

Coastal Workforce Development Board

February 24, 2023, at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Tiffani Smashum

CALL TO ORDER: Chairman Lynn Tootle called the meeting to order at 10:00 AM. It was determined a quorum was present.

MEMBERS PRESENT: Perry Banks, Tia Brightwell, John Cheek, Jay Clemmons, Jason Coley, Earline Davis, Mary Geoghegan, Raven George, Stephanie Jones-Heath, Fred Hill, Bobby Jones, Kathy Love, Rudolph Quarterman, William Stankiewicz, and Lynn Tootle

MEMBERS ABSENT: David Atkins, Shaundese Duncan, David Floyd, Tonya Harvey-Rosado, Kathryn Johnson, Lee Smith, and Fred Tucker, Genevieve Wynegar, and Karisa Young

WSC STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Angela Jenkins (Senior Program Specialist/Monitor), 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: Brad Speck (Ross-IES) Felicia Woods (In The Door, LLC) and Sharonda Bacon (In the Door, LLC)

Chairman's Report

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

- New Mandated Board Member: Jay Clemmons of Glynn County is the Training Director of Local 177- Plumbers and Pipefitters and Mary Geoghegan of Glynn County is the Center Director of the Brunswick Job Corps Facility.
- Committee Membership Recruitment – CWDB members can sign up to join one of the following Committees: Economic & Workforce Alignment (EWA), Youth, Public Relations and Veterans & Disabilities.
- Ribbon Cutting Ceremony for the Liberty County/Hinesville Job Center – February 28, 2023, at 12PM. This will be a re-opening after the building fire back on April 13, 2022.

After the Chairman's Report, he then turned the floor over to the WSC Interim Executive Director, Sheron Morgan

Director's Report

Ms. Morgan provided the following information and updates:

- Amazon Recruiting Events – Ms. Morgan and Business Service Reps Danielle Riley and Janet Jones are preparing for events scheduled for March and May
 - March event expecting to have over 200. May event expecting to have over 1,000
 - No interviews required
 - Both humans and robots to balance the workload
- Rapid Response/Layoff Warn Notice
 - OA Logistics – Port Wentworth, GA
 - March 18, 2023 – Layoff date with 345 affected workers

- The new company expects to keep some of the existing staff
- Savannah Economic Development Authority Annual (Breakfast) Meeting was on January 4th held at The Westin Hilton Head Island Resort – Ms. Morgan attended this event with some of the CWDB members.
 - The CEO from the Hyundai Motor Group shared information about the new manufacturing plant coming to Bryan County along the I-16 Corridor.
 - Hyundai Motor Group is planning to fill 8,100 jobs. Some of these jobs will be Artificial Intelligence (AI) jobs.
- January 18th - at the Effingham College and Career Academy consultant from Montgomery, Alabama Hyundai site presented to a group of stakeholders about some practices used to welcome our new South Korean neighbors and what to expect. This event was sponsored by the Joint Authority of Bryan, Chatham, Effingham and Liberty Counties. Families will live in the area for two to five years. Other topics discussed during the meeting was the following:
 - **Housing**
 - **Schools**
 - **Adult English Instruction**
 - **Music**
 - **Medical**
 - **Finance (Check Writing/Credit Score)**
- TCSG-OWD PY21 On-Site Program Review is scheduled for March 27-31, 2023 – WSC staff is preparing for the upcoming monitoring/program review.
- WSC Staff will be out of the office attending the SETA 2023 Conference in Memphis, Tennessee on March 12th - 15th. (except T. Smashum and J. Jones)
- Effective January 1, 2023, TCSG-OWD will be administering the Wagner-Peyser funds. These funds were previously administered by the Georgia Department of Labor (GDOL). Some of DOL's employees that worked under the Wagner-Peyser program have accepted jobs with TCSG-OWD; however, many of the positions remain vacant.
- South Korean Workforce/Culture Highlight – Ms. Shawanda Perry (Military Services Coordinator) has been assigned to present her experience and working knowledge while in the Army and living in Korea.

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 following Financial Status Report and Updates:

- Acceptance of FY23 WIOA Rapid Response Grant Award in the amount of \$95,000 for the period of January 1, 2023 – December 31, 2023.
- Approval to Renew Effingham County Job Center Lease-410 S. Columbia Ave.; Rincon, GA a 3-Year Term thru February 2026-\$2,147.42.
- Approval to transfer \$43,456.51 from Ross IES's PY22 Chatham Youth Service Provider Sub-award Contract to their PY22 Bryan, Liberty, Long Youth Service Provider Sub-award contract to fund fully fund personnel, administrative and programmatic activities.

Retroactive Approval - On December 1, 2022, Executive Committee Approved this action:

- Acceptance of FY23 WIOA Adult Grant Award in the amount of \$800,420 for the period of October 1, 2022 – June 30, 2024
- Acceptance of FY23 WIOA Dislocated Worker Grant Award in the amount of \$1,099,433 for the period of October 1, 2022 – June 30, 2024

- Acceptance of FY22 WIOA DWA Grant Award in the amount of \$225,000 for the period of November 1, 2022 – June 30, 2023 (Transfer from Dislocated Worker to Adult)
- Approval to apply for Non-profit credit card that requires no personal guarantee to use for emergencies and booking business travel.

Financial Updates

- Approved Credit Card and Limit – we now have the credit card and will keep the board informed on all balances.
- 2.5% COLA for City Employees – WSC staff received the COLA increase on January 1, 2023 Ms. Northcutt then presented the PY21 & PY22 Formula Grants Overview, PY22 Other Grant Funding, and Individual Training Accounts & Supportive Services through December 31, 2022.

**PY21 Formula Grants Overview
As of December 31, 2022
July 1, 2021 – June 30, 2023
100% Must be Spent by June 30, 2023**



**PY22 Formula Grants Overview
As of December 31, 2022
July 1, 2022 – June 30, 2024
80% Must be Spent and/or Obligated by June 30, 2023**

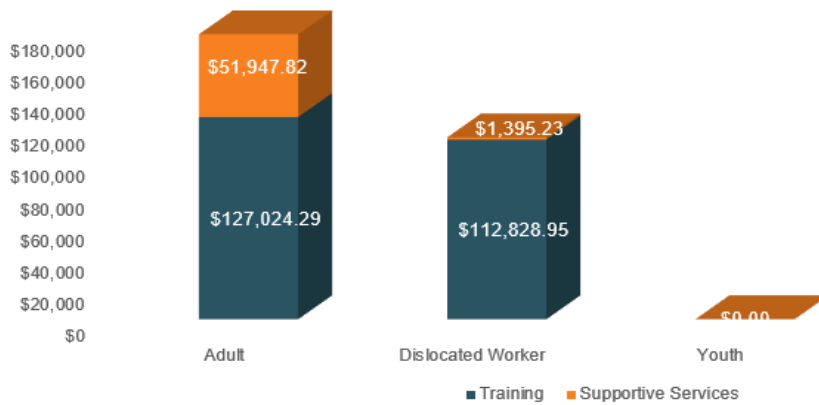


PY22 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of December 31, 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	\$411,370	\$334,127
TOTAL				\$1,025,277	\$411,370	\$613,907

Individual Training Accounts & Supportive Services

As of December 31, 2022



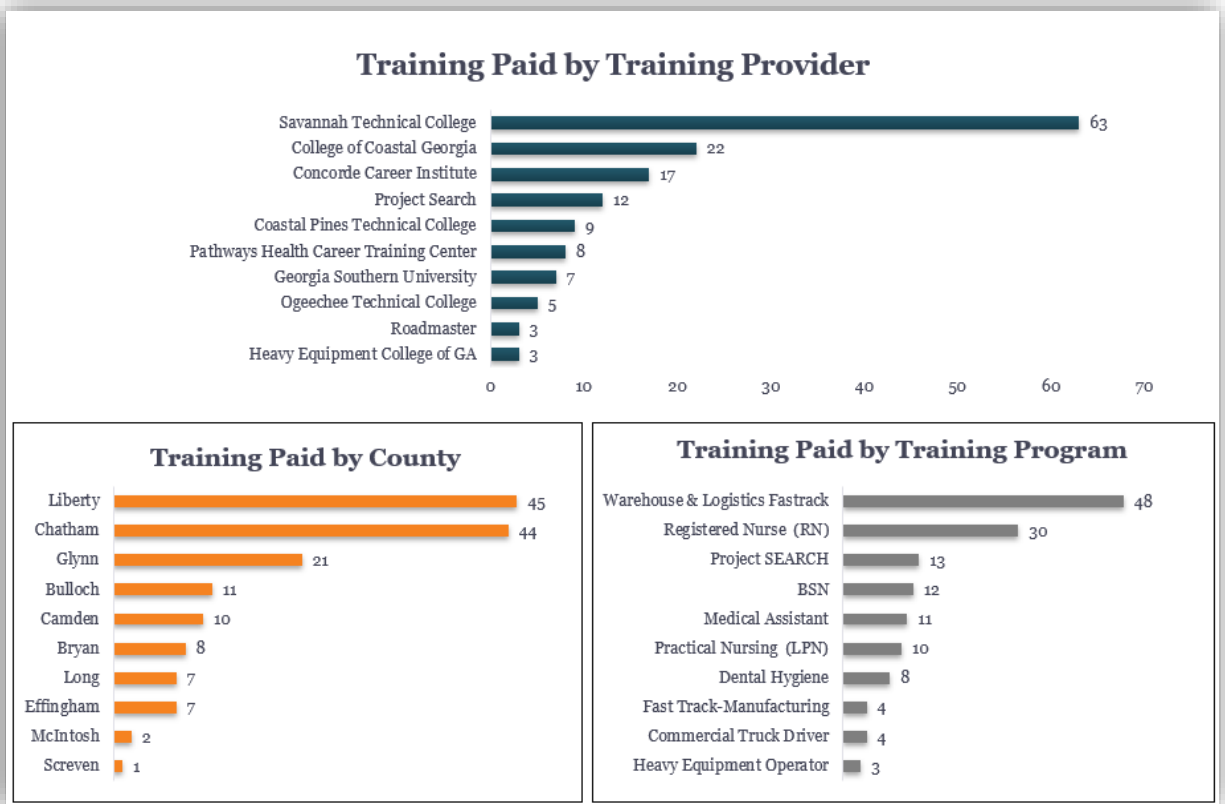
Budgeted Training & Support = \$602,021
Actual Training & Support Expenses = \$ 293,196.29

NEW
126

RETURNING
34

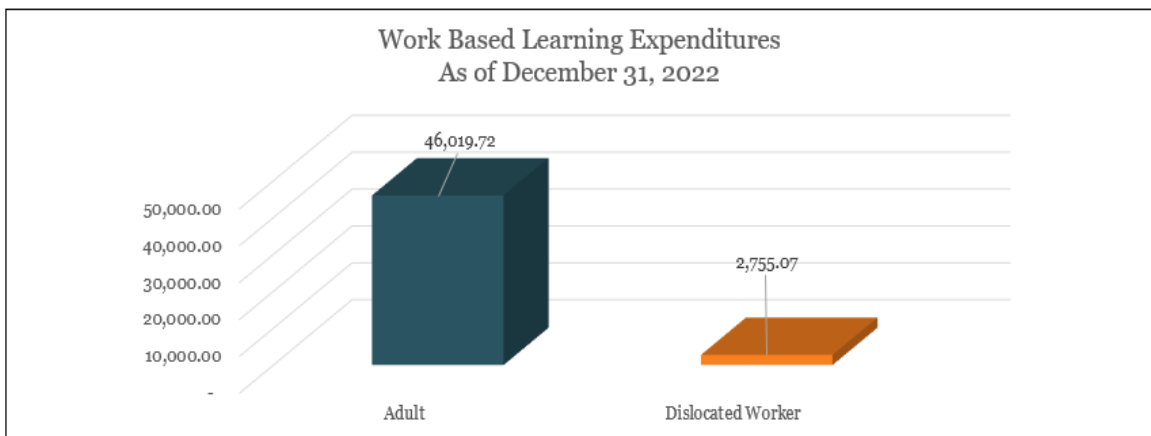
TOTAL
160

The tables below outline the Eligible Training Providers, IWT and OJT Employers who received WIOA funds:



IWT & OJT Employer Agreements

- New OJT Agreements
 - Diversity Health – Hinesville
 - Koyo Bearings - Sylvania



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

Committee Reports

Economic and Workforce Alignment:

Earline Davis, Committee Member, reported on the following:

- **Did Not Meet on Wednesday, January 4, 2023**

Next Meeting: Wednesday, March 1, 2023, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

Lynn Tootle, Committee Member, reported on the following:

- **Did not meet.**

Next Meeting: The next meeting is scheduled for February 24, 2023, immediately following the CWDB Meeting

Youth Committee:

Fred Hill, Committee Member, reported on the following:

- **Expenditure Report** - Crystal Northcutt, WSC Finance Administrator provided the Expenditure Reports. It is noted that expense for In-School is 36% and Out-of-School is 64%.
- **Performance Report** - Karen Barnes, WSC Sr. Workforce Performance & Accountability Coordinator, reviewed the detailed Contractors report covering the Contractor's Performance for PY21 3rd Quarter.

PARTICIPANT COUNT				
Contractors	Contracted/Enrolled Total	Percentage Served	In-School	Out-of-School
Ross – BES	147/83	56%	43/16	104/67
Ross – BLL	209/113	55%	60/35	149/78
Ross – CGM	170/49	29%	69/15	101/34
Ross -Chatham	265/98	37%	99/40	166/58

Next Meeting – Friday, March 10, 2023, at 10:00 a.m. Richmond Hill City Center.

Consent Agenda

- **CWDB Minutes**
 - **CWDB – August 26, 2022, and October 28, 2022**
- **Committee Minutes**
 - **Executive Committee – July 2022 and September 2022**
 - **Economic & Workforce Alignment Committee – July 2022 and September 2022**

- Youth Committee – July 2022, September 2022 and November 2022
- FSRs
 - July 2022
 - August 2022
 - September 2022
 - October 2022
 - November 2022
 - December 2022
- Approval of Training Provider Applications – Advance Fast, LLC –
 - Certified Medical Assistant Program
 - Certified Phlebotomy Technician Program
- Acceptance of FY23 WIOA Rapid Response Grant Award in the amount of \$95,000 for the period of January 1, 2023 – December 31, 2023.
- Approval to Renew Effingham County Job Center Lease-410 S. Columbia Ave.; Rincon, GA a 3-Year Term thru February 2026-\$2,147.42.
- Approval to transfer \$43,456.51 from Ross IES's PY22 Chatham Youth Service Provider Sub-Award Contract to their PY22 Bryan, Liberty, Long Youth Service Provider Sub-award contract to fund fully fund personnel, administrative and programmatic activities.
- Acceptance of the CWDB By-Laws Revisions

Retroactive Approval - On September 22, 2022, Executive Committee Approved this action:

- Approval to Modify Eckerd Connect Paxen's PY22 Adult and Dislocated Worker Service Provider Sub-Award Contract in the amount of \$16,750 to fully fund personnel, administrative and programmatic activities.
- Approval to transfer \$225,000 of FY2022 Dislocated Worker funds to FY2022 Adult to continue funding new Individual Training Accounts

Retroactive Approval - On December 1, 2022, Executive Committee Approved this action:

- Approval of the (Updated) Self-Sufficiency and Unemployment Policy
- Acceptance of FY23 WIOA Adult Grant Award in the amount of \$800,420 for the period of October 1, 2022 – June 30, 2024
- Acceptance of FY23 WIOA Dislocated Worker Grant Award in the amount of \$1,099,433 for the period of October 1, 2022 – June 30, 2024
- Acceptance of FY22 WIOA DWA Grant Award in the amount of \$225,000 for the period of November 1, 2022 – June 30, 2023 (Transfer from Dislocated Worker to Adult)
- Approval to apply for Non-profit credit card that requires no personal guarantee to use for emergencies and booking business travel.

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

Next Meeting: The next CWDB Meeting is scheduled for April 28, 2022, at 10:00 A.M. at Ogeechee Technical College, 1 Joe Kennedy Blvd, Statesboro, GA 30458

Adjourn: No further business discussed; the meeting was adjourned at 11:30 AM.