

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
APRIL 26, 2022**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, at Middle Georgia Consortium, Inc. 124 Osigian Blvd., Suite A, Warner Robins, Georgia, on April 26, 2022. The following members were present:

<b>Meeting Attendance Record</b>			
<b>Name</b>	<b>County/City</b>	<b>Present</b>	<b>Absent</b>
Commissioner Henry Craig	Baldwin	X	
Commissioner Omar Dickey	Crawford		X
Timothy Andrews	Houston	X	
Commissioner Chris Weidner	Jones	X	
Commissioner Greg Tapley	Monroe		X
Commissioner Martin Moseley	Peach	X	
Commissioner Jenna Mashburn	Pulaski	X	
Commissioner Billy Webster	Putnam	X	
Commissioner Ken Fowler	Twiggs		X
Commissioner John Williams	Wilkinson	X	
Mayor John Reid	Eatonton	X	
Mayor Joyce Denson	Toombsboro	X	

**Guest in Attendance**

Bill Kennemore, Kennemore CPA

Steve Williams, Middle Georgia Workforce Development Board Chairman

Chairman Chris Weidner chaired and called the meeting to order at 10:25 AM. There was a quorum present.

**AGENDA**

A motion was made by Commissioner Martin Moseley and seconded by Commissioner Henry Craig to approve the April 26, 2022, agenda as written. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

- 1. Approval of the December 14, 2021, Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Tim Andrews and seconded by Commissioner Martin Mosely to approve the minutes of the December 14, 2021, meeting with correction to remove Pamela Locket as attending as a guest. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

## **NEW BUSINESS**

1. *Audit Report* – This item was discussed during the Middle Georgia Consortium, Inc. Board of Directors meeting prior to this meeting. Excerpt from the Board of Directors' meeting is as follows:

**Excerpt:** *Audit Report* – Bill Kennemore, of William L. Kennemore, CPA., LLC, provided copies of and discussed the independent audit report issued December 21, 2021 for program year ending June 30, 2021. He reported that the agency's tax return was filed on January 12, 2022 and the agency has met all filing requirements and all filings were accepted as presented. He assured them that the agency is in compliance with all audit requirements. He explained that the purpose of the audit was to determine if the financial system, internal controls and management system are operating as intended and all were found to be operating as intended. Tests were also conducted to make sure the agency is in compliance with State and Federal rules and regulations that are attached to the grant awards received as well as the nonprofit laws. The tests showed that the agency is in compliance and that the agency is in a strong financial position. He reported that 91.5% went towards training and 8.5% went towards administration, which is well within the regulation of no more than 10% for administration.

2. *Approval of New WDB Nominations* - Darrell Stillings provided copies of and discussed the WDB nominations for Marnette Wilson, of Voc Rehab to replace Darreth Roby; Nicole Gardner, of Legacy Link to replace Gloria Knowles; and Jason Garcia, of Jason Garcia Concrete, LLC as new Twiggs County Business Representative.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to approve the nominations of Marnette Wilson, of Voc Rehab to replace Darreth Roby; Nicole Gardner, of Legacy Link to replace Gloria Knowles; and Jason Garcia, of Jason Garcia Concrete, LLC as new Twiggs County Business Representative.as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of One-Stop Certification Criteria* – Darrell Stillings provided copies of and discussed the PY 2022-23 criteria to be used to certify both the comprehensive and affiliate one-stop centers. He explained that previously it was a non-fillable continuous document but they've broken it up into three forms and made them fillable. Form B is to ensure that the one-stop centers are in compliance with applicable accessibility and equal opportunity standards. Changes made were to verify there are updated policies and procedures in place and that staff has been trained on them. It further verifies that the centers comply with applicable provisions of Title II of the American Disability Act and when compliance with the Act was last reviewed. There were no changes to Forms C and D.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Martin Moseley to approve the One-Stop Certification Criteria for PY 2022-2023 as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval of Revised Eligibility Policy* – Darrell Stillings provided copies of and discussed a summary of the recommended revision. He explained that currently we receive an income guideline in a WIG from the State which breaks it down regionally based on metropolitan and nonmetropolitan areas. He explained that there is another tool available that can be used to determine income eligibility. It is called the Living Wage Calculator and it provides data based solely on the living wage for each county and it was proposed to revise the Eligibility Policy to

include the use of the living wage calculator when determining an individual's eligibility based on income.

A motion was made by Tim Andrews and seconded by Commissioner Billy Webster to approve the revised Eligibility Policy as presented. There were no opposing votes and the motion carried by voice vote.

5. *Approval to Revise Supportive Services Policy* - Darrell Stillings provided copies of and discussed a summary of the Supportive Services Policy, which outlined the proposed revision to the daily allowance section. He explained that the current policy allows for \$10 per day for transportation no matter how far a participant travels. However, with the rising cost of gas it was proposed to increase the daily transportation allowance for any participant who travels 51+ roundtrip miles to \$15 per day.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the revised Supportive Services Policy as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval of CGTC Youth Success Academy Personnel Budget Modification* – Darrell Stillings provided copies of and discussed the modified Personnel Budget for CGTC Youth Success Academy contract. He explained that the cost of personnel has remained the same for the last four years while the case management budget has remained the same. He further explained that it has been difficult to keep career facilitator under the YSA salary range and proposed to align them with the career facilitator's salary in the Case Management contract. This would increase their salary from \$37,112 to \$40,008. The total proposed personnel cost increase was \$18,274 for salary and fringe.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Henry Craig to approve the CGTC Youth Success Academy Personnel Budget Modification as presented. There were no opposing votes and the motion carried by voice vote.

7. *Approval of Reclassification of Case Management RFP from Local to Regional* – Darrell Stillings reminded everyone that last year we entered into an agreement with Macon-Bibb program to cover 50% of one of the Career Facilitator positions under the CGTC Case Management contract for services provided to Bibb County participants. This year he proposed to make the Case Management RFP regional and Macon-Bibb program has agreed to cover 50% of the total costs associated with serving Bibb County residents.

A motion was made by Tim Andrews and seconded by Commissioner Jenna Mashburn to approve reclassifying the Case Management RFP from local to regional. There were no opposing votes and the motion carried by voice vote.

8. *PY 2020 State Monitoring Results & Notice of CAR Acceptance* – Darrell Stillings provided copies of and discussed the PY 2020 State Monitoring report. He reported that there was one finding and two observations for this year. The one finding was a programmatic finding and it was that in two of the seven Adult files tested the electronic case file did not contain follow-up by the quarterly deadline. There were no financial or compliance findings. The first observation was that in two of the electronic case files the confidential medical and/or disability-related information was not kept separate from the file and treated as confidential. The second observation was that the cost allocation plans do not show evidence of being current. However, the cost allocation plans are reviewed every year during the budget process but it is not indicated on the document itself which has since been corrected. A copy of the State's notice of acceptance of the Corrective Action Response (CAR) was also provided which indicated that the corrective action response for the one finding was accepted.

9. *WorkSource Sector Partnership Grant Update (HDCI)* - Darrell Stillings provided copies of and discussed the WorkSource Sector Partnership Grant Request for Application for this year's round of funding. Discussions haven't begun yet but the consensus seems to be to procure the use of the Be Pro Be Proud mobile unit again if not able to purchase one for our area. The application is due in May and the amount of funding to be requested will be somewhere around \$225,000 as in previous years.
10. *Approval of Regional Business Services Specialist Position* - This item was discussed during the Middle Georgia Consortium, Inc. Board of Directors meeting prior to this meeting. Excerpt from the Board of Directors' meeting is as follows:

**Excerpt:** Darrell Stillings provided copies of a snapshot of the State's Shared Federal funding levels over the last five years. The snapshot showed how each year the funding has decreased and he pointed out that this year's funding took another 10% decrease. He reported that WIOA has been reauthorized and he is hopeful in the near future the levels will start to increase back to the pre-2018 funding levels. He further explained that under the regional-HDCI grant Matt Poyner filled the Project Manager position which served our area and Bibb County. However, the HDCI grant is unstable as far as if it will renew each year making it difficult to keep someone in that position. He also explained that the Business Service Specialist position is currently vacant and aligns with the sector partnership, therefore, he is proposing to add the HDCI Project Manager duties to the permanent Business Services Specialist position and make the Business Services Position a regional position that includes serving Bibb County. The Macon-Bibb County program has agreed to split the cost of the regional Business Service Specialist position 50/50 through a cost reimbursement method.

A motion was made by Commissioner Martin Moseley and seconded by Commissioner Billy Webster to approve making the Business Services Position a regional position as presented. There were no opposing votes and the motion carried by voice vote

11. *Expenditure Report* – Kerry Scarboro provided copies of the Expenditure Report dated February 28, 2022. She provided a brief update on the expenditures and reported that as of March 31, 2022 there was \$1,016,663 left in the budget. The HDCI grant shows it expires June 2022, but it has been extended until June 2023.

## 12. Activity Reports

- *PY 2021 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated April 6, 2022. She reported the enrollments for all funding stream, which resulted in a total of 487 participants being served and 379 are carryovers. There have been 108 new enrollments since July 1, 2021.
- *PY 2021 3<sup>rd</sup> Quarter Performance Reports* – Terrell Mitchell provided copies of and discussed the PY 2021 3<sup>rd</sup> Quarter Performance Report. She reported that all measures except the Measurable Skills Gain for Youth are being met but there is one more quarter to meet that measure.

## MATTERS FROM THE FLOOR

There were none.

## MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is scheduled for June 28, 2022, at 10AM, at the Middle

Georgia Consortium.

2. *WDB Attendance Report* – Darrell Stillings provided copies of and discussed the WDB Attendance Report. There were no members that missed three consecutive meetings and needed to be removed.

## **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to adjourn at 11:05 AM. There were no opposing votes and the motion carried by voice vote.