

FINAL MINUTES OF THE FCWPES BOARD OF DIRECTORS  
DECEMBER 13, 2012 MEETING

The meeting was held at the Adamsville Regional Health Center, 3700 Martin Luther King Jr. Drive, SW, Atlanta, Georgia 30331

**BOARD MEMBERS ATTENDING:**

Theresa AUSTIN, Rodney COOK, Harold CRAIG, Odie DONALD, Perry HERRINGTON, Michael HILL, Diana JENKINS, Maureen KELLY, Diana LYNCH, Robelyn McNAIR, Joyce RHODES, Nattie RINGER, Jon WOLLENZIEN, JR.

**GUESTS:**

Aimee WILLIAMS for Barbara RICHARDS

**STAFF:**

Omar JARRETT, David KEYES, Jason LANE, Audrey LAWRENCE, Daisy MARTIN, Tara RAMA', Angela RHODES, Michelle VIALET, Sonia WILSON

Board Chairman, Odie Donald called the meeting to order and opened for business. He introduced himself and acknowledged the presence of persons new to the Board of Directors assembly. He thanked the attendees for their presence and asked them to introduce themselves.

At the conclusion of the introductions Chairman Donald reviewed the agenda, verified that no request for public comments cards had been submitted and a quorum sufficient to conduct the business of the Board was in place.

Chairman Donald asked the attendees to review the minutes of the September 27, 2012, meeting that were included in the meeting package and that had been included in the meeting notification emails. A motion to accept the minutes as presented with no amendments required was made by Mr. Harold Craig, seconded by Attorney Diana Lynch and approved by a majority vote of the members present.

Chairman Donald gave his Chairperson's report. He thanked Ms. Robelyn McNair for her action at the last Board meeting of accepting the position of Chairperson for the Visibility and Influence Taskforce. He had been advised that the Taskforce has held at least one meeting since she became Chairperson and he was anxious to hear the Taskforce report.

He continued his report by addressing the need for new Board members to attend the Board Member Orientations and he invited persons who were long-term Board members to also attend if they so desired. The Board Development Taskforce will schedule the orientations so that FCWPES remains compliant in all aspects. This was always important when the Department of Labor managed our funds and continues to be so with the recent transition of our reporting to the Governor's Office of Workforce Development.

The need to make the Fulton County Workforce Board and the Fulton County programs more visible and more accessible was the next point presented in his Chairman's report. One observation he has made is that other workforce agencies appear to have more political support than FCWPES. To rectify this condition he spoke on holding a Mayor's luncheon.

Fulton County extends through several different corridors through the city and FCWPES does not have the kind of relationship desired in all areas and where there is a good relationship, it can be made stronger. He proposed holding a Mayor's luncheon during the first quarter in 2013, possibly in February or March and requested feedback from Board members on the idea. He assigned the Board Visibility and Influence Taskforce as the responsible entity for organizing the activity but requested real time input and feedback from Board members.

Board member Rodney Cook opened the discussion with a question on the goal for the luncheon. In response to the question posed, Chairman Donald responded by asserting that in having the ear of the constituents and elected officials on how our Programs are working in their communities and how they can be improved, we gain a lot more cooperation from the leaders of the small cities and groups.

Board member Maureen Kelly supported the idea and asserted that having the luncheon provides an opportunity to make the mayors more aware of the fact that we turn to them for recommendations and they have actions to take. As an example, we ask them to identify business representatives and to make recommendations for Board membership.

Board member Joyce Rhodes asked that the invitation to the luncheon be extended to the executive staff persons in the mayor's offices. They are the ones who usually work directly with the workforce program and the business representatives. She offered to work with the Visibility and Influence Taskforce to utilize some of the economic development contacts already established.

Board member Perry Herrington asked that consideration be given to inviting a representative from the Governor's Office of Workforce Development since the Board now reports directly to the Governor's office.

At the conclusion of the discussions, Chairman Donald invited Board members who had posed questions and other interested Board members to join the working group inside the Visibility and Influence Taskforce when they schedule the meeting to discuss the mayor's luncheon. He urged them to think through the possibilities of the assembly and discussed briefly a project on which he is working. He is involved with the Georgia Public Service Commission and Georgia Power Company to help bring them together to utilize free services within their reach of which they are unaware or that are being underutilized.

The Chairman's report continued with his initiation of a discussion on allowing Fulton County Office of Workforce Development staff the authority to place training providers on "Administrative Hold" while investigative and fact-finding activities surrounding complaints or concerns are conducted and to remove training providers from hold based upon the results of monthly reviews of performance. In situations where training providers are out of compliance or complaints have been received from customers who are going through their program, currently we operate as if there are no issues until the next Board meeting takes place. The ability to execute an administrative hold will prevent further damage while the investigation is being conducted and data is

The Chairman deferred to Ms. Wilson for further information. She advised that because Board meetings are held quarterly, we have had issues with providers and have been unable to take action in the interim. Instead of conducting business as usual we would like the ability to place an administrative hold on processing customers where problems exist with a provider. Investigative findings and all evidence discovered during the hold will be presented to the Quality Assurance Task Force and the Taskforce will present the findings to the full Board for a final recommendation. The

other option for handling the situations described is to call an emergency Board meeting or Executive Committee meeting.

Chairman Donald expressed his preference for administrative holds and remarked on the historical attempts to hold emergency Board meetings or Executive Committee meetings. He discussed the difficulty in bringing Board members together who have other responsibilities and the fact that the Board is expanding. If we are unable to convene the special meetings training providers continue to operate and issues continue to mount.

Board member Rhodes requested information on the length of time providers would remain on hold. Ms. Wilson responded by assuring that the plan is to have a presentation on the provider in question to be made at the next Board meeting after the hold is placed. It would be then that the Board would decide to lift or continue the hold. Since the hold action is between Board meetings, the anticipated length would be from sixty to ninety days.

Ms. Wilson also advised that the hold affected new customers only. Current students are not affected. New customers requesting services from a provider that is in an administrative hold status would be offered the option of choosing another provider or waiting for a decision from Board regarding the on hold action.

Board member Rhodes requested that a notice be sent to training providers if the Board approves the request for staff to place providers on administrative hold.

Chairman Donald requested a motion to allow the administrative hold and asked that the motion include the requirement that providers be sent a notice of the action and the hold to last no longer than ninety days before Board action. The requested motion was made by Board member Harold Craig, seconded by Board member Nattie Ringer and passed by a majority vote of the Board members present.

The Chairman concluded his Board report with remarks and instructions on the Board's no soliciting policy. He shared that while Board members can forward and share information with each other, members are strictly prohibited from using official Board of Directors email notifications and messages for personal solicitations. He urged Board members to refrain from sending a "response" to official email notifications sent from the Board clerk and others which actually uses the address bar to solicit personal or business endorsements. Do not respond directly to the emails with any personal or business requests. He suggested contacts to staff should be through personal email addresses.

Attorney Diana Lynch presented the report from the Youth Council. She thanked the Chairman for allowing her to present first since she had a trial appointment and would need to leave the Board meeting afterwards.

The Youth Council met on November 29, 2012 via conference call. 222 youth are enrolled in the Y.E.S. Program, ranging from different partnerships, including Fulton County Juvenile Justice, Job Corp, Department of Family and Children Services (DFACS), Fulton County Schools and the different technical colleges. The current goal is to have 600 youth enrolled.

The new Youth Coordinator, Ms. Tara Rama, was introduced.

Currently, the Y.E.S. Program is training three (3) youth Recruiters to represent the Y.E.S. Program in community outreach events and opportunities.

The Council reviewed the 2012-2013 Youth Plan and addendums to the Office of Workforce Development Policy and Procedures. Attorney Lynch referred Board members to the Policy and Procedure Manual document included in the meeting package and addressed the specific subjects where changes were recommended by the Youth Council. All of the changes were highlighted in the document.

The first subject addressed was WIA Youth Eligibility Requirements. Amendments proposed were *the participant must be within one or more of the following categories:*

- (A) Individuals who are school dropouts.*
- (B) Individuals who are basic skills deficient.*
- (C) Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.*
- (D) Individuals who are pregnant or parenting.*
- (E) Individuals with disabilities, including learning disabilities.*
- (F) Individuals who are homeless or runaway youth.*
- (G) Individuals who are offenders.*
- (H) \*Other eligible youth who face serious barriers to employment as identified by the local board*
- (I) Foster care youth.*

**Note:** *Male youth who turn 18 while enrolled in WIA must complete their military selective service registration 30 days prior to or 30 days after their 18<sup>th</sup> birthday to continue receiving WIA services. Failure to comply with Selective Service Registration requirement will result in immediate disqualification from all WIA program and services. Youth participants must meet a low-income requirement.*

The Youth Council further proposed:

*To ensure compliance with federal requirements, Office of Workforce Development staff must ask **each** participant (not just those who appear to have a disability) whether he or she chooses to apply as an individual with a disability and/ or when customer self-identifies on the OWD Intake form*

Changes to Career Center staff duties or responsibilities proposed by the Youth Council included:

- *Schedule participants for Youth Information/ Orientation Session*
- *Receive Youth Barrier documentation in accordance with Youth Barriers Policy and Procedure*
- *Receive income verification (i.e. pay check stubs, employment verification, etc.) for income receive within 06 month of WIA Registration/ eligibility for customer, customer and spouse, etc. and have the customer provide verification of the dependents within the household*
- *Ensure the completion of the self-certification form and Citizenship/ Immigration Affidavit*
- *Print Georgia Workforce System (GWS)/ Wage Inquiry Screen Print for participants' case record file*
- *Print Georgia Workforce System (GWS)/ WIA Registration Screen Print for participants' case record file to ensure customer is not **actively** registered with and Workforce Area*
- *Calculate Low Income in the Georgia Workforce System (GWS)/ LIC and print results for the file*

- *Print Selective Service Screen (www.sss.gov) for male participants (ages 18-26)*
  - *Update Georgia Workforce System (GWS) case notes regarding eligibility and print a copy for the participants' case record file*
  - *If WIA Eligible: Schedule participants' for all approved assessments (Drug Screen, Background Check, Aztec, GCIS, Georgia Work Ready, MyNextMove.org, Background Check, Drug Screen, etc.). Once all assessments results are received, the Career Center Staff will place the participants' results in to participants' case record file*
  - *Place all eligibility documents in participants' case record file based on the approved Case Record Organization Checklist (CRO)*
  - *Staff the participants' case record file with Career Center Site Supervisor*
  - **Only WIA Eligible Youth:** *Schedule participants' for all approved assessments (Drug Screen, Background Check, Aztec, GCIS, Georgia Work Ready, MyNextMove.Org, O\*Net, Drug Screen, Background Check, etc.). Once all assessments results are received, the Career Center Staff will place the participants' results into participants' case record file and document GWS accordingly.*
- If a participant is ineligible, Career Center Staff will:***
- *Send termination letter to customer referring participants back to Core Services and/or other referring agencies. Participants will have ten (10) business days to pick up eligibility documents.*
  - *Destroy participants' eligibility documents after ten (10) business days appropriately.*

The Youth Council recommended that *those Youth that do not meet WIA Youth Eligibility including having one of the five Youth Barriers, can be referred to the WIA Adult program (must meet WIA Adult Eligibility and Residency).*

After review and discussion, the motion to accept the recommendation from the Youth Council regarding WIA Youth Eligibility requirements was made by Ms. Theresa Austin, seconded by Mr. Perry Herrington and approved by the sounding of "I" from voting Board members with no objections expressed.

Attorney Lynch continued her report on the second subject by asking Board member to review the information included in the meeting package that addressed changing the amount of particular incentives, the allowable activities to earn incentives and administrative processing of the incentives.

The Youth Council proposed additions or amendments as underlined:

- *Participants may also receive **\$75.00** for completion of the Work Based Learning activity {included in the maximum received for stipends}.*
- *Participants may receive a **\$50.00** stipend for job placement (with employment verification). Must be employed at least 30 days and provide a copy of a check stub. Youth can only receive this incentive once per program year (July 1 thru June 30).*

Approved Activities for Incentives (value not to exceed \$350.00):

- *Increase Literacy/numeracy by one complete grade level or one complete Scale Score or more* (\$50.00)  
*{Must Score at least a 6.0 to be considered for this incentive}*
- *Occupational Credential* (\$75.00)
- *Obtainment of HSD (Youth w/IEP Certificate of Achievement)* (\$75.00)
- *Obtainment of GED Certificate* (\$75.00)

- *Military Placement* (\$50.00)
- *Post-Secondary Placement* (\$50.00)

When considering non-cash incentives the Youth Council recommended:

- *Gifts certificates (Movie tickets-2, Six Flags-2, White Water-2, Restaurants, Retail stores, School book stores)*

The Youth Council also recommended the following approved activities for Incentives with a value not to exceed \$250.00:

- *Completion of Money Smart Financial Management Training (All modules must be completed to achieve this incentive)* (\$25.00)
- *Three Job Readiness Workshops* (\$25.00)
- *Graduation Cap / Gown* (\$25.00)
- *Graduation Dues* (\$50.00)
- *Career Apprenticeship/ WBL* (\$25.00)
- *Citizenship Training* (\$25.00)
- *Community and Service Learning Projects* (\$50.00)
- *Leadership Development* (\$50.00)
- *Life Skills* (\$25.00)
- *Mentoring* (\$25.00)
- *Positive Social Behaviors* (\$25.00)
- *Remediation – Tutoring* (\$25.00)

The Youth Council requested amending the Youth Advisor responsibilities as underlined:

- Submit the Youth Incentive Form with all appropriate documentation (participant file must be in compliance per policies and procedures) to the site supervisor for review and approval for incentives received within 15 days of notification from participant.
  - Notify the youth participant regarding disposition of the submitted incentive.
- Note: No reimbursement will be allowed.

After review and discussion, the motion to accept the recommendation from the Youth Council regarding WIA Youth incentives was made by Mr. Harold Craig, seconded by Ms. Nattlie Ringer and approved by the sounding of "I" from voting Board members with no objections expressed.

Chairman Donald thanked Attorney Lynch for her report and complimented the Board for taking actions that not only enhance the service provided to the youth in the Service Delivery Area but also helped the Board to maintain complete compliance with mandated laws.

Ms. Wilson reminded the Board again of the efforts to recruit 600 youth in the Youth Program and asked for their support in identifying eligible youth. The contact phone number at the Old National Youth Center is 404-612-9084. If members will provide a youth's name and contact information, someone from the Center will contact them. \$750,000.00 is available to spend by the end of May. She verified that the participants would be a part of the Year-Round Career Exploration Program as the summer program no longer exists. Youth need to be enrolled by the end of April to be a part of the program.

In response to an inquiry from Board member Rhodes regarding outreach programs being used to recruit youth for the Program, Ms. Wilson explained the steps being taken and the activities being planned to encourage youth participation. Currently staff is working with all schools in the service

delivery area, attending Neighborhood Planning Unit meetings and youth agency meetings. At the beginning of 2013 another Youth Agencies expo will be held where the agencies come to learn about the services provided by youth division of the Office of Workforce Development. At the last expo held 18 agencies participated.

She continued by reminding the Board that 3 new youth recruiters had been hired. Among other things, these young people will be going out with staff to visit youth agencies. Meetings are being held with FGTV and Fulton County Communications Department to create infomercials featuring youth people who are already in the program.

Chairman Donald thanked attorney Lynch for her report as she excused herself from the meeting while Board members expressed best wishes for a successful court appearance.

Chairman Donald asked Mr. Perry Herrington, chairman of the Board Development Taskforce to present his report. Mr. Herrington reported that the Board Development Taskforce met via conference call on Tuesday, December 4, 2012. The application for Board membership received from Mr. Jon W. Wollenzien, Jr. was discussed. He directed Board member to the application information included in the meeting packages.

Mayor J. Clark Boddie, Mayor for the City of Palmetto recommended Mr. Wollenzien. In his recommendation the Mayor shared that Mr. Wollenzien has been the Chief Executive Officer of Palmetto Health Council, Inc. since 1993. The Palmetto Health Council has several Community Health Centers and recently built a new facility in Palmetto which houses the administrative offices, as well as medical offices.

After careful review, by consensus the Board Development Task Force agreed to recommend Mr. Jon W. Wollenzien, Jr. for membership on the FCWPES Board of Directors. His recommended Board classification is as a business representative.

Chairman Donald asked the Board clerk to escort the applicant to the conference waiting room as the Board prepared to act on his membership request. The Taskforce chairman requested a motion for Board approval of the request for the Board membership of Mr. Jon W. Wollenzien, Jr. The motion to accept and approve the membership of Mr. Wollenzien was made by Ms. Maureen Kelly, seconded by Mr. Rodney Cook and approved by a majority vote of the members present.

At the conclusion of the Board action Mr. Wollenzien was escorted back into the meeting room and welcomed as a new Board member by his fellow Board members. He thanked the Board for accepting his application and remarked that he is looking forward to working on the Board. He also remarked that he felt it was an honor that the mayor recommended him to serve on the Board.

Mr. Herrington concluded his report with a reference to the strategic plan objectives for each Taskforce formulated and discussed at the Board retreat last September. One of the objectives set forth by the Board Development Taskforce was the inclusion of all municipalities in Board actions and activities. Mr. Wollenzien's recommendation for Board membership and subsequent acceptance represents successful completion of one of the Taskforces objections by inclusion and involvement of the city of Palmetto.

Chairman Donald then requested the report from the Quality Assurance Taskforce. The report was made by Ms. Theresa Astin. She reported that the Quality Assurance Task Force held a "bridge call" on November 28, 2012 and is proud to report that during the period of September – October

2012, **67** Total ITA/PVIT Training Vouchers have been written and **67** job placements have been made.

Another item discussed during the meeting was the contract for services for use of the AZTEC tool which has been renewed for all Service Centers. The AZTEC tool assists customers to prepare for the TABE assessment, study for their GED and improve overall basic literacy and numeracy.

Ms. Austin advised that the Governor's Office of Workforce Development has completed their first monitoring visit with Fulton County. Several items were noted in their final report, including a preference for coding of Pre-vocational Intensive Training as Occupational Skills Training instead of Intensive Services as is currently done. Several new policies were also drafted as a result of the monitoring visit. She directed Board members to the information contained in the meeting package as she explained and initiated a discussion on the policies that were affected.

Staff has begun the annual review of policies and procedures. As a result, a new Selective Service Requirement policy was written and clarifying language was added to the Individual Training Account (ITA), Pre-Vocational Intensive Training (PVIT) and Youth Eligibility Requirements policies.

The Quality Assurance Taskforce recommended that the discussed policies be accepted as written and revised. After individual discussions and reviews, motions to approve the recommendations were made, seconded and approved by the majority vote of Board members in attendance according to the list below:

- **Personal Activity Report System**

PARs, is a time keeping system that allows staff to record time for allowed and disallowed Workforce Investment Act (WIA) funded services provided. All WIA grant funded staff shall record and report time performing activities in the following categories or type of Service provided.

1. Information and Assistance
2. Intake
3. Core Services
4. Intensive Services
5. Training Services
6. Follow-up Services
7. PARS data entry and report
8. Non-WIA activity

The recorded information is to be submitted to supervisor for concurrence.

The motion to approve the recommendation was made by Ms. Maureen Kelly and seconded by Ms. Diann Jenkins.

- **GWS Assignment of Work Experience**

Effective February 1, 2013, all adults, dislocated workers and youth in Work Experience (WEX) must be assigned a WEX service in the Georgia Workforce System (G.W.S.).

Work Experience Services must be assigned on receipt of the first approved timesheet. The end of service date should reflect two years from the current date and year.

It is the responsibility of the Advisor to start from the WIA Main Page and complete all screens until all the relative information has been entered and the



confirmation message, "Service has been assigned to the Customer" appears at the top of the page.

The motion to approve the recommendation was made by Ms. Maureen Kelly and seconded by Mr. Harold Craig

- Occupational Skills Assignment of Services in GWS

All adults, dislocated workers and youth in Individual Training Account (ITA) and Pre-Vocational Intensive (PVIT) services must be assigned Occupational Skills service in the Georgia Workforce System (GWS)

Effective February 1, 2012, ITA and PVIT Services must be assigned the day after participants start training. The end of service date should reflect two years from the current date and year.

It is the responsibility of the Advisor to start from the WIA Main Page and assign one (1) or more services on the appropriate e "Assign New Services" link and complete all screens until the message "Service has been assigned to Customer" has been received.

The motion to approve the recommendation was made by Ms. Maureen Kelly and seconded by Ms. Nattie Ringer.

- Time Allocation Certification (See Attachment)

The motion to approve the recommendation was made by Ms. Robelyn McNair and seconded by Ms. Nattie Ringer

- GWS Follow Up Services

Effective February 1, 2013, for all Active participants and on a caseload, all adults, dislocated workers and youth Exited in the Georgia Workforce System (GWS) must have data of follow-up service.

It is the responsibility of the staff assigned or designated to enter case notes and other data about follow-up service in GWS in each of the four quarters after the Exit quarter.

The motion to approve the recommendation was made by Mr. Rodney Cook and seconded by Ms. Maureen Kelly

- Individual Training Account (ITA)

No more than one (01) ITA's will be approved for any participant. Trainings cannot take place simultaneous and an ITA cannot be given within three (3) years of receiving a previous ITA {based on exit date from Fulton County WIA program}.

Customers with degrees on current demand occupations will not be eligible for ITA, but must continue in job search unless a letter is received from a verifiable employer indicating necessity for training for promotional or transfer opportunity.

Certification renewals are approvable and/or certifications that require current training before testing are also approvable (i.e. PMP, Green/Black Belt, IT Certification, Medical occupations, etc.).

NOTE: Training can only be canceled based on Medical Emergency or Family Hardship. If the customer attends a school with a cancellation policy that

includes a fee for either a class the customer cancels or a class the customer fails to attend, that the customer, and not WIA, is responsible for the payment of the cancellation fee and any other financial obligations related to the cancellation.

NOTE: Customers can only cancel an ITA once within 30 day period. After that, the customer will not be eligible for an ITA without Medical Emergency or Family Hardship verification.

Customers must have an 8<sup>th</sup> Grade General Education (GE) on TABE in Reading, Language, and Combined Math WIA Federal Regulation 664.200 (c)(1)

- Pre-Vocational Intensive Training (PVIT)  
Customers with degrees on current demand occupations will not be eligible for ITA, but must continue in job search unless a letter is received from a verifiable employer indicating necessity for training for promotional or transfer opportunity.

Certification renewals are approvable and / or certifications that require current training before testing are also approvable (i.e. PMP, Green/Black Belt, IT Certification, Medical occupations, etc.).

NOTE: Training can only be canceled based on Medical Emergency or Family Hardship. If the customer attends a school with a cancellation policy that includes a fee for either a class the customer cancels or a class the customer fails to attend, that the customer, and not WIA, is responsible for the payment of the cancellation fee and any other financial obligations related to the cancellation.

NOTE: Customers can only cancel a PVIT once within a 30 day period. After that, the customer will not be eligible for a PVIT without Medical Emergency or Family Hardship verification.

The motion to approve the recommendations was made by Mr. Harold Craig and seconded by Mr. Perry Herrington.

- Selective Service Requirement – (See Attachment) - A completely new policy requested by the governor's office. We have been in compliance but there is a need for a written policy.

The motion to approve the recommendation was made by Ms. Diann Jenkins and seconded by Ms. Robelyn McNair

- Youth Eligibility Requirements approved by the Youth Council need to be coded or put in print.

The motion to approve the recommendation was made by Ms. Maureen Kelly and seconded by Mr. Harold Craig.

Ms. Austin continued the Quality Assurance Taskforce report by remarking that in keeping with industry trends and progressive technology, staff has recommended a shift from using the Test of Adult Basic Education (TABE) to Wonderlic. Wonderlic assess the aptitude of prospective employees for learning and problem-solving in a range of occupations. The Wonderlic assessment would be delivered electronically and provide for greater efficiency in service delivery.

The Quality Assurance Taskforce recommended that Wonderlic replace the Test of Adult Basic Education (TABE) as an entry assessment for WIA services. The motion to approve the recommendation was made by Ms. Nattie Ringer, seconded by Ms. Robelyn McNair and passed by a majority vote of the Board members present.

At a recent meeting of the Metro Area Consortium, members Fulton County Workforce Preparation and Employment System, Dekalb Workforce and CobbWorks voted to recommend adoption of a common training provider payment schedule in an effort to achieve more consistency in operations across the local areas. The new payment schedule, a 50/25/25 split, would pay fifty percent (50%) of the training costs at the start of training, twenty-five percent (25%) at the completion of training and twenty-five percent (25%) at employment.

The Quality Assurance Taskforce recommended adoption of a 50/25/25 payment schedule for reimbursement of training providers. The current payment schedule is 75 percent initial payment and 25 percent at closure and employment.

Ms. Wilson announced that the five local metro areas (Cobb, ARC, Fulton County, Dekalb, and Atlanta) have been meeting bimonthly to discuss policies and have discovered that some providers are charging different prices to different areas for the same services. A provider's form is being planned where providers meet in a common place with the five metro workforce areas to be sure all are on the same page, receiving equal services and equal pay for the services. Should a provider not be willing to utilize equal costs for services, the Quality Assurance Taskforce will make a presentation to the Board for the Board to determine if the provider should continue to be used.

The motion to approve the 50/25/25 recommendation was made by Mr. Perry Herrington, seconded by Ms. Diann Jenkins and passed by a majority vote of the Board members present.

Ms. Austin concluded her report by requesting action from the Board on two of the providers that were placed on administrative hold in an earlier Board meeting as a result of provider performance reviews. Sufficient improvements have been made and corrective actions taken such that the hold can be lifted from RadiumSoft, Inc. and TargetIT with Board approval. She requested a motion to execute the required action.

The motion to release the hold on the identified providers was made by Mr. Rodney Cook, seconded by Ms. Nattie Ringer and approved by the majority of Board members voting with no abstentions noted.

Chairman Donald thanked Ms. Austin for the extensive work from the Quality Assurance Taskforce and for her all-embracing report. He followed with a request for the report from the Visibility And Influence Taskforce.

The Visibility And Influence Taskforce report was presented by Board member Robelyn McNair. The Taskforce met on Tuesday, December 4, 2012, via audio conference.

The Strategic Plan initiatives discussed at the 9/27/2012 FCWPES Board Retreat were reviewed. She referred Board members to the specific language referencing the initiatives found in the copy of the minutes from the meeting. The initiatives are to serve as the catalysts that would be used to increase the visibility and influence of the FCWES Board.

The Taskforce also discussed the WEX (Work Experience Program) and Mr. Jason Lane, the staff liaison, provided a description of program. He shared that the Work Experience Program:

- Provides subsidized work/employment opportunities for intensive customers registered for WIA Services
- Places eligible customers at participating worksites for up to 16 weeks
- Allows customers to work up to 30 hours per week
- Provides for participants to earn an hourly wage, gain actual work experience, network, and ultimately compete for available unsubsidized opportunities within the respective business establishment

Currently there is not a requirement for an employer to hire an employee at the end of their WEX employment but the hope is that when a participant performs well and meets or exceeds expectations that the company would consider placing the WEX participant in an available job opening for which they qualify.

A discussion on the current marketing of the WEX program other than what is available on the Fulton County website led to the agreement that public service announcements should be utilized to promote the Board and WIA programs. One Taskforce member proposed to connect with Jocelyn Dorsey for a possible video announcement. Marketing opportunities that could be offered by FGTV were also discussed.

The joint meeting of Visibility And Influence and Board Development is still being planned with the aim being to develop a FCWPES Board of Directors information brochure.

Raising the overall visibility of Board Members by using press releases when they become members of the Board was enthusiastically discussed. Taskforce member Maureen Kelly assumed the task of creating the press release to be reviewed by the Fulton County Workforce Development staff and the Fulton County Communications Department.

Concern regarding the internet visibility of Fulton County WIA services and the difficulty in accessing information when searching for information on the services was discussed. A sub-committee will be formed that will focus on enhancing online visibility and ease of access. In conjunction with increased visibility, the Taskforce held a very brief discussion again on having a Mobile Unit. A team was formed in a prior Board meeting to look into funding the Mobile Unit.

The Taskforce agreed to recommend that the Board approve renewal of the FCWPES membership with the South Fulton Chamber of Commerce by paying a membership fee of up to \$200.00. Upon recovery of the South Fulton Chamber of Commerce Invoice it was found that the actual fee for membership renewal is \$450.00. Ms. McNair asked for a motion to approve the renewal of the membership for \$450.00 rather the fee of \$200.00 approved during the Taskforce meeting.

A discussion on the FCWPES membership in the North Fulton Chamber of Commerce ensued. Board members agreed that membership in both Chambers is desired and beneficial. The actual cost of the North Fulton Chamber membership was not known but was thought to be less than \$2000.00. To facilitate continued membership in both Chambers, Chairman Donald suggested an amended motion to include approval of up to \$2500.00. Mr. Rodney Cook made a motion that the Board approve payment of membership dues up to \$2500.00. The motion was seconded by Mr. Harold Craig and approved by the majority of Board members voting with no abstentions noted.

Returning to a discussion on a possible video announcement and other marketing opportunities, Board member Maureen Kelly reported that she spoke with Ms. Jocelyn Dorsey on Wednesday. Rather than doing a public service announcement, Ms. Dorsey would prefer to do a segment on her

People-To-People show and come to one of the Centers to do some footage on customers being served. She would also to interview someone who found employment by using the WIA services. The PSA could be created from that information to be used afterwards. This would present an opportunity to link to all of the Career Centers since the WSB-TV viewing audience is so large. The joint marketing opportunities would not take anything away from the Fulton Board or Career Centers but would make more people aware of the services available to them.

Chairman Donald called the attention of Board members to the Financial and Program reports included in the meeting package and sent in earlier emails and offered the opportunity for them to make comments or pose specific questions after highlights from Ms. Sonia Wilson and Ms. Angela Rhodes.

Ms. Sonia Wilson presented the Program Report. She advised that the Adamsville Job Fair held on September 26, 2012 was a success with over 560 customers attending. Participating employers included This Is It! BBQ & Seafood, Schneider National Trucking, Head's Plumbing, AppleOne Staffing and Priority1.

Staff has also attended NPU (Neighborhood Planning Unit) meetings with Commissioner Garnes. She has been holding town hall meetings throughout the County.

3056 customers were served in the WIA Career Centers during September through November.

The largest direct placement in each Career Center for September 2012 was:

North Fulton: \$65,000/year – Analyst – DS Waters

South Fulton: \$50,032/year – Administrative Coordinator – Austell Opportunity Zone

The largest direct placement in each Career Center for October 2012 was:

North Fulton: \$104,000/year - Project Manager.-XATT Company

South Fulton: \$52,998/year – Truck Driver – WEL Supply Chain Solutions

The largest direct placement in each Career Center for November 2012 was:

North Fulton: \$58,011.00/year – Implementation II Specialist - ADP

South Fulton: \$68,640/year – Financial Consultant – Enterprise Iron Financial

No questions or comments were posed regarding the financial report. Ms. Rhodes introduced Mr. Omar Jarrett and announced that he is the new accountant assigned to Workforce. As such he will be processing any day-to-day activities including payments and finances from the state board.

In response to the request from Chairman Donald for announcements, Ms. Wilson asked Taskforce chairpersons, if at all possible, to get with their staff liaisons to plan and hold a Taskforce meeting by March 15. This will allow staff enough time to prepare Board meeting documents, including talking points, and distribute them in accordance with the time frames requested. She thanked the Board for their continued support and wished a happy holiday season to all.

No other WIA Board related questions, concerns or business matters were initiated. Chairman Donald reminded Board members that the next scheduled FCWPES Board of Directors meeting will be held on Thursday, March 28, 2013 and declared the meeting adjourned at 11:57 A.M.