

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
JUNE 21, 2022**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held on June 21, 2022, at noon, at Jonesco Clubhouse, 834 Ga 22, Gray, Georgia. The following members were present:

Willie Billingslea	Tyrone Evans
Steve Williams	Jeff Scruggs
Richard Hinson	Tishua Green
Wade Yoder	Lee Tompkins
Valerie Fields	Stacey Mixson
Joy Carr	Jay Flesher

The following guests were in attendance:

Janie Reid, In-the-Door, One-Stop Operator  
Brittany Holder, In-the-Door, One-Stop Operator  
Demme McManus – Oconee Fall Line Technical College  
Shawanda Solomon – Ga Voc Rehab  
Deborah Burkes, Central Georgia Technical College

**WELCOME GUEST/NEW MEMBER**

Chairman Steve Williams chaired and called the meeting to order at 12:07PM. He welcomed everyone and thanked them for participating. There was not a quorum present.

**MINUTES**

1. Approve of the Minutes of the February 15, 2022 and April 19, 2022, meetings of the Middle Georgia Workforce Development Board.

A motion was made by Richard Hinson and seconded by Jay Flesher to approve the minutes of the February 15, 2022 and April 19, 2022, meetings of the Middle Georgia Workforce Development Board as written. There were no opposing votes and the motion carried by voice vote.

**OLD BUSINESS**

1. Ratify Action Taken By WDB Executive Committee
  - Approval of Criteria for Comprehensive & Affiliate One-Stop
  - Approval of Revised Eligibility Policy
  - Approval of Revised Supportive Services Policy
  - Approval to make Business Services Specialist Position Regional

Due to there not being a quorum, this item was tabled until next meeting.

**NEW BUSINESS**

**1. WDB Committee Reports**

- *One-Stop Committee* – No report was given.

- *Disability Committee* – No report was given.
- *Approval to Combine One-Stop and Disability Committee* -

A motion was made by Richard Hinson and seconded by Stacy Mixson 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.

- *Youth Committee* – No report was given.

2. **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 award in the amount of \$219,800 for total grant award of \$239,800.

3. **Approval of Career & Case Management Services Priority of Funding** – Darrell Stillings reminded the members of the approval to make the Career & Case Management RFP regional. He reported that Youth Services were also added to the RFP. He provided a summary of the ratings and recommended funding ranking order which showed that Central Georgia Technical College’s (CGTC) proposal had 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 Jay Flesher and seconded by Wade Yoder to approve funding the Central Georgia Technical College proposal and upon successful contract negotiations. **Jeff Scruggs abstained from the discussion and voting.** There were no opposing votes and the motion carried by voice vote.

4. **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.
- **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.
- **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 Willie Billingslea and Tishua Green to approve all the revised Policies as presented. There were no opposing votes and the motion carried by voice vote.

5. **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-Door, LLC One-Stop Operator Contract. The total cost for the one-stop operator services for this year is \$207,327.

A motion was made by Wade Yoder and seconded by Willie Billingslea to approve the budget and work statement for the one-stop operator. **Tishua Green abstained from the discussion and voting.** There were no opposing votes and the motion carried by voice.

- **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 Willie Billingslea and seconded by Lee Tompkin to approve the PY 2022 budget and work statement for the Central Georgia Technical College Career & Case Management Services contract. **Jeff Scruggs abstained from the discussion and voting.** There were no opposing votes and the motion carried by voice.

6. **PY '21 Subrecipient Programmatic Monitoring (Adult, DLW & Youth)** – Darrell Stillings provided copies of and discussed the PY '21 Programmatic Monitoring for the Central Georgia Technical College Career & Case Management Services contract and the Central Georgia Technical College Youth Services Academy contract. He pointed out that most findings are due to the difficulty of case management being done electronically in the new Geo Solutions system that the State uses to collect information on participants. For the past couple years the State has been working on making the system more user friendly. He further reported that no findings resulted in disallowed costs.
7. **Approval of the PY 2022 Office Budget and Transfer Authority** – 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 Willie Billingslea and seconded by Lee Tompkins to approve the PY 2022 Office Budget and Transfer Authority as presented. There were no opposing votes and the motion carried by voice vote.

**8. Expenditure Report** – Kerry Scarboro provided copies of the Expenditure Report dated April 30, 2022. She reported that since April report the PY 20 Youth funds have been fully expended and have started expensing PY 21 Youth funds. She assured them that all June 30, 2022 spending deadlines are being met and no funds will have to be returned.

## **9. 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 are being met for PY 2021 but there is one more quarter left to meet this measure.

**10. One-Stop Operator Report** – Janie Reid, Middle Georgia One-Stop Operator, provided reports for May 2022 activities for both Baldwin and Houston County Career Centers. She introduced Paul Allen, the One-Stop Operator at Houston County Career Center, and Brittany Holder, the Jobs Plus Operator at Warner Robins Housing Authority. She reported both one-stop centers are seeing clients in person. A summary of the Job Fair held on June 2, 2022 was provided. There were 284 attendees with 24 employers participating.

## **MATTERS FROM THE FLOOR**

There were none.

## **MATTERS FROM THE EXECUTIVE DIRECTOR**

- 1. Approval of Proposed PY 2022 Meeting Schedule** – A motion was made by Willie Billingslea and seconded by Tishua Green to approve the proposed PY 2022 Meeting Scheduled as written. There were no opposing votes the motion carried by voice vote.

Darrell Stillings pointed out that the next meeting is scheduled for August 23, 2022, at noon at Flint Energies, in Warner Robins, Georgia.

## **ADJOURNMENT**

Chairman Williams explained that in accordance with the Bylaws since there was not a quorum present that the Executive Committee needed to open session and take action on the items needing formal approval before the next regularly scheduled meeting.

Excerpts from Workforce Development Board Bylaws:

### Section II. Quorum

...However, if no quorum is present at any meeting, the standing executive committee as appointed by the WDB is 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.

...

A motion was made by Willie Billingslea and seconded by Jay Flesher to enter into the Workforce Development Board Executive Committee session to allow action to be taken on items needing a formal vote prior to the next meeting. There were no opposing votes and the motion carried by voice vote.

A motion was made by Willie Billingslea and seconded by Tyrone Evans to approve all matters needing approval prior to the next meeting which were presented and discussed during the regular session of the Workforce Development Board. There were no opposing votes and the motion carried by voice vote.

A motion was made by Willie Billingslea and seconded by Tyrone Evans to approve exiting the Workforce Development Board Executive Committee session and re-enter into regular session. There were no opposing votes and the motion carried by voice vote.

Chairman Williams thanked everyone for participating and there was no further business and the meeting was adjourned at 12:40PM.