

Coastal Workforce Development Board

October 25, 2019 at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Angela Jenkins

CALL TO ORDER: Vice Chairman William Stankiewicz called the meeting to order at 10:09 AM. It was determined a quorum was present.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, Jason Coley, Earline Davis, Patti Fort, David Floyd, Fred Hill, James Johnson, Bobby Jones, Kathy Love, Candace Mims, Rudolph Quarterman, William Stankiewicz, Lynn Tootle, Fred Tucker and Genevieve Wynegar

MEMBERS ABSENT: Edward Bland, Sissy Dixon, Chavis Ferguson, Brett Petrea, Barbara Prosser, Lee Smith, Elise Stafford, Steven Sainz, Wendy Sims and Alyce Thornhill

STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability 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 Danielle Riley Senior Program Specialist/Sub-Regional Business Representative)

GUESTS PRESENT: Brad Speck (Ross Director), Markisha Butler (One-Stop Operator-In The Door), Sharonda Bacon (Assistant One-Stop Operator-In The Door) and Chelsey McNicoll (HDCI Project Manager)

Vice Chairman William Stankiewicz welcomed and thanked everyone for taking the time to attend the Meeting. Vice Chairman Stankiewicz stated the purpose of the meeting is to discuss the following items:

- Fiscal Agent under Review
- Chairman Smith will appoint a WSC Transition Committee (to assist with Fiscal Agent transition activities). The Committee will meet periodically until completion

Vice Chairman Stankiewicz also extended an invitation to the CWDB and WSC Staff to the Logistics 2019 Christmas Party held at the Mighty Eight Air Force Museum 175 Bourne Ave., Pooler GA 31322 on December 7, 2019 at 6PM-11PM. He then turn the meeting over to Interim Executive Director, Sheron Morgan.

Director's Report

Ms. Morgan provided the following updates:

- Georgia Regional Commission Conference – November 6th – 8th –Jekyll Island, GA
- Veterans Appreciation Luncheon—November 7th at 11:30 AM- Liberty Co. Performance Arts Center
- TCSG-OWD WorkSource Georgia Academy – November 12th-13th –Jekyll Island, GA
- Spring 2020 SETA Conference: Myrtle Beach, SC – March 8th – 11th, 2020
- Website Redesign: Presented by Chelsey McNicoll, HDCI Project Manager

- Program and Fiscal Monitoring by TCSG (Adult, Dislocated Worker, Youth) and USDOL (YouthBuild) September 23th -September 26th. There were 5 Findings and 1 Observation:

Findings

1. Lack of two (2) Mayors on the LEOs in the Board
2. Lease Agreement Missing Required Contract Provisions/Assurances
3. 1 of 6 files tested lacked a copy of the Worksite (WEX) Agreement and upload to database
4. Lack Conflict of Interest Form from one (1) CWDB Member
5. CWDB non-compliant with State and Board's By-Law for Attendance (3 consecutive meetings)

Observation

1. Non-Compliance with GA Open Meetings Act
- CWDB Meeting: Scheduled for December 27th Alternative Dates: 12/13, 12/20 OR other dates
 - August 14th -LEOs met to Amend By-Laws, resolve PY17 administrative findings and discuss WIOA Grant Recipient, Fiscal Agent, Chief Elected Official and Administrative Entity Anticipated Changes – NO QUORUM
 1. October 9th -LEOs met at 9:00 AM (before the CRC Mtg.), there was a quorum present and the two administrative findings were resolved and will be part of PY19 Program Review written response to TCSG-OWD this month
 2. October 28th-Conference call with TCSG-OWD to discuss round 2 of funding for the CCI Project.

Mr. Coley inquired about vacancies on the board. Ms. Morgan stated that new board member appointments are currently under review. She stated that nominations can be sent to the respective county clerk's office. Additionally, she asked that board members that are unable to attend meetings to send staff notification via email.

Ms. Morgan then provided that following Fiscal Agent Transition Update:

- Transition Report
 - **Week of September 16th** - CRC's IT Department Tour of Job Centers
 - **September 18th** -HR Transition Discussion: City of Savannah and Coastal Regional Commission (CRC). Discussed leave benefits and pension.
 - **September 25th** -HR Transition Discussion: Coastal Regional Commission (CRC) and WorkSource Coastal Staff. Discussed health benefits/costs. As of today, no cost provided for vision and dental benefits.
 - **October 1st** – Risk Management and Finance Meeting Transition Discussion with City of Savannah (Ongoing discussion with CRC). Discussed draw downs, single audit and outstanding Worker's Composition claims.
 - **October 2nd** – IT Transition Discussion: City of Savannah and Coastal Regional Commission (CRC). Discussed additional needs. Possible credits (e.g. telephones).
 - **October 28th** –Transition Discussion Meeting with City of Savannah's Purchasing, Revenue and Municipal Archiving Departments. Will discuss

purchasing/contracts, financial obligations and participant file records (storage/transferring).

- **Early- Mid November** – Draft Transition Agreement
- **November 18th or 19th** –Transition Discussion Meeting with TCSG-OWD, WSC and the CRC: WIOA Overview & Grant Fundamentals
- **Additional Transition meetings will be scheduled by Chairman Smith early November, and these meetings will include Board members.**

Ms. Morgan also stated that after the transition (December 31,2019), the Chief Local Elected Official (CLEO) will be identified as Vice LEO-Chairman Al Scott.

After the transition update Ms. Morgan reviewed the Consent Agenda Items as presented:

- Priority of Service (under WIOA Adult Program) Policy Update
- Residency Requirement Policy Update
- Work Experience (WEX) Policy Update
- Self-Sufficiency & Underemployment Policy Update-70% LLSIL
- Follow-Up Services Policy Update
- WorkSource Georgia's One-Stop Certification Guidelines for PY19 as the Official Certification Criteria
- Modification to Eckerd Connects-Paxen Youth Services Contract (2019- ECP -YS-CGM-02)- Increase subaward by \$50,641 in order to provide work experience opportunities to more participants and to fund a new support staff position to provide programmatic support
- Modification to Ross Innovative Employment Solutions Chatham Youth Services Contact (2019-Ross-YS-Chatham-02)– Increase subaward by \$26,500 in order to provide college tours, send Jobs for Georgia's Graduates (JGG) participants to
- Jobs for America's Graduates (JAG) National Conference, and provide support services
- Authorization for WSC Transition Ad hoc Committee to take final action on transition activities until completion between City of Savannah and Coastal Regional Commission

The income levels shown in the table below will apply to WIOA eligibility and reporting in federal program years 2018-2019, or until another update occurs.

Program Years 2018 – 2019 Six-Month Income Guidelines for WIOA: Low Income Level Figures Effective June 01, 2019			
Family Size	Metropolitan Areas	Atlanta MSA	Nonmetropolitan Areas
1	\$6,245	\$6,245	\$6,245
2	8,455	8,455	8,455
3	10,846	10,665	10,665
4	13,390	12,941	13,043
5	15,803	15,272	15,392
6	18,482	17,860	18,001
7	21,161	20,447	20,609
8	23,840	23,035	23,218
For each over 8 Add:	2,679	2,588	2,609

Financial Report

Crystal Northcutt, Finance Administrator reported on the PY19 Formula as of July 30, 2019 and other Grant Funding, Individual Training Accounts, Work Based Learning (Incumbent Worker Training and On-the-Job-Training), Work Experience (WEX) and Grant Expenditures to include the following: (PowerPoint attached hereto).

- YouthBuild Savannah: The YouthBuild Savannah Grant ends in February 2020 and will not transition, but remain with the City of Savannah.
- High Demand Career Initiative: Requested that the High Demand Career Initiative Grant be extended to December 30, 2019 to ensure that grant be fully extended.

After the Finance Report the Committees reported the following:

Committee Reports:

Economic Workforce Alignment: David Atkins, reported the following:

- Priority of Service Policy Update: Office of Workforce Development (OWD) added Georgia Residency as a part of the priority of service.
- Residency Requirement Policy Update: WSC amended its policy to direct to the Priority of Service Policy.
- Work Experience (WEX) Policy Update: OWD amended the policy to include participant eligibility, employer/worksites eligibility, changes to the work site agreement and the participant agreement requirements.
- Self-Sufficiency & Underemployment Policy Update: WSC amended its policy from 150%, to remain in accordance with OWD's policy adjusting the Lower Living Standard Income Level (LLSIL) to 70%.
- Follow-Up Services Policy: was amended to include additional services made available to youth while in follow-up.
- Customer Development Specialist Program: This program is designed to assist students enrolled in Adult Education at Ogeechee Tech to gain a certification in Customer Service. According to the current LMI data, the program does meet sub-regional demand occupation need for Bulloch, Bryan, Chatham, Effingham, Liberty, Long, and Screven Counties. More information will be provided as it is received.

Next Meeting: November 6, 2019 at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations: Leigh Acevedo reported on the following:

- 2019 CWDB Retreat Expenses
- 2020 Retreat: Tentative retreat dates and locations were discussed. More information will be forthcoming.
- WSC Website Redesign

Next Meeting: October 25, 2019 immediately after the CWDB Meeting at the Richmond Hill City Center.

Youth: David Floyd reported that the next meeting is scheduled for Friday, November 8, 2019 at 10:00 p.m. in the Richmond Hill City Center.

After the Committee Reports, Vice Chairman, Mr. Stankiewicz introduced Ms. Chelsey McNicoll, HDCI Project Manager.

Website Redesign Presentation: Ms. Chelsey reviewed WSC's Website redesign with CWDB. She highlighted the changes. After her presentation, she requested feedback from board members. She stated that a survey link will be sent out mailed WSC Staff.

Consent Agenda:

- **Minutes**
 - **CWDB**
 - **June 21, 2019**
 - **August 23, 2019**
 - **EC**
 - **July 25, 2019**
 - **Public Relations**
 - **August 23, 2019**
 - **FSR**
 - **July 2019**
- **Approval of the Priority of Service (under WIOA Adult Program) Policy Update**
- **Approval of the Residency Requirement Policy Update**
- **Approval of the Work Experience (WEX) Policy Update**
- **Approval of the Self-Sufficiency & Underemployment Policy Update**
- **Approval of the Follow-Up Services Policy Update**
- **Approval to adopt the WorkSource Georgia's One-Stop Certification Guidelines for PY19 as the Official Certification Criteria**
- **Approval to modify Eckerd Connects-Paxen Youth Services Contract (2019- ECP - YS-CGM-02)- Increase subaward by \$50,641 in order to provide work experience opportunities to more participants and to fund a new support staff position to provide programmatic support**
- **Approval to modify Ross Innovative Employment Solutions Chatham Youth Services Contact (2019-Ross-YS-Chatham-02)– Increase subaward by \$26,500 in order to provide college tours, send Jobs for Georgia's Graduates (JGG) participants to Jobs for America's Graduates (JAG) National Conference, and provide support services**
- **Authorization for WSC Transition Ad hoc Committee to take final action on transition activities until completion between City of Savannah and Coastal Regional Commission**

Motion: Jason Coley

2nd: Fred Hill

Vote: Unanimous

Adjourn: No further business discussed, the meeting was adjourned at 11:35 AM.

The next CWDB Meeting is TBD.