



Georgia Department of Economic Development, Workforce Division
State Workforce Development Board
The King and Prince
St. Simons Island, Georgia
February 9, 2017

Meeting Minutes

Group Members and Attendance

Attendance	Member	Attendance	Member	Attendance	Member
✓	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
✓	Pat Wilson		Brenda Haught	✓	Sean Casey
✓	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
Virtual	Melvin Davis	✓	Chuck Little	✓	Mark Wilson
	Nathan Deal	✓	Joseph Marks		

Guest Speakers

Scott McQuade, President & CEO, Golden Isles Visitors & Convention Bureau

Welcome and Opening Remarks

Chairman Wendell Dallas welcomed the State Workforce Development Board (SWDB) and guests to the February 9, 2017 meeting at The King and Prince.

New Business

Chairman Dallas announced Workforce Development staff changes to the SWDB. William Atkinson has been hired as a Program Specialist. Harrison Payne has been hired as the HDCI Specialist. Mellie Corrigan has been hired as a Compliance Specialist. Parrish Walton has been hired as a Content Specialist in partnership with Georgia Public Broadcasting. Operation: Workforce Program Manager Margaret Miller has left WFD to pursue a new opportunity.



Programs Director Kristin Laarhoven has accepted a new position with the Georgia Department of Labor coordinating WIOA activities. Communications Specialist Shemeeka Johnson has been promoted to Senior Communications Specialist. Rapid Response Director Brett Lacy will be assuming the role of Programs Director. Rapid Response Coordinator Jackie Griffin has been promoted to Rapid Response Director.

Adopt Agenda

Chairman Dallas presented the proposed meeting agenda to the Board. Doug Duncan proposed that the State Workforce Development Board approve the meeting agenda and Joe Marks 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 November 17, 2016 SWDB meeting minutes. Ann Cramer proposed that the Board approve the meeting minutes and Mel Stowers 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. The Committee met on November 9th. Mr. Jordan briefly discussed the current HDCI Industry Task Forces – Information Technology, Logistics and Film and later announced the development of two new task forces in Aerospace and Construction. Mr. Jordan also discussed the HDCI \$250,000 Sector Partnership grants which will assist the regions in capacity building, strategic investments in the infrastructure of communication and collaboration between the public and private sectors. The grants will be awarded in late April/early May. Justin Haight presented on the Georgia WorkSmart program. Mr. Haight announced the release of two technical assistance documents. These technical assistance documents provide additional guidance on how Registered Apprenticeship can be implemented within the Workforce System. Mr. Haight and the Georgia WorkSmart Team attended a second Metro-YouthBuild seminar (hosted by Federal YouthBuild partners) to assist in developing ways in which YouthBuild can implement Registered Apprenticeship within their programmatic process. Mark Lee provided updates to the Georgia Skilled Trade Initiative. Effective immediately, Go Build Georgia will temporarily be referred to as the Georgia Skilled Trade Initiative. The Georgia Skilled Trade Initiative is currently working with Blue Sky, a leading marketing agency, to develop a new name, tagline and logo for the initiative. The new brand name will be launched at the State Workforce Development Board member on Thursday, February 9, 2017. Darrien Moore, Local Workforce Development Area 6 - WorkSource Fulton, provided a presentation about the Work Experience program in their area. As well as the announcement of the 1st Annual “Industry Expo for Young Adults”. The expo will target youth ages 16-24 years old and will take place at AmericasMart Atlanta Convention Center on Tuesday, April 4th.

There were no questions asked.



- **Re-Employment Services Committee:** Mel Stowers presented the Re-Employment Committee update. Mr. Stowers explained that the committee heard a presentation from Terrilyn Hannah from WorkSource Macon-Bibb about their Sector Partnership National Emergency Grant Spotlight. The grant goes towards connecting WIOA participants with companies specializing in manufacturing. So far, the program has placed 92 participants with manufacturing employers or placed them in training programs with manufacturing employers. Brett Lacy discussed the Business Services Evaluation that has been distributed to Local Areas. This survey is a way for WFD to get a baseline understanding of where the local areas are, what is needed, and how they can grow.

Mr. Stowers introduced Manoa Daniel to provide information on the Out-of-State Training Providers Policy. Ms. Daniel described the addition of the Out-of-State Training Providers Policy. This new section to the State Policies & Procedures was added to address out-of-state training providers who are not on the Eligible Training Providers List. This policy outlines the provisions that out-of-state training providers must meet in order for WIOA students to be able to access this training. Local Workforce Development Boards review and approve out-of-state training providers who meet all of the outlined requirements and who meet the needs of the local area. The local areas then enter the provider information into the Georgia Work Ready Online Participant Portal for state approval.

Doug Duncan asked if the proposed policy aligned with other states in the area, example SC. Manoa Daniel answered that is correct. Mel Stowers provided an example from the Chattanooga, Tennessee.

Doug Duncan made a motion to recommend the State Workforce Development Board vote to approve the Out-of-State ETPL policy. Ann Cramer seconded the motion.

(Attachment 1: 4.4 Out-Of-State Training Providers)

- **LWDA Guidance Committee:** Ames Barnett introduced Joe Marks to provide the update. Joe Marks provided an update on the WIOA Service Delivery Guidance policy. Mr. Marks explained as a component of WIOA implementation, the LWDA's must draft and finalize memorandums of understanding (MOUs) which will govern the local delivery of the services authorized under WIOA. To ensure local MOUs meet federal criteria and state criteria, the State Workforce Development Board is required to issue guidance to assist local MOU development. To satisfy those requirements and continue to assist our local partners, the WIOA Local Service Delivery Guidelines have been created for the board's review and approval.

The WIOA Local Service Delivery Guidelines were created through a collaborative effort between WFD, Georgia Department of Labor, Technical College System of Georgia, and Georgia Vocational Rehabilitation Agency and with consultation from the LWDA's. The Guidelines address key components of MOU development such as infrastructure funding, other shared costs funding, and required MOU provisions. Additionally, the guidelines provide primary points of contact and a negotiation schedule which will enable local MOU negotiations meetings to be as beneficial as possible to all concerned parties.



Mr. Marks requested that the board vote to approve the adoption and promulgation of these guidelines which will aid and support the continued implementation of WIOA at the local level.

No questions were asked.

Joe Marks made a motion to recommend the State Workforce Development Board vote to approve the WIOA Service Delivery Guidance policy. Brian Anderson seconded the motion.

(Attachment 2: WIOA Service Delivery Guidance)

- **Executive Committee:** Chairman Wendell Dallas introduced Kate Russell to provide the update on the FSR Monthly Reporting. Ms. Russell explained the FSRs are due to WFD monthly. Starting in the current fiscal year, the FSRs that represent the month that ends a quarter, WFD is required to utilize that data to populate federal financial reports on WIOA spending. Since WFD is now being asked to directly submit and certify the accuracy of local financial reporting, WFD is introducing new backup documentation requirements for the FSRs that represents months that end quarters. LWDA's are now required to submit information from their financial systems (trial balance, budget reports, etc.) that substantiate and support the financial data that they submit on the FSR.

Doug Duncan asked if the Local Areas were involved in the agreement. Kate Russell responded that the Local Areas were provided with the information prior to the rollout of the new policy and also offered additional technical assistance and one-on-one.

Brian Anderson motioned to recommend the State Workforce Development Board vote to approve the updates the FSR Monthly Reporting. Ann Cramer seconded the motion.

(Attachment 3: 2.2.13 Expenditure Reporting to WFD)

Deputy Commissioner's Report

Deputy Commissioner Ben Hames thanked everyone for their attendance. Deputy Commissioner Hames briefly provided a brief overview of the WIOA Implementation process. He highlighted on the focus of enhanced service delivery, comprehensive one-stop, supporting industry needs, and capacity building for regional success. The WIOA Implementation timeline has been an ongoing process with the completion of Local Area Designations and Local Board Certifications and the continued work on the branding implementation, one-stop certification, local plans submission and infrastructure cost negotiations. Deputy Commissioner Hames informed the SWDB that the next WIOA Convening will be held on July 19-20, 2017 in Metro Atlanta.



He commented on the work currently taking place within the Rapid Response team. There has been communication provided to the local areas affected by Hurricane Matthew with the understanding of support from WFD and an assurance that the state will provide to assistance if needed.

Deputy Commissioner Hames also informed the board of the progress on the HDCI Sector Partnership Grants. HDCI Sector Partnership Grant will award a total of \$3MM to the LWDA's. The deadline has been extended to March 31, 2017 for grant submissions. The link to receive additional information and apply is Georgia.org/HDCISectorPartnerships. The Georgia WorkSmart program was also discussed, informing the board of the American Apprenticeship Initiative (AAI) national meeting held in Washington, D.C. as well as the Georgia Tech Manufacturing Institute (GTMI) student internship program. Justin Haight, WorkSmart Program Manager, will provide additional information about the program. The website for additional details is Georgia.org/WorkSmart.

Deputy Commissioner Hames also informed the board of the annual monitoring progress. At the time of the meeting there were 5 local areas left on the monitoring schedule and the on-site visits for the previous program year will end in February. He closed his report by providing the board with the website of the new SWDB profile page on [Georgia.org: http://www.georgia.org/competitive-advantages/workforce-division/about-office/state-workforce-development-board/](http://www.georgia.org/competitive-advantages/workforce-division/about-office/state-workforce-development-board/).

No questions were asked.

Georgia WorkSmart Update

Justin Haight, Georgia WorkSmart Program Manager, provided an update on the Georgia WorkSmart program. Mr. Haight began his presentation by explaining the definition of a registered apprenticeship, explaining the five core components: Employer Involvement, Structured On-The-Job Learning, Related Training and Instruction, Rewards for Skill Gains and National Occupational Credential. Mr. Haight also explained the benefits of registered apprenticeships from the perspective of the apprentices, educational institutions, and businesses and stakeholders.

He announced the release of two technical assistance resources. Training and Employment Guidance Letters (TEGL) 13-16: Guidance of Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA) and the Training and Employment Notice (TEN) 31-16: Framework on Registered Apprenticeship for High School Students. WorkSmart has distributed this guidance to all local offices and all relevant apprenticeship partners in an effort to better train and educate on the subject of Registered Apprenticeship within the Workforce System.

https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=9125

https://wdr.doleta.gov/directives/corr_doc.cfm?docn=4799

Mr. Haight also announced the sponsor signing ceremony which was held on November 15-16, 2016. As of February 9, 2017, there were 6,515 current number of Apprentices, 948 new apprentices FY to date, and 162 active programs.

In response to an overwhelming amount of questions and comments, Chairman Wendell Dallas requested a copy of Mr. Haight's Georgia WorkSmart Program presentation be sent to the State Workforce Development Board.



Budget Update

Kate Russell, Grants Administrator, provided SWDB members with the workforce operating budget update. Ms. Russell began by discussing three highlighted areas:

1. Strategic Programming Grants – Awarded in a couple of different programming areas around the state to provide additional attention and work with the local areas to identify best practices. The first round of capacity building grants are starting to wrap up now. WFD will be following up with those areas to find out more details on the progress.
2. LWDA 18 Adult Education Project – This project is the result of a pilot program that was started two years ago which helped older adults to obtain their GED, job search and career services. The grant has gone fantastic and LWDA 18 will provide additional information later in the meeting.
3. Performance Incentives – Were provided in PY 13 to Local areas that have exceeded and performed above performance goals. The incentives are beginning to end and WFD will begin gathering information from the local areas on best practices, information gained and lessons learned.

The Additional USDOL Discretionary Awards sheet provides a financial breakdown on the following awarded grants: WIOA Transition (the remaining amount will be used to launch the upcoming Summer Convening), Disability Employment Initiative implemented in the Athens and Augusta area (will use Georgia Tech’s Tools for Life program), Sector Partnership NEG (strong partnerships have been developed with some Advance manufacturing Plants in the Warner Robins area), and the American Apprenticeship (although the spent level is low right now, WFD has learned that most of the students are provided with various other financial resources and are not in as much need as initially planned so WFD will begin to brainstorm other ways the funds can be used).

USDOL Estimated Funding Level for PY17-FY18 document: This is the projected amount USDOL will give the state for the upcoming Fiscal Year. The projected amount will be a 10% decrease from the previous FY. Steven Wilson and the data team are evaluating the projected funding and working to figure out how it will affect the local areas funding disbursement. WFD will continue to evaluate the information to gauge if any changes need to be made.

Chairman Wendell Dallas asked why the amount was decreased. Kate Russell explained that due to the improvement to the economy, the state of Georgia does not require as much funding at this time.

No additional questions were asked.

Georgia Skilled Trade Initiative Presentation

Shemeeka Johnson, Senior Communication Specialist, provided an update on the rebranding of the Go Build Georgia program. Ms. Johnson elaborated on the success of the former brand and the transition from Go Build Georgia to Georgia Skilled Trade Initiative (GSTI). Working with The Blue Sky Agency, a stakeholder audit was assessed focused on strengths, weaknesses, opportunities, and threats. It was agreed that the new name and tagline will be, “Trade Five, Skills for Higher Earning”. The logo development concentrated on the following creative filters: 1. Differentiate from Go Build franchise, 2. Encourage a sense of credibility, trust and authority, 3. Convey youth, energy, and innovation, and



4. Reignite interest in Georgia’s skilled-trade industries. The Trade Five logo was presented to the SWDB with rave reviews. The next steps in the GSTI re-branding project are to distribute Trade Five branding material to partners, develop the Trade Five website, launch an event for the announcement of Trade Five and create a social media, media advisory, communications plan.

Points of contact for the Trade Five program is Matt Colvin (State Initiatives Director), Mark Lee (Trade Five Program Manager), Susanne Wallace (Trade Five Foundation President) and Dr. Karen Curtis (Trade Five Program Specialist).

WorkSource Southern Georgia – (LWDA 18) Spotlight Presentation

Chairman Wendell Dallas introduced Director Roberta Lovett of WorkSource Southern Georgia (LWDA 18). Director Lovett presented on the great work that LWDA 18 has been able to accomplish within the fields of Business Services, the Literacy to Work program, and the 8-Week GED Focus program, outlining the performance goals and measurements.

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: Workforce Innovation and Opportunity Act: Local Service Delivery Guidelines

Attachment 2: 4.4 Out-Of-State Training Providers

Attachment 3: 2.2.13 Expenditure Reporting to WFD