

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
DECEMBER 11, 2018**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on December 11, 2018, at noon, at Tri-County EMC, in Gray, Georgia. The following members were present:

Wanda Addeo	Joseph Howard
John Bembry	Keith King
Willie Billingslea	Patrick Manuel
Dan Brandon	Ronnie Mathis
Chris Carr	Harry Murray Jr.
Joy Carr	Saleemah Sabree
Anita Coney	Alma Stokes
Tyrone Evans	Brian Utley
Angie Gheesling	Steve Williams
Tishua Green	Wade Yoder
Clifford Holmes Jr.	

The following guests were in attendance:

Darreth Roby, GVRA  
Malarie Jefferson, In-the-Door, LLC  
Nancy Rouse, Overview  
Janie B. Reid, In-the-Door, LLC  
Brenda Brown, CGTC  
Robin Cone, GVRA  
Daylon Martin, CLEO Chair  
Ethel Wynn, Milledgeville Career Center

**WELCOME GUEST/NEW MEMBER**

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

**MINUTES**

1. Approve of the Minutes of the October 23, 2018, 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 October 23, 2018 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. *Changes to the WorkSource Georgia Policy & Procedures* – Darrell Stillings provided copies of State revised policies that were approved at the last State Workforce Development Board meeting and explained that these changes have an effect on our local policies. The changes were discussed as follows:
  - Customized Training Policy: State policy now limits customized training to new hires only and requires local areas to utilize UDOL’s O\*Net Online specific preparation (SVP) codes.
  - Incumbent Worker Training Policy: State policy revised to state incumbent worker training is to be used to upskill existing employees to create the opportunity for the employer to backfill the trainees’ position with a new or existing employee when it is not used to avert a potential layoff.
  - State Plan 2018 Modification Waiver Request: The State is asking that the Feds to waive the requirement that service providers on the Eligible Training Provider List (ETPL) collect and report performance data on all students and to allow them to collect and report the data for WIOA participants only. If the State can utilize only WIOA participant data then the service provider does not have to provide the information because the State already has the information available thus removing the burden from the service providers.
  - Data Validation: State policy revised to require all local areas to upload documentation for all actively enrolled participants and those undergoing follow-up by May 30, 2019 and documentation for all future enrollments must be maintained in Georgia Work Ready Online Participant Portal (GWROPP).
  
2. *Approval of Revised Local Policies* – Darrell Stillings provided copies of and reiterated that the State policy changes as discussed under item one requires that local policies be revised to reflect the changes. The changes made were as follows:
  - On-the-Job Training Policy – Revised to set the wage cap to \$21.48 for reimbursement as required in State policies.
  - Incumbent Worker Policy – Revised to reflect the State change to require that incumbent worker training be used to upskill existing employees to create the opportunity for the employer to backfill the trainees’ position with a new or existing employee when it is not used in training scenarios to avert a potential layoff.
  - Adult Priority Policy – Revised to set adult priority levels at 70% and below for priority level one, over 70% to 100% for priority level two and over 100% to 150% for priority level three. The different priority levels are appropriately activated based on the spending levels at the end of each quarter.
  - ITA Policy – Revised to increase the expected entry level wage for the training occupation from \$8.00 an hour to \$10.00 an hour. This revision is made in order to require participants to enter training that results in a self-sufficient wage in order to keep up with the cost of living.
  - Compliance Policies and Procedures - These policy and procedures are created to provide the guidelines and instructions for the new Compliance Specialist position, which was added to the organization due to the requirements of procuring the one-stop operator and various services providers in order to maintain compliance under WIOA.

- Incentive Policy – Revised to restrict incentive payments for enrollment into postsecondary education or certification programs to only after a participant has obtained a GED or high school diploma.
- Customized Training Policy – Revised to reflect the State policy change to limit customized training to new hires only.

A motion was made by Clifford Holmes and seconded by Dan Brandon to approve the local policies as written and presented. There were no opposing votes and the motion carried by voice vote.

3. *Workforce Economic Board Training Report* - Darrell Stillings provided copies of and discussed the strategic plan tracker designed by Workforce Economic as a result of the board training conducted by them for the Individual with Disabilities Committee, One Stop Committee and the Youth Committee. Chairman Steve Williams announced that the chairs of these committee, in conjunction with Darrell Stillings, will be setting up meetings to develop a plan of action. He encouraged all members who want to serve on the committees to let the chair of the chosen committee know and the chairs were announced as follows:

- *Individuals with Disabilities Committee – Anita Coney*
- *One-Stop Committee – Jeff Scruggs*
- *Youth Committee – Clifford Holmes.* Chairman Holmes reported that the committee had a supper meeting on December 6 and he thanked everyone who attended for their participation at the meeting.

4. *Youth Report*

- **Contractor Update** – Darrell Stillings provided copies of and discussed the contractor report for CGTC and In-the-Door, LLC. He explained that the first step in the process of starting up a contract is to training the staff on policies and procedures that they must adhere to and even though enrollments are low great progress is being made. The report provided for CGTC showed their recruitment progress at 14 enrollments and 34 additional enrollments in process of being enrolled. The report also showed their expenditures at \$4,568.28 through June. The report for In-the-Door showed their progress at 8 enrollments with a total of expenditures at \$21,396.47 through November.
- **Approval of Youth Services RFP** – Darrell Stillings reminder the members that at the last meeting it was approved for staff to issue an RFP for youth services and copies of the scope of work for the RFP to be released is provided for approval.
  - **Scope of Work** - The scope of work outlines the services being sought, which is not limited to but included the following:
    - 14 Program Elements
    - Recruitment
    - Intake and Eligibility
    - Orientation
    - Objective Assessment
    - Referrals to Other Appropriate Agency as Needed
    - Development of Individual Services Strategies (ISS) for each Participant
    - Data Entry in Georgia Work Ready as Required
    - Record Retention
    - Training Progression Evaluations
    - GED Examinations
    - Work Experience,
    - Develop and Implementation a Work Readiness Curriculum

- Job Search and Job Placement
- Post-secondary Education Assistance
- Transportation Support Payments
- Follow-up Services

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the Scope of Work for the Youth Services RFP as written. There were no opposing votes and the motion carried by voice vote.

- Funding up to \$500,000 – Darrell Stillings pointed out that with the Board’s approval today the funds available for the RFP will be up to \$500,000.

A motion was made Clifford Holmes and seconded by Patrick Manuel to approve funding up to \$500,000 for the Youth Services RFP. There were no opposing votes and the motion carried by voice vote.

5. *Expenditure Report* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of November 30, 2018. She reported that we currently have \$944,988.34 to spend by June 30, 2019, which includes all the current grants. She pointed out that if that total is divided by seven months the monthly expenditures needed to expend all grants is \$134,998.33 per month. Using November’s expenditures, which was \$212,673 it is projected that if current spending trend continues all funds that expire June 30, 2019 will be expended as required. She also pointed out that we received reallocated adult and dislocated worker funds that are included in the totals as well.

She also reported that we have received the fully executed grant awards for PY 18 funds as shown on the report and they are ready to expend, however, we have received unsigned FY 19 funds as shown and are waited on signed documents indicating they are ready to be used as well.

6. *Activity Report* –

- PY 2018 Enrollment Report - Darrell Stillings provided copies of and discussed the enrollment report through December 6 and reported that 258 adults, 22 dislocated workers, 8 incumbent workers and 75 youth have been served. Currently there 227 active in training, 112 in job search and 24 exited. He pointed out that fortunately the economy is still good, therefore, dislocated worker enrollments continue to be low but dislocated worker funds can be transferred to the adult funds as needed.
- PY 2017 – All measures were met except for the youth’s credential attainment measure.
- PY 2018 – All measures being met except for the youth’s credential attainment measure.

7. *One-Stop Operator Report* – Janie Reid, One-stop Operator, introduced Malarie Jefferson which is stationed at the Houston County Career Center every day. She provided copies and discussed the one-stop operator report for the period of July 2018 – November 2018. The report showed that 1,758 were served at job fairs. Members were asked to email her with any job fairs they’re aware of so she can make sure they are attending them. She also provided foot-traffic reports for Houston Career Center, Milledgeville Career Center and the Middle Georgia Consortium. She further reported that kiosks have been implemented in all one-stop locations. She provided copies of flyers for a “How to Cope with Stress” workshop scheduled for December 13 and the “Workforce Tuesday” event scheduled for January 22. All members were invited to both events.

### **MATTERS FROM THE FLOOR**

1. *One-Stop Operator Report* – Janie Reid, One-stop Operator, reported that Malarie Jefferson is stationed at the Houston Career Center and she is stationed at the Baldwin County Career Center every day.

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

1. *Commissioner's Meetings* – He reported that he has been attending commissioners meeting in various counties and plans are to attend in all counties.
2. *PY 2018 Meeting Schedule* – Next meeting scheduled for February 19, 2019, at Noon, at the Flint Energies, in Gray, Georgia.

### **ADJOURNMENT**

There was no further business and the meeting adjourned at 12:59PM.