

**FULTON WORKFORCE DEVELOPMENT BOARD MEETING
METRO ATLANTA CHAMBER OF COMMERCE
191 PEACHTREE ST NE, STE 3400, ATLANTA, GA 30303
FEBRUARY 18, 2020 – 8:00 A.M.**

AGENDA

- | | | |
|-------------|---|--------------------------------|
| I. | CALL TO ORDER | Alexis Leonard |
| II. | ROLL CALL | Alexis Leonard |
| III. | PUBLIC ACCESS | Citizen Comments |
| IV. | REGULAR AGENDA | |
| | <ul style="list-style-type: none">• ACTION ITEM: Approve Agenda• ACTION ITEM: Adopt Previous LWDB Minutes – 11/21/2019 | |
| V. | COMMITTEE REPORTS | |
| | PERFORMANCE & ACCOUNTABILITY | Stephanie Rooks |
| | <ul style="list-style-type: none">• ACTION ITEM: One-Stop Certification Criteria• ACTION ITEM: Self Sufficiency | |
| | YOUTH | Yulonda Darden-Beauford |
| | FINANCE | Brent Reid |
| | <ul style="list-style-type: none">• ACTION ITEM: FY18 Funding Transfer & FY19 Funding Transfer | |
| | STRATEGIC PARTNERSHIPS & OUTREACH | Amelia Nickerson |

- | | | |
|--------------|--|--|
| VI. | DIRECTOR'S REPORT
PY18 Monitoring Report | Brett Lacy |
| VII. | CHAIRPERSON'S REPORT | Andy Macke |
| VIII. | PROGRAM PRESENTATIONS
Metro Atlanta Economic Mobility | Sarah Flesher, Founder
Endurance Project
Management |
| IX. | CLOSING REMARKS AND ADJOURNMENT | |

AGENDA IS SUBJECT TO CHANGE

****An Executive Committee Meeting will be held in the event there is not a Quorum of the Full Board****

Motion Acceptance/Declination: The motion was approved for the adoption of meeting minutes, as is, by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the August 15, 2019 LWDB Meeting Minutes as presented.

6. **Committee Reports and Recommendations**

Board Visibility & Development Committee:

Board Visibility & Development Committee did not meet. No report.

Performance & Accountability Committee:

S. Rooks, Chairperson of the Performance & Accountability Committee, provided the committee report. The Performance & Accountability Committee was to review and recommend the re-adoption of the One-Stop Certification criteria based on the State Workforce Development Board's criteria. The review has been delayed as the State has not formally provided the term changes. Upon receipt, the Performance and Accountability Committee will reconvene to move forward with the review.

Youth Standing Committee:

Y. Darden-Beauford, Chairperson of Youth Standing Committee, provided the committee report. The Youth Committee visited the Youth Center and was able to meet with ResCare to discuss the services provided to youth program participants. GED, Work Experience, and Job Readiness Workshop are readily available, but Individual Training Accounts (I.T.A.s) are not currently offered under the youth services. I.T.A.s provide the opportunity for youth to receive post-secondary certifications and degrees utilizing W.I.O.A. funds. I.T.A.s are a part of the funding mechanisms in place, and implementation would only require a reallocation of the Youth Budget. The Finance Committee will review to verify the funds in place. The addition of I.T.A.s will allow for opportunities to service a variety of youth as well as expend youth funds. ResCare and the Workforce staff have already begun discussion of implementation and will continue to develop a plan of action.

Finance Committee Report:

B. Reid, Chairperson of the Finance Committee, provided the committee report. The Finance Committee met to review WorkSource Fulton's finances. As of now, we are on track to expend the grant funds this year. See the packet for data. Beginning in January, the Finance Committee will implement a formal and structured budgeting process. This will allow for thoughtful strategic planning. Updates will be provided as progress is made.

7. **Executive Committee Report**

Chairperson Macke presented the Executive Committee report. The Executive Committee met to review two voting items: Implementation of the Strategic Committee/ Removal of Board Visibility and Development Committee and 2020 Meeting Dates. A copy of each was provided to LWDB members for review.

Bylaw Amendment- Strategy Committee:

The Board Visibility and Development Committee was originally structured to assist with the recruitment of Board Members. The C.L.E.O. has handled the function of recruiting an engaged board, therefore the function is no longer solely the responsibility of the L.W.D.B. The Strategy Committee would broadly identify what is being done within our footprint and identify how the Fulton Workforce Board can best partner with other organizations. Amelia Nickerson has agreed to lead the committee should the board approve. The Executive Committee recommends the Strategy Committee to replace the Board Visibility and Development Committee.

Required Action: No further action required

Motioned: K. Boatright **Seconded:** S. Dover

Motion Acceptance/Declination: The motion was approved to accept the standing of the Strategy Committee as a replacement of the Board Visibility and Development Committee by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the standing of the Strategy Committee.

LWDB 2020 Meeting Dates:

Meetings scheduled in advance allow for maximized participation. The meeting locations will be provided 30 days before the meeting, rotating between north and south Fulton County. If approved, the committee dates will be scheduled to allow for recommendations to be prepared for the full board meetings. Chairperson Macke also reminded the LWDB that Proxies could be sent to meetings.

Required Action: No further action required

Motioned: E. Scott **Seconded:** J. Collins

Motion Acceptance/Declination: The motion was approved to accept the LWDB 2020 Meeting Dates by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carried accepting the LWDB 2020 Meeting Dates.

8. Director's Report

B. Lacy, WorkSource Fulton Division Manager, provided the Director's Report. As discussed at the previous L.W.D.B. Meeting, the PY17 Monitoring resulted in eight findings. All eight findings are now resolved. In the first week of December, the State will begin monitoring PY 18- 19.

The WorkSource Fulton has reviewed the work that ResCare has done. A copy of the results was provided to L.W.D.B. members for review. The Performance and Accountability Committee reviews the findings. If there are further questions, D. Keyes, the staff liaison for the committee, is the point of contact.

Over the last year, the WorkSource team has worked with the board to develop Key Performance Indicators (K.P.I.). This quarter, a new data element has been included in the K.P.I. documents. A baseline calculation of job seekers enrolled in WorkSource Fulton programs was reviewed. The salaries of each were annualized, equating to about \$8 million in salaries for individuals that left the program. For every dollar expended last year, a \$2.50 return on investment was generated. Additional data elements such as percentage of participants completing training, employment gains within industries relevant to the certifications received, service time, etc. will be added to the K.P.I. dashboard.

A calendar is being developed for the LWDB, which will also include committee meeting dates, conferences, and the mobile unit schedule. In addition to the 2020 meeting dates, a Board retreat is to be scheduled. Rather than the retreat serving as solely an educational session, the retreat will serve as strategic planning to fine-tune what we do and how we do it. For those that did not attend training last year, meetings will be scheduled to meet with the B. Lacy to ensure that there is an understanding of WorkSource Fulton.

9. Chairperson Report

Chairperson Macke provided the Chairperson's Report, and expressed that clarity of the goals and progress towards them is critical. Each committee has discussed committee goals. Each member has been provided a board commitment form to solidify an individual commitment to full engagement on the LWDB. As goals are set, the K.P.I. report will grow. Any LWDB Member's input on the calibration of the report is welcomed.

10. ResCare Presentation

L. Bates, ResCare Project Director, provided a brief report highlighting ResCare Workforce Service from August- November.

11. Adjournment

Meeting adjourned by Chairperson Macke at 10:00 A.M.



Policy and Procedures Manual

SUBJECT: Self Sufficiency

DATE: October 22, 2010
Revised January 26, 2016
DRAFT: January 14, 2020

Workforce Development Division

DRAFT

F4 SELF SUFFICIENCY

Standards:

SEC. 134. USE OF FUNDS FOR EMPLOYMENT AND TRAINING ACTIVITIES.

(d) Permissible Local Employment and Training Activities-

(1) IN GENERAL-

(A) ACTIVITIES- Funds allocated to a local area for adults under paragraph (2)(A) or (3), as appropriate, of section 133(b), and funds allocated to the local area for dislocated workers under section 133(b)(2)(B), may be used to provide, through the one-stop delivery system involved (and through collaboration with the local board, for the purpose of the activities described in clauses (vii) and (ix))--

(x) activities to adjust the economic self-sufficiency standards referred to in subsection (a)(3)(A)(xii) for local factors, or activities to adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and substate geographical considerations;

Title 20: Employees' Benefits §680.140 (b) (6) Activities to adjust the economic self-sufficiency standards referred to in WIOA sec. 134(a)(3)(A)(xii) for local factors or activities to adopt, calculate or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and sub-State geographical considerations;

TCSG OWD 11.14.19-SWDB-Approved-PP 3.2.3 III. Self-Sufficiency Standards: Local areas are permitted to define self-sufficiency at a higher income level than the state minimum, as long as supporting documentation is provided. Living Wage Calculator - The living wage shown is the hourly rate that an individual must earn to support their family, if they are the sole provider and are working full-time (2080 hours per year). All values are per adult in a family unless otherwise noted. The living wage calculator estimates the living wage needed to support families of twelve different compositions: one adult families with up to three dependent children, two adult families where both adults are in the work force with up to three dependent children, and two adult families where one adult is not in the work force with up to three dependent children. The calculator includes estimates for single adult households, two adult households with one adult working, and two-adult households with two adults working. In two adult households with children and one adult working, the second adult is assumed to be providing child care. Working adults are assumed to be working full-time; work is assumed to be year-round, 40 hours per week for 52 weeks, per adult. The living wage is calculated at the county, metropolitan area, state, regional, and



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national level. Unless otherwise noted, geographic definitions are consistent with those published by the Office of Management and Budget. Reported national values are calculated as the average (mean) state living wage.

Local areas are encouraged to utilize the Living Wage Calculator at <http://livingwage.mit.edu/> to set local “lacks self-sufficiency” standards.

Policy:

Adults and dislocated workers who are employed may receive services to obtain or retain employment that leads to self-sufficiency.

Analysts and policy makers often compare income to the federal poverty threshold in order to determine an individual’s ability to live within a certain standard of living. However, poverty thresholds do not account for living costs beyond a very basic food budget. The federal poverty measure does not take into consideration costs like childcare and health care that not only draw from one’s income, but also are determining factors in one’s ability to work and to endure the potential hardships associated with balancing employment and other aspects of everyday life. Further, poverty thresholds do not account for geographic variation in the cost of essential household expenses. The living wage model is an alternative measure of basic needs. It is a market-based approach that draws upon geographically specific expenditure data related to a family’s likely minimum food, childcare, health insurance, housing, transportation, and other basic necessities (e.g. clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family’s basic needs while also maintaining self-sufficiency. The living wage model is a ‘step up’ from poverty as measured by the poverty thresholds but it is a small ‘step up’, one that accounts for only the basic needs of a family. The living wage model does not allow for what many consider the basic necessities enjoyed by many Americans. It does not budget funds for pre-prepared meals or those eaten in restaurants. It does not include money for entertainment nor does it does not allocate leisure time for unpaid vacations or holidays. Lastly, it does not provide a financial means for planning for the future through savings and investment or for the purchase of capital assets (e.g. provisions for retirement or home purchases). The living wage is the minimum income standard that, if met, draws a very fine line between the financial independence of the working poor and the need to seek out public assistance or suffer consistent and severe housing and food insecurity. In light of this fact, the living wage is perhaps better defined as a minimum subsistence wage for persons living in the United States.

Definition of “Self-Sufficiency”



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The living wage is defined as the wage needed to cover basic family expenses (basic needs budget) plus all relevant taxes. Values are reported in 2018 dollars. To convert values from annual to hourly, a work-year of 2,080 hours (40 hours per week for 52 weeks) per adult is assumed. The basic needs budget and living wage are calculated as follows:

Basic needs budget = Food cost + childcare cost + (insurance premiums + health care costs) + housing cost + transportation cost + other necessities cost

Living wage = Basic needs budget + (basic needs budget * tax rate)

Procedures:

When an employed registrant is unable to obtain or retain employment that leads to self-sufficiency through the Self-Directed and/or Staff-Assisted service levels and requires enrollment in the Training Service Level, documentation must be collected to prove the customer's per hour earned wages, including regular overtime, is at or below the living wage.

	1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)			
	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n
Living Wage	\$13. 31	\$2 4. 93	\$2 8.5 0	\$3 4.7 2	\$19. 98	\$2 3. 81	\$2 6.3 9	\$2 9.3 4	\$9.9 9	\$1 3. 61	\$1 5.5 9	\$1 7.7 6
Pov ert y Wa ge	\$5.8 4	\$7 .9 1	\$9. 99	\$1 2.0 7	\$7.9 1	\$9 .9 9	\$1 2.0 7	\$1 4.1 4	\$3.9 6	\$5 .0 0	\$6. 03	\$7. 07



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	1 ADULT				2 ADULTS (1 WORKING)				2 ADULTS (BOTH WORKING)			
	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n	0 C hild ren	1 C hi ld	2 C hil dre n	3 C hil dre n
Min im um Wa ge	\$7.2 5	\$7 .2 5	\$7. 25	\$7. 25	\$7.2 5	\$7 .2 5	\$7. 25	\$7. 25	\$7.2 5	\$7 .2 5	\$7. 25	\$7. 25

Acceptable Documentation

Collection of one (1) of the following documents is required to establish that an employed low-income or dislocated worker registrant's per hour earned wage, including regular overtime, is at or below the self-sufficiency threshold on the date of enrollment into Intensive Services.

1. A current paystub showing per hour earned wages
2. A letter from employer substantiating per hour earning

Departmental Sponsor:

Select Fulton Economic Development
 Workforce Development Division

Policy Review Date:

January 2020

References:

Workforce Innovation and Opportunity Act SEC.
 134. USE OF FUNDS FOR EMPLOYMENT AND
 TRAINING ACTIVITIES (d) (1) (A) (x)
 20 CFR §680.140 (b) (6)
 TCSG OWD 11.14.19-SWDB-Approved-PP
 3.2.3 III. Self-Sufficiency Standards
 Living Wage calculator <https://livingwage.mit.edu/>



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Responsible Parties:

Workforce Development Division Staff



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Compare Lower Living Standard Income Level with Living Wage

Program Years 2018 2019 Six Month Income Guidelines for WIOA Low Income Level Figures Effective 1June2019													
Family Size	Metrop olitan	Atlanta MSA	Nonme tropolit an	Living Wage Calculation for Fulton County		Six month living	Living Wage Calculation for Fulton County, Georgia		Six month living	Living Wage Calculation for Fulton County, Georgia		Six month living	
1	\$6,245	\$6,245	\$6,245	1 ADULT	0 Children	\$13,842							
2	8,455	8,455	8,455	1 ADULT	1 Child	\$25,927	2 ADULTS (1 WORKING)	0 Children	\$20,779	2 ADULTS (BOTH WORKING)	0 Children	\$10,390	
3	10,846	10,665	10,665	1 ADULT	2 Children	\$29,640	2 ADULTS (1 WORKING)	1 Child	\$24,762	2 ADULTS (BOTH WORKING)	1 Child	\$14,154	
4	13,390	12,941	13,043	1 ADULT	3 Children	\$36,109	2 ADULTS (1 WORKING)	2 Children	\$27,446	2 ADULTS (BOTH WORKING)	2 Children	\$16,214	
5	15,803	15,272	15,392				2 ADULTS (1 WORKING)	3 Children	\$30,514	2 ADULTS (BOTH WORKING)	3 Children	\$18,470	
6	18,482	17,860	18,001										
7	21,161	20,447	20,609										
8	23,840	23,035	23,218										
For each over 8 Add:	2,679	2,588	2,609										

Funding	Program Year	Award	Expended	% Expended	*Obligated	** Projected Balance	% Remaining
ADMINISTRATION							
Ending June 2020	PY 2018	\$ 316,521.00	\$ 311,970.04	99%	\$ -	\$ 4,550.96	1%
Ending June 2021	PY 2019	\$ 324,694.00	\$ 58,602.34	18%	\$ 13,939.13	\$ 266,091.66	82%
TOTAL		\$ 641,215.00	\$ 370,572.38		\$ 13,939.13	\$ 270,642.62	
ADULT							
Ending June 2020	PY 2018	\$ 1,326,927.00	\$ 645,458.30	49%	\$ 681,468.70	\$ 681,468.70	51%
Ending June 2021	PY 2019	\$ 672,175.00	\$ 216.15	0%	\$ -	\$ 671,958.85	100%
TOTAL		\$ 1,999,102.00	\$ 645,674.45		\$ 681,468.70	\$ 1,353,427.55	
DISLOCATED WORKER							
Ending June 2020	PY 2018	\$ 739,224.00	\$ 343,290.45	46%	\$ 395,933.55	\$ 395,933.55	54%
Ending June 2021	PY 2019	\$ 1,540,209.00	\$ 116.39	0%	\$ -	\$ 1,540,092.61	100%
TOTAL		\$ 2,279,433.00	\$ 343,406.84		\$ 395,933.55	\$ 1,936,026.16	
YOUTH							
Ending June 2020	PY 2018	\$ 782,538.00	\$ 423,733.43	54%	\$ 358,804.57	\$ 358,804.57	46%
Ending June 2021	PY 2019	\$ 709,873.00	\$ -	0%	\$ -	\$ 709,873.00	100%
TOTAL		\$ 1,492,411.00	\$ 423,733.43		\$ 358,804.57	\$ 1,068,677.57	
AWARD TOTAL		\$ 6,412,161.00	\$ 1,783,387.10	28%	\$ 1,450,145.95	4,628,773.90	72%

On Track for 6/30/2020 Balance for Travel, Catering, and Professional membership

On Track for 6/30/2020 \$101,816 increase needed in Contract - ResCare

\$101,816 Request Transfer to Adult based on projections

On Track for 6/30/2020

*Obligations are a minimum of 80% requirement criteria for Adult, DW, and Youth contractual commitment and pending operating invoices for payment. (80% does not apply to Administration total)

PY18 Obligations	Amount	Expensed	Pending Payments	Contract Balance	Projected Increase to Adult ResCare Contract	FY 19 DW Transfer to Adult (14%)	FY 20 DW Transfer to Adult (60%)
ResCare	\$ 2,300,000.00	\$ 981,574.06	\$ 132,884.97	\$ 1,185,540.97	101,816.00	101,816.00	763,187
In The Door, LLC.	\$ 103,126.00	\$ 33,607.27	\$ 3,093.48	\$ 66,425.25			
Norred Security	\$ 15,000.00	\$ 7,493.72	\$ 2,882.40	\$ 4,623.88			
Atlanta Regional Commission	\$ 12,000.00	\$ -	\$ 6,000.00	\$ 6,000.00			
Operating Invoice Payments Due	\$ 1,939.13	\$ -	\$ 1,939.13	\$ 1,939.13			
Total Contract Obligations	\$ 2,432,065.13	\$ 1,022,675.05	\$ 146,799.98	\$ 1,262,590.10	\$ 101,816.00	\$ 101,816.00	1,271,978.61

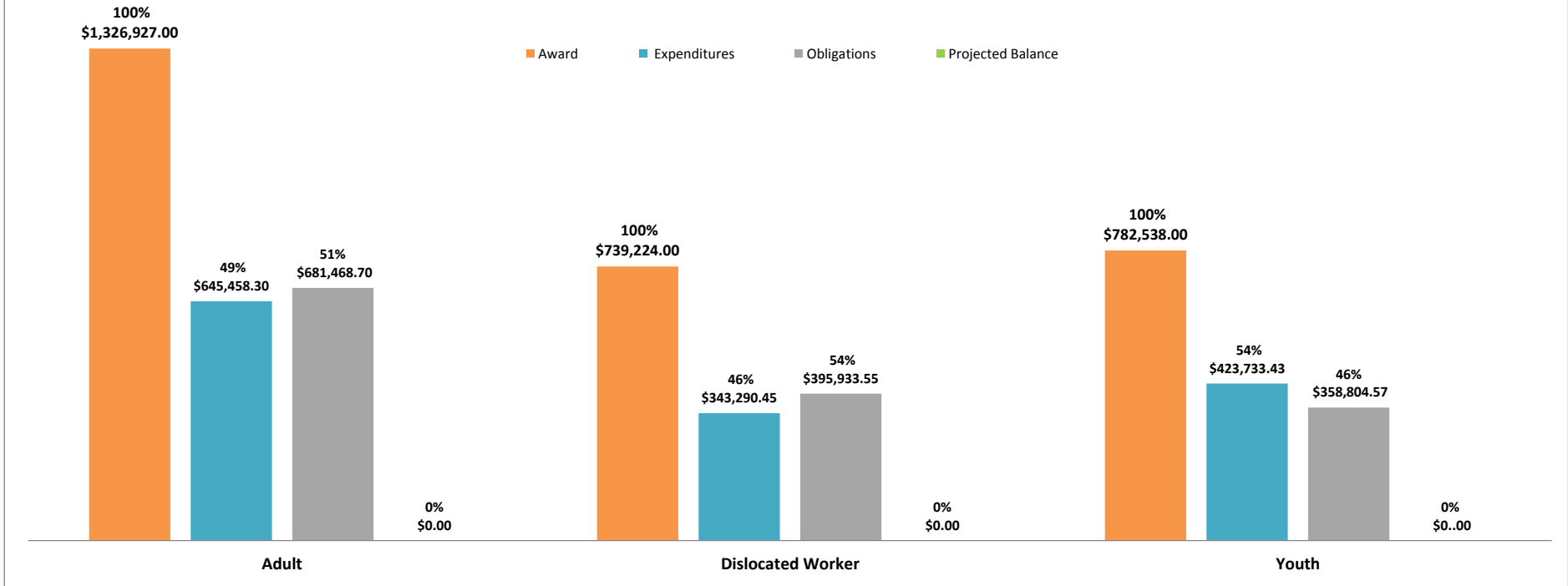
**Projected Balance includes YTD contract obligations plus operating remaining balance.

PY 2018 Grant Expenditure Projections

July 1, 2018 - June 30, 2020

100% of Award must be spent by June 30, 2020

Qtr. 2 Period Ending, December 31, 2019



Funds	Award	Expended	% Expended	Obligated	% Obligated	Projected Balance	% Projected Remaining
Administration	316,521.00	311,970.04	99%	-	0%	\$ 4,550.96	1%
	Award	Expenditures	% Expended	Obligations	% Obligated	Projected Balance	% Remaining
Adult	\$ 1,326,927.00	\$ 645,458.30	49%	\$ 681,468.70	51%	\$ -	0%
Dislocated Worker	\$ 739,224.00	\$ 343,290.45	46%	\$ 395,933.55	54%	\$ -	0%
Youth	\$ 782,538.00	\$ 423,733.43	54%	\$ 358,804.57	46%	\$ -	0%
Total PY 2018	\$ 3,165,210.00	\$ 1,724,452.22	54%	\$ 1,436,206.82	45%	\$ 4,550.96	0%

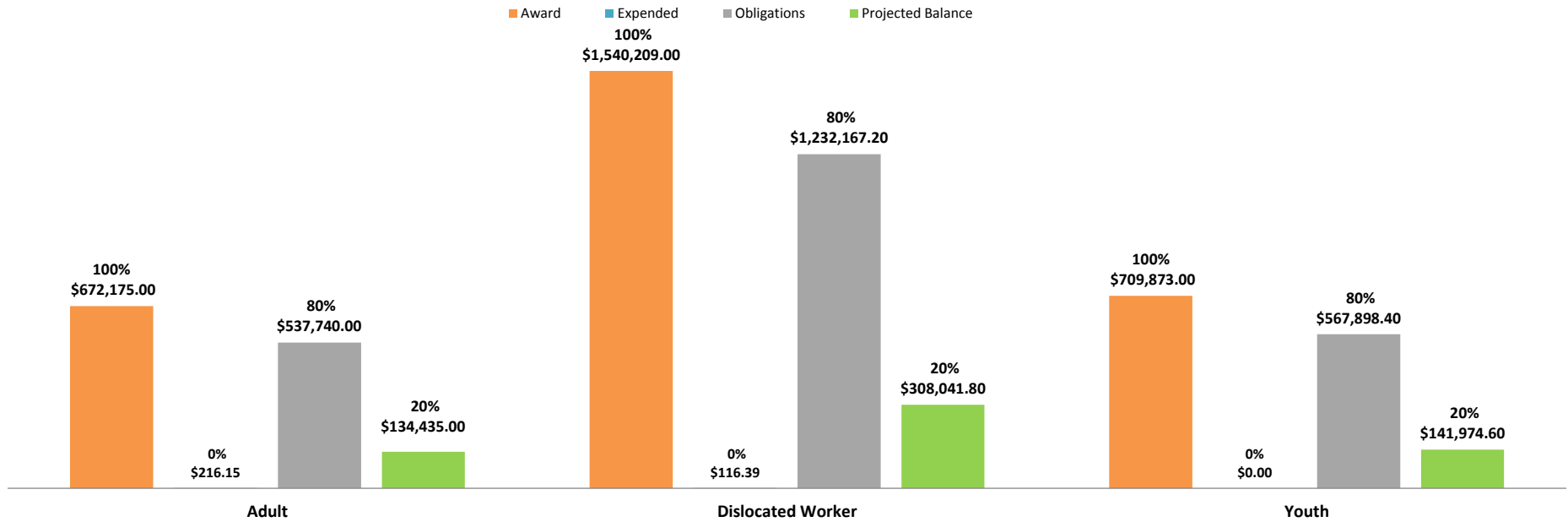
**Projected Balance is the amount remaining for operating expenses YTD.

PY 2019 Grant Expenditures Projections

July 1, 2019 - June 30, 2021

80% of Award must be obligated by June 30, 2021

Qtr. 2 Period Ending, December 31, 2019



Fund	Award	Expended	% Expended	*Projected Obligation	% Projected Obligation	**Projected Balance	% Projected Remaining
Administration	324,694.00	\$ 58,602.34	18%	163,684.13	50%	\$ 102,407.53	32%
Program	Award	Expended	% Expended	Obligations	% Projected Commitment	Projected Balance	% Projected
Adult	\$ 672,175.00	\$ 216.15	0%	\$ 537,740.00	80%	\$ 134,435.00	20%
Dislocated Worker	\$ 1,540,209.00	\$ 116.39	0%	\$ 1,232,167.20	80%	\$ 308,041.80	20%
Youth	\$ 709,873.00	\$ -	0%	\$ 567,898.40	80%	\$ 141,974.60	20%
Subtotal	\$ 2,922,257.00	\$ 332.54	0%	\$ 2,337,805.60	80%	\$ 584,451.40	20%
Total PY 2019	\$ 3,246,951.00	\$ 58,934.88	2%	\$ 2,501,489.73	77%	\$ 686,858.93	21%

*Projected obligation totals includes the 80% contract obligation estimates by June 30, 2020.

**Projected Balance is the amount remaining for operating expenses YTD.