

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
AUGUST 27, 2019**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on August 27, 2019, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Tommy French – Baldwin County	Shanita Bryant – Peach County
Bobby Blasingame – Crawford County	Jenna Mashburn - Pulaski County
Timothy Andrews – Houston County	Billy Webster – Putnam County
Daylon Martin – Jones County	Joyce Denson – Mayor of Toombsboro

Guest in Attendance  
Steve Williams, WDB Chair  
Ulrica Jones – Eventual Success (Youth Contractor)

Chairman Daylon Martin chaired and called the meeting to order at 10:17 AM. There was a quorum present.

**OLD BUSINESS**

There was none.

**MINUTES**

- 1. Approval of the June 25, 2019 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner Tommy French and seconded by Timothy Andrews to approve the minutes as of the June 25, 2019, meeting with correction to show time of meeting 10:00AM and not Noon. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

- 1. Approval of updated Local Policies to Reflect State Policy Changes – Darrell Stillings, Executive Director, explained that he recently attended a State Workforce Development Board meeting where a*

couple changes were made to State Policies, as a result the local policies are required to be changed to reflect the State's changes. Changes made were highlighted as follows:

- Youth Work Experience Policy – Title of policy will no longer include Youth since policy was changed to include Adults and Dislocated Workers participants as reflected in paragraph one of the policy and paragraph A. Participant Eligibility, on page 6 of the agenda package. It was noted that on page 10, paragraph F. Youth Work Experience Requirements will remain the same since only youth are required to have an academic or occupational component to be allowed to participate in work experience.
- Supportive Services Policy – The State eliminated the 35% cap on supportive services expenditures and page one, paragraph three under the Background section was changed to delete the language. Also, page 16 paragraph one under Computer Purchases the language stating funds are not available at this time was deleted since the cap was removed and there is a need especially for students in the nursing program. In addition, page 17, paragraph five, Needs Related Payments was added as required by the State even though funds are unavailable at this time and is currently not being offered. These payments would be allocated to students based on income need such as assistance with rent, car repairs or a car payment.
- Eligibility Policy – Since the law does not restrict states to only service residents in their state, the State made it clear in its policy that Georgia citizens are given first priority but if an area has an individual relocating to their area or living just across the state line but are training in Georgia they can service these individuals on a case by case basis with prior approval from the area which the individual actually resides. Also, on page 22 last paragraph, last sentence was added to require that youth must be contacted for more than an attempt to collect documents and it must be entered in GWS. On page 23 the adult, out-of-school youth and in school youth definition for basic skills deficient sections was changed to include reading and writing English, or computing or solving problems at or below an 8.9 grade level, according to TABE assessment results as being basic skills deficient as previously approved by the Board.

A motion was by Commissioner Shanita Bryant and seconded by Mayor Joyce Denson to approve the changes to the local Work Experience Policy, Supportive Services Policy and Eligibility Policy to meet State requirements as presented. There were no opposing votes and motion carried by voice vote.

2. *Readopt One-Stop Certification Criteria* – Darrell Stillings provided copies of the one-stop certification criteria provided by the State. He explained that it is the same criteria used the last time and recommended using it again.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Tommy French to readopt the one-stop certification criteria as presented. There were no opposing votes and the motion carried by voice vote.

3. *USDOL Approval of State Youth Waiver Request for PY 2018 & 2019* – Darrell Stillings provided copies of the State policy, which reflected USDOL's approval of the waiver to allow Georgia to reduce the out-of-school youth expenditure requirement of 75% to 50% and explained that with the board's approval it will allow us to serve more in-school youth.

A motion was by Commissioner Tommy French and seconded by Mayor Joyce Denson to approve the use of the Sate Waiver lowering the 75% out-of-school expenditure requirement to 50% as allowed. There were no opposing votes and motion carried by voice vote.

4. *HDCI Grant Update* – Darrell Stillings reported that our area has been approved for two more rounds of HDCI funding to continue our sector strategy planning with MGEA. The partners went out for bids on portal for our local area and a comparison of the proposals received was provided. The recommendation is approval to purchase Chmura for \$39,096 for 3-years, which will provide a portal for local students, parents, teachers, workforce and businesses to access area specific data such as data on demographics, occupational employment & wages, unemployment, cost of living and etc. It will also allow access to job posting data from over 50,000 online resources.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Shanita Bryant to fund the purchase of Chmura for \$39,096 to cover a 3-year period. There were no opposing votes and the motion carried by voice vote.

5. *Contractor Report*

- *Central Georgia Technical College* – Darrell Stillings provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through August 2019, that 125 participants have been enrolled and a total of \$63,934.76 has been expended under this year’s contract.
- *Mercer Update* – Darrell Stillings reported that a contract is being reviewed by Mercer for their signature and no word has been received from them.
- *TDI Update* – Darrell Stillings reported that TDI’s Memorandum of Understanding has been modified to include youth funds. There have been no updates on their enrollments.

6. *Approval to accept \$250,000 in Additional Youth Funds* – Darrell Stillings reminded the members of the recent cut in youth funds as well as cuts suffered in previous years. He reported that with the committee’s approval to accept there is \$250,000 available from the State and will provide the funds needed to fund the Eventual Success proposal.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Billy Webster to approve the acceptance of \$250,000 in additional youth funds as requested. There were no opposing votes and the motion carried by voice vote.

7. *Approval of Eventual Success Contract* – Darrell Stillings provided copies of and discussed the Scope of Work and the budget for Eventual Success contract, which includes serving 60 youth – 50% out-of-school and 50% in school youth. The budget shows a total costs of \$215,168 with \$146,595 in personnel costs.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Tommy French to approve the Eventual Success contract for \$215,168. There were no opposing votes and the motion carried by voice vote.

8. *Approval of WDB Membership Nomination* – Darrell Stillings presented a nomination for Darreth Roby, of Voc Rehab to replace Anita Coney who has retired.

A motion was made by Commissioner Tommy French and seconded by Commissioner Billy Webster to approve the nomination of Darreth Roby to serve as the Voc Rehab representative on the Workforce Development Board as presented. There were no opposing votes and the motion carried by voice vote.

9. *Expenditure Report through June 30, 2019* – Darrell Stillings provided an expenditure report dated as of June 30, 2019. He reported that all PY 2017 funds have been expended with the exception of the HDCI Grant which runs through September 30, 2019. Currently it shows a balance of \$46,580.30, however, with the purchase of Chmura and pending invoices against the grant these funds will be expended by September 30. As for our formula grants we are currently spending PY 18 funds in both the Adult and

Dislocated Worker grants that do not expire until June 30, 2020. The balance in the adult grant is \$205,675.97 and in the DLW the balance is \$770,037.69.

*10. Activity Report –*

- **PY 2018 Enrollment Report** – Darrell Stillings provided copies of and discussed the enrollment reports through August 14, 2019. The reports showed that a total of 641 participants are enrolled and out of that total 407 are active, 52 are in job search and 170 have been exited. It also showed enrollments by county, by contractor and a comparison report by program years.
- **PY 2018 4th Quarter Performance Report** – Darrell Stillings provided copies of and discussed the PY 2018 4th Quarter Performance Report, which showed all measures were met.

**MATTERS FROM THE FLOOR**

There were none.

**MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *WDB Board Attendance Report* – Darrell Stillings provided an attendance report for the Workforce Development Board. There were no members requiring any action.
2. *Quadrant Report* – Darrell Stillings provided copies of the quadrant report and discussed activities for each quadrant. He also encouraged members to provide information on events in their communities and all effort will be made for someone to attend.
3. *Next Meeting* –The next meeting is scheduled for October 29, 2019, at 10AM, at the MGCI office, in Warner Robins, Georgia.

**ADJOURNMENT**

There was no further business and a motion was made by Commissioner Tommy French and seconded by Commissioner Billy Webster to adjourn the meeting at 11:24 AM. There were no opposing votes and the motion carried by voice vote.