

**WorkSource DeKalb Board
January 24, 2018**

Members Present

Sadie Dennard, *Georgia Power*
Cathy Hardin, *DeKalb Medical*
Timothy Ashmore, *CSM Bakery Products*
Darrien Moore, *Chris 180*
Michael Romesburg, *CVS Health*
Hank Stewart, *Hank Stewart Foundation*
Ray Gilley, *Development Authority of DeKalb County*
Kim Childs, *DeKalb Chamber of Commerce*
Jackie Echols, *Georgia Piedmont Technical College*
Jerome Jackson, *IBEW Local 613*
Diane Allen, *GDOL*
Ryan Millsap, *Blackhall Studios*

Members Absent

Shirley Robinson, *Georgia Vocational Rehabilitation Agency*
Denise Townsend, *United Way of Greater Atlanta*
Mitchell Byrd, *IUOE 926*
Audrey Turner, *Emory University*
Bruce Nelson, *RICOH USA, Inc.*
TJ McIeroy, *Zaxby's*
Rhonda Briggins-Ridley, *MARTA*
Tommy Lester, *Startup BFF*
Hope Boldon, *Integral*
Dia Myrick-Taylor, *Centers for Disease Control*

Guest

Robin Cone, *Georgia Vocational Rehabilitation Agency*

Staff

Sheryl B.C. Stone
Sandeep Gill
Michelle Jones
India Johnson
Latanya Lowery
Vickie Nicksion
Robert Gordon, *In the Door (One-Stop Operator)*
Damali Edwards, *In the Door*

Welcome/Greetings - Call to Order

Chairperson Sadie Dennard called the meeting to order.

Committee Reports

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

Establishment of Quorum

Ms. Dennard declared the members present constituted a quorum.

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Approval of Minutes (November 15, 2017)

A motion was made by Cathy Hardin and seconded by Mike Romesburg to approve the November 15, 2017 meeting minutes as presented. The Board approved unanimously.

Action Items

Appointment of Committee Chairpersons

According to WorkSource DeKalb Board By-laws, the Chairpersons of Standing Committees must be appointed by the Chairperson of the Board. Chairperson Sadie Dennard nominated Hank Stewart, Chairperson of the Youth Committee and Cathy Hardin, Chairperson of the Finance Committee; Diane Allen will remain Chairperson of the One-Stop Committee.

Transfer of Funds

With the increase in Adult long-term unemployment, WorkSource DeKalb continues to experience a major shift in providing more services to Adult WIOA participants than Dislocated Workers. However, with the collocation of the Georgia Department of Labor onsite at our office location, there has been an influx of Dislocated Workers seeking work readiness services. Therefore, WorkSource DeKalb requests a funds transfer of \$250,000 from the Adult fund to the Dislocated Worker fund in order to accommodate expenditures associated with this population.

Youth Incentive Policy

The Youth Incentive Policy identifies incentives available to youth participants for activities completed during their youth program participation period. The Board received a PY 2017-Youth Fund-Incentive Overview and Requests Table, listing Incentives, Purpose, Target Audience and Cost/Max. WIOA youth program incentives are used as a tool to encourage ongoing participation and attainment of specific program goals.

A motion was made by Ray Gilley and seconded by Tim Ashmore to approve the Transfer of Funds and Youth Incentive Policy as presented; the Board rendered a unanimous vote of approval.

Policy Update

WorkSource DeKalb (WSD) has recently updated its Policies and Procedure manual due to recent Training and Employment Guidance Letters (TEGL 19-16) received by USDOL and Workforce Implementation Guidance (WIG) received from the WorkSource Georgia. Updates received from WorkSource Georgia can be reviewed on the website at: <http://www.georgia.org/competitive-advantages/workforce-division/worksource-georgia/resources/technical-assistance/>. These guidance letters impact Dislocated Worker Eligibility and Income Eligibility for all Local WorkSource Areas, including WorkSource DeKalb. The two (2) new WIGs were shared with the board for questions or concerns.

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A motion was made by Cathy Hardin and seconded by Tim Ashomre to approve the Policy Update as presented; the Board rendered a unanimous vote of approval.

Dislocated Worker RFP Budget

Previously, the WorkSource DeKalb Board (WSDB), and WorkSource DeKalb requested proposals from qualified sources to provide education and/or employment based services for WIOA eligible clients. After vendor selection, one of the two vendors chosen has realized they are unable to meet the requirements. The RFP will be advertised open and competitive via the County's Purchasing and Contracting Department. More than one vendor may be chosen, however, the contract will not exceed 1M each for Adults and Dislocated Workers.

A motion was made by Darrien Moore and seconded by Mike Romesburg to approve the Dislocated Worker RFP Budget as presented; the Board rendered a unanimous vote of approval.

Increase ITA Funding Levels

The Workforce Innovation and Opportunity Act identifies the Individual Training Account (ITA) as the primary means of providing training to eligible individuals. ITA's are designed to provide education and skills to job seekers who are in need of training, preparing them for employment in occupations. There has not been an ITA funding increase in 11 years. WorkSource DeKalb along with all other local areas would like to increase the current ITA funding levels by \$2,000; increase from \$5,000 to \$7,000 for the first year and \$8,000 to \$10,000 for the second year.

A motion was made by Jackie Echols and seconded by Diane Allen to Increase ITA Funding Levels as presented; the Board rendered a unanimous vote of approval.

Program Updates

One-Stop Operator Report

One-Stop Operators, Mr. Robert Gordon and Ms. Damali Edwards of In the Door LLC, will attend board meetings for updates, questions or concerns. Mr. Gordon shared the One-Stop Partners Monthly Customer Tracking Report which lists all partners and customers served each month.

Returning Citizens Career Expo

A Returning Citizens Career Expo will be held at Georgia Piedmont Technical College, 495 North Indian Creek Dr., Clarkston, GA 30021 on March 7th from 9a.m.-3p.m. This event will feature companies with immediate opportunities available. In addition to the jobs, the event will include schools, non-profit resource providers, and a series of workshops geared toward helping ex-offenders return to work.

Southeastern Employment & Training Association (SETA)

The SETA 2018 Spring Conference will be held March 18-20th at the Peabody Memphis, Memphis, TN.; four WSD staff and 2 board members will be able to attend. SETA provides workforce professionals the opportunity to network and grow professionally. These opportunities are provided through the spring and fall conferences that are hosted annually.

Public Comments

N/A

Adjournment

There being no further business, the meeting was adjourned.

Next Scheduled Meeting: March 28, 2018

Signature – Chief Local Elected Official (CLEO)

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