



Atlanta Workforce Development Agency (AWDA)

Local Workforce Investment Board (LWIB)

Meeting Minutes: Wednesday, August, 20 2014

11:30 A.M.

Conference Room 216

Board Members Present:

Cassandra Lee Austin, Delta Airlines (Vice-Chair)
Stephanie Asbury, Bank of America (LWIB Treasurer & Finance Comm. Chair)
Delores Strozier, Georgia Department of Labor (on behalf of Tabatha Burks)
Blenda DeBerry, Profast Development Group (Secretary)
Jenny Jang, MACC (on behalf of Katie Kirkpatrick)
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Dr. Eloisa Klementich, Invest Atlanta
Dr. Michael Maze, Atlanta Public Schools
Warren Pincombe, Atlanta Technical College (on behalf of Dr. Alvetta Peterman)
Michael Romesburg, CVS Caremark (Youth Council Chair)

Board Members Absent:

Shean Atkins, Atlanta Housing Authority
Tamika Conde, AARP
Ralph Herrera, Lanza Group. LLC
Jerome Jackson, IBEW Local 613
Mona Kelly, The Coca-Cola Company
Annie Matthews, Atlanta Job Corps
Barbara Richards, Georgia Vocational Rehabilitation Agency
Elmir Stancil, GDEcD

AWDA Presenters:

Michael Sterling, Interim Executive Director
Tammy Lipsey, Deputy Director
Karen Simmons, Finance Director
Jeremie Peterkin, City of Atlanta, Department of Finance, Consultant

AWDA and City Staff Present:

Phyllis Bryant, Chief of Staff to Executive Director Michael Sterling
Patricia Koch, Youth Services Manager
Susan Garrett, Senior City Attorney
Lorraine Rentz, Director of PR and Marketing
Kristina Garcia-Bunuel, Policy Analyst

- Call to Order:** Cassandra Lee Austin, Vice-Chair (11:53 am)
A quorum was not present to conduct proceedings.
- Agenda Adopted:** Motion made by Ms. Asbury, seconded by Mr. Romesburg.
- Minutes Approved:** Motion made by Ms. Asbury, seconded by Mr. Romesburg.
- Welcome** Interim Executive Director Michael Sterling introduced himself and welcomed the committee members. The AWDA management team and City staff introduced themselves to the Board.
- Finance Overview** Finance Committee Chair Stephanie and AWDA Finance Director Karen Simmons provided an overview of audit findings (City of Atlanta, State of Georgia, and KPMG). Each finding and the corrective action taken by AWDA in response was presented. A rollup of the USDOL quarterly performance reports for Program Year 2012 and Program Year 2013 was presented and discussed. Also presented was an overview of funding allocations, program and administrative costs, current funding levels, and the average cost per customer. Ms. Simmons informed the Board that every effort is being made to practice and enforce sound accounting principles.
- Operations Overview** Deputy Director Tammy Lipsey provided an overview of the US Department of Labor's (USDOL) performance accountability system and common measures. The Board inquired as to what steps are being taken to improve performance. Deputy Director Lipsey detailed measures being executed to address performance issues. Executive Director Michael Sterling discussed the Mayor's Scholarship Program stating the current reserve is \$1.5 million. To date, 27 applications have been received with unmet needs ranging from \$550 to \$18,000.
- Youth Council** Youth Council Chair Mike Romesburg summarized the July 16 meeting and informed the Board that AWDA was notified by YouthBuild USA of an AmeriCorps continuation sub-grant for the 2014-2015 year and that AWDA will move toward implementing procurement processes for youth services.
- New Business** Updated versions of both the **Supportive Services** and **Travel and Expense** policies were presented by Jeremie Peterkin. Dr. Klementich made a motion to approve both documents. Ms. Asbury seconded the motion. Approval was unanimous.

The meeting was adjourned by Vice-Chair Cassandra Lee Austin at 1:14 pm.

