

MINUTES

Macon-Bibb Workforce Development Board
Full Board Special Called Meeting
September 15, 2020, 4:00 p.m.
Middle Georgia Regional Commission – Virtual Meeting

MEMBERS PRESENT

Jonathan Alderman
Mike Austin
Marlon Baldwin
Brenda Brown
Bob Burnham
Tyler Carter
Tom Driver
Beth Eno
Cathy Garofalo
Shannon Gordon
Andrea Griner

Myrtle Habersham
Sarita Hill
Richard Hinson
Charles Howard
George McCanless
Lauren Roan-Parks
Theresa Robinson
Lisa Sipp
Nekita Watts
Yvonne Williams
Todd Wright

STAFF PRESENT

Tiffany Andrews, Director of Workforce Development
Matt Garvin, Finance Director
James Johnson, Career Development Specialist
Andrea Jones, Career Development Specialist
Laura Mathis, Executive Director
Howard Scott, Special Projects Coordinator
Kim Stanton, Executive Assistant

GUESTS PRESENT

Terri Booker, Central Georgia Technical College
Jennifer Giovannini, Eckerd Connects Paxen

CALL TO ORDER

Chairwoman Lauren Roan-Parks called the September 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 June 9, 2020 Meeting

There were no corrections to the minutes of the June 9, 2020 meeting, they were unanimously approved on a motion by Shannon Gordon and second by Cathy Garofalo.

b. Financial Report

i. Financial Report

Matt Garvin reported that the financial report shows total expenses during the month of August 2020, of \$97,790 consisting mostly of salary, fringe, tuition, and contractual costs. The total expenses are at 5 percent of the budgeted expenditures for FY 2021. Mr. Garvin also noted that all budgeted expenditures are expected to be spent by fiscal year-end.

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

ii. 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.

c. Workforce Director Report

Ms. Andrews noted that the success of the department is accomplished through teamwork. In future meetings, staff will be providing updates on projects they have been working on to the Board beginning with Mr. Johnson who will give an update on the NEG grant.

i. NEG Worksite Grant Update

James Johnson noted that the custodial training initiative is a joint venture between WorkSource Macon-Bibb and the Bibb County School District. The funding to pay for this WEX training program was made available to the various workforce areas in the state of Georgia via the Cares Act federal legislation.

Initial efforts to recruit applicants for the janitorial training initiative began with a job fair sponsored by the WorkSource Macon-Bibb and the Bibb County School District on June 30th at the Board of Education offices on Riverside Drive. Approximately, 29 individuals attended the job fair, and all were interviewed by staff. Four of the 29 were enrolled in the WEX program within a week.

Staff have received 27 additional inquiries from persons interested in the custodial program. Although, most were not eligible for COVID funding based on the funding guidelines, we were able to refer all of them to the Board of Education for possible placements.

Staff has marketed the program by distributing flyers at various food distribution events, local churches, public services agencies, and Washington library.

Presently, we have four participants in the custodial training program, working at Burdell , MLK , and Rileydale elementary schools respectively. Additionally, we have 2 customers who are participating in the Georgia TAPP program. A customer pursuing a bachelor's degree in information technology, and a student pursuing a bachelor's degree in nursing, both at Middle Georgia State University. We also have one student attending Central Georgia Technical College, pursuing an associate degree in radiologic technology.

ii. Shared position with Middle Georgia Consortium update

Tiffany Andrews reported the partnership with the Middle Georgia Consortium for a shared position at Central Georgia Technical College is going well. Ms. Terri Booker was allocated five slots and she has already filled four with one more in the works. Ms. Andrews thanked Terri Booker for the partnership and her hard work.

iii. LWDA Board Certification update

Tiffany Andrews reported that they received notification from the state that the Board met the certification criteria.

iv. Career Coach update

Ms. Andrews noted that Mr. Scott and herself participated in several interview for Career Coaches and the Career Coach supervisor. Two of the four career coaches have been hired and the supervisor interviews are ongoing. Mr. Scott and Ms. Andrews will be developing a training for the coached and meet with them in October.

v. Industry Video

Central Georgia Technical College has recently completed an industry video that showcased students from the Industry Fundamental program. Ms. Andrews thanked Andrea Griner for including WorkSource Macon-Bibb and showed the video.

vi. Policies and Procedures update

Tiffany Andrews reported that Policies and Procedures updates have been approved by the state.

vii. Monitoring Dates

Tiffany Andrews asked Howard Scott to report on the subrecipient monitoring that he has been working on. Mr. Scott reported that they the subrecipient monitoring for PY 19 has been completed for all programs. There were no findings for either Eckerd Connect Paxen or In the Door. There were a couple observations that staff is working on with Eckerd and awaiting a final response from in the Door to address how we can move forward with the OneStop in a virtual environment.

Staff is working on a written report. Overall, staff is pleased with the process and activities by the subrecipients.

Tiffany Andrews noted that WorkSource Macon-Bibb will be monitored by TCSG on the week of November 16-20.

viii. Job Portal

Tiffany Andrews reported that the Job Portal webpage is now online. More info can be found at <https://mgeaworks.com/jobs-search>. The portal is a partnership with the Middle Georgia Economic Alliance and the High Demand Career Initiative that was a joint application between the Middle Georgia Consortium and WorkSource Macon-Bibb.

ix. Youth Orientation Video

Tiffany Andrews reported on the Youth orientation video that Eckerd produced. This will allow youth an opportunity to meet the orientation requirement in the virtual environment we are experiencing. The video can be found at <https://www.youtube.com/watch?v=a7-eQQMIQpc&feature=youtu.be>.

x. Goodwill update

Tiffany Andrews asked Andrea Jones to provide an update on the Goodwill transfer project. She has been the lead on this project and

instrumental in bringing the files into compliance.

Andrea noted that she originally received 75 active files from Goodwill. After contact was made on each file, it was determined 66 of those files have moved to follow-up as of today. After a participant completes or stops training they are required to complete follow-up which means a CDF contacts participants at least once a quarter for a year to obtain employment information and assist participants with career services such as resume writing, job search assistance, or job referrals for unsubsidized employment.

Of the 66 individuals that were moved into follow-up, 15 of those individuals received additional career services such as the resume writing, job search assistant, and/or job referrals. Additionally, thirty-four of the people in follow-up received a credential and 46 of them had employment at some point during follow-up.

Since these are participants in follow-up, the number of people with credential and employment can increase. We can still get credit for a credential while they are in follow-up. We have participants who returned to school while in follow-up and are slated to receive a credential before follow-up is complete.

Seven of those participants who were moved into follow-up were excluded from performance which means they exited training (no longer in training) and they don't have to completed follow-up. WIOA allows participants who at the time of exit can be excluded from exit if they meet certain criteria for example, if a participant is unable to work for medical reasons, they can be excluded from performance.

Out of the 71 active case files that were transferred, five are still active and enrolled in post-secondary education. Andrea Jones is confident those remaining active participants are going to do well and they are on track to graduate.

xi. Adult/DLW/Youth AFR Contracts

Tiffany Andrews reported that the state awarded additional funds to each LWDA. WorkSource Macon-Bibb received the following: Adult \$15,288; Dislocated Workers \$30,577; and Youth \$28,284..

d. Old Business

None

e. New Business

i. Goodwill CNA ETPL Application

Tiffany Andrews reported Goodwill has submitted an application to be added to the ETPL for their CNA program. Their application was included in the board packet for review. Ms. Andrews noted that the CNA program had been on the list previously; however, it was removed as the market was saturated and the salaries were low. Since COVID the demand for CNA's has increased as well as the salary. Ms. Andrews has spoken to Shannon Gordon, River Edge and she has seen an increased need as well, Andrea Griner with CGTC has experienced an increase in training requests for companies that hire CNAs. It is Ms. Andrews recommendation that both Goodwill and CGTC be added for a 6-month exploratory period to see if the demand is there.

Tom Driver made a motion to add Goodwill to the ETPL for the CNA program and to reevaluate after six months. The motion was seconded by Myrtle Habersham and unanimously approved. Jonathan Alderman abstained from voting.

ii. CGTC CNA Program reinstatement

Tiffany Andrews reported CGTC has approached the WDB to reinstate their CNA program. Same conversations were had as aforementioned about Goodwill.

Bob Burnham made a motion that the program reinstatement be approved. The motion was seconded by Mike Austin and unanimously approved. Andrea Griner and Brenda Brown abstained from voting.

iii. Approve updates to Regional Plan

Tiffany Andrews reported that the state approved the Local/Regional Plan with a few minor updates requested to wording. Nothing programmatic was changed. The changes were included in the board packet and reviewed individually. The updates are out for public comment until the end of September; however, no comments were received for the local plan and thus far, none have been received for the updates.

Cathy Garofalo made a motion that the updates to the local/regional plan be approved. The motion was seconded by Sarita Hill and unanimously approved.

iv. Performance Numbers for PY 20 & 21

Tiffany Andrews is requesting approval for the tools provided by the state for monitoring. The tools were included in the board packet for review..

Bob Burnham made a motion to accept the tools as presented. The motion was seconded by Chuck Howard and unanimously approved.

v. Eckerd Adult Contract Proposal

Tiffany Andrews reminded the board that an extension was provided to Eckerd for three months (until September 30, 2020) for adult services. The board voted that during COVID with decreased interest in the program and a decrease in the budget, it would not extend a new contract for adult services only maintain the participants that are in the pipeline. The extension is set to expire in a few weeks. Ms. Andrews asked the board to consider extending the contract until June 30, 2021 since the climate has not changed. Currently Eckerd is servicing 36 participants of which a third will exit by the end of this year; a third will exit the first quarter 2021 and the remainder will exit before June 30 2021. This extension will allow Eckerd to maintain an already existing relationship with these participants during uncertain times.

Jonathan Alderman made a motion to extend the contract through June 30, 2021 for Eckerd to continue servicing their exiting adult case load. The renewal is still based on the availability of funding. The motion was seconded by Cathy Garofalo and unanimously approved.

vi. Performance Measures

Tiffany Andrews presented the performance measures for Adult, Youth and Dislocated Workers that were negotiated with the State for 2020 and 2021.

vii. Greater Macon Chamber of Commerce Partnership Request

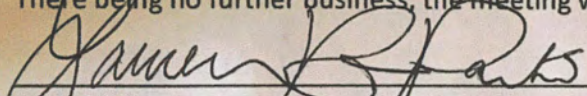
Tiffany Andrews noted that the Greater Macon-Chamber has requested the attention of the board for a partnership request on a workforce platform they have been working on. The presentation is too lengthy to be included in a regular board meeting. Yvonne Williams, Greater Macon Chamber of Commerce gave a brief overview of the platform and extended appreciation to the board for their consideration of a special called meeting on September 22 at 1:30 pm via Zoom. Chairman Roan-Parks asked the board to put the date and time on their calendar as a quorum will be necessary.

GOOD OF THE ORDER

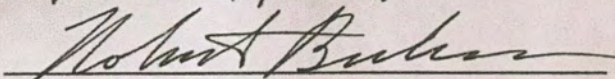
Chairwoman Roan-Parks reminded everyone that the next meeting will be held on October 13, 2020, at 4:00 p.m.

ADJOURN

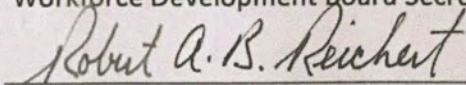
There being no further business, the meeting was adjourned at 5:15 p.m.



Workforce Development Board Chair



Workforce Development Board Secretary



Workforce Development CLEO