

Coastal Workforce Development Board

June 23, 2023, at 10:00 A.M.

2023 Annual CWDB Retreat

Courtyard Residence Inn, Jekyll Island, GA

Minutes Prepared by Tiffani Smashum

CALL TO ORDER: Chairman Lynn Tootle called the Board meeting to order at 10:27 AM. It was determined a quorum was present.

MEMBERS PRESENT: Perry Banks, John Cheek, Jay Clemmons, Earline Davis, Shaundese Duncan, Mary Geoghegan, Stephanie Jones-Heath, Bobby Jones, Kathy Love, Rudolph Quarterman, Tara Sinclair, Lee Smith, William Stankiewicz, Lynn Tootle, Fred Tucker, and Karisa Young

MEMBERS ABSENT: David Atkins, Jason Coley, David Floyd, Raven George, Fred Hill, and Genevieve Wynegar

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

GUESTS PRESENT: Felicia Woods (In The Door, LLC)

Chairman's Report

Chairman Lynn Tootle welcomed and thanked everyone for taking the time to attend the 2023 CWDB Annual Retreat Meeting. He reported the following:

- Amendment to CWDB By-Laws – the changes will reduce the mandate members from a minimum of 26 to 19 on the CWDB. This will help to achieve a quorum for board meetings.
- New CWDB Board Member
 - Tara Sinclair (Chatham County) – Courteous One, LLC
- Re-Appointed CWDB Board Members
 - Perry Banks (Chatham County) – Local Union 188 – Plumbers & Pipefitters
 - John Cheek (Bulloch County) – GA Vocational Rehabilitation Agency
 - Karissa Young (Liberty County) – Liberty Co. College & Career Academy
- PY23 CWDB Budget – Ms. Morgan will present the PY23 CWDB budget in her report. On May 25th, the Executive Committee approved a place holder budget with approval to make necessary adjustments, because at that time we had not received the PY23 formula allocations from OWD and we have a strict timeline for budget submission. However, as of yesterday, we have received the allocations for the PY23 budget.

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:

- **Received the Grant Modification Notice/ Transfer Award** – \$200,000 of WIOA Dislocated Worker Funds to Adult Funding Stream
- **QUEST (Quality Jobs, Equity, Strategy, and Training)** Disaster Recovery Dislocated Worker Grant (DWG) Award in the amount of - \$731,000
 - Number to be served: **60**
 - Funding for training in the following industries:**
 - Advanced/Manufacturing
 - Distribution, Logistics, Transportation and Warehousing
 - Healthcare
 - Hospitality
 - Construction/Structural Work/Energy/Welding
- The (FL, GA and AL) Workforce Alliance (TWA) – Met Monday, May 22nd in Valdosta, GA
 - The Alliance has received it 501 c 3 Status
 - Focus: To identify and submit proposals to private organizations to secure unrestricted/non-WIOA funds
 - Selected (Ms. Morgan) as the Co-Chair of the TWA, Inc. and TWA Board
- **Memorandum of Understanding (MOU) Expiration Date: June 30, 2023** – Outlines infrastructure costs by partner in the One-Stop/Job Center. Some (State) Career Centers may be managed by TCSG-OWD; therefore, it will take time to get everyone in place to complete the MOU.

Following the Director's report, Ms. Morgan presented the Financial Report:

Financial Report

Ms. Morgan began the financial report by reviewing the following Financial Consent Agenda Items.

These items are included in the Consent Agenda for approval:

- **FSRs**
 - March 2023
 - April 2023
- **Approval of the PY2023 Coastal Workforce Development Board Budget**

Ms. Morgan Recommended Approval of Finance Consent Agenda Items as presented and discussed.

Ms. Morgan then presented the PY21 & PY22 Formula Grants Overview, PY22 Other Grant Funding, Individual Training Accounts & Supportive Services through April 30, 2023, and Training Provider Chart.

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

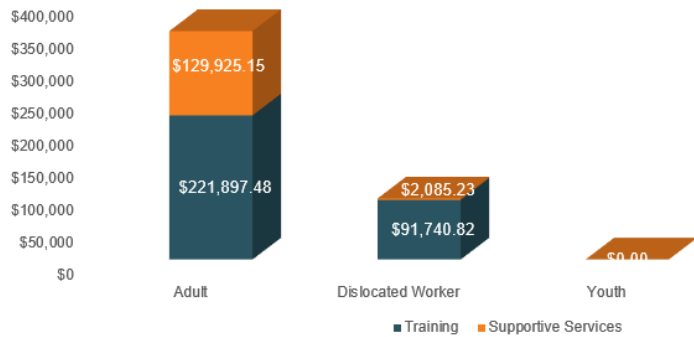


PY22 Formula Grants Overview
As of April 30, 2023
July 1, 2022 – June 30, 2024
80% Must be Spent and/or Obligated by June 30, 2023



Ms. Morgan stated the Youth grants have been fully obligated to the PY23 Service Providers through their renewed contracts through June 30, 2024.

Individual Training Accounts & Supportive Services As of April 30, 2023



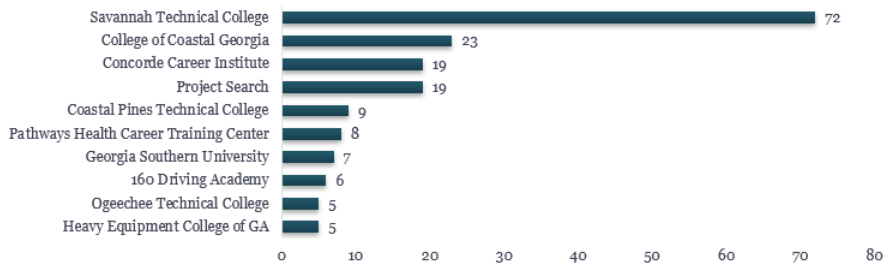
Budgeted Training & Support = \$602,021
Actual Training & Support Expenses = \$ 445,649

NEW
157

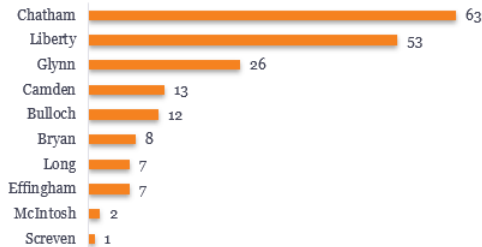
RETURNING
35

TOTAL
196

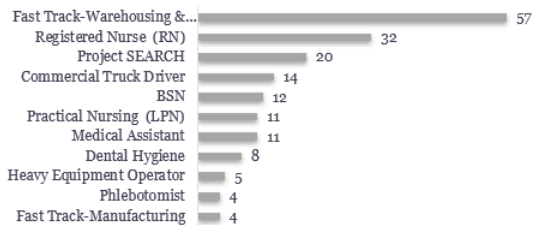
Training Paid by Training Provider



Training Paid by County



Training Paid by Training Program



After the financial updates, Ms. Morgan presented the budget process and the PY23 CWDB Draft Budget to the Board Members and other attendees as follows:

- PY23 Budget Preparation
 - Draft Due June 16
 - WSC received PY23 Grant Allocations on of 6/14/23

- Prior to receiving the PY23 Grant Allocations TCSG suggested that local areas budget based on the previous year allocations
- Budget presented today is for PY23, beginning July 1, 2023, with the necessary adjustments as authorized by the Executive Committee due to the strict timeline.
- Final Budget Due July 28
 - Must be signed by CWDB Chairman, City of Savannah CFO, and Chief LEO

PY23 Projected Formula Allocations

Funding Stream	PY22 Allocation	PY23 Allocation	PY 2022/2023 Difference	Percentage Change %
Adult	\$979,532	\$792,109	\$-187,423	-19%
Dislocated Worker	\$1,232,394	\$1,409,529	\$177,135	14%
Youth	\$1,051,232	\$1,056,019	\$4,787	0.46%

COASTAL WORKFORCE DEVELOPMENT BOARD PY2021 PROPOSED REGIONAL BUDGET July 1, 2023 - June 30, 2024		SUMMARY			
REVENUES		PY22 Approved Total Budget	PY23 Total Grant Budget	% Change 2022-2023	% of Total Revenue
TOTAL REVENUE		\$ 6,698,269	\$ 5,718,228	-15%	100%
PLANNED EXPENSES/OBLIGATIONS		PY22 Approved Total Budget	PY23 Proposed Total Budget	% Change 2022-2023	% of Total Budget
Total WSC Overhead Costs		1,683,320	1,611,104	-4.3%	28.2%
Total Job Center Operating Costs		644,361	642,819	-0.2%	11.2%
Total Training/Business Services		1,321,560	1,054,627	-20.2%	18.4%
Total Sub-Recipients (Service Providers)		2,790,442	2,300,672	-17.6%	40.2%
Total Other Program Costs		22,155	80,000	261.1%	1.4%
Total Contractors		30,375	29,006	-4.5%	0.5%
Total Planned Expenditures/Obligations		\$ 6,492,212	\$ 5,718,228	-11.9%	100.0%
Total Un-Obligated Funding			\$ (0)		

COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2021 PROPOSED REGIONAL BUDGET
 July 1, 2023 - June 30, 2024

ADULT PROGRAM

REVENUES	PY22 Adult Grant Budget	PY23 (PY22-FY23) Grant Budget	% Change 2022-2023
TOTAL REVENUE	\$ 1,865,615	\$ 1,042,109	-44%

PLANNED EXPENSES/OBLIGATIONS	PY22 Adult Approved Budget	PY23 Proposed Adult Budget	% Change 2022-2023
Total WSC Overhead Costs	653,128	625,109	-4%
Total Job Center Operating Costs	238,849	225,676	-6%
Total Training/Business Services	404,568	-	-100%
Total Sub-Recipients (Service Providers)	564,874	184,683	-67%
Total Contractors	4,196	6,642	58%
Total Planned Expenditures/Obligations	\$ 1,865,615	\$ 1,042,109	-44%
Total Un-Obligated Funding		\$ 0.00	

COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2021 PROPOSED REGIONAL BUDGET
 July 1, 2023 - June 30, 2024

DISLOCATED WORKER

REVENUES	PY22 DW Grant Budget	PY23 (PY23-FY24) DW Grant Budget	% Change 2022-2023
TOTAL REVENUE	\$ 2,854,114	\$ 3,120,529	9%

PLANNED EXPENSES/OBLIGATIONS	PY22 DW Approved Budget	PY23 Proposed DW Budget	% Change 2022-2023
Total WSC Overhead Costs	774,327	741,108	-4%
Total Job Center Operating Costs	223,154	236,030	6%
Total Training/Business Services	916,992	1,054,627	15%
Total Sub-Recipients (Service Providers)	718,908	996,922	39%
Total Other Program Costs	-	80,000	0%
Total Contractors	14,677	11,841	-19%
Total Planned Expenditures/Obligations	\$ 2,648,057	\$ 3,120,529	18%
Total Un-Obligated Funding		\$ (0.00)	0%

COASTAL WORKFORCE DEVELOPMENT BOARD
 PY2021 PROPOSED REGIONAL BUDGET
 July 1, 2023 - June 30, 2024

YOUTH PROGRAM

REVENUES	PY22 Youth Grant Budget	PY23 (PY23-FY24) Budget	% Change 2022-2023
TOTAL REVENUE	\$ 1,978,540	\$ 1,555,590	-21%
PLANNED EXPENSES/OBLIGATIONS			
	PY22 Youth Approved Budget	PY23 Proposed Youth Budget	% Change 2022-2023
Total WSC Overhead Costs	255,865	244,888	-4%
Total Job Center Operating Costs	182,358	181,113	-1%
Total Sub-Recipients (Service Providers)	1,506,660	1,119,067	-26%
Total Other Program Costs	22,155	-	-100%
Total Contractors	11,502	10,523	-9%
Total Planned Expenditures/Obligations	\$ 1,978,540	\$ 1,555,590	-21%
Total Un-Obligated Funding		\$ (0.00)	

The budget for the WorkSource Coastal (WSC) Admin Office funds all overhead, Individual Training Accounts (ITAs), tuition, transportation costs, needs related payments, childcare and job center operating costs. The Service Providers (Ross-IES & Eckerd Connects Paxen) receives funding for their staff and other program costs. Ms. Morgan explained that the decrease in Adult funding received in the PY23 allocations, may require a transfer of funds from Dislocated Worker (DW) to Adult in order to cover all training costs for the participants.

Questions/Answers: Chairman Tootle asked, "Can we move the Adult and Dislocated Worker funds back and forth based on how we see it needs to be spend?", Ms. Morgan answered, "Yes, and we project how the funds expenditures will be spent so that we can send the request to OWD as soon as possible because it can take up to two months before the funds are transferred and available."

Chairman Tootle asked, "How long is the transfer process going to take for the DW funds to be moved to the Adult funds so the funds can be expended?" Ms. Morgan answered, "It can take up to 3 weeks; then, it must go before Council for ratification."

Mr. Jones asked, "As members of this Board and the connections that we have outside of the CWDB, is there anything that we should be asking or communicating to our connections that will help improve our budget? Ms. Morgan answered, "More money is needed for training." Ms. Morgan stated, "At this time, we are receiving more DW funds than Adult and all our participants are not dislocated workers. We need more Adult funds so we can use those funds to provide more training opportunities."

Discussion: There was some discussion between the Board members regarding the lack of funding available for participants and the bulk of the funds used to administer the program. Chairman Tootle addressed the Board by stating we must raise money outside of the WIOA funds we receive from OWD. The 501 c3 allows us to apply for funds outside of the WIOA program.

After the financial report, the EWA, Public Relations, and Youth Committee reports were presented as follows:

Committee Reports

Economic and Workforce Alignment:

Ms. Earline Davis, Committee Vice Chair reported on the following:

- **Did Not Meet Wednesday, May 3, 2023**

Next Meeting - Wednesday, September 6, 2023, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

Ms. Janet Jones, WSC Staff reported on the following:

- **Did not meet on April 28, 2023**

Next Meeting: Scheduled for Friday, August 25, 2023, immediately following the CWDB meeting.

Youth Committee:

Ms. Karen Barnes, WSC Staff reported on the following:

- **Expenditure Report** – Sheron Morgan, WSC Interim Director reviewed the Expenditure Reports. She noted that 15% of the PY21 WEX allocations were spent.

The PY22 Sub-awards Contractual expenditure requirement of 65% of total budget was not met.

- Bulloch, Effingham, Screven 46%
- Bryan, Liberty, Long 35%
- Chatham 49%
- Camden, Glynn, McIntosh 38%
- **PY22 Summer Work Experience** - The Committee made the recommendation to allocate \$168,000 in funds for the PY22 Summer Work Experience only. These funds would be good through August 31, 2023.
- The SWEX preparation began on May 22, 2023, with training for the participants beginning on June 5, 2023. We have 40 participants currently in the program. The hourly rate is \$14 per hour paid up to 30 hours a week for 10 weeks. The cost per participant is \$4,200.

Next Meeting - Friday, July 14, 2023, at 10:00 a.m. Richmond Hill City Center.

Consent Agenda:

- **CWDB Minutes**
 - CWDB – February 2023
 - CWDB – April 2023
- **Committee Minutes**
 - Executive Committee – March & April 2023
 - Youth Committee – March 2023

- **FSRs**
 - March 2023
 - April 2023
- **Approval to amend the CWDB By-laws, under Article III-Membership, Section 3.1 to state the CWDB will consist of a minimum of 19 members.**
- **Approval of the PY2023 Coastal Workforce Development Board Budget**
- **Acceptance of FY23 WIOA Dislocated Worker QUEST Grant Award in the amount of \$731,000 for the period of September 26, 2022 – September 30, 2024.**
- **Acceptance of FY22 WIOA Dislocated Worker transferred to Adult - Grant Award in the amount of \$200,000 for the period of October 1, 2022 – June 30, 2024.**
- **Approval to negotiate and modify the Memorandum of Understanding with any additional revisions from TCSG-OWD and/or Mandated Partners: Adult Education, Carl D. Perkins Career and Technical Education, Community Service Block Grant (CBSG), Housing and Urban Development, Job Corps, Jobs for Veterans, Migrant Seasonal Farm Workers, Department of Rehabilitation Services, Older American (SCSEP), Trade Adjustment, Unemployment Compensation, Wagner-Peyser-Employment Services, WIOA Adult, Dislocated Worker Programming, Youth Build and/or Second Chance Act.**

Motion: Jay Clemmons

2nd: William Stankiewicz

Vote: Unanimous

Announcement/Discussion: Chairman Tootle encouraged the CWDB members to sign up for one or more of the five (5) committees.

Next Meeting: The next CWDB Meeting is scheduled for August 25, 2023, at 10:00 A.M. at the Richmond Hill City Center in Richmond Hill, GA.

Adjourn: With no further business discussed, the meeting was adjourned at 11:30 AM.