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**Summary of Minutes  
TRWDB Executive Committee Meeting  
Zoom Conference  
Monday, May 24, 2021 • 3:00pm**

**Committee Members Participating**

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

**Staff Participating**

Kirk Fjelstul, TRRC Executive Director  
 Stephanie Glenn, Workforce Director  
 Stephanie Matthews, Deputy Director  
 Kedra Banning, Youth Services Manager  
 Hope Blakely, HR Manager  
 Kim Bennett, Sr. Accounting Technician  
 Dawn Burgess, Office Administrator  
 Carolyn Mitchell, Program Services Manager  
 Danny Mitchell, Business Services Manager  
 Keisha Whitner, Information Systems Manager

**Called to Order**

Chairman Hilton called the virtual 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 March 22, 2021 meeting minutes.

**Motion:**

Angela Berch made a motion to approve the minutes of the last meeting Jennifer Corcione, 2<sup>nd</sup> the motion. All Agreed.

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

**Director's Report – Stephanie Glenn, Workforce Director****Action Item:****GA Department of Labor (GDOL) Contract Extension**

Stephanie Glenn provided an overview of the GDOL One-Stop Operator current contract. She asked for an extension of the current GDOL contract until October 30, 2021. The contract has a remaining balance of \$95,628.59.

Chairman Hilton asked for a motion to extend the current GDOL One-Stop Operator Contract until October 30, 2021.

**Motion:**

Jennifer Corcione made a motion to approve the extension of the current GDOL contract. Amanda Fields 2<sup>nd</sup> the motion. All Agreed.

**One-Stop Operator Request for Proposal (RFP)**

Stephanie provided an overview of the One-Stop Operator RFP. She informed the Committee members that the last day for bid submission is on Friday, May 28<sup>th</sup> at 4:00pm, and the bid information can be found on the Three Rivers Regional Commission's website.

**Contract Renewals**

Stephanie provided an overview of the current WGTC Youth and Career Services contracts. She asked for an approval of contract renewals for both the WGTC Youth and Career services contracts. She stated that the anticipated contract start dates are July 1, 2021.

Chairman Hilton asked for a motion to approve the renewal of the WGTC Youth and Career Services contracts.

**Motion:**

Brandon Eley made the motion to approve the WGTC Youth and Career Services contracts. Jennifer Corcione 2<sup>nd</sup> the motion. Angela Berch abstain. All others agreed.

**Program Services Report – Carolyn Mitchell, Program Services Manager**

**Adult Waitlist Updates**

Carolyn provided an overview of the current adult waitlist of participants waiting to receive services within our region. She stated that there are a total of 21 adults on the waitlist throughout the region.

**Business Services Report – Danny Mitchell, Business Services Manager**

**Action Item:**

**Talentspace Contract**

Danny provided an overview of the Talentspace virtual portal. The total cost of the annual subscription is \$18,000, which will be expensed out of the Sector Partnership grant.

Chairman Hilton asked for a motion to approve the Talentspace virtual portal.

Amanda Fields made the motion to approve the Talentspace virtual portal. Angela Berch 2<sup>nd</sup> the motion. All agreed.

**Adjournment**

Chairman Hilton called for the meeting to be adjourned at 3:30 p.m. All Agreed.