

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

The CEO Board met on Tuesday, June 24, 2014 @ 6:00 PM at the Workforce Development Center One Stop in Thomson, GA. Those in attendance were as follows:

CEO Attendees

H. Wade Johnson, Chairman
Evelyn Kendrick
Frank Simmons, Jr.

ECGC Staff Attendees

Leon Fields, Director
Pecola Wiley
Karen Abron
Carrie Lokey
Sondra Randall
Wanda Stewart
Mary Stein
Vivian Stewart

Guests

Alvin Banks, Augusta Warrior Project
Bill Kennemore, CPA

Opening/Welcome

Chairman Wade Johnson welcomed everyone.

Invocation

Wade Johnson, Chairman

Call To Order

Chairman Wade Johnson called the meeting to order.

Review/Approval of Minutes

The previous minutes for February 06, 2014, could not be approved.

Annual Audit

William Kennemore presented the annual audit, which was completed in November. The required reports and forms were filed with the federal and state government. ECGC is in compliance with financial reporting. An audit serves three purposes (1) to ensure that the numbers from the financial management system are correct (2) to test internal control and (3) verify compliance with all laws, rules and regulations. The results show that the agency has an excellent financial management system, staff is performing duties properly, good internal control, any errors that occur are in the normal course of business (which are found and corrected) and finally the agency is in compliance with all rules and regulations. There were no findings or recommendations. ECGC has gone through some significant changes in the past six years. The revenue has declined from 2.5 million to 1.5

million. In 2009 – 2011, the agency received stimulus funding, which caused them to gear up and spend this money properly. This was a major change and the agency handled this situation well. Nonprofit organizations standards are typically programs expenses. Over the last six or seven years the program expenses for ECGC are over 90% and general admin is at 8% or less.

Employment Training Report

Carrie Lokey informed the board that 17 participants were enrolled in OJT, since January. Recently, two new applicants have been enrolled. The Work Experience Program has four active participants. We currently have two contracts with new employers.

One Stop Report

Karen Abron provided an activity report for the board to review and asked if there were any questions. Chairman Johnson stated that the governor is in the process of making funding available for the healthcare and welding fields. He was interested in knowing if WIA was able to provide services to the individuals who are pursuing a career in those fields. Mrs. Abron replied that those fields are in high demand and if a customer is interested, we can provide assistance.

Youth Council Report

Pecola Wiley presented a youth report showing all active service providers and participants. The Bidder's Conference was held on February 19, 2014. As a result, there are eleven potential providers. There was one provider that did not meet the required qualifications. Jenkins and Screven counties have been realigned to other areas. Chairman Johnson asked if transportation is provided to those seeking employment. Ms. Wiley replied that we try to encourage the providers to reach out to the youth who are in need. Mary Stein further explained that this service is provided through the agency/organization that has been awarded with WIA youth funding.

WorkKeys/Education Dept. Report

Vivian Stewart provided a report for the board to review. Ms. Stewart stated that there is a retired teacher who prepares individuals for the GED exam. We continue to offer the WorkKeys and TABE assessment. The Medical Bridge program is going well.

Finance Report

Sondra Randall provided a finance report for the board's review. Ms. Randall gave a percentage of spending for each grant (Adult – 45%, DW – 50%, Youth – 60% & Admin – 40%). It was further stated that 30% of DW funding was transferred to Adult.

Director's Update

Leon Fields stated there are nine areas of performance, three of which were not met. The reason for this negative performance was due to old files that were disregarded. These individuals have been unreachable for several years. Mr. Fields further stated that hopefully performance for the next quarter will improve. Chairman Johnson asked what will happen if we have poor performance in the next quarter. Mr. Fields commented that it's going to look bad and the governor's office will use the sanction power (Bill 393),

which gives them the right to pursue the WIB, Chairman or Director. Bill Kennemore stated that performance will be reviewed during the audit and if the agency does not meet the requirements this will be written in the report.

Old Business

The director's salary will be discussed later, due to pending information.

New Business

WIB members could not be approved.

Adjournment

Chairman Johnson adjourned the meeting.