

GEORGIA MOUNTAINS REGIONAL COMMISSION
WORKSOURCE GEORGIA MOUNTAINS
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October 26, 2017

Minutes

The Georgia Mountains Workforce Development Board (GMWDB) met on October 26, 2017 at 4:00 PM. The meeting was held at the Lumpkin County Administrative Building located in Dahlonega, Georgia. A sign-in sheet was distributed, and the following were present:

Members Present

Charlie Auvermann
Bill Chafin
Chris Dockery
Pat Freeman
Andrea Gibby, Board Chair
Mitch Griggs
Deborah Mack
Ken Schubring
Danette Smith
Sam Norton
Shelby Ward
Beth Williams

Staff

John Phillips
Diana Eddins-Wiggin
Jessica Williams
Dawn Bruce
Heather Feldman
Nona Turk
Andrea Newsom
Diane Jackson

Guest

Bill Johnson
Benjie Hopkins
Marsha Hopkins
Robin Cone

Members Absent

Tim Bala, Thomas Bridges, David Cagle, Tony Hoyle, Robert Long, Rhonda McLean, Dr. Ray Perren, Marion Trusty and Will Wade.

Call to Order/Welcome

Andrea Gibby, Chair, called the meeting to order and welcomed the attendees.

New Business

WorkSource Georgia Mountains Open House

To allow other Board members time to arrive, Chair Gibby informed the Board of the WorkSource Georgia Mountains Open House.

On October 10, 2017, WorkSource Georgia Mountains One-Stop Career Center held an Open House and Ribbon Cutting. John Phillips, WorkSource Georgia Mountains Director, stated that the required Partners attended and had presentation booths to handout information on their services. The Open House turned out to be a great event with more than sixty people in attendance. Benjie Hopkins, One-Stop Operator stated that the WorkSource Georgia Mountains Open House received a nice write up in the Gainesville Times and he has the article on the One-Stop's website site. Heather Feldman, GMRC Executive Director stated that Menelik Alleyne, WIOA Services Director with the Georgia Department of Economic Development-WorkSource Development Division also attended the Open House and an article would also be in the Chamber Business Link.

Audit

In August, the Georgia Department of Economic Development (GDEcD) WorkSource Division conducted an audit. WorkSource Georgia Mountains received a total of six findings. Three were financial, two programmatic, and one compliance. There were also three observations. The results of the audit were emailed to the Board prior to the meeting. Charlie Auvermann stated that he had read through the information and his observation was that the findings were minor. One of the findings was changing the name in the polices to WorkSource Georgia Mountains.

One-Stop Update

Benjie and Marsha Hopkins with Hopkins Associates are the Operator for the WorkSource Georgia Mountains One-Stop. Benjie handed out cards to the Board that had the One-Stop website address listed for their review and also information that showed the One-Stop Partner's working schedule and contact information. He stated that all the Partners are really doing a great job. He thanked North Georgia Technical College for donating the pictures for the One-Stop lobby. The Partners sign in when they enter the building. The last Partner meeting was on August 24th and the next meeting is scheduled for November 28th. Pat Freeman has agreed to share information on the Legacy Link agency. The purpose for this is so each partner could learn about each other's services in order to be able to make appropriate referrals. GED classes and WorkSouce Overviews are also being conducted in the new facility. Technology is improving, the One-Stop's website is up and running, computers are set up in the lobby for customer to use, and video phones are being used. There is also potential for additional partners. Hopkins Associates met with Ninth District Opportunity and they are considering becoming a partner. They are also scheduled to meet with the University of North Georgia. Hopkins Associates has been going into the communities and sharing information about the WorkSource Georgia Mountains One-Stop. Benjie handed out performance spreadsheets and explained the most recent performance. This information was also emailed to the Board prior to the meeting. Charlie Auvermann asked how hard it was to track the participants. Jessica Williams, Youth Program Supervisor stated that it is very challenging to track the participants. These performance measures are new this year. Jessica explained that they have more youth participants that have received a credential, however if the participants are not employed, then the credential is not counted. Benjie stated that he has observed the staff and he really wanted to commend the staff for having a heart for helping people.

Chair Gibby announced a quorum had been established.

HDCI Sector Partnership Grant RFP

Hopkins Associates excused themselves from the meeting. WorkSource Georgia Mountains received two High Demand Career Initiative (HDCI) proposals, one from Hopkins Associates and the other from Maher & Maher. Non WorkSource staff reviewed the proposals. Information on each proposal was emailed to the Board. The review showed that while Hopkins and Associates' bid suggested capability to do the job. Considering both firms came in at about the same price (Maher & Maher was just over \$1000.00 more) it appeared the WorkSource program would receive a greater return on investment with the Maher & Maher proposal, which also included a more detailed schedule and breakdown of outputs showcasing their experience in this area. Based on the bids as received, the Maher & Maher proposal looked far stronger for the project. After discussion, Mitch Griggs made a motion to grant the proposal to Maher & Maher. Danette Smith seconded, and motion passed unanimously.

Bylaw Change

Due to the audit observation, the Bylaws were updated in Article XII, Item G. to add the phrase "and all Non-Board members on standing committees are required to sign an affidavit". After the Board's review of Bylaws, Tim Bala suggested to remove the comment regarding officers terms in Article VI, first paragraph (officer's terms will initially begin October 24, 2011 and end June 30, 2013 or until successors are duly elected). After some discussion, Charlie Auvermann made a motion to approve. Sam Norton seconded, and motion passed unanimously.

Growth and Demand Occupation List

The current Growth and Demand Occupation list was emailed to all of the Department of Labor Career Centers and to all of the Development Authorities in the thirteen county WorkSource Georgia Mountains area. Shelly Davis reviewed and the current list included all occupations that she considered to be growth and demand. Shelly suggested putting an asterisk by the occupations that coincided with the HDCI occupations, like welding.

Ray Coulombe, Executive Director of the Development Authority of Rabun County reviewed and determined these were appropriate for our region. He also suggested adding Hospitality and Agriculture.

Becky Waters, Georgia Department of Labor Habersham Career Center Manager responded that the current list was accurate based on the jobs her office had been trying to fill.

Danette Smith submitted information on the Hot Careers to 2024 for the Georgia Mountains region. She also submitted information on growth and demand occupations for the WorkSource Georgia Mountains Area.

After some discussion, Bill Chafin made a motion to postpone until the next scheduled meeting and bring more detailed information on Hospitality and Agriculture occupations. Shelby Ward seconded, and motion passed unanimously.

HDCI Grant

WorkSource Georgia Mountains was approved by GDEcD for the High Demand Career Initiative (HDCI) Grant in the amount of \$240,979.00. Mitch Griggs made a motion to approve the HDCI Grant. Shelby Ward seconded and motion passed unanimously.

Woodruff Medical

Diana Eddins-Wiggin, Adult Program Supervisor gave an update on Woodruff Medical which was approved by the Board on a trial basis. WorkSource have assisted six participants. In May of 2016 an issue arose where Woodruff Medical had kept a participant's Pell Funds. WorkSource Georgia Mountains assist participants with the cost of the full tuition as well as required books and supplies. Therefore, there should not have been a need for the school to keep the participants Pell. WorkSource has had a least three participants that have had this issue. This issue is one of the main reasons that WorkSource Georgia Mountains is requesting that Woodruff Medical be removed from the approved provider list. All six participants are working. Five of the six completed the program. One of the six received the Certified Medical Assistant credential and two have gotten their license as Certified Nursing Assistants. The completion rate is 83% and the credential rate is 50%. The cohort also failed to meet the WorkSource Georgia Mountains wage performance measure.

John Phillips explained that one of the participants that was involved with the Pell issue was a Youth participant and she had to drop out of training due to the school keeping their Pell. Charlie Auvermann suggested that WorkSource put together a chart for the Board with documentation and bring back to the Board at the next Board meeting.

One-Stop Operator Review

Information on the review of the One-Stop Operator was emailed to the Board prior to the meeting.

Youth Committee Members

Jessica Williams, Youth Program Supervisor requested to add Brenda Thomas and Rhonda McLean to the Youth Committee. Rhonda is also currently on the Workforce Development Board.

Pilot Entrepreneurship Program

Jessica Williams explained that WorkSource is excited about starting a pilot entrepreneurship program. The WIOA law has new requirements; one of the new elements is entrepreneurship. The pilot idea originally came from the Texas Frankenstein Project. The Frankenstein Project allowed youth to rebuild old cars. The students are able to get their A Certification and are also learning how to run a business. WorkSource would like to bring that concept to our area, but instead of cars the youth would work on boats. Jessica met with Hall County Superintendent Will Schofield, Tyrone Lucas with Lanier Career Academy, and a representative of the Technical Colleges and their suggestion was boats instead of cars. Shameka Harrison, Youth Program Assistant has started visiting boat companies in our area to learn about what companies require in regards to their employees having certifications. WorkSource is hoping to be able to start this program summer of 2018.

Training Provider Applications

This topic was tabled for the next scheduled Board meeting in January.

Budget

Nona Turk, Billing Specialist, explained that the spreadsheet reflected all of the active grants. The grants that ended June 30th have been removed. WorkSource Georgia Mountains received notification earlier this month that WorkSource Georgia Mountains did not meet our 80% goal; therefore, the State recaptured funds from the Adult FY17 Grant in the amount of \$876,000.00. Also, \$658,000.00 was recaptured from the PY16 Youth Grant. There will be budget adjustments due to the recapture. Nona stated that the Adult Funds should be fine due to the ability to transfer funds from the Dislocated Worker Grant funds to Adult. As of October 1st, \$885,000.00 was transferred from Dislocated Worker Funds to the Adult Funds. As of today, two new grants were received for FY18. We received \$1,079,000.00 for Adult and \$1,365,000.00 for Dislocated Worker. This is the first time in six years that the State had recaptured funds since the GMRC took over as Fiscal Agent. The numbers on the spreadsheet do not reflect the recapture or the new grants that were received. Nona stated that we need the Board's help on getting the word out about the program. She also asked if we could raise our training dollar limit. Charlie Auvermann suggested developing financial charts that would reflect the funds and the date that each fund needed to be spent.

The Board discussed ways that might help to get the word out about the program. After a detailed discussion on ways to help inform the WorkSource Georgia Mountains area on the program and the services that it offers, Chris Dockery suggested forming a committee.

Charlie Auvermann, Chris Dockery, and Danette Smith agreed to be on the committee. John Phillips stated that a staff member from the Accounting Department should also be on the committee and he would email the Board possible dates to schedule a meeting for some time in January.

Old Business

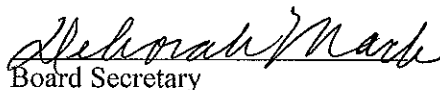
Consideration of Minutes

Bill Chafin made a motion to approve the minutes from the July 27, 2017 Board meeting. Sam Norton seconded, and motion passed unanimously.

Adjournment

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


Board Chair


Board Secretary