

Coastal Workforce Development Board

June 10, 2021 at 11:00 A.M.

Via Zoom Conference

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 11:15 AM, and acknowledged a quorum was present on the phone line.

MEMBERS PRESENT: Leigh Acevedo, David Atkins, Perry Banks, Tia Brightwell, John Cheeks, Earline Davis, David Floyd, Mel Gaines, Raven George, Bobby Jones, Stephanie Jones-Heath, Kathy Love, Rudolph Quarterman, Lee Smith, William Stankiewicz, Lynn Tootle, Fred Tucker, Genevieve Wynegar and Karisa Young

MEMBERS ABSENT: Jason Coley, Shaundese Duncan, Patti Fort, Fred Hill, James Johnson, 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 and Tiffani Smashum (Administrative Assistant)

GUEST PRESENT: Brad Speck (Ross-IES), Charisse Lee (Eckerd Connects-Paxen), Sharonda Bacon (In the Door, LLC), Tara Sinclair (Ross-IES), Carley Huguley (Eckerd Connects-Paxen)

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

- PY21 CWDB Regional Budget – the Executive Committee and Board will be voting on the PY21 CWDB Regional Budget today
- CLEO Meeting – scheduled for June 17th at 10:00AM
- Executive Director Position – a New (Updated) Job Description has been submitted to City's HR Department as revised by the CWDB Chairman (Lee Smith) and Chief LEO (Mayor Van Johnson, II)
- National Association of Workforce Board (NAWB) – has an in person and virtual Forum scheduled to begin June 24 through 26 in Washington DC. Ron Painter (CEO of NAWB) asked Chairman Lee Smith to participate in a panel discussion focused on Board membership and support staff relationships during tough times and difficult situations. CWDB was considered because of the fiscal agent transition experience in 2020. Chairman Smith will attend virtually, and Ms. Morgan will attend in person.
- 501 c 3 Meeting – scheduled for today immediately following the CWDB meeting
- New Executive Committee Member – Bobby Jones (Screven County)

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

Director's Report

Ms. Morgan provided the following updates:

- Disclosure of Outsource Logistics, LLC (Lee Smith, Owner and CWDB Chairman) OJT and IWT Contracts – Ms. Danielle Riley (Sub-Regional Business Representative) is assigned to work with Outsource Logistics, LLC to offer the same services we offer to other businesses throughout the region.
- PY21 CWDB Regional Budget – Draft budget due on June 15, 2021. The State gave us a due date in April; however, there were no allocations for Adult, Dislocated Worker or Youth funding given at that time. We currently have the necessary information to move forward.
- PY21 WSC Administrative Staff and Service Provider Retreat – seeking approval from the Board to allow the admin staff and service providers have a retreat. This will allow both groups time to strategize goals, objectives and outcomes to work in tandem with the PY21 work plan and directives.
- Approval of John Chamberlin, Consultant's No Cost Extension Contract– to expend the balance of previously approved PY20 contract to provide WIOA Technical Assistance as his PY21 contract (\$12,475)
- Approval to renew Geo Solutions Software Annual License for Core Assessment, Labor Exchange, Job Spidering, and Web Content Modules.
- Approval of PY21 Youth Year-Round Sub-Awards as recommended by the Executive Committee, Youth Committee byway of RFP Review Committee
- Approval of PY21 Adult and Dislocated Worker Sub-Awards as recommended by Executive Committee and RFP Review Committee
- Approval of PY21 One-Stop Operator as recommended by the Executive Committee and RFP Review Committee
- Savannah Construction Ready Graduation – June 11, 2021
- Orientation for new CWDB and LEO members – has been completed for three (3) new LEOs/Chairman (Gary Blount-Camden County, Chester Ellis-Chatham County, And Wayne Neal-Glynn County) and two CWDB members (Stephanie Heath-Jones (Liberty County) and Raven George (Chatham County).
- New Fast Track Program – Liberty County's Fast Track Manufacturing Program started on June 7th. Partnership with Liberty County Career Academy (LCCA) and will be instructed by Savannah Technical College (STC) staff. STC will provide the instructor for occupational skills instruction.
- Sub-Regional Career Fair – Bulloch, Effingham and Screven County will host a sub-regional manufacturing, construction and other skills trades career fair on June 24th at Ogeechee Technical College. Janet Jones, Sub-Regional Business Services Representative is coordinating this event.
- Make Startups/Entrepreneur Pilot Program in partnership with Creative Coast located in Savannah-Chatham County was chosen to participate with the Clubhou.se/Make Startups to launch in demand programming such as a Code Boot Camp, that provides an effective model to rapidly train a workforce to meet the needs of growing rural and mid-size cities. The program has developed partnerships with the Technical College System of Georgia, WorkSource Georgia, the Georgia Department of Economic Development, and over 20 industry partners the past four years to ensure residents are technologically advanced, have the necessary skills to become an entrepreneur or the needed skills to expand and better their business. Updates will be given on the progress.

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

Financial Report

Ms. Northcutt presented the financial update and the PY21 WorkSource Coastal Regional Budget with summary and detail provided.

- **Hinesville Job Center Insurance Claim**
 - Initial check received - \$33,141.20
 - Submitting additional items and awaiting claim information
 - Working with furniture vendor (McWaters) to replace furniture
 - IT has started the procurement process to replace network equipment and cabling
- **PY2021 WorkSource Coastal Regional Budget-presentation**
 - Draft PY21 Budget due June 15
 - Final PY21 Budget due July 31
- **Process**
 - CWDB Review and Approval
 - LEOs Review and Approval
 - Signatures – CLEO, Board Chair, Fiscal Agent
 - Submission to TCSG-OWD
- **Challenges**
 - Reduced PY21 allocations in all funding streams
- **Opportunities**
 - Availability of COVID-19 National Dislocated Worker funding for Disaster Employment Worksites and Employment and Training activities
 - Ability to allocate more funds for training than prior two years
 - Ability to budget for all Administrative Staff positions due to savings in Computer Services
- **PY21 Formula Grant Allocations reduced by 7%, or \$247,134**
- **Estimated \$3.9 Million in carryover**
- **Budgeted 3% Cost of Living increase for Administrative Staff**
- **Increased expenditures in Training/Business Services by 93%, or \$1,053,725**

Ms. Northcutt explained the percentage changes in the budget for 2020-2021. There was carry over from PY20 therefore, we are able to allocate funding towards training/business services and expenditures related to the COVID-19 grant and other program costs that was carried over into PY21, but the must be spent by March 2022. The decrease in the Contractors represent the budget for Mr. Chamberlin's contract of \$12,475, which is the balance of previously approved contract, PY20.

PY21 Projected Formula Allocations

Funding Stream	PY20 Allocation	PY21 Allocation	PY 2020/2021 Difference	Percentage Change %
Adult	\$1,189,605	\$1,074,086	\$(115,519)	-9.7%
Dislocated Worker	\$1,359,124	\$1,346,069	\$(13,055)	-1%
Youth	\$1,238,673	\$1,120,105	\$(118,568)	-9.7%

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2021 - June 30, 2022**

SUMMARY

	PY20 Approved Grant Budget	PY21 Total Grant Budget	% Change 2020-2021	% of Total Revenue 2019-2020
REVENUES				
Total Revenues	\$7,006,019	\$7,537,520	8%	100%
	PY20 Total Expenses	PY21 Proposed Total Budget	% Change 2020-2021	% of Total Budget
PLANNED EXPENSES/OBLIGATIONS				
WSC Overhead Costs	1,585,133	1,603,755	1.2%	21.8%
Job Center Operating Costs	597,782	578,664	-3.2%	7.8%
Training/Business Services	1,130,138	2,183,863	93.2%	29.6%
Sub-Recipients (Service Providers)	2,368,758	2,720,566	14.9%	36.9%
Other Program Costs	141,092	255,416	81.0%	3.5%
Contractors	42,400	30,375	-73.4%	0.4%
Planned Expenditures/Obligations	\$5,865,302	\$7,372,640	-28.4%	100.0%
Un-Obligated Funding (PY22 Carryover)		\$164,880		

**COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2020 PROPOSED REGIONAL BUDGET
 July 1, 2021 - June 30, 2022**

ADULT PROGRAM

	PY20 Adult Grant Budget	PY20 Adult (PY20-FY21) Revised Grant Budget	PY21 Adult (PY21-FY22) Grant Budget	% Change 2020-2021
REVENUES				
Total Revenues	\$2,072,933	\$2,265,668	\$2,048,149	-10%
	PY20 Adult Approved Budget	PY20 Adult Expenses	PY21 Proposed Adult Budget	% Change 2020-2021
PLANNED EXPENSES/OBLIGATIONS				
WSC Overhead Costs	615,031	470,227	622,257	1%
Job Center Operating Costs	364,058	328,697	349,330	-4%
Training/Business Services	563,500	94,956	500,336	-11%
Sub-Recipients (Service Providers)	458,457	430,952	509,686	11%
Other Program Costs	-	154,000	-	-100%
Contractors	14,836	4,054	4,101	-72%
Planned Expenditures/Obligations	\$2,015,883	\$1,482,886	\$1,985,710	1%
Un-Obligated Funding (PY22 Carryover)	\$57,059	\$782,782	\$62,439	

COASTAL WORKFORCE DEVELOPMENT BOARD				
PY2020 PROPOSED REGIONAL BUDGET				
July 1, 2021 - June 30, 2022		DISLOCATED WORKER PROGRAM		
REVENUES	PY20 DW Grant Budget	PY20 DW (PY20-FY21) Revised Grant Budget	PY21 DW (PY21-FY22) Grant Budget	% Change 2020-2021
Total Revenues	\$2,951,346	\$3,538,215	\$3,474,653	-2%
PLANNED EXPENSES/OBLIGATIONS	PY20 DW Approved Budget	PY20 DW Expenses	PY21 Proposed DW Budget	% Change 2020-2021
WSC Overhead Costs	649,904	612,087	657,540	1%
Job Center Operating Costs	130,155	121,538	132,066	1%
Training/Business Services	566,638	125,017	1,683,527	197%
Sub-Recipients (Service Providers)	499,870	278,323	719,988	44%
Other Program Costs	92,486	89,270	244,391	164%
Contractors	9,447	10,446	10,182	8%
Planned Expenditures/Obligations	\$1,948,500	\$1,236,681	\$3,447,693	77%
Un-Obligated Funding (PY21 Carryover)	\$502,846	\$2,301,534	\$26,960	

COASTAL WORKFORCE DEVELOPMENT BOARD				
PY2020 PROPOSED REGIONAL BUDGET				
July 1, 2020 - June 30, 2021		YOUTH PROGRAM		
REVENUES	PY20 Youth Grant Budget	PY20 Youth (PY20-FY21) Revised Grant Budget	PY21 Youth (PY21-FY22) Grant Budget	% Change 2020-2021
Total Revenues	\$1,981,740	\$2,100,067	\$2,014,718	-4%
PLANNED EXPENSES/OBLIGATIONS	PY20 Youth Approved Budget	PY20 Youth Expenses	PY21 Proposed Youth Budget	% Change 2020-2021
WSC Overhead Costs	320,197	244,809	323,959	1%
Job Center Operating Costs	103,568	96,165	97,268	-6%
Training/Business Services	-	-	-	0%
Sub-Recipients (Service Providers)	1,410,431	1,088,204	1,490,893	6%
Other Program Costs	48,606	11,025	11,025	-77%
Contractors	18,117	12,525	16,092	-11%
Planned Expenditures/Obligations	\$1,900,919	\$1,452,728	\$1,939,236	2%
Un-Obligated Funding (PY21 Carryover)	\$-	\$647,339	\$75,481	

In conclusion, Ms. Northcutt shared the Formula Funding Summary and PY19 & PY20 Expenditure Targets.

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, 2022



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

Committee Reports

Economic Workforce Alignment:

Mr. William Stankiewicz, Committee Member reported as follows:

- **Eligible Training Provider Application – Coastal Pines Technical College:** The following programs were submitted for recommendation to the TCSG-OWD ETPL: Amazon Web Services (AWS) Cloud Solutions Specialist, Cybersecurity Fundamentals Certificate, Cybersecurity Diploma & Cybersecurity Degree.
- **Eligible Training Provider Application – Ogeechee Technical College:** The following programs were submitted for recommendation to the TCSG-OWD ETPL: Clinical Medical Assistant Certificate, Computer Technician CompTIA A+ Certificate, Phlebotomy Technician Certificate, & Plumbing Technician Certificate.
- **Eligible Training Provider Application – Concorde Career Institute:** The following program was submitted for recommendation to the TCSG-OWD ETPL: Phlebotomy Technician Certificate.

- **Self-Sufficiency & Underemployment Policy:** This policy was updated to reflect the January 2021 U. S. Department of Housing & Human Services Poverty Guidelines for Lower Living Standard Income Level (LLSIL).

Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long and McIntosh Counties:

Persons in Family	Income
1	\$6,440
2	\$8,710
3	\$11,129
4	\$13,740
5	\$16,216
6	\$18,966
7	\$21,715
8	\$24,465

For additional individuals, add \$2,750.

Screven County:

Persons in Family	Income
1	\$6,440
2	\$8,710
3	\$10,980
4	\$13,345
5	\$15,748
6	\$18,417
7	\$21,085
8	\$23,754

For additional individuals, add \$2,669.

Next Meeting: July 7, 2021 at 10:00 A.M. at the WSC Admin Office

Public Relations:

Ms. Leigh Acevedo, Committee Chair reported as follows:

- No 2021 (PY20) Retreat
- Currently planning 2022 (PY21) Retreat

Next Meeting: August 27, 2021, immediately following CWDB meeting – location to be determined.

Youth Committee:

Mr. David Floyd, Committee Chair reported as follows:

Youth Sub-Region Award Amounts

- The selected Service Providers will be awarded up to the amounts listed below for each sub-region:

Sub-Regions	PY21 Budget
Bryan/Liberty/Long	\$178,141
Bulloch/Effingham/Screven	\$268,421
Camden/Glynn/McIntosh	\$269,421
Chatham	\$317,523
GRAND TOTAL	\$1,033,383

Youth Committee PY21 Service Provider/Contractor Award Recommendations:

Sub-Regions	PY21 Contractors	Final Score
Bryan/Liberty/Long	Ross IES	77
Bulloch/Effingham/Screven	Ross IES	77
Camden/Glynn/McIntosh	Ross IES	71.71
Chatham	Ross IES	76.89

Next Meeting - Friday, July 9, 2021 at 10 AM — location to be determined.

Consent Agenda:

- **CWDB Minutes**
 - CWDB – April 2021
- **Committee Minutes**
 - Executive Committee – March 2021
 - Youth Committee – March 2021
 - Economic & Workforce Alignment – March 2021
 - Public Relations – February 2021
- **FSR**
 - March 2021
 - April 2021
- **Disclosure of Outsourcing Logistics OJT (up to \$50,000 (2 year-period) and IWT (Negotiated) Contracts**
- **PY21 CWDB Regional Budget**
- **PY21 WSC Administrative Staff and Service Provider Retreat**
- **Approval of PY21 No Cost Extension Contract with John Chamberlin, Consultant to expend the balance of previously approved contract to provide WIOA Technical Assistance - \$12,475 (PY20 contract balance)**
- **Approval to renew Geo Solutions Software Annual License for Core Assessment, Labor Exchange, Job Spidering, and Web Content Modules - \$54,000**
- **Approval of Coastal Pines Technical College – Training Provider Applications**
 - AWS Cloud Solutions Specialist
 - Cybersecurity Fundamentals Certificate
 - Cybersecurity Diploma
 - Cybersecurity Degree Application

- **Approval of Ogeechee Technical College – Training Provider Applications**
 - **Clinical Medical Assistant Certificate**
 - **Computer Technician CompTIA A+ Certificate**
 - **Phlebotomy Technician Certificate**
 - **Plumbing Technician Certificate**
- **Approval of Concorde Career Institute – Training Provider Application**
 - **Phlebotomy Technician Certificate**
- **Self-Sufficiency & Underemployment Policy**
- **Approval of the PY21 Youth Year-Round Sub-Awards—up to \$1,033,383**
 - **Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$268,421**
 - **Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$178,141**
 - **Ross-IES Chatham County-- \$317,523**
 - **Ross-IES Camden, Glynn& McIntosh Counties (CGM)-- \$269,298 (Contractor Change)**
- **Approval of the PY21 Adult and Dislocated Worker Sub-Awards—up to \$876,473**
 - **Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$227,273**
 - **Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$190,909**
 - **Ross-IES Chatham County---\$227,273**
 - **Eckerd Connects/Paxen Camden, Glynn& McIntosh Counties (CGM) (Contractor Change) --\$231,018**
- **Approval of the PY21 One-Stop Operator**
 - **In The Door, LLC (entire 10-county region)—\$200,000**

Motion: David Floyd
2nd: Mel Gaines
Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for August 27, 2021 at 10:00 A.M. at the Richmond Hill City Center, Richmond Hill, GA or Teleconference Call -- TBD

Adjourn: No further business discussed; the meeting was adjourned at 11:57 AM.