

WorkSource DeKalb
Board Meeting Minutes
Monday, September 30, 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	McBride, Meghan Dr.- Georgia Piedmont Tech (<i>GPTC</i>)
Minyard, MacKenzie- Elevated Visions Consulting	Osiname, Ellis- Center for Disease Control (<i>CDC</i>)
Slaton, Erica-Antoinette- Erica Antoinette Management	Rogers, Jeff- Mechanical Trades Institute
Townsend, Denise- United Way of Greater Atlanta	Stewart, Hank- Hank Stewart Foundation
	Still, Alan- Georgia Sheet Metal JATC
	Taylor, Jeff- MedCura Health
	Thomas, Rondah- Georgia Power
	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	Brailsford, Janet- Office of Workforce Development
Lee, Sabrina- Employment and Training Supervisor	Houston, Mark- GVRA (GA Vocational Rehab Agency)
McClure, Brittany- Administrative Coordinator	Perkins, Chris- GVRA (GA Vocational Rehab Agency)
Peterson, Bria- Special Projects, E&T Supervisor	Saxton, Bierck- VTEC

III. Action Items

Finance Report- Robert Davis

- Finance Report was presented to the WSD Board. (*Page 7*)
 - All Financial obligations were met for PY 23 (July 1, 2023-June 30, 2024)
 - Grants shown on report are current active grants.
 - Adult: 90%
 - Dislocated Worker: 99%
 - PY23 Youth: 91% and rapidly being depleted.
 - Quest: 99% expended
 - PY24 Youth is at 50% (Expire July 2026): Will be expended
 - January \$600,000 Adult and \$1.1 million Dislocated Worker funds will be received.
 - Dislocated Worker funds were moved to Adult funds as necessary in the past.
 - Numerous activities are occurring at WorkSource DeKalb.
- *WSD Board Chair Mr. Frankie Atwater commended WSD on a job well done! **

Additional Funds Requests- Robert Davis

Quest- \$100,000

- WSD received an additional \$100,000 to support the Quest grant; TCSG approved.
- WSD Board approval is needed.
- Quest funds are provided for additional disaster relief.
- WorkSource DeKalb has been successful with expending Quest funds.

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Youth- \$400,000

- WorkSource DeKalb is rapidly expending youth funds.
- Youth funds help cover internal staff and contracted services.
- Additional funds request was submitted for \$400,000.
- WorkSource DeKalb Board approval is needed.
- For funds to be approved; WorkSource DeKalb Board approves first, then the Board of Commissioners must approve. This process can take 6-8 weeks.

Q&A Part 1

- Question 1: MacKenzie Minyard- What growth did you come up with for the \$400,000?
- Answer: Robert Davis and Jowan Dennis- Additional funding is needed. (Rob Davis)
The youth team has been averaging serving 30 participants per month. (Jowan Dennis)

Q&A Part 2

- Question 1: Barry Booth- What is the criteria to meet to make additional funds request?
- Answer: Robert Davis- You must qualify and determine the number of additional youths to serve and staff overhead.

Q&A Part 3

- Question 1: Frankie Atwater- What is the age limit for the Youth Program?
- Answer: Robert Davis- Youth: Ages 16-24, Adult: 18 and Up, Dislocated Worker: 18 and up and must be receiving unemployment benefits.

Q&A Part 4

- Question 1: Erica-Antoinette Slaton- Has WorkSource DeKalb been successful with receiving additional funds?
- Answer: Robert Davis- Yes

Adult- \$300,000

- Funding is needed to serve more adults.
- WSD often requests to move funds from dislocated worker grant to adult grant.

Performance Report- Robert Davis

- There has been an increase of customers in interest of unemployment benefits and skills upgrade.
- Georgia Department of Labor has been extremely busy during the past 9 months.
- During PY23: 421 new participants were enrolled; There have been numerous activities occurring at WorkSource DeKalb.
- WorkSource DeKalb is voted the fastest for the “Starting Your WIOA” process.
- July-August 2024 WorkSource DeKalb has been excelling; Therefore, it’s critical for WSD to receive additional funds.

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Q&A Part 5

- Question 1: Robert Gordon- Is it guaranteed for WSD to receive the full amount of funds requested?
- Answer: Robert Davis- WSD may receive zero funds or the full amount. (\$400,000)

Q&A Part 6

- Question/Comment 1: Erica-Antoinette Slaton- Ms. Slaton expressed that she wants to ensure WSD is competitive; there might be something else WSD needs to provide.
- Answer/Response- Robert Davis- WSD expended all funds in the past and based on the current report, WSD Is doing better than most areas.
- PY23 Eligibility, Suitability, and Enrollment numbers were shown on report. 434 were served, suitable and enrolled during 2023.

Q&A Part 7

- Question 1: Bierck Saxton- If WorkSource DeKalb is in high demand why is WorkSource DeKalb telling organizations that they are no longer able to fund students?
- Answer: Robert Davis- Funding is used based on WIOA Guidelines; this was never mentioned during the meeting.

Board Member Review- Robert Davis

- The minimum required number of members for the WSD Board is 19-22.
- WSD Board Members were encouraged to send all present perspective Board candidates to WSD Board Chair Mr. Frankie Atwater.
- Executive Board Meeting will be held later in October to discuss and approve action items.

Virtual Board Meetings- Robert Davis

- Several other Boards and areas agreed on having virtual meetings.
- The Board By-Laws will need to be modified if the meetings become virtual. The decision will be made based on the WSD Board's vote.

Q&A- Part 8

- Question 1: Erica-Antoinette Slaton- How many Board openings are available?
- Answer: Brittany McClure- There are currently 5 openings, and 3 candidates are being considered.
- Question 2: Erica-Antoinette Slaton- Have there been any current candidates expressing interest in the WSD Board vacancies?
- Answer: Robert Davis- Yes, there has been 1 response received thus far, that candidate re-located and accepted another position.

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Suggestions/Additional Comments

- Frankie Atwater: The suggestion was made to notify Board members who have an obsessive amount of meeting absences
- Robert Davis: According to Article 7, Section 2 of the Board By-Laws; members shall be removed for failure to attend 3 consecutive meetings without an excused absence.
- Question: Kristi Cox- Are there calendar invites available for the next Board Meetings?
- Answer: Brittany McClure- Yes; invites were sent to Board members during the previous Board meeting held in June.
- Suggestion: Frankie Atwater- Virtual Meetings helped with WSD Board Member attendance.

IV. Updates

WIOA Youth Program- Jowan Dennis

- Spotlight presentation was presented for Youth Program participant Deshawn Moore:
 - Deshawn Moore is WorkSource DeKalb's success story.
 - Mr. Moore started his journey in the DeKalb Virtual Career Academy Program.
 - While in the program Deshawn received his High School Diploma.
 - He received his forklift certification on March 16, 2024.
 - Then Mr. Moore participated in WorkSource DeKalb's Work Experience Program and received employment during the end of the program with "Engraving House" on August 9, 2024.
- Ms. Jowan Dennis mentioned that she is attending the Graduation Ceremony for the STRIDE Program. The STRIDE Program is an aversion program for youth.

Performance- Robert Davis

- WorkSource DeKalb is improving, there has been an increase in green scores on Performance Report. WSD is continuously working to improve credentials. Some participants don't complete the test or have unsuccessful test scores, which hurts credentials scores.
- The next report is in progress for PY24.

Q&A- Part 9

- Question 1: Frankie Atwater- Why are the Adult and Dislocated Worker participants a challenge?
- Answer: Robert Davis- The hardest task for participants is taking the credential exams. WSD Career Advisors are doing a great job with nurturing clients and providing follow-up. The working relationships between Career Advisors and Training Providers are great. There needs to be a strategy created for providing incentives to participants.

Additional Comments

- Suggestion: Erica-Antoinette Slaton- Ms. Slaton suggested providing mapping techniques to see which profession participants want to work in; There are 2 tracks of thinking. Observe the probability of success through the intake sessions.

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Q&A Part 10

- Question 1: Denise Townsend- What is the base number for credentials?
- Answer: Robert Davis- Information is counted after program exits are completed. A few training programs don't offer credentials, which is a problem. This issue is being worked on. The goal of WorkSource DeKalb is to always work with clients to do all they can to make participants successful.

Additional Comments/Suggestions:

- Bierck Saxton (VTEC)- The biggest struggle is getting students to pay attention in class and to stop playing on their phone during class. The concern also is if participants have backgrounds and are not able to get jobs, Why is WorkSource DeKalb allowing them to enroll in the program? Mr. Saxton expressed that the school is being held liable. *(One-Stop Coordinator, Mr. Robert Gordon agreed to meet with Mr. Saxton after the Board meeting.)*
- Ms. MacKenzie Minyard suggested that WorkSource DeKalb needs to be able to refer people to the "Second Chance Employers" Program.

One-Stop Operator Report- Robert Gordon

- In-Person Customer traffic has increased 16% from July-August.
- DeKalb Un-employment Rate: 4.1%
- Mr. Gordon and his team partnered with TCSG for a recent disability audit. The audit went well and as a result the audit was turned into a presentation, which was presented at the previous SETA conference. Mr. Gordon and his team have set the standard and received great feedback.

Q&A Part 11

- Question 1: Robert Davis- What is the role of "In the Door"?
- Answer: Robert Gordon- The role is to educate people about all community partners/services and help make referrals. The role of the One-Stop Navigator is to assist with intake for Adults and Dislocated Workers. *All other questions were addressed after the meeting.*

PY23 Monitoring- Robert Davis

- WorkSource DeKalb's previous monitoring was held March 2024.
- The next upcoming monitoring is scheduled for November 18th-November 22nd, 2024.
- WSD will ensure to keep One-Stop Coordinator Mr. Robert Gordon updated on monitoring dates. There is a one-stop portion being added to monitoring this year.
- Additional Comment: Frankie Atwater- Mr. Atwater expressed the importance of vocalizing the additional need for funding and WSD can inform him if Board assistance is needed.

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V. Public Comments

Bierck Saxton- VTEC

- Mr. Saxton explained that the Veteran Training and Empowerment Center program trains soldiers coming out of the Army in skillsets other than military. Several people are fearful when they leave the Army and don't know what their next steps are in life.
- VTEC has a Fort Moore facility and they have expanded to DeKalb County and Georgia Piedmont Technical College.
- The school offers a Home Engineering Program and has partnerships with Tesla and Rivian.
- VTEC relies on WIOA funding tremendously.
- VTEC school is in high demand and the Army has placed VTEC on the CSP website.
- Mr. Saxton expressed that VTEC program is being shut down by someone serving on the Board with no meetings and no notice. There was never a phone call received.
- The school has DeKalb students enrolled, but they are not able to help the students; this same problem is occurring with Columbus.
- Mr. Saxton also expressed he is being denied and has documentation of corruption in office.

Additional Comments

- Frankie Atwater- Mr. Atwater expressed to Mr. Saxton that they can meet offline to address the issues and find where the gaps are. The issue could be larger than WorkSource DeKalb and the Board. Opinions from TCSG can be provided and a dialogue can occur.
- Robert Davis- All training providers working with WSD must be listed on the Eligible Training Provider List (ETPL). If there is any scrutiny that occurs with a school, the school goes under review. VTEC is under review on placed on hold from the ETPL.
**Mr. Saxton expressed again that he was never notified of the school being placed on hold.*
- Frankie Atwater- Mr. Atwater suggested that Mr. Saxton express all of his concerns with the local area and TCSG.
**Mr. Davis agreed to speak with Mr. Saxton after the Board Meeting. **

VI. Announcements

- N/A

VII. Next WorkSource DeKalb Board Meeting and Events

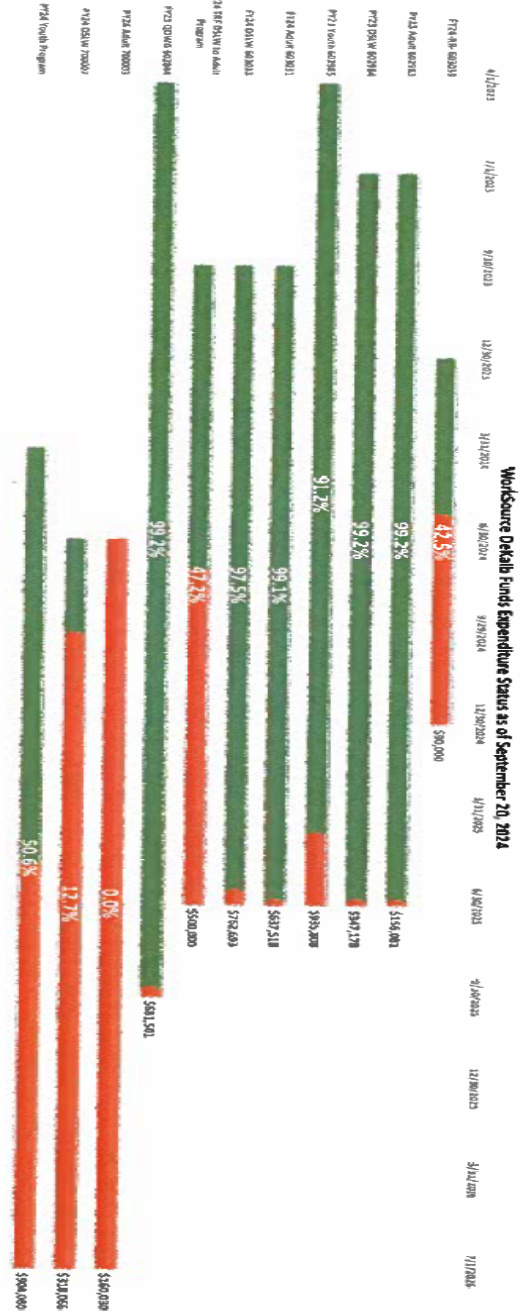
- Q4 Sub-Committee Meeting- December 11, 2024
- Q4 Board of Directors Meeting- December 18, 2024
- Recommendation was made by Mr. Robert Davis to have an Executive Meeting during the end of October to discuss and vote on action items.

VIII. Adjournment

- Barry Booth made a motion to adjourn the meeting. Erica-Antoinette Slaton second the motion.

Meeting adjourned at 11:26 AM

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AMOUNT	SPENDING	COMMITTED	UNCOMMITTED	POA START DATE	POA END DATE	DURATION	EXPENDITURE PROGRESS	Convert % Progress to Days	DAYS TO GO		
603039	PR24 TRF 603039	\$90,000	\$38,257	\$-	\$51,743	1/1/24	12/31/24	365	42.5%	155	95
602983	PR23 Adult 602983	\$156,081	\$145,208	\$9,882	\$1,191	7/1/23	6/30/25	730	99.2%	724	276
602984	PR23 DS1W 602984	\$347,178	\$344,433	\$-	\$2,745	7/1/23	6/30/25	730	99.2%	724	276
602985	PR23 Youth 602985	\$935,808	\$837,302	\$21,264	\$82,242	4/1/23	6/30/25	821	91.2%	749	276
603031	PR24 Adult 603031	\$637,518	\$541,112	\$90,798	\$5,608	10/1/23	6/30/25	638	99.1%	632	276
603033	PR24 DS1W 603033	\$762,693	\$697,409	\$46,561	\$18,723	10/1/23	6/30/25	638	97.5%	622	276
700012	PR24 TRF DS1W to Adult Program	\$500,000	\$176,217	\$65,598	\$264,185	10/1/23	6/30/25	638	47.2%	301	276
602844	PR23 DS1W 602844	\$681,501	\$772,346	\$103,434	\$5,720	9/6/22	9/30/25	1100	99.2%	1091	368
700003	PR24 Adult 700003	\$160,030	\$-	\$-	\$180,030	7/1/24	6/30/26	729	0.0%	0	641
700007	PR24 DS1W 700007	\$318,066	\$29,021	\$11,415	\$277,630	7/1/24	6/30/26	729	12.7%	93	641
700011	PR24 Youth Program	\$904,080	\$35,794	\$91,839	\$46,448	4/1/24	6/30/26	820	50.6%	415	641
TOTAL		\$5,492,955	\$3,736,100	\$440,592	\$1,316,264						