

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
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**September 26, 2013**

Minutes

The Georgia Mountains Workforce Development Board (GMWDB) met on September 26, 2013 at 3:30 PM. The meeting was held at The Smith House in Dahlonega, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

**Members Present**

Tim Bala  
David Cagle  
Bill Chafin  
Chris Dockery  
Rex Farmer  
Pat Freeman  
Andrea Gibby  
Peter Hill  
Danny Lewis  
Deborah Mack  
Sam Norton  
Dean Scarborough  
Danette Smith  
Brian Tam  
William Wade

**Staff**

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

**Guest**

Magdalone McDonald  
Brock Terrell  
Bill Myers

**Call to Order/Welcome**

Andrea Gibby, Board Chair, called the meeting to order and welcomed the attendees. She introduced the guests that were present, Magdalone McDonald, Parent Accountability Court Coordinator with Enota Judicial Circuit which is a division of Child Support Office and Brock Terrell with Angels Home Care. A quorum was established.

John Phillips, Workforce Development Director, thanked everyone for their attendance. John stated that Workforce Development (WD) will have a lot to cover at this meeting. He stated he had just returned from a conference in Kentucky. While at the conference he had the opportunity to tour the Toyota Plant. He would like for the Board to help by putting WD in contact with employers in their local area. He would like to get the WD On-the-Job Training (OJT) program off the ground.

## **New Business**

### **Board Members, Partner Agencies**

Chair Gibby stated that the Board has two new members, Nikki Simmons with Job Corps and Tracy Caudell with the Georgia Department of Economic Development. The new members were unable to attend the meeting.

### **Nominations/Elections**

Chair Gibby stated the WD Board has nine members whose term expires at the end of October. If no objections, WD would like for these members to continue to serve. No objections were made by the Board.

### **RFP for Independent Life Mentor/Instructor**

Jessica Williams, Youth Program Supervisor, explained that for the past several months WD has been trying to offer a new service for the Youth program. The service WD would like to offer is an Independent Life Instructor or Life Skills Coach. WD Case Managers have noted that while some of the WD youth have learned work skills in the Youth program, they lack the basic life skills, like washing clothes, cooking, buying groceries and everyday life skills. Jessica directed members to their packets for a job description for the Independent Life Mentor/Instructor. Jessica stated the Instructor will travel in all of WD thirteen county area and use the mobile training units and offer workshops. Will Wade asked if there was a financial impact that needed to be discussed. Jessica stated that the financial impact was researched. If WD were to go with an organization the cost would be around \$100,000.00 a year and an individual is about \$30,000.00. Chair Gibby asked if WD would have a way to monitor progress. Jessica stated that would be the Instructor's responsibility. Will Wade asked to whom the Instructor would be reporting. Jessica stated the Instructor would be supervised by her.

### **Gainesville Regional Development Status**

Jessica stated as the Board was aware WD has been working on a program with the Gainesville Regional Youth Detention Center to get a GED program started. It has taken longer than expected but the contracts have been signed with Lanier Technical College and the Adult Learning Center. Lanier Technical College has a couple of instructor's applications that they will be reviewing once the Director is back in town. WD is waiting to hear from Lanier Technical College on an instructor. WD would like to have this program up and running by November 1, 2013.

### **Re: Independent Life Mentor/Instructor**

Danny Lewis, Executive Director, asked that WD Board go back to the previous item. He asked Jessica if the Independent Life Instructor would be a part time employee or a contract employee. Jessica stated it would be a contract employee. Danny recommended that the WD Board take action on the Instructor due to it being a contract employee and that WD would be spending money. Tim Bala made a motion to accept the contract for the Independent Life Instructor. Rex Farmer second and the motion passed unanimously.

## **Re: Nominations/Elections**

Danny Lewis also recommended going back and taking action on the Board Member nominations. Will Wade made the motion to accept the nominations as presented. Brian Tam second and motion passed unanimously.

Sam Norton made the statement that WD Board also needed to go back and vote on the Board officers. Sam Norton made a motion to reappoint the current officers for another term. Andrea Gibby as Chair, Will Wade as Vice Chair and Deborah Mack as Treasurer. Bill Chafin second and motion passed unanimously.

## **Pioneer Regional Education Service Agency (RESA)**

Diana Eddins-Wiggin, Adult/Dislocated Worker Case Manager Supervisor, explained that Pioneer Regional Educational Services Agency (RESA) submitted an application to be a provider for the Georgia Mountains Region. They administer the Georgia Teacher Preparation program. The program is for people whom already have a degree and want to obtain their certification to teach. The students are required to have a job secured in a school in order to be eligible for the program. She directed Board members to the yellow hand out in their packets for the result of the review. The average cost of program was \$5,000.00. Average completion time is two years many students can complete in one year but have up to three years to complete. WD staff conducted an on-site review on August 12, 2013. The staff that was involved in the review was impressed with their organization and their performance. Peter Hill made a motion to approve Pioneer RESA as a new training provider. Brian Tam second. Will Wade stated that Pioneer RESA is a phenomenal resource throughout the Region and they have top notch personnel whom are retired teachers. He stated that he felt that this would be good for WD. After discussion the motion passed unanimously.

## **Welding Training Certificate**

John Phillips stated that WD was continuing to open up avenues for people that are unemployed. He stated WD is looking at some outside recourses like Pioneer RESA. David Cagle will introduce one of the avenues, a short term welding training program that WD is considering. David stated about two years ago they started a welding program. The program is an eighteen week program that is, four ten hour days. There are some private schools that cost around \$20,000.00. They can offer this program for about half of the price. He stated the good thing about the program is once completed the students will go to work, with plenty of factories and shops looking to hire. The students do not have to join the Union. They are looking to open up a training facility off of Hwy 441 sometime after the first of the year. Tim Bala asked where their facility is currently located. David stated it is now located in the Six Flags area below Atlanta. David also stated they are in the process of making North Georgia Technical College a certified testing facility. Veterans get the first choice to attend the training. David stated he received a call this morning from someone needing 200 welders to hire. Chair Gibby informed the Board that a vote would not be needed. Will Wade made a request to have a full presentation at our next Board meeting.

## **On The Job Training (OJT) Update Funding Limits**

Diana Eddins-Wiggin stated that WD was asking for an adjustment in the cap and length of time to bring our OJT program more in line. Georgia Mountains Regional Commission Workforce Development (GMRCWD) has found surrounding WD areas allow for more time with their OJT programs. WD has also received feedback from employers stating participants need more time in training. WD would like to move the cap to \$8,500.00 and the length of time to be 800 hours. After some discussion, Sam Norton made motion that WD raise the cap to \$8,500.00 and the length of time to 800 hours. Chris Dockery

second and motion passed unanimously. Danny Lewis requested that Diana explain the On the Job Training Program to the Board. Diana explained WD is looking for businesses that need to hire but cannot find the qualified people and they should be willing to train. WD can make it more affordable to the employer because we can reimburse from 50% up to 90% of the cost to train. Deborah Mack asked if employers should interview the participant prior to training. Diana explained that is something the employer can do. Diana stated that WD goes out and speaks with the Chamber of Commerce about the OJT program. Danette Smith stated that she has worked closely with Niki Duncan and that she tells employers about the program and refers them to Niki for more information. Tim Bala asked if there was documentation that goes along with the OJT program. Diana stated that WD can e-mail the information to all of the Board members. Danny Lewis stated he would like to pat Niki on the back for her work. She has been working on the OJT program for a year now. He stated the problem was getting the people in that know enough about the program to say sign me up. Danny stated WD cannot be in all thirteen Counties at the same time and that is why we need the Boards help.

### **Budget**

Nona Turk, Billing Specialist, directed the Board members to the spreadsheet included in their packets. She stated that the amounts are through August 2013. Nona explained WD PY12 and FY13 Grant funds. She stated the grants are two year grants. At the end of the first year WD was required to have 80% spent. WD has been running a year behind on spending funds. WD requested a waiver in May to keep the funds. For the Dislocated Worker funds WD was allowed to keep 70%. For Youth funds WD was allowed to keep 60%. Waiver funds can only be used for customers enrolled prior to July 1, 2013. The funds can also be used for employee payroll and supplies. This should help us meet goals for next year. John Phillips stated to the Board that we need their help to spend this money and to help get the information about WD services out in your area.

### **Angels All Around**

Brock Terrell with Angels Home Care stated there was a need for Certified Nursing Assistant (CNA) training because they were constantly in need of quality care givers. One of the benefits of the program was that participants can complete their training in three to ten weeks unlike Lanier Technical College that takes one to two years. According to the Department of Labor CNA is one of the fastest growing occupations over the next 10 to 15 years. Angels All Around works with a lot of single mothers and helps them on a case by case basis regarding paying tuition.

Jessica Williams directed Board members to the on-site review for Angels All Around included in their packets. She stated Angels All Around is a CNA training provider located in the Cumming Area. They accept participants age 16 and older, a GED or High School Diploma is not required. Angels All Around offers day, evening and week end classes. The maximum class size is fourteen students and the minimum is six. The total cost including fees is \$841.99. Angels All Around currently has contracts with Gold City Nursing Home in Dahlongega and The Oaks in Gainesville for students to complete clinicals. WD was not able to get retention rate or the total number that have been served. Pat Freeman asked if someone can become a Certified Nursing Assistant in three weeks. Brock answered stating that it was required to have 105 contact hours to become certified. Pat asked how many of the 76 passed their training. Brock stated they currently have 85% to 90% that passed their state exam. Pat asked how many people are working. Brock stated he would have to gather that information and get it to WD at a later date. John Phillips stated the staff recommendation was WD does not have enough information to make the decision at this time. It was explained that WD needs more verifiable information on how many completed and went to work in the field and information showing what their wages are and where they are employed.

## **Other**

Chair Gibby informed the Board that the Cruisin for Coats event, a combination coat drive and car show, held by Georgia Mountains Regional Commission and Georgia Mountains Workforce Development on September 14<sup>th</sup>, was a great success. Thirteen counties, including five from outside our region, participated in the event with twenty-six cars entered into the competition. Most importantly, 44 coats were collected at the event bringing the total to over 180 coats collected to date!

We would like to give special recognition to Workforce Development's Samantha O'Day for making this event a reality. She is responsible for organizing, collecting door prizes and donations, and going above and beyond to make sure that the event is a success.

We would also like to recognize and thank Mayor James Grogan, the City of Dawsonville, and the Georgia Racing Hall of Fame for their support along with our sponsors: Duley Boyz Motorcycle Repair, Hayes Auto Parts, and Smith & Turner Equipment. A big thank you as well to all the local businesses and individuals in our region who donated door prizes, volunteered, or came out to support the event.

If you haven't donated yet there is still time! The coat drive will continue until November 1<sup>st</sup> with collection boxes placed in each of our 13 counties. Collection sites can be found on the GMWD website or by calling Samantha at 770.538.2638.

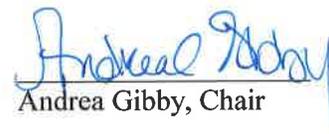
## **Old Business**

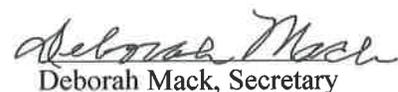
### **Approval of Minutes**

Bill Chafin made a motion to approve the minutes, Sam Norton second. Motion passed unanimously.

### **Adjournment**

Vice Chair Will Wade made motion to adjourn meeting. Brian Tam seconded and motion passed unanimously. Meeting adjourned at 5:00 PM.

  
Andrea Gibby, Chair

  
Deborah Mack, Secretary