

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
APRIL 18, 2017**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held at Noon, on April 18, 2017, at Tri-County EMC, 310 W Clinton Street, Gray, Georgia. The following members were present:

Dan Brandon	Joy Carr	Anita Coney	Sam Dorsey
Anitra Douglas	Tyrone Evans	Tishua Green	Clifford Holmes
Patrick Manuel	Sherrie Moody	Harry Murray, Jr.	Matt Poyner
Jeff Scruggs	Carolyn Watson	Saleemah Sabree	Willie Billingslea
Ralph Snowden	Steve Williams	Ivan Allen	Henry Gallimore
Dallori Simmon-Thompson			

The following guests were in attendance:

Ethel Wynn – GDOL Milledgeville Career Center
Bob Thompson, GDOL Macon Career Center
Candice Scott – GDEcD Economic Development
Brenda Brown, Central Georgia Technical College

WELCOME GUEST/NEW MEMBER

Chairman Sam Dorsey called the meeting to order. He welcomed everyone and introductions were made around the room. There was a quorum present.

MINUTES

1. *Approval of the December 7, 2016 and February 21, 2017, Minutes* – A motion was made Steve Williams and seconded by Willie Billingslea to approve the minutes of both the December 7, 2016 and the February 21, 2017 meetings as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

1. Ratify Regional/Local Plan Extension Request – A motion was made by Willie Billingslea and seconded by Tyrone Evans to approve the Regional/Local Plan Extension Request as presented. There were no opposing votes and the motion carried by voice vote.
2. Ratify One-Stop Operator RFP – A motion was made by Clifford Holmes and seconded by Tyrone Evans to approve the One-Stop Operator RFP as presented. There were no opposing votes and motion carried by voice vote.
3. Ratify Youth Services RFP – A motion was made by Steve Williams and seconded by Clifford Holmes to approve the Youth Services RFP as presented. There were no opposing votes and the motion carried by voice vote.

NEW BUSINESS

1. *Approval of Regional Plan* – Carolyn Robertson provided copies of and discussed the regional plan as submitted to the State on March 31, 2017 with the State's required revisions. She explained that the deadline for submission was extended until March 31, 2017. She pointed out the revision made were highlighted in the Plan.

A motion was made by Clifford Holmes and seconded by Ralph Snowden to approve the Regional Plan as submitted to the State on March 31, 2017. There were no opposing votes and the motion carried by voice vote.

2. *Approval of Revisions to the Incumbent Worker Policy* – Carolyn Robertson provided copies of and discussed the Incumbent Worker Training Policy. She explained that the revisions made to the incumbent worker training policies were suggestions made by the State.

A motion was made by Clifford Holmes and seconded by Willie Billingslea to approve the revisions to the Incumbent Worker Training Policy as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of Revisions to the Individual Training Account Policy* – Carolyn Robertson provided copies of and discussed updates made to the Individual Training Account (ITA) policy. She explained that the maximum amount that could be allotted for a participant's training costs has not been adjusted since the inception of WIA back in 2000. The costs of attendance has increased significantly over the years and we are starting to face not being able to sufficiently cover as a supplement the training costs for some programs. Therefore, the ITA Policy has been revised to increase the maximum amount that can be allotted to cover an individual's training costs in the Medical/Education fields from \$13,000 to \$16,900 and \$11,000 to \$14,300 in all other fields of training. The policy was also revised to increase the book allowance for a semester from \$500 to \$700.

A motion was made by Sherrie Moody and seconded by Clifford Holmes to approve the revisions made to the Individual Training Account (ITA) Policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *One-Stop Implementation Update*

- **2nd Round Meeting for Service Delivery MOU Negotiations** - Carolyn Robertson reported that the 2nd round meeting was held on March 27, 2017, to determine how shared infrastructure costs would be calculated and what each center would charge partners to have a physical presence and/or the costs associated with having direct linkage in the One-Stop centers. It was determined that square footage would be used in calculating the shared Infrastructure costs for physical presence. Discussion also covered the MOU, which will outline the other vital element required in the MOU and services that will be provided at each one-stop center and by each partner.

5. *Sector Partnership Needs Assessment Update* – Carolyn Robertson reported that she has been working with other partners on the manufacturing needs assessment project since October 2016 along with Macon-Bibb County Workforce Area and the local manufacturing employers. She provided copies of the manufacturing needs assessment report created by Carl Vinson Institute of Government. The plan is to use this concept to conduct additional needs assessments on other industries in the near future.

6. *State Workforce Director's Visit* – The visit took place on March 1, 2017, which the State Director, Menelik Alleyne, sat with staff and answered questions regarding the implementation of WIOA and some of the changes that will follow. MGCI staff took the Mr. Alleyne to visit Anchor Glass and

Kumho Tire which are two of our on-the-job training sites. Mr. Alleyne spoke with Jeff Gordon, Plant Manager, of Anchor Glass. He also spoke Mr. Frentheway, Plant Manager, and Latrenda Leeks, Human Resource Manager, of Kumho Tire. Carolyn Robertson reported that the interviews went well.

7. *Putnam County Executive Committee* – Carolyn Robertson reported that she and Amy Varnum attended a meeting in Putnam County on Saturday, March 18, 2017 representing workforce as a stakeholder in the development of a new county-wide curriculum (Ford Next Learning Generation) for the Putnam County School System.
8. *Adult Education Grant Application* – Carolyn Robertson report that the LWDA was assigned to rate two General Adult Education Grant applications one Integrated English Literacy & Civics Education Grant application for Central Georgia Technical College and Oconee Fall Line. The ratings have has been completed and submitted back to the Technical College System Georgia (TCSG).
9. *HDCI Grant Application* – Carolyn Robertson explained that the HDCI Grant Application is to be utilized as a capacity building grant for the region and it is due to GDEcD, WFD April 20, 2017. Matt Poyner and Candice Scott are also working with the LWDA to submit the application. The grant is a regional grant being submitted in partnership with the Macon-Bibb County Workforce Area. Matt Poyner asked for letters of support from partners on the Board. Carolyn agreed to forward copies of a generic letter to the partners for them to use in their submission. The grant is to build on the manufacturing needs assessment project and to conduct future assessments on in other industries with plans for healthcare possibly being next on the list.
10. *WIOA Funds Transferred to Other Areas* – Carolyn Robertson explained that we had funds that would expire June 30, 2017 that we would be unable to expend. Both Cobb County and Heart of Georgia were in need of additional funds and we were able to transfer the funds to those areas instead of back to the State. The transferred amounts were as follows:
 - Area 4, Cobb County – Youth Funds \$237,000
 - Area 16, Heart of Ga – Youth Funds \$237,000 and Dislocated Worker Funds \$274,421
11. *Business Services/Grant Writer Reporter* – Amy Varnum gave a verbal report on the OJT activities. She reported that we have the same number of employers as last reported and she is working to recruit additional employers. Currently working with the State on a project with Interfor to establish two different types of training. Interfor has seven plants, which includes one in Houston County and another in Putnam County. The project is a statewide effort to do an incumbent worker program and then hopefully fill the vacant positions with OJT participants and possibly some apprenticeships. Currently, they are just focusing on their current workforce.
12. *Activity Reports* –The following activity reports were provided and discussed by Terrell Mitchell:
 - **PY 2016 Enrollments** – The PY 2016 Enrollment dated April 17, 2017, showed there were 290 Adults, 53 Dislocated Workers, 15 NEG and 58 Youth served for a total of 415 participants being served to date for PY 2016. It also showed that out of the 415 being served that there are 214 currently active, 102 have exited and 100 are in job search.
13. *PY 2016 Expenditure Reports* – Gail Barton provided copies of and discussed the Expenditure Reports as follows:
 - **Adult** - An Adult Expenditure report for the period July 1, 2016 through February 28, 2017, was presented. The report showed the total funds available were \$2,592,043 and a total of

\$1,392,697.95 for expenditures, which leaves a balance of \$1,199,345.05 available in all adult grants.

- **Dislocated Worker** – A Dislocated Worker Expenditure report for the period July 1, 2016 through February 28, 2017, was presented. The report showed that the total funds available were \$801,026 and a total of \$462,102.89 in expenditures, which leaves a balance of \$338,923.11 available in all dislocated worker grants.
- **Youth** - A Youth Expenditure report for the period April 1, 2015 through February 28, 2017, was presented. The report showed that the total funds available were \$1,301,852 and a total of \$407,677.78 in expenditures, which leaves a balance of \$894,174.22 available in all youth grants.
- **Rapid Response** - A Rapid Response Expenditure report for the period July 1, 2016 through February 28, 2017 was presented. The report showed that the total funds available were \$35,498 and a total of \$139.77 in expenditures, which leaves a balance of \$35,358.23. If at the end of the first year there has been no plant closures resulting in no rapid response expenditures, then 100% of the funds remaining can be transferred to the adult program.
- **Dislocated Worker National Emergency Grant** - A National Emergency Grant Expenditure report for the period July 1, 2016 through February 28, 2017) was presented. The report showed that the total funds available were \$250,000 and a total of \$157,066.16 in expenditures, which leaves a balance of \$92,933.84 available in the NEG grants.
- **Special Dislocated Worker (Branding) Grant** - A Special Dislocated Worker (Branding) Grant Expenditure report for the period November 1, 2016 through February 28, 2017, was presented. The report showed that the total funds available were \$15,380 and a total of \$844.23 in expenditures, which leaves a balance of \$14,535.77 available in the special dislocated worker (branding) grants.

MATTERS FROM THE FLOOR

Clifford Holmes complimented the staff for the job they have done.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Election of New Chair* – Carolyn Robertson reminded the WDB members that Sam Dorsey’s chair term will be up in July and announced that the election of a new chair will be on the agenda at the next meeting in June.
2. *State Workforce Development Board Meeting* – Carolyn Robertson announced that the next State Workforce Development Board meeting will be held May 11, 2017, at the VECTR Center in Warner Robins. She extended an invitation to the board members who wish to attend.
3. *Next Meeting* – The next meeting is scheduled for June 20, 2017, at Noon, at Flint Energies, Warner Robins, Georgia.

ADJOURNMENT

There was no further business and the meeting was adjourned.