

SOUTHERN GEORGIA WORKFORCE DEVELOPMENT BOARD (WDB) MEETING October 20, 2021

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, October 20, 2021, at 11:00 am via Zoom Call.

WDB Members (X denotes attendance)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Frank Bannamon | <input checked="" type="checkbox"/> Keith Bryant | <input checked="" type="checkbox"/> Sandra Cole |
| <input checked="" type="checkbox"/> Melissa Dark | <input checked="" type="checkbox"/> Elton Dixon | <input type="checkbox"/> Myrtice Edwards |
| <input checked="" type="checkbox"/> Kevin Ellis | <input type="checkbox"/> Katrena Felder | <input checked="" type="checkbox"/> Jennifer Gainey |
| <input checked="" type="checkbox"/> Jennifer Gillard | <input checked="" type="checkbox"/> Sarah Gove | <input checked="" type="checkbox"/> Jonathan Gray |
| <input type="checkbox"/> Heather Green | <input type="checkbox"/> Curtis Griffin | <input checked="" type="checkbox"/> Melvin Johnson |
| <input checked="" type="checkbox"/> Merrill Wilcox | <input type="checkbox"/> Ben Lot | <input checked="" type="checkbox"/> Shannon McConico |
| <input checked="" type="checkbox"/> William Palmer | <input checked="" type="checkbox"/> Sean Panizzi | <input checked="" type="checkbox"/> Lisa Smart |
| <input checked="" type="checkbox"/> Darlene Tait | <input checked="" type="checkbox"/> Courtney Taylor | <input checked="" type="checkbox"/> Leigh Wallace |
| <input type="checkbox"/> Jamon Williams | | |

Youth Committee (X denotes attendance)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Frank Bannamon | <input checked="" 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 |

Local Chief Elected Officials (X denotes attendance)

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Mayor Henry Baker | <input type="checkbox"/> Chairman Scott Carver | <input type="checkbox"/> Chairman Nick Denham |
| <input type="checkbox"/> Mayor Nancy Dennard | <input type="checkbox"/> Chairman James Everett | <input type="checkbox"/> Chairman Skipper Harris |
| <input type="checkbox"/> Chairman Andy Hutto | <input type="checkbox"/> Mayor Michael-Angelo James | <input type="checkbox"/> Mayor Robert Johnson |
| <input type="checkbox"/> Chairman Alex Lee | <input type="checkbox"/> Mayor Scott Matheson | <input type="checkbox"/> Chairman Jimmy Parker |
| <input type="checkbox"/> Chairman Oscar Paulk | <input type="checkbox"/> Chairman Kenneth Petty | <input type="checkbox"/> Mayor Jim Puckett |
| <input type="checkbox"/> Mayor Kaye Riley | <input type="checkbox"/> Mayor Julie Smith | |

Staff Members (X denotes attendance)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Cathy Daniels | <input checked="" type="checkbox"/> Evi Estep | <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"/> Pam Popham | |

Guests Present

Kenneth Armstrong	Rev. Copeland
Tyra Howard	Shameca Robinson
Pete Snell	Mary Walker

Call to Order and Welcome

Chairman Bryant called the meeting to order and welcomed all in attendance

Review of Attendance

Felices King conducted roll call. After roll call was completed Felices stated that a quorum of the WDB was present.

Approval of Minutes of the August 18, 2021 WDB Meeting

Chairman Bryant stated that the minutes of the August 18, 2021 meeting were sent via email to all members (copy attached and made a part of these minutes). Chair Bryant asked if there were any questions or corrections to the minutes. With no questions or corrections, Chair Bryant requested a motion to approve the minutes as presented. Kevin Ellis made a motion to approve with a second from Jonathan Gray. The motion carried.

PY21 Budget and Expenditures Report

Roberta directed everyone to the "PY21 Budget and Expenditure Report" handout (copy attached and made a part of these minutes). Roberta stated that the report shows expenditures through August 2021. She went over each line item briefly. With no questions, Chair Bryant asked for a motion to approve the report. Darlene Tait made a motion with a second from Frank Bannamon. The motion carried.

Policy Updates

Roberta referred the members to two (2) handouts "Temporary Employment" and "Confidentiality and Security of Personal Information" (copies attached and made a part of these minutes) which had been emailed with the meeting packet.

Temporary Employment

Roberta stated that the Temporary Employment policy would cover the activities that were currently being operated under the National Dislocated Worker Emergency Grant. The policy is very similar to the Work Experience P&P; however, she felt that it would be better to have a separate policy. Robert briefly outlined the policy. After her review, Chair Bryant asked her to move on to the Confidentiality and Security of Personal Information Policy

Confidentiality and Security of Personal Information

Roberta explained that the elements of this policy currently existed in a few different places; however, after talking with local areas how had been monitored it appeared that OWD would be looking for a more robust policy that closely aligned to their own. Roberta explained that the staff and service providers handled a great deal of confidential information and this policy set up very clear guidelines on the control and release of such information. It also includes a Confidentiality Agreement that all staff and service providers would sign.

Chair Bryant stated that both of these policies were housekeeping and opened the floor for questions and/or discussion. With no discussion, Sean Panizzi made a motion with a second from Leigh Wallace. The motion carried.

Executive Committee Nomination and Appointment

Chair Bryant stated that there is a vacancy on the Executive Committee. He addressed the board and told them that he would take nominations from the floor or that he would be glad to offer a nomination. Parliamentarian Melvin Johnson asked that Chair Bryant bring forward his nomination. Chair Bryant

offered Sean Panizzi as his nomination. He stated that Sean has been part of the WDB since 2019 and was an active attendee. Parliamentarian Johnson asked that the motion and second come from the WDB membership. Kevin Ellis made a motion to appoint Sean Panizzi to the Executive Committee of the WDB, Johnathan Gray seconded the appointment. The motion carried.

PY20 Performance Report

Bonnie Howard focused the board's attention to the "PY20 Performance Report" (copy attached and made a part of these minutes). Bonnie stated that these numbers were through the 4th Quarter of Program Year 2020. Bonnie reviewed each performance indicator by funding stream. She explained that they are met all of the performance requirements except the youth "Employed Second Quarter after the Exit Quarter". She stated that Youth enrollments were down due to the COVID-19 pandemic and hoped to see that number improve over the next program year. At the conclusion of the report, Chair Bryant asked if there were any questions. With no questions, Chair Bryant called for a motion and a second. Courtney Taylor made a motion with a second from William Palmer. The motion carried.

PY20 TCSG, OWD Monitoring

Roberta provided the board with a brief update on the PY20 TCSG OWD monitoring. She explained that the monitoring began on Monday, October 18th with a virtual entrance conference. Monitors are currently onsite and things are going well. Roberta stated she would keep the board updated on the final results.

Business Services Update

Amy Jones provided a brief update to the WDB on the Sector Strategy and On-the-Job Training programs. A video produced by the local area for Dorminy Medical Center was presented; however, due to technical difficulties it would not play. The video will be emailed to all members.

Adjourn

Chairman Bryant reminded everyone that the next meeting was scheduled for Wednesday, January 12, 2022. Chair Bryant adjourned the meeting at approximately 11:36 a.m.

Respectfully Submitted,



Felices King
Workforce Development Board Staff
Southern Georgia Regional Commission