

WorkSource DeKalb Board Meeting Minutes

Wednesday, September 22, 2022

ZOOM Conference @11:00 AM

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

Members Present	Members Absent
Taylor, Jeff- Oakhurst Medical Centers (<i>Vice Chair</i>)	Alli, Naushad- RICOH USA. Inc.
Booth, Barry- CERM	Atwater, Frankie- DeKalb Chamber of Commerce
Connally, Mark- Georgia Department of Labor	Cody, Shawn- Ironworks Local 387
McBride, Meghan Dr.- Georgia Piedmont Tech (<i>GPTC</i>)	Cox, Kristi- ManPower
Osiname, Ellis- Center for Disease Control (<i>CDC</i>)	Mason, Randi- Decide DeKalb
Rogers, Jeff- Mechanical Trades Institute	Stewart, Hank- Hank Stewart Foundation
Slaton, Antoinette-Erica- Erica Antoinette Management	Worthey, Brandon- Georgia Vocational Rehab (<i>GVRA</i>)
Still, Alan- Georgia Sheet Metal JATC	Yohannes, Helen- Chris 180
Townsend, Denise- United Way of Greater Atlanta	
WorkSource DeKalb Staff	One-Stop Operator
Robert Davis- Interim Director	Gordon, Robert- In the Door
Cantly, Donnie- Public Relations Specialist	
Hicks-King, Alanna- Business Solutions Unit Manager	
Hewitt, Seretta- Administrative Specialist	
Hollis, Tamera- Youth Employment and Training Analyst	
Lewis, Jamarr- Youth Employment and Training Analyst	
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	

III. **Call To Order**

- Jeff Taylor called the meeting to order at 11:11 am.
- Quick Update: Tim Ashmore has resigned from the Board.

IV. **Updates- Tammy Purifoy**

- WSD has welcomed four new staff members.
- Tamera Hollis- Employment and Training Analyst (Youth Unit)
- Sonia Ladd- Employment and Training Supervisor (Youth Unit)
- Jamarr Lewis- Employment and Training Analyst (Youth Unit)
- Sylvia Nelloms- Employment and Training Analyst (Business Solutions Unit)

Next Meeting- Robert Davis

- The next WSD Board meeting will be held on December 14, 2022, tentatively in-person.
- DeKalb County buildings are still closed to the public.

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WorkSource DeKalb Updates

Business Services- Robert Davis

- The focus of WorkSource DeKalb are the four P's: (Purpose, Presence, Pipeline, Performance)
- New Mobile Unit updates are coming soon: new computers, wireless internet, re-installation of printer, and additional technology equipment.
- Interviews will be held soon for Mobile Career Unit Bus Operator.

Enrollment and Retention- Robert Davis

- There are currently 10 work experience sites available.
- There over 1,000 direct hire positions available for Adults, Dislocated Worker, and Youth.
- WorkSource DeKalb enrollment goal is 300 adults, 150 dislocated workers, and 100 Youth.
- Customer Outreach Numbers: 1,500
- WSD hosted various recruitment events.
- WSD has enrolled 48 new customers since July 1, 2022.
- 57 applications were processed since July 1, 2022.

WorkSource DeKalb Board Composition and By Laws Review- James Thomas

- The purpose of the WorkSource DeKalb Board was shared.
- **Responsibilities:** Conducting program oversight, promoting participation of private employers, designating, or certifying one-stop operators, identifying eligible training providers.
- **Membership:** Usually 22 members serve on a board. WorkSource DeKalb has 17 active members with few vacancies. Each board member must serve no more than two terms in a category. All vacancies must be filled within 90 days.
- **Composition:** The board is required to have members from the following categories:
 - Business Representatives: two members
 - Workforce Representatives: two members
 - Education and Training: two members
 - Government and Economic Development: three members
- **Board Meetings:** Board meetings must be held quarterly with invite and notice be provided 30 days prior to the meeting. All meetings are open to the public. All members are required to attend the meetings; TCSG will keep track of the number of absences from each member. Absences are excused if WorkSource DeKalb or the Board chair is notified ahead of time. Absences are not excused if notification was not provided. Members who miss three consecutive meetings with unexcused absences are automatically removed from the Board. Proxies can participate in meeting discussion, but they are not allowed to vote.
- Quorum needed for the WorkSource DeKalb Board meetings is nine members.
- Quorum is based on the current roster; Proxies are not included.
- Board Vacancy Recommendation: The recommendation was made to nominate Dr. Swanson to replace Mr. Camick.

One-Stop MOU- James Thomas

- Job Corps new vendor is Adams and Associates.
- June 2023- Previous MOU expires, will go back out for signature, and will be presented for review.

Performance Report- Greg Pittman

- Performance chart was presented to the Board.
- All numbers provided on chart were negotiated with TCSG (*Technical College System of Georgia*) for PY21 and updated September 16, 2022.
- Categories shown are for Adult, Dislocated Worker, and Youth.
- WorkSource DeKalb is on track to fulfil numbers set with TCSG (*Technical College System of Georgia*)

One-Stop Operator Report- Robert Gordon

- July Unemployment rate- DeKalb: 3.1%, Georgia: 2.8%, USA: 3.8%
- 200 customer contacts were made every month through phone, contact, and e-mail.
- 55 customers completed the WIOA intake process with WorkSource DeKalb.
- CDL and Healthcare are currently the most popular industries.
- Disability Awareness Fair will be held October 21, 2022, at AMS Vans in Tucker, Georgia. Flyer will be sent to all Board members with additional details.
- GVRA has hired new staff.
- One-Stop Training will be held soon.

One-Stop Operator Highlights- Robert Gordon

- Data was shared during the August Managers Meeting regarding the number of customers completing the WSD Navigator Program.
- There has been an increase in participation from last year: 366 applicants (July 2020-June 2021)
- The number of applicants, who did not complete the WIOA process are not included in the Report numbers. (Board members requested this information be captured on the next report)
- WorkSource DeKalb reduced customer processing time from 40.2 days to 4.6 days, which is the fastest time in the metro Atlanta region. Kudos to Aaron Fletcher, Tessauna Hambrick, and the WSD Navigator team.
- New Partnerships: BlueCross BlueShield- Offering various work from home jobs starting at \$19 per hour. USDOL VETS Employment Navigation and Partnership Pilot- Assist veterans and dislocated workers with getting enrolled in the WIOA program.
- DeKalb County Schools- WorkSource DeKalb will assist with the new adult education program and host WIOA orientations for GED and ESL students, including out-of-school youth.

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RFP Update- James Thomas

- RFPs were posted on August 17th in the areas of business services, youth training services, adult and dislocated worker training services, and career readiness.

V. New Business

WorkSource DeKalb Newsletter- Robert Davis

- Newsletter will be created to display WorkSource DeKalb updates.
- The newsletter is currently in draft format.
- Lead Coordinator- Matthew Smith
- Additional information will be shared with board members.

Celebrating National Workforce Development Month

- Videos were presented to the Board showing the operations of WorkSource DeKalb.
- Four WSD staff members were highlighted:
 - Sonia Baisden- Employment and Training Supervisor
 - Jowan Dennis- Employment and Training Analyst Sr.
 - Sabrina Lee- Employment and Training Analyst Sr.
 - James Thomas- Manager (*Contracts/ Policy and Procedures*)

Establishment of Quorum

VI. Action Items

Approval of Meeting Minutes- June 29, 2022

Motion was made by Dr. Megan McBride to approve the June 29th meeting minutes, Denise Townsend second the motion. Full board approval granted.

Finance Report- Katrina Tillman

- Finance report for PY22/FY23 budget was shared with the Board.
- View report on page 6
- Contact Mrs. Katrina Tillman with questions regarding finance report/budget.
- Motion was made by Alan Still to approve the finance report, Barry Booth second the motion. Full Board approval granted.

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State Policy Revisions- James Thomas

The following revisions were approved by the State Workforce Development Board on August 18, 2022:

- It was proposed that language be added to the Adult and Dislocated Worker Participant Eligibility for WIOA and Priority of Service section of the State Policy Manual. The specific section is 3.2.5 Adult and Dislocated Worker Participant Eligibility for WIOA and Priority of Service_(IV) Basic Skills Deficient. Additional clarification was added to this section regarding Title II eligibility.
- It was proposed that language be added to the Youth Participant Eligibility section of the State Policy Manual. The specific section is 3.2.6 Youth Participant Eligibility for WIOA_(V) Basic Skills Deficient. Additional clarification was added to this section regarding Title II eligibility.
- Motion was made by Denise Townsend to approve revisions to the State Policy, Dr. Megan McBride second the motion. Full Board approval granted.

Local and Regional Plan- James Thomas

- The local and regional plan is required updating every 2 years.
- Updates were made to the “*in-demand*” careers section in the WSD local plan.
- The local plan must be posted a duration of two weeks for public comment.
- The Regional Plan is created and updated by ARC (Atlanta Regional Commission)
- Once the local plan is approved by the WorkSource DeKalb Board, it will be posted immediately.
- Alan Still made a motion to approve the revisions to local and regional plan, Mark Connally second the motion. Full Board approval granted.

PY22/PY23 Performance Metrics- Greg Pittman

- Performance chart was shared with the Board.
- TCSG oversees the performance numbers based on the Adult, Dislocated Worker, and youth programs.
- Denise Townsend made a motion to accept the Performance Metrics Report, Mark Connally second the motion. Full Board approval granted.

VII. Public Comments: N/A

VIII. Next Meeting Update

- Calendar invites and “Save The Dates” will be sent to all Board members.
- The next Board meeting is tentatively scheduled for in-person depending on DeKalb County restrictions.

IX. Adjournment

Motion was made by Alan Still to adjourn the meeting, Denise Townsend second the motion.

Meeting adjourned at 12:30 p.m.

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WORKSOURCE - DEKALB						
		Last updated		9/12/2022	NOTE: Last actual payroll posted July	
Grant #	Year	WIOA Program	Grant Total	POA Start	POA End	Balance To-date
602373	PY20	ADULT	\$191,464	7/1/2020	6/30/2022	\$0.00
602417	FY21	ADULT	\$955,416	10/1/2020	6/30/2022	\$35,118.49
602577	PY21	ADULT	\$180,496	7/1/2021	6/30/2023	\$432.70
602655	FY22	ADULT	\$850,698	10/1/2021	6/30/2023	\$397,072.42
pending	PY22	ADULT	\$170,966	7/1/2022	6/30/2024	\$170,966.00
	FY23	ADULT	\$764,017	10/1/2022	6/30/2024	\$764,017.00
602376	PY20	Dislocated Worker	\$277,014	7/1/2020	6/30/2022	
602418	FY21	Dislocated Worker	\$1,239,959	10/1/2020	6/30/2022	\$94,856.52
602576	PY21	Dislocated Worker	\$282,808	7/1/2021	6/30/2023	\$8,404.15
602656	FY22	Dislocated Worker	\$1,203,358	10/1/2021	6/30/2023	\$1,131,864.20
pending	PY22	Dislocated Worker	\$275,150	7/1/2022	6/30/2024	\$275,150.00
	FY23	Dislocated Worker	\$1,093,114	10/1/2022	6/30/2024	\$1,093,114.00
602323	PY20	Youth	\$1,241,945	4/1/2020	6/30/2022	\$64,155.27
602539	PY21	Youth	\$1,108,438	4/1/2021	6/30/2023	\$439,114.47
pending	PY22	Youth	\$1,015,574	4/1/2022	6/30/2024	\$1,015,574.00
602348	FY20	DISLOCATED WORKER - COVID-19 N	\$605,850	4/13/2020	3/31/2023	\$10,327.84
602444	FY20	DISLOCATED WORKER - COVID-19 N	\$187,950	4/13/2020	3/31/2023	\$187,152.01
Grant #	Year	NON-WIOA Program	Grant Total	POA Start	POA End	Balance To-date
602479		AMERICAN RESCUE PLAN- COVID19	\$1,634,951.59	5/19/2021	12/31/2024	\$ 173,463.17
602638		GA POWER	\$3,000.00			\$3,000.00
		PRIVATE INDUSTRY COUNCIL	\$35,144			\$35,144.00
602033	FY22	CEO Summer Program	\$300,000			\$113,415.30
Total			\$13,617,313			\$ 6,012,341.54
						\$194,130.28
						\$5,818,211.26