

Coastal Workforce Development Board

August 28, 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 10:00 AM and acknowledged the quorum.

MEMBERS PRESENT: David Atkins, Perry Banks, Jason Coley, Earline Davis, Justin Farquhar, David Floyd, Patti Fort, Bobby Jones, Kathy Love, Rudolph Quarterman, Lee Smith, William Stankiewicz, Lynn Tootle, Fred Tucker, Genevieve Wynegar and Karisa Young

MEMBERS ABSENT: Leigh Acevedo, Tia Brightwell, John Cheeks, Shaundese Duncan, Chavis Ferguson, Mel Gaines, Fred Hill, James Johnson, Stephanie Jones-Heath and Alex Stanfield

WSC 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) and Tiffani Smashum (Administrative Assistant)

CRC STAFF PRESENT: Don Masisak (CRC Transportation Director) and Dionne Lovett (CRC Assistant Executive Director)

GUESTS PRESENT: Sharonda Bacon (One-Stop Operator, Assistant Manager), Markesha Butler (One-Stop Operator, Manager) and Brad Speck (Ross)

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:

- Discussion of Fiscal Agent for WorkSource Coastal WSC is still on-going

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

Director's Report

Ms. Morgan provided the following updates:

- **Single Audit** – currently in the process of a single audit with Coastal Regional Commission (CRC). CRC asked for supporting documents for review. Ms. Dionne Lovett (CRC Assistant Executive Director) confirmed the Single Auditors are done with the field work/review and are now back at their office working on the final report(s). The final report(s) are usually completed by the end of September and are presented during the CRC's Council meeting in November.

- **COVID-19 Update** – The Job Centers are assisting customers by appointment only. The Service Providers continue to experience issues with staff members being exposed to COVID-19 and the necessary precautions are being taken by the WSC Administrative. Due to positive (COVID-19) testing results some of the Job Centers have had to close for further testing of staff members; then, return to work as negative test results are received. Currently, the Savannah Job Center is closed due to a positive result; however, visiting customers are receiving limited services from the WSC Administrative Office at this time.
- **Virtual Programming:**
 - **TABE Testing** – is conducted online
 - **GED Instruction** – is provided online using Google Classroom or Zoom
 - **Career/Job Fair Capability – (Coming Soon)** research is being conducted to identify an efficient and proper platform
 - **WIOA Orientation** – is conducted online weekly

Question: Mr. Coley asked, will the career fair be a region wide one? Ms. Morgan respond that WSC Business Services will probably focus on sectors such as: a sub/region wide career fair for healthcare or sub/region wide career fair for manufacturing. She feels it will be easier to focus on sectors first instead of numerous industries to start. This will reduce the amount of classrooms/breakout rooms needed for participants and reduce the risk of issues that may arise with new technology.

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:

- PY19 Sub-recipient Financial Monitoring completed by William L. Kennemore, CPA, LLC and yielded the following results:
 - No findings
 - 1 Observation/Recommendation (In the Door) – have an annual audit completed.
- Additional Allocations – WSC may receive additional formula allocations from the State. TCSG-OWD is using state funds to allocate to locate areas to help make up for the reductions of funds experienced throughout the state. If these funds are issued before the next CWDB meeting on October 30, 2020, we will have to ask the Executive Committee to act on behalf of the CWDB.

Ms. Northcutt presented the Formula Funding Summary, PY19 Other Grant Funding, PY19 Expenditure Targets, PY18 Expenditure Targets, On-the-Job Training Employers, Incumbent Worker Training (IWT) Employer Agreements, PY19 Expenditure Dashboard, and Participant Dashboard to include the following: (PowerPoint attached hereto)

- PY18 Expenditure Targets – Adult is 100%, Dislocated Worker is 100% and Youth is 100%. WSC must have 100% spent by June 30, 2020

- PY19 Expenditure Targets – Adult is 62%, Dislocated Worker is 90% and Youth is 115%
WSC must have 80% spent and/or Obligated by June 30, 2021

Ms. Northcutt reminded the Board that the State Board voted to waive the 80% expenditure requirement for the PY19 awards. The percentage for Adult (65%) is low as a result of the pandemic (low enrollment in training programs), which is why the State has waived the 80% requirement. Ms. Morgan also stated the Adult target is low because there was no new enrollment due to anticipated transition costs and WSC was unsure of how much transition funding we would receive (if any) from the State. Thankfully, the State did provide some funds to assist with transition costs, but it was after the enrollment period for many of Region 12's training (providers) services.

Funding Summary

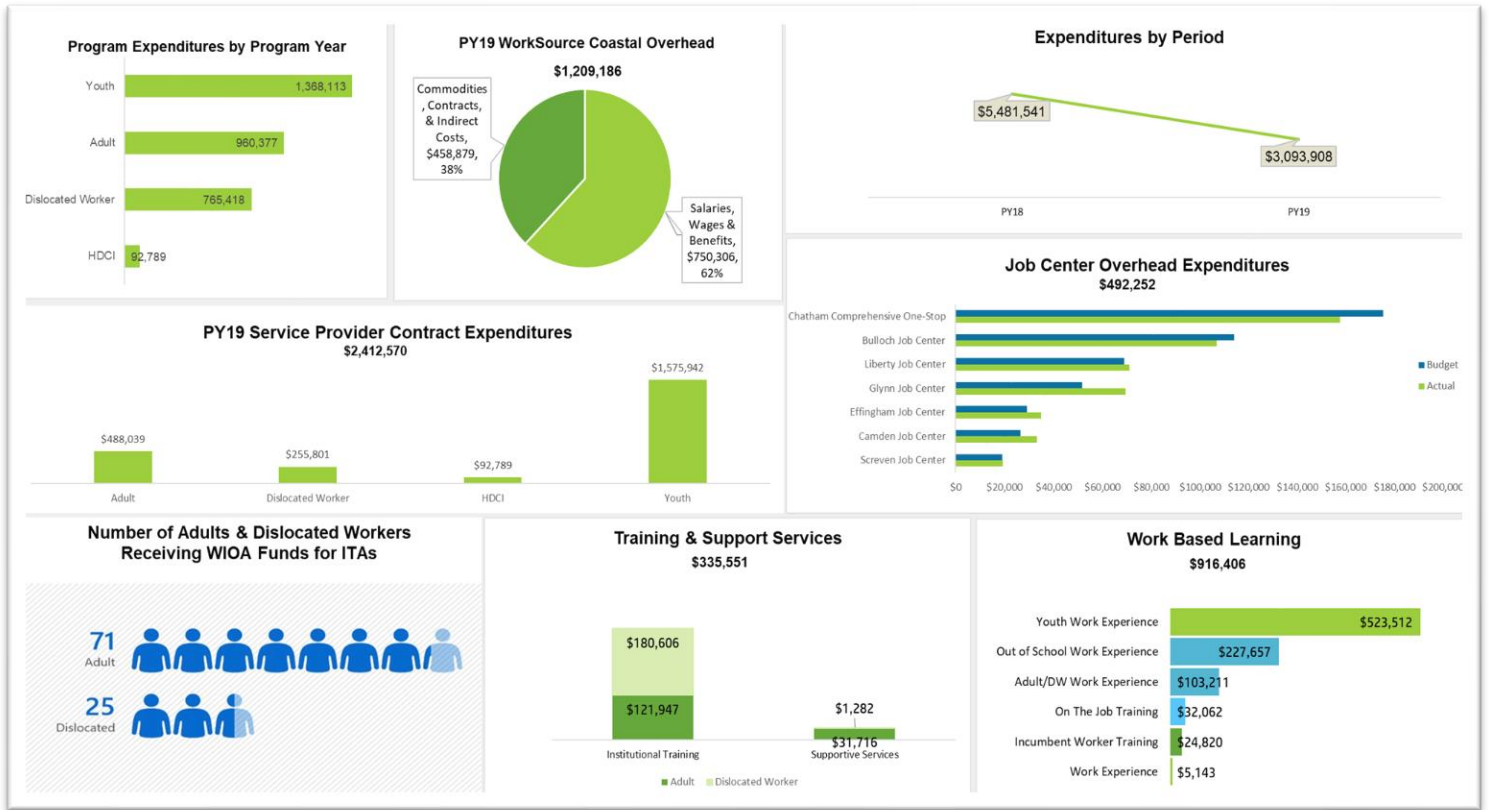
Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance--June 2020	Projected % Obligated, Expended, & Encumbered
Adult*	Admin	279,793	140,091	139,702	48,846	90,856	68%
	Program	1,662,444	774,745	887,699	303,328	584,371	65%
	PY19 Grants	1,942,237	914,836	1,027,400	352,174	675,227	65%
	Admin	194,972	208,048	(13,076)	-	(13,076)	107%
	Program	1,756,287	1,743,210	13,077	-	13,077	99%
	PY18 Grants	1,951,258	1,951,257	1	-	1	100%
Total Adult		\$ 3,893,495	\$ 2,866,094	\$ 1,027,401	\$ 352,174	\$ 675,227	
DW*	Admin	243,074	99,542	143,532	-	143,532	41%
	Program	1,189,991	818,908	371,083	127,044	244,039	79%
	PY19 Grants	1,433,066	918,450	514,615	127,044	387,572	73%
	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	\$ 1,877,233	\$ 514,615	\$ 127,044	\$ 387,572	
Youth	Admin	131,230	25,593	105,637	-	105,637	20%
	Program	1,233,988	559,052	674,936	575,912	99,024	92%
	PY19 Grants	1,365,218	584,645	780,573	575,912	204,661	85%
	Admin	151,248	151,248	-	-	0	100%
	Program	1,361,232	1,361,232	-	-	-	100%
	PY18 Grants	1,512,480	1,512,480	-	-	0	100%
Total Youth		\$ 2,877,698	\$ 2,097,125	\$ 780,573	\$ 575,912	\$ 204,661	
Total	PY19 Grants	4,740,521	2,417,932	2,322,589	1,055,129	1,267,460	73%
	PY18 Grants	4,422,521	4,422,520	1	-	1	100%
	GRAND TOTAL	\$ 9,163,042	\$ 6,840,452	\$ 2,322,590	\$ 1,055,129	\$ 1,267,460	

*Includes Additional DW funds in amount of 320,000.
**Includes Transferred funds in amount of 610,000.

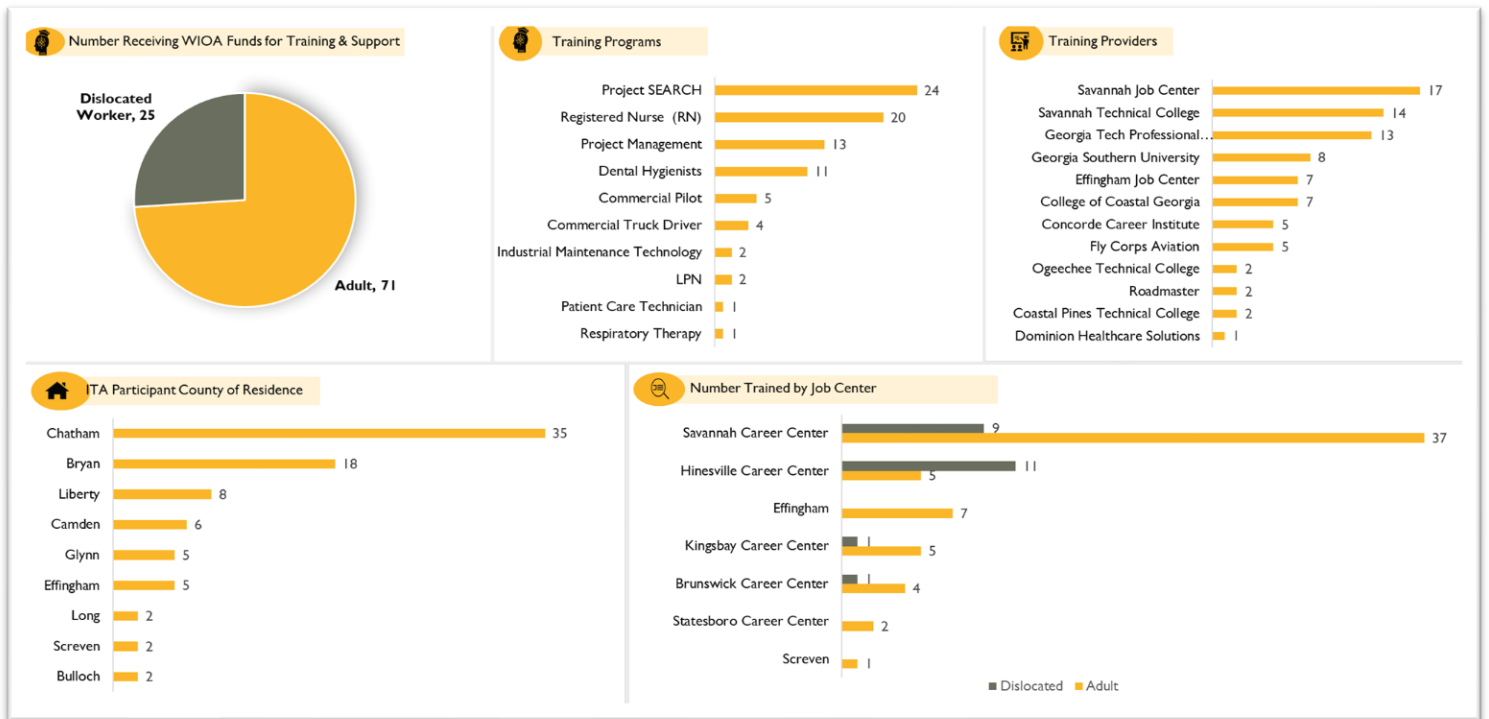
PY19 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of June 30, 2020	Balance
COVID-19/NDWG	TCSG	4/13/2020	3/31/2022	\$279,780	0	\$279,780
Transition/Additional Adult Grant	TCSG	1/1/2020	6/30/2020	\$154,000	\$154,000	\$0
Additional Dislocated Worker	TCSG	1/1/2019	6/30/2020	\$58,283	\$58,283	\$0
Additional Dislocated Worker-Transition and Operational Grant	TCSG	4/1/2020	6/30/2020	\$223,868	\$223,868	\$0
Additional Dislocated Worker Operational Grant	TCSG	5/1/2020	6/30/2022	\$500,000	\$0	\$500,000
HiSet Grant	TCSG	1/1/2020	6/30/2021	\$80,820	\$0	\$80,820
Additional Youth-Work Experience	TCSG	4/1/2020	6/30/2020	\$40,000	\$40,000	\$0
TOTAL				\$1,336,751	\$476,151	\$860,600

PY19 Expenditure Dashboard as of June 30, 2020



Participant Dashboard as of June 30, 2020



On-the-Job Training Employers

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 – June 30, 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

After the Finance Report the Committees reported the following:

Committee Reports

Economic Workforce Alignment:

- **Commercial Pilot Training Programs:** Fly Corp has expressed interest in starting another class for commercial pilot. After discussing the low performance and unsupported labor market information, the Committee recommended to postpone funding commercial pilot training temporarily.

Policies:

- **Veteran’s Priority of Service Policy:** This policy was updated to address changes made to TCSG-OWD policy ensuring veterans and eligible spouses are first served.
- **Confidentiality & Security Policy:** This policy is to ensure uniform security and confidential protection of personally identifiable information and personal, private and sensitive information of our customers.
- **Barriers to Employment Policy:** TCSG-OWD modified this policy to give priority to people with barriers to employment with veterans and eligible spouse with these barriers being the top priority.
- **Youth Needs Additional Assistance Policy:** This policy was modified to define “requires additional assistance” for low income youth.
- **Work Experience Policy:** TCSG-OWD modified this policy to include youth work experience allowable expenditures.
- **IEP, ISS and OAS Policy:** This policy had language modified to ensure case notes are created and documents are uploaded into the virtual portal. The policy emphasizes the need to re-evaluate participants periodically.

Eligible Training Provider Applications:

- **Coastal Pines Technical College – Human Resources Professional Application:** This program is designed to prepare students for a career in human resources. The curriculum provides instruction to successfully complete Associate Professional in Human Resources (aHPR) and Professional Human Resources certifications (PHR). This program will be available online.
- **Coastal Pines Technical College – Clinical Dental Assistant:** This program comprises aspects of professional dental assisting. Students will have an opportunity to apply for an externship to gain the clinical experience. This program will be available online.

- **Coastal Pines Technical College – Certified Pharmacy Technician:** This training program will prepare students for entry level pharmacy tech positions. This program helps prepare the student for the Pharmacy Technician Certification Exam and provides an opportunity for an externship. This program will be available online.

NEXT MEETING: September 2, 2020 at 10:00 A.M. via teleconference.

Public Relations:

- Public Relations Committee will not meet today.
- The Fall Retreat has been canceled and slated for the Fall.

NEXT MEETING: Next meeting October 30, 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 overall we are exceeding the allocation for PY19.

The PY19 Sub-awards contractual expenditure requirement of 90% of total budget are reflected by contractors below:

- Bulloch, Effingham, Screven 51%
- Bryan, Liberty, Long 50%
- Chatham 49%
- Camden, Glynn, McIntosh 65% - at target

- **Performance Report** - Karen Barnes, WSC Sr. Workforce Performance & Accountability Coordinator, reviewed the detailed Contractors report covering the numbers contracted to serve by locations verses number enrolled:

Contractor	Contracted/Enrolled Total	In-School	Out-of-School
Eckerd CGM	200/131	8/8	192/123
Ross – BES	306/146	0/1	306/145
Ross – BLL	240/220	0/40	240/180
Ross – Chatham	292/130	0/15	292/115

- **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

NEXT MEETING: Friday, September 11, 2020, at 10:00 a.m. via teleconference call.

Consent Agenda:

- **CWDB Minutes**
 - **October 25, 2019**
 - **February 28, 2020**
 - **July 22, 2020**
- **FSR**
 - **June 2020 FSR**
 - **May 2020 FSR**
- **Acceptance of PY20 WIOA Adult Grant Award in the amount of \$198,597 for the period of July 1, 2020 – June 30, 2022**
- **Acceptance of PY20 WIOA Dislocated Grant Award in the amount of \$248.189 for the period of July 1, 2020 – June 30, 2022**
- **Approval to temporarily suspend funding for commercial pilot training due to Service Provider low performance and unsupported labor market information.**
- **Approval of the following CWDB Policies:**
 - **Individual Training Account (ITA) Policy**
 - **Adult & Dislocated Worker Eligibility Policy**
 - **Veteran’s Priority of Services Policy**
 - **Confidentiality & Security Policy**
 - **Barriers to Employment Policy**
 - **Youth Needs Additional Assistance Policy**
 - **Work Experience Policy**
 - **IEP, ISS and OAS Policy**
- **Approval of Training Provider Applications for:**
 - **Coastal Pines Technical College – Human Resources Professional**

- Coastal Pines Technical College – Clinical Dental Assistant
- Coastal Pines Technical College – Certified Pharmacy Technician

Motion: Lynn Tootle
2nd: William Stankiewicz
Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for October 30, 2020 at 10:00 A.M. at the Richmond Hill City Center or via Teleconference.

Adjourn: No further business discussed, the meeting was adjourned at 10:45 AM.