

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
APRIL 19, 2022**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on April 19, 2022, at noon, at Flint Energies located at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Steve Williams	Tishua Green
Dan Brandon	Joseph Howard
Kendrick Butts	Patrick Manuel
Tyrone Evans	Barcado Styles
Jay Flesher	Brian Utley
Angie Gheesling	Carolyn Watson

The following guests were in attendance:

Ethel Wynn, GDOL, Milledgeville Career Center
Brenda Brown, CGTC
Paul Allen, In-the-Door, One-Stop Operator
Demme McManus, Oconee Fall Line
Joel Sizemore, J&J Heating and Air

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:09PM. He welcomed everyone and thanked them for participating. A quorum was not present.

MINUTES

1. Approve of the Minutes of the February 15, 2022 meeting of the Middle Georgia Workforce Development Board.

Due to a quorum not being present, this item was tabled.

OLD BUSINESS

There was none.

NEW BUSINESS

1. **Success Story** – Darrell Stillings provided a video of Teresa Aranda, a successful participant who, after becoming a mother and dropping out of high school, graduated from Middle Georgia State University in 2020 with a Bachelor’s Degree in Nursing. She is now working as a travel nurse and is currently pursuing a Doctorate in Nursing in hopes of becoming a primary care provider in the underserved community of Fort Valley.

2. WDB Committee Reports

- One-Stop Committee
 - **Approval of Certification Criteria for Comprehensive & Affiliate One-Stop Centers** - Ashlee Simmons reported that One-Stop Committee met in March and discussed the PY 2022-23 criteria to be used to certify both the comprehensive and affiliate one-stop centers. She explained that previously it was a non-fillable continuous document but they've broken it up into three forms and made them fillable. Form B is to ensure that the one-stop centers are in compliance with applicable accessibility and equal opportunity standards. Changes made were to verify there are updated policies and procedures in place and that staff has been trained on the updated policies and procedures. It further verifies that the centers comply with applicable provisions of Title II of the American Disability Act and when compliance was last reviewed. There were no changes to Forms C and D.

Due to a quorum not being present, this item was tabled.

- *Disability Committee* – No meeting was held and no report was given. However, Chairman Williams announced that after discussions with Tyrone Evans, Chairman of the Disability Committee, and Darrell Stillings, the Executive Director, it is recommended that the One-Stop Committee and the Disability Committee be combined since everything they do is related and ties in so closely together. It was further recommended that Tyrone Evans serve as the vice-chair of the combined committee. Approval to combine the two committees will be on the next agenda. It was asked that any member with any questions, concerns or recommendation for combining the two committees please let Chairman Williams or Darrell Stillings know prior to the next meeting.
- *Youth Committee* – No meeting was held and no report was given.

3. **Approval of Revised Eligibility Policy** – Darrell Stillings provided copies of and discussed a summary of the recommended revision. He explained that currently we receive an income guideline in a WIG from the State which breaks it down regionally based on metropolitan and nonmetropolitan areas. He explained that there is another tool available that can be used to determine income eligibility. It is called the Living Wage Calculator and it provides data based solely on the living wage for each county and it was proposed to revise the Eligibility Policy to include the use of the living wage calculator when determining an individual's eligibility based on income.

Due to a quorum not being present, this item was tabled.

4. **Approval to Revise Supportive Services Policy** - Darrell Stillings provided copies of and discussed a summary of the Supportive Services Policy, which outlined the proposed revision to the daily allowance section. He explained that the currently policy allows for \$10 per day for transportation no matter how far a participant travels. However, with the rising cost of gas it was proposed to increase the daily transportation allowance for any participant who travels 51+ roundtrip miles to \$15 per day.

Due to a quorum not being present this item was tabled.

5. **PY 2020 State Monitoring Results & Notice of CAR Acceptance** – Darrell Stillings provided copies of and discussed the PY 2020 State Monitoring report. He reported that there was one finding and two observations for this year. The one finding was a programmatic finding and it was

in two of the seven Adult files tested the electronic case file did not contain follow-up by the quarterly deadline. There were no financial or compliance findings. The first observation was that in two of the electronic case files the confidential medical and/or disability-related information was not kept separate from the file and treated as confidential. The second observation was that the cost allocation plans do not show evidence of being current. However, the cost allocation plans are reviewed and proposed every year during the budget process but it is not indicated on the documents itself which has been since corrected. A copy of the State's notice of acceptance of the Corrective Action Response (CAR) was also provided which indicated that the corrective action response for the one finding was accepted.

6. HDCI Activity Update –

- **Be Pro Be Proud Update** – Darrell Stillings reported that the Be Pro Be Proud mobile unit is currently in Houston County at the Perry Fairgrounds and will be there the remainder of the week. A summary of the event held in Baldwin County was provided and showed that a total of 253 students were served in Baldwin, Wilkinson, Putnam, Monroe and Jones counties. Angie Gheesling adding that employers are there also and the students are getting exposure to career paths that they are not familiar with through the interaction trailer. The police department has a forensic lab there and it is one of only three in the state and CGTC has a mobile robotic there as well.
- **WorkSource Sector Partnership Grant (HDCI)** – Darrell Stillings provided copies of and discussed the WorkSource Sector Partnership Grant Request for Application for this year's round of funding. Discussions haven't begun yet but the consensus seems to be to procure the use of the Be Pro Be Proud mobile unit again if not able to purchase one for our area. The amount of funding to be requested will most likely be somewhere around \$200,000 as in previous years.

7. **Business Services Position** – Darrell Stillings explained that currently we have our business services specialist and Macon-Bibb has their position and he recommended that since funding has been cut 10% again this year that both positions be combined and made a regional position. The regional position would carry-out the business services and HDCI project manager duties for both areas. Each area would contribute 50% of the salary and fringe benefits. It was further explained that Federal funding is driven by the economic situation of the state and when the economy is good then funding is cut and distributed to areas of the country that are struggling. Chairman Williams reminded the members of the agency's nonprofit status and encouraged them to keep their eyes open for grant opportunities from foundations.

Due to a quorum not being present, this item was tabled.

8. **Expenditure Report** – Kerry Scarboro provided copies of the Expenditure Report dated February 28, 2022. Darrell Stillings provided a brief update on the expenditures and he pointed out that since this is a February report that the small amount of funding left that ends on June 30, 2022 has either been expended or will be by the deadline. He reported that HDCI grant shows it expires June 2022, but it has been extended until June 2023. He reminded the members of the HDCI RFP for videography and reported that this activity and the Be Pro Be Proud events will expend that grant by the new June 2023 deadline.

9. Activity Reports

- *PY 2021 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated April 6, 2022. She reported the enrollments for all funding stream, which resulted in a total of 487 participants being served and 379 are carryovers. There have been 108 new enrollments since July 1, 2021.

- *PY 2021 3rd Quarter Performance Reports* – Terrell Mitchell provided copies of and discussed the PY 2021 3rd Quarter Performance Report. She reported that all measures except the Measurable Skills Gain for Youth are being met but there is one more quarter to meet that measure.

10. One-Stop Operator Report – Janie Reid, Middle Georgia One-Stop Operator, provided the report for March 2022 for both Baldwin and Houston County Career Centers, however, due to a conflict, Janie Reid was unable to attend and Paul Allen gave the verbal report. He reported that both one-stop centers are operating wonderfully. They hosted a job fair on April 5 and had a total of 395 job seekers and 32 vendors that attended. Twenty-five of the job seekers were actually hired, however, interviews are still being conducted.

MATTERS FROM THE FLOOR

Tyrone Evans spoke highly of the information shared/learned at the SETA Conference and thanked the Board for the opportunity to attend. He encouraged other members to attend the conference when their schedule allows them the opportunity.

Brenda Brown spoke on the Career Plus High School Equivalency Program at Central Georgia Technical College. She explained that CGTC was chosen as a pilot for the initiative which allows individuals to receive a high school equivalency without taking a test. It allows them to get nine credits for courses they took in high school or credits for taking parts of the GED test to get in the program. In addition to the nine credits, an individual has to take two technical certificates of credit in a field. Upon completion a student would be awarded a high school equivalency. The program is for people who don't do well on tests. She also reported that Mr. Stillings serves on the advisory board and efforts are being made to get the program accredited through Cognia.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. PY 2021 Meeting Schedule – The next meeting is scheduled for June 21, 2022, at noon.

ADJOURNMENT

Chairman Williams thanked everyone for participating and there was no further business and the meeting was adjourned at 12:59PM.