

- I. Call to Order/Welcome** – Denise Townsend started meeting @10:05 am.
- II. Establishment of a Quorum-** Quorum Established

Members Present	Members Absent
Atwater, Frankie- DeKalb Chamber of Commerce <b>(Vice Chair)</b>	Cody, Shawn- Ironworks Local 387
Alli, Naushad- RICOH USA. Inc.	Gunter, Doryiane- DeKalb County Schools
Booth, Barry- CERM	Osiname, Ellis- Center for Disease Control (CDC)
Connally, Mark- Georgia Department of Labor	Rogers, Jeff- Mechanical Trades Institute
Cox, Kristi- ManPower	Stewart, Hank- Hank Stewart Foundation
Mason, Randi- Decide DeKalb	Still, Alan- Georgia Sheet Metal JATC
McBride, Meghan Dr.- Georgia Piedmont Tech (GPTC)	Yohannes, Helen- Chris 180
Slaton, Antoinette-Erica- Erica Antoinette Management	
Still, Alan- Georgia Sheet Metal JATC	
Taylor, Jeff- MedCura Health	
Thomas, Rondah- Georgia Power	
Townsend, Denise- United Way of Greater Atlanta <b>(Chair)</b>	
WorkSource DeKalb Staff	One-Stop Operator
Davis, Robert- Interim Director	Gordon, Robert- In the Door ( <i>One-Stop Operator</i> )
Cantly, Donnie- Public Relations Specialist	Kenner-Virgil, Denise- In the Door
Dennis, Jowan- Youth Employment and Training Analyst Sr	Public/Guests
Hicks-King, Alanna- Business Solutions Unit Manager	Reynolds-Middleton, Emma- Soft Skills Zone
Hewitt, Seretta- Administrative Specialist	Chris Key and Staff- Student Advancement Department
Ingram, Robert- Fiscal Officer	
Lee, Sabrina- Adult Employment and Training Supervisor	
Lewis, Patricia- Contracts & Compliance Supervisor	
Pittman, Gregory- Management Analyst II	
Peterson, Bria- Special Projects, Employment & Training Supervisor	
Sims, Anthony- Business Solutions Unit Supervisor	
Smith, Matthew- Fiscal Assistant	
Williams, Joshua- Management Analyst II (Decide DeKalb)	

- III. Approval of Meeting Minutes- September 27, 2023**
  - Motion was made by Frankie Atwater to approve the meeting minutes from September 27, 2023. Jeffrey Taylor second the motion.
- IV. Finance Report- Robert Ingram**
  - Finance report was presented to the Board. (*Report on page 10*)
  - PY22 are almost expended.
  - Quest grant is at 4%; there are many people that will be served with this grant.
  - FY23 funds for adult, dislocated worker, and youth will be received soon.

**Transfer of Funds- Robert Ingram**

  - The request to transfer \$500,000 Dislocated Worker funds to Adult Grant was approved on December 12, 2023. Board Vice Chair, Frankie Atwater will sign.
  - WorkSource DeKalb will receive allotment of \$90,000 for Rapid Response. (Period of Availability: January 1, 2024- December 31, 2024)

## WorkSource DeKalb Board Meeting Minutes Wednesday, December 13, 2023 @10:00 AM

- 2 more advances are expected to be awarded:
  - Dislocated Worker: \$1.2 million
  - Youth: 619,000
- Motion was made by Erica-Antoinette Slaton to approve the Finance report. Jeff Taylor second the motion.

### **V. Updates**

#### **Youth Updates- Jowan Dennis**

- Inforum- United Way
  - Special thanks were provided to Chairperson Denise Townsend for the invite to United Way's Inforum held on December 6, 2023.
  - Panel discussions were held regarding meeting youth needs.
  - WorkSource DeKalb representatives had the opportunity to meet with various partners and businesses.
- WorkSource Georgia Academy Conference
  - WorkSource GA Academy Conference was held November 6<sup>th</sup>-8<sup>th</sup> at Jekyll Island.
  - During the conference WorkSource staff were able to learn valuable information, learn "best practices" for what other areas are doing, and become subject matter experts.
  - Technical College System of Georgia sponsored the conference.
  - Conference participants also learned about the free platform called "Unite Us". This platform serves as a resource to make referrals for food, housing, clothing, and etc. Pilot was demonstrated during the conference.
- Youth Roundtable- USDOL Cross-Regional
  - Special thanks were provided to TCSG, GDOL, and GPTC.
  - Youth Roundtable event was sponsored by Technical College System of Georgia and held at Georgia Piedmont Technical College.
  - Topics discussed included mental health and case management, and Georgia Department of Labor virtual roundtable.
  - Event was held November 29<sup>th</sup>- December 1<sup>st</sup>, 2023.
- Outreach
  - WorkSource DeKalb participates in outreach activities often.
  - The goal is to connect talent with opportunity and meet youth where they are.
  - WorkSource DeKalb participated in the recent outreach events:
    - Columbia High School Career Fair: 10-27-23
    - Southwest High School College Fair: 11-08-23
    - Over 80 students were in attendance for both events
- Partnership Highlights
  - STRIDE Program- WorkSource and the District Attorney's office have collaborated to serve young adult offenders to assist with getting probation minimized as long as youth are productive and being effective. Monthly meetings are held with cohorts of 15 youth.

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- Urban League -The RFP is currently being solidified; The Re-entry program is being re-vamped.
- Georgia Piedmont Technical College- WorkSource has a partnership with GPTC's Welding program.
- **Additional Comments- Robert Davis and Jowan Dennis**
  - Hank Stewart has led WorkSource in the right direction with partnerships.
  - WorkSource DeKalb also met with Mr. DaCosta with DeKalb School Board.
  - Mrs. Hicks-King recently met with DeKalb Schools Superintendent Dr. Horton.
  - Mr. Davis met Dr. Whitaker, the Decatur Schools Superintendent.
  - Special acknowledgment was presented to “*In the Door*” and their staff for working with the WorkSource DeKalb Youth Program. (Denise Kenner-Virgil and Robert Gordon)
  - WSD Youth Team welcomed new staff member Tiffany Allen, who serves as Youth Employment and Training Analyst.
  - Jowan Dennis has been promoted to WorkSource DeKalb Youth Program Supervisor.
- **Q&A- Part 1**
  - Question 1- Barry Booth: Is it possible for WorkSource DeKalb to inform the Board of future events?
  - Answer- Jowan Dennis: Yes
  - Question 2- Erica-Antoinette Slaton: Were there any intake applications received at Columbia and Southwest DeKalb High School events?
  - Answer- Jowan Dennis: Yes, the focus was capturing High School Juniors and Seniors. Youth follow-up is conducted; 139 youth were captured from the events.
  - Suggestion- Erica- Antoinette Slaton: Ms. Slaton suggested it would be helpful to see the number of youth who naturally come to WorkSource outside of the partnerships.
  - Suggestion- Erica-Antoinette Slaton: “Project Pinnacle” is another helpful program led by Judge Jackson.
  - Question 3- Erica-Antoinette Slaton: How are the 139 youth from events tracked? How many youth become success stories? Where are the youth falling off track?
  - Answer- Jowan Dennis: Mr. Gregory Pittman and Jowan Dennis will track numbers.
- **Quest Grant-Bria Peterson**
  - Quest is a USDOL grant awarded to TCSG and then awarded to WorkSource DeKalb.
  - 681,000 is awarded to spend on returning citizens, displaced workers and entrepreneurs in result of the pandemic, Veterans, handicapped/disabled individuals, and citizens being release from jail.
  - 36 referrals have been received
  - 14 referrals are WIOA program applicants who were denied, but Quest grant eligible.
  - 9 applicants are duo: WIOA and Quest grant eligible.
  - 15 applicants are in the pipeline and ready to start services.

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- 1 participant graduated with their forklift certification on December 12, 2023.
  
- **Q&A- Part 2**
  - Question 1- Dr. Megan McBride: What is the age range for the Quest grant?
  - Answer: Bria Peterson: Adults ages 18 and up
  
  - Question 2- Dr. Megan McBride: Are there income requirements?
  - Answer: Bria Peterson: No
  
  - Question 3- Dr. Megan McBride: Standard approvals regarding covid?
  - Answer- Bria Peterson: Participants are eligible for the grant if they were terminated or laid off during March 202- May 2023.
  - Dr. McBride requested all referrals for the Georgia Piedmont Technical College Adult Education Program.
  
  - Question 4- Erica-Antoinette Slaton: Are the Quest participants able to be tracked?
  - Answer- Bria Peterson: Yes; Individual Quest probation participants, WIOA denied, and Duo enrolled participants are tracked.
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  - Suggestion- Erica- Antoinette Slaton: The Board wants to see success stories.
  - Response- Jowan Dennis: A “Rockstar” Form is provided to participants to share their success stories.
  
- **Job-Readiness Gift Cards- Robert Ingram**
  - WorkSource DeKalb in partnership with Georgia Department of Labor and Goodwill, have Five-hundred \$100 gift cards to distribute to participants.
  - Participants are required to attend a 2 hour Job Readiness training, which teaches resume writing, interviewing techniques, and soft skills.
  - Currently 417 gift cards have been distributed.
  - 83 cards are remaining
  - The last training class for the year will be held December 18, 2023.
  - Average amount of participants attending classes: 30 per week
  - Gift Cards expire December 31, 2023
  
- **Q&A- Part 3**
  - Question 1- Dr. Megan McBride: Who funded the gift cards?
  - Answer- Rob Davis: DeKalb County
  
  - Question 2- Erica-Antoinette Slaton: Were there any new applicants recruited during the gift card distribution?
  - Answer- Robert Davis: Yes; WorkSource program flyers were provided to customers
  - Is there an age requirement? Answer: If the participants is under 18, they are required to come with a parent. To become eligible, customers must use services prior to attending job readiness training.

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- **Rapid Response- Alanna Hicks-King**
  - Rapid response funds help to service employers; WorkSource DeKalb provides services to at risk employers and workers.
  - The program/funding provides aversion for lay-offs and company closures.
  - Rapid Response funding allows WSD staff and TCSG to provide on-site services to help with job loss at no cost to employers.
  - When the “warn notice” is filed and received, WSD Business Solutions Unit partners with TCSG to begin the process 60 days before the company terminations begin.
  - WorkSource DeKalb has worked with the following companies:
    - Mattheson- October 2023
    - Excalibur- November 2023
    - Broadcom (VMware): 217 layoffs forthcoming
  - WSD is working on revamping the computer lab; more customers are expected to be served on-site. Desktops and laptops will be available for outreach events.
  - BSU Supervisor is working on a major project with AECOM/GDOT for the Panola road construction project.
  - Job fairs will be held in the South DeKalb Area.
  - The goal is to hire people where they are.
  
- **PY22 Monitoring- Patricia Lewis**
  - WorkSource DeKalb is preparing for onsite monitoring, which will be conducted by TCSG/Office of Workforce Development.
  - Monitoring is required because it is an annual process and it’s federally regulated.
  - All Worksource areas must be efficient, effective, and good stewards of funds.
  - Monitoring lets WorkSource areas know what they are doing great, and area needed for improvement.
  - The process consists of several steps; timeline is provided (January- March), testing tasks are created and all WSD teams will prepare and assist as needed.
  - Risk Assessments, Financial document reviews, program data review, and compliance reviews are completed during monitoring.
  - The state monitors all 19 WorkSource areas.
  - Several testing tools and data findings will be noted and eligible for corrections.
  
- **Monitoring Preparation- WorkSource DeKalb Departments**
  - Business Solutions Unit- Anthony Sims
    - Create digital storage using Smartsheet
    - Review WEX forms being received
  
  - Quest- Bria Peterson
    - 15 applications are being reviewed and in progress to ensure files are in compliance.
    - File Management Tracking Index is used.
    - Legacy files from 2019-2020 are being supervised and prepared for closing.
    - When Ms. Peterson first started with WorkSource DeKalb there were 2,000 legacy files, now the number has decreased to 55 files.

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- **Q&A- Part 4**
  - Question 1- Dr. Megan McBride: Did Quest grant exist during the pandemic?
  - Answer- Sabrina Lee: Quest grant started as an extension of the NDWG grant during the pandemic.
  
  - Contracts Unit- Patricia Lewis
    - Review monitoring history
    - Provide mock monitoring sessions
    - Coordinate timeline of events in preparation for PY22 Monitoring plans
  
- **Q&A- Part 5**
  - Question 1- Dr. Megan McBride: Which timeline is being reviewed for monitoring?
  - Answer- Patricia Lewis: July 1, 2022- June 30, 2023
  
  - Finance Unit- Robert Ingram
    - Review Oracle
    - Ensure all grants are correct
    - Ensure invoices are paid
  
  - Programs- Sabrina Lee
    - “Stay ready so you don’t have to get ready”
    - Conduct file reviews
    - Compare electronic files and physical files (This process started December 2023)
    - Work on exits to reduce caseloads, Focus on active files
    - Monitoring preparation process is completed daily. (Jowan Dennis)
  
- **Q&A- Part 6**
  - Question 1- Erica-Antoinette Slaton: Is the monitoring preparation process usually started in December?
  - Answer- Sabrina Lee: Yes
  
  - Question 2- Erica-Antoinette Slaton: Is quality control included as a monthly process?
  - Answer-Jowan/Sabrina: Yes; Quality Control is apart of the job file index used; The index shows every document required and it’s signed off by a staff member. Peer reviews are completed with each review. Retention specialist reviews at the end.
  - Mr. Davis and Mr. Pittman monitor files and oversee data as well.
  
  - Question 3-Erica-Antoinette Slaton: Is it possible for WorkSource DeKalb staff to receive additional training after monitoring is complete?
  - Answer- Robert Davis: Yes

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- **Performance- Gregory Pittman**
  - Performance report shown was from (July 1, 2023- December 5, 2023)
  - July-December application numbers were tracked; 305 total were received.
  - 174 completed the “Starting WIOA” session and received code to start services.
  - WSD ensures to track data and complete follow-up electronically.
  - When site visits are completed, data can be received right away.
  
- **Q&A- Part 7**
  - Question 1- Erica-Antoinette Slaton: What did the numbers look like 1 year ago?
  - Answer- Gregory Pittman: Numbers were less than 100.
  - Numbers provided are collaboration of WIOA intake and One-Stop Operator “In the Door” Services. Better processes are in place now.
  
- **Additional Comments- Robert Davis**
  - WSD staff are working together as a team and doing an outstanding job.
  - 120 people are currently in progress; 16 are scheduled for the “Starting WIOA” class.
  - 125 people not shown on report are pending the last click which is required.
  
- **WSD Board of Directors Composition- Robert Davis**
  - The goal is to have a Full Board with 19-22 members.
  - Current vacancies were presented to the Board.
  - Special thanks were provided to the WSD Board for guidance and oversight.
  
- **Q&A- Part 8- Questions Addressed from Previous Meeting Held 09-27-23**
  - Question 1-Kristi Cox: Do we know which employers require credentials? (Page 5)
  - WSD Response- Robert Davis: Employers look for people who are ready to work and have soft skills. The goal is to get participants credentials to make them marketable. Employers need workers that will work, learn, and do better.
  
  - Question 2- Erica-Antoinette Slaton: Ms. Slaton requested to see the number of participants with no credentials received (page 5)
  - WSD Response: 164 out of 372
  
  - Question/Suggestion 3- Erica-Antoinette Slaton: WSD should provide a questionnaire to the other WorkSource areas to learn how they became successful. (page 5)
  - WSD Response/Robert Davis: Different conferences are provided, which is available for all directors to attend. Five WorkSource DeKalb staff attended the WorkSource Georgia Academy Conference held in Jekyll Island. Technical College System of Georgia staff and deputy director were present and provided presentations and best practices.

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- **Additional Comments/Suggestions**
  - There needs to be a questionnaire available to provide to other WorkSource areas for WorkSource DeKalb to become more structured. (Erica-Antoinette Slaton)
  - WSD staff are still working on motivating participants to take credential exams; WSD is doing an amazing job. (Robert Davis)
  - Credentials have always been an issue statewide, not just DeKalb County. (Mark Connally)
  - Grant requests for incentives have been submitted; WIOA funds can not be used to provide incentives to customers.
  
- **WSD Board Composition (Continued)**
  - 19 members minimum are required; 51% must work in the Business industry
  - 2 new Board members have joined
    - Rondah Thomas (Georgia Power)
    - Doryiane Gunther (DeKalb County Schools)
  - 2 vacancies are required to be filled for full Board composition completion.
  - The waiver end in December; extension will need to be submitted.
  - 3 new candidates are under review, 1 is a business employer; Frankie Atwater expressed he is available to assist as needed.
  
- **One-Stop Operator Report- Robert Gordon**
  - November One-Stop report was presented to Board.
  - Special thanks to Mark Connally and Georgia Piedmont Technical College for their partnership with WorkSource DeKalb.
  - 1 graduate completed GPTC welding program
  - WIOA intake sessions are going well, 87 applications were processed in October.
  - WSD is #2 in the region for process time of 4.5 days.
  - Customer compliments have increased, and complaints have decreased.
  - New partnerships with Atlanta Center for Self Sufficiency (Vets) and Disability are forthcoming.
  - Georgia Labor Force estimates that more people with a job are looking for a better job.
  - Special thanks were provided to WSD staff Alanna Hicks-King and Anthony Sims for their assistance and collaboration with providing worksites for participants.
  - There needs to be a partnership formed with DeKalb County Schools Superintendent.
  - Mr. Gordon met with Mr. Chris Key during the “Super Partners” Meeting held December 8<sup>th</sup>; various political partners attended event.



## **WorkSource DeKalb Board Meeting Minutes Wednesday, December 13, 2023 @10:00 AM**

- **Student Advancement Department- Guest Speaker Chris Key**
  - The student advancement department provides “asset mapping” and collects resources to support students.
  - The goal is to identify career interests early while students are in High School.
  - Mr. Key and staff aspire to partnership with WorkSource DeKalb to get into the schools.
  - 95% of resources provided help students get accepted into college
  - The Student Advancement Department wants to build student success stories in High School and bring everything in-house; have partners available on-site.

### **VI. Public Comments**

- N/A: No public comments provided.

### **VII. Next WSD Sub-Committee and Board Meeting**

- WorkSource DeKalb Sub-Committee Meetings: March 6, 2024
- WorkSource DeKalb Board Meeting: March 27, 2024

### **VIII. Closing Remarks-Denise Townsend**

- Special thanks was provided to Robert Davis and WorkSource DeKalb staff for their presence, preparedness, and responsiveness.

### **IX. Adjournment**

- Full WorkSource DeKalb Board meeting adjourned at 11:31 AM.

# Finance Report

