

**FCWPES BOARD OF DIRECTORS MINUTES  
OF DECEMBER 8, 2011 MEETING**

**BOARD MEMBERS ATTENDING:**

**Theresa ASTIN, Vince BAILEY, Reggie CASON, Don CRAMPTON, Odie DONALD, Perry HERRINGTON, Diann JENKINS, Maureen KELLY, Robelyn McNAIR, Kevin MOODY, Joyce RHODES, Kay SHANDORE**

**GUESTS:**

**Shandelle DENSON – Frank McClarin High School  
Judy Brown FEARS – YWCA of Greater Atlanta  
Carol S. JOHNSON – Carol Marketing  
Ken JONES – Fulton County DFCS (Representing Board Member Julius Wilson)  
Jocelyn LEWIS – YWCA if Greater Atlanta  
Theora POWELL – Georgia Department of Labor**

**STAFF:**

**Felecia CHURCH, Emma LEWIS, Daisy MARTIN, Ashwini PAI, Whitney PRYOR, Angela RHODES, Michelle VIALET, Sonia WILSON**

**Chairman Bailey called the meeting to order and opened for business. He welcomed the meeting attendees, and thanked them for attending. He verified that no public comments cards had been submitted and a quorum sufficient to conduct the business of the Board was in place.**

**He presented the Chairman’s report and commented on the consistency of the staff in maintaining best practices programs and making sure the Board and WIA offices and services continue to meet federal WIA guidelines.**

**He told Board members to expect changes as they move forward into the new year. They could expect more conversations directed at determining what needs are to be met in the community and for the businesses and less emphasis or conversations dwelling on the program and funding.**

**He expressed his gladness at seeing new faces around the table. They can help take the WIA message to the communities where many of the citizens have no clue of what WIA is. It is important to raise our visibility. Who knows how much WIA money is going to be available? We need to look for additional funding sources outside of WIA to help our communities.**

**He offered encouragement stating, “There is hope”. He did not want the Board to take on an attitude that he saw at a recent Georgia Workforce Leadership Association meeting where “gloom and doom” permeated the attitude of some attendees. He felt that where there is a problem there is an opportunity. He thanked the attendees again for their participation and then called for Task Force Chairpersons or representatives to give updates.**

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The Board Development Task Force Chairman, Mr. Perry Herrington referred to excerpts from the Board's Bylaws placing particular emphasis on the provisions that regulated Board membership, tenure and attendance. The effective date of membership for all Board members active at that time was set as September 27, 2007 at the Board Annual Retreat held on that date.

Membership on the Board must be maintained with a minimum of fifty-one percent business representatives. In preparation for the term expiry letters to be sent shortly, the Task Force will be reviewing a copy of the attendance records for the past year, and the Board Composition requirements according to WIA regulations. Additionally, Board members not currently serving on a Task Force will be contacted to determine your area of interest and service.

An order will be placed for the WIA Board of Directors ID badges at the start of the 2012 Fulton County accounting period.

It is the plan of the Board Development Task Force to determine if resources are available to pay for a training session on effective Boards. The training may be conducted by a DOL representative. Once details are worked out, training classes will be proposed for Board members. For now, all new members will be provided with a copy of the book *THE BOARD MEMBER'S GUIDE TO STRATEGIC PLANNING* by Fisher Howe. It has been given to the Board members in the past.

The Board of Directors information brochure that was a collective effort of the Board Development Task Force and the Visibility and Influence Task Force will be revisited. The construction of the brochure had been put on hold pending upgrades to the Board's web page being led by the Visibility and Influence Task Force. With the progress that has been made on the web page, we are ready to resume creating a paper document supporting our Board that can be shared in conversations and meetings.

Chairman Bailey introduced the prospective members he had recommended, Ms. Judy Brown Fears from the YWCA of Greater Atlanta and Ms. Carol S. Johnson of Carol Marketing.

Mr. Herrington announced he had contacted a prospective member Mr. James (Pete) Hayley – Atlanta University UCDC, who had already agreed to join the FCWPES Board.

No items requiring Board approval were proposed by the Task Force.

Board member Diann Jenkins presented the Quality Assurance Task Force report. She reported that a WIA Training Provider Information Session was held on November 3, 2011 with more than 30 providers in attendance. Fulton County WIA policies and procedures were reviewed in addition to the new invoicing processes. The Immigration Compliance law that requires the use of the E-Verify

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system was discussed and all providers are complying by submitting their subcontractor affidavits.

The QA members reviewed the GDOL “Hot Careers” profile and Fulton County’s short and long term occupational projections through 2018. After reviewing growth trends, the following occupations were added to the listing:

- Human Resource Management
- Health Technologists
- Claim Adjustors & Investigators
- Multi-media Artists & Developers
- Electrical Power-line Installers & Repairs

Board member Jenkins referred attendees to the document “Provision of Supportive Services for WIA Customers” (copy attached) and advised that the requested changes in the policy would be consistent with the current ITA/PVIT Training policy.

The suggested amendments to the policy:

- a. The participant must be a Fulton County resident for a minimum of 6 months consecutively prior to the supportive service allotment.
- b. Once the \$2500.00 max is received, the participant cannot be given additional supportive services within (3) three years of being deemed eligible for receiving the previous support service allotment.
- c. Clothing is no longer part of the supportive service provision customers must be referred to Dress for Success.

The QA Task Force recommended approval of the policy revisions.

Following the recommendation was a discussion on customers who may be caregivers for parents, the adult day care assistance provided and some of the specific associated with the clothing provided.

The motion to accept the recommendations from the Task Force was made by Mr. Kevin Moody, seconded by Rev. Don Crampton and approved by a majority vote of the membership present.

The second document for consideration was the “Criterion for Residency Eligibility for Customers seeking WIA Services.” (Copy attached.) Customers seeking services must be able to provide a valid Georgia’s ID or Georgia Driver’s License within 30 days of relocating to the state of Georgia. This is a state criteria for determining Georgia residency, which the Task Force recommends adopting to assist with determination of residency for customers.

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**This policy recommendation only seeks to clarify what items are to be used to establish residency in the state of Georgia and within Fulton County. Eligibility requirements for program services remain the same as those specific requirements are mandated at a state and federal level.**

**After reading and discussing the recommended requirements the QA Task Force recommended approval of the policy.**

**The motion to accept the recommendations from the Task Force was made by Mr. Vice Chairman Odie Donald, seconded by Ms. Theresa Astin and approved by a majority vote of the membership present.**

**Vice Chairman Odie Donald presented the Visibility and Influence Task Force Report.**

**Work Ready Private Sector numbers are lower than desired. However, there have been changes to funding and leadership related to the Georgia Work Ready Program. A subcommittee within the Visibility and Influence Task Force is looking into the changes and what types of programs or projects can be brought to the committee to address the private sector numbers and how Georgia Work Ready is going to operate going forward.**

**An awesome report has been received addressing how Ms. Diann Jenkins was able to get City of Atlanta Housing Authority potential employees and clients tested. Their involvement resulted in a jumpstart to our Private Sector numbers.**

**Changes to the web site and the enhancements that have been made have been discussed. After an extended period of time, the site is up and running but it is not as active and productive as desired. Work is still being done to bring the site up to the desired standards.**

**The Wal-Mart grand opening has been stalled. It is postponed until early Fall 2012.**

**Ms. Wilson reported that the proposed location for the Wal-Mart is at the previous Vine City Publix site. The Wal-Mart management wants to contribute to the community by hiring resident from the community. The challenges resulting from drugs and literacy barriers pervade. Discussions on how to prepare the residents for employment also included the Department of Family and Children Services and the Social Security Administration.**

**If the Wal-Mart opening does not happen, it is still important to remain working in the area to change the mindset of citizens as needed to get them employed.**

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There is no action required from the Board at this time related to the Wal-Mart initiative.

Vice Chairman Donald continued his report and stated Board approval is requested for the implementation of a WIA Mobile Career Unit. We are the only major county without one. The goal is to be able to take our services to the people who need them.

Ms. Wilson explained that with Board approval, a subcommittee will be created to work with the Fulton County Procurement Unit to develop the specs and project cost for maintenance, etc. A full Board meeting via telephone or an Executive Committee meeting will be held to approve putting the proposal out to bid. The complete process (including selecting the vendor) needs to be completed before July 1, 2012.

The motion to approve the recommendation related to the mobile unit was made by Ms. Joyce Rhodes, seconded by Mr. Perry Herrington and approved by the majority vote of the membership present.

Persons volunteering to serve on the committee were:

Maureen Kelley, Joyce Rhodes, Vince Bailey, Theresa Astin, Robelyn McNair, Reginald Cason, Rodney Cook (in a prior meeting), Carlton Burroughs, Angela Rhodes, and Odie Donald.

The Youth Council report was provided by Ms. Kay Shandore. The November Council meeting was rescheduled until January 2012.

Ms. Shandore asked Ms. Violet to provide youth program eligibility information to the Board members so they will be able to advise anyone who may be eligible for the youth program to call the Youth Employment Service Center located on Old National Highway in College Park, Georgia.

Ms. Violet provided the information and Ms. Wilson encouraged the attendees to act rapidly to get youth involved as funds are available but must be expended by May 30, 2012. Orientations are held on the second and fourth Wednesday of each month at the Youth Employment Services Center. Round-trip MARTA cards are provided to eligible youths.

A motion to approve the changes to the Demand Occupation list as proposed from the Quality Assurance Task Force was made by Ms. Theresa Austin, seconded by Mr. Reggie Cason and approved by the majority vote of the members present.

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Chairman Bailey asked attendees to review the minutes from the September Retreat meeting, the Program Report and the Financial Reports included in the meeting package.

The Largest Direct Placement in each Career Center for September 2011 was:  
North Fulton: McCormick International, Project Manager, \$90,000  
South Fulton: US Postal Service, PSE Clerk; \$28,032.00

Largest Direct Placement in each Career Center for October 2011 was:  
North Fulton: Coca-Cola, Database Analyst, \$105,000.00  
South Fulton: WEL Companies, Driver, \$33,600.00

The motion to approve the minutes as presented was made by Mr. Odie Donald, seconded by Ms. Kay Shandore, and approved by the majority vote of the members present.

In response to a request from Chairman Bailey, Ms. Wilson discussed the Subcontractor's Affidavit included in the meeting package. She advised that employers, contractors and subcontractors must register and participate in a federal work authorization program to verify the work eligibility information of all new employees. Employers in Georgia with more than 10 full-time employees (i.e., 35 hours/week) will have to register with and use E-Verify for all new hires. As a user of federal funds, Fulton County WIA must obtain an affidavit regarding a business's E-Verify registration (or exemption from the E-Verify requirement) prior to doing business with the company.

She asked the members in attendance to complete the affidavit before leaving the meeting. An OWD notary has been retained on site to notarize the forms. Forms have already been received from the mandated partners.

**Announcements:**

WIA Board orientation will be held on February 9, 2012 at the Youth Employment Services Center. Details will be sent in an upcoming e-mail

The date proposed for the next full Board meeting is March 22, 2012. The planned site for the meeting is the North Fulton Service Center.

Chairman Bailey reiterated his request that each Board member submit to the staff the names and contact information of five employers who are hiring.

No other business questions or concerns were presented and Chairman Bailey declared the meeting adjourned.

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**#1**

**FULTON COUNTY HOUSING & HUMAN SERVICES  
OFFICE OF WORKFORCE DEVELOPMENT**

**WIA POLICY REVISION RECOMMENDATIONS**

**Provision of Supportive Services for WIA Customers**

**The Fulton County Housing & Human Services Office of Workforce Development is the only Service Delivery Area (SDA) within the state of Georgia that provides up to \$2500.00 of supportive service assistance that can be used for Tools, Rent or mortgage payments, utilities, Driver's License, state ID or Drivers test (state cost), books or supplies for school, GED/Certification Testing, Dependent or Child Care.**

**Since WIA allows universal access to all customers at all times services cannot be refused or denied to a customer who is either low income or repetitively dislocated. The knowledge of the supportive service assistance provided by Fulton County is often utilized on more than one occasion by the same customer. Parameters must be put into place to ensure that newly dislocated and low-income customers have the ability to afford the same services.**

**In an effort to ensure our customers are successful with self-sufficiency and in some cases serious about the services being provided we are suggesting the current changes to the policy:**

- a. The participant must be a Fulton County resident for a minimum of 6 months consecutively prior to the supportive service allotment.**
- b. Once the \$2500.00 max is received, the participant cannot be given additional supportive services within (3) three years of being deemed eligible for receiving the previous support service allotment.**
- c. Clothing is no longer part of the supportive service provision customers must be referred to Dress for Success.**
- d. This change in policy would be consistent with our ITA/PVIT Training policy.**

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**#2**

**FULTON COUNTY HOUSING & HUMAN SERVICES  
OFFICE OF WORKFORCE DEVELOPMENT**

**WIA POLICY REVISION RECOMMENDATIONS**

**Criterion for Residency Eligibility for Customers seeking WIA Services**

**Customers seeking services must be able to provide a valid Georgia's ID or Georgia Driver's License within 30 days of relocating to the state of Georgia. This is a state criteria for determining Georgia residency which we would like to adapt to assist with determination of residency for our customers.**

**This policy creation only seeks to clarify what items are to be used to establish residency in the state of Georgia and within Fulton County. Eligibility requirements for program services remain the same as those specific requirements are mandated at a state and federal level.**

**Customers who are not "dislocated workers" as federally defined must document their Fulton County residency by providing the following documentation as applied by the state of Georgia for proof of Georgia Residency rule:**

- i. Provision of a state of Georgia ID or Driver's license within 30 days of moving into the state of Georgia.**
- ii. This must be obtained prior to seeking services from the Office of Workforce Development.**
- iii. The temporary paper license provided upon application by the state of Georgia will only be acceptable after verification that the paper copy is the original copy. This can be seen by the state of Georgia watermarks etched in the paper.**
- iv. Once the original copy is obtained the customer should provide the card to the advisor.**
- v. A current Lease and utility bill should also be provided to document their Fulton county residency.**

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- vi. The customer should have lived in Fulton County for six (6) months prior to seeking services from our center.**
- vii. The address on the Georgia Id or Driver's license should match the address on the utility bills.**
- viii. If the address does not match due to moving from one location in Fulton County to another, then the request to have services transferred to the new resident location is acceptable, this however must be a phone, utility bill, and a lease.**
- ix. An updated driver's license which is done free of charge should be provided within the next (5) business days.**
- x. The only exception will be for persons who are deemed "homeless". In this case, an "Original" letter from the shelter on shelter letterhead with accurate contact information must be provided by the participant.**
- xi. Although, the customer may be homeless he/or she must have a Georgia ID or Driver's License.**
- xii. The advisor should then contact the shelter to validate the accuracy of the information provided.**

**Fulton County Workforce Preparation and Employment System**  
**DEMAND OCCUPATIONS LIST**  
(Revised November 2011)

Individual Training Accounts are only provided for training preparing for occupations listed on this Demand Occupations list. Not every occupation on this list requires formal training.

**Occupations in Administrative Specialization**

Accountants & Auditors  
Administrative Assistants

**Claims Adjustors & Investigators**

**Occupations in Clerical & Sales**

Accounting/Auditing Clerks  
Legal Secretary/Assistant

**Occupations in Education\*\***

Teachers - STEM Only (Science, Technology, Engineering, & Math)  
Child Development Associate

**Occupations in Green Technology (1)**

Research & Development  
Production, Assembly, Installation  
Construction and Regulatory Assurance

**Occupations in Information Technology/Engineering (2)**

Computer Applications Engineers  
Computer Hardware Engineers  
Computer Security/Network Analyst  
Computer Systems Engineers  
Electrical & Electronics Engineering Technicians  
Systems/Information Managers  
Gaming/Entertainment System Design

**Multi-media Artists & Developers**

**Occupations in Machine Trade**

Automotive Mechanics/Service Technicians  
Diesel and Truck Mechanics  
Maintenance/ Machinery Mechanics  
Industrial Maintenance  
Machinists

**Occupations in Management**

Operations Managers (Black Belt) (3)  
Logistics/Material Management  
Management Analyst  
Project Managers (4)

**Human Resources Management**

**Occupations in Transportation\*\***

Truck Drivers/Delivery & Route  
Truck Drivers/Tractor Trailer (CDL)

**Occupations in Medicine and Health\*\***

Dental Assistants  
Emergency Medical Technicians  
Health Information Technicians  
Home Health Aides  
Medical & Clinical Lab Technicians  
Medical Assistants  
Medical Secretaries  
Nursing – CNA, PCT, LPN, RN  
Pharmacy Technician  
Physical Therapists  
Radiological Technicians

Respiratory Therapists  
Surgical Technologists  
Biological or Chemical Technicians  
Research/Clinical Technicians

**Health Technologist**

**Service Related Occupations**

Cooks & Servers (Fast Food, Institution, Restaurant)  
Janitors & Floor Technicians  
Laborers, Landscape/Groundskeepers  
Police/Sherriff Patrol Officers  
Fire Fighters

**Occupations in Structural Work (5)**

Carpenters  
Construction & Related Workers  
Drywall Installers  
Electricians

**Electrical Power-Line Installers/Repairers**

General Utility Maintenance Repairers  
HVAC Technician  
Plasterers & Stucco Masons  
Plumbers, Pipe fitters & Steamfitters  
Roofers  
Sheet Metal Workers  
Welders & Cutters  
Industrial Engineers  
Iron Workers

\*\* Background check results may impact availability of training in these specific areas

Occupational skills training will be provided for "Demand Occupations" in industries that are stable or growing. "Individual Training Accounts" will be provided for lower-tier training for eligible individuals as long as the requested training is in a "demand" occupation. Skills training will not be provided in declining industries. Certifications for lower-tier certifications such as A+ and Net+ will be reviewed on a case by case basis. Training will not be provided for careers with commissions and fees (to include real estate, cosmetology, massage therapy and nail technicians).

The listing of current Georgia WIA Eligible Providers may be viewed at [www.gcic.edu/gawia](http://www.gcic.edu/gawia). All Providers approved as Georgia WIA Eligible providers may not be eligible providers for Fulton County. Your Advisor will provide the Fulton County Eligible Providers List.

1. Green Technology encompasses many occupational categories and may include but is not limited to: research, development, and manufacturing of sustainable material/products, installation of eco-friendly and sustainable devises/systems, developing and producing alternative energy sources and products, recycling/reuse technologies. Skills Training involving "green" technology will be assessed and approved on an individual basis and consistent with current labor market demands.
2. Intermediate or higher level IT training requires previous verifiable IT related work experience and related "Prove It" Assessment
3. Black Belt training will be provided only to those holding Green Belt Certification. Combo package (Green and Black) approved on case by case basis with extensive work related experience.
4. Project Management Certification training requires extensive previous full scale project management experience, validation of experience required for certification, and Project Management "Prove It" assessment required for training approval
5. Due to the continued slowdown in residential and commercial construction, occupational training in Structural Work will be reviewed individually. Construction projects related to American Recovery and Reinvestment Act (ARRA) activity will be monitored.

I have received a copy of the Fulton County Demand Occupation List. In addition, I have read and fully understand that WIA training is provided based on this list. I therefore understand that not all occupations require formal training from a provider.

Customer Signature

Date