



**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING  
May 19, 2021  
MINUTES**

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, May 19, 2021, at 11:00 am via Zoom Call.

**WDB Members (X denotes attendance)**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Frank Bannamon   | <input type="checkbox"/> Wally Bell                | <input type="checkbox"/> Keith Bryant               |
| <input checked="" type="checkbox"/> Melissa Dark     | <input checked="" type="checkbox"/> Elton Dixon    | <input checked="" type="checkbox"/> Myrtice Edwards |
| <input type="checkbox"/> Kevin Ellis                 | <input checked="" type="checkbox"/> Katrena Felder | <input type="checkbox"/> Jennifer Gainey            |
| <input checked="" type="checkbox"/> Jennifer Gillard | <input type="checkbox"/> Jonathan Gray             | <input type="checkbox"/> Heather Green              |
| <input checked="" type="checkbox"/> Curtis Griffin   | <input type="checkbox"/> Melvin Johnson            | <input checked="" type="checkbox"/> Ben Lott        |
| <input checked="" type="checkbox"/> Shannon McConico | <input checked="" type="checkbox"/> William Palmer | <input type="checkbox"/> Sean Panizzi               |
| <input checked="" type="checkbox"/> Lisa Smart       | <input checked="" type="checkbox"/> Traci Steed    | <input checked="" type="checkbox"/> Darlene Tait    |
| <input checked="" type="checkbox"/> Courtney Taylor  | <input checked="" type="checkbox"/> Leigh Wallace  | <input checked="" type="checkbox"/> Jamon Williams  |

**Youth Committee (X denotes attendance)**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Frank Bannamon | <input type="checkbox"/> Rev. Gerald Copeland | <input checked="" type="checkbox"/> Adrienne Dixon |
| <input checked="" type="checkbox"/> Katrena Felder | <input type="checkbox"/> Jerry Griffin        | <input checked="" type="checkbox"/> Kelly Peacock  |
| <input checked="" type="checkbox"/> Traci Steed    |   |  |

**Local Chief Elected Officials (X denotes attendance)**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Mayor Henry Baker    | <input type="checkbox"/> Chairman Scott Carver             | <input type="checkbox"/> Chairman Nick Denham    |
| <input type="checkbox"/> Mayor Nancy Dennard             | <input checked="" type="checkbox"/> Chairman James Everett | <input type="checkbox"/> Chairman Skipper Harris |
| <input type="checkbox"/> Chairman Andy Hutto             | <input type="checkbox"/> Mayor Michael-Angelo James        | <input type="checkbox"/> Mayor Roberta Johnson   |
| <input checked="" type="checkbox"/> Chairman Alex Lee    | <input type="checkbox"/> Mayor Scott Matheson              | <input type="checkbox"/> Chairman Jimmy Parker   |
| <input checked="" type="checkbox"/> Chairman Oscar Paulk | <input type="checkbox"/> Chairman Kenneth Petty            | <input type="checkbox"/> Mayor Jim Puckett       |
| <input type="checkbox"/> Mayor Kaye Riley                | <input type="checkbox"/> Mayor Julie Smith                 |  |

**Staff Members (X denotes attendance)**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Cathy Daniels      | <input checked="" type="checkbox"/> Evi Estep    | <input checked="" type="checkbox"/> Bonnie Howard  |
| <input checked="" type="checkbox"/> Amy Jones          | <input checked="" type="checkbox"/> Felices King | <input checked="" type="checkbox"/> Roberta Lovett |
| <input checked="" type="checkbox"/> Savannah McClellan | <input checked="" type="checkbox"/> Pam Popham   |  |

**Guests Present**

- |             |               |               |                |
|-------------|---------------|---------------|----------------|
| Cindy Baker | Robin Cone    | Brandi Whaley | Charmane Glenn |
| Dan Walker  | Shameca Robin | Tony McKenzie | Monique Moore  |
| Mary Walker | Pete Snell    | Angela Hobby  |                |

### **Call to Order and Welcome**

Roberta called the meeting to order and welcomed all in attendance. She stated that Chairman Keith Bryant and Vice-Chair Jennifer Gainey would not be in attendance. Roberta requested that Felices King conduct roll call.

### **Review of Attendance**

Felices King conducted roll call. After roll call, she announced that a quorum of the Workforce Development Board (WDB) was established.

### **Approval of Minutes of the March 24, 2021 WDB Meeting**

Roberta stated that the minutes of the March 24, 2021 meeting had been sent to all members via email. She asked if there were any changes or questions regarding the meetings. With no questions, Shannon McConnico made a motion to approve with a second from Leigh Wallace. The motion carried.

### **PY20 Budget and Expenditures Report**

Roberta referred to the handout "Budget & Expenditures Report – Expenditures through March 31, 2021" (copy attached and made a part of these minutes). Roberta reviewed the expenditures by funding stream. She stated that approximately 75% of the program year had passed. Roberta shared the overall percent expended by each funding stream. She stated that all expenditures were behind target for this point in the program year. She reminded the WDB that the pandemic has significantly impacted expenditures during PY20. Roberta discussed the remaining funds in the Sector Strategy grant. She stated that those funds are set to expire on June 30<sup>th</sup> and any unspent funds would be returned to OWD. Roberta stated that concluded her report on expenditures.

Roberta opened the floor for discussion. With no discussion, she asked for a motion to approve the Budget and Expenditures report. Darlene Tait made a motion with a second from Jennifer Gillard. The motion carried.

### **PY21 Estimated Allocations**

Roberta referred to the handout "WIOA Allocation Comparison" (copy attached and made a part of these minutes). She explained that prior to looking at the PY21 Proposed Budget she wanted the WDB to see how over the past 4 (four) program years the allocations have decreased. Roberta stated that at this time we would be taking a 9.35% cut in the Adult Allocation and an 8.27% cut in the Youth Allocation. Updated numbers for Dislocated Workers have not been released; but for the purpose of this handout she assumed a 10% cut. She also stated that with less funding each year comes less carry forward. Roberta asked if there were any questions regarding the handout. With no questions, she moved to the next agenda item.

### **PY21 Preliminary Budget**

Roberta referred the members to the handout "PY21/FY22 Preliminary Budget" (copy attached and made a part of these minutes). This is a very early estimate of carry-over and new funding. Included in the available amounts are planned carry forward for PY22. Roberta explained that these were the suggested amounts for PY21 contracts; however, based upon available funding, providers would need to cut their budgets significantly. She asked that the WDB give her an approval based upon the handout to begin negotiations with the providers. She opened the floor for questions or discussion. After a brief

discussion, Courtney Taylor made a motion to approve with a second from Lisa Smart. The motion carried.

### **Sector Strategy Grant Application**

Roberta informed the members that the Round 3 grant application for the Sector Strategy project had been submitted. She stated that the local area had requested approximately \$192,345 in funds for PY21. As per TCSG OWD an award announcement would be made by June 1<sup>st</sup>. Roberta asked for a motion to accept the money if the grant was approved. Frank Bannamon made a motion with a second from Shannon McConico. The motion carried.

### **Performance Update PY20 Q3**

Bonnie Howard referred the WDB to the handout "Quarterly Performance Outcomes PY20 Q3" (copy attached and made a part of these minutes). Bonnie reviewed the YTD measures for Adult, Dislocated Workers (DW), and Youth. She stated that we were meeting all the performance measures for the Adult and DW. In the Youth measures, the local area is not meeting the Q2 Employment and Measurable Skill Gains. She explained that staffs would be working very closely with the providers to ensure they are capturing all the data for these measures. Roberta asked if the members had any questions. With no questions, Roberta asked for a motion and a second. Darlene Tait made a motion to approve with a second from Courtney Taylor. The motion carried.

### **PY21 Executive Committee Nominations**

Roberta referred the members to the handout "Executive Committee Nominations" (copy attached and made a part of these minutes). She explained that no action was necessary at this meeting; however, in the June meeting the WDB would need to approve the appointment/re-appointment of the Executive Committee. She explained that those listed were all eligible for re-appointment. She also stated that if anyone wanted to add nominations, they could email her directly.

### **Policy Update**

Roberta referred members to the handout "18-006-1000-A Income Guidelines" (copy attached and made a part of these minutes). Roberta stated that each year the income guidelines are updated as per TCSG OWD guidance. Per guidance the policy has been updated to reflect the new income guidelines, which would be effective as of May 1, 2021. Roberta stated that the revised policy has been issued to all providers. She opened the floor for questions or discussion. With no questions, Roberta asked for a motion and second. Courtney Taylor made a motion with a second from Shannon McConico. The motion carried.

### **PY21 Proposed WDB Meeting Schedule**

Roberta referred members to the handout "Workforce Development Board Program Year 2021 - Meeting Schedule" (copy attached and made a part of these minutes). Roberta stated that no action was needed to be taken for this meeting; however, she would ask that all members look at their schedules and be prepared to approve in the June meeting.

### **Adjourn**

Roberta reminded everyone that our next meeting was scheduled for Wednesday, June 16, 2021. She adjourned the meeting at approximately 11:40 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Felices King', with a large, stylized flourish at the end.

Felices King  
Workforce Development Board Staff  
Southern Georgia Regional Commission