

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
February 20, 2018**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on February 20, 2018, at noon, at VECTR Center, Warner Robins, Georgia. The following members were present:

Ivan Allen
Anita Coney
Anitra Douglas
Angie Gheesling
Clifford Holmes
Patrick Manuel
Saleema Sabree
Dallorie Thompson
Steve Williams

Dan Brandon
Wiley Crosby
Tyrone Evans
Tishua Green
Joseph Howard
Harry Murray Jr.
Jeff Scruggs
Carolyn Watson
Wade Yoder

The following guests were in attendance:

Ethel Wynn – Milledgeville Career Center
Ingrid O’Neal – Ga Vocational Rehabilitation
Janie B. Reid – In-the-Door, LLC (1-Stop Op.)

Joel Sizemore – J&J Heating & Air
Brenda Brown – Central Georgia Tech. College

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams called the meeting to order at 12:10PM. He welcomed everyone and introductions were made around the room. There was a quorum present.

MINUTES

1. *Approval of the December 12, 2017 Minutes* – A motion was made by Clifford Holmes and seconded by Dan Brandon to approve the minutes of the December 12, 2017 meeting as written. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *GWLA Meeting Report* – Chairman Williams reported that he attended the GWLA meeting on February 2, 2018, and discussions included the Senate Bill 377, which is legislation to allow WIOA local areas to conduct meetings via video/audio conferencing for local Workforce Board meetings. He also reported that an announcement was made that State Workforce Division will move under the Technical College System of Georgia.
2. *PY 2016 Monitoring Report* – Darrell Stillings, Interim Executive Director, provided copies and discussed the PY 2016 Monitoring Report as received from the State. He pointed out that some of the findings require the Board to take action and those have been included on today’s agenda. He assured the Board that all required corrective action will be taken care of and submitted by the deadline.
3. *Approval of Revised Bylaws* - Darrell Stillings provided copies and discussed the revised Bylaws. He pointed out that the revisions are being made to resolve one of the monitoring findings which requires that we included the composition of the board membership in the Bylaws, which has been done under Article II Section I., Membership and Composition section on page 1 of the Bylaws. The Bylaws were further revised to change “may” to “may not” under Article II. Section II., Representation to read ...a member may not serve as a representative on behalf of more than one of the entities required to be represented or otherwise represented on the Board.

A motion was made by Dan Brandon and seconded by Clifford Holmes to approve the revised Bylaws as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval of Youth Proposal Funding Priority List* – Teria Coleman provided copies of and discussed the synopsis for each of the proposals received in response to the last RFP issued for organization to provide youth services for PY 217. The recommended funding priority list which was based on ratings was proposed as follows:
 - 1) Central Georgia Technical College, which scored an average rating of 84.3
 - 2) In the Door, LLC, which scored an average rating of 78.8

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the Youth Proposal Funding Priority List as presented. Jeff Scruggs and Ivan Allen both abstained from voting. There were no opposing votes and the motion carried by voice vote.

5. *Approval of Revised Grievance Procedures* – Amy Varnum, EEO Officer, provided copies of and discussed the revised Grievance Procedures for approval. The Grievance Procedures were revised to resolve one of the monitoring findings, which identified our policies as being out of compliance with applicable federal regulations. The policy was revised to illustrate the ADR option for complaints, which is an alternative dispute resolution and its use rests with the complainant.

A motion was made by Dallorie Thompson and seconded by Harry Murray to approve the revised Grievance Procedures as presented. There were no opposing votes and the motion carried by voice vote.

6. *HDCI Grant Update* – Amy Varnum reported that the RFP is due to be released today and it will include the updated Grievance Policy so that we are in compliance with federal regulations. The RFP is going out for a project manager for the HDCI Grant we were awarded in October for \$250,000 for two years. The project manager will convene area partners and industry for effective partnerships in advance manufacturing. The deadline for proposal submission is March 30, 2018 by 5:00PM.
7. *One-Stop Partner MOU Update* – Darrell Stillings reported that currently we still need a signature from Legacy Links, which the State is negotiating with them to secure their participation.
8. *Approval to Transfer \$300,000 from Dislocated Worker Grant to the Adult Grant* – Darrell Stillings requested to submit a transfer request to the State to transfer \$300,000 from the Dislocated Worker Grant to the Adult Grant since our spending is low in the Dislocated Worker Grant due to have any significant layoffs in our area.

A motion was made by Harry Murray and seconded by Dallorie Thompson to approve the transfer of \$300,000 from the Dislocated Worker Grant to the Adult Grant as requested by the State. There were no opposing votes and the motion carried by voice vote.

9. *Paxen Cure Notice* – Teria Coleman provided copies of and discussed the Paxen Cure Notice. She reported that the Youth Committee has recommended that a cure notice be sent to Paxen due to them not meeting their recruitment and enrollment numbers. The notice gives Paxen 45 days to bring their enrollments up to 50% of the contracted number of enrollments or further action may be taken against the contract.
10. *Business Services/Grant Writer Report* – Amy Varnum provided a verbal report which included activities with the following businesses:
 - Ivan Tissue
 - IBEW Apprenticeship program
 - Mock Interviews in Jones County
 - Senior Opportunity Outreach
 - Hawkinsville Housing Authority
 - Wilkinson County Entrepreneurial Event
 - Graphic Packaging in Perry
 - Fatherhood Initiative Job Fair
 - MoHawk

11. *Activity Repots* –

- *PY 2017 Enrollment Report* – Terrell Mitchell provided copies of and discussed the PY 2017 Enrollment Report dated February 16, 2018, which shows there are 332 total enrollments. Of those enrollments 198 are currently active, 55 participants are in job search and 79 have exited the program. There were 102 who earned a credential and 51 were employed at exit.
- *PY 2017 1st Quarter Performance* - The report showed that since we are only in the first quarter and only five of the 11 measures have enough data to generate results and we are meeting all five of those measures.

12. *Expenditure Report Through October 31, 2017* – Gail Barton provided copies of and discussed the expenditure reports as of December 31, 2017. The report showed there was a total of \$4,621,523.69 in available funds and \$1,128,255.81 in expenditures leaving a balance of \$3,493,267.88 for all grants.

13. *One-Stop Operator Report* – Janie Reid, One-Stop Operator, provided copies of and discussed the Partner Referral Report dated February 12, 2018, for both Milledgeville Career Center and the Houston Career Center. She also provided an one-stop operator activity report dated January 2018.

MATTERS FROM THE FLOOR

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *PY 2017 Meeting Schedule* – Next meeting scheduled for April 17, 2018, at Noon, at the Tri-County EMC, in Gray, Georgia.

ADJOURNMENT

There was no further business and the meeting adjourned at 12:45PM