

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
AUGUST 29, 2017**

MINUTES

A called meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10AM, on August 29, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Ralph McMullen – Baldwin County	Larry Evans - Monroe County
Emily Davis - Baldwin County	Walter Smith – Peach County
Bobby Blasingame - Crawford County	Butch Hall – Pulaski County
Timothy Andrews – Houston County	John Williams – Wilkinson County
Daylon Martin – Jones County	Mayor Eric Wilson – City of Forsyth

Guests in Attendance:

Tommy French – Baldwin County Commission
Steve Williams – WDB Chairman

Due to Chairman Daylon Martin’s unavoidable late arrival Commissioner Butch Hall chaired and called the meeting to order at 10:10 AM. A quorum was present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the July 26, 2017, Minutes* – A motion was made by Larry Evans and seconded by Emily Davis to approve the minutes of the called meeting held on July 26, 2017, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of WDB Board Nominations* – Carolyn Robertson provided copies and discussed the WDB nominations forms submitted for Harry Murray and Richard Hinson, of the International Brotherhood of Electrical Workers. She explained that Harry Murray will replace Ralph Snowden, who recently retired and Richard Hinson will move into Harry Murray’s position as a result of his promotion.

A motion was made by Larry Evans and seconded by John Williams to approve the WDB nominations of Harry Murray and Richard Hinson as presented. There were no opposing votes and the motion carried by voice vote.

2. *NEG Sector Partnership Monitoring Report* – Carolyn Robertson provided copies of and discussed the NEG Sector Partnership Monitoring Report received from the Georgia Department of Economic Development, Workforce Division. She reminded everyone that this was regional grant and the monitoring consisted of reviewing our records as well as Macon-Bibb's records. While our area did not have any findings, Macon-Bibb had two findings regarding participant eligibility documentation and questionable supportive services payment. It appears that Macon-Bibb issue a payment to a participant to cover a car payment, which is not allowed and may result in disallowed costs for Macon. Any disallowed costs under the regional grant is the responsibility of the area which made the error, therefore, since it was an error made by Macon-Bibb then they will have to repay the funds.
3. *One-Stop Partner MOU Update* - Carolyn Robertson reported that all partners have signed the Memorandum of Understanding except for Legacy Link (Older American Council), which the Georgia Department of Economic Development, Workforce Division is aware of and is working on coming to an agreement with them at the state level. She reported that Job Corps did not signed by the deadline but has since agreed to negotiate.
4. *LEO Proxies* – Carolyn Robertson reported that proxies have been received for everyone with the exception of John Williams and we still do not have representative from Putnam County. Commissioner Williams reported that he will submit it before the next meeting and apologized for the delay.
5. *Approval of PY 2017 Youth Services RFP* - For the purpose of approval, Teria Coleman provided copies and discussed the Scope of Work to be included in an RFP to solicit organizations to provide youth services for PY 2017. Included in the Scope of Work were 14 Program Elements as required in WIOA and the total amount of funds to included, which is \$485,000.

A motion was made Emily Davis and seconded by Larry Evans to approve issuing a Request for Proposal to solicit organizations to provide Youth services for PY 2017 with a total funds available in the amount of \$485,000. There were no opposing votes and the motion carried by voice vote.

6. *HDCI Grant Update* – Amy Varnum announced that the Regional HDCI Grant application that was submitted jointly by our area and the Macon-Bibb to the State has been approved and will be awarded beginning October 1, 2017. A grant work session will be held in November for all awardees. The next step is to issue a request for proposal to solicit a required program manager. A request was made for approval to issue the RFP with a total funds availability of \$250,000.

A motion was made by Larry Evans and seconded by Emily Davis to approve the issuance of a Request for Proposal with a total funds availability in the amount of \$250,000 to solicit a required program manager for the HDCI Grant. There were no opposing votes and the motion carried by voice vote.

7. *Business Services Grant Writer Report* – Amy Varnum provided copies and discussed the Business Services Report dated August 29, 2017. The report provided the list of companies that meetings have been held with to inform them of our OJT and IWT services and also the meeting with that have been held with companies who have ongoing OJT contracts. It provided a list of one-stop partners and State hosted activities that she and Director Carolyn Robertson have attended since the last meeting.
8. *Expenditure Report* — Gail Barton provided copies of and discussed the expenditures report for the period through June 30, 2017. The report showed there was a total of \$4,992,328 in available funds and \$3,218,603.31 in expenditures leaving a balance of \$1,773,724.69 for all grants.

9. Activity Reports

- **PY 2016 Year-End Enrollment Report** – Terrell Mitchell provided copies and discussed the PY 2016 Year End Enrollment Report (July 1, 2016 through June 30, 2017). The report showed there were 313 Adults served, 58 Dislocated Workers served, 15 NEG participants served, 5 Incumbent Worker Trainees served and 65 Youth served for a total of 454 participants served during PY 2016. There were 212 that enrolled in colleges (both technical and universities), 64 entered truck driver training, 45 were placed in OJT.
- **PY 2017 Enrollment Report** – Terrell Mitchell provided copies of PY 2017 Enrollment Report dated August 17, 2017, which shows there are 224 enrollments of which 148 were carried over from PY 2016. There are currently 164 active enrollments, 58 participants are in job search and 2 have exited.
- **3rd Quarter Performance Report** – Terrell Mitchell provided copies and discussed the performance report dated August 15, 2017, which shows all measures being either met or exceeded.

MATTERS FROM THE FLOOR

SETA Conference – Walter Smith and Ralph McMullen will attend.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is scheduled for October 31, 2017, at 10AM the MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and a motion was made by Larry Evans and seconded by Emily Davis to adjourn at 11:21AM. There were no opposing votes and the motion carried by voice vote.