

# WorkSource DeKalb Board Meeting Minutes

## Wednesday, April 12, 2023

### In-Person/ZOOM Meeting@10:00 AM

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

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

III. **Call To Order**

- Jeff Taylor called the meeting to order at 10:10 am.

IV. **Action Items**

**Finance Report-Robert Davis**

- Finance report was presented to the Board. (Report as of March 17, 2023) (page 5)
- WSD is on track for expending funds; WSD staff is doing a great job.
- WSD is on track to closing grants June 30, 2023.
- NDWG Grant will be closing soon.
- Quest grant was received in the amount of \$681,000 and Rapid Response Grant \$100,000.
- BOC approved the 1.2 million requests for proposal: \$800,000- Goodwill (Adult and Dislocated Workers), \$400,000- In the Door-1-year contracts

**Quest Grant**

- Quest Grant funds are used for special and unique situations for dislocated workers.
- GDOL has been busy lately
- Rapid Response funds are used for lay-off aversion; business communities need to be aware that WorkSource DeKalb exist.
- Denise Townsend made a motion to accept the finance report, Randi Mason second the motion.

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#### **Approval of Meeting Minutes (December 14, 2022)**

- Mark Connally made a motion to approve the December 14, 2022, meeting minutes, Alan Still second the motion.

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

- The following State Policy Revisions as of February 16, 2023, was presented to the board:
  - Section 3.2.5 (I) (Active Duty) (Should reflect TEGL 10-09)
  - Section 3.2.5 (III): Language was added to the “low-income individuals” section
  - Section 3.4.4 (J): Supportive Services for “Co-Enrolled Participants”
  - Section 4.4.5: Registered Apprenticeship Program
  - Section 3.2.6: Youth Participant Eligibility
  - Section 5.3: National Dislocated Worker Grant Policy
  - January 1, 2023, all states received Rapid Response funding; Section was added in the policy regarding the new funding.
- Frankie Atwater made a motion to accept policy revisions, Hank Stewart second the motion.

#### **Board Nominations- Jeffery Taylor and Robert Davis**

- 22 slots are provided for Board Members; there are currently 16 members on the WorkSource DeKalb Board.
- There should be a total of 22 members serving on the Board.
- Rhonda Thomas from Georgia Power and Dr. Gunter from DeKalb County Schools are 2 eligible candidates. Their resumes will be provided.
- Process: Board members will provide nominations to the CLEO and then decision will be made afterwards.
- Categories for Board members vary based on various industries (Government, Education, Business, and other)
- An Executive Meeting will need to be held to discuss nominations.
- Candidate resumes will be sent to Board members and voting will be scheduled for the next meeting in June.
- Re-elected member Denise Townsend will serve another term on the WSD Board.
- Kristi Cox made a motion to accept Ms. Townsend’s re-election, Alan Still second the motion.

#### **Officer Elections (Chair and Vice Chair)- Jeff Taylor**

- July 2021 Chairperson was elected on, and Jeff Taylor was elected Vice Chair
- Nominating Committee is needed to help with voting for the next WSD Board meeting in June.
- Need By-Laws adjusted and sent to committee members (Focus areas should be quorum, rules, and number of members)
- State requirement for Board membership is 19, DeKalb requirement is 22.
- Numbers can be changed if the minimum requirements are met.

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#### **Approval of Meeting Minutes (Revised- Full Board Approval)**

Frankie Atwater made a motion to approve the December 14, 2023, minutes, Hank Stewart second the motion.

#### **VI. Updates**

##### **RFP Vendor Selection- James Thomas**

- Goodwill and In the Door have been approved to provide services.
  - Goodwill (Adult and Dislocated Worker)
  - In The Door (Youth)
- The next step is completing the contract process.

##### **TCSG Monitoring- James Thomas**

- TCSG monitoring was held March 6<sup>th</sup>- March 10<sup>th</sup>
- Categories being monitored were Financial, Programmatic, and Compliance
- Finance: 0 Findings
- Programmatic Findings: 1 Grievance finding (1 file from 2020 was missing grievance form; out of 1400 files)
- Compliance: 0 Findings
- Corrective Action must be completed within 60 days

##### **Youth Outreach/Recruitment- Tammy Purifoy & Sonia Ladd**

- Youth participant Kendra Robinson completed WIOA training program on March 18<sup>th</sup>. She also attended a special awards ceremony hosted by the Rotary Club of Stone Mountain.
- Kendra received cyber security certification and will be working with the WSD Business Solutions Team to receive full-time employment.
- Target Goal is to establish relationships with all DeKalb County Schools and their Student Advancement Centers.
- WSD Youth Unit is scheduled to visit Columbia High School during the end of April 2023.
- DeKalb Virtual Career Academy Program deadline is extended until April 16<sup>th</sup>. Ages 14-24.
- Suggestion was provided for WSD to create partnerships with the DeKalb Schools Superintendent candidate, Solicitors Office, and Board Chairs.

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

- Performance Report was shared with the Board.
- Colors provided on the report change when numbers change to 90%.
- Numbers below 90% are marked red.
- Employment Q2 percentage is 91.49%
- Employment Q2, Q4, Credential, and Measurable skills gains, are how WorkSource DeKalb is scored.
- The challenging areas for WSD are credentials and measurable skills gain; Students complete training and then they lose contact with WSD.

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

- One-Stop Operator report was shared with the Board.
- DeKalb One-Stop Center is now open; In-Person traffic has increased.
- DeKalb Unemployment rate is 2.8%
- There has been a 50% increase in intake customers and Adult/Dislocated worker enrollment services.
- DeKalb is ranked #1 in the region for intake services.
- In The Door will be hiring additional staff to assist behind the scenes.
- Suggestion: Training vendors should be invited to the One-Stop Partners Meetings; The previous meeting was held on March 2, 2023.
- 4 customers had the opportunity to use the WSD software to assist disabled customers.
- Several job fairs were held at WorkSource DeKalb and the City of Dunwoody.
- The Youth Team will visit the High Schools and speak with students.
- WorkSource Manager and Supervisor Alanna Hicks-King and Patricia Lewis are working to re-design the “check-in” process for customers; merge all information from Mobile Unit and Call Center into one database.
- Annual College Scholarship Program information will be sent to all Board members. (Matthew Smith will send the information via e-mail)
- WorkSource DeKalb Business Solutions Team is working hard with the One-Stop Operator and becoming involved in various outreach activities.
- All departments are working hard, WorkSource DeKalb is a high performing organization.

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

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

- Finance/Performance & Youth Sub-Committee Meetings- June 7, 2023 (10AM-11AM) (Virtual)
- Full WorkSource DeKalb Board Meeting- June 21, 2023 (In-Person/ Hybrid)
- Nominating Committee is needed to meet before the end of May to discuss new Board elections. Jeff Taylor, Alan Still, Kristi Cox, and Frankie Atwater agreed to serve on the committee. Conference Call will be held, Matthew Smith will be the point of contact for coordinating the call.

#### **IX. Adjournment**

- Motion was made by Denise Townsend, to adjourn the meeting, Alan Still second the motion.

*\*Meeting adjourned at 11:49 a.m.\**

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