

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
AUGUST 20, 2019**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on August 20, 2019, at noon, at Tri-County EMC, at 310 W Clinton Street, Gray, Georgia. The following members were present:

Dr. Ivan Allen	Jeff Scruggs
Dr. John Bembry	Ronnie Mathis
Dan Brandon	Aundrea Simmons
Joy Carr	Alma Stokes
Clifford Holmes Jr.	Brian Utley
Joseph Howard	Steve Williams
Amy Kelly	Wade Yoder
Patrick Manuel	

The following guests were in attendance:

Janie B. Reid, In-the-Door, LLC – One Stop Operator  
Joel Sizemore, J&J Heating & Air Conditioning  
Demme McManus, Oconee Fall Line Technical College

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:19PM. He welcomed everyone and introductions were made around the room. A quorum was not present and a motion was made by Dr. Ivan Allen and seconded by Clifford Holmes to enter into a special executive committee as allowed by the Bylaws to act on items needed to be approved prior to the next regularly scheduled meeting. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

1. Approve of the Minutes of the June 18, 2019, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the minutes of the June 18, 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. *Approval of updated Local Policies to Reflect State Policy Changes* – Darrell Stillings, Executive Director, explained that he recently attended a State Workforce Development Board meeting where a couple changes were made to State Policies, as a result the local policies are required to be changed to reflect the State's changes. Changes made were highlighted as follows:

- Youth Work Experience Policy – Title of policy will no longer include Youth since policy was changed to include Adults and Dislocated Workers participants as reflected in paragraph one of the policy and paragraph A. Participant Eligibility, on page 6 of the agenda package. It was noted that on page 10, paragraph F. Youth Work Experience Requirements will remain the same since only youth are required to have an academic or occupational component to be allowed to participate in work experience.
- Supportive Services Policy – The State eliminated the 35% cap on supportive services expenditures and page one, paragraph three under the Background section was changed to delete the language. Also, page 16 paragraph one under Computer Purchases the language stating funds are not available at this time was deleted since the cap was removed and there is a need especially for students in the nursing program. In addition, page 17, paragraph five, Needs Related Payments was added as required by the State even though funds are unavailable at this time and is currently not being offered. These payments would be allocated to students based on income need such as assistance with rent, car repairs or a car payment.
- Eligibility Policy – Since the law does not restrict states to only service residents in their state, the State made it clear in its policy that Georgia citizens are given first priority but if an area has an individual relocating to their area or living just across the state line but are training in Georgia they can service these individuals on a case by case basis with prior approval from the area which the individual actually resides. Also, on page 22 last paragraph, last sentence was added to require that youth must be contacted for more than an attempt to collect documents and it must be entered in GWS. On page 23 the adult, out-of-school youth and in school youth definition for basic skills deficient sections was changed to include reading and writing English, or computing or solving problems at or below an 8.9 grade level, according to TABE assessment results as being basic skills deficient as previously approved by the Board.

A motion was by Alma Stokes and seconded by Brian Utley to approve the changes to the local Work Experience Policy, Supportive Services Policy and Eligibility Policy to meet State requirements as present. There were no opposing votes and motion carried by voice vote.

- 2. USDOL Approval of State Youth Waiver Request for PY 2018 & 2019** – Darrell Stillings provided copies of the State policy, which reflected USDOL’s approval of the waiver to allow Georgia to reduce the 75% expenditure requirement on out-of-school youth to 50%, which with local board approval will allow local areas to serve more in-school youth.

A motion was by Clifford Holmes and seconded by Joy Carr to approve the use of the Sate Waiver lower the 75% out-of-school expenditure requirement to 50% as allowed. There were no opposing votes and motion carried by voice vote.

- 3. HDCI Grant Update** – Darrell Stillings reported that our area has been approved for two more rounds of HDCI funding to continue our sector strategy planning with MGEA. The partners went out for bids on portal for our local area and a comparison of the proposals received was provided. The recommendation is approval to purchase Chmura for \$39,096 for 3-years, which will provide a portal for local students, parents, teachers, workforce and businesses to access area specific data such as data on demographics, occupational employment & wages, unemployment, cost of living and etc. It will also allow access to job posting data from over 50,000 online resources.

A motion was made by Jeff Scruggs and seconded by Dr. John Brembry to fund the purchase of Chmura for \$39,096 to cover a 3-year period. There were no opposing votes and the motion carried by voice vote.

#### 4. **Contractor Report**

- *Central Georgia Technical College* – Darrell Stillings provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through August 2019, that 125 participants have been enrolled and a total of \$63,934.76 has been expended under this year’s contract.
- *Mercer Update* – Darrell Stillings reported that a contract is being reviewed by Mercer for their signature and no word has been received from them.
- *TDI Update* – Darrell Stillings reported that TDI’s Memorandum of Understanding has been modified to include youth funds. There have been no updates on their enrollments.

5. **Approval to accept \$250,000 in Additional Youth Funds** – Darrell Stillings reminded the members of the recent cut in youth funds as well as cuts suffered in previous years. He reported that with the committee’s approval to accept there is \$250,000 available from the State and will provide the funds needed to fund the Eventual Success proposal.

A motion was made by Ronnie Mathis and seconded by Clifford Holmes to approve the acceptance of \$250,000 in additional youth funds as requested. There were no opposing votes and the motion carried by voice vote.

6. **Approval of Eventual Success Contract** – Darrell Stillings provided copies of and discussed the Scope of Work and the budget for Eventual Success contract, which includes serving 60 youth – 50% out-of-school and 50% in school youth. The budget shows a total costs of \$215,168 with \$146,595 in personnel costs.

A motion was made by Patrick Manuel and seconded by Alma Stokes to approve the Eventual Success contract for \$215,168. There were no opposing votes and the motion carried by voice vote.

**Expenditure Report through June 30, 2019** – Darrell Stillings provided an expenditure report dated as of June 30, 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, however, with the purchase of Chmura and pending invoices against grant these funds will be expended by September 30. 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 \$332,050.42 and in the DLW the balance is \$779,278.60.

#### 7. *Activity Report* –

- **PY 2018 Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the enrollment report through August 14, 2019. The report showed that a total of 641 participants are enrolled and out of that total 407 are active, 52 are in job search and 170 have been exited.
  - **PY 2018 4th Quarter Performance Report** – Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 2018 4th Quarter Performance Report, which showed all measures were exceeded.
8. *One-Stop Operator Report* – Janie Reid, One-stop Operator, provided copies of and discussed the one-stop operator report for the period of July 2019. The report included attendance records for events attended by both one-stop operators as well as a list of current ongoing activities for both locations.

#### **MATTERS FROM THE FLOOR**

There were none.

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

1. *Middle Georgia's Financial Management Risk Assessment Adjustment Notice from the State* – Darrell Stillings provided copies of the risk assessment notice received from the State, which showed our financial risk level as low.
2. *PY 2018 Meeting Schedule* – Next meeting scheduled for October 22, 2019, at Noon, at Flint Energies, 98 Carl Vinson Parkway, Warner Robins, Georgia.

### **ADJOURNMENT**

A motion was made Clifford Holmes and seconded by Wade Yoder to exit out of the Special Executive Committee session and adjourn the meeting at 12:52PM. There were no opposing votes and the motion carried by voice vote.