

**Board Members Present (Quorum established)**

Aesha Baldwin, American Federation of Teachers  
Barkat Colabawala, The Chunara Group of Companies  
Tim Cairl, Metro Atlanta Chamber  
Te'Eris Hardwick, Verizon Wireless  
Carl Hill, Coca-Cola Bottling Co United, Inc.  
Pat Horton, Georgia Center for Nursing Excellence  
Jhatara Jackson, Georgia Department of Labor  
Jamie Jordan, Public Service Industry Group, Accenture  
Joseph Lillyblad, Georgia Power  
Tolton Pace, The Home Depot Foundation  
Dr. Albenny Price, Atlanta Public Schools  
Dr. Victoria Seals, Atlanta Technical College  
Sandra Lee Williams, Atlanta North Georgia Labor Council

**WSA Staff**

Amy Lancaster-King, SVP, Executive Director  
Sonia Wilson-Westmoreland, Deputy Director  
Darrien Moore, Director of Programs  
Rachea Brooks, Executive Assistant/WSA Board Clerk  
Roscell Hall, Business Services Manager

**WSA Guests**

Theresa Austin-Gibbons, JH Austin Consulting, LLC  
Robert Gordon, In The Door  
Dr. Vernon Johnson, In The Door  
Sarita Shackelford-Smith, Equus Workforce Solutions  
Glenda Allen, Equus Workforce Solutions

**Board Members Absent**

Charlye Batten Miller, Jackmont Hospitality  
Randy Beall, Atlanta & North GA Building and Construction  
Trades Council  
Stacy Drane, Bank of America  
Nancy Flake Johnson, Urban League of Greater Atlanta  
Yolanda Virden, Georgia Vocational Rehabilitation Agency  
Melanie Winfield, Cox Communications

I. **Call to Order**

- i. Chair Hill called the Board meeting to order at 9:12 AM.

II. **Roll Call**

- i. Rachea Brooks, WSA Board Clerk, conducted a roll call to establish a quorum. Board members present and absent are listed above. Chair Hill acknowledged new board members to the WorkSource board, Tolton Pace, The Home Depot Foundation and Jhatara Jackson, Georgia Department of Labor.

III. **Public Comment**

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

IV. **Roberts Rules Refresher**

- i. Mr. Hardwick held a refresher session on the basics of the Roberts Rules of Order.

V. **Adoption of Agenda**

- i. Chair Hill opened the floor for a motion to approve the board meeting agenda. The motion was made by Dr. Price to approve the August 26 meeting minutes and was seconded by Mr. Hardwick. The motion was approved unanimously—no Nays. No abstentions.

VI. **Approval of Meeting Minutes: August 26, 2022**

- ii. Chair Hill entertained a motion to approve the August 26, 2022, meeting minutes. The motion was made by Ms. Baldwin to approve the August 26 meeting minutes and was seconded by Dr. Price. The motion was approved unanimously—no Nays. No abstentions.

VII. **WSA Executive Session**

- i. Chair Hill announced that the Board would transition to an executive session and entertained a motion to do so. The motion was made by Mr. Pace to move into Executive Session and was seconded by Dr. Price. The motion was approved unanimously—no Nays. No abstentions. Chair Hill asked all non-board members to exit the meeting room. The Executive Session began with the discussion then led by Ms. Lancaster-King. At the conclusion of session, Chair Hill announced that the Board was ready to end executive session and entertained a motion to close the executive session. The motion was made by Mr. Hardwick to close Executive Session and was seconded by Dr. Price. The motion was approved unanimously—no Nays. No abstentions.

VIII. **Reports and Action Items**

- i. ***Adults & Dislocated Workers (ADW) Committee*** – Dr. Seals updated the Board on ADW Committee action items to include selecting a new chair (Dr. Seals) and co-chair (Ms. Williams) and a performance update on how many customers served. Dr. Seals also presented for approval a

recommendation from the ADW committee to update the Basic Skills Deficiency language in the Adult/Dislocated Worker Policy so that the policy mirrors the State. Upon conclusion of the presentation and discussion, Mr. Jordan motioned to approve the update to the Adults/Dislocated Worker's policy definition of basic skills deficient. The motion was seconded by Dr. Price and approved unanimously—no Nays. No abstentions.

- ii. **Youth Services (YS) Committee** – Chair Hill gave way to Mr. Hardwick to present on behalf of the Youth Committee. Mr. Hardwick deferred to Mr. Moore, Youth Committee staff liaison to continue the update. Mr. Moore presented for approval a recommendation from the Youth Services committee to update the Basic Skills Deficiency language in the Youth Services Policy so that the policy mirrors the State. Upon conclusion of the presentation and discussion, Ms. Horton motioned to approve the update to the Youth Services policy definition of basic skills deficient. The motion was seconded by Mr. Cairl and approved unanimously—no Nays. No abstentions.
- iii. **Industry Partners Committee** – Chair Hill welcomed Mr. Pace to give the Industry Partners Committee update to the board. Mr. Pace informed the board that committee elected himself as chair and Ms. Baldwin as committee co-chair. He also reported on the on-site August/September job fairs (10 job offers); onsite hiring event with Unifi/Delta Global Staffing (16 job offers); \$1500 left on the OJT contract for Stanton & Worthy; contract for Mikart has been submitted for review and signature. Finally, Mr. Pace concluded his report with the upcoming dates for the next committee meetings which are 1/5/2023 and 3/29/2023.
- iv. **In The Door Operations Update** *Robert Gordon / Dr. Vernon Johnson*
  - Mr. Gordon came before the Board and introduced the new One-Stop Manager, Dr. Vernon Johnson who gave the One Stop (In The Door) update which included a tracking report on customer calls about WIOA/non-WIOA services and employers seeking candidates for open positions; a record of which One-Stop partners received customer visits; and highlights of One-Stop engagement.
  - **Equus Performance Update** *Sarita Shakelford-Smith & Glenda Allen*

Ms. Shakelford-Smith and Ms. Allen presented by way of slides, updates on the Adults & Dislocated Worker and Youth programs managed by Equus Workforce Solutions. Both reports focused on collective impact partnership (community partners, employers, One-Stop partners) and how best to serve the customers. Both reports concluded with customer testimonials (Tiffany Wilborn and Vinson Robinson). Lastly, the update showed the retention top wages in each program and the top current employers.

XI. **WSA Executive Director's Report**

- i. Ms. Lancaster-King updated the Board on three positions that WSA is looking to fill. The Director's report also mentioned the opportunities that WSA is taking advantage to talk about WIOA services and programs outside the "walls" that include Goodwill of North Georgia, Westside Works, Georgia DOL, Martin Luther King Senior Collaborative, and several public libraries inside the city to make WSA more accessible.
- ii. WSA completed a review of over 700 files inherited by Equus when they became the provider. WSA/Equus/the State working together to exit the files as quickly as possible without jeopardizing performance measures.
- iii. *Local Plan* – there were no public comments.
- iv. *Regional Eligible Training Providers* – Ms. Lancaster-King asked Ms. Wilson-Westmoreland to give a brief update and she reported that there are 20 provider agreements currently. The deadline is October 31.
- v. Mr. Moore gave the *WSA Performance Update* by way of presentation which included 2022 YTD adults, dislocated workers and youth served and newly enrolled. Mr. Moore's report also included the goal / actual percentage of all participants who were still employed Q2, Q4, received credentials and the percentage of participants with measurable skills gains. Within the four categories of all programs, WSA exceeded the goals except two. There was no voting item.

X. **Testimonial**

- i. Mr. Hill welcomed Ms. Wilson-Westmoreland to give a summary of Ms. Gardener-Oliver's experience as a WEx participant. Ms. Gardener-Oliver was not able to attend the meeting.

VII. **Comments and Announcements**

- i. Mr. Hill brought final comments to the Board mentioning the next Board meeting January 25, 8a-10a. The Executive Committee should expect a meeting invite for early December.



- ii. Ms. Wilson-Westmoreland reminded the Board that committee meetings are to be conducted in person (specifically if there are voting items). If a board member cannot attend due to meeting conflict, please notify the committee liaison in advance so that a plan of action can be made to still conduct the business of the board. If there are no voting items, the meeting can be done virtually.

VII. **Adjournment**

- i. Mr. Hill opened the floor to adjourn the meeting. Mr. Jordan motioned to adjourn the WorkSource Atlanta Board of Directors meeting, October 27, 2022. The motion was seconded by Dr. Price and approved unanimously—no Nays. No abstentions.
- ii. Chair Hill adjourned the Board meeting at 10:50 AM.

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