

# WorkSource DeKalb Board Meeting Minutes

## Wednesday, December 14, 2022

### In-Person/ZOOM Meeting@11:00 AM

- I. Call to Order/Welcome – Jeff Taylor @11:10 a.m.**
- II. Establishment of a Quorum**

Members Present	Members Absent
Taylor, Jeffrey- Oakhurst Medical Centers ( <i>Vice Chair</i> )	Osiname, Ellis- Center for Disease Control ( <i>CDC</i> )
Alli, Naushad- RICOH USA. Inc.	Rogers, Jeff- Mechanical Trades Institute
Atwater, Frankie- DeKalb Chamber of Commerce	Still, Alan- Georgia Sheet Metal JATC
Booth, Barry- CERM	
Cody, Shawn- Ironworks Local 387	
Connally, Mark- Georgia Department of Labor	
Cox, Kristi- ManPower	
Mason, Randi- Decide DeKalb	
McBride, Meghan Dr.- Georgia Piedmont Tech ( <i>GPTC</i> )	
Slaton, Antoinette-Erica- Erica Antoinette Management	
Stewart, Hank- Hank Stewart Foundation	
Townsend, Denise- United Way of Greater Atlanta	
Yohannes, Helen- Chris 180	
WorkSource DeKalb Staff	One-Stop Operator
Davis, Robert- Interim Director	Gordon, Robert- In the Door
Baisden-Shell, Sonja- Adult Employment and Training Supervisor	
Booze, Kayla- Office Assistant	
Cantly, Donnie- Public Relations Specialist	
Hewitt, Seretta- Administrative Specialist	
Hollis, Tamera- Youth Employment and Training Analyst	
Ladd, Sonia- Youth Employment and Training Supervisor	
Pittman, Gregory- Management Analyst II	
Purifoy, Tammy- Adult/ Youth Unit Manager	
Smith, Matthew- Administrative Coordinator	
Thomas, James- Contracts/ Policy & Procedures Manager	
Tillman, Katrina- Fiscal Officer Senior	

- III. Call To Order**
  - Jeff Taylor called the meeting to order at 11:10 am.
- IV. WIOA Refresher- Robert Davis**
  - Video was presented to the Board regarding the history of WIOA.
  - The end goal for assisting customers is employment.
  - WIOA was signed into law on July 22, 2014.
  - Goal: To identify the areas in need of WIOA services
  - Link was provided to Board members for additional information.

*\*WSD Board Members introduced themselves\**

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#### **V. Action Items**

##### **Approval of Meeting Minutes (September 22, 2022)**

- Erica-Antoinette Slaton made a motion to approve the September 22, 2022, meeting minutes, Dr. Meghan McBride second the motion.

##### **Finance Report as of November 30, 2022- Robert Davis**

- WSD Finance report was presented to board members.
- Board of Commissioners approved funds highlighted in yellow on report during the December 13<sup>th</sup> meeting. Funds were expended but not included in the draw down due to technical difficulties. Funds must be used within 2 years.  
(*Finance report provided on page 6-8*)
- Erica-Antoinette Slaton made a motion to accept the Finance Report, Denise Townsend second the motion.

##### **Quest DWG- Robert Davis**

- WorkSource DeKalb applied for the dislocated worker grant in the amount of \$680,000.
- Updates will be provided during the first week of January 2023.

##### **WSD Six Positions Posted- Robert Davis**

- Six positions are available at WorkSource DeKalb:
  - Administrative Assistant, Workforce Assistant, Mobile Unit Driver, Supervisor, Accounting Tech, and Employment and Training Analyst

##### **State Policy Revisions- James Thomas**

- Revisions were made to the following sections of the State Policy during the October 24<sup>th</sup> State Board Meeting:
  - Adult and Dislocated Worker Eligibility (Define term “unemployed”)
  - Dislocated Worker terms/criteria (added titles)
  - Unlikely to return (specify)
  - Added the term “individualized to the supportive services sections to clarify participants in individual career services and/or training services are eligible for supportive services.
  - All revisions were approved by the State Workforce Board.
- Frankie Atwater made a motion to accept the state policy revisions, Naushad Alli second the motion.

##### **Local Policy Changes- James Thomas**

- Etiquette, professional dress, grooming, punctuality, and cell phone usage will be included in the updated WorkSource DeKalb Policy.
- Shawn Cody made a motion to accept the local policy changes, Mark Connally second the motion.

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#### **WIOA Legal Consultant Contract Renewal- James Thomas**

- WorkSource DeKalb requests to renew contract for Mr. David Dietrichs from Kutak Rock, LLP for the next two years. (\$60,000)
- Mr. Dietrichs assisted with one-stop MOU updates, local and regional plan, contracts, and legal matters regarding WIOA.
- Naushad Alli made a motion to accept WIOA legal contact renewal, Barry Booth second the motion.

#### **VI. Updates**

##### **Youth- Sonia Ladd and Tammy Purifoy**

- The Youth Program has experienced a revamping during the past 90 days.
- WSD Youth Unit has participated in several outreach events:
  - September: 4 events (Including Chris 180 and GPTC)
  - October: 7 events
  - November: 2 events
  - December: Upcoming event on 12-15-2022
- Youth Orientations will begin virtually every month; *“Talk to Me Tuesdays”*.
- The goal is to re-establish community relationships.
- Outreach event with Youth Build and DeKalb Juvenile Court will be held on 12-15-2022 for out-of-school youth.
- Youth Team Committee is being created including 7 internal members, one in-school-youth, and one out-of-school youth to help prepare, gain focus and guidance on the 2023 Summer Youth Program.

##### **Local and Regional Plan- James Thomas**

- Local and Regional Plan revisions for 2022 have been approved by TCSG.
- Entire plan revisions will be due in 2024.

##### **One-Stop MOU- James Thomas**

- All signatures from the One-Stop MOU have been received from new partner, “Adams and Associates”.
- MOU will possibly be created for re-entry services and construction ready program cohort of 20 participants beginning February 2023.
- Possible MOU will also be created for WSD partnership with DeKalb County Jail and Georgia Piedmont Technical College to provide training to inmates released within 90 days of their release date.

##### **Performance Report- Gregory Pittman**

- Performance Report was shared with the committee.
- Performance measures determine what needs to be accomplished in a community and helps WSD to make their presence known.
- Numbers are provided from Georgia Department of Labor.
- WSD staff are doing a great job with managing their caseloads.

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#### **One-Stop Operator Report- Robert Gordon**

- Unemployment Rate-October/November 2022: 3.1%
- 25-40 customers are being processed in the dislocated worker program.
- WorkSource DeKalb and Disability Link recently hosted a job fair in Tucker, Georgia. (In person and hybrid)
- Unemployment numbers pre and post pandemic were presented to the board.
- Unemployment rates are lower than they were before the pandemic.
- Retirement has increased since the pandemic started.
- The prediction is the number of un-employed individuals will increase; WSD will need to connect with those individuals to provide services.
- WorkSource DeKalb is still ranked #1 in WIOA application processing time.
- December's One-Stop Partners meeting was a success.
- One vendor complained regarding the timeframe for the WIOA intake process, Mr. Gordon explained the process to the vendor for clarity.
- Mr. Vaughn Irons received approval to build the new TRYP by Wyndham Hotel in the Stonecrest area. WorkSource DeKalb will assist with hiring for this project.
- The complaint was presented to the board regarding difficulties getting applicants funded through the WIOA program. Mr. Robert Davis addressed the issue and explained the steps of the entire intake process.

#### **RFPs- Robert Davis**

- Interviews for the RFPs for Adult/Dislocated Worker, Career Training Services, Youth Career Training, Business Engagement and Services, and Career Readiness Training are complete.
- Updates from Purchasing and Contracting are forthcoming.

#### **Board Member Composition/By-Laws- James Thomas/Robert Davis**

- By-Laws were discussed and reviewed with board members.
- Nominations are needed for current board vacancies.
- 51% percent of board members must be within the business industry.
- April 2022 waiver regarding in-person meetings was removed by the Georgia Governor.
- State legislation is working on creating a "hybrid model" for WorkSource Board Meetings.
- The purpose, membership, composition, attendance, proxy, and quorum of the Board were discussed with members.

#### **Board Member Updates- Robert Davis**

- Dr. Meghan McBride- GPTC
  - GPTC is continuing to offer training programs such as CDL including 4 cohorts.
  - Applicants must be basic skill deficient, ages 16-24.
  - CNA, Manufacturing training, and adult education programs are also available for individuals not eligible for HOPE/Pale grants beginning January 2023.

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- Mark Connally- GDOL
  - Customer complaints have been received regarding the WIOA process, customers are not interested in viewing the orientation video.
  - The process for applying for unemployment benefits and training have been expressed as cumbersome, causing customers to not want to continue.
  - Mr. Connally expressed that the situation of the customers is the issue and not the training process. He predicts once operations go back to normal, more customers will become interested. Mindsets of people are changing.

#### **VII. Public Comments: N/A**

#### **VIII. Next Meetings/WSD Update**

- March 22, 2023
  - June 21, 2023
  - September 20, 2023
  - December 13, 2023
  - “Save The Dates” will be created and sent to all board members.
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- **WSD- Four Ps- Robert Davis**
    - WSD is working on the Four Ps: Purpose, Presence, Pipeline, Performance.
    - The goal is to ensure the community is aware of the existence of WorkSource DeKalb and the services available to the residents of DeKalb County.
    - WSD staff works is continuing to work hard

#### **IX. Adjournment**

- 5 Board Member vacancies available
- The goal is to have a total of 22 board members.
- Vice Chairperson is also needed
- Motion was made by Kristi Cox, to adjourn the meeting, Frankie Atwater second the motion.

*\*Meeting adjourned at 12:47 p.m.\**

## WorkSource DeKalb Board Meeting Minutes

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WorkSource DeKalb Expenditure Status 12/7/2022 as of November 30, 2022

AWAR D	PROGRA M	AMOUNT	EXPENDED	COMMITTE D	UNCOMMITTE D	POA START DATE	POA END DATE	DURATIO N	EXPENDITUR E PROGRESS	DAY S TO GO
602323	PY20 Youth 602323	\$1,241,945	\$1,177,789.73	\$0.00	\$64,155.27	4/1/2020	6/30/2022	820	94.8%	-160
602373	PY20 Adult 602373	\$191,464	\$191,464.00	\$0.00	\$0.00	7/1/2020	6/30/2022	729	100.0%	-160
602376	PY20 DW 602376	\$277,014	\$277,014.00	\$0.01	-\$0.01	7/1/2020	6/30/2022	729	100.0%	-160
602417	FY21 Adult 602417	\$955,416	\$920,292.44	\$5.07	\$35,118.49	10/1/2020	6/30/2022	637	96.3%	-160
602418	FY21 DW 602418	\$1,239,959	\$1,145,093.86	\$8.62	\$94,856.52	10/1/2020	6/30/2022	637	92.4%	-160
602348	FY20 NDWG 602348	\$605,800	\$578,853.11	\$12,542.85	\$14,404.04	4/13/2020	3/31/2023	1082	97.6%	114
602444	FY20 NDWG 602444	\$187,950	\$34,126.43	\$8,338.50	\$145,485.07	4/13/2020	3/31/2023	1082	22.6%	114
602539	PY21 YOUTH 602539	\$1,108,438	\$857,506.31	\$27,486.55	\$223,445.14	4/1/2021	6/30/2023	820	79.8%	205
602576	PY21 DW 602576	\$282,808	\$272,382.07	\$1,469.86	\$8,956.07	7/1/2021	6/30/2023	729	96.8%	205

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602577	PY21 Adult 602577	\$180,496	\$158,111.61	\$9,379.19	\$13,005.20	7/1/2021	6/30/2023	729	92.8%	205
602655	FY22 Adult 602655	\$850,698	\$652,089.95	\$161,662.60	\$36,945.45	10/1/2021	6/30/2023	637	95.7%	205
602656	FY22 DW 602656	\$1,203,358	\$346,838.26	\$33,085.60	\$823,434.14	10/1/2021	6/30/2023	637	31.6%	205
602780	PY22 Youth 602780	\$1,015,574	\$0.00	\$0.00	\$1,015,574.00	4/1/2022	6/30/2024	821	0.0%	571
602782	PY22 Adult 602782	\$170,966	\$0.00	\$0.00	\$170,966.00	7/1/2022	6/30/2024	730	0.0%	571
	FY23 Adult	\$764,017	\$0.00	\$0.00	\$764,017.00	10/1/2022	6/30/2024	638	0.0%	571
602781	PY22 DW 602781	\$307,251	\$0.00	\$0.00	\$307,251.00	7/1/2022	6/30/2024	730	0.0%	571
	FY23 DW	\$1,220,643	\$0.00	\$0.00	\$1,220,643.00	10/2/2022	6/30/2024	637	0.0%	571
	TOTAL	\$11,803,797	\$6,611,562	\$253,979	\$4,938,256					

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WorkSource DeKalb Funds Expenditure Status as of November 30, 2022

