

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
APRIL 25, 2017**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on April 25, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

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

Guest:

Carla Yawn – Baldwin County Fiscal Agent

Chairman Daylon Martin chaired and called the meeting to order at 12:30PM. There was a quorum present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the February 28, 2017, Minutes* – A motion was made by Butch Hall and seconded by Larry Evans to approve the minutes of the February 28, 2017, meeting as presented. There were no opposing votes and the motion carried by a voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of Revisions to Regional Plan* – Carolyn Robertson provided copies of and discussed the revised Regional Plan as submitted to the State on March 31, 2017, with the State’s required revisions. She pointed out that the revisions were highlighted and asked the members to let her know if they have any questions.

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

2. *Ratify Action to Meet the State’s Regional Plan Submission Deadline* – Carolyn Robertson asked the board to ratify the action she took to meet the submission deadline for the Regional Plan as required by the State.

A motion was made by Walter Smith and seconded by Bobby Blasingame to ratify the action taken by the Executive Director in order to meet the Regional Plan submission deadline as

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

3. *Approval of Revised Incumbent Worker Training Policy* – Carolyn Robertson explained that IWT Policy that was initially approved was submitted to the State for their review. The State has since asked for some changes to make sure all references from the law were included, which she has done.

A motion was made by Walter Smith and seconded by Butch Hall to approve the revisions made to the Incumbent Worker Training Policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval of Policy Revisions to Increase ITA Expenses* – Darrell Stillings, Planning, Contracting and Operations Director, provided copies of and discussed updates made to the Individual Training Account (ITA) policy. He explained that the maximum amount that can be allotted for a participant's training costs has not been adjusted since the inception of WIA back in 2000. The costs of attendance has increased significantly over the years and we are starting to face not being able to sufficiently cover as a supplement the training costs for some programs. Therefore the ITA Policy presented has been revised to increase the maximum amount that can be allotted to cover an individual's training cost in the Medical and Education fields from \$13,000 to \$16,900 and from \$11,000 to \$14,300 in all other fields of training. The policy was also revised to increase the book allowance during a semester from \$500 to \$700.

A motion was made by Walter Smith and seconded by Ralph McMullen to approve the revisions made to the Individual Training Account Policy as presented. There were no opposing votes and the motion carried by voice vote.

5. *Approval of Revisions to the Executive Committee Bylaws* – Carolyn Robertson provided copies and discussed the revised Executive Committee Bylaws. She explained that after the Board's approval of the revised Bylaws at the last meeting, she submitted them to the State and they were rejected on the basis that by the Mayors not having a vote would nullified the Board's composition meeting the requirements of WIOA. The options recommended were as follows:

Option 1 - 12 Total Members - Ten County Commissioner Chairs and two Mayors – all voting members and the two mayors will rotate every two years.

Option 2 - 10 Total Members – Eight County Commissioner Chairs and two Mayors – all voting members and the two mayors will rotate every two years.

Option 3 – 20 Total Members – Ten County Commissioner Chairs and ten Mayors – all voting members and the mayors will rotate every two years.

It was the consensus of those present to accept option 1 and revise the Bylaws to reflect this decision. The mayors will rotate amongst the ten counties every two years. Daylon Martin reported that the Mayor of Jones County has agreed to serve and Larry Evans agreed to ask the Mayor of Forsyth.

A motion was made by Butch Hall and seconded by Walter Smith to approve revising the composition of the Board using Option 1, which requires adding two voting mayors and keeping the current ten county commissioner. The mayors will rotate amongst the 10 counties every two years and be voting members. There were no opposing votes and the motion carried by voice vote.

6. *Approval of HDCI Grant Application* - Carolyn Robertson explained that the HDCI Grant Application is to be utilized as a capacity building and it was due April 20, 2017. The grant is a

regional grant so it is being submitted in partnership with the Macon-Bibb County Workforce Development Area. The grant is to build on the manufacturing needs assessment project and to conduct further assessments on other industries with plans for healthcare industry to possibly being next on the list.

7. *Ratify Action to Meet State's HDCI Grant Application Submission Deadline* – Carolyn Robertson asked the board to ratify the action she took to meet the submission deadline for the HDCI Grant Application as required by the State.

A motion was made by Larry Evans and seconded by Timothy Andrews to ratify the action taken by the Executive Director in order to meet the HDCI Grant Application submission deadline as required by the State. There were no opposing votes and the motion carried by voice vote.

8. *Workforce Development Board Attendance Report* – Carolyn Robertson provide an attendance report and explained that the State is requiring that members who miss three consecutive meeting without adequate reason be removed from the board. The members who needed to be replaced were discussed. LEO members agreed to find replacements for the representatives in their communities that were not participating.

9. *RFP Update (One-Stop Operator & Youth Services)* – Carolyn Robertson reported that there was one proposal received for each of the RFPs released. Staff is currently going through the process of rating the proposal and she should have a recommendation for approval at the next meeting.

10. *One-Stop Implementation Update (1st & 2nd Round Meetings 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. Infrastructure costs were also discussed and agreed that square footage for office space and common areas would be used to figure the costs. She further reported that the second round meeting was held on March 29, 2017 and the costs based on square footage was exchanged and agreed upon by each partner that will have a physical presence at each one-stop location. The costs associated with a direct linkage will be calculated based on sharing the cost of the one phone line and internet to be used.

11. *Sector Partnership Needs Assessment Update* – Carolyn Robertson reported that she has been working with partners on the manufacturing needs assessment project since October 2016 along with Macon-Bibb County Workforce Area and the local manufacturing employers. She provided copies of the manufacturing needs assessment report created by Carl Vinson Institute of Government. The plan is to try and conduct needs assessments on other industries in the near future.

12. *State Workforce Director's Visit* – The visit took place on March 1, 2017, which the State Director, Menelik Alleyne, sat with staff and answered questions regarding the implementation of WIOA and some of the changes that will follow. MGCI staff took Mr. Alleyne to visit Anchor Glass and Kumho Tire which are two of our on-the-job training sites. Mr. Alleyne spoke with Jeff Gordon, Plant Manager, of Anchor Glass. He also spoke Mr. Frentheway, Plant Manager, and Latrenda Leeks, Human Resource Manager, of Kumho Tire. Carolyn Robertson reported that the interviews went well.

13. *Stakeholder's Partnership (Putnam County Executive Committee)* – Carolyn Robertson reported that she and Amy Varnum attended a meeting in Putnam County on Saturday, March 18, 2017 representing workforce as a stakeholder in the development of a new county-wide learning curriculum (Ford Next Learning Generation) for the Putnam County School System.
14. *Adult Education Grant Application Update* – Carolyn Robertson report that the LWDA was assigned to rate two General Adult Education Grant applications one Integrated English Literacy & Civics Education Grant application for Central Georgia Technical College and Oconee Fall Line. The ratings have been completed and submitted back to the Technical College System Georgia (TCSG).
15. *WIOA Funds Transferred to Other Areas* – Carolyn Robertson explained that we had funds that would expire June 30, 2017 that we would be unable to expend. Both Cobb County and Heart of Georgia were in need of additional funds and we were able to transfer the funds to those areas instead of back to the State. The transferred amounts were as follows:
 - Area 4, Cobb County – Youth Funds \$237,000
 - Area 16, Heart of Ga – Youth Funds \$237,000 and Dislocated Worker Funds \$274,421

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

16. *Business Services/Grant Writer Reporter* – Amy Varnum gave a verbal report on the OJT activities. She reported that we have the same number of employers as last reported and she is working to recruit additional employers. Currently working with the State on a project with Interfor to establish two different types of training. Interfor has seven plants, which includes one in Houston County and another in Putnam County. The project is a statewide effort to do an incumbent worker program and then hopefully fill the vacant positions with OJT participants and possibly some apprenticeships. Currently, they are just focusing on their current workforce.
17. *Activity Reports* –The following activity report was provided and discussed by Terrell Mitchell:
 - **PY 2016 Enrollments** – The PY 2016 Enrollment dated April 17, 2017, showed there were 290 Adults, 53 Dislocated Workers, 15 NEG and 58 Youth served for a total of 415 participants being served to date for PY 2016. It also showed that out of the 415 being served that there are 214 currently active, 102 have exited and 100 are in job search.
18. *PY 2016 Expenditure Reports* – Gail Barton provided copies of and discussed the Expenditure Reports as follows:
 - **Adult** - An Adult Expenditure report for the period July 1, 2016 through February 28, 2017, was presented. The report showed the total funds available were \$2,592,043 and a total of \$1,392,697.95 for expenditures, which leaves a balance of \$1,199,345.05 available in all adult grants.
 - **Dislocated Worker** – A Dislocated Worker Expenditure report for the period July 1, 2016 through February 28, 2017, was presented. The report showed that the total funds available were \$801,026 and a total of \$462,102.89 in expenditures, which leaves a balance of \$338,923.11 available in all dislocated worker grants.

- **Youth** - A Youth Expenditure report for the period April 1, 2015 through February 28, 2017, was presented. The report showed that the total funds available were \$1,301,852 and a total of \$407,677.78 in expenditures, which leaves a balance of \$894,174.22 available in all youth grants.
- **Rapid Response** - A Rapid Response Expenditure report for the period July 1, 2016 through February 28, 2017 was presented. The report showed that the total funds available were \$35,498 and a total of \$139.77 in expenditures, which leaves a balance of \$35,358.23. If at the end of the first year there has been no plant closures resulting in no rapid response expenditures, then 100% of the funds remaining can be transferred to the adult program.
- **Dislocated Worker National Emergency Grant** - A National Emergency Grant Expenditure report for the period July 1, 2016 through February 28, 2017 was presented. The report showed that the total funds available were \$250,000 and a total of \$157,066.16 in expenditures, which leaves a balance of \$92,933.84 available in the NEG grants.
- **Special Dislocated Worker (Branding) Grant** - A Special Dislocated Worker (Branding) Grant Expenditure report for the period November 1, 2016 through February 28, 2017, was presented. The report showed that the total funds available were \$15,380 and a total of \$844.23 in expenditures, which leaves a balance of \$14,535.77 available in the special dislocated worker (branding) grants.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *USDOL Sector NEG State Monitoring* – Carolyn Robertson announced that the USDOL has been conducting it's monitoring of the NEG Program via phone interviews with our staff and Macon's staff. No report has been received yet but should be available by the June meeting.
2. *State Workforce Development Board Meeting* - Carolyn Robertson announced that the next State Workforce Development Board meeting will be held May 11, 2017, at the VECTR Center in Warner Robins. She extended an invitation to the board members who wish to attend.
3. *Next Meeting* –The next meeting is scheduled for June 27, 2017, at Noon, at the MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and a motion was made by Butch Hall and seconded by Larry Evans to adjourn at 2:20PM.