

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
JUNE 29, 2021**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on June 29, 2021, in Suite 240, at the Baldwin County Board of Commissioners office located at 1601 N. Columbia Street, Milledgeville, Georgia. 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**

Emily C. Davis, Baldwin County Board of Commissioners

Steve Williams, Chairman Middle Georgia Workforce Development Board

Chairman Chris Weidner chaired and called the meeting to order at 10:00 AM. There was a quorum present.

**AGENDA**

A motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to approve the agenda as written. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

- 1. Approval of the April 27, 2021 and the May 25, 2021, Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner John Williams and seconded by Tim Andrews to approve the minutes of the April 27, 2021 and the May 25, 2021, meetings as written. There were no opposing votes and the motion carried by voice vote.

## **OLD BUSINESS**

There was none.

## **NEW BUSINESS**

1. *HDCI Update (Round 3 Approve/Grant Award)* – Darrell Stillings provided copies of and discussed the budget narrative. He reported that the application for round three of the HDCI Grant has been approved for \$215,636. He pointed out that the budget was amended at the State’s request to remove funding for a virtual job shadowing platform since it will be provided by the State to all local areas. As a result, the amended budget includes plans to rent a “Be Pro Be Proud” Mobile Unit to be placed throughout the counties in the region. It will host workforce workshops to provide students with hands–on learning experiences and will showcase various trades in depth. It comes equipped with plumbing, electrical, welding and other types of trades and the plan is to set it up so high school students can visit it and learn the different types of trades to get a better understanding of the trades. There are also plans to partner with a videographer to create industry sector videos to capture 30 jobs in high demand sectors.

A motion was made by Commissioner Henry Craig and seconded by Commissioner John Williams to approve the acceptance of the HDCI Grant Award as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of MOU and Resource Sharing Update* - Darrell Stillings provided copies of and discussed the summary of updates to the MOU and Resource Sharing Agreement. He explained that the comprehensive one-stop center is required under WIOA and the Houston County Career Center is the comprehensive site and the Milledgeville Career Center is used as an affiliate site. He presented the proposed shared cost of partners using space at both of the one-stop centers as well as some personnel changes that were made to the MOU agreement. He pointed out that both centers had a small increase in cost. The proposed cost for the Houston Career Center increased the cost of cubicles from \$207 last year to \$211 this year and Milledgeville Career Center increased from \$130 to \$176.

A motion was made by Commissioner Martin Mosely and seconded by Tim Andrews to approve the proposed revisions to the One-Stop MOU and Resource Sharing Agreement infrastructure rate increases. There were no opposing votes and the motion carried by voice vote.

3. *PY 2021 Fiscal Agent Agreement* - Darrell Stillings provided copies of the PY 2021 Fiscal Agent Agreement. He explained that it is required under WIOA to have a fiscal agent and Baldwin County has served as the fiscal agent for multiple years and this year’s agreement is set to not exceed \$55,715, which is the same as last year’s agreement. The funds are to compensate Baldwin County for the overhead and personnel costs of serving as the fiscal agent. Commissioner Craig added that the agreement will be presented to the Baldwin County Board of Commissioners at the second meeting in July.

A motion was made by Tim Andrews and seconded by Mayor Joyce Denson to approve the PY 21 Fiscal Agent Agreement with Baldwin County as presented. There were no opposing votes and the motion carried by voice.

4. *Approval of PY 21 Office Budget and Transfer Authority*  
Office Budget - Darrell Stillings provided copies of and discussed the PY 21 Office Budget. He reported WIOA funding was cut again this year by 10% across the board. He pointed out that with over \$1.4 Million in carry-over funds and a little over \$2.1 Million in new funds our total operating budget for PY 21 is just over \$3.6 Million. The summary that was provided showed no significant change in personnel costs and a 10% overall increase from the PY 20 budget. This is mainly due to an

increase in Non-Personnel Cost to cover the procurement of legal services as requested, HDCI career platforms and job portals as well as an increase in Training and Development.

Transfer Authority - Darrell Stillings explained that since it's hard to determine which population of clients will need services between the adults and dislocated worker populations, WIOA allows the transfer of up to 100% of funds between the two funding streams. This gives the needed flexibility to manage funds in a responsive manner to meet the needs of customers.

A motion was made by Commissioner Martin Moseley and seconded by Mayor Joyce Denson to approve the PY 21 Office Budget and the Transfer Authority as requested. There were no opposing votes and the motion carried by voice vote.

5. *Subcontractor Monitoring Report* –Darrell Stillings provided copies of and discussed the financial monitoring reports for Central Georgia Technical College (case management and youth contract), Eventual Success, LLC and In-the-Door, LLC. He explained that it is required by law that annual monitoring be conducted on subcontractors and Bill Kennemore, of William L. Kennemore, CPA, LLC, conducted the financial monitoring. The monitoring reports show no deficiencies for In-the-Door or Central Georgia Technical College's case management or youth contracts. However, the reports showed deficiencies in Eventual Success's internal controls and financial management systems. Neither finding resulted in disallowed costs but it is recommended that Eventual Success develop written financial policies and procedures, incorporate additional personnel in its internal control system to permit adequate segregation of duties and incorporate budgetary controls in its accounting software and use in financial reporting.
6. *PY 19 State Monitoring Summary Report* – Darrell Stillings provided a copy of the State's PY 19 Monitoring Summary Report. He pointed out the criteria used in conducting a risk assessment to determine the risk rating for local areas. He reported that the Middle Georgia area received a low risk assessment for PY 19 as has been the case for the past several years.
7. *State Desktop Review and Final Notice* – Darrell Stillings provided copies of and discussed the State Desktop Review and Final Notice. He pointed out that due to allegations made by a formal Local Elected Official Board member, the TCSG, OWD's conducted a desktop review and examined contracts and documents regarding Interfor Eatonton Incumbent Worker Training program and the procurement process regarding the selection of Mercer University as a provider of WIOA Youth services. He reported that numerous documents were requested by and submitted to the State. The final notice received from the State indicated there were no findings and only one observation noted and there were no disallowed costs incurred. The observation note was that while the main body of the contract was signed prior to the start of training an attachment was not signed in a timely manner, however, no payments were made until all documentation was signed and submitted. In the future, to ensure that all documents are obtained in a timely manner OWD recommends that the local process for collecting required information be reviewed and that staff training be conducted.
8. *WDB Membership Nominations (Lee Tompkins and Stacey Mixson)* – Darrell Stillings provided copies of nominations for Lee Tompkins, of Hollingsworth & Vose, and Stacey Mixson, of IBEW Local 1316, to serve on the Workforce Development Board. Lee Tompkins will serve as the private sector representative for Pulaski County and Stacey Mixson will serve as the labor representative.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to approve the nomination of Lee Tompkins and Stacey Mixson to serve on the Workforce Development Board as presented. There were no opposing votes and the motion carried by voice vote.

9. *Legal Services* - A motion was made by Henry Craig and seconded by Commissioner Martin Mosely to table the item for further research. There were no opposing votes and the motion carried by voice vote.

10. *Expenditure Report* – Kerry Scarboro, MGCI Accountant, provided copies of the Expenditure Report dated May 31, 2021. She reported that all grants that expires on June 30, 2021 will be spent by the end of this month and all spending requirements will be met. She reported that spending is consistent and she doesn't foresee any problems. She encouraged the members to contact her if they have any questions.

#### **11. Activity Reports**

- *PY 2020 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report through June 10, 2021. The reports showed that a total of 652 participants were served in PY 20 and 483 were carried over. It also showed that there have been 169 new enrollments since July 1, 2020.
- *PY 2020 3<sup>rd</sup> Quarter Performance Report* - Terrell Mitchell provided copies of and discussed the PY 2020 3<sup>rd</sup> Quarter Performance report dated June 10, 2021. It was reported that all measures are currently being met for Adult and Dislocated Worker. All measures are being met for Youth except for the Measurable Skills Gain but there is one more quarter to meet that goal as well.

#### **MATTERS FROM THE FLOOR**

There were none.

#### **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *Next Meeting* –The next meeting is scheduled for August 31, 2021, at 10AM. Mayor Joyce Denson volunteered to host the meeting in Wilkinson County.
2. *WDB Attendance Report* – Darrell Stillings provided an attendance report for the Workforce Development Board. There were no issues that needed to be addressed.

#### **ADJOURNMENT**

There was no further business and a motion was made by Mayor Joyce Denson and seconded by Tim Andrews to adjourn at 11:06 AM. There were no opposing votes and the motion carried by voice vote.