

**FCWPES BOARD OF DIRECTORS MINUTES
OF SEPTEMBER 22, 2011 MEETING**

BOARD MEMBERS ATTENDING:

Theresa ASTIN, Vince BAILEY, Reggie CASON, Perry HERRINGTON, Michael HILL, Diann JENKINS, Diana LYNCH, Robelyn McNAIR, Elizabeth NORMAN, Oscar PRIOLEAU, Joyce RHODES, Kay SHANDORE

STAFF:

Calvin HALL, Lisa HAWKINS, David KEYES, Jason LANE, Audrey LAWRENCE, Daisy MARTIN, Whitney PRYOR, Angela RHODES, Michael ROWICKI, 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. He announced that the new Vice Chairman, Mr. Odie Donald, had an emergency this morning and would not be attending the retreat.

The Chairman thanked the members for the privilege of serving as the new Board chairman and expressed his excitement about the upcoming opportunities that he envisioned. He shared information from the SETA conference he and staff attended last week. He expressed the invigoration and validation he felt from hearing from other workforce professionals and the level of knowledge they shared. The importance of Workforce Boards was stressed as a copy of President Obama's jobs bill was shared.

At the conclusion of his comments, he asked the attendees to introduce themselves and to provide a brief statement of what brought them to the workforce board and what personal expectations they wanted to see fulfilled.

Common characteristics, ideas, or concerns among the Board members included:

- I have seen my home community besieged with drugs and the lack of employment and a support system of some kind is gravely needed, particularly for our young black men who need special attention
- Businesses as well as individuals need mentors
- Starting as a volunteer has helped build appreciation for the plight of the jobless.
- If we look back at our personal resources, we all have something to offer. There is even more in our communities.
- Identifying and rectifying the barriers our citizens face is key to helping them.
- Our citizens want to hear solutions.
- When you can't find a job, "make a job" through strong businesses, including especially small businesses
- Immediate needs often keep our citizens from becoming employed. It is important to consider all aspects of job readiness.

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- How do we level the playing field? Is an employer more likely to hire a highly educated person who does not have a job rather than a dropout or someone with a criminal background?
- Not about me but about the purpose for which I was put here on the earth
- It is important to me to help people reach their full potential
- I want to help fill the gaps that exist between our businesses and our citizens who need to work
- I have a passion for education and it is important for us to educate people about what they have to offer, it really is not about us
- I want to be able to give back because I am a product of the programs we support
- I am frustrated when I look at our youth today, they are our future and I want to use whatever expertise I have to influence and help them
- Whom can I help today and make them aware of the resources available to them?
- I want to direct new companies to establish locations in Fulton County so they can provide jobs, internships and other resources to our citizens

Chairman Bailey thanked the attendees for their comments and encouraged them to follow through on the “I am all in” expressions he heard from them. Sharing additional information he received at the SETA Conference he reminded the Board members that the fundamental reason for a Workforce Board to exist is to identify and facilitate the management of workforce issues and to convene the relevant organizations and individuals to address them.

He shared that in order to be an effective Board it is necessary to know where we are as a Board and what is needed to meet our requirements. Key to being successful is getting an understanding of our Community’s needs. This includes knowing what are the challenges and barriers our citizens face such as literacy, transportation, etc. We are the community’s change agent.

The Chairman yielded the floor to former Chairman Burroughs.

Former Board Chairman, Carlton Burroughs, addressed the assembly via speaker telephone and officially passed the baton to the new Board chairman, Mr. Vince Bailey. He wanted the Board to know they were in great hands and apologized for not attending the session. His commitment to Georgia State University precluded his attending the Retreat. He expressed his thanks to the Board for the support given to him while he was Chairman and urged them to keep their eyes on the prize. He pledged his full support to the extent possible and committed to remaining engaged in the Board’s activities.

Returning to the Agenda the “State Of The Workforce Board” was given by Chairman Bailey. He reminded Board members of the need to “Let people know we are here. There are many activities going on and we are not there.” He urged them to drop in and visit the Centers at different times. He also suggested they attend job fairs and share

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what the FCWPES WIA Board and Workforce Development have to offer. He asked if Workforce Board business cards could be produced as a way of letting people know we are here to serve the citizens of our Service Delivery Area.

Other barriers and immediate needs issues were discussed. Specifics addressed included barriers of education, transportation, and unfavorable background reports. The question of whether an employer is more likely to hire a highly educated person who does not have a job rather than a dropout or someone with a criminal background was asked again. The needs for food, clothing, housing and services not directly associated with the One-Stop Centers were discussed.

Mr. Mike Rowicki confirmed the North Fulton Career Center move has been completed. The Center is located in the North Fulton Government Service Center, 7741 Roswell Road, Sandy Springs, Georgia. In addition to the one-stop services, residents have access to medical care and health services, a day care center for parents receiving services, library services, tax assessor office services, different kinds of court services, referral services for the homeless, and other kinds of assistance.

He urged the Board to be an advocate for the Center by talking to politicians and others as they were not subject to the restrictions staff must observe. He urged the Board to hold a meeting at the new Center very soon.

It was suggested that arrangements be made for Board members to have appointment times when they could observe the full workforce process. Mr. Rowicki announced that Adamsville and South Fulton Centers will be opening soon and as an example of Center visits, he will be taking Assistant Commissioner Andrea Harper to visit the North Fulton Center within the next few days.

A request was made for a "data sheet" that would provide Board members with information about the services available through the Workforce Centers. The sheet would serve as a guide for talking points and also identify focus areas. It would contain "approved" subject matter and information to assist in advocating for the Centers with persons key to the survival of funding.

Additional discussions identified or addressed the need to show the economic impact of the workforce program in the communities. It is important to publicize what we do to continue to get the financial resources we need. We need to show businesses we can help them do what they want to do. We have a product we need to sell.

Board member Rhodes made comments on the need for presenting to businesses the recruitment and training services available through the Workforce Investment programs. This will free them to focus on other areas to make their businesses successful.

Other mechanisms for promoting the workforce story were discussed. The use of Facebook and Twitter were referenced. In the past, the information broadcasted on FGTV was an excellent source of telling our story by hearing from customers who had

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been helped and the businesses that had hired them. Showing quantitative impact to the communities is equally as important as showing it to the federal government.

After a short break, Chairman Bailey again urged Board members to attend job fairs and asked each member to submit five business referrals to be contacted and provided with information on the services available through our workforce program. He suggested members review the web site mynextmove.org. It is an interactive site that helps job seekers learn about their career options.

The Workforce Development staff presented a PowerPoint comprehensive overview of the Office Of Workforce Development that included:

‣ **OWD Mission**

The mission of the Fulton County Human Services Office of Workforce Development (OWD) is to assist Fulton County residents and metropolitan Atlanta area employers in developing and sustaining a world-class workforce that realizes viable incomes and benefits, thus strengthening their families and neighborhoods.

‣ **OWD History**

‣ **Workforce Investment Act of 1998**

‣ **The Program Structure**

OWD customers are Veterans, Adults, Youths ages 16-21, Dislocated Workers, Fulton County Residents. Note: Priority is given to Veterans, Fulton County Residents, and then those employed by Fulton County (dislocated workers).

NOTE: not everybody is eligible for WIA.

There are Six (6) Centers (WIA & Non-WIA) “strategically” located throughout Fulton County to serve Fulton County Residents (Adults & Youths), Dislocated Workers and Employers.

COMMON GROUND CENTERS (2)

Neighbor Union Health Center (Vine City)
Center for Health & Rehabilitation (Boulevard)

RESOURCE CENTER (1)

Central Fulton Resource Center (Margaret Mitchell Square)

WIA CAREER CENTERS (3)

North Fulton Career Center (Roswell Road)
South Fulton Career Center (Stonewall Tell Road)
Youth Employment Services Center (Old National Highway)

Youths are also serviced out of the North Fulton Center

‣ **WIA Funding Overview**

Total received from WIA since 2001 (including Stimulus Funding) - \$22,155,749

‣ **Business Services**

‣ **Our Performance**

‣ **Our Best Practices**

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The office of Workforce Development has been **NATIONALLY RECOGNIZED** for “Outstanding Best Practices” in the following areas:

- Career Apprenticeship Program - (Program no longer in existence.)
- Rapid Response
- Summer Youth Employment
- Supportive Services
- Work Experience Program
- Work Based Learning
- Youth Retention Program - (Program no longer in existence.)

† **WIA Board Composition, Primary Responsibilities, and Responsibilities as the Fiscal Agent**

The presentation was followed by a “working” lunch session. During the session a discussion on new initiatives and partnerships was initiated by Program Manager, Sonia Wilson. Subjects discussed included the purchase of a mobile Office Of Workforce Development, the opening of a new Wal-Mart in the Vine City area, the status of the WorkReady initiative, and the creation of and use of Facebook or Twitter accounts for Board members to share information.

Chairman Bailey requested information on jobs related to the Beltline. He expressed his belief that the Board and Workforce should consider pushing job applicants in that area. The project is an indication of new growth and involvement.

The Task Force Chairpersons for the next Program Year were announced by Chairman Bailey. They are:

- Youth Council - Attorney Diana Lynch
- Quality Assurance - Patricia Telila
- Visibility and Influence - Odie Donald
- Board Development - Perry Herrington

Chairman Bailey asked Board members to review the minutes from the July 21, 2011 Board of Directors Meeting. The motion to approve the minutes as presented was made by Ms. Diana Lynch, seconded by Ms. Theresa Austin and approved by a unanimous vote of the membership present.

Task Force Chairpersons or representatives gave updates.

The Quality Assurance Task Force recommended approval of the policy revisions to ensure FCWPES is in line with federal rules and regulations and to enhance programmatic efficiency. The revisions include:

- Revisions to the Youth Enrichment Services program policies to account for Common Measures. The policies were updated to reflect the removal of the Older and Younger Youth designation as well as clarifying Common Measures

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- Enhancing the eligibility policy definitions to assist Career Center staff in determining eligibility more accurately such as defining “residency” and “citizenship”, detailing required documents for displaced homemaker eligibility, and referencing the Data Validation Crosswalk to ensure consistency
- Enhancing the Case Management policy to provide detailed policy instruction for maintaining training customer files (to include job search and employment) and subsidized employment customer files; contact requirements are also specified to ensure consistency
- Clarification of protocol and execution time frames for determining eligibility, case management, termination and file closure, and subsidized employment positions
- Limiting financial support services for training and supportive services (not to include transportation assistance) such as limiting the GED exam payment to a one-time payment for each exam section. In addition, after having received the maximum supportive service allowance (\$2500), a participant cannot be given additional supportive services within three (3) years of being deemed eligible and receiving the previous \$2500 supportive service allotment.

The motion to accept and approve the recommendations was made by Ms. Robelyn McNair, seconded by Ms. Diann Jenkins, and approved by a unanimous vote of the membership present.

The Youth Council representative initiated a discussion on how to best proceed with the termination of membership for Council members who have remained inactive after several efforts to ascertain their desire for continued membership.

The motion to authorize the termination of membership in accordance with the process recommended by the Youth Council was made by Mr. Perry Herrington, seconded by Attorney Oscar Prioleau, and approved by a unanimous vote of the membership present.

The Board Development Task Force representative reported that four names for consideration for Board membership have been submitted. Member information and application packages have been mailed but not completed and returned.

A notice of resignation from the FCWPES Board of Directors has been received from Mr. Charlie Key to become effective October 31, 2011. He submitted the name of a recommendation for Board membership to fill his mandated position as a labor representative. A membership information and application package has have been mailed to the recommended individual but no response has been received.

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No report was made from the Visibility and Influence Task Force.

Chairman Bailey discussed the “new assignments” for Board members. In addition to the previous request to identify five business contacts, he asked each member to

- take the WorkReady assessment and to use the WorkReady initiative in their work place.
- remember they are change agents and take charge of the Board
- focus on issue management and not program issues
- tell others of the Board successes
- search their circle of influence for at least two new Board members and submit their names and contact information to the Board clerk
- Have some fun!

The Largest Direct Placement in each Career Center for July 2011 was:

North Fulton: Family Dentistry of Marietta, Dental Assistant: \$44,800.00

South Fulton: Childcare Healthcare of Atlanta, Project Manager: \$89,000.00

The Largest Direct Placement in each Career Center for August 2011:

North Fulton: Grady Hospital, RN: \$62,720.00

South Fulton: Tronics, Information Technology Consultant: \$57,600.00

Ms. Rhodes gave the Board finance report and discussed the fund balances as shown below.

PROGRAM YEAR 2010 - Grant Period July 1, 2010 thru June 30, 2012

	<u>Funds Remaining</u>	<u>% of Availability Remaining</u>
1. PY 2010 WIA Administration	\$ 30,202	9%
2. Adult Program Funds	\$ 312,511	39%
3. Dislocated Worker Program Funds	\$ 105,780	8%
4. Youth Program Funds	\$ 124,976	16%
TOTALS	\$ 573,469	18%

PROGRAM YEAR 2011 - Grant Period July 1, 2011 thru June 30, 2013

	<u>Funds Remaining</u>	<u>% of Availability Remaining</u>
1. PY 2011 WIA Administration	\$ 87,934	95%
2. Youth Program Funds	\$ 829,441	100%
TOTALS	\$ 917,375	100%

	<u>Funds Remaining</u>	<u>% of Availability Remaining</u>
1. PY 2010 WIA Administration	\$ 30,202	9%
2. Adult Program Funds	\$ 312,511	39%
3. Dislocated Worker Program Funds	\$ 105,780	8%
4. Youth Program Funds	\$ 124,976	16%
TOTALS	\$ 573,469	18%

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She reminded the attendees that, as always, the “old money” is spent first. Mr. Rowicki complimented the Board on the way they carry out their fiduciary responsibilities. In the past where funds have been used and a demonstrated need for additional funding has been shown, FCWPES has been the recipient of funds not used by other Service Delivery Areas.

He advised that Fulton County has reduced funding given to programs like WIA that have other funding sources. A grants administrator has been hired and the web site of statistical reports used to apply for grants has recently been updated. At the request of Board member Lynch, contact information for the administrator, Mr. Christopher Boyd, will be provided by Program Manager Wilson.

Chairman Bailey asked Board members to point out any areas of the current bylaws that needed to be amended. No changes were identified.

Ms. Sonia Wilson initiated a discussion on Board member’s attendance. She advised that the Department of Labor reviews look at active attendance. She asked the Board to consider ways to maintain the integrity and keep the Board in compliance with federal regulations. She will look into the attendance policy in the bylaws of other WIA Boards. The intent of the Board is not to be measured by a large number of members, but by the quality of the membership.

Chairman Bailey called attention to the insert in the meeting packages that showed a model of the WIA mobile unit. He asked Board members to submit ideas for the new WIA mobile unit to the Employer Development Specialist, Mr. Calvin Hall.

Program Manager Wilson briefly discussed requests that had been received from Board members asking staff to disseminate their personal announcements or invitations to their personal events. She advised that staff is forbidden to do so. Instead, Board members may wish to use the recipient line from e-mails they have received to forward their information or invitations. Other considerations suggested included Facebook and Twitter contacts or possibly the establishment of a WIA contact group.

No additional business issues were introduced or discussions initiated and Chairman Bailey declared the meeting adjourned at 3:45 P.M.