



**Motion Acceptance/Declination:** The motion was approved for the adoption of meeting minutes, as is, by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the November 21, 2019 LWDB Meeting Minutes as presented.

## 6. Committee Reports and Recommendations

### Finance Committee Report:

B. Reid, Chairperson of the Finance Committee, provided the committee report. The Finance Committee has finalized the committee goals. As discussed at the previous board meeting, the Finance Committee is implementing a formal and structured budgeting process. The committee has begun the budget process review and will continue over the next several weeks. Updates will be provided as progress continues.

### **Ratification of Funds Transfers: FY 2019 and FY 2020 Dislocated Worker to Adult**

Chairperson Macke then opened the floor to B. Lacy, WorkSource Fulton Division Manager, to provide information on the request to transfer funds. B. Lacy advised that the State allows quarterly fund transfers. Currently, participant enrollment is exponentially higher amongst the Adult Program versus the Dislocated Worker Program. The requested transfers will allow for the Adult program to continue enrollment, which in turn, allows for funds to be drawn down promptly. Should there be an increase in Dislocated Worker participants, funds can be transferred back into the Dislocated Worker budget. This transfer request submission was required to the State by February 14<sup>th</sup>. The Finance Committee vetted both the Funds Transfers: FY 2019 and FY 2020 Dislocated Worker to Adult. The transfers were taken up as an action item during the Executive Committee Meeting on February 13<sup>th</sup> and were approved. A copy of the funds' transfer has been provided to each board member in the document packet. It is requested that the full board ratifies the request to transfer funds.

**Required Action:** No further action required

**Motioned:** L. Thompson

**Seconded:** T. Cook

**Motion Acceptance/Declination:** The motion was approved to ratify the Funds Transfers: FY 2019 and FY 2020 Dislocated Worker to Adult by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carried accepting the Ratification of Funds Transfers: FY 2019 and FY 2020 Dislocated Worker to Adult.

### Performance & Accountability Committee:

#### **One-Stop Certification Criteria**

S. Rooks, Chairperson of the Performance & Accountability Committee, provided the committee report. The Performance & Accountability Committee was to review and recommend the re-adoption of the One-Stop Certification Criteria based on the State Workforce Development Board's criteria. The only significant changes are that there are now three types of sites: Comprehensive, Affiliate, and Specialized Sites. A copy of the One-Stop Certification Criteria has been provided to each board member in the document packet. It was requested that the board approves the recommendation of the Performance & Accountability Committee to accept the One-Stop Certification Criteria.

**Required Action:** No further action required

**Motioned:** B. Reid

**Seconded:** E. Scott

**Motion Acceptance/Declination:** The motion was approved to accept the One-Stop Certification Criteria by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carried accepting the One-Stop Certification Criteria.

#### **Self Sufficiency Policy**

The Performance & Accountability Committee reviewed the current Self Sufficiency Policy based on federally defined poverty levels. The tool is inflexible and does not account for the number of children or the number of incomes comprising the family size. The Performance & Accountability Committee recommends updating the policy to allow for Self Sufficiency to be defined by the Living Wage Calculations (working wages) instead of Lower Living Standard Income Level (defined poverty level). The criteria change permits the expansion of participant eligibility. The data for potential participants determined eligible, specifically within income range difference of the poverty level income versus working wage calculations, can be tracked to develop a sense of how many more participants can be served under the recommended criteria. Copies of both the current Self

Sufficiency Policy and the DRAFT Self Sufficiency Policy have been provided to each board member in the document packet. It was requested that the board approves the recommendation of the Performance & Accountability Committee to accept the DRAFT Self Sufficiency Policy.

**Required Action:** No further action required

**Motioned:** A. Nickerson      **Seconded:** L. Thompson

**Motion Acceptance/Declination:** The motion was approved to accept the DRAFT Self Sufficiency Policy by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carried accepting the Self Sufficiency Policy.

#### Youth Standing Committee:

M. Vialet, Program Manager, provided the Youth Standing Committee report in the absence of Y. Darden-Beauford, Chairperson of Youth Standing Committee. The Youth Committee has identified three starting focus points that will assist in reaching its goals. The committee has begun developing a Community Based Organization Committee participation form that will define how the CBO supports and contributes to the Youth Committee as well as Youth programming. Additionally, the youth committee is working with ResCare to evaluate real-time participant cost versus actual dollars. Doing so aids in improving the youth outreach plan. Chairman Macke requests the Youth Committee work to develop a turn-key mechanism that will allow businesses to provide job shadowing, internships, career tours, etc., allowing youth to get an understanding of requirements in perspective career interest.

#### Strategic Partnerships and Outreach Committee:

A. Nickerson, Chairperson of the Strategic Partnerships and Outreach Committee, provided the committee report. The Strategic Partnerships and Outreach Committee is a new committee approved on November 21, 2019. The committee is working to develop and define the goals. The first goal is to create an inventory list of current partnerships. Based on the landscape of current partnerships, a new partnership is to be in place by the end of the fiscal year. In addition to creating partnerships, the committee will work to determine how WorkSource Fulton can better align with Economic Development's five industry verticals in which the county is looking to develop partnerships.

## 7. Director's Report Monitoring

B. Lacy, WorkSource Fulton Division Manager, provided the Director's Report. As discussed at the previous L.W.D.B. Meeting, the PY18 Monitoring took place in the first week of December. Findings have significantly decreased in all three areas: compliance, programmatic, financial. Last year's monitoring resulted in nine findings; this year's resulted in only four. The findings are as followed: One-Stop Certification Criteria, Medical Record Confidentiality, updated citations, and Adult participant incorrectly enrolled as Dislocated Worker. The State will be reviewing the entire policy manual. The manual will be provided to all board members well before the next meeting in May.

#### Key Performance Indicators (K.P.Is.)

The WorkSource team has worked with the board to develop Key Performance Indicators (K.P.I.). This quarter, benchmarks have been added to the K.P.I. Report for each committee based on the goals that have been defined. Each quarter, the board will be able to see how each committee has an impact on the work being done.

#### Regional Leadership

ATLWorks.org is now live. In August 2019, the LWDB voted to allocate funds to the campaign under the condition that the scope of work must be presented before spending any funds. The scope of work for the marketing campaign and the RFP has been awarded. The finance committee will evaluate the total expenses to be paid by WorkSource Fulton and will provide input at the next quarterly meeting.

## 8. Chairperson Report

Chairperson Macke provided the Chairperson's Report and expressed the committees are where the bulk of the work is done. At the last meeting, each member was provided a Board Commitment Form

to solidify an individual commitment to full engagement on the LWDB. There is a need for increased participation on each committee. Participation is tracked, and follow up will be taking place.

**9. Metro Atlanta Economic Mobility Presentation**

S. Flesher, Founder of the Endurance Project Management, provided a report highlighting economic mobility data.

**10. Closing Remarks and Adjournment**

The next meeting is scheduled for May 19th at the Federal Reserve Bank of Atlanta.  
Meeting adjourned by Chairperson Macke at 9:16 A.M.

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