

**FCWPES BOARD OF DIRECTORS FINAL MINUTES  
OF MARCH 29, 2012 MEETING**

The meeting was held at the Atlanta Fulton Public Library located at One Margaret Mitchell Square, Atlanta, Georgia 30303.

**BOARD MEMBERS ATTENDING:**

Theresa ASTIN, Vince BAILEY, Rodney COOK, Perry HERRINGTON, Michael HILL, Diana LYNCH, Joyce RHODES, Patrick STAFFORD, Julius WILSON, JR.  
Odie DONALD via email proxy

**GUESTS:**

Rick JONES for Diann JENKINS

**STAFF:**

Gloria FLOYD, J. Michelle JONES, Audrey LAWRENCE, Daisy MARTIN, Angela RHODES, Michael ROWICKI, Michelle VIALET

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.

The meeting proceeded with Chairman Bailey presenting the Chairman's report. He announced the resignation of the following Board members:

- Ms. Patricia Telila- effective March 1, 2012. She has relocated to Chicago, Illinois
- Mr. Carlton Burroughs – effective March 6, 2012.
- Mr. Don Crampton – effective March 28, 2012

Ms. Theresa Astin has agreed to serve as the chairperson for the Quality Assurance Task Force, replacing Ms. Patricia Telila.

He concluded his account of resignations by announcing that he would be resigning from the Board, effective at the close of the meeting.

He continued his report by sharing information from a conference he attended in Macon, Georgia in February. He expects Workforce access will be able to run on smartphones, tablet computers and other mobile devices as an APP very soon. It will be accessible on Facebook and Twitter. As such, Board members need to be sure of the Board's roles. Board members need to attend business openings and expect a complete shift from where they have been positioned in the past. The workforce system will be sustained by forward actions.

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Board members introducing themselves followed the Chairman's report. Chairman Bailey thanked them again for their attendance and active participation.

Chairman Bailey established that a quorum sufficient to conduct the business of the Board was not in place. He remarked that the approval of the minutes from the December 8, 2011 minutes would take place once a quorum had been verified.

Board member Perry Herrington, chairman of the Board Development Task Force, gave the report from the Task Force. He remarked that there is a lot of work to be done considering the number of resignations just announced.

The FCWPES Board Development Task Force met on February 22, 2012 at Clark Atlanta University. Five of the seven members of the Task Force were present and two staff.

He called attention to the ID Badges that were purchased and available for picking up at the close of the meeting. He asked Board members to wear the badges on appropriate occasions to show their membership on the FCWPES Board of Directors.

In addition to the badges, quotes are being requested on the cost of printing business cards for Board members.

The information brochure to be produced in joint collaboration between the Board Development Task Force and the Visibility and Influence Task Force is still being planned. As has been stated before, the brochure is to be a paper document supporting the Board that can be shared in conversations and meetings.

A joint meeting of the Board Development Task Force and the Visibility And Influence Task Force will be set up soon.

The Task Force discussed in great detail the current Board composition. The composition of other Workforce Boards and comments the staff of the GA Department of Labor made in the recent Fulton County Program Review meetings were also considered.

To assure complete compliance with WIA federal guidelines and requirements, it was determined that, in addition to the Mandated Partners, the FCWPES Board of Directors needed to have more strong business representation. Included in the discussion was dialogue on how many small businesses should be included in the composition of the Board. Some of the organizations currently listed may not qualify as businesses in accordance with WIA requirements.

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Of particular concern is the fact many of the current Board members have not submitted a completed subcontractor affidavit. He asked members to submit the affidavit Mrs. Martin asked them to bring to the meeting. He referred attendees to the Agenda item showing the Task Force proposes to require this form, or the approved substantiation for not providing it, for all Board members (old and new).

A document designed to better certify the business profile of potential Board members was introduced and discussed. A draft Business Profile – Company Fact Sheet form was included in the meeting package. With Board approval, the form will become a part of the new members’ package provided to prospective Board members and current Board members were also asked to complete the form.

The Task Force discussed the process to be followed when accepting an applicant for Board membership. The Task Force members agreed that it would be acceptable to have a waiting list of probable candidates and also profitable to have applicants attend at least one Task Force meeting prior to being approved for membership on the Board.

Board member Michael Hill initiated a discussion on the need to establish consistent Task Force meeting dates or schedules if applicants must attend one Task Force meeting before final approval for membership is granted. Many of the meetings are held via conference calls which makes it more convenient for most to participate but consistency needs to be established, if possible.

The discussion concluded with the following as the amended process for becoming a member of the FCWPES Board of Directors:

1. Submit a complete new members’ package including the Company Fact Sheet
2. Package will be reviewed at a meeting of the Board Development Task Force
3. A recommendation to approve, place on hold, or reject the applicant will be submitted for full Board for approval
4. After approval membership will be conditional - pending the applicant’s attending a Task Force meeting
5. Certification of the applicant’s membership will be made at the first full Board meeting following the applicant’s attendance at a task Force meeting

Three applications for Board membership were received and reviewed. Mr. Herrington referred members to the copies of the application documents included in the meeting packages.

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**1. Ms. Rachelle Conley, former director of public relations for Women In Film**

The application package was reviewed and by consensus, the Task Force agreed more information was needed to determine the current employment status and business represented by Ms. Conley.

A motion to place the application on hold until additional information is received was approved by a majority vote of the Task Force members in attendance.

**2. Ms. Nattie J. Ringer, CEO of Atlanta Hospitality Group Unlimited, Inc., DBA Ringer Employment Solutions and The Ringer Center of Excellence, Inc.**

The application package was reviewed and by consensus, the Task Force agreed to recommend Ms. Ringer for membership on the FCWPES Board of Directors.

**3. Mr. James R. Hayley (Pete), Executive Director of the community-based corporation University Community Development Corp. (UCDC), at the Atlanta University Center**

The application package was reviewed and by consensus, the Task Force agreed to recommend Mr. Hayley for membership on the FCWPES Board of Directors.

The next meeting of the Board Development Task Force is planned for Thursday, April 19, 2012, at the Loudermilk Center. A discussion on the term expiry process and possibly making some recommendations for changes in the bylaws is intended.

As the conclusion of the Task Force meeting, Mr. Harold Craig asked to host the June Board of Director's meeting at Atlanta Area Technical College. He will send further information on another event to be held on that day.

Board approval was requested for the following recommendations or requests:

- **Implementation of Business Profile Form and use by all members**  
The motion to approve the recommendation was made by Attorney Diana Lynch, seconded by Ms. Theresa Astin, and approved by a majority vote of members present. No objections or abstentions were noted.
- **Requiring the completion and Subcontractor Affidavit by all current and future Board members**

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The motion to approve the recommendation was made by Mr. Ronald Cook, seconded by Mr. Michael Hill, and approved by a majority vote of members present. No objections or abstentions were noted.

- **Revision of membership approval process**

The motion to approve the recommendation was made by Attorney Diana Lynch, seconded by Mr. Michael Hill, and approved by a majority vote of members present. No objections or abstentions were noted.

- **Revision of application review process**

The motion to approve the recommendation was made by Mr. Ronald Cook, seconded by Mr. Michael Hill, and approved by a majority vote of members present. No objections or abstentions were noted.

- **Approval of two requests for Board membership –**

1. **Ms. Nattie J. Ringer, CEO of Atlanta Hospitality Group Unlimited, Inc., DBA Ringer Employment Solutions and The Ringer Center of Excellence, Inc.**

The motion to approve the recommendation was made by Attorney Diana Lynch, seconded by Mr. Ronald Cook, and approved by a majority vote of members present. No objections or abstentions were noted.

2. **Mr. James R. Hayley (Pete), Executive Director of the community-based corporation University Community Development Corp. (UCDC), at the Atlanta University Center**

The motion to approve the recommendation was made by Mr. Michael Hill, seconded by Ms. Theresa Astin, and approved by a majority vote of members present. No objections or abstentions were noted.

Mr. Michael Hill requested that his name be added to the Board Development Task Force.

The report from the Quality Assurance Task Force was given by Ms. Theresa Austin. She advised that The Quality Assurance Task Force held a “bridge call” on March 5, 2012. From July 1, 2011 – March 5, 2012, 239 ITA/PVIT training vouchers had been processed. This consisted of 126 Dislocated Worker Vouchers, 100 Adult Vouchers and 13 Youth Vouchers. The PY2011-12 training goal is 190 total training vouchers, plus supportive services.

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Second Quarter provider performance remained largely unchanged from first quarter outcomes and the declining employment trends seem to be improving.

A Human Services Grantee Partnership Collaboration meeting was held on February 22, 2012, at the Center for Working Families, a partner site. Fulton County Human Service Grant requirements, checklist and expectations were reviewed. Partners began the process of identifying their significant accomplishments for the purposes of reporting progress, impact and contributions for the coming year.

She continued her report and advised that the Governor's Office of Workforce Development has changed course significantly as it relates to Georgia Work Ready. The targets groups have been narrowed to focus only on the unemployed and high school students. As of February, the Assessment Center located in the West Tower adjacent to the Governor's Office's ceased administration of the Work Ready Assessment. As Fulton County has exceeded its goal of assessing 1,317 unemployed persons by more than eighty percent (80%), the Task Force requested that the Board approve dissolution of proctoring rights with the exception of two staff persons and cessation of administration of the Work Ready Assessment.

Several providers have failed to comply with The Immigration Compliance law that requires the use of the E-Verify system and submission of a Security and Immigration Compliance Affidavit. The Task Force recommended these providers be placed on hold until such Affidavits are received.

The Fulton County Workforce Preparation and Employment System (FCWPES) was advised during a recent audit that amendments were needed to the Memorandum of Understanding and Resource Sharing Agreement (MOU/RSA) currently being used. The main changes that were recommended were:

- All partners be listed on one MOU/RSA instead of our having ten (10) or more separate documents per partner.
- A checklist be provided under each partner's name where they will designate the services to be provided.
- Verbiage specific to each partner be included in the MOU/RSA after meeting with the partners.

The Regional ITA Committee has submitted a request that the Center for Industry and Technology (CIT) be removed from the Department of Labor Eligible Provider List because they are no longer doing business. CIT has been removed from the Department of Labor Eligible Provider List and will, therefore, be removed from the Fulton County Eligible Provider List. Additional discussion ensued specific

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to Fulton County's customer's experiences with CIT. Recommendation was made that our CIT customers be given the opportunity for another ITA on evaluation of the individual cases. The rationale for the recommendation was based on the following facts:

- The Provider closed without notice and/or update on customer performance, status or progress,
- For customers who had not completed their training, there could be little certainty that they had attained sufficient knowledge to thrive in their chosen field.
- Customers had not received the necessary evidence of industry credentials/certifications to support their accomplishments during training.

The Task Force recommended that should CIT make future application to join Fulton County's Eligible Provider List, they would be required to refund all applicable monies (i.e. for customers unable to complete their courses of study, for services or merchandise not received, etc.)

The motion to approve dissolution of Georgia Work Ready proctoring rights with the exception of two staff persons and cessation of administration of the Work Ready Assessment was made by Mr. Patrick Stafford, seconded by Mr. Perry Herrington and approved by a majority vote of members present. No objections or abstentions were noted.

The motion to place on hold providers that have failed to comply with the Immigration Compliance law that requires the use of the E-Verify system was made by Mr. Rodney Cook, seconded by Mr. Michael Hill and approved by a majority vote of members present. No objections or abstentions were noted.

The motion to approve the framework and amendments needed to the Memorandum of Understanding and Resource Sharing Agreement (MOU/RSA) currently being used was made by Attorney Diana Lynch, seconded by Mr. Patrick Stafford and approved by a majority vote of members present. No objections or abstentions were noted.

The motion to approve an additional ITA for former CIT customers after an individual case evaluation and the requirement that CIT be required to refund all applicable monies should the provider make a future application to join Fulton County's Eligible Provider List was made Mr. Patrick Stafford, seconded by

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Attorney Diana Lynch and approved by a majority vote of members present. No objections or abstentions were noted.

Chairman Bailey thanked Ms. Austin for the Quality Assurance report and asked for the report from the Youth Council.

Attorney Diana Lynch reported that the Youth Council met on Thursday, February 16, 2012, at the Youth Employment Service Center and via Telephone conference on March 8, 2012.

Remarking that the Summer of 2012 is fast approaching and plans are being made for the Summer Youth Activities, she referred Board members to the document in the meeting packet labeled Career Exploration Program. Last year the program had 65 youths to participate in the program and all successfully completed the four consecutive weeks with no major complications or interruptions. Response from employers was positive. Some of the employers continued employment beyond program completion. In addition, several employers expressed interest in becoming regular work sites for youth participants.

The Youth Council recommended repeating the Career Exploration Program this year with the proposed dates of June 5, 2012 through July 5, 2012 with a maximum of 100 participants. All other aspects remain unchanged.

Length:	4 weeks
Requirement:	Eligible for WIA program participation. Youth must complete the entire 120 hours of exploration to be compensated.
Incentive:	\$2000
Possible Dates:	June 5th – July 5th
No. of	
Participants:	Maximum of 100
Participant Ages:	16 to 21

The Youth Council continued discussion on how best to address the stagnant Youth Council membership roster after a year's attempt in trying to get members involved. Several strategies have been discussed and in the February 16, 2012 meeting the Council agreed to reach out one more time to Council's members before the next meeting which was scheduled for March 8, 2012.

The Council agreed to send a memo to current members, from the Chairperson's desk asking them to attend the meeting on March 8, 2012 and advising them that a vote would be taken on deleting inactive or non-participating members. The



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members remaining after the vote would be the definite Youth Council that would be taking care of Youth Council business going forward.

The Council voted on March 08, 2012 with the members in attendance that, after a year of trying to contact inactive members, the Youth Council would purge the membership list. A new campaign would start to build up a new Youth Council membership roster.

Attorney Lynch concluded her report by asking Board members to recommend appropriate businesses to become worksites.

Board member Stafford initiated a brief discussion on calling the summer employment program an internship rather than Career Exploration Program. Deputy Director, Mike Rowicki, advised that the use of the term "internship" would indicate the program participants were employees of the site to which they were assigned and not Fulton County. As such, liability insurance and the rate of pay they received would be affected.

Chairman Bailey verified the presence of a quorum and called for approval of the minutes from the December 8, 2011 meeting. The motion to approve the minutes was made by Mr. Perry Herrington, seconded by Ms. Theresa Astin and approved by a majority vote of members present. No objections or abstentions were noted.

Deputy Director Rowicki shared information from recent WIA meetings he had attended. He confirmed that the control and distribution of WIA funds by the governor's office has been put on hold. The program funding for FCWPES will still come from the Georgia Department of Labor.

He encouraged Board members to consider the need for strong, active, participating Board member who can tell the story of the wonderful things being done in the career centers and of the lives that are being changed. The state workforce board has an open position for a representative from one of the local workforce boards to become a voting member. He is waiting for more information from Ms. Tricia Pridemore, Executive Director of the Governor's Office of Workforce Development, but he is willing to submit the name of an interested FCWPES Board member for the governor's consideration.

In response to a Board member's inquiry, Mr. Rowicki addressed a question regarding Fulton WIA being under the auspices of the Atlanta Regional Commission. He felt the consensus on the state level was that it would not be acceptable to be under the ARC umbrella. Workforce Boards want to retain local control.

In his opinion the Fulton County Commissioners would like to retain the control of FCWPES funds. Ms. Pridemore has stated there are no specific discussions

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on the subject at this time. Additionally, under the law the Department of Labor still has to be “at the table”. They must participate as membership on the Board and in our career centers.

Updates or changes to look for or respond to:

- The Dislocated Worker program will be called the Universal Displaced Worker Program. With the approval of Congress this will represent a combination of the Dislocated Worker Program and the Trades Programs.
- Policy changes would be required since the ITA cap under the program combination will change from \$5000.00 to \$4000.00 per year for up to two years.
- Specific supportive services will be added to include possibly day care services, food allowances, travel, etc.
- At the federal level three separate bills for reauthorization of WIA are being proposed but neither seems to have enough support to make it through congress.
- Hire Our Heroes Act dictates that we hire more veterans and provide more services to them to help them become employed as they return from military duty

The Program Report was presented by Ms. Michelle Vialet.

The Largest Direct Placement in each Career Center for January 2012:

North Fulton: \$57,000 Annually with Delta Airlines

South Fulton: \$55,369.60 Annually with US Xpress

The Largest Direct Placement in each Career Center for February 2012:

North Fulton: \$95,000 Annually with ADP

South Fulton: \$41,600 Annually with KLLM Enterprises

She identified the staff liaisons for the Board Tasks Forces as:

Daisy Martin - Board Development Task Force

Audrey Lawrence - Quality Assurance Task Force

Michelle Jones - Board Visibility and Influence Task Force

Gloria Floyd - Youth Council

Mr. Rowicki announced that the Youth Program will be moving in August or September to the Oak Hill Center. Groundbreaking was done this week. As a common grounds center, it will integrate services for health, dental, workforce, library systems, educational systems, and other services. The grounds will include a gymnasium, community garden, and other features.

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The WIA Financial Board Report was given by Ms. Angela Rhodes. She asked Board members to refer to the report of Program costs through February 29, 2012 included in the meeting package as she explained the Program Year 2011 fund balances.

As of the meeting date some of the funds shown have been exhausted and the 57% remaining balance (\$727,891.00) in the Dislocated Worker Program funds is already obligated to ITA's and outstanding expenses.

The Career Exploration Program obligations will be paid from the \$610.214 fund balance shown in the Youth Program Funds.

Chairman Bailey reminded members that the next Board meeting is scheduled for Thursday, June 21, 2012. This will be an election meeting and Office Preference Forms are to be returned to the Board clerk as quickly as possible after they are received. The Board Development Task Force will formulate the proposed officers for the next program year from the information received and forward the recommended slate of officers before the next meeting.

Chairman Bailey reminded members to pick-up their new Board member pins as they exited.

No other business questions or concerns were presented and Chairman Bailey declared the meeting adjourned at 12:45 PM.