

Coastal Workforce Development Board

October 27, 2023, at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Tiffani Smashum

CALL TO ORDER: Chairman Lynn Tootle called the Board meeting to order at 10:06 AM. It was determined a quorum was present.

MEMBERS PRESENT: David Atkins, Earline Davis, Shaundese Duncan, David Floyd, Mary Geoghegan, Raven George, Fred Hill, Tara Sinclair, Lee Smith, William Stankiewicz, Lynn Tootle, and Karisa Young

MEMBERS PRESENT ON PHONE: Stephanie Jones-Heath

MEMBERS ABSENT: Perry Banks, Jay Clemmons, Jason Coley, Bobby Jones, Kathy Love, Rudolph Quarterman, Fred Tucker, and Genevieve Wynegar

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

GUESTS PRESENT: Brad Speck (Ross-IES), Charisse Lee (Eckerd Connects), Jan Hall (WorkSource Georgia), Robin Cone (WorkSource Georgia), 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. He reported the following:

- The next CWDB meeting is scheduled for December 15th. Chairman Tootle stated that this is tentative contingent upon if there are items to discuss and vote on; otherwise, the meeting will be canceled.
- Chairman Tootle also provided the following CWDB Member updates:
 - John Cheek (Bulloch County) will be resigning from GA Vocational Rehabilitation Agency (GVRA). A replacement from (GVRA) will be appointed to fill the mandated agency seat.
 - New CWDB Member – Sugandha “Sugar” Yadav is representing Camden County and the hospitality industry on the board.

After the Chairman's report, Mr. Tootle asked that WSC staff and guests step out of the meeting so that the CWDB could discuss WSC Admin staffing matters in private. After some time, Chairman Tootle asked that everyone return to the meeting and then announced Ms. Sheron Morgan as WSC's New Executive Director.

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

Director's Report

Ms. Morgan provided the following information and updates:

- SETA's 50th Anniversary – Ms. Morgan attended the closeout celebration held in Orange Beach, AL
 - The highlight of the event was the signing ceremony between the eight states (Alabama, Georgia, Mississippi, Tennessee, Kentucky, Florida, South Carolina, and North Carolina) and USDOL-ETA the agreement forged a training initiative for the electronic vehicle industry.
 - Fall SETA 2024 – will be held in Savannah, GA. More details will be provided.
- Rapid Response Training led by TCSG-OWD – Ms. Morgan and Ms. Danielle Riley (WSC Admin Staff) attended from October 3 & 4, 2023 in Young Harris, GA.
- FY22 WIOA Dislocated Worker transferred to Adult - Grant Award in the amount of \$200,000 was approved – these funds will be used to assist Local Unions 177 and 188 to provide an 18-week Welding training class. We have a total of 17 prospective participants: 10 people in Chatham County and 7 people in Glynn County.
- WSC Administrative Update – interviews were held for the following positions:
 - Finance Administrator was held on September 23rd & 25th. CWDB Member, Perry Banks assisted on the interview panel. We have an offer for this position.
 - Accounting Clerk was held on September 26th. CWDB Member, Earline Davis assisted on the interview panel. We have an offer for this position.
 - Military Services Coordinator was held on October 9th. WSC Staff, Karen Barnes assisted on the interview panel. We have an offer for this position.
 - Tentative Start Date: Monday, November 13, 2023
- CLEO Meeting – September 13, 2023
 - The LEO's unanimously voted to terminate the lease for the Screven County Job Center and asked WSC Admin to identify an alternative location to serve the residents. (Monthly Rent \$1,140). The LEOs also discussed having an access site for Screven County.
 - The landlord will receive a certified letter on Monday, October 30, 2023, informing him that WSC/CWDB is terminating the lease.
 - In the meantime, staff will meet at a partner or public location to discuss WIOA services.
- Area 19 One-Stop Partner MOU – Ms. Morgan will be updating as changes are happening with the transition of the Wagner-Peyser funds from GDOL to TCSG- Office of Workforce Development as positions are not in place.
- Geo-Solutions – VOS Data Management/Platform Training– was held on October 15-19, 2023, in Monterey, California. Ms. Karen Barnes and Ms. Morgan attended the training. There has been updates to the system and more to come in the next year.
- TCSG-OWD Leadership Conference/SWDB Meeting – Ms. Morgan attended (the meeting) on October 23, 2023.
- WorkSource GA Academy –will be held on November 5-8, 2023 at Jekyll Island WSC Staff will be attending.
- USDOL ETA Vision 2030 Regional Convening – will be in Chicago, IL from November 13-15, 2023. Ms. Morgan is attending this invitation only event.

- TCSG-OWD State Monitoring – WSC Monitor, Angela Jenkins is preparing for the upcoming TCSG-OWD Monitoring that is scheduled for December 13-15, 2023.

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

Financial Report

Ms. Morgan began her report by reviewing the following Financial Consent Agenda Items, PY21 & PY22 Formula Grants Overview, Individual Training Accounts & Supportive Services through June 30, 2023, Training Provider Chart, and IWT & OJT Employer Agreements.

These items were included in the Consent Agenda for approval:

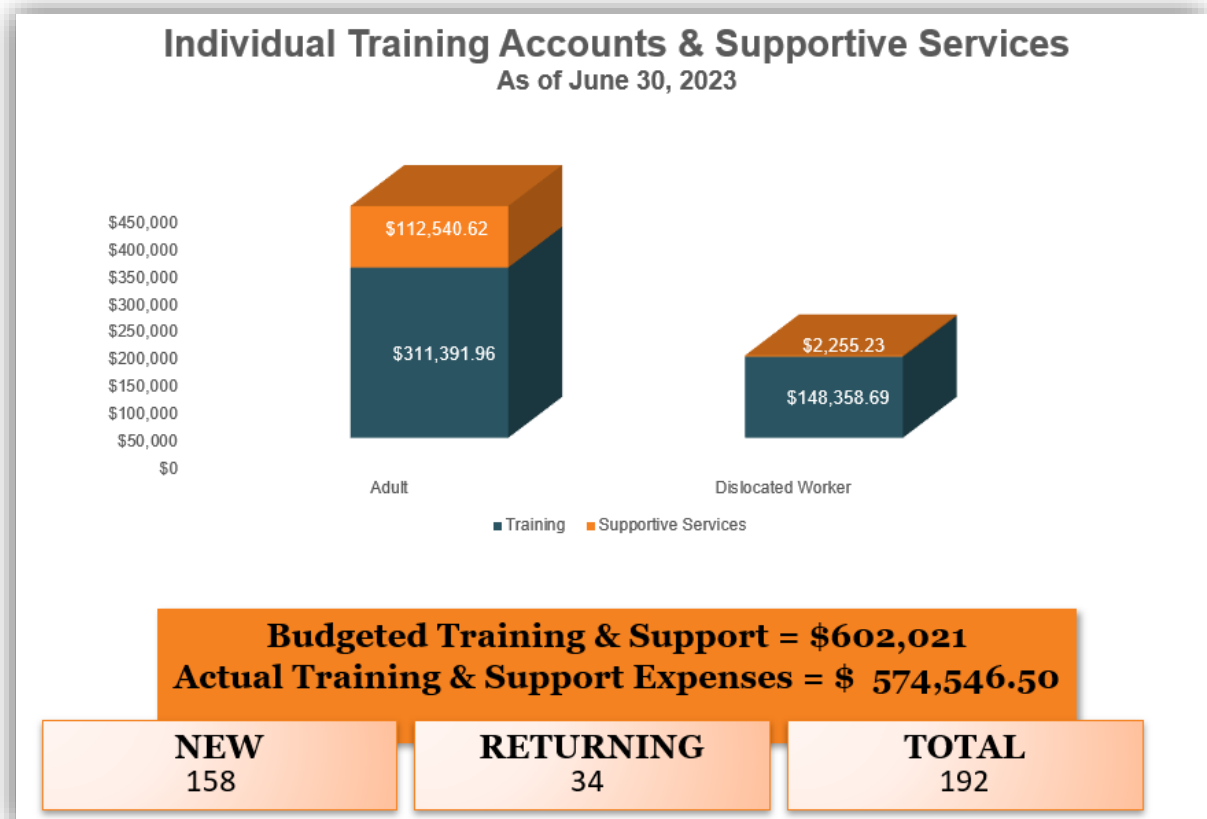
- **FSRs**
 - May 2023
 - June 2023
- **Acceptance of PY23 WIOA (Initial) Dislocated Worker Grant Award in the amount of \$303,973.**
- **Acceptance of PY23 WIOA (Initial) Adult Grant Award in the amount of \$155,788.**
- **Acceptance of PY23 WIOA Youth Grant Award in the amount of \$1,056,019.**

Ms. Morgan recommended approval of Finance Consent Agenda Items as presented and discussed.

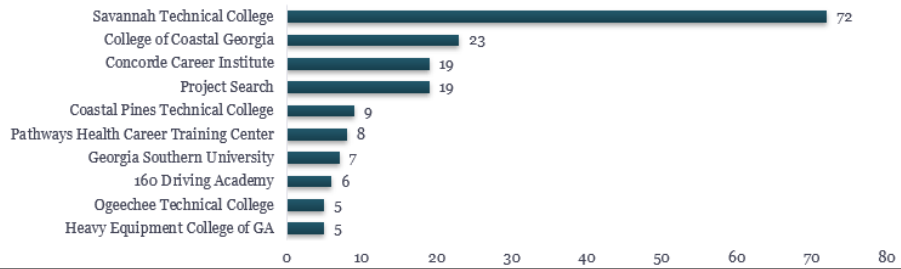
**PY21 Formula Grants Overview
As of June 30, 2023
July 1, 2021 – June 30, 2023
100% Must be Spent by June 30, 2023**



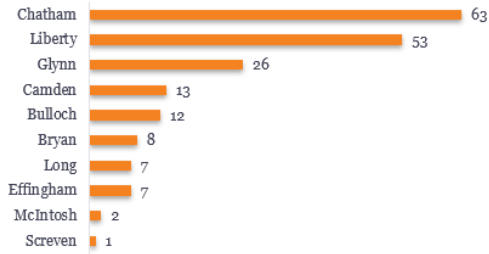
PY22 Formula Grants Overview
As of June 30, 2023
July 1, 2022 – June 30, 2024
80% Must be Spent and/or Obligated by June 30, 2023



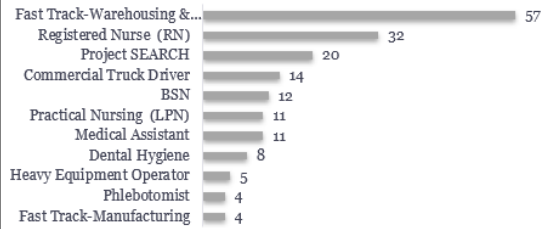
Training Paid by Training Provider



Training Paid by County

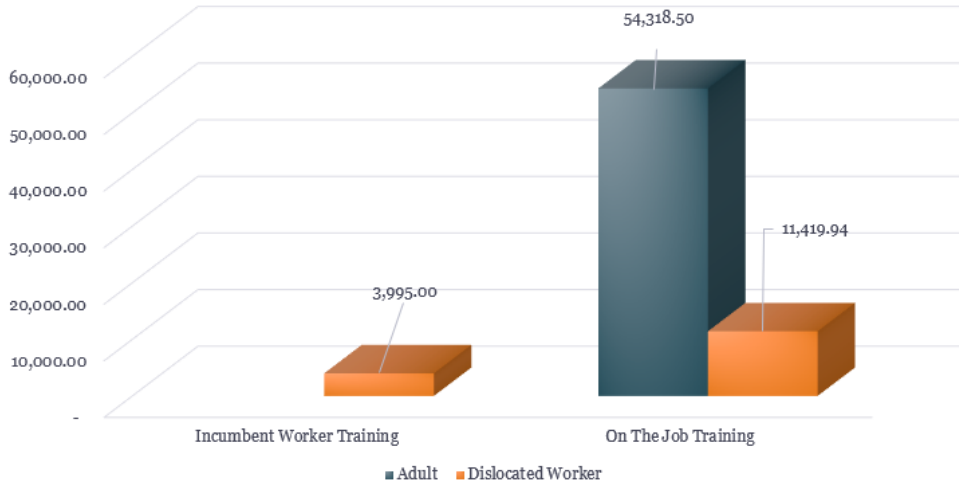


Training Paid by Training Program



IWT & OJT Employer Agreements

Workbased Learning Expenditures



After the financial report, Committees: EWA, Public Relations, and Youth reported on the following:

Committee Reports

Economic and Workforce Alignment:

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

Self-Sufficiency & Underemployment Policy: This policy was updated to reflect the January 2023 U. S. Department of Housing & Human Services Poverty Guidelines for Lower Living Standard Income Level (LLSIL).

Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long and McIntosh Counties:

Persons in Family	Income	Screven County:	
		Persons in Family	Income
1	\$7,290	1	\$7,290
2	\$9,860	2	\$9,860
3	\$12,430	3	\$12,430
4	\$15,148	4	\$15,000
5	\$17,878	5	\$17,570
6	\$20,910	6	\$20,217
7	\$23,941	7	\$23,038
8	\$26,973	8	\$25,860

Adult & Dislocated Worker Eligibility Policy: The language on assessment for basic skills deficiency (BSD) tool was modified to remove TABE by DRC. The language now states "standardized assessment pre-approved by TCSG-OWD".

Youth Services Eligibility Policy: The language on assessment for basic skills deficiency (BSD) tool was modified to remove TABE by DRC. The language now states "standardized assessment pre-approved by TCSG-OWD".

Youth Assessment Policy: The language on assessment for basic skills deficiency (BSD) tool was modified to remove TABE by DRC. The language now states "standardized assessment pre-approved by TCSG-OWD".

Family Income Policy: This policy was modified to change the definition of Dependent Child and Independent Child based on the Free Application for Federal Student Aid (FAFSA).

Eligible Training Provider Application – What A Blessing Training Center: The following program was submitted for recommendation to the TCSG-OWD ETPL: Medical Assistant Certificate.

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

Public Relations:

Mr. William Stankiewicz, Committee Chair reported on the following:

- **Did not meet on August 25, 2023**

Next Meeting: To be determined.

Youth Committee:

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

Expenditure Report – Karen Barnes, WSC Staff reviewed the Expenditure Reports. She noted that 20% of the PY21 and PY22 WEX allocations were spent.

The PY22 Sub-awards Contractual expenditure requirement of 90% of total budget was not met.

- Bulloch, Effingham, Screven 67%
- Bryan, Liberty, Long 56%
- Chatham 70%
- Camden, Glynn, McIntosh 55%

Ms. Morgan stated she will present the updated expenditure numbers at the next Executive Committee meeting. There are still some outstanding bills from the summer programs.

Next Meeting - Friday, November 3, 2023, at 10:00 a.m. Richmond Hill City Center.

Consent Agenda

- **CWDB Minutes**
 - June 23, 2023
- **Committee Minutes**
 - Executive Committee – May 2023
 - Youth Committee – May 2023
 - EWA Committee – March 2023
- **FSRs**
 - May 2023
 - June 2023
- **Policies**
 - Self-Sufficiency & Underemployment Policy
 - Adult & Dislocated Worker Eligibility Policy
 - Youth Services Eligibility Policy
 - Youth Assessment Policy
 - Family Income Policy
- **What A Blessing Training Center Eligible Training Provider List (ETPL) Application**
 - Medical Assistant Training Program

Retroactive Approval - On September 28, 2023, Executive Committee: Acted on Behalf of the Board:

- **Acceptance of PY23 WIOA (Initial) Dislocated Worker Grant Award in the amount of \$303,973 for the period of July 1, 2023 – June 30, 2025.**
- **Acceptance of PY23 WIOA (Initial) Adult Grant Award in the amount of \$155,788 for the period of July 1, 2023 – June 30, 2025.**

- **Acceptance of PY23 WIOA Youth Grant Award in the amount of \$1,056,019 for the period of July 1, 2023 – June 30, 2025.**

Motion: David Floyd
2nd: William Stankiewicz
Vote: Unanimous

Next Meeting: The next CWDB Meeting is tentatively scheduled for December 15, 2023, at 10:00AM – the Richmond Hill City Center, Richmond Hill, GA.

Announcement/Comments: Mr. Stankiewicz emailed a flyer to Chairman Tootle and Ms. Morgan this morning to share with the Board members regarding a robotic show coming on November 7th at Savannah Technical College at the White Bluff campus from 10am – 2pm.

Tiffani Smashum resigned as the Administrative Assistant effective November 3, 2023.

Adjourn: With no further business discussed, the meeting was adjourned at 12:06 PM.