

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF MARCH 28, 2011 MEETING**

BOARD MEMBERS ATTENDING:

Theresa ASTIN, Carlton BURROUGHS, Reggie CASON, Don CRAMPTON, Odie DONALD, Greg FANN, Perry HERRINGTON, Michael HILL, Diann JENKINS, Maureen KELLY, Charlie KEY, Diana LYNCH, Robelyn McNAIR, Elizabeth NORMAN, Joyce RHODES, Kay SHANDORE, Patricia TELILA

GUESTS:

Karen RENEE, Job Corps
Catherine SUGGS, DOL
Christopher WHITE, Job Corps

STAFF:

David, KEYES, Daisy MARTIN, Angela RHODES, Michael ROWICKI, Michelle VIALET, Sonia WILSON

Chairman Burroughs called the meeting to order and opened for business. He welcomed the meeting attendees, and thanked Ms. Norman and the Job Corp staff for hosting the meeting and preparing the full, hot breakfast. Attendees were asked to prepare their plates from the buffet and return to their seats.

When the attendees reassembled for business, Chairman Burroughs verified that no public comments cards had been submitted and a quorum sufficient to conduct the business of the Board was in place.

Chairman Burroughs asked the attendees to divert from the usual method of having Board members to introduce themselves by asking the attendees to take a few moments to learn something about the person sitting opposite them. Attendees then introduced or presented that person to the assembly.

Chairman Burroughs asked Board members to review the minutes from the December 7, 2010 Board of Directors Meeting, the Program Report and the WIA Financial Report.

The Program report showed:

Largest Direct Placement in each Career Center for December 2010 was:

North Fulton:	Images USA	Accts Director	\$82,500.00
South Fulton:	WebMD	Senior Graphic Designer	\$72,000.00

Largest Direct Placement in each Career Center for January 2011:

North Fulton:	Adeptec	Vice President of Business Development	\$63,000.00
South Fulton:	GA Dept. Economic Dev.	Human Resource Generalist	\$47,059.20

Largest Direct Placement in each Career Center for February 2011 was:

North Fulton:	SITA	Business Consultant	\$75,000.00
South Fulton:	Titan Consulting, LLC	Project Coordinator	\$44,160.00

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The WIA Board Financial Report showed remaining fund balances as:

Program Year 2009 – Grant Period July 1, 2009 thru June 30, 2011 - \$30,223.00

Program Year 2009 – Stimulus Funds - July 1, 2009 thru June 30, 2011 - \$110,830.00

Program Year 2010 – Grant Period July 1, 2010 thru June 30, 2012 - \$2,076,722.00

The motion to approve the minutes and reports as presented was made by Mr. Perry Herrington, seconded by Mr. Reggie Cason and approved by a unanimous affirmative vote from the Board members present.

Following the Agenda as printed Chairman Burroughs gave his Chairman’s report and then asked for reports from the Task Force Chairpersons.

Chairman Burroughs gave the report from the Quality Assurance Task Force. He announced that the Task Force Chairman, Mr. Joshua Taylor, had resigned from the FCWPES of Directors and was moving out of the state.

The Task Force held a “Bridging Call” meeting on Friday, March 25, 2011. At the time of the meeting, 124 Total ITA/PVIT Training Vouchers had been processed. The target for the Program Year is 210 training vouchers (plus supportive services).

The Kennesaw State University –KIP Program was discussed. The issue of concern is the dissatisfaction of several KIP program participants, none of whom were Fulton County participants. To date no Fulton County customer has filed a grievance against the program. Meeting attendees were provided with the status of Fulton County KIP participants.

New and additional program requests and program change requests submitted by training providers were discussed. The following recommendations from the Quality Assurance Task Force were submitted to the Board members for an approval vote.

New ITA Training Providers & Programs:

Name of Training Provider	Name of New Training Program	QA Task Force Action
Norcross Institute of Allied Health 5955 Jimmy Carter Blvd Suite 20 Norcross, GA 30071	Clinical Medical Laboratory Assistant	Accepted Recommendation
	Nuclear Medicine Technologist	Recommended
	Patient Care Technician	
	Ultrasound Diagnostic Medical Sonography (Certificate)	
	Ultrasound Diagnostic Medical Sonography (Associate)	
Waters Management Group 2475 Northwinds Parkway Suite 200	Six Sigma Black Belt Certification	Accepted Recommendation
	Project Management	

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Alpharetta, GA 30009	Certification Review	Recommended
Law Enforcement & Security Specialist 1605 Lakes Parkway Lawrenceville, GA 30043 678-558-6830 phone 678-620-3221 fax	Unarmed Security Officer Training	Accepted Recommendation Recommended
B&W Forklift Training 1500 Klondike Road # A 204 Conyers, GA 30094 678-413-1111 phone 678-413-0222 fax	Forklift Safety and Certification	Accepted Recommendation Recommended
R.E.A.D. Rapid Enhanced Active Development, Inc. 130 Eagle Springs Court, Suite 3 C Stockbridge, GA 30281 678-565-5501 Phone 678-565-5569 Fax	Medical Assistant Medical Coding	Accepted Recommendation Recommended
Aviation Institute of Maintenance 500 Briscoe Boulevard Lawrenceville, GA 30046 678-377-5600 phone 678-377-5609 fax	Avionics Technician Aviation Maintenance Technician	Accepted Recommendation Recommended
Wellstar Nursing Assistant & Allied Health Programs 325 Fulton Industrial Circle Atlanta, Georgia 30336 678-663-4085 Phone 678-838-4840 fax	Certified Nursing Assistant	Accepted Recommendation Recommended
Giving Care At Home Education Center 602 Industrial Court Suite 2 Woodstock, GA 30189 678-831-0830 phone 678-494-7026 fax	Certified Nursing Assistant	Accepted Recommendation Recommended
New Life Technical Academy 777 Cleveland Avenue SW, Suite 506 Atlanta, GA 30315 770-870-7333 phone 866-266-1875 fax	Nursing Assistant	Accepted Recommendation Recommended

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Additional ITA Program Requests:

Name of Training Provider	Name of Additional Program Request	QA Task Force Action
Clayton State University 2000 Clayton State Blvd. Morrow, GA 30260	Orthopedic Technician Web Design Certificate Project Management Certificate Clinical Medical Assistant	Accepted Recommendation Recommended
Professional Medical Institute 4336 Covington Highway, Suite 202 Decatur, GA 30035	CNA/ PCT	Accepted Recommendation Recommended
Education & Career Resources 4055 Lawrenceville Highway Suite 200 Lilburn, GA 30047	Certified Electronic Health Records Specialist	Accepted Recommendation Recommended
Professional Nursing Care/Mentee Medical Institute 848 James Road Lawrenceville, GA 30044	Clinical Medical Assistant	Accepted Recommendation Recommended
University of Georgia-Terry School of Business-Executive Programs 3475 Lenox Road NE, Suite 300 Atlanta, GA 30326	HR Leadership Academy	Accepted Recommendation Recommended

ITA Program Change Requests:

Name of Training Provider	Program Change Request	QA Task Force Action
Goodwill Industries of North Georgia	Description change request: New Choices is a 7-week construction/maintenance program with two tracks: the maintenance track provides training and testing for HVAC/EPA, R140 (EPA) and Certified Pool Operator national certification and Atlanta Apartment Owner Association Certifications in Appliance Repair and Heating and Air Conditioning	Accepted Recommendation Recommended
Professional Nursing Care/Mentee Medical	\$75 tuition increase and \$10 book increase	Accepted Recommendation

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Institute		Recommended
Katlaw Truck Driving School	Price increase for \$100 Hazmat fee (optional) and \$20 license printing fee	Accepted Recommendation Recommended
Complete Game Broadcasting	Increase in cost (\$750) to provide training, equipment and personnel	Accepted Recommendation Recommended
RadiumSoft, Inc.	RadiumSoft has been through a detailed review of all programs and validation of cost structure. They have provided very detailed descriptions of supplies, books and fees to support these change requests: addition of \$100 admission fee, non-paid externship, and extended curriculum hours	Accepted Recommendation Recommended
Assured and Associates	CNA and PCT tuition reductions; School is absorbing the costs of training because of the downturn in the economy	Accepted Recommendation Recommended
Institute of Medical Ultrasound	Reduction in price is due to Provider offering a WIA student discount \$27,500 to \$8,000	Accepted Recommendation Recommended
Daly's Truck Driving School	Price reflects \$340 admission fee Price also includes \$90 optional HAZMAT fee	Accepted Recommendation Recommended

The motion to accept the recommendations was made by Mr. Charlie Key, seconded by Ms. Elizabeth Norman and approved by a unanimous affirmative vote from the Board members present.

Chairman Burroughs announced that Board Member Ms. Pat Telila had volunteered to serve as Chairperson for the Quality Assurance Task Force. He thanked her for her willingness to serve and invited other Board members to consider becoming a part of the Task Force.

In the absence of the Task Force chairman, Mr. Dale Murphy, Ms. Sonia Wilson gave the report from the Board Development Task Force. The Task Force met on Friday, February 11, 2011, via audio conference.

No items requiring Board action were presented from the Task Force.

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Mr. Odie Donald gave the report from the Visibility and Influence Task Force. The Task Force met on February 22, 2011, and March 10, 2011 via audio conference. Most of the work of the Task Force has been on developing the web site.

The link to access the Boards website was provided earlier and members were asked to review the information and format presented. Some of the different links are not fully functional because the required information has not been provided.

The discussion on the web site concluded with the consensus that members would review the link and e-mail comments or concerns to the Board clerk, Ms. Martin, by Monday, April 4, 2011. If no comments or concerns were presented the site would be considered approved for release.

No items requiring Board action were presented from the Task Force.

For clarity and closure, Chairman Burroughs restated the Boards decision to use a roster format instead of biographies for the Board of Directors listing on the webpage and to "go live" with the site if no comments or concerns were expressed to the Board clerk by Monday, April 4, 2011.

The Youth Council report was given by attorney Diana Lynch. The current focus is on determining if there will be a Youth Summer Program. The Youth Council met on Thursday, February 17, 2011. A different or additional format for holding meetings is being implemented to accommodate scheduling of the Council members. The next meeting is planned for Saturday, April 9, 2011. Additional meeting details will be provided and all Board members are invited to attend. The Council will continue to use teleconferencing when feasible.

Surveys were conducted of a cross section of youth to see if their expectations and needs were being met by the services we provide. The information from the surveys revealed that the paramount goal of the youth as they entered the Youth Program was to gain employment. Discussions were held on collaborating with other non-profit agencies to create entitlements to address that concern.

Attorney Lynch referred to the uncertainty of availability of funds for a Summer Program but expressed her confidence in the staff to be able to execute steps to put a successful program in place with short notice. She expressed her appreciation for how staff has demonstrated this ability in the past when they did not know when funding would be available.

No items requiring Board action were presented from the Youth Council.

Chairman Burroughs gave his closing remarks, which included asking Board members who had not taken the Georgia WorkReady tests to do so at their first opportunity. He felt it was important for Board members to get a feel for what the exams are like.

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He announced that this would be his last term serving as Chairman of the FCWPES Board of Directors.

Ms. Wilson reminded Board members that the next meeting is scheduled for June 23, 2011 and it would be the annual election meeting. The election preference forms will be sent to Board members to allow an opportunity to request consideration for the Board Chairman and Vice-Chairman positions. She reminded members that the Chairman and Vice Chairman must be business owners. The forms are to be returned to the Board Clerk by May 27, 2011.

Chairman Burroughs asked for a volunteer to host the next Board of Directors meeting. Mr. Odie Donald and Ms. Maureen Kelly offered to consider hosting the meeting and agreed to provide a definite reply to the Chairman.

Chairman Burroughs asked members to think of ideas and plans for the annual Board Retreat and to present them at the June Board meeting. He thanked the attendees again and declared the meeting adjourned.