

**Full Board Meeting**

Mark Gibson, Chair

- 8:00 a.m.      **Welcome & Introductions**  
Mark Gibson, Chair
- 8:05 a.m.      **Approval of Past Meeting Minutes: September 20, 2017 (AI)**  
Mark Gibson, Chair
- 8:10 a.m.      **Approval of Consent Agenda (All)**  
Mark Gibson, Chair
- 8:15 a.m.      **Reports**
- Literacy Council Tim Gordon
    - Imagine a Day Without Reading
    - Are You Smarter than a Ten-Year-Old Event
  
  - Youth Committee (deferred) Danea Badio-McCray
  
  - Governance and Organizational Development Bryant McDaniel
    - Vice-chair
    - Board Orientation
    - Education Components
  
  - Finance & Administration Sarah Dimond
    - Audit
  
  - Partners Council Alisa Jackson
    - Disability Awareness event update
  
  - Cobb Workforce Partnership Committee Rob Garcia
    - Industry Councils
- 8:30 a.m.      **CEO Report**
- Regional Business Services
  - Program Updates
- 8:40 a.m.      **Presentation: "Released"** Danielle Sweat Whyllly, Ph.D.
- 9:00 a.m.      **Adjourn**

**ATTACHMENTS:**

AI: Meeting Minutes: September 20, 2017

All: Consent Agenda

## Workforce Development Board Minutes

Mark Gibson, Chair

MEMBERS PRESENT	STAFF PRESENT	MEMBERS ABSENT
Daneea Badio-McCray Trina Boteler Francia Browns Yvonne Byars Valerie Carter Sarah Dimond Rob Garcia Mark Gibson Bryant McDaniel Rich Mohr Terence Norman Kimberly Roberts Elizabeth Scott Tamika Stafford McKieva Sullivan Petra Young	Nicole Carsten Ro' Lesha Coleman David Cormier Donna Frankovsky John Helton Glenda Hicks Alisa Jackson Michelle Jenkins-Clark Jacob Johnson	Ryan Byars Greer Gallagher Tim Gordon Letoyia Horton Patrick Kellner Nick Kelland Tra Moore Jeff Rogers Scott Russell Mark Templeton Dennis Winslow

### I. Welcome & Introductions

The meeting was called to order at 8:12 a.m. with welcome and introductions by Mark Gibson, chair. Special welcome to 4 new board members officially approved by BOC; they were Trina Boteler, Francia Browne, Sarah Dimond and Patricia Kellner.

### II. Approval of Prior Meeting Minutes

Mark Gibson asked the board to review the minutes from the May 24, 2017 Workforce Development Board meeting and asked for a motion to approve.

**Motion** made to approve the amended May 24, 2017 meeting minutes by Bryant McDaniel and further seconded by Terence Norman. Motion subsequently carried (*Sixteen members voted ye and there were no nays*).

### III. Reports

#### Literacy Council

In Letoyia Horton's absence, Donna Frankovsky updated the board on literacy activities including the literacy awareness event in December at the Barnes and Noble Town Centre Prado location. A flyer would be sent out closer to the event. The Are You Smarter Than a 10-Year-Old? fundraiser was set for May 10, 2018 at the Center for Family Resources. The money raised would support the digital literacy programs.

#### Youth Committee

John Helton informed the board that Paxen's, the GED youth program provider, contract would not be renewed. The decision was made to bring the youth program completely in-house thus expanding on the EPIC Program. The change allowed WorkSource Cobb to better serve customers while saving money.

#### Governance and Organizational Development

Bryant McDaniel informed the board that the by-laws needed to be amended. He directed them to review the changes highlighted and asked for a motion for approval. He pointed out that the Executive Committee would now include the immediate past chair.

**Motion** made to approve the by-laws as amended by Bryant McDaniel further seconded by Daneea Badio McCray. Motion subsequently carried (*Sixteen members voted yea and there were no nays*).

He also mentioned the requirement for each board member to sign the by-laws acknowledging their receipt and understanding of them.

Mark Gibson informed the board that Ryan Byars would not be able to serve as Vice-Chairman due to company requirements. He announced that the board needed a new vice-chair and it would ideally be someone on the board for one year. John Helton said that the vice-chair position is a 3-year commitment from the business sector. Although not required, it would be strategic to have someone with a metro wide scope.

#### Finance & Administration

Susan Dimond explained that they were getting ready for the field audit in October and filing an extension on the 990.

#### Partners Council

John Helton introduced the new One-Stop Operator, Michelle Jenkins-Clark. Once acclimated, Jenkins-Clark would provide updates in the future, however, for the meeting Alisa Jackson reported out. She announced that they were working on a disability awareness event. The tentative date and location for the event was October 24, 2017 at MUST Ministries. Workshops would be for employers and staff. Valarie Carter from Vocational Rehabilitation would provide assistance.

#### Business Services Committee

Rob Garcia explained the role of the Cobb Workforce Partnership and its relationship to WorkSource Cobb and the Business Sector Committee. The committee had not met but Garcia expressed that what was being done at WorkSource Cobb needed to be made more clearly to businesses so they better understood how workforce can help them.

Dr. Trina Boteler spoke about Chattahoochee Techs certificate programs. She offered to share information with the board via email.

### **IV. CEO Report**

#### PY 2016 Monitoring Visit Summary

John Helton informed the board that the annual week long monitoring was over and there were 7 findings. None were significant. The corrective action response had been returned to the state. The report was available to anyone interested in reviewing it.

### Annual Report

John Helton presented a power point with the annual report data for WorkSource Cobb.

### Upcoming Goals and Priorities

1. HDCI- Received 400k grant as a region. The Atlanta Regional Commission acted as the lead agency.
2. Regional Business- Work with other areas to better serve business on the regional level.
3. Services Facility/CDBG Grant- The \$1 million grant was not enough to afford a building large enough in scope for the whole center. Helton listed two possible options moving forward.
  - Option 1: Talking to Cobb County for existing space
  - Option 2: Segmenting services and using a smaller space for one or two programs
4. Transition of youth program to EPIC would bring a cost savings in overhead by \$300,000 to better serve youth.

### **V. Adjourn**

After hearing no other business, the meeting was adjourned at **9:24 a.m.**

## Cobb Workforce Development Board

### CONSENT AGENDA

November 15, 2017

The purpose of the consent agenda is to allow the full workforce investment board the opportunity to address routine board issues or actions that have been previously approved by various committees. Upon request by any board member, an item(s) on the consent agenda may be removed for full discussion by the board. Similarly, any board member may pose questions regarding the items listed.

**1. To authorize a staff increase retroactive to July 1, 2017 of 3%.**

Background: The Executive Committee approved a cost of living raise for all staff of 3%.

Originating Committee:	Executive Committee
Date Approved:	October 25, 2017