



**SOUTHERN GEORGIA  
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING  
May 15, 2024  
MINUTES**

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, May 15, 2024 at 11:00 AM at the Southern Georgia Regional Commission in Waycross, Georgia.

**WDB Members (X denotes attendance)**

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Frank Bannamon   | <input checked="" type="checkbox"/> Keith Bryant    | <input type="checkbox"/> Sandra Cole               |
| <input type="checkbox"/> Melissa Dark                | <input checked="" type="checkbox"/> Elton Dixon     | <input type="checkbox"/> Kevin Ellis               |
| <input type="checkbox"/> Katrena Felder              | <input checked="" type="checkbox"/> Jennifer Gainey | <input checked="" type="checkbox"/> Sarah Gove     |
| <input checked="" type="checkbox"/> Jonathan Gray    | <input type="checkbox"/> Curtis Griffin             | <input checked="" type="checkbox"/> Melvin Johnson |
| <input checked="" type="checkbox"/> Shannon McConico | <input type="checkbox"/> April McDuffie             | <input type="checkbox"/> William Palmer            |
| <input type="checkbox"/> Sean Panizzi                | <input checked="" type="checkbox"/> Darlene Tait    | <input type="checkbox"/> Paige Taylor              |
| <input 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 type="checkbox"/> Katrena Felder            | <input checked="" type="checkbox"/> Jennifer Gainey | <input checked="" type="checkbox"/> Shannon McConico |
| <input checked="" type="checkbox"/> Kelly Peacock  | <input type="checkbox"/> Leigh Wallace              |  |

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Mayor Henry Baker       | <input checked="" type="checkbox"/> Chairman Neal Bennett | <input type="checkbox"/> Mayor Travis Brown   |
| <input type="checkbox"/> Chairman Scott Carver   | <input type="checkbox"/> Chairman Stanley Corbett         | <input type="checkbox"/> Chairman Jesse Crews |
| <input type="checkbox"/> Chairman Harris Skipper | <input type="checkbox"/> Mayor Michael-Angelo James       | <input type="checkbox"/> Mayor Robert Johnson |
| <input type="checkbox"/> Chairman Alex Lee       | <input type="checkbox"/> Mayor Zinda McDaniel             | <input type="checkbox"/> Mayor Scott Matheson |
| <input type="checkbox"/> Mayor Tony Paulk        | <input type="checkbox"/> Mayor Kaye Riley                 | <input type="checkbox"/> Mayor Julie Smith    |
| <input type="checkbox"/> Chairman Steve Taylor   | <input checked="" type="checkbox"/> Chairman Shane Taylor |   |

**Staff Members (X denotes attendance)**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Tasha Bell    | <input checked="" type="checkbox"/> Savannah Bennett | <input checked="" type="checkbox"/> Evi Estep |
| <input checked="" type="checkbox"/> Bonnie Howard | <input checked="" type="checkbox"/> Roberta Lovett   | <input checked="" type="checkbox"/> Amy Jones |
| <input checked="" type="checkbox"/> Nancy James   |  |   |

**Guests Present**

Charmane Glenn, Guyrell Grant, Carley Huguley, Tony McKenzie, Dan Walker, Mary Walker and Jacqueline Wallace

**Call to Order and Welcome**

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

**Review of Attendance**

Chairman Bryant asked Roberta for the review of attendance. Roberta stated that we are waiting on a few members to arrive and asked if the agenda items could be moved to allow for extra time. Chair Bryant

suggested that Amy Jones, Business Services Manager give an update on the Sector Partnership and Quest grant activities.

### **Workforce Development Other Business**

Amy Jones stated that the application for the PY24 Sector Partnership grant had been submitted to OWD. She explained that this would be the final year of the funding for this activity. Amy stated that the announcement for funding would take place at the end of May.

Amy stated that we submitted a modification to the Quest grant and it was approved. The modification allows us to enroll participants in short term ITA's. We will also be providing On-the-Job training opportunities under the grant. This is a positive change that will allow the area to expend the funding to benefit the residents in our area. At the conclusion of her report, Amy asked if there were any questions. With no questions, Chairman Bryant referred back to Roberta regarding a quorum of the WDB.

### **Quorum Established**

Roberta stated that a quorum of the full WDB had been established.

### **Approval of the Minutes of the February 20, 2024 WDB Meeting**

Chairman Bryant referred members to the meeting minutes of February 20, 2024 (copy attached and made a part of these minutes). Chairman Bryant asked if there were any questions or corrections to the minutes. With no questions or corrections, he requested a motion to approve the minutes as presented. Jonathan Gray made a motion to approve with a second from Frank Bannamon. The motion carried.

### **PY23 Budget and Expenditure Report**

Roberta drew everyone's attention to the PY23 Budget and Expenditure Report. She began by stating that the expenditures were through March which was 75% of the program year. Roberta stated that based upon current projections there would not be any 2<sup>nd</sup> year money that would need to be returned to OWD. She did explain that earlier in the program year some funding from Rapid Response (\$41,000) and Sector Partnership (\$19,700) had been returned to OWD. Roberta proceeded to review the report by funding stream. At the conclusion of the report, Chair Bryant opened the floor for questions and/or discussion. A question was asked regarding the current Rapid Response grant. Roberta stated that there was currently \$42,116 allocated and those funds would not expire until December 2024. With no other questions, Chair Bryant called for a motion to approve the report as presented. Melvin Johnson made a motion to approve with a second from Jonathan Gray. The motion carried.

### **PY24 Allocations**

Roberta referred members to pages 5-7 PY24 Allocations (copy attached and made a part of these minutes). She compared current year allocations to funding over the past six (6) program years. Overall, since PY18 Adult funding has decreased by 30.98%, Dislocated Worker by 14.99% and Youth by 37.31%. At the conclusion of the report, Chair Bryant asked for questions and/or discussion. With no questions, Chairman Bryant asked Roberta to present the PY24 Proposed Budget.

### **PY24 Proposed Budget**

Roberta presented the PY24/PY25 Preliminary Budget (copy attached and made a part of these minutes). She explained that this was a high-level overview and a more detailed budget would be presented at the June

meeting. Roberta explained the amounts for carry-over, new allocations, planned carry-forward as well as any planned transfers for each funding stream. The final total available would be used to budget for service providers and RC staff. At the conclusion of the report, Chair Bryant opened the floor for questions and/or discussion. A question was asked regarding when the estimated carryover funds would be reconciled to actual numbers.

Roberta stated that a final program budget and expenditure report which includes final carryover numbers is presented to the WDB in August or September. With no other questions, Chair Bryant called for a motion to approve the PY24 Proposed Budget. Jennifer Gainey made a motion to approve with a second by Melvin Johnson. The motion carried.

### **Income Guidelines- Effective May 2024**

Roberta referred members to Policy 18-010 Income Guidelines (copy attached a made a part of these minutes). She reminded members that the income guidelines are updated annually based upon federal and state guidance. She reviewed the Low Income versus Self Sufficiency categories as well as Metro versus Mon-Metro areas for our region. WDB member Elton Dixon asked if other sources such as United for ALICE data was looked at or tracked in regards to poverty and self-sufficiency. Roberta stated that to her knowledge this was not tracked. At the conclusion of discussion, Chair Bryant called for a motion to approve the revised Income Guidelines. Frank Bannamon made a motion, which was seconded by Jennifer Gainey

### **One-Stop Operator RFP Update**

Roberta updated the board on the Request for Proposal (RFP) for a One-Stop Operator. The RFP went out on May 3<sup>rd</sup>, 2024. A Bidder's Conference is scheduled for May 16<sup>th</sup>, 2024 and there are currently three (3) attendees registered. RFPs are due by June 3<sup>rd</sup>, 2024 and will reviewed by the Executive Committee before the June 12<sup>th</sup> meeting.

### **PY24 Proposed WDB Meeting Schedule**

Chairman Bryant brought everyone's attention to the proposed meeting schedule for PY24 (copy attached and made a part of these minutes). He stated that a vote will not be held in this meeting, but it will be voted on during the June 12<sup>th</sup> meeting. He reminded everyone to look carefully at the schedule and to plan ahead. Amy Jones stated that the Annual Healthcare Summit usually takes place on February 19<sup>th</sup>. Roberta made a note to change the date to February 18<sup>th</sup>, 2025.

### **PY24-PY25 Officer Nominations**

Chairman Bryant moved on to officer appointments and nominations (copy attached and made a part of these minutes). He stated that it is time to nominate officers and that all current officers are eligible for re-election. The Executive Committee will need to submit their slate of nominations to the full WDB at the June 12, 2024 meeting.

### **PY24 Executive Committee Nominations**

Chairman Bryant stated that the annual election for Executive Committee members would take place at the June 12, 2024 meeting. Keith referred members to the Executive Committee Nominations Form (copy attached and made a part of these minutes). Kelly Peacock, Wiregrass Georgia Technical College stated that April McDuffie would be retiring this year and would not be able to be re-elected. Keith stated that the Executive Committee would provide a slate of nominees at the next WDB meeting.

### **Adjourn**

Chairman Bryant thanked everyone for attending the meeting and reminded members and guests of the next meeting taking place on June 12, 2024. He adjourned the meeting at approximately 11:45 AM.

Respectfully Submitted,

*Nancy Cherubini*

Workforce Development Board Staff  
Southern Georgia Regional Commission