

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
JUNE 18, 2019**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on June 18, 2019, at noon, at Flint Energies, Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Dr. Ivan Allen	Harry Murray
Dr. John Bembry	Tarell Register
Willie Billingslea	Saleemah Sabree
Chris Carr	Jeff Scruggs
Joy Carr	Romelda Simmons
Tishua Green	Alma Stokes
Richard Hinson	Brian Utley
Clifford Holmes Jr.	Carolyn Watson
Amy Kelly	Steve Williams
Keith King	Wade Yoder
Patrick Manuel	
Ronnie Mathis	

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

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:08PM. He welcomed everyone and introductions were made around the room. There was a quorum present.

MINUTES

1. Approve of the Minutes of the April 23, 2019, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Carolyn Watson and seconded by Richard Hinson to approve the minutes of the April 23, 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. *PY 2019 Projected Allocations*
 - **Dislocated Worker Allocations** - Darrell Stillings, MGCI Executive Director, provided copies the PY 2019 Dislocated Worker allocation report received from the State. The report showed

that the Middle Georgia area will receive \$983,144 and increase of \$156,015. This includes an amount of funds to serve the veterans at the VECTR center during PY 2019.

- **Adult Allocations** – Darrell Stillings provided copies of the PY 2019 Adult allocation report received from the State. The report showed that the Middle Georgia area will receive \$696,937 in adult funds which is a decrease of \$88,910 from PY 2018.
- **Youth Allocations** – Darrell Stillings provided copies of the PY 2019 Youth allocation report received from the State. The report showed that the Middle Georgia area will receive \$710,251 in youth funds which is a decrease of \$86,660 from PY 2018 allocation.

2. *Renewal of In-the-Door, LLC One-Stop Operator Contract*

- *Increase from \$130,862 - \$139,296* – Darrell Stillings provided copies and discussed In-the-Door’s PY 2019 budget to provide one-stop operator services. He pointed out that the increase included additional personnel costs as well as an increase in the cost of the space used by the one-stop operators at the Department of Labor in Houston County and Milledgeville.

A motion was made by Willie Billingslea and seconded by Romelda Simmons to approve In-the-Door’s PY 2019 one-stop operator budget as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of the PY 2019 Office Budget* – Kerry Scarboro, MGCI Accountant, provided copies of and discussed the PY 2019 Office Budget. She pointed out there is an overall budget increase this year over last of \$281,258 with the largest increase being in personnel costs which is a result of the CLEO’s acceptance of the salary survey performed by The Archer Company. Non-personnel cost increase by \$51,830 mostly to cover costs associated with the new IT maintenance contract and added travel and training for new personnel. As in the past the budget includes funding for 17 positions which two are currently vacant.

A motion was made by John Bemby and seconded by Clifford Holmes to approve the PY 2019 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

- *With Authority to Transfer Funds as Needed during PY 2019* – Darrell Stillings, MGCI Executive Director, provided a request to approve the authority to transfer up to 100% of in-house funds between the Adult and Dislocated Worker grants as needed to assure acceptable spending rates and optimal ability to serve customers. All requests are signed by the Fiscal Agent with the LWDB chair only signing transfers that meet or exceed 50% of the original funding stream allocation.

A motion was made by Clifford Holmes and seconded by Carolyn Watson to approve the authority to transfer up to 100% of in-house funds between the Adult and Dislocated Worker grants as requested. There were no opposing votes and the motion carried by voice vote.

4. *HDCI Grant Update* – Darrell Stillings reported that the HDCI Grant Application budget increased from \$300,000 to \$345,000 to expand the new grant to include the Healthcare and Logistics sectors for the next two years. However, no word has been received on its approval yet. A meeting is plan for May 4 with MEGEA to continue the planning process and to allow the last company, Atlas, to conduct a presentation on their software. The next step will be to review all three proposals and make a choice.

5. *Youth Report*

- **Contractor Reports**

- CGTC Activity Report – Terry Robertson provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through June 12, 2019, that 125 participants have been enrolled and a total of \$183,264.84 has been expended.

- CGTC Yearly Workshop Calendar - A PY 2019 Activity Calendar was also provided showing Central Georgia Technical College's planned activities for PY 2019 for each month.
 - CGTC Work Experience & Case Management – Terry reported that CGTC is doing great and plans are being implemented to increase work experience efforts for PY 2019. Currently surveying the participants to get their input on how to improve the program.
 - Plans to Coordinate & Implement PY 2019 Mercer & TDI Programs– It was reported that plans with Mercer and TDI are still on hold until the Notice of Obligations is received from the State, which allows us to drawdown from the new grants. As far as TDI, funding was added to their MOU to allow enrolling three youth per month.
6. *Expenditure Report through May 31, 2019* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of May 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 \$76,052.14. We are currently spending PY 18 funds in both the Adult and Dislocated Worker grants that do not expire until June 30, 2020. The balance in the adult grant is \$354,573.94 and in the DLW the balance is \$528,770.38. However, with the approval of the new PY 2016 DLW additional funds request it should free up enough DLW funds to allow a transfer to the adult grant to cover our current spending rate in the adult program.
7. *Activity Report* –
- **PY 2018 Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the enrollment report through June 12, 2019. The report showed that a total of 619 participants are enrolled and out of that total 395 are active, 79 are in job search and 122 have been exited.
 - **PY 2018 3rd Quarter Performance Report** – Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 2018 2nd Quarter Performance Report, which showed all measures are being met except the youth credential attainment measure. There is one more quarter to report and it is expected that all measures will be met for PY 2018.
8. *One-Stop Operator Report* – Janie Reid, One-stop Operator, provided copies of and discussed the one-stop operator report for the period of April 2019 – May 2019. The report include a schedule of events for PY 19. She reported that DOL will no longer share their partner referral report so she was unable to distribute as she has in the past.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *PY 2018 Meeting Schedule* – Next meeting scheduled for August 20, 2019, at Noon, at Tri-County EMC, in Gray, Georgia.

ADJOURNMENT

There was no further business and the meeting adjourned at 12:50 PM.