

GEORGIA MOUNTAINS REGIONAL COMMISSION
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT
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March 08, 2012

Minutes

The Georgia Mountains Workforce Investment Board (GMWIB) met March 08, 2012 at The Oaks in Gainesville, Georgia at 11:00 a.m. This was a called meeting. 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
Charlie Auvermann
Mike Berg
Connie Smith
Dale Harrell
David Cagle
Deborah K. Mack
Dr. John Raber
Janice Riley
Mitch Griggs
Pat Freeman
Stanley Darnell
Tim Bala
W. Danny Lewis
William (Bill) Chafin

Staff/Guest Present

Diana Eddins-Wiggin
Diane Jackson
Jessica Williams
John Phillips
Nona Turk
Ginger Little

Guest

Jason Mock, Forsyth County Chamber of Commerce
Jim Bleckley, Rabun County Administrator

Call to Order/Welcome

Andrea Gibby, WIB Board Chair, called the meeting to order and welcomed all attendees. A roll call was done and a quorum was established. Proxy forms were received for Sam Norton and Will Wade.

Other

A brief tour of The Oaks was provided to the Board by Rachel McClain, Hospitality Management Program Instructor. Ms. McClain explained how Career Academy works with all six High Schools in this area. Students are allowed to attend the Career Academy for elective courses. The Academy currently offers four different programs, with Hospitality and Culinary as their primary focus. The businesses and shops at the Career Academy are open to the public. Ms. McClain explained to the Board about the Bistro at the facility which serves a four course meal with all of the food being prepared by the students. The Academy also has a café with a drive-thru that is open five days a week for breakfast and lunch.

New Business

John Phillips, Workforce Development Director, gave the Board an overview regarding the transition from the Department of Labor to the Governor's Office of Workforce Development. He showed the Board a map of our thirteen county region which outlined the counties the staff had visited in February and stated that he would be visiting all of our Counties to speak with the County officials to get information out about the Workforce Development program. Board members were invited to attend any of the Overview Sessions. John also informed the Board of the upcoming audit by the Department of Labor scheduled for March 20 - 23.

Diana Eddins-Wiggin, Adult/ DW Supervisor, informed the Board that currently the Dislocated Worker and Adult Case Managers are serving more than 200 customers in Occupational Skills Training and have more than 200 in follow-up. Follow-up means that the customers have completed their training and are working or looking for work. Diana stated that since our last Board meeting, Ginger Little had conducted 17 Overview Sessions with a total of 215 people from Hall, Lumpkin, White and Forsyth Counties attending thus far. The Overview explains to individuals the regulations and requirements of the Workforce Development program and also gives them the opportunity to start the application process. Diane also stated they are scheduled to go to each county at least once a year. She informed the Board that a schedule is included in their packets.

Danny Lewis applauded the staff for the accomplishments and the job they have done, due to the fact they had lost an employee that had worked with this program for four years.

Jessica Williams, Youth Supervisor, informed the Board that she had the pleasure of serving on the Gainesville, Hall Interagency Transition Council. Jessica stated on Tuesday, Workforce Development participated in a Career Expo, here at The Oaks, which targeted disadvantaged teenagers that might need assistance with education or career goals. They provided a total of 16 Overview sessions and also had a booth that had that contained information on Youth and Adult programs. She stated it was a good event and they were able to reach a lot of students.

Jessica informed the Board that the Youth Department is in the middle of preparing for the Summer Work Experience Program and the deadline for turning in applications is March 16th. They have contacted all of our 13 counties. She stated that this is her first year working in the Youth Department and she has some very good Case Managers that are really working hard and getting out into the counties. Workforce Development currently has work sites in all of our 13 counties with a total of 77 applications. We are also trying to secure two orientation sites, due to the fact that all of the Youth are required to attend orientation. In the past, they only had one orientation site. This year they are trying to have two sites in order to divide the region so the youth won't have to drive so far. The two Counties that they are looking at are Lumpkin and Stephens. Jessica stated that they are having a hard time getting three estimates and asked the Board for their help.

Charlie Avermann stated this information is overwhelming. He requested a two page summary of all programs explaining the eligibility of each program along with a time line for the year to be distributed to the Board so the Board can better understand each program. He also stated that they would help find a place for Lumpkin and Dawson.

John Raber stated he agreed with Charlie Auvermann's earlier statement that this information is overwhelming and it would make it easier if they had step by step information to tell them what is needed and a time line. John Phillips stated they would do a calendar with dates of the events.

Danny Lewis asked Jessica to explain to the Board the events that happen from the time a customer calls the office to the time they meet with a Case Manager. Jessica explained when a customer calls they are required to attend the Overview session at which time the customer learns the steps to apply for the program and begin the process. Jessica also informed the Board that Workforce Development has a web site with the information which tells customers how to apply for the program. Once their application is turned in, it is reviewed for eligibility. There are different eligibility criteria for the different funding. Dislocated Workers are different than the Adult eligibility. The Youth program also has its own eligibility criteria. Once they have been deemed eligible they are assigned to a Case Manager which schedules a time for them to meet. The Case Managers are required to have contact with the customer. Their Case Manager is their support system while they are in school.

Mitch Griggs asked Jessica to explain what happens once the Case Manager meets with the customer. Jessica stated the Case Manager lets the customer know what is expected of them while they are in the program and what they can expect from the program. Jessica stated the customer must agree with the expectations and sign that they agree before they are registered into the system. Once registered, the Case Manager is required to keep in contact with the customer and they do this by time sheets. The customer is required to turn in time sheets every two weeks. The time sheet lets the Case Manager know when they are in class and it also helps the Case Manager pay supportive services, meals and transportation.

Debra Mack asked if they get assistance with childcare. Jessica stated Workforce Development does pay childcare but the amount is different based on the county they live in. Also, \$12 per day for transportation and \$6 per day for meals are paid. The meals are only paid if they attend class for three or more hours a day.

Connie Smith asked if Workforce Development has Case Managers located at the Technical Colleges. Jessica explained they do not have Case Managers at the Colleges, but they do go to the Colleges on the first day of class and attend when the schools have Job Fairs and Career Days.

Danny Lewis made a proposal to the WD Board that the RC would make available a vehicle from GMRC fleet to the Workforce Development office for their use. GMWD would provide the insurance and upkeep for the vehicle, pending approval of the GMRC Board.

Chair Gibby opened the floor for a vote on accepting the car pending approval of GMRC Board.

Dr. John Raber made the motion.
Seconded by Mike Berg.
Motion passed unanimously.

Eligibility Manual Policies and Procedures – John Phillips informed the Board that they are currently working on the Eligibility Manual and the On-the-Job Training Procedures and hope to have them ready by the next board meeting.

Missing Check Certification – Chair Gibby informed the Board a copy of the missing check certification form was giving to them in their packet and was also e-mailed to them prior to the meeting. This form needs to be approved.

Motion was made by Bill Chafin to approve.
Mike Berg seconded motion.
Motion passed unanimously.

Nomination and Elections

Secretary/Treasurer – Chair Gibby asked for nominations for Secretary/Treasurer. Pat Freeman nominated Deborah Mack for Secretary/Treasurer. Dr. John Raber seconded motion. No objections were made. Motion to close nominations was made by Danny Lewis. Motion passed unanimously.

New Board Member – Chair Gibby informed the Board of a new member, Dean Scarborough. Mr. Scarborough was unable to attend today's meeting. He will be representing the private sector for Stephens County.

Chair Gibby referenced the Overview Schedule included in their handouts and encourage each Board member to attend an overview session.

Old Business

Comprehensive Plan – Chair Gibby informed the Board that the Comprehensive Plan needed to be approved. Pat Freeman commented that on page 33, the last paragraph needs to be omitted from the plan. This contains outdated information.

Charlie Auvermann made a motion to approve the plan with the exception of the correction to be made on page 33.
Mike Berg seconded the motion.
Motion passed unanimously.

John Phillips asked for the Board's approval of raising the Self Sufficiency Policy from 175% of the poverty level to 200%. He explained the need for the increase to the Board. He stated some people that really need help are not qualifying due to the current requirements.

Mike Berg made a motion to raise the level from 175% to 200% of the poverty guidelines.
Dr. John Raber seconded.
Motion passed unanimously.

Financial Update

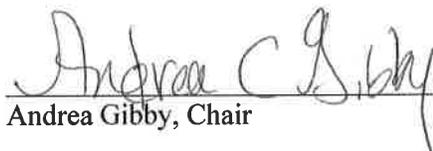
Nona Turk, Billing Specialist gave a financial update and provided the Board with the requested ITA contribution spreadsheet by county. She explained the spreadsheet to the Board.

Meeting Calendar

The meeting for March 29, 2012 will be postponed to the next scheduled meeting of June 28, 2012.

Adjournment

Chair Gibby adjourned meeting.


Andrea Gibby, Chair


Deborah Mack, Secretary