

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
ONE-STOP AND DISABILITIES COMMITTEE MEETING  
November 14, 2023**

**MINUTES**

An in-person meeting of the Middle Georgia Workforce Development Board One-Stop and Disabilities Committee was held on November 14, 2023, at noon, at the Middle Georgia Consortium, Inc., located at 124 Osigian Blvd., Suite A, Warner Robins, Georgia.

The following members were present:

Aundrea Simmons  
Tishua Green  
Jeff Scruggs  
Tyrone Evans  
Brenda Brown

The following members were not present:

Wade Yoder  
Ethel Wynn

The following MGCI Staff members were present:

Ashlee Simmons  
Paul Allen  
Tonya Larson

The following guest were in attendance:

Douglas Rohme, In-the-Door, One-Stop Operator  
Angela Horton, In-the-Door, One-Stop Operator  
Reginald Taylor, Jr. In-the-Door, One-Stop Operator

**WELCOME AND MINUTES**

Chair Aundrea Simmons chaired and called the meeting to order at 12:09 PM. She thanked everyone for participating. Ashlee Simmons called roll to verify who was present. There was a quorum present.

Chair Aundrea Simmons asked for approval for the minutes of the May 9, 2023, meeting of the Middle Georgia WDB One-Stop and Disabilities Committee.

A Motion was made by Brenda Brown and a second by Tishua Green to approve the minutes of the May 9, 2023 of the Middle Georgia WDB One-Stop and Disabilities Committee. There were no opposing votes and the motion carried by voice vote.

## **OLD BUSINESS**

There were none.

## **NEW BUSINESS**

### **1. Duties of the One-Stop and Disabilities Committee – *Chair Aundrea Simmons & Ashlee Simmons***

There was a discussion about the duties of the One-Stop Committee and Disabilities Committee. The committee is an oversight committee for the Middle Workforce Development Board that makes recommendations that go before the whole board. The committee has been in effect since PY2020. WorkSource Middle Georgia has one Comprehensive One-Stop location (Houston County Department of Labor) and two Affiliate One-Stop locations (Bibb County Department of Labor and Milledgeville Department of Labor).

### **2. One-Stop MOU – *Paul Allen***

Paul Allen discussed the structure of the One-Stops, the locations and the services offered. He talked about how to get involved and to do a better job at training people for the local events. One of the local events that he discussed were Partner Meetings where all of the local partners come together to talk about what services they offer and what they can do more of. Paul talked about having Cross Training among the partners, weekly orientation sessions at the One-Stop locations to help let the public know what services are available to them, Job Readiness Training would help participants with interview skills and resume training, and New Staff Training that would help any new partner at the One-Stop locations.

### **3. One-Stop Operator Contract Overview – *Paul Allen***

Paul talked about the breakdown on what is expected and how to manage the office with great customer service. Being able to help customers with processes in place to track referrals.

### **4. One-Stop Operator Plan – *Ashlee Simmons***

- a. One-Stop Operator Planned Activities
- b. One-Stop Operator Planned Activity Narrative

Ashlee Simmons reminded everyone to ensure we provide the same services at all One-Stop locations. Ashlee discussed all of the different activities and/or events that the one-stop locations will be required to hold in the coming year. A list of the events was provided on page 14 of the agenda package. She pointed out that each one-stop location will have a different number of events and efforts will need to be made to ensure that every customer is getting the same standard of service no matter which location they visit. Some of the different events listed were job fairs, outreach events, partner meetings and training sessions. Currently, there is no One-Stop Operator in the Milledgeville office. There was a discussion about rotating staff so that there was plenty of coverage at this office as well as everywhere else. Transportation was posed as a potential barrier for filling the vacancy in Milledgeville.

5. Update from the One-Stop Operator – *Doug Rohme*
  - a. One-Stop Operator July Report
  - b. One-Stop Operator August Report
  - c. One-Stop Operator September Report
  - d. One Stop Operator October Report

Doug Rohme shared with the committee that there have been lots of job fairs, and that he continues to work on building relationships. Doug discussed his outreach to connect with the youth population. Angel Horton talked about the adjustment and learning she has been doing to get more people in the door while working with R.I.S.E. She made adjustments to our outreach strategies to improve foot traffic at the Macon American Job Center. Our foot traffic was averaging 375 unique weekly visitors at that time. There will be a job fair in Macon on November 17 at LHWilliams Recreation Center.

### **MATTERS FROM THE FLOOR**

Jeff Scruggs applauded In the Door representatives for the great job they are doing on the reports. It was suggested to summarize more and be less detailed for the WDB members. He did state that he liked the detailed reports but maybe they can be emailed to everyone so that they could read them when they had more time. There just was not enough time to read at the meetings and that having a one-page summary along with the detail page.

### **NEXT SCHEDULED MEETING**

1. Meeting Schedule – Next meeting is scheduled for March 19, 2024 at noon, at Middle Georgia Consortium, Inc. Motion from Tyrone Evans and a second from Brenda Brown carried for the next meeting. There were no opposing votes and the motion carried by voice vote.

### **ADJOURNMENT**

There being no further business, Chair Aundrea Simmons thanked everyone for their participation and adjourned the meeting at 1:25 PM.