

Coastal Workforce Investment Board
Executive Committee Meeting
Coastal Workforce Services – 601 E 66th Street
Thursday, January 19, 2012 ♦ 10:00 AM

Tentative Agenda

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|-------|--|---|
| I. | Call to Order
Welcome/Determine Quorum | Mark Corrigan |
| II. | Financial Overview | Reg Hendricks/ Del Turner |
| III. | Consent Agenda <ul style="list-style-type: none">• Minutes from November Meeting• November and December FSRs | Mark Corrigan |
| IV. | Executive Director's Report | Cindy Landolt |
| V. | Committee Reports <ul style="list-style-type: none">• Economic & Workforce Alignment• Outreach• Partnership Building• Youth Council | David Atkins
Michael King
Joel Martin
William Miller |
| VII. | Other Business | Mark Corrigan |
| VIII. | Adjourn | Mark Corrigan |

The Coastal Workforce Investment Board is *tentatively* scheduled to hold its February meeting on Friday, February 24, 11:00 AM at the Richmond Hill City Center. The CWIB Executive Committee is *tentatively* scheduled to hold its March meeting on Thursday, 15, 10:00 AM at CWS offices 601 E 66th Street.

FINANCIAL OVERVIEW

January, 2012

Auxiliary information
on website.

COASTAL WORKFORCE INVESTMENT BOARD

EXECUTIVE COMMITTEE

Thursday, January 19, 2012

10:00 A.M.

CONSENT AGENDA ITEMS

Minutes from November 17 Meeting

Recommend Approval of November & December 2011 FSRs to CWIB

EXECUTIVE COMMITTEE

Draft Minutes
November 17, 2011

COASTAL WORKFORCE INVESTMENT BOARD, INC.

EXECUTIVE COMMITTEE

Thursday, November 17, 2011

10:00 AM

Coastal Workforce Services Office

Minutes prepared by Elizabeth Cambridge

DRAFT MINUTES

CALL TO ORDER: Chairman Mark Corrigan called the Executive Committee to order at 10:02 AM. It was determined that a quorum was present.

Members Present: Mark Corrigan, Reg Hendricks, Tara Jennings, Joel Martin, and William Miller with Edward Bland and Michael King on conference call

Members Absent: David Atkins, Stephanie Cutter, and James Johnson

CWS Staff Present: Cindy Landolt, Executive Director; Marsha Carter, Planner; Del Turner III, Senior Accountant; Elizabeth Cambridge, Administrative Assistant; with Janet Jones, Sub-Regional Coordinator on conference call.

FINANCIAL OVERVIEW: Vice-Chairman Reg Hendricks presented the Financial Overview. Charts reflect the full grant amount including the "second" portion traditionally awarded in October. Adult and Dislocated Worker programs are on track to meet or exceed 70% expenditure for PY11. There is a "budget" for each Career Center which provides guidance on available funds for ITAs in their area. However, this "budget" is fluid and if funding is not utilized then it can be transferred to another Career Center. In an effort to improve the numbers for Chatham County, CWS staff and representatives of GDOL have met with Savannah Technical College to establish a process for making students aware of the opportunities available through WIA and assisting them in making the necessary contacts with Career Advisors at the Savannah Career Center. Ms Landolt also pointed out that changes in HOPE and Pell awards continue to impact the ability of students to cover the cost of education by themselves which results in a greater need by WIA participants. (PowerPoint attached hereto and made a part of these minutes.)

Youth contractors continue to spend at a steady pace and will in all likelihood meet their expenditure levels for PY2011.

FINANCIAL REPORTS: The FSRs are not complete at this time but will be available for review at the December CWIB meeting and will be included in the December packet.

Consent Agenda: Motion to approve the September 29, 2011 minutes as presented and to recommend approval of the September and October FSRs by the full board at the December CWIB meeting based on the information presented at today's meeting unless those numbers change.

Motion: Joel Martin
2nd: Tara Jennings
Vote: Unanimous

REPORT FROM VICE-CHAIR REG HENDRICKS: Dr. Hendricks reported that he and Cindy Landolt had both attended the most recent GWLA meeting. The national meeting of State Workforce Board Chairs and Directors will be held in Savannah in September 2012. Another item of importance is clarification by the Georgia Attorney General re Open Meeting TEG35-10. Members attending meetings via conference call can participate in discussion and provide input during the meeting but attending a meeting via conference call does not allow for that member to be counted as part of the quorum nor should their vote be counted for actions at the meeting. Quorums may only be met by members physically present at the meeting. This rule encompasses both Board and Committee meetings. Dr.

Hendricks proposed modification of the By-Laws addressing quorums for Committees to allow for those physically in attendance to constitute a quorum. Cindy Landolt asked if the Executive Committee would like for staff to prepare a modification to the existing by-laws. This modification would only apply to Youth Council and any other Ad Hoc Committees created by the CWIB. The quorum requirements for the Executive Committee and the CWIB will remain unchanged. Staff was directed to proceed with the modifications for presentation at the next Executive Committee meeting. Chairman Corrigan took this time to remark about the commitment of Board members. When Board Members accept their appointments if they are unable to attend Board/Committee meetings perhaps they cannot be a good fit. The only way to remove a member from the CWIB is through the CLEOs.

EXECUTIVE DIRECTOR'S REPORT: Cindy Landolt reported that CWS staff was working diligently toward a 4:00 PM deadline to submit the H-1B grant (\$3.9 million) proposal discussed at the last CWIB meeting and "approved" by Savannah City Council at the November 3, 2011 meeting (information attached hereto and made a part of these minutes). The City is also expected to provide a letter of support to accompany the proposal as the City will be the fiscal agent should the grant be awarded based on this proposal.

YouthBuild is funded through June 30, 2012. When the most recent round of grants was awarded our local area was not a recipient. An additional solicitation for proposals was expected this fall, but nothing has been received as of yet. Current plans are to request a no-cost extension to the most recent grant to carry the program through December, 2012 and provide current participants the required full year of follow-up.

The position of Assistant Director for Coastal Workforce Services has been approved and we are awaiting approval by Research and Budget before recruiting can begin. This person would have direct oversight of the monitoring process and provide supervision when Ms Landolt is out of the office. The costs of this position will be covered the savings realized through the departures of Dane Bickley and Tammy Jolley. The position will initially be advertised as a promotional opportunity for departmental employees.

The October grant awards for Adult and Dislocated Workers were authorized for signature by the City Manager at the November 17 City Council meeting.

Ms Landolt addressed the CWIB survey results from the October meeting. There are still those who "do not have enough information". What can be done to change their perception? Would changing the format or questions or both be a possibility? Please let staff know so that the surveys can be reflective of the information desired by Board Members to make meetings better. Tara Jennings addressed the desire to "track" Youth Contractor efforts by suggesting that a format similar to GDOL's document for Adult and Dislocated Worker results.

Finally, Ms Landolt noted of the eleven members attending the October CWIB meeting seven indicated that they would attend a meeting in December. Ms Landolt asked if the Committee felt strongly about having the meeting. Chairman Corrigan suggested that an email be sent to the full Board checking to see how many members will commit to attending the December 16 meeting.

COMMITTEE REPORTS:

ATTENDANCE POLICY AD HOC: William Miller and Tara Jennings were leading the effort to review and/or revise the current Attendance Policy. Ms Landolt asked the Executive Committee for input on the proposed changes submitted by Tara Jennings (attached hereto and made a part of these minutes) which deal with how many meetings can be missed before a letter is sent to the member and/or the appointing entity. The purpose of these letters is to keep members engaged and keep them attending meetings. The proposed options would be to tie attendance letters to Full Board meetings. Cindy Landolt offered that Committee meeting attendance should be removed from the attendance policy. Elizabeth Cambridge offered she could draft a form letter that gives Committee chairs/liaisons the opportunity to police Committee attendance without involving the CLEOs and/or the Board Chairman. The Attendance should reflect the following:

miss 1 meeting:	Letter from the Board Chair to the member
miss 2 meetings:	Letter from the Board Chair to the member with copy to the CLEO (renewed commitment or resignation) with cover letter to

CLEO with additional information about the lack of representation by current appointees
miss 3 meetings: Letter to the CLEO with copy to the Board Member (seeking appointment of a new member)

Ms Cambridge will draft these letters for review by the Executive Committee at their January meeting along with the proposed Revised Policy for recommendation to the Full Board for approval.

OUTREACH: Michael King reported that the Outreach Committee did not meet in August because he was the only Board member from that Committee in attendance.

PARTNERSHIP: Joel Martin reported that the Committee met on November 2nd and discussed the upcoming review by Georgia Department of Labor scheduled for November 29 thru December 2. The Committee also reviewed the most recent Participant Survey responses. Surveys are being mailed more regularly and the reporting is improving as well. Janet Jones is researching additional options for the 2012 Retreat. If anyone has a suggestion for speakers please let the Committee know.

YOUTH COUNCIL: William Miller reported from the Youth Council meeting of November 4. There was no quorum so no formal action was taken. Those present offered several recommendations during discussion of issuing an RFP for PY2012 Youth services and adding a Cost per Participant to the RFP. The perception among some Youth Council members is that the funds are not being distributed fairly among the contractors and that a set cost per participant would address the issue. There was support for issuing an RFP rather than extending current contracts but the group could not reach a consensus. An email poll of the group generated only five responses (four supporting an RFP). There was a consensus among the Executive Committee that issuing an RFP was not a timely decision in that one contractor is currently in its first year of contracting and it generally takes up to two years to get established and operating at full capacity. The Executive Committee also felt that including a cost per participant in the RFP would limit the pool of applicants and limit those who do apply to a narrow program design. The Committee did feel that the Youth Council and its RFP review team could evaluate the applicants' proposals taking into consideration the cost per participant of each applicant through the process of calculating proposed participants against the proposed budget. Reverend Miller reported that the Youth Council has discussed having the follow-up costs separated from the cost of the active caseload. Cindy Landolt clarified that this has been a concern for some time because the contractors are all expected to provide follow-up services although there has not been a separate line item to reflect those costs and, therefore, there is no way to give the contractors credit for the follow-up services they provide.

A motion was made to extend the current Youth contracts with the provision that costs for follow-up services are detailed in the budget.

Motion: Reginald Hendricks
2nd: Joel Martin
Vote: Unanimous

Marsha Carter called attention to the proposed revision to the Youth Program Policy originally submitted to the CWIB in December 2010. There was no meeting in December and the policy was over-looked. Subsequently, the policy was returned to the Youth Council in November and those present reached a consensus to forward the policy to the Executive Committee and CWIB for approval. The policy revision was to include the legislated definition of follow-up services to the policy, and requires no change in the operation of the Youth Program.

A motion was made to approve the Youth Program Policy.

Motion: Tara Jennings
2nd: William Miller
Vote: Unanimous

Tara Jennings brought up the current status of the Youth Sub-Regional committees. She reminded the Committee that the Sub-Regional committees had been established when the CWIB adopted a sub-regional plan that would include a Sub-Regional Coordinator in each of the four designated areas. That plan was never completely implemented and recent plans have considered eliminating the sub-regional

concept entirely. She reported that the Youth Council Sub-Committees have struggled to create and maintain their membership, without success, except for Chatham County. However, the Chatham County Subcommittee has reorganized itself to include only Youth Council members and has taken on a role of overseeing the subcontractors. This is a complete change of focus from that of the original intent to bring together people interested in youth throughout the local region to talk about local issues and strategize to address them. Ms Landolt reported that she had sent a letter to the Youth Council, saying that the focus of the Chatham group puts an unfair burden on the Chatham County contractors that those in other areas do not have. She added that, if the Youth Council and the WIB want to move in that direction, it would require a full time Youth Planner which would have to come from the youth funding stream and reduce the funds available to the contractors for service delivery. Discussion concluded with agreement that the reorganization of the subcommittees was not prudent and, given their lack of success, may well be disbanded.

ECONOMIC AND WORKFORCE ALIGNMENT: Committee Chair David Atkins was not in attendance The Committee report was presented by Cindy Landolt. There were three policies: Pick-up, Prevocational Services, Payment of Prerequisite Expenses; and the Demand Occupations revisions scheduled for the October CWIB meeting that could not be voted on due to the lack of a quorum. The Committee had reviewed these at the previous meeting. The EWA Committee requested that the Executive Committee pass the revisions on behalf of the CWIB.

**Motion/Recommendation from the Economic and Workforce Alignment Committee
(November 4)**

2nd: Tara Jennings
Vote: Unanimous

The Committee also presented programs from three schools, recommending approval as follows:

Virginia College, Jacksonville – Nursing Program (Associate)

Virginia College, Savannah – Administrative Assistant (Certificate), Culinary Arts (Certificate), Medical Assistant (Associate), Medical Assistant (Certificate), Therapeutic Massage (Associate), Therapeutic Massage (Certificate)

Dominion Healthcare Solutions – Patient Care Technician

Recommendations will go to the CWIB at the next full Board meeting.

Next CWIB Meeting: Tentatively scheduled for 11:00 AM, Friday, December 16, 2011 at Richmond Hill City Center

Next Executive Committee Meeting: Tentatively scheduled for Thursday, January 19, 2011.

ADJOURNMENT: Mr. Corrigan thanked the Committee for their commitment. The meeting was adjourned at 11:34 AM.

FINANCIAL REPORTS

FSR

November 2011

Auxiliary information
on website.

FSR

December 2011

Auxiliary information
on website.

SURVEY RESULTS

December, 2011

No CWIB Meeting held
due to lack of
availability of a quorum

OUTREACH
COMMITTEE

December 2011

Committee did not meet
because the December
2011 CWIB meeting
was cancelled.

**PARTNERSHIP
BUILDING
COMMITTEE**

January 10, 2012

COASTAL WORKFORCE INVESTMENT BOARD PARTNERSHIP BUILDING COMMITTEE

Tuesday, January 10, 2012 10:04 a.m.
Coastal Workforce Services Office
Minutes prepared by Janet Jones

MINUTES

CALL TO ORDER: Chair Joel Martin called the meeting of the Partnership Building Committee to order at 10:04 a.m. with a welcome. It was determined that a quorum was present.

Members Present: Markisha Butler, Mark Corrigan, Joel Martin, and Henry Strickland

Members Attending by Teleconference: Brent Fisher

Members Absent: Reg Hendricks

Staff Present: Janet Jones, Senior Program Specialist; Cindy Landolt, Executive Director; and Sheron Morgan, Assistant Director

Approval of the Minutes: Mr. Martin asked if there were any changes needed for the November 2, 2011 minutes. Mrs. Butler requested an amendment in the minutes to reflect her last name be changed from McCullough to Butler.

A motion was made to accept the minutes with correction noted.

Motion: Mark Corrigan
2nd: Markisha Butler
Vote: Unanimous

Mr. Martin asked the committee if they had reviewed the information provided on the Effingham One-Stop. A brief discussion followed on the Effingham One-Stop activity. Mrs. Landolt stated the current contract with the Georgia Department of Labor provides for an individual to work at the Effingham One-Stop. The process of hiring someone should begin ASAP. This will allow Mrs. Jones to return to her regular duties.

Mr. Martin moved on to the 2012 retreat asking the committee for suggestions based on options presented by Mrs. Jones. The committee agrees that the Westin is centrally located and is the most economical option. A motion was made to host the retreat at The Westin Hotel in Savannah.

Motion: Mark Corrigan
2nd: Markisha Butler
Vote: Unanimous

The selection will be forwarded to the Executive Committee for final approval.

Mr. Martin opened discussion on speakers for the retreat stating that Mrs. Jones made the suggestion to invite the Governor to speak. Mr. Martin suggested the invitation come from Mark Corrigan, Chair of the CWIB. Mr. Strickland suggested contacting Miguel Caraballo, Project Manager of the Georgia Department of Labor. Mrs. Landolt suggested contacting Chris Cumiskey and Chris Clark who recently spoke at the annual meeting and luncheon sponsored by Savannah Economic Development Authority. Mrs. Morgan and Mr. Corrigan both agreed they were very good speakers. Mrs. Butler suggested contacting someone from the Technical Colleges of Georgia, maybe the Deputy Commissioner. Mr. Strickland recommended contacting the Economic Forecasting Center at Georgia State and volunteered to try and locate contact information.

Mr. Martin asked everyone to review the participant surveys. Initial surveys had a 39.56% response, midpoint had a 29.79% and final surveys had a 15.87%. The committee was pleased with the responses and comments. After a brief discussion on the surveys, Mr. Strickland suggested to add a request to the surveys. If disagree was selected, ask the participant to take a moment to explain why they are in disagreement.

Mrs. Jones gave a brief update;

In Bulloch County:

- Attended the Bulloch County Existing Industry Roundtable where employers shared OSHA experiences and information.
- Held the quarterly One-Stop Partners meeting at Georgia Department of Labor (GDOL).
- Working with Larry Bowen at Ogeechee Technical College on the upcoming 2012 Career Fair.

In Effingham County:

- Attended the Eggs and Issues Breakfast, hosted by the Effingham Chamber of Commerce at the Rincon First Baptist Church.

- Continuing to work the Effingham One-Stop on Wednesday and Thursday.

Mrs. Landolt introduced Sheron Morgan as the new CWS Assistant Director.

Mr. Martin reported to the committee he has searched for technical guidance on the revision of the Policy for Funding Special Events and was unable to locate any guidelines. He suggested we seek additional information from the State.

Mrs. Landolt reported no formal information has been sent out referencing funding changes from GDOL to the Governor's Office of Workforce Development. Mrs. Landolt stated for now it is business as usual.

Next Meeting: The next Partnership Building Committee meeting is tentatively scheduled for Tuesday, March 13, 2012.

ADJOURNMENT: There being no further business the meeting was adjourned by Joel Martin at 10:45 AM.

PARTNERSHIP BUILDING COMMITTEE

Participant Survey Results

January 10, 2012

(See auxiliary
documentation on
website)

YOUTH COUNCIL

January 13, 2012

Minutes

Coastal Workforce Investment Board

Youth Council

January 13, 2012

DRAFT MINUTES

Members Present: William Miller, Alfreda Boney, Estelline Beamon, Linda Bright, Vince DelMonte, Curly Green, Tara Jennings, Monifa Johnson, Lewis Persons, Christopher Williams

Members Absent: Deanne Bergen, Larry Day, Shamika Dunbar, Jonathan McCollar, Celenda Perry, Nina Powers, Sara White, Elaine Spencer, D'Wana Walker, Genevieve Wynegar

Contractor Staff: Clintondra Wadley, Chiquitta Blount, Tonya Allen, Barbara Moseley

Staff Present: Marsha Carter, Cindy Landolt

Minutes: The minutes from the July 8 and November 4 meetings were reviewed. No corrections were noted. Due to lack of a quorum, no motion was presented.

What's the 411, 2012 Linda Bright reported that she is organizing this year's event and looks forward to having the WIB and Youth Council as sponsors again this year. The intent is to schedule **What's the 411?** for early May to tie in with whatever opportunities may develop from

President Obama's announcement of funding for summer youth employment opportunities. It was suggested that Bright try to schedule the event in April to gain more lead-in time.

Youth on the Move Alfreda Boney reported on a Youth Employment Conference planned in Glynn County. It will be a two-day event with an over-night stay at the Embassy Suites. Workshops are planned and the second day will conclude with a job fair where potential employers will conduct on-site interviews.

TeenWorks Estelline Beamon announced that DFACS has begun taking applications for the TeenWorks Program which will provide summer work experiences for foster youth.

Contractor Reports: The Contractors presented the attached reports.

CWS Reports: Carter distributed the CWS reports showing the first quarter PY11 performance measures, the expenditure reports through November (Exception: Paxen's report for Camden/Glynn/McIntosh was for the period through October) and the youth enrollment, outcomes and follow-up statistics through December. (Reports Attached). A sample performance report used by another area was distributed and Youth Council members were asked to review and comment on its usefulness. It was agreed that the report presents a lot of information in a condensed format that could be helpful. Cindy Landolt committed to preparing a similar report of Coastal activities for the next Youth Council meeting. Carter reported that she had discussed the Youth Council's concerns from the November meeting about SIP and Paxen expenditure rates. Paxen had submitted a summary explanation of expenditures that were below budget and reported that expenses for a number activities are included in the December report which will bring expenditures to expected levels. She also reported that Demetra Butler, SIP Director, had said that she had reviewed expenditures and projected caseload with staff and they were developing a plan to assure that the increased caseload will not exhaust the funds before the end of the year. Further follow-up will be reported at the March meeting.

Subcommittee Discussion Tara Jennings summarized the issues about the role of the subcommittees and reported on the Executive Committee's discussion as well. Further discussion concluded with a consensus to try having sessions with individual contractors as needed either prior to or after regularly scheduled meetings.

Adjournment: There being no further business, the meeting was adjourned at 11:45. The next meeting will be March 9, 2012.

MMC 01/13/2012

YOUTH COUNCIL

January 13, 2012

Attachments

Provided as auxiliary
information submitted
separately to the
website.

CWIB

December 16, 2011

No meeting held due to
lack of availability of a
quorum.