



**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING  
January 13, 2021  
MINUTES**

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, January 13, 2021, at 11:00 am via Zoom Call.

**WDB Members (X denotes attendance)**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Frank Bannamon  | <input type="checkbox"/> Chris Beckham             | <input checked="" type="checkbox"/> Bell, Wally     |
| <input checked="" type="checkbox"/> Keith Bryant    | <input type="checkbox"/> Grady Burrell             | <input checked="" type="checkbox"/> Elton Dixon     |
| <input checked="" type="checkbox"/> Myrtice Edwards | <input checked="" type="checkbox"/> Kevin Ellis    | <input checked="" type="checkbox"/> Katrena Felder  |
| <input type="checkbox"/> Jennifer Gillard           | <input checked="" type="checkbox"/> Johnathan Gray | <input type="checkbox"/> Heather Green              |
| <input checked="" type="checkbox"/> Curtis Griffin  | <input type="checkbox"/> Melvin Johnson            | <input checked="" type="checkbox"/> Ben Lott        |
| <input type="checkbox"/> Shannon McConico           | <input checked="" type="checkbox"/> Sean Panizzi   | <input checked="" type="checkbox"/> Jennifer Gainey |
| <input checked="" type="checkbox"/> William Palmer  | <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 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 Nick Denham         | <input type="checkbox"/> Mayor Nancy Dennard     |
| <input type="checkbox"/> Chairman James Everett       | <input type="checkbox"/> Mayor Kevin Grissom          | <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 type="checkbox"/> Chairman Johnny Jowers       | <input type="checkbox"/> Chairman Alex Lee            | <input type="checkbox"/> Mayor Scott Matheson    |
| <input type="checkbox"/> Chairman Kenneth Petty       | <input checked="" type="checkbox"/> Mayor Jim Puckett | <input type="checkbox"/> Mayor Kaye Riley        |
| <input type="checkbox"/> Mayor Julie Smith            | <input type="checkbox"/> Chairman Joey Whitley        |  |

**Staff Members (X denotes attendance)**

- |  |  |  |
|--|--|--|
| <input 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 |  |  |

**Guests Present**

Cindy Baker	Eva Byrd	Catina Dudley	Charmane Glenn
Tony McKenzie	Monique Moore	Pete Snell	

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

Chairman Bryant called the meeting to order and welcomed all in attendance.

### **Review of Attendance**

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

### **Recognition of New WDB Members**

Chairman Bryant stated that we had three (3) new Workforce Development Board members. He first introduced William "Bill" Palmer, Career Center Manager at the Georgia Department of Labor in Valdosta, GA. Chair Bryant welcomed Bill to the call.

Chair Bryant stated that the two remaining new members were not on the call; however, he did inform the board that Heather Green, President of the Adel-Cook County Chamber of Commerce and Lisa Smart, Executive Director of the Berrien County Chamber of Commerce and Development Authority had been appointed.

### **Ratification of Actions of October 21, 2020 WDB Meeting and Approval of Minutes**

Chairman Bryant stated that he would be asking the WDB to approve the meeting minutes of the October 21, 2020 meeting as well as ratify all of the actions taken at that meeting. He asked Roberta Lovett to explain. Roberta stated that during the annual monitoring it was discovered that two (2) vacant positions had not been filled within the 90-day period allotted by TCSG, OWD policies. She explained that after discovery she requested and received an extension. The guidance from OWD stated that an extension would be granted; however, any meetings/actions that took place between September 15, 2020 and January 12, 2021 would need to be ratified at the next WDB meeting (new members appointed and a quorum present). Roberta stated that new members had been appointed and that there was a quorum present on today's call.

Chair Bryant opened the floor for questions or discussion. With there being none, he asked for a motion to approve the minutes and ratify the actions of the October 21, 2020 WDB meeting. Ben Lott made a motion to approve with a second from Jonathan Gray. The motion carried.

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

Roberta referred to the handout "Budget & Expenditures Report – Expenditures through November 30, 2020" (copy attached and made a part of these minutes). Roberta reviewed the expenditures by funding stream. She stated that approximately 42% of the program year had passed. She further stated that expenditures were slightly behind target, but expected to see an increase after the start of the Spring Semester. Roberta also discussed the Dislocated Worker Additional Funds Award that the local area had received. She stated that based upon financial projections we would not be able to fully expend this grant. Roberta estimated that of the \$95,000 received, only \$30,000 would be expended. She stated that in addition to the approval of the budget and expenditure report she would ask that the WDB consider approving to offer the remaining \$65,000 to other workforce areas in the state.

Chair Bryant asked if there were any questions or discussion. With no discussion Chair Bryant asked for a motion to approve the Budget and Expenditure Report as well as an approval to allow the LWDA staff

to offer the \$65,000 in DW funding to another area Darlene Tait made a motion to approve with a second from Sean Panizzi. The motion carried.

### **DW NEG Disaster Grant Update**

Roberta provided an update to the WDB on the status of the National Emergency Dislocated Worker Grants that the LWDA had received. Roberta stated that we received approximately \$2,000,000 to offer temporary employment to eligible dislocated workers. Roberta reminded the WDB that this was the joint project between WorkSource Southern Georgia, TCSG, OWD, and the Georgia Department of Labor. She stated that they hoped to have participants placed at worksites by the end of January.

Roberta also spoke about the \$1,726,100 in grant funding the area had received for On-the-Job Training and Individual Training Accounts. Roberta stated that staff was in the process of adding those funds to contracts and enrollments were anticipated to start immediately.

### **Summary and Comparison of Proposal for RFP 9-20**

Roberta referred all to the handout "RFP 9-20 Disaster Relief Work Experience" (copy attached and made a part of these minutes). Roberta explained to the WDB that only one (1) response was received for RFP 9-20. The proposal was from Eckerd Connects Paxen. She stated that the proposal received an overall score of 88. After going over the line items, Roberta explained that it was acceptable to move forward with only one proposal based upon the Procurement Policies and Procedures.

### **Selection of Provider for RFP 9-20**

Chair Bryant opened the floor for questions and/or discussion regarding the summary Roberta provided. After a brief discussion, Chair Bryant called for a motion to approve awarding a contract to Eckerd Connects Paxen for \$1,498,125. Darlene Tait made a motion with a second from Myrtice Edwards. The motion carried.

### **Policy Update – Work Experience Policy and Youth High Poverty Census Tract**

Roberta stated that there were two (2) policies that had been updated and needed WDB approval. She first referred members to the handout "Youth High Poverty Census Tract Policy" (copy attached and made a part of these minutes). Roberta stated that the website to access the information had been updated as well as general guidelines (based on OWD P&P). Roberta then asked the members to review the handout "Work Experience WEX" (copy attached and made a part of these minutes). Roberta stated that during monitoring it was discovered that the WEX did not include a participant agreement. Roberta reviewed OWD policies and updated our WEX Policy accordingly. Chair Bryant opened the floor for questions or discussion. With none, he called for a motion to approve both policies as presented. Jonathan Gray made a motion with a second from William Palmer. The motion carried.

### **Service Provider Re-Location**

Roberta shared with the membership that since March 2020 the Georgia Department of Labor Career Centers had been closed to the public. Staff of Eckerd Connects Paxen and E.T.C. Schools, Inc. are both housed in the Career Centers. This has caused an issue for both providers because they are not able to see participants. In mid-December, GDOL contacted Roberta and stated that all offices would be closed until January 4, 2021. Before January 4<sup>th</sup> this closure was extended until the end of January. Roberta talked with both providers and authorized them to look for spaces outside of GDOL so that they could conduct WIOA programs. Both providers have obtained space and will be moving this month.

GDOL will be notified of the move. Chair Bryant asked if Roberta would like a motion to approve this. Roberta stated that she would. Chair Bryant called for a motion. Frank Bannamon made a motion with a second from Katrena Felder. The motion carried.

### **Performance Update PY20 Q1**

Chair Bryant called on Bonnie Howard to provide an update on the performance through Q2 of this program year. Due to connection issues, Bonnie was not able to provide the update. Roberta stepped in and referred the membership to the handout "PY20 1<sup>st</sup> Quarter Performance" (copy attached and made a part of these minutes. Roberta stated that this was very early and performance numbers would change as the year progressed. She pointed out that the Skills Gain numbers would change as the providers received transcripts/grades for the Fall semester. Chair Bryant asked for a motion to approve the performance report. Kevin Ellis made a motion to approve with a second from Frank Bannamon. The motion carried.

### **OWD Monitoring Update**

Roberta referred the membership to "Program Year 2019 Monitoring Update" (copy attached and made a part of these minutes. Roberta stated that monitoring took place the week of January 4, 2020. The preliminary findings are outlined in the attachment. She stated that overall, we received four (4) findings. There were no financial findings, 3 programmatic findings, and 1 compliance finding. Roberta stated that with the approval of the new WEX policy that 2 of the programmatic items would be resolved. She also stated that the Customer Rights/Grievance issue had been resolved. Regarding the compliance finding, the vacant positions on the WDB had been filled. Roberta stated that it was a good monitoring and as always it helps to make our programs better. Chair Bryant asked if there were any questions. With no questions, he called for a motion to approve the monitoring report. Jonathan Gray made a motion with a second from Myrtice Edwards. The motion carried.

### **Business Services Update**

Amy Jones provided the membership with a brief update on the Sector Strategy and OJT programs.

### **Adjourn**

Chair Bryant reminded everyone that our next meeting was scheduled for March 24, 2021. He adjourned the meeting at approximately 11:55 a.m.

Respectfully Submitted,



Felices King  
Workforce Development Board Staff  
Southern Georgia Regional Commission