

Coastal Workforce Development Board

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June 5, 2026, at 10:00 AM

Location: Courtyard & Residence Inn – Jekyll Island, GA

TEAMS: <https://teams.microsoft.com/meet/2844059887537?p=4hGY5oRhd3Ks3cLSkw>

Meeting ID: 284 405 988 753 7

Passcode: T6uU2yX9

Minutes Prepared by Jessica Ellis

CALL TO ORDER: Chairwoman, Stephanie Jones - Heath called the Board meeting to order at 10:00 AM. It was determined a quorum was present.

MEMBERS PRESENT: David Atkins, Jeffery Clark, Delisa Cliff, Jason Coley, Earline Davis, Shaundese Duncan, Mary Geoghegan, Stephanie Jones-Heath, Bobby Jones, Angela Lewis, Katrina Myers, Phyllis Rodges, Tara Sinclair, William Stankiewicz, and Lynn Tootle

MEMBERS' PRESENT VIA TEAMS: David Floyd

MEMBERS ABSENT: Perry Banks, Jay Clemmons, Fred Hill, Fred Tucker, and Roland Van Horn

STAFF PRESENT: Jessica Ellis (Administrative Assistant), Tomisha Fleming (Finance Administrator), Angel Griffith (Accounting Clerk), Derek Jackson (Military Services Coordinator), Angela Jenkins (Sr. Workforce Performance & Accountability Coordinator), Crystal Northcutt (Assistant Director), Maya Sutton (Accounting Technician), and Sheron Morgan (Executive Director).

GUESTS PRESENT: John Chamberlin (Technical Assistant & Guest Speaker)

Chairman's Report

Chairwoman Stephanie Jones-Heath welcomed all attendees and opened the meeting with updates.

New Board Member – Chairwoman Jones-Heath announced the appointment of Mr. Roland Van Horn, CEO of the Liberty Career and College Academy, as the newest board member. Although he was unable to attend this week's retreat, the board looks forward to his participation in future meetings.

Funding Impact – Chairwoman Jones-Heath informed the Board about upcoming funding changes affecting the State. She attended statewide meetings with WorkSource Georgia Directors and Workforce Board Chairs from across Georgia, where discussions focused on policy changes and increasing engagement at the State level to ensure local concerns are represented. She acknowledged the difficulty of implementing programs with funding cuts, emphasizing that while these decisions are not made lightly, they are necessary to best serve both the community and the organization.

She then turned the floor over to Executive Director Sheron Morgan.

Director's Report

Ms. Morgan began her report with the following updates and announcements:

2026 National Association of Job Training Administration (NAJA) Conference – Dallas, TX

Ms. Morgan shared highlights as an invited presenter from attending her first NAJA conference. Retreat guest John Chamberlin, a former Chairman of the association. Also in attendance, Ed Donohue, another former Chairman who played a major role in drafting federal financial regulations. Ms. Morgan

noted that the conference provides a unique opportunity to learn directly from individuals who write and implement these regulations. She presented a workshop on effective case management and looks forward to participating in future conferences.

Mr. Chamberlin added that, because the rule makers themselves attend this event, it is an ideal setting for asking questions and establishing direct communication with federal representatives.

Workforce Pell Grant – Ms. Morgan explained that training institutions offering eligible short-term programs of 8 – 15 weeks can apply for the Workforce Pell Grant. Individuals will be able to apply later this year, creating new opportunities for those who want training but lack financial resources.

Mr. Jason Coley asked whether individuals would apply for the funding. Ms. Morgan confirmed they do, but only after the training institution has been approved to receive federal funds. He also asked which institutions qualify. Ms. Morgan stated that technical colleges and private training providers are eligible and the process will be handled at the State level.

Dr. Angela Lewis asked whether the grant is income-based and where individuals apply. Ms. Morgan confirmed it is income-based. Ms. Northcutt added that applications will be submitted through the FAFSA website.

Ms. Sughandha Yadav asked whether a list of pre-approved institutions exists and whether institutions are aware of the grant. Ms. Morgan said significant outreach will occur on the technical college side. She noted that individuals without funding will be referred as usual, and staff will continue to be onsite at each semester's start to support those unfamiliar with the funding.

Mr. David Floyd asked whether funds go to individuals or institutions. Ms. Morgan explained that funds go directly to the training institution, which is why pre-approval is required. Crystal added that TCSG–OWD, the State Board, will approve eligible training institutions.

TCSG-OWD Policy Division – Ms. Morgan reported that the Technical College System of Georgia (TCSG) and the Office of Workforce Development (OWD) has created a dedicated Policy Division in response to rapidly evolving statewide policies. Brittney Singer has been the primary point of contact for local areas and has been providing updates on upcoming changes. She noted that House Bill 1302, recently signed by Governor Kemp, shifts several approval processes—including apprenticeship program approvals—to the State level. This change is expected to significantly reduce the time required for apprenticeship program approvals. As State policies evolve, local workforce plans will begin to mirror the State plan. The new Policy Division is intended to strengthen partnerships among workforce agencies, education systems, employers, and One-Stop partners to enhance service coordination and customer outcomes.

National & State Changes – Ms. Morgan emphasized that the workforce system will undergo major changes in the coming years. Key trends include workforce modernization, expanded apprenticeships, increased data accountability, employer-driven labor market shifts, greater use of AI and digital tools, and ongoing funding pressures. She noted that the State is placing greater emphasis on data accuracy and completeness, since data often represents local programs at the State level. Clear documentation and strong advocacy are essential to ensure an organization's work is understood and valued. While the organization is performing well, some agencies across the State have struggled with advocacy and accurate data reporting. Although the Workforce Area Chairs hoped to meet with the State to discuss their efforts, the Chairs postponed the meeting due to federal directives and ongoing changes.

Advocacy efforts are continuing through SETA, which represents eight Southeastern states. As SETA President, Ms. Morgan included attorney Mr. Chamberlin to ensure all advocacy complies with policies and does not cross into lobbying, an important distinction amid funding cuts and rapid policy shifts.

Mr. John Chamberlin clarified that private Board members may lobby, but staff whose travel or activities are supported with federal funds may not. Staff may answer questions from congressional members but cannot advocate for specific bills or appropriations.

Mr. Bobby Jones asked whether the focus remains on the High Demand Career List. Ms. Morgan confirmed that it does, noting that some careers on the Governor's list—such as actors, barbers, and commission-based roles—are not eligible for organizational funding.

Ms. Davis asked about the cost of new data systems and how they would be paid for. Ms. Morgan said the goal is to select the most effective and affordable tools. Options range from four hundred dollars per year to four thousand dollars per year. The organization currently uses the GeoSolutions system, which includes optional modules. She stressed that if AI is used to generate case notes, staff must verify accuracy. Case notes must clearly describe a participant's history so files can be easily understood. In Region 12, staff members are not allowed to use AI to write case notes. She added that some system components are funded by the State, while others may be purchased locally, but State-controlled systems should be State-funded.

Ms. Morgan highlighted the growing importance of collaboration. She has discussed funding challenges with various agencies and is ensuring the organization does not pay for services provided elsewhere at no cost. Strengthening partnerships remains a priority. For example, since Savannah Technical College provides GED programs, GED instruction is no longer offered internally. Participants are referred to their GED services, while the organization may provide supportive services like childcare or transportation.

While the organization cannot support all challenges associated with homelessness, it can assist individuals with workforce skills who simply need temporary support. The shelter is opening a new job center, and case managers will be on site regularly. Ms. Morgan reiterated that community collaboration will be increasingly important.

Mr. Clark added that in rural areas outside Savannah, he can fund participants' housing and education up to a certain limit.

Re-Imagined Regional Service Model – WorkSource Coastal (WSC) staff proposed transitioning to a Hub-and-Spokes service model with two primary WSC Job Centers located in Chatham County and Liberty County.

- **Northern Regional Hub (Chatham):** Serving Bryan, Bulloch, Chatham, Effingham, and Screven counties.
- **Southern Regional Hub (Liberty):** Serving Camden, Glynn, Liberty, Long, and McIntosh counties.

Administrative functions, including case management and one-on-one appointments, will be based in the regional hubs. Participants will still access services at community locations such as housing authorities, shelters, job centers, schools, and libraries. WSC has increased its visibility through career fairs, resume help, workshops, mock interviews, and coaching on how to answer interview questions effectively.

Ms. Sughandha Yadav asked whether job options are limited for individuals with certain offenses. Ms. Morgan explained that while some offenses may be permanent or registered, hiring decisions rest solely with employers. This topic will be added to upcoming workshops. Ms. Shaundese Duncan noted that many employers are open to hiring individuals with prior offenses, especially those who have shown stability. The employer may use short probationary periods due to workforce shortages.

Mr. Tootle shared that his company partners with a federal halfway house to offer employment to second- chance citizens, noting that individuals with nonviolent backgrounds are typically easier to place. He also referenced the H-2B program, which allows employers to hire foreign nationals for temporary, non-agricultural roles.

Mr. Clark asked whether contractors would need to reduce staff. Ms. Morgan confirmed they would. Contracts previously funded for up to 12 months have been reduced to six months (July–December) to avoid over-obligation. Current funding supports operations through December 31. Beginning January 1, 2027, case management will be brought in-house at the Chatham or Liberty Job Center, and those positions will be posted on the City of Savannah website and current staff may apply.

Mr. Atkins asked what metrics will ensure that the spokes model continues to meet participant needs. Ms. Morgan said a schedule will be set for service delivery at community locations, and case managers are already being deployed.

Ms. Duncan asked whether a public-relations plan exists to inform the community about the consolidation into two hubs. Ms. Morgan confirmed that the City of Savannah IT will assist with region-wide communication.

Ms. Sinclair asked how job center closures and the transition of services in-house would affect current case managers and whether there would be service gaps. Ms. Morgan assured there would be no service interruption. Staff are preparing for the August semester, keeping participant files current, and continuing all workshops and events. Contracted employees may apply for City of Savannah positions but must follow the standard hiring process to remain compliance with HR requirements.

Ms. Sinclair then asked about the impact on In The Door, Inc. Ms. Morgan explained that One Stop Operators are still required and will remain in place unless federal regulations change. They manage services, coordinate with community partners, and assist with workshops.

Ms. Morgan noted that the Hub-and-Spokes model is being adopted nationwide. She shared a New Jersey example where a workforce team set up at an outlet mall, conducting pre-screening interviews for retailers and significantly improving efficiency for both employers and job seekers. She added that a long-term goal is to develop specialized case managers. As the new model evolves, the focus will remain on strengthening business services, apprenticeships, OJT, IWT, customized training, and improved performance, case and data management.

Ms. Morgan concluded by emphasizing that HB 1302 and ASWA represent major structural reforms, not compliance updates. Workforce Boards that strengthen employer partnerships, expand apprenticeships, invest strategically in training, collaborate regionally, and use data effectively will be best positioned for long-term success.

The Hubs will serve as centralized regional centers offering both in-person and virtual services, including leadership, training, technology, data systems, and specialized expertise. Bringing services in-house will

improve quality control and employer partnerships and support centralized intake. The organization is exploring tools like Docusign/ Microsoft Forms to complete intake directly in the field.

The Spokes are decentralized access points designed to connect individuals across rural and urban communities to Hub services.

Chairwoman Jones – Heath asked for a motion to approve the transition to a Hub-and-Spokes service model with two primary WSC Job Centers located in Chatham County and Liberty County.

Motion: Lynn Tootle
2nd: Shaundese Duncan
Vote: Unanimous

Following her report, Ms. Morgan turned the floor over to Ms. Tomisha Fleming, WorkSource Coastal Finance Administrator, for the Financial Report.

Financial Report

Ms. Fleming presented the PY26 WorkSource Coastal Regional Budget and outlined the budget preparation process, which includes CWDB review and approval, required signatures from the CWDB Chair, City of Savannah CFO, and Chief LEO, followed by submission to TCSG-OWD. The draft budget has already been submitted to the State.

She reported a 1% reduction in Formula Grant allocations (a decrease of \$33,659), an estimated \$1.35 million in carryover funds, and a 21% reduction in expenditures (\$1,145,067). These details were included in the budget packets provided to board members.

Planned PY26 expenditures total \$1.4 million, approximately \$1.1 million less than PY25, while maintaining regional services. PY26 serves as a transition year; the budget covers six months of contracted service delivery and six months of internal staffing to support the shift to the new program model.

Ms. Fleming noted that long-term cost savings from reduced facilities, consolidated operations, modernization, technology, and bringing services in-house will be fully realized in the PY27/PY28 budget.

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

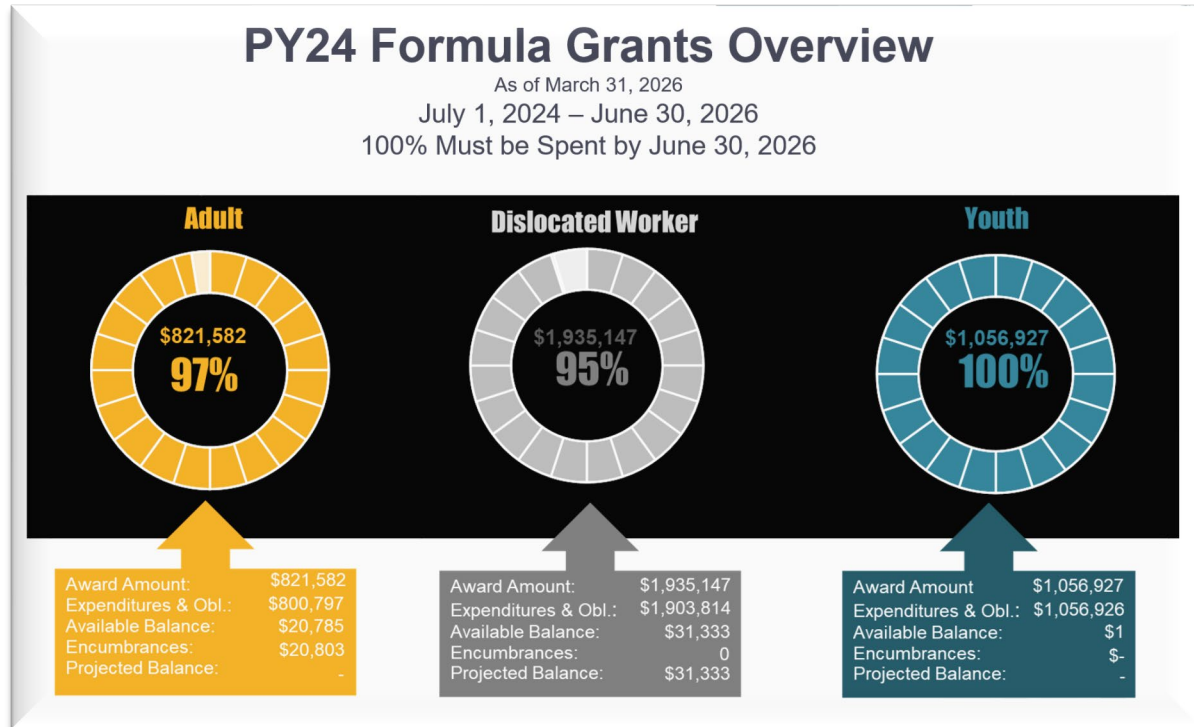
- PY24 Formula Grants Overview
- PY25 Formula Grants Overview
- PY26 Projected Formula Allocations
- PY25 Proposed Regional Budget Summary
- PY25 Proposed Regional Budget – Adult Program
- PY25 Proposed Regional Budget – Dislocated Worker
- PY25 Proposed Regional Budget – Youth Program

Finance agenda items and recommended approval:

- FSRs:
 - February 2026
 - March 2026
- Approval to accept the PY26 CWDB Annual Budget for the period of July 1, 2026 –June 30, 2027.

Motion: Bill Stankiewicz

2nd: Angie Lewis
Vote: Unanimous



PY25 Formula Grants Overview

As of March 31, 2026

July 1, 2025 – June 30, 2027

80% Must be Spent and/or Obligated by June 30, 2026



Funding Stream	PY25 Allocation	PY26 Allocation	PY 2025/2026 Difference	Percentage Change %
Adult	\$821,582	\$869,885	\$48,303	6%
Dislocated Worker	\$1,422,974	\$1,279,625	\$(143,349)	-10%
Youth	\$1,022,865	\$1,083,397	\$60,532	1%

COASTAL WORKFORCE DEVELOPMENT BOARD PY2025 PROPOSED REGIONAL BUDGET July 1, 2026 - June 30, 2027		YOUTH PROGRAM	
REVENUES	PY25 Youth Grant Budget	PY26 (PY26-FY27) Budget	% Change 2024-2025
TOTAL REVENUE	\$ 1,434,562	\$ 1,270,006.49	-11%
PLANNED EXPENSES/OBLIGATIONS	PY25 Youth Approved Budget	PY26 Proposed Youth Budget	% Change 2025-2026
Total WSC Overhead Costs	181,084	351,374	94%
Total Job Center Operating Costs	183,580	182,988.55	-0.32%
Total Training/Business Services	-	297,607	0%
Total Sub-Recipients (Service Providers)	1,065,851	430,118	-60%
Total Contractors	4,047	7,919.41	96%
Total Planned Expenditures/Obligations	\$ 1,434,562	\$ 1,270,006	-11%
Total Un-Obligated Funding	\$ -	\$ 0.00	

COASTAL WORKFORCE DEVELOPMENT BOARD PY2025 PROPOSED REGIONAL BUDGET July 1, 2026 - June 30, 2027		ADULT PROGRAM	
REVENUES	PY25 Adult Grant Budget	PY26 (PY26-FY27) Grant Budget	% Change 2025-2026
TOTAL REVENUE	\$ 1,179,454	\$ 1,246,459.98	6%
PLANNED EXPENSES/OBLIGATIONS	PY25 Adult Approved Budget	PY26 Proposed Adult Budget	% Change 2025-2026
Total WSC Overhead Costs	402,125	283,479	-30%
Total Job Center Operating Costs	218,119	202,514.25	-7%
Total Training/Business Services	136,792	348,000	154%
Total Sub-Recipients (Service Providers)	463,784	283,878	-39%
Total Contractors	8,987	6,389	-29%
Total Planned Expenditures/Obligations	\$ 1,229,807	\$ 1,124,261	-9%
Total Un-Obligated Funding	\$ (50,353)	\$ 122,199.14	

**COASTAL WORKFORCE DEVELOPMENT BOARD
PY2025 PROPOSED REGIONAL BUDGET
July 1, 2026 - June 30, 2027**

DISLOCATED WORKER

REVENUES	PY25 DW Grant Budget	PY26 (PY26-FY27) DW Grant Budget	% Change 2025-2026
TOTAL REVENUE	\$ 2,959,859	\$ 2,072,181.28	-30%
PLANNED EXPENSES/OBLIGATIONS	PY25 DW Approved Budget	PY26 Proposed DW Budget	% Change 2025-2026
Total WSC Overhead Costs	1,297,982	1,230,494	-5%
Total Job Center Operating Costs	225,242	350,516.57	56%
Total Training/Business Services	706,980	77,980	-89%
Total Sub-Recipients (Service Providers)	649,439	346,962	-47%
Total Contractors	29,008	27,733.41	-4%
Total Planned Expenditures/Obligations	\$ 2,908,651	\$ 2,033,686	-30%
Total Un-Obligated Funding	\$ 51,208	\$ 38,495.43	-25%

**COASTAL WORKFORCE DEVELOPMENT BOARD
PY2025 PROPOSED REGIONAL BUDGET
July 1, 2026 - June 30, 2027**

SUMMARY

REVENUES	PY25 Approved Total Budget	PY26 Total Grant Budget	25-26 Difference	% Change 2025-2026	% of Total Revenue
TOTAL REVENUE	\$ 5,573,020	4,588,648	984,373	-18%	100%
PLANNED EXPENSES/OBLIGATIONS	PY26 Approved Total Budget	PY26 Proposed Total Budget	25-26 Difference	% Change 2025-2026	% of Total Budget
Total WSC Overhead Costs	1,881,190	1,865,347	(15,843)	-0.8%	42.1%
Total Job Center Operating Costs	626,942	736,019	109,078	17.4%	16.6%
Total Training/Business Services	843,772	723,587	(120,185)	-14.2%	16.3%
Total Sub-Recipients (Service Providers)	2,179,074	1,060,958	(1,118,116)	-51.3%	24.0%
Total Contractors	42,042	42,042	(0)	0.0%	0.9%
Total Planned Expenditures/Obligations	\$ 5,573,020	\$ 4,427,953	\$ (1,145,067)	-21%	100.0%
Total Un-Obligated Funding	\$ 854	\$ 160,695	\$ 159,840		

Ms. Fleming then turned the floor over to Mr. David Atkins to begin with the EWA Committee Report:

Committee Reports:

Economic & Workforce Alignment Committee

Mr. Atkins reported that the committee did not meet on May 6th due to no new business.

Next Meeting: Scheduled for Wednesday, July 1, 2026, at 10:00 A.M. at the WSC Admin Office, 7216 Skidaway Rd, Ste A, Savannah, GA, or virtually if there are any action items.

Mr. Atkins then turned the meeting over to William "Bill" Stankiewicz.

Public Relations Committee

Mr. Stankiewicz, Committee Chairman, reported that the committee is scheduled to tour Delta Metals on June 18th at 11 a.m. and invited all Board members to attend.

Next Meeting: Scheduled for August 21, 2026, at the Richmond Hill City Center, 520 Cedar St., Richmond Hill, GA 31324.

Mr. Stankiewicz then turned the meeting over to Mr. David Floyd.

Youth Committee

Mr. Floyd, Committee Chairman, stated that the Committee met on January 9, 2026, and reported on the following:

- **Expenditure Report** – Tomisha Fleming, WSC Staff reviewed the Expenditure Reports. She noted that all Youth Service Providers exceeded the target 20% Work Experience (WEX) expenditure requirement for PY24 and PY25.

PY25 Sub-awards Contractual expenditure requirement is 65% of total:

- Bulloch, Effingham, Screven 61%
- Bryan, Liberty, Long 61%
- Chatham 52%
- Camden, Glynn, McIntosh 66%

Next Meeting – Scheduled for Friday, July 10, 2026, at 10:00 a.m. Liberty County Job Center; 140 E. MLK Jr. Dr. Hinesville, GA, 31313.

After the Director's and Financial and Committee Reports, Chairwoman Jones – Heath asked for the following motion to move forward to CLEO Board:

Approval to close (by July 31, 2026) and consolidate services of four (4) Job Centers: Bulloch, Camden, Effingham and Glynn, keeping the Chatham and Liberty County Job Centers in support of the regional Hubs and Spokes Workforce Delivery System Model.

Motion: Lynn Tootle
2nd: Angie Lewis
Vote: Passed - by majority vote with one "Nay"

Consent Agenda

- **CWDB Minutes**
 - April 2026
- **Committee Minutes**
 - Executive – March 2026
 - Youth – March 2026
- **FSRs**
 - February & March 2026
- **Approval to accept the PY26 CWDB Annual Budget for the period of July 1, 2026 – June 30, 2027.**

Motion: Bill Stankiewicz
2nd: David Floyd
Vote: Unanimous

Comments:

- Dr. Phyllis Rodges gave congratulations to the WSC Staff for hosting a successful retreat.
- Ms. Morgan noted that during this transition she has spoken with many Board members to learn about their day-to-day roles, and she will reach out to them for guidance when their expertise is needed.

Next Meeting: The next CWDB Meeting is scheduled for August 21, 2026, at 10 A.M. at the Richmond Hill City Center, 520 Cedar St., Richmond Hill, GA 31324.

Adjourn: With no further business discussed, the meeting was adjourned at 11:37 AM.