

Coastal Workforce Development Board

February 25, 2022, 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 meeting to order at 10:01 AM, and acknowledged a quorum was present on the phone line.

MEMBERS PRESENT: David Atkins, Perry Banks, John Cheek, David Floyd, Mel Gaines, Tonya Rosado-Harvey, Fred Hill, James Johnson, Kathryn Johnson, Bobby Jones, Rudolph Quarterman, Lee Smith, William Stankiewicz, Lynn Tootle, Genevieve Wynegar, Karisa Young

MEMBERS ABSENT: Leigh Acevedo, Tia Brightwell, Jason Coley, Earline Davis, Shaundese Duncan, Raven George, Stephanie Jones-Heath, and Fred Tucker

WSC STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), 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: Shanice Thomas (Ross-IES), Veronica Parrish (Ross-IES), Sharonda Bacon (In the Door, LLC), Felica Woods (In the Door, LLC), and Charisse Lee (Eckerd Connects-Paxen)

Chairman Lee Smith 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 March 27th, 2022
- Mr. Smith welcomed Tonya Rosado-Harvey to the CWDB. Ms. Rosado-Harvey has been with the Kingsland Convention & Visitor Bureau for 27 years in the Hospitality Industry representing Camden County

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

Director's Report

Ms. Morgan provided the following updates:

- Jan. 6 – Attended the Chatham County Savannah Economic Development Authority Annual Meeting.
- Jan. 20 – Attended the Chatham County Savannah Chamber Economic Outlook Luncheon in Liberty County. Provided an update on the WIOA Program to Board of Commissioners. WorkSource Coastal (WSC) staff is connecting with community partners to get ready for the Summer Work Experience (SWE) program.
- Jan. 21 – Bulloch County Public Schools' Economic Development Partnership Luncheon. Received a grant through the US Department of Commerce Economic Development Agencies to use in Georgia Southern University's (GSU) Education

Department. The grant will be used in their internship program. GSU graduate students will be working with students in the public school system to help them with their academics.

- The Workforce Alliance (TWA)-CareerSource North Florida, WorkSource South Georgia, and Northeast Alabama Works)
 - Grant Opportunity – submitted an application to US Dept. of Commerce-Economic Development Agency's for the Good Jobs Challenge with support from TCSG-OWD, Coastal Regional Commission, Maritime Time-After Hours, Outsource Logistics, etc.) CareerSource North Florida will be the lead on this grant and the funds will be distributed to us directly. The grant will focus on Transportation, Logistics and Warehouse Distribution.
 - Presentations – the Workforce Alliance has been asked to present at the Southeastern Employment & Training Association (SETA) in March of 2022 and the National Association of Workforce Boards Forum (NAWB) in April of 2022. The Alliance has been asked to do these presentations because of the partnership created across state/boundary lines.
- TCSG-Office of Workforce Development – WorkSource Georgia Academy
 - Ms. Morgan and Dr. Brent Stubbs, VP of Economic Development at Savannah Technical College will present the Fast Track Warehousing and Logistics Program this April.
- Georgia Workforce Leadership Association (GWLA) Meeting – held on February 16th & 17th, 2022 there was a discussion on the recapture on program funds not expended by the Local Areas. The Chairmen of the Workforce Boards acted and voted that the grant funds not be recaptured; however, the final decision will be made by the State Workforce Development Board (SWDB).

Questions/Answers:

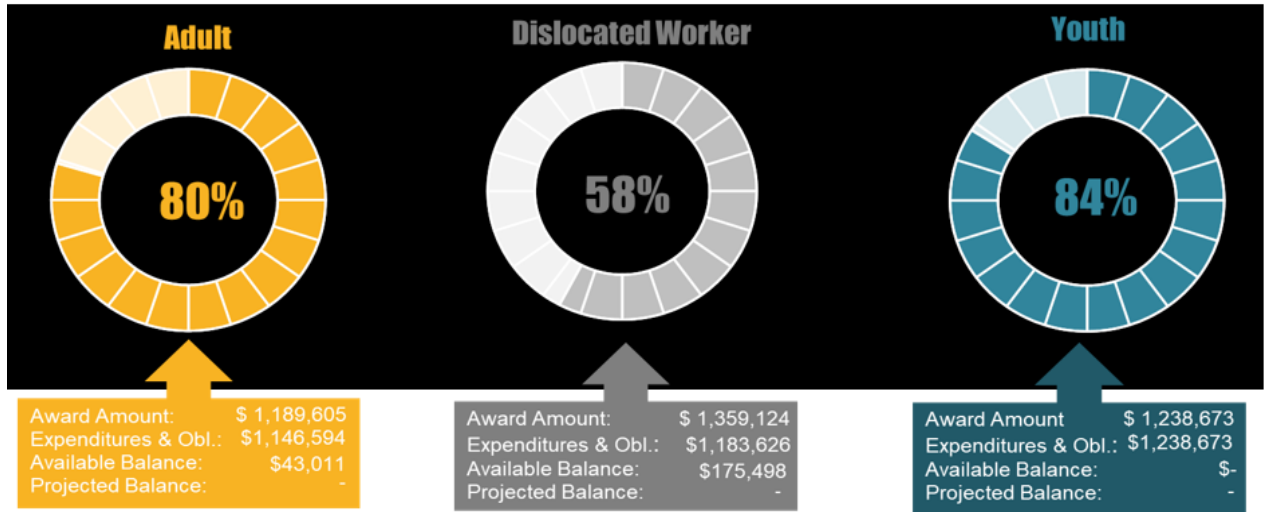
Mr. Bobby Jones asked Ms. Morgan what is the outlook that the State will or will not recapture the program funds? Ms. Morgan answered, the SWDB has an upcoming meeting and will discuss the recapture. The SWDB Chairman and Deputy Commissioner of TCSG-OWD was present during the GWLA meeting and the vote taken by the LWDA's Chairmen. After the vote several Area Directors and the GWLA Chairman stressed the impact and the importance of the State not to recapture.

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 December 31, 2021
 July 1, 2020 – June 30, 2022
 100% Must be Spent by June 30, 2022



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

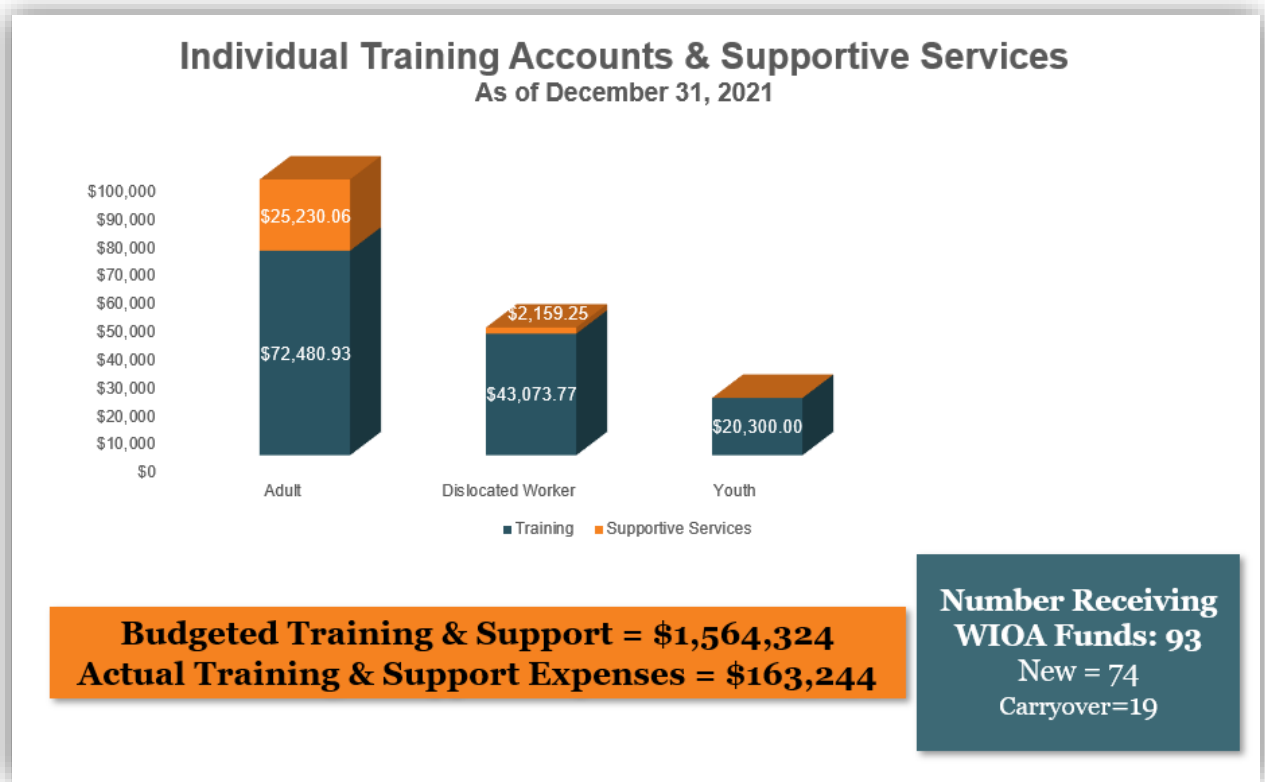


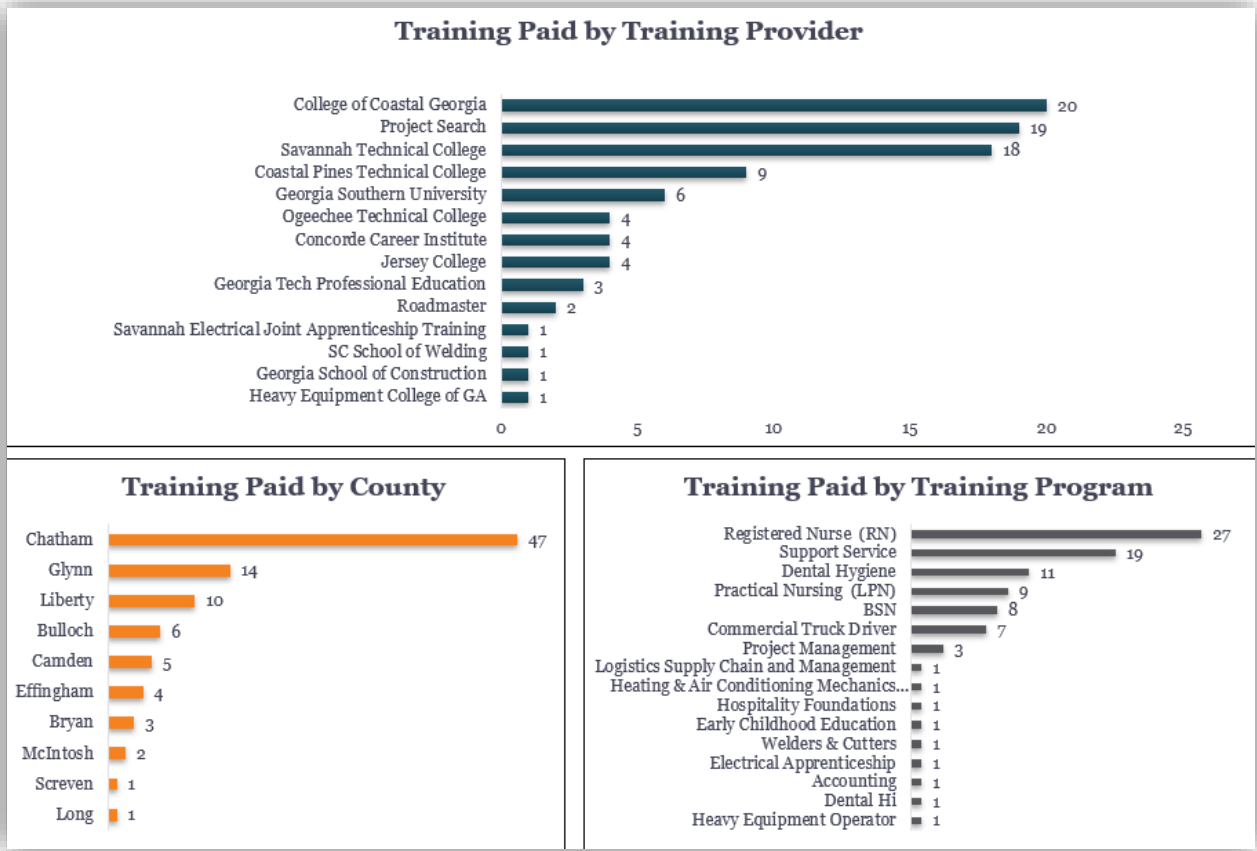
Ms. Northcutt stated by federal law 80% must be expended or obligated during the first year of the grant award. There was a large amount of carried over from PY20 that WSC is currently spending from before using PY21 grant funds. Area 19 will meet its 80%, with the upcoming sub-awards obligations starting in June 2022.

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
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$41,417	\$704,080
TOTAL				\$1,025,277	\$41,417	\$983,860

Ms. Northcutt stated WSC is allowed to expend the COVID-19 funds on Dislocated Workers. The COVID-19 grants have been extended to March 31, 2023.





New IWT Employer Agreements

Employer	Training	Amount	County	Status
Jody Jazz	HAAS CNC Service Training	\$3,495	Chatham	Starts in February

New OJT Employer Agreements

Employer	Training	Amount	County	Status
Cardinal Glass	On-the-Job Training	\$476,630	Bulloch	In Progress

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

Committee Reports

Economic Workforce Alignment:

Mr. David Atkins, Committee Chair reported as follows:

- **On-The-Job Training (OJT) Policy:** This policy was updated to address changes made to the TCSG-OWD policy referring to the need for assessment and suitability for WIOA participants.
- **Confidentiality and Security Policy:** This policy was updated to add disaster recovery requirements for participant files per the TCSG-OWD policy.
- **Eligible Training Provider Application – Harambee House:** The following programs were submitted for recommendation to the TCSG-OWD ETPL: Environmental Health Worker Education & Job Training Program: 8-Week and 12-Week Courses
- **Eligible Training Provider Application – Coastal Pines Technical College:** The following programs were submitted for recommendation to the TCSG-OWD ETPL: Business and Customer Service Technology and Hospitality Operations Associate.
- **Eligible Training Provider Application – Savannah Technical College:** Tuition increase from \$1,500 to \$2,800 for the Warehouse & Logistics Fast Track Program that has become a part of the national **Heroes Make America** Program.

Next Meeting – Postpone for a later date

Public Relations:

Ms. Janet Jones, WSC Support Staff reported as follows:

- **College & Career Expo Funding Request** - Be Pro Be Proud Trailer Tour for Bulloch County Schools. Approved for \$10,000 up to 3 years contingent on funding.
- **2022 Retreat** - June 22nd, 23rd, 24th, 2022 at Courtyard Residence Inn on Jekyll Island, GA.

Next Meeting: The next scheduled meeting TBD

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

Youth Committee:

Mr. David Floyd, Committee Chair reported as follows:

- **Expenditure Report** – A review of the Expenditure Reports noted that 13% of the Youth Contractor budget has been expended.
- The PY21 Sub-awards Contractual 2nd Quarter expenditure requirement of 40% of total budget was not met.
 - Bulloch, Effingham, Screven 11%
 - Bryan, Liberty, Long 21%
 - Chatham 15%
 - Camden, Glynn, McIntosh 8%

- **Performance Report** – Tables below show the comparison of actual number served vs contracted number to be served for PY21 and the Unofficial 2nd Quarter Performance:

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%	66.7%	93.7%	66.7%	5%
Ross – BLL	80%	0%	93.7%	0%	23%
Ross – Chatham	0%	25%	93.7%	0%	16%
Eckerd - CGM	92.3%	83.3%	93.7%	25%	37.5%

- **Contractor Reports –**
 - **Ross IES**
 - Ross has begun recruitment in all four sub-regions

Counties	S/WEX	GED
Bulloch, Effingham, Screven	0	0
Bryan, Liberty, Long	0	0
Camden, Glynn, McIntosh	0	3
Chatham	0	0

Next Meeting - Friday, March 11, 2022, at 10:00 A.M. at the Richmond Hill City Center.

Consent Agenda:

- **CWDB Minutes**
 - **CWDB – December 2021**
- **Committee Minutes**
 - **Executive Committee – November 2021**
 - **Youth Committee – November 2021**
 - **Economic & Workforce Alignment Committee – November 2021**

- **Public Relations Committee – August 2021**
- **FSR**
 - **October 2021**
 - **November 2021**
 - **December 2021**
- **On-The-Job Training (OJT) Policy**
- **Confidentiality and Security Policy**
- **Harambee House Training Applications:**
 - **(Environmental Health) 12-Week Worker Education & Job Training Program (WEJTP)**
 - **(Environmental Health) 8-Week Worker Education & Job Training Program (WEJTP)**
- **Coastal Pines Technical College Training Applications:**
 - **Business and Customer Service Technology**
 - **Hospitality Operations Associate**

Ratification/Retroactive Approval of the Executive Committee Actions on Behalf of the Board on January 27, 2022—

- **Approval to renew Emsi Career Coach Two (2) Year Agreement in the amount of \$7,500 (March 4, 2022, through March 3, 2023). Career Coach allows anyone with access to WSC's Career Coach site to search and browse local careers, obtain relevant labor market information, and see the related education and training offered in the Coastal Region.**
- **Approval to renew Emsi Developer Two (2) Year Agreement in the amount of \$23,000 (March 4, 2022, through March 3, 2023). Emsi Developer gives workforce development professionals local labor market and economic insights to help businesses find skilled talent and jobseekers find sustainable careers.**
- **Approval of Cost Increase from \$1,500 to \$2,800 (increase included OSHA 30, Forklift Safety and Virtual Reality component) - Savannah Technical College Warehousing & Logistics Fast Track/Heroes Make America program.**

Motion: Bobby Jones
2nd: William Stankiewicz
Vote: Unanimous

Final Comments: Ms. Morgan stated there will be some new policies brought before the EWA Committee for review. We may have to ask the Executive Committee for a vote on behalf of the CWDB as these new policies come from the State. Mr. Atkins stated as the EWA Chair he has no problem with this, and he asked that these policies be sent to the Committee at least a week in advance of the meeting.

Next Meeting: The next CWDB Meeting is scheduled for April 22, 2022 – date, time, and location TBD

Adjourn: With no further business discussed, the meeting was adjourned at 10:46 AM.