



**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING
November 15th, 2023**

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, November 15th, 2023, at 11:00 AM 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"/> Sandra Cole |
| <input type="checkbox"/> Melissa Dark | <input checked="" type="checkbox"/> Elton Dixon | <input checked="" type="checkbox"/> Myrtice Edwards |
| <input checked="" type="checkbox"/> Kevin Ellis | <input type="checkbox"/> Katrena Felder | <input checked="" type="checkbox"/> Jennifer Gainey |
| <input checked="" type="checkbox"/> Sarah Gove | <input checked="" type="checkbox"/> Jonathan Gray | <input checked="" type="checkbox"/> Curtis Griffin |
| <input checked="" type="checkbox"/> Melvin Johnson | <input checked="" type="checkbox"/> Shannon McConico | <input type="checkbox"/> April McDuffie |
| <input checked="" type="checkbox"/> William Palmer | <input checked="" type="checkbox"/> Sean Panizzi | <input checked="" type="checkbox"/> Darlene Tait |
| <input type="checkbox"/> Paige Taylor | <input checked="" type="checkbox"/> Leigh Wallace | <input checked="" type="checkbox"/> Jamon Williams |

Youth Committee (X denotes attendance)

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

Local Chief Elected Officials (X denotes attendance)

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Mayor Henry Baker | <input type="checkbox"/> Chairman Neal Bennett | <input type="checkbox"/> Chairman Scott Carver |
| <input type="checkbox"/> Chairman Harris Skipper | <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"/> Mayor Kaye Riley |
| <input type="checkbox"/> Mayor Julie Smith | <input type="checkbox"/> Chairman Steve Taylor | <input type="checkbox"/> Chairman Bobby Walker |
| <input type="checkbox"/> Chairman Dana Whiddon | | |

Staff Members (X denotes attendance)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Tasha Bell | <input type="checkbox"/> Savannah Bennett | <input checked="" type="checkbox"/> Evi Estep |
| <input checked="" type="checkbox"/> Bonnie Howard | <input checked="" type="checkbox"/> Roberta Lovett | <input type="checkbox"/> Amy Jones |
| <input checked="" type="checkbox"/> Nancy James | | |

Guests Present

Ganese, Banks, Charmane Glenn, Jaleasa Martin, Gerald Sydnor, Mary Walker and Dan Walker.

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 was present.

Approval of the Minutes of the August 16th, 2023 WDB Meeting

Chairman Bryant referred members to the meeting minutes of August 16th, 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. Jonathan Gray made a motion to approve with a second from Sean Panizzi. The motion carried.

PY23 Budget and Expenditure Report

Roberta invited everyone to look at the PY23 Budget and Expenditure report (copy attached and made a part of these minutes). Roberta reviewed the report by funding stream. At the conclusion of her report, Chairman Bryant opened the floor for questions and/or discussion. With no questions, Chairman Bryant call for a motion to approve the report. Frank Bannamon made a motion, which was seconded by Jonathan Gray. The motion carried.

Policies and Procedures- Rapid Response Policy and Layoff Aversion Policy

Roberta directed everyone to the Rapid Response Policy and the Layoff Aversion Policy (copy attached and made a part of these minutes). Roberta explained that due to the transition of rapid response from GDOL to TCSG both policies needed to be updated. She stated that she referenced OWD's policy to make the necessary changes. After highlighting the updates to both policies, Roberta asked if there were any questions. With no questions, Chairman Bryant requested a motion to approve the change. A motion was made by Jonathan Gray, with a second from Darlene Tait. The motion carried.

ETPL Request

Chairman Bryant advised that there had been discussion regarding granting staff approval to add ETPL requests at the August WDB meeting. He stated that after the discussion, Parliamentarian Melvin Johnson requested that the request be added to the agenda for the next meeting. Roberta explained that other LWDB's grant staff approval to add ETPL requests as long as they meet all the requirements as set forth in the ETPL policy. She stated that only those with exceptions are brought to the WDB for direct approval. Roberta asked that the WDB consider adopting this same policy. Chairman Bryant asked if there were any questions or concerns regarding this request. With no questions, Chairman Bryant called for a motion. Kevin Ellis made a motion, with a second from Jonathan Gray. The motion carried.

PY22 Annual Performance

Bonnie Howard presented the PY22 Annual Performance Report (copy attached and made a part of these minutes). Bonnie reviewed the performance by funding stream. She explained each performance measure that the local area had not met and further stated that this was the first time that we had not met all of our goals. After reviewing Bonnie asked if there were any questions. With no questions, Chairman Bryant asked for a motion to approve the report. A motion was made by Elton Dixon and was seconded by Sean Panizzi. The motion carried.

State Monitoring

Roberta shared that the state was onsite conducting the annual monitoring. She stated that all was going well. She acknowledged the state monitoring staff who were in attendance at the WDB meeting. Roberta stated that she would share the final monitoring results at the next WDB meeting.

Partner Update and Other Business

Roberta gave a brief update on the Business Services activities. She reminded all of the upcoming Healthcare Summit scheduled for February 21st.

Adjourn

Chairman Bryant thanked everyone for attending the meeting and reminded members and guests of the next meeting taking place on February 20th, 2024. He adjourned the meeting at approximately 11:35 AM.

Respectfully Submitted,

Nancy James

Workforce Development Board Staff
Southern Georgia Regional Commission

Workforce Development Board & Youth Committee

November 15, 2023 – 11:00 a.m.
Southern Georgia Regional Commission
1725 South Georgia Parkway West
Waycross, Georgia

AGENDA

Call to Order and Welcome	Keith Bryant, WDB Chairman
Review of Attendance	Nancy James, Staff
Recognition of Members & Guests	Keith Bryant
Meeting Minutes	
➤ August 16, 2023 WDB Meeting Minutes*	Keith Bryant
Financial	
➤ PY23 Budget and Expenditure Report*	Roberta Lovett
Policies & Procedures	Roberta Lovett
➤ Rapid Response Policy*	
➤ Layoff Aversion Policy*	
ETPL Request	
➤ WDB General Approval*	Roberta Lovett
Workforce Development – Other Business	
➤ PY22 Annual Performance*	Bonnie Howard, Staff
➤ OWD Annual Monitoring Update	Roberta Lovett
➤ Business Services/Sector Partnership Update	Savannah Bennett, Staff
Partner Update/Other Business	Keith Bryant
Adjourn	Keith Bryant

***Vote Needed**

Next Meeting: February 20, 2024 (Tuesday)

**SOUTHERN GEORGIA
WORKFORCE DEVELOPMENT BOARD (WDB) MEETING
August 17, 2023**

MINUTES

The Southern Georgia WDB and Youth Committee (YC), met on Wednesday, August 17, 2023, at 11:00 AM at the Southern Georgia Regional Commission in Waycross, Georgia.

WDB Members (X denotes attendance)

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

Youth Committee (X denotes attendance)

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

Local Chief Elected Officials (X denotes attendance)

- | | | |
|--|---|--|
| <input type="checkbox"/> Mayor Henry Baker | <input type="checkbox"/> Chairman Neal Bennett | <input type="checkbox"/> Chairman Scott Carver |
| <input type="checkbox"/> Chairman Harris Skipper | <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"/> Mayor Kaye Riley |
| <input type="checkbox"/> Mayor Julie Smith | <input type="checkbox"/> Chairman Steve Taylor | <input type="checkbox"/> Chairman Bobby Walker |
| <input type="checkbox"/> Chairman Dana Whiddon | | |

Staff Members (X denotes attendance)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Tasha Bell | <input type="checkbox"/> Savannah Bennett | <input checked="" type="checkbox"/> Evi Estep |
| <input checked="" type="checkbox"/> Bonnie Howard | <input checked="" type="checkbox"/> Nancy James | <input checked="" type="checkbox"/> Amy Jones |
| <input checked="" type="checkbox"/> Felices King | <input checked="" type="checkbox"/> Roberta Lovett | |

Guests Present

Charmane Glenn, Patricia Lee, Ginger Rollins, Kimberly Thompson, and Amanda Rousey.

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 was present.

Approval of the 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. Jonathan Gray made a motion to approve with a second from Shannon McConico. The motion carried.

Approval of the Minutes of the June 27, 2023 Executive Committee Meeting

Chairman Bryant referred members to the meeting minutes of June 27, 2023 (copy attached and made a part of these minutes). Chairman Bryant explained that the minutes would need to be approved by Executive Committee members. He 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 Sean Panizzi. The motion carried.

Ratification of the Actions of the Executive Committee

Chairman Bryant stated that the Executive Committee of the WDB met on June 27, 2023. He explained that the WDB had received via email all action items and handouts from that meeting. Chairman Bryant ask Roberta to briefly review the actions taken. Roberta reviewed with the WDB the following: PY23 Proposed Budget, Partner MOU & IFA for PY23-PY25, One Stop Comprehensive & Affiliate Site Certification and the PY23 WDB Meeting Schedule. At the conclusion of her review, Chairman Bryant opened the floor for questions and/or discussion. With no questions, Chairman Bryant call for a motion to ratify the actions of the Executive Committee. Shannon McConico made a motion with a second from Jonathan Gray. The actions were ratified.

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 stated that these are the final numbers for PY22. Roberta reviewed the report by funding stream. At the conclusion of the report, Roberta asked if there were any questions. With no questions, Chairman Bryant requested a motion to approve the report. A motion was made by Jonathan Gray, with a second from Kevin Ellis. The motion carried.

PY23 Budget and Expenditures Report

Roberta referred the members to the handout "PY23 Budget and Expenditure Report" (copy attached and made a part of these minutes). Roberta reminded members that the Executive Committee had approved the PY23 Proposed Budget at the June meeting. Roberta explained that there were some variations in the funds available due to projected versus actual carryover. At the conclusion of her report Chairman Bryant opened the floor for discussion. After some discussion, Chairman Bryant called for a motion to approve the report. Shannon McConico made a motion with a second from Sean Panizzi. The motion carried.

ETPL Request- Lou-Helen Training Center

Roberta referred members to the handout "Provider/Program Application Responsiveness Checklist" (copy attached and made a part of these minutes). She stated that Lou Helen Training Center had submitted an ETPL application for Nurse Aid Training. Roberta stated that the training was in a demand occupation for the area and that Lou Helen had satisfied all the requirements for inclusion to the ETPL. The floor was

opened for questions and/or discussion. After a brief discussion, Chairman Bryant called for a motion to approve the request. Darlene Tait made a motion with a second from Elton Dixon. The motion carried.

ETPL Requests

Roberta asked if she could discuss with the WDB future ETPL requests. She stated that other LWDB's grant staff approval to add ETPL requests as long as they meet all the requirements as set forth in the ETPL policy. She stated that only those with exceptions are brought to the WDB for direct approval. WDB members were in favor of this; however, Parliamentarian Johnson stated that this would need to be tabled and added to the next meeting agenda. Roberta agreed she would do so.

Officer & Committee Nominations/Appointments

Chairman Bryant referred members to the handout "Executive Committee Nominations PY2023" (copy attached and made a part of these minutes). Chairman Bryant reminded all that this slate of nominees was presented at the May meeting. He asked if there were any changes or new nominations. With none, Chairman Bryant asked for a motion to approve the appointments to the Executive Committee as presented. A motion was made by Jonathan Gray with a second by Sean Panizzi. The motion carried.

PY22 Monitoring Closeout Report

Bonnie Howard presented the "PY22 Monitoring Closeout Report" (copy attached and made a part of these minutes). Bonnie stated that all monitoring had been completed and that there were no outstanding items. Chairman Bryant asked if there were any questions. With no questions, Chairman Bryant called for a motion to approve the PY22 monitoring closeout report. A motion was made by Shannon McConico, followed by a second from Sean Panizzi. The motion carried.

PY23 Monitoring Schedule

Bonnie presented the "PY23 Monitoring Schedule" (copy attached and made a part of these minutes). Bonnie reminded the members that the draft schedule was presented to the WDB at the beginning of each program year. At the conclusion of her report, Chairman Bryant then called for a motion to approve the report. A motion was made by Sean Panizzi with a second from Kevin Ellis. The motion carried.

Business Services/Sector Partnership Update

Amy Jones and Savannah Bennett provided an update on Business Services and the Sector Partnership.

Adjourn

Chairman Bryant thanked everyone for attending the meeting and reminded members and guests of the next meeting taking place on November 15th, 2023. He adjourned the meeting at approximately 12:00 PM.

Respectfully Submitted,

Nancy James

Workforce Development Board Staff
Southern Georgia Regional Commission

Southern Georgia Workforce Development Area #18
Program Year 2023
Budget & Expenditures Report - as of September 30, 2023 - 25%

Adults

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		2,448,032	-	2,125,940	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	670,763	92,723.57	578,039	14%
Wiregrass Georgia TC	ITA Case Mgmt/Support	705,039	115,383.52	589,655	16%
GDOL	One Stop Operator/Coordinator	40,950	7,932.85	33,017	19%
SGRC	Administration & Program	358,686	106,052.53	252,633	30%
Total Budgeted		1,775,438	322,092.47	1,453,346	18%
		% Budgeted	73%		
		Not Yet Budgeted	672,594		

**Includes transfer of 75% from DW.*

Dislocated Workers

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		301,169	-	261,055	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	93,595	12,988.82	80,606	14%
Wiregrass Georgia TC	ITA Case Mgmt/Support	98,378	14,915.46	83,463	15%
GDOL	One Stop Operator/Coordinator	5,850	1,155.70	4,694	20%
SGRC	Administration & Program	49,660	11,053.68	38,606	22%
Total Budgeted		247,483	40,113.66	207,369	16%
		% Budgeted	82%		
		Not Yet Budgeted	53,686		

**Includes transfer of 75% to Adult.*

**Southern Georgia Workforce Development Area #18
Program Year 2023
Budget & Expenditures Report - as of September 30, 2023 - 25%**

Youth

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		1,120,162	-	912,056	0%
ETC Schools, Inc.	ITA Case Mgmt/Support	15,599	3,127.58	12,471	20%
Wiregrass Georgia TC	ITA Case Mgmt/Support	16,396	2,951.13	13,445	18%
ETC Schools, Inc.	GED Case Mgmt/Support	295,000	59,594.97	235,405	20%
Wiregrass Georgia TC	Comprehensive Youth	149,190	-	149,190	0%
Eckerd Connects Paxen	Comprehensive Youth	315,000	115,275.30	199,725	37%
Georgia Department of Labor	One Stop Operator/Coordinator	18,200	5,091.23	13,109	28%
SGRC	Administration & Program	151,175	22,065.60	129,109	15%
Total Budgeted		960,560	208,105.81	752,454	22%
% Budgeted		86%			
Not Yet Budgeted		159,602			

Rapid Response

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		64,215	-	64,215	0%
SGRC	Administration & Program	42,116	10,511.43	31,605	25%
Total Budgeted		42,116	10,511.43	31,605	25%
% Budgeted		66%			
Not Yet Budgeted		22,099			

**Southern Georgia Workforce Development Area #18
Program Year 2023
Budget & Expenditures Report - as of September 30, 2023 - 25%**

Sector Partnership Grant

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		167,325	-	167,325	0%
SGRC	HDCI/Sector Strategy Partnership	146,650	34,406.01	112,244	23%
Other (<i>Filming, DEI Training, etc.</i>)	HDCI/Sector Strategy Partnership	15,000	-	15,000	0%
Total Budgeted		161,650	34,406.01	127,244	21%
		% Budgeted	97%		
		Not Yet Budgeted	5,675		

Quest Grant (15 Month Grant)

Provider	Service	PY23/FY24 Budget	Year-to- Date Exp.	Balance Remaining	% Expended
Funds Available		599,472	-	599,472	0%
SGRC	Quest Grant	133,347	-	133,347	0%
SGRC	Administration & Program	466,125	20,311.89	445,813	4%
Total Budgeted		599,472	20,311.89	579,160	3%
		% Budgeted	100%		
		Not Yet Budgeted	-		

Policy / Procedure	#18-012-001 (Updated August 2023)
Policy Name:	Rapid Response Policy
Effective Date:	07/0/12017
Revision Date:	10/xx/2023

I. Purpose of Rapid Response Program

Georgia's Rapid Response Program is a federally-funded workforce development program that is funded through the Workforce Innovation and Opportunity Act (WIOA). Rapid Response enables Georgia's public workforce development system the ability to provide front-line assistance to at-risk or affected employers as well as employees who are laid off through no fault of their own, known as "dislocated workers."

The Program provides a proactive response to company layoffs and plant/facility closures to either prevent or minimize the impact of qualifying events. Rapid Response funding awarded to Local Workforce Development Areas (LWDAs) enables local workforce development staff and partners to provide on-site services, generally at no cost to the employer, to assist with minimizing the disruptions associated with job loss as well as assisting the dislocated worker in obtaining reemployment as soon as possible.

II. Rapid Response Event Eligibility

A rapid response event occurs when a specified number of workers are dislocated due to a layoff or closure, or reorganization. Per federal law, rapid response services must be offered to an employer when 50 or more employees become dislocated workers. State policy permits services to be offered for rapid response events of 25 or more dislocated workers. WSG may provide dislocated worker services regardless of the number of affected dislocated workers.

If a company moves operations out of Georgia or out of the United States, those employees are "dislocated workers" and would be eligible for Rapid Response. If the company moves overseas, the workers may qualify for additional assistance under the Trade Act.

III. Activities

Rapid Response activities are provided by the Technical College System of Georgia's Office of Workforce Development and applicable subrecipients, hereafter referred to as "state-level Rapid Response staff." Local Workforce Development Areas (LWDAs) assist with providing Rapid Response activities when deemed appropriate, or as determined by state-level Rapid Response staff.

Rapid Response activities begin by contacting the company experiencing an event that is expected to result in dislocated workers, and arranging an initial meeting with the employer. This employer meeting helps determine whether or not the layoff can be avoided, and what services will be made available to the employees upon this determination. If the layoff cannot be avoided, state-level Rapid Response staff will coordinate with all necessary partners to share with the dislocated workers the services and resources available to them. These services may include unemployment insurance, training opportunities through WIOA, and other forms of hardship assistance. If the layoff can be avoided, state-level Rapid Response staff may offer and coordinate Layoff Aversion strategies.

IV. **State Responsibilities**

The Technical College System of Georgia and applicable subrecipients serve as the State's Dislocated Worker Unit. When a layoff occurs, the company notifies the state-level Rapid Response (RR) staff of the impending dislocation. State-level staff will then coordinate with the LWDA in which the layoffs will occur. State-level RR staff are also responsible for coordinating with and including all partner agencies and non-profit groups necessary to appropriately serve the affected individuals. This includes developing relationships within the private sector and community partners. State-level RR staff should discover and develop relationships with businesses and organizations to assist in responding to dislocations. The State-level RR staff are further responsible for the following duties:

- Manage layoffs of 25+ workers
- Contact employers within 48 hours of notice of layoff
- Maintain confidentiality
- Respond to natural disaster situations and work with other local government divisions and organizations Provide assistance with filing worker petitions for Trade Certification and Benefits
- Coordinate with LWDAs
- Make presentations to employers and employees
- Coordinate with local economic development staff

V. **LWDA WorkSource Southern Georgia Responsibilities**

LWDA's can provide access to WIOA services including core services such as labor market information, skill assessments, job search assistance, and resume advice. The LWDA may also (when a need is determined) enroll the dislocated worker in intensive and training services to provide skill upgrading and certification in local demand occupations. WSG will designate and notify OWD of the Local Rapid Response point of contact.

LWDA staff are responsible for the following:

- Notify state-level Rapid Response staff of layoff events for which WARN notice has not been filed Facilitate workshops on job search techniques, interviewing skills, resume building, salary negotiation, etc.
- Job development training
- Provision of referrals
- Individual and group counseling
- Perform skills assessment and case management
- Provision of Labor Market Information (LMI) and job openings; and,
- Interact at job fairs, expos and opportunities fairs

In addition, the LWDA must:

- a) **Monitoring**
Rapid Response activities and services provided by WSG will be subject to federal and state monitoring. WSG is required to conduct local monitoring of rapid response activities as appropriate.
- b) **Reporting**
WSG must report and track rapid response-related business and participant services through the WorkSource Georgia Portal as required through OWD Guidance. WSG is also subject to quarterly reporting of rapid response activities as required through OWD Guidance.

VI. **Other Community Partners**

In addition to the state-level Rapid Response staff and LWDA, there are multiple community partners which may be able to support a layoff event. It is the job of state-level RR staff to develop relationships with many of these partners to strengthen the economic community. Business partners can assist in

averting or minimizing the impact of a dislocation event while community partners can help with financial or emotional support during the transition period. Partners which may aid in responding to a layoff include:

- a) Georgia Department of Labor
- b) Georgia Department of Community Affairs
- c) Technical College System of Georgia (TCSG)
- d) Local Chambers of Commerce
- e) Georgia Department of Economic Development; and
- f) Regional Commissions

VII. Rapid Response Events

a) Worker Adjustment and Retraining Notification (WARN)

In general, employers are covered by WARN if they have 100 or more employees. This does not count employees who have worked less than 6 months in the last 12 months AND does not count employees who work an average of less than 20 hours a week. Federal, state, and local government entities which provide public services are not covered.

WARN notices must be filed by a covered employer if the employer lays off:

- 50 workers at a single site of employment; or
- 100 or more workers who work at least a combined 4,000 hours/week; or
- 500 or more workers during a 30-day period; or
- Any number of workers that constitutes 1/3 of the total active workforce (for companies >100 employees)

b) Non-WARN Events

Not all layoff events will be covered by WARN. These are instances in which a company is not large enough to fall under WARN guidelines, or a WARN-eligible company is not laying-off enough workers to trigger a WARN event. In either instance, Rapid Response services may be provided if the company reaches out to OWD or WSG. Although WARN is required for layoffs of 50 or more workers, OWD will engage in any dislocation event in which 25 or more workers are being laid off. These workers receive the same access to services as WARN-eligible events.

c) Events Triggered Without WARN

There may be instances in which a layoff occurs without a 60-day notice through WARN. In these instances, the company may have failed to file the notice or may have been unable to foresee the circumstances that required the layoff (such as plant closure, bankruptcy, or natural disaster WSG may discover these events through local media, the Rapid Response Partner Network, or other form of communication. In these cases, WSG should reach out to OWD to inform them of the potential event and initiate contact with the business and determine if Rapid Response services should be activated.

d) National or State Emergency

When there is a state or national emergency, The Georgia Emergency Management Agency (GEMA) is the lead agency working with state agencies, utility companies, and volunteer organizations to coordinate disaster response and recovery activities to serve its citizens. OWD will contact the LWDA to offer Rapid Response services as needed in that area.

In the event of a natural disaster, such as a tornado, flood, earthquake, drought, storm, pandemic, or similar events caused by nature, WSG is responsible for assisting with the coordination of rapid response services to address workforce needs and the impact that results from the disaster.

Services may be offered in partnership with the State Rapid Response Program and must be consistent with state and local disaster recovery policies and plans. WSG is responsible for local outreach to affected communities and businesses and reporting information to OWD.

e) Trade Adjustment Assistance

Trade Adjustment Assistance (TAA) is a program, administered through partnership with state and local agencies that helps American workers whose jobs have moved out of the country or have been affected by imports. Trade benefits and services help affected workers return to work as quickly as possible.

In order for workers to obtain TAA services and benefits, a petition must be filed with and approved by the U.S. Department of Labor. A company official, three employees, a union official, or state workforce agency staff may file the petition. Refer to <http://www.doleta.gov/tradeact> for additional information, including the petition application process.

State-level Rapid Response staff will coordinate with GDOL Trade staff to alert affected regions of certified trade petitions. A list of trade petitions can be found at <https://www.dol.state.ga.us/Access/Service/PetitionListing?listingType=TAAAA>.

When a company is Trade certified, GDOL will notify the LWDA representative, and will solicit their participation in upcoming Trade information session(s), if necessary. The GDOL career center staff is responsible for presenting an overview of Trade benefits and services. Claims may also be filed at the information session.

State TAA staff provide technical support to local staff and customers, answer questions about the benefits and services, and may also participate in the information sessions. The Trade session may be held at the company or at the local GDOL career center.

VIII. Local Area Process Flow

The State and LWDA are mainly notified of Rapid Response events through the Georgia Layoff & Closure Listing Portal (commonly referred to as the *WARN Portal*) found on WorkSource Georgia's website (<https://www.tcsg.edu/warn/>). This portal is operated and maintained by OWD. Notifications will be verified by OWD for WARN and rapid response qualifications and accuracy prior to distribution to LWDA and other partners.

When a notice of a Rapid Response Event (e.g. WARN filing) is received and verified by the state-level Rapid Response team, OWD will inform WSG and other partners as appropriate. The assigned state-level Rapid Response Coordinator will contact the employer and set up an initial meeting with partners, including LWDA, GDOL, and others as appropriate. Employer meetings will determine the needs of displaced employees and offer an array of services under WIOA Title I, Wagner-Peyser, Trade Act, etc.

Step 1. Notification

WSG receives notification of a plant closure or a significant layoff. This information can come from a number of sources but is not limited to a formal WARN notification (found on WorkSource Georgia's website (<https://www.tcsg.edu/warn/>), the RR team at OWD, the affected company, etc.

Step 2. Coordination

WSG RR staff will coordinate with the RR team at OWD to ensure the affected company has been contacted for RR services.

Step 3 Initial On-site Company Meeting

WSG RR staff may attend the initial on-site company meeting to offer local assistance to the employer and employees.

Step 4. On-site Services

At a minimum, WSG and our identified partners will deliver information and access to unemployment compensation benefits, WorkSource Georgia One-Stop Career Centers services, and employment and training activities including information on the Trade Adjust Assistance program (TAA) if applicable.

Pending WDB Approval

Policy / Procedure #18-012-002
Policy Name: Layoff Aversion
Effective Date: XX/XX/XXXX

I. Layoff Aversion

Rapid Response in Georgia will utilize proactive strategies to serve both the business community and the labor force of the state. Developing networks with business and economic development partners will ultimately strengthen Georgia's economic health. Such strategies form the basis of layoff aversion and are the cornerstone of Georgia's approach to providing Rapid Response.

Georgia's layoff aversion strategy focuses on incumbent worker training. In some situations, it may be possible to prevent a layoff from occurring by offering skills upgrading of current workers into new positions. Similarly, it may be possible to provide a training program to transfer employees from a company experiencing a layoff into positions with a new company. This strategy would seek to minimize the dislocation period of the worker.

II. Appropriate Use of Layoff Aversion Resources

Appropriate use of layoff aversion resources must meet the criteria outlined below.

a) **Conditions Suggesting Intervention:** There are multiple signs that a business may benefit from intervention. In Georgia, a layoff aversion strategy may be implemented if one or more of the following conditions are met:

- The company has experienced a layoff in the previous 12 months;
- A reduction or discontinued production due to declining sales;
- The company has petitioned for bankruptcy in the previous 12 months;
- A sale or change of ownership;
- The industry is experiencing adverse conditions or lost market shares;
- The company supplies an industry experiencing adverse conditions;
- Reduction in hours or number of shifts;
- Significant turnover especially among management positions;
- Changes in taxes or regulations;
- A lack of necessary skills in the local workforce;
- Declining sales;
- Expansion of physical operations or production lines;
- Non-Competitive wages;
- Union contract expiration; or
- Other conditions attested to by ownership.

III. Requirement for Layoff Aversion

If at least one condition is present (as listed in II to suggest an action may be appropriate, such action may only be taken if each of the following conditions are met:

- Must have been doing business in the state for at least the last 12 months

- Current on all state and local tax obligations
- Must not have violated any OJT contract provisions with the LWDA
- Employee training must be needed and identified
- Must guarantee continued employment and no reduction in pay
- Training is designed to address a specific skills gap requiring the intervention

IV. LWDA Layoff Aversion Responsibilities

WSG may offer and deliver layoff aversion strategies and activities (20 CFR § 682.320), in partnership with the State Rapid Response Program, to help local employers save jobs and retain operations in Georgia.

A layoff is averted when:

- a) A worker's job is saved with an existing employer that is at risk of downsizing, relocating, or closing;
- OR
- b) A worker at risk of dislocation transitions to a different job with the same employer or a new job with a different employer and experiences no or minimal spell of unemployment.

Layoff Aversion services are offered in conjunction with general business engagement activities provided by LWDA staff. This may include identifying at-risk companies and industries; communicating available WIOA Title I business services, such as Incumbent Worker Training Programs; and developing workforce action plans with Rapid Response partners to stabilize a company and save jobs. Layoff Aversion programs are designed based on the needs of the company.

Once a potential layoff aversion opportunity has been identified, the LWDA will notify the designated OWD State Rapid Response Coordinator. The LWDA will work with OWD to provide the necessary services. Funding for Layoff Aversion activities (Rapid Response Reserve) activities may be requested from OWD.

Pending WDB Approval

WorkSource Southern Georgia Program Year 2022 Annual Performance

Adult Performance



	<u>Goal</u>	<u>Actual</u>	<u>% Of Goal</u>	<u>Count</u>
Employment Q2	89%	88.17%	99.07%	164/186
Employment Q4	89%	88.46%	99.39%	184/208
Credential Attainment	83%	82.35%	99.22%	168/204
Measurable Skill Gains	60%	81.15%	135.26%	211/260
Median Earnings	\$8,100	\$10,961	135.33%	164

In Program	306
Served	441
Enrolled	127
Exited	135



WorkSource Southern Georgia Program Year 2022 Annual Performance

Dislocated Worker Performance



	<u>Goal</u>	<u>Actual</u>	<u>% Of Goal</u>	<u>Count</u>
Employment Q2	84%	75.00%	89.29%	3/4
Employment Q4	81%	77.78%	96.02%	7/9
Credential Attainment	78%	77.78%	99.72%	7/9
Measurable Skill Gains	50%	58.33%	116.67%	7/12
Median Earnings	\$7,200			

In Program	17
Served	23
Enrolled	8
Exited	6



National Dislocated Worker

	<u>Actual</u>	<u>Count</u>
Employment Q2	64.41%	38/59
Employment Q4	67.86%	19/28
Credential Attainment	100%	5/5
Measurable Skill Gains	86.27%	44/51
Median Earnings	\$6,783.92	

In Program	17
Served	23
Enrolled	8
Exited	6

WorkSource Southern Georgia Program Year 2022 Annual Performance

Youth Performance



	<u>Goal</u>	<u>Actual</u>	<u>% Of Goal</u>	<u>Count</u>
Employment Q2	64%	75.00%	117.19%	48/64
Employment Q4	76%	63.93%	84.12%	78/122
Credential Attainment	75%	47.54%	63.39%	58/122
Measurable Skill Gains	40%	46.86%	117.14%	149/318
Median Earnings	\$3,930	\$38,853	98.03%	48

In Program	366
Served	422
Enrolled	210
Exited	56

