

Coastal Workforce Development Board

April 23, 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 Executive Committee to order at 10:00 AM, and acknowledged a quorum was present on the phone line.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, John Cheeks, Earline Davis, Shaundese Duncan, David Floyd, Mel Gaines, Raven George, Fred Hill, James Johnson, Bobby Jones, Kathy Love, Rudolph Quarterman, Lee Smith, Alex Stanfield, Lynn Tootle, Fred Tucker, Genevieve Wynegar, and Karisa Young

MEMBERS ABSENT: Perry Banks, Rebecca Bohlander, Tia Brightwell, Jason Coley, Patti Fort, Stephanie Jones-Heath, 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), Sheron Morgan (Assistant Director), Crystal Northcutt (Finance Administrator), Danielle Riley (Sub-Regional Business Representative), Shawanda Perry (Military Services Coordinator), and Tiffani Smashum (Administrative Assistant)

GUEST PRESENT: Sharonda Bacon (In the Door), Markisha Butler (In the Door), Brad Speck (Ross), Tara Sinclair (Ross), Charisse Lee (Eckerd), Jennifer Bradley (Department of Labor – Hinesville)

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

- Hinesville Job Center Fire on April 13, 2021
 - Investigation is still under review for the cause of the fire
- WorkSource Coastal Admin Office Mainline (912-351-6379) is now working properly!
- CWDB, City of Savannah and CLEO Partnership Agreement
 - Mayor Johnson, II and the City Manager are currently reviewing the contract
- Upcoming Meeting with CLEO (Mayor Van Johnson II)
 - To discuss transition activities
 - Hiring of Executive Director position

He then turned the meeting over to Assistant Director, Sheron Morgan.

Director's Report

Mrs. Morgan provided the following updates:

- Hinesville Job Center Fire – The staff at office have been relocated to the Savannah Career office. The landlord of that office has allowed us to store our files in an undisclosed location. The property in that building is a total loss from fire, water and smoke damage. Crystal Northcutt has notified our property insurance carrier. The landlord expects the recovery to the building to take 90 days.
- RFP Solicitations – Releasing REPs for all services (Youth, Adult, Dislocated Worker and One-Stop Operator). Solicitations will close May 11, 2021 at 1:30pm. If the award is given to a new Service Provider, we will provide transition funds and, the current Service Providers will need two months to transition. We will be adjusting the next CWDB and Committee meetings to accommodate getting the proposals reviewed.
- Sector Career Fairs – WSC Staff attended demos this week for virtual career fairs to determine if we want to use this type of platform for future career fairs. Mrs. Morgan spoke with the staff about using a virtual career fair and they expressed there may not be a need to pursue with virtual career fairs. We feel it may not be a need for virtual career fairs because people are beginning to meet in person, which will allow us to have career fairs in person.
- Unemployment Benefits – People can work and keep their unemployment benefits as long as they do not earn over the \$300 a week limit.
- Construction Education for Georgia (CEFGA) Launch – Fast Track program for four weeks to learn entry level skills for construction employment. There may be a need to utilize some WIOA funds depending on the participation in the class, however this program has funds from the Governor along with SNAP funds. The WIOA funds will be used as a last resort. The first class will start on May 17, 2021. We have partnered with a local church to use their faculty for the training. The class consist of 21 individuals interested in learning construction skills. Graduation will be either June 17 or 18.
 - **Chatham County**
 - **Augusta, GA**
 - **Columbus, GA**

Mrs. Morgan recognized Brad Speck for his assists on the night of the fire at the Hinesville office.

Questions/Answers:

Mr. Gaines asked how will WSC get the applicants for the Construction Education Fast Track program? Mrs. Morgan responded the applicants are handled through the Association of Construction Education for Georgia organization. There is a link on their website for the applicants to register. Right now, there is a total of 116 names in their database and the link will be on going. There will be five cohorts and the last class will be December 2022.

Mr. Gaines asked will the applicants receive a certification for completion? Mrs. Morgan responded yes; they will receive eight certifications. They will have the skills set to fill entry level positions on any construction site.

Ms. Morgan turned the meeting over to Crystal Northcutt (WSC Finance Administrator) for the financial report.

Financial Report

Mrs. Northcutt presented the financial update on the transition technology cost comparison of moving to Coastal Regional Commission (CRC) then back to the City of Savannah (COS).

	Coastal Regional Commission	City of Savannah
Technology (software licenses, network equipment, server storage, Wifi access, IT Staff hours)	\$181,562	\$30,505

- PY20 Budget Modification
 - Required by TCSG for significant changes such as Fiscal Agent
 - Adjustments include 36% decrease in computer charges, increases in supplies (23%), professional services (112%), & insurance (28%)
 - Includes transition and operational adjustments
 - Due to TCSG April 30

WorkSource Coastal WIOA PY20/FY21 Budget Modification July 1, 2020 - June 30, 2021

	Revised Total	Original Total	Difference	% Change
LWDA Operations				
Salaries & Fringe Benefits	\$965,116.09	\$886,986.15	\$78,129.94	9%
Rent (lease, equipment, etc.)	\$424,335.28	\$433,335.28	-\$9,000.00	-2%
Indirect Costs	\$200,852.00	\$186,267.09	\$14,584.91	8%
Utilities	\$59,185.11	\$55,033.35	\$4,151.76	8%
Building & Grounds- Repair/Maint. Svc	\$47,312.00	\$45,422.00	\$1,890.00	4%
Telephone & Telegraph Equip/Service	\$53,567.64	\$53,567.64	\$0.00	0%
Computer Charges	\$96,859.00	\$151,852.50	-\$54,993.50	-36%
Office Supplies	\$163,699.99	\$133,194.88	\$30,505.11	23%
Professional Services	\$53,000.00	\$25,000.00	\$28,000.00	112%
Insurance	\$21,957.24	\$17,173.90	\$4,783.34	28%
Operating Contracts	\$65,181.32	\$64,161.32	\$1,020.00	2%
Postage	\$3,000.00	\$3,000.00	\$0.00	0%
General Printing Charges	\$21,704.00	\$21,704.00	\$0.00	0%
Staff Travel Expenses (lodging, transportation, per diem)	\$51,844.94	\$51,844.94	\$0.00	0%
Other Meeting Expenditures	\$3,999.96	\$3,999.96	\$0.00	0%
Miscellaneous/Contingencies	\$11,745.86	\$11,745.86	\$0.00	0%
Memberships	\$7,425.00	\$7,425.00	\$0.00	0%
Subscription, Directories, & Publications	\$500.00	\$500.00	\$0.00	0%
Total LWDA Operations	\$2,251,285.43	\$2,152,213.87	\$99,071.56	5%
Direct WIOA Participant Expenses				
Subrecipient Contracts	\$1,711,257.87	\$2,061,257.87	-\$350,000.00	-17%
Vendor Contracts	\$42,400.00	\$42,400.00	\$0.00	0%
Supportive Services	\$318,634.50	\$318,634.50	\$0.00	0%
Training(s)	\$472,000.00	\$472,000.00	\$0.00	0%
On-the-Job Training	\$160,000.00	\$160,000.00	\$0.00	0%
Incumbant Worker Training	\$92,234.00	\$92,234.00	\$0.00	0%
Work Experiences	\$744,769.00	\$394,769.00	\$350,000.00	89%
Other Youth Program Costs	\$92,486.00	\$92,486.00	\$0.00	0%
Other Jobs for Georgia's Graduates Dues	\$11,025.00	\$11,025.00	\$0.00	0%
Other COVID 19 Program Costs	\$37,581.00	\$37,581.00	\$0.00	0%
Total WIOA Participant Expenses	\$3,682,387.37	\$3,682,387.37	\$0.00	0%
Local Board Expenses				
Board Travel Expense	\$1,500.06	\$1,500.06	\$0.00	0%
Board Meeting Expenditures	\$29,200.18	\$29,200.18	\$0.00	0%
Total Board Expenses	\$30,700.24	\$30,700.24	\$0.00	0%
TOTAL EXPENSES	\$5,964,373.04	\$5,865,301.48	\$99,071.56	1.69%

In addition, Ms. Northcutt shared the Formula Funding Summary, PY20 Other Grant Funding, PY19 & PY20 Expenditure Targets, and Individual Training Accounts & Supportive Services.

Funding Summary: As of February 28, 2021

Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance--June 2021	Projected % Obligated, Expended, & Encumbered
Adult	Admin	118,961	-	118,961	29,179	89,782	25%
	Program	1,070,645	-	1,070,645	160,579	910,066	15%
	PY20 Grants	1,189,605	-	1,189,605	189,758	999,847	16%
	Admin	241,754	226,968	14,786	14,786	(0)	100%
	Program	1,679,555	1,472,441	207,114	207,114	(0)	100%
	PY19 Grants	1,921,309	1,699,409	221,900	221,900	(0)	100%
Total Adult		\$ 3,110,914	\$ 1,699,409	\$ 1,411,505	\$ 411,658	\$ 999,847	
DW	Admin	135,912	-	135,912	-	135,912	0%
	Program	1,223,212	-	1,223,212	83,829	1,139,383	7%
	PY20 Grants	1,359,124	-	1,359,124	83,829	1,275,295	6%
	Admin	243,074	175,262	67,812	39,397	28,415	88%
	Program	1,189,991	1,189,991	-	-	-	100%
	PY19 Grants	1,433,065	1,365,253	67,812	39,397	28,415	98%
Total DW		\$ 2,792,189	\$ 1,365,253	\$ 1,426,936	\$ 123,226	\$ 1,303,711	
Youth	Admin	123,867	-	123,867	10,791	113,077	9%
	Program	1,114,806	-	1,114,806	687,602	427,204	62%
	PY20 Grants	1,238,673	-	1,238,673	698,392	540,281	56%
	Admin	132,460	114,428	18,033	18,033	-	100%
	Program	1,232,759	1,228,073	4,686	4,686	0	100%
	PY19 Grants	1,365,220	1,342,501	22,719	22,719	0	100%
Total Youth		\$ 2,603,893	\$ 1,342,501	\$ 1,261,392	\$ 721,111	\$ 540,281	
Total	PY20 Grants	3,787,402	-	3,787,402	971,979	2,815,423	26%
	PY19 Grants	4,719,594	4,407,163	312,431	284,016	28,415	99%
	GRAND TOTAL	\$ 8,506,996	\$ 4,407,163	\$ 4,099,833	\$ 1,255,995	\$ 2,843,839	

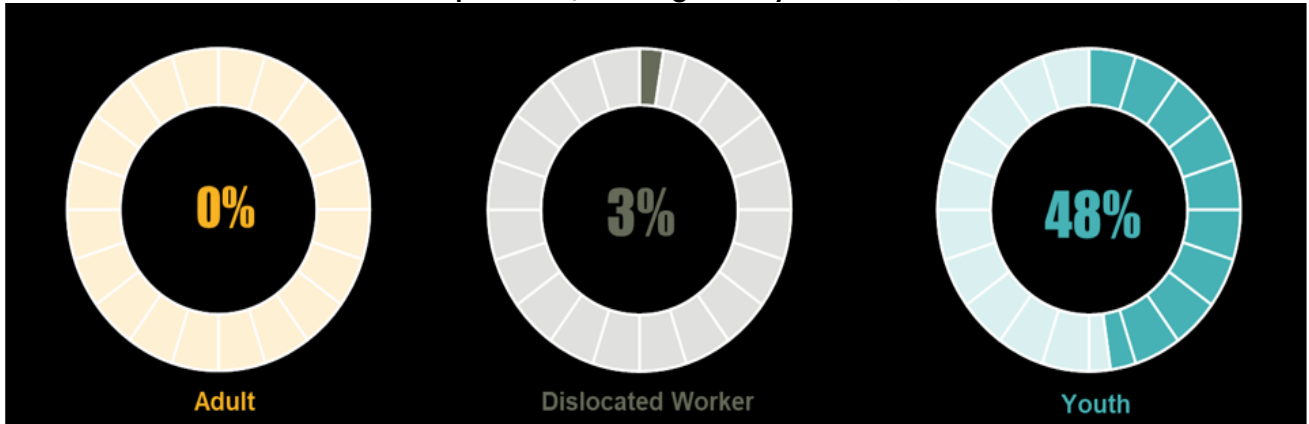
PY20 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of February 28, 2021	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	\$ 254,467	\$ 245,533
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	\$78,597	\$60,601
Additional Youth Grant 2	TCSG	1/1/2020	6/30/2021	\$128,759	\$24,091	\$104,668
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$11,554	\$733,943
TOTAL				\$1,943,653	\$368,709	\$1,574,944

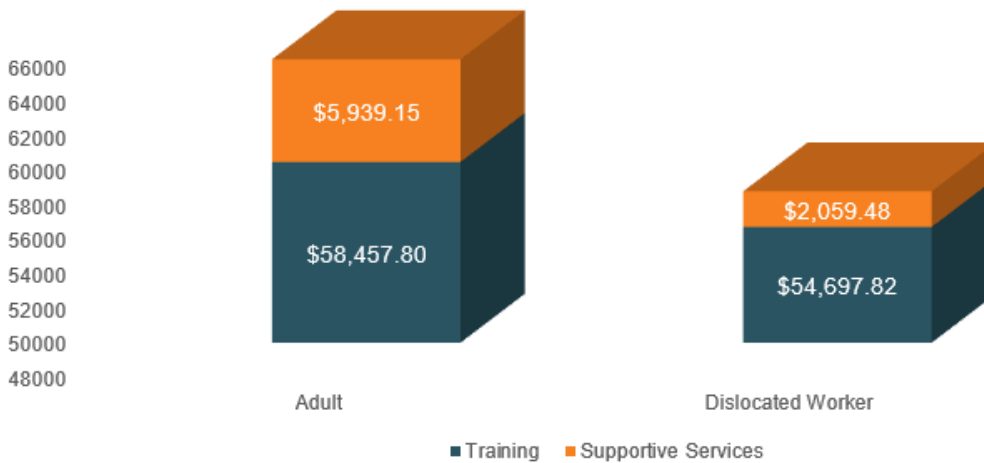
**PY19 Expenditure Targets
July 1, 2019 – June 30, 2021
100% Must be Spent by June 30, 2021**



PY20 Expenditure Targets
July 1, 2020 – June 30, 2022
80% Must be Spent and/or Obligated by June 30, 2021



Individual Training Accounts & Supportive Services



- Budgeted Training & Support = \$790,635 and Actual Training & Support = \$121,154. Participants receiving WIOA funds are: 43 new and 16 carryovers with a total of 59.

IWT Employer Agreements
July 2020 – February 28, 2021

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

After the financial status reports, the Committees reported the following:

Committee Reports

Economic Workforce Alignment:

Mr. David Atkins, Committee Chair reported as follows:

- Priority of Service Policy: This policy was updated to include a fifth priority order allowing for the Governor and/or CWDB to establish an additional priority group if necessary.

Currently, the CWDB has only added the Georgia resident as a priority.

Next Meeting: May 5, 2021 at 10:00 A.M. WorkSource Coastal Admin Office Conference Room at 7216 Skidaway Rd. Suite A. or Teleconference call.

Public Relations:

Mrs. Leigh Acevedo, Committee Chair reported as follows:

- 2021 Retreat

Next meeting: April 23, 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 31% of the WEX allocations were spent.

The PY20 Sub-awards Contractual expenditure requirement of 65% of total budget was not met.

- Bulloch, Effingham, Screven 31%
 - Bryan, Liberty, Long 42%
 - Chatham 31%
 - Camden, Glynn, McIntosh 50%
- 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	56%
Ross – BES	42%
Ross – BLL	54%
Ross – Chatham	63%

Contractors	Q2 Employment /Education	Q4 Employment /Education	Q2 Median Earnings	Credential Attainment	Measurable Skills Gain
Ross – BES	100%	0%	--	0%	0%
Ross – BLL	100%	0%	--	0%	0%
Ross – Chatham	70%	75%	--	0%	0%
Eckerd - CGM	73%	75%	--	67%	54%

- PY20 Summer Work Experience - The Committee made the recommendation to allocate \$350,000 in funds for the PY20 Summer Work Experience only. These funds would be good through August 31, 2021.

Allocations

- Bryan/Liberty/Long \$77,777.78
- Bulloch/Effingham/Screven \$77,777.78
- Camden/Glynn/McIntosh \$97,222.22
- Chatham \$97,222.22

The SWEX preparation would begin May 3, 2021 with training for the participants actually beginning on June 7, 2021.

- Modification to Extend PY20 WIOA Year-Round Contract to August 31, 2021- The Committee made the recommendation to extend the PY20 year-round contract to August 31, 2020 having it end simultaneously with the PY20 Summer Work Experience.

Next Meeting - Friday, May 14, 2021 at 10:00 a.m. at Richmond Hill City Center, 520 Cedar Street, Richmond Hill, GA.

Consent Agenda:

- **CWDB**
 - February 2021

- **Committee Minutes**
 - Executive Committee – January 2021
 - Youth Committee – January 2021
 - EWA (Economic & Workforce Alignment) – January 2021

- **FSR**
 - January 2021
 - February 2021

- **Priority of Service Policy**

- **PY20 Summer Work Experience – Approval to allocate \$350,000 in Youth Formula funds for the PY20 Summer Work Experience through August 31, 2021.**

Allocations

- Bryan/Liberty/Long \$77,777.78
 - Bulloch/Effingham/Screven \$77,777.78
 - Camden/Glynn/McIntosh \$97,222.22
 - Chatham \$97,222.22
- **Modification to Contracts - Extend PY20 WIOA Adult, Dislocated Worker, One-Stop Operator and Youth Year-Round Contracts through August 31, 2021**

Contract	Amount
Adult/DW	\$26,632
One-Stop Operator	\$88,200
Youth BES	\$17,800
Youth BLL	\$14,600
Youth Chatham	\$20,600
Youth CGM	\$32,000
Total	\$199,832

Motion: Earline Davis
2nd: David Floyd
Vote: Unanimous

Next Meeting: The next CWDB Meeting is regularly scheduled for June 25, 2021 at 10AM— location to be determined.

Adjourn: No further business discussed; the meeting was adjourned at 10:49 AM.