

**MINUTES OF THE WDD BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 10, 2015**

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, Kenneth DOBSON, Joyce DORSEY, Greg FANN, Neil GLUCKMAN, Perry HERRINGTON, Michael HILL, Debra HOWELL, Tommie JONES, Robelyn MCNAIR, Elizabeth NORMAN, Tommy PATRICK, Latron PRICE, Oscar PRIOLEAU, JR., John ROWLAND, Elizabeth SCOTT, Kenneth SLAVEN, Aimee WILLIAMS,

STAFF:

Kenneth FITZGERALD, David KEYES, Tawanda HARRIS, Audrey LAWRENCE, Alexis LEONARD, Darrien MOORE, Michelle VIALET, Ebony VINES-JACKSON

- Board Chairperson Ms. Theresa Austin-Gibbons called the meeting to order at 9:30 A.M., confirmed that the required quorum was present to conduct the meeting and that no public comment cards had been submitted.
 - ✚ Motion was made by Ms. Debra Howell to approve Finance and Program Report and the minutes for the September 17, 2015 Board of Director's Meeting. The motion was seconded by Mr. Ken Slaven and approved for adoption as presented by a majority vote of the directors present with no abstentions.
- WIOA Director, Ms. Wilson reviewed and answered questions regarding the Financial and Program reports.
- Staff person Mr. David Keyes provided an overview of and updates to the Workforce Innovation and Opportunity Act (WIOA).

Discussion ensued regarding the nature of the expected partnership of Economic Development and Workforce Development.

- Chairperson Austin-Gibbons presented the Chairperson's report
 - Meetings will be held every other month, as needed, to effectively implement WIOA regulations.
 - Each Board Member shall sign and date a copy of the bylaws and the conflict of interest provision, which shall be submitted to the Georgia Department of Economic Development's Workforce Division and retained by the Board.
 - The Conflict of Interest form was made available for new members to sign. Notary services were also made available.
 - Board members were asked to sign the current bylaws.
 - The Metro Directors would like to hire a consultant to assist in the development of the 2016 regional workforce plan.
 - The financial staff would like to purchase a Grant Management System in order to provide more detailed auditing and tracking documentation and to make our financial systems more efficient.
 - Staff recommends payment of an invoice for membership with Dress for Success to provide professional clothing for Workforce customers.
 - ✚ Motion was made by Mr. Greg Fann to approve payment of the invoice to Dress for Success. The motion was seconded by Mr. Michael Hill and approved by a majority vote of the Directors present with no abstentions.

MINUTES OF THE WDD BOARD OF DIRECTORS MEETING THURSDAY, DECEMBER 10, 2015

- The Board Visibility and Development Taskforce (BVD), proceeded with a discussion of Board member attendance at Board and Taskforce meetings. Mr. Perry Herrington also advised that the BVD was considering recommendations regarding reducing the size of the Local Workforce Development Board (LWDB). The BVD then directed members to the Board Bylaws and encouraged them to review membership responsibilities.
- Ms. Aimee Williams opened the Quality Assurance Taskforce report with recommendations for new policies, acceptance of policy revision, provider requests, approval for the renewal and/or purchase of customer assessment services and tools, and recommendation for a Taskforce name change.
 - ✚ Motion was made by Ms. Robelyn McNair to change the name of the Quality Assurance Taskforce to the Quality Assurance and Disability Affairs Taskforce. The motion was seconded by Mr. Tommy Patrick and approved by a majority vote of the Directors present with no abstentions.
 - ✚ Motion was made by Mr. Latron Price to approve adoption of the WIOA Transitional Jobs WEX Policy. The motion was seconded by Dr. Joyce Dorsey and approved by a majority vote of the Directors present with no abstentions.
 - ✚ Motion was made by Mr. Perry Herrington to approve changes to the Provider Payment policy allowing for the payment of Seventy-Five Percent (75%) for “Start Up. The motion was seconded by Mr. Latron Price and approved by a majority vote of the Directors present with no abstentions.
 - ✚ Motion was made by Mr. Perry Herrington to approve adoption of the Customized Training policy. The motion was seconded by Mr. Latron Price and approved by a majority vote of the Directors present with no abstentions.
 - ✚ Motion was made by Mr. John Rowland to place Provider Pro Data, Inc. on hold pending thorough investigation of allegations against the Provider. The motion was seconded by Mr. Ken Slaven and approved by a majority vote of the Directors present with no abstentions.
 - ✚ Motion was made by Mr. Michael Hill to approve or not to approve the following Provider requests as recommended by the Quality Assurance Taskforce. The motion was seconded by Ms. Debra Howell and approved by a majority vote of the Directors present with Mr. Perry Herrington abstaining.
 - Reinstatement to the Fulton EPL
 - Covenant CNA School Denied
 - United Medical Business Institute Pending
 - New Providers/Programs/Program Changes
 - Premier Medical Careers
 - Patient Care Technician Approved
 - Certified Nursing Assistant Approved
 - EKG/Phlebotomy Technician Approved
 - Pharmacy Technician Denied
 - Traffic Troopers, Inc.
 - Certified Flagger Approved
 - Traffic Controller Technician Approved
 - Worksite Traffic Control Supervisor Approved
 - Certified Flagger/Traffic Controller Combo Approved
 - Certified Flagger Certification Renewal Approved
 - Traffic Controller Technician Certification Renewal Approved

MINUTES OF THE WDD BOARD OF DIRECTORS MEETING THURSDAY, DECEMBER 10, 2015

- Worksite Traffic Control Supervisor Certification Renewal Approved
- Tyler Communications, Inc.
 - Microsoft Certified Specialist Certification Provisional
- Aviation Institute of Maintenance
 - Aviation Maintenance Technician Approved
 - Avionics Technician Approved
- Assured & Associates
 - CNA/PCT Combo Approved
- The SORCE Consulting and Training, LLC
 - Nurse Aid Training Approved
- Georgia Piedmont Technical College
 - Nurse Aid Training Denied
- University of Georgia Executive Education
 - Lean Six Sigma Green Belt Denied
 - Project Management Denied
- Emory University (Continuing Education)
 - Fundamentals of Web Development Denied
 - Digital Marketing Certificate Denied
- Interactive School of Technology
 - Administrative Support Systems Approved
 - HVAC/R Technology Approved
 - Business Information Management Approved
 - Information Technologies Specialist Approved

Discussion ensued regarding the cost of Provider training and access to that training by different populations. Mr. Latron Price encouraged the Board to consider reviewing the choices being offered by Providers and whether or not what was being provided was what was needed by the populations we serve.

- ✚ Motion was made by Ms. Elizabeth Norman to approve the renewal of licensing for the ProveIt! Assessment tool. The motion was seconded by Ms. Elizabeth Scott and approved by a majority vote of the Directors present with no abstentions.
- ✚ Motion was made by Mr. John Rowland to approve the purchase of license to The Work Number to more effectively and in real time track and confirm customer employment information.. The motion was seconded by Mr. Neil Gluckman and approved by a majority vote of the Directors present with no abstentions.
- ✚ Motion was made by Dr. Joyce Dorsey to purchase access to the TABE online assessment tool. The motion was seconded by Mr. Neil Gluckman and approved by a majority vote of the Directors present with no abstentions.

There being no additional questions, the Chairperson requested staff person Mr. Darrien Moore proceed with the Youth Council Taskforce report. Mr. Moore shared information regarding an upcoming partnership with “Through My Lens” Production Company to train and place program participants on a film production project. Mr. Moore then discussed progress on a draft RFP to procure GED and Entrepreneurship training services for the youth program. In ending Mr. Moore introduced a recommended revision to the Supportive Services policy.

- ✚ Motion was made by Mr. Latron Price to change language in the current Supportive Services policy to reflect that Supportive Services may be provided to individual receiving “Career, Training or Follow-

**MINUTES OF THE WDD BOARD OF DIRECTORS MEETING
THURSDAY, DECEMBER 10, 2015**

up Services”. The motion was seconded by Mr. Perry Herrington and approved by a majority vote of the Directors present with no abstentions.

There being no further questions or discussion, Chairperson Austin-Gibbons thanked all in attendance and adjourned the meeting at 12:35 PM.