



*Unapproved*  
**WorkSource Atlanta**  
**Local Workforce Development Board**  
**Summary of Meeting Minutes**  
**Thursday, February 25, 2021**

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

Chris Ahrenkiel, Selig Enterprises  
Diane Allen, Georgia Department of Labor  
Randy Beall, Atlanta & North GA Building and Construction Trades Council  
Terri Block, Bank of America  
Vonetta Daniels, Grady Health Systems  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
Carl Hill, Coca Cola Bottling Company United  
Patricia Horton, Coaching and Consulting Services, LLC  
Mike Kenig, Holder Construction  
Joseph Lillyblad, Georgia Power  
Dr. Albenny Price, Atlanta Public Schools  
Beverly Riddick, UPS  
Dr. Victoria Seals, Atlanta Technical College  
Mark Templeton, IUOE, Local 926  
DePriest Waddy, Families First

**Board Members Excused**

Amy Lancaster-King, Metro Atlanta Chamber  
Rashida Winfrey, Mosaic Advisors

**Board Members Absent**

Dave Cole, IBM  
Charlye Batten-Miller, Jackmont Hospitality  
Rokeya Jones, Microsoft  
Kenny Mullins, IBEW, Local 613  
Mary Parker, All N One Security Systems

**WSA Staff**

Katerina Taylor, Executive Director  
Ruth Alvarez-Moon, WIOA Performance Analyst  
Rachea Brooks, Executive Assistant  
Ralph Dickerson, IT Specialist  
LaSharn Harris, Finance Coordinator  
Tammy Lipsey, Sr. Manager of Performance and Operations  
Tolton Pace, Manager of Community Engagement  
Marcos Pope, Director of Finance  
Antrell Tyson, Director of Policy and Legislation  
Tammy Williams, Career Specialist

Sonia Wilson-Westmoreland, Director of Operations

**Guests**

Glenda Allen, Equus Workforce Solutions  
Lynn Hamilton, Equus Workforce Solutions  
Courtney Holmes, Equus Workforce Solutions  
Sarita Shackelford-Smith, Equus Workforce Solutions  
Roscell Hall, In The Door (One Stop Operator)

**I. Call to Order**

*i. The meeting was called to order by Chair Patricia Horton at 11:05 a.m.*

**II. Roll Call**

*i. Chair Horton conducted roll call. Board members present and absent are listed above.*

**III. Public Comment**

*i. Chair Horton opened for comments from the public to the Board. No comments were entered.*

**IV. Adoption of the Agenda**

*i. The motion to adopt the agenda was approved unanimously by voice vote.*

**V. Approval of Meeting Minutes: January 14, 2021**

*i. The motion to approve the minutes was approved unanimously by voice vote.*

**VI. Welcome Remarks**

- i. Executive Director Katerina Taylor welcomed Board members, staff, and visitors.*
- ii. Antrell Tyson, Director of Policy and Legislation – Ms. Taylor told the Board that Mr. Tyson, who practices in other jurisdictions outside of Georgia, has been inducted into the State Board of Georgia.*
- iii. Tolton Pace – Ms. Taylor informed the Board and staff that Mr. Pace is facilitated conversation on race at Emory University as well as, sits as President of the Caucus of Emory Black Alumni.*
- iv. New Executive Assistant – Rachea Brooks was introduced by Ms. Taylor to the Board as her new EA. Ms. Taylor commented that Ms. Brooks has a graphics design/web development background and is a strong writer and will be developing WSA's newsletter.*

**VII. WSA Updates**

- i. Local Plan: Executive Director Katerina Taylor reported that the local plan was submitted to TCSG.*
- ii. IA & WSA Integration: The integration with Invest Atlanta has been delayed until July 1.*

**VIII. Committee Action Items for 2021**

- i. Adult & Dislocated Worker Committee (Nancy Flake Johnson/Dr. Victoria Seals)**  
Committee Chair Nancy Flake Johnson/Co-Chair Dr. Victoria Seals greeted the Board and reported that the committee for the Adult & Dislocated Worker met to discuss when customers can withdraw from their training program and be within the drop policy guidelines without incurring any costs to the local work source board. The proposed policy presented to the full board for its approval states:

- If the customer is attending a Technical College Systems of Georgia school, the customer will have three class periods to withdraw from the training program.

- If the customer is attending a training program that is five days a week the customer will have five class periods to withdraw from the training program.
- If the customer is attending a training program that is one day a week the customer will have two class periods to withdraw from the training program.

*Chair Horton called for a motion to approve the newly recommended drop policy as to when customers can withdraw from training. Randy Beall motioned. Nancy Flake Johnson seconded. The motion was approved unanimously. No Opposed. No abstentions.*

ii. **Youth Committee (Randy Beall)**

Chair Horton invited Randy Beall, Chair of the Youth Committee to share any updates from their committee meeting. Mr. Beall greeted the Board and thanked all those who work on behalf of the Committee and invited board members to join he and co-chair Rashida Winfrey. Mr. Beall presented the following talking points to the Board for consideration.

- WSA proposes amending its current Supportive Service Policy to include a youth incentive payment policy. Payments are based on the availability of WIOA funds per program year.

- Youth Incentive Payment Policy

Payments must be predetermined milestones met by the youth, and directly tied to education and training to be eligible for an incentive payment.

Recognized Criteria for Incentive Payments (some; not all)

- Attainment of a Degree or Certificate
- Measurable Skills Gain
- Employment and Retention
- Completion of a WIOA youth program

- Proposed Supportive Service Incentive Payments

|   |          |
|---|----------|
| Attainment of High School Diploma or Equivalent                                 | \$100.00 |
| Attainment of Certificate and/or License for Completion of Job Training Program | \$100.00 |
| Attainment of Post-Secondary Degree   | \$200.00 |
| Measurable Skills Gain  | \$50.00  |
| TABE Test (completion)  | \$50.00  |
| ISS/IEP Goals   | \$25.00  |

Mr. Beall concluded his report with stating that the action items included Youth Committee member Nancy Johnson proposing increased payment amounts if funds are available and does not affect the youth participants tax rate/1099 or SNAP benefits. The other action item was for the Board to adopt this proposed youth incentive payment policy. Chair Horton asked if there were any questions for Mr. Beall or Ms. Winfrey. Board member DePriest Waddy asked a question about incentives tied to education and wanted to know about any specifics and how will their information be attained. Mr. Beall answered that incentives were specifically tied to the attainment of a high school diploma or equivalent. Tammy Williams responded that the way we go about capturing those validation documents to confirm that these individuals did attain a high school diploma or if they went through training and received a certificate or a degree is to get with the schools and get a copy of the transcript or the actual diploma or degree.

Mr. Beall noted the last action item was that the Committee held elections for Chair and Vice-Chair. Mr. Beall was nominated for chair and Rashida Winfrey, Vice-Chair. Mr. Beall concluded by inviting Board members to join the Youth Committee.

*Mark Templeton made a motion to approve the youth incentive payment policy and procedures. Dr. Albenny Price seconded the motion. The update was approved unanimously. No Opposed. No abstentions.*

**iii. Industry Partnerships Committee (DePreist Waddy)**

Mr. Waddy greeted the Board as well as recognized to the Board himself as Chair and Ms. Vonetta Daniels as Vice-Chair. Committee met on February 8. Industry Partnerships Committee approved a proposed business services timeline in anticipation of opening the call for business services applications, including Incumbent Worker Training (IWTs) and On-The-Job Training (OJTs). Mr. Beall discussed the following talk points:

- In anticipation of opening the call for business services applications, including Incumbent Worker Training (IWTs) and On-The-Job Training (OJTs), WSA proposes a timeline for the management, review, and approval of applications.
  - March 1, 2021 - Budgeted amount provided from Finance
  - March 15, 2021, June 15, 2021, and September 15, 2021 - Business Application process begins
  - April 15, 2021, July 15, 2021, and October 15, 2021 - Applications deadline for review etc.
  - Applications presented to Industry Committee for review and approval 2 weeks prior to board meeting
  - May, August, and November 2021 - Present to full board by the Industry Partnership Committee to be obligated quarterly
    - Funding of services will be based on availability of funds.

*Mr. Waddy opened the discussion for any questions. There were no questions. Mr. Waddy called for a motion to approve the business services timeline. Mr. Beall made a motion to approve a business services timeline. Dr. Seals seconded the motion. The timeline was approved unanimously. No opposed. No abstentions.*

Anyone interested in joining the Industry Partnership feel free to reach out to Mr. Waddy or Ms. Daniels as well as, send an email to [rvbrooks@atlantaga.gov](mailto:rvbrooks@atlantaga.gov) and [swilson-westmoreland@atlantaga.gov](mailto:swilson-westmoreland@atlantaga.gov). Dr. Seals asked if there will be a calendar published of all the committee meetings so that the dates are made available to anyone who wants to attend. Mr. Tolton Pace to follow up to make sure committees meeting dates/times are published. Send all committee meetings to the full board.

**iv. Executive Committee (Pat Horton)**

Chair Horton discussed the following talking points with the full board.

- Through the Systems Change for Economic Mobility process with the 5 metro worksource boards, a new regional ITA Agreement has been drafted and agreed upon. City of Atlanta's Law Department has reviewed the agreement and made edits as appropriate.

- The Executive Committee approved the proposed agreement, and now presents to the full board for its approval with the following highlight that are updated from our previous ITA agreement:
  - 70/30 Payment Structure – Mr. Pace stated that with this revision, local worksource boards would move to this structure where the provider would receive payment of 70% up front and 30% on the back end once participants have completed training.
- *Expired Training Provider Agreements*
  - WSA requested newly signed and notarized agreements from its training providers, to be submitted electronically AND hard copy mailed with postmark by February 3, 2021.
  - To date we have received: 24 agreements electronically, and 18 of the 24 as hard copies.
  - The Executive Committee approved the following recommendation and now presents to the full board for its approval:
    - To place current providers on hold who have not submitted agreements by March 3, to not be cited during monitoring on March 8.
- *Training Provider Application*
  - The provider application has been reviewed and updated. Mr. Antrell Tyson stated that the drop policy has been included in this update.
  - Goodwill of North Georgia has applied for its Forklift Program to be approved and added to the ETPL for WSA. In a previous Board meeting, this application was tabled as Board member Randy Beall asked for clarification on the provision of a Forklift certification through this program.
  - Additional information was acquired and confirmed that Goodwill of North Georgia will be working in conjunction with B & W to provide the forklift certification to participants in this program.
  - As such, the Executive Committee is recommending approval of the application to the full board, based on the and additional information shared on your screen.

Mr. Beall brought up a concern about the living wage rate for sustainable living in Atlanta. Commented that WorkSource should ask providers if they have a sustainable pathway to get to the living wage (\$26.00). Wants the Board to discuss and do some due diligence so that as a Board, the citizens of Atlanta we can be served well with good careers. Ms. Taylor commented that we are making incremental changes but agrees that we can do more work towards this end. Ms. Daniels agrees that the Board should explore a strategy to get citizens to a livable wage to include nontraditional careers for women. Ms. Taylor added that we are looking at a way to do a deeper strategy with some partners and that conversation will take place later and the Board will be updated. Ms. Flake-Johnson mentioned that we should do a more robust career exploration so that participants can get a feel for those high demand occupations and what are their options for getting on a path to a living wage. Ms. Taylor shared a link for living wage calculator: [www.livingwage.mit.edu](http://www.livingwage.mit.edu) and asked the Board to review.

*Chair Horton asked for a motion to approve the current provider agreements that have been sent in and those who have not submitted agreements by March 3, to be placed on administrative hold until their agreement has been received. Ms. Allen asked for clarification on the EIPL in question (shown in presentation); which ones have been received; which ones are pending; requires more info. Mr. Beall motioned to approve. Terry Block seconded. No opposed. No abstentions.*

*Ms. Taylor asked Mr. Tyson to briefly mention any updates to the provider agreement (drop policy and pay structure) both mentioned; and that the agreement is in compliance with federal guidelines. Wanted to make sure that local worksource boards are working with one agreement. The City of Atlanta will not allow an automatic-renewal agreement for training providers. Chair Horton asked for a motion to approve the revised training provider agreement. Bev Riddick made a motion to approve. Randy Beall seconded. No opposed. No abstentions. Training Provider Agreement approved.*

*Chair Horton asked for motion to approve Goodwill of North Georgia's WSA Training Provider application to add its forklift program to the ETPL for WSA. Terry Block made motion. Chris Ahrenkiel seconded. No opposed. No abstentions.*

## **IX. Reports**

### ***i. Finance – Marcos Pope***

Mr. Marcus Pope gave an update on financials for WorkSource Atlanta. Mr. Pope updated the Board on the concern of the 80% rule of recapture and that the State board did pass the rule so there will not be a recapture this year due to COVID. Mr. Pope thanked Chair Horton and Ms. Flake Johnson for joining in the call.

Mr. Pope explained why the current budget year WorkSource is in, was not done in a timely manner due to transitions. Current budget revenues are \$6.9 mil and expenses \$6.2. Mr. Pope highlighted where WorkSource was over and under in expenses and explained actions to be taken to bring budget into balance. Ms. Taylor explained that the budget now being used is a workable budget and applauded Mr. Pope on the work that he has done to get the budget to where it is. Once budget is approved and transfer is made and all the expenses applied, the Finance Committee will be able to give a more detail update on the burn rate per grant. With the transition or integration to Invest Atlanta there are some expenses that WorkSource will not incur being a part of the City directly. Those things are not factored in this year's budget. Budget includes salary infringe and projected positions. Some of the items that would have been a little inflated such as staff travel did not impact budget due to COVID. Subscriptions did increase. Great deal of organization's software and work is through subscriptions. Supplies went down. \$100,000 funding has been allocated for Incumbent Workers. We are working with Invest Atlanta to identify companies that could potentially have a lay-off or want to do upskill training so that allocated funding could increase later but the Board would be asked to approve. Mr. Waddy asked if the services currently provided by the City of Atlanta that are changing next year, is it possible to work with the COA and have a charge-back? Mr. Pope replied indicated that is the case and WorkSource has asked for those charge-back numbers from COA for the purposes of the budget. Mr. Pope ended by asking for

*Chair Horton asked for motion to approve the budget as presented. Dr. Seals motioned to approve. Diane Allen seconded. No opposed. No abstentions.*

### ***ii. One-Stop Operator (In the Door Operations) Update – Roscell Hall***

Roscell Hall gave updates to the Board on services and activities that are being conducted

for the month of January and February. Increased participations in the month of January and February with client referrals. Mr. Roscell also gave some highlights of some of the virtual events and work-readiness activities.

*iii. Equus Performance Update – Sarita Shackelford-Smith*

Ms. Sarita Shackelford-Smith greeted the Board and gave updates on services that continued through 2020 and the types of services delivered under the following categories:

- Virtual Adult/Dislocated Worker & Youth Program Services
- Adult/DW/Youth FY Second Quarter 2020 Report
- Approved Individual Training Account (ITA) per training provider PY 20 Fiscal Year
- Business Services events
- Youth Program Services
- City of Atlanta Step Forward new partnerships

**X.** Final comments and Adjournment

Chair Horton called for any last comments. Ms. Taylor acknowledged WorkSource would welcome opportunities to work with Board member organizations. Board member Carl Hill, Coca Cola partnered with WorkSource to conduct a job fair. Chair Horton again encouraged the Board to take advantage of participating on a committee and to attend committee meetings. Meeting was adjourned at 12:25 pm.