

- I. **Call to Order/Welcome** – Frankie Atwater started meeting @10:07 am.
- II. **Establishment of a Quorum**- Quorum Established

Members Present	Members Absent
Atwater, Frankie- DeKalb Chamber of Commerce (Vice Chair)	Alli, Naushad- RICOH USA. Inc.
Booth, Barry- CERM	Cody, Shawn- Ironworks Local 387
Cox, Kristi- ManPower	Connally, Mark- Georgia Department of Labor
Mason, Randi- Decide DeKalb	Cucalon, Monica- Latin America Association
Slaton, Antoinette-Erica- Erica Antoinette Management	Gunter, Doryiane- DeKalb County Schools
Still, Alan- Georgia Sheet Metal JATC	McBride, Meghan Dr.- Georgia Piedmont Tech (<i>GPTC</i>)
Stewart, Hank- Hank Stewart Foundation	Osiname, Ellis- Center for Disease Control (<i>CDC</i>)
Townsend, Denise- United Way of Greater Atlanta (Chair)	Rogers, Jeff- Mechanical Trades Institute
	Taylor, Jeff- MedCura Health
	Thomas, Rondah- Georgia Power
	Yohannes, Helen- Chris 180
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	Guests
Dennis, Jowan- Youth Employment and Training Analyst Sr.	Reynolds-Middleton, Emma- Soft Skills Zone
Hicks-King, Alanna- Business Solutions Unit Manager	
Hewitt, Seretta- Administrative Specialist	
Ingram, Robert- Fiscal Officer	
Lee, Sabrina- Adult Employment and Training Supervisor	
Lewis, Patricia- Contracts & Compliance Supervisor	
Pittman, Gregory- Management Analyst II	
Sims, Anthony- Business Solutions Unit Supervisor	

III. Updates

- **RFP 22-500614 WIOA & Career Training for Adults & Dislocated Workers- Robert Ingram**
 - The Adult and Dislocated Worker RFP for Goodwill in the amount of \$800,000.00 was fully executed on July 1, 2023. The goal is to serve 120 + people.
 - 16 of the Workforce areas are contracted out 100% and 3 Workforce areas offer direct services (Cobb, Macon-Bibb, and DeKalb).
 - The Youth Services RFP for “In the Door” was fully executed June 12, 2023. The goal is to serve 60 + Out-of-School youth.
 - Goodwill RFP is for 1 year with 3-year renewals.
 - \$400,000 is for youth services and \$800,000 is for Adult and Dislocated Worker Services.

- **Youth Program Updates- Robert Davis**
 - Year-to-date: 757 youth were enrolled in the youth program; An extra 179 youth were enrolled since January 1st. There has been an increase within the last 2 months.
 - Sabrina Lee serves as the Adult Team Supervisor and Mrs. Hicks-King serves as Enrollment & Retention/BSU Manager.
 - 60 additional youth have enrolled in the program since June 2023.

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- More enrollment is expected; The goal is to focus more on youth apprenticeship programs.
- 231 Youth Exits have been completed; Participants are exited after they complete training and follow-up lasts a duration of 12 months.

- **Q&A- Part 1**
 - Question 1- Erica-Antoinette Slaton: How has the youth enrollment numbers increased since June?
 - Answer- Robert Davis: Economy changes, word of mouth, outreach activities/events, WSD front-line staff, and the Atlworks website.

 - Question 2- Erica-Antoinette Slaton: What caused the decrease in participant numbers?
 - Answer- Robert Davis: The economy and a many people felt they didn't need to work again or did not want to work.

 - Question 3- Erica-Antoinette Slaton: What is WSD's forecast for the year?
 - Answer- Robert Davis: The goal is to enroll 400 new participants each year. The issue with youth enrollment is tracking and keeping youth engaged. (Ages 16-24)
 - Social Media, flyers, and site visits are methods currently used to engage youth.

- **DVCA/ Year-Round WIOA Youth Program Updates- Jowan Dennis**
 - DeKalb Virtual Career Academy is a 5-week program held for youth to work and earn \$10.00 per hour through a virtual experience.
 - This summer 2400 youth applied, 700 youth were selected, and 619 youth participated in the DVCA program.
 - The program was successful and occurred June 5th- July 6th.
 - The DVCA End of Summer Program Celebration was held July 26, 2023 at Georgia Piedmont Technical College.
 - WIOA youth participated in a successful 8-week summer program.
 - The WIOA summer program was held June 5th-July 28th with a total of 20 enrollees. Some of the In-School-Youth received employment with UPS.
 - The goal is to enroll 100 youth in WSD services such as Summer Youth Employment Program, Work Experience, provide supportive services, and GED.
 - Employment and keeping youth on the right path are the goal.
 - WSD currently has a RFP with "In the Door".

- **Q&A- Part 2**
 - Question 1- Erica-Antoinette Slaton: Commendation was provided to WSD an amazing job with serving the youth. Was it marketing that helped with the success?
 - Answer-Jowan Dennis- Yes, Donnie Cantly captures all the successful moments. WorkSource DeKalb also used DC TV and all social media platforms.
 - Suggestion- Erica-Antoinette Slaton: Perhaps WSD should try using new channels and methods for marketing.

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- **Marketing- Donnie Cantly**
 - Videos and photos are captured of various events.
 - WSD currently has a large social media presence on Facebook and Instagram and could probably do a better job with engaging more youth.
 - One youth participant from *Shadow Box* Film Studios was interviewed on her experience with the program.

- **Q&A- Part 3**
 - Question 1- Frankie Atwater: Will DeKalb County increase their general allocations of funding for the Youth Program?
 - Answer- Robert Davis: Summer Youth Employment program was previously held; WIOA program funded 200 youth.

- **Suggestions and Additional Comments- Hank Stewart and WSD Staff**
 - WorkSource DeKalb needs to reach out to the new DeKalb School System Superintendent.
 - The DeKalb Solicitor's Office "GOALS" Program helps people get back on track.
 - WSD needs to arrange a meeting with the DeKalb Schools Superintendent and Board Chair.
 - New board member Ms. Doryiane Gunther is a good contact for the DeKalb County School Board. (Robert Davis)
 - WorkSource DeKalb currently works with the District Attorney's Office STRIDE program.
 - WorkSource DeKalb also has a partnership with Metro Re-entry Program, DeKalb Sheriff's Office, and Construction Education Foundation of Georgia to serve adult and dislocated workers.

- **Q&A- Part 4**
 - Question 1- Erica-Antoinette Slaton: What happens to the 1700 youth not selected for program?
 - Answer- Robert Davis: Many youth did not apply and must be WIOA program eligible. WSD staff informed the non-selected youth of available WIOA youth services via e-mail and phone calls.

 - Question 2- Erica-Antoinette Slaton: Did the program application include eligibility questions?
 - Answer- Robert Davis: Yes

 - Question 3- : Mr. Robert Davis will work with Mr. Gregory Pittman to gather numbers for WIOA program non-eligible applicants and provide to Ms. Slaton.

 - Question 4- Erica-Antoinette Slaton: The numbers provided of 282 youth; Are these numbers within a 1 year or 2-year term?
 - Answer- WSD Staff: Numbers will increase; 8 new participants have already enrolled through the new RFP.

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- **TCSG Round Table and Other Youth Events- Jowan Dennis**
 - Technical College System of Georgia hosted its first-round table session regarding Youth inclusion, emotional, and mental wellness.
 - Next event will be held in October 2023
 - The Youth Violence Prevention Task Force first meeting was held August 16, 2023.

- **Q&A- Part 5**
 - Question 1- Kristi Cox: How do you determine if a youth is basic skills deficient?
 - Answer- Jowan and WSD Staff: Students grades are collected and reviewed, and barriers are listed on the application.

 - Quick notes: PII (*Personal Identifiable Information*) files are kept separate from program files and there was recently a meeting held with HUD and WSD youth staff.

- **Performance Report- Gregory Pittman and Robert Davis**
 - Q2 and Q4 performance for Adult, Dislocated Worker, and Youth were shared with the board.
 - Numbers don't change until goals are met.
 - WSD has been making sure Career Advisors are updating and entering customer information into the GEO system.
 - Q2 and Q4 data was last updated on June 30th
 - September 22nd data has already been submitted.
 - There is a 5.6% increase expected next month in October; enrollment has increased.
 - January and February are expected to be marked red.
 - WorkSource DeKalb staff have done everything they can do to improve numbers.
 - During 2019 when Mr. Davis first arrived at WorkSource DeKalb, there were 2,200 active participants. Participants are to be exited when they are no longer receiving services.
 - Mr. Davis believes in “*claw back*” and return on investment. Many students start the WIOA program but drop out early which means money and funds are wasted. WSD should be able to get funds returned if students don't complete their program.
 - WorkSource DeKalb tries to guarantee jobs after WIOA program completion.
 - Career Advisors can't make students take the credentials exams.
 - WSD is currently working with DeKalb County to obtain incentive cards to provide to participants to help with increasing credential rates.

- **Q&A- Part 6**
 - Question 1- Kristi Cox: What is a credential and why is it under-used? Will credentials add value?
 - Answer- Robert Davis: Yes, credentials add value. WSD does not support trainings unless they equal earning a credential.

 - Additional Responses Regarding Credentials- Erica-Antoinette Slaton: Credentials make participants more marketable. The goal should be to make participants more self-sufficient and marketable to compete in today's job market.
 - Additional Comments- Robert Davis: The federal government requires all students receive a credential and training programs must lead to a credential.

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- **Q&A- Part 7**
 - Question 1- Board Member: What if a job doesn't require a credential?
 - Answer- WSD Staff Member: Example: One participant received employment with an employer but didn't have a credential; This caused friction between the participant and the employer.

 - Question 2- Randi Mason: Do we know which employers require credentials?
 - Answer- Robert Davis: This answer will be researched; there is not currently a list of this information.

- **Additional Comments Regarding Credentials and Performance- Robert Davis, Jowan Dennis, and Erica-Antoinette Slaton**
 - CDL credentials are easy to receive
 - Performance goals are set by TCSG (Technical College System of GA)
 - Color Red= Less than 90%, Gold= 90-100%, Green= 100% and above
 - Ms. Slaton requested to see numbers of participants with no credentials received.
 - Eligibility and Suitability are 2 different things; WSD's job is to guide the youth in the best direction for them. (Jowan Dennis)

- **Q&A- Part 8**
 - Question 1- Randi Mason: Is WorkSource DeKalb communicating with the other WorkSource areas?
 - Question 2- Hank Stewart: Is the barrier due to the participant not being confident that they will pass the exam?
 - Answers- Robert Davis/WSD Staff: Career Advisors communicate with individuals; some participants just decided not to take the credential exam, and some were not successful with passing the exam.
 - WSD pays for participants to take the re-take the exams if needed.
 - The goal used to be for participants to receive training related employment; Credentials are critical.
 - Programs are customer's choice
 - Recommendation- Erica-Antoinette Slaton: WSD should provide a questionnaire to the other WorkSource areas to learn how they became successful.

- **One-Stop Operator Report- Robert Gordon**
 - There has been an increase in customer activity and numbers
 - July: 533 customers
 - August 677 customers
 - WIOA enrollment has increased, and DeKalb is leading the district for intake process time length.
 - 115 WIOA applications were completed within 5.8 days
 - In the Door has hired new staff.
 - More companies are creating job opportunities.
 - Georgia Piedmont Technical College has started their new CDL program available weekends only. 1 participant has graduated since the program first started. WSD staff

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Sabrina Lee and Gladys Pruitt assisted with the process. He may be available to speak at the next WSD Board Meeting.

- Unemployment Rates have increased across the country: GA (3.3%) DeKalb (3.3%)
 - Economy Snapshot was shared with the Board.
 - Various outreach efforts are going well; 10 new youth enrolled in the program through In the Door.
 - The new TEGL is out regarding spending funds on advertisement. Funds can be spent on advertisement if there is space in the budget.
 - Additional methods are being researched on how to purchase WSD Instagram and Tik Tok Ads.
 - Partnerships with faith-based organizations are in progress.
 - The next Partners Meeting will be held during the end of October.
 - The next Disability Awareness Job Fair will be held October 20, 2023; Flyers and details will be provided soon.
- **Q&A- Part 9**
 - Question 1- Erica-Antoinette Slaton: How is WSD's resource capacity dealing with the influx of numbers and customer activity?
 - Answer- Robert Davis: New staff were added to In the Door. Challenges experienced are onboarding and staff transitioning to other departments/jobs. WSD must become more competitive to be become better.
 - **Additional Comments- Robert Davis**
 - CEO approved the nominations of the WSD Board new Chair and Vice Chair
 - The Board is still in need of 4 more people
 - 2 new members were added: Doryiane Gunther from DeKalb County Schools and Rondah Thomas from Georgia Power.
 - **Metro Re-entry Facility and DeKalb County Sheriff's Office- Robert Davis**
 - As discussed previously, WorkSource DeKalb is partnering with DeKalb County Sheriff Office.

IV. Action Items

- **Approval of Meeting Minutes (June 28, 2023)**
 - Motion was made by Erica-Antoinette Slaton to approve the meeting minutes from June 28, 2023. Kristi Cox second the motion.

Finance Report- Robert Ingram

- WIOA Funds Map was shared with the Board.
- Base and advanced funds Youth allotment are received April 1st
- Adult receives 2 allotments July 1st
- Finance Report was shared and discussed with the Board. (Page 8)
- Statement of Awards was shared and discussed with the Board.
- Finance report provided was updated August 31st
- \$400,000 (youth) and \$800,000 (Adult/Dislocated Worker) funding not shown on report.

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- **Q&A- Part 10**

- Question 1- Erica-Antoinette Slaton: What is the typical timeline for RFPs?
- Answer- Robert Davis: Typically, 6 months is the timeframe but sometimes it may take longer. The current RFP took 1 year to process.

- **Transfer of Funds Request- Robert Ingram**

- WSD wants to request to transfer Dislocated Worker Funds to Adult Funds.
- All requests must be presented to WSD Board and DeKalb County.
- There is an increase in adults to serve and a great amount of Dislocated Worker funds.
- The request is to transfer \$500,000 from dislocated worker funds to adult funds
- Alan Still made a motion to approve the transfer of funds. Barry Booth second the motion.

V. Public Comments- N/A

VI. Next Meetings

- Finance/Performance & Youth Sub-Committee Meetings- November 29, 2023- 10 AM-11AM
- Full WorkSource DeKalb Board Meeting- December 13, 2023- 10 AM- 12 PM

VII. Adjournment to begin Executive Committee Meeting- Board Members and WSD Finance

- Erica-Antoinette Slaton made a motion to breakout into Executive Committee Meeting. Denise Townsend second the motion.
- Adjournment to begin Executive Committee Meeting: 11:55 AM

VIII. Executive Committee Meeting- Personnel/ Finance Strategy- Robert Davis

- Alan Still made a motion to discuss the Personnel/Finance Strategy. Erica-Antoinette Slaton second the motion.
- Denise Townsend made a motion to approve the Personnel/Finance Strategy. Alan Still second the motion.

IX. Adjourn

Full WorkSource DeKalb Board meeting adjourned at 12:13 PM.

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AWARD	PROGRAM	AMOUNT	EXPENDED	COMMITTED	UNCOMMITTED	POA START DATE	POA END DATE	DURATION	EXPENDITURE PROGRESS	Convert % Progress to Days	DAYS TO GO		
602780	PY22 Youth 602780	\$1,015,574	\$448,659	\$54,131	\$512,784.50	4/1/2022	6/30/2024	821	49.5%	406	285		
602781	PY22 DW 602781	\$307,251	\$297,499	\$3,136	\$6,615.70	7/1/2022	6/30/2024	730	97.8%	714	285		
602782	PY22 Adult 602782	\$170,966	\$141,639	\$12,402	\$16,924.83	7/1/2022	6/30/2024	730	90.1%	658	285		
602844	FY23 QDWG 602844	\$681,501	\$11,831	\$0	\$669,670.12	9/26/2022	9/30/2024	735	1.7%	13	377		
602802	FY23 Adult 602802	\$764,017	\$285,956	\$117,700	\$360,360.98	10/1/2022	6/30/2024	638	52.8%	337	285		
602803	FY23 DW 602803	\$1,220,643	\$267,756	\$42,508	\$910,378.95	10/2/2022	6/30/2024	637	25.4%	162	285		
602804	FY23-RR- 602804	\$100,000	\$290	\$0	\$99,709.77	1/1/2023	12/31/2023	364	0.3%	1	103		
	TOTAL	\$4,259,952	\$1,453,631	\$229,877	\$2,576,444.85								

