

SUMMARY MINUTES OF THE FCWPES BOARD OF DIRECTORS  
TUESDAY, July 29, 2014

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

**BOARD MEMBERS ATTENDING:**

Clara AZCUNES de OJEDA, Janice BURLEY-BLACK(Nikki CHAMPAGNIE Rep.), Pete HAYLEY, Perry HERRINGTON, Debra HOWELL, Diann JENKINS, Tommie JONES, Maureen KELLY, Diana LYNCH, Robelyn MCNAIR, Clarence POWELL, Oscar PRIOLEAU, Joyce RHODES, Jaqueline WILLIAMS (Julius WILSON Rep.)

**STAFF:**

Omar JARRETT, David KEYES, Audrey LAWRENCE, Lorenz MANABAT, Darrien MOORE, Sonia WILSON

**GUEST:**

Theresa AUSTIN

Board Chairperson Attorney Diana Lynch called the meeting to order at 11:09 A.M. Chairperson Lynch introduced herself and asked Board members to introduce themselves. Board Chairperson Lynch reviewed the agenda and verified that no public comments cards had been submitted.

Chairperson Lynch verified the presence of a quorum and asked for action on the March 27, 2014 and May 8, 2014 minutes as presented in the meeting packages. A motion was submitted, seconded, and approved by unanimous vote of the members present, to accept the minutes for approval as presented.

She continued the meeting by presenting the Chairperson's Report. Chairperson Lynch stated that today would be her last meeting as Board Chairperson and thanked everyone for supporting her.

Chairperson Diana Lynch stated that the Workforce Investment Act will end June 30, 2015 due to a new grant signed by President Barack Obama on July 21, 2014. The new grant is called the Workforce Innovation Opportunity Act. The new grant will be in effect July 1, 2015. In addition, Chairperson Diana Lynch stated that the new act will be called the Workforce Innovation and Opportunity Act. Chairperson Diana Lynch stated that WIA staff did not know if the WIA grant will be renewed as normal. Chairperson Diana Lynch stated that more information will be given by Mr. David Keyes later on in the Board meeting.

Chairperson Diana Lynch continued her Chairperson's report by stating that WIA staff and Board Chairperson will be attending the Georgia Workforce Leadership Meeting scheduled in August. In addition, they will also be attending the Southeastern Employment and Training Conference scheduled in September. She stated that more information will be given to the Board members and WIA staff regarding the scheduled meetings.

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Chairperson Diana Lynch continued her report by stating the Adult Customer Work Experience Program had an overwhelming response. The program was able to enroll over 350 Fulton County citizens. The Fulton County citizens who worked the full 160 hours were given a stipend of \$3,500. However, WIA staff is requesting that an estimate of 25-40 customers be served due to unforeseen challenges with staff turnover and that some customers did not participate in the Work Experience Program even though they completed the proper paperwork. The situation will be handled only on a case by case basis.

Chairperson Diana Lynch requested for a motion and approval to serve the 25-40 customers due to the unfortunate circumstances only if funding is available. A motion was made by Pete Hayley and seconded by Maureen Kelly then voted unanimously by the Board.

Chairperson Diana Lynch continued with her report and stated that the Youth Career Exploration Program also had an overwhelming response of participants. The Youth Enrichment Services Youth Career Exploration Program enrolled over 350 Youth.

In addition to, Chairperson Diana Lynch mentioned that in September there will be a Board retreat. She mentioned to the Board members that there is a survey in the meeting packet. Board members are to fill out the survey so that WIA staff can gather information regarding what Board members would like to have in the Board retreat. Chairperson Diana Lynch told new Board members that the Board retreat is where Board members come together to get a better understanding on how WIA works and gives an opportunity for Board members to know each other.

Chairperson Diana Lynch continued the meeting's agenda. The next item on the agenda was the Board Development and Visibility Taskforce. Chairperson Diana Lynch gave the floor to the Board Development and Visibility Taskforce Chairperson Mr. Perry Herrington.

Because of the time restraints of the December 12, 2013 Board of Directors meeting Mr. Perry Herrington stated that he was not able to give the Taskforce report. Mr. Perry Herrington stated that the Board Development and Visibility Taskforce met 4 times since the December 12, 2013 Board of Directors meeting.

As directed in the December 12, 2013 Board meeting, the Board Development and Visibility and Influence Taskforces met in a combined meeting with the purpose to merge the two taskforce into one working unit.

On March 18, 2014 the taskforces met to review the goals and objectives currently in place for each taskforce and agreed to hold another meeting to develop the new, strategic plan and specific goals and objectives for the combined taskforces.

The combined taskforce elected a new chairperson and vice-chairperson. Mr. Perry Herrington stated that he was the new taskforce chairperson and Robelyn McNair was the vice-chairperson.

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**Mr. Perry Herrington stated that the task force discussed the need to follow up on business organizations. Mr. Herrington expressed the need to make presentations that showcase or highlight the FCWPES Workforce Development Board and identify the services that the Board provides.**

**In addition, the Task force reviewed a new Board member request for Mr. Michael Hudson. Mr. Perry Herrington stated that with the approval of the full Board Mr. Michael Hudson will be added to the FCWPES Board of Directors as a business representative. Mr. Perry Herrington stated that Mr. Michael Hudson is the Founder and CEO of Money Talks International. The Mission of Money Talks International provides financial education empowering individuals to achieve true independence and security through the financial vehicles of their choice. He was recommended for membership by Board Chairperson Diana Lynch.**

**Chairperson Ms. Diana Lynch stated that she was the one who recommended Mr. Michael Hudson to be part of the Board. She described Mr. Michael Hudson as a person who is committed in serving the community and whose goals align with that of the FCWPES Board of Directors.**

**On May 13, 2014 the combined task forces met at Atlanta Regional Commission. During the meeting the combined taskforce discussed ways to make the board application easier to fill out for potential Board members. The combined task force reviewed Board application forms from Cobb County and Atlanta Regional Commission to use as a reference to make changes to the Fulton County Office of Workforce Development Board application form. The goal is to make the current Board application easier to fill out and for the information to be concise.**

**On July 15, 2014 Mr. Perry Herrington stated that the combined taskforce met at the Adamsville Regional Health Center. In the meeting the combined task force met to discuss a new name for the combined task forces. Mr. Perry Herrington stated that with Board approval the combined taskforce currently called the Board Development and Influence and Visibility Taskforce would be changed to the Board Development and Visibility Taskforce. Upon the approval, Article VI: Section 2. (Standing or other Task forces) of the bylaws for FCWPES will be amended.**

**On July 29, 2014 before the full Board meeting the Board Development and Visibility Task force met to discuss the new mission and goals statement. Mr. Perry Herrington stated that the task force took the responsibilities from the bylaws to construct the mission.**

**The goals were formulated from the September 29 2012 Board retreat where the Board Development task force and the Board Influence and Visibility task force were still separate and each had their own goals statement. The Board Development and Visibility task force held a conference call to construct a new goals statement for the combined task force.**

**The Board Development and Visibility Task force chairperson Mr. Perry Herrington presented action items to be approved by the full Board. The action items are as follows:**

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- **Approval of Michael Hudson for full Board membership**

A motion to approve Mr. Michael Hudson was made by Ms. Joyce Rhodes and was seconded by Clara Azcunes de Ojeda, then voted upon unanimously by the Board members present.

- **Approval of new task force Name: Board Development and Visibility**
  - **To amend the FCWPES Bylaws, Article VII: Section 2. (Standing or other taskforces) to reflect new Board Development and Visibility**

A motion to approve the new task force name was made by Ms. Diann Jenkins then seconded by Mr. Pete Hayley, then voted upon unanimously by the Board members present.

- **Amendment of Mission and Goals statement of the Board Development and Visibility Task Force.**

After reviewing the mission and goals statement of the Board Development and Visibility task force, the full Board concluded that additional changes needed to be made to the mission and goals statement. More specifically item C of the Board Development and Visibility goals statement needed to be reworded to include the term “municipality”.

Chairperson Diana Lynch summarized that the term “municipality” covers a broader group instead of mentioning specific organizations as this does not restrict put any restrictions on what the Board does in terms of working with different organizations.

The new goals statement is as follows:

- II. **Objectives: The primary goals include the following:**
  - a. **To maintain the required Board Composition by creating a better pool of potential applicants.**
  - b. **To hold an orientation for new Board members within one month of their approval for Board membership.**
  - c. **To increase memberships from municipalities by at least two representatives per program year.**
  - d. **To have quality involvement of large businesses with an appropriate representation of small businesses so that all segments of our business partners and customers are represented on the Board.**
  - e. **To improve the marketing efforts of the Board and services.**
  - f. **To enhance the visibility of the Fulton County Workforce and Employment Preparation System with employers.**

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- g. To increase the overall visibility of the Board in the community.**

**A motion to approve the revised mission and goals statement of the Board Development and Visibility task force was made by Ms. Debra Howell and seconded by Mr. Pete Hayley. The item was passed unanimously.**

**Mr. Perry Herrington concluded his report by stating that if Board members have identified business representatives that would be good members for the Board he asked that they should contact them so that may apply. In addition, he states the Board Development and Visibility task force is open for Board members who actively want to participate.**

**The next item on the agenda was the election of the chair and vice chair positions. Chairperson Diana Lynch directed everyone to take the time to place their vote on a ballot that was given to them in their meeting handouts.**

**In the ballot Mr. Tommie Jones was nominated candidate for chairperson. Chairperson Diana Lynch introduced Mr. Tommie Jones to the full Board so that he may give more back ground information about himself.**

**Mr. Tommie Jones introduced himself and told the Board that he has a back ground in human services. He has worked for Workforce Development and then the Homeless Department. Currently he is working for the county government as a consultant for capacity building and funding for nonprofit organizations. Since he has experience connecting people in need to government resources. He feels he can help the Board by connecting businesses with government resources to help businesses prosper. He expressed great interest in becoming the next Board chairman and thanked everyone.**

**Ms. Maureen Kelly nominated Debra Howell as vice chairperson for the FCWPES Board of Directors. Ms. Debra Howell accepted the nomination as vice chairperson. Chairperson Diana Lynch asked Ms. Debra Powell a little back ground information about herself.**

**Ms. Debra Howell stated that she is the workforce representative for Georgia Power. She expressed great interest in the WIA in that she wants to help to build a more diverse workforce. If elected she stated that she will do her best in serving the Board.**

**Mr. Perry Herrington recommended Clara Azcunes de Ojeda as vice chairperson. Chairperson Diana Lynch asked Ms. Clara Azcunes de Ojeda if she would like to share anything with the Board.**

**Ms. Clara Azcunes de Ojeda stated that her major objective is to give training opportunity for what is actually needed in the workforce. She explained that she wants to direct people in finding jobs based on what is needed from the market place. She stated that has seen architects and engineers without jobs because there is not a large demand for them in the current market environment.**

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**Chairperson Diana Lynch directed everyone to place their vote then give their ballot to Mr. David Keyes so that he can tally the votes and give the results at the end of the meeting.**

**The next item on the agenda was the Quality Assurance Task Force report. Chairperson Diana Lynch directed everyone's attention to Mr. Tommie Jones.**

**Mr. Tommie Jones state that the Quality Assurance Task Force met at the Adamsville Regional Health Center in Atlanta, GA on Thursday July 17, 2014.**

**In the meeting the Quality Assurance task force discussed proposed revisions to the delivery of supportive services to Fulton County WIA customers. Implementation of a new a new Supportive Services policy will provide customers expanded support for services that enhance their opportunity for successful training completion and transition into the workforce. The new Supportive Service policy replaces the current Training Related Assistance and Transportation and Dependent Care policies. Policy revisions were undertaken as a result of guidance from the Governor's Office of Economic Development, Workforce Division.**

**The following recommendations that were brought to the full Board for approval are as follows:**

- To retire the current Training Related Assistance and Transportation and Dependent Care Policies and approve a new Supportive Services Policy.**

**A motion was made by Ms. Debra Howell and seconded by Diann Jenkins, then voted upon unanimously to accept by the Board members present.**

- Payment schedule for the redemption of Individual Training Account Obligation Vouchers to be changed to pay the second Twenty-Five (25%) milestone for "Completion" and "Credential".**

**A motion was made Mr. Pete Hayley, and seconded by Ms. Debra Howell, then voted upon unanimously to approve by the Board members present.**

- Approval of new training providers and programs:
  - Include Georgia Institute of Technology's Project Management Program on the Fulton County Eligible Providers List**
  - Include RGB Technologies' as an eligible training provider and include their Microsoft Office Training Program on the Fulton County Eligible Providers List****

**A motion was made by Ms. Robelyn McNair and seconded by Ms. Diann Jenkins, then voted upon unanimously to accept by the Board.**

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Continuing with the Board meeting, Chairperson Diana Lynch gave the floor to Mr. Darrien Moore to give the Youth Council report.

Mr. Darrien Moore introduced himself to the Board and apologized that Ms. Jessica Johnson was not able to attend the Board meeting because she was out of town.

Mr. Darrien Moore stated the Youth Council met at the Adamsville Regional Health Center on July 17, 2014 and the morning of July 29, 2014 before the Board meeting.

Mr. Darrien Moore gave a brief summary of the 2013-2014 Youth Program Year. The Youth Enrichment Service center successfully served over 350 youth throughout the entire program year. 250 youths were served in the Career Exploration Program.

The Youth Enrichment Service centers are transitioning in moving throughout different WIA centers.

A motion to accept the 2014-2015 Youth Plan was made by Ms. Maureen Kelly and seconded by Mr. Perry Herrington. The Board members voted unanimously to accept the Youth Plan.

Mr. Omar Jarrett presented the financial report. Program Year 2012 (Grant period July 1, 2012 thru June 30, 2014) grant funds are almost exhausted. From the four funding categories \$1,456.00 remains to be utilized.

The current funds utilized from Program Year 2013 (Grant period July 1, 2013 thru June 30, 2015) total \$600,657.00.

The quarterly performance report for the region was presented and reviewed. Other workforce areas were included in the performance report as well.

Ms. Diana Lynch continued to the next item on the agenda which was the Legislative and Performance Update. Mr. David Keyes was the presenter of the item.

Mr. David Keyes directed the Board members to the handouts given. He reminded the Board the President Barack Obama signed the Workforce Innovation Opportunity Act on July 22, 2014 and will go into effect July 1, 2015.

Over the next six month WIA staff members will be working with partners to develop regulations that adhere to the Workforce Innovation Opportunity Act. The Workforce Innovation Opportunity Act combines several other acts including WIA, Adult Education Family Literacy Act, The Wagner-Peyser Act, and the Rehabilitation Act.

Highlights of the Workforce Innovation Opportunity Act include:

- A representative from Wagner-Peyser must be present at a one stop center.
- Increasing the on the job training reimbursement to 75%.

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- **A closer working relationship between the Department of Education, Health and Human Services, and Department of Labor.**

**Next on the agenda was the Program Report that was presented by the WIA Program Manager Ms. Sonia Wilson.**

**Sonia Wilson presented the quarterly performance and program report. She directed Board members to the quarterly performance report. Sonia Wilson made the Board aware that Fulton County Workforce has exceeded overall performance. Other local area Workforce Agencies were included in the report as well. Ms. Wilson also directed the Board's attention to program report highlighting customer salaries and numbers from the career centers.**

**The next FCWPES Board of Directors meeting will be held on Thursday, September 25, 2014.**

**Officers elected for the Workforce Investment Board are as follows: Tommie Jones as Chairman and Debra Howell as Vice Chairperson.**

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