

WORKSOURCE EAST CENTRAL GEORIGIA
Local Workforce Development Board Executive Meeting (Virtual)
Tuesday, March 2, 2021 – 8am

Meeting Minutes

LWD Board Attendees

Adela Kelley
Ginger Carrington
Julie Langham
Robbie Bennett
Alvin Banks

WorkSource ECG Staff

LaTunya Goodwin – Director
Pecola Wiley
Vivian Stewart
Mary Stein

CALL TO ORDER

Robbie Bennett, Co- Chairperson of the Workforce Development Board Executive Committee, called the meeting to order.

Roll Call

Mary Stein

We did have a quorum for the LWD Board Executive Meeting Tuesday, 3/2/2021 – 6 attendees

Invocation

Mary Stein

New Business

PY 19 Monitoring – LaTunya Goodwin

Bill Kennemore has finished our PY19 Financial Audit. We had a great audit and there were no findings.

Our State Monitoring was from Monday, February 16 thru Friday, February 19. This was definitely a different experience and a little more difficult due to the fact it was totally virtual. PY19 State Financial Monitoring There were only two findings and they were under the category of Contracting and possibly that may be reduced to one. The findings are concerning our One Stop Operator MOU and the One Stop Partners. It is mandatory that all of our partners sign the MOU. We have created the MOU, however we do not have all of the signatures. Most of the monitoring was for PY 19. For whatever reason the state requested to see the MOU for PY20.

Director Goodwin stated that each year the MOU must be negotiated, and this process has to be documented. Because our office has been closed to the public since March, 2020, I chose to do the negotiations via phone. I called each individual partner and verified whether or not they would have an issue keeping the MOU the same as PY19. No partner had an issue keeping the MOU the same, but the finding is that I did not document the date and time of the call. I did have a few emails from a few of the partners where we followed up on the phone call. I sent these emails to the state so they may remove the finding concerning the negotiation of the MOU. Ginger Carrington ask if the state gave any concessions or consideration for things beyond our control due to the pandemic. Director Goodwin stated that the state did give some concessions but the problem with the PY20 MOU is that she thought she had more time to get the actual signatures.

PY19 Programmatic Monitoring Director Goodwin stated that the state had several findings listed to begin with. However, several were for the Youth Program and Ms. Pecola Wiley was diligent and was able to show the state that they were incorrect with their findings. There was one finding in the Adult and Dislocated Programmatic due to follow-up not being done and documented in the portal in a timely manner. This was an oversight by one of our case managers due to a participant being transferred and overlooked by the new case manager.

PY19 Compliance Monitoring No findings in this category

Director Goodwin stated that during the state monitoring they recognized some of our best practices. (1) We have brought Titta Bland on board as our Training and Innovation Officer. The state really like the concept of having internal training and outreach. (2) We have devised an attendance tracker that is a record of the board members attendance and or absence for each meeting. (3) Our board meeting dates – agendas – and minutes are on our website—thanks to Vivian Stewart who keeps this documented for us.

Kudos to Vivian Stewart for all of her hard work on the monitoring and to Ms. Pecola for her development of our Youth Handbook.

Attendance of Board Members

Director Goodwin stated that there are several members who have missed three consecutive meetings. The LWDB Bylaws have been provided for your reference. Director Goodwin ask Co-Chairperson, Robbie Bennett to take over the matter of the board member attendance since there will be a vote. The members and reason for absences are as follows: Kimberly David – maternity leave, Bob Kepshire – work conflict, Al Lamar – Work conflict, Carolyn Reynolds – personal conflict. Robbie ask if we should vote on the four together or consider them individually. Adela stated that she felt the personal conflict and the work conflict are questionable absences due to the fact that everyone has conflicts. We have to make time for the things that are important to us. Robbie stated, he shared that sentiment especially with everything being virtual. Robbie was interested in knowing if these board members had been contacted. Director Goodwin stated that between her and Mary Stein the board members have been contacted. Part of the conflict concerns are that we changed our meeting time from 5:30pm to mornings. The two with work conflicts have other work duties during the day and Mrs. Reynolds has a Bible study that she attends. There was a discussion concerning the time of meeting. The consensus was to poll the members and see what time is best for the majority as long as we have virtual meetings. There was also discussion concerning the fact of going back to face-to-face meetings or the possibility of continuing with virtual meetings. We are scheduled to have a

meeting March 9, 2021. The decision was not to have a meeting on 3/9/2021 and to poll everyone to see if 8am or 5:30 pm works best for them. Then to set the dates and be consistent with the dates and times. Ginger Carrington made a motion to excuse Kimberly David for her three absences due to maternity leave. Julie Langham seconded. Motion carried. Ginger Carrington made the motion the excuse Bob Kepshire, Al Lamar, and Carolyn Reynolds from the 8/25/2020 meeting and address the other absences at a later date. Adela Kelley seconded. Motion carried.

Replacement of Board Members

There was a discussion concerning our board members and the counties they represent. Director Goodwin stated that there is no action needed today just wanted everyone to be aware of the board composition and changes that will need to be made.

Youth Services RFP

Mrs. Pecola Wiley presented the PY 2021 RFP Proposed Timeline for Youth Services. Robbie ask if the Standing Committee had reviewed the RFP. Ms. Pecola stated that they had not but we are expecting to get it to them this week for review before it is posted on our website. Ginger Carrington made a motion that we move forward with the RFP timeline. Adela Kelley seconded. Motion carried.

Adjournment

Robbie called for a motion to be adjourned. Ginger made the motion and Alvin seconded. Motion carried.