

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
DECEMBER 10, 2024**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on December 10, 2024, at noon, at Flint Energies, located at 98 Carl Vinson Parkway, in Warner Robins, Georgia. The following members were present:

Willie Billingslea	Leslie Mitchell - Virtual
Cyndey Busbee	Aundrea Simmons - Virtual
Crystal Buzza	Lee Tompkins
Halley Duncan	Carolyn Watson
Tyrone Evans	Steve Williams
Jay Flesher	Wade Yoder
Angie Gheesling	
Tishua Green	
Richard Hinson	
Clifford Holmes	
Joseph Howard - Virtual	
Keith King	

The following guests were in attendance:

Tracy Bulharowski, DHS  
Demme McManus, OFTC  
Douglas Rohme, In-the-Door, One-Stop Operator  
Candise McDonald, In-the-Door, One-Stop Operator  
Christian Washington, In-the-Door, One-Stop Operator  
Monique Moore, In-the-Door, One-Stop Operator  
Brenda Brown, CGTC  
Ethel Wynn, Milledgeville DOL

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired the meeting and called the meeting to order at 12:04 PM. He welcomed everyone and thanked them for participating. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the October 22, 2024, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Willie Billingslea and seconded by Richard Hinson to approve the minutes of the October 22, 2024; 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. WDB Committee Reports –

- One-Stop and Disability Committee – Aundrea Simmons, Chairwoman, announced that the One-Stop and Disability Committee met on November 19, 2024, and she thanked the Committee for their times. She turned the floor over to Darrell Stillings to explain the action taken,
  - Update Performance Indicators and Logistical Model - Darrell Stillings explained that the One-Stop and Disability Committee met and approved the Performance Indicators and Logistical Model for In-the-Door – One-Stop Operator Contract. He explained that the performance indicators and logistical model were updated as follows:
    - i. New Business Using Center – Previously four per quarter and changed to three per quarter.
    - ii. Staff Disability Training – Previously once every quarter and changed to once annually.
    - iii. Language for Job Fair events changed to include Job Fairs and Recruiting Events. The number of events per year remained at 12.
    - iv. Currently hosting partner meetings monthly. It was changed to hosting partner meetings quarterly for a total of four per year.
    - v. Attend Chamber meeting language was changed to attend six open chamber events per year.
    - vi. Changed setup kiosk language to QR Code language.
  - Individuals with Barriers to Employment Checklist – He reported that One-Stop and Disability Committee approved the revised Individuals with Barriers to Employment Checklist. He pointed out that it was revised to include “An Adult who lacks a high school diploma or equivalency and are not enrolled in any secondary education” under the Basic Skills Deficiency/Low Levels of Literacy checklist.

A motion was made by Clifford Holmes and seconded by Richard Hinson to approve both the updated Performance Indicators and Logistical Model for In-the-Door One-Stop Operator contract and the Individuals with Barriers to Employment Checklist as presented. There were no opposing votes and the motion carried by voice vote.

- Youth Committee
  - Approval of Pre-Award Reviews for Work-Based Learning Programs – Darrell Stillings provided copies of WIG PS 24-001 and explained that the State implemented the WIG to provide guidance on the pre-award process for employer-based training which includes incumbent worker training, on-the-job training, customized training, work experience and transitional jobs programs. He pointed out that the WIG outlines the required documentation that local areas must ensure the employer provides during the pre-award review process. He also noted that since we pay the wages and worker’s comp for the youth in the Youth Work Experience program, then the worksite does not have to meet the criteria required of the employer as set out in the WIG because we are not actually making payments to the company.

A question was asked who should a small business contact to help navigate the programs? Darrell added that they can contact Howard Scott.

A motion was made by Lee Tompkins and seconded by Richard Hinson to approve the Pre-Award Reviews for Work-Based Learning Programs as

presented. There were no opposing votes and the motion carried by voice vote.

- 2. OWD Annual PY 2023 Monitoring Results** – Darrell Stillings provided copies of and discussed the OWD Annual PY 2023 Monitoring Results. He pointed out that there was only one finding due to a lack of documentation to support sub-recipient financial monitoring, which was a result of Bill Kennemore retiring before completing the financial monitoring. He reported staff is currently in the process of completing the sub-recipient financial monitoring for our corrective action plan.

A question was asked if we can do this internally. Darrell responded that yes we can do it ourselves and not hire a CPA.

- 3. WIOA Reauthorization** – Darrell Stillings reported that he received word that the Feds may reauthorize WIOA by the end of the year and if they do, it will affect how we do business. He handed out a summary of the changes and discussed the amendments which will have an impact on how we deliver services and how we provide access to the rural communities.
- 4. Business Services Update** – Howard Scott provided copies of and discussed the Business Services Report. He reported that we are engaged in the implementation of the Apprenticeship/Navigator Pilot Program awarded in October in the amount of \$50,000. We have had two training summits with the TCSG and the grant process is underway. They have met with CGTC and plans are underway to get a number of their programs secured as registered apprenticeship programs with the USDOL and the TCSG. The process also includes direct outreach with existing and new employers to establish the IWT and OJT programs into the registered apprenticeship model for funding in the future. He asked members to refer him to local employers who they can present the apprenticeship opportunities to them and explain how we can work with them to establish registered apprenticeships in their companies.
- 5. Expenditure Report** – Kerry Scarboro, MGCI Accountant, provided an expenditures report through October 31, 2024. She reported that we currently have a balance of \$1,353,825.10, however, the new PY 24 and FY 25 grants have recently been fully executed and they provide another \$2,166,560.00. We are utilizing all funds and are not sending any funds back to the State.

## **6. Activity Reports – Terrell Mitchell**

- **PY 2024 Enrollments** - Terrell Mitchell provide an PY 24 Enrollment Report dated November 26, 2024. The report showed a total of 355 enrollments with 69 being Adults, 4 being Incumbent Workers, 147 being Quest and 135 being Youth enrollees. The report also showed that out of the 355 total enrollments 205 are still active in training.
- **PY 2023 Final Performance** - Terrell Mitchell provided a PY 23 Final Performance report dated November 26, 2024. She reported that for the Adults and Dislocated Workers we did very well, however, she pointed out that the Measureable Skills Gain for Dislocated Workers and the Credential Attainment measure for Youth were not met. She also reported that the overall performance was good and there will not be any sanctions from the State.
- **PY 2024 Into the 1<sup>st</sup> Quarter Performance Report** –Terrell Mitchell provided a PY 24 1<sup>st</sup> Quarter Performance report dated November 26, 2024. She reported that even though we are not currently meeting the performance it is early and there are three more quarters to meet them.

- 7. One Stop Operator Report** – Candice McDonald, One-Stop Operator Manager, provided a One-Stop Operator Summary Report for the period October 1, 2024 through December 31, 2024. The

report showed that the One-Stop Operators focused on identifying innovative strategies to promote partner services and employer events including expanding content across social media platforms, strengthening Chamber participation, implementing electronic referral system for the One-Stop System. It also showed the total number of customers served in the Career Centers was 4,584 and provided a list of the outreach and recruitment events attended.

### **MATTERS FROM THE FLOOR**

There were none.

### **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. **PY 2024 Meeting Schedule** – Darrell Stillings reminded members that the next WDB meeting is scheduled for February 18, 2024, at noon, at Central Georgia Technical College, in Macon, Georgia. He also reminded everyone that the SETA Spring Conference is coming up in March, in Myrtle Beach, SC.
2. **Macon Mall Location** – Chairman Williams announced that the Adhoc Committee is working with Macon to put together a proposal to relocate the Middle Georgia Consortium office. He opened the floor up for comments from the members of the Adhoc Committee. Sherrie Moody, a member of the Adhoc Committee, added that the facility is a state-of-the-arts facility and with all the partners being located there it will benefit the operations of the one-stop system and bring back the continuity of the WorkSource area. Tyrone Evans, a member of the Adhoc Committee, added that he thoroughly enjoyed the presentation and Macon-Bibb has done a tremendous job to repurpose the property. Richard Hinson and Keith King both members of the Adhoc Committee, and both added they are in favor of the idea of partners being co-located and are in favor of the location.

Chairman Williams added that partners will be co-located as well as TCSG, OWD Regional staff will also be located there. If the cost is feasible and is not more than our current costs the CLEO is in agreement. The architect is drawing up plans and once they get approval from us it could be ready in 6-8 months. The agency is currently on a year-to-year lease in Warner Robins.

Darrell Stillings added that our one-stop center in Houston County will remain.

A question was asked what will happen to service in rural areas. Chairman Williams added that those services will remain the same as what is currently being done.

A motion was made by Crystal Buzza and seconded by Keith King to approve authority to sign an agreement if the cost is feasible. There were no opposing votes and the motion carried by voice vote.

3. **Proposed April 22, 2025 Meeting Location** – Chairman Williams announced that if there is enough interest, we are looking at holding the April meeting at the KIA Plant in West Point to include a tour of the plant. A bus would be rented to transport everyone there and back.

### **ADJOURNMENT**

Chairman Williams thanked everyone for participating and wished them a Merry Christmas. There was no further business and the meeting was adjourned.