



## **Workforce Investment Board**

### **Request for Electronic Vote**

**October 2, 2009**

Since the Board will not meet until November 18, 2009, as a means to continue to conduct business, with the approval of the Finance Committee, management is requesting an electronic vote for the agenda items listed below.

An electronic vote taken via email shall become the act of the DeKalb Workforce Investment Board upon the approval by the majority of the members.

Please review the agenda items and make notations in the “Action and/or Comments” columns and forward your reply no later than Monday, October 5th, 5:00 p.m. An electronic tally of the votes will be forwarded to members no later than Wednesday, October 7<sup>th</sup>, 5:00 p.m.

#### **Agenda Item**

DeKalb Workforce Development (DWD) employed 500 youth in Phase II of the 2009 Summer Youth Employment Program. This program has been successful; several of the non-profit agencies and County departments have contacted DWD’s staff regarding their interest in offering full-time positions to several of the youth workers.

Phase II Summer Youth Employment Program was funded by the American Recovery Reinvestment Act (“ARRA”), also known as Stimulus funding. Due to remaining “ARRA” funds and a waiver received from the Georgia Department of Labor (GDOL) which permits for the extension of the summer employment program, management is requesting approval to extend Phase II Summer Youth Employment Program to approximately 150 participants. Youth will be compensated at a pay rate of \$10.00 per hour (approved by the full Board earlier this year) and will work approximately 25 hours per week. Due to the time-sensitive nature of receipt of the GDOL waiver and immediate extension of the program, full Board approval is needed expeditiously.

#### **Agenda Item**

The Finance Committee approved at its September 18, 2009 meeting and the Economic Development/Marketing Committees concurred with management’s recommendation to install digital cable. Installation of cable will allow DWD customers to view Georgia Department of Labor’s job postings and related information, DeKalb County Television (DCTV) and other



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related business programs that will assist customers with job market information and upgrading business skills.

Since DWD's office is located in an older building, the majority of the initial cost will be to upgrade building wiring. Management anticipates the cost to be approximately \$3,000; upon approval, the charges will be applied to the 501 (c) 3 account. Management has been working with DeKalb County Information Systems Department ("IS") regarding the installation and cost. Upon approval from the DeKalb Workforce Investment Board, the IS Department will contact Comcast the authorized cable dealer for the County.

### **Agenda Item**

The DeKalb County Board of Commissioners approved on September 22, 2009 DeKalb County Purchasing and Contracting Department's request to charge all County departments receiving American Recovery Reinvestment Act (ARRA) funding \$200,000 for administrative and other related costs. All of DWD's accounting, payroll and procurement matters are processed through the County's Purchasing and Contracting and Finance Departments. With receipt of ARRA funding, administrative and personnel costs have increased. Costs associated with this request will be deducted from ARRA funding proportionately (Youth, Dislocated Worker and Adult) through interdepartmental process, anticipated on or before November 1, 2009 through June 30, 2011. This funding is an allowable administrative expense as related to our Fiscal Agent, DeKalb County Government.

Funding will be allocated to cover the following:

- \$50,000 – Finance/Budget Department for procuring/updating software to support the acquisition, development, tracking, monitoring and reporting ARRA revenue and expenditures.
- \$150,000 – to hire candidates to be housed in the Purchasing and Contracting Department to evaluate and monitor procurement and contracting activities associated with the implementation of ARRA Projects.

Please cast your electronic vote below by Monday, October 5<sup>th</sup>, 5:00 p.m.

Thank you.



# DeKalb Workforce Development

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Agenda Items	Approval	Disapprove	Comments
Approve extending Phase II Summer Work Experience Program to approximately 150 participants at a pay rate of \$10.00 per hour, twenty-five (25) hours per week.	<input type="checkbox"/>	<input type="checkbox"/>	
Approve installation of digital cable at DWD's Offices at a cost not to exceed \$3,000. Upon approval, the charges will be applied to the 501(c) 3 Account.	<input type="checkbox"/>	<input type="checkbox"/>	
Approve administrative and other related costs for DeKalb County Finance and Purchasing and Contracting Departments to procure/update software to support the acquisition, development, tracking, monitoring and reporting revenue and expenditures. And to hire candidates (housed in the Purchasing and Contracting Department) to evaluate and monitor like activities associated with the implementation of ARRA projects. Interdepartmental charges will be applied to the American Recovery Reinvestment Act (ARRA) funding.	<input type="checkbox"/>	<input type="checkbox"/>	