
Three Rivers Workforce Development Board (TRWDB) Meeting Minutes
Post Agenda**June 22, 2023****9:00 a.m.**

The Three Rivers Workforce Development Board, Area 8 held their meeting on Thursday, June 22, 2023 at the Turin Town Hall, Turin Georgia 30289.

Called to Order

Chairman Eley called the meeting of the TRWDB to order at 9:03 a.m., and welcomed everyone in attendance. Roll call was taken and a quorum was present.

Board Members in Attendance: Steve Cromer, Veronica Dowell, Lisa Durden, Brandon Eley, Dr. Irvin Clark III, Dave Lamb, Gail Long, Frank "Chunk" Newman, Jeff Rogers, and Kenneth Slaven

Members Absent: Herman Allen, Joey Barrett, Jennifer Corcione, Jill Duncan, Amanda Fields, Meg Hattendorf, Shirley Hines, Kevin Hilton and Steve Olive

Staff Present: Kim Bennett, Dawn Burgess, Tara Grdinich, Stephanie Matthews, Marcia Pyle, Keisha Whitner, Kevin Williams and Ronald Williams

Guest Present: WGTC Staff: Mary Sells, Zelma Jones, Teresa Brewington, Rebecca Wheeler, Jessica Simmerson and Tray Bucharowski

AGENDA**CHAIRMAN'S REPORT**

- a. Welcome New Board Members & Call to Order
- b. Approval of the Consent Agenda
- c. Approval of the TRWDB Monthly Calls
- d. Approval of DocuSign

CONSENT AGENDA

- a. Approval of the TRWDB Meeting Minutes – April 20, 2023

NEW BUSINESS**Director's Report – Stephanie Matthews, Workforce Director**

- a. Approval of WGTC Contract Modifications
 - Career Services
 - Youth Services
- b. Grant Updates
- c. Approval of the PY23 & FY24 Workforce Budget

NEW BUSINESS**Finance Reports – Marcia Pyle, Accounting Manager**

- a. Finance Updates
- b. Finance Reports
 - Key Performance Indicators

Youth Services Reports – Jessica Gardner, Youth Services Manager

- a. Youth Services Updates

Information System Services Reports – Keisha Whitner, Information System Manager

- a. Performance Reports

Business Services Reports – Tara Grdinich, Business Services Manager

- a. Business Services Updates

OTHER BUSINESS

- a. TRRC Executive Director Report – Mark Butler, TRRC Executive Director

NEXT MEETING

- a. August 24, 2023

ADJOURNED

Called to Order

Chairman Eley called the meeting of the TRWDB to order at 9:10 a.m. He welcomed the new board members and 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 January 26th TRWDB meeting.

Motion:

Chunk Newman made a motion to approve the consent agenda. Dave Lamb 2nd the motion. All agreed.

Approval of the TRWDB Monthly Calls (Action Item)

Chairman Eley asked for a motion to approve the TRWDB bi-monthly calls that will be held a month prior to the scheduled board meetings.

Motion:

Dave Lamb made a motion to approve the TRWDB bi-monthly calls. Veronica Dowell 2nd the motion. All agreed.

Approval of DocuSign (Action Item)

Chairman Eley asked for a motion to approve the DocuSign electronic signature software.

Motion:

Veronica Dowell made a motion to approve DocuSign Chunk Newman 2nd the motion. All agreed.

Director's Report – Stephanie Matthews, Workforce Director

Overview of WGTC Contracts

Stephanie Matthews provided an update of West Georgia Technical College (WGTC) current performance as the Career and Youth Services Contractors. She stated that they are doing great with meeting performance.

Grant Updates

Stephanie provided an overview of the Quest and Sector Partnership Grants to the board members. She informed board that she submitted an application for the Quest Grant and requested the full amount of \$700,000, and she's waiting to receive a response back from the state. She informed the board that this program year, we were only awarded \$115,000 for the Sector Partnership Grant.

Approval of PY23 & FY24 Budget (Action Item)

Stephanie provided an overview of the PY23 & FY24 budget to the board members. Chairman Eley asked for a motion to approve the PY23 & FY24 budget.

Motion:

Gail Long made a motion to approve PY23 & FY24 budget. Veronica Dowell 2nd the motion. All agreed.

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

Youth Services Updates

Jessica Gardner provided an overview of the Youth Services updates to the board members. She stated that we were able to partner with several companies within our region. Jessica informed the board members that the Youth Program is seeking assistance with the development of an entrepreneurship workshop. Jessica stated that with the lack of small business development centers in the region she requested assistance in the form of entrepreneurial resources, curriculum development, and entrepreneurial mentorship.

Keisha Whitner, Program Information Systems Manager
Information Services Report

Keisha Whitner provided an overview of the Performance Report to the board members.

Tara Grdinich, Business Services Manager
Business Services Reports

Tara Grdinich provided an update of the business services reports and introduced the Business Services team to the board.

Next Meeting

Chairman Eley informed the board members that the next TRWDB meeting will be held on August 24, 2023.

Adjournment

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