

# Coastal Workforce Development Board

April 22, 2022, at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Tiffani Smashum

**CALL TO ORDER:** Chairman Lee Smith called the meeting to order at 10:14 AM. It was determined a quorum was present.

**MEMBERS PRESENT:** David Atkins, Perry Banks, Earline Davis, David Floyd, Raven George, Tonya Harvey, Stephanie Jones-Heath, Bobby Jones, Kathy Love, Rudolph Quarterman, Lee Smith, Lynn Tootle, Fred Tucker and Genevieve Wynegar

**MEMBERS ABSENT:** Leigh Acevedo, Tia Brightwell, John Cheek, Jason Coley, Shaundese Duncan, Mel Gaines, Fred Hill, Kathryn Johnson, William Stankiewicz, and Karisa Young

**WSC STAFF PRESENT:** Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Angela Jenkins (Senior Program Specialist/Monitor), Janet Jones (Senior Program Specialist/Sub-Regional Business Representative), Sheron Morgan (Interim Executive Director), Crystal Northcutt (Finance Administrator), Shawanda Perry (Military Services Coordinator) and Tiffani Smashum (Administrative Assistant)

**GUESTS PRESENT:** Andrew Tuttle (Local Union 188), Sharonda Bacon (In the Door/One-Stop Operator), Brad Speck (Ross IES), Charisse Lee (Eckerd Connects) and Felica Woods (In the Door/One-Stop Operator)

## **Chairman's Report**

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

- Governor Kemp's Executive Order has expired on April 15, 2022. We will continue to meet in person unless directed otherwise.
- Coastal Workforce Development Board 2022 Retreat will be held at the Courtyard Residence Inn@ Jekyll Island June 22nd – 24th, 2022. Please contact Tiffani Smashum for reservations.

After the Chairman's Report, he turned the meeting over to the Interim Director, Sheron Morgan

## **Director's Report**

Ms. Morgan provided the following information and updates:

- Farewell to Wendall Dallas, State Workforce Development Board Chairman
  - Mr. Dallas is moving on to become the CEO of Nicor Gas-State of Illinois May 1<sup>st</sup>
- Update on TCSG-OWD's WorkSource Georgia Academy in Jekyll Island
  - TCSG Commissioner Greg Dozier was a speaker who shared his expectations of the Directors and his goals to include getting more involved with the Directors. Mr. Dozier announced that TCSG-OWD will be administering the Wagner-Peyser employment services grant effective July 1, 2022.
  - Camden County/St. Mary's WSC Job Center – Ms. Morgan received a call from Lori Bearden (Deputy Commissioner) representing the GDOL office in Atlanta, GA. Her

concerns were regarding the GDOL Staff remaining in the WorkSource Coastal (WSC) Camden County Job Center. The reason for Ms. Bearden's call was that she was unaware of the lack of presence of GDOL in the WSC Camden County office. Ms. Morgan explained to Ms. Bearden that she had been trying to communicate with GDOL regarding their presence in the WSC Camden County Job Center. Ms. Morgan shared that there was no response to her inquiry rather GDOL Staff would return to the Job Center. It was discovered that there was a breakdown in communication. Ms. Bearden delivered this information back to Mark Butler, GDOL Commissioner who was not happy with this situation. GDOL ask that the GDOL Staff Member be able to return to the WSC Camden County Job Center. Ms. Morgan stated that she is happy to have the GDOL Staff back in the WSC Camden County Job Center and would communicate with the Board for final approval. Now that this has been resolved the Mandated Partner MOU will have to be revised and approved by the CWDB.

- Update on visit to National Association of Workforce Boards (NAWB) in Washington, DC Ron Painter (CEO of NAWB) was in attendance.
- TCSG-OWD PY20 On-Site Program Review April 25-29, 2022.
- TCSG-OWD's Sector Partnership Grant.
- Convening and having group discussion regarding issues we are experiencing in our area. With this grant we can have individuals to come in to discuss workforce development to our surrounded countries on national and regional issues. This can give an opportunity to provide the different practices that are being used in other areas with successful results-Due May 13, 2022.
- WIOA Reauthorization - WCS has reauthorization for WIOA with some changes to the requirements for participates such as: an increase spent on supportive services; requirements for Youth expenditure to change from 20% work experience to up to 70% work experience; and participates will continue to receive supportive services after exiting the program whereas, previously participates would only receive 12 months of follow-up that does not include supportive services. The reauthorization will also change the process of how the budget is done. We do not have an effective date yet, however the projective date is July 1, 2023.
- Be Pro Be Proud Trailer Tour in Bulloch County Public Schools Career Day EXPO scheduled to be in Bulloch County in August.
- Contracts Renewals for PY22: WIOA Adult, Dislocated Worker, Youth, One Stop Operator, Finance Auditor and Legal/Workforce Consultant.
- TCSG-OWD/WorkSource Georgia's One-Stop and Affiliates Certification Guidelines as the Official Certification Criteria in Brunswick and Savannah Ms. Angela Jenkins will be leading the recertifications.
- Ad-hoc Nomination Committee for PY22 CWDB Chairman and Vice-Chairman. Ms. Morgan is the support staff for the Committee the CWDB members will have the opportunity to nominate members for the Chairman and Vice-Chairman positions.

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

## **Financial Report**

Ms. Northcutt provided the updates as follows:

- **PY22 Budget Preparation** – the State will not be recapturing any grant funds for PY21. This means the PY21 funds will roll over in PY22. WSC will be receiving additional formula funds; however, we have not received any allocation amounts yet and the State is still expecting WSC to submit a Budget draft by June 15<sup>th</sup>. TCSG-OWD has shared that we should expect a 10% decrease in across all funding streams. The final Budget draft is due on June 29<sup>th</sup>.
- **Hinesville Lease Renewal** – Ms. Northcutt also gave an update on the Liberty County's Job Center lease renewal, fire, and remodel. The carpet has been put in and the furniture is expected to be in by the end of May. Hoping to have everything done and moved back into the center by June or July. During this time of remodeling the lease expired and it is now time to renew the lease. The landlord as purposed a five (5) year lease for \$50,412.48; this total includes the base rent of \$3,800 monthly (\$45,600 annually) and \$401.04 monthly (\$4,812.48 annually) for taxes and insurance. The landlord wants our lease to be aligned with their other properties and they have decided to include taxes and insurance in our lease agreement. The effective date for the new lease will be June 1, 2022.

**Discussion:** Following Ms. Northcutt's update there was some discussion regarding the effective date of the reopening of the Liberty County Job Center (projected June) and agreeing to the new lease agreement. Ms. Northcutt stated she believes the Job Center will be ready and open maybe by June. The landlord has offered to allow WSC to use their temporary furniture if the furniture WSC ordered is not in when rehab is completed. There were concerns about the number of customers that are receiving services at the Liberty County Job Center. Some Board members expressed their concerns about the amount of people that come into the Job Center and if closing the Hinesville center would be better to avoid the taxes and insurance increases within the lease. Ms. Morgan stated if the Job Center is closed there would not be any tailored workforce development services to the Liberty County area. Ms. Morgan also stated it's not just new customers that come to this Job Center, existing customers and patriots in that area come in to use our resources/services such as resume help, computers, fax machine, printers, etc. Ms. Northcutt reminded the Board that the furniture has already been ordered and shipped for the Job Center and this would be a loss if the Job Center was to close now. The closing of a Job Center is at the discretion of the LEOs.

**Questions/Answers:** Ms. Davis asked, is there any mentioned in the lease agreement about any unforeseen situations of us losing funding and that we will not be liable to continue the lease? Ms. Northcutt answered yes, all our lease agreements have a clause that if our funding gets cut that we have the option to terminate the lease. Ms. Jones-Heath asked, what is the taxes? Mr. Smith answered the taxes is what the county charges. Ms. Jones-Heath asked, will we have a separate insurance outside of this lease agreement? Ms. Northcutt answered yes, we have a separate general liability and separate property insurance. Ms. Northcutt also stated the insurance within the lease agreement is hazard insurance for the building that the landlord includes in the lease. Ms. Wynegar asked, how many customers were we serving while the Liberty County Center is being remodeled. Mr. Speck responded that the staff was collocated with DOL prior to the fire and about 50 to 80 people would come for DOL services that also received services from WSC while in the office. He also stated our Job Center is the only location to access GDOL services in Hinesville, GA. Ms. Barnes stated for program year PY19 WSC the WSC Liberty County Job Center serviced 3,210 customers and of those 842 customers received

WIOA Services. Ms. Jones-Heath asked, since the contract is up for renewal has there been a search for new locations for a lower cost? Ms. Morgan answered most of the commercial properties in Hinesville that were considered will need rehabilitation. Mr. Banks asked has the remodeling been done to our standards. Ms. Morgan answered yes, we have been involved with the remodeling process to suit our needs. Ms. Davis asked, will the GDOL staff be coming back into the WSC Liberty County Job Center? Ms. Northcutt answered yes.

Following the discussion, Ms. Northcutt reviewed the finance consent agenda items. She further explained that the contract for John Chamberlin is a no cost extension, which means nothing is being added to the existing contract only that it is extended it through to June 30, 2023, and the carryover balance of the initial contract is \$12,290.

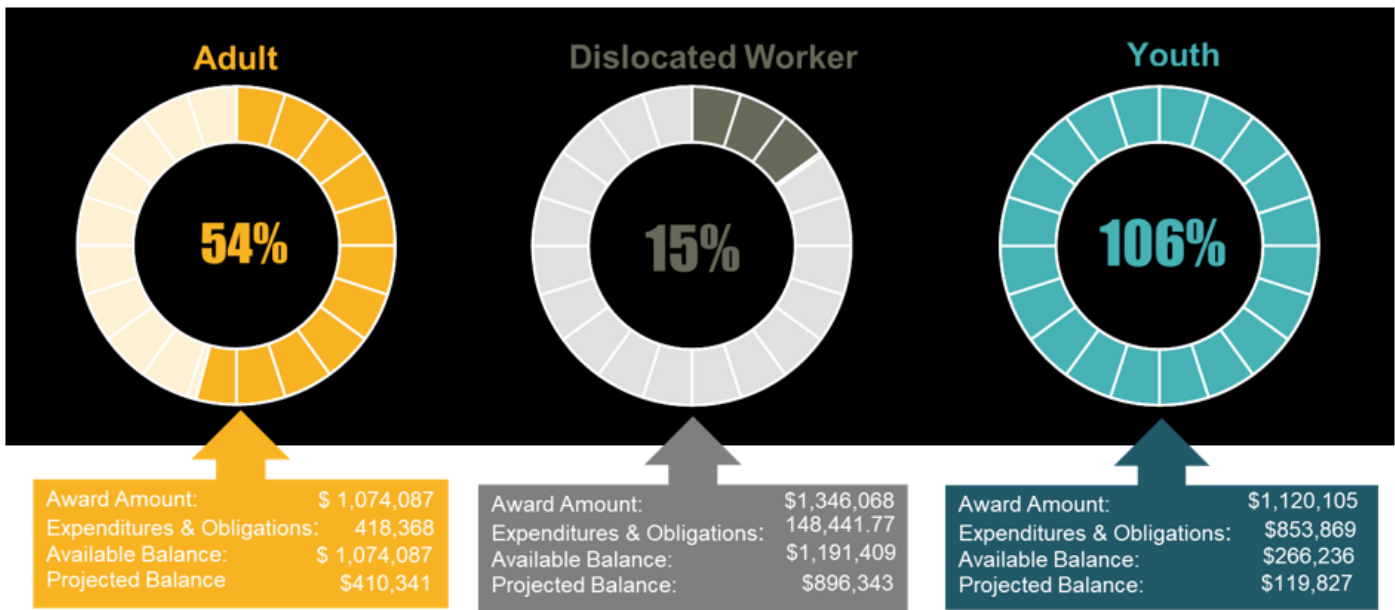
Ms. Northcutt then presented on the Financial Update, PY20 & PY21 Formula Grants Overview, PY21 Other Grant Funding, and Individual Training Accounts & Supportive Services through February 28, 2022.

**PY20 Formula Grants Overview**  
**As of February 28, 2022**  
**July 1, 2020 – June 30, 2022**  
**100% Must be Spent by June 30, 2022**



Ms. Northcutt announced that the PY20 Grants are expected to be expended by the deadline. She also stated the available balance for Dislocated Worker have been obligated and will be spent by the end of June 2022 (Power Point attached hereto).

**PY21 Formula Grants Overview**  
**As of February 28, 2022**  
**July 1, 2021 – June 30, 2023**  
**80% Must be Spent and/or Obligated by June 30, 2022**

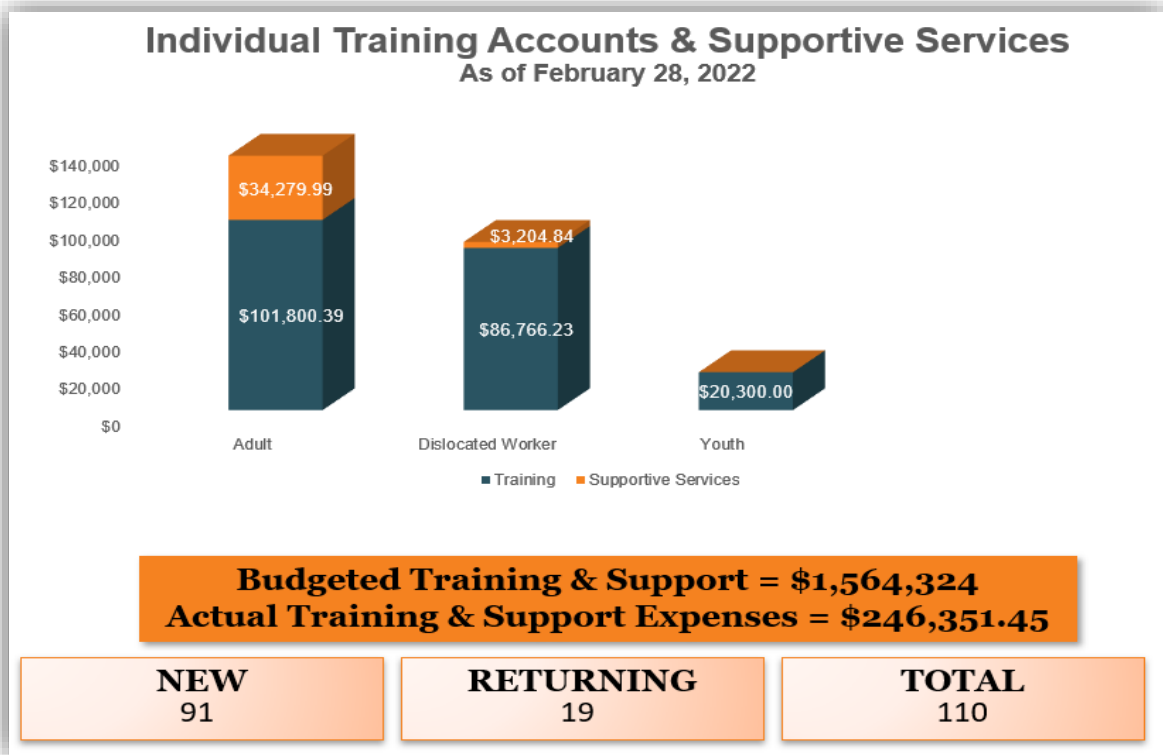


Ms. Northcutt stated the contracts on the consent agenda for approval will begin June 1, 2022. WSC will also be receiving our PY22 funds soon, so any funds left over from PY21 will rollover into the PY22 grant awards (Power Point attached hereto).

**PY21 Other Grant Funding**

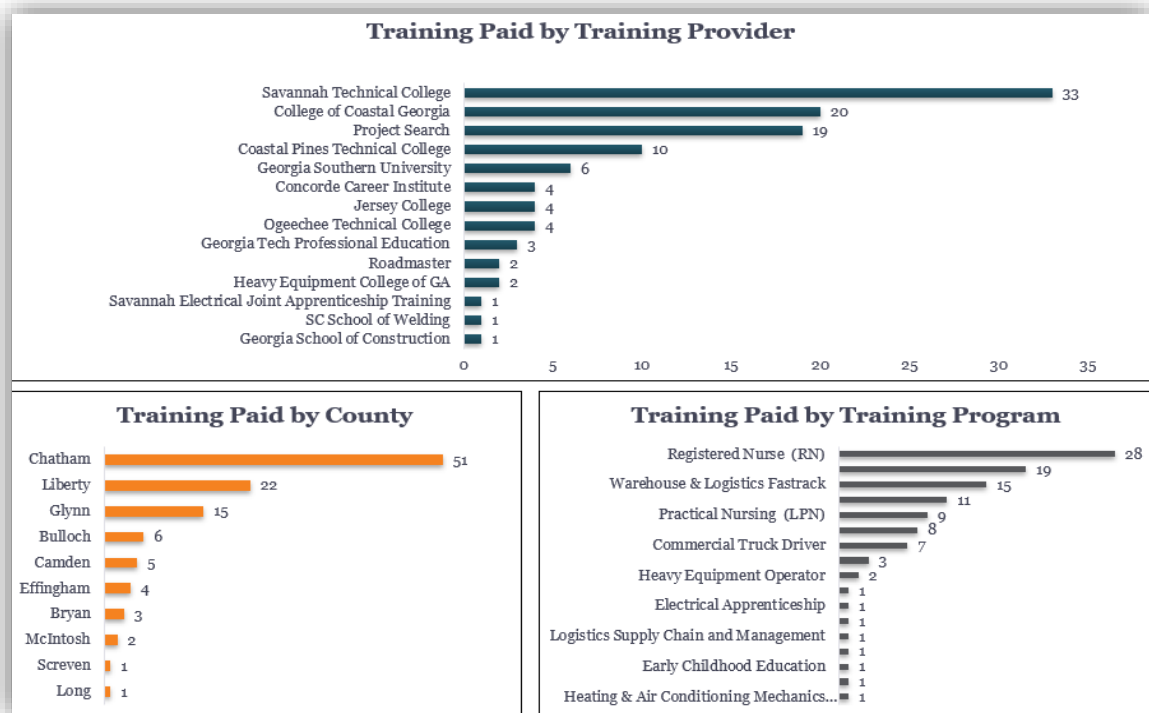
Grant	Grantor	Start Date	End Date	Award Amount	Expended as of February 28, 2022	Balance
COVID-19/NDWG-Work Sites	TCSG	4/13/2020	3/31/2022	\$279,780	\$0	\$279,780
COVID-19/NDWG-Employment & Training	TCSG	10/1/2020	3/31/2022	\$745,497	\$100,873	\$644,624
<b>TOTAL</b>				<b>\$1,025,277</b>	<b>\$100,875</b>	<b>\$924,404</b>

Ms. Northcutt announced the numbers in the above chart do not reflect the total number of active individuals that WSC currently serve. These numbers only represent participants that are new enrolled in training during PY21. At this time last year, Region 12 had only enrolled 50 participants for training services.



This table outlines the Eligible Training Providers who received WIOA funds:

Ms. Northcutt announced currently we do not have any new IWT or OJT Employer Agreements since last meeting. We have 50 OJT individuals at Cardinal Glass, 2 individuals are deemed Adult and 48 are deemed Dislocated Work (COVID Grant) participants.



Ms. Davis asked for a Motion to further investigate the lease agreement for the Liberty Job Center, because there is an effective date of June 1<sup>st</sup>, this information be presented to the Executive Committee to discuss; and if agreed with the results/comparable properties they vote on behalf of the Board and there after presenting to the Board as follow-up information.

**Motion:** Earline Davis  
**2<sup>nd</sup>:** David Floyd  
**Oppose:** Genevieve Wynegar and Stephanie Jones-Heath

After the financial report, the Committees reported the following:

### **Committee Reports**

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

Mr. David Atkins, Committee Chair reported on the following:

- **Did Not Meet March 2, 2022**

**Next Meeting** - Wednesday, May 4, 2022, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

#### **Public Relations:**

Janet Jones, WSC Staff reported on the following:

- **Effingham County Chamber of Commerce Job Fair Funding Request** – the Committee approved
- **2022 CWSB Retreat** - June 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, 2022 Courtyard Residence Inn on Jekyll Island

**Next Meeting:** May 26, 2022, immediately following CWDB meeting – location to be determined.

#### **Youth Committee:**

David Floyd, Committee Chair reported on the following:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator reviewed the Expenditure Reports. She noted that 38% of the PY20 WEX allocations were spent.
- **The PY21 Sub-awards Contractual expenditure requirement of 65% of total budget was not met.**
  - Bulloch, Effingham, Screven 20%
  - Bryan, Liberty, Long 34%
  - Chatham 23%
  - Camden, Glynn, McIntosh 16%
- **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	48%
Ross – BLL	44%
Ross – CGM	32%
Ross – Chatham	64%

PERFORMANCE MEASURES					
Contractors	Q2 Employment /Education	Q4 Employment /Education	Q2 Median Earnings	Credential Attainment	Measurable Skills Gain
Ross – BES	88.9%	47.7%	100%	50%	11.1%
Ross – BLL	79.4%	63.6%	100%	80%	27.6%
Ross – CGM	93.70%	73.3%	100%	43.7%	35.7%
Ross -Chatham	25%	41.1%	100%	0%	16.1%

- **PY21 Summer Work Experience** - The Committee made the recommendation to allocate \$425,000 in funds for the PY21 Summer Work Experience only. These funds will be available to expend through August 31, 2022.

**The SWEX preparation would begin May 23, 2022, with training for the participants actually beginning on June 6, 2022.**

- **PY22 Youth Service Provider Contract Renewal** - The Committee made the recommendation to renew the PY22 Youth Service Contract. New Contract funding will be available June 1, 2022.

**Next Meeting** - Friday, May 13, 2022, at 10:00 a.m. Richmond Hill City Center.

**Discussion:** Following the Committee Reports there was a discussion regarding the lack of participation at career fairs around the region. Board members stated that there are endless job openings but nearly no one is showing up to apply or speak with the employers. Ms. Morgan stated that it is not a recruitment/outreach issue, because the events are very well publicized. There were also discussions between Board members regarding the difficulties with hiring staff to accommodate their needs due to the lack of people showing up for hiring events or lack of interest to work. There was discussion about the eligibility requirements for the WIOA program and how most participants that are in need of our assistance do not meet income guidelines to qualify for the program. Some Board members suggested having a discussions/meeting to see what can be done to request the income limits be adjusted to serve more participants.

**Consent Agenda**

- **CWDB**
  - February 25, 2022
- **Committee Minutes**
  - Executive Committee – January 2022
  - Public Relations Committee – December 2021



- Youth Committee – January 2022
- FSR
  - January 2022
  - February 2022
- Approval to adopt the TCSG-OWD/WorkSource Georgia's One-Stop and Affiliates Certification Guidelines for PY21-22 as the Official Certification Criteria
- Approval to form an Ad-hoc Nomination Committee for PY22 CWDB Chairman and Vice-Chairman
- Approval to award a No Cost Extension Contract July 1, 2022, through June 30, 2023-John Chamberlin to provide technical assistance, legal advice, and guidance services --\$12,290
- Approval to Renew Youth Year-Round Sub-Awards for PY22—up to \$1,033,383 (level funding)
  - Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$268,421
  - Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$178,141
  - Ross-IES Camden, Glynn& McIntosh Counties (CGM)-- \$269,298
  - Ross-IES Chatham County-- \$317,523
- Approval to Renew the Adult and Dislocated Worker Career and Case Management Services Sub-Awards for PY22 —up to \$876,473 (level funding)
  - Ross-IES Bulloch, Bryan, Chatham, Effingham, Liberty, Long & Screven Counties--\$645,455
  - Eckerd Connects Paxen Camden, Glynn& McIntosh Counties -- \$231,081
- Approval to Renew the One-Stop Operator Services Sub-Award for PY22 to In The Door, LLC—up to \$200,000 (level funding)
- Approval to Renew a Sub-recipient Financial Monitoring contract to William L. Kennemore, CPA LLC in the amount of \$17,900 (second renewal)

**Ratification/Retroactive Approval of the Executive Committee Actions on Behalf of the Board on March 24, 2022—**

- Acceptance of TCSG-OWD Modification for the PY19 WIOA Dislocated Worker NEG Employment and Training Grant Award to extend the performance period from March 31, 2022 to March 31, 2023
- Acceptance of TCSG-OWD Modification for the FY20 WIOA Dislocated Worker NEG Worksite Grant Award to extend the performance period from March 31, 2022 to March 31, 2023
- Approval to Award the PY21 Youth Summer Work Experience Budget Allocation--\$425,000
  - Ross-IES Bulloch, Effingham & Screven Counties (BES)--\$106,250
  - Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$106,250
  - Ross-IES Chatham County-- \$106,250
  - Ross-IES Camden, Glynn& McIntosh Counties (CGM)-- \$106,250
- Approval to Extend Ross-IES PY21 WIOA Year-Round Youth Sub-Award to August 31, 2022 (Contract Modification)

**Motion:** Earline Davis  
**2<sup>nd</sup>:** David Floyd  
**Vote:** Unanimous

**Next Meeting:** The next CWDB Meeting is scheduled for June 24, 2022, at 10:00AM – Courtyard and Residence Inn-Jekyll Island-2022 CWDB Retreat.

**Adjourn:** No further business discussed; the meeting was adjourned at 11:46 AM.