

An Equal Opportunity Program

**NORTHWEST GEORGIA WIA ACT YOUTH COUNCIL
HANDBOOK ON WIA
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APPENDIX A

Northwest Georgia Workforce Investment Board Youth Council Constitution & By-Laws

APPENDIX B

Youth Council Mission Statement

APPENDIX C

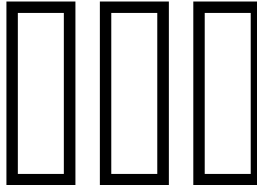
Northwest Georgia Workforce Investment Board Constitution & By-Laws

APPENDIX D

Agreement Between the Coosa Valley/North Georgia Council of Chief Elected officials, the Workforce Investment Board of Northwest Georgia, and the Coosa Valley Regional Development Center

APPENDIX E

Northwest Georgia Grievance Procedure



I. What is the Workforce Investment Act?

- A. **History** - In August of 1998 the Workforce Investment Act was passed by Congress and President Clinton signed the measure into law. This Act is reform and restructuring of the nation's federal job training program. It replaces the Job Training Partnership Act (JTPA).
- B. **Purpose** - The purpose of the legislation is to enable each state and locality to develop a unified training system that will "increase the employment retention, and earnings by participants, and as a result improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the nation".
- C. **Structure** - The Act is structured into five (5) parts:
1. **Title I:** Creates the overall structure of the new system including state and local workforce boards, one-stop career centers, and **Youth Councils**. It specifies allowable activities and procedures for measuring performance.
 2. **Title II:** Amends existing adult education and literacy legislation and aligns these services with the new workforce investment system.
 3. **Title III:** Amends the Wagner-Peyser (Employment Service) Act to align its provision with the new workforce investment system.
 4. **Title IV:** Amends the federal Rehabilitation Act and aligns services for the disabled with the new workforce investment system.
 5. **Title V:** Provides for the transition to the Act and allows states to consolidate two or more federal workforce-related programs through a state unified plan.
- D. **Implementation** - Implementation of the Act takes place on both state and local levels. Those involved are state and local Workforce Investment Boards (WIB), Youth Councils, Chief Elected Officials, Regional Development Centers and contracted providers/participants.

- II. **Youth Activities** - Title I of the WIA states that funds provided for youth activities are to be used to provide assessments of academic and skill levels of participants, supportive services needs, service strategy development, tutoring, study skills training, alternative secondary school services, summer employment opportunities, paid and unpaid work experience occupational skill training adult mentoring, follow up services, and counseling.

A. Youth Councils -Youth councils are required under the WIA, Title I to help provide expertise in youth policy for the local workforce board. The Council members are appointed by the local WIB, in cooperation with the chief elected official. The Youth Council includes:

1. A minimum of two members of the local Workforce Investment Board that have an interest in youth policy;
2. A minimum of two representatives of the youth service agencies;
3. A minimum of two representatives of the local public housing authorities;
4. A minimum of two parents of eligible youth seeking assistance under the WIA;
5. A minimum of two individuals that have experience in youth activities under the WIA;
6. In areas where Job Corps Centers are located (Atlanta, Albany, Brunswick) two or more individuals may be appointed. In other areas Job Corps recruiters may be solicited as a member.
7. Optional members may include individuals chosen by the WIB and the local Council of Chief Elected Officials;
8. The maximum number of members is 20.

B. What are the responsibilities of the Youth Council?

A. Responsibilities -The responsibilities of the Youth Council as stated in the WIA Regulations, Part 661.340 are as follows:

1. Coordinating youth activities in a local area;
2. Developing portions of the local plan related to eligible youth, as determined by the chairperson of the WIB;
3. Recommending eligible youth service providers in accordance with the WIA Section 123, subject to the approval of the WIB;
4. Conducting oversight with respect to eligible providers of youth activities in the local area, subject to the approval of the WIB;
5. Carrying out other duties, as authorized by the chairperson of the WIB, such as establishing linkages with educational agencies and other youth entities.

The Northwest Georgia Youth Council Constitution and By-Laws, Appendix A, states in detail the purpose of the Northwest Georgia Youth Council, in accordance with the agreement of the Workforce Investment Board (WIB) and the Council of the Chief Elected Officials (CCEO). The Youth Council Mission Statement is included as Appendix B.

C. The Relationship of the Youth Council to the Workforce Investment Board

The Youth Council is a branch of the local Board that assists in:

1. Planning local youth training policies;
2. Enlarging the communities' view of the youth employment and training system;
3. Working with organizations that serve the youth in the area;
4. Looking at issues that could have an impact upon the success of youth in the labor market.

D. What Agreement/Bylaws Regulate the Operation of the WIB/Youth Council?

The Federal Government has authority over the WIB to guarantee that they comply with the requirements of the WIA. In addition to this, there is the Constitution & By-laws of the Workforce Investment Board of Northwest Georgia, Inc. and the Youth Council's Constitution & By-laws by which the Board/Council is governed. Both of these state the purposes and the regulations for the WIB staff and members. Copies are included as Appendixes A and C.

E. Coosa Valley/North Georgia Youth Council Members

Chairman: Angie Douglass
 Vice Chairman: Gene Clark
 Secretary: Margaret Caywood

WIB MEMBER
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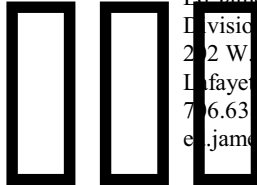
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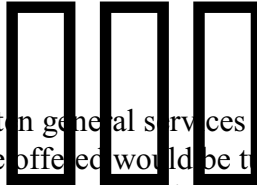


F. Who is Eligible for Youth Services?

Youth ages 14 – 21 that are economically disadvantaged, and have one of the following barriers to employment are eligible for WIA service:

1. School dropout;
2. Basic skills deficient;
3. Below one or more grade levels appropriate to the age of the individual;
4. Offender;
5. Homeless, runaway or foster child;
6. Pregnant or a parent;
7. Needs assistance to complete an educational program or to secure and hold a job. This is defined as:
 - An in-school youth who is off track in one or more classes in regard to graduation requirements or is failing one or more classes;
 - Youth who lacks necessary support services needed to attend school/training and/or work,
 - Youth who lacks consistent or good work history with employment less than six consecutive months or not more than 30 hours per week with the same employer and /or
 - A youth who has taken and failed the high school graduation test one or more times and who is in need of tutoring to enable them to pass the test

G. Available Youth Services



The program design gives ten general services that are available to youth. A basic overview of the ten that are offered would be tutoring, alternative secondary school service, summer employment opportunities, work experience, occupational skills training, citizenship skills training, leadership development opportunity, supportive services, adult mentoring, comprehensive career and guidance, counseling, and follow-up services for a minimum duration of 12 months.

Some of the basic services that might be available are stipends for out-of-school youth for transportation, child-care, and dependent care.

In-school youth may receive support payments as determined on a case by case basis for support services not otherwise available.

H. How is Success Measured?

Success for youth age 14-18 is measured by dividing the number of goals attained by the number of goals that are set other success measures include:

1. Completing secondary school or equivalent;
2. Skills attainment rate - Completing basic skills, work readiness skills, and occupational skills;

3. Acceptance and study at a post-secondary schools, advanced training, military service, employment, or qualified apprenticeships in the 3rd quarter after exit.

The necessary qualifications for success for Youth age 19-21 are:

4. Employment;
5. Keeping that job (employed 3rd quarter after exit from the program);
6. Earnings change;
7. Achievement of a credential.

Both Participant Customer Satisfaction Rates and Employer Satisfaction Rates must be met.

III. **What Counties are included in Coosa Valley/North Georgia Area (Region 1)?**

- A. **The Coosa Valley/North Georgia - Region 1** area consists of fifteen (15) counties. The counties included are: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield.
- B. **Local Workforce Investment Board** - Local Workforce Investment Board members are selected by the area's Council of Chief Elected Officials.

The Local WIB is comprised of the following in accordance with the Northwest Georgia WIB Constitution & By-Laws (Appendix C):

1. Representatives of the private sector. They make up a majority of the membership of the Board, and a minimum of one per county will be maintained;
2. A minimum of two representatives of organized labor;
3. A minimum of two representatives of local educational agencies;
4. A minimum of two representatives of economic development agencies;
5. A minimum of two representatives of community-based organizations;
6. A member of the Council of Chief Elected Officials, and;
7. Representatives of each of the One-Stop Partners.

WIB Mission - The mission is to build a world class workforce that enables individuals to achieve their highest potential; ensures employers have the skilled workers they need to compete effectively in the global economy; and capitalizes on the untapped potential of underemployed and discouraged workers, youth and other job seekers with special needs.

The Region 1 Workforce Investment Board is comprised of area representatives from each of the 15 counties.

Workforce Investment Board Members

County/Name/Title	Agency	Address	Phone/Fax/Email	Sector
Bartow County Dexter Jones, Mortgage Banker	Lending Street Mortgage	11 Pine Vista Circle Cartersville, GA 30120	770.655.0226 (w) dexterjones@adelphia.net	Private Sector
Bartow County Tim Thompson, Chief Operating Office	Cartersville Medical Center	P.O. Box 200008 Cartersville, GA 30120	770. 387.8181 (W) 770. 387.1828 (H) Paul.Thompson@HCAHealthcare.com	Private Sector
Catoosa County Dr. Steven Roush, Human Resources Leader	Roper Corp.	1507 Broomtown Road Lafayette, GA 30728	706.638.5100, x 454(W) 706.638.6688 (F) steve.roush@ge.com	Private Sector
Chattooga County David Luther, Owner	Specialty Building & Repair	768 Peach Orchard Rd. Menlo, GA 30731	706. 862.2595 706. 862.2592 (H) dwluther@yahoo.com	Private Sector
Dade County Venita McLean, Owner/Broker	Venita Smyth Realty	P. O. Box 580 Trenton, GA 30752	706. 657.4315 (W & FAX) 706. 657.3456 (H) venitamcl@earthlink.net	Private Sector
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Haralson County Danny Collins, General Manager	Honda Lock America	101 Tom Murphy Industrial Blvd. Bremen, GA 30110	678.309.2001 (W) FAX 678.309.2009	Private Sector
Murray County Dan Penland, Executive VP	Cohutta Banking	211 S Third Street P.O. Box 10 Chatsworth, GA 30705	706. 695.5726 706.692.8250 (W) FAX: 706. 695.8250 danpenland@cohuttabank.com	Private Sector
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County/Name/Title	Agency	Address	Phone/Fax/Email	Sector
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Polk County Buddy Harrison, Director of Student Services	Polk County School System	P. O. Box 128 Cedartown, GA 30125	770. 748-3821 FAX 770. 748.5131 budh@polk.k12.ga.us	Educational Agencies
Walker County Dr. Ray Brooks, President	Northwestern Technical College	265 Bicentennial Trail Rock Spring, GA 30739	706. 764.3530 706. 764.3510 FAX 706.764.3566 rbrooks@northwesterntech.edu	Educational Agencies

County/Name/Title	Agency	Address	Phone/Fax/Email	Sector
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Gordon County Shelia Callaway, Services Coordinator	Tallatoona CAP, Inc.	P.O. Box 1959 Calhoun, GA 30703- 1959	706.629.2333 706.629.5713 (H) FAX: 625.2603 scallaway79@yahoo.com	Community- Based Organizations
Pickens County Jonathan Ray, Director	North Georgia Community Action, Inc.	1344 Talking Rock Rd P. O. Box 760 Jasper, GA 30143- 0760	(706) 692-5623 FAX (706) 692-5644	Community- Based Organizations
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Paulding County Joel Portwood, Assistant Business Manager	Sheet Metal Workers Local 85	1838 Metropolitan Parkway Atlanta, GA 30315	404.758.2689 404.758.1091 (FAX) joellcl85@bellsouth.net	AFL-CIO- CFL Organized Labor
Fannin County Dinah Paris Regional Manager Area I, Office of Family Independence	Georgia Department of Human Resources, DFCS	P.O. Box 1892 Blairsville, GA 30514	706.781.2351(W) 706.745.5485(H) 706.781.2350 dparis@dhr.state.ga.us	One-Stop Partners - DFCS
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Floyd County Twyla Crump, Unit Manager	Region One DRS Vocational Rehabilitation	450 Riverside Parkway, NE - Suite 210 Rome, GA 30161- 2942	706.295.6400 706.802.5188 TJCrump@dol.state.ga.us	One-Stop Partner - Rehabilitation Services
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C. **Chief Elected Officials** - The **chief elected official** as defined in the Workforce Investment Act (WIA) is “the chief elected executive officer of a unit of general local government in a local area; and in a case in which a local area includes more than one unit of general local government, the individuals designated under the (consortium) agreement described in Section 117.”

The **chief elected official** in each local workforce area appoints members to the local Board, in a manner consistent with the criteria contained in the Workforce Investment Act Section 111 as interpreted by the Governor and the state Board. These members are know as the Executive Committee.

Executive Committee of CCEO - The Council of Chief Elected Officials (CCEO) has authorized fifteen (15) members, one (1) from each county, to it’s Executive Committee to carry out any and all duties and responsibilities required of the elected officials of the area.

Members of the Executive Committee of the Council of Chief Elected Officials

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- D. Coosa Valley Regional Development Center Duties and Staff** - Coosa Valley RDC is the grant sub-recipient and fiscal agent/administrative agent for the Northwest Georgia Workforce Investment Area.. Detailed responsibilities are outlined in the “Agreement Between the Coosa Valley/North Georgia Council of Chief Elected Officials, the Workforce Investment Board of Northwest Georgia, and the Coosa Valley Regional Development Center”, attached as Appendix D.

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Phyllis Walker, Equal Opportunity Officer

IV. Who are the Workforce Investment Act Title I Providers?

A. The One-Stop System - The Workforce Investment Act mandates the creation of One-Stop Service Delivery Systems at the local level for the delivery of workforce development services. The one-stop delivery system provides core service information such as eligibility for assistance, assessment of skills and abilities, job search and placement assistance, career counseling, employment statistics, and information about supportive services such as child care. The Act includes a list of "required" federally funded programs that must be accessible through the One-Stop System and encourages the inclusion of other partner agencies and organizations. The law requires that at least one center with multiple program services be established in each workforce area. Other program sites must be linked electronically. One- Stop Centers (i.e., physical sites) are the major mechanism for delivering workforce development services in the One-Stop System.

B. Local One-Stop Partners

1. Georgia Department of Labor
2. Georgia Department of Family and Children Services
3. Georgia Division of Rehabilitative Services
4. HUD Employment and Training Programs
5. Coosa Valley Regional Development Center
6. Department of Technical and Adult Education

C. Area One-Stop Locations - All of the Department Of Labor Career Centers and

Vocational Colleges, and Georgia Highlands College in our area are One-Stops; Bartow Career Center, Blue Ridge Career Center, Cedartown Career Center, Dalton Career Center, LaFayette Career Center, Northwest Georgia Career Center, Rome Career Center, and West Central Technical College are comprehensive One-Stop Centers. Specialized sites at Rehabilitative Services (Dalton, Dallas, LaFayette, and Rome) and Department of Family & Children Services offices in each county are also available.

- D. **Training Providers** - Training providers are organizations eligible to receive vouchers (Individual Training Accounts) issued by the one-stop system to pay for training or are organizations awarded contracts through a procurement process. Post secondary education institutions and National Apprenticeship Act participants are eligible to be providers through the ITA system. All other providers must meet criteria established by the Governor and the local WIB.

V. **Workforce Services for Adults/Dislocated Workers**

A. **Who Is Eligible for WIA Services?**

The individual must be at least 18 years old or older for the Adult and Dislocated Workers Program. Additional priorities for service may be applied if the area is encountering limited funding. To be considered a dislocated worker, individuals must provide documentation from one of the following categories:

1. Terminated/laid off; ineligible for UI and unlikely to return to previous industry or occupation;
2. Permanent closure/substantial layoff;
3. General announcement of closure;
4. Formerly self-employed/currently unemployed;
5. Displaced homemaker.

Both adults and Dislocated Workers must also provide documentation of Social Security number, citizenship/eligibility to work, and Selective Service compliance (where applicable).

B. **What Training Services Are Available?**

The WIA system offers access to job training, education, and employment services. It also provides information on the current skills that employers need for their workers and also job listings.

C. **What Supportive Services Are Available?**

Some of the basic services that are available are stipends for transportation, child-care, and dependent care.

D. How Is Success Measured?

The necessary qualifications for success for adults and Dislocated Workers are:

1. Employment;
2. Keeping that job (employed three quarters after exiting the program); and,
3. Achievement of a credential on the completion of education and having a job.

Adults must also:

4. Show increase in earnings during the second and third quarters after exit as compared to 2nd and 3rd quarter before registration (\$3,425 for PY 2003).

Dislocated Workers must:

5. Receive approximately 84.6% of their earnings in the 2nd and 3rd quarter after exit compared to earnings in the 2nd and 3rd quarter before dislocation (PY 2003).

Customer Satisfaction surveys are also completed by participants and employers who have received a service through the WIA program. Therefore, both Participant Customer Satisfaction Rates and Employer Customer Satisfaction Rates must be met.

VI. Liability/Ethics

A. Debts, Liabilities, and Obligations

1. The Georgia Department of Labor requires petitioning governments to accept liability that may arise from misuse of WIA funds or other erroneous practices.
2. The WIB, the grant recipient, and the fiscal agent are separate entities apart from the CCEO of Coosa Valley/North Georgia, and any debts, liabilities, and obligations incurred by the Board and/or the administrative entity shall not pass through to the CCEO(s).
3. The CCEO will execute contracts with the WIB and the grant recipient/fiscal agent which hold the CCEO harmless from any and all claims arising from the actions or omissions of the WIB and/or grant recipient/fiscal agent.
4. If any liability incurred over and above the sum total of the WIB and/or grant recipient/fiscal agent's assets or its ability to recover funds from the contractor/agent or third party incurring the liability is passed on to the Region 1 cities and counties, the cities and counties shall be liable in proportion to the relative population of each city or county the year in which the liability arose.

B. Code of Conduct/Conflict of Interest Policy

Any member of the WIB/Youth Council or staff is prohibited from accepting anything of monetary value from suppliers or possible suppliers including subcontractors under recipient contracts. It also does not allow anyone to participate in the selection award or administration of a procurement supported by WIA funds in any case where the individual is aware that he/she, or any member of his/her family, or his/her partner, or any organization that employs or is about to employ any of those persons, for any financial or material interest is any organization that may be considered for an award.

C. Services Are Obtained Through Request for Proposals (RFPs)

The two services procured through the RFP process during the last two years were on-the-job training for adults and all youth services. The local Board may determine that there are an insufficient number of eligible providers in the local area to accomplish the purpose of a system of Individual Training Account's (ITA) and providers may be selected through a procurement process.

D. Sole Source Procurement

Sole Source Procurement may occur in the following instances:

1. An emergency exists which prevented competition and a contract was written to cover the period of the emergency.
2. Tuition and related fees, books, and supplies for Individual Training Accounts available to the general public from a public or proprietary institution of higher education, a public post-secondary vocational institution, or a public high school. The institution and program of study must be approved by the WIB and on the State approved list.
3. The procurement was for Individual Training Account related services from an institution and program of study approved by the WIB and on the State approved list.
4. The procurement was pre-approved by the Georgia Department of Labor;
5. The procurement was directly with an On-the-Job Training or Customized Training employer;
6. The services were available from only one source;
7. Competitive procurement was conducted, but failed;
8. Services were procured from the One-Stop Operator or a One-Stop Partner who has an executed Memorandum Of Understanding with the WIB/Chief Elected Officials for One-Stop related services.

VII. Handling Grievances Against the Board's Actions

The procedure for grievances is as follows:

- A. If the complaint is at the local WIB level then one must try and solve it at the local level before taking to the State for review.
- B. The complaint must be filed within one year of the alleged occurrence.

The Grievance Procedure is included as Appendix E.

VIII. Resources for Board and Youth Council Members

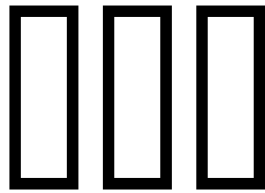
- Web Sites:
- www.doleta.gov
 - www.dol.state.ga.us
 - www.careerdepot.org
 - www.youthsuccessacademy.org

- Books:
- The One-Stop Guide to the Final WIA Regulations
(Brustein and Vasta)
 - Workforce Investment Act of 1998
(DOL – Employment and Training Administration)

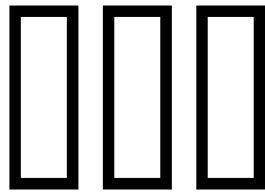
Specifically for WIA Youth Councils:

- WIA Youth Policy Councils: Key to the Future for a Generation of Challenge*. Sur Levitan Center for Social Policy Studies, Baltimore, MD. www.levitan.org (410) 516-7169. 1999.
- Youth Council Toolkit*. New York Association of Training and Employment Professionals, Albany, NY. www.nyatep.org (518) 465-1473. 1999.
- Youth Council Guide to Creating a Youth Development System Under WIA*. John J. Heldrich Center for Workforce Development, New Brunswick, NJ. www.heldrich.rutgers.edu (732) 932-4100. 2000.
- The Intermediary Guidebook*. School-to-Work Intermediary Project, a joint venture of: Jobs for the Future and New Ways to Work. www.intermediarynetwork.org (617) 728-4446 or (415) 995-9860. 2000

APPENDIX A



APPENDIX B



APPENDIX C

Three vertical rectangular bars are positioned below the text 'APPENDIX C'. They are arranged horizontally and appear to be part of a logo or decorative element. Each bar is a simple black outline of a rectangle.

APPENDIX D

APPENDIX E