

**MINUTES OF THE FCWPES BOARD OF DIRECTORS
THURSDAY, MARCH 26, 2015
SUMMARY MINUTES**

The meeting was held at the Adamsville Regional Health Center, 3700 Martin Luther King Jr. Drive, SW, Atlanta, Georgia 30331.

BOARD MEMBERS ATTENDING:

Theresa AUSTIN, Yvonne BECKLES-THOMAS, Curtis HALLON (for Harold CRAIG), Iris CONNERS (for Larry HAGG), Greg FANN, Pete HAYLEY (via representatives), Perry HERRINGTON, Michael HILL, Diann JENKINS, Jessica JOHNSON, Tommie JONES, Diana LYNCH, Robelyn MCNAIR, Elizabeth NORMAN, Rachel OBUMBA, Oscar PRIOLEAU, Mary WATSON, Aimee WILLIAMS,

STAFF:

Angela ASH, Kenneth R. FITZGERALD, Tonya GRULLON, David KEYES, Omar JARRETT, Audrey LAWRENCE, Alexis LEONARD, Darrien MOORE, Michelle VIALET, Sonia WILSON

PUBLIC COMMENT:

Deana HOLIDAY-INGRAHAM

Board Chairperson Mr. Tommie Jones called the meeting to order at 9:50 A.M. Chairperson Jones introduced himself and asked Board members to introduce themselves. Chairperson Jones verified the presence of a quorum and confirmed that one public comment card had been submitted. He invited Ms. Deana Holiday-Ingram into the meeting for public comment.

CHAIRPERSON'S REPORT:

Chairperson Jones reviewed the meeting agenda and presented the minutes from the January 29, 2015, Board of Director's meeting.

- ✚ The minutes were reviewed and approved for adoption as presented by a majority vote of the directors present with no abstentions

Chairperson Jones presented the Chairperson's Report, asking Mr. Kenneth Fitzgerald to elaborate on the Revision of the Bylaws referenced on the meeting agenda. Ms. Sonia Wilson shared that due to changes in travel laws, Fulton County requested that specific language be added to the WIA Board Bylaws regarding travel by WIA Board members that was paid with WIA funds. In the past, Board Members had been grandfathered in under the revised travel laws.

- ✚ Motion to approve the proposed amendment to the Bylaws was made by Ms. Elizabeth Norman, seconded by Ms. Diann Jenkins and approved by a majority vote of the Directors present with no abstentions.

Chairperson Jones proceeded to provide a review of the recent Southeastern Employment and Training Association (SETA) conference that he attended. He shared that one of the workshops recommended less Board involvement in the day to day administration of WIA operations and more involvement in strategic direction and innovative programming. Chairperson Jones

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recommended the use of Ms. Sandy Fowler, PWS Ventures, one of the SETA Conference presenting consultants, to deliver a training workshop to further enhance Board effectiveness and efficiency with the transition to WIOA. Chairperson Jones' recommended that Board members, Fulton County Board of Commissioners attend. Ms. Wilson encouraged Board members to embrace the workshop and to be very engaged with the Board in light of the upcoming changes and requirements of WIOA as it relates to Board composition and membership participation. She also suggested that area Mayors and Chambers of Commerce be invited to attend the workshop. Recommended scheduling for the workshop is May 14th, 9 AM registration, 9:30 AM – 12:30 PM workshop with a working lunch. In the event May 14th is not available, May 7th is the second choice.

Chairperson Jones announced that Mr. Ben Hames, Deputy Commissioner, Workforce, is scheduled to visit the Adamsville Career Center on Monday, March 30th, and invited all Board members to attend.

In closing, Chairperson Jones asked Board members to look at their calendars and select an alternate date for the June quarterly Board meeting. Due to a scheduling conflict, it is necessary to reschedule this meeting. After some discussion, Board members unanimously confirmed Thursday June 18, 2015, as the new meeting date.

BOARD DEVELOPMENT & VISIBILITY

Mr. Perry Herrington asked Mr. David Keyes, MIS Coordinator, to provide an overview of the WIOA Phase I Action Plan including a review of the provision that recommends the Local Area submit a letter to the Governor's Office requesting initial Local Area Designation.

- ✚ Motion to submit a letter to the Governor's Office requesting initial Local Area Designation was made by Mr. Greg Fann, seconded by Ms. Theresa Austin and approved by a majority vote of the Directors present with no abstentions.

Mr. Keyes continued the WIOA Phase I Action Plan review with the introduction of the Regional Planning Requirement and the recommendation that WIA Board members be a part of this planning process.

Board members Ms. Theresa Austin and Mr. Michael Hill volunteered to participate on the Regional Planning Committee.

Mr. Herrington reviewed the Board composition, highlighting the need for a representative of Labor and Apprenticeship training. He encouraged Board members to be ever aware of valuable potential Board members as it is important to maintain a membership of more than fifty percent (50%) business on the Board. He introduced two applications for Board membership: Mr. Cory Ruth and Mr. Tommy Patrick, both of whom would fill roles as business partners. Mr. Michael Hill reminded Board members that Ms. Eileen Grey of the National Association of African-Americans in Human Resources was interested in joining the Board.

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- ✚ Motion to approve Board membership applications for Mr. Cory Ruth and Mr. Tommy Patrick was made by Mr. Greg Fann, seconded by Mr. Michael Hill and approved by a majority vote of the Directors present with no abstentions.

Mr. Herrington advised Board members of a revision to the Board Member Referral Form adding a “revised by” category for Board members to indicate which member was making the referral.

There being no further comments or questions regarding the Board Development and Visibility report, Chairman Jones requested the report of the Quality Assurance Task Force.

QUALITY ASSURANCE

Chairperson Jones asked Ms. Audrey Lawrence, Provider Relations Specialist, to provide the Quality Assurance Task Force report. Ms. Lawrence directed Board members attention to revisions to Chapter 9 Administration, Section A NON DISCRMINATION/EQUAL OPPORTUNITY policy which include detailed standards, contact information, and procedure to ensure compliance with Equal Opportunity laws, regulations and implementation for the local area.

- ✚ Motion to approve the recommended revisions to Chapter 9 Administration, Section A NON DISCRMINATION/EQUAL OPPORTUNITY policy was made by Ms. Robelyn McNair, seconded by Ms. Diana Lynch and approved by a majority vote of the directors present with no abstentions.

Discussion next turned to revisions to Policy and Procedures Manual, Section U ONE STOP CERTIFICATION/RE-CERTIFICATION to include detailed Recertification Procedures as required by the Local Area’s Corrective Action Response to the recent audit.

- ✚ Motion to approve the recommended revisions to Chapter 9 Administration, Section A NON DISCRMINATION/EQUAL OPPORTUNITY policy was made by Mr. Michael Hill, seconded by Mr. Perry and approved by a majority vote of the directors present with no abstentions.

Ms. Lawrence next introduced the Business Services Contract Scope of Work for the solicitation of a Business Services Consultant. She explained that the Business Services Consultant would be a contractor whose focus would be the development of employment partnerships with private and public sector companies. The Business Services Consultant would assist in meeting the company’s employment needs when vacancies occur through the referral of qualified, screened and assessed customers as potential candidates for hiring. A priority would be the placement of Adult and Dislocated Workers into unsubsidized employment opportunities. Ms. Lawrence further explained that Workforce staff would work with the Fulton County Purchasing Department to complete the Scope of Work in compliance with Fulton County guidelines. Mr. Greg Fann offered a requirement that the solicitation be published only if it met Fulton County Purchasing Department guidelines.

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- ✚ Motion to approve the issuance of an RFP for the services of a Business Services Consultant was made by Ms. Rachel Obumba, seconded by Ms. Theresa Austin and approved by a majority vote of the directors present with no abstentions.

Next introduced was staff's recommendation to purchase a service plan from SurveyMonkey. Ms. Lawrence explained that staff made the request to purchase a service plan because responses for quarterly customer satisfaction summary reports could no longer be downloaded using the "Free" service offering.

- ✚ Motion to purchase the SurveyMonkey Platinum Service plan at \$780 per year was made by Mr. Greg Gann, seconded by Ms. Diann Jenkins and approved by a majority vote of the directors present with no abstentions.

Ms. Lawrence called Board Members' attention to their meeting packet to review information regarding Wonderlic in consideration of staff's request for approval to expend funds for the annual renewal of the assessment tool. Mr. Greg Fann inquired if the tool was currently being utilized by the Career Centers and if it was providing a return on investment. Board members also inquired if the assessment replaced the Test of Adult Basic Education (TABE). Ms. Sonia Wilson explained that the tool was being used and that both the TABE and Wonderlic assessments were being utilized.

- ✚ Motion to authorize the expenditure of funds for the annual renewal of the Wonderlic assessment was made by Mr. Perry Herrington, seconded by Ms. Elizabeth Norman and approved by a majority vote of the directors present with no abstentions.

The next item of discussion involved review of the Individual Training Account Provider Agreement to be executed with several Providers to reflect the obligation of ITA training dollars. Ms. Lawrence noted that the structure of the relationship with Providers was not being changed.

- ✚ Motion to accept the proposed revisions to the Individual Training Account Provider Agreement to reflect the obligation of ITA training dollars was made by Mr. Oscar Prioleau, seconded by Ms. Mary Watson and approved by a majority vote of the directors present with no abstentions.

YOUTH COUNCIL

Ms. Jessica Johnson called Board members' attention to the Work Plan for the 2015 Career Exploration Program (CEP) contained the meeting packet. She explained that service would be provided for up to two hundred fifty (250) youth. Mr. Darrien Moore added that there would be two CEP sessions, one to begin April 13, 2015 and the second to begin on May 25, 2015. He shared that they were still seeking a location to host the weeklong orientations for the CEP with Clark Atlanta University and Morehouse colleges being considerations. Mr. Moore explained that there would be two orientation sessions held daily with about sixty to sixty-five youth in each session. The plan included one morning session and one afternoon session on each day.

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Board members inquired about eligibility qualifications for participation in the CEP. Mr. Moore explained that youth must be a part of the yearlong Youth Employment Services (YES) program in order to participate in the CEP. He clarified that while the deadline to participate is registration into the YES program by April 30, 2015, it is also impacted by “First Come First Served” until the maximum of two hundred fifty participants is met. This means that youth may apply for and be accepted into the YES program, but may not be selected for CEP. Youth may also continue to apply for and be accepted into the YES program after April 30, 2015.

- ✚ Motion to accept the proposed Work Plan for the 2015 Career Exploration Program was made by Mr. Perry Herrington, seconded by Ms. Theresa Austin and approved by a majority vote of the directors present with no abstentions.

Ms. Johnson closed the Youth Council report by extending an invitation to Board members for participation.

LEGISLATIVE & PERFORMANCE REPORT

Mr. Keyes explained that House Bill 348, contained in the meeting packet, was intended to simplify earlier released legislation. He called Board members’ attention to four primary changes:

LL 76-78:

76 (3) Restrict contracting between local workforce development areas and its members, its
77 local elected officials, or its local executive director or any of those individuals’
78 employees, or immediate family members.

- Changed to ‘Restrict contracting between local workforce development areas and its members’ from ‘shall not contract with, directly or through a business entity’
- Added ‘local elected officials, or its local executive director’
- Clarified from ‘relative’ to ‘or immediate family members’

LL 88-89

88 (C) Selecting an alternative entity to administer the program for the local area
89 involved;

* Added ‘Selecting an alternative entity to administer the program for the local area involved’ which could be a path to consolidation

LL 90-92:

90 (D) Merging the local area into one or more other local areas; or

91 (E) Making such other changes as the United States Secretary of Labor or the Governor
92 determines to be necessary to secure compliance with the provision."

- Changed ‘with another area’ to ‘into one or more other local areas’

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- Added ‘Making such other changes as the United States Secretary of Labor or the Governor determines to be necessary to secure compliance with the provision’ which could be a path to consolidation

LL107:

107 All laws and parts of laws in conflict with this Act are repealed.

* Repealed definition of ‘Local labor market’ which may be defined by state rule or federal law or rule which could be a path to consolidation.

There being no further comments or questions regarding the Legislative and Performance Measures reports, Chairman Jones directed Board members’ attention to the Financial report. There being no questions or comments, Chairperson Jones asked Ms. Wilson to proceed with the Program Report.

Ms. Wilson called Board members’ attention to the Program report contained in the meeting packet and requested that members take a few moments to review the report and ask any questions they might have. There being no questions or comments, Ms. Wilson continued with an announcement that there was an updated Board roster current to March 26, 2015, in each members’ meeting packet.

Mr. Perry Herrington requested that an updated Board Composition report be provided to all.

Chairperson Jones confirmed the next meeting date to be June 18th as opposed to June 25th as previously scheduled.

There being no additional business or questions, Chairman Jones thanked everyone for their participation and attendance and declared the meeting adjourned at 11:18 AM.