

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
February 21, 2023**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on February 21, 2023, at noon, at Jonesco Club House, 834 GA Highway 22, Gray, Georgia. The following members were present:

Ivan Allen	Joey Howard
Willie Billingslea	Keith King
Dan Brandon	Barbara Mosley
Kendrick Butts	Aundrea Simmons
Joy Carr	Brian Utley
Tyrone Evans	Carolyn Watson
Tishua Green	Steve Williams
Clifford Holmes	

The following guests were in attendance:

Paul Allen, In-the-Door, One-Stop Operator  
Kenyonna McClain, In-the-Door, One Stop Operator  
David McConnell – Ga Voc Rehab  
Joel Sizemore, J&J Heating and Air  
Tracy Bulharowski, DHS, Child Support  
David VanLaningham, Central Georgia Technical College  
Demme McManus, Oconee Fall Line  
Emily Davis, Baldwin County Board of Commissioners

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:19PM. He welcomed everyone and thanked them for participating. He introduced new guests. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the December 6, 2022, meeting of the Middle Georgia Workforce Development Board.

A motion was made by Clifford Holmes and seconded by Tyrone Evans to approve the minutes of the December 6, 2022; meeting of the Middle Georgia Workforce Development Board as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

There was none.

## NEW BUSINESS

### 1. WDB Committee Reports

- *One-Stop and Disability Committee* – Aundrea Simmons announced there was no report to be given at this time. When asked when the next meeting will be held she responded that it will be held in March 2023.
- *Youth Committee* – Clifford Holmes reported that the youth committee met last Thursday and there was good participation. He reported that good information was shared by staff and he turned the floor over to Darrell Stillings to brief the members on the following:
  - **Externship Days in Middle Georgia** – Darrell Stillings announced that Sabrina Phelps, the former principal at Houston County Career Academy, was hired part-time to partnership with CTAE in each county to get teachers into local businesses to talk to their human resource departments about what skills they're looking for so they can relay the information to their students to help better prepare them for the opportunity available to them in their communities. A list of dates that the event will be held in each county was provided and members were encouraged to let Mr. Stillings know if they would be available to attend so he can provide the time and location once it is determined. Kendrick Butts asked for the information for the March 20 event in Baldwin County. Mr. Stillings responded that they will meet at the High School and the business they will visit should be announced prior to that day and he will forward the information as soon as possible.
  - **Approval of Youth Program Elements 10/Comprehensive Guidance and Counseling** – Darrell Stillings provided copies of and discussed the State's Youth Program Element 10: Comprehensive Guidance and Counseling WIG dated November 30, 2022. He explained that WIOA contains 14 youth program elements and the State issued WIG provides guidance on element 10. The WIG outlines the steps that case managers should take during the intake process and/or ongoing workforce process which are outlined as 1) assess for mental health indicators, 2) develop a plan of action for referral and 3) ensure continuity of services through follow-up. He explained that during the assessment process it is required that a mental health assessment tool be completed by the applicant. This tool asks the participant if they've used cigarettes, alcohol or abuse drugs which could be incriminating. Therefore, it was recommended that the State be contacted to ask if the question could be removed or reworded to state that the participant has the choice to answer the question or not.

No action was taken and this item was tabled until the State is contacted regarding the removal or the rewording of the question and an answer is received.

2. **Approval to Submit DW-Quest Application** - Darrell Stillings reported that the State has provided local areas with an opportunity to apply for an additional \$700,000 in DW-Quest grant funding to continue serving the same NEG grant population. It was recommended that an application be submitted for the \$700,000 in additional DW funds.

A motion was made by Willie Billingslea and seconded by Carolyn Watson to approve submitting a DW-Quest Application for additional \$700,000. There were no opposing votes and the motion carried by voice vote.

3. **Rapid Response Allocation and Guidance** – Darrell Stillings provided copies of and discussed the State's Rapid Response Administration Guidance WIG dated December 8, 2022. He explained that in the past 25% of the Rapid Response funding went to GDOL and GDOL conducted Rapid

Response activities, however, effective January 1, 2023, it now comes to local areas to serve laid-off individuals.

**4. Approval to Accept State Proposed Policy Changes in Local Policies** – Darrell Stillings provided copies of and discussed the State proposed policy changes for approval as follows:

- 3.2.5 A & DW Participant Eligibility – Active Service for DW
- 3.2.5 A & DW Participant Eligibility – Low Income Individuals
- 3.4.4 Supportive Employment – Supportive Services for Co-Enrolled Individuals
- 4.4.5 Registered Apprenticeship Program – Proposed Policy Updates
- 5.3 National Dislocated Worker Grant Policy
- 3.2.6 Youth Participant Eligibility – Low Income Individuals

A motion was made by Tyrone Evans and seconded by Tishua Green to approve the State proposed policy changes in the local policies. There were no opposing votes and the motion carried by voice vote.

**5. Expenditure Report** – Kerry Scarboro provided copies of and discussed the expenditure report dated January 31, 2023. She reported there is \$1.9 Million left in funding and the majority of that are PY '22/FY '23 funds that expire June 30, 2024. She reported that approval has been received for transferring \$300,000 from the DLW grant to the Adult grants but still waiting on the grant award to be fully executed.

**6. Activity Reports**

- *PY 2022 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated February 9, 2023. She reported on all funding stream enrollments, which resulted in a total of 330 participants being served and 273 are carryovers. There have been 57 new enrollments since July 1, 2022.
- *PY 2022 2<sup>nd</sup> Quarter Performance Report* – Terrell Mitchell provided copies of and discussed PY 2022 2<sup>nd</sup> Quarter Performance Report dated February 9, 2023. She reported that all measures are being met except the Measurable Skills Gain for all funding streams as well as the credential attainment measure for the Youth. She added we have until June 30, 2023 to meet those measures.

**7. One-Stop Operator Report** – Paul Allen, Middle Georgia One-Stop Operator, provided copies of and discussed reports for January 2023 2022 activities for both Baldwin and Houston County Career Centers. He reported that all is well with the One Stops and that all partners have been active. He report that the disability training will be held March 8 and Robins AFB will be hosting a hiring event February 28, 2023 through March 1, 2023.

**MATTERS FROM THE FLOOR**

There were none.

**MATTERS FROM THE EXECUTIVE DIRECTOR**

1. **PY 2022 Meeting Schedule** –Darrell Stillings pointed out that the next meeting is scheduled for April 18, 2023, at Flint Energies, in Warner Robins, Georgia. SETA will be held March 11-15.

**ADJOURNMENT**

Chairman Williams thanked everyone for participating. There was no further business and the meeting was adjourned at 12:52PM.