

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
JUNE 23, 2020**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on October 22, 2019, at noon, on June 23, 2020 via online teleconference. The following members were present:

|                     |                 |
|---------------------|-----------------|
| Willie Billingslea  | Keith King      |
| Chris Carr          | Barbara Mosley  |
| Joy Carr            | Darreth Roby    |
| Jay Flesher         | Saleemah Sabree |
| Angie Gheesling     | Aundrea Simmons |
| Tishua Green        | Brian Utley     |
| Richard Hinson      | Steve Williams  |
| Clifford Holmes Jr. | Todd Wright     |
| John Howard         | Wade Yoder      |
| Amy Kelly           |                 |

The following guests were in attendance:

Ethel Wynn, Milledgeville Career Center (GDOL)  
Malarie Jefferson, In-the-Door, One Stop Operator  
Janie Reid, In-the-Door, One-Stop Operator  
Demme McManus, Oconee Fall Line Technical College

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:08PM. He thanked everyone for participating. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the April 21, 2020, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Willie Billingslea and seconded by Clifford Holmes to approve the minutes of the April 21, 2020, 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. **Approval to Establish WDB Executive Committee** – A motion was made by Joy Carr and seconded by Willie Billingslea to approve the Executive Committee membership as Aundrea Simmons, Steve Williams, Clifford Holmes, Darreth Roby and Keith King, which all abstained from voting. There were no opposing votes and the motion carried by voice vote.

2. **Approval of Local/Regional Plan 2020-2024** Darrell Stillings provided copies of and discussed the Local/Regional Plan for 2020-2024. He reported that as required by WIOA the Local/Regional Plan was published on May 29 for the 30 day public comment period and there has not been any comments made by the public. The Plan is due to the State today and once approved for submission today it will be submitted as required.

A motion was made by Clifford Holmes and seconded by Wade Yoder to approve the Local/Regional Plan as presented. There were no opposing votes and the motion carried.

3. **Approval of One-Stop MOU Update** – Darrell Stillings provided copies of and discussed the One-Stop MOU. He reported that all one-stop partners have signed except Job Corps and he had spoken with them and they are in agreement and will sign and return it today. The One-Stop MOU is due to the State today and once approved for submission today it will be submitted as required.

A motion was made by Willie Billingslea and seconded by Darreth Roby to approve the One-Stop MOU as presented. Tishua Green abstained from voting. There were no opposing votes and the motion carried by voice vote.

4. **Approval of One-Stop Operator Funding Prior List** – Darrell Stillings provided copies of the One-stop Operator Funding Priority List and reminded members that at the last meeting it was reported that proposals were received from In-the-Door, LLC, Georgia Department of Labor and Green Leaf and were being rating. He explained that the plan of action is to negotiate with proposers as set out in the funding prior list starting with In-the-Door, LLC. He further explained that the funding ranking order establishes the order of negotiations in case negotiations are unsuccessful with In-the-Door, LLC, then the next proposer to negotiate with would be Georgia Department of Labor. A summary of the ratings was provided and discussed along with the recommended funding ranking order that was developed based on the results of the proposal ratings. The ratings and ranking order were as follows:

| Organization Name           | Average Rating | Funding Ranking Order | Recommended Plan of Action   |
|-----------------------------|----------------|-----------------------|--|
| In-the-Door, LLC            | 94.2           | 1                     | Negotiate a contract.  |
| Georgia Department of Labor | 86.8           | 2                     | Negotiate contract if negotiations with In-the-Door, LLC are unsuccessful.                                 |
| Greenleaf Virtual Solutions | 54.2           | 3                     | Negotiate contract if negotiations with In-the-Door, LLC and Georgia Department of Labor are unsuccessful. |

A motion was made by Clifford Holmes and seconded by Willie Billingslea to approve negotiating a contract with In-the-Door, LLC . Tishua Green abstained from voting. There were no opposing votes and the motion carried by voice vote.

5. *Approval of One-Stop Operator Budget & Work Statement* – Darrell Stillings provided copies of and discussed the One-Stop Operator Budget & Work Statement. He explained that a one-stop operator is required under WIOA at the comprehensive one-stop at Houston County Career Center, however, the Milledgeville one-stop center is setup to mirror Houston County one-stop center. The total budget was set at \$144,464, with \$123,851 for personnel costs and \$18,613 for operating costs.

A motion was made by Willie Billingslea and seconded by Clifford Holmes to approve the One-Stop Operator Budget and Work Statement as presented. There were no opposing votes and the motion carried.

6. *National Emergency Grant Update* – Darrell Stillings provided copies of the National Emergency Grant Budget as submitted to the State. The total budget of \$406,642.22 was divided into two program year budgets. The budget for the first year's is set at \$286,642.22 and the remained of \$120,000 for the second year. The first year has \$166,642.22 set aside for work experience. He reported that Vann Davis, MGCI Business Services Specialist is currently working with the school systems in all ten counties to establish worksites at the schools. The positions at the worksites will be temporary and will be custodial positions to help keep the buildings and buses clean for students and staff when they return to the classrooms.
7. *Approval to Revise Local Policies to Reflect State Policy Changes* – Darrell Stillings provided copies of and discussed the revised State Policies to be incorporated in to local policies for the following policies:

- Priority of Services
- Strategic Populations with Barriers to Employment
- Individual Employment Plan
- Individual Service Strategies
- Youth Participant Eligibility for WIOA
- Objective Assessment
- Work Experience
- Paid and UnPaid Work Experience
- Eligibility Training Provider List

A motion was made by Wade Yoder and seconded by Joy Carr to approve revising the local policies to reflect state policy changes. There were no opposing votes and the motion carried by voice vote.

8. **Contractor Report** – Darrell Stillings provided copies of and discussed the contractor report for both CGTC and Eventual Success, LLC for June. He reported that due to COVID-19 both contractor continue to have issues with enrollments and work experience.
  - CGTC – The contractor report for Central Georgia Technical College for June 2020 shows that CGTC has 261 enrollments and has invoiced a total of \$326,831.55 through March 2020.
  - Eventual Success, LLC – The contractor report for Eventual Success, LLC for June 2020 shows that Eventual Success, LLC has 18 enrollments and has invoiced \$175,803.94 through June 2020.

9. *Approval of Contractor Budget & Work Statement PY 20 Contracts* –

- CGTC Youth & Case Management Contracts – Darrell Stillings report that with the 10% cut in all grants that there is funding for only two contractors. He provided copies of and discussed the budgets and work statements for CGTC Youth Contract and Case Management Contract. He pointed out that both contract work statements will continue to be the same next year and the total budget for the case management contract is \$946,089 and the total budget for the youth contract is \$384,366. He also reported that an interagency agreement has been reach with Macon-Bibb County to cover 50% of the salary for the WIOA Coordinator at the Macon campus to assure that all students eligible for WIOA can be served at CGTC. Currently, since the Macon-Bibb County WorkSource agency does not have a contract with CGTC, Bibb County students who seek WIOA services have to leave the campus and go to the Macon Career Center to apply for WIOA services. The agreement will allow the students to meet with the WIOA Coordinator on campus and Macon-Bibb County will reimburse the Consortium 50% of the Coordinator’s annual salary of \$48,000.

A motion was made by Clifford Holmes and seconded by Saleemah Sabree to approve both the case management and youth PY 20 Budgets and Work Statements for Central Georgia Technical College contracts as presented. There were no opposing votes and the motion carried by voice vote.

- Eventual Success, LLC Contract - Darrell Stillings provided copies of and discussed the budget and work statement for Eventual Success, LLC, Youth Contract. He pointed out that the contract work statement will also be the same next year and the total budget is \$250,000.

A motion was made by Clifford Holmes and seconded by Willie Billingslea to approve the PY 20 Budget and Work Statement for the Eventual Success, LLC contract as presented. There were no opposing votes and the motion carried by voice vote.

10. *Expenditure Report* – Kerry Scarboro provided copies of and discussed the Expenditure Report dated 5/31/2020. She pointed out that all grants ending June 30, 2020 have been expended and there is no danger of any of these funds being recaptured by the State. The report shows that spending has started out of the PY 2020 funds in all grants and FY 2020 funds in the Adult grants which these funds expire June 30, 2021. It was also pointed out that we have received \$240,000 in the National Emergency Grant which is also a two-year grant and does not expire until June 30, 2022. We currently have \$2,016,484.65 funds available for all grants.

11. *Approval of PY 20 Office Budget* –

- Office Budget - Kerry Scarboro, MGCI Accountant, provided copies of and discussed the PY 20 Office Budget. She pointed out that personnel costs increased \$42,494.18, which represents a 4% increase in salary due merit increases and a 2% increase in benefits. The budget funds 17 position with 2 positions vacant. It was also pointed out that non-personnel costs increased \$28,030 with increases in some line items offset by decreases in others. There is a significant reduction in professional Services and Travel spending due to expenditure numbers from previous years. There was an increase in equipment purchases due to an expected upgrade in current computer system. In sum there was an overall increase of \$70,532.17 from the previous year.

A motion was made by Willie Billingslea and seconded by Saleemah Sabree to approve

the PY 2020 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

- Approval of PY 20 Transfer Authority between DLW & Adult Grants as Needed – Darrell Stillings explained that WIOA allows the transfer of up to 100% of funds between the Dislocated Worker and Adult funding streams. This gives the needed flexibility to manage funds in a responsive manner to meet the needs of customers. The request for authority to transfer up to 100% between the Adult and Dislocated Worker funds as needed is to assure an acceptable spending rates and optimal ability to serve customers.

A motion was made by Willie Billingslea and seconded by Saleemah Sabree to approve the authorization to transfer up to 100% between the Adult and Dislocated Worker funds as needed as requested. There were no opposing votes and the motion carried by voice vote.

#### 12. Activity Reports –

- *PY 2019 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment reports through June 15, 2020. The reports showed that a total of 759 participants are enrolled and out of that total 524 are active, 94 are in job search and 141 have been either closed or exited. She also pointed out that there have been 25 new enrollments.
- *PY 2019 3<sup>rd</sup> Quarter Performance Report* – Terrell Mitchell provided copies of and discussed the PY 2019 3<sup>rd</sup> Quarter Performance report dated June 15, 2020. It was reported that all measures are currently being met and it is hopeful that continues since the credential attainment measure for adults is a little low.

13. **One-Stop Operator Report** – Janie Reid, One-stop Operator, provided an update on the one-stop centers activities. She reported that customers are continuing to be served through phone calls and email. Each one-stop operator’s contact number is posted on the doors at the GDOL offices. Malarie is back at the Houston Career Center. Customers are complaining that they can’t reach GDOL and they are sending the information daily to the appropriate Career Centers as needed. She realizes the enormous work load they are under.

### **MATTERS FROM THE FLOOR**

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

1. *Proposed PY 2020 Meeting Schedule* – Next meeting scheduled for August 18, 2020, at Noon, at Tri-County EMC, in Gray, Georgia unless the Governor extend the state of emergency in which it will be held virtual again.

A motion was made by Willie Billingslea and seconded by Saleemah Sabree to approve the proposed PY 2020 meeting scheduled as presented. There were no opposing votes and the motion carried.

### **ADJOURNMENT**

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