

Coastal Workforce Development Board

August 23, 2019 at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Tiffani Smashum

CALL TO ORDER: Chairman Lee Smith called the Executive Committee to order at 10:03 AM. It was determined a quorum was not present.

MEMBERS PRESENT: Earline Davis, David Floyd, Rudolph Quarterman, William Stankiewicz, Lee Smith, Patti Fort, James Johnson, Bobby Jones, Kathy Love, Candace Mims, Lynn Tootle, and Fred Tucker

MEMBERS ABSENT: David Atkins, Edward Bland, Alyce Thornhill, Leigh Acevedo, Jason Coley, Sissy Dixon, Chavis Ferguson, Fred Hill, Brett Petrea, Barbra Prosser, Elise Stafford, Steven Sainz, Wendy Sims, and Genevieve Wynegar

STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Angela Jenkins (Senior Program Specialist/Monitor), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Sheron Morgan (Interim Executive Director), Crystal Northcutt (Finance Administrator), Danielle Riley (Senior Program Specialist/Sub-Regional Business Representative), Shawanda Perry (Military Services Coordinator) and Tiffani Smashum (Administrative Assistant)

GUESTS PRESENT: Sharonda Bacon (One-Stop Operator), Markisha Butler (One-Stop Operator Manager), Tara Sinclair (Ross IES), Brad Speck (Ross IES), Charisse Lee (Eckerd Connects) and Pete Snell Coastal Pines Technical College

Chairman Lee Smith welcomed and thanked everyone for taking the time to attend the meeting. He reported on the following:

- **Establish Quorum** – Chairman Smith discussed setting up a better communication method for the board to find out who will be coming to the meetings. He suggested that WSC send out text messages along with emails.
- **Fiscal Agent under Review** – Chairman Smith announced the Fiscal agent has been approved by the CLEOs. The transition from City of Savannah to Coastal Regional Commission is currently in the review process by TCSG-OWD. He states that Sheron Morgan, Interim Executive Director will be giving more details regarding the process later.
- **Other Announcements from CWDB Members** – Bill Stankiewicz announced the City of Savannah's Human Services department, in partnership with the State of Georgia's Department of Human Services and iWORC, is hosting a Free Resource Expo Sept. 14 from 10 a.m. to 2 p.m. at the Savannah Technical College Eckburg Auditorium, 5717 White Bluff Road. Over 50 local and state organizations that provide a variety of community services to individuals and families will be on hand to provide information and access to services.

After his report, Chairman Smith then turned the meeting over to Interim Executive Director, Sheron Morgan.

Director’s Report

Before Ms. Morgan gave her report she acknowledged there were a few guests and new staff members attending the meeting and she asked that everyone introduced themselves. She also introduced Danielle Riley (Senior Program Specialist/Sub-Regional Business Representative) and Tiffani Smashum (Administrative Assistant) to the Board.

Ms. Morgan provided the following updates:

- CLEO Meetings: August 14th and September 11th, 2019:

WIOA Grant Recipient, Fiscal Agent, Chief Elected Official and Administrative Entity Anticipated Changes. On August 14, 2019, during the CLEO meeting there was a motion by LEO Al Scott (Chatham) and seconded by Robert Parker (Long) to appoint the Coastal Regional Commission as the fiscal agent and move forward with the Fiscal Agent Transfer process as outlined by TCSG-OWD. The motion carried unanimously among the LEOs.

The next CLEO Meeting is scheduled for September 11, 2019, in efforts to resolve WSC’s PY17 Administrative Findings issued by TCSG: Affirmation of Mayor/CEO – Mayor Eddie W. DeLoach and Affirmation of 2nd Mayor of LEO Board—Mayor Cornell Harvey of Brunswick, GA.

- **LLSIL Change:** Effective June 1, 2019, there is a new 70% Lower Living Standard Income Level (LLSIL) chart issued by USDOL.

The income levels shown in the table below will apply to WIOA eligibility and reporting in federal program years 2018-2019, or until another update occurs.

Program Years 2018 – 2019 Six-Month Income Guidelines for WIOA: Low Income Level Figures Effective June 01, 2019			
Family Size	Metropolitan Areas	Atlanta MSA	Nonmetropolitan Areas
1	\$6,245	\$6,245	\$6,245
2	8,455	8,455	8,455
3	10,846	10,665	10,665
4	13,390	12,941	13,043
5	15,803	15,272	15,392
6	18,482	17,860	18,001
7	21,161	20,447	20,609
8	23,840	23,035	23,218
For each over 8 Add:	2,679	2,588	2,609

- There will be some grant modifications forthcoming from Crystal Northcutt at the request of the Service Providers/Contractors and WSC Finance. These modifications must be presented to City Council before the transition to avoid any impediments to services after December 31, 2019. WSC has not discussed the award/medication process with the CRC to date.

- Job Centers Re/Certifications
 - PY19 Comprehensive (1) and Affiliate Job Centers (6)
 - Will need approval to utilize PY19's Comprehensive and Affiliate Job Centers Monitoring Tool for Review
- PY18 TCSG-OWD Program Review for Adult, DW and Youth Grants– September 23-27, 2019.
- PY18 USDOL YouthBuild Program Review - September 23-27, 2019.
- Fiscal Agent Change Process/Update
 - Proposed amendments to the CLEO By-laws

Revisions

Section III: LEO Board Composition

- A. The Local Elected Official Board shall be comprised of twelve (12) members represented by ten (10) county commission chairpersons **or the county commissioner chairperson's designee**, one from each of the counties in Region 12, and two (2) mayors within the 10 counties.

Section VII. CHIEF ELECTED OFFICIAL and MAYOR APPOINTMENT PROCESS & RESPONSIBILITIES

- D. **The appointment and reaffirming of the Mayor(s) requires 50% + 1 attendance of the actual LEO Board.**

- **Monitoring of New Enrollment & Fiscal Agent Transition Costs**

WSC will continue to monitor WIOA new participant enrollment in the Coastal Region's High Demand Sectors: Hospitality, Manufacturing, Healthcare, Warehousing, Logistics and some Construction trades to avoid overspending of current/active grants—as the grant funds will also be used for the Fiscal Agent transfer costs.

Discussion:

Lynn Tootle asked Ms. Morgan, does she believe there may be issues spending the money at the current LLSIL rate? Ms. Morgan's response was yes, however, the costs to transfer to a new fiscal agent will be covered with the current/existing funds. Once the transition is complete we will know exactly what is left to spend on programming by June 30. She also stated that TCSG-OWD is waiting for WSC transition budget/costs to assist with the expenses.

Financial Report

Crystal Northcutt, Finance Administrator presented the PY19 Available Funding, PY18 Formula Funding Summary as outlined below:

PY19 Available Funding			
	PY18 Carryover	PY19 Allocations	Total Available Funding
Adult	\$426,867	\$1,308,101	\$1,734,968

Dislocated Worker	\$56,197	\$1,722,055	\$1,778,252
Youth	\$1,255,975	\$1,365,219	\$2,621,194
TOTAL			\$6,134,414

PY18 Formula Funding Summary

June-19 Funding Summary

Funding	PY	Grant Award	Expended	Balance	Oblig*	Encumbrances**	Projected Balance	Projected % Expended & Obligated ***	Projected % Obligated, Expended, & Encumbered ****	% of Program for 80% Requirement
Adult	PY18 Grants	1,949,716	1,522,849	426,867	58,919	38,255	329,692	81%	83%	94%
	PY17 Grants	2,704,881	2,704,881	-	-	-	-	100%	100%	
Total Adult		4,654,597	4,227,730	426,867	58,919	38,255	329,692			
DW	PY18 Grants	958,783	1,198,370	56,197	31,298	19,476	5,423	128%	130%	125%
	PY17 Grants	425,639	425,639	-	-	-	0	100%	100%	
Total DW		1,384,422	1,624,009	56,197	31,298	19,476	5,423			
Youth	YT0118	1,512,482	256,507	1,255,975	1,129,089	-	126,887	92%	92%	125%
	YT0117	1,623,959	1,623,959	-	-	-	-	100%	100%	
Total Youth		3,136,441	1,880,466	1,255,975	1,129,089	-	126,887			
Rapid Response	PY17 Grants	2,237	2,237	-	-	-	-	100%	100%	
Total RR		2,237	2,237	-	-	-	-			

*Obligations are contract balances and open ITA training vouchers.
 **Encumbrances are based on the projected WSC overhead and the ITA balances less an allowance for ITA shrinkage.
 ***Projected % Expended includes Admin and Program.
 ****Projected % Obligated, Expended & Encumbered Admin & Program.
 *****% of Program for 80% Requirement includes only program expenditures and obligations.

Ms. Northcutt announced after TCSG-OWD has finish the grant closeout process and calculate who has not expended their funds by area; they will let us know if we will be getting additional funds in this Area. She also announced we met our goal to expend 20% on work experience for youth, and our goal of the 75%/25% split that must be expended on out of school youth was met as well.

PY18 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of June 30, 2019	Balance
YouthBuild 2016	US Department of Labor-ETA	10/17/2017	12/31/2020	\$936,000	\$490,069	\$445,931
High Demand Career Initiative	GDEcD	10/1/2017	9/30/2019	\$250,000	\$157,211	\$92,789
Work Based Learning Grant	GDEcD	2/1/2018	6/30/2019	\$175,000	\$175,000	\$0
Dislocated Worker Veterans	Technical College System of Georgia-OWD	1/1/2019	6/30/2019	\$295,784	\$295,784	\$0
Discretionary Dislocated Worker	Technical College System of Georgia-OWD	1/1/2019	6/30/2020	\$136,438	\$0	\$136,438
TOTAL				\$1,793,222	\$1,118,064	\$675,158

The balance from the High Demand Career Initiative grant may carryover to next year's cycle. WSC will get more information from TCSG-OWD to clarify what will be done with the remaining balance. Also, some of the Discretionary Dislocated Worker funds will be used towards OJTs or IWTs.

- Individual Training Accounts
 - Budgeted Training and Support = \$1,247,392
 - Actual Training and Support = \$1,369,695.52
 - Number receiving WIOA Funds: 305

- Work Based Learning Programs
 - Budgeted Work Based Learning = \$284,670
 - Actual Work Based Learning = \$470,719.91
 - Number Trained: 100

In regards to Work Basked Learning Programs, WSC received additional funds after the yearly allocations to spend on Dislocated Workers. This allowed WSC to spend a little more than what was originally budgeted for Dislocated Workers.

Discussion: Earline Davis asked if the reduced income eligibility guidelines will have an impact on the Dislocated Workers ability to be in the program? Ms. Morgan stated that the Dislocated Worker income eligibility is considered differently. It depends on if they are seeking training services only or support services while enrolled in training.

Committee Reports:

- **Economic and Workforce Alignment:**

Next Meeting - September 4, 2019 at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

- **Public Relations:**

Next Meeting - Friday, August 23, 2019 immediately following the CWDB Meeting.

- **Youth:**

Next Meeting - Friday, September 13, 2019 at 10:00 a.m. in the Richmond Hill City Center.

Adjourn: No further business discussed, the meeting was adjourned at 10:37 AM.

The next CWDB Meeting is scheduled for **Friday, October 25, 2019, at 10:00 A.M.- Richmond Hill City Center.**