

**WorkSource DeKalb Board
May 23, 2018**

Members Present

Sadie Dennard, *Dennard Management Group*
Darrien Moore, *Chris 180*
Jackie Echols, *Georgia Piedmont Technical College*
Michael Romesburg, *CVSHealth*
Hank Stewart, *Hank Stewart Foundation*
Tommy Lester, *Startup BFF*
Denise Townsend, *United Way of Greater Atlanta*
Shioney Durham, *Georgia Vocational Rehabilitation Agency*
Audrey Turner, *Emory University*
TJ Mcleeroy, *Zaxby's*
Hope Boldon, *Integral*
Ryan Millsap, *Blackhall Studios*
Ray Gilley, *Development Authority of DeKalb County*

Members Absent

Rhonda Briggins-Ridley, *MARTA*
Diane Allen, *GDOL*
Mitchell Byrd, *IUOE 926*
Dia Myrick-Taylor, *Centers for Disease Control*
Timothy Ashmore, *CSM Bakery Products*
Cathy Hardin, *DeKalb Medical*
Kim Childs, *DeKalb Chamber of Commerce*
Mike Bell, *IBEW Local 613*
Bruce Nelson, *RICOH USA, Inc.*

Guest

Mark Connally, *GDOL*
John Bayaliss, *MARTA*
Alex Fogel, *RICOH*
Ms. Cunningham

Staff

Theresa Austin-Gibbons
Michelle Jones
Latanya Lowery
Damali Edwards, *In the Door*

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 (March 28, 2018)

A motion was made by Jacqueline Echols and seconded by Hope Boldon to approve the

March 28, 2018 meeting minutes as presented. The Board approved unanimously.

WorkSource DeKalb Board
Approved July 25, 2018

Committee Reports

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

Damali Edwards discussed the process of Partners Remote Access via video and Partner to Partner referral tracking. Minutes from the One-Stop Committee were moved to the Board for approval due to the committee not establishing a quorum.

Due to the lack of a quorum in the Finance Committee, minutes were presented to the board for approval.

A motion was made by Ray Gilley and seconded by Darrien Moore to approve the One-Stop and Finance Committee minutes as presented; the Board rendered a unanimous vote of approval.

Action Items

PY18 Budget

The PY18 DWD Program Year Budget was presented to the Board. The budget covers DWD's annual program revenue and expenditures for July 1, 2018 – June 30, 2019. The budget itemizes expenditures by category and funding stream. Mrs. Austin-Gibbons briefly discussed the budget and informed the board that upon their approval the budget will be signed by the board chair and forwarded to the CEO for approval.

A motion was made by Michael Romesburg and seconded by Hope Boldon to approve the PY18 Budget as presented; the Board rendered a unanimous vote of approval.

Program Updates

Adult and Dislocated Worker RFP

A RFP was issued for the purpose of selecting a qualified contractor to provide Career and Training Services for WIOA Adult and Dislocated Worker programs. The services will include Training, Work Experience, and On-The-Job Training programs for WIOA participants. Two vendors applied for the RFP, one vendor was disqualified and the remaining vendor has an extremely high salary budget (\$500,000-\$600,000) which is under review. The intent is to meet with the qualified vendor to discuss the salary budget. If there is no resolve WSD may choose to use the Sole Source route.

Director's Report

Director Theresa Austin-Gibbons explained the CARE Initiative to the board....Cultivate (Collaboration), Accountability, Respect, and Excellence. Mrs. Austin-Gibbons is committed to WSD providing quality service and meeting the needs of DeKalb citizens.

Mrs. Austin-Gibbons would like to see an increase in ITA's, Work Base Learning, an update

WorkSource DeKalb Board
Approved July 25, 2018

to the Fiscal Policy, more Case Management Training and an increase in advertisement of WSD to the public. There will also be a restructuring of the organization.

The grant administrator for WIOA will be TCSG, effective July 1st. The convening name will change to WorkSource Georgia Academy. The new WorkSource Division organization chart will be shared with the Board.

WSD's Rapid Response Policy will be updated to reflect the policy changes distributed at the State Board meeting; percentage of funding. There has been a change in the Rapid Response Policy.

The Recertification of the Board is due May 31st. The recertification has been signed by the Board Chair and has been forwarded to the CEO for approval.

A cleanup of old cases will be conducted. The immediate concern is cases under WIA that should have been exited during the mass exiting during the change to WIOA; these cases will have a major impact on performance. Wages are being checked for older cases and cases with no resolve will be exited negatively in order to clean up the aged cases. Procedures will be put in place to move forward and reestablish performance.

WSD and GDOL will begin to work closer and begin monthly meetings and quarterly staff activities. WSD will start attending UI workshops. There will be a floor plan change for more functional seating. The Security Area and Resource Center will be updated during this change.

The board was advised to look for Zaxby's commercials on the apprenticeship program with WSD.

Public Comments

N/A

Adjournment

There being no further business, the meeting was adjourned.

Next Scheduled Meeting: July 25, 2018

Signature – Chief Local Elected Official (CLEO)

WorkSource DeKalb Board
Approved July 25, 2018