

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
JUNE 30, 2020**

**MINUTES**

A virtual meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on June 30, 2020. The following members were present:

<b>Meeting Attendance Record</b>			
<b>Name</b>	<b>County/City</b>	<b>Present</b>	<b>Absent</b>
Commissioner Tommy French	Baldwin	X	
Commissioner Bobby Blassingame	Crawford	X	
Timothy Andrews	Houston	X	
Commissioner Daylon Martin	Jones	X	
Commissioner Larry Evans	Monroe		X
Commissioner Shanita Bryant	Peach	X	
Commissioner Jenna Mashburn	Pulaski	X	
Commissioner Billy Webster	Putnam	X	
Commissioner Ken Fowler	Twiggs		X
Commissioner John Williams	Wilkinson	X	
Mayor Eric Wilson	Forsyth	X	
Mayor Joyce Denson	Toombsboro		X

**Guest in Attendance**

Mayor John Reid, City of Eatonton

Chairman Daylon Martin chaired and called the meeting to order at 10:10 AM. There was a quorum present.

**OLD BUSINESS**

There was none.

**MINUTES**

- 1. Approval of the April 28, 2020 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Timothy Andrews and seconded by Commissioner Jenna Mashburn to approve the minutes of the April 28, 2020 meetings as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

## **NEW BUSINESS**

1. *Approval of the Local Regional Plan 2020-2024* – Darrell Stillings provided copies of and discussed the Local/Regional Plan for 2020-2024. He reported that as required by WIOA the Local/Regional Plan was published on May 29 for the 30 day public comment period and there has not been any comments made by the public. The Plan is due to the State today and once approved for submission today it will be submitted as required.

A motion was made by Commissioner John Williams and seconded by Tim Andrews to approve the Local/Regional Plan as presented. There were no opposing votes and the motion carried.

2. *Approval of the One-Stop MOU Update* – Darrell Stillings provided copies of and discussed the One-Stop MOU. He reported that all one-stop partners have signed except Job Corps and he had spoken with them and they are in agreement and will sign and return it today. The One-Stop MOU is due to the State today and once approved for submission today it will be submitted as required.

A motion was made by Tim Andrews and seconded by Commissioner John Williams to approve the One-Stop MOU as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of One-Stop Operator Funding Prior List* – Darrell Stillings provided copies of the One-stop Operator Funding Priority List and reminded members that at the last meeting it was reported that proposals were received from In-the-Door, LLC, Georgia Department of Labor and Green Leaf and were being rating. He explained that the plan of action is to negotiate with proposers as set out in the funding prior list starting with In-the-Door, LLC. He further explained that the funding ranking order establishes the order of negotiations in case negotiations are unsuccessful with In-the-Door, LLC, then the next proposer to negotiate with would be Georgia Department of Labor. A summary of the ratings was provided and discussed along with the recommended funding ranking order that was developed based on the results of the proposal ratings. The ratings and ranking order were as follows:

<b>Organization Name</b>	<b>Average Rating</b>	<b>Funding Ranking Order</b>	<b>Recommended Plan of Action</b>
In-the-Door, LLC	94.2	1	Negotiate a contract.
Georgia Department of Labor	86.8	2	Negotiate contract if negotiations with In-the-Door, LLC are unsuccessful.
Greenleaf Virtual Solutions	54.2	3	Negotiate contract if negotiations with In-the-Door, LLC and Georgia Department of Labor are unsuccessful.

A motion was made by Timothy Andrews and seconded by Commissioner Tommy French to approve negotiating a contract with In-the-Door, LLC with conditions stated by the Executive Director. There were no opposing votes and the motion carried by voice vote.

4. *Approval of One-Stop Operator Budget & Work Statement* – Darrell Stillings provided copies of and discussed the One-Stop Operator Budget & Work Statement. He explained that a one-stop operator is required under WIOA at the comprehensive one-stop at Houston County Career Center, however, the Milledgeville one-stop center is setup to mirror Houston County one-stop center. The total budget was set at \$144,464, with \$123,851 for personnel costs and \$18,613 for operating costs.

5. *National Emergency Grant Update* – Vann Davis, MGCI Business Services Specialist, provided copies of the National Emergency Grant Budget as submitted to the State. The total budget of \$406,642.22 was divided into two program year budgets. The budget for the first year's is set at \$286,642.22 and the remained of \$120,000 for the second year. The first year has \$166,642.22 set aside for work experience. Vann reported that he is currently working with the school systems in all ten counties to establish worksites at the schools. The positions at the worksites will be temporary and will be custodial positions to help keep the buildings and buses clean for students and staff when they return to the classrooms. Preparations are being made to operate the program for 2-4 months depending on how long the school systems need the help. He reported that he has not had response from Peach, Putnam, Twiggs and Wilkinson school districts. Commissioners Bryant and Williams offered assistance with their respective counties. Commissioner Williams also asked who qualifies for the program and the response was dislocated workers that have been laid-off due to the COVID-19 pandemic. In response to another question regarding how recruitment is being done, Vann added that the school districts have applicants they are looking at that they refer for us to determine if they qualify and we are also referring participants to the school systems.
6. *Approval to Revise Local Policies to Reflect State Policy Changes* – Darrell Stillings provided copies of and discussed the revised State Policies to be incorporated in to local policies for the following policies:

- Priority of Services
- Strategic Populations with Barriers to Employment
- Individual Employment Plan
- Individual Service Strategies
- Youth Participant Eligibility for WIOA
- Objective Assessment
- Work Experience
- Paid and UnPaid Work Experience
- Eligibility Training Provider List

A motion was made by Commissioner Jenna Mashburn and seconded by Timothy Andrews to approve revising the local policies to reflect state policy changes. There were no opposing votes and the motion carried by voice vote.

7. *Contractor Report* – Darrell Stillings provided copies of and discussed the contractor report for both CGTC and Eventual Success, LLC for June. He reported that due to COVID-19 both contractor continue to have issues with enrollments and work experience.
- CGTC – The contractor report for Central Georgia Technical College for June 2020 shows that CGTC has 261 enrollments and has invoiced a total of \$326,831.55 through March 2020.
  - Eventual Success, LLC – The contractor report for Eventual Success, LLC for June 2020 shows that Eventual Success, LLC has 18 enrollments and have invoiced \$175,803.94 through June 2020.
8. *Approval of Contractor Budget & Work Statement PY 20 Contracts* –
- CGTC Youth & Case Management Contracts – Darrell Stillings report that with the 10% cut in all grants that there is funding for only two contractors. He provided copies of and discussed the budgets and work statements for CGTC Youth Contract and Case Management Contract. He pointed out that both contract work statements will continue to be the same next year and the total budget for the case management contract is

\$946,089 and the total budget for the youth contract is \$384,366. He also reported that an interagency agreement has been reached with Macon-Bibb County to cover 50% of the salary for the WIOA Coordinator at the Macon campus to assure that all students eligible for WIOA can be served at CGTC. Currently, since the Macon-Bibb County WorkSource agency does not have a contract with CGTC, Bibb County students who seek WIOA services have to leave the campus and go to the Macon Career Center to apply for WIOA services. The agreement will allow the students to meet with the WIOA Coordinator on campus and Macon-Bibb County will reimburse the Consortium 50% of the Coordinator's annual salary of \$48,000.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner John Williams to approve both the case management and youth PY 20 Budgets and Work Statements for Central Georgia Technical College contracts as presented. There were no opposing votes and the motion carried by voice vote.

- Eventual Success, LLC Contract - Darrell Stillings provided copies of and discussed the budget and work statement for Eventual Success, LLC, Youth Contract. He pointed out that the contract work statement will also continue to be the same next year and the total budget is \$250,000.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner John Williams to approve the PY 20 Budget and Work Statement for the Eventual Success, LLC contract as presented. There were no opposing votes and the motion carried by voice vote.

9. *Expenditure Report* – Kerry Scarboro provided copies of and discussed the Expenditure Report dated 5/31/2020. She pointed out that all grants ending June 30, 2020 have been expended and there is no danger of any of these funds being recaptured by the State. The report shows that spending out of PY 20 funds in all grants and FY 20 funds in the Adult grants has started and these funds expire June 30, 2021. It was also pointed out that we have received \$240,000 in the National Emergency Grant which is also a two-year grant and does not expire until June 30, 2022. We currently have \$2,016,484.65 funds available for all grants.

10. *Approval of PY 20 Office Budget* –

- Office Budget - Kerry Scarboro, Accountant, provided copies of and discussed the PY 20 Office Budget. She pointed out that personnel costs increased \$42,494.18, which represents a 4% increase in salary due merit increases and 2% increase in benefits. The budget funds 17 position with 2 positions vacant. It was also pointed out that non-personnel costs increased \$28,030 with increases in some line items offset by decreases in others. There is a significant reduction in professional Services and Travel spending due to expenditure numbers from previous years. There was increase in equipment purchases due to an expected upgrade in current computer system. In sum there was an overall increase of \$70,532.17 from the previous year.

A motion was made by Commissioner Tommy French and seconded by Commissioner Shanita Bryant to approve the PY 20 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

- Approval of PY 20 Transfer Authority between DLW & Adult Grants as Needed – Darrell Stillings explained that WIOA allows the transfer of up to 100% of funds between the Dislocated Worker and Adult funding streams. This gives us needed flexibility to manage

our funds in a responsive manner to meet the needs of our customers. The request for authority to transfer up to 100% between the Adult and Dislocated Worker funds as needed is to assure acceptable spending rates and optimal ability to serve our customers.

A motion was made by Commissioner John Williams and seconded by Timothy Andrews to approve the authorization to transfer up to 100% between the Adult and Dislocated Worker funds as needed as requested. There were no opposing votes and the motion carried by voice vote.

#### 11. Activity Reports –

- *PY 2019 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment reports through June 15, 2020. The reports showed that a total of 759 participants are enrolled and out of that total 524 are active, 94 are in job search and 141 have been either closed or exited. She also provided enrollments by county and five year enrollment comparison reports.
- *PY 2019 3<sup>rd</sup> Quarter Performance Report* – Terrell Mitchell provided copies of and discussed the PY 19 2<sup>nd</sup> Quarter Performance report dated June 15, 2020. It was reported that all measures are currently being met and it is hopeful that we continue to meet them since the credential attainment measure for adults is a little low.

12. *Replacement Nominations for Mayor's Whose Terms Have Expired* – Chairman Martin thanked Mayor Wilson for his time spent on the board. Mayor Wilson stated he enjoyed serving & appreciated the opportunity and will continue to help in anyway. Chairman Martin recommended that since Mayor Wilson was allowed to serve for 35 months he recommended Mayor Joyce Denson be allowed to serve the same length of time and to continue to serve. Chairman Martin nominated Mayor John Reid, City of Eatonton, to fill the vacancy.

A motion was made by Commissioner Tommy French and seconded by Timothy Andrews to amend the Bylaws to change the length of a mayor's term from 24 months to 35 months. There were no opposing votes and the motion carried by voice vote.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner John Williams to approve the nomination of Mayor John Reid to serve for a 35 month term. There were no opposing votes and the motion carried by voice vote.

### **MATTERS FROM THE FLOOR**

Commissioner Martin instructed staff to start tracking and recording applications that are approved and denied. If applicant is denied indicated why.

Darrell Stillings reported that the State Annual Monitoring is scheduled for December.

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

1. *Next Meeting* –The next meeting is scheduled for August 25, 2020, at 10AM, at the MGCI office, in Warner Robins, Georgia. Members wanted virtual meeting if possible.

### **ADJOURNMENT**

There was no further business and the meeting was adjourned.