

WorkSource DeKalb Board Meeting Minutes

Wednesday, June 23, 2021

ZOOM Conference @11:00 AM

- I. **Call to Order/Welcome** – Timothy Ashmore, Chairperson
- II. **Establishment of a Quorum** – 11:05AM Quorum was established.
- III. **Approval of Meeting Minutes (March 31, 2021)**
A motion was made by Naushad Alli and seconded by Denise Townsend to approve the March 31, 2021 meeting minutes.
- IV. **Finance Sub-Committee**
 - Finance report was shared with the committee-
 - **Motioned by Jeff Taylor and seconded by Kristi Cox.**
* Passed unanimously
 - PY 2021-Dislocated Worker Allocation: Adult: \$1,031,194 Dislocated Worker: \$1,486,166.00 Youth: \$1,108,438.00 –
 - **Acceptance of funds motioned by Mark Connally and seconded by Denise Townsend.**
* Passed unanimously
 - The WIOA Title I Local Budget Narrative was shared with the committee by Tawanna Smith-Fenty.
 - **The budget was motioned by Diometra Aldridge and seconded by Denise Townsend.**
* Passed unanimously
 - The March 10, 2021 Finance Sub-Committee minutes were
 - **The Budget was motioned by Jeff Taylor and seconded by Naushad Alli.**
 - Passed unanimously
- V. **Performance and Accounting Sub-Committee- Naushad Alli**
 - March 10, 2021 meeting minutes were
 - **Motioned by Mark Connally and seconded by Kristi Cox.**
 - **Pass unanimously**
 - The 3.4.1.5- Work Experience _(VI) Youth Work Experience Requirements were updated to include the verbiage regarding academic training and occupational components.
 - **Motioned by Shawn Cody and seconded by Jeff Taylor.**
 - **Passed unanimously**
- VI. **Youth Sub Committee**
 - The approval of meeting minutes from March 10, 2021 re
 - **Motioned by Jeff Taylor and seconded by Diometra Aldridge**
 - **Passed unanimously**
- VII. **Elections- Theresa Austin-Gibbons**
 - Chairperson and Vice Chairperson nominations are in progress.
 - The board member engagement tool was shared with the committee.

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- All nominees must be business representatives.
- Ballot forms will be sent to the committee for voting.
- Voting results will be sent to committee.

VIII. Discussion Items

- **TCSG Monitoring Report-Robert Davis**
 - March 22nd- March 26th, 2021
 - There were zero financial findings.
 - The additional findings and observations were:
 - Lack of updated policies & procedures
 - Programmatic administration
 - WEX agreement update needed to include notification of worksite monitoring
 - No follow-up by quarterly deadline
 - No determination of need documented in IEP
 - Proper documents not provided for WEX
 - Lack of grievance forms in files
- **Catholic Atlanta and Center for Pan-Asian Center- IELC Proposals**
 - Applications for both agencies were reviewed and services are in alignment with local and regional plans.
 - No action needed
- **One-Stop Report- Robert Gordon**
 - Unemployment rates for DeKalb County and the state is 4.6%
 - WSD will soon launch a pilot for “*in person*” services based on appointment only for the next program year.
 - The one-stop center has assisted youth with Entrepreneurship training.
 - The new link for the upgraded customer referral system will be available soon.
 - AARP staff will start soon to assist the one-stop navigators with follow-up services.
 - Robert Gordon served as keynote speaker of the DeKalb Community of Supervision Steering Committee. Mr. Gordon spoke about WorkSource DeKalb Services.
 - WSD will start a partnership with “*440 Trucking Company*” to assist returning citizens with truck driving and CDL training.
- **Performance Report- Jason Mann**
 - Performance report was shared with committee.
 - WSD is performing well.
 - Slight increase in skills gain
 - Q2 Employment is successful.
 - Program year is closing strongly, kudos to all staff!
- **Youth Virtual Entrepreneurship Training Cohorts 1 & 2- Robert Davis**

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- The partnership with WorkSource DeKalb, Human Services Department, and DeKalb Police Department was started to assist youth with entrepreneurship.
 - The target for the program is youth, who sell water on side of the highways.
 - Goal- Enroll 30 youth
 - 7 youth completed the first cohort and 5 youth completed the second cohort.
 - Youth will be matched with businesses after training.
- **DeKalb Virtual Career Academy- Theresa Austin-Gibbons**
 - The DVCA program is 8 weeks. DeKalb County Local Funds and WIOA funds.
 - The program focuses on GED, project management, and entrepreneurship.
 - Withdrawals from the programs have increased due to various reasons.
 - WorkSource DeKalb received the National Association of County Youth Achievement Award in 2020 and 2021.

Next Schedule Meeting

The next WSDB meeting is tentatively scheduled for in-person at the WorkSource DeKalb office.

**Meeting adjourned at 12:50 pm*