

GEORGIA MOUNTAINS REGIONAL COMMISSION  
WORKSOURCE GEORGIA MOUNTAINS  
1856 THOMPSON BRIDGE RD., SUITE 3 GAINESVILLE, GA 30501  
PHONE (770) 538-2727 FAX (770) 538-2730  
June 22, 2017

Minutes

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on June 22, 2017 at 4:00 PM. The meeting was held at the WorkSource Georgia Mountains office located at 1856 Thompson Bridge Rd. Gainesville, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

Members Present

Charlie Auvermann  
Chris Dockery  
Thomas Bridges  
David Cagle  
Pat Freeman  
Andrea Gibby, Board Chair  
Mitch Griggs  
Tony Hoyle  
Robert Long  
Deborah Mack  
Dr. Ray Perren  
Ken Schubring  
William Wade  
Marion Trusty  
Beth Williams  
Rhonda McLean

Staff

Nona Turk  
Diane Jackson  
John Phillips  
Diana Eddins-Wiggin  
Karen Clark  
Heather Feldman  
Ebony Tucker  
Danielle Avelar

Guest

Mark Winters  
Benjie Hopkins  
Marsha Hopkins

Members Absent

Tim Bala, Bill Chafin, Hillary Corey, Cassandra Hunter, Mark Ivester, Sam Norton and Danette Smith.

Call to Order/Welcome

John Phillips, WorkSource Georgia Mountains Director, welcomed the attendees and thanked the Board for their help in obtaining the new WorkSource office location.

Will Wade, Vice Chair, called the meeting to order and welcomed the attendees. A quorum was established. Vice Chair Will Wade yielded the meeting to Board Chair Andrea Gibby.

New Business

## **New Business**

### **WIOA One-Stop Operator RFP**

Chair Gibby explained the WIOA One-Stop Operator Request for Proposal (RFP) had been completed and reviewed. The RFP is in order and requires a Board vote. The RFP only received one reply. The single reply was by Hopkins Associates. The RFP was emailed to the Board for their review. The One-Stop Operator is a contract position and must be filled and operating by July 1, 2017. John Phillips explained that WorkSource Georgia Mountains staff reviewed the RFP and the review score was 96 out of a possible score of 100. Hopkins and Associates dismissed themselves from the meeting prior to the Board's discussion of the RFP. After a detailed discussion, Will Wade made a motion to approve Hopkins Associates as the One-Stop Operator with the assurance that the contract has language of a ninety day trial period. Chris Dockery seconded and the motion passed unanimously.

Hopkins Associates was asked to rejoin the meeting. John Phillips announced that the Workforce Development Board had voted and approved Hopkins Associates as the One-Stop Operator to begin July 1, 2017. Benjie Hopkins thanked the Board for the opportunity to serve as the Operator.

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

WorkSource Georgia Mountains staff, Diane Jackson and Jessica Williams, worked extremely hard to complete the MOU and to submit the document to the Partners for their review. The MOU is required to be signed and in place by July 1, 2017. A vote from the Board is required, as well as a signature from the Chief Elected Official. Chair Gibby explained that the required Partners had been meeting for the past several months to work out an infrastructure budget as well as the physical presences within the One-Stop. John Phillips stated the required Partners included were Adult Education, Carl Perkins, Department of Labor, Vocational Rehabilitation, Title IB, and Senior Community Services. The total infrastructure cost was \$193,906.00. The total cost for each Partner is approximately \$3,000.00 per year. Due to the One-Stop being a new facility, the total cost of infrastructure is unknown. WorkSource can review and renegotiate, if needed, before January 2018. Will Wade made a motion to approve the MOU. Chris Dockery seconded and motion passed unanimously.

### **One-Stop Certification**

One-Stop Certification is in the process of being completed. The Certification is due to the State on June 30, 2017. The One-Stop Certification could not be completed until other components of the MOU and the One-Stop Operator were completed. Also, to be included in this item was a formal vote for WorkSource Georgia Mountains' new location at 1856 Thompson Bridge Road, Gainesville, GA 30501 to be the official One-Stop for WIOA Area 2. The Board is required to certify the Comprehensive One-Stop and all affiliate sites. Due to the time constraints, WorkSource Georgia Mountains was requesting that the Board allow the Executive Committee to meet on the certification then WorkSource would bring this back to the Board at the next scheduled meeting. Mitch Griggs made a motion to allow the Executive Committee to meet on the One-Stop Certification. Will Wade seconded and motion passed unanimously.

### **Updated By-Laws**

The Georgia Department of Economic Development-Workforce Division had sent out information on the requirements of standing committees on the Local Workforce Development Boards (LWDBs). This information stated that standing committees be chaired by a member of the LWDB member and may include other members of the Board. The standing committees should also include other individuals appointed by the Board who are not LWDB members and who the Board determines to have appropriate experience and expertise. Also added to the By-Laws, was the statement that appointed non-WDB members may not vote on any action item. An appointed non-member must make known any potential or actual conflict if it arises during a standing committee meeting and adhere to the LWDB Code of Conduct/Conflict of Interest Provision. John Phillips explained that every standing committee is required to have someone on the committee that is not a board member. Due to this new requirement, with the Board's approval, all of the committees have been removed from the By-Laws except for the Youth Committee and the Executive Committee. Will Wade made a motion to approve the By-Laws as written. Mitch Griggs seconded the motion and motion passed unanimously.

### **Support Policy and ITA Changes**

Diana Eddins-Wiggin, Adult Case Manager Supervisor, explained that WorkSource would like to increase the supportive service amounts. In 2014, the State had reduced the amount of support which could be spent on participants. WorkSource is requesting to have an overall limit of \$10.00 per day for transportation and \$15.00 per day if the participant is traveling eighty miles per day or more. The Youth Department is requesting an overall limit of \$15.00 per day. The childcare maximum limit would increase to \$225.00 per week per participant. The childcare limit per child would increase by \$10.00 across all thirteen counties making the limit be \$110.00 for the higher end counties and \$90.00 in the remaining counties.

Diana explained the Individual Training Accounts (ITA) policy request was to increase the training dollar amount per customer for the following higher cost programs; Nurse Practitioner MS, Bachelors of Science Nursing, Physical Therapy Assistant AAS, Dental Hygiene AAS, and Health Care Information Technology AAS. Funding for the first year would be up to \$7,000.00 and for training that extends beyond one year, the total training cost would not exceed \$12,000.00. Increase to these limits would require WorkSource Georgia Mountains Director's approval. After a detailed discussion on the requested increase for supportive services and training cost on the listed programs, a motion was made by Will Wade to increase the supportive services limits on transportation and childcare as requested and to increase the one year training fund cap to \$7,000.00, the second year cap to \$14,000.00 for the higher end programs, and to also increase the second year cap for all other programs to \$12,000.00. Charlie Auvermann seconded. After further discussion, Will Wade modified his motion and removed the \$12,000.00 increase on all other programs. Charlie Auverman agreed and seconded the motion and motion passed unanimously. Dr. Ray Perren, Lanier Technical College President abstained from the vote.

### **Plan Updates**

Diana Eddins-Wiggin explained that the language in the Comprehensive Plan does not agree with the On-the-Job Training (OJT) Policy. Therefore, WorkSource would like to change the language to agree with the OJT Policy that states an OJT participant must be unemployed, underemployed, or be a displaced homemaker seeking employment that leads to self-sufficiency. Will Wade made a motion to approve the Plan change. Charlie Auvermann seconded and motion passed unanimously.

### **Medical Institute of Northeast Georgia**

The Board approved the Medical Institute of Northeast GA on a trial basis. The trial basis is assisting only five students. Once the five students complete, if the training was successful and students obtain employment, the trial period would end. WorkSource has reached the five student limit. However WorkSource has two additional customers that have completed the intake process and are eligible for assistance. Since the two additional customers completed the intake process, WorkSource is requesting to be able to assist these two customers as well as three additional customers that have applied for assistance. This would give a total of ten customers to be included in the trial basis. Chris Dockery made a motion to increase the trial participant count to 10 customers. Will Wade seconded and motion passed unanimously.

### **Youth Program Update**

Ebony Tucker, Senior Youth Case Manager, gave the Board an update on the Youth Conference that was held on June 9, 2017 at Unicoi State Park located in Helen, GA. She stated the conference was a success and the Youth Department hopes to have more conferences in the future. Ebony recognized Workforce Development Board member Rhonda McLean with Freudenberg-NOK in Cleveland for their contribution of five Wal-Mart gift cards. Rhonda also attended and set up an employer table for hiring opportunities. Rhonda thanked the Youth Department for the opportunity to be involved. Will Wade stated that he would like to offer the Performing Arts Center at the Dawson County High School to the Youth Department for events in the future.

### **Budget**

Nona Turk, Billing Specialist, gave the Board an update on the Budget. Nona stated that all but \$203,000.00 was spent. \$825,000.00 was transferred from Dislocated Worker funds to the Adult funds which only left \$126,000.00 in Dislocated Worker funds. Due to not having many Rapid Response events there were \$77,887.00 of Rapid Response funds that would be going back to the State. Nona explained that the State gets the Grants for a total of three years. The local level receives the Grants for two years and if they are not spent, then the funds go back to the State for other local areas to use. Nona stated that with the increases that the Board just approved, we should be able to spend more of the money next year.

### **Old Business**

#### **Consideration of Minutes**

Deborah Mack made a motion to approve the January 26, 2017 minutes with the correction to the employer name listed in the minutes. The name should be Freudenberg-NOK. Dr. Perren seconded and motion passed unanimously. Chris Dockery made a motion to approve the May 25, 2017 Board meeting minutes. Will Wade seconded and motion passed unanimously.

**Other**

Chair Gibby asked everyone to introduce themselves and to give a brief description on where they are from and what they do. John Phillips stated that after the meeting was adjourned that staff would be give the attendees a tour of the new facility.

**Adjournment**

Will Wade made a motion to adjourn. Thomas Bridges seconded and the motion passed unanimously. Meeting adjourned at 5:30 PM.

  
Board Chair, Andrea Gibby

  
Secretary, Deborah Mack