

October 26, 2017 | 11:30 a.m.
Eddie Ausband and Randy Hayes, *Co-Chairs*

Welcome

Public Comment

Presentation

- HDCI Grant, Cinda Herndon-King, Director, Atlanta CareerRise

ARWDB Action Items

- Consent agenda, Approval of August 17, 2017 Meeting Minutes
- Approval of Revisions to PY 17 Total Revenues and Full-Year Obligations
- Approval of Revisions to Work Based Learning Programs Minimum Wage
- Approval of Work Based Learning Programs Maximum Award Amount

ARWDB Discussion, Brief Updates

- Executive Committee Report
- Youth Committee Report
- Business Services Committee Report
- One Stop Manager Report
- Director's Report

ARC State of the Region Breakfast: Fri, Nov. 3, 7:00 a.m. at the Georgia World Congress Center

NEXT MEETING MEETINGS:

Dec 5, 2017 Annual Customer/Business Recognition, Maggiano's Buckhead

Feb 8, 2018, ARC Offices

ARC COMMITTEE MEETING FOLLOW-UP

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD

August 17, 2017 Meeting Notes

Members Present

Mr. Eddie Ausband	Ms. Karen LaMarsh
Ms. Mandy Chapman	Mr. Rodney Leonard
Mr. Andrew Greenberg	Ms. Stephanie Moore
Mr. Randy Hayes	Mr. Trey Ragsdale
Ms. Lee Hunter	Mr. Steven Wilson
Mr. James Jackson	

Members Absent

Ms. Sonia Carruthers	Mr. Lindsay Martin
Mayor Eric Dial	Dr. Stephanie Rooks
Mr. Robert Duffield	Ms. Debbie Slaton
Mr. Chuck Little	Mr. Aundra Walthall

Quorum met: 11 of 19 (Majority Required)

Guests

Mr. Steve Morris, ResCare
Mr. Adam Taylor, ResCare
Ms. Christine Grigsby, ResCare
Ms. Carlethia Collier, ResCare
Ms. Melanie Banks, Eckerd
Ms. Aiyasha Coley, Eckerd
Ms. Sonja Baisden, Eckerd
Ms. Natalie Jackson, Eckerd
Ms. Vivolyn Ferguson, Gwinnett Tech
Ms. Dorothy Herzberg, Manager, Career Resource Center, Clayton
Ms. Juanita Horsey, Manager, Career Resource Center, Gwinnett
Ms. Brenda Beverly, Manager, Career Resource Center, Gwinnett Tech

ARWDB Board Co-Chair, Randy Hayes, called the Board Meeting to order at 12:05 p.m.

There were no requests for public comment.

1. Mr. Trey Ragsdale made the following motion:

MOTION: To approve the minutes of the May 25, 2017 meeting.

The motion was seconded by Karen LaMarsh and unanimously approved.

2. Mr. Trey Ragsdale made the following motion:

MOTION: Approval to certify the Cherokee Career Resource Center at 203 Oakside Lane, Suite E in Canton as an affiliate site for WorkSource Atlanta Regional.

The motion was seconded by Andrew Greenberg and unanimously approved.

3. Mr. Steven Wilson made the following motion:

MOTION: Approval to certify the Fayette Career Resource Center at 500 W. Lanier Avenue, Suite 707 in Fayetteville as an affiliate site for WorkSource Atlanta Regional.

The motion was seconded by Trey Ragsdale and unanimously approved.

4. Ms. Lee Hunter made the following motion:

MOTION: Approval to certify the Henry Career Resource Center at 1950 Pennsylvania Avenue in McDonough as an affiliate site for WorkSource Atlanta Regional.

The motion was seconded by James Jackson and unanimously approved.

5. Mr. Andrew Greenberg made the following motion:

MOTION: Approval to certify the West Georgia Tech Career Resource Center at 4600 Timber Ridge Drive in Douglasville as an affiliate site for WorkSource Atlanta Regional.

The motion was seconded by Mandy Chapman and unanimously approved.

6. Mr. Trey Ragsdale made the following motion:

MOTION: Approval to certify the Cobb/Cherokee Dept. of Labor at 465 Big Shanty Road in Marietta as an affiliate site for WorkSource Atlanta Regional.

The motion was seconded by Steven Wilson and unanimously approved.

7. Mr. Andrew Greenberg made the following motion:

MOTION: To approve revisions to ARWDB Incumbent Worker Training Policy as shown on pages 17-23 of the meeting packet with one exception: Under Employer Contract Requirements, Number 2/Item “b” on page 20 should read “The individual’s hourly wage is no less than \$11.36 per hour”.

The motion was seconded by Steven Wilson and unanimously approved.

Stephen Causby, Manager of ARC Community Partnerships Group, gave a presentation on CATLYST, a regional economic strategy.

The Executive Committee will review language in ARWDB Bylaws regarding automatic removal for failing to attend three consecutive board meetings without cause and will bring recommendations for revisions to the next ARWDB meeting.

Karen LaMarsh, Chair of the Youth Committee, officially announced that the ARWDB youth program has been named NextGen and gave a brief update of the August 16th Youth Committee Meeting.

Henry Charlot gave an update of the recent Business Services Committee Meeting and announced that Trey Ragsdale and Lee Hunter will serve as co-chairs of the committee. The committee workplan includes HDCI partnerships, apprenticeships and the current living wage.

Lisa Davis announced the first Aerotropolis Atlanta Construction Ready graduation to be held on August 25th and invited board members to attend. The next Construction Ready class will start in October 2017.

Carlethia Collier, One Stop Manager, gave a brief update on activities at the Gwinnett One Stop Center. A 90-second, 11-question customer-experience survey has been created to help achieve optimal customer service. Their goal is to have a directory of all required partners accessible to customers with schedules of operation for in-house staff and/or direct phone lines to all available services.

Rob LeBeau gave an update of the recent state annual monitoring of the ARWDB program which focused on review of the organization of customer case files and funding expenditures. The final report listed four findings in need of corrective action. None involved issues with how funds were expended or with delivery of services. The findings were:

1. Contract provisions in boilerplate that wasn’t properly referenced. *Action has been taken to correct boilerplate.*
2. One ARWDB Member was absent from four consecutive meetings without action of removal. *Said Member was officially removed and new member has been approved by CLEO and was present at today’s meeting.*
3. Financial agency (ARC) audit was not submitted to GDEcD within 30 days of issuance as required. *Action has been taken for Workforce staff to insure future submittals to GDEcD within stated timeline.*
4. A budget discrepancy was found in the MOU (Memorandum of Understanding) for the One

Stop Center which listed a partner agency who was not a part of the budget. *Action is being taken to revise the MOU for approval and required signatures.*

Rob stated that although PY16 ended on June 30, 2017, the state has not benchmarked and aligned performance standards and therefore Workforce staff will present the board with a full report on performance as soon as the state provides this information.

The meeting was adjourned at 1:10 p.m.

NEXT MEETING: October 26, 2017

ARC State of the Region Breakfast: Friday, Nov. 3rd, 7:00 a.m. at the Georgia World Congress Center



BUDGET/CONTRACTUAL ITEMS FOR ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD (ARWDB) ACTION 10/26/17

RECOMMENDED FOR BOARD APPROVAL:

- I. Approval of the attached revised **PY 17 Total Revenues and Full-Year Obligations (R & O)**, dated 10/12/17, in its entirety. This includes:
 - A. Additional funding for potential contract amendments to allow for increase in funding per contractor, as needed. ARWDB will authorize the WorkSource Atlanta Regional Director to approve any such increases on behalf of ARWDB under the following conditions:
 1. The approved amount of increase shall not exceed 50% of contract budget, per contractor/sub-grantee
 2. Total funding stream amount shall not exceed (also located on Un-allocated One-Stop/Career Services and Youth Services line items)
 - a. Adult/Dislocated Worker funding - \$600,000 (may be interchanged)
 - b. Youth funding - \$250,000
 3. Any increase that results in more than the approved conditions listed on items (A)(1)(a)(b), will require board approval.
 - B. Additional adult and youth funding for PY 16 provided from the State from recaptured funding from other local areas who did not make the expenditure/obligations goal as required. This funding **MUST** be expended by June 30, 2018. Those amounts, and board action requested are as follows:
 1. Adult funding - \$956,858
 2. Youth funding - \$537,079
 3. Partial amounts of the additional adult and youth funding are currently located in their respective Total Planned Un-Obligated Program Funding line item of the R & O
 - a. ARWDB will authorize the WorkSource Atlanta Regional Director to plan and allocate the Un-Obligated Program Funding for all funding streams in the following categories, on behalf of ARWDB
 - i. Training/Support/Business Services
 - ii. Planned Expenditures/Obligations

**PY 17 TOTAL REVENUES AND FULL-YEAR OBLIGATIONS
FROM JULY 1, 2017 - JUNE 30, 2018**

	Adult	Youth	Disloc. Worker	Total
Revenues				
WIA/WIOA Formula Grant Admin PY 16 - FY 17 Carryover	292,326	77,210	110,745	480,281
WIA/WIOA Formula Grant Prog PY 16 - FY 17 Carryover	3,811,544	1,049,876	2,303,157	7,164,577
WIOA Formula Grant Admin PY 17 - FY 18	359,098	364,924	463,338	1,187,360
WIOA Formula Grant Prog PY 17 - FY 18	3,231,879	3,284,313	4,170,040	10,686,232
WIOA Rapid Response Prog PY 16 - FY 17 Carryover			169,107	169,107
WIOA Rapid Response Prog PY 17 - FY 18			161,740	161,740
OTHER			-	-
OTHER			-	-
OTHER			-	-
Total Revenues	7,694,847	4,776,323	7,378,127	19,849,297
Planned Expenditures/Obligations				
<u>ARC/CRC Costs</u>				
ARC Administration Costs	580,515	345,415	402,663	1,328,593
ARC Operations/Program Costs	927,565	426,179	761,905	2,115,649
Career Resource Center Facilities/ Operations Costs/Mobile Unit	384,795	2,427	286,830	674,052
Other				-
Total ARC/CRC Costs	1,892,875	774,020	1,451,398	4,118,293
<u>Training/Support/Business Services</u>				
Work Experience (WE) Wages	-	385,891	-	385,891
Individual Training Accounts (ITAs)	2,300,000	100,000	2,300,000	4,700,000
Participant Support Services	230,000	-	150,000	380,000
Rapid Response Projects			165,000	165,000
Other Work-Based Learning (OJT, IWT, CWT)	600,000	-	500,000	1,100,000
Total Training/Business Services	3,130,000	485,891	3,115,000	6,730,891
<u>Sub-Grantees (Contract) Services</u>				
<u>One-Stop/Career Services (Adult & DW Services)</u>				
Cherokee County	90,639		60,426	151,065
Clayton County	278,390		185,593	463,983
Douglas County	90,639		64,742	155,381
Fayette County	45,319		30,213	75,532
Gwinnett County - One Stop Operator	150,000		100,000	250,000
Gwinnett County - Career Services	671,688		337,092	1,008,780
Henry County	135,958		90,638	226,596
Rockdale County	152,254		101,503	253,757
Un-allocated One Stop/Career Services Contract funding	300,000		300,000	600,000
Youth Services				
Cherokee County		208,050		208,050
Clayton County		703,950		703,950
Douglas County		253,650		253,650
Fayette County		105,450		105,450
Gwinnett County		1,083,000		1,083,000
Henry County		333,450		333,450
Rockdale County		162,450		162,450
Un-allocated Youth Services Contract funding		250,000		250,000
		-		-
Total Sub-Grantees (Contract) Services Costs	1,914,887	3,100,000	1,270,207	6,285,094
Total Planned Expenditures/Obligations	6,937,762	4,359,911	5,836,605	17,134,278
<u>Total Planned Un-Obligated Admin Funding</u>	70,909	96,719	171,420	339,048
<u>Total Planned Un-Obligated Program Funding</u>	686,176	319,693	1,370,102	2,375,970
% Planned Availability of Unobligated Funding	9.8%	8.7%	20.9%	13.7%

Revision Date: 10/12/17

Notes:

To: Business Services Committee

From: Henry Charlot, Manager, Business Services and Partnerships

Subject: Requested Policy Revision – Living Wage

Date: October 12, 2017

Cc: Rob LeBeau, Division Manager

OVERVIEW

The ARWDB Living Wage Policy was revised last October to reduce the rate to \$11.36 from \$12.70. The reduction was based primarily on the lack of a rational basis for the \$12.70 amount. In addition, many employers indicated that their wage surveys indicated a starting rate in the \$11 to \$11.50 range for many of the positions where we traditionally place our adult and dislocated worker candidates. The higher wage was negatively impacting our ability to place candidates in jobs that they might otherwise be able to obtain with the help of our training programs. The \$11.36 rate was based on the MIT Living Wage Calculator for a single adult to pay expenses and live in the region. The lower rate was well received by the business community, and more were willing to use our training programs. As the year progressed, many companies were noting that they had to raise the initial offer rates closer to \$12.00 based strictly on market conditions. A notable exception is Cherokee County, which pulls from a labor shed including rural areas with wages that are lower than the metro area. Cherokee County businesses are still resistant to the \$11.36 amount. The current MIT rate is \$11.99 per hour or \$24,939 annually; an increase of .63 per hour or approximately 5.5%.

Discussion

Given that the MIT Living Wage formed the basis for our policy last year, we are recommending increasing the rate to \$11.99 based on the increase in that indicator. It seems like a large increase in percentage terms, but it is slightly below what employers are indicating that they have to pay based on the market; and it is still lower than the \$12.70 rate previously in effect. If approved, this rate will apply to all our Work Based Learning programs (OJT, IWT, Customized and Workplace Fundamentals).

RECOMMENDATION

The revision to the Living Wage Policy was reviewed by the Business Services Committee. The committee was generally in favor, but noted that some companies were hesitant to commit to the minimum rate as a training wage; even if they would be willing to pay it upon successful completion of training. Current OJT policy mandates the minimum be paid upon start of training.

To: Atlanta Regional Workforce Development Board

From: Rob LeBeau, Division Manager

Subject: Revisions to annual Program Cap – All Work based Learning Programs

Date: October 17, 2017

Cc: Henry Charlot, Manager, Business Services and Partnerships

Overview

All ARC work based learning programs are subject to an overall annual program cap and an individual participant cap, as a budgetary control matter and to make sure that the programs benefit a greater number of companies and individuals. Following is a summary of the various program caps:

<u>Program name</u>	<u>Annual Company</u>		<u>Cap basis</u>
	<u>Contract Cap</u>	<u>Participant Cap</u>	
On the Job Training	\$120,000.	\$12,000	ARWDB policy
Incumbent Worker	\$100,000.	\$5,000.	ARWDB policy
Customized Training	\$100,000	\$8,000	ITA* limit
Workforce Fundamentals	\$100,000	\$8,000	ITA* limit

* Individual Training Account for a 2 yr. program as set by ARWDB.

OJT contracts are typically written for \$100,000 only; as contracts in excess of that amount require the signature of the ARC Executive Director and a Board member. This helps to speed internal processing time. If there is a need to increase an individual contract, an amendment can be drafted. Although this would still require two ARC signatures, there would be ample lead time to get it processed. Any contract in excess of the above caps would require ARWDB approval.

Discussion

An increase in the above program caps to \$300,000 is proposed to accommodate potential large projects in the coming year; as increased funding may be available. Since no changes to the individual caps are proposed, the change would accommodate companies hiring and training more workers; as opposed to increasing the per participant subsidy. ARC contracts typically contain language such as “subject to available funds” that facilitate budgetary control. Incumbent Worker Training is also further limited by State regulations to 20% of Adult and Dislocated worker program funds.

Recommendation

The proposed change to the program cap was discussed with the Business Services Committee; which was supportive of the request. One committee member noted that companies planning large hires are typically looking for ways to cover some of the overhead and an increase to the caps would be one way to do that while serving the ARWDB target population. Based on positive feedback from the Business Services Committee, the proposed increase to the program caps are recommended for Board approval.



ARWDB 2018 Meeting Schedule

***All meetings are open to the public and are held at the Atlanta Regional Commission,
229 Peachtree St., NE, Suite 100, Atlanta, GA 30303
unless otherwise noted***

ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD		
Date	Time	Meeting
February 8, 2018	10:30 - 11:30 a.m. 11:30 – 1:00 pm	Executive Committee Workforce Board Meeting
May 24, 2018	10:30 - 11:30 a.m. 11:30 – 1:00 pm	Executive Committee Workforce Board Meeting
August 23, 2018	10:30 - 11:30 a.m. 11:30 – 1:00 pm	Executive Committee Workforce Board Meeting
October 18, 2018	10:30 - 11:30 a.m. 11:30 – 1:00 pm	Executive Committee Workforce Board Meeting
December TBD	11:30 – 1:30 pm	Workforce Board Meeting and Annual Recognition Luncheon