

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
ONE-STOP COMMITTEE MEETING  
SEPTEMBER 29, 2020**

**MINUTES**

A virtual meeting of the Middle Georgia Workforce Development Board One-Stop Committee was held on September 29, 2020, at Noon. The following members were present:

Aundrea Simmons  
Ethel Wynn  
Tishua Green  
Brenda Brown  
Wade Yoder  
Saleemah Sabree

The following members were not present:

Jeff Scruggs  
Chris Carr

The following MGCI Staff were present:

Ashlee McIver  
Darrell Stillings  
Gabriel Osirus  
Terrell Mitchell  
Vann Davis  
Tiffany Calloway

The following guest were in attendance:

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

**WELCOME GUEST/MEMBERS**

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

**MINUTES**

- 1.** Chair Aundrea Simmons asked for approval for the minutes of the July 28, 2020, meeting of the Middle Georgia WDB One-Stop Committee. A motion to approve was made by Saleemah Sabree and a seconded by Wade Yoder. There were no opposing votes and motion carried.

**OLD BUSINESS**

There was none.

## NEW BUSINESS

- 1. Duties of the One-Stop Committee** – Ashlee McIver, MGCI Program Services Specialist, read an excerpt from the WDB bylaws that “the One Stop Delivery System Standing Committee shall provide information and assist with operational and other issues relating to the one-stop delivery system, which may include representatives of the One Stop Partners”. Aundrea Simmons, Chair, stated that we will provide information to help with planning and oversight over One-Stop system and looking at best practices from the state. Ashlee discussed taking a field trips to visit some of the One Stop Centers to learn how they operate and get some best practices. Aundrea Simmons also suggested the possibility of sharing our best practices with other local areas. Ashlee also informed the Committee that she will be sending the One-Stop Operator Report once a month as she receives it to keep the committee engaged.

Brenda Brown, CGTC, asked the committee if there was any tasks the committee would need to complete this year. Ashlee stated that the MOU is completed but we would need to develop strategic goals for the One-Stop and tasks with how to mitigate the deficiencies. Tishua Green, GDOL, stated that the only issue right now is that there is no physical traffic in the One-Stop do to the GDOL being closed to the public and there is no estimated time of when it will reopen. Ashlee suggested to look at previous reports form the OSO to see how to improve the OS. Janie Reid, One-Stop Operator, stated that she cannot receive that report anymore do to GDOL guidelines. GDOL cannot give a written report but can give them a verbal report. Wade Yoder, inquired about how the partners are able to service customer when it is closed to the public. Ashlee stated that the OSO is doing virtual training, electronic communication, and assisting GDOL with screening questions for GDOL and forward information out to the partners and Janie agreed and stated they were doing orientations over the phone. Tishua stated that at the department of labor they are working long hours to help everyone even working on Saturday. The Facebook page and the web page is updated daily with useful information.

- 2. One Stop MOU** – Tiffany Calloway, MGCI Compliance Specialist, discussed the two most essential pieces in the MOU, the Infrastructure Funding Agreement and One-Stop Structure are necessary for the general operation of the One-Stop Centers. All One-Stop Partners must have mutual assent. Tiffany also stated that the Local Workforce Development Area consists of one Comprehensive One-Stop, six Affiliate One-Stops and two Specialized One-Stop locations designed to provide a full array of services and assistance to job seekers and businesses in the local are. There are physical presence and an electronic presence.
- 3. One Stop Operator Contract Overview** – Tiffany Calloway, Compliance Specialist, stated that In-The-Door was chosen as the One-Stop Operator and contract was formed. The contract instructs how to implement various items such as invoicing. In-The Doors proposal stated several objectives they wanted to accomplish in the program year. The objectives were: getting new business into the OS, outreach recruitment efforts, best practices with partners, staff disability training, customer service surveys, WIOA Orientation schedule, and job readiness workshops. Tiffany stated that everything in the OSO Work Statement is what was procured when MGCI contracted with In-The-Door and MGCI is requiring it in the contract. Aundrea Simmons, Chair, asked Janie Reid, One-Stop Operator, how they were going to be able to track numbers served as required if GDOL doesn't provide the information. Janie Reid, One-Stop Operator, stated that GDOL Managers, Tishua Green and Ethel Wynn, give her a print out each

month and use it to provide numbers to the WDB but last year she was told that she could not share it in paper format. Janie also states they use a kiosk when they come to her directly for services and it is counted on their kiosk. Tiffany suggested that committee members read the MOU and Contract stated that everything is transparent.

**4. Update from One-Stop Operator – Janie Reid and Paul Allen, One-Stop Operators**

- a) *One Stop Operator Report* – Janie Reid, One-Stop Operator, gave an update on how they are still delivering daily activities under the COVID – 19 guidelines and make appropriate referrals and follow-up with customers. Paul Allen, One Stop Operator, mentioned they will be doing a virtual cross-training that has taken place and will continue. Virtual Job Fair with Veterans with Disabilities and Seniors Resource Expo on October 20 and 21, one hour each day. The link will be sent out for this on October.
- b) *Survey To Identify Other Special Populations* – Paul Allen, One-Stop Operator, discussed the survey to identify additional special populations and how he developed the questions. Paul stated that he looked at additional information that was not in the Strategic Populations Policy. There are twenty questions that’s on the quick tap survey and also a paper version that can be done with intake or as a separate piece. The questions vary from explaining gaps in employment to if a customer contracted COVID-19 and is no longer employed. Aundrea Simmons, Chair, asked how he came up with the questions. Paul stated he did research from other states and from other people he has interacted with over the years. Attached is the link to the survey in case anyone missed it. <https://www.surveymonkey.com/r/XVYTFQR>
- c) *One Stop Community Resource Directory* – Janie Reid, One-Stop Operator, gave an updated on the Community Resource Directory. Janie stated that she discussed with Ashlee McIver, Program Services Specialist, about what she wanted in the resource directory. After the discussion, it was decided there would be two pamphlets that could be given to customers and a resource directory that would be given to the partners. Janie stated that the pamphlets are complete but the Community Resource Directory is not finished yet. Janie said she needs logos and one page informational from each partner in order to complete a Community Resource Directory booklet. Only two partners sent her the information. Previously, Janie stated that she pulled the information off of pamphlets she had from the partners and their websites but some partners did not like that she did that. Saleemah interjected and stated that she sent Janie her agencies information but never received a response back. Saleemah also stated that she sent two pages and Janie stated that she does have it and needs the logo. Brenda Brown, CGTC, wanted to know if she needed to send anything and Janie stated she did receive it and they will discuss it later. This item was tabled for the next meeting by Aundrea Simmons, Chair because the item is still incomplete and there are lots of questions that will need to be researched and answered at a later date. Janie asked how the printing would happen and Ashlee decided to wait until the product is finished before we print the pages and she will look into printing options. Tishua Green, GDOL, inquired if CGTC could print the materials. Brenda stated that they normally print in-house. Tishua inquired about an updated address and contact number for Vocational Rehabilitation. Wade Yoder spoke up and said that the Middle Flint Behavioral Health is taking the place of the Phoenix Center and he has the CEO

information that will need to be included in the booklet and will send it to Janie Reed via email.

There was a motion to approve the Survey to Identify Other Special Populations Survey by Brenda Brown and a second by Wade Yoder. There were no opposing votes and the motion carried.

**MATTERS FROM THE FLOOR**

There was none

**NEXT SCHEDULED MEETING**

Meeting Schedule – Next meeting is scheduled for January 26, 2021, 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. Motion from Brenda Brown and a second by Saleemah Sabree. There were no opposing votes and the motion carried.

**ADJOURNMENT**

There being no further business Chair thanked everyone for their participation and adjourned the meeting at 1:15 PM