

GEORGIA MOUNTAINS REGIONAL COMMISSION  
WORKSOURCE GEORGIA MOUNTAINS  
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April 26, 2018

**Minutes**

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met on April 26, 2018 at 4:00 PM. The meeting was held at the Lavonia Depot located at 1269 East Main Street, Lavonia, Georgia. A sign-in sheet was distributed, and the following were present:

**Members Present**

Tim Bala  
David Cagle  
Andrea Gibby  
Mitch Griggs  
Tim Lee  
Robert Long  
Deborah Mack  
Mike McGraw  
William Wade  
Shelby Ward  
Bill Chafin  
Jon Williams

**Staff**

John Phillips  
Heather Feldman  
Diane Jackson  
Jessica Williams  
Whitney Williams  
Andrea Newsom  
Nona Turk  
Dawn Bruce

**Guest**

Benjie Hopkins  
Marsha Hopkins  
Tammy Rauch  
Robin Cone

**Members Absent**

Thomas Bridges, Chris Dockery, Pat Freeman, Tony Hoyle, Sam Norton, Rhonda McLean, Beth Williams, and Dr. Perren.

**Call to Order/Welcome**

Andrea Gibby, Board Chair, called the meeting to order and welcomed the new Board members, Tim Lee, Mike McGraw, and Jon Williams. Each new member gave a brief introduction.

**Old Business:**

**Training Provider Application, Play to Learn**

Jessica Williams, Youth Program Supervisor, explained that WorkSource Georgia Mountains received an application from Play to Learn Consulting, Inc. The program offered is Child Development Associate Training (CDA Certification) and requires a GED or high school diploma. This certification is required by the State. WorkSource conducted an on-site review to determine if the training site was handicap accessible. One concern was that they shared a facility with someone else. Therefore, classes would only

be scheduled one time a week. The cost of the program is \$1800.00 which is comparable to Lanier Technical College certificate program. References were contacted and all had favorable comments. WorkSource received all required information and recommended approval on a trial basis. Will Wade made the motion to approve Play to Learn on a trial basis. After some discussion, Tim Bala seconded and motion passed unanimously.

### **Youth Work Experience**

Jessica Williams explained the summer work experience wage would remain the same at \$8.00 an hour for youth under the age of 18. If older than 18, a higher rate of pay would be considered depending on the placement and program. The wage for out of school youth that are completing an internship would be \$10.00 to \$12.00 per hour. A motivational incentive for increase in rate of pay may be used in \$.25-.50 increments, not to exceed \$12.00, upon completion of determined benchmarks or skills gains. This policy was approved by the Executive Committee. Will Wade made a motion to approve. Tim Bala seconded and motion passed unanimously.

Ms. Williams also informed the Board that there were some new requirements on youth incentives and work experience that came from the State and these requirements have been added to the Youth Policies. The information was available for the Boards review.

### **Maher & Maher Contract**

John Phillips, WorkSource Georgia Mountains Director stated that the Executive Committee voted to approve the High Demand Career Initiative contract for Maher and Maher and the Board approved Maher & Maher as the contractor at the last Board meeting on October 26, 2017. The grant for the contract was \$227,979.00. The contract runs from November 2017 until October 31, 2019. The State requires that we bring this back for the full Board's approval. A motion was made by Will Wade to approve Maher and Maher's contract. Deborah Mack seconded and motion passed unanimously.

### **Apprenticeship Exceptions**

Chair Gibby explained that the Executive Committee met on December 4, 2017 and approved to raise the limit for apprenticeships to \$14,000.00 per participant for a two-year period. Specific exceptions for On-the-Job Training (OJT) was the apprentice wage must be a minimum of \$11.42 per hour and OJT time limit will be limited to one year for Apprenticeships. Reimbursements to employers will be made quarterly. Will Wade made a motion to approve. Deborah Mack seconded and motion passed unanimously.

### **New Business**

#### **Move from Department of Economic Development**

Chair Gibby explained that WIOA would be moving to the Technical College System of Georgia effective July 1, 2018.

### **Hopkins Associates One-Stop Operator Contract**

Chair Gibby asked Hopkins Associates to dismiss themselves prior to the discussion of their review. John Phillips explained that the contract review was completed and a copy of the review was passed out to the Board. It was requested to approve Hopkins Associates contract. Will Wade made a motion to approve with an amendment to reference Hopkins Associates name on the One-Stop Operator review form. Robert Long seconded and motion passed unanimously.

### **Board Officer Elections-Nomination Committee**

Chair Gibby explained that based on State rules and regulations her position as Board Chair would end in October. The Board would need to form a Nominating Committee to fill the Officer positions on the Board. Robert Long, Mitch Griggs and Will Wade agreed to sit on the Nomination Committee. Deborah Mack made a motion to approve the three aforementioned Board members to sit on the Nominating Committee. Tim Bala seconded and motion passed unanimously.

### **Income Limits/ Self Sufficiency Policy Change**

Whitney Williams, Adult Program Supervisor explained that WorkSource is required to verify the household income for anyone that is employed and applies for the program. Currently the income guidelines are set at 200% of the poverty level. WorkSource is requesting to raise the limit to 225% which would help allow WorkSource to serve more people. The State also recommended this change. Will Wade made a motion to increase the income limit to 225% of the poverty level. Tim Bala seconded and motion passed unanimously.

### **North GA Nursing Academy**

Whitney Williams explained that North Georgia Nursing Academy offers short term training for Medical Assisting. The Board previously approved North Georgia Nursing Academy on a trial basis assisting five applicants. WorkSource enrolled five applicants who are currently attending the school. WorkSource has received positive feedback from these applicants. There are several more applicants that are waiting to attend and therefore WorkSource is requesting to raise the trial limit from five to ten applicants. After some discussion, Will Wade made a motion to increase the trial limit from five applicants to ten. Shelby Ward seconded and motion passed unanimously.

### **Consideration of Minutes**

Bill Chafin made a motion to approve the minutes from the January 25, 2017 Board meeting. Deborah Mack seconded and motion passed unanimously.

### **Budget**

Nona Turk, Financial Assistant stated that with the suggestion of Georgia Department of Economic Development-Workforce Division, WorkSource transferred \$750,000.00 from Dislocated Worker (DW) FY18 funds to the Adult Program funds. WorkSource also transferred \$350,000.00 of DW funds to Area

9. Transferring the funds will help to build relationships with other local areas. The balance of the DW funds is \$433,000.00 to spend this year. This info is not reflected on the budget that was sent out for the Board meeting. The Adult and Youth funds that expire in June have been spent. We have spent and or obligated the required 80 percent of the funds that expire 2019.

### **One-Stop Update**

Benjie Hopkins, WorkSource Georgia Mountains One-Stop Operator gave an update to the Board on the One-Stop. Their main focus now is to get information out on the services that the One-Stop offers. We are holding Partner meetings every other month. At each meeting, one Partner is providing an Overview on their services. The overviews will help the Partners understand the services and help them make appropriate referrals. They have also been visiting nonprofit agencies. From January through March, the One-Stop office received 533 customer visits. Out of 533, a total of 100 visits were customers that came to the One-Stop to attend the Overview and 40 came for Partner services. Hopkins stated that the Lanier Technical College GED class was also doing well.

### **Televised Overviews**

John Phillips stated that WorkSource was looking into trying to send the Overviews to the Technical Colleges to help spread them out over the region. We would like to do a computer projection and broadcast the Overview out to the other counties and would also like to put this on the Mobile Training Units. The Board was asked for ideas and suggestions. People may go to a Technical College or either to a Georgia Department of Labor office and watch the Overview. People would be able to ask questions as well. The Board discussed the estimated cost and all felt it was a great idea.

### **Job Training and Drug Addiction**

John Phillips stated that USDOL came out with two Grants this week. One of the Grants would assist individuals facing opioid addiction and related substance abuse issues through job training opportunities and supportive services. Drug addiction is one of the main issues within the Georgia Mountains area. John explained that WorkSource Georgia Mountains could provide training while individuals are in rehabilitation. Shelby Ward made a motion to approve applying for the grant. Deborah Mack seconded and after some discussion motion passed unanimously.


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

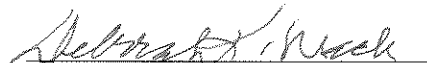
Chair Gibby explained that WorkSource is requesting a contract addendum for the Medical Institute of Northeast Georgia to raise the amount by \$10,000.00 to cover two additional invoices that will total approximately \$7,000.00. After Board discussion, Will Wade made a motion to approve the addendum to increase the contract amount by \$10,000.00. Robert Long seconded and motion passed unanimously.

John Phillips informed the Board that the WorkSource Georgia Mountains One-Stop Career Center has received it's signage on the building. The cost for the sign was provided by a Grant that came from the Georgia Department of Economic Development-Workforce Division.

**Adjournment**

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

  
Board Chair

  
Board Secretary