

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
APRIL 30, 2019**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on April 30, 2019, at the Middle Georgia Consortium, Inc., in Warner Robins, Georgia. The following members were present:

Tommy French – Baldwin County	Shanita Bryant – Peach County
Bobby Blasingame – Crawford County	Ken Fowler – Twiggs County
Timothy Andrews – Houston County	John Williams – Wilkinson County
Daylon Martin – Jones County	Mayor Joyce Denson – City of Toombsboro
Larry Evan – Monroe County	

Chairman Daylon Martin chaired and called the meeting to order at 10:37 AM. There was a quorum present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the February 26, 2019 Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner John Williams and seconded by Commissioner Larry Evans to approve the minutes as of the February 26, 2019, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

1. *Election of New Vice-Chair*

Commissioner Larry Evans nominated Commissioner Tommy French to fill the Vice-Chair slot left vacant by former Vice-Chair Walter Smith.

There were no other nominations presented and Commissioner Tommy French accepted the nomination.

A motion was made by Timothy Andrews and seconded by Commissioner Shanita Bryant to close the nominations and elect Commissioner Tommy French as the new Vice-Chair. There were no opposing votes and the motion carried by voice vote.

NEW BUSINESS

1. Approval of Local Policy Changes - Action Items Approved at December 18, 2018, Meeting to be Ratified

- **Change Application Completion Deadline from 21 Days to 30 Days** – Darrell Stillings explained that for a long time the VOS system was designed to mandate that eligibility be completed within 21 days. After numerous complaints the system mandate has been changed to allow up to 30 days for completion and it was recommended that our local procedures be changed to allow the new 30 day deadline to complete eligibility.

A motion was made by Commissioner Larry Evans and seconded by Commissioner Shanita Bryant to approve changing the application completion deadline from 21 days to 30 days as presented. There were no opposing votes and the motion carried by voice vote.

- **Monthly Participant Contact Requirement Reduced from Two Contacts to One for Adults and Dislocated Workers. (Youth to Remain at Two Times a Month)** - Darrell Stillings reminded the members that at the Boards instruction staff have been contacting all participants twice a month. The issue with the frequency is that we are not getting good feedback from the participants that are doing everything they're supposed to be doing. They are exhibiting irritation from being contacted so much. It was recommended that staff be allowed to go back to contacting adult and dislocated worker participants once every month unless there is an issue to warrant a more frequent regimen which will be determined on a case by case basis. Youth participants will continue to be contacted twice a month.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Tommy French to allow staff to go back to contacting adult and dislocated worker participants once every month unless there is an issue to warrant a more frequent regimen which will be determined on a case by case basis and to continue to contact youth participants twice a month as requested. There were no opposing votes and the motion carried by voice vote.

2. Funding Update

- *April 10, 2019 UDOL TEGL 16-18 Funding* – Darrell Stillings provided copies of and discussed the UDOL TEGL 16-18 release to the states with projected allocations for PY 19 for all grants. In comparison to the PY 2018 youth allocations, the country as a whole received an increase of .13% for PY 2019 allocations, however, Georgia received a decrease of -9.88%. In comparing the adult allocations, the country as a whole received an increase of .11%, however, Georgia received a decrease of -9.90%. In comparing the dislocated worker allocations again the country saw an increase of .11% and Georgia seen a decrease of -4.81%. In light of this information, our area should expect a decrease in funding. To what extent is unknown yet but we are preparing for at least at 10% decrease in both the Youth and Adult allocations and a decrease of at least 5% in the dislocated worker allocations.
- *PY 18 Adult Limited Remaining Funds* – Darrell Stillings reported that adult funds are limited right now and we are currently putting people on a waiting list until we receive the Notice of Allocations (NOAs) from the state for PY 19 funding allocations.

- *Approval to accept \$50,000 Transfer of PY 17 Funds from Macon-Bibb County* – Darrell Stillings provided copies of and discussed a transfer request that Macon-Bibb County’s has submitted to the State asking the State for approval to transfer youth funds in the amount of \$50,000 to our area. The transfer request was based on Macon-Bibb County’s low enrollments in their youth program and anticipating excess youth funds at June 30, 2019. The funds are required to be spent by June 30, 2019 and at our current spending level we expend the funds as required.

A motion was made by Commissioner Larry Evans and seconded by Commissioner Tommy French to approve the authority to accept the transfer of \$50,000 in youth funds from Macon-Bibb County to be expended by June 30, 2019. There were no opposing votes and the motion carried by voice vote.

- *Approval to accept \$200,000 in Additional DLW Funds from the State* – Darrell Stillings reminded the members that our area has been working with the VECTR Center, which is one of the State’s One-Stop Centers designed to help veterans that are transitioning out of the military and into the civilian workforce. He explained that since the population being served is from all over Georgia efforts have been underway to work with the State to serve these clients through a special Dislocated Worker grant. Efforts to date have included working with the VECTR Center to create a budget for the remainder of the program year and submitting it to the State for approval. The total budget approved by the State for this year was for \$200,000, and a request was made for approval to accept the special dislocated worker grant in the amount of \$200,000 from State to serve this population. He further explained that plans are to modify the current CGTC Case Management Contract to increase dislocated worker funds to cover the cost of adding two additional WIOA staff members for the VECTR Center and the additional dislocated worker participant cost. We will be tasked with overseeing the VECTR Center spending the grant and it will have to be expended by June 30, 2019.

A motion was made by Commissioner Tommy French and Seconded by Commissioner Larry Evans to approve acceptance of the special Dislocated Worker Grant in the amount of \$200,000 from the State. There were no opposing votes and the motion carried by voice vote.

- *Approval to Submit HDCI Application for Additional Funding Up to \$300,000 from the State* – Darrell Stillings explained that the current HDCI grant expires in September 2019 and the State has opened up the application process for local areas to submit applications for funding for an additional two more years. Plans are to add the healthcare and logistics industries to our high demand careers and spend funds on targeting those two industries. We are currently working on a web portal that provides real time data on what jobs are out there, the qualifications required and the career pathway to get there. Companies that are being solicited are Youth Science, because the school system is currently using that; Avalanche, which is being used by the WIOA local area Three Rivers; and a consulting company that does IT Management. A decision has not been made yet but that is the current plan going forward. Plans are to ask for up to \$300,000 to continue the platform for another two years. There are no training dollars attached to these funds. It is strictly to

be used to explore industries in the local area to determine their workforce needs and to bring key partners together to devise a plan to meet those needs.

A motion was made by Commissioner Larry Evans and seconded by Commissioner John Williams to approve submitting an HDCI Application to the State for up to \$300,000. There were no opposing votes and the motion carried by voice vote.

- *Approval to Request \$300,000 in DLW Funds to Support the VECTR Center* – Darrell Stillings explained that the previous request of \$200,000 was for the remainder of this year and the \$300,000 will be for the new program year starting in July 1, 2019. The funds will be used for the staff costs, supplies and participant costs for the VECTR Center. The staff will be required to travel to all bases across the state and bring individuals from other areas here for training.

A motion was made by Commissioner John Williams and seconded by Commissioner Larry Evans to approve submitting a request to the State for an additional \$300,000 in PY 2019 Dislocated Worker funds to Support the VECTR Center. There were no opposing votes and the motion carried by voice vote.

3. *Approval to Modify the PY 2018 CGTC Case Management Contract to \$662,723* – Darrell Stillings explained that the number of participant to be served in the CGTC contract is 150, however, in an effort to cut down on participant's confusion, we transferred 46 additional participants from Consortium staff to CGTC, however, no funds were transferred to the contract to cover the costs associated with the participants. Therefore, a request was made for approval to increase the funding in the PY 2018 CGTC Case Management Contract to \$662,723 to cover the additional cost of serving the additional participants.

A motion was made by Commissioner Larry Evans and seconded by Commissioner Shanita Bryant to approve increasing the PY 2018 Central Georgia Technical College Case Management Budget to \$662,723 as requested. There were no opposing votes and the motion carried by voice vote.

4. *Approval to Renew CGTC Case Management Contract for PY 2019 at PY 2018 Levels* – Darrell Stillings as for approval to renew the Central Georgia Technical College Case Management contract to include the approved funding increase which was to cover the cost of additional participants and to cover the costs of supporting the VECTR Center.

A motion was made by Commissioner Tommy French and seconded by Commissioner Shanita Bryant to approve renewing the Central Georgia Technical College Case Management Contract for PY 2019 at PY 2018 approved levels to include added funding for additional participant and for costs associated with supporting the VECTR Center. There were no opposing votes and the motion carried by voice vote.

5. *Youth Report*

- *PY 2019 Contracts*

- *Mercer University Revised Budget* – Darrell Stillings reminded the members of the issuance of the RFP to solicit organizations to provide youth services for PY 2019 and the approval of the funding priority for the proposals that

were successful in the rating process. He then reported that negotiations were success with Mercer and resulted in a budget reduction from \$500,000 to \$300,000 to serve the same number of participants. A copy of the new negotiated budget and an outline of the planned staff functions as well as the program activities to be included in the contract work statement was provided for approval. A request was made for approval to execute a contract with Mercer utilizing the new budget and work statement, however, the contract will not be executed until funding is received from the State.

A motion was made by Commissioner Shanita Bryant and seconded by Commissioner Tommy French to approve contracting with Mercer University for youth services with the negotiated budget of \$300,000 and the staff duties and Participant actives as presented. There were no opposing votes and the motion carried by voice vote.

- *Renew Central Georgia Technical College Youth Contract Update* – Darrell Stillings reported that Central Georgia Technical College contract has been executed at \$485,000, which is the same funding level as this year’s contract.

When asked if additional contract negotiations with TDI and Eventual Success are planned, Darrell reported that based on the 10% cut that was projected in the USDOL TEGL as discussed earlier in the meeting, and given the agency’s current rate of spending for both in-house costs and contract obligations as indicated in the expenditure report no further negotiations are planned at this time. However, plans are to reevaluate the budget once the State provides our area’s actual PY 2019 allocations and if after careful review it is determined that funds are available then negotiations will start with TDI and then Eventual Success if funds are still available after negotiating with TDI. He further explained that there is only one allocation per year for youth and it can’t be transferred to other grants or from other grants like the Adult and DLW grants.

Commissioner Daylon Martin expressed concern with the big boxes reaching smaller communities being served by these grants. Darrell Stillings reminded the members that Mercer’s contract includes service to all the counties and staff will be diligent in seeing that recruitment efforts are conducted in all counties. Tim Andrews added that Mercer’s new administration is more inclusive of its surroundings than they have been known to be in the past. Mercer’s current president sees the gain in the Central Georgia area being engaged in Mercer University as opposed to them being an exclusive university hosted in Central Georgia. He believes that if Mercer is willing to expose itself to the small areas it will puts in play a major university in these smaller communities where some of these kids may not find Mercer obtainable.

To show that staff is aware of the need to maintain fair enrollment distributions across all our counties, data was shared that is collected to show each county’s percentage of the total enrollments to help maintain as much

fairness as possible to each county. It was explained that the data is calculated using the latest available population information released by the US Census Bureau, which is what the State uses to distribute the funds to each local area across the state. It was further explained that the data collected is on actual enrollments and does not factor in all the number of contacts that were made where enrollment never occurred.

- Contract Update
 - Local PY 17 Youth Contract Programmatic Monitoring Findings – Terry Robertson, Youth Service Specialist provided copies of and discussed the monitoring findings for both In-the-Door, LLC and Central Georgia Technical College youth contracts. The findings report for In-the-Door showed they had two findings and both findings were resolved during the on-site monitoring visit. The findings report for Central Georgia Technical College showed they had two findings – one finding was resolved during the monitoring visit, however, one required the development of procedures and internal controls to ensure that the requirement are being met for participant follow-up.
 - **PY 2018 CGTC Youth Contract Update** - Terry Robertson, MGCI Youth Services Specialist, provided copies of and discussed the activity report for CGTC, which showed the total number of enrollments at 97 and the total amount invoiced at \$158,850.84 through March 2019.
 - **In-the-Door, LLC Activity Report** - Terry Robertson, MGCI Youth Services Specialist, provided copies of and discussed the activity report for In-the-Door, LLC, which showed the total number of enrollments at 13 and the total amount invoiced at \$88,793.83 through March 2019.

6. *Expenditure Report through March 31, 2019* - Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of March 31, 2019. She reported that all PY 2017 funds have been expended with the exception of the HDCI Grant which runs through September 30, 2019. Currently the HDCI Grant shows a balance of \$127,718.80. In the adult and dislocated worker grants we are currently spending PY 18 funds that were received in October (FY 19). These funds do not expire until June 30, 2020.

7. *Activity Report* –

- **PY 2018 Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the youth enrollment report through April 22, 2019. The report showed that a total of 575 participants are being served and out of that total 404 are active, 87 are in job search and 49 have been exited.
- **PY 2018 2nd Quarter Performance Report** – Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 2018 2nd Quarter Performance Report, which showed all measures are being achieved except the credential attainment. The credential attainment was negotiated at 50% and we are currently at 40.9% with two more quarters left to achieve the measure.

MATTERS FROM THE FLOOR

There were none.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *WDB Board Attendance Report* – Darrell Stillings provided an attendance report for the Workforce Development Board. There were no members requiring any action.
2. *Quadrant Report* – Darrell Stillings provided copies of the quadrant report and discussed activities for each quadrant.
3. *Next Meeting* –The next meeting is scheduled for June 25, 2019, at 10AM, at the MGCI office, in Warner Robins, Georgia.

ADJOURNMENT

There was no further business and a motion was made by Larry Evans and seconded by John Williams Denson to adjourn the meeting at 11:51AM. There were no opposing votes and the motion carried by voice vote.