

Coastal Workforce Development Board

February 23, 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, Mark Corrigan, Earline Davis, Patti Fort, Fred Hill, Michael King, Steven Sainz, Lee Smith, Paul Teague, Fred Tucker, Genevieve Wynegar, 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 open the CWDB meeting by asking for introductions, county, and title of everyone in the room.

- Mr. Teague announced the resignation of Michael Tucker. Ms. Morgan will now serve as the WorkSource Coastal Interim Director. Mr. Tucker and his family moved to Austin, TX where he will continue to work in the workforce development arena.
- Michael King (2017-2018 Chair) has resign as CWDB Chair. This will be Mr. King last meeting. Mr. Teague (2017-2018 Vice Chair) will now serve as Chair until June 2018. Mr. King and his family will be moving to Guam.
- On February 14, 2018, there was a CLEO meeting held immediately after the Coastal Regional Commissioner Meeting, however there was no quorum. Board Members suggested that they receive advanced notice of the next meeting and they will assist with getting their County Chair Commissioner to attend the meeting.
- Board Members requested a list of members by committee (EWA, Youth, and Public Relations).
- Mr. Teague stated he and WSC met with members of the EWA Committee staff and Dr. Wilburn (Director for Military Academic) Dr. Wilburn stated that he was concern that his Vet Lean Six Sigma Program is on hold and what needed to be done to lift the hold. Mr. Teague asked EWA Committee to discuss the GA Tech Professional Continuing Education Lean Six Sigma Program's performance, make determination based on the information and screening process presented by Dr. Wilburn to make a decision on behalf of the Board rather or not to lift the hold early April, bring it back to the CWD Board and the Board will make a final decision.
- Mr. Teague attended Savannah Chatham Day in Atlanta. After the Savannah Chatham Day Meeting in Atlanta, the Savannah Chambers called an unofficial meeting. Jamie Lee from Gulfstream serves as the Chair of the Savannah Chambers, and is working diligently to make Workforce a priority.
- Mt. Teague announced that GDEcD-WFD is negotiating a MOU with Career Source (State of Florida) to create a workforce development alliance to serve residents of GA without being charged out of state fees and vice versa for neighboring counties.

Director's Report: Ms. Morgan began the meeting by providing the CWDB with the following announcements, updates and upcoming events:

- City of Savannah Malicious Computer Virus caused City Employees not to have access to computers, internet, emails, and office phones. The virus started Monday, February 19, 2018 and is said to last until Sunday, February 25, 2018. Staff is unable to receive or send any emails with attachments.
- There is a total of three RFP's open for bid. Youth Services, Adult and Dislocated Worker Services. Two years ago, the Adult and Dislocated Worker RFPs were separated (One-Stop, Case

Management, Career Services, and The Resource Room). This year the RFP's were combined in two separate RFPs: One-Stop Operator and Career, Training & Case Management Services. Due to the City of IT Savannah System virus attack the deadline for RFPs was extended from February 23, 2018 to March 13, 2018. Questions and answers were uploaded to the City's Purchasing Department Supplier Portal, the bidder is responsible for going onto the supplier portal for answers to their question.

- One-Stop Center in Hinesville and Savannah (GDOL) is seeking certification as an affiliate to WorkSource Coastal One Stop System. Ms. Morgan stated as soon as the system is back up she will return to certifying One Stop Centers and sending documentation to the Georgia Department of Economic, Workforce Division (GDEcD-WFD) for approval.
- The Work-Based Learning Grant in the amount of \$175,000 received from GDEcD-WFD will assist with the expansion of Byrd Cookie Company (OJT) and also the training of Savannah's Fire & Emergency Services Department's Emergency Technicians (IWT).
- Approval to Award Work-Based Learning funds up to \$100,000 to City Of Savannah. In order for the City of Savannah to receive these funds, they had to submit a RFP to follow bidding process.

Ms. Wynegar questioned was Savannah the only city applicable for this grant. Ms. Morgan stated that any county is allowed to apply for this grant.

Discussion began amongst Board Members. Mr. Stankiewicz questioned the difference between Work Based and OJT individual. OJT individual are unemployed and the employer is at least reimbursed half of the money spent to employed individual. IWT funds are for those who are already employed by the company they are working for, and need additional skills and additional training.

- Approval to sign a 3-year lease for the Statesboro Job Center. The annual cost is up to \$107,000. This cost is to also include utilities.

Financial Report: Crystal Northcutt, WSC Finance Administrator reported on contracts, expenditures, grants, Individual Training Accounts (ITAs), and OJTs as of December 31, 2017.

- Ms. Northcutt added additional comments pertaining to the New Statesboro Job Center. She stated the building is 5,100 sq foot building (diagram attached). The building upgrades will be included in our rent. Monthly this building will cost approximately 8,585 which includes rent and utilities. Each occupying partner will pay for space used by sq. ft. Occupancy for this building is scheduled for the end April or early May.

- \$1,200,000 funds were transferred from PY17 Dislocated Worker to PY17 Adult Worker.
- PY16 Funds must be spent by June 30, 2018

Committee Reports

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

- The EWA Committee discussed the Harambee House Work Education & Job Training Program presented an application on Environmental Remediation skills. The program is designed to prepare students to gain certification in Asbestos removal and mold remediation. The students are fully funded through a National Institute of Environmental Health Sciences grant with certification from Southern Center for Environmental Justice. After some discussion it was disapproved by the Committee because it did not meet the local area demand and wages were below the State minimum requirements. The recommendation is being forward to the Executive Committee and CWDB for final Decisions.

Next Meeting: March 6, 2018, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations: Mr. Mark Corrigan reported the following information:

- The 2018 Retreat will take place June 20th, 21st, and 22nd at Sea Palms Resort. St. Simmons.

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: Mrs. Mr. Fred Hill reported the following information:

- The Committee did not meet in January.
- The Committee did recruit RFP review members.

Next meeting: TBD due to RFP Deadline Extension

No action was taken, meeting adjourn at 11:12 am to convene to EC Meeting due to no quorum to act on behalf of the Board.

Motion: David Atkins
2nd: Mark Corrigan

The next Board Meeting will be held April 27, 2018, 10:00 a.m. at the Richmond Hill City Center.

Coastal Workforce Development Board

Executive Committee (Acting on Behalf of the Board)

February 23, 2018 at 11:12 A.M.

Richmond Hill City Center

Minutes Prepared by Nicole Spencer

CALL TO ORDER: Chairman Paul Teague called the Executive Committee to order at 11:12. It was determined a quorum was present.

MEMBERS PRESENT: David Atkins, Mark Corrigan, Earline Davis, Michael King, Bill Stankiewicz, and Paul Teague

STAFF PRESENT: Karen Barnes, Stephanie Brown, Angela Jenkins, Janet Jones, Crystal Northcutt, Sheron Morgan, and Shawanda Perry

Chairman's Report: Mr. Teague stated this meeting was called to order immediately after the February 23, 2018 CWDB meeting, due the Board not having a quorum. All information was announced and discussed in the meeting prior to this meeting. The purpose of this meeting is to vote on the Consent Agenda on Behalf of the Board.

Consent Agenda

FSR

- November 2017

Minutes

- EC December 15
- EWA Sept 6
- PR Oct 27

Acceptance of Work Based Learning Grant Award (for Byrd Cookie Company and City of Savannah EMT) from the GDEcD-WFD in the amount of \$175,000 for the period of February 1, 2018 to June 30, 2019

Approval to award up to \$100,000 to fund the City of Savannah EMT IWT

Approval to sign 3- year lease for Statesboro Job Center for up to \$107,000 annually

Motion: David Atkins

2nd: Bill Stankiewicz