

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
ONE-STOP COMMITTEE MEETING  
SEPTEMBER, 28, 2021**

**MINUTES**

A virtual meeting of the Middle Georgia Workforce Development Board One-Stop Committee was held on September, 28, 2021, at Noon. The following members were present:

Aundrea Simmons  
Tishua Green  
Ethel Wynn  
Gloria Knowles  
Brenda Brown

The following members were not present:

Wade Yoder  
Jeff Scruggs

The following MGCI Staff members were present

Ashlee Simmons  
Darrell Stillings  
Vann Davis

The following guest were in attendance

Paul Allen, In-the-Door, One-Stop Operator

**WELCOME**

Chair Aundrea Simmons Chaired and called the meeting to order at 12:03 PM. She thanked everyone for participating. Ashlee Simmons called roll to verify who was present. There was a quorum present.

**MINUTES**

1. Chair Aundrea Simmons asked for approval for the minutes of the January 26, 2021, meeting of the Middle Georgia WDB One- Stop Committee. Motion to approve was made by Tishua Green and a second by Ethel Wynn. There were no opposing votes and motion carried.

**OLD BUSINESS**

There were none.

**NEW BUSINESS**

1. **Discussion on Revised MOU** –Christy Parker was unable to attend; however, Darrell Stillings spoke about Ashlee Simmons and himself getting a tour of the property and seeing there are lots of people that he feels can use our services. Darrell hopes she will be able to attend the next meeting. He also stated that we are still working with the original MOU but instead of having

multiple case managers, WorkSource will provide one case manager so there will not be a duplicate of services. The Jobs Plus Program Grant that was awarded to the Warner Robins Housing Authority and it starts in November.

- 2. Update from One-Stop Operator** – Paul Allen, One-Stop Operator updated the committee on the Year in Review. Paul did a power point presentation to go over the information. He discussed the Virtual Resource Expo for Seniors that happened October 20-21, 2020. They covered resume writing, interview skills and had someone talk about Social Security benefits and VA benefits. During the Expo, Saleemah Sabree discussed the services Legacy Links provides and Darreth Roby was able to help with GVRA discussing workplace accommodations. They received great feedback.

There was a Disabilities Awareness Training February 2021 where representations from GVRA did a presentation to discuss proper etiquette, best practices, workplace accommodations, and tips for assisting clients with disabilities.

There was a Virtual Job Fair May 11, 2021. Someone from Coca Cola, Frito Lay, Sellers Construction and Gilmer Warehouse was there. Paul thanked Vann Davis for his assistance with this. Fifty-nine (59) tickets were sold and ten (10) people were hired. Sellers Construction even found a Project Manager from the job fair even though they were looking at entry level positions.

There was a Readiness Training completed on May 21, 2021 for the upcoming Job Fair June 8 2021. This readiness training focused on helping with resumes, how to ace an interview and dress professionally. There was a QR code listed on the flyer that seemed to help with participation.

There was a second Job Fair in June the following business joined: Goodwill, Coca Cola, Interfor, Gilmer Warehouse and Sellers Construction. They would spent ten to fifteen minutes with each company and were able to ask questions.

Paul talked about Unite Us how it allows everyone to send out referrals across the state. It is an online platform that allows us to connect different resources. The goal is to get everyone in the Middle Georgia area on there so it can track ever thing and it is in a secure location. Tracks the journey they take on their way to success and it also track gaps to help us improve. Paul has been reaching out to agencies to get them to utilize this system.

Paul and Janie would like to do a Monthly Partner Training (Virtual, Hybrid, and In-Person) in order to cross train to help better share information to help the public. Topics foe cross-training would include: barriers to employment, assisting senior clients, working with veterans, vocational training opportunities, and helping clients with disabilities.

Paul would also like to start a virtual orientation Fridays from 11AM-12PM with the partners to help explain what each organization does. Also, Workforce Wednesday from 11AM-12PM to assist with resumes, interview skills, how to professionally dress for interviews and workplace etiquette. Tishua Green suggested doing one to two days out of the month and then when it takes off do it every week. Ashlee Simmons and Darrell Stillings both agreed it was a great idea. Tishua also stated she could do a mass email blast through Employ Georgia to reach more people.

Paul also discussed the Regional One-Stop Community Resource Directory. This directory will be available virtually and as a hard copy. It is still in the final approval stages. There was a motion to approve the One-Stop the Partner Directory Brochure. Ashlee clarified that the brochure and pamphlet would be emailed to customers and a cost was not associated with it. In addition, it is only for Area 11. Motion to approve was made by Tishua Green and a second by Ethel Wynn. There were no opposing votes and motion carried. There was also a motion to approve the One-Stop the Partner Directory Pamphlet. The motion was made by Tishua Green and a second by Ethel Wynn. There were no opposing votes and motion carried.

The Barriers to Employment Virtual Survey was already approved previously as a hardcopy. Darrell wanted to verify that nothing changed and it did not. Tishua wanted to verify that it did not need to be approved since it is just in a virtual format. As stated, there was no need for it to be approved in the virtual format.

### **MATTERS FROM THE FLOOR**

Tishua Green discussed the many updates that is happening to the Department of Labor building. These updates are happening to the inside and the outside. Some of the updates includes: lights, updated fans for the bathrooms, updated bathrooms except for the floors, outside building will be pressure washed and painted, removed repave the parking lot, new sign upfront.

### **NEXT SCHEDULED MEETING**

1. Proposed PY 2021 Meeting Schedule –The proposed PY 21 meeting schedule was presented for approval. A motion was made from Brenda Brown and a seconded by Ethel Wynn.
2. Next meeting is scheduled for November 16, 2021, at Noon, at the Houston County Career Center (Comprehensive) unless the Governor extends the state of emergency in which case it will be held virtual again. A motion was made from Tishua Green and a seconded by Ethel Wynn to approve the meeting schedule for the next being to be on November 16, 2021 at Noon. There were no opposing votes and the motion carried.

### **ADJOURNMENT**

There being no further business Chair Aundrea Simmons thanked everyone for their participation and adjourned the meeting at 12:50 PM