

Coastal Workforce Development Board

October 27, 2017 10:00 A.M.
Coastal Workforce Services
Minutes Prepared by Nicole Spencer

Minutes

Call to Order: Vice Chairman, Paul Teague called the meeting to order at 10:18 A.M. It was determined a quorum was not present.

CWDB Members Present: Edward Bland, Mark Corrigan, Fred Hill, Tara Jennings, Bobby Jones, Kathy Love, Candace Mims, Rudolph Quarterman, Elise Stafford, Steven Sianz, William Stankiewicz, and Paul Teague

Staff Present: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Angela Jenkins (Senior Program Specialist/Monitor), Christopher Blocker (Senior Program Specialist/Sub-Regional Business Representative), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Stephanie Brown (Senior Program Specialist/Sub-Regional Business Representative), Nicole Spencer (Temp Admin Assistant), Crystal Northcutt (Finance Administrator), Sheron Morgan (Assistant Director) and Mike Tucker (Executive Director)

Chairman's Report: At this time the Chairman had no announcements.

Director's Report-

- There is a scheduled meeting for Chief Local Elected Officials (CLEOs) on October 11, 2017. The purpose of this meeting is to inform the new and existing LEOs of the importance of the Board and the need to make revisions to the current consortium agreement. There will also be an orientation for the new LEOs. This meeting and orientation will take place immediately after the Coastal Regional Commissioner meeting.
- The State has granted us with a National Emergency Grant Fund in the amount of \$200,000, the grant period from September 25, 2017 thru September 30, 2018. These funds will be used to pay for temporary workers and the costs associated with the cleanup and recovery efforts in Camden County (St. Mary's and Kings Bay, GA) that were effected by Hurricane Irma.
- William Kennemore Financial Monitoring contract will be extended to October 31, 2018 and an increase contract amount by \$3,930 to include monitoring of YouthBuild contract with Ash Tree, The YouthBuild Grant will cover the cost of additional services.
- The Georgia Manufacturing Extension Partnership named Bobby Jones (CWDB Member), manufacturing manager. There was article about him in the Business in Savannah News Paper.

Financial Report: Mrs. Crystal Northcutt, CWS Finance Administrator reported on contracts, expenditures, grants, Individual Training Accounts (ITAs), and OJTs as of **August 31, 2017**.

PY17 Available Formula Funds

Funding	Available PY16 Carryover funds	Available PY17	Total Available Funds
Adult Total	\$ 761,245	\$ 1,462,088	\$ 2,223,333
DW Total	\$760,279	\$ 1,511,486	\$ 2,271,765

RR Formula Total	\$ 57,327	\$ 52,762	\$ 110,189
Youth Total	\$ 1,136,000	\$1,629,046	\$2,765,046
Grand Total	\$ 2,714,851	\$ 4,655,382	\$ 7,370,333

PY17 Formula Funding Summary

As of August-17

Funding PY		Grant Award	Expended Balance	Obligations & Encumbrances*	Projected Balance	Projected % Obligated, Expended, & Encum.	
Adult	PY17 Grants	1,462,088	-	1,462,088	1,455,314	6,774	100%
	PY16 Grants	1,593,733	1,304,752	288,981	288,981	0	100%
Total Adult		3,055,821	1,304,752	1,751,069	1,744,295	6,775	
DW	PY17 Grants	1,511,486	-	1,511,486	458,454	1,053,032	30%
	PY16 Grants	1,716,487	1,282,629	433,858	402,879	30,978	98%
Total DW		3,227,973	1,282,629	1,945,344	861,333	1,084,011	
Youth	YTo117	1,629,046	-	1,629,046	940,343	688,704	58%
	YTo116	1,806,053	939,122	866,931	793,211	73,720	96%
Total Youth		3,435,099	939,122	2,495,977	1,733,554	762,424	
Rapid Response	PY17 Grants	52,762	-	52,762	-	52,762	0%
	PY16 Grants	57,327	-	57,327	-	57,327	0%
Total RR		110,089	-	110,089	-	110,089	0%

- PY16 Rapid Response (\$57,327) will be transferred to Adult Funding
 - PY16 Funds are pretty much obligated

PY17 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of August 31	Balance
<u>Out-of-School Urban Youth Strategic Programming</u>	<u>GDEcD-Strategic Programs</u>	<u>4/1/2017</u>	<u>3/31/2018</u>	<u>\$80,988</u>	<u>\$ 2,250</u>	<u>\$ 78,738</u>
<u>Ex-Offender Transitional Services Strategic Programming</u>	<u>GDEcD-Strategic Programs</u>	<u>11/1/2016</u>	<u>10/31/2018</u>	<u>\$112,158</u>	<u>\$ 33,287</u>	<u>\$ 78,871</u>

<u>Operation Workforce</u>	<u>GDEcD- Strategic Program</u>	<u>7/1/2016</u>	<u>6/30/2018</u>	<u>\$119,174</u>	<u>\$0.00</u>	<u>\$119,174</u>
<u>SNAP Works 2.0-Year 2</u>	<u>Georgia Department of Labor (GDOL)</u>	<u>10/1/2016</u>	<u>9/30/2017</u>	<u>\$616,663</u>	<u>\$ 79,040</u>	<u>\$ 537,624</u>
<u>YouthBuild 2014</u>	<u>US Department of Labor- ETA</u>	<u>8/24/2014</u>	<u>12/31/2017</u>	<u>\$936,000</u>	<u>\$130,771</u>	<u>\$98,412</u>
<u>YouthBuild 2016</u>	<u>US Department of Labor- ETA</u>	<u>10/17/2017</u>	<u>12/31/2020</u>	<u>\$936,000</u>	<u>\$4,318</u>	<u>\$931,682</u>

Committee Reports:

Economic and Workforce Alignment: Karen Barnes reported the following information:

- Veteran Employment Transition Team – Lean Project Management Application:**
 During the May 2, 2017 Committee meeting VET-Team submitted an application to combine Lean Six Sigma and Project Management. It was determined that a decision could not be made because the application lacked actual performance on its approved Lean Six-Sigma program. The requested documents were submitted; however the performance data was not an accurate indication of actual performance.
 The Committee voted to deny approval of the program based on the training provider’s current “freeze” status for new enrollees and past graduates not obtaining gainful employment, the current enter employment rate is 12% or 6 out of 50 placed.
- 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. Also, the list includes some occupations that may be in-demand however; the training is not funded through our regions WIOA funding, such as cashier, housekeeping, or retail sales, etc.

 - Mrs. Sheron Morgan requested that the EWA Committee make some revisions to the Occupation Demand List. She stated that she would like to see the word new and deleted by careers, therefor the Board can see the added and deleted careers.
- Coastal Pines Technical College – Help Desk Specialist & Microsoft Word Professional Training Applications:**
 Dr. Pete Snell (VP, Economic Development) presented the Coastal Pines Technical College training program applications. Both applications were recommended for approval, and forwarded to the Executive Committee and CWDB for final approval.

 - Next meeting Tuesday, **November 7, 2017 at 10:00 a.m.** in the WorkSource Coastal Admin Office, Conference Room.

Public Relations: Mr. Paul Teague reported the following information:

- 2017 Retreat:**
Surveys stated the Board members were very pleased with the 2017 Retreat
- Marketing:**
Website of the old Domain was to expire in June. It was still up as of August.
- 2018 Retreat:**

2018 Coastal Workforce Board Retreat will take place June 20th, 21st, and 22nd at the Sea Palms Resort on St. Simon Island

- Next meeting Friday **October 27, 2017**, immediately after the Board Meeting at the Richmond Hill City Center.

Youth Committee: Mrs. Tara Jennings reported the following information:

- Youth Committee did not meet due to the inclement weather
 - Next meeting to be scheduled

Consent Agenda Items:

Minutes

- CWDB August 25
- EC August 3
- EWA July 17
- PR April 25

FSR

- July
- August

2017 Demand Occupation List

Approval of Coastal Pine Technical College's Help Desk Specialist Training Program Application

Approval of Coastal Pine Technical College's Microsoft Word Professional Training Program Application

Approval to extend William Kennemore Financial Monitoring contract to October 31, 2018, and increase contract amount by \$3,930 to include monitoring of YouthBuild contract with Ash Tree. The total contract amount is \$18,715. The YouthBuild grant will cover the cost of additional services.

Acceptance of Dislocated Worker funds in the amount of \$1,000,000 for the period from October 1, 2017 through June 30, 2018.

Acceptance of award to transfer \$57,327 from Rapid Response to Adult with a period from July 1, 2017 through June 30, 2018.

Acceptance of the FY18 Adult, Dislocated Worker, and HDCI Grant Awards

- **FY18 Adult - \$ 1,275,905**
- **FY18 Dislocated Worker - \$ 1,272,633**
- **FY18 High Demand Career Initiative (HDCI) - \$250,000**

Transfer up to \$1,200,000 from the Dislocated Worker funding stream to the Adult funding stream. A request has been sent to GDEcD—Workforce Division requesting additional Dislocated Worker funds to replace the funds transferred to Adult.

Acceptance of National Dislocated Worker Grant funds in the amount of \$200,000 with a grant period from 9/25/2017 thru 9/30/2018. These funds will be used to pay for temporary workers

and associated costs to provide assistance in the clean-up and recovery efforts in Camden County, which as affected by the storm on September 8, 2017.

Modify Ross, IES Business Services Compliance & Support Contract to add \$197,956 of the awarded NDWG funds to provide Work Experience and support to individuals assisting in the clean-up and recovery efforts in Camden County.

Recommendation to award Savannah Technical College (STC) the HDCI Project Management contract, upon the completion of the City of Savannah's procurement process. STC was the only responsive bidder for RFP. The Project Manager/Project Team will assist in the development and implementation of the Coastal Career Initiative (CCI) in specific sub-regions and with specific industry partners.

- Logistics and warehousing in Bryan, Chatham, Effingham, and Liberty counties – up to \$95,000 for years one (1) and two (2) combined
- Manufacturing in Bulloch and Screven counties, and would need to coordinate activities in Evans and Emmanuel counties outside of Region 12 - up to \$70,000 for years one (1) and two (2) combined
- Hospitality in Camden, Glynn and McIntosh counties – up to \$70,000 for years one (1) and two (2) combined

Adjourn: No further business discussed, the meeting was adjourned at 11:01 AM.

The next CWDB Committee Meeting is scheduled for **December 16, 2017 at 10:00 A.M.** at the Richmond Hill City Center