

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
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November 29, 2012

Minutes

The Georgia Mountains Workforce Investment Board (GMWIB) met on November 29, 2012 at 11:00am. The meeting was held at Ruby Fulbright Aquatic Center in Clarkesville, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

Members Present

Andrea Gibby  
Angela Whidby  
Dale Harrell  
W. Danny Lewis  
Pat Freeman  
Janice Riley  
Mike Berg  
Mitch Griggs  
Deborah Mack  
William (Bill) Chafin

Staff

Diana Eddins-Wiggin  
Diane Jackson  
Jessica Williams  
John Phillips  
Niki Duncan  
Matthew Oberholtzer  
Patrick Shuler

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 not established.

John Phillips, WD Director, welcomed members and thanked them for their attendance. John stated this would be a regular meeting. WD staff will be giving an update on each program. Staff has worked hard and has done a great job. Staff would like input from the board.

New Business

**Board Appointments-** Chair Gibby stated since Chairman Boff rolled off of the WIB in October, WD has requested an appointment from Forsyth Commission for a business sector representative. Also, Connie Smith has accepted a position as Vice President of Adult Education at GA Northwestern Tech College in Rome. With the resignation of Connie, a new appointment has been requested from Georgia Department of Labor. The WIB needs a representative from North Georgia Technical College. In order to have a public sector representative, WIB will need to have two appointments to stay within the 51% federal regulation. WIB discussed adding a representative. Due to lack of quorum, Chair Gibby, requested WIB to think about adding a representative from the Habersham County area to be discussed and voted on at the next board meeting.

**Finance Committee-** Chair Gibby appointed Bill Chafin, Sam Norton, Will Wade and herself to the Finance Committee.

**Adult/DW Program Update-** Diana-Eddins-Wiggin gave an update on the Adult and DW program. WD staff has attended a Veterans Job Fair and staff has started providing Overview sessions at the Technical Colleges and the Career Centers in the GMWD area. Since June 2012 WD has had 691 participants attend the Overview sessions. WD has had 125 applicants complete the application process since July 1, 2012. There are currently 190 active participants and another 8 that were laid off from Parkdale that are being served through GMWD with TAA funds for GED/ESL. Diana also gave a brief explanation on the application process for customers.

**Youth Program Update-** Jessica Williams gave an overview of the current programs available for youth ages 14 to 21. Occupational skill training is one of several available programs. WD offers an after school program, credit recovery, GED, and a summer paid work experience.

**On The Job Training Program-** Niki Duncan, OJT Coordinator, gave an update on the progress of the WD OJT program. Since October, staff has been trying to get the word out about the OJT program by contacting and meeting with the Economic Development representatives in our 13 county area. This should be completed by mid-January. WD will also be meeting and providing Overviews to all of the Employer Committees and to the Department of Labor Career Centers.

**GOWD Compliance Monitoring-** John Phillips stated the GOWD will be conducting a review the week of December 10, 2012.

**New Staff-** Jessica Williams introduced new staff member, Patrick Shuler, Program Assistant and Diana Eddins-Wiggin introduced Matthew Oberholtzer, Adult/DW Case Manager. WD is excited to have both as members of the WD team.

**Board Retreat-** Chair Gibby informed the Board of the tentative Board Retreat scheduled for January 10, 2012 and requested that they check their calendar and let us know if they would be able to attend.

Dale Harrell requested to discuss travel reimbursement for board members. After discussion, Mike Berg stated that the CCEOs would have to review. The CCEOs is the Board that sets the rules for the WIB.

### Old Business

**Approval of Minutes-** Due to lack of quorum, minutes were not addressed.

**Outstanding Check Policy-** Chair Gibby referred to a copy of the amended Outstanding Check Policy in the hand outs and stated the copy is for the Boards records. It was approved at the last Board meeting.

### Financial update

John Phillips explained the financial information and worksheet which were distributed to all Board members. Mike Berg requested a line item showing obligated funds be added to spreadsheet.

### Adjournment

Meeting adjourned at 1:00pm

 Vice-Chair  
 Deborah Mack, Secretary