

- I. **Call to Order/Welcome** – Denise Townsend started meeting @10:08 am.
- II. **Establishment of a Quorum**- No Quorum Established

| Members Present | Members Absent |
|--|--|
| Townsend, Denise- United Way of Greater Atlanta (Chair) | Atwater, Frankie- DeKalb Chamber of Commerce (Vice Chair) |
| Cox, Kristi- ManPower | Gunter, Doryiane- DeKalb County Schools |
| Mason, Randi- Decide DeKalb | Osiname, Ellis- Center for Disease Control (<i>CDC</i>) |
| Slaton, Erica-Antoinette- Erica Antoinette Management | Rogers, Jeff- Mechanical Trades Institute |
| Stewart, Hank- Hank Stewart Foundation | Still, Alan- Georgia Sheet Metal JATC |
| | Yohannes, Helen- Chris 180 |
| | Thomas, Rondah- Georgia Power |
| | Taylor, Jeff- MedCura Health |
| | Booth, Barry- CERM |
| | Still, Alan- Georgia Sheet Metal JATC |
| | Connally, Mark- Georgia Department of Labor |
| | McBride, Meghan Dr.- Georgia Piedmont Tech (<i>GPTC</i>) |
| | Alli, Naushad- RICOH USA. Inc. |
| | Cody, Shawn- Ironworks Local 387 |
| 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 | Howard, Sydney- In the Door (<i>One-Stop Navigator</i>) |
| Darby, Kelvin- Employment and Training Analyst | Public/Guests |
| Dennis, Jowan- Youth Employment and Training Analyst Sr | Vanessa Gibson- Rapid Response Coordinator (Metro Atlanta) |
| Hewitt, Seretta- Administrative Specialist | Brandy Turnipseed- DeKalb School District (CTAE Coordinator) |
| Ingram, Robert- Fiscal Officer | |
| Lee, Sabrina- Adult Employment and Training Supervisor | |
| Lemons, Anaya- Workforce Assistant | |
| McClure, Brittany- Administrative Coordinator | |
| McIntosh, Dara- Employment and Training Analyst | |
| Pittman, Gregory- Management Analyst II | |
| Peterson, Bria- Special Projects, Employment & Training Supervisor | |

III. Welcome/Introductions: Guests and WorkSource DeKalb New Staff

- Brandy Turnipseed- DeKalb County School District: CTAE Coordinator
- Vanessa Gibson- Rapid Response Coordinator: Metro Atlanta
- New WorkSource DeKalb Staff:
 - Brittany McClure- Administrative Coordinator
 - Anaya Lemons- Workforce Assistant (Youth Unit)
 - Kelvin Darby- Employment and Training Analyst (Youth Unit)
 - Dara McIntosh- Employment and Training Analyst (Adult Unit)

IV. Action Items

Approval of Previous Meeting Minutes (December 13, 2023)

- No Quorum was established
- Minutes were reviewed without voting.

WorkSource DeKalb Board Meeting Minutes

Wednesday, March 27, 2024 @10:00 AM

Finance Report- Robert Ingram

- Finance Report as of March 15, 2024, was presented to the Board. (*Page 9*)
- Special recognition was provided to the Youth, Adult, and Quest Team for their great job with bringing in participants.
- 2022 and FY 2023 funds are expended
- PY24 Youth and Adult funds are in progress:
 - \$990,000: Youth
 - \$813,000: Adult
 - Dislocated Worker Funds: Not received yet
- PY 22-PY 23 funds were decreased by 4%
- **Q&A Part 1**
 - Question 1- Erica-Antoinette Slaton: Has WSD researched the RFP regarding utilizing funds during the year that are required?
 - Answer- Robert Davis: There are 18 WorkSource Areas, 3 provide direct services. WorkSource DeKalb offered hybrid services after the pandemic. Youth RFP is going well, except for Adult and Dislocated Worker. WorkSource DeKalb and In the Door are working well together. WSD is mandated by the county regarding how the RFP process is handled. With the excellent staff and offering direct services, WorkSource DeKalb services are better than having a RFP. The RFP process is extensive and takes up to 6 months for completion. Hiring new staff can take up to 6 weeks. WSD staff is a better option than applying for the RFP due to the processing timeframe.
 - Question 2-Erica-Antoinette Slaton: How is the timeframe reconciled?
 - Answer- Robert Davis: Funds are reviewed in advance to determine the process for hiring new staff; everything must balance out. TCSG monitors how much money is used.

State Policy Update- Robert Davis

- State Board Meeting was held February 2024.
- The following policies were discussed and updated during State Board Meeting:
 - 1.8.3 Public Comment Requirements
 - 1.7.2 Requests for Re-Designation of LWDA
 - 2.2.16 Change in LWDA Grant Recipient

Board Chairperson Update- Robert Davis

- By-Laws were provided to Board Members to review
- The requirement is for the Board Chairperson to be employed with a business industry.
- Votes for WorkSource DeKalb Board Chairperson and Vice Chairperson are needed.
- The prospective candidates are:
 - Ms. MacKenzie Erin Minyard- PepsiCo
 - Monica Cucional- Latin American Association
- The recommendation was made that 4-5 new Board members are recruited by next meeting.

WorkSource DeKalb Board Meeting Minutes Wednesday, March 27, 2024 @10:00 AM

- The requirement is to have a minimum of 10 Board members from the Business industry.
- Suggestions:
 - Candidates presented should meet the need of the WSD Board.
(Erica-Antoinette Slaton)
 - Ms. McKenzie Erin Minyard will be a good candidate for the WSD Board position. (Kristi Cox)

V. Updates

WIOA Programs (Adult & Dislocated Workers)- Sabrina Lee

- WorkSource DeKalb Staff are still working onsite every Wednesday at Georgia Piedmont Technical College to provide outreach services to students.
- During the GPTC Spring Career Fair, WorkSource DeKalb staff distributed information on services provided and created connections with people.
- There has been a large increase in caseloads with assistance from program partners such as In the Door. In The Door and Georgia Piedmont Technical College contribute to the success of WorkSource DeKalb.
- The focus is employment and increasing credentials. Mr. Robert Davis spoke with the training providers to remind them of the importance of students earning credentials.
- It is the Training Providers job to encourage students to earn their credential. Two providers shared that the efforts of WSD helped with students receiving their credentials.
- Credentials also help with exiting participants.
- **WorkSource DeKalb Success Story Video Was Presented to The Board:**
 - WIOA program participant Courtney Roberson received her CNA (Certified Nursing Assistant) certification.
 - Ms. Roberson completed her training during Summer 2023, and she is now state certified.
 - Assistance with uniforms and transportation were also provided to Ms. Roberson.
 - Courtney Roberson is currently enrolled in school preparing to become a RN. (Registered Nurse)
- **Suggestions**
 - Hank Stewart: Mr. Stewart suggested the success story video be shared with DeKalb School System and technical schools. Courtney Roberson should serve as spokesperson for WorkSource DeKalb.
 - Erica-Antoinette Slaton: Special recognition was provided to Donnie and the marketing team.
 - Erica-Antoinette Slaton and Denise Townsend: It was suggested that Ms. Roberson participate in showcases and have her success story displayed onsite at Georgia Piedmont Technical College. Perhaps stipends can be provided to Ms. Roberson.

WorkSource DeKalb Board Meeting Minutes Wednesday, March 27, 2024 @10:00 AM

WIOA Youth Program- Jowan Dennis

- Success story: One participant completed the Goodwill Welding Certification program and is currently employed.
- Kaiser Bridge Program was discussed. The Kaiser Bridge Program provides full coverage health insurance with free premiums to WIOA program participants. Kaiser staff are available to come to the office to offer services. Presentation was provided to WorkSource staff recently and flyers are provided at the front desk.
- Numerous outreach events were held during the month of March:
 - DeKalb High School of Technology South Job Fair- 03/12/24
 - March Madness Campaign at Miller Grove HS- 03/13/24
 - March Madness Campaign at Elizabeth Andrews HS- 03/14/24
 - March Madness Campaign at Cross Keys HS- 03/18/24
 - March Madness Campaign at MLK High School- 03/20/24
 - Towers High School: 14th Annual Career Day- 03/21/2024
 - Chamblee High School: Trade Fair- 03/21/24
 - Arabia Mountain High School: Annual Career Day- 03/28/24
 - Columbia Middle School: Career Day- 03/29/24
 - DeKalb County Job Readiness Workshop (GSU School of Social Work Students)- 03/30/24
- In The Door is doing a great job with assisting with participant enrollment.
- WSD is preparing for DVCA program and summer staff recruitment.
- **Q&A- Part 2**
 - Question 1- Vanessa Gibson: Is it possible to reach out and serve at risk youth during the outreach events?
 - Answer- Jowan Dennis: Yes. WorkSource DeKalb will not discriminate on which participants to serve. Ms. Dennis served as Guest Speaker during the GOALS program graduation.
- WorkSource DeKalb has a re-entry program, which is in progress and a language interpreter line for customers.
- WSD Business Solutions Unit helps create connections with employers and various companies.
- **STRIDE Program**
 - This program is a WorkSource DeKalb partnership with the court system to provide services to first time offenders. Participants are required to attend various workshops.
 - WSD Outreach Specialist Margo Hall, helps maintain the connections with the program.
 - One of the Youth Program's clients had issues at his workplace and will be starting program soon.

WorkSource DeKalb Board Meeting Minutes Wednesday, March 27, 2024 @10:00 AM

- **Suggestions/Additional Comments**

- Hank Stewart-WorkSource DeKalb should consider appearing on radio stations for national exposure, monthly radio presence.
- Jowan Dennis- Ms. Dennis expressed that WorkSource DeKalb has a Facebook and Instagram social media page.
- Erica-Antoinette Slaton:
 - WSD is doing a great job with outreach.
 - Numbers need to be provided to show the progress and see the impact.
 - Mr. Pittman provides numbers and performance (Jowan Dennis)
 - WSDs efficiency needs to improve, sending text messages to youth clients and figuring out what methods work best will help with improvement.
- Hank Stewart- WSD staff need to figure out how to better communicate with participants by asking the summer youth their preferred method of contact. Get youth more engaged. Special commendation was offered to Ms. Jowan Dennis. GOALS program participants can have their records sealed once they complete the program.
- Erica-Antoinette Slaton- The Towers High School Career Fair was a success.
 - Commendation was provided to Mr. Hank Stewart and his foundation.
 - Project Pinnacle is a great resource for WorkSource DeKalb to use to help increase numbers; Partnering with programs with regulations such as the court system is a great way to start.
- Jowan Dennis- It was explained that \$250 incentives are provided to Youth Program participants for reaching their goals by earning their GED, High School, Diploma, or completing the summer program.
 - Ms. Anaya Lemons (Workforce Assistant); Makes phone calls to youth after hours since most youth are in school during the daytime.
- Hank Stewart- It was suggested that a list of the High School students not eligible to graduate be provided to WSD staff, to begin providing services.

QUEST Grant- Bria Peterson

- QUEST (*Quality Jobs Equity Strategy and Training Grant*)
- QUEST Grant was made available for use September 2023
- The grant Is scheduled to end September 2025.
- Quest Partnerships:
 - Clarkston Community Center (CCC)
 - DeKalb Community Supervision (DCS)
 - Sheriff Department of DeKalb County (DKSO)
 - Metro Re-entry Correction Facility (MRCF)
- Quest grant is available for returning citizens.
- Construction Ready program serves incarcerated individuals:
 - 9 credentials are earned through the program
 - 18 participants are currently enrolled (03/11/24-04/04/2024)
- DCS Partnership currently has 52 returning citizens or justice impacted referrals.
 - 6 participants are on Ms. Peterson's caseload
 - 5 participants have started the "Starting Your WIOA Process"

WorkSource DeKalb Board Meeting Minutes Wednesday, March 27, 2024 @10:00 AM

- QUEST grant was extended to 2025
 - Metro Re-entry Construction Ready will have 2 cohorts and extend to 4 total.
- The computer lab at WorkSource DeKalb will be used for Metro Re-entry, DeKalb Sheriff Department, and DCS referrals to complete their applications.
- The DeKalb Re-entry Collaborative Summit will be available for participants and held April 13, 2024 (10am- 2pm)
- Kaiser Bridge program will be available for participants to use.

- **Participant Success Story- Bria Peterson**
 - Program participant Andrea Simpson completed her CDL program with Roadmaster Truck Driving School on March 5, 2024. Video and interview will be forthcoming.
- 74 participants are currently enrolled in the QUEST grant program.
- April 5, 2024 is the last day of class for the Metro Re-entry program cohorts; New program will start during the end of April with 20 participants enrolled.

- **Q&A- Part 3**
 - Question 1- Erica-Antoinette Slaton: Is there additional support needed for WorkSource DeKalb with the Sheriff Department partnership?
 - Answer- Bria Peterson: No, several meetings have already been held with Mr. Eric Moore.
 - Additional Comments- Erica-Antoinette Slaton: Ms. Slaton expressed her interest in assisting WSD; she has connections with the Sheriff Department and wants to attend any future meetings.

- Additional Comments/Suggestions:
 - Vanessa Gibson: Special commendation was provided to WorkSource DeKalb for leading numbers on the performance charts.
 - Erica-Antoinette Slaton: Ms. Slaton suggested that Ms. Monica Cucalon from the Latin American Association will be a great connection for WSD to have. Knowing the access potential Board members have is helpful.

Performance Report PY 23 YTD- Brittany McClure

- Performance Report for PY 23- YTD was shared with the Board
- Increase in reporting will be continued for efficiency.
- Special thanks was provided to Mr. Pittman for assisting with gathering numbers for report.
- Total Active Participants: 734
- Total Carried in From Previous Performance Year: 468
- Total # of Participants Brought In: 266
- Additional Comment- Denise Townsend: Being able to see the change in numbers and knowing the “change factor” are important.

Performance Report PY 23-Q2- Gregory Pittman

- Performance Report was shared with the Board.
- Due to increase WSD staff effort and increase in enrollment, WSD is near the performance goals. Numbers have increased since the previous WSD Board Meeting.
- Numbers for Quarter 2 and Quarter 4 have increased for Youth, Adult, and Dislocated Worker.
- Credential numbers are currently 64; 44 more are needed.
- Measurable Skills Gain: Youth Department is working on updating the Youth participant High School Diplomas in the system.
- As more participants are being serviced, there will continue to be an increase in numbers.
- Commendation- Erica-Antoinette Slaton: Commendation was provided to WSD staff for their flexibility and being open to receiving suggestions from the WSD Board.

- **Outreach Events- Brittany McClure**
 - Outreach Events report from January 24- March 24, 2024, was presented to the Board,
 - 28 Outreach Events were held per district
 - WSD will continue to highlight partnerships and increase success.
 - Additional Comments- Robert Davis:
 - PY 22: July 1st- June 30th, 2023: 180 new participants were enrolled
 - PY 23: 292 participants were brought in as of March
 - WorkSource DeKalb staff was commended for their great work.

One Stop Operator Report- Robert Gordon

- DeKalb Unemployment Rate: 3.1%
- There has been an increase in Dislocated Worker enrollment.
- March enrollment numbers have increased; many youth referrals were made.
- Georgia Department of Labor had a split in funding; Wagner Peyser transitioned to TCSG (Technical College System of Georgia). Additional staff will be hired to assist with resume writing and interviewing workshops.
- There is also an influx of customers with language barriers and disabilities. WSD staff training will be scheduled soon.
- Unemployment data as of January 2024 was shared with the Board.
- In The Door aspires to partner with WorkSource DeKalb Youth Department to host a Career Fair for High School Graduates.
- The Legacy Harvest Foundation is providing a scholarship for graduating seniors. This serves as an additional resource for non-eligible WIOA participants.
- In The Door One-Stop Navigator Sydney Howard graduated from Georgia State University with a Science degree. She will be leaving In The Door and WSD to start a new career as a forensic scientist on April 16, 2024. Ms. Howard is very efficient and will be missed by her co-workers. She assisted with numerous outreach events and provided fast and efficient service to customers.

WorkSource DeKalb Board Meeting Minutes

Wednesday, March 27, 2024 @10:00 AM

DeKalb Virtual Career Academy 2024- Robert Davis

- Dates for the 2024 DeKalb Virtual Career Academy are not confirmed; The program usually starts one week after school ends.
- The goal is to hire 700 youth
- Ages 14-24
- The program will be virtual
- Youth who are not selected can possibly enroll in the WIOA program.

PY 22 Monitoring- Robert Davis

- PY 22 monitoring was a success.
- Monitoring Dates: March 18th- March 22nd
- Finance: 0 findings
- Programmatic:
 - 1 technical correction: 1 file didn't include a signed document from 5-6 years ago. Staff training will be provided.
- Compliance:
 - 1 finding: 1 technical correction
 - Finding: WSD Board held a virtual/hybrid meeting, after the State of Emergency for continued Covid-19 Economic Recovery terminated. Board meeting minutes dated 09-22-2022 indicates "Zoom Conference".
 - Technical Correction: WorkSource DeKalb was late submitting monitoring documents.

VI. Public Comments

- N/A: No public comments provided.

VII. Announcements- Next Meetings and Events

- WorkSource DeKalb Sub-Committee Meetings: June 12, 2024
- WorkSource DeKalb Board Meeting: June 26, 2024

Confirmation of Future Meetings- Robert Davis

- Brittany McClure will send survey to WSD Board Members to confirm the preferred dates and times for future Board Meetings.
- WSD Board participation needs to be increased.
- There may be a required April 2024 meeting scheduled because of quorum not being met.

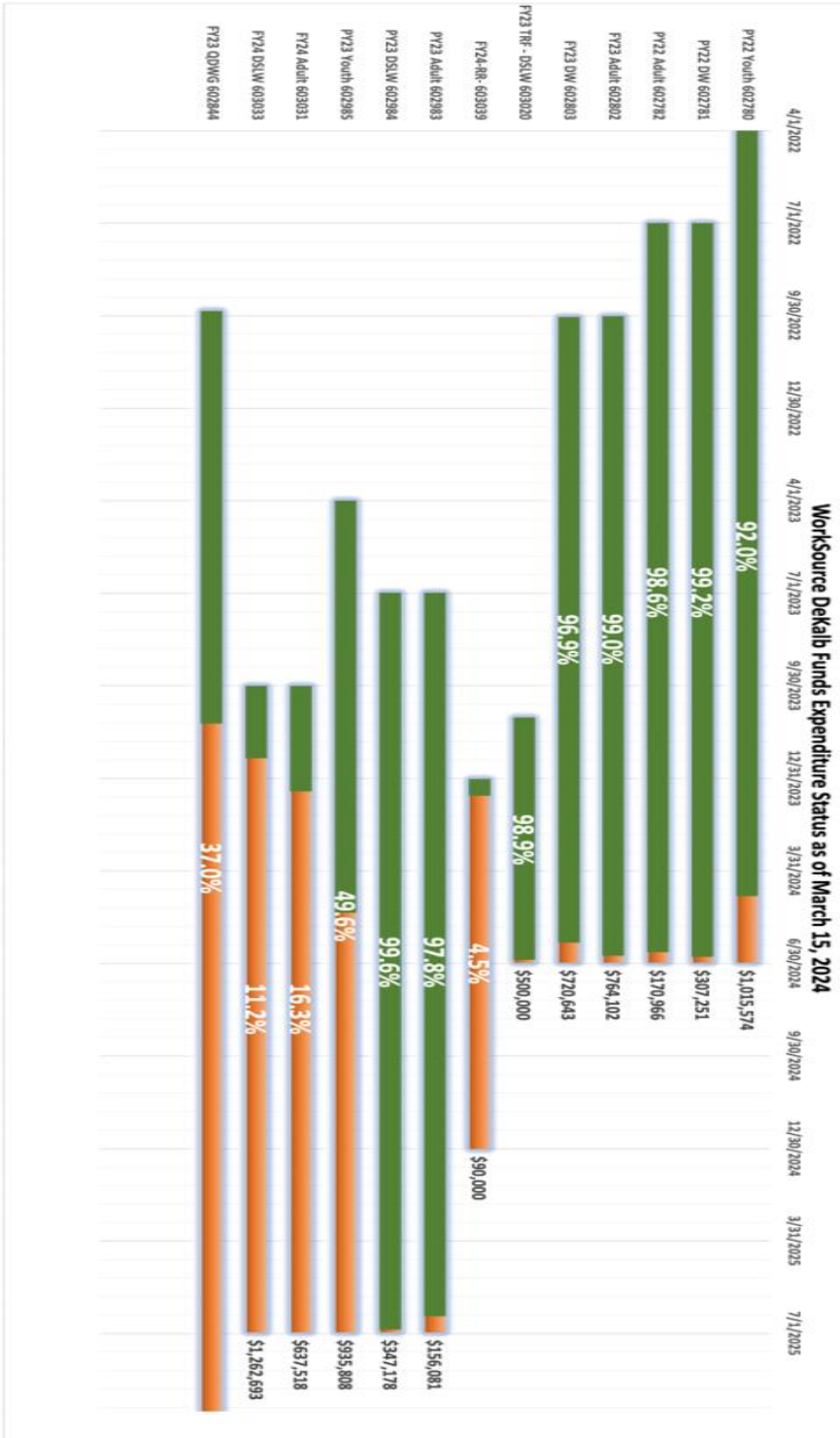
VIII. Adjournment/Closing Remarks

- Erica-Antoinette Slaton: Ms. Slaton expressed her excitement to assist WorkSource DeKalb and offered commendation to staff for improved performance numbers.
- Denise Townsend: Ms. Townsend expressed her appreciation for WSD staff attending the Board meetings and for their diligence, professionalism, and continuing to raise the bar.
- Full WorkSource DeKalb Board meeting adjourned at 11:41 AM.

WorkSource DeKalb Board Meeting Minutes

Wednesday, March 27, 2024 @10:00 AM

Finance Report



WorkSource DeKalb Board Meeting Minutes Wednesday, March 27, 2024 @10:00 AM