

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

**MINUTES**

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

Tommy French – Baldwin County	Larry Evans - Monroe County
John Williams – Wilkinson County	Mayor Joyce Denson – City of Toombsboro
Daylon Martin – Jones County	Mayor Eric Wilson – City of Forsyth

Guests in Attendance:

Emily Davis –Baldwin County Board of Commissioners

Chairman Daylon Martin chaired and called the meeting to order at 10:15 AM. A quorum was not present.

A motion was made by Larry Evans and seconded by John Williams to enter into executive session to take action on the items needing approval before the next regularly scheduled meeting. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

**MINUTES**

1. *Approval of the June 26, 2018 and October 30, 2018, Minutes* – This item was tabled.

**OLD BUSINESS**

1. *Ratify Approval of the Updated Regional Plan* – This item was tabled.
2. *Ratify Approval to Transfer \$200,000 from Dislocated Worker Funds to the Adult Funds* – This item was tabled

**NEW BUSINESS**

1. *Election of New Vice-Chair* – This item was tabled.

2. *Changes to the WorkSource Georgia Policy & Procedures* – Darrell Stillings provided copies of State revised policies that were approved at the last State Workforce Development Board meeting and explained that these changes have an effect on our local policies. The changes were discussed as follows:

- Customized Training Policy: State policy now limits customized training to new hires only and requires local areas to utilize UDOL's O\*Net Online specific preparation (SVP) codes.
- Incumbent Worker Training Policy: State policy revised to state incumbent worker training is to be used to upskill existing employees to create the opportunity for the employer to backfill the trainees' position with a new or existing employee when it is not used to avert a potential layoff.
- State Plan 2018 Modification Waiver Request: The State is asking that the Feds to waive the requirement that service providers on the Eligible Training Provider List (ETPL) collect and report performance data on all students and to allow them to collect and report the data for WIOA participants only. If the State can utilize only WIOA participant data then the service provider does not have to provide the information because the State already has the information available thus removing the burden from the service providers.
- Data Validation: State policy revised to require all local areas to upload documentation for all actively enrolled participants and those undergoing follow-up by May 30, 2019 and documentation for all future enrollments must be maintained in Georgia Work Ready Online Participant Portal (GWROPP).

3. *Approval of Revised Local Policies* – Darrell Stillings provided copies of and reiterated that the State policy changes as discussed under item one requires that local policies be revised to reflect the changes. The changes made were as follows:

- On-the-Job Training Policy – Revised to set the wage cap to \$21.48 for reimbursement as required in State policies.
- Incumbent Worker Policy – Revised to reflect the State change to require that incumbent worker training be used to upskill existing employees to create the opportunity for the employer to backfill the trainees' position with a new or existing employee when it is not used in training scenarios to avert a potential layoff.
- Adult Priority Policy – Revised to set adult priority levels at 70% and below for priority level one, over 70% to 100% for priority level two and over 100% to 150% for priority level three. The different priority levels are appropriately activated based on the spending levels at the end of each quarter.
- ITA Policy – Revised to increase the expected entry level wage for the training occupation from \$8.00 an hour to \$10.00 an hour. This revision is made in order to require participants to enter training that results in a self-sufficient wage in order to keep up with the cost of living.
- Compliance Policies and Procedures - These policy and procedures are created to provide the guidelines and instructions for the new Compliance Specialist position,

which was added to the organization due to the requirements of procuring the one-stop operator and various services providers in order to maintain compliance under WIOA.

- Incentive Policy – Revised to restrict incentive payments for enrollment into postsecondary education or certification programs to only after a participant has obtained a GED or high school diploma.
- Customized Training Policy – Revised to reflect the State policy change to limit customized training to new hires only.

A motion was made by Mayor Joyce Denson and seconded by Commissioner Larry Evans to approve the revised local policies as written and presented. There were no opposing votes and the motion carried by voice vote.

4. *Workforce Economic Board Training Report* - Darrell Stillings provided copies of and discussed the strategic plan tracker designed by Workforce Economic as a result of the board training conducted by them for the Individual with Disabilities Committee, One Stop Committee and the Youth Committee. Chairman Steve Williams announced that the chairs of these committee, in conjunction with Darrell Stillings, will be setting up meetings to develop a plan of action. He encouraged all members who want to serve on the committees to let the chair of the chosen committee know and the chairs were announced as follows:

- *Individuals with Disabilities Committee – Anita Coney*
- *One-Stop Committee – Jeff Scruggs*
- *Youth Committee – Clifford Holmes*. Chairman Holmes reported that the committee had a super meeting on December 6 and he thanked everyone who attended for their participation at the meeting.

#### 5. *Youth Report*

- **Contractor Update** – Darrell Stillings provided copies of and discussed the contractor report for CGTC and In-the-Door, LLC. He explained that the first step in the process of starting up a contract is to training the staff on policies and procedures that they must adhere to and even though enrollments are low great progress is being made. The report provided for CGTC showed their recruitment progress at 14 enrollments and 34 additional enrollments in process of being enrolled. The report also showed their expenditures at \$4,568.28 through June. The report for In-the-Door showed their progress at 8 enrollments with a total of expenditures at \$21,396.47 through November.
- **Approval of Youth Services RFP** – Darrell Stillings reminder the members that at the last meeting it was approved for staff to issue an RFP for youth services and copies of the scope of work for the RFP to be released is provided for approval.
  - **Scope of Work** - The scope of work outlines the services being sought, which is not limited to but included the following:
    - 14 Program Elements
    - Recruitment
    - Intake and Eligibility
    - Orientation
    - Objective Assessment
    - Referrals to Other Appropriate Agency as Needed

- Development of Individual Services Strategies (ISS) for each Participant
- Data Entry in Georgia Work Ready as Required
- Record Retention
- Training Progression Evaluations
- GED Examinations
- Work Experience,
- Develop and Implementation a Work Readiness Curriculum
- Job Search and Job Placement
- Post-secondary Education Assistance
- Transportation Support Payments
- Follow-up Services

A motion was made by Commissioner Larry Evans and seconded by Commissioner John Williams to approve the Scope of Work for the Youth Services RFP as written. There were no opposing votes and the motion carried by voice vote.

- Funding up to \$500,000 – Darrell Stillings pointed out that with the Board’s approval today the funds available for the RFP will be up to \$500,000.

A motion was made Mayor Eric Wilson and seconded by Commissioner Larry Evans to approve funding up to \$500,000 for the Youth Services RFP. There were no opposing votes and the motion carried by voice vote.

6. *Expenditure Report* – Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of November 30, 2018. She reported that we currently have \$944,988.34 to spend by June 30, 2019, which includes all the current grants. She pointed out that if that total is divided by seven months the monthly expenditures needed to expend all grants is \$134,998.33 per month. Using November’s expenditures, which was \$212,673 it is projected that if current spending trend continues all funds that expire June 30, 2019 will be expended as required. She also pointed out that we received reallocated adult and dislocated worker funds that are included in the totals as well.

She also reported that we have received the fully executed grant awards for PY 18 funds as shown on the report and they are ready to expend, however, we have received unsigned FY 19 funds as shown and are waited on signed documents indicating they are ready to be used as well.

7. *Activity Report* –

- PY 2018 Enrollment Report - Darrell Stillings provided copies of and discussed the enrollment report through December 6 and reported that 258 adults, 22 dislocated workers, 8 incumbent workers and 75 youth have been served. Currently there 227 active in training, 112 in job search and 24 exited. He pointed out that fortunately the economy is still good, therefore, dislocated worker enrollments continue to be low but dislocated worker funds can be transferred to the adult funds as needed.
- PY 2017 – All measures were met except for the youth’s credential attainment measure.
- PY 2018 – All measures being met except for the youth’s credential attainment measure.

8. PY 2017 Subrecipient Financial & Programmatic Monitoring Report – Darrell Stillings provided copies of the subrecipient monitoring reports for PY 2017 conducted by Bill Kenmore. There were no major findings for any of the PY 2017 Subrecipients.

## **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 three members who had missed three consecutive and were removed as required by the State. They were Greg Mullis, Laura Roberts and Henry Gallimore. It was also noted that Matt Poyner had missed three consecutive meetings, however, he has resigned from the Board due to changing jobs and relocating.
2. *Quadrant Report* – Darrell Stillings provided copies of the quadrant report and discussed activities for each quadrant. Darrell Stillings also reported that we attended a meeting with CGTC and Northrup Grumman which is looking to start an apprenticeship program in middle Georgia and we are working with them.
3. *Next Meeting* –The next meeting is scheduled for February 26, 2019, at 10AM, at the MGCI office, in Warner Robins, Georgia.
4. *Salary Study* – Darrell Stillings reported that the requested salary study will scheduled to start January 23, 2019, and will be conducted by The Archer Company, which actually completed the last study. It should be completed in 60 to 90 days.

## **ADJOURNMENT**

There was no further business and a motion was made by Mayor Joyce Denson and seconded by Commissioner John Williams to exit the executive session. There were no opposing votes and the meeting carried by voice vote.

There was no further business and a motion was made by Larry Evans and seconded by Mayor Joyce Denson to adjourn the meeting at 11:55AM. There were no opposing votes and the meeting carried by voice vote.