

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA
OCTOBER 25, 2022**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, at Middle Georgia Consortium, Inc. 124 Osigian Blvd., Suite A, Warner Robins, Georgia, on October 25, 2022. The following members were present:

Meeting Attendance Record			
Name	County/City	Present	Absent
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 Mary Parham-Copelan	Toombsboro		X

Guest in Attendance

No guest attended.

Chairman Chris Weidner chaired and called the meeting to order at 10:02AM. A quorum was present.

AGENDA

A motion was made by Commissioner Billy Webster and seconded by Commissioner Henry Craig to approve the October 25, 2022, agenda as written. There were no opposing votes and the motion carried by voice vote.

MINUTES

- 1. Approval of the June 28, 2022, Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner Henry Craig and seconded by Mayor John Reid to approve the minutes of the June 28, 2022, meeting 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 2022 Regional Plan Update – Darrell Stillings provided a link to the updated 2022 Regional Plan at <https://www.mgwib.com/public-notice.php> . He reminded the members that the*

update was emailed to everyone earlier for comments. He reported that the update was sent to the State by the deadline and he has not received any feedback yet.

A motion was made by Tim Andrews and seconded by Commissioner John Williams to approve the 2022 Regional Plan Update as written. There were no opposing votes and the motion carried by voice.

2. *Approval of New WDB Membership Nomination* – Darrell Stillings provided copies of and discussed the nomination for Sherrie Moody, of S&W Contracting, in Fort Valley. He explained that Ms. Moody was previously a very active member of the Workforce Development Board and had to take a leave of absence. She serves as a business representative for Peach County.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Jenna Mashburn to approve the nomination of Sherry Moody as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of Pay Increase for Youth Internship & WEX* - Darrell Stillings explained that currently the work experience (WEX) wage is set at \$8 an hour and the internship is set at \$10 per hour. He reported that the Youth Committee and the Workforce Development Board approved the recommendation to increase the WEX wage to \$10 per hour and the internship wage to \$12 per hour in an effort to make the programs more competitive and attractive to youth participants. Right now the students are leaving our program to go to work in the private sector where the wages are \$15 per hour and it is felt that it is more beneficial to try and keep them in our program where they can get more mentoring and tutoring services. An estimated budget was provided that showed a yearly increase of \$1,203.53 per participant in both the work experience and internship program with the wage increase. The increase will be for current and future participants. In response to a question raised, Mr. Stillings added that it won't necessarily impact the number of participants we plan to serve but it will hopefully prevent the program from losing the participants we have due to low hourly wages.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve increasing the wages from \$8 to \$10 per hour for work experience and increasing wages from \$10 to \$12 per hour for the internship program as requested. There were no opposing votes and the motion carried by voice vote.

4. *Approval of the Revised COOP Plan* – Terrell Mitchell provided copies of and discussed the revised Information Technology Policies and Procedures and Continuity of Operations Plan (COOP) dated October 13, 2022. She explained it was revised to include the following revisions:
 - To further identify the area as WorkSource Middle Georgia.
 - Added number nine, in section one, to include all computers, laptops, thumb drives and mobile devices will be encrypted using BitLocker.
 - Ensure visitors and participants use only the “Student Log-in”.
 - Ensure all participants and visitors are supervised when using the computer lab.

She also reported that Ken Carter, of Houston County, was contacted to verify that Houston County is still in a position to allow us, in the event of a major disaster, to set up temporary operations in their building as part of the Continuity of Operations Plan (COOP) and they graciously agreed.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Jenna Mashburn to approve the COOP Plan as presented. There were no opposing votes and the motion carried by voice vote.

5. *NEG Update* – Darrell Stillings provided copies of and discussed the updated COVID NEG Summary dated October 12, 2022. He reminded the members that the grant expires in March 2023 and reported that 155 participants have been served to date – 15 in temporary work experience and 140 in educational skills training. He also pointed out there is a current balance of \$55,345.85 and

projections show the grant will be expended by the end of November. However, the Macon-Bibb WorkSource program still has approximately \$500,000 left to expend in their grant and we will try to help them expend the funds so they don't go back to the State.

6. *PY 2022 & 2023 Negotiated Performance Measures* – Darrell Stillings provided copies of and discussed the PY 2022 & 2023 Negotiated Performance Measures received from the State. He reported that all measures across the board have increased outrageously. He assured them that every effort will be made to meet all of the negotiated measures but it will be very difficult with the current economy and pandemic situation. However, according to the State, there are ways to reduce these performance measures by serving more people with barriers and then renegotiating them. Therefore, the focus now is on participants that are already enrolled in the program to see if there were barriers that were not captured during enrollment and, if so, entering the barriers in VOS to hopefully provide a little relief on at least some of the performance measures. Terrell Mitchell added that unfortunately, if the participants doesn't want to cooperate and provide the information to us when contacted, then we don't get to enter the information in the system. A lot of times this is the case even though on the front end of their training they agreed to share the information with us.

In response to a request for an explanation of the information in the different columns, Mr. Stillings added that the State generates an expected level, then they propose a level, then we provide a response level with a counter that we think is possible and then the State mandates the final negotiated level.

7. *Approval of Revised Youth & Adult Basic Skills Deficient Definition* - Darrell Stillings provided copies of and discussed the revised Youth & Adult Basic Skills Deficient Definition received from the State. He explained that the definition was revised to remove the stipulation that anyone enrolled in Adult Ed is considered basic skills deficient and eligible for the program. This revision was made so that individuals cannot simply enroll in Adult Ed for the sole purpose of being eligible for the WIOA program.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Jenna Mashburn to approve the revised Youth & Adult Basic Skills Definition as presented. There were no opposing votes and the motion carried by voice vote.

8. *Sub-Recipient Financial Monitoring Report* - Darrell Stilling provided copies of and discussed the financial monitoring report for Central Georgia Technical College for both the Case Management and the Youth contract. He reported that Bill Kennemore, of William L. Kennemore, CPA, LLC, conducted the monitoring and there were no findings. In response to a question of how often the monitoring is completed, Darrell Stillings added that subrecipient monitoring is done once a year.

9. *Expenditure Report* – Darrell Stillings announced that Kerry Scarboro had surgery and is doing well. He provided copies of the Expenditure Report dated August 31, 2022. He pointed out that the report shows there was a little more than \$55,000 left in the NEG grant, however, since the report only reflects expenditures through August 31, there is actually less than that left in the grant. The grant expires in March 2023.

He also reported that for the remainder of the HDCI grant that expires in December 2022, we are currently working with Third Wave Digital on the industry sector video project and should expense their invoice shortly. Once Third Wave Digital's invoice is expensed to the grant it will leave approximately \$7,000 and there shouldn't be any problem expensing the remaining funds.

As far as Youth funds, there is approximately \$353,000 left to spend by June 30, 2023 and projections show we are also on track to spend those funds.

When combining FY '22 funding streams it gives a total of a little over \$1,022,800 to be spent by June 2023 and projects indicate there should not be any difficulty in spending those funds. He also pointed out that there have been no expenditures made towards the new program funds that expire June 30, 2024 and it should give us a good start for the program next year starting July 1, 2023.

10. Activity Reports

- *PY 2022 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated October 6, 2022. She reported on all funding stream enrollments, which resulted in a total of 288 participants being served and 275 are carryovers. There have been 13 new enrollments since July 1, 2021. There has also been 10 additional enrollments since the report was created for a new total of 298. In response to a request for an explanation of the incumbent worker program, Darrell Stillings added that we currently have an incumbent worker contract with Buzzell Plumbing and Monroe County EMS to upskill their current employees so the employee can move up to a higher-level position and can earn higher wages. In return this frees up the lower-level position for new hires.
- *PY 2021 Final Performance Reports* – Terrell Mitchell provided copies of and discussed the PY 2021 Final Performance Report dated October 7, 2022. She reported that all measures were met for PY 2021 in all funding streams.

MATTERS FROM THE FLOOR

Commissioner Henry Craig commended staff on organizing meeting information and the meetings process.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* – The next meeting is scheduled for December 13, 2022, at 10AM, and Commissioner Henry Craig will try to host the meeting in Baldwin County.
2. *WDB Attendance Report* – Darrell Stillings provided copies of and discussed the WDB Attendance Report. He pointed out that John Howard, of Howard Agency in Monroe County, has missed three consecutive meetings and by law needs to be voted off the Workforce Development Board.

A motion was made by Tim Andrews and seconded by Commissioner Billy Webster to remove John Howard, of Howard Agency from the Workforce Development Board due to absenteeism as required by law. There were no opposing votes and the motion carried by voice vote.

Chairman Weidner reported that he attended the October Workforce Development Board meeting that was held in Jones County and he encouraged other members to attend the meetings. He added that during the meeting he attended a visitor came in and talked about an accelerated telecommunication training program and it was very interesting. Mr. Stillings provided copies of the Learning Alliance ETPL Application Cost Breakdown information sheet. He explained that the Learning Alliance has a pre-apprenticeship program, an apprenticeship program and a diploma program. They currently experience about a 30% dropout rate in the pre-apprenticeship program and we will most likely bring the student in to our program after they enter into the apprenticeship phase since they will have demonstrated a willingness to go through the program. If they choose to go on to the diploma phase then the school has companies that will pay for them to get the diploma.

ADJOURNMENT

There was no further business and a motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to adjourn at 10:42 AM. There were no opposing votes and the motion carried by voice vote.