

MINUTES

Macon-Bibb Workforce Development Board

Full Board Meeting

April 14, 2020, 4:00 p.m.

Middle Georgia Regional Commission

MEMBERS PRESENT

Jonathan Alderman
Mike Austin
Marlon Baldwin
Brenda Brown
Bob Burnham
Cathy Garofalo
Shannon Gordon
Andrea Griner
Myrtle Habersham
Sarita Hill

Richard Hinson
Charles Howard
George McCanless
Lauren Roan-Parks
Theresa Robinson
Steve Schwartz
Al Stewart
Nekita Watts
Yvonne Williams
Todd Wright

STAFF PRESENT

Tiffany Andrews, Director of Workforce Development
Angelika Cortes, Data and Performance Specialist
Matt Garvin, Finance Director
James Johnson, Career Development Specialist
Laura Mathis, Executive Director
Kim Stanton, Executive Assistant

GUESTS PRESENT

Jennifer Giovannini, Eckerd Connects Paxen
Carol Payton, behalf of Robert Reichert

CALL TO ORDER

Chairwoman Lauren Roan-Parks called the April meeting to order at 4:08 pm.

OPENING CEREMONIES

- a. Welcome

Chairwoman Lauren Roan-Parks welcomed everyone to the teleconference meeting held due to COVID-19.

ROLL CALL

Kim Stanton called the roll and indicated that a quorum was present.

b. Conflict of Interest Statement

Chairwoman Lauren Roan-Parks read the Conflict of Interest Statement Affidavit (as printed on the agenda), Chairwoman Lauren Roan-Parks 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.

STANDARD ORDER OF BUSINESS

a. Approval of Minutes of February 11, 2020 Meeting

There were no corrections to the minutes of the February 11, 2020 meeting, they were unanimously approved on a motion by Mike Austin and second by Theresa Robinson.

b. Financial Report for period ending March 31, 2020

Matt Garvin reported that the financial report shows total expenses during the month of March 2020, of \$177,696 consisting mostly of salary, fringe, tuition, and One-Stop Operator contractual costs. The total expenses are only 46 percent of the budgeted expenditures for FY 2020. Mr. Garvin also noted that staff is working on a budget amendment that will be presented to the Budget & Finance committee.

Ms. Andrews noted that staff is working on making changes to the way the budget is presented so allocations align with the yearly budget. This change will make what is presented to the board in line with the day-to-day operations. For example, the 46% expenditure to date does not reflect that we are unable to take new adult, DLW, or youth participants. The differences are the result of having 2 years to expend funds vs. projected expenditures.

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

c. Workforce Director Report

Tiffany Andrews reported that she is waiting on DOL's changes to the OneStop MOU, they are working on it. There weren't any financial changes to the MOU. It has to be presented at the May 12 Board meeting for approval.

Ms. Andrews reported that 10 entities submitted Letters of Intent for the Adult/DLW RFP. The recommendation from the Quality Assurance Committee will be presented at the May Board meeting.

Ms. Andrews reported that the Local Regional Plan is underway and is due to the State by June 1, 2020. The plan can still be out for public comment when submitted as a draft.

Ms. Andrews reported that the Board Certification document is underway and due to the State by May 29, 2020.

Ms. Andrews presented the current active caseload for staff and contractors. WSMB has 51 Adult and 36 DLW. Paxen has 36 Adult, 4 DLW, and 121 Youth bringing the total active cases to 221. This does not include those that are in follow-up which are an additional 131 participants. Ms. Andrews noted the large change between last case load report and current – this reflects the large number of participants that have been closed out as part of the Goodwill clean-up. Ms. Andrews thanked the staff for all of their hard work.

Ms. Andrews reported that initial documentation and a budget was submitted in support of the state applying for a National Emergency Grant. These funds would assist dislocated workers affected by COVID-19.

Ms. Andrews also reported that an available jobs page will be added to the Workforce website. She is hopeful that it will be active by the end of the week. This is a landing page for a grass roots effort and not intended to compete with the DOL, or any of the other job pages.

d. Old Business

i. Policies and Procedures Update

Ms. Andrews apologized for the continued delay; however, with everything going on this had to be prioritized differently. She is planning to present these at the June Board meeting for approval.

ii. One-Stop/American Job Center Signage Update

Ms. Andrews reported on the new signage at the One-Stop. There will be a backlit sign that will include WorkSource Georgia's logo in addition to the Department of Labor's logo.

e. New Business

i. Emergency Support Service Policy

Chairwoman Lauren Roan-Parks reported that the QA Committee approved an Emergency Support Service Policy that in the event of a natural disaster or declaration of an emergency, that the supportive services will continue until the State of Emergency is lifted OR the policy is amended by the Macon-Bibb Workforce Development Board. The motion was seconded by Shannon Gordon and unanimously approved.

ii. Career Coach

Chairwoman Lauren Roan-Parks reported that a one-year proposal is being made by the Board of Education for us to partner with them on placing Career Coaches at the high schools.

Theresa Robinson made a motion that the Career Coach proposal is approved. The motion was seconded by Cathy Garofalo and unanimously approved.

iii. OneStop Certification

Tiffany Andrews reported that an independent review of the OneStop was completed. Ms. Andrews feels that the state will recertify the Macon-Bibb OneStop. The Board will be asked to authorize the Chairperson of the Board to execute the certification and submit to the state.

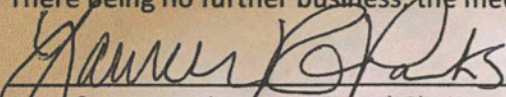
Yvonne Williams made a motion to authorize the Chairperson to sign certification documentation be approved. The motion was seconded by Shannon Gordon and unanimously approved.

GOOD OF THE ORDER

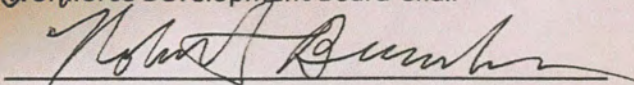
Next meeting: Special Called Meeting - May 12, 2020

ADJOURN

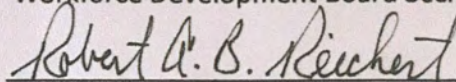
There being no further business, the meeting was adjourned at 5:15 p.m.



Workforce Development Board Chair



Workforce Development Board Secretary



Workforce Development CLEO