

GEORGIA MOUNTAINS REGIONAL COMMISSION  
WORKSOURCE GEORGIA MOUNTAINS  
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September 22, 2016

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMRCWDB) met for a called meeting on September 22, 2016 at 4:00 PM. The meeting was held at North Georgia Technical College located at 1500 Hwy 197 North, Clarkesville, GA 30523. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

**Members Present**

Tim Bala  
Mike Berg  
Thomas Bridges  
David Cagle  
Bill Chafin  
Chris Dockery  
Pat Freeman  
Andrea Gibby  
Tony Hoyle  
Cassandra Hunter  
Robert Long  
Deborah Mack  
Mary Ellen Mendiratta  
Sam Norton  
Dr. Ray Perren  
Ken Schubring  
Danette Smith

**Staff**

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

**Guest**

Benjie Hopkins  
Marsha Hopkins

**Absent Members**

Lee Alexandra, Charlie Auvermann, Mitch Griggs, Peter Hill, Mark Ivester, Greg James and William Wade.

**Call to Order/Welcome**

Board Chair Andrea Gibby called the meeting to order and welcomed the attendees. A quorum was established.

## **New Business**

### **Comprehensive Plan**

Chair Gibby stated that Benjie and Marsha Hopkins with Hopkins Associates completed the Workforce Innovation and Opportunity Act (WIOA) Plan. Hopkins Associates explained the process of the development of the Plan. Mr. Hopkins informed the Board that the WIOA Plan had been on the website for approximately 30 days and he hoped the Board had the opportunity to review the Plan. He gave an introduction of himself stating that he was in private industry for the last twenty years working in management with Hitachi; he also worked with a bank in Gainesville and a hardware distributor. Hopkins Associates started the process of developing the Plan by meeting with the WorkSource Georgia Mountains staff and with John Phillips' leadership they were able to make a pathway for the things they needed to do. A list of people that they wanted to meet with was developed and they met with a total of sixty individuals. Hopkins Associates visited all thirteen counties and met with local elected officials, WIOA partners, educators, Industry representatives, union representatives, farmers, veterans, youth program representatives, economic development directors, chamber of commerce and people that were out looking for jobs. One topic that kept coming up in the meetings was soft skills. They gathered information from everyone which helped to have the correct information in developing the WIOA Plan. Benjie directed the Board to the cover page of the Plan. He informed them that the picture on the cover was a picture of a gear which symbolized representing the value of working together with industry and partners to make a stronger region. Marsha stated that in the past she had worked with the program for fourteen years. Marsha felt that with her background, she would be qualified to help develop the plan. She stated that WorkSource Georgia Mountains had employers in the region that are seeking qualified individuals and had individuals that need skills and training to become employed. Therefore, what she saw this being was linking the two entities. She was pleased to say that with performance goals and the Board and Staff, the Program is being successful and people are being employed. Marsha explained that some of the documents that were referred to in the Plan were documents from the University of North Georgia, Department of Labor, and the Georgia Department of Economic Development, Workforce Division. There are hyperlinks throughout the Plan in which you could access these documents. There are also icons that you can click that would take you directly to the section of the Plan. The Plan is an interactive online document, easily accessible, and would also be easy to update. Marsha stated that the WIOA program was the link between employers and those that were seeking employment. Hopkins Associates also visited Cindy Auvermann's at risk Youth program. While they were there, the youth were using a 3D printer that printed the gears which Hopkins Associates mailed to everyone that they had met with and helped in the development of the Plan. Marsha thanked WD for the opportunity in helping to develop the Plan. Chair Gibby thanked Hopkins Associates and asked the Board if there were any questions. There being none, Mike Berg made a motion to approve the WIOA Comprehensive Plan. Chris Dockery seconded and motion passed unanimously.

### **Dental Careers Institute**

WorkSource Georgia Mountains received a training provider application from the Dental Career Institute. Jessica Williams directed the Board to their handouts. Jessica explained the provider is located at 3823 Roswell Rd, Suite 104, Marietta, GA and was established in 1986. The type of training they offer is Dental Assisting. The training is for ten weeks and the cost is \$3,773.00. The training provider is currently on the State approved list for Cobb County. The handout also showed a program comparison for Lanier Technical College and Athens Technical College. The students at Dental Careers Institute would only receive a Radiology Certificate upon competition. They will not be a certified Dental Assistant. The distance from our area to the training facility could be an issue due to the commute and the cost of transportation. After the staff's review, the recommendation was this provider would not be a beneficial

provider for the Georgia Mountains Area. Ken Schubring asked if the students would have any credits that would carry over. Dr. Perren stated that Lanier Technical College would not accept credits from this training provider. Bill Chafin made a motion to accept the staff's recommendation to not approve the Dental Career Institute. Deborah Mack seconded and motion passed. Dr. Perrin sustained from the vote.

## **Office Location**

Chair Gibby stated that in the July Board meeting, WD had a building site that was proposed. At that meeting the Board recommended that WD seek other building sites to have in the event that WD did not hear back from the proposed site within a reasonable amount of time. Therefore, John and Heather Feldman had put in a lot of time and obtained another site. John explained that at the previous meeting WD had proposed the Department of Labor's (DOL) Gainesville Career Center. The second option building site in which John and Heather was able to locate was a building located at Sherwood Plaza in Gainesville. John directed the Board to the handouts that showed an aerial photo of the location and a diagram of the office showing the number of offices and the layout. A spreadsheet showing the cost breakdown per square footage and comparison of all building sites were also provided. Chair Gibby stated that she had visited this building site and this site was in a good location and would be easily assessable. Heather stated that at the previous Board meeting John had proposed the DOL Gainesville Career Center to the Board. DOL gave WD a price of \$13,319.00 a month for less square footage. WD is currently paying about \$4,000 a month. The layout of the office space that was offered was not very cohesive to WD needs. Mike Berg, Dean Scarborough, Andrea Gibby, John and Heather all visited the DOL building and viewed the facility. Most of the space that was available were cubicles. Another concern was the hours of operation for DOL. The Career Center opens at 8am and closes at 4:30pm. WD hours of operation are from 8am until 6pm. Therefore, WD would have an additional cost in securing a security officer to be able to stay open until 6pm. Therefore, with the cost being so high that would consume a lot of the budget and would affect the number of customers that WD would be able to serve. Then approximately three weeks ago the DOL reoffered \$10,895.00. WD informed the DOL that the offer was appreciated; however, WD would have to take the information to the Boards for approval. Earlier this week John and Heather had several conference calls with the DOL and they presented another offer of \$6,020.00 per month. Heather directed the Board to the hand out of the DOL Gainesville Career Center that showed the layout of the building and office space that would be available to WD. The total space available to WD would be about 3900 square feet. The office space available for the Sherwood location would be about 8400 square feet. Heather stated that WD wanted to be very transparent with the Board in making this important decision and the Board has all the information it needs to make the decision. Robert Long asked if the Gainesville Career Center had enough space for partners. Heather explained that the partners are already there. Vocational Rehabilitation is already housed at the Gainesville Career Center. Pat Freeman stated that she liked the setup of the building and the idea of having room for the partners; however, what would the impact be on the WD budget. She asked if WD would be paying the rent for all of the space at Sherwood. John explained that the rent would go up about one dollar a square foot for WD to get the extra space. He also stated that there is also a firewall. The fee for the building would be \$10 to \$12 per square feet and has 40 to 48 offices. Mike Berg asked what the max budget would be for WD and if that would include the 5% administration that WD gets from the Federal Government. John explained that the funds would come from the program funds. The only part that would come from admin funds would be a piece from his office and Diane Jackson's office. As far as the total budget, the amount WD is paying now is \$5,529.00 and the amount WD would pay for this building would be \$7,900.00 per month for the full building site. Sam Norton asked what type of renovation would the building need. Heather explained that the building has a conference room and it would be too small to use as a training room as well, therefore we may have to expand the size of the room. The other renovation would be cleaning the carpet, maybe painting the walls, and pest control. Chris Dockery asked if the building was ADA compliant. John explained that WD would have to get automatic doors. Chris Dockery also asked about the estimated moving cost. John explained that part of the cost of moving

would be the IT cost. Heather explained that they estimated the IT cost a little high to ensure the budget could support the cost. Robert Long asked if there were any restrictions on subleasing. Heather stated that question was asked and they were told it would not be an issue. Tim Bala asked about the cost of maintenance and if that would include the maintenance of the outside. Heather explained the outside maintenance would be separate. Mary Ellen Mendiratta asked if the building at Sherwood Plaza had ramps. John explained that the building does have ramps. Ken Schubring asked about the age of the air conditioning system for the building and recommended WD ask about the system. Mike Berg made a motion to accept the proposed Sherwood building site for WD. Chris Dockery second and the motion passed. Danette Smith with the Department of Labor and Mary Ellen Mendiratta with Vocational Rehabilitation abstained from the vote.

Heather explained that the Local Elected Officials would have a called meeting on Tuesday, September 27, 2016 and the building site would be an item on the agenda. Then on Thursday September 29, 2016 the building site would be brought to the GMRC Council. Chair Gibby stated that the staff had done a lot of work on this and she thanked them for all of their hard work.

### **Regional Sector Strategy**

The Georgia Department of Economic Development Workforce Division will be launching the High Demand Career Initiative (HDCI) Sector Partnership Workshops. There would be twelve regional meetings held throughout the State. Region 2 is scheduled for November 3<sup>rd</sup> and would be held at Lanier Technical College. The Draft agenda was included in the Board packets. Chair Gibby asked the Board to please try to attend and asked for their help in getting people to attend.

### **Performance**

WD has met or exceeded their 4<sup>th</sup> quarter PY15 performance. The overall performance is exceeding. Also included was the performance for all of the other WD areas in the state.

### **NADO**

Congratulations to Jessica Williams, Youth Case Manager Supervisor for receiving the 2016 National Association of Development Organization (NADO) Award for the Transition to Success Project.

### **One Stop Committee**

This year WD established a One Stop Committee. The partners meet bi-monthly and the One Stop Committee would be attending these meeting. Thank you to Deborah Mack, Chris Dockery and Pat Freeman for agreeing to be on this Committee.

### **Procedure for Request for Proposal**

John explained that WD was required to complete a Request for Proposal for the One-Stop. He explained that WD was required to have the One Stop up and running by July 1, 2017. The One Stop is required to have a representative from each partner agency. The RFP would be going out this fall.

## **State and Local Branding**

Chair Gibby showed a sample of the new Brand, WorkSource Georgia Mountains and explained that the whole state had gone to the same brand. John explained that the color had also changed. The State would be paying for all new signage including the Mobile Units. Heather Feldman explained that GMRC had to get permission to be co-branded and the State approved, therefore the Georgia Mountains logo would also be included. The only thing that the state did not approve was the cobranding on the envelopes.

## **Old Business**

### **Consideration of Minutes**

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

### **Adjournment**

Bill Chafin made a motion to adjourn. Sam Norton seconded and motion passed unanimously.