

# Coastal Workforce Development Board

June 24, 2022, at 10:00 A.M.

PY21 Retreat

Courtyard Residence Inn

Minutes Prepared by Tiffani Smashum

**CALL TO ORDER:** Vice Chairman William Stankiewicz called the meeting to order at 10:28 AM. It was determined a quorum was present.

**MEMBERS PRESENT:** Tia Brightwell, Earline Davis, Shaundese Duncan, David Floyd, Raven George, Tonya Harvey, Stephanie Jones-Heath, Bobby Jones, Kathy Love, Rudolph Quarterman, William Stankiewicz, Lynn Tootle, Genevieve Wynegar, and Karisa Young

**MEMBERS ABSENT:** Leigh Acevedo, David Atkins, Perry Banks, John Cheek, Jason Coley, Mel Gaines, Fred Hill, Kathryn Johnson, Lee Smith, and Fred Tucker

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

**GUESTS PRESENT:** Charisse Lee (Eckerd Connects)

## **Chairman's Report**

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

- Announced the new Chairman and Vice Chairman
  - ✓ PY22 & PY23 Chairman – Lynn Tootle
  - ✓ PY22 & PY23 Vice Chairman – Rudolph Quarter

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:

- Retreat Update – This day concludes the PY21 CWDB Retreat. The Public Relations Committee will begin the process for planning next year's retreat to secure a location before they are completely booked for the summer months. The Committee and WSC will keep the Board updated.
- PY21 SWEX Update
  - Over 150 youth within the 10-county region registered for SWEX via Website and QR Code
  - Bryan County Youth – WSC is focused on the youth affected by the recent tornado and partnering with Nine Line who has offered job placements and/or transportation to the youth of Bryan County.

- Participants will began working on June 6<sup>th</sup>, with 20 hours of job readiness in the first week. The second week they received their job assignment. The Summer Work Experience Program is designed with rolling enrollment dates: June 6<sup>th</sup>, 13<sup>th</sup> and 30<sup>th</sup>. The youth work up to 8 to 10 weeks and earn up to \$15 an hour depending on their work experience placement.
- PY22 CWDB Ad-hoc Nomination Committee –Mr. Floyd closed out the Committee. CWDB has a newly elected Chairman Mr. Lynn Tootle and Vice Chairman Mr. Rudolph Quarter.
- WorkSource Coastal One-Stops & Affiliated Certifications are conducted every 3 years:
  - Deadline is June 30<sup>th</sup> for submittal to TCSG-OWD
  - Seven Job Centers
  - GDOL Career Centers: Savannah and Brunswick are recognized as affiliates of WSC/CWDB
- Liberty Co./Hinesville Job Center's Lease – in our research we discovered that the triple net lease is a common type of lease among commercial property leasing. We anticipate to have a grand re-opening in mid-late September.
  - Hinesville job center lease renewal was negotiated with the landlord as follows:
    - Rent (\$3,700) + taxes & insurance (\$401.04) = \$4,101.04 per month
    - \$49,212.88 Annually (\$15.54/SF/YR)

**Available Commercial Comparable Properties Identified:**

Address	SF	Lease Type	Rent Rate	Monthly Rent	Available	Included in rent
140 E. MLK Jr Dr (Current)	3,166	NNN	\$15.54/SF/RR	\$4,101.04	Yes	Common Area Maintenance, Handyman, Landscaping, Minor Repairs, HVAC Maint.
740 E. General Stewart Way	3,000 - 4,500	NNN	\$16.00/SF/YR	\$4,000-\$6,000	Yes	Shared conference room, kitchen/ break room, lobby, employee restroom and customer restroom, utilities, WIFI, and security cameras
730 S. Main St	1,250 - 5,000	NNN	\$25.00/SF/YR	\$2,604-\$10,417	Yes	Info not available
230 W. General Screven Way	2,732	NNN	\$17.00/SF/YR	\$3,870.00	Yes	Info not available

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 provided the updates as follows:

- **Hinesville Lease Renewal** – Ms. Northcutt also gave an update on the Liberty County Job Center lease renewal, fire, and renovation progress. The carpet has been installed, and the furniture has been delivered for installation as well. The landlord is waiting for the Certificate of Occupancy before staff can return and IT complete networking services. Currently, they are

installing bathroom fixtures and completing electrical work. The landlord hopes to have everything finished by late July and we plan to have a grand re-opening in September.

- The Board will be updated with the progress of the renovations and re-entry.
- **Sector Partnership Grant Award Acceptance** – this grant will be used to convene industry leaders to discuss the job needs and the needs for the Region regarding job growth. We were awarded \$135,680 to be included in the next program year June 1, 2022 – June 30, 2023.

Ms. Northcutt then presented the PY21 WorkSource Coastal Regional Budget and other details:

- **PY2022 WorkSource Coastal Regional Budget**
  - Draft PY22 Budget due June 15
  - Final PY22 Budget due July 29
    - **Process**
      - CWDB Review and Approval
      - LEOs Review and Approval
      - Signatures – CLEO, Board Chair, Fiscal Agent
      - Submission to TCSG-OWD
    - **Challenges**
      - Reduced PY22 allocations in all funding streams. This is the case throughout the state of Georgia.
    - **Opportunities**
      - Focus on business with increased funding for On-the-Job Training.
- **PY22 Budget Overview**
  - PY22 Formula Grant Allocations reduced by 8%, or \$277,102. Reductions have been occurring all over the state of Georgia.
  - Estimated \$3.4 Million in carryover. This will help with the reduction of allocations.

**PY22 Projected Formula Allocations**

Funding Stream	PY21 Allocation	PY22 Allocation	PY 2021/2022 Difference	Percentage Change %
Adult	\$1,074,086	\$979,532	\$(94,554)	-9%
Dislocated Worker	\$1,346,069	\$1,232,394	\$(113,675)	-8%
Youth	\$1,120,105	\$1,051,232	\$(68,873)	-6%

**Questions/Answers:**

Ms. Jones-Health asked, "Is there an expectation to spend the carryover of \$3.4 million along with the 80% of PY21 allocations?" Ms. Northcutt responded, "Yes that is the expectation right now; however, the State doesn't normally give an indication of what they will do with the 80% requirement at the beginning of the allocation phase. The expectation is that we meet it, so we move forward as if we must meet it. As the program year goes on Area Directors may ask or the State may see the need to

waive the 80% requirement; then, the State will take it to the State Board requesting, they issue a waiver.”

Ms. Jones-Health asked, “Do we have a plan to meet the expectations?” Ms. Northcutt answered, “We must spend first in first out. All our activities such as ITAs, contractors, staff overhead, any special projects that the Board sees fit, etc. is coming out of the carryover and once we get awarded and receive the actual grant award for PY22 it will be available for spending as well. Once we have expended the PY21 allocations; then, we will begin spending the PY22 grants—first in, first out.”

Dr. Love asked, “Does Georgia receive more reductions than other states?” Ms. Morgan answered, “Yes, Georgia is one of the states that receive more reductions compared to others.”

**Discussion/Comments:**

Ms. Jones-Health addressed the Board regarding coming up with a plan to expend our funds so that we are not targeted to lose any of our funding or to receive less funding in the future. Ms. Northcutt added, “Historical we have carried over funds from previous program years and we have fully expended the carryover in that next program year.”

<b>COASTAL WORKFORCE DEVELOPMENT BOARD</b>				<b>SUMMARY</b>	
<b>PY2022 PROPOSED REGIONAL BUDGET</b>					
<b>July 1, 2022 - June 30, 2023</b>					
	PY21 Revised Grant Revenue	PY21 Approved Grant Budget	PY22 Total Grant Budget	% Change 2021-2022	% of Total Revenue 2021-2022
<b>REVENUES</b>					
<b>Total Revenues</b>	\$5,134,218	\$7,537,520	\$6,698,269	-11%	100%
	PY21 Total Expenses	PY21 Approved Total Budget	PY22 Proposed Total Budget	% Change 2021-2022	% of Total Budget
<b>PLANNED EXPENSES/OBLIGATIONS</b>					
WSC Overhead Costs	1,234,948	1,654,480	1,683,320	1.7%	25.9%
Job Center Operating Costs	597,898	578,664	644,361	11.4%	9.9%
Training/Business Services	813,842	2,183,863	1,321,560	-39.5%	20.4%
Sub-Recipients (Service Providers)	1,726,652	3,259,165	2,790,441	-14.4%	43.0%
Other Program Costs	22,155	255,416	22,155	-91.3%	0.3%
Contractors	15,685	30,375	30,375	0.0%	0.5%
<b>Planned Expenditures/Obligations</b>	<b>\$4,411,180</b>	<b>\$7,334,322</b>	<b>\$6,492,213</b>	<b>-11.5%</b>	<b>100.0%</b>
<b>Un-Obligated Funding (PY23 Carryover)</b>			<b>\$206,057</b>		

Ms. Northcutt reported there is a 1.7% increase in WSC Overhead Cost was due to the cost-of-living increase that was approved by the CWDB and City of Savannah. The 11.4% increase in Job Center Operating Costs is due to furniture, data plan, security contracts and pest control contracts for the St. Mary’s and Brunswick Job Centers to bring these Job Centers up to the same quality as our other centers. The 39.5% decrease in Training/Business Services is due to the COVID grants expiring, this is also the same case for the 91.3% decrease in Other Program Costs.

**COASTAL WORKFORCE DEVELOPMENT BOARD  
 PY2022 PROPOSED REGIONAL BUDGET  
 July 1, 2022 - June 30, 2023**

**ADULT PROGRAM**

REVENUES	PY21 Revised Revenue	PY21 Approved Grant Budget	PY22 Total Grant Budget	% of Total Revenue 2021-2022
<b>Total Revenues</b>	\$1,723,831	\$2,048,149	\$1,865,615	-9%

PLANNED EXPENSES/OBLIGATIONS	PY21 Total Expenses	PY21 Approved Total Budget	PY22 Proposed Total Budget	% Change 2021-2022
WSC Overhead Costs	295,200	622,257	653,128	5%
Job Center Operating Costs	371,406	349,330	238,849	-32%
Training/Business Services	299,550	500,336	404,568	-19%
Sub-Recipients (Service Providers)	618,101	509,686	564,874	11%
Other Program Costs	-	-	-	-100%
Contractors	2,399	4,101	4,196	2%
<b>Planned Expenditures/Obligations</b>	\$1,586,656	\$1,985,710	\$1,865,615	6%
<b>Un-Obligated Funding (PY23 Carryover)</b>	\$137,175	\$782,782	\$0.00	

**COASTAL WORKFORCE DEVELOPMENT BOARD  
 PY2022 PROPOSED REGIONAL BUDGET  
 July 1, 2022 - June 30, 2023**

**DISLOCATED WORKER PROGRAM**

REVENUES	PY21 Revised Revenue	PY21 Approved Grant Budget	PY22 Total Grant Budget	% of Total Revenue 2021-2022
<b>Total Revenues</b>	\$2,331,352	\$3,474,653	\$2,854,114	-18%

PLANNED EXPENSES/OBLIGATIONS	PY21 Total Expenses	PY21 Approved Total Budget	PY22 Proposed Total Budget	% Change 2021-2022
WSC Overhead Costs	678,353	657,540	774,327	18%
Job Center Operating Costs	124,036	132,066	223,154	69%
Training/Business Services	514,292	1,683,527	916,992	-46%
Sub-Recipients (Service Providers)	424,385	719,988	718,908	0%
Other Program Costs	-	244,391	-	-100%
Contractors	4,423	10,182	14,677	44%
<b>Planned Expenditures/Obligations</b>	\$1,745,489	\$3,447,693	\$2,648,057	-23%
<b>Un-Obligated Funding (PY23 Carryover)</b>	\$585,863	\$26,960	\$206,057	

COASTAL WORKFORCE DEVELOPMENT BOARD  
 PY2022 PROPOSED REGIONAL BUDGET  
 July 1, 2022 - June 30, 2023

YOUTH PROGRAM

REVENUES	PY21 Revised Revenue	PY21 Approved Grant Budget	PY22 Total Grant Budget	% Change 2021-2022
<b>Total Revenues</b>	\$1,079,035	\$2,100,067	\$1,978,540	-2%

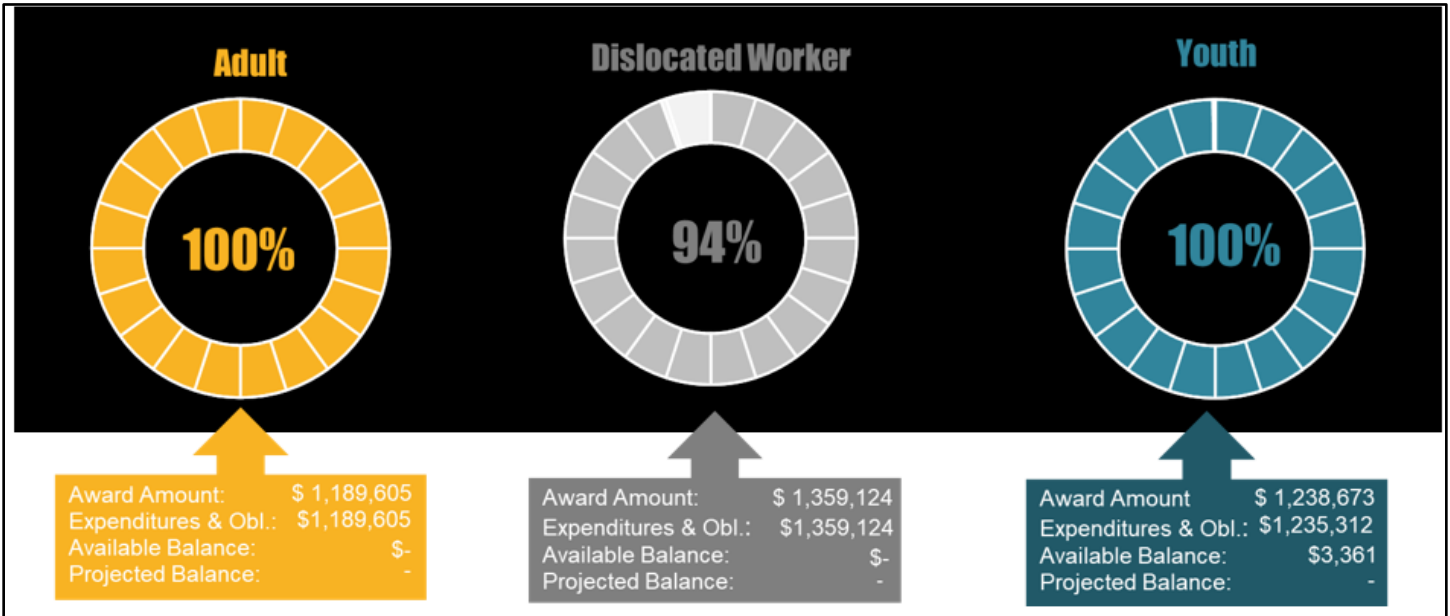
PLANNED EXPENSES/OBLIGATIONS	PY21 Total Expenses	PY21 Approved Total Budget	PY22 Proposed Total Budget	% Change 2021-2022
WSC Overhead Costs	261,395	374,684	255,865	-32%
Job Center Operating Costs	102,456	97,268	182,358	87%
Training/Business Services	-	-	-	0%
Sub-Recipients (Service Providers)	684,166	1,490,893	1,506,660	1%
Other Program Costs	22,155	11,025	22,155	101%
Contractors	8,863	16,092	11,502	-29%
<b>Planned Expenditures/Obligations</b>	\$1,079,035	\$1,939,962	\$1,978,540	4%
<b>Un-Obligated Funding (PY2 Carryover)</b>	\$-	\$75,481	\$-	

Funding Summary  
 As of April 30, 2022

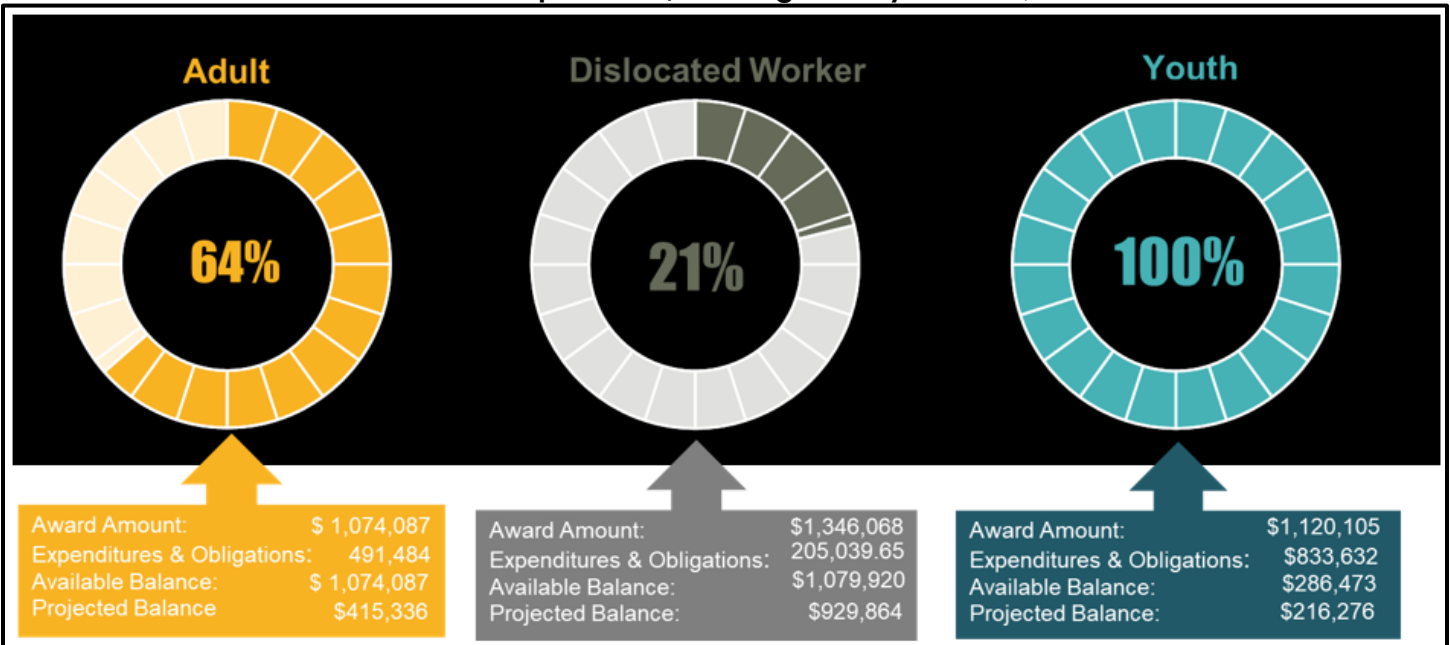
Funding	PY	Grant Award	Expended	Balance (including accruals)	Obligations & Encumbrances*	Projected Balance- -June 2021	Projected % Obligated, Expended, & Encumbered
Adult	Admin	107,409	4,692	102,717	17,497	85,220	21%
	Program	966,678	226,571	740,107	409,992	330,116	66%
	<b>PY21 Grants</b>	<b>1,074,087</b>	<b>231,262</b>	<b>842,825</b>	<b>427,489</b>	<b>415,336</b>	<b>61%</b>
	Admin	118,961	97,690	21,271	-	21,271	82%
	Program	1,070,645	1,091,915	(21,271)	-	(21,271)	102%
	<b>PY20 Grants</b>	<b>1,189,605</b>	<b>1,189,605</b>	<b>(0)</b>	<b>-</b>	<b>(0)</b>	<b>100%</b>
<b>Total Adult</b>		<b>\$ 2,263,692</b>	<b>\$ 1,420,867</b>	<b>\$ 842,825</b>	<b>\$ 427,489</b>	<b>\$ 415,336</b>	
DW	Admin	134,607	61,108	73,499	42,746	30,752	77%
	Program	1,211,461	-	1,211,461	312,350	899,112	26%
	<b>PY21 Grants</b>	<b>1,346,068</b>	<b>61,108</b>	<b>1,284,960</b>	<b>355,096</b>	<b>929,864</b>	<b>31%</b>
	Admin	135,912	135,912	-	-	-	100%
	Program	1,223,212	1,147,286	75,925	75,925	-	100%
	<b>PY20 Grants</b>	<b>1,359,124</b>	<b>1,283,199</b>	<b>75,925</b>	<b>75,925</b>	<b>-</b>	<b>100%</b>
<b>Total DW</b>		<b>\$ 2,705,192</b>	<b>\$ 1,344,307</b>	<b>\$ 1,360,885</b>	<b>\$ 431,021</b>	<b>\$ 929,864</b>	
Youth	Admin	112,011	67,749	44,261	33,679	10,582	91%
	Program	1,008,095	95,560	912,534	706,841	205,694	80%
	<b>PY21 Grants</b>	<b>1,120,105</b>	<b>163,309</b>	<b>956,796</b>	<b>740,520</b>	<b>216,276</b>	<b>81%</b>
	Admin	123,867	123,867	-	-	-	100%
	Program	1,114,806	1,111,445	3,361	3,361	(0)	100%
	<b>PY20 Grants</b>	<b>1,238,673</b>	<b>1,235,312</b>	<b>3,361</b>	<b>3,361</b>	<b>(0)</b>	<b>100%</b>
<b>Total Youth</b>		<b>\$ 2,358,778</b>	<b>\$ 1,398,622</b>	<b>\$ 960,156</b>	<b>\$ 743,880</b>	<b>\$ 216,276</b>	
Total	PY21 Grants	3,540,260	455,680	3,084,580	1,523,104	1,561,476	56%
	PY20 Grants	3,787,402	3,708,116	79,286	79,286	(0)	100%
	<b>GRAND TOTAL</b>	<b>\$ 7,327,662</b>	<b>\$ 4,163,796</b>	<b>\$ 3,163,866</b>	<b>\$ 1,602,390</b>	<b>\$ 1,561,476</b>	

Ms. Northcutt also presented on the Financial Update, PY20 & PY21 Formula Grants Overview, PY21 Other Grant Funding, Individual Training Accounts & Supportive Services through April 30, 2022, and IWT & OJT Employer Agreements.

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



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

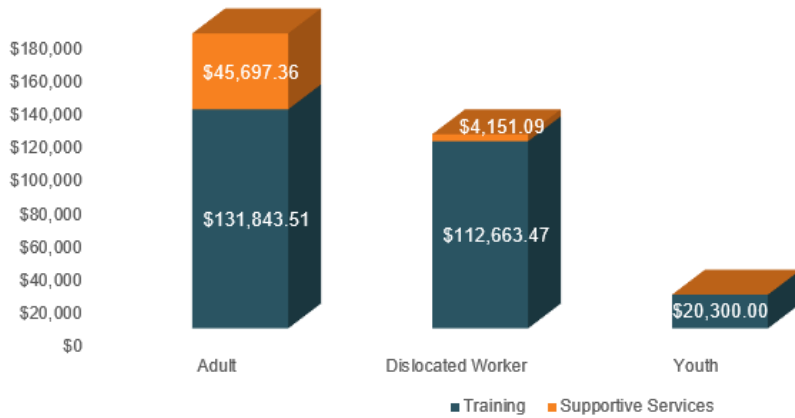




**PY21 Other Grant Funding**

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	\$246,661	\$498,836
<b>TOTAL</b>				<b>\$1,025,277</b>	<b>\$246,661</b>	<b>\$778,616</b>

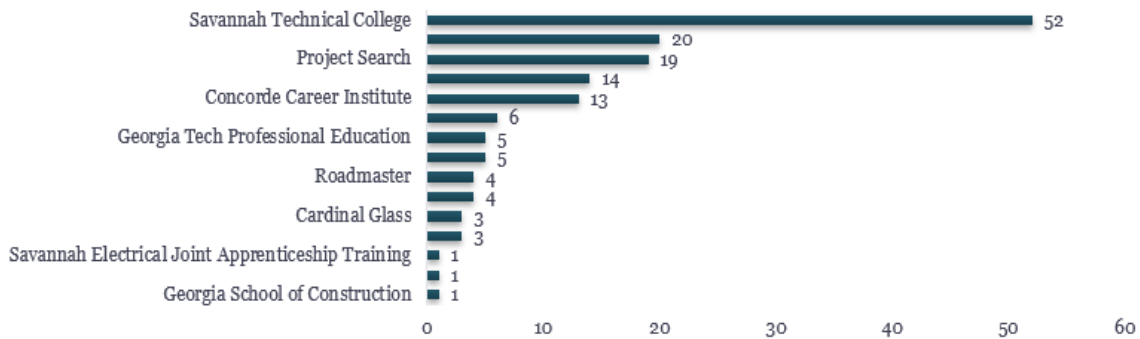
**Individual Training Accounts & Supportive Services**  
As of April 30, 2022



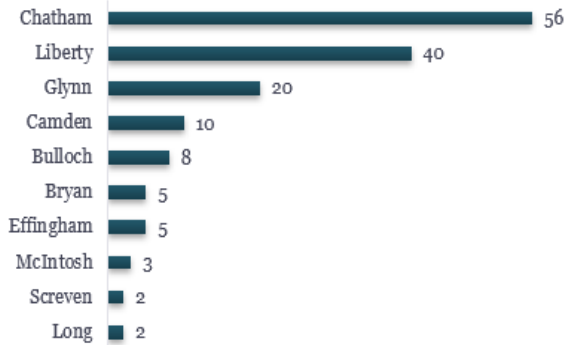
**Budgeted Training & Support = \$1,564,324**  
**Actual Training & Support Expenses = \$314,295.73**

<b>NEW</b> 131	<b>RETURNING</b> 20	<b>TOTAL</b> 151
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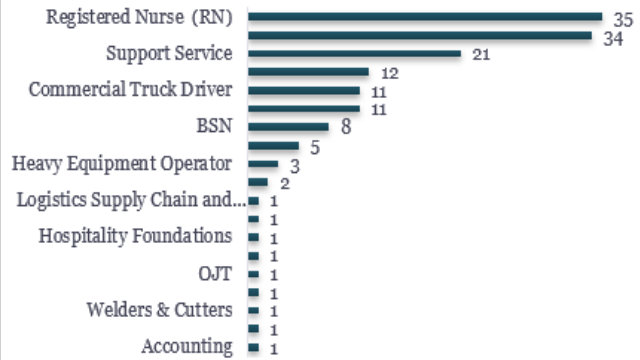
### Training Paid by Training Provider



### Training Paid by County

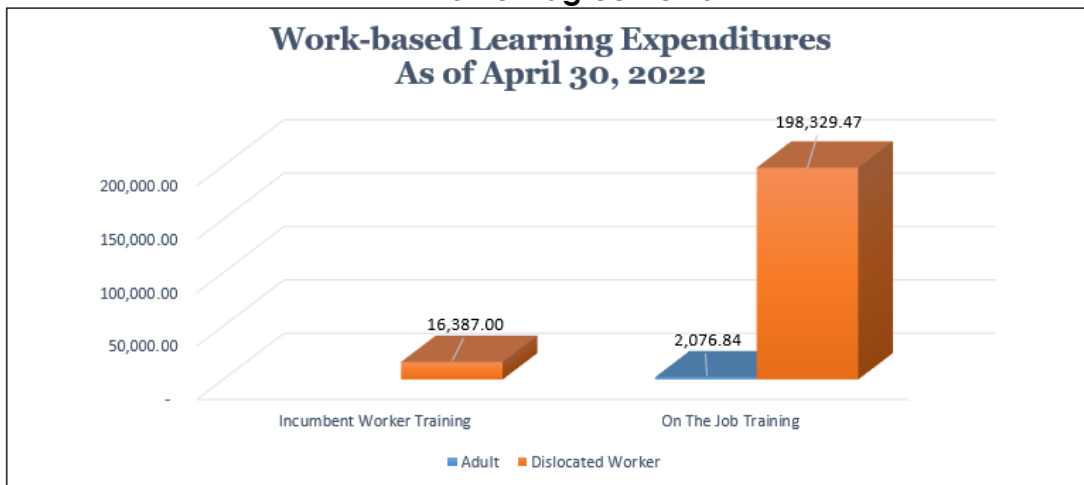


### Training Paid by Training Program



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

### IWT & OJT Employer Agreements No new agreements



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

### **Committee Reports**

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

Karen Barnes, WSC Staff reported on the following:

- **Adult, Dislocated Worker, & Youth Support Services Policy:** The policy was updated to address changes made to the TCSG-OWD policy referring to support services to be provided to participants. The policy included the WSC Staff recommendation to increase the cap from \$3,000 to \$5,000 per year. This increase will include increases in transportation from \$6.75 to \$10 per day and childcare from \$15 to \$30 for children birth to 4 years old. There has not been a cap increase since 2012 for support services.
- **Self-Attestation Policy:** This policy was created to be in comply with Federal Regulations and TCSG-OWD policy. The Self-Attestation policy will alleviate undue hardships that may prevent a potential participant from WIOA enrollment and services.
- **Eligible Training Provider Application – Pathways Health Career Training Center:** The following programs were submitted for recommendation to the TCSG-OWD Eligible Training Provider List (ETPL): Certified Phlebotomy Technician and Medical Assistant.

**Next Meeting** - Wednesday, July 6, 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:

- **2022 CWSB Retreat** - June 22nd, 23rd, 24th, 2022 Courtyard Residence Inn on Jekyll Island

**Next Meeting:** The next scheduled meeting TBD

#### **Youth Committee:**

David Floyd, Committee Chair reported on the following:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator provided the Expenditure Reports. She noted that 31% 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 29%
- Bryan, Liberty, Long 47%
- Camden, Glynn, McIntosh 26%
- Chatham 31%

- **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 and the unofficial 3<sup>rd</sup> Quarter Performance:

Contractor	Percent Served
Ross - BES	50%
Ross - BLL	48%
Ross - CGM	32%
Ross - Chatham	64%

PERFORMANCE MEASURES					
	Q2 Employment /Education	Q4 Employment /Education	Q2 Median Earnings	Credential Attainment	Measurable Skills Gain
Ross - BES	88.8%	37.5%	0%	50%	55.5%
Ross - BLL	63.2%	46.8%	0%	70%	27.6%
Ross - CGM	85.7%	74.1%	0%	47.1%	57.1%
Ross -Chatham	6%	15%	0%	0%	16.1%

**Next Meeting** - Friday, July 8, 2022, at 10:00 a.m. Richmond Hill City Center.

### Consent Agenda

- **CWDB Minutes**
  - April 2022
- **Committee Minutes**
  - CWDB – April 22, 2022
  - Executive Committee – March 2022
  - Economic & Workforce Alignment Committee – January 10, 2022 & Called Meeting on Jan. 24, 2022
  - Youth Committee – March 2022
- **FSR**
  - March 2022
  - April 2022
- **Approval of the Adult, Dislocated Worker, & Youth Support Services Policy**
- **Approval of the Self-Attestation Policy**
- **Approval for the Pathways Health Career Training Center – Training Provider Applications**
  - Certified Phlebotomy Technician
  - Medical Assistant
- **Approval of the PY2022 Coastal Workforce Development Board Budget**
- **Approval of the PY2022 Meeting Calendar**

- **Certify the Coastal Region’s Comprehensive, One-Stop Job Centers and Affiliate Job Centers: Bulloch, Chatham-Savannah, Camden, Effingham, Glynn, Liberty, Screven, GDOL Brunswick Career Center and GDOL Savannah Career Center**
- **Acceptance of Sector Partnership Grant Award from TCSG in the amount of \$135,680 for the period of June 1, 2022, through June 30, 2023**

**Motion:** Kathy Love  
**2<sup>nd</sup>:** Earline Davis  
**Vote:** Unanimous

**Motion to accept the Sector Partnership Grant Award from TCSG in the amount of \$135,680 for the period of June 1, 2022, through June 30, 2023**

**Motion:** Bobby Jones  
**2<sup>nd</sup>:** David Floyd  
**Vote:** Unanimous

**Announcement:**

Ms. Morgan announced that all board members are welcome to join any CWDB Committees.

**Next Meeting:** The next CWDB Meeting is scheduled for August 26, 2022, at 10:00AM – the Richmond Hill City Center, Richmond Hill, GA.

**Adjourn:** No further business discussed; the meeting was adjourned at 11:29 AM.