

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
ONE-STOP COMMITTEE MEETING  
JULY 28, 2020**

**MINUTES**

A virtual meeting of the Middle Georgia Workforce Development Board One-Stop Committee was held on July 28, 2020, at noon. The following members were present:

Aundrea Simmons  
Ethel Wynn  
Jeff Scruggs  
Saleemah Sabree  
Tishua Green

The following members were not present:

Brenda Brown  
Chris Car  
Wade Yoder

The following guests were in attendance:

Janie Reid and Paul Allen, In-the-Door, One-Stop Operator

**WELCOME GUEST/NEW MEMBER**

Chair Aundrea Simmons chaired and called the meeting to order at 12:05PM. She thanked everyone for participating. There was a quorum present.

**NEW BUSINESS**

1. **Approval of Strategic Population Policy** – Ashlee McIver, MGCI Program Services Specialist, provided copies of and discussed the Strategic Population Policy. She explained that the Office of Workforce Development is requiring a local policy. The purpose of the policy is to establish how special populations are defined and the process of how they are served. The policy also includes a barrier checklist form and a form to document the priority of service determination for staff use.

A motion was made by Saleemah Sabree and seconded by Ethel Wynn to approve the Strategic Population Policy as presented. There were no opposing votes and the motion carried.

2. **Individuals with Barriers to Employment Population Report** – Ashlee McIver provided a report that showed the barriers to employment for individuals that were served during Program Year 2019 (July 1, 2019 – June 30, 2020). She explained that the report can be used to determine which populations with barriers to employment are not being served and which needs to be targeted. A question was asked regarding how they are identified and it was explained that staff enter the information in GWS when barriers are identified during an applicant's interview.
3. **Update from One-Stop Operator** – Janie Reid, One-Stop Operator, reported that since March they have been out of office and working at home as well as the partners. They constantly have

people calling but not as much as before the pandemic. For the most part fielding questions about new available opportunities and UI. They are looking to do training through Zoom and will be sending out a schedule.

4. **Approval of New Recertification of One-Stop & Affiliate Site Tool** – Ashlee McIver provided copies of and discussed the new one-stop comprehensive & affiliate site tool. She explained that the Office of Workforce Develop provided the tool for local areas to adopt and use to recertifying their comprehensive and affiliate one-stop sites. She further explained that OWD published a new monitoring tool and usually an affiliate site required two partners but new changes allow some to stand alone.

A motion was made by Saleemah Sabree and seconded by Ethel Wynn to approve the New Recertification of Comprehensive & Affiliate One-Stop Site tool. There were no opposing votes and the motion carried.

5. **Assignments for One-Stop Operator – Develop a Survey to Identify Special Populations** – Chair Aundrea Simmons explained that since the one-stop operators are in the one-stop centers they develop a survey to use to help identify populations not being targeted already. Once they get with Jerry Myers and get their thoughts on them creating the survey, they will create it and submit it for review and approval.

**Update One-Stop Community Resource Directory** – Janie reported that she has one and will review it and make sure it is updated. She will get with Ashlee & Darrell and make sure it is a useful tool.

A motion was made by Saleemah Sabree and seconded by Tishua Green to approve the One-Stop Operator developing the survey to identify special populations and to update the One-Stop Community Resource Directory as requested. There were no opposing votes and the motion carried.

## **MATTERS FROM THE FLOOR**

There were none.

## **NEXT SCHEDULED MEETING**

1. *Meeting Schedule* – Next meeting scheduled for September 29, 2020, at Noon, at the Houston County Career Center (Comprehensive One-Stop) unless the Governor extends the state of emergency in which case it will be held virtual again. It was pointed out the January and March dates were wrong. The year needs to be changed to 2021. Ashlee McIver will make the corrections.

A motion was made by Saleemah Sabree and seconded by Ethel Wynn to approve the meeting schedule with the noted changes to the January and March dates. There were no opposing votes and the motion carried.

## **ADJOURNMENT**

There being no further business Chair Aundrea Simmons thanked everyone for their participation and adjourned the meeting at 12:44PM.