

**MIDDLE GEORGIA WORKFORCE INVESTMENT BOARD
YOUTH COMMITTEE MEETING
DECEMBER 7, 2017**

MINUTES

A meeting of the Middle Georgia Workforce Investment Board Youth Committee was held at Noon, on December 7, 2017, at the Middle Georgia Consortium, Inc., located at 124 Osigian Blvd., Suite A, in Warner Robins, Georgia. The following were in attendance:

Members Present:

Dan Brandon
Sam Dorsey
Tishua Green
Bill McNair
Clifford Holmes
Sharon Rogers

MGCI Staff Present:

Teresa Ragan
Terrell Mitchell
Teria Coleman
Darrell Stillings

Welcome and Introductions – Chairman Clifford Holmes chaired the meeting and at 12:09PM he called the meeting to order and welcomed everyone. Introductions were made around the room. There was a quorum present.

MINUTES

1. Approval of Minutes from the October 19, 2017, Youth Committee Meeting

A motion was made by Dan Brandon and seconded by Sam Dorsey to approve the minutes of the October 19, 2017, meetings of the Middle Georgia Workforce Development Board Youth Committee as written. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. RFP Status – Teria Coleman

- Bidders' Conference - Teria Coleman, Youth Services Specialist, reported that the RFP was released on November 8, 2017 and a Bidders' Conference was held November 17, 2017. There were about 27 people in attendance at the Bidders' Conference and there was a lot of interest this time.
- Proposal Due Date - The deadline was originally set for December 8, however, it was extended due to the RFP having to be amended.

2. **Paxen Report** – Teria Coleman provided copies of and discussed the Paxen Report dated December 7, 2017. The report included invoice submissions, number of participant, staff hired, locations and upcoming plans. She reported that Paxen is holding a ribbon cutting ceremony, in Warner Robins, today from 10AM until 6PM.
3. **Youth Expenditure Report** - Teria Coleman provided copies of and discussed the youth expenditure reports for PY 16 and PY 17 grants, which are operated on a first in first out accounting method. The reports showed expenditures through October 31, 2017 as follows:

Program Year	Amount of Available Funds (Less Any Transfers) for Report Period	Total Expenditures	Balance	Grant Ending Date
2016	\$ 765,433	\$ 217,040	\$ 548,393	6/30/2018
2017	\$ 810,733	\$ 0	\$ 810,733	6/30/2019
Total	\$1,576,166	\$ 217,040	\$1,359,126	

She reminded the members that \$660,000 of these funds are obligated to the Paxen Learning Services, LLC contract.

4. **Youth Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the status of the youth enrollments through October 18, 2017. The total number enrolled thus far is 24 with 14 being currently active, 6 being in job search and 4 being exited.
5. **Youth Performance Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 17 1st Quarter Performance as of December 4, 2017. The report showed that the only measure reflecting any measurable data this early in the year is the entered employment 2nd quarter, which is being met. A final performance report for PY 16 was also provided and discussed, which showed all measures were either met or exceeded.

MATTERS FROM THE FLOOR

There were none.

NEXT SCHEDULED MEETING

1. *Next Meeting* –The next meeting is scheduled for February 15, 2018, at Noon, at the Middle Georgia Consortium office.

ADJOURNMENT

There was no further business and the meeting was adjourned at 1:22PM.