

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
OCTOBER 31, 2017**

MINUTES

A called meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10AM, on October 31, 2017, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Tommy French – Baldwin County	Walter Smith – Peach County
Emily Davis - Baldwin County	Butch Hall – Pulaski County
Timothy Andrews – Houston County	John Williams – Wilkinson County
Daylon Martin – Jones County	Mayor Eric Wilson – City of Forsyth
Larry Evans - Monroe County	

Guests in Attendance:
Steve Williams – WDB Chairman

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. *Approval of the August 29, 2017, Minutes* – A motion was made by Larry Evans and seconded by John Williams to approve the minutes of the 10 County Middle Georgia Workforce Development Area meeting held on August 29, 2017, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *New Member Orientation* – Carolyn Robertson provided copies and discussed the new member orientation package, which included copies of a presentation handout, the formal agreement, bylaws and the conflict of interest policy.
2. *MOU Modifications and Negotiation Updates* –
 - **Change Comprehensive One-Stop Location** - Carolyn Robertson explained that it is recommended that the comprehensive one-stop center be changed from the Middle Georgia Consortium to the Houston County Career Center due to there being more foot traffic and more one-stop partners having a physical presence there.

A motion was made by John Williams and seconded by Emily Davis to approve changing the comprehensive One-Stop site from the Middle Georgia Consortium location to the Houston Career Center (DOL) as recommended. There were no opposing votes and the motion carried by voice vote.

- **Add One-stop Satellite Offices** – Carolyn Robertson explained that the MOU needs to be modified to include CGTC in Warner Robins and Macon as one-stop satellite offices. It was the consensus of those present to include other CGTC sites in all other counties where there is a campus to the MOU. Larry Evans requested that their workforce center in Forsyth be included as a one-stop satellite office.

A motion was made by Emily Davis and seconded by Larry Evans to include any additional county sites to make the one-stop system more accessible regionally. There were no opposing votes and the motion carried by voice vote.

- **Negotiations updates (Job Corps and Legacy Links)** – Carolyn Robertson explained that after negotiations with Legacy Links, the State has obtained Legacy Links' agreement to participate in the one-stop system as a partner and they will be sending an executed copy of their MOU, however, at this time they are only able to provide a direct linkage at the required one-stop centers. She also reported that after a discussions with Brian Mason, Job Corps' representative, they have also agreed to participate in the one-stop system as a partner and will provide a direct linkage at the required one-stop center. Their signature is also pending at this time.

3. *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 did not signed by the deadline but has since agreed to negotiate.
4. *LEO Proxies* – Carolyn Robertson reported that proxies have been received for everyone with the exception of John Williams and we still do not have representative from Putnam County. Commissioner Williams reported that he will submit it before the next meeting and apologized for the delay.
5. *Approval of PY 2017 Youth Services RFP* - 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 14 Program Elements as required in WIOA and the total amount of funds to included, which is \$485,000.

A motion was made Emily Davis and seconded by Larry Evans to approve issuing a Request for Proposal to solicit organizations to provide Youth services for PY 2017 with a total funds available in the amount of \$485,000. There were no opposing votes and the motion carried by voice vote.

6. *HDCI Grant Update* – Amy Varnum announced that the Regional HDCI Grant application that was submitted jointly by our area and the Macon-Bibb to the State has been approved and will be awarded beginning October 1, 2017. A grant work session will be held in November for all awardees. 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 of \$250,000.

A motion was made by Larry Evans and seconded by Emily Davis to approve the issuance of 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.

7. *Business Services Grant Writer Report* – Amy Varnum provided copies and discussed the Business Services Report dated August 29, 2017. The report provided the list of companies that meetings have been held with to inform them of our OJT and IWT services and also the meeting with that have been held with companies who have ongoing OJT contracts. It provided a list of one-stop partners and State hosted activities that she and Director Carolyn Robertson have attended since the last meeting.
8. *Expenditure Report* — Gail Barton provided copies of and discussed the expenditures report for the period through 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.

9. Activity Reports

- **PY 2016 Year-End Enrollment Report** – Terrell Mitchell provided copies and discussed the PY 2016 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, 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 exited.
- **3rd Quarter Performance Report** – Terrell Mitchell provided copies and discussed the performance report dated August 15, 2017, which shows all measures being either met or exceeded.

MATTERS FROM THE FLOOR

SETA Conference – Walter Smith and Ralph McMullen will attend.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is scheduled for October 31, 2017, at 10AM the MGCI office, in Warner Robins, Georgia.

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.