

# AGENDA

8:00 a.m. **Welcome & Introductions**

Jennifer DeBusk, Chair

8:05 a.m. **Approval of 05.24.23 Meeting Minutes\* (A1)**

8:10 am **Voting Items**

- ☐ One-Stop Operator Contract. (A2)
- ☐ One-Stop Partner MOU with Infrastructure Funding Allocation Schedule (A3)
- ☐ One-Stop Certification (A4)
- ☐ Janitorial and Floor Maintenance Contracts(A5)

8:30 am **CEO Report**

- ☐ AYS Fundraiser Update

Sonya Grant  
Tim Gordon &  
Olivia Wilson

- ☐ Strategic Plan Draft Review (A6)
- ☐ Update on South Cobb Locale & Gritters Library

Sonya Grant  
Alisa Jackson &  
Brad Chambers

8:50 a.m. **Committee Reports**

- ☐ Finance & Administration
  - Review Jul.22-Apr.23 SOA (A7)
  - Audit Update
- ☐ Youth Committee
  - BOSS Internship Update (A8)
- ☐ Cobb Workforce Partnership Committee

Ralph Rehn &  
Thomas Base

Daneea Badio-McCray

Dana Johnson

9:25 a.m. Other & Adjourn

## ATTACHMENTS

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A1: 05.24.23 Meeting Minutes  
A2: One-Stop Operator Contract

**A3: MOU**

**A4: One-Stop Certification**

**A5: Janitorial and Floor Maintenance Contract**

**A6: Strategic Plan Draft**

**A7: Jul.22-Apr.23 Statement of Activity**

**A8: Q4 KPIs**

**Minutes: May 24, 2023**

**Workforce Development Board Minutes**  
**Jennifer DeBusk, Chair**

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff Members Present</b>	<b>Guest Present</b>
Daneeea, Badio-McCray Daniel Cummings Shane Evans Karen Hill Matt Hoyman Marty Hughes Dana Johnson Ralph Rehn Joe Waldroup Williams Tanks	Francia Brown Jennifer DeBusk Tim Gordon Patricia Horton Traron Moore Kimberly Roberts Terri Seese Sandra Williams	Thomas Base Sonya Grant Lizett Royal LaDonna, Huggins Alisa Jackson Aida Jones Michelle Williams	

**Welcome & Introductions**

The **meeting** was called to order via an in-person meeting at **9:00 a.m.** by **Sonya Grant** with a welcome by **Daneeea Badio-McCray** of new Board Members.

- Karen Hill
- Marty Hughes

**Marty Hughes** made a brief introduction as the Assistant Manager of Kennesaw. Retired from the Airforce in 2019 after 30 years of service.

**Daneeea Badio-McCray:** Questioned if we have any guest. **Sonya Grant:** Replied No, please introduce Thomas Base. **Thomas Base** made a brief introduction as the interim Finance Director for CobbWorks. Everyone introduced themselves and their work affiliation.

**Sonya Grant:** Requested a count for Quorum to proceed with voting. **Daneeea Badio-McCray:** Stated (2) more board members were needed to reach quorum.

**QUORUM WAS NOT REACHED.**

**CEO Report**

**Sonya Grant:** Stated that the board meetings are every other month, and that attendance was critical as there are voting items that require quorum for approval. She also discussed the organizational strategic plan, stating that the last plan was conducted in 2014. The plan is still currently under development; however, we should have a draft available next month.

An organizational strategic plan is important as we need to know our strategic direction with the opening of the new building. Also, embarking on new activities and projects that support generating additional revenue requires that we understand our goals and objectives. She stated that we worked with a consultant, Glenda Hicks, on the completion of the Strategic Plan. **Sonya Grant** stated that she would like to have the Strategic Plan in place by July 1, 2023.

**Action Item:** *Sonya also stated that the board would be reviewing the core values of the strategic plan during the next meeting and that the plan will be sent out for final review and approval.*

#### **WIOA Performance**

**LaDonna Huggins**, walked the board through WIOA performance metrics and CobbWorks standing in their WIOA Performance. She stated the following:

- We are 1 of 19 workforces in the state of Georgia.
- We are required to meet negotiated TCSG performance metrics.
- Every workforce agency in the country is required to meet the performance metric.
- Workforce is a part of a national system, with workforce agencies in every state.
- All states and local workforce agencies must meet yearly performance.

She also reviewed the WIOA funding structure, stating the following: Federal Government to the State, State to TCSG who then distributes to the 19 workforce agencies. Any agency that fails 2 performance metrics (2) years in a row is at risk of losing their allocation and no longer being designated as a workforce agency. There are (5) performance metrics that must be met annually. **Aida Jones:** Showcased performance for all 19 local workforce agencies in GA. She gave an overview of performance along with performance chart key.

	<b>Metric Exceeded</b>
	<b>Metric Met</b>
	<b>Not Met</b>

**Aida Jones** provided definitions of workforce terms as defined by WIOA policy. She stated that a Dislocated Worker is someone who has been separated from employment by no fault of their own. An adult is defined as employed, working under national wages; under-employed under 15% national average. Aida then walked through WorkSource Cobb's performance as of Q3.

#### **Cobb Performance Metrics**

<b>Category</b>	<b>Percentage</b>	<b>Outcome</b>
Employed Q2 Adults	101.9%	
Employed Q2 Youth	102.7%	

Employment Q4	129.9%	
Employment Q4	116.7%	
Employment Q4 youth	104.7%	
Credentials Cobb	95.8%	
Credentials dislocated Worker	94.1%	
Credentials youth	94.7%	

We have 1 month left to exceed credentials. This will be the first time exceeding in all areas. She defined measurable skills gains stating that measurables skill gains are determined by a participant - progressing from one level to the next. Cobb has exceeded the measurable skills gains metrics for adults, dislocated workers, and youth.

#### **Cobb Measurable skill gains Metrics**

Adults	136.5%
Dislocated	104.0%
Youth	115.9%

**Aida Jones** stated that only two workforce agencies in the state have met or exceeded all goals. CobbWorks is part of those two. **A question was raised** regarding the performance metrics for the Cobb Jail participants. **Sonya** stated yes. She also stated that once participants were released and started working. The program strategy is to identify detainees that are within 30 days of release. In the event detainees get sent to another facility, we can exclude them from our performance; therefore, our performance is not affected.

**Matt Hoyman** asked if the program was funded through WIOA money or a separate grant? **Sonya Grant** stated that it is funded using WIOA adult funding. She stated that unfortunately, we do not have a great deal of adult funding. The largest amount of our funding comes from our dislocated worker allocation. The good news is that we can transfer from one funding source to another.

**Aida Jones** went on to discuss the performance. She provided Cobb's performance in comparison to the 4 metro workforce boards, Atlanta, Dekalb, Fulton, Cobb, Atlanta Regional. **Sonya Grant** stated that Cobb is the third largest metro Boards and that we are performing well in comparison to our sister agencies. **Aida Jones** stated that across all 19 workforce boards Cobb is exceeding. **Daneeia Badio-McCray** stated that Cobb has traditionally exceeded the rest of the region in terms of meeting our goals. We can attribute that to the outstanding staff dedication to serving clients and documenting what is happening as well as the forwarded thinking of our leadership.

**Matt Hoyman** asked if WIOA applied to both citizens and non-citizens? **Aida Jones** stated that a participant does not have to be a citizen. However, you must have permission to work in the United States and/or have a legal status as **DACA**.

#### **Update on the South Cobb.**

**Sonya Grant** stated that the expected building opening is at the end of this year. The contractors are working to secure permits for the South Cobb location. She also reminded the board that we are also opening a workforce access point at the Gritters Library in Northeast Cobb, which is Commissioner Burrell's district. The library is expected to open next year. One million (\$1M) of our ARPA grant will be

committed to support the development of a workforce access point at the library.

#### **Finance & Administration**

**Sonya Grant** stated that the Metro-Atlanta workforce boards are collaborating with our senators to address WIOA funding cuts. There is a request for a change in formula.

**Sonya Grant** stated that in the last 5 years most local workforce boards have experienced a 30% cut in WIOA funding. This has affected both rural and urban communities. She reminded the Board that it is important that they reach out to their elected officials asking for advocacy around the reauthorization of WIOA and greater investment in our communities.

**Ralph Rehn** announced that the 990 has been filed. **Thomas Base** that we are waiting on the auditors to complete their final review. **Thomas Base:** There will be audit deficiencies because of some of the issues we have come across. We will need to make adjustments and changes to the process. He stated that while we are still making progress, earlier periods were not closed out in a prompt way. We are current now through April 2023.

**Sonya Grant** stated that there has been a lack of the following financial controls. She stated that there is little cause for concern as we have successfully completed audits conducted with TCSG, and they were passed with with zero financial findings, and zero problematic findings. All our WIOA funds come through the county and are managed by the county who also audit those funds. She stated that because we work on a reimbursable grant system, meaning that we must spend money and be reimbursed, there are added layers of protection and approvals required. Therefore, it is difficult to mismanage these types of funding sources.

**Dana Johnson** requested that financials to the Board quarterly for approvals. **Sonya Grant** agreed that a financial overview will be presented to the Board. **Dana Johnson** stated that P&L is commonly used.

**Ralph Rehn** stated that the responsibility was with the entire Board not only the financial Committee to review and approve financials.

**Thomas Base** Stated CobbWorks has been awarded approximately \$3.1 million for PY24 WIOA allocation. This is preliminary and there is a multi-step approval process. TCSG has not received the final allocation therefore we do not yet have a final allocation. Once received, we will be able to develop our 2024 spending plan. We should have an update with the first allocations received beginning in July 2023 and a final update and allocations received in October 2023.

**Sonya Grant** Stated we have not received the formula allocations; we have been waiting for a while. This is a preliminary budget and an expected 10% cut. TCSG is requesting the draft budget to be submitted in June 2023; by the end of June, we should have our allocation because the budget will be active by July 1<sup>st</sup> 2023. **A question was raised**, can we vote electronically, or do we have to vote in person? **Sonya Grant** responded all votes must be in person; no proxy voting is allowed.

**Sonya Grant** asked a question; how much is the organizational budget? **Thomas Base** stated: \$10 million.

**Ralph Rehn** stated is important to know where we are financially month to month and quarter to quarter. **Thomas** agreed and stated we will get there.

#### **Youth Committee**

**Daneeia Badio-McCray** announced there are 232 youth internship placements. **LaDonna Huggins** stated that we currently have 105 Employers and 246 positions available. Some employers have multiple

positions available, not all participants enrolled attended the Match-Day event because they were already placed. An example of a some employers, include Juice Me Too, Healthy Foods, Cobb County Tax Commissioners Office, several Dental Offices, participants' ages are 15 to 24 years old.

### **Literacy**

**Olivia Wilson** announced information about the CobbWorks AYS annual fundraiser Are you Smarter than a 10-year-old; Teams pay a total of \$2,000 to participate. Funding supports customers in obtaining their high school diploma or GED to help them enroll in WIOA post-secondary education programs. Currently we have \$14,000 in funding commitments. Please Save the Date September 25, 2023, to attend the event. Tickets will be sold for \$25 a person.

She announced that CobbWorks was successful in helping establish the Cobb County Adult Detention Center as a GED Testing site. She as the Board members to please reach out to us if you're a second-chance employer by contacting Aida or LaDonna. **Sonya Grant** stated that most people that are incarcerated do not have a high school diploma or GED. Our ReAlign ReStart program allows us to create economic mobility not only for the person incarcerated but their families.

**Sonya Grant** also announced that the PowerUp! The next cohorts would be in collaboration with both the Plumbing Heating and Cooling Contractors Association and The Mechanical Trade Institute. PowerUp! is in the process of becoming a regional program in collaboration with the 4-workforce board (DeKalb, Atlanta, Fulton, and ARC). This will allow us to recruit regionally. We expect that the program should be up and running by August 2023. We are working on mitigating transportation problems.

**Dana Johnson** Announced that the next Construction Industry Council meeting is June 14<sup>th</sup>, 2023.

*Adjourned 9:25 am*