

**SUMMARY 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. 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.

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 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.

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. He urged them to drop in and visit the Centers at different times.

Mr. Mike Rowicki confirmed the North Fulton Career Center move has been completed and the Center is operational. He urged the Board to hold a meeting at the new Center very soon. New Centers will be opening soon in Adamsville and South Fulton.

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 also identify focus areas.

Additional discussions identified or addressed the need to show the economic impact of the workforce program in the communities.

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Board members were urged to attend job fairs. Chairman Bailey asked each member to submit five business referrals to be contacted and provided 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.

Chairman Bailey announced the Task Force Chairperson for the next Program Year. 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.

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

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

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

- OWD History
- The Program Structure
- WIA Funding Overview
- Our Best Practices
- WIA Board Composition, Primary Responsibilities, and Responsibilities as the Fiscal Agent

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.

Task Force Chairpersons or representatives gave the following 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:

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- 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
- 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 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 the 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

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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.

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 urged 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!

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

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ACTION ITEMS

<u>ACTION OR ITEM TO COMPLETE</u>	<u>RESPONSIBLE PARTY</u>	<u>DUE DATE</u>
1. Create Workforce Cards for Board members to have concise information to let people know who we are and what we provide		
2. Make plans to have a meeting at the North Fulton Office		
3. In some way show the economic impact we have in the community		
4. Provide Board members with a profile of the people we want to hire		
5. Provide Diana Lynch with contact information for the Grants Administrator, Christopher Byrd	SONIA WILSON	
6. Look at the bylaws of other workforce areas to review their attendance and membership policies	SONIA WILSON	
7. Calvin Hall is to receive any ideas Board members have about the OWD Mobile Unit		
8. Update current Board Roster and Provide OWD Board of Directors pins for new members	DAISY MARTIN	