

Coastal Workforce Development Board

December 17, 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: Vice Chairman William Stankiewicz called the Executive Committee to order at 10:03 AM, and acknowledged a quorum was present on the phone line.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, Perry Banks, Tia Brightwell, John Cheek, Jason Coley, Earline Davis, Shaundese Duncan, David Floyd, Mel Gaines, Fred Hill, Kathryn Johnson, Bobby Jones, Stephanie Jones-Heath, Kathy Love, Rudolph Quarterman, William Stankiewicz, Lynn Tootle, Fred Tucker, and Genevieve Wynegar

MEMBERS ABSENT: Raven George, Lee Smith, Alex Stanfield 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), 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.

- The Governor's Executive Order Extension – expires on December 27th, 2021
- SETA 2022 Spring Conference will be held on March 13-16, 2022, at Miramar Beach, Florida. All registrants must provide proof of vaccination or a negative PCR COVID test within 72 hours of arrival. Tiffani Smashum is the contact should a member of the Board would like to attend. Deadline is January 14th, 2022.

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

Director's Report

Ms. Morgan provided the following updates:

- Theresa Auston-Gibbins, Director at WorkSource Dekalb, is preparing to submit her dissertation to Nova Southeastern University. Her dissertation includes research of local investment boards along with input from local board members as it's pertaining to operational and behavioral characteristics. She is asking that the CWDB participate in this survey. Ms. Auston-Gibbins will be sending out the survey next Wednesday, December 22nd and she would like a response by January 10th.

- WSC Job Center Update – GDOL is planning to return with a requirement of Armed Security and security cameras to be installed at our centers. There is a requirement to have at least two (2) employees from GDOL present in the WSC Job Center to place Armed Security in the buildings. Individuals will be seen by appointment only. GDOL will be covering the costs for the added security.
 - Bulloch County Job Center- Statesboro, GA – Ms. Morgan met with GDOL Regional Leadership, Patsy Carr along with the Jennifer Bradley, Career Center Manager, on Monday, December 13th, 2021.
 - GDOL is planning to return to the WSC Facility – Pending approval for Armed Security and Security Cameras to be installed at a date to be determined.
 - Camden County Job Center- St. Marys, GA
 - GDOL Return to the WSC Facility – Undetermined on the return date. There is currently only one GDOL employee at this location therefore, currently this Job Center does not meet the requirement to have armed security. (1 GDOL Staff member)
 - Chatham County Job Center-Comprehensive One-Stop-Savannah, GA
 - GDOL Return to the WSC Facility – Undetermined on the return date. There is currently only one GDOL employee at this location therefore, currently this Job Center does not meet the requirement to have armed security. (GDOL Mandated Partner- 1 Staff member)
 - Liberty County Job Center- Hinesville, GA
 - Computers/Technology – In progress- IT equipment for this project has been ordered.
 - Furniture –In progress- WSC Finance Administrator is working with the City of Savannah's Purchasing Department to procure office furniture.
- **City of Savannah Employees** – Cost of Living Adjustment (COLA)/Wage Increase of 8.48% would be given to all City of Savannah employees to include WSC Staff effective January 1, 2022.
- **NEW OJT Contract** – Varicon, Inc./Cardinal Glass– Statesboro, GA-Bulloch Co.
- **NEW IWT Contract** – JodyJazz, Inc. repairs musical instrument – Garden City, GA Chatham Co.
 - Others pending
- **Holiday Schedule:** WSC Administrative Office and Job Centers
 - **CLOSED** – December 24th and December 27th
 - **CLOSED** – January 3rd, 2022

Following her presentation, Ms. Morgan then turned the meeting over to Crystal Northcutt, WSC Finance Administrator for the Financial Status Report.

Financial Report

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

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



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

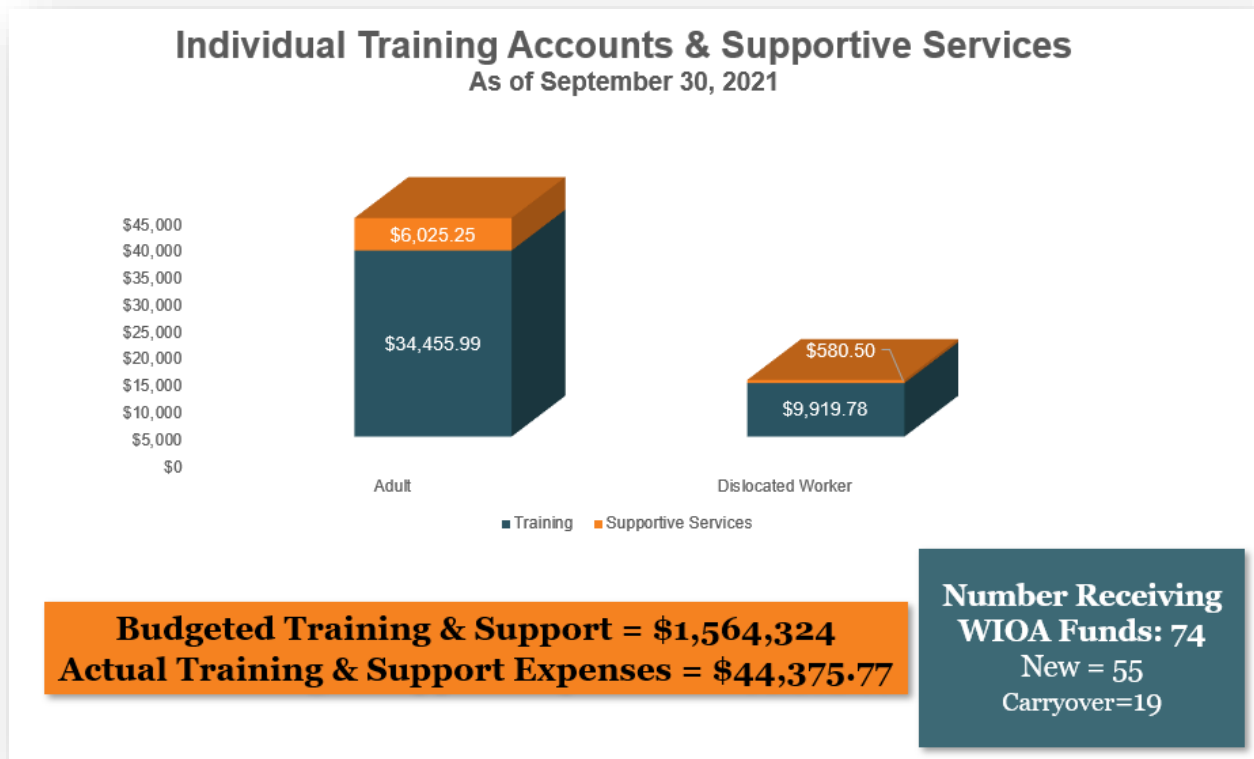


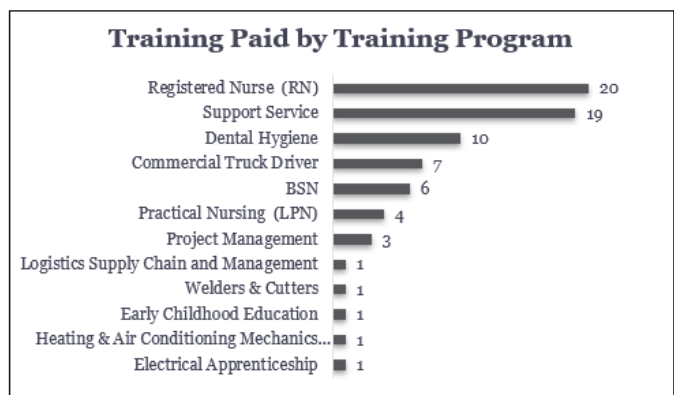
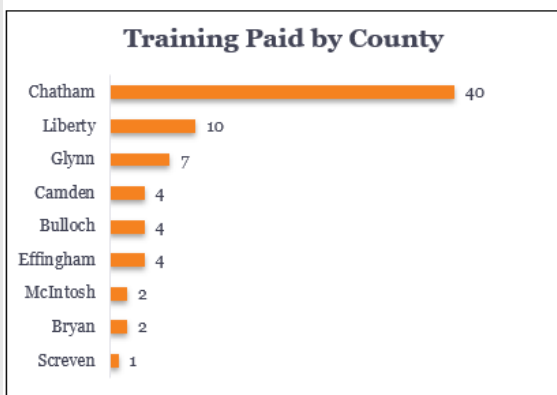
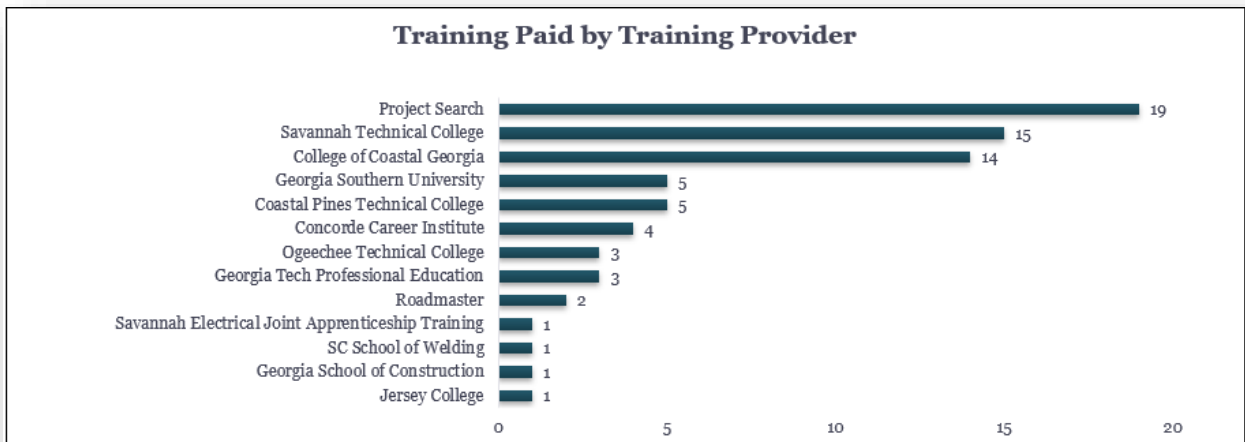
Ms. Northcutt stated WSC has not begun to expend the Adult and Dislocated Worker PY21 grant funds yet because WSC is currently expending the PY20 funds.

PY21 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of September 30, 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	\$34,609	\$710,888
TOTAL				\$1,525,277	\$534,609	\$990,668

Ms. Northcutt stated WSC is allowed to expend the COVID-19 funds on Dislocated Workers. The new OJT contract with Varicon, Inc./Cardinal Glass will benefit from these funds along with the individuals going through training and work experience programs.





New IWT Employer Agreements

Employer	Training	Amount	County	Status
Efficien Technology	Industrial Maintenance	\$7,000	Bulloch	In Progress

Questions/Answers:

Mr. Jones asked are the funds from the PY20 Formula Grants subject to be recaptured by the State if not spend by June 30, 2022? Ms. Northcutt explained the funds could be eligible for recapture.

Mr. Jones asked is there a projection that WSC will have these funds expended or recaptured? Ms. Northcutt responded WSC is hopeful to fully expend the current (PY20 (June 30, 2022) grant awards with our staff salaries, overhead cost for the admin staff, the Job Centers and summer work experience for youth just to name a few that will benefit from the PY20 funds. TCSG-OWD has requested that the Local Workforce Areas email them the specific impact a recapture would have on the Area should the 80% expenditure goal is not met, respectively. Ms. Northcutt stated will keep the Board updated on this information.

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:

- **Adult, Dislocated Worker & Youth Support Services Policy:** This policy was updated to allow for meal assistance to youth when participating during a training day. The policy will allow as support of \$5 per day not to exceed \$25 per month as a reimbursement to youth requiring assistance.
- **Youth Services Eligibility Policy:** This policy was updated to remove the census tract data outlined in the policy document and provide the WSC Opportunity Coaches with a procedural guidance on how to access the US Census website for high poverty census tract data by physical address in accordance with local and TCSG-OWD policy. The removal of the census tract from the local policy will allow for US Census data to change without the need to change the Youth Eligibility policy.
- **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:

- Kindergarten Teacher
- Hospitality Clerk
- Computer Information Systems Manager
- Industrial Maintenance
- Business Management

These changes are believed to have occurred due to the COVID-19 Pandemic. After Karen Barnes' presentation, further consideration and discussion of the potential removals/changes yielded from Emsi, WSC's Labor Market Information (LMI) resource/software. The Committee determined that it would be best not to remove any occupations from the list and accept the added occupations.

Next Meeting - Wednesday, January 5, 2022, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

Ms. Leigh Acevedo, Committee Chair reported as follows:

- The Committee approved and is recommending the Be Pro Be Proud Trailer be sponsored by the Board for the Bulloch County School System-FY22, FY23 and FY24. The \$10,000 sponsorship will be contingent upon Area 19's Program Year budget and WIOA Youth funding allocations.

- Currently planning 2022 CWDB Retreat- Planning is still underway and is scheduled for June 22nd – 24th, 2022 at Jekyll Island, GA.

Next Meeting: December 17, 2021, immediately following CWDB meeting via Conference Call

Youth Committee:

Mr. David Floyd, Committee Chair reported as follows:

- **Performance Report** - Karen Barnes, WSC Sr. Workforce Performance & Accountability Coordinator, reviewed the detailed Contractors report covering the numbers contracted to serve by contractor verses number served for PY21:

Contractor	Percent Served
Ross – BES	45%
Ross – BLL	59%
Ross – CGM	25%
Ross – Chatham	73%

PERFORMANCE MEASURES					
Contractors	Q2 Employment /Education	Q4 Employment /Education	Q2 Median Earnings	Credential Attainment	Measurable Skills Gain
Ross – BES	100%	66.6%	93.7%	66.6%	5%
Ross – BLL	80%	0%	93.7%	0%	23%
Ross – CGM	--	--	--	--	--
Ross - Chatham	0%	25%	93.7%	0%	16%

- **Contractor Reports –**
 - **Ross IES**
 - Ross has begun recruitment in all four sub-regions with GED classes will begin November 15th.

Next Meeting - Friday, January 14, 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

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

Motion to have Armed Security and Security Cameras installed at WSC centers with GDOL staff:

Motion: William Stankiewicz
2nd: Earline Davis
Vote: Unanimous

Motion request for \$10,000 for the “Be Pro Be Proud” trailer to visit Bulloch County Public Schools System to allow students to have a hands-on interactive experience and demonstration with different high demand occupations:

Motion: William Stankiewicz
2nd: Kathy Love
Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for February 25, 2022 – date, time, and location TBD

Adjourn: With no further business discussed, the meeting was adjourned at 11:10 AM.