



*Approved*

**Meeting Minutes**  
**Wednesday, February 21, 2018**  
**WorkSource Atlanta / Local Workforce Development Board (LWDB)**

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

Cassandra Lee Austin, Delta Airlines  
Catherine Buell, Atlanta Housing Authority  
Tabatha Burks, GDOL  
Patricia Horton, Georgia Hospital Association  
Lolita Browning Jackson, Comcast  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
Mike Kenig, Holder Construction  
Amy Lancaster, Metro Atlanta Chamber  
Dr. Michael Maze, Atlanta Public Schools  
Terri Morton, Bank of America  
Michael Romesburg, CVS Caremark (Chair)  
Louis Partain, IUPAT  
Mike Romesburg, CVS Health  
Dr. Victoria Seals, Atlanta Technical College

**Board Members Absent**

Linda Cannon, Austin & Cannon Productions  
Tamika Conde, AARP  
Ryan Glover, Bounce TV  
Yendelela Neely Holston, AT&T  
Dr. Eloisa Klementich, Invest Atlanta

**WSA Staff**

Audrey Lawrence, Interim Executive Director  
Phyllis Bryant, Executive Assistant to the Interim Executive Director  
Marc Hannon-White, Business Services Manager  
Meisha White, Director of Finance  
Kristina Garcia-Buñuel, Policy and Legislative Analyst

**City of Atlanta Staff**

Keisha Burnette, Senior Assistant City Attorney

- I. **Call to Order:** The meeting was called to order at 11:43 am by Board Chair Michael E. Romesburg.
- II. **Roll Call:** The Chair conducted roll call. Please see above for Board member attendance.
- III. **Adoption of the Agenda:** The Chair made a motion to adopt the agenda. The motion was properly seconded by Michael Maze and adopted unanimously by voice vote.
- IV. **Approval of Meeting Minutes: November 15, 2017:** The Chair made a motion to adopt the minutes. The motion was properly seconded by Nancy Flake Johnson and adopted unanimously by voice vote.

V. **Welcome & Introduction:** Audrey Lawrence, the new interim executive director, introduced herself to the Board.

VI. **New Business**

***Action Item #1: Supportive Services Policy - Youth Incentive Payments***

The following changes to Article VIII (“Youth Incentive Payments”) of the Supportive Services policy were presented by staff.

**Section 8.01**

Some, but not all, recognized criteria for incentive payments include:

- A. Attainment of a Degree or Certificate: The participant must have earned a diploma or certificate that they did not possess prior to enrollment.
- B. Measurable Skills Gain
- C. Employment and Retention: The participant must obtain full-time unsubsidized employment in the targeted occupation/industry identified in the participant’s ISS. The participant’s employment retention within the same occupation/industry should also be considered.
- D. Completion of a WIOA youth program: The participant must complete a training activity or work-based education program.

**Section 8.02**

WIOA Youth Participants that have successfully achieved a pre-determined milestone that is directly tied to education and training activities or work experiences are eligible to receive an incentive payment. This incentive payment must be tied to a work experience or education and training activity that is reflected in the participant’s Individual Services Strategy (ISS). The participant must be active in a WIOA youth program or follow-up activity.

*Incentive Amounts and Maximums:* Maximum incentive amounts and the number of incentive payments per youth shall be determined on a case-by-case basis.

*Documenting Incentive Payments:* All incentive payments must be fully documented in the Georgia Work Ready Online Participant Portal.

*Unallowable Incentive Payments:* All incentive payments paid with WIOA funds must comply with outlined Cost Principles in 2 CFR part 200. Incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additional unallowable uses include:

- i. Recruitment or referrals;
- ii. Rewards for submitting eligibility documentation;
- iii. Possession of a credential attained prior to enrollment; and,
- iv. Regular attendance or participation in a WIOA program where payment is to sustain participant’s ongoing attendance or participation.

*Use of non-WIOA funds as Incentives:* The leveraging of private funds for incentives that WIOA cannot fund is permitted. When leveraging such funds, documentation must be in accordance with 2 CFR 200 Cost Principles and any other related federal and state regulatory requirements, which are subject to federal and state monitoring review.

A motion to approve was made by Catherine Buell and seconded by Nancy Flake Johnson. The motion was adopted by unanimous voice vote.

***Action Item #2: WIOA Eligibility Policy***

The following additions to Appendix D of WSA’s Participant Eligibility Determination Guide were presented by staff.

*Family Size:* (1) A married couple and dependent children; (2) A parent or guardian and dependent children; or (3) A married couple.

*Low-Income:*

7. Homeless and foster youth are considered low income and do not need to meet any additional low-income criteria.
8. Out-of-School youth with a disability are not required to be low-income.
9. For In-School youth with a disability, use the youth's own income, rather than his or her family's income. The youth's income must meet the low-income definition and not exceed the higher of the poverty line or 70 percent of the LLSIL.

*Unlikely to Return:* In order to be considered as unlikely to return to a previous industry or occupation, an individual must meet at least one of the following criteria:

- The individual worked in a declining industry or occupation.
- The individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more.
- The individual is exiting/separating from active military duty under conditions other than dishonorable.
- The individual is the spouse of an active military member and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
- The individual worked in an industry or occupation for which there are limited job orders in Georgia Labor Market Explorer at the time of eligibility determination.
- The individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation.
- The individual cannot return to their previous industry or occupation because of physical or other limitations, which would prevent reentry into the former industry or occupation.

The following was deleted from the definition of *Income Determination*.

1. Unemployment compensation;
2. Child support payments;
3. Old age and survivors' insurance benefits received under section 202 of the Social Security Act (42 USC 402).
  - a. Old age and survivors insurance benefits include:
    - i. Social Security Survivor Benefits paid to people up to age 18 who have had a parent die and the parent paid wages into the system; and,
    - ii. Social Security Retirement Benefits – paid to people who reached their social security age and have wages paid in the system.

A motion to approve was made by Nancy Flake Johnson and seconded by Catherine Buell. The motion was adopted by unanimous voice vote.

***Action Item #3: Work Experience Policy - Length of Training***

The following changes to Article VII ("Timeframe") and Attachment A ("Work Experience Agreement") of the Work Experience policy were presented by staff.

To delete the following text: "The length of training will be for a period of no more than twelve (12) weeks at a maximum of forty (40) hours per week. The Executive Director must approve any extension and the reason for the extension must be documented."

And amending it to read as follows: "The length of training will be for a period of no more than sixteen (16) weeks at a maximum of forty (40) hours per week. The Executive Director must approve any extension and the reason for the extension must be documented."

A motion to approve was made by the Chair and seconded by Michael Maze. The motion was adopted by unanimous voice vote.

**Action Item #4: Individual Training Account Policy**

The following changes to Attachment A (“WorkSource Atlanta Eligible Training Provider Application”), Exhibit A (“Individual Training Account (ITA) Policies”), Section 12 (“Training Limitations”) of the Eligible Training Provider policy were presented by staff.

- i. Up to \$7,000 in training costs, excluding support, may be expended for each participant for training programs up to one year in length of training. One year is defined as up to 52 calendar weeks from the initial start date of training. The limit of \$7,000 will apply in circumstances where training is designed to be completed in 52 weeks or less, even if the customer is unable to complete training under the usual program training schedule.
- ii. Up to \$10,000 in training costs, excluding support, may be expended for each participant for training programs up to two years in duration of training. No more than \$5000 will be provided towards training costs during any one 52 calendar week period as noted above.

A motion to approve was made by Nancy Flake Johnson and seconded by the Chair. The motion was adopted by unanimous voice vote.

**Action Item #6: Eligible Training Provider Applications**

*Per Scholas*

Interim Executive Director Audrey Lawrence presented Per Scholas’ eligible training provider application to Board members. A motion was made by the Chair and seconded by Nancy Flake Johnson to approve the application. The motion was adopted by unanimous voice vote.

A motion was made by the Chair to amend the agenda to add the eligible training provider application of Dover Training. The motion was seconded by Michael Maze and approved by unanimous voice vote.

*Dover Training*

Interim Executive Director Audrey Lawrence presented Dover Training’s eligible training provider application to Board members. A motion was made by the Chair and seconded by Nancy Flake Johnson to approve the application. The motion was adopted by unanimous voice vote.

**VII. Finance Update**

Finance Director Meisha White presented the Board with the following budget update.

<b>Summary</b>												
	Adult		DW		Youth		Youthbuild		Techhire	Other		
<b>Total Funding Amount</b>	\$ 4,313,106		\$ 2,080,688		\$ 3,385,666		\$ 2,311,750		\$ 4,000,000	\$ 123,430		
Admin	\$ 356,772		\$ 208,069		\$ 272,195		\$ 180,524		\$ -	\$ -		
Program	\$ 3,956,334		\$ 1,872,619		\$ 3,113,471		\$ 2,131,226		\$ 4,000,000	\$ 123,430		
<b>Total Personnel Expenditures</b>	\$ 1,496,606	35%	\$ 156,389	8%	\$ 1,761,553	52%	\$ 1,370,098	59%	\$ 78,251	2%	\$ -	0%
Admin	\$ 230,285		\$ 41,454		\$ 219,246		\$ 86,998					
Program	\$ 1,266,320		\$ 114,935		\$ 1,542,307		\$ 1,283,098		\$ 78,251		\$ -	
<b>Total Service Grants</b>	\$ 498,574	12%	\$ 81,979	4%	\$ 394,210	12%	\$ 136,180	6%	\$ -	0%	\$ -	0%
Admin	\$ 20		\$ 1		\$ 19,322		\$ 5,441					
Program	\$ 498,553		\$ 81,977		\$ 393,460		\$ 136,180		\$ -		\$ -	
<b>Total Other Expenditures</b>	\$ 498,574	12%	\$ 5,673	0%	\$ 30,332	1%	\$ 41,873	2%	\$ 1,514	0%	\$ -	0%
Admin	\$ 20		\$ 1,247		\$ 3,887		\$ 4,121					
Program	\$ 498,553		\$ 4,426		\$ 26,445		\$ 37,752		\$ 1,514		\$ -	
<b>Total All Expenditures</b>	\$ 2,057,448	48%	\$ 244,040	12%	\$ 2,204,667	65%	\$ 1,553,590	67%	\$ 79,765	2%	\$ -	0%
Admin	\$ 245,774	6%	\$ 42,702	2%	\$ 242,455	7%	\$ 96,560	4%	\$ -	0%	\$ -	0%
Program	\$ 1,811,676	42%	\$ 201,337	10%	\$ 1,962,212	58%	\$ 1,457,031	63%	\$ 79,765	2%	\$ -	0%
Admin	\$ 110,997		\$ 165,367		\$ 29,740		\$ 83,964		\$ -		\$ -	
Program	\$ 2,144,658		\$ 1,671,282		\$ 1,151,259		\$ 674,194		\$ 3,920,235		\$ 123,430	
<b>Remaining Balance</b>	\$ 2,255,656		\$ 1,836,648		\$ 1,180,999		\$ 758,159		\$ 3,920,235		\$ 123,430	

### VIII. Program Update

Interim Executive Director Audrey Lawrence provided the Board with program highlights for November and December 2017.

Data included:

Orientation attendance: 212  
 Online registration: 226  
 Processed applications: 87  
 Resource library visits: 547  
 Work experience: 6  
 Gained employment: 35

### IX. Adjournment

The Chair adjourned the meeting at 1:40 pm.