

Coastal Workforce Development Board

February 28, 2017 10:00 A.M.

Coastal Workforce Services

Richmondhill City Center

Minutes Prepared by Nicole Spencer

Minutes

Call to Order: Vice Chairman Paul Teague called the meeting to order at 10:07 A.M. It was determined a quorum was present.

Executive Members Present: David Atkins, Leigh Acevedo, Mark Corrigan, Patti Fort, Dorothy Glisson, Tara Jennings, James Johnson, Kathy Love, Rudolph Quarterman, Paul Teague (Vice Chair), Willie Thompson, Genevieve Wynegar, and Bill Stankiewicz

Staff Present: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Angela Jenkins Senior Program Specialist/Monitor), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Nicole Spencer (Temp Admin Assistant), Sheron Morgan (Assistant Executive Director), and Mike Tucker (Executive Director)

Guest and Contractors: DickyLipthratt (GDOL Regional Operations) and Fred Tucker (SNF HGolding Company)

Director's Report: Mr. Tucker began the meeting by introducing Mr. Fred Tucker and providing the CWDB Committee with the following announcements, updates and upcoming events:

Mr. Fred Tucker will represent the Liberty County Region. He is the director of Human Resource at SNF Holding Company.

Mr. Bill Stankiewicz was appointed to Represent CWDB as the Convener Position- the Convener is the person who will act as the facilitator to bring everyone together and creating the agenda. Each Board is required to appoint a convener for the partner meetings. Bill volunteered to represent the board.

Department of Labor negation- Initial negotiations have started with GDOL to discuss possible co-location and the identification of the Comprehensive One Stop. The 7216 Skidaway has been chosen as the Comprehensive One Stop. All mandated federal partners must be present at the center or provide direct linkage to their services. The federal partners also must provide funding to support the operation of the One Stop. The services to be provided and the amount of funding must be negotiated through a MOU process and agreed on by all the partners. The Board also has the authority to certify affiliate sites. All affiliate sites will be identified under the WorkSource and American Job Center brand. The initial meeting to develop the MOU is scheduled for March 14th at 10 AM at 7216 Skidaway. The meeting will consist of a tour of the facility, identification of current and future system, requirements of the MOU and defining the Infrastructure Cost Agreement. Workforce Division is requiring that all federal partners attend the March 14th meeting and an additional meeting on April 18th. No penalties have been identified for not meeting the attendance requirement.

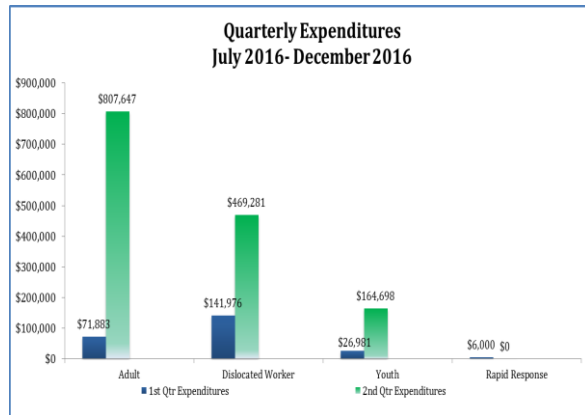
Financial Report: In Mrs. Crystal Northcutt absent, CWS Finance Administrator Mrs. Sheron Morgan reported on contracts, expenditures, grants, Individual Training Accounts (ITAs), and OJTs as of **December 31, 2016**.

Funding Summary as of December 31, 2016:

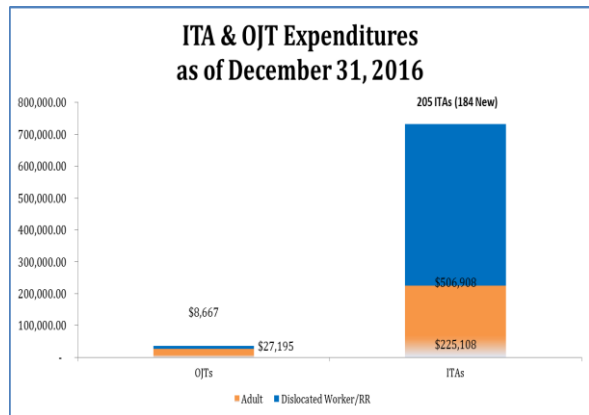
Funding	PY	Grant Award	Expended	Balance	Obligations & Encumbrances*	Projected Balance	Projected % Obligated, Expended & Encumbered
Adult	PY16 Grants	1,593,733		1,593,733	460,127	1,133,606	29%
	PY15 Grants	1,550,934	1,169,375	381,560	373,442	8,117	99%
Total Adult		3,144,667	1,169,375	1,975,293	844,570	1,387,994	
DW	PY16 Grants	1,716,487	-	1,716,487	703,770	1,012,717	41%
	PY15 Grants	1,357,977	964,821	393,156	376,369	16,787	99%
Total DW		3,074,464	964,821	2,109,643	1,080,139	1,242,489	
Youth	YTO116	1,806,053	149,634	1,656,419	1,283,369	373,050	79%
	YTO115	1,755,014	1,598,886	156,128	114,237	41,892	98%
Total Youth		3,561,067	1,564,932	1,996,135	1,397,606	430,809	
Rapid Response	PY16 Grants	57,327	-	57,327	-	57,327	0%
	PY15 Grants	156,702	11,803	144,899	-	144,899	8%
Total RR		214,029	11,803	202,226	-	202,226	6%

*Obligations are contract balances and open ITA training vouchers.
Encumbrances are based on the projected CWS overhead and the ITA balances less an allowance for ITA shrinkage.

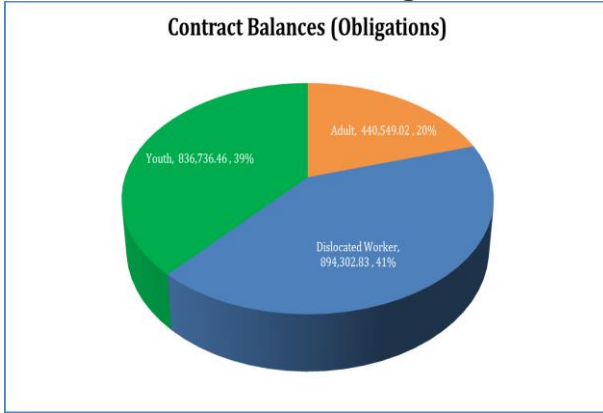
Quarterly Expenditures:



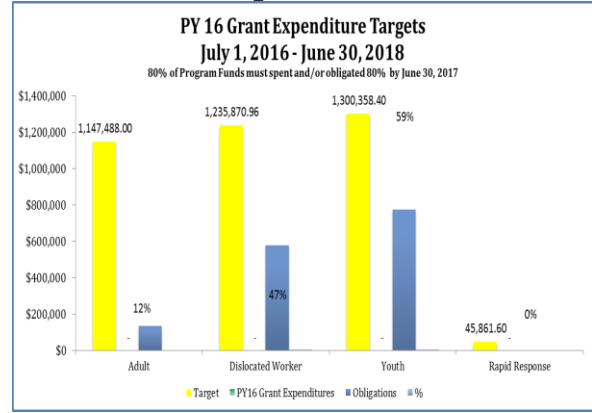
ITA & OJT Expenditures:



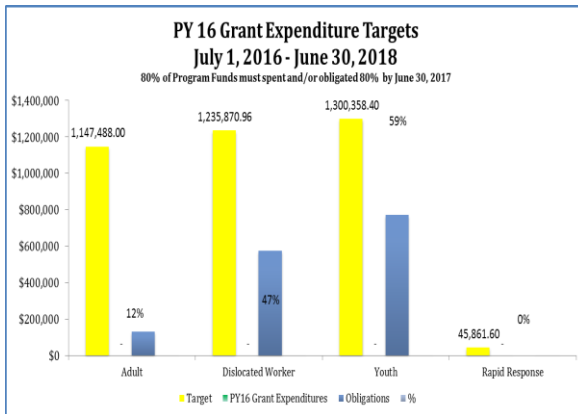
Contract Obligations:



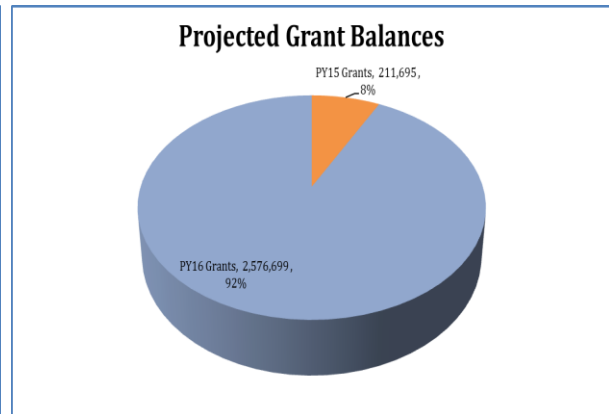
PY16 Expenditure



Py16 Grant Expenditure Targets:



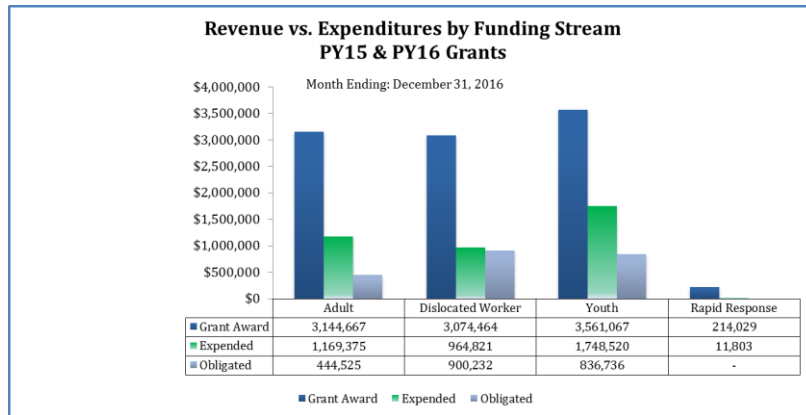
Projected Grant Balances:



OTHER GRANTS

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of 12/31	Balance
Out-of-School Capacity Grant	GDEcD-Strategic Programs	4/1/2016	3/31/2017	\$62,500	\$42,074.15	\$20,426
Ex-Offender Transitional Services Capacity Award	GDEcD-Strategic Programs	4/1/2016	10/31/2016	\$18,700	\$12,841.42	\$5,859
Operation Workforce	GDEcD-Strategic Programs	7/1/2016	6/30/2017	\$119,174	\$0.00	\$119,174
Branding	GDEcD	9/1/2016	3/31/2017	\$44,350	\$0.00	\$44,350
Snap Works 2.0-Year 2	Georgia Dept. Of Labor (GDOL)	10/1/2016	9/30/2017	\$616,663	\$10,797.41	\$605,866
YouthBuild	US Dept. of Labor	10/17/2017	12/31/2020	\$936,000	\$0.00	\$936,000

Revenue vs. Expenditures by Funding Stream



Committee Reports:

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

As a part of the Committee's commitment, the Demand Occupation List was reviewed. Staff introduced a Sub-Regional Demand Occupation List, which showcases 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. The Demand Occupation List remains divided based on Area 20's sub-regions. However, all occupations funded are available throughout Area 20. There are some occupations that may be in-demand but; the training is not funded through our regions WIOA funding.

The Committee made the recommendation to approve the Demand Occupation List, with Customer Service, Security Guard, Teacher Assistant, Housekeeping, and Hotel, Motel Receptionist being added as WIOA funded training.

Coastal Pines Technical College – Training Applications: Seventeen training applications were submitted; however only eight programs will meet our Regions Demand Occupations List. The Committee determined that a recommendation would be made after the Staff provides past performance on those programs.

The next meeting Tuesday, March 7, 2017 at 10:00 a.m. in the Savannah One-Stop Career Center, Conference Room

Youth Committee: Tara Jennings, Chair, reported the following information:

The Committee reviewed of 2nd Quarter Expenditure Report. The 2nd Quarter PY 2016 Expenditure Reports the contractors are at 28% of the 90% expenditure rate goal for the year, work experience expenditures are at 101% of the 20% goal. Requirements for 75% of expenditures on out-of-school youth were exceeded at 94%.

They also reviewed of 2nd Quarter Performance Report. The 2nd Quarter Performance data for the Region were not available due to GDEcD-WFD transitioning to a new performance platform. Technical assistance will continue to be provided throughout the program year.

PY2017 Contract Renewal: The PY2016 Youth Contracts will expire June 30, 2017. However, the contracts are written with the option to extend (1) additional year. At this time the Committee recommends that the current contract be renewed for PY2017.

PY2016 Summer Work Experience: The Committee recommended that the SWEX numbers and budget be as follows, with the expectation that the cost per participant of \$1,500 be non-negotiable.

PY2016 SWEX	Budget	Proposed
Paxen (Bulloch, Effingham, Screven)	\$135,000	90
Paxen (Bryan, Liberty, Long)	\$75,000	50
Paxen (Camden, Glynn, McIntosh)	\$120,000	80
Savannah Impact (Chatham)	\$120,000	80

Next meeting Wednesday, March 8, 2017 at 10:00 a.m. in the Richmond Hill City Center, Conference Room

Public Relations: Ms. Leigh Acevedo reported the following information:

2017 CWDB Retreat (June 21st, 22nd, & 23rd) at St. Simon Sea Palms is confirmed.

Website is up and running.

Branding is still waiting on the signage. The state is trying to wait to get all the signs made at one time.

Next meeting – Today after the Board meeting.

Consent Agenda Items:

- **FSRs**
 - November
 - December
- **Minutes**
 - CWDB Draft August 23, 2016
 - EC Called Meeting Minutes December 8, 2016
 - EWA Meeting Minutes November 30, 216
 - Youth Committee Minutes November 16, 2016
- **PY2017 Youth Contract Renewal**
- **PY2016 Youth Summer Work Experience \$450,000 Budget Allocation**
- **Demand Occupation List (Career Opportunity Report)**
- **Acceptance of Out-Of-School Urban Youth Strategic Program Funds- \$80,988**
- **Reallocation of Dislocated Worker funds to Adult funds in Career and Case Management Contract-\$100, 200 (Dislocated Worker) + 100,200 (Adult)**
- **Nine Line Contract Modification \$869**
- **Approval to purchase additional VOS Data Management Modules for all Job Centers from Geographic Solutions**
 - Core Services for Employers + Employer Labor Market exchange -\$12,000
 - VOS Greeter \$9,600
 - Customer Relationship Management (CRM) -\$9,504
 - Total \$31,104

Motion: Leigh Acevedo
2nd: Bill Stankiewicz
Vote: Unanimous

Adjourn: No further business discussed, the meeting was adjourned at 10:02 AM.

The next CWDB Meeting is scheduled for **June 23, 2017 at 10:00 A.M.** at Sea Palm Island Resort (Annual Retreat)