



Board Members Present
(Quorum Present)

Chris Ahrenkiel, Selig Enterprises
Diane Allen, Georgia Department of Labor
Charlye Batten-Miller, Jackmont Hospitality
Randy Beall, Atlanta & North GA Building and Construction Trades Council
Barkat Colabawala, Dunkin' Donuts Franchisee/ZSC Enterprise
Stacy Drane, Bank of America
Carl Hill, Coca Cola Bottling Company United
Patricia Horton, Coaching and Consulting Services, LLC
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.
Rokeya Jones, Microsoft
Mike Kenig, Holder Construction
Joseph Lillyblad, Georgia Power
Dr. Albenny Price, Atlanta Public Schools
Beverly Riddick, UPS
DePriest Waddy, Families First
Rashida Winfrey, JP Morgan Chase

Board Members Excused

Dr. Victoria Seals, Atlanta Technical College

Board Members Absent

Vonetta Daniels, Grady Health System
Kenny Mullins, IBEW, Local 613
Mark Templeton, IUOE, Local 9

WSA Staff

Amy Lancaster-King, SVP, Executive Director
Sonia Wilson-Westmoreland, Chief Operating Officer
Ruth Alvarez-Moon, WIOA Performance Analyst
Rachea Brooks, Executive Assistant
Ralph Dickerson, IT Specialist
LaSharn Harris, Finance Coordinator
Darrien Moore, WIOA Youth Strategic Operations / Performance Director
Tolton Pace, Senior Program Manager, Community Engagement
Marcos Pope, Director of Finance
Antrell Tyson, Director of Policy and Legislation
Tammy Williams, Career Specialist

Guests

Carroline Angelo, Atlanta Technical College
Roscell Hall, In The Door (One Stop Operator)
Robert Gordon, In The Door (One Stop Operator)
Jerry Myers, In The door (One Stop Operator)
Latrisha Mitchell, Equus Workforce Solutions
Lynn Hamilton, Equus Workforce Solutions
Pamela Wright

I. Call to Order

- i. The meeting was called to order by newly elected chair Rashida Winfrey at 11:07 a.m. with welcome remarks to new Board members Stacy Drane and Barkat Colabawala as well as, Amy Lancaster-King as the new Executive Director of WorkSource Atlanta. Ms. Winfrey also recognized herself to the Board in her new role as Board Chair and Ms. Riddick as the new Vice-Chair. Chair also reiterated to the Board the attendance policy and requirements of Board members to be present so that the Board can do its business. Directors are required to notify the Board chair of absence in advance. Any concerns about board attendance can be addressed with the Board Clerk who maintains records of attendance.

II. Roll Call

- i. Rachea Brooks, Board Clerk conducted roll call. Board members present and absent are listed above.

III. Public Comment

- i. Chair Rashida Winfrey opened the meeting for comments from the public. There were no public comments.

IV. Adoption of the Agenda

- i. Chair Winfrey called for a motion to adopt the agenda. The motion to adopt the agenda was made by board director Randy Beall and seconded by board director DePriest Waddy. Motion was approved unanimously. No Nays. No Abstentions.

V. Approval of Meeting Minutes: May 27, 2021, and June 8, 2021

- i. The motion to approve the May 27, 2021, minutes was made by board director Randy Beall and seconded by board director Rokeya Jones. The motion was approved unanimously. No Nays. No Abstentions.
- ii. The motion to approve June 8, 2021, minutes was made by board director Joseph Lillyblad and seconded by Randy Beall. Motion was approved unanimously. No Nays. No Abstentions.

VI. Reports and Updates (Amy Lancaster-King, Executive Director, WorkSource Atlanta)

- i. **IA & WSA Integration** – SVP, Executive Director Amy Lancaster-King gave an update to the Board that the Intragovernmental Agreement (IGA) has been signed by all parties and the formal transition period has begun. Still working on determining some costs that will be applied to WorkSource Atlanta budget (specifically, IT, janitorial, and insurance) as well as how disallowed costs will be handled, who will cover those costs. Working on how policies and procedures will work during this transition period between Invest Atlanta (administrative agent), WorkSource Atlanta, and the City of Atlanta (fiscal agent). Target timeframe to complete transition is November 30, 2021. Hiring of new staff was not included in the transition phase. This piece is still being worked out. Hiring of staff at present will be done through contracting until we get through the portion of the transition where we understand how we can handle new staff. We will be submitting RFQs/RFPs for bids for services mentioned. RFQs will be prepared in the next week and RFPs brought to the following Board meeting. Board director Hill asked if we WorkSource created an action plan to completing the timeline.
- ii. **Monitoring Updates** – Ms. Lancaster-King presented audit to the Board on WSA's Eligible Training Provider Policy (ETPL) and Subrecipient Policy. Most of the updates to the ETPL policy was to make it better aligned with federal and state policies. In addition, key components were added around party responsibilities, the process for becoming an eligible training provider, access to state lists, requirements for funding, performance measures, etc. TCSG has reviewed the draft and finds the policy in compliance. For the Subrecipient policy, WSA needed to clearly define the process for onsite and virtual monitoring (outlining the necessary steps, incorporating monitoring tools, and the frequency of monitoring and due dates). Enhanced staff training has been for staff who will be performing monitoring activities. WSA is required to maintain records for three years. Antrell Tyson added that WSA uses several monitoring tools given to us by TCSG (our state monitor). Both were updated according to TCSG guidelines and now is presented to the Board for approval so that the findings can be closed. Chair Winfrey called for a motion to approve the changes to the ETPL policy and the Subrecipient policy. Board director Randy Beall made a motion to approve the policies as presented and director Pat Horton seconded the motion. No Nays. No Abstentions.
- iii. **SCEM (Systems Change Economic Mobility)** – Ms. Lancaster-King brought before the Board the Regional Economic Mobility Work letter of support and commitment letter. A letter of support was signed with a matching funds commitment for Atlanta CareerRise at \$5,000 per year for three years towards the Systems Change for Economic Mobility grant. Ms. Lancaster-King asked the Board for an approval of the funding seeing that the commitment was not approved in a past budget. Antrell Tyson reminded the Board that the State and DOL monitors Board involvement based on the regional plan, so Board members were encouraged to read through the regional plan for more information on the SCEM. Board director DePriest Waddy motioned to approve the regional SCEM, and board director Pat Horton seconded the motion. No Nays. No Abstentions.
- iv. **Finance Update** – Marcos Pope, WSA Director of Finance and Ms. Lancaster-King gave update closed and open grants spend rates. PY19 Dislocated Worker grant – (40%) spent and some Dislocated worker funds transferred to PY19 Adult to prevent a great deal of recapture. All PY19 Adult funds were

expended. (PY19 / PY20 being overlapping years.) Youth (87%) funds spent and (51%) DW funds spent. Mr. Pope highlighted that WSA was able to reduce FY20 DW capture percentage by the transfer that was done at the beginning of the year. Doing transfers in a timely manner will be crucial for WorkSource Atlanta going forward to prevent recapture. WorkSource hopes to help businesses understand how DW funds can be used and what type of participant can utilize these funds. Mr. Pope moved forward to talk about the Open grants and wanted the Board to be mindful that last year's budget was not approved until the beginning of February. TCSG held funds so WSA is playing catch up stating that WSA will not be held to having to expend 80% of those funds due to COVID and that the goal is to spend down in all categories. Reviewing PY21/FY22, Mr. Pope highlighted that staff travel and expenses due to COVID were suspended. We have accounted for that this year. There is an increase in professional services as we look towards the integration to Invest Atlanta. We will have a budget adjustment period or amendment later. Chair Winfrey asked for a motion to approve the PY21-FY22 budget. Board director Randy Beall motioned to approve the budget and board director Diane Allen seconded the motion. No Nays. No Abstentions.

Mr. Pope explained further about transfers and asked the Board for approval to transfer from FY21 DW funding to Adult and when FY22 funds come, to have permission to transfer up to \$1 million from DW funding to Adult so that we have a longer period to utilize those funds. Chair Winfrey then called for a motion to approve grant transfers. Mr. Beall motioned to approve the grant transfers and board director Beverly Riddick seconded the motion. No Nays. No Abstentions.

Ms. Lancaster-King ended the reporting for finance by commenting that these approvals are critical in helping WorkSource deploy funding as quickly as possible and leveraging them as best we can. We are working on rescheduling our Board meetings, so we don't miss transfer dates.

v. **Executive Session – Board went into a closed executive session.**

- Chair Winfrey called for a motion to begin the Executive Session. Board director Randy Beall motioned to move into Executive Session. Board director Joseph Lillyblad seconded the motion. No Nays. No Abstentions.
- Chair Winfrey called for a motion to end the Executive Session. Board director Dr. Price made a motion to end Executive Session and Board director Randy Beall seconded the motion. No Nays. No Abstentions.

vi. **Industry Partnerships Committee Report** – DePriest Waddy, Chair came before the Board to ask for approval on an OJT Contract Review - Countifi (formerly Countalytics). Board director Waddy went over some of the background of the company, its clients, and the position they are looking to fill through WorkSource. Estimated cost for WSA would be between \$12k and \$15k. This position pays between \$48k to \$60k annually with a starting pay of \$25/hour. WSA Deputy Director Sonia Wilson-Westmoreland clarified that the training is 3-6 months and asked the Board if they would like to put in place the livable wage (\$28/hour) as a minimum when it comes to funding these opportunities. Industry Partnership Committee will discuss what a sustainable pathway to a livable wage looks like and make a recommendation to the Board. Board director Rokeya Jones asked that some follow-up information be provided to the Board that indicates this position meets all the requirements discussed. Ms. Wilson-Westmoreland also encouraged the Board to, if possible, get involved in the committee meetings where a lot of the discussion takes place on the recommendations made to the full board. WorkSource will make sure that directors are informed on all board committee meetings. Board director Randy Beall motioned to approve the contract and board director Beverly Riddick seconded the motion. No Nays. No Abstentions.

vii. **In The Door Operations Update** – Roscell Hall came before the Board to give highlights on the program year and highlights of some current activities. There has been increased participation in Project ENCoRe (138 participants registered in June and July; August 65 individuals registered and or participated). Handed 1500 flyers at the APS back-to-school event. 30 employers have inquired about services within the last three months. There has a 92% decrease in UI (unemployment insurance) related calls to the One Stop from June '20 to June '21. In August there were 2 UI claims. There have been consistent referrals for GED, utility or rental assistance, and vocational rehabilitation. One Stop had integrated into the Navigator role and is utilizing AARP SCSEP participants as support. Mr. Hall also highlighted the One Stop's participation in career fairs, community outreach opportunities, collaborative partnerships, and being a presenter on Urban League's COVID-19 Resource Webinar.

viii. **Equus Performance Update** – Lynn Hamilton came before the Board to give performance update on Adults/Dislocated Worker career services and Youth Programs. Current caseload is 206. Participants assisted monthly (A = 131; DW = 75). 97 (A = 65; DW = 22) participated in educational/work-based learning activities. 55 (A = 43; DW = 12) seekers gained employment at \$22.31/hour. Training dollars are

being spent in demand jobs. 63 (A = 46; DW = 17) completed training. 83 youths have been served/10 per month are assisted. 76 youth have attended workshops. Other performance stats covered WEX services, GED enrollment, housing, and TABE testing. Equus concluded by sharing three success stories of Adults, Dislocated Worker, and Youth participants who received services and support.

VII. Comments & Announcements

Final comments and announcements were made by Amy Lancaster-King and Chair Winfrey. Virtual job fair on September 13 focused on women. Tolton Pace will be transitioning from WorkSource into a new opportunity, and we wish him the best in his role. Chair Winfrey congratulated Ms. Wilson-Westmoreland in her new areas of responsibilities.

VIII. Adjournment

Meeting adjourned 1:06 PM.