

**DeKalb Workforce Development Board**  
**May 25, 2016**

**Members Present**

Cathy Hardin, *DeKalb Medical*  
Jackie Echols, *Georgia Piedmont Technical College*  
Sadie Dennard, *Georgia Power*  
Hope Bolden, *Integral*  
DePriest Waddy, *United Way of Greater Atlanta*  
Jerome Jackson, *IBEW Local 613*  
L. Lamont Wise, *Urban League of Greater Atlanta*  
Ray Gilley, *Development Authority of DeKalb County*  
Jacqueline Williams, *DeKalb DFCS*  
Tommy Lester, *Startup BFF*  
Rhonda Briggins-Ridley, *MARTA*  
Marcia Blanding, *Georgia Vocational Rehabilitation Agency*  
John Lenz, *LENZ*  
Michael Romesburg, *CVS Health*  
Jacqueline Thompson, *Macy's*

**Members Absent**

Audrey Turner, *Emory University*  
Mike Carow, *Hormel Foods Corporation*  
Tony Westly, *Operative Plasterers/Cement Mason*  
Claudette Grant, *Center for Disease Control & Prevention*  
Kim Childs, *DeKalb Chamber of Commerce*  
Keethe Moore, *Dart Container Corporation*

**Staff**

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

**Guest**

Cynthia Edwards, *Georgia Piedmont Technical College*  
Katherine Hilliard, *Macy's*  
Lori Barkster, *GDOL (Diane Allen)\**  
Talina Landestoy, *DeKalb County Drug Court*  
Wilbur Jordan, *DFCS (SNAP)*

*\*A proxy representative may be designated by the board member to participate in discussion, but does not exercise proxy authority (no voting).*

**Welcome/Greetings - Call to Order**

Chairperson Sadie Dennard called the meeting to order.

**Establishment of Quorum**

Sadie Dennard declared the members present constituted a quorum.

DeKalb Workforce Development Board  
Approved July 13, 2016

# Language Assistance/Babel Notice

**IMPORTANT!** This document contains **important information** about your rights, responsibilities and/or benefits. It is critical that you understand the information in this document, and we will provide the information in your preferred language at no cost to you. **Call WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** for assistance in the translation and understanding of the information in this document.

## Spanish

**¡IMPORTANTE!** Este documento contiene **información importante** sobre sus derechos, responsabilidades y/o beneficios. Es importante que usted entienda la información en este documento. Nosotros le podemos ofrecer la información en el idioma de su preferencia sin costo alguno para usted. **Llame al WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** para pedir asistencia en traducir y entender la información en este documento.

## Chinese - Traditional

**重要須知!** 本文件包含**重要資訊**，事關您的權利、責任，和/或福利。請您務必理解本文件所含資訊，而我們也將使用您偏好的語言，無償為您提供資訊。請致電 **WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** 洽詢翻譯及理解本文件資訊方面的協助。

## Vietnamese

**LƯU Ý QUAN TRỌNG!** Tài liệu này chứa **thông tin quan trọng** về quyền hạn, trách nhiệm và/hoặc quyền lợi của quý vị. Việc hiểu rõ thông tin trong tài liệu này là rất quan trọng, và chúng tôi sẽ cung cấp miễn phí cho quý vị thông tin này bằng ngôn ngữ mà quý vị ưa dùng. **Hãy gọi WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** để được hỗ trợ về việc thông dịch và hiểu thông tin trong tài liệu này.

## Tagalog

**MAHALAGA!** Naglalaman ang dokumentong ito ng **mahalagang impormasyon** tungkol sa iyong mga karapatan, responsibilidad at/o benepisyo. Napakahalaga na nauunawaan mo ang impormasyong nakapaloob sa dokumentong ito, at ibibigay namin nang libre ang impormasyon sa pinili mong wika. **Tumawag sa WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** upang humingi ng tulong sa pagsasaling-wika at pag-unawa sa impormasyong nasa dokumentong ito.

## French

**IMPORTANT!** Le présent document contient **des informations importantes** sur vos droits, vos responsabilités et/ou vos avantages. Il est essentiel que vous compreniez les informations figurant dans ce document, et nous vous fournirons gratuitement les informations dans la langue de votre choix. **Appelez au WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** pour obtenir de l'aide pour la traduction et la compréhension des informations contenues dans le présent document.

## Haitian Creole

**ENPÒTAN!** Dokiman sa a gen **enfòmasyon enpòtan** ladan konsènan dwa, responsablite ak/oswa avantaj ou yo. Li ap vrèman enpòtan pou ou konprann enfòmasyon yo ki nan dokiman sa a, epi n ap ba ou enfòmasyon sa yo nan lang ou prefere a gratis. **Rele WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** pou jwenn asistans pou tradui ak pou konprann enfòmasyon ki nan dokiman sa a.

## Portuguese

**IMPORTANTE!** Este documento contém **informações importantes** sobre os seus direitos, responsabilidades e/ou benefícios. É essencial que compreenda as informações constantes neste documento, as quais disponibilizaremos, gratuitamente, na língua à sua escolha. **Contacte o número WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** para solicitar ajuda para traduzir e compreender as informações contidas neste documento.

## Arabic

**مهم!** يحتوي هذا المستند على **معلومات مهمة** حول حقوقك ومسؤولياتك و/أو فوائدها. من الأهمية بمكان فهم المعلومات الواردة في هذا المستند، وسنوفر المعلومات بلغتك المفضلة دون تحميلك أي تكلفة. **اتصل على الرقم WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** للحصول على مساعدة في ترجمة المعلومات الواردة في هذا المستند وفهمها.

## Russian

**ВАЖНО!** В настоящем документе содержится **важная информация** о ваших правах, обязанностях и/или преимуществах. Крайне важно, чтобы вы поняли информацию, содержащуюся в данном документе, а мы бесплатно предоставим вам эту информацию на выбранном вами языке. **Позвоните по телефону WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** для получения помощи в переводе и понимании информации, содержащейся в данном документе.

## Korean

**중요!** 본 문서는 귀하의 권리, 책임 및/또는 이익에 관한 **중요한 정보**를 포함하고 있습니다. 귀하가 본 문서에 있는 정보를 이해하는 것은 대단히 중요하며, 귀하가 원하는 언어로 정보를 제공받으실 수 있습니다. **WorkSource DeKalb at (404) 687-3400/[www.worksourcedekalb.org](http://www.worksourcedekalb.org)** 로 전화하여 본 문서에 있는 정보의 번역 및 이해를 위해 도움받으시길 바랍니다.

### **Approval of Minutes (March 23, 2016)**

A motion was made by Ray Gilley and seconded by Rhonda Briggins-Ridley to approve the March 23, 2016 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**

#### **Acceptance of Youth Funds**

The Youth Funds notification in the amount of \$1.9m has been received; the notification was shared with the Board for approval to accept the funds.

#### **Youth Work Experience**

DeKalb Workforce Development has budgeted for \$400,000 in the 2016 Summer Youth Employment Program. Previously, the youth have worked up to twenty-five (25) hours per week, for up to an eight (8) week period. Both the Finance Committee and Youth Committee have approved and forwarded to the Board for approval to increase the work hours up to 35 hours per week and increasing pay from \$8.00 to \$9.00 hourly, year round.

#### **SNAP Grant**

Georgia has received a \$15 million dollar grant award to offer nontraditional employment and training (E&T) services to SNAP participants. The goal is to strengthen Georgia by providing individuals and families access to services that promote self-sufficiency and independence. The SNAP Works Program projects to reduce dependency and increase work effort; SNAP participants must go to school or work. As a participant, DeKalb Workforce will receive \$765,000.00 for three years to facilitate education and training to participants.

A motion was made by Mike Romesburg and seconded by Ray Gilley to accept Youth Funds, Youth Work Experience and SNAP Grant as presented. The Board approved unanimously.

### **Policy Updates**

The Board received the following updated policies: WIOA Relocation Assistance, Complaints, Recapture and Reallocation, Local Leadership Appointments and Contact, Pre-Award Review and Risk Evaluation and Supportive Services. All policies were presented and discussed extensively. The updated policies were shared at the State Workforce Board Meeting and now presented to the local board; all are compliant with State policy and reflect federal cost principles.

A motion was made by Jerome Jackson and seconded by DePriest Waddy to approve the Updated Policies as presented. The Board approved unanimously. DeKalb Policy Manual

DeKalb Workforce Development Board  
Approved July 13, 2016

and By-Laws were updated accordingly.

### **Program Updates**

#### **WIOA Working Group Procurement Guidance**

The Board received the One-Stop Funding and Procurement Working Group Recommendations for One-Stop Operator Procurement. The procurement guidance includes requirements for introduction and background information, procurement procedures, requested documentation and criteria.

#### **State Unified Brand**

The State Workforce Development Board is tasked with overseeing the Governor's state workforce development initiatives. Their guidance is essential to sustaining Georgia's competitive advantage nationwide in terms of workforce. The Board has decided on a "State Unified Brand". To provide immediate brand recognition, each area will use the same logo with the areas name listed on the logo; possible designs were shared with the board.

#### **Dislocated Worker RFP \$1M**

DeKalb Workforce Development is requesting proposals from qualified sources to provide career and training services for WIOA eligible dislocated workers. The purpose of the RFP is to identify appropriate service providers to provide employment and training services for the Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program for three (3) continuous years, contingent upon annual funding from the US Department of Labor (USDOL) and evaluation of successful performance. Board member Tommy Lester is serving on the selection committee and could only disclose that there are only two bids.

#### **Regional & Local Plan Update**

The Regional Plan provides the framework for local areas to define how their workforce development systems will achieve the purpose of the Workforce Innovation and Opportunity Act (WIOA). WIOA provides designated regions and local workforce areas the responsibility and opportunity to develop employment and training systems tailored specifically to regional economies. As discussed during the March 23, 2016 DeKalb Workforce Development Board Meeting, DeKalb, along with the four (Atlanta, Cobb, Fulton and Atlanta Regional Commission (ARC)) other metro-Atlanta workforce development areas, are required to develop a regional plan for the Atlanta region. Also, we are required to update/revise our local plan for each of our respective local areas. In doing so, the five metro Atlanta workforce areas are working with Camoin Associates to meet these deliverables.

Executive Committee Meeting (week of June 27<sup>th</sup>)

The anticipated completion date of the Regional and Local Plan updates is the week of June 27<sup>th</sup>. We are requesting the Executive Committee to be available for review of the

Regional and Local Plan draft for comments/input. Upon review by the Executive Committee, the plans will be available on our website 30 days for public comments.

Southeastern Employment & Training Association Conference (SETA)

The 2016 Southeastern Employment & Training Association Fall Conference will be held September 25-28 at the Beau Rivage, Biloxi, MS.; four DWD staff and two-three board members are 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: July 13, 2016**

---

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

DeKalb Workforce Development Board  
Approved July 13, 2016