

**WorkSource East Central Georgia  
Local Workforce Development Meeting  
Tuesday, October 22, 2019 @ 5:30 PM**

**Meeting Minutes**

**LWD Board Attendees**

Donna Kerr, Chairperson  
Armstrong, Lillie X  
Banks, Alvin  
Bennett, Robbie X  
Bodine, Chris X  
Brown, Jeff  
Carrington, Ginger X  
David, Kimberly  
Edwards, Carrie  
Griswell, Anthony  
Woodruff-Hawkins, Kimberly X  
Henderson, Brian X  
Kelley, Adela X  
Kelley, Donald  
Kepshire, Bob  
Jordan, Wanda  
Lamar, Al  
Langham, Julie  
Morris, Dixie  
Newton, Sarah X  
Reynolds, Carolyn X  
Rice, Jeff  
Sabree, Saleemah

**WorkSource East Central**

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

**High Demand Career Initiative**

Randy Barrs

**One Stop Operator**

Regina Carter-Gilliam

**Guests**

Kristian Dawson, Goodwill  
Ann Henry, Legacy Link, Inc.

**Invocation**

Al Lamar, LWDB  
Mary Stein, Staff

**Call to Order**

Chairperson, Donna Kerr called the LWDB meeting to order and noted that a quorum was met. Acknowledgment and introduction of attendees were individually performed after the approval of the July 23<sup>rd</sup>, 2019 minutes. Donna expressed appreciation of each attending.

**Review/Approval of Minutes**

Chairperson Kerr presented the minutes from July 23, 2019 for approval and/or corrections of the minutes. There were no corrections.

Anthony Griswell made a motion to approve the minutes and Al Lamar seconded the motion. There being no further discussion the motion carried. The minutes from July 23, 2019 were unanimously approved.

## WorkSource East Central Georgia Dept. Reports

WSECG Staff provided the board with Department reports and asked if they had any questions.

### WIOA Adult/DW/Business Services

Director La Tunya Goodwin provided an overview of the adult report. She advised of three Rapid Response events since the LWDB last meeting.

1. GA Pacific
  - a. ECGC provided support to the workforce system by housing GA Pacific Human Resources in its offices while GP was accessing workforce needs
  - b. ECGC partnered in a Rapid Response session with DOL
  - c. ECGC participated in a job fair with GP
  - d. ECGC provided ITAs with former employees who became dislocated workers (mostly CDL and Heavy Equipment Operator)
2. Hollander
3. DART – Augusta (Solo Cup)

La Tunya mentioned that Paper Pak in Washington Wilkes also experienced a closure. La Tunya reviewed the Adult activities on the report. She highlighted the demand for Commercial Driving Licenses for both employers and potential participants. She outlined the current CDL providers in our LWDB geographical area (Augusta Tech does not offer CDL):

School	For Profit	Cost	Concerns
Miller Motte	X	\$4500	Cost
Athens Tech – Elbert County		Hope Career Grant	Neighboring County
Oconee Fall Line Tech Washington County		Hope Career Grant	Often Waitlisted
Oconee Fall Line Tech Hancock County		Hope Career Grant	Under utilized

La Tunya noted that Elbert County is not truly in the LWDB area. OFTC Sandersville campus is usually waitlisted for CDL and the Hancock County campus is currently underutilized. Director Goodwin suggested (if WIOA guidelines allow) to adjust transportation policy to provide the IRS travel mileage reimbursement and a meal reimbursement for participants to attend the Hancock County for CDL training. Since WSECG currently doesn't provide meal reimbursement as supportive service policy, the meal reimbursement policy would be developed later in committee.

Wanda Jordan made a motion to approve the IRS reimbursement rate for participants enrolled in the Hancock CDL class. Alvin Banks seconded the motion. There being no further discussion the motion carried. The new policy was unanimously approved pending verification of WIOA guidelines.

### Youth Program

Pecola Wiley discussed the \$315k additional funds request that was granted from Technical College System of Georgia Office of Workforce Development. She indicated that each subrecipient will be granted their initial youth funding request from the RFP. It was also noted that all 9 LWDB counties will have at least one youth services provider. New Providers are In the Door, LLC (serving Columbia, Hancock, and McDuffie) and Broken Shackles Ranch (Washington). It was noted that Georgia Committee on Employment of People with Disabilities, Inc. also serve In School Youth (ISY) in Columbia County.

Chairperson Kerr introduced the new Out of School (OSY) State waiver that granted local workforce areas to expend 50/50 funds on OSY/ISY. Jeff Brown questioned the current required spending amount. Director Goodwin answered 75/25 OSY/ISY. Chairperson Kerr requested a vote to approve and accept TCSG OWD OSY waiver. Bob Kepshire made the motion. Jeff Brown seconded the motion. There being no further discussion the motion carried. The waiver was unanimously accepted by the LWDB.

Jeff Brown questioned the inclusion of 8 youth service providers in the Youth Report but only 7 listed. Pecola explained that WSECG provided youth services last program year and as the transition of the new providers.

Director Goodwin asked to have the floor to explain two action items related to Youth Activities. The Lincoln County EMT course and Augusta Tech Integrated Education Training Program (IET) under Adult ED work-based learning. She noted that IET was not included on the agenda. She mentioned that both programs could allow funding from our youth program.

The IET program was discussed first. The cost is \$795 and will include existing participants from Augusta Tech GED program. After the participant express interest in attending IET training, WSECG will determine WIOA eligibility, suitability, and priority of service. A curriculum was included in the package for LWDB members to review.

Al Lamar made a motion to approve WSECG offering Augusta Tech IET as a funded program and Jeff Rice seconded the motion. There being no further discussion the motion carried. The vote was unanimous.

Next, Director Goodwin explained Lincoln County's EMT program. Lincoln County requested \$750 funding per person to train students in EMT. The class has no job offering attached and is open to the general public. Lincoln County is certified to teach the 6-week course and is requesting WIOA funding. After the training, participants will be able to sit for EMT certification. The test is \$100, which WIOA will also fund. It was explained that Lincoln County is currently not on the Eligible Training Providers List (ETPL). Chairperson Kerr requested a motion to approve Lincoln County EMT for LWDB funding (pending ETPL approval). Bob Kepshire motioned, and Julie Langham seconded. Motion carried. The vote was unanimous.

### **Financial Report**

Sondra Randall went over the Finance report and explained budget totals for PY19/FY 20.

### **One Stop Operator Report**

Regina Carter Gilliam explained report numbers are generated through GA DOL's CICS system. She explained that numbers should increase. She has implemented an electronic customer referral process and is training partners on the process. Additionally, a kiosk is being installed to deliver better customer flow. Director Goodwin complimented the One Stop Operator for her recent programs and workshops.

### **One Stop Operator Certification**

Chairperson Kerr noted that One Stop certification was last performed in Spring 2017. She advised that we are adopting TCSG OWD criteria for certification. A handout was provided for review. Jeff Brown made a motion to adopt TCSG OWD's criteria. It was seconded by Alvin Banks. Motion

carried and it unanimous to adopt the One Stop Certification Criteria.

### **Board Operations**

In order to minimize the need to vote when the LWDB membership number changes, Chairperson Kerr suggested that the LWDB eliminate the numeration and modify the By Laws to reflect the statement of the “majority of Board Members will be from businesses.” instead of *“The LWDB currently consists of at least twenty five (25) members”*. A motion was made by Carrie Edwards and subsequently seconded by Bob Kepshire. The motion carried and it was a unanimous decision to modify the LWDB By- Laws. *This vote was later rescinded in the November 2019 Executive Committee to comply with TCSG OWD’s requirement to have the number of members listed in the By-Laws.*

La Tunya Goodwin announced that Kimberly Woodruff-Hawkins has shifted her Board Membership from a required Job Corps member to a private sector member due to a change in employment. Additionally, it was discussed that Ann Henry will replace Saleemah Sabree as the Senior Community Service Employment Program representative effective with the next Board meeting in January 2020.

### **Mission and Vision Statement**

While discussing LWDB meetings, Chairperson Kerr requested the LWDB to consider revising previous meeting minutes to reflect WSECG vision and mission statements. Inclusion of these statements in the minutes is a TCSG OWD requirement and is expected to be reviewed during the December monitoring. It will be attached to the footer of each meeting retroactively for PY 18 and moving forward. The requested action was motioned by Jeff Brown and seconded by Al Lamar. A vote was held, and the decision was unanimous to make the changes in the minutes.

### **Director’s Comments/Updates**

Director Goodwin praised the staff for participating in the Thomson-McDuffie Chamber of Commerce haybale contest. The staff created a “Career-O-Sel”; it was a working carousel themed for workforce activities. She also mentioned outreach activities through re-entry program. Additionally, Director Goodwin advised the High Demand Career Initiative grant phase one was extended until 12/31/2019. She asked for any general questions or updates from the LWDB. Regina Carter Gilliam expressed that unemployment is the lowest it has been since 1974. Chairperson Kerr lamented that this makes workforce activities tougher. Julie Langham added that Augusta Tech Thomson campus has a Precision Manufacturing position open. Director Goodwin acknowledged this is the last meeting of the year. Well wishes were expressed for Veterans Day, Thanksgiving, and Christmas. Tentative plans were mentioned for a holiday celebration event. Director Goodwin invited the LWDB to the Sparta Hancock Pinetree Festival.

### **Adjournment**

Chairperson Kerr thanked everyone for the great discussion and updates. A motion was made by Al Lamar to adjourn and seconded by Wanda Jordan.