

Middle Flint WIOA Area 15  
**Workforce Development Board (WDB) Executive Committee Meeting**  
**Wednesday, April 29, 2020 at 2:00 P.M.**

**Due to COVID 19 Meeting was held via teleconference call.**

Meeting Held Via Teleconference Call – 1-877-240-3412 Access Code: 802-576-845

**--MINUTES--**

**Members Present**

Janet Teele  
Norman Graves  
Willie Patrick  
Rhonda Holbrook

**Members Absent**

**Staff Present**

Janice West  
Tenisha Tookes

**Other Present**

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The Middle Flint Workforce Development Board (WDB) Executive Committee met on Wednesday, April 29, 2020 2:00 p.m. via teleconference call.

Janice West (Workforce Director) conducted a member roll call for the Minutes. Minutes reflect that all Executive Committee members were present on the call.

Janet Teele, Chairperson called the meeting to order and welcomed everyone to the meeting call. Janet Teele declared a Quorum of members for the meeting.

Janet Teele state the Minutes from the February 27, 2020 meeting were sent out to members prior to the meeting. Chairperson Teele asked if there were any addition, corrections or amendments that needed to be made to the Minutes. There were none. Chairperson Teele requested a motion to approve the Minutes as presented. Motion was made by Norman Graves and seconded by Willie Patrick. Vote was taken and passed unanimously.

**Board Action Item #1 – Disaster Declaration Supportive Services Policy**

Janet Teele stated the next item on the Agenda was the COVID 19 Declared Disaster Supportive Service Policy. Janet Teele referred members to the Disaster Supportive Services Policy that was sent out to members prior to the meeting. Janice West reported that many of the colleges, universities and other training vendors had transitioned the classroom in person training to a virtual online method of training due to COVID 19. Several other local WIOA areas around the State have implemented Declared Disaster Supportive Service policies to continue to assist WIOA participants with supportive services benefits for internet fees, travel to access the internet services, etc. Staff has developed a Disaster Supportive Services Policy that will be in effect during the COVID 19 pandemic (for Spring & Summer Semesters) to assist participants with the costs of internet fees or their travel to a location to access the internet services. Staff is proposing for Board

approval a Disaster Supportive Services benefit of \$10 per day for days in which the participant is participating in the virtual online training. Timesheets will track the training days and Instructors will verify the participation in training. We hope that in the fall participants will be able to return to their normal classroom training and will resume to the regular Supportive Services policy.

Janet Teele opened the floor up for discussion on proposed policy. Members expressed that need to continue to support the participants during the pandemic as these were emergency conditions. Janet Teele stated the Board would have to vote to approve the presented Disaster Declaration Supportive Services Policy. Motion was made by Rhonda Holbrook and seconded by Norman Graves to approve the policy as presented. Vote was taken and passed unanimously.

### **Board Action Item #2 – WIOA Middle Flint “Local” Plan Approval**

Janet Teele stated that a draft copy of the local WIOA Plan for 2020-2024 was sent out to members to review prior to the meeting. Janice West gave an overview summary of the Middle Flint Local WIOA Plan to members. Janice West stated that a Regional WIOA Plan would also have to be developed between the Lower Chattahoochee WIOA Area 14 & the Middle Flint WIOA Area 15. Regional Plans are due to the State office on October 1, 2020. Two separate WIOA Plan must be completed (Local & Regional Plan). Janice West explained that once the Board had approved the Local WIOA Plan that it would be posted for a 30-day public comment period. Any comments received would be added to the Local WIOA Plan prior to submission to the State Office of Workforce Development. The State Workforce staff will review the local plans and will respond back to the local area with either an approval notice or request additional correction action by the local area. Janet Teele opened the floor for questions or comments on the local WIOA Plan. Members thanked the staff for their hard work on writing the plan and stated that it provides a good direction for the local area. Janet Teele requested a motion to approve the local Middle Flint Area 15 WIOA Plan as presented. Rhonda Holbrook made the motion and Willie Patrick seconded the motion to approve the Plan. Vote was taken and passed unanimously.

Janice West provided an overview of impact on WIOA services for PY 2019 stating that in late March 2020, WIOA Service Providers closed to the public and staff worked remotely or on staggered office schedules. Training services were transitioned to a virtual on-line format. Currently enrolled participants continued with their training based on training format specified by the training provider. Personal safety procedures had to be developed and implemented to protect participants and staff. Outreach and recruitment efforts for new customers was stalled due to Georgia’s Shelter In Place orders during April and May. The local area will not meet the planned enrollment numbers for PY 2019 due to COVID pandemic. Expenditure levels for PY 2019 will be below planned levels. Unemployment rates in the local area will show vast increase over the past few years as many permanently or temporarily close. The local area could feel the impact from COVID pandemic well into the next program year 2020-2021.

Janice West reported that the State Office of Workforce Development would be submitting application to Federal office for National Emergency Grants (NEG) funding to assist the State deal with the impact of COVID.

Janet Teele asked if there was any other business for the Board or any comments from members. There were none. Janet Teele thanked everyone for their attendance on the call and adjourned the meeting.

*Compiled by Tenisha Tookes*