

MEETING TITLE: Fulton County Workforce Development Board Meeting
MEETING DATE: Thursday, August 15, 2019 **MEETING TIME:** 9:30 A.M.
LOCATION: City of Refuge
MEETING SCRIBE: Alexis Leonard **EMAIL:** alexis.leonard@fultoncountyga.gov

BOARD MEMBERS ATTENDANCE:

Bell, Mike: Present	Norman, Elizabeth: Present	Thompson, Dr. Lanze: Present
Boatright, Kali: Proxy- Goodman, Mark	Reid, Brent: Present	Tucker, Deon: Present
Collins, Jim: Present	Rooks, Stephanie: Present	Tuggle, Anthony: Present
Cook, Tom: Present	Ruder, Alex: Present	Washington, Regynald: Excused
Darden Beauford, Yulonda: Present	Scott, Elizabeth: Proxy- Laura Gomez	Absence
Gluckman, Neil: Excused Absence	Schofield, Kim: Present	Wences, Juan: Present
Lindgren, Virginia: Present	Seems, David: Present	Williams, Aimee: Absent
Macke, Andy: Present	Stepakoff, Jeff: Proxy- Kate McArdle	
Nickerson, Amelia: Present	Stokes, Fabiola Charles: Present	

1. Call to Order

Meeting called to order by A. Macke at 9:43 A.M.

2. Roll Call:

Roll call by A. Leonard, LWDB Board Liaison. Presence of quorum met.

3. Opening and Introductions

R. Pitts, Chairperson of the Fulton County Board of Commissioners and LWDB CLEO, welcomed all attendees. The following new LWDB board members were inducted: T. Cook, S. Dover, V. Lindgren, K. Schofield, F. Charles Stokes, A. Ruder, Dr. L. Thompson, R. Washington, and J. Wences. The following LWDB board members terms have been removed from the board: L. Price, P. Herrington, R. McNair, and L. Williams. R. Pitts presented service awards for the board members whose terms have ended.

4. Public Comment

No Public comments

5. Regular Agenda

I. Election of LDWB Chairperson

CLEO R. Pitts nominates A. Macke for the position of LWDB Chairperson. CLEO R. Pitts requested a motion to accept A. Macke as the new Fulton County Workforce Development Board Chairperson

Motioned: S. Dover **Seconded: A. Nickerson**

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for election of the LWDB Chairperson by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the election of A. Macke as LWDB Chairperson.

II. **Election of LDWB Vice-Chairperson**

CLEO R. Pitts nominates S. Dover for the position of LWDB Vice-Chairperson. CLEO R. Pitts requested a motion to accept S. Dover as the new Fulton County Workforce Development Board Vice-Chairperson

Motioned: A. Macke

Seconded: A. Nickerson

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for election of the LWDB Vice-Chairperson by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the election of S. Dover as LWDB Vice-Chairperson.

III. **Regular Agenda:**

Chairperson Macke requested a motion to accept the regular agenda.

Motioned: A. Nickerson

Seconded: D. Tucker

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for the adoption of the agenda as is by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the regular agenda as presented.

IV. **Adoption of May 16, 2019 LWDB Meeting Minutes:**

Chairperson Macke requested a motion to accept May 16, 2019 LWDB Meeting Minutes as presented.

Required Action: N/A

Motioned: A. Nickerson

Seconded: T. Cook

Motion Acceptance/Declination: The motion was approved for adoption of meeting minutes with the requested amendment by a majority vote of the LWDB Members. All in favor. No oppositions. No abstentions. The motion carried accepting the May 16, 2019 LWDB Meeting Minutes as presented.

6. **Committee Reports and Recommendations**

Board Visibility & Development Committee

Board Visibility & Development Committee did not meet. No report

Performance & Accountability Committee

S. Rooks, Chairperson of the Performance & Accountability Committee, was excused. A. Nickerson provided the committee report. Four policies were reviewed by the P&A Committee. The policies were made based on recommendations from the state based on a review of practices. After careful analysis, each policy was presented to the full LWDB for final approval. A copy of each policy was provided to LWDB members for review.

Secondary Review Procedures Policy

The revised procedure adds the imperative that the WorkSource Fulton staff will ensure that the sub-recipient has conducted the review of supportive service payments by matching payments to accounting journals and the case management system.

Data Validations and Documentation Policy

Georgia receives WIOA funding from the USDOL ETA based on achieving negotiated performance. ETA's expects that work is done in a timely manner and correctly reported on a quarterly basis. WorkSource Fulton staff will review these functions of the sub-recipient to determine that deadlines and documentation requirements are met.

File Control Policy

The File Control policy implements tracking the custody of a file. This is the component of a records management system that ensures records can be located when needed.

TABE 11 and 12 Implementation Policy

OWD requires that Local Workforce Development Areas (LWDA) update TABE 9 & 10 to TABE 11 & 12 in accordance, with the guidelines in Workforce Implementation Guidance (WIG) Letter PS-18-003, TABE 11 & 12 IMPLEMENTATION, when enrolling participants into TCSG Adult Education services.

Chairperson Macke requested a motion to accept the Secondary Review Procedures Policy, Data Validation and Documentation Policy, Case File Control Policy, and TABE 11 & 12 Implementation Policy as presented.

Required Action: No further action required

Motioned: J. Collins **Seconded:** Dr. L. Thompson

The motion was approved to accept the Sub Recipient Monitoring Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carried accepting the Secondary Review Procedures Policy, Secondary Review Procedures Policy, File Control Policy, and the TABE 11 and 12 Implementation Policy.

Youth Standing Committee

Y. Darden- Beauford, Chairperson of Youth Standing Committee, provided the report. The committee was not able to convene physically but connected via conference call on August 1st. This was the first time the committee had met since 2017, due to various transitions. As discussed at the previous board meeting, each committee was to articulate a mission statement and elect a vice-chair. The committee determined its mission and preliminary goals for the fiscal year. The mission of the Youth Standing Committee is to strategically plan, support and develop comprehensive youth initiatives for Fulton County Youth. The Committee is still finalizing their goals and youth projects. The first goal will focus on educating youth and providing them with career training and exploration, to lead to employment and a livable wage for self-sufficiency. Another goal will focus on marketing resources and providing awareness to the youth.

Initially, the committee will meet monthly on the first Wednesday at 10:00 am. The meeting locations will change until the Adamsville location construction is completed. The next meeting is scheduled for September 4th, 10:00 am at Atlanta Technical College, Dennard Conference Center, Building B. Board members with an interest to serve on the committee or have referrals for the committee were asked to contact Y. Darden Beauford or Michelle Vialet, WorkSource Fulton Program Manager.

7. Financial Report

Chairperson Macke presented the financial report on behalf of the finance committee. The Finance Committee met to review and review two major items: A funds transfer and the PY 19 Budget. A copy of each was provided to LWDB members for review.

Funds Transfers: Dislocated Worker to Adult

The number of Adult clients continues to rise as the number of Dislocated Worker clients are still stagnant due to lower unemployment rates. It is requested that of \$617,568 from the FY18 Dislocated Worker grant is transferred to serve Adult clients. The Funds Transfers: Dislocated Worker to Adults is submitted as presented for approval. Chairperson Macke requested a motion to accept Funds Transfers: Dislocated Worker to Adult.

Required Action: No further action required

Motioned: A. Nickerson **Seconded:** Y. Darden Beauford

Motion Acceptance/Declination: The motion was approved to accept the Funds Transfer: Dislocated Worker to Adults by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carriers accepting the Funds Transfer: Dislocated Worker to Adults.

PY 19 Budget Adoption

B. Lacy provided the presentation of the PY 19 Budget. Each year, W.I.O.A. grant funds are received from Congress through the State, and the state distributes the funds. Two years to spend each years' allotment. Within the first year, 80% of funds must be obligated. By the end of the second year, all of the funds must be spent or it will be returned back to the state. The funds are issued in three program buckets: Adult, Dislocated Worker, and Youth. 90% of funds got to serving participants of the three programs. 10% goes to managing the programs.

This budget is an overall outline, but there are a few items that are new to the budget. Jobs EQ, a software that provides labor market information, is an asset that will enable the team to better guide clients by identifying what fields and sectors jobs are in high demand. The cost is \$8000. An investment of up to \$1000 per staff person for professional development is being requested. The professional development opportunities will allow staff to gain access to resources, providing insight that will improve service delivery. Up to \$100,000 is requested to obtain services of a management consulting company to evaluate risk mitigation as well as developing a process for partnership with outside entities. In conjunction with the other regional coordination efforts, the regional outreach campaign, *At/Works*, will

market WorkSource of the five Metro Atlanta Areas, including Fulton. Up to \$60,000 is requested to contribute to the efforts. The board will have another opportunity to review and approve large expenditures and contracts prior to funds being spent.

Chairperson Macke requested a motion to accept the PY 19 Budget as presented.

Required Action: No further action required

Motioned: D. Seems **Seconded:** K. Schofield

Motion Acceptance/Declination: The motion was approved to accept the Funds Transfer: Dislocated Worker to Adults by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carriers accepting the PY 19 Budget.

8. Director's Report

B. Lacy provided the Director's Report. Key Performance Indicators (K.P.I.s) outcomes are delayed for Q4 due to year-end closeout. Additionally, new funds were awarded July, but no obligations have been input as of yet.

Opportunity Atlanta Youth Job and Resource Fair was a success. Over 50 employers were in attendance, with 1200+ openings, 380+ being On-the-Spot hiring opportunities. In addition to employment opportunities, workshops such as resume writing and interview skills were made available to the youth. There are three training/ conference opportunities available this fall. SETA Fall Conference – September 8-11th, Savannah, WorkSource Georgia Academy – November 12-14, Jekyll Island, and the State Workforce Development Board – November 14, Jekyll Island. Some staff may be in attendance.

The renovations of the administrative offices at Adamsville have made good progress. Expected Completion is the week of September 9th. Once completed, all of the WorkSource Fulton team will be housed together. The One- Stop will be moving from the North Fulton Location. Upon completion, the One-Stop partners will be co-located in the South Fulton Annex with ResCare as that is where most of our customers are services. Renovations will begin soon.

As discussed at the previous LWDB Meeting, the PY17 Monitoring resulted in eight findings. Three will be considered resolved with the submission of the LWDB Minutes. One will be resolved upon the completion of the One-Stop move.

9. ResCare Presentation

L. Bates, ResCare Project Director, provided a brief report highlighting ResCare Workforce Service from July 1st - August 16th. Adult/ DW Customer provided a testimonial on the services.

10. Chairperson Report

Chairperson Macke provided the Chairperson's Report. CLEO R. Pitts has done some of the heavy lifting in recruiting a diverse board, including members that have already worked in the area of Workforce Development. In conjunction with the staff, the talent is available to make the WorkSource Fulton board a success. The full board will meet quarterly, but the major work is done on the committee level. Each committee is responsible for specific missions. Board members are required to participate in at least one committee. The information has been provided on the committees, the opportunity is available to ask any questions to determine best fit.

11. Adjournment

Meeting adjourned by Chairperson Macke at 10:46 A.M.