GEORGIA MOUNTAINS REGIONAL COMMISSION
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT
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December 11, 2013

Minutes

The Georgia Mountains Workforce Development Board (GMWDB) met on December 11, 2013 at 3:00 PM. The meeting was held at North Georgia Technical College in Clarkesville, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

Members Present
Tim Bala
Mike Berg
Thomas Bridges
David Cagle
Pat Freeman
Andrea Gibby
Mark Ivester
Danny Lewis
Ken Schubring
Danette Smith
Mary Wareham

Staff
Diana Eddins-Wiggin
Diane Jackson
Jessica Williams
John Phillips
Nona Turk
Niki Duncan
Micah Thomas

Guest
Tom O'Bryant

Call to Order/Welcome

John Phillips, Workforce Development Director, thanked everyone for their attendance. He stated that Chair, Andrea Gibby would be late. He asked the Board for permission to call the meeting to order and discuss items on the agenda that would not require a vote. Tim Bala made a motion to allow John to call the meeting to order. Mike Berg seconded and motion passed unanimously. A quorum was established.

New Business

Gainesville Regional Youth Development (Status)

Jessica Williams, Youth Case Manager Supervisor, gave the Board an update on the Gainesville Regional Youth Development Center. Jessica stated that Workforce Development (WD) had been working with the Gainesville Regional Youth Detention Center (RYDC) since January to put a GED program in place at the Center. WD has an Instructor for the GED program and one student that is ready to start. Samantha O'Day and Jessica are scheduled to visit the RYDC tomorrow to speak with the youth regarding the GED program. WD hopes to have more students for the GED program.

John Phillips informed the Board that Gwinnett County RYDC would be closing. He stated that they would be transferring half of the people to Hall County and the others to the Metro RYDCs. Danny Lewis asked if a student started in the GED program and then was transferred to another facility, then would the money follow them. John explained that WD will get credit for that student if they get their GED, but the money would not follow them.

On-the-Job Training (OJT) Update

Niki Duncan, OJT Program Coordinator, gave an update on the OJT program. Niki stated that WD currently has three employers that have signed OJT agreements. WD will be searching for applicants for project sales, industrial maintenance, plastic welding and public works. The employers are located in Young Harris, White County and Hall County. WD has received applicants from the Department of Labor. The Department of Labor gives applicants referrals for the jobs and then the applicant applies for the WD program. Niki stated that WD has been seeing some growth in the OJT program and would be looking forward to filling the positions.

Rapid Response Update (Schreiber)

Dan Thornton, Adult/DW Case Manager and Rapid Response Coordinator, gave an update on the Rapid Response activities. Dan stated that prior to the Governor awarding Rapid Response to the local Workforce Investment Act (WIA) Areas the Department of Labor was responsible. Dan would present information regarding WD services but never arranged the Rapid Response meetings. Dan stated it has been a learning experience. Since WD took over Rapid Response, Schreiber Foods was the first company to close. Next was Physician Surgical Supply (PSS) Dispensing and a third employer, North Georgia Detention Center in Gainesville is scheduled to close on February 07, 2013 with 126 employees being affected. WD conducted Program Overviews and GED overviews for these employees.

The Mobile Training Units (MTU) were also on the job site and were utilized by employees that were interested in getting their GED. Workshops for Basic Computer Skills, Microsoft Word, Excel, Resume Writing, Interviewing Skills, Skills Assessment, Labor Market Information, and in the future an On- the-Job Training Overview will also be available for the employees. The MTU was also used for the employees to file for Unemployment Insurance. WD was responsible for setting up a Job Fair for PSS Dispensing employees. Four presenters were present at the job fair and the event was very successful. Dan requested information from the Board on suggestions of employers for Job Fairs and any information or suggestions for workshops they might have. John Phillips commended Dan on the job he had done for Rapid Response.

John introduced Micah Thomas, Mobile Training Unit (MTU) Driver/Instructor and asked him to give a brief overview on what he had been doing with the MTUs. Micah stated that WD had sent the MTU to the Public Libraries within the 13 county area to assist people with resume writing, cover letters and also assist them with looking for jobs. John stated one of the MTU was sent to Habersham High School to help administer tests. Danny Lewis suggested that WD send out an e-mail blast to let people know when the MTU would be in their area. Ken Schubring stated that the Chamber has placed a Job Bank on the front of the Chamber page in order for people to put their resumes on the page. Employers can also post jobs.

Training2Work (T2W) Offender Job Training Program

John explained the Training 2Work (T2W) program. He stated the Governor's Office has a grant to assist offenders with training for them to become employed. The T2W program will assist 10 offenders with training for in demand jobs.

John Phillips turned the meeting over to Chair Andrea Gibby for voting items.

Board Members

Chair Gibby introduced two new Board Members. Ken Schubring lives in Habersham County and is the Corporate Facilities Manager for Fieldale Farms and Gregg James is from Rabun County. Gregg was unable to attend this meeting. Danny Lewis made a motion to approve the new members. Thomas Bridges seconded and motion passed unanimously.

Training2Work

John referred to prior discussion regarding the Training2Work Program. He stated that this program would only be training the people from our 13 county area. Ken Schubring made a motion to approve Training2Work. Mike Berg seconded and motion passed unanimously.

Youth Council Member Nominees

Chair Gibby directed the Board to the list of Youth Council member nominees provided in their packets. Nominations are Lynn Warren, Banks County High School; Nikki Simmons, Job Corps; Bonnie Lofredo, Habersham United Way; Jenny Stowers, Towns County High School; and Shirley Davis with North Georgia College. Mike Berg made a motion to accept these nominees as Youth Council members. Mark Ivester seconded and motion passed unanimously.

Addition of Youth Barrier

Jessica Williams, Youth Case Manager Supervisor, explained Youth eligibility to the Board. She stated youth must be income eligible and have a barrier to employment to be eligible for assistance through the Youth program. To be able to assist more Youth, the Youth Department has researched and discussed adding an additional barrier. If a youth (Resides in a non-traditional family setting with one of the following) is being raised by legal guardian or non-parent responsible for youth's care; or parent is currently in jail or prison, or has been in jail or prison for a minimum of six months of the past two years. This will be considered a barrier. It was presented to the Youth Council and the Council agreed that it would be a good barrier. WD Youth staff would like to present them to the WD Board for approval. Mike Berg asked if the barriers are identifiers for program participants. Jessica stated the barriers are identifiers. Pat Freeman made a comment that she is very much in favor of adding the additional barrier. She stated that she works with a lot of clients that are raising their grandchildren and she sees a great need. Pat Freeman made motion to add barrier (Resides in non-traditional family setting). Mike Berg seconded and motion passed unanimously.

Growth and Demand Occupations

John explained WD had emailed the Growth and Demand Occupation (G&D) list to Economic Development Directors, Chamber of Commerce and Technical Colleges. There are sixty two jobs on the G&D list. WD did not receive any additions or deletions to the list. John asked the Board if they knew of any jobs that need to be added. Mark Ivester stated that the Horticulture instructor at North Georgia Technical College (NGTC) had sent in information regarding Horticulture. The instructor stated his students were getting jobs in the Gainesville area. Diana Eddins-Wiggin stated WD has had students that want Horticulture. WD looks at programs on an individual basis and allows the student to show there are job postings for the field. So far, the evidence has not been presented. Diana stated she had received a letter from the NGTC instructor about Horticulture. Diana stated that WD would do some research on Horticulture. Danny Lewis made the statement that Horticulture fits in with the work that Georgia

Mountains Regional Commission (GMRC) is doing with the Appalachian Regional Commission to encourage local grown produce. Mike Berg made a motion to approve the current list as is. Mark Ivester seconded and motion passed unanimously.

Danny Lewis made a motion to add Horticulture to the Growth and Demand Occupation List. Mike Berg seconded the motion for discussion. Diana Eddins-Wiggin stated the concern was, if WD was not informed about the jobs that might be available. She suggested waiting one month to allow WD to research the job field and bring information back to Board. There being no other discussion, the motion to add Horticulture to the Growth and Demand List was approved. WD staff will bring information regarding the Horticulture job demand to the next scheduled Board meeting.

Adult GED expanding to Habersham, Stephens and Banks

Diana Eddins-Wiggin, Adult Dislocated Worker Supervisor stated that as the Board is aware WD has a Court Referred GED Program for Hall and Dawson. WD recently met with Brian Bilbrey, Court Coordinator with Mountain Circuit Parental Accountability Court for Habersham, Stephens and Banks County. He would like for WD to expand the GED program to his area to be able to utilize the program for his participants. WD explained the criteria for eligibility and WD is ready to move forward if the Board approves expanding the GED program. Mike Berg asked how the Reed Program compares and if it would be in competition with the WD's GED program. Diana stated she was not aware of the Reed program but would research it. John Phillips stated WD would be able to assist with support and with cost of testing but would not compete. Mike Berg stated they are self-funded and are always looking for support. Mike Berg made a motion to approve expanding the Court Referred GED program to Habersham, Stephens and Banks County. Ken Subring seconded and motion passed unanimously.

Plan Committee

John Phillips explained WD is required to complete a Comprehensive Plan. WD needs nominations for a Plan Committee. WD staff will complete the Plan and bring to the Committee for their guidance. Tim Bala, Danette Smith, Tom O'Bryant and David Cagle volunteered for the Plan Committee. Danny Lewis made the motion to approve these members for the Committee. Mark Ivester seconded and motion passed unanimously.

Department of Labor Computer Access Contract

John Phillips explained when WD transferred from the Department of Labor to the Governor's Office, WD lost a lot of information that allowed them to track WD customers. The Department of Labor had a system for WD to be able to track customers. The contract allows WD to have access to their system to track customers. Each WD area would have to pay for access to this information. The cost will be approximately $10,000.00 a year. The initial cost to buy into the system is $3,500.00 then $1,500.00 per quarter. Once the Board approves then it would go before the CLEOs for approval. Mike Berg and Danny Lewis abstained from the vote. Mark Ivester made a motion to send the contract to the GMRC Board for approval. Pat Freeman seconded and motion passed unanimously.

Budget

Nona Turk explained the budget. She stated GMWD has a little over $200,000.00 left to spend. GMWD is ahead of where WD was at this time last year. She stated WD is on track. John Phillips explained why WD is a little slower spending the money than other WD areas. He stated this WD does not contract the services out to other providers. The GMWD provides our services in house. John also stated if WD has adult funds that are left over these funds can be transferred to DW.

Old Business

Approval of Minutes

Danette Smith made a motion to approve the minutes from September 26, 2013, David Cagle seconded. Motion passed unanimously.

David Cagle explained the Welding Program presentation was postponed due to Mechanical Trades Institute-Joint Apprenticeship & Training Trust having a new Director. Therefore it was requested to have a 30 day delay.

Danny Lewis suggested that the Board plan and try to stay with the quarterly Board meeting schedule that coincides with GMRC meetings which would be the first month of the quarter and the last Thursday.

Adjournment

Mike Berg made motion to adjourn meeting. Danny Lewis seconded and motion passed unanimously. Meeting adjourned at 4:30 PM.

Andrea C Gibby

Andrea Gibby, Chair

Deborah Mack

Deborah Mack, Secretary