

MINUTES
Macon-Bibb Workforce Investment Board
Full Board Meeting
May 12, 2015, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Cathy Garafolo
Myrtle Habersham
Charles Howard
Becky Lee
Veronica McClendon
Tommy Meeks
Harry Murray, Jr.
Jimmy Pitts
Theresa Robinson
Ralph Snowden
Bob Thompson
Randy Tidwell
Jennifer Welch

STAFF PRESENT

Sheknita Davis
Laura Mathis
Kim Stanton
Mitchell Worthington
Lisa Yazzie

GUESTS PRESENT

No guests were present

CALL TO ORDER

Chairperson Theresa Robinson called the May meeting to order at 4:00 p.m.

ROLL CALL

Kim Stanton 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

No guests were in attendance.

c. Conflict of Interest Statement

In lieu of reading the entire Conflict of Interest Statement Affidavit, 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 March 17, 2015, Full Board Meeting

There were no corrections to the minutes of the March 17, 2015 Full Board meeting, they were unanimously approved on a motion by Ralph Snowden and second by Cathy Garafolo.

b. Old Business

i. Local Designations

Chairperson Theresa Robinson reported that the Workforce Investment Board (WIB) was approved on May 5, 2015 for the current local area designation for Macon-Bibb County, it will be out for public comment for 30 days, then it will proceed to the governor's office for his signature.

c. New Business

i. Committee Reports

1. Budget and Finance Committee

A copy of the report was provided in the packet. Jennifer Welch is requesting the Proposed FY 2015 Budget Amendment #3 be amended. The Workers Compensation claim line item showing \$50,000, the bill came in for \$57,000, which has been settled. The Support Payments line item showing (\$47,000) indicates it is over budget by \$14,500 because Transportation Assistance was added back. The Operating Supplies line item showing \$2,580 was not spent, which leaves a surplus. The Staff Travel & Training line item showing (\$8,450), it actually increased by \$950. The

Board Travel and Training line item showing \$1,000 was not spent, which leaves a surplus. The On the Job Training line item showing (\$61,500), indicates it was under budget by \$14,500. The original budget total shows \$1,151,686, the committee is requesting to amend the budget by \$12,130, to reflect \$1,139,556.

Jennifer Welch made a motion to amend the budget. The motion was second by Jimmy Pitts and unanimously approved.

Jennifer Welch is requesting approval for the FY 2016 estimated budget. She stated line items, Workers Compensation claim \$57,000 will be removed from the budget. The Board Travel and Training line item showing \$1,000 will be added back in. The Support Payments line item showing \$46,000 will be added back in. The On the Job Training line item showing \$45,000 will be added back in. Total revenues of \$1,812,527 and total expenditures are \$1,191,438 which leaves \$621,089 available for carryover into FY 2016 for additional programs. Ms. Davis added these figures are an estimate and is waiting to hear from the DOL.

Jennifer Welch made a motion that the FY 2016 proposed budget be approved. The motion was second by Cathy Lee and unanimously approved.

ii. Sector Partnership National Emergency Grant

Sheknita Davis reported that the Sector Partnership National Emergency Grant (SP NEG) which are discretionary grants awarded by the Secretary of Labor to provide employment-related services for dislocated workers. In addition, the funding is intended to temporarily expand capacity to serve dislocated workers and meet the increased demand for employment and training services, with the goal of quickly reemploying laid-off workers and enhancing their employability and earnings.

Laura Mathis noted that the state would be the applicant and the WIB and the middle Georgia consortium would be the project operators. The region would be served, not just the county. The program plan needs to be submitted by May 29, 2015 to be considered for funding. Ms. Davis feels this is a great opportunity and allows for more flexible training – to partner that with grants WIB currently has. The goal is to get people back to work. Ms. Robinson feels this is a great compliment for the state to ask WIB to be one of the sites for this project.

Veronica McLendon made a motion to approve the Macon-Bibb WIB to become the applicant for the SP NEG grant. The motion was second by Charles Howard and unanimously approved.

GOOD OF THE ORDER

a. Rapid Response Update

Ms. Davis reported that Boeing is beginning their second phase of layoffs, there will be an upcoming job fair. Boeing is hopeful they will receive a new contract in June. The Macon-Bibb Economic Opportunity Council will have approximately 150 employees that may be displaced, WIB is putting together a plan to meet with the employees on site. Fresenius is completely closed, WIB is continuing to serve those displaced employees. Howard Scott is working onsite with Central State Hospital to assist with displaced workers.

b. Great Promise Partnership/Communities in School/Paxen Collaborative

Ms. Davis reported that she met with Mike Beatty of Great Promise Partnership, for student's not on track to graduate during their junior year and allows them to work. Ms. Davis also met with potential employers that may be interested in becoming a Great Promise Partnership site.

c. WIOA Update

1. Workforce Development Board Certification

Chairperson Theresa Robinson mentioned the name of the Workforce board will be changing from Workforce Investment Board to Workforce Development Board, the new name should be effective July 1, 2015.

Chairperson Theresa Robinson also mentioned she asked Charles Howard to serve as the chair of the nominating committee; currently there several vacancies for Business Representative, Labor Representative, Adult Education Literacy Representative and a Vocational Rehabilitation Representative, she asked the committee to keep in mind if they know someone who would be interested.

2. Technical Assistance Memos

Ms. Davis mentioned a Technical Assistance Memo from the state dated April 1, 2015, which covers the composition of the local boards. The guide includes membership requirements for both the grandfathered Local Workforce Investment Board (LWIB) as well as the new Local Workforce Development Board (LWDB). Ms. Davis noted they will follow the new LWDB requirements.

Ms. Davis reported on the Technical Assistance Memo dated May 4, 2015 for Out-of-School Youth. It requires that WIB must adhere to the new law of serving 75% of out-of-school-youth funds until the state policy is rewritten.

Ms. Davis updated the committee on the Technical Assistance Memo dated April 24, 2015. It states the chief elected official must establish a formal nomination and appointment process. In order for WIB to meet the May 22, 2015 deadline, it's not required to have this process in place; going forward, the WIB bylaws will need to state the formal nomination process.

3. QSAP - Quick Start Action Plans

Ms. Davis discussed the QSAP, a self-assessment to ensure WIB is ready for the WIOA implementation by July 1, 2015. This action plan guide is a very helpful reference tool when providing feedback to the Chief Locally Elected Official.

d. MGRC Building Renovations

Ms. Davis gave an update on the renovation and expansion into the space next to the Regional Commission. Construction is underway and moving right along and should be completed in June.

ANNOUNCEMENTS

a. Youth Council Meeting – June 8, 2015

Ms. Robinson thanked the WIB for their hard work in participating in the career fair at CGTC.

ADJOURN

There being no further business, the meeting was adjourned at 4:55 p.m.



WIB Chair



WIB Secretary



WIB CLEO

Middle Georgia Regional Commission
Workforce Development
Proposed FY 2016 Budget
Board Approved May 12, 2015

REVENUE	Total FY2015 Budget	Total FY2016 Budget
11-13-14-06-100	\$ 179,223	\$ -
11-14-14-06-100 - carryover	\$ 451,676	\$ 96,980
<i>new adult grant</i>	\$ -	\$ 451,676
31-13-14-06-100 - carryover	\$ 182,134	\$ 14,353
31-14-14-06-100 - carryover	\$ 351,812	\$ 330,056
<i>new DLW grant</i>	\$ -	\$ 351,812
15-13-11-06-100	\$ 81,685	\$ -
15-14-14-06-100 - carryover	\$ 510,227	\$ 228,956
<i>PY15 Youth (new)</i>	\$ -	\$ 867,068
44-13-14-06-100	\$ 22,580	\$ -
44-14-15-06-100- carryover	\$ 33,190	\$ 2,634
<i>new RR grant</i>	\$ -	\$ 33,190
	\$ 1,812,527	\$ 2,376,725

EXPENDITURES	FY2015 Proposed Budget Amendment 3	FY 2016 Proposed Budget	Variance
Salaries	\$ 215,065	\$ 258,429	\$ 43,364
Workers Compensation Claim	\$ 57,000	\$ -	\$ (57,000)
Employee Benefits	\$ 104,242	\$ 125,261	\$ 21,019
Indirect	\$ 138,867	\$ 166,866	\$ 27,999
Operating Supplies	\$ -	\$ -	\$ -
Participants Incentives/Supplies	\$ -	\$ -	\$ -
Professional Services	\$ -	\$ -	\$ -
Staff Travel & Training	\$ 8,450	\$ 8,450	\$ -
Board Travel & Training	\$ -	\$ 1,000	\$ 1,000
Youth Training Sessions	\$ -	\$ -	\$ -
Printing/Marketing/Advertising	\$ 1,000	\$ 1,000	\$ -
Dues, Membership Fees	\$ 2,500	\$ 2,500	\$ -
Council Meeting Expenses	\$ 400	\$ 400	\$ -
Equipment Rental	\$ -	\$ -	\$ -
Space Rental	\$ 696	\$ 696	\$ -
Contractual services Paxon	\$ 301,866	\$ 301,866	\$ -
Contractual services (CGTC)	\$ 53,970	\$ 53,970	\$ -
Contractual services Prove-It	\$ 2,000	\$ 2,000	\$ -
DOL Wage & Salary Site	\$ 3,000	\$ 3,000	\$ -
EMSI Subscription	\$ -	\$ -	\$ -
Tuition payments	\$ 175,000	\$ 175,000	\$ -
Support payments	\$ 61,500	\$ 46,000	\$ (15,500)
On the job training	\$ 14,000	\$ 45,000	\$ 31,000
Total Expenditures	\$ 1,139,556	\$ 1,191,438	\$ 51,882

Budget Surplus or (Deficit)

\$ 672,971.00 \$ 1,185,287.00


WDB CLEO Signature