

MINUTES

Macon-Bibb Workforce Development Board
Full Board Meeting
October 13, 2015, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Theresa Robinson
Jonathan Alderman
Cathy Garafalo
Myrtle Habersham
Charles Howard
Veronica McClendon
Randy Tidwell
Shannon Harvey
Harry Murray
Ralph Snowden
Jennifer Welch
Susan Long
Sarita Hill
Brenda Brown
Bob Burnham
Robert Thompson
Shelley Kraft
June Parker

STAFF PRESENT

Sheknita Davis
Kim Stanton
Mitchell Worthington
Lisa Datoc
Howard Scott

GUESTS PRESENT

Dr. Cassandra Washington

CALL TO ORDER

Chairperson Theresa Robinson called the October 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

Dr. Cassandra Washington, Hutchings College and Career Academy

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 August 11, 2015, Full Board Meeting

There were no corrections to the minutes of the August 11, 2015 Full Board meeting, they were unanimously approved on a motion by Ralph Snowden and second by Myrtle Habersham.

b. Old Business

i. Sector Partnership National Emergency Grant Update

Ms. Davis reported that the Sector Partnership National Emergency Grant (SP NEG) that was awarded to Georgia, \$1.3 million of the grant will go to this region. The first 3 months of the grant was a planning phase which ended September 30 and is currently in the implementation phase. The interview process has begun for the Career Development Facilitator that will be hired under the grant. Joint interviews were conducted with the consortium and the goal is to have the position filled by the end of October. Ms. Davis updated the board that she has reached out to the employers that were identified in the grant.

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 2016 Budget Amendment #1 be amended. A portion of the NEG grant of \$250,000 was added to the salaries. The Operating Supplies line item shows \$5,500 for a new computer lab that will be located at the MGRC, the cost will be split with Area Agency on Aging. The Staff Travel & Training line item showing \$8,450 was added under the NEG Grant. The Tests of Adult Basic (TABE) line item shows \$1,070, which is to assess the skills and knowledge of adult learners. The Contractual Services Paxen line item shows \$10,968 to get the latest contract up to the last contract. The On-the-Job Training line item showing \$45,000, which will come from the NEG Grant to cover regional planning. The original budget total shows \$1,185,287, the committee is requesting to amend the budget by \$160,955, to reflect \$1,024,332.

Ms. Davis noted that the region has received \$1.3 million, the state has allocated \$250,000 to Macon-Bibb and \$250,000 to the consortium, which was based on the services that are provided.

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

2. Public Relations Committee

Shannon Harvey reported that a formal marketing plan is in the process of being finalized to present to the budget committee to find out what it will take to implement the plan. Ms. Harvey hopes to have that by next board meeting.

Chairperson Theresa Robinson presented a newspaper article highlighting a successful job placement story on the front page of the Telegraph written by Stanley Dunlap after interviewing Ms. Davis, Chairperson Theresa Robinson and past customers.

Ms. Davis announced that she was nominated and received an award from Ms. Brenda Brown and her staff at the CGTC for outstanding achievement for a GED graduate.

ii. Bylaws

Ms. Davis reported on a few changes that were made to the bylaws to comply with the new law and state policies. Section I of Article II was updated to reflect that the MBWDB shall be certified by the Governor on a biannual basis. Section II was added to show that the WDB Chairperson and WD Director shall meet with the CLEO on a quarterly basis, this is currently being done. Two items in Section III were updated; appointments of MBWDB members shall be for a period of two (2) years, unless member resigns or is otherwise removed for cause and Nomination for

membership on the MBWDB shall be solicited in accordance with Nomination Policy and the Partnership Agreement. Section V was updated to reflect that the Executive Committee shall be comprised of the Chairpersons designated for each standing committee. Section I of Article VII was updated to show that the Executive Committee shall only meet on a bimonthly basis. Section II was updated to reflect that 50 percent plus 1 board members is needed for a quorum. Section I of Article VIII, item E was added from the state policy to show that if a member fails to attend three consecutive meetings without cause it will result in removal from the board.

The bylaws will be voted on at the next board meeting after the board has had time to review them.

GOOD OF THE ORDER

a. Workforce Development Board Retreat Review

Chairperson Theresa Robinson reported on the Workforce Development Board Retreat, on September 10 and September 11, 2015. Chairperson Theresa Robinson reported on some of the topics that came from the meeting. John Chamberlain, a subject matter expert for WIOA, reminded the board to begin using the term Young Adults versus Youth Program, the Youth Program name no longer exists. Chairperson Theresa Robinson reported that the WDB will be working together with the consortium on the regional strategic plan which needs to be completed by June 2016. Chairperson Theresa Robinson reported that she needs to convene a One Stop committee by July 1, 2017.

b. Hutchings College and Career Academy

Dr. Cassandra Washington, CEO/CTAE, Bibb County School District and Hutchings College and Career Academy reported on her role, which is to ensure that high school students graduate college and career ready. Dr. Washington reported that the program was awarded a \$3.1 million grant from the Technical College System of Georgia to build a facility to create a personalized learning environment. Students can have a career path in construction, aviation, culinary arts, cosmetology, healthcare, banking, teaching, graphics communication, and tourism. The program is also looking to add engineering and energy by next year. This program will allow the students to leave with the credentials to enter the workforce. Dr. Washington reported that the Hutchings College and Career Academy has a charter status. The academy will be moving to the old Promise Center, the name of the building will be the Robert J. Williams Complex. Transportation will be provided for all students.

ANNOUNCEMENTS

Executive Committee Meeting – December 3, 2015

Full Board Meeting – December 14, 2015

ADJOURN

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

WDB Chair

WDB Secretary

WDB CLEO