

MINUTES

Macon-Bibb Workforce Investment Board
Full Board Meeting
Tuesday, December 9, 2014, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Robert Burnham
Myrtle Habersham
Veronica McClendon
Steve Schwartz
Jennifer Welch

Cathy Garafolo
Shannon Harvey
Theresa Robinson
Bob Thompson

STAFF PRESENT

Sheknita Davis
James Johnson
Laura Mathis
Carol Payton
Emily Perry
Howard Scott
Lisa Yazzie

GUESTS PRESENT

Sam Henderson – Macon-Bibb County

CALL TO ORDER

Chairperson Theresa Robinson called the December meeting to order at 4:05 p.m.

ROLL CALL

Carol Payton called the roll and indicated that a quorum was present.

OPENING CEREMONIES

a. Welcome

The Chairperson welcomed everyone to the meeting.

b. Introduction of Guests

Guests were recognized at this time.

Sheknita Davis introduced new staff member Emily Perry, Career Facilitator. Ms. Robinson welcomed her aboard.

c. Conflict of Interest Statement

In lieu of reading the entire Conflict of Interest Statement, Ms. Robinson stated that if there is any Board business that will require action and could also benefit any Board member and/or family member, it is mandatory that they abstain from discussion and voting.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of October 30, 2014, Annual Meeting

There were no corrections to the minutes of the October 30, 2014, Annual meeting, and they were unanimously approved on a motion by Bob Thompson and seconded by Shannon Harvey.

b. Old Business

i. Boeing Update

Howard Scott gave an update on a job fair that was provided to Boeing employees on November 12. A job fair boot camp was also offered by Jennifer Welch and Goodwill Industries. The boot camp prepared those employees for the job fair. Mr. Scott provided the following information from both events:

- 121 employees participated in boot camp.
- 135 employees went through the job fair.
- 22 employers/companies participated in the job fair, along with 38 staff.
- 25 team members assisted with the job fair.

To date, 115 employees have been affected with 29 of those actually being laid off. Another 48 have transferred to other areas. Mr. Scott indicated that services will continue to be offered to Boeing through 2015.

ii. Monitoring Review (Corrective Action Response Update)

1. Contracts

A copy of the November 19 letter from the Georgia Department of Economic Development Workforce Division with regard to the Corrective Action Response was provided in the packets. Myrtle Habersham excused herself at this point due to a conflict of interest.

There were four findings that are being withheld due to further action being required. Two proposed corrective actions have been accepted. Ms. Davis talked briefly about additional language that had to be added to the Memorandums of Agreement with Central Georgia Technical College and Paxen. She said that the staff anticipated this and provided a brief update on the action that has been taken with regard to those findings that required further action. These must be submitted to the state by December 19.

Ms. Habersham returned to the meeting.

2. Bylaws

Chair Theresa Robinson referred to the copy of the Bylaws that was provided to everyone. She referenced Article III, Section I: Membership Size. The bylaws call for a minimum of 26 representatives and there are currently less because of retirements. Ms. Davis said with the new laws governing the WIOA, there will also be changes to the membership makeup such as 20% of membership will have to be labor representation, so it would be helpful to possibly decrease the membership size. Staff will be meeting with Mayor Reichert, who is the CLEO, with regards to these changes. There will also need to be the appointment of a Vice Chair due to the resignation of Ed Leysath. It was noted that the Vice Chair must be a private sector member.

The Chair referenced the section that addresses the Standing Committees. The following are Chairs of each committee:

Jennifer Welch – Budget and Finance Committee
Steve Schwartz – Employer Partnerships Committee
Becky Lee – Quality Assurance Committee
Shannon Harvey – Public Relations Committee
Charles Howard – Nominating Committee

The bylaws also referenced the Youth Council and Executive Committee. It was noted that the Executive Committee meets only on an as-needed basis.

Acceptance of the bylaws must be forwarded to the State by December 23. Some of the members expressed concern that they would like to have more time to review the bylaws before voting to accept. It was noted that there would have to be an additional meeting within the next few days to vote. Discussion continued. Approval of the bylaws was deferred until the end of the meeting in order to give the Board more time to review.

3. One-Stop Certification Policy

Ms. Davis noted that one of the findings was that there was no One-Stop Certification Policy in place. Included in the packet was a draft of this policy, as well as a checklist. Guidance was

provided by the State in developing this policy. This will also play a greater role when the new law takes effect in July of 2015.

Approval of the policy was also deferred until the end of the meeting.

The Chair indicated that she and the staff will do a better job in the future of getting meeting information out sooner in order to provide ample time for reviewing. She thanked everyone for their patience.

c. New Business

i. Committee Reports

1. Budget and Finance Committee

A copy of the report was provided in the packet. Committee Chair Jennifer Welch indicated there was not much change since the last report other than a new line item added for council meeting expense. Any meals provided at meetings was formerly under travel and training. Another change occurred in the DOL wage and salary site which was actually \$1,000 more (\$3,000) than what was budgeted (\$2,000).

The Committee recommends approval of the report. The budget report was unanimously approved as presented.

2. Public Relations

Committee Chair Shannon Harvey reported that the committee is currently working on developing a message delivery system.

Chair Robinson reported that Myrtle Habersham, who is also a member of the Public Relations Committee, arranged for her and Sheknita Davis to appear on Alex Habersham's "A Call to Action" television show. The following is a list of stations and times on which the show will run:

Macon-Bibb TV – Tuesday, Thursday, and Saturday @ 9:30 pm

My41 TV – Saturday @ 10:30 am

Magic 100.1 – Sunday @ 8:30 am

The Chair expressed appreciation for the opportunity to do this and encouraged everyone to watch.

3. Youth Council

Committee Chair Veronica McClendon reported that at the last meeting of the Youth Council there was discussion of the proposed changes coming out of the WIOA.

GOOD OF THE ORDER

a. Strategic Plan Review

Included in everyone's packet was a copy of the strategic goals and the key strategies of each. The following are the goals:

- Goal One: Support the development and sustainment of a skilled and competitive workforce for Macon-Bibb County and Middle Georgia.
- Goal Two: Align the workforce service delivery system to promote a skilled workforce and workforce system across all levels of employment.
- Goal Three: Increase effectiveness in service delivery to the long-term unemployed, parolees and ex-offenders, veterans and jobseekers with multiple needs.
- Goal Four: Raise the skill level of workers in order to increase access to employment opportunities and post-secondary education.

Ms. Davis talked briefly on each of the goals.

b. WIOA Discussion

Ms. Davis noted that she was on a webinar earlier in the day that discussed the implementation recommendations. She indicated that she would like to discuss various parts of the law at upcoming meetings to keep everyone informed.

Today's discussion included the following three areas:

- Governance
- Designation of Workforce Development Areas
- One-Stop Designation and Certification Criteria

Governance

- Name change to Workforce Development Council.
- CLEO will remain responsible for appointment of members to Council.
- Changes in membership - addition of 20% of membership must be from workforce labor.
- Can form a new area Workforce Development Council in accordance with Section 107 guidelines; OR, designate a council that was in existence prior to July 22, 2014, to serve as the area's Workforce Development Council under WIOA.

Designation of Workforce Development Areas

- Local workforce development area designation must be determined by the Governor, in consultation with the state workforce board, local workforce development council, chief local elected officials, and public comment.
- Within each workforce development area is a workforce development planning region. Local area designation must be consistent with labor market areas of the state, regional economic development areas, and must have federal and non-federal resources necessary to effectively administer WIOA Title I-B and other provisions of the act.
- Three types of sub-state planning regions:
Category 1 – region can be made up of one local workforce development area that is aligned with named region;
Category 2 – region can be made up of two or more local areas that are, collectively, aligned with the named region; and
Category 3 – region can be made up of two or more local areas forming an interstate regional planning zone encompassing areas located in two or more states.

One-Stop Criteria and Certification Process

- New changes include:
Four-Core Program Partners
Expanded Required One-Stop Partners
MOU Requirements
Sharing Infrastructure Costs
Procurement of the One-Stop Operator
Certification of One-Stop System and Centers
Required Co-Location of Wagner Peyser in One-Stop Centers
Common One-Stop Delivery System Identifier (Branding)

Ms. Davis indicated that the new federal regulations will be released January 18, 2015. Recommendations based on the new regulations include:

- Develop a local steering committee from the One-Stop partners to review law requirement and advocate at said agencies.
- WDC structure recommendation.
- WDA recommendation.
- Flexibility to keep Youth Council as a board or committee.

The Chair indicated that she and Ms. Davis have scheduled a meeting with Mayor Reichert for December 16 @ 11:00 a.m. to provide an update.

ANNOUNCEMENTS

- a. Full Board Meeting – February 10, 2015
- b. Youth Council Meeting – January 12, 2015

At this time, the Board was allowed a few minutes to review the Bylaws and One-Stop Certification Policy before voting for approval.

After several minutes, Chair Robinson called the question. It was indicated that there were only formatting changes to be made to the bylaws. Discussion followed. One item that was suggested to be added is liability insurance. Veronica McClendon made a motion that the bylaws be approved with said revisions. Steve Schwartz seconded the motion, and it was unanimously approved.

It was determined that additional time was needed to review the One-Stop Certification Policy; therefore, a Called Meeting was scheduled for 2:00 pm, Tuesday, December 16.

ADJOURN

There being no further business, the meeting was adjourned at 5:50 p.m.



WIB Chair



WIB Secretary



WIB CLEO