

# COASTAL REGIONAL COMMISSION

## Ten Counties

- Bryan
- Bulloch
- Camden
- Chatham
- Effingham
- Glynn
- Liberty
- Long
- McIntosh
- Screven

Based in Darien, McIntosh County

# COASTAL REGIONAL COMMISSION COUNCIL MEMBERSHIP

- 10 County Commissioners
- 10 Mayors
- 14 Private Sector, Non-Public Appointees
- 5 State of Georgia Appointees

# CURRENT PROGRAMS ADMINISTERED BY THE CRC

AGING	\$5,596,320
PLANNING/ECON DEV	\$ 459,310
GIS/IT	\$ 458,893
ADMINISTRATION	\$ 585,336
TRANSPORTATION	\$4,982,605
<b>TOTAL</b>	<b>\$12,032,463</b>

# **CURRENT PROGRAM ADMINISTERED BY THE CRC:**

**[Currently 13 Successive Years as Recipient of  
“Certification of Achievement for Excellence in  
Financial Reporting”]**

**Has In-House Capacity and Experience to Function  
as a Fiscal Agent and Grant Recipient**

# TASKS TO EVALUATE, AMEND AND THEN ASSIMILATE FOR A SUCCESSFUL TRANSITION

- Maintain Existing WIOA Staff that Become CRC Employees
- Review Existing Personnel/Policy Documents and State Documents
- Examine Payroll and Benefit Roll-Overs
- Review Any and All Contracts with Vendors, One-Stops, Contractors, Providers and Related Obligations

## **ESTABLISH A TRANSITIONS COMMITTEE TO ASSURE COMPLIANCE WITH STATE/FEDERAL REQUIREMENTS**

- Establish a Transition Committee Consisting of Two (2) Persons from CRC, WIOA Board, CLEO, Coastal Workforce Staff and One (1) Representative from Each Technical College within the Region
- Establish a Full WIOA Board Membership and a CLEO Membership Designee
- Review Appropriate Documents Such as Program Workplan, Applicable Audit Reports, Existing Contracts, Timetables, MOUs, Leases, By-Laws and Other Defined Deliverables
- Establish a Timetable and Assigned Tasks for a Complete Transfer of Program Responsibilities as the Fiscal Agent to the CRC
- Provide Comprehensive Orientation Process for New and Existing Board Members

# **CONDUCT A TECHNOLOGY AND CONNECTIVITY ASSESSMENTS**

- **Linkage Between the Darien Facility and the Savannah Facility and Process to Integrate Programs**
- **Inventory all Assets**
- **Establish Capital Equipment Needs and Budget**
- **Facilitate Protocol Process for Technology Troubleshooting, Upgrades and Acquisitions**
- **Review and Assess Operational Obligations such as Leases, Contracts, and Invoices**

# **INITIATE OUTREACH CAMPAIGN TO FACILITATE A TRANSPARENT CHANGEOVER**

- Conduct Introduction Sessions with All Staff, Contractors, Vendors and Other Essential Partners**
- Disseminate Literature/News Releases to Applicable Entities**
- Orientation Sessions Relative to Personnel Policies, Benefits, Enrollments, Job Descriptions and Evaluation Procedures**
- Identify and Establish Timetable and Process for Internal Changes/Mergers for Items such as Supplies, Vendors, Brokers, Insurances, Pensions and Other Operational Requirements**



# DEVELOP A MATRIX TO MEASURE THE TRANSITION PROGRESS

- **Develop Flow Chart to Assign Tasks, Determine Timetables and Measure Progress**
- **Provide Progress Reports to State Office, CLEO Members, WIOA Board Members, Contractors and Staff**
- **Make Transition Adjustments as Necessary**
- **Establish a Coordinated Delivery System Committee Comprised of All Partners as Well as Industry Representatives to Provide Oversight and Input**
- **Establish and Disseminate a Meeting Calendar to All Members to Encourage Full Attendance, Monitor Progress and Respond to Employer Needs on Training Programs**