

**MINUTES OF THE FCWPES BOARD OF DIRECTORS
THURSDAY, JUNE 18, 2015
MEETING MINUTES**

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

BOARD MEMBERS ATTENDING:

AIMEE WILLIAMS, CLARA AZCUNES de OJEDA, DEBRA W. HOWEL, DIANA LYNCH, ELIZABETH NORMAN, GREG FANN, JAMES (PETE) HAYLEY, JESSICA JOHNSON, MAUREEN KELLY, MICHAEL T. HILL, DIANE ALLEN, PERRY HERRINGTON, ROBELYN MCNAIR, TOMMIE JONES, YVONNE BECKLES-THOMAS, KENNETH SLAVEN, GARY COLE, LATRON PRICE. NEIL GLUCKMAN.

GUEST: DARRYL COLLEY

STAFF:

ALEXIS LEONARD, AUDRY LAWRENCE, DARRIEN MOORE, DAVID KEYES, KENNETH R. FITZGERALD, OMAR JARRETT, SONIA WILSON.

Board Chairperson Mr. Tommie Jones called the meeting to order at 9:40 A.M. Chairperson Jones introduced himself and asked Board members to introduce themselves. Chairperson Jones verified the presence of a quorum and confirmed that no public comment cards had been submitted.

CHAIRPERSON'S REPORT:

Chairperson Jones reviewed the meeting agenda and presented the minutes from the March 26, 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

Nominations for the positions of Chairperson and Vice Chairperson that were submitted prior to the meeting were distributed and the invitation was extended for nominations from the floor. Having taken all nominations from the floor, and all nominations having been accepted, Board members cast their ballots and the ballots were collected and taken for counting.

Chairperson Jones yielded the floor to Ms. Sonia Wilson to provide an overview of the status of the Fulton County Workforce Preparation and Employment System's (FCWPES) application for certification of the Local Workforce Development Board (LWDB) under the Workforce Innovation and Opportunity Act (WIOA). Ms. Wilson reminded Board members that the Fulton County Workforce Investment Board had recently made application to the Governor's Office of Economic Development, Workforce Division (Governor's Office) requesting designation as a local workforce development area under the Workforce Innovation and Opportunity Act (WIOA). Concurrently, application was made for designation as a WIOA local workforce development board. Ms. Wilson shared that after submission of the application but prior to review, the Governor's Office received technical assistance from the U. S. Department of Labor which clarified language provided in previous proposed regulations regarding the flexibility for one Board member to satisfy more than one required category for board composition. The

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clarification directly impacted Fulton County's categorizations and resulted in a determination that the Board did not meet composition requirements.

Ms. Wilson shared that the two available options to cure the findings were to increase the size of the current Board to thirty-five (35) or more members or to reduce membership in categories no longer required by WIOA composition guidelines. Ms. Robelyn McNair explained that the Executive Team, keeping in mind that quorum requirements as outlined in the Board Bylaws must consistently be met, decided that the most prudent and responsible option was to make the recommendation to the full Board to reduce membership by removing organizations no longer required by WIOA composition guidelines.

Ms. Wilson shared that the Governor's Office of Workforce Development had received Technical Assistance from the U. S. Department of Labor that redefined the option for one Board member to serve in multiple categories in order to satisfy Board composition requirements.

- ✚ Motion to accept the Executive Team's recommendation to reduce the overall size of the FCWPES Board was made by Mr. Greg Fann, seconded by Mr. James Hayley, and approved by a majority vote of the Directors present with no abstentions.

There being no further discussion regarding Board composition, Ms. Wilson introduced a recommendation that the Atlanta Regional Commission (ARC) be approved to serve as a Facilitation of the IT Incentive Grant that was approved in January. Ms. Wilson explained that the Incentive Grant will be utilized to enhance the ability and performance of the ARWB training and employment services for metro Atlanta WIBs (ARWB, Cobb Works, DeKalb WIB and Fulton WIB) one-stops to assist customers with employment in Information Technology (IT) occupations, or into occupations whose skills components include specifically identifiable higher level IT skills.

Project Participants: Participants in the project will include WIA customers who may have completed training without key skills/credentials that have now been identified/will be identified as barriers to successful employment in an information technology training-related field and those currently in training for information technology. These participants could range from individuals who have been searching for jobs for an extended period, or who may still be in training but can be seen as completing an originally-planned course of study that will still leave them with skills/credential gaps.

Ms. Wilson informed Board members that ARC will send us a contract to facilitate the grant should approval be granted.

- ✚ Motion to approve Fulton County Workforce Division to allow ARC to serve as the Regional Facilitator for the implementation of the incentive grant was made by Diana Lynch and seconded by Greg Fann with one abstention Maureen Kelly (ARC).

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Mr. David Keyes provided an update on the WIOA Action Plan Phase I. There being no questions regarding the update, Chairman Jones moved the meeting forward to Task Force reports.

The Board Visibility and Development Task Force began their report with the presentation of several candidates for Board membership. A brief introduction of each candidate was provided by Ms. Robelyn McNair with Ms. Debra Howell providing an overview of one additional candidate. Candidates were as follows:

1. Latron Price, American Sales & Distribution Services
2. Robert Hill – KLdazzle Childcare
3. Neil Gluckman – Union Representative
4. James Haley – Real Estate Specialist
5. Dr. Murray Williams – Atlanta Tech
6. Donna Templeman – US Foods

✚ Motion to approve all recommended candidates was made by Greg Fann, seconded by Perry Herrington, and approved by a majoring vote of the Directors present with no abstentions.

Discussion ensued regarding Board members who have missed several meetings and who have not responded to attempts at re-engagement. Concurrent with the unanimous decision of the Board to reduce the size of membership, there remained no members in violation of attendance requirements.

Ms. McNair next proceeded with a detailed overview of recommended revisions to the Bylaws as it relates to the nomination process. The revisions to the Bylaws document the process already in place for Board member appointment and approval.

✚ Motion to accept the proposed revisions to the Bylaws was made by James (Pete) Hayley, seconded by Clara Azcunes de Ojeda, and approved by a majority vote of the Directors present with no abstentions.

There being no further discussion, the report of the Board Visibility and Development Task Force concluded and Chairperson Jones requested that the Quality Assurance Task Force proceed with their report.

Ms. Aimee Williams opened the Quality Assurance Task Force report with the introduction of recommended revisions to Chapter 9, Section A Non Discrimination/Equal Opportunity policy to include specific verbiage regarding the prohibitions on discrimination based on gender identity, gender expression, and sex stereotyping were next discussed.

✚ Motion to accept the proposed revisions to Chapter 9, Section A Non Discrimination/Equal Opportunity policy was made by Clara Azcunes de Ojeda,

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seconded by Maureen Kelly, and approved by a majority vote of the Directors present with one abstention.

Ms. Williams introduced new policy Section H Secondary Review and Reconciliation of Payment Information as required by the Local Area's Corrective Action Response to a recent audit. The policy requires that supporting documentation from Fulton County's main financial system for all WIA Supportive Services expenditures be filed in each customer's paper record file along with tracking of the total expended.

- ✚ Motion to approve new policy Section H Secondary Review and Reconciliation of Payment Information was made by Greg Fann, seconded by Jessica Johnson, and approved by a majority vote of the Directors present with one abstention.

Staff recommendation was made for renewal of the annual subscription for Aztec training support software.

- ✚ Motion to renew the annual subscription for Aztec training support software was made by Greg Fann, seconded by Jessica Johnson, and approved by a majority vote of the Directors present with one abstention.

Ms. Williams next introduced several provider program additions and program changes to the Fulton County Eligible Training Provider List for consideration. Considerable discussion ensued regarding Provider Cardinal Technical Training's request for an increase in training costs from \$2,515.00 to \$5,000.00. Board members were intrigued by the amount of the increase. Ms. Lawrence explained that the Provider introduced the Advanced Soldiering Program as a part of a pilot program that proved very successful and that since that time the completion rate for participants has averaged 90%+ and the employment rate has exceeded 90%. Ms. Lawrence further shared that program graduates have the added benefit of a straight line to employment through the Provider's relationships with businesses. Chairperson Jones emphasized that the Regional ITA Committee and the Quality Assurance Task Force vet Provider requests through a very involved process, therefore, Board members could be confident that the requests had been researched and reviewed. Ms. Wilson offered that Board members might want to consider visiting the Task Force meetings to experience what takes place on each Task Force as a way to determine which Task Force might be the best selection for membership. Ms. Wilson also offered that Board members could also conference into the meetings, adding that if conferenced into the meeting, they could not vote, but could still participate and better understand the workings of the groups. Finally, Ms. Wilson encouraged Board members to continue asking questions so that they could be fully informed when voting so as not to simply rubber stamp recommendations.

Ms. Clara Azcunes inquired if there would be opportunity to review Provider performance. Ms. Lawrence explained that Provider performance is reviewed both through a contractual agreement with the Atlanta Regional Commission and by Fulton County staff.

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Ms. Maureen Kelly offered that the Department of Labor’s rigorous measures and guidelines cause any issues with performance to rise to the surface and become apparent so Board members could be comfortable that adequate measures are in place to vet and monitor providers.

The Quality Assurance Task Force recommends that the following provider program additions and changes be approved.

Provider Additional Program Requests

Dental Staff School (Learn to Earn Dental)	Dental Assisting 101	Recommended
3009 Chapel Hill Rd Suite A Douglasville, GA 30135 678-819-3919	Marguerita McMurray marguerita@dentalstaffschool@gmail.com www.dentalstaffschool.com	
Tyler Communications INC.	Microsoft Office Specialist Certification	Recommended
780 Morosgo Drive #14366 Atlanta, GA 30324 404-923-0038	Tony.tyler@tylercommunications.net www.tylercommunications.net	
Clayton State University- Center for Continuing Education	Pharmacy Technician Certificate Program	Recommended
2000 Clayton State Blvd Morrow, GA 30260 678-466-5115	karenlamarsh@clayton.edu www.conted.clayton.edu	
Healthcare Labs Training Center	Phlebotomy /EKG	Recommended
5040 Snapfingers Woods Drive Suite 201 Decatur, GA 30035 678-418-8893	Rebie Espadron healthcarelabs@yahoo.com	
Community Connects, INC	CompTIA Network	Recommended
750 Commerce Drive Suite 400 Decatur, GA 30030 404-377-6630	Maxie Higgins Maxie_higgins@att.net	

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Provider Program Change Requests

Life Solutions for Health		Phlebotomy Technician	Program Change														
4798 Flat Shoals Parkway Decatur, GA 30034 770-808-7788		Erika Stubbs lifesolutionsforhealth@gmail.com www.lifesolutionsforhealth.com															
<i>Additional Comments</i>	Price increase change from 1495.00 to 1685.00. The increase is in program supplies from 350.00 to 490.00 <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Current Cost</td> <td style="width: 50%;">New Cost</td> </tr> <tr> <td>1. uniform \$150</td> <td>Uniform: 30.00</td> </tr> <tr> <td>2. CPR \$60</td> <td>CPR Training: 60.00</td> </tr> <tr> <td>3. Immunizations \$120</td> <td>Immunizations: 70.00</td> </tr> <tr> <td>4. background check \$20</td> <td>Tools: 330.00</td> </tr> </table>			Current Cost	New Cost	1. uniform \$150	Uniform: 30.00	2. CPR \$60	CPR Training: 60.00	3. Immunizations \$120	Immunizations: 70.00	4. background check \$20	Tools: 330.00				
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4. background check \$20	Tools: 330.00																
Cardinal Technical Training		Advanced Soldering Program	Program Change														
4020 Steve Reynolds Blvd Norcross GA 30093 770-234-9119		Santa Ho Santa.ho@cardinaltechnical.com															
<i>Additional Comments</i>	Increase in program cost and duration. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Current Cost</td> <td style="width: 50%;">New Cost</td> </tr> <tr> <td>Tuition: \$1925</td> <td>Tuition: \$4410</td> </tr> <tr> <td>Books: \$485.00</td> <td>Same</td> </tr> <tr> <td>Exams: 105.00</td> <td>Same</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>Duration 88 hours</td> <td>Duration 118</td> </tr> <tr> <td>3 weeks</td> <td>4 weeks</td> </tr> </table> Same Credential			Current Cost	New Cost	Tuition: \$1925	Tuition: \$4410	Books: \$485.00	Same	Exams: 105.00	Same	 		Duration 88 hours	Duration 118	3 weeks	4 weeks
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✚ Motion to approve the recommended provider program additions and changes was made by Michael Hill, seconded by James (Pete) Hayley, and approved by a majority vote of the Directors present with one abstention.

There being no further questions or discussion, Chairperson Jones yielded the floor to Ms. Jessica Johnson for the Youth Council report. Ms. Johnson reviewed budget, performance and recruitment activity for the youth program. There being no voting items, Chairperson Jones thanked Ms. Johnson for their report and deferred to Ms. Sonia Wilson for the financial report.

Ms. Wilson directed Board members' attention to the financial report and provided an overview of the budget and obligations. Discussion ensued surrounding Rapid Response dollars and programming. Ms. Wilson explained that all of the Local Areas struggled to engage employers in this area. Board members asked several questions regarding the process that is followed to reach employees that are slated for layoff and inquired if additional staff could be hired to specifically focus on this population. Ms. Wilson explained how Local Areas are notified of impending layoffs and identified some of the challenges faced when coordinating with employers to serve exiting employees.

There being no further questions and no voting items, the financial report was concluded.

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Ms. Wilson directed attendees attention to the Program report contained in their information packet. Chairperson Jones provided time for members to review the information provided and invited questions from the floor. There being no questions or discussion, Chairperson Jones asked Ms. Sonia Wilson to announce the 2015-2016 WIOA Board Chairperson and Vice-Chairperson. WIOA Board Chairperson for PY 2015-2016 is Ms. Theresa Austin and Vice-Chairperson is Ms. Debra Howell.

Next meeting set for September 17, 2015 from 9:30am– 2:30pm.

Chairperson Jones confirmed meeting dates for the coming year, thanked all in attendance and adjourned the meeting at 12:10 PM.