



## WorkSource DeKalb Board January 25, 2017

### **Members Present**

Tommy Lester, *Startup BFF*  
Jackie Echols, *Georgia Piedmont Technical College*  
Cathy Hardin, *DeKalb Medical*  
Rhonda Briggins-Ridley, *MARTA*  
Michael Romesburg, *CVS Health*  
Jerome Jackson, *IBEW Local 613*  
Kim Childs, *DeKalb Chamber of Commerce*  
Ray Gilley, *Development Authority of DeKalb County*  
Sadie Dennard, *Georgia Power*  
Jacqueline Williams, *DeKalb County DFCS*

### **Members Absent**

Jacqueline Thompson, *Macy's*  
Mike Carow, *Hormel Foods Corporation*  
John Lenz, *LENZ*  
Tony Westly, *Operative Plasterers/Cement Mason*  
Denise Townsend, *United Way of Greater Atlanta*  
Cheryl Gosier, *Georgia Vocational Rehabilitation Agency*,  
Claudette Grant, *Center for Disease Control & Prevention*  
Diane Allen, *GDOL*  
Audrey Turner, *Emory University*  
Hope Bolden, *Integral*

### **Staff**

Sheryl B.C. Stone  
Kala Waran  
India Johnson  
Sandeep Gill  
Roderick Wyatt  
Latanya Lowery  
J. Michelle Jones

### **Guest**

Annessia May, *DeKalb Medical*  
Kristen Laarhoven, *GDOL*

\*According to the WorkSource DeKalb Board By-laws, if a quorum is not established at a board meeting, business may be moved to the Executive Committee for action. Due to a quorum not being established at today's meeting, Action Items were only presented to the Board for discussion. All items were moved to the Executive Committee for approval.

### **Welcome/Greetings - Call to Order**

Chairperson Sadie Dennard called the meeting to order.

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### **Establishment of Quorum**

Ms. Dennard declared a quorum was not established; all items requiring action will be moved to the Executive Committee for action.

### **Approval of Minutes (October 5, 2016)**

A motion was made by Jerome Jackson and seconded by Jackie Echols to approve the October 5, 2016 meeting minutes as presented. The Executive Committee approved unanimously.

### **Committee Reports**

All prior committee meeting minutes were e-mailed to the board for review.

### **Action Items**

#### **Out of School Youth RFP**

The WorkSource DeKalb Board (WSDB), the Youth Sub-Committee, and WorkSource DeKalb are requesting proposals from qualified sources to provide education and/or employment based services for WIOA eligible youth. The purpose of the RFP is to identify appropriate service providers to provide year-round services for the WIOA Youth Program for two (2) years, contingent on an annual funding from the US Department of Labor (USDOL) and evaluation of successful performance. The RFP will be advertised open and competitive via the County's Purchasing and Contracting Department in the next couple of weeks. The RFP consists of 3 options: Job Placement, GED & Job Placement and Occupational Certification. The contract is \$1.9-2M for two years. Board member Tommy Lester will serve on the Out of School Youth RFP Selection Committee.

#### **One-Stop Operator RFP**

As part of the new workforce legislation, WorkSource DeKalb is required to competitively bid the "One Stop Operator". The Board appointed a Procurement Committee to determine the specific scope/role of the One-Stop Operator and to issue the RFP; the RFP should be advertised for about 6 weeks, the selection process may take an additional month. Someone from the Procurement Committee shall serve on the Selection Committee for the Operator RFP. The One-Stop Operator selected must be in place no later than July 1, 2017, with a four (4) year contract. Finance Chair Jerome Jackson will serve on the One-Stop Operator RFP Selection Committee.

#### **Work Readiness Workshops RFP**

An Invitation to Bid (ITB) on the Work Readiness Workshops should be advertised any day now. The Workshops are valued at \$25,000 or less, Purchasing & Contracting does not require a RFP for anything less than \$25,000.

#### **Local and Regional Plan**

The Local Plan and Regional Plan was previously approved by the Board, posted on the

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WorkSource website 30 days for public comments and forwarded to the State for review. Mrs. Stone presented and discussed comments from the State and advised the Board that the vendor will make corrections and clarify information requested. Updates are due back to the State by March 3, 2017.

#### Memorandum of Understanding

The purpose of the Memorandum of Understanding (MOU) is to establish an agreement concerning the services to be performed by WorkSource DeKalb as the One-Stop Operator. WSD will oversee and coordinate the day-to-day operations of WorkSource DeKalb's One-Stop. WSD will serve as a catalyst to develop and maintain a consortium of partner collaborative network of organizations that provide employment, training, and human resource services to individuals and businesses. These organizations, also referred to as partners, share program resources and contribute to the on-going operations of WorkSource DeKalb as outlined in the Resource Sharing Agreements and Memorandum of Understanding. The MOU was presented to the board for review; the MOU must be signed by the Board Chairperson, One-Stop Supervisor and Director of WorkSource DeKalb.

#### Policy Manual

The Board received "Updates to WorkSource DeKalb (WSD) Policies and Procedures Manual". WorkSource DeKalb (WSD) has adopted the Georgia Department of Economic Development, Workforce Division (WFD) policy manual format. By using WFD's format, it will allow us quick reference when new TEGs and/or WIGs are released to make updates to the corresponding WSD policies and procedures manual. There are no new policies to present to the board at this time; current policies have been presented and approved.

#### Infrastructure Funding Guidance

A representative must be identified by March 10, 2017 to serve as group leader for the infrastructure cost renegotiation. The Finance Committee is recommending to the Board that board member, Ray Gilley serve as the leader. Mr. Gilley has served on the State Workforce Board as well as Board Chair.

Due to a quorum not being established, all Action Items were presented to the Board for discussion and moved to the Executive Committee for approval. A motion was made by Jerome Jackson and seconded by Jacqueline Echols to approve the Action Items as presented; approval of the Out of School Youth RFP, One Stop Operator RFP, Work Readiness Workshops RFP, Local and Regional Plan, Memorandum of Understanding, Policy Manual and Infrastructure Funding Guidance; the Committee rendered a unanimous vote of approval.

## **Program Updates**

### **New CEO Notification**

The Board was informed that DeKalb County is currently operating under the leadership of a new CEO, Mr. Michael L. Thurmond. Mr. Thurmond won the DeKalb County CEO Race in November 2016. Mr. Thurmond, an attorney, has previously served as Georgia's labor commissioner and as a member of the state House of Representatives.

### **HDCI Grant**

The Governor's High Demand Career Initiative (HDCI) is an opportunity to evaluate the needs of Georgia businesses and anticipate the jobs of the future. The Georgia Department of Economic Development has partnered with other state agencies that work together to influence education and workforce development to ensure that companies looking to expand or relocate to Georgia have access to a prepared, relevant and skilled workforce.

### **PY15 Monitoring**

The Board was informed that WorkSource DeKalb has received notification that the PY15 Monitoring will be conducted the week of February 13 – February 17.

### **Youth Committee Status**

According to the by-laws, the WSDB shall have a Youth Committee composed of members with special interest or expertise in youth policy. Mrs. Stone expressed the importance of the Youth Committee and informed the board that participation has improved.

### **Public Comments**

N/A

### **Adjournment**

There being no further business, the meeting was adjourned.

**Next Scheduled Meeting: March 22, 2017**

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**Signature – Chief Local Elected Official (CLEO)**

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