

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
OCTOBER 25, 2016**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on October 25, 2016, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Ralph McMullen - Baldwin County	Walter Smith – Peach County
Bobby Blasingame – Crawford County	M.A. Butch Hall – Pulaski County
Timothy Andrews – Houston County	Janie Reid – Putnam County
Daylon Martin – Jones County	Ken Fowler – Twiggs County
Larry Evans- Monroe 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 August 30, 2016, Minutes* – A motion was made by Daylon Martin and seconded by John Williams to approve the minutes of the August 30, 2016, meeting with a revision to include Walter Smith as attending. There were no opposing votes and the motion carried by a show of hands.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of Regional Plan* – Carolyn Robertson provided copies of and discussed the Regional Plan as previously submitted to the State on September 30, 2016. She explained that there are sections in the plan that are not completed such as the section on the one-stop system, which is currently being developed. Carolyn Robertson reported that this is not the final plan but the State wanted us to send to them what we could address. She also reported that State's Plan has been approved. After a lengthy discussion, it was the consensus of the majority of the members present to table the approval of the Plan until the next meeting. Carolyn Robertson was instructed to notify the Board if any action is needed before December.

A motion was made by Butch Hall and seconded by Walter Smith to table the approval of the regional plan until the next scheduled regular meeting in December. By a show of hands, eight members voted to approve tabling the approval of the regional plan until the December meeting and one member voted against tabling the approval. Daylon Martin opposed, however, the motion carried in a favor of tabling with a vote of eight to one. Chairperson Reid did not vote.

2. *Incumbent Worker Training Policy* – Carolyn Robertson provided copies of and discussed the incumbent worker training policy. The incumbent worker training policy was developed to set local criteria for determining which workers, or groups of workers, are eligible for the new work-based learning activities under the new WIOA. It further establishes the local criteria requiring employers to meet the cost sharing requirements under WIOA. The policy further outlines how the cost sharing requirements will be tracked, contract requirements and employer’s responsibilities. After the discussion it was the consensus of the members present to table the approval of the Incumbent Worker Training Policy until the next meeting. Carolyn Robertson explained that the agency is in the process of developing an incumbent worker project and cannot fully execute a contract without prior approval of the policy. However, it is not anticipated that the project will be in position to start before the next meeting in December.

A motion was made by John Williams and seconded by Bobby Blasingame to table the approval of the Incumbent Worker Training Policy until the next scheduled regular meeting in December. There were no opposing votes and the motion carried by a unanimous show of hands.

3. *WIOA Update* – Carolyn Robertson updated the members as follows:

- **One-Stop Procurement** – Carolyn Robertson reported that the State has responded to the One-Stop Assessment with options for the procurement of a one-stop operator. She presents three options to the Board for consideration.
 - Option #1 – Baldwin County issues the RFP with the assistance of a third party with WIOA knowledge to assist Baldwin County with the request for proposal and the evaluation process. This option provides Baldwin County with the WIOA knowledge needed to effectively evaluate proposers who respond to the request for proposal and allows the Consortium to submit a proposal to compete to become the comprehensive one-stop under WIOA. Consortium staff cannot communicate with Baldwin County in regards to the process, however, a Consortium staff member will have to be designated to be the single point of contact for communicating in regards to other required activities.
 - Option #2 – Baldwin County issues the RFP with the State providing assistance by assigning another workforce area of similar structure to assist Baldwin County with the request for proposal and evaluation process. This option provides Baldwin County with WIOA knowledge needed to effectively evaluate respondents who respond to the RFP and allows the Consortium to submit a proposal to compete to become the comprehensive one-stop under WIOA. Consortium staff cannot communicate with Baldwin County in regards to the process, however, a Consortium staff member will have to be designated to be the single point of contact for communicating in regards to other required activities.
 - Option #3 – The WDB, via use of Consortium staff, issues the RFP. This option does not allow the Consortium to submit a proposal to compete to become the comprehensive one-stop center. The Consortium may be designated as an affiliate site.

A motion was made by Walter Smith and seconded by Daylon Martin to approve Option #2 as the course to take. There were no opposing votes and the motion carried unanimously by a show of hands.

- **Sector Partnership Steering Committee** – Carolyn Robertson reported that she participated in the Sector Partnership Steering Committee meeting where the committee discussed assessment strategies and partner roles in developing the manufacturing sector strategy for the region. After sitting on the steering committee she has a lot better understanding of how sector strategy works. The sector strategy focus is on manufacturing with a planned future focus on healthcare. Those currently serving on the steering committee are Area 10 and 11’s WIOA Directors; the Middle Georgia Region Commission; the Labor Department’s Business Services Unit, CTAE from Houston and Bibb Counties, Economic Development from Houston, Wilkinson and Baldwin Counties (Wilkinson County was unable to participate at the last meeting); Central Georgia Technical College and Middle Georgia State University’s Academic Department. There are two additional meetings planned for November 29 & 30. Local manufacturing employers will be included at these meetings to discuss what workforce issues they’re having so employers needs can be identified and curriculums can be developed to train individuals for what the employers say they need.

The \$25,000 sector strategy grant that was awarded for regional planning in both our area and the Macon area is being used to contract with the Carl Vinson Institute to conduct the sector strategy needs assessment and these meetings.

- **High Demand Career Initiative (HDCI)** – Carolyn Robertson announced that there will be a High Demand Career Initiative meeting held on November 15, at the Middle Georgia State University to help the Middle Georgia Region identify high demand careers. The initial HDCI was conducted by the State, however, this time the local areas are actually involved in the process.
- **Sector Partnership Capacity Building Grant** – Carolyn Robertson also reported that the State is issuing an application for a sector partnership capacity building grant for Region 6, which will require our area to work with the Macon area on this project. The amount of the grant will be for \$250,000 to help build the sector strategy methodology. The application will be due in February 2017 and the State is expected to have it awarded around April or May 2017. When asked how many of these grants will be awarded around the State Carolyn replied she was not sure how many would be awarded.

4. *WDB Board Certification* – Carolyn Robertson reminded the Board of the following action needed in order for the Workforce Development Board to be certified under WIOA:

- **Approval of Revised WDB Bylaws** – Carolyn Robertson provided copies the revised WDB Bylaws for approval. The revisions reflects the necessary changes required by the State in order for the WDB to be certified under the WIOA.

A motion was made by Daylon Martin and seconded by Walter Smith to approve the revised Workforce Development Board bylaws as presented. There were no opposing votes and the motion carried unanimously by a show of hands.

- **WDB Membership Nomination** – Carolyn Robertson provided copies and discussed the WDB Membership Nomination of Joy Carr, Coordinator for the Jones County Family Connections. She explained that the approval of Joy Carr to serve on the Workforce Development Board will bring the WDB’s membership into compliance with the requirements of WIOA.

A motion was made by Daylon Martin and seconded by Walter Smith to approve the nomination of Joy Carr, with the Jones County Family Connections, to serve on the Workforce Development Board as presented. There were no opposing votes and the motion carried unanimously by a show of hands.

5. *Business Services/Grant Writer Report* – Amy Varnum gave a verbal report on the OJT activities. She reported that there have been several hiring events where the Consortium has participated. The main event was the SWAT event hosted by DOL in Milledgeville. This event is part of the NEG Grant and 58 potential OJT candidates were identified. The Workplace Fundamental class is also being held in Baldwin County this month and several candidates for this training came out of the SWAT event. Efforts are also being made to work with the OJT employers to hire the participants coming out of the training. Efforts have been successful with Kumho Tires, which has given a promise to at least interview everyone who comes out of the class. We held a hiring event with Kumho Tires and they picked 40 people to hire and around 25 of them appear to be potential OJT participants.

A lot of the participants that were in OJT have completed their training and they are now in follow-up. We are working with the employers to conduct follow-up. It was also reported that some of the retention payments are being release. These payments are the ten percent that was withheld from the reimbursed wages with the stipulation that the employer must retain the participant for at least 90 days after training in order to be eligible to receive these payments.

With the approval of the State Procedure and Policy Manual, which came out September 1, the State has now set a wage cap of \$21.48 as the maximum allowable wage amount that can be reimbursed through on-the-job training. The only current OJT employer that has positions that pay at a wage above this cap is Anchor Glass. We are modifying our current OJT contracts and any new contracts initiated will contain the set wage cap requirement. The new OJT employers that have been added are Sunbelt Plastic Extrusions in Houston County; Geo Technical and Environmental in Bibb County, which had a potential hire that lives in Houston County; and Georgia Pallet in Bibb County.

Also working with Houston County Development Authority on a job fair scheduled for some time in January geared towards manufacturing. Working closely with Boeing which has announced that they will not be reopening in 2017 as planned. They still have 120 employees that will be laid off. We have been working with Boeing for two years and have worked with their employees through the NEG grant. We were invited by the State to attend a meeting yesterday with Steven Adams, of the Macon-Bibb's Industrial Authority to capture a bigger market and also bring all of the resources together since it is affecting both our area and the Bibb County area. Robins Airforce Base has reached out to Boeing that they want to interview on their site so we will be connecting with Robins Airforce Base, which we have been trying to do for a long time. Should have a job fair for the Base by the end of next week and then another one for Triumph and other aircraft focused companies.

6. *Youth Services Report* – Teresa Tripp, Youth Services Specialist, provided an update on the youth activities. She reported that two students have received their GED diplomas, a third has passed at least two parts of the exam and more than half have stated an interest in post-secondary training.

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

- **PY 2016 Enrollments** – The PY 2016 Enrollment report as of October 13, 2016, showed there were 209 Adults, 37 Dislocated Workers, 6 NEG and 45 Youth served for a total of 297 participants being served thus far for PY 2016.

8. *PY 2016 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 first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed the total funds available were \$532,027 and a total of \$429,329 for expenditures.
- **Dislocated Worker Budget** – A Dislocated Worker Budget report for the first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$726,544 and a total of \$191,632 in expenditures.
- **Rapid Response Budget** - A Rapid Response Budget report for the first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$73,410 and a total of \$0.00 in expenditures.
- **NEG Budget** - A National Emergency Grant Budget report for the third quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$170,584 a total of \$23,869 in expenditures.
- **Youth Budget** - A Youth Budget report for the second quarter (April 1, 2015 through September 30, 2016) was presented. The report showed that the total funds available were \$1,532,147 a total of \$192,387 in expenditures.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is rescheduled for December 13, 2016, at Noon, at MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and the meeting was adjourned.