

2024 Q4 Board of Directors Meeting Minutes- HYBRID Wednesday, December 18, 2024 @3:00 PM

- I. Call to Order/Welcome** – Frankie Atwater called meeting to order at 3:06 PM.
II. Establishment of a Quorum- Quorum Established

| Members Present | Members Absent |
|---|--|
| Atwater, Frankie- DeKalb Chamber of Commerce (Chair) | Gunter, Doryiane- DeKalb County Schools |
| Alli, Naushad- RICOH USA. Inc. | Osiname, Ellis- Center for Disease Control (CDC) |
| Booth, Barry- CERM | Rogers, Jeff- Mechanical Trades Institute |
| Connally, Mark- Georgia Department of Labor | Yohannes, Helen- Chris 180 |
| Cox, Kristi- ManPower | |
| Mason, Randi- Decide DeKalb | |
| Minyard, MacKenzie- Elevated Visions Consulting | |
| Parks, Chasidy- Georgia Piedmont Tech (GPTC) | |
| Slaton, Erica-Antoinette- Erica Antoinette Management | |
| Stewart, Hank- Hank Stewart Foundation | |
| Still, Alan- Georgia Sheet Metal JATC | |
| Taylor, Jeff- MedCura Health | |
| Thomas, Rondah- Georgia Power | |
| Townsend, Denise- United Way of Greater Atlanta | |
| Westry, Derrick- Georgia Cyber Academy | |
| WorkSource DeKalb Staff | One-Stop Operator- In the Door |
| Davis, Robert- Interim Director | Gordon, Robert- One Stop Coordinator |
| Cantly, Donnie- Public Relations Specialist | Kenner-Virgil, Denise- In the Door |
| Dennis, Jowan- Youth Employment & Training Supervisor | |
| Hewitt, Seretta- Administrative Specialist | |
| Ingram, Robert- Fiscal Officer | |
| Lee, Sabrina- Employment and Training Supervisor | |
| McClure, Brittany- Administrative Coordinator | |
| Peterson, Bria- Special Projects, E&T Supervisor | |
| Pittman, Gregory- Management Analyst II | |

III. Action Items

Approval of Previous Meeting Minutes- October 30, 2024

- Alan Still made a motion to approve the previous meeting minutes from October 30, 2024.
- Erica-Antoinette Slaton second the motion.
- October 30, 2024, meeting minutes were approved by the WSD Board.

Finance Report- Robert Ingram

- Finance Report as of December 13, 2024, was presented to the Board. (*Page 10*)
- PY 23 and FY 2024 Period of Availability ends June 30, 2025; Funds will be fully expended.
- Rapid Response period of availability ends December 31, 2024; Funds will be 96% expended.
- The QUEST grant modification to extend funds to September 30, 2025, was received in the amount of \$100,000. These additional funds will be fully expended before period of availability.

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- PY 24 and FY 25 Period of Availability ends June 30, 2026; Funds will be expended before June 30, 2025. There has been an increase in overhead costs and increase in ITAs and participants served.
- WorkSource DeKalb developed a Grants Team, which search for additional funding sources to assist participants. The Grants team members are Robert Ingram, Alanna Hicks-King, Bria Peterson, and Gregory Pittman.

Q&A Part 1

- Question 1- Erica-Antoinette Slaton: What is the last line item listed on the Finance Report?
- Answer- Robert Ingram: The report shows what is expended to date. Funds will be fully expended by June 30th. Mr. Ingram also explained that the green color represents everything expended.

Finance Report (continued)- Robert Ingram

- PY 24 and FY 24 funding were recently received; FY 25 funds are not expended yet.
- Jeff Taylor made a motion to approve the Finance Report. Rondah Thomas second the motion.
- Finance Report was approved by the WSD Board.

Rapid Response Grant- Robert Ingram

- Rapid Response funds were received for 2025 in the amount of \$70,000.
- Rapid Response Grant helps with layoff aversion, and it creates opportunities to provide citizens with job placement.
- Denise Townsend made a motion to accept rapid response funds. Naushad Alli second the motion.
- Rapid Response grant was accepted by the WSD Board.

Board Member Review- Robert Davis

- Voting for Vice Chair is needed; the Vice Chair candidate must work in the Business industry.
- The WSD Board will be required to vote for the following prospective Board members:
 - Theo Anderson
 - Sergio Galeano
 - Katrina Young
- Suggestion: Mr. Frankie Atwater suggested the Board wait until the meeting in March 2025 to proceed with voting.

Q&A- Part 2

- Question 1- Alan Still: When were resumes sent for the prospective Board members?
- Answer- Robert Davis: Resumes were sent last week Thursday or Friday
- Mr. Still mentioned he has received e-mails from Ms. Brittany McClure, but he didn't receive the resumes. Mr. Still's e-mail address was corrected to astill@jatc85.org.

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Board Member Review (continued)- Robert Davis

- Jeff Taylor made a motion to postpone prospective Board member voting until the March 2025 WSD Board Meeting. Naushad Alli second the motion.
- Postponing the voting of prospective Board members was approved by the WSD Board.

Board Nominees Voting- Robert Davis

- Mr. Alan Still abstained from voting for Board Nominees.

Q&A- Part 3

- Question 1- Frankie Atwater: Are Board members allowed to vote online for candidates?
- Answer- Robert Davis- No

- Question 2- Frankie Atwater: When do the Board nominations start?
- Answer- Robert Davis- March 2025

- Question 3- Erica-Antoinette Slaton: Who nominated the Board candidates?
- Answers:
 - Sergio Galeano
 - Denise Townsend nominated Sergio Galeano.
 - Sergio was referred to Ms. Townsend by a colleague from United Way
 - Katrina Young
 - Randi Mason nominated Ms. Young.
 - Katrina works with Randi Mason and wants her to take her place on the Board while she is on maternity leave.
 - Theo Anderson
 - Mr. Frankie Atwater mentioned that Theo Anderson works with Mercer and the DeKalb Chamber of Commerce. Mr. Anderson promotes WorkSource often, he is a great candidate.

WSD Board Candidates Voting

- Jeff Taylor made a motion to accept the 3 WSD Board candidates (Sergio Galeano, Katrina Young, and Theo Anderson. Denise Townsend second the motion.
- Mr. Alan Still abstained from voting.
- WSD Board approved 3 new Board members.

Board Member Changes- Robert Davis

- Update: Mr. Jeffrey Shirley did not qualify to serve on the WSD Board. Mr. Shirley is not a DeKalb resident and does work in DeKalb County.
 - No letter of resignation was submitted.
 - Suggestion: Mr. Jeff Taylor and Mr. Frankie Atwater suggested Mr. Shirley write a resignation letter and submit to WSD Board for acceptance of the letter.

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- Ms. Randi Mason will be on leave soon; she provided a Board nominee:
 - Ms. Mason is resigning, and Ms. Katrina Young will serve on the Board in her place.
 - Mr. Frankie Atwater mentioned that Randi Mason is required to submit a resignation letter to the WSD board for voting. (Ms. Mason mentioned she sent e-mail to Mr. Robert Davis. Her resignation is effective after the December 18, 2024, meeting.
- Jeff Taylor made a motion to accept the resignation of WSD Board Member Randi Mason. Denise Townsend second the motion.
- WSD Board accepted the resignation of Randi Mason.

IV. Updates

WIOA Youth Program- Jowan Dennis

- Fall 2024 CTAE Advisory Committee Meeting
 - The CTAE Advisory Committee Meeting was held at Warren Technical School on November 21, 2024.
 - Warren Tech is one of DeKalb County's Career, Technology, Agricultural Education focused High Schools.
 - The culinary class at Warren Technical School served Breakfast made from scratch to all attendees of the meeting.
 - During the meeting various companies and DeKalb School administrators discussed various strategies to keep youth focused on their career path, strengthening partnerships that support career readiness, and working together to enhance and guide the CTAE programs to meet the needs of the students and community.
- STRIDE (Stopping Trends of Repeat Incarceration with Diversion and Education)
 - WSD youth staff attended the 5th cohort of the STRIDE Program on November 25, 2024.
 - The District Attorney's Office designed the STRIDE Program for young adults in the justice system to teach them life skills and to prevent recidivism.
 - The program lasts for 11 months and provides opportunities for the young adults to get their records expunged after completion of program.
- Wellroot Family Services- Reaching Teens Summit 2025
 - WorkSource DeKalb is creating a partnership with Wellroot Family Service.
 - Wellroot Family Service is an organization that primarily focuses on providing housing and other supportive services to youth who are in or aging out of the foster care system.
 - The Wellroot Family Services Reaching Teens Summit 2025 will occur on January 30, 2025, from 9:00 am- 4:00.
 - The event will be held at The North Georgia United Methodist Church Conference Center in Duluth, Georgia. The guest speaker for the event is Dr. Ken Ginsburg. He will teach strategies for interacting with youth, who have trauma and address behavioral risks and mental health challenges.

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Q&A- Part 4

- Question 1- Erica-Antoinette Slaton: Will participants of the STRIDE Program be able to receive the same certifications the WIOA participants receive?
- Answer- Jowan Dennis: Yes; WorkSource DeKalb does not discriminate. Offenders can participate in ITA training if they meet WIOA requirements; being an offender qualifies as a barrier; Youth applying for the WIOA youth program must have a barrier.

Additional Comment- Erica-Antoinette Slaton: Getting records expunged is a great incentive of the STRIDE Program. Ms. Slaton provided special commendation to WorkSource DeKalb staff for activating the program. This program will make WSD more than great and special commendation was provided for WorkSource DeKalb's great performance results.

Q.U.E.S.T. Grant- Bria Peterson

- The Q.U.E.S.T. grant received an AFR (Additional Funds Request) of \$100,000 to serve more DeKalb citizens. The additional funds will help to serve at least 10 more participants.
- Ms. Peterson explained that she has been working on exiting cases and removing cases that were entered in the system with the wrong code; space has been made to serve other participants.
- Ms. Peterson has 94 participants on her case load currently.
- 33 participants will be removed, and the others will transition into follow-up for 1 year.
- The Q.U.E.S.T. Grant currently has a balance of \$100,844.

Performance Report- Gregory Pittman

- Mr. Pittman explained that a new view of the Performance Report is coming soon.
- The report currently presented to the Board was from the end of PY23.
- The report presented showed that funds are being expended and there has been an increase for Q2 employment.
- The credential category is marked red; WSD is working to improve the score by ensuring funds being used for credentials are with providers, who provide credential trainings.
- There has been an increase in the Adult, Dislocated Worker, and Youth performance scores.
- The measurable skills gain for youth are improving because they are earning credentials.
- The color scheme is changing for the Performance Report. The current color scheme is:
 - Green: 90% and above
 - Yellow: 90%-50%
 - Red: 50% or below
 - Report metrics is subject to change
- New Performance Report was presented to the WSD Board:
 - Green: Above 90%
 - Yellow: 50%-90%
 - Red: Below 50%
- The new report shows the actual goal, the percentage of the goal met, and where WSD is.
- WorkSource DeKalb implements different structures; People can meet with a counselor and decide what industry they want to work in.

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Additional Comments- Robert Davis

- Mr. Davis expressed that the changes to the Performance Report have started.
- The numbers presented on the new report are the same as the previous report.
- GDOL decided that the Future Works system was too sensitive, and they wanted to make the system more realistic.
- Special commendation was provided by Ms. Denise Townsend; she approves the new format.

Q&A- Part 5

- Question 1- Jeff Taylor: Are the numbers provided on new report the same as the numbers from the previous report?
- Answer- Robert Davis: Yes; The numbers are the same, the ratings are different.
- Question 2- Erica-Antoinette Slaton: Is it possible to see the report from the previous quarter/year to compare and see how WSD adjusted and improved? Add more metrics?
- Answer- Robert Davis: Yes
- Suggestion: Mr. Frankie Atwater suggested PY22 report be presented during the next WSDB meeting in March 2025.

Performance Report Additional Comments- Gregory Pittman

- The PY 19 and PY 24 Performance Report was presented to the Board.
- It was shown that during PY 23 WorkSource DeKalb carried in 470 new participants.
- The number of new currently enrolled participants is 74.
- Performance Report as of 12-11-2024 was also presented to the Board.
- Based on the report presented:
 - 783 participants were enrolled in PY 24
 - 345: Youth
 - 257: Adult
 - NDWG: 115
 - Dislocated Worker: 66

One-Stop Operator Report- Robert Gordon

- There has been a change in services with customers; There has been an increase in customers needing direct job placement.
- TCSG is running short on having on-site staff at the WSD office. One staff member retired, and the other staff member accepted another job offer.
 - Interviews were held last week; 2 new staff members will start work in January 2025.
- Mr. Gordon provided special thanks to Mr. Davis and WorkSource DeKalb staff for hosting In the Door's annual staff training on December 13th. Staff from Tennessee and Georgia attended and received training in HR and Customer Service. Mr. Freddie Broome served as the keynote speaker for the training. Mr. Bloome is the Director of Equity and Inclusion for the Georgia Municipal Association.

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- In The Door formed a new partnership with The Atlanta Center for Self-Sufficiency, led by former WorkSource DeKalb staff member, Mr. Roderick Wyatt. This agency helps to assist the community and veterans with various resources.

Q&A- Part 6

- Question 1- Robert Davis: What is the role of One-Stop Operator?
- Answer- Robert Gordon: The WIOA One-Stop Operators contribute to the state agencies by helping to connect customers to resources and make referrals, which lead to employment. One-Stop Operators serve 14 local agencies and 100 counties.
- Mr. Robert Davis provided commendation to Mr. Robert Gordon for his service.

PY 23 Monitoring- Robert Davis

- WorkSource DeKalb monitoring was held November 18th-22nd, 2024.
- TCSG provides monitoring to ensure the WorkSource areas follow WIOA rules and guidelines.
- WSD has zero disallowed costs during the previous 5 years.
- WorkSource DeKalb received the following findings:
 - Financial Subrecipient Monitoring- Lack of Required Documentation
 - Contracting- Improper Contract Management
 - Monitoring not completed in a timely manner
 - Contract not signed in a timely manner
 - This finding is being taken care of and corrected.
 - Participant Eligibility- Lack of Required Documentation
 - IEPs are required to be signed prior to starting program.
 - Local Workforce Development Board- Lack of Maintaining Board Waiver for Vacancies.
 - WSD is working on filling the vacancies.
- Having a monitoring makes WorkSource DeKalb a better agency and it ensures the agency is fiscally sound.
- Staff training will be held on the importance of keeping participant's medical and disability information in a separate file.
- WSD staff are working on exits; there are a significant number of cases.
- The full monitoring report will be sent to the WSD Board, then the WSD Board Chair signs, then the DeKalb CEO Signs, and lastly the signed report is sent to TCSG.

Q&A- Part 7

- Question 1- Jeff Taylor: Is WorkSource in compliance with the Board currently?
- Answer- Robert Davis: No
- Question 2- Jeff Taylor: Have there been repeat findings for the monitoring?
- Answer- Robert Davis: Yes; IEP findings could potentially be a repeat finding.
- Suggestion- Jeff Taylor: Mr. Taylor suggested that WSD outlines where they are currently.
- Mr. Davis expressed the information will be available at the end of the Board meeting.

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Apprenticeship Opportunities- Robert Davis

- WorkSource DeKalb's current focus are apprenticeships.
- Mr. Davis expressed, he met with a representative from a Painter's Union. (International Union of Painters and Allied Trades)
- WorkSource DeKalb needs to establish relationships with apprenticeship opportunities moving forward.

Additional Updates- Robert Davis

- The DeKalb County Small Business Summit will be held Thursday, December 19, 2024.
- WorkSource DeKalb Workforce Development Manager, Mrs. Alanna Hicks-King is working with the summit event.
- 35-40 small businesses will be present at the Summit; WSD will determine their needs.

2024 DeKalb County Government Star Award- Robert Davis

- WorkSource DeKalb's Employment and Training Supervisor Ms. Sabrina Lee was awarded the 2024 DeKalb County Government Star Award.
- Ms. Lee serves as the Supervisor for the Adult Unit at WorkSource DeKalb.
- Mr. Robert Davis offered commendation to Ms. Lee for being an impeccable team member.

PY 22 and PY 23 Report Comparisons- Gregory Pittman

- The comparisons between PY 22 and PY 23 performance reports were presented to the Board.
- PY 23 (July 1, 2023) to June 30, 2024, report was presented to the Board.
- Reports showed that participants are receiving measurable skills gains, credentials, and participants are receiving employment.
- WorkSource DeKalb is improving credentials because they are exiting participants.
- Mr. Pittman expressed Q2 numbers for PY 24 will be available in March 2025.
- Commendations:
 - Mr. Frankie Atwater commended WorkSource DeKalb staff for a job well done.
 - Ms. Erica-Antoinette Slaton commended WorkSource DeKalb staff for improving their score card and the work they do.

V. Public Comments

- N/A

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VI. Announcements

- **Frankie Atwater**

- Mr. Atwater announced, The DeKalb Chamber of Commerce Annual Meeting will be held January 16, 2025.
- During the meeting the emphasis is Manufacturing.
- Mr. Stuart Countess, President and CEO of Kia will be the guest speaker.
- Mr. Countess speaks highly of WorkSource, On the Job Training, and GPTC.
- The meeting will be held at the Stone Ridge Event Center at 12:00 p.m.
- E-mails and announcements will be sent to all WSD Board members.
- The Inaugural Manufacturers Summit (Georgia Association of Manufacturers) will be held in April 2025.

VII. Confirmation of Future Meetings

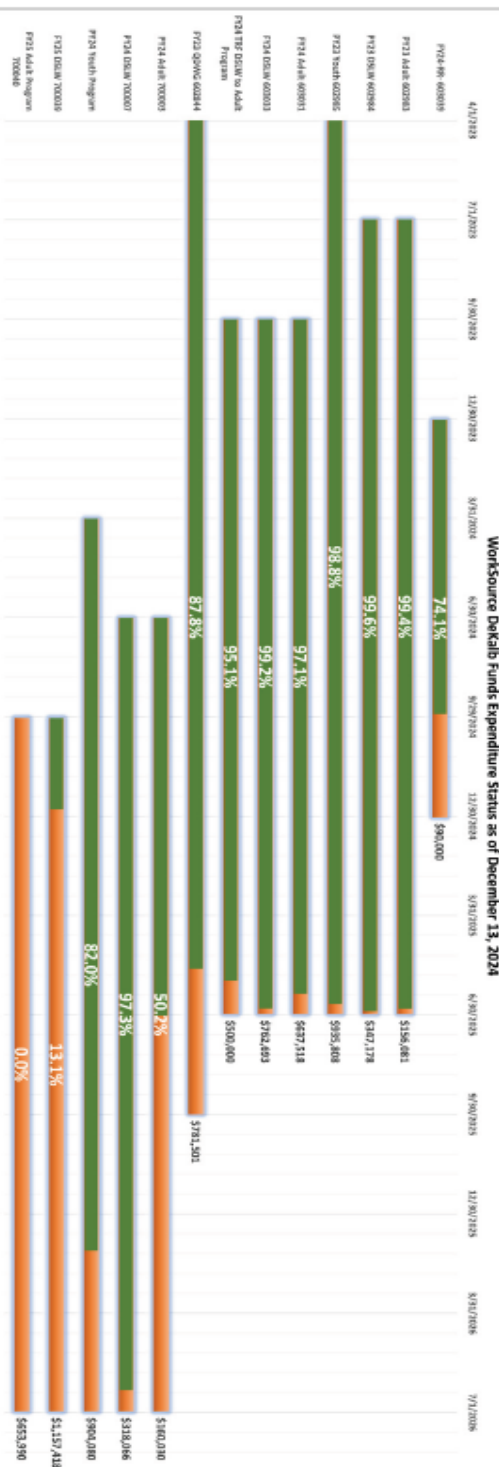
- 2025 Sub-Committee Meetings:
 - Q1: March 12, 2025- 10:00 a.m.- 11:00 a.m.
 - Q2: June 11, 2025- 10:00 a.m.- 11:00 a.m.
 - Q3: September 10, 2025- 10:00 a.m.- 11:00 a.m.
 - Q4: December 10, 2025- 10:00 a.m. – 11:00 a.m.
- 2025 Full Board of Directors Meetings
 - Q1: March 26, 2025- 10:00 a.m. – 12:00 p.m.
 - Q2: June 25, 2025- 10:00 a.m.- 12:00 p.m.
 - Q3: September 24, 2025- 10:00 a.m.- 12:00 p.m.
 - Q4: December 17, 2025- 3:00 p.m.- 4:00 p.m.
- WorkSource DeKalb team will send Board Meeting calendar to all members.
- The new Board members will be welcomed during the March 2025 meeting.

VIII. Adjournment

- Jeff Taylor made a motion to adjourn the meeting. Alan Still second the motion.

Meeting adjourned at 4:19 PM

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| | PROGRAM | AMOUNT | EXPENDED | COMMITTED | UNCOMMITTED | POA START DATE | POA END DATE | DURATION | EXPENDITURE PROGRESS | Convert % Progress to Days | DAYS TO GO |
|--------|--------------------------------|-------------|---------------|---------------|--------------|----------------|--------------|----------|----------------------|----------------------------|------------|
| AWARD | | | | | | | | | | | |
| 603039 | FY24-RR-603039 | \$90,000 | \$ 66,665.62 | \$ - | \$ 23,334 | 7/1/24 | 12/31/24 | 365 | 74.1% | | 270 |
| 602983 | PV23 Adult 602983 | \$156,081 | \$ 147,485.39 | \$ 7,585.63 | \$ 1,010 | 7/1/23 | 6/30/25 | 730 | 99.4% | | 725 |
| 602984 | PV23 DSLW 602984 | \$347,178 | \$ 345,844.64 | \$ - | \$ 1,333 | 7/1/23 | 6/30/25 | 730 | 99.6% | | 727 |
| 602985 | PV23 Youth 602985 | \$935,808 | \$ 906,509.56 | \$ 18,530.85 | \$ 10,768 | 4/1/23 | 6/30/25 | 821 | 98.8% | | 812 |
| 603031 | FY24 Adult 603031 | \$637,518 | \$ 559,605.50 | \$ 59,324.67 | \$ 18,588 | 10/1/23 | 6/30/25 | 638 | 97.1% | | 619 |
| 603033 | FY24 DSLW 603033 | \$762,693 | \$ 727,548.20 | \$ 29,336.72 | \$ 5,808 | 10/1/23 | 6/30/25 | 638 | 99.2% | | 633 |
| 602844 | FY24 TRF DSUO to Adult Program | \$500,000 | \$ 372,136.25 | \$ 103,584.42 | \$ 24,268 | 10/1/23 | 6/30/25 | 638 | 95.1% | | 607 |
| 602844 | FY23 ODWS 602844 | \$781,501 | \$ 616,473.80 | \$ 70,049.54 | \$ 94,979 | 9/26/22 | 9/30/25 | 1100 | 87.8% | | 966 |
| 700003 | PV23 Adult 700003 | \$160,030 | \$ 75,184.35 | \$ 5,110.75 | \$ 79,735 | 7/1/24 | 6/30/26 | 729 | 50.2% | | 366 |
| 700007 | PV24 DSLW 700007 | \$318,066 | \$ 280,217.02 | \$ 29,328.78 | \$ 8,520 | 7/1/24 | 6/30/26 | 729 | 97.3% | | 709 |
| 700011 | PV24 Youth Program | \$904,080 | \$ 645,705.57 | \$ 95,461.01 | \$ 162,913 | 4/1/24 | 6/30/26 | 820 | 82.0% | | 672 |
| 700039 | FY25 DSLW 700039 | \$1,157,418 | \$ 143,876.02 | \$ 8,136.24 | \$ 1,005,406 | 10/1/24 | 6/30/26 | 637 | 13.1% | | 84 |
| 700040 | FY25 Adult Program 700040 | \$653,990 | \$ - | \$ - | \$ 653,990 | 10/1/24 | 6/30/26 | 637 | 0.0% | | 0 |
| TOTAL | | \$7,404,363 | \$4,887,252 | \$426,459 | \$431,257 | | | | | | |