



Board Members Present
(Quorum Present)

Chris Ahrenkiel, Selig Enterprises
Diane Allen, Georgia Department of Labor
Charlye Batten-Miller, Jackmont Hospitality
Terri Block, Bank of America
Vonetta Daniels, Grady Health Systems
Carl Hill, Coca Cola Bottling Company United
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Patricia Horton, Coaching and Consulting Services, LLC
Mike Kenig, Holder Construction
Amy Lancaster-King, Metro Atlanta Chamber
Dr. Albenny Price, Atlanta Public Schools
Beverly Riddick, UPS
Dr. Victoria Seals, Atlanta Technical College
DePriest Waddy, Families First
Rashida Winfrey, JP Morgan Chase
Brandon Worthey, Georgia Vocational Rehabilitation Agency

Board Members Excused

Randy Beall, Atlanta & North GA Building and Construction Trades Council

Board Members Absent

Dave Cole, IBM
Rokeya Jones, Microsoft
Joseph Lillyblad, Georgia Power
Kenny Mullins, IBEW, Local 613
Mary Parker, All N One Security Systems
Mark Templeton, IUOE, Local 926

WSA Staff

Sonia Wilson-Westmoreland, Interim 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



Guests

Rob Cherof, Rocket Camp
Lisa Davis, WorkSource Atlanta Regional
Latrisha Mitchell, Equus Workforce Solutions
Glenda Allen, Equus Workforce Solutions
Christine Grigsby, Equus Workforce Solutions
Roscell Hall, In The Door (One Stop Operator)
Robert Gordon, In The Door (One Stop Operator)
Kelvin Collins, Atlanta Beltline

I. Call to Order

- i. The meeting was called to order by Chair Patricia Horton at 11:25 a.m.*

II. Roll Call

- i. Board Clerk (Rachea Brooks) 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. Chair Horton called for a motion to approve the agenda. The motion to adopt the agenda was made by Dr. Albenny Price and seconded by Amy Lancaster-King. Motion was approved unanimously. No Nays. No abstentions.*

V. Approval of Meeting Minutes: January 14, 2021 and February 25, 2021

- i. The motion to approve January 2021 minutes was made by Vonetta Daniels and seconded by Christ Ahrenkiel. Motion was approved unanimously. No Nays. No abstentions.*
ii. The motion to approve February 2021 minutes was made by DePriest Waddy and seconded by Diane Allen. Motion was approved unanimously. No Nays. No abstentions.

VI. Welcome Remarks

- i. Interim Executive Director Sonia Wilson-Westmoreland welcomed Board members, staff, and visitors.*
*ii. **Rob Cherof, Rocket Camp** – Mr. Cherof presented to the Board the scope of their work as seen in the metro regional marketing campaign project which is a targeted outreach plan to increase participation in the offered workforce programs and services for the local workforce development agencies.*
*iii. **IA & WSA Integration** – Ms. Wilson-Westmoreland reported to the Board that WSA is scheduled to be fully integrated by July 1. Staff attended a town hall meeting with Invest Atlanta and City of Atlanta and will be receiving a welcome packet. Board member Nancy Flake-Johnson asked Ms. Wilson-Westmoreland if there will be any substantive changes in operations that the integration might bring about. A few changes may be made regarding Invest Atlanta's policies but regarding WSA objectives and fulfilling grant obligations, there should be no changes. WSA will keep the Board abreast of any changes as we move through the transition.*



- iv. **Monitoring Updates** – Ms. Wilson-Westmoreland presented to the Board PY 2018 and PY 2019 WSA’s financial, programmatic, and compliance monitoring findings with an update on action steps being taken to correct the findings. WSA did not have as many findings as before. Ms. Wilson-Westmoreland presented comparison charts of findings for current year and previous year. The total number of findings for the current program year is 13 and 15 the year before. WSA to put in place some internal controls as well as correct some programmatic issues. Board member Rashida Winfrey asked the question as to whether Board members have gone through findings line-by-line in the past. Board member Johnson commented that it would probably be good to just give the Board an idea of what types of correction items are represented in the corrective action plan. Ms. Wilson-Westmoreland mentioned that the majority of the 13 findings to be addressed this Board meeting. Board member Dr. Seals mentioned that in future would like to see a summary of findings and what WSA is doing to address it. Ms. Sonia Wilson-Westmoreland concluded her report

VII. Committee Action Items for 2021

i. **Adult & Dislocated Worker Committee (Nancy Flake Johnson)**

The Adult & Dislocated Worker Committee approved the following proposed policies and/or amendment of policies and presented to the full board for its approval:

➤ **Information to be added to our Residency Policy. (2 parts)**

- Zip Codes will be included for more clarity:
- In addition, the following language will be added to the policy: WSA One-Stop Partner will refer eligible applicants who cannot be served by WorkSource Atlanta’s particular programs, to the appropriate agencies both within and outside the WIOA system.

The motion to amend the Residency Policy to include zip codes and language that directs eligible participants who cannot be served by WorkSource Atlanta programs to the appropriate agencies was made by Nancy Flake-Johnson and seconded by Dr. Albenny Price. Motion was approved unanimously. No Nays. No abstentions.

➤ **Language to be added to the Dislocated Worker Policy:**

Currently WSA only serves those living in the city of Atlanta, but a finding stated that WSA can also serve those who were also laid off within the city of Atlanta. Committee came before the Board to ask for approval to add the language to the Dislocated Worker policy retroactive to 2018.

The first layer of eligibility criteria for the WIOA Dislocated Worker Program is documentation of SSN#, proof of City of Atlanta employment and/or proof of City of Atlanta residency, proof of age/birth date, proof of Selective Service registration if the applicant is a male, proof of U. S citizenship status/authorization to work, and date of dislocation.

The motion to amend the Dislocated Worker Policy to include documentation that supports eligibility for the WIOA Dislocated Worker Program retroactive to 2018 was made by Diane Allen and seconded by Terri Block. Motion was approved unanimously. No Nays. No abstentions.



Board member Flake-Johnson asked if the language for these policies were provided in advance to the full Board for review before the vote was called. Board member Lancaster-King asked if the changes to polices have been vetted so there are no challenges to address for the next year's audit. Ms. Wilson-Westmoreland answered that WSA by-laws/policies has been getting technical assistance from TCSG. Policies are constantly changing, and we will be working on brining these documents current in the new program year.

- **Approval to adopt the new Demand Occupation List and approval for staff to update the demand Occupation as they are released.** Committee asks the Board to approve the new Demand Occupation List and that the staff be allowed to approve the new occupations as the list is updated with updates to the full Board. These are demand occupations for the metro Atlanta area generated by the ARC.

The motion to approve the adoption of the new Demand Occupation List and for staff to be allowed to update the list as it is released was made by Nancy Flake-Johnson and seconded by Dr. Albenny Price. Motion was approved unanimously. No Nays. No abstentions.

ii. **Youth Committee (Rashida Winfrey)**

The Committee came before the Board in discussion about a waiver extension and summer youth job opportunities. put before the Board two agenda items for approval.

- **Youth Expenditure Waiver – Request Extension Approval for PY 20**
On May 26, 2020, TCSG's Office of Workforce Development received USDOL ETA approval to extend the Youth Expenditure Waiver for Program Years (PY) 19 and 20. The waiver allows local areas to expend 50 percent for out-of-school youth and 50 percent for in-school-youth programs. WSA expects to increase the number of in-school youth served, to positively impact credential outcomes and measurable skills gain for the overall youth program.

The motion to approve the Youth Expenditure Waiver was made by Amy Lancaster-King and seconded by DePriest Waddy. Motion was approved unanimously. No Nays. No abstentions.

- **2021 Summer Youth Job Opportunities (WEx Amendment)**
Increase hourly wage rate by \$1.00 going from \$13 to \$14; and increasing hours worked from 30 to 40 per week.

The motion to approve Increase hourly wage rate by \$1.00 going from \$13 to \$14 (25-30 WEx participants); and increasing hours worked from 30 to 40 per week was made by Dr. Albenny Price and seconded by Nancy Flake-Johnson. Motion was approved unanimously. No Nays. No abstentions.

Board did have a lengthy discussion around summer youth job opportunities for eligible high school seniors and juniors out-of-school youth ages 18-24 that meet all the WIOA eligibility



requirements to enroll and participate. Participants choose one of three work experiences (virtual work readiness, education, academic tutoring study skill training). Expect to serve 140 youth. Previous pay was \$13/hour for each activity. Committee proposed adjusting WSA pay to match City of Atlanta summer job programs. Expand hourly rate to \$14/hour and the number of hours to increase 40 hours/week.

Board member Dr. Seals asked a question that pertained to the presentation slide shown. Are the 25 participants included in the 140 youth or separate. WSA Tammy Lipsey responded with answering that the 25-30 WEx participants are included in the 140. The hourly wage is specific to youth in WEx activities. The other two paid activities are stipends. Looking to give an increase to the 25-30 participants with current wages of \$13/hour. These youth will be at the same sites, doing the same jobs, working in the same job titles as those for the City of Atlanta program. Chair Horton asked for further clarification on a presented slide. Ms. Lipsey explained what work activities receive stipends of \$200/week (1.5 hours/day; 5-week period- virtual work readiness); \$200/week (APS – 4-week period/academic recovery). Board member Flakes-Johnson asked if we have more funding available or are we limited by budget. We are looking to determine if we have additional funds. Ms. Lipsey spoke to times past when the American Recovery Act was available and WSA was able to hire a higher number of youth but due to the pandemic, have been limited. If the waiver is extended, we can continue to enroll more in-school youth. Ms. Winfrey commented that it would be great if we could find a way to get to really market to students/parents that a stipend is available as an incentive. If not, 75% of the funding goes towards out-of-school youth. Ms. Lipsey said the bulk of the 140 slots would go to academic recovery (APS) to get the students to a point of being able to graduate on time or at least 4-5 months later. Board member Dr. Albenny Price spoke to the Board letting them know that there is a need in helping at-risk students. APS will still be back in-person in the fall. Students can opt for virtual learning. Board member Diane Allen asked about students who age-out. Is there adequate staffing? Dr. Price offered that those students will be given options to take adult-education classes. Board chair Horton commented that the Board will keep watch over the number of students who are at risk of not graduating and as to what WSA can do to assist. Chair Horton called for a motion to accept the change in the WEx Amendment.

iii. Industry Partnerships Committee (DePreist Waddy)

The Industry Partnerships Committee came before the Board to present one provider to be approved for an OJT contract. The opportunity is for an administrative/clerical position at \$19/hour or \$40k annually. Mr. Waddy went over the company profile and background information for the provider and benefits they are offering. The second submission, Countalytics was asked to resubmit during the next cycle.

➤ **Stanton & Worthy, LLC**

The motion to approve the OJT contract with Stanton & Worthy, Inc. was made by Diane Allen and seconded by Amy Lancaster-King. Motion was approved unanimously. No Nays. No abstentions.

iv. Nominating Committee (Beverly Riddick)

The Nominating Committee gave a report on the Board Nomination Process currently in use to select nominees for the Board officer positions of Chair and Vice Chair as well as the



nomination approved timeline for communication as submitted to the full Board. Board elections will be held on June 8th.

WSA Antrell Tyson did bring clarification to the term “Secretary”. The Board operates with a Board Clerk and not Secretary and will be looking to change that language in the by-laws. Dr. Seals brought up a question about when WSA’s program begins. WSA program begins July through June of the following year. Mr. Tyson to send out documentation to the Board explaining WSA program year. Board member Nancy Flakes-Johnson asked about the board positions on the ballots and having a description of each position and its duties. This information was included in the Nominations Packet to the Board. Dr. Seals asked about voting remotely for the June 8th Special Meeting to elect a Chair/Vice-Chair. By law, proxy is not allowed. Board members must be in attendance to vote.

v. ***Executive Committee (Antrell Tyson / Sonia Wilson-Westmoreland)***

The Executive Committee met and discussed several areas that require Board approval. Mr. Tyson and presented before the Board and proposed the following amendments:

➤ **Recommended Amended Bylaws**

- Clearly state that the Annual Meeting should be the quarterly meeting prior to the start of the new Program Year (July 1st). Proposed change by Board member Nancy Flake-Johnson to clarify “the” quarterly meeting or “a” quarterly prior to the start of the new program year. Board member Amy Lancaster-King asked if we could table this change until the June 8th Special Meeting. Also, Ms. Flake-Johnson expressed heconcern about the roles of “Treasurer” and “Secretary” and their roles in Board governance and if whether we keep them or remove them. Mr. Tyson stated againthese roles are not required by law. The difficulty has been not having a Board member to take on those roles. Board members Flake-Johnson and Ms. Winfrey volunteered to work with the Finance Committee. Board Chair Horton mentionedthat we would not be able to vote on this item but move to the June 8th Special meeting. Redlined bylaws will be sent to the Board for a final review before the special meeting.
- Include a section that provides the titles and duties for the Board Chair and Vice-Chair.
- Remove language from bylaws that refer to Secretary or Treasurer positions (not required by law)



Board chair Horton asked that a rollcall be called so that a quorum could be re-established. Some Board members had to leave the call. Due to time constraints and the number of agenda items, Tolton Pace called a quick roll call.

(Quorum Present)

- ✓ Chris Ahrenkiel, Selig Enterprises
- ✓ Diane Allen, Georgia Department of Labor
- ✓ Charlye Batten-Miller, Jackmont Hospitality
- ✓ Carl Hill, Coca Cola Bottling Company United
- ✓ Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
- ✓ Patricia Horton, Coaching and Consulting Services, LLC
- ✓ Mike Kenig, Holder Construction
- ✓ Dr. Albenny Price, Atlanta Public Schools
- ✓ Beverly Riddick, UPS
- ✓ DePriest Waddy, Families First
- ✓ Rashida Winfrey, JP Morgan Chase

The motion was put forth from the Board to move forward with amending bylaws on 5/27 instead of June 8th and was made by DePriest Waddy and seconded by Dr. Albenny Price. Motion was approved unanimously. No Nays. No abstentions.

Clarification was given by Mr. Tyson that the above motion did not include the acceptance of the amendments. The Board decided to approve the following instead after quorum was reestablished:

- Remove language from bylaws that refer to **proxy voting**.

A recommendation to approve the removal of proxy voting language was put forth from the Board and a motion was made by Beverly Riddick and seconded by DePriest Waddy. Motion was approved unanimously. No Nays. No abstentions.

➤ **Revised OJT/WEX Agreement**

Approval to update/amend the On-the-Job Training contract language according to TCSG OWD Policy Manual Section 3.4.1.2 (II)(A) and Work Experience Agreement according to TCSG OWD Policy Manual Section 3.4.1.5 (IV)(A) and Section 3.4.1.5(II).

The motion to update/amend the OJT/WEX Agreement was made by Beverly Riddick and seconded by Nancy Flake-Johnson. Motion was approved unanimously. No Nays. No abstentions.



➤ **Metro Regional Marketing Campaign**

Approval to enter a \$50,000 contract for Regional Targeted Outreach cost sharing for the metro regional marketing campaign.

The motion to approve the \$50,000 cost sharing agreement for the metro regional marketing targeted outreach campaign was made by Nancy Flake-Johnson and seconded by Dr. Albenny Price. Motion was approved unanimously. No Nays. No abstentions.

➤ **RFQ –DWG/NEG Outreach Campaign**

Approval to move forward with the RFQ process for DWG/NEG outreach campaign. Board member Flakes-Johnson asked to assist in reviewing the RFQ. Board Member Carl Hill and Ms. Flakes-Johnson will assist WSA in the process of reviewing the RFQ.

The motion to amend the Dislocated Worker Policy to include documentation that supports eligibility for the WIOA Dislocated Worker Program was made by Carl Hill and seconded by DePriest Waddy. Motion was approved unanimously. No Nays. No abstentions.

➤ **ETPL Training Approval Authority**

WorkSource Atlanta is requesting authorization for the Executive Director to approve Eligible Training Provider applications. Gatekeeper is currently ARC. We participate in the regional ITA process however we do have about 10-15 applications coming our way for approval. Asking the Board to allow ED to approve providers. This will allow the customers to be served in a timely manner without having to wait until the quarterly board meetings are held to get approval to their applications.

The motion to give approval authority to the Executive Director to approve eligible training providers approved at the state level, vetted through the Regional ITA process, and demonstrating that they are meeting all the performance measures based on the application and the agreement was made by Nancy Flake-Johnson and seconded by DePriest Waddy. Motion was approved unanimously. No Nays. No abstentions.

➤ **One-Stop and Service Providers RFPs**

Mr. Tyson presented to the Board that the One-Stop contract ends in 2022. Will have a proposal ready in August for an RFP to send out for the One Stop Operator. Current service provider is Equus but would like to request permission to move forward with a youth services component RFP. This RFP would require service provider component that focuses solely on youth. This would also allow our current provider Equus whose contract does not allow enough funding, to solicit for those funds to cover our youth. The hope is that the provider will be able to focus on in-school/out-of-school youth (just in case we can't use the 50/50 waiver).

The motion to approve WSA moving forward with an RFP process for a youth services provider was made by DePriest Waddy and seconded by Nancy Flake-Johnson. Motion was approved unanimously. No Nays. No abstentions.



➤ **Board Resignations**

Ms. Wilson-Westmoreland informed the Board of the following Board member resignations.

- Mary Parker, All N One Security
- David Cole, IBM

VIII. Reports – Nothing needs to be approved. Information and slides will be sent to the full Board to review.

i. Finance (Marcos Pope)

WSA Director of Finance reported on PY20/FY21 budget's revenues, expenses, areas of overages, additional funding allocations, and continuous monitoring activities.

i. One-Stop Operator (In The Door Operations) Update – Roscell Hall

ii. Equus Performance Update – Sarita Shackelford-Smith

IX. Comments /Adjournment

Ms. Wilson-Westmoreland gave final comments before the conclusion of the meeting. Reports are in the Board packet and the PowerPoint presentation will be sent to the Board. Next Board meeting is August 26th. Ms. Wilson-Westmoreland to follow-up with Chair Horton and Dr. Eloisa Klementich on a Board retreat which would cover WSA changes, as well as an overall WIOA orientation about our services and breakouts. Chair Horton asked that we put the voting items near the beginning of the meeting. She thanked the staff and Board members for attending and for all the hard work. DePriest Waddy motioned to adjourn, and Diane Allen seconded. Chair Horton adjourned the meeting at 2:43 pm.