

Middle Flint WIOA Area 15
Workforce Development Board (WDB) Executive Committee Meeting
Wednesday, June 3, 2020 at 2:00 P.M.

Due to COVID 19, Meeting was held via teleconference call.

Meeting Held Via Teleconference Call – 1-312-757-3121, Access Code: 272-017-005

--MINUTES--

Members Present

Janet Teele
Norman Graves
Willie Patrick
Rhonda Holbrook

Members Absent

Staff Present

Janice West
Tenisha Tookes
Jim Livingston

Other Present

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The Middle Flint Workforce Development Board (WDB) Executive Committee met on Wednesday, June 3, 2020 at 2:00 p.m. via teleconference call.

Janice West (Workforce Director) conducted a member roll call for the Minutes. Minutes reflect that all Executive Committee members were present on the call.

Janet Teele, Chairperson called the meeting to order and welcomed everyone to the meeting call. Janet Teele declared a Quorum of members for the meeting.

Janet Teele stated that due to COVID, Governors Executive Orders and the poor broadband internet and conference calling services quality that the Executive Committee has been meetings to take actions on behalf of the Workforce Development Board on WIOA items that required action by the Board. Janet Teele stated that she hoped soon that the WDB meetings could resume being held in person and with full Board member attendance. We are taking precautions to comply with social distancing and safety measures requires for the safety of WDB members and staff.

Janet Teele state the Minutes from the previous meeting were sent out to members prior to the meeting. Chairperson Teele asked if there were any addition, corrections or amendments that needed to be made to the Minutes. There were none. Chairperson Teele requested a motion to approve the Minutes as presented. Motion was made by Willie Patrick and seconded by Rhonda Holbrook. Vote was taken and passed unanimously.

Janice West gave update on services during COVID 19 pandemic. Janice West stated that WIOA Service Providers (Contractors) closed their facilities to the public around the third week in March and remained closed until mid-May. Staff were working remotely or on staggered work schedules in the offices. Providers were continuing services on currently enrolled WIOA participants and

individuals in follow-up services. No new enrollments were occurring due to Shelter in Place Executive Orders and workplace schedules. Training services transitioned to a virtual on-line method of instruction were possible. The comprehensive One Stop Center (Georgia Department of Labor Americus Career Center) closed office to the public in March as well and did not allow One Stop Partners to visit the center. The enrollments for the fourth (4th) quarter were lower than anticipated prior to COVID 19. WIOA expenditure levels for PY 19 were lower than planned due to COVID. The State WIOA office did notify local WIOA areas that no sanctions for expenditure levels would be issued due to COVID 19.

As WIOA Providers began opening facility operations back up, new safety procedures for social distancing, sanitizing facilities, personal safety, class size structure, on-line learning, etc. had to be implemented for the safety of customers and staff. WIOA Providers are doing everything possible to resume training services in a safe and productive manner. We do anticipate impacts from COVID 19 to flowing into the next upcoming PY 2020.

Board Action Item #1 - PY 20 Proposed Budget

Janet Teele state that the next item on the Agenda was the PY 20 WIOA funding allocations and proposed Service Providers budgets. Janice West stated that included in the meeting packet was a copy of the PY 2020 WIOA allocations and proposed budgets. Janice gave an overview of the PY 2020 WIOA grant fund allocations and proposed Service Providers budget for PY 2020. Janice stated that Georgia had WIOA budget cuts from the Federal level for PY 2020. Those budget cuts were around 15% from the previous years funding. State budget cuts were distributed down to the local WIOA areas statewide. We do anticipate some PY 19 remaining funds will be available to help with the PY 20 funding allocation decrease. Once the June 2020 invoices are processed any remaining available funds will be used during PY 20 services.

Janice West reported that in previous years the local area transferred up to 90% or more of the Dislocated Worker funding over to the Adult funding stream to serve additional adult customers. Adults are the largest population that the local area serves each year and that the local area never has sufficient Adult funds to meet the existing need. Pending Board approval and identified need, the local area may choose to transfer a portion or all the Dislocated Worker funds over to the Adult funding stream.

Janice West reported that the State TCSG Office of Workforce Development was applying for a Federal National Emergency Grant (NEG) to assist Georgia in the COVID 19 Pandemic recovery and relief efforts. Local WIOA areas were encouraged to submit an application for the NEG Pandemic funding to assist Dislocated Workers with services to help them return to employment. The Middle Flint WIOA area did prepare and submit a NEG application for funding to assist Dislocated Workers in the area. Georgia received \$12 million dollars in NEG funding. Middle Flint received \$231,200 in NEG grant funds. We plan to use the NEG funds for Individual Training Accounts (ITA's) and On-The-Job Training (OJT) services.

Janet Teele stated that a vote to approve the PY 20 proposed budget is needed. She asked if there were any questions or comments regarding the PY 20 allocations and proposed budgets. Minutes reflect no questions or comments by members were made. Janet Teele ask if any member need

to declare a conflict of interest and abstain from voting on PY 20 budget. Minutes reflect there were no declarations of conflict of interest made. Motion was made by Willie Patrick and seconded by Norman Graves. Vote was taken and passed unanimously.

Janet Teele stated the next item on the Agenda was Local Workforce Development Board Certification. Janice West reported the Local Workforce Development Boards are required to be certified every two (2) years. The staff has prepared and submitted the local Workforce Development Board Certification application to the State Office of Workforce Development. The State office will review the application for compliance with federal requirements. Upon approval, the State office will send a notification letter to the RVRC WIOA office stating the local Workforce Development Board was been certified for period 2020-2022.

Janet Teele state the next item on the Agenda was the One Stop Partners Negotiations & MOU Agreement. Janice West reported that every three (3) years the local area must conduct negotiations with One Stop Partners for the costs associated with the comprehensive One Stop Center. A Memorandum of Understanding (MOU) is developed and signed by Partner's. Georgia Department of Labor (GDOL) submitted the PY 20 infrastructure costs of \$83,605.27. WIOA has allocated \$20,000 of funding to support the comprehensive One Stop Center operations for PY 20. One Stop Partners held a virtual conference call on May 11, 2020 to negotiate the costs and partners planned utilization of the comprehensive One Stop Center (GDOL Americus Career Center). The One Stop Partners reached an agreement on One Stop negotiations and an MOU was developed. MOU Agreement is being signed by partners and once all signature have been received a copy of the MOU will be available to the State Office of Workforce Development.

Board Action Item #2 – Executive Committee Nominations

Janet Teele stated that two Board members (Gerald Beckum and Shonda Blair) have been nominated and agreed to serve on the Executive Committee beginning in July 2020. PY 20. Gerald Beckum represents the Macon County Chamber of Commerce & Development Authority and Shonda Blair represents the Taylor County Chamber of Commerce & Development Authority. Janet Teele stated the Board would have to vote to approve these nominees to serve on the Executive Committee. Janet Teele request a motion to approve Gerald Beckum and Shonda Blair to serve on the Executive Committee. Motion was made by Norman Graves and seconded by Willie Patrick. Vote was taken and passed unanimously.

Janet Teele stated the last item on the Agenda was the WIOA activity and performance reports updates. Janice West reported that PY 19 enrollments thru June 1st was 157 individuals received service. Janice stated that due to COVID 19, enrollment numbers would be impacted with a lower number of individuals being enrolled for the year. Credentials attained by participants totaled 41. WIOA performance as of the 3rd Quarter of PY indicated that local area was exceeding performance measures for six (6) measures and three measures were lightly below the negotiated level. There is still one remaining quarter (4th Quarter) for performance attainments for the PY 2019. We do anticipate an impact on the performance measures for PY 2019 and possible PY 2020 due to COVID 19.

Janet Teele (Chairperson) asked if there was any other business for the Board at this time. With no additional business for the Board, Janet Teele adjourned the meeting.

Compiled by Tenisha Tookes