



**Georgia Department of Economic Development, Workforce Division
State Workforce Development Board
Kennesaw State University – Marietta Campus
Marietta, Georgia
May 19, 2016**

Meeting Minutes

Group Members and Attendance

Attendance	Member	Attendance	Member	Attendance	Member
√	Brian Anderson	√	Doug Duncan		Eric Newberg
√	Ames Barnett	Virtual	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		

Guest Speakers

President Daniel Papp, Kennesaw State University – Marietta Campus in Marietta, GA.

Welcome and Opening Remarks

Vice Chairman Doug Duncan welcomed the State Workforce Development Board (SWDB) and guests to the May 19, 2016 meeting at Kennesaw State University, Marietta Campus. Quorum was not reached and the Executive Committee will meet at the conclusion of the State Workforce Development Board meeting to vote on the proposed Action Items.

Adopt Agenda

Quorum was not reached and there was no vote on the agenda. The agenda could not be officially adopted.

Review and Approval of Minutes

Quorum was not reached and there was no vote on the minutes.

New Business

Vice Chairman Doug Duncan began with announcing staffing changes. James Thomas joined WFD as a Compliance Specialist.

Committee Reports

- **Youth Committee:** Ann Cramer presented the Youth Committee update. Ms. Cramer provided a breakdown of three strategic grants: LWDA 20 (Coastal) and LWDA 6 (Fulton County) were awarded the Urban Youth Initiative Grant. Go Build GA Pre-Apprenticeship Grant was awarded to LWDA 5 (DeKalb). Ms. Cramer presented an update provided by Mark Lee during the Youth Committee meeting about the Go Build Georgia High Demand Scholarship. A \$1,000 Scholarship awarded to graduating high school seniors entering a Technical College System of Georgia (TCSG) institution in a field of study that leads to a skilled-trade career. A highlight of the RESPECT program through the Department of Juvenile Justice was explained as well. The RESPECT program assist with providing training in soft skills to the youth in the Graduate Education Program. Sheryl Stone, from LWDA 5 (DeKalb County), was congratulated for her work with the 'Through My Lens Atlanta Project', a pilot program within the film industry as well as the Parents pounding the pavement program – two part series work readiness workshop. Providing training for both parent and student to create paths to obtain a job. Ms. Cramer thanked Montevia Gamble for her hard work in assisting the Youth Committee.

There were no questions asked.

- **Re-Employment Services Committee:** Mel Stowers presented the Re-Employment Committee update. Mr. Stowers explained that \$1.2 million in grant funding was awarded and distributed throughout the state. Mr. Stowers discussed three strategic grants that were awarded to the local areas: LWDA 18 was awarded the Rural Business Services grant, LWDA's 14 and 20 were awarded grants to focus on Veterans Operation, and three Ex-Offender grants were awarded to LWDA's 2, 9 and 20. Mr. Stowers commended Dr. James Wilburn and Margaret Miller for their work with the Vet2 and Vet2 101 programs, to date 3,253 returned service vets have been served and 153 companies are now engaged with Operation Workforce.

Mr. Stowers introduced Manoa Daniel to present the WIOA Relocation Assistance Policy and Procedures to the State Workforce Development Board. Ms. Daniel stated that the policy is a career service that's offered to adults and dislocated workers that need financial assistance in order to move for a new job. The new job has to be 75 miles from their current location and the LWDA has the authorization determine if the participant has experienced issues gaining employment within their local area to be approved for this policy.

There were no questions asked.

(Attachment 1: 3.4.5 WIOA Relocation Assistance Policy and Procedures)

- **LWDA Guidance Committee:** Ames Barnett presented the LWDA Guidance Committee update. Mr. Barnett introduced Audrey Coots to discuss the policies presented to the LWDA Guidance Committee meeting. The first policy presented was the Pre-Award Review and Risk Evaluation

policy, which provides documentation in the State policies and procedures informing the local areas that an annual risk evaluation will be performed before awards are distributed to local areas. The next policy is the One-Stop Funding and Procurement Working Group Recommendations for One-Stop Operator Procurement, which serves as a guidance and recommendation for the Local Areas when starting to draft their One-Stop Operator Procurement documents. Ms. Coats explained that the guidance provides information that should be included in the document received from the Local Areas. The Recapture and Reallocation policy provides guidance about timeline for how frequent the State will process the funds transfer request. Currently, the proposal to process those request are quarterly but there may be additional processing at the GDEcD CFO's discretion. The Local Leadership Appointments and Contact policy explains that the State must be notified within 10 business days upon the election of a CLEO, hiring of an LWDA Director or the election of a Local Board Chairman, the local area must provide. The information must be submitted to Janice Davis. The last policy presented was the Complaints Policy. The purpose of the Complaints policy is to streamline the complaints process and provide clear procedures to the local areas so that as often as possible complaints can be handled at the local level. There are three types of basic complaints: suspected fraud based, misconduct and other wrong doing in a WIOA funded program, general complaints that are alleging of Programmatic violation of WIOA and complaints that allege discrimination.

No additional questions were asked.

(Attachment 2: 2.2.6 Pre-Award Review and Risk Evaluation)

(Attachment 3: One-Stop Funding and Procurement Working Group Recommendations for One-Stop Operator Procurement)

(Attachment 4: 2.2.15 Recapture and Reallocation Policy)

(Attachment 5: 1.7.1 Local Leadership Appointments and Contact)

(Attachment 6: 1.3 Complaints)

- **Executive Committee:** Kristin Laarhoven presented two policies for voting. The State Unified Brand enables the State to mandate the Local Areas to use the new State brand and logo.

Ann Cramer made a motion to recommend the Executive Committee voted to approve the WIOA Relocation Assistance Policy. Richard Ray seconded the motion.

The Supportive Services Policy was also presented. The purpose of the policy is to eliminate the individual supportive services cap and allow the Local Area to decide the allotted amount per individual. The policy also increases the funding stream percentage from 25% to 35%. Mrs. Laarhoven explained, that the premise for the policy is to encourage the Local Areas to enroll more individuals that are dual enrolled and are currently using other funding streams to pay for their training.

Ann Cramer made a motion to recommend the Executive Committee voted to approve the WIOA Relocation Assistance Policy. Richard Ray seconded the motion.

Greg Schmieg asked if there was criteria by which an individual is selected to receive supportive services. Kristin Laarhoven explained that it is need based. The questions asked initially upon enrollment are why they need WIOA services in t and then why they need supportive services. She also provided an example, they need to go to school but cannot get to school so in that situation they will need assistance with transportation. Most of the time individuals need

transportation or childcare supportive services. Mr. Schmieg followed up with is there a timeframe for which the individual will receive supportive services. Mrs. Laarhoven explained, someone has to be enrolled in order to receive supportive services. Typically it is a two year time period. There may be supportive services given during the follow up period, an example would be someone receiving a gas card to use until they get their first pay check.

No additional questions were asked.

(Attachment 7: 1.2.3 State Unified Brand)

(Attachment 8: 3.4.8 Supportive Services)

Deputy Commissioner's Report

Deputy Commissioner Ben Hames thanked the State Workforce Development and guests for their attendance. Deputy Commissioner Hames began his report informing the Board of the current state of open positions within the United States, currently there are 5.8 million open positions and on average they stay open for 26 days. Explaining the severe skills gap within the workforce, he discussed the Unemployment rate. As of March 2016 the National unemployment rate is 5.0% and the State of Georgia is 5.5% as reported by the U.S. Bureau of Labor Statistics, highlighting that currently there 265, 851 unemployed individuals down by 26, 539 from last year.

Deputy Commissioner Hames discussed high demand positions according to Job postings in January 2013, putting emphasis on manufacturing first, followed by professional, scientific and technical services, retail trade, and transportation and warehousing found on the Top 10 Industry Sectors. He pointed out that 4 of the Top 10-In Demand Occupations almost always require less than a Master's Degree presented from the slide. CobbWorks was congratulated for their work in Cobb County. He informed the SWDB that there will be 12 Regional Meetings throughout the state to assist the local areas with meeting the needs within those sector strategies, helping to answer who are the right partners, how do we pull them together, and what work needs to be done. Lending support through a The Strategic Task Force to assist with filling the needs of training software developers particularly the computer programmers and skills training within the film industry. The work will provide an answer on how to pull the right people together to address the needs.

Georgia WorkSmart program connects 30 employers with around 400 apprentices through the American Apprenticeship Initiative Grant. Some of the companies have been CVS< Kroger, IMS Gear, voestalpine Automotive Body Parts. Go Build Georgia work continues to be promising and progressive within the program. Deputy Commissioner Hames explained that the focuses have been on manufacturing, telecommunication, logistics, energy, film and the construction fields. There are two new funding opportunities available: Go Build Georgia High Demand Career Scholarship and the Go Build Georgia Grant. The Go Build Georgia High Demand Career Scholarship is worth \$1,000 for high school students entering into a TCSG, deadline to apply is June 15, 2016. The Go Build Georgia Grant is up to \$500 for Georgia middle and high schools that have programs in support of skilled trade education. The new Go Build Georgia web redesign was announced.

Vice Chairman Doug Duncan asked about the enrollment of high schools. Deputy Commissioner Hames explained that this year has seen the highest registration rate over the past few months. Donald Kirkland added that between March and April there were 20 to 30 less high school students registered than all of 2015. Vice Chairman Duncan asked if the program was still being driven through high school counselors. Deputy Commissioner Hames replied yes, they are. Mark Lee added that there are approximately 272 teens signed up. 42% increase high schools at this time versus last year.

Deputy Commissioner Hames discussed Operation Workforce and commended Dr. Wilburn for all of his work and efforts in the program. He explained that there is funding available to serve transitioning

military personnel to the civilian world through VET2 online module which will assist with soft skills, resume building and translating their skill sets to the civilian workforce.

Deputy Commissioner Hames provided an update on Rapid Response. He informed the SWDB that Brett Lacy and his team are getting around the state and working on expanding what is currently being done with Incumbent Workers. The ability to upskill the Incumbent workforce has been a focus and Deputy Commissioner Hames is excited to be able to provide those workers with the opportunity to elevate their skillset. WFD received a \$700,000 award from the Georgia Aerospace and Defense Initiative and recently has been awarded an additional \$1.4MM by the U.S. Department of Defense to aid in those efforts.

There is a Workforce Implementation Guidance (WIG PS-15-010) now available to assistance local areas with creating local plan, as well as how to create their regional plan which is due by August 31, 2016. \$25,000 funds are available to assist in the development of those plans. The Metro Atlanta Regional Area was commended on their great work with combining their resources and accomplishing the task of regional planning.

No additional questions were asked.

Budget Update

Kate Russell, Grants Administrator, provided SWDB members with the workforce operating budget update. Ms. Russell explained that funds reported were through April 30, 80% of the fiscal year, everything is a little behind or on track this year. She highlighted the Strategic Programming Grants, \$1.2 million to serve a minimum of 519. The funding will be staggered. Some local areas were provided funding upfront to build capacity to be able to establish new programming or expand their offering. This represents the first wave of programming. The additional money will be distributed in the next fiscal year and will show up on the next year's fiscal budget report. Not on the budget because it happened right after the budget was finalized is a partnership with Georgia Tech Manufacturing Institute to take 20 technical college interns and provide them with real world hands on job experience, starting at West Georgia Tech and expand it to Atlanta Metro area technical colleges. They will do six months, 24 hr at the manufacturing institute at GA Tech. Working from start to finish of the program, the students will receive a stipend and WFD will provide GA Tech with some funding for administrative fees.

The Additional USDOL Discretionary Awards sheet provides a financial breakdown on the following awarded grants: WIOA Transition (which is used to assist with the cost of the WIOA Convening), Disability Employment Initiative, Sector Partnership NEG, and American Apprenticeship.

The final sheet is the PY 16/FY 17 budget for next year. The budget is \$100.6 million, \$84.1MM will go to the local areas, WFD will keep about \$4MM to use for rapid response and the State will retain around \$15MM.

Ann Cramer asked about the carry over of funds from the previous year. Ms. Russell responded informing SWDB that the budget allows for funds to carry over to the next year and at this time WFD cannot state how much that will be.

No additional questions were asked.

State Training

Mary Margaret Garrett and Kristin Laarhoven provided an update on State Training. Ms. Garrett explained that the goal of the Sector Strategy trainings were to bring regional groups together to look at the industries that were growing in their areas and also to look at the skills gaps that were in their areas to come up with solutions on those issues. It was also an introduction for vital partners in the area

because some may have not known each other. There were four sessions hosted for a day and a half throughout the State. The locations were Little Ocmulgee State Park, Brasstown Valley, Stone Mountain Park, and Callaway Gardens. The partners that were in attendance were One Stop partners (WIOA, Wagner-Peyser-GDOL, Adult Education-TCSG, Vocational Rehabilitation-GVRA), Community Based Organizations, and Industry Experts from the selected sectors. Each area was tasked with selecting a sector. The regions key areas of training were career pathways, building industry networks, utilizing labor market information and discuss data usage, engage and maintain partnerships and develop sector relationship mapping. Across the State the top sectors selected were manufacturing, logistics, information technology and healthcare.

WFD will host 3-4 webinars to assist in the development of the Sector Strategies. Each Region developed plans for next steps. The next steps included holding meetings in local areas/regions, locating a neutral convener, locating a Subject Matter Expert (SME) to work with within their selected industry, assess industry needs, and reviewing current educational assets and current career pathways in the sector.

Kristin Laarhoven explained the Sector Strategy development plans will need to be detailed in the WIOA Regional Plans due August 31, 2016. The Sector Strategy Regional Plans will be presented at the Georgia WIOA Convening, August 1st-3rd. Mrs. Laarhoven provided additional information about the WIOA Convening that will be hosted at the Cobb Galleria with an expected high number of attendees (between 350-400) that are involved within the Workforce field.

Brian Anderson requested that a contact list of the coordinators for the Sector Strategies be made available. Kristin Laarhoven responded agreed to provide the list and explained that each area was asked to only choose one industry within their region. Ann Cramer can we invite the Chambers to get the business prospective, are the Chambers involved? Also, is the Career Technical and Agricultural Education (CTAE) from the Department of Education involved? Kristin Laarhoven responded, the WIOA Convening although very large is also small, we are trying to limit to Workforce partners. WFD is asking local areas to invite their board, which in a lot of situations the Chambers are part of local boards as well as local school systems too. Brian Anderson explained that Chambers need to be at all of the meetings, information needs to be distributed to the chambers as well. Deputy Commissioner Hames explained that we want to bring a plan to the Board. He added that we hear there is a need to create more involvement with the Chambers. Joe Vogt also commented on the need to involve the Chambers. Vice Chairman Duncan requested a summary of the Regional Planning information be sent to the board. Kristin Laarhoven agreed.

No additional questions were asked.

Branding Presentation

Shemeeka Johnson presented on the current status of the State Workforce Brand. Ms. Johnson recapped the Phase 1, Phase 2, and Phase 3 of work. The 19 LWDA's (Local Workforce Development Areas) local identifier names were presented. In most situations the names did not change, only adding WorkSource in front of the current name. Each local area has agreed to the name.

WFD will offer implementation guidance for the adoption of the WorkSource Georgia brand in the form of a WIG, which will include branding guidelines developed by Blue Sky. Each LWDA will complete a request form that includes three tiers, specifying their replacement needs. The Tiers are listed below:

Tier One – will include digital logo files, letterhead template, PowerPoint template, envelope template, email signature template, business card template.

Tier Two – All existing exterior and interior signage (or a new sign if an existing sign cannot be replaced), bus wraps, all existing window signs/decals (or a new sign/decal if an existing it cannot be replaced)

Tier Three – Brochures, pamphlets, non-stationary signage, website design refresh, pull-up banners

During the August WIOA Convening there will be a public rollout of the brand as well as a breakout session to discuss the guidelines of using the brand as well as the WIG. The Brand was unveiled to SWDB.

Vice Chairman Duncan commended Shemeeka Johnson and the team for their hard work in the creation of the brand.

No questions were asked.

Monitoring Wrap-Up

Kayla Holwick presented the PY 14 Monitoring Summary. Ms. Holwick began with explaining the process of on-site monitoring each local area which encompasses both financial and programmatic service delivery. Ms. Holwick explained that it is a federal requirement of the Uniform Administrative Guidance and WIOA Grant Agreement that the State monitors the 19 Local Workforce areas to ensure effective, efficient and consistent service delivery occurs throughout the state. It also assists with minimizing financial programmatic risk and provides additional technical assistance.

Ms. Holwick provide a detailed description of the Monitoring process. It starts roughly 2-3 weeks before the on site visit with a member from the Program Team, Compliance Team and Financial Team forwarding a data request, sample selection and conducting a preplanning meeting. The Onsite monitoring period will last up to 5 days where the team will conduct an entrance meeting/memo, utilize monitoring tools to test the area, issue a notice of findings and provide the required actions (NFR) if there are any problems found, and wrap the week up with an exit memo and meeting. The LWDA will inform WFD if they concur or do not concur with any findings or observations (if any are issued) and WFD will then provide the local area with a consolidated monitoring report. If there are any findings or observations, the LWDA will provide WFD with a Corrective Action Response. WFD has the right to approve or disapprove the resolution to the finding or observation provided by the LWDA, if this occurs the LWDA has to present an alternative resolution. The monitoring process may overlap with other Local Areas monitoring timeframe. Findings are defined as an issue that directly violates state and federal criteria. An observation relates to best practices and organizational enhancements. In PY 14 there were 46 findings and 20 observations down from 78 findings and 35 observations in PY 13.

Vice Chairman Duncan asked if a random sample was selected when monitoring. Kayla responded with yes.

Ms. Holwick explained that on average the LWDA serves 5.7% of the unemployed population and the total spent is \$4,122 for a state average.

Vice Chairman Doug Duncan asked how many people were served. Kayla responded with 19,460. Ames Barnett asked why LWDA 1 cost was significantly higher than the other LWDA's. Kate Russell explained that some of the costs could be transportation. There was also some additional capacity work performed in that area as well which could have caused the increased amount of funding per participant. She suggested reaching out to the area to find out why the cost was so much higher.

A snapshot of financial/programmatic and participant data was presented, the allocated amounts for PY14 are \$24MM for Adult, \$24 for DWMM and \$25MM, \$73MM was allocated in total. During that time the funds expended were \$31MM, \$24MM obligated, \$17.5MM remaining.

Vice Chairman Duncan asked if the funds also included staff cost. Kate Russell responded that it includes the program and administrative costs as well. Brian Anderson asked if we can get a breakout of what goes to the participant versus the administrative costs by region. Kate Russell responded with we can

separate by program vs administrative costs. We do not require local areas to tell us how much went to specific training expense. The consensus requested this information. Ames Barnett requested that information be provided about LWDA 1's higher cost. Deputy Commissioner Hames responded that we will reach out and work with LWDA 1 to find an explanation.

No additional questions were asked.

Cobb County Government – Cobb Works (LWDA 4) Spotlight Presentation

Vice Chairman Doug Duncan Director John Helton of Cobb Works (LWDA 4). Director Helton welcomed everyone to Cobb County. Director Helton presented on the great work that is currently taking place within Cobb County and passed out additional information about CobbWorks.

Discussion of Next Steps

Vice Chairman Duncan announced that the next State Workforce Development Board Meeting will be held on August 24-26, 2016 in Athens, GA.

Adjourn Meeting

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

Attachment Key

Attachment 1: WIOA Relocation Assistance Policy and Procedures

Attachment 2: Complaints

Attachment 3: Recapture and Reallocation

Attachment 4: Local Leadership Appointments and Contact

Attachment 5: Pre-Award Review and Risk Evaluation

Attachment 6: Policy One-Stop Funding and Procurement Working Group Recommendations for One-Stop Operator Procurement

Attachment 7: State Unified Brand

Attachment 8: Supportive Services Policy