

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
DECEMBER 15, 2020**

**MINUTES**

A virtual meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on December 15, 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 John Reid	Eatonton	X	
Mayor Joyce Denson	Toombsboro		X

**Guest in Attendance**

Chairman Daylon Martin chaired and called the meeting to order at 10:01 AM. There was not a quorum present.

**MINUTES**

1. *Approval of the October 27, 2020, Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner Billy Webster and seconded by Mayor John Reid to approve the minutes of the October 27, 2020 meetings as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

1. *Election of New Vice Chair – Item tabled until next meeting due to a quorum not being present.*
2. *Approval of Revised MOU – Darrell Stillings provided copies of Addendum 1 of the MOU. He explained that the Warner Robins Housing Authority is applying for the Jobs Plus Program grant and*

if their application is approved it will allow us to extend our one-stop services to the housing authority by provide funding to hire a one-stop operator to be housed at the Warner Robins Housing Authority. The grant will be for a period of 54 months and provide a total of \$215,491.50, therefore, there will be no WIOA funds spent towards this program. It will require a modification to our current one-stop operator contract to include the additional personnel. There has been no word received yet on the approval of their application but should hear something in January 2021.

A motion was made by Commissioner Mayor John Reid and seconded by Commissioner Billy Webster to approve the revised MOU as presented. There were no opposing votes and the motion carried by voice vote.

3. *Adult Education Grant Application Region 11* – Darrell Stillings provided copies of the Adult Education Grant Applicant review documents. He reported that both CGTC and Oconee Fall Line’s application have been compared with the Regional Plan and both align with the objectives. He recommended that the Board move forward with the grant.

A motion was made by Commissioner Billy Webster and seconded by Mayor John Reid to approve the Adult Education Grant Application as presented. There were no opposing votes and the motion carried.

4. *Workforce Development Board Items*

- **Megan Black, HR Generalist for INTERFOR, Nomination** – Darrell Stillings provided copies of and discussed the nomination for Megan Black, with INTERFOR. He explained that INTERFOR has a location in both Putnam County and Houston County but she will official be the business representative for Putnam.

A motion was made by Mayor John Reid and seconded by Commissioner Billy Webster to approve the nomination of Megan Black, with Interfor as presented. There were no opposing votes and the motion carried by voice vote.

- **WDB Revised Bylaws** – Darrell Stillings provided copies of and discussed the revised WDB Bylaws. He explained the Bylaws were revised to state that the Board would have six regularly scheduled meetings however they will meet at a minimum of four times as required by WIOA to satisfy a State monitoring finding. The revised Bylaws will be submitted to the State as a corrective action resolution to the finding.

A motion was made by Commissioner Billy Webster and seconded by Mayor John Reide to approve the revised WDB Bylaws as presented. There were no opposing votes and the motion carried by voice vote.

5. *PY 19 State Monitoring* – Darrell Stillings provided copies of and discussed the PY 19 State Monitoring Final Report. He explained that there were two findings this years. The first finding was due to the worksite application template not including a statement informing the worksite that may be subjected to monitoring by the State or local representatives as well as a signature line and date for participants and/or parent or legal guardian for youth work experience participants that are under 18 years of age. He further explained that the documents have been revised and are ready to send to the State with our corrective action response.

He also reported that the second finding was that in 1 out of eight Adults and three out of eight dislocated worker files tested, the electronic case file in the WorkSource Georgia Portal did not contain follow-up documentation by the quarterly deadline. To resolve the finding the State is requiring training to ensure compliance and internal control measures be put in place to make sure follow-up is completed in a timely manner. Training has been scheduled for MGCI staff and

contactor staff that are required to conduct follow-up and verification will be submitted to State in our corrective action response. There were no internal control findings.

6. *NEG Update* - Vann Davis, MGCI Business Specialist, provided an update on the National Emergency Grant/Dislocated Worker COVID-19 Relief Grant. He reported that there are currently 11 worksites spread across our service area. One participant enrolled in work experience started yesterday in Wilkinson County School Board and two more are being accessed for eligibility for Houston County schools. He also reported that there are two in occupational skills training – one in CDL training and one in the RESA program. Mr. Davis added that the positions are temporary to help sanitize government buildings to prevent the spread of COVID-19 and that the funding is limited so the positions are temporary for up to 20 weeks at \$10 hours. Recruitment efforts are still ongoing in all counties.
7. *Expenditure Report* – Kerry Scarboro, MGCI Accountant, provided copies of and discussed the Expenditure Report dated October 31, 2020. The report showed a total expenditure of \$2,049,930 and a total remaining funds of \$3,133,561.54, which includes the new executed FY 20 grants. She report that spending is on target and she doesn't have any concerns in meeting spending requirements.
8. *Activity Reports*
  - ***PY 2019 Enrollment Report*** – Darrell Stillings provided copies of and discussed the enrollment reports through December 2, 2020. The reports showed that a total of 563 participants were served in PY 20 with 513 being carry over enrollees and 78 being new enrollees. It also showed that there have also been 24 new enrollments since the October report.
  - ***PY 2019 4<sup>th</sup> Quarter Performance Report*** – Darrell Stillings provided copies of and discussed the PY 2020 1<sup>st</sup> Quarter Performance Report prepared December 2, 2020. He reported that all measures are being met although the Measurable Skills Gain looks low but this measure will increase as students earn during the program year.

## **MATTERS FROM THE FLOOR**

There were none.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *Next Meeting* –The next meeting is scheduled for February 23, 2021, at 10AM, at the MGCI office, in Warner Robins, Georgia unless the State of Emergency is extended and the meeting will be held virtually again.
2. *WDB Attendance Report* – Darrell Stillings provided an attendance report for the Workforce Development Board. He pointed out that Ronnie Mathis has missed three consecutive meetings.

A motion was made by Commissioner Billy Webster and seconded by Mayor John Reid to remove Ronnie Mathis. There were no opposing votes and the motion carried by voice vote.

## **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Billy Webster and seconded by Mayor John Reid to adjourn at 10:50 AM. There were no opposing votes and the motion carried.