



**Atlanta Workforce Development Agency / Local Workforce Investment Board
Meeting of the Executive Committee
Wednesday, July 6, 2016 / 10:00 AM – 11:00 PM
818 Pollard Blvd., SW, Room 200, Atlanta, GA 30316**

MEETING MINUTES

Members Present: Kevin Amick, IATSE
(Quorum Present) Yendelela N. Anderson, Kilpatrick Townsend & Stockton LLP (Vice-Chair)
 Alex McKenzie, IFS Securities (Treasurer) – via conference call
 Michael Romesburg, CVS Caremark (Chair)
 Scott Selig, Selig Enterprises (Secretary)

AWDA Staff: Michael Sterling, Executive Director
 Tammy Lipsey, Director of Operations
 Lillie Madali, Deputy Director, Operations
 Phillip Olaleye, Director of Performance Management
 Karen Simmons, Director, Accounting and Finance
 Kristina Garcia-Buñuel, Legislative Analyst and Board Liaison

City of Atlanta Dept. Staff: Susan Garrett, Senior Assistant City Attorney

Call to Order: Chair Michael Romesburg called the meeting to order at 10:07 am

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

Action Items: **FY2017 Operating Budget**
Michael T. Sterling, Executive Director
Karen Simmons, Director of Accounting and Finance
 Executive Director Sterling and Director of Accounting & Finance Simmons presented the Agency's FY2017 operating budget to the Executive Committee.

Projected FY2017 Revenue

USDOL-WIOA Title I	\$1,795,927.00
USDOL-YouthBuild	\$ 266,670.00
HUD-Atlanta Housing Authority	\$ 55,000.00
USDOL-TechHire	\$ 246,403.00
Mayor's Youth Program	\$ <u>202,683.00</u>
Total	\$7,726,850.00.

Projected FY2017 Expenditures:

Personnel	\$ 2,566,683.00
Program	\$ 3,925,427.00
<u>Other</u>	<u>\$ 883,053.00</u>
Total	\$ 7,726,850.00

Unbudgeted/Reserve \$ 351,685.00

Board Chair Romesburg asked for a motion to approve. The motion was made and properly seconded. By unanimous voice vote, the FY2017 operating budget was approved.

Draft 2016-2020 WIOA Regional Plan

Michael T. Sterling, Executive Director

Lilly Madali, Deputy Director of Operations

Executive Director Sterling and Deputy Director of Operations Madali explained to the Executive Committee that, as required by the Workforce Innovation & Opportunity Act (WIOA), the five Local Workforce Development Boards within the 10-county metro Atlanta region (Workforce Region 3) have prepared a four-year (2016-2020) regional workforce plan for the City of Atlanta and the counties of Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale. Also mandated by WIOA is a 30-day public review and comment period for the regional plan. The Region 3 LWDBs will begin said public comment period on July 13, 2016 and close the public comment period on August 12, 2016. Prior to the scheduled public comment period, the draft regional plan must be approved by each of the LWDBs or their Executive Committees. As such, it was requested that the Executive Committee approve the draft regional plan.

Board Chair Romesburg asked for a motion to approve. The motion was made and properly seconded. By unanimous voice vote, the Draft 2016-2020 Regional Plan for Region 3 was approved by the Executive Committee.

Draft 2016-2020 WIOA Local Plan

Michael T. Sterling, Executive Director

Lilly Madali, Deputy Director of Operations

Executive Director Sterling and Deputy Director of Operations Madali explained to the Executive Committee that, as required by the Workforce Innovation & Opportunity Act (WIOA), AWDA has prepared a four-year (2016-2020) local workforce plan for the City of Atlanta. WIOA also requires a 30-day public review and comment period for the local plan. The public comment period will begin on July 13, 2016 and close on August 12, 2016. Prior to the scheduled public comment period, the draft local plan must be approved by the Board or Executive Committee. It was requested that the Executive Committee approve the draft local plan.

Board Chair Romesburg asked for a motion to approve. The motion was made and properly seconded. By unanimous voice vote, the Draft 2016-2020 Local Plan for the City of Atlanta was approved by the Executive Committee.

Bylaws Amendments

Michael T. Sterling, Executive Director

Executive Director Sterling stated the Georgia Department of Economic Development, Workforce Division (GDEcD-WD) is currently conducting WIOA Board certification. AWDA submitted all requested documentation to GDEcD-WD for said certification. After review of said documents, GDEcD-WD determined

that certain corrective actions need to occur before AWDA can receive WIOA Board certification.

Those required actions, which must be completed by July 29, 2016, are:

- Board appointment of a representative from a joint labor-management registered apprenticeship program; and,
- Board adoption of bylaw amendments to include:
 - 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.

Executive Director Sterling explained that a registered apprenticeship appointee has been recommended by the President of the Georgia AFL-CIO and will be in place by the July 29 due date.

To meet the requirement of certain revisions to the bylaws, the following was put before the Executive Committee:

#1 - That Article VI ("Board Membership") of the November 20, 2013 bylaws shall be deleted in its entirety and replaced with the following language:

***Article VI
Board Membership***

***Section 6.1
Authorized membership.***

The Board shall be composed of no less than nineteen (19) members.

***Section 6.2
Appointments.***

The Mayor shall issue an appointment letter identifying the person appointed, the category for which the appointment is made, and the commencement and expiration date of the appointment term. The Executive Director shall be responsible for notifying the Mayor and the applicable nominating entities as set forth below as early as possible of a vacancy on the Board in order to ensure a prompt nomination and appointment.

Section 6.3

Board composition

The Board shall be comprised of members from the following categories:

Business representation. The Board shall include at least a majority of members who are representatives of businesses. Such members shall be owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority. Said members shall represent businesses that provide employment opportunities that includes high-quality, work-relevant training and development in-demand industry sectors or occupations in the City of Atlanta and/or metro region. Business representatives shall be appointed from persons nominated by the Metro Atlanta Chamber in consultation with other local chambers, business trade associations, and economic development entities pursuant to the nomination process set forth in Section 6.4 of these bylaws. To the fullest degree possible, business representatives shall represent a cross section of small and large business communities, and reflect Atlanta's geographical, ethnic and gender diversity. At least two (2) business representatives shall be representatives from small businesses as defined by the U.S. Small Business Administration.

Workforce representation. At least 20 percent of the Board shall consist of members who are representatives of the workforce, including the following:

- At least two (2) members shall be representatives of labor organizations, pursuant to the nomination process set forth below.
- At least one (1) member shall be a representative from a joint labor-management, or union affiliated, apprenticeship program. Such representative must be a member of a labor organization or a training director.

Education and training representation. The Board shall include a minimum of two (2) members who are representatives of education and training activities, including the following:

- At least one (1) member shall be a representative from a provider administering adult education and literacy activities under WIOA Title II.
- At least one (1) member shall be a representative from an institution of higher education providing workforce investment activities, including community colleges.

Nominations for the above education and training members shall be solicited from entities providing those activities.

Government, economic development, and community development representation. The Board shall include up to three (3) members who are

representatives of governmental, economic and community development entities in Atlanta, including the following:

- At least one (1) member shall be a representative from an economic and community development entity.
- At least one (1) member shall be a representative from the State office serving Wagner-Peyser.
- At least one (1) member shall be a representative from a program providing vocational rehabilitation.

Additional representation. The Board may include additional members as deemed appropriate by the Mayor and as allowed under WIOA.

Section 6.4

Nomination process

Business representatives. The Mayor, City staff, Board members, local chambers of commerce or other business associations may recommend business representative candidates for the Board. Candidates considered for nomination shall submit their resumes and/or biographies to the Board's Executive Director, who will review the candidates for compliance with this policy and applicable law. The Executive Director shall forward qualified nominations to the Mayor for his or her consideration for official appointment to the Board.

Labor representatives. The Mayor, City staff, or Board members will request labor organizations to submit nominees for consideration. Candidates considered for nomination shall submit their resumes and/or biographies to the Board's Executive Director, who will review the candidates for compliance with this policy and applicable law. The Executive Director shall forward qualified nominations to the Mayor for his or her consideration for official appointment to the Board.

Other representatives. The Mayor, City staff, or Board members, may recommend persons for all other Board positions. Candidates considered for nomination shall submit their resumes and/or biographies to the Board's Executive Director, who will review the candidates for compliance with this policy and applicable law. The Executive Director shall forward qualified nominations to the Mayor for his or her consideration for official appointment to the Board.

Term of office. The term of office for Board members shall be two (2) years, except as specified below with respect to staggered terms. Terms shall start from the date of commencement of the term as set forth in the appointment letter issued by the Mayor.

Staggered terms. Half of the Board members appointed in 2016 shall serve one-year terms and half shall serve two-year terms, as determined by the Mayor.

Mid-term vacancies. If a member is appointed to fill a vacancy created by the termination of a member before the normal expiration of his or

her term, the term of the successor shall be the remaining term of the member vacating the position.

Term limits. Beginning with appointments made in 2016, Board member may serve no more than three consecutive terms; provided the Mayor may make exceptions to these term limits on a case-by-case basis upon a determination by the Mayor that such an exception will be in the best interests of the City.

Holdover. In the event an appointment to fill a vacancy has not occurred by the conclusion of a Board member's term, that member may continue to serve as a Board member during the following term in a holdover capacity, for a period not to exceed one year, to allow for the appointment of a Board member to serve the remainder of said following term.

Tenure on Board. Board members shall remain on the Board until:

- Their term expires, subject to the holdover provisions of these Bylaws;
- They resign in writing;
- They no longer hold the status for membership on the Board under which they were appointed, as determined by the Executive Director; or,
- They are removed from the Board for cause after a hearing before the Board and a majority vote in favor of removal, and are notified in writing of their removal. Among other things, conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties, or absence from three (3) consecutive regular meetings or four (4) regular or special meeting absences in any one-year period except on account of illness or by permission of the Board Chair, shall constitute cause for removal.

#2 - That Article VII ("Meetings of Members"), Section 7.6 ("Quorum") of the November 20, 2013 bylaws shall be deleted in its entirety and replaced with the following language:

Article VII

Meetings of Board Members

Section 7.6

Quorum

Fifty-one percent (51%) of the existing Board members (not including vacancies) shall constitute a quorum for transaction of business and action may be taken provided such quorum is preserved; provided however, a member with a conflict of interest in connection with a matter before the Board must leave the room while that matter is being discussed, heard or acted upon, and that member cannot be counted toward the quorum for that matter.

#3 - That a new section shall be added to Article VII (“Meetings of Board Members”) of the November 20, 2013 bylaws to be entitled Section 7.13 (“Use of Technology”) and shall read as follows:

*Article VII
Meetings of Board Members
Section 7.13
Use of Technology*

To the extent practicable, the Board will explore and utilize technology to improve Board operation and function.

Board Chair Romesburg asked for a motion to approve. The motion was made and properly seconded. By unanimous voice vote, the amendments to Articles VI and VII of the Board’s bylaws were approved.

General Discussion: The Chair asked if Board members had any specific or general questions pertaining to the agenda, or otherwise. None were brought forward.

Adjournment: Chair Romesburg adjourned the meeting at 10:46 am.

Note: All actions taken by the Executive Committee will need to be ratified by a quorum of the current and seated Board at the next quarterly meeting on Wednesday, August 17, 2016. (per Article IX, Section 3, Atlanta Workforce Development Agency Board Bylaws)