



**WorkSource DeKalb Board
May 17, 2017**

Members Present

Jerome Jackson, *IBEW Local 613*
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*
Jackie Echols, *Georgia Piedmont Technical College*
Claudette Grant, *Center for Disease Control & Prevention*
Diane Allen, *GDOL*

Members Absent

Jacqueline Thompson, *Macy's*
Mike Carow, *Hormel Foods Corporation*
John Lenz, *LENZ*
Tommy Lester, *Startup BFF*
Tony Westly, *Operative Plasterers/Cement Mason*
Sadie Dennard, *Georgia Power*
Denise Townsend, *United Way of Greater Atlanta*
Jacqueline Williams, *DeKalb County DFCS*

Guest

Shiona Durham, *Georgia Vocational Rehabilitation Agency*

Staff

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

Welcome/Greetings - Call to Order

Co-Chair Hope Boldon called the meeting to order.

Establishment of Quorum

Ms. Boldon declared the members present constituted a quorum.

Approval of Minutes (March 22, 2017)

A motion was made by Ray Gilley and seconded by Rhonda Briggins to approve the March 22, 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.

An Executive Committee Meeting was held on April 13, 2017. Minutes containing the action items approved at the meeting were forwarded to the board for review and approval. A motion was made by Cathy Hardin and seconded by Diane Allen to approve the Executive Committee minutes as presented. The Board approved unanimously.

Board Activity – One Stop Certification

Local Workforce Development Boards (LWDB) must complete one-stop certification for each location under consideration for status as either a comprehensive or affiliate site. Sites must be certified by the LWDB in order to utilize their locally negotiated infrastructure cost agreement. Comprehensive and Affiliate one-stops must be certified no later than June 30, 2017.

Board members were split up into three groups to evaluate the one-stop on the following categories: Customer Flow of Services, Memorandum of Understanding, Operational Details, the WorkSource Georgia Branding Identifier, Customer Satisfaction, Continuous Improvement, and Accessibility and Equal Opportunity Certification. WorkSource Georgia's One-Stop Certification is comprised of the listed categories which evaluate the one-stop for effectiveness. Upon completion of the group discussions, the entire board reconvened and shared pertinent information.

Action Items

One-Stop Certification

WorkSource DeKalb (WSD) currently serves as the One-Stop Operator for DeKalb County. Regardless of the vendor selected, the One Stop location will continue to be at WorkSource DeKalb, 774 Jordan Lane. The One-Stop Delivery System is primarily composed of Comprehensive One-Stops that provide access to all of the required partner programs present within the Local Workforce Development Area (LWDA) and Affiliate One-Stops. The 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 today for DeKalb WorkSource. A motion was made by Ray Gilley and seconded by Claudette Grant to approve the One-Stop Certification completed by the board as presented. The Board approved unanimously.

Youth Workplace Fundamentals Training

The proposed Youth Workplace Fundamentals Training is the result of conversations and meetings between key personnel from DeKalb WorkSource and Emory Continuing Education. The goal of this proposed training program will be to provide the Youth Services participants with behavioral and professional guidelines aimed at helping the participant

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assimilate into the corporate environment. There will be approximately 150 to 200 participants in the Youth Services Summer Internship Program, cost not to exceed \$1,500 per participant for a 1-2 day training. Some are attending school (high school/college) and many are not in school – but all are not working, and may have never worked in a corporate environment. A motion was made by Ray Gilley and seconded by Cathy Hardin to approve the Youth Workplace Fundamentals Training as presented. The Board approved unanimously.

Program Updates

Youth RFQ

The selection committee for the Youth RFQ will meet this Friday, May 19, 2017. Vendors may communicate qualifications; however, the budget has not been disclosed to vendors at this time. The selection committee will make recommendations after review on May 19th. All guidelines were not followed on the previous RFP therefore deemed unresponsive.

Partner Negotiations

One-Stop partners have met to identify solutions to meet the federal requirements of being a participating partner of DeKalb’s Comprehensive One Stop and their contribution to the Service Delivery of the One Stop via infrastructure and shared costs. A Partners Shared Services and Delivery Methods matrix has been completed and helps the partners identify resource sharing opportunities to decrease duplication of services. Partners also completed a schedule that lists each partner’s availability at the one-stop; full time, part time or direct linkage. The “draft” MOU was shared with the partners and a request was made for feedback. The purpose of the Memorandum of Understanding (MOU) is to establish an agreement between the partners concerning the services to be performed by WorkSource DeKalb as the One-Stop Operator, One-Stop Partners and WorkSource DeKalb Board.

Youth Summer Employment

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. WorkSource will serve over 300 DeKalb County youth this summer.

Public Comments

N/A

Adjournment

There being no further business, the meeting was adjourned.

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Next Scheduled Meeting: July 12, 2017

Signature – Chief Local Elected Official (CLEO)

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