



**WorkSource Atlanta  
Local Workforce Development Board (LWDB)  
Meeting Minutes: Wednesday, February 15, 2017  
11:30 AM – 1:00 PM  
818 Pollard Blvd., SW, Room 240**

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

Yendelela Anderson, AT&T  
Cassandra Lee Austin, Delta Airlines  
Catherine Buell, Atlanta Housing Authority  
Tabatha Burks, GDOL  
Daniel Graham, Cox Communications  
Patricia Horton, Georgia Hospital Association  
Lolita Browning Jackson, Georgia Power  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
Mike Kenig, Holder Construction  
Dr. Eloisa Klementich, Invest Atlanta  
Amy Lancaster, Metra Atlanta Chamber  
Alex McKenzie, IFS Securities (Treasurer)  
Annie Matthews, Atlanta Job Corps  
Dr. Michael Maze, Atlanta Public Schools  
Terri Morton, Bank of America  
Louis Partain, IUPAT  
Michael Robertson, Technology Association of Georgia  
Michael Romesburg, CVS Caremark (Chair)  
Dr. Victoria Seals, Atlanta Technical College

**Board Members Absent:**

Linda Cannon, Austin & Cannon Productions  
Tamika Conde, AARP  
Ryan Glover, Bounce TV  
Curtis Howard, Amalgamated Transit Union  
Terri Morton, Bank of America

**Guests:**

Sarah Griffin, Annie E. Casey Foundation  
Janelle Williams, Annie E. Casey Foundation

**AWDA Staff:**

Melissa Mullinax, Interim Executive Director  
Phyllis Bryant, Chief of Staff  
Kristina Garcia-Buñuel, Legislative Analyst and Board Liaison

**City of Atlanta Dept. Staff:** Susan Garrett, Senior Assistant City Attorney  
Sirlathra Joiner, Information Technology Specialist

**Call to Order:** Chair Michael Romesburg called the meeting to order at 12:14 pm.

**Adoption of the Agenda:** The Chair asked for a motion to approve the agenda. The motion was made, properly seconded, and unanimously approved.

**Adoption of the Minutes:** The Chair asked for a motion to approve minutes for the November 16, 2016 meeting. A motion was made, properly seconded, and unanimously approved.

**Action Item:** **One-Stop RFP**  
**Melissa Mullinax, Interim Executive Director**  
The Board authorized WorkSource Atlanta staff to begin the procurement process for a One-Stop Operator, as required by the Workforce Innovation and Opportunity Act.

The Chair asked for a motion to approve the resolution authorizing said action. The motion was made, properly seconded, and unanimously approved.

**Action Item:** **TechHire RFP**  
**Melissa Mullinax, Interim Executive Director**  
The Board authorized WorkSource Atlanta staff to begin the procurement process for TechHire services, to include coding bootcamp and intensive case management for youth ages 17 – 29 years of age.

The Chair asked for a motion to approve the resolution authorizing said action. The motion was made, properly seconded, and unanimously approved.

**Action Item:** **2016-2020 Regional and Local Plans\_Revisions**  
**Melissa Mullinax, Interim Executive Director**  
The Georgia Department of Economic Development, Workforce Division conditionally approved the 2016-2020 Regional and Local Plans, but requested certain revisions.

Those revisions included:

- Describing how the region will coordinate services.
- How One-Stop partner services will be delivered.
- The procurement process that will be followed for sub-recipients.
- Nomination of labor, business, and education Board members will be made.
- Membership of Board committees.
- Coordination of Rapid Response services.
- Equal Opportunity grievance timeline.
- One-Stop performance standards.
- Roll-out of the State’s new branding program.

The Chair asked for a motion to approve the revisions. The motion was made, properly seconded, and unanimously approved.

**Report:**

**Finance Update**

**Karen Simmons, Director of Finance**

To ensure compliance with the Workforce Innovation and Opportunity Act of 2014, U.S. Department of Labor regulations, and Georgia Department of Economic Development, Workforce Division policies and procedures, the Board was asked to consider the following Incumbent Worker Training policy:

**Adjournment:**

The Chair adjourned the meeting at 1:25 pm.