



**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING
June 15, 2022**

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, June 15, 2022, at 11:00 am at the Southern Georgia Regional Commission in Waycross, Georgia.

WDB Members (X denotes attendance)

- | | | |
|--|--|---|
| <input type="checkbox"/> Frank Bannamon | <input checked="" type="checkbox"/> Keith Bryant | <input type="checkbox"/> Sandra Cole |
| <input checked="" type="checkbox"/> Melissa Dark | <input checked="" type="checkbox"/> Elton Dixon | <input checked="" type="checkbox"/> Myrtice Edwards |
| <input checked="" type="checkbox"/> Kevin Ellis | <input checked="" type="checkbox"/> Katrena Felder | <input checked="" type="checkbox"/> Jennifer Gainey |
| <input checked="" type="checkbox"/> Jennifer Gillard | <input type="checkbox"/> Sarah Gove | <input type="checkbox"/> Jonathan Gray |
| <input type="checkbox"/> Curtis Griffin | <input checked="" type="checkbox"/> Melvin Johnson | <input type="checkbox"/> Merrill Kemp-Wilcox |
| <input checked="" type="checkbox"/> Shannon McConico | <input checked="" type="checkbox"/> William Palmer | <input checked="" type="checkbox"/> Sean Panizzi |
| <input type="checkbox"/> Lisa Smart | <input checked="" type="checkbox"/> Darlene Tait | <input type="checkbox"/> Courtney Taylor |
| <input checked="" type="checkbox"/> Paige Taylor | <input type="checkbox"/> Leigh Wallace | <input checked="" type="checkbox"/> Jamon Williams |

Youth Committee (X denotes attendance)

- | | |
|---|--|
| <input type="checkbox"/> Frank Bannamon | <input checked="" type="checkbox"/> Rev. Gerald Copeland |
| <input checked="" type="checkbox"/> Adrienne Dixon | <input checked="" type="checkbox"/> Katrena Felder <i>(listed above)</i> |
| <input checked="" type="checkbox"/> Jennifer Gainey <i>(listed above)</i> | <input type="checkbox"/> Shannon McConico <i>(listed above)</i> |
| <input checked="" type="checkbox"/> Kelly Peacock | <input type="checkbox"/> Leigh Wallace <i>(listed above)</i> |

Local Chief Elected Officials (X denotes attendance)

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Mayor Henry Baker | <input checked="" type="checkbox"/> Chairman Neal Bennett | <input type="checkbox"/> Chairman AJ Dover |
| <input type="checkbox"/> Chair Scott Carver | <input type="checkbox"/> Chairman James Everett | <input type="checkbox"/> Chairman Skipper Harris |
| <input type="checkbox"/> Mayor Michael-Angelo James | <input type="checkbox"/> Mayor Robert Johnson | <input type="checkbox"/> Chairman Alex Lee |
| <input type="checkbox"/> Mayor Scott Matheson | <input type="checkbox"/> Chairman Kaye Riley | <input type="checkbox"/> Mayor Julie Smith |
| <input type="checkbox"/> Chairman Bobby Walker | <input type="checkbox"/> Chairman Dana Whiddon | <input type="checkbox"/> Chairman Steve Taylor |

Staff Members (X denotes attendance)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Cathy Daniels | <input checked="" type="checkbox"/> Evi Estep | <input checked="" type="checkbox"/> Bonnie Howard |
| <input checked="" type="checkbox"/> Amy Jones | <input checked="" type="checkbox"/> Felices King | <input checked="" type="checkbox"/> Roberta Lovett |
| <input checked="" type="checkbox"/> Savannah McClellan | <input type="checkbox"/> Pam Popham | <input type="checkbox"/> Kearington Moore |

Guests Present

Kneleta Bert	Tonia Hendricks	Kimberly Hobbs
Mary Walker	Dan Walker	

Call to Order and Welcome

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

Review of Attendance

Roberta Lovett announced that a quorum of the Workforce Development Board was present. Chair Bryant requested attendees to introduce themselves. After introduction, Chair Bryant recognized new WDB member Paige Taylor, Executive Director, Waycross-Ware County Chamber of Commerce.

Approval of Minutes of the May 18, 2022 WDB Meeting

Chairman Bryant called for a vote to approve the minutes of the May 18, 2022 WDB meeting. Melvin Johnson made a motion to approve with a second from Sean Panizzi. The motion carried.

PY21 Budget and Expenditures Report

Roberta referred members to the handout titled "Budget and Expenditures Report through April 30, 2022" (copy attached and made a part of these minutes) Roberta reviewed the budget and expenditures by funding stream. She stated that we would not meet the 20% requirements for Work Experience expenditures. Roberta explained that she had reached out to OWD and there would be no re-capture of funds due to this. She further stated that overall no money would need to be sent back. Roberta completed her report.

Chairman Bryant opened the floor for discussion. With no discussion, he asked for a motion to approve the Budget and Expenditures report. Kevin Ellis made a motion with a second from Sean Panizzi. The motion carried.

PY22 Budget

Roberta referred the members to the handout "Program Year 2022 (FY23) Proposed Budget" (copy attached and made a part of these minutes). Roberta reviewed the proposed budget by funding stream and provider for PY23. Roberta reminded members that at the May meeting the WDB had approved a draft budget and asked her to begin negotiations with service providers. Roberta concluded her report and asked if there were any questions. After a brief discussion, Chairman Bryant asked for a motion to approve the PY22 Budget, Darlene Tait made a motion to approve with a second from Melissa Dark. The motion carried.

Policies and Procedures

➤ **Individual Training Account (ITA)- Repeat Classes**

Roberta requested the WDB grant her an extension in regard to the item carried over from the last WDB meeting. She would like more time to research prior to presenting the information to the WDB. Chair Bryant granted the extension.

➤ **PY22 Partner MOU and IFA**

Roberta referred the members to the handout "PY22 One-Stop Operator Budget and Partner Contributions" (copy attached and made a part of these minutes). Roberta reminded the membership that the Infrastructure Funding Agreement (IFA) was updated each year. She explained that GDOL kept the same infrastructure costs from PY21. The documents were the updated partner contributions for the One-Stop and Affiliate sites. She asked that the WDB approve those documents so she could send that out to partners for signatures.

Chair Bryant asked if the members had any questions. With no questions, Chairman Bryant asked for a motion to approve the IFA. Sean Panizzi made a motion to approve with a second from Kevin Ellis. The motion carried.

Workforce Development – Other Business

➤ **WDB Attendance**

Roberta referred members to the handout “WDB Excused Absence Request” (copy attached and made a part of these minutes). Roberta reviewed the reasons a member could be considered excused and how a member would need to go about requesting such. Chair Bryant thanked Roberta for the update and ask if there were any questions. With no questions, Chair Bryant move on to the next agenda item.

➤ **PY22 Monitoring Schedule**

Bonnie Howard directed the board’s attention to the “PY22 Monitoring Schedule” handouts, (copy attached and made a part of these minutes). Bonnie explained that each year she presents a tentative monitoring schedule to the WDB for approval. Chair Bryant opened the floor for discussion or questions regarding the monitoring schedule. With no questions, Chair Bryant asked for a motion to approve the PY21 Monitoring Schedule. Darlene Tait made a motion to approve with a second from Sean Panizzi. The motion carried.

➤ **ETPL Request**

Roberta stated that staff had received a request from a training provider to be added to the ETPL. The request was for medical assisting and phlebotomy. She expressed some concerns. Parliamentarian Melvin Johnson suggested the request be presented to the Budget Proposal and Review Committee and then brought back to the full WDB at the August meeting. Chair Bryant agreed and move to the next agenda item.

➤ **Executive Committee Appointments**

Roberta referred members to the handout “WDB Executive Committee Nominations” (copy attached and made a part of these minutes). Roberta stated that all six (6) members are eligible for reappointment, unless he or she decline the position. Roberta asked for a motion for reappointment. Kevin Ellis made a motion to approve with a second from Jennifer Gainey. The motion carried.

Comprehensive Economic Development Strategy (CEDS)

Kimberly Hobbs, Community and Economic Development Director with the SGRC presented an overview of the CEDS. Prior to the meeting Kimberly had asked the WDB members to fill out information for a SWOT analysis. During the meeting the WDB members participated in exercises to focus on the most important items from each area. At the conclusion of the exercise Kimberly stated she would return in August to give an overview of the final CEDS.

Business Services/Sector Strategy Update

Amy Jones provided a brief update to the WDB on the Sector Partnership and On-the-Job Training programs. She provided the board updates on meetings, filming project, and the Good Job challenge. Amy suggested the board to visit the WorkSource Southern Georgia YouTube page.

Adjourn

Chairman Bryant reminded everyone that our next meeting was scheduled for Wednesday, August 17, 2022. He adjourned the meeting at approximately 12:05 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Felices King', with a large, sweeping flourish extending to the right.

Felices King
Workforce Development Board Staff
Southern Georgia Regional Commission

Southern Georgia Workforce Development Board & Youth Committee Meeting

June 15, 2022 – 11:00 a.m.

Call to Order and Welcome	Keith Bryant, WDB Chairman
Review of Attendance	Felices King, Staff
Recognition of Members & Guests	Keith Bryant
Approval of Minutes of the May 18, 2022 WDB Meeting*	Keith Bryant
Financial	
➤ PY21 Budget and Expenditure Report*	Roberta Lovett, Staff
➤ PY22 Proposed Budget*	
Policies & Procedures	Roberta Lovett
➤ Individual Training Account (ITA) – repeat classes*	
➤ PY22 Partner MOU and IFA*	
Workforce Development – Other Business	
➤ WDB Attendance	Roberta Lovett
➤ PY22 Monitoring Schedule*	Bonnie Howard, Staff
➤ Business Services/Sector Partnership Update	Amy Jones, Staff
Officer & Committee Nominations/Appointments	
➤ Executive Committee	
Comprehensive Economic Development Strategy (CEDS)*	Kimberly Hobbs, SGRC Staff
Partner Update/Other Business	Keith Bryant
Adjourn	Keith Bryant

***Vote Needed**

Next Meeting: August 17, 2022

Southern Georgia Workforce Development Area #18
Program Year 2021
Budget & Expenditures Report - as of April 30, 2022 - 83.3%

Adults

Provider	Service	PY21/FY22 Budget	Year-to-Date Exp.	Balance Remaining	% Expended
Funds Available		2,129,191	-	923,031	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	544,299	348,166.64	196,132	64%
Southern Regional TC	ITA Case Mgmt/Support	231,567	96,222.21	135,345	42%
Wiregrass Georgia TC	ITA Case Mgmt/Support	559,193	393,587.18	165,606	70%
On-the-Job Training	Business Services	15,000	-	15,000	0%
GDOL	One Stop Operator/Coordinator	35,614	26,734.65	8,879	75%
SGRC	Administration & Program	457,533	341,449.10	116,084	75%
Total Budgeted		1,843,206	1,206,159.78	637,046	65%
		% Budgeted	87%		
		Not Yet Budgeted	285,985		

Dislocated Workers

Provider	Service	PY21/FY22 Budget	Year-to-Date Exp.	Balance Remaining	% Expended
Funds Available		98,957	-	58,848	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	26,756	10,052.03	16,704	38%
Southern Regional TC	ITA Case Mgmt/Support	11,942	298.16	11,644	2%
Wiregrass Georgia TC	ITA Case Mgmt/Support	26,568	11,223.02	15,345	42%
GDOL	One Stop Operator/Coordinator	1,696	768.92	927	45%
SGRC	Administration & Program	24,443	17,766.70	6,676	73%
Total Budgeted		91,405	40,108.83	51,296	44%
		% Budgeted	92%		
		Not Yet Budgeted	7,552		

Dislocated Worker Emergency Grant (COVID)

Provider	Service	PY21/FY22 Budget	Year-to-Date Exp.	Balance Remaining	% Expended
Funds Available		3,363,503	-	2,103,247	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	227,792	67,015.90	160,776	29%
Southern Regional TC	ITA Case Mgmt/Support	26,106	8,134.25	17,972	31%
Wiregrass Georgia TC	ITA Case Mgmt/Support	253,789	97,543.58	156,245	38%
Eckerd Connects Paxen	Disaster Relief Temporary Employm	1,869,500	1,025,936.23	843,564	55%
On-the-Job Training		28,000	-	28,000	0%
SGRC	Administration & Program	52,269	61,626.51	(9,358)	118%
Total Budgeted		2,457,456	1,260,256.47	1,197,200	51%
		% Budgeted	73%		
		Not Yet Budgeted	906,047		

Youth

Provider	Service	PY21/FY22 Budget	Year-to-Date Exp.	Balance Remaining	% Expended
Funds Available		1,299,683	-	683,850	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	95,604	30,011.12	65,593	31%
Southern Regional TC	ITA Case Mgmt/Support	11,942	1,000.74	10,941	8%
Wiregrass Georgia TC	ITA Case Mgmt/Support	61,991	22,893.35	39,098	37%
ETC Schools, Inc.	GED Case Mgmt/Support	336,350	135,191.09	201,159	40%
Wiregrass Georgia TC	GED Test Prep	141,214	106,335.42	34,879	75%
Eckerd Connects Paxen	Comprehensive Youth	339,000	131,293.88	207,706	39%
Georgia Department of Labor	One Stop Operator/Coordinator	19,220	13,201.43	6,019	69%
SGRC	Administration & Program	174,350	175,906.37	(1,556)	101%
Total Budgeted		1,179,671	615,833.40	563,838	52%
		% Budgeted	91%		
		(Over Budgeted) Not Yet Budgeted	120,012		

Southern Georgia Workforce Development Area #18
Program Year 2021
Budget & Expenditures Report - as of April 30, 2022 - 83.3%

Other

Provider	Service	PY21/FY22 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		188,460	-	188,460	0%
TWA, Filming	HDCI/Sector Strategy	61,000	33,000.00	28,000	54%
SGRC	HDCI/Sector Strategy	128,509	108,529.00	19,980	84%
Total Budgeted		189,509	141,529.00	47,980	75%
% Budgeted		101%			
Not Yet Budgeted (Over Budgeted)		(1,049)			

Southern Georgia Workforce Development Area #18

Program Year 2022 (FY23) Proposed Budget

Date: 06/14/2022

Adults				Actual Expenditures			
Provider	Service	PY22/FY23 Proposed Budget	PY21 Budget	PY20 Actual	PY19 Actual	PY18 Actual	PY17 Actual
Funds Available*		2,153,408	2,129,191	2,683,980	2,694,099	2,694,099	2,746,673
ETC Schools, Inc.	ITA Case Mgmt/Support	612,596	544,299	551,847	849,432	849,432	771,554
Wiregrass Georgia TC	ITA Case Mgmt/Support	628,852	559,193	614,416	865,276	865,276	956,467
On-the-Job Training	Business Services	25,000	15,000	50,523	38,434	38,434	23,065
Georgia Department of Labor	One Stop Operator/Coordinator	42,119	35,614	51,288	47,650	47,650	38,395
SGRC	Administration & Program	492,191	457,533	401,979	421,519	421,519	327,547
Total Budgeted		1,800,758	1,611,639	1,670,054	2,222,311	2,222,311	2,117,028
<i>*Includes transfer of 75% from DW.</i>		% Budgeted	84%				
		Planned CF	352,650				

Dislocated Workers				Actual Expenditures			
Provider	Service	PY22/FY23 Proposed Budget	PY21 Budget	PY20 Actual	PY19 Actual	PY18 Actual	PY17 Actual
Funds Available		319,464	98,957	262,262	553,029	553,029	1,167,836
ETC Schools, Inc.	ITA Case Mgmt/Support	75,435	26,756	22,203	39,480	39,480	67,504
Wiregrass Georgia TC	ITA Case Mgmt/Support	64,924	26,568	21,582	55,795	55,795	28,903
Georgia Department of Labor	One Stop Operator/Coordinator	1,276	1,696	1,630	2,827	2,827	45,885
SGRC	Administration & Program	24,097	24,443	21,662	45,930	45,930	30,522
Total Budgeted		165,732	79,463	67,078	144,032	144,032	172,814
<i>*Includes transfer of 75% to Adult.</i>		% Budgeted	52%				
		Planned CF	153,732				

Youth				Actual Expenditures			
Provider	Service	PY22/FY23 Proposed Budget	PY21 Budget	PY20 Actual	PY19 Actual	PY18 Actual	PY17 Actual
Funds Available		1,401,276	1,299,683	1,541,981	1,475,654	1,475,654	1,694,554
ETC Schools, Inc.	ITA Case Mgmt/Support	65,764	95,604	45,984	86,260	86,260	115,125
Wiregrass Georgia TC	ITA Case Mgmt/Support	38,424	61,991	19,507	23,750	23,750	42,035
ETC Schools, Inc.	GED Case Mgmt/Support	294,706	336,350	193,210	353,282	353,282	360,267
Wiregrass Georgia TC	GED Test Prep	143,228	141,214	214,426	245,963	245,963	247,147
Eckerd Connects Paxen	Comprehensive Youth	371,900	339,000	214,918	381,993	381,993	387,913
Georgia Department of Labor	One Stop Operator/Coordinator	20,421	19,220	24,169	27,287	27,287	19,137
SGRC	Administration & Program	248,371	174,350	170,013	168,959	168,959	211,580
Total Budgeted		1,182,814	1,167,729	882,228	1,287,494	1,287,494	1,383,205
		% Budgeted	84%				
		Planned CF	218,462				

Southern Georgia Workforce Development Area #18

Program Year 2022 (FY23) Proposed Budget

Date: 06/14/2022

DW National Emergency Grant

Provider	Service	PY22/FY23 Proposed Budget	PY21 Budget	Actual Exp. PY20 Actual
Funds Available		772,871	3,363,503	3,726,100
Eckerd Connects Paxen	DW National Emergency Grant (Employment)	521,500	1,869,500	260,762
ETC Schools Inc.	DW National Emergency Grant (Training)	129,646	227,792	5,139
Wiregrass Georgia TC	DW National Emergency Grant (Training)	140,770	253,789	50,864
On-the-Job Training	DW National Emergency Grant (Training)	10,000	28,000	-
SGRC	Administration & Program	41,497	52,269	42,494
Total Budgeted		843,413	2,431,350	359,259
% Budgeted		109%		
Not Yet Budgeted		(70,542)		

Sector Partnership Grant

Provider	Service	PY22/FY23 Proposed Budget	PY21 Budget	PY20 Actual
Funds Available		161,474	188,460	73,368
Sector Partnership Grant	HDCI/Sector Strategy Round 4	161,474	189,509	73,368
Total Budgeted		161,474	189,509	73,368
% Budgeted		100%		
Not Yet Budgeted		-		

Attachment B: One-Stop Operating Budget
Program Year 2022 (July 1, 2022 - June 30, 2023)

One Stop Operating Budget

	Comprehensive Valdosta	Affiliate Douglas	Affiliate Tifton	Affiliate Waycross
Facilities Cost				
Lease Cost	\$ 469,157.04	\$ 237,625.08	\$ 145,880.76	\$ 144,771.00
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
Total Facilities Cost	\$ 537,736.20	\$ 303,549.44	\$ 215,684.34	\$ 226,481.05
Technology Costs				
Telecommunications and Internet	\$ 46,859.34	\$ 38,351.08	\$ 13,748.00	\$ 33,505.06
Equipment and Technology Costs	\$ -			\$ -
Assistive Technology	\$ -			
Total Technology Cost	\$ 46,859.34	\$ 38,351.08	\$ 13,748.00	\$ 33,505.06
Total, Infrastructure Costs	\$ 584,595.54	\$ 341,900.52	\$ 229,432.34	\$ 259,986.11
Other Shared Costs				
DOL Services Specialist (Resource Room)6	\$ 53,235.57			
DOL Services Specialist Assistant (Front Desk)	\$ 48,484.09			
Total Other Shared Costs	\$ 101,719.66			
Total Costs	\$ 686,315.20			

Attachment C: Other Shared Costs

Program Year 2022 (July 1, 2022 - June 30, 2023)

#	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	Total # of Staff	Total Staff Salary and Wages			\$ 32,177.60	\$ 32,177.60
1	Staff Fringe Benefits (Total)				Total	Program
	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	24.78%	x		\$ 32,177.60	\$ 7,973.61
	Other: Merit Assessment	0.132%	x		\$ 32,177.60	\$ 42.47
					Total Staff Fringe Benefits	\$ 21,057.97
	Explanation: The equivalent of .5 full-time SS works the resource room.				Total Salaries/Fringe	\$ 53,235.57

#	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	Total # of Staff	Total Staff Salary and Wages			\$ 29,244.80	\$ 29,244.80
1	Staff Fringe Benefits (Total)				Total	Program
	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	24.78%	x		\$29,245	\$ 7,246.86
	Other: Merit Assessment	0.132%	x		\$29,245	\$ 38.60
					Total Staff Fringe Benefits	\$ 19,239.29
	Explanation: The equivalent of 1.1 full-time SA works the front desk.				Total Salaries/Fringe	\$ 48,484.09

Other Shared Cost Total:**\$ 101,719.66**

Attachment D: Cost Allocation Details

Program Year 2022 (July 1, 2022 - June 30, 2023)

Cost Allocation - Infrastructure Costs

	Comprehensive Valdosta	Affiliate Douglas	Affiliate Tifton	Affiliate Waycross
Facilities Cost				
Lease Cost	\$ 469,157.04	\$ 237,625.08	\$ 145,880.76	\$ 144,771.00
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
Technology Costs				
Telecommunications and Internet	\$ 46,859.34	\$ 38,351.08	\$ 13,748.00	\$ 33,505.06
Equipment and Technology Costs	\$ -	\$ -	\$ -	\$ -
Assistive Technology	\$ -	\$ -	\$ -	\$ -
Total, Infrastructure Costs	\$ 584,595.54	\$ 341,900.52	\$ 229,432.34	\$ 259,986.11
Total Square Footage	36,089	14,419	13,250	15,434
\$\$/Square Footage	\$ 16.20	\$ 23.71	\$ 17.32	\$ 16.85
30% Circ.	\$ 4.86	\$ 7.11	\$ 5.19	\$ 5.05
AS&T Indirect 30.60%	\$ 6.44	\$ 9.43	\$ 6.89	\$ 6.70
Full Sq. Ft.	\$ 27.50	\$ 40.26	\$ 29.40	\$ 28.60
Cubicle Cost - Annual (64 Sq. Ft.)	\$ 1,760.14	\$ 2,576.51	\$ 1,881.50	\$ 1,830.37
Cubicle Cost - Monthly	\$ 146.68	\$ 214.71	\$ 156.79	\$ 152.53
Office Cost - Annual (120 Sq. Ft.)	\$ 3,300.26	\$ 4,830.95	\$ 3,527.82	\$ 3,431.94
Office Cost - Monthly	\$ 275.02	\$ 402.58	\$ 293.99	\$ 285.99

Attachment E: Comprehensive One-Stop (Valdosta) Partner Contributions
Program Year 2022 (July 1, 2022 - June 30, 2023)

**Comprehensive One-Stop Location
 Partner Contribution Amounts - Infrastructure Costs**

	Comprehensive Valdosta
Total Infrastructure Costs	\$ 584,595.54
Total Square Footage of Facility	36,089
Annual Cost per Cubicle	\$ 1,760.14
Annual Cost per Office	\$ 3,300.26
Partner Name	
Partners Co-Located at the Comprehensive One-Stop	
Migrant & Seasonal Farmworker Programs – Telamon (1.5)	\$2,640
WIOA Title I Adult, DW & Youth Services - Eckerd Connects Paxen (6)	\$10,561
Georgia Department of Labor & GVRA	Remainder of Costs
Partners Not Co-Located at the Comprehensive One-Stop	
Legacy Link (SCSEP) (.125)	\$220
Adult Education (WGTC) (.125)	\$220
Southern Regional Technical College (Perkins) (.125)	\$220
Wiregrass Georgia Technical College (Perkins) (.125)	\$220
<i>*GDOL Programs include: Jobs for Veterans State Grants, Trade Adjustment Assistance, Wagner-Peyser Employment Services & Unemployment Insurance</i>	

Attachment F: Affiliate One-Stop (Douglas) Partner Contributions
Program Year 2022 (July 1, 2022 - June 30, 2023)

Affiliate One-Stop Location
Partner Contribution Amounts - Infrastructure Costs

	Comprehensive Douglas
Total Infrastructure Costs	\$ 341,900.52
Total Square Footage of Facility	14,419
Annual Cost per Cubicle	\$ 2,576.51
Annual Cost per Office	\$ 4,830.95
Partner Name	
Partners Co-Located at the Comprehensive One-Stop	
Migrant and Seasonal Farmworker Program (Telamon) (1 office & 1 cubicle)	\$7,587
Georgia Department of Labor	Remainder of Costs
<i>*GDOL Programs include: Jobs for Veterans State Grants, Trade Adjustment Assistance, Wagner-Peyser Employment Services & Unemployment Insurance</i>	

Attachment G: Affiliate One-Stop (Tifton) Partner Contributions
Program Year 2022 (July 1, 2022 - June 30, 2023)

Affiliate One-Stop Location
Partner Contribution Amounts - Infrastructure Costs

	Comprehensive Tifton
Total Infrastructure Costs	\$ 229,432.34
Total Square Footage of Facility	13,250
Annual Cost per Cubicle	\$ 1,881.50
Annual Cost per Office	\$ 3,527.82
Partner Name	
Partners Co-Located at the Comprehensive One-Stop	
Georgia Department of Labor	All Costs
*GDOL Programs include: Jobs for Veterans State Grants, Trade Adjustment Assistance, Wagner-Peyser Employment Services & Unemployment Insurance	

Attachment H: Affiliate One-Stop (Waycross) Partner Contributions
Program Year 2022 (July 1, 2022 - June 30, 2023)

Affiliate One-Stop Location
Partner Contribution Amounts - Infrastructure Costs

	Comprehensive Waycross
Total Infrastructure Costs	\$ 259,986.11
Total Square Footage of Facility	15,434
Annual Cost per Cubicle	\$ 1,830.37
Annual Cost per Office	\$ 3,431.94
Partner Name	
Partners Co-Located at the Comprehensive One-Stop	
Georgia Department of Labor	All Costs
*GDOL Programs include: Jobs for Veterans State Grants, Trade Adjustment Assistance, Wagner-Peyser Employment Services & Unemployment Insurance	

Attachment I: TCSG Affiliate Site - Southern Regional Technical College
Program Year 2022 (July 1, 2022 - June 30, 2023)

TCSG Affiliate Site - Southern Regional Technical College
Partner Contributions

	Southern Regional Technical College Tifton
WIOA Contract Staff Who Charge Time or are Located @ TCSG Affiliate Site	
WIOA Title I Adult, DW & Youth Services - 1	Office Space - No Charge
<i>Southern Georgia Regional Commission WIOA staff will have a physical presence at the affiliate site.</i>	

Attachment J: TCSG Affiliate Site - Wiregrass Georgia Technical College
Program Year 2022 (July 1, 2022 - June 30, 2023)

TCSG Affiliate Site - Wiregrass Georgia Technical College, Ben Hill-Irwin
Partner Contributions

		Wiregrass Georgia Technical College Ben Hill-Irwin
Contract #22-04 WGTC ITA	\$	872,970
WIOA Contract Staff Who Charge Time or are Located @ TCSG Affiliate Site		
WIOA Title I Adult, DW & Youth Services - Program Coordinator & Asst. Coordinator	Agreement/Contract In Place	
<p><i>Contracts are in place between the Southern Georgia Regional Commission (WIOA) and the TCSG Affiliate Sites. These contracts cover salaries, fringe, direct, indirect and participant costs.</i></p>		

Attachment J: TCSG Affiliate Site - Wiregrass Georgia Technical College
Program Year 2022 (July 1, 2022 - June 30, 2023)

**TCSG Affiliate Site - Wiregrass Georgia Technical College, Coffee
 Partner Contributions**

	Wiregrass Georgia Technical College Coffee
Contract #22-04 - WGTC ITA	\$ 872,970
Contract #22-05 WGTC Youth GED Instruction	\$ 143,228
WIOA Contract Staff Who Charge Time or are Located @ TCSG Affiliate Site	
WIOA Title I Youth Services - Adult Education Instructor	Agreement/Contract In Place
WIOA Title I Adult, DW & Youth Services - Program Coordinator	Agreement/Contract In Place
<p><i>Contracts are in place between the Southern Georgia Regional Commission (WIOA) and the TCSG Affiliate Sites. These contracts cover salaries, fringe, direct, indirect and participant costs.</i></p>	

Attachment L: TCSG Affiliate Site - Wiregrass Georgia Technical College
Program Year 2022 (July 1, 2022 - June 30, 2023)

TCSG Affiliate Site - Wiregrass Georgia Technical College, Valdosta
Partner Contributions

	Wiregrass Georgia Technical College Valdosta
Contract #22-04 WGTC ITA	\$ 901,541.00
Contract #22-05 WGTC Youth GED Instruction	\$ 141,214.00
WIOA Contract Staff Who Charge Time or are Located @ TCSG Affiliate Site	
WIOA Title I Adult, DW & Youth Services - Program Director	Agreement/Contract In Place
WIOA Title I Youth Services - Adult Education Instructor	Agreement/Contract In Place
WIOA Title I Adult, DW & Youth Services - Program Coordinator	Agreement/Contract In Place
WIOA Title I Adult, DW & Youth Services - Assistant Coordinator	Agreement/Contract In Place
<p><i>Contracts are in place between the Southern Georgia Regional Commission (WIOA) and the TCSG Affiliate Sites. These contracts cover salaries, fringe, direct, indirect and participant costs.</i></p>	

Workforce Development Board Excused Absence Request

Board Member Name: _____

WDB Meeting Date: _____

WDB Meeting Time: _____

Reason for Request:

- Work Conflict
- Illness
- Conflict w/another community board meeting
- Other *(please provide detail)* _____

Was the request received prior to the meeting date/time? Yes No

Has proper documentation been obtained? Yes No

Email

An email dated prior to the WDB meeting in which the member is requesting to be excused from the meeting due to work conflict, illness, another board meeting commitment, or other reason. *(Please attach)*

Phone Log

A log documenting the member is requesting to be excused from the meeting due to work conflict, illness, another board meeting commitment, or other reason. *(Please complete section below)*

Text Message

A log documenting the member is requesting to be excused from the meeting due to work conflict, illness, another board meeting commitment, or other reason. *(Please complete section below)*

Phone/Text Log

Based upon the documentation obtained this absence is considered:

Excused Not Excused

I certify that this document has been submitted for review to the Workforce Development Board Chair.

WorkSource Southern Georgia PY22 Monitoring Schedule

	Type of Monitoring	Provider	Contract Type	Scheduled Date
JULY	On-the-Job Training	OJT Contract	OJT	TBD
	Case Notes	E.T.C. Schools Inc.	GED	7/15/2022
AUGUST	Type of Monitoring	Provider		Scheduled Date
	Quarterly Performance	All Providers		8/30/2022
	Case Notes	E.T.C. Schools Inc.	ITA	8/12/2022
	Work Experience	Eckerd Connects Paxen	GED	8/18/2022
SEPTEMBER	Type of Monitoring	Provider		Scheduled Date
	Temporary Employment	Eckerd Connects Paxen	TE	9/9/2022
	Data Validation	E.T.C. Schools Inc.	ITA	9/19/2022
	On-the-Job Training	OJT Contract	OJT	9/26/2022
	Financial	Eckerd Connects Paxen	TE	9/27/2022
	Financial	Eckerd Connects Paxen	GED	9/27/2022
OCTOBER	Type of Monitoring	Provider		Scheduled Date
	Work Experience	E.T.C. Schools Inc.	GED	10/11/2022
	Data Validation	Wiregrass Georgia Technical College	ITA	10/14/2022
	Invoice Review	Eckerd Connects Paxen	GED	10/28/2022
NOVEMBER	Type of Monitoring	Provider		Scheduled Date
	Quarterly Performance	All Providers		11/30/2022
	Data Validation	Eckerd Connects Paxen	GED	11/10/2022
	Invoice Review	E.T.C. Schools Inc.	ITA	11/18/2022
DECEMBER	Type of Monitoring	Provider		Scheduled Date
	Financial	Wiregrass Georgia Technical College	ITA	12/1/2022
	Financial	Wiregrass Georgia Technical College	GED	12/1/2022
	Case Notes	Eckerd Connects Paxen	GED	12/8/2022
	Data Validation	E.T.C. Schools Inc.	GED	12/14/2022
	Invoice Review	Wiregrass Georgia Technical College	ITA	12/19/2022
JANUARY	Type of Monitoring	Provider		Scheduled Date
	Case Notes	Wiregrass Georgia Technical College	ITA	1/6/2023
	Data Validation	Eckerd Connects Paxen	TE	1/16/2023
	Invoice Review	E.T.C. Schools Inc.	GED	1/23/2023
	Temporary Employment	Eckerd Connects Paxen	TE	1/31/2023
FEBRUARY	Type of Monitoring	Provider		Scheduled Date
	Programmatic/Compliance	Eckerd Connects Paxen	GED	2/3/2023
	Equal Opportunity	Eckerd Connects Paxen	GED	2/3/2023
	Invoice Review	Eckerd Connects Paxen	TE	2/9/2023
	Financial	E.T.C. Schools Inc.	ITA	2/28/2023
	Financial	E.T.C. Schools Inc.	GED	2/28/2023
MARCH	Type of Monitoring	Provider		Scheduled Date
	Quarterly Performance	All Providers		3/30/2023
	Programmatic/Compliance	E.T.C. Schools Inc.	ITA	3/29/2023
	Equal Opportunity	E.T.C. Schools Inc.	ITA	3/29/2023

WorkSource Southern Georgia PY22 Monitoring Schedule

APRIL	Type of Monitoring	Provider		Scheduled Date
	One Stop Certification	Georgia Dept. of Labor		4/4/2023
	Programmatic/Compliance	Wiregrass Georgia Technical College	ITA	4/12/2023
	Equal Opportunity	Wiregrass Georgia Technical College	ITA	4/12/2023
MAY	Type of Monitoring	Provider		Scheduled Date
	Quarterly Performance	All Providers		5/30/2023
JUNE	Type of Monitoring	Provider		Scheduled Date

**SOUTHERN GEORGIA WORKFORCE DEVELOPMENT BOARD
 EXECUTIVE COMMITTEE APPOINTMENT(S) PY2020**

Effective Date	<u>July 2, 2022</u>
Nomination/Appointment for:	<u>Executive Committee of the Workforce Development Board</u>
(1) Chairman	<u>Keith Bryant</u>
(2) Vice-Chairman	<u>Jennifer Gainey</u>
Immediate Past Chair	<u>Not Available – see list below.</u>
(3) Parliamentarian	<u>Melvin Johnson</u>
(4) WDB Member	<u>Frank Bannamon</u>
(5) Name – Non WDB Member	<u>April McDuffie</u>
(6) WDB Member	<u>Sean Panizzi</u>
(7) WDB Member	<u>Darlene Tait</u>
(8) WDB Member	<u>Jamon Williams</u>

Notes regarding Executive Committee: