

**WorkSource East Central Georgia  
Local Workforce Development Meeting  
Tuesday, April 23, 2019 @ 5:30 PM**

**Meeting Minutes**

**LWD Board Attendees**

Donna Kerr, Chairperson  
Adela Kelley  
Anthony Griswell  
Carolyn Reynolds  
Salmeemah Sabree  
Wanda Jordan  
Kimberly Hawkins  
Jeffery Brown  
Brian Henderson  
Sarah Newton  
Alvin Banks  
Jeff Rice  
Carrie Edwards  
Lily Armstrong  
Kimberly David

**WorkSource East Central**

LaTunya Goodwin, Director  
Vivian Stewart  
Sue Richards  
Sondra Randall  
Wanda Stewart  
Barbie Hill  
Pecola Wiley  
Mary Stein

**Invocation**

Mary Stein, Staff

**Call to Order**

Chairperson, Donna Kerr called the LWDB meeting to order and the LWDB made introductions as well. Quorum was met.

**Review/Approval of Minutes**

Chairperson Kerr presented the minutes from January 22, 2019 for approval and the correction of the minutes to be noted that under the New Business, 5<sup>th</sup> paragraph, last sentence the word “will” should have been “with” and has been corrected and sent out in email to the WDB members.

Al Lamar made a motion to approve the minutes and Carolyn Reynolds seconded the motion. There being no further discussion the motion carried.

**WorkSource East Central Georgia Dept. Reports**

WSECG Staff provided the board with Department reports and asked if they had any questions. Vivian Stewart, Assistant Director went over the WIOA/DW/Business Services Report in the WDB member’s packet. Vivian gave a short summary on each of these training programs.

**WIOA Adult/DW/Business Services**

She further explained a short summary about Business Services to include; Incumbent Worker, (OJT) On the Job Training and Work Experience and the difference of each regarding the Employer and Employee.

### **Business Services:**

Georgia has consistently been recognized as one of the best states to do business. This is due in large part to the state's ability to attract employers and provide flexible solutions to meet their needs. The ongoing relationships with businesses continue to point to workforce demands and finding innovative solutions to meet those demands including information and referrals to specialized business services expanded through further capacity building and increased collaboration with economic development entities.

### **Incumbent Worker Training (IWT)**

#### Definition

IWT is designed to improve the skills of employees and the competitiveness of an employer. It is intended to upskill existing employees or avert a potential layoff. In training scenarios not related to layoff aversion, it is strongly recommended that the IWT program will create the opportunity for the employer to backfill the trainees' positions with a new or existing employee. IWT may be offered to employers or groups of employers (which may include employers in partnership with other entities for purposes of delivering training) who, after assessment, are found to be in need of training for existing employees in order to remain competitive.

### **On-The-Job Training (OJT)**

#### Definition

WIOA defines On-the-Job Training (OJT) as training that is provided by an employer in the public, private non-profit, or private sector to a paid participant while engaged in productive work in a job.

Provides knowledge or skills essential to the full and adequate performance of the job. Provides reimbursement to the employer of up to 50% of the wage rate of the participant, except as provided for the extraordinary costs of providing the training and additional supervision related to the training.

### **Work Experience (WEX)**

A Work Experience is a planned, structured learning experience that takes place in a workplace for a set period of time. Although the majority of Work Experience activities occur with youth participants, adults and dislocated worker participants may also take advantage of these services. Work Experience may be full-time or part-time depending upon the needs of the participant. It may be paid or unpaid, as appropriate. Public sector employers, private non-profit, and for-profit employers are all considered acceptable for Work Experience placements.

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Adela Kelley asked about the IT Coding Boot Camp and Vivian explained that the original Boot Camp was a pilot program and the 1<sup>st</sup> class finished and graduated last Friday, April 19<sup>th</sup> and had 7 Participants, 3 went to work at RSI, 1 at an Insurance Company in SC in the IT department, 2 would like to continue in school and 1 did not complete. The 2<sup>nd</sup> class has now been enrolled.

Director Goodwin updated the Board on the success of the VET2 Program; and congratulated Wanda Stewart on the success of the program. Since taking over the program all participants have earned their certifications.

### **Youth Program**

Pecola Wiley, Youth Coordinator went over the Youth Program Report. She explained the Youth Performance and that a new Youth Request for Proposal Bidders Conference was held March 21, 2019 and the new RFP's are due on April 26, 2019 at 5:00pm. ECG would like to have a RFP from all 9 counties and that serve at least 15 Participants ages 16-24 Out of School.

Adela Kelley asked Pecola that if the Youth Department has a list of these OSY Participants then we need to share and partner them up with our manufactures in their counties that may lead to employment.

Ms. Kelley also asked Pecola how the Youth funds were spent, and she explained that the Youth allocation funds go to the Youth Sub Recipients and the last few years has been reduced. And if approved and selected may receive anywhere from \$30,000 to \$40,000 and these funds are for credentials, GED, post-secondary education, training and that 20% of the budget is for Participants work experience.

Director Goodwin explained to the WDB that the (SWDB) State Workforce Board is asking for a Youth Waiver as other states have been approved for a Youth waiver. If Georgia Youth WIOA is approved, we will be able to serve again more (ISY) In school Youth. It will be 50% ISY and 50% OSY. As of now we are having to serve 75% OSY with Youth funding and we all know that is a hard population.

### **Financial Report**

Sondra Randall went over the Finance report and explained the Grant Awards for Adult/DW and Youth.

Director Goodwin further explained the about the Recapture of Adult and DW funds and Chairperson Kerr said will not happen again. Al Lamar asked for further information and how they recaptured these funds. Director Goodwin stated the Funds have to be obligated and explained how the funds will be spent.

Director Goodwin then told the WDB the good exciting news about receiving \$550,000.00 to be utilized for a Veteran Program. The Service Members transitioning out of the military are considered Dislocated Workers (DW's) which makes them eligible for these funds. However, these funds will be eligible for their spouses as well. We will collaborate with several Military Partners to include Forces United and Alvin Banks who serves on our local WDB. Alvin will be specifically assisting with this Vet Program. We will offer 50% for OJT to assist with employment. Al Lamar asked how long this program will last and will depend on the Labor O'Net code- there is a cap to the hours.

### **New Business**

Vivian Stewart discussed and asked for the reappointment of the mandatory WDB members and the membership is a staggered serving time frame. She went over the Board list for the WDB members to be reappointed. Wanda Jordan made a motion to approve the WDB members and Al Lamar seconded the motion.

### **Director's Comments/Updates**

Jade Morey was a WDB member from McDuffie Economic Development, however she had resigned. At this time, we do not need to have her replaced as we still meet and over the Private membership percentage.

Director Goodwin also shared that Damion Dawson has resigned from ECG for a career change. Director Goodwin also said that this week will be interviewing for a new 1-Stop Operator in our office.

Chairman Kerr asked about having a large Career/Business Expo and recommended that we spend some HDCI funds. She asked for a motion and Adella Kelley made the motion and Al Lamar seconded.

### **Adjournment**

Chairperson Kerr thanked everyone for the great discussion and updates.

Motion make by Al Lamar to adjourn and 2<sup>nd</sup> by Wanda Jordan.