

## MEMORANDUM

**DATE:** August 10, 2022

**TO:** NextGen Committee Members

**FROM:** **Angelia O'Neal, NextGen Committee Chair**  
WorkSource Atlanta Regional  
Atlanta Regional Workforce Development Board (ARWDB) NextGen Committee  
By Marsharee O'Connor, ARC Staff

**RE:** **NextGen Committee Meeting – Wednesday, August 17, 2022**

The next previously-scheduled meeting of the WorkSource Atlanta Regional, ARWDB NextGen Committee for program year 2022 (PY22) is Wednesday, August 17<sup>th</sup> from 12:00 PM to 2:00 PM. **Lunch will be available at 11:45 AM, and the meeting will start at 12:00 PM sharp.**

The NextGen Committee meeting will be held at the Atlanta Regional Commission, 229 Peachtree Street NE., Suite 100, Atlanta, GA 30303. For parking to be validated, **please park at 192 Peachtree Center Avenue NE, and give your parking ticket to Denise Dixon**. Once parked, select one of the following directions below to locate ARC's office:

- A. **Off Andrew Young International Blvd.** – Use entrance on Andrew Young International, just past Metro Café. Go through two sets of glass doors, walk toward customer service desk and either climb the stairs or take the elevator to the 2nd floor, where ARC's receptions desk is located.
- B. **From Peachtree Street, NE.** – Walk past Metro Café and turn right after Tin Lizzy's. International Tower is located to the right. ARC reception desk is located in lobby of the International Tower.

Please go to the following web address for additional NextGen Committee information and for NOTES from the last and all NextGen Committee (previously called Youth Committee) meetings: <http://atlantaregional.org/youth-committee/>. While you are on the ATLANTA REGIONAL COMMISSION website please feel free to browse through other information about the region and your communities.

**AGENDA** items will include:

1. Old Business and NextGen Committee Action
  - Approval of Meeting Minutes for November 10, 2021
  - Approval of Meeting Minutes for March 16, 2022
  - Approval of Meeting Minutes for May 18, 2022
  - Approval of NextGen Committee Operational Guidance (08/2022)
2. NextGen Program Planning and Services
3. NextGen Committee Planning Activities

#### 4. Meeting Schedules and Locations

If you would like to make Agenda suggestions, have any questions or would like to discuss issues and ideas, feel free to call or e-mail NextGen Committee Chair Angelia O'Neal at (404) 660-4709; [angelia.oneal2@gmail.com](mailto:angelia.oneal2@gmail.com) or ARC staff/NextGen Program Director Marsharee O'Connor at (470) 532-6262; [moconnor@atlantaregional.org](mailto:moconnor@atlantaregional.org).

***Please RSVP for the NextGen Committee meeting by the end-of-day Monday, August 15, 2022 by replying to the Announcement email or the calendar invite. So that we may plan for lunches, it is vital that you let us know if you are planning to attend, and if you wish to invite guests.***

## **MEETING AGENDA**

**NextGen Committee (NGC)**  
**Wednesday, August 17, 2022**  
**11:45am – 2:00pm**  
**(Meeting will call to order at 12:00pm)**  
**Atlanta Regional Commission (International Tower)**  
**229 Peachtree Street NE., Suite 100, Atlanta, GA 30303**

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*The purpose of the ARWDB NGC is to provide expertise in youth and young adult policy and assist the ARWDB in developing and recommending employment and training strategies, broadening the employment, and training focus in the community to incorporate a youth and young adult development perspective.*

*The mission of the ARWDB NGC is to establish linkages with other organizations in the local area and taking into account a range of issues that can have an impact on the success of youth and young adults in the labor market and providing policy guidance and exercising oversight.*

### **A. WELCOME AND ATTENDANCE**

### **B. NEXTGEN COMMITTEE ACTION REQUIRED**

- Approval of Meeting Minutes for November 10, 2021
- Approval of Meeting Minutes for March 16, 2022
- Approval of Meeting Minutes for May 18, 2022
- Approval of NextGen Committee Operational Guidance (Revised 8/2022)
- Committee Membership Attendance

### **C. NEXTGEN PROGRAM PERFORMANCE, PLANNING, AND SERVICES**

- NextGen Program Funding Update
- NextGen Program Performance
- NextGen Program Status Update & Activities

### **D. NEXTGEN COMMITTEE PLANNING ACTIVITIES**

- Recruitment & Orientation
- Taskforce:
  1. Program Oversight & Guidance Taskforce
  2. Strategic Planning Taskforce
  3. Economic Development Taskforce
  4. Resource Leveraging Taskforce

### **E. OTHER DISCUSSIONS**

- Meeting Schedules and Locations
- Other

**Lunch will be served**

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**November 9, 2022 – Next Committee Meeting**

**ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD  
NEXTGEN COMMITTEE**

*November 10, 2021 Meeting Minutes*

**Members Present**

Mr. Eddie Barnett	Ms. Angela Myers-Jenkins
Ms. Brenda Beverly	Ms. Angelia O’Neal – Vice Chair
Ms. Juli Gilyard	Ms. Stephanie Rooks
Ms. Myndi Kuhlmann	

**Members Absent**

Mr. Charles Bivins	Ms. Dorothy Herzberg
Ms. Rosalind Brooks	Mr. Chris Moder
Ms. Amanda Bryant	Mr. Trey Ragsdale
Ms. Liz Campbell	Ms. Rossany Rios
Ms. Mandy Chapman	Mr. Stephen Schultheis – Chair

**Guests**

Ms. Deborah Anglin – HEARTS	Ms. Tammy Miller – TBA
Ms. Sonia Carruthers – Acting Chair	Ms. Emma Reynolds-Middleton
Mr. Nic Dunn - POC	Ms. Chanel Roker
Mr. Jacinto Hall - CPACS	Mr. Justin Swartzwelder - CPACS
Mr. Robert Hughes	
Ms. Nanya Joseph - TBA	
Ms. Kathi Korczk-Schaefer - Cherokee FOCUS	

**ARC Staff**

Ms. Candice Coppin - NextGen Program	Ms. Marsharee O’Connor - NextGen Program
Ms. Denise Dixon - NextGen Program	Ms. Brittney Oquendo - NextGen Program
Mr. Robert LeBeau – WorkSource Atlanta Regional Director	

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The meeting was held virtually via Microsoft Teams video conferencing.

Ms. Sonia Carruthers called the meeting to order at 12:03PM

## WELCOME AND INTRODUCTIONS:

- A. The NextGen Committee (NGC) continues to operate paperless, except for meetings held outside of ARC office. For copies of the information discussed during the meeting, visit the ARC website <https://atlantaregional.org/workforce-economy/boards-and-committees/youth-committee/>, under *Meeting Archives* or send a request to ARC Staff Ms. Marsharee O'Connor via email at [MO'Connor@atlantaregional.org](mailto:MO'Connor@atlantaregional.org).
- B. There was one action taken at the meeting.
- C. Ms. Brittney Oquendo called the attendance.
- D. NextGen Director, Ms. Marsharee O'Connor presented the updates to the NextGen Program.

## NEXTGEN COMMITTEE ACTION REQUIRED:

1. Mr. Stephanie Rooks made the following motion:

***MOTION: To approve the meeting minutes from August 18, 2021.***

The motion was seconded by Ms. Juli Gilyard and unanimously approved.

## NEXTGEN PROGRAM PERFORMANCE. PLANNING, AND SERVICES:

- A. **NextGen Program Funding and Performance Update** – Ms. Sonia Carruthers introduced Ms. Marsharee O'Connor and Mr. Robert LeBeau to present updates on the NextGen program funding and PY20 NextGen Performance. Mr. LeBeau discussed PY2021 budget updates for Fayette, Rockdale and Cherokee county. Ms. O'Connor presented the Nextgen Activity for PY21 customer visits and PY21 1st Quarter Performance (7/1/2021-09/30/2021).
- B. **Special Projects Update** - Ms. O'Connor introduced Ms. Candice Coppin to present updates on NGSPs program training. Ms. Coppin discussed Career Compass Academy, the virtual Work Experience 4-week program, currently in the 4th cohort. This is an unpaid work experience that is offering \$200 weekly stipends. The State regulators are deciding more on what the requirements of the program will include for the next sessions. NexGen has created a Virtual Trainee Agreement for this Virtual Work-Experience. All current participants must sign this agreement, Directors and Program Leads will receive this agreement for participants to sign so we are following the state. Ms. Coppin discussed the PY 21 monitoring schedule to flow into the third quarter. Also, reviewed the webinar trainings and materials provided to new and existing NextGen Service Providers, for two weeks from August 3<sup>rd</sup>-10<sup>th</sup>.
- C. **NextGen Program Status Updates & Activities (Delivering services through COVID-19)** – The NGSPs gave updates about their programs, services, and operations starting from July 1<sup>st</sup>, 2021.

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## **NEXTGEN COMMITTEE PLANNING ACTIVITIES:**

### **Taskforce Updates**

1. Program Oversight & Guidance Taskforce
2. Strategic Planning Taskforce
3. Economic Development Taskforce
4. Resource Leveraging Taskforce

Ms. O'Connor requested for each Taskforce to submit via email their mission statements and action items to update the NextGen Committee Operational Guidance before the February 9<sup>th</sup> meeting.

## **OTHER DISCUSSIONS:**

### **A. PY 2021 NextGen Committee (NGC) Meeting Schedule & Location –**

- February 09, 2022
- May 11, 2022

Meeting locations have not been determined due to Covid-19.

### **B. NextGen Committee Membership and Recruitment –** Ms. O'Connor mentioned the current Committee members term ended on June 30, 2021. Membership renewals for a two-year term effective July 1, 2021, and Committee recommendation are requested prior to November 10<sup>th</sup> meeting. Also, membership orientation will be scheduled for new and existing members at a later date.

### **C. Next Board Meeting Date –** The Atlanta Regional Workforce Development Board (ARWDB) will meet via Microsoft Teams on February 09, 2022.

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The next Committee meeting is scheduled for February 09, 2021.

Meeting adjourned at 12:57PM

**ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD  
NEXTGEN COMMITTEE**

*March 16, 2022 Meeting Minutes*

**Members Present**

Mr. Eddie Barnett	Ms. Angelia O’Neal - Vice Chair
Mr. Charlton Bivins	Mr. Trey Ragsdale
Ms. Juli Gilyard	Ms. Rossany Rios
Mr. Robert Hughes	Ms. Stephanie Rooks
Mr. Chris Moder	
Ms. Angela Myers-Jenkins	

**Members Absent**

Ms. Brenda Beverly	Ms. Dorothy Herzberg
Ms. Rosalind Brooks	Ms. Myndi Kuhlmann
Ms. Amanda Bryant	Ms. Rossany Rios
Ms. Liz Campbell	Mr. Stephen Schultheis - Chair
Ms. Mandy Chapman	

**Guests**

Ms. Deborah Anglin - HEARTS	Ms. Tammy Miller - TBA
Ms. Sonia Carruthers - Cherokee Focus	Ms. Patrice Wuerth - HEARTS
Mr. Nic Dunn - POC	Mr. Justin Swartzwelder - CPACS
Mr. Jacinto Hall - CPACS	
Ms. Nanya Joseph - TBA	
Ms. Kathi Korczk-Schaefer - Cherokee FOCUS	

**ARC Staff**

Ms. Candice Coppin - NextGen Program	Ms. Marsharee O’Connor - NextGen Program
Ms. Denise Dixon - NextGen Program	Ms. Brittney Oquendo - NextGen Program

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The meeting was held at The Atlanta Regional Commission and virtually via Microsoft Teams video conferencing.

Ms. Angelia O’ Neil called the meeting to order at 1:12PM

## WELCOME AND INTRODUCTIONS:

- A. The NextGen Committee (NGC) continues to operate paperless, except for meetings held outside of ARC office. For copies of the information discussed during the meeting, visit the ARC website <https://atlantaregional.org/workforce-economy/boards-and-committees/youth-committee/>, under *Meeting Archives* or send a request to ARC Staff Ms. Marsharee O'Connor via email at [MO'Connor@atlantaregional.org](mailto:MO'Connor@atlantaregional.org).
- B. There was one action taken at the meeting.
- C. Ms. Brittney Oquendo called the attendance.
- D. NextGen Director, Ms. Marsharee O'Connor presented the updates to the NextGen Program.

## NEXTGEN COMMITTEE ACTION REQUIRED:

1. Ms. Rossany Rios made the following motion:

***MOTION: To approve the meeting minutes from November 10, 2021.***

The motion was seconded by Mr. Trey Ragsdale and unanimously approved.

## NEXTGEN PROGRAM PERFORMANCE, PLANNING, AND SERVICES:

- A. **NextGen Program Funding and Performance Update** – Ms. Angelia O'Neil presented updates on program funding, NextGen is on track in meeting State requirements of expending a minimum of 20% of Work Experience and 75% of Out-of-School Youth funding. Also, received an additional \$120,000 for administrative and programmatic cost from the State, which must be expended by June 30, 2022. Ms. O'Neil introduced Ms. Marsharee O'Connor to present performance planning and services. Ms. O'Connor discussed tracking customer visits virtually and in-person focusing on 1<sup>st</sup> and 2<sup>nd</sup> quarter of the PY21. Also, discussed PY21 1st-3rd quarter performance addressing recruitment and outcomes.
- B. **Special Projects Update** - Ms. O'Connor introduced Ms. Candice Coppin to present updates on NGSPs program training. Ms. Coppin discussed Career Compass Academy, the virtual Work Experience 5-week program exploring high demand careers. This is an unpaid work experience is offering \$200 weekly stipends. The State regulators are deciding more on what the requirements of the program will include for the Summer 2022 session. Also, discussed the PY 21 monitoring schedule and process.
- C. **NextGen Program Status Updates & Activities (Delivering services through COVID-19)** – The NGSPs gave updates about their programs, services, and operations.

## **NEXTGEN COMMITTEE PLANNING ACTIVITIES:**

### **Taskforce Updates**

1. Program Oversight & Guidance Taskforce
2. Strategic Planning Taskforce
3. Economic Development Taskforce
4. Resource Leveraging Taskforce

\*No current updates for Taskforce Teams

### **OTHER DISCUSSIONS:**

#### **A. PY 2021 NextGen Committee (NGC) Meeting Schedule & Location –**

- August 18, 2021 - Virtual via Microsoft Teams
- November 10, 2021 – Virtual via Microsoft Teams
- March 16, 2022 – Atlanta Regional Commission
- May 18, 2022 - TBD

**B. NextGen Committee Membership and Recruitment** – Ms. O’Connor discussed NGC Operational Guidance updates, membership demographics, and asked the committee to determine the number of members needed to service the committee. Committee recommendations are requested prior to May 18<sup>th</sup> meeting. Also, membership orientation will be scheduled for new and existing members in August 2022.

**C. Next Board Meeting Date** – The Atlanta Regional Workforce Development Board (ARWDB) will meet location Atlanta Regional Commission, and via Microsoft Teams on August 24, 2022.

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The Next Committee meeting is scheduled for May 18, 2022.

Meeting adjourned at 2:32PM

**ATLANTA REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**NEXTGEN COMMITTEE**  
*May 18, 2022 Meeting Minutes*

**Members Present**

Ms. Mandy Chapman	Ms. Angelia O’Neal - Vice Chair
Ms. Juli Gilyard	Mr. Trey Ragsdale
Mr. Robert Hughes	Ms. Stephanie Rooks
Ms. Dorothy Herzberg	
Ms. Angela Myers-Jenkins	

**Members Absent**

Mr. Eddie Barnett	Ms. Liz Campbell
Mr. Charlton Bivins	Ms. Myndi Kuhlmann
Ms. Brenda Beverly	Mr. Chris Moder
Ms. Rosalind Brooks	Ms. Nattlie Ringer
Ms. Amanda Bryant	Ms. Rossany Rios

**Guests**

Ms. Deborah Anglin - HEARTS	Ms. Tammy Miller – TBA
Ms. Sonia Carruthers - Cherokee Focus	Ms. Esmeralda Lopez
Mr. Jacinto Hall - CPACS	Mr. Justin Swartzwelder - CPACS

**ARC Staff**

Mr. Haydn Brathwaite - NextGen Program	Ms. Marsharee O’Connor - NextGen Program
Ms. Denise Dixon - NextGen Program	Ms. Brittney Oquendo - NextGen Program
Mr. Robert LeBeau - NextGen Program Director	

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The meeting was virtually via Microsoft Team video conferencing.

Ms. Angelia O’ Neal called the meeting to order at 1:00PM

## **WELCOME AND INTRODUCTIONS:**

- A. The NextGen Committee (NGC) continues to operate paperless, except for meetings held outside of ARC office. For copies of the information discussed during the meeting, visit the ARC website <https://atlantaregional.org/workforce-economy/boards-and-committees/youth-committee/>, under *Meeting Archives* or send a request to ARC Staff Ms. Marsharee O'Connor via email at [MO'Connor@atlantaregional.org](mailto:MO'Connor@atlantaregional.org).
- B. There was no action taken at the meeting.
- C. Ms. Brittney Oquendo called the attendance.
- D. NextGen Director, Ms. Marsharee O'Connor presented the updates to the NextGen Program.

## **NEXTGEN PROGRAM PERFORMANCE, PLANNING, AND SERVICES:**

- A. **NextGen Program Funding and Performance Update** – Ms. Marsharee O'Connor presented updates on program funding for program year 2022 (7/1/2022 – 6/30/2023). Mr. Robert LeBeau addressed additional questions or concerns regarding program funding. Ms. O'Connor presented customer visit tracking information, PY21 Programmatic and Federal performance for 1<sup>st</sup>- 3<sup>rd</sup> quarter 7/1/2021 – 3/31/2022.
- B. **NextGen Program Status Updates & Activities (Delivering services through COVID-19)** – The NGSPs gave updates about their programs, services, and operations.

## **NEXTGEN COMMITTEE PLANNING ACTIVITIES:**

### **Taskforce Updates**

1. Program Oversight & Guidance Taskforce
2. Strategic Planning Taskforce
3. Economic Development Taskforce
4. Resource Leveraging Taskforce

\*No current updates for Taskforce Teams

## **OTHER DISCUSSIONS:**

- A. **PY 2022 NextGen Committee (NGC) Meeting Schedule & Location** –
  - August 17, 2022 – Atlanta Regional Commission
  - November 09, 2022 – TBD
  - February 08, 2023 – TBD
  - May 10, 2023 – TBD

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- B. **NextGen Committee Membership and Recruitment** – Ms. O’Connor discussed NGC Operational Guidance updates, membership demographics, and asked the committee to determine the number of members needed to service the committee. Membership orientation will be scheduled for new and existing members on November 09, 2022.
  
  - C. **Next Board Meeting Date** – The Atlanta Regional Workforce Development Board (ARWDB) will meet in-person at The Atlanta Regional Commission, and via Microsoft Teams on August 24, 2022.
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The Next Committee meeting is scheduled for August 17, 2022.

Meeting adjourned at 1:54PM

Atlanta Regional



**NextGen Program**

Connecting Talent with Opportunity  
A proud partner of the AmericanJobCenter network

# Operational Guidance

Key Principles for Effective Operation

## NextGen “Youth” Committee

~~February 2019~~ August 2022

## ACKNOWLEDGEMENT

### NextGen Committee Members

The ARC/ARWDB/NGP would like to acknowledge with much gratitude and appreciation the following NextGen Committee members for their continuous commitment and guidance to improving the quality of services provided to the youth and young adults in the ARWDB service areas.

#### NextGen Committee Chair

~~Chuck Little, Atlanta Electrical Contractors Association (AECA)~~ Angelia Oneal  
(ARWDB & ~~SWDB~~-ARC Board Member)

#### NextGen Committee Co-Chair

~~Chris Moder, City of Norcross / Development Authority~~

~~Brenda Beverly, Gwinnett Technical College (WIOA)~~

~~Amanda Bryant, Douglas CORE~~

~~Lisa Collins, Fayette Schools—Career, Technical & Agricultural Education (CTAE)~~

~~LeDam Doan, Asian-American Organizations~~

~~Dorothy Herzberg, ResCare—Clayton County Career Resource Center (CRC)~~

~~Shane A. Persaud, Metro-Atlanta United Way~~

~~Denese Rodgers, CHOA / Henry County (Honorable Member)~~

~~Ron Scroggy, Together Georgia~~

~~Elizabeth Webb, Gwinnett County Schools~~

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## ABBREVIATIONS

ARC:	Atlanta Regional Commission
ARWDB:	Atlanta Regional Workforce Development Board
<u>CFR:</u>	<u>Code of Federal Regulations</u>
CLEO:	Chief Local Elected Official
CRC:	Career Resource Center
EcD:	Economic Development
LWA:	Local Workforce Area ( <i>used interchangeable with LWDA</i> )
LWDA:	Local Workforce Development Area ( <i>used interchangeable with LWA</i> )
NGC:	NextGen Committee
NGP:	NextGen Program
NGSP:	NextGen Service Provider
RFP:	Request for Proposal
SME:	Subject Matter Expert
SWDB:	State Workforce Development Board
TEGL:	Training and Employment Guidance Letter
WIOA:	Workforce Innovation and Opportunity Act

## DEFINITION OF KEY TERMS

ARC:	Serves as the fiscal and administrative agent, and workforce grant sub-recipient for the ARWDB.
ARWDB:	Established to administer workforce services and oversee the implementation of WIOA programs and services in the seven (7) counties LWDA which comprises of Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties.
EcD Region 3:	The five LWDA (ARC, City of Atlanta, Cobb County, DeKalb County and Fulton County) in metro-Atlanta
LWDA:	The county(ies) that receives WIOA funds to provide WIOA related services.
NGC:	The standing youth committee of the ARWDB.
NGP:	Provides youth services to individuals ages 16 - 24 years of age who resides in the ARWDB service area. NGP (to include staff) operates out of ARC administrative office.
NGSP:	Organization that ARC contracts with through an RFP process to provide WIOA services to eligible youth in ARWDB service area.
Quorum:	The minimum number of members of the NGC that is required at the meetings in to make the proceedings of that meeting valid.

## Chapter 1: INTRODUCTION

Atlanta Regional Workforce Development Board (ARWDB) strives to provide the highest quality of services to youth and young adults in the counties/communities ~~that~~ we serve. ARWDB contracts with qualified youth service providers that assist youth and young adults in bridging the gap between education and employment. ARWDB's NextGen Program (NGP) objective is to provide youth and young adults with the skills and ability to become marketable contenders in a competitive workforce. The provision of quality workforce opportunities for youth and young adults have created significant challenges due to limited opportunities for youth to become employed. However, in accordance with the Workforce Innovation & Opportunity Act (WIOA) guidance, ARWDB Youth Standing Committee (also known as the NextGen Committee (NGC)), serves as the vehicle to develop comprehensive and integrated strategies that will ensure that programs, projects, and initiatives are implemented, and partnerships are created to address those challenges.

### 1.1 - Purpose of the Operational Guidance

This Operational Guidance sets out ARWDB framework for the NGC, which is a Standing Committee of the ARWDB. The NGC focuses on ensuring that evidenced-based programs for advocacy, development, innovation, and implementation are integrated in the service delivery to youth and young adults in ARWDB service areas. Building on current standards, the Operational Guidance outlines the steps for ARWDB NGC to fully operate in identifying priorities, implementing actions, and evaluating outcomes of the NGP services as well as, it guides the NGC's support for youth, businesses, and other partners.

This guidance ensures that the NGC works with the NGP to build a greater capacity, to promote best practices discussions, implementations and standards as well as create and strengthen relationship with businesses, youth-focused agencies and organizations. This document highlights the fundamental principles of ARWDB's NGC and elaborates on the essential components.

Finally, the NGC Operational Guidance makes clear the roles and functions in operating, administering, implementing, and monitoring of ARWDB's NGPs and services to achieve the vision, goals, and strategies which align with the Local (ARWDB), Regional (Economic Development) EcD Region-3) and the State (Georgia) workforce plans.

### 1.2 - Guiding Principles

The following Guiding Principles are excerpts from the ARWDB bylaws which will serve as the foundation from which the NGC will operate.

*The ARWDB shall be responsible for providing policy guidance and exercising oversight with respect to, a local workforce development system conducted under the Workforce Innovation and Opportunity Act, in partnership with the Chief Local Elected Official (CLEO) of the Atlanta regional area. The ARWDB shall operate in a workforce area as designated*

by the Governor representing Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale counties.

The ARWDB's purpose is to:

- A. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce development system in the local area and larger planning region;
- B. Assist in the achievement of the state's strategic and operational vision and goals as outlined in the Unified State Plan or Combined State Plan; and
- C. Maximize and continue to improve the quality of services, customer satisfaction, effectiveness of the services provided.

### 1.3 - Purpose of the Standing Youth Committee

The purpose of the ARWDB NGC is to provide information and to assist with planning, operational, oversight, and other issues relating to the provision of services to youth. The NGC will assist to address the employment, training, education, human and supportive service needs of WIOA eligible youth and young adults.expertise in youth and young adult policy and assist the ARWDB in developing and recommending youth and young adult employment and training strategies, broadening the youth/young adult employment and training focus in the community to incorporate a youth/young adult development perspective; establishing linkages with other organizations serving youth and young adults in the local area and taking into account a range of issues that can have an impact on the success of youth and young adults in the labor market.

Per the Code of Federal Register (CFR), under "Subpart A - Standing Youth Committees" (20 CFR Part 681.120), under the direction of ARWDB, the Standing Youth Committee may:

- a) Recommend policy direction to ARWDB for the design, development, and implementation of programs that benefit all youth;
- b) Recommend the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth;
- c) Recommend ways to leverage resources and coordinate services among schools, public programs, and community-based organizations serving youth;
- d) Recommend ways to coordinate youth services and recommend eligible youth service providers;
- e) Provide on-going leadership and support for continuous quality improvement for local youth programs;

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## NEXTGEN COMMITTEE OPERATIONAL GUIDANCE

—Assist with planning, operational, and other issues relating to the provision of services to youth; and

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The NGC is responsible for providing policy guidance and exercising oversight with respect to, a local workforce investment-innovation youth system conducted under WIOA in partnership with the Chief Local Elected Official (CLEO). The NGC operates in LWDA-7, as designated by the Governor, representing Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry, and Rockdale counties.

In association and adherence to the ARWDB's Guiding Principles, the following are the NGC four key principles, which are the working group "Taskforce" for the NGC:

### 1. Program Oversight & Guidance:

- a. Ensure that the NGP provides services that align with the strategic direction, vision and goals as outlined in the Local (ARWDB), Regional (EcD Region 3) and the State (Georgia) Plans.
- b. Ensure that the NGP operational conduct promotes Accountability and Transparency.
- c. Provide directives and assist Atlanta Regional Commission (ARC) NGP staff with the ongoing operations, oversight, management, strategic planning, coordination, implementation, and monitoring of the NextGen Service Providers (NGSPs), as well as other issues relating to the provision of services to youth being served.
- d. Assist the ARWDB and ARC NGP staff in the creation and recommendation of youth employment and training policy, guidance, and practice.
- e. Broaden the youth employment and training focus in the community to incorporate a youth development perspective.
- f. Ensure that the NGSP "Meet" or "Exceed" the quarterly/annual federal performance accountability standards.
- g. Identify and recommend eligible NGSPs to the ARWDB to be awarded grants or contracts in a competitive procurement process Request for Proposal (RFP) to carry out youth activities.
- h. Ensure that services are provided for youth who are considered "at-risk" in the areas of education and employment.
- i. Ensure that the NGP provide services such as workforce preparation, skill development, education and training, and other projects/initiatives as warranted.
- j. Assist the ARC NGP staff in conducting oversight, monitoring, technical assistance, and corrective action of WIOA programs and services.

### 2. Strategic Planning:

#### NEXTGEN COMMITTEE OPERATIONAL GUIDANCE

- a. Develop the portions of the Local/Regional Plan relating to the NGP and services as directed by the ARWDB.
- b. Participate in/or lead discussions that will result in stronger economic and educational connectivity to promote opportunities for the youth.
- c. Develop strategies and solutions to address youth challenges such as various barriers to employment and education so that they have an opportunity to develop and achieve their career or academic goals.
- d. Collaborate with ARWDB to ensure that strategies are developed and implemented, and partnerships are created to address the economic development needs for businesses providing youth employment opportunities in the ARWDB service areas.
- e. Collaborate with ARWDB to ensure that strategies are developed to support the creation and sustainability of small businesses and new and emerging industries that provide youth employment opportunities in the ARWDB service areas.
- f. Ensure strategies are developed to connect youth to education and training opportunities that lead to unsubsidized employment.
- g. Ensure that strategies are developed that lead to higher level of performance and outcomes for the youth that will lead to a “Meet” or “Exceed” on ARWDB’s quarterly and annual ARWDB negotiated performance measures.

#### 3. Economic Development:

- a. Assist in conducting economic and labor market analysis that describes the economic conditions in the ARWDB service areas, identifying the critical needs of businesses and industries, and implement strategies to address the economic challenges facing youth.
- b. Develop strategies to develop a high demand and skilled youth workforce to support the needs of businesses and industries in the ARWDB service areas.
- c. Through regional (EcD Region 3) and interregional (all other EcD Regions in Georgia) collaboration and connectivity, identify challenges and develop strategies to stimulate and manage economic growth for youth in the state of Georgia.
- d. Assist NGSPs to ensure that youth are being prepared to meet the need of businesses in high growth industries and occupations.

#### 4. Leverage Resources (Financial & Programmatic):

- a. Ensure coordination of formula-based (restrictions) and discretionary (flexible) funds across NGPs as well as leveraging resources from other entities to effectively and efficiently provide youth services.
- b. Ensure that there are connections and access to organizations and services throughout the Workforce System (such as the [Career Resource Center \(CRC\)](#), human services,

## NEXTGEN COMMITTEE OPERATIONAL GUIDANCE

vocation rehabilitation services, corrections/juvenile justice, etc.) that provide youth related services.

- c. Ensure collaboration to maximize and leverage resources with government agencies, community/youth organizations and businesses that can assist youth to become marketable contenders in the workforce.
- d. Ensure the collaboration and coordination of services with local educational agencies (such as secondary, post-secondary, advanced training and Adult Literacy Education Programs) for youth to complete their secondary diploma and/or advance to higher education.

## Chapter 2: OPERATION GUIDANCE

### 2.1 - Member Orientation

New members must participate in an orientation within six months of appointment.

- Orientation is scheduled through the ARC NGP staff.

### 2.2 - Membership (Composition and Size)

Per 20 CFR 681.110, the NGC must include a member(s) of the ARWDB, who chairs the Committee, members of community-based organizations with a demonstrated record of success in serving eligible youth, and other individuals with appropriate expertise and experience who are not members of the ARWDB. Members may represent agencies such as secondary and postsecondary education, training, health, disability, mental health, housing, public assistance, and justice, or be representatives of philanthropic or economic and community development organizations, and employers. The committee may also include parents, participants, and youth.

The NGC will consist of the following seventeen (17) membership:

- ~~One (1)~~Two (2) - ~~A Two~~ voting members of the ARWDB who ~~is~~are appointed to co-chair the NGC.
- Two (2) - Representative from youth service agencies.
- ~~Two (2)~~One (1) - Community or faith-based organization.
- Two (2) - Education representative
- Three (3) - Business (to include apprenticeship and high demand industries)
- ~~One (1) Youth/young adult (WIOA or non-WIOA).~~
- ~~One (1) Parent of eligible WIOA youth/young adult.~~
- One (1) - State representative.
- ~~Four (4)~~Six (6) - Optional members with expertise in youth policy, programs, and services.

## 2.3 - Recruitment and Selection

The NGC shall assist ARC NGP staff in the recruitment and selection of potential NGC members. Recruitment and selection of potential NGC members will derive from constituencies of the ARWDB service area. Potential NGC members must be provided with the relevant information [see NextGen “Youth” Committee [Manual Overview](#)] about ARWDB’s NGP, so he/she is able to make a sound decision whether they are able to devote and commit the adequate time needed to effectively serve on the NGC.

## 2.4 - Nomination, Election, and Confirmation

### NGC Officer(s):

Nomination of officers (Taskforce Lead, secretary (if required), etc.) will be selected by the Chair at or prior to the NGC meeting or nomination of officers may also be made by any member from the floor. Officer(s) will be elected by a majority of NGC members present (**members present are defined as a quorum**). The selection will be confirmed by the Chair or the NGC.

### NGC Membership:

Nominations for membership on the NGC may come from NGC members, ARWDB members, or any community members with interest in youth development activities in the ARWDB area. Nominations will attempt to keep all communities and counties in the ARWDB service area fairly represented on the NGC. Member(s) will be elected and confirmed by a majority of NGC members present (**members present are defined as a quorum**).

### Requirement:

Upon appointment to the Committee, each member shall be required to sign and date a copy of the NGC Operational Guidance and the conflict of interest provisions.

## 2.5 - Term in Office

The terms in office of the members of the NGC are determined by the ARWDB to be two (2) year terms initially beginning upon their selection and may continue at the discretion of the ARWDB.

A position on the NGC may be considered vacant on the date the term expires, or when a member becomes ineligible, is removed, resigns or dies. In the case of an appointment to fill a vacancy on the NGC, the replacement member’s term shall begin on the date of concurrence by the ARWDB as to the member’s replacement unless otherwise specified, and shall end on the date designated for the original appointment for which the replacement is selected.

## 2.6 - Duties

### A. Chair shall:

- Preside at all meetings.

## NEXTGEN COMMITTEE OPERATIONAL GUIDANCE

- Serve as the NGP representation on the ARWDB.
- Provide ARWDB with NGC and NGP updates.
- Present the NGC recommendation(s) at the ARWDB meetings.
- Appoint a lead for each Taskforce - The Chair shall have the authority to appoint Taskforce or special (Advisory) teams for any legitimate purpose, at his/her discretion. A legitimate purpose is defined as one needed to achieve the stated and approved objectives of the NGC, NGP and/or the ARWDB. The term of any Taskforce will expire at the conclusion of the year in which it is appointed. The term of any special (Advisory) team shall expire upon the completion of the task for which it was created.
- Encourage and assist Taskforce in the development of their tasks and the performance of their duties.
- Assist in recruiting and screening of potential new members for the NGC.
- Keep NGC members engaged, motivated, enthusiastic and accountable.
- Perform other duties as assigned by the Committee and ARWDB.

### B. Co-Chair shall:

- Co-perform the duties outlined for the Chair.
- Perform all the duties of the Chair in the absence of or at the request of the Chair.
- In the event of a vacancy of the Chair, the Co-Chair shall automatically ascend to the Chair position and assume all responsible associated with said position until a Chair has designated by the ARWDB.
- Perform other duties as assigned by the Committee and ARWDB.

### C. Members shall:

- In the absence of both Chair and Co-Chair, other members may conduct the meetings.
- Assist the Chair with the operational function of the NGC (to include engaging in discussions during the NGC meetings).
- Assist in the recruiting and screening of potential new members for the NGC.
- Perform duties as assigned by the Committee and ARWDB.

### D. Taskforce shall:

#### NEXTGEN COMMITTEE OPERATIONAL GUIDANCE

- Carryout in an effective and efficient manner the duties and responsibilities indicted herein of the four key principles (1): Program Oversight & Guidance, (2) Strategic Planning, (3) Economic Development and (4) Leveraging Resources.
- Develop strategic plan for the four key principles.
- Focus on special target areas that would address the challenges of the NGP and services as assigned by the Committee and ARWDB.
- Develop strategies to support Committee and ARWDB initiatives.
- Work with the ARC NGP staff to market the success of the Committee as well as each key principle.

#### E. Advisory Representative shall:

- Serve as SME in the following areas (for e.g.):
  - a) NGSPs providing services in the seven (7) ARWDB service area.
  - b) Justice services agencies (juvenile justice, criminal justice, enforcement agencies, etc.)
  - c) Legal.
  - d) Transportation.
  - e) Health (disability, mental health, etc.).
  - f) Local Public Housing Authority.
  - f)g) Philanthropic organizations
  - g)h) Other.

#### ARC Staff shall:

- Provide technical assistance to the NGC.
- Provide support to the NGC.
- Maintain full and accurate records of proceedings related to the NGC meetings.
- Coordinate and integrate the work of all Taskforce or special (Advisory) teams.
- Ensure that the vision, goals and strategies of the NGC are executed.
- Ensure that the NGC is informed about the operations of the NGP and services.
- Assist in the recruiting and screening of potential new members for the NGC.

## 2.7 - Meetings

All meetings shall be in compliance with the open meeting requirements of the Official Code of Georgia, Annotated (Georgia Open Meeting Act 50-14-1). A record shall be made of all meetings of the NGC in accordance with the aforementioned requirements. The date and frequency of meetings may be revised at the discretion of the Chair. Public notice of meetings shall be in compliance with the open meeting requirements of the Official Code of Georgia, Annotated. All meetings of the NGC shall follow rules of order established for the conduct of such meetings as set forth in the *Robert's Rules of Order* unless otherwise provided for by the Operational Guidance.

### A. Regular Meetings:

- There are four (4) regularly scheduled meetings held quarterly per program year. The purpose of the meetings is to conduct any business related to the NGP and services.
- Shall be held at a location to be designated by the Chair.
- Notice of regular meetings, specifying time, date, location and agenda, shall be provided, in writing or electronically (titled "Meeting Announcement") to NGC members at least seven (7) days prior to scheduled meetings.

### B. Special Meeting:

- Special meetings of the NGC may be called by the Chair in consultation with the NGC and ARC staff. The purpose of the meeting shall be stated in the "Meeting Announcement".
- Notice of special meeting shall be provided to members at least three (3) business days prior to the special meeting and shall state the purpose of the meeting.

### C. Quorum & Voting:

- ~~Nine (9)~~ One Third (1/3) members of the NGC shall constitute a quorum for the transaction of business.
- Each member shall be entitled to one (1) vote on each matter brought before the NGC. The member must be present in order to cast a vote. **Proxy vote will not be permitted.**
  - ❖ *Proxy Vote - A representative who attends meeting and vote on behalf of a member as delegated by said member.*
- In all voting matters members shall adhere to the NGC Code of Conduct relating to Conflict of Interest. NGC members who are not members of the ARWDB shall be voting members of the NGC.
- Virtual Meeting - Only in-person voting during meetings shall constitute a quorum for the transaction of business ("Meeting Quorum"). Any meeting held virtually where voting is required, does not meet the quorum requirement.

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## 2.8 - Meeting Attendance

Committee members attendance will be tracked and recorded.

### Officers:

Except for extenuating circumstances, any Officer will be removed from office if he/she misses more than one (1) of the four (4) consecutive NGC meetings.

- ❖ If an Officer is removed from failure to comply with the established attendance rules, he/she will not be eligible for any Officer position for the remainder of the term of office.

### Members:

Any member will be removed from the Committee if he/she misses two (2) of four (4) consecutive NGC meetings. Also, for those meetings where the member is unable to attend, he/she must send a representative to attend on his/her behalf.

## 2.9 - Amendment of the Operational Guidance

The Operational Guidance may be amended, supplemented, or superseded only by the affirmative vote of not less than a majority of the NGC members present (**members present are defined as a quorum**). Members must be given at least ten (10) days of written notice of such proposed amendments and the amended Operational Guidance must be approved by the Chair.

## RESOURCE & REFERENCE

TEGL 23-14 <sup>(1<sup>st</sup>)</sup>: - WIOA Youth Program Transition (DATE - March 26, 2015) - Youth Standing Committee, number 5, page 6.  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_23-14.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_23-14.pdf)

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TEGL 08-15 <sup>(2<sup>nd</sup>)</sup>: Second WIOA Title 1 Youth Program Transition Guidance (DATE - November 17, 2015) - Youth Standing Committee, number 6, pages 6-7.  
[https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_08-15.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf)

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**TEGL 21-16 (3<sup>rd</sup>):** Third WIOA Title 1 Youth Formula Program Guidance (DATE - March 2, 2017) [https://wdr.doleta.gov/directives/attach/TEGL/TEGL\\_08-15.pdf](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_08-15.pdf)

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**-Workforce GPS (Youth Connection): Coming Together at the Table-The Power of Youth Committees to Convene, Coordinate and Collectively**  
<https://youth.workforcegps.org/sitecore/content/global/events/2017/09/20/07/06/Coming-Together-at-the-Table-The-Power-of-Youth-Committees-to-Convene-Coordinate-and-Collectively>

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**"Enough is Known for Action": Webinar on Youth Standing Committees.**  
<https://www.workforce3one.org/view/5001513351722619099/info>

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## Appendix

The following are administrative requirements:

- Committee Membership Agreement (*must be signed and dated by NGC members*).
- Conflict of Interest (*must be signed and dated by NGC members*).

## PY 2022 - July 2022

NextGen Youth Services	Cheorkee	Clayton	Douglas	Fayette	Gwinnett	Henry	Rockdale	TOTAL
<b>Customer Interactions</b>	29	197	15	29	177	34	4	485
In-Person	27	126	11	7	124	20	2	317
Virtual	2	70	4	22	53	14	2	167
New Enrollments	0	1	0	0	0	0	0	1







**LWDA 07 Atlanta Regional Performance Metrics for PY22 and PY23  
Final Agreed to July 25, 2022**

	PY22 Expected Level	PY 22 Proposed Level	PY 22 LWDA Response	<b>PY 22 Negotiated Level</b>	PY 23 Expected Level	PY 23 Proposed Level	PY 23 LWDA Response	<b>PY 23 Negotiated Level</b>
<b>Youth Program</b>								
Employment Rate 2 <sup>nd</sup> Quarter After Exit	68.0%	68.0%	68.0%	<b>68.0%</b>	69.0%	69.0%	69.0%	<b>69.0%</b>
Employment Rate 4 <sup>th</sup> Quarter After Exit	65.8%	65.0%	65.0%	<b>65.0%</b>	65.8%	65.0%	65.0%	<b>65.0%</b>
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$3,048	\$3,270	\$3,270	<b>\$3,270</b>	\$4,064	\$3,370	\$3,370	<b>\$3,370</b>
Credential Attainment within 4 Quarters After Exit	72.3%	70.0%	66.0%	<b>66.0%</b>	72.3%	70.0%	67.0%	<b>67.0%</b>
Measurable Skill Gains	42.4%	48.0%	33.0%	<b>48.0%</b>	42.4%	48.0%	34.0%	<b>48.0%</b>

LWDA 07 Atlanta Regional Performance Metrics for PY22 and PY23

Final Agreed to July 25, 2022

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**COMMITTEE MEETING SCHEDULE**  
**NextGen Committee (NGC)**  
**Program Year 2022 (PY22)**

**Meeting Location:**

***Atlanta Regional Commission (ARC)***  
***International Tower***  
***229 Peachtree Street NE., Suite 100, Atlanta, GA 30303***

<b>DATE</b>	<b>TIME</b>	<b>CONFERENCE ROOM / LOCATION</b>
August 17, 2022 (Wednesday)	12:00 pm – 2:00 pm	Atlanta Regional Commission
November 9, 2022 (Wednesday)	12:00 pm – 3:00 pm Member Orientation	Atlanta Regional Commission
February 8, 2023 (Wednesday)	12:00 pm – 2:00 pm	Atlanta Regional Commission
May 10, 2023 (Wednesday)	12:00 pm – 2:00 pm	Atlanta Regional Commission

**NOTE:** Committee meetings follow the program year (PY) schedule (July 1<sup>st</sup> to June 30<sup>th</sup>). Meeting dates are usually scheduled prior to ARWDB meetings as to ensure Committee recommendations are included in the action items that require board approval.