

**MIDDLE GEORGIA  
WORKFORCE DEVELOPMENT BOARD  
JUNE 22, 2021**

**MINUTES**

A meeting of the Middle Georgia Workforce Development Board was held virtually on June 22, 2021, at noon. The following members were present:

Barbara Moseley	Patrick Manuel
Steve Williams	Dan Brandon
Darreth Roby	Clifford Holmes
Angie Gheesling	Joy Carr
Brian Utley	John Howard
Ivan Allen	Keith King
Saleemah Sabree	Tishua Green
Willie Billingslea	Carolyn Watson
Wade Yoder	Aundrea Simmons

The following guests were in attendance:

Demme McManus, Oconee Fall Line  
Janie Reid, In-the-Door, One-Stop Operator  
Paul Allen, In-the-Door, One-Stop Operator

**WELCOME GUEST/NEW MEMBER**

Vice-Chairman Willie Billings chaired and called the meeting to order at 12:06PM. He welcomed everyone and thanked them for participating. There was a quorum present.

**MINUTES**

1. Approve of the Minutes of the April 20, 2021 meeting of the Middle Georgia Workforce Development Board.

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the minutes of the April 20, 2021 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 Committee – **Jobs Plus Grant Update**- - Darrell Stillings provided copies of a Project Summary for the Jobs Plus Grant. He reported that the Jobs Plus Grant that was applied for over a year ago has been approved and with the Board’s previous approval the plan is for In-the-Door, One-Stop Operator, to hire a staff person to provide career services at the Warner Robins Housing Authority at an annual salary of \$47,000.
- *Disability Committee* – Darrell Stillings reported that the Disability Committee has not met and there was no report given.
- *Youth Committee*
  - **PY 19 HSE Youth Grant** - Darrell Stillings provided copies of and discussed the PY 19 HSE Grant Award received from the Technical College System of Georgia, Workforce Division, in the amount of \$119,800. He explained that after applying for the grant and the application being approved, the State never issued the grant award, however, about a month ago the State contacted us saying there was a \$119,800 grant award set aside for our region that they never issued to us. The grant expires June 30, 2021 and our options were to accept the grant at the last minute or send it back to the federal government. Since it is a regional grant, contact was made with the Macon-Bibb County WorkSource office. After discussions with the Macon-Bibb WorkSource office, it was determined that between the two programs there was enough expenditures to spend the grant thus freeing up other youth funds to be expended on future youth activities and it was agreed that the grant would be accepted.
  - **Internship for Youth Participants** - Darrell Stillings reported that the youth program is being extending to offer an internship program to in-school youth participants that are enrolled in work-based learning programs at career academies throughout the local area. The work-based learning programs correlate with a career pathway that the student can participate in while they’re in school. He reported that he visited the Jones County Career Academy and they currently offer a career pathway for CNAs where the student attends school all year and earns a CNA credential at the end of the school year. The students also participate in a work-based learning component and this component provides an opportunity for WIOA to partner with the instructor to offer a paid internship at a local facility participating in the program. The facility that Jones County is working with for their CNA students is an adult daycare center where the students receive a hands-on experience that makes the student more employable once they have earned the credential. This is not something new under WIOA but it is new to the Middle Georgia local area.

2. **HDCI Update** - Darrell Stillings provided copies of and discussed the HDCI budget narrative. He reported that the application for round three of the grant has been approved for \$215,636. He also reported that Matt Poyner, the Project Manager, will be leaving and he wished him success with his new endeavor. As for the budget, he pointed out that it was amended at the State’s request to remove funding for a virtual job shadowing platform since it will be provided by the State to all local areas. As a result, the amended budget includes plans to rent a “Be Pro Be Proud” Mobile Unit to be placed throughout the counties in the region. It will host workforce workshops to provide students with hands–on learning experiences and will showcase various trades in depth. It comes equipped with plumbing, electrical, welding and other types of trades and the plan is to set it up so high school students can visit it and learn the different types of trades to get a better understanding of the trades. There are also plans to partner with a videographer to create industry sector videos to capture jobs in high demand sectors.

- 3. Approval of the MOU and Resource Sharing Update** - Darrell Stillings provided copies of and discussed the summary of updates to the MOU and Resource Sharing Agreement. He explained that the comprehensive one-stop center is required under WIOA and the Houston County Career Center is the comprehensive site and the Milledgeville Career Center is used as an affiliate site. He presented the proposed shared cost of partners using space at both of the one-stop centers as well as some personnel changes that were made to the MOU agreement. He pointed out that both centers had a small increase in cost. The proposed cost for the Houston Career Center increased the cost of cubicles from \$207 last year to \$211 this year and Milledgeville Career Center increased from \$130 to \$176. Once the Board approves the changes it will be sent out to all partners for their signatures.

A motion was made by John Howard and seconded by Carolyn Watson to approve the proposed revisions to the One-Stop MOU and Resource Sharing Agreement infrastructure rate increases. Tishua Green and Aundrea Simmons both abstained from the discussion and voting. There were no opposing votes and the motion carried by voice vote.

- 4. Middle Georgia Entrepreneur Academy** – Darrell Stillings briefly explained that Grit Consulting is working with CGTC to put a program in place to assist individuals who are interested in becoming an entrepreneur. It is currently operating in Augusta and efforts are being made to bring the program to the Middle Georgia area. The plan was to have Jay Flesher provide more detailed information on the program but unfortunately he was unable to participate in today's meeting. The plan is for either Jay Flesher or Mr. Roberts to brief the Board at the next meeting. The item was tabled until the next regularly scheduled meeting.
- 5. NEG Update** – Vann Davis provided copies of and discussed a summary of the NEG activities. He highlighted that his written report showed a total of 28 participants but there have been 3 additional participants added for a total of 31 participants. He also reported that referrals are still being sought after for the temporary work experience positions, which are designed to provide sanitation efforts at various worksites at a wage of \$10 to \$15 per hours. So far there have been six participants enrolled in the work experience component and fifteen worksites have been established throughout the service area. Efforts are ongoing to add additional worksites as well. He also reported that there are 25 participants enrolled in the education and skills training component and they are receiving supportive services and tuition assistance.

**Approval of PY 21 Office Budget and Transfer Authority** – Darrell Stillings provided copies of and discussed the proposed PY 21 Office Budget and Transfer Authority. He reported WIOA funding was cut again this year by 10% across the board. He pointed out that with over \$1.4 Million in carry-over funds and a little over \$2.1 Million in new funds our total operating budget for PY 21 is just over \$3.6 Million. The summary that was provided showed no significant change in personnel costs and a 10% overall increase from the PY 20 budget. This is mainly due to an increase in Non-Personnel Cost to cover the procurement of legal services as requested, HDCI career platforms and job portals as well as an increase in Training and Development.

Transfer Authority - Darrell Stillings explained that since it's hard to determine which population of clients will need services between the adults and dislocated worker populations, WIOA allows the transfer of up to 100% of funds between the two funding streams. This gives the needed flexibility to manage funds in a responsive manner to meet the needs of customers.

A motion was made by Clifford Holmes and seconded by Patrick Manuel to approve the PY 21 Office Budget and the Transfer Authority as presented. There were no opposing votes and the motion carried by voice vote.

- 6. Subcontractor Financial Monitoring** - Darrell Stillings provided copies of and discussed the financial monitoring reports for Central Georgia Technical College (case management and youth contract), Eventual Success, LLC and In-the-Door, LLC. He explained that it is required by law that annual monitoring be conducted on subcontractors and Bill Kennemore, of William L. Kennemore, CPA, LLC, conducted the financial monitoring. The monitoring reports show no deficiencies for In-the-Door or Central Georgia Technical College's case management or youth contracts. However, the reports showed deficiencies in Eventual Success's internal controls and financial management systems. Neither finding resulted in disallowed costs but it is recommended that Eventual Success develop written financial policies and procedures, incorporate additional personnel in its internal control system to permit adequate segregation of duties and incorporate budgetary controls in its accounting software and use in financial reporting.
- 7. State Desktop Review and Final Notice** - Darrell Stillings provided copies of and discussed the State Desktop Review and Final Notice. He pointed out that due to allegations made by a formal Local Elected Official Board member, the TCSG, OWD's conducted a desktop review and examined contracts and documents regarding Interfor Eatonton Incumbent Worker Training program and the procurement process regarding the selection of Mercer University as a provider of WIOA Youth services. He reported that numerous documents were requested by and submitted to the State. The final notice received from the State indicated there were no findings and only one observation noted and there were no disallowed costs incurred. The observation note was that while the main body of the contract was signed prior to the start of training an attachment was not signed in a timely manner, however, no payments were made until all documentation was signed and submitted. In the future, to ensure that all documents are obtained in a timely manner OWD recommends that the local process for collecting required information be reviewed and that staff training be conducted.
- 8. Expenditure Report** – Darrell Stillings provided copies of and discussed the Expenditure Report dated May 31, 2021. He reported that all grants that expires on June 30, 2021 will be spent by the end of this month and all spending requirements will be met. He pointed out that the HDCI grant has a small amount needing to spend and he is very optimistic that it will be spent also.

## **9. Activity Reports**

- *PY 2020 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report dated June 10, 2021. The reports showed that a total of 652 participants were served in PY 20 and 483 were carried over. It also showed that there have been 169 new enrollments since July 1, 2020.
- *PY 2020 3<sup>rd</sup> Quarter Performance Report* - Terrell Mitchell provided copies of and discussed the PY 2020 3<sup>rd</sup> Quarter Performance report dated June 10, 2021. It was reported that all measures are currently being met for Adult and Dislocated Worker. All measures are being met for Youth except for the Measurable Skills Gain but there is one more quarter to meet that goal as well.

## **10. Activity Reports**

- *PY 2020 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment report through April 7, 2021. The reports showed that a total of 634 participants were served in PY 20 and 483 were carried over. It also showed that there have been 150 new enrollments since July 1, 2020.

**11. One-Stop Operator Report** – Janie Reid, Middle Georgia One-Stop Operator, provided reports for April 2021 and May 2021 activities for both Baldwin and Houston County Career Centers. Both she and Paul Allen have continue to meet a few individuals face to face depending on location and if the individual has been vaccinated. Members were encouraged to contact her or Paul with any questions.

### **MATTERS FROM THE FLOOR**

There were none-

### **MATTERS FROM THE EXECUTIVE DIRECTOR**

4. **PY 2021 Proposed Meeting Schedule** – Darrell Stillings provided copies of and discussed the PY 2021 Proposed Meeting Schedule. The next meeting is scheduled for August 24, 2021, at noon and will most likely be held virtually unless something changes-

### **ADJOURNMENT**

Vice-Chairman Willie Billingslea thanked everyone for participating and there was no further business and the meeting was adjourned at 12:38PM.