

## Coastal Workforce Development Board

October 22, 2021, at 10:00 A.M.

Teleconference Call

Minutes Prepared by Tiffani Smashum

Roll call was conducted by Tiffani Smashum), and it was determined that a quorum was present.

**CALL TO ORDER:** Chairman Lee Smith called the Executive Committee to order at 10:01 AM, and acknowledged a quorum was present on the phone line.

**MEMBERS PRESENT:** Leigh Acevedo, Tia Brightwell, John Cheek, Jason Coley, Earline Davis, Shaundese Duncan, David Floyd, Mel Gaines, Raven George, Kathryn Johnson, Bobby Jones, Kathy Love, William Stankiewicz, Lynn Tootle, Fred Tucker, Genevieve Wynegar, and Karisa Young

**MEMBERS ABSENT:** David Atkins, Perry Banks, Fred Hill, James Johnson, Stephanie Jones-Heath, Rudolph Quarterman, Lee Smith, and Alex Stanfield

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

**GUEST PRESENT:** Brad Speck (Ross-IES), Sharonda Bacon (In the Door, LLC), and Felica Woods (In the Door, LLC)

In Chairman Lee Smith' absence, Vice Chairman William Stankiewicz led the Board meeting. Mr. Stankiewicz welcomed and thanked everyone for taking the time to attend the Coastal Workforce Development Board teleconference meeting. Mr. Stankiewicz welcomed our new board member Kathryn Johnson, Director of the Richmond Hill Chamber of Commerce Inc. The Chairman's updates were as follows:

- The next CWDB meeting is regularly scheduled for December 24th, which is Christmas Eve. Therefore, the members agreed to reschedule for December 17th at 10:00 am. The location will be determined at a later date and time.
- The Georgia Ports Authority (GPA) currently has about 8,100 containers awaiting shipment. GPA is still working at peak capacity, shipping approximately 1,400 to 1,500 containers daily and has extended the Port hours to meet the export demands.

Vice Chairman Stankiewicz then turned the meeting over to Sheron Morgan, Interim Director.

## **Director's Report**

Ms. Morgan provided the following updates:

- Liberty County Job Center – the landlord is moving forward with the renovations of the Job Center. The process is moving along steady. Ms. Morgan visited the Job Center on Tuesday, October 19<sup>th</sup> to see the progress. The roof has been repaired and the inside has been gutted out. Ms. Northcutt reached out to the City of Savannah's (COS) IT department to see if they wanted to do any work while there were no walls in the building. The landlord has moved forward with ordering carpet, hardware, light fixtures, and furniture. Unfortunately, the WSC staff will not be moving back in the Job Center by the end of the year-2021. Ms. Northcutt has moved forward with ordering furniture for our staff.
- While meeting with LEO/Chairman Donald Lovett expressed his concern regarding the presence of the WSC staff in Liberty County. Ms. Morgan has informed Chairman Lovett that there is an opportunity for the staff to be temporarily located at the SOAR Re-Entry Organization building in Hinesville/Liberty County. Chairman Lovett expressed that the space identified at the Re-Entry Building may not accommodate contracted staff to carry out their day-to-day duties; therefore, he suggested the staff be temporarily located in the Development Authority Building in Liberty County. Chairman Lovett connected Ms. Morgan with the Director of the Development Authority. He further explained, there may be a cost to use the space; however, its unknown at this time. Ms. Morgan will meet with the Director of the Development Authority next week and will keep the Board updated on this matter. Currently the Hinesville Staff is driving to the Savannah Job Center three days a week, working remotely, and meeting potential participants at the library or community centers.
- Effingham County Job Center – experienced a burglary on September 13<sup>th</sup>. According to the Effingham County Police Department's investigation the individual was hiding in the restroom in the Goodwill store, adjacent to the Effingham County Job Center. After viewing the surveillance cameras, the Detective felt the individual may have not had intentions to burglarize the Job Center, but took the opportunity, due to the fact the suspect left the property and returned dressed in all black. The items that were taken belonged to the Ross-IES Program Director: a briefcase, one set of keys to all seven Job Centers, and several (staff) cell phones found in a desk drawer. WSC's One-Stop Operator re-keyed all seven Job Center doors. Mr. Speck stated he has been communicating with the Lead Detective and some of these items have been recovered and a suspect has been arrested. The investigation is still in progress and none of the items have been returned to date.
- Governor Kemp's Executive Order Extension – is scheduled to end on October 28<sup>th</sup>.
- WorkSource Coastal Technical Assistance (TA) Institute – the WSC Admin staff is preparing for this event, which will be held on October 26<sup>th</sup> -28<sup>th</sup>. This training is for all Service Providers.
- GA Workforce Leadership Association (GWLA) Meeting – Ms. Morgan attended the quarterly GWLA meeting on October 6<sup>th</sup> – 8<sup>th</sup>. The meeting was held for all Local Area Directors to come together to discuss recent State changes to WIOA policies and new workforce development opportunities.

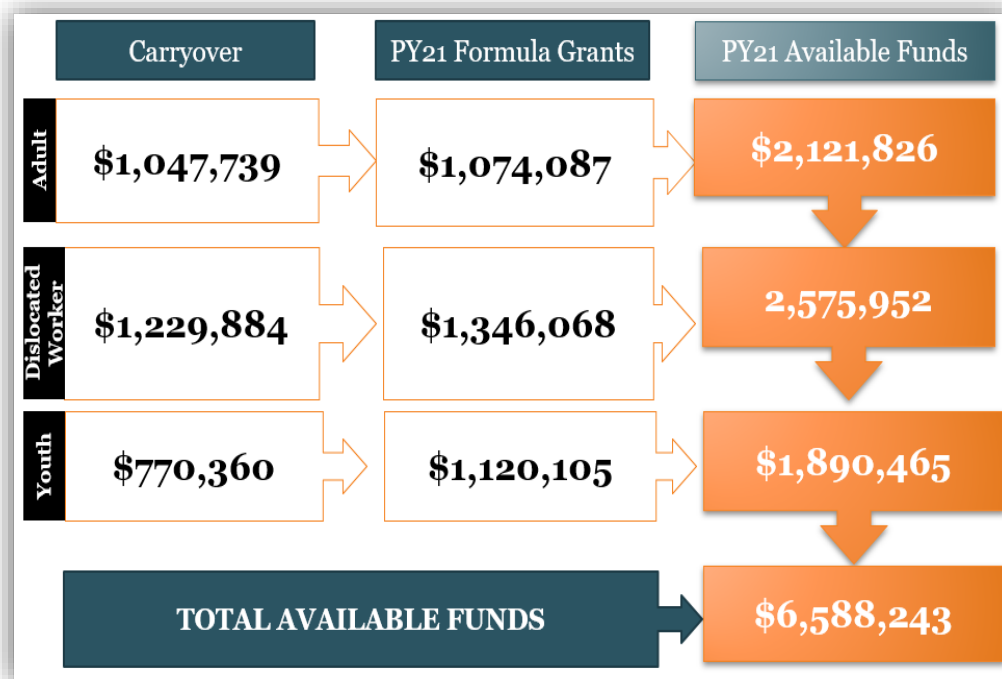
- LEO Meetings – Ms. Morgan has met with the Local Elected Officials to discuss the workforce and economic workforce development needs in each of the respective counties. Ms. Morgan has met with all LEOs, with the exception Chairman Wayne Neal (at his request) due to a high-profile case currently taking place in Glynn County.
- WSC Service Providers' Financial Monitoring – is upcoming, Ms. Northcutt will discuss later in her report regarding William Kennemore, CPA contract.

**Financial Report**

Ms. Northcutt explained the contract that appears on the consent agenda item for Mr. William Kennemore, CPA is required by federal regulations. Financial Monitoring for all sub-recipients is conducted annually. Mr. Kennemore will monitor the PY21 Adult, Dislocated Worker and Youth Service Provider contracts.

Ms. Northcutt presented the PY20 Financial Updates, PY20 & PY21 Formula Grants Overview, PY21 Other Grant Funding, and Individual Training Accounts & Supportive Services.

**Finance Updates for Program Year (PY) 2021 began July 1, 2021**



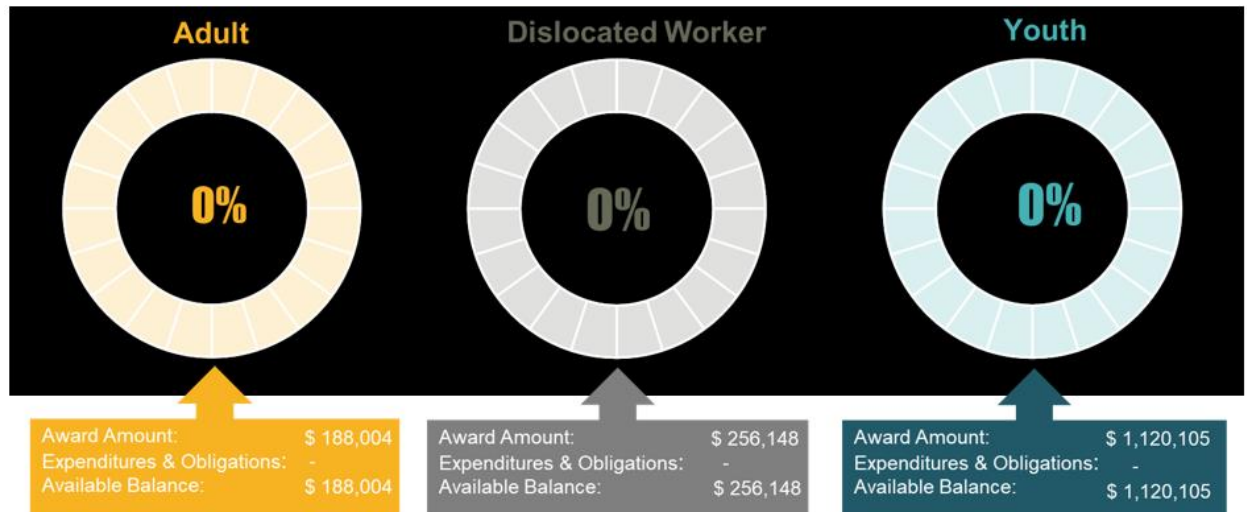
Ms. Northcutt explained, under the section “Carryover” are the amounts that were carried over from PY20 into PY21. As discussed in pervious meetings, the waiver for the 80% of funds to be expended or obligated still stands. As a result, full allocations from the previous program year were carried over into the program year with the addition of the new PY21 WIOA Grants.

**PY20 Formula Grants Overview**  
 As of August 31, 2021  
 July 1, 2020 – June 30, 2022  
 100% Must be Spent by June 30, 2022



Ms. Northcutt stated one of the reasons for Ms. Morgan's periodic visit with the LEOs and development authorities was to brainstorm and discuss the workforce development needs for each of the ten counties in an effort to increase spending beyond ITAs.

**PY21 Formula Grants Overview**  
 As of August 31, 2021  
 July 1, 2021 – June 30, 2023  
 80% Must be Spent and/or Obligated by June 30, 2022



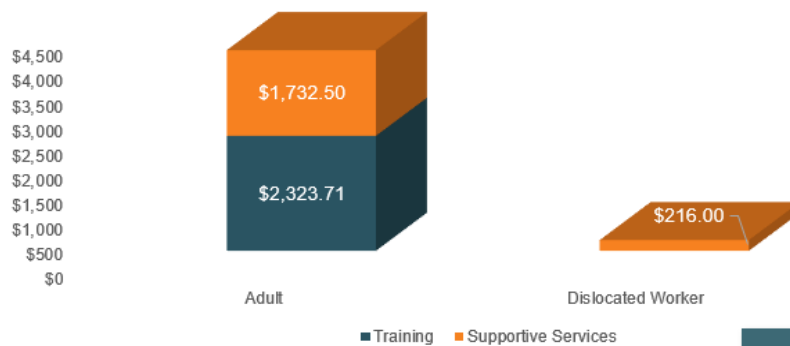
Ms. Northcutt stated WSC has not begun to expend the PY21 funds yet. The amount shown for Youth was received April 1<sup>st</sup> and the amount shown for Adult and Dislocated Worker was received July 1<sup>st</sup>. The second allocations will be effective October 1<sup>st</sup>, 2021 ;however, WSC Admin Office has not received the Statement of Grant Awards from

TCSG-OWD to date. WSC is expecting the Adult and Dislocated Worker second allocations at the end of November 2021 or beginning of December 2021.

### PY21 Other Grant Funding

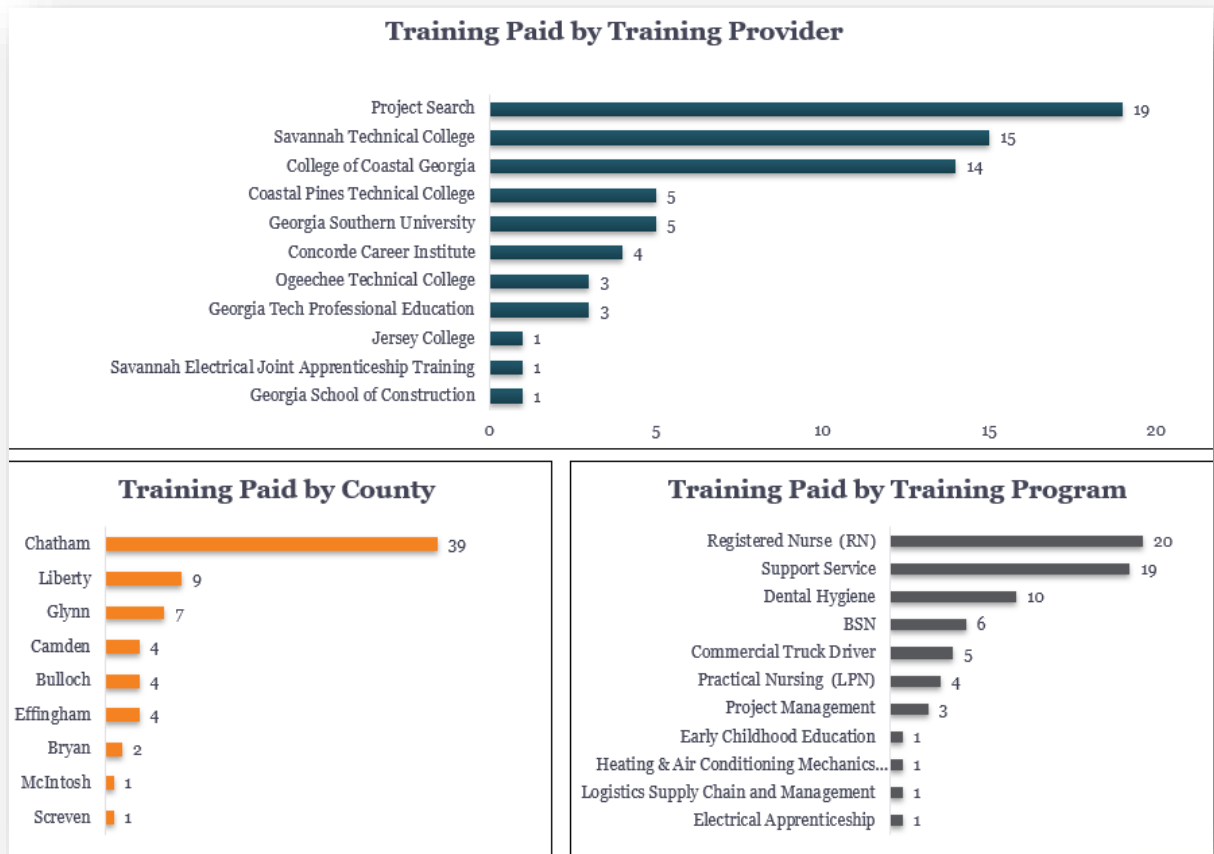
Grant	Grantor	Start Date	End Date	Award Amount	Expended as of August 31, 2021	Balance
COVID-19/NDWG-Work Sites	TCSG	4/13/2020	3/31/2022	\$279,780	0	\$279,780
Additional Dislocated Worker Operational Grant	TCSG	5/1/2020	6/30/2022	\$500,000	\$ 500,000	\$ 0
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$ 30,711	\$714,786
<b>TOTAL</b>				<b>\$1,525,277</b>	<b>\$530,711</b>	<b>\$994,566</b>

### Individual Training Accounts & Supportive Services As of August 31, 2021



**Budgeted Training & Support = \$1,564,324**  
**Actual Training & Support Expenses = \$4,272**  
**Obligated Training & Support = \$109,059**

**Number Receiving WIOA Funds: 71**  
 New = 52  
 Carryover=19



Ms. Northcutt stated the chart above is the metrics related to the Individual Training Accounts (ITAs) and the number of enrollments through the end of August 2021. The chart is a snapshot of the training expenses paid by Training Provider, County and Training Program. She also explained that Project Search is a program designed by the Chatham and Effingham County School System for disabled high school students to gain work experience in a medical or food service setting. WIOA Supportive Services grant supplements the participant's need for assistance with transportation and/or uniforms while enrolled in a WIOA training program/services.

### IWT Employer Agreements

Employer	Training	Amount	County	Status
Nine Line Apparel	WiSys Warehouse Management Software: Fulfillment & Inventory	\$11,180	Chatham	Complete
Nine Line Apparel	E-Commerce Digital Marketing	\$9,000	Chatham	In Progress
Henry Plumbing	Plumbing Journeyman	\$11,007	Chatham	In Progress

### OJT Employer Agreements

Employer	Amount	County	Status
Outsource Logistics	Up to \$25,000	Chatham	In Progress
HA Sack Co.	Up to \$25,000	Bulloch	In Progress

After Ms. Northcutt's financial status reports, the Committees reported the following:

#### **Committee Reports**

##### **Economic Workforce Alignment:**

Ms. Earline Davis, Committee Member reported as follows:

- **Individual Training Account (ITA) Policy:** This policy was updated to reflect the removal of "Veteran's Education Benefits (Post 9/11 GI Bill, Montgomery GI Bill)". In accordance with Training and Employment Guidance Letter (TEGL 19-16) VA benefits for education and training do not constitute "other grant" assistance under WIOA eligibility requirements. Therefore, eligibility for VA benefits for training services do not preclude a veteran or eligible spouse from receiving WIOA-funded services.

**Next Meeting** - Wednesday, November 3, 2021, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

##### **Public Relations:**

Mr. Leigh Acevedo, Committee Chair reported as follows:

- Currently planning 2022 CWDB Retreat

**Next Meeting:** October 22, 2021, immediately following CWDB meeting via Conference Call

##### **Youth Committee:**

Mr. David Floyd, Committee Chair reported as follows:

- Committee did not meet on Friday, September 10, 2021

Next Meeting - Friday, November 12, 2021, at 10:00 A.M. at the Richmond Hill City Center.

#### **Consent Agenda:**

- **CWDB Minutes**
  - CWDB – June & August 2021
- **Committee Minutes**
  - Executive Committee – July 2021

- Public Relation Committee – April 2021
- Economic & Workforce Alignment – May 2021
- FSR
  - June, July, and August 2021
- Individual Training Account (ITA) Policy
- Approval to renew William Kennemore Financial Monitoring contract for PY2021 in the amount of \$17,900

**Retroactive Approval for Executive Committee Acting on Behalf of the Board on September 23, 2021—**

- Acceptance of PY21 WIOA Youth Grant Award in the amount of \$1,120,105 for the period of April 1, 2021 – June 30, 2023
- Acceptance of PY21 WIOA Adult Grant Award in the amount of \$188,004 for the period of July 1, 2021 – June 30, 2023
- Acceptance of PY21 WIOA Dislocated Worker Grant Award in the amount of \$256,148 for the period of July 1, 2021 – June 30, 2023
- FSR
  - May 2021
- Committee Minutes
  - Executive Committee – June 2021
  - Youth Committee – June 7, 2021 & June 9, 2021

**Next Meeting:** The next CWDB Meeting is scheduled for Christmas Eve, December 24, 2021 – date, time, and location

**Adjourn:** With no further business discussed, the meeting was adjourned at 10:45 AM.