

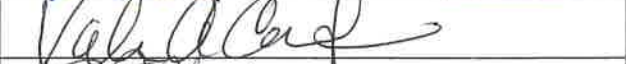



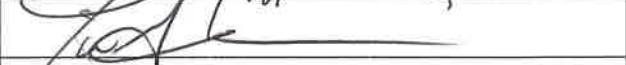





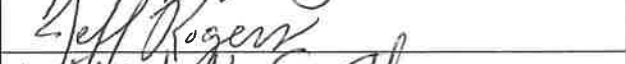

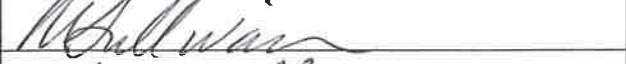






Cobb Workforce Development Board
Meeting Sign-In Sheet

Meeting Date: March 20, 2019

Name	Signature
Badio McCray, Daneea	
Browne, Francia	
Cummings, Daniel	
Carter, Valerie	
DeBusk, Jennifer	
Evans, Shane	
Gibson, Mark	
Gordon, Tim	
Gray, Jason	
Hoyman, Matt	
Johnson, Dana	
Kellner, Patricia	
McDaniel, Bryant	
Mohr, Rich	
Moore, Tra	
Norman, Terence	
Roberts, Kimberly	
Rogers, Jeff	
Scott, Elizabeth	
Stafford, Tamika	
Sullivan, McKieva	
Templeton, Mark	
Winslow, Dennis	
Yarwood, Jim	
Young, Petra	



COBB WORKFORCE DEVELOPMENT BOARD

AGENDA: **March 20, 2019**

Full Board Meeting

Mark Gibson, Chair

- 8:00 a.m. **Welcome & Introductions**
Mark Gibson, Chair
- 8:05 a.m. **Approval of Past Meeting Minutes: January 23,2019 (A-I)**
- 8:10 a.m. **Reports**
- Literacy Council Tim Gordon
 - Youth Committee Daneea Badio-McCray
 - Governance and Organizational Development Bryant McDaniel
 - Board Metrics Dashboard (A-II)
 - Finance & Administration Rich Mohr
 - Financial Statements (A-III)
 - Partners Council Jamaal Hall
 - Cobb Workforce Partnership Committee Dana Johnson
- 8:30 a.m. **CEO Report**
- Transition Issues/Work Plan
 - Building Update
- 8:50 a.m. **Board Survey**
- 8:55 a.m. **Adjourn into Executive Session** Board Members Only
(Personnel Issue)
- 9:00 a.m. **Executive Session**
- Chair Report on Succession Plan Mark Gibson

ATTACHMENTS:

A-I: Meeting Minutes: January 23, 2019

A-II: Board Metrics Dashboard

A-III: Financial Statements

Workforce Development Board Minutes
Mark Gibson, Chair

MEMBERS PRESENT	STAFF PRESENT	MEMBERS ABSENT	GUEST
Daneea Badio-McCray Francia Browne Valerie Carter Mark Gibson Tim Gordon Matt Hoyman Patricia Kellner Nick Kelland Bryant McDaniel Rich Mohr Tra Moore Terence Norman Kimberly Roberts Jeff Rogers Scott Russell McKieva Sullivan Dennis Winslow Jim Yarwood	Nicole Carsten Ro'Lesha Coleman Sarah Dimond Alisa Jackson Aida Jones Jacob Johnson Frances Roberson	Daniel Cummings Jennifer DeBusk Shane Evans Elizabeth Scott Tamika Stafford Mark Templeton Petra Young	Sandeep Gill Jason Gray Jaamal Hall Dana Johnson Bini Patel Austin Riley Sheryl Stone

I. Welcome & Introductions

The **meeting** was called to order at **8:09 a.m.** with welcome and introductions by Mark Gibson, chair. Mark Gibson introduced Dana Johnson from Cobb Chamber. Bryant McDaniel introduced Matt Hoyman from Holder Contruction.

II. Approval of Prior Meeting Minutes

Motion made to approve the amended November 28, 2018 meeting minutes by Dennis Winslow and seconded by Bryant McDaniel. Motion carried (*Eighteen members voted yea and there were no nays*).

III. Reports

Literacy Council

Tim Gordon stated that the literacy council met at SunTrust Park, walked the facility, established a menu and were in the final stages of planning "Are You Smarter Than a Ten-Year-Old?". Gordon pleaded for the boards support and stated that they could participate by being team ambassadors for the event. He explained that team ambassadors would be at the stadium when teams arrived, escort them to the field for pictures and then to the luxury suite. Tim Gordon also announced that the council was spending more money than usual for the event due to the location but received a thirty-five percent discount from Delaware North. Gordon requested that the board participate financially or with their time. Any questions about the event were to go to Tim Gordon.

Youth Committee

Daneea Badio-McCray announced that the youth committee met and established a subcommittee to focus on youth homelessness. The subcommittee would be led by Badio-McCray. They were trying to develop a strategy to get more partners and resources to the table. If anyone had information regarding more resources to reach out to Daneea Badio-McCray.

Governance and Organizational Development

Bryant McDaniel thanked board members for turning in the board meeting assessments. Comments were favorable about the educational components at board meetings. He stated that board meeting quorums were met at every meeting since July 2016. The board attendance fell in the fall but that was due to board members switching. Seventy percent of board members have attended three or more board meetings. McDaniel informed them that they could miss three meetings unexpectedly before being removed from the board. McDaniel stated that when a board member misses a meeting without notifying staff, it would be considered an unexcused absence. Mark Gibson requested the members inform staff when they will not be in attendance. It was also said that if there was a concern about meeting quality that members reach out to the board chair, Mark Gibson.

McDaniel let everyone know if they were serving their first or second term and when they expire. Mark Gibson informed the board that in order to go into a second term the board member must put in a formal ask to the executive committee and be approved. Kimberly Roberts suggested that a header stating board terms and what the one and two meant be added to the bottom of the document.

McDaniel announced that there would be a poll sent out to new board members to see what would be a good date for the new member orientation.

Finance & Administration

Bini Patel, manager at Mauldin and Jenkins announced that Mauldin and Jenkins audited the financial statements as of June 30, 2018. CobbWorks, Inc. staff was responsible for the prep and presentation and Mauldin and Jenkins was responsible for opinion. Patel informed the board that Mauldin and Jenkins issued a clean unmodified opinion. She stated that because of federal funding they audit the financials with the government audit standards and there were no deficiencies. There was nothing found in the WIOA major program audit. There were no uncorrected or material weaknesses that were noted. Patel thanked management for their help during the audit.

Bini Patel stated that once the management representative letter was received, the final draft of the audit would be sent. Mark Gibson questioned if there were any findings that were close to being material or significant and Patel answered, no. Sarah Dimond would scan and send the management letter to Patel. The financial statements were presented and Mark Gibson asked if the fixed assets on the vehicle value changed. Dimond stated the it was the same vehicle and would check the statement for changes. Alisa Jackson informed the board that improvements may have caused the value to change. Mark Gibson requested that Dimond confirm that the value was correct.

Partners Council

Jamaal Hall stated that the next collaborative event would be a community resource fair to showcase resources that were available in Cobb County. May 1, 2019 would be the tentative date at a Cobb County library. Mark Gibson asked what was the expected attendance. Alisa Jackson responded at least a couple hundred residents and hoping to get twenty-five to fifty agencies in the building. She explained the community knows about different organizations but do not know all of the opportunities that are available at the organizations. Aida Jones added that the Spanish speaking community would also come out to hear the information. Bilingual information would be requested from the organizations.

IV. Cobb Workforce Partnership/Select Cobb Overview

Dana Johnson, Executive Director of Select Cobb announced that Select Cobb was the chambers workforce development agency of strategy. He made the board aware of the three main components which were business retention, workforce development and international strategy. Through recruitment and retention last year six thousand new jobs were created in Cobb County. Companies main questions when relocating were if Cobb had the workforce to support the business. He announced that BIO IQ chose metro Atlanta over Austin, TX due to workforce. Staff would be traveling to Canada to speak with a lot of companies about relocating to Cobb County. Valarie Carter asked if there was a certain field migrating to Cobb. Dana Johnson responded that there are four main focuses. They were advance manufacturing, technology, healthcare/bio science and construction and trades.

Mark Gibson asked what were the biggest growth areas in Cobb. Johnson stated that South Cobb had the most leads, Town Center had the most growth potential long term and the Cumberland area was where they were successfully landing companies. Bryant McDaniel asked about the importance of transportation. Johnson responded that Cobb was losing out on businesses because of available office space, overall transportation connectivity and lack of fixed real services. Dana Johnson announced that Austin Riley would be leading Cobb Workforce Council which just held the first 2019 meeting. The goal was to create collaboration between the educational institutions, private sector, other workforce partners in order to meet needs.

Austin Riley stated that the target would be to get all partners in the industries together and figure out the hot topics in each industry and rolls in workforce development. The advanced manufacturing industry council meeting would be held April 16, 2019 at Arylessence. The construction trade and healthcare/bioscience meetings were being finalized. Riley stated that they were looking to start an initiative called Opportunity Cobb. Opportunity Cobb would help local businesses get apprenticeships and internships. Mark Gibson asked if the chamber would be actively getting businesses to go into high schools to discuss what they had to offer. Dana Johnson responded that the college and career academy were intended to change the attitude of the trade schools so that that kids could jump into career fields and graduate with certifications. Bryant McDaniel asked where was the biggest opportunity for WorkSource Cobb to work with Select Cobb. Johnson responded that John Helton was completely plugged into what would be done. Dennis Winslow asked how he could get plugged in to find out all information. Dana Johnson stated that any interested businesses should get with Austin Riley or himself.

V. CEO Report

Mark Gibson had updates from John Helton. He informed the board that the RFP for lease space would be going out on January 31, 2019 and would be posted in two primary sources, MDJ and

Infotrac. Dennis Winslow asked if the track was to lease rather than purchase. Mark Gibson stated that there were no available buildings in the price range and if a building was purchased CobbWorks, Inc. would have to manage the building.

Other

Scott Russel with Elevator Constructors announced that he no longer held his position and would be resigning from the board and recommended the new business manager, Jason Gray, to take his spot.

VI. Adjourn

Hearing no other business, the meeting was adjourned at **9:24 a.m.**

CobbWorks, Inc
Balance Sheet
As of December 31, 2018

ASSETS

Current Assets	
Cash - CobbWorks	141,452.49
Cash - Cobb Literacy Council	<u>85,414.43</u>
Total Cash	226,866.92
CobbWorks Grants Receivable	17,795.28
Literacy Grants Receivable	<u>11,760.99</u>
Total Grants Receivable	29,556.27
Prepaid Expenses	2,637.00
Inventory Asset	864.00
Due From Others	<u>722.54</u>
Total Other Current Assets	4,223.54
Total Current Assets	260,646.73
Fixed Assets	
Vehicles	280,992.00
Furniture and Equipment	149,980.82
Accumulated Depreciation	<u>(364,325.69)</u>
Net Fixed Assets	<u>66,647.13</u>
TOTAL ASSETS	<u>327,293.86</u>

LIABILITIES & EQUITY

Current Liabilities	
Due to CLC	250.00
Due To Cobb County	1,816.60
Accrued Payables	4,581.80
Unearned Revenue	3,501.00
Total Liabilities	10,149.40
Equity	
Opening Bal Equity	304,599.21
Unrestricted Net Assets	32,937.23
Net Income	<u>(20,391.98)</u>
Total Equity	<u>317,144.46</u>
TOTAL LIABILITIES & EQUITY	<u>327,293.86</u>

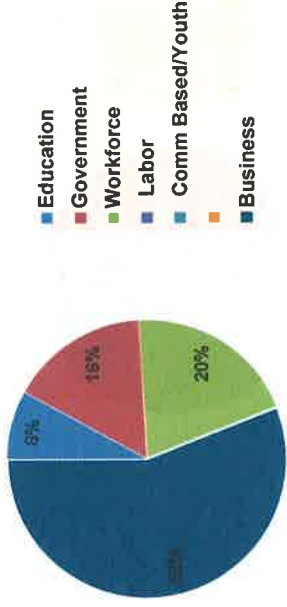
CobbWorks, Inc.
Income Statement
for the six months ending 12/31/18

	CobbWorks, Inc.	CWS	Cobb Literacy Council						TOTAL	
			Admin	ATS- Awards	ATS- Event	Fundraising	Fundraising	Program		CSBG
Income										
44500 Government Grants										
W/OA-Adult	\$56,830.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,830.09
W/OA-Displaced Worker	389,682.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389,682.94
W/OA-Youth	508,388.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	508,388.82
Federal Grants - Other	(48,403.79)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(48,403.79)
Local Government Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Government Grants	1,382,878.06	0.00	0.00	0.00	0.00	0.00	(471,841)	24,356.27	23,884.43	1,382,878.06
Indiv. Business Contributions	0.00	0.00	0.00	0.00	1,314.99	0.00	0.00	0.00	0.00	1,314.99
Affiliate Org. Contributions	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
United Way CFC Contributions	0.00	0.00	0.00	0.00	285.43	0.00	0.00	0.00	0.00	285.43
Special Events Income	0.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00	160.00
Total Income	1,808,878.06	0.00	0.00	0.00	1,810.42	1,810.42	(471,841)	24,356.27	23,884.43	1,814,573.91
Expense										
Accounting Fees	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
Outside Contract Services	16,618.37	0.00	0.00	0.00	0.00	0.00	(471,841)	9,560.61	15,048.77	21,667.14
Professional Svcs	38,616.42	10.00	0.00	0.00	5,900.00	0.00	0.00	3,038.43	8,938.43	47,554.85
Total Contract Services	56,234.79	10.00	0.00	0.00	5,900.00	0.00	(471,841)	12,599.04	23,987.20	82,431.99
Rental - Other	1,318.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,318.23
Leased Rental Space	25,873.49	0.00	0.00	0.00	0.00	0.00	0.00	1,339.98	0.00	27,213.47
Accountable Equipment	53,017.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,017.11
Equip Rental and Maintenance	18,674.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,674.94
Janitorial Services	4,183.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,183.96
Utilities	8,806.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,806.20
Total Facilities and Equipment	112,873.93	0.00	0.00	0.00	0.00	0.00	0.00	1,339.98	0.00	114,213.91
Bank Fees	0.00	0.00	66.55	0.00	0.00	0.00	0.00	0.00	66.55	66.55
Cash Awards and Grants	108,432.33	0.00	0.00	0.00	781.78	0.00	0.00	0.00	781.78	109,214.11
WIA Job Training Expenses	448,233.43	0.00	0.00	0.00	1,252.12	0.00	0.00	600.00	1,852.12	450,085.55
WIA Participant Transportation	3,520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,520.00
Books, Subscriptions, Reference	1,793.45	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	4,793.45
Postage, Mailing Service	468.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	468.00
Printing and Copying	4,117.82	0.00	33.00	0.00	0.00	0.00	0.00	166.90	0.00	4,284.42
Supplies	10,402.43	0.00	0.00	313.35	217.17	217.17	536.40	3,325.30	4,394.22	14,797.55
Telephone, Telecommunications	2,793.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,793.20
Computer Supplies	9,755.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,755.38
Advertising Expenses	60.00	0.00	0.00	0.00	105.64	0.00	0.00	0.00	105.64	165.64
Insurance - Liability, D and O	937.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	937.56
Memberships and Dues	4,654.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,654.93
County Admin. Fee	91,770.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	91,770.29
Capital Expenditures	778.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	778.29
Total Program and Operations	887,177.81	0.00	99.55	313.35	105.64	5,251.07	5,356.71	672.30	3,925.30	10,367.21
Payroll Expenses	786,491.17	0.00	0.00	0.00	1,347.33	0.00	0.00	7,393.33	8,740.66	795,231.83
Salary and Wages	63,351.03	0.00	0.00	0.00	0.00	0.00	0.00	125.62	125.62	63,476.65
Payroll Taxes	35,478.01	0.00	0.00	0.00	0.00	0.00	0.00	81.74	81.74	35,559.75
Retirement Plan Contributions	55,215.06	0.00	0.00	0.00	15.16	0.00	0.00	86.25	101.41	55,316.47
Health Benefits	994.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	994.00
Worker's Comp	42,182.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	42,182.78
Payroll Admin Fees	(48,403.79)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(48,403.79)
Total Payroll Expenses	935,358.28	0.00	0.00	0.00	1,362.49	0.00	0.00	7,689.94	9,049.43	944,357.69
Cont. Convention, Meeting	0.00	0.00	0.00	0.00	1,007.43	0.00	0.00	0.00	1,007.43	1,007.43
Meals	2,352.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,352.00
Lodging	5,178.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,178.98
Mileage	4,898.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,898.98
Parking	965.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	965.90
Vehicle Fuel	1,209.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,209.10
Travel and Meetings - Other	0.00	0.00	0.00	0.00	29.44	0.00	0.00	0.00	0.00	29.44
Total Travel and Meetings	14,542.27	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	14,548.27
Total Expense	1,009,878.06	10.00	99.55	6,273.35	111.64	13,350.43	13,662.07	294.68	25,747.18	1,035,676.83
Net Income	0.00	(10.00)	(99.55)	(6,273.35)	(111.64)	(11,540.01)	(11,851.65)	(766.52)	(1,390.91)	(20,381.98)

Name	Board Term						
	2019	2020	2021	2022	2023	2024	2025
Badio-McCray, Daneea	2	2					
Browne, Francia	2	2					
Carter, Valerie	2	2					
Cummings, Daniel	0	1	1	1	2*	2*	2*
DuBusk, Jennifer	0	1	1	1	2*	2*	2*
Evans, Shane	1	1	1	2*	2*	2*	
Gibson, Mark	2	2					
Gordon, Tim	2	2					
Gray, Jason	0	1	1	1	2*	2*	2*
Hoyman, Matt	0	1	1	1	2*	2*	2*
Johnson, Dana	0	1	1	1	2*	2*	2*
Kellner, Patricia	1	1	2*	2*	2*		
McDaniel, Bryant	2	2	2	2			
Mohr, Rich	1	2*	2*	2*			
Moore, Tra	2	2	2	2			
Norman, Terence	2	2	2	2			
Roberts, Kimberly	2	2	2	2			
Rogers, Jeff	2	2	2	2			
Scott, Elizabeth	2	2	2	2			
Stafford, Tamika	2	2	2	2			
Sullivan, McKieva	2	2	2	2			
Templeton, Mark	2	2	2	2			
Winslow, Dennis	1	2*	2*	2*			
Yarwood, Jim	0	1	1	1	2*	2*	2*
Young, Petra	2	2	2	2			
0	6	0	0	0	0	0	0
1	4	8	7	6	0	0	0
2	15	15	7	0	0	0	0
2*	0	2	2	3	4	8	7
	25	25	17	10	8	7	6

0= Partial Year; 1 = First Term; 2= Second Term; 2*= Second Term Eligible

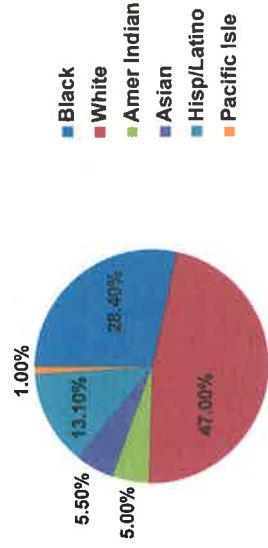
Board Composition



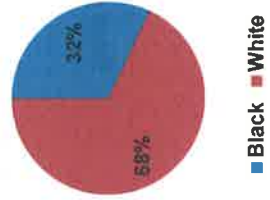
Classification	minimum	%	#	Actual
Education	minimum		2	2
Government	minimum		3	4
Workforce	at least	20%	2	5
Labor	minimum		2	2
Comm Based/Youth	minimum		2	2

Business 51% 4 14

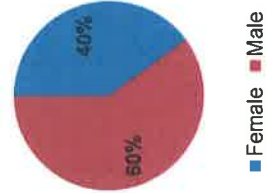
Cobb County Ethnicity



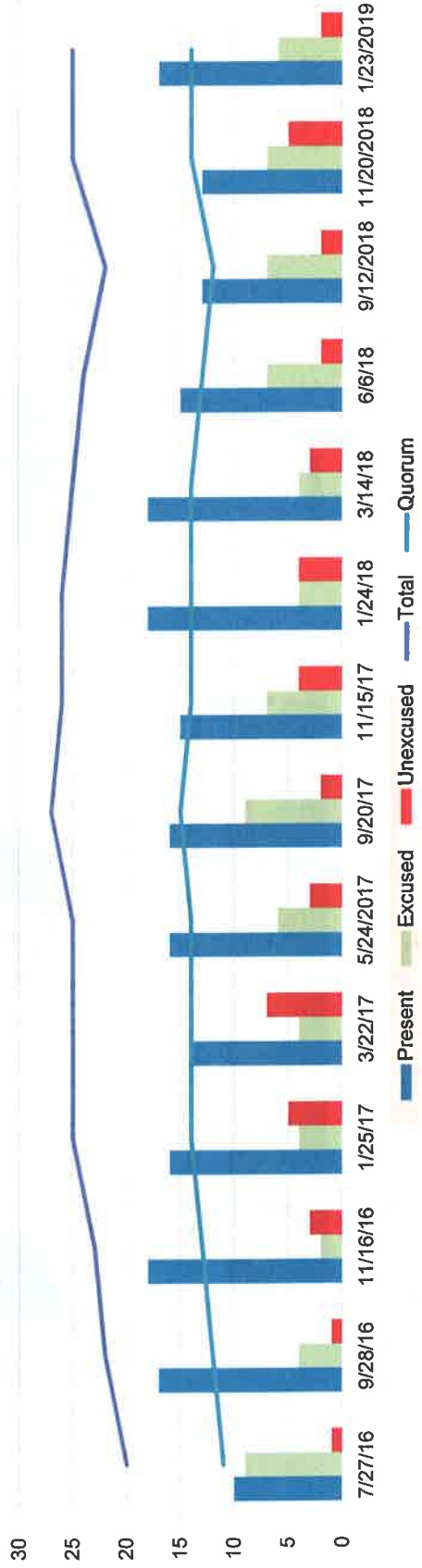
Ethnicity



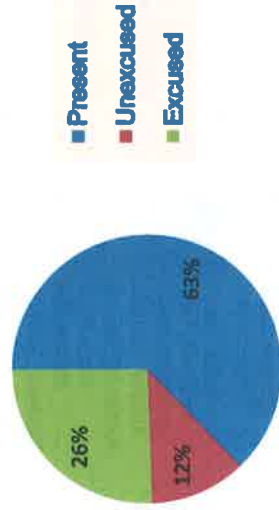
Gender



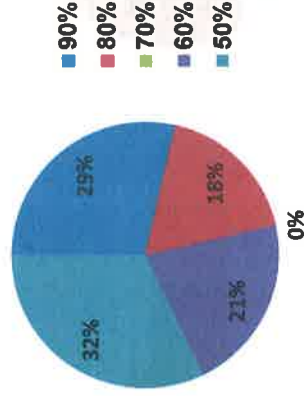
Board Attendance



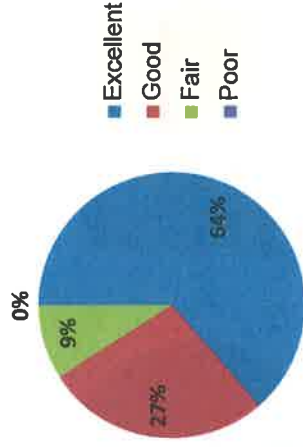
Average Attendance (5 Mtg)



Meeting Attendance (5 Mtg)



Meeting Evaluation



Finance and Administrative Committee Report
Reporting Period: July 2018 through January 2019

Funding Stream	Spending Performance (80% Test)			10/01/18-06/30/20 FY 2019
	07/01/17-06/30/19 FY 2017	10/01/17-06/30/19 FY 2018	07/01/18-06/30/20 FY 2018	
Adult	●	●	●	●
Dislocated Worker	●	●	●	●
Rapid Response	●	●	●	●
Youth	●		●	
Rebranding	●			

	Spending Variances			FTE Budget	FTE Actual	Variance	Bus. Serv. vacant
	Grant Budget	YTD Expenditures	Balance				
WIOA Program	\$7,296,558	\$3,502,296	\$3,794,262				
WIOA Administrative	\$795,249	\$394,113	\$401,136				
Totals	\$8,091,807	\$3,896,410	\$4,195,398				
Youth Expenditure Requirement	PY17 (YTD)		PY18 (YTD)				
75% OSY Spending	89%	●	89%				
20% Work Experience	17%	●	0%				
FTE	30	29	-1				

	Bank Balances			Balance	Comments
	Accounts	2/28/2019	3/8/2019		
CobbWorks		136,194.20		136,194.20	
Cobb Literacy		81,791.85		79,907.63	
Total		217,986.05		213,295.21	
Administrative Performance					
	Status				
OLD BUSINESS					
Salary evaluation system	IP				Contracted with Omega HR Solutions
Reconcile monthly WIOA activity to G/L	IP				Current through January 2019
Produce monthly financial statements	IP				Current through December 2019
Produce monthly P&L budget vs actual w/ variance	IP				Working on loading 2019 budget so monthly financials can be produced.
Reconcile and analyze G/L monthly	IP				Current through February 2019
Modify dashboard	IP				
Meet with County re: CobbWorks directly paying all invoices	V				On hold until further notice
NEW BUSINESS					
Update PTO policy- Begin reporting by ADP on checks	V				Completed 2/8/19
Update Timesheets to support new PTO policy	V				Completed 2/8/19
Open Money Market investment accounts	IP				
Schedule close FY 2019 & audit field work					

Notes & Explanations:

- FY2018 Dislocated Worker transferred \$1,050,000 to FY2018 Adult
- FY2018 Rapid Response transferred \$61,448 to FY2018 Adult

LEGEND

- Under target by 24% or less
- Under target by 25% - 49%
- V completed
- IP in progress
- open not begun and/or not completed

Expires June 30, 2019

Expires June 30, 2020