



Unapproved
WorkSource Atlanta
Local Workforce Development Board (LWDB)
818 Pollard Boulevard, SW, Room 240, Atlanta, GA 30315
Meeting Minutes
Tuesday, December 3, 2019

Board Members Present
(Quorum Present)

Chris Ahrenkiel, Selig Enterprises
Terri Block, Bank of America
Patricia Horton, Georgia Hospital Association
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Dr. Eloisa Klementich, Invest Atlanta
Amy Lancaster-King, Metro Atlanta Chamber
Joseph Lillyblad, Georgia Power
Dr. Albenny Price, Atlanta Public Schools
Beverly Riddick, UPS
Dr. Victoria Seals, Atlanta Technical College
Janelle Williams, Annie E. Casey Foundation

Board Members Absent

Diane Allen, GA Dept. of Labor (excused by Board Chair)
Charlye Batten, Jackmont Hospitality (excused by Board Chair)
Randy Beall, Building & Construction Trades Council
Dave Cole, IBM (excused by Board Chair)
Leon Goodrum, Goodrum enterprises, Inc.
Mike Kenig, Holder Construction
Kenny Mullins, IBEW
Mary Parker, All N One Security Systems (excused by Board Chair)
Rashida Winfrey, Mosaic Advisors (excused by Board Chair)

WSA Staff

Katerina Taylor, Executive Director
Phyllis Bryant, Executive Assistant to Executive Director Taylor
Tolton Pace, Senior Project Manager
Kristina Garcia-Buñuel, Policy and Legislative Analyst

Guests

Jon Keen, Deputy Chief Operating Officer, City of Atlanta
Matt Westmoreland, Atlanta City Councilmember, Post 2 At-Large
Mallory Hutchison, Chief of Staff to Councilmember Matt Westmoreland
Javon Davis, Georgia State University

I. Call to Order

The meeting was called to order by Acting Board Chair Nancy Flake Johnson at 5:58 pm.

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**

Board Member Albenny Price made a motion to adopt the agenda. Board Member Chris Ahrenkiel seconded the motion. The agenda was adopted by unanimous voice vote.

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

Board Member Patricia Horton made a motion to approve the March 14, 2019 meeting minutes. Board Member Beverly Riddick seconded the motion. The minutes were adopted by unanimous voice vote.

Approval of Meeting Minutes: November 21, 2019

Board Member Riddick made a motion to approve the November 21, 2019 meeting minutes. Board Member Terri Block seconded the motion. The minutes were adopted by unanimous voice vote.

V. **Public Comment**

Acting Board Chair Johnson asked if any members of 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**

Election of Board Chair and Vice-Chair

Acting Chair Johnson called for nominations from the floor for the office of Chair. Acting Chair Johnson nominated Board Member Patricia Horton to serve as Chair. Board member Horton accepted the nomination. No other nominations were brought forward. Board Member Victoria Seals made a motion to close the nominations. Her motion was seconded by Board Member Ahrenkiel. The nominations were closed by unanimous voice vote. Board Member Price made a motion to elect Board Member Horton as Chair. The motion was seconded by Board Member Ahrenkiel. The election of Board Member Horton to office Board Chair was approved by unanimous voice vote.

Board Chair Horton asked for nominations from the floor for the office of Vice-Chair. Board Member Eloisa Klementich nominated Board Member Joseph Lillyblad. Board Member Lillyblad declined the nomination. Board Member Riddick self-nominated. No other nominations were brought forward. A motion was made by Board Member Johnson to close the nominations. The motion was seconded by Board Member Price. The nominations were closed by unanimous voice vote. Board Member Price made a motion to elect Board Member Riddick as Vice-Chair. The motion was seconded by Board Member Seals. The election of Board Member Riddick to the office of Board Vice-Chair was approved by unanimous voice vote.

Amend Bylaws

1. During the Technical College System of Georgia, Office of Workforce Development's (OWD) annual financial and programmatic monitoring conducted in October 2019, it was found that the Board did not meet four times in a year – as required by the Board's bylaws. To avoid a similar finding in 2020, an amendment was proposed to change the bylaws language as follows:

Article VII - Meetings of Board Members

Section 7.2 Regular Meetings.

Regular meetings of the Board shall be held ~~on a quarterly basis four times a year~~ and notice of such meetings will be given at least twenty-four (24) hours in advance of the scheduled meeting, unless unusual circumstances warrant shorter notice.

Board Member Seals made a motion to approve the amendment. Vice-Chair Riddick seconded the motion. The amendment was approved by unanimous voice vote.

Subsequent discussion by the Board resulted in acknowledgement that it is their preference to meet quarterly and it was suggested that the first or fourth week of the chosen month is most amenable to Members. Executive Director Taylor stated her office would poll Board Members for the best months, dates, and time.

2. It was determined that bylaw language describing the process for removing a Board Member for cause needed further clarification. As such, an amendment was proposed to change the bylaws language as follows:

Article VI - Board Membership

Section 6.4 (I) - Tenure on Board.

Board members shall remain on the Board until:

1. *Their term expires, subject to the holdover provisions of these Bylaws;*
2. *They resign in writing;*
3. *They no longer hold the status for membership on the Board under which they were appointed, as determined by the Executive Director; ~~or,~~*
4. *They are ~~removed from the Board for cause after a hearing before the Board and a majority vote in favor of removal and are notified in writing of their removal. Among other things, conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties, or absence~~ absent from three (3) consecutive regular meetings or four (4) regular or special meetings, absences in any one-year period except on account of illness or by permission of the Board Chair, which shall constitute cause for removal-; ~~or,~~*
5. *They are removed from the Board for cause after a hearing before the Board and a majority vote in favor of removal and are notified in writing of their removal. Among other things, conviction of a felony, misconduct, incompetence, or inattention to or inability to perform duties*

Board Member Seals made a motion to approve the amendment. Board Member Price seconded the motion. The amendment was approved by unanimous voice vote.

Removal of Board Member

During OWD's October 2019 monitoring, it was found that a Board Member had missed more than three consecutive Board meetings. Per the Board's bylaws, that Member needed to be removed. It was explained that the absences were because the Board Member had been traveling on business during the meeting dates but had not obtained prior permission from the Board Chair to be excused. To resolve the finding, the Board Member needed to be removed. The Board Member will be, after removal, re-appointed by the Mayor. Board Member Amy Lancaster-King made a motion to remove Board Member Kenny Mullins due to three consecutive meeting absences. Board Member Block seconded the motion. The removal was approved by unanimous voice vote.

One-Stop Partner MOU/IFA

Under the requirements of the Workforce Innovation and Opportunity Act (WIOA) grant, each Local Workforce Development Area (LWDA) must enter into a Memorandum of Understanding/Infrastructure Funding Agreement (MOU/IFA) with all One-Stop Partners as part of the comprehensive One-Stop Center. Because WorkSource Atlanta (WSA) had not fully executed the MOU/IFA, OWD issued a finding. To resolve the finding, the Board must approve the MOU/IFA and the Board Chair must sign it.

Board Member Johnson motioned to approve the MOU/IFA. Board Member Lancaster-King made the second. The MOU/IFA was approved by unanimous voice vote. Board Chair Horton signed the MOU/IFA.

Eligible Training Provider Policy

OWD issued a finding was issued requiring the Board adopt a revised Eligible Training Provider policy to include the State Workforce Development Board's updated second level appeals process.

Board Member Price motioned to approve the revised Eligible Training Provider policy. Board Member Janelle Williams seconded the motion. The revised policy was approved by unanimous voice vote.

Participant Medical and Disability Records Policy

During OWD's monitoring review of participant files, it was found that some files contained medical information. OWD required the Board adopt a policy stipulating such information not be included in case files but must be kept under lock and key.

Vice-Chair Riddick made a motion to approve the Participant Medical and Disability Records policy. Board Member Williams seconded the motion. The policy was approved by unanimous voice vote.

Pick Up Policy

Board Member Lancaster-King made a motion to table the Pick-Up policy. Board Member Seals seconded the motion. The policy was tabled by unanimous voice vote.

A sub-committee was formed to continue discussion of the proposed policy. Sub-committee members include: Board Members Lancaster-King, Johnson, Price, and Seals.

Records Retention Policy

OWD's monitoring report required the Board adopt a revised Records Retention policy that addressed retention/availability of work product created by former employees. The policy requires all employee work product – except participant case files which are stored in the State's Virtual OneStop System – to be stored in the City's cloud-based Outlook 365.

Vice-Chair Riddick made a motion to approve the revised Records Retention policy. Board Member Price seconded the motion. The revised policy was approved by unanimous voice vote.

Secondary Review Policy

Due to lack of certain eligibility documentation in participant files found during OWD's monitoring, a Secondary Review policy was drafted to require all eligibility files be reviewed by a second staff member for completeness and accuracy.

Board Member Block made a motion to approve the Secondary Review policy. Board Member Williams seconded the motion. The policy was approved by unanimous voice vote.

Selective Service Policy

As a result of OWD's monitoring, a finding was issued regarding the lack of proper Selective Service documentation in participant case files. To resolve this finding, a revised Selective Service policy was drafted for Board review.

Board Member Johnson made a motion to approve the revised Selective Service policy. Board Member Price seconded the motion. The revised policy was approved by unanimous voice vote.

Subrecipient Monitoring Policy

As part of OWD’s review during the October 2019 monitoring, it was determined that WSA required a Subrecipient Monitoring policy to guide the agency’s oversight of any WIOA-funded contracts.

Board Member Lancaster-King made a motion to approve the Subrecipient Monitoring policy. Board Member Joseph Lillyblad seconded the motion. The policy was approved by unanimous voice vote.

Approve FY20 Operating Budget

City of Atlanta Deputy Chief Operating Officer Jon Keen presented the FY20 Operating Budget. Board Member Williams requested a breakdown of WIOA funds spent on programs versus administration.

Board Member Johnson made a motion to approve the FY20 Operating Budget. Vice-Chair Riddick seconded the motion. The budget was approved by unanimous voice vote.

WIOA Funding						
		Carryover Funding 2018-2019 (PY18)	2019-2020 Award	Total WIOA 2019- 2020 Budget	One Stop Center	Total Agency Budget
REVENUE						
	WIOA Adult	\$ 1,887,766	\$ 1,033,376	\$ 2,921,142		\$ 2,921,142
	WIOA Dislocated Worker	50,819	1,760,963	\$ 1,811,782		\$ 1,811,782
	WIOA Youth	667,569	1,284,803	\$ 1,952,372		\$ 1,952,372
	One Stop Center	-	-	\$ -	65,148	\$ 65,148
	Impact Homelessness	397,180		\$ 397,180		\$ 397,180
TOTAL REVENUE		\$ 3,003,334	\$ 4,079,142	\$ 7,082,476	\$ 65,148	\$ 7,147,624
EXPENSES						
	Salaries and Fringe Benefits	\$ 39,749	\$ 1,285,705	\$ 1,325,454	\$ -	\$ 1,325,454
	Direct WIOA Participant Expense	\$ 823,585	\$ -	\$ 823,585	\$ -	\$ 823,585
	Service Providers	\$ 2,140,000	\$ -	\$ 2,140,000	\$ -	\$ 2,140,000
	Overhead	\$ -	\$ 555,473	\$ 555,473	\$ 65,148	\$ 620,621
TOTAL EXPENSES		\$ 3,003,334	\$ 1,841,178	\$ 4,844,512	\$ 65,148	\$ 4,909,660
REVENUE OVER(UNDER) EXPENSES			\$ 2,237,965	\$ 2,237,965	\$ -	\$ 2,237,965
Note: Amount available for programming activities = \$2.2M / Note:80% programmatic requirement = \$2,936,982						

VIII. Adjournment

Board Chair Patricia Horton adjourned the meeting at 7:15 pm.