

**EXECUTIVE COMMITTEE OF THE 11-COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
OCTOBER 28, 2025**

**MINUTES**

A meeting of the Executive Committee of the 11-County Middle Georgia Workforce Development Area was held at 10:00AM, on October 28, 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
Commissioner Ken Fowler	Twiggs	X	
Commissioner Anderson Ford	Wilkinson		X
Mayor Lester Miller	Macon-Bibb		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 October 28, 2025, Agenda* —A motion was made by Commissioner Jenna Mashburn and seconded by Commissioner Dale Jump to approve the October 28, 2025 Agenda. There were no opposing votes and the motion carried by voice vote.

**MINUTES**

1. *Approval of the August 26, 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 August 26, 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 Policies*

- **Registered Apprenticeship Policy** - Copies of the State's revised Registered Apprenticeship Program (RAP) requirements which states RAPs operating in Georgia and registered through USDOL are automatically eligible but are not automatically added to the State's ETPL. Providers who are interested in being included on the ETPL must opt-in by submitting an application and providing supplemental apprenticeship documentation for each individual program/occupation. RAPs receiving WIOA funding must support an in-demand occupation defined by local policy and apprentices must be full-time employed; receive wages during the WIOA-supported portion of the program; have at least 2000 hours of worksite training (OJT); have at least 144 contact hours of instruction; have progressive wage increases that culminate in at least 75% of the journeyworker-level wage. Submitting performance data is optional but the State encourages voluntary submission. Revision to the Program Removal section states that RAP may be removed if found to have substantially violated any provision of the WIOA Title I, including 29 CFR part 38 or the Code of Federal Regulations governing apprenticeship, including but not limited to Part 29 and 30 of Subtitle A. If OWD or local are received, suspects, identifies or receives a report OWD will notify the provider and the program will be temporarily inactivated pending inquiry into violation(s) and if substantiated OWD will report finding to Office of Apprenticeship and the program will be removed from ETPL. The provider will have the right to appeal the decision. OWD will conduct semiannual reviews.
- **ITA Policy** - State made changes to ITA Policy Section II. B. stating that participants must demonstrate a financial need for assistance that exceeds the funding available through other sources by obtaining and reviewing an official invoice or itemized cost from the training provider which details all direct and indirect costs. Darrell Stillings explained that in the past we have enrolled students in case some expense came up that they didn't have enough funding for we could assist them but with the new policy we can no longer enroll them. In response to the questions of if this will have an effect on performance, Mr. Stillings added that it will not have any impact on performance. What it does, with the additional funding the current federal administration has put into the Pell Grant, it now frees up our WIOA funding and allows local areas to turn the program design more towards the apprenticeship programs instead of ITAs.
- **WEX Policy**-State made minor changes that require Worksite Agreements to be uploaded into the WorkSource Ga Portal and the participants Individual Education Plan (IEP). It also restricts paying wages or other compensation prior to the start date documented in the Worksite Agreement.
- **Selective Services Requirement Policy**-Section III. Registration Requirements for Males Under 26, was revised to clarify that if a participant is under the age of 18 at enrollment but turns 18 during participation the participant is required to register and provide documentation within 30 days after they turn 18. If they don't register, they can no longer receive services and if we continue to spend funds on them it will be disallowed costs.
- **Youth Incentive Policy**-Revisions to the Youth Incentive Policy included allowing youth who successfully complete WEX/Internship can earn a one-time only \$50 Incentive Payment. Also, completion of Pre-Apprenticeship or OJT may earn up to \$100 depending on funds available.

A motion was made by Commissioner Dale Jump and seconded by Commissioner Jenna Mashburn to approve all of the revised local policies as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of In-the-Door, LLC Modification #4*-Carolyn Robertson, Compliance Specialist, provided copies of and discussed In-the-Door, LLC Modification #4 which is expected to become effective November 1, 2025. She explained that the modification was needed to update the contract performance indicators for “New Business Using Center” from 3 to 2 due to the decommissioning of the Milledgeville One-Stop location, to adjust the % charged to WIOA from 10.5% to 6.3%, to add a Regional Manager position (\$90,000), decrease the salary amount of the HR position from \$82,000 to \$70,000 and to reflect the increase in PY 25 infrastructure cost for Houston and Macon-Bibb One-stop and to correct the insurance cost on the “Equipment & Supplies” budget.

A motion was made by Commissioner Martin Moseley and seconded by Timothy Andrews to approve the In-the-Door, LLC Contract Modification #4 as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of MOU Infrastructure Cost Agreement* – Carolyn Robertson, provided copies of and discussed the Revision Summary of the Memorandum of Understanding (MOU) for PY 2025 which summarized the changes made to the MOU that was sent out electronically prior to the meeting. She also provided hard copies for those who wanted a hard copy. She explained changes were made to update the One-Stop structure to reflect the decommissioned Milledgeville One-Stop location and to update the One-Stop Partner Representatives and services to reflect personnel changes and to remove the Older American representative since they are no longer represented in the Middle Georgia Area. The One-Stop Operating Budget’s Infrastructure Cost for PY 2025 was update along with one-Stop Partners’ Official Signatories.

A motion was made by Commissioner Jenna Mashburn and seconded by Commissioner Dale Jump to approve the Memorandum of Understanding Cost Agreement for PY 2025 as presented. There were no opposing votes and the motion carried by voice vote.

4. *Annual State Monitoring Final Report*-Darrell Stillings provided copies of and discussed the PY2024 Monitoring Report and Final Notice of Acceptance as received from the State. He discussed the two findings and explained that they both resulted in disallowed costs and both have been repaid to the State. He also explained that local policies have been revised to ensure compliance and they were submitted as our corrective action response to the State and they have accepted them as indicated in the Final Notice. The findings and observations were as follows:

- **Finding 1** – A case file tested did not contain the proper documentation for Selective Service registration or an allowable exemption in the WorkSource Georgia Portal. As result, a disallowed cost in the amount of \$165.00 was identified. Repayment was submitted to the State using non-WIOA funds (Other Funds) and local policy was revised as presented today for approval.
- **Finding 2** – During review of the PY 2024 Five Percent Exception/Limitation Report, it was determined that the allowable percentage of youth participants who were above the income eligible threshold has been exceeded. As a result, a disallowed cost in the amount of \$6,607.50 was identified. Repayment was remitted to the State using other funds and local policy was revised to require that it must be approved by both the Program Services Specialist and the Executive Director before an individual can be enrolled.
- **Observation #1** – Case notes were not entered in a timely manner. Recommended to review current practices and provide guidance and training to staff on the importance of entering case notes promptly. Internal check files to ensure consistency in documentation.
- **Observation #2** – Determined that October 2024 bank reconciliation was completed on December 10, 2024, which is not in accordance with internal policy which states it must be completed by the 20th of the following month. Darrell Stillings explained that this was due to the organization changing financial institutions and it delayed that bank reconciliation process.
- **Notable Practice** – Recognized for demonstrating strong case management practices by maintaining case files with minimal missing documents. Each file reviewed contained thorough foundational information which provided a clear history of participant eligibility, goals, and progress. This level of organization made it easy to follow the

participant's journey. Also, stood out for using an IEP formation that includes built in signature lines for updates when changes occur ensuring that the participant is actively involved in decisions about their services which provides clear documentation of shared accountability between staff and participants.

5. *Expenditure Report* – Kerry Scarboro provided copies of and discussed the Expenditure Report dated August 31, 2025. She pointed out that the total funds available for all grants is \$3,368,948.092,052,346.21 and does include the PY 2025 grants that totals \$963,325.00. She noted it also includes the FY2026 Grants in the amount of \$1,076,370.00. She reported that the Quest Grant that ended September 30, 2025 was full expended and all spending requirements have been met.

6. *Activity Reports* – Terrell Mitchell

- **PY 2024 Enrollments** – Terrell Mitchell reported on enrollments through October 3, 2025 for PY 2025 which started July 1, 2025. She reported that the total served was 225 and 187 were carried over from PY 24 and 38 are new enrollees. She also pointed out that since the Quest Grant has ended the new NDWG/Adult (Co-Enrollees) category was created for enrollees that qualified for other types of funding and there are 21 currently enrolled. She also provided copies of an Enrollment by Counties Report and a Historical Enrollment Report for the period of 2014-2024.
- **PY 2024 Final Performance Report** – Terrell Mitchell provided a PY 2024 Final Performance Report dated October 3, 2025, and reported that all measures were met except the DLW Measured Skills Gain which had no enrollments so is at 0%.

### **MATTERS FROM THE FLOOR**

There were none.

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

1. *PY 2025 Meeting Schedule* –Darrell Stillings pointed out that the next meeting is scheduled for December 16, 2025, at 10AM, at the Middle Georgia Consortium. If nothing is pressing and it is not needed it may be cancelled.
2. *WDB Attendance Report for August 2025* – Darrell Stillings provided copies of the WDB Attendance Report for October 2025. He pointed out that no members have missed three consecutive meeting resulting in no action being needed. He also pointed out that Legacy Links was removed due to them not receiving funding.

### **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Jenna Mashburn and seconded by Commissioner Dale Jump to adjourn the Executive Committee meeting at 10:26AM. There were no opposing votes and the motion carried by voice vote.