

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

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

**BOARD MEMBERS ATTENDING:**

**Yvonne BECKLES-THOMAS (by proxy), Nikki CHAMPAGNIE, Greg FANN, Pete HAYLEY, Perry HERRINGTON, Michael HILL, Debra HOWELL, Diann JENKINS, Jessica JOHNSON, Tommie JONES, Maureen KELLY, Elizabeth NORMAN, Rachel OBUMBA, Oscar PRIOLEAU, Mary WATSON**

**STAFF:**

**Kenneth R. FITZGERALD , David KEYES, Omar JARRETT, Audrey LAWRENCE, Alexis LEONARD, Darrien MOORE, Michelle VIALET , Sonia WILSON,**

**GUEST:**

**Jaqueline DOTTIN-DODD, Marcus ANTONIO-GUNN, Tony TUCKER,**

Board Chairperson Mr. Tommie Jones called the meeting to order at 9:30 A.M. Chairperson Jones introduced himself and asked Board members to introduce themselves. Chairperson Jones verified the presence of a quorum and confirmed that no public comment cards had been submitted.

Chairperson Jones reviewed the meeting agenda and presented the minutes from the September 25, 2014, Board of Director's meeting. The minutes were reviewed and approved for adoption as presented by a majority vote of the directors present with no abstentions

Chairperson Jones presented the Chairperson's Report, specifically calling attention to the Affidavit contained in each Board member's meeting packet. Chairperson Jones explained that pursuant to the Georgia Department of Economic Development's Workforce Division Conflict of Interest policy, all members of Local Workforce Investment Boards are required to sign and file an affidavit with the Georgia Department of Economic Development's Workforce Division attesting that they did not take part in any official action from which they derived any personal gain during the previous calendar year. He requested that each member sign and submit the affidavit prior to leaving the meeting

Chairperson Jones then asked Ms. Sonia Wilson, Interim Housing and Community Development Division Manager/WIA Director, to provide information about the new WIA Adult, Dislocated Worker and Youth Grants. Ms. Wilson shared the respective grant award amounts and indicated that the grants had been received and approved by the Fulton County Board of Commissioners. Discussion ensued regarding the current funding levels versus the new grant awards. Ms. Wilson indicated that there had been an increase in Dislocated Worker funding, a slight decrease in Adult funding and an increase in Youth funding. In response to a request for clarification, Ms. Wilson explained that the funding is for funding year July 2014 – June 2016.

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Motion to approve the budget for the new grant funds was made by Mr. Pete Haley, seconded by Ms. Jessica Johnson and approved by a majority vote of the directors present with no abstentions.

Chairman Jones continued his report with a discussion of a recent monitoring review by the Governor's Office. He referred Directors to the information provided in the meeting package related to One Stop Certification. At the request of Chairman Jones, Ms. Wilson introduced revisions to the One Stop Certification Policy, specifically the inclusion of a requirement for recertification every two (2) years. Motion to approve revision of office of Workforce Development Section U, One Stop Certification policy was made by Ms. Maureen Kelley, seconded by Ms. Debra. Howell and approved by a majority vote of the Directors present.

Chairman Jones introduced a request from staff for approval to hire consultants to assist with the upcoming WIA to WIOA transition. Chairman Jones yielded the floor to Ms. Wilson who explained that engaging consultants to assist with the transition was necessary for several reasons:

- Because the transition will occur during active programming, the use of Consultants will allow staff to continue to focus on consistent service delivery to customers and not require them to be pulled from service delivery for implementation.
- The use of a legal consultant will assist in a smooth transition process by reinforcing adherence to regulatory requirements that are being developed and shared in the midst of the implementation process. Further, the consultant would be a valuable resource to advise and provide suggestions regarding the best way to move forward with program implementation within Fulton County.

Ms. Wilson indicated that the Board would be provided with updates regarding the WIOA implementation process as it unfolds. In response to Board member inquiry, Ms. Wilson indicated that the request would be for no more than four (4) contracts not to exceed Two Thousand Four Hundred Ninety-Nine Dollars (\$2,499.00) each. The duration of each contract would depend upon the type of services contracted.

Motion to approve staff's request to hire consultants and execute up to four (4) contracts for services to assist with WIA to WIOA transitioning was made by Mr. Perry Herrington, seconded by Ms. Jessica Johnson and approved by a majority vote of the Directors present with no abstentions...

Chairman Jones introduced staff's request for an inter-fund transfer between Adult and Dislocated funds. Per Chairman Jones' request, Ms. Wilson explained that regulations allow for a fund transfer of up to fifty percent (50%) between Adult and Dislocated funding lines subject to approval by the Local Area's WIA Board of Directors. Fund transfers are allowed to cover any allowable costs under WIA regulations. Ms. Wilson

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

further explained that the exact amount of the transfer has yet to be determined because it necessary to complete is a payroll analysis and thorough review prior to finalizing the exact number. Because the WIA Board will not meet again prior to the time the fund transfer must be initiated, staff is requesting approval to transfer up to the allowable fifty percent (50%).

Motion to approve inter-fund transfer of up to fifty percent (50%) of funds between the Adult and Dislocated Worker funding lines was made by Ms. Debra Howell, seconded by Mr. Perry Herrington and approved by a majority of the Directors present with no abstentions.

Chairman Jones next invited discussion regarding recommended changes to Fulton County Office of Workforce Development Policy Section F, F5, Determining Fulton County Residency, specifically, reducing the term of required residency from the current period of six (6) months to three (3) months. Per Chairman Jones' request, Ms. Michelle Violet, WIA Coordinator, explained that the policy change would allow Career Centers to better service the long term unemployed and the Homeless.

Motion to amend Policy Section F, F5, Determining Fulton County Residency to reduce the requirement for length of residency from six (6) months to three (3) months was made by Mr. Perry Herrington, seconded by Ms. Nikki. Champagnie and approved by a majority vote of the Directors present with no abstentions.

No further comments or questions regarding the Chairman's report were received. Chairman Jones ended his report and requested reports from the Board Development and Visibility Taskforce.

Mr. Perry Herrington reported that the Board Development and Visibility Taskforce met on November 11, 2014. Taskforce members reviewed and discussed Board member attendance as required by Board By-Laws. Per the bylaws, Taskforce members recommended issuing letters to Board members who were in breach of bylaw policies related to meeting attendance and Board participation and inquire if the member was still interested in Board membership. In the event the member was no longer interested in membership, Taskforce members recommended asking the member to recommend a replacement.

Ms. Wilson provided an update regarding Board members who had not previously attended as required but who were voluntarily taking corrective action.

Board approval was requested to have the Board Chairman issue a letter to Board member Kevin Moody inquiring of his interest in continued participation, follow up same with an email and provide ten (10) working days for a response.

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Motion to issue said letter and email with a ten (10) working day response window was made by Mr. Perry Herrington, seconded by Ms. Debra Howell and approved by a majority vote of the Directors present.

In continuing with the Board Development and Visibility Taskforce report, Ms. Maureen Kelly introduced proposed revisions to the Board Membership Application Form. In response to member inquiry, Ms. Kelly explained that the new form is designed to streamline the application process while still allowing the Board to clearly understand the applicant's interest in serving and provide more detail to the interested applicants and members. Discussion ensued regarding the usefulness of providing information regarding time requirements for meetings and responsibilities for participation. Recommendation was made that the Board Bylaws be attached to the application and that verbiage be added indicating "the last Thursday of each quarter" as the regular schedule for Board meetings. Board members also suggested that it would be helpful if there were an online option for completing the application.

Board approval was requested to approve the draft application with the addition of verbiage indicating "the last Thursday of each quarter" as the regular Board meeting schedule and the attachment of the Board Bylaws to comprise the final application.

Motion to approve the draft application with the addition of verbiage indicating "the last Thursday of each quarter" as the regular Board meeting schedule and the attachment of the Board Bylaws to comprise the final application was made by Ms. Maureen Kelly, seconded by Ms. Debra Howell and approved by a majority vote of the Directors present.

Ms. Kelly introduced the Board Member Referral Form to be used by Board members wishing to recommend parties for Board membership.

Board approval was requested to approve the Board Member Referral Form as submitted.

Motion to approve the Board Member Referral Form as submitted was made by Ms. Maureen Kelly, seconded by Ms. Debra Howell and approved by a majority vote of the Directors present.

Ms. Kelly concluded the Taskforce report by committing to bring the revised form as approved back to the next Board meeting.

Chairman Jones thanked Ms. Kelly and Mr. Herrington for their report and, being the Chair of the Quality Assurance Taskforce, proceeded with this Taskforce report.

Chairman Jones introduced proposed revisions to Office of Workforce Development Policy and Procedures manual, Chapter 7, Section A Employer Relations

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Specialist/Business Consultant Roles and Responsibilities, to add language instructing the Employer Relations Specialist and/or Business Consultant to:

12. Share TRAINING AND EMPLOYMENT NOTICE (TEN) 12-14, with employers, and other interested stakeholders; to review the resources and promising practices referenced in this TEN; and, where appropriate and feasible, to incorporate them into targeted service delivery strategies for the long-term unemployed and assist employers and other partners in using and implementing them.
13. Provide Notices to Employers attached to TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 11-14 to employers:
  - a. Notice to Employers Regarding Job Bank Nondiscrimination and Hiring Restrictions Based on Credit Information
  - b. Notice to Employers Regarding Job Posting Containing Hiring Restrictions Based on Credit Information
  - c. Notice to Job Seekers Regarding Job Postings with Hiring Restrictions Based on Credit Information.

He asked that members reference Attachment "A" in their meeting package for the full policy and recommended revisions.

Chairman Jones asked staff person Ms. Audrey Lawrence to elaborate on the reasons for the policy update. Ms. Lawrence provided a brief background for the Training and Employment Notice and highlighted the necessity for Workforce Development to partner with employers to implement promising human resources practices, to target and expand work-based learning models, such as on-the-job training, and to offer additional specialized services and boost job seeker outreach in efforts to support the long-term unemployed.

Board approval was requested to accept the proposed revisions to the Policy and Procedures Manual, Chapter 7, Section A, Employer Relations Specialist/Business Consultant.

Motion to accept the proposed revisions to the Policy and Procedures Manual, Chapter 7, Section A, Employer Relations Specialist/Business Consultant was made by Mr. Gregg Fann, seconded by Mr. Pete Haley and approved by a majority vote of the Directors present.

Chairman Jones next introduced proposed Additional Program Requests and Changes to the Fulton County Eligible Provider List. He requested that Ms. Lawrence provide more detail regarding the requested additions and changes.

Ms. Lawrence directed member attention to the list of Additional Program Requests and Program Change Requests included in their meeting package. She explained that the

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Quality Assurance Taskforce had reviewed the requests and recommended acceptance.

Discussion ensued regarding the reasoning behind lowering the entry criteria for CDL A training to fourth grade reading level. Ms. Lawrence shared that while the reasons might be several what was consistent across this particular industry were the State and Local requirements governing the industry as it related to testing and safety. Ms. Wilson offered that among all Fulton County providers, the trucking sector was among the most successful attesting to the stability offered by the additional layer of regulation by State and Local entities beyond the Provider.

Board approval was requested to add the additional programs to the Fulton County Eligible Provider list.

Motion to add the additional programs to the Fulton County Eligible Provider list was made by Ms. Diann Jenkins, seconded by Mr. Greg Fann and approved by a majority vote of the Directors present.

<b>Name of Training Provider</b>	<b>Additional Program Requests</b>	<b>Regional Committee Recommendation</b>	<b>QA Taskforce Action</b>
<b>MALIK COLLEGE</b>	CISCO CCNA (Network Administrator)	Recommended	<b>Recommended</b>
<b>RAPID ENHANCED ACTIVE DEVELOPMENT</b>	Industrial Credentialing Program OSHA 30/Fork-Lift/CPR/AED	Recommended	<b>Recommended</b>
<b>TECHNOLOGY CENTER, INC.</b>	Apple Certified Technician	Recommended	<b>Recommended</b>

Board approval was requested to accept the program changes to the Fulton County Eligible Provider list as requested.

Motion to accept the program changes to the Fulton County Eligible Provider list as requested was made by Mr. Oscar Prioleau, seconded by Ms. Debra Howell and approved by a majority vote of the Directors present. Ms. Nikki Champagne abstained.

<b>Name of Training Provider</b>	<b>Program Change Request</b>	<b>Regional Committee Recommendation</b>	<b>QA Taskforce Action</b>
<b>DALY'S TRUCK DRIVING SCHOOL</b>	CDL A Change program entry criteria from 6 <sup>th</sup> grade to 4 <sup>th</sup> grade, Add weekend CDL program of 9.5 weeks, and Increase in fees to cover State Fee	Recommended	<b>Recommended</b>

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

	increase.		
<b>NEW LIFE TECHNICAL ACADEMY</b>	Patient Care Technician Increase in equipment cost and supplies.	Recommended	<b>Recommended</b>
<b>RGB TECHNOLOGY TRAINING CENTER</b>	Microsoft Office Specialist Adjust entry criteria Reading/Language/Math (8/6/8)		

There being no additional questions for the Quality Assurance Taskforce, Chairperson Jones called for the Youth Council report.

Ms. Jessica Johnson delivered the Youth Council report informing the Board that the last meeting of the Youth Council was cancelled due to low member participation. An invitation was extended to any board member who wished to join the Youth Council to see Ms. Johnson.

Ms. Johnson introduced a recommendation to procure contracted services to manage payroll services for the Youth program. Staff person Mr. Darrien Moore offered that there are two primary ways in which youth are paid:

1. Through a payroll line item
2. Through a voucher or stipend.

Mr. Moore explained that there is currently a long lapse between when a youth participates in or completes a milestone and when the youth is then paid for that milestone. He shared that this lapse is often discouraging for youth participants and reduces the impact of the incentive. The lapse is largely due to Fulton County processes and procedures currently in place to manage payroll and other payouts to non-employees. Mr. Moore elaborated that by outsourcing this service, the time lapse could be better managed thereby achieving the incentive outcome.

Board approval was requested to pursue contracted services to manage payroll services for the Youth Program.

Motion to approve the acquisition of contracted services to manage payroll services for the Youth Program was made by Mr. Greg Fann, seconded by Ms. Diann Jenkins and approved by a majority vote of the Directors present.

There being no more questions of the Youth Council, Ms. Johnson ended the Youth Council report.

Chairman Jones opened the floor for announcements from the floor. Mr. Michael Hill introduced the upcoming Atlanta Metro Black Chamber of Commerce (AMBCC) Summit to be held at the Georgia Pacific Building on February 27, 2015. He encouraged the Board to participate in the Summit as a way of sharing the vision of the Fulton County Board. Ms. Maureen Kelly echoed this opinion and suggested that participation would be a good influence and visibility vehicle for the Board.

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Motion was made by Mr. Oscar Prioleau for Board approval to expend \$500.00 for a delegate to participate in the AMBCC Summit. The motion was seconded by Ms. Debra Howell and approved by a majority vote of the Directors present. Mr. Michael Hill abstained.

Chairman Jones called for the Legislative and Performance Measures Report from staff person Mr. David Keyes.

Mr. Keyes shared that new rules related to WIOA are expected in the Spring of 2015. A report of additional information will be made at the next Board meeting.

Chairman Jones requested staff person Mr. Omar Jarrett to provide the Financial Report. Mr. Jarrett directed Board members' attention to the WIA Financial Board Report in their meeting packets.

Mr. Jarrett called attention to the fund balances as indicated, the funding streams or cost categories to which the funds have been allocated, and their percentages of availability remaining to be used.

Program Year 2014 – (Grant period July 1, 2013 – June 30, 2015) includes \$433,817.00 that remains to be utilized. This represents 12 percent of the \$3,591,746.00 total grant period funds.

Program Year 2015 – (Grant period July 1, 2014 – June 30, 2016) includes \$3,072,942.00 that remains to be utilized. This represents 93% of the \$3,299,685.00 total grant period funds.

There being no additional questions regarding the financial report, Chairman Jones called for the WIA Program Report.

Ms. Wilson directed Board members to the WIA System Program Report September 2014 through December 2014.

Largest Direct Placement in each Career Center for December 2014 was:  
North Fulton: No placement  
South Fulton: \$54,080/yr. – Consultant, Georgia Quick Start

Largest Direct Placement in each Career Center for November 2014 was:  
North Fulton: \$48,750 – Manager, Ryder Transportation  
South Fulton: \$24,000/yr. – Coach, Fairmont State University

Largest Direct Placement in each Career Center for October 2014 was:  
North Fulton: Northside Hospital – Sonographer \$58,240  
South Fulton: \$39,520 - LPN – Pruitt Health – West Atlanta

MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, January 29, 2015

Largest Direct Placement in each Career Center for September 2014 was:

North Fulton: NO PLACEMENT

South Fulton: \$50, 000 - EDI Specialist – The Memory Company

Board members reviewed the report and there being no questions, Chairman Jones thanked Ms. Wilson and closed out the Program Report.

Chairman Jones announced that the next Board meetings would be held on March 26, 2015 and June 25, 2015. He encouraged Board members to become active on one of the three (3) Taskforces to assist with policy development and to make recommendations that would strengthen and build Fulton County Office of Workforce Development.

There being no additional business or questions, Chairman Jones thanked everyone for their participation and attendance and declared the meeting adjourned at 11:09am.