

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
OCTOBER 21, 2025**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on October 21, 2025, at CGTC-Macon Campus located at 3300 Macon Tech Drive, Macon, Georgia. The following members were present:

Willie Billingslea	Leslie Mitchell-Virtual
Dan Brandon	Stacey Mixon
Cyndey Busbee-Virtual	Sherrie Moody
Eddie Cummins-Virtual	Tommy Pruitt
Halley Duncan	Jeff Scruggs
Tyrone Evans-Virtual	Aundrea Simmons-Virtual
Angie Gheesling-Virtual	Raymond Smith-Virtual
Tishua Green	Lee Thompkins
Myrtle Habersham	Brian Utley
Dr. Kermelle Hensley-Virtual	Steve Williams
Joey Howard-Virtual	Wade Yoder-Virtual

The following guests were in attendance:

Douglas Rohme, In-the-Door, One-Stop Operator - Virtual
Dr. Brittany Lucas, CGTC
Christian Washington-In-the-Door, One-Stop Operator
John Shaw, TCSG, OWD
Connie Burgamy, OFTC
Ethel Wynn, Milledgeville Career Center (GDOL)
Sherman Kind, Wealth A.S.A.P.
Joe Booze, Wealth A.S.A.P.

WELCOME GUEST/NEW MEMBER

Vice-Chair Willie Billingslea chaired the meeting for a brief period due to Chairman Williams' unavoidable late arrival and he called the meeting to order at 12:05PM. There was a quorum present. Vice-Chair Billingslea welcomed everyone and thanked them for participating. He welcomed new member, Mr. Tommy Pruitt, of Terma, Inc. located in Warner Robins. Mr. Pruitt introduced himself and provided a brief description of Terma, Inc. where they employ about 100 employees. He explained that he lives locally now but he moved here from South Carolina where he worked with several workforce boards and he also chaired for a couple of years.

MINUTES

1. Approve of the Minutes of the August 19, 2025, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Halley Duncan and seconded by Sherrie Moody to approve the minutes of the August 19, 2025; 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. **Turner Job Corps Update** – Dan Brandon gave a brief update on Job Corps. He reported that Job Corps activities are back in full swing and at the beginning of this month they brought back the first returning class since March 2025. The student enters into the program and can get multiple types of training including heavy equipment operator, welding, plumbing, electrical, brick laying, tile setting, correction officer, or healthcare.
2. **Committee Reports**
 - **One-Stop and Disability Committee** – Darrell Stillings reported that the One-Stop and Disability Committee met and took action on the following policy revisions.
 - *Registered Apprenticeship Policy* – Copies of the State’s revised Registered Apprenticeship Program (RAP)s 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 date is optional but the State encourages voluntary submission. Revision to the Program Removal session 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 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 an impact on performance. What it does is 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.

- **Youth Committee** –

- *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 Service 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.

3. Annual 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.

4. **Approval of In-the-Door, LLC Contract 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 Sherrie Moddy and seconded by Lee Tompkins to approve the In-the-Door, LLC Contract Modification #4 as presented. There were no opposing votes and the motion carried by voice vote.

5. **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 Sherrie Moody and seconded by Wade Yoder 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.

Chairman Williams arrived and turned the floor over to Howard Scott to present the Business Services Report.

6. **Business Services Report** – Howard Scott provided copies of the Business Services Report for October 2025. He explained that in Phase 1 of the Apprenticeship Navigator Grant we were awarded \$50,000 grant as part of the Apprenticeship Pilot Program used to identify and develop apprenticeship opportunity in the Middle Georgia area. During this phase 55 companies were identified and 35 are ready to engage in the Registered Apprenticeship

USDOL application process. In phase 2 we have five companies that have submitted applications to the USDOL, however, with the government shutdown the applications are not being process for approval but should be once the government opens back up. Central Georgia Technical College will provide the bulk of the training as well as Pillars EMS Academy. He also reported that we applied for and have just received word that we have been approved to be part of the next grant opportunity which is the Top State for Talent in Apprenticeship Grant for \$500,000. This grant will provide somewhere between \$4,000 to \$4,500 for 100 apprenticeships over the next two years.

In response to a question regarding eligibility requirements, Darrell Stillings added that it depends on how exactly a person is enrolled into the apprenticeship-is it the individual or the company. The current thought is to go back to the high school and try to capture those who are not taking the traditional pathway to college and guide them into a career apprenticeship with a company and we can help with the training cost. In another instance we may have a company that has employees that want to upskill to become a skilled worker and we can help offset the company's cost of training those employees.

In response to if there are any marketing plans to get the word out, Darrell Stillings added that yes there are marketing plans to help get the word out about the opportunities. Chairman Williams encouraged the members to refer any company interested to Mr. Scott.

In response to a question of if there will eventually be a list that provides information on each opportunity to refer people to the one that best fits them, Mr. Scott added that the plan is to include the information on our website {www.middlegaworks.com}.

7. **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 \$3,368,948.09 and grants received on 7/1/2025 total \$963,325. The grants to be received in October totals \$1,076,370. The \$1.5 M in Quest Grant has been total expensed and closed out and no funds will have to sent back to the State.
8. **Activity Reports** – Terrell Mitchell
 - **PY 2025 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.
 - **PY 2024 Final Performance Report** – Terrell Mitchell provided a PY 2024 Final Performance Report dated October 3, 2025, and reported that all measures with met.
9. **One-Stop Operator Report** – Christian Washington, One-Stop Operator with In-the-Door, LLC, provided copies and discussed the One-Stop Operator Report for the period of August 1, 2025 through September 30, 2025. He reported that they partnered with the Mayor's Literacy Alliance and the Rescue Mission to host a job readiness training workshop at CGTC where they focused on preparing participants for employment. A total 22 individuals were served.

10. Reelect Chair or Vice Chair Election – Chairman Williams opened the floor up for nominations for Chair. Jeff Scruggs thanked both Steve Williams and Willie Billingslea for their service to Board and nominated Steve Williams to continue to serve as Chairman and Willie Billingslea to continue to serve as Vice Chair with both of their acceptance. There were no other nominations.

A motion was made by Jeff Scruggs and seconded by Sherrie Moody to reelect Steve Williams as Chair and Willie Billingslea as Vice-Chair. There were no opposing votes and the motion carried by voice vote. Both Chairman Williams and Vice-Chairman Billingslea agree to continue to serve.

MATTERS FROM THE FLOOR

Chairman Williams recognized Sherman Kind and Joe Booze, of Wealth A.S.A.P., and asked them to introduce their selves. They explained that they're program works with high school kids and they are interested in working with WorkSource Middle Georgia to help them assist. Wealth A.S.A.P is located at the Booker T Washington Center in Macon.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. PY 25 Meeting Schedule – The next meeting is scheduled for December 9, 2025, at Noon, at the Flint Energies.

ADJOURNMENT

Chairman Steve Williams thanked everyone for participating and wished them a Happy Thanksgiving since the next meeting is in December if it is needed. There was no further business and the meeting was adjourned at 12:54PM.