

**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB)  
MEETING MINUTES  
June 13, 2018**

The Southern Georgia WDB met on Wednesday, June 13, 2018, at 11 a.m. at the Sports Complex and Civic Center in Pearson, Georgia.

<b><u>WDB Members (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Myrna Ballard (EC)	<input checked="" type="checkbox"/> Frank Bannamon	<input type="checkbox"/> Andy Brannen (EC)	<input type="checkbox"/> Keith Bryant (EC)
<input type="checkbox"/> Grady Burrell	<input 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 checked="" type="checkbox"/> Greg Hendley
<input checked="" type="checkbox"/> Melvin Johnson	<input type="checkbox"/> Ben Lott	<input checked="" type="checkbox"/> Brian Marlowe	<input checked="" type="checkbox"/> Shannon McConico
<input type="checkbox"/> Ashley Miller	<input type="checkbox"/> Kelly Peacock	<input checked="" type="checkbox"/> Jennifer Rowland (EC)	<input checked="" type="checkbox"/> Traci Steed
<input checked="" type="checkbox"/> Darlene Tait	<input checked="" type="checkbox"/> Adam Tolle	<input checked="" type="checkbox"/> Sharon Vickers	<input checked="" type="checkbox"/> Jamon Williams
<input checked="" type="checkbox"/> Lowell Williamson (EC)			

<b><u>Youth Committee (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Frank Bannamon	<input checked="" type="checkbox"/> Jerry Griffin	<input checked="" type="checkbox"/> April McDuffie	<input type="checkbox"/> Donna Whitney
<input checked="" type="checkbox"/> Lowell Williamson	<input type="checkbox"/> Leah Woodall		

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

<b><u>Staff Members (X denotes attendance)</u></b>			
<input checked="" type="checkbox"/> Amy Baldwin	<input type="checkbox"/> Lisa Cribb	<input type="checkbox"/> Cathy Daniels	<input checked="" type="checkbox"/> Cher Hart
<input checked="" type="checkbox"/> Bonnie Howard	<input checked="" type="checkbox"/> LeAnna Hiers	<input checked="" type="checkbox"/> Justin Leggett	<input checked="" type="checkbox"/> Roberta Lovett
<input type="checkbox"/> Chris Strom			

<b><u>Guests</u></b>			
Cindy Baker	Melissa Burtle	Rev. Gerald Copeland Sr	Catina Dudley
Antonio Frawley	Deirdra Miller	Pete Snell	Dan Walker
Brandi Whaley	Mark Wilson		

**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:** LeAnna Hiers announced that a quorum of the Workforce Development Board was present. Chair Ballard requested attendees to introduce themselves. The following new board members were recognized:

- Amanda Goodman - Richmond Baking-Alma/Bacon County.
- Traci Steed - Southeast Pipe - Patterson/Pierce County
- Shannon McConico – Wiregrass Georgia Technical College – Student Affairs
- Melvin Johnson – Lee Street Resource Center – Blackshear/Pierce County – Reappointed
- Jennifer Gillard – Georgia Vocational Rehabilitation Agency – Valdosta/Lowndes County
- Curtis Griffin – Waycross/Blackshear Housing Authority

**Approval of Minutes of April 11, 2018 Meetings:** Chair Ballard called for a vote to approve the minutes of the April 11, 2018 WDB meeting. Adam Tolle made a motion to approve with a second from Jennifer Rowland. The motion carried.

**PY17 Financial Budget and Expenditures Report:** Roberta asked members to refer to the “Program Year 2017 Year to Date Expenditures through April 30, 2018” (copy attached and made a part of these minutes). She went over each funding stream and explained that we are ten months into the program year. Roberta explained that expenditure rates for Adults and Youth were on track, but Dislocated Workers expenditures were still lagging. She stated that with the approval of the WDB she would like to transfer 100% of the remaining Rapid Response funding to the Adult funding stream. Roberta explained that the Rapid Response grants would not be continued in PY18 because those responsibilities will be transferred back to the Georgia Department of Labor. Finally, Roberta stated that there had been a few budget modifications from Service Providers and staff would be processing those in the next few weeks. Chair Ballard opened the floor for questions and discussion. After review, Kevin Ellis made a motion to approve the Financial Budget and Expenditures report and the Rapid Response transfer with a second from Adam Tolle. The motion carried.

**PY18 Proposed Budget:** Roberta referred members to the handout titled “Program Year 2018 Proposed Budget” (copy attached and made a part of these minutes). Because we have new members in attendance Roberta explained in detail about how she prepares the budget including information on current year allocations as well as projected carryover numbers. She explained that the Dislocated Worker allocation has been reduced by approximately 25% due to Rapid Response moving back to the Department of Labor. Roberta stated that youth funding was very tight and she would be working with the youth providers on ways to reduce costs. Chair Ballard opened the floor for questions and discussion. After review, Lowell Williamson made a motion to approve the Proposed Budget report with a second from Adam Tolle. The motion carried.

**Funds Transfer:** Roberta requested that the WDB approve a request to allow her to transfer up to 75% of the Dislocated Worker funds to the Adult funding stream. This is a request that is made annually to allow staff to move funds as needed. Chair Ballard opened the floor for questions and discussion. After review, Jennifer Rowland made a motion to approve the transfer with a second from Kevin Ellis. The motion carried.

**Policies and Procedures Update:** LeAnna referred those present to the “On-the-Job Training Policy” (copy attached and made a part of these minutes). LeAnna stated that the policy had been revised to be more comprehensive and to follow the state guidelines. She specifically pointed out Conflict of Interest (Item J). This section addresses WDB members who may be operating OJT programs. It includes the statement “A business or organization represented on the Southern Georgia Workforce Development Board (WDB) may employ OJT works if the same standards for selecting OJT Employers who are not members of the WDB are applied, and the WDB member does not participate in the process to select OJT Employers”. LeAnna stated that the WDB had entered in to an OJT with Carolina Skiff where Keith Bryant (WDB member) was employed. She explained that Keith would need to recuse himself from any actions regarding OJT with Carolina Skiff. Keith was not present at this meeting. LeAnna asked if members had questions regarding the update policy. With there being none, Darlene Tait made a motion to approve with a second from Kevin Ellis. The motion carried.

**Officer & Committee Nominations/Appointments:** Roberta referred to the yellow handout showing WDB Officer and Committees (copy attached and made a part of these minutes).

WDB Officers – the position of Parliamentarian is currently vacant due to K.D. Hickox resigning from the board. Myrna Ballard called for volunteers or nominations from the floor for this position. After discussion, Melvin Johnson was nominated and accepted the position. Chair Ballard made a motion to accept the appointment of Melvin Johnson as Parliamentarian with a second from Lowell Williamson. The motion carried.

WDB Executive Committee – the vacancy on the Executive Committee for the Parliamentarian will now be filled by Melvin Johnson.

Youth Committee - the Youth Committee has two (2) vacancies and members must be appointed/re-appointed annually by the WDB Chair. All current members will be reappointed and Traci Steed and Reverend Copeland will be newly appointed.

Budget Proposal and Review Committee (BPRC) – the BPRC has one (1) vacancy and members must be appointed/re-appointed annually by the WDB Chair. All current members will be reappointed and Lowell Williams will be newly appointed to the BPRC.

**Other Business:**

WDB PY18 Meeting Schedule - LeAnna discussed the tentative WDB meeting schedule for PY18 (copy attached and made a part of these minutes). Chair Ballard suggested we set the next meeting date (August 8, 2018) and then revisit the remaining dates at the August meeting.

Amy Baldwin gave a brief update to those present on Business Services and HDCI.

Important Dates - Georgia WIOA Convening – August 13-15, 2018 and PY17 State Monitoring – October 15-19, 2018.

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

Respectfully Submitted,

*Bonnie Howard*

Bonnie Howard  
Workforce Development Board Staff  
Southern Georgia Regional Commission