

**FCWPES BOARD OF DIRECTORS SUMMARY MINUTES
OF DECEMBER 8, 2011 MEETING**

BOARD MEMBERS ATTENDING:

Theresa ASTIN, Vince BAILEY, Reggie CASON, Don CRAMPTON, Odie DONALD, Perry HERRINGTON, Diann JENKINS, Maureen KELLY, Robelyn McNAIR, Kevin MOODY, Joyce RHODES, Kay SHANDORE

GUESTS:

Shandelle DENSON – Frank McClarin High School
Judy Brown FEARS – YWCA of Greater Atlanta
Carol S. JOHNSON – Carol Marketing
Ken JONES – Fulton County DFCS (Representing Board Member Julius Wilson)
Jocelyn LEWIS – YWCA of Greater Atlanta
Theora POWELL – Georgia Department of Labor

STAFF:

Felecia CHURCH, Emma LEWIS, Daisy MARTIN, Ashwini PAI, Whitney PRYOR, Angela RHODES, Michelle VIALET, Sonia WILSON

Chairman Bailey called the meeting to order and opened for business. He welcomed the meeting attendees, and thanked them for attending. He verified that no public comments cards had been submitted and a quorum sufficient to conduct the business of the Board was in place.

BOARD APPROVED ACTIONS:

Board member Diann Jenkins presented the Quality Assurance Task Force report. The QA members reviewed the GDOL “Hot Careers” profile and Fulton County’s short and long term occupational projections through 2018. After reviewing growth trends, the following occupations were added to the listing:

- Human Resource Management
 - Health Technologists
 - Claim Adjustors & Investigators
 - Multi-media Artists & Developers
 - Electrical Power-line Installers & Repairs
- A motion to approve the changes to the Demand Occupation list as proposed from the Quality Assurance Task Force was made by Ms. Theresa Austin, seconded by Mr. Reggie Cason and approved by the majority vote of the members present.

Board member Jenkins referred attendees to the document “Provision of Supportive Services for WIA Customers” (copy attached) and advised that the requested changes in the policy would be consistent with the current ITA/PVIT Training policy.

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The suggested amendments to the policy:

- a. The participant must be a Fulton County resident for a minimum of 6 months consecutively prior to the supportive service allotment.
- b. Once the \$2500.00 max is received, the participant cannot be given additional supportive services within (3) three years of being deemed eligible for receiving the previous support service allotment.
- c. Clothing is no longer part of the supportive service provision customers must be referred to Dress for Success.

The motion to accept the recommendations from the Task Force was made by Mr. Kevin Moody, seconded by Rev. Don Crampton and approved by a majority vote of the membership present.

The second document for consideration was the "Criterion for Residency Eligibility for Customers seeking WIA Services." (copy attached.) Customers seeking services must be able to provide a valid Georgia's ID or Georgia Driver's License within 30 days of relocating to the state of Georgia. This is a state criterion for determining Georgia residency, which the Task Force recommends adopting to assist with determination of residency for customers.

This policy recommendation seeks to clarify what items are to be used to establish residency in the state of Georgia and within Fulton County. Eligibility requirements for program services remain the same as those specific requirements are mandated at a state and federal level.

The motion to accept the recommendations from the Task Force was made by Mr. Vice Chairman Odie Donald, seconded by Ms. Theresa Astin and approved by a majority vote of the membership present.

Vice Chairman Odie Donald presented the Visibility and Influence Task Force Report. Board approval was requested for the implementation of a WIA Mobile Career Unit. A subcommittee will be created to work with the Fulton County Procurement Unit to develop the specs and project cost for maintenance, etc. A full Board meeting via telephone or an Executive Committee meeting will be held to approve putting the proposal out to bid. The complete process (including selecting the vendor) needs to be completed before July 1, 2012.

The motion to approve the recommendation related to the mobile unit was made by Ms. Joyce Rhodes, seconded by Mr. Perry Herrington and approved by the majority vote of the membership present.

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The motion to approve the minutes as presented was made by Mr. Odie Donald, seconded by Ms. Kay Shandore, and approved by the majority vote of the members present.

Announcements:

WIA Board orientation will be held on February 9, 2012 at the Youth Employment Services Center. Details will be sent in an upcoming e-mail

The date proposed for the next full Board meeting is March 22, 2012. The planned site for the meeting is the North Fulton Service Center.

No other business questions or concerns were presented and Chairman Bailey declared the meeting adjourned.

REVISED 12-8-2011 SUMMARY MINUTES

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#1

**FULTON COUNTY HOUSING & HUMAN SERVICES
OFFICE OF WORKFORCE DEVELOPMENT**

WIA POLICY REVISION RECOMMENDATIONS

Provision of Supportive Services for WIA Customers

The Fulton County Housing & Human Services Office of Workforce Development is the only Service Delivery Area (SDA) within the state of Georgia that provides up to \$2500.00 of supportive service assistance that can be used for Tools, Rent or mortgage payments, utilities, Drivers License, state ID or Drivers test (state cost), books or supplies for school, GED/Certification Testing, Dependent or Child Care.

Since WIA allows universal access to all customers at all times services cannot be refused or denied to a customer who is either low income or repetitively dislocated. The knowledge of the supportive service assistance provided by Fulton County is often utilized on more than one occasion by the same customer. Parameters must be put into place to ensure that newly dislocated and low-income customers have the ability to afford the same services.

In an effort to ensure our customers are successful with self-sufficiency and in some cases serious about the services being provided we are suggesting the current changes to the policy:

- a. The participant must be a Fulton County resident for a minimum of 6 months consecutively prior to the supportive service allotment.
- b. Once the \$2500.00 max is received, the participant cannot be given additional supportive services within (3) three years of being deemed eligible for receiving the previous support service allotment.
- c. Clothing is no longer part of the supportive service provision customers must be referred to Dress for Success.
- d. This change in policy would be consistent with our ITA/PVIT Training policy.

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#2

**FULTON COUNTY HOUSING & HUMAN SERVICES
OFFICE OF WORKFORCE DEVELOPMENT**

WIA POLICY REVISION RECOMMENDATIONS

Criterion for Residency Eligibility for Customers seeking WIA Services

Customers seeking services must be able to provide a valid Georgia's ID or Georgia Driver's License within 30 days of relocating to the state of Georgia. This is a state criteria for determining Georgia residency which we would like to adapt to assist with determination of residency for our customers.

This policy creation only seeks to clarify what items are to be used to establish residency in the state of Georgia and within Fulton County. Eligibility requirements for program services remain the same as those specific requirements are mandated at a state and federal level.

Customers who are not "dislocated workers" as federally defined must document their Fulton County residency by providing the following documentation as applied by the state of Georgia for proof of Georgia Residency rule:

- i. Provision of a state of Georgia ID or Drivers license within 30 days of moving into the state of Georgia.
- ii. This must be obtained prior to seeking services from the Office of Workforce Development.
- iii. The temporary paper license provided upon application by the state of Georgia will only be acceptable after verification that the paper copy is the original copy. This can be seen by the state of Georgia watermarks etched in the paper.
- iv. Once the original copy is obtained the customer should provide the card to the advisor.
- v. A current Lease and utility bill should also be provided to document their Fulton county residency.

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- vi. The customer should have lived in Fulton County for six (6) months prior to seeking services from our center.
- vii. The address on the Georgia Id or Drivers license should match the address on the utility bills.
- viii. If the address does not match due to moving from one location in Fulton County to another, then the request to have services transferred to the new resident location is acceptable, this however must be a phone, utility bill, and a lease.
- ix. An updated drivers license which is done free of charge should be provided within the next (5) business days.
- x. The only exception will be for persons who are deemed “homeless”. In this case, an “Original” letter from the shelter on shelter letterhead with accurate contact information must be provided by the participant.
- xi. Although, the customer may be homeless he/or she must have a Georgia ID or Drivers License.
- xii. The advisor should then contact the shelter to validate the accuracy of the information provided.

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Fulton County Workforce Preparation and Employment System
DEMAND OCCUPATIONS LIST
(Revised November 2011)

Individual Training Accounts are only provided for training preparing for occupations listed on this Demand Occupations list. Not every occupation on this list requires formal training.

Occupations in Administrative Specialization

Accountants & Auditors
Administrative Assistants

Claims Adjustors & Investigators

Occupations in Clerical & Sales

Accounting/Auditing Clerks
Legal Secretary/Assistant

Occupations in Education**

Teachers - STEM Only (Science, Technology, Engineering, & Math)
Child Development Associate

Occupations in Green Technology (1)

Research & Development
Production, Assembly, Installation
Construction and Regulatory Assurance

Occupations in Information Technology/Engineering (2)

Computer Applications Engineers
Computer Hardware Engineers
Computer Security/Network Analyst
Computer Systems Engineers
Electrical & Electronics Engineering Technicians
Systems/Information Managers
Gaming/Entertainment System Design

Multi-media Artists & Developers

Occupations in Machine Trade

Automotive Mechanics/Service Technicians
Diesel and Truck Mechanics
Maintenance/ Machinery Mechanics
Industrial Maintenance
Machinists

Occupations in Management

Operations Managers (Black Belt) (3)
Logistics/Material Management
Management Analyst
Project Managers (4)

Human Resources Management

Occupations in Transportation**

Truck Drivers/Delivery & Route
Truck Drivers/Tractor Trailer (CDL)

Occupations in Medicine and Health*

Dental Assistants
Emergency Medical Technicians
Health Information Technicians
Home Health Aides
Medical & Clinical Lab Technicians
Medical Assistants
Medical Secretaries
Nursing – CNA, PCT, LPN, RN
Pharmacy Technician
Physical Therapists
Radiological Technicians

Respiratory Therapists
Surgical Technologists
Biological or Chemical Technicians
Research/Clinical Technicians

Health Technologist

Service Related Occupations

Cooks & Servers (Fast Food, Institution, Restaurant)
Janitors & Floor Technicians
Laborers, Landscape/Groundskeepers
Police/Sheriff Patrol Officers
Fire Fighters

Occupations in Structural Work (5)

Carpenters
Construction & Related Workers
Drywall Installers
Electricians

Electrical Power-Line Installers/Repairers

General Utility Maintenance Repairers
HVAC Technician
Plasterers & Stucco Masons
Plumbers, Pipe fitters & Steamfitters
Roofers
Sheet Metal Workers
Welders & Cutters
Industrial Engineers
Iron Workers

** Background check results may impact availability of training in these specific areas

Occupational skills training will be provided for "Demand Occupations" in industries that are stable or growing. "Individual Training Accounts" will be provided for lower-tier training for eligible individuals as long as the requested training is in a "demand" occupation. Skills training will not be provided in declining industries. Certifications for lower-tier certifications such as A+ and Net+ will be reviewed on a case by case basis. Training will not be provided for careers with commissions and fees (to include real estate, cosmetology, massage therapy and nail technicians).

The listing of current Georgia WIA Eligible Providers may be viewed at www.gcic.edu/gawia. All Providers approved as Georgia WIA Eligible providers may not be eligible providers for Fulton County. Your Advisor will provide the Fulton County Eligible Providers List.

1. Green Technology encompasses many occupational categories and may include but is not limited to: research, development, and manufacturing of sustainable material/products, installation of eco-friendly and sustainable devices/systems, developing and producing alternative energy sources and products, recycling/reuse technologies. Skills Training involving "green" technology will be assessed and approved on an individual basis and consistent with current labor market demands.
2. Intermediate or higher level IT training requires previous verifiable IT related work experience and related "Prove It" Assessment
3. Black Belt training will be provided only to those holding Green Belt Certification. Combo package (Green and Black) approved on case by case basis with extensive work related experience.
4. Project Management Certification training requires extensive previous full scale project management experience, validation of experience required for certification, and Project Management "Prove It" assessment required for training approval
5. Due to the continued slowdown in residential and commercial construction, occupational training in Structural Work will be reviewed individually. Construction projects related to American Recovery and Reinvestment Act (ARRA) activity will be monitored.

I have received a copy of the Fulton County Demand Occupation List. In addition, I have read and fully understand that WIA training is provided based on this list. I therefore understand that not all occupations require formal training from a provider.

Customer Signature

Date