

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
FEBRUARY 27, 2018**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on February 27, 2018, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Carlos Tobar – Baldwin County	Walter Smith – Peach County
Tommy French – Baldwin County	Butch Hall – Pulaski County
Bobby Blassingame – Crawford County	Mayor Eric Wilson – City of Forsyth
Timothy Andrews - Houston County	Mayor Joyce Denson – City of Toombsboro
Larry Evans – Monroe County	

Guests in Attendance:

Emily Davis –Baldwin County Board of Commissioners

Chairman Daylon Martin chaired and called the meeting to order at 10:03 AM. A quorum was present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the January 18, 2018, Minutes* – A motion was made by Larry Evans and seconded by Timothy Andrews to approve the minutes of the 10 County Middle Georgia Workforce Development Area meeting held on January 18, 2018, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Independent Audit* – Bill Kennemore, of William L. Kennemore, CPA, LLC, provided copies of and discussed the Independent Audit Report. He reported that the report has been filed with all the required agencies and the tax return has been filed with the IRS. He further stated that the

agency is in compliance with all filing requirements. The financial numbers are good and can be relied upon. He further stated that the agency maintains good internal controls.

A motion was made by Butch Hall and seconded by Larry Evans to approve acceptance of the Independent Audit as presented. There were no opposing votes and the motion carried by voice vote.

2. *GWLA Meeting (Senate Bill 377 & GDEcD, WD Move to TCSG)* - Darrell Stillings reported that he attended the last GWLA meeting & discussions at the meeting included the SB 377 which allow WIOA local areas to allow video/audio conferencing for local Workforce Board meetings. Board members asked that a copy of the Bill be emailed to them. Darrell also reported that an announcement was made that the State Workforce Division will move under the Technical College System of Georgia.
3. *PY 2016 Monitoring Report* - Darrell Stillings 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 given deadline.
4. *Approval of Revised Bylaws* – Darrell Stillings provided copies of and discussed the revised Bylaws. He pointed out that the revisions were made to resolve monitoring finds and that with the Board's approval the Bylaws will be submitted to the State as corrective action.

A motion was made by Larry Evans and seconded by Tim Andrews to approve the revised Bylaws as presented. There were no opposing votes and the motion carried by voice vote.

5. *WDB Attendance Report* –

- Darrell Stillings provide a report on members who need to be removed due to attendance, resignations or their ineligibility to continue to serve. He reported that approval of their removal is needed to resolve a finding and will be submitted to the State as corrective action.

A motion was made by Tim Andrews and seconded by Eric Wilson to approve the WDB member's removal as presented. There were no opposing votes and the motion carried by voice vote.

- Reinstatement WDB Members – Darrell Stillings reported that Angie Gheesling and Greg Mullis have both agreed to continue to serve and will actively participant.

A motion was made to approve the reinstatement of Angie Gheesling and Greg Mullis on the Workforce Development Board. There were no opposing votes and the motion carried.

6. *Appointment of a Mayor to Replace City of Gray Mayor* – Darrell Stillings explained that one of the PY 2016 Monitoring Findings was a result of not having two Mayor serving on the Board

due the Mayor of Gray not running for reelection. Mayor Joyce Denson, City of Toomsboro has agreed to serve and the Board's approval of her membership will resolve the finding and will be submitted to the State as corrective action.

A motion was made by Larry Evans and seconded by Butch Hall to approve Mayor Joyce Denson's membership as presented. There were no opposing votes and the motion carried by voice vote.

7. *Conflict of Interest Update* – Darrell Stillings reminded the members of the need for their Chairs to complete a conflict of interest. All members agreed to have their chair sign the conflict of interest and return to staff as soon as possible.
8. *Improper CLEO Election (Proxy Voted for CLEO – Not Allowed)* – Darrell Stillings reported that one of the findings for PY 2016 was due to Timothy Andrews, who serves as proxy, voted during the election of the CLEO which is not allowed. Members were asked to sign an acknowledgement stating they fully understand the voting requirements to elect the Chief Local Elected Official (CLEO). All members present signed the acknowledgement and staff will obtain the signatures from the members who were absence.
9. *Approval of Revised Grievance Procedures* – Amy Varnum provided copies and discussed the revised Grievance Procedures, which was revised so they would be in compliance with the federal regulations. She explained that one of the findings of the PY 2016 State Monitoring was that the procedures did meeting all federal regulations and the revised procedures will be submitted to the State to resolve the finding.

A motion was made by Walter Smith and seconded by Tommy French to approve the revised Grievance Procedures as presented. There were no opposing votes and motion carried by voice vote.

10. *HDCI Grant Update* – Amy Varnum reported that the approved RFP was released on February 20, 2018, and a bidder's conference is scheduled for March 5, 2018. The deadline for proposal submission is March 30, 2018, at 5:00PM.
11. *One-Stop Partner MOU Update* – Darrell Stillings reported that Legacy Link, which is a required partner still has not signed the MOU. He reported contact has been made with no results and may have to go back to the State for further assistance.
12. *Approval of Transferring DLW Funds to Adult Funds (\$300,000)* – Darrell Stillings reported that fortunately due to there not being a large number of layoffs or plant closures a request was made to transfer \$300,000 from the Dislocated Worker Grant to the Adult Grant.

A motion was by Larry Evans and seconded by Walter Smith to approve the request to transfer \$300,000 from the Dislocated Worker Grant to the Adult Grant. There were no opposing votes and the motion carried by voice vote.

13. *Quadrant Review* – Darrell Stillings provided copies of and discussed the quadrant report, which showed staff activities in all four corners of the service area for both business and training

services. Chairman Martin stated he would like to see a report on a meeting with high school counselors to show effort to get packages in the hands of student that are dropping out.

14. *Paxen Cure Notice* – Teria Coleman provided copies of and discussed a cure notice for Paxen. The Youth Committee requested sending a cure notice due to Paxen’s underperformance in recruitment. The cure notice will give Paxen forty-five days to increase their enrollment s or further action may be taken. Staff was instructed to include an out clause in all future contracts and to have attorney look review it. Staff was further instructed to look for an attorney to have on a retainer and to get an RFP out for funds we anticipate to receive in April 2018.

A motion was made to approve sending the cure notice to Paxen with a revision to include language to require monthly reporting on expenditures and enrollments.

15. *Business Services Grant Writer Report* – A verbal report was given on the additional activities not included on the quadrant report. Additional activities included working with Irvin Tissue, IBEW Apprenticeship Program, mock interviews in Jones County, meeting with seniors to provide information on opportunities, a meeting with Hawkinsville Housing Authority to discuss HDCI Grant and our agency coming in to hold meetings for program activities, a meeting with Mayor Denson to discuss the program, attended entrepreneurial event in Wilkinson County, working with Graphic Packaging in Perry, attended Fatherhood Initiative job fair and working with Mohawk.

16. *Expenditure Report* — Gail Barton provided copies of and discussed the expenditures report for the period through December 31, 2017. The report showed there was a total of \$492,987.79 in program funds, however, Gail Barton reported that with January and February expenditures it is closer to \$358,000 in program funds and \$107,000 in Admin funds, which must be spent by June 30, 2018. After figuring up projected costs for Paxen, CGTC and In-the-Door contracts it appears that the funds will be expended by June 30. However, there is some concerns with Paxen’s spending due to their low enrollments.

A motion was made by Tommy French and seconded by Walter Smith to approve the authority to transfer up to \$300,000 from the Youth Grant to another area as needed. Mayor Eric Wilson opposed. The motion carried by voice vote.

A motion was made by Larry Evans and seconded by Mayor Eric Wilson to allocate addition funds to increase staff for youth activities. There were no opposing votes and the motion carried by voice vote.

A motion was made by Larry Evans and seconded by Tommy French to move funds allocated for the one-stop renovations to renovate the conference to meet audio/video teleconference needs with webinar capabilities.

17. *Activity Reports*

- **PY 2017 Enrollment Report** – Terrell Mitchell provided copies of PY 2017 Enrollment Report dated February 6, 2018, which shows there are 332 enrollments, which there are

currently 198 active enrollments, 55 participants are in job search and 79 have exited the program.

- **PY 2017 1st Quarter Performance Report** – Terrell Mitchell provided copies and discussed the performance report dated February 13, 2018, which shows all measures that could be calculated at this time being either met or exceeded.

MATTERS FROM THE FLOOR

1. *Status of Public Posting of Executive Director Appointment* – Staff sent created advertisement to Board members for their input and approval. Only received one response. Questions still needing to be answered were as follows:
 - Salary Range or Negotiable – Negotiable based on experience.
 - Where to post it – Post it everywhere – including all county papers, Workforce, SETA, HR Department Websites, etc.
 - Where should applications be sent – Should be sealed and addressed to Chairman Martin, delivered to the Consortium office and Gail Barton is to collect them. If sent directly to email, govern accordingly, print and seal.
 - Who will interview – Committee will interview and staff was asked to provide interview questions if possible. Members that have gone through a similar process were asked to share any questionnaires and/or any list of DO NOT ASK QUESTIONS DURING INTERVIEW they have available.
 - How long to run the position – Through March 31, 2018.
2. *Suggested Youth Services Meeting* – Chairman Martin reported that he has asked the Youth Services Specialist and the former Executive Director to host a meeting at the regional commission, which he suggested for central location purposes only. Suggested meeting attendees were to include the county school superintendents, high school principals, counselors and graduating coaches. The purpose of the meeting is to inform them of all the youth services offered. It was the consensus of the group to agree for staff to host the meeting.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is scheduled for April 24, 2018, at 10AM the MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and a motion was made by Tim Andrews and seconded by Butch Hall to adjourn the meeting at 12:18PM and enter into the Board of Directors session. There were no opposing votes and the meeting carried by voice vote.