

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
JUNE 25, 2018**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on June 25, 2018, at noon, at Flint Energies, Warner Robins, Georgia. The following members were present:

Ivan Allen
Joy Carr
Wiley Crosby
Jay Flesher
Richard Hinson
Patrick Manuel
Saleema Sabree
Romelda Simmons
Steve Williams
Wade Yoder

Dan Brandon
Anita Coney
Tyrone Evans
Tishua Green
Joseph Howard
Jeff Scruggs
Aundrea Simmons
Carolyn Watson
Chris Carr

The following guests were in attendance:

Dwayne Greer, WDB Nominee
Brian Utley, WDB Nominee
Janie B. Reid, In-the-Door, LLC (1-Stop Op.)
Alma Stokes, WDB Nominee
John Bembry, WDB Nominee
Keith King, WDB Nominee

Joel Sizemore, J&J Heating & Air
Brenda Brown, Central Georgia Tech. College
Tiffany Lofton, Oconee Fall Line Technical College

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams called the meeting to order at 12:10PM. He welcomed everyone and introductions were made around the room. There was quorum present.

OLD BUSINESS

1. *Ratify Action to Approve Revised EEO Policy* – Since there was not a quorum at the April 17, 2018, the revised EEO Policy was presented for approval.

A motion was made by Tyrone Evans and seconded by Richard Hinson to approve the revised EEO policy as presented. There were no opposing votes and the motion carried by voice vote.

2. *Ratify Action to Approve Revised Procurement Policy* – Since there was not a quorum at the April 17, 2018, the revised Procurement Policy was presented for approval.

A motion was made by Dan Brandon and seconded by Tyrone Evans to approve the revised Procurement Policy as presented. There were no opposing votes and the motion carried by voice vote.

3. *Ratify Action to Approve Youth Incentive Policy* - Since there was not a quorum at the April 17, 2018, the Youth Incentive Policy was presented for approval.

A motion was made by Tyrone Evans and seconded by Romelda Simmons to approve the Youth Incentive Policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *Ratify Action of Approval to Issue an RFP for PY '18 Youth Service Provider as Needed* - Since there was not a quorum at the April 17, 2018, the RFP Work Statement to be included in the RFP to solicit youth service providers for PY '18 was presented for approval.

A motion was made by Dan Brandon and seconded by Romelda Simmons to approve the RFP Work Statement to be used to solicit youth service providers as needed. There were no opposing votes and the motion carried by voice vote.

NEW BUSINESS

1. *WDB Standing Committee Discussion* – Chairman Steve Williams provided copies of and discussed the Committee Preference Form. Members were asked to complete the form indicating which standing committee they would like to serve on if they haven't turned one in yet.
2. *WDB Board Training* – Darrell Stillings announced that since there are quite a few new members he would like to hold a retreat for Board training. Those in attendance indicated that a retreat would be very beneficial.
3. *Approval of EEO Policy Revisions* - Darrell Stillings provided copies of and discussed the revised EEO Policy. Two revisions were made and presented for approval. One revision was list Terrell Mitchell as the EEO Office since Amy Varnum has resigned and she served as the agency's EEO Officer. The second revision was to include the requirement that the fiscal agent during their monitoring will conduct a secondary review to ensure that all parties are notified of any changes in a timely manner.

A motion was made by Jeff Scruggs and seconded by Romelda Simmons to approve the EEO Policy revisions as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval of CGTC PY 2018 Case Management Budget* - Darrell Stillings provided a budget summary for the Central Georgia Technical Contract for PY 2018. He explained that the increase in the budget is to cover the costs associated with CGTC performing additional duties to include calculating and issuing participant supportive service and training related payments as a reimbursable function. The increase will also cover a staff person's time to handle the added duties.

A motion was made by Patrick Manuel and seconded by Carolyn Watson to approve the CGTC PY 2018 Case Management Budget. Both Ivan Allen and Jeff Scruggs abstained from voting. There were no opposing votes and the motion carried by voice vote.

5. *Approval of In-the-Doors, LLC, One-Stop Operator Budget for PY 2018* – The overall budget increased by 15% to cover the costs associated with renting space from GDOL at the Houston Career Center for the one-stop operator and to cover the cost of an additional one-stop operator for the Baldwin County Career Center.

A motion was made by Ivan Allen and seconded by Jay Flesher to approve the In-the-Door One-Stop Operator Budget as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval of the Revised One-Stop MOU Infrastructure Rates* –Darrell Stillings provided copies and discussed the revised One-Stop MOU Infrastructure Rates for PY 2018. The costs is what will be charged for a cubicle or an office space used by our staff, the one-stop operator and other partners that will have a physical presence at the one-stop centers located at the GDOL Career Centers. The cost increased by 2% and was based on actual expenditures incurred by GDOL during PY 2017.

A motion was made by Ivan Allen and seconded by Romelda Simmons to approve the revised one-stop MOU Infrastructure Rates as presented. There were no opposing votes and the motion carried by voice vote.

7. *Expenditure Report* – Gail Barton provided copies of and discussed the expenditure report for the period through May 31, 2018. The report showed a balance of 2,202,707.74 in all funds. She pointed out that all PY 16 and FY 17 grants that end June 30, 2018 totaling \$83,250.44 will be expended and we will meet all spending requirements for those grants. She will update with June expenditures and provide a year-end report at the August meeting.

8. *PY 2018 Office Budget Presentation*

- **Approval of Authorization to Transfer Funding as Needed during PY '18** – Darrell Stillings provided copies of and discussed a request for the authorization to transfer funds as needed during PY 2018. He explained that State and Federal regulations allow funds to be transferred between grants as needed and approval of the authorization for him to transfer the funds as needed throughout the program year assures the flexible is there to have funds available in a timely manner to serve those that qualify. Any fund transfers that are made prior to a regularly scheduled meeting will be presented for approval at the next meeting held.

A motion was made by Ivan Allen and seconded by Dan Brandon to approve the authorization to transfer funds as needed during PY 2018 as requested. There were no opposing votes and the motion carried by voice vote.

- **Approval of the PY 2018 Office Budget** - Gail Barton provided copies of and discussed the proposed PY 2018 Office Budget for approval. She point out that funding overall was cut again for the second year in a row and that resulted in our area received a decrease of 6.1% or \$156,722. The report showed that the Dislocated Worker grant

received the bulk of the cut with a cut of \$115,488, the adult was next with a cut of \$27,412 and the youth grant was cut the least by \$13,822. It also showed an overall decrease in staff salaries and benefits, however non-personnel cost increased by \$28,549 with the majority of the increase in training and development to fund a Board training session for new board members. Staff was instructed to start now to have salary survey conducted and to make sure cross-training is done. Staff was also instructed to make sure all job descriptions have the stipulation of other duties as assigned.

A motion was made by Romelda Simmons and seconded by Tyrone Evans to approve the PY 2018 Office Budget after a revision to add an additional career facilitator. There were opposing votes and the motion carried by voice vote.

9. *Youth Report* – Teria Coleman provided an update on the following youth program activities:

- Contractor Updates –

- Paxen Learning Services - Darrell Stillings provided copies of and discussed the proposed transitioning budget for Paxen Learning Services. Approval of the budget would allow the contract to be extended for 90 days to give the students that are close to completing their GED the opportunity to complete. It would also allow time for the other students to be transferred to the Consortium and appropriately placed in another program to complete. Copies of the Paxen activity report was also provided.

A motion was made by Patrick Manuel and seconded by Romelda Simmons to approve the Paxen Transitioning Budget and period as presented. There were no opposing votes and the motion carried by voice vote.

- CGTC Youth Contract - Teria Coleman provided copies of and discussed an activity report for CGTC Youth Contract. For the first Quarter they have two enrollments and six pending enrollments. They serve all ten counties.
- In-the-Door Youth Contract - Teria Coleman provided copies of and discussed an activity report for the In-the-Door, LLC contract. For the first quarter they have zero enrollments. They serve five counties Crawford, Twiggs, Putnam, Pulaski and Wilkinson.

- PY 18 Youth Funding Update – Teria Coleman provided copies of and discussed a notice received from the State announcing that the Youth funds would be released in July this year instead of April due to USDOL’s delay in releasing the Notice of Awards to the states.

10. HDCI Grant Update – Darrell Stillings reported Eventual Success was awarded the contract to serve as project manager for the HDCI Grant. The contract has been negotiated, signed and the HDCI meeting are scheduled to start in July in all counties.

11. Activity Reports

1. PY 2017 Enrollment - Terrell Mitchell provided copies of and discussed the PY 2017 Enrollment Report dated Jun 12, 2018. Currently there are a total of 408 enrollments which is an increase of 46 since the April report. Of the 408 there 252 are active, 64 are in job search and 92 have exited.
 2. Performance Report - Terrell Mitchell provided copies of and discussed the PY 17 Performance Report dated June 11, 2018. We are currently not meeting the Dislocated Workers credential measure. We are currently at 71.4% and our negotiated rate is set at 75% but there is one more quarter and it looks like we might meet it. We are also not meeting the any of the youth measures. For the Youth Credential we are currently at 50% and the negotiated rate is 71%; for the Youth Employment at 2nd quarter measure we are currently at 60% and the negotiated rate is 76% and Youth Employment at 4th Quarter we are currently at 80% and the negotiated rate is 84%. With only one quarter left it is highly unlikely that those measures will be met. Usually if you don't meet performance for two years in a row there are sanctions such as you could lose the funding. However, with the implementation of the new WIOA there were no sanctions for PY 16 & PY 17 so no sanctions will be imposed.
12. One-Stop Operator Report – Janie Reid, One-stop Operator, provided copies of and discussed the One-Stop Report for the period April 1, 2018 through June 15, 2018, which showed all initiatives, meetings, outreach and accomplishments made during the period. The report also announced all the upcoming events planned through November. Also provided was the monthly referral reports for the Houston Career Center, Milledgeville Career Center and the Middle Georgia Consortium. She also announced that she will be hosting a We Love Our Clients Day at the Houston Career Center on June 28, 2018, and extended an invitation to all members who wish to attend.

MATTERS FROM THE FLOOR

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *PY 2017 Meeting Schedule* – Next meeting scheduled for August 21, 2018, at Noon, at the Tri-County EMC, in Gray, Georgia.

ADJOURNMENT

There was no further business and the meeting adjourned at 1:17PM.