



Approved

**WorkSource Atlanta
Local Workforce Development Board
(LWDB)**

**40 Courtland Street, NE, Suite #300, Atlanta, GA
30303**

Meeting Minutes

Thursday, February 20, 2020

Board Members Present
(Quorum Present)

Chris Ahrenkiel, Selig Enterprises
Diane Allen, Georgia Department of Labor
Bernadette Amerein, GVRA
Randy Beall, Atlanta & North GA Building and Construction Trades Council
Terri Block, Bank of America
Dave Cole, IBM
Patricia Horton, Georgia Hospital Association
Rokeya Jones, Microsoft
Amy Lancaster-King, Metro Atlanta Chamber
Joseph Lillyblad, Georgia Power
Jerald Mitchell, Atlanta Beltline
Kenny Mullins, IBEW
Mary Parker, All N One Security Systems
Dr. Albenny Price, Atlanta Public Schools
Dr. Victoria Seals, Atlanta Technical College
Mark Templeton, IUOE
Rashida Winfrey, Mosaic Advisors

Board Members Excused

Charlye Batten, Jackmont Hospitality
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Beverly Riddick, UPS

Board Members Absent

Leon Goodrum, Goodrum Enterprises, Inc.
Mike Kenig, Holder Construction

WSA Staff

Katerina Taylor, Executive Director
Phyllis Bryant, Executive Assistant to Executive Director
Jon Keen, Deputy Chief Operating Officer, City of Atlanta
Tammy Lipsey, Director of Operations & Policy
Tolton Pace, Senior Project Manager
Ralph Dickerson, Senior IT Analyst
LaSharn Harris, Finance Analyst

Service Providers

Lynn Hamilton, Regional Director, ResCare

Robert Gordon, State Director, In the Door
Roscell Hall, One-Stop Manager, In the Door
Aveana Jackson, Technical College System of Georgia
Scott Leavitt, Technical College System of Georgia

Guests

Joseph Fabregas – Georgia State University
Holly Hunsaker - Georgia State University

I. Call to Order

The meeting was called to order by Chair Patricia Horton at 11:10 am.

II. Roll Call

Chair Horton conducted roll call. Board members present and absent are listed above. Guests and staff introduced themselves as listed above.

III. Adoption of the Agenda

Chair Horton asked that there be one change made to the agenda; to move the Standing Committees discussion in section (XI) to section (X). A motion was made by Board Member Templeton and seconded by Board Member Price. The motion to adopt the agenda with one change was approved unanimously by voice vote.

IV. Approval of Meeting Minutes: December 3, 2019

A motion was made by Board Member Mullins to approve the minutes and seconded by Board Member Templeton. The motion to approve the minutes was approved unanimously by voice vote.

V. Acknowledgement of Public

Chair Horton acknowledged the guests present.

VI. Public Comment

Chair Horton asked if the public wanted to address the Board. There were no comments.

VII. Welcome Remarks

Executive Director Katerina Taylor welcomed Board members, staff, and guests.

VIII. Agency Staff Update

Phyllis Bryant & Ralph Dickerson gave a presentation on the revamped “Clothes Closet” that is used by customers in need of clothes for job interviews.

IX. Action Items

Amend Bylaws (remove HB393):

HB393 was put into law in 2015 and repealed in 2018 and is no longer relevant. A motion was made by Board Member Price to remove HB393 from the bylaws and seconded by Board Member Lancaster-King. The motion to remove HB393 was approved unanimously by voice vote.

Contract Renewal; In the Door, LLC:

WSA would like to extend their contract because they’ve done great work and with our regional approach, a lot of other Workforce Development Agency Boards are using the In the Door contractors for an additional position. A motion was made by Board Member Templeton to approve the extension of the In the Door contract and seconded by Board

Member Price. The motion to approve the contract renewal for In the Door was approved unanimously by voice vote.

Contract Renewal; ResCare:

ResCare has been extremely helpful in providing a very stable infrastructure to not only utilize the dollars but also to address our customers with a high level of service. A motion was made by Board Member Ahrenkiel to approve the extension of ResCare’s contract for (1) one year and seconded by Board Member Lancaster-King. The motion to approve the contract renewal for ResCare for (1) one year was approved unanimously by voice vote.

Revised Training Provider Agreement:

We’ve reviewed our Training Provider Agreement and want to make it stronger; we want our training providers accountable to our customers; and to help us meet our target performances and our metrics. A motion was made by Board Member Templeton to approve the revised Training Provider Agreement and seconded by Board Member Mullins. The motion to approve the revised Training Provider Agreement was approved unanimously by voice vote.

PY19 One-Stop Center Certification:

WSA is mandated by the State (TCSG) to have a One-Stop. However, it hasn’t been clear in the past on what the expectations were. We’ve updated the One-Stop Center Certification to help us better manage and set clear expectations to provide clarity and ensure that we’re meeting the needs of our contractors. A motion was made to approve an update to the One-Stop Center Certification by Board Member Templeton and seconded by Board Member Parker. The motion to approve the update to the One-Stop Center Certification was approved unanimously by voice vote.

CareerRise Grant/Pilot Policy:

Sarah Flesher, Founder & Project Manager, Endurance Project Management presented on a grant that was awarded to the five metro Atlanta Workforce Development Boards (WDBs), collectively identified as WorkSource Metro Atlanta, in partnership with Atlanta CareerRise from the National Fund for WorkSource Solutions to implement public policy changes and workforce system improvements. One of the objectives of this grant is to develop and pilot a single customer-centric process informed by a Human Center Design Process to align the Workforce Innovation and Opportunity ACT (WIOA) intake through enrollment process. How are one-stop centers and one-stop delivery systems certified for effectiveness, physical and programmatic accessibility, and continuous improvement? This work has been designed to focus on the equity and inclusion of every participant accessing the WDBs and continuous improvement to keep the customers at the center of the design by gaining constant feedback on new processes, materials and documentation.

X.

Reports

Budget Update:

Executive Director Taylor and Deputy Chief Operating Officer Keen gave Board members an update on the status of grant funds (see below).

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Program Expenditures Analysis

Where We Are (Status Update)								
Program Name	Program Year	Total Grant Funding Amount	Inter-Grant Transfers	Adjusted Grant Funding	Actual Amount Spent as of 12/31/2019	Available	Obligations-Contracts/ITA vouchers/Work experience obligations	Remaining to be Spent as of 12/31/19
WIOA - Adult	2018-2019	\$ 1,241,766	\$ 1,389,448	\$ 2,631,214	\$ 1,238,051	\$ 1,393,163	\$ 1,393,163	\$ (0)
	2019-2020	\$ 1,033,376	\$ 273,444	\$ 1,306,820	\$ 188,282	\$ 1,118,538	\$ 275,150	\$ 843,388
		\$ 2,275,142	\$ 1,662,892	\$ 3,938,034	\$ 1,426,333	\$ 2,511,701	\$ 1,668,313	\$ 843,388
WIOA - Dislocated Worker	2018-2019	\$ 1,481,516	\$(1,389,448)	\$ 92,068	\$ 85,307	\$ 6,761	\$ 6,761	\$ 0
	2019-2020	\$ 1,760,963	\$ (273,444)	\$ 1,487,519	\$ 50,864	\$ 1,436,655		\$ 1,436,655
		\$ 3,242,479	\$(1,116,004)	\$ 1,579,587	\$ 136,171	\$ 1,443,416	\$ 6,761	\$ 1,436,655
WIOA - Youth	2018-2019	\$ 1,429,588	\$ -	\$ 1,429,588	\$ 947,134	\$ 482,454	\$ 482,454	\$ -
	2019-2020	\$ 1,284,803	\$ -	\$ 1,284,803	\$ 281,496	\$ 1,003,307	\$ 167,346	\$ 835,961
		\$ 2,714,391	\$ -	\$ 2,714,391	\$ 1,228,630	\$ 1,485,761	\$ 649,800	\$ 835,961
Total Grants 2018-2019		\$ 4,152,870	\$ 546,888	\$ 4,699,758	\$ 2,270,491	\$ 1,882,379	\$ 1,882,378	\$ 1
Total Grants 2019-2020		\$ 4,079,142	\$ -	\$ 4,079,142	\$ 520,643	\$ 3,558,499	\$ 442,496	\$ 3,116,004
Total WIOA		\$ 8,232,012	\$ 546,888	\$ 8,778,900	\$ 2,791,134	\$ 5,440,878	\$ 2,324,874	\$ 3,116,005
Other Funding:								
Impact Project (IPAH)		\$ 397,180		\$ 397,180	\$ 132,497	\$ 264,683		\$ 264,683
		\$ 397,180	\$ -	\$ 397,180	\$ 132,497	\$ 264,683	\$ -	\$ 264,683
Total All Funding		\$ 8,629,192	\$ 1,389,448	\$ 9,176,080	\$ 2,923,631	\$ 5,705,561	\$ 2,324,874	\$ 3,380,688

Notes:

TCSG allows transfer from Dislocated Worker to Adult

Obligations:

Rescare expires 6/30/2020

In the Door expires 4/2020

Work experience payroll obligations

Atlanta



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Budget to Actuals

07/1/2019 thru 12/31/2019

	FY20 Budget	Actuals	Variance
Funding Category			
WIOA Adult	\$ 2,921,142	\$ 842,597	\$ 2,078,545
WIOA Dislocated Worker	\$ 1,811,782	\$ 56,424	\$ 1,755,358
WIOA Youth	\$ 1,952,372	\$ 306,766	\$ 1,645,606
Impact Homelessness	\$ 397,180	\$ 132,497	\$ 264,683
Totals	\$ 7,082,476	\$ 1,338,284	\$ 5,744,192



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Operating Budget

July 1, 2019 thru June 30,2020

	WIOA Funding				
	Carryover Funding 2018-2019 (PY18)	2019-2020 Award	Total WIOA 2019- 2020 Budget	One Stop Center	Total Agency Budget
REVENUE					
WIOA Adult	\$ 1,887,766	\$ 1,033,376	\$ 2,921,142		\$ 2,921,142
WIOA Dislocated Worker	50,819	1,760,963	\$ 1,811,782		\$ 1,811,782
WIOA Youth	667,569	1,284,803	\$ 1,952,372		\$ 1,952,372
One Stop Center	-	-	\$ -	65,148	\$ 65,148
Impact Homelessness	397,180		\$ 397,180		\$ 397,180
TOTAL REVENUE	\$ 3,003,334	\$ 4,079,142	\$ 7,082,476	\$ 65,148	\$ 7,147,624
EXPENSES					
Salaries and Fringe Benefits	\$ 39,749	\$ 1,285,705	\$ 1,325,454	\$ -	\$ 1,325,454
Direct WIOA Participant Expense	\$ 823,585	\$ -	\$ 823,585	\$ -	\$ 823,585
Service Providers	\$ 2,140,000	\$ -	\$ 2,140,000	\$ -	\$ 2,140,000
Overhead	\$ -	\$ 555,473	\$ 555,473	\$ 65,148	\$ 620,621
TOTAL EXPENSES	\$ 3,003,334	\$ 1,841,178	\$ 4,844,512	\$ 65,148	\$ 4,909,660
REVENUE OVER(UNDER) EXPENSES		\$ 2,237,965	\$ 2,237,965	\$ -	\$ 2,237,965

Notes:

\$2.2M represents amount available for programming activities

80% programmatic requirement

\$ 2,936,982

Status of PY18 Findings:

Executive Director Taylor reported that the State’s final audit showed 18 findings; it was reduced to 16. Out of the 16, only 8 remain. We’ve been diligently working hard to address all of them. We’re closely connected to the State and are looking at them as a strong partner to help us address our customers. It’s important to work with the right partners to address the findings and the individual action items beneath them. To have gotten the findings in November and to have completely gotten rid of 8 of them by the end of January or mid-February, we’re on a track to get them done.

Standing Committees:

We want to make our Board meetings efficient and to have Board members connected to the work. Performance targets are critical to the Agency and a “Performance Committee” would help us understand where we are; a “Youth Committee” to strategize and address the youth population; a “Finance Committee” that understands the budget and holds the Agency accountable; an “Executive Committee” that pre-approve legislation, by-laws, and item actions and bring them to the Board for recommendation and discussion. These are committees that other workforce development boards around the region have and we’re adopting some of their best practices. Board Member Lancaster-King suggested a committee that would work around a regional approach to workforce development. We’ll put together a list of the proposed committees and a summary of them and will send out to Board members for their review.

ResCare Performance Update:

Southeast Regional Director Lynn Hamilton ResCare’s Southeast Regional Director Lynn Hamilton reported that they’re fully staffed. They have committed \$232,000 in ITAs and have an average of 20-25 people in orientations.

One-Stop Operator Update:

In the Door’s One-Stop Manager Roscell Hall reported on activities and services delivered to City of Atlanta residents through the resource library, job fairs and orientation classes.

XII. Adjournment

Chair Horton adjourned the meeting at 12:55 pm.