

SOUTHERN GEORGIA WORKFORCE DEVELOPMENT BOARD (WDB) MEETING

Date: November 19, 2025 @ 11:00 a.m.

MEETING MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on November 19, 2025, at 11:00 AM at the Southern Georgia Regional Commission in Waycross, Georgia. The following were in attendance:

Workforce Development Board					
<u>Name</u>	<u>Position</u>	<u>Attendance</u>		<u>Absence</u>	
Bannamon, Frank	WDB Member (EC)	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Bryant, Keith	Chairman (EC)	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Cole, Sandra	WDB Member	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Dark, Melissa	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Excused	<input type="checkbox"/> Absent
Dixon, Elton	WDB Member	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Ellis, Kevin	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Excused	<input type="checkbox"/> Absent
Felder, Katrena	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Excused	<input type="checkbox"/> Absent
Gainey, Jennifer	Vice-Chairman (EC)	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input checked="" type="checkbox"/> Absent
Gove, Sarah	WDB Member	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Excused	<input type="checkbox"/> Absent
Gray, Jonathan	WDB Member	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Griffin, Curtis	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input checked="" type="checkbox"/> Absent
Howell, Ivy	WDB Member	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Johnson, Melvin	Parliamentarian (EC)	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Mays, Kellie	WDB Member	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
McClain, La'Rona	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input checked="" type="checkbox"/> Absent
Moore, Christie	WDB Member	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Panizzi, Sean	WDB Member (EC)	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Tait, Darlene	WDB Member (EC)	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input type="checkbox"/> Absent
Wallace, Leigh	WDB Member	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input checked="" type="checkbox"/> Excused	<input type="checkbox"/> Absent
Williams, Jamon	WDB Member (EC)	<input type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	<input type="checkbox"/> Excused	<input checked="" type="checkbox"/> Absent

Local Chief Elected Officials (LCEO) (X Denotes Attendance)			
<u>Name</u>	<u>Attendance</u>	<u>Name</u>	<u>Attendance</u>
Baker, Henry	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	Taylor, Shane	<input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Virtual
Bennett, Neal	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual		

Youth Committee (X Denotes Attendance)			
<u>Name</u>	<u>Attendance</u>	<u>Name</u>	<u>Attendance</u>
Bannamon, Frank	<input checked="" type="checkbox"/> In-Person <input type="checkbox"/> Virtual	Felder, Katrena	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual
Gainey, Jennifer	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual	Wallace, Leigh	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual
Peacock, Kelly	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual		

Staff & Guests (X Denotes Attendance)					
Staff Name	Attendance		Guest Name	Attendance	
Smith, Ashley	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	Philips, Keisha	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Estep, Evi	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	McKenzie, Tony	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Register, Urie	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	Rollins, Ginger	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Ambrose, Brittany	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual	Rubenbauer, Jason	<input checked="" type="checkbox"/> In-Person	<input type="checkbox"/> Virtual
Cordes, April	<input type="checkbox"/> In-Person	<input checked="" type="checkbox"/> Virtual			

Introduction

This meeting was conducted in a hybrid format, with participants attending both in person at the Southern Georgia Regional Commission Waycross office and virtually via Zoom.

Call to Order and Welcome

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

Review of Attendance

Chairman Bryant asked Urie Register, Programs Manager, to provide an attendance update. Urie reported that a quorum of the Workforce Development Board was not present, noting that one additional member would be required to reach a quorum. Chairman Bryant recommended proceeding with non-action discussion items while allowing time for another WDB member to join the meeting.

One Stop Operator Update

Chairman Bryant called upon Tony McKenzie, One-Stop Operator, to provide an update on activities. Tony reported on the recent **“Community Partners Stakeholder Meeting”** (copy attached and made a part of these minutes). The meeting was held on October 21, 2025. He explained that the purpose of the meeting was to share information about the One-Stop Center and WIOA-funded services, and to strengthen collaboration among both One-Stop partners and community partners. Tony stated that the meeting was very successful and that a second meeting has been scheduled for January 20, 2026, at 11:00 a.m. at the Southern Georgia Regional Commission.

Helene Grant Update

Urie Register, Programs Manager, provided a brief update on the Helene Grant. She reported that the program is currently at full capacity in terms of the number of participants it can serve. However, there remains an opportunity to place five individuals in temporary employment with Pierce County. Urie encouraged Board members to refer anyone seeking temporary work who may be able to assist with Helene disaster clean-up efforts to her for consideration.

Review of Attendance

Chairman Bryant asked Urie Register, Programs Manager, to provide an attendance update. Urie reported that, following the initial discussion period, an additional Board member, Darlene Tait, joined the meeting virtually, thereby establishing a quorum of the Workforce Development Board.

Recognition of Guests

With a quorum established, Chairman Bryant resumed the meeting by recognizing and welcoming guests in attendance. He welcomed new board members Ivy Howell, Business & Industry Liaison, Southeast Non-Profit Housing, and Kellie Mays, Career Center Manager, Georgia Department of Labor.

Approval of the Minutes of the August 20, 2025 WDB Meeting

Chairman Keith Bryant referred members to the meeting minutes of August 20, 2025 (copy attached and made a part of these minutes). He asked if there were any questions or corrections. Hearing none, Chairman Bryant requested a motion to approve the minutes as presented. Melvin Johnson made the motion, and Sean Panizzi seconded. The motion carried.

PY25 Budget and Expenditures Report

Urie Register, Workforce Development Programs Manager, referred members to the handout titled **“PY25 Budget and Expenditures Report”** (copy attached and made a part of these minutes). She noted that the

document reflects expenditures as of September 30, 2025, and proceeded to review the expenses by funding stream. At the conclusion of her report, Urie asked if there were any questions.

Board member Johnathan Gray asked why the Rapid Response grant appeared to be in the “red”. Evi Estep, Senior Fiscal Officer, explained that the highlighted amount represented the estimated Rapid Response allocation. She stated that the current grant ends in December and a new allocation should be received in January 2026.

With no further questions, Chairman Bryant called for a motion to approve the PY25 Budget and Expenditures Report. A motion was made by Sean Panizzi and seconded by Melvin Johnson. The motion carried.

Complaint & Grievance Policy Modified

Urie Register stated that she has been designated as the new Equal Employment Opportunity Officer, noting that Amy Jones previously served in this role. This change required an update to the “**Complaint and Grievance Policy**” (copy attached and made a part of these minutes). Urie explained that the only major revision to the policy was the substitution of her name for Amy’s. At the conclusion of her report, she asked if there were any questions. Hearing none, Chairman Bryant called for a motion to approve the policy. A motion was made by Johnathan Gray and seconded by Sean Panizzi. The motion carried unanimously.

PY24 Annual Performance Report

Bonnie Howard, Planner/Monitor, referred members to the handout titled “**PY24 Annual Performance Report**” (copy attached and made a part of these minutes). She noted that this was the final performance report for PY24 and reviewed the results, highlighting that the local area met or exceeded sixteen (16) of the twenty (20) performance measures.

At the conclusion of her report, Chairman Bryant called for a motion to approve the PY24 Annual Performance Report. A motion was made by Sandra Cole and seconded by Jonathan Gray. The motion carried.

PY25 OWD OWD Annual Monitoring

Urie Register informed the Board that the upcoming monitoring conducted by the Office of Workforce Development is scheduled to take place December 15–19, 2025.

Adjourn

Chairman Keith Bryant thanked everyone for attending and reminded members and guests that the next meeting will be held on February 18, 2026. There being no further business, the meeting was adjourned at approximately 11:30 a.m.

Respectfully Submitted,

Urie Register

Workforce Development Board Staff
Southern Georgia Regional Commission