

**FULTON WORKFORCE DEVELOPMENT BOARD MEETING
261 JOSEPH E. LOWERY BLVD NW
ATLANTA, GA 30314
FEBRUARY 15, 2023 – 8:00 A.M.**

AGENDA

- | | | |
|-------------|---|--------------------------------|
| I. | CALL TO ORDER | Alexis Leonard |
| II. | ROLL CALL | Alexis Leonard |
| III. | PUBLIC ACCESS | Citizen Comments |
| IV. | REGULAR AGENDA | |
| | <ul style="list-style-type: none">• ACTION ITEM: Approve Agenda• ACTION ITEM: Adopt Previous LWDB Minutes – 11/16/2022 | |
| V. | COMMITTEE REPORTS | |
| | PERFORMANCE & ACCOUNTABILITY | Stephanie Rooks |
| | YOUTH | Yulonda Darden-Beauford |
| | FINANCE | Mariska Angall |
| | STRATEGIC PARTNERSHIPS & OUTREACH | Amelia Nickerson |
| | EXECUTIVE COMMITTEE | Andy Macke |
| | <ul style="list-style-type: none">• ACTION ITEM: Approve Changes to Bylaws• ACTION ITEM: Approve Business Services Policies• ACTION ITEM: Approve Unlikely to Return Policy• ACTION ITEM: Approve 2023 Meeting Dates | |
| VI. | DIRECTORS REPORT | Brett Lacy |

VII. PROGRAM PRESENTATIONS

Discussion: Westside Works Providers

VIII. CLOSING REMARKS AND ADJOURNMENT

AGENDA IS SUBJECT TO CHANGE

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

Immediately following adjournment, LWDB Members are invited to tour Westside Works

MEETING TITLE: Fulton County Workforce Development Board Meeting
MEETING DATE: Wednesday, November 16, 2022 **MEETING TIME:** 12:00 P.M.
LOCATION: Sandy Springs City Hall, 1 Galambos Way, Sandy Springs, GA 30328
MEETING SCRIBE: Alexis Leonard **EMAIL:** alexis.leonard@fultoncountyga.gov

BOARD MEMBERS ATTENDANCE:

Bell, Mike: Absent	Ganesh, Bala: Absent	Noyes, Brian: Present
Boatright, Kali: Present	Gomez, Laura: Present	Rooks, Stephanie: Present
Butler, David: Absent	Johnson, Rich: Present	Ruder, Alex: Excused Absence
Cook, Tom: Absent	Macke, Andy: Present	Russell, Shar'ron: Proxy- Perez, Brooke
Darden Beauford, Yulonda: Excused Absence	McFarlane, Kari: Proxy- Johnson, Ade- Renee	Schofield, Kim: Present
Dover, Sanquinetta: Present	Nickerson, Amelia: Proxy- Brownlow,	Seem, David: Excused Absence
Embry, Humeta: Present	Kellie	Wences, Juan: Absent

1. Call to Order

Meeting called to order by Chairperson A. Macke at 12:03 P.M.

2. Roll Call:

Roll call by A. Leonard, LWDB Board Liaison. The presence of quorum was met.

3. Opening and Introductions

Chairperson A. Macke opened the board meeting welcoming all attendees. All LWDB Members and WorkSource Fulton staff introduced themselves.

4. Public Comment

No Public comments.

5. Regular Agenda

I. Regular Agenda:

The WorkSource Fulton LWDB November 16, 2022 Agenda Draft was provided to the board for review. Reference meeting packet for the document. Chairperson Macke requested a motion to accept the regular agenda.

Motioned: S. Dover

Seconded: R. Johnson

Required Action: N/A

Motion Acceptance/Declination: The motion was approved to adopt the agenda as presented by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried, accepting the regular agenda as presented.

II. **Adoption of August 17, 2022, LWDB Meeting Minutes:**

WorkSource Fulton LWDB, August 17, 2022, Meeting Minutes Draft was provided to the board for review. Reference meeting packet for the document. Chairperson Macke requested a motion to accept the August 17, 2022, LWDB Meeting Minutes.

Required Action: N/A

Motioned: S. Dover **Seconded:** R. Johnson

Motion Acceptance/Declination: The motion was approved to adopt the August 17, 2022 LWDB Meeting Minutes as presented by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried accepting the adoption of the August 17, 2022 LWDB Meeting Minutes as presented.

6. **Committee Reports and Recommendations**

Performance & Accountability Committee:

S. Rooks, Chairperson of the Performance & Accountability Committee, provided the committee report.

Youth Committee:

M. Violet, Programs Manager, provided the Youth Standing Committee report.

Finance Committee Report:

M. Angall, Financial Systems Manager, provided the Finance Committee report.

Approve Transfer of DW Funds to Adult - \$793,925:

Due to the increased need for Adult program funding, a transfer of funds is requested. The transfer request is for \$793,925.00, and the funds expire on June 30, 2024. A funding transfer request form was provided to the board for review. Reference meeting packet for the document. Chairperson Macke requested a motion to approve the Transfer of DW Funds to Adult - \$793,925.

Required Action: N/A

Motioned: K. Boatright **Seconded:** R. Johnson

Motion Acceptance/Declination: The motion was approved to Transfer of DW Funds to Adult - \$793,925 as presented by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried approving the Transfer of DW Funds to Adult - \$793,925.

Strategic Partnerships and Outreach Committee:

A. Nickerson, Chairperson of the Strategic Partnerships and Outreach Committee, provided the committee report.

Executive Committee Report:

A. Macke, Chairperson of the LWDB, provided the Executive Committee Report.

Approve Local Plan

At the August 17, 2022 LWDB Meeting, the draft of the Local Plan was approved to post for public comment. After being posted for 30 days, there were no public comments received. The Local Plan was provided to the board for final review. Reference meeting packet for the document. Chairperson Macke requested a motion to approve the Local Plan.

Motioned: S. Dover **Seconded:** R. Johnson

Required Action: N/A

Motion Acceptance/Declination: The motion was approved to approve the Local Plan as presented

by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried, accepting the Local Plan as presented.

Approve February 15th Meeting Date

The proposed Q1 meeting date is February 15, 2023 at 8:00 A.M. The Q2-Q4 meeting dates will be determined at the LWDB Planning Retreat. Chairperson Macke requested a motion to approve the Q1 meeting date, February 15, 2023 at 8:00 A.M.

Motioned: S. Dover

Seconded: R. Johnson

Required Action: N/A

Motion Acceptance/Declination: The motion was approved to accept the February 15, 2023 as presented by a unanimous vote. All in favor. No oppositions. No abstentions. The motion carried, accepting the Q1 meeting date, February 15, 2023 at 8:00 A.M. as presented.

7. Director's Report

B. Lacy, WorkSource Fulton Division Manager, provided the Director's report.

8. Program Presentation

Phillips Searles, President, Searles Foundation provided a report on Affordable Housing and Workforce.

9. Closing Remarks and Adjournment

The next meeting is scheduled for February 15, 2023. The location will be determined at a later date. Meeting adjourned by Chairperson Macke at 1:07 P.M.

WORKFORCE BOARD REPORT
Local Area 006 Region 3

WIOA Grant Funding Summary

Month Ending, December 31, 2022

Funding	Program Year	Award	Expended	% Expended	*Commitment	% Commitment	*Balance after Commitment	% Balance	
ADMINISTRATION									
Ending June 2023	PY 2021	\$ 268,169.00	\$ 264,560.87	99%	\$ 3,425.45	1%	\$ 182.68	0%	● Admin. operation expense by 6/30/22
Ending June 2024	PY 2022	\$ 278,499.00	\$ 143,906.25	52%	\$ 29,550.85	11%	\$ 105,041.90	38%	● Admin. operation expense by 6/30/22
TOTAL		\$ 546,668.00	\$ 408,467.12		\$ 32,976.30		\$ 105,224.58		
ADULT									
Ending June 2023	PY 2021	\$ 1,086,824.00	500,946.50	46%	\$ 585,877.50	54%	\$ -	0%	● 80% obligated by 6/30/2022
Ending June 2024	PY 2022	\$ 472,758.00	\$ 92,273.95	20%	\$ 12,646.02	3%	\$ 367,838.03	78%	● 80% obligated by 6/30/2023
TOTAL		\$ 1,559,582.00	\$ 593,220.45		\$ 598,523.52		\$ 367,838.03		
DISLOCATED WORKER									
Ending June 2023	PY 2021	\$ 754,588.00	\$ 248,270.36	33%	\$ 340,134.54	45%	\$ 166,183.10	22%	● 80% obligated by 6/30/2022
Ending June 2024	PY 2022	\$ 1,308,704.00	\$ 35,030.84	3%	\$ -	0%	\$ 1,273,673.16	97%	● 80% obligated by 6/30/2023
Ending March 2023	PY 2019 NDWG-CV19	\$ 926,877.20	\$ 153,000.00	17%	\$ 697,000.00	75%	\$ 76,877.20	8%	● On track to expense by 3/31/2023
TOTAL		\$ 2,990,169.20	\$ 436,301.20		\$ 1,037,134.54		\$ 1,516,733.46		
YOUTH									
Ending June 2023	PY 2021	\$ 572,130.00	\$ 430,089.45	75%	\$ 142,040.55	25%	\$ -	0%	● On Track to expense by June 30, 20
Ending June 2024	PY 2022	\$ 550,723.00	\$ 87,130.08	16%	\$ 314,967.70	57%	\$ 148,625.22	27%	● 80% obligated by 6/30/2023
TOTAL		\$ 1,122,853.00	\$ 517,219.53		\$ 457,008.25		\$ 148,625.22		
		\$ 6,219,272.20	\$ 1,955,208.30	31%	\$ 2,125,642.61	34%	\$ 2,138,421.29	34%	

*Obligations are a minimum of 80% requirement criteria for Adult, DW, and Youth contract commitments by June 30th, Year 1 of awards. 100% Expense requirement by Year 2 of awards.

PY22 Obligations	Contract Budget	Contract Budget Modification +/-	New Contract Budget	Expensed	% Expensed	Contract Balance	YTD Pending Payments	% Pending Payment	Contract Remaining Balance after pending payments	% Remaining Balance
Equus, Inc. Adult/DW	\$ 1,028,125.00	\$ 697,000.00	\$ 1,725,125.00	\$ 257,753.62	15%	\$ 1,467,371.38	\$ 93,819.99	6%	\$ 1,373,551.39	80%
Equus, Inc. One-Stop	\$ 125,000.00	\$ -	\$ 125,000.00	\$ 20,169.08	16%	\$ 104,830.92	\$ 6,208.78	6%	\$ 98,622.14	79%
Equus, Inc. Youth MAX	\$ 600,000.00	\$ -	\$ 600,000.00	\$ 140,221.13	23%	\$ 459,778.87	\$ 76,232.22	17%	\$ 383,546.65	64%
Atlanta Regional Commission Outreach	\$ 20,000.00	\$ -	\$ 20,000.00	\$ -	0%	\$ 20,000.00	\$ -	0%	\$ 20,000.00	100%
Atlanta Regional Commission (ITA MOU PERF.)	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	0%	\$ 12,000.00	\$ 3,000.00	25%	\$ 9,000.00	75%
SubTotal Program Contracts	\$ 1,790,125.00	\$ 697,000.00	\$ 2,487,125.00	\$ 418,143.83	17%	\$ 2,068,981.17	\$ 184,260.99	9%	\$ 1,884,720.18	76%
Operating PO/Invoices Payments Due	\$ 32,976.30	\$ -	\$ 32,976.30	\$ -	0%	\$ 32,976.30	\$ 32,976.30	100%	\$ -	0%
Total YTD Program Contracts	\$ 1,823,101.30	\$ 697,000.00	\$ 2,520,101.30	\$ 418,143.83	17%	\$ 2,101,957.47	\$ 217,237.29	10%	\$ 1,884,720.18	75%
Goodwill of NorthGA COVID-19 - Reboot Project	\$ 850,000.00	\$ (673,314.86)	\$ 176,685.14	\$ 153,000.00	87%	\$ 23,685.14	\$ 23,685.14	15%	\$ -	0%
Total Operating & Contracts	\$ 2,673,101.30	\$ (23,685.14)	\$ 2,696,786.44	\$ 571,143.83	21%	2,125,642.61	240,922.43	11%	\$ 1,884,720.18	89%

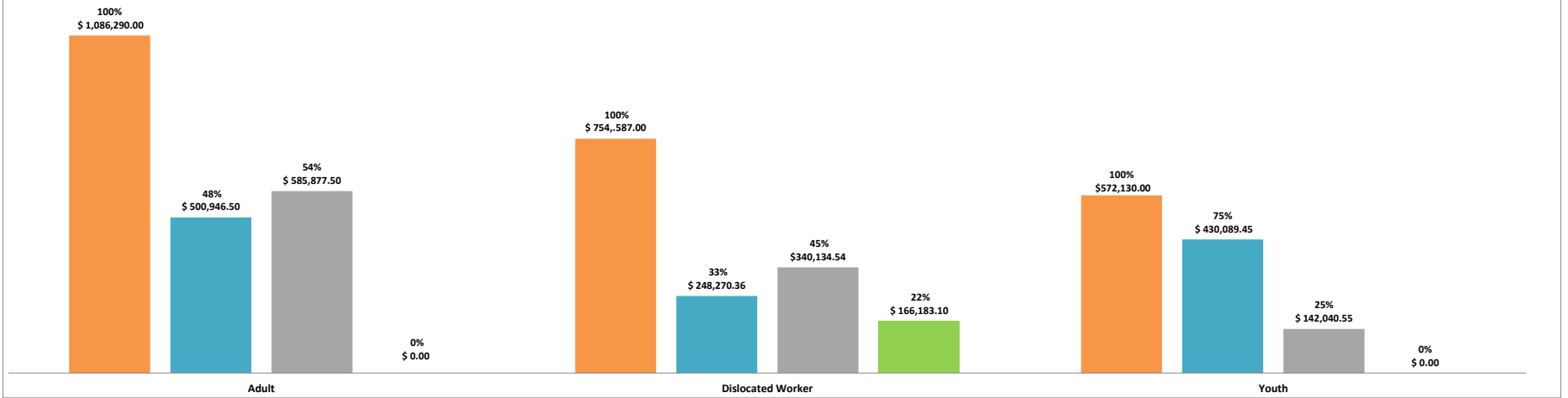
*Commitments are a minimum of 80% requirement criteria for Adult, DW, and Youth contract commitments by June 30th, Year 1 of awards. 100% Expense requirement by Year 2 of awards. (80% does not apply to Administration Total)

PY 2021 Grant Award
July 1, 2021 - June 30, 2023

80% of Award obligated by June 30, 2022

Month End, December 31, 2022

■ Award
 ■ Expended
 ■ Projected Commitment
 ■ Projected Balance



Fund	PY 2021 Award	Expended	% Expended	Commitment	% Commitment	** Balance after	
						Commitment	% Balance after Commitment
Administration	268,169.00	\$ 264,560.87	99%	3,425.45	1%	\$ 182.68	0%
Program	Award	Expended	% Expended	Projected Commitment	% Projected Commitment	Projected Balance	% Projected
Adult	\$ 1,086,824.00	\$ 500,946.50	46%	\$ 585,877.50	54%	\$ -	0%
Dislocated Worker	\$ 754,588.00	\$ 248,270.36	33%	\$ 340,134.54	45%	\$ 166,183.10	22%
Youth	\$ 572,130.00	\$ 430,089.45	75%	\$ 142,040.55	25%	\$ -	0%
Subtotal	\$ 2,413,542.00	\$ 1,179,306.31	49%	\$ 1,068,052.59	44%	\$ 166,183.10	20%
PY 2020	\$ 2,681,711.00	\$ 1,443,867.18	54%	\$ 1,071,478.04	40.0%	\$ 166,365.78	6%

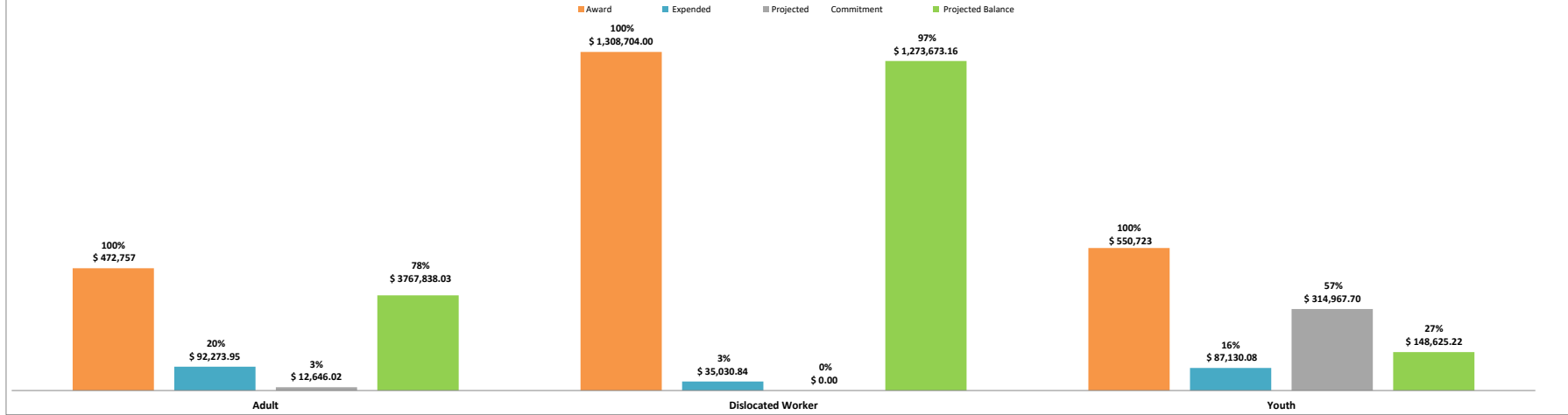
*Projected commitment totals includes the 80% outsourced contract estimates by June 30, 2022.

**Balance after commitment is the amount remaining for operating expenses YTD.

**PY 2022 Grant Award
July 1, 2022 - June 30, 2024**

80% of Award must be obligated by June 30, 2023

Month End, December 31, 2022

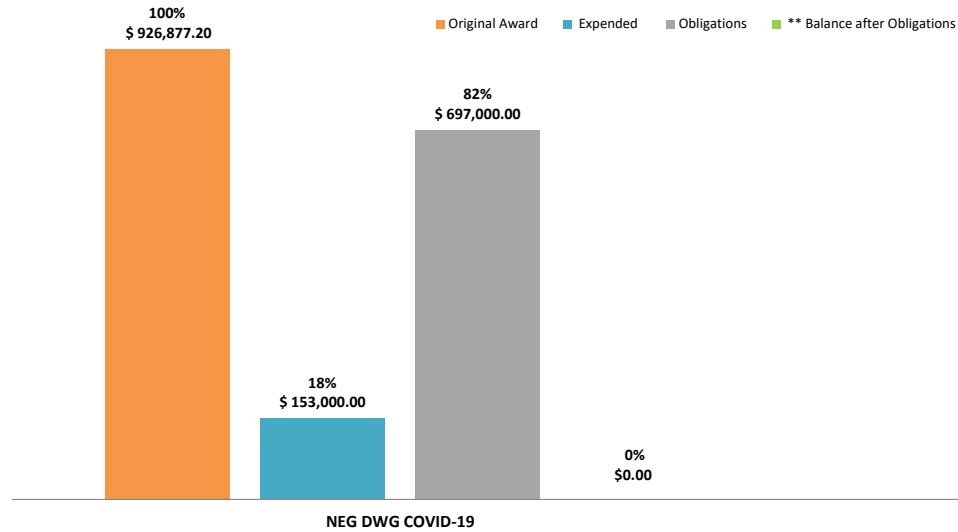


Fund	PY 2022 Award	Expended	% Expended	Commitment	% Commitment	** Balance after Commitment	% Balance after Commitment
Administration	278,499.00	\$ 143,906.25	52%	29,550.85	11%	\$ 105,041.90	38%
Program	Award	Expended	% Expended	Projected Commitment	% Projected Commitment	Projected Balance	% Projected
Adult	\$ 472,758.00	\$ 92,273.95	20%	\$ 12,646.02	3%	\$ 367,838.03	78%
Dislocated Worker	\$ 1,308,704.00	\$ 35,030.84	3%	-	0%	\$ 1,273,673.16	97%
Youth	\$ 550,723.00	\$ 87,130.08	16%	\$ 314,967.70	57%	\$ 148,625.22	27%
Subtotal	\$ 2,332,185.00	\$ 214,434.87	9%	\$ 327,613.72	14%	\$ 1,790,136.41	77%
PY 2020	\$ 2,610,684.00	\$ 358,341.12	14%	\$ 357,164.57	14%	\$ 1,895,178.31	73%

*Projected commitment totals includes the 80% outsourced contract estimates by June 30, 2023.

**Balance after commitment is the amount remaining for operating expenses YTD.

**PY 2019 National Emergency Grant (COVID-19) Dislocated Worker
 October 1, 2020 - March 31, 2023
 100% of Award must be expended by March 31, 2023
 Month Ending, December 31, 2022**



Fund	PY 2019 Award	Expended	% Expended	*Commitment	% Commitment	**Balance after Commitment	% Balance after Commitment
Administration	76,877.20	\$ -	0%	-	0%	\$ 76,877.20	100%
Program	Original Award	Expended	% Expended	Obligations	% Commitment	** Balance after Obligations	% Projected
NEG DWG COVID-	\$ 850,000.00	\$ 153,000.00	18%	\$ 697,000.00	82%	\$ -	0%
Total PY 2019	\$ 926,877.20	\$ 153,000.00	17%	\$ 697,000.00	82%	\$ 76,877.20	8%

*Commitment column totals includes the 100% outsourced contracts to expense by March 31, 2023. USDOL, ETA approved extension from 2022 expiration of award.
 **Balance after commitment is the amount remaining for operating expenses YTD.

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 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 its findings or recommendations to the Board Chair or membership. A Board member shall chair all standing committees to perform any assignment concerning 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 on their function and assignment.

1. Standing Committees:

- a. Must include other individuals appointed by the Board who are not members of the Board and whom the Board determines to 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 matters relating to compliance with Section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 USC 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 addition 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 LWDB Liaison, the Board's support staff, and the committee Chair. Documents or information on committee activities shall be supplied to the Board members 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 websites 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- The Finance Committee shall review and provide 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, approve the annual budget, and submit it to the full Board for approval. In addition, the Committee will evaluate the effectiveness of grant funding by examining the performance outcomes of programs and identifying opportunities for cost savings. In addition, the Finance Committee will provide the Board with updates on available

resources and program needs that require additional resources.

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 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). The Youth Committee will be further tasked with evaluating Youth performance measures and ensuring that successful strategies are in place to meet or exceed negotiated performance rates. The Committee will discuss opportunities for pilot programs and grant funding opportunities to serve strategic youth populations.

Accountability- The Accountability Committee shall ensure that the efforts and programs of the Fulton County workforce system are operating at the highest and best use of available resources. The Committee shall prepare and update the Board's Local Action Plan; review the needs of the local labor market; develop strategic plans; review Adult and Dislocated Worker program performance; establish benchmark performance measures for the system; review on-site program contractor monitoring reports; and assist with the review and recommendations on Memorandums of Understanding and Request for Proposals. The Committee shall also develop and update policies and procedures; and monitor and update training provider certification and one-stop certification, where appropriate. In addition, the Committee shall be tasked with evaluating programs to ensure the greatest impact on achieving the goals of the Board.

Strategic Partnerships and Outreach- The Strategic Partnership and Outreach Committee shall identify strategic opportunities for the Board to engage and collaborate with organizations serving job seekers in Fulton County. In addition, the Committee will recommend programs and strategies for serving special populations and strategic communities in Fulton, including providing resources and strategies to serve individuals with disabilities, evaluating areas where the workforce system can invest additional resources, and incorporating regional initiatives into the Fulton service delivery model.

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.

Chapter 6 Business Services

WorkSource Fulton Business Services delivers employer driven, talent solutions to Fulton County employers. The WorkSource Fulton Business Services team will conduct outreach and engagement of local industry employers, cultivate strategic collaborative alliances with economic development agencies, chambers of commerce, industry associations, workforce development partners, and education partners.

6.1 Employer Engagement

The Business Services team will utilize various data platforms to identify priority employers and conduct targeted business outreach strategies in and around Fulton County. Employers in strategic industry sectors showing growth trends will be targeted for proactive business engagement. Other priority businesses will include businesses located within less developed census tracts, small and medium size businesses, women-owned, and minority-owned businesses.

The Business Services Manager will assist industry employers with determining the most appropriate work-based learning or recruitment and hiring programs to address their talent development needs.

1. Employer engagement activities may include:
2. Employer site visits to assess talent needs
3. Hiring events to connect potential employees with industry career opportunities) with participating industry employers
4. Community Career Fairs (with employer involvement) to educate and inform the surrounding communities of career pathway opportunities
5. Business Roundtables to stay current on labor market needs and industry/employer talent development needs

6.2 Employer Services

The following is a brief description of employer services:

1. Labor Market Information – will be provided to inquiring businesses to assist in their ability to make informed choices by accessing the latest labor market information, employment trends and other economic drivers.
2. Employee Recruitment
 - a. WorkSource Fulton Career Centers - provides customized employee recruitment services at no cost to employers and may include posting of employment announcements, pre-employment assessments and screening, referral of work-

ready applicants for employment/career opportunities, and on-site space for conducting interviews.

- b. Salesforce/LaunchPad – is administered by CareerRise. The Launchpad database is used to provide information on Industry employers and their talent development needs. Other partnering Launchpad Workforce partners will be able to access employer information and assist with employee recruitment.
 - c. Strategic partnerships - will be established with workforce development agencies to coordinate work-ready and skilled ready applicants for employment opportunities with partnering industry employers
3. **On-Boarding** - The Business Services team will coordinate with partnering workforce development agencies, such as CareerRise, to facilitate the provision of onboarding services that will address business orientations, soft skills development, and leadership development.

6.3 Work-based Program Monitoring

The Business Services Manager is primarily responsible for monitoring work-based learning contracts. The employer will be responsible for submitting a regular training monitoring report along with their invoice for reimbursement in accordance with the Employer Agreement. The monitoring report will include:

1. A summary of competency accomplishments (outlined in training plan)
2. Specifics on training received
3. Hours of training and supervision provided
4. Tracking of employee time and attendance
5. The report will include evaluations conducted by the Employer/Reviewer, the supervisor, and the employee/trainee

Any training problems or barriers identified will be addressed timely.

The Business Services team will conduct regular site visits to monitor progress and ensure participants are on track to successful completion. Some work-based learning participants may be eligible for supportive services in order to ensure successful outcomes.

2.2.1 ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY

1. To be eligible to receive WIOA services as an adult in the adult and dislocated worker programs, an individual must:
 - a) be 18 years of age or older;
 - b) be a citizen or noncitizen authorized to work in the United States; and
 - a) meet Military Selective Service registration requirements (males who are 18 or older and born on or after January 1, 1960, unless an exception is justified).
2. Additional Requirements for Adults.
 - a) Adults must be either unemployed or underemployed.
 - b) Individuals who are underemployed include persons who are employed less than full-time and are seeking full-time employment; are employed in a position not commensurate with the individual's demonstrated level of educational attainment and skills; are working full time and meet the LWDB definition of self-sufficiency; or are employed, but whose current job earnings are not sufficient compared to their previous earnings.
3. Additional Eligibility Requirements for Dislocated Workers.
 - a) A dislocated worker is an individual who meets one of the following five sets of criteria:
 - i. The individual:
 - a) has been terminated or laid off through no fault of their own, or has received a notice of termination or layoff from employment;
 - b) is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; and
 - c) is unlikely to return to a previous industry or occupation.
 - ii. The individual:
 - a) has been terminated or laid off through no fault of their own or has received a notice of no-fault termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
 - b) is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or

- c) for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.
- iii. The individual was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.
- iv. The individual is a displaced homemaker, as defined in WIOA § 3 (16). A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:
 - a) is unemployed or underemployed and experiencing difficulty finding or upgrading employment; and
 - b) has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.
- v. The individual is a separating service member from the Armed Services with a discharge other than dishonorable, the separating service member qualifies for dislocated worker activities based on the following criteria:
 - a) The separating service member has received a notice of separation (e.g. DD214 or Medical Evaluation Board proceedings) from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria (These documents must meet the requirement that the individual has received a notice of termination or layoff, to meet the required dislocated worker definition);
 - b) The separating service member is eligible for or has exhausted of unemployment compensation for Ex-service members (UCX); and,
 - c) As a separating service member, the individual meets the eligibility criteria that the individual is unlikely to return to a previous industry or occupation in the military (TEGL 19-16).
- vi. The individual is the spouse of a member of the Armed Forces on active duty who:
 - a) has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or

- b) is unemployed or underemployed and experiencing difficulty finding or upgrading employment.
 - vii. The individual is underemployed, which is defined as:
 - a) A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; and/or
 - b) A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.
 - viii. An individual who may have been separated for cause, filed an appeal to UI and was determined to be "no-fault" and eligible for UI (based on that employer's contributions) may be eligible as a dislocated worker.
- 4. In order to be considered as unlikely to return to a previous industry or occupation, an individual must meet at least one of the following criteria:
 - a) The individual worked in a declining industry or occupation, as documented on State and locally developed labor market information, such as Georgia Labor Market Explorer, Burning Glass or EMSI. Local high demand, as well as declining occupation, lists must be developed by an appropriate entity, such as the local workforce development board, local Chamber of Commerce, economic development agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.
 - b) The individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more.
 - c) The individual was "separated" from active military duty under conditions other than dishonorable.
 - d) The individual is the spouse of an active military member and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
 - e) Individual worked in an industry or occupation for which there are limited job orders in Georgia Labor Market Explorer at the time of eligibility determination, as documented by the LWDA.
 - f) Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through an assessment of the individual's educational achievement levels.
 - g) Individual cannot return to their previous industry or occupation because they have physical or other limitations which would prevent reentry into the former industry or

occupation, as documented by a physician or other applicable professional (e.g., Psychiatrist, psychiatric social worker, chiropractor, etc.).

- h) The individual cannot return to their previous industry due to significant variances to normal season employment patterns, including loss of wages due to a loss of recurring season employment (i.e., loss of crops, supply line constraints, etc).
- i) The individual cannot return to work due to negative economic conditions and sudden economic impact on industries or occupations experienced by the nation, such as natural disasters, the impacts of war, and other related occurrences.
- j) The individual experienced a change in family situation resulting in financial hardship that requires adjustments to income levels (i.e. loss of spouse, disability, homelessness, etc).
- k) The individual left employment and cannot return to work immediately due to “no-fault” circumstances, which may include:
 - a. The individual quit due to an abusive spouse and is homeless, in a protective shelter, or transitional housing program.
 - b. The individual’s spouse was physically transferred/moved to another location and the individual relocated to keep the family unit together.
- l) Note: Individuals laid off on a temporary basis with a specific return date and/or determined by UI to be attached to an employer (e.g., a leave of absence) do not meet the criteria of unlikely to return to work in a previous industry or occupation.

a.

Note: In order for a customer to move from Basic Services to Individualized Services, the customer must demonstrate they are unable to obtain employment without additional Services. The job search and placement assistance help the individual determine whether he or she is unable to obtain employment, and thus requires more intensive services to obtain employment. There for all customers must submit job search form with disposition of application including labor market research (LMR).

Note: WIOA provides specific eligibility consideration for participants with disabilities. If a participant with a disability proves to be ineligible because of family income, his or her income may be **separated** from the family’s income. For the purposes of income eligibility determination, the participant with a disability may be considered an unrelated individual who is a *family unit of one*, consistent with the definition of low-income individual in 20 *CFR* § 625.

Documentation collected to verify eligibility for the individual with a disability category under economic eligibility and hard-to-serve criteria must be kept confidential in a separate file and should not be used in making any decisions regarding referral to, or placement in, training or employment.

A. *20 CFR § 625* requires that Boards avoid public disclosure of specific customer information that would constitute a clearly unwarranted invasion of personal privacy.

1. Whenever disability information is requested or collected, staff must clearly inform the participant that:

- a) Providing the information is **voluntary**.
- b) The information will be kept confidential as provided by law (see HIPPA Privacy).
- c) Refusal to provide the information will **not** subject the participant to any adverse treatment; and
- d) The information will be used in accordance with the law.

To ensure compliance with federal requirements, WorkSource Fulton Staff, must ask *each* participant (not just those who appear to have a disability) whether he or she chooses to apply as an individual with a disability based on information provided on the WorkSource Fulton Intake Form.

Note: Income Verification

A. Applicant Statements may be used to document family income when the information is unverifiable, or it is unreasonably difficult for the applicant to obtain. When all practical attempts to secure the income verification have failed and an applicant statement is used, detailed documentation in the case file must include the number of attempts and types of attempts (i.e.: phone calls, written requests for information, etc.) completed by the Career Center Staff.

B. **Self-Attestation** {See **USDOL Data Validation Guide for elements that can use self-attestation**} Self-attestation occurs when a participant states his or her status for a particular data element and then signs and dates a form acknowledging this status. In these instances, the state does permit self-attestation as an alternative means of verifying a **limited** number of factors related to the applicant status. The key elements for self-attestation are (1) the participant identifying his or her status for permitted elements, and (2) signing and dating a form attesting to this self-identification.

C. **Self-attestation** is permitted when efforts have been exhausted and it has been determined that the documentation is unavailable and obtaining the documentation will cause undue hardship for the individual. Self-attestation is permitted to document specific items in an application

(these are noted in the data validation crosswalk). When self-attestation is used, the applicant must date and sign the document and also obtain copies of the social security cards of all members in the household. The Printer Friendly Customer Information page on the WorkSource Georgia Portal includes most of those elements where self-attestation is acceptable. It is not related to hardship in providing documentation.

D. Staff will ensure the participants are eligible to participate in Individualized Career Services. Eligibility must be documented in the WorkSource Georgia Portal with verification in the participants' case record file.

E. Low Income verification

1. Economic status (TANF and/or food stamp recipient, child support, SSI benefits, Social Security benefits, letter from shelter/transitional house, etc.), if applicable
2. Priority is given to customer that receive public assistance per WIOA Regulation Subpart F--Priority and Special Populations / 680.600 (a) WIOA states, in section 134(d)(4)(E), that in the event that funds allocated to a local area for adult employment and training activities are limited, priority for intensive and training services funded with title I adult funds must be given to recipients of public assistance and other low-income individuals in the local area.
3. Citizenship
4. Proof of Residency within Fulton County (See Fulton County Residency Policy and Procedure)
5. Family status (size)
6. Proof of Age (must be at least 18)
7. Staff will enter the county of residence, income for both spouse (Husband and wife, if applicable) and family status (number in the household) information into G.W.S. "Low Income Calculator" to determine eligibility for all Adult participants
8. Based on Low Income Calculator results, staff will advise participants of eligibility, and document in WorkSource Georgia Portal case file. The results of the Low-Income Calculator must be printed and placed in the case file and documented in WorkSource Georgia Portal Low Income Calculations are calculated based on gross income verification (see Data Validation Guide).

2023 LWDB Meeting Dates

May 16th: 8:00 AM

August 15th: 8:00 AM

November 14th: 8:00 AM

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