

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
JANUARY 18, 2018**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on January 18, 2018, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Emily Davis – Baldwin County	Walter Smith – Peach County
Tommy French – Baldwin County	Daniel Brown – Putnam County
Bobby Blassingame – Crawford County	John Williams – Wilkinson County
Timothy Andrews - Houston County	Mayor Eric Wilson – City of Forsyth
Larry Evans – Monroe County	

Guests in Attendance:

Ralph McMullen – Consultant for Baldwin County Fiscal Agent
Carlos Tobar – County Manager for Baldwin County Fiscal Agent

Vice Chairman Walter Smith chaired in the absence of Chairman Daylon Martin and called the meeting to order at 12:15 PM. A quorum was present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the October 31, 2017, Minutes* – A motion was made by Timothy Andrews and seconded by Bobby Blassingame to approve the minutes of the 10 County Middle Georgia Workforce Development Area meeting held on October 31, 2017, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *Board Compliance*
 - **Replacement for the Mayor of the City of Gray on LEO/BOD Boards** – Carolyn Robertson explained that since Mayor Steven Tingen, did not run for re-election that a replacement is needed to fill the vacancy. Members will speak to their mayors and submit names of those interested in serving at the next meeting to be voted on. No action was taken.
 - **WDB Board Members** – Carolyn Robertson provided a list of members that have missed two or more consecutive meeting and Carolyn noted that if the five members needing to be replaced and Putman, Pulaski and Wilkinson County vacancies are filled then the board would be back in compliance. Members agreed to try and fill the vacancies.

2. *Approval of Local Definitions*

- **DW General Announcement of Closure within 180 days.** - Carolyn Robertson provided copies and discussed proposed local definition for the Dislocated Worker General Announcement of Plant Closing within 180 days, which the State allows us to define how we will respond and who will qualify.

A motion was made by John Williams and seconded by Mayor Eric Wilson to approve the Dislocated Worker General Announcement of Closure within 180 days definitions as presented. There were no opposing votes and the motion carried by voice vote.

- **Unemployment as a Result of General Economic Conditions or Natural Disaster** – Carolyn Robertson provided copies and discussed the proposed definition for Unemployment as a Result of General Economic Conditions or Natural Disaster, which the State allows us to define that if conditions are present then we can use them for eligibility determination.

A motion was made by Emily Davis and seconded by Timothy Andrews to approve the Unemployment as a Result of General Economic Conditions or Natural Disaster definitions as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of Fund Transfer Authority* - Carolyn Robertson provided copies of and discussed a request for authority to transfer funds as needed. She explained that this is normally done during the office budget process, however, it was inadvertently left out of the office budget proposal. She explained that the WIOA allows areas to transfer money between the Adult and Dislocated Worker (including Rapid Response funds) grants as needed.

A motion was made by Emily Davis and seconded by Tim Andrews to approve the Fund Transfer Authority as requested. There were no opposing votes and the motion carried by voice vote.

4. *Approval of Rapid Response Fund Transfer* – Carolyn Robertson provided copies of and discussed the Rapid Response Fund Transfer Request. She explained that since Rapid Response funds can only be spent on plant closure or massive layoff activities and since fortunately we have not had any of either that a transfer was submitted to the State to transfer \$34,993 from the Rapid Response grant to the Adult Grant.

A motion was made by Larry Evans and seconded by John Williams to approve the Fund Transfer Request to transfer \$34,993 from the Rapid Response grant to the Adult grant. There were no opposing votes and the motion carried by voice vote.

5. *Approval of Youth Proposal Funding Priority List* – Teria Coleman provided copies of and discussed the synopsis for each of the proposals received in response to the last RFP issued for organization to provide youth service for PY 2017. The recommended funding priority list which was based on ratings was proposed as follows:

- 1) *Central Georgia Technical College, which scored an average rating of 84.3*
- 2) *In the Door, LLC, which scored an average rating of 78.8*

There was one proposal, from the Middle Georgia Community Action Agency, that received an average rating score of 72.3, which is below the required minimum score of 75 and as a result they were not recommended for funding. The funding priority recommendations will be presented to the Workforce Development Board in February for their approval. All proposers will be notified of their ratings and the action taken by this Board. Middle Georgia Community Action Agency will be notified of the reason for low rating so if possible corrections can be made for future RFP opportunities. As it stands corrections cannot be made to obtain the required minimum score for this RFP process.

A motion was made by Emily Davis and seconded by Timothy Andrews to approve the Youth Proposal Funding Priority List with correction to length of training on synopsis to read February 1, 2018 through February 1, 2019. Since Mayor Eric Wilson sits on the board of Central Georgia Technical College and Middle Georgia Community Action Agency, he abstained from voting. There were no opposing votes and the motion carried by voice vote.

6. *Approval of the HDCI Request for Proposal Scope of Work* – Amy Varnum reported that the RFP is almost finalized and will be sent to Macon-Bibb for review. She provided copies of and discussed the Scope of Work to be included in the HDCI Request for Proposals to solicit an individual or organization to provide project management services and activities under the HDCI Grant for approval. The scope of work outlined the duties and functions to be required of the project manager under the HDCI grant.

A motion was made by Mayor Eric Wilson and seconded by John Williams to approve the HDCI Request for Proposal Scope of Work as presented. There were no opposing votes and the motion carried by voice vote.

7. *Revised Policies and Procedures* -

- **Program Funding Policies** - Darrell Stillings provided copies and discussed the revised program funding policies, which were revised to reflect the changes in the requirements under the WIOA.
- **Procurement Policies** - Darrell Stillings provided copies and discussed the revised program funding policies, which were revised to reflect the changes in the requirements under the WIOA.
- **Customized Training Policies** - Darrell Stillings provided copies and discussed the revised program funding policies, which were revised to reflect the changes in the requirements under the WIOA.

A motion was made by Emily Davis and seconded by Timothy Andrews to approve the Program Funding Policies, Procurement Policies and the Customized Training Policies as presented. There were no opposing votes and the motion carried by voice vote.

8. *Quadrant Review* – Darrell Stillings provided copies of and discussed the update quadrant report. He also reported that an additional person has been hired to help cover the activities in the four quadrants.
9. *Business Services Grant Writer Report* – Amy Varnum reported that she is still working with all companies for OJT. She has been in contact with Academy Sports in Twiggs to discuss the possibility of providing business services. A SWAT event for NEG is planned for January 30, 2018, at Central Georgia Technical College, however, since the grant ends on June 30, 2018 services are limited at this time under the grant.

10. *Expenditure Report* — Gail Barton provided copies of and discussed the expenditures report for the period through November 30, 2017. The report showed there was a total of \$4,621,513.69 in available funds and \$979,253.28 in expenditures leaving a balance of \$3,642,270.41 for all grants.

11. Activity Reports

- **PY 2017 Enrollment Report** – Terrell Mitchell provided copies of PY 2017 Enrollment Report dated December 4, 2017, which shows there are 285 enrollments, which there are currently 202 active enrollments, 50 participants are in job search and 35 have exited the program.
- **PY 2017 1st Quarter Performance Report** – Terrell Mitchell provided copies and discussed the performance report dated December 4, 2017, which shows all measures that could be calculated at this time being either met or exceeded.

MATTERS FROM THE FLOOR

Second Chance Grant – Amy Varnum reported that DOL is not issuing grants at this time.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Next Meeting* –The next meeting is scheduled for February 27, 2018, at 10AM the MGCI office, in Warner Robins, Georgia.
2. *State Notice* – Carolyn Robertson distributed a notice received from the State announcing that they are moving the Workforce Division from Georgia Department of Economic Development to the Technical College System of Georgia.
3. *Retirement Announcement* – Carolyn Robertson announced that this is her last meeting because she is retiring effective January 31, 2018.

ADJOURNMENT

There was no further business and the meeting was adjourned.