

**MIDDLE GEORGIA WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE MEETING
APRIL 16, 2020**

MINUTES

A meeting of the Middle Georgia Workforce Development Board Youth Committee was held at Noon, on April 16, 2020 via online teleconference. The following were in attendance:

Members Present:

Clifford Holmes
Tishua Green
Keith King
Dan Brandon
Joy Carr
Patrick Manuel
Tarell Register
Carolyn Robertson
Andre' Washington

MGCI Staff Present:

Terrell Mitchell
Darrell Stillings
Teresa Ragan
Ashlee McIver
Lisa Philpot
Tiffany Callaway
Vann Davis

WELCOME AND INTRODUCTIONS – Chairman Clifford Holmes chaired the meeting and at 12:12 PM he called the meeting to order and welcomed everyone. There was a quorum present.

MINUTES

1. Approval of the Minutes from the February 13, 2020 meeting Youth Committee Meeting.

A motion was made by Patrick Manuel and seconded by Tishua Green to approve the October 17, 2019 and the February 13, 2020, minutes as written. Voice votes were made by Dan Brandon, Joy Carr, Keith King, Tarell Register, Carolyn Robertson and Andre' Washington. There were no opposing votes.

OLD BUSINESS

1. Ratify Action Taken at the February 13, 2020 Meeting
- Approval of Youth Committee Nominations:

- Carolyn Robertson, CGTC
- Sam Dorsey, DPSI (former WDB Chair)
- Andre' Washington, Warner Robins Housing Authority

A motion was made by Patrick Manuel and seconded by Tishua Green to ratify the action taken at the February 13, 2020 meeting to approve the Youth Committee nominations as presented. Voice votes for approval were made by Dan Brandon, Joy Carr, Tarell Register and Keith King. There were no opposing votes and the motion carried.

NEW BUSINESS

- 1. Contractor Monitoring Report** – Tiffany Callaway provided copies of and discussed the monitoring findings as following:

- **Eventual Success** – It was reported that monitoring was completed in November 2019. The contractor had numerous major findings concerning ADA compliance. The contractor has relocated to another location which after an on-site review it was determined that the new location met ADA requirements. It was reported that the contractor has sufficiently rectified this finding.
 - **Central Georgia Technical College** – It was reported that monitoring was completed in January 2020 and the contractor had one finding where documents were missing in one of the participant’s folder. The contractor has since sufficiently rectified the finding and the folder has met all requirements.
2. **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.
 3. **MOU Update** – Darrell Stillings reported that the first round of negotiation meetings was held 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.
 4. **Contractor Reports** -
 - *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, however, if State de-obligates second year funding due to underspending then funds may not be available. Therefore, a recommendation was made to approve the new recruitment plan contingent upon availability of funds.
 - *Eventual Success, LLC* - Darrell Stillings, Executive Director, provided copies of and discussed the activity report for Eventual Success, LLC. The report showed that there were 15 participants enrolled and that through February 2020 a total of \$93,018.61 has been invoiced.
 5. **Youth Expenditure Report** – Darrell Stillings handed out an updated youth expenditure report through February 29, 2020 for both PY 2017 & PY 2018 grants both of which expire June 30, 2020. He reported that PY 17 funds are 3rd year funds and must be spent and there should not be a problem meeting this requirement. However, PY 18 funds are second year funds and a balance of \$254,554 remains to be spent. If the State does not extend the grant period may have to try and transfer \$100,000-\$150,000 to another area. There could be a problem with transferring to another area since everyone is facing the same issue. He has reached out to the State and is hopeful the Feds will issue an extension but have not received notice yet.

- 6. Enrollment and Performance Report** - Terrell Mitchell, MIS Coordinator, provided copies of and discussed the youth enrollment report through April 8, 2020. The report showed that a total of 291 youth participants are being served and out of that total 262 are active, 23 are in job search, closure has been entered for two and four have been exited.

Also provided was the PY 2019 2nd Quarter Performance report dated March 10, 2020, which showed all measures being met with the exception of the credential attainment measure that was not met due to only being measured by two participants.

MATTERS FROM THE FLOOR

There were none.

NEXT SCHEDULED MEETING

1. *Next Meeting* –The next meeting is scheduled for June 18, 2020, at Noon, at the Middle Georgia Consortium office depending on if the Governor lifts the State of Emergency. If he does not lift it the meeting will be held virtually again.

ADJOURNMENT

There was no further business and the meeting was adjourned at 12:44PM.