

**THREE RIVERS REGIONAL COMMISSION
WORKFORCE INVESTMENT BOARD
WIB BOARD MEETING**

POST AGENDA

February 25, 2016

11:00 a.m.

The Three Rivers Regional Commission, Workforce Investment Board, Area 8 held a Meeting on February 25, 2016 at 11:00 a.m. at the Turin City Hall, 47 Turin Road, Turin, GA 30289. Members present were presiding Chairwoman Kathy Knowles, Regina Abbott, James Brown, Todd Browning, Greg Burns, Mitch Byrd, Deborah Carson, Jennifer Corcione, Brandon Eley, Laura Gammage, Steve Hendrix, Kevin Hilton, Missy Kendrick, Gail Long, Keisha Ray, Kevin Sasser, Linda Sisco, and Greg Webster. Other members were unable to attend.

Guest in attendance included: Megan Pearson, Deldria Turner, Brian Fincher, Tommy Johnson, Woodbury City Council

CEO Member included: Mayor Peter Banks, Mayor Sandy Johnson, Mayor Dick Morrow, Mayor Kay Pippin, and Commissioner J. Briar Johnson,

Staff in attendance included: Robert Hiatt, Government Services Division Director, Stephanie Glenn, Program Manager, and Dawn Burgess, Office Administrator.

The agenda consisted of the following items:

- Welcome & Call to Order
- Approval of WIB Minutes (01.11.2016)
- Chairman's Report – Kathy Knowles, Workforce Investment Board Chair

- Director's Report – Robert Hiatt, Governmental Services Division Director
 - Travel Policy
 - Budget Update
 - ETPL Eligibility
 - Marketing & Branding update
 - WIOA Board Recertification
 - Workforce Development Board (Rename)

- Program & Youth Reports & Updates – Stephanie Glenn, Program Manager
 - Case Loads by County
 - Regional Outreach Update
 - Youth Committee Update
 - GDEcD Strategic Grant Application – Ex-Offender Re-Entry Initiative
 - Trained Program Provider Approval
 - ETPL Providers/Programs
 - Workforce Training Academy – Manufacturing Certificate (Formally Troup Trained)
 - Certified Crane and Rigging Professional

- Other Business – Robert Hiatt, Governmental Services Division Director
 - Georgia Conflict of Interest Provisions

CALL TO ORDER AND WELCOME

Chairwoman Kathy Knowles called the meeting to order and introduced the new Mayors in attendance.

CHAIRWOMAN KNOWLES CALLED FOR THE APPROVAL OF THE MEETING MINUTES (01.11.2016)

Chairwoman Knowles asked for a motion to approve the meeting minutes from the January 11, 2016 Board meeting, and to approve to move the items up on the agenda (travel policy).

MOTION:

James Brown made the motion to approve the meeting minutes and move items up on the agenda. Mitch Byrd gave the 2nd. The motion was approved 17-0.

CHAIRWOMAN KNOWLES CALLED FOR THE DIRECTOR'S REPORT

Board Travel Policy

Mr. Hiatt informed the Board members that he need to amend the travel policy for training outside the Board meetings.

MOTION:

Kevin Sasser made the motion to approve the amendment to Board Travel Policy. James Brown gave the 2nd. The motion was approved 17-0.

Workforce Board Name

Mr. Hiatt informed the Board members that he needs approval to change the Three Rivers Regional Commission Workforce Board to Three Rivers Workforce Development Board.

MOTION:

Missy Kendrick made the motion to approve the Workforce Board name change. Steve Hendrix gave the 2nd. The motion was approved 17-0.

Stephanie Glenn asked the Board members for approval of the Training Program and Provider approvals. The training programs approval includes four trainers excluding West Georgia Technical College (WGTC).

MOTION:

Missy Kendrick made the motion to approve the training programs excluding West Georgia Technical College (WGTC). Brandon Eley gave the 2nd. The motion was approved 17-0.

Stephanie Glenn asked the Board members for approval West Georgia Technical College (WGTC), formally Troup Train. Proposing with WGTC with 25 participates at \$5,500 per participate. The six and seventh week programs is for graduation, and orientation job skills that prepare participate(s) for the workforce. Ms. Glenn informed the Board members that WGTC formally Troup Train rolled out to the five surrounding counties.

MOTION:

Brandon Eley made the motion to approve the WGTC approval (Proposal). James Brown gave the 2nd. The motion was approved 17-0.

Budget

Mr. Hiatt asked the Board members approval of the Workforce Grants for 20 ex-offenders and youth.

MOTION:

Steve Hendrix made the motion to approve the Workforce Grants for ex-offenders and youth. Mitch Byrd 2nd the motion. The motion was approved 17-0.

Eligibility Provider List (EPTL)

Mr. Hiett informed the Board members that a participant must meet two of the six requirements to qualify; and three of the six requirements to graduate. The requirements are met by the State.

Marketing and Branding

Mr. Hiett informed the Board members that the State will come up with the marketing & branding material. Blue Sky is the State focus group. The State will provide funds and there is no timeline.

Mr. Hiett recommended creating a Marketing Committee. He asked the Board members for volunteers to serve on the committee. The volunteers for the committee are: Kevin Sasser, Brandon Eley, Mayor Sandy Johnson and Mayor Dick Morrow.

Robert informed the Board members that he's going to have Sonja Baisden the TRRC Workforce Business Specialist schedule meetings with the Chambers and other leaders in the community. Every board packet will include the participate list.

WIOA Recertification

Mr. Hiett informed the Board members that the new law takes effect July 2016. He also, informed Board members June 2016 the board will be restructured according to the new Bylaws. WIOA Board recertification the State has the authority. The new Workforce law listed the vacancies and asked the counties to fill those positions.

The WIOA Board Structure should have 51% Private Sector Members, 20% Workforce Representative, Education and Training Representatives a minimum of 2 members, and Governmental and Economic Development a minimum of 3 members. The Board must decrease from 31 members to 19 members.

Mr. Hiett informed the Board members the board must be certified to receive funds. The Chief Elected Officials could nominate someone from each county. He informed the Board that he received a response back from Carroll County. Mr. Hiett stated that he's going to contact several County Elected Officials.

Chairwoman Knowles informed the Board members that the replacement of the Private Sector would be based on attendance.

Mr. Hiett informed the Board members that Heard and Coweta Counties has 45 days to submit a volunteer. After the deadline, all vacancies will be submitted to the Chief Elected Officials of each county. Jane Caraway is not in the position as the Economic Development Region 4 Project Manager; however she will remain in the position until they hire someone.

Mr. Hiett informed the Board members that the board certification packet the state will submit. By June 30th the documents need to be signed. The Bylaws need to be updated to reflect the changes (Governance).

Program & Youth Reports and Updates

Case Loads by County

Stephanie Glenn informed the Board members that the performance numbers are coming into the Career Centers, and the adult education for the Technical Colleges. For the program year 2015 the numbers of the citizens served a table will list everyone on all levels. Stephanie informed the Board members that the table will give them an ideal of who we are serving. The Board members stated that we could list who is an offender. Stephanie informed the Board that Workforce did ask for a Sector Training in the amount of \$122,000.00.

Other Business

Conflict of Interest Statement

Mr. Hiatt informed the Board Members that a Conflict of Interest Statement must be signed once a year by all Board members.

CHAIRWOMAN KNOWLES CALLED FOR ADJOURNMENT

Chairwoman Knowles motion to adjourn the meeting at 12:35 p.m.

As there were no further business and the meeting was adjourned.

Kathy Knowles, Chairwoman

Director