

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
DECEMBER 7, 2016**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held at Noon, on December 7, 2016, 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	Aundrea Simmons	Romelda Simmons	Dallori Thompson
Ralph Snowden	Steve Williams		

The following guests were in attendance:

Ingrid Banks-May – 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 August 23, 2016 Minutes* – A motion was made by Clifford Holmes and seconded by Dr. Romelda Simmons to approve the minutes of the August 23, 2016, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of Submission of the Draft Regional Plan* – Carolyn Robertson provided copies of and discussed a draft of the Regional Plan as submitted to the State. A copy of the State's contingency letter of acceptance of the Regional Plan was also provided and discussed. The

letter indicated the changes needing to be completed by the March 2017 submission deadline of the final Plan for the State's approval.

A motion was made by Willie Billingslea and seconded by Dr. Romelda Simmons to approve the draft Regional Plan submission to the State. There were no opposing votes and the motion carried by voice vote.

2. *Incumbent Worker Training Policy* – For the purpose of approval, Carolyn Robertson provided copies of and discussed the Incumbent Worker Training Policy. She explained that the incumbent worker training is a new work-based learning activity under WIOA and is to be used as a layoff aversion tool. The main objective is to meet the needs of an employer or group of employers to retain a skilled workforce by assisting workers in obtaining the necessary skills to avert being laid off. The policy sets the criteria to determine the employer/worker eligibility and the required employer's cost sharing for incumbent worker training projects.

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

3. *On-the-Job Training Policy Update* – Carolyn Robertson provided copies of and discussed updates made to the on-the-job training policy. The policy was updated to reflect the new required \$21.48 cap wage set by the State.

A motion was made by Steve Williams and seconded by Dr. Romelda Simmons to approve the revisions made to the On-the-Job Training Policy as presented. There were no opposing votes and the motion carried by voice vote.

4. *One-Stop Procurement Options*– Carolyn Robertson reported that she met with Baldwin County and they will issue the RFP and the Consortium will respond with a proposal. Currently awaiting legislation to come down from the State.
5. *Sector Partnership Steering Committee* – Carolyn Robertson reminded the members of her reporting at the last meeting that the Sector Partnership Steering Committee has contracted with Carl Vinson to conduct a sector partnership needs assessment to address the manufacturing needs in the region. She reported that the assessment meetings that she reported on at the last meeting that were initially scheduled for November 29 & 30 have been rescheduled for January 10 & 11.
6. *Sector Partnership Grant (\$250,000)* – Carolyn Robertson explained that the State is accepting applications for a sector partnership capacity building grant. Each region will apply for a \$250,000 grant and applying is mandatory for all workforce development areas. Since our region has two fiscal agents –Baldwin County is our fiscal agent and the Middle Georgia Regional Commission is Macon/Bibb County Areas. Macon/Bibb County has indicated that they would like to be the fiscal agent. It was recommended that our area be the fiscal agent since it covers ten counties and their area only covers one county.

No action was taken.

7. *Unified State Branding Grant* – Carolyn Robertson reported that the Consortium was awarded a grant in the amount of \$15,380 to implement the new WorkSource Georgia branding required by the State.
8. *Approval to Submit Regional/Local Plan to State* – Carolyn Robertson provided copies of a draft of the Regional Plan that was developed with the Macon-Bibb County Workforce Development Office and will be jointly submitted to the State by the deadline of August 31, 2016.

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the submission of the draft of the Regional Plan to be submitted to the State jointly with the Macon-Bibb County Office of Workforce Development. There were no opposing votes and the motion carried by voice vote.

9. *Business Services/Grant Writer Reporter* – Amy Varnum gave a verbal report on the OJT activities. She reported that there are a number of OJT participants that will soon be exited and they will be some good exits. The Workplace Fundamental courses are still being held monthly and Kumho and Anchor Glass have guaranteed to interview the graduates. She is working with technical college on incumbent worker training, apprenticeship and internship opportunities. The following OJT activity were reported:

Horton Van has four participants enrolled

Sunbelt Plastic Extrusions– OJT Contract is pending

Anchor Glass – Will start hiring again in January

Aspen Products – NEG Contract has been executed and they are also wanting to do some customized training.

Graphic Packaging – OJT Contract is pending

Georgia Pallet/Ga Artisan - OJT Contract is pending – they featured an article in Macon Telegraph/Workforce Press Release with Middle Georgia Regional Commission.

Encore Plastics – Working on OJT Contract

Med Pro – Working on OJT Contract - Meeting with City Council and Mayor

1st Quality – Working on OJT Contract

Hollingsworth & Vose – Working on OJT Contract

Gilmer Warehousing – Working on OJT Contract

Perdue Farms- Working on OJT Contract – They work with reentry employees

Sadler AG and German/American Apprenticeship Model – Working on OJT Contract

Oconee Fall Line Technical College, Valmira and Heart of Georgia Workforce –

SWAT Event – January 25, 2017 at Central Georgia Technical College in Warner Robins, Ga

Veteran’s Job Fair – January 12, 2017 in Dublin, Ga

Macon Electrical Joint Apprenticeship Program – One participant enrolled and looking to enroll possibly one more.

10. *Youth Report - Youth Services Report* – Teresa Tripp, Youth Services Specialist, provided an update on the youth activities. She reported that two additional students have earned their GED diplomas and will transition to Central Georgia Technical College and two more will test in January. Still recruiting for the out-of-school youth program through Central Georgia Technical College and Oconee Fall Line in Wilkinson County. Also recruiting efforts through the Housing Authority in hopes of setting up and catching the kids that are hanging out or possibly catching up with the parents when they come in to pay their rent. Working with DFCS to connect with potential enrollees, which will qualify if receiving public assistance. Members were asked to

bring the names of any referrals that they might know in their county to the next meeting.

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

- **PY 2016 Enrollments** – The PY 2016 Enrollment report as of November 30, 2016, showed there were 239 Adults, 43 Dislocated Workers, 15 NEG and 49 Youth served for a total of 346 participants being served thus far for PY 2016. It also showed that out of the 346 being served that there are 211 currently active, 63 have exited and 72 are in job search.

12. *PY 2016 Budget Reports* – Carolyn Robertson provided copies of and discussed the Budget Reports as follows:

- **Adult Budget** - An Adult Budget report for the first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed the total funds available were \$532,027 and a total of \$466,917 for expenditures.
- **Dislocated Worker Budget** – A Dislocated Worker Budget report for the first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$726,544 and a total of \$194,563 in expenditures.
- **Youth Budget** - A Youth Budget report for the second quarter (April 1, 2015 through September 30, 2016) was presented. The report showed that the total funds available were \$1,532,147 and a total of \$193,139 in expenditures.
- **Rapid Response Budget** - A Rapid Response Budget report for the first quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$73,410 and a total of \$0.00 in expenditures. At the end of the first year, 100% of the funds remaining can be transferred to the adult program.
- **NEG Budget** - A National Emergency Grant Budget report for the third quarter (July 1, 2016 through September 30, 2016) was presented. The report showed that the total funds available were \$170,584 and a total of \$23,869 in expenditures.

MATTERS FROM THE FLOOR

There was none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* – The next meeting is scheduled for February 21, 2017, at Noon, at Flint Energies, Warner Robins, Georgia.

ADJOURNMENT

There was no further business and the meeting was adjourned.