

GEORGIA MOUNTAINS REGIONAL COMMISSION
WORKSOURCE GEORGIA MOUNTAINS
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January 26, 2017

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on January 26, 2017 at 4:00 PM. The meeting was held at the City Park Recreation Building located in Cumming, 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
Cassandra Hunter
Robert Long
Rhonda McLean
Deborah Mack
Mary Ellen Mendiratta
Dr. Ray Perren
Danette Smith

Staff

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

Guest

Shelby Ward
Ricky Carter
Dean Scarborough

Members Absent

Mike Berg, Chris Dockery, Hillary Corey, Tony Hoyle, Mark Ivester, Sam Norton, Ken Schubring, Marion Trusty and William Wade.

Call to Order/Welcome

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

New Business

New Board Members

Chair Gibby stated that the Board had three new members. Hillary Corey, Healthcare Recruiter for Northeast Georgia Health System; Marion Trusty, HR Generalist for GAP Partners located in Rabun

County; and Rhonda McLean, HR Manager for Freudenberg-NOK in Cleveland. One of the three new members was in attendance. Rhonda McLean gave a brief introduction of herself. Each attendee present introduced themselves.

New Office Building

John Phillips, WorkSource Georgia Mountains Director explained that a new office building had been located. The building is located in the Chattahoochee Center Shopping Plaza at 1856 Thompson Bridge Road, Gainesville, GA 30501. John explained that the offices that are being considered were Suites 2 through 4 and Suite 1F. Heather Feldman, Georgia Mountains Executive Director stated that the floor plans would double the current space in which WorkSource currently occupied. The floor plan for 1F showed a room that would allow WorkSource to have a training room and a conference room. Currently WorkSource does not have space to allow for this. WorkSource currently has about 13 offices and some of the staff are having to share an office. Combined the suites would offer about thirty offices. There are ample parking spaces available. One of the great things about this location was the visibility of being on Thompson Bridge Road which has about thirty thousand cars per day and it is also on the Hall Transit route. Some minor renovations would be needed which includes painting and carpet. Utilities would cost a little more and the price per square foot would be thirteen dollars. Robert Long asked if a budget had been received for renovations. Heather explained that a budget had not been prepared yet, however, the only major cost would be the computer network cabling. Mary Ellen Mendiratta asked if there were accessible door frames to be in compliance with the Americans with Disabilities Act (ADA). John stated that the Suites had accessible door frames and the front door had an automatic door opener. Heather stated one of the key observations was to also have room for partners. John explained that one office would be dedicated to the One-Stop Operator. Bill Chafin made a motion to move forward with negotiations. Charlie Auvermann seconded after discussion and motion passed unanimously.

Adult Education Grant

According to the Workforce Innovation and Opportunity Act (WIOA) WorkSource is required to review all applications for the Technical College System of Georgia (TCSG) Grant for Adult Education in the Georgia Mountains Area. The Grant was launched on January 17, 2017.

Required Partners (TANF)

Chair Gibby informed the Board that Governor Nathan Deal had opted out of the mandate that made TANF a required One-Stop core partner. However, services at every One-Stop location would continue to be encouraged. The Local Boards would have the flexibility to determine whether to include TANF as a One-Stop core partner. John stated that the recommendation to the Board was to allow TANF to be a partner but not a required core partner. This recommendation was based on all of the changes in which TANF is currently going through and the low number of individuals in our area that receive TANF. After discussion by the Board, Bill Chafin made a motion to not require TANF to be a core partner but to keep TANF services at the One-Stop location. Pat Freeman seconded and motion passed unanimously.

Provider Application from Medical Institute of Northeast GA

Jessica Williams, Youth Case Manager Supervisor explained that WorkSource Georgia Mountains received a new provider application from the Medical Institute of Northeast Georgia. Jessica directed the

Board to information in their packet that showed information on the program and a comparison from other schools. The school offers a Certified Clinical Medical Assistant program. The program is a twelve-week program which included an externship and cost \$3,600.00. Staff contacted several of the prior students that attended the school which gave an excellent review of the school and are all employed in their field. The school is currently on the State's approved provider list for the Athens area. WorkSource recommended approving on a trial basis. Robert Long asked who recognizes the certification. Jessica explained the certifications are thru the National Health Care Association. Mitch Griggs asked about performance. Jessica directed him to page in the packet that showed the schools performance. Dr. Perren, President of Lanier Technical College pointed out that the credits from this school would not be transferable credits. Mitch Griggs made a motion to approve Medical Institute of Northeast Georgia. Charlie Auvermann seconded and motion passed. Dr. Perrin abstained from the vote.

New Youth Committee Member

Jessica stated that Rita Holmes with the Mountain Education System has been working with the Youth Department and has been a great partner. WorkSource feels she would be a great asset on the Youth Committee. Mitch Griggs made the motion to accept Rita Holmes on the Youth Committee. Deborah Mack seconded and motion passed unanimously.

Hall County Corrections Request for Proposal (RFP)

Diana Eddins-Wiggin explained that the State of Georgia Department of Economic Development WorkSource Division released a proposal for a \$50,000.00 ex-offender grant. Hall County Corrections submitted a proposal. WorkSource is requesting approval to allow the executive committee to review and decide on the RFP. The reason for this request was to not have to wait until the next Board meeting scheduled in April. The time frame was February 13, 2017 thru June 30, 2018 to serve 120 transitioning ex-offenders. Charlie Auvermann made a motion to allow the executive committee to decide on the RFP. Bill Chafin seconded and motion passed unanimously.

RYDC Transition to Community Request for Proposal (RFP)

Jessica explained that WorkSource Georgia Mountains currently has a GED program in the Regional Youth Detention Center (RYDC). We have learned that there is a gap once they are released from the RYDC. WorkSource has released an RFP requesting job readiness, employment mentorship, job coaching, paid internships and other supportive services. WorkSource received a proposal back from Goodwill and feels they would be a good agency to provide these services. Mitch Griggs asked why WorkSource wanted to contract the service out instead of providing it in house. Jessica explained that WorkSource currently does not have enough staff to provide the services and Goodwill currently provides these types of services to their customers. Pat Freeman made a motion to approve Goodwill. Tim Bala seconded motion. Charlie Auvermann asked if there were metrics to measure Goodwill's performance. Jessica explained that the students would be tracked every quarter and that 12-month follow up would also be required. After a detailed discussion the motion passed. Dr. Perren abstained from the vote.

Comprehensive Plan Changes

The Comprehensive Plan was conditionally approved and WorkSource would be updating the Plan to explain and give more detailed information. The Plan updates are due to the State by March 3, 2017. Therefore, WorkSource is requesting that the Board allow the executive committee to vote on the changes

for the Plan. Bill Chafin made a motion to allow the executive committee to decide on the Plan. Charlie Auvermann seconded and the motion passed unanimously.

On-the-Job Training (OJT) Policy Update

Diana explained that the State had placed a Wage Cap on the hourly wage of \$21.48. The OJT policy had been updated to include the States Wage Cap and also updated to add WorkSource Georgia Mountains region minimum wage per hour for OJT to \$11.42 which aligns with the area's sustainable wage. Bill Chafin made a motion to approve the updates to the OJT policy. Deborah Mack seconded and motion passed unanimously.

Supportive Services Policy Cap

The Supportive Service Policy was updated to add a financial cap on supportive services. The cap states that no more that 35% of each allocation for a particular funding stream can be spent for supportive services. The 35% determination will be taken from that program year's total allocation per funding stream. Tim Bala made a motion to approve the update. Cassandra Hunter seconded and motion passed unanimously.

Budget

Nona Turk, Billing Specialist referred to the spreadsheet in the Board packets that showed the balance of the funds and obligations. The Adult fund balance was \$450,786.97; Youth fund balance was \$753,229.25; and the Dislocated Worker balance was \$1,209,429.56. Nona stated the total balance including Rapid Response that needs to be spent by June 30, 2017 was \$2,522,485.61. Based on last year's numbers and the higher number of customers being served this year, Nona felt that WorkSource was on track with the spending. Nona explained that we could transfer Dislocated Worker funds to the Adult funds if needed. Mitch Griggs asked if an obligation percent column could be added to the spreadsheet. John explained that WorkSource could use the Board's help by telling employers about the Incumbent Worker Program which falls under the Rapid Response funds. The Board requested to include definitions with the spreadsheet, to add a percent column, and to continue to keep the Board informed as to what WorkSource needs help with.

Old Business

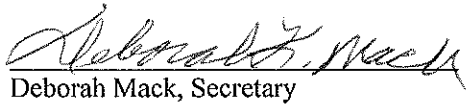
Consideration of Minutes

Bill Chafin made a motion to approve the minutes from the October 27, 2016 Board meeting. Mitch Griggs seconded and motion passed unanimously.

Adjournment

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


Andrea Gibby, Board Chair


Deborah Mack, Secretary