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Summary of the Three Rivers Workforce Development Board (TRWDB)  
Thursday, June 25, 2020 at 9:00AM

### **Called to Order**

Chairman Hilton called the meeting of the Three Rivers Workforce Development Board to order on June 25, 2020 at approximately 9:04 a.m., via Zoom teleconference.

Chairman Hilton welcomed everyone in attendance that were present at the meeting. After the roll call, Chairman Hilton informed the Board members that we met quorum.

### **Chairman's Reports**

#### **Action Item**

##### ***Approval of the Consent Agenda***

Chairman Hilton asked for a motion to approve the consent agenda.

#### **Motion:**

Frank "Chunk" Newman made a motion to approve the consent agenda. Josh Smith, 2<sup>nd</sup> the motion. All Agreed.

### **New Business**

#### ***Director's Report – Stephanie Glenn, Workforce Director***

##### **Regional Plan**

Stephanie Glenn provided an overview of the Regional Plan. She informed the board members that a draft of the Regional Plan is not an action item, and the plan would go before the TRWDB Executive Committee for approval in July.

#### **Action Item**

##### **Approval of the GDOL One-Stop Operator Contract Renewal**

Stephanie Glenn provided an overview of the GDOL One-Stop Operator Contract Renewal. She informed the board members that the contract value remains the same: \$120,000.

Chairman Hilton asked for a motion to approve the GDOL One-Stop Operator Contract Renewal.

#### **Motion**

Jennifer Corcione made a motion to approve the GDOL One-Stop Operator Contract Renewal. Murray Williams 2<sup>nd</sup> the motion. All Agreed.

### **Finance Reports**

#### **Action Item**

##### ***Approval of the TRWDB Operating Budget – July 1, 2020 – June 30, 2021***

Stephanie Glenn provided an overview of the TRWDB Operating Budget and the Grant Performance Indicators. She informed the board members that there is an increase in the budget because we are bringing the Career and Youth Services back in-house.

Chairman Hilton asked for a motion to approve the TRWDB Operating Budget beginning July 1, 2020 thru June 30, 2021.

#### **Motion:**

Brandon made a motion to approve the TRWDB Operating Budget for July 1, 2020 thru June 30, 2021. Dave Lamb 2<sup>nd</sup> the motion. All Agreed.

### **TRWDB Retreat**

Stephanie Glenn informed the Board that the Retreat has been rescheduled to spring 2021 with no additional cost. She stated that we will send an update once all details has been finalized.

### **AJC Article**

Stephanie Glenn provided the Board an overview of the AJC article.

### **Deputy Director's Report – Stephanie Matthews**

#### **Active Caseload Reports**

Stephanie Matthews provided an overview of the Active Caseload Reports. She informed the board members that there are a total of 642 Adult/Dislocated worker participants on the caseload, and there are 236 Youth enrolled.

### **Program Services Report – Carolyn Mitchell, Program Services Manager**

#### **Action Item**

#### **Approval of the Revised PY20 MOU & Infrastructure Agreement**

Carolyn Mitchell provided an overview of the revised Memorandum of Understanding (MOU) and Infrastructure Cost Sharing agreement between Workforce a Division of Three Rivers Regional Commission and the Department of Labor (GDOL) District VI – Region IV, and the required One-Stops Partners.

Chairman Hilton asked for a motion to approve the PY20 Revised MOU & Infrastructure Agreement.

#### **Motion**

Jennifer Corcione made a motion to approve the PY20 Revised MOU & Infrastructure Agreement. Murray Williams 2<sup>nd</sup> the motion. All Agreed.

#### **Action Item**

#### **Approval of the One-Stop Re-Certifications**

Carolyn Mitchell provided the board members an overview of the One-Stop Re-Certifications. She stated that the system is composed of a Comprehensive One-Stop which is the Griffin GDOL, and Affiliate Sites, LaGrange and Carrollton GDOLs. Each site must be certified. She informed the board members that this year WorkSource Three Rivers has certified its Mobile Career Unit as an additional Affiliate Site.

Chairman Hilton asked for a motion to approve the One-Stop Re-Certifications.

#### **Motion**

Josh Smith made the motion to approve the One-Stop Re-Certifications. Brandon Eley 2<sup>nd</sup> the motion. All Agreed.

### **Other Business**

Kirk Fjelstul, TRRC Executive Director informed the Board members that he would need to go into an Executive Session during the Executive Committee meeting that will be held in July to discuss a personnel matter.

### **Adjourn**

Chairman Hilton asked for a motion to adjourn. All Agreed.