

Coastal Workforce Development Board

April 24, 2020 at 10:00 A.M.

Via Teleconference

Minutes Prepared by Tiffani Smashum

Roll call was conducted by Tiffani Smashum (Administrative Assistant) and it was determined that a quorum was present.

CALL TO ORDER: Chairman Lee Smith called the meeting to order at 10:05 AM. It was determined a quorum was present.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, Tia Brightwell, John Cheeks, Jason Coley, Earline Davis, David Floyd, James Johnson, Bobby Jones, Kathy Love, Rudolph Quarterman, Lee Smith, William Stankiewicz, Lynn Tootle, Fred Tucker and Genevieve Wynegar

MEMBERS ABSENT: Edward Bland, Jason Farquhar, Chavis Ferguson, Patti Fort, Fred Hill, Candace Mims, Brett Petrea, Barbara Prosser, Elise Stafford, and Alyce Thornhill

STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Tomisha Fleming (Accounting Clerk), Angela Jenkins (Senior Program Monitor), Janet Jones (Sub-Regional Business Representative), Sheron Morgan (Assistant Director), Crystal Northcutt (Finance Administrator), Danielle Riley (Sub-Regional Business Representative), Shawanda Perry (Military Services Coordinator), Tiffani Smashum (Administrative Assistant) and Kathy Syms (Account Technician)

GUESTS PRESENT: Don Masisak (CRC Transportation Director)

Chairman Lee Smith welcomed and thanked everyone for taking the time to attend the Coastal Workforce Development Board (CWDB) Teleconference Meeting. His updates were as follows:

Fiscal Agent Transition Committee

- o The agreement between CWDB and Coastal Regional Commissions (CRC) has been submitted to CRC awaiting for signatures.
- o The WorkSource Coastal Director position has been posted by the CRC and we do have some candidates for consideration.

Chairman Smith also made the following announcement:

- o 2020 CWDB Retreat is scheduled for June 24th- June 26th at the Sea Palm Resort, St. Simons Island, GA. There will be a discussion later in the week to decide if the Retreat needs to be postponed.

After his announcements, Chairman Smith turned the meeting over to WSC Assistant Director Sheron Morgan.

Director's Report

Ms. Morgan provided the following updates:

- On April 2nd, the Executive Committee Acted on Behalf of the Board to approve Consent Agenda Items that were time sensitive for WSC Staff (in summary) the approved motions were as follows:
 - (Retroactive) Approval to reimburse WSC Staff for approved and reasonable small purchases made to effectively and efficiently telework (i.e. cords, adapters, internet data, etc.)
 - Accept recommendation not to approve Georgia Tech's request to enroll the 10 transitioning service members at this time due to past performance and not being supported by the Coastal Region's current Labor Market Information (LMI) Data as a demand occupation.
 - Approval of the **Certified Kitchen Cook Training Certification –Savannah Technical College** Industry-recognized certifications: ServSafe Food Management and Kitchen Cook (Certifying Agencies: American Hotel and Lodging Educational Institute and the National Restaurant Association)
 - Approval to form a Adhoc Nomination Committee for PY20 CWDB Chairman and Vice-Chairman
 - **Approval of the following policies:**
 - Programmatic Service Provider Transition Policy
 - Measurable Skills Gain Policy
 - Training Provider Eligibility & Application Policy
 - State of Disaster Emergency Supportive Services Policy (Effective, 3/14/2020, COVID-19, Governor Brian Kemp)
 - Approval to Award PY20 Contract with John Chamberlin for technical assistance, legal advisor and guidance services --**\$24,500 (level funding)**
 - Approval to provide funding Career Fair Activities (for outreach and recruitment) for Ogeechee Tech—up to **\$1,500**
 - Approval to provide funding Career Fair Activities (for outreach and recruitment) for Effingham Chamber of Commerce—up to **\$1,500**
 - Approval to Accept High School Equivalency grant funds awarded by the Technical College System of Georgia in the amount of **\$80,820** for the period January 1, 2020 – June 30, 2021.
 - Approval to Award a Sub-Award to Ross IES-Chatham Case Management Services for the High School Equivalency Pilot Program at Savannah Technical College in the amount of **\$58,050**
 - Approval to Renew Youth Year Round Sub-Awards for PY20--**\$1,309,641 (level funding and modification amounts)**
 - Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$334,693
 - Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$239,558
 - *Ross-IES Chatham County-- \$415,451*
 - *Eckerd Connects/Paxen Camden, Glynn & McIntosh Counties (CGM)-- \$319,939*
 - Approval to Renew the Adult and Dislocated Worker Sub-Award to Ross, IES for Career & Case Management Services for PY20--**\$733,725** (to include Resource Room Specialists) **(level funding)**

- Approval to Renew the One-Stop Operator Sub-Award to In The Door, LLC--**\$200,000 (level funding)**
 - Approval to Award a Sub-recipient Financial Monitoring contract to William L. Kennemore, CPA LLC in the amount of **\$17,900**
 - Approval to Award the PY19 Youth Summer Work Experience Budget Allocation--**\$410,000**
 - Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$106,000
 - Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$98,400
 - Ross-IES Chatham County-- \$106,000
 - Eckerd Connects/Paxen Camden, Glynn& McIntosh Counties (CGM)-- \$98,400
 - Approval to Extend Ross-IES & Eckerd Connects/Paxen PY19 WIOA Year Round Youth Sub-Award to August 31, 2020 (**Contract Modification**)
- **New CWDB Member:** Several new Board members have been appointed recently. Three counties have pending applications to appointing new members: Long, Camden and Glynn. The appointment will depend on the rather the Commission decides to hold a meeting or not. All Local Board of Commissioners are not meeting regularly or utilizing telephonic capabilities. WSC Administrative Assistant is in contact with the Clerk's Office in each of the counties, respectively.
 - **COVID-19 Update:** As of March 25th the Administrative Office and the Savannah Job Center has been closed due to the "Shelter in Place" ordinance issued by the City of Savannah's Mayor Van Johnson. WSC staff continues to telework with specific assignments. Work is being documented weekly by work plans and hours tracked daily and electronically. The Screven County office is closed due to staff member testing positive with COVID-19. The Bulloch County office is closed due to a staff member experiencing COVID-19 like symptoms—staff is teleworking. All other offices are open with adjusted schedules. Both Centers a scheduled for COVID-19 detail cleaning where staff tested positive. Staff members are teleworking and working adjusted schedules in Camden, Effingham, Glynn and Liberty Counties. All centers are closed to the public.
 - **Ad-hoc Nomination Committee for Chairman and Vice-Chairman:** Interested CWDB members willing to join the Nomination Committee may send an email or contact a member of the WSC Staff. The seats will be announced at the CWDB meeting in June.
 - **Mandated Partners MOU:** A draft copy of the MOU will go out to the Mandated Partners today for their review and signature. An Outcomes Report is due to TCSG-OWD on May 12, 2020. The report will state the outcome of the Local Area's Infrastructure Agreement/Shared Costs negotiations. Currently all mandated partners have accepted the methodology as presented.
 - **4 –Year CWDB Local Plan:** A draft copy of the Local Plan will be posted to the WSC website: www.worksourcecoastal.org in the coming week for its required 30-day comment period. After which, it will be approved by the Board and then, forwarded for the required signatures.

- **WSC staff will need a motion and approval for the following:**
 - Requesting a motion to post the 4-Year Local Plan for a 30-day Comment Period
 - Requesting a motion to ratify the consent agenda items approved by the Executive Committee who acted on behalf the Board on April 2, 2020.

The following motions were made:

Motion to add the approval to post the 4-Year CWDB Local Plan to WorkSource Coastal website for a 30-day comment period to the CWDB's Consent Agenda.

Motion: Bill Stankiewicz
2nd: Genevieve Wynegar
Vote: Unanimous

Motion to add the ratification of the consent agenda items approved by the Executive Committee, acting on behalf the Board during the April 2, 2020 meeting to the CWDB's Consent Agenda.

Motion: Earline Davis
2nd: David Floyd
Vote: Unanimous

Ms. Morgan turned the meeting over to Crystal Northcutt (WSC Finance Administrator) for the financial report.

Financial Report:

Ms. Northcutt provided an update on the following:

- PY2020 WorkSource Coastal Regional Budget is in the process of being formatted into three different templates: Coastal Regional Commission (projected budget due May 22nd) TCSG-OWD and CWDB. The draft budget is due to TCSG-OWD on June 15th. As required, the budget will be presented to the CWDB and Local Elected Officials (LEOs) for approval and signatures. The last step is to have all signatures by the final due date of July 31, 2020. Ms. Northcutt plans to have a draft at the May 28th Executive Committee meeting.
- PY18 Expenditure Targets – Adult is 100%, Dislocated Worker is 100% and Youth is 95%. WSC must have 100% spent by June 30, 2020.
- PY19 Expenditure Targets – Adult is 68%, Dislocated Worker is 97% and Youth is 74%. WSC must have 80% spent and/or obligated by June 30, 2021. The State is putting before the State's Board a waiver to waive 80% in light of COVID-19 for different areas that are unable to meet the requirements. The State's meeting is scheduled for May, 14th.

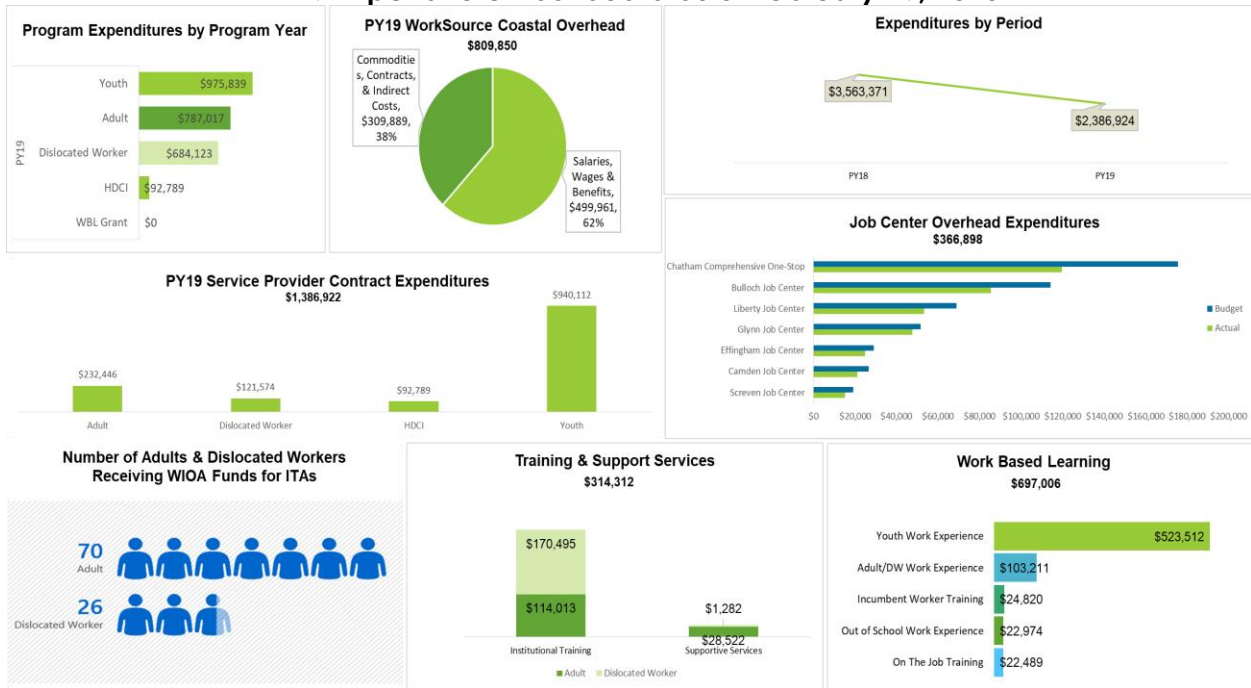
- PY19 Spring Individual Training Account (ITA) Projections – As of February is \$42,034 for Adult and \$72,261 for Dislocated Worker. Total outstanding vouchers \$114,295.

Ms. Northcutt presented the Funding Summary that included all of the transfers and additional funds received from TCSG-OWD. She stated that WSC has to be careful with spending the projected balance under the PY19 grants because at this time we are not sure when we will receive our funding for Adult and Dislocated Worker. She also reported on PY19 Expenditure Dashboard, Participant Dashboard and On-the-Job Training Employers, Incumbent Worker Training (IWT) Employer Agreements, to include the following: (PowerPoint attached hereto)

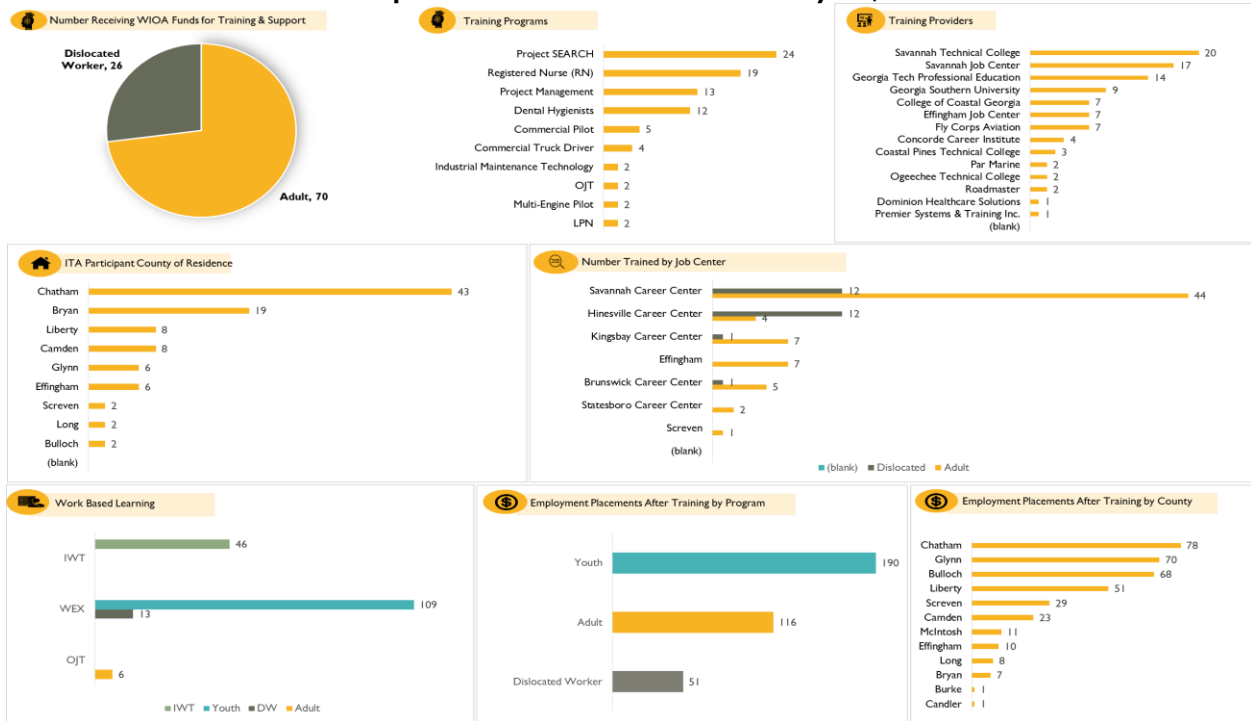
Funding Summary

Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance-- June 2020	Projected % Obligated, Expended, & Encumbered	
Adult	Admin	279,793	98,095	181,697	121,647	60,050	79%	
	Program	1,662,444	477,767	1,184,677	841,903	342,774	79%	
	PY19 Grants	1,942,237	575,862	1,366,374	963,550	402,825	79%	
	Admin	194,972	208,048	(13,077)	-	(13,077)	107%	
	Program	1,756,287	1,743,210	13,077	-	13,077	99%	
	PY18 Grants	1,951,258	1,951,258	0	-	0	100%	
	Total Adult	\$ 3,893,495	\$ 2,527,120	\$ 1,366,375	\$ 963,550	\$ 402,825		
	DW	Admin	243,074	71,648	171,427	-	171,427	29%
		Program	1,189,991	601,025	588,966	587,979	987	100%
		PY19 Grants	1,433,066	672,673	760,393	587,979	172,414	88%
Admin		95,879	93,460	2,419	-	2,419	97%	
Program		862,904	865,323	(2,419)	-	(2,419)	100%	
PY18 Grants		958,783	958,783	(0)	-	(0)	100%	
Total DW		\$ 2,391,849	\$ 1,631,456	\$ 760,393	\$ 587,979	\$ 172,414		
Youth		Admin	131,230	-	131,230	54,128	77,102	41%
		Program	1,233,988	194,624	1,039,365	1,038,302	1,063	100%
		PY19 Grants	1,365,218	194,624	1,170,595	1,092,429	78,166	94%
	Admin	151,248	113,153	38,095	18,153	19,942	87%	
	Program	1,361,232	1,299,138	62,093	62,093	0	100%	
	PY18 Grants	1,512,480	1,412,291	100,188	80,246	19,942	99%	
	Total Youth	\$ 2,877,698	\$ 1,606,915	\$ 1,270,783	\$ 1,172,675	\$ 98,108		
	Total	PY19 Grants	4,740,521	1,443,159	3,297,362	2,643,958	653,404	86%
		PY18 Grants	4,422,521	4,322,332	100,189	80,246	19,942	100%
		GRAND TOTAL	\$ 9,163,042	\$ 5,765,491	\$ 3,397,551	\$ 2,724,204	\$ 673,346	

PY19 Expenditure Dashboard as of February 29, 2020



Participant Dashboard as of February 29, 2020



On-the-Job Training Employers/Agreements

Employer	County
Air Therm	Chatham
Byrd's Famous Cookies	Chatham
Diversity Health*	Liberty
Fullfillment.com	Chatham
Jered LLC (Par Marine)	Glynn
Koyo Bearings*	Screven
H.A. Sack Co.*	Bulloch
Turner Bro. Heating & Air*	Camden
West Penn Testing	Bryan
TICO (Terminal Investment Corporation)*	Chatham
Outsourcing Logistics*	Chatham

* Active Agreements

**IWT Employer Agreements
July 2019 – February 28, 2020**

Employer	Training	Amount	County
Nine Line Apparel	Warehouse Management Software	\$8,800	Chatham
Savannah Fire & Emergency Services	Emergency Medical Technician Certification	\$38,400	Chatham
Koyo Bearings	Industrial Maintenance	\$7,000	Screven
Viracon	Industrial Maintenance	\$7,000	Bulloch

Ms. Northcutt announced that Viracon postponed their training until the technical colleges reopen due to COVID-19.

Ms. Northcutt turned the meeting over to Karen Barnes (Sr. Workforce Performance & Accountability Coordinator) for the Coastal Region 12/Area 19 Labor Market Layoff by Industry Snapshot presentation.

Labor Market Layoff Report

Ms. Barnes reported the initial UI claims for Coastal Region as of April 11, 2020 is 61,620. These five industries had the highest claims in the region:

- Manufacturing – 1,435
- Retail Trade – 2,293
- Administrative and Support – 1,507
- Healthcare and Social – 2,346
- Hospitality – 7,872

These numbers show that the Business Service Representatives' role in the recovery/post-pandemic employer outreach is going to be vital.

Kathy Love asked with the increase of Dislocated Workers (DW) because of the current pandemic, will WSC have enough DW funds to support what may be forthcoming?

Ms. Northcutt respond that she will get with the State to see if we can transfer funds from Adult to DW; however, she is not sure if that is possible because we just transferred funds from DW to Adult. Ms. Morgan added that TCSG and members of their Business Service Team are applying for USDOL's National Disaster Dislocated Worker Grant which will be additional funds for those affected by COVID-19.

Committee Reports

Economic Workforce Alignment:

- **Programmatic Service Provider Transition Policy:** OWD has requested that a policy be in place to describe the process when a new service provider assumes the case management contract.
- **Measurable Skills Gain Policy:** This is a new performance measure for WIOA, requiring that assessments be captured while participants are still active in a program.
- **Training Provider Eligibility & Application Policy:** OWD has made changes to the performance standards and changed biennial reviews of performance to annual.
- **Eligible Training Provider Application – Savannah Technical College –Integrated Certified Kitchen Cook Application:** This program is designed to offer students a professional certification in food service operations with both classroom and on-the-job training components. Students will receive an industry-recognized certifications in ServSafe Food Management and Kitchen Cook (*American Hotel and Lodging Educational Institute and the National Restaurant Association*) Certifications. These credentials will assist the student to gain employment with wages at or above self-sufficiency.
- **Georgia Institute of Technology - Lean Six Sigma VET2 Class Request:** Dr. Wilburn of Georgia Tech requested that an exception be made to the area high demand occupations list allowing them to enroll 10 transitioning service members into the Lean Six Sigma VET2 program. The Committee decided that based on past years performance for the Lean Six Sigma and as verified by Labor Market Information Data is not on the demand occupation list for the Coastal Region, the Committee voted not to approve for enrollment at this time.

Motion to approve the Economic Workforce Alignment Committee Reports

Motion: Earline Davis
2nd: David Atkins
Vote: Unanimous
Abstain: Kathy Love

NEXT MEETING: May 6, 2020 at 10:00 A.M. via Teleconference Call

Public Relations:

- Website will be launch soon, staff have some minor edits to submit to the WebMaster, Scott Jacobs.
- 2020 CWDB Retreat – June 24th -26th @ Sea Palms Resort. Ms. Acevedo suggest the Retreat should be postpone. WSC will check the Bylaws and have a discussion rather to continue with the Retreat or postpone to later date.
- Effingham Chamber of Commerce and Ogeechee Technical College Career Fair Funding Requests up to \$1500-respectively.

Next Meeting: April 24, 2020, immediately following CWDB meeting via Conference Call.

Youth Committee:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator, reviewed the attached Expenditure Reports. She noted that we are on target at 40% of the allocation for PY19 2nd Quarter.
- **Performance Report** - Karen Barnes, WSC Sr. Workforce Performance & Accountability Coordinator, reviewed the detailed Contractors report covering the numbers contracted to serve by contractor locations verses number enrolled:

Contractor	Contracted/Enrolled Total	% Contracted
Eckerd CGM	200/121	60%
Ross – BES	306/131	43%
Ross – BLL	240/213	89%
Ross – Chatham	292/117	40%

- **Youth Contract Renewal PY19-** the Committee is requesting level funding to include the current budget modifications for the PY20 Youth Contract renewal for one additional year. The WSC Staff would still conduct negotiations with the Contractors.

Service Provider/Counties Served	PY2020 Youth Services Recommendation
Ross IES – Chatham	415,451
Ross IES – Bulloch, Effingham, Screven	334,693
Ross IES – Bryan, Liberty, Long	239,558
Eckerd Connects – Camden, Glynn, McIntosh	319,939
TOTAL	\$1,309,641

- PY18 Summer Work Experience** - The Committee made the recommendation to allocate \$410,000 in funds for the PY19 Summer Work Experience only. These funds would be good through August 31, 2020 and run simultaneously with the Work Experience and end on the same day for accounting purposes. The SWEX preparation would begin May 1, 2019 with training for the participants actually beginning on June 3, 2019.

Counties	Recommended Allocations	# to Serve
Bulloch (8), Effingham (8), & Screven (10)	\$106,600	26
Chatham (25)	\$106,600	26
Camden (8), Glynn (8), & McIntosh (8)	\$98,400	24
Bryan (8), Liberty (8), & Long (8)	\$98,400	24
TOTAL	\$410,000	100

Mr. David Floyd mentioned there was discussions at the meeting about how they will handle the youth's engagement for the summer works program. Ms. Morgan stated that WSC is making accommodations to be able to facilitate our summer youth program—traditionally and/or virtually.

NEXT MEETING: May 8, 2020 at 10:00 a.m. via Conference Call

Consent Agenda:

- Committee Minutes**
 - Executive Committee – January 2020 (Retroactive Approval)
 - Economic Workforce Alignment (EWA) – January 2020
 - Youth Committee – January 2020
 - Public Relations – October 2019
- FSR**
 - January 2020 FSR
 - February 2020 FSR
- Approval to Renew Screven County Job Center Lease (same term with new Owner, Romulo Toledo) 111 N. Main Street; Sylvania, GA a 1-Year Renewal Term: April 1, 2020 through March 31, 2021—\$1,140.00 (Annually, \$13,680.00)**

- **Approval to post the 4-Year CWDB Local Plan for 30-day comment period to the WSC Website and complete the revisions per comments/recommendations received.**
- **Approval to ratify the consent agenda items approved by the Executive Committee, acting on behalf the Board during the April 2, 2020 meeting.**

Motion: David Floyd
2nd: David Atkins
Vote: Unanimous

Announcements

- Bill Stankiewicz announced his wife has been creating mask for locate hospitals. Also he knows a company that is providing PPE equipment in value and if anyone knows an organization that is in need to let him know and he will get in contact with the company.
- Earline Davis announced that Nine Line Apparel donated mask to the locate hospitals.

Next Meeting: The next CWDB Meeting is scheduled for June 26, 2020 at 10:00 A.M. at Sea Palms Resort.

Adjourn: No further business discussed, the meeting was adjourned at 11:01 AM.