



**Atlanta Workforce Development Agency (AWDA)
Local Workforce Investment Board (LWIB)
Meeting Minutes: Wednesday, May 11, 2016
11:30 AM – 1:00 PM
818 Pollard Blvd., SW, Room 240**

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

Kevin Amick, IATSE
Yendelela N. Anderson, Kilpatrick Townsend & Stockton LLP (Vice-Chair)
Cassandra Lee Austin, Delta Airlines
Karen Bremer, Georgia Restaurant Association
Melissa H. Buckner, TBG Residential
Catherine Buell, Atlanta Housing Authority
Blenda DeBerry, Jon'Ric International
Daniel Graham, Cox Communications
Ralph Herrera, Sotheby's Global Real Estate
Lolita Browning Jackson, Georgia Power
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Dr. Eloisa Klementich, Invest Atlanta
Alex McKenzie, IFS Securities (Treasurer)
Michael Romesburg, CVS Caremark (Chair)
Louis Partain, IUPAT
Theora Powell, Georgia Vocational Rehabilitation Services
Kelly Temple, United Way

Board Members Absent:

Tabatha Burks, Georgia Department of Labor
Linda Cannon, Cannon-Austin Productions
Tamika Conde, AARP
Ryan Glover, Bounce TV
Thaddeus Keefe, OneKept
Katie Kirkpatrick, Metro Atlanta Chamber of Commerce
Annie Matthews, Atlanta Job Corps
Dr. Michael Maze, Atlanta Public Schools
Terri Morton, Bank of America
Scott Selig, Selig Enterprises (Secretary)
Elmer Stencil, GDEcD
Dr. Alvetta P. Thomas, Atlanta Technical College

Guests:

Yvonne Mweki, Atlanta Job Corps (for Annie Matthews)
Terreta Rodgers, Atlanta Technical College (for Dr. Alvetta Thomas)
Linda Rouse, Georgia Department of Labor (for Tabatha Burks)
Cleta Winslow, Atlanta City Councilmember, District 4

AWDA Staff: Michael Sterling, Executive Director
Rebecca Birkett, Program Director, YouthBuild
Phyllis Bryant, Executive Assistant to the Executive Director
Kristina Garcia-Buñuel, Legislative Analyst and Board Liaison
Lance Irvin, Manager, Strategic Partnerships and Operations
Amit Khanduri, Manager, Business Relations
Tammy Lipsey, Director of Operations
Lillie Madali, Deputy Director, Operations
Jennifer Ogunsola, Director, Communications
Phillip Olaleye, Director, Performance Management
Karen Simmons, Director, Accounting and Finance

City of Atlanta Dept. Staff: Susan Garrett, Senior Assistant City Attorney
Sirlathra Joiner, Information Technology Specialist

Call to Order: Chair Michael Romesburg called the meeting to order at 11:46 am. He introduced new Board Member Catherine Buell, Chief Operating Officer for the Atlanta Housing Authority.

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 unanimously.

Adoption of the Minutes: The Chair asked for a motion to approve the February 17, 2016 meeting minutes. The motion was made, properly seconded, and approved.

Action Item: **Election of Board Officers**
A motion was made by Louis Partain to nominate and elect the existing slate of Board Officers:

Michael E. Romesburg, Chair
Yendelela Anderson, Vice-Chair
Alex McKenzie, Treasurer
Scott Selig, Secretary

The motion was seconded by Daniel Graham.

The motion was adopted by a unanimous voice vote.

Action Item: **Resolution to Amend Board Bylaws – Conflict of Interest Provision**
Michael T. Sterling, Executive Director
Article VI, Sections 7 of the Bylaws were amended, to include the Conflict of Interest Form, to read as follows:

(1) A Board Member shall not:

- A. Vote on a matter under consideration by a Board if such vote:
 - i. Involves the provision of services by such Board Member (or any entity/organization the Board Member represents, or in which he/she holds an ownership/pecuniary interest) or a Board Member's Immediate Relative; or,

- ii. Would provide a direct or indirect financial benefit to the Board Member (or any entity or organization the Board Member represents, or in which he or she holds an ownership or pecuniary interest) or a Board Member's Immediate Relative; or,
 - iii. Involves any other conduct or activity determined to constitute a Conflict of Interest.
- B. Directly or indirectly, accept or solicit any gratuities, favors, or anything involving more than de minimis monetary value from any person with whom the Board Member interacts in his or her capacity as a recipient of federal funds. This section includes, without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider;
 - C. Participate in the selection, award or administration of a procurement supported by federal funds in any case where the Board Member is aware that any member of his or her immediate family, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award of federal funds;
 - D. Advocate for or cause the advancement, appointment, employment, promotion, or transfer of an Immediate Relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider.

(2) A Board Member shall disclose and divulge the existence of an actual or potential Conflict of Interest prior to any vote or participation in the decision making process and such disclosure shall be expressly noted in the Board's minutes.

(3) In the event that an actual or potential Conflict of Interest exists, the affected Board Member shall recuse himself or herself from voting on the impacted topic and shall also refrain from participating in any discourse involving the impacted topic other than bringing the actual or potential Conflict of Interest to the Board's attention. Additionally, in the meeting minutes, the Board shall recite the nature of the actual or potential Conflict of Interest and the recusal of the impacted Board Member with respect to the vote and discussion of the impacted topic.

(4) In the event that a Board Member is uncertain as to whether an actual or potential Conflict of Interest exists, the Board Member shall notify the Board and the remainder of the Board shall vote to determine whether an actual or potential Conflict of Interest exists.

- A. In the event that the Board determines that an actual or potential Conflict of Interest exists, the impacted Board Member shall follow 159-2-4.04(3) and recuse himself or herself from voting and participating in the decision making process.

- B. In the event that the Board determines that no actual or potential Conflict of Interest exists, the impacted Board Member shall be entitled to vote and participate in the decision making process. The Board shall recite in the meeting minutes the nature of the perceived Conflict of Interest and the reasons for determining why a Conflict of Interest did not exist.

(5) The Chair of the Board shall inquire as to whether a Conflict of Interest exists among Board Members prior to any vote involving the following:

- A. The awarding or modification of a contract; or,
- B. The provision of services; or,
- C. A pecuniary interest.

(6) Each Board member will only be required to sign the Conflict of Interest Provision Form (Attachment A) one time. Any new members will sign prior to participating in any official action. In the event that a Board member participates in an official action, such as a vote, without signing and completing the Conflict of Interest Provision, such board member's action/actions shall be void.

The Chair asked for a motion to approve. The motion was made by Melissa Buckner and properly seconded by Karen Bremer. By unanimous vote, the Board then amended the Bylaws to include the revised Conflict of Interest provision.

Action Item:

**Eligible Training Provider Application – The Iron Yard
Michael T. Sterling, Executive Director**

The Executive Director explained that The Iron Yard is applying to be an eligible training provider and to have the following programs placed on the approved State Eligible Training Provider List (ETPL): Front-End Engineering, Back-End Engineering, Mobile Engineering, Data Science, and Design.

The cost, per student, for each 12-week immersive boot-camp course is \$13,900.00. However, if AWDA receives the Tech Hire federal grant, The Iron Yard has agreed to enroll up to 400 AWDA clients under that grant at a per course fee of \$5,000 per student.

Board members raised concerns regarding the cost of tuition outside of the Tech Hire grant. The Executive Director stated that the approval of an ETPL application is conducted by the Board of the Local Workforce Development Area within which the training provider is located. In this case, because The Iron Yard is in the City of Atlanta, the approval is handled by the AWDA Board, but the approved training provider can be utilized by any of the 19 Local Workforce Development Areas in the Georgia.

The Chair asked for a motion to approve The Iron Yard as an eligible training provider for the following programs: Front-End Engineering, Back-End Engineering, Mobile Engineering, Data Science, and Design. The motion was made by Yendelela Anderson and properly seconded by Blenda DeBerry. By unanimous voice vote, the motion was approved by the Board.

A second motion was made by Yendelela Anderson to limit the number of individual AWDA ITAs issued for The Iron Yard programs to 25 prior to August 17, 2016, and exclusive of the Tech Hire grant participants. It was properly seconded by Alex McKenzie. The motion was unanimously approved by the Board.

Action Item:

One-Stop Career Center MOUs Update

Michael T. Sterling, Executive Director

The Executive Director discussed the fact that under WIOA a competitively procured One-Stop Operator must be in place by June 30, 2017.

The One Stop Career Center must also have Memoranda of Understanding with all required partners as set forth in WIOA Section 121. Those partners are:

- WIOA Title I-B Adult
- WIOA Title I-B Dislocated Worker
- WIOA Title I-B Youth
- WIOA Title II Adult Education and Literacy
- WIOA Title I-C Job Corps
- WIOA Title I-D Native American
- WIOA Title I-D Migrant Seasonal Farmworkers Programs
- WIOA Title I-D YouthBuild
- WIOA Title III Wagner-Peyser Employment Services (Wagner-Peyser Act – 29 U.S.C. 49 et seq)
- WIOA Title IV Rehabilitation Services for Individuals with Disabilities (Title I of the Rehabilitation Act of 1973 – 29 U.S.C. 720 et seq)
- Senior Community Services Employment Program (Title V of the Older Americans Act of 1965 – 42 U.S.C. 3056 et seq)
- Career and technical education programs at the postsecondary level (Carl D. Perkins Career and Technical Education Act of 2006 – 20 U.S.C. 2301)
- Trade Adjustment Assistance (Chapter 2 of Title II of the Trade Act of 1974 – 19 U.S.C. 2271 et seq)
- Veterans Employment and Training Services (Chapter 41 of Title 38 of U.S.C.)
- Unemployment Insurance Services authorized under State unemployment compensation laws (in accordance with applicable Federal law)
- Employment and training activities carried out by the Department of Housing and Urban Development (Community Development Block Grant)
- Employment and training activities carried out under the Community Services Block Grant Act (42 U.S.C. 9901 et seq)
- Programs authorized under Section 212 of the Second Chance Act of 2007 (Community Safety Through Recidivism Prevention – 42 U.S.C. 17532 et seq)
- Programs authorized under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq), subject to subparagraph (C)

As presented by Deputy Director of Operations Lillie Madali, two required partners have signed the MOU: Atlanta Public Schools, Office of Adult Education (WIOA Title II funds recipient) and YouthBuild.

The Chair asked for a motion to approve One-Stop MOU as signed by Atlanta Public Schools and YouthBuild. Nancy Flake Johnson made the motion to approve, it was properly seconded by Melissa Buckner and unanimously approved by the Board.

Guest Presentation:

Atlanta City Councilmember Clela Winslow (District 4) presented to the Board the story of one of her constituents from Oakland City. As an ex-offender, he was running into difficulty finding work. He came to AWDA and through the Agency's assistance, he was able to find work. Councilmember Winslow praised AWDA for their help and thanked the Board on behalf of her constituent.

Discussion Item:

AWDA 2015 Annual Report

Michael E. Romesburg, Board Chair

AWDA's 2015 Annual Report was handed put to Board members for review.

Discussion Item:

Budget Update

Michael T. Sterling, Executive Director

Karen Simmons, Director of Account

The Executive Director and Director of Accounting and Finance stated that the FY2017 budget is not ready for approval based on the fact that a request has been made for support from the City of Atlanta and that some \$6 million in federal and state grants are outstanding. As such, it was requested that the Board wait to approve the budget once these awards are made.

Nancy Flake Johnson stated her preference that the FY2017 budget be drafted in two parts: A budget that is built on the WIOA formula funds and a separate budget that contemplates the additional awards. Ms. Johnson also asked that the Finance Committee be engaged earlier in the budget process.

The Director of Accounting and Finance went through revenues and expenditures. The total projected revenue for FY2017 is \$11.3 million, while total projected expenditures is projected to be \$10.7 million.

Nancy Flake Johnson and Melissa Buckner expressed concern that the projected revenues include grants and City funds not yet awarded.

Some \$200,000 has been saved in MARTA costs due to close scrutiny by the finance team.

The Executive Committee will be convened to approve a budget before June 30. The full Board will ratify the Executive Committee's action at the August quarterly meeting.

General Discussion:

The Executive Director updated the Board on the Mayor's Youth Scholarship Program.

Adjournment:

Chair Romesburg adjourned the meeting at 1:47 pm.