

## **MINUTES**

Macon-Bibb Workforce Development Board  
Special Called Full Board Meeting  
June 15, 2021, 3:30 p.m.  
Middle Georgia Regional Commission – Virtual Meeting

### **MEMBERS PRESENT**

Jonathan Alderman  
Janeen Andrews  
Mike Austin  
Marlon Baldwin  
Bob Burnham  
Tyler Carter  
Shannon Gordon  
Andrea Griner

Myrtle Habersham  
Sarita Hill  
Richard Hinson  
Stacey Mixson  
Theresa Robinson  
Georgia Rutland  
Shawanda Solomon  
Al Stewart

### **STAFF PRESENT**

Tiffany Andrews, Director of Workforce Development  
Laura Mathis, Executive Director  
Kim Stanton, Executive Assistant

### **GUESTS PRESENT**

Lester Miller, Macon-Bibb

### **CALL TO ORDER**

In absence of the Chair, Vice Chair Shannon Gordon called the June 15 meeting to order at 4:00.

### **OPENING CEREMONIES**

- a. Welcome

Vice Chair Shannon Gordon welcomed everyone to the teleconference meeting held virtually due to COVID-19. Dr. Gordon noted the purpose of the meeting was to vote on three items covered during the regular called board meeting on June 8, 2020, when a quorum was lost at the end of the meeting.

## ROLL CALL

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

### b. Conflict of Interest Statement

Vice Chair Shannon Gordon 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. New Business

#### i. Quality Assurance Committee

Myrtle Habersham reported that when staff met with the Georgia Department of Labor, it was confirmed that the RFP was for a part-time position. Staff asked the RFP be amended as a full-time position. When the response was received, the cost increased to \$105,274. Staff evaluated the new cost to the original RFPs that were submitted. The additional cost covers the employee's insurance and retirement. The Quality Assurance Committee agreed that the \$5,274 additional cost was justifiable and will hopefully lead to better qualified applicants.

The Quality Assurance Committee made a recommendation for the Board to approve the amended cost for the OneStop Operator RFP resulting in a contract for \$150,274. The recommendation serves a motion seconded by Mike Austin and unanimously approved. Georgia Rutland abstained from voting.

#### ii. OneStop Infrastructure Cost Allocation

Tiffany Andrews reported on the OneStop Infrastructure Cost Allocation plan that must be updated to reflect the updated costs. Ms. Andrews reported that GA Department of Labor provided updated costs which resulted in a reduction.

Cubicle: \$2,144 per year / \$179 per month *–formerly \$181*

Office: \$4,020 per year / \$335 per *–formerly \$339*

Tom Driver made a motion to approve the OneStop Infrastructure Cost Allocation. The motion was seconded by Bob Burnham and unanimously approved. Georgia Rutland abstained from voting.

iii. Memorandum of Understanding Renewal(s)

Tiffany Andrews reported that the MOU is submitted to the board annually for IBEW, Macon-Bibb BOE Career Coaches, and the Middle Georgia Consortium for contract agreements. No changes have been made to the MOUs outside of date changes – cost, and tasks remain the same.

Janeen Andrews made a motion to approve all three the MOU renewals. The motion was seconded by Mike Austin and unanimously approved.

GOOD OF THE ORDER

Vice Chair Shannon Gordon reminded everyone that the next meeting will be held on August 10, 2021, at 4:00 p.m.

ADJOURN

There being no further business, the meeting was adjourned at 5:25 p.m.

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Workforce Development Board Chair

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Workforce Development Board Secretary

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