

**East Central Georgia Consortium
CEO Board
Meeting Minutes**

The CEO Board met on Thursday, January 31, 2013, 6:00 PM at the Workforce Development Center One Stop in Thomson, GA. Those in attendance were as follows:

CEO Attendees

John Graham, Chairperson
Frank Simmons Jr.
Jimmy Andrews
Pam Dwight
William Evans Jr.
Kenneth Usry
Evelyn Kendrick
Audrey Chalker

ECGC Staff Attendees

Leon Fields, Director
Carrie Lokey
Karen Abron
Vivian Stewart
Sondra Randall
Carrie Edwards
Mary Stein

Guests

Kendall Chalker, Glascock

Opening/Welcome

Chairperson John Graham called the meeting of the CEO Board to order and welcomed everyone and asked for introductions.

Invocation

John Graham, Chairperson

Review/Approval Of Minutes

Chairperson John Graham asked to board to review and approve the minutes from the June 26, 2012 meeting. Kenneth Usry made a motion for the minutes to be approved and Frank Simmons seconded the motion. There was no further discussion. The motion carried.

Offender Workforce Development and Project M-PACT Report

Carrie Edwards provided the following update on the Offender Workforce Development program and Project M-PACT:

- As of the beginning of this year, we have four participants in Work Assignment. Two of our participants are employed at Augusta Coating and Manufacturing, one is employed at Before and After Barber Shop and he has obtained his Georgia State Board of Barbers License and one participant is employed at Alternative Cleaning.
- We are currently working with twenty-one individuals from the State Probation Office.

- On January 4, 2013, the OWD Department met with the Governor's Office of Workforce Development to inform them of three initiatives that are being discussed. Following are the three initiatives: 1. Waivers for offenders in the OWD Program 2. A proposed one day Offender Employment Specialist Overview (OES Training) for other regions 3. To assist with Governor Deal's Criminal Justice Reform in any capacity needed
- We had a conference call with Mary Wright, Associate Director of The Conference Board in New York, New York. She was interested in knowing how the OWD Program operates. The state would like for this program to be duplicated in every region.
- We are currently in the process of developing additional workshops for our participants, community and region. These workshops will also involve the youth in our community.
- Currently Carrie Lokey and I are working with Augusta Technical College as interim case managers and we have twenty occupational training participants.
- We also have an ongoing Anger Management Workshop and are continuing to work with Project M-PACT

NEG/OJT Report

Carrie Lokey provided the following update on OJT:

- On-the-Job-Training is provided by an employer while a trainee is engaged in paid productive work. The employer is reimbursed 50% of the wages paid for the cost of the training.
- We have made three changes to the OJT policy: (1) Employers will be paid only once, this will occur at the completion of training. If the employer has 50 or fewer employees they may receive payment at midpoint and completion. (2) Payment will not be made if the employee quits or is fired prior to completing 50% of the training. (3) Contracts will be based on a total dollar amount allowed per employer not for the total of participants to be placed. If the Employer is in good standing with WIA they may request additional funding if it is available.
- Incumbent Worker is training provided to current employees to upgrade their skills and to prevent employees from being laid-off.
- We currently have made one change to the Incumbent Worker policy: (1) The employer has to pay the training facility and when the training is complete ECGC will reimburse the employer.

One Stop Report

Karen Abron provided the following update for the One Stop:

- We have three out station offices: Augusta Technical College, Oconee Fall Line Technical College and Screven County One Stop.
- Augusta Technical College had 203 visits.
- Oconee Fall Line Technical College had 382 visits.
- Screven County One Stop had 1979 visits.
- Thomson One Stop had 5,033 visits.

- There was a resume writing workshop held at the Thomson One Stop, October 11, 2012 and eight customers attended.
- We are currently working with Thermo King (Jefferson – 271 employees) and Evercare Company, DBA OneCare (Waynesboro, Georgia – 135 employees) through Rapid Response.
- We currently have two special projects: (1) CNA Training – Five successfully completed and took their board certifications. (2) Customer Care Training – Three successfully completed the training and are currently employed.

Kenneth Usry asked how many people would be affected by the trade petition in Wrens. Mrs. Abron stated that at this time the exact number is not certain. Pamela Dwight asked what partnerships have we developed with Plant Vogtle. Mrs. Abron replied that we currently have a contract with CSRA Electrical and they train individuals to work at Plant Vogtle. We have three participants enrolled in this training. Ms. Dwight asked would offenders quality this training. Mrs. Abron replied that offenders wouldn't quality because an extensive background check is required. Mayor William Evans Jr. asked how recruitment is performed. Mrs. Abron replied that the training facility does the recruitment we just determine WIA eligibility.

Karen stated that we are continuing to serve our clients with job search and other types of training.

Youth Council Report

Mary Stein provided the following update for the Youth Program:

- We currently have nine Youth Service Provider contracts. The average for each is \$33,000.
- The PY11 Youth contracts have had their yearly financial audit and all is well.
- GOWD completed their PY11 monitoring, there were some findings and observations but we are working to get these items corrected.
- We completed a Nuclear Workforce Initiative Academy. Four out of school youth completed this program and enrolled in Post-Secondary Education.
- We are also looking into starting a partnership with CSRA Electrical for our youth.
- On Tuesday, November 13th ECGC sponsored the Thomson-McDuffie Employer Committee Luncheon and over 45 individuals were in attendance.
- Our four quarter performance was met.
- Also we just completed our USDOL Validation, which was performed by the Governor's Office of Workforce Development.

Kenneth Usry asked if the Thomson-McDuffie Employer Committee Luncheon was for the youth. Ms. Stein replied that it was for everyone. Mr. Usry also asked if we participated in the HR meetings that are held monthly. Carrie Edwards replied that we do participate.

WorkKeys/Education Report

Vivian Stewart provided the following update for the Education Department:

- Since the last CEO meeting the Learning Center had 807 visits. Twelve students have received their GED.
- TABE assessments were given to WIA clients who were under the age of twenty-four to enable them to receive Occupational Skills Training, Youth Challenge and other WIA Youth Programs.
- Forty-seven clients were given the WorkKeys assessment.
- Our Medical Bridge Program had six students to graduate in December 2012. Five of those have passed their NCLEX examination and are now board certified Registered Nurses. There is one student waiting to take the boards. We currently have six new students enrolled.

Chairperson Graham asked if Paramedics qualified to enroll in the Medical Bridge Program. Ms. Stewart stated that they do qualify as long as they are in a medical program. Mr. Usry asked how long does it take for a LPN to bridge over to a RN. Ms. Stewart replied that it would take two years.

Financial Report

Sondra Randall provided the following update on actual expenses through December 31, 2012: Percentage of Spending: Adult 27%, Displaced Worker 23%, Youth 24%, Admin 18% and 26% of all other grants which include: Bi-Lo After School and Project M-PACT Grants.

Director's Report

Mr. Fields stated that our annual monitoring has been completed. There were some findings and observations. Bill Kennemore performed our annual audit and all is well. Mr. Fields further stated that we are working on an agreement for DOL to move into this office with ECGC, this will reduce some of our cost. The Governor's Office has made it mandatory for each area to have a designated fiscal agent. The fiscal agent can be a city or county government and regional commission.

Kenneth Usry asked Leon Fields what is his preference for a fiscal agent. Mr. Fields stated that he would like to keep it as local as possible. Chairperson Graham stated that more information is needed in order for a decision to be made on which direction to take.

Chairperson Graham asked about the possibility of consolidation. Mr. Fields stated that consolidation is still being discussed.

Old Business

There was no old business.

New Business

Chairperson John Graham asked for a motion to approve new members for the WIB. Kenneth Usry made a motion to approve the new WIB members and Frank Simmons seconded the motion. There was no further discussion and the motion carried.

Leon Fields presented to the CEO's two changes that need to be made to the bylaws: (1) change language to at least 21 members (2) quorum 50% plus one.

Chairperson Graham asked for a motion to approve the changes for the bylaws. Frank Simmons made a motion to approve the changes and Jimmy Andrews seconded the motion. There was no further discussion and the motion carried.

Mary Stein asked the CEO members to approve additional funding for the nine Youth Service Provider contracts, in the amount of \$14,000. This funding is for a summer work experience program. Chairperson Graham asked Ms. Stein to name each contract. Ms. Stein named the counties asked listed: Columbia, Glascock, Taliaferro, Jenkins, Warren, McDuffie BOE, Wilkes, Georgia Committee (Columbia County), and Washington.

Chairperson Graham asked for a motion to approve the additional funding for the youth contracts. Kenneth Usry asked if we were following the guidelines by approving this additional funding. Leon Fields replied that we were within the guidelines. Mary Stein further explained the process for the service providers to receive this additional funding. Frank Simmons made a motion to approve the additional funding and Pamela Dwight seconded the motion. There was no further discussion and the motion carried.

Adjournment

Chairperson Graham adjourned the meeting.