

## MINUTES

Macon-Bibb Workforce Investment Board  
Annual Meeting  
Thursday, October 17, 2013, 6:00 p.m.  
175 Emery Highway, Suite C, Macon, GA

### MEMBERS PRESENT

Jonathan Alderman  
Robert Burnham  
Cathy Garafolo  
Lamar Geddis  
Myrtle Habersham  
Shannon Harvey  
Ed Leysath  
Pat Luttrell  
June Parker  
Bob Thompson  
Steve Schwartz

### STAFF PRESENT

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

### CALL TO ORDER

Chairman Jonathan Alderman called the Macon-Bibb Workforce Investment Board (MBWIB) meeting to order at 6:30 p.m. The Chairman expressed appreciation to the Middle Georgia Regional Commission for providing the meal and to Jeneane's for catering.

Before moving forward with the agenda, Mr. Alderman said he would like to make a few comments about meeting attendance. There are provisions in the bylaws that indicate if a member has missed several meetings, they should step down from the Board. Mr. Alderman indicated he has spoken with a few Board members regarding their attendance. As part of his "presidential powers," Mr. Alderman said he has created an Advisory Council for those members who are committed to supporting the work of the organization but are unable to attend meetings on a regular basis. He encouraged the Board to think about other members who may have an interest in the organization but cannot attend regularly and want to be a part of the Advisory Council.

Therefore, as of this meeting Tony Lowden and Ben Pate have stepped down and will not be counted as part of the quorum for the meeting.

### ROLL CALL

Executive Secretary Carol Payton called the roll and indicated that there 11 members present.

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OPENING CEREMONIES

a. Welcome

Chairman Alderman welcomed everyone to the Annual Meeting.

b. Introduction of Guests

The following guests were recognized:

Aundrea Simmons – Georgia Department of Labor  
Carlton Williams – Macon-Bibb County Economic Opportunity Council  
Sallie Devero – Central Georgia Tech  
Heather Whitmore – Consumer Credit Counseling Services

c. Conflict of Interest Statement

In lieu of reading the entire statement, the Chairman 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 August 13, 2013 Board Meeting

There were no corrections to the minutes of the August 13, 2013 Board Meeting, and they were unanimously approved on a motion by Pat Luttrell and seconded by Myrtle Habersham.

b. Old Business

None to report.

c. New Business

- i. Governor's Office of Workforce Development Monitoring Visit for Period Ending June 30, 2013

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Executive Director Sheknita Davis reported that auditors from the Governor's Office were in the RC office October 7 through 11 for monitoring the period ending June 30, 2013. The auditors first looked at financial and programmatic records and addressed any findings from previous years. For the 2011 program year, there were ten financial findings and three programmatic findings, all of which have been addressed. In 2012, there were three financial findings and one programmatic finding along with nine observations. There were no disallowed cost findings.

Ms. Davis indicated that the findings were forwarded to each member and briefly went over what they were. Once the official findings are received from the Governor's Office, staff has ten days to respond. Ms. Davis said it was a good program review overall from the Governor's Office.

Laura Mathis responded to a question by one of the Board members with regard to any possible changes or increase in financial findings as a result of moving under the umbrella of the MGRC.

Chairman Alderman indicated the bylaws will need to be amended as a result of joining the MGRC and the consolidation of Macon-Bibb County.

### ii. Report on Impact of Government Shutdown as of October 1, 2013

Ms. Davis referred to the copy of a letter that was provided in everyone's packet to the Governor's Office of Workforce Development which outlines the Contingency Plan for the WIA 10. The information was submitted to the GOWD for its concurrence. Although the shutdown has been resolved and with the timeframe expected to receive funds approval from the federal government, staff will continue to abide by the budget information contained in the letter.

The letter outlines the current budget in the Adult and Dislocated Worker programs as well as funds needed for the bi-monthly payroll from October 1 to November 30 for five Workforce staff. In order to adhere to the proposed approach, the following must take place:

- All support payments to participants have been suspended as of October 1, 2013.
- Tuition payments totaling an estimated \$22,000 have not yet been billed to the Middle Georgia Regional Commission but are anticipated. Upon receipt, payment will be deferred.
- All other payments for routine operations such as telephone, supplies, and travel have been suspended.
- The MGRC will forgo charging the program Indirect until the FFY 2014 funding is secured.

Chairman Alderman thanked the MGRC for helping keep Workforce afloat during the shutdown.

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### iii. Nominating Committee Report and Election of Officers

Mr. Alderman reported that the Nominating Committee has not been able to meet to recommend a slate of officers for the new year. He noted that according to the new State law, the Chairman can now serve only two years, and he has fulfilled those two years. He feels that the Board needs to move forward with election of officers even though the Nominating Committee has not met. The Chairman opened the floor for nominations for the following positions:

#### Chairperson

Myrtle Habersham made a motion that Theresa Robinson be nominated as Chair. Steve Schwartz seconded the motion. The Chairman called for any other nominations from the floor. Steve Schwartz made a motion that the nominations be closed, and Pat Luttrell seconded the motion. The nomination of Theresa Robinson as Chair was unanimously approved.

#### Vice Chair

Lamar Geddis made a motion that Ed Leysath be nominated as Vice Chairman. Pat Luttrell seconded the motion. There being no other nominations from the floor, Steve Schwartz made a motion that the nominations be closed. Myrtle Habersham seconded the motion, and the nomination of Ed Leysath as Vice Chairman was unanimously approved.

#### Treasurer

Steve Schwartz made a motion that Jennifer Welch be nominated as Treasurer, and Bob Thompson seconded the motion. There being no other nominations from the floor, Steve Schwartz made a motion that the nominations be closed. The motion was seconded by Lamar Geddis, and the nomination of Jennifer Welch as Treasurer was unanimously approved.

#### Secretary

Steve Schwartz made a motion that Bob Burnham remain as Secretary. The motion was seconded by Lamar Geddis. There were no other nominations from the floor, and Lamar Geddis made a motion that the nominations be closed. The motion was seconded by Pat Luttrell, and the nomination of Bob Burnham as Secretary was unanimously approved.

All these terms are for one year.

GOOD OF THE ORDER

a. Workforce Director Report

Chairman Alderman said he is proud to have Sheknita Davis as the new Workforce Director and asked everyone to welcome her. He turned the floor over to Ms. Davis.

Ms. Davis referred to the Annual Report that was made available to everyone. She expressed appreciation to the Workforce staff for the job they did in putting the report together. She briefly went over some of the highlights during the year which include becoming a 501(C)(3) as of July 1, 2013.

Also during the year, two pilot programs were implemented. The first is the placement of Career Coaches in seven local high schools. These coaches had contact with over 1,400 students throughout the year. Included in the Annual Report is an actual listing of the services provided by the Career Coaches.

Another program that was implemented was the PowerUp Program at Central Georgia Tech. This is an accelerated GED program where students can obtain their GED in industry certification in six months, and she was pleased to announce that four males completed the program. Ms. Davis also reported on the Career Pathway Program that has been implemented in four high schools by Paxen. One student participated in and passed this program.

With regard to the Adult and Dislocated Worker services, contact was made with 2,800 job seekers, funded services were provided to 203 total combined Adult and Dislocated Workers. This resulted in a 65 percent credentialing rate and a 74 percent entered employment rate. The overall end-of-the-year performance rate has not been released by the Governor's Office. There is a 93 percent rating for those workers who actually entered employment in a field they were trained for.

Throughout the year, two strategic alliances were held and attended by employers, educators, and economic developers to discuss needs and develop objectives. Workforce had the opportunity to work with Tractor Supply and place approximately 75 percent of the employees that currently work there. This was a learning experience for all, and there will be procedural changes that will take place as a result.

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During the upcoming year, Ms. Davis stated that Workforce is looking to strengthen its partnerships throughout the community and hopes to develop a one-stop partner delivery system. Staff will also be working on a new Strategic Plan as the Governor's State Plan is approved and make sure both plans are aligned.

In closing, Ms. Davis encouraged everyone to take time to read the Annual Report.

The Chairman noted there is a strategic planning process currently going on with the Chamber, economic development, community foundations, and the Industrial Authority. The current plan is 25 years old, and they are looking at developing a new plan. Some of the things they are looking into intercept with Workforce. He briefly discussed some of the plans/talk that came out of these meetings. Connections are being made with those in the community that have never been made before.

A brief question/answer session as well as general discussion followed.

### ANNOUNCEMENTS

- Executive Committee meeting will be held Tuesday, November 12, 2013, 4:00 p.m.
- Full Board meeting will be held Tuesday, December 10, 2013, 4:00 p.m.
- Emails will be sent to members asking for volunteers to serve on various Committees.
- Board slots have been reduced and contact will be made with Chairman Hart and Mayor Reichert with regard to appointments.
- Veronica McLendon has been appointed by Chairman Alderman as Chair of the Youth Council Committee, but it still needs approval by Mayor Reichert.

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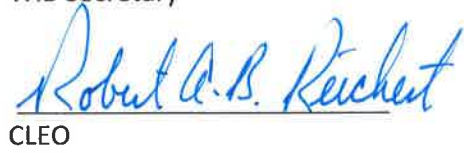
Laura Mathis expressed appreciation to Jonathan Alderman for his service as Chair over the last two years.

### ADJOURN

There being no further business, the Annual Meeting of the Workforce Investment Board was adjourned at 7:25 p.m.

  
WIB Chair

  
WIB Secretary

  
CLEO