

MINUTES

Macon-Bibb Workforce Investment Board
Full Board Meeting
Tuesday, March 18, 2014, 4:00 p.m.
175 Emery Highway, Suite C, Macon, GA

MEMBERS PRESENT

Jonathan Alderman
Cathy Garafolo
Lamar Geddis
Charles Howard
Tommy Meeks
Harry Murray
Jimmy Pitts
Theresa Robinson
Steve Schwartz
Ralph Snowden
Randy Tidwell
Jennifer Welch

STAFF PRESENT

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

CALL TO ORDER

Chairperson Theresa Robinson called the March Full Board meeting to order at 4:00 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

None in attendance.

c. Conflict of Interest Statement

In lieu of reading the entire statement, Ms. Robinson 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 February 17, 2014 Board Meeting

There were no corrections to the minutes of the February 17, 2014 Board Meeting; therefore, they were unanimously approved on a motion by Ralph Snowden and seconded by Lamar Geddis.

b. Old Business

i. PY 2012 Monitoring Final Status

Ms. Davis referred to a copy of an email received from the Governor's Office of Workforce Development that all required actions pertaining to the two findings have been satisfied. A copy of the email was provided to the Board.

ii. F990 Update

Ms. Davis reported that she received notification from Mauldin & Jenkins that the F990 should be completed by the end of the month and will be presented at the April 8 meeting. An extension was filed by M&J, and it carried over until May 1.

iii. Bylaws

Ms. Mathis reported that staff is currently working on two versions of the bylaws – one for the 501(c)3 corporation and one for WIB. The WIB Bylaws would contain all the information that is required either by Federal regulations or the State plan. The staff is also working on language for each that would “merge” these together and in language that is easy to understand/comprehend.

It is anticipated that the bylaws will be forwarded to the Board within the next week or two in order so they can be presented for adoption at the April meeting.

iv. Local Plan Update

Ms. Robinson reminded the Board that the WIB was granted an extension until May 1 to complete and submit the update. She called on Becky Lee and Sheknita Davis to present the update.

Ms. Lee began by saying she would like to recognize and thank the following members of the Strategic Planning Committee: Jonathan Alderman, Bob Burnham, Myrtle Habersham, Shannon Harvey, Ed Leysath, Harry Murray, Theresa Robinson, Steve Schwartz, and Jennifer Welch.

Ms. Lee began with changes that are included on pages five through seven. Sheknita Davis continued with the key areas in the remainder of the document where there were changes or updates. She noted any changes or updates were made to align Workforce with the Governor's State Plan as well as changes that are happening in the community. Ms. Davis noted that this Plan actually started July 1, 2013.

With there being no comments and on behalf of the Strategic Planning Committee, Ms. Lee made a motion that the 2013 – 2018 Macon-Bibb Workforce Investment Board Comprehensive Plan be approved. The motion was seconded by Ralph Snowden and unanimously approved.

Chair Theresa Robinson said the Plan will be put out for public comments.

NEW BUSINESS

i. Performance Update

Ms. Davis referred to the WIA and W-P PY 12 Third Quarterly Performance Report that was made available to the Board. As noted on the Report, the WIA is exceeding six of the performance measures and meeting three which gives an overall status of exceeding local performance. Ms. Davis said she is pleased with the overall performance and commended the staff for the work they are doing. She also said that Region 06 is one of two regions in the State that are exceeding its performance measures.

ii. Subrecipient/Vendor Monitoring

Staff recently conducted a subrecipient monitoring for Paxen and are in the process of finalizing the report. Ms. Davis indicated they are doing excellent overall with the students they are currently serving. They did have two findings and both relate to data.

She also gave a report on the Accelerated GED program that Paxen participates in. In a very short period of time, they had 25 out of 31 students to obtain their GED. This is a five-week program, and the participants are in the 19 to 21 age bracket. She commended Paxen for its work.

Ms. Davis reported that staff is preparing to monitor the contract they have with Central Georgia Technical College. The current contract will expire June 30, 2014. Possible renewal of the contract will be presented either at the April or May meeting.

iii. Work Number Pilot

Sheknita Davis gave a brief report on a new pilot entitled Work Number. This is a company where employers can sign up to have their employees' wage information sent to that company. The trial period for this pilot is April 1 through June 30, and Workforce will not be charged. This pilot will help the WIA to see if this is valuable in receiving real time wages for participants instead of contracting with the Department of Labor. The information provided by the DOL is usually about two quarters behind.

iv. Support Services Policy

A copy was provided to the Board members. This policy goes along with the Comprehensive Plan. This policy was already in place but required updates which Ms. Davis briefly went over. She also made reference to the Supportive Services Determination Form, which was attached and had minor changes. Ms. Davis indicated that the form will be reviewed annually.

There being no comments, Chair Robinson said she would entertain a motion concerning adoption of the Support Services Policy. Randy Tidwell made a motion to that effect. The motion was seconded by Jimmy Pitts and unanimously approved.

GOOD OF THE ORDER

Ms. Davis reported that a Budget-to-Actual Report will be given at the April 8 meeting. A budget amendment is also anticipated.

ANNOUNCEMENTS

- a. Full Board Meeting – Tuesday, April 8, 2014, 4:00 p.m.
- b. Youth Council Meeting – Tuesday, March 25, 2014, 2:00 p.m.

ADJOURN

There being no further business, the March meeting was adjourned at 4:40 p.m.



WIB Chair



WIB Secretary



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