

**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING
June 17, 2020**

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, June 17, 2020 at 11:00am via Conference Call.

WDB Members (X denotes attendance)

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Myrna Ballard | <input type="checkbox"/> Frank Bannamon | <input checked="" type="checkbox"/> Chris Beckham |
| <input checked="" type="checkbox"/> Keith Bryant | <input type="checkbox"/> Grady Burrell | <input checked="" type="checkbox"/> Tom Clarke |
| <input checked="" type="checkbox"/> Elton Dixon | <input checked="" type="checkbox"/> Myrtice Edwards | <input type="checkbox"/> Kevin Ellis |
| <input checked="" type="checkbox"/> Katrena Felder | <input checked="" type="checkbox"/> Jennifer Gillard | <input type="checkbox"/> Amanda Goodman |
| <input checked="" type="checkbox"/> Curtis Griffin | <input checked="" type="checkbox"/> Melvin Johnson | <input type="checkbox"/> Ben Lott |
| <input checked="" type="checkbox"/> Shannon McConnico | <input checked="" type="checkbox"/> Sean Panizzi | <input checked="" type="checkbox"/> Jennifer Rowland |
| <input checked="" type="checkbox"/> Traci Steed | <input type="checkbox"/> Darlene Tait | <input checked="" type="checkbox"/> Jamon Williams |
| <input checked="" type="checkbox"/> Lowell Williamson | | |

Youth Committee (X denotes attendance)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Frank Bannamon | <input type="checkbox"/> Rev. Gerald Copeland | <input checked="" type="checkbox"/> Adrienne Dixon |
| <input checked="" type="checkbox"/> Katrena Felder | <input type="checkbox"/> Jerry Griffin | <input checked="" type="checkbox"/> Kelly Peacock |
| <input checked="" type="checkbox"/> Traci Steed | <input checked="" type="checkbox"/> Lowell Williamson | |

Local Chief Elected Officials (X denotes attendance)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Mayor Henry Baker | <input type="checkbox"/> Chairman Nick Denham | <input type="checkbox"/> Mayor Nancy Dennard |
| <input checked="" type="checkbox"/> Chairman James Everett | <input checked="" type="checkbox"/> Mayor Kevin Grissom | <input type="checkbox"/> Chairman Skipper Harris |
| <input type="checkbox"/> Chairman Andy Hutto | <input type="checkbox"/> Mayor Michael-Angelo James | <input type="checkbox"/> Mayor Roberta Johnson |
| <input type="checkbox"/> Chairman Johnny Jowers | <input type="checkbox"/> Chairman Alex Lee | <input type="checkbox"/> Mayor Scott Matheson |
| <input checked="" type="checkbox"/> Chairman Kenneth Petty | <input type="checkbox"/> Mayor Jim Puckett | <input type="checkbox"/> Mayor Kaye Riley |
| <input checked="" type="checkbox"/> Mayor Julie Smith | <input type="checkbox"/> Chairman Joey Whitley | |

Staff Members (X denotes attendance)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Cathy Daniels | <input checked="" type="checkbox"/> Cheri Hart | <input checked="" type="checkbox"/> Bonnie Howard |
| <input checked="" type="checkbox"/> Amy Jones | <input checked="" type="checkbox"/> Felices King | <input checked="" type="checkbox"/> Roberta Lovett |
| <input checked="" type="checkbox"/> Savannah McClellan | <input checked="" type="checkbox"/> Kearington Moore | <input checked="" type="checkbox"/> Cole Mullis |

Guests Present

Cindy Baker

April McDuffie

Dan Walker

Charmane Glenn

Pete Snell

Mary Walker

Justin Leggett

Tony McKenzie

Brandy Whaley

Call to Order and Welcome

Chair Ballard called the meeting to order and welcomed all in attendance.

Review of Attendance

Felices King conducted roll call. After roll call, Chair Ballard announced that a quorum of the Workforce Development Board (WDB) was established.

Recognition of New Members to the Council of Local Chief Elected Officials

Roberta stated that there had been six (6) new appointments to the Council of Local Chief Elected Officials (LCEOs). She stated that in addition to the new appointments the council has a newly elected Chairman and Vice Chairman. Roberta referred to the handout titled "Southern Georgia Workforce Development Area Local Chief Elected Officials" (copy attached and made a part of these minutes). She stated that new members were highlighted in blue and the Chairman and Vice-Chairman in red.

Review and Approval of the May 13, 2020 Meeting Minutes

Chair Ballard stated that the minutes of the May 13, 2020 meeting were sent via email to all members (copy attached and made a part of these minutes). Chair Ballard asked if there were any questions or corrections to the minutes. The following corrections were requested:

- Jamon Williams stated he was on the last call; however, he was not marked present on the minutes.
- Charmane Glenn stated she was on the last call; however, she was not listed as a guest.
- On page 3 under Ratification, the date of the Executive Committee meeting needed to be listed.

With no additional changes, Chair Ballard asked for a motion to approve the minutes as amended. Tom Clarke made a motion to approve the minutes with a second from Chris Beckham. The motion carried.

PY19 Budget and Expenditures Report

Roberta referred to the handout "Budget & Expenditures Report as of April 2020" (copy attached and made a part of these minutes). Roberta reviewed the expenditures by funding stream. She stated that at the last meeting she had requested a contract modification to increase the adult funding to Southern Regional Technical College by \$50,000. After working with SRTC it was determined that the contract would only require an increase of \$24,300. Roberta addressed Parliamentarian Melvin Johnson who had asked for performance details regarding SRTC's Adult participants. She stated that Bonnie Howard would go over those in detail later in the meeting.

Roberta also stated that E.T.C. Schools, Inc. would need an increase of approximately \$67,000 in their Adult funding. This increase would go directly to participant training and support.

Chair Ballard opened the floor for questions. With no questions, Chair Ballard called for a motion to approve the contract modification as well as the Budget and Expenditure Report.

Jennifer Rowland made a motion to approve with a second from Shannon McConnico. The motion carried.

Proposed PY20 Budget

Roberta referred all to the handout "Program Year 2020 Proposed Budget" (copy attached and made a part of these minutes). Roberta reviewed the proposed budget by provider. She stated that the funds available had been reduced in all three of the funding streams. Due to the decrease in available funds, Roberta asked the WDB to consider not funding the WGTC Adult GED program for this year. WGTC has struggled to enroll Adults in the program over the last year and the Adult funds are needed in other contracts. Chair Ballard inquired if there would still be opportunities for adults to be served in the GED program at WGTC. April McDuffie from WGTC stated that adults would still have the opportunity to attend GED training even though the program would be cut.

Roberta then asked the WDB to grant approval for all Dislocated Worker funds be transferred to the Adult funding stream for this program year. As in past years this allows us to serve the most participants. Roberta also stated that she had requested and did receive an additional \$40,000 in Youth funds that had to be spent by June 30, 2020. She stated that the area would not have any issues spending that amount and it would help offset the reduced allocations. Lastly, Roberta stated that TCSG would be re-allocating Adult, DW and Youth funds to the local areas. Roberta asked that the WDB approve the acceptance of these additional funds.

Chair Ballard opened the floor for questions and discussion. After a brief discussion Chair Ballard asked for a motion to approve the PY20 Proposed Budget, as well as the additional \$40,000 in youth funding received from TCSG. Lowell Williamson made a motion to approve, with a second from Tom Clarke. The motion carried.

Chair Ballard then asked for a motion to approve the 100% transfer from DW to Adult funding as well as approval to accept any re-allocated funds made available to the local area. Prior to the motion, Parliamentarian Melvin Johnson requested that Roberta update the board when the re-allocated funds are received. Roberta stated she would do that. Jennifer Rowland made a motion with a second from Melvin Johnson. The motion carried.

PY20 Regional Plan Approval

Roberta stated that the PY20 Regional Plan was approved by the board during the May 13, 2020 board meeting. She stated that after approval, the plan had to be put out for a thirty (30) day comment period. Roberta stated that no comments had been received and the thirty-day period was now closed. She asked the WDB for a final approval on the PY20 Regional Plan. Chair Ballard opened the floor for discussion. With no discussion, Chair Ballard called for a motion to approve the PY20 Regional Plan. Tom Clarke made a motion with a second from Lowell Williamson. The motion carried.

Quarterly Performance Update – Q3 PY2019

Bonnie referred the board to the "PY19 3rd Quarter Performance" (copy attached and made a part of these minutes). She explained that overall, the LWDA is meeting all of the performance measures. Bonnie reviewed the performance by provider and pointed out that a few numbers were below targets; however, upon further review the numbers being served were very low.

Chair Ballard opened the floor for discussion. With no discussion, Chair Ballard asked for a motion to approve the performance update. Tom Clark made a motion to approve with a second from Sean Panizzi. The motion carried.

Performance Negotiations PY20 & PY21

Roberta referred members to the handout “PY20 & PY21 Performance Strategy” (copy attached and made a part of these minutes). She stated that TCSG, OWD had requested each local area to submit their proposed performance targets for PY20 and PY21. Roberta shared the proposed numbers, as well as a spreadsheet which detailed performance from PY16 through the current program year. This spreadsheet also includes the state’s negotiated performance measures with USDOL. Roberta asked that the WDB review the handout and grant recognition for her to move forward with the submission to the state. Chair Ballard called for a motion to recognize the performance targets. Shannon McConnico made a motion with a second from Tom Clarke. The motion carried.

One-Stop Certification

Roberta stated that Bonnie Howard had completed the One-Stop Certification for PY20. She explained that all the certification tools had been completed and that the Comprehensive and Affiliate sites were in compliance. She asked that the WDB give final approval for the One-Stop Certification and approval for her to submit to TCSG, OWD. Jennifer Gillard made a motion to approve with a second by Myrtice Edwards. The motion carried.

Policy Updates

Chair Ballard referred the members to the handout titled “Policy 18-006-1000-A and B Low Income Guidelines and Self-Sufficiency Guidelines (copy attached and made a part of these minutes). Roberta stated that each year, the state issues new income guidelines. She explained that the new guidelines were effective as of May 1, 2020. Chair Ballard asked the WDB for a motion to recognize the revised income guidelines. Lowell Williamson made a motion to recognize with a second from Tom Clarke. The motion carried.

Roberta reminded the WDB that the Emergency Supportive Services Policy was set to expire at the end of the Summer term.

PY20 WDB Meeting Schedule

Chair Ballard shared the proposed meeting schedule for PY20. She asked that the WDB members review it, and if they feel that it is acceptable to make a motion to approve. Sean Panizzi made a motion to approve with a second from Jennifer Gillard. The motion carried.

Adjourn

Chair Ballard adjourned the meeting at approximately 12:30 p.m.

Respectfully Submitted,



Felices King
Workforce Development Board Staff
Southern Georgia Regional Commission