

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
JUNE 20, 2017**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held at Noon, on June 20, 2017, at Flint Energies, at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Wanda Addeo	Ivan Allen	Willie Billingslea	Anita Coney
Wiley Crosby	Sam Dorsey	Anitra Douglas	Tyrone Evans
Jay Flesher	Henry Gallimore	Tishua Green	Clifford Holmes, Jr.
Patrick Manuel	Sherrie Moody	Saleemah Sabree	Jeff Scruggs
Romelda Simmons	Barbara Mosley		

The following guests were in attendance:

Carla Yawn – Baldwin County Fiscal Agent	Bob Thompson, GDOL Macon Career Center
Candice Scott – GDEcD Economic Development	Brenda Brown, Central Georgia Technical College
Danny Penland – Overview, Inc.	Lisa Lee – 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 April 18, 2017, Minutes* – A motion was made Tyrone Evans and seconded by Romelda Simmons to approve the minutes of the April 18, 2017 meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was no old business.

NEW BUSINESS

1. *Approval to Fund the One-Stop Operator Contract* – Carolyn Robertson reminded the members of the requirement for a one-stop operator under the Workforce Innovation and Opportunity Act and that an RFP was released to competitively procure one. She reported that there was only one proposal received in response to the RFP and she provided copies of and discussed the staff ratings and recommendations. There were five raters and the average rating was 70.2, which is above the minimum required score of 52 points. She also provided copies of the proposed budget, which shows a total of \$113,000 being

proposed for the period of July 1, 2017 through June 30, 2018, which is less than \$125,000 available as stated in the RFP. Carla Yawn asked if Baldwin County will be responsible for monitoring the one-stop operator and she was instructed that Baldwin County will be responsible for reviewing the monitoring report.

A motion was made by Clifford Holmes and seconded by Willie Billingslea to approve funding the In-the-Door, LLC proposal at a cost of \$113,000 for the period of July 1, 2017 through June 30, 2018, as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of One-Stop Certifications* – Carolyn Robertson explained that the State requires that there be at least one comprehensive one-stop location and the Middle Georgia Consortium office was selected to fulfil that requirement. She provided copies of and discussed the certification guidelines that the State is requiring to be completed and submitted to them by Friday, June 30, 2017, for approval. Certifications were completed for the following:

- **Middle Georgia Consortium, Inc. (Comprehensive Site)**
- **Houston County Career Center (Affiliate Site)**
- **Milledgeville Career Center (Affiliate Site)**

A motion was made by Sherrie Moody and seconded by Clifford Holmes, Jr. to approve the one-stop certifications as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval to Issue RFP to Provide Career Services & Case Management Services* – Carolyn Robertson provided copies and discussed the RFP for Career Services & Case Management Services for approval. She explained that the competitive procurement is mandated by the State. The RFP will solicit an individual or entity to conduct orientations, labor market information, career counseling, workshops and career services assessment (Career Services & Case Management).

A motion was made by Sherrie Moody and seconded by Clifford Holmes to approve the release of an RFP to solicit Career Services & Case Management Services providers for \$110,000. There were no opposing votes and the motion carried by voice vote.

4. *MOU/Infrastructure Agreement* – Carolyn Robertson provided copies of and discussed a draft of the One-Stop MOU/Infrastructure Agreement that all of the required one-stop partners will have to sign. The agreement identifies the one-stop locations, the required partner services to be provided at each location, clarifies whether or not a partner will have a physical presence or a direct linkage, defines the roles and responsibilities of each partner and the one-stop budget. There was concern over the cost difference between Houston Career Center and Milledgeville Career Center and Carolyn Robertson explained that GDOL doesn't own Houston Career Center building but does own the Milledgeville Career Center building.

A motion was made by Clifford Holmes and seconded by Willie Billingslea to tentatively approve the MOU/Infrastructure Agreement pending contact by the staff for Board approval in order to meet the July 1, 2017 deadline. There were two opposing votes and the motion carried by voice vote. Sherrie Moody and Tyrone Evans opposed the approval.

5. *Approval of the PY 2017 Office Budget* – Gail Barton provided copies and discussed the PY 2017 Office Budget proposal. The proposal showed an estimate of \$543,926 in administrative funds and \$4,014,635 in program funds for an estimated total budget of \$4,558,561. The budget proposal estimated the office budget cost at \$1,267,659, with \$376,097 being non-personnel and \$891,562 in personnel costs. An organization chart was attached to the budget that showed the positions that make

up the salary cost. The organizational chart also contained three positions that were not included in the budget but was maintained in case they were needed. At the time that it is determined that any of the three positions are needed it will be brought before the board for the approval to fund them but at this time it was felt that they were not needed.

A motion was made by Willie Billingslea and seconded by Patrick Manuel to approve the PY 2017 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approve Funding Contract (Paxen Learning Services, LLC (\$660,000))* – Teria Coleman reported that there was only one proposal received in response to the RFP and she provided copies of and discussed the staff ratings and recommendations. There were five raters and the average rating was 117.4, which is above the minimum required score of 115 points. She also provided copies of the proposed budget, which shows a total of \$660,000 being proposed for the period of July 1, 2017 through June 30, 2018. It was suggested that staff check into listing RFPs on the DOAS Bid Registry.

A motion was made by Willie Billingslea and seconded by Clifford Holmes, Jr., to approve funding the Paxen Learning Services, LLC proposal at a cost of \$660,000 as presented. There were two opposing votes and the motion carried by voice vote. Jeff Scruggs and Sherrie Moody opposed funding the contract.

7. *Business Services/Grant Writer Reporter* – Amy Varnum gave a verbal report on the on-the-job training and incumbent worker training activities. She reported that several new OJT contracts have been executed and she is working with several other employers to be added. She reported that there is finally a local incumbent worker training contract in place, which is a program where employers use WIOA funds to upgrade the skills of their current workforce. Interfor is the contractor and it will be a three year program with a contract being signed each year. She will also be working on a State project along with the Middle Georgia Regional Commission utilizing some NEG funds that have some set-aside incumbent worker funds. She has also met with Plant Scherer, which plans to hire 100 plus employees in the fall and with plans to utilize OJT and IWT funds.

8. *Activity Reports* – The following activity reports were provided and discussed by Terrell Mitchell:

- **PY 2016 Enrollments** – The PY 2016 Enrollment dated June 13, 2017, showed there were 307 Adults, 58 Dislocated Workers, 15 NEG and 61 Youth served for a total of 441 participants being served to date for PY 2016. It also showed that out of the 441 being served that there are 213 currently active, 101 have exited and 82 are in job search.

9. *PY 2016 Expenditure Reports* – Gail Barton provided copies of and discussed the expenditure report through April 30, 2017. The report showed there was a total of \$4,995,799 in funds available for all grants and a total of \$2,750,230.64 in expenditures was reported, which leaves a balance of \$2,245,568.36. A total of \$85,270.42 of the balance must be spent by June 30, 2017 and it was felt that all of these funds would be expended by June 30, 2017, as required.

10. *Election of Chair and Vice Chair* – Chairman Sam Dorsey reminded the members that his term expires before the next meeting and Carolyn Robertson reported that Dollie Horton who is the vice-chair has submitted her resignation from the Board. Chairman Dorsey explained that since Dollie Horton has resigned the Board needs to elect both a chair and vice-chair. He opened the floor up for nominations.

Nominations for the Chair position were as follows:

Patrick Manuel nominated Steve Williams for the Chair position. Willie Billingslea seconded the nomination. After no further nominations were made, Wiley Crosby made a motion to close the nomination and Romelda Simmons seconded the motion. There were no opposing votes and the motion to elect Steve Williams as Chair carried by voice vote.

Nominations for the Vice-Chair position were as follows:

Barbara Mosley nominated Sherrie Moody as Vice-Chair. Willie Billingslea seconded the motion. Wiley Crosby made a motion to close the nominations and Romelda Simmons seconded the motion. There were no opposing votes and the motion to elect Sherrie Moody as Vice-Chair carried by voice vote.

MATTERS FROM THE FLOOR

SETA Conference – Willie Billingslea and Clifford Holmes would like to attend the SETA Conference.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Proposed PY 2017 Meeting Schedule* - Carolyn Robertson presented a proposed meeting schedule for PY 2017.

Next Meeting – The next meeting is scheduled for August 22, 2017, at Noon, at Tri-County EMC, in Gray, Georgia.

A motion was made by Saleemah Sabree and seconded by Willie Billingslea to approve the PY 2017 Meeting Schedule as presented. There were no opposing votes and the motion carried by voice vote.

ADJOURNMENT

There was no further business and the meeting was adjourned.