

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

Minutes Summary

The Georgia Mountains Workforce Investment Board (GMWIB) met on September 27, 2012 at 3:30pm. The meeting was held at North Georgia 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 is 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 the Computer Information System programs. Chair Gibby asked for a motion to add this 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. After discussion, Will Wade made a motion to approve 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. Charles 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 Training Program- Niki Duncan, OJT Coordinator gave a brief explanation of OJT Policies and Procedures. After detailed discussion, Dale Harrell made the motion to approve the On the Job Training Program. Charlie Auvermann seconded, motion passed unanimously.

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. She stated that the 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.

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.

Financial update

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

Adjournment

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