

**Minutes**  
**Youth Committee Meeting**  
Georgia Mountains Workforce Development  
April 21, 2016 ~ Georgia Mountains Regional Commission  
Gainesville, GA

The Georgia Mountains Workforce Development Youth Committee met on Thursday, April 21, 2016 at the Georgia Mountains Regional Commission. All those present registered on a sign in sheet.

**Members**

Scott Crain  
Brenda Dalin  
Bonnie Lofredo  
Lynne Warren  
Billy Boyd  
Cassandra Hunter  
Shelby Ward

**Staff**

Danielle Avelar  
Shameka Harrison  
Jessica Williams  
Angela Pugh  
Ebony Tucker  
John Phillips

**Guest**

Paul Sweeney  
Maria Calkins

Cassandra Hunter, Youth Committee Chair, called meeting to order and welcomed attendees.

Cassandra began the meeting by introducing information on the Out-of-School Request for Proposal. The new law states that Workforce Development Boards must competitively procure Youth Services, and follow state guidelines.

Jessica Williams, Youth Services Supervisor, explained that currently all services have been conducted in house, and has met or exceeded all performance measures. Although the law requires competitive procurement for services, there is allowance for programs to be done in house if the local area deems best. The Committee will assist in the RFP approval process. The Committee can choose a sub committee to review RFP's chosen by staff, or choose for the entire Committee to review. All proposals are due by May 6, 2016, to the Workforce Development office. Any questions regarding the RFP, should be directed to Jessica Williams through email.

Cassandra moved to the next order of new business, defining the Youth Committee from the law, and the role of the standing committee. (H.R. 803-33 Sec.107 (a) (4)).

The floor was open for discussion on new member suggestions. Scott Crain suggested Leslie Congdon with Hall County School System. She works with DFCS and foster youth. Paul Sweeney suggested a pastor from Habersham County and Maria Calkins suggested a retired judge. Jessica asked that contact information for these nominees to be emailed to her.

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Cassandra discussed the meeting locations and times with the group. All agree that the location, time and frequency were convenient for all of their schedules. She explained that the committee would need to meet once all the RFP's had been received. She asked for suggestions on how to meet. The committee agreed to attend a called meeting to review and vote on the RFP's.

Jessica explained that if a committee member has put in a bid they may not vote. The RFP has been requested for a three year term. The provider's performance will be evaluated at the end of year one and the choice to extend or terminate will be given. All bidders must submit a three year budget. If no qualifying RFP's are received, services will remain in-house. The RFP is not requested for a specific program. It is a request for innovative programs and ideas.

Cassandra expressed the need for committee participation in coming up with innovative ideas for youth services as well. This will also include policies and procedure ideas.

Scott Crain, Parent Mentor Hall County Schools, shared the idea of the Committee touring some of the manufacturing plants in the area, and suggested education sessions on the Workforce Innovation and Opportunity Act.

Jessica agreed that this was something to look into.

Cassandra stated that the Committee will come up with a mission statement, then define short and long term goals, and begin training and work sessions.

Danielle Avelar, Youth Case Manager, provided the Committee with an update on the GED Program. She stated that the GED program continues to grow and there are currently fifty-five students enrolled in WIOA GED services. Nine students have obtained their GED and will be transitioning to college. She is planning to do application drives in Rabun, Franklin, Lumpkin, and Hart counties where there are currently no WIOA participants.

Shameka Harrison, Youth Program Assistant, provided an update on Youth workshops.

The locations for workshops to date have included:

- Avita Clubhouse – Resume Building w/ MTU
- Banks Co. High School-“ Mapping My Future”
- Flowery Branch High School- 3 workshops: “Dress for Success”, “Time Management”, “Keep that Job”

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- In-school youth- Communication Workshop
- Jr. College Day- Banks Co. High School

Upcoming workshops:

- May 13<sup>th</sup> Davis Middle School – “Mapping My Future”
- May 18<sup>th</sup> West Hall High School Senior Cookout
- May 27<sup>th</sup> In-school youth Vision Board Workshop
- May “Golden Ticket” Avita Clubhouse

Ebony Tucker, Senior Youth Case Manager, updated the Committee on the College and Credit Recovery Programs.

The Mountain Education Center programs for credit recovery have grown.

- 4 students Hart Co. MEC
- 1 student Habersham Co. MEC
- 6 students Rabun Co. MEC
- 4 students Stephens Co. MEC
- 12 students White Co. MEC

One student has graduate from Mountain Education and will be transitioning to college. Four students have graduated from college and are currently employed.

Ebony is working with Maria Calkins, Resident Services Gainesville Housing Authority to provide the “Golden Ticket” workshop to seventeen students at Gainesville High School. This workshop is also provided for twelve students at Woody Gap High School. Ebony also offers career building and future planning workshops to students at the White County Mountain Education School.

Committee reviewed the minutes for any changes. No changes were needed. Scott Crain motioned for approval of minutes. Bonnie Lofredo seconded motion.

Cassandra announced the next meeting will be in Dawson County; location pending.

Meeting adjourned