Director's Report

RFP Reviews

Stephanie Glenn informed the Committee that staff received the RFPs in house at the end of March. She stated that we received a total of seven (7) Request for Proposals (RFPs). We received five (5) Proposals for Youth Services and two (2) Proposals for Career Services. Stephanie stated that the team members, Stephanie Matthews and Carolyn Mitchell who lead both of those areas would provide a summary and update of the proposals.

Stephanie Matthews provided an overview of the Youth Services Proposals. Stephanie informed the Committee that there were five (5) proposals received for Youth Services. She stated that following the review of the proposals by the RFP review team in house, we met with the Youth Committee. She stated that after meeting with the Youth Committee, In the Door Contractor had the highest score to serve all 10-counties at \$553,240. She stated that In the Door had a well written proposal. She stated that our other proposals were, Goodwill, Southern Crescent Technical College (SCTC), Paxen, and West Georgia Technical College (WGTC). She stated that the WGTC college proposal was not well written and they did not mention their

past performances in the RFP. However, they were a top performing contractor the last two program years. She stated that they met their numbers, and exceeded the number they were required to serve. She informed the Committee that even though WGTC's proposal did not speak about their past performance, the Youth Committee did not want to remove them from the bidding process. The Youth Committee recommend that we offer WGTC the contract that they propose. They propose to serve 100 participants in Carroll, Coweta and Troup counties.

Stephanie stated that Goodwill did not meet their performance for the last two program years. She stated that they contracted to serve 60 youth, but they only served 45 youth. They proposed to increase their staff, serve the same counties, and increased the number of participants to serve.

She stated that Paxen was our longest standing Youth Contractor. She stated that Paxen's proposal remained the same, but they decided to decrease the number of Youth to serve. She stated that this current contract proposes to serve 275 youth, but the new proposal states that they would serve only 140 youth across the seven counties that they are currently serving. She stated that this number is low. Stephanie stated that with Paxen being the longest serving contractor, they expected to see better results with their performance. She stated that the Three Rivers Regional Commission (TRRC) Council did not want to continue with Paxen last program year; however, she encouraged the Council to keep them on. She stated that she met with Paxen several times to encourage and made suggestions of how they could improve their program. She stated that they made some improvements, but it was not enough to make a difference with their performance numbers.

Stephanie stated that Southern Crescent Technical (SCTC) mocked the same RFP as WGTC. She stated that SCTC is asking for \$337,879 to serve five (5) counties and to only serve 40 youth. They only want to do the Adult Ed portion. The number proposed to serve is a low number.

Stephanie informed the Committee that the recommendation from the Youth Committee is to allow WGTC to keep, Carroll, Coweta and Troup Counties for Adult Ed services, and to give them the \$304,061 to serve 100 youth. In the Door is recommended to take over the additional counties that Paxen currently has, and to perform the employment piece that Goodwill is currently providing. She stated that we would have to negotiate this with In the Door to see if they would like to do this. Stephanie stated that this is the recommendation of the Youth Committee.

She asked the Committee members if they had any questions. Chairman Hilton asked, how many youth are Paxen currently serving? Stephanie stated that Paxen is currently serving 130 youth.

Dave Lamb asked how In the Door would adjust their funding request to serve 140 youth in 10 counties. Stephanie stated that since In the Door requested to serve the 10 counties for a low amount, there is no recommended change to the existing funding request. . She stated that if we decrease the number of counties to 7 counties and add the Work Experience piece, then we would leave their amount at \$553,240. She stated that if they expend the \$553,240, we could always do a budget amendment and give them additional funds. Dave asked how many students In the Door would serve by taking out Carroll, Coweta and Troup counties. Stephanie

stated that this is something she would be discussing with In the Door during the negotiation period because she thought 122 participants was low. She stated that they would encourage them to pick up some additional youth. She stated that with the youth funds, we generally try to keep them under \$5,000 per student. She stated that if each person is under \$5,000 that is great! She stated that WGTC benefits the most is because of their in kind cost. She stated if WGTC did not have the in kind cost, the amount would be a little low. She stated the Paxen is the only contractor that doesn't have an in kind cost.

Dave asked how many youth would we want to train across 10 counties? Stephanie stated realistically, about 300. Dave Lamb asked about the background of In the Door. Stephanie informed the Committee that In the Door is a new contractor and currently provides services in the South Georgia region. She stated that the Youth Committee Chairman has heard about the services they have provided. Stephanie stated that we would do more research.

Amanda Fields asked why Goodwill was not able to serve the number of Youth in the counties they serve. Stephanie stated that she met with Goodwill and they informed her that they could not find any youth to serve in one county, and Carroll County is not a county where they built a relationship in; therefore, they were not serving a lot of youth in that county. She stated that they built relationships in Coweta and Troup counties. In addition, staffing is an issue with Goodwill. She stated that there is only one person that is trying to provide serves in all 3 counties, and that person could not perform the job by themselves.

Amanda asked was a Goodwill going to make any staffing changes and/or changes with their program. Stephanie stated that for 1 ½ years she's been having this conversation with Goodwill and these were the recommendations to them. Stephanie Glenn stated that Stephanie Matthews has had several conversations with Goodwill about their staffing needs and budget. She stated that if they had a need for additional funding, that they could take it before the Youth Committee for review and approval, then the TRWDB board for approval if the value of their contract changed for additional staff. Stephanie Matthews stated that a contractor is either going to increase or decrease the numbers they serve.

Kirk asked how the reimbursement is determined Stephanie Matthews stated that the reimbursement is not determined by an individual person served. It covers everything the individual and contractor has done over that month. She stated that the cost covers the upkeep facility cost, utilities, cell phones and other expenses that are allowable. She stated that when we look at the cost per participant, we are actually looking at the services that are geared towards that participant. Kirk asked do we have contract performance requirements written in the contract. Stephanie, stated that our contracts do not include contract performance. She stated that we currently monitor our contractors' invoices and contracts in house to ensure they are meeting their performance. Stephanie Glenn stated that we have a Youth Committee to monitor the budgets and performance of the Youth Contractors. They serve as the oversight committee of the Youth Program.

Stephanie Matthews informed the Committee that In the Door would inherit the current caseloads of the existing Contractors.

Brandon Eley asked what happens to the participants that are currently on the caseloads. Stephanie stated that the students' current program of study for work experience will not be disturbed. They will remain the same. The new contractor would take over the payments.

Dave Lamb asked Stephanie Matthews, how we would reach our youth. Stephanie stated that we would go out in the communities and hit the pavement and we make a relationship with our community partners. She stated that the Contractors would need to be present and build relationships. Chairman Hilton asked, how many youth are we currently serving. Stephanie stated that across all 10 counties we are currently serving appx. 200 youth in the program.

Kirk asked Stephanie, if you say the goal is 300 served, how that is measured. What does served mean? Stephanie stated that served would mean, those individuals who are actively enrolled in the program and receiving services. It is not for individuals who are just sitting on the caseloads. She stated that we do have a follow-up period for individuals after they have exited the program. She stated that she is not referring to those individuals. She stated that the contractors would be responsible for those individuals. They could still receive services after they are exited from the program. Stephanie informed the Committee that the participants have to be registered in the program and qualify for the services. We serve the participants based on their needs. She stated that it's up to the contractor on how they want to execute their program, and not up to us. She provided an example, such as the Work Experience. She stated that an individual may need to be in worked prep for two weeks and others may need to be in worked prep for a month. It depends upon the individual.

Kirk asked are we looking at the average services we provide for each youth. Stephanie stated that we have Georgia Work Ready (GWR) system to monitor the contractor's performance. She stated that if a contractor does not input any information about the participant in the system in 30 days, it's a red flag. The Contractor is responsible for inputting notes and information in GWR monthly. Stephanie stated that she runs a report every 30 days to ensure the contractors are performing and serving the needs of the students.

Stephanie asked were there any additional questions. There were no questions.

Chairman Hilton asked for a motion to approve In the Door as the new contractor and keep WGTC for the Youth Services Program. This is contingent upon the negotiations with In the Door.

Motion

Amanda Fields motion to approve the Youth Services Contractor for In the Door and WGTC. Brand Eley second the motion. All Agreed.

Career Services RFP

Carolyn Mitchell informed the Committee that we received two (2) proposals for the Career Services RFP. We received a proposal from ResCare and West Georgia Technical College (WGTC).

Carolyn stated that their recommendations are to let WGTC continue to provide the training services for the Career Services contract. She stated that WGTC currently served 122 participants with basic services. She stated that ResCare is proposing a budget of 2.5 million

to serve 450 students and hire 14 staff. She stated that the ITAs and Supportive Services would be taken from ResCare; therefore, she is proposing to take one million from the amount that they proposed.

Carolyn stated that WGTC needs to increase their participant numbers. She stated that ResCare scored the highest with their proposal with an overall score of 368 and WGTC overall score of 268. Even though WGTC's proposal was not the greatest, they have provided great services over the program years.

Brandon Eley asked what the services includes. Carolyn stated that it includes, basic services, resume building, job search assistance and other assistance. Carolyn stated that there should have been more participants served. Stephanie Glenn stated that this includes the Department of Labors.

Brandon asked where do we post the RFPs. Carolyn stated that we post them on the Three Rivers Regional Commission website, newspapers, our social media sites, and the GLGPA website for Georgia Workforce Professional though out the country.

The staff review committee's recommendation is to negotiate with ResCare and WGTC with their funding and proposed services.

Chairman Hilton asked for a motion to approve ResCare as the new contractor to provide Career Services and WGTC to continue to provide training services. This is contingent upon the negotiation with both contractors.

Dave Lamb motion to approve the Career Services recommendations for ResCare and WGTC as the Career Services Contractors. Brandon Eley seconded the motion.

TRWDB Board Leadership Team

Chairman Hilton asked the Committee to review the roles and responsibilities of the Chairman, Vice-Chairman, Board Secretary and Board members.

Dave Lamb recommended that the current Chair and Vice-Chair remain in their positions. Kirk Fjelstul recommended that we could have a nomination committee, and let them nominate the TRWDB Chair, Vice-Chair and Secretary Positions. Dave Lamb withdrew his motion to nominate the Board Chair, Vice Chairman and Board Secretary. He would bring it before the TRWDB Board.

Finance Discussion

Stephanie Glenn provided an overview of the Grant Performance Indicators charts for Grants through February 2019. She stated that for Grants ending 6/30/2019, Administration was awarded \$319,325 for PY17/18 and remaining \$89,706, Adult Program, was awarded in PY17 \$894, 753, remaining \$0; Dislocated Worker Program was awarded PY17 \$578,525, remaining \$0 and Youth Services for PY17 was awarded \$1,376,809 with a remaining balance of \$89,706. She stated that Youth Work Experience minimum budgeted: 20% - \$247,825.62 and Three Rivers Region Actual Expended: 27% - \$330,539.77.

Stephanie stated that for the Grants ending 6/30/2020, Administration was awarded for PY18/19 \$353,210 and expended \$43,435, Adult Program was awarded PY18/19 \$1,075,564 and expended \$424,319, Dislocated Worker was awarded for PY18/19 \$1,284,916 and expended \$0, and Youth awarded for PY18/19 \$1,171,615 and expended \$0. The Youth Work Experience minimum budgeted: 20% - \$210,891 and Three Rivers Region actual expended: 0% - \$0.

Kirk stated that the charts are a good ideal for the board to have an idea of the funding. He recommend the colors change on the pie slices for each program year.

Outreach Strategy

Stephanie informed the Committee that we are putting our faces back out in the community to promote Workforce. She stated that we are putting up posters in the DOLs, DFAC, Community Centers, Center on Aging, Recreation Centers and other businesses within our region. She provided the Board members with post cards and bookmarks to provide to individuals within our region. Stephanie stated that we will start looking back into a promo video to promote Workforce.

Dave Lamb asked if we could put the information out to the employers. She stated that the Business Services Manager would create something to promote Business Services and provide to the employers.

Brandon Eley asked if we could provide him with a jpeg of the promotional items (bookmarks and post cards). Stephanie informed the Committee that she would provide the information in a jpeg format and submit a copy to everyone.

Monitoring Update

Stephanie Glenn informed the Committee that she discussed our monitoring findings with TCSG Office of Workforce Development. She stated that the Board would have to discuss creating Committees, and at least one staff member from our organization would have to serve on each of the Committees.

Example Committees:

- Adult and Dislocated Worker Committee – Carolyn Mitchell
- Compliance and Review Committee – Stephanie Glenn
- Business Services Industry Committee – Sean Sims

Brandon Eley asked could the Committee meet via telephone or video conference. Stephanie Matthews stated that the Committee could do a telephone or video conference. Kirk Fjelstul asked are we sure that the Committee could meet via telephone or video conference.

Stephanie Glenn stated that we would research the information for the Exec Committee.

GWLA Conference

Stephanie Glenn asked if anyone on the Committee would like to attend the GWLA conference on May 2 – 3, 2019 in Jekyll Island, Georgia. She informed the Committee that Chairman Hilton would not be able to attend; however, it would be great to send a Proxy. She asked for

a recommendation of anyone who would like to attend. Vice-Chairman Eley could not attend and no other Committee members were available. She stated that we would open to the Board to see if anyone is interested in attending the conference.

Chairman Hilton asked the Committee if they had any discussions. No additional discussions. He asked for a motion to adjourn the meeting.

Motion

Brandon made a motion to adjourn the meeting. Dave Lamb seconded the motion. All Agreed. The meeting adjourned at 10:35AM.