

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
APRIL 21, 2020**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on October 22, 2019, at noon, on April 22, 2020 via online teleconference. The following members were present:

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|---------------------|-----------------|
| Dr. Ivan Allen | Saleemah Sabree |
| Joy Carr | Jeff Scruggs |
| Angie Gheesling | Aundrea Simmons |
| Tishua Green | Alma Stokes |
| Richard Hinson | Brian Utley |
| Clifford Holmes Jr. | Carolyn Watson |
| Keith King | Steve Williams |
| Barbara Mosley | Wade Yoder |
| Darreth Roby | |

The following guests were in attendance:

Ethel Wynn, Milledgeville Career Center (GDOL)
Malarie Jefferson, In-the-Door, One Stop Operator
Janie Reid, In-the-Door, One-Stop Operator
Demme McManus, Oconee Fall Line Technical College
Brenda Brown, Central Georgia Technical College

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:21PM. He thanked everyone for participating. There was a quorum present.

MINUTES

1. Approve of the Minutes of the October 22, 2019 meeting of the Middle Georgia Workforce Development Board.

A motion was made by Clifford Holmes and seconded by Aundrea Simmons to approve the minutes of the October 22, 2019, 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. **Approval to Establish WDB Executive Committee** – Darrell Stillings explained that during the annual state monitoring one of the observations was that an executive committee was not established. Recommendation was to establish a standing executive committee so when a quorum is not present at a meeting they can enter into executive session and take action on items that need

to be approved prior to the next regularly scheduled meeting in order to continue operating in compliance with Federal, State and local policies.

A motion was made by Clifford Holmes and seconded by Richard Hinson to approve establishing a standing executive committee as recommended. There were no opposing votes and the motion carried.

2. **PY '18 Monitoring Final Notice of Acceptance from State** – Darrell Stillings provided copies of and explained that the notice serves as official notice of acceptance of the corrective action as submitted in our response to PY '18 monitoring findings.
3. **Regional Plan Update** - Darrell Stillings reported that this year the State is requiring both a local plan and a regional plan. The local plan is due June 30 and the regional plan's deadline has been extended to October 30. He is currently working on both plans and assured the committee members that both deadlines will be met.
4. **One-Stop MOU Update** – Tiffany Callaway reported that the first round of negotiation meetings was held and there was only one issue raised by Job Corp which feels that since they already pay for physical presence at Macon Career Center that they should only be charged for a virtual presence at the Houston Career Center. We are currently working on changing to a virtual presence and none of the partners disagreed with the proposed MOU, therefore, there shouldn't be any problems with submitting it to the State for approval.
5. **One-Stop Operator RFP Update** – Tiffany Callaway reported that there were three proposals received – Georgia Department of Labor, In-the-Door, LLC and Greenleaf. The proposals are currently being evaluated and should be completed by deadline of April 25 and the proposers will be notified of the outcome by April 27.
6. **Standing Committee Report** -
 - Training Trailer Acquisition Committee Report – Rob LeBeau has been contacted to get cost of purchasing trailer to use for training.
 - Individuals with Disabilities Chair Identified for Approval – Darrell Stillings reported that with the retirement of Anita Coney a new chair needs to be approved. Tishua Green nominated Darreth Roby, with Voc Rehab to serve as chair. No other nominations were made.

A motion was made by Clifford Holmes and seconded by Richard Hinson to approve the nomination of Darreth Roby, with Voc Rehab, to chair the Individuals with Disabilities Committee. There were no opposing votes and the motion carried by voice vote.

- One-Stop Committee – Darrell Stillings explained that with Jeff Scruggs stepping down as chair a new chair needed to be selected. Clifford Holmes nominated Aundrea Simmons and no other nominations were made.

A motion was made by Clifford Holmes and seconded by Wade Yoder to approve the nomination of Aundrea Simmons to serve as chair of the One-Stop Committee. Tishua Green abstained from voting. There were no opposing votes and the motion carried.

- Youth Committee Nominations – Darrell Stillings provided copies of and discussed the nominations of Carolyn Robertson, of CGTC; Andre' Washington, of Warner Robins Housing Authority and Sam Dorsey, of DPI and former WDB Chair, for approval to serve on the Youth Committee.

A motion was made by Clifford Holmes and seconded Tishua Green to approve the nominations of Carolyn Robertson, Andre' Washington and Sam Dorsey as requested. There were no opposing votes and the motion carried.

7. **Approval of Revised Supportive Services Policy** – Darrell Stillings provided copies of and discussed the revised Supportive Services Policy which was revised to include a “Special Waiver for Attendance” policy for when the Governor issues a State of Emergency for counties in the LWDA Area 11, the State of Georgia or United States as a whole. He explained that a lot of students do not have access to internet or computers and the waiver will allow supportive services payments to continue for transportation and childcare for participants that do not have resources such as internet or a computer at home and are required to travel to the library or other such places in order to continue their required studies.

A motion was made by Clifford Holmes and seconded by Aundrea Simmons to approve the revised Supportive Services Policy as presented. There were no opposing votes and the motion carried.

8. **Contractor Report** –

- *Central Georgia Technical College* – Darrell Stillings, Executive Director, provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through February 2020 there were 259 participants enrolled and that through January 2020 a total of \$235,694.95 has been invoiced. He reported that since the pandemic that enrollments and participation in Work Experience has stopped, however, the State is requiring that grants be spent and that 20% of expenditures be spent on work experience. There should be no problem spending 3rd year funds but may have difficulties spending 2nd year funds.
- *Mercer University* – Darrell Stillings provided copies of and discussed Mercer’s new recruitment proposal which will extend the plan and performance for another year. He explained that it was late fall when contract was signed and their program is designed for summer. He explained that they would be out recruiting now but with the pandemic they had to put recruitment on hold. He further explained that the new proposal will extend their plan and their performance and if the State de-obligates second year funding due to underspending because of the pandemic then funds may not be available to extend the contract. Therefore, a recommendation was made to approve the new recruitment plan contingent upon availability of funds.

A motion was made by Keith King and seconded by Angie Gheesling to approve Mercer University’s new proposal contingent upon availability of funds. There were no opposing votes and the motion carried.

- *Eventual Success, LLC* - Darrell Stillings, Executive Director, provided copies of and discussed the activity report for Eventual Success, LLC. He reminded the members that the contract is for in-school and out-of-school youth. They started off slow as expected of any new contractor. The report showed that there were 15 participants enrolled and that through February 2020 a total of \$93,018.61 has been invoiced. They have enrolled nine new but are required to have 32 enrolled by June. The pandemic has caused them not be actively enrolled. He reported that worksites in Twiggs and Wilkinson are currently working participants but are practicing social distancing at library and courthouse. He further explained that participants at Twiggs Library is reading to kids through skype.
9. **Expenditure Report** - Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of March 31, 2020. She reported that a grant award has been received for the transfer of \$300,000 from DLW funds to Adult funds. There are still unexpended funds that will expire June 30, 2020 in both the DLW grant and the Youth grant. Darrelly Stillings added that the pandemic has affected spending and we are currently not paying out support payments or work experience wages in any of

the grants. A request has been made to the State to extend the grants and it is on the next State Workforce Development Board meeting agenda. If an extension is not approved then we may have to poll other workforce areas around the state to see if anyone needs additional funds, however, it unlikely since all areas are facing the same situation with spending.

10. Activity Report –

- *PY 2018 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment reports through April 8, 2020. The reports showed that a total of 734 participants are enrolled and out of that total 546 are active, 91 are in job search and 97 have been either closed or exited
- *Py 2019 2nd Quarter Performance Report* – Terrell Mitchell provided copies of and discussed the PY 19 2nd Quarter Performance report dated March 10, 2020. The report showed we are meeting all measures with the exception of the credential attainment measure for both the adults and youth, however, both should still be met since this is only the 2nd quarter.

11. One-Stop Operator Report – Janie Reid, One-stop Operator, provided an update on the one-stop centers activities.

MATTERS FROM THE FLOOR

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *PY 2019 Meeting Schedule* – Next meeting scheduled for June 23, 2020, at Noon, at Flint Energies, in Warner Robins, Georgia unless the Governor extend the state of emergency in which it will be held virtual again.

ADJOURNMENT

There was no further business and the meeting was adjourned at 1:01PM.