

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
DECEMBER 12, 2023**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on December 12, 2023, at noon, at Flint Energies, located at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Dan Brandon	Joseph Howard
Cyndey Busbee	Keith King
Crystal Buzza	Patrick Manuel
Eddie Cummings	Leslie Mitchell
Halley Duncan	Stacey Mixson
Tyrone Evans	Brian Utley
Jay Flesher	Carolyn Watson
Angie Gheesling	Steve Williams
Tishua Green	Wade Yoder
Myrtle Habersham	

The following guests were in attendance:

Demme McManus, Oconee Fall Line Technical College
Douglas Rohme, In-the-Door, One-Stop Operator
Angel Horton, In-the-Door, One-Stop Operator
Joel Sizemore, J&J Heating & Air
Tracy Bulharowski, Department of Human Services, Child Support Recovery
Derrick Gilbert, In-the-Door, One-Stop Operator

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:10 PM. He welcomed everyone and thanked them for participating. He introduced new guest. There was a quorum present.

MINUTES

1. Approve of the Minutes of the August 22, 2023, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Dan Brandon and seconded by Tishua Green to approve the minutes of the August 22, 2023; 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. 160 Driving Academy ETPL Presentation – Courtlynn Brown, Business Development Specialist, was unable to attend.

2. WDB Committee Reports

- *One-Stop and Disability Committee* – **There was no report given.**

- *Youth Committee* –

- **Approval to Co-Enroll with Job Corps Work Experience** –Darrell Stillings reported that he attended a meeting in Albany, Georgia with Job Corps. He has also had discussions with Dan Brandon, Job Corps local representative. Darrell reported that through these meeting and discussions he has learned that participants in Job Corps are doing unpaid work experience and work based learning. WIOA allows payments to participants enrolled in Job Corps through co-enrollments. He is still working with Job Corps to work out all the details but he reported that in talks with the State they are highly encouraging us to do it.

A motion was made by Angie Gheesling and seconded by Keith King to approve the Co-Enrollment with Job Corps Work Experience as requested. There were no opposing votes and the motion carried by voice vote.

- **Approval of Revised Policies** –

- 3.2.2 Social Security Number Procedures – Darrell Stillings explained that from time to time we will have participants that do not have a social security number. However, in order to participate in WIOA they have to have a social security number. What the change is saying is that we can't deny services to them just because they don't have a social security number. If enrolled, we will make every effort to get them to get a social security card.
- 3.4.6 Follow-up Services and Activities – Darrell Stillings explained that this is saying WIOA funds cannot be spent on anything for a participant that is in follow-up with one exception and that is incentive payments.

A motion was made by Patrick Manuel and seconded by Wade Yoder to approve both revised policies as presented. There were no opposing votes and motion carried by voice vote.

3. Approval of Revised Local Eligibility Policy - Darrell Stillings provided copies of and discussed the revised local Eligibility Policy. He explained that with the new website individuals can apply for services electronically. He explained that the during the old paper application it was required that a detailed written objection assessment be completed. However with the electronic application this data is collected which eliminates the need for the written version and the policy have been revised to remove the requirement of the detailed written objective assessment with the Boards approval. Chairman Williams added that it basically is eliminating the duplication of information during the application process.

A motion was made by Eddie Cummins and seconded by Brian Utley to approve the revised Eligibility Policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval to Revise CGTC Personnel Budget to Add Additional Youth Staff* – Darrell Stillings provided copies and discussed the modification to the Region 6 Career and Case Management Contract budget. He explained, the merger with Macon-Bibb WorkSource Area, we received their allotment of funds. He reminded the members that Macon-Bibb had two contracts that were not renewed – one with Paxen and another with Macon-Bibb School System. He reported, during talks with Central Georgia Technical College, they requested that personnel cost be increased to include a staff member to service the youth in the WEX component due to adding the youth participants carried over from the Macon-Bibb program. Also, with the addition of the Macon-Bibb youth participants, the budget for the participant costs also needs to be increased. With both, the additional personnel and additional participant costs, the request was to increase the budget by a total amount of \$386,382 in youth funds.

A motion was made by Crystal Buzza and seconded by Tishua Green to approve adding an additional staff member to service youth in the WEX component and adding additional funds to the participant costs budget for a total budget increase of \$386,382. There were no opposing votes and the motion carried by voice vote.

5. **HDCI Report** – Paul Allen, the HDCI Project Manager, provided copies of and discussed the HDCI Activity Report for December 2023. The report showed efforts in developing a new website, Business Services, Middle Georgia Economic Alliance, Job Fairs, Conferences, Training and Reporting on grants to the State as well as reports to the Board. He reported that he has been working in areas where barriers can be removed for clients being served. One area highlighted was the ACT Work Keys Initiative to make Middle Georgia a WorkReady Community. He added that this was a collaboration with Middle Georgia Economic Alliance and that we have been getting acknowledgement from the state level for our collaborative efforts in Middle Georgia.
6. **PY 2022 State Monitoring Reports (Macon-Bibb & Middle Georgia)** - Darrell Stillings provided copies and discussed the PY 22 State Monitoring Reports. He reported, since Middle Georgia and Macon-Bibb WorkSource Areas merged in July 2023, it was decided that both areas would have their PY 22 State Monitoring simultaneously. The State monitored both areas in September 2023 and neither area had any findings or disallowed costs. Darrell further reported that our area did carry over students that were enrolled by Macon-Bibb and for the next few years could potentially have a negative impact on our area's performance and possibly disallowed costs. However, their enrollment process has been in compliance over the years and that should be a good indicator that their practice is sound and there should not be any negative effects on our funding or performance. Chairman Williams commended both staffs for a great job.

A motion was made by Tyrone Evans and seconded by Brian Utley to approve the PY 2022 State Monitoring Reports as presented. There were no opposing votes and the motion carried by voice vote.

7. **New Website** - Darrell Stillings conducted a presentation on the new website www.middlegaworks.com. He reported, there has been a huge increase in the number of visitors accessing the new website compared to the old website (www.mgwib.com). He also pointed out that the high demand videos that the Board invested in is also available on the new website. He

added that individuals who wish to continue to download and complete the application for services manually can continue to do so. He thanked the Board for their support in developing the new website.

8. **Expenditure Report** – Kerry Scarboro provided copies of and discussed the Expenditure Report dated October 31, 2023. She pointed out that grants marked with an “X” along the right side of the report are grants received for Macon-Bibb, which totals \$1,109,938.00. She reported, the total funds available is \$4,001,501.79. Chairman Williams asked, if she saw any difficulties in spending any of the grants? She commented, ~~that~~ based on 5-years of experience she doesn’t see any issues.

9. Activity Reports

- a. *PY 2022 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated November 29, 2023. She reported, at the time the report was ran there were 80 Adults, 3 Dislocated Workers, 3 Incumbent Workers Training, 103 Quest and 85 Youth for a total of 274 participants enrolled this year. She also provided copies of an Enrollees by County Report which reflects the county that participants resided at time of their eligibility.
- b. *PY 2022 3rd Quarter Performance Report* – Terrell Mitchell provided copies of and discussed PY 2022 4th Quarter Performance Report dated November 29, 2023. She reported that the report hasn’t changed since the last report and that all measures are being met.

Chairman Williams asked, what type of activities are happening in Macon-Bibb to attract them to our services now that the merger is final? Darrell Stillings added, we have the Career Center in Macon-Bibb and we are continuing to use in-place strategies before the merger to reach people through those resources. We have also increased our foot print with additional staff at CGTC in Macon. CGTC also have a number of programs for youth outreach to get more of these participants in our program. We currently have an Incumbent Worker Training contract with a company in Macon and we are working with another company in Macon to enter into an On-the-Job Training Contract.

10. **One-Stop Operator Report** – Angel Horton, One-Stop Operator, provided copies of the 4th Quarter Report. Robert Gordon, with In-the-Door introduced Derrick Gilbert as the new one-stop operator in Milledgeville Career Center. Angel Horton gave a brief update on activities in each one-stop center and reported there has been a huge increase in activities at all the Career Centers. Angie Gheesling, with the Development Authority of Houston County, asked if there is a way to track job fairs on the new website. Darrell Stillings added that there is an event calendar that can be used for this purpose. Myrtle Habersham, of M.S. Habersham Consulting Services, requested that staff work closely with local Chambers who often hold job fairs and other events. Angie Gheesling added that we are currently working very closely with chambers. She also added that employers and high schools are being asked to use the ACT Test which costs upwards of \$69 for individuals and \$2,000 for employers and they working on getting funds to cover the cost.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. **PY 2023 Meeting Schedule** –Darrell Stillings pointed out that the next meeting is scheduled for February 20, 2024, at Central Georgia Technical College, Macon Campus.

Darrell Stillings announced that the SETA Spring Conference is scheduled for March in Cherokee, NC.

ADJOURNMENT

Chairman Williams thanked everyone for participating. There was no further business and the meeting was adjourned at 12:43 PM.