

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA  
FEBRUARY 23, 2021**

**MINUTES**

A virtual meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, on February 23, 2021. The following members were present:

<b>Meeting Attendance Record</b>			
<b>Name</b>	<b>County/City</b>	<b>Present</b>	<b>Absent</b>
Commissioner Henry Craig	Baldwin	X	
Commissioner Bobby Blassingame	Crawford	Vacant	
Timothy Andrews	Houston		X
Commissioner Daylon Martin	Jones	X	
Commissioner Larry Evans	Monroe	Vacant	X
Commissioner Shanita Bryant	Peach	X	
Commissioner Jenna Mashburn	Pulaski		
Commissioner Billy Webster	Putnam	X	
Commissioner Ken Fowler	Twiggs		X
Commissioner John Williams	Wilkinson	X	
Mayor John Reid	Eatonton	X	
Mayor Joyce Denson	Toombsboro		X

**Guest in Attendance**

Bill Kennemore, William L. Kennemore, CPA, LLC

Chairman Daylon Martin chaired and called the meeting to order at 10:05 AM. There was a quorum present.

**MINUTES**

- Approval of the October 27, 2020, and December 15, 2020 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner Billy Webster and seconded by Commissioner John Williams to approve the minutes of the October 27, 2020 and December 15, 2020 meetings as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

- Ratify Action Taken at December 15, 2020 Meeting:*
  - Approval of Revised MOU
  - Approval of Adult Education Grant Application
  - Approval of WDB Membership of Megan Black, HR Generalist for Interfor

- Approval of the Revised Workforce Development Bylaws

A motion was made by Commissioner John Williams and seconded by Commissioner Billy Webster to approve the action taken at the December 15, 2020 to approve the revised MOU, Adult Education Grant Application, WDB Membership of Meagan Black and the revised Workforce Development Bylaws. There were no opposing votes and the motion carried by voice vote.

## **NEW BUSINESS**

1. *2019 Audit Report* – Bill Kennemore, of William L. Kennemore, CPA., LLC, provided copies of and discussed the independent audit report issued December 18, 2020 for year ending June 30, 2020. He reported that the Audit was filed with the Single Audit Clearinghouse on January 11, 2021 and the agency's tax return was filed January 8, 2021. He assured them that all tax return requirements have been filed and that the agency is in compliance with all audit requirements. He explained that the purpose of the audit was to determine if the financial system, internal controls and management system are operating as intended and all were found to be operating as intended. Tests were also conducted to make sure the agency is in compliance with State and Federal rules and regulations that are attached to the grant awards received as well as the nonprofit laws. The tests showed that the agency is in compliance and that the agency is in a strong financial position. He reported that program expenses are 92% of expenditures which is very good for a nonprofit. Chairman Martin asked if there were any findings and Bill answered that there were no findings or recommendations. Chairman Martin commended staff for a good job. Bill instructed members to call if they had any questions or concerns.

2. *Election of New Vice Chair* – Chairman Daylon Martin explained that the vice-chair position was vacated by Commissioner French's retirement and asked for nominations. Commissioner Bryant nominated Mayor John Reid. There were no other nominations and Mayor Reid accepted.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Billy Webster to approve the nomination of Mayor John Reid to serve as Vice Chair. There were no opposing votes and the motion carried.

3. *Approval of Mercer MOA* – Darrell Stillings provided copies of and discussed the Mercer MOU for their Trio-Program. He also provided copies of flyers which gave an overview of the workshops that have been previously held as well as the workshops coming up in February. He explained that the Trio-Program is designed to help high school youth prepare for college and the workshops line up with the required 14 elements of the youth program. He further explained that the MOU is for participant referrals, sharing office space and there are no funds involved. For the time being due to the COVID-19 pandemic there is no plans to share space.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Billy Webster to approve the Mercer MOA as presented. There were no opposing votes and the motion carried by voice vote.

4. *Final State Monitoring Report* - Darrell Stillings provided copies of and discussed the Final Notice received from the State which showed all corrective action requirements have been completed satisfactorily for the PY 19 on-site State monitoring.

5. *Approval of Strategic Population Policy* – Darrell Stillings provided copies of and discussed the revised Strategic Population Policy. He explained that the USDOL issued a TEGP requiring the changes made to the strategic population policy and he gave an overview of the changes required.

A motion was made by Commissioner John Williams and seconded by Commissioner Henry Craig to approve the Strategic Population Policy as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval to Create a Regional Resource Guide with Macon-Bibb County Program* – Darrell Stillings explained that when a customer comes in that it's difficult to separate from Bibb County resources. He reported that the One-Stop Committee recommends merging our resource information with Macon-Bibb County information to create a regional resource guide.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Henry Craig to approve creating a regional resource guide with the Macon-Bibb County Workforce Development program as presented. There were no opposing votes and the motion carried by voice vote.

7. *Workforce Development Board Item – Nomination of Kendrick Butts* - Darrell Stillings provided copies of and discussed the nomination for Kendrick Butts, Butts Electrical Service to serve on the Workforce Development Board. He explained that he will replace Tarrell Register, who can no longer serve due to him changing jobs.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Shanita Bryant to approve the nomination of Kendrick Butts, of Butts Electric Service to serve on the Workforce Development Board. There were no opposing votes and the motion carried by voice vote.

8. *NEG Update* – Vann Davis, MGCI Business Specialist, provided an update on the NEG Grant. He explained that the grant is for temporary work experience positions to help sanitize government or non-profit building to prevent the spread of COVID-19 and occupational skills training. The biggest need is more participants. Eligibility is based on individuals that were laid-off due to COVID-19 or who are long-term unemployed. Funding is available for the next six months so hopefully participant numbers will increase because if money isn't spent then the State will reallocate it to another area that can use it. Members were encouraged to refer anyone that they know that could possibly benefit from the program either as a worksite or a participant. The wage is set at \$10 per hour for up to 40 hours per week up to 20 weeks permitting funding is available.
9. *Expenditure Report* – Kerry Scarboro, MGCI Accountant, provided copies of and discussed the Expenditure Report dated January 31, 2021. She explained that the report is December information not January. The only information that is January is the transfer from DLW to Adult for FY 21 for \$250,000. The report showed a total expenditure of \$2,480,645.11 and a total for remaining of funds of \$3,007,589.27. She reported that spending is on target and she doesn't have any concerns in meeting spending requirements.

## 10. Activity Reports

- *PY 2020 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report through February 9, 2021. The reports showed that a total of 584 participants were served in PY 20 and 483 were carried over. It also showed that there have been 101 new enrollments since July 1, 2020. It also showed that wage match was incomplete at time of report.
- *PY 2020 2<sup>nd</sup> Quarter Performance Report* – Terrell Mitchell, MIS Coordinator, provided copies of and discussed the PY 2020 2<sup>nd</sup> Quarter Performance Report prepared February 8, 2021. She reported that all measures are being met with the exception of the Measurable Skills Gain for DLWs and Youth, however, we have until June 30, 2021 to meet those goals.

## MATTERS FROM THE FLOOR

There were none.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *Next Meeting* –The next meeting is scheduled for April 27, 2021, at 10AM, at the MGCI office, in Warner Robins, Georgia unless the State of Emergency is extended and the meeting will be held virtually again. Darrell report that legislation is back on the floor to allow virtual meetings which will allow members who can't participate in meetings in person to participate by phone. Commissioner Bryant encourage others to contact their representative and let them know we support the legislation.
2. *WDB Attendance Report* – Darrell Stillings provided an attendance report for the Workforce Development Board. There were no issues that needed to be addressed.

## **ADJOURNMENT**

There was no further business and a motion was made by Commissioner Shanita Bryant and seconded by Commissioner Billy Webster to adjourn at 10:59 AM. There were no opposing votes and the motion carried.