

**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB)
MEETING
August 14, 2019**

MINUTES

The Southern Georgia WDB met on Wednesday, August 14, 2019, at 11 a.m. at the Southern Georgia Regional Commission in Waycross, Georgia.

<u>WDB Members (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Myrna Ballard (EC)	<input checked="" type="checkbox"/> Frank Bannamon	<input checked="" type="checkbox"/> Andy Brannen (EC)	<input type="checkbox"/> Keith Bryant (EC)
<input checked="" type="checkbox"/> Grady Burrell	<input checked="" type="checkbox"/> Myrtice Edwards	<input checked="" type="checkbox"/> Kevin Ellis	<input checked="" type="checkbox"/> Jennifer Gillard
<input type="checkbox"/> Jim Glass	<input checked="" type="checkbox"/> Amanda Goodman	<input checked="" type="checkbox"/> Curtis Griffin	<input type="checkbox"/> Greg Hendley
<input checked="" type="checkbox"/> Melvin Johnson	<input type="checkbox"/> Ben Lott	<input type="checkbox"/> Shannon McConnico	<input checked="" type="checkbox"/> Kelly Peacock
<input checked="" type="checkbox"/> Jennifer Rowland (EC)	<input type="checkbox"/> Traci Steed	<input type="checkbox"/> Darlene Tait	<input checked="" type="checkbox"/> Jamon Williams
<input type="checkbox"/> Lowell Williamson (EC)			

<u>Youth Committee (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Frank Bannamon	<input checked="" type="checkbox"/> Rev. Gerald Copeland	<input checked="" type="checkbox"/> Jerry Griffin	<input type="checkbox"/> April McDuffie
<input type="checkbox"/> Traci Steed	<input type="checkbox"/> Lowell Williamson		

<u>Chief Local Elected Officials (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Henry Baker	<input type="checkbox"/> Nick Denham	<input type="checkbox"/> Nancy Dennard	<input type="checkbox"/> James Everett
<input type="checkbox"/> John Gayle	<input type="checkbox"/> Skipper Harris	<input type="checkbox"/> Robert Johnson	<input type="checkbox"/> John Knox
<input checked="" type="checkbox"/> Alex Lee	<input checked="" type="checkbox"/> Peggy Murphy	<input type="checkbox"/> Jim Puckett	<input type="checkbox"/> Michael Richbourg
<input type="checkbox"/> Kaye Riley	<input type="checkbox"/> Julie Smith	<input type="checkbox"/> Joey Whitley	

<u>Staff Members (X denotes attendance)</u>			
<input checked="" type="checkbox"/> Amy Jones	<input type="checkbox"/> Lisa Cribb	<input checked="" type="checkbox"/> Cathy Daniels	<input type="checkbox"/> Evi Estep
<input checked="" type="checkbox"/> Cheri Hart	<input checked="" type="checkbox"/> Antrena Holloman	<input checked="" type="checkbox"/> Bonnie Howard	<input checked="" type="checkbox"/> Felices King
<input checked="" type="checkbox"/> Roberta Lovett	<input type="checkbox"/> Chris Strom		

<u>Guests</u>			
Dan Walker	Charmane Glenn	Tyra Howard	Pete Snell
Jerry Griffin	Matt Carter	Ketrena Felder	Neil Ginty

Call to Order and Welcome Chair Myrna Ballard called the meeting to order and welcomed all in attendance.

Review of Attendance, Recognition of Members & Guests: Bonnie Howard announced that a quorum of the Workforce Development Board was present. Chair Ballard requested attendees to introduce themselves.

Approval of Minutes of May 22, 2019 Meetings: Chair Ballard called for a vote to approve the minutes of the May 22, 2019 WDB meeting. Frank Bannamon made a motion to approve with a second from Myrtice Edwards. The motion carried.

Approval of the Executive Committee of May 22, 2019: Chair Ballard called for a vote to approve the minutes of May 22, 2019 EC meeting. Jennifer Rowland made a motion to approve with a second from Andy Brannen. The motion carried.

PY18 Financial Budget and Expenditures Report: Roberta Lovett referred members to the handout titled "Program Year 2018 Final Year to Date Expenditures through June 30, 2019" (copy attached and made a part of these minutes). Roberta reviewed the report and highlighted any funding that expired and would be returned to the state. This included approximately \$11,000 in DW funding as well as the remaining money in our "special grants" such as Literacy to Work and HDCI Round I. Chair Ballard asked if there were any questions. With no questions, Kevin Ellis made a motion to accept the budget and expenditure report with a second from Andy Brannen. The motion carried.

PY19/FY20 Proposed Budget: Roberta referred members to the handout titled "Program Year 2019 (FY20) Proposed Budget (copy attached and made a part of these minutes). Roberta stated that the report includes the proposed budget from May 22, 2019 as well as the "final" budget. The only changes were in funds available. The May 22, 2019 budget had estimated carry over numbers and the final budget has actual. Roberta reviewed each funding stream with the WDB. After a brief discussion, Chair Ballard called for a motion to approve the PY19/FY20 Budget.

Transfer Requests: This item was not on the agenda sent out to WDB members. As per Parliamentarian Melvin Johnson, the WDB must make a motion to add this item to the agenda prior to any discussion. Chair Ballard called for a motion to consider the action item regarding funds transfer, Kevin Ellis made a motion with a second from Andy Brannen. Chair Ballard then turned the discussion over to Roberta. Roberta asked the WDB for permission to increase the transfer rate on our new grants (July and October) from 75% to 100%. This would be transferring DW to Adult. Chair Ballard called for a motion to approve. Kevin Ellis made a motion with a second from Jennifer Gillard. The motion carried.

Quarterly Performance Update Q3 PY18: Roberta Lovett referred the board to two handouts: (1) "PY18 Q3 Performance" and (2) "PY18 Q3 Performance by Provider" (copies attached and made a part of these minutes). Roberta gave a brief overview of how the measures are calculated. She stated that we were above 100% on our overall performance measures. Roberta then reviewed the performance by provider with the WDB. She stated that all providers were meeting their performance goals. Chair Ballard opened the floor for discussion. After discussion, Andy Brannen made a motion to approve with a second from Curtis Griffin. The motion carried.

PY18 Monitoring Closeout Report & PY19 Monitoring Schedule: Bonnie Howard referred the board to handout titled "PY18 Monitoring Schedule Closeout" (copy attached and made a part of these minutes). Bonnie stated that all monitoring reports for PY18 had been completed and closed out. Roberta clarified that we are required to show the board that we conducted our monitoring and have closed out the program year. Bonnie then presented to the board the handout titled "PY19 Monitoring Schedule" (copy attached and made a part of these minutes). Bonnie explained that this was the tentative schedule for the new program year. Chair Ballard asked for a motion to approve both reports. Grady Burrell made a motion with a second from Keven Ellis. The motion carried.

Partner Update/ Other Business: Roberta briefly talked about the "Program Year 2018 WDB Attendance (copy attached and made a part of these minutes). She explained that per State Law any member who misses three consecutive meetings must be removed from the WDB. Due to removals and resignations we currently have four (4) open positions for private sector representatives. She asked that if WDB members knew of someone that would be interested in serving to please send that information to her.

Amy Baldwin discussed Round II of the HDCI Grant. She stated that it is now called the Sector Partnership program. Amy discussed with the WDB the upcoming Region 11 Healthcare Summit that would be held on

November 5, 2019 at the UGA Conference Center in Tifton. She stated that she hoped to have about 200 attendees representing Healthcare private sector, secondary education and post-secondary education. Amy also spoke briefly about the OJT program. She stated that PY18 had been a difficult year and we did not have as many sites and participants as we had expected. She asked the WDB members to please refer anyone who is interested in OJT to contact her.

Adjourn: Chair Ballard adjourned the meeting at approximately 12:05 p.m.

Respectfully Submitted,

Felices King

Felices King
Workforce Development Board Staff
Southern Georgia Regional Commission