

**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING  
August 9, 2017**

**MINUTES**

The Southern Georgia WDB met on Wednesday, August 9, 2017, at 11 a.m. at the Sports Complex and Civic Center in Pearson, Georgia.

<b><u>WDB Members (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Tina Anderson	<input checked="" type="checkbox"/> Myrna Ballard (EC)	<input checked="" type="checkbox"/> Frank Bannamon	<input type="checkbox"/> Eddie Bennett
<input checked="" type="checkbox"/> Barry Bloom	<input checked="" type="checkbox"/> Andy Brannen (EC)	<input checked="" type="checkbox"/> Keith Bryant (EC)	<input checked="" type="checkbox"/> Grady Burrell
<input type="checkbox"/> Donnie Chaney	<input type="checkbox"/> Cheryl Dubose	<input checked="" type="checkbox"/> Myrtice Edwards	<input checked="" type="checkbox"/> Kevin Ellis
<input type="checkbox"/> Renee Giedl	<input type="checkbox"/> Jim Glass	<input checked="" type="checkbox"/> Greg Hendley	<input type="checkbox"/> K. D. Hickox (EC)
<input type="checkbox"/> James Johnson	<input checked="" type="checkbox"/> Melvin Johnson	<input type="checkbox"/> Ben Lott	<input checked="" type="checkbox"/> Brian Marlowe
<input checked="" type="checkbox"/> Jennifer Rowland (EC)	<input checked="" type="checkbox"/> Pete Snell	<input type="checkbox"/> Gary Strickland (EC)	<input type="checkbox"/> Janet Studstill
<input type="checkbox"/> Darlene Tait (EC)	<input checked="" type="checkbox"/> Andrea Taylor	<input checked="" type="checkbox"/> Adam Tolle	<input checked="" type="checkbox"/> Sharon Vickers
<input type="checkbox"/> Jamon Williams	<input checked="" type="checkbox"/> Lowell Williamson (EC)		
<b><u>Youth Committee (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Frank Bannamon	<input checked="" type="checkbox"/> Jerry Griffin	<input checked="" type="checkbox"/> Melvin Johnson	<input checked="" type="checkbox"/> April McDuffie
<input type="checkbox"/> K.D. Hickox	<input type="checkbox"/> Donna Whitney	<input checked="" type="checkbox"/> Lowell Williamson	<input checked="" type="checkbox"/> Leah Woodall
<b><u>Chief Local Elected Officials (X denotes attendance)</u></b>			
<input type="checkbox"/> James Brown	<input type="checkbox"/> Henry Baker	<input checked="" type="checkbox"/> James Everett	<input type="checkbox"/> John Gayle
<input type="checkbox"/> Ronnie Jacobs	<input type="checkbox"/> John Knox	<input type="checkbox"/> Dick Larson	<input type="checkbox"/> Alex Lee
<input type="checkbox"/> Mark Masee	<input type="checkbox"/> Sam McCard	<input type="checkbox"/> Peggy Murphy	<input checked="" type="checkbox"/> Oscar Paulk
<input type="checkbox"/> Michael Richbourg	<input type="checkbox"/> Kaye Riley	<input checked="" type="checkbox"/> Julie Smith	<input type="checkbox"/> Bobby Walker
<input type="checkbox"/> Joey Whitley	<input type="checkbox"/> Bettye Williams	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Staff Members (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Amy Baldwin	<input type="checkbox"/> Lisa Cribb	<input checked="" type="checkbox"/> Cathy Daniels	<input checked="" type="checkbox"/> Bruce Edwards
<input checked="" type="checkbox"/> LeAnna Hiers	<input type="checkbox"/> Jenica Johnson	<input checked="" type="checkbox"/> Roberta Lovett	<input type="checkbox"/> Chris Strom
<input checked="" type="checkbox"/> Ryan Thomas	<input type="checkbox"/>	<input type="checkbox"/>	
<b><u>Guests</u></b>			
Cindy Baker	Quiana Harper	Mary Walker	Dan Walker

**Call to Order and Welcome:** Chairman Myrna Ballard called the meeting to order and welcomed all in attendance.

**Review of Attendance, Recognition of Guests:** Ryan Thomas announced that a quorum of the Workforce Development Board was present. Chair Ballard requested attendees introduce themselves.

**Approval of Minutes of June 14, 2017 WDB Meeting:** Chair Ballard called for a vote to approve the minutes of the June 14, 2017 WDB meeting. Andy Brannen made a motion to approve with a second from Adam Tolle.

**PY16 Financial Report Budget and Expenditures Report:** Roberta Lovett referred to the PY16 Financial Report with expenditures through June 30, 2017 (see table below). She stated that in the Adult funding stream, we are at eighty-five percent expended. Roberta stated that our goal was to expend at least eighty percent of the Adult funding in order to secure that funding for the next allocation. In the Dislocated Worker funding stream, we are at thirty-two percent. Roberta stated that we lapsed \$375,000 due to the limitations on how Dislocated Worker funding can be expended and the high employment rates in the area. She stated this was an issue state wide, with local areas returning around five million dollars to the state. Roberta also stated that we did, however, receive \$170,000 from the state to fund the Premium Peanut OJT program and \$127,000 to continue the Literacy to Work program. She stated these funds came from monies that were lapsed and returned to the state from all local areas. In Youth funding, we are at seventy-five percent expended, and Other funding is at twenty-seven percent. No Youth or Other funds will have to be returned. The Rapid Response funding stream is at nine percent. Andy Brannen made a motion to approve the report with a second from Adam Tolle. The motion carried.

<b><u>Fund Stream</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance Remaining</u></b>	<b><u>% Expended</u></b>
Adult	\$2,393,987	\$2,025,989	\$367,998	85%
Dislocated Worker	\$854,938	\$276,412	\$578,526	32%
Youth	\$2,153,598	\$1,624,192	\$529,406	75%
Other	\$603,464	\$164,219	\$113,505	27%
Rapid Response	\$83,014	\$7,270	\$75,743	9%

**PY17 Proposed Budget and Expenditures Report:** Roberta Lovett referred to the PY17 Proposed Budget. Lowell Williamson made a motion to approve with a second from Adam Tolle. The motion carried.

<b><u>Fund Stream</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance Remaining</u></b>	<b><u>% Expended</u></b>
Adult	\$2,793,845	\$0	\$2,793,845	0%
Dislocated Worker	\$671,317	\$0	\$671,317	0%
Youth	\$1,766,013	\$0	\$1,766,013	0%
Other	\$658,199	\$0	\$658,199	0%
Rapid Response	\$42,181	\$0	\$42,181	0%

**Committee Appointments:** Chair Ballard asked everyone to refer to a handout which listed members of the Youth Committee and Budget Proposal and Review Committee that were chosen for appointment. Chair Ballard asked if everyone appointed was willing and able to serve. All accepted and were appointed.

**Closeout Monitoring Reports:** LeAnna Hiers presented the Closeout Monitoring Schedule for PY16. Only minor findings were discovered and all findings were resolved. LeAnna reported that all monitorings were completed. Jennifer Rowland made a motion to approve the report with a second from Adam Tolle. The motion carried.

**EPL Requests:** Leanna Hiers presented thirteen programs that were requested by Coastal Pines Technical College to be added to the Eligible Provider Listing (EPL). The Eligible Training Provider List is a listing of all programs that are available to participants. The WDB must approve all programs that are added to the list. Leanna covered all the programs requested by Coastal Pines and stated that all qualify for WIOA funding and are in-demand occupations. Melvin Johnson made a motion to accept the programs which will be added to the EPL. Kevin Ellis seconded the motion. The motion carried. Pete Snell of Coastal Pines abstained from voting.

**One-Stop Certification Policy:** Roberta Lovett discussed the One-Stop Certification Policy. Roberta stated that we were one of the few areas who already had a policy prior to the implementation of WIOA. Roberta updated the policy to meet WIOA guidelines. She stated that changes were listed in red in the handout which were provided. Roberta stated that the biggest change to the policy were the questions asked during One-Stop monitorings. Pete Snell made a motion to update the One-Stop Certification Policy. Jerry Griffin seconded the motion. The motion carried.

**One-Stop Certification:** Roberta Lovett discussed the One-Stop Certification process for our Comprehensive One-Stop and affiliate One-Stop sites. Our Comprehensive One-Stop is located in Valdosta, with affiliates in Tifton, Waycross, and Douglas. All locations have been certified and the documentation sent to the state. Kevin Ellis made a motion to approve the certifications with a second from Adam Tolle. The motion carried.

**Request for Proposal-HDCI:** Roberta Lovett requested permission from the board to put out a Request for Proposal (RFP) to obtain training services in the amount of \$56,500 for the High Demand Career Initiative Grant. This will cover training on methods to coordinate and put in place the Sector Strategy and HDCI partners and plans. Kevin Ellis made a motion to approve with a second from Pete Snell. The motion carried.

**Other Business:** Ryan Thomas pointed out that the proposed November meeting date was conflicting with the GARC meeting in St. Simons. It was decided to move the date to November 1 from November 8.

Amy Baldwin updated the board on the progress of the Premium Peanut OJT program. The response has been very good. Amy updated the board on the statistics of those individuals place and outlined the progress of hiring.

Roberta Lovett stated that the Georgia Department of Economic Development, Workforce Division, will be monitoring our area October 23 – 27, 2017.

**Adjourn:** The Chairman asked for other business. With no other business, the meeting adjourned at approximately 11:59 a.m.

Respectfully Submitted,

*Ryan Thomas*

Ryan Thomas  
Workforce Development Board  
Southern Georgia Regional Commission