

**EXECUTIVE COMMITTEE OF THE 10 COUNTY
MIDDLE GEORGIA WORKFORCE INVESTMENT AREA
JUNE 25, 2019**

MINUTES

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at Noon, on June 25, 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	Billy Webster – Putnam County
Timothy Andrews – Houston County	Ken Fowler – Twiggs County
Daylon Martin – Jones County	John Williams – Wilkinson County
Larry Evan – Monroe County	

Guest in Attendance
Steve Williams, WDB Chair

Chairman Daylon Martin chaired and called the meeting to order at 10:02 AM. There was a quorum present.

OLD BUSINESS

There was none.

MINUTES

1. *Approval of the April 30, 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 April 30, 2019, meeting as presented. There were no opposing votes and the motion carried by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

1. *PY 2019 Projected Allocations*
 - **Dislocated Worker Allocations** - Darrell Stillings, MGCI Executive Director, provided copies of and discussed the PY 2019 Dislocated Worker allocation report received from the State. The

report showed that the Middle Georgia area will receive \$983,144 and increase of \$156,015. This includes an amount of funds to serve the veterans at the VECTR center during PY 2019.

- **Adult Allocations** – Darrell Stillings provided copies of and discussed the PY 2019 Adult allocation report received from the State. The report showed that the Middle Georgia area will receive \$696,937 in adult funds which is a decrease of \$88,910 from PY 2018.
- **Youth Allocations** – Darrell Stillings provided copies of and discussed the PY 2019 Youth allocation report received from the State. The report showed that the Middle Georgia area will receive \$710,251 in youth funds which is a decrease of \$86,660 from PY 2018 allocation.

2. *Renewal of In-the-Door, LLC One-Stop Operator Contract*

- *Increase from \$130,862 - \$139,296* – Darrell Stillings provided copies of and discussed In-the-Door's PY 2019 budget costs to provide one-stop operator services. He pointed out that the increase included additional personnel costs as well as an increase in the cost of the space used by the one-stop operators at the Department of Labor in Houston County and Milledgeville.

A motion was made by Commissioner Tommy French and seconded by Commissioner Larry Evans to approve In-the-Door's PY 2019 one-stop operator budget as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of the PY 2019 Office Budget* – Kerry Scarboro, MGCI Accountant, provided copies of and discussed the PY 2019 Office Budget. She pointed out there is an overall budget increase this year over last year's budget of \$281,258 with the largest increase being in personnel costs which is a result of the CLEO's acceptance of the salary survey performed by The Archer Company. Non-personnel cost increase by \$51,830 mostly to cover costs associated with the new IT maintenance contract and the added travel and training costs for new personnel. As in the past the budget includes funding for 17 positions which two are currently vacant.

A motion was made by Commissioner Larry Evans and seconded by Commissioner Tommy French to approve the PY 2019 Office Budget as presented. There were no opposing votes and the motion carried by voice vote.

- *With Authority to Transfer Funds as Needed during PY 2019* – Darrell Stillings, MGCI Executive Director, provided a written request to approve the authority to transfer up to 100% of in-house funds between the Adult and Dislocated Worker grants as needed and which is allowed under by the State and Federal regulations. He pointed out that all transfer requests are signed by the Fiscal Agent and any transfers that meets or exceeds 50% of the original funding stream allocation requires the LWDB chair to sign.

A motion was made by Commissioner John Williams and seconded by Commissioner Bobby Blassingame to approve the authority to transfer up to 100% of in-house funds between the Adult and Dislocated Worker grants as requested. There were no opposing votes and the motion carried by voice vote.

4. *HDCI Grant Update* – Darrell Stillings reported that budget for this year's HDCI Grant Application increased from \$300,000 to \$345,000 to expand the new grant to include the Healthcare and Logistics sectors for the next two years. However, no word has been received on its approval yet. A meeting is plan for May 4 with MEGEA to continue the planning process and to allow the last company, Atlas, to conduct a presentation on their software. The next step will be to review all three proposals and make a choice.

5. *Youth Report*

- **Contractor Reports**

- CGTC Activity Report – Terry Robertson provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through June 12, 2019 that 125 participants have been enrolled and a total of \$47,857.09 has been expended and a remaining budget of \$437,142.91
- CGTC Yearly Workshop Calendar - A PY 2019 Activity Calendar was also provided showing Central Georgia Technical College's planned activities for PY 2019 for each month.
- CGTC Work Experience & Case Management – Terry reported that CGTC is doing great and plans are being implemented to increase work experience efforts for PY 2019. Currently surveying the participants to get their input on how to improve the program.
- Plans to Coordinate & Implement PY 2019 Mercer & TDI Programs– It was reported that plans with Mercer and TDI are still on hold until the Notice of Obligations is received from the State, which allows us to drawdown from the new grants. As far as TDI, funding was added to their MOU to allow enrolling three youth per month.

6. *Expenditure Report through May 31, 2019* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of April 30, 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 it shows a balance of \$76,052.14. We are currently spending PY 18 funds in both the Adult and Dislocated Worker grants that do not expire until June 30, 2020. The balance in the adult grant is \$354,573.94 and in the DLW grant the balance is \$528,770.38. However, with the approval of the new PY 2016 DLW additional funds request it should free up enough DLW funds to allow a transfer to the adult grant to cover our current spending rate in the adult program.

7. *Activity Report* –

- **PY 2018 Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the PY 2018 enrollment report through June 12, 2019. The report showed that a total of 619 participants are enrolled and out of that total number enrolled, 395 are active, 79 are in job search and 122 have been exited.
- **PY 2018 3rd 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 met except the youth credential attainment measure. There is one more quarter to report and it is expected that all measures will be met for PY 2018.

MATTERS FROM THE FLOOR

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. He also offered for members to provide information on events in their communities and all effort will be made for someone to attend.
3. *Next Meeting* –The next meeting is scheduled for August 27, 2019, at 10AM, at the MGCI office, in Warner Robins, Georgia.

Steve Williams, WDB Chair, asked members to provide contact information of individuals in their communities that can help with recruitment efforts.

Commissioner Daylon Martin requested the assigned staff name for each county and the dates they will be there.

ADJOURNMENT

There was no further business and a motion was made by Commissioner Larry Evans and seconded by Commissioner Tommy French to adjourn the meeting at 11:01 AM. There were no opposing votes and the motion carried by voice vote.