

**FCWPES BOARD OF DIRECTORS
MINUTES OF DECEMBER 7, 2010 MEETING**

BOARD MEMBERS ATTENDING:

Theresa ASTIN, Vince BAILEY, Carlton BURROUGHS, Reggie CASON, Rodney COOK, Harold CRAIG, Don CRAMPTON, Odie DONALD, Perry HERRINGTON, Diann JENKINS, Robelyn McNAIR, Elizabeth NORMAN, Falecia STEWART

GUESTS:

Iris BRASSFIELD, Everest Institute
Damon WALKER, Everest Institute

STAFF:

David, KEYES, Daisy MARTIN, Angela RHODES, Yolanda SAMPLE, Sonia WILSON

Chairman Burroughs called the meeting to order and opened for business. He welcomed the meeting attendees, and thanked them for coming to the last meeting of the calendar year. He acknowledged the presence of Ms. Robelyn McNair and extended a welcome to her as a potential new Board member.

Following his verification that no public comments cards had been submitted and a quorum sufficient to conduct the business of the Board was in place, Chairman Burroughs asked the attendees to introduce themselves, state what brought them to the Board and identify the Task Force on which they work.

Chairman Burroughs asked Board members to review the minutes from the September 23, 2010 Board of Directors Retreat Meeting that were included in the meeting packages and previously sent with the notice announcing the meeting. The motion to approve the minutes as presented was made by Vice Chairman Vince Bailey, seconded by Mr. Perry Herrington, and approved by a unanimous affirmative vote from the Board members present.

Following the Agenda as printed Chairman Burroughs gave his Chairman's report and then asked for reports from the Task Force Chairpersons.

In the absence of the Task Force chairman, Mr. Dale Murphy, Mr. Harold Craig gave the report from the Board Development Task Force. The Task Force met on Wednesday, November 17, 2010, via audio conference. . The meeting's defined purpose was to discuss the Request For Membership and Task Force Preference forms submitted by Ms. Robelyn McNair to determine if a recommendation for Board membership should be made to the full Board. Mr. Craig requested a vote of confirmation of her membership.

Ms. McNair, who had already introduced herself, was escorted to a waiting area while the vote to accept or reject her membership request was being discussed. The motion to accept her nomination for Board membership was seconded by Mr. Vince Bailey and approved by a unanimous vote of the Board members in attendance.

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Ms. McNair was returned to the meeting room and officially welcomed as a Board member by her colleagues.

Chairman Burroughs gave the report from the Quality Assurance Task Force in the absence of Mr. Joshua Taylor. The Task Force held a "Bridging Call" meeting on Wednesday, December 1, 2010. At the time of the meeting, 59 Total ITA/PVIT Training Vouchers had been processed since the beginning of the Program Year (July 1, 2009). The PY2010-11 training goal for Formula and ARRA funding is 210 total training vouchers (plus supportive services) and the Career Centers are on target to meet this target.

Chairman Burroughs asked to place the discussion on Providers Performance for the 2009-2010 program year on hold. He proceeded to discuss the other Quality Assurance issues and requests.

He provided information on the *Prove It!* software which has the ability to assess an individual's knowledge and competency in not only high level information technology and project management, but in hundreds of occupational areas. It provides unlimited testing capabilities on over 1,200 different assessments.

This software has been recommended to OWD by other area Workforce Boards to assist Career Center teams in determining the appropriateness of interested candidates for highly specialized trainings. *Prove It!* is a division of Kenexa, a leading provider of Human Capital Management and training.

The Quality Assurance Task Force endorsed the purchase of the site licenses and renewals and requested a motion for approval to purchase it. The motion to approve the purchase was made by Vice Chairman Vince Bailey, seconded by Mr. Rodney Cook and approved by a unanimous vote of the Board members present.

Four policies were recommended by the Quality Assurance Task Force for review and revision. These included the Self-Sufficiency policy, WIA Dislocated Worker Eligibility policy, WIA Youth Eligibility policy, and the WIA Adult Eligibility policy. The reasons for the revisions were discussed and Chairman Burroughs asked for a motion to act on the request.

The motion to amend the Policies was made by Vice Chairman Vince Bailey, seconded by Mr. Perry Herrington and approved by a unanimous vote of the Board members present.

The remaining items from the Quality Assurance Task Force were placed on hold for later discussion.

Mr. Odie Donald gave the report from the Visibility and Influence Task Force. The Task Force met Wednesday, November 3, 2010, and on Monday, December 6, 2010, via audio conference. The meeting participants continued a dialogue of the proposed

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mission statement and the ideas discussed at the September Board Retreat. By consensus the meeting participants, three volunteers agreed to meet with the Task Force Chairman, via conference call, to formulate the mission statement choices and forward the recommendations to the full Task Force. By majority vote, the full Task Force would then select the mission statement to be used.

In the December 6, 2010 conference call, the Task Force approved as the Mission Statement to present to the full Board:

Developing a comprehensive approach to meet the needs of employers and employees within the Fulton County service area through business alliances, community awareness, and outreach.

Mr. Donald requested a motion for approval of the Mission Statement. The motion was made by Vice Chairman Vince Bailey, seconded by Ms. Theresa Austin and approved by a unanimous vote of the Board members present.

Mr. Donald concluded his report by providing an update on the Board's web site construction.

Chairman Burroughs returned to the report from the Quality Assurance Task Force. He called attention to the Demand Occupation List included in the meeting package and initiated a discussion on the occupations that had been added. He requested a motion to approve the new Demand Occupation List.

The motion to accept the new listing was made by Vice Chairman Vince Bailey, seconded by Mr. Don Crampton and approved by a unanimous vote of the Board members present.

Georgia State University requested approval to amend their ITA Provider Agreement. It is their desire to include language and provisions to protect the student's privacy in accordance with the Family Educational Rights and Privacy Act (FERPA). The Quality Assurance Task Force accepted all of the suggested amendments because they did not affect the intent of the document. Chairman Burroughs requested a motion to accept the recommendations from the Quality Assurance Task Force.

The motion to approve the amendments was made by Mr. Perry Henderson, seconded by Ms. Elizabeth Norman and approved by a unanimous vote of the Board members present.

The final item from the Quality Assurance Task Force for review was the request to terminate the ITA Provider Agreement with United Medical & Business Institute (UMBI), effective immediately. (UMBI) has been on hold since February 2010 for poor performance, customer complaints and excessive customers in training with no verifiable job leads or externship placements. Chairman Burroughs requested a motion on the recommendation.

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The motion to accept the new listing was made by Vice Chairman Vince Bailey, seconded by Ms. Elizabeth Norman and approved by a unanimous vote of the Board members present.

The Youth Council report was given Ms. Sonia Wilson. The Youth Council met on Thursday, November 4, 2010 and Tuesday, December 2, 2010. Youth Program updates shared included:

- 136 Intakes have been reviewed
- 11 customers are currently in WEX (Work Experience) positions
- 8 customers have obtained unsubsidized employment
- 88 customers are currently being served in Retention

The Youth Council again reviewed the draft Youth Plan and the information on the Work-Based Learning and Get Knowledge Get Money programs. Additional resources were added to the youth plan. Board approval of the amended Plan was requested. The motion to approve the new plan was made by Vice Chairman Vince Bailey, seconded by Mr. Odie Donald and approved by a unanimous vote of the Board members present.

Ms. Yolanda Sample presented the Program Report and shared information on staff supported activities. She stated that 4,885 customers received one or more services in the Career Centers from July – October 2010.

The largest Direct Placement in each Career Center for September 2010 was:

North Fulton: Polyvision Technical Support Specialist \$46,000.00
 South Fulton: Insight Global Office Information Specialist \$136,480.00

The largest Direct Placement in each Career Center for October 2010 was:

North Fulton: Troutman Sanders Administrative Assistant \$35,000.00
 South Fulton: Check Collections of America Business Analyst \$48,000.00

Ms. Angela Rhodes gave the Finance Report.

PROGRAM YEAR 2009			Grant Period July 1, 2009 thru June 30, 2011		
<u>Available Funds All Categories</u>	<u>Net Federal Outlays</u>	<u>Balance</u>	<u>Obligations</u>	<u>Funds Remaining</u>	<u>% Of Availability Remaining</u>
\$2,397,618	\$2,349,831	\$47,787	\$20,777	\$27,010	1%
PROGRAM YEAR 2010			Grant Period July 1, 2010 thru June 30, 2012		
<u>Available Funds All Categories</u>	<u>Net Federal Outlays</u>	<u>Balance</u>	<u>Obligations</u>	<u>Funds Remaining</u>	<u>% Of Availability Remaining</u>
\$3,254,521	\$494,817	\$2,759,704	\$19,243	\$2,740,461	84%
PROGRAM YEAR 2009 - STIMULUS FUNDS			Grant Period July 1, 2009 thru June 30, 2011		
<u>Available Funds All Categories</u>	<u>Net Federal Outlays</u>	<u>Balance</u>	<u>Obligations</u>	<u>Funds Remaining</u>	<u>% Of Availability Remaining</u>
\$2,413,794	\$2,365,270	\$48,524	\$22,165	\$26,358	1%

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Chairman Burroughs thanked the attendees for their participation and support. He made comments on the term limitation amendment that was added to the Bylaws. Letters have been mailed to some Board members who have reached the end of their current term. He asked members to be mindful of the need to staff the Board with qualified individuals and asked them to make appropriate recommendations as they found them.

Ms. Wilson announced that the annual customer appreciation luncheon had been postponed.

Chairman Burroughs affirmed that the date of the next scheduled Board of Directors meeting is March 24, 2011. A brief discussion on the location of the meeting ensued and Ms. Elizabeth Norman of Job Corps offered to consider hosting. She will provide information to staff once a decision is made.

Chairman Burroughs thanked the attendees again and declared the meeting adjourned.

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