

**MIDDLE GEORGIA CONSORTIUM, INC.
BOARD OF DIRECTORS MEETING
DECEMBER 19, 2023**

AGENDA

AGENDA & MINUTES

1. Approval of December 19, 2023 Agenda
2. Approval of the Minutes of the June 30, 2023 Board of Directors' Meeting

**Motion to Approve
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OLD BUSINESS

NEW BUSINESS

1. Independent Audit – Bill Kennemore, Williams L. Kennemore, CPA Attachment A

MATTERS FROM THE FLOOR

ADJOURNMENT

Draft Not Yet Approved
MIDDLE GEORGIA CONSORTIUM, INC.
BOARD OF DIRECTORS MEETING
JUNE 30, 2023

MINUTES

A meeting of the Middle Georgia Consortium, Inc. Board of Directors was held at 10:00AM, on June 30, 2023, at the Middle Georgia Consortium, Inc. office, located at 124 Osigian Blvd., Suite A, in Warner Robins, Georgia. The following members were present:

Meeting Attendance Record			
Name	County/City	Present	Absent
Commissioner Emily Davis/Henry Craig	Baldwin	X/X	
Commissioner Dale Jump	Crawford	X	
Commissioner Dan Perdue/Timothy Andrews	Houston	X/X	
Commissioner Chris Weidner	Jones	X	
Commissioner Greg Tapley	Monroe		X
Commissioner Martin Moseley	Peach		X
Commissioner Jenna Mashburn	Pulaski		X
Commissioner Bill Sharp	Putnam	X	
Commissioner Ken Fowler	Twiggs	X	
Commissioner Royce Brewer	Wilkinson		X
Mayor Lester Miller, Voting Guest	Macon-Bibb	X	

Chairman Chris Weidner chaired and called the meeting to order at 10:52AM. A quorum was present.

AGENDA

A motion was made by Commissioner Bill Sharp and seconded by Commissioner Dan Perdue to approve the June 30, 2023; agenda as written. There were no opposing votes and the motion carried by voice vote.

MINUTES

1. *Approval of the February 28, 2023, Minutes of the Middle Georgia Consortium, Inc. Board of Directors as written. There were no opposing votes and the motion carried by voice vote.*

A motion was made by Commissioner Bill Sharp and seconded by Mayor Lester Miller to approve the minutes of the February 28, 2023; of the Middle Georgia Consortium, Inc. Board of Directors as written. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of Revised Corporate Documents to Include Macon-Bibb -*
Excerpts from Executive Committee of the 10-County Workforce Development Meeting
 - *LEO Bylaws, WDB Bylaws, Formal Agreement & Partner Agreement – Darrell Stillings provided copies of the revised Corporate Documents. He introduced John Chamberlin, the attorney who*

oversaw the necessary changes. Darrell Stillings also provided background information on Mr. Chamberlin's extensive knowledge of the task. For over the past forty years Mr. Chamberlin has worked with all 50 States and over 200 local areas in workforce development and economic development in strategic planning, service delivery and grant management. He turned the floor over to Mr. Chamberlin who discussed the changes to the documents. Mr. Chamberlin reported the primary changes made to all existing documents were to include Macon-Bibb as a co-equal member and to update to include the current WIOA law. He also reported that under WIOA a Partnership Agreement among the required partners must be adopted where a consortium exist. He listed the required partners needing to be included in the agreement for Middle Georgia as the Executive Committee which acts as the CLEO, the Middle Georgia Consortium which serves as the administrative entity, the Workforce Development Board as appointed by the Executive Committee (LEO) and Baldwin County which acts as the fiscal agent.

Darrell Stillings discussed the changes made to the Executive Committee Bylaws. He pointed out that once again changes were made to include Macon-Bibb but they were also changed to allow the Executive Committee to have the oversight of the workforce system as it sees fit and that the respective roles of the Executive Committee, the Middle Georgia workforce Development Board, the fiscal agent and the Middle Georgia Consortium are set forth in their four-party Partnership Agreement as required by WIOA. Further changes included that should either the chair or vice-chair offices become vacant for any reason the Executive Committee shall elect a successor for the remainder of the term, members who have a conflict of interest will still count towards a quorum even though they may not vote or participate in a given Executive Committee action and that the bylaws will stay in effect and the Executive Committee may act as long as is necessary to oversee and assure the delivery of effective workforce services. He pointed out that these changes were reflected in the WDB Bylaws and the Formal Agreement.

He pointed out that the Partnership Agreement has never existed before now and set forth the roles and responsibilities of the four parties. He noted that under number 5. B. of the agreement it sets the guidelines as to how disputes will be handled. It states that when a dispute arises any party may give the other three parties written notice explaining the problem and recommending a solution. It further states that a five-person workgroup will be established and will be comprised of a single representative chosen by each of the four parties plus a fifth member chose by the Workforce Development Board chair and the fifth person shall serve as the workgroup chair. The workgroup shall meet within two weeks of receipt of the written notice and shall attempt to resolve the problem by consensus. If a consensus cannot be reached the Chair shall call for a vote of the other four Workgroup members on a proposed solution. If the vote is tied, the Chair shall cast the deciding vote. All four parties shall respect and abide by the solution which is adopted by the Workgroup, either by consensus or by a vote.

In response to a question of if Mr. Stillings felt like the changes made had addressed the decisions made in previous discussions, Mr. Stillings responded that he did.

In response to a question proposed to Mayor Miller of if he felt that all his requests in previous discussions have been addressed, Mayor Miller responded that they had been addressed.

A motion was made by Mayor Lester Miller and seconded by Commissioner Bill Sharp to approve the revised corporate documents to include Macon-Bibb as presented in the Executive Committee. There were no opposing votes and the motion carried by voice vote.

2. *Approval of PY 2023 Office Budget & Transfer Authority – Same as given in the Executive Committee meeting.*

Excerpts from Executive Committee of the 10-County Workforce Development Meeting

Darrell Stillings provided copies of and discussed the proposed PY '23 Office Budget and Transfer Authority. He reported that the State as a whole received a 9% decrease in funding, however, our area received an 18% cut for PY 2023. He pointed out that in totaling all funds available with the merger of Macon-Bibb we anticipate an 18% decrease. It was also pointed out that since it's hard to determine which population of clients will need services between the adults and dislocated worker populations, a

request for the authority to transfer funding between the two funding streams was also included in the budget proposal. WIOA allows transferring up to 100% of funds between the two funding streams to give the flexibility needed to manage funds in a responsive manner to meet the needs of customers. The only concern noted was the admin funds which are a little low this year due to the cost of hiring a lawyer and personnel costs. However, he anticipates in the next couple of years it will balance off and be where they should be.

It was requested that the Board be kept informed when a transfer is done and Darrell noted that the Board will continue to be made aware of any and all transfers.

A motion was made by Mayor Lester Miller and seconded by Commissioner Bill Sharp to approve the PY 2023 Office Budget and Transfer Authority as presented in the Executive Committee meeting. There were no opposing votes and the motion carried by voice vote.

3. ***Independent Audit - Same as given in the Executive Committee meeting.***

Excerpts from Executive Committee of the 10-County Workforce Development Meeting

Bill Kennemore, of William L. Kennemore, CPA., LLC, provided copies of and discussed the independent audit report issued December 19, 2022 for year ending June 30, 2022. He reported that the Audit was filed with the Single Audit Clearinghouse on January 9, 2023 and the agency's tax return was filed January 27, 2023 which all were within the deadline and accepted by the Federal and State authorities with no problems. He assured them that all tax return requirements have been filed and that the agency is in compliance with all audit requirements. He explained that the purpose of the audit was to determine if the financial system, internal controls and management system are operating as intended and all were found to be operating as intended. Tests were also conducted to make sure the agency is in compliance with State and Federal rules and regulations that are attached to the federal grant awards received as well as the nonprofit laws and the tests conducted showed that the agency is in compliance and is in a strong financial position. He reported that there were no findings or recommendations.

In response to what ITA stands for, Darrell Stillings added that ITA stands for Individual Training Account and that every participant that is enrolled receives an ITA and that is how we pay for their training expenses such as tuition and supportive service payments.

In response to another question regarding where the reserved funds in the amount of \$30,902 that are reported as restricted funds for disallowed costs came from and has there been any disallowed cost. Darrell Stillings added that the funds were donated by the counties served and that there have not been any disallowed costs since he has been here. Bill Kennemore added that there have not been any disallowed costs for a very long time.

A motion was made by Mayor Lester Miller and seconded by Commissioner Bill Sharp to approve the Audit Report as presented in the Executive Committee meeting. There were no opposing votes and the motion carried by voice vote.

4. ***PY 2023 Per Diem Rate Increase – Same as given in the Executive Committee meeting.***

Excerpts from Executive Committee of the 10-County Workforce Development Meeting

Darrell Stillings provided copies of and discussed the PY 2023 Per Diem Rates for the Middle Georgia area. He explained that our per diem rate has not been changed in about ten years. The propose rate was \$54 per day.

A motion was made by Mayor Lester Miller and seconded by Commissioner Bill Sharp to approve the PY 2023 Per Diem rate of \$54 per day as presented in the Executive Committee meeting. There were no opposing votes and the motion carried by voice vote.

5. *Approval to Accept CVS Grant* – Darrell Stillings reported that we had an opportunity to apply for a CVS grant to serve rural area youth. We apply and was awarded \$10,000 and will purchase and distribute tablets and Wi-Fi devices to disadvantage youth in rural areas.

A motion was made by Commissioner Bill Sharp and seconded by Tim Andrews to approve acceptance of the CVS Grant in the amount of \$10,000 as requested. There were no opposing votes and the motion carried by voice vote.

6. **Expenditure Report – Same report as given in the Executive Committee meeting.**
Excerpts from Executive Committee of the 10-County Workforce Development Meeting
Darrell Stillings provided copies of and discussed the Expenditure Report dated May 31, 2023. He pointed out that all grants ending today, June 30, 2023 have been fully expended and no funds will be recaptured and sent back to the State. He further explained that PY 23 funds are being expended and the new grants should be received and populated on the report at the next meeting. The expenditure report showed a total of \$2,700,273.42 in expenditures and a balance of \$1,946,800.58 in funds available.
7. **Activity Reports - Same report as given in the Executive Committee meeting.**
Excerpts from Executive Committee of the 10-County Workforce Development Meeting
 - *PY 2022 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated June 7, 2023. She reported on all funding stream enrollments, which resulted in a total of 370 participants being served and 273 are carryovers. There have been 118 new enrollments since July 1, 2022. Darrell Stillings added that the populations coming from Macon-Bibb will be in the report at the next meeting.
 - *PY 2022 3rd Quarter Performance Report* – Terrell Mitchell provided copies of and discussed PY 2022 3rd Quarter Performance Report dated June 7, 2023. She reported that all measures are being met except the Measurable Skills Gain for all funding streams but we have until June 30, 2023 to meet those measures. She reported there has been little change since last report however, there is still one more quarter to meet these measures.

Matters from the Floor

There were none.

ADJOURNMENT

There was no further business and a motion was made by Mayor Lester Miller and seconded by Commissioner Emily Davis to adjourn the meeting at 10:56AM. There were no opposing votes and the motion carried by voice vote.

**Executive Committee of the 10 County
Middle Georgia Workforce Investment Area/Board of Directors
PY '23 Schedule
July 1, 2023 - June 30, 2024**

<u>Date</u>	<u>Time</u>	<u>Place</u>
August 29, 2023	10AM	MGCI
October 31, 2023	10AM	MGCI
December 19, 2023	10AM	MGCI
February 27, 2024	10AM	MGCI
April 30, 2024	10AM	MGCI
June 25, 2024	10AM	MGCI