

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
APRIL 23, 2019**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on April 23, 2019, at noon, at Tri-County EMC, 310 Clinton Street, Gray, Georgia. The following members were present:

Dr. Ivan Allen	Amy Kelly
Dr. John Bembry	Keith King
Chris Carr	Ronnie Mathis
Joy Carr	Tarell Register
Wiley Crosby	Saleemah Sabree
Tyrone Evans	Jeff Scruggs
Tishua Green	Aundrea Simmons
Richard Hinson	Alma Stokes
Clifford Holmes Jr.	Bryan Utley
Joseph Howard	Wade Yoder

The following guests were in attendance:

Ehtel Wynn, Milledgeville Career Center  
Malarie Jefferson, In-the-Door, LLC  
Jullian Bowen, Dev. Authority of Peach County  
Janie B. Reid, In-the-Door, LLC  
Joel Sizemore, J&J Heating & Air Crawford Co.  
Demme McManus, Oconee Fall Line Technical College

**WELCOME GUEST/NEW MEMBER**

Clifford Holmes chaired in the absence of Chairman Steve Williams and called the meeting to order at 12:21PM. He welcomed everyone and introductions were made around the room. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the February 19, 2019, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Richard Hinson and seconded by Tyrone Evans to approve the minutes of the February 19, 2019, 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. *Funding Update*

- **April 10, 2019 USDOL TEGL #16-18 for PY 2019 Funding** - Darrell Stillings, MGCI Executive Director, provided copies of TEGL No. 16-18, which was recently released to the State by the US Department of Labor, which shows Georgia received a decrease in youth and adult funding of almost ten percent each and almost a five percent decrease in Dislocated Worker funding. He reminded the members that with the adult and dislocated worker grants they can be transferred among each other which allows the flexibility to serve both populations as needed. He reported that since there have not been any substantial layoffs we will need to transfer some of the dislocated worker funds into the adult funds to meet the needs of the adult population we are serving.
- **PY 18 Adult Limited Remaining Funds** – Darrell Stillings reported that the PY 18 Adult funds are limited right now and enrollments are high. He attributed the high enrollments to the case management contract with Central Georgia Technical College. They had a slow start but have done a great job with recruitment. Currently we have \$487,000 in adult funds to continue to cover the costs associated with current enrollments, which means we have frozen new enrollee in the adult program right now. However, he reported that youth and dislocated workers are still being enrolled at this time.
- **Approval to Accept a Transfer of Youth Funds from Macon-Bibb County** – Darrell Stillings requested approval to accept a transfer of \$50,000 in PY 2018 Youth Funds from the Macon-Bibb County area. He reported that all of our area PY 17 funds have been expended but the Macon-Bibb County area has funds remaining and needs to transfer these funds in order to keep the State from de-obligating the funds. These funds must be expended by June 30, 2019 in order for the funds not to be deobligated by the State and he assured the board members that our area will be able to expend them by the deadline.

A motion was made by Tyrone Evans and seconded by Wade Yoder to approve the acceptance of \$50,000 in PY 2018 Youth funds from the Macon-Bibb County local area. There were no opposing votes and the motion carried by voice vote.

- **Approval to Accept \$200,000 in Additional Dislocated Worker Funds** – Darrell Stillings reported that these funds are State level funds and was applied to coordinate with the VECTR Center program to help fund training for the Veterans throughout the State of Georgia that are transitioning out of the military. The funds will cover the tuition costs to allow Veterans to enter short-term work-based learning programs to help them transition back in the civilian workforce. The request of \$200,000 in additional Dislocated Worker funds will help to offset the costs to our local area since the participants will be coming from all the State of Georgia.

A motion was made by John Bemby and seconded by Alma Stokes to approve the acceptance of \$200,000 in additional Dislocated Worker Funds to help offset the costs associated with training at the VECTR Center for the Veterans that are transitioning out of the military across the State of Georgia. Jeff Scruggs and Dr. Ivan Allen both abstained from the vote. There were no opposing votes and the motion carried by voice vote.

- **Approval to Submit HDCI Application for Additional Funding of Up to \$300,000 from the State** – Darrell Stillings reminded the Board member that our area received an HDCI grant approximately a year ago in the amount of \$249,000 to support the High Demand Career Initiative which in our targeted the advance manufacturing sector and pulled partners together to determine the needs of the industry as it relates to the workforce. This is second round of the grant money and our area will target the Healthcare and logistics industries. He reported on April 11 that he attend a job fair at Central Georgia Technical College and

spoke highly of the site. Jeff Scruggs extended an invitation to anyone who wants to tour the facility.

A motion was made by Tyrone Evans and seconded by Alma Stokes to approve the submission of the HDCI Application for up to \$300,000 in additional funds from the State as requested. There were no opposing votes and the motion carried by voice vote.

- *Approval to Request \$300,000 in Dislocated Worker Funds to Support the VECTR Center*—Darrell Stillings explained that the VECTR Center is managed by Central Georgia Technical College, which is currently under a contract with the Consortium for case management services. For now, we have placed staff at the VECTR Center who are to provide case management services to help facilitate the centers efforts to the Veterans that are transitioning out of the military. However, for this upcoming program year starting July 1 the plan is to align the contract with Central Georgia Technical College to include the necessary funding to cover the costs of salaries so they can manage their own case management services at the VECTR Center instead of us basically lending them staff to provide the service. Therefore, with approval we would request and additional \$300,000 in Dislocated Worker funds to cover staff costs and participant training costs for PY 2019.

2. *Approval to Modify PY 2018 Central Georgia Technical College Case Management Contract to \$662,723* – Darrell Stillings explained that in an effort to limit the confusion of both staff and the participants attending CGTC, 47 participants that were attending CGTC and being served in-house were turned over to CGTC under the case management contract. However, funds were not added to the contract to cover the additional costs associated with transferring the participants. The contract budget is currently at \$562,723 to serve 150 participant. However, with additional transferred participants the enrollment number is 197. Therefore, it is recommended to modify the contract to add an additional \$100,000 to cover the costs of the transferred participants. The approval of this request would bring the budget total to \$662,723.

A motion was made by Keith King and seconded by Brian Utley to approve modifying the PY 2018 Central Georgia College contract to bring the total budget to \$662,723 to cover the additional costs associated with serving the participants transferred from Middle Georgia Consortium to Central Georgia Technical College under the contract. Jeff Scruggs and Dr. Ivan Allen abstained from voting. There were no opposing votes and the motion carried by voice vote.

3. *Approval the Renew Central Georgia Technical College Case Management Contract for PY 2019 at PY 2018 Levels* – Darrell Stillings explained that on June 30 the case management contract expires and he recommended that the contract be extended to cover the next program year which runs from July 1, 2019 through June 30, 2020. He reported that there has not been any issues with the contract and that they exceeded the numbers that they were supposed to manage. He pointed out that the \$300,000 for the VECTR Center that was previously approved under agenda item 1 will also added to the contract.

A motion was made by Wiley Crosby and seconded by Wade Yoder to approve the renewal of the Central Georgia Technical College Case Management contract with the additional \$300,000 for the VECTR Center case management. Jeff Scruggs and Dr. Ivan Allen abstained from voting. There were no opposing votes and the motion carried by voice vote.

4. *Youth Report*

- **PY 2019 Contracts**

- Mercer University - Darrell Stillings reported that negotiations were successful with Mercer for a final budget of \$300,000 to serve 80 participants. He reported that negotiations included taking out activities and their costs that were proposed that can't be covered by WIOA. He also reported that he has negotiated with TDI to increase the youth funds in their vendor agreement to \$80,000 and youth will be served on a case by case basis. He reminded the members that the plan was to negotiate with TDI and Eventual Success if funding was available, however, in light of the recent notification from the US Department of Labor of a 10% decrease in Youth funding, he does not recommend negotiation with any other proposers as this time for PY 2019 funding.

A motion was made by Dr. Ivan Allen and seconded by Alma Stokes to approve the revised budget for Mercer University at \$300,000 and the included activities as listed. There were no opposing votes and the motion carried by voice vote.

- Central Georgia Technical College – Darrell Stillings reported that the renewed Central Georgia Technical College youth contract has been fully executed for \$485,000 for PY 2018 funds. Plans are included to increase work experience expenditures to 30% under the same budget as last year and a staff member will be dedicated to this effort.

- **Contractor Update**

- **Local PY 17 Youth Contract Programmatic Monitoring Findings Reports**

- **CGTC Youth Contract-** Terry Robertson, MGCI Youth Services Specialist, provided copies of and discussed the programmatic monitoring findings for Central Georgia Technical College, which showed they had two findings and corrective action has been completed for both findings. There were no observations found during the on-site monitoring visit.
- **In-the-Door, LLC Youth Contract** – Terry Robertson, Youth Services Specialist, provided copies of and discussed the PY 2018 Programmatic Monitoring Findings Report for In-the-Door, LLC, which showed they had two findings and corrective action has been completed for both findings. There were no observations found during the on-site monitoring visit
- **PY 2018 CGTC Youth Contract Update** - Terry Robertson, MGCI Youth Services Specialist, provided copies of and discussed the activity report for CGTC, which showed the total number of enrollments at 96 and the total amount invoiced at \$158,850.84 through February 2019.
- **In-the-Door, LLC Activity Report** - Terry Robertson, MGCI Youth Services Specialist, provided copies of and discussed the activity report for In-the-Door, LLC, which showed the total number of enrollments at 13 and the total amount invoiced at \$88,793.83 through March 2019.

5. *Expenditure Report through March 31, 2019* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of March 31, 2019. She reported that all PY 2017 funds have been expended with the exception of the HDCI Grant which runs through September 30, 2019. Currently it shows a balance of \$127,718.80. In the adult and dislocated worker grants we are currently spending PY 18 funds that were received in October (FY 19). These funds do not expire until June 30, 2020.

6. *Activity Report* –

- **PY 2018 Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the youth enrollment report through April 22, 2019. The report showed that a total of 575 participants are being served and out of that total 404 are active, 87 are in job search and 49 have been exited.

- **PY 2018 2<sup>nd</sup> Quarter Performance Report** – Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 2018 2<sup>nd</sup> Quarter Performance Report, which showed all measures are being achieved except the credential attainment. The credential attainment was negotiated at 50% and we are currently at 40.9% with two more quarters left to achieve the measure.
7. *One-Stop Operator Report* – Janie Reid, One-stop Operator, provided copies and discussed the one-stop operator report for the period of February 2019 – March 2019. The report showed that 229 customers received WIOA services at the Houston Career Center and the Milledgeville Career Center.

### **MATTERS FROM THE FLOOR**

### **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *PY 2018 Meeting Schedule* – Next meeting scheduled for June 18, 2019, at Noon, at the Flint Energies, in Warner Robins, Georgia.

### **ADJOURNMENT**

There was no further business and the meeting adjourned at 12:51 PM.