

Coastal Workforce Development Board

December 18, 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, Perry Banks, Rebecca Bohlander, John Cheeks, Jason Coley, Earline Davis, David Floyd, Fred Hill, James Johnson, Bobby Jones, Kathy Love, Rudolph Quarterman, Lynn Tootle, Genevieve Wynegar and Karisa Young

MEMBERS ABSENT: Shaundese Duncan, Chavis Ferguson, Patti Fort, Stephanie Jones-Heath, Mel Gaines, Lee Smith, Alex Stanfield, William Stankiewicz, and Fred Tucker

WSC STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Tomisha Fleming (Accounting Clerk), Angela Jenkins (Senior Program Monitor), Sheron Morgan (Assistant Director), Danielle Riley (Sub-Regional Business Representative), and Tiffani Smashum (Administrative Assistant)

GUESTS PRESENT: Brad Speck (Ross) and Charisse Lee (Eckerd)

Coastal Workforce Development Board (CWDB) member Leigh Acevedo spoke on behalf of Chairman Lee Smith. Ms. Acevedo welcomed and thanked everyone for taking the time to attend the CWDB Teleconference Meeting. Her updates were as follows:

- Fiscal Agent/Grant Recipient Administrative Entity Update
 - Sheron Morgan will be giving an update on this topic today
- Acknowledged the WorkSource Coastal (WSC) staff for doing a great job during a rough year, from making arrangements/adjustments due to the pandemic and the difficulties experienced with the transition to Coastal Regional Commission (CRC) and now back to the City of Savannah (COS).

After her announcements, Ms. Acevedo turned the meeting over to WSC Assistant Director, Sheron Morgan.

Director's Report

Ms. Morgan thanked Ms. Acevedo for stepping in for Chairman Smith this morning and also thanked the board members for a great calendar year and always supporting the WSC Administrative Office staff. She then provided the following updates:

- WorkSource Coastal Administrative Office will be closed on the following dates in observances of the upcoming holidays:
 - December 24 - 25, 2020
 - January 1, 2021

- WorkSource Coastal received its PY19 Program Review Monitoring Final Report
 - In summary, the findings and observation were as follows:

Finding #1 - Programmatic Administration-Medical or Disability-Related Information Not Maintained in Separated File

Condition: In two (2) out of fifteen (15) adult files, confidential medical and/or disability-related information was not kept separate from the participants file and treated confidential.

Finding #2 - Local Workforce Development Board Review-Non-compliance with Attendance Requirements

Condition: A LWDB member missed three (3) consecutive meetings without documented cause.

Finding #3 - Contracting-Memorandum of Understanding (MOU) Provisions

Condition: The One-Stop MOU failed to contain all required signatures, namely the Georgia Department of Labor (GDOL).

Observation #1 – the Veteran's Policy of Service Policy did not include a referral process for directing Veterans with significant barriers to employment to Disabled Veterans Outreach Program. However, the referral process was outlined in the current executed MOU. TCSG-OWD recommends WSC update their policy.

- Fiscal Agent/Administrative Entity Update
 - December 9, 2020 – The Local Elected Officials (LEO) Board met and voted to transfer the WSC back to the City of Savannah (COS). The City of Savannah's (COS) Council accepted the vote from the LEOs. The COS will resume their from less than a year ago as the Fiscal Agent/Grant Recipient and Administrative Entity for CWDB/WSC.
 - Also, during the LEOs December 9th meeting, the LEOs voted and elect Mayor Van R. Johnson, II as the new Chief Local Elected Official (CLEO) of Region 12/Area 19 to replace Chief Al Scott as he will retire on December 31, 2020.
 - WSC's (the Administrative Entity's) last day with Coastal Regional Commission (CRC) will be December 30, 2020. Their first day with the COS will be December 31, 2020, which will allow the WSC staff to be reinstated as COS employees.
 - WSC (Crystal Northcutt, Lead Designee) and CRC's IT staff met with the COS's IT department on December 17th. They will begin working on the projects that were not completed by CRC to get all Job Centers on the same path, which includes the six Job Centers that were without Wi-Fi. The COS will send out request for quotes today or Monday, December 21st.

Ms. Morgan presented the financial report in Ms. Crystal Northcutt's absence.

Financial Report:

Ms. Morgan presented the following consent agenda items and recommended approval for the following items:

- **FSRs**
 - August 2020
 - September 2020

- Approval to Renew Screven County job center lease (same term with new Owner, Romulo Toledo) 305 S. Main Street.; Sylvania, GA. A 3-Year Renewal Term: April 1, 2021 through March 31, 2024—\$1,140.00 (Annually, \$13,680.00, grand total \$41,040 *(to be ratified by Executive Committee Jan. 2021)*)

Ratification of Agenda Items approved by the Executive Committee on Behalf of the Board on November 19, 2020

- Approval to accept the State's (TCSG-OWD) 50/50 Youth Expenditure Waiver for PY20

- Acceptance of FY20 WIOA Dislocated Worker Grant Award (additional funding) in the amount of \$139,198.46 for the period of January 1, 2020 – June 30, 2021

- Modification of William Kennemore Financial Monitoring Services contract to add \$17,900 for PY20 Subrecipient Monitoring

- Acceptance of PY19 WIOA Dislocated Worker NEG Grant Award in the amount of \$745,497 for the period of October 1, 2020 – March 31, 2022

- Acceptance of FY21 WIOA Adult Grant Award in the amount of \$991,008 for the period of October 1, 2020 – June 30, 2022

- Acceptance of FY21 WIOA Dislocated Worker Grant Award in the amount of \$1,110,935 for the period of October 1, 2020 – June 30, 2022

- Acceptance of PY19 WIOA Youth (HiSet Pilot) Program Grant Award (Adjustment) Additional Funding in the amount of \$128,758.58 for the period of January 1, 2020 – June 30, 2021

Ms. Morgan also presented the 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. Morgan stated the highlighted column is a snapshot of what the balance will be as of June 30, 2021. The last column of the table illustrates our current spending, which are consistent with our target total. None of these funds have been expended yet. The Additional (earmarked National) Dislocated Worker Grant was awarded to us to use in addition to the regular dislocated worker funds to assist those dislocated workers affected by COVID-19. The benefit of this additional dislocated worker grant is that it can be used for non-COVID-19 related expenses due to the funding origin (from TCSG-OWD

Reserves Account). Due to no charges to this grant, TCSG will be able to transfer these grants directly to the COS and not wait for expenses from the CRC.

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 22% and Youth is 83% WSC must have 80% spent and/or Obligated by June 30, 2021
 - Individual Training Accounts and Supportive Services
 - Budgeted Training and Support = \$790,635
 - Actual Training and Support = \$32,605
 - Number receiving WIOA Funds: 14 New & 13 Carryover

Ms. Morgan announced TCSG-OWD will be making adjustments due to the pandemic. There is a lack of participants enrolling in training since our DWs are receiving unemployment benefits. TCSG-OWD is aware of low spending during the pandemic affecting participant enrollment.

After the Finance Report, the Committees reported the following:

Committee Reports

Mr. David Atkins, Committee Chair reported as follows:

Economic Workforce Alignment:

- **Priority of Service Policy:** This policy was updated to include the referral process for disabled veterans referencing the WSC Partnership MOU as requested by TCSG-OWD.
- **Self-Sufficiency & Underemployment Policy:** This policy was updated to reflect the latest U. S. Department of Housing & Human Services Poverty Guidelines for Lower Living Standard Income Level (LLSIL).

Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long and McIntosh Counties:

| Persons in Family | Income |
|-------------------|----------|
| 1 | \$6,380 |
| 2 | \$8,620 |
| 3 | \$11,030 |
| 4 | \$13,617 |
| 5 | \$16,072 |
| 6 | \$18,797 |
| 7 | \$21,522 |
| 8 | \$24,247 |

For additional individuals, add \$2,725

Screven County:

| Persons in Family | Income |
|-------------------|----------|
| 1 | \$6,380 |
| 2 | \$8,620 |
| 3 | \$10,860 |
| 4 | \$13,213 |
| 5 | \$15,592 |
| 6 | \$18,235 |
| 7 | \$20,877 |
| 8 | \$23,520 |

For additional individuals, add \$2,643.

NEXT MEETING: January 6, 2021 at 10:00 A.M. WorkSource Coastal Admin Office Conference Room at 7216 Skidaway Rd. Suite A. Maybe changed to teleconference call.

Public Relations:

Ms. Leigh Acevedo, Committee Chair reported as follows:

- Did not meet on October 23, 2020

NEXT MEETING: February 26, 2021, immediately following CWDB meeting via Conference Call

Youth Committee:

Mr. David Floyd, Committee Chair reported as follows:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator reviewed the Expenditure Reports. She noted that 24% 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 PY20 Sub-awards Contractual expenditure requirement of 15% of total budget are reflected by contractors below:

- Bulloch, Effingham, Screven 12%
 - Bryan, Liberty, Long 17%
 - Chatham 11%
 - Camden, Glynn, McIntosh 22%
- **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 | Total Contracted | Percent Enrollment |
|----------------|------------------|--------------------|
| Eckerd CGM | 206 | 41% |
| Ross – BES | 221 | 47% |
| Ross – BLL | 280 | 66% |
| Ross – Chatham | 250 | 57% |

- **Talent Tours** – The WSC 18-019 Talent Tours Policy indicates that talent tours are to introduce participants to career paths in their sub-region or region. Eckerd Connects would like to conduct talent tours that would include East Georgia Technical College in Emanuel County.

Next Meeting - Friday, January 8, 2021 at 10:00 a.m. at Richmond Hill City Center, 520 Cedar Street, Richmond Hill, GA or via teleconference call.

Consent Agenda:

- **Committee Minutes**
 - **CWDB – October 2020**
 - **Executive Committee – September 2020**
 - **Youth Committee – July 2020 & September 2020**
 - **EWA (Economic & Workforce Alignment) – July 2020**
- **FSRs**
 - **August 2020**
 - **September 2020**

- **Approval to Renew Screven County Job Center Lease (same term with new Owner, Romulo Toledo) 305 S. Main Street.; Sylvania, GA a 3-Year Renewal Term: April 1, 2021 through March 31, 2024—\$1,140.00 (Annually, \$13,680.00, grand total \$41,040 (to be ratified by Executive Committee Jan. 2021)**

- **Approval to coordinate Youth Talent (College) Tours to post-secondary institutions outside of Region 12/Area 19**

Ratification of Agenda Items approved by the Executive Committee on Behalf of the Board-11/19/2020

- **Approval to accept the State's (TCSG-OWD) 50/50 Youth Expenditure Waiver for PY20**

- **Acceptance of FY20 WIOA Dislocated Worker Grant Award (additional funding) in the amount of \$139,198.46 for the period of January 1, 2020 – June 30, 2021**

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- **Policy Updates:**

- Priority of Service Policy Update
- Self-Sufficiency & Underemployment Policy Update

Motion: Lynn Tootle

2nd: David Floyd

Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for February 26, 2021 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 10:43 AM.