

**WorkSource DeKalb Board
November 14, 2018**

Members Present

Sadie Dennard, *Dennard Management Group*
Darrien Moore, *Chris 180*
Audrey Turner, *Emory University*
Dia Myrick-Taylor, *Centers for Disease Control*
Meghan McBride, *GPTC*
Denise Townsend, *United Way of Greater Atlanta*
Shioney Durham, *Georgia Vocational Rehabilitation Agency*
Ray Gilley, *Development Authority of DeKalb County*
Hope Boldon, *Integral*
Mark Connally, *GDOL*

Members Absent

Michael Romesburg, *CVS Health*
Bruce Nelson, *RICOH USA, Inc.*
Ryan Millsap, *Blackhall Studios*
Mitchell Byrd, *IUOE 926*
Mike Bell, *IBEW Local 613*
Katerina Taylor, *DeKalb Chamber of Commerce*
Cathy Hardin, *DeKalb Medical*
Tommy Lester, *Startup BFF*
Hank Stewart, *Hank Stewart Foundation*
Timothy Ashmore, *CSM Bakery Products*
Satyn Geary, *MARTA*

Staff

Theresa Austin-Gibbons
Gina Surgeon
India Johnson
Michelle Jones
Jermaine Hampton
Robert Gordon, *In the Door*

Welcome/Greetings - Call to Order

Chairperson Sadie Dennard called the meeting to order.

Establishment of Quorum

Ms. Dennard declared the members present did not constitute a quorum.
A motion was made to start an executive session.

Approval of Minutes (September 26, 2018)

A motion was made by Ray Gilley and seconded by Mark Conley to approve the September 26, 2018 meeting minutes as presented.

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Committee Reports

Finance Committee

- FY 19 (Period 10/01/18 – 06/30/20) funding for Adult and Dislocated Workers is expected to be announced by TCSG in early November
- WSD was offered an opportunity to utilize recaptured, close out funds from another LWDA. We are requesting approval to accept \$36,648.94 of additional PY 17 Adult funding, all of which has been committed by Program staff.
- WSD has prepared a request to transfer \$250,000 of uncommitted FY 18 Dislocated Worker fund to FY 18 Adult Programs. We estimate that 40 additional clients will be service as a result of the transfer funds. The request must be approved by the WSD Board and CEO prior to presentation to TCSG for final approve and adjustment.
- Georgia Department of Labor has confirmed that the renewal for SNAP 2.0 is in process and will be have an Award Period of October 2018 – September 2019
- In the summer of 2019, WorkSource DeKalb will reach 400 youth with employment opportunity.
- DeKalb Works (CEO – General Fund): Budget - \$425,000
- Summer Youth Jobs Program (WIOA): Budget - \$425,000
- External Report for 2018 Youth Program Spending was shared with the committee
- The pay rate of \$9.00 per hour for WEX participants was increased to \$10.00 per hour

One-Stop Partners and Disabilities Committee

- The One-Stop Partners Monthly Tracking report was discussed with the committee.
- The name and structure of the One-Stop Partners Committee is predicted to change soon to reflect the State Board structure (*Accountability and Compliance*), pending approval from the WIB.
- The annual Disability Awareness and Sensitivity Training was held for WSD and GDOL staff on October 19, 2018. The training consisted of videos, role playing, and instructions on how to operate the assistive technology.
- The annual Disability Awareness Forum and Career Expo were held October 24, 2018. The forum included guest panelists from GVRA, Disability Link, VA, and Goodwill. 100 job seekers attended the forum/fair and 12 employers participated in the event.
- October 26, 2018 was the first WSD and GDOL training. Special guests included DeKalb County CEO Michael Thurmond and GDOL Commissioner Mark Butler. The training discussed staff integration to better serve customers.
- The next “*Returning Citizens*” event is tentatively scheduled for February 27, 2018. Additional details are forthcoming.

Youth Sub-Committee

- During the previous meeting held November 14, 2018 Michael Romesburg accepted the role of leading the meeting.
- No quorum was determined; the action items were presented to the WIB regarding the Youth WEX Policy and the increase in wages from \$9 to \$10 per hour for youth WEX.
- The first cohort of the Job Readiness Training classes started on October 15, 2018 and ended on November 2, 2018. The class included 15 youth with successful participation and graduation. Mr. Hank Stewart served as guest speaker during the graduation ceremony. The training courses are provided in cohorts to better track the youth and keep them fully engaged

12 of the 15 youth have started work experience and 3 are still involved in the interview process.

The courses included:

- Life Skills Training
- Workforce Preparation
- Soft Skills Training
- Mock Interviews
- Motivational speaking from ITA providers and employers
- Financial Literacy Training

All youth involved in the training were provided evaluations upon starting the training and ending the training. The students enjoyed the class content and the instructor Mrs. Nicole Little immensely.

Recruitment is in progress for Cohort 2. Orientation will be held Friday, November 9, 2018 at 10:00 am. Classes will start November 26, 2018 and graduation will be held December 14, 2018.

Action Items

Finance Report

A motion was made by Ray Gilley and seconded by Hope Boldon to accept the FY 2019 Grant of 1,382,043 for Dislocated Workers and 1,295,376 for Adults.

The finance report for award statuses was presented to committee for Award Activity as of 11-8-18:

Award Activity (As of November 8, 2018)	Award Name	Award Period	Budget	Current Balance (Uncommitted)
Award				
601982	SNAP 2.0*	08/16/17 – 10/31/18	\$ 665,522.43	\$ 622,180.75
601962	PY 17 WIOA Youth	04/01/17 – 06/30/19	\$1,711,945.00	\$ 478,680.64
601960	PY 17 WIOA ADULT	07/01/17 – 06/30/19	\$ 213,505.10	\$ 1,192.75
601961	PY 17 WIOA DISLOCATED WORKER	07/01/17 – 06/30/19	\$ 293,627.00	\$ 780.37
601972	FY 18 WIOA ADULT	10/01/17 – 06/30/19	\$1,480,581.00	\$ 682,009.52
601973	FY 18 WIOA DISLOCATED WORKER	10/01/17 – 06/30/19	\$1,564,472.00	\$ 780,364.67
601974	FY 18 WIOA RAPID RESPONSE	10/01/17 – 06/30/19	\$ 64,862.00	\$ 16,455.48
602077	PY 18 WIOA Youth	04/01/18 – 06/30/20	\$1,556,091.00	\$ 1,556,091.00
602078	PY 18 WIOA ADULT	07/01/18 – 06/30/20	\$ 243,716.00	\$ 236,006.00
602079	PY 18 WIOA DISLOCATED WORKER	07/01/18 – 06/30/20	\$ 288,521.00	\$ 288,521.00

WSD was offered an opportunity to utilize recaptured, close out funds from another LWDA. We are requesting approval to accept \$36,648.94 of additional PY 17 Adult funding, all of which has been committed by Program staff. A motion was made by Sadie Dennard and seconded by Hope Bolden to approve this action item.

WSD has prepared a request to transfer \$250,000 of uncommitted FY 18 Dislocated Worker fund to FY 18 Fault Programs. We estimate that 40 additional clients will be service as a result of the transfer funds. A motion was made by Ray Gilley and accepted by Darrien Moore to approve this action item.

WEX Policy & Procedure and Youth Work Experience Rate Increase

- The employment extension process needs to be developed for youth work experience participants and presented to the director.
- JRT (Job Readiness Training), interviewing, mock interviews, and job shadowing have been added to the policy as a component of WEX (*work experience*).
(*Subsidized employment*)

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Votes are needed to increase the wages from \$9.00 per hour to \$10.00 per hour for work experience opportunities and to include the JRT components in the work experience program.

Ray Gilley made a motion to accept and Hope Bolden seconded the motion.

Proposed 2019 Meeting Calendar

The WIB has decided to meet on the 4th Wednesday of each month on a bi-monthly basis at 11:30 am. The Finance Committee will meet on the 4th Wednesday bi-monthly at 10:30 am. The One-Stop Committee will meet the first Thursday bi-monthly at 1:00 pm.

Ray Gilley made a motion to accept the Finance meeting date change to the same day as the WIB. Mark Conley seconded the motion.

Prospective Board Member Interviews by the Executive Committee

New candidates were sent to the Executive Committee by Ms. Luz Borrero to serve on the Workforce Investment Board. The goal is to select candidates that are fully engaged with the duties of the committee and have new candidates selected and seated by January 2019. 2 education and training representatives are needed to serve on the committee.

At least 2 Executive Committee Members are needed to assist with the voting process.

The prospective candidates are:

- Dr. Delmas L. Watkins
- Justin Haight
- Erica Slaton
- Diometra Aldridge
- Jeffrey Taylor

The following candidates are pending:

- Gary Satin
- Katrina Taylor
- Dr. McBride

Program Updates

2019 Youth Summer Program

A proposed budget amount of 425,00 was submitted to the DeKalb County Budget Office for submission and approval of the BOC (*Board of Commissioners*) for the 2019 Summer Youth Employment Program (*SYEP*). The Youth Advisory Committee is scheduled to meet November 14, 2018 to discuss feedback, pros and cons of the 2018 SYEP.

Introduction of New Staff

WorkSource DeKalb has recently hired the following new staff:

- Nickole Little- Employment and Training Analyst- Youth Unit
- Lizzie Harrington- Employment and Training Analyst- Youth Unit
- Janae Martin- Employment and Training Analyst- E&T Unit
- Sonia Gilbert- Management Analyst II- Performance/Contracts

The following positions are now open with WorkSource DeKalb

- Employment and Training Analyst
- Employment and Training Supervisor
- Deputy Director

Data Sharing Agreement with DOL

TCSG (*Technical College System of Georgia*) in agreement with GDOL will fund the system used for verifying social security numbers and wages for WorkSource DeKalb in the amount of \$9,100 from November- June 2019.

WSD/DOL Celebration/Training

Worksource DeKalb and Georgia Department of Labor hosted group training with both agencies to discuss staff integration and better serving the customers. DeKalb County CEO Micahel Thurmond and State Labor Commissioner Mark Butler appeared at the training as guest speakers.

Executive Committee Meeting- Local, Regional Plans

The local and regional plan is now available online for viewing. Every two years the local and regional plan is required to be updated and posted online.

Approval was granted by the Executive committee.

Director's Report

The Director's meeting was held November 8, 2018 in Albany, GA. The following items were discussed:

- Incumbent Worker Training
- Presentation was provided by TCSG
- March 4th-6th 2019 monitoring

Performance goals will be discussed during the next meeting.

WIB Retreat

The next WIB retreat is tentatively scheduled for February 2019; 3 dates are pending for selection. The estimated cost of the event is \$2,500. The date options and budget will be submitted to all committee members to vote and approve.

Public Comments

N/A

Next Scheduled Meeting:

January 23, 2019

Adjournment

There being no further business, the meeting was adjourned at 12:07pm.