

Coastal Workforce Development Board

August 23, 2016 10:00 A.M.
Coastal Workforce Services
Minutes Prepared by Nicole Spencer

Minutes

Call to Order: Chairman Michael King called the meeting to order at 10:05 A.M. It was determined a quorum was present.

CWDB Members Present: Leigh, Acevedo, David Atkins, Cheryl Britton, Mark Corrigan, Patti Fort, Dorothy Glisson, Mary Harper, Tara Jennings, James Johnson, Michael King, Kathy Love, Candace Mims, Brett Petra, Rudolph Quarterman, William Stankiewicz, Willie Thompson and Genevieve Wynegar

Staff Present: Karen Barnes (Senior Program Specialist/Program Monitor), Christopher Blocker (Senior Program Specialist/Sub-Regional Business Representative), Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Angela Jenkins (Administrative Assistant), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Sheron Morgan (Assistant Director), Crystal Northcutt (Finance Administrator) Nicole Spencer (Administrative Assistant), and Michael Tucker (Executive Director)

Chairman's Report: Chairman, Michael King opened by thanking the Executive Committee members, CWDB and CWS Staff for attending the meeting. Chairman King welcomed and introduced newest Board Member Fred Hill (Bulloch County) followed by introductions of all CWDB Members and CWS Staff.

He reported that the upcoming SETA Fall 2016 Conference was September 25-28, 2016, in Biloxi, MS. The next conference will be spring 2017 in Jacksonville FL. Date to be announced. Chairman King stated to the Board to review By Law Revisions highlighted in yellow. Revisions will voted on at the next scheduled CWDB Meeting. Chairman King announced that there are two open positions on the Executive Committee and persons interested can let him or Mike Tucker know.

Director's Report: Mr. Michael Tucker made several announcements, updates, and upcoming events:

- **Receipt of Strategic Grant-** The Georgia Department of Economic Development, Workforce Division awarded CWS a strategic grant for transitioning military (and their spouses) for Chatham and Liberty Counties. Once staff is hired (temporary for two years), CWS' Business Services Representatives, Mr. Christopher Blocker and Ms. Janet Jones will be working closely together to identify the transitioning military personnel.
- **2016 Summer Work Experience (SWEX) Symposiums-** Symposiums have been scheduled to culminate the 2016 SWEX are as follows:
 - Chatham County
 - SIP: Saturday, July 30th @ 12PM – Coastal GA Center; 305 Fahm Street; Savannah, GA
 - Bryan, Bulloch, Liberty, Long, Effingham, Glynn, McIntosh and Screven Counties
 - Paxen: Wednesday, August 3th, @ 10:30-Roosevelt Lawrence Community Center; 1109 "H" Street, Brunswick, GA
- **Georgia WIOA Convening-** The Georgia Department of Economic Development, Workforce Division in partnership with the Georgia Department of Labor, Georgia Vocational Rehabilitation Agency, Technical College System of Georgia, and Department of Human Services is hosting a statewide WIOA Convening The convening will encompass breakout sessions that feature local

and nationally known speakers. The official rebranding will be discussed in this session. The Convening will take place August 1-3, 2016 in Atlanta GA.

- **CWDB Member Q & A Session**-CWDB Q & A session is scheduled was August 18, 2016 at Richmond Hill City Center at 10:00 AM. During the session, any questions that board members have will be addressed and information will also be provided as well to include:
 - Board Structure
 - Board's Role & Responsibility
 - Fiscal Agent
 - CLEO
 - WIOA Final Rule Updates

If there are Board Members that missed the CWDB Q&A Session, Mr. Tucker is willing to do a one on one session upon request.

- **Local & Strategic Plan Development**- CWS Staff is in the process of developing the required Local & Strategic Plan. At this time we are waiting on more engagement from the Board Members and also the community.
- **Business Services Update**- Incumbent Worker Training (IWT) & On-the-Job Training (OJT) Contracts have recently been completed in Chatham and Effingham Counties. Approximately 100 IWT and 85 OJT customers will receive technical and leadership training. There are seven contracts in the works at this present time.
- **Ross Innovated Employment Solutions (Ross-IES) Leadership Change**-Mr. Brad Speck is the new onsite Project Director. Mr. Speck transferred from Ross-IES in Michigan. He has over 20 years of workforce development and customer service experience.

Financial Report: Mrs. Crystal Northcutt, CWS Finance Administrator reported on contracts, expenditures, grants, Individual Training Accounts (ITAs), and OJTs as of **June 30, 2016**. She also announced that all of PY14 funds have been 100% expended.

Grant vs. Expenditures			
	Grant Award	Expenditures	
Adult	3,374,028	2,348,414	
Dislocated Worker	2,374,044	1,389,411	
Youth	3,500,515	3,362,563	
Rapid Response	248,871	109,972	
Contract Balances (Must Fully Expended by June 30, 2017)			
Adult	433,228.33 (34%)		
Dislocated Worker	276,040.64 (21%)		
Youth	585,991.36 (45%)		
ITA & OJT Expenditures			
	OJT	ITA	
Adult	39,724	292,197	
Dislocated Worker/Rapid Response	9,205	398,852	
TOTAL # Of Trainees/Accounts	21 Trainees	221 Accounts (161 New & 60 Carryover)	

Committee Reports:

Economic and Workforce Alignment: In David Atkins reported the following:

- **Review of Demand Occupation List:** As a part of the Committee's commitment the Demand Occupation List was reviewed. The Demand Occupation List remains divided based on Area 20's sub-regions. However, all occupations listed are available throughout Area 20.
- **Hospitality Occupations:** The committee also discussed hospitality occupations and their continuous growth and demand and how to possibly address this. Updates will be provided as it occurs.

The next meeting is Tuesday, **September 13, 2016** at **10:00 a.m.** at the **Savannah Job Center, Conference Room.**

Public Relations: Ms. Leigh Acevedo reported that the committee did not meet June 2016. The next meeting is Tuesday, **August 23, 2016** at **Richmond Hill City Center** following the CWDB Meeting. Ms. Acevedo also thanked CWS Staff for coordinating the 2016 CWDB Annual Retreat.

Youth Committee: Ms. Tara Jennings reported that the committee did not meet in July 2016. The next meeting is Friday, **September 9, 2016** at **10:00 a.m.** at the **Richmond Hill City Center.**

Consent Agenda

- FSRs
 - May 2016
 - June 2016
- Minutes
 - CWDB Draft Minutes June 17, 2016 (Retreat)
 - EC Called Meeting May 17, 2016 (Acting on Behalf of CWDB)
 - EC Called Meeting May 17, 2016 (Acting on Behalf of CWDB /Adult and DW Presentation/Update)
 - EC June 16, 2016
 - EWA May 3, 2016
- Approval to Solicit Request for Proposals (RFPs) for Financial Monitoring Services of Adult, Dislocated Worker and Youth Funds for the CY16/PY16
- Acceptance of the Transitioning Military Strategic Grant--\$119,174
- Approval to Modify/Reallocate budget line items in the personnel, non-expendable equipment, operational costs, allocated costs, and other costs categories for Ross-IES PY15 Adult and Dislocated Worker Career & Case Management and Resource Room Service Provider contracts. Cumulative transfers exceeded the 10% threshold allowed.
 - **Career & Case Management Services**
 - Adult - \$50,289 increase
 - Dislocated Worker - \$50,289 decrease
 - **Resource Room Services**
 - Adult - \$17,096
 - Dislocated Worker - \$17,096
- Approval to Purchase Job Center Furniture
 - Liberty County-up to \$35,000
 - Effingham County-up to \$ 23,000
 - Chatham County/Partner Suite-up to \$17,000
- Approval to Purchase additional modules for VOS-\$18,000
 - Core Services for Employers and Employer Labor Exchange-\$12,000

- Web Content Management-\$6,000
- Approval of the Revised Demand Occupation List

Motion: Mark Corrigan

2nd: Dorothy Glisson

Vote: Unanimous

Adjourn: No further business discussed, the meeting was adjourned at 10:52 AM.

The next CWDB Meeting is scheduled for **October 25, 2016, Richmond Hill City Center.**