



**Southwest Georgia Workforce Development Board
Executive/Finance Committee Meeting**

Wednesday, February 28, 2018

11:30 a.m.

Southwest Georgia WorkSource Conference Room

AGENDA

1. Call to Order & Invocation

Torey Wingate, Chairman

2. Conflict of Interest Statement / Declaration(s)

Torey Wingate, Chairman

3. Call for Attendance

Pascha Spence, Office Manager

4. *Approval of Minutes from November 29, 2017 (Tab #1)

Torey Wingate, Chairman

5. *Approval of Quarterly Financial Statements-December 2017 (Tab #2)

Torey Wingate, Chairman

- a. FY 2018 Budget vs. Expenditure Report (July 1, 2017 – January 31, 2018)
- b. FY 2018 Budget vs. Expenditure Forecast Report for Review and Discussion (July 1, 2017 – June 30, 2018)
- c. *Approval of December 2017 Quarterly Financial Statements
- d. *Approval of Funds Transfer Requests
 - i. *Submission of State Transfer Request of \$375,000 of FY 2017 Dislocated Worker Funding to FY 2017 Adult Funding
 - ii. *Submission of State Transfer Request of \$ 39,657 FY 2017 Rapid Response Funding to FY 2017 Adult Funding
 - iii. *Submission of State Transfer Request of \$375,000 of FY 2018 Dislocated Worker Funding to FY 2018 Adult Funding

6. *Albany Technical College – Training Program Applications (Resubmission) (Tab #3)

Torey Wingate, Chairman

- a. *Paramedicine (Associate of Science Degree & Diploma Program)
- b. *Nursing (Associate of Science Nursing Degree Program)
- c. *Welding & Joining Technology (Diploma Program)
- d. *Diesel Equipment Technology (Diploma Program)
- e. *Industrial Systems Technology (Associate of Applied Science Degree & Diploma Program)



7. *One-Stop MOU Revision 1 (Tab #4)

Torey Wingate, Chairman

8. *Approval of Board Policy Additions, Revisions, Deletions (Tab #5)

Melody Pierce, Executive Director

- a. *WIOA-2018-017 Grievance Policy [Rescinds Prior Grievance Policy WIOA-2017-017]
- b. *SWGA WDB Pre-Award Risk Assessment Procedures [New Policy]
- c. *WIOA-2018-069 Rapid Response Policy [New Policy]
- d. *WIOA-2018-070 Disaster Response Plan Policy [New Policy]
- e. *WIOA-2018-063 One Stop Certification Policy [Rescinds One Stop Operator Certification Policy #63]
- f. *WIOA-2017-033 ITA Policy Revision
- g. *WIOA-2017-035 Youth Incentive Policy Revision

9. *Contractor Enrollment Benchmarks Report – Review & Discussion (Tab #6)

Melody Pierce, Executive Director

10. *Review of Board Membership Compliance (Tab #7)

Torey Wingate, Chairman

11. By-Laws Review & Discussion (Tab #8)

Torey Wingate, Chairman

12. Status of Georgia Department of Economic Development – Workforce Division Review and Response to Georgia Office of Inspector General Report – Discussion (Tab #9)

Torey Wingate, Chairman

13. PY 2016 State Monitoring Report for Review Conducted December 11-15, 2017 – Review and Discussion (Tab #10)

Melody Pierce, Executive Director

14. *Approval of HDCI Grant Facilitator Agreement with Carl Vincent

15. Operations Update

Melody Pierce, Executive Director

- a. State Workforce Division Change of Organizational Structure
- b. One-Stop Center Update
- c. HDCI (High Demand Career Initiative) Sector Strategy Grant
- d. Albany Works Partnership Initiative
- e. Albany Technical College Social Service Council Initiative
- f. Collaboration with Local Libraries in Low Enrollment Counties



- g. Albany and Cairo Housing Authority, Georgia Watch Initiative
- h. Regional County Commission Meeting Engagements
- i. Seminole County Empowerment Session
- j. GWLA Meeting held February 1 – 2, 2018 Overview
- k. Consortium Meeting held February 7, 2018
- l. Board Member Orientation Session held February 14, 2018
- m. State of Georgia Workforce Development Board Meeting to be held in Thomasville March 1, 2018 – Location, The Biscuit Company, 219 Oak Street, Thomasville 9:30 am

16. Next Committee Meeting Date

Torey Wingate, Chairman

17. Adjourn

Torey Wingate, Chairman