

WorkSource DeKalb
Board Meeting Agenda
Wednesday, November 20, 2019
6:30 PM-8:30 PM
Commons Restaurant Stone Mountain
CONSENT AGENDA

- I. Call to Order
- II. Welcome
 - ✓ Board Chair and Vice Chair
- III. Establishment of Quorum
- IV. Approval of Minutes (September 25, 2019)
- V. Action Items
 - Finance
 - ✓ Approval of October WSD Finance Report
 - ✓ Transfer \$321k from FY19 Dislocated Worker Grant to FY19 Adult Grant
 - ✓ Transfer \$800k from FY 20 Dislocated Worker Grant to FY20 Adult Grant
 - ✓ Section 2.2.7-Reallocation and Recapture
(*Inter-fund transfer*)
 - Performance and Accountability
 - ✓ Section 1.5- Sanctions
 - ✓ Section 1.7.5- Local Workforce Development Board Vacancies (LWDB)
 - ✓ Section 3.1- One-Stop Policy
 - ✓ Section 3.2.5- Transitioning Service Members (TSM)
- VI. Regional WorkSource Metro Atlanta Updates
John Helton, Executive Director Atlanta Career Rise
- VII. Committee Reports
 - Youth Sub-Committee
 - Performance & Accountability Sub-Committee



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- VIII. Director's Report
- GWLA Update(s)-Deputy Director
 - WorkSource Georgia Academy-Deputy Director
 - NAWB Update
- IX. Public Comments
- X. Closing Remarks/Adjournment
- XI. Next Scheduled Meeting – TBD

WORKFORCE DEKALB BOARD MEETING AGENDA

November 20, 2019

- Call to Order at 6:45 PM – Chair- Timothy Ashmore
- Welcome 6:55 PM – Theresa Austin-Gibbons- Director WSD
- Roll Call & Quorum Certification 7:00 PM – Chair-Timothy Ashmore
 - o A quorum was not reached
 - o Group members in attendance:

Attendance	Member	Attendance	
√	Chair-Timothy Ashmore		WSD STAFF
√	Vice Chair- Jeff Taylor	√	Director-Theresa Austin-Gibbons
√	Aldridge, Diometra	√	Deputy Director- Robert Davis
√	Alli, Naushad	√	Executive Asst.-Denise Davis
	Sadie Dennard	√	Manager-Michelle Jones
√	DeBarr, Dorian		
	Hope Bolden	√	Supervisor- Jasmine Radford
	Connally, Mark	√	Senior Finance-Tawanna Smith-Fenty
	Cody, Shawn	√	Supervisor- Janice Burley-Black
	McMillan, Brianna	√	One Stop-Robert Gordon
√	McBride, Meghan		
√	McClure, Steve		
	McLeroy, TJ		
√	Myrick-Taylor, Dia		GUESTS
	Rogers, Jeff		John Helton
	Stewart, Hank		
	Still, Alan		
√	Karen Lynn Dominy		
√	Townsend, Denise		
√	Paul Camick		
	Yohannes, Helen		

- **Business 7:05 PM Chair -Timothy Ashmore**
 - o Introduction of Executive Committee
 - o Quorum not met
 - o Convened Executive Committee Session
 - o Approval of the September 25, 2019 Meeting Minutes

- **Committee Reports and Action Items**

- **Finance**

- Approval of September 25 meeting minutes
- Approval of October WSD Finance Report
- Transfer \$321K from FY19 Dislocated Worker Grant to FY19 Adult Grant
- Transfer \$800k from FY 20 Dislocated Worker Grant to FY20 Adult Grant
- Section 2.2.7-Reallocation and Recapture (*Inter-fund transfer*)
 - All actions were approved unanimously

- **One-Stop Sub Committee (Performance and Accountability)**

- Approval of September Meeting Minutes
- Section 1.5- Sanctions
- Section 1.7.5- Local Workforce Development Board Vacancies
- Section 3.1- One-Stop Policy
- Section 3.2.5- Transitioning Service Members (TSM)
 - All actions were approved unanimously

- **Youth Sub-Committee**

- **STRIDE updates**
- **HYPE updates**

- **Regional WorkSource Metro Atlanta Updates**

John Helton, Executive Director Atlanta Career Rise

- **Director's Report**

- GWLA Update(s)-Deputy Director
- WorkSource Georgia Academy-Deputy Director
- NAWB Update

- **Public Comments: N/A**

- **Next Scheduled Meeting:**

Executive Committee Meeting, December 18, 2019

- **Adjournment and Announcements 8:50 PM**

WORKFORCE DEKALB BOARD MEETING AGENDA

September 25, 2019

- Call to Order at 11:50AM – Vice Chair-Hope Boldon
- Welcome 11:54AM – Theresa Austin-Gibbons- Director WSD
- Roll Call & Quorum Certification 11:55 AM – Vice Chair-Hope Boldon
 - o A quorum was reached
 - o Group members in attendance:

Attendance	Member	Attendance	
√	Chair-Sadie Dennard		WSD STAFF
√	Co-Chair-Hope Boldon	√	Director-Theresa Austin-Gibbons
√	Aldridge, Diometra	√	Deputy Director- Robert Davis
√	Alli, Naushad	√	Executive Asst.-Denise Davis
√	Ashmore, Timothy	√	Manager-Michelle Jones
	DeBarr, Dorian	√	Supervisor-Jermaine Hampton
	Durham, Shioney		
	Connally, Mark	√	Senior Finance-Tawanna Smith-Fenty
√	Cody, Shawn		Contracts-Lizzie Harrington
√	McMillan, Brianna	√	Supervisor- Janice Burley-Black
√	McBride, Meghan	√	One Stop-Robert Gordon
	McClure, Steve	√	Media-Donnie Cantly
√	McLeroy, TJ		
	Myrick-Taylor, Dia		GUESTS
	Rogers, Jeff		Rashida Carter
√	Stewart, Hank		Catara Moore
	Still, Alan		Erica Slaton
√	Taylor, Jeffrey		Brenda Hankerson
	Taylor, Katerina		David Oliver
√	Townsend, Denise		
√	Watkins, Delmas		
√	Yohannes, Helen		

- **Business 11:40 AM – Vice Chair-Hope Boldon**
 - o Introduction of New Board Members
 - o Approval of the July 24, 2019 Meeting Minutes
 - Passed unanimously
 - Approval of Executive Committee Meeting Minutes
 - Passed unanimously

• Committee Reports and Action Items

- **One-Stop Sub Committee (Performance and Accountability)**
 - Vote to approve meeting minutes from July 24, 2019
 - a. Passed unanimously
 - Case Management Policy & Procedure Policy & Procedure;3.4.1.1 Individual Training Account – TABE Policy & Procedure;3.4.1 Individual Training Account – Limitation of Services Policy & Procedure;3.1 One Stop System & One Stop Criteria Policy & Procedure; Vendor Management – Timeline Policy & Procedure ;Vendor Management – Termination of Services(s)/Contract(s) Policy & Procedure
 - Vote to approve policy (6) amendments
 - a. Passed unanimously
 - Walk on Policy-3.4 Services and Activities (Workmen’s Comp) –policy will be held for amendment for clarity. Policy will return to One-Stop sub-committee for amendment.
 - Discussion to create an ad-hoc committee comprised of board members, to address DeKalb County School System’s performance stats and their implication on WorkSource. A plan will be developed and submitted to DCSD under the new chair’s signature.
- **Youth Sub-Committee**
 - Youth Expenditure Waiver
 - Vote to approve 50/50 Youth Expenditure Waiver (out of school/in school youth). Waiver is in place through June 2020.
 - a. Passed unanimously
- **Finance**
 - Vote to approve Financial Report
 - Vote to approve termination of JFCS Contract for PY18 Adult & Dislocated Worker Services
 - Vote to approve acceptance of \$106K in State Adult Funds from TCSG
 - Vote to approve acceptance of \$181,753.74 in PY19 Youth Funds from TCSG
 - Vote to approve acceptance of \$4000 from DeKalb PIC
 - Vote to approve acceptance of Director and Officers Insurance NTE \$3000 Annually
 - Vote to approve acceptance of Intergovernmental Agreement NTE \$45K (Business Service Representative)
 - Vote to approve acceptance of Integrated Seating (WSD/GDOL) NTE \$60K
 - Vote to approve acceptance of Local Match Support for Human Centered Designed NTE \$25K
 - Vote to approve acceptance of Rocket Camp Funding NTE \$40K
 - Vote to approve acceptance of transfer FY20 Dislocated Worker Funds to FY20 Adult Funds (not to exceed \$1Million)
 - a. All votes were approved unanimously

- **Director's Report**

- SETA Update
- Georgia Pipeline Training, UGA (September 26) Deputy Director
- GWLA, Macon (October 24-25) Chair & Deputy Director
- NAWB Executive Bootcamp Capstone (October 23-24) Director
- Workforce Academy, Jekyll Island (November 12-14) Deputy Director & Supervisor

- **Elections**

- Nominations are made for both Board Chair and Board Vice-Chair. Official ballots distributed. Unanimous vote for Chair –Timothy Ashmore-regional Human Resources Manager, CSM Bakery; a run-off vote was held for the Vice-Chair seat. Jeff Taylor- CEO, Oakhurst Medical Center was elected for this seat.

- **Public Comments : N/A**

- **Next Scheduled Meeting:**
Wednesday, November 20, 2019.

- **Adjournment and Announcements 1:15 PM**

WorkSource DeKalb Finance Sub-Committee Meeting Agenda

Tuesday, November 19, 2019

2:00 PM-3:00 PM

WSD Executive Conference Room

- I. Welcome-Diometra Aldridge
- II. Call to Order
- III. Establishment of Quorum
- IV. Approval of September Meeting Minutes
- V. Action Items
 - ✓ Approval of October WSD Finance Report
 - ✓ Transfer \$321K from FY19 Dislocated Worker Grant to FY19 Adult Grant
 - ✓ Transfer \$800k from FY 20 Dislocated Worker Grant to FY20 Adult Grant
 - ✓ Section 2.2.7-Reallocation and Recapture (*Inter-fund transfer*)
- VI. Updates
- VII. Closing Remarks/Adjourn
- VIII. Next Meeting –TBD

WORKFORCE DEKALB FINANCE MEETING MINUTES
 September 25, 2019

- Call to Order at 10:35 AM – Tim Ashmore
- Welcome 10:36 AM – Theresa Austin-Gibbons- Director WSD
- Roll Call & Quorum Certification 10:40 AM
 - o A quorum was reached
 - o Group members in attendance:

Attendance	Member
✓	Vice Chair-Hope Boldon
✓	Aldridge, Diometra
✓	Alli, Naushad
✓	Ashmore, Timothy
✓	Director-Theresa Austin-Gibbons
✓	Executive Asst.-Denise Davis
✓	Senior Finance-Tawanna Smith-Fenty
✓	Erica Slaton

• **Business 10:35 AM – Vice Chair-Hope Boldon**

- o Approval of the July 24, 2019 Meeting Agenda
 - a. Approved by majority vote
- o Approval of August 2, 2019 Executive Committee Meeting Minutes
 - a. Approved by majority vote

• **Action Items**

- o **Finance Report**
 - Approval of Financial Report- for award activity as of August 31, 2019
 - Approval to terminate JFCS Contract for PY18 Adult & Dislocated Worker Services
 - Approval to accept \$106K in State Adult Funds from TCSG

- Approval to accept \$181,753.74 in PY19 Youth Funds from TCSG
- Approval to accept \$4000 from DeKalb PIC

- Approval of Director and Officers Insurance NTE \$3000 Annually
- Approval of new position-Intergovernmental Agreement NTE \$45K (Business Service Representative)WSD will share this person with Decide DeKalb.
- Approval of Integrated Seating (WSD/GDOL) NTE \$60K
- Approval of Local Match Support for Human Centered Designed NTE \$25K
- Approval of Rocket Camp Funding NTE \$40K
- Approval of Transfer FY20 Dislocated Worker Funds to FY20 Adult Funds (not to exceed \$1Million)
 - All approved by majority vote

Finance Updates

- The following PY 17 & PY18 Grants were totally expensed and closed on 6/30/19: Award 601982, 601962, 601960, 601961, 601972, 601973, 602185, 602139, 601974, 601939)
- [Award 602033] Dekalb County CEO Budget received an additional \$60,000 in July 2019. At the end of the Summer Program July 2019, total remaining balance \$24,737.74 will be utilized for paid remaining CEO Summer Expenditures.
- [Award 602215] is additional funds received for the Youth Hype & Stride program
- [Award 602187] for \$403,000 is a transfer from Dislocated Worker to Adult to assist with employment and training activities.
- WIOA FY18 Adult Program – AFR for \$106,000 is additional funding is for upcoming 2nd cohort in welding.

- **Comments : N/A**
- **Next Scheduled Meeting:** Wednesday, November 13, 2019
- **Adjournment 11:45 AM**



WorkSource DeKalb Board Finance Report Tuesday, November 19, 2019

Award Activity (as of October 31, 2019)

Award	Award Name	Award Period	Budget	Total Grant Expenditures	Outstanding Commitments	Remaining Balance (Uncommitted)
602033	CEO'S SUMMER YOUTH PROGRAM - GF	2019	\$ 415,294.20	\$ 390,550.46	\$ -	\$ 25,111.82
602190	WORKSOURCE DEKALB SNAP 2.0	10/01/18 - 09/30/19	\$ 278,133.47	\$ -	\$ -	\$ 271,439.23
602078	PY18 WIOA ADULT	07/01/18 - 06/30/20	\$ 243,716.00	\$ 236,225.46	\$ 5,361.78	\$ 2,128.76
602079	PY18 WIOA DISLOCATED WORKER	07/01/18 - 06/30/20	\$ 291,521.00	\$ 269,941.28	\$ 9,765.61	\$ 11,814.11
602077	PY18 WIOA YOUTH	04/01/18 - 06/30/20	\$ 1,556,091.00	\$ 1,386,455.36	\$ 91,893.93	\$ 77,741.72
602127	FY19 WIOA ADULT	10/01/18 - 06/30/20	\$ 1,295,376.00	\$ 933,420.04	\$ 272,564.77	\$ 89,391.19
602128	FY19 DISLOCATED WORKER	10/01/18 - 06/30/20	\$ 979,043.00	\$ 440,424.67	\$ 506,316.03	\$ 32,302.30
602187	FY19 DISLOCATED WORKER as Adult	10/01/18 - 06/30/20	\$ 403,000.00	\$ 282,751.58	\$ 115,906.27	\$ 4,342.15
602216	WIOA PY19 ADULT PROGRAM	07/01/19 - 06/30/21	\$ 212,155.00	\$ 65,346.40	\$ 323.14	\$ 146,485.46
602217	WIOA PY19 DSLW PROGRAM	07/01/19 - 06/30/21	\$ 346,482.00	\$ 19,172.07	\$ 336.96	\$ 326,972.97
602208	WIOA PY19 YOUTH PROGRAM	04/01/19 - 06/30/21	\$ 1,402,231.00	\$ 402,827.39	\$ 61,696.11	\$ 937,707.50
602215	WIOA PY17 YOUTH PROGRAM - AFR	07/01/19 - 06/30/21	\$ 250,000.00	\$ 8,367.50	\$ 51,062.50	\$ 190,570.00
TBD	WIOA FY18 ADULT PROGRAM - AFR	07/01/19 - 06/30/20	\$ 106,000.00	\$ -	\$ -	\$ 106,000.00
TBD	WIOA PY18 YOUTH PROGRAM - 3rd Yr	TBD	\$ 181,753.74	\$ -	\$ -	\$ 181,753.74
TBD	WIOA FY20 DISLOCATED WORKER	10/01/19 - 06/30/21	\$ 1,643,920.00	\$ -	\$ -	\$ 1,643,920.00
TBD	WIOA FY20 ADULT PROGRAM	10/01/19 - 06/30/21	\$ 1,131,018.00	\$ -	\$ -	\$ 1,131,018.00

Finance Updates

- WIOA FY18 Adult Program – AFR for \$106,000 is additional funding for an upcoming 2nd cohort (*WorkSource Dekalb Re-Entry Program, in collaboration Dekalb County Sheriff Office and Georgia Piedmont Technical College*).
- WIOA PY18 Youth Program – 3rd Year is additional program funding from TCSG to for the youth program
- WIOA FY20 Adult & Dislocated Worker Program notification was received on November 8, 2019

Inter-funds Transfer Request

Currently, WSD has a waitlist of individuals requesting services since July 2019. Therefore, the following inter-fund transfers are being requested for immediate approval.

- **AWARD 602128:** WSD is requesting to transfer \$321K from the FY19 Dislocated Worker Grant from the terminated JFCS contract to the FY19 Adult Grant. This request will allow WSD to serve additional DeKalb County residents that meet eligibility and suitability requirements. Grant
- **AWARD: TBD** WSD is requesting to transfer \$800K from FY20 Dislocated Worker Grant to FY20 Adult Grant. This request will allow WSD to serve additional DeKalb County residents that meet eligibility and suitability requirements.

2.2.7 RECAPTURE AND REALLOCATION POLICY

Inter-Fund Transfer

A. Reporting:

In order to transfer eligible funds between the Adult and Dislocated Worker streams, WorkSource DeKalb must submit a written request to OWD. This request must be signed by both the Local Board Chair and the WorkSource DeKalb Director or designee (Fiscal Agent). The written request must include a narrative statement documenting the need for the transfer. These requests shall be reviewed by the Deputy Commissioner and a member of OWD Grants team. If approved, OWD shall notify the WorkSource DeKalb Director, Fiscal Agent, and Local Board Chair in writing and provide a draft grant adjustment agreement illustrating the transferred amount and updated grant award totals. Once the draft is approved by WorkSource DeKalb, a final grant adjustment agreement will be issued and executed.

Additional Language to be added

WSD staff will submit a transfer request above fifty percent (50%) of the original grant award to the WSDB Finance Sub-Committee for approval. Once approved by the Finance Sub-Committee, the request will be forwarded to the WSD Board for final approval. Upon approval from the WSD Board, the Director/Deputy Director will submit the transfer request to the DeKalb Board of Commissioners for approval and execution of final documentation by the CLEO.

Transfer requests under fifty percent (50%) of the original grant award will be submitted by the Director to DeKalb Board of Commissioners for approval and execution of final documents by CLEO.

**WorkSource DeKalb
Performance & Accountability Sub-Committee Agenda
Tuesday, November 12, 2019
9:30 a.m.**

- I. Call to Order/Welcome
- II. Establishment of a Quorum
- III. Approval of Minutes
- IV. One-Stop Report
- V. Program Updates
 - ❖ Update on self-directed check-in / kiosks – Robert Gordon, IN THE DOOR; Mark Connally, GDOL
 - ❖ Recap of Diversity, Equity, and Inclusion Training – Robert Gordon, IN THE DOOR
 - ❖ Update on HCDI / Career Rise Project – Chanel Davis, WorkSource DeKalb
- VI. Old Business
 - i. Finalize date for 2020 Returning Citizens Career Expo
 - ii. New proposed date for Wednesday, February 26, 2020
 - iii. Location: Peace Baptist Church in Decatur
- VII. New Business
 - i. New Proposed Workers Comp. Insurance Policy for WEX and OJT – Michelle Jones, WorkSource DeKalb
 - ii. Vote for formal recommendation to the full board
- VIII. Next Meeting: Wednesday, January 15, 2020 at 11am
- IX. Adjournment



WorkSource DeKalb Performance & Accountability

Sub-Committee Meeting Agenda

Wednesday, November 20, 2019

10:00 AM- 11:00 AM

WSD Executive Conference Room

- I. Call to Order/Welcome
- II. Establishment of a Quorum
- III. Approval of Minutes
- IV. One-Stop Report
- V. Action Items
 - ✓ Performance and Accountability
 - a. Section 1.5- Sanctions
 - b. Section 1.7.5- Local Workforce Development Board Vacancies
 - c. Section 3.1- One-Stop Policy
 - d. Section 3.2.5- Transitioning Service Members (TSM)
- VI. Program Updates
 - ✓ Self-directed check-in / kiosks – Robert Gordon, IN THE DOOR; Mark Connally, GDOL
 - ✓ Diversity, Equity, and Inclusion Training – Robert Gordon, IN THE DOOR
 - ✓ HCIDI / Career Rise Project – Chanel Davis, WorkSource DeKalb
- VII. Old Business
 - ✓ Finalize date for 2020 Returning Citizens Career Expo
 - ✓ New proposed date for Wednesday, February 26, 2020
 - ✓ Location: Peace Baptist Church in Decatur
- VIII. Closing Remarks/Adjourn
- IX. Next Meeting-TBD



**One-Stop Partners & Disabilities Sub-Committee Meeting
Wednesday, September 25, 2019 @ 11:00 a.m.**

Members Present

Brenda Hankerson- GDOL
Catara Moore- GVRA
David Oliver- IRC

WSD Staff Present

Robert Gordon
Aaron Fletcher
Seretta Hewitt
Robert Davis
Jermaine Hampton
Michelle Jones
Lizzie Harrington-Cook

Call to Order

Meeting was called to order 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 agenda was made by Brenda Hankerson and seconded by Aaron Fletcher.

Approval of Meeting Minutes (July 24, 2019)

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

Re-cap of Veterans Job Fair

The Veterans Job Fair was held on August 23, 2019 at Peace Baptist Church. The event was a collaboration between *In the Door*, WorkSource DeKalb, GDOL DeKalb Career Center, employment ministry at Peace Baptist Church and One Stop Partners Georgia Piedmont Technical College, AARP, SCSEP, Georgia Vocational Rehabilitation Agency, and Housing Authority of DeKalb County.

The fair included 30 employers, resource providers, and 207 job seekers.

The event was such a great success that Peace Baptist Church wants to host the event again next year.

Disability Awareness Forum & Career Expo

The upcoming Disability Awareness Forum is scheduled for October 23, 2019 here at WorkSource DeKalb. The event includes support from Disability Link with typically 75-100 job seekers in attendance. Guest speakers and panel discussions are also provided during the forum.



The panel discussion occurs first then the forum/Q&A session, the event ends with the resource fair including typically 12 companies. The Verizon Call Center hires a large population of workers with various physical disabilities.

The press release for the Forum & Career Expo will be submitted on Thursday, September 26, 2019 for approval.

Sensitivity Training

Sensitivity training for WorkSource DeKalb, Georgia Department of Labor staff, and program partners will be held during the first week in October preferably October 11th. The training will educate staff on assisting customers with disabilities and the correct language/ terms to use. The schedule for the sessions are 10am-11am and 11am-12pm (tentative).

Assistive Technology training will also be presented to staff and program partners.

All WSD Board members are invited to attend the trainings.

Committee Name Change

The name of the One-Stop Partners & Disabilities Committee will change to "*Performance & Accountability*".

Policies- Michelle Jones

The following policies will be revised and voted on by the WorkSource DeKalb Board:

- Vendor Management & Timeline
- Case Management
- Re-engagement for un-responsive customers
- File Closing/ Exits
- Termination of services and contracts
- One-Stop System
- TABE and Basic Skills Deficiency
- Limitation of Services
- Work Based Learning

Youth 50/50 Waiver- Jermaine Hampton

The purpose of the proposed youth expenditure waiver is to lower the spending requirement on the Out-of-School Youth (OSY) population to 50 percent. (50/50).

This new waiver will provide WSD the ability to serve more in-school youth.

The Youth Sub-Committee has approved the waiver and the WSD Board will vote as well during the next meeting.

Partners Update/ Upcoming Events

Georgia Vocational Rehabilitation Agency- Catara Moore

The Tucker, GA office is in the process of hiring new additional staff to accommodate the increased volume of clients in need of services.

International Rescue Committee- David Oliver

The International Rescue Committee is expanding their services to include opportunities for in-demand occupations such as healthcare, manufacturing, logistics, and transportation.

The agency is also hiring for a second financial coach for their financial literacy program.

GDOL- Brenda Hankerson

The DeKalb Career Center is in the process of testing the new kiosk stations located in the front lobby. During the first month trial period, a DOL representative will remain present in the lobby to assist customers. The new kiosks will help to make processes operate quicker.

WorkSource DeKalb staff are encouraged to inform customers referred to DOL to create an Employ Georgia account in advance.

Next Scheduled Committee Meeting

November 27, 2019

Adjournment: There being no further business. Meeting adjourned at 11:37 a.m.

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	674	158	141	375
October 2019	707	127	138	442
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
Total	1,369	336	282	751

One-Stop Partners Customer Tracking Report												
	Total One-Stop Customer Visits	WorkSource DeKalb (Title 1-WIOA)	GDOL (WPA, TRADE, VET, UJ)	GPTC (CTE)	TCSG (ADULT ED)	GVRA (DISABLED WORKERS)	MTC (JOB CORPS)	AARP (OLDER AMERICANS)	URBAN LEAGUE (CSBG)	DeKalb Juvenile Courts (YOUTH BUILD)	HAJC (HUD)	
July 2019	4,409	718	3,615	31	7	12	1	8	2	0	15	
August 2019	4,142	651	3,418	34	8	9	1	7	2	0	12	
September 2019	4,024	674	3,290	30	6	7	1	6	2	0	8	
TOTAL TOTTR	12,575	2,064	10,323	95	21	28	3	21	6	0	35	
October 2019		707			5	19	1	11	2	0	7	
November 2019												
December 2019												
TOTAL 2Q19	1	707	0	28	5	19	1	11	2	0	7	
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	
TOTAL 3Q19	14,779	3,987	10,426	358	41	35	8	6	9	0	9	
April 2019	3,637	683	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	
TOTAL 2Q19	11,314	2,006	9,182	98	9	9	0	2	6	2	0	
Total PY 2019-2020	12,575	8,743	10,323	95	21	28	3	21	6	0	35	

Policy: Various Policies

■ WSD Policies & Procedure Updates

The following policies below are to be presented to State Workforce Development Board (SWDB) on November 14th.

Section 1.5 – Sanctions: The current version of the policy is not as clear. Consequently, the policy has been reformatted for ease of reading and interpretation. Additionally, the outdated bits regarding performance measures have been deleted. Office of Workforce Development (OWD) still has the discretion to issue sanctions or corrective action for nonperformance, however once we receive more information and guidance from the Federal Government, we will add more specifics regarding sanctions.

Section 1.7.5 – Local Workforce Development Board Vacancies (LWDB): Based on feedback at Georgia Workforce Leadership Association (GWLA), OWD is proposing a change in the State policy regarding local board vacancies. If approved by State Workforce Development Board (SWSB), the timeline will be extended from 60 days to 90 days to fill vacancies. This will not be retroactive.

Section 3.1 – One-Stop Policy: We are proposing updates to the One-Stop policy to include the definitions of Comprehensive and Affiliate sites. We will also be issuing a Workforce Implementation Guide (WIG) after the SWDB meeting regarding the “updated” certification criteria before the deadline which is (June 30, 2020). The actual criteria has not changed, although some of the questions are slightly reworded. We have chosen to issue this as a WIG and it will be available on the website upon release. A formal notice will be sent, once the WIG is effective.

Section 3.2.5 – Transitioning Service Members (TSM): Currently, the policy states “12 months before normal separation,” which could preclude those facing a medical discharge. Technically, a Medical Evaluation Board is not a “normal” separation. The federal guidance indicates that TSM is eligible for Disabled Worker (DW) services if they are facing imminent separation, which they define as “12 months prior to separation or 18 months prior to retirement,” with a dishonorable discharge being the only exception. Given recent DoD guidance to separate anyone non-deployable, LWDAs near military installations will likely see an increase in these types of discharges. The documentation resource guide will be updated to include the Med Board documentation, and Veterans Services Lead. With this change, WSD is better positioned to be able to prepare and serve these individuals as TSM and not wait until they are completely separated.

Section 1.5 – Sanctions:

Office of Workforce Development (OWD) is responsible for ensuring the effective and compliant provision of services and use of funds by the State's Local Workforce Development Areas. As such, and in satisfying oversight requirements, OWD may impose penalties or sanctions for failure by a local board or grant recipient to appropriately oversee the delivery of services and ensure the effective and efficient use of funds. The purpose of the sanctions process is to:

- Ensure accountability of local boards and grant recipients in meeting the needs of the local workforce development system;
- Ensure and/or improve performance in achieving outcome measures;
- Ensure compliance with applicable federal and state laws, regulations, policies, guidance,
- and terms and conditions of applicable awards, contracts, etc.;
- Ensure adequate returns on Georgia's workforce investments; and,
- Support the state in achieving its goals.

To accomplish these responsibilities, OWD may impose conditions or penalties to remedy or mitigate the risk of a sanctionable act or if a local board or grant recipient is determined to be at-risk for noncompliance or nonperformance. Failure to cooperate and comply with OWD's requirements may subject a local board or grant recipient to corrective actions. For the most part, sanctions are separate from corrective actions identified in annual monitoring. However, a failure to complete the corrective actions identified as a result of monitoring may result in the imposition of sanctions.

I. Sanctions Process

A. If it has been determined that a sanctionable act has occurred, OWD will follow the sanctions process described below.

i. Determination

1. Based on information provided by OWD staff, the Assistant Commissioner determines whether a sanction shall be imposed, to include the sanction level and appropriate penalty and/or corrective action.

ii. Notice of Sanction

1. In concert with SWDB, as appropriate, OWD will issue written notice to the board or grant recipient regarding the identified area(s) of concern and the sanction to be imposed. Notice of intent shall include the following information:
 - a. Sanctionable act upon which the sanction is based;
 - b. Sanction status level in which the LWDA is placed;
 - c. Penalty and/or required actions and the effective date of the penalty;
 - d. Timeline for completing the remedial actions and/or penalty;
 - e. Technical assistance contact information from OWD or another entity to assist in completing the require action; and
 - f. Explanation of the appeals process.

2. Written notification shall be sent to the LWDB Chair, CLEO, LWDA executive director or administrative officer, and the grantee's executive leadership.

3. The sanction determination date of notice shall be the date the sanction determination is sent by certified mail. All sanction determinations shall be sent by electronic transmission and by certified mail, return receipt requested.

iii. WSD/WSDB Response to Notice

1. Entities that have been given a Notice of Sanction will have five (5) business days to present OWD with information and documentation that the sanction was issued in error, whether in whole or in part, or to present mitigating evidence to reduce the sanction.

iv. OWD First Level Review

1. OWD will consider the information presented and respond within ten (10) business days to determine if the sanction shall be removed, amended, or remain in place. OWD will notify the LWDA/LWDB and other appropriate parties via electronic transmission of this determination.

2. Any LWDB or grant recipient dissatisfied with OWD's response may file, in writing, a notice of appeal with SWDB within fifteen (15) days of OWD's First Level Review.

v. Corrective Action Phase

1. The specific required actions and timeline shall be determined by OWD and presented in the Notice of Sanction.

2. Some required actions may necessitate additional information or documentation be submitted to OWD. OWD shall notify the board or grant recipient in a timely manner via electronic transmission if additional information is required.

3. A LWDB or grant recipient's failure to complete the corrective actions described in the corrective plan within the specified time limits may result in OWD imposing additional penalties under the policy, elevating the sanction level, and/or withholding grant payments to the LWDB or grant recipient.

vi. Resolution

1. OWD will issue formal resolution to applicable parties once the required corrective actions have been satisfactorily completed.

2. Resolution of a sanctionable act does not necessarily resolve the potential for risk. OWD may assign a higher risk level to a board or grant recipient for the purposes of monitoring after the imposition of a sanction.

II. Appeals Process

A. Appeals Committee

i. Appealed decisions shall be presented to the SWDB Performance and Accountability Committee, which shall recommend a decision to the SWDB Executive Committee for final determination.

ii. Unless an appeal is withdrawn, the SWDB committee shall afford the parties reasonable opportunity for a fair hearing. The committee will determine if the sanction shall be removed, amended, or remain in place.

iii. The parties shall be notified of the Committee's decision, along with supportive reasoning, which shall be deemed to be the final determination.

B. Notice of Appeal

i. A determination establishing a sanction shall be deemed final unless a written appeal is filed within 15 calendar days after the First Level Review. An appeal will be considered timely if postmarked or filed in person within 15 days of the mailing date of the First Level Review.

ii. A Notice of Appeal shall include, but is not limited to, the following:

1. Purpose for the request;
2. Supporting evidence regarding non-concurrence with sanction or occurrence of sanctionable act;
3. Mitigating factors; and
4. Preference for type of hearing (in-person or via teleconference);

iii. A Notice of appeal shall be sent by mail or delivered in person to the address below:

**1. SWDB Performance & Accountability Committee
C/O OWD Compliance Director
1800 Century Pl NE, Suite 150
Atlanta, GA 30345**

C. Notice of Hearing

i. Sanction hearings shall be scheduled promptly and may be conducted in whole or in part by teleconference. The SWDB committee shall determine the time, place, and manner in which appeals shall be conducted.

ii. The notice of hearing shall cite the sections of the policy and procedure pertinent to the appeal and include a general statement of the issues involved. Notice shall be sent to all applicable parties.

iii. If any party anticipates a conflict with possible hearing dates, that party should immediately notify OWD of the date(s) of unavailability. Once a hearing has been scheduled, postponement or continuation of the hearing is within the discretion of the SWDB committee.

1. A postponement of the hearing may be granted upon request showing reasonable cause that will prevent the attendance of a party.
2. In the absence of very unusual circumstances, a business engagement will not constitute good cause for postponement.

D. The Hearing

i. The SWDB committee shall designate an individual responsible for taking minutes of the hearing. These minutes shall be compiled within one (1) week after the hearing and sent to all applicable parties.

ii. If the hearing takes place via teleconference, the record must reflect the consent of the parties to the method of the hearing and that the use of such communications has not jeopardized the rights of any party.

iii. The SWDB committee appointed to hear the appeal shall issue notice of the requirement of good faith of conduct in all hearing proceedings prior to accepting

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testimony and shall conduct the hearing in an orderly manner. The SWDB committee shall develop the record by conducting appropriate inquiries and shall allow each party an opportunity to present its case.

III. Sanction Level

A. OWD may impose penalties on a board or grant recipient based on the following criteria, as appropriate given the totality of the circumstances surrounding the sanctionable act(s):

- i. Severity, nature, duration, and extent of the sanctionable act(s) and/or risk;
- ii. Nature, frequency, and resolution of previous sanctionable acts,
- iii. Mitigating circumstances and efforts to prevent the sanctionable acts such as obtaining technical assistance, training, or other assistance from OWD; and
- iv. Prior year monitoring findings regarding similar acts.

B. Intent to Sanction

- i. While not a formal sanction, OWD may deem it appropriate to issue an "Intent to Sanction" as a warning or when an issue has been identified and impose a technical assistance plan. Failure to complete the requirements of a technical assistance plan may result in a sanction.
- ii. An Intent to Sanction is not eligible for appeal.

C. The following sanction status levels may be imposed, in non-sequential order, as appropriate:

- i. **Level-One Sanctions:** This level is assigned for a relatively less significant failure to perform or comply as determined by OWD. Examples of sanctionable acts associated with a level one sanction include, but are not limited to:
 1. Failure to submit timely and accurate required financial or performance reports;
 2. Failure to respond to official OWD requests for information or documentation;
 3. Failure to implement corrective actions to resolve finding identified during monitoring or desk reviews, including failure to comply with a technical assistance plan developed by OWD;
 4. Failure to sufficiently resolve audit findings or questioned costs within required timeframes;
 5. Failure to submit required annual audits;
 6. Breach of administrative and service contract requirements; or
 7. Failure to retain required service delivery and financial records.
- ii. **Level-Two Sanctions:** This level is assigned for significant failure to perform or comply as required and may result in the imposition of more significant conditions, remedial actions, and/or penalties than those assessed in level one. Examples of sanctionable acts associated with this level may include, but are not limited to:
 1. Multiple infractions that, on their own, would constitute a Level-One sanction;
 2. Failure to rectify a level-one sanction within the time period determined by OWD;

3. Committing a second sanctionable act after the imposition of a Level-One sanction;
4. Failure to observe accepted standards of administration; or
5. Failure to rectify reported threats to health and safety of program participants within 30 days of notice. Rectifying health and safety may include investigating a complaint, taking appropriate corrective actions, or making referrals to appropriate authorities.

iii. Level-Three Sanctions: This level is assigned for an extreme failure to perform or comply as required by OWD, and may result in the imposition of more significant conditions, remedial actions, and/or penalties than those assessed in level two. Examples of sanctionable acts associated with this level may include, but are not limited to:

1. Failure to rectify previous sanctions within the time period determined by OWD;
2. Committing multiple sanctionable acts;
3. Gross negligence;
4. Willful disregard of the requirements of WIOA and other federal and state laws, regulations, policies, guidance, and/or terms and conditions of applicable awards, contracts, etc.;
5. A pattern of mis-expenditure;
6. Incidents of fraud, malfeasance, misapplications of funds, or other serious violations; or
7. Failure to rectify reported threats to health and safety of program participants within 60 days of notice. Rectifying health and safety may include investigating a complaint, taking appropriate corrective action, or making referrals to appropriate authorities.

D. OWD may impose penalties for sanctionable acts listed in this policy.

Notwithstanding the lists of sanctionable acts above, OWD may assign a higher or lower sanction level based on the severity or mitigating circumstances surrounding the sanctionable acts. Additional scenarios that warrant sanctions may include, but are not limited to:

- i. Penalties for Nonperformance: Failure of a LWDB to meet required performance measures.
- ii. Penalties for Failures regarding One-Stop Service Delivery Network: Failure of a LWDB to ensure the continued operation of a One-Stop service delivery network as required by 29 U.S.C. §2841 and the One-Stop system section of this policies and procedures guide including, but not limited to, failure to properly certify and recertify One-Stops may result in the imposition of penalties as provided in this policy. OWD may also withhold payment for any administrative expenses until the LWDB demonstrates to the satisfaction of OWD that all of the required elements of a One-Stop service delivery network are operational.
- iii. Complaints and Reports of Criminal Fraud and Abuse: Pursuant to **20 CFR §667.630**, information and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately through the **Department's Incident Reporting System** to the **USDOL, Office of**

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**Inspector General, Room S5514, 200 Constitution Ave NW,
 Washington, D.C.**

20210, or the corresponding Regional Inspector General for Investigations, with a copy simultaneously provided to the Employment and Training Administration.

E. OWD may impose a higher level of sanction on a board or grant recipient if a sanction is currently imposed when another sanctionable act occurs or is discovered.

IV. Sanctions/Corrective Actions

A. To assist in correcting any deficiencies, a board or grant recipient upon whom a sanction is imposed must enter into a corrective action plan. This plan is developed by OWD and may include, but is not limited to:

- i. Mandatory participation in technical and quality assurance activities;
- ii. Mandatory participation in training;
- iii. Submission of additional or more detailed financial or performance reports;
- iv. Modification of LWDB's local plan;
- v. Appearances at State Workforce Development Board committee or full board meetings by WSD Director, WSDB chair, or other administrative officer to report on activities and progress until performance is satisfactory;
- vi. On-site visits by OWD to perform additional audits or daily operations of a LWDB or grant recipient;
- vii. OWD meetings with the WSD's CLEO, WSDB chair, executive director, contractors, or subrecipients;
- viii. Formal presentation by WSD to CLEO, WSDB, or grant recipient executive leadership regarding OWD-identified areas of concern;
- ix. OWD-appointment of a steward to provide oversight and management in completing the required corrective action plan;
- x. Prohibition against entering into specific contracts or engaging in certain activities without explicit approval of OWD;
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- xi. Prohibition against a LWDB using designated workforce service providers, including state agencies and/or One-Stop Operators;
- xii. Contract cancellation or termination;
- xiii. Determination of disallowed costs and repayment;
- xiv. Issuing notice of "no-draw" status until resolution of issue;
- xv. Payment by reimbursement only, with required supporting documentation;
- xvi. Delay, suspension, or denial of contract payments;
- xvii. Ineligibility for additional discretionary or other funds;
- xviii. Designation as a high-risk area requiring additional monitoring visits;
- xix. Reduction or reallocation of funds: OWD may reduce or de-obligate all or part of funds awarded or may reallocate all or part of funds awarded as a result of noncompliance regarding obligation or expenditure requirements;
- xx. Initiation of suspension or debarment proceedings; or

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xxi. Withholding, suspension, and/or termination of funds: OWD may terminate or suspend funds, in whole or in part, when necessary to ensure the proper operation of the program and ensure the integrity of funds.

B. For repeated sanctionable acts or those that constitute a Level-Three Sanction, OWD may recommend more severe penalties that require approval by the SWDB and/or the Governor. Pursuant to provisions in O.C.G.A. 34-14-1, the SWDB may recommend the Governor:

- i. Issue a notice of intent to revoke approval of all or part of the local plan affected; or
 - ii. Impose a reorganization plan, which may include:
 1. Decertifying the local board involved;
 2. Prohibiting the use of eligible providers;
 3. Selecting an alternative entity to administer the program for the local area involved;
 4. Merging the local area into one or more other local areas; or
 5. Making such other changes as the United States Secretary of Labor or the Governor determines necessary to secure compliance with the provision
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C. More than one corrective action may be imposed in response to one occurrence of a sanctionable act. The corrective actions imposed for one or more occurrences of sanctionable acts may correlate with the sanction level imposed on a board or grant recipient.

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1.7.5 LOCAL BOARD VACANCIES

WSDB shall have board vacancy provisions which stipulate the process whereby a seated WSDB member may make known their intent to discontinue serving as a seated LWDB member. From the date of such notice or from the date a vacancy is created by local policy or LWDB bylaws (e.g., an attendance policy), the LWDB vacancy/vacancies shall be filled within a reasonable time, which shall not exceed ~~ninety~~**sixty (9060)** days from the date of notice. If a vacancy is created by local policy or WSDB bylaws, the vacancy begins at the date of the final action dictated by local policy or LWDB bylaws. For instance, if WSDB's bylaws stipulated that a board member must be removed if they miss four consecutive meetings, then the vacancy begins on the date of the fourth meeting that is missed. Documentation of board vacancy/vacancies must be collected by the LWDA to prove the date that the vacancy began. Examples of acceptable documentation include dated emails or letters from the board member indicating their intent to step down from the board, attendance records from meetings showing consecutive absences, etc.

The CLEO may make any necessary WSDB appointments or reappointments. Any WSDB action taken while WSDB vacancies remain must adhere to local board bylaw provisions related to quorum. Board actions taken outside of ~~ninety~~**sixty (9060)** days of notice of such vacancies or outside of WSDB defined period, whichever is shorter, shall be void unless the LWDB previously requested and received an approved waiver from OWD. Any waiver request must be submitted in writing to OWD's Programs Director and must include an explanation of why the vacancy has not been filled in the defined timeframe as well as a description of the corrective action currently in place to remedy the vacancy/vacancies.

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3.1 ONE-STOP SYSTEM

I. Overview

WIOA creates a comprehensive workforce investment system known as the One-Stop System. The One-Stop System is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and help business find skilled workers.

A. One-Stop System Goals

- i. To increase the employment, retention, and earnings of participants
- ii. To increase occupational skill attainment by participants
- iii. To improve the quality of the workforce
- iv. To reduce welfare dependency
- v. To enhance the productivity and competitiveness of the nation

B. Seven Principles of One-Stop Service Delivery

- i. Streamlining services through better integration
- ii. Empowering individuals
- iii. Offering universal access
- iv. Increasing accountability
- v. Creating a role for the private sector
- vi. Providing flexibility from state partners
- vii. Improving Youth programs

C. The Workforce Innovation and Opportunity Act Includes Five Titles

- i. Title I Workforce Investment Systems
- ii. Title II Adult Education and Literacy
- iii. Title III Workforce Investment-Related Activities
- iv. Title IV Rehabilitation Act Amendments of 1998
- v. Title V General Provisions

II. The One-Stop

A. One-Stop Operators

The One-Stop Operator is responsible for general operation of the One-Stop Center as required in

29 U.S.C. § 2864 (c)(2)(A)), 20 CFR § 463.620(a), and 20 CFR § 361.620(a).

Overall operation of the One-Stop Center includes entering into agreements with the partners collocated in the center; cost allocation plan(s); service mix and flow; planning and monitoring center operations; and coordination with other service providers in the service area.

The One-Stop Operator is also responsible for developing a strategic operations or business plan for the center including the development of a common mission and goals. The One-Stop Operator should ensure that the center is guided by customer needs, customer satisfaction, and customer success. The plan should include strategies for training of center staff to insure integration of service delivery to provide seamless access to services for all customers. The One-Stop Operator must ensure that the core services specified in U.S.C. § 2864 (d)(2) are provided at the center and provide access to the other activities, and that programs provided under WIOA by the mandatory partner programs are available in the area. The One-Stop Operator must ensure that the One-Stop

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Center and services are accessible to all customers including individuals with disabilities

B. One-Stop Partners

i. Required partners are:

1. Programs authorized under Title I of WIOA serving Adults, Dislocated Workers, Youth, and veterans, as well as Job Corps, Native American programs, and migrant and seasonal farm worker programs
2. Programs authorized under the Wagner-Peyser Act
3. Adult education and literacy activities authorized under Title II of WIOA
4. Programs authorized under parts A and B of Title I of the Rehabilitation Act
5. Welfare-to-Work programs authorized under the Social Security Act
6. Senior community service employment activities authorized under Title V of the Older Americans Act of 1965 Postsecondary vocational education authorized under the Carl D. Perkins Vocational and Applied Technological Education Act
7. Trade Adjustment Assistance and NAFTA Transitional Adjustment Assistance authorized under the Trade Act of 1974
8. Local veterans' employment representatives and disabled veterans outreach programs
9. Employment and training activities under the Community Services Block Grant
10. Employment and training activities of the Department of Housing and Urban Development
11. Programs authorized under State unemployment compensation laws

ii. Optional partners may include:

1. Temporary Assistance to Needy Families authorized under the Social Security Act
2. Employment and training programs authorized under the Food Stamp Act of 1977
3. Work programs authorized under the Food Stamp Act of 1977
4. Programs authorized under the National and Community Service Act of 1990
5. Other appropriate federal, state, or local programs

C. Comprehensive One-Stop Centers

Within each LWDA there must be at least one designated **Comprehensive One-Stop Center**. A comprehensive site is a physical location where job seekers and employer customers can access the programs, services, and activities of all required one-stop partners, along with any additional partners as determined by the LWDB. 20 CFR § 678.400(b) lists the federally funded program partners that must provide access to core services, intensive services, training, and participate in the creation and maintenance of One-Stop Centers and systems.

i. At a minimum, a **Comprehensive One-Stop Center** must provide the core services specified

in U.S.C. § 2864 (d) (2) including the following:

1. Determinations of whether individuals are eligible to receive assistance;
2. Orientation to the information and other services available in the One-Stop system;
3. Initial assessment;

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4. Job search and placement assistance;
5. Career counseling;
6. Labor market information;
7. Eligible Training Provider and Local Board program performance;
8. Information relating to the availability of supportive services in LWDA's and referral to such services;
9. Information on filing unemployment compensation;
10. Assistance in establishing eligibility for:
 - a. Welfare-to-work activities authorized under the Social Security Act, 42 U.S.C §603(a)(5) (as added by the Balanced Budget Act of 1997 § 5001) available in the LWDA; and
 - b. Programs of financial aid assistance for training and educational programs that are not funded under this Act and are available in the LWDA; and
11. Follow-up services.
 - ii. One-Stop Centers must also provide access to other programs and activities carried out by the One-Stop partners. Physical co-location of programs is encouraged to the extent possible. Once a site is established, the site must utilize the term "One-Stop" as the common identifier. When selecting the site location, consideration must be given to customer accessibility. The site must be accessible for those disabilities and those who speak languages other than English. A written agreement must detail management of the One-Stop and is to be reviewed upon change in key staff. Co-located partners must have a written agreement or Operating Plan describing roles and responsibilities of each partner at the site. For those who are collaborating partners off-site, roles and responsibilities will be defined in an addendum to the co-located partner agreement. All collaborating partners, those on and off-site, must have the appropriate staff trained in the services provided by other partners, know who the contact person for each partner is, and be able to seamlessly refer clients or participants to the appropriate entity within each partner program. Space must be made available at the site for visiting partner programs whenever feasible. All partners, those on and off-site, must have a resource area available to customers that is staffed, have information on all partners in the local system, and meets customer needs.

The site used for co-location must be accessible for those with disabilities and those who speak languages other than English.

D. Affiliate One-Stop Centers

As described in 20 CFR §678.310, an Affiliate One-Stop is a site that provides access to one or more of the one-stop partners' programs, services, and activities. Affiliate sites may be established in LWDA's to enhance and broaden the impact of the LWDA's service delivery network. As such, an affiliate site does not need to provide access to every required one-stop program. The frequency of program staff's physical presence in the affiliated site will be determined at the local level, and formalized in the MOU.

III. Seamless Service Delivery

The One-Stop network is often described as a "seamless" system of service delivery where information and access to services are available to the customer regardless of the site of original contact. This is accomplished by collaboration of entities responsible for separate

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workforce development funding streams and through integration of programs and resources at the community level. All partners have an obligation to provide core informational services so that individuals may access the One-Stop System regardless of where they enter, including information regarding access or linkages to training services and the programs and activities carried out by One-Stop partners.

IV. One-Stop Certification Process

The Local WDB is responsible for the designation and certification of all comprehensive and affiliate sites. In accordance with 20 CFR §678.800, the State Board, in consultation with the Local WDBs and Chief Local Elected Officials, must develop the minimum criteria and procedures to certify comprehensive and affiliate one-stops throughout the state of Georgia. This criterion must evaluate one-stop centers and the one-stop delivery system for effectiveness as defined in 20 CFR §678.800(a)(2) and shall include, at a minimum, customer satisfaction, physical and programmatic accessibility, and continuous improvement. Local WDBs must complete one-stop certification for each location which provides at least one core program as either a comprehensive or affiliate site based on the criteria set forth by the State Board.

Local WDBs may establish additional criteria.

A. A. The process of certification shall include the following:

- i. At least every two years, the State Board will, in consultation with LWDBs and CLEOs, review and approve the certification criteria and issue One-Stop Certification Guidelines for Local WDBs to complete.
- ii. Local WDBs shall determine any additional certification criteria in addition to the mandated State certification criteria. The Local WDB or appropriate Local WDB committee must meet and vote to add such criteria.
- iii. Based off of the minimum criteria and procedures outlined in the One-Stop Certification Guidelines, Local WDBs or the appropriate Local WDB committee must complete and approve the certification for all one-stops.
- iv. Local WDBs must certify all comprehensive and affiliate one-stop sites at least once every three (3) years.
- v. If a Local WDB is the operator of a one-stop, this site must be certified by the SWDB. Local WDBs must notify OWD staff of this in advance of certification deadline or as otherwise stated by OWD.
- vi. If a one-stop site is unable to be certified, the Local WDB must follow appropriate procedures outlined in the One-Stop Certification guidelines to notify OWD of the failed certification.

B. One-Stop sites must be certified by Local WDBs in order to utilize the state negotiated infrastructure cost formula.

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3.2.5 ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY FOR WIOA AND PRIORITY OF SERVICE

I. ADULT AND DISLOCATED WORKER ELIGIBILITY

A. To be eligible to receive WIOA services as an adult in the adult and dislocated worker programs, an individual must:

1. be 18 years of age or older;
2. be a citizen or noncitizen authorized to work in the United States; and
3. meet Military Selective Service registration requirements (males who are 18 or older and born on or after January 1, 1960, unless an exception is justified).

B. Additional Requirements for Adults.

1. Adults must be either unemployed or underemployed.
2. Individuals who are underemployed include persons who are employed less than full-time and are seeking full-time employment; are employed in a position not commensurate with the individual's demonstrated level of educational attainment and skills; are working full time and meet the definition of low income, according to LWDB policies; or are employed, but whose current job earnings are not sufficient compared to their previous earnings.

C. Additional Eligibility Requirements for Dislocated Workers.

A dislocated worker is an individual who meets one of the following five sets of criteria:

1. The individual:
 - a. has been terminated or laid off through no fault of their own, or has received a notice of termination or layoff from employment;
 - b. is eligible for or has exhausted entitlement to unemployment compensation or has been employed for a duration sufficient to demonstrate attachment to the workforce but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that was not covered under a state's UI law; and
 - c. is unlikely to return to a previous industry or occupation.
2. The individual:
 - a. has been terminated or laid off through no fault of their own or has received a notice of no-fault termination or layoff from employment as a result of any permanent closure of, or any substantial layoff at a plant, facility, or enterprise;
 - b. is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days; or
 - c. for purposes of eligibility to receive services other than training services, career services, or support services, is employed at a facility at which the employer has made a general announcement that such facility will close.

The individual was self-employed (including employment as a farmer, a rancher, or a fisherman) but is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters. This includes individuals working as independent contractors or consultants but not technically employees of a firm.

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4. The individual is a displaced homemaker, as defined in WIOA § 3 (16). A displaced homemaker is an individual who has been providing unpaid services to family members in the home and who:
 - a. is unemployed or underemployed and experiencing difficulty finding or upgrading employment; and
 - b. has been dependent on the income of another family member but is no longer supported by that income; or is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced because of a deployment, a call or order to active duty, a permanent change of station, or the service-connected death or disability of the member.
5. The individual is a separating service member from the Armed Services with a discharge other than dishonorable, the separating service member qualifies for dislocated worker activities based on the following criteria:
 - a. The separating service member has received a notice of separation (e.g. DD214 or Medical Evaluation Board) from the Department of Defense or other documentation showing a separation or imminent separation from the Armed Forces to satisfy the termination or layoff eligibility criteria (These documents must meet the requirement that the individual has received a notice of termination or layoff, to meet the required dislocated worker definition);
 - b. The separating service member is eligible for or has exhausted of unemployment compensation for Ex-service members (UCX); and,
 - c. As a separating service member, the individual meets the eligibility criteria that the individual is unlikely to return to a previous industry or occupation in the military (TEGL 19-16).
6. The individual is the spouse of a member of the Armed Forces on active duty who:
 - a. has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of such member; or
 - b. is unemployed or underemployed and experiencing difficulty finding or upgrading employment.
7. The individual is underemployed, which is defined as:
 - a. A person who was laid off from a previous employer, but has found employment earning wages that are 85% or less of the salary that was paid at the employer of dislocation; and/or
 - b. A person who is in employment that uses significantly less skills or abilities than the job of dislocation and is not commensurate with the individual's demonstrated level of educational attainment.
8. An individual who may have been separated for cause, filed an appeal to UI and was determined to be "no-fault" and eligible for UI (based on that employers contributions) may be eligible as a dislocated worker.
In order to be considered as unlikely to return to a previous industry or occupation, an individual must meet at least one of the following criteria:
 - The individual worked in a declining industry or occupation, as documented on State and locally developed labor market information, such as Georgia Labor Market Explorer, Burning Glass or EMSI. Local high demand, as well as declining occupation, lists must be developed by an appropriate entity, such as the local workforce development board, local Chamber of Commerce, economic development

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agency, a qualified consultant/educational entity, or other valid public use quality source of labor market information.

- The individual has been actively seeking, but unable to find employment in their previous industry or occupation for a period of ninety days or more.
- The individual was “separated” from active military duty under conditions other than dishonorable.
- The individual is the spouse of an active military member and has experienced a loss of employment as a direct result of relocation to accommodate a permanent change in duty station of the spouse.
- Individual worked in an industry or occupation for which there are limited job orders in
- Georgia Labor Market Explorer at the time of eligibility determination, as documented by the LWDA.
- Individual is insufficiently educated and/or does not have the necessary skills for reentry into the former industry or occupation, as documented through an assessment of the individual’s educational achievement levels.
- Individual cannot return to their previous industry or occupation because they have physical or other limitations, which would prevent reentry into the former industry or occupation, as documented by a physician or other applicable professional (e.g.,
- Psychiatrist, psychiatric social worker, chiropractor, etc.).
- Individuals laid off on a temporary basis with a specific return date and/or determined by UI to be attached to an employer (e.g., a leave of absence) do not meet the criteria of unlikely to return to work in a previous industry or occupation.

Boards may establish policies and procedures for use in determining an individual’s eligibility as a dislocated worker, consistent with the definition at WIOA § 3 (15). These policies and procedures may address such conditions as: what constitutes a “general announcement” of plant closing under WIOA § 3 (15)(B)(ii) or (iii) and what constitutes “unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters” for determining the eligibility of self-employed individuals, including family members and farmworkers or ranch hands, under WIOA § 3 (15)(C).

II. SERVICE PRIORITY FOR INDIVIDUALIZED SERVICES AND TRAINING SERVICES

Priority of service is not an eligibility criterion. Priority of service is a means to ensure emphasis providing services to these populations.

Priority for adult services must be given to recipients of public assistance or other low income individuals, with added priority for individuals who are basic skills deficient. Priority applies regardless of funding levels. Individualized career services and training services must be given on a priority basis, regardless of funding levels, to:

- A. Public assistance recipients and other low-income adults; and
- B. Individuals who are basic skills deficient.

Veterans under WIOA § 3 (63)(A) receive priority of service as described in the Jobs for Veterans Act (38 U.S.C. 4215 (2)). Veterans and eligible spouses of veterans who otherwise meet the eligibility requirements for adult programs must receive the highest priority for

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services. TEGL 3-15 references TEGL 10-09 regarding order of priority for veterans and eligible spouses. Priority must be provided in the following order:

- **First**, to veterans and eligible spouses who are also recipients of public assistance, are low income individuals, or who are basic skills deficient. Military earnings are not to be included as income for veterans and transitioning service members.
- **Second**, individuals who are not veterans or eligible spouses who meet WIOA priority criteria.
- **Third**, to veterans and eligible spouses who are not included in WIOA's priority groups.
- **Last**, to individuals outside the groups given priority under WIOA.

While Veterans receive priority through WIOA services, LWDA's and applicable services providers must have a referral process in place for directing Veterans with Significant Barriers to Employment to the Disabled Veterans Outreach Program to ensure the most effect provision of services.

III. LOW INCOME INDIVIDUALS

An individual who meets any one of the following criteria satisfies the low-income requirement for WIOA adult services:

- A. Receives, or in the past six months has received, or is a member of a family that is receiving, or in the past six months has received, assistance through SNAP, TANF, or the Supplemental Security Income (SSI) program, or state or local income-based public assistance;
- B. Is a member of a family with a total family income that does not exceed the higher of –(I) the HHS poverty line; or (II) 70 percent of the USDOL 70% lower living standard income level;
- C. Is a homeless individual, as defined in § 41403 (6) of the Violence Against Women Act of 1994, or a homeless child or youth as defined in § 725 (2) of the McKinney-Vento Homeless Assistance Act;
- D. Receives or is eligible to receive a free or reduced-price lunch under the NSLA
- E. Is a foster youth, on behalf of whom state or local government payments are made; or
- F. Is an individual with a disability whose own income meets WIOA's income requirements, even if the individual's family income does not meet the income requirements of the income eligibility criteria for payments under any federal, state, or local public assistance program.

IV. BASIC SKILLS DEFICIENT

Per 20 CFR 681.290, an individual who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society satisfies the basic skills deficient requirement for WIOA services. In assessing basic skills, Boards must use assessment instruments that are valid and appropriate for the target population and must provide reasonable accommodation in the assessment process, if necessary, for individuals with disabilities.

For an adult, a participant is basic skills deficient if they:

- A. Lack a high school diploma or high school equivalency and are not enrolled in any secondary education; or

Policy: Various Policies

- B. Are enrolled in a Title II Adult Education and Family Literacy Act (AEFLA) program authorized by WIOA and administered by the Education Department (ED); or
- C. Are reading or writing English, or computing or solving problems at or below an 8.9 grade level, according to a TABE assessment.

V. TRANSITIONING MILITARY SERVICE MEMBERS.

Still-active, transitioning military service members may qualify for Dislocated Worker services. While these individuals may be eligible to receive WIOA Dislocated Worker services and funds, they would not be considered 'veterans' for the purposes of DOL reporting or be eligible for Priority of Service.

For the purposes of serving still-active transitioning service members under the "notice of termination or layoff" eligibility criterion, documentation must align with the DOL Data Element Validation (DEV) requirement for "Date of Actual Qualifying Dislocation." Military Personnel are eligible to begin receiving Dislocated Worker Program services upon receipt of discharge orders (Effective Termination of Service "ETS" Orders, or DD-2648-ACAP Transition Checklist, or DA Form 3947 Medical Evaluation Proceedings).

Length of service to qualify an individual for such discharges or separations under WIOA guidance may be as few as one day of service. Qualified individuals can receive services up to 18 months prior to retirement or 12 months before normal separation. If a transitioning service member successfully reenlists into active military duty, then that service member is no longer eligible for services.

VI. ELIGIBILITY FOR TRAINING SERVICES.

Under 20 CFR § 680.210 training services may be made available to employed and unemployed adults who:

- A. are determined (by the one-stop operator) after an interview, evaluation, or assessment and career planning to be:
 - 1. unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or wages comparable to or higher than wages from previous employment through career services,
 - 2. in need of training services to obtain or retain employment leading to economic self-sufficiency or wages comparable to or higher than wages from previous employment, and
 - 3. have the skills and qualifications to participate successfully in training services;
- B. have selected a program of training services that is directly linked to employment opportunities in the planning region or in another area to which the individual is willing to commute or re-locate; and
- C. are unable to obtain grant assistance from other sources to pay the costs of training, including HOPE, Pell, and TAA, or require WIOA assistance in addition to the other sources of grant assistance.

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Resources:

TCSG OWD P/P (<https://tcsgeu.org/worksource/resources-for-practitioners/policies-guidance/>):

- Section 1.5 – Sanctions
- Section 1.7.5 – LWDB Vacancies
- Section 3.1 – One-Stop Policy
- Section 3.2.5 – Transitioning Service Members

DRAFT

**WorkSource DeKalb
Youth Sub-Committee Meeting Minutes
Thursday, January 17, 2019**

Board Member(s) Present

Hank Stewart, The Stewart Foundation
Darrien Moore, Chris180, YouthBuild 180

Committee Member(s) Present

Courtney Dillard, The Leadership Team
Shamsun Nahar, Center for Pan Asian Community Services
Dawn Hoskin, Eckerd/Paxen
Irvin Clark
Meghan McBride
Yari- Mena-Lopez
Jacqueline Johnson (*On behalf of Charla Dean*)
Alayna Sipple
Shani Hall, DeKalb County School District

WorkSource DeKalb Staff

Theresa Austin-Gibbons
Jasmine Carr
Robert Davis
Jermaine Hampton
Seretta Hewitt
Michelle Jones
Denise Kenner
Gina Surgeon

Call to Order/Welcome

Hank Stewart called the meeting to order at 9:02 a.m.

Establishment of a Quorum

A quorum was established.

Approval of Minutes

The November 7, 2018 minutes were reviewed and approved with an addendum to correct the spelling of Irvin Clark's last name on the Committee Member(s) Present Section.

A motion was made by Darrien Moore and seconded by Meghan McBride to accept the minutes.

Board Member(s) Absent

Kim Childs, DeKalb Chamber of Commerce
Tommy Lester, Start Up BF
Michael Romesburg, CVS Caremark
Dia Taylor, CDC

Committee Member(s) Absent

Carey Cook, DeKalb County Juvenile Court
Des Potier, Georgia State University
Chanel Fort, Fortified Learning Solutions
Paula Ferguson, PAXEN/Eckerd
Justin Swartzwelder, CPACS
Quasandria Turner, Goodwill of North Georgia (*)
Dacia Dickey, DeKalb Housing Authority
Sam Fair, Urban League of Greater Atlanta
Paul Camick, DCSD
Mussettee Hill, DeKalb County Office of Youth Services
Sarita Shackelford, Job Corps/MTC
Tamese Strong, Goodwill of North Georgia

PUBLIC NOTICE

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January 17, 2019

**WorkSource DeKalb
 Youth Sub-Committee Meeting Minutes
 Thursday, January 17, 2019**

Finance Report

The financial report was presented to the Youth Sub-Committee by Gina Surgeon. Ms. Surgeon presented the following report:

Award Activity (As of January 15, 2019)

Award	Award Name	Award Period	Budget	Current Balance (Uncommitted)	Admin (Balance)
601962	PY 17 WIOA Youth	04/01/17- 06/30/19	\$1,711,945.00	\$97,566.89	\$41,846.38
602077	PY 18 WIOA Youth	04/01/18-06/30/20	\$1,556,091.00	\$1,556,091.00	

Current Active Grant Spending- PY17

Expense Type	Amount	Percentage of Total Costs
WSD Admin	\$129,348.12	10%
Program Expense*	\$779,381.53	59%
Youth Salaries	\$260,061.69	20%
Participant Training- WSD Internships	\$80,562.50	6%
Participant Training- Vendor Training/ Internships	\$67,805.02	5%
Youth Program Vouchers and Invoices- In Progress	\$255,372.02	
Total YTD PY17 Youth Spending:	\$1,572,530.88	
Available PY17 Funds	\$139,414.12	
Total Grant Award	\$1,711,945.00	

Program Expense includes all expenses to administer youth programs including contracts performance, state agency costs, client use equipment, participant allowances, staff and vendor and training. Please note that this month's report only reflects dollars spent from the PY17 Grant Award. Our November 2018 Committee report spending activity covered all 2018 expenditures from January, from multiple funding sources.

Updates:

Forecasting PY18 Potential for Obligated Expenditures

Youth Program Funds for PY18 that may be obligated as follows to meet the 80% criteria:
 \$450,000.00 RFPs (Financial Literacy, Job Readiness Training, Follow Up Services, Entrepreneurship Training, Business Services Mentoring/ Leadership @\$75,000/RFP)

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\$425,000.00- DeKalb Works (*Work Experience*)

\$303,000.00- HYPE

\$41,000.00- Court IGA (*Position for Court Appointed Youth Case Management*)

\$1,219,000- FY18 Youth Obligations to Date

Finance Report- Additional Comments:

- The RFP process lasts duration of 120 days due to changes in the process.
- The IGA is a program provided by the District Attorney's office, which will serve as a resource for young adults ages 17-24. The program will create an alternative outlet and environment for services instead of visiting a courthouse.

Program planning and details are in progress.

Action Item(s):

Payroll RFP

WorkSource DeKalb is accepting proposals for the provision of Payroll services, for eligible In school and Out of School WIOA program youth participants. The vendor will also coordinate payroll services for youth who participate in the DeKalb County Chief Executive Officer's summer employment program. "*DeKalb Works*"

The selected vendor must have and perform the following duties:

- Vendor must have an array of administration, staff, and software to ensure youth are successfully paid during their Work Experience including year round and summer (*June-August*).
- Vendors will collect and document all time worked on a weekly basis and work with WSD Finance staff to ensure youth are paid timely and efficiently
- Participant Self Service
- Employer Self Service
- Weekly Paid Youth Reports
- Verification Services
- Dashboard Reporting
- Quick Data Entry
- Cloud Services
- Participant Follow-Up and Tracking

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WorkSource DeKalb Youth Sub-Committee Meeting Minutes Thursday, January 17, 2019

Implementing this service will have a positive impact in the following ways:

- Having an efficient payroll process
- Decrease the amount of emergency checks issued and having the DeKalb County payroll department involved

A motion was made by Darrien Moore and seconded by Meghan McBride to accept the Payroll RFP action item.

Business Solutions Unit RFP (*Sector Strategies*)

WSD is issuing the BSU RFP for the purpose of selecting a qualified contractor to provide Business Services for WIOA Adults, Dislocated Workers, and Youth programs under the Workforce Innovation and Opportunity Act.

Proposals must describe how the program will showcase and Implement Sector Strategies utilizing Industry Partnerships High Demand Occupation List and include the following:

- Promote employer involvement in workforce planning and development of workforce solutions
- Integrate Workforce Development with Metro Atlanta Economic Development efforts to enhance business retention and growth.
- Lead efforts to respond to industry and customer needs with sector-based solutions
- Strengthen Metro Atlanta employer connections via the Industry Partnerships for the region to grow work-based learning and non-traditional training opportunities.
- Develop industry partnerships for High Demand Occupations Such As: Aerospace, Construction, Entertainment, Information Technology, Healthcare, Logistics & Transportation, and Advance Manufacturing.

This RFP will help the Business Solutions Team serve over 1500 participants; the extra help is greatly needed. The main focus is small and medium sized businesses. The contract is a cost-reimbursement contract with the option to extend (if applicable).

Estimated Total Funding Available for this RFP:

An amount not to exceed \$150,000

- Adult: \$75,000.00
- Dislocated Worker: \$75,000.00
- Youth: \$75,000.00

A motion was made by Meghan McBride and seconded by Darrien Moore to accept the BSU RFP.

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WorkSource DeKalb Youth Sub-Committee Meeting Minutes Thursday, January 17, 2019

Program Updates

Theresa Austin Gibbons announced a process will be created to ensure all meeting documents are distributed to the committee before the meeting date.

New Staff- WSD

Robert Davis- Deputy Director

Robert Davis serves as the Deputy Director for WorkSource DeKalb. Mr. Davis has experience with business recruitment and incentives from his careers with DCIA and Savannah, GA. Mr. Davis also served in the military.

Jasmine Carr- Youth Employment and Training Supervisor

Jasmine Carr has worked with the University system for 3 years as well as Economic Development and TCSG (*Technical College System of Georgia*). Ms. Carr serves as subject matter expert in the areas of Apprenticeship, Pre-Apprenticeship, and Business.

HYPE Program

The WSD HYPE Program has continued success with cohort 3, which began January 14, 2019 with enrollment of 17 youth. 58 youth are currently enrolled in the Job Readiness Training Program. 28 youth have graduated from the program and classes are maintained at 15-17 students per cohort. The courses focus on areas of behavioral health, dress for success, conflict resolution, interviewing, and life skills.

Commendation is provided to the lead instructor Nikcole Little.

Youth Program Calendar

The new Youth Program Calendar was distributed to the committee. The calendar contains Youth program orientation, HYPE orientation, HYPE Graduation and Summer Employment Program orientation dates for 2019. The calendar will be available on the WorkSource DeKalb website upon approval.

Youth and BSU Snapshot Report

The Youth and Business Solutions Snapshot Report was shared with the committee. There are currently 602 active youth in Geo Solutions. The majority of the active youth requires exiting or involvement in an activity. Exiting youth will decrease caseloads and develop more effective case management. The Youth Case Managers currently have 100-150 youth per case load. The Business Solutions unit have completed 68 Direct/Indirect placements for youth and entered 87 new requisitions.

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Additional Comments from Youth Sub-Committee Members:

- Partner with more churches in the community to help promote youth services and Re-engage the youth.
- Added exposure is needed in DeKalb County regarding the “*Infinite Scholars*” College Scholarship Fair; the majority of the youth attending the fairs are not DeKalb County students.
- The next College Scholarship Fair will be held October 16th and 17th 2019 at New Birth Missionary Baptist Church. Two sessions will be held on both dates (9am-1pm) and (4pm-8pm)
- Mr. Dillard will create registration link for the website
- The School System notifications of the event will begin February 1, 2019.

Summer Youth Employment Program Update

The preliminary approval from the BOC is completed, the final approval from the CEO is expected mid-February 2019. The goal is to recruit 400 youth this summer to participate the program on a first come first serve basis. Mrs. Theresa Austin-Gibbons, Jermaine Hampton, Janice Burley-Black and Linda Johnson from Links and Associates are involved with the planning committee to ensure the program operates efficiently this year. The employee handbooks, work based learning agreements application link, and smart sheet are ready for access upon approval. The dates and application are not available for public access until final approval from the CEO.

Spark Hire

WSD youth staff and the Spark Hire Video Interviewing Software company will host a conference call regarding their system. Spark Hire is an internet based program designed to prep individuals for job interviews. The app provides 3-5 interview questions with 3-5 minutes remaining to answer the questions.

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Additional Announcements

Theresa Austin-Gibbons

Moving forward with the Youth Sub-Committee meetings it would serve as helpful to include the vendors (*CPACS, Urban League, Paxen*) to discuss services and address questions and concerns.

Jermaine Hampton Michelle Jones

- 75% of WIOA funding is required to go towards OSY (*Out of School Youth*). During the school year it serves as difficult to enroll In School youth in an activity. ISY youth recruitment occurs only during the summer.
- Out of School youth who are not eligible for the Youth Program have the opportunity to apply for the adult program.
- The Snap 2.0 program will end January 31, 2019 as a result of the *government shutdown*.
- The open enrollment for the Kaiser Bridge Program has started for WIOA participants. This program offers \$0 co-pay for doctor visits.

Hank Stewart

Mr. Stewart suggested that WSD youth program collaborate with local celebrities and radio stations to increase additional exposure and community outreach.

Courtney Dillard

November is Apprenticeship month, The Apprentice Trade Fair will be held in November; the date is to be announced. Additional details are forthcoming.

Next Scheduled Meeting

The next scheduled meeting – Thursday, March 21, 2019

Adjournment

Hank Stewart adjourned the meeting at 10:20 a.m.

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