



Georgia Department of Economic Development, Workforce Division
State Workforce Development Board
The Classic Center
Athens, Georgia
August 25, 2016

Meeting Minutes

Group Members and Attendance

Attendance	Member	Attendance	Member	Attendance	Member
Virtual	Brian Anderson	√	Doug Duncan		Eric Newberg
√	Ames Barnett	√	Ivan Figueroa		Avery Niles
	Mike Beatty	√	Theresa Fischer		Linda Owens
√	Jeena Beeland		Frank Ginn		Jack Perrett
	Mark Butler		Buddy Harden	√	Richard Ray
	Chris Carr	Virtual	Brenda Haught	√	Greg Schmeig
√	Lenn Chandler	√	Todd Henry	√	Mel Stowers
√	Tom Cook		Chris Hobby		Fred Taylor
√	Gretchen Corbin		Daniel Holtz	√	Keith Thomas
√	Ann Cramer	√	Cade Joiner	√	Karen Viera
	Robyn Crittenden	√	Dell Keith	√	Joe Vogt
√	Wendell Dallas		Camila Knowles	√	James Wilburn
	Melvin Davis	√	Chuck Little	√	Mark Wilson
	Nathan Deal	√	Joseph Marks		

Welcome and Opening Remarks

Chairman Wendell Dallas welcomed the State Workforce Development Board (SWDB) and guests to the August 25, 2016 meeting at The Classic Center.

New Business

Chairman Dallas announced staff changes. Menelik Alleyne has joined Workforce Division as the WIOA Services Director. Justin Haight was promoted to WorkSmart Program Manager. Jeff Ledford resigned as State Initiatives Director to pursue a private sector opportunity. Audrey Coots resigned as a Programs Specialist to pursue a career opportunity in Washington D.C. Donald Kirkland has also resigned from his position with Georgia Go Build to pursue a career with the Governor’s Office of Planning and Budget.

Adopt Agenda

Chairman Dallas presented the proposed meeting agenda to the Board. Ann Cramer proposed that the State Workforce Development Board approve the meeting agenda and Doug Duncan seconded the motion. No questions were asked, and the Board unanimously approved the agenda as presented.

Review and Approval of Minutes

Chairman Dallas asked the Board to review the February 25, 2016 and May 19, 2016 SWDB meeting minutes. Doug Duncan proposed that the Board approve the meeting minutes and Greg Schmeig seconded the motion. No questions were asked, and the Board voted to unanimously to approve the meeting minutes as presented.

Chairman Dallas asked the Board to review the action items from the May 19, 2016 SWDB Meeting. Ames Barnett proposed that the Board approve the action items from the May 19, 2016 SWDB Meeting and Ann Cramer seconded the motion. No questions were asked, and the Board voted to unanimously approve the action items as presented.

Committee Reports

- **Youth Committee:** Ann Cramer presented the Youth Committee update. Ms. Cramer reiterated information on the Georgia WIOA Convening as presented by Kristin Laarhoven, explaining that over 400 attended from GDEcD, GVRA, GDOL, TCSG, DHS, CBOs and providers from the National, Local and State level. She also included the announcement from Deputy Commissioner Hames of the new Georgia Workforce Brand and the release of the new HDCI Grants. Rossany Rios provided a presentation to the Youth Committee, detailing information on the Disability Employment Initiative (DEI). DEI's main focus is to improve education, training, and employment outcomes for youth and adults with disabilities by refining and expanding already identified successful workforce strategies. Ms. Cramer thanked Montevia Gamble for her hard work in assisting the Youth Committee. Local Workforce Development Area (LWDA) 13 (WorkSource East Central Georgia) Leon Fields', the Director, provided a presentation on the programs provided to the youth. Ms. Cramer explained that the Youth Committee is a strong group about building up our youth and preparing them for their future.

There were no questions asked.

- **Re-Employment Services Committee:** Mel Stowers presented the Re-Employment Committee update. Mr. Stowers explained that Menelik Alleyne introduced himself to the Re-Employment Committee. Director John Phillips from WorkSource Georgia Mountains was the spotlight Local Workforce Development Area (LWDA). Director John Phillips provided information about the Arrendale Transition Center Welding Program, which is currently graduating 8 participants. The program has accomplished an amazing amount of work, and the committee is excited to learn more about their future success stories.

Mr. Stowers introduced Manoa Daniel to present the five policy Action Items presented at the committee meeting: Family Size, Income Determination and Self-Sufficiency Standards, Registered Apprenticeships, Customized Training, On-The-Job Training (OJT), and Individual Training Accounts (ITA). The change to the Family Size, Income Determination and Self-Sufficiency Standards policy was primarily focused on moving severance pay from inclusion to an exclusion when determining family income. This change allows a participant receiving severance pay to take part in training and reduces the chances that they will need unemployment insurance. The six-month contract length limit was removed from On-the-Job Training contracts relating to Registered Apprenticeships. Instead, the training length can be the length listed in the position's Specific Vocational Preparations (SVP) code. Changes to the Customized Training policy include removing the incumbent worker wording and changing it to underemployed

worker. The second change added provides a more in-depth explanation of what a customized training contract should address and what is calculated into training costs. The six-month training limit was removed from On-The-Job Training contracts and was changed to the length specified by the position's SVP code. A state wage cap for OJT was also added, as stipulated by TEGL 13-50. The Individual Training Accounts (ITA) policy was changed to match the Eligible Training Provider List (ETPL) policy.

There were no questions asked.

Ames Barnett made a motion to recommend the State Workforce Development Board vote to approve the Family Size, Income Determination and Self-Sufficiency Standards, Registered Apprenticeships, Customized Training, On-The-Job Training (OJT), Individual Training Accounts (ITA). Doug Duncan seconded the motion.

(Attachment 1: 3.2.3 Family Size, Income Determination and Self-Sufficiency Standards)

(Attachment 2: 3.4.1.6 Registered Apprenticeships)

(Attachment 3: 3.4.1.3 Customized Training)

(Attachment 4: 3.4.1.2 On-The-Job Training (OJT))

(Attachment 5: 3.4.1.1 Individual Training Accounts (ITA))

- **LWDA Guidance Committee:** Ames Barnett had no items to report to the State Workforce Development Board at this time.

No questions were asked.

- **Executive Committee:** Chairman Dallas asked Kristin Laarhoven to provide the policy updates as discussed during the Executive Committee meeting. Mrs. Laarhoven deferred to Brett Lacy to discuss the Rapid Response policy. Mr. Lacy explained that in accordance with the law, when coordinating layoffs a company must inform the WFD team and it must be done within 60 days before the projected lay-off date. WFD has defaulted to that recommendation when making the layoff notice available to the public. Additionally, WFD will ensure there is written documentation from the employer about the layoff. The second addition is the section pertaining to the Rapid Response Disaster Plan which allows for WIOA funds to be used in the event of a declared disaster. Mr. Lacy also presented the updates to the Supportive Services policy which entailed adding a line that states any funds that have been distributed in regards to a declared disaster will be excluded from the Supportive Services cap currently in place for the LWDA's. Kristin Laarhoven discussed the new Eligibility Training policy elaborating on the performance and apprenticeships.

Keith Thomas added that he appreciated all of Mary Margaret and Kristin's work in regards to ensuring the success of the ETPL and guidance for the training providers. Ann Cramer asked about the alignment of the qualifications of the High Demand Careers, explaining her concerns are for individuals that may not be able to find work after the completion of the training. Mrs. Laarhoven explained that individuals would not receive training if the program is not on the State High Demand list, Local list or if the program is not listed on a special exemption list. This increases the opportunity for employment significantly for the participant.

No additional questions were asked.

Greg Schmieg made a motion to recommend the State Workforce Development Board vote to approve the Supportive Services, Rapid Response, WIOA Training Provider Initial and Continuing Eligibility Determination Provisions policies. Ann Cramer seconded the motion.

(Attachment 6: 3.4.4 Supportive Services)

(Attachment 7: 5 Rapid Response)

(Attachment 8: 4.4 WIOA Training Provider Initial and Continuing Eligibility Determination Provisions)

Kristin Laarhoven also presented the SWDB Bylaw Revision action item. Mrs. Laarhoven explained that currently a request is submitted to the Governor's Office for any Business seats vacant on the SWDB and under WIOA the law also states that there needs to be recommendations for Labor seats as well. Recommendations will go to Chairman Dallas, and he will present the recommendation to the Governor's Office.

Ann Cramer made a motion to recommend the State Workforce Development Board voted to approve the SWDB Bylaw Revision. Ames Barnett seconded the motion.

No additional questions were asked.

(Attachment 9: SWDB Bylaw Revision)

Deputy Commissioner's Report

Deputy Commissioner Ben Hames thanked the State Workforce Development and guests for their attendance. Deputy Commissioner Hames began his report by elaborating on the excellent transition program conducted by LWDA 2, John Phillips and staff. He also provided information about the Georgia WIOA Convening. The Georgia WIOA Convening was held August 1-3, 2016 at the Cobb Galleria in Cobb County. 400+ individuals attended including the core partners throughout the state of Georgia as well as National representation. The core partners were able to participate in the discussion regarding the state of the workforce in Georgia. The brand, WorkSource Georgia, was officially rolled out to the public. This provided the attendees with a cohesive, unified look across the state. Deputy Commissioner Hames presented a slide containing the 19 LWDA's unique identifiers.

Deputy Commissioner Hames discussed the High Demand Careers Initiative briefly, explaining that it is an investment to pull the right people together regionally to ensure a demand-driven workforce system. He informed the Board that Jamie Jordan would discuss more later in the meeting. During PY15, Operation Workforce registered 3,000 new veterans and more than 200 new employers signed up as well. He expressed his excitement about the new expanded partnership with Dr. James Wilburn and the Vet 2 program. Deputy Commissioner Hames touched on Go Build Georgia. Informing the Board that 24 grants have been awarded within 21 counties (8 construction, six tours/site visits, five career fairs, three classroom instruction equipment, etc.). One Go Build GA Scholarship has been awarded thus far to a welding student.

The One-Stop Integration & One-Stop Funding/Procurement Working Groups have come together and held a meeting to discuss various ways to review the information provided by the local boards on the functionality of LWDA's current state of One-Stops throughout the state. The purpose of the meeting is to help meet the criteria in accordance with the law for One-Stops to be completed by June 30, 2017, ensuring that all 19 LWDA's are compliant with federal regulations. The Sector Partnership NEG in the Greater Macon has placed 63 dislocated workers in work-based learning programs and ten dislocated workers in full-time positions. A recent SWAT event reached 400 dislocated workers.

Deputy Commissioner Hames also mentioned that the PY 15 Monitoring season is underway. USDOL will also monitor WFD.

No questions were asked.

State Plan Edits

Kristin Laarhoven provided the update concerning the State Plan edits. She explained that the additions to the State Plan were red-lined for the SWDB's review. There were around four pages of questions from USDOL. Larger points of emphasis are adding assessment measures and data measures, capacity building, goals surrounding special populations, Veterans and how veterans are served across different programs and the assessments on local entities. There were many questions on the ETPL as well, and the emergency rapid response plan.

Doug Duncan made a motion to recommend the State Workforce Development Board voted to approve the Modified State Plan. Greg Schmiege seconded the motion.

(Attachment 10: Approve the Modified State Plan)

Budget Update

Kate Russell, Grants Administrator, provided SWDB members with the workforce operating budget update. As a reminder WFD gets funding for three different funding streams: Adult, Dislocated Worker and Youth. She elaborated on a few highlighted items. \$7.9 million was carried over from last year, included in that amount just shy of \$2 million is what the local areas did not spend. The Contracts line represents GDOL, and at this point, it seems to be well above what was initially budgeted, but that amount represents roughly six months of invoices and should resolve as the year progresses. Branding funds were set aside by WFD to take care of the branding overhaul, so the local areas do not have to spend money from their program operating budget. Lastly, Ms. Russell explained that \$3 million were budgeted for the HDCI grants, which focuses on the Local Workforce Development Areas engaging in sector strategies programming over the next couple of years.

Greg Schmiege asked how long WFD will have to spend the carry over budget. Ms. Russell explained that the funds could be spent until the end of June, in regards to the \$1.9 million and the other funds WFD will have until June 30, 2018, per a two-year grace period.

The Additional USDOL Discretionary Awards sheet provides a financial breakdown on the following awarded grants: WIOA Transition (most of the funds were used for the WIOA Convening), Disability Employment Initiative, Sector Partnership NEG, and American Apprenticeship.

No additional questions were asked.

HDCI Sector Participation Presentation

Jamie Jordan provided an update on the Governor's High Demand Career Initiative. Mr. Jordan explained HDCI has been busy conducting 17 meetings in 2014 & 2015 at various locations: Atlanta, Dalton, Statesboro, Augusta, Columbus, Warner Robbins, Eastman, Gainesville, Carrollton, Albany, Valdosta, Athens & Savannah. The sectors presented ranged from Agriculture & Food, Automotive Manufacturing, Film & Entertainment and Healthcare, among others. The 2014 Governor's HDCI Report released in December provided valuable information around the overall trends, high-demand careers and skills, challenges and recommendations (Georgia.org/HDCI). Mr. Jordan also provided information about the HDCI online assessment found at Georgia.org/WorkforceAssessment, encouraging the Board to go online and use it as well as share it with others.

Over the last two years, information has been gathered to create future plans for the HDCI. From that research, two different tracks have been created. The first is to continue the development of statewide task forces to uncover innovative solutions to the acute workforce gaps, currently HDCI has focused on Information Technology, Film, Television & Digital Entertainment, and Logistics (in development). The second track takes on a regional implementation of the HDCI model to encourage partnerships to foster greater communication and collaboration among public and private partners. There has been a lot of excitement around the HDCI Sector Partnerships. WFD is now offering the HDCI grant available to each region. The HDCI grant awards up to \$250,000 to each region after the submission of an application and if awarded, the grant must be used to encourage collaboration between regional partners. Mr. Jordan and the team will conduct 12 regional workshops with the Stakeholders in October and November, providing a more detailed approach to the basics of what sector partnerships are and to create a plan for each area's future goals. There is an HDCI Sector Partnership Guide in the works.

Doug Duncan asked if the SWDB would be provided the schedule for the workshops. Mr. Jordan provided the dates in his presentation. Greg Schmiege also requested information about the dates. Mrs. Laarhoven added that the list of locations is also on the website as well.

A board member asked when is the guideline coming out. Mr. Jordan responded that it would be available before the first workshop, by October 5th.

No additional questions were asked.

Disability Employment Initiative

Rossany Rios began her presentation by explaining that the two targeted areas for the Disability Employment Initiative are LWDA 12 (Central Savannah River Area) and LWDA 9 (Northeast Georgia). Mrs. Rios explained that the problem to be addressed by the initiative is limited resources/coordination to adequately assist job seekers with significant disabilities looking for employment. The DEI strategies focus are on maximizing resources through new partnerships and collaborations (formally and informally). Some examples may be state agencies, local school systems and community providers that support job seekers with disabilities. Another strategy focus is building internal capacity which will assist with staff training and exposure and create opportunities for staff to be able to effectively support individuals with disabilities seek employment.

The state of Georgia has now become an Employment Network for Social Security. When serving individuals with disabilities, SSA will reimburse WIOA title I for services rendered to SSA beneficiaries who obtained employment. This creates the opportunity to provide on-going services, and the additional income will expand increasing the availability of services and creating new services. DEI's current expectations include implementing best practices from other workforce systems in the nation (ex. Career Mapping and IRTs). As well as maximizing resources through strong, active partnerships and taking a more active approach to job development beyond training. In addition to, providing an overall well-being in life for individuals with disabilities.

Greg Schmiege complimented the Board and staff for their work around supporting individuals with disabilities. He also informed the Board that the unemployment rate in the US is 70 % for individuals with disabilities and Voc Rehab believes that WFD is really taking the lead in the country. Mr. Schmiege believes that WFD is working on the advancement in employment for individuals with disabilities and if they have a disability, encouraging them to come to Georgia. Deputy Commissioner Hames thanked Mr. Schmiege and thanked Mrs. Rios for all of her work and complimented her for her passion for the work.

No questions were asked.

WorkSource Northeast Georgia – (LWDA 9) Spotlight Presentation

Chairman Wendell Dallas introduced Director Carol Rayburn-Cofer of WorkSource Northeast Georgia (LWDA 9). Director Cofer welcomed everyone to Athens. Director Cofer provided a great presentation on the amazing work that is currently taking place within Athens and provided wonderful participant testimonies.

Discussion of Next Steps

Chairman Wendell Dallas announced that the next State Workforce Development Board Meeting would be held on November 17, 2016 in West Point, GA at the Kia Training Center.

Adjourn Meeting

Chairman Wendell Dallas thanked everyone for their attendance and dedication to the SWDB, and he thanked all of the guests for attending the meeting. Chairman Dallas then adjourned the meeting.

Attachment Key

Attachment 1: 3.2.3 Family Size, Income Determination and Self-Sufficiency Standards

Attachment 2: 3.4.1.6 Registered Apprenticeships

Attachment 3: 3.4.1.3 Customized Training

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Attachment 7: 5 Rapid Response

Attachment 8: 4.4 WIOA Training Provider Initial and Continuing Eligibility Determination Provisions

Attachment 9: SWDB Bylaw Revision

Attachment 10: Approve the Modified State Plan