

MINUTES

Macon-Bibb Workforce Development Board
Full Board Meeting
February 11, 2020, 4:00 p.m.
Middle Georgia Regional Commission

MEMBERS PRESENT

Jonathan Alderman
Mike Austin
Marlon Baldwin
Robert Barthelemy
Brenda Brown
Tyler Carter
Andrea Griner
Myrtle Habersham

Sarita Hill
Jimmy Pitts
Lauren Roan-Parks
Theresa Robinson
Georgia Rutland
Lisa Sipp
Nekita Watts
Yvonne Williams

STAFF PRESENT

Tiffany Andrews, Director of Workforce Development
Angelika Cortes, Data and Performance Specialist
Matt Garvin, Finance Director
Laura Mathis, Executive Director
Howard Scott, Special Projects Coordinator
Kim Stanton, Executive Assistant

GUESTS PRESENT

Stephanie Bermel, One-Stop Operator
Beth Enos, LH Thomson
Jennifer Giovannini, Eckerd Connects Paxen
Robert Gordon, In The Door, LLC
Ed Grant, US Census
Yasmine Middleton, One-Stop Coordinator
George Muhammad, US Census
Terria Trawick, UI Supervisor Macon Department of Labor

CALL TO ORDER

Chairman Jonathan Alderman called the February meeting to order at 4:16 p.m.

OPENING CEREMONIES

a. Welcome

Chairman Jonathan Alderman welcomed everyone to the meeting and apologized for the late start. There was a bad accident that had many of the board members delayed. As such, Chairman Alderman deviated from the agenda until everyone could arrive and invited Mr. Muhammad and Mr. Grant from the Census Bureau to give their presentation.

b. Census Presentation

George Muhammad and Ed Grant, serving as partnership specialist for the 2020 US Census in Macon-Bibb gave a presentation on the importance of becoming a 2020 Census Official Partner which works at the national and local levels to encourage households to respond to the 2020 Census and to raise awareness and encourage everyone to be counted. Additionally, a plead was made to assist with filling the vacant positions for Census Takers, Field Supervisors, Recruiting Assistants, Clerks, and Operations Supervisors.

c. One-Stop Operator 2019 Year-end report

Stephanie Bernmel, One-Stop Operator of In The Door, LLC, gave year-end report on the Macon One-Stop Career Center. Ms. Bernmel reported that the One-Stop offers a customized approach for each job seeker and employers. The One-Stop offers services such as Resource Lab, Computer Lab, and Cross Training. Ms. Bernmel reported that there had been a 6% increase in Hiring Events from 2018-2019. Additionally, that the following increases had been experienced with referral services:

WorkSource Macon-Bibb – 9% increase

GDOL (WPA, Trade, VET, UI) – 6% decrease

CGTC (Adult & CTE) – 52% increase it was noted that this drastic increase was result of determining tracking was not being done properly. The numbers are now accurate.

GVRA – 28% increase

Job Corp – 20% decrease

Economic Opportunity Council – 35% increase

SCSEP – 65% increase

ROLL CALL

Once everyone had arrived, Kim Stanton called the roll and indicated that a quorum was present.

d. Conflict of Interest Statement

Chairman Jonathan Alderman read the Conflict of Interest Statement Affidavit (as printed on the agenda), Chairman Jonathan Alderman stated that if there is any Board business that will require action and could also benefit any Board Member and/or family member, it is mandatory that they abstain from discussion and voting.

e. Nomination Process

In the absence of Charles Howard, Nominating Committee Chairman, Board Chairman Jonathan Alderman reported that the Nominating Committee met and are recommending the following slate of officers:

Lauren Roan-Parks as Chair, Shannon Gordon as Vice Chair, Bob Burnham as Secretary and Lisa Sipp as Treasurer.

Chairman Alderman opened the floor for nominations, with no further nominations being made, Chairman Alderman called for a motion on each position independently.

Myrtle Habersham made a motion to approve Lauren Roan-Parks as Chair. The motion was seconded by Theresa Robinson. The motion carried unanimously.

Theresa Robinson made a motion to approve Shannon Gordon as Vice Chair. The motion was seconded by Brenda Brown. The motion carried unanimously.

Robert Barthelemy made a motion to approve Bob Burnham as Secretary. The motion was seconded by Marlon Baldwin. The motion carried unanimously.

Mike Austin made a motion to approve Lisa Sipp as Treasurer. The motion was seconded by Yvonne Williams. The motion carried unanimously.

Chairman Jonathan Alderman directed everyone's attention to the spreadsheet that was included in the board packet. The spreadsheet shows all board members terms and category for serving on the board. Chairman Alderman noted that per the by-laws, the board is to be on staggered three-year terms. A motion was requested to approve the spreadsheet as presented with all terms being effective as outlined. Yvonne Williams made a motion to approve the 3-year stagger. The motion was seconded by Jimmy Pitts and passed unanimously

PASSING OF THE GAVEL TO JONATHAN ALDERMAN

Chairman Jonathan Alderman passed the gavel over to Lauren Roan-Parks as the new Chairwoman. Chairwoman Lauren Roan-Parks thanked the board for the opportunity to serve.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of December 10, 2020 Meeting

There were no corrections to the minutes of the December 10, 2020 meeting, they were unanimously approved on a motion by Mike Austin and second by Theresa Robinson.

b. Financial Report for period ending January 31, 2020

Matt Garvin reported that the financial report shows total expenses during the month of January 2020 of \$35,982 consisting mostly of salary, fringe, tuition, and One-Stop Operator contractual costs. The total expenses are only 27 percent of the budgeted expenditures for FY 2020.

Mike Austin made a motion that the financial report be approved. The motion was seconded by Theresa Robinson and unanimously approved.

c. Workforce Director Report

Tiffany Andrews introduced a new staff member Angelika Cortes, Data and Performance Specialist.

Ms. Andrews reported that her and Howard Scott visited the Dekalb One-Stop to evaluate their Kiosk and the Youth room for consideration for the Macon-Bibb OneStop.

Ms. Andrews reported that the Industry Fundamentals is in week three. Participants have completed their soft skills training, mock interviews and visited some potential hiring industries.

Ms. Andrews thanked Sarita Hill and her staff for assisting with transportation for Industry Fundamentals participants. Transportation for the tours fell through at the last minute and Ms. Hill's team was able to provide a van.

Ms. Andrews presented the current active case load for staff and contractors. WSMB has 115 Adult and 30 DLW. Paxen has 40 Adult, 6 DLW and 121 Youth bringing the total active cases to 312. This does not include those that are in follow-up. That report will be included next month.

Lauren Roan-Parks and Ms. Andrews attended the Local Workforce Development Area Directors training meeting on January 30, 2020.

Ms. Andrews reported that Robert Barthelemy submitted a letter of resignation. The company has requested that Beth Eno, HR manager take his place on the board. Ms. Andrews presented the letter to Mayor Reichert, CLEO and he appointed Ms. Eno to fill Mr. Barthelemy's unexpired term. Ms. Eno's term will be February 2020-December 2020.

Ms. Andrews also announced that Mayor Reichert, CLEO appointed Nekita Watts, HR Manager, Irving Tissue to replace Ms. McClendon who resigned at the end of 2019. Ms. Watts will serve a full three-year term from January 2020-December 2021.

d. Old Business

i. Policies and Procedures

Ms. Andrews reported that an extension has been requested and approved from the state to correct the policy and procedure findings.

ii. One-Stop/American Job Center Signage Update

Ms. Andrews reported that staff is finalizing new signage at the One-Stop. Staff is working to get quotes for a backlit sign that will include WorkSource Georgia's logo in addition to the Department of Labor's logo. Furthermore, staff is working on internal signage. Signs will be paid for through the State.

e. New Business

None

GOOD OF THE ORDER

None

ADJOURN

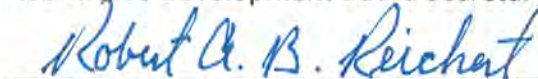
There being no further business, the meeting was adjourned at 5:35 p.m.



Jonathan Wilcox
Workforce Development Board Chair



Robert A. B. Reichert
Workforce Development Board Secretary



Robert A. B. Reichert
Workforce Development CLEO