

WorkSource DeKalb  
Board Meeting Agenda  
Wednesday, July 24, 2019  
11:30 AM-1:30 PM  
WSD Executive Board Room

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- I. Call to Order
- II. Establishment of Quorum
- III. New Board Members
- IV. Approval of Minutes (March 26, 2019)
- V. Action Items
  - Update By-Laws
  - Update to Child Care Policy
  - SETA Board Membership
  - Lower Living Standard Income Level 2019 (LLSIL) –handout
- VI. Committee Reports
  - Program Updates
- VII. Director’s Report
  - Update Conflict of Interest Form
  - SETA Conference (select board attendees)
  - NAWB Executive Bootcamp
  - OJT Update
  - Partnership with DeKalb’s District Attorney’s Office
- VIII. Public Comments
- IX. Closing Remarks/Adjournment
- X. Next Scheduled Meeting – September 25, 2019

**WORKFORCE DEKALB BOARD MEETING AGENDA**  
 March 26, 2019

- Call to Order at 3:30 PM – Chair-Sadie Dennard
- Welcome 3:32 PM – Theresa Austin-Gibbons- Director WSD
- Roll Call & Quorum Certification 3:35 PM – Chair-Sadie Dennard
  - o A quorum was reached
  - o Group members and attendance:

Attendance	Member	Attendance	Member
✓	Chair-Sadie Dennard		Ryan Millsap, <i>Blackhall Studios</i>
✓	Co-Chair-Hope Boldon		Hank Stewart, <i>Hank Stewart Foundation</i>
✓	Meghan McBride, <i>GPTC</i>		Taylor, Dia, <i>Centers for Disease Control and Prevention</i>
✓	Denise Townsend, <i>United Way of Greater Atlanta</i>		<b>WSD STAFF</b>
✓	Shioney Durham, <i>Georgia Vocational Rehabilitation Agency</i>	✓	Director-Theresa Austin-Gibbons
✓	Mark Connally, <i>GDOL</i>	✓	Deputy Director- Robert Davis
✓	Timothy Ashmore, <i>CSM Bakery Products</i>	✓	Executive Asst.-Denise Davis
✓	Katerina Taylor, <i>DeKalb Chamber of Commerce</i>	✓	Manager-Michelle Jones
✓	Diometra Aldridge, <i>CERM</i>	✓	Supervisor-Jermaine Hampton
✓	TJ McLeroy, <i>Zaxby's</i>	✓	Senior Finance-Gina Surgeon
✓	Delmas Watkins, <i>DCSD</i>	✓	Assistant-Elmira Miller
✓	Jeff Taylor, <i>Oakhurst Medical</i>	✓	Supervisor- Janice Burley-Black

- Business 3:40 PM – Chair-Sadie Dennard
  - o Approval of the January 23, 2019 Meeting Agenda
    - i. Passed unanimously

- Committee Reports 3:45PM

- o **Financial Oversight Committee**

- FY 19 Grant award activity through February 28, 2019. Grant balances have been reported to TCSG. Grant balances for PY-17 and FY-18 dollars will be expended by June 30, 2019. Spend rate will ensure utilization of funds. Worker's Compensation claim in the amount of \$21,000 will be an expense allocated to the grant. The Board approved a \$250,000 transfer of funds from the Dislocated Workers Grant to the Adult Grant which is now a stand-alone grant with its own grant number. Funds can now be used under the grant for adult programs and adult expenditures. Due to Federal shutdown, WSD was advised to cease spending by Program Manager, Alan Carson of the Georgia Department of Labor,

on the SNAP 2.0 Grant. The balance in the grant is \$603,000 and these are not actual funds available for expenditures. The balance of the previous grant should be closed in the accounting system. WSD received a new contract in the amount of \$248,000 to pay invoices from October to current [601972]. During the reconciliation process, WSD identified adult participant vouchers to be charged to the FY-18 Adult program grant based on *period of availability*. To prioritize participant spending, eligible program costs will be transferred from grant 601972 to a subsequent grant. The reconciliation of expenditures for FY-18 WIOA Adult will be <\$16,413.71>. The accounting adjustment will be reflected in a future board report. [Award 602139] -This grant award represents the funding previously approved by the WSDB to be transferred from the Dislocated Worker grant 601973 to Adult Programs. A new Statement of Award is granted in the process for the transferred funds. Because of this Board's approval, we can extend services to more adults and cover the costs incurred by sub-contractors providing Adult Program services. Please note that the award period is shorter for these funds, ending on the date assigned in the original grant. Adult Programs have created a spending plan to ensure that we have fully expended the fund before the 06/30/19.

- a. Passed unanimously

#### o **One-Stop Partners and Disabilities**

- The One-Stop Partners Monthly Tracking report was discussed with the committee. Numbers are up significantly driven by government shutdown. (Increased unemployment) WSD is working on relationship with DOL and dislocated workers. DOL has pulled dislocated workers over to WSD side to inform them of services. Reemployment workshops will be provided. WSD has done a good job of penetrating central and South DeKalb. WSD will continue to focus on increased visibility in North DeKalb. Recent Workforce Wednesday (WW) held at The Greek Orthodox church on Clairmont Rd. which is in Northeast Atlanta. The next WW will be held on June 19<sup>th</sup> in the Dunwoody area. Good participation from partner resources. There will be a hiring event in May for service vets and ex-offenders. Actual reporting numbers are not available. This information will be tabled for discussion during the next board meeting.

#### ii. **ACTION ITEMS: Updated By-Laws**

- Article 1- Page 4, Section 3: Updated by-laws to reflect new term for board members. Board members transitioned off because they met term limit. For continuity, - have another term. Article IV-Section 3, page 4: Executive Committee Members shall be permitted to serve one additional term to pride continuity and support for new leadership, at all times this will result in a *third to* (fourth) term. Article VII-Section1, Page 8: *be in compliance with* to follow Article VIII- Page 8 : The quorum was changed from "at least 51% of board membership to "shall be a majority of the LWD Board" instead of 50 + 1. Article X- Page 9: *Georgias* to Georgia's. Article X- Page 10: **decision making** to decision-making. Monitoring findings was State policy states we have to do replacement of Board Members for 60 days. The current policy states 90 days- requires update from 90 to 60 days.

- a. Passed unanimously

## o Terms of Engagement

- Currently there is no attorney on the board and WSD staff has met with David Dietrich of Miller and Martin, PLLC regarding a potential agreement to serve as a consultant for WSD. They are experienced attorneys reviewing contracts, sub awards, local plans, One Stop memorandums, by-laws, etc. Information was provided to the board on the background and experience of this organization. Approval is required by TCSG upon approval for the WSDB. The \$60K will be spread across all grants. Clarification inquiry – Is there moratorium requirement since the attorney previously worked for the State. Point of clarification- there is not a moratorium. It was suggested that the work be monitored regarding expenditures to ensure it's not excessive of approved allocation. The attorney will receive a "flat rate". Fiscal spending will be monitored. Requested for pre-approval vote before seeking approval from the TCSG. This will expedite the process to move forward and not have to return for an additional vote.

a. Passed unanimously

## o Program Updates

- 3.1 ONE-STOP SYSTEM. 3.2.3 FAMILY SIZE, INCOME DETERMINATION AND SELF-SUFFICIENCY STANDARDS. 3.2.5 ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY FOR WIOA AND PRIORITY OF SERVICE. 3.2.6 YOUTH PARTICIPANT ELIGIBILITY FOR WIOA. 3.4.1.3 CUSTOMIZED TRAINING (CT). 3.4.1.2 ON-THE-JOB Training (OJT). 4.2 DATA VALIDATION. 4.7 WIOA ELIGIBLE TRAINING PROVIDERS AND PROGRAMS LIST PROCEDURES. 4.4.7 NOTICE OF DENIAL OF ELIGIBILITY OR REMOVAL

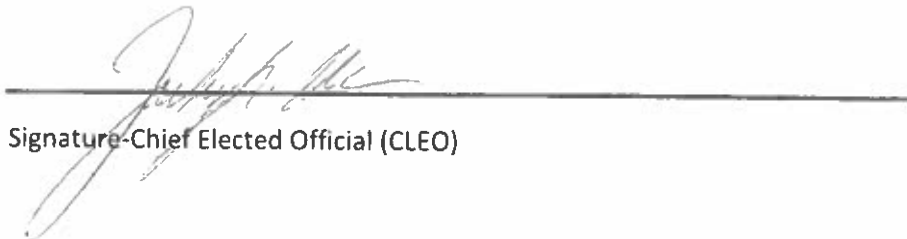
a. Passed unanimously

## o Training Unit

- Youth Build announcement for DeKalb Juvenile Court- CEO submitted a press release announcing the award of \$1.1 million dollars. WSD will work with DeKalb County Juvenile Court. HYPE Program Update-Has been put on hiatus due to start of summer program. Currently researching information received regarding local workforce areas cannot train without a waiver from the Governor. Program is working quite well TCSG featured program. Waiting for recommendation to continue program. DeKalb Works Payroll- Invitation to Bid (ITB) - pulled back due to fact that it would have exceeded \$50,000 budget; a payroll tracking system is needed to move forward. Currently utilizing Smart Sheet. RFP's change to ITB's: Sector Partnerships, Entrepreneurship Training, Mentoring and Leadership Training, Financial Literacy Training, Retention and Follow up Services, and Job Readiness Training. All ITB's are currently listed on DeKalb County website. DeKalb Works Planning-the press release went out to announce the start of the Summer Youth Program. The link for registration will go live April 1<sup>st</sup>.

o **Director's Report**

- **Replacement of Board Members.** (According to Board policies if there is a replacement within the organization board approval is not required) Youth Build180 replaced by Helen Yohannes. Ray Gilley moved to another state; Dorian DeBarr whom is the Interim President for Decide DeKalb is the replacement. A MARTA replacement for Satyn Geary was approved and we are waiting on confirmation. Director, Austin-Gibbons will meet with Randy Beall – regarding Justin Hights' recent resignation from IUOE, to discuss a replacement for IUOE. Discussed 2018 Monitoring Report. WSD will not concur with all findings and will respond to the findings accordingly. A follow up meeting has been scheduled. HB 123 moving funding from TCGS to DOL. DeKalb County Sheriff's Office, GA Piedmont Technical College and TCSG have an executed MOU for inmates who have 9 weeks remaining in their sentence to begin a welding training at GA Piedmont potentially in July 2019.
- **Public Comments : N/A**
- **Next Scheduled Meeting:**  
Wednesday, May 22, 2019. Elections will be held at this meeting.
- **Adjournment and Announcements 4:15 PM**



Signature-Chief Elected Official (CLEO)

**WorkSource DeKalb Board**

**By-Laws**

**Article I – Name**

The name of the organization shall be the **WorkSource DeKalb Board**, hereinafter referred to as the “**WSDB**”.

**Article II - Purpose of the WorkSource DeKalb Board**

The WorkSource DeKalb Board shall be responsible for providing policy guidance for and exercising oversight with respect to, a local WorkSource system conducted under the Workforce Innovation Opportunity Act (WIOA) in partnership with the Chief Local Elected Official (CLEO). The WSDB shall operate in the DeKalb County WorkSource Area, as designated by the Governor.

**Article III - Responsibilities**

The WSDB shall in accordance with an agreement with the CLEO:

- Develop and submit a local plan in partnership with the local Chief Local Elected Official(s).
- Participate in the development of a regional plan.
- Designate or certify One Stop operators with the agreement of the Chief Local Elected Official(s). Terminate the eligibility of such operators where necessary in accordance with established policies for designation or termination.
- Ensure the One Stop certification is conducted by the WorkSource Board every two (2) years.
- Identify eligible youth providers through a competitive process.
- Identify eligible training providers and, where needed, identify providers of intensive services using a competitive process.
- Conduct program oversight of youth and adult local employment and training activities and the One Stop service delivery system in the local area.
- Negotiate with the local Chief Local Elected Official(s) and the Governor on local program performance measures.
- Assist the Governor in developing a statewide employment statistics system.
- Ensure coordination of the Workforce Innovation and Opportunity Act activities with the area’s economic development strategies and develop employer connections to such activities.
- Promote the participation of private employers in the statewide WorkSource development system and assist these employers in meeting hiring needs through the local WorkSource system.
- Submit the Local WorkSource Board’s budget to the Technical College System of Georgia in writing no later than two weeks after approval by the CLEO.
- Identify and promote promising practices to meet needs of workers with disabilities.
- Conduct WorkSource research and regional labor market analysis.
- Develop/use technology strategies to maximize the accessibility and effectiveness of the WorkSource Board to increase system capacity for employers, workers and jobseekers. The Board will work to improve

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access and quality for service delivery programs for jobseekers and staff and align core programs.

The following does not specifically apply to DeKalb County, in that DeKalb is a single service delivery area. However, as requested by the Technical College System of Georgia, for uniformity throughout the State, the by-laws have been revised to include the following requirements:

- Meeting minutes must be submitted to WFD no later than five days after the election of a Chief Local Elected Official (CLEO).
- The CLEO shall serve for a term of no more than two years and shall serve no more than two consecutive terms unless the WorkSource area is composed of one city or county.
- Three-quarters of the elected officials within a Local WorkSource Area must be present to vote on the CLEO.
- No more than one mayor may represent a county.

#### **Article IV – WSDB Membership**

Upon appointment, each Board Member shall sign and date a copy of the by-laws and the conflict of interest provision, which shall be submitted to the Technical College System of Georgia and retained by the Board for review by the Technical College System of Georgia.

The WorkSource DeKalb Board consists of 22 board members: Twelve (12) Business Representatives, Five (5) WorkSource Representatives, Two (2) Education and Training Representatives and Three (3) Government and Economic Development Representatives.

#### **Section 1 – Board Composition**

**(A) BUSINESS REPRESENTATIVES** - A majority [51%] of the members of each local board shall be representatives of business in the local area, who—(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority; (ii) represent businesses, including small businesses, or organizations representing businesses 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 (iii) are appointed from among individuals nominated by local business organizations and business trade associations. **MINIMUM number of business representatives: Ten (10).**

**(B) WORKSOURCE REPRESENTATIVES** - (Labor, Community Based Organization and Youth Serving Organizations) - Not less than 20 percent of the members of each local board shall be representatives of the WorkSource within the local area, who—(i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees; (ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;(iii) may include representatives of community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and (iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth. **MINIMUM number of WorkSource representatives: Four (4).**

**(C) EDUCATION AND TRAINING REPRESENTATIVES** - Each local board shall include

representatives of entities administering education and training activities in the local area, who— (i) shall include a representative of eligible providers administering adult education and literacy activities under title II; (ii) shall include a representative of institutions of higher education providing WorkSource Innovation activities (including community colleges); (iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. **MINIMUM number of education and training representatives: Two (2).**

According to WIOA, if there are multiple eligible providers serving the local area by administering adult education and literacy activities under Title II, or multiple institutions of higher education serving the local area by providing WorkSource investment activities, each representative on the local board described in clause (i) or (ii) of paragraph (2)(C), respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively. Representatives of adult education and higher education institutions shall make recommendation to the board chair, through this recommendation the CLEO appoints to the board. In that DeKalb County has one (1) adult education and literacy institution, which is Georgia Piedmont Technical College (GPTC), a required WIOA partner, the president of GPTC makes recommendation to the DWDB chair and through this recommendation the CLEO appoints to the Board.

**(D) GOVERNMENT AND ECONOMIC DEVELOPMENT REPRESENTATIVES** - Each local board shall include representatives of governmental and economic and community development entities serving the local area, who—(i) shall include a representative of economic and community development entities; (ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area; (iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area; (iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and (v) may include representatives of philanthropic organizations serving the local area. **MINIMUM number of government and economic development representatives: Three (3).**

**(E) OTHER MEMBERS** - Each local board may include such other individuals or representatives of entities as the Chief Local Elected Official in the local area may determine to be appropriate.

#### **Section 2 - Appointment or Replacement of Board Members**

- It shall be the duty of the CLEO to appoint members to fill all vacancies, with recommendations provided by the Chairperson of the WSDB.

- A position on the WSDB is considered vacant on the date the term expires; a member becomes ineligible, is removed, or resigns or dies.

- In the case of an appointment to fill a vacancy on the Local WorkSource Board, the replacement member's term shall begin on the date of appointment by the Chief Local Elected Official unless otherwise specified.

#### **Section 3 - Terms of Office for Board Members**

- A standard term for each Board Member appointment is three (3) years.

- Members may be appointed to serve no more than two (2) terms in the same category, unless representing a required partner.

- The chairperson of a board shall be selected from the members of the board who represent the private sector.

- The chairperson shall serve for a term of no more than two years and shall serve no more than two consecutive terms.

- Upon completion of maximum service in one category, a member may be appointed to serve in a different



category, if eligible and recommended by the WSDB Chairperson.

- A member may be appointed to fill an unexpired term, and then may continue on the Board to complete a full term without further appointment necessary.
- If a board member is replacing another board member, due to retirement, promotion, or new assignment, the organization can name the replacement to complete the term.
- Executive Committee Members shall be permitted to serve one additional term to provide continuity and support for new leadership, at times this will result in a ~~third-fourth~~ term.
- To implement a rotating Board Term Schedule, initial terms for the members shall be one third of the members for one (1) year, one third of the members for two (2) years and one third of the members for three (3) years starting July 1, 2015. After the initial term, each subsequent term shall be for a period of three (3) years.
- Terms are defined by calendar year/12 months, regardless of the month of appointment.
- During instances where regulations and/or new legislation is enacted, the WSDB has the vested authority to remain intact, even if a ~~members~~member's term is scheduled to expire, during the transition period of the new legislation.

#### Section 4 – Member Resignation or Removal

- A member's eligibility to serve on the Board continues only so long as the member meets federal, state, or local requirements for the category under which they were appointed. Members will notify the Board Chairperson, of any changes in employment or job duties, which may impact their Board eligibility for the categorical seat to which they were appointed. The Chief Local Elected Official will approve recommendations from the Board Chairperson as to whether to remove and replace that ~~member, or member~~ or move the member to a different category. Vacancies must be filled within ~~90~~ 60 days from the occurrence.
- Board members may resign from the Board by giving written notice to the Board or Chief Local Elected Official, or by accruing unexcused absences for 75% or more of the scheduled meetings in one fiscal year (see Article VI, Section 2 – Board Attendance). The Chief Local Elected Official will be informed of all resignations.
- The Executive Committee shall recommend to the Chief Local Elected Official the removal of any member based on cause (see Article IX – Code of Conduct) or a substantial pattern of absence (see Article VI, Section 2 – Board Attendance).
- Any mandatory WIOA partner whose leadership refuses to sign or participate in a Memorandum of Understanding with WSDB will automatically lose their seat on the Board. Should this position change at some point in the future, the designated seat may be reinstated by appointment of the Chief Local Elected Official.

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#### **Article V - Officers and Duties**

The officers of the WSDB shall consist of a Chairperson and a Vice-Chairperson elected by the WSDB. The Chairperson and Vice-Chairperson must be representatives of the private sector. The terms of the officers shall be 2 years and may continue at the discretion of the WSDB or until their successors are duly elected and qualified. The WSDB may fill vacancies for officers at any meeting.

The Chairperson shall preside at the meetings of the WSDB and shall see that all orders and resolutions of the WSDB are communicated to the proper persons or entities for implementation. He/she shall execute all documents on behalf of the WSDB.

The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and shall assume the Chairperson's office should the office be vacated prior to the completion of the 2 year term.

Should the Chairperson or Vice-Chairperson become inactive in private sector employment, the position(s) shall be declared vacant and the position(s) be filled in accordance with these bylaws.

The WSDB may appoint such other officers as the business of the WSDB may require, each of whom shall hold office for such period and have such authority to perform duties as are provided by the by-laws or as the WSDB may determine.

If a local WorkSource innovation area does not meet performance standards, the Georgia State Board shall develop and impose a reorganization plan that may include, but not be limited to:

- (1) Restructuring the board;
- (2) Prohibiting the use of designated service providers, including state agencies; and
- (3) Merging the local WorkSource investment area with another area.

A local area that is the subject of a reorganization plan may appeal to the Governor to rescind or revise the plan not later than the thirtieth day after the date of receiving notice of the plan.

#### **Article VI - WSDB Committees**

##### **Section 1 - Standing Committees**

The Board or the Executive Committee may designate standing committees in addition to the standing committees specified, as it deems necessary to effectively conduct the business of the Board. All reports and actions taken by the Standing Committees shall be approved by the Board. The term of any Standing Committee will expire ~~at the conclusion of~~ at the end of the year in which it is appointed. The Committees for the One Stop and Individuals with Disabilities may combine as long as 2 representatives with a vested interest in persons with disabilities are active and present at meetings. Standing committees must be chaired by a member of the Local Board, may include other members of the Local Board, and must include other individuals appointed by the Local Board who are not members of the Local Board and who have demonstrated experience and expertise to assist the committee. All Standing Committees must comply with applicable federal laws and regulations.

In order to protect the voting rights of the CLEO-appointed WSDB members, the non-WSDB member standing committee members may not be granted voting rights generally. For example, many WSDBs have Executive Committees that have the authority to act on behalf of their entire WSDB between regular scheduled meetings. Granting the non-WSDB Executive Committee member(s) a vote in such a small group would grant the individual(s) more voting power than the CLEO-appointed WSDB members not sitting on the committee. Therefore, appointing individuals with "appropriate experience and expertise" to assist the work of the standing committees, while restricting their ability to vote, complies with the governing law and eliminates the potential issue of having non-CLEO appointed individuals voting on standing committee action items. *Any non-WSDB members appointed to sit on a standing committee must complete and submit*

*a Conflict of Interest Statement. While the non-WSDB member may not vote, it is important that the individual makes known any potential or actual conflict if it arises during a standing committee's meeting.*

#### **Section 2 - Executive Committee**

The WSDB shall have an Executive Committee which shall be composed of the Chairperson, Vice-Chairperson, and the Chairs of Standing Committees.

The Executive Committee shall be responsible for coordinating and overseeing the activities of the Board and its other Committees to ensure the satisfactory performance of functions stipulated by the Governor, these bylaws, and all pertinent statutes and regulations. The Executive Committee shall also monitor and guide the administrative management of the Board.

The Executive Committee shall have general supervision of the affairs of the Board in the intervals between Board meetings. The Executive Committee may meet as often as it deems necessary. The Executive Committee shall act on behalf of the Board when quorums are not established at a Board meeting. When the Executive Committee acts on behalf of the Board in the absence of a Board quorum, the acts of the Executive Committee shall be the acts of the Board unless rejected by the Board at the next meeting.

#### **Section 3 - Youth Committee**

The WSDB shall have a Youth Committee which shall be composed of members with special interest or expertise in youth policy. The committee will provide information, assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

#### **Section 4 - One-Stop and Disabilities Committee**

The WSDB shall have a One-Stop and Disabilities Committee to provide information and assist with operational and other issues relating to the one-stop delivery system and services to individuals with disabilities, inclusive of issues related to applicable provisions of the Americans with Disabilities Act of 1990. This will include programmatic and physical access to services and activities of the one stop delivery system. Committee members may be one-stop partner representatives.

#### **Section 5 - Finance Committee**

The WSDB shall have a 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.

#### **Section 6 - Ad Hoc Committees**

The Chairperson of the Board or the Executive Committee may create Ad Hoc Committees of the Board as deemed necessary to effectively conduct the business of the Board. A simple majority of the Board acting together may create an Ad Hoc Committee for a specified purpose. All reports and actions taken by Ad Hoc Committees shall be approved by the Board. The term of any Ad Hoc Committee shall expire upon the completion of the task for which it was created.

#### **Section 7 - Appointment of Committee Chairpersons**

The Chairpersons of Standing Committees and Ad Hoc Committees shall be appointed by the Chairperson of the Board.

#### **Section 8 - Committee Composition**

The Chairperson of the Board shall appoint and may remove members of Standing and Ad Hoc Committees.

#### **Section 9 - Committee Meetings**

Standing and Ad Hoc Committees shall meet at the direction of the Chairperson of the Board or on the call of the Committee Chairperson.

## Article VII – Board Meetings

### Section 1 – Board Meeting Schedule

The WSDB shall meet at least quarterly, as determined appropriate by the Chairperson. The regular Board meetings shall be held at a location to be designated by the Chairperson. The Chairperson may call a special meeting at his/her discretion. Notice of all meetings shall be given to all members, not less than three (3) days or more than 30 days prior to the date of the meeting(s). Public notice of all board meetings will be communicated by Public Service Announcement (PSA) one week prior to the meeting date. All meetings shall ~~be in compliance with~~ follow the open meeting requirements of the Official Code of Georgia, Annotated. A record shall be made of all meetings of the Board in accordance with the ~~mentioned requirements~~ requirements. The date and frequency of meetings may be revised at the discretion of the Chairperson except that meetings will not be held less frequently than quarterly.

### Section 2 – Board Meeting Attendance

- Board members are expected to attend scheduled meetings, and to actively serve on committees as appointed.
- A representative may be designated by the Board Member to participate in discussion, but does not exercise proxy authority (no voting).
- An excused absence is defined as failure to attend a scheduled meeting, but notice provided prior to the meeting to the Director or Board Chairperson.
- An unexcused absence is defined as failure to attend a scheduled meeting, with failure to provide a representative to attend the meeting in the member's behalf.
- A Board member shall be automatically removed and replaced for failing to attend three consecutive board meetings without cause.

## Article VIII - Quorum

Physical attendance by members at any WSDB meeting constitutes a quorum for the transaction of business as long as at least 51% of board membership being present for meetings. ~~The quorum level necessary for voting, which shall, at a minimum, be a majority of the Local Workforce Development Board.~~ Proxy voting shall not be permitted on a local WorkSource board committee or in the election of a chief local elected official.

Upon determining a meeting quorum, the Board Committees may continue to conduct business until adjournment notwithstanding the withdrawal of enough members to have less than a quorum.

At each committee meeting, a ~~51% majority~~ majority of the committee membership constitutes a quorum for the transaction of business. In any case where a quorum has not been established at a committee meeting, business may be moved to the Board or Executive Committee for action.

## Article IX - Voting

Each member shall be entitled to one (1) vote on each matter brought before the WSDB. Electronic voting shall not be permitted.

In all voting matters Board members shall adhere to the WSDB Code of Conduct relating to Conflict of Interest.

Any non-budgeted purchase or expenditure over \$5,000.00 by the WSDB shall require approval by the ~~Technical College System of Georgia~~ Technical College System of Georgia except for training provider expenditures approved on the eligible training provider list, approved operational expenditures which shall

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include rent, salaries and benefits, and any purchase requirement in accordance with federal law.

**ARTICLE X – Code of Conduct/Conflict of Interest...Compliant with Technical College System of Georgia/Georgia's WIG GA-15-007 and House Bill 348:**

A Conflict of Interest Provision will need to be signed and dated by each seated, voting member prior to their participation in any official board action. In the event that a board member participates in an official action, such as a vote, without signing and completing the Conflict of Interest Provision, the board member's action/actions shall be void. The member's signature will serve as proof that the member fully understands what constitutes a conflict of interest and knows what steps that member needs to take in the event an official action may create a conflict or potential conflict. The Technical College System of Georgia reserves the right to suspend certification of a local board upon determination that an individual member of that board has violated the conflict of interest statement, until said member has resigned or otherwise been removed from the board.

Section 117(g)(2) of US Code 3111 of Workforce Innovation Opportunity Act (WIOA) provides that "A member of a local board may not:

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(1) Vote on a matter under consideration by the local 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

(2) Engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State plan.

(3) Contract with, directly or through a business entity, a member of the board, a relative of a board member, or an employee of the board.

The Code of Conduct governs the performance of members or administrative staff in contracting with or procuring services, supplies or equipment with federal funds under a WIOA and/or Welfare-to-Work (WtW) grant or agreement. No member of the WSDB or staff shall

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Solicit or accept gratuities, favor, or anything of monetary value from suppliers or potential suppliers including subcontractors under recipient contracts; or participate in the selection, award or administration of a procurement supported by WIOA funds in any case where the individual is aware that he or she, or any member of his/her immediate family, or his/her partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award.

The extent permitted by laws or regulations, board members will enforce penalties, sanctions, or other disciplinary actions (such as suspension, termination, or civil action to recover money damages) for grant or agreement-related violations of law or the Code of Conduct by officers, board members, staff, or by (sub) contractors of an agent or their agents.

Whenever a potential conflict of interest situation arises in the conduct of business, it shall be handled in the following manner:

Before each vote regarding the award of WIOA funding, any potential conflict of interests are brought forward. The individual members shall divulge the existence and the reasons for the potential conflict and refrain from voting on or participating in related discussions regarding the award, except as provided below.

At the direct request of the affected member, the WSDB/Youth Committee shall decide if a direct

relationship for conflict exists. If it is decided a conflict exists, the affected member shall refrain from voting on the issue creating the conflict of interest. The affected member may, however, participate in any presentation, discussion, or respond to questions regarding the provisions of services only to the extent that competing bidders are afforded the same opportunity. Should the board determine a direct conflict of interest does not exist, the Minutes will reflect the nature of the alleged conflict and the reasons for determining a conflict did not exist.

Board shall not contract with directly or through a business entity, a member of the board, a relative of a board member, or an employee of the Board. Board members who have potential conflicts or contracts may remain on their respective boards until the board's next certification period as determined in accordance with the federal WorkSource Innovation Opportunity Act.

Recipients of WIOA funds are not permitted to hire or contract with anyone who has an immediate family member in a decision making administrative or staff position, if funding or employment decisions involving that person may be affected by virtue of that family relationship. This is not intended to absolutely prevent the hiring of an individual or the awarding of a contract simply because of the existence of a family relationship, nor is it intended to keep any eligible applicant from participating in WIOA programs or activities solely because of such a family relationship. This policy is intended to ensure that whenever there is the potential for (or appearance of) nepotism, the situation is brought into the open, allowing all facts, issues and circumstances to surface and be discussed. When a Committee member, local elected official, staff person, or contractor is aware of a possible case of nepotism, they should divulge the existence of the situation to the hiring or contracting authority and remove themselves from the ~~decision-making~~ decision-making process. This will allow proper assessment of the situation prior to decision making and ensure the selection process provides adequately for equal opportunities and fair and open competition. Additionally, it will assure that family relationships do not affect the hiring or the awarding of the contract.

For clarity, definitions are as follows:

*Immediate Family* - This term applies to the husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, aunt, uncle, niece, nephew, step-parent, stepchild, grandparent, and grandchild.

*Administrative or Staff Position* - These terms apply to any positions held by persons who have any governing or management responsibilities for a WIOA funded program. This would include: all elected or appointed officials who have any responsibilities for obtaining or approving any grant funded under the Act; other officials who have influence or control over the administration of the program, such as the project director, deputy director, and unit managers/supervisors; and individuals (for example, instructors, counselors, and staff personnel involved in administrative, training, or service activities) who are responsible for the selection, hiring, placement, or supervision of WSDB.

The Board through the application of this code determines whether a member or staff person directly represents or will receive direct financial benefit from any proposed provision of services.

Members shall adhere to the "Code of Ethics for Government Service" as provided in the Official Code of Georgia Annotated, at 45-10-1. To prevent conflicts of interest, chief local elected officials, local board members, and executive directors shall sign a conflict of interest statement upon accepting a position on a local board, disclosing any and all potential conflicts. The Technical College System of Georgia may request any local board member to file a personal financial statement without cause.

Conflicts of Interest can also arise with respect to Local Area Directors and their staff within a Local WorkSource Development Area. While Local Area and staff do not participate in formal Board votes, they nonetheless make decisions regarding the use of WIOA funds and the provision of WIOA services. Therefore, Local Area Directors and their staff have a duty to avoid Conflicts of Interest and take

appropriate steps when an actual or perceived Conflict of Interest arises.

The following section sets the general requirements for Local Area Directors and their staff members. Specifically, Local Area Directors and their staff shall not:

- (1) use WIOA funds or services to provide a direct or indirect financial benefit to the Local Area Director or staff member or to any of their immediate relatives;
- (2) directly or indirectly accept or solicit any gratuities, favors, or anything involving more than de minimis monetary value from any person with whom the Local Area Director or staff interacts in his or her capacity as a recipient of federal funds. This section includes, without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider;
- (3) participate in the selection, award or administration of a procurement supported by federal funds in any case where the Local Area Director or staff is aware that any immediate relative, business partner, or any organization that employs or is about to employ any of those persons, has any financial or material interest in any organization that may be considered for an award of federal funds;
- (4) advocate for or cause the advancement, appointment, employment, promotion, or transfer of an immediate relative to any office or position administering or handling federal funds under Public Law 113-128, including without limitation, any potential or actual supplier, contractor, subcontractor, grant recipient or other service provider; or
- (5) take any action determined to constitute a Conflict of Interest.

If a staff member experiences an actual or potential Conflict of Interest, the impacted staff member shall notify his or her Local Area Director and not undertake any action on the topic or issue involving the Conflict of Interest. Instead, the impacted staff member shall allow the Local Area Director to address and resolve the actual or potential Conflict of Interest, if possible. If a Local Area Director experiences an actual or potential Conflict of Interest, the Local Area Director shall take the following steps:

- a. notify the Local WorkSource Board Chair and the official who signs as the Fiscal Agent for the administrative entity of the actual or potential Conflict as soon as possible;
- b. remove him or herself from the topic or issue involving the Conflict of Interest, and
- c. not take any action on the impacted topic or issue until the Conflict of Interest has been resolved. The Conflict of Interest may be resolved by having an independent third-party, such as the Local WorkSource Board Chair or Chief Local Elected Officer, review the actual or apparent Conflict of Interest, and issue a written report or stating indicating that it is permissible to proceed with the impacted topic or issue.
- d.

#### **Article XI - Rules of Order**

All meetings of the WSDB shall follow rules of order established for the conduct of such meetings as set forth in the Roberts Rules of Order unless otherwise provided for by these By-Laws.

#### **SUNSHINE PROVISION (WIOA Sec. 107 (e))**

The local board shall make available to the public, on a regular basis through electronic means and 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 WorkSource activities, and minutes of formal meetings of the local board.

#### **Article XII - Insurance**

The WSDB may direct its administrative entity to purchase and maintain Members' and Officers' liability insurance on behalf of any person who is and/or was a member, officer, employee or agent of the WSDB or its administrative entity, or who is or was serving at the request of the WSDB as a member, officer, employee or agent of another WSDB partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as

such.

**Article XIII - Amendments of By-Laws**

The By-Laws may be amended, supplemented, or superseded only by the affirmative vote of a quorum (over 50% membership) of the members of the WSDB. However, by-laws amendments may be superseded by law without WSDB vote/approval.



By signing below, I acknowledge that I have received a copy of the WSDB By-Laws. I understand that revisions to the by-laws may occur; revised information will supersede, modify, or eliminate existing by-laws.

Print Name

Signature



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**Entity Name**

**Date**

# **Policy:** Supportive Services/ Childcare

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## ■ WSD Policies & Procedure Updates

### 3.4.3 SUPPORTIVE SERVICES

This policy update will apply to all programs (Adult, Dislocated Workers, and Youth). This policy will clarify the childcare limits and procedure for customers and childcare vendors. This policy is part of the overall Supportive Services policies and procedures.

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#### WSD Childcare Assistance Process

*Childcare:* Childcare is a service provided to ensure proper care of children while the parent or guardian is participating in an employment and training program. The childcare cost may be reimbursed at the rate determined by the Career Consultant, however, should not exceed established cumulative supportive amount for an individual. . These limits apply on a per child basis. The childcare provider must be licensed or registered or documentation of adequacy of alternative childcare must be maintained in the participant’s file.

*The steps to enter a Childcare Provider are listed below:*

**Step One:** Childcare Vendor must register with DeKalb County Purchasing & Contracts using the link below:

iSupplier portal for vendors to create their account.

<https://www.dekalbcountyga.gov/purchasing-contracting/isupplier-0> and select New Vendor Registration.

isupplier help desk - 404-371-2713 or email address [isupplier\\_support@dekalbcountyga.gov](mailto:isupplier_support@dekalbcountyga.gov)

**Step Two:** Once the customer has confirmed the Childcare vendor is registered, have the customer apply for Childcare Assistance (see attached flyer). The Childcare and Parent Services (CAPS) program has been serving Georgia's children and families since 1972. The program is funded federally by the Child Care and Development Block Grant (CCDBG), also known as the Child Care and Development Fund (CCDF). Customer must provide proof of the application submitted and must provide the eligibility for CAPS within 45days for application date.

**Step Three:** Once the customer provided both the vendor information and CAPS information, review and complete the Request for Supportive Services Determination Form

– Document the need for the services to support the approved WIOA Activity (E.g. ITA, WEX, CT, GED, WEX, Summer Employment, etc.)

**Step Four:** Assign the Appropriate Supportive Service code

## **Policy:** Supportive Services/ Childcare

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- **Create an Enrollment Budget**
- **Create the voucher (weekly)**
- o **The Voucher must be created based on the invoice received by the vendor**

**Childcare Assistance:** If dependent care is not otherwise available from DFCS/ CAPS, or other funding sources, WSD may assist with the cost of care for dependent children under age 5 or child(ren) covered by ADA or adult dependents with documented care needs for a maximum of \$3,000 per household per program year. This is available while the participant is enrolled in ITA training activities or Work Based Learning (WBL) programs or Approved Youth Activities. Assistance is available when the individual is scheduled and/or commuting to training activities. Assistance may also be available for children ages 6 through 12 for after school care or during times when school is not in session. Funds from other sources, such as TANF, CAPS, etc. may be combined with WIOA funds. In those instances, WIOA funds may only be used for those expenses not covered by the other funding source (documentation of approval or denial must be provided within 45 days of application to CAPS). For participants receiving TANF/ CAPS benefits, it must be documented that the participant is not receiving dependent care benefits from TANF/CAPS before providing dependent care assistance through WIOA.

**For children 5 years and under** - Eligible participants will receive up to \$35.00 per day per child for full-time care. This would include children up to age 12 during school breaks, i.e., summer or extended breaks throughout the year. This amount will be prorated based on approval of CAPS.

**For children 6 years and older** - Eligible participants will receive up to \$30.00 per day per child for after school care up through age 12. This amount will be prorated based on approval of CAPS.

For childcare assistance to be reimbursed, the childcare form must be accompanied by a "Participant Attendance Report or WBL Training Plan & Timesheet or Youth Program approved verification.

Childcare will be paid only for those days attending school or WBL worksite or Youth Approved activities. The participant will be responsible for payment of childcare expenses when they are not in school or WBL worksite or Youth Approved activities.

Childcare **will not** be paid when breaks between quarters occur i.e., Spring Break, Thanksgiving Break, Christmas Break, or other school recognized holidays or when WBL worksites are closed.

## **Policy:** Supportive Services/ Childcare

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Childcare assistance will not be made for children over the age of twelve (12) unless covered by American Disabilities Act (ADA) or extenuating situations exist. A written request must be made to WSD Board explaining the circumstances. Documentation for exceptions may be required.

**Childcare assistance will not be paid to providers that reside at the same address as the WIOA participant.**

**To receive childcare assistance the participant must complete a "Childcare Provider Verification Form and provide all supporting documentation (e.g. birth certificates, attendance sheets, WBL timesheets, etc.). This form must contain the following information:**

- 1. Name of the childcare provider, childcare providers address and phone number, participants name, school attending and effective date.**
- 2. Name of the child(ren), their age, hours to be kept, weekly rate and daily rate.**
- 3. Person(s) who are authorized to sign the childcare forms must print and sign their name.**
- 4. This form will only be completed when a new childcare provider will be used.**
- 5. This form must be submitted to the NEGRC? before any childcare payments can be issued.**

**To receive the childcare support, a "Childcare Invoice" must be completed weekly. This form must contain the following:**

Participants name, childcare providers name, name and age of child(ren).

Dates (month, day and year) must be filled in correctly in the space provided.

Initials of the childcare provider for each child and each day that childcare were provided.

Amounts charged for days attended.

Signature and date of participant.

Signature and date of childcare provider.

**Falsification of childcare or attendance forms may result in being terminated from the WIOA program.**

Participants are encouraged to use licensed dependent care providers whenever possible. If not licensed, the service must be provided by a dependent care provider who cares for children outside of the participant's home. Payments will be made directly to participants, based on receipts from dependent care provider.

## **Policy:** Supportive Services/ Childcare

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- Eligible participants will receive up to \$35.00 per day per child (5 years and under).
- Eligible participants will receive up to \$30.00 per day per child (6 years and older).

Please note, falsification of childcare or attendance forms may result in being terminated from the program. The initial Needs Related Child Care payment will be made with Supervisor/ Manager Approval and all requested documentation and approved WIOA activity. The request will be reviewed after 45 days to secure the CAPS approval or denial. The participant is required to provide the TANF/CAPS verification within five (5) business days upon receipt from DFCS. Failure to do so can result in denial of further Needs Related Child Care assistance. All future payments will be reduced based on TANF/CAPS approved amount. All maximum Supportive Services limits are applied to Childcare Assistance.

To apply for subsidized child care (CAPS program) in Georgia, families must be a resident of the state of Georgia. Georgians are now able to apply for child care online with Georgia GATEWAY at <https://gateway.ga.gov>. Georgia GATEWAY allows participants to check their potential eligibility and apply for child care online. Participants, who create an account in Georgia GATEWAY, can check the status of their application online and renew their benefits.

If dependent care or child care is not otherwise available from other funding sources, WIOA funds may be used to pay the cost of care for dependent children up to age 13 or adult dependents with documented care needs while the individual is in a WIOA training activity or if needed to maintain employment only.

- A maximum ceiling of \$3,000 per participation is allowed regardless of the number of dependents needing assistance per program year
- Career Advisor must verify and document that the participant is not receiving or eligible to receive dependent care benefits through DFCS before providing dependent care assistance through WIOA
- Participants must use a licensed dependent care provider. The provider must register as a DeKalb County vendor and submit a copy of their license with child care agreement and/or Fee Schedule.

### **WorkSource DeKalb Staff Procedures:**

It is the responsibility of the Career Advisor and Manager/Supervisor to:

1. Assess the needs of the participant and ensure the participant is in compliance with IEP/ISS and activity enrolled and participating in a WIOA approved activity.
2. Determine if another agency can provide the supportive service and refer participant to that agency. All participants must apply for State funded child care program – CAPS. The application confirmation is due with the initial request. The final determination from the state agency must be provided within 45 days of the initial childcare application by the participant to the WSD staff before any additional childcare services can be provided.

## **Policy:** Supportive Services/ Childcare

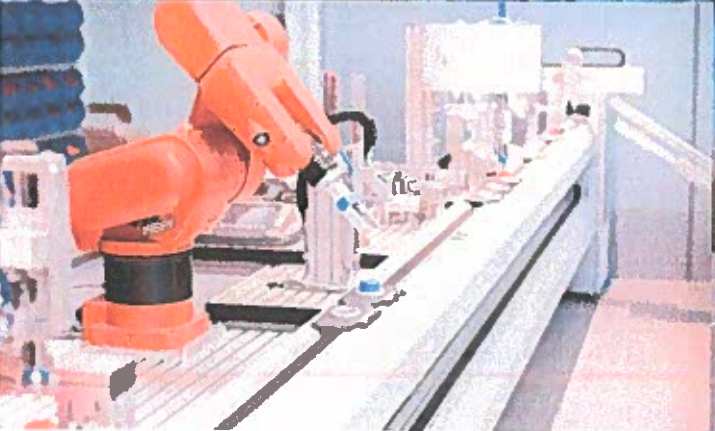
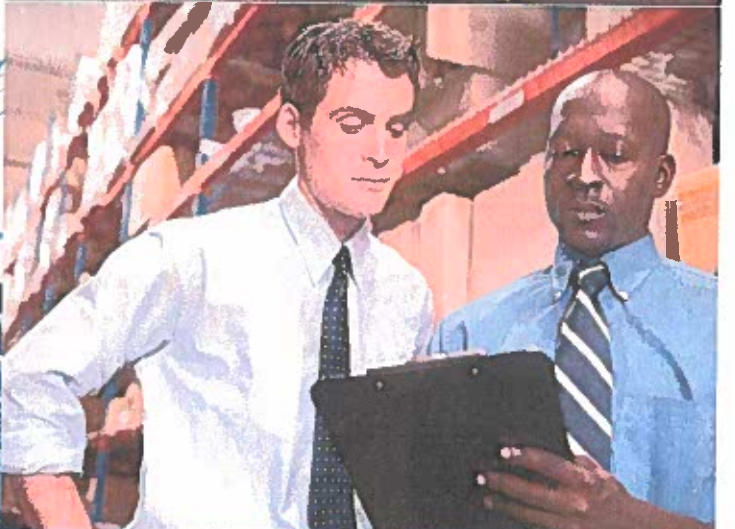
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3. Contact Fiscal Officer to determine if vendor is in the system, if not follow the procedures to have vendor input into the system prior to submitting the supportive service to designated person for approval.
4. Complete and submit the Supportive Services Checklist and Request Forms documenting all attempts to find other agencies to provide the support services and all supporting documentation (invoices/ bills, quotes/estimates, and budget to verify participant can pay the following month to the Site Supervisor for consideration.
5. Supervisor submits everything except the budget to WIA Coordinator or Central Resource Center Manager for review and disposition.
6. Notate Supportive Services Tracking Form if approved.
7. Document in the case file, the need for and the resolution of any supportive service request whether approved or not.
8. File a copy of the supportive service check in the file after the participant sign's for it and forward a copy to the WIA Administrative Assistant who will forward it to the Fiscal Officer and Fiscal Officer Supervisor.
  - o Needs Related Payment Process for reimbursement
  - o Childcare Payment directly to Childcare facility



# 2019 Income Guidelines for WIOA Low Income Level & Self-Sufficiency and Employed Worker





**IMPORTANT!** This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. Call WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) for assistance in the translation and understanding of the information in this document.

**Spanish: ¡IMPORTANTE!** Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. Llame al WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) para pedir asistencia en traducir y entender la información en este documento.

**Chinese – Traditional: 重要須知!** 本文件包含**重要資訊**，事關您的權利、責任，和/或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電 WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) 洽詢翻譯及理解本文件資訊方面的協助。

**Vietnamese: LƯU Ý QUAN TRỌNG!** Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. Hãy gọi WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

**Tagalog: MAHALAGA!** Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. Tumawag sa WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

**French : IMPORTANT!** Le présent document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. Appelez au WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

**Haitian Creole: ENPÒTAN!** Dokiman sa a gen **enfòmasyon enpòtan** ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. Rele WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

**Portuguese: IMPORTANTE!** Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. Contacte o número WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

#### Arabic

مهم! يحتوي هذا المستند على **معلومات مهمة** حول حقوقك ومسؤولياتك و/أو فوائده. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. اتصل على الرقم [WorkSource DeKalb at \(404\) 687-3400/www.worksourcedekalb.org](http://www.worksourcedekalb.org) للحصول على مساعدة في ترجمة المعلومات الواردة في هذا المستند وفهمها.

**Russian: ВАЖНО!** В настоящем документе содержится **важная информация** о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. Позвоните по телефону WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) для получения помощи в переводе и понимании информации, содержащейся в данном документе.

**Korean: 중요!** 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 **중요한 정보**를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org) 로 전화하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.



## 2019 Income Guidelines for WIOA Low Income Level & Self-Sufficiency and Employed Worker Policy

The Act provides for use of one of two sets of data in determining economically disadvantaged persons and program eligibility: Department of Health and Human Services (HHS) Poverty Guidelines or the Lower Living Standard Income Level (LLSIL). The higher of the poverty guidelines or 70% of the LLSIL for each family size and area was used in construction of the table below.

To determine low income level for any family size, intake staff should compare the customer's family income with the corresponding poverty level figure based on family size and area. Income figures listed in the WIOA Low Income Levels columns below are utilized when determining whether a customer is considered low income for WIOA eligibility for youth, priority services for adults, and federal reporting for all target groups. WIOA SEC.3(36) (A)(B) defines the term "low income individual" for eligibility purposes, and SEC.127(b)(2)(c), SEC.132(b)(1)(B)(IV),(V)(bb) define the terms "disadvantaged youth" and "disadvantaged adult" in terms of the poverty line or LLSIL for State formula allotments.

The income levels shown in the table below will apply to WIOA eligibility and reporting in federal program years 2018-2019, or until another update occurs.

**Basic Career Services and Training Activities under Title I of the WIOA Activities** will include all services to eligible candidates, at least 18 years of age, who are residents of DeKalb County, U.S. citizen or eligible non-citizen, registered with selective service (if applicable) and for adults defined as "low-income" according to the "Six-Month Low Income Guidelines."

<b>Program Years 2018 – 2019</b>			
<b>Six-Month Income Guidelines for WIOA:</b>			
<b>Low Income Level Figures Effective June 01, 2019</b>			
<b>Household Size</b>	<b>WIOA Low Income Levels</b>	<b>Federal Base 70% LLSIL</b>	<b>Metro2 200% LLSIL</b>
<b>1</b>	\$6,245	\$9,319	\$12,490
<b>2</b>	\$ 8,455	\$15,273	\$16,910
<b>3</b>	\$ 10,846	\$20,972	\$21,192
<b>4</b>	\$ 13,390	\$25,882	\$26,780
<b>5</b>	\$ 15,803	\$30,544	\$31,606
<b>6</b>	\$ 18,482	\$35,719	\$36,964
<b>7</b>	\$ 21,161	\$40,894	\$42,322
<b>8</b>	\$ 23,840	\$46,069	\$47,680
<b>For each over 8</b>	\$ 2,679	\$5175	\$5,358
<b>Add:</b>			

These guidelines do not outweigh the federal mandate to serve public assistance recipients and other low-income populations.

**70%LLSIL:** For families sizes greater than six, subtract the LLSIL of a family of five from a family of six. Use the difference of a family of five(5) and six(6) as the income you will add to each income after a family of six(6).

The U.S. Department of Labor has issued Lower Living Standard Income Level figures as published in the Federal Register, May 29, 2019, and HHS Poverty Guidelines, January 11, 2019. Low income is defined in WIOA Section 3(36).

**Brief descriptions of the changes in WIOA income inclusions can be found in the following guidance:**

*(a) TEGL 19-16, Statutory Priority for Adult Funds, page 9, dated March 1, 2017*

*(b) TEGL 21-16, Eligibility, page 7, dated March 2, 2017*

*TEGL 21-16, Veterans and Adult Priority, page 7, also notes that homeless and foster youth are considered low income and do not need to meet any additional low income criteria.*

*Additionally, TEGL 19-16, page 10, indicates that for both income-based eligibility and priority of service determinations, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (DVA) for vocational rehabilitation, disability payments or related VA-funded programs are not to be considered income, in accordance with 39 USC 4213 and 20 CFR 683.230.*

*Note: WIOA sec. 134(a)(3)(A)(xii) gives States the discretion to “adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and sub-State geographical considerations.” Our State policy further delegates that authority to the LWDA in 3.2.3 (III), which states “Local areas are permitted to define self-sufficiency at a higher income level than the state minimum, as long as supporting documentation is provided.”*

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WorkSource DeKalb is an EEO/MI/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with disabilities. Persons with hearing impairments may call 1-800-255-0135 or 711 (TTY) for assistance. WorkSource DeKalb is 100% funded by the U.S. Department of Labor and is a proud partner of the American Job Center Network.



**MEMORANDUM**

**TO:** Workforce Area Directors  
**FROM:** Joe Dan Banker  
**DATE:** May 30, 2019  
**SUBJECT:** Income Guidelines for Determining Low Income Levels

-----

The U.S. Department of Labor has issued Lower Living Standard Income Level figures as published in the *Federal Register*, May 29, 2019, and HHS Poverty Guidelines, January 11, 2019.

Attached are copies of both *Federal Register* notices. These revisions will become effective for the Georgia Workforce System on June 01, 2019. Also attached is a chart with the new guidelines for determining low income.

Please ensure that all staff and service providers who are involved in eligibility determination for WIOA services receive a copy of the attached revisions. If you have any questions about these revisions, please contact Diaon Woods at (404) 679-5454.

Thank you.

Attachments:

2019 Federal Register Notices

PY 2018 - 2019 WIOA Income Guidelines



## 2019 Income Guidelines for WIOA Low Income Level

The Act provides for use of one of two sets of data in determining economically disadvantaged persons and program eligibility: Department of Health and Human Services (HHS) Poverty Guidelines or the Lower Living Standard Income Level (LLSIL). The higher of the poverty guidelines or 70% of the LLSIL for each family size and area was used in construction of the table below.

To determine low income level for any family size, intake staff should compare the customer's family income with the corresponding poverty level figure based on family size and area. (A table listing Georgia's counties by Metropolitan Areas, Nonmetropolitan Areas, and Atlanta MSA is attached.) Income figures listed in the Poverty Level columns below are utilized when determining whether a customer is considered low income for WIOA eligibility for youth, priority services for adults, and federal reporting for all target groups. WIOA SEC.3(36)(A)(B) defines the term "low income individual" for eligibility purposes, and SEC.127(b)(2)(c), SEC.132(b)(1)(B)(IV),(V)(bb) define the terms "disadvantaged youth" and "disadvantaged adult" in terms of the poverty line or LLSIL for State formula allotments.

The income levels shown in the table below will apply to WIOA eligibility and reporting in federal program years 2018-2019, or until another update occurs.

Program Years 2018 – 2019 Six-Month Income Guidelines for WIOA: Low Income Level Figures Effective June 01, 2019			
Family Size	Metropolitan Areas	Atlanta MSA	Nonmetropolitan Areas
1	\$6,245	\$6,245	\$6,245
2	8,455	8,455	8,455
3	10,846	10,665	10,665
4	13,390	12,941	13,043
5	15,803	15,272	15,392
6	18,482	17,860	18,001
7	21,161	20,447	20,609
8	23,840	23,035	23,218
For each over 8 Add:	2,679	2,588	2,609



**GEORGIA COUNTIES WITHIN METROPOLITAN,  
NONMETROPOLITAN AREAS, AND ATLANTA MSA**

**Program Years 2018-2019**

**Counties Within Metropolitan Statistical Areas. (Use Metropolitan Area Eligibility Guidelines)**

Baker	Effingham	Madison
Bibb	Floyd	Marion
Brantley	Glynn	Monroe
Brooks	Hall	Murray
Bryan	Harris	Muscogee
Burke	Houston	Oconee
Catoosa	Jones	Oglethorpe
Chatham	Lanier	Peach
Chattahoochee	Lee	Pulaski
Clarke	Liberty	Richmond
Columbia	Lincoln	Terrell
Crawford	Long	Twiggs
Dade	Lowndes	Walker
Dougherty	McDuffie	Whitfield
Echols	McIntosh	Worth

**Counties Within the Atlanta Metropolitan Statistical Area. (Use Atlanta MSA Eligibility Guidelines)**

Barrow	Douglas	Meriwether
Bartow	Fayette	Morgan
Butts	Forsyth	Newton
Carroll	Fulton	Paulding
Cherokee	Gwinnett	Pickens
Clayton	Haralson	Pike
Cobb	Heard	Rockdale
Coweta	Henry	Spalding
Dawson	Jasper	Walton
DeKalb	Lamar	

**Counties Outside MSAs with Populations of 50,000 or More. (Use Metropolitan Area Eligibility Guidelines)**

Bulloch	Gordon	Laurens
Camden	Jackson	Troup

**Nonmetropolitan and Rural Area Counties. (Use Nonmetropolitan Area Eligibility Guidelines)**

**All remaining counties not listed above.**

## **2019 Income Guidelines for WIOA Low Income Level & Self-Sufficiency and Employed Worker Policy**

The Act provides for use of one of two sets of data in determining economically disadvantaged persons and program eligibility: Department of Health and Human Services (HHS) Poverty Guidelines or the Lower Living Standard Income Level (LLSIL). The higher of the poverty guidelines or 70% of the LLSIL for each family size and area was used in construction of the table below.

To determine low income level for any family size, intake staff should compare the customer's family income with the corresponding poverty level figure based on family size and area. Income figures listed in the WIOA Low Income Levels columns below are utilized when determining whether a customer is considered low income for WIOA eligibility for youth, priority services for adults, and federal reporting for all target groups. WIOA SEC.3(36) (A)(B) defines the term "low income individual" for eligibility purposes, and SEC.127(b)(2)(c), SEC.132(b)(1)(B)(IV),(V)(bb) define the terms "disadvantaged youth" and "disadvantaged adult" in terms of the poverty line or LLSIL for State formula allotments.

The income levels shown in the table below will apply to WIOA eligibility and reporting in federal program years 2018-2019, or until another update occurs.

**Basic Career Services and Training Activities under Title I of the WIOA Activities** will include all services to eligible candidates, at least 18 years of age, who are residents of DeKalb County, U.S. citizen or eligible non-citizen, registered with selective service (if applicable) and for adults defined as "low-income" according to the "Six-Month Low Income Guidelines."

<b>Program Years 2018 – 2019</b>			
<b>Six-Month Income Guidelines for WIOA:</b>			
<b>Low Income Level Figures Effective June 01, 2019</b>			
<b>Household Size</b>	<b>WIOA Low Income Levels</b>	<b>Federal Base 70% LLSIL</b>	<b>Metro2 200% LLSIL</b>
<b>1</b>	\$6,245	\$9,319	\$12,490
<b>2</b>	\$ 8,455	\$15,273	\$16,910
<b>3</b>	\$ 10,846	\$20,972	\$21,192
<b>4</b>	\$ 13,390	\$25,882	\$26,780
<b>5</b>	\$ 15,803	\$30,544	\$31,606
<b>6</b>	\$ 18,482	\$35,719	\$36,964
<b>7</b>	\$ 21,161	\$40,894	\$42,322
<b>8</b>	\$ 23,840	\$46,069	\$47,680
<b>For each over 8</b>	\$ 2,679	\$5175	\$5,358
<b>Add:</b>			

These guidelines do not outweigh the federal mandate to serve public assistance recipients and other low-income populations.

**70%LLSIL:** For families sizes greater than six, subtract the LLSIL of a family of five from a family of six. Use the difference of a family of five(5) and six(6) as the income you will add to each income after a family of six(6).

The U.S. Department of Labor has issued Lower Living Standard Income Level figures as published in the Federal Register, May 29, 2019, and HHS Poverty Guidelines, January 11, 2019. Low income is defined in WIOA Section 3(36).



**Brief descriptions of the changes in WIOA income inclusions can be found in the following guidance:**

*(a) TEGL 19-16, Statutory Priority for Adult Funds, page 9, dated March 1, 2017*

*(b) TEGL 21-16, Eligibility, page 7, dated March 2, 2017*

*TEGL 21-16, Veterans and Adult Priority, page 7, also notes that homeless and foster youth are considered low income and do not need to meet any additional low income criteria.*

*Additionally, TEGL 19-16, page 10, indicates that for both income-based eligibility and priority of service determinations, military pay or allowances paid while on active duty or paid by the Department of Veterans Affairs (DVA) for vocational rehabilitation, disability payments or related VA-funded programs are not to be considered income, in accordance with 39 USC 4213 and 20 CFR 683.230.*

*Note: WIOA sec. 134(a)(3)(A)(xii) gives States the discretion to “adopt, calculate, or commission for approval, economic self-sufficiency standards for the local areas that specify the income needs of families, by family size, the number and ages of children in the family, and sub-State geographical considerations.” Our State policy further delegates that authority to the LWDA in 3.2.3 (III), which states “Local areas are permitted to define self-sufficiency at a higher income level than the state minimum, as long as supporting documentation is provided.”*

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Family Size at the 70% Level <sup>1</sup>						
Area Name	1	2	3	4	5	6
Alaska: Metro	\$ 12,850	\$ 21,052	\$ 28,905	\$ 35,679	\$ 42,105	\$ 49,245
Alaska: Non-Metro <sup>2</sup>	\$ 14,416	\$ 23,617	\$ 32,425	\$ 40,027	\$ 47,234	\$ 55,237
Anchorage, AK	\$ 12,865	\$ 21,081	\$ 28,935	\$ 35,718	\$ 42,154	\$ 49,292
Atlanta, GA	\$ 9,319	\$ 15,273	\$ 20,972	\$ 25,882	\$ 30,544	\$ 35,719
Boston-Brockton-Nashua, MA/NH/ME/CT	\$ 12,283	\$ 20,130	\$ 27,640	\$ 34,113	\$ 40,260	\$ 47,078
Chicago-Gary-Kenosha, IL/IN/WI	\$ 9,946	\$ 16,306	\$ 22,377	\$ 27,626	\$ 32,604	\$ 38,132
Cincinnati-Hamilton, OH/KY/IN	\$ 9,623	\$ 15,772	\$ 21,652	\$ 26,722	\$ 31,537	\$ 36,880
Cleveland-Akron, OH	\$ 9,826	\$ 16,107	\$ 22,106	\$ 27,287	\$ 32,204	\$ 37,658
Dallas-Ft. Worth, TX	\$ 9,225	\$ 15,117	\$ 20,750	\$ 25,610	\$ 30,227	\$ 35,346
Denver-Boulder-Greeley, CO	\$ 10,710	\$ 17,550	\$ 24,092	\$ 29,735	\$ 35,090	\$ 41,039
Detroit-Ann Arbor-Flint, MI	\$ 9,426	\$ 15,443	\$ 21,205	\$ 26,175	\$ 30,888	\$ 36,120
Hawaii, Guam: Metro	\$ 14,181	\$ 23,231	\$ 31,896	\$ 39,370	\$ 46,460	\$ 54,338
Hawaii, Guam: NonMetro <sup>2</sup>	\$ 15,389	\$ 25,218	\$ 34,616	\$ 42,732	\$ 50,426	\$ 58,972
Honolulu, HI	\$ 14,378	\$ 23,556	\$ 32,337	\$ 39,922	\$ 47,110	\$ 55,100
Houston-Galveston-Brazoria, TX	\$ 9,325	\$ 15,277	\$ 20,968	\$ 25,881	\$ 30,544	\$ 35,721
Kansas City, MO/KS	\$ 9,265	\$ 15,187	\$ 20,852	\$ 25,735	\$ 30,371	\$ 35,519
Los Angeles-Riverside-Orange County, CA	\$ 11,550	\$ 18,927	\$ 25,985	\$ 32,079	\$ 37,854	\$ 44,275
Midwest: Metro	\$ 9,831	\$ 16,116	\$ 22,119	\$ 27,307	\$ 32,223	\$ 37,691
Midwest: Non-Metro	\$ 9,427	\$ 15,435	\$ 21,192	\$ 26,161	\$ 30,879	\$ 36,111
Milwaukee-Racine, WI	\$ 9,662	\$ 15,838	\$ 21,743	\$ 26,839	\$ 31,674	\$ 37,041
Minneapolis-St. Paul, MN/WI	\$ 9,902	\$ 16,226	\$ 22,277	\$ 27,495	\$ 32,451	\$ 37,950
New York-Northern NJ-Long Island, NY/NJ/CT/PA	\$ 11,920	\$ 19,538	\$ 26,817	\$ 33,107	\$ 39,066	\$ 45,695
Northeast: Metro	\$ 11,247	\$ 18,432	\$ 25,298	\$ 31,229	\$ 36,856	\$ 43,099
Northeast: Non-Metro <sup>3</sup>	\$ 11,143	\$ 18,266	\$ 25,075	\$ 30,948	\$ 36,525	\$ 42,708

Family Size at the 70% Level <sup>1</sup>						
Area Name	1	2	3	4	5	6
PA/NJ/DE/MD	\$ 10,634	\$ 17,423	\$ 23,917	\$ 29,523	\$ 34,845	\$ 40,745
Pittsburgh, PA	\$ 12,001	\$ 19,665	\$ 26,994	\$ 33,318	\$ 39,322	\$ 45,984
San Diego, CA	\$ 12,852	\$ 21,053	\$ 28,906	\$ 35,681	\$ 42,108	\$ 49,247
San Francisco-Oakland-San Jose, CA	\$ 12,639	\$ 20,710	\$ 28,424	\$ 35,090	\$ 41,410	\$ 48,431
Seattle-Tacoma-Bremerton, WA	\$ 12,344	\$ 20,219	\$ 27,760	\$ 34,267	\$ 40,439	\$ 47,291
South: Metro	\$ 9,645	\$ 15,804	\$ 21,691	\$ 26,779	\$ 31,606	\$ 36,964
South: Non-Metro	\$ 9,398	\$ 15,397	\$ 21,132	\$ 26,086	\$ 30,784	\$ 36,001
St. Louis, MO/IL	\$ 9,095	\$ 14,900	\$ 20,452	\$ 25,245	\$ 29,793	\$ 34,839
Washington-Baltimore, DC/MD/VA/WV <sup>3</sup>	\$ 12,008	\$ 19,679	\$ 27,011	\$ 33,341	\$ 39,350	\$ 46,020
West: Metro	\$ 11,292	\$ 18,507	\$ 25,409	\$ 31,367	\$ 37,013	\$ 43,292
West: Non-Metro <sup>4</sup>	\$ 11,144	\$ 18,263	\$ 25,075	\$ 30,950	\$ 36,528	\$ 42,720

For families sizes greater than six, subtract the LLSIL of a family of five from a family of six. Use the difference of a family of five and six as the income you will add to each income after a family of six.

Midwest: IA, IL, IN, KS, MI, MN, MO, ND, NE, OH, SD, and WI

Northeast: CT, ME, MA, NH, NJ, NY, PA, RI, US Virgin Islands, and VT

South: AL, American Samoa, AR, DC, DE, FL, GA, KY, LA, Marshall Islands, MD, Micronesia, MS, NC, Northern Marianas, OK, Palau, Puerto Rico, SC, TN, TX, VA, and WV

West: AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, and WY

The shaded areas indicate where the Health and Human Services Poverty Guidelines exceed the Lower Level Standard Income Level.

<sup>1</sup>These figures are rounded.

<sup>2</sup>Non-Metropolitan percent changes for Alaska, Hawaii and Guam were calculated from the CPI-U's for all urban consumers for city size class D in the Western Region. Generally the non-metro areas LLSIL are lower than the LLSIL in metro areas. Again this year, the non-metro area LLSIL incomes were larger because the change in CPI-U was smaller in the metro areas compared to the change in CPI-U in the non-metro areas of Alaska, Hawaii and Guam.

<sup>3</sup>Metropolitan area measures were calculated from the weighted average CPI-U's for city size classes A and B/C. Non-metropolitan area measures were calculated from the CPI-U's for city size class D.

<sup>4</sup>Non-metropolitan area percent changes for the West region are based on unpublished BLS data.

<b>2019 POVERTY GUIDELINES FOR THE CONTIGUOUS 48 STATES AND THE DISTRICT OF COLUMBIA</b>	
<b>Persons in family or household</b>	<b>Poverty guideline<sup>1</sup></b>
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
<b>For families/households with more than 8 persons, add \$4,420 for each additional person.</b>	

<sup>1</sup>These figures are rounded

<b>2019 POVERTY GUIDELINES FOR ALASKA</b>	
<b>Persons in family or household</b>	<b>Poverty guideline<sup>1</sup></b>
1	\$15,600
2	\$21,130
3	\$26,660
4	\$32,190
5	\$37,720
6	\$43,250
7	\$48,780
8	\$54,310
<b>For families/households with more than 8 persons, add \$5,530 for each additional person.</b>	

<sup>1</sup>These figures are rounded

<b>2019 POVERTY GUIDELINES FOR HAWAII</b>	
<b>Persons in family or household</b>	<b>Poverty guideline<sup>1</sup></b>
1	\$14,380
2	\$19,460
3	\$24,540
4	\$29,620
5	\$34,700
6	\$39,780
7	\$44,860
8	\$49,940
<b>For families/households with more than 8 persons, add \$5,080 for each additional person.</b>	

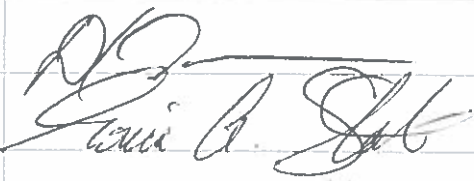
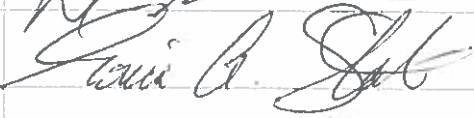

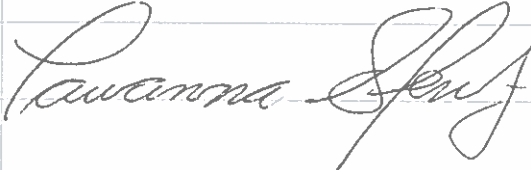
<sup>1</sup>These figures are rounded

## FINANCE COMMITTEE MEETING SIGN IN SHEET

**Time: 10:30am-11:30 AM**

**Meeting Date: July 24, 2019**

**EXECUTIVE CONFERENCE ROOM**

Name (Print)	Signature
Theresa Austin-Gibbons	
Robert Davis	
ERICA ANTOINETTE SLATON	
Sadie Dennard	
Hope Boldon	
Tawanna Smith-Fenty	
Timothy Ashmore	
Diometra Aldridge	
Katerina Taylor	
Jeffrey Taylor	
Naushad Alli	
TJ McLeroy	



## WorkSource DeKalb Board Finance Committee Agenda Wednesday, July 24, 2019

- Welcome
- Introductions
- Approval of previous meeting minutes
- Action Item
  - Request to accept \$4000 from the DeKalb PIC
- Updates
- Adjourn

### Award Activity (as of May 30, 2019)

Award	Award Name	Award Period	Budget	Total Grant Expenditures	Outstanding Commitments	Remaining Balance (Uncommitted)
601982	SNAP 2.0	08/16/17 - 10/31/18	\$ 666,522.43	\$ 64,123.70	\$ -	\$ -
602190	WORKSOURCE DEKALB SNAP 2.0	10/1/2018 - 09/30/19	\$ 278,133.47			
601962	PY17 WIOA YOUTH	04/01/17 - 06/30/19	\$ 1,711,945.00	\$ 1,689,271.17	\$ 3,313.83	\$ 19,360.00
601960	PY17 WIOA ADULT	07/01/17 - 06/30/19	\$ 224,848.05	\$ 224,455.55	\$ -	\$ 392.50
601961	PY17 WIOA DISLOCATED WORKER	07/01/17 - 06/30/19	\$ 293,627.00	\$ 293,626.96	\$ -	\$ 0.04
601972	FY18 WIOA ADULT	10/01/17 - 06/30/19	\$ 1,514,311.00	\$ 1,298,392.06	\$ 213,339.40	\$ 2,579.54
601973	FY18 WIOA DISLOCATED WORKER	10/01/17 - 06/30/19	\$ 1,314,472.00	\$ 1,248,352.15	\$ 23,904.82	\$ 42,215.03
602185	FY18 DISLOCATED WORKER SUPP	10/01/18 - 06/30/19	\$ 108,000.00	\$ 47,171.25	\$ 32,043.62	\$ 28,785.13
602139	FY18 WIOA DSLW AS ADULT	10/01/18 - 06/30/19	\$ 250,000.00	\$ 43,712.94	\$ 93,932.00	\$ 112,355.06
601974	FY18 RAPID RESPONSE	10/01/17 - 06/30/19	\$ 64,862.00	\$ 38,551.45	\$ -	\$ 26,310.55
602077	PY18 WIOA YOUTH	04/01/18 - 06/30/18	\$ 1,556,091.00	\$ 736,681.01	\$ 88,968.62	\$ 730,438.37
602078	PY18 WIOA ADULT	07/01/18 - 06/30/20	\$ 243,716.00	\$ 207,105.71	\$ 36,120.41	\$ 489.88
602079	PY18 WIOA DISLOCATED WORKER	07/01/18 - 06/30/20	\$ 291,521.00	\$ 173,211.26	\$ 98,225.08	\$ 20,084.66
602127	FY19 WIOA ADULT	10/01/18 - 06/30/20	\$ 1,295,376.00	\$ 601,499.45	\$ 49,594.53	\$ 644,282.02
602128	FY19 DISLOCATED WORKER	10/01/18 - 06/30/20	\$ 1,382,043.00	\$ 100,043.62	\$ 20,923.34	\$ 1,261,076.04
601939	ACCG CIVIC AFFAIRS FOUNDATION	2019	\$ 2,000.00			
602033	CEO'S SUMMER YOUTH PROGRAM - GF	2019	\$ 355,294.20	\$ 20,959.89	\$ 3,936.00	\$ 330,398.31

### Finance Updates

- [Award 602190] Workforce DeKalb SNAP Works 2.0 award is the replacement award by Department of Labor, to cover cost of services rendered on the expired award (601962 SNAP 2.0).
- [Award 601939] WorkSource DeKalb was awarded the ACCG Civics Affairs Foundation grant to cover the cost of a 2019 internship. The grant funds will be used to cover the cost of a collegiate intern who will develop Social Media Guidelines directed toward youth. The product will be used in our Youth Programs to increase awareness of social media "do's and don'ts".
- [Award 602033] The 2019 general fund allocation of \$300,000 has been granted to cover the cost of the CEO Summer Youth employment program. Currently, there are 200 youth enrolled in the CEO program, with an additional 200 planned in the WorkSource (WIOA) youth employment program.

**One-Stop Partners & Disabilities Sub-Committee Meeting  
Wednesday, July 24, 2019 @ 11:00 a.m.**

**Members Present**

Mark Connally- GDOL  
Atala James- In the Door  
Quasandra Turner - Goodwill  
Dacia Dickey – HADC  
David Oliver – Rescue Services

**WSD Staff Present**

Robert Gordon  
Seretta Hewitt

**Call to Order**

Meeting was called to order at 11:00 a.m. by Robert Gordon.

**Establishment of Quorum**

More participation is needed to establish a quorum. No quorum established,

**Approval of Agenda**

The motion to accept the meeting agenda was accepted by Robert Gordon and seconded by Mark Connally.

**Approval of Meeting Minutes (May 22, 2019)**

No quorum established; Minutes will be presented to the WorkSource DeKalb Board (*WDB*) for approval.

**One Stop Partners Update- Veterans Job Fair**

The decision was made to host the Veterans Job Fair on Wednesday, August 28, 2019 at Peace Baptist Church.

**One Stop Report**

The committee discussed new ways to conduct outreach in the community to increase foot traffic in the One-Stop.

**Suggestions/Resources**

- The United Way 211 is a helpful resource for patrons. The 211 phone line connects clients with resources based on their needs and location.
- The suggestion was mentioned to contact the General Assembly of Georgia for additional resources and assistance.

**Next Scheduled Committee Meeting**

TBD

**Adjournment:** There being no further business. Meeting adjourned at 11:30 a.m.

One Stop Partners & Disabilities Committee  
Page 1

# One-Stop Partners Monthly Customer Tracking Report WorkSource DeKalb

WorkSource DeKalb Customer Tracking Report				
	Total One-Stop Customer Visits	Mobile Career Unit	Online Customers - New Registrations	On-Site Customers
July 2019	718	171	133	414
August 2019	651	165	149	337
September 2019				
October 2019				
November 2019				
December 2019				
January 2019	1,419	218	322	879
February 2019	1,489	245	361	883
March 2019	1,079	328	214	537
April 2019	683	181	144	358
May 2019	662	179	140	367
June 2019	661	168	138	355
<b>Total</b>	<b>1,368</b>	<b>336</b>	<b>282</b>	<b>751</b>

One-Stop Partners Customer Tracking Report											
	Total One-Stop Customer Visits	WorkSource DeKalb (Title 1-WIOA)	GDOL (WPA, TRADE, VET, UI)	GPTC (CTE)	TCSG (ADULT ED)	GVRA (DISABLED WORKERS)	MTC (JOB CORPS)	AARP (OLDER AMERICANS)	URBAN LEAGUE (CSBG)	DeKalb Juvenile Courts (YOUTH BUILD)	HADC (HUD)
July 2019	3,783	718	2,989	31	7	12	1	8	2	0	15
August 2019	3,788	651	3,064	34	8	9	1	7	2	0	12
September 2019											
<b>Total 3QTR</b>	<b>7,571</b>	<b>1,369</b>	<b>6,053</b>	<b>65</b>	<b>15</b>	<b>21</b>	<b>2</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>27</b>
October 2019											
November 2019											
December 2019											
<b>Total 4QTR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
January 2019	5,515	1,419	3,918	135	16	14	3	2	4	0	4
February 2019	4,899	1,489	3,252	122	14	12	3	2	2	0	3
March 2019	4,365	1,079	3,156	101	11	9	2	2	3	0	2
<b>Total 1QTR</b>	<b>14,779</b>	<b>4,987</b>	<b>10,326</b>	<b>358</b>	<b>41</b>	<b>35</b>	<b>8</b>	<b>6</b>	<b>9</b>	<b>0</b>	<b>9</b>
April 2019	3,637	883	2,913	33	3	3	0	0	2	0	0
May 2019	3,786	662	3,079	35	3	3	0	1	2	1	0
June 2019	3,891	661	3,190	30	3	3	0	1	2	1	0
<b>Total 2QTR</b>	<b>11,314</b>	<b>2,006</b>	<b>9,182</b>	<b>98</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>0</b>
<b>Total PY 2019-2020</b>	<b>7,571</b>	<b>7,362</b>	<b>6,053</b>	<b>65</b>	<b>15</b>	<b>21</b>	<b>2</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>27</b>





## **Summary: The 2019 Veterans Job Fair**

The 2019 Veterans Job Fair was held on Wednesday, August 28, 2019 from 10am to 1pm at Peace Baptist Church, located at 4000 Covington Highway, Decatur, GA 30032.

The featured over 30 employers and resource providers, including:

- **AARP Foundation SCSEP**
- **ABM**
- **Allied Universal**
- **Ark Temporary Staffing**
- **Atlanta Hawks Basketball Club**
- **BB&T**
- **CSS Healthcare Services**
- **DeKalb County Government:**
  - **Road & Drainage**
  - **Sanitation**
  - **Fleet Management**
- **Department of Juvenile Justice**
- **IN THE DOOR**
- **IUOE Local 926**
- **Georgia Department Of Labor**
- **GA Vocational Rehab. Agency**
- **Goodwill of North Georgia**
- **Jobrise**
- **Lanier Parking**
- **MAU Workforce Solutions**
- **NAVO Health Services**
- **Per Scholas**
- **Recovery Consultants**
- **Refix Renovations, LLC**
- **STAND, Inc.**
- **Sysco Atlanta**
- **Team WRX**
- **U- Haul**
- **UPS**
- **U.S. Postal Service**
- **Wipro Limited**
- **WorkSource DeKalb**
- **WorkSource Fulton**

Attendees: 207

This event was a collaboration between IN THE DOOR, the Veterans Services staff at WorkSource DeKalb, the Veterans Service Staff at the Georgia Department of Labor DeKalb Career Center, the employment ministry at Peace Baptist Church, the One-Stop Partners, including Georgia Piedmont Technical College, AARP SCSEP, Georgia Vocational Rehabilitation Agency, and the Housing Authority of DeKalb County.

In addition, several community partners participated, including Disabled American Veterans (DAV), the American Legion, the Veterans of Foreign Wars of the US (VFW), and the US Department of Veterans Affairs (VA).

Although the event was open to all jobseekers, many of the participants were veterans and several were disabled veterans.

We will continue to work with the One-Stop partners to seek opportunities for veterans, disabled workers, ex-offenders, and youth in the future.

# IN THE DOOR



(3) *The agency form number, if any, and the applicable component of the Department sponsoring the collection:*

*Form number:* ATF Form 3312.1/3312.1 (S).

*Component:* Bureau of Alcohol, Tobacco, Firearms and Explosives, U.S. Department of Justice.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:*

*Primary:* Federal Government.

*Other:* State, Local, or Tribal Government.

*Abstract:* ATF Form 3312.1/3312.1 (S) is used by Federal, State, local and certain foreign law enforcement officials, to request that ATF trace firearms used or suspected to have been used in crimes.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond:* An estimated 6,103 respondents will utilize this form approximately 56.4439 times, and it will take each respondent approximately 6 minutes to complete the form.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The estimated annual public burden associated with this collection is 34,448 hours, which is equal to 6,103 (# of respondents) \* 56.4439 (# of responses per respondents) \* .1 (6 minutes).

*If additional information is required contact:* Melody Braswell, Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, 3E.405A, Washington, DC 20530.

Dated: May 23, 2019

Melody Braswell,

Department Clearance Officer for PRA, U.S. Department of Justice.

[FR Doc. 2019-11200 Filed 5-28-19; 8:45 am]

BILLING CODE 4410-14-P

## DEPARTMENT OF JUSTICE

### Antitrust Division

#### Notice Pursuant to the National Cooperative Research and Production Act of 1993—Consortium for Execution of Rendezvous and Servicing Operations

Notice is hereby given that, on May 6, 2019, pursuant to Section 6(a) of the National Cooperative Research and Production Act of 1993, 15 U.S.C. 4301 *et seq.* ("the Act"), Consortium for Execution of Rendezvous and Servicing Operations ("CONFERS") filed written

notifications simultaneously with the Attorney General and the Federal Trade Commission disclosing changes in its membership. The notifications were filed for the purpose of extending the Act's provisions limiting the recovery of antitrust plaintiffs to actual damages under specified circumstances. Specifically, LeoLabs, Inc., Menlo Park, CA, and SpaceWorks Enterprises, Inc., Atlanta, GA, have been added as parties to this venture.

No other changes have been made in either the membership or planned activity of the group research project. Membership in this group research project remains open, and CONFERS intends to file additional written notifications disclosing all changes in membership.

On September 10, 2018, CONFERS filed its original notification pursuant to Section 6(a) of the Act. The Department of Justice published a notice in the *Federal Register* pursuant to Section 6(b) of the Act on October 19, 2018 (83 FR 53106).

The last notification was filed with the Department on January 28, 2019. A notice was published in the *Federal Register* pursuant to Section 6(b) of the Act on March 5, 2019 (84 FR 7935).

Suzanne Morris,  
Chief, Premerger and Division Statistics Unit  
Antitrust Division.

[FR Doc. 2019-11145 Filed 5-28-19; 8:43 am]

BILLING CODE 4410-11-P

## DEPARTMENT OF LABOR

### Employment and Training Administration

#### Workforce Innovation and Opportunity Act (WIOA) 2019 Lower Living Standard Income Level (LLSIL)

**AGENCY:** Employment and Training Administration (ETA), Labor.

**ACTION:** Notice.

**SUMMARY:** Title I of WIOA requires the U.S. Secretary of Labor (Secretary) to update and publish the LLSIL tables annually, for uses described in the law (including determining eligibility for youth). WIOA defines the term "low income individual" as one whose total family annual income does not exceed the higher level of the poverty line or 70 percent of the LLSIL. This issuance provides the Secretary's annual LLSIL for 2019 and references the current 2019 Health and Human Services "Poverty Guidelines."

**DATES:** This notice is applicable May 29, 2019.

**FOR FURTHER INFORMATION CONTACT:** Samuel Wright, Department of Labor, Employment and Training Administration, 200 Constitution Avenue NW, Room C-4526, Washington, DC 20210; Telephone: 202-693-2870; Fax: 202-693-3015 (these are not toll-free numbers); Email address: [wright.samuel.e@dol.gov](mailto:wright.samuel.e@dol.gov). Individuals with hearing or speech impairments may access the telephone number above via Text Telephone (TTY/TDD) by calling the toll-free Federal Information Relay Service at 1-877-889-5627 (TTY/TDD).

*For Further Information or Questions on Federal Youth Employment Programs:* Please contact Jennifer Kemp, Department of Labor, Employment and Training Administration, 200 Constitution Avenue NW, Room N-4464, Washington, DC 20210; Telephone: 202-693-3377; Fax: 202-693-3113 (these are not toll-free numbers); Email: [kemp.jennifer.n@dol.gov](mailto:kemp.jennifer.n@dol.gov). Individuals with hearing or speech impairments may access the telephone number above via TTY by calling the toll-free Federal Information Relay Service at 1-877-889-5627 (TTY/TDD).

**SUPPLEMENTARY INFORMATION:** The purpose of WIOA is to provide workforce investment activities through statewide and local workforce investment systems that increase the employment, retention, and earnings of participants. WIOA programs are intended to increase the occupational skill attainment by participants and the quality of the workforce, thereby reducing welfare dependency and enhancing the productivity and competitiveness of the Nation.

LLSIL is used for several purposes under the WIOA. Specifically, WIOA SEC.3(36) defines the term "low income individual" for eligibility purposes, and Sections 127(b)(2)(C) and 132(b)(1)(B)(V)(IV) define the terms "disadvantaged youth" and "disadvantaged adult" in terms of the poverty line or LLSIL for State formula allotments. The governor and state and local workforce development boards use the LLSIL for determining eligibility for youth and adults for certain services. ETA encourages governors and state/local boards to consult the WIOA Final Rule and ETA guidance for more specific guidance in applying LLSIL to program requirements. The U.S. Department of Health and Human Services (HHS) published the most current poverty-level guidelines in the *Federal Register* on January 11, 2019 (Volume 84, Number 22), pp. 1167-1168. The HHS 2019 Poverty guidelines

may also be found on the internet at <https://aspe.hhs.gov/poverty-guidelines>. ETA will have the 2019 LLSIL available on its website at <http://www.doleta.gov/llsil>.

WIOA Section 3(36)(B) defines LLSIL as "that income level (adjusted for regional, metropolitan, urban and rural differences and family size) determined annually by the Secretary [of Labor] based on the most recent lower living family budget issued by the Secretary." The most recent lower living family budget was issued by the Secretary in fall 1981. The four-person urban family budget estimates, previously published by the U.S. Bureau of Labor Statistics (BLS), provided the basis for the Secretary to determine the LLSIL. BLS terminated the four-person family budget series in 1982, after publication of the fall 1981 estimates. Currently, BLS provides data to ETA, which ETA then uses to develop the LLSIL tables, as provided in the Appendices to this **Federal Register** notice.

This notice updates the LLSIL to reflect cost of living increases for 2018, by calculating the percentage change in the most recent 2018 Consumer Price Index for All Urban Consumers (CPI-U) for an area to the 2018 CPI-U, and then applying this calculation to each of the May 29, 2018 LLSIL figures (published in the **Federal Register** of May 29, 2018, at Vol. 83, No. 103 pp. 24495–24501) for the 2019 LLSIL.

Microsoft Excel files are used in place of the LLSIL tables that were published in the **Federal Register** notice in previous years. The LLSIL tables will be available on the ETA LLSIL website at <http://www.doleta.gov/llsil>.

The website contains updated figures for a four-person family in Table 1, listed by region for both metropolitan and non-metropolitan areas. Incomes in all of the tables are rounded up to the nearest dollar. Since program eligibility for low-income individuals, "disadvantaged adults," and "disadvantaged youth" may be determined by family income at 70 percent of the LLSIL, pursuant to WIOA Section 3 (36)(A)(ii) and Section 3(36)(B), respectively, those figures are listed as well.

### I. Jurisdictions

Jurisdictions included in the various regions, based generally on the Census Regions of the U.S. Department of Commerce, are as follows:

#### A. Northeast

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and the U.S. Virgin Islands.

#### B. Midwest

Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

#### C. South

Alabama, American Samoa, Arkansas, Delaware, District of Columbia, Florida, Georgia, Northern Marianas, Oklahoma, Palau, Puerto Rico, South Carolina, Kentucky, Louisiana, Marshall Islands, Maryland, Micronesia, Mississippi, North Carolina, Tennessee, Texas, Virginia, and West Virginia.

#### D. West

Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Additionally, the LLSIL Excel file provides separate figures for Alaska, Hawaii, and Guam.

Data for 23 selected Metropolitan Statistical Areas (MSAs) are also available. These are based on annual CPI-U changes for a 12-month period ending in December 2018. The updated LLSIL figures for these MSAs and 70 percent of LLSIL are also available in the LLSIL Excel file.

The LLSIL Excel file also lists each of the various figures at 70 percent of the updated 2018 LLSIL for family sizes of one to six persons. Please note, for families larger than six persons, an amount equal to the difference between the six-person and the five-person family income levels should be added to the six-person family income level for each additional person in the family. Where the poverty level for a particular family size is greater than the corresponding 70 percent of the LLSIL figure, the figure is shaded.

The LLSIL Excel file also indicates 100 percent of LLSIL for family sizes of one to six, and is used to determine self-sufficiency as noted at Section 3 (36)(A)(ii) and Section 3 (36)(B) of WIOA.

### II. Use of These Data

Governors should designate the appropriate LLSILs for use within the State using the LLSIL Excel files on the website. The governor's designation may be provided by disseminating information on MSAs and metropolitan and non-metropolitan areas within the state or it may involve further calculations. An area can be part of multiple LLSIL geographies. For example, an area in the State of New Jersey may have four or more LLSIL figures. All cities, towns, and counties that are part of a metro area in New Jersey are a part of the Northeast metropolitan; some of these areas can

also be a portion of the New York City MSA. New Jersey also has areas that are part of the Philadelphia MSA, a less populated area in New Jersey may be a part of the Northeast non-metropolitan. If a workforce investment area includes areas that would be covered by more than one LLSIL figure, the governor may determine which is to be used.

A state's policies and measures for the workforce investment system shall be accepted by the Secretary to the extent that they are consistent with WIOA and WIOA regulations.

### III. Disclaimer on Statistical Uses

It should be noted that publication of these figures is only for the purpose of meeting the requirements specified by WIOA as defined in the law and regulations. BLS has not revised the lower living family budget since 1981, and has no plans to do so. The four-person urban family budget estimates series has been terminated. The CPI-U adjustments used to update LLSIL for this publication are not precisely comparable, most notably because certain tax items were included in the 1981 LLSIL, but are not in the CPI-U. Thus, these figures should not be used for any statistical purposes, and are valid only for those purposes under WIOA as defined in the law and regulations.

Molly E. Conway,

Acting Assistant Secretary.

[FR Doc. 2019-11102 Filed 5-28-19; 8:45 am]

BILLING CODE 4510-FT-P

## DEPARTMENT OF LABOR

### Employment and Training Administration

#### Notice Requesting Public Comment on Three Proposed Reemployment-Related Performance Measures Adopted by the Unemployment Insurance (UI) Program That Will Align With the Workforce Innovation and Opportunity Act (WIOA) Requirements

AGENCY: Office of Unemployment Insurance (OUI), Employment and Training Administration (ETA), Department of Labor (DOL).

ACTION: Request for public comment.

SUMMARY: The Department of Labor (Department) is seeking public comment on the following proposed performance measures:

- Reemployment Rate for all UI Eligible Individuals after the 2nd Quarter of Program Exit (a Core Measure);



**DATE:** January 4, 2016  
**NO:** WIG GA-15-007  
**TO:** LOCAL WORKFORCE SYSTEM STAKEHOLDERS  
**FROM:** DAVID DIETRICH, Deputy Counsel  
**SUBJECT:** CONFLICT OF INTEREST

1. **Purpose.** To provide guidance to Local Workforce Development Areas on how to satisfy federal and state conflict of interest regulations under the Workforce Innovation and Opportunity Act.

2. **References.**

- [WIOA Section 107\(b\)](#)
- [O.C.G.A. § 50-7-91\(a\)\(2\)](#)
- [Ga. Comp. R. & Regs. r. 159-2-1](#)
- [Ga. Comp. R. & Regs. r. 159-2-1-.02](#)
- [Ga. Comp. R. & Regs. r. 159-2-1-.04](#)
- [Ga. Comp. R. & Regs. r. 159-2-1-.05](#)
- [Ga. Comp. R. & Regs. r. 159-2-1-.06](#)

3. **Definitions.**

- CLEO – Chief Local Elected Official
- LEO – Local Elected Official
- LWDA – Local Workforce Development Area
- LWDB – Local Workforce Development Board
- SWDB – State Workforce Development Board
- WIOA – Workforce Innovation and Opportunity Act
- OWD – Technical College System of Georgia’s Office of Workforce Development

4. **Background.** With the passage of WIOA, Georgia’s legislature passed House Bill 348, now codified at O.C.G.A. §§ 50-7-90, 91, to support the State’s implementation of WIOA. The new state law provides a broader foundation for the SWDB and OWD to develop rules, regulations, and policies which will further support the implementation and administration of the WIOA-funded



programs across the state. The recently-enacted administrative rules found in Chapter 159 are an example.

The newly-enacted rules clearly define all local workforce system parties and provide guidance on their duties and responsibilities. They also provide that each LEO board is required to enter into an agreement which will govern how it conducts business, and that each LWDB is required to operate under a set of bylaws. The Conflict of Interest Provision is now required to be incorporated into these entities' agreements and bylaws.

- 5. Conflict of Interest.** WIOA prohibits LWDB members from voting on any matter which may provide that individual or that member's family with any direct, financial benefit. The NPRM also indicate that when the Final Rule is released, additional regulations will be implemented to further ensure that conflicts are defined, identified, and prohibited at the local and state level. In an effort to enable LEO boards and LWDBs to preemptively identify and prohibit any board member from participating in an official action which may present a conflict, SWDB passed 159-2-1, which requires LEO board agreements and LWDB bylaws to include a specific Conflict of Interest Provision. The Conflict of Interest Provision, which is attached, will need to be signed and dated by each seated, voting member prior to their participation in any official board action.

Each board will need to vote to amend their respective governing agreement or bylaws to include the attached provision, and each currently seated member will need to sign the provision. The member's signature will serve as proof that the member fully understands what constitutes a conflict of interest and knows what steps that member needs to take in the event an official action may create a conflict or potential conflict. The Conflict of Interest and Code of Conduct Policy is detailed within the rules cited above and serves as the minimum standard by which boards must operate. Any LEO board or LWDB may choose to implement a more restrictive conflict of interest policy or code of conduct, as long as it is clearly defined within their agreement or bylaws, in addition to the Conflict of Interest Provision. None the less, regardless of whether a board determines to implement a more restrictive provision, each board member must still complete and sign the attached Conflict of Interest Provision to satisfy state requirements.

Each member will only be required to sign the provision one time. Currently seated members will sign it immediately while any new members will sign prior to participating in any official action. This means that initially LWDBs will have to gather a signed and completed provision from each of their current LWDB members and LEOs. However, moving forward, LWDBs will only have to ensure that new members sign and complete the provision. Every LWDB will submit their signed and completed provisions to OWD's Compliance team. During monitoring and LWDB certification, OWD will verify that a signed provision has been received from each individual listed on every LWDB's roster and LEO



board's roster. In the event that a member of either board participates in an official action, such as a vote, without signing and completing the Conflict of Interest Provision, **such board member's action/actions shall be void.** In addition, each LWDA shall retain a copy for their records which may be reviewed during the monitoring process.

**6. Action Requested.**

1. Assemble LEO board quorum, if applicable, and LWDB quorum
2. Vote to amend current LEO Agreement, if applicable, and LWDB Bylaws to include the attached Conflict of Interest Provision
3. Have each LEO and LWDB member carefully review the entire agreement or bylaws and complete the attached Conflict of Interest Provision
4. When all seated members have completed and signed the Conflict of Interest Provision, submit copies to [WIOACompliance@tcsgeu](mailto:WIOACompliance@tcsgeu)
  - Must complete within sixty (60) calendar days of the posting of this WIG, unless an extension is officially requested and is subsequently granted by OWD
5. Obtain a signed and completed provision from any new LEO or LWDB member
6. Retain copies of all signed and completed provisions and be able to produce for review if requested

**7. Inquiries.** Inquiries regarding this guidance should be directed to the OWD Compliance Team.

**8. Attachment.**

1. Attachment A: "Conflict of Interest Provision"

**9. Expiration.** Continuing



## Conflict of Interest Provision

Name:

Public Office or Position: **WorkSource Board Member**

Local Workforce Development Area: **DeKalb County**

Mailing Address: **774 Jordan Lane, Building #4, Decatur, GA 30033**

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 \_\_\_\_\_, 20119.

Signature:

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## Southeastern Employment and Training Association

The Southeastern Employment and Training Association (SETA) welcomes you to the 2019 Fall Conference in Savannah, GA. We hope this location and venue will facilitate your learning and fuel your professional networking. SETA is your premier membership association for providing professional growth opportunities to workforce development partners and practitioners across the southeast.

The SETA board and program planning committee have done a tremendous job of soliciting and selecting a dynamic program of workshops designed to address topics relevant to a variety of workforce partner programs and agencies. We trust you will take full advantage of the expertise of our presenters and capitalize upon the opportunity to share your successes and troubleshoot your challenges with colleagues from across the region.

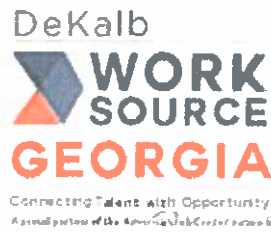
## SETA 2019 Fall Conference September 8-10, 2019 Savannah, Georgia

The SETA Board and Program Planning Committee are planning an amazing conference September 8-10, 2019 in Savannah, Georgia.

Check back here frequently. As details are finalized, information will be posted here. We look forward to seeing you this fall in Savannah!

- The conference hotel, Hyatt Regency is full. There are two overflow options approximately 2-3 blocks from the conference hotel:
- DoubleTree Savannah Historic District-411 W Bay St, Savannah, GA - Phone 912-790-7000 - Room Rate Fri & Sat \$179.00, Sun-Tue \$139.00 [Click here for reservations](#)
- Hilton Garden Inn Savannah Historic District-321 W Bay St, Savannah, GA - Phone 912-721-5000 - Room Rate Fri & Sat \$189.00, Sun - Tue \$139.00 [Click here for reservations](#)





**WorkSource DeKalb Board  
PY 2019-2020**

**Board meetings will be held the fourth Wednesday of every other month, 11:30 AM at:**

**WorkSource DeKalb,  
774 Jordan Lane, Building #4  
Decatur, GA 30033**

July 24, 2019

September 25, 2019

November 20, 2019

January 22, 2020

March 25, 2020

May 27, 2020

**The Executive Committee will meet as needed.**