

**WorkSource DeKalb Board
March 22, 2017**

Members Present

Sadie Dennard, *Georgia Power*
Hope Bolden, *Integral*
Cathy Hardin, *DeKalb Medical*
Rhonda Briggins-Ridley, *MARTA*
Michael Romesburg, *CVS Health*
Audrey Turner, *Emory University*
Kim Childs, *DeKalb Chamber of Commerce*
Ray Gilley, *Development Authority of DeKalb County*
Denise Townsend, *United Way of Greater Atlanta*
Cheryl Gosier, *Georgia Vocational Rehabilitation Agency*
Diane Allen, *GDOL*
Tony Westly, *Operative Plasterers/Cement Mason*

Members Absent

Jacqueline Thompson, *Macy's*
Mike Carow, *Hormel Foods Corporation*
John Lenz, *LENZ*
Tommy Lester, *Startup BFF*
Claudette Grant, *Center for Disease Control & Prevention*
Jerome Jackson, *IBEW Local 613*
Jackie Echols, *Georgia Piedmont Technical College*
Jacqueline Williams, *DeKalb County DFCS*

Staff

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

Welcome/Greetings - Call to Order

Chairperson Sadie Dennard called the meeting to order.

Establishment of Quorum

Ms. Dennard declared the members present constituted a quorum.

Approval of Minutes (January 25, 2017)

A motion was made by Michael Romesburg and seconded by Rhonda Briggins to approve the January 25, 2017 meeting minutes as presented. The Board approved unanimously.

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Committee Reports

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

Action Items

Comprehensive One-Stop Location – 774 Jordan Lane

WorkSource DeKalb (WSD) currently serves as the One-Stop Operator for DeKalb County. As part of the new workforce legislation, WSD is required to competitively bid the “One Stop Operator”; the operator selected must be in place no later than July 1, 2017. Mrs. Stone informed the board that regardless of the vendor selected, the One Stop location will continue to be at WorkSource DeKalb, 774 Jordan Lane.

Georgia Department of Labor (GDOL) Co-location

WorkSource DeKalb and the Georgia Department of Labor will now be housed in the same building as a true one stop shop due to the closing of the GDOL Toco Hill location. In an effort to streamline employment and community services, WorkSource DeKalb will partner with various entities such as, but not limited to, the Georgia Department of Labor, DeKalb Housing Authority, the Technical College System of Georgia, and AARP to provide employment and community services to DeKalb County residents. Through this collaboration, WorkSource DeKalb will truly be a comprehensive One-Stop Center. DeKalb County residents will be able to visit WorkSource DeKalb, located at 774 Jordan Lane, Building 4, Decatur, Georgia 30033, to receive non-duplicated services from both WorkSource DeKalb and Georgia Department of Labor that address educational, employment, unemployment insurance, and social service needs.

High Demand Career Initiative (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; one application per region for up to \$250,000 over a two year period. The three priority sectors for region 3 are Healthcare, Information Technology, and Logistics.

MOU Template

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. WSD will serve as a catalyst to develop and maintain a consortium of partner collaborative network of organizations that

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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 template was presented to the board for review; the MOU must be signed by all One-Stop partners, Board Chairperson and the Chief Local Elected Official.

Youth Stipend

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

Youth Rock EXPOsed Budget

WorkSource DeKalb will host its 2017 “Youth ROCK! EXPOsed,” April 3-4 from 9 a.m. to 4 p.m., located at Georgia Piedmont Technical College Conference Center. Youth ROCK! EXPOsed is a career readiness event that will highlight career choices in Film/TV and Digital Media. The free event will also prepare DeKalb County youth for summer employment opportunities with workshops such as resume writing, dressing for success, effective communication and entrepreneurship. Attendees also can participate in a job fair and gain assistance researching scholarships. The proposed budget for this event is \$11,000.00.

Policies

The Board received updates to WorkSource DeKalb’s (WSD) Policies and Procedures due to a recent audit. The board received updates to the following policies: Providing Notice of Equal Opportunity and Nondiscrimination, Cost Allocation Plan & Costs Pools, Bank Reconciliation Policy (DeKalb County), General Eligibility Determination Process and Prepaid Policy & Procedure.

A motion was made by Ray Gilley and seconded by Michael Romesburg to approve the Action Items as presented; the Board rendered a unanimous vote of approval.

DeKalb Medical On-the-Job Training (OJT)

The DeKalb Medical Patient Care Technicians (PCT) On the Job Training provides reimbursements to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT training can assist employers who are looking to expand their business and who need

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additional staff trained with job specific skills. DeKalb Medical will receive up to 50% of the wage rate of OJT trainees to help defray personnel training costs. Mrs. Stone asked the board to approve up to \$150,000.00 a year for the DeKalb Medical Patient Care Technician OJT.

A motion was made by Audrey Turner and seconded by Michael Romesburg to approve the DeKalb Medical OJT as presented; the Board rendered a unanimous vote of approval. *Board member Cathy Hardin was excused from the meeting during the DeKalb Medical OJT discussion/vote.*

Program Updates

PY15 Monitoring

The PY15 State Monitoring was held the week of February 13-17th. The results from the monitoring were 6 findings and 4 observations. Mrs. Stone reviewed the findings and observations with the board.

Data Validation

The State Data Validation was scheduled for March 20-22, 2017. The validation is currently being conducted at this time and is scheduled to end today.

Partners Negotiation Meeting

The Workforce Innovation and Opportunity Act (WIOA) requires co-location of partners for the one-stop delivery system. WorkSource DeKalb is the Comprehensive One Stop Site for DeKalb County. A meeting was held on 3/2/17 to discuss and negotiate DeKalb's One-Stop Service Delivery, inclusive of co-location schedules, direct linkages, infrastructure cost and other shared cost. Each partner was asked to bring infrastructure budgets of respective programs to determine a methodology for fair and equitable contribution to the comprehensive one stop's infrastructure. The next negotiation meeting is scheduled for April 4, 2017. Also, Ray Gilley, President of Development Authority of DeKalb and a WorkSource DeKalb Board Member, is the designated group leader and convener.

DeKalb Works Summer Internship Program

DeKalb County CEO Michael Thurmond and WorkSource DeKalb have partnered to launch "DeKalb Works," a summer internship program that pairs more than 300 DeKalb residents ages 14 to 24 with private and public sector employers. Before beginning their internships, participants will complete interviews and career-readiness training. The program runs June 5 through July 14. WorkSource DeKalb will provide intern training prior to the start of work assignments and cover all intern payroll and workers

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compensation.

SETA Conference – One-Stop Operator Competition and Infrastructure Cost

Mrs. Stone attended the SETA Conference on September 19th. Speakers at the conference provided updates and insight to SETA spring conference attendee's on the One-Stop Operator Competition and Infrastructure Cost

Executive Committee Meeting April 13th

The Executive Committee has general supervision of the affairs of the Board in the intervals between board meetings. An Executive Committee meeting will be scheduled for April 13th due to items needing approval before the next meeting in May.

2017 Georgia WIOA Convening July 19-20th

The Board was asked to save the date for the 2017 Georgia WIOA Convening, July 19-20, 2017 at Infinite Energy Arena, 6400 Sugarloaf Pkwy, Duluth, GA 30097. More details to come.

Public Comments

N/A

Adjournment

There being no further business, the meeting was adjourned.

Next Scheduled Meeting: March 22, 2017

Signature – Chief Local Elected Official (CLEO)

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