

MINUTES

Macon-Bibb Workforce Investment Board
Full Board Meeting
Monday, February 19, 2014, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Robert Burnham
Myrtle Habersham
Shannon Harvey
Charles Howard
Becky Lee
Ed Leysath
Veronica McClendon
Tommy Meeks
Harry Murray
June Parker
Ralph Snowden
Jennifer Welch
Robert Reichert – CLEO

STAFF PRESENT

Sheknita Davis
Laura Mathis
Carol Payton
Howard Scott
Lisa Yazzie

CALL TO ORDER

In the absence of Chairperson Theresa Robinson, Vice Chair Ed Leysath called the February 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.

b. Introduction of Guests

The following guests were in attendance:

Sam Henderson – Macon-Bibb County
Jennifer Chapman – Auditor with Mauldin & Jenkins

c. Conflict of Interest Statement

In lieu of reading the entire statement, Mr. Leysath said 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 December 13, 2013 Board Meeting

There were no corrections to the minutes of the December 13, 2013 Board Meeting; therefore, they were unanimously approved on a motion by Jennifer Welch and seconded by Harry Murray.

b. Old Business

i. Mauldin & Jenkins Audit Report/IRS Form 990

Jennifer Chapman of Mauldin & Jenkins presented the Audit Agenda for FY 2013 ending June 30, 2013. She indicated that a more detailed report was given to the Executive Committee in January.

It was noted that this was a clean or unmodified audit report. There were no significant difficulties in dealing with management in performing or completing the audit. Also, there were no disagreements with management.

The review of financial statements included:

- Statement of Financial Position.
- Statement of Activities.
- Statement of Cash Flows.
- Footnotes – total of five.

In conclusion, the following suggestions for improvement were noted:

1. Management was unable to complete support for certain journal entries. The auditors recommended that the organization maintain complete documentary evidence for all journal entries posted.
2. Management was unable to locate support for audit visual equipment listed on the inventory listing. In addition, the inventory listing was not appropriately maintained during the year. The auditors recommended that the organization maintain invoices and/or other appropriate documentary evidence for all inventory, appropriately

capitalize all assets with a per unit price of \$5,000 or more in accordance with its policies, and perform annual inventories.

After brief discussion, Ralph Snowden made a motion that the Audit Report be accepted as presented. The motion as seconded by Shannon Harvey and unanimously approved.

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Ms. Chapman also reported that the IRS Form 990 has not been completed, and the Auditors have requested and received a filing extension. It is anticipated that it will be completed and presented at the March Board meeting.

- c. New Business
 - i. Policy Approvals
 - 1. Exit Policy

Sheknita Davis referenced the Exit Policy that was provided for each member present. She indicated that it has already been presented to Quality Assurance and Executive Committees. The purpose of this policy is to outline the parameters and provide direction for existing participant from WIA program and data entry into Georgia Work Ready Online Participant Portal.

There being no changes or comments concerning the Exit Policy, Charles Howard made a motion that the Exit Policy be approved. The motion was seconded by June Parker and unanimously approved.

- ii. Youth Council Membership Approval

Veronica McClendon, Youth Council Chair, reported that the following individuals have been nominated and agreed to serve on the Youth Council for Macon-Bibb County Workforce Investment Board pending the Board's approval:

- Tracy Artis – Mercer University Educational Opportunities Center
- Ebony Harris – United Way-Macon Promise Neighborhood
- Wanzina Jackson – Macon-Bibb County Office of Economic/Community Development
- Roger Jackson – Motivating Youth Foundation
- Angeline Nydonyi – Goodwill Industries
- Darice King – Parent
- Quinyetta Stubbs – Former Student
- Michael Colbert – Macon Housing Authority
- Frank Mack – Family Counseling Center of Central Georgia
- Gaila Kelly – Job Corps
- Isis Davis – Department of Juvenile Justice – Probation Office

There being no objections to the nominees, Ralph Snowden made a motion that they be approved. The motion was seconded by Myrtle Habersham and approved. June Park and Jennifer Welch abstained from voting due to a conflict of interest.

iii. GDOL/LWIA Data Sharing Agreement

A copy of this Agreement was emailed to each member. This Agreement was also approved by the Executive Committee at its January 14 meeting. Sheknita Davis reported that in the past, Workforce Development could access wage and employee program information through the Department of Labor at no charge. Since Workforce now falls under the administration of the Governor's office, access to wage information is only available through the Department of Labor. Therefore, a data sharing agreement with the DOL is necessary in order to obtain this information. The initial cost or setup fee is \$4,500 for the first year with the fee decreasing to \$1,000 per year thereafter. The setup fee is already included in the budget, and it could end up being less since it will be for March through June 2014. It is important to be able to access this website for national tracking of wage data and tracking of previous participants.

There being no further discussion, Shannon Harvey made a motion that the Data Sharing Agreement be approved as presented. The motion was seconded by Charles Howard and unanimously approved.

iv. MBWIB By-Laws Summary

Laura Mathis referred to the handout that was provided to everyone. She noted that the staff is seeking direction/guidance with regard to changes, and no action was required at this meeting. Amendments are needed due to the move under the Governor's Office of Workforce Development from the Department of Labor as well as the move to become part of the Middle Georgia Regional Commission.

The current bylaws that govern the Macon-Bibb WIB are a combination of the 501©3 organization portion and Workforce Investment board. Ms. Mathis said several options were discussed with some of the Board members. Amendments that need to be made include: 1) remove references to staff; 2) amend the powers of the Executive Committee; and 3) amend schedule for meeting packages, notices, etc. References to staff need to be removed because the 501©3 does not have staff.

The first issue that was discussed was the role of the Executive Committee. From a WIA standpoint, the Executive Committee should only be used or convened in an emergency situation when the full Board is not able to convene. It should not be used routinely or regularly to conduct business of the WIA. The State only recognizes the activities of the Workforce Investment Board and not the Executive Committee (i.e. adoption of budget, audit, etc.).

The other issue deals with the process, which is fairly lengthy, that governs meeting packages, notices, etc. If those are followed to the letter, staff would be spending a good amount of time putting the packages together with not much flexibility to be available when needed.

Ms. Mathis provided considerations for the Board to discuss. The first discussion involved the continuation of the 501©3 status. There are required costs in maintaining the status, and Ms. Mathis briefly went over those. There is a cost of approximately \$1,500 annually to file the 990 forms, and it was discovered that this may not be an eligible expense through the Governor's Office on Workforce Development. Registration with the State of Georgia must also be maintained at an annual cost of \$30. Ms. Mathis said she discovered that the last registration was in 2012; therefore, WIB was non-compliant. The cost to become current was \$85. It was noted that if just one grant is received through the 501©3, then it would be worth any costs. There also may be donations from different organizations that would also cover any costs.

Discussion followed. Ms. Mathis stated that if the Board is indecisive as to what direction it should take with keeping the 501©3 status, she suggested that there be two separate sets of bylaws – one for WIB and one for the 501©3 corporation. WIB would cover all that is required under the WIA. Bylaws for the 501©3 would be skeletal and would allow for establishment of a board, an annual meeting, other meetings as deemed necessary, and list purposes/reasons for which it was established. It was also recommended to set the officers of the corporation as the officers of the WIB, so there is a connection. The bylaws for the WIB would cover all that is required under the WIA.

Ms. Mathis said as she understands it from the discussion that took place, two sets of bylaws are needed – one for the 501©3 and one for WIB. There was discussion as to when meetings need to be held - monthly or every other month. Ms. Mathis noted that the only board that is recognized by State law is the one that was appointed by the WIA Chief Local Elected Official or CLEO. Any action taken by an Executive Committee would have to be ratified by the full Board at its next meeting.

Ms. Davis indicated that due to all the recent changes with the WIA, there are several policies that need to be changed and/or rewritten so it may be necessary to meet monthly. Some of the members indicated they would like to see a schedule/timeline of when things are due or need to be done. Ms. Mathis recommended that until the timeline can be established, the Board will meet monthly until the end of the fiscal year. Also, if there are no items that require action, the meetings could always be cancelled – with advance notice. Therefore, Becky Lee made a motion that the meeting dates be scheduled for the second Tuesday of each month at 4:00 p.m., with the exception of March, until the end of the fiscal year. The motion was seconded by Jennifer Welch and unanimously approved.

Ms. Mathis indicated that the two sets of bylaws would be presented at the next meeting scheduled for March 18.

v. MBWIB Strategic Plan Summary

For the sake of time, Sheknita Davis briefly discussed the Strategic Plan Summary, which is due to the Governor's Office by March 31. She provided a Table of Contents (TOC) to be used as a reference guide and to see where the Plan currently stands. She indicated that approximately 75 percent of the current plan is unchanged. She noted on the TOC which sections were changed. The Plan has to be posted for public comment at least 30 days before submitting to the State. Ms. Davis also said that a full version, which is anticipated to be completed by February 21, will be emailed to each member as well as posted on the website for public comment. Any comments/changes are scheduled to be discussed at the March 18 meeting. Approval of submission of the Plan by email to the members as well as posting on the website is needed. Shannon Harvey made a motion to that effect. The motion was seconded by Veronica McClendon and approved.

GOOD OF THE ORDER

It was announced that staff will be relocating to the MGRC offices the first of March. There was brief discussion concerning downsizing of employees from eleven to four with one vacancy.

Appreciation was expressed to Mayor Robert Reichert for his attendance.

ADJOURN

There being no further business, the February meeting was adjourned at 5:10 p.m.



WIB Chair



WIB Secretary



CLEO