

**GEORGIA MOUNTAINS REGIONAL COMMISSION**  
**WORKSOURCE GEORGIA MOUNTAINS**  
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**October 27, 2016**

**Minutes**

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on October 27, 2016 at 4:00 PM. The meeting was held at the Smith House located in Dahlonega Georgia. 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  
David Cagle  
Bill Chafin  
Pat Freeman  
Andrea Gibby, Board Chair  
Mitch Griggs  
Tony Hoyle  
Cassandra Hunter  
Mark Ivester  
Deborah Mack  
Mary Ellen Mendiratta  
Dr. Ray Perren  
Ken Schubring

**Staff**

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

**Guest**

Mark Winters  
Jim Conley  
Dean Scarborough

**Members Absent**

Lee Alexandra, Mike Berg, Chris Dockery, Peter Hill, Greg James, Robert Long, Sam Norton, Danette Smith, 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**

### **New Office Building**

Chair Gibby updated the Board regarding the new office location. All three Boards previously voted and approved the new Sherwood location, however, now the owners of the Sherwood building are not sure if they are going to tear the building down and rebuild or lease the building. WorkSource Georgia Mountains received this information last Thursday; therefore WorkSource Georgia Mountains was still in the negotiating phase. John Phillips, WorkSource Georgia Mountains Director and Heather Feldman, Interim Executive Director have started looking at other buildings to try to locate another office building in the event the approved Sherwood location is not available for lease. John received permission from the current landlord to lease month by month until a new location could be confirmed. Chair Gibby explained that she was informing the Board with this information because a new location would require a vote from the Board. Thomas Bridges asked what caused the change. Chair Gibby stated that the Food Lion Grocery store which was located in the same complex and has since closed. The owners of the Sherwood building have stated since Food Lion closed they were not sure if they wanted to tear the building down and start over or renovate the building. Heather Feldman stated that she and John have looked at three other buildings. Two of the three were not conducive; however, the one that they looked at today had potential. Charlie Auvermann asked if the Board had another scheduled meeting before the end of the year. Chair Gibby stated the next scheduled meeting wouldn't be until January; therefore a called meeting may be required. Mr. Auvermann requested that information be sent to the Board on any updates, so the Board would be informed before a meeting was scheduled. After a detailed discussion of the potential new location, a motion was made by Mitch Griggs to authorize staff to move forward with a lease of the new potential building, provided the total monthly or annual occupancy fees including rent, buildout fees and utilities are no more than a ten percent increase from the previous approved Sherwood location. Charlie Auvermann seconded and motion passed unanimously. Chair Gibby stated that the Board would be included in any future emails on the office building.

### **Regional Sector Strategy Workshop**

Chair Gibby informed the Board that included in their packet was an application for the High Demand Career Initiative (HDCI) Sector Partnership Grants. The upcoming HDCI Sector Partnership Workshop for Region 2 will be held on November 3, 2016 at Lanier Technical College. The application for the HDCI grant will be due to the State on February 24, 2017 and the announcement for this grant will be made by April 2017. John Phillips stated that WorkSource Georgia Mountains sent out notices to everyone inviting them to the (HDCI) workshop. The Georgia Department of Economic Development-Workforce Division will be awarding grants for up to \$250,000 that may be used over a two-year period by local WorkSource areas. The HDCI grant would allow WorkSource Georgia Mountains to work directly with businesses to assist them with their needs. The workshop will be held at the Oakwood Lanier Technical College in Room 300.

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

John explained that WorkSource Georgia Mountains is required to have a Memorandum of Understanding with all of the partners for the One-Stop. The MOU must include the items listed on the MOU Plan included in their handout. Also, required to be included in the MOU is the cost of the infrastructure of the One-Stop facility. Some of the partners are required to be located in the one-stop full time and some may only be in the one-stop part time or by a meaningful presence. If the partners are not able to come to a conclusion, then the State would set the cost sharing amounts. Charlie Auvermann

asked if WorkSource would have to set up a separate dedicated remote site. John explained that a separate site would not be required. Mr. Auvermann asked if the partner did not have the equipment needed for a teleconference call, would WorkSource provide the equipment. John explained that WorkSource could possibly provide the equipment. That type of information would be included in the MOU. Once the partners negotiate then the MOU would be presented to the Board and the Chief Elected Officials for approval. Jessica Williams, Youth Case Manager Supervisor explained that all of the partners do not have to be in the One-Stop full time. Therefore, if a customer came into the One-Stop and needed a partner that was not located in the One-Stop full time, then the customer would be able to speak with the partner. Mary Ellen Mendiratta explained that it was similar to a kiosk. Heather Feldman stated that WIOA had a definition of meaningful access or presence. The definition states that a meaningful access could be a physical or electronic access. Mary Ellen Mediratta stated that we have to remember that this is federally mandated. Diana Eddins-Wiggin, Adult/Dislocated Worker Case Manager Supervisor explained that WorkSource Georgia Mountains was currently in the planning stages to develop the MOU. The MOU would cover the operation of the One-Stop. The access was just one part of the MOU. The MOU would also cover how the services would be delivered and who would be delivering the services. Chair Gibby stated that the Partners have been having meetings for about four months and the meetings have been going well.

### **Request for Proposal (RFP) for One Stop**

John explained that WorkSource Georgia Mountains is required to put out an RFP for the One-Stop and for the One-Stop Operator. The One-Stop is a physical building in which the partners would be located. The one-stop operator would be like a mall manager. The mall manager can be anyone that does not take part in the One-Stop. Chair Gibby stated that the one-stop operator must be selected by June 30, 2017. John explained that the operator should be in place when the One-Stop opens its doors on July 1, 2017. Chair Gibby asked when the RFP would be completed. John stated that the RFP was in progress now and would be brought before the Board.

### **Budget**

Nona Turk, Billing Specialist directed the Board to the spreadsheet in their packets. The Adult fund balance was \$998,254.48 the Youth fund balance was \$1,153,262.59 and the Dislocated Worker funds were \$1,407,539.00. She pointed out the Adult fund balance, after all obligations, was a negative balance and explained that was where we needed to be and explained that WorkSource can transfer Dislocated funds to the Adult funds if needed. Mitch Griggs made a motion to accept the budget. Ken Schubring seconded and the motion passed unanimously.

### **Old Business**

#### **Consideration of Minutes**

Bill Chafin made a motion to approve the minutes from the September 22, 2016 Board meeting. Tim Bala seconded and motion passed unanimously.

**Adjournment**

Andrea Gibby, Board Chair adjourned the meeting at 5:00PM