

# WorkSource DeKalb Board Meeting Minutes

## Wednesday, June 23, 2021

### ZOOM Conference @11:00 AM

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- I. **Call to Order/Welcome** – Timothy Ashmore, Chairperson
- II. **Establishment of a Quorum** – Quorum established at 11:06AM
- 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- Approved by Jeff Taylor and seconded by Kristi Cox.
  - PY 2021-Dislocated Worker Allocation: Adult: \$1,031,194 Dislocated Worker: \$1,486,166.00 Youth: \$1,108,438.00 – Acceptance of funds approved by Mark Connally and seconded by Denise Townsend.
  - The WIOA Title I Local Budget Narrative was shared with the committee by Tawanna Smith-Fenty.
  - The budget was approved by Diometra Aldridge and seconded by Denise Townsend.
  - The March 10, 2021 Finance Sub-Committee minutes were approved by Jeff Taylor and seconded by Naushad Alli.
- V. **Performance and Accounting Sub-Committee- Naushad Alli**
  - March 10, 2021 meeting minutes were approved by Mark Connally and seconded by Kristi Cox.
  - The 3.4.1.5- Work Experience \_(VI) Youth Work Experience Requirements were updated to include the verbiage regarding academic training and occupational components. Updates to the policy were approved by Shawn Cody and seconded by Jeff Taylor.
- VI. **Youth Sub Committee**
  - The approval of meeting minutes from March 10, 2021 were approved by jeff Taylor and seconded by Diometra Aldridge.
- VII. **Elections- Theresa Austin-Gibbons**
  - Chairperson and Vice Chairperson nominations are in progress.
  - The board member engagement tool was shared with the committee.
  - All nominees must be business representatives.
  - Ballot forms will be sent to the committee for voting.
  - Voting results will be sent to committee.

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#### VIII. Discussion Items

- **TCSG Monitoring Report-Robert Davis**
  - March 22<sup>nd</sup>- March 26<sup>th</sup>, 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**
  - 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.

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- 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.
  - The program focuses on GED, project management, and entrepreneurship.
  - Total enrolled- 623
  - Rapid 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*