

Coastal Workforce Development Board

October 23, 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 10:00 AM and acknowledged the quorum.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, Tia Brightwell, Rebecca Bohlander, John Cheeks, Jason Coley, Earline Davis, Shaundese Duncan, David Floyd, Patti Fort, Mel Gaines, Fred Hill, Bobby Jones, Kathy Love, Lee Smith, William Stankiewicz, Lynn Tootle, Fred Tucker, Genevieve Wynegar and Karisa Young

MEMBERS ABSENT: Perry Banks, Chavis Ferguson, James Johnson, Stephanie Jones-Heath, Rudolph Quarterman, and Alex Stanfield

WSC 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) and Tiffani Smashum (Administrative Assistant)

CRC STAFF PRESENT: Don Masisak (CRC Transportation Director) and Dionne Lovett (CRC Assistant Executive Director)

GUESTS PRESENT: Brad Speck (Ross), Charisse Lee (Eckerd) and John Chamberlin (CWDB-WSC Consultant)

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:

- The next CWDB Meeting is scheduled for December 25, 2020 at 10:00 A.M. A rescheduled date and time will be determined and Ms. Smashum will notify everyone of that date.
- Fiscal Agent/Grant Recipient Administrative Entity Update
 - July 22, 2020 - CWDB and CRC Partnership Agent and Fiscal Agent Status and Approval of the PY20 CWDB Budget
 - July 22, 2020 - Motion to write a letter to Chief LEO Al Scott to reconsider the CWDB's Fiscal Agent/Administrative Entity

- At the July 22, 2020 meeting:
 - The motion was made by David Atkins to approve a request for the CWDB Chairman to write a letter to the Chief LEO asking to reconsider the fiscal agent and administrative entity for WorkSource Coastal/Region 12. The motion was seconded by David Floyd and opposed by Jason Coley and Genevieve Wynegar.

Concerns shared during the CWDB Meeting and in the letter (In summary):

1) **Information Technology** – One of the CWDB's responsibilities is to develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seekers. This has been hindered as Job Centers and the Administrative Office continues to experience difficulties with technology and communications to include no access to the main phone number advertised to the public and no WiFi access for the general public in six of the Job Centers, which will be extremely important when our Job Centers reopen to the public post pandemic, without appointments. The costs increased from \$172,262.94 to \$361,782.00 (changed) annually to administer.

2) **Lack of communication with support staff and CWDB Chairman.** As it pertains to the Board, since transitioning to the CRC, communication has been one of the biggest challenges. Ascertaining a meaningful partnership to carry out the mission of the Board and workforce delivery system has been an ongoing struggle since day one.

3) **Responsiveness to inquiries**, such as staff's personnel status as it pertains to years of service, salaries, benefits, etc. It was explained that the situation would be handled by the CRC Executive Director, but ultimately it is the CRC Council's decision to grandfather staff into the Coastal Regional Commission. No decision was communicated to the CWDB as to what decision was made by the CRC Council.

4) **Staffing** - The WorkSource Coastal Executive Director position has not been filled as promised. The position is still posted, while it has been communicated that resumes were received by the CRC, there has been no communication with the Board about the status of the position.

Chairman Smith stated the issues and concerns are not new and have been the topic of discussion at length since earlier this year. As a result, we began to discuss with the Chief LEO, Al Scott the need to identify a new fiscal agent.

Chairman Smith also shared, on October 14th CLEO meeting was held via teleconference. LEO Mayor Van Johnson, II expressed an interest to the LEO Board to act as the Fiscal Agent and Administrative Entity. No other LEO/County expressed an interest during the call. The LEOs requested a vote from the CWDB to ensure the majority agree with the possible transfer and to engage in conversation/negotiations with the City of Savannah regarding the costs to return.

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

Director's Report

Ms. Morgan provided the following updates:

- TCSG-OWD PY19 WIOA Program Review concluded on Friday, October 23, 2020. -
-The following findings were documented:
 - GDOL's signature is needed on the MOU. She is in contact with GDOL to obtain the necessary signatures.
 - Board Attendance
- PY 2020-2023 Local Plan has been officially approved and accepted by the TCSG-OWD. Last month WSC Admin Office received a conditional letter. To date, the document has been updated with the State's recommendations/comments, the CRC and from the general public.
- GA's Teleconference Executive Order signed October 19th) is scheduled to expire Monday, November 16th, 2020.

Ms. Morgan turned the floor over to Crystal Northcutt, WSC Finance Administrator for the financial report.

Financial Report:

Ms. Northcutt presented and financial update and the following consent agenda item with recommended approval:

- **Acceptance of FY20 WIOA Adult Grant Award (additional funding) in the amount of \$69,599.23 for the period of January 1, 2020 – June 30, 2021**

Ms. Northcutt stated TCSG-OWD recognized that the local areas needed additional funds after the PY20 allocations reductions and decided to provide additional allocations to the local areas in Adult, Dislocated Workers and Youth funding. Area 19 is still waiting to receive the additional \$139,198 for Dislocated Worker allocation and \$128,758 for Youth allocation. According to TCSG-OWD, after these allocations there will not be any additional funds to distribute during the current program year.

Ms. Morgan stated we received a Statement of Award earlier in the week and must return the information back to TCSG-OWD as soon as possible. Normally, we would have presented to the award to the Executive Committee first for approval; then, to the CWDB for approval. However, we are presenting the award to the CWDB first. Staff will include the same action item on the consent agenda of the next Executive Committee meeting for retroactive approval.

Ms. Northcutt presented the Formula Funding Summary, PY20 Other Grant Funding, PY19 & PY20 Expenditure Targets and Individual Training Accounts & Supportive Services:

Funding Summary as of July 31, 2020

Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance-- June 2021	Projected % Obligated, Expended, & Encumbered
Adult	Admin	228,961	-	228,961	149,980	78,981	66%
	Program	1,570,645	-	1,570,645	748,270	822,374	48%
	PY20 Grants	1,799,605	-	1,799,605	898,250	901,355	50%
	Admin	279,793	149,374	130,419	130,419	0	100%
	Program	1,641,517	903,213	738,304	738,304	(0)	100%
	PY19 Grants	1,921,310	1,052,587	868,722	868,722	0	100%
	Total Adult	\$ 3,720,915	\$ 1,052,587	\$ 2,668,327	\$ 1,766,973	\$ 901,355	
DW	Admin	255,912	-	255,912	186,691	69,222	73%
	Program	1,423,212	-	1,423,212	433,314	989,898	30%
	PY20 Grants	1,679,124	-	1,679,124	620,004	1,059,120	37%
	Admin	243,074	106,111	136,963	136,963	(0)	100%
	Program	1,189,991	904,541	285,450	285,450	-	100%
	PY19 Grants	1,433,066	1,010,653	422,413	422,413	(0)	100%
Total DW	\$ 3,112,190	\$ 1,010,653	\$ 2,101,537	\$ 1,042,417	\$ 1,059,120		
Youth	Admin	123,867	-	123,867	52,074	71,793	42%
	Program	1,114,806	-	1,114,806	986,995	127,810	89%
	PY20 Grants	1,238,673	-	1,238,673	1,039,069	199,604	84%
	Admin	244,383	160,421	83,963	83,963	-	100%
	Program	2,198,848	1,677,954	520,894	520,894	-	100%
	PY19 Grants	2,443,232	1,838,375	604,857	604,857	-	100%
Total Youth	\$ 3,681,905	\$ 1,838,375	\$ 1,843,530	\$ 1,643,926	\$ 199,604		
Total	PY20 Grants	4,717,402	-	4,717,402	2,557,324	2,160,078	54%
	PY19 Grants	5,797,607	3,901,614	1,895,993	1,895,993	(0)	100%
GRAND TOTAL		\$ 10,515,009	\$ 3,901,614	\$ 6,613,395	\$ 4,453,317	\$ 2,160,078	

Ms. Northcutt announced we are on track to fully expend all of the PY19 allocations for Adult, Dislocated Worker and Youth. There are funds that have been obligated for contracted services providers that are expected to be expended for the remaining balances of the PY19 grants. For PY20 grants no funds have been expended year to date. However, the remaining contract balances have been obligated to use these funds, which counts towards the 80% expenditure requirements. Planned encumbrances such as rent, salaries and overhead cost are also expected to come out of these funds. The PY19 unspent funds were carried over to the Adult and Dislocated Worker funding stream added to the PY20 grant funds, respectively. Ms. Northcutt expects a significant amount

of funds remaining to be used for more Individual Training Account (ITA), Incumbent Worker Training (IWT) and On- the- Job Training (OJT) opportunities. However, the youth funds are limited, with a projected balance of approximately \$200,000 remaining after expenses and obligations are deducted. This balance does not include the additional \$125,758 in grant funds the WSC expects to receive in the coming months.

PY20 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of July 31, 2020	Balance
COVID-19/NDWG	TCSG	4/13/2020	3/31/2022	\$279,780	\$0	\$279,780
Additional Dislocated Worker Operational Grant	TCSG	5/1/2020	6/30/2022	\$500,000	\$0	\$500,000
HiSet Grant	TCSG	1/1/2020	6/30/2021	\$80,820	\$0	\$80,820
TOTAL				\$860,000	\$0	\$860,600

- PY19 Expenditure Targets – Adult is 55%, Dislocated Worker is 82% and Youth is 56%. WSC must have 100% spent by June 30, 2021
- PY20 Expenditure Targets – Adult is 28%, Dislocated Worker is 0% and Youth is 83% WSC must have 80% spent and/or Obligated by June 30, 2021
- Individual Training Accounts and Supportive Services as of August 31, 2020
 - Budgeted Training and Support = \$790,635
 - Actual Training and Support = \$32,605
 - Number receiving WIOA Funds: 14 New & 13 Carryover

After the Finance Report, Ms. Northcutt turned floor over to the CWDB Chairman. There was a brief discussion along with the following motion:

Motion: Remove the Consent Agenda Item: Approval to transfer the roles and responsibilities of Workforce Region 12/Area 19's Fiscal Agenda/Grant Recipient/Administrative Entity to the City of Savannah for discussion and to be voted on separately.

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

Questions, answers, and lengthy discussion followed the as forementioned motion.

Question: Mr. Coley asked has all the technology issues been taken care of at WSC or are they still having issues?

Answer: Ms. Morgan answered, yes, there are still some IT issues, which was communicated to the CRC via email, specifically their helpdesk mechanism. There are two major concerns, the telephone number to the Administrative Office mainline is still not working. The mainline telephone number is shared with the National Office, State

Office, general public, appears on WSC's website and publication used for outreach and recruitment resources. The other major concern is the lack of Wi-Fi in six of the Job Centers. Technology is a one primary function of the Board and required by the Act to ensure accessibility is readily available to customers.

Question: Mr. Coley asked are the technology concerns a CRC issue or the Provider's issue?

Answer: Ms. Morgan responded that WSC is paying the CRC for adequate services to be performed and coordinated by their IT Department.

Comments/Concerns:

Mr. Coley commented that he feels the transitions takes time and will have bumps in the road. He feels the CWDB changed the game on CRC a little bit when it came to signing the contract between CRC and the WIOA Board, it was done a little differently than previously done with the COS. He thinks these were some challenges we faced and maybe the hurdles that had to be overcome. He knows the CRC in early 2020 voted to have the tenure of the employees transferred to the CRC and he stated that has been completed. We are ten months into this transition and now we are asking the COS to take over as the fiscal agent/administrative entity. He personally does not believe the CWDB gave CRC the opportunity to work. The CRC did post the Executive Director's position and accepted resumes, but that has been put on hold because the CWDB voted to seek another fiscal agent/administrative entity. He stated we have not had an Executive Director for well over four years. One of the big issues with the Board Members is the indirect cost from CRC, and were asking the COS to take over as the fiscal agent, but do we know what will be the indirect cost for the COS to take over as the fiscal agent.

Mayor Van Johnson, II stated the COS did not ask to become the fiscal agent for WSC, but that the COS was approached with the opportunity to resume its previous roles and responsibilities. He wholeheartedly feels the circumstances in which the transfer took place was somewhat suspect. He stated the Savannah City Manager and Mayor at the time did not embrace partnerships with outside agencies and are no longer with the COS. As the present Mayor, he recognizes the importance of WSC and the regional work they perform. The reality is that sometimes partnerships and connections do not work out no matter the length of time. Mayor Johnson, II stated his concern is that the work of the CWDB has been hampered, which is halting significant works which affects the entire region.

The second concern is the Indirect and IT costs, when the WSC left COS the Indirect and IT annual costs were approximately \$125,000, due to the COS reducing costs for services and reducing the administrative costs to help WSC maintain a sizable budget to serve the residents of the region. However, CRC is charging nearly \$400,000 for Indirect and IT costs. With the anticipation of the transfer back to the COS possibly happening, we have been working with Ms. Morgan and the WSC staff to come up with more realistic cost estimates. He further expressed, the reality is the Indirect and IT costs with the COS would not total near \$400,000.

He added with the COS, when something is reportedly broken such as: IT issues or a telephone line not working, it is fixed. Obviously, there is a responsibility for the LEOs to make sure adequate services are accessible to people we are expected to serve. Finally,

he stated his understanding is that the CLEO has the authority to designate the fiscal agent/administrative entity and that must be considered in this discussion as well. The focus is to help if the need is to help. For ten months it appears that there is a relationship that has not been working between the CRC, CWDB and the WSC. He asked the group, do we really have to go another ten more months before its realized that things are just not working out?

Ms. Acevedo (Board Member) stated she is in support of WSC returning to the COS for the reasons that the Mayor mentioned. The intention to transfer the organization to the CRC was done without the knowledge or full engagement of the CWDB or WSC at the time. When the transfer took place I believe that everyone has worked and made their best faith effort and she knows it is certainly true of the WSC staff who has been made to feel very uncertain in already uncertain times.

She also stated, out of respect for what the WSC staff has been able to do and the commitment the staff has to the work they do while facing all of the challenges with CRC, she wants the WSC staff to work in a place where they can get work done and not have to stress about concerns such as the telephone line not working properly. She added that ten months is long enough and the evidence of the challenges the Board has witnessed from the CRC are not things that anybody is working to make better from what she can see.

Lastly, she expressed her respect to Mr. Coley, and asked him to inform the group of his position on the CRC's Council as Vice Chairman. Perhaps he could give a different view or have some helpful information?

Mr. Coley stated he wanted to clarify that he wants what is best for WSC and he knows that CRC does great things for the region and has a great opportunity to do things better and impact peoples lives. Mr. Coley confirmed his Vice Chairman seat on the CRC's Council, which he thinks put him in a different position to see both sides as well. He shared that his goal is to understand the concerns and he shed some light on all viewpoints. Also, if the CWDB votes to leave CRC and return to the COS as the fiscal agent and administrative entity he will support the decision 100% and WSC 100%.

Mr. Stankiewicz stated as the CWDB Vice Chairman he also agrees with Ms. Acevedo and Mayor Johnson, II. Mr. Stankiewicz also stated that he has witnessed Mayor Johnson, II in action, his follow up when there is an issue, the support for the industry and his consideration for the people that are suffering during this time. Therefore, he is 100% in full support of the consideration of transferring back to the COS as the fiscal agent/administrative entity. He also feels the transfer was done behind the scenes at the time.

Mr. Smith stated as far as the contract between CRC and the CWDB, Mr. Ron Painter (CEO of National Association of Workforce Boards) presented a PowerPoint outlining the regulatory responsibilities and duties of the Board, LEOs and CRC.

Ms. Wynegar stated she has stated before that she does not think the CRC has had a fair chance to become the Fiscal Agent. She feels people were operating behind the scenes to approach the COS to take back the responsibilities of the Fiscal Agent for WSC. She also stated it seemed this way for the last six months. She stated of course she will go

along with whatever the LEO board decides. However, in her opinion, it seems unfair to the CRC that after approving the budget, the discussion of going back to the COS soon followed.

Mayor Johnson, II stated the possibility of a transfer has not been formally presented to the COS's Council; therefore, there is nothing to act on yet. As explained, the motion to inform the LEO Board of the CWDB's position and to engage in formal negotiations to present a cost to return, everything is information gathering and informal at this time. We are still ascertaining what the costs will be. He also stated his designee reported, the CWDB's budget was approved to avoid termination of WSC Admin Staff which was communicated by the CRC's Executive Director in an email to the Board members only.

Following a lengthy discussion, the motion below was made:

Motion to move forward with a request for the LEO Board to begin negotiations with the City of Savannah to act as the fiscal agent/grant recipient and administrative entity for CWDB/WSC.

Motion: David Atkins
2nd: William Stankiewicz

Mr. Atkins requested a roll call vote with the board members in attendance on this motion to get an accurate vote and count. The vote was determined as follow:

Voting Results:
Yes: 17
No: 3

After the motion and discussions, the Committees reported the following:

Committee Reports

Economic Workforce Alignment:

- Did not meet on September 2, 2020

NEXT MEETING: November 4, 2020 at 10:00 A.M. WorkSource Coastal Admin Office Conference Room at 7216 Skidaway Rd. Suite A. Maybe changed to teleconference call.

Public Relations:

- Did not meet on August 28, 2020

NEXT MEETING: October 23, 2020, immediately following CWDB meeting via Conference Call

Youth Committee:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator reviewed the Expenditure Reports. She noted that 10% of the SWEX allocations were spent. This was a low percentage due to the COVID 19 pandemic creating low enrollment and low participation. These funds will not be recaptured; they will be rolled over to the PY20 funds and we will have until PY21 to spend them.

The PY19 Sub-awards Contractual expenditure requirement of 90% of total budget are reflected by contractors below:

- Bulloch, Effingham, Screven 58%
- Bryan, Liberty, Long 58%
- Chatham 55%
- Camden, Glynn, McIntosh 78%

- **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 for PY20:

Contractor	Contracted/Enrolled Total	In-School	Out-of-School	Percentage Enrolled
Eckerd CGM	206/37	0/0	206/37	18%
Ross - BES	221/85	0/1	221/84	38%
Ross - BLL	280/161	0/32	280/129	57%
Ross - Chatham	205/93	0/7	205/86	45%

- **50/50 Youth Expenditure Waiver** –The current youth expenditure requirement of ISY 25/OSY 75. Under WIOA Section 129 (a)(4)(A) and 20 CFR 681.410, for any program year, not less than 75 percent of the funds shall be used to provide youth workforce investment activities for out-of-school youth.
- Directors throughout the State have requested the TCSG-OWD submit a waiver to USDOL-ETA-Region 3 requesting a change in the funding split. As such, the Office of Workforce Development (OWD) submitted a State Waiver Request on May 13, 2019 to request that the requirement to expend at least 75 percent of funding on the Out-of-School Youth (OSY) population be lowered to 50 percent for both statewide and local activities—**In-School/Out-of-School**. On May 26, 2020, a letter was written to Governor Kemp from USDOL-ETA-Region 3 approved a waiver for Program Year 2020 (July 1, 2020 through June 30, 2021).

- Approval of this waiver will allow Georgia's LWDA's to strategically focus their allocated funds on an approach to better serve at-risk youth while discouraging a disconnection from education institutions. When teens are exposed to work through summer and year-round employment, internships, and service opportunities, they are far more likely to stay in school, graduate on time, and be consistently employed as adults.
- Specifically, among other programmatic activities, this waiver would allow LWDA's to fund a greater number of summer work experience activities targeting eligible at-risk in-school youth.

Next Meeting - Friday, November 13, 2020 at 10:00 a.m. at Richmond Hill City Center, 520 Cedar Street, Richmond Hill, GA or via teleconference call.

Consent Agenda:

- **CWDB Minutes**
 - **August 28, 2020**
- **Committee Minutes**
 - **Executive Committee – April & June 2020**
 - **Economic Workforce Alignment (EWA) – May 2020**
 - **Youth Committee – May 2020**
- **FSRs**
 - **July 2020**
- **Acceptance of FY20 WIOA Adult Grant Award (additional funding) in the amount of \$69,599.23 for the period of January 1, 2020 – June 30, 2021**
- ~~**Approval to transfer the roles and responsibilities of Workforce Region 12/Area 19's Fiscal Agent/Grant Recipient/Administrative Entity to the City of Savannah, GA**~~

Motion: David Floyd
2nd: Leigh Acevedo
Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for December 25, 2020 at 10:00 A.M. at the Richmond Hill City Center, Richmond Hill, GA. The rescheduled date and time will be determined.

Adjourn: No further business discussed, the meeting was adjourned at 10:53 AM.