

Coastal Workforce Development Board

April 25, 2025, at 10:02 A.M.

Richmond Hill City Center

Minutes Prepared by Jaquil Leeks

CALL TO ORDER: Chairman Lynn Tootle called the Board meeting to order at 10:02 AM. It was determined a quorum was present.

MEMBERS PRESENT: David Floyd, Fred Hill, Bobby Jones, Angie Lewis, Tara Sinclair and Lynn Toole

MEMBERS PRESENT VIA ZOOM: Jay Clemmons, Earlene Davis, Mary Geoghegan, Stepanie Jones-Heath, William Stankiewicz and Sugandha Yadav

MEMBERS ABSENT: David Atkins, Perry Banks, Jason Coley, Fred Tucker and Genevieve Wynegar

STAFF PRESENT: Jamel Benton (Accounting Clerk), Tomisha Fleming (Accounting Technician) Angela Jenkins (Sr. Workforce Performance & Accountability Coordinator) Jaquil Leeks (Administrative Assistant), 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), Dr. Sharonda Bacon (In The Door, LLC), Carley Huguley (Eckerd Connects).

Chairman's Report

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

Mr. Tootle spoke about the recent Executive Order issued by the White House and its potential impact on the Workforce Innovation and Opportunity Act (WIOA). The Executive Order aims to modernize American workforce programs to better prepare citizens for high-paying, skilled trade jobs of the future. Mr. Tootle emphasized that this directive could lead to significant changes in how WIOA is implemented, with a stronger focus on aligning training programs with industry demands and emerging technologies. This shift is intended to ensure that the American workforce remains competitive and well-equipped for the evolving job market and digital economy.

2025 Adult Education and Family Literacy Act (AEFLA) Grant Competition

The 2025 Adult Education and Family Literacy Act (AEFLA) Grant Competition administered by the Technical College System of Georgia (TCSG) is to support technical colleges dedicated to enhancing adult education services across the state. This initiative aims to equip individuals with essential skills such as obtaining a High School Equivalency or Diploma, learning English, supporting their children's education, and transitioning into postsecondary education and careers. The technical colleges in our region: Coastal Pines Technical College, Ogeechee Technical College and Savannah Technical College has submitted applications for one or more of the following grants:

- **General Adult Education Grants:** Funded under WIOA Sections 231 & 225, along with state matching funds, these grants enable providers to offer adult basic education, adult secondary education, English language acquisition programs, integrated education and training, and workplace preparation activities.
- **Integrated English Literacy and Civics Education (IELCE)-** Under WIOA Section 243, these grants support education activities that prepare English language learners to function

effectively as parents, employees, and citizens. IELCE programs integrate English language instruction with civics education and workforce training.

- **Family Literacy Grants:** Funded under WIOA Section 231, these grants support programs that integrate adult education, parent education, children's education, and interactive literacy activities, fostering a holistic family learning environment.
- **Corrections Education Grants:** Under WIOA Section 225, these grants provide educational services to justice-involved individuals, aiming to reduce recidivism by addressing their academic and career needs.

CWDB 2025 Retreat

The CWDB Retreat will be held June 25th – June 27th –Residence Inn Jekyll Island.). JaQuil Leeks, WSC Administrative Assistant has emailed the questionnaire for Attendee's (logistics) information.

The Public Relations Meeting – will be held virtually. More information will be forthcoming to Committee members. This meeting will be to discuss Retreat planning, details and updates

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

Director's Report

Ms. Morgan began the meeting by providing the following updates and announcements:

SETA 2025 Spring Conference

Ms. Morgan spoke about AI it was highlighted that Artificial Intelligence (AI) is profoundly transforming the global workforce—reshaping industries, redefining job roles, and shifting the skills required to succeed in the modern economy. These changes are also raising new expectations for workforce development and adaptation.

- Ms. Morgan will serve as President of SETA effective July 1, 2025, to June 30, 2026.

Administrative Agreements

- Update: The Memorandum of Understanding/IFA and One-Stop Re/Certification renewals are underway.

City of Savannah Employees Class and Compensation Study

- The City of Savannah 2024-2025 Phase 2 Class and Compensation Study includes a salary increase ranging from 2% and up, the minimum wage for the Unified Pay Plan will rise from \$15.37 to \$18.00.
- Additionally, all Unified and Managerial Plan members will receive a minimum of 5% (3% in Phase One and at least 2% in Phase Two).

Industry Group Lunch & Learn! – April 29th, 2025

- Ms. Morgan & Ms. Riley will attend the Industry Group Lunch and Learn with Mr. Jones.

City of Savannah-Mayor's Small Business Week – May 5th - 9th, 2025

- Ms. Morgan & Ms. Riley will attend the industry group lunch and learn with Mr. Jones.

Hiring Status Update

- On Friday, March 28th, a meeting was held with the HR Partner to discuss upcoming staffing needs. Sub-Regional Business Services Interviews are scheduled for April 30th, May 1st, and May 6th with applications being accepted on an ongoing basis. Interviews for the Finance Administrator position are set for May 6th. Additionally, the posting for the Assistant Director position is currently in progress.

WIOA Impact Report – Coastal & Georgia Stats

- The WIOA Impact Report includes statistics for both the Coastal region and Georgia as a whole. The report was prepared by Future Works B1 to be used in communication with stakeholders.

Recommending Approval for the following Action Items:

- The No-Cost Extension for the PY24-25 Sole Source Agreement for Technical Assistance Services will be provided by John G. Chamberlin, Consultant. The remaining balance of the current contract, which covers the period from June 1, 2025, to June 30, 2026, is up to \$19,542.
- The Approval of the **PY25 Adult and Dislocated Worker Sub-Award** (July 1, 2025 – June 30, 2026) includes funding of up to \$893,223 for **Eckerd Connects/Paxen** across all 10 counties, with level funding.
- The Approval is granted for the **PY25 Youth Sub-Award**, covering the period from July 1, 2025, through June 30, 2026, to **Eckerd Connects/Paxen**, doing business as Eckerd Youth Alternative, Inc., at up to level funding. The award includes the following sub-regional allocations:
 - \$268,421 for Bulloch, Effingham, and Screven (BES) Counties;
 - \$274,067 for Chatham County; and
 - \$269,298 for Camden, Glynn, and McIntosh (CGM) Counties.

Ross-IES, Inc.

- \$221,597 for Bryan, Liberty and Long (BLL) Counties (level funding)
- The approval of the **PY25 One-Stop Operator Sub-Award** (July 1, 2025 – June 30, 2026) includes up to \$220,000 in funding for In the Door, LLC across all 10 counties, with funding remaining at a consistent level.

After the Director's report and announcements, Ms. Morgan presented the financial report.

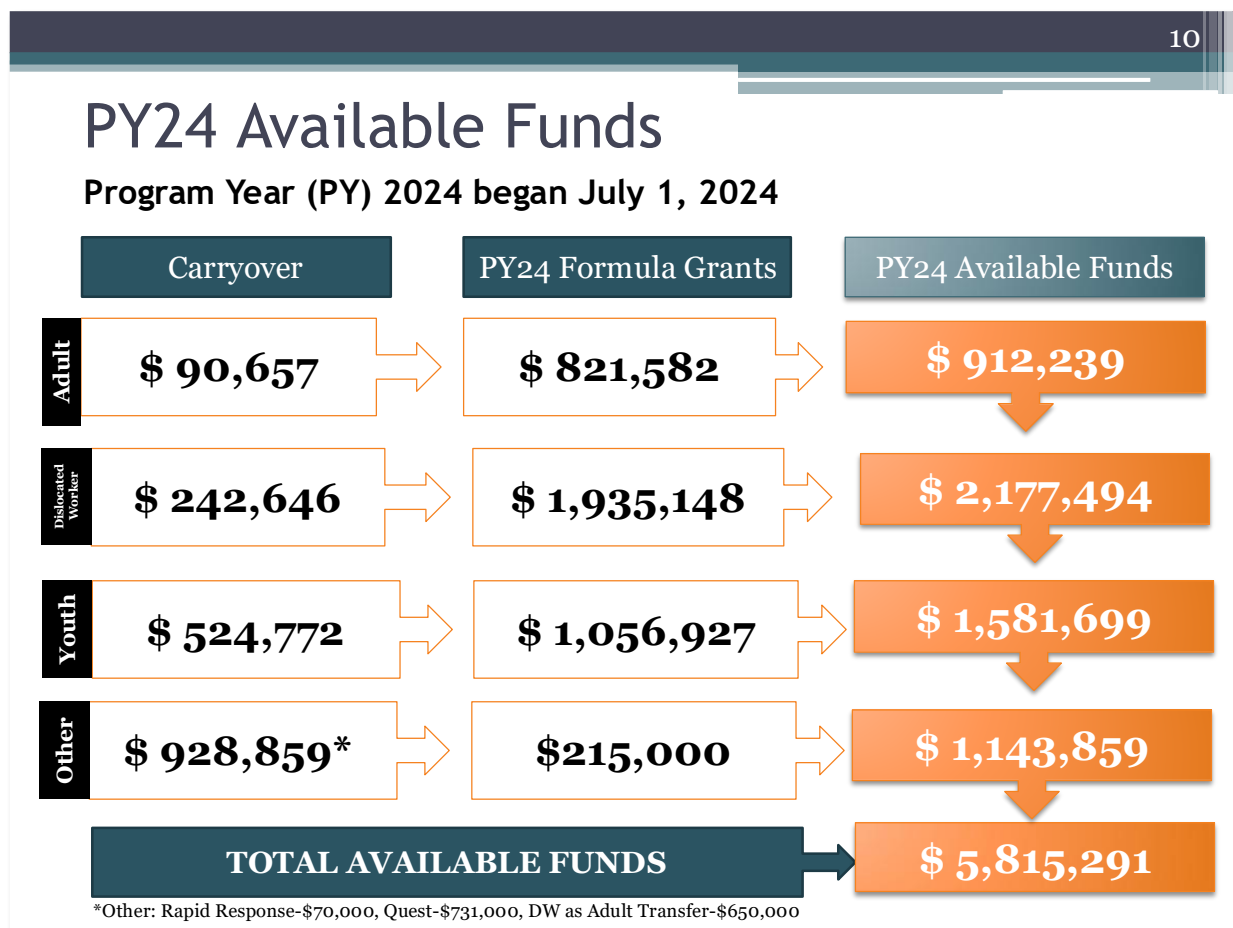
Financial Report

Ms. Morgan began the report by providing the following updates:

- The FY25 second allocation Award Agreements for both the Adult and Dislocated Worker programs
- The FY25 Award Agreement for the Rapid Response program has been fully executed
- Lease renewal for Hinesville with no increase to the current rent of \$3,700.00. the Ad-Valorem tax rate, which changes annually, and the lease term, which would commence on June 1, 2025. The lease term would be three years (2025-2028). (PowerPoint Attached hereto).
- FSRs
 - December 2024
 - January 2025

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

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



PY23 Formula Grants Overview

As of January 31, 2025
 July 1, 2023 – June 30, 2025
 100% Must be Spent by June 30, 2025



PY24 Formula Grants Overview

As of January 31, 2025
 July 1, 2024 – June 30, 2026
 80% Must be Spent and/or Obligated by June 30, 2025

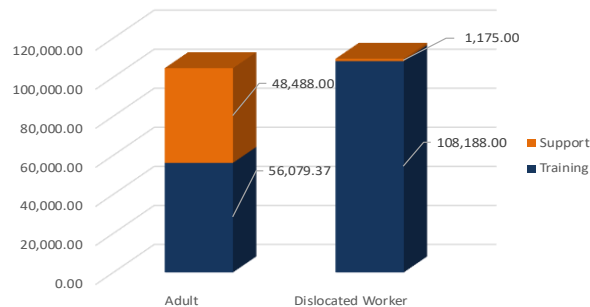


PY24 Other Grant Funding

Grant	Grantor	Start Date	End Date	Award Amount	Expended as of January 31, 2025	Balance
Quest Grant	TCSG	9/26/2022	9/30/2025	\$731,000	\$468,809	\$262,191
DW to Adult Transfer	TCSG	10/01/2023	6/30/2025	\$650,000	\$518,604	\$131,396
Rapid Response	TCSG	1/1/2024	12/31/2024	\$70,000	\$70,000	\$0
NDWG	TCSG	8/05/2024	6/30/2025	\$215,000	\$505	\$214,495
TOTAL				\$1,666,000	\$1,057,918	\$608,082



Individual Training Accounts & Supportive Services As of March 26, 2025



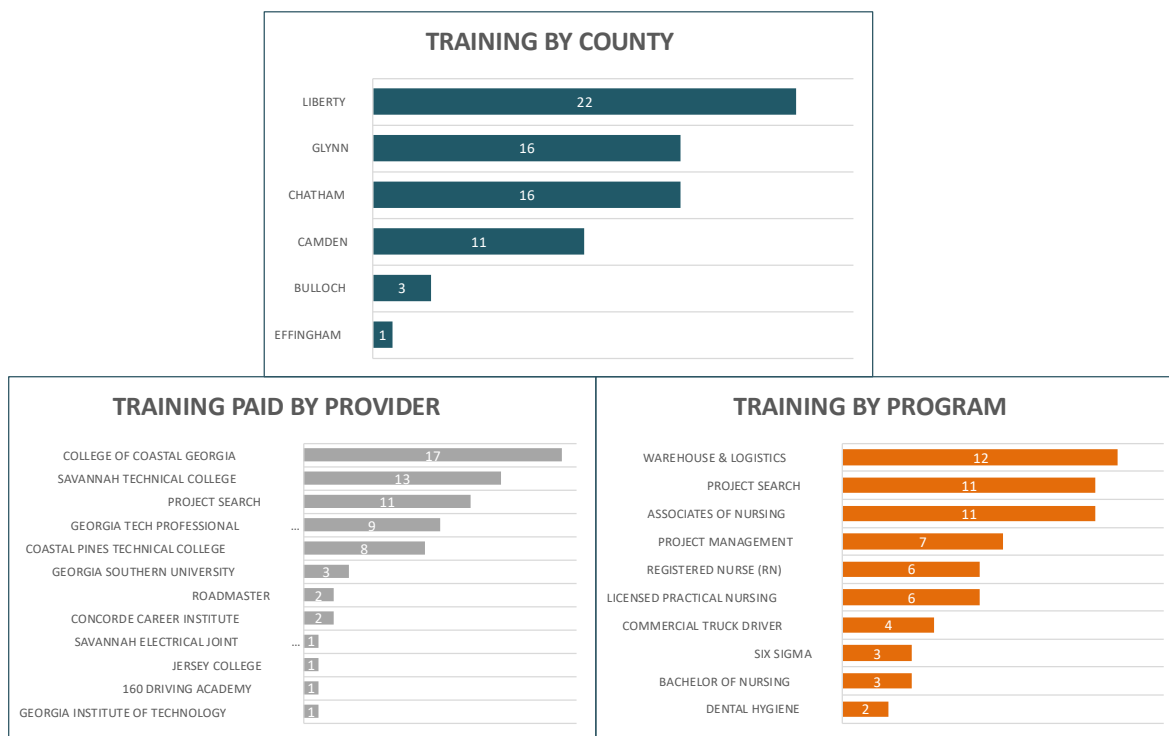
Budgeted Training & Support = \$ 994,626
Actual Training & Support Expenses = \$ 213,930

TOTAL
69

Cost per Participant:
\$3,100



TRAINING OUTLOOK



After the Financial Report, Committees: EWA, Public Relations, and Youth reported on the following:

Committee Reports

Economic and Workforce Alignment:

Ms. Sheron Morgan reported on the following:

Eligible Training Provider Application: Savannah Technical College – Fast Track Airframe and Powerplant Certificate Program: This is a four-week industry recognized certification program that provides training to those that are prequalified to take the Federal Aviation Administration (FAA) Mechanic's Exam for Airframe and Powerplant Ratings. This program bridges the skill gaps that individuals have from working in the aviation maintenance field to the knowledge needed to take the FAA Mechanic's Exam or for an individual with an interest in Aviation Mechanics to include young adults. The earnings after course work and FAA Mechanic's Certification allow skilled workers to earn higher wages averaging \$70,000 and for those transitioning from the military to the civilian workforce more seamless.

Next Meeting: Scheduled for Wednesday, May 7, 2025, at 10:00 A.M. at the WSC Admin Office, 7216 Skidaway Rd, Ste A, Savannah, GA.

Public Relations Committee:

The Committee did not meet.

Next Meeting: The next meeting will be held virtually; more information will be provided soon.

Youth Committee:

Mr. Floyd reported on the following:

Expenditure Report – The Expenditure Reports were reviewed through January 31, 2025.
The goal for the end of the 2nd quarter is 40%.

- CGM – 41%
- Chatham – 2% (Awarder in November 2024)
- BES – 34%
- BLL – 26%

Next Meeting - Friday, May 9, 2025, at 10:00 A.M. at the Liberty County Job Center

Consent Agenda

- **Committee Minutes**
 - CWDB- February 2025
 - Executive- January 2025
 - EWA- November 2024
 - Youth- January 2025
- **FSRs**
 - December 2024
 - January 2025
- **Approval of a No-Cost Extension - PY24 - 25 Sole Source Agreement for Technical Assistance Services with Consultant John G. Chamberlin in the amount of \$19,542 (June 1, 2025 – June 30, 2026).**
- **Approval to Renew the Liberty County Job Center Lease- \$133,200 for 3-Year Term- \$44,4000/yr. (June 1, 2025 – May 31, 2028).**
- **Approval of the PY25 Adult and Dislocated Worker Sub-Award (July 1, 2025 – June 30, 2026)**
 - Eckerd Connects/Paxen (All 10 counties)—up to \$893,223 (level funding)
 - Bulloch, Effingham, and Screven (BES) Counties
 - Bryan, Liberty and Long (BLL) Counties
 - Chatham County
 - Camden, Glynn and McIntosh (CGM) Counties
- **Approval of the PY25 Youth Sub-Award (July 1, 2025 – June 30, 2026)**
 - **Eckerd Connects/Paxen d/b/a Eckerd Youth Alternative, Inc. - up to level funding**
 - Bulloch, Effingham, and Screven (BES) Counties- \$268,421
 - Chatham County-\$274,067
 - Camden, Glynn and McIntosh (CGM) Counties- \$269,298

- ROSS-IES, Inc.—up to level funding
 - Bryan, Liberty and Long (BLL) Counties- \$221,597
- **Approval of the PY25 One-Stop Operator Award (July 1, 2025 – June 30, 2026)**
 - In The Door, LLC (All 10-counties)—up to \$220,000 (level funding)
- **Approval to Renew the Lightcast labor market information software contract agreement in the amount of \$23,460, for the period of (May 1, 2025-April 30,2026)**

Acting on Behalf of the Coastal Workforce Development Board:

- Pre-Award Reviews for Work-Based Learning Programs Policy, Effective Date December 27, 2024.
- ETPL Application: Fast Track Airframe and Powerplant Certification Course – Federal Aviation Administration (FAA) Credential – Savannah Technical College.

Motion: Bobby Jones
2nd: Tara Sinclair
Vote: Unanimous

Next Meeting: The next CWDB Meeting is scheduled for Friday, June 27, 2025, at 10 A.M. –Residence Inn, Jekyll Island

Adjourn: With no further business discussed, the meeting was adjourned at 11:28 AM.