

MINUTES

Macon-Bibb Workforce Investment Board
Full Board Meeting
Tuesday, December 10, 2013, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Jonathan Alderman
Robert Burnham
Cathy Garafolo
Myrtle Habersham
Shannon Harvey
Charles Howard
Becky Lee
Ed Leysath
Veronica McClendon
Harry Murray
June Parker
Jimmy Pitts
Theresa Robinson
Steve Schwartz
Ralph Snowden
Bob Thompson
Randy Tidwell
Jennifer Welch

STAFF PRESENT

Sheknita Davis
James Johnson
Laura Mathis
Carol Payton
Howard Scott
Tol Williams
Lisa Yazzie

CALL TO ORDER

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

ROLL CALL

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

OPENING CEREMONIES

a. Welcome

The Chairperson welcomed everyone to the meeting and expressed appreciation for the good attendance.

b. Introduction of Guests

There were no guests in attendance.

Chairperson Robinson recognized Mitchell Worthington and Penny Hunter of the MGRC staff who will now be handling the finances for Workforce Investment.

c. Conflict of Interest Statement

In lieu of reading the entire statement, Ms. Robinson asked if there is any business that will require action and could also benefit any Board member and/or family member, it is mandatory that they be excused.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of October 17, 2013 Board Meeting

There were no corrections to the minutes of the October 17, 2013 Board Meeting; therefore, they were unanimously approved on a motion by Ralph Snowden and seconded by Shannon Harvey.

b. Old Business

i. Update on Mauldin & Jenkins Audit

The Chairperson reported that it was anticipated that the Audit would be presented today, but Mauldin & Jenkins has requested a little more time. Ms. Robinson reported that she, Jonathan Alderman, and Sheknita Davis met with Mauldin & Jenkins in November, and there were still some items that needed to be addressed. A report will be given to the Board as soon as the Audit is complete.

c. New Business

i. 1st Quarter Performance Results

Lisa Yazzie gave a brief report on the first quarter performance for the period July 1, 2013 through September 30, 2013. There is a total of 159 Adults and Dislocated Workers, 218 Youth Participants, and 23 clients have been exited. Due to an internal system error, Youth Common Measures goal for Literacy and Numeracy gains are not shown, but goals were met. The Youth Common Measures for Attainment of Degree or Certificate were met as well. Placement in Employment or Education did not meet Common Measures; however, the WIB has until June to

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meet those measures. Adults and Dislocated Workers are also meeting performance measures in Entered Employment, Employment Retention, and Average Earnings. WIB is also exceeding Average Earnings for Dislocated Workers.

Sheknighta Davis reminded the members that this is only for the first quarter of the new fiscal year. WIB is currently in the second quarter which ends December 31, 2013, and it is possible that report will not be ready until the middle of February.

There was discussion on why the percentage rates for youth are lower than others. Ms. Davis said the following categories are currently being used by the State of Georgia for performance measures for youth:

- Placement in Employment or Education
- Attainment of Degree or Certificate
- Literacy and Numeracy Gains

The next report will include numbers under the Paxon contract.

ii. Appointment of Committee Chairs

Ms. Robinson said there are five Committees that are represented on this Board and some need a Chairperson. There was discussion of the following committees:

- Budget and Finance – Jennifer Welch is currently the Chairperson of this Committee. Shannon Harvey and Harry Murray have agreed to serve on the Committee, but Ms. Robinson said she would like to add three more members.
- Employer Partnership – Steve Schwartz is the current Chairman and has agreed to continue serving. More members are needed for this Committee.
- Quality Assurance – Pat Luttrell is serving as Chairman, and more members are needed as well.
- Public Relations and Nominating Committee – A Chairperson is needed for both as well as members.

Chairperson Robinson said she is encouraging members to volunteer but will appoint members if no one does. A sign-up sheet was passed around.

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iii. Approval of Budget

Committee Chair Jennifer Welch went over the proposed budget for PY 2013/FY 2014 that was approved by the Executive Committee at its November meeting. Copy was provided to members.

Total projected revenue is \$1,493,405. Discussion of expenditures began with salaries for each staff. Of the 11 original salaried positions listed, five positions remain and one position has been taken over/paid by the MGRC. Total salaries, fringe, and indirect are \$586,879. Costs for administrative operations were discussed next which total \$69,156. The costs for programmatic operations total \$538,735 for a total project cost of \$1,194,770, which is \$298,635 over the grant award. This does not take into account the set aside for Rapid Response, which is approximately \$37,000. Small payments for some of the programs are received in April and July but not enough to sustain all the programs through October. This is when the overage will be beneficial. It was noted that the budget can be amended throughout the year. Ms. Davis said the programs are currently running without a budget.

There were no corrections to the Budget, and it was unanimously approved on a motion by Jonathan Alderman and seconded by Jimmy Pitts.

GOOD OF THE ORDER

Ms. Robinson said she would like to welcome Mayor Robert Reichert in his capacity as the newly elected Mayor of the consolidated government of Macon-Bibb County. Mayor Reichert expressed his appreciation to the Board members for their service. He said going forward, Workforce will be one of the key components for economic development and referred to Workforce as a "talent pipeline."

a. Director's Report

Ms. Davis referred to an email she received from the Governor's Office regarding the Corrective Action Plan that was submitted. The Plan was submitted with regard to the four findings in the Performance Audit by the Governor's Office. All corrective actions were accepted with two requiring additional information.

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Ms. Davis also provided an informational handout with regard to the Strategic Plan. This Plan will be based on guidance from the Governor's Office. The State plan has not been officially approved by the Federal government.

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The Board currently works under an industry sector approach. An information sheet along with six questions was provided to the members. The questions deal with the type of sector the Board works under. Ms. Davis commented as a Board, it is vitally important to know if Workforce is targeting the right workers/businesses which will assist in leveraging how the workforce dollars are being used/spent. The same amount of work needs to be done even with sequestration and the funds being cut, so it is vital to make sure that Workforce has the right partnerships in the community.

Ms. Davis encouraged the Board to take time and read the information provided so that everyone knows what their responsibility is to the community. The information came from the National Association of Workforce Boards.

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Jonathan Alderman encouraged attendance at a community forum on December 11 at Willingham Chapel beginning at noon. Since early 2013, a group of leaders from a wide variety of organizations in Macon-Bibb have been guiding the development of a new community and economic development strategy entitled "One Macon! Our Vision, Our Future." Feedback is encouraged at the forum.

ANNOUNCEMENTS

- a. Executive Committee Meeting – Tuesday, January 14, 2014, 4:00 p.m.
- b. Full Board Meeting – Tuesday, February 11, 2014, 4:00 p.m.

ADJOURN

There being no further business, the December Full Board Meeting was adjourned at 4:40 p.m.



WIB Chair



WIB Secretary



CLEO

**Middle Georgia Regional Commission
Workforce Investment Board, Inc.
PY 2013 / FY 2014 Budget**

REVENUE

Grant Award Amount:	Percent of All Grants:	
	Program Award:	1,346,670
	Administrative:	<u>146,734</u>
Total Revenue		1,493,405

EXPENSES

Salaries **Total FY 2014 BUDGET**

Direct:		Salary	3%	Annualized	Fringe	
Program Director	9-month	66,732	68,734	50,549	26,741	50,549
Program Manager		54,256	55,884	13,564	7,175	13,564
Business Services Coordinator		46,801	48,205	47,503	25,129	47,503
Career Development Facilitator		35,869	36,945	36,407	19,259	36,407
Career Development Facilitator		32,825	33,810	5,553	2,937	5,553
Program Assistant		26,690	27,491	27,090	14,331	27,090
One Stop Manager		41,582	42,829	42,206	22,327	42,206
MIS Coordinator		33,810	34,824	3,522	1,863	3,522
Communication Manager		46,801	46,801	11,700	6,189	11,700

Administration:

Accounting/Compliance Coordinator		49,651	51,141	15,564	8,233	15,564
Accounting Technician		<u>34,825</u>	<u>35,870</u>	<u>10,397</u>	<u>5,500</u>	<u>10,397</u>
				264,056	139,685	

Total Salaries: 264,056 139,685 **264,056**

Fringe: 52.90% 139,685 **139,685**

Total Direct Salaries & Fringe 403,741 **403,741**

Indirect: 45.36% 183,137 183,137

Total Salaries, Fringe and Indirect 586,878 586,878

Administrative Operations:

Office Rental (3 months * 8,141.47)	24,424	15,133				39,556
Equipment Rental						2,580
Materials & Supplies						720
Space Rental						16,000
Professional Fees / Consulting						7,500
Staff Training / Travel						1,000
Board Member Expenses						1,800
Printing & Advertising						
Dues, Membership Fees						

Subtotal Administrative

Programmatic Operations:

Paxon Contract						269,235
Central Georgia Technical College						53,500
Prove-It Contract						2,000
DOL Wage & Salary Site						4,000
Tuition Payments						150,000
Support Payments						30,000
On the Job Training						<u>30,000</u>

Subtotal Programmatic

Total Project Cost: 1,194,769

Over / Under Grant Award \$298,635

298,635



Chief Locally Elected Official

1-14-14

Date



WIB Board Chair

1/14/14

Date