

## WorkSource DeKalb Board September 26, 2018

### **Members Present**

Sadie Dennard, *Dennard Management Group*  
Darrien Moore, *Chris 180*  
Audrey Turner, *Emory University*  
Michael Romesburg, *CVS Health*  
Shioney Durham, *Georgia Vocational Rehabilitation Agency*  
Katerina Taylor, *DeKalb Chamber of Commerce*  
Denise Townsend, *United Way of Greater Atlanta*  
Ray Gilley, *Development Authority of DeKalb County*  
Hope Boldon, *Integral*  
Mark Connally, *GDOL*  
Cathy Hardin, *DeKalb Medical*  
Tommy Lester, *Startup BFF*  
Hank Stewart, *Hank Stewart Foundation*  
Satyn Geary, *MARTA*  
Timothy Ashmore, *CSM Bakery Products*  
Meghan McBride, *GPTC*

### **Members Absent**

*Dia Myrick-Taylor, Centers for Disease Control*  
Bruce Nelson, *RICOH USA, Inc.*  
Ryan Millsap, *Blackhall Studios*  
Mitchell Byrd, *IUOE 926*  
Mike Bell, *IBEW Local 613*

### **Guests**

David Oliver, *IRC*  
Robin Cone, *Georgia Vocational Rehabilitation Agency*  
Kim Childs, *DeKalb Chamber of Commerce*

### **Staff**

Theresa Austin-Gibbons  
Gina Surgeon  
India Johnson  
Vickie Nicksion  
Latanya Lowery  
Robert Gordon, *In the Door*  
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 (July 25, 2018)**

A motion was made by Tommy Lester and seconded by Mike Romesburg to approve the July 25, 2018 meeting minutes as presented. The Board approved unanimously.

### **Committee Reports**

All prior Committee Minutes were e-mailed to the board for review. A member from each

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Committee discussed key points of minutes shared with the board.

**Action Items**

**ITA Reimbursement (50%/25%/25%)**

Upon submission of the approved cost and justification of training to the Regional Individual Training Account Committee, as full payment for the faithful performance of a contract, the County shall pay the contractor, the contract price, which is an amount not to exceed \$7,000 per training participant for the first year of training and not to exceed \$3,000 per training participant for the second year of ITA training. The first payment is processed once an invoice for the initial 50% of approved training costs along with documentation of two weeks attendance is received, the second payment of 25% will be processed upon receipt of the invoice and a copy of the student's Certificate of Completion and the final payment of 25% will be processed within ninety days upon receipt of the invoice and the student securing full time training related employment.

A motion was made by Denise Townsend and seconded by Hope Boldon to approve the ITA Reimbursement (50%/25%/25%) as presented; the Board rendered a unanimous vote of approval.

**8 Hour Credit (High-Demand)**

WorkSource DeKalb's current policy states that training must be at least twelve (12) credit hours. WSD is requesting that WIOA participants enrolled in a Nursing Program for a minimum of eight (8) credit hours per semester be allowed to receive WIOA funding in order to pay for tuition and associated fees. Students enrolled less than 12 hours may be scheduled for clinical rotations which could add up to 40 hours of class requirements per week.

A motion was made by Ray Gilley and seconded by Kim Childs to approve the 8 Hour Credit (High-Demand) as presented; the Board rendered a unanimous vote of approval.

**Youth Incentive Policy**

Board members received the updated Youth Incentives Policy: PY2018 – Youth Fund – Incentive Overview and Requests. The updated policy lists the Incentive Name, Purpose, Target Audience and Cost/Max. The job readiness incentives and all other incentives previously listed as \$500.00 have been changed to \$250.00. The incentives are included as supportive services with a limit of 35% in accordance with the WIOA budget. This also includes transportation, childcare, books, uniforms, etc. All services and incentives will be tracked in Geo Solutions.

A motion was made by Darrien Moore and seconded by Timothy Ashmore to approve the

Youth Incentive Policy as presented; the Board rendered a unanimous vote of approval.

#### Youth RFQ's

The Youth Committee has accepted and moved to the Board for final approval the following RFQ's: Financial Literacy Training for Youth, Entrepreneurship Training for Youth, Mentoring and Leadership Training for Youth, Follow Up and Retention Services for Youth and Job Readiness Training for Youth. Youth Committee members suggested finger printing and employer involvement be added to the RFQ's; finger printing was added to all RFQ's and employer involvement was added to all except Retention. The budget for each RFQ presented is 75,000. All vendors will be vetted, must follow all WIOA guidelines and provide a 5 year work history of experience, including results and outcomes.

A motion was made by Timothy Ashmore and seconded by Darrien Moore to approve the Youth RFQ's as presented; the Board rendered a unanimous vote of approval.

#### Dislocated Worker RFP

JH Business Services has withdrawn as the Dislocated Worker provider. WorkSource DeKalb will issue a Dislocated Worker Request for Proposals (RFP) for the purpose of selecting a qualified contractor to provide Career and Training Services for WIOA Dislocated Workers programs under the Workforce Innovation and Opportunity Act. The services will include Training, Work Experience, On-The-Job Training and Direct Hire Services. The contractor will determine WIOA Dislocated Worker eligibility based on federal/state guidelines and provide direct employment and training services to all eligible participants, to include follow up services. Vendor Tentative Start date: January 2019.

A motion was made by Mike Romesburg and seconded by Ray Gilley to approve the Dislocated Worker RFP as presented; the Board rendered a unanimous vote of approval.

#### Program Updates

Mr. Gordon discussed the One-Stop Partners Monthly Customer Tracking Report, specifically pointing out the decrease in One-Stop foot traffic. There has been a 25% drop in walk in customers; we believe that is due to the unemployment rate, currently at 3.8.

A Disability Awareness Forum & Career Expo will be held October 24, 2018 from 10 a.m. - 2 p.m. The forum will educate 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 a vast amount of experience in disability awareness will be on hand. Presenting agencies include the Georgia Department of Labor, Goodwill of North Georgia, Disability Link and more. Board members were encouraged to attend.

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#### Program Cost Increase from \$5000/\$2000 to \$7000/\$3000

The cost structure for ITA's has been in place for over 10 years. During this time, training costs have increased for many of the programs and providers. In order to remain competitive, provide for excellent training opportunities, and establish consistency, the local workforce development boards have agreed to increase costs for ITA training to \$7,000 for one year and \$10,000 for two-year training programs.

#### Youth Participant Eligibility Threshold

The 30% low-income threshold for youth was reduced to 25% to better serve individuals based on the street and neighborhood they reside. These changes were prepared by the new administrating office for WIOA Technical College System of Georgia.

#### ITA/Vendor Monitoring

Board members received a copy of the ITA/Vendor Monitoring Plan Results - 2018. The plan lists the name of the vendor, monitoring date, results/recommendations and status. At this time, all monitoring is complete. The Board received this information for informational purposes.

#### Director's Report

Mrs. Austin-Gibbons informed the Board that the State Unified Plan is due by November 30<sup>th</sup>. The Regional Plan and the Local Plan will be on the WSD website for public viewing and comments.

WSD staff attended the SETA 2018 Fall Conference, held September 16-18<sup>th</sup> in Mobile, Alabama. 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. Director Austin-Gibbons and Youth Supervisor, Mr. Jermaine Hampton served as moderators.

Planning is under way for a Board Retreat with Carl Vinson Institute as the facilitator. We hope to schedule the retreat sometime in December, possibly a full day. The Retreat will consist of training to enhance the understanding of board member responsibilities. A doodle survey will be conducted to determine the best date for the retreat.

Mrs. Austin-Gibbons informed the board that the WSD Leadership Team will begin Coaching Culture training, facilitated by Mr. Perry Tomlinson in October. The training is a 90 day process and will consist of team as well as one-on-one training.

We have a tentative date of 10/26 for GDOL/WSD training. Mrs. Austin-Gibbons will follow up with DOL to confirm the date. Once confirmed, the board will be notified and

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invited to the training; WSD will be closed all-day, DOL is unable to close and will send employees from another location to cover for that day.

During a meeting with the CEO, DeKalb County Directors were advised that the CEO would like to close out the year strong. DeKalb County is in the business to serve people, and the CEO would like to take inventory of all issues so that they don't go unaddressed. The CEO believes when people don't self-report, they are either incompetent, negligent, its sabotage or they don't give a damn.

Mrs. Austin-Gibbons will self-report 3 issues for WSD, Community Guild (STEAM Truck), Bomb Threats and Youth Contracts.

Board members received a copy of the State Workforce Development Board 2018 meeting dates, Edits made to the 2016 Georgia Unified State Plan by Agency and contact information for the State Workforce Development Board.

**Public Comments**

N/A

**Adjournment**

There being no further business, the meeting was adjourned.

**Next Scheduled Meeting: November 14, 2018**

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

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