

**WorkSource DeKalb Board  
November 15, 2017**

**Members Present**

Sadie Dennard, *Georgia Power*  
Cathy Hardin, *DeKalb Medical*  
Hope Boldon, *Integral*  
Tommy Lester, *Startup BFF*  
Rhonda Briggins-Ridley, *MARTA*  
Mitchell Byrd, *IUOE 926*  
Hank Stewart, *Hank Stewart Foundation*  
Audrey Turner, *Emory University*  
Kim Childs, *DeKalb Chamber of Commerce*  
Jackie Echols, *Georgia Piedmont Technical College*  
Denise Townsend, *United Way of Greater Atlanta*  
Diane Allen, *GDOL*  
Ryan Millsap, *Blackhall Studios*  
Ray Gilley, *Development Authority of DeKalb County*  
TJ Mcleeroy, *Zaxby's*  
Dia Myrick-Taylor, *Centers for Disease Control*  
Darrien Moore, *Chris 180*

**Members Absent**

Shirley Robinson, *Georgia Vocational Rehabilitation Agency*  
Jerome Jackson, *IBEW Local 613*  
Michael Romesburg, *CVS Health*  
Bruce Nelson, *RICOH USA, Inc.*  
Timothy Ashmore, *CSM Bakery Products*

**Guest**

Robin Cone, *Georgia Vocational Rehabilitation Agency*  
David Oliver, *International Rescue Committee*

**Staff**

Sheryl B.C. Stone  
Sandeep Gill  
Michelle Jones  
India Johnson  
Latanya Lowery  
Robert Gordon, *In the Door (One-Stop Operator)*  
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 (September 28, 2017)**

A motion was made by Cathy Hardin and seconded by Rhonda Briggins-Ridley to approve the September 28, 2017 meeting minutes as presented. The Board approved unanimously.

**Committee Reports**

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

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### Action Items

#### By-Laws (Use of Technology)

The WorkSource DeKalb Board By-Laws have been updated to reflect Use of Technology. During a recent audit, WSD was advised to add a provision to the by-laws explaining how technology is used to improve board functions. Board members received an electronic copy of the revised by-laws prior to the meeting for review.

A motion was made by Mitchell Byrd and seconded by Audrey Turner to approve the updated by-laws; the Board rendered a unanimous vote of approval.

#### Policy Manual

WorkSource DeKalb (WSD) has recently updated various sections of the current WSD Policies and Procedures manual. These updates were based on updates to the Georgia Department of Economic Development, Workforce Division (WFD) policy manual. At this time, there are no new policies to present to the board; all policies were previously reviewed/approved by the board. Board members received a summary of sections updated.

A motion was made by Hope Boldon and seconded by Denise Townsend to approve the summary of updated sections as presented; the Board rendered a unanimous vote of approval.

#### CHAMP – Tuition Fee

The DeKalb Medical BSN pilot has created a supportive career path for incumbents in Mid-Level Clinical Technical (MCT) positions, Licensed Practical Nurses (LPN) and Associate Degree Nurses (ADN) who have an interest in attaining a BSN in Nursing. Since the pilot began, there has been a 100% graduation rate in all three cohorts. Previously, WorkSource paid \$5,000 - \$8,000 and would like to increase payment to \$7,000 - \$10,000 to allow more assistance for participants.

A motion was made by Rhonda Briggins-Ridley and seconded by Darrien Moore to approve increasing tuition for CHAMP participants from \$5,000 - \$7,000 and \$8,000 – \$10,000. ections as presented; the Board rendered a unanimous vote of approval.

#### Profit Provisions

Cost along with the deliverables must be met before profit will be reimbursed to In The Door, LLC., the One-Stop Operator. The profit may not exceed 10% of the total operating costs (Salaries, Fringe, Operations, Facilities and Other non-participant costs). Deliverables may be broken down into smaller increments of the total in order to receive a profit payment

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at predetermined achievement points. Details must be included in the budget.

### Benefit Cost Analysis

Cost benefit analysis (CBA) also referred to as Benefit Cost Analysis (BCA) is used to determine options that provide the best approach to achieve benefits while preserving savings. It is a systematic approach to estimating the strengths and weaknesses of alternatives. The CBA is also defined as a systematic process for calculating and comparing benefits and costs. The main purpose of benefit cost analysis is to determine if an investment/decision is sound and to provide a basis for comparing projects.

A motion was made by Hope Boldon and seconded by Diane Allen to approve the Profit Provisions and Benefit Cost Analysis as presented; the Board rendered a unanimous vote of approval.

### 2018 Board Calendar

Board members received the 2018 meeting calendar for the WorkSource DeKalb Board for review, questions or concerns.

A motion was made by Ray Gilley and seconded by Tommy Lester to approve the 2018 Board Calendar as presented; the Board rendered a unanimous vote of approval.

### Program Updates

#### PY16 Monitoring

The PY16 State Monitoring was held the week of October 30, 2017. All results were shared with the board; 7 findings and 1 observation. WorkSource DeKalb will receive an official notice of the results and will have the opportunity to respond with corrective actions.

#### One-Stop Operator Report

One-Stop Operators, Mr. Robert Gordon and Ms. Damali Edwards of In the Door LLC, will attend board meetings for updates, questions or concerns. Mr. Gordon shared the One-Stop Partners Monthly Customer Tracking Report which lists all partners and customers served each month.

#### Disability Forum

A disability awareness forum and recruiting event was held at WorkSource DeKalb on Wednesday, Oct. 25, 2017 from 10 a.m. to 2 p.m. The forum provided information with the community, service providers and job seekers about accommodation and services for persons with physical and mental disabilities. Several business professionals and organizations that have experience in disability awareness were on hand, including the

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Georgia Department of Labor, Goodwill of North Georgia and Disability Link

### Disability Sensitivity Training

The Disability Sensitivity Training was held Friday, October 20, 2017 for the education on using appropriate terminology, service animal etiquette, policies, assistive technology/software and hands on activities for disabled customers. The training was recommended for WorkSource DeKalb and Department of Labor and partnering staff. Two sessions were held to accommodate everyone.

### Partners Electronic Access Portal (PEAP)

The development of the Partners Electronic Access Portal (PEAP) station at WorkSource DeKalb is complete. The PEAP station consists of three computers, each equipped with the mandatory partners schedule and contact information. The portals are equipped with web cam, headset, and telephone that allow our one-stop customers to interface with one-stop partners, even if they are not physically housed at WorkSource DeKalb. We are the first One-Stop in Georgia with a fully-functioning PEAP station with full video conferencing ability and a full suite of assistive technology resources for our customers.

### High Demand Career Initiative (HDCI)

Board members received a High Demand Career Initiative Executive Summary. The HDCI, part of the Governor's statewide initiative, helps keep Atlanta prepared and moving forward through an employer-led regional partnership that engages businesses and informs workforce development efforts in the healthcare, information technology and transportation, logistics and distribution sectors. A coalition of five local WorkSource boards including: Atlanta, Atlanta Regional, Cobb, DeKalb, and Fulton are working together to develop and deploy programs that meet the needs of both employers and job seekers.

### Public Comments

N/A

### Adjournment

There being no further business, the meeting was adjourned.

**Next Scheduled Meeting: January 24, 2018**



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

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