

# WorkSource DeKalb Board Meeting Minutes

## Wednesday, March 23, 2022

### ZOOM Conference @11:00 AM

- I. Call to Order/Welcome – Jeff Taylor @11:06 a.m.**
- II. Establishment of a Quorum**

Attendance	Member
√	Jeff Taylor
√	Randi Mason
√	Alan Still
✓	Meghan McBride
✓	Frankie Atwater
√	Shawn Cody
✓	Paul Camick
√	Mark Connally
√	Naushad Alli
✓	Barry Booth
✓	Kristi Cox
✓	Robert Gordon
✓	Robert Davis- WSD Deputy Director
✓	Katrina Tillman- WSD
✓	Tammy Purifoy- WSD
✓	James Thomas- WSD
✓	Alanna Hicks- King- WSD
✓	Greg Pittman- WSD
✓	Donnie Cantly- WSD
✓	Seretta Hewitt- WSD

**III. Approval of Finance/Performance & Accountability Meeting Minutes (December 8, 2021)**  
 Motion was made by Kristi Cox to approve the December 8, 2021 meeting minutes, Naushad Alli second the motion.

**IV. Finance Report- Katrina Tillman**

- Finance report was shared with the committee.
- 2 years is provided to spend the grant
- Finance report was approved by Alan Still, Frankie Atwater second the motion.

**State Policy Update- James Thomas**

- Language was added to section 3.2.2 living wage calculator to include county level data regarding “lacks self-sufficiency” standards.
- Language was added to section 3.2.5 Eligibility for Training Services regarding dislocated workers.
- Travel Policy updates and per diem were added to the WSD Travel Policy:
  - Breakfast \$6, Lunch \$10, Dinner \$20
- Motion was made by Alan Still to accept the three policies, Naushad Alli second the motion.

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#### **RFPs To Approve- James Thomas**

- **Adult Dislocated Worker Career Training Services-** \$575,000, 120 participants
  - This RFP compliments the services WorkSource DeKalb currently offers and provides outreach, enrollment, and counseling services that will be provided.
  - Motion to accept WorkSource DeKalb to solicit the Adult Dislocated Worker Career Training Services RFP was made by Frankie Atwater, Alan Still second the motion.
  - Abstentions: Meghan McBride
  
- **Career Readiness Services-** \$70,000, 350 participants
  - This service provides soft skills training.
  - Motion to accept WorkSource DeKalb to solicit the Career Readiness Services RFP was made by Kristi Cox, Frankie Atwater second the motion.
  - Abstentions: Meghan McBride
  
- **Business Services-** 400,000
  - Vendor will serve as liaison between WorkSource DeKalb and the business communities.
  - Provides work-based learning opportunities and meets employer needs.
  - Question: Is there a size requirement for businesses interested?  
Answer: No
  - Motion to accept WorkSource DeKalb to solicit the Business Services RFP was made by Naushad Alli, Barry Booth second the motion.
  - Abstentions: Meghan McBride
  - Suggestion: Provide drafts of the RFP to board members before meetings and include board members in the selection process.
  - Conflict of Interest has to be determined before draft is sent to the WorkSource DeKalb Board.

#### **Approve Transfer of funding from Dislocated Worker to Adult (FY22 \$1,203, 358.00)- Katrina Tillman**

- Approval is needed to transfer up to \$950,000 of dislocated worker funding to adult Funding.
- This transfer is needed to avoid losing funds.
- A motion was made by Alan Still to approve the transfer of funds, Frankie Atwater second the motion

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#### **V. Youth Sub Committee**

- Motion was made by Naushad Alli to approve the December 8, 2021 meeting minutes, Paul Camick second the motion.
  
- **Goals, Challenges & Issues in The Youth Department- Tammy Purifoy**
  - The Youth Department is working on rebranding.
  - The Youth Department includes 3 career advisors and 1 new supervisor.
  - The current challenges are Out-Of-School youth enrollment, outreach, and recruitment.
  - The Youth team will begin outreach, orientations, and recruitment at Georgia Piedmont Technical College next week.
  - New images and social media platform revamps are needed to help get youth excited about the program.
  
- **RFPs To Approve- James Thomas**
  - Youth Career Training Services-
    - \$306,000 to serve 60 youth and assist with increasing performance numbers.
    - Motion was made by Kristi Cox to approve WorkSource DeKalb to solicit Youth Career training services, Naushad Alli second the motion.
    - Abstentions: Meghan McBride
    - Suggestion: It was suggested by Meghan McBride that RFP training be provided to all WorkSource DeKalb Board members, Mr. Robert Davis will research the process.

#### **VI. Updates**

- **One-Stop Operator Report- Robert Gordon**
  - Mr. Vaughn Irons, CEO of APD Solutions presented during the previous One- Stop Partners meeting regarding economic development project and employment opportunities at Stonecrest Mall.
  - Mr. Robert Gordon attended the DeKalb Department of Community Supervision Steering Committee Meeting to discuss employment and resources for *justice involved* individuals. Denise Kenner and Youth Program staff made a presentation regarding work experience opportunities for out-of-school youth.
  - One-Stop Partner Services training was provided to WSD staff regarding one-stop services, PEAP stations, LEP resources, assistive technology, and supportive services available through the one-stop operator.
  - One-Stop operator is continuing to represent WorkSource DeKalb during various hiring events with Disability Link, Marriott Hotels, and Department of Juvenile Justice.
  - Upcoming Hiring Event Fairfield Baptist Church: May 26, 2022
  - January 2022 Unemployment Rate: 3.7%
  - Dr. McBride will arrange a date for WorkSource DeKalb ITA group sessions with GPTC students.

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- **Performance Report- Greg Pittman**
  - Performance report was shared and discussed with WorkSource DeKalb Board members.
  - All questions and concerns may be referred to Mr. Greg Pittman
  
- **Introduction of New WorkSource Staff/ Monitoring May 2, 2022-Robert Davis**
  - Welcome to new staff:
    - Tammy Purifoy- WorkSource DeKalb Manager-Adult/Youth
    - Alanna Hicks- King- WorkSource DeKalb Manager- Business Services, Enrollment & Retention
    - Katrina Tillman- Senior Fiscal Officer- Finance/ Contracts
    - Greg Pittman- Management Analyst II
  
  - The PY30 Monitoring is now scheduled for May 2, 2022
    - This monitoring will cover July 1, 2020- June 30, 2021
  
  - Summer Youth Employment Program
    - The 2022 Summer Youth Employment Program is scheduled for June 6<sup>th</sup>- July 8<sup>th</sup>, 2022.
    - Ages 16- 24 (*virtual and hybrid*)
    - WIOA- 100 youth
    - CEO Program- 650 youth
    - Total Goal- 700 youth
    - 14–15-year-olds will participate 100% virtually
    - \$13.00 per hour
    - 35 hours per week

\*FYI: WorkSource DeKalb Board has vacancies for new members\*

#### **VII. Public Comments**

- *No public comments provided*

#### **VIII. Next Scheduled Meeting**

- Finance/ Performance & Accountability Sub-Committee- June 8, 2022
- Youth Sub-Committee Meeting- June 8, 2022
- Executive Sub-Committee Meeting- June 15, 2022
- Full WorkSource DeKalb Board Meeting- June 22, 2022

The next WorkSource DeKalb Board meeting will tentatively be held in-person at WorkSource Dekalb office.

#### **IX. Adjourn**

Motion was made by Frankie Atwater to adjourn the meeting, Alan Still second the motion.

*\*Meeting adjourned at 12:27 p.m.\**