

**EXECUTIVE COMMITTEE OF THE 11-COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
JUNE 24, 2025**

**MINUTES**

A meeting of the Executive Committee of the 11-County Middle Georgia Workforce Development Area was held at 10:00AM, on June 24, 2025, at the Middle Georgia Consortium, located at 124 Osigian Blvd., Suite A, 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/Andrew Strickland	Baldwin		X
Commissioner Dale Jump	Crawford	X	
Commissioner Dan Perdue/Timothy Andrews	Houston	/X	
Commissioner Chris Weidner	Jones	X	
Commissioner Alan Gibbs	Monroe		X
Commissioner Martin Moseley	Peach	X	
Commissioner Jenna Mashburn	Pulaski		X
Commissioner Bill Sharp	Putnam	X-Virtual	
Commissioner Ken Fowler	Twiggs	X	X
Commissioner Anderson Ford	Wilkinson	X-Virtual	
Mayor Lester Miller	Macon-Bibb	X-Virtual	X

**Guests in Attendance**

There were none.

Chairman Chris Weidner chaired and called the meeting to order at 10:02AM. A quorum was present.

**AGENDA**

1. *Approval of the June 24, 2025, Agenda*—A motion was made by Commissioner Martin Moseley and seconded by Commissioner Dale Jump to approve the June 24, 2025 Agenda. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

1. *Approval of the April 29, 2025, Minutes of the Executive Committee of the 11-County Middle Georgia Workforce Development Area.* – A motion was made by Timothy Andrews and seconded by Commissioner Martin Moseley to approve the April 29, 2025; minutes as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

## NEW BUSINESS

1. *Approval of Revised ETPL Policy* – Darrell Stillings provided copies of and discussed the State’s revised 4.4 WIOA Eligible Training Providers and Programs List Procedures. He explained the revisions that were made by the State and noted that if approved the local ETPL Policy will be revised to reflect the changes. Revisions were explained as follows:
  - *OWD’s Responsibilities* – Changed to include “upon informing the applicable LWDB(s)” when removing programs that do not meet established criteria or performance levels.
  - *4.4.1 – Inserted “recognized” postsecondary credential.*
    - Revised Section 4.4.1 I. B. – Removed Measurable Skills Gains from required performance information to be provided. Added paragraph stating “Programs that primarily encompass participants within strategic populations, at or greater than 85% of the total amount of participants, and may not meet all minimum performance measures, may be eligible to qualify for an exemption. Performance measure exemption requests will be submitted OWD.”
    - Revised Section 4.4.1. II. 1. And 2. to remove “Measurable Skills Gains” as required information to be provided
    - Revised Section 4.4.1 II. 5 to add “or self-reporting aggregate data.”
    - Revised Section 4.4.1 II. 5. 1. To add “which applicable local area will monitor”;
  - *4.4.6 Continued Eligibility Procedures* – Removed entire section and replaced with 4.4.6 Subsequent Eligibility section

A motion was made by Commissioner Dale Jump and seconded by Timothy Andrews to approve the revision of local ETPL Policy to reflect State’s revisions to 4.4 WIOA Eligibility Training Providers and Programs List Procedures as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval to Decommission Baldwin County Career Center as and Affiliate One-Stop Site* – We have tried to maintain the same one-stop operator services in Baldwin County as in Houston and Macon Career Centers, which is to have a one-stop operator at the site and if someone comes in the Operator coordinates the service needed with the appropriate one-stop partner. However, over the past two years we have tried to get more partners at the center but unfortunately, Title I services are the only one there. Wagner Peyser has taken a stance for over a year that they are not going to provide anymore services to Baldwin County Career Center. Voc Rehab is not at the center and Job Corps only comes, maybe once or twice a week, if that often. We are currently paying for a One-Stop Operator to manage the center with nobody to manage. CGTC is located across the street with the same Title I services so if someone needs our services, they can go to CGTC and receive them. So instead of keep investing money in a one-stop center that we cannot get to function properly as an affiliate site we are asking to decommission Baldwin County Career Center as an affiliate site and use the CGTC Campus to provide Title I services.

In response to a question of what happens to the one-stop operator, Mr. Stillings added that there will not be a one-stop operator there any longer.

A motion was made by Commissioner Dale Jump and seconded by Commissioner Martin Moseley to approve the Decommission of Baldwin County Career Center as an Affiliate One-Stop Site as requested. There were no opposing votes and the motion carried by voice vote.

3. *Approval of Reappointment of the WDB Members* – Darrell Stillings provided a current WDB Membership Roster and explained that by law the members have to be reappointed by this Board. He noted that all members are in good standing and nobody needs to be removed.

A motion was made by Timothy Andrews and seconded by Commissioner Dale Jump to approve the reappointment of the WDB Members as presented. There were no opposing votes and the motion carried by voice vote.

4. PY25 Adult, Dislocated Worker and Youth Allocations – Darrell Stillings provided copies of the PY25 Adult, Dislocated and Youth Allocations as received from the State. He compared last year’s allocation to this year’s allocations as follows:

Funding Stream	PY 24	PY 25	Difference
Youth	718,000	698,932	-6.1%
Adult	736,000	734,000	-1%
Dislocated Worker	710,000	557,000	-22%
Received an Overall Decrease Percentage for PY25			-8%

5. *Approval of Career & Case Management RFP Selection* – Carolyn Robertson reported that only one proposal was received and that was from Central Georgia Technical College which is our current service provider. She provided copies of and discussed the synopses of the Ratings & Recommendations. She pointed out that all ratings were above the 83 points required for a proposal to be considered competitive and the total average rating was 110 points. The total proposal budget is \$700,000 to provide Career & Case Management services to Adult, Dislocated Workers and Youth in the 11-County Middle Georgia WorkSource Area. Since the proposer met the proposal funding requirements it is recommended for funding if sufficient funds are determined to be available.

A motion was made by Commissioner Martin Moseley and seconded by Timothy Andrews to approve the Career & Case Management RFP Selection for \$700,000 as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval of PY25 Contracts* – The Contract Period for PY25 Contracts is July 1, 2025 through June 30, 2025.

- *CGTC CMPY25 Contract* – Carolyn Robertson provided copies of and discussed the proposed Budget and Work Statement for the Central Georgia Technical College PY 25 Contract. The total Personnel Cost proposed is \$438,271, the total Operating Cost is \$35,775 and the Total Participant Cost is \$225,955 for a Total Budget Cost of \$700,000. She also pointed out that the Work Statement was attached and encouraged members to let her know if they have any questions. No questions were raised.
- *In-the-Door, LLC One-Stop Operator Contract Modification #3* – Carolyn Robertson provided copies of and discussed the In-the-Door, LLC, One-Stop Operator Contract Number24-11-25, Modification #3. She explained that the purpose of the modification is to extend the contract for an additional year to include the period July 1, 2025 through June 30, 2026 and to modify the contract budget to reflect an increase in the indirect cost percentage rate from 10% to 15% and to decrease personnel costs associated with the decommission of the Baldwin County Career Center as an Affiliate One-Stop Site. These funds are contingent upon the receipt of WIOA funding received for PY Year 2025. She pointed out that the total Personnel Cost \$222,621, total Operating Cost \$44,920 for a total budget of \$267,541.

In response to a question of if the action taken on the modification is to correct the budget to reflect the action taken to Decommission Baldwin County Career Center, Chairman Weidner added that yes, the modification is to cover that action. No other questions were raised.

- *PY 25 Fiscal Agent Contract (Attachment A)* – Darrell Stillings provided copies of and discussed the PY25 Fiscal Agent Contract. He pointed out that Attachment B of

the contract contains the Financial Service Budget for the Period July 1, 2025 through June 30, 2025 and states the total cost for Baldwin County to serve as Fiscal Agent will not exceed \$121,837.

A motion was made by Commissioner Dale Jump and seconded by Commissioner Bill Sharp to approve the PY25 Contracts for Central Georgia Technical College, Case Management Contract; for In-the-Door, LLC, One-Stop Operator Contract; and the Baldwin County Fiscal Agent Contract as presented. There were no opposing votes and the motion carried by voice vote.

7. *Approval of PY25 Office Budget and Transfer Authority* – Kerry Scarboro provided copies of and discussed the PY25 Office Budget and Transfer Authority. She reported as stated previously during the allocation report, Middle Georgia received an 8.3% reduction in funds for PY25. She noted that the law requires that 80% of funds be obligated the first year and that 100% of funds be expended the second year and that Middle Georgia maintains an acceptable spending rate. The request for approval of the Transfer Authority allows for the transfers between the Adult and Dislocated Worker grants and provides the needed flexibility to manage funds and to meet the needs of customers and avoid the potential for under-spending problems. She also reported that the Cost Allocation Plan was reviewed as required. Staffing Costs reflects a 4% increase for the standard merit increase and fringe shows an increase of 6%. Budget is funding 18 positions with four vacant. Non-Personnel Costs showed a decrease of \$66,756 with the biggest decrease in administration, equipment maintenance, dues subscriptions memberships & publication and training & development. Total available funds for the PY25 with carry over funds and new funds totaled \$3,506,850 and the total proposed office budget cost is \$2,107,703.

In response to a question of if the Office Lease – Macon cost was for the new location space at the Macon Mall, Darrell Stillings added that the Office Lease – Macon is for office space associated with our One-Stop System MOU which requires the leasing of space from DOL each year.

In response to a question of if the MOU will have to be updated, Darrell Stillings added that yes it will have to be updated due to the decommissioning of Baldwin County Career Center as an affiliate one-stop site and once he has updated it, he will forward copies to everybody.

A motion was made by Commissioner Martin Moseley and seconded by Commissioner Dale Jump to approve the PY 25 Office Budget and the Transfer Authority as presented. There were no opposing votes and the motion carried by voice.

8. *Expenditure Report* – Kerry Scarboro provided and discussed the Expenditure Report dated 5/30/2025. She pointed out that the total funds available for all grants is \$2,051,593.6 and for grants ending June 30, 2025, the balance is \$424,081.96. She pointed out the balance for the Quest Grant ending September 30, 2025, is \$68,782.24; the HDCI ending October 31, 2025, is \$17,668.44; Rapid Response ending December 31, 2025, is \$47,735.78. All spending requirements are being met.

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

- **PY 2024 Enrollments** – Terrell Mitchell reported on enrollments through June 3, 2025. She reported that Adult enrollments are at 71, the Dislocated Worker (DLW) enrollments are at 0 due to using DLW/Quests funds for DLW enrollments freeing up DLW funds to be transferred to Adult funds, Incumbent Worker Training enrollments are at 4, DLW/Quest enrollments are at 174 and Youth enrollments are at 156 for a total of 405 enrollments. An enrollment by counties report and a historical enrollment report for 2014-2024 were also provided and both were dated June 3, 2025.

- **PY 2024 Into 3<sup>rd</sup> Quarter Performance Report** – Terrell Mitchell provided a Performance Report dated June 3, 2025 and explained that we are lagging behind in the credential Attainment for Adults and Youth and we are also falling short on meeting the Measureable Skills Gains for Youth but we are working hard to increase and with one more quarter hopefully we meet them.

### **MATTERS FROM THE FLOOR**

There were none.

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

1. *Proposed PY 25 Meeting Schedule* – A motion was made by Commissioner Dale Jump and seconded by Commissioner Bill Sharp to approve the PY 2025 Meeting Schedule as written. The next meeting is scheduled for August 26, 2025, at 10AM, at the Middle Georgia Consortium office.
2. *WDB Attendance Report for June 2025* – Darrell Stillings provided copies of the WDB Attendance Report for June 2025. He pointed out that no members have missed three consecutive meeting resulting in no action being needed.

### **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Martin Moseley and seconded by Commissioner Dale Jump to adjourn the Executive Committee meeting at 10:39AM and enter into the Board of Director's session. There were no opposing votes and the motion carried by voice vote.