

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
JUNE 27, 2017**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 2:00PM, on June 27, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Ralph McMullen - Baldwin County	Timothy Andrews – Houston County
Emily Davis – Baldwin County	Daylon Martin – Jones County
Bobby Blasingame – Crawford County	John Williams – Wilkinson County

Guest in Attendance: Commissioner Tommy French, Vice Chair of Baldwin County Commissioners

Chairman Daylon Martin chaired and called the meeting to order at 2:21PM. A quorum was not present and an announcement was made to enter into executive session as allowed by the Executive Committee Bylaws.

**OLD BUSINESS**

There was none.

**MINUTES**

- 1. Approval of the April 25, 2017, Minutes* – A motion was made by Timothy Andrews and seconded by Emily Davis to approve the minutes of the April 25, 2017, meeting as presented. There were no opposing votes and the motion carried by a voice vote.

**OLD BUSINESS**

- 1. Approval of Revised Executive Committee Bylaws* - Carolyn Robertson provided copies of and discussed the revised Executive Committee Bylaws. She discussed the changes to include adding the two additional mayors to meet the State's required composition and the addition of the State's required proxy mandate, which requires that if the person serving is not the chair of the County's Board of Commissioners, then the Chair of the Commission must sign and submit a proxy form appointing them to serve as the Chair's proxy and provide the length of time they are to serve, which can be up to eleven months. She reported that she has received proxy forms from Houston, Jones and Peach. She does not need one from Pulaski but she will need one for Putnam, Twiggs, Wilkinson and Crawford.

A motion was made by Timothy Andrews and seconded by John Williams to approve the revised Executive Committee Bylaws as presented. There were no opposing votes and the motion carried by voice vote.

## NEW BUSINESS

1. *LEO Proxies* – This item was discussed during the approval of the revised Executive Committee Bylaws as recorded above.
2. *Workforce Development Board Nominations* – Carolyn provided copies of and discussed the nominations of Wade Yoder, the Owner of Wade Yoder Storage Buildings, to represent Peach County and Joseph Howard, Owner of J&J Heating and Air, to represent Crawford County.

A motion was made by Bobby Blassingame and seconded by John Williams to approve the nomination of Wade Yoder, the Owner of Wade Yoder Storage Buildings, to represent Peach County and Joseph Howard, Owner of J&J Heating and Air, to represent Crawford County as presented. There were no opposing votes and the motion carried by voice vote.

3. *New Member Orientation* – Item was tabled until the next regularly scheduled meeting.
4. *Approval to Fund Contracts*

- **In-the-Door, LLC (One-Stop Operator)** – Carolyn Robertson explained that there was only one proposal received in response to the RFP. She provided copies of and discussed the staff ratings and recommendations. There were five raters and the average rating is 70.2, which is above the required minimum score of 52 points. She also provided copies of the proposed budget, which shows a total of \$113,000 being proposed for the period of July 1, 2017 through June 30, 2018, which is less than \$125,000 available as stated in the RFP.

A motion was made by John Williams and seconded by Bobby Blassingame to approve funding the In-the-Door, LLC proposal at a cost of \$113,000 for the period of June 30, 2017 through June 30, 2018, as presented. There were no opposing votes and the motion carried by voice vote.

- **Paxen Learning Services, LLC (Youth Services Provider)** – Teria Coleman, Youth Services Specialist, explained that there was only one proposal received in response to the RFP. She provided copies of and discussed the staff ratings and recommendations. There were five rater and the average rating is 117.4, which is above the required minimum of 115 points. She also provided copies of the proposed budget, which shows a total of \$660,000 being proposed for the period of June 30, 2017 through June 30, 2018, which is the total available funds stated in the RFP.

A motion was made by John Williams and seconded by Timothy Andrews to approve funding the Paxen Learning Service, LCC proposal at a cost of \$660,000 for the period of June 30, 2017 through June 30, 2018, as presented. There were no opposing votes and the motion carried by voice vote.

5. *Approval of One-Stop Centers Certification* - Carolyn Robertson explained that the State requires that there be at least one comprehensive one-stop location and the Middle Georgia Consortium was selected to fulfil the requirement. She provided copies of and discussed the certification guidelines that the State is requiring to be completed and submitted to them by Friday, June 30, 2017, for approval. Certifications were completed for the following:

- **Middle Georgia Consortium, Inc. (Comprehensive Site)**
- **Houston County Career Center (Affiliate Site)**
- **Milledgeville Career Center (Affiliate Site)**

A motion was made by Emily Davis and seconded by Timothy Andrews to approve the certifications as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval to Issue a RFP to Provide PY 17 Services*

- *Career Services & Case Management Services (\$110,000)* – Carolyn Robertson provided copies and discussed the RFP for Career Services & Case Management Services for approval. She explained that it is being mandated by the State. The RFP will solicit an individual or entity to conduct orientations, labor market information, career counseling, workshop, career services assessment.

A motion was made by John Williams and seconded by Bobby Blassingame to approve the release of an RFP to solicit Career Service & Case Management Services providers for \$110,000. There were no opposing votes and the motion carried by voice vote.

- *Youth Services (\$648,586)* – Carolyn Robertson explained that we have received \$810,733 in youth funds for PY 2017 and at least 80% of these funds have to be spent or obligated by June 30, 2018. She requested approval to issue another Youth Services RFP for at least \$648,586 and not to exceed \$810,733. The RFP will be written where if an entity can do all 14 elements then good but if not then it can be split up amongst several proposals as long as they can meet performance standards.

A motion was made by Emily Davis and seconded by John Williams to approve the release of an RFP to solicit Youth Services providers for a total of at least \$648,586 but no more than \$810,733. There were no opposing votes and the motion carried by voice vote.

7. *Approval of MOU/Infrastructure Agreement* – Carolyn Robertson provided copies of and discussed of a draft of the One-Stop MOU/Infrastructure Agreement that has been sent out to all required one-stop partners for their signatures. She explained this is the agreement that all required partners will have to sign stating that they agree to all of the terms and conditions. It also identifies the one-stop locations, the required partner services to be provided at each location, if a partner will have a physical presence of a direct linkage, roles and responsibilities of each partner and the one-stop budget. She reported that she has not received signed agreements back for all the partners but she doesn't anticipated any problems at this time.

A motion was made by John Williams and seconded by Timothy Andrews to approve the MOU/Infrastructure Agreement as presented. There were no opposing votes and the motion carried by voice vote.

8. *Approval of the Fiscal Agent PY 2016 Modification and the PY 2017 Agreement* – Both items were discussed and approved during the Board of Directors meeting and no further discussion was held.
  - **PY 2016 Fiscal Agent Modification (Increase to \$41,500)** - A motion was made by Timothy Andrews and seconded by John Williams to approve the modification to the PY 2016 Fiscal Agent Agreement with a revision to include the needed verbiage to explain the reason for the increase from \$8,800 to \$41,500 and to also attach the invoices to the modification. Ralph McMullen and Emily Davis abstained from voting. There were no opposing votes and the motion carried by voice vote.
  - **PY 2017 Fiscal Agent Agreement** - A motion was made by Bobby Blassingame and seconded by John Williams to approve the PY 2017 Fiscal Agent Agreement as presented. Emily Davis and Ralph McMullen abstained from voting. There were no opposing votes and the motion carried by voice vote
9. *PY 16 Expenditure Report* – Gail Barton presented an expenditure report on all grants through 5/31/2017. Chairman Martin asked for the column totals to be highlight on the next report.
10. *PY 2017 Allocations* – Gail Barton provided copies of the PY 2017 Allocations as received from the State. She reported that funds were reduced from PY 2016 to PY 2017 in the amount of \$309,000 in formula funds. The State as a whole had a \$10.5 Million reduction in funds.
11. *Approval of PY 2017 Office Budget Proposal* – Item was discussed and approved during the Board of Directors meeting held prior to the meeting and no further discussion was held.
12. *Regional Plan Approval Notice from GDEcD, WD* – Carolyn Robertson provided copies of and discussed the Regional Plan Approval Notice received from the State on June 23, 2017. The notice stated that while the Plan is approval through PY 2019, modification will be required during PY 2017 and further instructions and guidance will be released for the required modification.
13. *Sector Partnership NEG Monitoring* – Carolyn Robertson reported that the Feds have completed the Sector Partnership NEG monitoring and everything seemed to go well. However, no report has been received yet.
14. *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. She reported that there is finally a local incumbent worker training contract in place, which is a program where employers use WIOA funds to upgrade the skill of their current workforce. Interfor is the contractor and it will be a three year program with a contract being signed each year. She will also be working on a State project along with the Middle Georgia Regional Commission utilizing some NEG funds that have some set-aside incumbent worker funds. She has also met with Plant Shear, which plans to hire 100 plus employees in the fall and with plans to utilize OJT and IWT funds.
15. *Activity Report*

- **PY 2016 Enrollment Report** – Terrell Mitchell provided a current status report on enrollments for PY 2016 through June 13, 2017. The total number served in all grants was 441.
- **Performance Report** – Terrell Mitchell provided a current status report on the performance measures for PY 2016 through June 27, 2017. The report showed that all measures were either met or exceeded with the exception of the Youth Credential Attainment Measure.

### **MATTERS FROM THE FLOOR**

There were none.

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

1. *Proposed PY 2017 Meeting Schedule* –The next meeting is scheduled for August 22, 2017, at Noon, at the MGCI office, in Warner Robins, Georgia.

A motion was made by John Williams and seconded by Timothy Andrews to approve the PY 2017 meeting schedule as proposed. There were no opposing votes and the motion carried by voice vote.

### **ADJOURNMENT**

There was no further business and a motion was made by Emily Davis and seconded by John Williams to adjourn at 3:10PM. There were no opposing votes and the motion carried by voice vote.