

GEORGIA MOUNTAINS REGIONAL COMMISSION
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT
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April 21, 2016

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMRCWDB) met on April 21, 2016 at 4:00 PM. The meeting was held at the Funopolis Family Fun Center located at 40155 Hwy. 441, Commerce, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

Members Present

Charlie Auvermann
Bill Chafin
Mitch Griggs
Cassandra Hunter
Mark Ivester
Robert Long
Deborah Mack
Mary Ellen Meddiratta
Dr. Ray Perren
Ken Schubring
Danette Smith

Staff

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

Guest

George Nolan
Ricky Carter

Call to Order/Welcome

Board Secretary Deborah Mack called the meeting to order and welcomed the attendees. She informed the Board that due to the absence of the Board Chair and Vice Chair, she would be facilitating the meeting. A quorum was established.

Secretary Mack stated that the agenda was sent out to the Board. The agenda had been amended to add New Projects, Apprenticeships, and therefore a motion would be needed to approve the amended agenda. Mitch Griggs made a motion to approve the agenda with the amendment of the New Projects, Apprenticeships. Dr. Ray Perren seconded and motion passed unanimously.

Secretary Mack welcomed new board members, Cassandra Hunter, Job Corp and Robert Long with the Cumming-Forsyth County Chamber of Commerce. The Board was informed that Georgia Mountains Workforce Development (GMWD) would be sponsoring a Job Fair in Towns County to be held at the

Towns County Recreation and Conference Center on May 11, 2016. An informational flyer was handed out to the Board.

Also, Secretary Mack had the opportunity to attend the Lee Arrendale Welding Graduation Ceremony last week on Thursday, April 14th. Nine participants completed and graduated the welding program and now would have the opportunity to become productive citizens and would be making big bucks! Pictures of the graduation ceremony were passed around for the Board to view.

New Business

Board Training

Secretary Mack informed the Board that Board Chair Andrea Gibby had requested that Board Training be an ongoing topic on the agenda. Chair Gibby would like to provide the Board with training on a different Workforce Innovation and Opportunity Act (WIOA) topic at each meeting. Some of the topics would be Local Governance, Strategic Plan and Board functions. John Phillips, GMWD Director explained that the training would start at the next meeting.

Bylaw Changes

Secretary Mack explained that due to lack of board members present we are unable to vote on the By-laws changes. She stated that this would make three consecutive meetings that we were unable to vote on the Bylaws. John Phillips stated that GMWD would like to have a called meeting sometime next week to be able to vote on the Bylaws. John asked if North Georgia Technical College in Clarkesville would be convenient for everyone. Mitch Griggs stated that there would be a Manufacturing Forum at NGTC on Wednesday and asked if WD Board could meet before or after that meeting. John Phillips stated that he would check and would e-mail the Board on the time and place of the meeting.

Request for Comprehensive Plan Consultant Grant

John Phillips explained that the Comprehensive Plan is due June 30, 2016. He stated that WD has already had two partner meetings. The Georgia Department of Economic Development (GDEcD) Workforce Division has offered each local WD Area up to \$25,000.00 to assist in their regional planning process. John stated that GMWD is asking that the Board allow them to apply for the grant. Bill Chafin made a motion to allow WD Director to apply for the \$25,000.00 grant. Ken Schubring seconded and motion passed unanimously.

Procedure for Request for Proposal (RFP)

GMWD would like the Board's approval to allow the Executive Committee to approve any future non-program RFPs. RFPs can be time sensitive. Mitch Griggs made a motion to allow the Executive Committee to review future non program RFPs and then bring to Board for the final decision. Bill Chafin seconded and motion passed unanimously.

Request for Proposal (RFP) for Consultant

Secretary Mack stated that GMWD is seeking approval to place an RFP for a Consultant on the GMWD website to assist with the WIOA plan writing. Mitch Griggs made a motion to allow GMWD to place an RFP for a Consultant on its website. Mark Ivester seconded and motion passed unanimously.

Request for Proposal for Youth

John Phillips stated that under WIOA, all youth services are required to be competitive procured. Jessica Williams, Youth Case Manager Supervisor explained that GMWD has released a generic RFP for Innovated Out-of-School Youth Services Programs. If GMWD sees that it would be better to provide these services in house, then GMWD would be allowed to provide the services. GMWD has never had to procure service before, this is a new experience. However, GMWD is excited to see the RFPs that may be received from this procedure. The RFPs would be received by Jessica Williams, and then would be reviewed by John Phillips and staff as well as the Youth Committee. If the RFP meets the criteria, it would then be presented before the WD Board for approval. Jessica informed the Board that she brought a copy of the RFP, if anyone would like to review it. Mitch Griggs asked what type of services was needed. Jessica explained that the services could be any of the required youth elements that GMWD are required to offer. The age group would be 16 to 24 and Out-of-School.

Youth Committee Members

GMWD asked for approval for two new Youth Committee members. Paul Sweeney, Lead Facilitator with the Cornelia Goodwill Office and Maria Calkins, Resident Services Coordinator with Gainesville Housing Authority. A list of the current Youth Committee was included in the handouts. Bill Chafin made a motion to approve the two new Youth Committee members. Mitch Griggs seconded the motion and the motion passed unanimously.

Disability Committee

WIOA required that the Board have a Disability Committee. John Phillips explained that a total of three members would be sufficient. He explained that having a Disability Committee would allow GMWD to better assist customers with disabilities. Board member Mary Ellen Meddiratta with Vocational Rehabilitation volunteered to be on the Disability Committee. Deborah Mack asked if the members had to be members of this Board or could you go outside of the Board. John explained that GMWD could go outside the Board for members. Mary Ellen stated that she could recruit some individuals from Vocational Rehabilitation's committee members.

Budget

Nona Turk, Billing Specialist directed the Board members to the spreadsheet included in their packets. She stated that the amounts are through March 31. GMWD currently has one million six hundred and ninety-three thousand that needs to be spent by June 30, 2016. GMWD has sent a request to the GDEcD Workforce Division to transfer dislocated worker funds to the adult grant. The amount of dislocated worker funds that GMWD had requested to be transferred would be \$850,000.00

New Project (Apprenticeships)

John Phillips explained that the Apprenticeship Program had been approved by the United States Department of Labor (USDOL). Now any company could utilize apprenticeships. In conjunction with the GDEcD Workforce Division and Lanier Technical College, GMWD supported the development of the IMS Gear Mechatronics USDOL Registered Apprenticeship program. The program would be a four year program and include a Metals Boot Camp, an Electrical Boot Camp and an Associate's Degree in Industrial Systems Technology. The training plans would be available to all businesses in our 13 county area interested in replicating the Apprenticeship Program. Initially, IMS Gear would have four apprentices. Following guidance from the GDEcD Workforce Division, GMWD's investment in launching the program would be expected to be \$167,000.00 using both Adult and Youth funding. Going forward, GMWD anticipates funding apprentices at the current ITA rate of \$10,000.00 per participant for two years and implementing a cap of total participants in apprenticeships per program year. After a detailed discussion, Charlie Auvermann made a motion to move forward with the Apprenticeship Program with the limits that had been set. Mitch Griggs seconded and motion passed unanimously.

Old Business

Approval of Minutes

Bill Chafin made a motion to approve the minutes as written from the January 28, 2016 Board meeting. Ken Schubring seconded and the motion passed unanimously.

Adjournment

Bill Chafin made a motion to adjourn. Mitch Griggs seconded and motion passed unanimously. Meeting adjourned at 4:45PM