



**SOUTHERN GEORGIA  
EXECUTIVE COMMITTEE OF THE WORKFORCE DEVELOPMENT BOARD  
June 27, 2023**

**MINUTES**

The Southern Georgia WDB Executive Committee met on Tuesday, June 27, 2023, at 3:00 PM at the Southern Georgia Regional Commission in Waycross, Georgia.

**WDB Members (X denotes attendance)**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Frank Bannamon | <input checked="" type="checkbox"/> Keith Bryant   | <input checked="" type="checkbox"/> Jennifer Gainey |
| <input checked="" type="checkbox"/> Melvin Johnson | <input checked="" type="checkbox"/> April McDuffie | <input checked="" type="checkbox"/> Sean Panizzi    |
| <input type="checkbox"/> Darlene Tait              | <input type="checkbox"/> Jamon Williams            |   |

**Staff Members (X denotes attendance)**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Nancy James | <input checked="" type="checkbox"/> Roberta Lovett |
|---|--|

**Guests Present**

None

**Call to Order and Welcome**

Chairman Keith Bryant called the meeting to order and welcomed all in attendance.

**Review of Attendance**

Chairman Bryant asked Roberta for the review of attendance. Roberta stated that a quorum of the WDB Executive Committee was present.

**Approval of Minutes of the May 17, 2023 WDB Meeting**

Chairman Bryant referred members to the meeting minutes of May 17, 2023 (copy attached and made a part of these minutes). Chairman Bryant asked if there were any questions or corrections to the minutes. With no questions or corrections, he requested a motion to approve the minutes as presented. Frank Bannamon made a motion to approve with a second from April McDuffie. The motion carried.

**PY22 Financial Budget and Expenditures Report**

Roberta directed everyone to the "PY22 Budget and Expenditure Report" (copy attached and made a part of these minutes). She reviewed the revenue and expenditures by funding stream. Roberta stated that all funding would carry over to the new program year. After the review, Chairman Bryant asked if there were any questions. With no questions asked, Chairman Bryant requested a motion to approve the report. Jennifer Gainey made a motion to approve with a second from Sean Panizzi. The motion carried.

**PY23 Proposed Budget**

Roberta referred the members to the handout "PY23 Proposed Budget" (copy attached and made a part of these minutes). Roberta gave an overall review of the funding that was allocated at the May 17, 2023 WDB meeting. She further detailed each funding stream and the amount allocated for each provider.

Roberta explained that funds were very limited and these limitations forced the local area to make some very difficult cuts in programming. Roberta stated that an additional funding request (AFR) had been submitted to OWD for youth funding. Part of this request includes funding for the WGTC GED program that was not funded this year. Roberta also stated that WDB staff were looking at every area in order to decrease costs. She reminded members that the local area was awarded the Quest Grant as well as the Sector Partnership grant for PY23. Both grants will pay a substantial portion of staff salary (Savannah Bennet and Amy Jones). At the conclusion of her report, Roberta asked if there were any questions. With no questions, Chairman Bryant requested a motion to approve the Proposed Budget. Frank Bannamon made a motion to approve with a second from Jennifer Gainey. The motion carried.

### **Partner MOU & IFA PY23 – PY25**

Roberta referred the members to the handout “PY23-PY25 Partner MOU and IFA” (copy attached a made a part of these minutes). Roberta refreshed the members on what the MOU and IFA was and how often it was updated. She reviewed with the members the comprehensive and affiliate sites, the required partners and the operating budgets for each GDOL site. Roberta explained that the MOU would cover three (3) program years; however, the IFA would be revised each year. Chair Bryant opened the floor for questions and/or discussion. With none, he asked for a motion to approve the PY23-PY25 MOU and IFA. April McDuffie made a motion to approve with a second from Sean Panizzi. The motion carried.

### **One-Stop Comprehensive & Affiliate Site Certification**

Roberta referred members to the handout “One Stop Certification PY23-PY25 (copy attached a made a part of these minutes). Roberta refreshed the members regarding how often the certification must take place as well as reminded them of their approval last program year of the updated guidelines from OWD. She reviewed the sites that were certified as well as explained the process of the on-site visits for the certification. A question was asked regarding E.T.C. Schools and Eckerd Connects Paxen being “outside” of the Career Centers. Roberta explained that during COVID both providers had to find alternative locations due to the centers being closed for an extended period of time. E.T.C. Schools found a location close to the Career Center in Waycross and will continue to see participants at that location. Eckerd chose to move back to the Career Center in Valdosta once the center opened back up for customers. With no further questions, Chairman Bryant called for a motion to approve the One Stop and Affiliate Site Certifications. Sean Panizzi made a motion to approve with a second from Jennifer Gainey.

### **Next WDB Meeting**

Roberta referred the members to the PY23 Proposed Meeting Schedule. After review, Chair Bryant asked the members for a motion and second to approve the meeting schedule. Sean Panizzi made a motion to approve with a second from April McDuffie. The motion carried.

### **Adjourn**

Chairman Bryant thanked the Executive Committee for their attendance and reminded them of the next meeting on August 16, 2023. He adjourned the meeting at approximately 3:45 PM.

Respectfully Submitted,

*Nancy James*

Workforce Development Board Staff  
Southern Georgia Regional Commission

**Southern Georgia Workforce Development Area #18**  
**Program Year 2022**  
**Budget & Expenditures Report - as of April 30, 2023 - 82%**

**Adults**

Provider	Service	PY22/FY23 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
<b>Funds Available</b>		<b>2,280,032</b>	-	996,951	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	612,944	494,059.52	118,884	81%
Wiregrass Georgia TC	ITA Case Mgmt/Support	628,852	462,584.72	166,267	74%
On-the-Job Training	Business Services	25,000	-	25,000	0%
GDOL	One Stop Operator/Coordinator	42,119	29,296.05	12,823	70%
SGRC	Administration & Program	497,932	297,140.76	200,791	60%
<b>Total Budgeted</b>		<b>1,806,847</b>	1,283,081.05	523,766	71%
% Budgeted		79%			
<b>Not Yet Budgeted</b>		473,185			

*\*Includes transfer of 75% from DW.*

**Dislocated Workers**

Provider	Service	PY22/FY23 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
<b>Funds Available</b>		<b>341,070</b>	-	288,957	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	75,470	10,094.31	65,376	13%
Wiregrass Georgia TC	ITA Case Mgmt/Support	64,924	23,179.48	41,745	36%
GDOL	One Stop Operator/Coordinator	1,276	716.42	560	56%
SGRC	Administration & Program	24,384	18,122.61	6,261	74%
<b>Total Budgeted</b>		<b>166,054</b>	52,112.82	113,941	31%
% Budgeted		49%			
<b>Not Yet Budgeted</b>		175,016			

*\*Includes transfer of 75% to Adult.*

**Dislocated Worker Emergency Grant (COVID)**

Provider	Service	PY22/FY23 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
<b>Funds Available</b>		<b>834,604</b>	-	179,367	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	129,723	114,188.93	15,534	88%
Wiregrass Georgia TC	ITA Case Mgmt/Support	140,770	110,471.21	30,299	78%
Eckerd Connects Paxen	Disaster Relief Temporary Employment	552,787	402,084.83	150,702	73%
On-the-Job Training	Business Services	10,000	-	10,000	0%
SGRC	Administration & Program	42,048	28,492.80	13,555	68%
<b>Total Budgeted</b>		<b>875,328</b>	655,237.77	220,090	75%
% Budgeted		105%			
<b>Over Budgeted</b>		(40,723)			

**Youth**

Provider	Service	PY22/FY23 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
<b>Funds Available</b>		<b>1,372,987</b>	-	581,082	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	65,815	28,539.05	37,276	43%
Wiregrass Georgia TC	ITA Case Mgmt/Support	38,424	32,910.75	5,513	86%
ETC Schools, Inc.	GED Case Mgmt/Support	294,706	200,375.36	94,331	68%
Wiregrass Georgia TC	GED Test Prep	143,228	126,219.67	17,008	88%
Eckerd Connects Paxen	Comprehensive Youth	371,901	222,648.78	149,252	60%
Georgia Department of Labor	One Stop Operator/Coordinator	20,421	15,000.17	5,421	73%
SGRC	Administration & Program	251,255	166,211.10	85,044	66%
<b>Total Budgeted</b>		<b>1,185,750</b>	791,904.88	393,845	67%
% Budgeted		86%			
<b>Not Yet Budgeted</b>		187,237			

**Southern Georgia Workforce Development Area #18**  
**Program Year 2022**  
**Budget & Expenditures Report - as of April 30, 2023 - 82%**

**Other**

Provider	Service	PY22/FY23 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
<b>Funds Available</b>		<b>166,420</b>	-	166,420	0%
SGRC	Sector Strategy Partnership PY21 (CF)	29,805	29,805.31	(0)	100%
SGRC	Sector Strategy Partnership PY21/PY22	136,615	66,841.92	69,773	49%
SGRC	DW Rapid Response	75,000	1,635.57	73,364	2%
<b>Total Budgeted</b>		<b>241,420</b>	98,282.80	143,137	41%
% Budgeted		145%			
		(75,000)			

**Southern Georgia Workforce Development Area #18**  
**Program Year 2023 (FY24) Proposed Budget**

<b>Adults</b>				<b>Actual Expenditures</b>		
Provider	Service	PY23/FY24 Proposed Budget	PY22 Budget		PY21 Actual	PY20 Actual
<b>Funds Available*</b>		<b>2,313,667</b>	<b>2,280,032</b>		<b>2,129,191</b>	<b>2,683,980</b>
ETC Schools, Inc.	ITA Case Mgmt/Support	670,763	612,944		434,076	551,847
Wiregrass Georgia TC	ITA Case Mgmt/Support	705,039	628,852		498,122	614,416
On-the-Job Training	Business Services	-	25,000		-	50,523
Georgia Department of Labor	One Stop Operator/Coordinator	40,950	42,119		36,531	51,288
SGRC	Administration & Program	358,686	497,932		413,629	401,979
<b>Total Budgeted</b>		<b>1,775,438</b>	<b>1,806,847</b>		<b>1,382,358</b>	<b>1,670,054</b>
		% Budgeted	<b>77%</b>			
		Planned CF	538,229			

*\*Includes transfer of 75% from DW.*

<b>Dislocated Workers</b>				<b>Actual Expenditures</b>		
Provider	Service	PY23/FY24 Proposed Budget	PY22 Budget		PY21 Actual	PY20 Actual
<b>Funds Available</b>		<b>319,174</b>	<b>341,070</b>		<b>98,957</b>	<b>262,262</b>
ETC Schools, Inc.	ITA Case Mgmt/Support	93,595	75,470		12,065	22,203
Wiregrass Georgia TC	ITA Case Mgmt/Support	98,378	64,924		13,108	21,582
Georgia Department of Labor	One Stop Operator/Coordinator	5,850	1,276		916	1,630
SGRC	Administration & Program	49,660	24,384		22,462	21,662
<b>Total Budgeted</b>		<b>247,483</b>	<b>166,054</b>		<b>48,551</b>	<b>67,078</b>
		% Budgeted	<b>78%</b>			
		Planned CF	71,691			

*\*Includes transfer of 75% to Adult.*

**Southern Georgia Workforce Development Area #18**  
**Program Year 2023 (FY24) Proposed Budget**

Youth				Actual Expenditures	
Provider	Service	PY23/FY24 Proposed Budget	PY22 Budget	PY21 Actual	PY20 Actual
<b>Funds Available</b>		<b>960,374</b>	<b>1,372,987</b>	<b>1,299,683</b>	<b>1,541,981</b>
ETC Schools, Inc.	ITA Case Mgmt/Support	15,599	65,815	39,074	45,984
Wiregrass Georgia TC	ITA Case Mgmt/Support	16,396	38,424	27,734	19,507
ETC Schools, Inc.	GED Case Mgmt/Support	295,000	294,706	183,407	193,210
Wiregrass Georgia TC	GED Test Prep	-	143,228	125,006	214,426
Eckerd Connects Paxen	Comprehensive Youth	315,000	371,901	164,524	214,918
Georgia Department of Labor	One Stop Operator/Coordinator	18,200	20,421	17,512	24,169
SGRC	Administration & Program	151,175	251,255	219,564	170,013
<b>Total Budgeted</b>		<b>811,370</b>	<b>1,185,750</b>	<b>776,821</b>	<b>882,228</b>
		% Budgeted	<b>84%</b> <i>Over Budget - Target is 80%</i>		
		Planned CF	149,004		

**Rapid Reponse**

Provider	Service	PY23/FY24 Proposed Budget	PY22 Budget
<b>Funds Available</b>		<b>72,972</b>	<b>75,000</b>
SGRC	Administration & Program	42,116	42,048
<b>Total Budgeted</b>		<b>42,116</b>	<b>42,048</b>
		% Budgeted	58%
		Not Yet Budgeted	30,856

**Southern Georgia Workforce Development Area #18**  
**Program Year 2023 (FY24) Proposed Budget**

**Sector Partnership Grant**

				<b>Actual Expenditures</b>	
Provider	Service	PY23/FY24	PY22	PY21	PY20
		<b>Proposed Budget</b>	<b>Budget</b>	Actual	Actual
<b>Funds Available</b>		<b>161,650</b>	<b>166,420</b>	<b>188,460</b>	<b>73,368</b>
SGRC	HDCI/Sector Strategy Partnership	146,650	166,420	163,014	73,368
Other <i>(Filming, DEI Training, etc.)</i>	HDCI/Sector Strategy Partnership	15,000	75,000	-	-
<b>Total Budgeted</b>		<b>161,650</b>	<b>241,420</b>	<b>163,014</b>	<b>73,368</b>
		% Budgeted	100%		
		Not Yet Budgeted	-		

**Quest Grant (15 Month Grant)**

Provider	Service	PY23/FY24 Proposed Budget
<b>Funds Available</b>		<b>599,472</b>
SGRC	Quest Grant	133,347
Other <i>(OJT, Enay Life Skills, ITA, Support Services, etc)</i>		466,125
<b>Total Budgeted</b>		<b>599,472</b>
		% Budgeted
		100%
		Not Yet Budgeted
		-



**PY23-PY25**  
**Partner MOU and IFA**

## **Southern Georgia Area 18/Region 11 Comprehensive One-Stop**

### **Comprehensive One Stop**

Georgia Department of Labor  
221 South Ashley Street  
Valdosta, Georgia 31601  
(229) 333-5211

### **Required Partners/Programs Co-Located at the One-Stop**

1. Job Corps
2. Jobs for Veterans State Grant Programs (WorkSource Georgia ES)
3. Migrant & Seasonal Farmworker Programs (Telamon & WorkSource Georgia ES)
4. Programs Authorized Under State Unemployment & Compensation Law (GDOL)
5. Trade Adjustment Assistance Programs Authorized Under Title II of the Trade Act (GDOL)
6. Vocational Rehabilitation Program (GVRA)
7. Wagner-Peyser Act Programs (WorkSource Georgia ES)
8. WIOA Title II Adult Education & Literacy Programs (TCSG)

### **Required Partners/Programs Electronically Co-Located**

1. Carl D. Perkins/Technical Education (Southern Regional TC & Wiregrass Georgia TC)
2. Title V Older Americans Act Senior Community Service Employment SCSEP (Legacy Link)
3. WIOA Title I Adult, DW and Youth Services (WorkSource Southern Georgia)

### **Required Partners – Programs Not Offered in Area**

1. Community Service Block Grant Employment & Training Programs (CSBG)
2. Dept. of Housing and Urban Development Employment & Training Activities
3. Native American Programs
4. Programs Authorized Under Sec. 212 of the Second Chance Act
5. Youth Build

# Southern Georgia Area 18/Region 11 Affiliate Site Listing

**The following are affiliate site(s):**

1. Georgia Department of Labor – Douglas Office  
70 Lockwood Drive  
Douglas, GA 31533
2. Georgia Department of Labor – Tifton Office  
820 Love Ave C.  
Tifton, GA 31794
3. Georgia Department of Labor – Waycross Office  
600 Plant Ave  
Waycross, GA 31501
4. Wiregrass Georgia Technical College – Ben Hill-Irwin Campus  
667 Perry House Road  
Fitzgerald, GA 31750
5. Wiregrass Georgia Technical College – Coffee Campus  
706 West Baker Highway  
Douglas, GA 31533
6. Wiregrass Georgia Technical College – Valdosta Campus  
4089 Val Tech Road  
Valdosta, GA 31602
7. E.T.C. Schools, Inc. - Waycross  
636 Plant Ave  
Waycross, GA 31501

# Local Service Delivery Guidelines Roster

- 1 Keith Bryant (Chair)**  
**Clinch Memorial Hospital**  
1050 Valdosta Highway  
Homerville, GA 31634  
*Convener/Business Representative*

Title: Human Resource Director  
Work: (912) 470-2411  
Mobile: (912) 281-8145  
Email: [kbryant@clinchmh.org](mailto:kbryant@clinchmh.org)
- 2 Roberta Lovett**  
**Southern Georgia Regional Commission**  
1725 South Georgia Parkway West  
Waycross, GA 31503  
**Convener**  
*WIOA Title I-B Adult, DW & Youth*

Title: Deputy Executive Director of Human Svcs  
Work: (912) 285-6097  
Mobile: (912) 592-3689  
Email: [rllovet@sgrc.us](mailto:rllovet@sgrc.us)  
Signature: Lisa Cribb, Executive Director
- 3 Kelly Peacock**  
**Wiregrass Georgia Technical College**  
706 W. Baker Highway  
Douglas, GA 31533  
*Adult Education & Literacy Title II*

Title: Dean of Adult Education  
Work: (229) 468-2078  
Mobile:  
Email: [kelly.peacock@wiregrass.edu](mailto:kelly.peacock@wiregrass.edu)  
Signature: DeAnnia Clements, President
- 4 Julie O'Connor**  
**Georgia Vocational Rehabilitation Agency**  
200 Piedmont Ave SE West Tower 13th Floor  
Atlanta, GA 30334  
*Vocational Rehabilitation Programs*

Title: Assistant Director of Program Support  
Work:  
Mobile: (404) 780-6647  
Email: [Julie.Oconnor@gvs.ga.gov](mailto:Julie.Oconnor@gvs.ga.gov)  
Signature: Christopher Wells, Executive Director
- 5 Gail Long**  
**Georgia Department of Labor**  
*State Unemployment & Compensation (UI) & Trade Act Assistance*

Title: Assistant Director Regional Operations  
Work: (770) 838-2642  
Mobile:  
Email: [Gail.Long@gdol.ga.gov](mailto:Gail.Long@gdol.ga.gov)  
Signature: Christina Smith, Chief of Staff
- 6 Myrtice Edwards**  
**Telamon Corporation**  
1402 W. Baker Highway, Suite C  
Douglas, GA 31533  
*Migrant & Seasonal Farmworker Programs*

Title: Program Coordinator  
Work: (912) 381-4299  
Mobile:  
Email: [medwards@telamon.org](mailto:medwards@telamon.org)  
Signature: Susan Oney, VP of Workforce & Career Svcs
- 7 Melissa Armstrong**  
**Legacy Link**  
PO Box 1480  
Oakwood, GA 30566  
*Senior Community Service Employment Program*

Title: CEO/AAA Director  
Work: 770-538-2650  
Mobile: (706) 889-6526  
Email: [mlarmstrong@legacylink.org](mailto:mlarmstrong@legacylink.org)  
Signature: Melissa Armstrong, CEO
- 8 Shannon McConico**  
**Wiregrass Georgia Technical College**  
4089 Val Tech Road  
Valdosta, GA 31602  
*Carl D. Perkins/Technical Education*

Title: Vice President of Enrollment Management  
Work: (229) 333-2110  
Mobile: (229) 412-4488  
Email: [shannon.mcconico@wiregrass.edu](mailto:shannon.mcconico@wiregrass.edu)  
Signature: Deannia Clements, President

# Local Service Delivery Guidelines Roster

9 Leigh Wallace  
**Southern Regional Technical College**  
15689 US Highway 19 North  
Thomasville, GA 31792  
*Carl D. Perkins/Technical Education*

Title: Executive VP & VP of Student Affairs  
Work: (229) 217-4143  
Mobile:  
Email: [lwallace@southernregional.edu](mailto:lwallace@southernregional.edu)  
Signature: Jim Glass, President

10 Robin Cone & Sharon Warren  
**WorkSource Georgia ES**

*Jobs for Veterans State Grant Programs*  
*Migrant & Seasonal Farmworker Programs*  
*Wagner-Peyser Act Programs*

Title:  
Work:  
Email: [swarren@tcsge.edu](mailto:swarren@tcsge.edu)  
Email: [rcone@tcsge.edu](mailto:rcone@tcsge.edu)  
Signature:

11 **Job Corps**

*Job Corps*

Title:  
Work:  
Mobile:  
Email:  
Signature:

## Programs Not Present:

YouthBuild  
Native American Programs  
Community Services Block Grant - Employment and Training Activities  
Department of Housing and Urban Development - Employment and Training Activities  
Second Chance Act Programs

Valdosta Comprehensive One Stop						
	PY21		PY22		PY23	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Cubicle	\$ 146.68	\$ 1,760.14	\$ 1,760.14	\$ 1,760.14	\$ 146.68	\$ 1,760.14
Office	\$ 275.02	\$ 3,300.26	\$ 3,300.26	\$ 3,300.26	\$ 275.02	\$ 3,300.26

Douglas Affiliate One Stop						
	PY21		PY22		PY23	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Cubicle	\$ 146.68	\$ 1,760.14	\$ 146.68	\$ 1,760.14	\$ 248.94	\$ 2,987.24
Office	\$ 275.02	\$ 3,300.26	\$ 275.02	\$ 3,300.26	\$ 466.76	\$ 5,601.07

Tifton Affiliate One Stop						
	PY21		PY22		PY23	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Cubicle	\$ 214.71	\$ 2,576.51	\$ 214.71	\$ 2,576.51	\$ 156.79	\$ 1,881.50
Office	\$ 402.58	\$ 4,830.95	\$ 402.58	\$ 4,830.95	\$ 293.99	\$ 3,527.82

Waycross Affiliate One Stop						
	PY21		PY22		PY23	
	Monthly	Annual	Monthly	Annual	Monthly	Annual
Cubicle	\$ 156.79	\$ 1,881.50	\$ 156.79	\$ 1,881.50	\$ 150.30	\$ 1,803.61
Office	\$ 293.99	\$ 3,527.82	\$ 293.99	\$ 3,527.82	\$ 281.81	\$ 3,381.77

**Attachment B: One-Stop Operating Budget**

*Program Year 2023 (July 1, 2023 - June 30, 2024)*

**One Stop Operating Budget**

	<b>Comprehensive Valdosta</b>	<b>Affiliate Douglas</b>	<b>Affiliate Tifton</b>	<b>Affiliate Waycross</b>
<b>Facilities Cost</b>				
Lease Cost	\$ 469,157.04	\$ 292,128.96	\$ 145,880.76	\$ 140,970.72
Facility Maintenance	\$ 2,153.52	\$ 804.00	\$ 6,093.36	\$ 6,142.00
Property and Casualty Insurance	\$ 425.64	\$ 237.82	\$ 138.55	\$ 104.09
Security Service	\$ 66,000.00	\$ 30,622.00	\$ 31,066.56	\$ 30,430.40
Cleaning Services	\$ -	\$ 11,880.00	\$ 10,890.00	\$ 23,160.00
Utilities	\$ -	\$ 22,380.54	\$ 21,615.11	\$ 21,873.56
<b>Total Facilities Cost</b>	<b>\$ 537,736.20</b>	<b>\$ 358,053.32</b>	<b>\$ 215,684.34</b>	<b>\$ 222,680.77</b>
<b>Technology Costs</b>				
Telecommunications and Internet	\$ 46,859.34	\$ 38,351.08	\$ 13,748.00	\$ 33,505.06
Equipment and Technology Costs	\$ -			
Assistive Technology	\$ -			
<b>Total Technology Cost</b>	<b>\$ 46,859.34</b>	<b>\$ 38,351.08</b>	<b>\$ 13,748.00</b>	<b>\$ 33,505.06</b>
<b>Total, Infrastructure Costs</b>	<b>\$ 584,595.54</b>	<b>\$ 396,404.40</b>	<b>\$ 229,432.34</b>	<b>\$ 256,185.83</b>
<b>Other Shared Costs</b>				
DOL Services Specialist (Resource Room)6	\$ 55,254.40			
DOL Services Specialist Assistant (Front Desk)	\$ 50,318.90			
<b>Total Other Shared Costs</b>	<b>\$ 105,573.30</b>			
<b>Total Costs</b>	<b>\$ 690,168.84</b>			

**Attachment C: Other Shared Costs**

*Program Year 2023 (July 1, 2023 - June 30, 2024)*

#	Salaries	Salary/HR	% of Time	Weeks/Hrs	Total	Program
1	DOL Services Specialist	\$ 15.47	100%	2,080	\$ 32,177.60	\$ 32,177.60
	Job Code SSP090, PG F					
1	<b>Total # of Staff</b>	<b>Total Staff Salary and Wages</b>			<b>\$ 32,177.60</b>	<b>\$ 32,177.60</b>
1	<b>Staff Fringe Benefits (Total)</b>				<b>Total</b>	<b>Program</b>
	F.I.C.A.	7.65%	x		\$ 32,177.60	\$ 2,461.59
	Worker's Comp/UI	\$ 1,104.00	x		1	\$ 1,104.00
	Health/Welfare	29.45%	x		\$ 32,177.60	\$ 9,476.30
	Retirement/Pension	31.01%	x		\$ 32,177.60	\$ 9,978.27
	Other: Merit Assessment	0.176%	x		\$ 32,177.60	\$ 56.63
					<b>Total Staff Fringe Benefits</b>	<b>\$ 23,076.80</b>
	Explanation: The equivalent of .5 full-time SS works the resource room.				<b>Total Salaries/Fringe</b>	<b>\$ 55,254.40</b>

#	Salaries	Salary/HR	% of Time	Weeks/Hrs	Total	Program
1	DOL Services Specialist Assistant	\$ 14.06	100%	2080	\$ 29,244.80	\$ 29,244.80
	Job Code SST051, PG E					
1	<b>Total # of Staff</b>	<b>Total Staff Salary and Wages</b>			<b>\$ 29,244.80</b>	<b>\$ 29,244.80</b>
1	<b>Staff Fringe Benefits (Total)</b>				<b>Total</b>	<b>Program</b>
	F.I.C.A.	7.65%	x		\$29,245	\$ 2,237.23
	Worker's Comp/UI	\$ 1,104.00	x		1	\$ 1,104.00
	Health/Welfare	29.45%	x		\$29,245	\$ 8,612.59
	Retirement/Pension	31.01%	x		\$29,245	\$ 9,068.81
	Other: Merit Assessment	0.176%	x		\$29,245	\$ 51.47
					<b>Total Staff Fringe Benefits</b>	<b>\$ 21,074.10</b>
	Explanation: The equivalent of 1.1 full-time SA works the front desk.				<b>Total Salaries/Fringe</b>	<b>\$ 50,318.90</b>

<b>Other Shared Cost Total:</b>						<b>\$ 105,573.30</b>
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**Attachment D: Cost Allocation Details**

*Program Year 2023 (July 1, 2023 - June 30, 2024)*

**Cost Allocation - Infrastructure Costs**

	<b>Comprehensive Valdosta</b>	<b>Affiliate Douglas</b>	<b>Affiliate Tifton</b>	<b>Affiliate Waycross</b>
<b>Facilities Cost</b>				
Lease Cost	\$ 469,157.04	\$ 292,128.96	\$ 145,880.76	\$ 140,970.72
Facility Maintenance	\$ 2,153.52	\$ 804.00	\$ 6,093.36	\$ 6,142.00
Property and Casualty Insurance	\$ 425.64	\$ 237.82	\$ 138.55	\$ 104.09
Security Service	\$ 66,000.00	\$ 30,622.00	\$ 31,066.56	\$ 30,430.40
Cleaning Services	\$ -	\$ 11,880.00	\$ 10,890.00	\$ 23,160.00
Utilities	\$ -	\$ 22,380.54	\$ 21,615.11	\$ 21,873.56
<b>Technology Costs</b>				
Telecommunications and Internet	\$ 46,859.34	\$ 38,351.08	\$ 13,748.00	\$ 33,505.06
Equipment and Technology Costs	\$ -	\$ -	\$ -	\$ -
Assistive Technology	\$ -	\$ -	\$ -	\$ -
<b>Total, Infrastructure Costs</b>	<b>\$ 584,595.54</b>	<b>\$ 396,404.40</b>	<b>\$ 229,432.34</b>	<b>\$ 256,185.83</b>
<b>Total Square Footage</b>	<b>36,089</b>	<b>14,419</b>	<b>13,250</b>	<b>15,434</b>
<b>\$\$/Square Footage</b>	<b>\$ 16.20</b>	<b>\$ 27.49</b>	<b>\$ 17.32</b>	<b>\$ 16.60</b>
30% Circ.	\$ 4.86	\$ 8.25	\$ 5.19	\$ 4.98
AS&T Indirect 30.60%	\$ 6.44	\$ 10.94	\$ 6.89	\$ 6.60
Full Sq. Ft.	\$ 27.50	\$ 46.68	\$ 29.40	\$ 28.18
Cubicle Cost - Annual (64 Sq. Ft.)	\$ 1,760.14	\$ 2,987.24	\$ 1,881.50	\$ 1,803.61
Cubicle Cost - Monthly	\$ 146.68	\$ 248.94	\$ 156.79	\$ 150.30
Office Cost - Annual (120 Sq. Ft.)	\$ 3,300.26	\$ 5,601.07	\$ 3,527.82	\$ 3,381.77
Office Cost - Monthly	\$ 275.02	\$ 466.76	\$ 293.99	\$ 281.81

# One-Stop Certification PY2023 – PY2025

**Based upon the criteria as outlined in the One-Stop Certification Tools, the following centers are recommended for certification:**

## **Comprehensive One-Stop**

- Georgia Department of Labor, Valdosta Career Center

## **Affiliate One-Stop**

- Georgia Department of Labor, Douglas Affiliate Site
- Georgia Department of Labor, Tifton Affiliate Site
- Georgia Department of Labor, Waycross Affiliate Site
  
- TCSG Wiregrass Georgia Technical College, Ben Hill Affiliate Site
- TCSG Wiregrass Georgia Technical College, Coffee Affiliate Site
- TCSG Wiregrass Georgia Technical College, Valdosta Affiliate Site
  
- E.T.C. Schools, Inc., Waycross Affiliate Site

# Definitions

**Comprehensive One-Stop Center** – is a physical location where job seeker and employer customers can access the programs, services, and activities of all required one-stop partners. A comprehensive one-stop center must have at least one Title I staff person physically present.

The comprehensive one-stop center must provide:

1. Career services, as described in §678.430;
2. Access to training services described in §680.200 of this chapter;
3. Access to any employment and training activities carried out under sec. 134(d) of WIOA;
4. Access to programs and activities carried out by one-stop partners listed in §678.400 through §678.410, including the Employment Service program authorized under the Wagner Peyser Act, as amended by WIOA Title III (Wagner-Peyser Act Employment Service Program); and
5. Workforce and labor market information.

Customers must have access to these programs, services, and activities during regular business days at a comprehensive one-stop center. The Local Workforce Development Board (LWDB) may establish other service hours outside of normal business hours to accommodate the schedules of individuals who work on regular business days. The State Workforce Development Board will evaluate operational hours as part of the evaluation of effectiveness in the one-stop certification process described in §678.800(b).

The site must be physically and programmatically accessible to individuals with disabilities, as described in 29 C.F.R. part 38 and the regulations implementing WIOA Sec. 188.

## **Affiliate One-Stop Center**

An affiliate one-stop center, is a site that provides access to the job seeker and employer customers to one or more of the one-stop partners' programs, services, and activities. An affiliate site does not need to provide access to every required one-stop partner program. The frequency of program staff's physical presence in the affiliate site will be determined at the local level.

If Wagner-Peyser Act employment services are provided at an affiliate site, there must be at least one or more other partners in the affiliate site with a physical presence of combined staff more than 50% of the time the center is open. Additionally, the other partner must not be the partner administering local veterans' reemployment representatives, disable veterans' outreach representatives, disabled veterans' outreach program specialties, or unemployment compensation programs.

The site must be physically and programmatically accessible to individuals with disabilities, as described in 29 C.F.R. part 38 and the regulations implementing WIOA Sec. 188.

## **Technical College Campus Site**

Some LWDAs provide WIOA Title I-funded career services at local technical college campuses. These services are typically provided by contractors, subrecipients, or LWDA programmatic staff. Since these sites "make available to job seeker and employer customers one or more of the one-stop partner's program, services and activities," they meet the definition of an affiliate site. Therefore, if the career services are provided out of office space that is rented or leased by a contractor or local WIOA Title I service provider for the sole purpose of providing WIOA Title I services, the location would be considered an affiliate site.

If the site is only providing Adult Education and Carl Perkins activities, OWD has determined the location does not constitute an affiliate site. Perkins's dollars fund instruction, but no direct services to participants or other partner programs or case management is offered. However, if Adult, Dislocated Worker, and Youth, or other partner program activities are also offered at that location, it constitutes an affiliate and must be certified as such.

### **Specialized Site**

The One-Stop system may have additional sites outside of comprehensive and affiliate sites, which includes the designation of “specialized sites” to address specific needs, such as Dislocated Workers, Youth, Veterans, key industry sectors or clusters. Per §678.320, a specialized site is similar to an affiliate in that it does not need to provide access to every required partner, but should be knowledgeable about and able to make referrals as needed.

A location constitutes a specialized site if:

- Is a stand-alone partner program office (e.g., GVRA);
- Is time-limited (i.e., In response to a regional lay-off event, WARN event); OR
- Includes only WIOA Title I program (i.e., Veteran or Youth only site) and no other partner program(s).

If a technical college site is deemed an affiliate and needs a cost sharing structure, the LWDB should use their own discretion when determining what is the “site” (i.e., if only sharing room, single building, single office, the affiliate does not need to be the entire campus).

## Workforce Development Board Meeting Schedule Program Year 2023

<u>Date</u>	<u>Day</u>	<u>Time</u>
August 16, 2023	Wednesday	11:00 am – 12:00 pm
November 15, 2023	Wednesday	11:00 am – 12:00 pm
February 20, 2024	Tuesday	11:00 am – 12:00 pm
May 15, 2024	Wednesday	11:00 am – 12:00 pm
June 12, 2024	Wednesday	11:00 am – 12:00 pm

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