

**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB)
MEETING
February 14, 2018**

MINUTES

The Southern Georgia WDB met on Wednesday, February 14, 2018, at 11 a.m. at the Sports Complex and Civic Center in Pearson, Georgia.

<u>WDB Members (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Myrna Ballard (EC)	<input type="checkbox"/> Frank Bannamon	<input checked="" type="checkbox"/> Andy Brannen (EC)	<input checked="" type="checkbox"/> Keith Bryant (EC)
<input type="checkbox"/> Donnie Chaney	<input type="checkbox"/> Cheryl Dubose	<input checked="" type="checkbox"/> Myrtice Edwards	<input checked="" type="checkbox"/> Kevin Ellis
<input checked="" type="checkbox"/> Jim Glass	<input type="checkbox"/> Greg Hendley	<input type="checkbox"/> K. D. Hickox (EC)	<input checked="" type="checkbox"/> Ben Lott
<input type="checkbox"/> Brian Marlowe	<input type="checkbox"/> Jennifer Rowland(EC)	<input checked="" type="checkbox"/> Darlene Tait(EC)	<input checked="" type="checkbox"/> Adam Tolle
<input type="checkbox"/> Sharon Vickers	<input checked="" type="checkbox"/> Jamon Williams	<input checked="" type="checkbox"/> Lowell Williamson(EC)	
<u>Youth Committee (X denotes attendance)</u>			
<input type="checkbox"/> Frank Bannamon	<input type="checkbox"/> Jerry Griffin	<input type="checkbox"/> K.D. Hickox	<input checked="" type="checkbox"/> April McDuffie
<input checked="" type="checkbox"/> Donna Whitney	<input checked="" type="checkbox"/> Lowell Williamson	<input type="checkbox"/> Leah Woodall	
<u>Chief Local Elected Officials (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Henry Baker	<input 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"/> Peggy Murphy
<input type="checkbox"/> Michael Richbourg	<input type="checkbox"/> Kaye Riley	<input type="checkbox"/> Julie Smith	<input type="checkbox"/> Bobby Walker
<input type="checkbox"/> Joey Whitley	<input type="checkbox"/> Bettye Williams		
<u>Staff Members (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Amy Baldwin	<input type="checkbox"/> Lisa Cribb	<input type="checkbox"/> Cathy Daniels	<input checked="" type="checkbox"/> Bonnie Howard
<input checked="" type="checkbox"/> LeAnna Hiers	<input checked="" type="checkbox"/> Jenica Johnson	<input checked="" type="checkbox"/> Roberta Lovett	<input type="checkbox"/> Chris Strom
<u>Guests</u>			
Quiana Alexander	Kelisa Brown	Blaize Sweat	Kaye Clayton
Charmane Thomas	Cindy Baker	Mary Walker	Tony McKenzie
Pete Snell	Robin Cone	Antonia Frawley	Shannon McConico

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

Review of Attendance, Recognition of Members & Guests: LeAnna Hiers announced that a quorum of the Workforce Development Board was present. Chair Ballard requested attendees introduce themselves.

Approval of Minutes of August 9, 2017 & November 15, 2017 Meetings: Chair Ballard called for a vote to approve the minutes of the August 9, 2017 and the November 15, 2017 WDB meetings. Andy Brannen made a motion to approve with a second from Adam Tolle. The motion carried.

Ratification of the WDB Meetings of September 21, 2016, November 16, 2016 and February 8, 2017: Roberta Lovett informed members that during the recent monitoring by the Georgia Department of Economic Development, Workforce Division (WFD), we received a finding concerning actions of the Executive Committee of the WDB and CLEO's. The finding related to meetings where a quorum of the WDB was not present, but where a quorum of the WDB Executive Committee or the CLEO Executive Committee was present and acted on behalf of the full WDB. According to our by-laws this was allowed.

WFD stated that all actions of the WDB Executive Committee must be ratified by a quorum of the WDB at the next scheduled meeting. After discussion with WFD, it was determined that the WDB By-Laws would be amended and that the meetings of September 21, 2016; November 16, 2016 and February 8, 2017 would need to be ratified by the full WDB to correct this error. Roberta asked for questions. After a short period of discussion, Chair Ballard asked for a motion to ratify the minutes. Adam Tolle made a motion with a second from Andy Brannen. The motion carried.

PY17 Financial Budget and Expenditures Report: Roberta referred to the PY17 Financial Report with expenditures through December 31, 2017. (See table below). The chart below indicates the figures for each funding stream. Roberta went over each funding stream explaining that we are ½ way through the program year. She stated that the Adult funding stream was slightly behind, but that with the new semester starting in January that expenditures would pick up. In the Dislocated Worker funding stream, she explained that expenditures were low and unless we had a major event she did not anticipate seeing that expenditure rate pick up. Roberta proposed that \$73,000 of the DW money be transferred to the Adult funding stream. She explained that these funds were expiring on June 30th and the transfer to Adult would allow those funds to be spend prior to expiring. Lastly, Roberta stated that the youth and special grant expenditures were on track.

Roberta also asked the WDB members for approval to reach out to other areas in the State to see if they could utilize the remaining DW money that would expire on June 30th. Roberta explained that even with the transfer our area would have to return some funds. She stated that other areas could use the money and expend it prior to the June 30th expiration date.

Chair Ballard opened the floor for questions and discussion. After discussion she asked for the following motions:

- (1) A motion to approve the Budget and Expenditures report as presented. Ben Lott made a motion to approve with a second from Adam Tolle. The motion carried.
- (2) A motion to approve the transfer of funds from the DW funding stream to Adult. Adam Tolle made a motion to approve the transfer with a second from Kevin Ellis. The motion carried.
- (3) A motion to approve the future transfer of DW funds (expiring on June 30, 2018) to another local Workforce Area in need. Lowell Williamson made a motion to approve with a second from Darlene Tait. The motion carried.

Youth Allocation: Roberta explained to the WDB that as a result of the States recapture process our area was eligible to receive additional funding. Roberta stated that the area could utilize approximately \$165,000 in additional Youth funding. Chair Ballard opened the floor for questions and discussion. With no questions, Chair Ballard asked for a motion to approve the \$165,000 in additional youth funding. Adam Tolle made a motion to accept with a second from Andy Brannen. The motion carried.

<u>Funding Stream</u>	<u>Budget</u>	<u>Expended</u>	<u>Balance Remaining</u>	<u>% Expended</u>
Adult	\$2,793,845	\$978,823	\$1,815,022	35%
Dislocated Worker	\$ 671,317	\$ 84,026	\$ 587,291	13%
Youth	\$1,766,013	\$691,710	\$1,074,303	39%
Other	\$ 658,199	\$181,523	\$ 398,431	28%
Rapid Response	\$ 42,181	\$ 1,717	\$ 40,464	4%

Policies and Procedures Update

Supportive Services Policy: LeAnna Hiers informed the WDB that the supportive services policy had been updated as a result of the state monitoring. LeAnna referred to the handout entitled "Supportive Services Policy". LeAnna explained that the changes on page 2 were updated to correct wording from WIA to WIOA. She also outlined the new section added on page 3 for Unallowable Supportive Services. As per the State this section must be added to our policy. Andy Brannen made a motion to accept the updates to the policy with a second from Kevin Ellis. The motion carried.

Rapid Response Policy: LeAnna explained that the Rapid Response policy was updated to mirror the State's policy. The old policy was much more condensed. This policy has more details and has been expanded into a full policy of its own. Adam Tolle made a motion to update the Rapid Response policy with a second from Kevin Ellis. The motion carried.

Work Experience Policy: Roberta stated that this policy, like the others previously mentioned, needed more details and to be expanded as a result of the state monitoring. The policy has been updated and includes more details about the responsibilities of the supervisor and employees. Additionally, evaluations and the handbooks that are given to the participants and supervisors were included. Lowell Williamson made the motion to approve the Work Experience policy with a second from Myrtice Edwards. The motion carried.

WDB By-Laws: Roberta explained that as a result of monitoring the WDB by-laws need to be revised. As per the by-laws all members received the proposed changes via email at least 7 (seven) days prior to the meeting. All proposed changes were highlighted in yellow or red. The following changes were proposed:

(1) Article IV, Section II Membership

Roberta asked that the WDB discuss the total number of Board members. She stated that during the annual monitoring a suggestion was made to reduce the size of the board. This suggestion came after a finding regarding members missing three (3) consecutive meetings as well as meeting's where a quorum of the full board was not present. WDB members discussed the size of the board and it was determined that the WDB should be reduced to twenty-five members.

(2) Article VII, Section I, III, IV and VII Committees

Roberta explained that the following changes/additions had been made to this section.

- (a) All standing committee's must be chaired by a WDB member.
- (b) All standing committee's must include a non-WDB member. These non-WDB members assigned to committee's may not vote on any action item.
- (c) Upon appointment each committee member must sign and date the conflict of interest statement.
- (d) The Chairman of the WDB will shall act as the Chairman of the Executive Committee.
- (e) Any actions taken by the Executive Committee shall be ratified by the WDB at the next scheduled meeting.

Roberta stated that due to these proposed changes there would be an open position on the WDB Executive Committee to be filled by a non-WDB member. Chair Ballard stated that she would open the floor for nominations after the WDB voted on the proposed by-law changes. Chair Ballard asked for a motion to approve the changes to the WDB By-laws. Lowell Williamson made a motion to approve with a second from Andy Brannen. The motion carried.

Chair Ballard asked for nominations from the floor for a non-WDB member to serve on the Executive Committee. A nomination for April McDuffie who is a youth committee member to serve in this position was made. Lowell Williamson made a motion to accept this and Andy Brannen seconded. The motion carried.

EO & Non-Discrimination Policy: Roberta referred the members to the handout entitled “WIOA Complaint and Grievance Policy”. Roberta stated that WFD asked for changes to the policy after the annual monitoring. Roberta explained that she asked for technical assistance from the State to ensure that all items required were included in the policy. After a TA call, Roberta made changes and sent it to the State for review. WFD approved the changes and that is the document that we are reviewing today. After review Andy Brannen made a motion to approve the policy with a second from Myrtice Edwards. The motion carried.

Lower Living Standard Income/Levels: LeAnna discussed the Lower Living Standard Income Level (LLSIL). At a previous board meeting, Pete Snell from Coastal Pines Technical College, stated that the Coastal area had made changes to their LLSIL. Board members asked at that time that WDB staff research this and present at a later meeting. After researching the information Roberta and LeAnn presented to the WDB options to increase the LLSIL. The board discussed options including increasing to 185%, 195% or 200% of poverty level. It was determined by the WDB that the LLSIL be increased to 200%. Chair Ballard asked for a motion. Adam Tolle made the motion to change the percentage from 175% to 200% with a second from Kevin Ellis. The motion carried.

PY17 Monitoring Schedule: LeAnna highlighted the PY17 Monitoring Schedule. She stated this was an update on the monitoring for this program year. She asked that the WDB review and approve the schedule. Adam Tolle made a motion to approve the schedule with a second from Kevin Ellis. The motion carried.

Sector Strategy/HDCI

Consulting Services Proposals: Roberta discussed the consulting services proposals. Carl Vinson Institute of Government was the only proposal and was chosen to provide training services in the amount of \$56,307 for the High Demand Career Initiative Grant. This grant covers training on methods to coordinate and put in place the Sector Strategy and HDCI partners and plans. Jim Glass made a motion to approve Carl Vinson Institute of Government’s proposal with a second from Adam Tolle. The motion carried.

Grant Modification: Roberta proposed an extension for the HDCI grant to be extended through April 30, 2019. Adam Tolle made a motion to extend the grant date with a second from Andy Brannen. The motion carried.

Business Services Update: Amy Baldwin, Business Services Representative, updated the board on activities she has been working on. Premium Peanut completed round seven of hiring OJT participants. Everything is going well. They have hired 57 OJT participants, and 50 completed the program. Amy is also working with Chaparral Boats in Nashville, GA. Cathy Daniels is assisting her with this project. Lastly, Amy is partnering with SDG Trailers in Waycross. They are a small company that builds food truck trailers from the ground up, and were looking to expand their operation. Amy has been working with Outsource Logistics in Valdosta who have partnered to hire Wiregrass CDL graduates. Everything is moving along and progressing well.

Workforce Development- Other Business: Roberta stated that there were 12 findings for the state monitoring, most of which have been resolved. The majority of the findings were minor (policy changes). There were no financial findings.

Roberta introduced One Stop Coordinator, Tony McKenzie, who was recently hired to fill the position. He will be the liaison between the one stop and the board, and was welcomed by all.

Other Business: Darlene Tait, AJM Packaging stated that her organization had contracted with Coastal Georgia Regional Commission to shuttle in employees from the Coastal area to Folkston to fill open

positions. She stated that they are interested in expanding this to the Waycross area. Roberta offered to give her contact information for the Transportation department at the SGRC.

Adjourn: Chair Ballard adjourned the meeting at approximately 12:12 p.m.

Respectfully Submitted,

Bonnie Howard

Bonnie Howard
Workforce Development Board Staff
Southern Georgia Regional Commission