

**MINUTES**  
Macon-Bibb Workforce Development Board  
Full Board Meeting  
September 17, 2019, 4:00 p.m.  
Middle Georgia Regional Commission

**MEMBERS PRESENT**

Mike Austin  
Marlon Baldwin  
Robert Barthelemy  
Brenda Brown  
Bob Burnham  
Cathy Garofalo  
Andrea Griner  
Myrtle Habersham

Richard Hinson  
Charles Howard  
George McCanless  
Harry Murray  
Lauren Roan-Parks  
Theresa Robinson  
Georgia Rutland  
Steve Schwartz

**STAFF PRESENT**

Tiffany Andrews, Director of Workforce Development  
Lisa Datoc, Data and Performance Specialist  
Matt Garvin, Finance Director  
James Johnson, Career Development Specialist  
Andrea Jones, Career Development Specialist  
Laura Mathis, Executive Director  
April Moss, Multimedia Technology Specialist  
Howard Scott, Special Projects Coordinator

**GUESTS PRESENT**

Lynn Farmer, Macon Chamber  
Jennifer Giovannini, Eckerd Connects Paxen  
Jason Davidson, WIOA Participant  
Todd Davis, WIOA Participant

**CALL TO ORDER**

Vice Chair Lauren Roan-Parks called the June meeting to order at 4:03 p.m.

## ROLL CALL

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

## OPENING CEREMONIES

### a. Welcome

Vice Chair Lauren Roan-Parks welcomed everyone to the meeting.

### b. Conflict of Interest Statement

In lieu of reading the entire Conflict of Interest Statement Affidavit (as printed on the agenda), Vice Chair 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.

### c. WIOA Participant Presentations

Mr. Todd Davis graduated from the Manufacturing Fundamentals E3 Program in 2016. Mr. Davis stated that he worked for Blue Bird Company. Mr. Davis stated that he is currently seeking job reentry at the One Stop Center.

Jason Davidson is a returning citizen and completed the WIOA program in January 2019. He just completed his OJT training at Georgia Artisan where he has been offered non-subsidized employment. He also completed his CDL training and plans to remain full time at Georgia Artisan.

A video testimonial was presented to the board showcasing the owner of A1 Polymer and Derrick Fawling. Mr. Fawling completed the program to improve his skills and is now a Forklift & Machine Operator at A1 Polymer.

## STANDARD ORDER OF BUSINESS

### a. Approval of Minutes of June 18, 2019 Meeting

There were no corrections to the minutes of the June 18, 2019 meeting, they were unanimously approved on a motion by Theresa Robinson and second by Georgia McCanless.

### b. Financial Report for period ending August 31, 2019

Matt Garvin reported that the financial report shows total expenses during the month of August 2019 of \$55,572 consisting mostly of salary, fringe, tuition, and One-Stop Operator contractual costs. The total expenses are only 5 percent of the budgeted expenditures for FY 2020.

Steve Schwartz made a motion that the financial report be approved. The motion was seconded by Charles Howard and unanimously approved.

c. Committee Reports

1. Youth Committee

Marlon Baldwin reported on the upcoming Youth Workforce Summit that will teach youth financial and life skills training. The upcoming Youth Workforce Summit will be September 25 at the OneStop Career Center.

i. New Committee member update

No update.

ii. SETA Take Away

Marlon Baldwin reported on the knowledge he gained and best practices from attending the conference. Mr. Baldwin also spoke of the collaborative opportunities for all workforce development partners.

d. OneStop Operator Quarterly Update

Paul Allen, One-Stop Manager of In The Door Now, LLC gave a presentation on the Macon One-Stop Career Center. Mr. Allen reported that the One-Stop Career Center offers a customized approach for each seeker and employers. The One-Stop offers services such as a Resource Area, Computer lab, Cross Training, and Resume assistance.

e. Workforce Director Report

Andrea Jones reported on the Aerospace Job Fair that took place today. Ms. Jones stated that 11 employers were present that resulted in five job offers. One of the offers was for a WIOA participant that we had worked with when she was laid off from Boeing and just today was laid off again. She attended the job fair and was offered a job on the spot.

Ms. Andrews stated that the High Demand Career Initiative is going through an interview process to hire a project manager to carry out the next round of the grant.

Ms. Andrews reported they are continuing to work with CGTC on the E3 manufacturing fundamentals program.

Ms. Andrews announced that Lisa Datoc has resigned. Her husband who is stationed at Robins with JSTARS has received orders and will be stationed in Italy. Ms. Andrews thanked Ms. Datoc for her service and noted that she would be missed.

f. Old Business

i. Policies and Procedures Update

Tiffany Andrews reported that they are still in the process of updating the Policies and Procedures. The Quality Assurance Committee requested that a portion of the policies be emailed for redline review and section three which has all of the operational policies be emailed with an in person discussion to follow.

g. New Business

i. By-Laws Update

Tiffany Andrews reported presented a redline copy of the by-laws for the board's approval. Changes included reference changes from Department of Economic Development to Technical College System of Georgia, a few wording changes for flow, appointment of officers to January, and clarification on board structure.

Myrtle Habersham made a motion that the by-laws be approved. The motion was seconded by Cathy Garofalo and unanimously approved.

ii. OneStop Certification Re-adoption

Tiffany Andrews reported that the Quality Assurance Committee met to discuss the guidelines that are used to certify the OneStop.

Harry Murray made a motion that the tool for certifying the OneStop be approved. The motion was seconded by Cathy Garofalo and unanimously approved.

iii. Financial Monitoring and Quality Assurance Programmatic Monitoring Update

Tiffany Andrews presented the findings from the PY18 monitoring. All findings for PY17 were resolved and each of the six PY18 findings were reviewed and strategies to resolve were discussed.

iv. Next Board Meeting Date Decision

A list of upcoming board meeting dates for the year were presented.

ANNOUNCEMENTS

- a. Aerospace Job Fair – September 17
- b. Youth Workforce Summit – September 25
- c. MGRC Annual Meeting – October 10

ADJOURN

There being no further business, the meeting was adjourned at 5:05 p.m.

  
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Workforce Development Board Chair

  
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Workforce Development Board Secretary

  
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