



*Approved*

**WorkSource Atlanta**  
**Local Workforce Development Board (LWDB)**  
**818 Pollard Boulevard, SW, Room 240, Atlanta, GA 30315**  
**Meeting Minutes**  
**Thursday, November 21, 2019**

**Board Members Present**  
**(Quorum Not Present)**

Diane Allen, GA Dept. of Labor  
Charlye Batten, Jackmont Hospitality  
Terri Block, Bank of America  
Dave Cole, IBM  
Patricia Horton, Georgia Hospital Association  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
Eloisa Klementich, Invest Atlanta  
Albenny Price, Atlanta Public Schools  
Beverly Riddick, UPS  
Rashida Winfrey, Mosaic Advisors

**Board Members Absent**

Chris Ahrenkiel, Selig Enterprises  
Mike Kenig, Holder Construction  
Amy Lancaster, Metro Atlanta Chamber  
Joseph Lillyblad, Georgia Power  
Kenny Mullins, IBEW  
Mary Parker, All N One Security Systems  
Victoria Seals, Atlanta Technical College  
Janelle Williams, Annie E. Casey Foundation

**WSA Staff**

Katerina Taylor, Executive Director  
Phyllis Bryant, Executive Assistant to Executive Director Taylor  
Buffy Gray, Management Analyst  
LaSharn Harris, Finance Analyst  
Tolton Pace, Senior Project Manager  
Ruth Alvarez-Moon, Performance Analyst  
Tammy Williams, Career Specialist  
Ralph Dickerson, Senior IT Analyst  
Kristina Garcia-Buñuel, Policy and Legislative Analyst

**Service Providers**

Lynn Hamilton, Regional Director, ResCare  
Latrisha Mitchell, Program Director, ResCare  
Christina Grigsby, Program Director, ResCare  
Robert Gordon, State Director, In the Door  
Roscell Hall, One-Stop Manager, In the Door

**Guests**

Matt Westmoreland, Atlanta City Councilmember, Post 2 At-Large  
Jon Keen, Deputy Chief Operating Officer, City of Atlanta  
Mellie Napolitano, Compliance Specialist, Technical College System of Georgia  
Corinne Lindo, Policy Analyst, City Council Staff  
Mallory Hutchison, Chief of Staff, Councilmember Matt Westmoreland  
Sukyi Naing, Emory School of Public Health  
Mandela Howard-Mparuri, Emory School of Public Health

**I. Call to Order**

The meeting was called to order by Acting Board Chair Nancy Flake Johnson at 11:15 am.

**II. Roll Call**

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

**III. Adoption of the Agenda**

Due to the lack of a quorum, the agenda was not adopted.

**IV. Approval of Meeting Minutes: March 14, 2019**

Due to the lack of a quorum, the minutes were not adopted.

**V. Public Comment**

Acting Chair Johnson asked if the public wanted to address the Board. There were no speakers.

**VI. Welcome Remarks**

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

**VII. Action Items**

Due to the lack of a quorum, the Board was unable to act on the agenda items listed below.

- Election of Board Chair and Vice-Chair
- Amend Bylaws (no. of meetings a year)
- Removal of Board Member (absences)
- One-Stop Partner MOU/IFA
- Eligible Training Provider Policy (revised)
- Participant Medical Records Policy (new)
- Pick Up Policy (new)
- Records Retention Policy (revised)
- Secondary Review Policy (new)
- Selective Service Policy (revised)
- Subrecipient Monitoring Policy (new)
- Approve FY20 Operating Budget

It was agreed that a Board meeting would be scheduled on December 3, 2019 with a meeting time of either 7:30 am - 8:30 am or 5:30 pm - 6:30 pm. Executive Director Taylor stated that based on which time was most convenient for members, her office would send out an Outlook calendar invite confirming the date and time. The meeting will be publicly advertised beginning on November 25.

VIII. Reports

**PY18 Monitoring Findings & Sanction Letter**– Executive Director Katerina Taylor  
 Executive Director Taylor went through the PY18 findings in the monitoring report submitted by the Technical College System of Georgia, Office of Workforce Development (see attached:

**FY20 Budget Update** – Management Analyst Buffy Gray  
 Management Analyst Buffy Gray gave Board members an update on the status of grant funds See below). Board Member Dave Cole requested a 12-month budget projection as well as an update on the final expenditures as of June 30, 2019.

<b>Total Revenue</b>	\$7,147,624.00
<b>Total Expenditures</b>	\$4,909,660.00
– Salaries	– \$1,325,454.00
– Service (Contracts)	– \$2,140,000.00
<b>Funds available for programming and operations</b>	\$2,237,965.00
<b>Funds required to spent/obligated by June 30, 2020 (80%)</b>	\$2,936,982.00
<b>Funds expended as of Q1 (7/1 - 9/30/19)</b>	\$967,370.00

**TechHire & Homeless Grants Update** – Senior Project Manager Tolton Pace  
 Senior Project Manager Tolton Pace provided an update on the status of TechHire and the Impact Project to Affect Homelessness (IPAH) Grant (see below).

<b>Grant Period</b>	July 1, 2016 – July 30, 2020
<b>Award Amount</b>	\$4,000,000.00
<b>Amount Expended</b>	\$327,824.38
<b>Remaining Amount</b>	\$3,672,175.62
<b>Participant Target Number</b>	450
<b>Participants Enrolled</b>	9 (leveraged funds through WIOA)
<b>Updates</b>	<ul style="list-style-type: none"> <li>– U. S. Department of Labor, Employment and Training (ETA) conducted monitoring from April 16 – 18, 2019.</li> <li>– ETA issued a final monitoring report on June 5, 2019.</li> <li>– WSA submitted a Corrective Action Response (CAR) to the DOL-ETA monitoring report with a revised implementation plan on July 5, 2019.</li> <li>– As of November 13, ETA indicated that it could not locate WSA's CAR; On November 14, WSA resent a copy of the original CAR submission.</li> <li>– WSA is awaiting official response from ETA regarding its CAR, and correspondence regarding the status of the grant; ETA recently indicated that it would send a response by November 25, 2019.</li> </ul>

**Impact Project to Affect Homelessness Grant**

<b>Grant Period</b>	March 1, 2018 – March 31, 2020
<b>Award Amount</b>	\$397,180.00
<b>Amount Expended</b>	\$83,760.44 (as of 11/21/2019)
<b>Remaining Amount</b>	\$313,419.56

<b>Participant Target Number</b>	55
<b>Participants Placed on a WEx</b> – <b>WEx Location</b>	20 Gateway Center
<b>WEx Placements in Process</b> – <b>WEx Locations</b>	17 Gateway Center, Veterans Molding Minds, StratiPlan, MD Ross Consulting, The Warrior Alliance
<b>WEx Placements Remaining</b> – <b>Pending WEx Locations</b>	18 Russell Center for Innovation & Entrepreneurship, Atlanta Technical College, Metro Atlanta YMCA, Westside Works, Goodwill
<b>WEx Positions/Industries</b>	Customer Service/Admin, Landscaping, Case Management, Conference/Event Managements, Maintenance, Culinary, Entry/Analysis, Floor Tech, Custodial Tech
<b>WEx Length</b>	Up to 12 weeks
<b>WEx Wage</b>	No less than \$10/hour

**ResCare Adult/Youth Career Services Update** – Southeast Regional Director Lynn Hamilton  
ResCare’s Southeast Regional Director Lynn Hamilton reported on activities undertaken and services provided since July 1, 2019 (see attached: ). Board Member Diane Allen noted that the Georgia Department of Labor (GADOL) conducts numerous orientations for unemployed individuals at the GADOL offices and she invited ResCare to attend.

**In the Door (One-Stop Operator) Update** – One-Stop Manager Roscell Hall  
In the Door’s One-Stop Manager Roscell Hall reported on activities and services delivered City of Atlanta residents through the resource library and WorkSource Atlanta orientation.

**Contracts Update: ResCare & In the Door, LLC** – Executive Director Katerina Taylor  
Executive Director Taylor discussed the Board’s current contracts.

The Board’s Executive Committee approved a resolution on April 14, 2019 to enter into a contract with Arbor E&T, LLC d/b/a ResCare Workforce Services for WIOA Adult/Dislocated Worker and Youth Career Services. The Board’s Executive Committee also approved a resolution on April 14, 2019 to re-issue RFPs for WIOA Adult/Dislocated Worker and Youth Career Services. The current contract with ResCare Workforce Services is:

- in an amount not to exceed \$2,050,000.00;
- for a one-year term (June 27, 2019 – June 26, 2020) with two (2) one (1) year renewals;
- a cooperative agreement utilizing WorkSource Fulton’s contract with ResCare.

The Board approved a resolution on November 8, 2017 entering into a contract with In the Door, LLC for WIOA One-Stop Operator Services. The current contract with ResCare Workforce Services is:

- in an amount not to exceed \$185,000.00;
- for a term of two years (April 11, 2018 – April 10, 2020) with one (1) two (2) year renewal.

**Invest Atlanta Integration** – Invest Atlanta President/CEO Eloisa Klementich (listed on agenda)  
City of Atlanta Deputy Chief Operating Officer Jon Keen spoke on the WorkSource Atlanta-Invest Atlanta integration plan. Approval by City Council and both the WSA and IA Boards is required. Implementation is expected in Spring 2020. Board members requested on-going updates as the plan moves forward.

**IX. Adjournment**

Acting Chair Nancy Flake Johnson adjourned the meeting at 1:33 pm.