

Minutes
Twin Districts Workforce Development Area
Local Workforce Development Board

Wednesday, January 18, 2023 11:00 AM
914 Sullivan Drive, Hattiesburg

LOCAL WORKFORCE DEVELOPMENT BOARD PRESENT:

Danny Box, Rebecca Brown, Wayne Buffington, Perry Duckworth, Sedgie Foxworth, Lillie Graves, Lucy Lamberth, Julia Lindsey, Calvin Newsom, Tiffany Parrish, David Stephens, Connie Valentine, Lucretia Williams, and Marshall Wood, Sr.

LOCAL WORKFORCE DEVELOPMENT BOARD ABSENT:

Donnie Bond, Jennifer Griffith, Ricky Harrison, Newt Ishee, Laura "Missy" Lewis, Tom Miles, Phil Nichols, John Poelma (Rebecca Brown proxy), Jermaine Simmons, and Valerie Wilson.

STAFF:

Allison Hawkins, Patricia Morrison, Marilyn Minor, Shari White, Shonta Duncan, Marvin Dickey, Kenny Jett, Elena Borel, and Grant Wesley.

CALL TO ORDER AND COMMENTS

Mr. David Stephens called the meeting to order and greeted everyone in attendance.

APPROVAL OF AGENDA

Mr. Stephens called for a motion to approve the agenda.

ACTION: Mr. Perry Duckworth motioned to approve the agenda; Ms. Lillie Graves seconded. Motion carried.

APPROVAL OF MINUTES

Mr. Stephens called for a motion to approve the minutes from last meeting (November 30, 2022).

ACTION: Mr. Sedgie Foxworth motioned to approve the minutes; Mr. Wayne Buffington seconded. Motion carried.

LEO BOARD UPDATE

Mr. Stephens called on Mr. Calvin Newsom to present the LEO Board Update. Mr. Newsom had no report to give at this time.

DIRECTOR'S REPORT

Mr. Stephens called on Ms. Allison Hawkins to present the Director's Report. Ms. Hawkins began by introducing Ms. Elena Borel, the new EWD Finance Specialist that will be working with Ms. Shari White. Ms. Hawkins welcomed her to the team.

The TDWDA Local Plan Update has been approved by the Governor's Office. The Update extends the Local Plan another two years, at which point it will require a full re-write.

Of the 15 allotted AccelerateMS Career Coach positions, 13 have been filled. The remaining two slots are in Neshoba and Newton County School Districts. State Legislators appear to be in favor of increasing AccelerateMS Career Coach funding from \$8 million to \$16 million. This would effectively double the number of Career Coach positions.

Federal and State regulations require that the WIOA TDWDA Board administered programs be monitored for compliance and performance at least once annually. Since the TDWDA Board staff work in tandem with the program operators to implement activities and services to our job seeking customers, procuring an independent monitor should alleviate any appearance of potential conflict of interest and maintain proper firewalls and internal controls. If approved, the Request for Proposals (RFP) for PY22 WIOA Monitoring Services will be released January 30, 2023, with an expected contract start date of April 1, 2023. Ms. Hawkins requested that the Workforce Board approve the Solicitation Schedule for this RFP. Mr. Stephens called for a motion.

ACTION: Mr. Sedgie Foxworth motioned to approve the PY22 WIOA Monitoring RFP Solicitation Schedule; Mr. Perry Duckworth seconded. Motion carried.

Ms. Hawkins concluded her report.

FINANCIAL REPORT

Mr. Stephens called on Ms. Shari White to present the financial report. Ms. White began her report with the PY22 Overview of Current Funding. At the November meeting, the LEO approved the transfer of \$750,000 from PY21 Dislocated Worker fund to PY21 Adults funds. On December 14, 2022, MDES OGM approved that transfer request. The Funding Overview reflects that transfer. The Total Funds Available remains at \$15,216,993.07.

Ms. White continued with the Obligations and Expenditure Summary. Program Year 22 began on July 1, 2022, and will end on June 30, 2023. The expenditures reported are for the Second Quarter costs - the period ending 12/31/22. The Obligations were as

follows: Adult was 100% obligated, Dislocated Worker 80.9%, Youth 88.6%, and Rapid Response/Layoff Aversion was 40.7 %. The overall obligation for all funds was 85.4%.

As for Second Quarter (12/31/22) Expenditures: Adult was 42% expended at \$1,828,631.45; Dislocated Worker 25% at \$640,683.82 (Please note that Adult expenditures are nearly three times higher than Dislocated Worker expenditures); Youth 27% at \$1,463,035.61; and Rapid Response/Layoff Aversion was 84% expended at \$514,105.73. Overall, TDWDA has expended 34% of its PY22 Obligations. Please note that the PY22 Youth Work Experience Rate is at currently at 38.82%.

Next, Ms. White points out to the Workforce Board that we currently have \$613,821.51 in unobligated Dislocated Worker funds, and to keep this in mind. We have \$706,445.69 in unobligated Youth funds. SMPDD Staff are currently working with one more Youth provider, and that sub-award should be executed soon. In regards to Rapid Response/Layoff Aversion funds, SMPDD has submitted a request to the Office of Grants Management to transfer the unexpended PY20 Rapid Response Layoff Aversion funds to PY20 Rapid Response Dislocated Worker funds. This will free up approximately \$297,000 in Formula (Regular) Dislocated Worker funds. This will be in addition to the \$613,821.51 currently unobligated Dislocated Worker funds. Since Dislocated Worker expenditures are only 25%, Ms. White requests that \$500,000 be transferred from PY22 Dislocated Worker funds to PY22 Adult funds to meet projected obligations and expenditures. Mr. Stephens called for a motion.

ACTION: Mr. Wayne Buffington motioned to approve the Transfer of Funds request; Ms. Lillie Graves seconded. Motion carried.

Ms. White continued with the Expenditure by Quarter Report. Total expenditures for 1st quarter were \$2,458,292.79. Comparison to last year expenditures at this time (total expenditures were \$1,917,367.26) that is an increase of \$567,925.53, so our expenditures are continuing to trend upwards.

Ms. White continued with the Expenditure by Quarter Report. Expenditures for 2nd quarter were \$1,961,163.82, with total expenditures this year at \$4,446,456.61. In comparison to last year expenditures at this time (total expenditures were \$3,888,020.21) is an increase of \$558,436.40, so our expenditures are continuing to trend upwards. Ms. White concluded her report.

WIN JOB CENTER UPDATE

Mr. Stephens called on Ms. Connie Valentine to present the WIN Job Center update.

Ms. Valentine began by stating that there are now 24 On-the-Job training agreements, totaling \$1,038,067. In addition, 132 participants have been placed in OJT Agreements.

So far, 429 participants have been enrolled in ITAs during this program year, and \$1,569,044 in ITA funds has been obligated. In addition, 11 individuals were served under Supportive Services.

A total of 1,286 WIOA enrollments have been entered from July 1 to December 31, 2022.

Ms. Valentine concluded her report.

YOUTH COMMITTEE REPORT

Mr. Stephens called on Ms. Lillie Graves to present the Youth Committee report. Ms. Graves began by explaining the SMPDD Youth Contract Modification 1, which is included in the meeting packet. The sub-award was modified to include a Budget Modification to better align with our current expenditure projections. Cost adjustments were made in the Direct Training, Participant Costs, and Work Experience categories; however, no additional dollars have been added and the total subaward amount is unchanged. Additionally, the required levels of performance have been updated to the PY 22 negotiated rates. The other sub-award provisions remain unchanged. Ms. Graves motioned to approve this modification.

ACTION: Ms. Lillie Graves motioned to approve the SMPDD Youth Contract Modification 1; Mr. Calvin Newsom seconded. Motion carried.

Ms. Graves concluded her report.

ONE-STOP COMMITTEE REPORT

Mr. Stephens called on Ms. Rebecca Brown to present the One-Stop Committee report. Ms. Brown began by stating the Supportive Services policy was changed from requiring a \$10 per hour maximum wage to \$15 per hour wage. This change was recommended by the One-Stop Committee in light of inflation and rising costs, and was then approved by the TDWDA Workforce Board last meeting (11/30/22).

Ms. Brown continued with the One-Stop Certification Update. She explained to the Workforce Board that multiple WIN Job Centers were conditionally certified as One-Stop Operators through December 15, 2022, to allow them to address minor issues that barred them from full certification. However, mostly due to circumstances outside the WIN Centers' control, some of these issues have yet to be rectified. Other Centers were conditionally certified through a later date, but they may not be able to address the Committee's findings within the time given. These WIN Centers include Carthage, Philadelphia, Columbia, Pascagoula, Gulfport, Meridian, and Hancock County. Ms. Brown motioned that the conditional certifications that have expired, or will expire, for non-compliant WIN Job Centers to be extended to April 30, 2023. This will give them time to make the necessary changes and allow for follow-up visits preceding the April TDWDA Board meeting.

ACTION: Ms. Rebecca Brown motioned to approve the One-Stop Conditional Certification extension; Mr. Danny Box seconded. Motion carried.

Ms. Brown also presented the Solicitation Schedule for the One-Stop Operator and Career Services Provider. The Request for Proposals (RFP) will release February 14, 2023, with a due date for proposals set for March 16. Proposals will be evaluated by the One-Stop Committee through March/early April, with the selected proposal(s) presented to the TDWDA LEO/Workforce Board at the April meeting (exact date TBD). Ms. Brown motioned to approve the Solicitation Schedule.

ACTION: Ms. Rebecca Brown motioned to approve the One-Stop Solicitation Schedule; Ms. Lillie Graves seconded. Motion carried.

Ms. Brown concluded her report.

NEW BUSINESS

Mr. Stephens called on Ms. Marilyn Minor to present the updated Eligible Training Provider List (ETPL) Policy. Ms. Minor explained that the ETPL provides information on all Workforce training providers in the State, and only those on the ETPL are eligible to receive WIOA funding. This policy focuses on the requirements to apply for and remain on that list. The ETPL Policy was updated to align with WIOA language; however, the processes and requirements remain unchanged. Mr. Stephens called for a motion to approve the updated policy.

ACTION: Mr. Calvin Newsom motioned to approve the ETPL Policy update; Mr. Danny Box seconded. Motion carried.

Mr. Stephens then announced that the meeting packet includes copies of the TDWDA Workforce By-Laws and the TDWDA Conflict of Interest policy. In order to maintain WIOA compliance, every Workforce Board member must read these items and sign the corresponding Acknowledgement forms. Signed forms must be returned to SMPDD staff as soon as possible.

Mr. Stephens also announced that two Board members have been appointed to serve on the Youth Committee: Mr. Marshall Wood, Sr. and Ms. Tiffany Parrish. Mr. Stephens called for a motion to approve these appointments.

ACTION: Mr. Wayne Buffington motioned to approve the appointments of Mr. Marshall Wood, Sr. and Ms. Tiffany Parrish to the Youth Committee; Mr. Calvin Newsom seconded. Motion carried.

ADJOURNMENT

With nothing further to discuss, Mr. Stephens adjourned the meeting.