

Coastal Workforce Development Board

June 21, 2019

The Westin Savannah Harbor Golf Resort & Spa

Minutes Prepared by Angela Jenkins

CALL TO ORDER: Chairman Lee Smith called the meeting to order at 9:28 AM. It was determined a quorum was not present.

MEMBERS PRESENT: Leigh Acevedo, Jason Coley, Earline Davis, Patti Fort, Fred Hill, Bobby Jones, Lee Smith, William Stankiewicz and Lynn Tootle

MEMBERS ABSENT: David Atkins, Edward Bland, Sissy Dixon, Chavis Ferguson, David Floyd, James Johnson Kathy Love, Bret Petrea, Rudolph Quarterman, Candace Mims, Barbara Prosser, Elise Stafford, Steven Sainz, Wendy Sims, Alyce Thornhill, Fred Tucker and Genevieve Wynegar

STAFF PRESENT: Lilian Grant-Baptiste (YouthBuild Savannah Leadership Coordinator) Angela Jenkins (Senior Program Specialist/Monitor), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Sheron Morgan (Interim Executive Director), Crystal Northcutt (Finance Administrator) and Kimberly Simmons (YouthBuild Savannah Program Coordinator/Manager)

GUESTS PRESENT: Allen Burns (Coastal Regional Commission) Ben Lanier (Technical College System of Georgia (TCSG)) Charisse Lee (Eckerd Connects/Paxen), Virginia Phelps (ROSS, IES), Tara Sinclair (ROSS, IES), Chris Hagan (ROSS, IES), Danielle Riley (ROSS, IES), Kadatra Ortiz (ROSS, IES) Veronica Parrish (ROSS, IES), Porche Clark (ROSS, IES), Iseashia Charles-Ifeji (ROSS, IES), Brittany Jenkins-Morrow (ROSS, IES), Monique Carter (ROSS, IES) Raven George (ROSS, IES), Kwesi Garvin (ROSS, IES) Dominique Penny (ROSS, IES) Katelin Innocenti (ROSS, IES) and Bradley Speck (ROSS, IES),

Chairman Lee Smith welcomed and thanked everyone for taking the time to attend the Meeting. He reported on the following:

- **Fiscal Agent under Review-** Chairman Lee announced that he attended the City of Savannah's (COS) June 20, 2019 Council Meeting. During the meeting, it was voted/approved to relinquish the COS' responsibilities as being the Chief Elected Official (CEO), Fiscal Agent and Administrative Entity for the WIOA Grant Funds effective December 31, 2019. Prior to that meeting Allen Burns, Coastal Regional Commission Executive Director presented and expressed interest in being the Fiscal Agent. The new Fiscal Agent, CEO Administrative Entity and the Grant Recipient are currently under review and will be determined during the next CLEO Meeting. After which, WSC and CWDB will move through the proper process with the assistance of legal counsel from Mr. John Chamberlin and TCSG-OWD. More information will be provided as it is received.
- **Executive Committee-** On June 5, 2019 the Executive Committee met to Act on Behalf of the Board for the following Consent Agenda Items:
 - Approval to transfer \$290,000 from FY19 Dislocated Worker to FY19 Adult funding stream
 - Approval of "No Cost" extension of John Chamberlin contract through June 30, 2020 to provide WIOA Technical Assistance
 - Approval to renew Geo Solutions annual license for Core Assessment, Labor Exchange, Job Spidering, and Web Content Modules - \$54,000

After his report, Charmain Lee thanked WSC Staff for coordinating the 2019 CWDB Retreat. He then turn the meeting over to Interim Executive Director, Sheron Morgan.

Director's Report

Before Ms. Morgan gave her report she acknowledged Mr. Allen Burns, Coastal Regional Commissioner's Executive Director and Mr. Ben Lanier TCSG's Program Specialist.

Ms. Morgan then provided the following updates:

- Summer/Work Experience Program Kick-Off (All 10 counties)– June 3, 2019
 - 20 hours of job readiness/employability skills training before placement
 - Youth Symposium Year End Celebration-week of July 29th
 - WorkSource Georgia Training Academy
 - Business Services and Sector Partnerships Conference – June 12 – 14, 2019
 - Next Event: November 12-14, 2019 Jekyll Island Convention Center-If interested in attending please contact WSC Staff.
 - Layoffs: Liberty County (Hiring Event/June 25th) and Chatham County –Savannah State University
 - WorkSource GA/Coastal Signage-TCSG is moving forward for Affiliate Site signage
 - Rapid Response & Dislocated Worker (Recapture) Funding to be reallocated. Funds are expected in June 2019.
 - High Demand Career Initiative (HDCI) Awareness/Branding Campaign & Podcasts (Podcasts are currently being completed)
 - Opportunity for Additional Funding to support first round's or new project
 - Great Georgia Jobs – TCSG Awareness Campaign(will be shared on public outlets)
 - TCSG, Single Audit and USDOL Program and Finance Reviews have been completed. The Official report has not been received as of today.
 - Adult, Dislocated Worker and Youth Spending-no new enrollees for the summer except those customers that are apart of cohorts or approaching graduation during the summer months.

Financial Report

Crystal Northcutt, Financial Administrator reviewed the PY19 Projected Budget, current PY18 spending, Grant Funding, Individual Training Accounts, Work Based Learning (incumbent Worker Training (IWT), On-the-Job Training (OJT) to include the following (PowerPoint attached hereto) :

**COASTAL WORKFORCE DEVELOPMENT BOARD
PY19 PROJECTED BUDGET
July 1, 2019 - June 30, 2020**

REVENUES	Dislocated			Total	
	Adult	Worker	Youth		
WIOA PY18-FY19 Formula Grants Carryover	-	336,647	1,512,482	1,849,129	
WIOA PY19-FY20 Formula Grants	1,308,101	1,722,055	1,365,219	4,395,375	
WIOA Strategic Grants Carryover	-	156,438			
Total Revenues	1,308,101	2,215,140	2,877,701	6,400,942	
PLANNED EXPENSES/OBLIGATIONS					
WSC Overhead Costs	336,107	345,831	470,831	1,152,768	18.8%

Job Center Operating Costs	314,254	150,443	112,003	576,699	9.4%
Training/Business Services	336,751	1,204,732	-	1,541,483	25.2%
Sub-Grantees (Service Providers)	536,752	265,475	1,911,497	2,713,725	44.4%
Contractors	18,328	31,848	18,335	68,511	1.1%
Other Program Costs	-	51,438	11,025	62,463	1.0%
Total Planned Expenditures/Obligations	1,542,193	2,049,767	2,523,690	6,115,649	
Total Un-Obligated Funding	(234,092)	165,373	354,011	285,293	
Total Planned Un-Obligated Admin Funding	3,645	118,636	148,646	270,927	
Total Planned Un-Obligated Program Funding	(237,736)	46,737	205,365	14,365	

Ms. Northcutt also announced that WSC has received the PY19 Projected Allocations. She stated that there was some decreased in funding for the Adult & Youth and an increase funding for Dislocated Worker.

Funding Stream	PY18 Allocation	PY19 Allocation	PY 2017/2018 Difference	Percentage Change %
Adult	\$1,459,716	\$1,308,101	-\$151,615	-10.4%
Dislocated Worker	\$1,448,783	\$1,722,055	\$273,272	18.9%
Youth	\$1,512,482	\$1,365,219	-\$147,263	-9.7%

Committee Reports:

Economic Workforce Alignment: In Committee Chair, David Atkins' absence, Ms. Morgan reported on the following:

- One-Stop Certification Policy Update: was amended to reflect the definition of seamless services and the responsibilities as defined by 20 C.F.R. §678.800.
- Adult & Dislocated Worker Eligibility Policy Update: was amended to clearly define dislocated workers as those who have been terminated/laid off through no fault of their own.
- Priority of Service under WIOA Adult Program Policy Update: TCSG-OWD re-worded the documentation requirements but did not change the meaning.
- Adult, Dislocated Worker & Youth Support Services Eligibility Policy Update: TCSG-OWD amended the policy to add dependent care and housing while removing meals as a support service.
- Exit Policy Update: WSC amended its policy to remove the Follow-Up Services portion of the policy, in accordance with OWD's policy.
- Follow-Up Services Policy: WSC separated its policy from the Exit Policy to stand alone as a separate policy. This policy defines what are Follow-Up Services and the requirements.

Next Meeting: July 3, 2019 at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations: Committee Chair, Leigh Acevedo reported the following:

The Committee did not meet.

Next Meeting: August 23, 2019 immediately after the CWDB Meeting at the Richmond Hill City Center.

Youth: In Committee Chair David Floyd's absence, Ms. Morgan reported the following:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator, reviewed the attached Expenditure Reports. She noted that overall we are exceeding the allocation for PY18. The PY18 Sub-award Contractual expenditure requirement for 3rd quarter reflect that we are not at our target benchmark of 65% required with the exception of CGM, which is at 76%.
 - Chatham 63%
 - Bulloch, Effingham, Screven 34%
 - Bryan, Liberty, Long 41%
 - Camden, Glynn and McIntosh 76%
- **Performance Report** - 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:

Next Meeting: Friday, July 19, 2019 at 10:00 a.m. in the Richmond Hill City Center.

Discussion: Discussion began among the CWDB Members about Out-of-School Youth Recruitment. Contractor staff from Eckerd Connects and ROSS, IES shared with the CWDB their various recruitment efforts to increase enrollment of Out-of-School Youth throughout the 10 county region. Both Service Providers expressed their difficulty with the 25% IS and 75% OS. Both Service Providers agreed a 50/50 split would be better.

There was also discussion among the board members about board/committee meeting attendance. They expressed concern about board members with poor meeting attendance being replaced.

Questions/Answers: After the discussions, Board Member, Lynn Tootle asked Mr. Burns why the Coastal Regional Commission (CRC) was expressing interest in being the Fiscal Agent for Region 12. Mr. Burns stated that the CRC serves the same counties/region and also shares the same mission as WorkSource Coastal. He also stated WorkSource Coastal will fit well within their organization, if given the opportunity.

Due to no quorum, the Consent Agenda will be voted on at the next CWDB meeting.

Adjourn: No further business discussed, the meeting was adjourned at 10:31 AM.

The next CWDB Meeting is scheduled for **August 23, 2019, at 10:00 A.M.-Richmond Hill City Center.**