
Summary of Minutes
Conference Zoom Call of the TRWDB Executive Committee Meeting
Monday, November 16, 2020 • 3:00pm

Committee Members Participating

Kevin Hilton, Chairman
 Brandon Eley, Vice Chairman
 Angela Berch
 Jennifer Corcione
 Amanda Fields
 Donna Lackey
 Dave Lamb

Staff Participating

Kirk Fjelstul, TRRC Executive Director
 Stephanie Glenn, Workforce Director
 Stephanie Matthews, Deputy Director
 Kim Bennett, Sr. Accounting Technician
 Dawn Burgess, Office Administrator

Called to Order

Chairman Hilton called the Zoom meeting of the TRWDB Executive Committee to order at 3:00 p.m., and welcomed everyone in attendance. Roll call was taken and a quorum present.

Action Item:**Approval of the Meeting Minutes**

Chairman Hilton asked for a motion to approve the July 10, 2020 meeting minutes.

Motion:

Dave Lamb made a motion to approve the minutes of the last meeting. Donna Lackey, 2nd the motion. All Agreed.

Board Retreat Discussion

Chair Hilton asked for the board members opinion about the upcoming TRWDB Retreat. Everyone agreed to cancel the event due to the current Pandemic (COVID-19), and reschedule at a later date. The Committee supported the decision to get the deposit of \$1,400.00 back from Callaway Gardens.

Chairman Hilton turned the meeting over to Stephanie Glenn, Workforce Director to present the Director's Report.

Director's Report**Monitoring Update**

Stephanie Glenn informed the Committee members that we've submitted the corrective actions response letter to the state with the dates of completion. She informed the Committee members that we have filled the two vacant board seats for Lamar and Carroll County, and submitted all the required information to the State. She stated that the TRWDB will need to rectify any action items that were approved at the June and August meetings.

Action Item:**Approval of the Headlight Data Contract Renewal**

Stephanie Glenn asked for approval to renew the contract with Headlight Data for 6 months at \$9,998.00.

Motion:

Brandon Eley made the motion to approve the contract renewal with Headlight Data. Dave Lamb 2nd the motion. All Agreed.

Finance Reports

Stephanie Glenn provided an overview of the Workforce budget. She informed the Committee members that we transferred \$700,000 from the Dislocated Worker Grant to Adult Services. Stephanie discussed creating a waitlist for Adult services in February.

Adjournment

Chairman Hilton called for the meeting to be adjourned at 3:41 p.m., All Agreed.