



**Georgia Department of Economic Development, Workforce Division  
State Workforce Development Board  
Warner Robins, Georgia  
May 11, 2017**

**Meeting Minutes**

**Group Members and Attendance**

<b>Attendance</b>	<b>Member</b>	<b>Attendance</b>	<b>Member</b>	<b>Attendance</b>	<b>Member</b>
Virtual	Brian Anderson		Doug Duncan		Eric Newberg
✓	Ames Barnett	Virtual	Ivan Figueroa		Avery Niles
	Mike Beatty	✓	Theresa Fischer		Linda Owens
	Jeana Beeland	✓	Frank Ginn		Jack Perrett
	Mark Butler	✓	Buddy Harden	✓	Richard Ray
	Pat Wilson		Brenda Haught	✓	Sean Casey
✓	Lenn Chandler	✓	Todd Henry	✓	Mel Stowers
✓	Tom Cook		Chris Hobby		Fred Taylor
	Gretchen Corbin	✓	Daniel Holtz	✓	Randy Beall
✓	Ann Cramer	✓	Cade Joiner	✓	Karen Viera
	Robyn Crittenden	✓	Dell Keith	✓	Joe Vogt
✓	Wendell Dallas		Camila Knowles	✓	James Wilburn
Virtual	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 May 11, 2017 meeting in Warner Robins, Georgia.

**Guest Speakers**

Colonel Jeff King, Commander of 78<sup>th</sup> Air Base Wing at Robins Air Force Base.

**New Business**

Chairman Dallas announced changes to the SWDB. Jack Perrett resigned from the board, and the Governor's Office of Executive Appointment is working to fill his seat. Additionally, Randy Beal is the new labor representative replacing Keith Thomas.

Chairman Dallas also announced staff changes. Brandon Ona has been hired as a new Programs Specialist; Marcos Pope has been hired as a new Grants specialist; and Kendrick Snipe has resigned as the Senior Data and Information Specialist.

Additionally, WorkSource Atlanta welcomes a new Executive Director, Michael Robertson.

### **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 Buddy Harden 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 9, 2017 SWDB meeting minutes. Joe Marks proposed that the Board approve the meeting minutes and Richard Ray seconded the motion. No questions were asked and the Board voted to unanimously approve the meeting minutes as presented.

### **Committee Reports**

- **Youth Committee:** Ann Cramer presented the Youth Committee update. Mrs. Cramer thanked the committee for participating and asking great questions during the monthly calls. The Committee met on February 1, 2017. Mark Lee presented on the Trade Five Initiative. Angelina Lee, from WorkSource Heart of Georgia, provided a presentation on various youth participant's overcoming obstacles while participating in their programs. Kristen Bernhard, Deputy Commissioner for System Reform from the Department of Early Care and Learning spoke about the importance of providing early learning opportunities to participants in youth programs, and discussed opportunities in which the Workforce Division and DECAL can partner. No questions were asked.
- **Re-Employment Services Committee:** Mel Stowers presented the Re-Employment Committee update. Mr. Stowers highlighted the presentation to the committee from Henry Charlot of the Atlanta Regional Commission about the work they are doing inside some of the correctional facilities to help smooth the reentry process. Additionally, Jamie Jordan presented about HDCI Sector Partnerships and the grants that are available through the HDCI initiative. Mr. Stowers also provided an update on the changes to the Incumbent Worker Training (IWT) policy; Manoa Daniel explained further that most of these changes were from TEG 19-16, which was released on March 1, 2017. Ms. Daniel also explained that there were also a couple of changes in an effort to match other state policies to maintain consistency and mirror best practices. Ames Barnett proposed that the Board approve the changes to the Incumbent Worker

Training policy, and Mel Stowers seconded the motion. No questions asked and the Board voted to unanimously approve the changes as presented.

- **LWDA Guidance Committee:** Mayor Ames Barnett presented the LWDA Guidance Committee update. Mayor Barnett thanked everyone for participating in the policy changes and welcomed Kate Russell to the floor to explain the changes. Ms. Russell explained that old citations and regulatory references of WIA were removed and replaced with the WIOA references and citations within section 2.2 Financial & Grant Management System of the State's Policies and Procedures. She also added that most changes occurred to section 2.2.7 (Governor's Reserve Fund). This section provides information on the funding withheld by the State in order to provide programming. These updates reflect what the state is required to perform annually, which includes data systems, technical assistance, monitoring of local areas, fiscal management, etc. Ames Barnett proposed that the Board approve the policy changes and Ann Cramer seconded the motion. No questions were asked and the Board voted to unanimously approve the Grants Administration changes as presented.
- **Executive Committee:** Chairman Wendell Dallas welcomed Brett Lacy to the floor to explain the One-Stop Certification criteria changes. Mr. Lacy highlighted that this was one of the last pieces of the implementation of WIOA. Each local area will need to complete the certification of Comprehensive and Affiliate One-Stop locations. The State board sets the criteria, but Local Boards have the option to add additional criteria and have the duty to certify their own One-Stops. The only exception here is if the Local Board is the One-Stop operator at that time, then the State will conduct the One-Stop Certification. He explained that upon the approval of this criteria, WFD will disseminate that information to the local boards. Chairman Dallas presented the proposed changes to the One-Stop Certification criteria. Joe Marks proposed that the State Workforce Development Board approve the One-Stop Certification criteria changes, Mel Stowers seconded the motion. No questions were asked and the Board voted to unanimously approve the One-Stop Certification criteria changes as presented.
- **SWDB Meeting Dates:** Brett Lacy informed the Board that the original date of the next SWDB meeting conflicts with other events in Augusta and in an effort to ensure programming and lodging accommodations were available, the suggestion was made to change the meeting date to August 23-25<sup>th</sup>, with the actual board meeting taking place on Thursday, August 24<sup>th</sup>. Ames Barnett proposed that the Board vote to approve the meeting date change, Ann Cramer seconded the motion. No questions were asked and the Board voted to unanimously approve the meeting date change as presented.
- **Veteran Training and Employment Efforts:**

- Trish Ross, Executive Director of Georgia Veterans Education Career Transition Resource (VECTR) Center thanked the Board for being present and highlighted the goals of VECTR. Additionally, Ms. Ross shared a video about the initiatives current taking place.
- Holly Best of Hire Heroes USA presented a short summary of her organization's efforts. Hire Heroes USA is a non-profit dedicated to creating job opportunities for transitioning service members, veterans, and their spouses through personalized training and corporate engagement. In the last 12 months, Hire Heroes USA has engaged with 65,000 clients, held over 100 workshops, and confirmed the hiring of over 6,000 veterans into the civilian sector. Additionally, Ms. Best works with Vetlanta, a collaborative of resources in the Atlanta area that strives to foster business networking opportunities for veterans.
- Finally, Dr. James Wilburn from Georgia Tech gave an update about the Veterans Education Training and Transition Program (VET<sup>2</sup>). This program is the first and only active duty internship to employment program offered by a college or university. Currently, 130 service members completed or are currently enrolled in the VET<sup>2</sup> program, and it is projected to exceed 200 in FY17. No questions were asked. Chairman Dallas thanked the presenters for their information and the work that they do for veterans around the state of Georgia.

### **Deputy Commissioner's Report**

Deputy Commissioner Ben Hames thanked the State Workforce Development Board and guests for their attendance. Additionally, Deputy Commissioner Hames thanked the SWDB for their leadership in workforce efforts across the state. He also thanked Dr. Wilburn for his hard work with the VET<sup>2</sup> program and commended him for the work that is done through the program for veterans around the state.

Deputy Commissioner Hames began his presentation by highlighting the One-Stop negotiations, which are currently ongoing. Deputy Commissioner Hames thanked the Local Workforce Development Areas (LWDAs) for all the work that they are doing to pull the right people together for this process and to balance the vision for great customer service with the logistical constraints of the task. LWDAs will be performing one-stop certification to make sure that the operators comply with all regulations. The deadline for one-stop MOU updates is May 12, 2017.

Deputy Commissioner Hames explained that the Workforce Division (WFD) is working through the Corrective Action portion of the monitoring process in preparation for the upcoming on-site monitoring season. WFD is also in the process of updating the on-site monitoring tools. Deputy Commissioner Hames explained WFD's philosophy of the monitoring process; while it is required by federal law, it is also WFD's sincere goal to do it in a way that improves the delivery of services and is married with technical assistance to make the entire process better for participants and the local areas.

Deputy Commissioner Hames provided an update on the WorkSource Georgia Branding implementation. He thanked Shemeeka Johnson and the marketing team for the hard work that they have done throughout this process. Deputy Commissioner Hames highlighted the importance of this effort to help us serve Georgians and to make these services visible to those who need them. He expressed that it allows us to talk clearly, plainly, and powerfully about what we do and where you can find us.

Deputy Commissioner Hames addressed Georgia's goal of creating a demand-driven workforce system. There has been a lot of progress and Deputy Commissioner Hames congratulated everyone on the good work they are doing toward this end. He highlighted the input of Robert Hiatt in WorkSource Three Rivers for their partnership with Hyundai Powertech to upskill 300 workers to meet current workforce needs. This is the largest IWT program under WIOA in the state. Deputy Commissioner Hames stated that in order to develop these kind of opportunities, building relationships is vital. Hyundai Powertech has committed to a powerful investment in Georgians. Deputy Commissioner Hames stressed that the number one tool in the toolbox to becoming a demand-driven workforce is sector partnerships. There will be a full update coming at the next SWDB meeting, but those grants are in process.

Deputy Commissioner Hames provided an update on the High Demand Career Initiative (HDCI). The HDCI Logistics Task Force is partnering with TCSG to create an online portal to connect to GA Logistics employers to recent CDL graduates. Georgia Driver Talent Gateway Portal will be hosted on Georgia.org later this year. The HDCI Construction Task Force, the fifth task force, will launch on May 22, 2017.

Deputy Commissioner Hames provided an update on the Trade Five program; the launch of which has gone well. He also provided an update on Georgia WorkSmart. There has been an increased interest in Registered Apprenticeships with 147 Active Registered Apprenticeship Programs and 6,644 active Apprentices.

Lastly, Deputy Commissioner Hames highlighted the upcoming events and opportunities. The National Association of Workforce Development Professionals (NAWDP) Conference will take place May 22-25, 2017 in New Orleans, Louisiana. The 2017 WorkSource Georgia WIOA Convening will take place July 19-20, 2017 at the Infinite Energy Center in Duluth with registration opening later this month.

Deputy Commissioner Hames closed his report by thanking the Board for their presence at the meeting, and for all the hard work that they are doing.

No questions were asked.

## **PY15 Monitoring Summary Report**

Chairman Dallas introduced Kayla Holwick and Mellie Corrigan of the WFD Compliance Team, who gave a summary of the upcoming monitoring season.

1) How and why we monitor: WFD administers three grants (adult, dislocated worker, and youth) and monitors all LWDA's for compliance with federal and state criteria for these grants. It is a federal requirement to monitor funding as it minimizes the potential for fraud by mitigating risk.

2) Monitoring process: Pre-planning, which includes the compliance, programmatic, and finance/grant administration teams, seeks to evaluate the last program year's reports to assess potential issues before arriving on-site. This includes a risk assessment, which determines the questions and sample selection to be pulled while monitors are on-site. On-site monitoring begins in July and finishes up in late spring or early summer. The on-site portion typically lasts five days and includes interviews, going through the testing tools, and releasing findings and observations. A consolidated monitoring report is compiled by WFD management and given to the local area to respond with a corrective action plan. The Corrective Action portion of monitoring can take between 3-12 weeks depending on how the local area decides to address the issues and whether they need board approval to move forward with those actions. Following the monitoring process, WFD provides technical assistance to the local areas to help create solutions to issues as they arise, to advise on best practices, and provide general assistance in order to ensure compliance for the next monitoring period.

3) Monitoring highlights: WFD projected that PY16 would be higher risk for most areas because it was the first year of monitoring under WIOA. WFD created some new monitoring tools and re-worked some old ones in response to the new state and federal regulations. Compliance created a new Non-discrimination and Equal Opportunity tool, in addition to a new tool to evaluate the Local Elected Official boards. Finance updated their tools to be in compliance with WIOA as well. Programs collected best practices across the state, as well as updating the grievance forms, and updating the Programmatic Administration tool to reflect changes in the policies and procedures under WIOA.

No questions were asked.

## **Budget Update**

Kate Russell, Grants Administrator, provided SWDB members with the workforce operating budget. Ms. Russell began by discussing the Statewide Administrative Budget, highlighting 8 red lines:

- 1) Total budget for Adult and Dislocated Worker: These numbers reflect that the budget has been increased, due to the last continuing resolution from Congress, by approximately \$183,000 in total available funds.
- 2) PeopleSoft: Financial system the state uses. Each agency is charged a percentage of the total cost based on their use of the system. GDEcD averages about 100 transactions a week, and has budgeted approximately \$31,000 for that cost.

- 3) Trade Five: With the new branding initiative, there are new expenses and the budget has been increased to reflect that.
- 4) HDCI: The first round of local grants went out, which will be discussed in more detail at the next SWDB meeting.
- 5) WIOA Convening: This event is sponsored out of the state budget (food, space rental, speaker fees, offsetting some costs for local areas, etc.); \$225,000 has been dedicated to this event.
- 6) Performance incentives: We awarded local areas performance-based grants a couple years ago, and the last of that funding expired this past March. Local areas did not spend a lot of those funds, and WFD will be following up with the local areas to see why. These grants opportunities may be modified if offered in future based on that feedback.
- 7) Outreach Campaign: This effort is new for the next year, and will seek to increase awareness of the WorkSource Georgia brand.
- 8) Discretionary grants = 4 awarded directly from DOL.
  - 1) WIOA Transition Grant: WFD has requested that DOL allow us to move this money, and it will be used to offset the cost of the WIOA convening if approved.
  - 2) Disability Employment Initiative: Our federal partners have been really proud of our progress with this initiative, and have planned several site visits for us in the near future.
  - 3) Sector Partnership NEG: WFD has requested a 1 year, no-cost extension on this grant to finish some of the activities we have started. Currently awaiting a response.
  - 4) American Apprenticeship: There has been a lot of activity around this, and we are hoping to ramp up utilization of these funds in the coming months.

No questions were asked.

### **Board Engagement**

Chairman Wendell Dallas presented on Board Engagement. He stressed the importance of the responsibility the Board holds in supporting the local areas in their daily work implementing WIOA. In order to better meet this goal and monitor the health of the Board, Chairman Dallas will be doing an assessment in the near future. He highlighted the importance of understanding the Board's roles and responsibilities and how they meet their own goals, not just what is legally required. Chairman Dallas offered encouragement and thanked the Board for the work that they do. He asked that everyone take the time to complete the survey once it is made available, as the feedback will allow the Board to know its strengths and identify areas in which to improve. Chairman Dallas would like to complete this on an annual basis to check in on the health of the Board.

No questions were asked.

## **WIOA Performance Measures**

Steven Wilson provided an update on the WIOA Performance Measures. He presented the following changes to performance measures under WIOA:

- 1) Adult and Dislocated Workers
  - a. Entered Employment: Measured in Q2 after exit
  - b. Retention: Measured in Q4 after exit (no longer just a retention measure)
  - c. Average Six Month Earnings: Measured as median earnings in Q2 after exit
  - d. Credential Rate: NEW; Percentage of participants who obtain a recognized post-secondary credential or diploma during participation or within 1 year after program exit
  - e. In Program Skills Gain: NEW and measured in real time; Percentage of participants in education leading to credential or employment during program year, achieving measureable gains.
- 2) Youth
  - a. Placement in Employment, Education, or Training: Measured in Q2 after exit
  - b. Retention in Employment, Education, or Training: NEW; Percentage of participants in education, training, or unsubsidized employment in Q4 after exit
  - c. Average Six Month Earnings: NEW; Measured as median earnings in Q2 after exit
  - d. Credential Rate: Percentage of participants who obtain a recognized credential or secondary diploma during participation or within 1 year after program exit
  - e. Literacy and Numeracy Gains: No longer exists
  - f. In Program Skills Gain: NEW; Percentage of participants in education leading to a credential or employment, achieving measureable gains in the program year

Questions:

Q1 (Karen Viera): "Even though we don't have all of the data, do we have any sense of how we are doing at this point?"

A1 (Steven Wilson): "We do have 2 quarters of data, and from that information we are doing pretty well." Mr. Wilson did not have the information in front of him, but offered to run some reports and email that information out to get real time information.

Q2 (Todd Henry): "When you measure employment in the 2<sup>nd</sup> quarter after exit, do they [participants] have to be employed with the same employer?"

A2 (Steven Wilson): "No, they just have to be employed. However, if you are looking at the effectiveness in serving employers retention measure, that will be looking at whether they were employed with the same employer for both the 2<sup>nd</sup> and 4<sup>th</sup> quarter after exit."

Q3 (James Wilburn): "For a transitioning service member that participates in a WIOA-funded program 6 months prior to their separation from the military, when they get to the end of the 2<sup>nd</sup> quarter and are leaving the military, how are they reflected in terms of those first 2 quarters where they could not accept a job?"

A3 (Steven Wilson): "If they aren't employed in the 2<sup>nd</sup> quarter after exit, that's a negative."

Comments:

- 1) Deputy Commissioner Ben Hames reiterated that Steven Wilson will send out this information. WFD has looked very extensively at these performance measures, and performance has been strong in Georgia.
  
- 2) Menelik Alleyne, WFD's WIOA Services Director, commented that WFD strives to provide technical assistance to the local areas to help them understand the intricacies of these new measures. He reiterated that if there are any lingering questions local areas should not hesitate to reach out to WFD for clarification on this information. He commended Steven Wilson for his hard work in this area.

No additional questions were asked.

### **Middle Georgia Regional Commission (LWDA 10) Spotlight Presentation**

Deputy Commissioner Ben Hames introduced Workforce Director Terrilyn Hannah of WorkSource Macon-Bibb. Ms. Hannah provided SWDB with information about the enrollment growth in her region, highlighted the opportunities in their Business Services with Registered Apprenticeships and OJT, and featured participant accomplishments. Additionally, Ms. Hannah provided information on some of the activities and recent partnerships within LWDA 10. No questions were asked.

Deputy Commissioner Hames next introduced Carolyn Robertson, Workforce Director of Area 11. Ms. Robertson and her team highlighted some programs happening in Middle Georgia, such as Registered Apprenticeships and a program in Putnam County with the Board of Education. WorkSource Middle Georgia also provided participant testimonies from various In-Demand Industries in Middle Georgia. No questions were asked.

### **Adjourn Meeting**

Chairman Wendell Dallas thanked everyone for their attendance and thanked all guests for attending the meeting. Chairman Dallas then adjourned the meeting.

### **Attachment Key**

Attachment 1: 3.4.1.4 Incumbent Worker Training (IWT)

Attachment 2: 2.1 Grants Administration – State Policies and Procedures

Attachment 3: One-Stop Certification Criteria

Attachment 4: August SWDB Meeting Date