

**EXECUTIVE COMMITTEE OF THE 10-COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
JUNE 30, 2023**

**MINUTES**

A meeting of the Executive Committee of the 10-County Middle Georgia Workforce Development Area 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:

<b>Meeting Attendance Record</b>			
<b>Name</b>	<b>County/City</b>	<b>Present</b>	<b>Absent</b>
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 John Reid	Eatonton		X
Mayor Mary Parham-Copelan	Milledgeville		X

**Guest in Attendance**

Mayor Lester Miller, City of Macon-Bibb

Chairman Chris Weidner chaired and called the meeting to order at 10:02AM. A quorum was not present.

A motion was made by Commissioner Dan Perdue and seconded by Commissioner Bill Sharp to enter into a Special Committee to take action on items needing approval prior to the next regularly scheduled meeting as allowed by the Bylaws. There were no opposing votes and the motion carried by voice vote.

***Excerpts from the Executive Committee of the 10-County Middle Georgia Workforce Development Area Bylaws:***

***Section 4. Quorum... However, if no quorum exists, those actually present may constitute a Special Committee and are authorized to vote and act on matters which are on the meeting agenda and which are set out in the meeting notice. The Special Committee is only allowed to vote and act if any action or decision is required before the date of the next scheduled regular meeting. Actions or decision acted on by the Special Committee must be listed on the agenda of the next Executive Committee meeting and ratified at that meeting.***

**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 Executive Committee of the 10-County Middle Georgia Workforce Development Area 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 Commissioner Dan Perdue to approve the minutes of the February 28, 2023, of the Executive Committee of the 10-County Middle Georgia Workforce Development Area as written. There were no opposing votes and the motion carried by voice vote.

### **OLD BUSINESS**

There was none.

### **NEW BUSINESS**

1. *Independent Audit* - 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 Commissioner Bill Sharp and seconded by Commissioner Dan Perdue to approve the Audit Report as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of Revised WIOA Governance Documents to Include Macon-Bibb*
  - *LEO Bylaws, WDB Bylaws, Formal Agreement & Partner Agreement* – Darrell Stillings provided copies of the revised Workforce Innovation and Opportunity Act (WIOA) Governance 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 Emily Davis to approve the revised WIOA Governance Documents to include Macon-Bibb as presented. There were no opposing votes and the motion carried by voice vote.

- 3. Approval of Selection of the Comprehensive One-Stop Center* – Darrell Stillings reported that as it stands there are two comprehensive one-stop centers – one in Macon-Bibb and one in Houston County. The One-Stop Committee met and after a very lengthy discussion voted to keep the Houston County as the comprehensive one-stop center once the merger with Macon-Bibb takes effect tomorrow, July 1, 2023. The Workforce Development Board also met and voted to designate Houston County as the comprehensive one-stop center for next year when the merger with Macon-Bibb takes effect July 1. After this next year when it's time to re-designating again it can change.

In response to a concern of the impression given in prior discussions was that there would be a one-stop in both Macon and Warner Robins, Darrell Stillings clarified that there will still be a One-Stop in each area but by law there can only be one comprehensive site in an area and the other sites will be affiliate sites.

In response to a question of, in his opinion, if from a customer service standpoint can people be adequately served in any of the affiliate one-stop sites, Darrell Stillings added that in his opinion they will be adequately served in any of them because the same amount of service availability is offered in each one of them. Services do not deteriorate just because they're labeled an affiliate site.

A motion was made by Commissioner Emily Davis and seconded by Commissioner Dale Jump to approve designating the Houston County Career Center as the Comprehensive One-Stop Center and the Macon Career Center as an affiliate site. There were no opposing votes and the motion carried by voice vote.

4. *Approval of HDCI/Sector Partnership Grant Award (\$122,015)* - Darrell Stillings provided copies of the HDCI Grant Award letter received from the State in the amount of \$122,015. The grant award will allow for the renewal of the Jobs EQ contract as well as purchasing Econoview, which identifies companies that are struggling within a local workforce area. MGEA will use the program mostly but staff will also use it. Plans are in motion for training to be conducted.

A motion was made by Commissioner Dan Perdue and seconded by Commissioner Dale Jump to approve the HDCI/Sector Partnership Grant Award in the amount of \$122,015 as presented. There were no opposing votes and the motion carried by voice vote.

5. *Approval of Revised Local Policies* – Darrell Stillings provided copies of and discussed the revised local policies as follows:

- **Adult & Dislocated Worker Participant Eligibility (Active Services)** – Active Duty includes full-time Federal service in the National Guard or a Reserve Component. This definition does not include full-time duty performed strictly for training purposes nor does it include full active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities. If National Guard members are only active for training purposes or mobilized by the State then they are not privileged to priority of services under WIOA.
- **Adult & Dislocated Worker Participant Eligibility (Low Income Individuals)** – The State has adopted the low-income policy that allows for an individual that is receiving Medicare, PeachCare for Kids, Low Income Home Assistant, State General Assistance Program, WIC, p-Snap, Housing Choice Voucher Program (Section 8); Childcare & Parents Services (CAP), Refugee Cash Assistance to have satisfied the low-income requirement for WIOA adult services.
- **Supportive Employment (Supportive Services for Co-Enrolled Individuals)** – Allows local areas to pay supportive services for eligible individuals that are engaged in career or training services funded by another WIOA one-stop partner.
- **Registered Apprenticeship Program (Proposed Policy Update)** – All Registered Apprenticeship Programs (RAPs) operating in Georgia and registered through the USDOL Office of Apprenticeship are automatically eligible to be on the State Eligible Training Provider List (ETPL) with the stipulations such as that they must be labeled as an in-demand occupation and be associated with full-time permanent employment beginning at the start of the RAP.
- **National Dislocated Worker Grant** – Creates section 5.3 National Dislocated Worker Grants to standardize how local areas can apply that grant in local areas.
- **Youth Participant Eligibility (Low-Income Individuals)**
- **Youth Participant Eligibility (Out-of-School Youth)** – Defines an “out-of-school youth” as a youth who is basic skills deficient with a secondary school diploma or its recognized equivalent, who is also low-income individual.
- **Revised Local Supportive Services Policy (Increase Transportation and Childcare to \$15 per day)** – Increases support payments for transportation and childcare to \$15 per day for all eligible participants no matter how far they travel.

A motion was made by Commissioner Dale Jump and seconded by Commissioner Emily Davis to approval all changes to meet state requirements. There were no opposing votes and the motion carried by voice vote.

6. *Approval of PY 2023 Contract Budgets & Work Statements*

- **CGTC – Career & Case Management Services (Adult, DLW & Youth)** – Darrell Stillings provided copies of the CGTC Case Management Services budget and work statement for PY 2023, which extends the contract for another year. The total contract budget is set at \$1,152,767. He noted that the amount of youth funds increased this year to cover the youth that was being served by the Paxen contract for Macon-Bibb which ends today, June 30. The proposed work statement

set the total number of participants to be served at 250 participants with 25% being Adults, 25% being Dislocated Workers and 50% being Youth.

- **One-Stop Operator** – Darrell Stillings provided copies of the budget and work statement for In-The-Door, LLC to serve as the One-Stop Operator for PY 2023. This contract also increased to cover the one-stop location in Macon-Bibb. The total budget is set at \$305,498.
- **Fiscal Agent Agreement** – Costs increased due to an increase in funds received for Macon. The contract amount is not to exceed \$160,000.

A motion was made by Commissioner Dan Perdue and seconded by Commissioner Dale Jump to approval all contract budgets and work statements for PY 2023 as presented. There were no opposing votes and the motion carried by voice vote.

7. *PY 2021 Monitoring Final Notice* – Darrell Stillings provided copies of and discussed the PY 2021 Final Monitoring Noticed received from the State. He pointed out as previously reported there was only one finding this year and it was due to follow-up not be completed in a timely manner and the issue has been addressed. The notice received showed that the corrective action response that was submitted to the State satisfied all requirements and was accepted.

8. *PY 2022 Subrecipient Monitoring (Programmatic & Financial)* – Darrell Stillings provided copies of and discussed the Subrecipient Programmatic & Financial Monitoring reports. He explained that while it looks like a lot of programmatic findings it is simply that the transition from paper case files to electronic case files has not been a smooth transition and what happens is documents that are physically located in the file have not been uploaded in to the Georgia VOS system correctly like the State requires. Through training and education, we continue to work with CGTC's staff.

9. *PY 2023 Per Diem Rate Increase* – 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 Commissioner Dale Jump and seconded by Dan Perdue to approve the PY 2023 Per Diem rate of \$54 per day as presented. There were no opposing votes and the motion carried by voice vote.

10. *Approval of PY 2023 Office Budget & Transfer Authority* – 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 Commissioner Dan Perdue and seconded by Commissioner Dale Jump to approve the PY 2023 Office Budget and Transfer Authority as presented. There were no opposing votes and the motion carried by voice vote.

11. **WDB Membership, Youth Committee Membership & WDB Composition** – Darrell Stillings provided copies of nominations as follows:

- Leslie Mitchell, CDC for Georgia Vocational Rehabilitation (WDB) – Required partner

- Eddie Cummins, Coca Cola-Macon (WDB) – Macon Rep
- Crystal Buzza, Irving Tissue (WDB) – Macon Rep
- Myrtle Habersham, Habersham Consulting Services (WDB) – Macon Rep
- Cynthia Busbee, Atrium Health (WDB) – Macon Rep
- Africa Porter, Warner Robins Housing Authority (Youth Committee)
- Approval to Revise WDB Composition to Include TAA in the Other Category – Needed to continue to allow DOL partners to continue to be effective members of the Board since Wagner Peyser is no longer under GDOL.

A motion was made by Mayor Lester Miller and seconded by Commissioner Emily Davis to approve the nominations to the Workforce Development Board and Youth Committee as well as approval to revise the WDB composition to include TAA in the Other Category. There were no opposing votes and the motion carried by voice vote.

12. **Expenditure Report** – 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.

### 13. Activity Reports

- *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 3<sup>rd</sup> Quarter Performance Report* – Terrell Mitchell provided copies of and discussed PY 2022 3<sup>rd</sup> 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

Chris Weidner reported that week before last Darrell Stillings was invited to Jones County to speak about workforce development and he clarified that he does not have a budget to advertise workforce development so they used the local newspaper. He reported that Jones County News did an article on workforce development and what it does for the Jones County community. He urged other members to get a group together and have Mr. Stillings to do a presentation because it was very informative and he did a great job.

In response to a question of how we obtained the services of the attorney from Oregon, Darrell Stilling added that Mr. Chamberlin has been around for a very long time and he attends SETA and speaks as an expert on the subject matter of WIOA law.

In response to a question of if there was someone closer to Georgia, Darrell Stillings added that the attorney we had in Georgia had left Georgia by the time the State had approved the merger, however, Mr. Chamberlin was only hired to update the documents and is not on a retainer.

### Matters from the Executive Director

1. *WDB Attendance Report for June 20, 2023* – Darrell Stillings provided copies of and discussed the attendance report for the last Workforce Development Board meeting held on June 20, 2023. He pointed out Daniel Hargrove with Legacy Link has resigned and he is waiting on a nomination for her replacement from them. He added that Barcado Styles, with Fort Valley State University has missed three consecutive meetings and has to be removed.

A motion was made by Mayor Lester Miller and seconded by Commissioner Emily Davis to remove Barcardo Styles, with Fort Valley State University as required by the State. There were no opposing votes and the motion carried by voice vote.

2. *Proposed PY 23 Meeting Schedule* –The next meeting is scheduled for August 29, 2023, at 10AM, and Commissioner Emily Davis volunteered to host the meeting in Baldwin County.

### **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Emily Davis and seconded by Commissioner Dale Jump to adjourn. There were no opposing votes and the motion carried by voice vote.