

Coastal Workforce Development Board

April 27, 2018 at 10:00 A.M.
Richmond Hill City Center
Minutes Prepared by Nicole Spencer

Minutes

Call to Order: Chairman Paul Teague called the meeting to order at 10:05 A.M. It was determined a quorum was **not** present.

CWDB Members Present: David Atkins, Jason Coley, Earline Davis, Patti Fort, Fred Hill, Kathy Love, Candace Mims, Brett Petra, Rudolph Quarterman, Elise Stafford, Lee Smith, Paul Teague, Genevieve Wynegar, Alyce Thornhill, and Bill Stankiewicz

Staff Present: Karen Barnes (Sr. Workforce Performance & Accountability), Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Angela Jenkins (Senior Program Specialist/Program Monitor), Sheron Morgan (Interim Director) Crystal Northcutt (Finance Administrator), Shawanda Perry (Military Services Coordinator) and Nicole Spencer (Temp. Admin Asst.).

Chairman's Report: Chairman, Paul Teague opened the CWDB meeting by asking for the Board members and guest for introductions, by county, and title. Mr. Teague reported on the following topics and events:

- 2018 Fall SETA Conference will be held September 16th -18th, 2018, at the Renaissance Mobile Riverview Plaza Hotel in Mobile, Alabama. Board members are to contact Nicole Spencer for registration and travel arrangements.
- WorkSource Coastal's Interim Director will meet with the Florida CareerSource System Alliance Team on May 4th, 2018, in Tallahassee, FL to discuss the across Stateline partnership design, joining the alliance and effective ways to connect, train & share resources between the South Georgia and North Florida region to build workforce talent together.
- Reinstatement of GA Tech's Lean Six Sigma class that was placed on suspension due to low employment performance after exit. WSC officially could not verify the employment of participants by the acceptable criteria as required by the State and Federal offices. WSC also requires a hire letter, employment letter, check stub, and/or a Human Resource Representative verifying employment with documentation from the company's office. On April 27th, 2018, the Executive Committee acted on behalf of the Board and approved the reinstatement of the Lean Six Sigma classes schedules to start mid-April.
- Per the request of the CWDB Board Members, WSC staff provided a list of members by committee (i.e., EWA, Youth, and Public Relations, Executive, etc) for reference. The document was made part of the Board meeting packet.

Director's Report: Mrs. Sheron Morgan presented the following announcements, updates and upcoming events:

- The WSC Executive Director Job position was posted on the City of Savannah, SETA and NAWB websites. The position is scheduled to close on April 30, 2108, at midnight.
 - <https://netforum.avectra.com/eweb/DynamicPage.aspx?Site=SETA&WebCode=JobsOnline>
 - https://nawb.site-ym.com/networking/apply_now.aspx?view=2&id=498125
 - Mr. Teague asked if the position pay has a defined salary or a range. Mrs. Morgan stated that the City of Savannah will have a pay range for this position, per the Human Resources Director.
- The City of Savannah Computer System is still having some problems. At this time we cannot:
 - Send Attachments (externally)
 - Receive Attachments (from external senders)
 - Check our personal emails
 - Receive emails with any type designs, pictures, signature, etc.
- The Statesboro Job Center is tentatively scheduled to open at the end of June – early July 2018.

- The GDOL St. Mary's Office will be closing and moving into the WSC St. Mary's Job Center.
- The Georgia Southern University Veteran Entrepreneurship Program has submitted an application to offer entrepreneurship programs to Veterans. More information will be brought forth later, during the EWA Committee presentation.
- The Executive Committee on behalf of the Board approved funding/sponsorship to help with two Job Fairs:
 - Camden County Partnerships Job Fair took place April 16th -17th, 2018
 - Effingham Chamber of Commerce Job Fair took place April 25th, 2018
- Our LEO Board By-Laws were not combined with our CWDB By-laws as once stated. Mrs. Morgan informed the Board that the LEO By-laws were combined with the Consortium/Joint Working Agreement. Mrs. Morgan stated the most important revision was adding an additional Mayor seat to the LEO Board as required by the State. The next LEO Meeting is scheduled for May 9, 2018, at the Richmond Hill City Center.
- PY18 RFP Service Providers Recommendations (will be discussed during the consent agenda)
 - Adult/DW: **One-Stop Operator**
 - Adult/DW: **Career, Training and Case Management Services**
 - Youth: **Academic, Career Development and Training Services**

Financial Report: In Mrs. Crystal Northcutt absence, Mrs. Morgan presented the Region's funding summary through March 2018. Due to the City of Savannah's malware attack and no use of her computer for an extended period of time Mrs. Northcutt was unable to present January and February FSRs. The State has granted WSC for the submission January and February FSRs but will expect them by the deadline in March.

Funding Summary Through March 2018

Funding	PY	Grant Award	Expended	Balance	Obligations & Encumbrances*	Projected Balance	Projected % Obligated, Expended, & Encum.
Adult	PY17 Grants	2,662,088	969,590	1,692,498	1,196,597	495,901	81%
	PY16 Grants	1,651,060	1,650,634	426	-	426	100%
Total Adult		4,313,148	2,620,224	1,692,924	1,196,597	496,327	
DW	PY17 Grants	311,486	78,921	232,565	110,289	122,276	61%
	PY16 Grants	2,716,487	2,121,806	594,681	473,342	121,339	96%
Total DW		3,027,973	2,200,727	827,246	583,630	243,615	
Youth	YT0117	1,623,959	186,590	1,437,369	30,652	1,406,717	13%
	YT0116	1,806,053	1,642,581	163,472	66,379	97,093	95%
Total Youth		3,430,012	1,829,171	1,600,841	97,031	1,503,810	
Rapid Response	PY17 Grants	52,762	1,385	51,377	-	51,377	3%
	PY16 Grants	-	-	-	-	-	0%
Total RR		52,762	1,385	51,377	-	51,377	3%

*Obligations are contract balances and open ITA training vouchers.
Encumbrances are based on the projected CWS overhead and the ITA balances less an allowance for ITA shrinkage.

Areas of concern:

Youth: We must spend 20% of PY16 Youth program funds on WEX. At the end of March the remaining amount to be spent to reach the goal is \$76,760.

DW: We transferred \$1.2 PY17 DW to Adult and was awarded \$1M in additional PY16 DW; therefore, we will have about \$300,000 that must be spent by June 30, 2018.

Committee Reports

Economic and Workforce Alignment: Mr. David Atkins reported the following information:

- The Committee discussed Georgia Institute of Technology Lean Six Sigma Program. The Ga Tech Lean Six Sigma program was placed on temporary enrollment suspension due to low employment after exit outcomes. For PY16 & 17 the program had a 45% employment after exit rate with 141 enrollments and 64 gaining employment. Georgia Tech Professional Education presented to the Committee that after receiving notification from WSC Staff that his team have created a pre-screening to ensure suitability prior to enrollment in efforts to prevent the low employment rate. It was decided by the Committee that ONLY up to 15 students would be approved for the upcoming April class. After completion, the Committee will review performance outcomes. The Committee's recommended the action item be forwarded to the Executive Committee to Act on behalf of the Board at the March 22nd meeting to avoid impeding the enrollment process for the April class.
- The Committee also discussed Georgia Southern University's Veteran Entrepreneurship Program. The program was initially submitted as a workshop, but wanted to be considered as an ITA and placed on the ETPL as such. WSC Staff, Karen Barnes discussed the program with Steven Wilson (Data and Information Manager) at GDEcD-WFD, who stated as an ITA the program would count towards the region's performance and would need to be reviewed by the CWDB; then, recommended to the State for final approval. After some discussion, the application was disapproved by the EWA Committee due to the difficulty in determining and gaining State mandated performance. The recommendation will be forwarded to the Executive Committee then CWDB; and on to the State for final approval/decision to be placed on the ETPL.

Mr. Atkins also recognized staff and the work done to make sure CWDB was part of the Effingham Job Fair earlier this month. Also, the event was featured in the Effingham County newspaper.

Next Meeting: May 1, 2018, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations: Ms. Leigh Acevedo reported the following information:

- The Committee did not meet
- 2018 Retreat location has changed due the Hurricane Irma damage. The meetings will still take place at Sea Palms Resort and lodging will take place at:

**Best Western Plus St. Simons
301 Main Street
Saint Simons Island, GA 31522**

Next Meeting: April 27, 2018, immediately following the CWDB Meeting at the Richmond Hill City Center located at 520 Cedar Street, JF Gregory Park, Richmond Hill, GA 31324.

Youth Committee: Ms. Barnes reported the following information:

- Youth Proposals (will be discussed during the CWDB Consent Agenda)

Next Meeting: May 11, 2018, at 1:00 P.M. at the Richmond Hill City Center.

In Mrs. Tara Jennings absence, the WSC Committee support staff member, Karen Barnes presented the PY18 Youth Service Providers results and recommendations. After the presentation, Ms. Barnes asked for questions and comments. Dr. Kathy Love inquired about the PY17 Youth Service Providers performance outcomes. Ms. Barnes explained that the funding and performance measures are reviewed and discussed during the Youth Committee meetings. The information is made part of the CWDB meeting packet and is presented by the Youth Committee Chair at the time of the meeting.

RFP Results and Recommendations: PY18 Youth Service Providers by Counties

Bulloch, Effingham, and Screven	
ROSS	77.8
JTU	69.2
Eckerd/Paxen	67.6
Bryan, Liberty, and Long	
ROSS	79.6
JTU	68.6
Eckerd/Paxen	65.4
Camden, Glynn, and McIntosh	
Eckerd/Paxen	73.5
ROSS	73.2
Chatham	
ROSS	79.2
Savannah Tech College	74.6
Future Minds, LLC	70.0
Eckerd/Paxen	69.4

Ms. Genevieve Wynegar, Board and Youth Committee member expressed her opinion of the PY18 Youth Service Providers results and recommendations. She stated that she was not pleased with the proposals and that they were poorly written for her county (McIntosh), respectively. She realized that the proposals had been cut and pasted for another sub-region's bid, which showed no thought or effort. In addition, she was not pleased with the services or lack thereof that the youth are receiving in McIntosh County. She pointed out that there are no GED services and only one (1) youth received services. However, she was willing to give Eckerd/Paxen one more opportunity to serve the youth of McIntosh County.

Mrs. Morgan explained to Ms. Wynegar that some grant/proposal writers will cut and paste language to avoid retyping the same information, and that the practice is common. In this case, it was probably an oversight or typo. Mrs. Morgan also acknowledged and addressed Ms. Wynegar's concerns by explaining that as a Board member she is encouraged to represent her county and identify the needs and lack of workforce development resources in her county. Ms. Morgan asked that all members do the same. Data gives a picture of what is trending in a county, city or state; however, sometimes it takes some actual visits and conversation to capture the reality. Service Providers need the help of the community to identify the "true" needs of the residents and employers. Mrs. Morgan asked Ms. Wynegar to assist Eckerd/Paxen as she has an inside track in her community by virtue of her position with the Family Connections organization.

Ms. Wynegar agreed that she would provide her assistance to the staff of Eckerd/Paxen this upcoming program year.

Mrs. Morgan presented the PY18 Adult & Dislocated Worker: One-Stop Operator and Career, Training & Case Management results and recommendations. Mrs. Morgan shared the benefit of having different Service Provider as a neutral party, whereas in the past ROSS- Innovative Employment Solutions was also the One-Stop Operator. However, it is not prohibited under the law, but has proven to be a best practice in many states throughout the U.S. The One-Stop Operator will oversee the entire delivery system. The One-Stop Operator will focus more on the Job Centers daily operations by ensuring that each center is running smoothly, partners are paying their share of the infrastructure costs, while the Adult/Dislocated Service Provider focus more on participants, training services, workshops, etc.

RFP Results and Recommendations: PY18 Adult & Dislocated Worker Providers

One-Stop Operator	
In The Door	86.8
Goodwill	82.2
Ross	81.2
JTU	73.6
Eckerd/Paxen	69
Career & Case Management Services	
ROSS	84.2
Goodwill	73.4
JTU	71.4
Eckerd/Paxen	69.6

Consent Agenda:

- **Minutes**
 - EC January 2018
 - CWDB February 2018
- **FSR**
 - December 2017
- **Recommend disapproval and forward to the GDEcD-WFD for Final Decision:** Georgia Southern University Veteran Entrepreneurship Program Application
- **Acceptance and Approval of the PY 18 RFP Service Providers Recommendations**
 - Youth: Academic, Career Development and Training Services
 - Chatham County: ROSS Innovative Employment Solutions (\$386,451)
 - Bulloch, Effingham & Screven Counties: ROSS Innovative Employment Solutions (\$334,693)
 - Bryan, Liberty & Long Counties: ROSS Innovative Employment Solutions (\$239,558)
 - Camden, Glynn & McIntosh Counties: Eckerd Connect/Paxen (\$269,298)
 - Adult/DW: One-Stop Operator

- All Ten Counties: In The Door, LLC (\$200,000)
- Adult/DW: Career, Training and Case Management Services (\$635,000)
 - All Ten Counties: ROSS Innovative Employment Solutions

- **Approval to Enter into MOU Agreement with CareerSource Florida:
Regions- Capital Region, North Florida and Northeast**

Motion: Bill Stankiewicz

2nd: Leigh Acevedo

Vote: Unanimous

Recused: Dr. Kathy Love, President of Savannah Technical College and PY18 Youth Service Providers Bidder

Adjourn: With No further Business discussed, the meeting was adjourn at 11:15 A.M.

Next Meeting will be held at the 2018 CWDB Retreat on June 22nd, 2018, time TBA.