

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
APRIL 18, 2023**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on April 18, 2023, at noon, at Flint Energies, at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Ivan Allen	Richard Hinson
Dan Brandon	Clifford Holmes
Kendrick Butts	Joseph Howard
Joy Carr	Keith King
Halley Duncan	Stacey Mixson
Tyrone Evans	Sherrie Moody
Jay Flesher	Carolyn Watson
Tishua Green	Steve Williams

The following guests were in attendance:

Paul Allen, In-the-Door, One-Stop Operator  
Demme McManus, Oconee Fall Line Technical College  
Kenyonna McClain, In-the-Door, One-Stop Operator  
Brenda Brown, Central Georgia Technical College  
Leslie Mitchell, Georgia Vocational Rehabilitation Agency  
Joel Sizemore, J&J Heating & Air  
David Vanlandingham, Central Georgia Technical College  
Tracy Bulharowski, Department of Human Services, Child Support Recovery  
Sabrina Phelds, Middle Georgia Regional Commission, HDCI

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:11PM. He welcomed everyone and thanked them for participating. He introduced new guest. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the February 21, 2023, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Tishua Green and seconded by Richard Hinson to approve the minutes of the February 21, 2023, meeting of the Middle Georgia Workforce Development Board as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

## NEW BUSINESS

### 1. WDB Committee Reports

- *One-Stop and Disability Committee* – No Report was given.
- *Youth Committee* –
  - **Externship Days in Middle Georgia** – Sabrina Phelps, Externship Coordinator, conducted a presentation Educator Externship Days in Middle Georgia. She explained that this externship will take place during dedication professional learning days which means no interruption to teaching and learning. It is paid externship during the summer for teachers to visit and learn about local businesses and their needs.

2. **Macon-Bibb Merging with Middle Georgia Area** – Chairman Williams announced that the Macon Mayor has officially requested for the Macon-Bibb WorkSource area to merge with the Middle Georgia WorkSource area and the CLEO approved the merger effective July 1, 2023. Darrell Stillings added that the two have been partnering through regional activities and contracts for a couple years. It is difficult for businesses looking to develop in our area to have two local areas with different rules. Mayor Miller was contacted and he accepted and sent a request to Chairman Weidner of our CLEO. Macon-Bibb area will be merging with the Middle Georgia area as a one-county, one vote membership. The Middle Georgia Consortium will remain the administrative agency and Baldwin County will remain the fiscal agent. Changes include having a new location in Macon at the old Macon Mall and adding four Macon-Bibb business representatives to the Workforce Development Board. The partnering agencies that are sitting on both workforce boards will decide who will continue to serve on the newly merged board. As far as contracts, Macon-Bibb currently has an in-school youth contract and an out-of-school youth contract which both end June 30, 2023 and will not be renewed. They also currently have a contract with GDOL for one-stop operator service which has already ceased and we are in the process of adding them to our existing one-stop operator contract with In-the-Door, LLC and we will start providing the services for Macon-Bibb area. We will solicit legal counsel to update all WIOA and corporate documents. The cost will be split 50/50 between both areas.

In response to a question of how discrepancies will be reconciled, Darrell Stillings also added that any disallowed costs that occurred prior to the merger will be covered by the entity responsible for the grant at the time that the disallowed costs occurred.

In response to the question of having the two Executive Directors, Darrell Stillings added that there will be two Executive Directors for an interim period and after that one will step down and become the Deputy Director.

In response to a question of when the new location will move into the old Macon Mall, Darrell Stillings added that he is not aware of any official date yet.

In response to the projected cost of the new location, Darrell Stillings added that if the cost exceeds the current location's cost then another location will be found.

3. **Quest Application (\$700,000)** - Darrell Stillings reported that with COVID grant funding ending the State is soliciting applications for the Quest Grant which mirrors the COVID population and is a 24-month grant. Middle Georgia has submitted an application for \$700,000.

In response to a question of if Macon applied for the grant, Darrell Stillings added that Macon did not apply but the Middle Georgia application included the Macon-Bibb area.

#### **4. WorkSource Georgia Sector Partnership Update**

- Grant Application – The Sector Partnership Grant was formally known as the HDCI Grant. We are requesting approval to apply for \$250,000 during this round. The activities that Sabrina Phelps reported on today are part of the sector partnership activities.
- Website Contract – RFP has been issued for funding up to \$65,000 and proposals have been received. The proposals are currently being rated and it appears that will it cost about half the allotted amount which will free up funds for other activities.

A motion was made by Clifford Holmes and seconded by Tyrone Evans to approve the Sector Partnership Grant Application for \$250,000. There were no opposing votes and the motion carried by voice vote.

- 5. PY 2021 Monitoring Final Notice** – Darrell Stillings provided copies of and discussed the PY 2021 Final Monitoring Noticed received from the State. He pointed out as previously reported there was only one finding this year and it was follow-up not be completed in a timely manner and the issue has been addressed. The notice received showed that the corrective action response that was submitted to the State satisfied all requirements and was accepted. Darrell reported that for the last two months there have been no late follow-ups and he thanked David VanLandingham, of Central Georgia Technical College, for this accomplishment.

- 6. Expenditure Report** – Kerry Scarboro provided copies of and discussed the Expenditure Report dated February 28, 2023. She reported there is an error in the expenditures shown for the PY 21 Youth Grant and the remaining balance should have been \$93,415 which left the total funds available for all grants at \$3,143,444.28. Tyrone Evans asked that a revised report emailed to everyone and Kerry agreed to send it once she got back to the office. She also reported that the \$300,000 transfer from DLW to Adult that was approved at the previous meeting has been fully executed and can be utilized.

#### **7. Activity Reports**

- *PY 2022 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated April 10, 2023. She reported on all funding stream enrollments, which resulted in a total of 370 participants being served and 273 are carryovers. There have been 97 new enrollments since July 1, 2022.
- *PY 2022 3<sup>rd</sup> Quarter Performance Report* – Terrell Mitchell provided copies of and discussed PY 2022 3<sup>rd</sup> Quarter Performance Report dated April 10, 2023. She reported that all measures are being met except the Measurable Skills Gain for all funding streams but we have until June 30, 2023 to meet those measures. Darrell Stillings added that the reason for the low DLW performance is due to us using the State's COVID grant for DLWs instead of our formula DLW grant which means the performance went to the State instead of local performance.

- 8. One-Stop Operator Report** – Paul Allen, Middle Georgia One-Stop Operator, provided reports for February 2023 and March 2023 activities for both Baldwin and Houston County Career Centers and the Warner Robins Housing Authority. He reported that all is well with the one stops and that all partners have been active. He spoke on the success of many activities as well as success with the job fairs. He hopes to have the actual data from the job fairs at the next meeting. Kenyonna McClain the one-stop operator for Baldwin County reported she has developed a wonderful working relationship with Commissioner Emily Davis which has been very helpful with the success of activities within the community.

## **MATTERS FROM THE FLOOR**

In response to the question of if any update had been received in regards to the youth mental health screening tool, Darrell Stillings reported that the State has modified the tool and is waiting for the State Workforce Board's approval. They will then reissue the tool to local areas.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. **PY 2022 Meeting Schedule** –Darrell Stillings pointed out that the next meeting is scheduled for June 20, 2023, in Gray, Georgia. The location is yet to be determined.

## **ADJOURNMENT**

Chairman Williams thanked everyone for participating. There was no further business and the meeting was adjourned at 1:06PM.