



**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 |
|-------------------------|-------------------------------|---------------------|-----------------------|----------------------|---------------|
| Funds Available | | 2,280,032 | - | 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% |
| Total Budgeted | | 1,806,847 | 1,283,081.05 | 523,766 | 71% |
| % Budgeted | | 79% | | | |
| Not Yet Budgeted | | 473,185 | | | |

**Includes transfer of 75% from DW.*

Dislocated Workers

| Provider | Service | PY22/FY23 Budget | Year-to- Date Exp. | Balance Remaining | % Expended |
|-------------------------|-------------------------------|---------------------|-----------------------|----------------------|---------------|
| Funds Available | | 341,070 | - | 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% |
| Total Budgeted | | 166,054 | 52,112.82 | 113,941 | 31% |
| % Budgeted | | 49% | | | |
| Not Yet Budgeted | | 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 |
|------------------------|--------------------------------------|---------------------|-----------------------|----------------------|---------------|
| Funds Available | | 834,604 | - | 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% |
| Total Budgeted | | 875,328 | 655,237.77 | 220,090 | 75% |
| % Budgeted | | 105% | | | |
| Over Budgeted | | (40,723) | | | |

Youth

| Provider | Service | PY22/FY23 Budget | Year-to- Date Exp. | Balance Remaining | % Expended |
|-----------------------------|-------------------------------|---------------------|-----------------------|----------------------|---------------|
| Funds Available | | 1,372,987 | - | 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% |
| Total Budgeted | | 1,185,750 | 791,904.88 | 393,845 | 67% |
| % Budgeted | | 86% | | | |
| Not Yet Budgeted | | 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 |
|------------------------|---------------------------------------|---------------------|-----------------------|----------------------|---------------|
| Funds Available | | 166,420 | - | 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% |
| Total Budgeted | | 241,420 | 98,282.80 | 143,137 | 41% |
| % Budgeted | | 145% | | | |
| | | (75,000) | | | |

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

| Adults | | | | Actual Expenditures | | |
|-----------------------------|-------------------------------|------------------------------|------------------|----------------------------|------------------|------------------|
| Provider | Service | PY23/FY24 Proposed Budget | PY22 Budget | | PY21 Actual | PY20 Actual |
| Funds Available* | | 2,313,667 | 2,280,032 | | 2,129,191 | 2,683,980 |
| 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 |
| Total Budgeted | | 1,775,438 | 1,806,847 | | 1,382,358 | 1,670,054 |
| | | % Budgeted | 77% | | | |
| | | Planned CF | 538,229 | | | |

**Includes transfer of 75% from DW.*

| Dislocated Workers | | | | Actual Expenditures | | |
|-----------------------------|-------------------------------|------------------------------|----------------|----------------------------|----------------|----------------|
| Provider | Service | PY23/FY24 Proposed Budget | PY22 Budget | | PY21 Actual | PY20 Actual |
| Funds Available | | 319,174 | 341,070 | | 98,957 | 262,262 |
| 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 |
| Total Budgeted | | 247,483 | 166,054 | | 48,551 | 67,078 |
| | | % Budgeted | 78% | | | |
| | | 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 |
| Funds Available | | 960,374 | 1,372,987 | 1,299,683 | 1,541,981 |
| 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 |
| Total Budgeted | | 811,370 | 1,185,750 | 776,821 | 882,228 |
| | | % Budgeted | 84% | <i>Over Budget - Target is 80%</i> | |
| | | Planned CF | 149,004 | | |

Rapid Reponse

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

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

Sector Partnership Grant

| | | | | Actual Expenditures | |
|--|----------------------------------|------------------------|----------------|----------------------------|---------------|
| Provider | Service | PY23/FY24 | PY22 | PY21 | PY20 |
| | | Proposed Budget | Budget | Actual | Actual |
| Funds Available | | 161,650 | 166,420 | 188,460 | 73,368 |
| 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 | - | - |
| Total Budgeted | | 161,650 | 241,420 | 163,014 | 73,368 |
| | | % Budgeted | 100% | | |
| | | Not Yet Budgeted | - | | |

Quest Grant (15 Month Grant)

| Provider | Service | PY23/FY24 Proposed Budget |
|--|-------------|------------------------------|
| Funds Available | | 599,472 |
| SGRC | Quest Grant | 133,347 |
| Other <i>(OJT, Enay Life Skills, ITA, Support Services, etc)</i> | | 466,125 |
| Total Budgeted | | 599,472 |
| | | % 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
- 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
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
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
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
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
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
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
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
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
Email: 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

| | Comprehensive Valdosta | Affiliate Douglas | Affiliate Tifton | Affiliate Waycross |
|---|-----------------------------------|------------------------------|-----------------------------|-------------------------------|
| Facilities Cost | | | | |
| 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 |
| Total Facilities Cost | \$ 537,736.20 | \$ 358,053.32 | \$ 215,684.34 | \$ 222,680.77 |
| 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 | \$ 396,404.40 | \$ 229,432.34 | \$ 256,185.83 |
| Other Shared Costs | | | | |
| DOL Services Specialist (Resource Room)6 | \$ 55,254.40 | | | |
| DOL Services Specialist Assistant (Front Desk) | \$ 50,318.90 | | | |
| Total Other Shared Costs | \$ 105,573.30 | | | |
| Total Costs | \$ 690,168.84 | | | |

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 | 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 | 31.01% | x | | \$ 32,177.60 | \$ 9,978.27 |
| | Other: Merit Assessment | 0.176% | x | | \$ 32,177.60 | \$ 56.63 |
| | | | | | Total Staff Fringe Benefits | \$ 23,076.80 |
| | Explanation: The equivalent of .5 full-time SS works the resource room. | | | | Total Salaries/Fringe | \$ 55,254.40 |

| # | 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 | 31.01% | x | | \$29,245 | \$ 9,068.81 |
| | Other: Merit Assessment | 0.176% | x | | \$29,245 | \$ 51.47 |
| | | | | | Total Staff Fringe Benefits | \$ 21,074.10 |
| | Explanation: The equivalent of 1.1 full-time SA works the front desk. | | | | Total Salaries/Fringe | \$ 50,318.90 |

| | | | | | | |
|---------------------------------|--|--|--|--|--|----------------------|
| Other Shared Cost Total: | | | | | | \$ 105,573.30 |
|---------------------------------|--|--|--|--|--|----------------------|

Attachment D: Cost Allocation Details

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

Cost Allocation - Infrastructure Costs

| | Comprehensive Valdosta | Affiliate Douglas | Affiliate Tifton | Affiliate Waycross |
|------------------------------------|-----------------------------------|------------------------------|-----------------------------|-------------------------------|
| Facilities Cost | | | | |
| 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 |
| 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 | \$ 396,404.40 | \$ 229,432.34 | \$ 256,185.83 |
| Total Square Footage | 36,089 | 14,419 | 13,250 | 15,434 |
| \$\$/Square Footage | \$ 16.20 | \$ 27.49 | \$ 17.32 | \$ 16.60 |
| 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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