



**Atlanta Workforce Development Agency (AWDA)
Local Workforce Investment Board (LWIB)
Meeting Minutes: Wednesday, February 17, 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)
Shean Atkins, Atlanta Housing Authority
Melissa H. Buckner, TBG Residential
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.
Thaddeus Keefe, OneKept
Dr. Eloisa Klementich, Invest Atlanta
Alex McKenzie, IFS Securities (Treasurer) – via conference call
Annie Matthews, Atlanta Job Corps
Dr. Michael Maze, Atlanta Public Schools
Terri Morton, Bank of America
Michael Romesburg, CVS Caremark (Chair)
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:

Cassandra Lee Austin, Delta Airlines
Karen Bremer, Georgia Restaurant Association
Tabatha Burks, Georgia Department of Labor
Linda Cannon, Cannon-Austin Productions
Tamika Conde, AARP
Blenda DeBerry, Jon'Ric International
Ryan Glover, Bounce TV
Katie Kirkpatrick, Metro Atlanta Chamber of Commerce
Louis Partain, IUPAT
Elmer Stancil, GDEcD

Guests:

Catherine Buell, Atlanta Housing Authority
Kristin Laarhoven, Georgia Department of Economic Development
Amy Lancaster, Metro Atlanta Chamber of Commerce (for Katie Kirkpatrick)
Linda Rouse, Georgia Department of Labor (for Tabatha Burks)

AWDA Staff: Michael Sterling, Executive Director
Rebecca Birkett, Program Director, YouthBuild
Phyllis Bryant, Executive Assistant to the Executive Director
Eros Davis, Finance Consultant
Kristina Garcia-Buñuel, Legislative Analyst and Board Liaison
Lance Irvin, Manager, Strategic Partnerships and Operations
Amit Khanduri, Manager, Business Relations
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
Gerard Grant, Assistant City Attorney
Sirlathra Joiner, Information Technology Specialist

Call to Order: Chair Michael Romesburg called the meeting to order at 11:38 am.

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 by a unanimous voice vote.

Adoption of the Minutes: The Chair asked for a motion to approve the November 18, 2015 meeting minutes. The motion was made, properly seconded, and approved.

Action Items: **Revised Local Plan 2013-2018**
Michael T. Sterling, Executive Director
Subsequent to the November 19, 2015 LWIB adoption of the proposed 2013-2018 Local Workforce Development Plan, AWDA staff, in collaboration and consultation with the Georgia Department of Economic Development-Workforce Division, made certain revisions to the document that included:

Identifying the entity responsible for the disbursement of grant funds and describing the competitive process used to award contracts;

Simplifying the One-Stop Career Center Memorandum Of Understanding ("MOU") to be entered into between the Atlanta Workforce Development Agency ("AWDA") and required One-Stop service delivery partners;

Demonstrating the Supportive Service Team's move from Operations to Finance; and,

Demonstrating the Follow-Up Team's addition to the Customer Service Team.

The Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, the revised 2013-2018 Local Plan was approved.

Needs Additional Assistance Youth Policy (Policy Letter No. 16-01)

Michael T. Sterling, Executive Director

The policy was defined as follows:

In-School-Youth and Out-of-School Youth who require “additional assistance to enter or complete an educational program or to secure or hold employment” in Local Workforce Development Area 3 (City of Atlanta) are defined as meeting one of the following:

- i. Unemployed for the last six months.
- ii. Left employment at least three times over the last year.
- iii. Requests assistance in navigating the application or financial assistance process in beginning or completing secondary or post-secondary education. For example, but not limited to: requests assistance in paying for or identifying credit recovery opportunities, in navigating the application process of a technical school or identifying assistance to afford technical school.
- iv. Is currently attending or requests assistance in attending public or private alternative education institutions which are designed to serve community youth who are deemed at risk, are not allowed in mainstream institutions, or who have been determined by the community as needing special attention.
- v. A court-involved youth or at-risk of court involvement.
- vi. A referral from the Atlanta Police Department.
- vii. A youth residing in an area identified as high-risk for gang activity and recruitment;
- viii. A youth of incarcerated parent(s);
- ix. A youth who currently has a substance abuse problem and/or a history of having a substance abuse problem.

The Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, AWDA Policy Letter No. 16-01 (Needs Additional Assistance - Youth Eligibility) was approved by the Board.

Revised Supportive Services Policy (Policy Amendment No. 16-01)

Michael T. Sterling, Executive Director

The AWDB adopted a Supportive Services policy at its August 20, 2014 quarterly meeting. Supportive services are those services necessary to enable an individual to participate in activities authorized under the Workforce Innovation and Opportunity Act (“WIOA”). Supportive services may include, but are not limited to, transportation, childcare, dependent care, emergency housing assistance, work clothing or uniforms, licensing or testing fees, medical and healthcare supportive services. Supportive services are limited to a maximum of \$3,000 per participant. The support covers a 365-day period after date of first service.

Article VI ("Uniforms/Tools/Equipment Services"), Section 6.02 of the Supportive Services Policy document was amended to add the purchase of one lap top.

Article VII ("Other Supportive Services"), Section 7.01 of the Supportive Services was amended to add record restrictions fees.

The Chair asked for a motion to approve. The motion was made and properly seconded. By unanimous vote, the Supportive Services Policy was amended by the Board.

Presentations:

WIOA Transition Update

Kristin Laarhoven, Programs Director, GDEcD, WFD

An overview of the Georgia Department of Economic Development. Workforce Division's efforts to ensure WIOA compliance at the State and Local levels was provided. Topics included: Regional and Local Planning, State Plans, One-Stop Centers, State Grants, and key WIOA transition dates.

Finance

Alex McKenzie, Board Treasurer

Karen Simmons, Director of Accounting & Finance

The Treasurer's Report was provided, as follows:

Carryover Funds 7/1/15	\$ 7,804,535
Additional Funds Received	<u>2,934,320</u>
Total Funds Available	\$10,738,774

Operating Budget Adopted	\$7,800,537
Q-2 Cumulative Expenditures	<u>-4,929,969</u>
Balance	\$2,870,568

Unbudgeted Funding Available	\$2,938,237
Requested Budget Modification	<u>-785,157</u>
Balance Unbudgeted Funding Available (Reserved for Q-1 2016-2017)	\$2,153,080

A discussion ensued regarding the budget modification, which included pension assumptions, fees for legal counsel, and licensing and implementation fees for CRM software.

In addition, the possibility of changing the agency's fiscal year from July 1 to June 30 to October 1 to September 30 was discussed.

Performance Measures

Phillip Olaleye, Director of Performance Management

Director of Performance Management Phillip Olaleye provided a brief update on agency data, as follows:

Participant Key Outputs/Outcomes	2014 Total	2015 Total / Westside Works	Year-to-Year Trend
Placements into Individualize Services			
Occupational Skills Training	164	359/193	+118.9%
	*213	258	+21.1%
Subsidized Internships (STEP Forward – Summer Youth)	N/A	329	N/A
Performance Outcomes			
Entered Employment	97	250/137	+157.7%
Earned Credential/Degree	118	234/164	+98.3%

*The 2014 Work Experience level includes some Summer Youth Subsidized Internship placements.

S.T.E.P. Forward

Lillie Madali, Deputy Director of Operations

The S.T.E.P. Forward program was updated to reflect the following changes:

- Priority will be placed on out-of-school youth.
- Youth will be required to satisfy three (3) rounds of qualifications:
 - ✓ Eligibility determination
 - ✓ Business selection
 - ✓ Work readiness
- Youth will earn their job through a job interview conducted by the business.
- Youth will receive notice of their acceptance/denial via e-mail.
- Deadline for eligibility determination is March 1, 2016.
- Deadline for work experience application is April 1, 2016.
- Acceptance into STEP Forward program will be communicated by May 1, 2016.

General Discussion:

Regional Plan RFP

Michael T. Sterling, Executive Director

The Atlanta Regional Commission (ARC), on behalf of the five local workforce development boards represented in the Atlanta Region (Region 3: City of Atlanta, Cobb County, DeKalb County, Fulton County, and Atlanta Regional), is seeking proposals from firms or teams of firms experienced in workforce development and strategic planning to support the Region 3 workforce boards in preparing the first Atlanta Region Workforce Development Plan. In accordance with the requirements stipulated in the Workforce Innovation and Opportunity Act (WIOA), this plan serves as the guiding planning document to support the region's approach to workforce development and coordination among the five local workforce development boards in the Atlanta Region. The Scope of Service includes:

- Task 1: Project Management and Stakeholder Engagement Plan
- Task 2: Regional Workforce Analysis
- Task 3: Local Workforce Area Plans
- Task 4: Regional Plan Assurances
- Task 5: Consolidated Plan

The Georgia Department of Economic Development, Workforce Division has yet to provide a firm date for plan submittal, but it is anticipated that regional/local workforce development plans will be due by June 30, 2016.

Federal and State Grant Opportunities

Michael T. Sterling

AWDA has applied for the following Federal grants:

Linking to Employment Activities Pre-Release (LEAP 2) through Specialized America Job Centers:

The purpose of this pilot program is to provide incarcerated individuals with workforce services prior to release and link them to a continuum of services offered through their community-based American Job Centers (AJCs) post-release. These grants are job- driven and build connections to local employers that will enable transitioning offenders to secure employment. The jail-based specialized AJCs will enable transitioning offenders to prepare for employment prior to release and continue with Individual Employment Plans in the community once released. \$50 million.

TechHire Initiative: The Department of Labor will make new Federal investments to train and connect more workers to a good job in technology and other in-demand fields. The Administration has launched a H-1B grant competition to support innovative approaches to training and successfully employing low-skill individuals with barriers to training and employment including those with child care responsibilities, people with disabilities, disconnected youth, and limited English proficient workers, among others. \$100 million.

The Georgia Department of Economic Development, Workforce Division (GDEcD, WFD) made available Governor's Reserve funds to allow for program development in six strategic categories. Of the six grants, AWDA was eligible and applied for those listed below.

- ✓ Out-of-School Urban Youth Initiative: GDEcD, WFD is requesting proposals from urban LWDAs to serve hard-to-serve, out-of-school youth populations through partnerships with Community Based Organizations (CBOs).
- ✓ Ex-Offender Re-entry Initiative: GDEcD, WFD is requesting proposals from LWDAs for innovative ways to serve offenders and ex-offenders.
- ✓ Career Pathways to Sustainable Employment: GDEcD, WFD is requesting proposals from LWDAs to serve individuals who receive either TANF, SNAP, or HUD assistance through career pathways in one or more in-demand industries.
- ✓ Go Build Georgia Pre-Apprenticeships: GDEcD, WFD is requesting proposals from LWDAs to serve in-school youth through a Pre-Apprenticeship model in one or more of the specific Go Build Georgia industries, which are as follows: construction, transportation, energy, telecommunications, and manufacturing

Adjournment:

Chair Romesburg adjourned the meeting at 1:23 pm.