

Coastal Workforce Development Board

February 28, 2020 at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Tiffani Smashum

CALL TO ORDER: Chairman Lee Smith called the meeting to order at 10:14 AM. It was determined a quorum was present.

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

MEMBERS ABSENT: David Atkins, Edward Bland, Sissy Dixon, Chavis Ferguson, Brett Petrea, Barbara Prosser, Elise Stafford, Steven Sainz, Wendy Sims and Alyce Thornhill

WSC 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 (Assistant Director), Crystal Northcutt (Finance Administrator), Shawanda Perry (Military Services Coordinator) and Tiffani Smashum (Administrative Assistant)

GUESTS PRESENT: Don Masisak (Coastal Regional Commission (CRC) Transportation Director), Markisha Butler (One-Stop Operator, In The Door), Charisse Lee (Program Manager, Eckerd Connects), Tara Sinclair (Asst. Operations Manager, Ross IES), and Mel Gaines (Director, Brunswick Job Corps)

Mr. Lee Smith, CWDB Chairman welcomed and thanked everyone for taking the time to attend the meeting. Chairman Smith made the following announcement:

- The agreement between the CWDB and CRC is under legal review by Mr. John Chamberlin (CWDB-WSC Legal Advisor/Consultant)

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

Director's Report

Ms. Morgan provided the following updates:

- **SETA Conference** – March 8-11, 2020 in Myrtle Beach, SC
- **TCSG-Office of Adult Education Grant**
 - Multi-year adult education grant competition. Eligible providers (Savannah Technical College, Ogeechee Technical College and Coastal Pines Technical College) can apply to receive federal and state matching funds, provided under the Adult Education & Family Literacy Act, to provide adult education and literacy activities to individuals over the age of 16 without a high school diploma or who are basic skills deficient, as well as English language learners.

- Savannah Technical College is applying for the **General Adult Education Grant** that allow eligible adult education providers such as the technical colleges to offer adult basic education, adult secondary education, English language acquisition programs, integrated education and training, workplace preparation activities, corrections education, and family literacy. These funds will be provided in accordance with WIOA Sections 231 & 225, as well as state matching funds.
 - Must be aligned with the Coastal Region's Local Plan
 - April 6 – May 6 – Review Period by CWDB Members/Committees
- **4-year Local Plan** - Deadline June 1, 2020 (to include a 30-day public comment period)
- **Partner's MOU** with WIOA Mandated Partners – Deadline June 30, 2020 to include Infrastructure Cost Funding Mechanism. Infrastructure costs are "non-personnel costs" that are necessary for the general operation of the one-stop center [and] include:
 - Rental of the facilities;
 - Utilities and maintenance;
 - Equipment (including assessment-related products and assistive technology for individuals with disabilities); and, Technology to facilitate access to the One-Stop center, including technology used for the Center's planning and outreach activities."

Activity	Deadline
Required Outcome Reports are provided to OWD. LWDA's unable to reach consensus must provide all supporting materials listed in <i>Attachment B</i> . Those LWDA's unable to reach agreement regarding local infrastructure funding mechanism must continue to meet to create an Interim Infrastructure Funding Agreement (see deadlines in the next table).	May 12
For LWDA's failing to reach agreement on an MOU (excluding failure to reach agreement on infrastructure funding mechanism), OWD works with LWDA leadership and required partner program representatives to reach consensus.	May 15 through May 26
MOU must be executed by all required parties (Required partners, CLEO, LWDB Chair). MOU must include Interim Infrastructure Funding Mechanism, if an Infrastructure Funding Mechanism was not agreed upon by the LWDA.	June 30
Comprehensive One-Stop becomes operational and provides access to all required partner programs present within the LWDA	July 1

Programs authorized under WIOA Title I-B;

- *Adult, Dislocated Worker, Youth, Job Corps, YouthBuild, Native American Programs, and Migrant Seasonal Farmworker Programs*
- Wagner-Peyser Act
- Adult Education and Literacy program activities authorized under Title II;
- Rehabilitation Act program activities under Title I;
- Older Americans Act - Senior Community Service Employment Programs;
- Carl D. Perkins Career and Technical Education Act - Career and technical education programs at the post-secondary level Trade Act Programs, under Title II ;
- Jobs for Veterans State Grants Programs
- Community Services Block Grant Act programs providing employment and training activities;

- Department of Housing and Urban Development programs providing employment and training activities;
- State Unemployment Compensation Programs; and
- Second Chance Act programs

For LWDBs that do not reach agreement on a Local Infrastructure Funding Mechanism, by June 30th, 2020, the interim agreement is governed by the deadlines set forth in the following table:

Activity	Deadline
Required Outcomes Report due to OWD in which LWDA identifies its failure to reach agreement on a Local Infrastructure Funding Mechanism.	May 12
Negotiations group continues to meet to reach agreement on an Interim Agreement.	May 12 through June 15
Interim Infrastructure Funding Mechanism provided to CLEO and LWDB for review and approval.	June 16
Interim Infrastructure Funding Mechanism is in effect	July 1 through September 30
Interim Infrastructure Funding Mechanism incorporated into the final MOU and goes into effect	July 1

- **CLEO Meeting** – TBD (Local Plan, MOU, etc.)
- **Career Plus-HiSet Pilot Program**
 - Designed for participants that have completed a 10th grade level of education
 - Starts in March 2020
 - Five Technical Colleges throughout of GA are participating (Albany, Athens, Central, Columbus and Savannah)
 - 10 Students will receive a High School equivalency credential from TSCG-OWD after finishing the program
 - These students will have to sign an agreement to commit to the program
 - WIOA Case Manager will be interact and tracking the students' progress throughout the program

Mr. Jones asked, will the students finish with a GED certificate at the end of the program? Ms. Love, President of Savannah Technical College explained that the participant would be dually enrolled and receive an associate's degree or certificate from the technical college and the TCSG will issue a high school equivalency credential.

- **PY19 Third Quarter Demand Occupation List**
 - **WSC is operating under Limited Funding**
 - Focused on High Demand Careers: Warehousing, Logistics, Healthcare, Hospitality and Manufacturing
 - Case by Case
- **Upcoming Regional Career Fairs** (the handout is included with the Board Packet)
- **Website Update** – permission was granted to launch the website.
- **GWLA Update** – the Chairman of the Workforce Board in Northwest Georgia is working on a legislative for local boards to have the option to vote via teleconference calls.
- **Summer Youth Work Experience & Programming TA** – each year WSC reinsures that the providers are providing a safe and meaningful work experience for the youth.

- **Manufacturing and Industry Awareness Campaign (Bulloch County) 2/26/2020** – Mr. Jones discussed the lack of knowledge regarding the many opportunities in Bulloch County for the youth in the area. This one year campaign will focus on outreach to the youth in the area using social media.
- **Florida-Georgia Workforce Alliance (FGWA) Update (2/26/2020)** – the Alliance focuses on marketing to participants crossing into Georgia or Florida for training and/or jobs. After the Alliance has finalized the website will present be presented to the Board.
- **Requests for Proposals and Contracts Update (possible renewal(s))**
 - **Financial Monitoring**
 - **One-Stop Operator – State Guidance**
 - **Adult, Dislocated Worker and Youth Services – State Guidance**
- **Board Certification** – The deadline is May 1, 2020 to have all Board Certifications
- **Transition Update:**
 - CRC has completed first drawdown of WIOA funds
 - Utilizes Accrual Accounting and other Accounting Processes
 - Information Technology
 - **WSC is on the CRC's Domain**
 - **Some issues with office phones-Main Line**
 - **Archived City Emails have not migrated to CRC Email**

Financial Report

Crystal Northcutt reported on the On-the-Job Training Employers, Incumbent Worker Training (IWT) Employer Agreements, Finding Summary, Grant Balances Transferred to CRC, PY19 Expenditure Dashboard, and Participant Dashboard to include the following: (PowerPoint attached hereto)

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 – February 28, 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

Finding Summary

Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance— June 30, 2020*	Projected % Obligated, Expended, & Encumbered	
Adult	Admin	131,131	69,198	61,933	109,504	(47,571)	136%	
	Program	1,180,179	306,701	873,478	618,908	254,570	78%	
	PY19 Grants	1,311,310	375,899	935,411	728,412	206,999	84%	
	Admin	194,972	194,972	-	-	-	100%	
	Program	1,756,287	1,743,210	13,077	-	13,077	99%	
	PY18 Grants	1,951,258	1,938,181	13,077	-	13,077	99%	
	Total Adult	\$ 3,262,568	\$ 2,314,080	\$ 948,488	\$ 728,412	\$ 220,076		
	DW	Admin	172,206	57,461	114,745	73,303	41,442	76%
		Program	1,550,859	445,091	1,105,768	523,752	582,017	62%
		PY19 Grants	1,723,065	502,552	1,220,513	597,054	623,459	64%
Admin		95,879	93,460	2,419	-	2,419	97%	
Program		999,342	943,478	55,864	-	55,864	94%	
PY18 Grants		1,095,221	1,036,938	58,283	-	58,283	95%	
Total DW		\$ 2,818,286	\$ 1,539,490	\$ 1,278,796	\$ 597,054	\$ 681,741		
Youth		Admin	131,230	-	131,230	94,480	36,750	72%
		Program	1,181,072	52,917	1,128,155	695,345	432,811	63%
		PY19 Grants	1,312,302	52,917	1,259,385	789,825	469,561	64%
	Admin	151,248	113,153	38,095	38,095	-	100%	
	Program	1,361,234	1,237,403	123,831	123,831	-	100%	
	PY18 Grants	1,512,482	1,350,556	161,926	161,926	-	100%	
	Total Youth	\$ 2,824,784	\$ 1,403,472	\$ 1,421,312	\$ 951,751	\$ 469,561		
	Total	PY19 Grants	4,346,677	931,367	3,415,310	2,115,292	1,300,018	70%
		PY18 Grants	4,558,961	4,325,675	233,286	161,926	71,360	98%
		GRAND TOTAL	\$ 8,905,638	\$ 5,257,043	\$ 3,648,595	\$ 2,277,218	\$ 1,371,378	

Grant Balances Transferred to CRC

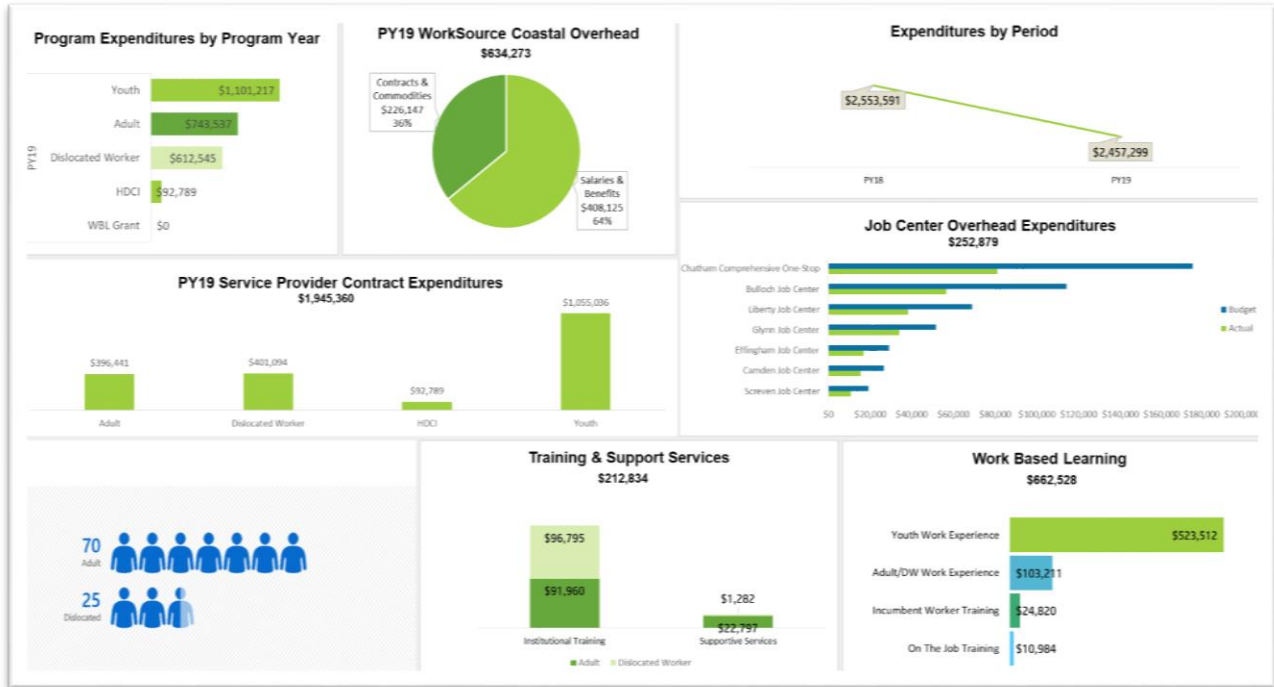
Grant Award	Balance as of 12/31/2019	Additional Funds & Transfers as of 2/1/2020	Balances Transferred to the CRC	Available Balance less accruals, obligations & encumbrances
PY19 Adult	20,927	-	20,927	-
FY20 Adult	1,005,951	-	1,005,951	206,999
P18 Adult	-	-	-	-
FY19 Adult	13,076	-	13,076	-
FY20 Adult Transfer from DW	-	610,000	610,000	610,000
FY19 Transition Funding	-	154,000	154,000	154,000
Adult Total	\$ 1,039,954	\$ 764,000	\$ 1,803,954	\$ 970,999
PY19 Dislocated Worker	-	-	-	-
FY20 Dislocated Worker	1,266,133	(610,000)	656,133	623,459
P18 Dislocated Worker	-	-	-	-
FY19 Dislocated Worker	-	-	-	-
FY19 Dislocated Worker Additional 1	58,283	-	58,283	58,283
FY19 Dislocated Worker Additional 2	-	120,000	120,000	120,000
FY19 Dislocated Worker Additional 3	-	200,000	200,000	200,000
DW Total	\$ 1,324,416	\$ 320,000	\$ 1,644,416	\$ 681,742
PY18 Youth	381,550	-	381,550	-
PY19 Youth	1,312,302	-	1,312,302	526,517
Youth Total	\$ 1,693,852	\$ -	\$ 1,693,852	\$ 526,517
GRAND TOTAL	\$ 4,058,222	\$ 1,084,000	\$ 5,142,222	\$ 2,179,258

Ms. Northcutt stated that the column for Balances Transferred to the CRC in the Grant Balance chart above represents the leftover grant balance from the end of December 2019 and Additional Funds & Transfers issued by TCSG-OWD.

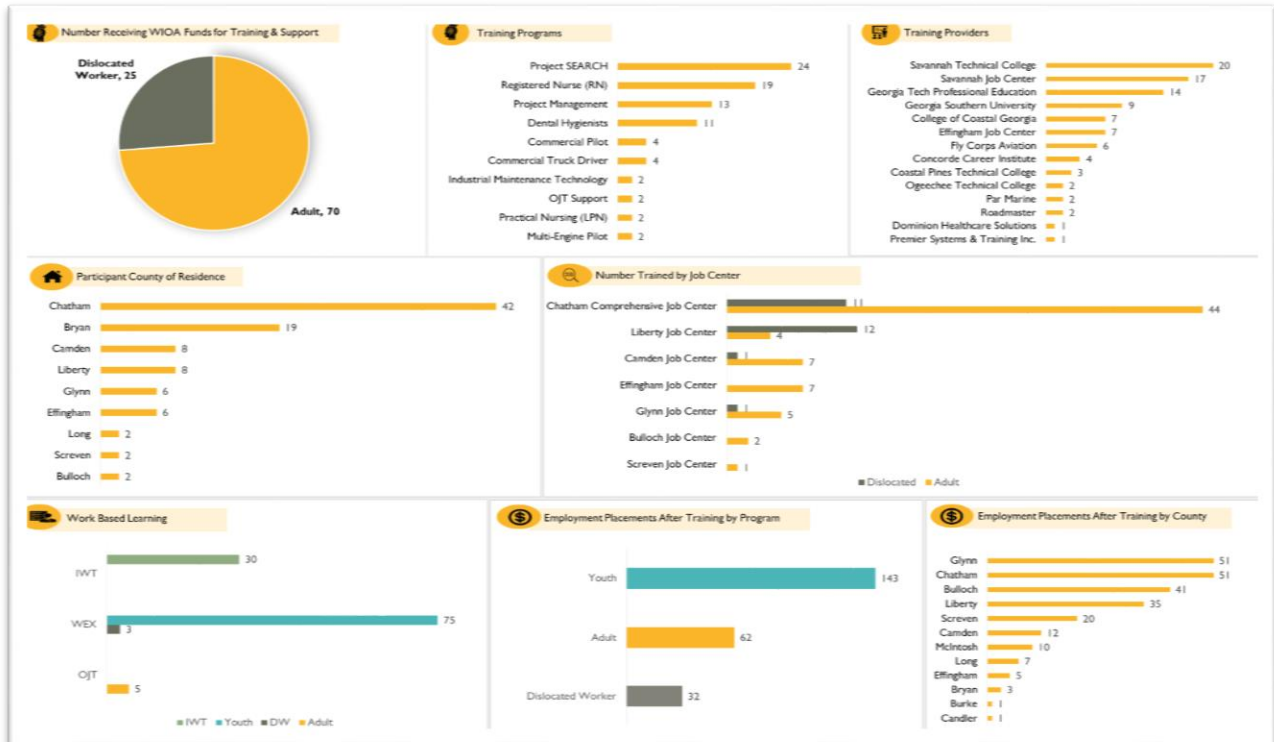
Ms. Northcutt also updated on the following:

- PY2020 WorkSource Coastal Regional Budget
 - Draft due June 15
 - Final due July 31
- December 2019 FSR – Reviewed and requested a motion to approve and add to the consent agenda
- PY18 Expenditure Targets – Adult is 100%, Dislocated Worker is 100% and Youth is 93%. WSC must have 100% spent by June 30, 2020
- PY19 Expenditure Targets – Adult is 66%, Dislocated Worker is 51% and Youth is 70% WSC must have 80% spent and/or Obligated by June 30, 2021
- PY19 Spring Individual Training Account (ITA) Projections – As of January is \$48,853 for Adult and \$85,091 for Dislocated Worker. Total outstanding vouchers \$133,944

PY19 Expenditure Dashboard as of December 31, 2019



Participant Dashboard as of December 31, 2019



After the Finance Report the Committees reported the following:

Committee Reports:

Economic Workforce Alignment: William Stankiewicz, reported the following:

- **Transitional Job Training Program Policy:** OWD has added an additional training option for Adults and Dislocated Workers which mirrors the Work Experience training. The training is designed to assist participants in establishing a work history and demonstrated success.
- **Training Provider Eligibility & Application Policy:** WSC amended its policy to outline the requirement that training programs meet the CWDB high demand careers for the region.
- **Incumbent Worker Training (IWT) Policy:** OWD has added additional language for the employer eligibility criteria.
- **Youth Services Eligibility Policy:** OWD has added an option for other standardized assessments.
- **Adult & Dislocated Worker Eligibility Policy:** OWD has added an option for other standardized assessments and added the definition for transitioning military verses veteran.
- **Self-Sufficiency & Underemployment Policy:** OWD has removed "personal or" from the Georgia defined minimum standards.
- **Youth Assessment Policy:** OWD has added an option for other standardized assessments.
- **One-Stop Certification Policy:** OWD has enhanced their definitions of "Affiliate Sites" and "Comprehensive Center".
- **Demand Occupation List:** The Committee conducted its semi-annual review of the Demand Occupation List. Staff introduced a Sub-Regional Demand Occupation List, which outlined the demand occupations by sub-regions. The Sub-Regional listing does not restrict customers from pursuing occupations that may not be in demand within their sub-region, but provides a better picture of that County's workforce needs.
- **Eligible Training Provider Application – Coastal Pines Technical College – Associates of Science Nursing Application:** Dr. Snell presented this program stating it is a two year and one semester accredited nursing program.
- **Eligible Training Provider Application – Coastal Pines Technical College –Employer Workforce Certificate Application:** This program is designed to assist high school graduates and students enrolled in Adult Education at Coastal Pines Tech to gain a certifications in OSHA while allowing for the flexibility of adding instructions to other strategies such as Hospitality and Manufacturing. These types of programs have been mandated by the Technical College System of Georgia to all of its technical colleges serving adult education.
- **Eligible Training Provider Application – Ogeechee Technical College –Customer Development Specialist Application:** Ms. Kosomoski and Mrs. Moore presented this program stating it is designed, with local employers in mind, to assist students enrolled in Adult Education at Ogeechee Tech to gain a certification in Customer Service. After a lengthy discussion the members were concerned with the cost requested by Ogeechee Tech of \$2,250 being too costly. The Committee has recommended approval of the program with a cost reduction to \$1,250 per student.

Next Meeting: March 4, 2020 at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations: Leigh Acevedo reported on the following:

- Website
- 2020 Retreat: Will be held on June 24th, 25th and 26th

Next Meeting: February 28th, 2020, immediately after the CWDB Meeting at the Richmond Hill City Center.

Youth: Mr. David Floyd reported on the following:

- **Expenditure Report** – There was no expenditure reports due to technical difficulties in the IT migration from the City of Savannah to Coastal Regional Commission network. It is expected that the Expenditure Report will be emailed to the Committee Members once the IT transition has been completed and WSC Staff has access.
- **Performance Report** – Ms. Karen Barnes, WSC Sr. Workforce Performance & Accountability Coordinator, reviewed the detailed Contractors report covering the numbers contracted to serve by contractor locations verses number enrolled:

Contractor	Contracted/Enrolled	% Contract
Eckerd CGM	216/109	50%
Ross – BES	306/130	42%
Ross – BLL	306/210	69%
Ross - Chatham	292/116	40%

Next Meeting: Friday, March 13, 2020, at 10:00 p.m. in the Richmond Hill City Center.

Motion to approve and add December 2019 FSR to the Consent Agenda:

Motion: Kathy Love

2nd: Leigh Acevedo

Vote: Unanimous

Consent Agenda:

Committee Minutes

- **CWDB – January 2020**
- **Executive –September 2019**
- **Economic Workforce Alignment (EWA) –November 2019**
- **Youth Committee –November 2019**
- **Public Relations— August 2019**
- FSR
 - **August 2019**
 - **September 2019**
 - **October 2019**
 - **November 2019**
 - **December 2019**
- Approval of the following policies:
 - **Incumbent Worker Policy**
 - **Youth Eligibility Policy**
 - **Adult & Dislocated Worker Policy**
 - **Self-Sufficiency & underemployment Policy**
 - **Youth Assessment Policy**
 - **One-Stop Certification Policy**
 - **Transitional Job Program Policy**
 - **Training provider Eligibility & Application Policy**
- PY19 Third Quarter Demand Occupation List
- Training Provider Applications
 - **Coastal Pines Technical College – Employer Workforce Certificate Application**
 - **Coastal Pines Technical College – Associates of Science in Nursing**
 - **Ogeechee Technical College – Customer Development Specialist \$1,250**
- Approval to Solicit Request for Proposals (RFP)-Financial Monitoring of WIOA Sub-recipients.
- Approval to Renew Effingham County Job Center Lease-410 S. Columbia Ave.; Rincon, GA a 3-Year Term thru February 2023-\$1997.63.
- Approval to renew Emsi Career Coach Agreement in the amount of \$7,500. Career Coach allows anyone with access to WSC's Career Coach site to search and browse local careers, obtain relevant labor market information, and see the related education and training offered in the Coastal Region.
- Approval to renew Emsi Developer Agreement in the amount of \$23,000. Emsi Developer gives workforce development professionals local labor market and economic insights to help businesses find skilled talent and jobseekers find sustainable careers.
- Approval to revise the MOU and Local Plan for Region 12

Motion: William Stankiewicz

2nd: James Johnson

Vote: Unanimous

Chairman Smith asked the guests in attendance to introduce themselves to the Board:

Mr. Mel Gaines stated that he is the Center Director at Brunswick Job Corps Center that offers training, job placement and recruitment services for the State of Georgia. Also, Mr. Don Masisak introduced himself as the Coastal Regional Commission's Transportation Director.

Adjourn: No further business discussed, the meeting was adjourned at 11:50 AM.

The next CWDB Meeting is scheduled for **Friday, April 24, 2020, at 10:00 AM at the Richmond Hill City Center.**