



**WorkSource Atlanta/Atlanta Workforce Development Agency
Local Workforce Development Board (LWDB)
Meeting Minutes: Thursday, September 22, 2016
3:30 PM – 5:00 PM
818 Pollard Blvd., SW, Room 240**

Board Members Present:
(Quorum Present)

Yendelela N. Anderson, AT & T (Vice-Chair)
Cassandra Lee Austin, Delta Airlines
Catherine Buell, Atlanta Housing Authority
Tamika Conde, AARP
Blenda DeBerry, Jon’Ric International
Daniel Graham, Cox Communications
Curtis Howard, Amalgamated Transit Union
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Dr. Eloisa Klementich, Invest Atlanta
Amy Lancaster, Metra Atlanta Chamber
Dr. Michael Maze, Atlanta Public Schools
Terri Morton, Bank of America
Theora Powell, Georgia Vocational Rehabilitation Services
Scott Selig, Selig Enterprises (Secretary) Kelly Temple, United Way
Dr. Alvetta P. Thomas, Atlanta Technical College

Board Members Absent:

Kevin Amick, IATSE
Karen Bremer, Georgia Restaurant Association
Tabatha Burks, Georgia Department of Labor
Linda Cannon, Cannon-Austin Productions
Ryan Glover, Bounce TV
Lolita Browning Jackson, Georgia Power
Alex McKenzie, IFS Securities (Treasurer)
Annie Matthews, Atlanta Job Corps
Louis Partain, IUPAT
Michael Romesburg, CVS Caremark (Chair)
Kelly Temple (United Way)

Guest: Linda Rouse, Georgia Department of Labor (for Tabatha Burks)

AWDA Staff:

Melissa Mullinax, Interim Executive Director
Rebecca Birkett, Program Director, YouthBuild
Phyllis Bryant, Executive Assistant to the Executive Director

Kristina Garcia-Buñuel, Legislative Analyst and Board Liaison
Amit Khanduri, Manager, Business Relations
Tammy Lipsey, Director of Operations
Lillie Madali, Deputy Director, Operations
Jennifer Ogunsola, Director, Communications
Phillip Olaleye, Director, Performance Management

City of Atlanta Dept. Staff:

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

Call to Order:

Vice-Chair Yendelela Anderson called the meeting to order at 3:47 pm. The Vice-Chair introduced Interim Executive Director Melissa Mullinax.

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 unanimously.

Adoption of the Minutes:

The Vice-Chair asked for a motion to approve both the May 11, 2016 meeting minutes and the July 6, 2016 Executive Committee meeting minutes. The Vice-Chair noted that her place of employment was listed incorrectly in both meeting minutes and asked that this be corrected. A motion to adopt the minutes with the noted revisions was made, properly seconded, and approved.

Action Item:

**Ratify Executive Committee Action Taken at July 6, 2016 Meeting
FY2017 Operating Budget**

Melissa Mullinax, Interim Executive Director

The FY2017 budget was adopted under the previous executive director by the Board's Executive Committee (Michael Romesburg, Yendelela Anderson, Alex Mckenzie, Scott Selig, Kevin Amick), signed by Mayor Reed, and accepted by the Georgia Department of Economic Development, Workforce Division.

The budget will need adjustments, some of which have already begun. The goal is to focus funding into programming and to function with a leaner staff. There will be additional amendments to the budget later in the fiscal year.

The Board's Finance Committee will begin meeting in January 2017 to plan for FY2018.

A motion to ratify the Executive Committee's adoption of the FY2017 was made, properly seconded, and unanimously approved.

Action Item:

**Ratify Executive Committee Action Taken at July 6, 2016 Meeting
2016-2020 WIOA Local Plan**

Lillie Madali, Deputy Director of Operations

The 2016-2020 WIOA AWDA Local Plan was adopted by the Executive Committee on July 6. A properly advertised 30-day public comment period followed. AWDA received a comment during that time from the Georgia Department of Labor (GDOL). The GDOL requested that the Local Plan use the same text as the 2016-2020 Regional Plan to describe its activities as they pertain to AWDA and the One-Stop Career Center. The revision was made to the Local Plan.

The second public comment received was from AWDA itself. This entailed the incorporation of maps that illustrate economic opportunity, or lack thereof, throughout the City of Atlanta.

A motion to ratify the Executive Committee's adoption of the 2016-2020 Local Plan and to accept the public comments by GDOL and AWDA was made, properly seconded, and unanimously approved.

Action Item:

**Ratify Executive Committee Action Taken at July 6, 2016 Meeting
2016-2020 WIOA Metro Atlanta Regional Plan
Lillie Madali, Deputy Director of Operations**

The 2016-2020 WIOA Metro Atlanta Regional Plan (comprised of the City of Atlanta, Fulton, Dekalb, and Cobb Counties, and the Atlanta Regional Commission) was adopted by the Executive Committee on July 6. A properly advertised 30-day public comment period followed. No public comments were received during that time.

A motion to ratify the Executive Committee's adoption of the 2016-2020 WIOA Metro Atlanta Local Plan was made, properly seconded, and unanimously approved.

Action Item:

**Ratify Executive Committee Action Taken at July 6, 2016 Meeting
Board By-Laws Amendments
Kristina Garcia-Buñuel**

The Georgia Department of Economic Development, Workforce Division conducted WIOA Board certification in May. AWDA submitted all requested documentation for certification. After review of said documents, WFD determined that the Board by-laws needed to be amended in the following ways:

- Attendance policy that members shall be removed for failing to attend three consecutive meetings without cause.
- Nomination process for adult education and higher education board members.
- Term appointments staggered to ensure memberships do not expire in a single year.
- Establish that a meeting quorum is no less than 50 percent +1.
- Use of technology to improve board functions.

In addition, WFD instructed AWDA to appointment of a representative from a joint labor-management registered apprenticeship program to the Board. Mayor Reed appointed Mr. Curtis Howard, president of Amalgamated Transit Union, Local 732, in July.

AWDA received its WIOA Board certification from WFD in

A motion to ratify the Executive Committee's adoption of the bylaws amendments was made, properly seconded, and unanimously approved.

Action Item:

**Choice Neighborhoods Initiative Workforce Implementation
Intergovernmental Agreement
Melissa Mullinax, Interim Executive Director**

This is a partnership was entered into between AWDA and the Atlanta Housing Authority (AHA) via an ordinance adopted by the Atlanta City Council. The \$30 million Choice Neighborhoods grant was awarded to AHA to serve residents who reside in the former University Homes area. An area, according to Dr. Klementich, in which one out of every four people is unemployed. AWDA will implement the workforce component of the grant and will use WIOA funds to leverage the services delivered.

A motion to adopt the Choice Neighborhoods Initiative IGA on condition that the Board receive an update regarding available WIOA funding for the Choice Neighborhoods program within 90 days was made, properly seconded, and approved with one abstention (Catherine Buell).

Action Item:

Choice Neighborhoods Initiative Resource Coordinator Position Intergovernmental Agreement

Melissa Mullinax, Interim Executive Director

The IGA creates a resource coordinator position that will be paid for by AHA (\$55,000/year for five years). The individual who fills the position will work with both Choice Neighborhoods-referred participants and Housing Choice Voucher Program-referred participants. In addition, the position will be responsible for collecting and reporting data.

A motion to adopt the Choice Neighborhoods Initiative Resource Coordinator IGA was made, properly seconded, and approved with one abstention (Catherine Buell).

Action Item:

Westside Promise Zone MOU

Melissa Mullinax, Interim Executive Director

A geographic designation within which AWDA has committed to provide WIOA training and employment services. The Choice Neighborhoods area overlaps with the Promise Zone designation. This does not require additional funds from AWDA.

A motion to adopt the Westside Promise Zone MOU was made, properly seconded, and approved with one abstention (Catherine Buell).

Action Item:

Regional Eligible Training Provider Committee

Melissa Mullinax, Interim Executive Director

The Eligible Training Provider Committee is coordinated and implemented by the Atlanta Regional Commission (ARC). The committee, on which Fulton and DeKalb also participate, handles applications and monitoring of all eligible training providers. The cost is estimated to be between \$10-12,000 annually. ARC will present a contract later this year. Permission was asked from the Board to negotiate the contract for ARC to perform these services on AWDA's behalf. An AWDA staff person and Board member would be appointed to the committee.

A motion to allow the Executive Director to engage in discussion and negotiate a contract with the Atlanta Regional Commission to become a member of the ARC's Eligible Training Provider Committee was made, properly seconded, and unanimously approved.

Discussion Item:

PY16 and PY17 Performance Levels

Melissa Mullinax, Interim Executive Director

AWDA negotiated performance levels with the State of Georgia under WIOA for Program Years 2016 and 2017.

**Georgia Department of Economic Development, Workforce Division – State and Local Area
Negotiated Performance Levels**

Adult Program	GA PY16		GA PY17	AWDA PY16 (Negotiated Levels)	AWDA PY17 (Negotiated Levels)	AWDA PY15 (Actual Performance)
Employment Rate 2 nd Quarter After Exit	73.0		74.0	68.0	70.0	69.7
Employment Rate 4 th Quarter After Exit	72.0		75.0	72.0	74.0	73.9
Median Earnings 2 nd Quarter After Exit	\$5,249		\$5,549	\$4,100	\$4,400	\$4,106
Credential Attainment within 4 Quarters After Exit	69.0		71.0	50.0	53.0	52.7
Dislocated Worker						
Employment Rate 2 nd Quarter After Exit	77.0		79.5	70.0	73.0	73.2
Employment Rate 4 th Quarter After Exit	76.0		79.0	69.0	72.0	71.7
Median Earnings 2 nd Quarter After Exit	\$5,603		\$6,000	\$5,300	\$5,600	\$5,625
Credential Attainment within 4 Quarters After Exit	70.0		72.0	55.0	58.0	57.5
Youth						
Employment Rate 2 nd Quarter After Exit	65.5		67.0	65.5	67.0	66.1
Employment Rate 4 th Quarter After Exit	65.5		66.0	65.5	67.0	67.1
Credential Attainment within 4 Quarters After Exit	70.5		73.5	57.0	60.0	59.6

**AWDA PY15 Actual Performance tracks post-exiter outcomes October 1, 2014 – September 30, 2015*

Executive Director’s Report:

Melissa Mullinax, Interim Executive Director

An update was provided to the Board regarding the reduction in staffing. The staff was reduced by 20. These reductions included the termination of two employees and the transfer of another fifteen to positions in other City of Atlanta departments.

An update was provided on the \$4 million TechHire grant. An RFP will be drafted for IT and critical skills training providers. The first cohort is expected to begin in January 2017. Eligible participants will follow WIOA determinants.

An update was provided on the Georgia Department of Economic Development, Workforce Division's statewide unified re-branding as WorkSource Georgia. AWDA will be re-branded as WorkSource Atlanta. All marketing materials will reflect the new name and logo over the next several months.

Mayor Reed has appointed three new Board members. They will attend the November 16 Board meeting. They are: Patricia Horton with the Georgia Hospital Association, Mike Kenig with Holder Construction, and Michael Robertson with Technology Association of Georgia.

Adjournment:

Vice-Chair Anderson adjourned the meeting at 5:24 pm.