

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
FEBRUARY 28, 2017**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on February 28, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Ralph McMullen - Baldwin County	Larry Evans - Monroe County
Bobby Blasingame – Crawford County	Walter Smith – Peach County
Ken Carter - Houston County	Butch Hall – Pulaski County
Timothy Andrews – Houston County	Ken Fowler – Twiggs County
Daylon Martin – Jones County	John Williams – Wilkinson County

Chairman Daylon Martin chaired and called the meeting to order at 12:48PM. There was a quorum present.

**OLD BUSINESS**

There was none.

**MINUTES**

1. *Approval of the December 13, 2016, Minutes* – A motion was made by Butch Hall and seconded by Walter Smith to approve the minutes of the December 13, 2016, meeting as presented. There were no opposing votes and the motion carried by a voice vote.

**OLD BUSINESS**

**NEW BUSINESS**

1. *PY 15 Independent Audit Presentation* – Bill Kennemore, of William L. Kennemore, CPA, LLC, presented the PY 15 Independent Audit report. Copies of the report were provided and discussed with the members. The report has been issued to appropriate authorities and filed online with the Federal Single Audit Clearinghouse as required. Also completed was the tax return for the agency and it has been filed and the agency is in good standing with the federal and state authorities. The audit confirmed that the agency has met its financial, internal controls and compliance requirements. There were some minor accounting errors made by the previous controller but they have been corrected by the new controller, Gail Barton. The error was due to the previous controller reversing some accrued expenses back into a grant that was already closed out and it was a matter of getting those funds put back into the right grant. Also it was determined that the fiscal agent agreement needs to be modified to reflect the specific responsibilities and obligations of the fiscal agent so it is known exactly what the costs are going

to be and what effect it will have on the financial position of the agency. Neither one of those issues rose to the level of having to issue a finding or recommendation. They were more management points that were brought up and they're being corrected.

2. *Pending Fiscal Agent Agreement Modification* – Carolyn Robertson explained that there was a fiscal agent agreement executed but there was some costs involved in excess of the amount of the contract that she was not authorized to pay. In an effort to rectify the problem she contacted the fiscal agent's finance director and asked for an amount to put into a modification so that the invoices and any other charges could be paid. At that point it was explained that they had been in contact with the State and they were told that they were the grantee and they could take the money off the top instead of invoicing the Consortium and that was the desired method of payment Baldwin County wanted to use.

Ralph McMullen further explained that initially it was thought that Baldwin County would simply be a pass through, however, it has not turned out that way and it has caused some confusion. The added cost to the contract is for reimbursement of the time staff has spent with State monitors, which lasts about a week each year and he explained that the State does not just look at the WIOA program files. They look at all of Baldwin County's finances, policies and procedures, which is very time consuming for his staff. His staff also spends a lot of time monitoring the Consortium's records in order for them to be in compliance with the State's subrecipient monitoring requirements. Therefore, the original amount in the contract has not been covering Baldwin County's expenses, which he initially assured his Board that the arrangement would not cost Baldwin County any money. It is the consensus of both Baldwin County and the Consortium that the agreement needs to be modified and his staff has already met with Carolyn Robertson and Gail Barton and they will also meet with Bill Kennemore to finalize the amendments. Currently it is estimated that the budget will increase from \$8,800 to approximately \$50,000. The estimated increase is to cover the cost of \$6,000 for Baldwin County to have a single audit done on the funds and four staff member's time to manage the grant and meet the State's requirements. Also, wording will possibly be added allowing Baldwin County to issue the Consortium a grant that is less than agreed upon amount to cover Baldwin County's cost so the Consortium will know exactly what funds they will have to operate the program.

3. *Regional/Local Plan Extension Request* – Carolyn Robertson asked for approval to request an extension from the State on the deadline to submit the Regional Plan so that a number of projects and meetings can be accomplished and included in the Plan for both the Local & Regional Plan.

A motion was made by Walter Smith and seconded by Tim Andrews to approve submitting a request to the State for an extension on the deadline of the submission of the Regional/Local Plan as presented. There were no opposing votes and the motion carried by voice vote.

4. *One-Stop Implementation Update*

- **1<sup>st</sup> Round Meeting for Service Delivery MOU Negotiations** - Carolyn Robertson reported that the first round for service delivery MOU negotiations was held February 27, 2017, to discuss the one-stop center and identify the local sites. Middle Georgia Consortium was identified as the comprehensive one-stop site and Houston Career Center and Milledgeville Career Center were both identified as affiliate sites. Both the Department of Labor and Voc Rehab agreed to have a physical presence in the comprehensive one-stop. DOL agreed to be there five days a week and Voc Rehab agreed to one day a week.

- **One Stop Operator RFP** - Carolyn Robertson provided copies of and discussed the One-Stop Operator RFP. She explained that WIOA requires local areas to procure a one-stop operator to coordinate the services of all required partners and with the Board's approval of the RFP it will be released on March 10, 2017. The deadline for proposal submissions will be on April 5, 2017, at the close of business. The RFP is to solicit a One-Stop Operator for the period of July 1, 2017 – June 30, 2018 and the amount allotted for the services is \$70,000 - \$120,000. A bidder's conference is scheduled to be held on March 24, at 10AM, at the Middle Georgia Consortium office. Proposals are to be rated prior to May 1, 2017, which is the deadline to notify proposers of their rejection or acceptance. Contract negotiations will be completed by May 8 and proposals will be presented to both the Workforce Board and this Board at the June meetings in order for the contract(s) to start July 1, 2017.

A motion was made by Walter Smith and seconded by Ralph McMullen to approve the One-Stop Operator RFP as presented. There were no opposing votes and the motion carried by voice vote.

5. *Youth Services RFP* – Carolyn Robertson provided copies of and discussed the Youth Services RFP. She reported that with the Board's approval the RFP will be release on March 10, 2017, and the deadline for proposal submission will be at the close of business on April 5, 2017. The RFP is to solicit a service provider to provide youth services for the period of July 1, 2017 – June 30, 2018 and the amount allotted for the services is \$660,000. A bidder's conference is scheduled to be held on March 23, at 2:30 PM, at the Middle Georgia Consortium office. Proposals are to be rated prior to May 2, 2017, which is the deadline to notify proposers of their rejection or acceptance. Contract negotiations will be completed by May 8 and proposals will be presented to both the Workforce Board and this Board at the June meetings in order for the contract(s) to start July 1, 2017.

A motion was made by Walter Smith and seconded by Timothy Andrews to approve the Youth Services RFP as presented. There were no opposing votes and the motion carried by voice vote.

6. *PY 15 State Monitoring Report/Finding and CARs* – Carolyn Robertson provided copies of and discussed the PY 15 State Monitoring Report which was conducted February 6-10, 2017. The report showed there were three observations and one finding for this year and one finding for the prior year. The finding for the prior year was due to an incorrect grievance form in some of the participant folders and the report showed that it was resolved. This year's finding was due to the LEO's bylaws not meeting the requirement of including mayors on the Board, stating the total number of members, the minimum quorum for board action, a mission statement setting forth the responsibilities under the law, a process to appoint WDB members, the process to elect a CLEO, a process outlining the sharing of liability, and a conflict of interest provision. The corrective actions needed to resolve this year's finding is to revise the Bylaws to include the required provisions, have the Board comprised of mayors and county commission chairpersons in the local area and submit the revised bylaws to the State for their review. The following action was proposed to resolve the State's finding:

- **Approval of Number of Mayors to be Included on LEO Board** – Carolyn Robertson notified the members that she had talked to Deputy Counsel Deidrick and

he sent the Georgia law that requires the Executive Committee be comprised of county commission chairpersons and Mayors. During their discussion he stated that there has to be at least a minimum of two Mayors on the Board. It was recommended that two Mayor's be added to keep the number of members manageable. It was the consensus of those present to add two Mayors that will rotate amongst the counties each year and each county will maintain one vote. The mayors will only vote in the absence of the county commissioner that represents their county. In the event a mayor is unable to serve for their county that county can pass it to another agreed upon county. The members agreed they would invite two mayors to serve.

A motion was made by John Williams and seconded by Butch Hall to approve adding two mayors that will rotate annually and each county will maintain only one vote with the primary voting member being the county commissioner. There were no opposing votes and the motion carried by voice vote.

- **Approval of Revised Bylaws – This item was tabled until the next meeting so the above revisions can be incorporated.**
7. *State Workforce Director's Visit* - Carolyn Robertson explained that the State Workforce Director will be visiting tomorrow and will be here at 9AM. He is making rounds to all the local areas and to learn about the areas. The plan for his visit is to take him around to OJT sites after he meets with staff. Members were invited to attend.
  8. *Business Services/Grant Writer Report* – Amy Varnum gave a verbal report on the OJT activities and reported that several new OJT contracts have been executed and she is working with several other employers to be added. The following activities were reported:
    - Guard Buildings – OJT contract executed
    - Sunbelt Plastics and Extrusions – OJT contract executed
    - Georgia Artisan (formerly Georgia Pallet) – OJT contract executed
    - Interfor – The State invited our area and the Heart of Georgia (Dublin workforce area) to meeting with Interfor to talk about their apprenticeship program. They are looking to do some incumbent worker training for 30 employees across the State. These participants will earn a credential since it is an apprenticeship program.
    - Bluebird – No new participants have been added due to their layoff status because the law states you can't do OJT enrollments with a company that has layoffs within the past six months.
    - Anchor Glass – Were hiring 20 – 27 new employees but went under a hiring freeze.
    - Mr. Chip – OJT contract
    - Kumho – Conducted a huge hiring event last week to add approximately 60 new hires.
    - Horton Van – 8-10 participants
    - Aspen – Working with new management.
    - Cogenta – Working on possible OJT contract to do an internship.
    - Working with new company going into the old Rheem building in Milledgeville.
    - Job Fairs – Jones County, Houston County and VA Hospital in Dublin. Several job fairs are approaching – Macon on April 18 and the VECTR Center in Warner Robins which the date is not set yet.

- Met yesterday with Judy, Economy Development, regarding Academy Sports in Twiggs County is hiring 100 to 200 and wants a job fair. Tentatively scheduled for April 6 at the Twiggs County Middle School during spring break. Also, going to meet with Twiggs County BOE about workforce development.
- The State has finalized the project with Encore to do incumbent worker training, OJT and QuickStart to add 50 new hires.
- Steering Committee in Jones County – Her and Carolyn are participating on the committee which is trying to get a college career academy started. Took a field trip to the college and career academy in Newnan Georgia in hopes of bringing some ideas back. They have a program that broadcasts a show on PBT and the production company is located at the academy so the participants are exposed to that.
- Also serving on the Putnam County Executive Committee for the Ford curriculum.

Larry Evans suggested we apply again for the Second Chance Grant which is due in April. Amy Varnum reported that discussions have taken place with the technical college which has been working with the Department of Justice, the Department of Juvenile Justice and State's Georgia Employer Committee to start a program in conjunction with the State's Georgia Employer Committee. Blue Bird's retiring HR Manager still sits at the head of the Board of the State's Employer Committee and they have been talking about it so we need to contact West Georgia Workforce Area that keeps getting the grant to see what they have established. She is also waiting on a call from Mike McCurdy, of Blue Bird next week to discuss. We can apply again but they only award grants to experience or established programs.

9. *Activity Reports* - The following activity reports were provided and discussed:

- **PY 2016 Enrollments** – The PY 2016 Enrollment report as of February 15, 2017, showed there were 275 Adults, 48 Dislocated Workers, 15 NEG and 51 Youth served for a total of 389 participants being served thus far for PY 2016. It also showed that out of the 389 being served that there are 208 currently active, 82 have been exited and 100 are in job search.

10. *PY 2016 Budget Reports* – Gail Barton provided copies of and discussed the Budget Reports as follows:

- **Adult Budget** - An Adult Budget report through January 31, 2017, was presented. The report showed the total funds available were \$1,772,081 and a total of \$1,308,425.65 for expenditures. Leaving a balance of \$463,655.35 in funds available.
- **Dislocated Worker Budget** – A Dislocated Worker Budget through January 31, 2017, was presented. The report showed that the total funds available were \$1,822,139 and a total of \$408,161.52 in expenditures. Leaving a balance of \$1,413,977.48 in funds available. As the law allows, any unexpended PY 15 Dislocated Worker funds will be transferred to the adult funds.
- **Youth Budget** - A Youth Budget report through January 31, 2017, was presented. The report showed that the total funds available were \$1,775,852 a total of \$387,450.59 in expenditures. Leaving a balance of \$1,388,401.41 in funds available.

- **Rapid Response Budget** - A Rapid Response Budget through January 31, 2017, was presented. The report showed that the total funds available were \$108,768 and a total of \$139.77 in expenditures. Leaving a balance of \$108,628.23 in funds available.
- **NEG Budget** - A National Emergency Grant Budget report through January 31, 2017, was presented. The report showed that the total funds available were \$250,000 and a total of \$151,113.42 in expenditures. Leaving a balance of \$98,886.58 in available funds.

### **MATTERS FROM THE FLOOR**

Clifford Holmes complimented staff for the work they have done. He welcomed Gail Barton back.

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

1. *Election of New Chair* – Carolyn Robertson reminded the WDB members that Sam Dorsey’s chair term will be up in July and announced that the election of a new chair will be on the agenda at the next meeting.
2. *State Workforce Board Meeting* – Carolyn Robertson announced that the next State Workforce Board meeting will be held on May 11, 2017, at the VECTR Center in Warner Robins. She extended an invitation to all board members who wish to attend.
3. *Next Meeting* –The next meeting is scheduled for April 25, 2017, at Noon, at the MGCI office, in Warner Robins, Georgia.

### **ADJOURNMENT**

There was no further business and a motion was made by John Williams and seconded by Larry Evans to adjourn.