

Atlanta Regional Workforce Development Board BOARD AGENDA

May 25, 2022 | 10:30 a.m.
Randy Hayes & Angelia O'Neal, Co-Chairs

Board Members will meet in-person at:

Atlanta Regional Commission
229 Peachtree Street, NE
Atlanta, GA 30303

If joining on your computer or mobile app:

[Click here to join the meeting](#)

Or call in (audio only)

[+1 470-419-6063,](#)

Phone Conference ID: 970 369 030

Welcome

Public Comments

Presentation

- *CareerRise: Workforce Partnerships* – John Helton, Executive Director

ARWDB Action Items

- Consent Agenda
 - Approve meeting notes from December 15, 2021 and March 23, 2022
- Approve PY22 Estimated Budget
- Approve PY22 Provider Contract Extensions
- Approve Self-Sufficiency Measure Policy

ARWDB Reports & Discussion

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

Lunch Provided for Board Members

NEXT MEETING: August 24, 2022

Location: Atlanta Regional Commission

Atlanta Regional Workforce Development Board Meeting

December 15^h, 2021

Members Present

Ms. Sonia Carruthers
Ms. Liz Campbell
Ms. Mandy Chapman
Mr. Eric Dial
Ms. Margie Ensley
Mr. Adam Forrand
Mr. Randy Hayes
Mr. Joseph Henning
Ms. Lee Hunter
Mr. James Jackson

Mr. Jamal Jessie
Mr. Kent Mason
Ms. Angela O'Neal
Mr. Trey Ragsdale
Ms. Stephanie Rooks
Mr. Stephen Schultheis

Members Absent

Mr. Robert Duffield
Mr. Richard Sylvia
Mr. Aundra Walthall

Quorum met: 16 of 19 present

Guests

Mr. Julius Allen, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Deborah Battle, Atlanta Regional Commission – WorkSource Atlanta Regional
Mr. Haydn Brathwaite, Atlanta Regional Commission – WorkSource Atlanta Regional
Mr. Henry Charlot, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Carlethia Collier, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Lisa Davis, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Christine Grigsby, Equus
Ms. Lynn Hamilton, Equus
Mr. John Hammond, Atlanta Regional Commission – Center for Community Services
Ms. Carlotta Harrell, Henry County Commission Chair
Ms. Dorothy Herzberg, Manager, Career Resource Center – Clayton
Ms. Juanita Horsey, Corvel - Gwinnett
Ms. Phyllis Jackson, Atlanta Regional Commission – WorkSource Atlanta Regional
Mr. Rob LeBeau, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Marsharee O'Connor, Atlanta Regional Commission - WorkSource Atlanta Regional
Ms. Aixa Pascual, Atlanta Regional Commission - Center for Strategic Relations
Ms. Laura Price, Gwinnett Technical College
Mr. Jim Skinner, Atlanta Regional Commission – Research and Analytics
Ms. Suzette Truitt, Atlanta Regional Commission – WorkSource Atlanta Regional

Call to order: Randy Hayes = 10:31am

Approval of the October 27, 2021 ARWDB Meeting Minutes

Motion: Stephanie Rooks

Second: Stephen Schultheis

Approve the center certification criteria

Motion: Trey Ragsdale

Second: Lee Hunter

One Stop Manager's Report

- 94% customer satisfaction surveys
- Focus on helping employers fill positions
- New focus on apprenticeship/learn to earn
- Request to do an in-person hiring events
- Continues to meet required metrics
- Action plan – keep the customer service satisfaction high, continue to have resources available to customers
- Continued workshops, resource fairs, onsite recruitments.

Executive Committee

- Discussion of the return to in person meetings next year.
- Survey to go out to members
- Report about the monitoring results
- Waiver for customized training (Business Services)

NextGen Committee

- Discussed the Hearts and Fayette contract. recruitment & participants visit both in person and virtual.
- The virtual work experience and the NGP ongoing annual monitoring.
- Renewal of Committee memberships, new ARWDB members who have joined the Committee and Orientation for new and existing member with a tentative date of February 9, 2022

Business Services Committee

- Met earlier this week and welcomed new committee members
- Action items – customized training contract caps was approved through the executive committee
- Big push for COVID grant across all seven counties to expend the funds – Engaging bigger employers

Career Services Committee:

- New Committee
- First meeting is next week

Director's Report

- UI claims down and UI percent down
- Still down close to 4 million jobs - still missing people in the labor force
- Budget updates – tracking well to spend funds
- Services delivery – in person and virtual services available
- Mobile Career Center and Welding Lab- Mobile Career Lab – currently open to special events but should be up and fully running next year. Finishing up the contract and logistics for the welding lab and should be up and running next year.
- Annual Monitoring – One finding and One observation
- Customer Service Satisfaction surveys sent by TCSG
- Current year performance updates
- 2022 priorities
- Next meeting March 23 – Customer Recognition

Adjourn: Randy Hayes 11:45 am

Atlanta Regional Workforce Development Board Meeting

March 23, 2022

Members Present – In Person

Mr. Greg Cantrell
Mr. Adam Forrand
Mr. Randy Hayes
Mr. Joseph Henning
Ms. Lee Hunter
Mr. James Jackson
Ms. Angela O’Neal
Mr. Trey Ragsdale
Mr. Larry Vincent
Ms. Yolanda Virden
Mr. Aundra Walthall

Members Present – Virtual

Ms. Liz Campbell
Ms. Sonia Carruthers
Ms. Mandy Chapman
Mr. Kent Mason
Ms. Stephanie Rooks
Mr. Richard Sylvia

Members Absent

Mr. Robert Duffield
Ms. Margie Ensley
Mr. Jamal Jessie
Mr. Stephen Schultheis
Mr. Murray Talmadge

Quorum not met: 11 of 22

Guests Present -In Person

Mr. Henry Charlot, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Carlethia Collier, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Lisa Davis, Atlanta Regional Commission – WorkSource Atlanta Regional
Mr. John Hammond, Atlanta Regional Commission – Center for Community Services
Ms. Phyllis Jackson, Atlanta Regional Commission – WorkSource Atlanta Regional
Mr. Rob LeBeau, Atlanta Regional Commission – WorkSource Atlanta Regional
Ms. Anna Roach – Atlanta Regional Commission
Ms. Elizabeth Sanford – Atlanta Regional Commission

Guests – Virtual

Ms. Deborah Battle, Atlanta Regional Commission – WorkSource Atlanta Regional

Mr. Haydn Brathwaite, Atlanta Regional Commission – WorkSource Atlanta Regional

Mr. Eric Dial

Ms. Carolyn Duven – Gwinnett Technical College

Ms. Christine Grigsby, Equus

Ms. Lynn Hamilton, Equus

Ms. Marsharee O'Connor, Atlanta Regional Commission - WorkSource Atlanta Regional

Ms. Brittany Oquendo, Atlanta Regional Commission - WorkSource Atlanta Regional

Ms. Aixa Pascual, Atlanta Regional Commission - Center for Strategic Relations

Ms. Laura Price, Gwinnett Technical College

Ms. Suzette Truitt, Atlanta Regional Commission – WorkSource Atlanta Regional

Call to order: Randy Hayes = 10:40 am

Approval of the December 15, 2021ARWDB Meeting Minutes

Motion: James Jackson

Second: Adam Forrand

One Stop Manager's Report

- 97% customer satisfaction surveys
- Continues to hold onsite recruitment to help employers fill positions.
- As of March 1st, the centers are fully reopened
- Continues to meet required metrics
- Action plan – keep the customer service satisfaction high, continue to have resources available to customers and employers
- Starting in April, One Stop Manager will conduct partner meetings in all seven counties.

Executive Committee

- Discussion regarding the mobile unit and the possibility of securing a new one.
- Discussion regarding the welding lab. How it will be utilized, fees associated with it.
- Proposed lunch meeting with the five workforce boards to discuss strategies for the region.

NextGen Committee

- Performance report provided during the meeting.
- Discussion regarding the taskforce committees.
 - How do they handle them moving forward?
 - How can they be more efficient and effective moving forward?

Business Services Committee

- No action items to bring to the full board.
- There continues to be increased interest from larger employers.
- Provided information regarding activities in the seven-county area.


Career Services Committee:

- Held its first meeting February 23rd.
- Still in the beginning phases.
- Discussions include:
 - Utilization and recruitment of the welding trailer
 - Committee composition – who are we missing?
 - The Ticket to Work program

Director's Report

- Provided data regarding current labor issues
- Provided an update regarding funding trends. The state and the southeast continue to have huge cuts while the rest of the country see increases.
- Services delivery – in person and virtual services available
- Mobile Career Center and Welding Lab- Mobile Career Lab – on pause for repairs but available special events. Operations for the welding trailer anticipated to begin May 2022..
- Current year performance updates
- Updates regarding the Targeted Outreach campaign.
- Budget updates – tracking well to spend funds
- 2022 priorities

Adjourn: _____ Randy Hayes 11:56 am

DATE: May 18, 2022
TO: Atlanta Regional Workforce Development Board (ARWDB)
FROM: Rob LeBeau, Director - ARWDB 
SUBJECT: **PY 2022 WorkSource Atlanta Regional Budget**

Requested Action (What)

- To approve the submitted PY 2022 WorkSource Atlanta Regional Budget in its entirety and the immediate application of changes to the PY 2022 Budget when final funding amounts are determined.

Reason (Why)

- Local Workforce Development Areas are required to have a board approved and CLEO signed budget to move forward into the new year. This also allows our area to move forward with contract negotiations and continue other services without interruption.
- Application of changes when actual funding amounts are determined further allows for continued processes without delay. It may include, but not limited to further negotiations with contractors for increase or decrease in funding, if needed. Staff will inform ARWDB of all changes at the next scheduled meeting following those changes.

Timeframe (When)

- Approval is needed at May 25, 2022 ARWDB meeting, and CLEO approval before the fiscal year end, preferably within 2 weeks after board approval.

Impact (Who and How Much)

- This budget impacts the staff, contractors and clients served through the WIOA programs.
- This budget consists of estimated carryover from PY 2021 and projected PY2022 Adult and Youth funds based on information provided from the state.

Recommendation

- Approve the PY2022 Budget, as recommended by the staff to the Executive Committee.



PY 2022 WORKSOURCE ATLANTA REGIONAL BUDGET
FROM JULY 1, 2022 - JUNE 30, 2023

REVENUE

*Change from Last
Approved Budget (PY21)*

WIOA ADULT	3,088,680
WIOA YOUTH	2,805,391
WIOA DISLOCATED WORKER	3,968,126
WIOA DISLOCATED WORKER NEG COVID	535,000
OTHER	412,000

TOTAL REVENUE	10,809,197	(1,946,135)
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PLANNED EXPENDITURES

ARC OPERATIONS	3,431,264	32%	<i>(43,984)</i>
CRC/MOBILE UNIT OPERATION	1,143,640	11%	<i>(73,230)</i>

DIRECT PARTICIPANT EXPENSES

- TRAINING/SUPPORT (FORMULA)	<i>1,279,814</i>		<i>(955,186)</i>
- TRAINING/SUPPORT (NEG COVID)	<i>329,071</i>		<i>(350,107)</i>
- WORK BASED LEARNING (FORMULA)	<i>406,735</i>		<i>186,015</i>
- WORK BASED LEARNING (NEG COVID)	<i>30,000</i>		<i>(120,000)</i>

TOTAL DIRECT PARTICIPANT EXPENSES	2,045,620	19%	<i>(1,239,278)</i>
SUBGRANTEE CONTRACTS	4,052,703	38%	<i>(548,085)</i>

TOTAL PLANNED EXPENDITURES	10,673,227	(1,904,577)
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REMAINING UNOBLIGATED FUNDS	135,970
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**For Board Approval on 05/25/2022*



DATE: May 18, 2022

TO: Atlanta Regional Workforce Development Board

FROM: Rob LeBeau, Director - ARWDB 

SUBJECT: PROPOSED ACTION – Approve Provider Contract Extensions

Requested Action (What)

Approval of contract amendments for each of the existing service providers (One-Stop Operator, Career Services, and Youth/NextGen Services) that will extend the time of performance through June 30, 2023. Authorize staff to adjust the contract budgets based on final funding allocations from TCSG-OWD.

Reason (Why)

In December 2020, the Atlanta Regional Commission/Atlanta Regional Workforce Development Board (ARC/ARWDB) released a Request for Proposals (RFP) soliciting proposals to provide services for Adult and Dislocated Worker (Career Services), Youth (NextGen), and One-Stop Operator for the ARWDB service area including Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties. After a thorough review process, the ARWDB approved staff recommendations for selecting providers of the following services:

<i>Service</i>		<i>Company/Organization</i>
One-Stop Operator	-	Equus
Career Services		
○ Cherokee	-	Goodwill of North Georgia
○ Clayton	-	Equus
○ Douglas	-	Equus
○ Fayette	-	Equus
○ Gwinnett	-	Corvel
○ Gwinnett Tech	-	Gwinnett Technical College
○ Henry	-	Equus
○ Rockdale	-	Corvel

Youth Services (NextGen)		<i>Company/Organization</i>
○ Cherokee	-	Cherokee Youth Works
○ Clayton	-	Hearts to Nourish Hope
○ Clayton	-	Project Outsource Connects
○ Douglas	-	Project Outsource Connects
○ Fayette	-	Hearts to Nourish Hope
○ Gwinnett	-	CPACS
○ Gwinnett	-	Hearts to Nourish Hope
○ Henry	-	Project Outsource Connects
○ Rockdale	-	Project Outsource Connects
○ In-School Youth	-	The Bridge Academy

Initial contracts were approved with each provider for one year, from July 2021 to June 2022. Based upon satisfactory performance, availability of funds, and other factors, ARC may issue an amendment to extend the contract annually for one (1) additional year with a maximum term of the contract not to exceed a total of four (4) years. The In-School Youth provider, The Bridge Academy, was intended as a one-year special project and is not considered for a contract extension.

Timeframe (When)

In April/May 2022, ARC program management staff reviewed each of the provider contracts to assess performance to date and the ability of the provider to adequately continue providing services. Staff determined that all the existing providers have sufficiently met requirements and are in a position to continue providing services for the next program year. Contracts will be extended to include Program Year 2022, which runs from July 1, 2022 through June 30, 2023.

Impact (Who and How Much)

Contracts will be extended with the existing providers who are delivering services in each of the seven counties in the ARWDB service area.

The initial budget allocations include \$4.05 million to the providers for One-Stop, Career Services, and Youth Services. Although TCSG-OWD has not provided grant documents with budget allocations, staff has been provided anticipated local funding allocations for PY2022. Once final budget allocations are received, provider contract budgets may be adjusted to reflect the actual funds received.

Recommendation

Staff recommends to the ARWDB Executive Committee and the full Board that each of the existing provider contracts (with the exception of The Bridge Academy) be extended through June 30, 2023.

DATE: May 18, 2022

TO: Atlanta Regional Workforce Development Board

FROM: Rob LeBeau, Director - ARWDB 

SUBJECT: Proposed Action – Approve Self Sufficiency Determination Process

Requested Action (What)

To approve the use of MIT Living Wage Calculator in determining self-sufficiency for WIOA applicants. <https://livingwage.mit.edu/>

Reason (Why)

WIOA does not set a federal definition for self-sufficiency, but defers to state and local determinations of economic self-sufficiency standards. WIOA gives States the discretion to adopt self-sufficiency standards at a higher level than the federal minimum.

Georgia defines minimum standards of “lacks self-sufficiency” as an individual who:

- A. Has a family income that is at or below 100% of the LLSIL;
- B. A Food stamp [SNAP] or TANF recipient (current or within the last 6 months);
- C. An SSI recipient; or,
- D. An individual (single family of one) who is employed, but in a job earning \$15.36 an hour or less (per Living Wage Calculator for the State of Georgia).

State policy further delegates that authority to LWDBs in 3.2.3(III), which states “local areas are permitted to define self-sufficiency at a higher income level than the state minimum, as long as supporting documentation is provided.”

ARC will direct staff and providers to use the MIT Living Wage Calculator for the relevant county instead of the 100% LLSIL in cases where customer eligibility for training services requires a determination of “lacks self-sufficiency”. The wages considered for this determination will be based on real-time rates as listed in the MIT Living Wage Calculator.

Per the Calculator, current wages for a single person with no children in the ARWDB counties is \$19.02 per hour, which is higher than 100% LLSIL. This higher wage allows more potential customers to qualify for training services. By using the Calculator, we will also be consistent with the other metro Atlanta LWDBs.

Timeframe (When)

This policy will become effective immediately upon approval by the Board and remain in effect until it has been replaced by an updated policy.

Impact (Who and How Much)

This policy may impact any applicant applying for WIOA funding and contracted service providers who are tasked with determining a customer eligible under the “lacks self-sufficiency” standard.

Recommendation

Approve the use of MIT Living Wage Calculator to determine self-sufficiency for WIOA applicants.



Monthly Briefing Report

One Stop Operator

Reporting Period: May 2022

Equus Monthly Briefing Report

Focus Areas:

- Prior 30 Day Update
- Performance Metrics and Action Plans
- Next 30 Day Focus
- Innovation

Prior 30 Day Update

Over the past 30 days, our team has been working on the following:

1) Quality Assurance (Ongoing)

- The Customer Experience survey results are currently at 92% for April 2022.

2) Partner Integration

- The One Stop Center hosted various hiring events with EpiBreads, Allied Universal (27 Attendees), TACO Bell, Waffle House and I@ I Tires and Gwinnett County Library. New employer partners: Coffman New resource partner includes: Nourishing Hands, GA Department of Community Affairs, Preface Project.



Equus Monthly Briefing Report

CPACS hosted a drive-thru food give away at the One Stop Center on March 31st and delivered 150 boxes of fresh food to families.

- Partner meetings still yielding 30+ partners each month. 38 Total attendance for the April 2022 One Stop Partner Meeting.
- Clayton County hosted very first Partner Meeting on April 20th: (14 in attendance). Wednesdays: Hiring events with US Foods, OMNI Home Care, Woodforest National Bank, Amazon, Integrity Staffing Solutions and Coach Consulting. Resume and Getting Hired workshops are conducted weekly.



Performance Metrics and Action Plans

Equus Monthly Briefing Report

Contractual

Project: GA ATLANTA WIOA ONE STOP (OSO) Project Director: Carlethia Collier

Benchmarks	Target/ Eff Target	Category/ Freq	Contr ID	Jul21 < -----	Aug21 -----	Sep21 -----	Oct21 -----	Nov21 -----	Dec21 ---Tar	Jan22 get---	Feb22 -----	Mar22 -----	Apr22 -----	May22 -----	Jun22 ----- >
RAVS Training Completion	98% 98.00%	Completion Quarterly	30452	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	100.00% 98.00%	• •
Partner Integration	3 3.00	--- Monthly	30452	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	3.00 3.00	4.00 3.00	• •	• •
Business Services	2 2.00	--- Monthly	30452	2.00 2.00	4.00 2.00	2.00 2.00	2.00 2.00	2.00 2.00	2.00 2.00	3.00 2.00	2.00 2.00	3.00 2.00	3.00 2.00	• •	• •
Customer Satisfaction Surveys	92% 92.00%	--- Quarterly	30452	100.00% 92.00%	100.00% 92.00%	100.00% 92.00%	100.00% 92.00%	94.74% 92.00%	96.08% 92.00%	100.00% 92.00%	96.97% 92.00%	96.49% 92.00%	92.00% 92.00%	• •	• •

Action Plan to sustain metrics:

Equus Monthly Briefing Report

One Stop Operator- Action Plan

Apr-22

Action Step	Primary Owner	Completion Date	Effect	Status	Comments
I. Customer Experience (Satisfaction) Rating					
1 Review results of the survey daily and make contact with participants to ensure above average customer experience.	One Stop Operator- Carlethia Collier	Ongoing	Ensures that participants voices are heard and allows for improved service delivery within the One Stop System.	Continuous	Conduct staff cross training. All individuals who attended any online webinars or workshops receive surveys. Include survey in all work that we do.
2 Ensure that resources are available, as well as wrap around services, to participants as soon as they enter the One Stop. (Shelters, Food Banks, employment opportunities)	One Stop Operator- Carlethia Collier	Ongoing	92% for April 2022	Continuous	Resource Webinars are conducted semi-monthly to share resources with participants within the community.
Action Step	Primary Owner	Completion Date	Effect	Status	Comments
II. Rags Certification					
1 All Staff Certified in RAYS (Legacy in Action)-Integrity, Conduct, Respect and Customer Success	One Stop Operator- Carlethia Collier		Ensures that staff has knowledge of all the tools required to ensure that job seekers are getting optimal service when they enter the One Stop as well as virtually	Meeting 100%	Meeting Expectations
Action Step	Primary Owner	Completion Date	Effect	Status	Comments
III. Integration of Partners					
1 Conduct Regular Partner Meetings to Share and improve resources (Once per month).	One Stop Operator- Carlethia Collier	Ongoing	Allows partners to share information about resources and upcoming events	Conducted Monthly	Meeting Expectations- Conducted Virtually
2 Conduct/Host 2 additional partner events at the One Stop	One Stop Operator- Carlethia Collier	Ongoing	Increases knowledge about services provided at the One Stop and increase foot traffic/virtually to the One Stop.	Conducted Monthly	Meeting Expectations Conducted Virtually
Action Step	Primary Owner	Completion Date	Effect	Status	Comments
IV. Business Services					
1 Conducting at least 2 hiring events per month	One Stop Operator- Carlethia Collier	Ongoing	Ensures that job seekers are consistently put in front of available job openings and networking events	Conducted Monthly	Continued negotiations with employers to determine their needs. Discussing Re-entry.

Next 30 Day Focus

Continue to grow partner connections in Clayton, Henry, Fayette and Douglas. Working with WIOA staff in One Stop to conduct monthly workshops for staff to include: Resume, Interviewing Skills, LinkedIn, and WorkSource GA Portal usage.

Equus Monthly Briefing Report

Innovation

Created electronic virtual referral link for partners:

<https://forms.office.com/r/ZyWFhnCtCR>. Discussions occurring about hybrid partner meetings in the future.