

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
2481 HILTON DRIVE, SUITE 8 ♦ GAINESVILLE, GEORGIA 30501  
PHONE (770) 538-2727 FAX (770) 538-2730  
**July 28, 2016**

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on July 28, 2016 at 4:00 PM. The meeting was held at the Union County Community Center located at 129 Recreation Road, Blairsville, GA 30512. 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  
Thomas Bridges  
Bill Chafin  
Pat Freeman  
Andrea Gibby, Chair  
Mitch Griggs  
Mark Ivester  
Robert Long  
Deborah Mack  
Mary Ellen Mendiratta  
Sam Norton  
Ken Schubring  
Danette Smith  
William Wade

**Staff**

Nona Turk  
Diane Jackson  
Diana Eddins-Wiggin  
Jessica Williams  
John Phillips  
Stephanie Stringer  
Heather Feldman  
Cheryl Smith  
Danny Lewis

**Absent Members**

Lee Alexander, Mike Berg, David Cagle, Chris Dockery, Peter Hill, Tony Hoyle, Cassandra Hunter, Greg James, Dr. Ray Perren

**Call to Order/Welcome**

Will Wade, Vice Chair, called the meeting to order and welcomed the attendees. Vice Chair Wade will be conducting the meeting until Chair Gibby arrives. There was not a quorum present at the beginning of the meeting. However, there were items of discussion that did not require a vote. New Georgia Mountains Regional Commission, Workforce Development (WD) staff member, Stephanie Stringer was introduced.

## **New Business**

### **New Board Members**

Mike Berg, Bill Chafin, Pat Freeman, and Mitch Griggs were reinstated on the WD Board and have signed a new Conflict of Interest Provision.

### **Comprehensive Plan**

GMRC Workforce Development put out a Request for Proposal (RFP) for the WIOA Comprehensive Plan and only received two proposals. The WD Executive Board met on June 2, 2016 and Hopkins Associates were chosen to prepare the Plan. A draft plan would be due to the Georgia Department of Economic Development Workforce Division (GDEcD) on August 31, 2016. The final Board Approved Plan would be due on September 30, 2016. WD would need an additional Board meeting to approve the Plan. Hopkins Associates is in the process of gathering Partner information for the Plan. The Plan will be posted on the website for review and the Board will be notified once the Plan is posted.

### **WIOA Final Rules**

The WIOA Final Rules were released on June 30, 2016. The Rules are a 1500-page document. WD staff has started the process of reading the Final Rules. A summary of the Final Rules were included in the Board packets. John Phillips, WD Director explained that WIOA went into effect on July 1, 2015 and WD just now received the Final Rules. Will Wade suggest that once the rules had been read and if there were any changes that might affect WD, the Board would be informed of the changes.

### **By-Law Changes**

Moved to the end of the Agenda and would be addressed when a quorum is established.

### **Memorandum of Understanding (MOU)**

WD originally signed a MOU with WIA Partners when GMRC took over the Program. The State recommended that all of the WIOA areas extend their current MOU until June 2017. At that time, the One-Stop would be finalized and WD would be able to create a new MOU.

Vice Chair Wade welcomed Board Chair Andrea Gibby to the meeting and yielded the floor to her. Chair Gibby stated that the Board needed one more member for a quorum. Therefore, we would continue the discussion items to allow other members time to arrive.

### **Partner Meetings**

Since February, John and his team have been holding Partner meetings. The purpose for these meetings was to build a better relationship with the Partners and to see how WD might be able to share services and possibly share office space with the required Partners. Chair Gibby participated in one meeting and hopefully would be attending again. John stated that in the WIOA Law, all of the Core Partners are required to be co-located. All Partners have to be co-located to make a true One-Stop. The intention would be when customers come into the office, if WD could not assist the customer, WD would direct them to the Partner that would assist their needs. Mark Ivester, North Georgia Technical College President, stated that "Shelby Ward had been attending the Partner meetings". Mitch Griggs asked if WD

was trying to create a One-Stop at the WD office. John stated that a RFP would have to be released for the One-Stop. Bidding out the One-Stop was one of the biggest changes with WIOA. Charlie Auvermann asked if WD would have to hire someone to be at the One-Stop. Chair Gibby explained that the next topic on the Agenda was the office location. The reason for the partner meetings was to start this discussion. One of the locations was Gainesville. WD has looked at a building where others are already located. There was space available at the Gainesville Career Center (GCC). Mike Berg, Dean Scarborough, John Phillips, Danny Lewis, Heather Feldman and Chair Gibby toured the Gainesville Career Center. Chair Gibby explained that WD was hoping to have enough information to present to the Board however; WD has not received the rental cost but has received a diagram of possible office locations in the building. Pat Freeman explained that originally with WIA everyone did not have to be co-located every day of the week, some people would be part time. Chair Gibby explained that under WIOA, WD is required to be at the same One-Stop location.

### **Office Location**

John Phillips presented a diagram of the Gainesville Career Center (GCC) to the Board. The diagram showed the offices and the cubicles that would be available. He explained that WD has not received the amount of the rental cost. A hand out was given to the Board that listed the office needs for WD. There was plenty of customer parking and spaces available for staff parking. The GCC has two meeting rooms in the front of the building. It also has a conference room that would seat at least 20 people. There was a specific area that was designated for businesses. Vocational Rehabilitation is currently located at the GCC. One of the pros for WD would be the utilization of the Department of Labor GCC's receptionist which would free up the WD receptionist from answering the phone all the time. This would make the Intake process faster for WD. The building is owned by the Gainesville Hall Development Authority. Danny Lewis stated that the first time that he visited the office, Mark Winters, GCC Manager stated that he was told by the State to make this happen. Danny explained that WD needs to know what it would cost. If this move does not happen, then WD would be back at ground zero. The current WD lease expires at the end of this year. He feels this move would be a good fit for WD. Vice Chair Wade stated that with only seventeen offices available, WD would not be able to expand. Chair Gibby stated that had been discussed and the lease would be a three year, one year renewable lease up to three years. Charlie Auvermann asked when the move would happen and does WD have other options. Chair Gibby stated that she made it clear that the WD Board needs to be able to make a decision no later than September. WD would need time to be able to move. The Department of Labor's (DOLs) finance person has not attended any of the meetings. There have been very specific questions that were developed and these questions have been sent to Russell Gable with DOL. John stated that the wiring was already in place at the GCC. Charlie Auvermann stated the WD needs to have a time line and another place lined up by the end of August just in case this option does not work out. John stated that WD has looked at two other locations. Neither of the locations would work for WD. Danny stated that they have reviewed all of the available buildings that have been sent to them. Chair Gibby stated that she was hearing the Board say, that WD needs to have a backup plan in case the GCC does not work out. Mitch Griggs made a suggestion to call Caldwell Bank to see if they have any office buildings available. Charlie Auvermann made a recommendation that if WD does not have everything finalized by the end of September, then WD needs to look for other options. Will stated that WD needs to have information back from DOL by the end of August.

### **Youth Program Contracts**

Jessica Williams, Youth Case Manager Supervisor explained that the WD Youth Department sent RFP out for the Out of School Youth Program. WD now has contracts with North Georgia Technical College,

Lanier Technical College, and Athens Technical College for the Adult Literacy's GED Career Pathways Program.

**Chair Gibby stated that several Board members had arrived and a quorum was now established.**

### **Supportive Service Policy**

Diana Eddins-Wiggin explained that the GDEcD made some important changes to the Supportive Services Policy which went into effect July 1, 2016. Therefore WD is required to make changes to our Procedures and Policies. One of the changes ends the cap for waivers. The funding stream cap has also increased to 35%. WD would like to change our travel policy for the under ten miles a day to \$5.00 a day. Will Wade made the motion to approve the supportive service policy updates. Deborah Mack seconded and motion passed unanimously.

### **Regional Sector Strategy**

John Phillips stated that WD would be working with the Technical Colleges for the Regional Sector Strategies.

### **By-Law Changes**

Chair Gibby explained that the By-Laws had been posted on the website and emailed to the Board for their review. Charlie Auvermann made a motion to approve the By-Laws. Bill Chafin seconded and motion passed unanimously.

### **Manufacturing Summit**

WD would be working together with North Georgia Technical College and sponsoring the Manufacturing Summit.

### **Performance**

Chair Gibby informed the Board that WD performance numbers showed that WD is exceeding performance. The performance information was included in their handouts.

### **Budget**

Nona Turk, Billing Specialist stated that all of PY14 and FY15 funds had been expended. There were some leftover Youth funds; however this was due to all of the required Youth Program changes. Nona introduced GMRC staff member Cheryl Smith, Finance Assistant to the Board. This was her first time attending a WD Board meeting.

## **Old Business**

### **Approval of Minutes**

Bill Chafin made a motion to approve the minutes from the April 21, 2016 Board meeting. Deborah Mack seconded and motion passed unanimously. Charlie Auvermann made a motion to approve the minutes from May 11, 2016. Sam Norton seconded and motion passed unanimously.

Chair Gibby stated that the Board would need to have a called meeting in September to vote on the new Plan. The Plan would be posted on the website for the Boards review once completed. The Board discussed meeting at NGTC on September 22, 2016 at 4:00PM.

### **Adjournment**

Will Wade made a motion to adjourn, Deborah Mack seconded and motion passed unanimously.