

**MIDDLE GEORGIA
WORKFORCE DEVELOPMENT BOARD
OCTOBER 22, 2019**

MINUTES

A meeting of the Middle Georgia Workforce Development Board was held on October 22, 2019, at noon, at Flint Energies, at 98 Carl Vinson Parkway, Warner Robins, Georgia. The following members were present:

Dr. Ivan Allen	Amy Kelly
Dr. John Bembry	Ronnie Mathis
Willie Billingslea	Saleemah Sabree
Chris Carr	Jeff Scruggs
Tyrone Evans	Aundrea Simmons
Jay Flesher	Alma Stokes
Tishua Green	Brian Utley
Richard Hinson	Carolyn Watson
Clifford Holmes Jr.	Steve Williams
Joseph Howard	Wade Yoder

The following guests were in attendance:

Brenda Brown, Central Georgia Technical College
Matt Poyner, HDCI
Malarie Jefferson, In-the-Door, One Stop Operator
James Lassetter, Peach County High School, CTAE
B.J. Walker, Development Authority of Peach County
Julian Bowen, Development Authority of Peach County
Dr. Ulrica Jones, Eventual Success, LLC
Janie B. Reid, In-the-Door, LLC – One Stop Operator
Joel Sizemore, J&J Heating & Air Conditioning

WELCOME GUEST/NEW MEMBER

Chairman Steve Williams chaired and called the meeting to order at 12:13PM. He welcomed everyone and introductions were made around the room. There was a quorum present.

MINUTES

1. Approve of the Minutes of the June 18, 2019, and August 20, 2019 meeting of the Middle Georgia Workforce Development Board.

A motion was made by Clifford Holmes and seconded by Jay Flesher to approve the minutes of the June 18, 2019, and August 20, 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

1. Ratify Action Taken at the August 20, 2019 Meeting

- *Approval to Update Local Policies to Reflect State Policy Changes*
 - Work Experience Policies – Darrell Stillings, Executive Director, provided copies of and discussed the revised Work Experience Policy. He explained that the State Workforce Development Board made a couple changes to the State Policies and as a result local policies are required to be changed to reflect the State's changes. He pointed out that changes to the Youth Work Experience Policy included changing the title to no longer include the word Youth since the policy was changed to include Adult and Dislocated Worker participants as reflected in paragraph one and paragraph A of the policy. It was also noted that paragraph F remained the same since only youth participants are required to have an academic or occupational component to be allowed to participate in work experience.
 - Supportive Services Policy - Darrell Stillings, Executive Director, provided copies of and discussed the revised Supportive Services Policy. He reported that the State eliminated the 35% cap on supportive services expenditures and he pointed out that the third paragraph on page one under the background section was changed to delete the language. He also pointed out that the Computer Purchases section was changed to eliminate the statement that funds are not available at this time for purchases since the 35% cap was removed and there is a need especially for students in the nursing program. In addition, a section was added for Needs Related Payments as required by the State even though funds are not available and payments are currently not being offered. These payments would be allocated to students based on income need and would include assistance with rent, car repairs or a car payment.
 - Eligibility Policy and Procedures - Darrell Stillings, Executive Director, provided copies of and discussed the revised Eligibility Policy and Procedures. He explained that even though the law does not restrict states to only service residents in their state, the State made it clear in its policy that Georgia citizens are given first priority but if an area has an individual relocating to their area or living just across the state line but are training in Georgia they can service these individuals on a case by case basis with prior approval from the area which the individual actually resides. Also, on page 22 last paragraph, last sentence was added to require that youth must be contacted for more than an attempt to collect documents and it must be entered in GWS. On page 23 the adult, out-of-school youth and in school youth definition for basic skills deficient sections was changed to include reading and writing English, or computing or solving problems at or below an 8.9 grade level, according to TABE assessment results as being basic skills deficient as previously approved by the Board.

2. **USDOL Approval of State Youth Waiver Request for PY 2018 & 2019** – Darrell Stillings provided copies of the State policy, which reflected USDOL's approval of the waiver to allow Georgia to reduce the 75% expenditure requirement on out-of-school youth to 50%, which with local board approval will allow local areas to serve more in-school youth.

3. **HDCI Grant Update** – Darrell Stillings reported that our area has been approved for two more rounds of HDCI funding to continue our sector strategy planning with MGEA. The partners went out for bids on a portal for our local area and a comparison of the proposals received was provided. It was recommended to purchase Chmura for \$39,096 for 3-years, which will provide a portal for local students, parents, teachers, workforce and businesses to access area specific data such as data on demographics, occupational employment & wages, unemployment, cost of living and etc. It will also allow access to job posting data from over 50,000 online resources.

4. **Approval to accept \$250,000 in Addition Youth Funds** - Darrell Stillings reminded the members of the recent cut in youth funds as well as cuts suffered in previous years. He reported that with the committee's approval to accept there is \$250,000 available from the State and will provide the funds needed to fund the Eventual Success proposal.
5. **Approval of Eventual Success Contract - Approval of Eventual Success Contract** – Darrell Stillings provided copies of and discussed the Scope of Work and the budget for Eventual Success contract, which includes serving 60 youth – 50% out-of-school and 50% in school youth. The budget shows a total costs of \$215,168 with \$146,595 in personnel costs.

A combined motion was made by Tyrone Evans and seconded by John Bembry to ratify the approval of the revised Work Experience Policy, Supportive Services Policy, the revised Eligibility Policy and Procedures, approval to utilize the State Youth Waiver for PY 18 & 19, approval to purchase JobsEQ Platform, approval to accept \$250,000 in addition youth funds, the Eventual Success Contract Work Statement and Budget as presented. There were no opposing votes and the motion carried by voice vote.

NEW BUSINESS

1. **HDCI Update** – Matt Poyner gave an update on HDCI activities, which covered all counties. He shared information on meetings he has had throughout the counties with various agencies such as Development Authorities, CTAE and local businesses.
2. **Readopt One-Stop Certification Criteria** - Darrell Stillings provided copies of the one-stop certification criteria provided by the State. He explained that it is the same criteria used the last time and recommended using it again.

A motion was made by Clifford Holmes and seconded by Carolyn Watson readopt the one-stop certification criteria as presented. Tishua Green, with the Georgia Department of Labor abstained from voting. There were no opposing votes and the motion carried by voice vote.

3. **Contractor Report** -
 - *Central Georgia Technical College* – Darrell Stillings provided copies of and discussed the activity report for Central Georgia Technical College. The report showed that through October 2019, that 134 participants have been enrolled and a total of \$120,833.92 has been expended under this year's contract. He pointed out that they are working to increase the number of participants enrolled in work experience which will increase their work experience expenditures and help them meet the 20% spending requirement.
 - *Mercer Update* – Darrell Stillings reported that Mercer's contract has been fully executed and training is being scheduled for their staff.
 - *TDI Update* – Darrell Stillings reported that there have been no enrollments to date but reminded the members that this is a vendor agreement.
4. **Expenditure Report** - Kerry Scarboro, MGCI Accountant, provided an expenditure report dated as of August 31, 2019. She reported that currently spending at required levels for all grants. The PY 18 HDCI grant has been fully expended and starting to spend new HDCI grant. She also reported that the transfer of \$300,000 from DLW to Adult grants has been received. The expenditure report showed there is balance of \$2,315,850.97 in funds available for all grants.
5. **Activity Report** –
 - *PY 2018 Enrollment Report* – Terrell Mitchell provided copies of and discussed the enrollment reports through October 20, 2019. The reports showed that a total of 537 participants are enrolled and out of that total 475 are active, 42 are in job search and 20 have been exited.

6. **One-Stop Operator Report** – Janie Reid, One-stop Operator, provided copies of and discussed the one-stop operator report for the period of August 2019 – September 2019. The report included attendance records for events attended by both one-stop operators as well as a list of current ongoing activities for both locations.

MATTERS FROM THE FLOOR

Commissioner Wade Yoder introduced James Lassetter, of Peach County High School (CTAE), B.J. Weaver and Jillian Bowen, both from the Development Authority of Peach County.

Jeff Scruggs, of CGTC, invited members to the graduation ceremony for the Re-Entry program at Hutchins Career Academy, located at 1780 Anthony Road, in Macon, Georgia.

MATTERS FROM THE EXECUTIVE DIRECTOR

1. *Discussion of Acquisition of Training Trailer* – Darrell Stillings provided a brochure from Learning Lab, Inc. that provided information on their mobile training labs. He explained that other areas have had success with their mobile labs and he was providing the information to garner the board's interest in obtaining one should the cost be reasonable and providing adequate funds are available. It was the consensus of those present to form an acquisition committee to check into the cost of purchasing a mobile lab. The following members volunteered to serve on the training trailer acquisition committee:
 - Carolyn Watson
 - Clifford Holmes
 - Jay Flesher
 - Jeff Scruggs
 - Tishua Green
 - Willie Billingslea, Co-Chair
 - Tyron Evans, Co-Chair
2. *PY 2019 Meeting Schedule* – Next meeting scheduled for December 10, 2019, at Noon, at Tri-County EMC, in Gray, Georgia.

ADJOURNMENT

There was no further business and the meeting was adjourned at 1:00PM.