

MEETING TITLE: Fulton County Workforce Development Board Meeting
MEETING DATE: Thursday, November 21, 2019 **MEETING TIME:** 9:00 A.M.
LOCATION: Sandy Springs Performing Arts Center
MEETING SCRIBE: Alexis Leonard **EMAIL:** alexis.leonard@fultoncountygov

BOARD MEMBERS ATTENDANCE:

Bell, Mike: Excused Absence	Macke, Andy: Present	Stepakoff, Jeff: Proxy- McArdle, Kate
Boatright, Kali: Present	Nickerson, Amelia: Proxy- Robinson, Jess	Stokes, Fabiola Charles: Excused Absence
Collins, Jim: Present	Norman, Elizabeth: Absent	Thompson, Dr. Lanze: Excused Absence
Cook, Tom: Excused Absence	Reid, Brent: Present	Tucker, Deon: Excused Absence
Darden Beauford, Yulonda: Present	Rooks, Stephanie: Present	Tuggle, Anthony: Present
Dover, Sanquinetta: Present	Ruder, Alex: Present	Washington, Regynald: Present
Ekanemesang, Itohowo: Present	Scott, Elizabeth: Present	Wences, Juan: Present
Gluckman, Neil: Absent	Schofield, Kim: Present	
Lindgren, Virginia: Proxy- Albritten, Andrea	Seems, David: Present	

1. Call to Order

Meeting called to order by A. Macke at 9:02 A.M.

2. Roll Call:

Roll call by A. Leonard, LWDB Board Liaison. Presence of quorum met.

3. Opening and Introductions

Chairperson Macke opened the board meeting welcomed all attendees, with brief introductions of the LWDB members following.

4. Public Comment

No Public comments

5. Regular Agenda

I. Regular Agenda:

Chairperson Macke requested a motion to accept the regular agenda.

Motioned: B. Reid Seconded: Y. Darden Beauford

Required Action: N/A

Motion Acceptance/Declination: The motion was approved for the adoption of the agenda, as is, by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the regular agenda as presented.

II. Adoption of August 15, 2019 LWDB Meeting Minutes:

Chairperson Macke requested a motion to accept August 15, 2019 LWDB Meeting Minutes as presented.

Required Action: N/A

Motioned: S. Dover Seconded: D. Seems

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 August 15, 2019 LWDB Meeting Minutes as presented.

6. **Committee Reports and Recommendations**

Board Visibility & Development Committee:

Board Visibility & Development Committee did not meet. No report.

Performance & Accountability Committee:

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 review has been delayed as the State has not formally provided the term changes. Upon receipt, the Performance and Accountability Committee will reconvene to move forward with the review.

Youth Standing Committee:

Y. Darden-Beauford, Chairperson of Youth Standing Committee, provided the committee report. The Youth Committee visited the Youth Center and was able to meet with ResCare to discuss the services provided to youth program participants. GED, Work Experience, and Job Readiness Workshop are readily available, but Individual Training Accounts (I.T.A.s) are not currently offered under the youth services. I.T.A.s provide the opportunity for youth to receive post-secondary certifications and degrees utilizing W.I.O.A. funds. I.T.A.s are a part of the funding mechanisms in place, and implementation would only require a reallocation of the Youth Budget. The Finance Committee will review to verify the funds in place. The addition of I.T.A.s will allow for opportunities to service a variety of youth as well as expend youth funds. ResCare and the Workforce staff have already begun discussion of implementation and will continue to develop a plan of action.

Finance Committee Report:

B. Reid, Chairperson of the Finance Committee, provided the committee report. The Finance Committee met to review WorkSource Fulton's finances. As of now, we are on track to expend the grant funds this year. See the packet for data. Beginning in January, the Finance Committee will implement a formal and structured budgeting process. This will allow for thoughtful strategic planning. Updates will be provided as progress is made.

7. **Executive Committee Report**

Chairperson Macke presented the Executive Committee report. The Executive Committee met to review two voting items: Implementation of the Strategic Committee/ Removal of Board Visibility and Development Committee and 2020 Meeting Dates. A copy of each was provided to LWDB members for review.

Bylaw Amendment- Strategy Committee:

The Board Visibility and Development Committee was originally structured to assist with the recruitment of Board Members. The C.L.E.O. has handled the function of recruiting an engaged board, therefore the function is no longer solely the responsibility of the L.W.D.B. The Strategy Committee would broadly identify what is being done within our footprint and identify how the Fulton Workforce Board can best partner with other organizations. Amelia Nickerson has agreed to lead the committee should the board approve. The Executive Committee recommends the Strategy Committee to replace the Board Visibility and Development Committee.

Required Action: No further action required

Motioned: K. Boatright **Seconded:** S. Dover

Motion Acceptance/Declination: The motion was approved to accept the standing of the Strategy Committee as a replacement of the Board Visibility and Development Committee by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the standing of the Strategy Committee.

LWDB 2020 Meeting Dates:

Meetings scheduled in advance allow for maximized participation. The meeting locations will be provided 30 days before the meeting, rotating between north and south Fulton County. If approved, the committee dates will be scheduled to allow for recommendations to be prepared for the full board meetings. Chairperson Macke also reminded the LWDB that Proxies could be sent to meetings.

Required Action: No further action required

Motioned: E. Scott **Seconded:** J. Collins

Motion Acceptance/Declination: The motion was approved to accept the LWDB 2020 Meeting Dates by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carried accepting the LWDB 2020 Meeting Dates.

8. Director's Report

B. Lacy, WorkSource Fulton Division Manager, provided the Director's Report. As discussed at the previous L.W.D.B. Meeting, the PY17 Monitoring resulted in eight findings. All eight findings are now resolved. In the first week of December, the State will begin monitoring PY 18- 19.

The WorkSource Fulton has reviewed the work that ResCare has done. A copy of the results was provided to L.W.D.B. members for review. The Performance and Accountability Committee reviews the findings. If there are further questions, D. Keyes, the staff liaison for the committee, is the point of contact.

Over the last year, the WorkSource team has worked with the board to develop Key Performance Indicators (K.P.I.). This quarter, a new data element has been included in the K.P.I. documents. A baseline calculation of job seekers enrolled in WorkSource Fulton programs was reviewed. The salaries of each were annualized, equating to about \$8 million in salaries for individuals that left the program. For every dollar expended last year, a \$2.50 return on investment was generated. Additional data elements such as percentage of participants completing training, employment gains within industries relevant to the certifications received, service time, etc. will be added to the K.P.I. dashboard.

A calendar is being developed for the LWDB, which will also include committee meeting dates, conferences, and the mobile unit schedule. In addition to the 2020 meeting dates, a Board retreat is to be scheduled. Rather than the retreat serving as solely an educational session, the retreat will serve as strategic planning to fine-tune what we do and how we do it. For those that did not attend training last year, meetings will be scheduled to meet with the B. Lacy to ensure that there is an understanding of WorkSource Fulton.

9. Chairperson Report

Chairperson Macke provided the Chairperson's Report, and expressed that clarity of the goals and progress towards them is critical. Each committee has discussed committee goals. Each member has been provided a board commitment form to solidify an individual commitment to full engagement on the LWDB. As goals are set, the K.P.I. report will grow. Any LWDB Member's input on the calibration of the report is welcomed.

10. ResCare Presentation

L. Bates, ResCare Project Director, provided a brief report highlighting ResCare Workforce Service from August- November.

11. Adjournment

Meeting adjourned by Chairperson Macke at 10:00 A.M.