

MIDDLE GEORGIA CONSORTIUM, INC.
BOARD OF DIRECTORS
JUNE 28, 2022

MINUTES

A meeting of the Middle Georgia Consortium, Inc. Board of Directors was held on June 28, 2022, at the Middle Georgia Consortium, Inc. located at 124 Osigian Blvd., Suite A, Warner Robins, Georgia. The following members were present:

Meeting Attendance Record			
Name	County/City	Present	Absent
Commissioner Henry Craig	Baldwin	X	
Commissioner Omar Dickey	Crawford		X
Timothy Andrews	Houston	X	
Commissioner Chris Weidner	Jones	X	
Commissioner Greg Tapley	Monroe		X
Commissioner Martin Moseley	Peach	X	
Commissioner Jenna Mashburn	Pulaski		X
Commissioner Billy Webster	Putnam	X	
Commissioner Ken Fowler	Twiggs		X
Commissioner John Williams	Wilkinson		X

Guest in Attendance

Steve Williams, Chairman Middle Georgia Workforce Development Board

Chairman Chris Weidner chaired and called the meeting to order at 10:04 AM. A quorum was not present and in accordance with the Bylaws of the Middle Georgia Consortium, Inc. a motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to enter into Executive Session to act on all matters requiring action prior to the next regularly scheduled Board of Directors' meeting. There were no opposing votes and the motion carried by voice vote.

Excerpt from the Bylaws of the Middle Georgia Consortium, Inc.:

...When at a regular or called meeting of the Board of Directors a quorum fails to appear, and a decision is required prior to the next regular or scheduled meeting, the Directors, whether primary or alternate, for the represented counties present shall be authorized to act as to any matter requiring such decision, provided two or more counties are represented and written notice as to the matter requiring decision has been properly mailed to the primary representatives of each county, identifying such decision as a purpose of the meeting.

AGENDA & MINUTES

1. *Approval of June 28, 2022 Agenda* - A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to approve the June 28, 2022, agenda as written. There were no opposing votes and the motion carried by voice vote.

MINUTES

1. *Approval of the Minutes of the April 26, 2022, Board of Directors' Meeting* - A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the minutes of the April 26, 2022, meeting of the Board of Directors of the Middle Georgia Consortium, Inc. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Approval of PY 2022 Office Budget and Transfer Authority* – Kerry Scarboro provided copies of and discussed the PY '22 Office Budget and Transfer Authority. She pointed out that funding for Adults and Youth both decreased while the funding for Dislocated Workers had a slight increase this year. She reported that 80% of grants have to be either spent or obligated in the first year and that requirement has been met. She also reported that the cost allocation plan has to be reviewed each year and that has also been done.

She further reported that there was no significant change in personnel costs and funding continues for 16 position as done in the past, however, four of the positions are currently vacant. She also pointed out that the non-personnel budget decreased by 9% overall with decreases in Advertising; Training and Development while Equipment Repair & Maintenance; and Dues, Subscriptions, Memberships and Publications both show an increase. She also noted that the total funds available including new and carry-over funds is \$3,269,310.00. A detailed line-item budget proposal was also provided showing the proposed office budget cost at \$1,692,343.00 for PY '22.

It was also pointed out that since it's hard to determine which population of clients will need services between the adults and dislocated worker populations, a request for the authority to transfer funding between the two funding streams was also included in the budget proposal. WIOA allows transferring up to 100% of funds between the two funding streams to give the flexibility needed to manage funds in a responsive manner to meet the needs of customers.

In response to a question of if the staff vacancies were by design or because we can't find qualified people. Darrell Stillings added that the vacancies are more by design due to funding cuts.

In response to a question of if there is not a bigger need for advertising since so many people are unaware of the program. Darrell Stillings added that advertising is not allowed. We do what is called outreach such as pamphlets that are handed out at job fairs. Kerry Scarboro added that we can advertise positions but not the agency.

In response to a question of if there was an increase in health costs, Kerry Scarboro added that surprisingly there was not and that it actually decreased this year.

In a response to a question asked in regards to what the administrative cost is for the program. Kerry Scarboro explained that 10% administrative cost is allowed for each grant. Darrell Stillings added that we are less than the 10% allowed. We are currently around 8% and the remaining 2% goes back into the program.

In response to a question asked regarding what the Fiscal Agent cost of \$63,000 included. Henry Craig added that it is for administrative cost allowed by the program. Darrell Stillings further explained that Baldwin County has a staff person that handles the grant and we offset the cost of that person. The fiscal agent cost is also part of the 8% administrative cost.

Commissioner Henry Craig requested that Board members be made aware when transfers occur. Darrell Stillings assured Commissioner Craig that notice will be emailed to the Board members when transfers occur.

Commissioner Chris Weidner asked Darrell Stillings to brief the members on the Workforce Board Recertification that he recently signed. Darrell Stillings explained that Federal law requires that the Workforce Development Board be recertified by the Governor every two years. The process requires that the board roster be submitted showing that the composition of the board meets all the required membership criteria such as Business, Community Service, Education and Labor. The application for recertification has to be signed by the CLEO and Workforce Development Board Chair. It has been submitted by the deadline with all the required signatures.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the PY '22 Office Budget and the Transfer Authority as presented. There were no opposing votes and the motion carried by voice vote.

2. *Approval of COLA & Revised Holiday Schedule* - Darrell Stillings provided copies of and discussed the projected cost of the proposed 5% cost-of-living adjustment for current staff positions. The proposed cost-of-living adjustment would increase the annual personnel cost by \$22,164.20 and if approved will be added to the PY '22 Office Budget.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to approve the proposed 5% Cost-of-Living-Adjustment to current staff salaries and add it to the PY '22 Office Budget. There were no opposing votes and the motion carried by voice vote.

Approval of Revised Holiday Schedule - Darrell Stillings requested to revise the MGCI Holiday Schedule for personnel to include observing the Juneteenth Holiday for next year.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to approve revising the MGCI Holiday Schedule to include the observance of Juneteenth next year. There were no opposing votes and the motion carried.

3. *Revised Personnel Policy* –
 - Paid Parental Leave – Darrell Stillings provided copies of and discussed a request to revise the MGCI Personnel Policy to include 4 weeks of paid parental leave.

A question was raised as to if the Family Medical Leave Act covered it. Kerry Scarboro responded that it provided time off but does not include pay.

- Revised Probation Language – Darrell Stillings provided copies of and discussed the proposed revised probation language. He explained that the IRS audited our Pension Plan and recommended that we change the probation language that allowed an extension of an employee's probation period as it also prevented the employee from being enrolled

in the pension plan within the required time allotted under law. Therefore, Securian, the Pension Plan Administrator, changed the language to meet the new IRS requirements.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the revised Personnel Policy to include the probation language as presented. There were no opposing votes and the motion carried by voice vote.

MATTERS FROM THE FLOOR

There was none.

ADJOURNMENT

There was no further business requiring action and a motion was made by Commissioner Henry Craig and seconded by Tim Andrews to adjourn the Executive Session. There were no opposing votes and the motion carried by voice vote.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to reenter regular session. There were no opposing votes and the motion carried by voice.

There was no further business and a motion was made by Commissioner Henry Craig and seconded by Tim Andrews to adjourn at 10:28AM. There were no opposing votes and the motion carried by voice vote.