

Full Board Meeting

Mark Gibson, Chair

- 8:00 a.m. **Welcome & Introductions**
Mark Gibson, Chair
- 8:05 a.m. **Approval of Past Meeting Minutes: March 20,2019 (A-I)**
- 8:10 a.m. **Consent Agenda (A-II)**
- 8:15 a.m. **Reports**
- Literacy Council Tim Gordon
 - Youth Committee Daneea Badio-McCray
 - Governance and Organizational Development Kimberly Roberts
 - Committee Assignments **(A-III)**
 - Finance & Administration Sarah Dimond
 - Partners Council Jamaal Hall
 - Cobb Workforce Partnership Committee Dana Johnson
 - Technology Industry Council - The Farm at Comcast
 - May 23, 2019 from 11:30am – 1:00pm
 - Healthcare Industry Council – UCB Pharmaceuticals
 - May 31, 2019 from 11:30am – 1:00pm
- 8:30 a.m. **CEO Report**
- Transition Issues/Work Plan
 - Contract Recommendations Draft **(A-IV)**
- 8:55 a.m. **Get to Know: Sonya Grant**
- 9:00 a.m. **Board Survey**

ATTACHMENTS:

A-I: Meeting Minutes: March 20, 2019

A-II: Consent Agenda

A-III: Committee Assignments

A-IV: Contract Recommendations Draft

Workforce Development Board Minutes

Mark Gibson, Chair

MEMBERS PRESENT	STAFF PRESENT	MEMBERS ABSENT	GUEST
Daneea Badio-McCray Valerie Carter Daniel Cummings Jennifer DeBusk Shane Evans Mark Gibson Tim Gordon Dana Johnson Bryant McDaniel Rich Mohr Tra Moore Kimberly Roberts Jeff Rogers Elizabeth Scott McKieva Sullivan Mark Templeton Dennis Winslow Jim Yarwood	Nicole Carsten Ro'Lesha Coleman David Cormier Sarah Dimond Donna Frankovsky Jamaal Hall John Helton Alisa Jackson Aida Jones Jacob Johnson Frances Roberson	Francia Browne Jason Gray Matt Hoyman Patricia Kellner Terence Norman Tamika Stafford Petra Young	Sandeep Gill

I. Welcome & Introductions

The **meeting** was called to order at **8:02 a.m.** with welcome and introductions by Mark Gibson, chair.

II. Approval of Prior Meeting Minutes

Motion made to approve the amended January 23, 2019 meeting minutes by McKieva Sullivan and seconded by Rich Mohr. Motion carried (*Eighteen members voted yea and there were no nays*).

III. Reports

Literacy Council

Tim Gordon stated that the literacy council was in the final phase with seven teams for the "Are You Smarter Than a Ten-Year-Old?" fundraiser. He announced that there was an ask out to the Atlanta Hawks and Atlanta United. He stated that the council needed team ambassadors for the game and wanted board members to fill those spots. McKieva Sullivan and Daneea Badio-McCray were already signed up but he still needed a few more ambassadors. He made the board aware that raffle and silent auction items were still needed for the fundraiser. Gordon passed around a list and asked for members to sign up for items to donate and drop off to Donna Frankovsky for the event on May 9, 2019.

Youth Committee

Daneeia Badio-McCray announced that the youth committee would focus on youth homelessness by addressing prevention, interventions and key partnerships. Prevention would focus on the entire family. Intervention would provide resources that are needed for the families and key partners would be who all would be able to help with the issues.

Governance and Organizational Development

Bryant McDaniel announced that Nick Kelland officially resigned from the board and welcomed Dana Johnson as an official member. He also announced that the new board member orientation was a success and that Dennis Winslow and Rich Mohr's terms would expire June 30, 2019. McDaniel made the new members aware that he would be having a conversation with them soon about choosing a committee.

Finance & Administration

Sarah Dimond presented the December financial statements and balance sheet. Dimond stated the income statements show CobbWorks, Inc. was running at a \$20,000 loss. She expressed that it was because of the literacy program. The literacy program received a grant from General Motors and it went into the income statement last year because that was when it was received. Literacy would be expending the funds from the grant this year. The literacy program has expended about \$7,000 of the \$10,000. The other issue is money is building money in the literacy account which is unrestricted funds. She also stated that as the money was spent it turned into an expense. Dimond explained the literacy donations received in May would offset the cost. Donna Frankovsky made the board aware that Saturday computer classes were being offered. She planned for another Dictionary Project, summer reading programs and a juvenile courts program. They also stated once the "Are You Smarter" event was over they would make sure that the money was spent appropriately. Mark Gibson requested that a target balance be identified at a future meeting.

Partners Council

Jamaal Hall stated that the Workforce Partners would be hosting a resource fair at Turner Chapel from 10am to 2pm on May 7, 2019 and the flyer would be available soon. Hall asked that anyone interested contact him for more information. He made the board aware that he was working on a welcome kit for individuals to receive that would include information from all the workforce partners.

Cobb Workforce Partnership

Dana Johnson stated that the committee would be combining what is being done at Cobb Chamber with WorkSource Cobb functioning as one unit. He announced future dates for the industry councils. All meetings would be held 11:30am – 1pm. The advanced manufacturing meeting was scheduled to take place on April 16, 2019 at Arylessence. The construction and trades industry council was planned for May 15, 2019 at Holder Construction. The technology industry council would take place on May 23, 2019 at The Farm at Comcast. The Healthcare Industry Council was scheduled for May 31, 2019 at UCB.

IV. CEO Report

John Helton explained that there were ten weeks left before his resignation and staff knew to handle business as usual. Helton expressed that for two years he looked for a new location for CobbWorks, Inc. and he would be working with Dan Buyers.

Dan Buyers would start working on a portfolio for facilities. The portfolio would be presented to the executive committee and the full board. Dennis Winslow asked if Buyers had guidelines to go by. Helton answered that price would be the driver for the new property. Jennifer DeBusk asked what was the cost per square foot. John Helton respond that he would send that information to her. Kimberly Roberts worried about the turnaround for the portfolio and procurement of a lease. She questioned if the pre-award money needed to be pushed back. John Helton stated that he informed Buyers about the time constraints.

John Helton informed the board that the budget was complete. Helton stated that he was reviewing the contracts ending June 30; he would make a decision on whether to renew them based on performance and new proposal submissions. He also made the board aware that the salary survey results were submitted and staff would review and make recommendations. There was a business services manager and youth department vacancy that needed to be filled. Helton expressed that he would get with Dana Johnson and Austin Riley to get a firm direction of how CobbWorks, Inc. would be working with Cobb Chamber. Helton mad the board aware of House Bill 123 and stated that it was not passed. This bill would have moved workforce development from the Technical College System of Georgia over to the Department of Labor.

V. Adjourn

Hearing no other business, the meeting was adjourned at **8:41 a.m.**

Cobb Workforce Development Board

CONSENT AGENDA

May 22, 2019

The purpose of the consent agenda is to allow the full Workforce Development 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 the addition of an administrative policy for executive relocation.

Background: The executive committee of CobbWorks, Inc. may authorize, on a case by case basis, the reimbursement of reasonable and necessary relocation expenses up to a designated amount to be determined by the committee. All reimbursed expenses must be accompanied by receipts and comply with the Uniform Administrative Guidance's General Provisions for Selected Items of Cost (2 C.F.R. 200.464)

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

2. To authorize the allowable relocation costs for Sonya Grant up to \$5,000.

Background: The executive committee of CobbWorks, Inc. approved to reimburse Sonya Grant for relocation costs for up to \$5,000.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

3. To authorize an additional executive classification under the paid time off policy.

Background: The executive committee of CobbWorks, Inc. may authorize, on a case by case basis, a deviation from the standard company Paid Time Off (PTO) policy for executive staff. In such a case, administrative staff will be directed to affect the necessary changes in systems and processes to accommodate the accrual in an executive classification.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

4. To authorize an executive class paid time off designation for Sonya Grant.

Background: The executive committee of CobbWorks, Inc. approved to apply the executive class designation to Sonya Grant.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

5. To authorize the update of the checking account signatory cards.

Background: The Executive Committee approved Sonya Grant would replace John Helton as a checking account signatory.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

6. To authorize the adoption of the updated CobbWorks, Inc. compensation scale based upon the completed compensation study.

Background: The Executive Committee approved adopting a new compensation scale.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

7. To authorize salary increases to align with the adopted compensation scale. For an overall budgetary increase of 5.09%.

Background: The Executive Committee approved individual salary adjustments to align positions with the new compensation scale to be effective July 1, 2019. Employees on a performance improvement plan at the time of implementation will not receive an increase.

Originating Committee: Executive Committee
Date Approved by Committee: May 16, 2019

Cobb Workforce Development Board

Committee Assignments 2019

Preference Tiers	PGOD	Finance & Admin	One-Stop Partners Council	Youth Committee	Literacy Council	Workforce Partnerships
1	Kimberly Roberts Bryant McDaniel (c) McKieva Sullivan Patricia Kellner	Rich Mohr (c) Jennifer Debusk Mark Gibson	Valerie Carter Shane Evans Jason Gray Kimberly Roberts Jeff Rogers Mark Templeton Elizabeth Scott	Daneea Badio-McCray (c)	Tim Gordon (c) Francia Browne	Dana Johnson (c) Dennis Winslow Mark Templeton Tra Moore Shane Evans Elizabeth Scott Matt Hoyman Daniel Cummings
Non-WDB Members	Nicole Carsten (staff)	Sarah (staff)	Jamaal Hall (operator) AJ (staff) Aida Jones (staff)	Regina Delay Ana Murphy Barbara Johnson Margaret Johnson Rev. Don Ezell Shayla Jones Anita Banks Granville Freeman Jacob Johnson (staff)	Chasity Ash Carmen Brown Jason Fanaroff Granville Freeman Laura Keefe Jo Lahmon Linda MacCartney Mary Moore Justin Vanoy Donna Frankovsky (staff)	

WORKSOURCE COBB/WORKFORCE DEVELOPMENT BOARD
Contracted Services: Recommendation Summary
May 23, 2019

I. New Proposals

Provider Name	Amount Requested	Number of Participants	Services
Chattahoochee Technical College	\$ 78,340	n/a	Case Management Intake and Eligibility

II. Contract Renewals

Provider Name	Amount Requested for Approval (not to exceed the amount below, subject to negotiations) PY 19-20	Number of Participants	Services
Construction Education Foundation of GA, Inc. (Chattahoochee Tech/HBNext)	\$308,550	100	Construction Skills Training
Goodwill of North Georgia (TechBridge)	\$442,468	74	Environmental Services Training Information Technology Training
Per Scholas, Inc.	\$181,468	50	Information Technology Training
In the Door	\$96,502	n/a	Mandated One Stop Operator

American Facility Services, Inc.	\$23,200	n/a	Janitorial and Floor Maintenance
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