

**EXECUTIVE COMMITTEE OF THE 10 COUNTY  
MIDDLE GEORGIA WORKFORCE DEVELOPMENT AREA  
JUNE 28, 2022**

**MINUTES**

A meeting of the Executive Committee of the 10 County Middle Georgia Workforce Development Area was held at 10:00AM, at Middle Georgia Consortium, Inc. 124 Osigian Blvd., Suite A, Warner Robins, Georgia, on June 28, 2022. 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 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
Mayor John Reid	Eatonton		X
Mayor Joyce Denson	Toombsboro		X

**Guest in Attendance**

Steve Williams, Middle Georgia Workforce Development Board Chairman

Chairman Chris Weidner chaired and called the meeting to order at 10:29 AM. A quorum was not present and in accordance with the Bylaws of the 10-County Middle Georgia Workforce Development Area Executive Committee, a motion was made by Commissioner Henry Craig and seconded by Tim Andrews to enter into Executive Session to act on all matters requiring action prior to the next regularly scheduled meeting. There were no opposing votes and the motion carried by voice vote.

**Excerpt from the Bylaws of the 10-County Middle Georgia Workforce Development Area Executive Committee:**

... if no quorum is existed, those actually present shall constitute a Special Executive Committee of the LEO Board authorized to vote on any matter which is listed as a purpose of the meeting set out in the notice of meeting, if action or decision is required before the date of the next scheduled regular meeting.

**AGENDA**

A motion was made by Commissioner Tim Andrews and seconded by Commissioner Billy Webster 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 April 26, 2022, Minutes of the Executive Committee of the 10-County Middle Georgia Workforce Development Area*

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the minutes of the April 26, 2022, meeting as written. There were no opposing votes and the motion carried by voice vote.

## **OLD BUSINESS**

There was none.

## **NEW BUSINESS**

1. *Approval of New Mayor to Replace Mayor Joyce Denson* –A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to approve the appointment of Mayor Mary Parham-Copelan, City of Milledgeville, as presented. There were no opposing votes and the motion carried by voice.
2. *Approval of Revised WDB Bylaws* – Darrell Stillings provided copies of and discussed the revised Workforce Development Board (WDB) Bylaws. He explained that since the One-Stop Committee’s and the Disability Committee’s functions are in line with each other, the Workforce Development Board took action to combine the two committees. As a result, it required that WDB Bylaws be revised to reflect the change in the list of standing committees and their functions. It also changed the membership of the WDB’s Executive Committee to include the Vice-Chair of the committee, which is also reflected in the revisions.

A motion was made by Commissioner Henry Craig and seconded Commissioner Billy Webster to approve combining the One-Stop Committee and the Disability Committee as presented. There were no opposing votes and the motion carried by voice vote.

3. *Approval of New WDB Membership Nominations* - Darrell Stillings provided copies of and discussed the WDB nominations for Halley Duncan, of International Brotherhood of Electrical Workers (IBEW) Local #1316 and Shawanda Solomon, of Georgia Vocational Rehabilitation Services to serve on the Workforce Development Board. He explained that Halley Duncan is a required labor organization representative and Shawanda Solomon is a required partner.

A motion was made by Tim Andrews and seconded by Commissioner Martin Moseley to approve the nominations of Halley Duncan, of IBEW 1316 and Shawanda Solomon, of Georgia Vocational Rehabilitation Services as presented. There were no opposing votes and the motion carried by voice vote.

4. *Approval to Remove Inactive Youth Committee Member Bill Waters, Baldwin P&R* – Darrell Stillings explained that Bill Waters, of the Baldwin County Parks & Recreation Department has not attended a Youth Committee meeting and should be removed so as not count towards a quorum. Members asked that they be notified before action is required so they can talk to them.

A motion was made by Commissioner Billy Webster and seconded by Commissioner Henry Craig to approve the removal of Bill Waters, with Baldwin County Parks & Recreations from the Youth Committee membership as requested. There were no opposing votes and the motion carried by voice vote.

5. *HDCI Update* - Darrell Stillings provided copies of the regional 2022 WorkSource Sector Partnership Grant Award Letter received from TCSG, OWD. The grant extended the current funds of \$20,000 and added a new awarded grant in the amount of \$219,800 for a total grant award of \$239,800.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to accept the HDCI Grant as presented. There were no opposing votes and the motion carried by voice vote.

6. *Approval of Career & Case Management Services Priority Funding List* – Darrell Stillings reminded the members of the approval to make the Career & Case Management RFP regional. He provided a summary of the ratings and recommended funding ranking order which showed that out of the five proposals received, Central Georgia Technical College's (CGTC's) proposal received the highest rating and won the bid. As a result, it was recommended that the CGTC proposal be approved for funding contingent upon successful contract negotiations.

A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to approve the Career & Case Management Services Priority Funding List and approve the CGTC proposal for funding contingent upon successful contract negotiation as presented. There were no opposing votes and the motion carried by voice vote.

7. *Approval of Revised Policies* –

- **Approval of Revised ITA Policy** – The ITA Policy was revised to increase the Training Cost Limitations from up to \$7,800 to up to \$11,000 for all training except associate, baccalaureate and post baccalaureate training in health care and education occupations.

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

- **Approval of Revised Procurement Policy** – Darrell Stillings explained that the Procurement Policy was revised to add section VII. Contract Duration which sets duration of contracts for goods or services to a period not to exceed five (5) years. He explained that the normal procedure will be to write contracts for one year with an option to extend at the end of each year for up to five years.

A motion was made by Tim Andrews and seconded by Commissioner Martin Moseley to approve the revised Procurement Policy as presented. There were no opposing votes and the motion carried by voice vote.

- **Approval of Revised Adult & Youth Eligibility Policy** – Darrell Stillings explained that the Adult and Youth Eligibility Policy were revised to meet State and Federal Requirements that individuals who are English Language Learners meet the criteria for basic skills deficient. The youth eligibility policy was further revised to include ISY cannot use youth program funded ITAs but in certain circumstances a youth age 18-24 can be co-enrolled in the adult program to utilize adult funded ITA services.

A motion was made by Commissioner Martin Moseley and seconded by Tim Andrews to approve the revised Adult & Youth Eligibility Policy as presented. There were no opposing votes and the motion carried by voice vote.

- **In-School Youth (ISY) Individual Training Accounts** – The youth eligibility policy was revised to include ISY cannot use youth program funded ITAs but in certain circumstances a youth age 18-24 can be co-enrolled in the adult program to utilize adult funded ITA services.

A motion was made by Tim Andrews and seconded by Commissioner Billy Webster to approve the revised Youth Eligibility Policy as presented. There were no opposing votes and the motion carried by voice vote.

8. *Approval of the PY 2022 Fiscal Agent Agreement* – Darrell Stillings provided copies of and discussed the PY 2022 Fiscal Agent Agreement. He explained the agreement is to allow Baldwin County to continue to serve as the fiscal agent.

A motion was made by Commissioner Martin Moseley and seconded by Tim Andrews to approve the PY 2022 Fiscal Agent Agreement with Baldwin County. There were no opposing votes and the motion carried by voice vote.

9. *Approval of PY '22 Contract Budget & Work Statements –*

- **One-Stop Operator** - For approval, Darrell Stillings provided copies of and discussed the PY 2022 budget and work statement for In-the-Doors, LLC One-Stop Operator Contract. The total cost for the one-stop operator services for this year is \$207,327.
- **CGTC, CM (Adult, Youth & DLW) Budget and Work Statement** - For approval, Darrell Stillings provided copies of and discussed the PY 2022 budget and work statement for the Central Georgia Technical College Case Management & Career Services contract. The total cost for CGTC, Case Management services contract is \$879,379 and is designed to serve Adults, Youth and Dislocated Workers this year.

A motion was made by Tim Andrews and seconded by Commissioner Billy Webster to approve the PY 2022 Budget and Work Statement for the Central Georgia Technical College Career & Case Management Services regional contract and In-the-Door, LLC One-stop Operator contract. There were no opposing votes and the motion carried by voice.

10. *Approval of the PY 2022 Office Budget & Transfer Authority – Item was discussed during Board of Directors meeting session. Excerpts from that session is as follows:*

**Excerpt from Board of Directors June 28, 2022 Meeting:**

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 positions 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.

A motion was made by Henry Craig and seconded Commissioner Billy Webster to approve the PY 2022 Office Budget & Transfer Authority with the approved COLA increase as approved during the Board of Directors meeting. There were no opposing votes and the motion carried by voice vote.

11. *Expenditure Report –* Kerry Scarboro provided copies of the Expenditure Report dated May 31, 2022. She provided a brief update on the expenditures and reported that the balance remaining in the PY 20 COVID grant is available through March 2023 and after expensing the recent June invoices the amount shown decreased. She also pointed out that the FY21 HDCI Grant was also extended through March 2023. The report showed that there was a balance of \$832,968.78 for all grants remaining.

A motion was made by Commissioner Henry Craig and seconded by Tim Andrews to approve the expenditure report as presented. There were no opposing votes and the motion carried by voice vote.

## **12. Activity Reports**

- *PY 2021 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated June 7, 2022. She reported on all funding stream enrollments, which resulted in a total of 518 participants being served and 379 are carryovers. There have been 139 new enrollments since July 1, 2021.
- *PY 2021 3<sup>rd</sup> Quarter Performance Reports* – Terrell Mitchell provided copies of and discussed PY 2021 3<sup>rd</sup> Quarter Performance Report. She reported that all measures were met except the Youth Measurable Skills Gain is not being met for PY 2021 but there is one more quarter left to meet this measure.

## **MATTERS FROM THE FLOOR**

There were none.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

1. *Next Meeting* –The next meeting is scheduled for August 30, 2022, at 10AM, and Commissioner Chris Weidner agreed to host the meeting in Jones County.
2. *WDB Attendance Report* – Darrell Stillings provided copies of and discussed the WDB Attendance Report. There were no members that missed three consecutive meetings and needed to be removed. He pointed out that John Howard was the only member that did not response to meeting notifications and resulted in an unexcused absence.

## **ADJOURNMENT**

A motion was made by Commissioner Henry Craig and seconded by Commissioner Martin Moseley to exit 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 Tim Andrews to reenter the regular session. There were no opposing votes and the motion carried by voice vote.

There was no further business and a motion was made by Commissioner Billy Webster and seconded by Commissioner Martin Moseley to adjourn at 10:55 AM. There were no opposing votes and the motion carried by voice vote.