

WorkSource DeKalb
Board Meeting Minutes
Wednesday, June 26, 2024 @10:00 AM

- I. Call to Order/Welcome** – Frankie Atwater called meeting to order at 10:18 AM
- II. Establishment of a Quorum**- No Quorum Established

Members Present	Members Absent
Atwater, Frankie- DeKalb Chamber of Commerce (Chair)	Alli, Naushad- RICOH USA. Inc.
Booth, Barry- CERM	Gunter, Doryiane- DeKalb County Schools
Connally, Mark- Georgia Department of Labor	Mason, Randi- Decide DeKalb
Cox, Kristi- ManPower	Osiname, Ellis- Center for Disease Control (CDC)
McBride, Meghan Dr.- Georgia Piedmont Tech (GPTC)	Rogers, Jeff- Mechanical Trades Institute
Minyard, MacKenzie- Pepsi Co	Stewart, Hank- Hank Stewart Foundation
Slaton, Erica-Antoinette- Erica Antoinette Management	Still, Alan- Georgia Sheet Metal JATC
Taylor, Jeff- MedCura Health	Thomas, Rondah- Georgia Power
	Townsend, Denise- United Way of Greater Atlanta
	Yohannes, Helen- Chris 180
WorkSource DeKalb Staff	One-Stop Operator
Davis, Robert- Interim Director	Gordon, Robert- One Stop Coordinator
Cantly, Donnie- Public Relations Specialist	
Dennis, Jowan- Youth Employment & Training Supervisor	Guests
Hewitt, Seretta- Administrative Specialist	Anna and Christopher- IRC (International Rescue Committee)
Hicks-King, Alanna- Workforce Development Manager	
Ingram, Robert- Fiscal Officer	
Lee, Sabrina- Employment and Training Supervisor	
McClure, Brittany- Administrative Coordinator	
Peterson, Bria- Special Projects, E&T Supervisor	
Pittman, Gregory- Management Analyst II	

III. Updates

WIOA Programs (Adult and Dislocated Workers)- Sabrina Lee

- Caseloads are moving along; Career Advisors are maintaining new and current caseloads.
- Participant schedules have been revamped; Calendly app was recently added to the “Starting WIOA” Sessions.
- WorkSource DeKalb was featured during the LWDA spotlight during the previous meeting. Targeted outreach was discussed.
- Exits are being moved at a steady pace and enrollment has increased.
- Eighteen exits were completed during the month of June (1 exit per day).
- The strategy used for completing exits is making Tuesdays and Thursdays the days for prioritizing exits.

WIOA Youth Program- Jowan Dennis

- The new low-income guidelines were shared with the WSD Board; There was a slight increase. (Effective 3-16-24)
- WorkSource DeKalb staff will participate in the June 29th Back to School event hosted by Commissioner Steve Bradshaw.
 - 4 staff will represent WSD at this event and target adult and youth participants
 - One-Hundred packets and a tent will be provided at this event.
 - Mr. Robert Gordon offered his staff to assist WSD if needed.

WorkSource DeKalb Board Meeting Minutes Wednesday, June 26, 2024 @10:00 AM

- Ms. Jowan Dennis and WSD staff participated in the PAL- Police Athletic League “After Dark” basketball game event, held on June 20th at the South DeKalb YMCA Center.
- The Youth Team is growing; new Career Advisor Asza Dupree is making a good impact on the youth team.

Business Services- Alanna Hicks-King

- Outreach Overview was presented to the WSD Board.
- The Business Solutions Unit uses the 4Ps when it relates to outreach:
 - Purpose- Serve DeKalb citizens
 - Presence- Provide outreach efforts
 - Pipeline- Engage with citizens and private employers
 - Performance- All WSD team work together
 - Connect talent with opportunity
- Database was created by Mr. Pittman and Mr. Cantly to extract information.
- Outreach Numbers:
 - On-site Outreach (Adults): 4,307
 - On-site Outreach (Youth): 1,386
 - Targeted Outreach Events: 114 events total
 - ITAs: 3
 - Conferences: 8
 - Employers: 10
 - 200 people participated in the Children’s Healthcare of Atlanta job fair.
 - GDOT and Marriott Hotel Job Fair was held this year as well.
 - DeKalb County Schools: 15 events (3 WSD students are working with Warren Technical School in their 8-week program.
 - Commissioners: 5
 - Community Partners (External): 60
 - Community Partners (Internal): 13
 - The busiest months were March 2024 (Career Days were held at the various schools), April 2023, and September 2023.
 - Highest Zipcodes- WSD wants to visit schools and make a strategic plan to target people who need services:
 - Stone Mountain: 383
 - Lithonia: 358
 - Decatur: 334
- Mr. Andre Knight from Handyman Training School is one of WorkSource DeKalb’s premium employers. Video was presented to WSD Board from a site visit completed by Donnie Cantly, Alanna Hicks-King, and Faye Vinson.
 - Mr. Knight has partnered with WorkSource DeKalb for 7 years.
 - The school teaches Painting and Drywall Installation and Repair.
 - The students interviewed in the video are on the caseloads of Ms. Jowan Dennis, Mr. Xavier Prather, and Ms. Dara McIntosh.
 - One ESOL student has been working with Handyman Training School for a long time.

WorkSource DeKalb Board Meeting Minutes Wednesday, June 26, 2024 @10:00 AM

Q&A Part 1

- Question 1- Erica-Antoinette Slaton: What percentage of participants served received a certification?
- Answer- Gregory Pittman: 55% currently (Adult, Youth, Dislocated Worker)

QUEST Grant- Bria Peterson

- 106 participants have been served through the QUEST grant:
 - 70- WIOA
 - 35 Metro Re-entry
- The grant has been extended until September 30, 2025.
- Grant amount: \$681,501.34
- Seventy-Eight ITA participants have begun the process; Fifty-Six are currently completed.
- Construction Ready and Metro Re-entry have served as major contributors during this project.
- 2 cohorts were held during March and April 2024
- Participants will earn 6 credentials and a certificate of completion after they complete the program.
- Ms. Peterson currently has 12 participants on her caseload
 - 4 participants are enrolled in the Home Engineering program with Veterans Training Empowerment Center (VTEC)
- WorkSource DeKalb is planning an outreach project soon in partnership with the Clarkston Community Center for ESOL students.
- DeKalb Sheriff's Office has program for housing opportunities available; meetings with WSD and Sheriff Office will be held soon.
- Next Steps:
 - WorkSource DeKalb is looking for an increase for the QUEST grant, since funds are being expended; the demand is growing larger than the supply.
- What Is Quest?
 - Georgia Department of Labor provided funds to TCSG (Technical College System of Georgia) and TCSG distributes the funds to the WorkSource areas.
 - QUEST stands for Quality Jobs Equity Strategy and Training- There are 5 categories.
 - Participants who lost their job to covid, unemployed, ESOL, Refugee, or returning citizens automatically qualify for the grant.

Robert Davis- Additional Comments

- The NDWG (National Dislocated Worker Grant) is used to provide to participants who don't qualify for the WIOA grant.

Erica-Antoinette Slaton- Additional Comments

- Ms. Slaton expressed that she is looking forward to seeing the report from WorkSource DeKalb's "justice impact" partnerships; this is vital.

**WorkSource DeKalb
Board Meeting Minutes
Wednesday, June 26, 2024 @10:00 AM**

- Ms. Slaton also expressed that she wants to be involved with WorkSource DeKalb and the Sheriff Office partnership. Special commendation was provided to Ms. Bria Peterson for her involvement with this initiative.

Performance Report- Gregory Pittman

- Performance Report as of 06-14-2024 was shared with the Board.
- New performance numbers are still being processed.
- Mr. Pittman expressed that he meets with each WSD department to get data corrected.
- There has been an increase in credentials:
 - Adult: 60% to 70%
 - Dislocated Worker: 45% to 54%
 - Youth: 52.9% to 153%

Robert Davis- Additional Comments

- Participants are exited after they complete training.
- Follow-up is provided to participants 12 months after they exit.
- Dislocated Worker group is improving.
- Measurable Skills Gains are earned after training is completed.
- Ms. Sabrina Lee and her team are exiting 18 participants per month.

Q&A Part 2

- Question 1- Dr. Megan McBride: Can you pull from different funding sources?
- Answer- Robert Davis: WSD has attempted to do this through dual enrollment; Providing gas cards and boots/uniforms to participants.

- Question 2- Erica-Antoinette Slaton: Are all program participants WIOA qualified?
- Answer- Robert Davis: Eligibility process is provided by Ms. Tashauna Hambrick.

- Question 3- Dr. Megan McBride: Are targets negotiated by WorkSource DeKalb?
- Answer- Robert Davis: WSD negotiates their own goal.

Additional Comments/Concerns

- Ms. Erica-Antoinette Slaton expressed that the other counties have figured things out.
- Mr. Frankie Atwater expressed that outreach is always great.
- Mr. Robert Davis expressed that WorkSource DeKalb is working on their pipeline; the number one pipeline is CDL.
- Dr. Megan McBride expressed that ESOL students are having a hard time passing exams.
- Dr. McBride also expressed that schools/training providers need to be teaching at the level needed; the schools need to see if their teachings match the employer's needs.
- Mr. Davis explained that there are numerous legacy files; the performance numbers are improving.

WorkSource DeKalb Board Meeting Minutes Wednesday, June 26, 2024 @10:00 AM

Q&A Part 3

- Question 1- Frankie Atwater: Has WorkSource DeKalb come together as a group to figure out how improve issues and solve the challenges?
- Answer- Robert Davis: Yes; Mr. Joshua Williams has partnered with Advanced Manufacturing on a new project that will provide more opportunities to participants.

Suggestion- Erica-Antoinette Slaton

- Project Pinnacle Program led by Judge Jackson is a good program for participants.

Additional Comments- Robert Davis

- Mr. Davis expressed that WorkSource DeKalb works with the Stride Program, which helps participants stay out of jail.

Q&A Part 4

- Question 1- Barry Booth: How does WorkSource DeKalb rate regarding total performance numbers? How does WSD compare to other regions?
- Answer- Robert Davis: WorkSource DeKalb is in the top 3rd ranking as far as funding is concerned. Adult and Dislocated Worker numbers are expected to change as exits are being completed.

One-Stop Operator Report- Robert Gordon

- 18 local areas have a one-stop job center; WorkSource DeKalb is the busiest one-stop center because of being in connection with Georgia Department of Labor.
- 300-350 customers have been served.
- 40 customers are currently in the eligibility/intake process and being processed in the shortest time frame compared to other areas.
- In The Door recently hosted a High School Graduation event to target students without a plan after graduation. Event was called “What’s Your Next Move?” Fair.
 - 100 students attended
 - Resume workshops, Georgia Power, and other various employers were present.
- In The Door has created a partnership with the school system.

Q&A Part 5

- Question 1-Dr. Megan McBride- Is there an annual fair held for Guidance Counselors? This would be a great event for WorkSource DeKalb to participate in.
- Answer- Robert Gordon- Yes, there is a meeting held.

Suggestion- Erica-Antoinette Slaton

- Ms. Slaton expressed that she has a point of contact for the High Schools with Mr. Thomas Glanton and Elijah Palmer. Ms. Slaton can connect In the Door; these are great contacts to have.

WorkSource DeKalb
Board Meeting Minutes
Wednesday, June 26, 2024 @10:00 AM

Additional Comments/Announcements- Robert Gordon

- Special commendation was provided to IRC (International Rescue Committee).
- 1 participant from Sudan is in the process of enrolling in the WIOA program. She has a large language barrier and will need ESOL classes. Participant will need to be connected to the Adult Education unit at GPTC.
- In The Door will work on hiring Bi-lingual interns from AARP.
- Disability audit was held at the In the Door office by Ms. Michelle Mason and Ms. Diane Allen; they were impressed by In The Door's technology and resources.
- In The Door has been selected to present at the next upcoming SETA conference on September 15th in Savannah, Georgia; they will represent WorkSource DeKalb at the conference.
- New partnership is in progress between In the Door and SNAP-Employment and Training Division. There are funds available to provide supportive services to customers such as transportation assistance during the eligibility process.
- The ribbon cutting for In the Door's new office building will be held Thursday, June 27th from 10:30am-11:30 am. The new building is located across from Tucker High School.

IV. Action Items

Finance Report- Robert Ingram

- Finance Report was presented to the WSD Board (As of 06-21-2024) (*page 8*)
- 6 grants are scheduled to close 06/30/2024
- 5 grants are in progress to be fully expended by 06/30/2024
- PY23 funds are on track to be expended
- PY24 funds will be received soon.
- *Suggestion was made by Mr. Frankie Atwater to make report print-out larger.*
- No quorum available to vote on report

Board Member Review- Robert Davis

- Voting for Vice Chair and prospective Board Members is needed
- Board members are encouraged to review resumes and be prepared to discuss during the next Board meeting.
- The virtual component of Board Meetings must be added to the By-Laws; this is in progress. Need quorum to vote; This will be voted on during the next Board Meeting.
- Suggestion was made by Mr. Jeff Taylor to provide a component for Board Meeting Proxies; This will help with meeting quorum.

V. Updates- Part 2

DeKalb Virtual Career Academy- Robert Davis

- WorkSource DeKalb is working with DeKalb Schools and Georgia Piedmont Technical College to host the 2024 DeKalb Virtual Career Academy.
- 700 youth have been served and participated this summer in the program

**WorkSource DeKalb
Board Meeting Minutes
Wednesday, June 26, 2024 @10:00 AM**

PY 22 Monitoring- Robert Davis

- WorkSource DeKalb had 3 finding during the monitoring this year.
- Finance Unit had zero write-ups/findings
- The 3 findings were:
 - Local WSDB holding hybrid meetings- By-laws will be updated.
 - Technical Corrections- Some files didn't not include IEP (Individualized Employment Plan)
 - Internal Control- Failure to submit monitoring documents in a timely manner; WSD submitted documents late.
- The monitoring overall went well.

Final Update- Robert Davis

- Mr. Robert Davis met with the BOC regarding approval of Dislocated Worker Funds to be transferred to Adult Grant. Next meeting will be held July 9, 2024.

VI. Public Comments

- N/A

VII. Next WorkSource DeKalb Board Meeting and Events

- Next Sub-Committee Meetings- September 11, 2024
- Next WorkSource DeKalb Full Board of Directors Meeting- September 25, 2024

VIII. Announcements

- WorkSource DeKalb staff member and Administrative Specialist Seretta Hewitt was recognized and awarded the DeKalb County Star Award. Special recognition and commendation were provided to Ms. Hewitt for her work with WorkSource DeKalb.

IX. Adjournment

- Jeff Taylor made a motion to adjourn meeting, Barry Booth second the motion,
Meeting adjourned at 11:47 AM

WorkSource DeKalb
Board Meeting Minutes
Wednesday, June 26, 2024 @10:00 AM

WorkSource DeKalb Funds Expenditure Status as of June 21, 2024

4/1/2022/1/2023/30/2022/30/2023/1/2023/30/2023/31/2023/31/2024/30/2024/30/2024/30/2024/31/2024/31/2025

