

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

BOARD MEMBERS ATTENDING:

Theresa ASTIN, Vince BAILEY, Carlton BURROUGHS, Harold CRAIG, Odie DONALD, Greg FANN, Perry HERRINGTON, Michael HILL, Maureen KELLY, Charlie KEY, Diana LYNCH, Robelyn McNAIR, Elizabeth NORMAN, Oscar PRIOLEAU, Joyce RHODES, Patrick STAFFORD, Patricia TELILA

GUESTS:

Deloris WESTMORELAND, Community Life Concepts
(Representing Board Member Diann Jenkins)

STAFF:

Gloria FLOYD, Daisy MARTIN, Whitney PRYOR, Michael ROWICKI, Michelle VIALET, Sonia WILSON

Chairman Burroughs called the meeting to order and opened for business. He welcomed the meeting attendees, and thanked them for attending.

Chairman Burroughs verified 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. One visitor was present.

Mr. Harold Craig gave the report from the Board Development Task Force. The Task Force met on Friday, July 15, 2011. He announced the resignation of Mr. Dale Murphy as Board member and thus chairman of the Board Development Task Force.

He reminded the attendees that this was an election meeting. Nineteen Officer and Task Force Membership Preference Forms had been received at the time of the last meeting. From these nineteen submissions, Mr. Vince Bailey and Mr. Odie Donald were the Task Force recommendations for the officers for the upcoming Program Year. Mr. Craig explained the process for conducting the election of officers and referred attendees to the ballot included in their meeting packages.

Mr. Craig completed his report with the announcement that Mr. Odie Donald had submitted the names of two persons for consideration as members of the FCWPES Board of Directors. New member packages were being prepared to send to them. When it is returned, the Board Development Task Force will review their information and use it to prepare a recommendation to present to the full Board.

No action requiring Board approval was submitted from the Board Development Task Force.

Chairman Burroughs thanked Mr. Craig for the report and invited Mr. Vince Bailey and Mr. Odie Donald to make remarks regarding their desire to serve as Board chairman, their vision, and qualifications for the position.

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

Following their remarks, Chairman Burroughs referred members to the ballots included in their meeting packages and asked them to complete them and submit them to the Board Clerk for counting and completing the report to the Board Chairman.

Chairman Burroughs asked Board members to review the minutes from March 28, 2011 Board of Directors Meeting, the Program Report and the WIA Financial Report.

The motion to approve the minutes as presented was made by Mr. Perry Herrington, seconded by Mr. Vince Bailey and approved by a unanimous vote of the membership present.

The WIA 2011 – 2013 Comprehensive Plan was reviewed and discussed. The review included an extended discussion on the Incumbent Worker/Layoff Aversion Policy, and the youth retention performance measures. The motion to approve the plan for the Chairman's signature and presentation to the Fulton County Board of Commissioners was made by Mr. Harold Craig, seconded by Mr. Charlie Key and approved by a unanimous vote of the membership present.

The motion to accept the Program Report and the Financial Report was made by Ms. Maureen Kelly, seconded by Mr. Odie Donald and approved by a unanimous vote of the membership present.

The Program report showed:

Largest Direct Placement in each Career Center for March 2011 was:

North Fulton: Performance IT - Technical Analyst - \$160,000.00

South Fulton: Prime Trucking - Truck Driver - \$23,040.00

Largest Direct Placement in each Career Center for April 2011:

North Fulton: Home Depot - Field Program Manager - \$50,000.00

South Fulton: Titan Consulting, LLC - Project Coordinator - \$44,160.00

Largest Direct Placement in each Career Center for May 2011 was:

North Fulton: ATT- Project Manager - \$66,000.00

South Fulton: Aerobiology Laboratory and Aetna Healthcare - Contractor -\$57,670.00

Largest Direct Placement in each Career Center for June 2011 was:

North Fulton: Synapse Technologies - Consultant - \$76,800

South Fulton: Paramount Staffing, Front Desk Receptionist - \$26,880.00

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

Ms. Patricia Telila gave the report from the Quality Assurance Task Force. She explained the need for a motion to approve the Incumbent Worker/Layoff Aversion Policy (APPENDIX –A). The motion made earlier approved including the policy in the WIA Plan.

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

A motion to approve the Policy was made by Mr. Vince Bailey, seconded by Ms. Theresa Astin, and approved by a unanimous vote of the membership present.

Ms. Telila reported that 261 ITA/PVIT Training Vouchers have been approved for Policy Year 2010 -2011. The Policy Year 2010-2011 training goal for Formula and ARRA funding was 210 total training vouchers (plus supportive services) and the Career Centers met the target. Provider Performance information shared by staff shows that, overall providers continue to struggle with their placement numbers. All performance is being monitored closely and providers are being placed on hold if failing to meet performance standards

At Ms. Telila's request, Ms. Whitney Pryor explained the document included in the meeting package entitled *Agreement Regarding Management of a Regional Individual Training Account System*. The document provided the terms under which the Atlanta Regional Commission serves as the agent for the Workforce Investment Board to review and approve requests from training providers.

The annual cost of the contract is \$23,692.00. The Quality Assurance Task Force recommended retaining the current contract with ARC and requested a motion from the Board of Directors. The motion to retain the contract was made by Mr. Greg Fann, seconded by Mr. Vince Bailey and approved by a unanimous vote of the membership present with Ms. Maureen Kelly abstaining.

The list included in the meeting package showing new program requests, additional program requests and program change requests to ITA's (Appendix-B) was presented and reviewed. The motion to approve the recommendations made in the listing was made by Ms. Diana Lynch, seconded by Mr. Patrick Stafford and approved by a unanimous vote of the membership present.

The Quality Assurance Task Force recommended extension of the AZTEC contract and Ms. Sonia Wilson explained the use and effectiveness of the service. A report on the success rate of customers using the program will be presented at the next Board meeting. The cost of the extension is \$9562.00.

The motion to approve the extension was made by Mr. Vince Bailey, seconded by Mr. Odie Donald and approved by a unanimous vote of the membership present.

Mr. Odie Donald gave remarks from the Visibility and Influence Task Force. No action requiring a vote from the Board was presented from the Task Force.

The Youth Council report was given by attorney Diana Lynch. She reviewed the WIA Youth Plan included in the WIA Plan and requested a motion for its approval. The motion to approve was made by Mr. Greg Fann, seconded by Ms. Patricia Telila and approved by a unanimous vote of the membership present.

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

The Youth Program has received an increase in funding over last year's allotment to just over \$921,601. The motion to accept the increase and forward the approved document to the Fulton County Board of Commissioners was made by Mr. Greg Fann, seconded by Ms. Maureen Kelly and approved by a unanimous vote of the membership present.

The proposed meeting dates for the 2011 – 2012 Program Year were reviewed and accepted by the membership present.

Ms. Patricia Telila initiated a discussion on the suspended ITA Agreement with United Medical and Billing United Medical and Business Institute, LLC. The Quality Assurance Task Force recommends termination of the agreement with the school.

Ms. Whitney Pryor provided information on the basis for the request for termination. The Board approved termination of the initial agreement in December 2010 and the institute filed an appeal.

In addition to the poor quality of service, the basis for the request for termination was the institute's practice of duplication of payments included in the ITA voucher. Ms. Pryor and Ms. Wilson met with the director of the institute and the OWD staff conducted additional investigations. Approximately eighty percent of the students stated they had been charged additional fees. The Quality Assurance Task Force reviewed the survey data and recommends termination of the agreement with the institute.

The motion to terminate the agreement was made by Ms. Maureen Kelly, seconded by Ms. Elizabeth Norman and approved by a unanimous vote of the membership present.

Chairman Burroughs reminded the membership that a chairperson for the Board Development Task Force was needed and encouraged the membership to seek qualified individuals to join the Board.

Ms. Maureen Kelly invited the membership to attend the ARC *Aging Workforce Dynamics: On the Horizon* event being held on August 10, 2011 from 8:30 AM – 4:00 PM at the Loudermilk Center.

Chairman Burroughs reminded attendees that the next meeting will be held on September 22, 2011 and it will be the Annual Retreat meeting. All Board members are encouraged to attend.

The Chairman announced the results of the voting and congratulated Mr. Vince Bailey as the new FCWPES Board of Directors Chairman and Mr. Odie Donald as the new Vice Chairman.

No additional business issues were introduced or discussions initiated and Mr. Burroughs declared the meeting adjourned at 10:55 AM.

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

APPENDIX-A



POLICIES AND PROCEDURES MANUAL

SUBJECT:

Incumbent Worker/Layoff Aversion

DATE: July 1, 2011

NUMBER:

ROUGH DRAFT

Purpose:

Federal law stipulates that Incumbent Worker Training (IWT) is another approach that the public Workforce Investment System may provide to avert layoffs. In November 2009, the Employment Training Administration (ETA) granted many states an IWT waiver approval to use a portion of local Adult and/or Dislocated Worker funds (in Georgia's case, only regular formula Dislocated Worker or ARRA Dislocated Worker funds) to conduct Incumbent Worker Training. This IWT waiver was only for the purpose of layoff aversion because serving unemployed workers must be the Workforce Investment System's focus in the current challenging economy. ETA considers a layoff averted is when: 1) a worker's job is saved with an existing employer that is at risk of downsizing or closing; or, 2) a worker at risk of dislocation, transitions to a different job with the same employer or a new job with a different employer and experiences no or minimal spell of unemployment.

Incumbent Worker Training is an allowable statewide activity, described in WIA Section 134(a) (3). Within the Code of Federal Regulations (CFR) pertaining to ETA, under Title 20 CFR 665.220, "States may establish policies and definitions to determine which workers, or groups of workers, are eligible for incumbent worker services for purposes of statewide activities". The regulations further define an Incumbent Worker served with statewide funds as "an individual who is employed, but...does not necessarily have to meet eligibility requirements for intensive and training services for employed adults and dislocated workers at 20 CFR 663.220(b) and 663.310."

The Office of Workforce Development Workforce Investment Board with updated information and guidance on implementing the approved waiver to the granting authority to utilize up to 10 percent (10%) of each of it's adult and dislocated worker allocations that will assist Fulton County businesses who are in need to train their existing staff to enable the companies and employees to remain competitive and/or to prevent layoffs.

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

Policy:

In accordance with Section 134 (a)(3)(A)(iv)(I) of the Workforce Investment Act (WIA) of 1998, the implementing regulations and subsequent Department of Labor (DOL) guidance and waivers, the local Workforce Investment Board determined Workforce Investment Areas are allowed to request approval for expenditure of a percentage of their local Adult and Dislocated Worker funds to provide intensive services and training to incumbent workers and/or individuals who have receive layoff notification. Training to incumbent workers may be provided using up to the maximum currently allowed percentage of formula funds in accordance with State guidance and/or DOL waivers to meet the needs of Fulton County employers with incumbent workers in need of training or to prevent layoff aversion. These individuals do not necessarily have to meet the eligibility criteria for dislocated workers contained in WIA Section 101(9), nor do they have to meet the criteria for employed adults and dislocated workers contained in WIA Section 134(d)(4)(A), except adults must meet the low income criteria.

Incumbent worker training is intended to assist Fulton County employers as part of a layoff aversion strategy and with the development of a highly skilled workforce. The provision of such training should result in:

1. Enhancing the skills of current employees to allow them to retain employment during periods of significant economical, technological or procedural changes in the employing organization, or
2. Upgrading the skills of current employees to assist in employee retention, or
3. Allow the business to avert potential layoffs by improving the skills of their current workforce.

Procedures:

All written requests for incumbent worker training must be submitted by the employer requesting the training. The request must include justification for the training need based on the layoff aversion strategy and at least one of the above-listed criteria will be met through the provision of the training. Requests from employers will be submitted to the Quality Assurance Committee to FCWPES Board or designee in a standardized format developed for that purpose.

Company Viability/Workforce Status: Companies that have recently gone through a WARN Act event (e. g., mass layoff) or have laid off employees that became covered under the Trade Adjustment Assistance (TAA) for Workers program will not be approved for the Incumbent Worker Training program.

If a company has experienced layoffs recently or is in the midst of laying off workers and does NOT fall into one of the two categories above, their Incumbent Worker Training request must:

- ❖ sufficiently demonstrate the following in order to be approved:

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

- ❖ the training being applied for will help the company remain viable and avoid further job losses;
- ❖ the incumbent workers who will be attending training will retain their employment with the company/agency.

Departmental Sponsor: Fulton County Housing and Human Services

Policy Review Date: July 2013

References: EDD Directive WSD07-8
WIA Section 117(e), 118(c), and 134(a)(3)(A)(iv)(I)
WIA Final Rule: Section 661.345, 665.220, 665.268, and 667.268
29 CFR 97.24
29 CFR 667.130

Responsible Parties: Office of Workforce Development Staff

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

APPENDIX -B

New ITA Training Providers & Programs:

Name of Training Provider	Name of New Training Program	Regional Committee Recommendation	QA Task Force Action
Atlanta Medical Training 3865 Lawrenceville Hwy, Ste 100 Lawrenceville, GA 30044 678-691-5799	Medical Assistant	Recommended	Accepted Recommendation Recommended
Career Start Institute 3133 Golf Ridge Blvd., Ste 101 Douglasville, GA 30145 678-700-8078 770-575-1096 - fax	Certified Nurse Assistant	Recommended	Accepted Recommendation Recommended
New Venture Enterprises 155 Westridge Parkway McDonough, GA 30253 770-957-1558 770-957-1558 - fax	Certified Nurse Assistant	Recommended	Accepted Recommendation Recommended
New Beginning CNA Training, Inc. 4122 East Ponce de Leon Ave Suite 3 Clarkston, GA 30021 678-461-7702	Certified Nurse Assistant	Recommended	Accepted Recommendation Recommended
Sonotech Institute 105 Habersham Drive Suite B Fayetteville, GA 30214 404-551-4494	Diagnostic Medical Sonography (Ultrasound Program)	Recommended	Accepted Recommendation Recommended
City Security Training Academy 5875 Peachtree Industrial Blvd. Suite 140 Norcross, GA 30092 866-824-6850	Security Officer Training	Recommended	Accepted Recommendation Recommended

Additional ITA Program Requests:

Name of Training Provider	Name of Additional Program Request	Regional Committee Recommendation	QA Task Force Action
----------------------------------	---	--	-----------------------------

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

Georgia Driving Academy 1448 VFW Drive, SW Conyers, GA 30012 770-918-8501	Medical Billing & Coding	Recommended	Accepted Recommendation Recommended
Target IT Training 6030 B Unity Drive Norcross, GA 30071 WIA Coordinator 770-409-9727	SAP End User on ERP & CRM Modules Project Management with SAP ORACLE Certification	Recommended	Accepted Recommendation Recommended

ITA Program Change Requests:

Name of Training Provider	Program Change Request	Regional Committee Recommendation	QA Task Force Action
Education & Career Resources	Certified Nurse Assistant Current: \$54 (books) \$150 (other) Requested: \$60 (books) \$140 (other) Changed books and deleted background check = reduced total cost of training by \$4	Recommended	Accepted Recommendation Recommended
Education & Career Resources	Patient Care Technician Current: \$280 (books) \$380 (other) Requested: \$26960 (books) \$355 (other) Changed books and reduced supply cost = reduced total cost of training by \$36	Recommended	Accepted Recommendation Recommended
Education & Career Resources	Clinical Medical Assistant Current: \$50 (fees) \$345 (books) Requested: \$25 (fees) \$359 (books) Reduced fees and changed books = reduced total cost of training by \$11	Recommended	Accepted Recommendation Recommended
Education & Career	CNA/PCT Combo	Recommended	Accepted Recommendation

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

Resources	<p>Current: \$50 (fees) \$334 (books) \$462 (other)</p> <p>Requested: \$25 (fees) \$329 (books) \$492 (other)</p> <p>Reduced admin fees, increased supplies and changed books = total cost of training unchanged</p>		Recommended
Katlaw Truck Driving	<p>CDL Tractor Trailer Training</p> <p>Current: \$2700 (tuition) \$40 (fees) \$375 (other)</p> <p>Requested: \$3000 (tuition) \$0 (fees) \$195 (other)</p> <p>Increased tuition and decreased/eliminated fees and other expenses = total cost of training increased by \$80</p>	Recommended	Accepted Recommendation Recommended
Interactive College of Technology	<p>Business Information Management</p> <p>Current: \$10915 (tuition) \$1674 (other)</p> <p>Requested: \$12240 (tuition) \$1858 (other)</p> <p>Administrative Support Specialist</p> <p>Current: \$11520 (tuition) \$1448 (other)</p> <p>Requested: \$12240 (tuition) \$1613 (other)</p> <p>Accounting and Automated Office</p> <p>Current: \$111520 (tuition) \$1615 (other)</p> <p>Requested: \$12240 (tuition) \$2008(other)</p>	Recommended	Accepted Recommendation Recommended

**SUMMARY FCWPES BOARD OF DIRECTORS
MINUTES OF JULY 21, 2011 MEETING**

	<p>HVACR Current: \$12200 (tuition) \$1090 (other)</p> <p>Requested: \$15900 (tuition) \$1781 (other)</p> <p>Information Technologies Specialist</p> <p>Current: \$15190 (tuition) \$2369 (other)</p> <p>Requested: \$12580 (tuition) \$2456 (other)</p> <p>Company annual price change</p>		
--	---	--	--