

**SWAPTE
EXECUTIVE COMMITTEE MEETING
ALABAMA CAREER CENTER
JANUARY 16, 2019**

Present:

Chairman Carol Statter
John Clyde Riggs

Mike Hare
Clinton Johnson

Ola Anise
Beth Hanks

Absent

Stan Chavis

SWAPTE Staff & Career Center Managers:

Sydney Raine
Lisa Thomas

Tammy Smith
Cindy Nelms

Pam Ware

ADOL Staff

Brinda Barrett

Laura Bethea

The meeting was called to order at 12:00 noon by Chairman Statter. Chairman Statter asked if we had a quorum and Mr. Raine replied "YES". Chairman Statter called for a motion to approve the agenda, motion made by Beth Hanks and seconded by Clinton Johnson, and the agenda was unanimously approved. Chairman called for a motion to accept the minutes from 10/17/2018, motion was made by Clinton Johnson, and seconded by John Clyde Riggs, and the committee unanimously approved the minutes.

Chairman Statter also called for a motion to approve the 6/12/2018 minutes which we were not able to approve because we didn't have a quorum at our 10/17/2018 meeting. Motion was made by John Clyde Riggs; and seconded by Mike Hare; and the committee unanimously approved the minutes.

Finance – See Attachment #2 for details

Lisa Thomas, V.P. Finance

Mrs. Thomas said that the Finance committee met on 1/11/2019 and approved the finance report that ended September 30, 2018 which represented the 1st quarter.



TO: Sydney Raine, President
FROM: Lisa Thomas, Vice President Finance
RE: Financial Update
DATE: January 04, 2019

For your review, I have prepared the financial statements of SWAPTE, (Region 7) for the quarter ended September 30, 2018. September represents the first quarter of our fiscal year which began on July 1, 2018. We should be operating at 25% of budget projections.

Administration

Administrative Summary Expenses				
	Budget 2018-19	Y-T-D Admin Expenses	Budget Variance	Y-T-D Percentage
Labor Cost	650,000	87,378	562,622	13.44%
Non Labor Cost	343,679	53,411	290,268	15.54%
Total	993,679	140,789	852,890	14.17%

As shown above, administrative costs as of September 30 were at 14.17% of budget projections with expenditures totaling \$ 140,789. Labor costs were at 13.44% of budget projections or \$87,378. Non-labor costs for the quarter ending September 30 were \$ 53,411 or 15.54% of the annual budget.

Program

Program Overhead				
	Budget 2018-19	Y-T-D Program Expenses	Budget Variance	Y-T-D Percentage
Labor Cost	650,000	128,693	\$ 521,307	19.80%
Non Labor Cost	1,985,943	429,385	1,555,888	21.62%
Total	\$ 2,635,943	\$ 558,078	\$ 2,077,195	21.17%

Program overhead expenses for the quarter totaled \$ 558,078. This amount is comprised of \$128,693 in labor costs and \$ 429,385 in non-labor costs. Total costs were 21.17% of budget projections for the quarter.

Attachment #2

Miscellaneous

Incentive (07/01/2016-10/12/2018)			
	Budget	Y-T-D Expense	Balance
PY 16 Incentive-Adult	12,203	12,203	-
PY 16 Incentive-Youth	100,716	100,716	-
FY 17 Incentive-Adult	87,312	87,312	-
Total	\$ 200,231	\$ 200,231	\$ -

Incentive (07/01/2018-06/30/2020)			
	Budget	Y-T-D Expense	Balance
PY 17 Incentive-Adult	17,212	-	17,212
PY 17 Incentive-Youth	121,811	-	121,811
PY 17 Incentive-DW	17,211	-	17,211
FY 18 Incentive-Adult	95,062	-	95,062
FY 18 Incentive-DW	81,496	-	81,496
Total	\$ 332,792	\$ -	\$ 332,792

Mobile Works was awarded incentive funds for the budget year 2016-2017. Please note the state has granted these funds to be transferred to Region 7 and to be used before 10-12-18. This incentive funding has a balance of \$0.00 as of 09/30/2018. SWAPTE (Region 7) was awarded additional incentive funding 07/01/2018) based on past year performance in the total amount of \$ 332,792 in which we have 2 years to spend with expiration date of 06/30/2020. All of this funding balance is still remaining as of 09/30/2018.

Program Summary

Below for your review is a summary of program expenditures by funding type:

Program Activities Budget Summary				
	Adult	Dislocated	Youth	Total
2017-2018	\$ 5,965,596	\$ 5,177,716	\$ 5,563,897	\$ 16,707,209
(-) Expenditures to Date	1,280,954	54,235	385,031	1,720,220
Budget balance	4,684,642	5,123,481	5,178,866	14,986,989

As shown above, Adult expenditures through September 30 totaled \$1,280,954. This leaves a budget balance of \$4,684,642.

Dislocated worker expenditures for the quarter ending September 30 totaled \$ 54,234 which leaves a balance of \$5,123,481.

Youth expenditures through the quarter totaled \$ 385,031 which left a budget balance of \$5,178,866.

Attachment #2

Program Summary			
	Revenue Total	Exp. As of 093018	Balance
07/01/2016-06/30/2018	\$6,091,714.00	\$1,720,220.00	\$4,371,494.00
07-01-2018-06-30/2020	\$10,615,495.00	\$0.00	\$10,615,495.00
Budget balance	\$16,707,209.00	\$1,720,220.00	\$14,986,989.00

The above is a capture of the revenue that must be spent by the dates shown. The expenses are as of 09/30/2018. Pages 6 and 7 gives a breakdown by funding source.

Conclusion

While this narrative includes a summary of activities through September 30, 2018 detailed expenditures are attached to this report.

SWAPTE Financial Report Administrative Overhead for the Quarter ended Sept 30, 2018				
Description	Budget 2018-19	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	650,000	87,378	562,622	13.44%
Net Labor Cost	650,000	87,378	562,622	13.44%
Audit Expense	21,500	-	21,500	0.00%
Computer Maintenance, Supplies, Softw	20,000	7,528	12,472	37.64%
Council Expense	2,000	1,053	947	52.66%
Equipment, Rental	3,500	347	3,153	9.92%
Equipment, Service and Repair	2,500	619	1,881	24.75%
Facilities Rent	30,000	11,381	18,619	37.94%
Insurance, Directors and Officers	7,050	7,050	-	100.00%
Insurance, Errors & Omissions	3,360	3,360	-	100.00%
Insurance, General Liability	1,000	-	1,000	0.00%
Legal Expense	2,500	-	2,500	0.00%
Office and Expendable Supplies	25,000	1,869	23,131	7.48%
Office equipment	1,000	-	1,000	0.00%
Depreciation expense	2,000	-	2,000	0.00%
Postage, Shipping, & Delivery	1,000	664	336	66.39%
Subscriptions and Memberships	2,000	985	1,015	49.25%
Telephone and Internet	15,000	3,472	11,528	23.15%
Training and Workshops	20,000	-	20,000	0.00%
Travel-Local Mileage	1,000	-	1,000	0.00%
Travel-Out of Area-Staff	42,109	1,261	40,848	2.99%
Marketing/Economic Development	30,000	-	30,000	0.00%
Monitor	60,000	2,500	57,500	4.17%
Staff Support	40,000	7,676	32,324	19.19%
Consultant Fee	10,000	3,500	6,500	35.00%
Archive Record Storage	1,160	146	1,014	12.61%
Non Labor Cost	343,679	53,411	290,268	15.54%
Total Expenditures	993,679	140,789	852,890	14.17%

SWAPTE
Financial Report
for the Quarter ended Sept 30, 2018

ATTACHMENT 2

Program Overhead				
Description	Budget 2018-19	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	650,000	128,693	521,307	19.80%
Total Available				
Computer Maintenance, Supplies, Softwa	25,000	125	24,875	0.50%
Equipment, Rental	5,000	619	4,381	12.37%
Equipment, Service and Repair	5,000	-	5,000	0.00%
Facilities Rent	60,000	2,727	57,273	4.54%
Insurance, Errors & Omissions	3,500	2,841	659	81.17%
Insurance, General Liability	1,000	769	231	76.90%
Insurance-Participant	1,300	-	1,300	0.00%
Interest Expense (Income)	(30)	-	(700)	0.00%
Legal Expense	2,500	-	2,500	0.00%
Marketing and Outreach	50,000	3,158	46,842	6.32%
Basic Education and Testing Supplies	1,000	-	1,000	0.00%
Office and Expendable Supplies	10,000	-	10,000	0.00%
Printing	5,000	-	5,000	0.00%
Postage, Shipping, & Delivery	2,000	-	2,000	0.00%
Travel-Local Mileage	5,000	369	4,631	7.38%
Travel-Out of Area	20,000	276	19,724	1.38%
Staff Training	10,000	-	10,000	0.00%
Archive Record Storage	1,000	306	694	30.58%
ADOL Invoice	1,778,673	418,195	1,360,478	23.51%
Non Labor Cost	1,985,943	429,385	1,555,888	21.62%
Total Expenditures	2,635,943	558,078	2,077,195	21.17%

SWAPTE
Financial Report
for the Quarter ended Sept 30, 2018

ATTACHMENT 2

Adult Services Budget	Budget 2018-19
Program Revenue Carry Forward PY 17	2,121,747
Program Revenue PY 18	608,620
Program Revenue (FY 2019) Oct 1st	3,235,229
Total Revenue Available	

	Budget 2018-19	Y-T-D
Program Cost Distribution from Operations		440,986
Individual Training Accounts	3,000,000	660,448
OJT Program	1,000,000	179,520
Expenditures to Date		1,280,953.76
Balance of Funds		\$ 4,684,642

Dislocated Services Budget	Budget 2018-19
Program Revenue Carry Forward PY 17	2,225,367
Program Revenue (PY-2018)	514,210
Program Revenue (FY 2019) Oct 1st	2,438,139
Total Revenue Available	

	Budget 2018-19	Y-T-D Expense
Program Cost Distribution from Operations		37,622
Individual Training Accounts	100,000	2,167
Incumbent Worker	10,000	-
OJT Program	75,000	14,447
Expenditures to Date		54,235.29
Balance of Funds		5,123,481

SWAPTE
Financial Report
for the Quarter ended Sept 30, 2018

ATTACHMENT 2

Youth Services Budget	Budget 2018-19
Program Revenue Carry Forward PY 17	1,744,600
Program Revenue (PY 2018)	3,819,297
Total Revenue Available	\$5,563,897
Year to Date Contract Expense	303,064
Program Cost Distribution from Operations	81,967
Total Expenditures	385,031.39
Budget Balance	5,178,866

Contracts Approved:	Budget	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Dearborn Street YMCA	278,596	43,111	235,485	15%
Dynamic Education Systems	740,766	141,322	599,444	19%
Goodwill Easter Seals	297,026	54,049	242,977	18%
Bishop State Comm College	284,378	-	284,378	0%
Reid State Tech College	219,339	47,961	171,378	22%
Monore County	191,245	3,588	187,657	2%
Auburn University Hope Place	132,195	3,158	129,037	2%
Alabama Dept of Rehab Services (4/1/18)	100,000	13,463	86,537	13%
Total Funds	2,052,299.71	303,064.09	1,749,236	15%
In School Youth Services	-	-	-	0%
Out of School Youth Services	2,052,299.71	303,064.09	1,749,236	15%
Total Contract Amount	2,052,300	303,064	1,749,236	15%
Program Expenses (ITA/OJT)	200,000	1,732	198,268	1%
Percentage In School	0%	0.00%	0.00%	
Percentage Out of School	100%	100.00%	100.00%	

We should be operating at 25% of budget for both Administration and Program but we are at 14.17% for administration and 21.17% for program. Mrs. Thomas said that she, Mr. Raine, and Cindy have been having discussions on how to get the budget percentage up to where it should be, and they are also positive that it will increase in the 2nd quarter. The increase in the ADOL contract and other marketing has helped us to increase our program budget percentage.

Miscellaneous (Page 2)

Mobile Works was awarded incentive funds for the budget year 2016 – 2017. The State has granted us authorization to transfer these funds to Region 7 and they gave us until 10/12/2018 to spend these funds and as of 9/30/2018 the balance is zero.

SWAPTE was awarded an additional incentive funding of \$333,792.00 on 7/1/2018 based on our past year performance and we have until 6/30/2020 to spend these funds.

Ms. Thomas went over the Program Activities Budget Summary 2017 – 2018 (\$16,707,209.00) and gave us the total expenditures of \$1,720,220.00 and a remaining balance of \$14,986,989. She said that most of our expenses happens in the fall so they should come in around October and we anticipate 2nd quarter to be a little better.

Program Summary 7/1/2016 – 6/30/2018 Total Revenue \$6,091,714.00 and a balance remaining of \$4,371,494.00

7/1/2018 – 6/30/2020 Total Revenue \$10,615,495.00 and a balance remaining of \$10,615,495.00 as of 9/30/2018.

Mrs. Thomas directed our attention to page 6 the Adult Services Budget and said that we are watching our carryforwards: Program Revenue Carry Forward \$2,121,747.00

Program Revenue PY18 \$608,620.00

Program Revenue (FY2019) October 1st \$3,235,229.00

Mr. Raine asked Mrs. Thomas to talk about the transfer of the \$2,000,000.00 DLW funds. Mrs. Thomas said that Chairman Statter signed off on the transfer of these funds to the Adult funding stream to give us a better chance at spending them then she asked for a motion to approve the transfer; motion was made by Beth Hanks; and seconded by Mike Hare and the committee unaniously approved the transfer.

Pages 4 & 5 are the Administrative and Program Overheads.

Mr. Raine said that on the youth side there were some concerns about the youth providers and how they spent their money and he asked Cindy to explain. Cindy said that in general she can say that all of our youth providers are having challenges similar to our DLW programs because of the low unemployment rate the number of young people who are looking for ways to get back on track such as get their GED or get assistance that prepares them for college or some other training has gone down and most of those individuals have gone out and gotten a job that maybe didn't require them to have a GED. Employers have gotten more open minded about what they are looking for in most entry level positions, so our programs are working much harder to find young people that are motivated to enroll. Secondly this is the 1st quarter financial report and a lot of the budget for these programs are invested in stipends and incentive dollars that go to the participate once they are enrolled and engaged in activities and reach milestones so those dollars don't intend to flow out until almost half the program year. We have a couple of new programs that we have funded in previous years Monroe County and Bishop State they are having the biggest challenge finding and enrolling eligible youth. We have and are spending a lot of time talking to both groups as they are not as experience with youth. Bishop State went on a recruiting bliss during the holidays and just started their 26-week autobody and construction training; and they have reported that they have 16 students in attendance which is a good start. Our biggest challenge is finding young people who will stick with the program until they earn a credential. We have also scheduled monitoring visits of our programs within the next month and we will go in an do an intensive review of their documentation, files, finances, and processes.

Mr. Raine said that the meetings that we have had with our youth providers were documented because if the subcommittee decides not to fund one of those programs, we will more than likely have some political issues.

Mrs. Thomas asked if there were any questions regarding the finance report and there were none then Chairman Statter called for a motion to accept the finance report; motion made by Mike Hare and; seconded by Beth Hanks.

Cindy Nelms

Planning & Contracts

Cindy said that there hasn't been an occasion where the committee have had to meet but they are planning to meet in the next six weeks or so. She also said that she would be giving an update and asking for input on ways we can spend our money.

The first thing is our eligible training providers. Do we have enough of them or are they training people in the areas they need to be trained in? Are the people they are training getting jobs or are those people who are getting jobs keeping the job? There has been a variety of different discussion certainly in some of our rural communities regarding the lack of resources available to refer jobseekers to who comes into our Career Centers to for training. We are working very hard in those areas to motivate businesses on OJT opportunities but sometime ideally people come in and need to go into a structured training class and Monroe county is like the dessert of training options. So, we are looking at mobile training units or are their people that are doing training somewhere that we can recruit to put a training program in the area and what type it would be, etc.? Cindy said as Mr. Raine indicated that we are also working with our youth providers and meeting with them to address specific issues in each of their programs. We are mandated by law to spend a minimum of 20% of youth program funds for work-based learning which gives young people we serve an opportunity to go out into the community and work for a paycheck for a set period. This provides them with at least one reference they can list on their job application as having work experience. Our programs are not moving those young people into the workspace as aggressively as we need for them to and we will be meeting with them specifically about work-based learning also going forward. We also talked about the possibility of using work-based learning as a precursor to some of our employers who are interested in OJT but do not want to hire somebody green. This will give them an opportunity to test drive them for a little while then perhaps offer them a job on their payroll at which time we could therically move them from our work based learning spot which we will completely fund and they would technically be on our payroll OJT contract where we will subsidize half the wages for whatever period is appropriate for that person to finalize their training and go to work.

Beth Hanks asked the age of youth; Cindy said 14 – 24 historically we have served 17 – 24.

Another economic issue is the potential for providing supportive services which is a huge umbrella of things that people need to be successful in the workplace such as childcare, transportation, co-pays for doctor visits, etc. We have always used referrals to other social service agencies as our method to make sure that people have some opportunity to find supportive service if they need it. We are allowed by law to pay for it ourselves, but it is so labor intensive.

We are also looking locally at what strategies we would like to use to only refer people to programs of training that are getting results at a level we find effective. The State's schedule for putting programs on the training list and evaluating their effectiveness is every two years. Cindy said if we just automatically refer people for two years to a training provider and never looked to see if they are successfully training people and getting them jobs the amount of money we could invest in bad training programs is substantial and not to mention our performance numbers would be in the ditch. She said that the committee discussed and would like to bring to the

Executive Committee is the development of a policy that we can equally apply to all our providers so that no one can say that we are picking on them. The policy would be that we would locally evaluate the provider's performance and institute a variety of interventions from technical assistance meetings to saying that we can't keep sending people to your program because it's not affective.

Jessica Dent with the State who is responsible for the Eligible Training Provider List came to in town to do some training. Cindy said that she will be speaking with Ms. Dent about the USA Passage Program which is college like experience for students with learning disabilities. The first year the students can earn 12 credit hours and the second year is off campus employment and we are possibly looking at underwriting tuition if we can find a legitimate credential for this program so that we can have it added to the ETPL.

We have been approached about youth apprenticeship for students who are still in high school so that companies can start working with the students while they are in their senior year and move them straight into either formal apprenticeship or employment with the company. Both Austal and Airbus have approached us to work with them and we have asked the state to give us some guidance regarding this matter. Our question to the State in terms of our responsibilities as it relates to procurement is... can we just take all that ask, or do we have to put out an RFP? Who do we target if we do that? The State said that they don't see a problem with simply moving forward when a legitimate company approaches us with an apprenticeship opportunity? We have a meeting with Austal this afternoon to finalize the details on an apprenticeship program and they have already identified 3 students but are looking for 15 to be trained as pipefitters, welders, and fabricators. If they satisfactorily complete the pre-apprenticeship program that Austal is posing they will move to the front of the line when it comes to jobs. These high school students that are being recruited will have to be extremely low income and WIOA eligible for us to fund them and Austal will pay for some non WIOA eligible students.

Beth asked if Austal was targeting dual enrollment students? Cindy said that they have been able to identify only students from Williamson High School and Austal is closely aligned with Williamson, but they will be reaching out to other high schools.

Airbus has also approached us to work with them and they are breaking ground on their second assembly line which is expected to add several hundred jobs in the future. They are also building a facility that is called Flight Works which will be an educational tour-based facility that gives people a chance to see what being in the aircraft industry is like. They have hired some Disney imaginers to come in and recommend ways to put displays together and develop videos and hands on experiences for people that come in which might be a flight stimulator or just a chance to attach a wing to an airplane. Inside the flight Work strategy, they Fasttrack training which is a 12 weeks model.

The One Stop Committee will meet to look over contracts for approval 7/1/2019.

We have a new Career Center in Jackson 2/7/2019 Open House from 1 p.m. to 3 p.m.

The Planning and Oversight Committee will be looking at developing a formal policy for programs that are not performing. We are going to continue advertising our OJT, and Incumbent Worker Training programs.

The Governor has set a goal of 500,000 credential for the year 2020. There will also be a push to increase the Labor Market participation rate. We have more high paid jobs than we have people to fill them.

Transportation Taskforce – The initial efforts are to try and understand what transportation resources are in the community which was presented to the State Board by Mr. Raine. Mr. Raine and Clay Poole was recruited to co-chair a state level committee that will address workforce base transportation issues and the State Board would like for each region to identify representatives to serve on this committee. Mr. Raine has recruited John Clyde Riggs, Rickey Rhodes and Will Ruzic.

Laura Bethea

Career Center

Laura told us that the numbers were presented at our last meeting for informational purpose and then directed our attention to attachment #3.

July -September 774 Adults, DLW, and Youth at that time we had 370 enrolled in ITAs, 93 Youth programs, 7 successfully completed and 16 whose services had ended. At present we have 18 new OJT contracts with 20 participants for about \$256,000 that number has increased tremendously. Laura said that for informational purposes she ran a report from July to Jan 16, 2019 of information that had been put into the system and we have gone up and served a total of 1,035 participants in our region of which 738 ITAs, 136 OJTs, and 160 Youth and of those we had 320 that ended their services doing this time. Of the 320 when our OJT clients ends, they don't get a credential because they go to work so we put no credential received on them. On our Youth and ITA that have been put into the system we had 267 ITAs or Youth that ended of which 238 received credential and only 29 that didn't receive a credential that is just someone who dropped out of school or decided not to go.

The staff within our Region are really doing a lot of outreach to the community colleges, training providers and it has helped doing our fall enrollment to go from 774 to 1035 in just a few months. They are also reaching out to the recruiters for the schools, going to the individual departments and asking them to send us somebody. Brinda said that this was a huge push and suggestions were given to the staff on how to go out. Brinda also said that we now have a personal relationship with the Financial Aid, etc.

We are also reaching out to the high schools' counselors to let them know to send them to us first before going to the college and we will do their eligibly then we will get them to the schools and serve them as out of school youths.

Chairman Statter asked if we had reached out to Excel the Charter School? Mr. Raine said that he will talk with Carolyn Akers about possibly serving their WIOA eligible students.

Pam Ware

Marketing & Public Relations

Mrs. Ware directed our attention to the marketing snapshot handout which talked about our website activity such as new users and most visited pages which were the Career Center and ITAs.

Social Media”

Mrs. Ware asked us if we would please go in and like the SWAPTE and various Career Centers Facebook pages.

Marketing Campaign:

Working with PM Group to launch a marketing/advertising blitz to promote our OJT program for our region.

Television, radio, and social media campaigns are underway. Commercials are running on WKRK-5, Fox 10, WPMI-15, WJTC and Cox Cable Channel.

Outreach:

Creating partnerships with businesses, schools, 2-year colleges, universities and non-profit organizations has been key to promoting our programs and services. Region 7 has participated in numerous job fairs, advisory boards and community events. Our presence ensures that job seekers will have access to information that leads to skills training and/or employment.

February 11, 2019 is the Maritime Career Fair and we have been asked to teach on resume writing, etc.

We also provided information to the displaced Virginia College students.

We have developed an OJT PowerPoint presentation for the business community who will be invited to our Chat & Chews. Brinda said that each Career Center will have their own Chat & Chew and it will be specific employers to that region.

Subscriptions have also been taken out with local newspapers within the region and we are also submitting information on what we are doing to run in those papers.

Old Business

None

New Business

Mr. Raine said that we are always talking about performance standards and what happens when we meet our performance goals. He reiterated that we get additional money from the State and this year we are looking at \$300,000.00.

Our 1st Quarter Performance we met or exceeded all of our goals except two DLW (Credential Attainment w/in Yr. after Exit) and Youth (Credential Attainment w/in Yr. after Exit) and he said that these two deficiencies have been discussed with the staff involved in entering the data into the system and then thanked the staff within our region for doing a good job

President's Remarks

Sydney Raine

Mr. Raine met with Superintendent Threadgill of the MCPSS on 1/15/2019 and made him aware of our services. He asked the question of how many students have graduated from our WIOA program? Superintendent Threadgill is going to set-up a meeting with his principals first, then counselors to enlighten them on our programs and services.

It is unique that we now have companies calling us Evonik, TK, Airbus, etc. We will be meeting with TK soon as they are wanting us to set-up a job fair.

We had a slight issue regarding opening a itinerate site in Choctaw but thanks to Brinda Barrett and her boss Secretary Washington it will be at Coastal Alabama Community College in Gilbertown and it will open one day a week. He thanked Brinda and her staff for working out this issue.

Mr. Raine said that with all of the activities we have going on we had to hire three new staff members who are now on board we had over 100 resumes (Estelle McCants – Front Desk Receptionist, Cassandra Odom – OJT Coordinator, Katherine Jones – Data Entry Specialist who has a very unique story. She didn't have her GED when she went to Dearborn Street Y, was able to get her GED went to work for several companies in our areas then laid off. She came and interviewed with Cindy, Lisa, and myself and they got upset with me because she wanted to be a welder and I tried to get her to do what she wanted but we are happy to have her a success story.

We just received notification from the State that the board needs to be recertified and we are awaiting those guidelines. We do have a new board member Clara Jones with the Poarch Creek and she is very knowledgeable of the WIOA program she has worked with JTPA and other programs. I am looking at possibly having one of our meetings in their area.

Chairman Statter asked if there were questions and Mr. Raine said that he needed to go into Executive Session with the committee.

Meeting adjourned at 1:05 p.m.

Date: _

APPROVED By: SWAPTE WDBEC

John Clyde Riggs, SWAPTE WDB Secretary