

**EXECUTIVE COMMITTEE OF THE 10-COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
August 29, 2023**

**MINUTES**

A meeting of the Executive Committee of the 11-County Middle Georgia Workforce Development Area was held at 10:00AM, on August 29, 2023, at the Baldwin County Board of Commissioner's office, located at 1601 N. Columbia Street, in Milledgeville, 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	
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		
Commissioner Anderson Ford	Wilkinson	X	
Mayor Lester Miller/Dr. Henry Ficklin	Macon-Bibb	/X	

**Guest in Attendance**

Steve Williams, WDB Chair

Chairman Chris Weidner chaired and called the meeting to order at 10:05AM. A quorum was present.

**AGENDA**

A motion was made by Commissioner Martin Moseley and seconded by Commissioner Billy Sharp to approve the August 29 2023; agenda as written. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

- 1. Approval of the June 30, 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 Tim Andrews and seconded by Commissioner Dr. Henry Ficklin to approve the minutes of the June 30, 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**

1. Ratify Action Taken at June 30, 2023 Meeting-
  - Approval of February 28, 2023 Minutes
  - Independent Audit Report
  - Approval of Revised WIOA Governance Documents to Include Macon-Bibb
    - LEO Bylaws, WDB Bylaws, Formal Agreement & Partner Agreement
  - Approval of Selection of the Comprehensive One-Stop Center
  - Approval of HDCI/Sector Partnership Grant Award
  - Approval of Local Revised Policies
    - A&DW Partnership Eligibility – Active Service DW
    - A&DW Partnership Eligibility – Low Income Individuals
    - Support Employment – Supportive Services for Co-Enrolled Individuals
    - Registered Apprenticeship Program – Propose Policy Update
    - National Dislocated Worker Grant Policy
    - Youth Participant Eligibility – Low Income Individuals
    - Youth Participant Eligibility – Out of School Youth
    - Revised Local Supportive Service Policy – Increase to \$15 per day
  - Approval of PY 2023 Contract Budgets & Work Statements
    - CGTC, Career & Case Management Services (Adult, DLW & Youth)
    - In-the-Door, LLC – One Stop Operator
    - Fiscal Agent Agreement
  - PY 2024 Per Diem Rate Increase
  - Approval of PY 2023 Office Budget & Transfer Authority
  - WDB Membership, Youth Committee Members & WDB Composition
    - Leslie Mitchell, CRD for Georgia Vocational Rehabilitation (WDB)
    - Eddie Cummins, Coca Cola, Macon (WDB)
    - Crystal Buzza, Irving Tissue (WDB)
    - Myrtle Habersham, Habersham Consulting Services
    - Cynthia Busbee, Atrium Health (WDB)
    - Africa Porter, Warner Robins Housing Authority (Youth Committee)
    - Approval of Revised WDB Composition – Other Category TAA

No questions were raised.

A motion was made by Commissioner Martin Moseley and seconded by Tim Andrews to ratify all action taken at the June 30, 2023, meeting. There were no opposing votes and the motion carried by voice vote.

## **NEW BUSINESS**

1. *Approval of Additional Youth Personnel on CGTC Case Management Contract* – Darrell Stillings provided copies of a revised CGTC Personnel Budget to add funding for additional personnel to cover Macon-Bibb and to serve the youth population. He explained that Macon-Bibb had a youth contract with Paxen and it was decided at a previous meeting for Macon-Bibb not renew the Paxen contract and for the current CGTC Case Management contract to be revised to cover the youth participants. The Paxen contract ended June 30, 2023.

A motion was made by Commissioner Emily Davis and seconded by Dr. Henry Ficklin to approve the revised CGTC Personnel Budget as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of Revised Youth Policies*
  - **3.2.3 Dependent/Independent Child**
  - **3.2.6 Youth Basic Skills Deficient**

Darrell Stillings provided copies of the State's Revised Policies at section 3.2.3 and 3.2.6 and discussed the changes. He explained that section 3.2.3 was revised to clarify the definition of a dependent child and an independent child. He also explained that section 3.2.6 was revised to eliminate the mandated use of the TABE assessment as the only assessment tool allowed to be used by local areas. He noted that the TABE test will still be used but the revision allows for the use of other assessment tools such as Wonderlic, which expedites the assessment process and offers both an electronic and paper version of the test. It will be loaded at the One-Stop Centers as another tool that can be used.

A motion was made by Commissioner Jenna Mashburn and seconded by Tim Andrews to approve the use of the State's policy change at section 3.2.3. There were no opposing votes and the motion carried by voice vote.

A motion was made by Tim Andrews and seconded by Commissioner Jenna Mashburn to approve the use of the State's policy change at section 3.2.6. There were no opposing votes and the motion carried by voice vote.

3. *Approval of Revised Adult Basic Skills Deficient* – Darrell Stillings provided copies of the State's Revised Adult Basic Skills Deficient policy. He explained that it was revised the same as the youth section 3.2.6 to remove the mandatory requirement to use the TABE test as the assessment test to determine basic skills deficiency.

A motion was made by Commissioner Martin Moseley and seconded by Commissioner Jenna Mashburn to approve the revised Adult Basic Skills Deficient policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *Notice of State's Revised Grant Allocation Policy* – Darrell Stillings provided copies and discussed the State's revised Grant Allocation Policy. He reported that our area received an 18% decrease in this year's formula funding for all grants. He explained that he approached the State and protested the 18% cut because the State's minimum allocation rule at the time was that a local area must not receive an allocation "amount" for a fiscal year that is less than 90% of the average percentage of the two preceding fiscal year. The State's response was that the federal rule is actually that a local area should not receive an allocation "percentage" amount that is less than 90% of the average percentage of the two preceding fiscal year, which prompted the revision in their grant allocation to read "percentage" instead of "amount." Darrell is still researching and working with the State and will let the Board know what is determined.

5. *Approval of One-Stop MOU and Proposed Infrastructure Rates* – Darrell Stillings provided copies of the Memorandum of Understanding (MOU) and the proposed Infrastructure Rates. He explained the MOU was revised to include Macon-Bibb County and the proposed infrastructure rates for the shared costs of the One-Stop Centers. The infrastructure rates slightly increased based on the usage of the actual infrastructure costs for FY 2023 at each One-Stop Centers.

A motion was made by Commissioner Jenna Mashburn and seconded by Tim Andrews to approve the Memorandum of Understanding and the proposed infrastructure rates as presented. There were no opposing votes and the motion carried by voice vote.

6. *Expenditure Report* – Kerry Scarboro provided copies of and discussed the Expenditure Report dated July 31, 2023. She pointed out that there is \$184,776.84 left in the HDCI and Rapid Response Grants and there shouldn't be any problems expending either grant by the December 31, 2023 expiration date. The report showed a total of \$2,167,940.59 in funds available for all grants.

## 7. Activity Reports

- *PY 2023 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated August 14, 2023. She reported on all funding stream enrollments, which resulted in a total of 331 participants being served and 322 are carryovers from PY22 which ended June 30, 2023. There have been 9 new enrollments since July 1, 2023. She also reported that the totaled served for PY 22 was 410.
- *PY 2022 Performance Report* – Terrell Mitchell provided copies of and discussed the PY 2022 Unofficial Fourth Quarter Report dated August 14, 2023. She reported that all measures were met for PY 2022 except for the Dislocated Worker Entered Employment Rate which resulted in 79.35% which was just under the negotiated rate of 82%.

### **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 August 22, 2023. He pointed out that no members have missed three consecutive meetings and required no action. He reported that he is working with Fort Valley State University to get them back on the Eligible Training Provided List (ETPL) and that Barcardo Styles has requested to back on the Workforce Development Board and hopes to present his nomination at the next meeting.
2. *Proposed PY 23 Meeting Schedule* –The next meeting is scheduled for October 31, 2023, at 10AM, and Chairman Chris Weidner volunteered to host the meeting in Jones County at the Government Center. Commissioner Billy Sharp volunteered to host the December meeting in Putnam County if arrangements can be made. He will let everyone know as soon as possible.

### **MATTERS FROM THE FLOOR**

There were none.

### **ADJOURNMENT**

There was no further business and a motion was made by Dr. Henry Ficklin and seconded by Commissioner Emily Davis to adjourn at 10:38PM. There were no opposing votes and the motion carried by voice vote.