

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
JUNE 20, 2023**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on June 20, 2023, at noon, at Flint Energies, at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Ivan Allen	Keith King
Willie Billingslea	Leslie Mitchell
Dan Brandon	Stacey Mixson
Halley Duncan	Jeff Scruggs
Tyrone Evans	Aundrea Simmons
Tishua Green	Brian Utley
Danielle Hargrove	Carolyn Watson
Richard Hinson	Steve Williams
Clifford Holmes	Wade Yoder
Joseph Howard	

The following guests were in attendance:

Ethel Wynn, Milledgeville Career Center
Paul Allen, In-the-Door, One-Stop Operator
Kenyonna McClain, In-the-Door, One-Stop Operator
Douglas Rohme, In-the-Door, One-Stop Operator
Reginald Taylor, In-the-Door, One-Stop Operator
Joel Sizemore, J&J Heating & Air
Tracy Bulharowski, Department of Human Services, Child Support Recovery
Crystal Buzza, Irvin Tissue – Macon
Eddie Cummins, Coca Cola – Macon
Shaudriyel Ben, Vision Personal Care Home

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:11PM. 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 April 18, 2023, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Willie Billingslea and seconded by Dan Brandon to approve the minutes of the April 18, 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. **CNA Training Presentation** – Ms Shaundriyel Ben, of Vision Personal Care Home conducted a presentation on their CNA Training. She hoping to get the course placed on the State’s Eligible Training Provided List.

2. **WDB Committee Reports**

- *One-Stop and Disability Committee*

- **Approval of Selection of Comprehensive One-Stop Center**– Aundrea Simmons reported that the Committee met and was tasked with evaluating the comprehensive one-stop sites for both Middle Georgia and Macon-Bibb to determined which site would best serve as the comprehensive one-stop site for the newly merged area. She announced that after a lengthy discussion among the committee members and having the one-stop operators participate in the discussion, the One-Stop & Disability Committee voted to approve recommending the Houston County Career Center to serve as the comprehensive one-stop center. Darrell Stillings added that no services or funding will change at either location and that the selection had to be made because WIOA only allows for one comprehensive site within a workforce area.

A motion was made by Willie Billingslea and seconded by Carolyn Watson to approve Houston County Career Center as the Comprehensive One-Stop Center for the newly merged area. There were no opposing votes and the motion carried by voice vote.

- *Youth Committee* –

- **Approval Youth Program Elements 10/Comprehensive Guidance and Counseling** – Copies of the updated Mental Health Assessment form was provided with the changes the State made, which included changing the question to read Substance Use or Abuse and an added option for participants to opt out of completing the form.

In response to the question of if the participant would be penalized if they opted out, Darrell Stilling added that they would not be penalized for opting out.

A motion was made by Aundrea Simmons and seconded by Keith King to approve the use of the State’s revised mental health assessment form. There were no opposing votes and the motion carried by voice vote.

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

4. *Approval of PY 023 Contract Budget & 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. The total contract budget is set at \$1,152,767. 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. The total budget is set at \$305,498.

A motion was made by Willie Billingslea and seconded by Dan Brandon to approve both the CGTC and the In-the-Door, LLC One-Stop Operator budget and work statement for PY 2023. There were no opposing votes and the motion carried by voice vote.

5. **Approval of Revised Local Supportive Services Policy** – Darrell Stillings provided copies of daily allowance worksheet out of the Supportive Service Policy showing an increase in the allowance for transportation and childcare to \$15 per day for all eligible participants.

A motion was made by Wade Yoder and seconded by Tyrone Evans to approve increasing the daily allowance for transportation and childcare to \$15 per day for all participants. There were no opposing votes and the motion carried by voice vote.

6. **Approval of PY 2023 Office Budget & Transfer Authority** – Kerry Scarboro provided copies of and discussed the proposed PY '23 Office Budget and Transfer Authority. Darrell Stillings reported that the State as a whole received a 9% decrease in funding, however, our area received an 18% cut for PY 2023. Kerry 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. There is no change in Personnel Costs

A motion was made by Richard Hinson and seconded by Tyrone Evans to approve the PY 2023 Office Budget and Transfer Authority as presented. There were no opposing votes and the motion carried by voice vote.

7. **Expenditure Report** – Kerry Scarboro provided copies of and discussed the Expenditure Report dated April 30, 2023. The report showed a total of \$2,459,542.68 in expenditures and a balance of \$2,614,450.68 in total funds available.

8. **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.

- *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.

9. **One-Stop Operator Report** – Paul Allen, Middle Georgia One-Stop Operator, provided reports for April 2023 and May 2023 activities for both Baldwin and Houston County Career Centers and the Warner Robins Housing Authority. He reported that all is well with the one stops and that all partners have been active. He spoke on the success of many activities as well as success with the job fairs. He reported that 193 seniors have been served through the Digital Literacy efforts. He introduced Doug Rohme and Reginald Taylor, the new One-Stop Operator at Macon/Houston Career Center and Warner Robins Housing Authority.

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 August 22, 2023, at Flint Energies. He proposed that a location be determined to meet in Macon and Dr. Allen offered to host at the CGTC – Macon Campus.

A motion was made by Tyrone Evans and seconded by Aundrea Simmons to meeting at CGTC’s Macon Campus as the new north meeting location. There were no opposing votes and the motion carried.

ADJOURNMENT

Chairman Williams thanked everyone for participating. There was no further business and the meeting was adjourned.