

**CALLED
EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
JULY 26, 2017**

MINUTES

A called meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10AM, on July 26, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Emily Davis - Baldwin County	Larry Evans - Monroe County
Bobby Blasingame - Crawford County	Walter Smith – Peach County
Timothy Andrews – Houston County	Butch Hall – Pulaski County
Daylon Martin – Jones County	

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

OLD BUSINESS

There was none.

MINUTES

1. *Ratify Approval of the April 25, 2017, Minutes* – A motion was made by Emily Davis and seconded by Larry Evans to approve the minutes of the April 25, 2017, meeting as presented. There were no opposing votes and the motion carried by voice vote.
2. *Approval of the June 27, 2017, Minutes* – A motion was made by Emily Davis and seconded by Bobby Blasingame to approve the minutes of the June 27, 2017, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

1. *Ratify Approval of Revised Executive Committee Bylaws* - Carolyn Robertson provided copies of and discussed the revised Executive Committee Bylaws. She discussed the changes to include adding the two additional mayors to meet the State's required composition and the addition of the State's required proxy mandate. This requires that if the person serving is not the chair of the County's Board of Commissioners, then the Chair of the Commission must sign and submit a proxy form appointing a representative to serve as the Chair's proxy and provide the length of time they are to serve, which can be up to eleven months. As far as the addition of the two mayors goes, starting with the August 2017 meeting there will be 12 members, which means it will now take seven members present to make a quorum. The two mayors agreed on at a previous meeting and who will serve on the board starting in August 2017 will be the Mayor of Gray and the Mayor of Forsyth. The two Mayors will rotate every two years amongst the counties.

A motion was made by Timothy Andrews and seconded by John Williams to approve the revised Executive Committee Bylaws as presented. There were no opposing votes and the motion carried by voice vote.

2. *LEO Proxies* – Carolyn Robertson reported that she has received proxy forms from Crawford, Houston, Jones and Peach. She does not need one from Pulaski because the Pulaski County representative is a Commission Chair but she will need one for Putnam, Twiggs and Wilkinson. However, Putnam County still has not appointed an individual to serve on the Board and staff was asked to draft a letter to Putnam County for Chairman Martin to sign.
3. *Ratify Approval of the Workforce Development Board Nominations* – Carolyn provided copies of and discussed the nominations of Wade Yoder, the Owner of Wade Yoder Storage Buildings, to represent Peach County and Joseph Howard, Owner of J&J Heating and Air, to represent Crawford County. Wade Yoder was nominated by Walter Smith and will replace Dollie Horton, who has resigned and Joseph Howard was nominated by Bobby Blasingame to replace Al McGee, who has retired from his agency and no longer is eligible to serve as a private sector member.

Wade Yoder, Owner of Wade Yoder Storage Buildings, nominated by Walter Smith to represent Peach County - A motion was made by Larry Evans and seconded by Timothy Andrews to approve the nomination of Wade Yoder, the Owner of Wade Yoder Storage Buildings, to represent Peach County as presented. Walter Smith, Peach County Commissioner, abstained from voting. There were no opposing votes and the motion carried by voice vote.

Joseph Howard, Owner of J&J Heating and Air, nominated by Bobby Blasingame to represent Crawford County - A motion was made by Larry Evans and seconded by Timothy Andrews to approve the nomination of Joseph Howard, Owner of J&J Heating and Air, to represent Crawford County as presented. Bobby Blasingame, Crawford County Commissioner, abstained from voting. There were no opposing votes and the motion carried by voice vote.

4. *Ratify Approval to Fund Contracts*

- **In-the-Door, LLC (One-Stop Operator)** – Carolyn Robertson explained that there was only one proposal received in response to the RFP. She provided copies of and discussed the staff ratings and recommendations. There were five raters and the average rating is 70.2, which is above the required minimum 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.

A motion was made by Larry Evans and seconded by Emily Davis 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.

- **Paxen Learning Services, LLC (Youth Services Provider)** – Teria Coleman, Youth Services Specialist, explained that there was only one proposal received in response to the RFP. 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 required minimum of 115 points out of a maximum of 155. She also provided copies of the proposed budget, which shows a total of \$660,000 being proposed for the period of June 30, 2017 through June 30, 2018, which is the total funds available in the RFP. Carolyn Robertson was instructed to

have staff send a simplified list of the 14 elements and the youth services to the clerk of all the counties we serve.

A motion was made by Larry Evans and seconded by Walter Smith to approve funding the Paxen Learning Service, LCC proposal at a cost of \$660,000 for the period of June 30, 2017 through June 30, 2018, as presented. There were no opposing votes and the motion carried by voice vote.

5. *Approval of One-Stop Centers Certification* - 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 the 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 Emily Davis and seconded by Larry Evans to approve the one-stop location certifications as presented. There were no opposing votes and the motion carried by voice vote.

6. *Ratify Approval to Issue RFPs to Provide PY 17 Services*

- *Career Services & Case Management Services (\$110,000)* – Carolyn Robertson provided copies and discussed the RFP for Career Services & Case Management Services for approval. She explained that it is being 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 Larry Evans and seconded by Timothy Andrews 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.

- *Youth Services (\$648,586)* – Carolyn Robertson explained that we have received \$810,733 in youth funds for PY 2017 and at least 80% of these funds have to be spent or obligated by June 30, 2018. She requested approval to issue a Youth Services RFP for at least \$648,586 and not to exceed \$810,733. The RFP will be written where if an entity can do all 14 elements then good but if not then it can be split up amongst several proposals as long as they can meet performance standards. Again, Carolyn Robertson was instructed to have staff send a list of the 14 elements to the clerks of all the counties we serve. Also, staff was asked if counties can employ youth through an OJT and Carolyn Robertson stated that it could be done but it needs to be kept in mind that they need to be an out-of-school youth.

A motion was made by Emily Davis and seconded by Larry Evans to approve the release of an RFP to solicit Youth Service providers for a total of at least \$648,586 but no more than \$810,733. There were no opposing votes and the motion carried by voice vote.

7. *Ratify Approval of MOU/Infrastructure Agreement* – Carolyn Robertson provided copies of and discussed a draft of the One-Stop MOU/Infrastructure Agreement that has been sent out to all

required one-stop partners for their signatures. The agreement identifies the one-stop locations, the required partner services to be provided at each location, clarify whether or not a partner will have a physical presence of a direct linkage, roles and responsibilities of each partner and the one-stop budget. She reported that she has received signed copies back from all the required partners with the exception of the Older American's Council. They have sent a letter stating that they will not be participate. The State is aware and is now handling it. Staff was asked to get it in writing that the State is handling it.

A motion was made by John Williams and seconded by Timothy Andrews to approve the MOU/Infrastructure Agreement as presented. There were no opposing votes and the motion carried by voice vote.

8. *Ratify Approval of the Fiscal Agent PY 2016 Modification and the PY 2017 Agreement*

- **PY 2016 Fiscal Agent Agreement Modification (Increase to \$41,500)** – The modification was presented with revisions to include the language to note the reason for the budget increase and with the final invoice attached. Staff was asked that in the future to bring any unforeseen additional cost before the Board and to include at least one Board member at any future contract negotiations.

A motion was made by Larry Evans and seconded by Butch Hall to approve the modification to the PY 2016 Fiscal Agent Agreement as presented. Emily Davis abstained from voting. There were no opposing votes and the motion carried by voice vote.

- **PY 2017 Fiscal Agent Agreement** - A motion was made by Walter Smith and seconded by Butch Hall to approve the PY 2017 Fiscal Agent Agreement as presented. Emily Davis abstained from voting. There were no opposing votes and the motion carried by voice vote.

9. *PY 16 Expenditure Report* – Gail Barton presented an expenditure report on all grants through 5/31/2017. She pointed out that since the last meeting all of the PY 15 and FY 16 funds have been expended.

10. *PY 2017 Allocations* – Gail Barton provided copies of the PY 2017 Allocations as received from the State. She reported that funds were reduced from PY 2016 to PY 2017 in the amount of \$309,419 in formula funds. The State as a whole had an approximate \$10.5 Million reduction in formula funds.

11. *Ratify Approval of PY 2017 Office Budget Proposal* – Gail Barton provided copies of and discussed the PY 2017 Office Budget proposal. The proposal is the same as presented at the June 27, 2017 meeting. She pointed out that the carry-over will look different on future reports just because these were estimated at this time. This year's allocations have been received and they will not change in future reports. It is estimated that the funds available in both admin and program will be \$4,558,561. The office budget proposal included a total office budget of \$1,267,659 and the remaining \$3,290,902 is to be used for training program costs.

A motion was made by Walter Smith and seconded by Bobby Blasingame to approve the PY 2017 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

12. *Regional Plan Approval Notice from GDEcD, WD* – Carolyn Robertson provided copies of and discussed the Regional Plan Approval Notice received from the State on June 23, 2017. The notice stated that while the Plan is approved through PY 2019, modifications will be required during PY 2017 as further instructions and guidance will be released for the required modification. The notice also states that the approval is not extended to the policies and procedures submitted with the plan. The policy and procedures will be reviewed and approved during on-site monitoring.

13. *Sector Partnership NEG Monitoring* – Carolyn Robertson reported that the Feds had completed the Sector Partnership NEG monitoring of the local Workforce Development Areas with the State over the phone, however, the State is currently in our office conducting further monitoring.

14. *Business Services/Grant Writer Report* – This item was tabled until next meeting.

15. *Activity Report*

- **PY 2016 Enrollment Report** – Terrell Mitchell provided a current status report on enrollments for PY 2016 through June 13, 2017. She pointed out that there were 307 Adults, 58 Dislocated Workers, 15 NEG and 61 Youth for a total of 441 participants served.
- **Performance Report** – Terrell Mitchell provided a current status report on the performance measures for PY 2016 through June 27, 2017. The report showed that all measures were either met or exceeded with the exception of the Youth Credential Attainment Measure.

NEW BUSINESS

1. *Approval to Fund Case Management & Career Services Proposal* – Darrell Stillings explained that this is being mandated by the State. He reported that there were two RFPs received one was from Central Georgia Technical College and the other was from Austin Smith Center for Development. He provided copies of and discussed the staff ratings and recommendations for the Central Georgia Technical College, which showed that there were five raters. The proposal received an average rating of 127 and was recommended for funding since its score was above the required minimum score of 115 points. He also provided copies of the proposed budget, which shows a total of \$116,691 being proposed for the period of July 1, 2017 through June 30, 2018.

He also provided copies of and discussed the staff ratings and recommendations for the Austin Smith Development Center, which showed that there were four raters and that the proposal received an average rating of 100.25, therefore, the proposal was not recommended for funding since it scored below the required minimum score of 115 points.

A motion was made by Walter Smith and seconded by Emily Davis to approve funding the Central Georgia Technical College proposal as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval to Include the Cost of Renovating the One-Stop Resource Center in the PY 2017 Office Budget* – Darrell Stillings provided copies of and discussed the bid he received from Atlanta National Business Furniture to complete the renovations of the Resource Center and ADA office. He

explained that while there was a bid that was slightly lower than the bid from Atlanta National Business Furniture, it did not include the layout and design as requested. He further explained that all modifications will be ADA compliance and Atlanta National Business Furniture is the bid recommended for approval. He requested that the cost of \$17,996.23 be added to the PY 2017 Office Budget. In response to a questions, Gail Barton added that it will be added to the equipment purchase line item in the budget.

A motion was made by Larry Evans and seconded by Emily Davis to approve adding \$17,996.23 to the equipment purchases line item in the PY 2017 Office Budget to cover the costs to renovate the one-stop resource center and ADA office as presented. There were no opposing votes and the motion carried by voice vote.

MATTERS FROM THE FLOOR

1. Larry Evans reported that Monroe County received a \$500,000 grant to renovate an old school and the project will be completed sometime in September. He will be extending invitations to board members and staff to attend the open house and hopes to tie the opening to a Board meeting and host it at the center. Chairman Martin asked that he share a short description with the Board. He also asked Carolyn Robertson to agree to attend a meeting for each county throughout this next year. He further explained that it doesn't have to be a county meeting but can be a chamber meeting. Larry Evans suggested again that a video presentation be included on the agency's website. Carolyn Robertson reported that she recently attended the Wilkinson County Board of Commissioners meeting and volunteered to attend a meeting in any other county if they'll just let her know.
2. Emily Davis announced that on August 15, 2017, a statewide chamber luncheon will be held in Macon at the Marriott, from 11AM-1PM she believed. She was unsure if she was correct in the time so those wanting to attend should make sure of the time. She also announced that ACCG will be meeting that day as well.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Proposed PY 2017 Meeting Schedule* –The next meeting is scheduled for August 22, 2017, at 10AM the MGCI office, in Warner Robins, Georgia.

A vote was held to change the meeting time to 10AM and it passed with five votes in favor and one vote against. Walter Smith voted against the change.

ADJOURNMENT

There was no further business and a motion was made by Larry Evans and seconded by Emily Davis to adjourn at 11:21AM. There were no opposing votes and the motion carried by voice vote.