

**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB)  
MEETING  
November 15, 2017**

**MINUTES**

The Southern Georgia WDB met on Wednesday, November 15, 2017, at 11 a.m. at the Sports Complex and Civic Center in Pearson, Georgia.

<b>WDB Members (X denotes attendance)</b>			
<input type="checkbox"/> Tina Anderson	<input checked="" type="checkbox"/> Myrna Ballard (EC)	<input checked="" type="checkbox"/> Frank Bannamon	<input type="checkbox"/> Barry Bloom
<input checked="" type="checkbox"/> Andy Brannen (EC)	<input type="checkbox"/> Keith Bryant (EC)	<input type="checkbox"/> Grady Burrell	<input type="checkbox"/> Donnie Chaney
<input type="checkbox"/> Cheryl Dubose	<input checked="" type="checkbox"/> Myrtice Edwards	<input checked="" type="checkbox"/> Kevin Ellis	<input type="checkbox"/> Renee Giedl
<input type="checkbox"/> Jim Glass	<input checked="" type="checkbox"/> Greg Hendley	<input checked="" type="checkbox"/> K. D. Hickox (EC)	<input type="checkbox"/> James Johnson
<input checked="" type="checkbox"/> Melvin Johnson	<input checked="" type="checkbox"/> Ben Lott	<input type="checkbox"/> Brian Marlowe	<input type="checkbox"/> Jennifer Rowland(EC)
<input type="checkbox"/> Pete Snell	<input type="checkbox"/> Gary Strickland(EC)	<input checked="" type="checkbox"/> Janet Studstill	<input type="checkbox"/> Darlene Tait(EC)
<input checked="" type="checkbox"/> Adam Tolle	<input type="checkbox"/> Sharon Vickers	<input type="checkbox"/> Jamon Williams	<input checked="" type="checkbox"/> Lowell Williamson(EC)
<b>Youth Committee (X denotes attendance)</b>			
<input checked="" type="checkbox"/> Frank Bannamon	<input type="checkbox"/> Jerry Griffin	<input checked="" type="checkbox"/> Melvin Johnson	<input checked="" type="checkbox"/> April McDuffie
<input checked="" type="checkbox"/> K.D. Hickox	<input checked="" type="checkbox"/> Donna Whitney	<input checked="" type="checkbox"/> Lowell Williamson	<input type="checkbox"/> Leah Woodall
<b>Chief Local Elected Officials (X denotes attendance)</b>			
<input type="checkbox"/> James Brown	<input checked="" type="checkbox"/> Henry Baker	<input type="checkbox"/> James Everett	<input type="checkbox"/> John Gayle
<input type="checkbox"/> Ronnie Jacobs	<input type="checkbox"/> John Knox	<input type="checkbox"/> Dick Larson	<input type="checkbox"/> Alex Lee
<input type="checkbox"/> Mark Masee	<input type="checkbox"/> Sam McCard	<input type="checkbox"/> Peggy Murphy	<input type="checkbox"/> Oscar Paulk
<input type="checkbox"/> Michael Richbourg	<input type="checkbox"/> Kaye Riley	<input type="checkbox"/> Julie Smith	<input type="checkbox"/> Bobby Walker
<input type="checkbox"/> Joey Whitley	<input checked="" type="checkbox"/> Bettye Williams		
<b>Staff Members (X denotes attendance)</b>			
<input checked="" type="checkbox"/> Amy Baldwin	<input type="checkbox"/> Lisa Cribb	<input checked="" type="checkbox"/> Cathy Daniels	<input checked="" type="checkbox"/> Bruce Edwards
<input checked="" type="checkbox"/> Bonnie Howard	<input checked="" type="checkbox"/> LeAnna Hiers	<input type="checkbox"/> Jenica Johnson	<input checked="" type="checkbox"/> Roberta Lovett
<input type="checkbox"/> Chris Strom	<input checked="" type="checkbox"/> Ryan Thomas		
<b>Guests</b>			
Quiana Alexander	Kneleta Bert	Melissa Burtle	Kelly Peacock
Charmane Thomas	Lori Yeatman	Dan Walker	

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

**Review of Attendance, Recognition of Guests:** Ryan Thomas announced that a quorum was not present. Chair Ballard informed members that since a quorum was not present, no voting would take place; however, the information would be presented and voted on at the next meeting. Chair Ballard then requested attendees introduce themselves.

**Approval of Minutes of August 9, 2017 Meeting:** A quorum of the WDB was not present, so the approval of minutes from the last meeting was tabled. Roberta Lovett introduced our new Program Assistant, Bonnie Howard, and announced that Bruce Edwards would be retiring from the Regional Commission after ten years of service.

**Monitoring Findings Concerning WDB Voting:** Roberta Lovett informed members that during the recent monitoring by the Georgia Department of Economic Development, Workforce Division, we received a finding concerning voting by the WDB. Our by-laws state that if a quorum of the WDB is not present, the Executive Committee can vote and carry out business. The lawyer at the state found that any item approved by the Executive Committee must be ratified by the full board before implementation. This would mean that a quorum of the full board must be present to vote.

K.D. Hickox suggested that a proxy vote or teleconference be used to conduct business. Roberta informed her that the state does not allow local boards to utilize these methods. Adam Tolle asked if it was possible to reduce the size of the board. Roberta explained that this was an option and we would have to vote later to see if the board wanted to act in that manner, realizing that all eighteen counties would not have a representative on the board. Several board members voiced concern over the Executive Committee's inability to act in place of the full board. Roberta reassured attendees that every effort was being made to work with the state on options that are feasible. Chair Ballard suggested that we move forward at the next board meeting with reducing the size of the board, and removing those individuals who have not had a good attendance record.

**PY17 Financial Budget and Expenditures Report:** Roberta covered the PY17 Financial and Budget Expenditures. This report covered through September 30, 2017. The chart below indicates the figures for each funding stream.

Roberta indicated that last year, 20% of Youth funding was to be expended on Work Experience. We only reached 10% expended for last year and we will submit a plan to the state on how we plan to reach the new 20% requirement for this program year. She stated that we will hold a meeting with Work Experience providers to make plans to ensure the expenditure of these funds.

<b><u>Fund Stream</u></b>	<b><u>Budget</u></b>	<b><u>Expended</u></b>	<b><u>Balance Remaining</u></b>	<b><u>% Expended</u></b>
Adult	\$2,793,845	\$420,999	\$2,372,846	15%
Dislocated Worker	\$ 671,317	\$ 34,325	\$ 636,992	5%
Youth	\$1,766,013	\$335,403	\$1,430,610	19%
Other	\$ 658,199	\$ 51,323	\$ 436,876	8%
Rapid Response	\$ 42,181	\$ 1,694	\$ 40,487	4%

**Policies and Procedures Update:** LeAnna Hiers updated members on Policy and Procedure updates. LeAnna utilized a handout to show what changes were made to the Supportive Service Policy. These updates were highlighted where language had to be updated to reflect WIOA legislation. The policy has also been updated to include a listing of Unallowable Supportive Services per the state monitoring.

LeAnna also discussed the Lower Living Standard Income Level (LLSIL). Previously, it was suggested we raise our LLSIL in order to serve more of the population who are on the border of being eligible for WIOA. LeAnna and Roberta looked at data for income for our area and made the suggestion that we raise our eligibility standards to 195% of poverty level to allow more individuals to be served. Chair Ballard inquired on how many more participants would be added if this change was made. Roberta stated that the number served would not increase by the hundreds, however; it would allow more of the working poor to receive the vital help that they need.

LeAnna Hiers highlighted the PY17 Monitoring Schedule. LeAnna asked members to look over the monitoring schedule. It will be voted on at the next board meeting.

**Sector Strategy/HDCI:** Roberta Lovett discussed Sector Strategy and the HDCI grant. Carl Vinson Institute of Government proposed and was chosen to provide training services in the amount of \$56,500 for the High Demand Career Initiative Grant. This will cover training on methods to coordinate and put in place the Sector Strategy and HDCI partners and plans. Amy Baldwin will spend sixty percent of her time on Business Services and forty percent on Sector Strategy in order to implement this grant. Carl Vinson will come in and help convene the meetings, and train all those parties involved in the Sector Strategy process.

**Business Services Update:** Amy Baldwin, Business Services Representative, updated the board on activities she has been working on. Amy became a certified Business Services Consultant after completing training and a field study in business services. Amy also has been working with Moody Air Force Base to help provide training and employment to active duty military spouses. Premium Peanut has hired one hundred and nine people. Of those one hundred and nine, fifty of these individuals are enrolled in On the Job Training (OJT). Premium Peanut also indicated since beginning the OJT program, turnover has decreased extensively. Amy is also now working with Chaparral Boats in Nashville on a small project which will hire five to seven OJT participants. Chaparral builds fishing and luxury boats at its facility which are sold internationally. Amy will also begin a contract with SDG Trailers in Waycross. SDG is a small company employing approximately twenty-five people. They build food truck trailers from the ground up and are looking to expand their operation. Amy has also spoken with Southern Ionics and Southeast Pipe Survey about possible collaborations.

**Other Business:** Roberta informed the board that our One Stop Operator is now in place at the Career Center in Valdosta. She also informed the board that the state monitoring had revealed eleven findings which were mostly minor. The state will send a response back and Roberta will update the board on the final results at the next board meeting.

LeAnna Hiers updated members on the partnership between Ware State Prison and Coastal Pines Technical College(CPTC) to conduct a joint Welding training program at the prison. The prison already has facilities for training and CPTC will provide the instructor. The program is designed for inmates who have displayed good behavior and aptitude. The prison is willing to move inmates from other prisons in order to participate in the program.

**Adjourn:** The Chair asked for other business. With no other business, the meeting adjourned at approximately 12:16 p.m.

Respectfully Submitted,

*Ryan Thomas*

Ryan Thomas  
Workforce Development Board  
Southern Georgia Regional Commission