

**Board Members Present**

**(Quorum Present)**

Beverly Riddick, UPS  
Nancy A. Flake Johnson, Urban League of Greater Atlanta, Inc.  
DePriest Waddy, Families First  
Robert Lax, Accenture LLP  
Charlye Batten Miller, Jackmont Hospitality  
Dr. Victoria Seals, Atlanta Technical College  
Te'Eris Hardwick, Verizon Wireless

**Board Members Absent**

Rashida Winfrey, JP Morgan Chase  
Randy Beall, Atlanta & North GA Building and Construction Trades Council

**WSA Staff**

Amy Lancaster-King, SVP, Executive Director  
Sonia Wilson-Westmoreland, Chief Operating Officer  
Darrien Moore, Director of Programs  
Marcos Pope, Director of Finance  
Antrell Tyson, Director of Business Services and Policy  
Rachea Brooks, Executive Assistant / WSA Board Clerk

**I. Call to Order**

- i. The meeting was called to order by Vice-Chair Beverly Riddick at 8:08 AM.

**II. Roll Call**

- i. Rachea Brooks, Board Clerk conducted roll call for the Executive Committee. Board members of the Executive Committee present and absent are listed above and quorum was established.

**III. Approval of Meeting Minutes: December 6, 2021**

- i. Ms. Riddick called for a motion to approve the December 6, 2021, meeting minutes. Ms. Charlye Batton-Miller motioned to approve the December 6 meeting minutes and it was seconded by Mr. DePriest Waddy. Motion was approved unanimously. No Nays. No abstentions.

**VI. Adoption of the Agenda**

- i. Ms. Riddick called for a motion to adopt the agenda. The motion to adopt the agenda was made by Mr. Lax. The motion was seconded by Mr. Hardwick. Motion was approved unanimously. No Nays. No abstentions.

**V. Reports and Updates**

- i. **Ms. Riddick turned the meeting over to the WSA team to bring reports and Updates**  
Ms. Lancaster-King came before the Committee to discuss the Youth (In-School/Out-of-School), Adult/Dislocated Worker, and One-Stop Operator RFPs approved in August '21. Mr. Moore updated the committee on the Youth Services solicitation, reviewed the scoring process, the selection of the awardee, and the amount of the RFP award. Ms. Wilson-Westmoreland updated the committee on the Adult/Dislocated Worker RFP, its scope of work, the number of RFPs received, the awardee, and the dollar amount of the RFP. Ms. Lancaster-King reported on the One-Stop Operator RFP. WSA only received one RFP and it was found to be non-responsive. WSA is mandated to have a One-Stop Operator and so is seeking to extend the current One-Stop Operator for one year as well as, have the flexibility to increase the current contract up to 10%. WSA will be seeking to go back through the RFP process and be ready to present on this RFP in the next program year. Ms. Lancaster-King summed up the actions items for the Committee that need to go before the full board which included moving the RFP selections for both the youth and adult dislocated worker contracts, as well as a request to extend the current One-Stop Operator contract for one year with up to a 10% increase in the contract and the flexibility to negotiate up to that amount. Ms. Riddick called for a motion to move these action items before the full board. Ms. Flake-Johnson made the motion, and it was seconded by Mr. Waddy. The motion was Motion was approved unanimously. No Nays. No abstentions.

**ii. Finance Update –**

- *Ms. Lancaster-King/Mr. Pope* came before the Executive Committee and presented an update of the total awards/total spent/obligated of the PY20/FY21 for the Adult, Dislocated Worker, and Youth programs which expire 6/22; a report on PY21/FY22 awards/total spent/obligated which expires 6/23; and the COVID grant which expires 3/22 but the State did receive an extension that goes through next year. Mr. Pope also presented by ways of slides, budget modifications for consideration. Those modifications would increase the budgets in professional services, subrecipient and vendor contracts, and on-the-job training, incumbent worker training and other business services programs. The total budget modification equaled \$929,553.54. After completing discussion of the proposed budget modifications, Ms. Riddick called for a motion to move the proposed budget modifications before the full Board. The motion was made by Mr. Lax and second by Mr. Hardwick. The motion was approved unanimously. No Nays. No abstentions. Lastly, Ms. Lancaster-King/Mr. Pope reviewed a chart that showed the total awards, total spend/obligations, budget modifications, and pending obligations for all PY20/FY21, PY21/FY22 awards and COVID grant.
- *Mr. Tyson* gave an update for the Industry Partnership Committee and its review of the recommended criteria for minimum wages, reimbursement period/%, and the maximum number of OJTs per applicant. The update included a look at the OJT and IWT proposals the committee is recommending as well as, a review of their current applications. Each OJT application shows the OJT position, number of positions desired, anticipated wages and estimated cost for WSA. Ms. Riddick called for a motion to move the OJT/IWT recommendations and applications to the full board. Mr. Law so moved, and Ms. Flake-Johnson seconded the motion. The motion was approved unanimously. No Nays. No abstentions.
- Ms. Lancaster-King also announced that Mr. Te'Eris Hardwick will now serve as Co-Chair of the Youth Committee and Ms. Kellie Brownlow from the State Workforce Board was present on the call to create a better connection between the state and local area boards.

**iii. Approve Board Meeting Agenda –**

- Ms. Lancaster-King reviewed the Board of Directors meeting agenda for March 8. Ms. Riddick called for a motion to approve the agenda. Mr. Hardwick motioned to approve the agenda and Mr. Lax seconded the motion. The motion was approved unanimously. No Nays. No abstentions.

**VI. Comments & Announcements**

- i. Ms. Riddick called for any final comments from the Executive Committee and Ms. Lancaster-King stated that the upcoming Board of Directors meeting on March 8, 2022, would be virtual but after that, the WSA Board will be returning to in-person meetings.

**VII. Adjournment**

- i. Ms. Riddick adjourned the WSA Executive Committee of the Board of Directors meeting at 9:08 AM.