

GEORGIA MOUNTAINS REGIONAL COMMISSION  
WORKSOURCE GEORGIA MOUNTAINS  
1856 THOMPSON BRIDGE RD., SUITE 3 ♦ GAINESVILLE, GEORGIA 30501  
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May 31, 2018

**Minutes**

The Georgia Mountains Regional Commission Workforce Development Board (GMWDB) met for a called meeting on May 31, 2018 at 5:00 PM. The meeting was held at the Dawson County Junior High School located at 332 Highway 9 North, Dawsonville, GA 30534. A sign-in sheet was distributed, and the following were present:

**Members Present**

Thomas Bridges  
David Cagle  
Bill Chafin  
Chris Dockery  
Pat Freeman  
Mitch Griggs  
Tony Hoyle  
William Wade  
Deborah Mack  
Rhonda McLean  
Sam Norton  
Dr. Ray Perren  
Beth Williams  
Mark Winters

**Staff**

John Phillips  
Heather Feldman  
Diane Jackson  
Andrea Newsom  
Dawn Bruce

**Guest**

Benjie Hopkins  
Mary Margaret Garrett  
Dean Scarborough

**Members Absent**

Tim Bala, Andrea Gibby, Tim Lee, Robert Long, Mike McGraw, Shelby Ward and Jon Williams were absent.

**Call to Order/Welcome**

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

## **New Business:**

### **Approval of Georgia Mountains Workforce Development Board (GMWDB) Certification**

John Phillips, WorkSource Georgia Mountains Director, explained the Workforce Innovation and Opportunity Act (WIOA) of 2014 requires the Governor to certify each Local Workforce Development Board every two years. The memorandum and application were sent to the Board and was included in the handouts. Consultant Mary Margaret Garrett completed the Board Certification documents. After some discussion Mitch Griggs made a motion to approve the Board Certification. Dr. Perren seconded and motion passed unanimously.

### **Executive Committee Minutes**

Vice Chair Wade made a notation that minutes from the Executive Committee meeting was included in the handouts. The minutes showed that the Executive Committee met on the Board Certification and on the revisions to the GMWDB Bylaws. The minutes should be added to the agenda for approval. David Cagle made a motion to amend the agenda to add the Executive Committee Minutes. Bill Chafin seconded and motion passed unanimously.

Vice Chair Wade asked for a motion to approve the Executive Committee minutes. Bill Chafin made a motion to approve the minutes. Mitch Griggs seconded and motion passed unanimously.

### **Approval of required Changes to GMWDB Bylaws**

Mr. Phillips explained that the changes within the Bylaws are highlighted in yellow. Consultant Mary Margaret Garrett revised the Bylaws with information from the WIOA law. Thomas Bridges made a motion to approve Bylaws. Chris Dockery seconded and motion passed unanimously.

### **Appointment of Non-WDB Member to Executive Committee**

Mr. Phillips explained that the State requires that the Board appoint a non-voting member to standing committees. After detailed discussion, Chris Dockery made the nomination to appoint Dean Scarborough to serve as the non-board member on the Executive Committee for one year. Beth Williams seconded and motion passed unanimously.

### **Review and Approval of ERISS/SARA Participant Tracking Communication System Proposal**

WorkSource Georgia Mountains received a proposal for a Participant Tracking Communications System. This system will help Case Managers track customers and help with communication. The cost to implement the system would be \$50,500.00 with an annual cost of \$29,800.00. After a detailed discussion, Bill Chafin made a motion to approve. David Cagle seconded and motion passed unanimously.

**Adjournment**

Mitch Griggs made a motion to adjourn. Beth Williams seconded and motion passed unanimously.

  
Board Chair

  
Secretary