



**Atlanta Workforce Development Agency (AWDA)  
Local Workforce Investment Board (LWIB)  
Meeting Minutes: Wednesday, August 19, 2015  
11:30 A.M.  
Room 240**

- Board Members Present:**  
**(Quorum Present)**
- Kevin Amick, IATSE
  - Yendelela N. Anderson, Kilpatrick Townsend & Stockton LLP (Vice-Chair)
  - Karen Bremer, Georgia Restaurant Association
  - Melissa H. Buckner, TBG Residential
  - Tabatha Burks, Georgia Department of Labor, South Metro Career Center
  - Linda Cannon, Cannon-Austin Productions
  - Tamika Conde, AARP
  - Blenda DeBerry, Profast Development Group
  - Ralph Herrera, Lanza Group. LLC
  - Lolita Browning Jackson, Georgia Power
  - Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
  - Thaddeus Keefe, OneKept
  - Dr. Eloisa Klementich, Invest Atlanta
  - Alex McKenzie, IFS Securities (Treasurer)
  - Annie Matthews, Atlanta Job Corps
  - Dr. Michael Maze, Atlanta Public Schools
  - Terri Morton, Bank of America
  - Louis Partain, IUPAT
  - Theora Powell, Georgia Vocational Rehabilitation Services
  - Michael Romesburg, CVS Caremark (Chair)
  - Elmir Stancil, GDEcD
  - Kelly Temple, United Way
- Board Members Absent:**
- Shean Atkins, Atlanta Housing Authority
  - Cassandra Lee Austin, Delta Airlines
  - Ryan Glover, Bounce TV
  - Mona Kelly, The Coca-Cola Company
  - Katie Kirkpatrick, Metro Atlanta Chamber of Commerce
  - Scott Selig, Selig Enterprises (Secretary)
  - Dr. Alvetta P. Thomas, Atlanta Technical College
- Guests:**
- Amy Lancaster, Metro Atlanta Chamber of Commerce (for Katie Kirkpatrick)
  - Walter Pincombe, Atlanta Technical College (for Dr. Alvetta P. Thomas)

**AWDA Staff:** Michael Sterling, Executive Director  
Karen Simmons, Director of Finance  
Tammy Lipsey, Director of Operations  
Phillip Olaleye, Director of Performance Management  
Pamela Ferrell, Deputy Director of Finance  
Lillie Madali, Deputy Director of Operations  
Amit Khanduri, Business Relations Manager  
Eros Davis, Finance Consultant  
Nia Testamark, Senior Communications Specialist  
Phyllis Bryant, Executive Assistant to the Executive Director  
Kristina Garcia-Bunuel, Legislative Analyst and Board Liaison  
Sirlathra Joiner, Department of Information Technology  
Ashley Parker, Senior Career Advisor

**Call to Order:** Board Chair Michael E. Romesburg called the meeting to order at 11:46 am.

**Adoption of the Agenda:** The Chair asked for a motion to approve the agenda. The motion was made and properly seconded. The agenda was adopted by a unanimous voice vote.

**Adoption of the Minutes:** The Chair asked for a motion to approve the May 13, 2015 meeting minutes. The motion was made and properly seconded. The minutes were adopted by unanimous voice vote.

**Testimonials:** Executive Director Michael Sterling introduced two AWDA customers who shared their experiences. Adult participant Daryl spoke of the positive influence AWDA has had on his life. He is currently enrolled in a project management program at Georgia Tech and will receive his certification this year. AWDA is subsidizing his training. Mykayla also spoke of her involvement with AWDA. She is a student at Atlanta Metropolitan State College where she is enrolled in the Pre-Physical Therapy program. Mykayla was also a participant in the 2015 STEP Forward summer work experience program and was awarded "Youth of the Year" by Boys and Girls Clubs of Metro Atlanta.

**Action Items:** **Youth Services Request for Proposals**  
Director of Operations Tammy Lipsey and Deputy Director of Operations Lillie Madali presented a resolution requesting the Board approve an RFP process for Youth Services. The solicitation will be packaged and advertised by the City of Atlanta's Department of Procurement to organizations interested in providing innovative programming and comprehensive services for out-of-school (OSY) youth ages 16-24. DDO Madali described the nine elements of the RFP, which include:

- Tutoring, study skills training, instruction and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma/GED or industry-recognized credential;
- Alternative secondary school services; or dropout recovery services, as appropriate;

- Leadership development opportunities, which may include such activities as positive social behavior and soft skills, decision making, team work, and other activities;
- Adult mentoring for a duration of at least 12months, that may occur both during and after program participation;
- Follow-up services for a minimum 12-month period;
- Comprehensive guidance and counseling, including drug and alcohol abuse counseling, mental health counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth;
- Financial literacy education;
- Entrepreneurial skills training; and
- Activities that help youth prepare for and transition to post-secondary education and training.

Nancy Flake Johnson asked for clarification as to whether the contract would require responding agencies to utilize career pathway/sector strategy/high-demand industry models. DDO Madali stated that in-house career counseling would be provided by AWDA's skills development advisors.

Eloisa Klementich asked what type of training would entrepreneurial skills entail. DDO Madali stated it would include how to start a business.

Melissa Buckner asked what percentage of the budget is allocated to the Youth Services contract and whether going through the City of Atlanta's Department of Procurement is a requirement. DDO Madali stated that WIOA requires a competitive bid process which is met by the City's procurement process, in addition to the fact that as the fiscal agent of WIOA grant funds, the City requires AWDA to utilize the City's procurement process. Executive Director Sterling stated the cost of the contract is not known and that when the bids are received, and once the evaluation team staffed by City employees make their recommendations, the Board would then vote to accept or reject the awardee. Chair Romesburg asked for clarification from ED Sterling as to whether the budget for the contract would be set by the respondents, ED Sterling confirmed that yes, the budget would be set by the winning respondent. Melissa Buckner asked if there was a budget in mind for the contract and ED Sterling responded that there is an overall budget for youth services but not for this contract. Melissa Buckner asked if one company would provide all the program elements. ED Sterling stated it could be multiple different entities providing the services, not just one organization. Nancy Flake Johnson asked if all potential youth clients who would be served by the contract would need to be referred by AWDA staff. ED Sterling stated that yes, all youth clients would pass through AWDA staff first. She also asked for an explanation of the City of Atlanta's procurement process. Ed Sterling stated that the user agency (AWDA) would work with the Department of Procurement to put out a RFP and a deadline is issued for responses. The City also assembles an evaluation team consisting of Department of Procurement staff, user agency staff, Department of Finance and Department of Law staff. Department of Procurement uses a score card to determine if the proposal is responsive, and if it is responsive, the bid is referred to the evaluation

team, the team provides a weighted average score for each bid and recommends a winning proponent. The AWDA Board would vote on the recommended proponent. ED Sterling explained that WIOA significantly changed the requirements for serving youth, including the expenditure of 75 percent of funding on out-of-school programs. Alex McKenzie asked if the City's Department of Procurement would recommend only one proponent. City Attorney Susan Garrett stated that the proponents are ranked and the Board can receive the ranking. Melissa Buckner asked if AWDA would work regionally to leverage a volume of services. Alex McKenzie asked what is the anticipated investment in the contract. DDO Lipsey stated from \$300,000 to \$500,000 has been budgeted. Nancy Flake Johnson asked if this amount is 75 percent of the total allocated, as required by WIOA. ED Sterling said the 75 percent will be split between the contract and in-house services. Nancy Flake Johnson asked how many youth will be served by this contract. ED Sterling stated that coming into full compliance with the 75 percent expenditure is not required until 2017, but that the number of out-of-school youth served will depend upon the cost per student in the contract. At this point, Chair Romesburg asked if there was a motion to approve the resolution. The motion to approve the resolution was made by Eloisa Klementich. It was properly seconded and unanimously adopted.

**Basics of AWDA  
Financial Model:**

Director of Finance Karen Simmons discussed the agency's business structure as follows: The City of Atlanta Mayor is the chief elected official who appoints the AWDA's Board of Directors and the executive director. The Board of Directors is the governing body of the agency and also serves as the 501(c)3 Board of Directors of the Mayor's Youth Scholarship Program (MYSP). The AWDA is the administrative entity of WIOA Title I funds and the City of Atlanta is the fiscal agent/grant recipient of the WIOA grant. The internal organizational structure requires AWDA's finance department to interact with several City departments, including the Departments of Law, Procurement, and Finance. Within the City's Department of Finance, AWDA communicates daily with Accounts Payable and the Office of the Controller. AWDA's Finance Department is responsible for: grants and contracts management; developing and managing an annual budget, developing and implementing the cost allocation plans; purchasing goods and ensuring a competitive procurement process for the purchase of goods and services; managing record retention; and assuring compliance with federal, state, and local laws and regulations. On an annual basis, AWDA's Finance Department manages some 18 separate grants. Melissa Buckner asked if the grants are awarded directly to AWDA. DOF Simmons stated that all grants are awarded to the City of Atlanta as the fiscal agent. DOF Simmons explained that AWDA's funding is composed of 82 percent WIOA federal grants, 4 percent other federal grants like YouthBuild, four percent from Atlanta Housing Authority grant, and 10 percent from philanthropic donations. AWDA's Finance Department reports monthly WIOA financial status reports (FSRs) to the Georgia Department of Economic Development, Workforce Division, monthly reports to the Atlanta Housing Authority, quarterly YouthBuild reports to the U.S. Department of Labor and annual close-outs of expired grants. In addition, AWDA's Finance Department manages compliance efforts that include: WIOA regulations; federal cost limitations including administrative, training, in-school- and out-of-school youth; Office of Management and Budget cost principles and audit/procurement guidelines; annual on-site monitoring conducted by the Georgia Department of

Economic Development, Workforce Division; Super circular independent audit for agencies receiving greater than \$750,000 in federal funds; and U.S. Department of Labor, Office of the Inspector General. Melissa Buckner asked if there is any issue with cash flow between the City as the fiscal agent and AWDA as the administrator. DOF Simmons stated that between departments no issues exist, however she commented that the City legislative process to anticipate and appropriate grant funds can be a lengthy process. Elmer Stencil asked if the City Council chose not to pass grant funding legislation, would that be a violation of WIOA and ED Sterling stated yes, it would violate WIOA.

**AWDA Quarterly Highlights:**

Executive Director Sterling discussed the Georgia Department of Economic Development (GDEcD), Workforce Division Program Year 2014 financial and quality assurance programmatic monitoring. All 15 findings from the previous administration in PY12 and PY13, including lack of proper board composition, lack of a cost allocation plan and lack of a signed budget were all resolved. There were zero repeat findings. In PY14, the GDEcD discovered five findings, all of which are administrative in nature. The Agency has responded to and acknowledged all five findings which will be corrected and the new agency structure should catch any similar administrative errors in the future.

The 2015 STEP Forward program was successful. AWDA served 343 participants. Seventy-eight (23 percent) were out-of-school youth, and 264 (77 percent) were in-school youth. Twenty were from West End Academy. A total of 1,361 hours was worked and participants worked an average of 54 hours every two weeks. The APD Gang Unit made 13 referrals, the City of Atlanta's Office of the Public Defender made three referrals. Twenty-six participants were terminated from their original assignments, but were re-assigned to another job site, while six participants were terminated and not re-assigned.

From 2014 to 2015, the total number of customers served was 5,584 the agency. As a whole, AWDA saw 154 participants enter employment, 199 receive degrees or certificates, and 802 receive job-based training. And of those entering employment, 88 percent were aligned with the agency's sector strategy. The participant breakdown is as follows: 30 percent ISY; 16 percent OSY; 49 percent adult; and five percent dislocated workers.

**Adjournment:**

Chair Romesburg adjourned the meeting at 12:13 pm.