

2025 Q1 Board of Directors Meeting Minutes

Thursday, April 24, 2025 @10:00 AM

- I. Call to Order/Welcome** – Frankie Atwater called meeting to order at 10:06 PM.
- II. Establishment of a Quorum-** Quorum Established

Members Present	Members Absent
Atwater, Frankie- DeKalb Chamber of Commerce (Chair)	Anderson, Theo- Mercer University
Alli, Naushad- RICOH USA. Inc.	Cucalon, Monica- Latin American Association
Booth, Barry- CERM	Still, Alan- Georgia Sheet Metal JATC
Connally, Mark- Georgia Department of Labor	Young, Katrina- Decide DeKalb Authority
Cox, Kristi- ManPower	Westry, Derrick- Georgia Cyber Academy
Galeano, Sergio- Federal Reserve Bank of Atlanta	
Gunter, Doryiane- DeKalb County Schools	
Parks, Chasidy- Georgia Piedmont Tech (GPTC)	
Slaton, Erica-Antoinette- Erica Antoinette Management	
Stewart, Hank- Hank Stewart Foundation	
Taylor, Jeff- MedCura Health	
Thomas, Rondah- Georgia Power	
Townsend, Denise- United Way of Greater Atlanta	
WorkSource DeKalb Staff	One-Stop Operator- In the Door
Davis, Robert- Interim Director	Gordon, Robert- One Stop Coordinator
Cantly, Donnie- Public Relations Specialist	
Hewitt, Seretta- Administrative Specialist	
Hicks-King, Alanna- Workforce Development Manager	
Ingram, Robert- Fiscal Officer	
Lee, Sabrina- Employment and Training Supervisor	
Peterson, Bria- Special Projects, E&T Supervisor	
Pittman, Gregory- Management Analyst II	
Sims, Anthony- Employment and Training Supervisor	

III. Action Items

Approval of Previous Meeting Minutes- December 18, 2024

- Rondah Thomas made a motion to approve the previous meeting minutes from December 18, 2024.
- Erica-Antoinette Slaton second the motion.
- December 18, 2024, meeting minutes were approved by the WSD Board.

Finance Report- Robert Ingram

- Finance Report as of April 18, 2025, was presented to the Board. (Page 11)
- PY 23 and FY 24 funds are expected to be fully expended by April 30, 2025.
- PY 24 and FY 25 funds are expected to be fully expended by August 2025; Period of Availability ends June 30, 2026.
- WSD reached out to TCSG regarding the status of PY 25 and FY 26 funds; More information should be received within the next 2-3 weeks.

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Q&A Part 1

- Question 1- Erica-Antoinette Slaton: Has there been an impact in federal funding because of new administration?
- Answer #1- Robert Ingram: Mr. Ingram and team met with TCSG.
- Answer #2- Robert Davis: Mr. Davis explained that WSD must pace themselves, He doesn't predict an impact occurring. WorkSource DeKalb is funded fairly with youth funds to last until June 30th. Things are moving slow with the federal government. Youth funding allocation is pending; WorkSource DeKalb can possibly coordinate an arrangement with DeKalb County. As of April 1, 2025, funds have not been allocated. Rapid Response and Dislocated Worker funding has not been received; A plan will need to be developed.
- Question 2- Denise Townsend: Are there any allocated funds not received and not suspended?
- Answer- Robert Davis: No funds have been suspended. Dislocated Worker and Adult funds are pending and usually received in July and the large amount of funds are received in October. Receiving youth funds is critical.
- Question 3- Hank Stewart: Is WorkSource DeKalb in jeopardy of spending funds?
- Answer- Robert Davis: No; WSD is currently waiting to receive youth funds. If no information is received soon, there will be a hard decision to make on June 30th.

Additional Comments- Robert Davis

- During December 2024 there was a 10% cut in funds received; WorkSource DeKalb was informed they should plan. During this time meetings were held with TCSG and all the WorkSource areas. All federal agencies are under review, everyone is trying to prepare.

Q&A- Part 2

- Question 1- Denise Townsend: Is WSD looking for ways to shift things? Is there anything that stands out for non-profits?
- Answer- Robert Davis: The DeKalb County CEO informed all departments that they are under fiscal review. The City of Atlanta has budget issues as well. DeKalb County Government receives a numerous amount of grant funding.

Additional Comments- Mark Connally

- Mr. Connally mentioned that he agrees with Mr. Davis; He has seen many non-profit agencies shutting down.
- Georgia Department of Labor is processing 800 people per week on an average.
- 7,000 federal claims have been filed in the state of Georgia.
- Employees are receiving mixed signals from employers; some are receiving administrative leave and various letters; they are unsure of how they should proceed.
- GDOL slowed down their hiring process. Everyone is unsure, there is not much communication received from federal GA Department of Labor and the White House.
- Everyone is preparing for the worst, no one has any information.
- The numerous federal grant cuts have affected many businesses.

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Q&A- Part 3

- Question #1- Frankie Atwater: Is there a plan to downsize at the Georgia Department of Labor?
- Answer- Mark Connally- No
- Question #2- Rondah Thomas: Is WorkSource DeKalb communicating to legislators for advocacy?
- Answer- Robert Davis-Yes, TCSG and the DeKalb County CEO has advocated for the grants.
- Comment #3- Erica-Antoinette Slaton: Ms. Slaton suggested a “Hot Topic” list including the risks and issues that make an impact on WorkSource be created. The information could be tracked, and support could be offered; This list will be discussed during the next WSDB meeting.
- Comment #4- Robert Davis: WorkSource DeKalb staff discussed as a team various methods for serving customers. Customers who come to WSD for services are placed on a waiting list.
- Question #5- Erica-Antoinette Slaton: How long has the waiting list been in existence?
- Answer- Robert Davis: The list was created in October/November; 200-300 names are currently on the list.
- Comment- Erica-Antoinette Slaton: Ms. Slaton suggested the Waiting List information/Backlog be included on the “Hot Topic” report.

Prospective Board Members- Robert Davis

- New Board Member Mr. Sergio Galeano introduced himself.
 - Federal Reserve Bank of Atlanta.
- Prospective WorkSource Dekalb Board members are needed for recommendation. Votes will be held during the next meeting.
- 51% of Board members are required to work in the business industry.
- 100% of Board members are required to live and work in DeKalb County.
- Mr. Davis informed the Board that he will e-mail the By-Laws.
- The goal requirement is to have a full Board of 22 members with 2-year terms, but Mr. Davis will confirm this information.

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WSD Board Vice Chair Nominations and Approval- Robert Davis

- The nomination of WSD Board Vice Chair was discussed during the previous December 18th Board Meeting. The nominations were postponed until the current meeting.
- Mr. Hank Stewart nominated Ms. Erica-Antoinette Slaton to serve as WSD Board Vice Chair.
- Jeff Taylor made a motion to approve Erica-Antoinette Slaton as the new WSD Board Vice Chair. Hank Stewart second the motion.
- Ms. Erica-Antoinette Slaton accepted the nomination.
- WSD full Board approval was granted to accept Ms. Erica-Antoinette Slaton as the new Vice Chair.

Approval of Finance Report- As of April 18, 2025

- Hank Stewart made a motion to approve the Finance Report presented.
- Denise Townsend second the motion.
- Finance report was approved by the WSD Board.

Approval of 2024-2027 Regional Plan- Robert Davis

- WorkSource DeKalb and other various metro Atlanta regions meet regarding the focus of WorkSource programs.
- The Regional Plan was viewed and discussed by Mr. Davis and WSD Board members.
- Mr. Davis will ensure to e-mail the Board a copy of the Regional Plan and Mr. Davis also informed the Board, that the plan is located on the ARC website.
- Trends and industries were displayed and discussed.
- Mr. Davis explained that majority of the WorkSource agencies are 100% WIOA funded. Cobb is a non-profit, they receive their money from other organizations; Mr. Davis provided special commendation to them.

Q&A- Part 3

- Question #1- Erica-Antoinette Slaton: Is there a designated staff member researching additional funding for WorkSource DeKalb?
- Answer- Robert Davis: No, this is something that is needed. WSD is working regionally.
- Question #2- Frankie Atwater: Is there a way for WorkSource DeKalb to start a 501 C3 to expand the reach?
- Answer- Robert Davis: Yes
- Question #3- Sergio Galeano: Is there potential to develop a task force roundtable?
- Answer- Robert Davis: Mr. Davis responded that he would investigate forming one.

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Additional Comments

- Mr. Davis shared that WSD has 4 staff members enrolled in Grant Writing Training to become skilled with writing grants. WorkSource DeKalb is currently working on a grant with the DeKalb County Jail.
- Suggestion: Mr. Hank Stewart suggested that WSD hosts a fundraiser to raise money and highlight the success stories of WorkSource DeKalb.
- Ms. Erica-Antoinette Slaton and Ms. Denise Townsend agreed with Mr. Stewart regarding the fundraiser. It was suggested to gather information and ideas from Cobb Works.
- Suggestion- Mr. Frankie Atwater suggested starting on a plan to researching other non-profits.
- Mr. Davis expressed that WorkSource DeKalb has worked with the PIC (Private Industry Council) in the past; however, funds are limited. The PIC currently has \$78,000 available and includes a 3-member board, but funding is very limited.
- WIOA Funding- Robert Davis
 - Mr. Davis mentioned that in 2013 WorkSource DeKalb received 7 million dollars in funding:
 - 2019: 5 million dollars
 - 2025: 3.8 million dollars
 - WorkSource DeKalb is doing more with less funding to serve the residents and businesses of DeKalb County.

Approval of 2024-2027 Regional Plan

- Barry Booth made a motion to approve the 2024-2027 Regional Plan.
- Naushad Alli second the motion.
- The 2024-2027 Regional Plan was approved by the WSD Board.

IV. Updates

Youth Update- Robert Davis

- Mr. Davis expressed that the Youth Unit is small but mighty. 3 staff are currently working in the Youth Department.
- Outreach events have been held continuously.
- WorkSource DeKalb staff recently participated in the Stewart Foundation's 15th Annual Career Day on March 20, 2025.
 - The event was a success.
 - Ms. Erica-Antoinette Slaton mentioned there were over 200 participants at the event, which was held at Southwest DeKalb High School. (Ms. Slaton is an Alumni of Southwest DeKalb.)
 - Ms. Slaton provided commendation to Mrs. Alanna Hicks-King and WSD staff for participating in the event.
 - It was also mentioned that the Stewart Foundation provided hundreds of laptops to students during the previous Saturday.

One-Stop Operator Report- Robert Gordon

- Mr. Gordon shared that there has been an increase in dislocated worker customers.
- The One-Stop Operator Report was shared with the Board.
- The wait list has increased, and workshops are available to customers in the areas of Job Readiness, Resume Writing, Interviewing, etc.
- There has also been an increase of senior citizens needing WorkSource services. The inflation has impacted many citizens.
- A partnership was created with Techbridge and Career Rise to offer Digital Literacy Classes on Thursday mornings.
- The AARP team hosted a leadership team meeting at WorkSource DeKalb for 2 days.
 - AARP plans to send more employees to WorkSource DeKalb.
- New Birth Baptist Church hosted a job fair on 04/24/25.
- Mr. Gordon offered to provide support to WorkSource DeKalb as needed; In the Door has a grant writer on their team.
- Mr. Gordon mentioned that In the Door is also seeking additional grants for funding; Opportunities will be brought to WorkSource as well.

Performance Report with Trends- Gregory Pittman

- Mr. Pittman explained the structure of the 18 WorkSource Boards. WorkSource DeKalb offers full service to customers.
- The PY 19 Q4 Performance report was presented to the Board.
- Receiving a score of under 50 could possibly lead to being shut down.
- WSD staff has ensured to focus on the Adult, Dislocated Worker, Quest, and Youth participants. The Career Advisors have reached out to their case loads to ensure communication.
- Having the ability to exit cases helps to decrease the numbers and participants finish training.
- The yearly trends were presented and discussed with the WSD Board.
- Quarter 2 goals second quarter after exit comparisons:
 - 2020: Adult = Less than 75%
 - 2025: Adult= Over 80%
- The dislocated worker numbers previously dropped because of decrease in funds.
- The numbers for Quarter 2 youth employment have increased, the number of youths decreased.
- WorkSource DeKalb staff have been in the community sharing information about services.
- The goal is to score above 90%.
- Credentials and measurable skills gain scores have been trending and up and down based on the year.
- There have been less participants deciding to earn credentials. Several training providers are not offering programs with credentials.
- During a 1-year time frame credential rates may increase.
- Mr. Pittman also mentioned the Career Advisors are ensuring to enter measurable skills gains in the system.

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- Current Performance Scores
 - 79.2%- Adult
 - 82.5%- Dislocated Worker
 - 66.2%- Youth

Q&A- Part 4

- Question #1- Erica-Antoinette Slaton: Is there a process to ensure WorkSource DeKalb is receiving everything needed from the training providers?
- Answer- Robert Davis: The ITA Board meets every quarter. Training providers, who don't provide credentials are currently being reviewed.

Additional Comments- Robert Davis

- Mr. Davis also mentioned that he is an advocate of CDL Training; Students automatically receive employment after training.
- The case managers have been working on having a nurturing style when working with participants. The Career Advisors also participate in Career Advisor Training.
- Customer activity and case notes are tracked by Mr. Davis and Mr. Pittman.
- Mr. Davis expressed that in 2019 there were 2,200 cases in the system; There are now 300 currently.
- When additional funding is received, WorkSource DeKalb will be able to serve more people.

Q&A- Part 5

- Question #1-Erica-Antoinette Slaton: Where can the impact of the "waiting list" be viewed on performance report graph?
- Answer- Robert Davis: The waiting list is used for WIOA program pre-enrollment; the information is not measured on the report graphs.

PY 23 Monitoring- Robert Davis

- PY 23 Monitoring for WorkSource DeKalb occurred during the month of November 2024.
- WSD received 5 findings.
 - The Financial Sub-Recipient Monitoring for In the Door was completed.
 - Improper Contract Management Finding- The signature process was completed for In the Door.
 - Lack of Required Documentation Finding- IEPs were not signed.
- All items have been corrected, signed, and completed.
- LWDB Vacancies Finding- 22 WorkSource DeKalb Board members are required.
 - Waiver should be submitted every 90 days.

CEO Summer Youth Employment Program- Alanna Hicks-King

- Mrs. Hicks-King informed the WSD Board that there will be no more virtual program. The Youth will work at a worksite this summer.
- All youth participants will be required to take drug screening and background checks.
- The goal is to employ 350 youth, Ages 16-21
- Youth will earn \$15 per hour and work 24 hours per week.
- The program will start June 2, 2025, and end July 3, 2025.
- The names of the selected youth participants are sent to Human Resources.
- 1,967 youth applicants registered for the program.
- Worksites:
 - There are currently 21 worksites and 65 positions registered for the program.
 - The focus for worksites is the internal DeKalb County departments.
 - The municipalities will participate as well.
 - Stonecrest has 15 positions available
 - DeKalb School System has 50 positions available
- Organizations are encouraged to contact Mrs. Alanna Hicks-King if they are interested in becoming a worksite for the DeKalb Summer Youth Employment Program.
- The goal is to have 350 positions for the youth participants

Q&A- Part 6

- Question #1- Frankie Atwater: How is the employer cost decreased? What is the benefit for the employer?
- Answer- Alanna Hicks-King: The employer is not required to pay for any expenses. Worksite Supervisor Orientation will be provided.
- Question #2- Kristi Cox: Is the worksite required to be in DeKalb County? Is the worksite required to be located on the bus line?
- Answer- Alanna Hicks-King: Yes, the worksite must be located in DeKalb County and No, the worksite is not required to be located on the bus line.
- Question #3- Hank Stewart: Is WorkSource DeKalb selecting worksites to target the skills of the youth participants?
- Answer- Alanna Hicks-King: Yes, the application includes a question, which asks participants to list their skill level and interests.
- Question #4- Sergio Galeano: Can the worksite be virtual?
- Answer- Alanna Hicks- King: No Answer #2- Robert Davis: Flexibility may be offered.
- Question #5- Hank Stewart: How many sites are needed currently?
- Answer- Alanna Hicks- King: 150 more sites are needed; The goal is 350.
- Suggestion- Hank Stwart: Mr. Stewart suggested having some of the DeKalb Summer Youth participants attend a WSD Board Meeting; allow them to see behind the scenes of how WorkSource DeKalb operates. Mr. Davis expressed this will provide WorkSource DeKalb staff the opportunity to meet potential WIOA participants.

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Past and Future Outreach Events- Alanna Hicks-King

- WorkSource DeKalb has participated in 47 outreach events since January.
- 2 of WorkSource DeKalb staff participated in an outreach event at New Birth Missionary Baptist Church on 04/24/25.
- 3 additional outreach events are scheduled for the month of April 2025.
- 6 outreach events are scheduled for the month of May 2025.
- The Business Solutions Team collaborated with the DeKalb LSBE and participated in their Reverse Trade Show. Mr. Anthony Sims did a great job discussing Rapid Response.
- Mrs. Hicks- King expressed that WorkSource DeKalb needs to serve as a one-stop center for people finding jobs. Mrs. Hicks-King also requested the WSD Board members inform her of job vacancies within their companies.

Additional Comments

- Mr. Hank Stewart mentioned that he works with the “Goals” program at the Solicitor’s Office.
 - The Goals program assists with paying fines for their unemployed participants.
 - Mr. Hank Stewart asked if WSD can speak with the Solicitor’s Office regarding expungement services and ex-offenders. Mrs. Hicks-King mentioned that Mrs. Bria Peterson can assist and speak with Mr. Stewart.
- Mr. Robert Davis mentioned that WorkSource DeKalb participates with the STRIDE program.
- Mr. Hank Stewart announced that participants of the Goals program graduate on Monday, April 28, 2025; It would be a great idea to have someone attend the graduation and offer jobs to the graduates.
- Mrs. Hicks-King expressed that The Grants Team would be glad to meet with Mr. Hank Stewart and his team. The Grants Team members are :
 - Robert Ingram
 - Gregory Pittman
 - Bria Peterson
 - Alanna Hicks-King
- WorkSource DeKalb needs to find private funds from local areas.
- Mrs. Hicks-King announced that WorkSource DeKalb partnered with E911 for their hiring event.
 - Mr. Donnie Cantly developed the advertisement for social media.
 - The event was a success.
 - Over 50 applicants completed the onboarding process.
 - By June 2025, WSD should know how many applicants were hired.
- Mrs. Hicks-King also announced that all businesses should register on the WorkSource Georgia Portal.
 - Mrs. Hicks-King will e-mail the WorkSource GA portal and DeKalb Summer Youth Employment Program Summer Youth Intern Registration links to all WSD Board members.

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Lease- Robert Davis

- Mr. Davis announced that WorkSource DeKalb's building lease with DeKalb UCO and GDOL expires December 31, 2025.
- Mr. Davis and team are working to ensure WorkSource DeKalb has building space after December 2025.
- The DeKalb UCO could possibly use more of WSD's space and reduce overhead costs.
- Suggestion- Frankie Atwater: Mr. Atwater suggested WorkSource DeKalb visit and take a tour of the DeKalb Chamber of Commerce Building.

V. Public Comments- N/A

VI. Announcements

- **Staffing Update- Robert Davis**
 - Mr. Davis announced that he will be retiring June 30, 2025.
 - There are 5 potential WorkSource DeKalb Director candidates being reviewed by the DeKalb County CEO.

VII. Next Meetings

- June 11, 2025- Q2 Sub-Committee Meetings
- June 25, 2025- Q2 Full Board Meeting

VIII. Adjournment

- Denise Townsend made a motion to adjourn the meeting. Hank Stewart second the motion.

Meeting adjourned at 11:34 AM

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Finance Report

