

Local Workforce Development Board Meeting Virtual TEAMS Meet April 3, 2024 | 12 noon

Attendance:

<u>LWDB Executive Committee Attendees:</u>	<u>WorkSource ECGC Staff:</u>
Ginger Carrington – Chair	La Tunya Goodwin – Executive Director
Sarah Newton	Vivian Stewart
Jeff Rice	Randy Barrs
Kimberly Woodruff	Brenda Johnson
Julie Langham	Pecola Wiley
Leah Pontani	Titta Bland

Call to Order – Meeting was called to order by madam Chair, Ginger Carrington.

Roll Call/Quorum – A quorum was present.

Approval of Meeting Minutes

Discussion Items

- **Recurring Meeting Invitation and Communications** – La Tunya Goodwin wants to make sure that everyone has the recurring calendar invite for this meeting for the first Tuesday of every month at noon, along with the teams meeting link, and that a reminder pops up the day before the meeting. Ginger Carrington asked that everyone confirm their meeting invites and adjust the reminder settings accordingly. She also mentioned that since we are in a state waiting for a signed fiscal agreement, that regularly meetings need to continue to keep everyone updated.

La Tunya Goodwin informed that on February 13, 2024, Governor Kemp has allowed for the modification of the Open Meetings Act. It has been amended and it is in law that we are able to meet virtually now. La Tuyna highly recommends that we meet hybrid, those who can in-person and others join virtually.

An additional means of communications is the LWDB SharePoint site that is updated regularly and documents are stored so that you can access at any time.

- ▶ **TCSG OWD Warning Letter** – The letter states that LWDA must have a signed fiscal agent in place by May 1, 2024. If this deadline is not met, then the OWD will take action to move forward with a merger.

Fiscal Agent Agreement Update: La Tunya expressed that she and John Graham are working together to get the fiscal agent agreement approved and signed. There are some concerns and questions going back and forth from the proposed fiscal agent about the agreement which is taking some time as they seek legal guidance on the agreement. La Tunya wishes that she could give us a definite time for the agreement to be signed; but it is all up to the fiscal agent to decide with hopes that it is signed by May 1st.

Discussion of Poll sent to the CLEOs: An email was sent out to the CLEOs with bullet points of concerns with the structure and operations of ECGC and wanted to know if all counties involved would agree to hire a lawyer and split the costs, to look over all of this or allow the merger to happen.

Clarification document of March 18th meeting: This document was created to provide clarification and understanding of how ECGC is structured, why it was organized, who are the Board of Directors of the non-profit, and who is the administrative entity of the federal workforce development programs. See document included in the meeting packet for additional details.

- ▶ **Financial/Operational status of ECGC** – It has been heavily realized that we need to optimize our Accounting software and processes. One thing is that we need to establish a budget committee that meets monthly. Our Abila Accounting software is not set up to its full capability of creating standard reports that we should be reviewing on a continuous basis. The software company recommended the Clark Outsource Group, who are located in Georgia to help us get our financial system set up so that it could easily pull the reports needed and are fluent in the MIP Abila software. Aria Higginbottom from the Clark Group has graciously offered us their services. They will do an assessment piece for free however the services would be less than \$5000 to handle. The Clark Outsource Group is aware of our financial situation.

Employee Status/One Stop Operator:

Although the non-federal/discretionary funds are running low, La Tunya announced to the committee that she made the decision not to lay off any staff. These funds are being used to work on WIOA allocations. The team is in the midst of monitoring and with the State visiting the week of April 8th, the team is needed to help with monitoring. Another reason for not laying off is that even filing for unemployment, those funds still have to be paid back. So the upside is for the team to remain employed with health insurance since this is

an allowable cost for WIOA. We have correspondence from the State that we would not have a gap in funding as we can pick back up from January 31, 2024

Currently we are down having any full time staff in accounting as they all have other employment but are willing to work a few hours a week to keep our operations going.

Our One Stop Operator, Regina Carter-Gilliam's position, contract has ended as of March 31st. Regina works for Georgia DOL and GDOL, throughout the state, has ceased all one stop operator contracts. We are not able to do an RFP for another operator yet, because we don't have a fiscal agent agreement.

Vendors/Debtors:

La Tunya has been calling and negotiating with all debtors about payment of invoices. She is communicating to our debtors about what's going on, making them aware of our fiscal agent situation and they will be paid back.

Landlord Agreement

Our landlord so far has been graceful thus far since we have not made a payment since January. Our lease runs out April 30 and we're in talks with the landlord about renewing the lease at less cost and utilizing a small space in the building.

- **Upcoming Monitoring** is the week of 4/8
- **Upcoming Re-Entry Conference** is on 4/17/2024 at Helms College from 8am – 3:30pm in partnership with Goodwill and Renforce.
- **Upcoming LWDB Meeting** will be hybrid on 4/16/2024 at 5:30pm.

Old Business

- Awaiting appointment to the board
 - Sherry Harris – GVRA
 - Letrisha Simes – Legacy Link
 - Renee Januski - TCSG

New Business/Action Items

- **New board member recommendation:**

Jeff Rice announced that he will be retiring on April 26th. Willie Helms III will take his place on the job. Jeff nominates Willie Helms III to become the union representative on the workforce board. Leah made the motion to accept the nomination, Kimberly Woodruff seconded the motion. Motion carried.

▶ **Allow for stand-in signatory:**

In the absence of Madam Chair, La Tunya recommended that we allow for a stand-in signatory, as madam chair will be out of the country April 4-14th. This is just in case the fiscal agent agreement becomes ready for signatures. Leah Pontani made the motion to allow Sarah Newton to be the stand in signatory in Ginger Carrington's absence. Julie Langham seconded the motion. Motion carried.

▶ **Schedule another Executive Committee meeting for next week:**

To prepare for the April 16th LWDB meeting and as well as staying updated on the fiscal agent agreement, Ginger Carrington asks for a called executive committee meeting for next week. The meeting will be at 12 noon virtually.

Adjournment

There being no further business, Sarah Newton made a motion to adjourn the meeting. Kimberly Woodruff seconded. Motion carried.

FOR APPROVAL