
Three Rivers Workforce Development Board
Summary of Meeting – February 22, 2024

Called to Order

Chairman Eley called the meeting of the TRWDB to order at 9:15 a.m. He welcomed everyone in attendance. Roll call was taken and a quorum was present.

Approval of the Consent Agenda (Action Item)

Chairman Eley asked for a motion to approve the consent agenda that included the meeting minutes from the June 22, 2023 and October 26, 2023 TRWDB meeting.

Motion:

Jennifer Corcione made a motion to approve the consent agenda. Lisa Durden 2nd the motion. All agreed.

Nominations – TRWDB Vice-Chairman

Chairman Eley asked for nominations for the TRWDB Vice-Chairman position.

Motion:

Jennifer Corcione made a motion to become the Vice-Chairman of the TRWDB. Lisa Durden 2nd the motion. All agreed.

Nominations – TRWDB Executive Committee Members

Chairman Eley asked the board members for nominations to serve on the TRWDB Executive Committee. Jeneen Andrews and Chunk Newman volunteered to serve as members of the TRWDB Executive Committee.

Motion:

Jennifer Corcione made a motion to approve the nominations TRWDB. Shirley Hines 2nd the motion. All agreed.

Director's Report – Stephanie Matthews, Workforce Director**Approval of the Rapid Response Policy Revisions (Action Item)**

Stephanie Matthews provided an overview of the revisions made to the Rapid Response Policy to the board members.

Chairman Eley ask for a motion to approve the revisions made to the Rapid Response Policy.

Motion:

Dave Lamb made a motion to approve the revisions to the Rapid Response Policy. Lisa Durden 2nd the motion. All agreed.

GDOL One-Stop Update

Stephanie provided an overview of the GDOL One-Stop Agreement. She informed the board that we received a termination letter from GDOL, and was effective February 29, 2024. She stated that we would work to release an RFP and keep the board notified of all progress.

PY22 Monitoring Update

Stephanie informed the board members that Workforce had another great monitoring with zero findings for the last two-years.

Welding Program Updates – SCTC & WGTC

Stephanie provided an overview of the SCTC & WGTC welding programs. Both programs will be completed by June 30, 2024.

Marcia Pyle – Accounting Manager
Finance Reports

Marcia Pyle provided an update of the finance budget and an overview of the finance reports to the board members.

Youth Services Reports – Jessica Gardner, Youth Services Manager

Approval of the Program Services Manual Updates (Action Item)

Jessica Gardner provided an overview of revisions made to the Program Services manual to the board members.

Chairman Eley asked for a motion to approve the revisions to the Program Services Manual updates.

Motion:

Jennifer Corcione made a motion to approve the revisions to the Program Services Manual. Jeneen Andrews 2nd the motion. All agreed.

Mid-Year Contractors' Review

Jessica provided an overview of the WGTC's Contractors' performance to the board. She stated that WGTC is doing a great job and has score of 23, which generally identifies that the program is at a lower risk for potential waste, mismanagement, non-compliance, or fraud.

Tara Grdinich, Business Operations Manager
Business Services Reports

Tara Grdinich provided an update of the Business Services report to the board.

Keisha Whitner, Program Information Systems Manager
Information Services Report

Stephanie Matthews provided an overview of the Performance Reports to the board because Keisha was absent.

Next Meeting

Chairman Eley informed the board members that the next TRWDB meeting will be held on April 25th.

Adjournment

Chairman Eley made a motion to adjourn the TRWDB meeting. All agreed.