

# Coastal Workforce Development Board

June 27, 2025 at 10:07 A.M.  
2025 CWDB Board Retreat  
Courtyard Residence Inn at Jekyll Island  
Minutes Prepared by Jaquil Leeks

**CALL TO ORDER:** Chairman Lynn Tootle called the Board meeting to order at 10:07 AM. It was determined a quorum was present.

**MEMBERS PRESENT:** Perry Banks, Jay Clemmons, Shaundese Duncan, David Floyd, Mary Geoghegan, Stephanie Jones-Heath, Bobby Jones, Angie Lewis, William Stankiewicz, Lynn Tootle, and Fred Tucker

**MEMBERS PRESENT VIA ZOOM:** None

**MEMBERS ABSENT:** David Atkins, Jason Coley, Fred Hill, Tara Sinclair and Yadav Sugandha.

**STAFF PRESENT:** Jamel Benton (Accounting Clerk), Tomisha Fleming (Accounting Technician), Derek Jackson (Military Services Coordinator), Angela Jenkins (Sr. Workforce Performance & Accountability Coordinator) Jaquil Leeks (Administrative Assistant), Sheron Morgan (Executive Director) and Danielle Riley (Business Service Representative)

**GUESTS PRESENT:** John Chamberlin (Technical Assistance Consultant)

## **Chairman's Report**

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

- Mr. Tootle mentioned that there have been several recent appointments and reappointments to the Board over the past weeks. Jeff Clark of (Glynn County) has joined as a new member. Both Jay Clemmons and Mary Geohegan have been reappointed (Glynn County). Katrina Myers and Phyllis Rodgers (Chatham County) are joining as new members as well.
- Mrs. Morgan noted that she is awaiting an appointment for the Liberty County area. Mr. Tootle acknowledged the reappointed Board members, Mary and Jay for their continued support and willingness to serve.

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. There are several items needing action as presented in the Committee reports as follows:

### **PY25-PY27 CWDB MOU/One-Stop Certification/Affiliate Sites & Job Centers:**

It is essential to ensure that all partnership documents, such as the One-Stop Certifications for the job centers are current. These certifications are conducted every three years by Angela Jenkins, Sr. Workforce Performance & Accountability Coordinator.

The PY25–PY27 CWDB MOU/One-Stop Certification includes affiliate sites and job centers in Camden County, Chatham County One-Stop Comprehensive, Bulloch County, Effingham County, Glynn County, and Liberty County, as well as the GDOL Savannah and Brunswick Career Centers, both designated as affiliate sites.

Theresa Austin-Gibbons, of WorkSource Atlanta Georgia will forward a Board Roles and Responsibilities survey to the CWDB members as part of her dissertation. All details will be included in her email. She is asking for members to participate.

### **U.S. Departments of Government Efficiency ("DOGE") and State Office Reporting Changes:**

- Ms. Morgan provided a brief overview regarding the U.S. Department's Government Efficiency Department, also known as "DOGE." Planning allocations for Program Year PY 2025 have been received sent TCSG-OWD. Although the proposed federal budget still requires approval, allocations are typically received around April each year. By May, some Directors in Georgia has expressed concern due to the delay, but the State allocations were received last week.
- Unfortunately, there has been a reduction across all funding streams—Dislocated Worker, Adult, and Youth. Each funding stream allows for a two-year expenditure and performance period. For PY24, there are still funds available that will rollover to the next program year. Planning efforts for PY25 are underway.
- TCSG-OWD also issued an email advising that reporting requirements are more enhanced. Additional reporting details that were not previously required will now be included. As a result, some VOS updates will be implemented, and the system will be unavailable in September to accommodate training.

### **WIOA-Make America Skilled Again (MASA) (WIOA Reauthorization Update)**

Late last week, WSC received background information regarding the *Make America Skilled Again* Executive Order. Upon review, it appears this initiative is connected to an apprenticeship grant. The grant is identified as a discretionary grant, indicating that it will be awarded through a competitive process. States will need to apply, be selected, and subsequently receive funding.

During our last meeting, Mr. Fred Hill provided an update, including information that the U.S. Department of Labor (USDOL) apprenticeship contact had reached out to inform him of their upcoming departure from USDOL. Following the meeting, Ms. Morgan and Ms. Robin Cone, TCSG-OWD Rapid Response/Employment Services Regional Operations Manager collaborated with the State's Apprenticeship Program Team to conduct a presentation for Region 12.

Ms. Morgan acknowledge Ms. Cone and was pleased to share that Mr. Adam Hawk, TCSG-OWD Director of Apprenticeships and Mr. Paul Workman, TCSG-OWD Senior Business Retention and Rapid Response Coordinator has agreed to visit Region 12 and conduct a State Apprenticeship Program presentation on June 17<sup>th</sup> to provide an overview and how to access available apprenticeship funds and resources. With the assistance of Mr. Bobby Jones and other Board partners, WSC will invite additional employers/businesses to attend to learn more about the potential funding opportunities.

### **Hiring & Promotions**

HR and Staffing Update:

Although progress with HR has continued at a slower pace due to unexpected family matters, recruitment efforts have not stopped.

- Tomisha Fleming has been promoted to the WSC Finance Administrator position.
- With guidance from the City of Savannah's HR Department, WSC has discussed position enlargements/alignments, roles and responsibilities, etc. Following Karen Barnes' retirement, the IT functions she previously managed—both within the department and at the job centers—have now been reassigned to Danielle Riley. In addition to her current role as Business Services

Representative, her job duties have been aligned, and her new title is Regional Business Services Coordinator. She is now responsible for all IT-related functions, and coordination of regional career fair fairs.

- Applications and Interviews for the Sub-Regional Business Services Coordinator position are being accepted on an ongoing basis.
- Applications for the Assistant Director position are also being accepted applications on an ongoing basis, closing on June 3, 2025, with interviews scheduled for June 9, 2025.

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

### **Financial Updates**

In Program Year 2024 (PY24), a National Dislocated Worker Grant (NDWG) was awarded under the National Disaster Funds to support recovery efforts related to Hurricane Helene. The total grant amount is \$500,000, with a performance period from October 1, 2024, through June 30, 2026. This funding is intended to provide temporary employment and workforce development training services to individuals impacted by the Hurricane Helene disaster.

Additionally, for Program Year 2025 (PY25), allocations were released by the U.S. Department of Labor's Employment and Training Administration (USDOL-ETA). These include funding for Adult, Dislocated Worker, and Youth programs. These formula grants will support ongoing efforts to deliver employment and training services, assist job seekers, and prepare youth for career pathways across the region.


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## Finance Updates

- **PY24 National Dislocated Worker Grant**
  - National Disaster Funds Hurricane Helene Grant - \$500,000
    - October 1, 2024 – June 30, 2026
- **PY25 Allocations from USDOL-Employment and Training Association**
  - Adult, Dislocated Worker and Youth Grants

### PY25 Projected Formula Allocations

Funding Stream	PY24 Allocation	PY25 Projected Allocation	PY 2024/2025 Difference	Percentage Change %
Adult	\$821,582	\$820,930	-\$652	.08%
Dislocated Worker	\$1,935,148	\$1,422,974	-\$512,173	-26.47%
Youth	\$1,056,019	\$1,030,615	-\$25,404	-1.02%



### **Finance Agenda Items**

- The preparation of the PY25 budget is currently underway, with the draft due by June 30th. Initial PY25 planning allocations were received on May 6, 2025, followed by revised allocations issued

on May 29, 2025. The budget being presented reflects these revised planning allocation figures; however, it is important to note that these figures may not represent the final award amount.

- The Final PY25 budget is due by July 25th to complete the approval process.

- **FSRs**

- February 2025
- March 2025

COASTAL WORKFORCE DEVELOPMENT BOARD PY2025 PROPOSED REGIONAL BUDGET July 1, 2025 - June 30, 2026		SUMMARY		
REVENUES	PY24 Approved Total Budget	PY25 Total Grant Budget	% Change 2024-2025	% of Total Revenue
TOTAL REVENUE	\$ 5,858,345	5,573,020	-5%	100%
PLANNED EXPENSES/OBLIGATIONS	PY25 Approved Total Budget	PY25 Proposed Total Budget	% Change 2024-2025	% of Total Budget
Total WSC Overhead Costs	1,699,238	1,881,190.44	10.7%	33.8%
Total Job Center Operating Costs	685,984	626,941.80	-8.6%	11.2%
Total Training/Business Services	994,626	843,772.00	-15.2%	15.1%
Total Sub-Recipients (Service Providers)	2,423,998	2,179,074.18	-10.1%	39.1%
Total Contractors	54,500	42,042.00	-22.9%	0.8%
Total Planned Expenditures/Obligations	\$ 5,858,345	\$ 5,573,020	-5%	100.0%
Total Un-Obligated Funding		\$ (0.00)		

COASTAL WORKFORCE DEVELOPMENT BOARD PY2025 PROPOSED REGIONAL BUDGET July 1, 2025 - June 30, 2026		ADULT PROGRAM		
REVENUES	PY24 Adult Grant Budget	PY25 (PY25-FY26) Grant Budget	% Change 2024-2025	
TOTAL REVENUE	\$ 1,336,270	\$ 1,178,851.53	-12%	
PLANNED EXPENSES/OBLIGATIONS	PY24 Adult Approved Budget	PY25 Proposed Adult Budget	% Change 2024-2025	
Total WSC Overhead Costs	659,304	402,125	-39%	
Total Job Center Operating Costs	244,097	218,119.39	-11%	
Total Training/Business Services	234,214	136,792	100%	
Total Sub-Recipients (Service Providers)	185,248	463,784	150%	
Total Contractors	13,406	8,987	-33%	
Total Planned Expenditures/Obligations	\$ 1,336,269	\$ 1,229,807	-8%	
Total Un-Obligated Funding		\$ (50,955.54)		

**COASTAL WORKFORCE DEVELOPMENT BOARD  
PY2025 PROPOSED REGIONAL BUDGET  
July 1, 2025 - June 30, 2026**

**DISLOCATED WORKER**

REVENUES	PY24 DW Grant Budget	PY25 (PY25-FY26) DW Grant Budget	% Change 2024-2025
<b>TOTAL REVENUE</b>	\$ 2,845,148	\$ 2,959,606.72	4%
PLANNED EXPENSES/OBLIGATIONS	PY24 DW Approved Budget	PY25 Proposed DW Budget	% Change 2024-2025
Total WSC Overhead Costs	781,649	1,297,982	66%
Total Job Center Operating Costs	254,677	225,242.25	-12%
Total Training/Business Services	760,412	706,980	-7%
Total Sub-Recipients (Service Providers)	1,025,890	649,439	-37%
Total Contractors	22,520	29,008.10	29%
<b>Total Planned Expenditures/Obligations</b>	\$ 2,845,149	\$ 2,908,651	2%
<b>Total Un-Obligated Funding</b>	\$ (0)	\$ 50,955.54	0%

**COASTAL WORKFORCE DEVELOPMENT BOARD  
PY2025 PROPOSED REGIONAL BUDGET  
July 1, 2025 - June 30, 2026**

**YOUTH PROGRAM**

REVENUES	PY24 Youth Grant Budget	PY25 (PY25-FY26) Budget	% Change 2024-2025
<b>TOTAL REVENUE</b>	\$ 1,676,927	\$ 1,434,562.17	-14%
PLANNED EXPENSES/OBLIGATIONS	PY24 Youth Approved Budget	PY25 Proposed Youth Budget	% Change 2024-2025
Total WSC Overhead Costs	258,284	181,084	-30%
Total Job Center Operating Costs	187,209	183,580.16	-2%
Total Training/Business Services	-	-	0%
Total Sub-Recipients (Service Providers)	1,212,860	1,065,851	-12%
Total Contractors	18,574	4,046.98	-78%
<b>Total Planned Expenditures/Obligations</b>	\$ 1,676,927	\$ 1,434,562	-14%
<b>Total Un-Obligated Funding</b>	\$ (0)	\$ -	

## PY23 Formula Grants Overview

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



## PY24 Formula Grants Overview

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





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

### **Committee Reports**

Mrs. Morgan, reported on the following:

- **Measurable Skills Gain Policy:** The policy was updated to address changes made to the TCSG-OWD policy referring to the documented attainment of passing scores on a sub-test of a state-recognized high school equivalency examination.
- **Eligible Training Provider Applications-The following programs were submitted for recommendation to be added to the TCSG-OWD ETPL:**
  - **Fast Track Automation and Robotics Program** Savannah Technical College- This is a ten-week program that equips students with the skills necessary to attain their *Smart Automation Certification (SACA)*. Emphasis are placed on hands-on experience, including laboratory work and real-world application of concepts preparing students for roles as advanced manufacturing maintenance repair technicians and engineering technologists.
  - **VET2 Procurement and Supply Management Leadership Program** GA TECH- This is a three-week program that equips students with the skills necessary to attain their *Associate Professional in Supply Management (APSM) Credential*. Emphasis is placed on topics such as negotiation skills, bid package development, supplier selection and contracting excellence preparing participants for roles in lean six sigma, supply chain and logistics management, and project management.

**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:**

**2025 Retreat-** June 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 2025  
Courtyard Residence Inn on Jekyll Island

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

### **Youth Committee:**

The youth committee did not meet.

**Next Meeting** – July 11, 2025 at 10:00 A.M. at the Hinesville Job Center.

### **Consent Agenda**

- **CWDB Minutes – April 2025**
- **Committee Minutes**
  - Executive Committee – March 2025
  - EWA- March 2025
- **FSRs**
  - February 2024 & March 2025
- **Policy**
  - Measurable Skills Gain Policy
- **Approval to accept the PY25 CWDB Annual Budget for the period of July 1, 2025 – June 30, 2026.**
- **Approval to accept the PY25-PY27 CWDB MOU/One-Stop Certification/Affiliate Sites & Job Centers: Camden County, Chatham County One-Stop Comprehensive, Bulloch County, Effingham County, Glynn County and Liberty County.**
  - GDOL Savannah Career Center - Affiliate
  - GDOL Brunswick Career Center - Affiliate
- **Acceptance of National Disaster/Dislocated Worker Grant Award for Hurricane Helene from TCSG in the amount of \$500,000 for the period of October 1, 2024, through June 30, 2026.**
- **ETPL Applications**
  - Fast Track Automation and Robotics Program-Smart Automation Certifications (SACA)Automation & Robotics-Savannah Technical College
  - VET2 Procurement and Supply Management Leadership Program-Associate Professional in Supply Management (APSM) Credential: Procurement and Supply Management- Georgia Tech

**Motion:** Jay Clemmons  
**2nd:** Perry Banks  
**Vote:** Unanimous

### **Board Chair**

At the end of the meeting, the Board Chair performed, the "Passing of the Gavel" ceremony to formally introduce the PY25 Board Chair and Vice-Chair. Ms. Stephanie Jones-Heath will serve as President, and Mr. Fred Hill will take on the role of Vice President for the upcoming Program Year 2025.

- The Board members officially casted paper ballots.
- Ms. Stephanie Jones-Heath addressed the group and shared her professional experience.
- Ms. Morgan spoke about Mr. Hill's professional experience in his absence.
- Mr. Stankiewicz of the Adhoc Nomination Committee announced Ms. Jones-Heath as Chair and Mr. Hill as Vice Chair.
- After the Chair/Vice Chair announcements Ms. Morgan presented a plaque to Ms. Heath-Jones for serving as the Vice Chair in PY24 and Mr. Tootle as the Chairman in PY23 & PY24.

**Next Meeting:** The next CWDB Meeting is scheduled for Friday, August 22, 2025, at 10 A.M. at the Richmond Hill City Center, 520 Cedar Street, Richmond Hill, GA.

**Adjourn:** With no further business discussed, the meeting was adjourned at 12:15 PM.