

Coastal Workforce Development Board

October 25, 2016 10:00 A.M.
Coastal Workforce Services
Minutes Prepared by Nicole Spencer

Minutes

Call to Order: Chairman Michael King called the meeting to order at 10:21 A.M. It was determined a quorum was **not** present.

CWDB Members Present: Leigh Acevedo, David Atkins, Cheryl Britton, Fred Hill, Tara Jennings, Michael King, Kathy Love, Rudolph Quarterman, Paul Teague, Alyce Thornhill William Stankiewicz, Willie and Genevieve Wynegar

Staff Present: Karen Barnes (Senior Program Specialist/Program Monitor), Christopher Blocker (Senior Program Specialist/Sub-Regional Business Representative), Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Crystal Northcutt (Finance Administrator), Kimberly Simmons (YouthBuild Director), Nicole Spencer (Administrative Assistant), and Michael Tucker (Executive Director)

Guest Present: Brad Speck (Ross IES), Dicky Liphtratt (GDOL Regional Operations) Pete Shonka (City of Savannah)

Chairman's Report: Chairman, Michael King opened by thanking the Executive Committee members, CWDB and CWS Staff for attending the meeting. Chairman King stated to the Board Members that included in their packet was CWDB Travel Reimbursement form. This Reimbursement Form will allow Board Members to be reimbursed \$.54 per miles when traveling to Meetings or any events pertaining to CWDB.

Director's Report: Mr. Michael Tucker made several announcements, updates, and upcoming events:

High Demand Career Initiative is a Competitive grant opportunity offering regions up to \$250,000 in funding to be used over a 2 year period. It is designed to strengthen and expand collaboration among regional partners in order to better understand and address workforce needs. It requires the participation of specific partner agencies and those agencies need to provide a 10% local match (in kind value of staff, facilities and supplies). GDEcD/WSC will be hosting a regional workshop to be held on Thursday November 10th at Armstrong State University from 9 AM to 3:00 PM.

Incumbent Worker Agreement Team Supervisor- Leadership Training Silver Lake System & Design INC. (Effingham County)

Local Plan was released to public (30 day comment period) and GDEcD-WFD on 8/31/2016. Revisions/changes need to be to GDEcD-WFD by 9/30/2016.

Branding-WorkSource Coastal is required for all Comprehensive One Stops. It is plan to release an RFP for marketing. Training will include staff development, an outreach campaign to educate the public on new a brand and services, press releases and social media. It also includes local branding policy development for contractors/providers.

Financial Report: Mrs. Crystal Northcutt, CWS Finance Administrator reported on contracts, expenditures, grants, Individual Training Accounts (ITAs), and OJTs as of **August 31, 2016**. (attached hereto).

Committee Reports:

Economic and Workforce Alignment: David Atkins reported the following on Georgia Institute of Technology - VET² Supply Chain Project Management. Ga Tech has resubmitted an application for the VET² Supply Chain Project Management Certificate Program requesting WIOA funds are utilized to cover the full cost at \$5,950. The program will continue to be listed under Continuing Education. There was expressed concern about the price difference as compared to other institutions for the same certification. After some discussion it was determined that the WIOA tuition funding for this program will remain at \$1,950.

Next meeting Tuesday, November 1, 2016 at 10:00 a.m. in the Savannah Job Center, Conference Room.

Public Relations: Ms. Leigh Acevedo reported that the Committee discussed the CWDB Retreat thanking Mr. Stankiewicz for presenting at the retreat when we were down a speaker. She also stated the response from the surveys was positive. The Committee was in agreement. After a brief discussion on the expenses, the Committee was pleased with the retreat expenses, stating the hotel, food and expenses were very reasonable.

Mrs. Acevedo stated the website is near completion. Revisions are now in progress. The Committee recommended a link to the website be emailed out to Board Members for review prior to being released.

Mrs. Acevedo stated there are very specific guidelines when using the information. It will be rolled out slowly. Mrs. Jones shared a copy of the new logo. There was discussion on the new logo and the logo for the board, seeking clarity on if we will now have one logo or two logos.

Mrs. Acevedo stated there was a request for Board Member introductions at the retreat. After a brief discussion, the committee members agreed they would like to see introductions at every board meeting as well as the retreat. Mrs. Acevedo stated at the recent retreat, there was discussion on starting on Wednesday evening with a dinner, which is optional but have members rsvp and not pay for members who do not show, and beginning at 10:00 a.m., which were requested by board members and shortening the Thursday afternoon session to allow guests to have some time to enjoy the area. Mrs. Acevedo requested Mrs. Jones to seek three locations for the 2017 Retreat. The Committee discussed the dates for the next year's retreat and agreed on June 28th; 29th and 30th, 2017, will be the dates for the 2017 Retreat.

Mrs. Acevedo stated we will be holding ribbon cuttings at each of the Job Centers after furniture is in place and the new signage is at each location, possibly in the fall. A discussion followed on the images of the Job Centers. The Committee agreed to further discuss the specifics at the next meeting.

Next Meeting: The next Public Relations Committee meeting is tentatively scheduled for October 25, 2016 immediately following the Costal Workforce Development Board meeting.

Youth Committee: Tara Jennings reported that the Committee discuss Review of 4th Quarter Expenditure Report: The 4th Quarter PY 2015 Expenditure Reports the contractors are at 76% of the 90% expenditure rate goal for the year, work experience expenditures are at 30% of the 20% goal the summer work experience exceeding the goal. Requirements for 75% of expenditures on out-of-school youth were exceeded at 84%.

They also reviewed the 4th Quarter Performance Report. The 4th quarter performance data for the Region indicated that Youth Placed in Employment/Education rate at 65.9% (Exceeding); Youth Attainment of Degree or Certificate rate 62.6% (Meeting); Youth Literacy/Numeracy Gains rate 19.2% (Not Meeting). Technical assistance was provided throughout the program year.

The Next meeting is scheduled for Wednesday, November 16, 2016 at 10:00 a.m. in the Richmond Hill City Center, Conference Room.

Consent Agenda

- FSRs

- ❖ July 2016
- ❖ August 2016

- Minutes

- ❖ CWDB Draft August 23,
- ❖ EC Minutes July 28, 2016
- ❖ EWA Minutes July 19, 2016
- ❖ Youth Committee Minutes June 10, 2016
- ❖ Public Relations Minutes April 15, 2016

- Approval of the Georgia Institute of Technology-VET² Supply Chain Project Management Program WIOA funding to remain at \$1,950

- Approval of the PY16 CWDB By-Law Revisions (Requires 2/3 majority vote = 17 members)

- Approval to accept the extension of the Ex-Offender/Offender Capacity Building Funds awarded to the CWDB (Sub-Recipient) by GDEcD-WFD through October 31, 2016

- Approval to extend the Ex-Offender/Offender Capacity Funds Sub-Award to the City of Hinesville through October 31, 2016

- Acceptance of the Branding Grant Award from Georgia Department of Economic Development, Workforce Division in the amount of \$44,350 from September 1, 2016 – March 31, 2017

- Approval of PY2016-2020 Coastal Workforce Development Board Local Plan

- Approval of the Incumbent Worker Training Agreement: Silver Lake System & Design INC. (Effingham) - \$2,697.30

No Quorum, a called Executive Committee Meeting followed the CWDB Meeting

Adjourn: No further business discussed, the meeting was adjourned at 10:59 AM.

The next CWDB Meeting is TBD.