

**FCWPES BOARD OF DIRECTORS MEETING
MINUTES OF APRIL 1, 2010**

BOARD MEMBERS ATTENDING:

Theresa AUSTIN, Vince BAILEY, Carlton BURROUGHS, Reginald CASON, Harold CRAIG, Don CRAMPTON, Dwanda FARMER, Diann JENKINS, Maureen KELLY, Charlie KEY, Diana LYNCH, Elizabeth NORMAN, Patrick STAFFORD, Joshua TAYLOR

GUESTS:

Colby ALLEN, Everest Institute
Ruth TRAVIS, Fulton County DFCS (For Mr. William Cook)

STAFF:

Gerry EASLEY, Nicola HOSIER, David KEYES, Daisy MARTIN, Kimyana PIPPIN, Yolanda SAMPLE, Sonia WILSON

Chairman Burroughs declared the meeting called to order and ready for the execution of Board business. He welcomed the meeting attendees and thanked them for coming.

No responses to the public announcement of the meeting were received and no public comments were requested.

Chairman Burroughs asked conference participants to introduce themselves. Two guests were present. Following the introductions, Chairman Burroughs verified the presence of a quorum sufficient to conduct the business of the Board.

At the request of the Chairman, participants reviewed the minutes from the December 15, 2009 meeting, previously forwarded with the meeting notice and included in the meeting packages distributed. Ms. Dwanda Farmer made the motion to accept the minutes as presented. Mr. Vince Bailey seconded the motion, which was approved by a unanimous affirmative vote of the Board members present.

Chairman Burroughs gave the Chairman's report and shared information regarding the status of the Board's web page request. He announced that Mr. Easley, the interim director of the Human Services Department, would be meeting with the Fulton County IT director and would present a timeline for the implementation at the next Board meeting.

Mr. Burroughs made comments on the half-day Board Retreat held last year and initiated a discussion of Board preferences for the current year. Board members suggested checking and comparing rates of meeting facilities in the area. Suggestions included using the Margaret Mitchell Library or the Loudermilk Center. The consensus expressed was the Retreat would be held in the city and possible sites would be discussed at the next Board meeting. Staff was directed to poll locations and report to the Board.

Chairman Burroughs reminded members that the next Board meeting would be an election meeting and the proposed date for the meeting is June 17, 2010. Details on location and meeting specifics would be provided in future communications.

Ms. Yolanda Sample gave the Program Manager's Report. She advised that 12,281 customers received one or more services in the Career Centers from July 2009 thru February 2010.

Staff supported activities for the FCWPES Board Meeting, North and South Fulton Chamber of Commerce Monthly Breakfast, Provider Information Session, Youth Council and all Board Task Forces. The Business Consultants coordinated On-Site Recruitments for the US Census Bureau, Chattahoochee National Reserve, T J Maxx, Home Goods, Waffle House, Marshalls, GA Eye Center, UPS, City of East Point, ARK Staffing and Select Choice.

The Largest Direct Placement in the Career Centers for December 2009 was:

North Fulton:	Centry Tel-SAP	Project Manager	\$105,000.00
South Fulton:	Forest Cove Apartments	Maintenance Technician	\$33,273.60

The Largest Direct Placement in the Career Centers for January 2010 was:

North Fulton:	WiPro	Senior Manger	\$80,000.00
South Fulton:	Stanley Associates	Database Administrator	\$64,281.60

The Largest Direct Placement in the Career Centers for February 2010 was:

North Fulton:	Software	Quality Assurance Engineer	\$80,000.00
South Fulton:	Automotive Management Services	Business Development Manager	\$108,000.00

136 AZTEC modules were completed in December, 59 in January, and 49 in February. The modules provide GED, TABE (Test of Adult Basic Education), Learning Essentials, and Work Readiness training and testing.

She concluded her report with an announcement that 213 Individual Training Accounts were established between July 2009 and February 2010.

Ms. Nicola Hosier, Financial Systems Supervisor, gave the Financial Report. She asked the Board members to refer to the finance report included in the meeting documents and announced:

The balance of funds remaining in grants for Program Year 2008 (Grant Period July 1, 2008 thru June 30, 2010) is \$3001.00 with a net availability of 0%.

The balance of funds remaining in grants for Program Year 2009 (Grant Period July 1, 2009 thru June 30, 2011) is \$926.191 with a net availability of 39%.

The balance of Stimulus Funds for Program Year 2009 (Grant Period July 1, 2009 thru June 30, 2011) is \$7222.286 with a net availability of 30%.

The financial report was followed with an extended discussion on the need to show the relationship between the financial values given and placement data. At the conclusion of the discussion, Board member Taylor requested that additional information be included that would identify funds distributed or approved based on industries receiving them. It was agreed that the ITA historical report would be amended to include the requested information.

Board member Farmer invited interested Board members were to join the Quality Assurance Task Force where training providers are reviewed and approved or rejected. Ms. S. Wilson reminded Board members that all of the Task Force meetings are open to all Board members.

Chairman Burroughs called for the reports from Task Force chairpersons. He announced that Mr. Dale Murphy had advised he would not be present but Mr. Harold Craig would present the Board Development Task Force Report.

Mr. Craig reported that The Board Development Task Force met on Thursday, February 11, 2010 and Monday, March 29, 2010 via audio conferences.

Call participants from the Task Force for the first meeting were

Mr. Dale Murphy, Mr. Vince Bailey, Mr. Harold Craig, Mr. Don Crampton, and Ms. Daisy Martin from Staff.

Call participants from the Task Force for the second meeting were

Mr. Harold Craig and Mr. Don Crampton, and Ms. Daisy Martin and Ms. Sonia Wilson from Staff.

He reported that during the February 11, 2010 meeting Chairman Murphy presented a review of the results from the conversations he had with Board members who had missed consecutive meetings. As directed in the December 9, 2009 meeting, Mr. Murphy called seven FCWPES Board Members who had missed two consecutive Board meetings. The calls were to be followed by a contact from the Chairman of the Board of Directors.

During the calls, some Board members indicated there had been consistent scheduling conflicts. Others stated they had missed the meetings because business has been challenging and there was a need to scale back on commitments. Two members expressed a need to re-evaluate their obligations and the commitment they made to the Board to determine if they would remain on the Board of Directors.

By consensus, the Board Development Task Force members participating in the audio conference agreed that Mr. Murphy would contact Board members who are not present at the next full Board of Directors meeting (today's meeting) to discuss their attendance and they will receive the letter from Chairman Burroughs.

The proposed Candidate For Board Membership Form was discussed. The Task Force considered the comments from a prior Board of Directors meeting that indicated the form was too long and too detailed. At the conclusion of the discussion, the call participants agreed that the questions asked provided an opportunity for the proposed member to share important information that was essential to evaluating a candidate's suitability for Board membership. Additionally, the most recent candidates had completed the form with no comments on the length or content of the questions.

The discussion concluded with a consensus to return the form to the full Board with an explanation of the Task Forces' belief that the information requested is needed and a recommendation that the form be retained.

The Task Force addressed the request made in the December 15, 2009 Board of Directors meeting for Board members to provide biographical information. As of the date of the last audio conference, three responses had been received to the electronic request form with which Board members had been provided.

A brief discussion ensued on the importance of the information to be used in evaluating the Board's compliance with federal membership requirements and for inclusion in the Board of Directors web page. It was also emphasized that the information should be submitted on the form provided in order to retain consistency.

The Task Force concluded that the form should be sent to members again with a request for a speedy response. As of the date of this Board meeting, ten responses have been received to the request for biographical information.

Information on pending requests for Board membership was shared. An Application for Membership form has been sent to Mr. Mike Hill, CEO and President of Atlanta Metropolitan Black Chamber of Commerce. Mr. Hill was recommended by Ms. Sonia Wilson.

Four other persons have expressed an interest in becoming a member of the FCWPES Board of Directors. They are:

Mr. Oscar Prioleau – Attorney

Mr. Rodney Cook – Owner Bright Horizons Properties, Inc

Mr. Odie Donald - Owner and principle operator of The Donald Group, LLC marketing and advertising firm

Mr. Gregory Fann - Labor Representative. (His induction will satisfy our mandate for two labor representatives.)

Mr. Cook and Mr. Donald have already submitted completed Candidate for Membership Forms.

Mr. Craig addressed the need to remain compliant with federal requirements for Board composition and asked the attendees to refer to the insert in the meeting package that addressed Board composition and duties of Board members.

Mr. Craig made known The Board Development Task Force proposal that a member of the Task Force have an informal meeting with each new applicant prior to the Task Force's recommendation to the full Board for action. The Task Force supported the concept since it would give the applicant contact with a Board member and someone other than the person who recommended them. It was also felt that the applicant would be afforded an opportunity to ask questions regarding time commitments, Board member responsibilities and other expected commitments. He requested a motion for full Board action on the recommendation.

Ms. Farmer made a motion to support the Board Development Task Force's recommendation. An extended discussion was held and Board members expressed their concerns with the concept of individual meetings. Points expressed included:

- the possibility that personal opinions rather than Board supported viewpoints may be articulated
- perspective members are provided with a new members package with their application that includes the information they need to know before returning the request for membership
- new member orientations are designed to give new members an opportunity to ask questions and receive answers to specific or individualized questions or concerns
- the amount of time Board Development Task Force members would have to contribute to support the Board would be increased
- it is incumbent on all members to provide support to new Board members

- hosting WIA Information Sessions, WIA Lunch ‘N Learn Sessions, or another WIA *MEET AND GREET* would be more effective

The Board agreed to hold the concept of the informal, personal meetings in abeyance. Ms. Farmer withdrew her motion and requested the Board Development present another option for consideration at the next Board meeting.

The Task Force requested Board approval to amend *Article I Section 2* of the Bylaws to indicate the principal office of the Fulton County Workforce Preparation and Employment System Board of Directors shall be within the Human Services Department Office of Workforce Development, located at The Atlanta-Fulton Public Library, One Margaret Mitchell Square, 5th Floor - Suite 1, Atlanta, Georgia 30303. The change is needed since the Fulton County offices previously located at 115 Martin Luther King, Jr. Drive, Atlanta, Georgia 30303, have been moved to this location.

The motion to approve the amendment was made by Ms. Dwanda Farmer. Mr. Don Crampton seconded the motion and it was approved by a unanimous affirmative vote of the Board members in attendance.

Mr. Craig requested Board approval of the recommendation to continue using the (REVISED 2009) Application for Board of Directors Membership Form as presented in the December 2009 Board of Directors meeting.

The motion to approve the recommendation was made by Mr. Vince Bailey. Mr. Charlie Key seconded the motion and it was approved by a unanimous affirmative vote of the Board members in attendance.

Mr. Craig concluded his report with the announcement that Memorandums of Understanding had been signed by Literacy To Legacy, Attorney Diana Lynch, Founder and Community Life Concepts, Inc., Ms. Diann Jenkins, CEO. Both organizations fill Mandated Partners positions since they are Community Service Agencies.

Chairman Burroughs thanked Mr. Craig for the Task Force report. He followed his comments with information on the Board Visibility and Influence Task Force. He announced that he would be meeting with the Task Force Chairman, Mr. Howard Franklin, to discuss the status of the Task Force. He invited interested Board members to become a member of the Task Force. Mr. Vince Bailey, Ms. Maureen Kelley, Ms. Dwanda Farmer, and Mr. Charlie Key volunteered to become members of the Task Force.

At the request of Chairman Burroughs, Ms. Dwanda Farmer gave the report from the Quality Assurance Task Force in the absence of Ms. Assuanta Collins Howard.

Ms. Farmer reported that The Quality Assurance Task Force Committee held “Bridging Call” meetings on Friday, February 19, 2010 and Monday, March 22, 2010.

The Committee discussed the processing of ITA and PVIT training vouchers. At the time of the last meeting, 310 ITA/PVIT Training Vouchers had been processed since the beginning of the Program Year (July 1, 2009). 22 PVIT’s and 80 ITA’s were from the WIA Formula Funds. 40

PVIT's and 168 ITA's were from the American Recovery & Reinvestment Act (ARRA) Funds. More vouchers have been processed since the meeting (most of which have been with ARRA funds). ARRA and Formula Funds and customers are being tracked separately to allow for optimal accountability and transparency as required by federal regulations.

The State of Georgia is now working with Microsoft to provide Georgians with free vouchers for online computer training through a program called Microsoft Elevate America. The company is providing one million Microsoft E-Learning vouchers for no-cost access to Microsoft E-Learning courses and select Microsoft Certification exams as part of its efforts to help train 2 million people over the next three years.

The E-Learning vouchers provide access to self-guided online training. Fulton County OWD is a partner in this initiative and has received 345 electronic vouchers to allow access to the following programs:

- Microsoft E-Learning Business Worker (Windows Vista & Office 2003 & 2007)
- Microsoft eLearning: IT Professional Standard and Extended Library
- Microsoft Business Certification Exams Office 2003
- Microsoft Business Certification Exams Office 2007

The Office of Workforce Development has already distributed nearly 300 vouchers since the launch of this program on January 25, 2010, and is on track to distribute the remaining vouchers before the April 22nd deadline.

Ms. Farmer continued her report and announced that many of the WIA providers are struggling to maintain their "employment rate" and "credential rate" due to the recent downturn in the economy. In December 2009, the Quality Assurance Task Force allowed for a 20% grace margin for WIA Training Providers to prevent excessive performance holds due to the difficulties in job placement. During the recent Quality Assurance Task Force meeting, this grace margin was revisited due to the poor performance in critical categories and the negative impact it is having on the Fulton County Office Of Workforce Development performance ratings with the Department of Labor.

OWD has assessed performance and has found there has been a continuous decline in the areas of Adult Employment and Credential Rate (Negotiated Level = 67.5% - Actual Level = 52% Rolling 4 Quarters) and Dislocated Employment and Credential Rate (Negotiated Level = 73% - Actual Level = 50.5% Rolling 4 Quarters).

It was stated that Fulton County is the only Metro Atlanta Workforce Area not meeting performance standards in these critical areas. Other Workforce Investment Boards are enforcing provider holds and do not have a performance grace margin. The Quality Assurance Task Force recommended the elimination of the 20% performance grace margin and enforcing holds on those providers that do not meet the established performance standards. In the case of a provider falling below the minimum standards, staff would send a letter informing them of their performance deficits, the hold, and that no new WIA customers would be sent to them until performance improvement was noted.

Mr. Vince Bailey made the motion to accept the recommendation from the Quality Assurance Task Force regarding the 20% performance grace margin. Mr. Reginald Cason seconded the motion.

A discussion on the impact of such an action was held. Board member Patrick Stafford reminded the attendees of the leadership role the Fulton workforce has always held and the need to retain that status. Board member Theresa Austin shared information on the method once in place at Southwest Georgia Technical College to hold providers accountable.

A question was raised as to how the providers can affect our performance if we do not send them customers. Ms. Sonia Wilson responded and provided details on the way customers are accounted for in the reporting system used, how the amount paid to providers is affected by their employment placement data, and how Fulton County "takes the hit" for employment failures.

At the conclusion of the discussions, Chairman Burroughs asked for a vote on the standing motion to eliminate the 20% performance grace margin and enforce holds on providers that do not meet the established performance standards. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

Ms. Farmer asked attendees to refer to the document entitled Policies and Procedures Manual: WIA Priority of Service that was included in their meeting packages. She then presented information on the Veterans Priority of Service policy. The policy states that all covered veterans will receive priority of service at the Fulton County WIA One Stop Career Centers. Priority of service requires that covered persons must be served prior to non-covered persons. Covered persons must still meet all eligibility and program requirements, where they exist. Individuals who are covered persons must be served by any available staff ahead of non-covered persons.

According to the WIA regulations, a veteran is an individual who has served at least one day in active military, naval or air service, and was discharged under "other than dishonorable" conditions. This includes full-time duty in the National Guard or a Reserve component, except full-time duty for training purposes. Information regarding priority of service will be displayed in prominent public view within the WIA Career Centers. The Quality Assurance Task Force recommended and requested approval of the Policy and Procedure as presented.

The motion to accept the recommendation was made by Attorney Diana Lynch and seconded by Mr. Vince Bailey. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

Ms. Farmer asked attendees to refer to the document entitled Policies and Procedures Manual: Determining Eligibility that was included in their meeting packages. She explained that the recommended policy included a revision to the self-attestation form to verify income. Applicant statements may now be used to document family income when the information is unverifiable or it is unreasonably difficult for the applicant to obtain. When all practical attempts to secure the income verification have failed and an applicant statement is used, detailed documentation in the case file must include the number of attempts and types of attempts (i.e.: phone calls, written requests for information, etc.) completed by the career advisor.

The WIA Eligibility and Verification Checklist is used by program monitors when conducting data validation checks. Some of the elements state that the WIA application is sufficient for proof; however, some require that if no document is provided, then the self-attestation form be used for validation. The checklist will enable easy identification of documents used to meet eligibility requirements. Ms. Yolanda Sample provided copies of the Self-Attestation Form.

The motion to accept the recommendation was made by Mr. Vince Bailey and seconded by Attorney Diana Lynch. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

Ms. Farmer reported that the Regional ITA Committee held its quarterly meeting to review new training programs, additional programs, and program change requests. The program applications and the Regional Committee's disposition on these applications were discussed during the Quality Assurance Task Force meetings. She asked the attendees to review the document entitled "FCWPES Quality Assurance Task Force Individual Training Account Program Requests" as she discussed the recommendations from the Quality Assurance Task Force.

Additional ITA Program Requests:

Name of Training Provider	Name of Additional Training Program	Regional Committee Recommendation	QA Task Force Action
A Heavens Heights Medical Training Corporation 561 West Pike St., Suite 206 Lawrenceville, GA 30045	Pharmacy Technician EKG Patient Care Technician CNA/PCT Combo	All Programs Recommended	Accepted Recommendation All Programs Recommended
Caregiver Solutions Training Institute 2055 Rockbridge Road, Suite B Stone Mountain, GA 30087	Patient Care Technician	Recommended	Accepted Recommendation Recommended
FAKS Allied Health Education Center 5150 Old National Highway Suite B College Park, GA 30349	CNA/Phlebotomy/EKG/PCT	Recommended	Accepted Recommendation Recommended

New ITA Training Providers & Programs:

Name of Training Provider	Name of New Training Program	Regional Committee Recommendation	QA Task Force Action
Professional Medical Institute 4336 Covington Highway Suite 202 Decatur, GA 30035	Certified Nursing Assistant EKG Patient Care Technician Phlebotomy Technician	Recommended	Accepted Recommendation Recommended
Sleep Studies, Inc. 1315 Milstead Road	Certified Nursing Assistant Patient Care Technician	Recommended	Accepted Recommendation

Conyers, GA 30012	CNA/PCT Combo Polysomnography Technician		Recommended
The Institute of Medical Ultrasound 817 West Peachtree Street Suite 207 Atlanta, GA 30308	Diagnostic Medical Sonography	Recommended	Accepted Recommendation Recommended

ITA Program Change Requests:

Name of Training Provider	Program Change Request	Regional Committee Recommendation	QA Task Force Action
Covenant CNA School 1 Baltimore Place Suite 410 Atlanta , GA 30303	Tuition increase because of an increase in the programs' mandatory clinical malpractice insurance, an additional First Aid/CPR card	Recommended	Accepted Recommendation Recommended
RadiumSoft Training 4470 Chamblee-Dunwoody Road Suite 200 Atlanta, GA 30038	Tuition increase to enhance the course curriculum to meet current job market. The program has also added 160 externship hours	Recommended	Accepted Recommendation Recommended
Laureate Training Center 115 Commerce Drive Suite A&E Fayetteville, GA 30214	Tuition reduction	Recommended	Accepted Recommendation Recommended
Georgia School of Construction 581 Sigman Road Suite 500 Conyers, GA 30013	Tuition increase due to the combination of Heavy Equipment Operator program being condensed from three to one program. They have also added Crosby pegging to the Crane Operator class. The \$5000 WIA discount will not change. Customers will be responsible for the remaining balance.	Recommended	Accepted Recommendation Recommended
Oglethorpe University 4484 Peachtree Road, NE Atlanta , GA 30319-2797	Change from full tuition payment of program to a WIA discounted installment payment schedule to be invoiced quarterly. Increase in cost for books and supplies; decrease cost for CFP exam review course.	Recommended	Accepted Recommendation Recommended

Following a request for information on the reason for the tuition reduction at Laureate Training Center, a motion to accept the recommendations from the Task Force was made by Attorney Diana Lynch and seconded by Mr. Vince Bailey. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

Ms. Farmer completed her report with information on the Quality Assurance Task Force discussion regarding the need for having funds transferred from the Dislocated Worker budget to the Adult budget.

The State allocates significantly more Dislocated Worker funds in the formula grant than Adult funds. The Career Centers consistently run the risk of running out of (or do run out of) Adult funding. The State has approved for Workforce Boards to transfer up to 50% of Dislocated Worker funds to their Adult budget. Due to the need to transfer funds quickly to serve customers, the Quality Assurance Task Force recommended that OWD staff have the liberty to move forward with the process to transfer the funds as needed (in consultation with the Finance Department) without calling a Quality Assurance Task Force meeting. The request would go directly to the Executive Committee for the Board Chairman's signature. This plan eliminates the red tape that slows the process for quick and efficient service to customers.

The motion to accept the recommendation was made by Attorney Diana Lynch and seconded by Mr. Vince Bailey. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

Chairman Burroughs thanked Ms. Farmer for the report from the Quality Assurance Task Force. He asked Attorney Diana Lynch to make the report from the Youth Council.

Attorney Lynch reported the Youth Council met via teleconference on Wednesday, March 31, 2010. The call participants were Diana Lynch, Youth Council Chairperson, Ms. Kay Barnes, Mr. Harold Craig, Ms. Theresa Austin, Ms. Jessica Blalock, Ms. Catherine Sugg, Ms. Diann Jenkins, Mr. Fred Watson, Ms. Yolanda Parks, Ms. Sonia Wilson, Ms. Yolanda Sample, Ms. Jennifer Ayers-Moore, Ms Tarika Peeks, Ms. Jessica Gardner, and Ms. Audrey Lawrence.

The Department of Human Services, Georgia Department of Labor and Local Workforce Investment Areas reached a collaborative agreement to serve youth between the ages of 14 – 18 by facilitating summer employment during the summer of 2010. The program is referred to as the DHS/GDOL/LWIA Collaborative. The program is not managed by the Georgia Teenwork program and some of the program elements are different.

Fulton County will serve Two Hundred Thirty-Eight (238) youth between the ages of 14 – 18. Youth must be the eligible age at the time of application.

The rate of pay will be Eight Dollars Fifty Cents (\$8.50) per hour - non-negotiable, as set by DHS.

Youth may work for up to eight (8) weeks, up to Thirty-Five (35) hours per week.

The Priority of service will be as follows:

- Caseload TANF, Food Stamp and Medicaid customers (between the ages of 16 – 18)
- TANF, Food Stamp and Medicaid customers between the ages of 14 – 18, referred by DFACS (NOTE: the difference between the caseload age and the DFACS-referred age is due to the fact that FCWPES does not have any caseload customers who are 14 -15 years of age)

- Youth from families whose income is 300% of the poverty level, (NOTE: DFACS anticipates that they have more than enough youth to use all available summer slots, therefore, this eligibility category may never be used).

Fulton County will serve a limited number of 14 -15 year old youth. A letter will be provided to members of the WIA Board and Youth Council to solicit work sites for eligible 14 -15 year olds. The number of 14 – 15 year olds accommodated by the program will equal the number of slots committed to by WIA Board and Youth Council members. No outside work sites will be solicited or managed. It is likely that the youth filling these slots will primarily be selected from youth referred by DFACS.

The defined period for the program is May 1 – September 30, 2010. The actual program start date is dependent upon the Fulton County payroll cycle and pre-work that must be coordinated and completed (i.e. work permits, application preparation and submission, work site confirmations, etc.)

Up to one week of pre-employment activities is recommended prior to program participation. This week may be paid.

It is anticipated that WIA Youth Advisors will be given access to the Success system to confirm eligibility according to program guidelines for those youth not referred by DFACS.

Attorney Lynch discussed Youth Council recruitment and announced the recent addition of Youth Council member Ms. Angel McCurdy of the Fulton County Housing Authority. Her appointment fulfills the regulatory requirement for participation by a local housing authority.

Communications will be sent to parents and youth explaining the Youth Council's purpose and activities and inviting them to join the Youth Council. The majority of meetings will be held at 4842 Old National Highway, College Park, GA 30349, to accommodate participation by visiting youth. Additionally, more meetings will be either held by conference call or include a conference call option in order to facilitate participation.

Attorney Lynch initiated a discussion on implementation of the Seven Habits of Highly Effective Teens program. Youth Council members volunteered to be certified to conduct workshops for YES Program youth. She acknowledged Board approval would be required to allow Youth Council members to be included in the group of persons certified to instruct the Seven Habits of Highly Effective Teens program. This is allowable under Fulton County guidelines as long as Youth Council members commit to serving as volunteer instructors and agree not to use the program for personal gain.

Vigorous programs designed to prepare youth for employment more thoroughly, have been implemented through the WIA Boot Camp workshops. Workshops are held regularly throughout the year and the 2010 schedule is being widely distributed and displayed. Youth Information Sessions are currently being held weekly on Wednesdays, from 6:00 PM – 6:30 PM, to facilitate increased enrollment.

Ms. Jennifer Ayers-Moore has joined the staff as the new Youth Coordinator.

Attorney Lynch asked for a motion to allow the 2010 Summer Program to be managed under the same structure as the 2009 Summer Program, with the following exceptions:

- New DOL requirements will control determining eligibility, rate of pay, time length, time line, and other requirements as stipulated by the Georgia Department of Labor
- The number of 14-15 year olds will be determined based on the number of worksite slots committed to by WIA Board and Youth Council members.

The motion to approve the request was made by Ms. Dwanda Farmer and seconded by Mr. Reginald Cason. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

She concluded her report with a request for a motion that would approve Youth Council members Diana Lynch and Kay Barnes Shandore to be certified to serve as instructors for the Seven Habits of Highly Effective Teens program.

The motion to approve the request was made by Ms. Dwanda Farmer and seconded by Mr. Joshua Taylor. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

An additional discussion on the need for worksites for 14 and 15 years olds to be provided by Board members, Youth Council members or referrals from either group was initiated. Ms. Dwanda Farmer made a motion that all agreements or referrals must be submitted to Ms. Yolanda Sample, WIA Coordinator, by Friday, April 9, 2010. The motion was seconded by Mr. Vince Bailey. The motion was approved by a unanimous affirmative vote of the Board members in attendance.

It was agreed that other Board members would be allowed to serve in the capacity of trainer with the same provisions but they are responsible for paying for the cost of the certification.

Ms. Maureen Kelly made remarks on the services and activities of the Atlanta Regional Senior Employment Collaborative. She distributed informational flyers and invitations to The Metropolitan Atlanta Employee 60+ Awards Luncheon to be held on Wednesday, May 12, 2010 at Maggiano's Little Italy restaurant. She urged Board members and staff to make nominations for awards to honor outstanding employees who are 60-plus as well as exemplary employers of older adults.

No further business issues or concerns were initiated and Chairman Burroughs thanked the members for their attendance and participation and declared the meeting adjourned at 12:49 P.M.

To receive a copy of these minutes please contact Daisy Martin at (404) 332-2411.