

GEORGIA MOUNTAINS REGIONAL COMMISSION  
GEORGIA MOUNTAINS WORKFORCE DEVELOPMENT  
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**June 2, 2016**

Executive Board Meeting Minutes

The Georgia Mountains Regional Commission Workforce Development Executive Board met on June 2, 2016 at 5:00 PM. The meeting was held at Picnic Café and Dessertery located at 30 Public Square, Dahlonega, GA. Handouts were made available as visual aids. Also, a sign-in sheet was distributed and the following were present:

**Members Present**

Andrea Gibby, Board Chair  
Deborah Mack

**Staff**

John Phillips  
Diane Jackson  
Jessica Williams

**Call to Order/Welcome**

Andrea Gibby, Chair, called the meeting to order and welcomed the attendees. A quorum was established. She thanked everyone for their attendance.

**New Business**

**WIOA Comprehensive Plan RFP**

John Phillips, WD Director explained that Georgia Mountains Regional Commission Workforce Development (GMRCWD) had received two Requests for Proposals (RFPs) for the WIOA Comprehensive Plan. Hopkins Associates and Thomas P. Miller Associates both submitted RFPs. He explained the evaluation criteria for the review of the proposals. The first criterion was the related experience, qualifications and references of the firm or project team. Both RFPs scored a ten. The second criterion was technical approach. Again, both scored a seven. Criteria number three was the Work Plan and schedule. Hopkins scored an eight and Thomas Miller scored seven. Hopkins scored higher on the criteria due to the geographical location of the business. The fourth and final criterion was the proposed budget. Hopkins scored an eight and Miller and Associates scored a four. The total cost that Thomas P. Miller Associates proposed was \$63,650.00 where Hopkins Associates proposed a total cost of \$35,000.00. The total score for Thomas P. Miller Associates was 73 and the total score for Hopkins was 83. Deborah Mack made a motion to accept the Hopkins and Associates RFP to write the Georgia Mountains WIOA Comprehensive Plan. Andrea Gibby seconded and motion passed unanimously.

## **Youth Out-of-School Services RFP**

Jessica Williams, Youth Case Manager Supervisor explained the purpose for the Youth RFP. The purpose for the RFP was to provide Out-of-School Youth services. The services would be to assist youth with Career Pathways and obtaining their GED. GMRC Workforce Development received three RFPs. The RFPs were submitted by Lanier Technical College, North Georgia Technical College, and Athens Technical College. These are the only Technical Colleges in the Georgia Mountains area and each College covers certain counties. No other agencies submitted a RFP. Jessica explained that WD had to review the RFPs to make sure that they met the 14 required program elements. The explanation for each element was provided and attached for each RFP submitted. The elements were, Tutoring, Alternative Secondary School Services, Paid and Unpaid Work Experience, Occupational Skills Training, Education offered as Workforce Preparation Activities, Leadership Development, Supportive Services, Adult Mentoring, Follow Up Services, Comprehensive Guidance and Counseling, Financial Literacy, Entrepreneurial Skills Training, services that provide labor market and employment, and activities that help youth prepare for transition to postsecondary education. Lanier Technical College scored 93, Athens Technical College scored 96 and North Georgia Technical College scored 98. Jessica explained that WD would be asking for the approval of all three of the RFPs that had been submitted. Each RFP met the criteria for approval. Deborah Mack made a motion to approve each RFP that was submitted. Andrea Gibby seconded and motion passed unanimously.

## **Old Business**

### **Approval of Minutes**

Deborah Mack made a motion to approve the minutes from the October 21, 2013 Executive Board meeting. Andrea Gibby seconded and motion passed unanimously.

## **Adjournment**

Andrea Gibby made a motion to adjourn, Deborah Mack seconded and motion passed unanimously.

Meeting adjourned at 5:43 PM