

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
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**January 28, 2016**

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on January 28, 2015 at 3:30 PM. The meeting was held at Toccoa Falls College located at 107 Kincaid Drive, Toccoa Falls, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

**Members Present**

Charlie Auvermann  
Tim Bala  
Mike Berg  
Thomas Bridges  
David Cagle  
Bill Chafin  
Rex Farmer  
Andrea Gibby, Chair  
Mitch Griggs  
Peter Hill  
Tony Hoyle  
Mark Ivester  
Danny Lewis  
Deborah Mack  
Ken Schubring  
Danette Smith  
William Wade

**Staff**

Nona Turk  
Diane Jackson  
Jessica Williams  
John Phillips  
Dawn Bruce

**Guest**

George Nolan  
Ricky Carter  
Michael Melton (attended for Travis Turner)

**Call to Order/Welcome**

Andrea Gibby, Chair, called the meeting to order and welcomed the attendees. She stated that a quorum was established, however, there was not two thirds present and therefore the Board would not be able to vote on the By-Law changes. Chair Gibby stated that the By-Laws would be moved to the last item on the agenda in order to allow time for other Board members to arrive. She thanked everyone for their attendance.

**New Business**

**By-Law Changes (Moved to the end of Agenda)**

### **New Training Provider Application (Woodruff Medical)**

Jessica Williams, Youth Case Manager Supervisor, directed the Board to their handouts. Woodruff Medical School submitted an application to become an approved provider for the Medical Assisting program. The facility is located in Gainesville, GA. The cost of tuition was \$3503.00 and books and supplies are \$1497.00 which makes the total cost to be \$5000.00. GMWD staff had questions on the school's performance numbers and therefore contacted the school. The performance information was referenced in the handouts. The school is on the State's approved provider list for DeKalb County. A list of the financial aid assistance that the school offers was also included. GMWD staff recommends approving Woodruff Medical on a trial basis serving a maximum of five students. Mitch Griggs asked if the customers receive the same training as at the Technical schools? John Phillips, WD Director, explained that customers could complete the training at a faster rate, however, they would still receive a Medical Assisting Certificate. Mike Berg made a motion to approve Woodruff Medical as a Provider for GMWD. Will Wade second and motion passed unanimously.

### **Comprehensive Plan Committee**

Chair Gibby informed the Board that the WIOA Plan should be completed by June 2016. WD would need volunteers to be on the Comprehensive Plan Committee. Will Wade, Mike Berg, Deborah Mack, Charlie Auvermann and Bill Chafin all volunteered to be on the Committee. John Phillips would be in contact with the Committee volunteers.

### **Financial and Quality Assurance Programmatic Monitoring**

John Phillips stated that the Georgia Department of Economic Development (GDEcD) completed an online Audit for the financial review. For programmatic, GDEcD reviewed about twenty-five adult, dislocated, and youth files. GMWD received a very good review with no findings or observations. All WIOA areas in the State are reviewed annually. John stated that WD staff had done a very good job in preparing for the audit. Danny Lewis, Executive Director also thanked the WD staff for the good job that they have done.

### **Data Validation Review**

John Phillips informed the Board that on January 7<sup>th</sup> and 8<sup>th</sup> of the same week of the Audit, WD also had a Data Validation review. For the Data Validation review, they check to make sure the information in the computer matches the information in the customer's files. In this review, WD only had one finding of a date not matching.

### **Youth Program Update**

Jessica Williams, Youth Case Manager Supervisor, directed the Board to the handouts which showed the total number of youth being served and explained that next year the numbers will be different due to the WIOA requirements to serve more Out of School Youth.

Will Wade stated that the schools in the GMWD area would be receiving more funds to be able to assist more In School Youth.

## **Re-Entry Accountability Court Transition (REACT)**

John Phillips explained that the REACT Program is a program that the Governor put together for Hall and Dawson Counties. For Hall County, GMWD is working with the Hall County Correctional Facility to assist the inmates with training in order for them to be able to get a job when they are released from jail. This is a trial program for the entire State. John also explained that WD was working with Lee Arrendale assisting transition inmates in receiving training. WD currently has nine ladies attending the welding program through NGTC.

Danny Lewis asked if the GED numbers for the Regional Detention Center had changed. Jessica Williams stated that WD has had eleven people obtain their GED.

## **Regional Sector Strategy Training**

Chair Gibby explained that GDEcD would be hosting Sector Strategy Training which would be for industry sectors. The training will be held at Brasstown Valley Resort on February 29<sup>th</sup> thru March 1<sup>st</sup>. GDEcD would be requiring a representative from WIOA, Wagner-Peyser, Adult Education, Vocational Rehabilitation, a community based leader, and an industry leader to attend the training. GMWD has several representatives that have already committed to attend. John Phillips stated that for WIOA, each Area was required to have at a minimum of three sectors. For GMWD, the three industry sectors are medical, manufacturing, and logistics. GMWD has received industry growth information for the State. The State uses the Burning Glass system to compile the information for each WIOA area.

## **Performance**

Chair Gibby directed the Board to their handouts that showed GMWD PY15 first quarter performance. The information showed that GMWD was exceeding in all measures. Also included was information that showed the enrolled individuals by the 13 counties that WD serves. Danny Lewis stated that since GMRC had taken over the program, the numbers have improved and GMWD was serving people in all of its 13 counties.

## **Budget**

Nona Turk, Billing Specialist, directed the Board to the Financial Report in their handouts. The Adult funding balance was \$226,712.14, the Dislocated Worker balance was \$1,122,044.44, the Youth balance was \$1,777,937.42 and Rapid Response was \$125,509.74.

## **By-Law Changes**

Chair Gibby stated that there was not enough members present to vote on the By-Laws. She asked for a motion to table the By-Laws until the next Board meeting. Charlie Auvermann made the motion to table the By-Laws. Bill Chafin seconded and motion passed unanimously.

Chair Gibby suggested having a called meeting to be able to approve the By-Laws. After some discussion, it was suggested to have the meeting in February on the same day as the GMRC scheduled meeting which would be February 25, 2016 at 5:45pm. Charlie Auvermann made a motion to have a called meeting in February. Peter Hill seconded motion and motion passed unanimously.

Chair Gibby suggested that the GMWD Board change their meeting time to 4:00pm.

## **Old Business**

### **Approval of Minutes**

Will Wade made a motion to approve the October 29, 2015 minutes as written. Rex Farmer seconded and motion passed unanimously. Bill Chafin made a motion to approve the attendance from October 29, 2015 Board meeting. Charlie Auvermann seconded and motion passed unanimously.

### **Continued Discussion of By-Laws**

Danny Lewis suggested that the members that were not in attendance be announced and that someone contact them to let them know about the upcoming called meeting. John Phillips stated that Lee Alexander, Tammy Caudell, Chris Dockery, Greg James, Pat Freeman, Cassandra Hunter, Sam Norton, Tom Oliver, Dr. Ray Perren, Sammy Reece, Janice Riley, Robert Long, Travis Turner and Mary Wareham were not in attendance at this meeting. Chair Gibby suggested that an e-mail be sent out several times explaining that twenty-one members would need to attend to be able to vote on the By-Laws.

Mike Berg asked how many members were required to be present to vote on the By-Laws. John Phillips explained that two thirds are required to be present. Therefore, for GMWD Board twenty-one members were needed. Mike Berg suggested that the Board vote off the members that have not attended four consecutive meetings. Mitch Griggs stated that Tammy Caudell had asked to be removed from the Board.

Mike Berg made a motion to remove Tammy Caudell from the GMWD Board. Mitch Griggs seconded and motion passed unanimously.

After a detailed discussion, Chair Gibby asked for a motion to remove Tom Oliver, Janice Riley, and Mary Wareham due to lack of attendance of three or four consecutive meetings. Bill Chafin made a motion to remove these three members from the Board. Mike Berg seconded the motion and motion passed unanimously.

Charlie Auvermann made a motion to resend the previous motion to table the By-Laws based on the fact that there was now a quorum and to consider the approval of the By-Laws with the vote being contingent upon having a proper quorum. Will Wade seconded the motion and motion passed unanimously.

Mitch Griggs made a motion to approve the By-Laws as written. Charlie Auvermann seconded and motion passed unanimously.

Danny Lewis stated that the WD office location lease agreement runs out on December 31, 2016. He would like to recommend that staff could have the authority to start looking for another location. Mike Berg stated that this item would have to be a LEO vote. Danny stated that he would like the approval from the WD Board with the understanding that the LEO would make the final vote of approval.

Mitch Griggs made a motion to modify the agenda and to add the voting item to allow Danny Lewis, John Phillips, and staff to start looking for a new office location for the WD Department to be housed. Will Wade seconded the motion and motion passed unanimously.

## **Adjournment**

Bill Chafin made a motion to adjourn, Will Wade seconded and motion passed unanimously. Meeting ended at 4:45pm.