

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
AUGUST 30, 2016**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on August 30, 2016, 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	Walter Smith – Peach County
Ken Carter – Houston County	Janie Reid – Putnam County
Timothy Andrews – Houston County	John Williams – Wilkinson County

Chairperson Janie Reid chaired and called the meeting to order. There was a quorum present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the June 22, 2016, Minutes* – A motion was made by John Williams and seconded by Daylon Martin to approve the minutes of the June 22, 2016, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *WDB 2016 Board Certification* –Carolyn Robertson reported that the Workforce Development Board still needs the representation of a community based organization to serve on the Board to bring it into compliance with WIOA requirement. She reported that she has a person from Kid's Journey that has agreed to serve and who will satisfy this requirement if they can get their board's approval to serve. Hopefully, this will be in place in order for it to be submitted for approval at the next meeting.
2. *Functions of the WDB Standing Committees* –Carolyn Robertson provided copies of and discussed the functions of the new standing committees. She reported that Jeff Scruggs, with Central Georgia Technical College has agreed to serve as the chair of the One-Stop Committee which its function will be to assist in the planning, operations and maintaining the provisions of the One-Stop Center. She reported that Clifford Holmes, the current chair of the Youth Council, has volunteered to continue to serve as the chair of the Youth Committee. The Youth Committee will continue to serve the same functions as the Youth Council. She further reported that Anita Coney has volunteered to serve as the chair of the Individuals with Disability Committee which

will provided information and assist with the planning and operations relating to the provisions of services to individuals with disabilities assuring both compliance with Section 188 of the Americans with Disabilities Act and the Workforce Innovation and Opportunity Act.

3. *One-Stop Procurement* – Carolyn Robertson provided copies of state correspondence and discussed the State’s requirements for issuing an RFP for the One-Stop. She explained that we can propose that Baldwin County issues the RFP and the Consortium can respond. The state is also requiring that market research be completed. Further requirements is identify any and all conflict of interest and put firewalls in place where required. The state is leaving cost sharing up to the local partners, however, if it cannot be agreed upon the State will step in and complete it. The one-stop committee does have a copy of the guide and they are working on it.
4. *Unified State Branding* – Carolyn Robertson provided copies of the State’s guidance on implementing the WorkSource Georgia Logo, which is to be used for the state-wide unified branding. She reported that areas can apply for up to \$35,000 to spend on making branding changes.
5. *Approval to Submit Regional/Local Plan to State* – Carolyn Robertson provided copies of a draft of the Regional Plan that was developed with the Macon-Bibb County Workforce Development Office and will be jointly submitted to the State by tomorrow’s deadline. A final Plan is due on September 30, 2016 and will be submitted at that time along with Macon-Bibb County Workforce Office.

A motion was made by Daylon Martin and seconded by Bobby Blassingame to approve the submission of the draft of the Regional Plan to be submitted to the State jointly with the Macon-Bibb County Office of Workforce Development. There were no opposing votes and the motion carried by voice vote.

6. *Business Services/Grant Writer Reporter* – Amy Varnum reported that OJT Contracts are being adding to serve all counties and there are currently several contracts pending. One is the Jeffersonville Police Department for officer training in Forsyth and she is also working with a non-profit for single mothers.
7. *Youth Report* - Teresa Tripp, Youth Services Specialist, reported that there are currently 26 out-of-school youth that are participating in the GED class with 24 of them being active in the work experience component also. Tutoring and resume writing are continuing to be offered.
8. *Activity Reports* - The following activity reports were provided and discussed:
 - **PY 2015 4th Quarter Performance** – The PY 2015 4th Quarter Performance report as August 19, 2016 shows all measures for the adult, dislocated worker and youth programs being met or exceeded.
 - **PY 2015 Enrollments** – The PY 2015 Enrollment report as of August 22, 2016, showed there were 254 Adults, 59 Dislocated Workers, 16 NEG and 104 Youth served for a total of 433 participants being served.
9. *PY 2015 Budget Reports* – Carla Yawn, Accountant for Baldwin County, provided copies of and discussed the Budget Reports as follows:

- **Adult Budget** - An Adult Budget report for the fourth quarter (July 1, 2015 through June 30, 2016) was presented. The report showed the total funds available were \$1,345,724 and the expenditures of \$1,209,019 in program funds and \$84,849 in admin funds for a total of \$1,293,868 for expenditures.
- **Dislocated Worker Budget** – A Dislocated Worker Budget report for the fourth quarter (July 1, 2015 through June 30, 2016) was presented. The report showed that the total funds available were \$1,184,887 and the expenditures were \$438,234 in program funds and \$77,020 in admin funds for a total of \$515,254 in expenditures.
- in expenditures.
- **NEG Budget** - A National Emergency Grant Budget report for the third quarter (July 1, 2015 through June 30, 2016) was presented. The report showed that the total funds available were \$250,000 and the expenditures were \$54,416 in program funds and \$25,000 in admin funds for a total of \$79,416 in expenditures.
- **Youth Budget** - A Youth Budget report for the first quarter (April 1, 2015 through June 30, 2016) was presented. The report showed that the total funds available were \$1,688,624 and the expenditures were \$87,588 in program funds and \$7,291 in admin funds for a total of \$94,879 in expenditures.
- **Rapid Response Budget** - A Rapid Response Budget report for the third quarter (July 1, 2015 through June 30, 2016) was presented. The report showed that the total funds available were \$74,098 and the total expenditures were \$586 in program funds and no expenditures in admin for a total of \$586.

MATTERS FROM THE FLOOR

Ralph McMullen reported that Baldwin County Commissioners meeting will be held September 6, 2016 and he has asked Carolyn and Amy to attend to conduct a presentation on our services. John Williams will get back with Carolyn about a date and time for his county meeting so her and Amy can attend and conduct a presentation.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is rescheduled for October 25, 2016, at Noon, at MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and a motion was made by Daylon Martin and seconded by John Williams to enter into a closed session to discuss the pending litigation.