

FINAL MINUTES OF THE FCWPES BOARD OF DIRECTORS  
THURSDAY, SEPTEMBER 26, 2013

The meeting was held at the Adamsville Regional Health Center,  
3700 Martin Luther King, Jr. Drive, Atlanta, Georgia 30315.

**BOARD MEMBERS ATTENDING:**

Theresa AUSTIN, James HAYLEY, Michael HILL, Diann JENKINS, Jessica JOHNSON, Maureen KELLY, Robelyn McNAIR, Clarence POWELL, Joyce RHODES, Felecia STEWART

**STAFF:**

Omar JARRETT, David KEYES, Audrey LAWRENCE, Daisy MARTIN, Judy NEVILLES-COX, Sonia WILSON

Ms. Sonia Wilson, Program Manager for the Office of Workforce Development, called the meeting to order and made comments on the meeting theme, "Restoring and Rebuilding". She announced that several directors, including Vice Chairperson Lynch, had called to extend her apology and to advise that she would not be attending the meeting. If a quorum is not reached, it will be necessary to utilize the Executive Taskforce to approve items requiring a vote from the Board.

Ms. Wilson advised on the makeup of the Executive Taskforce as defined in the Bylaws and advised that there may be a need for someone to volunteer to chair a Taskforce. She briefly discussed the possibility of consolidating some of the taskforces as only the youth council is mandated by federal regulations.

Ms. Wilson asked the directors to consider amending the proposed agenda so that the election could be completed and new officers put in place. At that time, the appropriate officer would proceed with presiding over the meeting. She asked Ms. Maureen Kelly as the presiding director for the Board Development Taskforce to preside over the meeting until the results of the election were known.

Ms. Kelly and Ms. Wilson reviewed the amended agenda and verified that no public comments cards had been submitted and that a quorum sufficient to conduct the business of the Board of Directors was not in place. As such, the directors agreed to have the recommendations from the Taskforces presented to the directors for discussion but voted upon by the Executive Taskforce for action.

Ms. Kelly thanked the directors for attending the meeting and for the opportunity to preside over the meeting. She called for them to introduce themselves.

After the introductions, she asked for a review of the minutes from the March 28, 2013 and June 27, 2013 meetings. No amendments were noted and the motion to approve the minutes as presented was made by Mr. James Hayley, seconded by Ms. Theresa Austin and approved by a unanimous vote of the directors in attendance. Ms. Kelly announced the minutes would be forwarded to the Executive Taskforce for action since a quorum sufficient to conduct the business of the Board of Directors was not in place.

The report from the Board Development Taskforce was presented as Ms. Kelly already had the floor privileges. She reported that the Board Development Taskforce had met earlier in the day and formulated the ballot with recommendations for officers.

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She asked that staff distribute the ballots from the Taskforce showing the recommendations of Attorney Diana Lynch for Chairperson and Mr. Clarence Powell for Vice Chairperson. She advised the directors that a write-in line was included should they desire to make their own recommendation and the information would be included in the voting tabulation. Staff distributed and collected the completed ballots and gave them to Mr. David Keyes for tabulation.

Ms. Kelly continued the report from the Board Development Taskforce and stated they had reviewed the applications for membership included in the meeting packets. She was pleased to announce that all of them were from the business community, which helped to satisfy the Board composition requirement of fifty-one percent business representation. The Board Development Taskforce recommended for Board membership:

- Ms. Clara Azcunes de Ojeda - Principal and CEO, Azcunes Architects, Inc.
- Ms. Debra W. Howell - Workforce Development Manager, Georgia Power Company
- Mr. Tommie R. Jones of The SEED Group Inc.
- Ms. Felicia Phillips - Managing Partner Phillips International
- Ms. Mary D. Watson - Owner & Director, The LEAP Academy

Additional items discussed by the Taskforce included the need to hold the orientation for new Board members within thirty days after they are approved and members, Staff was directed to set up the orientation.

The Taskforce also discussed the current application form prospective members are asked to complete and agreed that it could be discouraging to applicants for a number of reasons including the redundancy of the information requested, the narrative answers required, and possibly the number of questions asked. The Taskforce agreed to hold a meeting on Tuesday, October 22, 2013 to review the application and the application process. The meeting is to be held at the offices of the Atlanta Regional Commission, 40 Courtland Street, NE, Atlanta, Georgia 30303.

The recommendations for an amended application will be submitted to the full Board for approval at the next meeting. Ms. Kelly encouraged directors to continue to look for qualified candidates for Board membership for the very fluid Board while remaining mindful of the composition requirements.

Ms. Kelly reminded the directors that the Taskforces are where the work of the Board continues and gets done. The recommendations from the Taskforces are presented to the Board for approvals but the functionality is within the Taskforces. Directors who have not signed up for a Taskforce were urged to sign up immediately or certainly within the next ten days. She asked that staff be allowed to determine where there are gaps in Taskforce composition and then contact directors to ask them to volunteer to fill the gaps so that the work of the Board can be done.

Ms. Kelly concluded her report by sharing that the Taskforce also discussed and recommended holding two Meet 'n Greet events each year. The purpose would be to bring together people who could be interested in Board membership and to tell them what the Board undertakes and achieves. The Taskforce suggested holding one event in the spring and one in the fall. Directors, especially business members, were asked to

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advise the Taskforce of their interest in holding one of the events so that Board members could add the dates to their calendars. She asked the directors who were interested to let the Taskforce or staff know within the next 30 days if they will host at their own facility or if the staff will need to locate a facility for them.

Mr. Keyes rejoined the assembly and presented Ms. Kelly with the results of the balloting. She announced that by unanimous vote the new officers for Program Year 2013 – 2015 are Attorney Diana Lynch, Chairperson and Mr. Clarence Powell, Vice Chairperson.

Ms. Wilson thanked Ms. Kelly for presiding over the meeting and asked Mr. Powell to assume the role of presider as the newly elected Vice Chairman. Mr. Powell thanked the directors for his election. Acknowledging his newness to the role, he conceded to Ms. Theresa Austin to preside.

Ms. Wilson reported to the assembly that Attorney Lynch had advised that she would relinquish the Youth Council Chairperson position if she were to be elected Board Chairman. As such, a new Youth Council Chairperson is needed.

Ms. Jessica Johnson volunteered to chair the Youth Council and Ms. Wilson and the assembly thanked her for her action.

Ms. Austin asked the directors if they wished to forgo a break for lunch to continue the meeting as an Executive Taskforce meeting after the Board meeting would be needed to approve Taskforce recommendations. A lunch session could be held between the two assemblies. The assembly agreed and Ms. Austin called for the reports as outlined in the amended agenda.

Ms. Sonia Wilson gave comments on the “Chairman’s Challenge” and the theme of the meeting, “Restoring and Rebuilding”.

Ms. Theresa Austin presented the Quality Assurance report. She advised that the Task Force met at the Oak Hill Child, Adolescent and Family Center in Atlanta, GA on Friday, September 6, 2013. She reminded the directors that the recommendations from the Taskforce would be presented for consideration and discussion by the directors in attendance and sent to the Executive Taskforce for action.

She advised that the Local Workforce Areas are planning to conduct a combined Provider Information Meeting for all Providers. The Local Areas wanted to have a conversation with the Providers to put everyone on the same page and make it clear that the Local Areas were working together. The agenda for the meeting will include discussion of:

- Sequestration
- Provider Subsequent Eligibility
- Performance Targets
- More Uniform Pay Schedule
- Expectation of Uniform Fees for Training Programs.

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The Governor's Office of Workforce Development requires that a Comprehensive One-Stop Certification process Business Plan be developed and included in each Local Area's State Plan. Staff indicated that more information on the Certification Process would be provided at the next Board meeting. The due date for the change is not yet known.

Ms. Austin continued and advised that access to the Eligible Training Provider List on the Governor's Office of Workforce Development's website has been modified during the transition period to GeoSolutions. Three (3) options are provided for accessing Provider information: Comprehensive list, by Provider, and by Program. Customers and Providers attempting to use the system during the State's transition are experiencing some challenges but the State continues to work on solutions.

Individual Training Account Provider Covenant CNA School continues to fail to:

- Communicate with Workforce Staff
- Provide required Attendance Records to students, and
- Schedule certification exams in a timely manner.

A letter was issued to the Provider notifying them that should they fail to contact staff and resolve all outstanding issues by COB, Friday, September 13, 2013, Fulton County Workforce Development will remove them from the Fulton County EPL and, further, may request the Governor's Office of Workforce Development remove them from the State's Eligible Training Provider List (ETPL).

Waters Management Group was discussed in the last Board meeting and has failed to communicate with Staff or to address or resolve customer concerns. After a discussion of the inaction and the implications, the Quality Assurance Taskforce recommends that the FCWPES request the removal of Waters Management Group from the State ETPL.

Ms. Austin referred directors to the "Agreement Regarding Management of a Regional Individual Training Account System" between the Atlanta Regional Commission and the FCWPES that was included in the meeting documents. The Quality Assurance Taskforce recommends acceptance of the Agreement.

Ms. Wilson advised the directors that since the approval of HB393, disbursement of amounts over \$5000.00 for expenses such as the ARC payment have to be approved by the governor's office. Ms. Austin verified the cost of the agreement as \$16,500.00. Since ARC is a Sole Source provider, Ms. Wilson will obtain the required documents and submit them to the governor's office.

Revisions and additions to the Fulton County Training Services policy were recommended, considered and accepted by the Taskforce. She referred the directors to Exhibit "C" in the meeting package which presented a recommendation regarding implementation of the Prove IT! Assessment tool. Verbiage recommended to be added to Chapter 3 Training Services, Section A, Individual Training Account was discussed. The recommended text is:

*Customers must demonstrate satisfactory performance on the applicable*

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***Prove It! assessment when pursuing certain Information Technology, project management or pre-vocational intensive trainings or certifications as indicated on the current Fulton County Demand Occupations List.***

***Assessment may be required to validate experience or skill level in other training areas as required, for example, IT training which requires pre-requisite skill, knowledge and/or experience or assessment of skill areas related to the training area selected. The Prove It! assessment may also be used to validate foundational skills which would allow individuals to move into advanced level training or to validate skill level in the absence of verifiable work history.***

***All Prove It assessments must be administered at an Office of Workforce Development Career Center by Workforce personnel.***

The same verbiage would be added to the PVIT policy.

The Quality Assurance Taskforce recommends that the current Training Services policy be amended to include the recommended language regarding the requirement for Prove IT! Assessments.

Ms. Austin asked directors to consider Exhibit “D” in the meeting packet which is a recommendation regarding clarifying language as it relates to required performance on TABE testing. The verbiage recommended for addition to Chapter 3 Training Services, Section A, Individual Training Account Procedures is:

***Customers must obtain a 9th Grade General Education (GE) equivalent on TABE in Reading, Language, and Combined Math, except in those cases where the Provider’s requirements for the selected training program are different. In these cases, the customer must, at a minimum, meet the Provider’s requirements.***

The Quality Assurance Taskforce recommends that the current Training Services policy be amended to include the recommended clarifying language as it relates to TABE testing.

Ms. Austin asked directors to consider Exhibit “E” in the meeting packet which was a recommended modification regarding customer eligibility for “pick up” and clarifying language regarding what is acceptable as documentation of a participant’s cumulative Grade point Average. The recommended revision being discussed and considered provided that:

**Policy #19b**

***b) All “pick-ups” must have a cumulative Grade Point Average (GPA) of 2.5, as evidenced by an official grade report from the most recent quarter/semester completed, which must be documented in the customer’s file. Customer’s cumulative GPA must not have fallen below 2.5 for any semester preceding the request for “Pick Up”. Documentation of same must be included in customer’s file prior to submission of ITA for Supervisor approval.***

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The Quality Assurance Task Force discussed the proposed change in eligibility requirements and declined to recommend acceptance of the newly proposed revision of the policy. Members discussed that there may be students who might encounter difficulty during their academic tenure. As long as their cumulative grade point average meets the eligibility requirement for the semester preceding, their request for “pick up”, they should be eligible for “pick up”.

The Quality Assurance Taskforce recommends the following revision to the Fulton County Training Services policy:

**Policy #19b**

b) All “pick-ups” must have a cumulative Grade Point Average (GPA) of 2.5, as evidenced by an official grade transcript report from the most recent quarter/semester completed, which must be documented in the customer’s file. Documentation of same must be included in customer’s file prior to submission of ITA for Supervisor approval.

Ms. Austin asked directors to consider Exhibit “F” in the meeting packet. It was the Fulton County Demand Occupation List. The Quality Assurance Task Force conducted a review of the Demand Occupation List, especially as it related to including provisions for the implementation of the Prove IT! assessment. Language will be added to the Demand Occupation List indicating the requirement for assessment for certain occupations or occupation categories. The MIS Unit is conducting labor market research that will be reviewed at the next meeting that may further impact the current FCWPES Demand Occupation List.

The Quality Assurance Taskforce recommends approval of the modification of the FCWPES Demand Occupation List to include the requirement for assessment for certain occupations or occupation categories.

Ms. Austin reported to the directors that it is time for the renewal of the MOU/RSA with the WIA Mandated Partners. Staff is working with the Partners to collect the fully executed Agreements.

The Quality Assurance Taskforce reviewed inclusion of Museum Curator on the Demand Occupations List per request received from a WIA customer. In reviewing the anticipated demand versus potential qualified candidates for the local service area, the Quality Assurance Task Force recommends that Museum Curator not be added to the Fulton County Demand Occupation List.

Ms. Wilson advised the directors that a letter would be sent to the customer once the Executive Taskforce has voted to accept or deny the recommendation from the Quality Assurance Taskforce.

Ms. Austin enumerated and reviewed the recommendations from the Quality Assurance Taskforce that would be considered by the Executive Taskforce. No discussion was initiated or questions posed from the directors present.

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The next Taskforce report requested by Ms. Austin was from the Visibility and Influence Taskforce. The taskforce chairperson, Ms. Robelyn McNair advised that the taskforce had no report to make at this time.

Ms. Wilson advised that the Youth Council report would be presented to the Executive Taskforce. It includes information on serving about 500 youth.

Mr. Omar Jarrett presented the financial report.

Program Year 2012

(Grant period July 1, 2012 thru June 30, 2014) \$1,136,079.00 remains to be utilized.

Program Year 2013

(Grant period July 1, 2013 thru June 30, 2015) available funds \$1,193,811.00.

Mr. David Keyes presented the legislative and performance update. He directed attendees to the meeting package insert that showed the draft of a proposed change to the FCWPES Policy and Procedures related to One-Stop Certification. He reported that staff from the governor's office would be conducting a WIA monitoring review at workforce offices beginning on October 7, 2013. One of the items they expect to see is a one-stop certification process in the FCWPES Policy and Procedures documentation.

He gave a brief explanation of the process to be followed and discussed the LWIB forwarding a business plan to the SWIB and the actions to be taken if the submission is denied, or approved. The action could be a site review if approved or a corrected plan submission if denied. The ultimate end is to have the State Board grant certification status.

He presented and explained the nine items that must be included in the document that is sent to the state board after being signed by the chief local elected official and the FCWPES Board chairperson.

1. A vision and mission statement
2. A diagram or narrative of customer flow throughout the tiers of services
3. Identification of the clear flow of services between all partners
4. Identification of the facility's service delivery structure, i.e., location service mix and customer flow
5. Demonstration of a plan for increased enrollment in various programs and increased use of facilities
6. Identification of a system for referral to training services and use of ITAs
7. Identification of leveraged resources with various funding streams, educational grants, and other financial aid programs
8. Identification of a community outreach plan
9. Identification of all One-Stop partners and the ways in which services are integrated

The timeline of activities related to full certification from the November 12, 2012 One-Stop and Service Delivery assessment to the WIA and Wagner-Peyser services full integration in all LWIAs by July 2015 was presented.

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**Ms. Wilson initiated a discussion on mandated partners being co-located in the career centers. She urged the partners present to begin thinking of how they could make their presence seen in the centers. Presence could be in the form of presenting workshop or otherwise sharing customers. They were asked to determine if they will need physical office space or other support from staff. A meeting of mandated partners is being planned for some time before the next full Board meeting, to provide more details and information and to work out the specifics of making their presence seen.**

**Mr. Keyes concluded his report with information on the performance review. He referred the directors to the meeting package insert that included information from the PY12 YTD third quarter performance measures. The values showed FCWPES meeting 4 of the negotiated levels and exceeding 5 of the levels.**

**Ms. Wilson presented the Program Report that showed:  
Largest Direct Placement in each Career Center for June 2013 was:  
North Fulton: \$108,000/year – Program Manager – American Tower via SmarkLink  
South Fulton: \$52,000/year – IT Instructor – VCIT Solutions**

**Largest Direct Placement in each Career Center for July 2013 was:  
North Fulton: \$84,000/year – LCC International – Regional Engineer  
South Fulton: \$132,167/year – Senior Manager – Smith Micro Software, Inc.**

**Largest Direct Placement in each Career Center for August 2013 was:  
North Fulton: \$31,200/year – CDL Driver – Power Movers  
South Fulton: \$26,000/year – Medical Assistant – North Women's Service**

**She also announced that Fulton County has a new County Manager. Mr. Dwight Ferrell, comes to Fulton County after a long career in public service. He served most recently as Deputy General Manager and Chief Operating Officer of MARTA.**

**The next FCWPES Board of Directors meeting will be held on Thursday, December 12, 2013.**

**No additional business questions or issues were initiated and Acting Chairperson Theresa Austin invited members of the Executive Taskforce to remain for a follow-up meeting and declared the Board meeting adjourned.**



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**Items submitted for review and approval by Executive Taskforce action:**

**From the Board Development Taskforce:**

- **Approval of Board Membership from Candidates**  
Clara Azcunes de Ojeda  
Debra W. Howell  
Tommie R. Jones  
Felicia Phillips  
Mary D. Watson

**From the Quality Assurance Taskforce**

- **Recommendation for Removal of Waters Management Group from the State ETPL**
- **Approval of the Atlanta Regional Commission ITA Management Agreement**
- **Approval of the Service Policy amendment to include recommended language for *PROVE IT!!* Assessments**
- **Approval of the Training Services Policy amendment to include clarifying language related to TABE testing**
- **Approval of the Training Services Policy amendment to include clarifying language related to cumulative grade point average**
- **Approval of modification of FCWPES Demand Occupation List to include requirement for assessment for certain occupations and categories**
- **Approval of request to exclude Museum Curator from FCWPES Demand Occupations List**

**From the Youth Council**

- **Approval of the Youth Plan for Program Year 2013 – 2014**

**From Staff Legislative Report**

- **Approval of One Stop Certification Process**