

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
DECEMBER 17, 2019**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on December 17, 2019, at Flint Energies, at 98 Carl Vinson Parkway, in Warner Robins, 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 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**

Steve Williams, WDB Chair

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

**OLD BUSINESS**

There was none.

**MINUTES**

- 1. Approval of the October 29, 2019 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A quorum was not present and this item was tabled until the next regularly scheduled meeting.

**OLD BUSINESS**

There was none.

## **NEW BUSINESS**

1. *In-School Youth Plan* - Darrell Stillings provided copies of and discussed a summary outlining the agency's plan to serve in-school youth utilizing the State's new youth waiver, which allows local areas to spend 50% of their youth funds on in-school youth as oppose to only the 25% under the WIOA. The summary outlined the cost of work experience per participant, the total number of participants and the number of slots allotted to each county as well as how many are allotted to each high school within that county. The total number to be served was estimated at 50 at a total cost of \$120,352.71. The plan is to start in January contacting all high school to recruit students to participate in the work experience activity. The students will earn \$8.00 an hour for a total of 20 hours per pay period and program will run through June 30, 2020, which is when the current waiver expires by the feds. There will be additional costs such as staff costs for time spent on the program as well as travel reimbursement costs, which were not included in the total costs provided in the summary. Counties were encouraged to contact staff if they are interested in their county offices being a worksite. The agency will cover all the wages as well as the costs of workers' compensation. If the number of students allotted to a county can't be obtained it was the consensus of those present that the slots would go to another county that can meet the requirement.
  
2. Contractor Reports – Darrell Stillings provided copies of and discussed the activity reports for the following:
  - *Central Georgia Technical College* – Darrell Stillings provided copies of and discussed CGTC's enrollment numbers and expenditures report. He reported that they have increased their Work Experience enrollments but need to increase enrollments to meet the 20% work experience requirement. He reminded the members that CGTC is only serving out-of-school youth.
  - *Eventual Success* – Darrell Stillings reminded the members that this contractor is serving both out-of-school and in-school youth. He reported that they have submitted additional enrollment package for review and approval is pending. He also provided a report providing by Eventual Success which showed their recruitment efforts through December 11, 2019.
  - *Mercer Update* – Darrell Stillings provided copies of Mercer's recruitment calendar showing their recruitment activities in all counties. He reminded the committee members that Mercer's program is more like a summer program. He explained that Mercer has reported that they have students already lined up to go into their program, which runs approximately three months long. This contractor also serves just out-of-school youth.
  
3. *PY 2018 Final Monitoring Report* – Darrell Stillings provided copies of and discussed the PY 2018 Monitoring Report on Financial and Programmatic Compliance. He pointed out that there were no financial or programmatic findings, however, there was one finding and two observations discovered during the compliance review. The finding was a result of an oversight of a reference to WIA in the contract boiler plate. The first observation was also due to an outdated citation which was in the Local Elected Officials and Workforce Development Board bylaws and the State recommended that the old 159-2 citation be replaced with the GA Rule 692-1 citations. The second observations was in reference to the Workforce Development Board Bylaws having a written clause allowing that a special executive committee can be formed with the members present to act on items that need action taken prior to the next regularly scheduled meeting. It is recommended by the State that the members of the Special Executive Committee be established as a standing committee and must be comprised of a set roster and not simply be whoever is present.

Darrell Stillings explained that it has been this way since the beginning and it allows more flexibility (e.g., if 14 board members are present then all 14 members can participate and can act on the items

instead of just having only the named members being able to take action.) An established roster would also require a quorum which, if one is not present, it would cause a delay in the needed action since the committee would have to schedule another meeting in hopes to successfully establish at least a quorum to be able to take the needed action. He reported that since it is an observation that there is time for our Compliance Specialist to do some research to see if it is allowable the way it is written.

4. *Expenditure Report through October 31, 2019* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of October 31, 2019. She reported that we are currently spending at required levels for all grants. The FY 19 Adult and DLW grant has been closed out and we have started spending PY 19 for the Adult funds. She further explained that we spend about \$50,000 a month on Adult activities, which means these funds will most likely be gone by the next meeting and we should be spending FY 20 funds. She also reported that since we have a special DLW grant of \$300,000 coming soon in that a transfer was recently submitted to the State to transfer about \$450,000 of FY 20 DLW funds to the Adult funds.
5. *Activity Report* –
  - **PY 2018 Enrollment Report** – Terrell Mitchell provided copies of and discussed the enrollment reports through December 9, 2019. The reports showed that a total of 584 participants are enrolled and out of that total 498 are active, 57 are in job search and 29 have been closed and/or exited. It also showed enrollments by county, by contractor and a 5-year comparison report by program years.
  - **PY 2019 1<sup>st</sup> Quarter Performance Report** – Terrell Mitchell provided copies of and discussed the PY 2019 1<sup>st</sup> Quarter Performance Report. The report showed that we are currently meeting all measures with the exception of the DLW entered employment and the Youth credential attainment measures which both are based on a low number at the moment since this is just the first quarter. There are three more quarter and hopefully by the fourth quarter these measures will be met as well.

## **MATTERS FROM THE FLOOR**

Chairman Martin reminded members that the SETA Conference will be in March in Myrtle Beach, SC and encouraged new members to attend.

Steve Williams, WDB Chairman/Treasurer for Georgia Workforce Leadership Association reported that he attends GWLA meetings and the State Workforce Meetings and wanted to let the CLEO know that the Middle Georgia area is highlighted consistently across the state during these meetings and he personally complimented Darrell Stillings on his knowledge and accomplishments as well as thank the staff for all their efforts.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *HDCI and Quadrant Report* – Darrell Stillings provided copies of and discussed the HDCI and quadrant reports. He reported that Matt Poyner, the Project Manager is very active in every county. Since this is a regional grant, the report also shows activities in Bibb County. The quadrant report also included contractor activities as well as staff activities in all the counties. Activities included meetings, workshops and etc. for all populations we serve.
2. *Next Meeting* –The next meeting is scheduled for February 25, 2019, at 10AM, at the MGCI office, in Warner Robins, Georgia.

## **NEW BUSINESS CONTINUATION BY CHAIRMAN MARTIN**

1. Regionally Established Goals and Performance Service Levels – Chairman Martin pointed out that when looking at the performance report and he sees the % of Plan Achieved at 115% and 116% just in the 1<sup>st</sup> quarter he can only imagine if we were doing 240% or 280% and that went up to the State it would make us look better and position us to receive more resources and that is his goal. Not to work people to death but to accumulate as many resources as possible.
2. Rural Member County Engagement – Let’s engage our counties and inform them of what we do. We still need to go out in our communities and advocate for our organization and let people know who we are and what we do. Go into our communities and talk about our resources and make the resources available – build relationships. Darrell added that if anybody has an event that they feel our organization should be a part to please let him know.

## **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Blassingame and seconded by Timothy Andrews to adjourn the meeting at 11:11 AM. There were no opposing votes and the motion carried by voice vote.