

Coastal Workforce Development Board

May 29, 2020 at 10:00 A.M.

Via Teleconference

Minutes Prepared by Tiffani Smashum

Roll call was conducted by Tiffani Smashum (Administrative Assistant) and it was determined that a quorum was present.

CALL TO ORDER: Chairman Lee Smith called the meeting to order at 10:02 AM. It was determined a quorum was present.

MEMBERS PRESENT: David Atkins, John Cheeks, Jason Coley, Earline Davis, Shaundese Duncan, Justin Farquhar, David Floyd, Mel Gains, 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: Leigh Acevedo, Perry Banks, Edward Bland, Tia Brightwell, Jason Farquhar, Chavis Ferguson, Patti Fort, Brett Petrea, Barbara Prosser, Elise Stafford, Alex Stanfield, and Alyce Thornhill

STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Tomisha Fleming (Accounting Clerk), Angela Jenkins (Senior Program Monitor), Janet Jones (Sub-Regional Business Representative), Sheron Morgan (Assistant Director), Crystal Northcutt (Finance Administrator), Danielle Riley (Sub-Regional Business Representative), Shawanda Perry (Military Services Coordinator), Tiffani Smashum (Administrative Assistant) and Kathy Syms (Account Technician)

GUESTS PRESENT: Don Masisak (CRC Transportation Director), Doinne Lovette (CRC Assistant Executive Director)

Chairman Lee Smith welcomed and thanked everyone for taking the time to attend the Coastal Workforce Development Board (CWDB) Teleconference Meeting. His updates were as follows:

- New members and reappointments to CWDB
 - Welcome to New Board Members from Bryan, Chatham, Effingham, Glynn and Long Counties.
 - Board Reappointments: David Atkins, Jason Coley and Fred Hill
 - Due to the pandemic some County Commissioners meetings were postponed. WSC Admin staff is waiting on official letters of appointments
 - We have representation from all counties except Camden at this time. Their next meeting has not been set to appoint their County's representative. However, without Camden we have our Board fully seated even with some members rolling off the Board due to their appointment term's expiration date.

- COVID-19 Update: Job Centers are still closed to the general public. The WSC Staff and One-Stop Operators are preparing the Centers for social distancing. Supplies are still coming in that were on back order. WSC and Contract Staff are also working on site serving active participants by appointment only and

completing administrative duties, respectively. The WorkSource Georgia Workforce Alliance is working with the mandated partners to include GA Dept. of Labor to reopen with agreed upon post-pandemic protocol.

- The final PY20 WIOA Funding allocations have been made available to Crystal Northcutt, WSC Finance Administrator. The grant awards will be forthcoming for acceptance and approval from the Board. There were cuts in ALL funding streams: Adult, Dislocated Worker and Youth.
- PY20 Board/Committee Meeting Calendar
 - August 28, 2020
 - October 30, 2020
 - December 25, 2020 (TBD)
 - February 26, 2021
 - April 23, 2021
 - June 25, 2021
- 501 c 3 meeting will be held immediately following this CWDB meeting.
- PY20 WIOA Budget – Crystal Northcutt, WSC Finance Administrator, will give an update later in this meeting.

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

Director's Report

Ms. Morgan provided the following updates:

- **COVID-19 Update:** WSC is working daily/weekly with other State Agencies/Departments, our mandates Partners and other area WorkSource Directors on reopening. None of the Job Centers throughout the state are open to the general public at this time. The Savannah Job Center is meeting with its current participants by appointments only. There is a very low number of youth that may have to come into the Job Centers to use the computers because of no internet access to complete summer employment workforce development activities/instructor lead curriculum. For these centers we are having staff designate an area of the center for them to use the computers and not utilized the entire center to reduce the about of cleaning needed and changing out the air conditioning filters at the centers. Some of the Administrative staff has been going into the office to work and prepare for reopening. One of our WSC Admin staff members tested positive for COVID-19. All contacted staff was tested and received negative results for the GA Dept. of Public Health.
- There is a **Virtual CLEO Meeting** on June 4, 2020 at 11 A.M., primarily to approve the PY20 CWDB Annual Budget and One-Stop Operator.

Ms. Morgan also discussed the following items on the consent agenda for approval:

- PY20 CWDB Annual Budget for the period of July 1, 2020 – June 30, 2021
- PY20 CWDB One-Stop Certification/Affiliate Sites – TCSG-OWD has given an extension through to December 2020 due to the Job Centers being closed-if necessary. The Centers to be voted on for certification and affiliate certification as outlined in the consent agenda are: **WSC: Brunswick JC, Effingham JC,**

Hinesville JC, King's Bay JC, Savannah Comprehensive JC, Screven JC and Statesboro JC AND GDOL's Affiliate Sites: Brunswick Career Center and Savannah Career Center.

- Memorandum of Understanding 2020-2023 with any additional revisions from TCSG-OWD and/or Mandated Partners
- CWDB 4-Year Local Plan 2020-2023 with any additional revisions from TCSG-OWD and/or submissions from the 30-day comment period – the 30-day comment period will expire June 6th.
- PY20 CWDB Meeting and Committee Calendar
- Geo Solutions Annual License - **\$54,000**
- Scott Jacobs Agency for Branding and Website Maintenance Services - **\$29,475**

Ms. Morgan announced that TCSG-OWD awarded WSC additional funds that was left over from their Administrative Grants. These funds must be spent by June 30th. The allocations are listed below:

- PY19 Dislocated Worker (TCSG-OWD-State) Funds - **\$223,867.73**
- PY19 Youth (TCSG-OWD-State) Funds - **\$40,000**

Ms. Morgan also announced the State has issued the following grant below. We have asked the State to clarify in writing how these funds should be used. Should these funds be ONLY used for COVID-19 affected Dislocated Workers or not?

- FY20 National Dislocated Worker Grant (COVID-19) Award - **\$779,780**

Ms. Morgan turned the meeting over to Crystal Northcutt (WSC Finance Administrator) for the financial report.

Financial Report

Ms. Northcutt provided an update on the following:

- State Board voted to waive 80% expenditure requirement for PY19 awards
- PY2020 WorkSource Coastal Regional Budget
 - Draft due June 15
 - Final due July 31

PY20 WorkSource Coastal Regional Budget:

- Budget Approval Process
 - CWDB Review and Approval
 - LEOs Review and Approval
 - Signatures – CLEO, Board Chair, Fiscal Agent
 - Submission to TCSG-OWD
- Challenges within the budget
 - Reduced PY20 allocations in all funding streams
 - Less Youth carryover than prior years
- Opportunities within the budget
 - Additional COVID-19 National Dislocated Worker funding for Disaster Employment Worksites and Employment and Training activities

PY20 Budget Highlights:

- PY20 Grant Revenue reduced by 13.9%
- 96% Increase in WSC Overhead Indirect Costs paid to CRC (*in comparison to amount paid to City*)

- Increased expenditures in Training/Business Services due to additional NDWG-COVID-19 funds
- Reduced PY20 Youth Service Provider sub-award allocations due to Youth funding constraints
- PY20 Youth Summer WEX not budgeted

Discussion: Mr. Atkins asked, is the 96% increase due to the transition from City of Savannah (COS) to Coastal Regional Commission (CRC)? And if so, will this number decrease as everything with the transition settles down?

Ms. Northcutt responded, the 96% increase is a comparison of what WSC paid to COS and what WSC is paying CRC now. The increase is primarily due to the amount of indirect cost paid to CRC. So, unless the indirect cost is reduced that number will not have much change.

Mr. Tootle asked the representation from CRC to explain the value that WSC is receiving now from the increase and why it is different from what WSC was receiving from COS?

Mr. Masisak answered, he will look into this on next week to get a break down and have an answer by the end of the next week. He also stated that the way the indirect cost is allocated is based on the square footage and number of staff, however between him and Dionne Lovette (CRC Assistant Executive Director) they will provide a breakdown of the increase.

PY20 Detailed Budget Review

Ms. Northcutt provided an overview of the PY20 Line Item Budgets for Adult, Dislocated Worker and Youth, as outlined below:

PY20 Projected Formula Allocations

Funding Stream	PY19 Allocation	PY20 Allocation	PY 2019/2020 Difference	Percentage Change %
Adult	\$1,311,310	\$1,189,605	\$(121,705)	-9%
Dislocated Worker	\$1,723,066	\$1,359,124	\$(363,942)	-21%
Youth	\$1,365,219	\$1,238,673	\$(126,546)	-9%

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2020 - June 30, 2021**

SUMMARY

REVENUES	PY19 Revised Grant Budget	PY20 Total Grant Budget	% of Total Revenue	% Change 2019-2020
Total Revenues	\$7,942,913	\$6,425,207	100%	-19%

PLANNED EXPENSES/OBLIGATIONS	PY19 Total Expenses	PY20 Proposed Total Budget	% of Total Budget	% Change 2019-2020
WSC Overhead Costs	1,241,025	1,585,133	27.0%	27.7%
Job Center Operating Costs	568,580	597,782	10.2%	5.1%
Training/Business Services	470,890	1,130,138	19.3%	140.0%
Sub-Recipients (Service Providers)	2,514,696	2,368,758	40.4%	-5.8%
Other Program Costs	350,717	141,092	2.4%	-59.8%
Contractors	159,200	42,400	0.7%	-73.4%
Planned Expenditures/Obligations	\$5,305,108	\$5,865,302	100.0%	10.6%
Un-Obligated Funding (PY21 Carryover)		\$559,905		

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2020 - June 30, 2021**

ADULT PROGRAM

REVENUES	PY19 Adult Grant Budget	PY19 Adult (PY19-FY20) Revised Grant Budget	PY20 Adult (PY20-FY21) Grant Budget	% Change 2019-2020
Total Revenues	\$1,687,101	\$2,547,492	\$2,072,942	-19%

PLANNED EXPENSES/OBLIGATIONS	PY19 Adult Approved Budget	PY19 Adult Expenses	PY20 Proposed Adult Budget	% Change 2019-2020
WSC Overhead Costs	\$538,752	\$372,879	\$615,031	65%
Job Center Operating Costs	314,254	325,800	364,058	12%
Training/Business Services	279,014	219,594	563,500	157%
Sub-Recipients (Service Providers)	536,752	570,621	458,457	-20%
Other Program Costs	-	154,694	-	0%
Contractors	18,328	20,566	14,836	-28%
Planned Expenditures/Obligations	\$1,687,101	\$1,664,155	\$2,015,883	21%
Un-Obligated Funding (PY21 Carryover)	\$0	\$883,337	\$57,059	

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2020 - June 30, 2021**

DISLOCATED WORKER PROGRAM

REVENUES	PY19 DW Grant Budget	PY19 DW (PY19-FY20) Revised Grant Budget	PY20 Youth (PY20-FY21) Grant Budget	% Change 2019-2020
Total Revenues	\$2,057,972	\$2,519,532	\$2,451,346	-3%

PLANNED EXPENSES/OBLIGATIONS	PY19 DW Approved Budget	PY19 DW Expenses	PY20 Proposed DW Budget	% Change 2019-2020
WSC Overhead Costs	\$345,831	\$531,982	\$649,904	22%
Job Center Operating Costs	150,443	142,533	130,155	-9%
Training/Business Services	1,212,937	251,296	566,638	125%
Sub-Recipients (Service Providers)	265,475	268,404	499,870	86%
Other Program Costs	51,438	126,220	92,486	-27%
Contractors	31,848	106,875	9,447	-91%
Planned Expenditures/Obligations	\$2,057,972	\$1,427,310	\$1,948,500	37%
Un-Obligated Funding (PY21 Carryover)	\$0	\$1,092,221	\$502,846	

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2020 - June 30, 2021**

YOUTH PROGRAM

REVENUES	PY19 Adult Grant Budget	PY19 Youth (PY19-FY20) Revised Grant Budget	PY20 Youth (PY20-FY21) Grant Budget	% Change 2019-2020
Total Revenues	\$2,877,701	\$2,875,889	\$1,900,919	-34%

PLANNED EXPENSES/OBLIGATIONS	PY19 Youth Approved Budget	PY19 Youth Expenses	PY20 Proposed Youth Budget	% Change 2019-2020
WSC Overhead Costs	470,831	336,164	320,197	-5%
Job Center Operating Costs	112,003	100,246	103,568	3%
Training/Business Services	-	-	-	0%
Sub-Recipients (Service Providers)	1,911,497	1,675,670	1,410,431	-16%
Other Program Costs	11,025	69,803	48,606	-30%
Contractors	18,335	31,760	18,117	-43%
Planned Expenditures/Obligations	\$2,523,690	\$2,213,643	\$1,900,919	-14%
Un-Obligated Funding (PY21 Carryover)	\$354,011	\$662,246	\$0	

**PY20 Youth Sub-award
Revised Allocations (Motion Needed)**

Sub-recipients/Sub-regions	PY 20 Original Allocation	PY20 Revised Allocation	Difference
Ross IES			
Chatham - Youth	\$386,451	\$317,522	\$68,929
Bulloch/Effingham/Screven - Youth	334,693	268,421	66,272
Bryan/Liberty/Long - Youth	239,558	178,141	61,417
Eckerd Connects - Paxen			
Camden, Glynn, McIntosh - Youth	319,939	269,298	50,641
TOTAL	\$1,280,641	\$1,033,382	\$247,259

Mr. Floyd asked, can the motion to approve the revised allocations be included with the motion to approve the entire consent agenda? Ms. Northcutt answered, "Yes, this motion can be included with the consent agenda."

Dr. Love asked, "If we have questions or concerns regarding the overhead increase but we vote to approve the budget today before getting clarification, are we essentially approving the budget?" Mr. Atkins answered, "Yes, that is correct." He then suggested, the PY20 CWDB Annual Budget be removed from the consent agenda until an explanation of the indirect costs rate and overhead increase is presented.

Motion to remove the PY20 Budget from the consent agenda until questions and concerns are answered by CRC Management.

Motion: David Atkins
2nd: Lynn Tootle
Vote: Unanimous

Funding Summary

Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance June 2020	Projected % Obligated, Expended, & Encumbered
Adult	Admin	279,793	128,896	150,897	103,134	47,762	83%
	Program	1,662,444	659,006	1,003,438	434,487	568,951	66%
	PY19 Grants	1,942,237	787,902	1,154,335	537,621	616,713	68%
	Admin	194,972	208,048	(13,076)	-	(13,076)	107%
	Program	1,756,287	1,743,210	13,077	-	13,077	99%
	PY18 Grants	1,951,258	1,951,257	1	-	1	100%
Total Adult		\$ 3,893,495	\$ 2,739,159	\$ 1,154,336	\$ 537,621	\$ 616,714	
DW	Admin	243,074	92,962	150,113	-	150,113	38%
	Program	1,189,991	814,276	375,716	262,202	113,513	90%
	PY19 Grants	1,433,066	907,237	525,828	262,202	263,626	82%
	Admin	95,879	93,460	2,419	-	2,419	97%
	Program	862,904	865,323	(2,419)	-	(2,419)	100%
	PY18 Grants	958,783	958,783	(0)	-	(0)	100%
Total DW		\$ 2,391,849	\$ 1,866,020	\$ 525,828	\$ 262,202	\$ 263,626	
Youth	Admin	131,230	6,796	124,434	27,585	96,849	26%
	Program	1,233,988	345,290	888,699	756,111	132,588	89%
	PY19 Grants	1,365,218	352,085	1,013,133	783,696	229,437	83%
	Admin	151,248	151,248	-	-	0	100%
	Program	1,361,232	1,361,232	-	-	-	100%
	PY18 Grants	1,512,480	1,512,480	-	-	0	100%
Total Youth		\$ 2,877,698	\$ 1,864,565	\$ 1,013,133	\$ 783,696	\$ 229,437	
Total	PY19 Grants	4,740,521	2,047,224	2,693,296	1,583,520	1,109,777	77%
	PY18 Grants	4,422,521	4,422,520	1	-	1	100%
	GRAND TOTAL	\$ 9,163,042	\$ 6,469,745	\$ 2,693,297	\$ 1,583,520	\$ 1,109,777	

*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.

Ms. Northcutt also provided an update on the following:

- PY18 Expenditure Targets – Adult is 100%, Dislocated Worker is 100% and Youth is 100%. WSC must have 100% spent by June 30, 2020
- PY19 Expenditure Targets – Adult is 57%, Dislocated Worker is 94% and Youth is 96%. State has waived the 80% requirement due by June 30 in light of the COVID 19 pandemic

Dr. Love asked in regards to the encumbered amounts directly related to student training, have there been any students not continuing their program study because of the pandemic? Ms. Northcutt answered, "Mostly dental hygienist participants in their final term experienced some delays and will not be able to take test or complete hands on practicums/class work until June." Ms. Morgan also added, "The Technical schools are doing their best to make accommodations to allow students to continue their studies on-line. The funding from WSC is still available for the students to use. Some schools are creating labs for students to use while also practicing social distancing."

Mr. Atkins thanked Ms. Northcutt for putting the (detailed) PY20 Annual Budget together and he feels that she has done a great job with such a difficult budget.

Ms. Northcutt then turned the meeting over to Mr. David Atkins and Ms. Earline Davis for the PY20 Nominating Committee Report & Presentation.

PY20 Nominating Committee Report & Presentation

Mr. Atkins and Ms. Davis provided the following updates:

- After reviewing the bylaws their recommendation is to keep Chairman Lee Smith and Vice Chairman Bill Stankiewicz for another year.
- Both Mr. Smith and Mr. Stankiewicz agreed to continue as Chairman and Vice Chairman

Motion to allow Mr. Lee Smith as the CWDB Chairman and Mr. Bill Stankiewicz as the CWDB Vice Chairman for PY20.

Motion: Earline Davis
2nd: Kathy Love
Vote: Unanimous

Committee Reports

Economic Workforce Alignment:

- **Adult & Dislocated Worker Eligibility Policy:** The language on assessment for basic skills deficiency (BSD) was made clear. It explains that adults that are currently enrolled on post-secondary seeking WIOA assistance may utilize their school transcript with a 2.5 GPA as the assessment to determine BSD. Those adults with no current post-secondary will continue to utilize one of the three options provided by TCSG-OWD. Also, Dislocated Workers will not need to have a BSD assessment to receive WOA services.
- **Individual Training Account (ITA) Policy:** This policy was updated to address Registered Apprenticeship (RA) funding. RA funding will continue to be covered identical to ITA's as it has always been but the language stating that practice had to be added to the policy. Also, language was added to ensure consideration is given to those with advance degrees (Master's and Doctorate degrees) through a local wavier process as necessary.

EWA Committee's Recommendation: Both Policies- To be approved

- **PY20 Meeting Schedule:**
 - July 1, 2020
 - September 2, 2020
 - November 4, 2020
 - January 6, 2021
 - March 3, 2021
 - May 5, 2021

NEXT MEETING: July 1, 2020 at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

- 2020 CWDB Retreat – has been postponed to the Fall due to the COVID-19 pandemic

Public Relations Committee's Recommendation: To be Approved

Next meeting: August 28, 2020, immediately following CWDB meeting at the Richmond Hill City Center or via Conference Call

Youth Committee:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator, reviewed the attached Expenditure Reports. She noted that we are on target at 40% of the allocation for PY19 2nd Quarter.

Projection of Year-Round funds remaining:

- Bulloch, Effingham, Screven \$86,000
 - Bryan, Liberty, Long \$42,000
 - Chatham \$123,000
 - Camden, Glynn, McIntosh \$7,900
- **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:

Contractor	Contracted/Enrolled Total	% Contracted
Eckerd CGM	200/121	60%
Ross – BES	306/131	43%
Ross – BLL	240/219	91%
Ross – Chatham	292/120	41%

- **Summer Work Experience Recruitment:** Youth Contractors have begun recruitment for the PY19 SWEX that is scheduled to begin June 8, 2020.
- **PY20 Meeting Schedule:**
 - July 10, 2020
 - September 11, 2020
 - November 13, 2020
 - January 8, 2021
 - March 12, 2021
 - May 14, 2021

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

Consent Agenda:

- **Committee Minutes**
 - Coastal Workforce Development Board (CWDB) – April 2020
 - Economic Workforce Alignment (EWA) – March 2020
 - Youth Committee (YC) – March 2020
 - Public Relations (PR) – February 2020

- **FSR**
 - March 2020
 - April 2020

- **Approval to accept the following Policies:**
 - Individual Training Account (ITA) Policy
 - Adult & Dislocated Worker Eligibility Policy

- ~~Approval to accept the PY20 CWDB Annual Budget for the period of July 1, 2020 – June 30, 2021~~

- **Approval to complete the PY20 CWDB One-Stop Certification/Affiliate Sites between the reopening and December 2020 – WSC: Brunswick JC, Effingham JC, Hinesville JC, King’s Bay JC, Savannah Comprehensive JC, Screven JC and Statesboro JC AND GDOL’s Affiliate Sites: Brunswick Career Center and Savannah Career Center**

- **Approval to accept the Memorandum of Understanding for 2020-2023 with any additional revisions from TCSG-OWD and/or Mandated Partners**
- **Approval to accept the CWDB 4-Year Local Plan 2020-2023 with any additional revisions from TCSG-OWD and/or submissions from the 30-day comment period**
- **Approval and acceptance of the PY20 CWDB Meeting and Committee Calendar**
- **Acceptance of FY20 National Dislocated Worker Grant (COVID-19) award in the amount of \$779,780 for the period of April 13, 2020 – March 31, 2022**
- **Approval to accept additional PY19 Dislocated Worker (TCSG-OWD-State) funds in the amount of \$223,867.73**
- **Approval to accept additional PY19 Youth (TCSG-OWD-State) funds in the amount of \$40,000**
- **Approval to renew Geo Solutions annual license for Core Assessment, Labor Exchange, Job Spidering, and Web Content Modules - \$54,000**
- **Approval to renew contract with Scott Jacobs Agency for Branding and Website Maintenance Services (to include the High Demand Initiative Activities) - \$29,475**
- **Approval to change the CWDB Retreat to Fall 2020 due to the current COVID-19 pandemic**
- **PY20 Youth Sub-award Revised Allocations**

Motion to approve the consent agenda excluding the PY20 CWDB Annual Budget for the period of July 1, 2020 – June 30, 2021

Motion: David Atkins
2nd: William Stankiewicz
Vote: Unanimous

Discussion: Mr. Atkins suggested having a meeting with CRC to discuss the 96% increase and the budget. Mr. Smith asked Mr. Atkins, does he think the Executive Committee is sufficient enough to review and vote on the PY20 Budget on behalf of the CWDB? Atkins answered in his opinion yes however, that is a decision for the CWDB to make as a whole. Mr. Masisak also suggested meeting with Ms. Morgan and Ms. Northcutt to discuss the budget and because three different templates were used in creating the budget, they need to compare information to ensure everything is correct. Ms. Morgan explained the use of three different templates to create the budget still has the same information, the only thing different is the formats used for all three templates. However, she agreed that they should meet to discuss the budget. Other members of the CWDB agreed to allow the Executive Committee to review and vote on the PY20 Budget after questions and concerns are addressed. In addition, several Board members requested that the CRC's explanation be shared with the entire Board.

Motion to allow Executive Committee to vote on the PY20 CWDB Annual Budget on behalf of Coastal Workforce Development Board.

Motion: David Atkins
2nd: William Stankiewicz
Vote: Unanimous

Next Meeting: The next meeting is scheduled for August 28, 2020, at 10:00 AM at the Richmond Hill City Center, Richmond Hill, GA or via Teleconference.

Adjourn: No further business discussed, the meeting was adjourned at 11:49 AM.