

**WorkSource DeKalb Board
January 23, 2019**

Members Present

Sadie Dennard, *Dennard Management Group*
Darrien Moore, *Chris 180*
Shioney Durham, *Georgia Vocational Rehabilitation Agency*
Katerina Taylor, *DeKalb Chamber of Commerce*
Denise Townsend, *United Way of Greater Atlanta*
Ray Gilley, *Development Authority of DeKalb County*
Mark Connally, *GDOL*
Hank Stewart, *Hank Stewart Foundation*
Timothy Ashmore, *CSM Bakery Products*
Meghan McBride, *GPTC*
Dia Myrick-Taylor, *Centers for Disease Control*
David Oliver, *IRC*
TJ McElroy

Members Absent

Bruce Nelson, *RICOH USA, Inc.*
Ryan Millsap, *Blackhall Studios*
Mitchell Byrd, *IUOE 926*
Mike Bell, *IBEW Local 613*
Audrey Turner, *Emory University*
Michael Romesburg, *CVS Health*
Hope Boldon, *Integral*
Cathy Hardin, *DeKalb Medical*
Tommy Lester, *Startup BFF*
Satyn Geary, *MARTA*

Guests

Jamie Jordan

Staff

Theresa Austin-Gibbons
Gina Surgeon
Robert Davis
Michelle Jones
Robert Gordon, *In the Door*
Janice Burley-Black
Tammy Purifoy
Jermaine Hampton
Jasmine Carr
Seretta Hewitt
Donnie Cantly

Welcome/Greetings - Call to Order

Chairperson Sadie Dennard called the meeting to order.

Establishment of Quorum

Quorum was established

New Staff

Robert Davis- Deputy Director

Robert Davis serves as the Deputy Director for WorkSource DeKalb. Mr. Davis has experience with business recruitment and economic development from his career with WorkSource in Washington DC and city of Savannah. Mr. Davis also served in the Military.

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Janice Burley-Black-Business Solutions Unit Supervisor

Janice Burley- Black serves as Employment and Training Supervisor for the Business Solutions Unit. Mrs. Burley-Black has experience with working for the Georgia Department of Labor as services specialist and employment marketing representative.

Tammy Purifoy- Employment and Training Unit Supervisor

Tammy Purifoy serves as the Employment and Training Unit Supervisor. Ms. Purifoy has experience working with Georgia Department of Labor and WorkSource Fulton.

Jasmine Carr- Employment and Training Youth Unit Supervisor

Jasmine Carr serves as the Employment and Training Supervisor for the Youth Unit. Ms. Carr has worked with the University system as well as Economic Development and TCSG (*Technical College System of Georgia*).

Approval of Minutes (November 14, 2018)

A motion was made by Ray Gilley and seconded by Darrien Moore to approve the November 14, 2018 meeting minutes as presented.

Committee Reports

One Stop Committee

One Stop Partners Update- Returning Citizens

The decision was made to combine the upcoming Returning Citizens event with the WSD “*Workforce Wednesday*” event to better serve the community.

One Stop Center Attendance Tracking/Federal Workers

The increase in attendance in the One Stop Center is a result of the government shutdown. Many federal workers such as Job Corps employees were furloughed due to the shutdown. WSD is working to identify customers from various community partners and small non-profit organizations to provide additional services to federal workers impacted. Also various catering companies and local churches are trying to assist federal workers. Additional updates and verbiage will be sent to the committee.

Suggestions/Resources

- The United Way 211 is a helpful resource for patrons. The 211 phone line connects clients with resources based on their needs and location.
- The suggestion was mentioned to contact the General Assembly of Georgia for additional resources and assistance.

Youth Sub-Committee

2 Cohorts for the HYPE workshops have been completed. The graduation ceremony for Cohort 3 is scheduled to occur February 1, 2019.

Finance Committee

The following report was shared with the committee

Award	Award Name 4	Award Period	Budget	Outstanding Commitments	Remaining Balance (Uncommitted)
601982	SNAP 2.0*	08/16/17-10/31/18	\$665,522.43	\$0	\$605,481.86
601962	PY 17 WIOA Youth	04/01/17-06/30/19	\$1,711,945.00	\$274,361.02	\$120,413.27
601960	PY 17 WIOA Adult	07/01/17-06/30/19	\$224,848.05	13,578.92	\$0
601961	PY 17 WIOA Dislocated Worker	07/01/17-06/30/19	\$293,627.00	\$779.51	\$0
601972	FY 18 WIOA Adult	10/01/17-06/30/19	\$1,480,581.00	\$289,788.80	\$32,593.12
601973	FY 18 WIOA DW	10/01/17-06/30/19	\$1,564,472.00	\$87,589.86	456,711.25
601974	FY 18 WIOA Rapid Response	10/01/17-06/30/19	\$64,862.00	\$0	\$27,031.33
602077	PY 18 WIOA Youth	04/01/18-06/30/20	\$1,556,091.00	\$0	\$1,556,091.00
602078	PY 18 WIOA Adult	07/01/18-06/30/20	\$243,716.00	\$67,963.16	\$175,752.84
602079	PY 18 WIOA Dislocated Worker	07/01/18-06/30/20	\$291,521.00	\$0	\$291,521.00
602127	FY 19 WIOA Adult	10/01/18-06/30/20	\$1,295,376.00	\$0	\$1,295,376.00
602128	FY 19 WIOA DW	10/01/18-06/30/20	\$1,382,043.00	\$0	\$1,382,043.00
			\$10,763,261.48		\$5,943,014.67

The oldest funds must be obligated before new funds. All units and departments are working diligently to spend all funds in a timely manner. The reconciliation process is delayed to ensure all close-out items in the state system match the county system. Fluctuations in the report and changes could occur based on reconciliations. All reconciliations are scheduled to be completed by June 2019.

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The SNAP 2.0 program, which is a program provided by DFACS will end January 31, 2019. WSD is working diligently with TCSG to ensure the 11 students currently enrolled in the program are not impacted negatively. Invoices for current activities will be processed until January 31, 2019; activities after January 31st will not be processed.

A motion was made by Ray Gilley and seconded by Katerina Taylor to accept the Finance Report.

Action Items

Youth RFP

Business Services- WSD is issuing the BSU RFP for the purpose of selecting a qualified Contractor to provide Business Services for WIOA Adults, Dislocated Workers, and Youth programs under the Workforce Innovation and Opportunity Act. Additional services will include Work Based Learning, apprenticeships, and customized training with the goal of putting people to work.

Proposals must describe how the program will showcase and Implement Sector Strategies utilizing Industry Partnerships High Demand Occupation List and include the following:

- Promote employer involvement in workforce planning and development of workforce solutions
- Integrate Workforce Development with Metro Atlanta Economic Development efforts to enhance business retention and growth.
- Lead efforts to respond to industry and customer needs with sector-based solutions
- Strengthen Metro Atlanta employer connections via the Industry Partnerships for the region to grow work-based learning and non-traditional training opportunities.
- Develop industry partnerships for High Demand Occupations Such As: Aerospace, Construction, Entertainment, Information Technology, Healthcare, Logistics & Transportation, and Advance Manufacturing.

Labor Market research will be shared with the committee

This RFP will help the Business Solutions Team serve over 1500 participants; the extra help is greatly needed. The main focus is small and medium sized businesses. The contract is a cost-reimbursement contract with the option to extend (if applicable).



Estimated Total Funding Available for this RFP:

An amount not to exceed \$150,000

- Adult: \$75,000.00
- Dislocated Worker: \$75,000.00
- Youth: \$75,000.00

Meghan McBride from Georgia Piedmont Technical College expressed interest in applying for the RFP. *(All interested members are not eligible to vote on the provided action item. Ms. McBride exited the room during the discussion)*

A motion was made by Ray Gilley and seconded by Dia Myrick-Taylor to approve this action item.

Payroll Services- WorkSource DeKalb is accepting proposals for the provision of Payroll services, for eligible in school and Out of School WIOA program youth participants. The vendor will also coordinate payroll services for youth who participate in the DeKalb County Chief Executive Officer's summer employment program. *"DeKalb Works"*

The selected vendor must have and perform the following duties:

- Vendor must have an array of administration, staff, and software to ensure youth are successfully paid during their Work Experience including year round and summer (*June-August*).
- Vendors will collect and document all time worked on a weekly basis and work with WSD Finance staff to ensure youth are paid timely and efficiently
- Participant Self Service
- Employer Self Service
- Weekly Paid Youth Reports
- Verification Services
- Dashboard Reporting
- Quick Data Entry
- Cloud Services
- Participant Follow-Up and Tracking

Implementing this service will have a positive impact in the following ways:

- Having an efficient payroll process
- Decrease the amount of emergency checks issued and having the DeKalb County payroll department involved

A motion was made by Denise Townsend and seconded by Timothy Ashmore to approve this action item.

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Adult and Dislocated Worker RFP's

The Adult and Dislocated RFP will provide external services to adults, veterans, and individuals with disabilities, and returning citizens such as occupational skills training, work based learning, case management business services, and on the job training in high demand occupations. The grant period is July 1, 2019- June 30, 2021 in the amount of \$75,000 for Adult, DW, and Veterans. (*Not to exceed \$150,000*)

Any organization is eligible to apply for the RFP with the goal of securing employment for participants.

The committee voted on this action item as a group; Action item approved

Potential Board Members

Several candidates from the community were interviewed for positions to serve on the WorkSource DeKalb Board. 7 candidates interviewed and 3 were recommended.

The following candidates were selected to potentially serve on the WDB committee:

- Dr. Delmas Watkins- DeKalb County School System
- Jeffrey Taylor- Healthcare Industry
- Diometra Aldridge- DeKalb Chamber of Commerce referral
- Erica Slaton- Education and Youth (*Youth Sub-Committee Candidate*)

22 members maximum are allowed to serve on the board

A motion was made by Katerina Taylor and seconded by Denise Townsend to accept the candidates and agree the Sub-Committees should serve as a starting point for potential board members.

A second motion was made by Katerina Taylor and seconded by Ray Gilley to approve assigning candidate Erica Slaton to the Youth Sub-Committee.

Training: Roberts Rule of Order- Jamie Jordan

How to run a board meeting:

- Facilitate transaction of business
- Promote cooperation and harmony
- Ensure all board members have equal rights, privileges, and obligations
- Ensure majority has right to decide, but rights of minority are protected

LWDB Chair (Choose Wisely)

- Presides and maintains order
- Understands by laws and rules of the LWDB
- Decides questions of order
- Announced all business
- Recognizes members for discussion and questions
- No one has authority to speak except the chair; Unless asked by the chair to speak

By Laws

- Govern the organization
- Legally binding

Agenda

- Normal order of business
- Determined by chair
- Can specify time frames
- Include (action items, reports, meeting minutes, old business, announcements, adjournment, line item of discussion)

Quorum

- Quorum is established when half of committee members are present
- Needed for all official business
- No motions or votes may be taken without a quorum
- Chairperson is responsible for recognizing presence of absence of a quorum

Calling the Question

- A motion is a question to the body ,used to call for a vote
- A body may only consider one primary motion at a time
- Second motion is usually required

- No other business is considered until primary motion has been disposed
- Members have several options available regarding each question posed (*Vote, Table, Postpone, object, divide question*)

How to Call the Question

- Member address chair
- Chair recognize the member
- Member states “ *I move that (states motion)*”

How to Call the Question- Part 2

- Chair states motion
- Discussion
- At completion of discussion, chair says “If there is no further discussion, we will call the question on motion of (*restate motion*).
- Chair can determine time limit of discussion before discussion begins

How to Call the Question- Part 3

- *Vote (Take opportunity to say no)*
- Result of vote is stated by chair
- Meeting minutes need to reflect how the committee voted

Voting

- All members have a duty to vote
- Members should only abstain for specific reasons (*conflict of interest*)
- Minutes should reflect why provider excused themselves
- A member seeking to be recused from a vote must do so before a roll call vote is taken
- Recusing should not affect the quorum
- A member can vote against their own motion
- Add public comments to the end of agenda (*For public to speak- discretion of the board chair*)

Program Updates

Performance Presentation

- Performance numbers were shared with committee
- PY 18- AD, DW, Youth- Exceeding overall (*state level*)
- PY 17 March Monitoring- Performance exceeded (*October USDOL report*)
- Problem Areas- Youth credentials, which can be corrected with effective follow-up and exiting more than once a year; exiting every quarter will prevent negatives.
- TCSG hosted training for WorkSource DeKalb staff December 2018.

HYPE Update

- 3 Cohorts are completed- 52 youth
- 17 youth are currently active and succeeding in the program
- 28 Youth have completed the program and graduated
- Cohort 3 Graduation will occur Feb 1, 2019 from 12:00pm-1:00 pm
The keynote speaker for the ceremony is Debra Jackson (*Mayor of Lithonia*)
- The Youth Program calendar will be shared with all board members
- The average age group for the HYPE program is 16-24(*Additional information will be forwarded to the committee*)
- Apprenticeship opportunities for youth are forthcoming

Workforce Wednesday

- 307 people in the community served
- 66 employers involved
- 58 resources provided
- The next Workforce Wednesday event is scheduled for January 30, 2019 at the Greek Orthodox Cathedral of the Annunciation
- Media Highlights are captured from AJC, Max Mondays, Metro ATL CEO, DeKalb News Briefs, e-blasts, and etc.
- Over 100 participants are pre-registered for the upcoming event
- 35 employers are confirmed for January 30th

- Workforce Wednesdays Planning Team:
 - Chanell Davis- *Event Lead*
 - Donnie Cantly- PR/Marketing
 - Denise Kenner
 - Michael Lee
 - Michelle Jones
 - Karl Adkins
 - Vernon Jones
 - Janice Burley- Black

Event Flyer will be forwarded to Chamber of Commerce

Director's Report

The by-laws and committees were presented to the committee. Improvement is still needed with the current vendors (*CPACS, Paxen, and Urban League*). The deadline for improvement is February 28, 2019 or funding will be taken away from vendors. The first vendor meeting with JFCS regarding performance will occur on January 29, 2019. Inviting the vendors to attend the WorkSource Board Meetings will give the opportunity for the vendors and board members to address questions and concerns.

Board Retreat

The next WorkSource DeKalb Board Retreat is tentatively scheduled for March 26, 2019 (*9am-3pm*). The location is to be determined and calendar invites are forthcoming.

Announcements/Updates

Georgia Workforce Leadership Convention- Director Theresa Austin-Gibbons, Deputy Director Robert Davis, and WDB Chairperson Sadie Dennard will attend the next upcoming conference.

SETA Conference 2019

The next SETA conference is scheduled for March 3, 2019 in Asheville. The conference provided various trainings and workshops. 1 board member is attending and 1 board member is interested (*Meghan McBride*). All other board members are welcome to attend as well.

New clickers used for voting will be in operation before the next Board Meeting.

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Re-Entry Welding Project

WorkSource DeKalb, Georgia Piedmont Technical College, Technical College System of GA, and the Sheriff's office are collaborating to provide welding training for inmates in the DeKalb County Jail System. The classes will include 10 students per cohort.
(2 cohorts)

The MOA is in progress, awaiting signatures

Unemployment Rate

- DeKalb County 3.3%
- State 3.6%
- United States 3.9%

Strategic Plan- Ray Gilley

The strategic plan update is in progress and finalization will occur during the next 30 days. Suggestions are welcomed from Board members. The plan will be forwarded to the committee upon completion.

Dislocated Worker Orientations- Michelle Jones

Starting February 2019- June 2019 orientation sessions will be held for dislocated workers at The GPTC Conference Center. Additional information will be shared with the committee.

Next Scheduled Meeting:

March 27, 2019 (*Tentative- Board Retreat*)

Adjournment

There being no further business, the meeting was adjourned at 1:36 pm.