

Coastal Workforce Development Board

April 26, 2024, at 10:00 A.M.

Richmond Hill City Center

Minutes Prepared by Angela Jenkins

CALL TO ORDER: Chairman Lynn Tootle called the Board meeting to order at 10:01 AM. It was determined a quorum was present.

MEMBERS PRESENT: Earline Davis, Shaundese Duncan, Mary Geoghegan, Fred Hill, Rudolph Quarterman, Tara Sinclair, William Stankiewicz, Lynn Tootle, and Fred Tucker,

MEMBERS PRESENT VIA ZOOM: David Floyd and Bobby Jones

MEMBERS ABSENT: David Atkins, Perry Banks, Jay Clemmons Jason Coley, Stephanie Jones-Heath, Genevieve Wynegar, Sugandha Yadav, and Karisa Young

STAFF PRESENT: Karen Barnes (Sr. Workforce Performance & Accountability Coordinator), Tomisha Fleming (Accounting Technician), Derek Jackson (Military Services Coordinator), Angela Jenkins (Senior Program Specialist/Monitor), Nicole Limeretz (Finance Administrator), Sheron Morgan (Executive Director) and Danielle Riley (Business Service Representative)

GUESTS PRESENT: Jennifer Colins (Savannah Economic Development Authority) and Brad Speck (Ross-IES)

Chairman's Report

Chairman Lynn Tootle welcomed and thanked everyone for taking the time to attend the Coastal Workforce Development Board (CWDB) Meeting. He then announced the following:

- *CWDB Retreat Registration*-Angela has 2024 CWDB Retreat registration forms for those that did not complete the Doodle Poll
- *New appointments*- Mr. Tootle announced that there are 3 new board appointments for Chatham County- the next step is new board member orientation.

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

Director's Report

Ms. Morgan began by reporting on both past and upcoming workforce events:

- February 14th –William Barnett – Career Fair led by the TCSG-OWD Rapid Response Team. WSC Staff provided resume assistance.
- February 29th – Hyundai Mobis (Private Hiring Event) – WSC Staff assisted with this event. 12 WIOA funded HMA graduates were offered a job.
- March 11th- Staff attended the SETA 2024 Spring Conference held in Cherokee, NC. Ms. Morgan was elected as the 2nd Vice President. The 2024 Fall SETA is scheduled for September 15th – 18th and will be in Savannah, GA-Hyatt Regency Hotel.
- March 14th –Heroes Make America Graduation – There were 17 graduates; 14 of them were WIOA Funded.

- March 21st –Hyundai Mobis Career Fair @ Richmond Hill/Bryan Co. WSC Staff also assisted with this event. There were approximately 324 attendees. This public hiring event was held during non-traditional hours (3pm-7pm).
- April 4th –Hyundai Motor Group and Supplier @ Savannah Tech (State-Led/WSC Staff Assisted) - -nearly 1200 attendees
- April 12th –WSC Staff provided resume assistance at the Tidewater Landscape Management Hiring Event
- April 17th –Hyundai Metaplant Supplier Hiring Event (State-Led/WSC Assisted) @ Ogeechee Tech/Bulloch Co.
- April 29th & 30th –WSC assisted with the Savannah Chamber and Mayor's Small Business Conference at the EnMarket Arena

She then went on to explain the City of Savannah's RFP process. She stated that the following RFPs were posted on the City of Savannah's website and are due to close for Service Providers on May 14, 2024:

- One-Stop Operator
- Youth Services Case Management
- Adult and DW Case Management

The following are in-review by Purchasing Department for Approval/Release:

- John Chamberlin for Technical Assistance
- Financial Monitoring (William Kennemore, CPA (retired))
- 2024 Local Plan (next submission)

The next step in the RFP process will be a review committee selection. Ms. Morgan stated that there will have to be some called meetings due to scheduling. The City of Savannah's Council will only meet June 27, 2027. The tentative date for PY24 Service Providers ratification is May 23, 2024. She requested a no cost extension and modification to the PY23 WIOA Adult, Dislocated Worker, One-Stop Operator and Youth Year- Round Service Providers to August 31, 2024, as part of the consent agenda in order to allow time for transition should there be new service providers.

After the Director's report and announcements, Ms. Morgan turned the floor over to Ms. Limeretz to present the financial report.

Financial Report

Ms. Limeretz began her report by providing the following updates:

- Adult (PY23FY24), Dislocated Worker (PY23FY24), and Rapid Response (FY24) awards have been fully executed.
- Quest grant: the state has proposed to extend the existing grant through September 2025.
- Transfer request of \$400,000 has been signed and approved by TCSG.
- Next steps: City Manager's Signature and Execution by TCSG

She also reviewed the following finance agenda items:

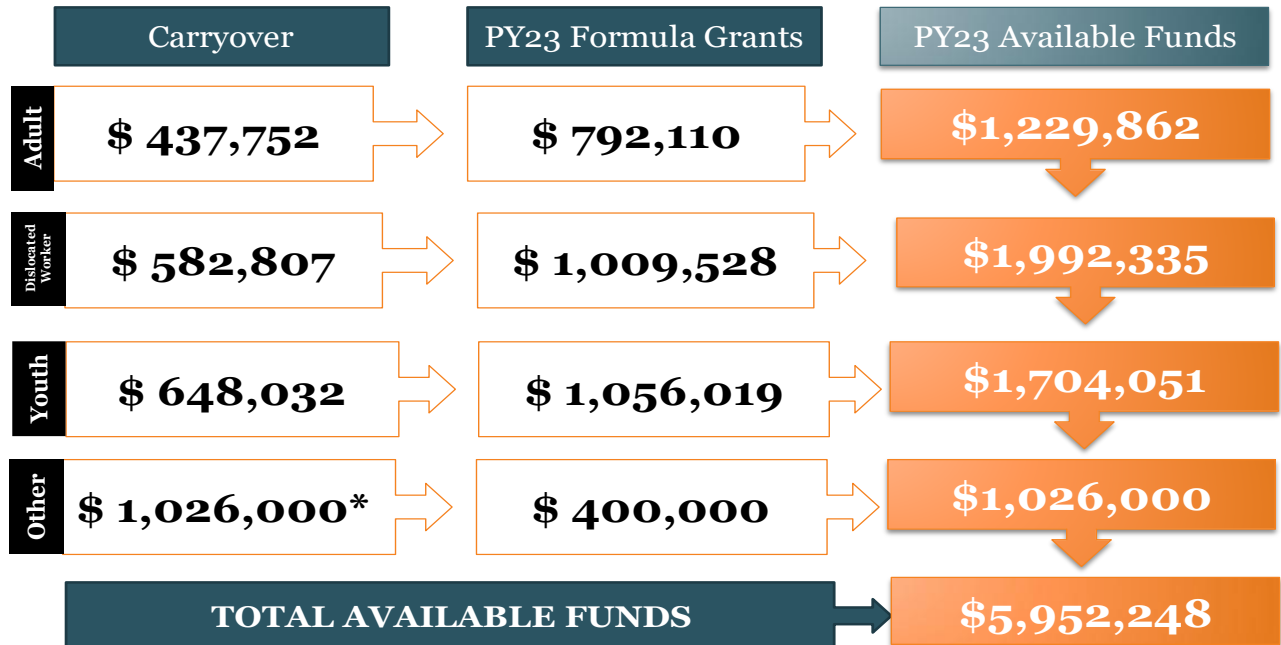
- FSRs – Financial Status Reports
 - December 2023
 - January 2024
- Request for approval to renew contract with Lightcast (formerly EMSI) in the amount of \$46,920, 2-year subscription at \$23,460.00 each year.

Ms. Limerz then provided an overview on the following:

- PY23 Available Funds
- PY22 & PY23 Formula Grants
- PY23 Other Grant Funding
- ITAs
- Support Services
- IWTs/OJTs

PY23 Available Funds

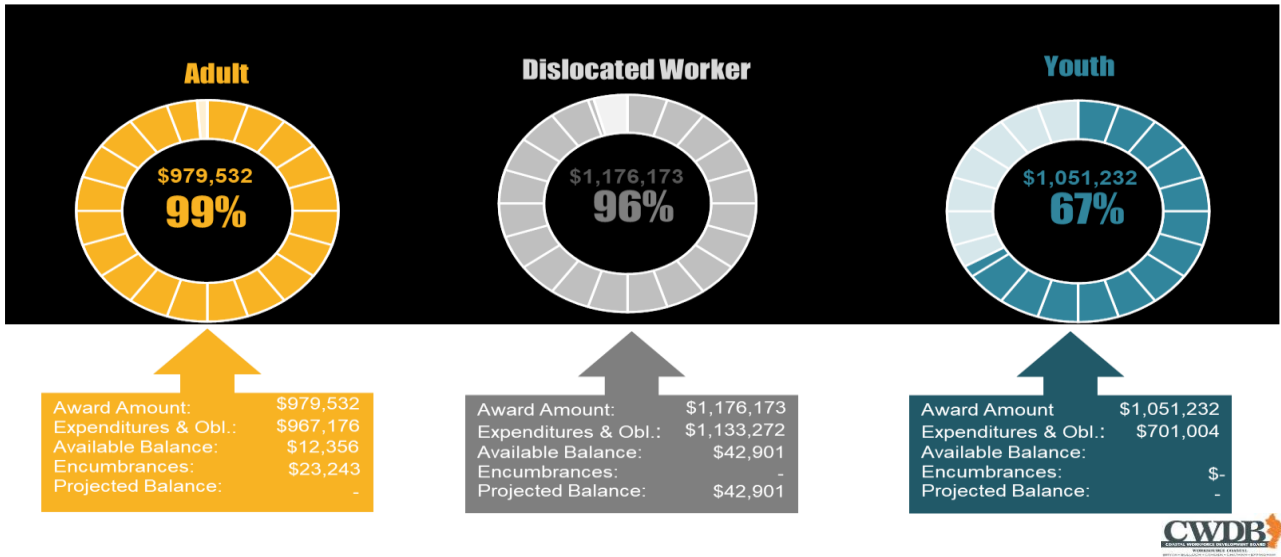
Program Year (PY) 2023 began July 1, 2023



*Other: Rapid Response-\$95,000, Quest-\$731,000, DW as Adult Transfer -\$200,000, DW as Adult Transfer -\$400,000

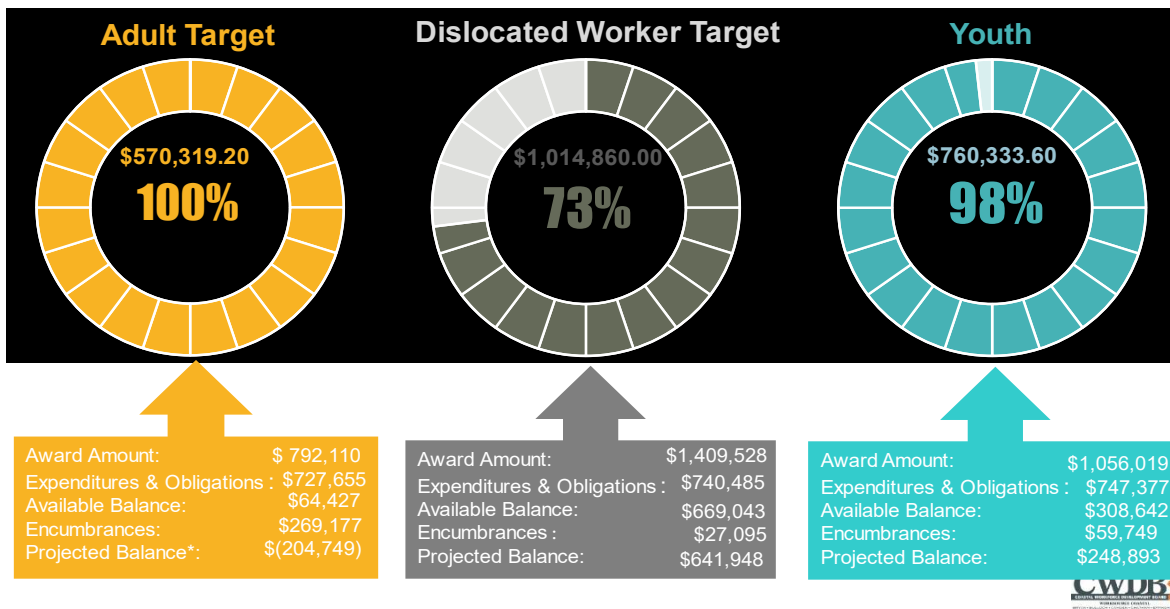
PY22 Formula Grants Overview

As of January 31, 2024
 July 1, 2022 – June 30, 2024
 100% Must be Spent by June 30, 2024



PY23 Formula Grants Overview

As of January 31, 2024
 July 1, 2023 – June 30, 2025
 80% Must be Spent and/or Obligated by June 30, 2024



PY23 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of January 31, 2024	Balance
Rapid Response	TCSG	1/1/2023	3/31/2024	\$95,000	\$46,658	\$48,342
DW to Adult Transfer	TCSG	10/1/2022	6/30/2024	\$200,000	\$ 200,000	\$ 0
Quest Grant	TCSG	9/26/2022	9/30/2024	\$731,000	\$57,069	\$673,931
DW to Adult Transfer	TCSG	10/01/2023	6/30/2025	\$400,000	\$0	\$400,000
TOTAL				\$1,426,000	\$303,727	\$1,122,273



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

Committee Reports

Economic and Workforce Alignment:

Vice Committee Chair, Earline Davis reported on the following:

Eligible Training Provider Application – College of Coastal Georgia – Culinary Arts Program Application: This program is an Associate degree program preparing students to perform effectively in the culinary specialty, with the ability to advance into a satisfying hospitality field (restaurants, resorts, and hotels).

The Committee has requested that Dr. Umfress to update to the program application addressing the Committees concerns and recommendations and return to the May 1st Economic Workforce & Alignment Committee meeting.

Next Meeting - Wednesday, May 1, 2024, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

Public Relations:

Chairman Lynn Tootle reported on the following:

The Committee met Friday, February 23, 2024, to discuss the upcoming 2024 CWDB Retreat.
The location selection:

Courtyard/Residence Inn Hotel
Jekyll Island, GA
June 12-14, 2024

Next Meeting: Friday, April 26th immediately following the CWDB Meeting at the Richmond Hill City Center

Youth Committee:

Vice Committee Chair, Fred Hill reported on the following:

Expenditure Report – Nicole Limerez, WSC Staff reviewed the Expenditure Reports. She noted that 36% of the PY22 WEX allocations were spent. The PY23 WEX funds have not been allocated.

The PY23 Sub-awards Contractual expenditure requirement of 40% of total budget was met.

- Bulloch, Effingham, Screven 41%
- Bryan, Liberty, Long 51%
- Chatham 42%
- Camden, Glynn, McIntosh 31%

Next Meeting - Friday, March 10, 2024, at 10:00 A.M. Richmond Hill City Center.

Consent Agenda

- **Committee Minutes**
 - **Executive (January 2024)**
 - **Youth (November 2023)**
 - **EWA (November 2023)**
- **FSRs**
 - **December 2023**
 - **January 2024**
- **Approval to renew Lightcast (formerly Emsi) Career Coach Agreement in the amount of \$46,920 (2-year subscription: March 4, 2024, through March 3, 2026).** Career Coach allows staff and customers to search and browse local careers and/or related education and training offered, research labor market information within the Coastal Region.
- **Approval for a no-cost extension and modification to the PY23 WIOA Adult, Dislocated Worker, One-Stop Operator and Youth Year- Round Service Providers to August 31, 2024**

Retroactive Approval – Approved by the Coastal Workforce Development Board on February 23, 2024:

- **3-year Lease Agreement renewal for the Bulloch County/Statesboro Job Center**
- **Approval to solicit a Request for Proposals (RFPs) for Financial Monitoring conducted by a Certified Public Accountant up to \$30,000.**
- **Approval to solicit a Sole Source Agreement with Technical Assistance Consultant John G. Chamberlin in the amount of \$24,500 (level funding).**

Motion: William Stankiewicz
2nd: Fred Hill
Vote: Unanimous

Next Meeting: The next CWDB Meeting is tentatively scheduled for June 14, 2024, at 10:00AM – the Courtyard/Residence Inn located at 178 S Beachview Drive, Jekyll Island, GA.

Announcement/Comments:

Adjourn: With no further business discussed, the meeting was adjourned at 11:15 AM.