

FINAL MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, MARCH 27, 2014

The meeting was held at the Adamsville Regional Health Center, 3700 Martin Luther King, Jr. Drive, Atlanta, Georgia 30315.

**BOARD MEMBERS ATTENDING:**

Clara AZCUNES de OJEDA, Melrobin COTHRAN, James HAYLEY, Debra HOWELL, Jessica JOHNSON, Tommy JONES, Diana LYNCH, Robin McNAIR, Raquel OBUMBA, Falecia STEWART, Julius WILSON, JR.

**GUESTS:**

Victoria EVANS,	WIA Customer
Barbara HALSTEAD,	WIA Customer
Felicia HILL,	Atlanta Job Corps (Representing Board Member E. Norman)
Anthony SMITH,	WIA Customer
Joy WILKINS,	University Of Georgia

**STAFF:**

Omar JARRETT, Michelle JONES, David KEYES, Daisy MARTIN, Judy NEVILLES-COX, Michelle VIALET, Sonia WILSON

Board Chairperson, Attorney Diana Lynch, called the meeting to order and thanked the directors for attending. She announced that three public requests to address the Board had been presented. The three citizens were WIA customers and spoke in response to the recent announcement from the Fulton County Board of Commissioners that stated several Workforce Development Career Centers would be closed.

Ms. Victoria Evans, Ms. Barbara Halstead, and Mr. Anthony Smith commented on the services they had received in the Adamsville Career Center and expressed a desire to keep the Center open. Speakers advised of their plan to attend the upcoming Fulton Board of Commissioners meeting.

Following introductions by the meeting attendees, Chairman Lynch requested that Ms. Joy Wilkins of the University of Georgia present information on a pilot project currently underway in metro Atlanta.

Ms. Wilkins advised that local leaders are designing and launching a pilot project to inventory the region's workforce development programs, services, and resources that help individuals (from high school through adulthood) successfully prepare for, join, and advance within the workplace. This inventory will be coupled with the meetings of service providers and policy makers to begin a dialog about strategies and recommendations that address gaps and build capacity and effectiveness.

After a question and answer period regarding the project, Chairperson Lynch verified the presence of a quorum and requested a motion to approve the Minutes from the December 12, 2013 Board Of Directors meeting. The requested motion was made and seconded and the Minutes were approved for adoption as presented by a majority vote of the directors present with no abstentions.

Chairman Lynch presented the Chairperson's report in conjunction with the report from the Quality Assurance Taskforce. She shared information from the WIA Performance

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Measures report released by the Governor's Office of Workforce Development. Fulton County Office of Workforce Development is currently "Meeting" the Retention Rate and Entered Employment Rate and "Exceeding" in Average Earnings, Placement in Employment and/or Education, Attainment in Degree/Certificate, and Literacy/Numeracy.

She continued her report by commenting on the Fulton County Board of Commissioners placing the WIA Centers Closures on hold. The centers affected are Adamsville, Neighborhood Union Health Center– Workforce Center, Springdale Workforce Center, and the Oakhill Workforce Center (Youth Facility).

Chairperson Lynch reminded the Directors that the Governor's Office of Workforce Development state plan was approved on December 16, 2013 and LWIA plans are due May 1, 2014. If approved by the WIA Board, the FCWPES plan will be available for public review and comments for 30 days.

Items submitted for review and approved by Board of Directors:

**From the Quality Assurance Taskforce**

- **New/Revised Policies**
  - The Training policy is to be split for the Adult and the Youth programs.
  - Aztec requirement be optional for those customers that score low on the TABE
  - customers going into the Work Experience Program, it will be required to complete a Job Readiness module
  - Aztec module will be required for Out of School Youth that fail the Basic Skills measurement.
  - Youth customers must meet federal literacy and numeracy requirements, as well as, training provider requirements.
  - Georgia Department of Labor Federal Bonding program be "Recommended" for customers going into training; but "Required" for customers going into the Work Experience Programs.
  - Customer will notify the assigned advisor regarding training status and the need to change the end date from what is printed on the voucher to another date.
  - Amend the ITA Obligation Vouchers for Pro Re Nata (PRN) And Temporary Employment/Eligible For WIA Employment Payments.
  - Amend the De-Obligation Policy and Procedure to address a Provider's failure to submit an invoice, along with supporting documentation in a timely manner which results in the inability to honor the invoice
  - Approval of a Second ITA for three customers at institutions placed on hold and or removed from the ITA Provider Listing for Fulton County.

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**From the Youth Council**

- **Approval of the addendum to the 2013-2014 Youth Plan**
- **Approval of the update to the Policy and Procedure regarding Youth Eligibility and Documentation**
- **Approval of the update to the Policy and Procedure regarding Youth Incentive Policy**
- **Approval of the Career Exploration Program and “CEP Toolkit.”**

**Chairperson Lynch requested and received the approval of the Directors to suspend the Taskforce report from the Board Development and Board Visibility and Influence Taskforces due to the lateness of the hour. Directors agreed to have an Executive Taskforce receive and act upon the report and present a full report to the Board of Directors at the next meeting.**

**Mr. Omar Jarrett presented the financial report.**

**Program Year 2012**

**(Grant period July 1, 2012 thru June 30, 2014) \$ \$386,930 remains to be utilized.**

**Program Year 2013**

**(Grant period July 1, 2013 thru June 30, 2015) available funds \$ \$3,520,108.00.**

**Program Manager, Sonia Wilson presented the Program Report.**

**Largest Direct Placement in each Career Center for December 2013 was:**

**North Fulton: \$65,000/year -Genex Services  
South Fulton: \$28,080.00/year Fed-Ex**

**Largest Direct Placement in each Career Center for January 2014was:**

**North Fulton: \$35,000/year - SignUP4, LLC  
South Fulton: \$ 20,800/year – Southeastern, Inc.**

**Largest Direct Placement in each Career Center for February 2014 was:**

**North Fulton: \$55,000/year, JenCare  
South Fulton: \$52,000/year. – Cardiology Associate of Atlanta**

**The next FCWPES Board of Directors meeting will be held on Thursday, June 26, 2014. This will be an election of officers meeting.**

**No additional business questions or issues were initiated and Chairperson Lynch declared the meeting adjourned.**