



**Atlanta Workforce Development Agency (AWDA)  
Local Workforce Investment Board (LWIB)  
Meeting Minutes: Wednesday, November 18, 2015  
11:30 A.M.  
818 Pollard Blvd., SW, Room 240**

**Board Members Present:  
(Quorum Present)**

Kevin Amick, IATSE  
Yendelela N. Anderson, Kilpatrick Townsend & Stockton LLP (Vice-Chair)  
Shean Atkins, Atlanta Housing Authority  
Cassandra Lee Austin, Delta Airlines  
Melissa H. Buckner, TBG Residential  
Linda Cannon, Cannon-Austin Productions  
Blenda DeBerry, Jon'Ric International  
Ralph Herrera, Sotheby's Global Real Estate  
Thaddeus Keefe, OneKept  
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  
Scott Selig, Selig Enterprises (Secretary)  
Kelly Temple, United Way

**Board Members Absent:**

Karen Bremer, Georgia Restaurant Association  
Tabatha Burks, Georgia Department of Labor, South Metro Career Center  
Tamika Conde, AARP  
Ryan Glover, Bounce TV  
Mona Kelly, The Coca-Cola Company  
Katie Kirkpatrick, Metro Atlanta Chamber of Commerce  
Lolita Browning Jackson, Georgia Power  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
Dr. Eloisa Klementich, Invest Atlanta  
Michael Romesburg, CVS Caremark (Chair)  
Elmir Stancil, GDEcD  
Dr. Alvetta P. Thomas, Atlanta Technical College

**Guests:**

Roni Bell, Georgia Department of Labor, South Metro Career Center (on behalf of Board Member Tabatha Burks)  
Rodney Sampson, Chief, Diversity Inclusion Initiatives, Tech Square Labs

**AWDA Staff:**

Michael Sterling, Executive Director  
Rebecca Chattman, Program Director, YouthBuild  
Phyllis Bryant, Executive Assistant to the Executive Director  
Eros Davis, Finance Consultant  
Kristina Garcia-Bunuel, Legislative Analyst and Board Liaison  
Lance Irvin, Manager, Strategic Partnerships and Operations  
Amit Khanduri, Manager, Business Relations  
Lillie Madali, Deputy Director, Operations  
Jennifer Ogunsola, Director, Communications  
Phillip Olaleye, Director, Performance Management  
Ashley Parker, Senior Career Advisor  
Karen Simmons, Director, Accounting and Finance  
Nia Testamark, Senior Communications Specialist

**City of Atlanta Dept. Staff:**

Susan Garrett, Senior Assistant City Attorney  
Gerard Grant, Assistant City Attorney  
Sirlathra Joiner, Information Technology Specialist

**Call to Order:**

Vice-Chair Yendelela Anderson called the meeting to order at 11:44 am.

**Adoption of the Agenda:**

The Vice-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 Vice-Chair asked for a motion to approve the August 19, 2015 meeting minutes. The motion was made, properly seconded, and approved.

**Introduction of New Staff:**

Executive Director Michael Sterling introduced Rebecca Chattman, the new YouthBuild program director,

**Action Items:**

**Local Plan 2013-2018**

ED Sterling presented the revised 2013-2018 Local Plan. He explained that under the prior leadership, the Board via an email vote approved the Plan. ED Sterling further explained that per State of Georgia regulations, the vote must occur during a Board meeting at which a quorum is present. As such, Georgia Department of Economic Development, Workforce Division (“GDEcD, WFD”), did not accept the Plan. ED Sterling stated the Plan has been revised and updated to reflect the restructured agency. In addition, AWDA staff received guidance from GDEcD, WFD. The Vice-Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, the 2013-2018 Local Plan was approved.

**Customer Service Continuum Policy (AWDA Policy Letter No. 15-02)**

ED Sterling presented the Customer Service Continuum policy, including the customer service continuum step-by-step narrative, eligibility determination guide, as well as eligibility forms used by staff. The Vice-Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, AWDA Policy Letter No. 15-02 (Customer Service Continuum) was approved by the Board.

**On-the-Job Training Policy (AWDA Policy Letter No. 15-03)**

Business Relations Manager Amit Khanduri and ED Sterling presented the On-the-Job Training policy. The Vice-Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, AWDA Policy Letter No. 15-03 (On-the-Job Training) was approved by the Board.

**Customized Training Policy (AWDA Policy Letter No. 15-04)**

ED Sterling presented the Customized Training policy. The Vice-Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, AWDA Policy Letter No. 15-04 (Customized Training) was approved.

**Revised Supportive Services Policy**

Deputy Director of Operations Lillie Madali presented revisions to the Supportive Services policy adopted by the Board on August 20, 2014. The revision added language stating that all eligible supportive service requests must be documented in customer electronic files with proof of cost and proof of need. The Vice-Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, revised Supportive Services policy was approved.

**Election of Executive Committee**

ED Sterling presented the required composition, duties, and authority of the Executive Committee. He stated that membership consists of the Board's Executive Officers Board (Chair, Vice-Chair, Treasurer, and Secretary), as well as three At-Large Board Members, all of whom shall serve for a term of one year. He further stated that the duties and authority of the Executive Committee are as follows: shall have general supervision of the affairs of the Board in the intervals between quarterly Board meetings; may meet as often as it deems necessary; shall act on behalf of the Board between regularly scheduled Board meetings, if necessary; shall make recommendations to the board and exercise such powers as may be delegated to it by the Board; shall act on behalf of the Board when quorums are not established at a Board meeting. ED Sterling then stated that the Actions of the Executive Committee shall be the actions of the Board unless rejected by the Board at its next meeting, and that all actions of the Executive Committee shall be by majority vote of its members.

The Vice-Chair asked for nominations from the floor for the three At-Large Executive Committee members. Nominated were Melissa Buckner, Kevin Amick and Ralph Herrera. Motions were made and properly seconded to approve the three nominated members. By unanimous vote Melissa Buckner, Kevin Amick and Ralph Herrera were elected to serve as At-Large members on the executive Committee.

### Election of Committee Chairs & Vice-Chairs

Due to lack of a quorum for the Performance Standards Committee and the Youth Committee, nominations for chairs and vice-chairs of these two committees could not be taken. The officers will be elected at the next regularly scheduled meetings of the committees.

### Below the Line Film Training Program:

BRM Khanduri presented the Below the Line Film Training program. He explained it as a four-entity partnership between AWDA, the Mayor's Office of Film and Entertainment, various production studios, and IATSE Local 479 to support Georgia's rapidly expanding film industry by training the next generation of below-the-line workers and facilitating the employment of local talent for productions filmed in metro-Atlanta. Progress to date includes: Twenty-two trainees placed as of November 16, 2015; twenty-three placements on film and television productions "Sleepy Hollow," "Zoe Ever After," "The Walking Dead," "A Myers Christmas," "Middle School," and "Mine 9." As well, below the line department placements have included: property, wardrobe, art, craft services, set decorating, camera, construction and costume

### Tech Square Labs Collaborative Project:

ED Sterling and Rodney Sampson, Chief of Diversity Inclusion Initiatives, at Tech Square Labs discussed the proposed launch of a 12-month innovative coding school, with a focus on coding, career-readiness and entrepreneurship. The pilot program would serve opportunity youth in the City of Atlanta and result in a job in the tech industry. The coding school would require participants to live in school-sponsored housing, as well as participate in counseling sessions with a licensed counselor. Students would be prepared for a career as a junior-level programmer and/or software engineer and would become proficient in Java, JavaScript and Python programming languages. Students would also receive training in the areas of ideation, design thinking, business model generation, financial responsibility, diversity, inclusion and career readiness. The program is proposed to begin in February 2016.

### Year-to-Year Performance Measures:

Director of Performance Management Phillip Olaleye provided a brief update on agency data, as follows:

	Calendar Year 2014	2015 (Jan. 1 – Nov. 1)
<b>Performance Outcomes</b>		
Entered Employment	97	358
Attained Degree/Certificate	118	246
<b>Placed Into Individualized Services</b>		
Occupational Skills Training	154	302
Work Experience	213	508
Job Search/Placement Direct Hires	N/A	58
Youth Build	29	29

**Public Education &  
Outreach Campaign:**

Director of Communications Jennifer Ogunsola screened a video presenting the Agency's public outreach campaign that will run from November 2015 through June 2016. DC Ogunsola explained that the targeted outreach campaign – focusing on 13 zip codes within the City of Atlanta that have unemployment rates over 10 percent along with high rates of mass transit dependence – has begun to advertise AWDA services and success stories (from customers, businesses, and staff) on MARTA busses, bus shelters, train stations and in Atlanta Hartsfield-Jackson airport terminals.

**Adjournment:**

Vice-Chair Anderson adjourned the meeting at 1:37 pm.