

GEORGIA MOUNTAINS REGIONAL COMMISSION
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT
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September 27, 2012

Minutes

The Georgia Mountains Workforce Investment Board (GMWIB) met on September 27, 2012 at 3:30pm. The meeting was held at North Georgia Tech College, Currahee Campus in Toccoa, GA. Handouts were made available as visual aids. Also a sign-in sheet was distributed and the following were present:

Members Present

Andrea Gibby
Audrey Turner
Charlie Auvermann
Connie Smith
Dale Harrell
David Cagle
Dean Scarborough
Deborah K. Mack
Dr. John Raber
Pat Freeman
Peter Hill
Rex Farmer
Sam Norton
Stanley Darnell
Tim Bala
W. Danny Lewis
William (Bill) Chafin
Will Wade

Staff

Diana Eddins-Wiggin
Diane Jackson
Jessica Williams
John Phillips
Nona Turk
Niki Duncan
Dawn Bruce

Guest

Tom O'Bryant for Travis Turner

Call to Order/Welcome

Andrea Gibby, WIB Chair, called the meeting to order and welcomed the attendees. A quorum was established. Proxy forms were received for Mike Berg, Janice Riley, Clark Willingham and Mitch Griggs.

Chair Gibby asked for a vote to add Discussion of Quorum to the agenda. Peter Hill made the motion. Will Wade seconded, motion passed unanimously.

John Phillips, WD Director, welcomed members and thanked them for their attendance. He also stated that WD had several important items that needed to be voted on at this meeting. John directed the Board members to the second page in their packet and explained that this was a list of the different counties WD Staff had visited since the June Board meeting.

Chair Gibby, informed the Board that WD had lost a good friend and valuable employee in the sudden death of Heather Smith on August 29, 2012.

New Business

Board Appointments- Chair Gibby stated the Board would have one vacant position that would need to be filled from Forsyth County. The Board has sent a letter to the Forsyth County Commission Office requesting nominations.

Computer Information System Programs- Diana Eddins-Wiggin explained that the GMWD office has been assisting customers with Computer Information System programs on a trial basis for the past couple of years. WD has had fifteen people complete this program. Eight are working in this field and four are working but not in the computer field. Diana referred to the information in the handouts on the Computer Information job growth. This information is for the Board to discuss and decide if this field should be added to the WD Growth and Demand list. Chair Gibby asked for a motion to add this job field to WD Growth and Demand list. Bill Chafin made a motion to add the Computer Information Systems to WD Growth and Demand Occupation list. Dale Harrell seconded motion, motion passed unanimously.

Outstanding Check Policy- Nona Turk explained the Outstanding Check Policy to the Board. Nona stated, if a customer or vendor's check hasn't cleared in 90 days, WD staff would mail a letter to the recipient asking them to notify us by mail or phone. If the recipient did not receive the check, we would place a stop payment and reissue the check. WD currently has fourteen checks outstanding totaling \$607.00. After discussion, Will Wade made a motion to approve the policy with the addition of adding, to first call or e-mail customer and to place an automatic stop payment on checks that are in the amount of \$500.00 or above. Charlie Auvermann seconded, motion passed unanimously.

Dale Harrell suggested a copy of the policy to be sent to Will Wade for him to proof.

On-The-Job (OJT) Training Program- Niki Duncan, OJT Coordinator gave a brief explanation of OJT Policies and Procedures. Niki stated the OJT program would help expand the WD goal of putting dislocated workers and unemployed adults back to work. The OJT candidates would have to meet the WIA eligibility requirements. WD staff would match candidates with employers based on their interest, experience, and their ability to learn the skills needed for the job. WD staff would network with employers throughout our thirteen county area. The employer would be reimbursed a percentage of the candidate's wages. Employers would receive two payments, the first at the end of training and the second, ninety days after the candidate completes training. This would help to simplify the process. After detailed discussion, Dale Harrell made the motion to approve the On the Job Training Program. Charlie Auvermann seconded, motion passed unanimously.

Chair Gibby asked for discussion on the OJT program. Charlie Avermann requested documentation on current limitations on program.

New GMWD Comprehensive Plan- John Phillips explained that since the Governor's Office of Workforce Development took over from Georgia DOL, a new Comprehensive Plan has been completed. Stanley Darnell made a motion to approve the Plan. Pat Freeman seconded, motion passed unanimously.

Performance Negotiations- Chair Gibby referred to the Performance Negotiations included in the packets. These negotiations will be included in the new Plan. Bill Chafin made a motion to approve the Performance Negotiations. Dale Harrell seconded, motion passed unanimously.

Discussion on Quorum- The WD Board discussed its current regulation to establish a quorum. A suggestion was made by Danny Lewis to lower the regulation from 50% plus one down to 25% or 30%. Bill Chafin made a motion that a quorum would be established with twelve (12) members present. Sam Norton seconded, motion passed unanimously.

Chair Gibby asked for a discussion on the day and time of Board meetings and whether the Board wanted to change the time or day of the meetings. After discussion, the Board decided to keep the same meeting schedule.

Old Business

Approval of Minutes- Chair Gibby asked for consideration of the minutes from June 28, 2012. Sam Norton made motion to approve, Dale Harrell seconded. Danny Lewis made a request to amend the minutes to add the location of the meeting to the minutes. Charlie Auvermann requested an update on the two page summary of the programs. A motion was made by Sam Norton to approve the minutes with the amendment. Rex Farmer seconded, motion passed unanimously.

John Phillips informed the board of the public announcement included in their packet. He stated the announcement explains the services that the GMRC Workforce Development offers. John asked the Board members to call their local newspapers and ask if they would print the announcement in their area. The Board requested that WD send an electronic copy of the announcement.

Financial Update

Nona Turk explained the financial information and worksheet which were distributed to all Board members. The program wide funds to be spent by June 30, 2013 are two and a half million dollars. She explained WD will be receiving FY2013 funds in October. Nona also reviewed the operating budget and explained that the information is the same as was approved at the last Board meeting. The information in the budget was broken down per the Board's request. She asked if anyone had questions to please e-mail her.

Danny Lewis stated he would like to give the Board a challenge to start thinking about how we can think outside the box to do public relations for our new Mobile Units.

Adjournment

Bill Chafin made motion to adjourn. Will Wade seconded the motion, motion passed unanimously. Meeting adjourned at 5:15pm



Andrea Gibby, Chair
Will Wade, Vice Chair



Deborah Mack, Secretary