

Coastal Workforce Development Board

August 27, 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 not 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: John Cheek, Jason Coley, Earline Davis, David Floyd, Mel Gaines, Fred Hill, Bobby Jones, Kathy Love, Lee Smith, William Stankiewicz, Fred Tucker, and Genevieve Wynegar

MEMBERS ABSENT: Leigh Acevedo, David Atkins, Perry Banks, Tia Brightwell, Shaundese Duncan, Patti Fort, Raven George, James Johnson, Stephanie Jones-Heath, Rudolph Quarterman, Alex Stanfield, Lynn Tootle, and Karisa Young

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), and Tiffani Smashum (Administrative Assistant)

GUEST PRESENT: Brad Speck (Ross-IES), Charisse Lee (Eckerd Connects-Paxen), Sharonda Bacon (In the Door, LLC), Shanice Thomas (Ross-IES), Veronica Parrish (Ross-IES), and Markisha Butler (In the Door, LLC)

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:

- Southeastern Employment and Training Association (SETA) Fall Conference 2021 will be held in Biloxi, Mississippi on September 26th through 29th. Please contact Tiffani Smashum to register before the deadline on August 11th

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

Director's Report

Ms. Morgan provided the following updates:

- Camden Job Center – GDOL (Partner) – We were informed by GDOL Career Center Manager that they did not move out of the WSC Camden County Job Center without notice. They are replacing equipment, such as computers and the copier. However, the GDOL Career Center Manager could not identify a date in which they would return to the Job Center.
- Liberty County Job Center – The Job Center's renovation is currently at a standstill. The landlord is still working with the insurance company to get started on renovations. Contractors and materials have been identified, just waiting on the approval from the insurance company to start. The Liberty/Hinesville Job

Center staff will be temporarily re-located when the MOU is signed with the Liberty County Re-Entry Program Office, which is one block over from Job Center.

- Social Distancing in Job Centers – All seven WSC Job Centers have been outfitted with social distancing materials. All staff has been issued a hanging or portable squeeze guard for their workstation. All centers are equipped with 6 feet social distancing, symptoms and required mask signage.
- PY21 Service Provider Awards and Negotiations – All three PY21 Service Providers for the Coastal Region has completed their (performance) negotiations. During negotiations the Service Providers' Statement of Work is reviewed for clarity, the budget is reviewed for accuracy by line item, we review performance outcomes, we review staffing levels, etc. Service Providers are given an opportunity to make revisions and submit the final Statement of Work to include as part of the contract agreement.
- Governor's Executive Order – Governor Kemp has extended the State of Emergency for Continued COVID-19 Economic Recovery. It is now scheduled to expire on September 28, 2021.
- WSC Admin Staff Retreat – The WorkSource Coastal Admin Staff Retreat was a success. Staff had an opportunity to devise a workplan for the year, set some professional and personal goals for the year, discuss training ideas for the Service Providers, put some administrative duties in order of importance, etc. Also, relaxed a little and created a TikTok video.
- PY19 USDOL-ETA Three (3) Findings for WorkSource Coastal-
 - Finding #19: Noncompliance with section 504 Disability Requirement.
Local, ALL
(CMG Indicator 2.i: Civil Rights, Complaints, Grievances & Incident Reports, 2.i.1: Policies and Procedures)

Condition: The GDOL Augusta Comprehensive Career Center, the Augusta Technical College Affiliate Career Center, and the GDOL Savannah AJC do not have ADA compliant computer equipment to assist participants with hearing and visual disabilities.
 - Finding #20: Noncompliance with Local Board Hiring Authority.
Local Level, WIOA
(CMG Indicator 1.a.1: Strategic Planning)

Condition: This review, including interviews with local area leadership, revealed that the Chief Local Elected Official (CLEO), not the local workforce board, hired the staff to the board. This is not compliant with WIOA provisions. (Specifically, the Executive Director, the By-laws and agreement should reflect the provisions.)

- o Finding #21: Noncompliance with Local Participant Data Entry Requirements.
Local Level, WIOA
(CMG Indicator 2.e.1: Performance Reporting)

Condition: The local area failed to make monthly contact with participants and document it in the MIS in accordance with their own policy, WorkSource Coastal Policy, WSC-15-012 Internal Controls-Data Management Policy.

Financial Report

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

<h2 style="text-align: center;">Funding Summary</h2> <h3 style="text-align: center;">As of May 31, 2021</h3>								
Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance- June 2021	Projected % Obligated, Expended, & Encumbered	
Adult	Admin	118,961	14,149	104,811	4,242	100,569	15%	
	Program	1,070,645	87,480	983,165	213,566	769,599	28%	
	PY20 Grants	1,189,605	101,629	1,087,976	217,808	870,168	27%	
	Admin	241,754	241,754	-	-	-	100%	
	Program	1,679,555	1,679,555	(0)	-	(0)	100%	
	PY19 Grants	1,921,309	1,921,309	(0)	-	(0)	100%	
	Total Adult	\$ 3,110,914	\$ 2,022,938	\$ 1,087,976	\$ 217,808	\$ 870,168		
	DW	Admin	135,912	-	135,912	-	135,912	0%
		Program	1,223,212	53,666	1,169,545	184,710	984,835	19%
		PY20 Grants	1,359,124	53,666	1,305,458	184,710	1,120,747	18%
Admin		243,074	216,992	26,082	11,932	14,149	94%	
Program		1,189,991	1,189,991	-	-	-	100%	
PY19 Grants		1,433,065	1,406,984	26,082	11,932	14,149	99%	
Total DW		\$ 2,792,189	\$ 1,460,650	\$ 1,331,539	\$ 196,643	\$ 1,134,897		
Youth		Admin	123,867	28,871	94,996	11,718	83,278	33%
		Program	1,114,806	246,538	868,268	799,750	68,518	94%
		PY20 Grants	1,238,673	275,409	963,264	811,468	151,795	88%
	Admin	132,460	132,460	-	-	-	100%	
	Program	1,232,759	1,232,759	-	-	-	100%	
	PY19 Grants	1,365,220	1,365,220	-	-	-	100%	
	Total Youth	\$ 2,603,893	\$ 1,640,629	\$ 963,264	\$ 811,468	\$ 151,795		
	Total	PY20 Grants	3,787,402	430,705	3,356,697	1,213,987	2,142,711	43%
		PY19 Grants	4,719,594	4,693,513	26,082	11,932	14,149	100%
		GRAND TOTAL	\$ 8,506,996	\$ 5,124,217	\$ 3,382,779	\$ 1,225,919	\$ 2,156,860	

Ms. Northcutt stated WSC has met the requirements for all the PY19 grants. On this slide the PY19 Dislocated Worker funds show a balance however, she is working on the report and these funds have been fully expended as of June and will be updated. WSC is starting to obligate/expend out of the PY20 awards. The balance you see in PY20 Youth is funds rolled over from PY19 Youth contracts. This does not include the newly awarded contracts.

PY20 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of May 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	\$ 474,779	\$ 25,221
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	\$139,198	\$0
Additional Youth Grant 2	TCSG	1/1/2020	6/30/2021	\$128,759	\$128,759	\$0
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$28,861	\$716,636
TOTAL				\$1,943,653	\$771,567	\$1,172,086

Ms. Northcutt stated we have not used any of the funds from the COVID-19/NDWG-Work Sites funds year-to-date. We will come up with a strategy to use this fund. These funds are set to expire March of 2022. Will expend the Additional Dislocated Worker Operational Grant by the end of June. The HiSet Grant will be extended. Will expend the Additional Grants by the next reports. We have placed five individuals in training using the COVID-19/NDWG-Employment & Training and we are still focused on expending these funds as well.

Questions/Answers:

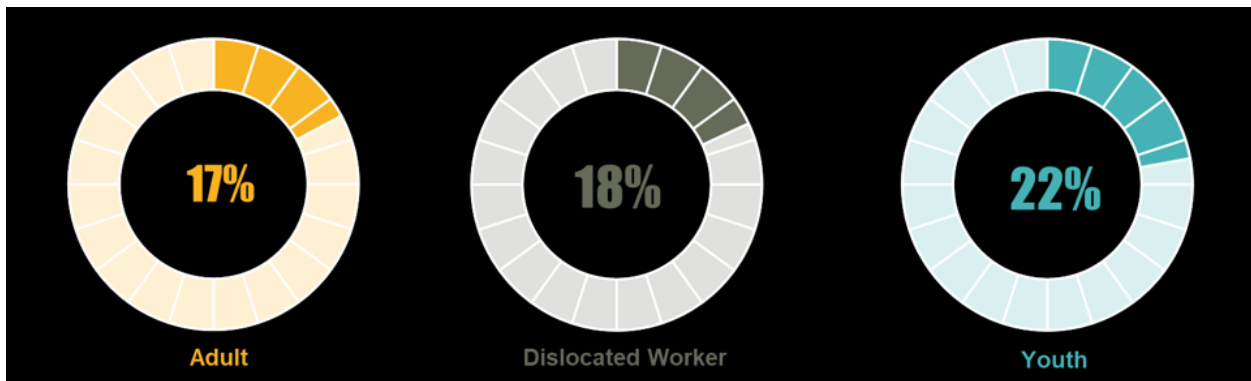
Mr. Coley asked will the funds from the PY20 Other Grant go back to TCSG-OWD? Ms. Northcutt respond not the full amount will go back, only the HiSet award of \$80,820 will be returned.

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

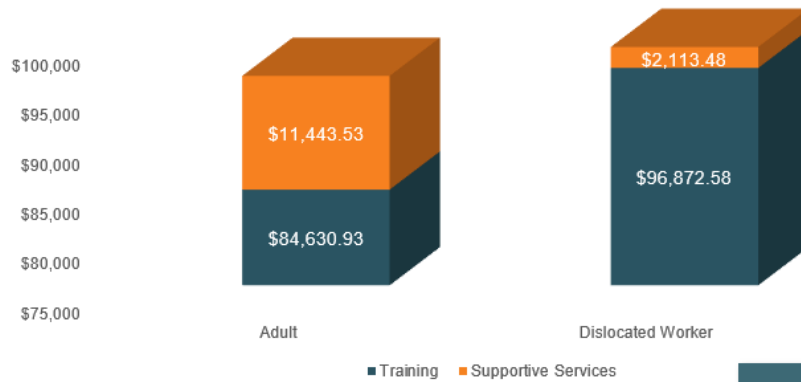


WSC did meet the 100% requirement for all grants except for the Youth HiSet Pilot grant with Savannah Technical College. Ms. Northcutt mentioned there are some discussions that the HiSet Pilot grant may be extended, however, she has not received any notice from the State yet. The HiSet Pilot grant will be included with the close out report. Ms. Northcutt stated she will let the Board know if this grant will be reissued.

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



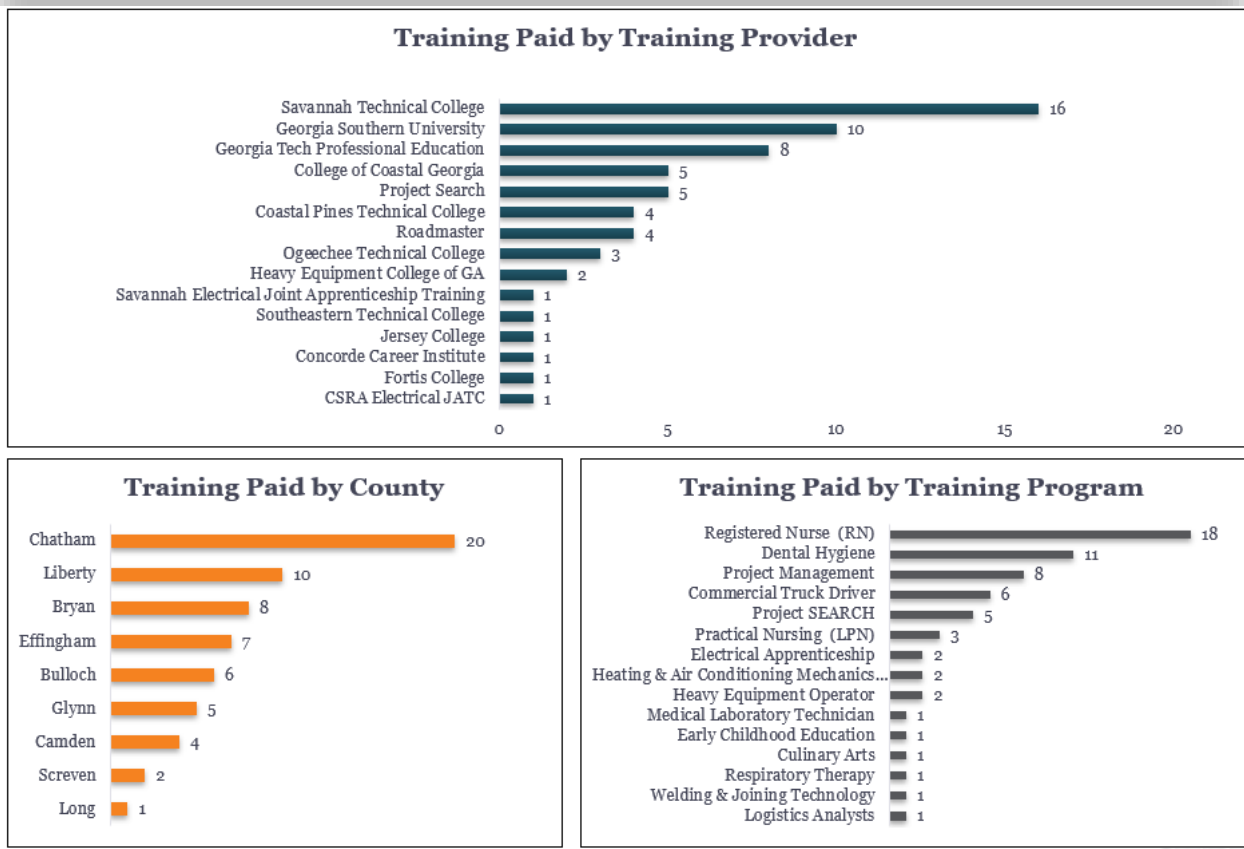
Individual Training Accounts & Supportive Services



Budgeted Training & Support = \$790,635
Actual Training & Support Expenses = \$195,061

Number Receiving WIOA Funds: 63
 New = 47
 Carryover=16

Ms. Northcutt announced in comparison to the number of people receiving training from last year and this year, this year's fall semester had 65 individuals receiving funds for training. Therefore, WSC is already exceeding the total number of people receiving training from whole program year of PY20.



Questions/Answers:

Mr. Coley asked do individuals have to come to the Job Center to start the process to receiving training? Ms. Northcutt answered that is correct. Mr. Coley stated he was concerned with the low number of individuals receiving training in Glynn County. He asked, is this a trend that the numbers be low for Glynn county? Ms. Northcutt responded no its typically not that low, Program Year PY20 was not representative of our normal enrollment or job center traffic. Ms. Northcutt stated the Fall Semester enrollment numbers will be reflected at our next meeting to show an increase and the foot traffic we would normally have. Currently all Job Center numbers are low.

IWT Employer Agreements

Employer	Training	Amount	County	Status
Nine Line Apparel	WiSys Warehouse Management Software: Fullfillment & 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
Outsourcing Logistics	Up to \$25,000	Chatham	In Progress
HA Sack Co.	Up to \$25,000	Bulloch	In Progress

In conclusion, Ms. Northcutt shared information on the Training Paid by Training Provider, IWT Employer Agreements and OJT Employer Agreements.

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

Committee Reports

Economic Workforce Alignment:

Mr. Earline Davis, Committee Member reported as follows:

- Did Not Meet Wednesday, July 7, 2021

Next Meeting: September 1, 2021 at 10:00 A.M. at the WSC Admin Office

Public Relations:

Ms. Janet Jones, WSC Staff reported as follows:

- Did not meet June 10, 2021
- Currently planning 2022 Retreat

Next Meeting: October 22, 2021, immediately following CWDB meeting – location to be determined.

Youth Committee:

Mr. David Floyd, Committee Chair reported as follows:

- **Contractor Reports –**
 - **Eckerd Connects-Paxen –**
 - Trenton Johnson of McIntosh County received the Eckerd Family Foundation scholarship of \$1,600 towards college school supplies from Eckerd Connects-Paxen.
 - SWEX began May 1st and will continue through August 7th with closing symposium on August 4th with social distancing guidelines.
 - The CGM Jobs for Georgia Graduates (JGG) will receive the 2020 5 for 5 Award (performance outcomes: graduation rate, employment rate, positive outcome rate, full-time jobs rate, and full-time placement rate) at the virtual National Jobs for America's Graduates Awards Conference, for the second year in a row.
 - **Contractor Reports –**
 - **Ross IES**
 - Ross BES will begin SWEX Career Advantage Program, Job Readiness Training July 12th.
 - Ross BLL will begin their Career Advantage Program, Job Readiness Training July 13th. Some participants will participate in the ThinkBig End of Summer Celebration on July 9th.
 - Ross Chatham began SWEX Career Advantage Program, Job Readiness Training July 6th.

Next Meeting - Friday, September 10, 2021 at 10 AM — location to be determined.

Consent Agenda:

Was not voted on/approved due to no quorum present

Next Meeting: The next CWDB Meeting is scheduled for October 22, 2021 at 10:00 A.M. at the Richmond Hill City Center, Richmond Hill, GA or Teleconference Call -- TBD

Adjourn: With no further business discussed, the meeting was adjourned at 10:37 AM.