

Coastal Workforce Development Board
WorkSource Coastal
August 24, 2018
Richmond Hill City Center
Minutes Prepared by Nicole Spencer

Call to Order: Chairman Paul Teague called the meeting to order at 10:06 A.M. It was determined a quorum was present.

Members Present: Leigh Acevedo, David Atkins, Jason Coley, Earline Davis, Chavis Ferguson, David Floyd, Patti Fort, Kathy Love, Candace Mims, Brett Petrea, Barbara Prosser, Rudolph Quarterman, Lee Smith, Elise Stafford, William Stankiewicz, Paul Teague, Lynn Tootle and Genevieve Wynegar

Guest(s) Present: Janice Davis (Georgia Department of Labor WIOA and Workforce Services Director), Brad Speck (Ross Director), Charisse Lee (Eckerd Connects-Paxen), and Robin Cone (Vocational Rehab)

WSC Staff Present: Karen Barnes (Senior Workforce Performance & Accountability Coordinator) Stephanie Brown (Sub-Regional Business Representative), Angela Jenkins (Senior Program Specialist/Monitor), Janet Jones (Sub-Regional Business Representative), Sharon Morgan (Interim Executive Director), Crystal Northcutt (Finance Administrator), Shawanda Perry (Military Services Coordinator) and Nicole Spencer (Temporary Office Clerk)

Present via Conference Call: Attorney John Chamberlin (WSC Workforce Development Consultant)

Chairman's Report: Chairman Paul Teague welcomed the Board Members and WSC Staff. There was a special welcome to two new Board Members; Chavis Ferguson representing Chatham County and David Floyd representing Liberty County. Paul Teague reported on the following:

- The CWDB meeting invite and reminders are sent via email by Nicole Spencer. Please respond to the email invite. It cuts down on her having to call Board Members to assure we will have a quorum.
- Registration is still open for the 2018 Fall SETA Conference scheduled for September 16-18, 2018 at the Renaissance Mobile Riverview Plaza Hotel in Mobile, AL. Board Members are encouraged to attend. Contact Nicole Spencer at 912-351-6379 to register. SETA's registration closes today.
- Bill Stankiewicz was awarded an appreciation plaque for services as PY17 Vice Chairman Mr. Stankiewicz became Vice-Chair unexpectedly in 2017, due to Paul Teague moving from his Vice-Chairman's seat to fulfil the Chairman's seat when Michael King announced his resignation.
- Chairman Teague briefed Board Members on the status of the Affiliate Site Certification for the Georgia Department of Labor (GDOL) Brunswick and Savannah Career Centers. He confirmed that the Board agreed to table the one-stop certification of the GDOL Brunswick and Savannah Career Centers as WSC Job Centers until the three issues outlined in the On-Site Review reports are resolved. In order for the Brunswick and Savannah One Stop Centers to become certified, both centers must resolve three issues:
 - Flow of Services

- Mandated partners occupying space 50% of the time (Certification of Partner Physical Co-Location))
 - Branding, Signage and Statewide Common Identifier
- It was recommended that an (Ad-hoc) Action Group involving GDOL and CWDB be developed to assist with the achievement of Affiliate Site certification for the two Career Centers in the integrated local workforce delivery system. The Ad hoc Committee will be chaired by the CWDB Chairman and Board Member, Bill Stankiewicz. The Brunswick and Savannah Career Centers are the proposed sites to become affiliated WSC Job Centers. Some of the responsibilities of the CWDB when designing the WIOA Workforce System:
- An affiliate site must be implemented in a manner that supplements and enhances customers access to services with first-rate customer service;
 - WIOA increases the quality, integration, and accessibility of One-Stop/Workforce development services;
 - Local Board must alignment of workforce development programs with regional economic development/high demand sectors;
 - Local Board must certify One-Stop Affiliate Centers every 3 years (will be monitored annually); and
 - Ensure common identifier is used to help job seekers and employers readily access services.

Mrs. Earline Davis questioned if there was a deadline to have the One-Stop Career Centers to be certified. Ms. Morgan responded that the CWDB does not have a deadline, but our partners do have a deadline and that there is a plan of action in place. Ms. Morgan submitted a Plan of Action letter to Janice Davis (GDOL, WIOA, and Workforce Services Director). This letter stated that on June 21, 2018, the WSC monitoring staff conducted an assessment in accordance with the Federal requirements and the findings were to have a plan to be resolved by June 15, 2018, (letter attached hereto and made a part of these minutes). Ms. Janice Davis stated that GDOL deadline was July1, 2017, and as of today, August 24, 2018, they are out of compliance and could be asked to shut down services to the community. She also stated that that all GDOL Centers are certified throughout the State except for Area 20. Mr. Chamberlin added that the Board should move on with the One-Stop certification since the issues were addressed. Under advisement, the next steps would be to discuss the integration of services within the Workforce System which includes One-Stop Center, GDOL, and all partners.

Move forward with the certification of the Brunswick and Savannah One-Stop Centers.

Motion: Kathy Love
2nd: David Atkin
Vote: unanimous
Abstain: Patti Fort

To avoid a conflict of interest, Patti Fort (GDOL Director) recused herself from voting on this item due to her employment with GDOL., and this vote included an item pertaining to the One-Stop Affiliation status for the GDOL Brunswick and Savannah Job Centers.

Director's Report: Interim Executive Director, Sheron Morgan reported on the following:

- Board Re-Certification by GDEcD-WFD is now completed. Re-certification was due May 31, 2018. The following staff are designated as non-Board Members/Support to the following Committees:
 - EWA- Karen Barnes
 - Youth- Karen Barnes
 - Public Relations- Janet Jones
 - Executive- Angela Jenkins/Nicole Spencer
 - Disabilities-Angela Jenkins
 - One Stop Partner-Sheron Morgan/ Crystal Northcutt

- The State of Georgia's WIOA Grant Funder Administrator transferred from GDEcD, WFD to the Technical College System of Georgia-Office of Workforce Development (TCSG-OWD) effective July 1st, 2018. The WorkSource Georgia Academy will meet August 13th-15th, 2018. Mr. Joe Dan Banker is the Assistant Commissioner for Workforce Development.

Financial Report

Crystal Northcutt, Finance Administrator reported on PY17 Formula Funding Summary (as outlined below), Grant Expenditures/Allocations and PY18 CWDB Budget to include the following:

Py17 Formula Funding

		May-18 Funding Summary							
Funding	PY	Grant Award	Expended	Balance	Obligations*	Encumbrances	Projected Balance	Projected % Obligate & Expended	Projected % Obligated, Expended, & Encumbered
Adult	PY17 Grants	2,662,088	1,491,303	1,170,785	553,971	184,895	431,919	77%	84%
	PY16 Grants	1,651,060	1,651,060	-	-	-	-	100%	100%
Total Adult		4,313,148	3,142,363	1,170,785	553,971	184,895	431,919		
DW	PY17 Grants	311,486	101,316	210,170	-	4,813	205,357	33%	34%
	PY16 Grants	2,716,487	2,364,189	352,298	271,120	58,734	22,445	97%	99%
Total DW		3,027,973	2,465,505	562,468	271,120	63,547	227,802		
Youth	YT0117	1,623,959	-	1,623,959	467,123	35,164	1,121,672	29%	31%
	YT0116	1,806,053	1,806,053	-	-	-	-	100%	100%
Total Youth		3,430,012	1,806,053	1,623,959	467,123	35,164	1,121,672		
Rapid Response	PY17 Grants	52,762	2,237	50,525	-	-	50,525	4%	4%
	PY16 Grants	-	-	-	-	-	-	0%	0%
Total RR		52,762	2,237	50,525	-	-	50,525		

- New Leases
 - Camden Job Center (Kingsbay)
 - ✓ 1712 Osborne Road, St. Mary's GA 315588
 - ✓ 1 Year Term
 - ✓ \$15,120 Annual Rent
 - Glynn Job Center (Brunswick)
 - ✓ 1600 Union St. Brunswick, GA 31525
 - ✓ 3 Year Term
 - ✓ \$39,600 Annual Rent

PY18 CWDB Projected Budget

COASTAL WORKFORCE DEVELOPMENT BOARD PY18 PROJECTED BUDGET July 1, 2018 - June 30, 2019

REVENUES	Adult	Dislocated Worker	Youth	Total
WIOA Grant Admin PY17-FY18 Projected Carryover	62,000	120,000	180,605	362,605
WIOA Grant Prog. PY17-FY18 Projected Carryover	626,000	-	804,000	1,430,000
WIOA Rapid Response Prog. PY17- FY18 Carryover		51,546		
WIOA Formula Grant Admin PY18- FY19	231,391	252,366	151,248	635,005
WIOA Formula Grant Prog. PY18- FY19	1,228,325	1,194,917	1,361,234	3,784,476
WIOA Formula Rapid Response Prog. PY18-FY19		-		
Ex-Offend Reentry Services (SOAR)		17,000		
High Demand Career Initiative		117,500		
Total Revenues	2,147,716	1,753,329	2,497,087	6,398,132
PLANNED EXPENSES/OBLIGATIONS				
WSC Overhead Costs	637,180	338,336	229,470	1,204,986
Career Service Center Operating Costs	302,620	138,761	103,436	544,817
Training/Business Services	693,095	799,297	-	1,492,392
Sub-Grantees (Service Providers)	501,000	351,000	1,680,000	2,532,000
Contractors	13,822	125,934	18,564	158,320
Other Program Costs	-	-	10,000	10,000
Total Planned Expenditures/Obligations	2,147,716	1,753,329	2,041,469	5,942,514
Total Un-Obligated Funding	0	(0)	455,618	455,618

Total Planned Un-Obligated Admin Funding	78,262	248,106	256,203	582,571
Total Planned Un-Obligated Program Funding	(78,262)	(248,106)	199,414	(126,954)

Discussion: After Ms. Northcutt's report, the Board engaged in discussion for clarity. Board Member, Kathy Love, requested a financial report power point be provided to all Board Members. The Numbers are difficult to see on the projector screen.

Committee Reports:

Economic Workforce Alignment:

Mr. David Atkins reported on the following:

- The Committee did not meet

Next Meeting: September 4th, 2018, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

Leigh Acevedo reported the following:

- The Committee did not meet
- Welcomed
 - Two New Committee Members
 - ✓ Barbara Prosser, Effingham Co. College & Career Academy
 - ✓ Lynn Tootle, Grow-Masters, Inc.

Next Meeting: Today, August 24th, 2018, immediately after the CWDB Meeting at the Richmond Hill City Center

Youth:

Ms. Karen Barnes reported on the following:

- The Committee did not meet
- Welcomed
 - New Committee member
 - ✓ Barbara Prosser, Effingham Co. College & Career Academy

Next Meeting – September 14th, 2018, at 10:00 p.m. in the Richmond Hill City Center.

Consent Agenda

- Minutes
 - CWDB
 - ✓ June 22, 2018
 - EC
 - ✓ June 21, 2018
- Approval to Purchase furniture for Statesboro Job Center—\$76,386
- Acceptance and approval of the Initial PY18 Adult Grant Award –\$231,391

- **Acceptance and approval of the Initial PY18 Dislocated Worker Grant Award –\$252,366**
- **Acceptance and approval of the PY18 Youth Grant Award –\$1,512,482**
- **Approval to release Request For Proposal (RFP) for PY18 Financial Monitoring Services**

Motion: Leigh Acevedo

2nd: David Floyd

Vote: Unanimous

Adjourn: No further business discussed, the meeting was adjourned at 11:31 A.M.

DRAFT