

Coastal Workforce Development Board

February 26, 2021 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 10:04 AM and acknowledged the quorum.

MEMBERS PRESENT: Leigh Acevedo, Perry Banks, John Cheeks, Jason Coley, Earline Davis, Shaundese Duncan, David Floyd, Patti Fort, Mel Gaines, Bobby Jones, Stephanie Jones-Heath, Kathy Love, Rudolph Quarterman, Lee Smith, Alex Stanfield, Lynn Tootle, Fred Tucker, Genevieve Wynegar and Karisa Young

MEMBERS ABSENT: David Atkins, Tia Brightwell, Rebecca Bohlander, Chavis Ferguson, Fred Hill, James Johnson, and William Stankiewicz

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), Sharon Morgan (Assistant Director), Crystal Northcutt (Finance Administrator), Danielle Riley (Sub-Regional Business Representative), Shawanda Perry (Military Services Coordinator) and Tiffani Smashum (Administrative Assistant)

GUESTS PRESENT: Brad Speck (Ross), Sharonda Bacon, (In the Door), Markisha Butler (In the Door), Brittney Singer (TCSG-OWD), Charisse Lee (Eckerd) and Carlee Huguley (TCSG-OWD)

Chairman Lee Smith welcomed and thanked everyone for taking the time to attend the CWDB Teleconference Meeting. His updates were as follows:

- Fiscal Agent/Grant Recipient Administrative Entity Update
 - All phone lines are operational in all seven Job Centers to include the WSC Administrative Office's mainline (912-351-6379)
 - All seven WorkSource Coastal Job Centers: **Bulloch, Camden, Chatham, Effingham, Glynn, Liberty and Screven** have internet access and WIFI capability for its visitors
 - All Job Centers phone lines will be transferred to a Verizon OneTalk phone system in phases until fully implemented. During this process, the phones will be working. The new OneTalk phone system will be more efficient allowing all Job Centers and Admin Office staff to communicate by dialing an extension and transfer calls throughout the 10-county region
 - All Job Center computers and laptops will be updated to new technology (iGel Software) for more efficiency (remote management by COS IT and Security protection)
 - WSC/City of Savannah (COS) received a check for its computer/IT replacement funds (\$99,877.14) from the CRC on February 18th. These

funds are being used for IT Costs and new technology under the City of Savannah

- COS IT hired a dedicated (temporary) IT Staff member to service the 10-county region and the WSC Admin Office (*There will be no charges to WSC for this position this year-2021*)
- Crystal will report on grant (balances) transferred from the CRC

After his announcements/updates, Chairman Smith turned the meeting over to Ms. Karen Barnes to present the Director's report while Ms. Morgan listened in, but was not prepared to speak due to feeling ill at the time.

Director's Report

Ms. Barnes provided the following updates:

- New LEOs in Camden County (Gary Blount), Glynn County (Wayne Neal) and Chatham County (Chester Ellis)
- Requesting approval to Solicit Request for Proposals (RFPs) for: PY21 Adult, Dislocated Worker, Youth and One-Stop Operator Services
- Requesting approval to Solicit Request for Quote/Proposals (RFQs/RFPs) for: Virtual Job Fair for Software/Platform
- Requesting approval to Renew Emsi Career Coach and Developer Software
- WSC/CWDB partnered with the Governor's Office, Construction for Education for Georgia (CFEGA) Program and the City of Savannah/ CHATHAM County. This earmarked funded program will launch in Chatham County on March 13th, 2021.
- WSC's Adult, Dislocated Worker and Youth contractors are currently visiting the following locations to assist with WIOA Recruitment:
 - Savannah Technical College
 - Coastal Pines Technical College
 - Ogeechee Technical College

Ms. Barnes introduced Brittney Singer from TCSG-OWD to everyone and mentioned she is monitoring the transfer of duties for Fiscal Agent/Grant Recipient Administrative Entity from Coastal Regional Commission (CRC) to the City of Savannah. Ms. Barnes asked Ms. Singer would like to speak on behalf of TCSG-OWD. Ms. Singer stated that she is responsible for WIOA programmatic oversight, monitoring the local areas and occasionally attending board meeting to observe. She also mentioned if the Board has questions or need any technical assistance with the transition the State's Office can help.

Ms. Morgan stated the number of students enrolling is lower than usual, however, Service Providers are working closely with the technical colleges and receiving referrals from students that need assistance. WSC Career Development Specialists have been working with the technical colleges to return to campus so that students can receive WIOA information regarding enrollment to avoid travel to the Job Centers.

Ms. Barnes turned the meeting over to Ms. Crystal Northcutt, WSC Finance Administrator for the financial report.

Financial Report:

Ms. Northcutt presented the following financial update and financial agenda items for the following items:

- indirect and technology costs paid to CRC January 1, 2020 – December 30, 2020
 - Indirect Costs - \$167,685.84
 - Technology Costs - \$93,342
 - TOTAL - \$261,027.84
 - Final invoices are pending from CRC such as our phone lines and other invoices that CRC received after the transition to COS
- The State Workforce Development Board approved to waive 80% expenditure requirement for first year grants
- Grant award balances transferred from CRC to City of Savannah totaling \$6,329,187 have been received and are being signed

Mr. Coley asked has the Sub-Regional Business Services Representative position in Camden County been filled yet? Ms. Northcutt respond that Ms. Shawanda Perry is filling in until the position is filled. Ms. Perry is in the Camden County office two to three days a week to provide services to: Camden, McIntosh and Glynn Counties. Ms. Perry responded that she is available for any questions or concerns.

Ms. Duncan asked is the WIOA Recruitment onsite at the Savannah Technical Liberty County campus as well? Ms. Morgan respond, "Yes, we are available to be onsite at the Liberty County campus. We hope at the start of pre-registration to have WSC Career Development Specialist onsite. The CDL Drivers ae taking classes at the campus and HOPE and PELL does not fund these classes so we want to offer our WIOA services to the students that qualify."

Grant Balances Awarded to City

Contract Number	Grant Name	Grant Amount	Grant Period
36-19-20-12-020	Adult FY20	475,221	10/01/19 - 6/30/21
AFR1-11-19-20-12-019	Adult FY20	69,599.23	1/1/20 - 6/30/21
11-20-20-12-019	Adult PY20	198,597	7/1/20 - 6/30/22
11-20-21-12-019	Adult FY21	991,008	10/01/20 - 6/30/22
DWA-31-19-12-020	Dislocated Worker FY20	95,155	2/1/20 – 6/30/2021
Covid-19-20-12-019	Dislocated Worker FY20	279,780	4/13/20 – 3/31/22
AFR1-31-19-20-12-019	Dislocated Worker FY20	324,236	5/1/2020 – 6/30/22
AFR2-31-19-20-12-019	Dislocated Worker FY20	139,198.46	1/1/20 – 6/30/21
COVID2-19-19-12-019	Dislocated Worker PY19	745,497	7/1/20 – 6/30/22
31-20-20-12-019	Dislocated Worker PY20	248,189	10/1/20 – 6/30/22
31-20-21-12-019	Dislocated Worker FY21	1,110,935	10/1/20 – 3/31/22
15-19-19-12-020	Youth PY19	203,519	4/1/19 – 6/30/21
AFRY-HSE-15-19-19-12-020	Youth PY19	80,820	1/1/20 – 6/30/21
AFR1-15-19-19-12-019	Youth PY19	128,758.58	1/1/20 – 6/30/21
15-20-20-12-019	Youth PY20	1,238,673	4/1/20 – 6/30/22
	TOTAL	\$ 6,329,186.27	

Ms. Northcutt announced the grant awards have been sent to the City Manager for signature. Once the grants are signed, WSC will forward them to TCSG-OWD for final execution and at that point the COS can begin drawing down funds to recoup their reimbursements.

Financial agenda items:

- Job Center Leases
 - Savannah/Chatham County (Comprehensive One-Stop) includes the Administrative Office-Suite A, Partners' Suite B and Job Center-Suite C- \$935,532.00 for 5-Year Term- \$187,106.40/yearly avg.
 - Bulloch County Job Center-\$198,000 for 3-Year Term- \$66,000/yr.;
 - Glynn County Job Center-\$233,757.36 for 5-Year Term- \$46,751.47/yearly avg.; and
 - Camden County Job Center-\$45,360 for 3-Year Term-\$15,120/yearly

Ms. Northcutt stated the Executive Committee have met about these leases and have been provided information regarding how these terms and amounts were developed.

Ms. Northcutt also presented the Funding Summary, PY19 & PY20 Expenditure Targets PY20 Other Grant Funding, Individual Training Accounts & Supportive Services and IWT Employer Agreements July 2020 – December 31, 2020:

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	118,961	-	118,961	-	118,961	0%
	Program	1,070,645	-	1,070,645	211,913	858,732	20%
	PY20 Grants	1,189,605	-	1,189,605	211,913	977,692	18%
	Admin	279,793	194,232	85,561	78,536	7,025	97%
	Program	1,641,517	1,251,856	389,661	389,661	(0)	100%
	PY19 Grants	1,921,310	1,446,088	475,221	468,196	7,025	100%
	Total Adult	\$ 3,110,915	\$ 1,446,088	\$ 1,664,826	\$ 680,109	\$ 984,717	
DW	Admin	135,912	-	135,912	-	135,912	0%
	Program	1,223,212	-	1,223,212	255,408	967,804	21%
	PY20 Grants	1,359,124	-	1,359,124	255,408	1,103,716	19%
	Admin	243,074	147,919	95,155	69,824	25,332	90%
	Program	1,189,991	1,189,991	-	-	-	100%
	PY19 Grants	1,433,066	1,337,910	95,155	69,824	25,332	98%
	Total DW	\$ 2,792,190	\$ 1,337,910	\$ 1,454,279	\$ 325,231	\$ 1,129,048	
Youth	Admin	123,867	-	123,867	-	123,867	0%
	Program	1,114,806	-	1,114,806	726,068	388,738	65%
	PY20 Grants	1,238,673	-	1,238,673	726,068	512,605	59%
	Admin	244,383	225,262	19,122	19,122	-	100%
	Program	2,198,848	2,014,452	184,396	184,396	0	100%
	PY19 Grants	2,443,232	2,239,714	203,518	203,518	0	100%
	Total Youth	\$ 3,681,905	\$ 2,239,714	\$ 1,442,191	\$ 929,586	\$ 512,605	
Total	PY20 Grants	3,787,402	-	3,787,402	1,193,389	2,594,013	32%
	PY19 Grants	5,797,607	5,023,712	773,895	741,538	32,357	99%
	GRAND TOTAL	\$ 9,585,009	\$ 5,023,712	\$ 4,561,297	\$ 1,934,926	\$ 2,626,370	

PY20 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of December 31, 2020	Balance
COVID-19/NDWG-Work Sites	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	\$ 175,764	\$ 324,236
HiSet Grant	TCSG	1/1/2020	6/30/2021	\$80,820	\$0	\$80,820
Additional Adult Grant 1	TCSG	1/1/2020	6/30/2021	\$69,599	\$0	\$69,599
Additional DW Grant 2	TCSG	1/1/2020	6/30/2021	\$139,198	\$0	\$139,198
Additional Youth Grant 2	TCSG	1/1/2020	6/30/2021	\$128,759	\$0	\$128,759
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$0	\$745,497
TOTAL				\$1,943,653	\$175,764	\$1,767,889

- PY19 Expenditure Targets – Adult is 75%, Dislocated Worker is 78% and Youth is 56%. WSC must have 100% spent by June 30, 2021
- PY20 Expenditure Targets – Adult is 0%, Dislocated Worker is 0% and Youth is 60%. WSC must have 80% spent and/or Obligated by June 30, 2021

Dr. Love asked, has the 100% for the PY19 Expenditure targets been waived or was that for the PY20 target only? Ms. Northcutt responded only the 80% for the PY20 targets were waived. We do have to fully expend the PY19 funds and we are on track. These funds did not include any of the spring enrollment invoices so we will meet our PY19 targets.

Dr. Love asked has there been an extension on the HiSet grant? Ms. Northcutt responded, “No, we have not received one to date. Those funds are considered what the State calls third year funds, which mean we have three years to spend those funds. If we do not spend the HiSet funds they will go away.” Mr. Speck has been working with Dr. Bullock to get some movement in that area. Ms. Northcutt asked Mr. Speck to give an update on the HiSet grant. Mr. Speck stated he has been in contact with Wendy Gowan and Dr. Bullock and they have given out all our online registration paperwork and are encourage their students to return that paperwork. They are not allowing us access to these students until after they have register and none of them have returned their forms as of yesterday. Mr. Speck asked Dr. Bullock what he can do to encourage the students to register, he also offered to send an email with highlighted information of the services we can offer the students. Mr. Speck stated he is open to any other ideas that would help get the students registered. Dr. Love stated she has lots of ideas and will contact Mr. Speck later to discuss.

Ms. Northcutt reported the following ITA update:

- Individual Training Accounts and Supportive Services
- Budgeted Training and Support = \$790,635
- Actual Training and Support = \$66,172.39
- Number receiving WIOA Funds = 52 (New = 36 Carryover = 16)

**IWT Employer Agreements
July 2020 – December 31, 2020**

Employer	Training	Amount	County	Status
Nine Line Apparel	WiSys Warehouse Management Software: Fullfillment & Inventory	\$11,180	Chatham	Complete

After the Finance Report, the Committees reported the following:

Committee Reports

Economic Workforce Alignment:

Ms. Karen Barnes, Committee Chair reported as follows:

- **Savannah Technical College – Fast Track Manufacturing Application:** This program is designed to assist Students to gain a certification in Forklift, OSHA, First Aid/CPR, Career Readiness, and Soft Skills while introducing them to Manufacturing topics. These types of programs have been mandated by the Technical College System of Georgia to all its technical colleges providing adult education programs.
- **Demand Occupation List:** The Committee conducted its semi-annual review of the Region 12 Demand Occupation List. Staff introduced an updated Sub-Regional Demand Occupation List, which outlined additions and removals from the list of demand occupations by sub-regions.

The following are occupations that have been added:

- Paralegal and Legal Assistant
- Computer Systems Analysis
- Graphic Design (CAD)
- Machinist
- Respiratory Therapist

These changes are believed to have occurred due to the COVID-19 Pandemic. After further consideration and discussion of the potential removals/changes caused by the current Labor Market Information (LMI) yield by Staff resources, the Committee determined that it would be best not to remove any occupations from the list and accept the added occupations.

NEXT MEETING: March 3, 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 in December 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 25% of the SWEX allocations were spent. The PY20 Sub-awards Contractual expenditure requirement of 40% of total budget are reflected by contractors below:
 - Bulloch, Effingham, Screven 22%
 - Bryan, Liberty, Long 33%
 - Chatham 20%
 - Camden, Glynn, McIntosh 36%
- **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 served for PY20:

Contractor	Percent Enrollment
Eckerd CGM	49%
Ross – BES	49%
Ross – BLL	66%
Ross – Chatham	58%

- **Contractor Reports –**
 - **Eckerd Connects-Paxen –**
 - The Eckerd Youth GED cohort began a virtual class on Monday, January 11th.
 - Eckerd Youth In-School program will begin:
 - Camden County January 25, 2021
 - McIntosh County January 26, 2021

▫ **Ross IES**

- Ross BES/BLL/Chatham began combined virtual GED Classes January 13th.
- Ross BES/BLL/Chatham recruitment is ongoing.

Next Meeting - Friday, March 12, 2021 at 10:00 a.m. Richmond Hill City Center.

Motion to approve the Job Center Lease amounts listed in the Finance Agenda Items slide of the PowerPoint slide #10

- Job Center Leases
 - Savannah/Chatham County (Comprehensive One-Stop) includes the Administrative Office-Suite A, Partners' Suite B and Job Center-Suite C- \$934,872 for 5-Year Term- \$186,974/yr.;
 - Bulloch County Job Center-\$198,000 for 3-Year Term- \$66,000/yr.;
 - Glynn County Job Center-\$239,502.76 for 5-Year Term- \$47,900.55/yr.; and
 - Camden County Job Center-\$45,360 for 3-Year Term-\$15,120/yr.

Motion: Lynn Tootle
2nd: Mel Gaines
Vote: Unanimous

Consent Agenda:

- **CWDB Minutes**
 - CWDB – December 2020
- **Committee Minutes**
 - Executive Committee – November 2020
 - Youth Committee – November 2020
 - EWA (Economic & Workforce Alignment) – November 2020
- **FSRs**
 - October 2020
 - November 2020
 - December 2020
- **Approval to Solicit Request for Proposals (RFPs)-PY21 Adult, Dislocated Worker, Youth and One-Stop Operator Services for Workforce Region 12, Area 19**
- **Approval to Solicit Request for Quote/Proposals (RFQs/RFPs)- Virtual Job for Software/Platform for the Workforce Region 12, Area 19**
- **Approval to renew Emsi Career Coach Agreement in the amount of \$7,500 (March 4, 2021 through March 22, 2022). Career Coach allows anyone with access to WSC's Career Coach site to search and browse local careers, obtain relevant labor market information, and see the related education and training offered in the Coastal Region.**
- **Approval to renew Emsi Developer Agreement in the amount of \$23,000 (March 4, 2021 through March 22, 2022). Emsi Developer gives workforce development professionals local labor market and economic insights to help businesses find skilled talent and jobseekers find sustainable careers.**
- **Savannah Technical College – Fast Track Manufacturing Application**

- **PY20 3rd Quarter Demand Occupation List (includes all of Area 19's 2nd Quarter occupations and additional high-demand occupations from the region's 3rd Quarter Labor Market Information)**

Motion: Lynn Tootle
2nd: Earline Davis
Vote: Unanimous

Mr. Tootle asked for a breakdown to be presented at the next meeting on the actual cost of transferring from the COS to CRC and the actual cost to transfer from CRC back to CRC. Ms. Northcutt stated she will be submitting a revised Budget at the next meeting. We are required to submit a revised Budget to the State in April.

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 10:52 AM.