

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
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May, 31, 2012

Minutes

The Georgia Mountains Workforce Investment Board (GMWIB) met in a called meeting May, 31, 2012 at 4:15 pm. Handouts were made available as visual aids. A sign-in sheet was distributed and the following were present:

**Members Present**

Audrey Turner  
Angela Whidby  
Charlie Auvermann  
Mike Berg  
Connie Smith  
Dale Harrell  
David Cagle  
Deborah K. Mack  
Dr. John Raber  
Dean Scarborough  
Mitch Griggs  
Pat Freeman  
Stanley Darnell  
Tim Bala  
W. Danny Lewis  
William (Bill) Chafin  
Rex Farmer  
Sam Norton  
Will Wade

**Staff**

Diana Eddins-Wiggin  
Diane Jackson  
Jessica Williams  
John Phillips  
Nona Turk  
Niki Duncan  
Samantha O'Day

**Guest**

Michael Melton (for Travis Turner)

**Call to Order/Welcome**

Will Wade, WIB Vice-Chair called the meeting to order. He expressed Board Chair Andrea Gibby's apology for being unable to attend the meeting. He welcomed the attendees to his hometown of Dawsonville. A roll call was completed and a quorum was established. A proxy form was received for Clark Willingham. Vice-Chair Wade turned the meeting over to John Phillips, Workforce Development Director.

**New Business**

**Mobile Unit-** John stated that WD had recently received money from the Georgia Department of Labor that must be spent by June 30, 2012. Nona Turk, Billing Specialist explained this amount of money and stated WD currently has \$804,433.80 to be spent by June 30, 2012. John explained the amount of money that was received from the Department of Labor was \$1,007,594.22. The difference in the two totals was returned for a grant to be expensed by June 30, 2013.

John Phillips explained the WD needs authorization from the Board to purchase two Mobile Career Resource Center / Computer Training Labs. John stated one of the units would be housed in Blairsville, due to the Blairsville Career Center recent closing. This would also allow WD staff to continue to serve our customers in the mountain region. The second unit would be used in the remaining counties. The cost of the smaller unit is \$250,000 and \$295,000 for the larger unit. The large unit would have nine computer stations and an interview room. It would be housed in Dawson or Hall County at a school bus shop. John stated WD would like to hire someone through the senior center to drive the units. They would be used to go to plant closings and schools to administer assessments, conduct interviews, and sign customers up for services.

Danny Lewis stated by having one above the mountain, it would work with the northern part of the region and would prevent the unit from traveling across the mountain every day.

Charlie Auvermann asked if there were any federal requirements to allow for bids and having to accept the lowest bid. John explained that WD must complete a Request for Proposal (RFP). The Department of Labor previously stated that WD would be allowed a three week period to do this and also allow time to make the purchase by June 30<sup>th</sup>.

Dale Harrell inquired about maintenance for the vehicles. John stated WD would be getting the same amount of money this year that was received last year. Vice-Chair Wade stated the mobile units could also be used in conjunction with the On-the-Job-Training (OJT) program. In regards to the questions about maintenance, Danny Lewis replied that the Superintendent of Dawson County Board of Education had been contacted and had agreed to allow us to park the vehicle at their facility and would be glad to be considered for maintenance on an as-needed basis and would bill for their services. He also stated that WD would have gas cards so staff wouldn't have to pay out of pocket for gas.

Dale Harrell inquired about the cost of insurance. John stated that WD would get this information and send it out to the Board. Vice-Chair Wade requested that the annual cost for insurance, maintenance, and also a budget for fuel expense be sent to the Board.

John stated that WD needs the Board's permission to allow them to do a RFP and also allow the Executive Committee to make the final decision on purchasing the Mobile Units.

Sam Norton made a motion to authorize WD to do a RFP and to allow the Executive Committee to make the final decision.

Bill Chafin seconded motion.

Motion passed unanimously

**Growth and Demand** – Consideration to add Culinary to the Growth and Demand Occupations and to discuss Cosmetology was next on the agenda. John explained that WD sent our current Growth and Demand list to people in the field, Economic Development Directors, and Career Center Managers within our thirteen county area. Responses indicated that Culinary and Cosmetology should be added to the list of Growth and Demand Occupations. Charlie Auverman stated these programs are offered at the technical schools, and if there wasn't a demand, then the schools wouldn't be offering the programs. Vice-Chair Wade stated that with working in the banking industry, he has several customers that have various size businesses in the cosmetology field and feels that cosmetology could be utilized in this region. Danny Lewis asked, if he was correct in saying that Department of Labor does not recognize cosmetology because it is not long term. John Phillips explained this program is recognized by Department of Labor, but wasn't recognized by this Board. The programs were discussed at length by the Board.

Mitch Griggs made the motion to add both Culinary and Cosmetology.

Charlie Auvermann seconded motion.

Motion passed unanimously.

## **Other**

**New Staff** – Diana Eddins-Wiggin introduced Niki Duncan as the new OJT Program Coordinator and explained her responsibilities. Niki then gave a brief personal introduction to the Board.

Jessica Williams, Youth Supervisor introduced Samantha O'Day, Youth Intake Program Assistant. Samantha gave the Board a brief introduction and past work experience.

**Youth update** – Vice-Chair Wade asked that due to time restraint, John and his staff e-mail the Board regarding updates on the Youth program.

John also asked permission to allow one employee to go to Blairsville two days a week. There are three offices which could be utilized in Blairsville.

Dale Harrell made motion.  
Angela Whidby seconded.  
Motion passed unanimously.

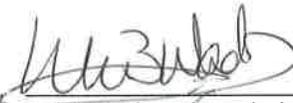
### **Financial Update**

Nona Turk explained the financial information and worksheet which was distributed to all Board members. She asked if anyone had questions to please e-mail her.

Dale Harrell inquired as to the status of the GED program for the prison system. This item was tabled at the previous meeting. Vice-Chair Wade suggested that it be untabled and discussed at our next meeting on June 28<sup>th</sup>, 2012.

### **Adjournment**

Sam Norton made motion to adjourn.  
Angela Whidby seconded motion.  
Motion passed unanimously.



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Will Wade, Vice Chair



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Deborah Mack, Secretary