

# Coastal Workforce Development Board

February 28, 2025, 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 10:05 AM. It was determined a quorum was present.

**MEMBERS PRESENT:** Perry Banks, Shaundese Duncan, Fred Hill, Bobby Jones, William Stankiewicz and Lynn Tootle

**MEMBERS PRESENT VIA ZOOM:** Jay Clemmons, Mary Geoghegan, Stephanie Jones-Heath, Angie Lewis, Tara Sinclair and Sugandha Yadav

**MEMBERS ABSENT:** David Atkins, Jason Coley, Earline Davis, David Floyd, Fred Tucker and Genevieve Wynegar

**STAFF PRESENT:** Derek Jackson (Military Services Coordinator), Angela Jenkins (Sr. Workforce Performance & Accountability Coordinator), Jaquil Leeks (Administrative Assistant) Nicole Limerez (Finance Administrator), Sheron Morgan (Executive Director) and Danielle Riley (Business Service Representative)

**GUESTS PRESENT:** Robin Cone (TCSG-OWD), Jan Hall (TCSG-OWD), Veronica Parrish (Ross, IES), Christopher Bland (Savannah Technical College), Evette Hester (Housing Authority of Savannah), Felicia Woods (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) Annual Retreat. He then announced the following:

- *June 25<sup>th</sup>-27<sup>th</sup> CWDB 2025 Retreat-Courtyard Residence-Jekyll Island, GA*

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

## **Director's Report**

Ms. Morgan began by introducing the following new staff members and announcing promotions:

- *Jamel Benton, Accounting Clerk-New Hire*
- *JaQuil Leeks-Loadholt, Administrative Assistant-New Hire*
- *Angela Jenkins, Sr. Performance and Accountability Coordinator-Promotion*

She then reported on the following:

- The federal grants freeze has been paused until Friday, March 14, 2025. No further advisement from the City of Savannah – business as usual until further notice.
- SETA 2025 Spring Conference - March 16<sup>th</sup> – 19<sup>th</sup> –Myrtle Beach, SC. Mr. Floyd along with staff will be attending. Ms. Morgan announced that she will become the President of SETA effected July 1, 2025.
- The Re-certification process of the Regional Job Centers and the Georgia Department of Labor Savannah & Brunswick Career Centers is underway and will be conducted May 2025.

- Retreat Pre-Planning Activities are on track. The Retreat is scheduled for June 25<sup>th</sup> – 27<sup>th</sup> - Courtyard Residence Inn- Jekyll Island, GA.
- Governor Brian Kemp's State High Demand Career List has been released and presented on the State's website. It was explained that these are the jobs that appear in our area by way of the Georgia Department of Labor's Market Information System; however, CWDB will still determine the high demand occupations for our area, Area 19/Region 12.
- PY24 State (TCSG) Program Monitoring Review. The following technical citations were presented:
  - **LWDA 19-2023-24-01 Financial Subrecipient Monitoring** – Lack of Required Documentation
    - **Explanation:** Mr. Kennemore, who was the previous Certified Public Accountant, retired in PY23 prior to conducting that year's audit. A new Certified Public Accountant, Ms. Hilliard, has since been hired and she is currently conducting the financial audit for PY24. She has completed In The Door and Ross, IES and Eckerd Connects is underway. She will be asked to complete the PY23 Financial Audit once finished with PY24.
  - **LWDA 19-2023-24-02 Bank Reconciliation** - Untimely Reconciliation and Lack of Segregation of Duties
    - **Explanation:** As the Fiscal Agent, the City of Savannah completes the bank reconciliations. The City of Savannah's IT Department accidentally deleted bank records; therefore, bank records had to then be recreated (no backdating) which caused the untimeliness. WorkSource Coastal received a letter from the City of Savannah's IT Department explaining what occurred and that letter was submitted as part of the Corrective Action Report to TCSG-OWD.
  - **LWDA 19-2023-24-03 Local Workforce Development Board** – Lack of Maintaining Board Waiver for Vacancies
    - **Explanation:** Camden County Representation
  - **LWDA 19-2023-24-04 Chief Local Elected Official Board Review**– Violation of By-Laws
    - **Explanation:** The By-Laws revisions are underway by the Chief Local Elected Officials (CLEO) Board to update the number of Mayors required on the CLEO Board from 2 to 1.
  - **LWDA 19-2023-24-05 Exit and Follow-Up Services** — Late Follow-ups
    - **Explanation:** Follow-up information was inputted outside of the allotted timeframe. WSC Staff will closely monitor follow-ups to ensure they are completed in a timely manner.

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

### **Financial Report**

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

- FSRs
  - August 2024
  - September 2024
  - October 2024
  - November 2024
- PY24 Statement of Grant Awards
  - Adult Statement of Grant Award – \$660,066
  - Dislocated Worker Statement of Grant Award – \$1,517,993
  - Rapid Response- \$70,000

Ms. Limerez then provided an overview of the following (PowerPoint attached hereto):

- PY23 Available Funds
- PY23 & PY24 Formula Grants
- PY23 Other Grants
- ITAs
- Training Outlook

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## PY23 Available Funds

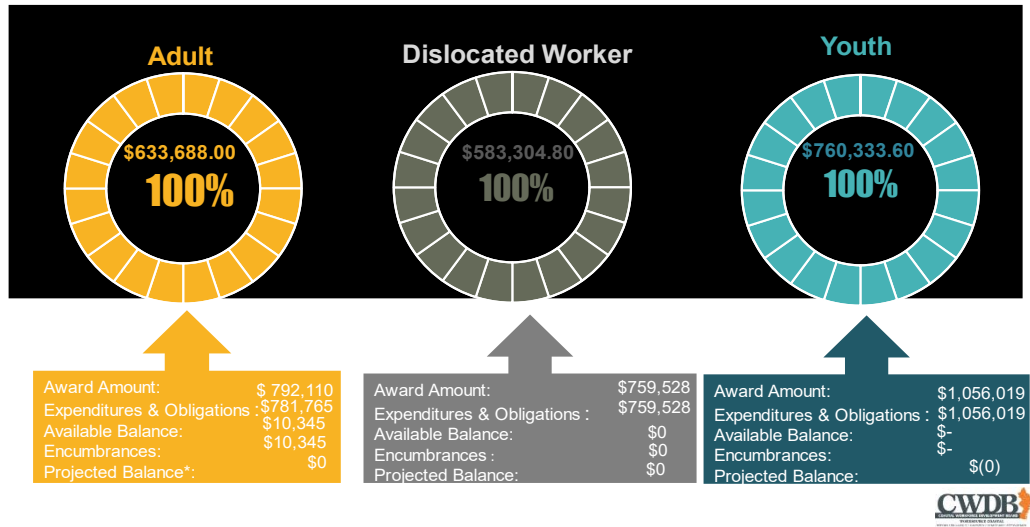
Program Year (PY) 2024 began July 1, 2023

	Carryover	PY24 Formula Grants	PY24 Available Funds
<b>Adult</b>	\$ 90,657	\$ 821,582	\$ 912,239
<b>Dislocated Worker</b>	\$ 242,646	\$ 1,935,148	\$ 2,177,494
<b>Youth</b>	\$ 524,772	\$ 1,056,927	\$ 1,581,699
<b>Other</b>	\$ 928,859*	\$215,000	\$ 1,143,859
<b>TOTAL AVAILABLE FUNDS</b>			\$ 5,815,291

\*Other: Rapid Response-\$70,000, Quest-\$731,000, DW as Adult Transfer -\$650,000

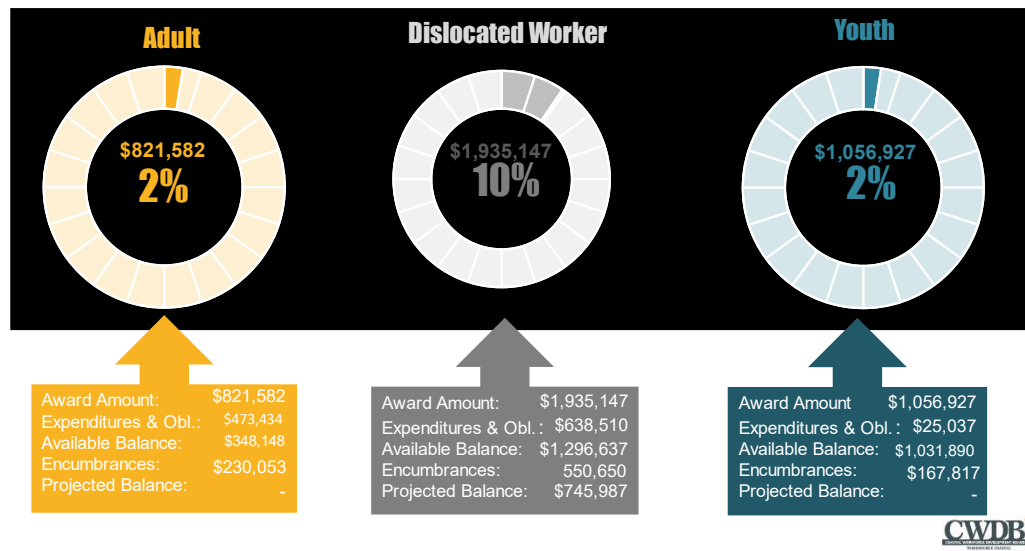
## PY23 Formula Grants Overview

As of November 30, 2024  
 July 1, 2023 – June 30, 2025  
 100% Must be Spent by June 30, 2025



## PY24 Formula Grants Overview

As of November 30, 2024  
 July 1, 2024 – June 30, 2026  
 80% Must be Spent and/or Obligated by June 30, 2025



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

## **Committee Reports**

### **Economic and Workforce Alignment:**

Committee Member, William Stankiewicz reported on the following:

- **Individual Employment Plan/Individual Service Strategy & Objective Assessment Summary Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. Language must state that an Individual Employment Plan be created before Career and Training services and must be updated every 90 days or sooner.
- **Internal Controls-Data Management Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. Language was changed to a 3% data error entry rate to ensure service providers remain within TCSG-OWD 5% rate.
- **Intake & Registration Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. Language was added to ensure we disclose with Customer the purpose of collecting their social security number.
- **Youth Services Eligibility Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. The policy was modified to add other means of low-income. Such as Medicaid, PeachCare for Kids, Low-Income Home Energy Assistance Program, State General Assistance Program, Women Infant and Children (WIC) Supplement, Pandemic Supplemental Nutrition Assistance Program (p-SNAP), Housing Choice Voucher Program (Section 8), and Childcare & Parent Services (CAPS).
- **Adult & Dislocated Worker Eligibility Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. The policy was modified to add other means of low-income. Such as Medicaid, PeachCare for Kids, Low-Income Home Energy Assistance Program, State General Assistance Program, Women Infant and Children (WIC) Supplement, Pandemic Supplemental Nutrition Assistance Program (p-SNAP), Housing Choice Voucher Program (Section 8), and Childcare & Parent Services (CAPS).
- **Self-Sufficiency & Underemployment Policy:** This policy was updated to reflect the January 2024 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

1	\$7,530
2	\$10,220
3	\$13,311
4	\$16,434
5	\$19,396
6	\$22,684
7	\$25,973
8	\$29,261

For additional individuals, add  
\$3,289.

#### **Screven County:**

Persons in Family Income

1	\$7,530
2	\$10,220
3	\$12,910
4	\$15,842
5	\$18,695
6	\$21,864
7	\$25,032
8	\$28,201

For additional individuals, add  
\$3,169.

- **Follow-Up Services Policy:** This policy was updated to meet the Technical College System of Georgia's Office of Workforce Development (TCSG-OWD) requirements. The limited financial support for Adults & Dislocated Workers language was removed and Assistance with securing a better paying job was removed from Youth Follow-Up Services.
- **Registered Apprenticeships Policy:** This is a new policy developed to meet the requirements of Technical College System of Georgia's Office of Workforce Development (TCSG-OWD). This policy provides guidance going forward on how to support and assist registered apprenticeship programs that are on the Eligible Training Provider List.

**Next Meeting** - Wednesday, March 5, 2025, at 10:00 A.M. at the WorkSource Coastal Admin Office, located at 7216 Skidaway Rd., Suite A.

### **Public Relations Committee:**

The Committee did not meet.

**Next Meeting:** Friday, April 25<sup>th</sup> immediately following the CWDB Meeting.

### **Youth Committee:**

Committee Chair, David Floyd reported on the following:

Youth Committee met on January 10, 2025. The contractors shared their continuous efforts for recruitment. The Expenditure Reports were not reviewed during this meeting.

**Next Meeting** - Friday, March 14, 2025, at 10:00 A.M. Liberty County Job Center.

**Discussion:** There was a small discussion about vacant WSC positions. Ms. Morgan announced that the Business Service Representative interviews will be underway for the Bulloch, Effingham and Screven Sub-region.

### **Consent Agenda**

### **Retroactive Approval-Executive Committee Acted on Behalf of the CWDB on September 5, 2024**

- **Policies**
  - Individual Employment Plan/Individual Service Strategy & Objective Assessment Summary Policy
  - Adult & Dislocated Worker Eligibility Policy
  - Youth Services Eligibility Policy
  - Internal Controls-Data Management Policy
  - Intake & Registration Policy
  - Self Sufficiency & Underemployment Policy
  - Follow-up Services Policy
  - Registered Apprenticeship Policy

- **Approval to accept the CWDB 4-Year Local Plan 2024-2027 with any additional revisions from TCSG-OWD and/or submissions from the 30-day comment period**
- **PY24 WSC Administrative Staff and Service Provider Retreat**
- **PY23 Chatham County Youth Service Provider Contract Extension to October 31, 2024, up to \$29,400.00.**
- **Acceptance of PY24 WIOA Youth Grant Award in the amount of \$1,056,927 for the period of July 1, 2024 – June 30, 2026.**
- **Acceptance of PY24 WIOA Adult (Initial) Grant Award in the amount of \$161,516 for the period of July 1, 2024 – June 30, 2026.**
- **Acceptance of PY24 WIOA Dislocated Worker (Initial) Grant Award in the amount of \$417,154 for the period of July 1, 2024 – June 30, 2026.**

**Retroactive Approval-Executive Committee Acted on Behalf of the CWDB on November 4, 2024**

- Approval to Accept the PY24 Chatham Youth Year-Round Service Provider

**Retroactive Approval-Executive Committee Acted on Behalf of the CWDB on January 29, 2025**

- Acceptance of FY25 Rapid Response Grant Award in the amount of \$70,000 for the period of January 1, 2025- December 31, 2025.
- Acceptance of FY25 WIOA (2<sup>nd</sup> Allocation) Dislocated Worker Grant Award in the amount of \$1,517,993 for the period of October 1, 2024-June 30, 2026.
- Acceptance of FY25 WIOA (2<sup>nd</sup> Allocation) Adult Grant Award in the amount of \$660,066 for the period of October 1, 2024-June 30, 2026.

**Motion:** Fred Hill  
**2<sup>nd</sup>:** William Stankiewicz  
**Vote:** Unanimous

**Retroactive Approval**

**Motion:** William Stankiewicz  
**2<sup>nd</sup>:** Perry Banks  
**Vote:** Unanimous

**Next Meeting:** The next CWDB Meeting is tentatively scheduled for April 25, 2025, at 10:00AM – Richmond Hill City Center 520 Cedar Street, Richmond Hill, GA.

**Announcement/Comments:** Ms. Morgan announced that the Quest Grant for Dislocated Workers seeking training funds are slow to spend. The State is asking WSC to monitor these funds. The Grant will end in September 2025. A request may be made to transfer these funds to another local workforce area if we are unable to expend it. Ms. Morgan stated she will keep the Board updated.

**Adjourn:** With no further business discussed, the meeting was adjourned at 11:22 AM.