



**WorkSource DeKalb Board
July 12, 2017**

Members Present

Jerome Jackson, *IBEW Local 613*
Hope Bolden, *Integral*
Tommy Lester, *Startup BFF*
Rhonda Briggins-Ridley, *MARTA*
Michael Romesburg, *CVS Health*
Audrey Turner, *Emory University*
Kim Childs, *DeKalb Chamber of Commerce*
Sadie Dennard, *Georgia Power*
Jackie Echols, *Georgia Piedmont Technical College*
Denise Townsend, *United Way of Greater Atlanta*
Diane Allen, *GDOL*

Members Absent

Jacqueline Thompson, *Macy's*
Mike Carow, *Hormel Foods Corporation*
John Lenz, *LENZ*
Claudette Grant, *Center for Disease Control & Prevention*
Tony Westly, *Operative Plasterers/Cement Mason*
Ray Gilley, *Development Authority of DeKalb County*
Cathy Hardin, *DeKalb Medical*
Jacqueline Williams, *DeKalb County DFCS*
Shirley Robinson, *Georgia Vocational Rehabilitation Agency*

Guest

Debbie Slaton, *Georgia Vocational Rehabilitation Agency*
Tamika Conde, *AARP*
Robert Gordon, *In the Door (One-Stop Operator)*
Damali Edwards, *In the Door*
Monique Cunningham, *DeKalb County Citizen*

Staff

Sheryl B.C. Stone
Kala Waran
India Johnson
Sandeep Gill
Vickie Nicksion

Welcome/Greetings - Call to Order

Chairperson Sadie Dennard called the meeting to order.

WorkSource DeKalb Board
Approved September 28, 2017

Establishment of Quorum

Ms. Dennard declared the members present constituted a quorum.

Approval of Minutes (May 17, 2017)

A motion was made by Michael Romesburg and seconded by Rhonda Briggins to approve the May 17, 2017 meeting minutes as presented. The Board approved unanimously.

Committee Reports

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

Action Items

Policy Update: Work Based Learning

WorkSource DeKalb (WSD) has received updates from the Georgia Department of Economic Development, Workforce Division (WFD) regarding policies. As a result, the following policies in the WorkSource DeKalb's Policy and Procedure Manual have been updated accordingly: Lower Living Standard Income Level, Work-based Learning and Incumbent Worker Training Program. The updated policies were shared and discussed with board members.

A motion was made by Jerome Jackson and seconded by Mike Romesburg to approve the Policy Updates as presented; the Board rendered a unanimous vote of approval.

PY17 Allocations

The board was informed that allocations for PY17 and FY 18 have been received and are up for approval by the board: Adult \$1,696,631.00, Dislocated Worker \$1,858,099.00, Youth \$1,711,945.00 and Rapid Response \$64,862.00.

A motion was made by Hope Boldon and seconded by Diane Allen to approve the Policy Updates as presented; the Board rendered a unanimous vote of approval.

One-Stop Partners Infrastructure Agreement

The One-Stop Partners Infrastructure Agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the WorkSource DeKalb (WSD) One-Stop. All parties agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain WSD's high standard American Job Center network. Each partner received an agreement tailored to their need and services utilized.

WorkSource DeKalb Board
Approved September 28, 2017

A motion was made by Jerome Jackson and seconded by Tommy Lester to approve the One-Stop Partners Infrastructure Agreement as presented; the Board rendered a unanimous vote of approval.

WIOA Youth Services RFQ

Execution of two year contracts for WorkSource DeKalb to administer instructions and services for GED preparation, occupational training, and employment for Out of School Youth via the Workforce Innovation and Opportunity Act (WIOA) grant which is 100% federally funded by US DOL. Urban League of Greater Atlanta, Inc. will provide Occupational Training and Employment and GED Preparation and Employment. Center for Pan Asian Community Services will provide GED Preparation and Employment. Paxen, will provide GED Preparation and Employment; board member Tommy Lester served on the selection committee.

A motion was made by Rhonda Briggins and seconded by Audrey Turner to approve the Youth Services RFQ as presented; the Board rendered a unanimous vote of approval.

Program Updates

DeKalb Works Summer Youth Employment Program

CEO Michael Thurmond and the Board of Commissioners voted to utilize \$250,000.00 from the DeKalb County general budget for the DeKalb Works Summer Employment Program (DWSEP). WorkSource DeKalb has administered the DeKalb Works and the WorkSource DeKalb Year Round work based learning programs simultaneously. Both programs started June 5, 2017 and will conclude July 14, 2017. Participants earn \$9/hour and work up to 20 hours per week for DeKalb Works and up to 35 hours per week for WorkSource year round participants. WorkSource will have served over 300 DeKalb County youth this summer.

One-Stop Operator - Robert Gordon, In the Door

The WorkSource DeKalb Board selected the one-stop operator, In the Door LLC, through a competitive process in accordance with the Uniform Guidance, WIOA and its implementing regulations, and DeKalb's procurement laws and regulations. Mr. Robert Gordon and Ms. Damali Edwards of In the Door LLC were introduced to the board as the new One-Stop Operators. In the Door reports to the board and will attend board meetings for updates, questions or concerns.

One-Stop Certification (Physical Site & Affiliate Site – Mobile Career Center)

The One-Stop Certification guidelines separate the certification process and require LWDBs to complete distinct certification tools for each type of One-Stop. The certification tool was completed by the board at the last board meeting for DeKalb WorkSource. WorkSource DeKalb's single comprehensive one-stop site provides access,



through either physical or electronic presence, to all of the required partners' programs that are present within DeKalb's geographic boundaries. In addition, WorkSource DeKalb chooses to deliver services through an affiliate One-Stop Site via Mobile Career Center. The Mobile Career Center is equipped with thirteen (13) state of the art computer stations. The Mobile Career Center rotates each week from Monday-Thursday at various DeKalb County libraries, employment and community sites.

Partners Memorandum of Understanding & Infrastructure Funding Agreements

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, One-Stop Partners and WorkSource DeKalb Board. WSD will oversee and coordinate the day-to-day operations of WorkSource DeKalb's One-Stop. These organizations, also referred to as partners, share program resources and contribute to the on-going operations of WorkSource DeKalb as described in the Infrastructure Funding Agreement.

PY15 Monitoring Status

The PY15 State Monitoring was held the week of February 13-17th. Previously, all results were shared with the board; 6 findings and 4 observations. Upon submitting corrective actions, final approval is still pending.

Public Comments

N/A

Adjournment

There being no further business, the meeting was adjourned.

Next Scheduled Meeting: September 20, 2017

Signature – Chief Local Elected Official (CLEO)

WorkSource DeKalb Board
Approved September 28, 2017