

**MIDDLE GEORGIA WORKFORCE INVESTMENT BOARD  
YOUTH COMMITTEE MEETING  
APRIL 12, 2018**

**MINUTES**

A meeting of the Middle Georgia Workforce Investment Board Youth Committee was held at Noon, on April 12, 2018, at the Middle Georgia Consortium, Inc., located at 124 Osigian Blvd., Suite A, in Warner Robins, Georgia. The following were in attendance:

**Members Present:**

Tishua Green  
Clifford Holmes  
Bill McNair  
Mary Ann vanHartesveldt

**MGCI Staff Present:**

Teresa Ragan  
Terrell Mitchell  
Teria Coleman  
Darrell Stillings

*Welcome and Introductions* – Chairman Clifford Holmes chaired the meeting and at 12:05PM he called the meeting to order and welcomed everyone. Introductions were made around the room. There was a quorum present.

**MINUTES**

**1. Approval of Minutes from the February 15, 2018, Youth Committee Meeting**

*A motion was made by Bill McNair and seconded by Tishua Green to approve the minutes of the February 15, 2018, meetings of the Middle Georgia Workforce Development Board Youth Committee with correction to include Mary Ann vanHartesveldt to the list of attendees and remove Juan Daniels. There were no opposing votes and the motion carried by voice vote.*

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

**1. Approval of to Increase Work Experience Hourly Pay – Teria Coleman**

Teria Coleman, Youth Services Specialist, conducted research on local hourly wages and provided copies of and discussed the wage increase justification. The justification report showed the average hourly wage paid by employers that hire youth such as Walmart; Kroger; McDonalds, Zaxby's, and etc. was at \$8.52 per hour. A proposal was made to increase the wage to \$8.00 an hour to become effective May 1, 2018. Approval of the increased wage would also increase current enrollee's wages from \$7.25 to \$8.00 an hour on May 1, 2018.

A motion was made by Mary Ann vanHartesveldt and seconded by Tishua Green to approve increases the work experience hourly wage to \$8.00 per hour. There were no opposing votes and the motion carried by voice vote.

## **2. Approval of Youth Incentive Policy – Teria Coleman**

Teria Coleman, Youth Services Specialist, provided copies of the proposed Youth Incentive Policy. The policy included cash incentives for attaining an educational achievement or employment goal. It also stipulated that a participant may be awarded more than one incentive payment during their time of participation, which could also include the year of follow-up period. Conditions for a participant to be eligible for the incentives were outlined in the policy and it also set the maximum amount of incentive payments to \$500 per participant contingent upon the availability of funds. The incentive amounts varied from \$50 to \$100 for the different types of payments and Ms. Coleman pointed out that since the incentive payments are based on funds available that the amount could change from year to year but would never be more than \$100 per award unless further approval is sought from the committee members.

A motion was made by Mary Ann vanHartesveldt and seconded by Bill McNair to approve the Youth Incentive Policy as presented. There were no opposing votes and the motion carried by voice vote.

## **3. Approval to Release PY '18 as Needed – Teria Coleman**

Teria Coleman, Youth Services Specialist, provided copies of and discussed the Work Statement that will be used for the PY '18 Youth Services RFP. Approval to release an RFP was contingent upon the need if it is determined later that the current contractors are not meeting our needs. Since the State has not received PY '18 State allocations from the USDOL it has not released any local allocation amounts, therefore the amount of the RFP was set using PY 2017 youth service allocations as guidance for the development of proposals. The work statement included all 14 elements to be included and all 10 counties to be served.

A motion was made by Mary Ann vanHartesveldt and seconded by Bill McNair to approve the release of the PY '18 Youth Services RFP as needed as presented. There were no opposing votes and the motion carried by voice vote.

- 4. WIOA Out-of-School Youth Initiative** - Teria Coleman, Youth Services Specialist, reported that a meeting was conducted with the local K-12 Educational partners to allow an opportunity to present the services that are offered under WIOA. There was a good turnout of local superintendents, principals and career coaches at the meeting and everyone was receptive of the services offered and the role they could play in servicing both in-school and out-of-school youth.
- 5. Contractor Report – Teria Coleman** Teria Coleman, Youth Services Specialist, reported that contracts for PY '17 youth services have been signed with Central Georgia Technical College and In-the-Door, LLC. She is currently providing and will continue to provide them with technical assistance to get their programs started and to assure the programs are successful.
- 6. Paxen Report – Teria Coleman** Teria Coleman, Youth Services Specialist, provided copies of and discussed a progress report for Paxen Learning Services. Currently they have enrolled 20 participants and a total of 16 sections of the GED has been passed and one participant has successfully earned their GED. The total amount invoiced to date is \$235,728.20, with personnel costs being the bulk of expenditures at a total of \$155,349.50.
- 7. Youth Expenditure Report** - Teria Coleman, Youth Services Specialist, provided copies of and discussed the youth expenditure reports for PY 16 and PY 17 grants, which are operated on a first

in first out accounting method. The reports showed expenditures through February 28, 2018 as follows:

<b>Program Year</b>	<b>Amount of Available Funds (Less Any Transfers) for Report Period</b>	<b>Total Expenditures</b>	<b>Balance</b>	<b>Grant Ending Date</b>
2016	\$ 908,784.00	\$ 605,905.41	\$ 302,878.59	6/30/2018
2017	\$ 810,733.00	\$ 0	\$ 810,733.00	6/30/2019
Total	\$1,719,517.00	\$ 605,905.41	\$1,113,611.59	

- 8. Youth Enrollment Report** - Terrell Mitchell, MGCI MIS Coordinator, provided copies of and discussed the status of the youth enrollments through April 10, 2018. The total number enrolled thus far is 43 with 31 being currently active, 5 being in job search, 9 have been exited, 13 attained credentials and 5 were employed at exit.

### **MATTERS FROM THE FLOOR**

There were none.

### **NEXT SCHEDULED MEETING**

1. *Next Meeting* –The next meeting is scheduled for June 14, 2018, at Noon, at the Middle Georgia Consortium office.

### **ADJOURNMENT**

There was no further business and the meeting was adjourned at 1:05PM.