

Coastal Workforce Development Board

June 14, 2024, at 10:00 A.M.

Courtyard Residence Inn, Jekyll Island

Minutes Prepared by Angela Jenkins

CALL TO ORDER: Chairman Lynn Tootle called the Board meeting to order at 10:05 AM. It was determined a quorum was present.

MEMBERS PRESENT: David Atkins, Perry Banks, Jay Clemmons, Earline Davis, Shaundese Duncan, David Floyd, Mary Geoghegan, Stephanie Jones-Heath, Fred Hill, Bobby Jones, Angie Lewis, Rudolph Quarterman, Tara Sinclair, William Stankiewicz, Lynn Tootle, and Sugandha Yadav

MEMBERS ABSENT: Jason Coley, Fred Tucker, Genevieve Wynegar 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 Limerex (Finance Administrator), Sheron Morgan (Executive Director) and Danielle Riley (Business Service Representative)

GUESTS PRESENT: John Chamberlin (Consultant)

Chairman's Report

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

- June 25th -27th CWDB 2025 Retreat-Courtyard Residence, Jekyll Island
- CWDB Retreat Surveys- forthcoming from staff

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

Director's Report

Ms. Morgan began by reviewing the TCSG-OWD/WorkSource Georgia's One-Stop and Affiliates Certification Guidelines as the Official Certification Criteria. The tool must be approved every 2 years.

She then reported on the following results for the PY24 Service Provider from this year's procurement process:

Service Provider	Counties to be Served	Services Provided	Amount Awarded up to
In The Door, LLC	All 10 counties – Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven	One-Stop Operator	\$220,000
Eckerd Connects - Paxen	All 10 counties – Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven	Adult and DW	\$893,223

Eckerd Youth Alternative, Inc. (dba Eckerd Connects – Paxen)	Bulloch/Effingham/Screven Camden/Glynn/McIntosh	Youth	\$268,421 \$269,298
ROSS-IES, Inc.	Chatham Bryan/Liberty/Long	Youth	\$274,067 \$221,597
Total Awards	Program Year 24 Begins: July 1, 2024		\$2,146,606

Ms. Morgan stated that there are some contractor changes, and it is possible for more changes to come for Chatham County Youth. Ms. Morgan went on to say that Eckerd/Paxen informed her that they submitted a proposal for all 10 counties to include Chatham County Youth Services. The City of Savannah's Purchasing Department was then contacted, and it was discovered that a proposal was in fact submitted by Eckerd/Paxen for Chatham County WIOA Youth Programming. Under advisement of Purchasing, City of Savannah's Attorney Bates Lovett, WSC's Consultant, Mr. John Chamberlin and CWDB Chairman, Lynn Tootle the RFP will be reposted for Chatham County extending the contract for ROSS for Chatham Youth Services in the interim.

Service Provider	Counties to be Served	Services Provided	Amount Awarded up to
In The Door, LLC	All 10 counties – Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven	One-Stop Operator	\$220,000
Eckerd Connects - Paxen	All 10 counties – Bryan, Bulloch, Camden, Chatham, Effingham, Glynn, Liberty, Long, McIntosh and Screven	Adult and DW	\$893,223
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ROSS-IES, Inc.	Chatham Bryan/Liberty/Long	Youth	\$274,067 \$221,597
Total Awards	Program Year 24 Begins: July 1 st , 2024		\$1,872,539

Ms. Morgan then announced that WSC received notification that the Georgia Department of Labor would be terminating occupancy at the WorkSource Coastal Liberty County Job Center effective July 1, 2024. She stated that she will inform Liberty County Commissioner Chairman Donald Lovett of the closing. Several CWDB Members expressed their concerns about the closing and requested that security be considered for the Liberty County Job Center. Ms. Morgan stated she will contact the City of Savannah's (COS) Purchasing Department to inquire about the current security company COS uses and use them instead of releasing an RFP.

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

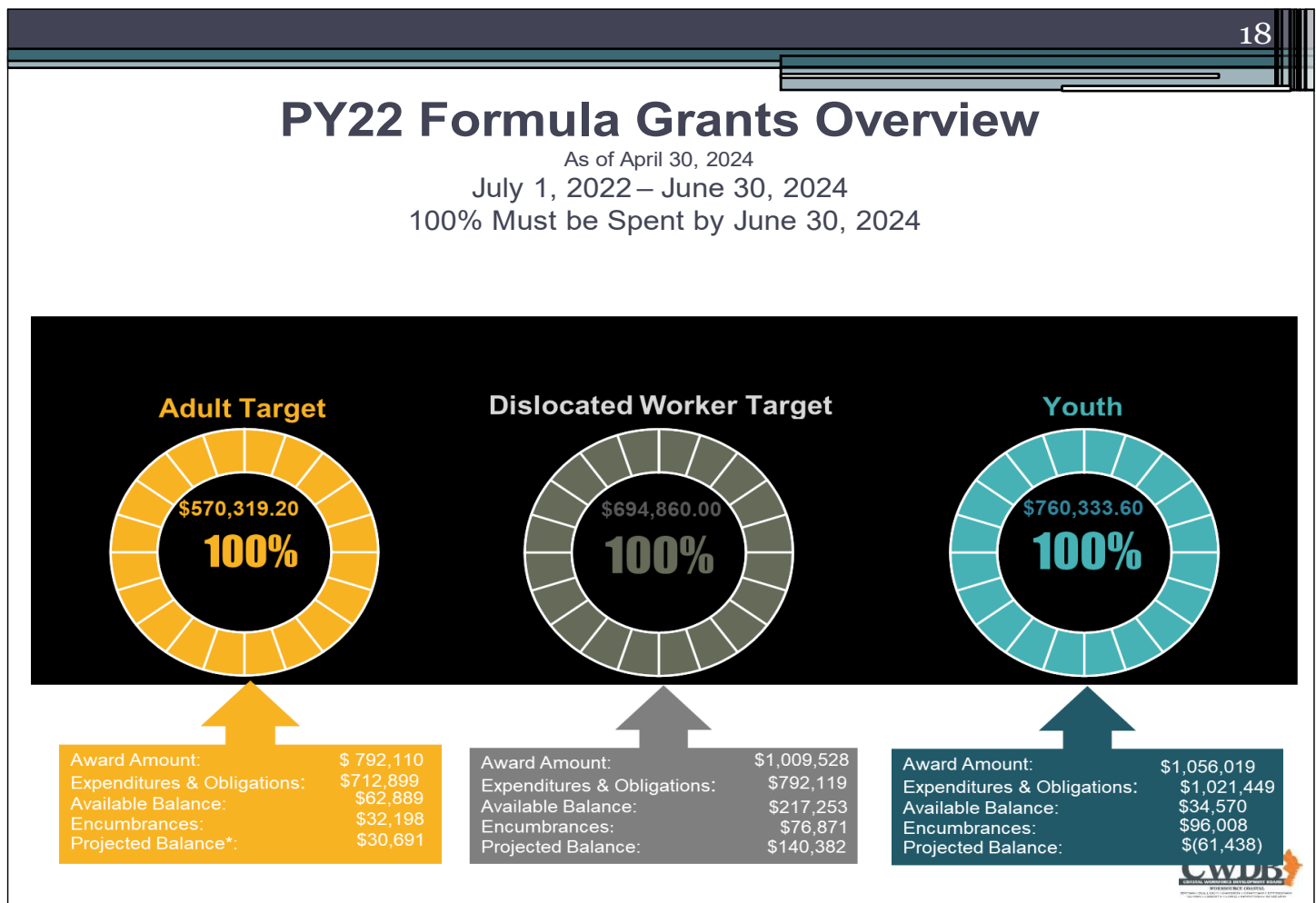
Financial Report

Ms. Limeretz began her report by reviewing the following finance agenda items:

- PY24 Budget Preparation
 - Draft Due June 14th
 - PY24 Planning Allocations were received on 4/16/24
 - PY24 REVISED Planning Allocations were revised on 5/20/24
 - Budget presented includes the REVISED Planning Allocations figures, however, these may not be the final award amount.
 - Final Budget Due July 26th
 - Must be signed by CWDB Chairman, City of Savannah CFO, and Chief LEO

Ms. Limeretz then provided an overview on the following (PowerPoint attached hereto):

- PY24 Projected Formula Allocations
- PY22 & PY23 Formula Grants
- ITAs
- Support Services
- IWTs/OJTs

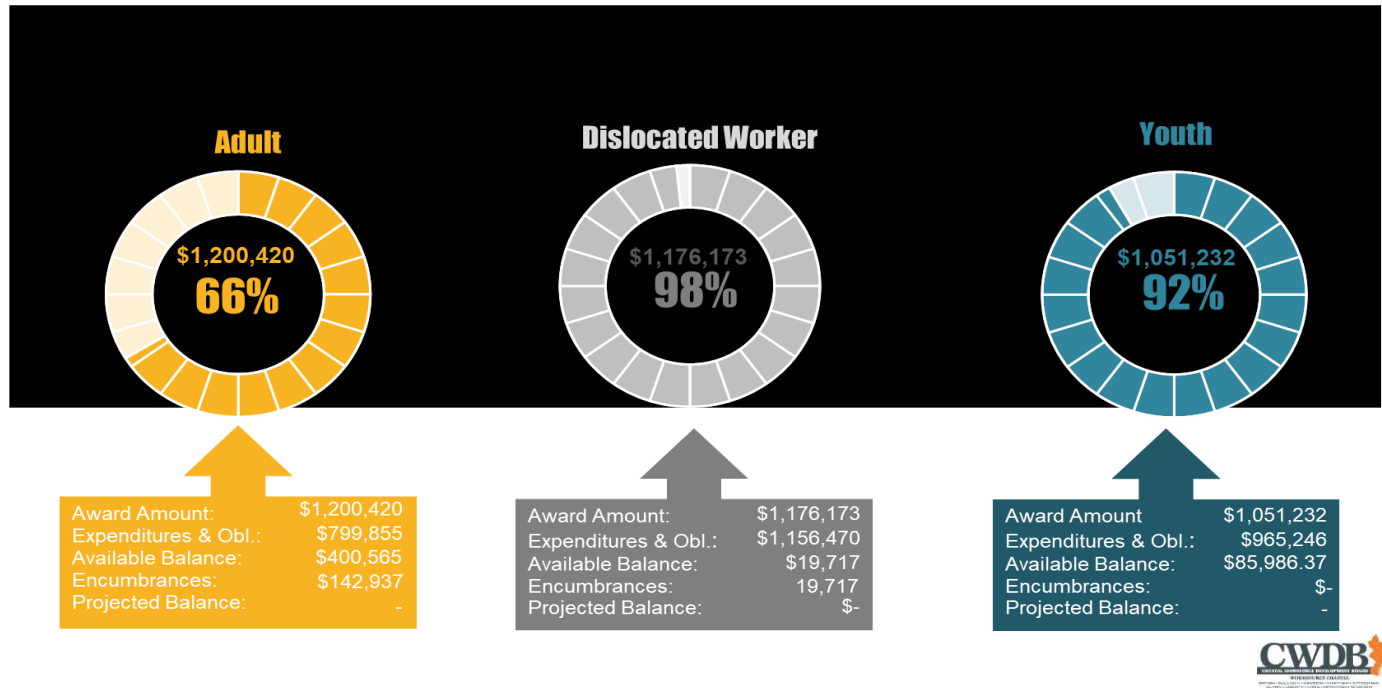


PY23 Formula Grants Overview

As of April 30, 2024

July 1, 2023 – June 30, 2025

80% Must be Spent and/or Obligated by June 30, 2024



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 – Home Diagnostic Solutions - Building Science Principles and Weatherization Program:** This program is a 50-hour program which prepares students for understanding thermal and air boundaries. They will be able to identify, analyze and address thermal and air boundary issues.
- **Eligible Training Provider Application – Georgia Southern University – Cloud Engineering Bootcamp Program:** This program is hands-on learning to prepare students to become Amazon Web Services (AWS) Certified Cloud Practitioner. The student will gain job ready skills through on-demand courses, hands-on training, and live sessions with industry experts.
- **Eligible Training Provider Application – Georgia Southern University – Cybersecurity Bootcamp Program:** This program provides hands-on training in networking, systems, web technologies, database, and defensive and offensive cybersecurity. The student will learn methods, techniques, and best practices for accurately conveying the severity of the risks facing an

organization's security posture via on-demand courses, hands-on training, and live sessions with industry experts.

Eligible Training Provider Application – Georgia Southern University – Data Analytics and Visualization Bootcamp Program: This program will prepare students to gain proficiency in the data analysis process, from data gathering to sharing insights, utilizing tools like Excel and Python.

Demand Occupation List: The Committee conducted its semi-annual review of the Region 12 Demand Occupation List. Staff introduced an updated Sub-Regional Demand Occupation List, which outlined additions and removals from the list of demand occupations by sub-regions.

The following occupation has been added:

- Computer & Information Systems
- Bus Driver – School
- Commercial Pilot
- Warehouse Equipment Operator – Supervisor
- Avionics Technician
- Heavy Equipment Mechanic
- Food Service Management
- Human Resource Management
- Physical Therapist Assistant
- Radiologic Technologist & Technician
- Lean Six Management**
- Electric Vehicle & Hybrid Automotive Mechanic**

** Indicates that this occupation has been added based on upcoming demand for mechanics for electric vehicles. Staff realized this upcoming demand and made the recommendation to the Committee to list them now as a proactive move.

Next Meeting - Wednesday, July 10, 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 did not meet

Next Meeting: Friday, August 23rd immediately following the CWDB Meeting.

Youth Committee:

Committee Chair, David Floyd reported on the following:

RFP Process Update – The City of Savannah Purchasing Department is responsible for the PY24 Youth, Adult and Dislocated Worker procurement and review of all proposals before turning them over to the Department that made the request. Then the Department Director does a review to ensure all the required documents are included. The Director of WSC Admin designated one Program Staff and one Finance Staff to review and score proposals for content only. WSC Admin Staff's scores were not included in the overall scoring process. The Youth RFP Review Committee met on May 20, 2014, and made a recommendation to the Youth Committee. The Committee was made up of a representative from each sub-region, one outside agency and one City of Savannah personnel.

Next Meeting - Friday, July 12, 2024, at 10:00 A.M. Richmond Hill City Center.

Discussion: There was discussion about vacant WSC positions. Sheron stated that she is in the process of restructuring some positions. She will update the board with those changes as they are made.

Consent Agenda

- **CWDB Minutes**
 - CWDB – April 2024

- **Committee Minutes**
 - Executive Committee – March 2024
 - Youth Committee – March 2024
 - Economic and Workforce Alignment – March 2024
- **FSRs**
 - February 2024
 - March 2024
- Approval to adopt the TCSG-OWD/WorkSource Georgia's One-Stop and Affiliates Certification Guidelines as the Official Certification Criteria
- **Approval of Training Provider Applications**
 - Home Diagnostic Solutions
 - Building Science Principles and Weatherization
 - Georgia Southern University
 - Cloud Engineering Bootcamp
 - Cybersecurity Bootcamp
 - Data Analytics and Visualization Bootcamp

- **Retroactive Approval - Executive Committee Acted on Behalf of the Board on May 20th, 2024, on the following actions:**

- **PY24 1ST Quarter Demand Occupation List**
- **Approval of the PY24 Youth Year-Round Sub-Awards—up to \$1,033,383**
 - Eckerd Connects/Paxen Bulloch, Effingham & Screven Counties (BES)--\$268,421
(Contractor Change)
 - Ross-IES Bryan, Liberty & Long Counties (BLL)-- \$221,597
 - Eckerd Connects/Paxen Camden, Glynn& McIntosh Counties (CGM)-- \$ 269,298
(Contractor Change)

- **Approval of the PY24 Adult and Dislocated Worker Sub-Awards**
 - Eckerd Connects/Paxen (All 10 counties)—up to \$893,223 **(BES, BLL & Chatham Contractor Change)**

- **Approval of the PY24 One-Stop Operator**
 - In The Door, LLC (All 10-counties)—up to \$220,000

- **Approval to Extend Ross-IES PY23 WIOA Year-Round Youth Sub-Award to August 31, 2024 (Contract Modification)**

- **Approval to Extend Ross-IES PY23 WIOA Year-Round Adult/Dislocated Worker Sub-Award to August 31, 2024 (Contract Modification)**

Motion: David Atkins
2nd: Bobby Jones
Vote: Unanimous

There was a motion to remove PY24 Ross, IES Youth Chatham County Sub-Award--\$274,067

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

Next Meeting: The next CWDB Meeting is tentatively scheduled for August 23, 2024, at 10:00AM – Richmond Hill City Center 520 Cedar Street, Richmond Hill, GA.

Announcement/Comments:

Adjourn: With no further business discussed, the meeting was adjourned at 11:29 AM.