

**MINUTES OF THE WDD BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 17, 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:

Theresa AUSTIN-GIBBONS, Clara AZCUNES DE-OJEDA, Kenneth DOBSON, Greg FANN, Neil GLUCKMAN, James HAYLEY, Perry HERRINGTON, Debra HOWELL, Diann JENKINS, Tommie JONES, Dianna LYNCH, Raquel OBUMBA, Latron PRICE, Laura RACKLEY, Cory RUTH, Kenneth SLAVEN, Donna TEMPLEMAN, Aimee WILLIAMS, Murray WILLIAMS, Robert HILL

GUEST: Frankie ATWATER

STAFF:

Kenneth FITZGERALD, David KEYES, Audrey LAWRENCE, Alexis LEONARD, Michelle VIALET

Board Chairperson Ms. Theresa Austin-Gibbons called the meeting to order at 9:37 AM. Chairperson Austin-Gibbons introduced herself and asked Board members to introduce themselves. The Chairperson confirmed that no public comment cards had been submitted and announced to all present that the Board would proceed with the planned Fall Board Retreat. Chairperson Austin-Gibbons informed the Board that in the interest of environmental and fiscal responsibility and per prior Board discussion, the meeting would be conducted utilizing a PowerPoint presentation instead of making voluminous copies. She reminded members that the meeting documents had been previously emailed to all in the event anyone would like to follow along on their electronic devices. Chairperson Austin-Gibbons further pointed out that one set of documents were available at each table for member reference.

Chairperson Austin-Gibbons introduced staff person Mr. David Keyes to provide an overview of the Workforce Innovation and Opportunity Act (WIOA) and updates released since the last Board meeting. Mr. Keyes reviewed the legislative purposes driving WIOA then explained the major differences between the Workforce Investment Act (WIA) and WIOA. Providing particular focus on the differences in Core and Intensive services and WIOA's Career Services, Mr. Keyes highlighted the Sequence of Service philosophy and Priority of Service requirements. The WIOA overview and updates was concluded with a discussion regarding the requirements for a procured One Stop System.

Mr. Keyes then provided an update regarding where Fulton Workforce Development Division (WDD) is in the process of implementing WIOA.

Staff person Ms. Michelle Vialet next provided an explanation of WIOA Adult and Dislocated Worker eligibility. Ms. Vialet discoursed in detail regarding requirement and process changes that would increase efficiency in the processing of customer applications, especially for those customers receiving supplemental support.

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Staff person Ms. Alexis Leonard closed out this portion of the meeting with an overview of Youth eligibility requirements. Ms. Leonard gave special attention to those elements of WIOA which differed from WIA and those which implement greater efficiency, flexibility and speed into the intake and service processes, especially the additional low-income determinants, the focus on high school dropouts and youth with disabilities.

WIOA Director Ms. Sonia Wilson closed out the Youth Services portion of the presentation with a review of the changes to the 2015-2016 Youth Plan:

- Implementing Career Pathways,
- Increasing the enrollment of Out of School Youth and expending 75% of budget on this population,
- Matching Work Experience positions and opportunities with training engagements
- Increasing co-enrollment with WIOA Title II Programs such as Job Corp and Youth Build.

The Board Retreat continued with a detailed review of the responsibilities of Board members under WIOA guidelines presented by Mr. Keyes. WIOA Director Ms. Sonia invited questions from the floor. Board members were asked to evaluate and define the legacy they desired to leave as members by identifying their individual role on the Board, naming three objectives they wished to see accomplished during their tenure and sharing steps they would take to accomplish the objectives.

Chairperson Austin-Gibbons next released participants into Task Force breakout sessions. The Board Visibility and Development, and Quality Assurance and Disability Affairs Task Forces adjourned to breakout work sessions with other Board members joining either Task Force for the duration of the work sessions. After a working lunch in the breakout sessions, Board members reconvened and proceeded with the Board Retreat and Task Force reports.

Chairperson Austin-Gibbons reconvened the meeting, and verifying the presence of a quorum, presented the minutes from the June 18, 2015, Board of Director's meeting for approval.

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

Chairperson Austin-Gibbons made a special presentation to Ms. Maureen Kelly, recently retired WDD Board member, for her outstanding contributions to the Workforce Board, noting the that she had brought many resources and much exposure to the Board.

Chairperson Austin-Gibbons then presented the Chairperson's report noting that she had attended the Georgia Workforce Leadership Association (GWLA) meeting that was held in August and one of the agenda items discussed was the budget. She shared that the GWLA

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approved for every local area to renew their membership for \$1,000. Chairperson Austin-Gibbons indicated that a motion was needed to approve the GWLA membership renewal invoice.

- ✚ Motion to approve recommended payment of One Thousand Dollars for the renewal of WDD GWLA membership was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

Chairperson Austin-Gibbons shared that WIOA Workforce Regional Designations had been made and WDD had received notification of assignment to Region 3 which includes – City of Atlanta, DeKalb, Cobb and ARC. The Chairperson noted that more information is forthcoming and would be shared at that time.

Chairperson Austin-Gibbons next presented for acceptance and approval funding for the Adult, Dislocated and Rapid Response programs. The Chairperson shared that:

- ✚ Total Adult funding is \$ 961,634, with a base amount of \$80,368, having been already received and \$881,267 to be received sometime prior to December.
- Total Dislocated funding is \$1,649,839, with a base amount of \$253,375, having been received and \$1,396,465 to be received sometime prior to December.
- Total Rapid Response funding is \$158,638, with a base amount of \$31,742, having been received and \$126,896 to be received sometime prior to December.
- ✚ Motion to accept and approve funding for the Adult, Dislocated and Rapid Response programs was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

Chairperson Austin-Gibbons next guided the meeting into Taskforce reports and recommendations.

The Board Visibility and Development Taskforce provided a brief introduction and overview of two candidates for Board members and recommended approval of nominations of:

- Mr. John Rowland, Business Unit Executive, State of Georgia, IBM, and
- Dr. Joyce J. Dorsey as replacement for Fulton Atlanta Community Action Authority following the retirement of Ms. Yvonne Beckles-Thomas.

- ✚ Motion to approve recommended candidates was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Board Visibility and Development Taskforce recommended approval of changes to the Fulton County Workforce Development Division's Bylaws regarding subsequent terms served by Board members, requirements for filling vacant positions on the Board and notification to Board members of compliance violations related to attendance at Board and Taskforce meetings.

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- ✚ Motion to approve all recommended changes was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Board Visibility and Development Taskforce further recommended a change to the meeting frequency of the Board in order to efficiently address changing WIOA requirements. The recommended change would increase meeting frequency to bi-monthly meetings during the implementation of WIOA.

- ✚ Motion to approve the recommended change to the Board meeting schedule was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Taskforce recommended inclusion to the WDD policy and procedures several new policies recommended and/or required under State WFD guidance, specifically, the following policies required under State WFD guidance were presented for inclusion:

- **Inventory Policy and Procedure for Large Procurements Valued at \$5,000 and Greater**
- **Inventory Policy and Procedure for Small Procurements Valued at Less than \$5,000**
- **Approval Process For Inter-fund Transfers Under The Workforce Innovation Opportunity Act (WIOA)**
- **Prepaid Program Items Management, Procurement and Safekeeping Requirements**
- **Approval Process for Large Purchases \$50,000 and Greater**

- ✚ Motion to approve the inclusion of the afore-listed policies in the WDD policies and procedures was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

Policy detailing required elements for the Memorandum of Understanding and Resource Sharing Agreement between WIOA Mandated Partners and outlining the procedure to be followed to secure said agreement was recommended for inclusion into the WDD policies and procedures.

- ✚ Motion to approve the inclusion of the **Memorandum of Understanding and Resource Sharing Agreement Renewal and Updating policy** in the WDD policies and procedures was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Task Force recommended acceptance and renewal of the **Georgia Department of Labor Data Sharing Agreement**. Recent revisions to the policy

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provide for an extension of the terms of the current Agreement and adds language to clarify confidentiality requirements.

- ✚ Motion to accept and renew the **Georgia Department of Labor Data Sharing Agreement** was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

To provide for the extension of services to underserved populations and increase community outreach and service, the Quality Assurance and Disability Affairs Task Force recommended the issuance of a Request for Quote for the purchase of a Mobile Career Resource Unit.

- ✚ Motion to approve the issuance of a Request for Quote for the purchase of a Mobile Career Resource Unit was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Task Force recommended the approval of the enhancement of the Adamsville Career Center Resource Room to provide for expanded services to youth, and to accommodate overflow from the current Resource Room. The recommendation includes costs for the installation of IT wiring and necessary accessories and the purchase of additional computer equipment if needed to effectively prepare and outfit the space.

- ✚ Motion to approve the enhancement of the Adamsville Career Center Resource Room to provide for expanded services to youth, and to accommodate overflow from the current Resource Room was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Task Force recommends changes to Training Services policies to enhance efficiency in serving participants, specifically to indicate that priority of service is provided to the following individuals:

- Veterans and their family members
- Basic Skills Deficient Adults
- Low Income Adults (Recipients of low income subsidy).

- ✚ Motion to approve changes to Training Services policies to enhance efficiency in serving participants, specifically to indicate that priority of service is provided to the afore-listed individuals was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

In line with the State of Georgia residency policy, the Quality Assurance and Disability Affairs Task Force recommends modification of the current Fulton County residency policy from ninety (90) days to thirty (30) days in order to be served as a resident of Fulton County.

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- ✚ Motion to modify the current Fulton County residency policy from ninety (90) days to thirty (30) days in order to be served as a resident of Fulton County was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Task Force recommends that Basic Skills Deficient Adults meet Ninth (9th) grade literacy level on administered assessments in order to participate in an Individual Training Account unless the course of training requires less than ninth (9th) grade literacy.

- ✚ Motion that Basic Skills Deficient Adults meet Ninth (9th) grade literacy level on administered assessments in order to participate in an Individual Training Account unless the course of training requires less than ninth (9th) grade literacy was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

The Quality Assurance and Disability Affairs Task Force recommended the following provider additional program requests:

Provider Additional Program Requests

Coin Education Services	ITIL Foundation	Recommended
6767 Peachtree Industrial Boulevard Suite K Norcross, GA 30092		Recommended
Goodwill of North Georgia	Forklift – 2 weeks	
235 Peachtree Street North Tower Suite 2300 Atlanta, GA 30303		Provisional
Rapid Enhanced Active Development	PC/EKG/Phlebotomy Bootcamp	
130 Eagle Spring Court Stockbridge, GA 30281		

- ✚ Motion to accept the recommended additional program requests was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

In keeping pace with the developing employment landscape in the Fulton County area, the Quality Assurance and Disability Affairs Task Force recommends the addition of a Film Industry category to the Fulton County Demand Occupation List. The category would include Post-Production/Design Media, Security, Construction, Engineering and Information Technology disciplines.

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✚ Motion to approve the addition of the Film Industry category with the proposed disciplines to the Fulton County Demand Occupation List was made, properly seconded and approved by a majority vote of the Directors present with no abstentions.

There being no additional recommendations or comments from the Quality Assurance and Disability Affairs Task Force, Chairperson Austin-Gibbons ask Ms. Wilson to proceed with the Financial report.

Ms. Wilson reviewed and answered questions regarding the Financial report and invited questions from the floor regarding the Program Report provided to Board members.

Chairperson Austin-Gibbons confirmed that the next meeting is set for December 10, 2015, from 9:30am – 11:30am.

There being no further questions or discussion, the Chairperson thanked all in attendance and adjourned the meeting at 2:26 PM.