

**FULTON WORKFORCE DEVELOPMENT BOARD MEETING
SANDY SPRINGS PERFORMING ARTS CENTER
1 GALAMBOS WAY, SANDY SPRINGS, GA 30328
NOVEMBER 21, 2019 – 9:00 A.M.**

AGENDA

- I. CALL TO ORDER** Alexis Leonard
- II. ROLL CALL** Alexis Leonard
- III. PUBLIC ACCESS** Citizen Comments
- IV. REGULAR AGENDA**
- **ACTION ITEM: Approve Agenda**
 - **ACTION ITEM: Adopt Previous LWDB Minutes – 8/15/2019**
- V. COMMITTEE REPORTS**
- PERFORMANCE & ACCOUNTABILITY** Stephanie Rooks
- **One-Stop Certification Criteria**
- YOUTH** Yulonda Darden-Beauford
- FINANCE** Brent Reid
- EXECUTIVE** Andy Macke
- **ACTION ITEM: Bylaw Amendment – Strategy Committee**
 - **ACTION ITEM: 2020 Meeting Dates**
- VI. DIRECTOR'S REPORT** Brett Lacy
- **New LWDB Member Training**
 - **2020 LWDB Retreat**
 - **LWDB Calendar**

- Committee Assignments
- Program Presentations

VII. CHAIRPERSON'S REPORT

Andy Macke

- Fulton LWDB Scorecard
- Committee Goals
- LWDB Engagement

VIII. PROGRAM PRESENTATIONS

ResCare

IX. CLOSING REMARKS AND ADJOURNMENT

OPTIONAL TOUR TO BEGIN UPON CONCLUSION OF AGENDA: Place Making with the Performing Arts Center

AGENDA IS SUBJECT TO CHANGE

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

MEETING TITLE: Fulton County Workforce Development Board Meeting
MEETING DATE: Thursday, August 15, 2019 **MEETING TIME:** 9:30 A.M.
LOCATION: City of Refuge; 1300 Joseph E. Boone Blvd, Atlanta, GA 30314
MEETING SCRIBE: Alexis Leonard **EMAIL:** alexis.leonard@fultoncountyga.gov

BOARD MEMBERS ATTENDANCE:

Bell, Mike: Present	Norman, Elizabeth: Present	Thompson, Dr. Lanze: Present
Boatright, Kali: Proxy- Goodman, Mark	Reid, Brent: Present	Tucker, Deon: Present
Collins, Jim: Present	Rooks, Stephanie: Present	Tuggle, Anthony: Present
Cook, Tom: Present	Ruder, Alex: Present	Washington, Regynald: Excused
Darden Beauford, Yulonda: Present	Scott, Elizabeth: Proxy- Laura Gomez	Absence
Gluckman, Neil: Excused Absence	Schofield, Kim: Present	Wences, Juan: Present
Lindgren, Virginia: Present	Seems, David: Present	Williams, Aimee: Absent
Macke, Andy: Present	Stepakoff, Jeff: Proxy- Kate McArdle	
Nickerson, Amelia: Present	Stokes, Fabiola Charles: Present	

1. Call to Order

Meeting called to order by A. Macke at 9:43 A.M.

2. Roll Call:

Roll call by A. Leonard, LWDB Board Liaison. Presence of quorum met.

3. Opening and Introductions

CLEO R. Pitts, Chairperson of the Fulton County Board of Commissioners and LWDB CLEO, welcomed all attendees. The following new LWDB board members have been inducted: T. Cook, S. Dover, V. Lindgren, K. Schofield, F. Charles Stokes, A. Ruder, Dr. L. Thompson, R. Washington, and J. Wences. The following LWDB board members have been removed from the board: L. Price, P. Herrington, R. McNair, and L. Williams. CLEO R. Pitts presented service awards for the board members whose terms have ended.

4. Public Comment

No Public comments

5. Regular Agenda

I. Election of LDWB Chairperson

CLEO R. Pitts nominates A. Macke for the position of LWDB Chairperson. CLEO R. Pitts requested a motion to accept A. Macke as the new Fulton County Workforce Development Board Chairperson

Motioned: S. Dover

Seconded: A. Nickerson

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for the election of the LWDB Chairperson by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the election of A. Macke as LWDB Chairperson.

II. Election of LDWB Vice-Chairperson

CLEO R. Pitts nominates S. Dover for the position of LWDB Vice-Chairperson. CLEO R. Pitts requested a motion to accept S. Dover as the new Fulton County Workforce Development Board Vice-Chairperson

Motioned: A. Macke

Seconded: A. Nickerson

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for the election of the LWDB Vice-Chairperson by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the election of S. Dover as LWDB Vice-Chairperson.

III. Regular Agenda:

Chairperson Macke requested a motion to accept the regular agenda.

Motioned: A. Nickerson

Seconded: D. Tucker

Required Action: N/A

Motion Acceptance/Declination: The motion was accepted for the adoption of the agenda as is by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the regular agenda as presented.

IV. Adoption of May 16, 2019 LWDB Meeting Minutes:

Chairperson Macke requested a motion to accept May 16, 2019 LWDB Meeting Minutes as presented.

Required Action: N/A

Motioned: A. Nickerson

Seconded: T. Cook

Motion Acceptance/Declination: The motion was approved for the adoption of meeting minutes with the requested amendment by a majority vote of the LWDB Members. All in favor. No oppositions. No abstentions. The motion carried accepting the May 16, 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, was excused. A. Nickerson provided the committee report. Four policies were reviewed by the P&A Committee. The policies were made based on recommendations from the state based on a review of practices. After careful analysis, each policy was presented to the full LWDB for final approval. A copy of each policy was provided to LWDB members for review.

Secondary Review Procedures Policy

The revised procedure adds the imperative that the WorkSource Fulton staff will ensure that the sub-recipient has conducted the review of supportive service payments by matching payments to accounting journals and the case management system.

Data Validations and Documentation Policy

Georgia receives WIOA funding from the USDOL ETA based on achieving negotiated performance. ETA's expects that work is done in a timely manner and correctly reported on a quarterly basis. WorkSource Fulton staff will review these functions of the sub-recipient to determine that deadlines and documentation requirements are met.

File Control Policy

The File Control policy implements tracking the custody of a file. This is the component of a records management system that ensures records can be located when needed.

TABE 11 and 12 Implementation Policy

OWD requires that Local Workforce Development Areas (LWDA) update TABE 9 & 10 to TABE 11 & 12 in accordance, with the guidelines in Workforce Implementation Guidance (WIG) Letter PS-18-003, TABE 11 & 12 IMPLEMENTATION, when enrolling participants into TCSG Adult Education services.

Chairperson Macke requested a motion to accept the Secondary Review Procedures Policy, Data Validation and Documentation Policy, Case File Control Policy, and TABE 11 & 12 Implementation Policy as presented.

Required Action: No further action required

Motioned: J. Collins **Seconded:** Dr. L. Thompson

The motion was approved to accept the Sub Recipient Monitoring Policy by a unanimous vote of the LWDB members. All in favor. No oppositions. No abstentions. The motion carried accepting the Secondary Review Procedures Policy, Secondary Review Procedures Policy, File Control Policy, and the TABE 11 and 12 Implementation Policy.

Youth Standing Committee

Y. Darden- Beauford, Chairperson of Youth Standing Committee, provided the report. The committee was not able to convene physically but connected via conference call on August 1st. This was the first time the committee had met since 2017, due to various transitions. As discussed at the previous board meeting, each committee was to articulate a mission statement and elect a vice-chair. The committee determined its mission and preliminary goals for the fiscal year. The mission of the Youth Standing Committee is to strategically plan, support and develop comprehensive youth initiatives for Fulton County Youth. The Committee is still finalizing their goals and youth projects. The first goal will focus on educating youth and providing them with career training and exploration, to lead to employment and a livable wage for self-sufficiency. Another goal will focus on marketing resources and providing awareness to the youth.

Initially, the committee will meet monthly on the first Wednesday at 10:00 am. The meeting locations will change until the Adamsville location construction is completed. The next meeting is scheduled for September 4th, 10:00 am at Atlanta Technical College, Dennard Conference Center, Building B. Board members with an interest to serve on the committee or have referrals for the committee were asked to contact Y. Darden Beauford or Michelle Vialet, WorkSource Fulton Program Manager.

7. Financial Report

Chairperson Macke presented the financial report on behalf of the finance committee. The Finance Committee met to review and review two major items: A funds transfer and the PY 19 Budget. A copy of each was provided to LWDB members for review.

Funds Transfers: Dislocated Worker to Adult

The number of Adult clients continues to rise as the number of Dislocated Worker clients are still stagnant due to lower unemployment rates. It is requested that of \$617,568 from the FY18 Dislocated Worker grant is transferred to serve Adult clients. The Funds Transfers: Dislocated Worker to Adults is submitted as presented for approval. Chairperson Macke requested a motion to accept Funds Transfers: Dislocated Worker to Adult.

Required Action: No further action required

Motioned: A. Nickerson **Seconded:** Y. Darden Beauford

Motion Acceptance/Declination: The motion was approved to accept the Funds Transfer: Dislocated Worker to Adults by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carriers accepting the Funds Transfer: Dislocated Worker to Adults.

PY 19 Budget Adoption

B. Lacy provided the presentation of the PY 19 Budget. Each year, W.I.O.A. grant funds are received from Congress through the State, and the state distributes the funds. Two years to spend each years' allotment. Within the first year, 80% of funds must be obligated. By the end of the second year, all of the funds must be spent or it will be returned back to the state. The funds are issued in three program buckets: Adult, Dislocated Worker, and Youth. 90% of funds got to serving participants of the three programs. 10% goes to managing the programs.

This budget is an overall outline, but there are a few items that are new to the budget. Jobs EQ, a software that provides labor market information, is an asset that will enable the team to better guide clients by identifying what fields and sectors jobs are in high demand. The cost is \$8000. An investment of up to \$1000 per staff person for professional development is being requested. The professional development opportunities will allow staff to gain access to resources, providing insight that will improve service delivery. Up to \$100,000 is requested to obtain services of a management consulting company to evaluate risk mitigation as well as developing a process for partnership with outside entities. In conjunction with the other regional coordination efforts, the regional outreach campaign, *At/Works*, will

market WorkSource of the five Metro Atlanta Areas, including Fulton. Up to \$60,000 is requested to contribute to the efforts. The board will have another opportunity to review and approve large expenditures and contracts prior to funds being spent.

Chairperson Macke requested a motion to accept the PY 19 Budget as presented.

Required Action: No further action required

Motioned: D. Seems **Seconded:** K. Schofield

Motion Acceptance/Declination: The motion was approved to accept the Funds Transfer: Dislocated Worker to Adults by a unanimous vote of the board members. All in favor. No oppositions. No abstentions. The motion carriers accepting the PY 19 Budget.

8. Director's Report

B. Lacy provided the Director's Report. Key Performance Indicators (K.P.I.s) outcomes are delayed for Q4 due to year-end closeout. Additionally, new funds were awarded July, but no obligations have been input as of yet.

Opportunity Atlanta Youth Job and Resource Fair was a success. Over 50 employers were in attendance, with 1200+ openings, 380+ being On-the-Spot hiring opportunities. In addition to employment opportunities, workshops such as resume writing and interview skills were made available to the youth. There are three training/ conference opportunities available this fall. SETA Fall Conference – September 8-11th, Savannah, WorkSource Georgia Academy – November 12-14, Jekyll Island, and the State Workforce Development Board – November 14, Jekyll Island. Some staff may be in attendance.

The renovations of the administrative offices at Adamsville have made good progress. Expected Completion is the week of September 9th. Once completed, all of the WorkSource Fulton team will be housed together. The One- Stop will be moving from the North Fulton Location. Upon completion, the One-Stop partners will be co-located in the South Fulton Annex with ResCare as that is where most of our customers are services. Renovations will begin soon.

As discussed at the previous LWDB Meeting, the PY17 Monitoring resulted in eight findings. Three will be considered resolved with the submission of the LWDB Minutes. One will be resolved upon the completion of the One-Stop move.

9. ResCare Presentation

L. Bates, ResCare Project Director, provided a brief report highlighting ResCare Workforce Service from July 1st - August 16th. Adult/ DW Customer provided a testimonial on the services.

10. Chairperson Report

Chairperson Macke provided the Chairperson's Report. CLEO R. Pitts has done some of the heavy lifting in recruiting a diverse board, including members that have already worked in the area of Workforce Development. In conjunction with the staff, the talent is available to make the WorkSource Fulton board a success. The full board will meet quarterly, but the major work is done on the committee level. Each committee is responsible for specific missions. Board members are required to participate in at least one committee. The information has been provided on the committees, the opportunity is available to ask any questions to determine best fit.

11. Adjournment

Meeting adjourned by Chairperson Macke at 10:46 A.M.



One-Stop Operator Fulton County – Atala James

Annual Report

Program Year 2018 - 2019



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Executive Summary

If you want to go far, go together. Fulton County has fully embraced that concept during this full implementation year of the Workforce Innovation and Opportunity Act (WIOA), and the dividends are evidenced throughout this report. WorkSource Fulton One-Stop Operator performance standards were met in all programs and were exceeded. At the county level we pursued areas of innovative projects and expanded collaborations with local partners. WorkSource Fulton, issued its vision for the coming years through the WIOA to expand services by acquiring a mobile unit and launched a Job Seeker Services Alignment Initiative inclusive of all partners outlined in federal law. None of these accomplishments would be possible without close collaboration and coordination between the local workforce development and local workforce areas, and local partners. The PY18 Annual Report highlight overall trends in talent pipeline and how policies, such as WIOA, are being put into practice to develop Fulton County's talent to meet the demands of businesses Together, statewide programs and local workforce areas are positively impacting the lives of our customers and contributing to the growth of Fulton County's economy.

Partner's Presence

Throughout PY18, the Georgia Department of Labor (GDOL) partner presence sent staff daily during One-Stop business hours of 8:30am – 5pm, except during any official office closing or approved leave which includes holidays, training days and staff meetings.

GDOL provided backup electronic access during any approved leave. The two representatives assigned to the North Fulton One-Stop give backup to the other.

- Two GDOL Staff members shares the time on a monthly basis, the first half of the month is covered by a staff in-person, a second Staff member covers the second half of the month in-person. And for back-up, each of them will provide electronic access if either are not in the office to ensure coverage.

In January 2019, Gwinnett Technical College began having a partner presence at the North Fulton One-Stop, with a part-time staff person and GED & ESL classes at the North Fulton One-Stop.

- Since classes began in January, the ESL classes have remained at capacity.

There were no reported incidents during PY18 in which we were unable to reach any of our other partners electronically.

As a result, all our partners met their agreed hours in the center via co-location and/or electronic access for the PY18.

Complaints/Concerns

There were a few reported incidents during PY2018 in which the One-Stop Operator was informed, and the incidents were resolved in a timely manner.

Staff Team Activity

In PY18 the partner staff that is co-located at the One-Stop is the Georgia Department of Labor (GDOL) which began in August 2018 and Gwinnett Technical College began co-locating in the One-Stop in January 2019. GDOL reps are participating Monday-Friday during the hours of 8:30am – 5pm during the center opened hours. Gwinnett Technical College reps are participating Mondays, Wednesdays and Fridays during the hours of 8:30am – 5pm during the center opened hours.

Each co-located partner activities vary with each customer, however, the tasks/activities that the GDOL representatives completed typically fall under answering any GDOL questions about unemployment insurance, setting up an Employ Georgia profile online, wage inquires and other specific GDOL programming information. The Gwinnett Technical College staff activities included intakes for GED and ESL classes, teaching GED and ESL classes and testing.

The ResCare WorkSource staff continued to participate Monday-Friday during the hours of 8:30 am – 5pm during the center opened hours. ResCare staff and team activities vary with each customer. Typical activities that the ResCare staff performed regularly but it not limited to is working with customers in the Resource Center (i.e., creating a résumé with WinWay® software, etc.), answering customer questions on WIOA programming, conducting official WIOA Orientation training sessions on the first and third Thursdays at 10 a.m. and accepting completed WIOA applications from customers.

In January of 2019, the Youth Program and staff relocated to a new location, located the North Fulton Career Center to a new location in South Fulton located at 4400 Mall Blvd, 4th floor, Union City, GA 30291.

Assistive Technology

In PY2018, the Operator introduced the team to software applications that the end user can add to their cell phone to help navigate around the local area. The staff is utilizing the software application introduced by the Operator.

This assistive technology tool, LAZARILLO, is a resource to visually impaired customers. It acts as a voice guide to one's local area. The application focuses on surrounding environments (e.g., public buildings, educational centers, public transportation including job opportunities for the visually impaired all in one place). You can learn more about the program here in this video:

<https://www.youtube.com/watch?v=ihO3RohieRs&t=9s>

The assistive technology tool, Be My Eyes, is a free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance through a live video call. Every day, sighted volunteers lend their eyes to solve tasks big and small to help blind and low-vision people lead more independent lives. You can learn more about the program here by visiting this website and viewing the video:

<https://www.bemyeyes.com/>

<https://www.youtube.com/watch?v=ZcPhjOS3N7k>

The Operator added the tool as a bookmark on the toolbar on the accessible computer. This information was also shared in a follow-up email to all staff members.

Georgia Vocational Rehabilitation Agency (GVRA) provided training on assistive technology and disability sensitivity for WorkSource Fulton/Rescare staff in December of 2018. The software for JAWS, OpenBook, MAGic, GoVision reader and Ubi Duo were not available at the North Fulton One-Stop so training for staff on those software packages will have to be scheduled for a later date when that equipment and technology is available.

Proposed Metrics

For PY18, IN THE DOOR, L LC met all proposed metrics as follows:

- The monthly Partner Council meeting took place on the 3rd Tuesdays of each month during this Program Year.
 - Since the beginning of the program year that started on July 1, 2018, the One-Stop Operator has conducted a monthly Partner meeting.
 - To date, one out of one scheduled partners meeting has been delivered; 100% delivery thus far.
 - Monthly reporting has been sent monthly on-time starting in July 2018.
 - The One-Stop Operator sent monthly reporting directly to David Keyes simultaneously with IN THE DOOR, LLC management team so that the reports can be accessed immediately.
- All information shared with One-Stop Operator for referrals was given directly to partners at 100% in PY18.
 - In Lieu of not having digital iPad Kiosks for referrals, the One-Stop Operator implemented a digital referral form for the mandatory partners to use in April 2019.

Proposed Data Collection

Data Validation Methodology In the Door, LLC will use a combination of processes to validate the One-Stop customer data. Since all our digital forms and kiosks export the data into MS Excel spreadsheets, we will use MS Excel data validation controls to control what type of information is entered into each cell. For example, we can make sure that each cell must have text, numbers, date, etc. Any information entered incorrectly will cause an error message to flag the system, which the OSO will then investigate and resolve. In addition, the OSO will weekly randomly pull a hard copy of a customer's information and match it with the data entered into our digital check-in form or self-directed kiosk.

On Thursday, November 8, 2018, IN THE DOOR presented a proposal to the Fulton County Workforce Development Board to install digital iPad kiosks in the comprehensive One-Stop and at the two affiliate sites. Training is also included in the proposal for all One-Stop staff. The kiosks will provide self-directed check-in for One-Stop customers and fast, easy, accurate data querying and analysis.

The Board unanimously approved the motion to accept the proposal on November 7, 2018.

- We were informed that the contract needs to be amended to include the line items to the current budget before IN THE DOOR can proceed with the purchase or be reimbursed. The board is working with Purchasing on the contract amendment. As soon as the finance team purchases the iPads for the project, the OSO will install the iPad kiosks and will set up training for staff.

We are hopeful that the all devices will be installed, and all staff trained by September 2019. Until the proposal is fully accepted and approved for

implementation, the North Fulton One-Stop will continue using digital google form for customer sign-in and for data collection.

To review the One-Stop summary with customer tracking data for PY18, see Appendix B. Please refer to Appendix D in this monthly report to evaluate the Data Validation Methodology, and Training Proposals.

The hard copy information could come from a paper sign-in sheet, registration documents, or customer satisfaction survey. In the Door, LLC will track the results and report any data issues monthly to ensure accurate reporting.

Partner Collaboration

All partners participate and collaborate with the One-Stop Operator on various levels of each month in PY18. Some tasks are necessary requests, and other duties require more in-depth involvement. All partners participated and collaborated with One-Stop Operator to complete an initial draft of DIRECT LINKAGE information for electronic access directory during August. Also, partner Gwinnett Technical College is hosting an event that the One-Stop Operator and with the Project Director of ResCare (manager of Adult/Dislocated) will attend to help promote WIOA services and continue to build a stronger partnership. This initiative is one of their plans to help increase foot traffic at the One-Stop location.

During PY18, we have had several successful partner collaborations, here are a few highlights of in-depth partner collaborations:

- Worked with Project Director and staff from ResCare on providing information and getting partner participation in the Provider Fair being held on August 8th at the South Fulton Career Center.
- Worked with the Project Director, Louise Bates from ResCare and Melissa Duis TANF Program Specialist, Office of Family Assistance, US Department of Health Services to schedule a meeting between Fulton County Staff, TANF/Family Independence Office and the Fulton County DFCS office on developing a partnership for TANF clients.
- Coordinated with GDOL to have the staff located at the North Fulton Office to be able to provide Wage Inquiries at the North Fulton Career Center. As of March 25, 2019, customers can get a copy of a wage inquiry.
- Partner Gwinnett Technical College started offering GED and ESL classes in January 2019 which will increase foot traffic in the Resource Center. This

initiative is one of their plans to help increase foot traffic at the One-Stop location.

- Partner Georgia Vocational Rehabilitation Agency (GVRA) delivered disability sensitivity training and perform an assistive technology evaluation with partners and staff members.

Staff Training

Staff training was held on a monthly basis throughout PY18. Throughout the Program Year, continued training was delivered on capacity building development training on One- Stop Operations and the One-Stop delivery system, Challenges of One-Stop Operations, assistive technology, Partner Collaboration, organizational development and at each meeting/training feedback was provided.

Cross-Training

In Program Year 2018, the One Stop Operator and Partners planned cross-training dates and Partner meetings were scheduled for the upcoming Program Year. All partners participated in providing cross-training to the partners at each partner meeting on the programs and services that they each provide.

All cross-training takes place during the Partner meeting to maximize time. All meetings take place at North Fulton location unless otherwise noted below. Typically, partner meetings took place on the 3rd Tuesday of every month at 11 a.m. unless otherwise noted below.

Organizational Development

In PY18 we focused on organizational development activities that was delivered at the monthly Staff meeting. In both the Staff meeting and Partner meeting, One-Stop Operator suggested building better relationships for capacity that each partner host future meetings at their facility. One-Stop Operator trained on Beckhard's Transition Model and Organizational Development Interventions, with a summary of Organizational Development Efforts which we focused on for the majority of PY18.

Organizational Development Interventions

➤ Organizational Development interventions techniques are the methods created by organizational development professionals and others. Single organization or consultant cannot use all the interventions. They use these interventions depending upon the need or requirement. The most important interventions are:

- Survey Feedback
- Process Consultation
- Sensitivity Training
- The Managerial Grid
- Goal Setting & Planning
- Team Building & management by objectives
- Job enrichment, changes in organizational structure and participative management and quality circles

Partner Council

The Partner Council meeting took place on the 3rd Tuesday of each month in PY18 at 11 a.m. The location of the monthly meetings were hosted at the Partner locations that were facilitating the cross training for that months otherwise all Partner Council meetings were held at the North Fulton One-Stop located at the 7741 Roswell Rd, Atlanta, GA. At each Partner Council meeting, the One-Stop Operator shared pertinent updates and plans for upcoming events for the Program Year. In each meeting, we do a “round robin” for the partners to share plans, activities, and progress relating to WIOA services, youth programs and other partner programs as well as cross training.

Partner Contribution

During PY18, there were “in-kind” donations from Gwinnett Technical College received by the One-Stop North Fulton location.

- Delivered book shelving to the One-Stop location (currently housed in the overflow room)
- Delivered large rolling whiteboard (presently housed in the actual North Fulton Career Center training room)

Gwinnett Technical College also delivered their book materials for the GED and ESL classes at the North Fulton One-Stop. The books and laptops are strictly for use by Gwinnett’s students.

Georgia Department of Labor (GDOL) has dedicated staff time during regular business hours during the week 8:30am – 5pm.

Gwinnett Technical College has dedicated staff during regular business hours during the week between on Monday and Thursdays 1pm – 5pm and Tuesdays, Wednesdays and Fridays 8:30am – 5pm.

All other partners do not contribute staff time; only electronic access.

During PY18, no other partner provided any other financial resource.

Partner Compliance

There are no updates for Partner Compliance for PY18.

IN THE DOOR, LLC started having conversations with partners on compliance by providing copies of annual monitoring reports.

A specific partner had shed light that this is not necessarily a simple request, despite signing off on it in the MOU (e.g., Georgia Department of Labor). It is considered sensitive data and may not be as easy request at first glance.

As a result, this will require further action and continued follow-up with partners and reach out to other authority contacts that can assist in getting approvals for sensitive data sharing.

We may also have to get creative in how to meet this deliverable.

This section for reporting is not a monthly requirement but an annual one. We certainly have time to get this in place, but it is pertinent that we continue to have such conversations since such approvals will take time.

Appendix A



Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p><u>Partner's Presence</u> Submit monthly reports no later than 5 days after the end of each month "EOM" detailing each partner's presence for each day and beginning and ending hour of the day including "up-time" of partners who are electronically present to measure the outcome result that all partners meet their agreed-upon hours in the One-Stop Center.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would report on partner's presence.</p>	<p>Throughout PY18, the Georgia Department of Labor (GDOL) partner presence sent staff daily during One-Stop business hours of 8:30am – 5pm, except during any official office closing or approved leave which includes holidays, training days and staff meetings.</p> <p>GDOL provided backup electronic access during any approved leave. The two representatives assigned to the North Fulton One-Stop give backup to the other.</p> <p>Two GDOL Staff members shares the time on a monthly basis, the first half of the month is covered by a staff in-person, a second Staff member covers the second half of the month in-person. And for back-up, each of them will provide electronic access if either are not in the office to ensure coverage.</p> <p>In January 2019, Gwinnett Technical College began having a partner presence at the North Fulton One-Stop, with a part-time staff person and GED & ESL classes at the North Fulton One-Stop.</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the PY with no further action required.</p> <p>Two staff representatives for the GDOL Lynn Broom for the 1st half of the month and Orban Harris, for the 2nd half of the month they will be co-located at the One- Stop location.</p> <p>Two Staff representatives Fithe Hermano and Nataly Womack from Gwinnett Technical College is located at the One-Stop location.</p>

Appendix A

		<p>Since classes began in January, the ESL classes have remained at capacity.</p> <p>There were no reported incidents during PY18 in which we were unable to reach any of our other partners electronically. As a result, all our partners met their agreed hours in the center via co- location and/or electronic access for the PY18.</p> <p>All partners met agreed upon hours/electronic access for PY18.</p>		
<p>Complaints/Concerns Handle complains and/or concerns from customers. Submit monthly reports no later than 5 days after each EOM detailing any complaints and/or concerns from customers and the manner in which each complaint or concern was handled to measure the outcome result that all complaints and/or concerns are handled.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would use comment cards and Survey Monkey to collect complaints and report results.</p>	<p>There were a few reported incidents during PY2018 in which the One-Stop Operator was informed, and the incidents were resolved in a timely manner.</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

Appendix A



Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p>Staff Team Activity Submit monthly reports no later than 5 days after each EOM for each staff team activity for each day by month hour.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would provide the activities of the collocated staff.</p>	<p>In PY18 the partner staff that is co-located at the One-Stop is the Georgia Department of Labor (GDOL) which began in August 2018 and Gwinnett Technical College began co-locating in the One-Stop in January 2019. GDOL reps are participating Monday-Friday during the hours of 8:30am – 5pm during the center opened hours. Gwinnett Technical College reps are participating Mondays, Wednesdays and Fridays during the hours of 8:30am – 5pm during the center opened hours. Each co-located partner activities vary with each customer, however, the tasks/activities that the GDOL representatives completed typically fall under answering any GDOL questions about unemployment insurance, setting up an Employ Georgia profile online, wage inquires and other specific GDOL programming information. The Gwinnett Technical College staff activities included intakes for GED and ESL classes, teaching GED and ESL classes and testing. The ResCare WorkSource staff continued to participate</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

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		<p>Monday-Friday during the hours of 8:30 am – 5pm during the center opened hours. ResCare staff and team activities vary with each customer. Typical activities that the ResCare staff performed regularly but it not limited to is working with customers in the Resource Center (i.e., creating a résumé with WinWay® software, etc.), answering customer questions on WIOA programming, conducting official WIOA Orientation training sessions on the first and third Thursdays at 10 a.m. and accepting completed WIOA applications from customers.</p> <p>In January of 2019, the Youth Program and staff relocated to a new location, located the North Fulton Career Center to a new location in South Fulton located at 4400 Mall Blvd, 4th floor, Union City, GA 30291.</p>		
<p>Assistive Technology Submit monthly reports no later than 5 days after each EOM detailing each instance in which technical assistance was developed and/or delivered. Ensure that at least one technical assistance tool is developed and delivered each month.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would report each instance of technical support.</p>	<p>In PY2018, the Operator introduced the team to software applications that the end user can add to their cell phone to help navigate around the local area. The staff is utilizing the software application introduced by the Operator.</p> <p>This assistive technology tool, LAZARILLO, is a resource to visually impaired customers. It acts as a voice guide to one's local area. The application focuses on surrounding environments (e.g., public buildings, educational centers, public transportation including job opportunities for the visually</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

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		<p>impaired all in one place). You can learn more about the program here in this video: https://www.youtube.com/watch?v=ihO3RohieRs&t=9s</p> <p>The assistive technology tool, Be My Eyes, is a free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance through a live video call. Every day, sighted volunteers lend their eyes to solve tasks big and small to help blind and low-vision people lead more independent lives. You can learn more about the program here by visiting this website and viewing the video: https://www.bemyeyes.com/ https://www.youtube.com/watch?v=ZcPhjOS3N7k</p> <p>The Operator added the tool as a bookmark on the toolbar on the accessible computer. This information was also shared in a follow-up email to all staff members.</p> <p>Georgia Vocational Rehabilitation Agency (GVRA) provided training on assistive technology and disability sensitivity for WorkSource Fulton/Rescare staff in December of 2018. The software for JAWS, OpenBook, MAGic, GoVision reader and Ubi Duo were not available at the North Fulton One-Stop so training for staff on those software packages will have to be scheduled for a later date when that equipment and technology is available.</p>		
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<p>Proposed Metrics Measure operator and system success. Submit for approval proposed metrics that are designed to evaluate One- Stop Operator efficacy and overall system success by July 1st every year. Note that the operator just provides a proposed metric by July 1st of each year.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC agrees to submit metrics for evaluating themselves.</p>	<p>For PY18, IN THE DOOR, L LC met all proposed metrics as follows: The monthly Partner Council meeting took place on the 3rd Tuesdays of each month during this Program Year. Since the beginning of the program year that started on July 1, 2018, the One-Stop Operator has conducted a monthly Partner meeting. To date, one out of one scheduled partners meeting has been delivered; 100% delivery thus far. Monthly reporting has been sent monthly on-time starting in July 2018. The One-Stop Operator sent monthly reporting directly to David Keyes simultaneously with IN THE DOOR, LLC management team so that the reports can be accessed immediately. All information shared with One-Stop Operator for referrals was given directly to partners at 100% in PY18. In Lieu of not having digital iPad Kiosks for referrals, the One-Stop Operator implemented a digital referral form for the mandatory partners to use in April 2019.</p>	<p>Reported on time, complete and relevant. See also Appendix C to reference the proposed metrics.</p>	<p>Deliverable met expectation for the month with no further action required.</p>
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Deliverable Monthly Report Monitor Tracking – PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p>Proposed Data Collection Collect data and use data validation methodology. Submit for approval proposed data collection plan and data validation methodology for the outcome measures that effectively capture and evaluate One-Stop Operator efficacy and system effectiveness by July 1st every year. The proposal received before July 1st each year.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit a proposed data collection plan and data validation methodology. Mr. Gordon said that IN THE DOOR, LLC would convert the sign-in to digital to enable the reporting of presence.</p>	<p>On Thursday, November 8, 2018, IN THE DOOR presented a proposal to the Fulton County Workforce Development Board. Training is also included in the proposal for all One-Stop staff. The kiosks will provide self-directed check-in for One-Stop customers and fast, easy, accurate data querying and analysis. The Board unanimously approved the motion to accept the proposal.</p>	<p>Reported on time, complete and relevant. See also Appendix B for the One-Stop monthly summary with customer tracking data. Review Appendix D for Data Validation Methodology, Kiosk and Training proposals.</p>	<p>Deliverable met expectation for the month with no further action required. The Board unanimously approved the motion to accept the proposal. We were informed that the contract needs to be amended to include the line items to the current budget before IN THE DOOR can proceed with the purchase or be reimbursed. The board is working with Purchasing on the contract amendment.</p>
<p>Partner Collaboration Report data timely. Submit monthly reports no later than 5 days after each EOM describing the metrics employed to evaluate the One-Stop Operator and One-Stop program success and describing the results of the evaluation. Ensure all partner agencies are collaborating and cooperating in the implementation of the partner programs.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit details for each partner agency activity that provided for collaboration and cooperation with other partner programs.</p>	<p>All partners participate and collaborate with the One-Stop Operator on various levels of each month in PY18. Some tasks are necessary requests, and other duties require more in-depth involvement. All partners participated and collaborated with One-Stop Operator to complete an initial draft of DIRECT LINKAGE information for electronic access directory during August. Also, partner Gwinnett Technical College is hosting an event that the One-Stop</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

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		<p>Operator and with the Project Director of ResCare (manager of Adult/Dislocated) will attend to help promote WIOA services and continue to build a stronger partnership. This initiative is one of their plans to help increase foot traffic at the One-Stop location.</p> <p>During PY18, we have had several successful partner collaborations, here are a few highlights of in-depth partner collaborations:</p> <p>Worked with Project Director and staff from ResCare on providing information and getting partner participation in the Provider Fair being held on August 8th at the South Fulton Career Center.</p> <p>Worked with the Project Director, Louise Bates from ResCare and Melissa Duis TANF Program Specialist, Office of Family Assistance, US Department of Health Services to schedule a meeting between Fulton County Staff, TANF/Family Independence Office and the Fulton County DFCS office on developing a partnership for TANF clients. Coordinated with GDOL to have the staff located at the North Fulton Office to be able to provide Wage Inquiries at the North Fulton Career Center. As of March 25, 2019, customers can get a copy of a wage inquiry.</p> <p>Partner Gwinnett Technical College started offering GED and ESL classes in January</p>		
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		<p>2019 which will increase foot traffic in the Resource Center. This initiative is one of their plans to help increase foot traffic at the One-Stop location. Partner Georgia Vocational Rehabilitation Agency (GVRA) delivered disability sensitivity training and perform an assistive technology evaluation with partners and staff members.</p>		
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Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p><u>Staff Training</u> Train the One-Stop Center's staff. Submit monthly reports detailing training plans, schedules, topics, attendance, and feedback from both attendees and trainers.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit reports detailing training plans, schedules, topics, attendance, and feedback from both attendees and trainers.</p>	<p>Staff training was held on a monthly basis throughout PY18. Throughout the Program Year, continued training was delivered on capacity building development training on One-Stop Operations and the One-Stop delivery system, Challenges of One-Stop Operations, assistive technology, Partner Collaboration, organizational development and at each meeting/training feedback was provided.</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

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Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p><u>Cross-Training</u> Cross-train the partner- program staff. Submit monthly reports detailing the training plans, schedules, topics, attendance, and feedback and both attendees and trainers involved with each cross-training event.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit reports detailing cross- training among the partners.</p>	<p>In Program Year 2018, the One Stop Operator and Partners planned cross-training dates and Partner meetings were scheduled for the upcoming Program Year. All partners participated in providing cross-training to the partners at each partner meeting.</p> <p>All cross-training took place during the Partner meeting to maximize time. All meetings took place at North Fulton location unless otherwise noted below. Typically, partner meetings took place on the 3rd Tuesday of every month at 11 a.m. unless otherwise noted below.</p>	<p>Reported on time, complete and relevant.</p> <p>Partner Cross-Training schedule for remaining program year.</p>	<p>Deliverable met expectation for the month with no further action required.</p> <p>All remaining cross-training slots are filled. One slot is opened in May which can be used for specialized training.</p>
<p><u>Organizational Development</u> Conduct organizational capacity building to guide each partner program's internal development and activities. Submit monthly reports detailing the plan, schedule, topics, attendance, and feedback from both attendees and trainers.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit reports detailing organizational capacity building.</p>	<p>In PY18 we focused on organizational development activities that was delivered at the monthly Staff meeting. In both the Staff meeting and Partner meeting, One-Stop Operator suggested building better relationships for capacity that each partner host future meetings at their facility. One-Stop Operator trained on Beckhard's Transition Model and Organizational Development Interventions,</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

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		<p>with a summary of Organizational Development Efforts which we focused on for the majority of PY18.</p> <p><i>Organizational Development Interventions</i></p> <p>➤ Organizational Development interventions techniques are the methods created by organizational development professionals and others. Single organization or consultant cannot use all the interventions. They use these interventions depending upon the need or requirement.</p>		
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Appendix A



Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p><u>Partner Council</u> Facilitate a monthly meeting with all partners in attendance to ensure adequate outreach to the public through the One- Stop Center. Elicit partner reports detailing their plans, activities, and progress relating to recruitment of eligible participants for WIOA services through the One-Stop Center. Provide detailed meeting minutes to LWDB no later than 5 days after each monthly meeting. Demonstrate a thorough understanding of target populations for partner programs. Analyze the successes and shortcomings of each partner program in reaching target populations, and develop and give a presentation to LWDB to summarize the findings July 1st of every year.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would submit reports of monthly meetings with partners. Mr. Gordon expressed a preference for meeting before or after the LWDB meeting. Mr. Keyes directed him to Carol Shields to identify the location so that IN THE DOOR, LLC may make associated arrangements. Mr. Gordon directed Ms. Edwards to arrange for the remaining monthly meetings as well.</p>	<p>The Partner Council meeting took place on the 3rd Tuesday of each month in PY18 at 11 a.m. The location of the monthly meetings were hosted at the Partner locations that were facilitating the cross training for that months otherwise all Partner Council meetings were held at the North Fulton One-Stop located at the 7741 Roswell Rd, Atlanta, GA. At each Partner Council meeting, the One-Stop Operator shared pertinent updates and plans for upcoming events for the Program Year. In each meeting, we did a “round robin” for the partners to share plans, activities, and progress relating to WIOA services, youth programs and other partner programs as well as cross training.</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p> <p>Further action required on the annual component to this deliverable:</p> <p>Gathering information on an on-going basis at each partner meeting to create/give a presentation to LWDB for annual July 1st deliverable on successes and shortcomings, etc.</p>

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Deliverable Monthly Report Monitor Tracking -- PY2018

Deliverable	Vendor Response PY2018	PY2018 Report Update	Deliverable Timeliness, Completeness, and Relevancy	Analysis and Action Required
<p><u>Partner Contribution</u> Take ownership/leadership in ensuring all partners are contributing to the center, both financially as well as through resources and staff time. Submit monthly reports no later than 5 days after each EOM detailing the financial, resource, and staff time contributed by each partner.</p>	<p>Ms. Davis explained the intent of the deliverable to be to collect data that would enable Partners to submit “in-kind” payment for the costs of Shared Services described in the MOU. Mr. Gordon said that IN THE DOOR, LLC would submit reports detailing the financial, resource, and staff time contributed by each partner.</p>	<p>During PY18, there were “in-kind” donations from Gwinnett Technical College received by the One-Stop North Fulton location.</p> <p>Delivered book shelving to the One-Stop location (currently housed in the overflow room)</p> <p>Delivered large rolling whiteboard (presently housed in the actual North Fulton Career Center training room)</p> <p>Gwinnett Technical College also delivered their book materials for the GED and ESL classes at the North Fulton One-Stop. The books and laptops are strictly for use by Gwinnett’s students.</p> <p>Georgia Department of Labor (GDOL) has dedicated staff time during regular business hours during the week 8:30am – 5pm.</p> <p>Gwinnett Technical College has dedicated staff during regular business hours during the week between on Monday and Thursdays 1pm – 5pm and Tuesdays, Wednesdays and Fridays 8:30am – 5pm.</p> <p>All other partners do not contribute staff time; only</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p>

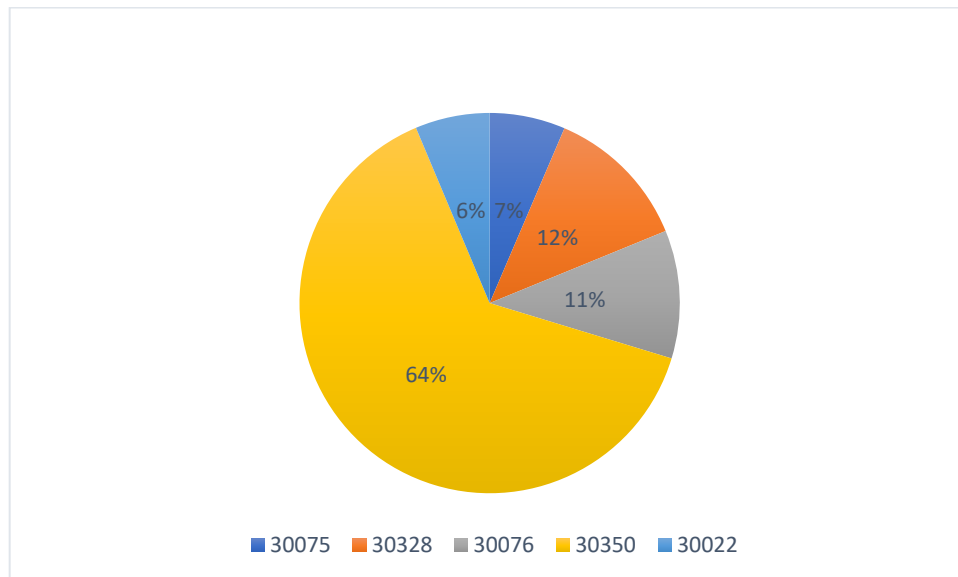
Appendix A

		<p>electronic access. During PY18, no other partner provided any other financial resource.</p>		
<p>Partner Compliance Comply with all federal/state/local regulations. Provide oversight to ensure that all partner agencies are also in compliance with all federal/state/local regulations. Present copies of annual monitoring reports for compliance with all federal/state/local regulations from all partner agencies by EOM for the previous period 12 reports per year.</p>	<p>Mr. Gordon said that IN THE DOOR, LLC would request copies of annual monitoring reports for compliance with all federal/state/local regulations from all partner agencies. He mentioned that the MOU requires that the Partners make data available to all other Partners.</p>	<p>There are no updates for Partner Compliance for PY18. IN THE DOOR, LLC started having conversations with partners on compliance by providing copies of annual monitoring reports. A specific partner had shed light that this is not necessarily a simple request, despite signing off on it in the MOU (e.g., Georgia Department of Labor). It is considered sensitive data and may not be as easy request at first glance. As a result, this will require further action and continued follow-up with partners and reach out to other authority contacts that can assist in getting approvals for sensitive data sharing. We may also have to get creative in how to meet this deliverable. This section for reporting is <u>not</u> a monthly requirement but an annual one. We certainly have time to get this in place, but it is pertinent that we continue to have such conversations since such approvals will take time.</p>	<p>Reported on time, complete and relevant.</p>	<p>Deliverable met expectation for the month with no further action required.</p> <p>Further action required on the annual component to this deliverable:</p> <p>Continuing follow-up with partners and reached out to other authority contacts that can assist in getting approvals for sensitive data sharing or creatively meeting this annual requirement by other means.</p>

Appendix B



Top Five Identified Zip Codes of Customers For PY18



Appendix B



One-Stop Customer Tracking Report For PY18

WorkSource Fulton Customer Tracking Report				
	Stop Customer Visits	Mobile Career Unit	Customers - New Registrations	On-Site Customers
July 2018				
August 2018	117			
September 2018	230			
October 2018	224			
November 2018	182			
December 2018	169			
January 2019	194			
February 2019	170			
March 2019	261			
April 2019	349			
May 2019	266			
June 2019	296			
Total	2,458	0	0	0

One-Stop Partners Customer Tracking Report											
	Stop Customer Visits	Fulton (Title 1-VIOA)	GDOL (WPA, TRADE, VET. UI)	ATC (ADULT ED)	GTC (ADULT ED)	(DISABLE D WORKERS	FCCA	YOUTH (Legacy Program)	Other Resources		
July 2018											
August 2018	117	94	13		2			8			
September 2018	230	205	22					3			
Total 1QTR	347	299	35	0	2	0	0	11	0	0	0
October 2018	224	213	11								
November 2018	182	165	7					10			
December 2018	169	157	5		1	1		5			
Total 2QTR	575	535	23	0	1	1	0	15	0	0	0
January 2019	194	176	15		3	1		3	3		
February 2019	170	160	10		1				2		
March 2019	261	240	21				1				
Total 3QTR	625	576	46	0	4	1	1	3	5	0	0
April 2019	349	314	24		1				2		
May 2019	266	243	23		2						
June 2019	296	118	25								
Total 4QTR	911	675	72	0	3	0	0	0	2	0	0
Total PY 2017-2018	2,458	2,085	176	0	10	4	1	29	7	0	0

Appendix C

David Keyes' Proposed Metrics¹

- I think that Partner Council attendance rate is a Partner metric, not an Operator metric. Perhaps the percent of scheduled monthly meetings held is an appropriate Operator metric instead with a target of 75% per Program Year.
- The timely reporting metric should be the percent of applicable reports during the Program Year sent by the 5th calendar day of the subsequent month. The target should be 90% of applicable reports during the Program Year sent by the 5th calendar day of the subsequent month.
- Customer satisfaction score is a Partner metric not an Operator metric. Rather, I recommend that we propose to measure Operator efficacy of coordination of Partners in the center by the percent of referrals received by each Partners of the total that were sent by the center to each Partner with a target of 95% for each Partner.

¹On September 25, 2018, David Keyes sent an email with suggested changes to initially proposed metrics shared by the In the Door, LLC Fulton One-Stop Operator monthly report for August 2018. This document captures his recommended changes that In the Door, LLC immediately accepted.

Appendix D

Data Validation Methodology

In the Door, LLC will use a combination of processes to validate the One-Stop customer data. Since all of our digital forms and kiosks export the data into MS Excel spreadsheets, we will use MS Excel data validation controls to control what type of information is entered into each cell.

For example, we can make sure that each cell must have text, numbers, date, etc. Any information entered incorrectly will cause an error message to flag the system, which the OSO will then investigate and resolve.

Also, the OSO will weekly randomly pull a hard copy of a customer's information and match it with the data entered into our digital check-in form or self-directed kiosk. The hard copy information could come from a paper sign-in sheet, registration documents, or customer satisfaction survey.

In the Door, LLC will track the results and report any data issues monthly to ensure accurate reporting.

Appendix D



Dear Quality Assurance and One-Stop Operator Taskforce Committee,

The Challenge:

Currently, the Fulton County WorkSource locations utilize paper sign-in sheets to track customers, services, and partner referrals. Data collection and reporting can be tedious to count each sign-in sheet physically. Also, there may be missing data points and opportunities to make better partner referrals. For example, some customers may not see the importance of filling out specific information and, consequently, leave relevant fields blank such as their zip code or their reason for visiting.

The Solution:

Digital Referral Form Equipment and Subscription Service

We recommend that we install self-serve Kiosk stands with survey software for the customers to use instead of paper sign-in sheets. The survey software will make the appropriate data fields required to complete during the sign-in process to ensure we have the necessary data for collection and reporting.

Required Data fields will include but are not limited to: Client's First Name, Client's Last Name, Client's Email, Client's Last 4 Digits of Social Security Number, Client's Zip Code, Referring Partner Agency, Receiving Partner Agency, and so forth.

By capturing information such as partner data, zip codes, etc., this aids our efforts in providing facts that benefit the Fulton County Commissioners, creating better partner referrals, and talent pool information for businesses based on the survey questions we ask. Although the Kiosks are self-directed, staff will assist customers that aren't computer literate. We will provide basic installation. However, we highly recommend that you also sign-up for our robust three-step process to roll-out the Kiosk technology with extensive customer service training for staff to ensure a smooth transition from paper sign-in sheets to technology. This is a trend that is happening across the state of Georgia in other One-Stop centers (using the Kiosk technology). **We will provide additional training costs and a timeline for implementing this three-step process on our conference call scheduled for August 9, 2018, at 10 am.***

The one-time equipment cost is approximately \$1,488 plus an additional annual software cost of \$1,044 (\$87 monthly).*

Itemized Estimated Costs*

<u>Item</u>	<u>Cost / Frequency</u>	<u>Multiple Stations</u>	<u>Total</u>
iPad	\$329 / one-time	x 3 locations	\$987 / one-time
iPad Kiosk / Stand	\$167 / one-time	x 3 locations	\$501 / one-time
Software License	monthly subscription	x 3 locations	\$87/ monthly

***Costs are subject to change based on product availability, delivery costs, online pricing, warranties, associated taxes, and possible discounts. Estimated Costs do not include implementing the robust three-step process customer service training.**

Item Details

iPad	https://www.walmart.com/ip/Apple-iPad-5th-Generation-32GB-Wi-Fi-Space-Gray/653976754
iPad Kiosk / Stand	https://www.officedepot.com/a/products/888947/StarTechcom-Lockable-Floor-Stand-for-iPad/
Software License	https://www.quicktapssurvey.com/pricing/

Respectfully submitted,
In the Door, LLC

Training Proposal

Summary: The purpose of the training is to ensure employees are ready for change, execute the move from paper to technology (*installing the Kiosk and survey tap software*), and ensure change is sustainable. This three-step method is based on the Lewin's Three Stage Change Process.¹

Benefits: Benefits include but are not limited to staff reassured of their importance in the process; the team has a better understanding of the change and its significance for data collection and metrics, training on technology and customer service.

Timeline: In the Door, LLC will implement Step 1 (Unfreeze) & Step 2 (Change) combined training after 45 days from approval. Step 3 (Refreeze) is scheduled 30 days after implementation as a follow-up and continuous improvement. The total training equates to approximately 2 and a half days of training over a three day period to maximize time and budget.

Pricing: \$4,995

**FULTON COUNTY
WORKFORCE DEVELOPMENT
BOARD**

BYLAWS

Adopted Date: May 16, 2019

**BYLAWS OF THE FULTON COUNTY
WORKFORCE DEVELOPMENT BOARD**

ARTICLE I. GENERAL PROVISIONS

Section A. Official Name and Address of the Organization

The name of this organization shall be known as the Fulton County Local Workforce Development Board ("LWDB"). The name of the organization shall be formally used for all correspondence, contracts, and documents pertaining to the local entity under the Workforce Innovation and Opportunity Act of 2014 ("WIOA"). The LWDB is certified by the Governor of Georgia, pursuant to WIOA. For the purpose of these Bylaws, the "LWDB" or "Board" shall mean the Fulton County Workforce Development Board.

The principal office of the Fulton County Workforce Development Board shall be within the Select Fulton Economic Development Department Workforce Development Division, located at Select Fulton Economic Development, 141 Pryor Street, Suite 2052, Atlanta, Georgia 30303, with all mail, agreements, correspondence and other documents addressed to this location.

Section B. General Organization & Charter Statement

The Fulton County Workforce Development Board is established in response to the provisions specified in the Workforce Innovation and Opportunity Act of 2014 ("WIOA") enacted by 20 C.F.R. 679.310(b) to set policy for the portion of the statewide workforce system within the County of Fulton County, Georgia.

In partnership with the Chief Local elected Official ("CLEO"), the Fulton County Workforce Development Board will develop the Local Workforce Development Plan for its service area with the purpose of providing workforce activities that increase the employment, retention, and earnings of participants, increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the local economy.

The composition, functions, and responsibilities of the Fulton County Workforce Development Board are established by WIOA §107 and any amendments thereto, the applicable Federal Regulations, and CLEO. From time-to-time the CLEO may, through certain directives, establish the scope and duties of the Fulton County Workforce Development Board, consistent with the WIOA.

Section C. Authority of Board

The Fulton County Workforce Development Board hereinafter referred to as the Board, functions as a joint partner with the CLEO pursuant to WIOA §107 and the regulations promulgated thereunder which implement WIOA within the Fulton County Local Workforce Development Area (LWDA), Area 6. The Board shall act on behalf of the LWDA and shall provide policy guidance for and exercise oversight of the LWDA as set forth in WIOA.

Section D. Functions of Board

Within the Local Workforce Development Area, the Board functions in partnership with the CLEO to fulfill the goals and objectives of the local One-Stop System, the tenets under WIOA, and the responsibilities stated in their governance documents. At the minimum the CLEO and the Board or designated Board staff shall:

1. Develop the Local and Regional Plan and conduct oversight of the One-Stop System, youth activities, and employment and training activities under Title I of WIOA. The Board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
2. Conduct workforce research and regional labor market analysis.
3. Lead efforts to engage with a diverse range of employers and entities in the region to promote business representation; to develop effective linkages with employers to support utilization of the workforce system; to ensure that workforce investment activities meet the needs of employers and support economic growth in the region; and to implement proven and promising strategies.
4. Negotiate local performance accountability measures.
5. Designate and/or certify One-Stop operators with the agreement of the CLEO.
6. Identify eligible training providers, providers of career service and youth organization based on recommendations from Board members and the Youth Standing Committee as well as locally developed performance and labor market information.
7. Develop a budget (with the grant recipient or as same is designated by the CLEO) for the activities in the local area, consistent with the local plan and duties of the Board, which budget must be approved by the CLEO.
8. Lead efforts, with representatives of secondary and postsecondary education programs, in the local area to develop and implement career pathways within the local area.
9. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers and jobseekers.
10. Coordinate activities with education and training providers in the local area, including workforce, adult education and literacy, career and technical education, and Vocational Rehabilitation activities. Specifically, this includes reviewing applications to provide adult literacy activities under Title II to determine whether applications are consistent with the local plan, and implementing cooperative agreements with Vocational Rehabilitation agencies to enhance provision of

services to individuals with disabilities.

11. Lead efforts in the local area to identify, promote, and disseminate proven and promising strategies and initiatives to meet the needs of employers and workers. The Board will assess the One-Stop for accessibility for individuals with disabilities.
12. Provide provision of program oversight and consumer choice requirements, in partnership with the CLEO.

Section E. Purpose of the Board

The Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Board serves as a strategic convener to promote and broker effective relationships between the CLEO and economic, education, and workforce partners.

The Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Board's role to integrate and align a more effective, job-driven workforce development system.

ARTICLE II. MEMBERSHIP PROVISIONS

Section A. Appointment of Members and Board Composition

It shall be the sole responsibility and authority of the CLEO to appoint members to the Board. The CLEO shall appoint members to the Board from the enumerated categories of Section 107(b)(2) of WIOA and in compliance with the applicable federal and state regulations.

Members shall be appointed to the Board and offered reappointment at the discretion of the CLEO. . The CLEO shall examine the initial and any subsequent duration of membership for compliance. The notification of appointment and the term of service shall be provided by the CLEO through written correspondence. Term appointments will be staggered and may be considered for re-appointment.

1. The Board shall be comprised of representatives of private sector business and public sector organizations from the local region. A simple majority of the members of the Board shall be representatives from the private sector.
2. It is recommended that members live in or be employed in Fulton County, but the CLEO is authorized and has the sole discretion to appoint members that neither live in work in Fulton County for the betterment of the workforce program. Removal from consideration of membership or forfeiture of existing membership shall occur if the above residency provisions cannot be met, unless authorized or waived by the CLEO.

3. The Board shall be appointed by the CLEO from the following categories:
- (a) Representatives who are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; represent businesses, including small businesses, or organizations representing business described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area; and are appointed from among individuals nominated by local business organizations and business trade associations;
 - (b) Representatives (20% of the entire Board) of the workforce within the local area must include two or more representatives of labor organizations and one representative from a joint labor-management apprenticeship program, or an apprenticeship program in the area (if it exists); may include representatives of community-based organizations with experience at addressing the employment needs of individuals with barriers to employment and may include representatives of organizations with demonstrated experience addressing employment, training/education needs of eligible youth (including out-of-school youth);
 - (c) One representative administering adult education and literacy activities under Title II must be included;
 - (d) One representative of higher educational institutions (including community colleges) must be included;
 - (e) Representatives of local educational agencies and community-based organizations with experience addressing education or training needs of individuals with barriers to employment may be included;
 - (f) One representative of economic and community development entities must be included;
 - (g) One representative of Wagner-Peyser programs must be included;
 - (h) One representative of Vocational Rehabilitation programs must be included;
 - (i) Representatives of agencies or entities administering transportation, housing, and public assistance programs; and representatives of philanthropic organizations may be included; and
 - (j) Any other individuals or representatives of entities that the CLEO may determine to be appropriate.

SPECIAL RULE – The one representative of adult education and literacy activities and the one representative of higher education must be appointed from among individuals recommended by local education and training providers or institutions,

if there are multiple providers in the local area.

4. Support staff to the Board shall periodically review the composition of the Regulatory-required One-Stop Partners and other representatives of the public sector. They will make recommendations to the Board and CLEO in order to maintain that portion of the Board's composition and appropriate representation. Those recommendations may be submitted to an appropriate subcommittee for their review and disposition; and
5. Potential members representing the private sector shall be recommended to the CLEO by organizations representing local businesses, such as local chambers of commerce or development authorities. The CLEO may also solicit recommendations to fill vacancies by consulting with strategic industry partners representing high-demand occupations in the area. In all instance, these potential appointments will be submitted to the CLEO for final disposition.

The CLEO shall appoint all future members to the Board via a letter of appointment.

Section B. Membership Resignation or Termination

1. Membership shall be terminated in case of resignation, removal for cause, disqualification, non-compliance with the residency provisions (unless waived), failure to attend the meetings of the Board or if found in direct violation of the Board's conflict of interest policy outlined in Section C of these bylaws. The right of a member to vote and all his/her rights and responsibilities in the affairs of the Board shall cease upon termination of membership.
 - (a) Members are subject to termination for failure to attend one-half (1/2) of the meetings annually and/or failure to attend two (2) consecutively scheduled meetings of the Board. It shall be assumed that members missing two consecutive meetings or more than one-half (1/2) of the meetings held annually, have other business commitments, which preclude active Board participation. Therefore, in order to maintain full representation, and in the best interest of the Board as a whole, said member will be notified of removal in accordance with provision stated in Article II, Section C-3 of these Bylaws.
 - (b) Upon prior approval of the CLEO, a Board member may appoint a designee to attend a Board meeting if the member is unable to attend the meeting. A Board member shall be considered "present" for all purposes of Board attendance and quorum requirements, where a designee is present. The Board member may also vest in the designee the function of spokesperson for the member in order to present items germane to the purposes of the Board. However, for any business requiring a vote of the membership, only members present and voting may be considered, and said designee is not permitted to vote for the member. A designee may be appointed for no more than two meetings annually.
 - (c) If neither the member nor the designee is able to attend, they shall so inform the Chair and/or Board support staff prior to the scheduled meeting date. The

Chair or Board Director shall determine what constitutes an excused absence.

- (d) The resignation or termination of any member shall be a matter of record and must be submitted to the CLEO or his/her representative to ensure a prompt nominee for the new vacancy.
2. Any member may resign from the Board by submitting a written letter of resignation to the Chair of the Board and the CLEO. The official and effective date of resignation shall be the date of receipt of the correspondence by the CLEO. The Chair shall announce the member's resignation at the next scheduled meeting, cause same to be entered into meeting minutes.
3. Any member or designee may be removed from the Board by the affirmative vote of any two-thirds (2/3) of the members present at a duly constituted meeting for conduct detrimental to the interest of the Board or refusal to render reasonable assistance in carrying out the stated purposes of the Board. Any member proposed to be removed shall be entitled to at least five (5) working days written notice, with a copy to the CLEO. The notice shall include the meeting date at which such removal is to be voted upon, and an offer to allow the member to be heard at such meeting. The meeting shall be held only after reasonable receipt of the notice can be presumed by mail or other applicable electronic method. Should the member not wish to appear before the Board, a vote shall be taken on the matter in his/her absence. In addition, the CLEO may initiate the removal of a Board member if it is deemed to be in the best interest of Fulton County.

Section C. Matters of Conflict of Interest

1. In compliance with the Federal WIOA Regulations at Section 107, Subsection (h), a member of a Board, or a member of a standing committee, may not vote on a matter under consideration by the Board regarding the provision of services by such member (or by an entity that such member represents); or that would provide direct financial benefit to such member or the immediate family of such member; or engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.
2. All LWDB members are required to sign and submit a conflict of interest statement to the LWDB, in substantially the form attached hereto as Exhibit "B."
3. A Board member shall avoid even the appearance of a conflict of interest. Prior to taking office, Board members must provide to the Board Chair a written declaration of all substantial business interests or relationships they, or their immediate families, have with all businesses or organizations which have received, currently receive, or are likely to receive contracts or funding from the Board. Such declarations shall be updated within 30 days to reflect any changes in such business interests or relationships. The Board shall appoint an individual to timely review the disclosure information and advise the Board Chair and appropriate members of potential conflicts.
4. Prior to a discussion, vote or decision on any matter before the Board, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization or property that would be pecuniary

affected by any official Board action, that member shall disclose the nature and extent of the interest or relationship and shall abstain from voting on or in any other way participating in the decision on the matter. All such abstentions shall be recorded in the minutes of the Board meeting.

5. The following definitions apply with regards to the Board's Conflict of Interest Policy outlined in Section C (1-3) above:
 - o Immediate family -- Any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.
 - o Substantial interest -- A person has a substantial interest:
 - A. in a business entity if:
 - i. the person owns 10% or more of the voting stock or shares of the business, owns 10% or more, or owns \$5,000 or more, of the fair market value of a business; or
 - ii. funds received by the person from the business exceed 10% of the person's gross income for the previous year;
 - B. in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more; or
 - C. if the Board member is related to a person in the first degree of affinity or consanguinity who has a substantial interest as defined in subparagraph (A) or (B) of this paragraph.

Section D. Voting Rights and Representation

1. It shall be the right of each Board member to deliberate and vote upon all matters which come before the Board during a duly constituted meeting except as provided in Article II - Section C relating to conflict of interest issues.
2. Any member may represent the obligations or interests of the Board as designee or spokesperson for the Board when authorized by the body or its executive officers.
3. All members of the Board may be elected to executive office [Chair or Vice Chair(s)] provided they are active members of the Board and fulfill the requirements for office under the provisions of the WIOA or Federal Regulations where applicable, or the Bylaws of the Board.
4. All authorized Board standing committees shall be chaired by Board members in good standing. In the event of the absence of the Committee Chair, and upon the vote of the committee members present, any Board member may assume the Chair pro-tempore to carry out the duties of the committee.
5. Any ad hoc subcommittee appointed by the Chair must have both Board members and other (non-Board) representatives appointed to membership on the subcommittee. Any member of an ad hoc committee may function as Chair at the discretion of the Board Chair and based on the authorized objectives of the ad hoc committee.

Section E. Term of Board Members

Number, Tenure and Qualifications. The number of members of the Board shall be determined by the categorical requirements and specifications set forth by the WIOA. The

composition of the Board shall at all times conform to the requirements of Sections 107 and all other applicable sections and subsections of the WIOA and accompanying regulations. The initial term of membership shall be for one (1) year. A term of membership, granted after a term expiry notification, shall be for no more than three (3) additional years. The total number of Board Members shall be no less than nineteen (19). The term appointments will be staggered to ensure only a portion of membership expire in a given term. The term of Board membership shall be set by the CLEO in the letter of appointment. In the case where a term (start/end) is stipulated in the appointment letter and the CLEO wishes to reappoint a member to a subsequent term, the reappointment to the Board shall occur prior to the member's anniversary date to maintain continuity of membership and to avoid formal reapplication for Board membership. Board membership may be suspended or withdrawn at the discretion of the CLEO. As applicable, vacancies shall be filled by the CLEO in the same manner as the original appointment. Furthermore, all appointments or re-appointments shall be made in order to maintain compliance with federal and state statutes governing Board composition.

Section F. Membership Sunshine Provision

It is a tenet of Board membership that some members' information may be made available or provided to the public under the requirements of, and in compliance with, the "sunshine provisions" of federal and state laws. Such items may include posting a member's name and business or organization affiliation and address or other reasonable information on applicable web sites, publicity and news articles, Board announcements or other requirements, and to comply with any federal or state membership reporting requirements.

ARTICLE III. BOARD OFFICERS

Section A. Executive Officers and Nomination to Office

1. The Executive Officers shall be the Board Chair and Vice-Chair. The officers shall perform the duties prescribed by the Bylaws, by Federal and State Regulations, and by the parliamentary authority adopted by the Board.
2. The CLEO shall submit nominations for the offices of Chair and Vice-Chair. Additional nominations for the positions may be submitted by any Board member, provided the nominee is a current Board member in good standing and meets the categorical requirement for the position. The Chair and Vice-Chair shall be nominated from among the business representatives on the Board.

Section B. Election of Officers and Duties of an Officer

1. The Board Chair and Vice-Chair shall be elected by majority vote of the membership of the Board. Their term of office shall begin immediately upon election and shall serve for the duration of their original Board appointment.
 - (a) The Board shall have a Chair elected by the members of the Board and who shall be a representative of business. The duties shall include, but not be limited to: Conducting and directing meetings, fulfilling the capacity of chief

administrative officer for the Board, acting on behalf of the Board under special circumstances, maintaining order, approving meeting dates, recommending agenda items for discussion, representing the Board with regard to other organizations, and appointing temporary or permanent committees and chairs as required.

- (b) The Board shall have a Vice-Chair elected by the members of the Board who shall be a representative of business. The Vice-Chair shall fulfill all of the roles and duties of the Chair in the Chair's absence.
- 2. In the event of a vacancy occurring in the office of Chair, the Vice-Chair shall succeed immediately to the office of Chair, and shall possess the power to perform all the duties of that office until the next scheduled meeting, at which time a new Chair shall be elected.
- 3. In the event of a vacancy in the office of Vice-Chair, whether through succession, death, resignation, removal, or disqualification, the office shall be filled in accordance with the applicable requirements of Sections A and B of this Article.
- 4. The Chair, or Vice-Chair acting in his/her place, shall preside at all meetings of the Board, unless otherwise proscribed in these Bylaws, and shall be responsible for the appointment of all committees. Either the Chair or the Vice-Chair acting in his/her place shall be an ex-officio, non-voting member of all committees.
- 5. The LWDB may appoint other officers as the business of the LWDB may require, each of whom will hold office and have authority to perform duties as the LWDB may determine.

ARTICLE IV. GENERAL MEETING REQUIREMENTS

Section A. Regular & Special Meetings

- 1. The Board shall meet no less than four (4) times per year at such place as the Board Chair may designate.
- 2. Except in an emergency, the notice of a meeting stating the time, place and purpose(s) of the meeting shall be either mailed, e-mailed or faxed to each member not less than five (5) working days before.
- 4. At every meeting of the Board, each member shall be entitled to one (1) vote per issue. All elections and most customary issues shall be decided by majority vote of the persons present at a duly constituted meeting in which there is a quorum present (a quorum consist of 50% plus 1 of the appointment members).
- 5. A special meeting of the Board may be called at any time by the Chair, the CLEO, or by a written request signed by at least 10 of the members.

6. On any Board items or issues requiring a Board decision or approval within an abbreviated time frame which cannot wait until the next scheduled meeting, the Chair or CLEO may call a special meeting.

Section B. Customary Order of Business and Rules of Order

1. Order of Business

The general Order of Business for regular Board or special business meetings shall be the following:

- I. Call to order and announce official starting time of the regular Board or special business meeting by the Chair.
- II. Introduction of members, special invited guests or presenters and registered guests.
- III. Member roll call (if requested by a Board member questioning attendance to fulfill quorum or official meeting status).
- IV. Board Officers' opening comments or reports.
- V. Review and approval of previous meeting minutes.
- VI. Reports of Standing or Special Committees.
- VII. Sequential Agenda Items and/or Resolutions.
- VIII. Unfinished Business and General Orders (consisting of any carry-over items from the previous meeting).
- IX. New Business.
- X. Guest/program presentations and/or general address (may be sequentially moved to earlier or later into the meeting or tabled at the discretion of the Chair due to time constraints).
- XI. General announcements or comments from members and guests.
- XII. Adjournment and official time of closure of the meeting.

2. Rules of Order and Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised, shall govern the Board in all cases for which they are applicable and in which they are not inconsistent with these Bylaws, Federal, or State Regulations or any special Rules of Order the Board may adopt.

Section C. Quorum

A quorum shall consist of a simple majority of the currently appointed Board members and all authorized member's designees attending in their absence (50% plus 1). Proxy voting shall not be permitted for any LWDB action. Members must be present to vote.

Authorized designees of members may not cast a vote. The members present at a duly authorized meeting at which a quorum was determined to be present may continue to transact agenda business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

Section D. Sunshine Provision for Meetings

Section 107 (B) 13 (e) of WIOA requires that "The local Board shall make available to the public on a regular basis through open meetings, information regarding the activities of the local Board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of One-Stop Operators and the award of grants or contracts to eligible providers of youth activities, and on request, minutes of formal meetings of the local Board." Additionally, all reasonable efforts must be made to ensure that meetings are held in facilities that permit barrier-free access to the physically handicapped. The meeting must also comply with the Georgia Open meetings Act (O.C.G.A. § 50-14-1 et. seq.).

Open Meetings. All meetings of the Board, Youth Council and Committees shall be open and accessible to the general public, and minutes shall be maintained and electronically sent, mailed, or faxed to the members with the agenda of the subsequent meeting (where possible) prior to the meeting. There will be a public comment period of fifteen (15) minutes prior to the official start of Board meetings. Each speaker will be allowed two (2) minutes. Any member of the public desiring to so participate shall notify the Chairperson or the Division Manager for the Select Fulton Economic Development Department in writing before the meeting of the subject he/she wishes to address. All Local Workforce Development Board meetings shall be conducted in accordance with federal sunshine laws and the Georgia Open Meetings Act. The process by which the Board will provide updates of Board action to the Chief Local Elected Official shall be by electronic copy of the approved meeting minutes within two business days of the LWDB vote to approve the meeting minutes. The public has the right to address the Board. Public attendees interested in addressing the Board must submit their name and topic to be discussed in writing to the Board Chair or Coordinator prior to the start of the meeting. Each individual is permitted three (3) minutes to speak. An individual can relinquish their time to another speaker, but only for a total of six (6) minutes maximum per person.

ARTICLE V. SPECIAL MEETING CONDITIONS

Section A. Conflict Resolution Process

In the event of a conflict or dispute arising from the One-Stop Partners or other members of the Board, the following process and procedures will be used to rectify the conflict and

in the following sequential order:

- (1) The review of any applicable Memorandum of Understanding (MOU) or applicable written agreement between the parties for dispute resolution provisions. In all cases, those formal agreements will take precedence.
- (2) A two-thirds (2/3) majority of any applicable committee may make recommendations on dispute resolution.
- (3) The Board Chair may call a special meeting of the Boards' Executive Officers and the disputants to resolve the matter; or may submit the dispute to the full Executive Committee or the Board at a regular or special meeting.
- (4) If it remains unresolved, the Board Chair and Executive Officers may submit their findings of fact on the dispute to the CLEO for a final resolution at the local level.

Section B. Maintenance of Records

The CLEO shall appoint the support staff for the Fulton County Workforce Development Board. Such staff will be responsible for maintaining the written records for all matters related to the composition, operation, formal deliberation or resolutions and actions of the Board, its Youth Standing Committee and any formalized committees for seven years. The Board Chair and Chair of the Youth Standing Committee, all standing committees or ad hoc committees, shall retain copies of any appropriate files and information relevant to their functions notwithstanding the official Board files maintained by staff for seven years. Support staff, shall keep the minutes of Board meetings and Committee meetings. Although verbatim minutes are not required to be taken, minutes must be taken and must include a record or summary of all: names of members present, names of speakers at the meeting, motions, proposals, resolutions, and any other matter formally voted upon, including the result of any vote taken. Staff shall provide a copy of the minutes to each member and the general public, when requested and in compliance with applicable regulations. Meeting minutes will also be forwarded to the CLEO within two weeks.

Section C. Expenses, Grants and Donations

1. Members and designees shall not receive a salary from the County of Fulton or the LWDB for attendance at meetings of the Board. Allowable expenses as approved by the Chair and CLEO, incurred while attending to Board business shall be reimbursed at the prevailing county rates.
2. *Travel.* Each member of the board who is not otherwise a state officer or employee shall be authorized to receive reimbursement for reasonably necessary travel expenses incurred in the performance of his or her duties as a member of the Board, provided that such funds are available and such reimbursements are allowable under federal law. Should funds not be available or allowable for this purpose, such members shall serve without compensation. Each member of the Board who is otherwise a state officer or employee shall be reimbursed by the agency of which he or she is an officer or employee for reasonably necessary travel expenses actually incurred in the performance of his or her duties as a member of

the Board, provided that such funds are available and such reimbursements are allowable under federal law. WIOA Title I funds shall not be used for foreign travel per 20 CFR Parts 667.264. Members of the board shall receive no compensation for their services except as otherwise provided in this Section.

3. *Travel Expense and Reimbursement.* Travel costs are expenses for transportation, lodging, subsistence, and related items incurred by staff and others who are on travel status on official business of the Board. Travel expenses must be reasonable and necessary, and for a bona fide business purpose related to the funding source. All supporting documentation must be kept on file. Meals, lodging, rental cars, airfare, mileage for staff-owned cars, and other travel expenses may be paid for staff and participants who travel as part of their job, training activity or grant purpose. Documentation of the purpose and cost of travel must be maintained. No staff may be reimbursed for expenses incurred in going to and from work. Staff and Board members required to travel for official business must comply with all Fulton County and statewide travel regulations in effect at the time of travel. Statewide Travel Regulations can be found at <http://sao.georgia.gov>. If any contractor or grant sub-recipient does not have an agency meal policy, they will be subject to the terms and regulations found within the Statewide Travel Regulations. The funding agency may reimburse members of boards and councils, consultants, volunteers, service providers, and others for travel expenses incurred for an allowable purpose benefiting the workforce investment system. A definition section related to travel expenses is attached hereto as Exhibit "A."
4. *Consultants.* The Board shall be authorized to consult with and form p0erfos with members and persons knowledgeable on the subject matter at issue in order to carry out effectively its duties. Such consultants shall serve without compensation but shall be reimbursed for travel and other reasonable and necessary expenses incurred while attending meetings of or on behalf of the Board, provided that such travel and other expenses are approved by the Chair and such reimbursements are allowable under federal law.
5. *Contracting.* The grant subrecipient shall be authorized to employ and contract with other individuals and organizations as needed to assist in executing the Board's responsibilities, provided that funds are available for such expenditures and such expenditures are allowable under federal law.
6. *Support Staff.* Fulton County Staff, as support staff to the Board, will maintain vigilance in reviewing state and federal grant announcements and the submission of applications for all appropriate operational or services grants for the Board.
7. *Donations.* The Board may pursue an annual solicitation of donations, or more frequently as needed, from area businesses and organizations. Prior approval of the CLEO shall be required of each such request. These voluntary contributions may be used to defray the costs associated with any meeting or other Board expenditures that cannot be paid with applicable grant funds. These voluntary contributions are maintained in a dedicated account, which shall have reasonable fiduciary controls. The Board Chair shall provide information on expenditures, contributions, and any discretionary account balances at an appropriate general meeting of the Board and to the CLEO, monthly.

Section D. WIOA Vendor Appeal Process

Preamble: The WIOA Title Programs and the One-Stop Partners have an established a grievance and appeal process for customers. Nothing in this paragraph diminishes or eliminates those processes of redress and nothing in the following process is applicable to customer complaints. In the event a customer contacts the LWDB Chair, a LWDB member or the LWDB support staff with a formal complaint and request for review, the customer shall be directed to the appropriate authority.

In the event of the Board's vote of denial for a potential vendor of Education and Training, On-the-Job-Training, Customized Training or any other applicable provider of workforce development services which has been rejected by a LWDB Committee and the Board, the potential vendor may appeal the initial decision as follows:

- (1) An executive officer of the denied organization may, in writing and within 30 days of the notification of denial, request a review of the Board's decision. In the correspondence to the Chair, the petitioner shall submit the rationale for the appeal of the initial Board decision and any pertinent facts or information which was not considered when the Board decision was made.
- (2) The Board Chair, within 30 days of receipt of the provider's letter, shall convene and preside over a special meeting of the Executive Board. The Board Chair and the Board staff support may submit documentation, finding-of-facts or informal testimony from others on the matter in question.
- (3) The potential provider may submit any supportive documentation on their rationale for the appeal which is relevant to the case.
- (4) If the Executive Board votes to uphold the initial decision of the Board, no further action shall be instituted and the initial decision will be upheld on appeal.
- (5) Should mitigating circumstances to the initial decision be found by the Executive Committee, it shall become an agenda item at the next scheduled Board meeting where a quorum is present. At that time a member of the Executive Committee will summarize their findings to the Board and request a re-vote on the issue in question. Each member present shall signify their vote and two-thirds (2/3) affirmative vote of the members present shall be required to overturn the initial Board decision.
- (6) The Board Chair will announce the results and execute the final Board action on the matter.

Section E. Board Review of Workforce Development Grants

One of the major functions and responsibilities of the Fulton County Workforce Development Board is the oversight of workforce development within Fulton County. The Board and its staff support have the responsibility of review and evaluation of various workforce development grant proposals and funding requests.

The Board affirmatively supports local workforce improvement initiatives from private sector business, public sector organizations, or consortiums thereof which have the goal of fulfilling employment needs, local labor market improvements, and the elimination of program service and funding duplication. Accordingly, the Board may be called upon to provide various levels of workforce proposal evaluation from letters of project support, Board review, and/or certification of a potential grant application to Board votes or resolutions on various federal or state grants.

It is the potential grant applicant's sole responsibility to submit a request for review in sufficient time and in sufficient program detail for the Board or the Board Chair to come to a disposition on the merits of the proposal.

ARTICLE VI. USE OF TECHNOLOGY

Technology will be used to insure that the LWDB and the public will have access to internet technology and information needed to support their roles in decision making and to insure public awareness of the workforce and information through internet technology. The Board may use technology to improve board functions such as distributing meeting agenda, attachments, and minutes with electronic mail to improve communication.

ARTICLE VII. STANDING COMMITTEES

Section A. Designation and Composition of Standing Committees

The Fulton County Workforce Development Board may designate and direct the activities of standing committees to provide information and to assist the board in carrying out activities under this section as referenced in WIOA Section 107(b)(4)(A)(ii). In those situations, and in any other applicable requirements, they shall be governed by the same Articles of the Board Bylaws. Any standing committee created by the LWDB shall comply with applicable federal laws and regulations. All of the Board's standing committees and any ad hoc subcommittees shall be established at the discretion of the Board. An ad hoc subcommittee shall cease to function after completing its duties and issuing a report on their findings or recommendations to the Board Chair or membership. All standing committees shall be chaired by a Board member to perform any assignment that is of concern to the Board for a particular end or purpose. Membership on committees or subcommittees must include representatives from outside of the Board who demonstrate experience and expertise in accordance with 20 CFR 679.340(b). Similarly, ad hoc subcommittee members may be composed of full, partial or non-board Board members based upon their function and assignment.

1. Standing Committees:
 - (a) Must include other individuals appointed by the Board who are not members of the Board and who the Board determines have appropriate experience and expertise;
 - (b) Shall be chaired by a member of the Board selected by the CLEO, in the absence of the Committee Chair, any member of the Committee

may assume the duties of the Chair pro tempore;

- (c) Shall provide information and assist with operational and other issues relating to the One-Stop delivery system, which may include as members representatives of the One-Stop partners;
 - (d) Shall provide information and assist with planning, operational, and other issues relating to the provision of services to youth and individuals with disabilities: including issues relating to compliance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the One-Stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities;
 - (e) May designate other standing committees in additions to the standing committees specified in the Bylaws; and
 - (f) Carry out all other duties as authorized by the Chair of the Board, with regard to activities for youth and individuals with disabilities.
2. The name, address, and telephone number of each member of a committee, or subcommittee together with all papers, committee minutes, information or other data bearing on the subject or question to be considered by the committee shall be maintained by the WBD Coordinator, the Board's support staff, and the committee Chair. Documents or information on committee activities shall be supplied to the Board membership upon request and/or at regularly scheduled Board meetings.
 3. A quorum shall consist of fifty percent (50%) plus one (1) of the appointed committee members for both standing committees and ad hoc subcommittees. In the event that a quorum is not present, committee members present may transact committee business; however, committee items presented to the Board shall state whether the item represents the decision of a majority of the full committee or a consensus of committee members present at the meeting.
 4. Standing committee meetings shall be made accessible to the public. Notice of such meetings, when called, shall be established by posting same in one (1) or more designated public locations or applicable web sites at least three (3) days prior to such meeting. The Board Chair shall appoint members of the committee. A designee appointed by a Board member may attend all committee meetings on behalf of the member. A Board member shall be considered "present" for all purposes of committee attendance and quorum requirements. The Board member may also vest in the designee the function of spokesperson for the member in order to present items germane to the purposes of the committee, and may vote for the member. Matters developed in a committee shall be placed on the agenda for discussion during the next Board meeting.

Standing committees include but are not limited to:

Executive Committee – The Executive Committee will exercise authority and manage the business of the LWDB during intervals between board meetings. The officers serve as members of the Executive Committee, except for the power to amend the policies and the Bylaws.

Finance Committee- Responsible for reviewing and providing guidance for the organization's financial matters. The Committee will regularly review the organization's revenues and expenditures, ensure that organizational funds are spent appropriately and approve the annual budget and submit it to the full Board for approval.

Youth Standing Committee - The Fulton County Workforce Development Board designated the Youth Council to be formally known as the Youth Standing Committee under WIOA Section 107 (b)(4). Members of the Youth Standing Committee who are not members of the Board will be full voting members of the Youth Standing Committee, but non-voting members of the Board. Youth Standing Committee members, who are not full members of the Board, may attend Board meetings. Members shall include community-based organizations (CBOs) with a demonstrated record of success in serving eligible youth and other individuals with appropriate expertise and experience who are not members of the Board and may also include parents, participants and youth. The Committee is to inform and assist the Board in developing and overseeing a comprehensive youth program. They may participate in the applicable deliberations of the Board on the issues related to their Youth Standing Committee functions and make recommendations for providers of youth workforce activities through competitive grants or contracts, however, if the Board determines there is an insufficient number of eligible providers in a local area, the Board may award contracts on a sole-source basis as per the provisions at WIOA sec. 123(b).

Performance and Accountability - Responsible for preparing and updating the Board's Local Action Plan; reviewing the needs of the local labor market; developing strategic plans; reviewing program performance; establishing and benchmarking performance measures for the system; reviewing on-site program contractor monitoring reports; assisting with the review and recommendations on Memorandums of Understanding and Request for Proposals. Responsible for developing and updating "Individual Training Account" (ITA) policies and procedures; and developing and updating training provider certification and monitoring where appropriate. Responsible for providing information and assisting with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners. Responsible for providing information and to assist with operational and other issues relating to the provision of services to individual with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

~~**Board Visibility And Development** – Ensures that all Board members receive the proper orientation, and are involved in at least one Board Committee. Its primary functions are: (1) defining and refining Standing Committees and their memberships, (2) recommending amendments to the Bylaws, (3) soliciting new member nominees to be presented to the GLEO for approval and (4) identifying key stakeholders and developing partnerships to foster long-term business alliances across industry lines.~~

Strategic Partnerships and Outreach – Responsible for identifying strategic opportunities for the Board to engage and collaborate with organizations serving job seekers in Fulton County. The Committee will recommend programs and strategies for serving special populations and strategic communities in Fulton, develop and promote outreach messaging to enhance the WorkSource Fulton brand, and incorporate regional initiatives into the Fulton service delivery model.

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Ad Hoc Committee- The Chairperson may appoint or authorize the appointment of such other Committees as may be deemed necessary and appropriate to carry out the purpose of the operation.

ARTICLE VIII. STAFF

The Fulton County Select Fulton Economic Development Department Workforce Development Division will provide staff manpower to assist with planning and implementation and to oversee and administer the day-to-day operations of the Fulton County Workforce System Staff shall ensure executed forms are kept on file and available upon request.

ARTICLE IX: INDEMNIFICATION OF MEMBERS

Section 1. It shall be the policy of the Board to indemnify to the maximum extent permitted by applicable laws any one or more of the members, or appointees against judgments, penalties, settlements and other liabilities incurred by them in connection with any pending threatened or completed action, suit or proceeding, whether civil, criminal, investigative or administrative and against reasonable costs and expenses (including attorneys' fees) in connection with any proceeding, where such liabilities and litigation expenses were incurred incident to the good faith performance of their duties.

Section 2. Use of Corporate Fund. The use of funds of the Board for indemnification or for purchase and maintenance of insurance for the benefit of the persons designated in Section I of this Article shall be deemed a proper expense of the Board.

ARTICLE X: GENERAL PROVISIONS

Section 1. Program Year. The program year of the Fulton County Workforce System shall be the period beginning July 1st of each year and ending June 30th the following year.

Section 2. Amendments. These Bylaws may be amended or repealed and new Bylaws shall be approved by the CLEO and be adopted by the affirmative vote of a majority of the entire Board of Directors at any meeting of the Board provided that:

A. Notice of the meeting shall have been given which states that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws and includes a copy or summary of the proposed amendment or states the general nature of the amendment; and

B. All amendments to the Bylaws shall be consistent with the provisions of the WIOA, Code of Federal Regulations Title 20 §679.310(g), and accompanying State regulations. Such notice may be waived as provided in these Bylaws.

THIS IS TO CERTIFY that the above Bylaws of the Fulton County Workforce System were duly amended by the Board of Directors on to be **effective the 16th day of May, 2019.**

FULTON COUNTY WORKFORCE BOARD

CLEO

LWDB Chairperson

LWDB Member

EXHIBIT "A"

DEFINITIONS FOR TRAVEL RELATED EXPENSES

1. External Customers would normally be considered as program participants, employers and/or board members. Professional colleagues would normally be considered individuals outside of the organizations influence but sharing common interests and goals of the organization.
2. Internal Customers are employees, contractors, and sub-grantees.
3. A trainer is neither an internal customer nor an external customer and cannot be used to determine if food is allowable.

B. ALLOWABLE COSTS

1. Meals that can be paid with Employment and Training Agency (ETA) funds and can be a direct charge or charged through an indirect cost allocation plan.
2. Meals while employees are in travel status are allowable per agency travel policy.
3. Meal costs are allowable when the grantee incurs such costs in the process of conducting meetings or conferences with external customers and other professional colleagues outside of the entity's organization.
4. The cost of a "working lunch" with external customers and other colleagues is only considered "reasonable and necessary" when there is adequate documentation on the necessity of having a meeting during a meal time instead of during normal business hours. Documentation should specify what Employment and Training Agency (ETA)-related subjects were discussed and include a list of participants and dated itemized meal cost receipts.

C. DISALLOWED COSTS

1. Charging costs for meals and refreshments while engaging day-to-day business with employees is disallowed.
2. All meals and refreshments at meetings where the attendees are internal customers only are disallowed. This includes but not limited to coffee, bottled water, networking breakfast, lunch and dinner.
3. All above meal costs must be paid with non-ETA federal funds and cannot be paid through an indirect cost allocation plan.

EXHIBIT "B"

CONFLICT OF INTEREST PROVISION

Name: _____

Public Office or Position: _____

Local Workforce Development Area: _____

Mailing Address: _____

Telephone Number: _____

I hereby affirm and attest that I have read and understand the duties, obligations and restrictions imposed upon me by the Conflict of Interest and Code of Conduct Policy contained at Ga. Comp. R. & Regs. r. 159-2-1-.06, and that to date, I have not engaged in any conduct that would constitute a violation of the Conflict of Interest and Code of Conduct Policy. I hereby further affirm and attest that I will adhere to the duties, obligations, and restrictions identified in the Conflict of Interest and Code of Conduct Policy, and that I will not engage in any conduct which violates that policy so long as I hold the Public Office or Position identified above.

This ____ day of _____, 20__.

Signature: _____

No Board member, officer, employee, or agent of the Board shall:

- A.** Cast a vote on the provision of any service administered by the Fulton County Workforce System where that member, any member of his or her family, or any organization of which that member or any member of his or her family is an officer, owner, trustee, director, employee, shareholder, partner, consultant, or has any other special interest or relationship that may financially impact the Board member;
- B.** Vote on any matter which would provide direct financial benefit to that Board member; or
- C.** Participate in the award of any grant or contract that is funded through the Fulton County Workforce System where he or she knows that any of the following has a financial interest in the person or organization that will receive or has received the grant or contract: (1) the officer, employee, trustee, director, shareholder, partner, consultant, or other special interest or relationship that may financially impact the Board member; (2) any family member of the officer, employee, trustee, director or agent; (3) any partner of the officer, employee, trustee,

director or agent or (4) any person or organization that employs, or is about to employ, any person described in (1), (2), or (3).

It shall be a breach of ethical standards for any member of the Board to participate directly or indirectly in a procurement when the Board member knows that:

- A.** He or she or any individual of his or her immediate family has a financial interest pertaining to the procurement; or
- B.** A business or organization in which he or she, or any individual of his or her immediate family, has a financial interest pertaining to the procurement; or
- C.** Any other person, business, or organization with whom the Board member or any individual of the Board member's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
- D.** Where there is a conflict of interest on the part of a Director, such Director shall disclose the material facts as to his or her interest or benefit from the proposed Board action, and, in the event the measure requires approval by the Board, the proposed Board action may then be approved upon the affirmative vote of a majority of the disinterested directors, even though the disinterested directors be less than a quorum. Such interested directors may be counted in determining the presence of a quorum at the meeting at which issue is considered.

Regarding participation, members of the Board shall not vote nor be involved in the discussion of the provision of services by that member (or any organization which that member directly represents) or any matter in which the member is in a position to make or influence a procurement decision in which that member has an economic interest.

Members of the Board who have such a conflict shall identify themselves to the Chairperson of the Board prior to the discussion and vote of such agenda items. The disqualification of Board members from participation in procurement or other decisions shall be recorded in the minutes of the Board's meeting. The Chairperson of the Board shall be responsible for assuring Board members avoid the risk or appearance of conflict of interest.

For purposes of this conflict of interest provision, no "direct financial benefit" shall arise from a Board member's employment, employment by an organization that a Board member represents, or participation in a Board program that is administered by a contractor that is controlled by or related to the Board member or the organization that he or she represents.

No Director, officer, employee, or agent of the Board shall:

- A.** Solicit or accept gratuities, favors, or anything of monetary value from contractors, suppliers or potential contractors or suppliers; or
- B.** Solicit, accept, or agree to accept any benefits for exercising WIOA authority and performing their duties.

For purposes of this section, immediate family is defined as: parent, grandparents, spouse, sibling or child (including "step" relationships) and in-laws.

FULTON COUNTY WORKFORCE BOARD

CLEO

LWDB Chairperson

LWDB Member



WORKFORCE BOARD REPORT
Local Area 006 Region 3

WIOA Grant Funding Summary

Period Ending September 30, 2019



Funding	Program Year	Award	Expended	% Expended	*Obligated	** Projected Balance	% Remaining
ADMINISTRATION							
Ending June 2020	PY 2018	\$ 316,521.00	\$ 250,479.80	79%	\$ 16,968.49	\$ 66,041.20	21%
Ending June 2021	PY 2019	\$ 120,461.00	\$ -	0%	\$ -	\$ 120,461.00	100%
TOTAL		\$ 436,982.00	\$ 250,479.80		\$ 16,968.49	\$ 186,502.20	
ADULT							
Ending June 2020	PY 2018	\$ 1,326,927.00	\$ 149,047.05	11%	\$ 1,079,814.83	\$ 1,177,879.95	89%
Ending June 2021	PY 2019	\$ 106,170.00	\$ -	0%	\$ -	\$ 106,170.00	100%
TOTAL		\$ 1,433,097.00	\$ 149,047.05		\$ 1,079,814.83	\$ 1,284,049.95	
DISLOCATED WORKER							
Ending June 2020	PY 2018	\$ 739,224.00	\$ 149,260.69	20%	\$ 525,334.00	\$ 589,963.31	80%
Ending June 2021	PY 2019	\$ 268,114.00	\$ -	0%	\$ -	\$ 268,114.00	100%
TOTAL		\$ 1,007,338.00	\$ 149,260.69		\$ 525,334.00	\$ 858,077.31	
YOUTH							
Ending June 2020	PY 2018	\$ 782,538.00	\$ 161,591.58	21%	\$ 579,187.10	\$ 620,946.42	79%
Ending June 2021	PY 2019	\$ 709,873.20	\$ -	0%	\$ -	\$ 709,873.20	100%
TOTAL		\$ 1,492,411.20	\$ 161,591.58		\$ 579,187.10	\$ 1,330,819.62	
AWARD TOTAL		\$ 4,369,828.20	\$ 710,379.12		\$ 2,201,304.42	3,659,449.08	

*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	Pending Payments	Contract Balance
ResCare	\$ 2,050,000.00	\$ 582,111.00	\$ 1,467,889.00
In The Door, LLC.	\$ 103,085.00	\$ 18,198.13	\$ 84,886.87
Norred Security	\$ 15,000.00	\$ 1,922.14	\$ 13,077.86
Atlanta Regional Commission	\$ 12,000.00	\$ -	\$ 12,000.00
Operating Invoice Payments due	\$ 21,219.42	\$ 21,219.42	\$ -
Total Contract Obligations	\$ 2,201,304.42	\$ 623,450.69	\$ 1,577,853.73

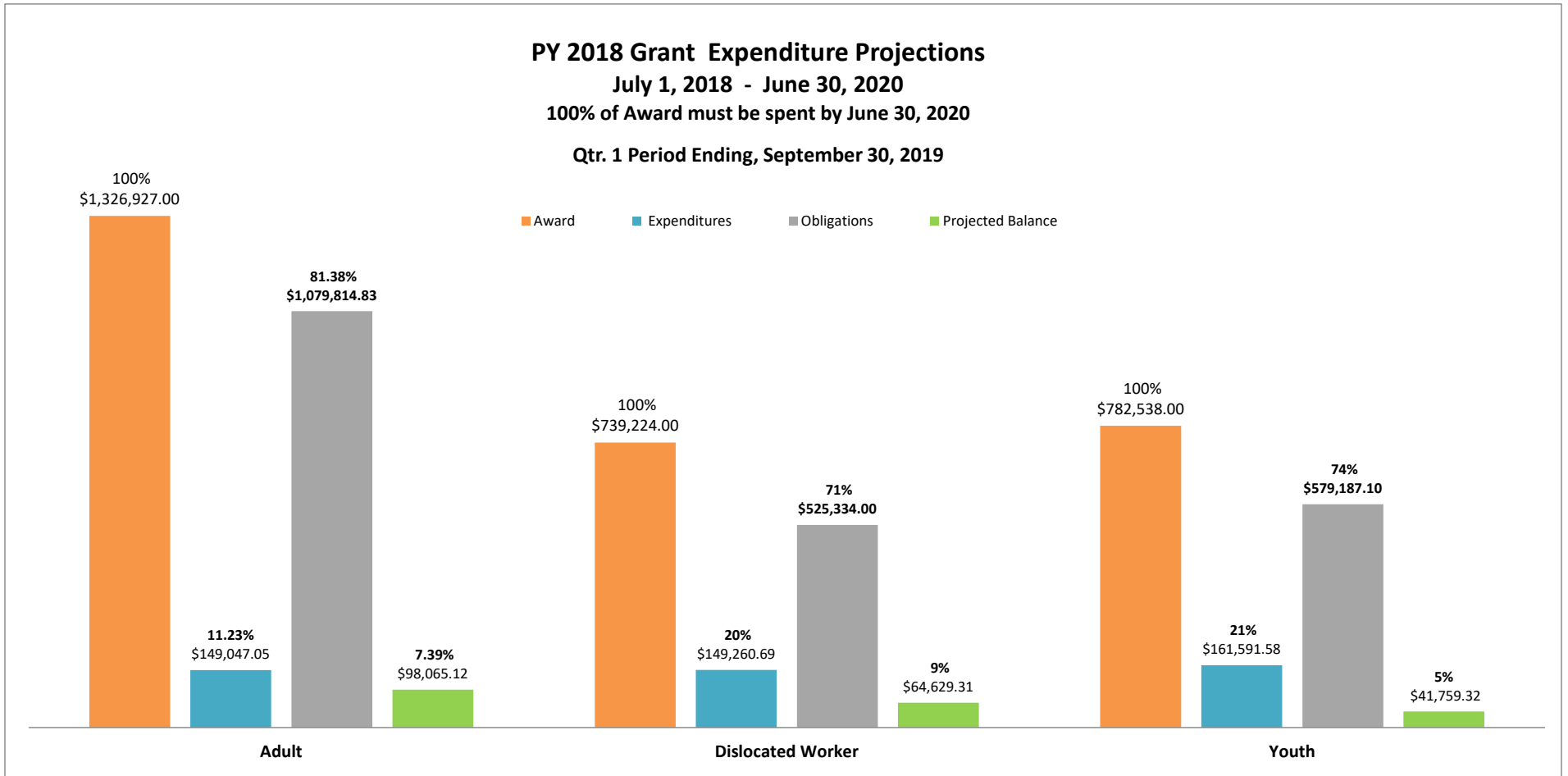
**Projected Balance includes YTD contract obligations plus operating remaining balance.

PY 2018 Grant Expenditure Projections

July 1, 2018 - June 30, 2020

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

Qtr. 1 Period Ending, September 30, 2019



Funds	Award	Expended	% Expended	Obligated	% Obligated	Projected Balance	% Projected Remaining
Administration	316,521.00	250,479.80	79%	16,968.49	5%	\$ 49,072.71	16%
	Award	Expenditures	% Expended	Obligations	% Obligated	Projected Balance	% Remaining
Adult	\$ 1,326,927.00	\$ 149,047.05	11.23%	\$ 1,079,814.83	81.38%	\$ 98,065.12	7.39%
Dislocated Worker	\$ 739,224.00	\$ 149,260.69	20%	\$ 525,334.00	71%	\$ 64,629.31	9%
Youth	\$ 782,538.00	\$ 161,591.58	21%	\$ 579,187.10	74%	\$ 41,759.32	5%
Total PY 2018	\$ 3,165,210.00	\$ 710,379.12	22%	\$ 2,201,304.42	70%	\$ 253,526.46	8%

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

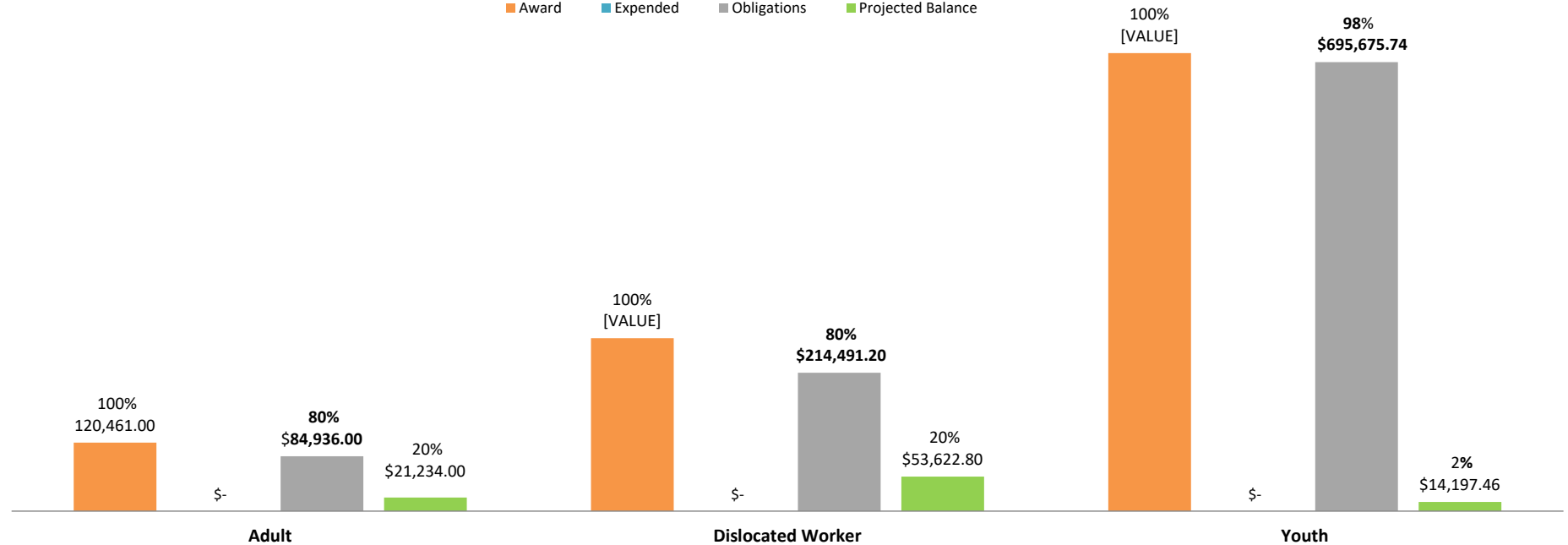
PY 2019 Grant Expenditures Projections

July 1, 2019 - June 30, 2021

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

Qtr. 1 Period Ending, September 2019

■ Award
 ■ Expended
 ■ Obligations
 ■ Projected Balance



Fund	Award	Expended	% Expended	*Projected Obligation	% Projected Obligation	**Projected Balance	% Projected Remaining
Administration	120,461.00	\$ -	0%	48,184.40	40%	\$ 72,276.60	60%
Program	Award	Expended	% Expended	Obligations	% Committed	Projected Balance	% Projected
Adult	\$ 106,170.00	\$ -	0%	\$ 84,936.00	80%	\$ 21,234.00	20%
Dislocated Worker	\$ 268,114.00	\$ -	0%	\$ 214,491.20	80%	\$ 53,622.80	20%
Youth	\$ 709,873.20	\$ -	0%	\$ 695,675.74	98%	\$ 14,197.46	2%
Subtotal	\$ 1,084,157.20	\$ -	0%	\$ 995,102.94	92%	\$ 89,054.26	8%
Total PY 2019	\$ 1,204,618.20	\$ -	0%	\$ 1,043,287.34	87%	\$ 161,330.86	13%

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

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



WIOA Grant Detailed Budget Worksheet

Worksheet: Grant Budget - 12/27/2018 10:00 AM

Name and Address		Fiscal Year		Funding Source		Project		Activity		Position		Grade		Rate		Hours		Total					
Development - School Funding 1000 North Center Street Fulton, GA 30804		2018		2019		WIOA		WIOA		WIOA		WIOA		WIOA		WIOA		WIOA					
Category	Item	Quantity	Unit	Rate	Total	Category	Item	Quantity	Unit	Rate	Total	Category	Item	Quantity	Unit	Rate	Total	Category	Item	Quantity	Unit	Rate	Total
A. Personnel Expenses	Salary	1	Hour	12.00	12.00																		
B. Personnel Expenses	Benefits	1	Hour	1.50	1.50																		
C. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
D. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
E. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
F. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
G. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
H. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
I. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
J. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
K. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
L. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
M. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
N. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
O. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
P. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
Q. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
R. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
S. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
T. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
U. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
V. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
W. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
X. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		
Y. Personnel Expenses	Travel	1	Hour	1.50	1.50																		
Z. Personnel Expenses	Supplies	1	Hour	1.50	1.50																		

PY19 Grant Detailed Budget Worksheet				
Total Estimated Costs				
1	Personnel (Direct Labor)	\$	907,859	
2	Fringe Benefits	\$	327,796	
3	Travel - Training	\$	13,530.00	
4	Professional Development	\$	15,000	★
5	Equipment	\$	21,099.00	
6	Supplies	\$	3,500.00	
7	Photocopier	\$	9,545	
8	Consultants	\$	100,000.00	★
9	Subcontractors	\$	2,430,085.00	
10	Hospitality	\$	4,000.00	★
11	Outreach	\$	75,000.00	★
12	Subscriptions	\$	360.00	
13	Publications	\$	150.00	
14	Memberships	\$	7,298.00	★
15	Database Fees/Software	\$	8,000.00	★
16	Fuel	\$	9,810.00	
17	Vehicle Insurance	\$	-	
★	LWDB Decision Point			
	TOTAL EXPENSES:	\$	3,933,032	
Total Estimated Revenue				
			Projected	Actual
1	PY 18 Carryover	\$	2,578,776	2,554,329
2	PY 19 Award	\$	3,082,113	3,245,948
3	FY19 Fulton General Fund (Personnel) Non-recurring	\$	220,000	220,000
	TOTAL REVENUE:	\$	5,880,889	6,020,277
	Estimated PY 19 Balance	\$	1,947,856	2,087,244
	(Obligated for PY 20 ResCare Activities)			

Assumptions:

Funds available in rolling two year periods
\$2,578,776 must be expended by June 30, 2020
\$3,082,113 must be expended by June 30, 2021

PY 19 must be 80% obligated by June 30, 2020
Personnel/Operating funded through PY 19 Funds
Subcontractors funded through PY 18 Funds
Balance at end of year obligated for PY 20 ResCare Activities

Additional federal funds may be available through Reallocation in Q2
Additional federal funds may be available through Governor's Reserve

	PY19	Actual	FY20	Total	Admin. (10%)
ADULT	\$	117,967	628,893.00	\$ 746,860	\$ 74,686.00
DW		297,904.00	1,412,436.00	1,710,340.00	171,034.00
-9.02% Youth		788,748.00	-	788,748.00	78,874.80
	\$	1,204,619	2,041,329.00	3,245,948.00	\$ 324,594.8

	PY19	Actual	FY20	Total	Admin. (10%)
ADULT	\$	117,967	628,893.00	\$ 746,860	\$ 74,686.00
DW		297,904.00	1,412,436.00	1,710,340.00	171,034.00
-9.02% Youth		788,748.00	-	788,748.00	78,874.80
	\$	1,204,619	2,041,329.00	3,245,948.00	\$ 324,594.8

PY19 Grant Detailed Budget Worksheet				
Total Estimated Costs				
1	Personnel (Direct Labor)	\$	907,859	
2	Fringe Benefits	\$	327,796	
3	Travel - Training	\$	13,530.00	
4	Professional Development	\$	15,000	★
5	Equipment	\$	21,099.00	
6	Supplies	\$	3,500.00	
7	Photocopier	\$	9,545	
8	Consultants	\$	100,000.00	★
9	Subcontractors	\$	2,430,085.00	
10	Hospitality	\$	4,000.00	★
11	Outreach	\$	75,000.00	★
12	Subscriptions	\$	360.00	
13	Publications	\$	150.00	
14	Memberships	\$	7,298.00	★
15	Database Fees/Software	\$	8,000.00	★
16	Fuel	\$	9,810.00	
17	Vehicle Insurance	\$	-	
★	LWDB Decision Point			
	TOTAL EXPENSES:	\$	3,933,032	
Total Estimated Revenue				
				Actual
1	PY 18 Carryover	\$	2,578,776	
2	PY 19 Projected Award	\$	3,082,113	3,248,282.00
3	FY19 Fulton General Fund (Personnel) Non-recurring	\$	220,000	
	TOTAL REVENUE:	\$	5,880,889	
	Estimated PY 19 Balance	\$	1,947,856	
	(Obligated for PY 20 ResCare Activities)			

Assumptions:

Funds available in rolling two year periods
\$2,578,776 must be expended by June 30, 2020
\$3,082,113 must be expended by June 30, 2021

PY 19 must be 80% obligated by June 30, 2020
Personnel/Operating funded through PY 19 Funds
Subcontractors funded through PY 18 Funds
Balance at end of year obligated for PY 20 ResCare Activities

Additional federal funds may be available through Reallocation in Q2
Additional federal funds may be available through Governor's Reserve

	PY18	FY19	Total	Admin. (10%)	Prog. (90%)
ADULT	\$ 122,107	721,112.00	\$ 843,219.00	\$ 84,321.90	758,897.10
DW	225,585.00	1,188,278.00	1,413,863.00	141,386.30	1,272,476.70
Youth	869,487.00	-	869,487.00	86,948.70	782,538.30
	\$ 1,217,179	1,909,390.00	\$ 3,126,569.00	\$ 312,656.90	2,813,912.10

	PY19	FY20	Total	Admin. (10%)	Prog. (90%)
ADULT	\$ 117,967	628,893.00	\$ 746,860	\$ 74,686.00	\$ 672,174.00
DW	296,477.00	297,904.00	1,412,436.00	171,034.00	\$1,539,306.00
Youth	(78,405.00)	791,082.00	711,974	79,108.20	\$ 711,973.80
	\$ 1,206,953	2,753,302.58	3,248,282.00	\$ 324,828.2	\$2,923,453.80

	PY19	Projected	FY20	Total	Admin. (10%)	Admin. 10%
(109,031.00)	ADULT	\$ 117,967	627,066.00	\$ 745,033.00	\$ 74,503.30	11,796.00
271,413.00	DW	297,904.00	1,412,436.00	1,710,340.00	171,034.00	29,790.00
2,334.00	Youth	788,748.00	-	788,748.00	78,874.80	78,875.00
164,716.00		\$ 1,204,619	2,039,502.00	\$ 3,244,121.00	\$ 324,412.10	120,461.00

	PY19	Revised	Admin. 10%	FY20	Total	
	ADULT	\$ 117,967	\$ 11,796.0	\$ 106,171.0	\$ 117,967.0	628,893.00
	DW	297,904.00	29,790.00	268,114.0	297,904.0	\$ 62,889.0
-9.02%	Youth	791,082.00	79,108.20	711,973.8	791,082.0	\$ 566,004.0
		\$ 1,206,953	\$ 120,694.2	\$ 1,086,258.8	\$ 1,206,953.0	\$ 628,893.00
						\$ 1,412,436.00
						\$ 791,082.0
						\$ 3,248,282.00

\$ 2,334 1,827.00

	PY19	Revised	FY20	Total	Admin. (10%)	Admin. 10%
	ADULT	\$ 117,967	628,893.00	\$ 746,860	\$ 74,686.00	
	DW	297,904.00	1,413,439.00	1,711,343.00	171,134.30	171,134.30
-9.02%	Youth	788,748.00	711,974	788,748.00	788,748.00	78,875
		\$ 1,204,619	2,754,305.58	3,246,957.00	\$ 1,034,568.3	

2020 LWDB Meeting Dates

Proposed: 3rd Tuesday of Month

February 18th: 8:00 AM

May 19th: 8:00 AM

August 18th: 8:00 AM

November 17th: 8:00AM

*Committees meeting at minimum once per quarter
Scheduled at least 2 weeks prior to LWDB Meeting*

Fulton



Connecting Talent with Opportunity
A proud partner of the American  JobCenter network

KEY PERFORMANCE INDICATORS

November 21, 2019

KEY PERFORMANCE INDICATORS

Program Year 19: 7/2019- 6/2020



\$8 MILLION

JOB SEEKERS

total annual earnings

Program Year 18

WorkSource Fulton programs produce a

Return on Investment of

\$2.50

For every
\$1 spent

KEY PERFORMANCE INDICATORS

Program Year 19: 7/2019 - 6/2020

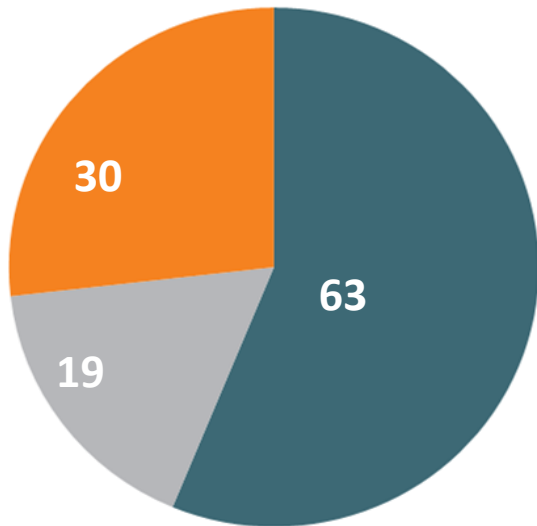
3552

customer visits to Resource Areas

112

customers enrolled into
WIOA services

Customers Enrolled PY19



109

customers placed in
training programs

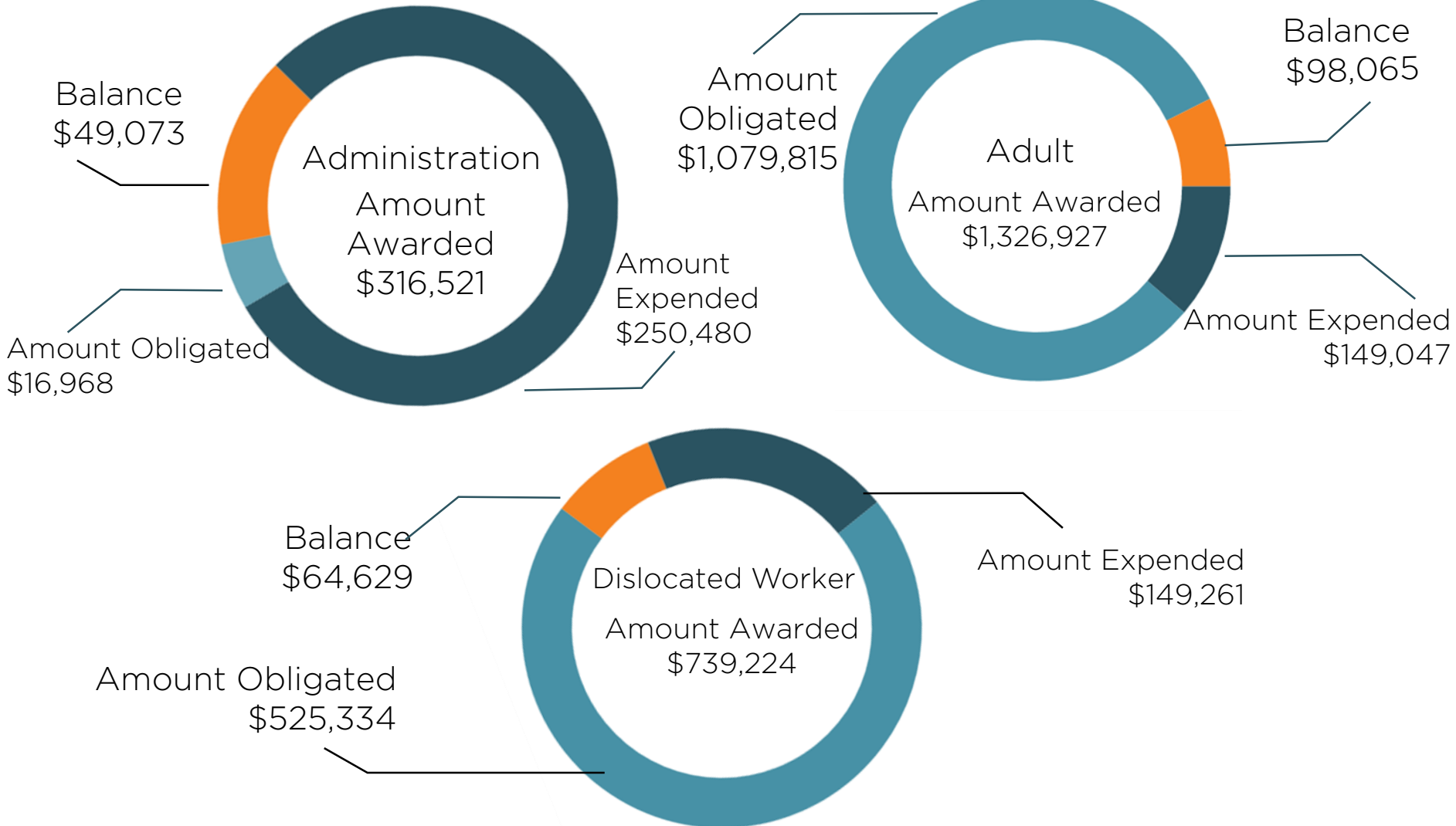
167

participants
entered

EMPLOYMENT

KEY PERFORMANCE INDICATORS

Funds expiring June 2020



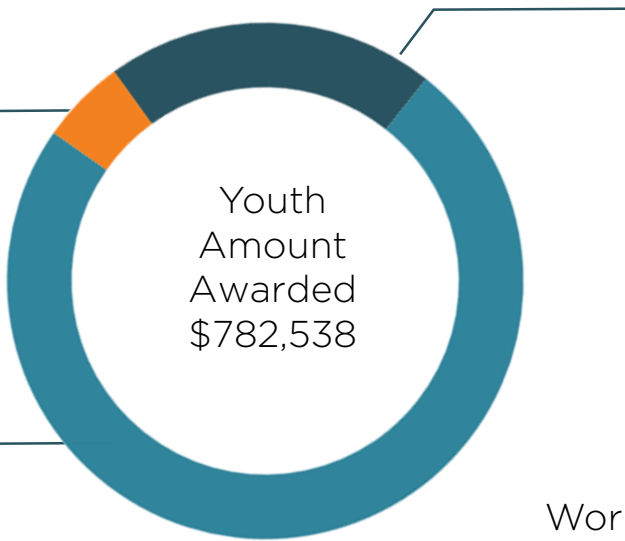
KEY PERFORMANCE INDICATORS

Funds expiring June 2020

Balance
\$41,759

Amount
Expended
\$161,572

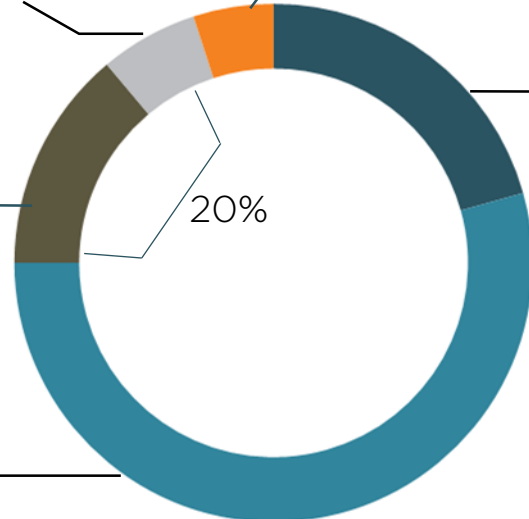
Amount
Obligated
\$579,187



Work
Experience
Remaining
\$47,934

Flex
Available
\$39,127

Work
Experience
Expended
\$108,574




Out of
School
Expended
\$161,592

Out of
School
Remaining
\$425,312

KEY PERFORMANCE INDICATORS


Funds expiring June 2021



Administration
Amount Awarded
\$324,694



Adult Amount
Awarded
\$672,174



Dislocated Worker
Amount Awarded
\$1,540,209

KEY PERFORMANCE INDICATORS

Funds expiring June 2021

