

MINUTES

Macon-Bibb Workforce Investment Board

Full Board Meeting

Tuesday, August 13, 2013, 4:00 p.m.

175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Jonathan Alderman
Robert Burnham
Myrtle Habersham
Shannon Harvey
Charles Howard
Becky Lee
Ed Leysath
Tony Lowden
Pat Luttrell
Tommy Meeks
Harry Murray
June Parker
Jimmy Pitts
Theresa Robinson
Terry Schwindler – Proxy for Pat Topping
Ralph Snowden
Bob Thompson
Jennifer Welch

STAFF PRESENT

Lisa Becker
Sheknita Davis
James Johnson
Laura Mathis
Howard Scott
Dana Williams
Tol Williams
Lisa Yazzie

CALL TO ORDER

Chairman Jonathan Alderman called the Macon-Bibb Workforce Investment Board, Inc. (MBWIB) meeting to order at 4:00 p.m.

ROLL CALL

Lisa Becker called the roll and noted that a quorum of members was in attendance.

OPENING CEREMONIES

a. Welcome

The Chairman welcomed everyone to the first meeting of the MBWIB held at the offices of the Middle Georgia Regional Commission. He also welcomed new MBWIB members Shannon Harvey, Becky Lee, and June Parker to the Board.

b. Introduction of Guests

Sam Henderson of the Mayor's Office was recognized at this time.

CHAIR'S REMARKS/CONFLICT OF INTEREST

Chairman Alderman explained the Board's Conflict of Interest Policy [pursuant to the Governor's Office of Workforce Development (GOWD) Conflict of Interest Policy, approved by the State Workforce Investment Board on September 10, 2012, in conformity with O.C.G.A. § 34-14-2 (2012)]: MBWIB members must not take any official action as a Local Workforce Investment Board Member which would have a material effect on his/her private, financial or business interests.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of June 12, 2013

The minutes of the June 12, 2013 meeting were unanimously approved on a motion by Theresa Robinson and seconded by Harry Murray.

b. Old Business

Chairman Alderman informed the Board that he had checked in with Dr. Thompson in Mobile and reported that she is doing well and sends her regards to Macon. He also reported that a committee had been established to search for a new Workforce Director and that there should be news of that committee's progress by the next Board meeting.

c. New Business

1. Report from Quality Assurance Committee on Rapid Response Self-Assessment

Mr. Luttrell reported that the GOWD has assigned responsibility for the Rapid Response System to each Local Workforce Investment Area (LWIA) and has outlined elements in the form of a Self-Assessment under which the new structure should be created. The Quality Assurance Committee met and went through each element to rate LWIA 10 on its readiness for a WARN notice in order to respond to the needs of employers/employees in the event of a major lay-off in the county. It was determined that there are areas in which Area 10 could improve, and the committee will work with staff to make those improvements and will keep the Board apprised of progress. Mr. Luttrell also noted that he had obtained the agreement of two outsourcing firms – Career Concepts and Spirion Staffing to serve on the Rapid Response Team.

2. One-Stop Partner Meeting

One-Stop Coordinator Howard Scott reported that he had personally contacted and met with more than 26 mandated and non-mandated partners in the development of a One-Stop Delivery System. The first meeting of the group was scheduled for Thursday, August 15. He added that 13 of those 26 partners had agreed to serve on the Rapid Response Team.

3. Youth and Adult Program Update

Program Coordinator Sheknita Davis gave a report on the Youth Service Provider, Paxen Learning Corporation's progress in launching its program for the 2013/2014 school year. She reported that Paxen

had hired Shermesa Saffold, former MBWIB employee and Career Coach Coordinator for the 2012/2013 Career Coach Pilot Program with Bibb County School District, as Program Manager, as well as Pamela Lockett, former MBWIB employee and PowerUp Pilot Program Coordinator with Central Georgia Technical College, as Case Manager. She informed the Board that Paxen had sent out literature and was actively recruiting for the Out-of-School Youth Accelerated GED program to start on August 19 in their new offices on Riley Avenue. She added that Paxen had also been in contact with principals of four high schools and CTAE Director Cassandra Washington about conducting after-school workshops and recruitment events for In-School Youth.

4. GeoSolutions Case Management System

Ms. Davis reported that the new case management system, GeoSolutions, went live on July 1, 2013 and has some “bugs” to work out. Data from GWS has been migrated into GeoSolutions, but it does not all match up. She informed the Board that this problem may affect the WIB’s performance reports because of incorrect information or data that has been left out of the system. GeoSolutions does not yet have a solution, but they are aware of the problems, and more importantly, GOWD is also aware of the problems. All of the other WIBs in GA have the same issues and face the same issues of incorrect performance reports for the 4th Quarter and PY 12.

5. Annual Monitoring Visit

Ms. Davis indicated that the GOWD’s yearly auditing visit was coming up on October 7 and that the monitoring team would be onsite for five days. In anticipation of the monitoring, an in-house audit is being conducted by Howard Scott and Lisa Becker in order to prepare for the visit and to identify any gaps that can be closed in advance of the official visit.

6. Transition Report

Interim Workforce Director/Deputy Director Laura Mathis commended the Board on its excellent Workforce staff. She informed the Board of a Welcome Breakfast that was held on July 1 to introduce the Workforce staff to the RC staff. She indicated that four Workforce staff members (Talisha Adison, Lisa Becker, April Moss, and Dana Williams) have moved to the RC and that six remain at the Terminal Station. She said that all data has been moved from City of Macon IT and secured by RC Information Services. She announced that Mauldin & Jenkins has been selected to conduct separate audits of the WIB and the 501(c)3 and that the results will be presented to the Board no later than the November meeting.

7. Workforce Director Search and Staff

Ms. Mathis indicated that the RC has received 36 resumes from all over the country for the position of Workforce Director. She said that the Search Committee will meet on August 16 to go over the resumes and to set a schedule for the next steps.

8. Central Georgia Technical College Agreement for Services

Ms. Mathis reported that she is in the process of redrafting and executing a new agreement between the Regional Commission and Central Georgia Technical College for the position of the WIA Coordinator, whose salary is subsidized 90% with WIA funds. She indicated that the new agreement will be signed by

the RC Council Chair, WIB Chair, and CLEO for complete transparency. She asked the WIB to authorize the Chair's signature on behalf of the Board.

Shannon Harvey inquired as to why a new agreement was being drawn up between the RC and CGTC as opposed to the WIB and CGTC. Laura Mathis responded that the RC is now the fiscal agent of the WIB.

The Board unanimously authorized the WIB Chair to sign the agreement with Central Georgia Technical College on its behalf on a motion from Pat Luttrell and seconded by Charles Howard.

It is noted that Becky Lee did not participate in the discussion and abstained from voting due to her position with Central Georgia Technical College.

9. Financial Report for Period Ending June 30, 2013

Ed Leysath presented a synopsis of the financial report prepared by Dana Williams. Charles Howard inquired as to whether full rent was still being paid on the rental of the office suite at the Terminal Station. Laura Mathis responded affirmatively. She added that this would continue to be the case until the staff was moved.

Ms. Mathis provided information on two upcoming events. The first involves the budget. She said that when the RC adopted its FY 14 budget, it knew that Workforce would be joining ranks, but had no specifics. She said that the budget includes revenue and expenses, but had not allocated line items. She said that the RC's Finance Department is working with Mr. Leysath to formulate a budget for the WIB's approval and CLEO's signature. It will then go to the RC Budget and Audit Committee for alignment with RC line items. She said this would be completed by the September meeting.

The other issue involves the two assets that were sold by MBWIB prior to merging with the RC. These were a car and the mobile lab that were titled to the WIB. She said that the items were sold at auction for \$7,000. This money has been received by the RC and is being held in reserve until such time that the WIB decides what to do with those funds.

GOOD OF THE ORDER

Theresa Robinson inquired if any final data on the work with Tractor Supply Company was available. Ms. Davis responded that at this time, TSC has hired 220 people, with 40-45 of those being temporary workers. Ms. Davis said that TSC had not hired exclusively from MBWIB candidates and is still compiling their final numbers. More than 1000+ Prove It! Assessments were performed, and hundreds of face-to-face interviews were conducted. A grand opening is planned for the fall, and Ms. Davis expects MBWIB to receive an invitation to the event.

Mr. Alderman introduced the staff to the Board for the benefit of new members.

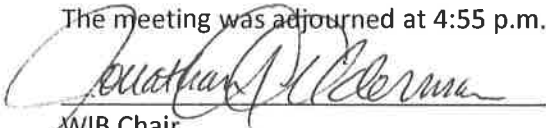
ANNOUNCEMENTS

Executive Committee Meeting – Tuesday, September 10, at 4:00 p.m.

Annual Meeting – Thursday, October 17, at 6:00 p.m. (Dinner will be served.)

ADJOURNMENT

The meeting was adjourned at 4:55 p.m.


WIB Chair


WIB Secretary


CLEO