



**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING
August 18, 2021**

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, August 18, 2021, at 11:00 am via Zoom Call.

WDB Members (X denotes attendance)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Frank Bannamon | <input type="checkbox"/> Wally Bell | <input checked="" type="checkbox"/> Keith Bryant |
| <input type="checkbox"/> Melissa Dark | <input 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 type="checkbox"/> Jonathan Gray | <input type="checkbox"/> Heather Green |
| <input checked="" 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 type="checkbox"/> Lisa Smart | <input checked="" type="checkbox"/> Darlene Tait |
| <input checked="" type="checkbox"/> Courtney Taylor | <input checked="" type="checkbox"/> Leigh Wallace | <input checked="" type="checkbox"/> Jamon Williams |

Youth Committee (X denotes attendance)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Frank Bannamon | <input type="checkbox"/> Rev. Gerald Copeland | <input checked="" type="checkbox"/> Adrienne Dixon |
| <input 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 checked="" type="checkbox"/> Chairman Alex Lee | <input type="checkbox"/> Mayor Scott Matheson | <input type="checkbox"/> Chairman Jimmy Parker |
| <input checked="" 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 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 | Cindy Baker |
| Charmane Glenn | Tony McKenzie |
| Pete Snell | Mary Walker |
| Brandy Whaley | |

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 there was not a quorum of the WDB. Roberta stated that there was a quorum of the Executive Committee. She explained that all motions would need to come from those members. She further stated that all actions taken by the Executive Committee would be ratified at the next WDB meeting.

Chair Bryant asked Roberta to inform the WDB members regarding Jonathan Gray. Roberta stated that Jonathan was currently in the hospital awaiting a lung transplant. She asked all to keep Jonathan in their thoughts.

Approval of Minutes of the June 16, 2021 WDB Meeting

Chairman Bryant stated that the minutes of the June 16, 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. Jennifer Gainey made a motion to approve with a second from Frank Bannamon. The motion carried.

PY20 Budget and Expenditures Report (Closeout)

Roberta referred to the handout "Budget & Expenditures Report as of June 30, 2021" (copy attached and made a part of these minutes). Roberta reviewed the expenditures by funding stream. She stated that no funding (with the exception of Sector Strategy Round II funding) would need to be returned to the state. Roberta also referred the board to the "Program Year 2020 – YTD Service Provider Expenditures" (copy attached and made a part of these minutes). She stated that in reviewing all line items it was very apparent that supportive services expenditures were very low due to many students attending virtually during the program year. She also stated that the Work Experience expenditures were very behind and she would be working with both ETC and Eckerd to increase expenditures for PY21. At the conclusion of the review, Chair Bryant opened the floor for discussion. With no discussion, he asked for a motion to approve the Budget and Expenditures report. Jennifer Gainey made a motion with a second from Frank Bannamon. 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 reminded the WDB that the PY21 budget was approved during the June meeting. The budget has now been updated to show actual carryforward numbers. Roberta asked if there were any questions. With no questions, Chair Bryant asked for a motion to approve the report. Frank Bannamon made a motion with a second from Jamon Williams. The motion carried.

Quorum of the Workforce Development Board

At approximately 11:20 a.m. Roberta stated that a full quorum of the WDB was now present. Vice Chair Jennifer Gainey asked if it would be appropriate for the full WDB to ratify the three motions previously approved by the Executive Committee. Chair Bryant stated that it was appropriate and he called for a motion to approve the WDB minutes of June 16, 2021, the PY 20 Budget and Expenditures Report and the PY21 Budget and Expenditures Report. Kevin Ellis made a motion to approve with a second from Courtney Taylor. The motions were ratified.

PY21 ITA and Supportive Services Policy

Roberta referred the members to two (2) handouts "Southern Georgia ITA Policy" and "Southern Georgia Supportive Services Policy" (copy attached and made a part of these minutes).

Roberta started by reviewing the changes made to the ITA Policy. She stated that any new additions were in red and any to be removed had been crossed through. Roberta explained that overall the policy was enhanced to incorporate details regarding ITA approvals and denials as well as add some additional clarification to online/distance learning. Roberta asked for any questions. Shannan McConico asked for an example of under what conditions would online training be approved. Frank Bannamon asked for clarification on whether the school could switch from physical to virtual during a semester. Roberta reviewed a few conditions for online as well as clarified that a switch due to COVID has happened mid-way through a semester. With no other questions Roberta moved to the Supportive Service Policy.

Roberta explained that she removed item III Supportive Services Cap. She stated that the state had removed this from their policy. She also asked that the WDB consider adding child care assistance to GED participants. After review, Chair Bryant opened the floor for questions or discussion. With no questions, Chair Bryant requested a motion to approve both the ITA and Supportive Services Policy as presented. Keven Ellis made a motion to approve with a second from Jennifer Gillard. The motion carried.

Grant Opportunities

Roberta stated that she would like to investigate writing for grant funds under the FY21 American Rescue Plan Act Good Job Challenge. She stated that Amy Jones had participated in some webinars regarding this grant opportunity and felt that the funds could be utilized to enhance our existing Sector Strategy project. Roberta asked that the WDB grant her approval to further investigate and if found appropriate to submit a proposal for the funding. Chair Bryant opened the floor for discussion. With no discussion, he asked for a motion to approve the request. Frank Bannamon made a motion with a second from Shannon McConico. The motion carried.

PY20 Service Provider Monitoring Closeout

Bonnie Howard focused the board's attention to the "PY20 Monitoring Schedule" (copy attached and made a part of these minutes). She explained that all monitoring for PY20 had been completed and there were no outstanding findings. Bonnie did advise the board that no monitoring was done for the GDOL One-Stop contract due to the Career Centers being closed to the public. Chair Bryant asked for a motion to approve the PY20 Provider Monitoring Closeout. Jennifer Gillard moved to approve, and Jennifer Gainey seconded. The motion carried.

PY20 TCSG, OWD Monitoring

Roberta informed the board that the local area would be monitored by OWD the week of October 18th. She stated that monitoring would be conducted onsite.

Adjourn

Chairman Bryant reminded everyone that the next meeting was scheduled for Wednesday, October 20, 2021. Chair Bryant adjourned the meeting at approximately 11:46 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Felices King', with a large, stylized flourish extending to the right.

Felices King
Workforce Development Board Staff
Southern Georgia Regional Commission