

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
OCTOBER 20, 2020**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held virtually on October 20, 2020, at noon. The following members were present:

Ivan Allen	Keith King
Dan Brandon	Patrick Manuel
Chris Carr	Ronnie Mathis
Jay Flesher	Barbara Mosely
Angie Gheesling	Darreth Roby
Tishua Green	Saleemah Sabree
Richard Hinson	Jeff Scruggs
Clifford Holmes	Aundrea Simmons
Joseph Howard	Brian Utley
John Howard	Carolyn Watson
Amy Kelly	Steve Williams
	Todd Wright

The following guests were in attendance:

Demme McManus, Oconee Fall Line  
Ethel Wynn, Milledgeville Career Center (GDOL)  
Paul Allen, In-the-Door, One Stop Operator  
Janie Reid, In-the-Door, One-Stop Operator  
Brenda Brown, Central Georgia Technical College

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:10PM. He thanked everyone for participating. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the August 18, 2020, 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 August 18, 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. WDB Committee Reports** – Darrell Stillings provided copies of the Barriers to Employment Survey and video. The survey was created in both paper and electronic format and will be used to identify special populations with barriers to employment at the one-stop centers. He reported that the survey was presented and approved by both the One-Stop Committee and Disability Committee at their last meetings.

He also provided copies of and discussed the updated Youth Policies and Procedures. He explained that the policy was revised to meet WIOA requirements and to include everything a service provider needs to serve youth. He reported that the updated policy was presented and approved by the Youth Committee at their last meeting.

A motion was made by Clifford Holmes and Aundrea Simmons to approve both the Barriers to Employment Survey and the updated Youth Policies and Procedures as presented. There were no opposing votes and the motion carried.

- 2. Approval of Revised ITA Policy** - Darrell Stillings provided copies of and discussed the revised ITA Policy. He explained that policy was revised to remove the stipulation that the GI Bill must be exhausted prior to WIOA funds being used. He further explained that since military personnel pays into the GI Bill we cannot mandate that they use it.

A motion was made by Patrick Manuel and seconded by Aundrea Simmons to approve the revised ITA Policy as written. There were no opposing votes and the motion carried.

- 3. Approval of Revised Work Experience Policy** - Darrell Stillings provide copies and discussed the revised Work Experience Policy. The policy was revised to define the work hours for Out-of-School as 60 hours per week and In-School Youth as 20 hours per week and to also allow for additional hours during the summer if funds are available. It was further revised to allow for virtual work if a supervisor is available and to also include the Worksite Nonfinancial Agreement.

A motion was made by Keith King and seconded by Clifford Holmes to approve the revised Work Experience Policy as presented. There were no opposing votes and the motion carried.

- 4. Approval of Confidentiality and Security Policy** – Darrell Stillings provided copies of and discussed the Confidentiality and Security Policy. He reported that policy is mandated by the State and it is modeled after both the State’s and Fed’s policies and the purpose is to safeguard personal and medical information for all individuals involved with the program.

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the Confidentiality and Security Policy as written. There were no opposing votes and the motion carried.

- 5. Youth Monitoring Schedule** – Tiffany Calloway, MGCI Compliance Specialist, provided copies and discussed the PY 2020 Monitoring Schedule, which included both youth service providers and worksites. The scheduled showed that both Eventual Success and Central Georgia Technical College will be monitored quarterly and youth worksites will be monitored annually.

- 6. NEG Update** – Vann Davis, MGCI Business Specialist, provided copies of and discussed an update report on the National Emergency Grant/Dislocated Worker COVID-19 Relief Grant. The report showed worksite situations for the temporary position in all ten counties served. Mr. Davis added that the positions are temporary to help sanitize government buildings to prevent the spread of COVID-19 and that the funding is limited so the positions are temporary for up to 20 weeks. It also showed two participants enrolled in occupational skills training. One in CDL training and the other in the RESA program. He reported he is still trying to establish worksite in some counties

as well as find candidates for those worksites already established. Members were asked to provide information to anyone they know that could be a potential candidate for the positions.

He also reported that the United Way Grant has been utilized to purchase 40 hotspots with a one year service agreement with T-Mobile and 30 Samsung Chromebooks to assist students in our area with distance learning due to COVID-19. Both devices will be distributed based on greatest need input from school staff and the devices will become the property of the students that receive them and will not have to be returned.

The report showed he is also working on the Defense Community Economic Development Fund Grant, which was awarded to partner with community agencies and promote services to assist veterans and activity military spouses with employment, training and connections to community resources to help them re-enter the civilian workforce. He has made contact with Genesis Joy House, Airman and Family Readiness Center and Robins Military Spouse Professional Network to provide information on WIOA services offered to their targeted populations.

- 7. Expenditure Report** – Kerry Scarboro, MGCI Accountant, provided copies of and discussed the Expenditure Report dated September 30, 2020. She pointed out that she has not officially received the FY '21 Grants but is hopeful that by the next board meeting she will be able to report on them. She reported she is anticipating a reductions in funds even though she has not received any official word on a reduction. The report shows that spending occurred in all PY 19 grants as well as program funds in the FY 20 Adult and DLW grants. The report also showed that as of September 30 there was a total of \$2,182,996.65 in available funds for all grants.

## **8. Activity Reports**

- **PY 2019 Enrollment Report** – Terrell Mitchell provided copies of and discussed the enrollment reports through October 12, 2020. The reports showed that a total of 544 participants were served in PY 20 and 513 were carried over. It also showed that there have also been 31 new enrollments since July 1, 2020.
  - **PY 2019 4<sup>th</sup> Quarter Performance Report** – Terrell Mitchell, MIS Coordinator, provided copies of and discussed the PY 2019 4<sup>th</sup> Quarter Performance Report prepared October 12, 2020. She reported that all measures were met for PY 19.
- 9. One-Stop Operator Report** – Janie Reid, Middle Georgia One-Stop Operator, provided reports for July, August & September. She reported there has been no issues or concerns to bring before the board at this time and that they continue to serve clients from home since the career centers are still closed. Their phone numbers are still posted on the door and most calls are for UI benefits.

## **MATTERS FROM THE FLOOR**

There were none.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

- 1. Proposed PY 2020 Meeting Schedule* – Next meeting scheduled for December 8, 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.

## **ADJOURNMENT**

There was no further business and the meeting was adjourned at 12:48PM.