

**MIDDLE GEORGIA WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE MEETING
June 17, 2021**

MINUTES

A virtual meeting of the Middle Georgia Workforce Development Board Youth Committee was held at Noon, on June 17, 2021. The following were in attendance:

Members Present:

Clifford Holmes
Tishua Green
Keith King
Dan Brandon
Carolyn Robertson
Patrick Manuel
Sam Dorsey

MGCI Staff Present:

Terrell Mitchell
Darrell Stillings
Teresa Ragan

Guests in attendance were as follows:

Dr. Ulrica Jones, Eventual Success, LLC
Melodi Robinson, Central Georgia Technical College

WELCOME AND INTRODUCTIONS – Chairman Clifford Holmes chaired the meeting. He called the meeting to order at 12:07 PM and welcomed everyone. There was a quorum present.

MINUTES

1. Approval of the Minutes from the April 15, 2021 meeting Youth Committee Meeting.

A motion was made by Sam Dorsey and seconded by Tishua Green to approve the April 15, 2021, minutes as written. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. Approval of Youth Committee Membership Nomination - A nomination was presented for Christy Parker, of the Warner Robins Housing Authority. She will replace Andre' Washington who was promoted to another position at the Housing Authority.

A motion was made by Tishua Green and seconded by Dan Brandon to approve the nomination of Christy Parker, of the Warner Robins Housing Authority, to serve on the Youth Committee as presented. There were no opposing votes and the motion carried by voice vote.

2. Internship for Youth Participants —Darrell Stillings reported that the youth program is being extending to offer an internship program to in-school youth participants that are enrolled in work-based learning programs at career academies throughout the local area. The work-based learning programs correlate with a career pathway that the student can participate in while they're in school. He reported that he visited the Jones County Career Academy and they currently offer a career

pathway for CNAs where the student attends school all year and earns a CNA credential at the end of the school year. The students also participate in a work-based learning component and this component provides an opportunity for WIOA to partner with the instructor to offer a paid internship at a local facility participating in the program. The facility that Jones County is working with for their CNA students is an adult daycare center where the students receive a hands-on experience that makes the student more employable once they have earned the credential. This is not something new under WIOA but it is new to the Middle Georgia local area.

3. Contractor Reports -

- *Central Georgia Technical College* – Melodi Robinson reported that students have participated in the virtual learning through the Atlanta Career Rise which has recently ended. The students indicated they enjoyed it and most indicated their favorite part was the virtual business tours. CGTC plans to put together the needed components and incorporate it into their program in the future. The students were exposed to individuals in different industries that discussed how they got to where they are, how they got started and what they studied in school. There were also comments made that they did not like that they could only communicate through the comment box and were not able to talk. It provided CGTC an opportunity to teach them in real context as well as the soft skills that they learn throughout the program. Classes aren't currently in session in person; however, students are being encouraged to do their virtual independent work. The plan is for classrooms to reopen at the end of August.
- *Eventual Success, LLC* – Dr. Ulrica Jones reported that they are working to getting folders together for monitoring. They have some students who have graduated high school and are in the process of obtaining copies of their diplomas so that incentive payments can be processed. They've also had two students that earned their GED and they are also trying to get their incentive payments processed as well. She is currently working on the contract close-out package and she thanked the committee for the opportunity to work with the students in the counties serviced.

4. PY 20 Subcontractor Financial Monitoring Reports (CGTC & ES) - Darrell Stillings provided copies of the financial monitoring reports for Eventual Success and Central Georgia Technical College's youth contract as provided by William L. Kennemore, CPA, LLC, the firm who conducted the financial monitoring. He discussed the finding indicated in Eventual Success' monitoring report which showed deficiencies in their internal controls and financial management system. He explained that neither finding resulted in disallowed costs but it was recommended that for future endeavors Eventual Success may want to develop written financial policies and procedures, incorporate additional personnel in its internal control system to permit adequate segregation of duties and incorporate budgetary controls in its accounting software and use in financial reporting. He also reported that there were no findings in Central Georgia Technical College's youth contract monitoring report.

5. Eventual Success Contract Closeout – Darrell Stillings reported that the close-out package for the Eventual Success contract ending on June 30 has been sent to them. Eventual Success has presented their May invoice and the June invoice should be submitted in July along with a completed close-out package. He reported that the total budget of \$250,000 will not be exceeded based on the invoices received in-house.

6. PY 19 HSE Youth Grant - Darrell Stillings provided copies of and discussed the PY 19 HSE Grant Award received from the Technical College System of Georgia, Workforce Division, in the

amount of \$119,800. He explained that after applying for the grant the State never issued the grant award, however, about a month ago the State contacted us saying there was \$119,800 grant award set aside for our region that they never gave us. Our options were to accept the grant at the last minute or send it back to the federal government. Since it is a regional grant and after discussions with WorkSource Macon-Bibb office, it was determined that between the two programs there were enough expenditures to spend the grant thus freeing up other youth funds to be expended on future youth expenditures.

7. **Youth Expenditure Report** – Darrell Stillings provided copies of and discussed the Youth Expenditure Reported dated April 30, 2021. He reported that \$153,902 of the \$667,462 grant has been spent. He pointed out that there is another year to spend the grant and the plan is to stop spending on this grant until the HSE Youth Grant is expended. He also pointed out that all expenditure requirements are being met for the grant as indicated in the report.
8. **Youth Enrollment Report & 3rd Quarter Performance Report** - Terrell Mitchell, MIS Coordinator, provided copies of and discussed the youth enrollment report dated June 10, 2021. She reported that a total of 263 youth participants are being served and out of that total 232 are carryovers, 164 are active, 69 are in job search and 30 have been exited.

She also provided copies of and discussed the 3rd Quarter Performance Report dated June 10, 2021. She reported that all measures are being met for Youth except for the Measurable Skills Gain but there is one more quarter to meet that goal as well and there is still a lot data outstanding.

MATTERS FROM THE FLOOR

Darrell Stillings announced that the Fall SETA Conference will be held September 26-29, 2021, in Biloxi, MS and those wanting to attend should let Teresa Ragan or Darrell Stillings know as soon as possible. Chairman Holmes, Sam Dorsey and Patrick Manuel is planning to attend.

NEXT SCHEDULED MEETING

1. *Proposed PY 2021 Meeting Schedule* –The proposed PY 21 meeting schedule was presented for approval and showed the next meeting scheduled for August 19, 2021, at noon, at the Middle Georgia Consortium office contingent on the Governor lifting the State of Emergency. If the State of Emergency is not lifted by the Governor then the meeting will be held virtually again.

A motion was made by Patrick Manual and seconded by Dan Brandon to approve the PY 2021 proposed schedule as written. There were no opposing votes and the motion carried by voice vote.

ADJOURNMENT

There was no further business and Chairman Holmes thank everyone for participating and adjourned the meeting at 12:37PM.

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