

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
AUGUST 22, 2017**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held at Noon, on August 22, 2017, at Tri-County EMC, at 310 Clinton Street, Gray, Georgia. The following members were present:

Wanda Addeo	Dan Brandon
Joy Carr	Anita Coney
Wiley Crosby	Tyrone Evans
Angie Gheesling	Tishua Green
Joseph Howard	Sherrie Moody
Greg Mullis	Matt Poyner
Saleemah Sabree	Jeff Scruggs
Dallori Thompson	Carolyn Watson
Steve Williams	Clifford Holmes

The following guests were in attendance:

Bob Thompson – DOL, Macon Career Center	Joel Sizemore – J&J Heating & Air
Danny Penland – Overview, Inc.	Jerry Meyers – In the Door, LLC
John Michael – In the Door, LLC	

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams called the meeting to order at 12:32PM. He welcomed everyone and introductions were made around the room. There was a quorum present.

MINUTES

1. *Approval of the June 20, 2017, Minutes* – Jeff Scruggs noted that there two opposing votes on Item number 6 and changes should be made to record as such. The two opposing votes were Jeff Scruggs and Sherrie Moody. A motion was made by Dan Brandon and seconded by Clifford Holmes to approve the minutes with the noted changes made. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of Revised WDB Bylaws* – Carolyn Robertson provided copies of and highlighted the revisions made to the Bylaws as required by the State to resolve issues discovered during the PY 15 monitoring that was conducted by Georgia Department of Economic Development, Workforce Division. The revisions were made in order to be in compliance with the Workforce Innovations and Opportunity Act.

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

2. *NEG Sector Partnership Monitoring Report* – Carolyn Robertson provided copies and discussed the NEG Sector Partnership Monitoring Report received from the Georgia Department of Economic Development, Workforce Division. She reminded everyone that this was regional grant and the monitoring consisted of reviewing our records as well as Macon-Bibb's records. While our area did not have any findings, Macon-Bibb had two findings regarding participant eligibility documentation and questionable supportive services payment. It appears that Macon-Bibb issued a payment to a participant to cover a car payment, which is not allowed and may result in disallowed costs for Macon. Any disallowed costs under the regional grant is the responsibility of the area which made the error, therefore, since it was an error made by Macon-Bibb County then they will have to repay the funds.
3. *HDCI Grant Update* – Carolyn Robertson announced that the HDCI Grant application that was submitted jointly by our area and Macon-Bibb to the State has been approved. The next step is to issue a request for proposal to solicit a required program manager. A request was made for approval to issue the RFP with a total funds availability in the amount of \$250,000. It was asked if MGCI or Baldwin County will issue the RFP. Carolyn responded that MGCI will issue the RFP and there will be two positions in the budget.

A motion was made by Clifford Holmes and seconded by Dan Brandon to approve issuing a Request for Proposal with a total funds availability in the amount of \$250,000 to solicit a required program manager for the HDCI Grant. There were no opposing votes and the motion carried by voice vote.

4. *One-Stop Partner MOU Update* – Carolyn Robertson reported that all partners have signed the Memorandum of Understanding except for Legacy Link (Older American Council), which the Georgia Department of Economic Development, Workforce Division is aware of and is working on coming to an agreement with them at the State level. She reported that Job Corps had not sign by the deadline because they had not been awarded the grant however, they have since received the award and has agreed to sign.
5. *Approval to Include the Cost of Renovating the One-Stop Resource Center to the PY 2017 Office Budget* – Darrell Stillings provided copies and discussed the quotes received to renovate the one-stop resource center. The renovations are needed in order for the comprehensive one-stop center to be in compliance with WIOA and the ADA

requirements. The total costs proposed for the renovations is \$17,996.23 and approval was requested to add the cost to the PY 2017 Office Budget.

A motion was made by Sherrie Moody and seconded by Tishua Green to approve adding \$17,996.23 to the PY 2017 Office Budget to cover the costs of renovating the One-Stop resource center as requested. There were no opposing votes and the motion carried by voice.

6. *Regional Plan Approval Notice from GDEcD,WD* – Carolyn Robertson provided copies of and discussed the letter received from GDEcD,WD announcing that the Regional Plan submitted jointly with Macon-Bibb has been approved through PY 19. The letter stated that the Plan has been approved through PY 19, however, it further stated that modifications will be required during PY 17 and instructions and guidelines will be provided by the State at the time modifications are required.
7. *Approval to Issue RFP for PY 2017 Youth Services* – For the purpose of approval, Teria Coleman provided copies and discussed the Scope of Work to be included in an RFP to solicit organizations to provide youth services for PY 2017. Included in the Scope of Work were the 14 Program Elements as required under WIOA and the total amount of funds to be included, which was \$485,000.

A motion was made by Clifford Holmes and seconded by Tyrone Evans to approve issuing a Request for Proposal to solicit organizations to provide Youth services for PY 2017 with a total funds availability in the amount of \$485,000. Jeff Scruggs abstained from voting. There were no opposing votes and the motion carried by voice vote.

8. *Business Services/Grant Writer Report* – Amy Varnum reported that she has met with about 18 employers in the last month and a half. She also reported that CGTC held an apprenticeship symposium for 11 companies that are interested in the USDOL registered apprenticeship program, possibly to be funded by WIOA. She also attended the Workforce Summit held August 17, at which MGCI was a presenter to highlight the efforts of this Board. She reported that MGCI was mentioned and highlighted at the Georgia Workforce state convening in Atlanta for its participation in the Interfor apprenticeship program and incumbent worker training program.
9. *Activity Reports*
 - **PY 2016 Year-End Enrollment Report** – Terrell Mitchell provided copies and discussed the PY 2016 4th Quarter Year End Enrollment Report (July 1, 2016 through June 30, 2017). The report showed there were 313 Adults served, 58 Dislocated Workers served, 15 NEG participants served, 5 Incumbent Worker Trainees served and 65 Youth served for a total of 454 participants served during PY 2016. There were 212 that enrolled in colleges (both technical and universities), 64 entered truck driver training and 45 were placed in OJT.
 - **PY 2017 Enrollment Report** – Terrell Mitchell provided copies of PY 2017 Enrollment Report dated August 17, 2017, which shows there are 224 enrollments

of which 148 were carried over from PY 2016. There are currently 164 active enrollments, 58 participants are in job search and 2 have been exited.

- **Performance Report** – Terrell Mitchell provided copies and discussed the performance report dated August 15, 2017, which shows all measures being either met or exceeded.

10. *Expenditure Report Through June 30, 2017* – Gail Barton provided copies of and discussed the expenditure reports as of June 30, 2017. The report showed there was a total of \$4,992,328 in available funds and \$3,218,603.31 in expenditures leaving a balance of \$1,773,724.69 for all grants. All spending and obligation requirements were met for all grants.

MATTERS FROM THE FLOOR

Chairman Steve Williams reminded member that they can be reimbursed for travel to and from the meetings and reminded everyone to let staff know if they wish to attend the SETA Conference being held September 24-26, 2017, in Louisville, Kentucky.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *PY 2017 Meeting Schedule* – Next meeting scheduled for October 17, 2017, at Noon, at Flint Energies, in Warner Robins, Georgia.

A motion was made by Jeff Scruggs and seconded by Tyrone Evans to approve the 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 adjourned at 1:14PM