

**WORKFORCE DEKALB BOARD MEETING AGENDA**

March 26, 2019

- Call to Order at 3:30 PM – Chair-Sadie Dennard
- Welcome 3:32 PM – Theresa Austin-Gibbons- Director WSD
- Roll Call & Quorum Certification 3:35 PM – Chair-Sadie Dennard
  - o A quorum was reached
  - o Group members and attendance:

Attendance	Member	Attendance	Member
√	Chair-Sadie Dennard		Ryan Millsap, <i>Blackhall Studios</i>
√	Co-Chair-Hope Boldon		Hank Stewart, <i>Hank Stewart Foundation</i>
√	Meghan McBride, <i>GPTC</i>		Taylor, Dia, <i>Centers for Disease Control and Prevention</i>
√	Denise Townsend, <i>United Way of Greater Atlanta</i>		<b>WSD STAFF</b>
√	Shioney Durham, <i>Georgia Vocational Rehabilitation Agency</i>	√	Director-Theresa Austin-Gibbons
√	Mark Connally, <i>GDOL</i>	√	Deputy Director- Robert Davis
√	Timothy Ashmore, <i>CSM Bakery Products</i>	√	Executive Asst.-Denise Davis
√	Katerina Taylor, <i>DeKalb Chamber of Commerce</i>	√	Manager-Michelle Jones
√	Diometra Aldridge, <i>CERM</i>	√	Supervisor-Jermaine Hampton
√	TJ McLeroy, <i>Zaxby's</i>	√	Senior Finance-Gina Surgeon
√	Delmas Watkins, <i>DCSD</i>	√	Assistant-Elmira Miller
√	Jeff Taylor, <i>Oakhurst Medical</i>	√	Supervisor- Janice Burley-Black

- Business 3:40 PM – Chair-Sadie Dennard
  - o Approval of the January 23, 2019 Meeting Agenda
    - i. Passed unanimously

- Committee Reports 3:45PM
  - o **Financial Oversight Committee**

- FY 19 Grant award activity through February 28, 2019. Grant balances have been reported to TCSG. Grant balances for PY-17 and FY-18 dollars will be expended by June 30, 2019. Spend rate will ensure utilization of funds. Worker’s Compensation claim in the amount of \$21,000 will be an expense allocated to the grant. The Board approved a \$250,000 transfer of funds from the Dislocated Workers Grant to the Adult Grant which is now a stand-alone grant with its own grant number. Funds can now be used under the grant for adult programs and adult expenditures. Due to Federal shutdown, WSD was advised to cease spending by Program Manager, Alan Carson of the Georgia Department of Labor, on the SNAP 2.0 Grant. The balance in the grant is \$603,000 and these are not actual funds available for expenditures. The

WorkSource DeKalb Board  
Approved, May 28, 2019

balance of the previous grant should be closed in the accounting system. WSD received a new contract in the amount of \$248,000 to pay invoices from October to current [601972]. During the reconciliation process, WSD identified adult participant vouchers to be charged to the FY-18 Adult program grant based on *period of availability*. To prioritize participant spending, eligible program costs will be transferred from grant 601972 to a subsequent grant. The reconciliation of expenditures for FY-18 WIOA Adult will be <\$16,413.71>. The accounting adjustment will be reflected in a future board report. [Award 602139] -This grant award represents the funding previously approved by the WSDB to be transferred from the Dislocated Worker grant 601973 to Adult Programs. A new Statement of Award is granted in the process for the transferred funds. Because of this Board's approval, we can extend services to more adults and cover the costs incurred by sub-contractors providing Adult Program services. Please note that the award period is shorter for these funds, ending on the date assigned in the original grant. Adult Programs have created a spending plan to ensure that we have fully expended the fund before the 06/30/19.

- a. Passed unanimously

#### o One-Stop Partners and Disabilities

- The One-Stop Partners Monthly Tracking report was discussed with the committee. Numbers are up significantly driven by government shutdown. (Increased unemployment) WSD is working on relationship with DOL and dislocated workers. DOL has pulled dislocated workers over to WSD side to inform them of services. Reemployment workshops will be provided. WSD has done a good job of penetrating central and South DeKalb. WSD will continue to focus on increased visibility in North DeKalb. Recent Workforce Wednesday (WW) held at The Greek Orthodox church on Clairmont Rd. which is in Northeast Atlanta. The next WW will be held on June 19<sup>th</sup> in the Dunwoody area. Good participation from partner resources. There will be a hiring event in May for service vets and ex-offenders. Actual reporting numbers are not available. This information will be tabled for discussion during the next board meeting.

#### ii. ACTION ITEMS: Updated By-Laws

- Article 1- Page 4, Section 3: Updated by-laws to reflect new term for board members. Board members transitioned off because they met term limit. For continuity, - have another term. Article IV-Section 3, page 4: Executive Committee Members shall be permitted to serve one additional term to provide continuity and support for new leadership, at all times this will result in a *third to* (fourth) term. Article VII-Section1, Page 8: *be in compliance with* to follow Article VIII-Page 8 : The quorum was changed from "at least 51% of board membership to "shall be a majority of the LWD Board" instead of 50 + 1. Article X- Page 9: *Georgias* to Georgia's. Article X- Page 10: **decision making** to decision-making. Monitoring findings was State policy states we have to do replacement of Board Members for 60 days. The current policy states 90 days-requires update from 90 to 60 days.

- a. Passed unanimously

#### o Terms of Engagement

- Currently there is no attorney on the board and WSD staff has met with David Dietrich of Miller and Martin, PLLC regarding a potential agreement to serve as a consultant for WSD. They are experienced attorneys reviewing contracts, sub awards, local plans, One Stop memorandums, by-laws, etc. Information was provided to the board on the background and experience of this organization. Approval is required by TCSG upon approval for the WSDB. The \$60K will be spread across all grants. Clarification inquiry – Is there moratorium requirement since the attorney

WorkSource DeKalb Board  
Approved, May 28, 2019

previously worked for the State. Point of clarification- there is not a moratorium. It was suggested that the work be monitored regarding expenditures to ensure it's not excessive of approved allocation. The attorney will receive a "flat rate". Fiscal spending will be monitored. Requested for pre-approval vote before seeking approval from the TCSG. This will expedite the process to move forward and not have to return for an additional vote.

- a. Passed unanimously

#### o Program Updates

- 3.1 ONE-STOP SYSTEM. 3.2.3 FAMILY SIZE, INCOME DETERMINATION AND SELF-SUFFICIENCY STANDARDS. 3.2.5 ADULT AND DISLOCATED WORKER PARTICIPANT ELIGIBILITY FOR WIOA AND PRIORITY OF SERVICE. 3.2.6 YOUTH PARTICIPANT ELIGIBILITY FOR WIOA. 3.4.1.3 CUSTOMIZED TRAINING (CT). 3.4.1.2 ON-THE-JOB Training (OJT). 4.2 DATA VALIDATION. 4.7 WIOA ELIGIBLE TRAINING PROVIDERS AND PROGRAMS LIST PROCEDURES. 4.4.7 NOTICE OF DENIAL OF ELIGIBILITY OR REMOVAL

- a. Passed unanimously

#### o Training Unit

- Youth Build announcement for DeKalb Juvenile Court- CEO submitted a press release announcing the award of \$1.1 million dollars. WSD will work with DeKalb County Juvenile Court. HYPE Program Update- Has been put on hiatus due to start of summer program. Currently researching information received regarding local workforce areas cannot train without a waiver from the Governor. Program is working quite well TCSG featured program. Waiting for recommendation to continue program. DeKalb Works Payroll- Invitation to Bid (ITB) - pulled back due to fact that it would have exceeded \$50,000 budget; a payroll tracking system is needed to move forward. Currently utilizing Smart Sheet. RFP's change to ITB's: Sector Partnerships, Entrepreneurship Training, Mentoring and Leadership Training, Financial Literacy Training, Retention and Follow up Services, and Job Readiness Training. All ITB's are currently listed on DeKalb County website. DeKalb Works Planning-the press release went out to announce the start of the Summer Youth Program. The link for registration will go live April 1<sup>st</sup>.

#### o Director's Report

- Replacement of Board Members. (According to Board policies if there is a replacement within the organization board approval is not required) Youth Build180 replaced by Helen Yohannes. Ray Gilley moved to another state; Dorian DeBarr whom is the Interim President for Decide DeKalb is the replacement. A MARTA replacement for Satyn Geary was approved and we are waiting on confirmation. Director, Austin-Gibbons will meet with Randy Beall – regarding Justin Haight's recent resignation from IUOE, to discuss a replacement for IUOE. Discussed 2018 Monitoring Report. WSD will not concur with all findings and will respond to the findings accordingly. A follow up meeting has been scheduled. HB 123 moving funding from TCSG to DOL. DeKalb County Sheriff's Office, GA Piedmont Technical College and TCSG have an executed MOU for inmates who have 9 weeks remaining in their sentence to begin a welding training at GA Piedmont potentially in July 2019.
- **Public Comments : N/A**
- **Next Scheduled Meeting:**  
Wednesday, May 22, 2019. Elections will be held at this meeting.
- **Adjournment and Announcements 4:15 PM**

WorkSource DeKalb Board  
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