

Coastal Workforce Development Board

WorkSource Coastal

June 22, 2018

Best Western Plus Conference Room

St. Simons Island, GA

Minutes Prepared by Angela Jenkins

Call to Order: Chairman Paul Teague called the meeting to order at 9:25 A.M. It was determined a quorum was present.

Members Present: David Atkins, Jason Coley, Patti Fort, Fred Hill, Bobby Jones, Candace Mims, Barbara Prosser, Rudolph Quarterman, Steven Sainz, Lee Smith, William Stankiewicz, Paul Teague, Lynn Tootle and Genevieve Wynegar

Members Absent: Leigh Acevedo, Edward Bland, Mark Corrigan, Earline Davis, Kathy Love, Tara Jennings, James Johnson, Brett Petra, Elise Stafford, Alyce Thornhill, and Fred Tucker

Guest(s) Present: John Chamberlin (WSC Workforce Development Consultant) Janice Davis (Georgia Department of Labor WIOA and Workforce Services Director)

WSC Staff Present: Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Tomisha Fleming (Accounting Clerk), Angela Jenkins (Senior Program Specialist/Program Monitor), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Sheron Morgan (Interim Executive Director), Crystal Northcutt (Finance Administrator), Shawanda Perry (Military Services Coordinator) and Nicole Spencer (Temporary Office Clerk)

Chairman Paul Teague welcomed the Board Members and WSC Staff. He announced that registration is now open for the 2018 Fall SETA Conference scheduled for September 16-18, 2018 at the Renaissance Mobile Riverview Plaza Hotel in Mobile, AL. He encouraged board members to attend. Please contact Ms. Nicole Spencer at 912-351-6379 to register.

Director's Report: Interim Executive Director, Sheron Morgan reported on the following:

- Executive Director Position Announcement closed on 4/30/2018. 50+ applications were received. All applicants received supplemental questions to answer. Upon review of the applications, applicants will be contacted for interviews.
- The City of Savannah's IT Department announced that email attachments can now be sent and received.
- The Local Elected Official (LEO) Meeting was held on May 9, 2018. During the meeting, the revised By-Laws were accepted and signed by the LEOs. A discussion was also had about the addition of a second Mayor to the LEO Board. The LEOs agreed to nominate a mayor (if there is an interest) from their respective county.

The affirmation of the (Chief Elected Official) CEO could not be voted on during this meeting because of the 75% attendance requirement of the LEO Board. Affirmation of the CEO and the additional Mayor will be placed on the next meeting's consent agenda scheduled for August 8, 2018.

- Board Re-Certification by GDEcD-WFD is underway. Re-certification was due May 31, 2018.
- The State of Georgia's WIOA Funds administrator will transition from GDEcD, WFD to the Technical College System of Georgia (TCSG) effective July 1st, 2018. More information will be forthcoming.
- Area 20 "Name Change" to Area 19. The service area will remain the same. No counties will be added or deleted.
- Rapid Response Funding is transferring to Georgia Department of Labor (GDOL) to facilitate. As a result, Dislocated Worker allocation funding may be affected.
- Full-Time GDOL Staff, Mr. Freddie Noble has co-located to WSC Kings Bay Job Center.
- RFP Inquiries from Bidders-Some of the bidders had inquiries about the RFP process. Inquiries were addressed by WSC Interim Director, Sheron Morgan and Youth Committee Chair, Tara Jennings.
- The Florida-Georgia Workforce Alliance (FGWA) - FGWA formed a regional collaboration that seeks to develop a talent market and strategic plan to service residents along the states borders to meet the demands of employers. A MOU was signed among partnering entities which outlines the long term relationship that will exemplify the regional vision outlined in the Workforce Innovation and Opportunity Act that took effect on July 1, 2015.
- GDOL Brunswick and Savannah Career Center One-Stop Certification Request for Affiliate Status- During the month of February 2018-GDOL requested Affiliate Site Certification for Brunswick and Savannah Career Centers
 - June 1, 2018- WSC Monitoring Staff conducted an onsite Affiliate American Job Center Certification Assessment of the GDOL's Brunswick and Savannah Career Centers.
 - June 6, 2018- An Affiliate American Job Center Certification Assessment was completed and forwarded to Janice Davis, GDOL WIOA and Workforce Services Director requesting an Action Plan for the following:
 - **Common Identifier** (WorkSource Coastal signage and branding on all products e.g. programs, activities, etc.)
 - **Referrals** (uniform referral process/form)
 - **Co-Location of Wagner-Peyers Act ES Office and Partner Programs** (proof of physical presence of combined staff more than 50% of the time the center is open)
 - June 13, 2018- Received GDOL's assessment response with **no Action Plan included** for the aforementioned requests.

After Ms. Morgan's report, Ms. Patti Fort recused herself from the consent agenda vote, which included an item pertaining to the One-Stop Affiliation status for the GDOL Brunswick and Savannah Job Centers. Ms. Fort then proceeded to ask for clarification. Ms. Fort questioned the Final Agenda that was included in the packet that included the approval for the affiliate sites. Chairman Teague explained after further guidance and discussion the CWDB decided to table the certification to ensure both entities are in compliance according to federal and state regulations. In efforts and to ensure that the workforce delivery system is integrated and operating with the required partners, the CWDB will form an Action Group to assist with achieving Affiliate Site certification for the GDOL Brunswick and Savannah Career Centers as WSC Job Centers.

Financial Report

Crystal Northcutt, Finance Administrator reported on PY17 Formula and other Grant Funding, Individual Training Accounts and Work Based Learning (Incumbent Worker Training (IWT) On-the-Job-Training(OJT), Work Experience (WEX), Grant Expenditures, Allocations and PY18 CWDB Budget to include the following:

As of April 30, 2018 Funding Summary							
Funding	Program Year(PY)	Grant Award	Expended	Balance	Obligations & Encumbrances*	Projected Balance	Projected % Obligated, Expended, & Encum.
Adult	PY17	2,662,088	1,235,577	1,426,511	755,926	670,585	75%
	PY16	1,651,060	1,651,060	-	-	-	100%
Total Adult		4,313,148	2,886,637	1,426,511	755,926	670,585	
DW	PY17	311,486	91,136	220,350	99,661	120,689	61%
	PY16	2,716,487	2,222,960	493,527	386,189	107,337	96%
Total DW		3,027,973	2,314,096	713,877	485,851	228,026	
Youth	YT0117	1,623,959	79,585	1,544,374	577,887	966,487	40%
	YT0116	1,806,053	1,658,361	147,692	49,968	97,725	95%
Total Youth		3,430,012	1,737,946	1,692,066	627,855	1,064,212	
Rapid Response	PY17	52,762	1,523	51,239	-	51,239	3%
	PY16	-	-	-	-	-	0%
Total RR		52,762	1,523	51,239	-	51,239	3%

PY 17 Individual Training Accounts	
	New/Carryover
Adult	217
Dislocated Worker	114
Total	331

PY17 Work Based Learning Contracts	
Employer	County
IWTs	
Nine Line Apparel	Chatham
Byrd Cookie Company of Savannah	Chatham
Southeastern Fumigants, Inc.	Chatham
Savannah Economic Development Authority	Chatham
Koyo Bearings	Screven
Crider, Inc.	Bulloch
Henry Plumbing Company	Chatham
Viracon	Bulloch
Interfor	Effingham
Coastal Logistics Group	Chatham

Schneider Logistics Inc.	Chatham
Thunderbolt Marine Inc.	Chatham
OJTs	
Air Term	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

Discussion: After Ms. Northcutt's report, a discussion began about the PY18 Projected Budget. At The request of Board Member, David Atkins, the board agreed to remove the acceptance and approval of the budget from the Consent Agenda for further review and discussion. A detailed budget will be provided to all board members for further review. Upon the review, the Executive Committee will meet and act on behalf of CWDB to approve the PY18 Budget by the deadline of August 1, 2018.

After the discussion, Chairman Teague asked for a motion to be made to remove the acceptance and approval of the PY18 CWDB Projected Budget from the Consent Agenda.

Motion: Steven Sainz
2nd: William Stankiewicz
Vote: Unanimous

Committee Reports:

Economic Workforce Alignment:

Mr. David Atkins reported on the following:

- Georgia Institute of Technology Lean Six Sigma Program: The GA Tech Lean Six Sigma program was placed on temporary enrollment suspension due to low employment after exit outcomes.
- The Committee met to review the performance outcomes as discussed at the March 6th meeting. The Committee wanted to determine if the pre-screening measures implemented by Dr. James Wilburn is the Director for Military Academic Programs for Georgia Tech Professional Education were in fact serving as a preventative for the low employment rates.
- Dr. Love determined that it would be best if WSC Staff email all EWA Committee members to get a recommendation as to whether Georgia Tech should be allowed to proceed with regular enrollments. After Staff has verified any employments from the April 2018 class.
- An email was sent out to all EWA Committee members for feedback on May 3rd.
- Review of 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.

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

Public Relations:

Mr. Paul Teague reported on the following in Committee Chair, Ms. Leigh Acevedo's absence:

Next Meeting: August 25, 2018 immediately after the CWDB Meeting at the Richmond Hill City Center

Youth:

Ms. Sheron Morgan reported on the following in Committee Chair, Tara Jennings and Support Staff, Karen Barnes' absence:

- Performance - The Committee reviewed the Youth Contractors Performance based on the State Predictor Report:

Employment Q2	61.4%	75%
Employment Q4	58.1%	75%
Credential Youth	54%	75%
Skill Gains Youth	49.1%	70%
Literacy/Numeracy	22.6%	70%

- PY18 Meeting Schedule/Membership - A recommendation was made that more CWDB members be recruited to join the Youth Committee. The staff will also look at community businesses to be considered as a part of the Committee to ensure we are in compliance with the Law requirements.

Next Meeting - Friday, July 13, 2018 at 10:00 p.m. in the Richmond Hill City Center.

Nomination:

Committee Chair, Ms. Candace Mims reported the following:

- Role of the Nominating Committee-The Nomination Committee, an Ad hoc Committee was created for the purpose of facilitating the election process for the Chairman and Vice-Chairman seat for the Coastal Workforce Development Board. This year's Committee consisted of two Board Members who represent public sector agencies that volunteered to see the process through for this election year. The Board's nominating process takes place every two years; unless the Chairman position is vacated before their term ends. The duties and

requirements of the CWDB Chair and Vice Chair are listed below, but are not limited to the following:

- Chair and Vice Chair shall be business members (private sector);
 - Serve a term of two years, beginning July 1, 2018 through June 30, 2020;
 - The Chair shall preside all meetings of the CWDB and Executive Committee;
 - The Chair shall be a member of the Executive Committee;
 - Serve as the CWDB's chief spokesperson and signatory;
 - Appoint committee chairs and committee members;
 - Perform other duties as designated by the CWDB;
 - The Vice Chair shall perform the duties of the Chair in his/her absence and;
 - The Vice Chair assumes the elected Chair's office should the office be vacated prior to the term completion.
- Nomination Forms- Nomination forms were sent to each Board Member who was asked to nominate a Chair and/or Vice-Chair for this year's election. In addition, each private sector member was given the opportunity to nominate himself/herself. This year's nomination consisted of 4 Board Members representing the private sector, as required by federal regulations. However, 2 Board Members declined.
 - Chairman Nominees:
 - Paul Teague - Accepted
 - Fred Hill- Declined
 - Vice-Chairman Nominees:
 - Lee Smith—Accepted
 - Jason Coley—Declined
 - Nominations were received for the CWDB PY18-19 Chairman and Vice Chairman. Votes were casted to endorse the nominations due to the nominees running unopposed. The CWDB elected Paul Teague as the CWDB Chairman and Lee Smith Vice-Chairman for PY18-19.

Consent Agenda:

Minutes

- **CWDB**
 - **February 23, 2018**
 - **April 27, 2018**
- **EC**
 - **February 23, 2018**
 - **March 22, 2018**
 - **April 27, 2018**
- **EWA**
 - **January 9, 2018**
 - **March 6, 2018**
- **PR**
 - **December 15, 2017**
- **Youth**
 - **December 1, 2017**

FSRs

- **March 2018**
- **April 2018**

- **Approval of the PY2018 Occupational Demand List**
- **Approval to Transfer FY18 Rapid Response to FY18 Dislocated Worker Funds-- \$50,524.51**
- **Approval to Co-Locate Youth Service Provider: Paxen/Eckerd to WSC Brunswick Job Center**
- **Approval to table the certification of the GDOL Brunswick and Savannah Career Centers as WSC Job Centers**
- **Approval to develop an Action Group involving GDOL and CWDB to achieve Affiliate Site certification for the GDOL Brunswick and Savannah Career Centers as WSC Job Centers**

Motion: Genevieve Wynegar
Second: William Stankiewicz
Abstained: Patti Fort

Adjourn: No further business discussed, the meeting was adjourned at 11:22 A.M.