

MINUTES

Macon-Bibb Workforce Development Board
Full Board Special Called Meeting
June 9, 2020, 4:00 p.m.
Middle Georgia Regional Commission

MEMBERS PRESENT

Jonathan Alderman
Brenda Brown
Bob Burnham
Tyler Carter
Cathy Garofalo
Shannon Gordon
Andrea Griner
Myrtle Habersham
Sarita Hill
Richard Hinson

Charles Howard
Lauren Roan-Parks
Theresa Robinson
Georgia Rutland
Lisa Sipp
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
Laura Mathis, Executive Director
Howard Scott, Special Projects Coordinator
Kim Stanton, Executive Assistant

GUESTS PRESENT

Jennifer Giovannini, Eckerd Connects Paxen

CALL TO ORDER

Chairwoman Lauren Roan-Parks called the June meeting to order at 4:05 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 May 12, 2020 Meeting

Myrtle Habersham made a motion to accept the minutes seconded by Cathy Garofalo. The motion passed unanimously.

b. Financial Report

i. Grant Review Status

Tiffany Andrews presented pictorials showing the status of all grants currently open in Workforce. The pictorials will be presented at each meeting to better inform the Board on the status of each funding source, as well as create an additional layer of accountability and transparency.

ii. Financial Report

Matt Garvin reported that the financial report shows total expenses during the month of May 2020, of \$172,117 consisting mostly of salary, fringe, tuition, and contractual costs. The total expenses are at 86 percent of the budgeted expenditures for FY 2020. Mr. Garvin also noted that all budgeted expenditures are expected to be spent by fiscal year-end.

Richard Hinson made a motion that the financial report be approved. The motion was seconded by Jonathan Alderman and unanimously approved.

iii. FY 2021 Proposed Budget

Lisa Sipp presented the FY 2021 proposed budget. The budget has total revenues of \$2,068,589 and total expenditures of \$1,844,020, which leaves \$224,569 unobligated and to be expended in FY2022. Ms. Sipp stated the revenues are based on the projected balance of funds available from

fiscal year 2020 and the preliminary planning budgets for 2021. A detailed line-item budget was presented and reviewed.

After no further discussion, Chairwoman Lauren Roan-Parks stated that because this comes as a recommendation from the Budget and Finance Committee, only a second is needed. Bob Burnham seconded the motion. The motion passed unanimously.

c. Workforce Director Report

Tiffany Andrews reported on the current caseload. She also mentioned that the state has finalized performance negotiations with USDOL. Each LWDA has until July 10 to submit proposed negotiations to the state for the local area. Angelika and Tiffany will be working on this in the upcoming weeks. Lastly, Ms. Andrews mentioned the state approved the transfer of \$150,000 from DLW to Adult funds. She will work to obtain signatures on the contract documents.

d. Old Business

None

e. New Business

i. NEG Worksite Grant

Tiffany Andrews noted that there was another grant opportunity with the state related to COVID-19 for humanitarian efforts. This grant targets nonprofit or governmental entities. Ms. Andrews expressed concern in being able to identify people willing to work for \$8 an hour which is the approved rate for WEX in the Policies and Procedures. It was the staff's request, for this grant only, to increase the wage to \$10 - \$12. Myrtle Habersham made a motion to increase the WEX wage rate for this grant only. The motion was seconded by Charles Howard and unanimously approved.

ii. Eckerd Adult Contract Extension

Tiffany Andrews reminded the Board that when the contract was renewed with Eckerd it did not include Adult Services; however, the staff is requesting the Board to consider extending the contract for Adult Services by three months. With all the unknowns and potential grant opportunities, the staff does not want to take the Adult Services inhouse and then have to turn around and contract those back out. This is not for any new participants, only the participants they are currently managing. Shannon Gordon made a motion that the contract extension is approved. The motion was seconded by Georgia Rutland and unanimously approved.

iii. Shared Position with Middle GA Consortium

Tiffany Andrews reminded the Board of conversations at last month's meeting regarding the possibility to partner with the Middle Georgia Consortium for a staff person at Central Georgia Technical College. This person would be an employee of CGTC and contracted with 50/50 between the Consortium and the Middle Georgia Regional Commission. WorkSource Macon-Bibb's portion of the cost would be \$53,746.38. All Macon-Bibb participant costs would still be 100 percent the responsibility of WorkSource Macon-Bibb. Staff requested approval of entering an MOU with the Consortium for July 1, 2020 – June 30, 2021, for 50 percent of the staff person at CGTC.

Charles Howard made a motion that the shared position be approved. The motion was seconded by Cathy Garofalo and unanimously approved. Andrea Griner and Brenda Brown abstained from voting.

iv. OneStop Certification Tool

Tiffany Andrews reported that the OneStop Certification was submitted to the state for this year. Per state requirements, the Workforce Board must approve the OneStop Certification for the following year (July 1, 2020 – June 30, 2021). Staff utilizes this tool to monitor the OneStop, partners, and OneStop manager. There have been no changes to the tool. Shannon Gordon made a motion that the certification tool be approved. The motion was seconded by Sarita Hill and unanimously approved.

v. Local/Regional Plan Approval

Tiffany Andrews reported that the Local/Regional Plan was complete and put out for public comment. If anyone needs to access it, go to the WorkSource website. Additionally, the plan was sent directly to the Board and partners for easy access. Tiffany Andrews requested a motion to approve the plan as the local and regional plan contingent upon any major changes being submitted. Ms. Andrews noted she would not bring grammar/spelling changes to the Board for approval. Charles Howard made a motion that the Local/Regional Plan be approved contingent upon any major requests for change. The motion was seconded by Shannon Gordon and unanimously approved.

vi. Policies and Procedures

Myrtle Habersham noted that the Board should have received an email from staff with the proposed updates to the Policies and Procedures along with change tracking. Ms. Habersham summarized what the committee discussed and asked Ms. Andrews to address a few of the policies directly. Ms. Andrews pointed out that on the tracker are each of the policies that the

Board is responsible for setting. For example, the limits of the supportive service. These have not been changed, it was included for information purposes only. Ms. Andrews also pointed out Policy 3.2.10 will need to be developed by the Board. The QA Committee will meet soon to begin work on this policy. Additionally, all new policies have new mark-outs beside them for easy reference. Otherwise, the updates were minor updates made by the state for clarification on current policies. Ms. Andrews opened the floor for questions.

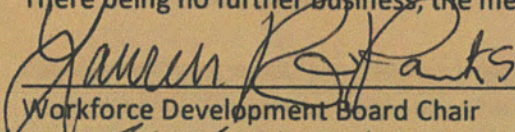
Chairwoman Lauren Roan-Parks stated that because this is a recommendation from the QA Committee, only a second is needed. Shannon Gordon seconded the motion. The motion passed unanimously.

GOOD OF THE ORDER

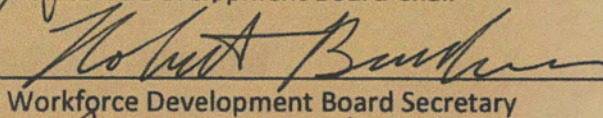
Chairwoman Roan-Parks reminded everyone that the next meeting will be held on August 11, 2020, at 4:00 p.m.

ADJOURN

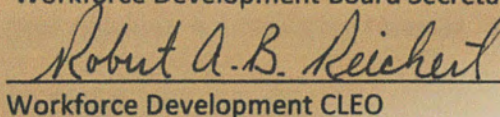
There being no further business, the meeting was adjourned at 4:55 p.m.



Workforce Development Board Chair



Workforce Development Board Secretary



Workforce Development CLEO