

WorkSource DeKalb Board Meeting Minutes

Wednesday, June 29, 2022

ZOOM Conference @11:00 AM

- I. Call to Order/Welcome – Jeff Taylor @11:00 a.m.**
- II. Establishment of a Quorum**

| Members Present | Members Absent |
|---|--|
| Alli, Naushad- RICOH USA. Inc. | Ashmore, Timothy- HR Director, Sugar Bowl Bakery |
| Atwater, Frankie- DeKalb Chamber of Commerce | McBride, Meghan Dr.- Georgia Piedmont Tech (<i>GPTC</i>) |
| Booth, Barry- CERMA | Rogers, Jeff- Mechanical Trades Institute |
| Cody, Shawn- Ironworks Local 387 | Slaton, Antoinette-Erica- Erica Antoinette Management |
| Connally, Mark- Georgia Department of Labor | Stewart, Hank- Hank Stewart Foundation |
| Cox, Kristi- ManPower | Townsend, Denise- United Way of Greater Atlanta |
| Mason, Randi- Decide DeKalb | Worthey, Brandon- Georgia Vocational Rehab (<i>GVRA</i>) |
| Osiname, Ellis- Center for Disease Control (<i>CDC</i>) | Yohannes, Helen- Chris 180 |
| Still, Alan- Georgia Sheet Metal JATC | |
| Taylor, Jeff- Oakhurst Medical Centers | |
| WorkSource DeKalb Staff | |
| Robert Davis- Interim Director | |
| Cantly, Donnie- Public Relations Specialist | |
| Hicks-King, Alanna- Business Solutions Unit Manager | |
| Hewitt, Seretta- Workforce Assistant | |
| Pittman, Gregory- Management Analyst II | |
| Purifoy, Tammy- Adult/ Youth Unit Manager | |
| Smith, Matthew- Administrative Coordinator | |
| Thomas, James- Contracts/ Policy & Procedures Manager | |
| Tillman, Katrina- Fiscal Officer Senior | |
| Gordon, Robert- In the Door (<i>One-Stop Operator</i>) | |

III. Finance Report- Katrina Tillman

- Finance report was shared with the committee. (*View page 5 for chart*)
- The first 5 grants provided on report are closing soon as of 06-08-2022.
- The deadline to spend PY20 and FY21 grants is June 30, 2022.
- NDWG Covid grant deadline is March 2023.
- PY21 and FY22 grants are marked orange on the report and last for 1 year.
- PY22 and FY23 funds are expected to arrive July 1, 2022.
- The following new grants are expected within the next 60 days:
 - Adult- 800,000
 - Dislocated Worker- 1.2 million
 - Youth- 1.0 million

IV. State Policy Update- James Thomas

- State policy was updated 05-19-2022
- Changes were made to the following policies:
 - 3.2.5- Adult and Dislocated Worker Participant Eligibility for WIOA and Priority of Service_(IV) Basic Skills Deficient.
 - 3.2.6- Youth Participant Eligibility for WIOA_(V) Basic Skills Deficient
 - 3.4.2.4- Occupational Skills Training
 - 2.2.15- Recapture and Reallocation Transfer Policy: Voluntary De-obligations Requests
 - Inter-Fund Transfer: Recapture of Funds, Reallocation of Funds

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- Revisions were shared with the committee.

One-Stop Certification Update- James Thomas

- The one-stop certification is required to be updated every 3 years (*WorkSource DeKalb and Mobile Career Unit*).
- The most recent certification was received July 2020.
- Various templates regarding partner presence and operations were updated by the State.
- A motion was made by Alan Still to approve the updated templates, Kristi Cox second the motion.

Approvals

- Motion was made by Frankie Atwater to approve the March 9, 2022 Finance/Performance & Accountability Meeting Agenda, Naushad Alli second the motion.
- Motion was made by Kristi Cox to approve the March 9, 2022 Finance/Performance & Accountability Meeting Minutes, Mark Conally second the motion.
- Motion was made by Alan Still to approve the Finance Report, Shawn Cody second the motion.
- Motion was made by Kristi Cox to approve the state policy update, Alan Still second the motion.
- Motion was made by Naushad Alli to accept the one-stop certification updates, Alan Still second the motion.

New Awards Adult & Dislocated Worker PY22-FY23- Katrina Tillman

- The following new awards are expected to be received soon:
 - Adult \$934,983
 - Dislocated Worker \$1.2 million
 - Youth \$1,015,574.00
- Motion was made by Frankie Atwater to accept the new awards, Barry Booth second the motion.

Regional Outreach Plan (\$20,000)- Robert Davis

- Various WorkSource areas met to develop the outreach plan. (Fulton, ARC, Gwinnett, and City of Atlanta).
- The goal of the new plan is to increase enrollment and presence.
- A motion was made by Kristi Cox to accept the Regional Outreach Plane, Alan Still second the motion.

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V. Youth Sub Committee- Tammy Purifoy

- Youth Sub-Committee met on June 15, 2022.
- Youth program enrollment for Out-Of-School youth has increased with the assistance of the Georgia Piedmont Technical College partnership.
- WSD Youth Team is hopeful to meet all enrollment goals for this year.
- Challenges experienced include re-branding and hiring new youth team staff.
- The Youth Team is excited about the new RFP.

VI. Updates

- **RFP 22 500614 Workforce Innovation Opportunity Act (WIOA)- Career Training Services- James Thomas**
 - The following RFPs were discussed with the committee: Adult, Dislocated Worker, Youth Career and Training, Career Readiness, and Business Services.
 - All components will be combined into one RFP.
 - RFPs were posted on 05-23-2022.
 - Total amount: \$1.7 million
 - Mark Connally made a motion to accept the March 9, 2022 Youth-Sub Committee Meeting Minutes, Kristi Cox second the motion.
- **WorkSource DeKalb Board Meeting Minutes Approval**
 - Motion was made by Barry Booth to approve the March 23, 2022 WorkSource DeKalb Board Meeting minutes, Alan Still second the motion.
- **Local and Regional Plan- Robert Davis**
 - The local and regional plan update is required every 2 years.
 - This year's plan is due September 2022.
 - WorkSource DeKalb and other areas in the region work together to create the plan.
 - The completed plan will be provided to WorkSource DeKalb Board and the public for review.
- **One-Stop Operator Report- Robert Gordon**
 - DeKalb Unemployment Rate- April 2022: 2.8%
 - WorkSource DeKalb Navigator Team was recognized for having the shortest response time in the district (5.3 days).
 - Board/ Committee member Dr. McBride will participate in the WIOA orientation and intake process.
 - The last job fair of the year in connection with MARTA will be held on June 30, 2022.

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VII. Performance Report- Gregory Pittman

- Report presented to Committee was updated May 21, 2022.
- The new report numbers are forthcoming.
- Based on the report presented to the committee, WorkSource DeKalb is trending upward.
- The goal is to increase all skills and performance areas by the end of next year.

VIII. Next Scheduled Meetings

- Finance/ Performance & Accountability Sub-Committee- September 7, 2022
- Youth Sub-Committee Meeting- September 7, 2022
- Executive Sub-Committee Meeting- September 14, 2022
- Full WorkSource DeKalb Board Meeting- September 21, 2022
- The next scheduled meeting will be held in-person at WorkSource DeKalb Office (Board Room)
- Place holders and reminders will be sent to all committee members

IX. Adjourn

Motion was made by Alan Still to adjourn the meeting, Mark Connally second the motion.

Meeting adjourned at 12:02 p.m.

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WorkSource DeKalb Funds Expenditure Status as of June 8, 2022

