

**MEETING MINUTES OF THE WDD BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 18, 2016**

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, William BLINSTRUB, Joyce DORSEY, Neil GLUCKMAN, Perry HERRINGTON, Michael HILL, Robert HILL, Debra HOWELL, Jessica JOHNSON, Tommie JONES, Diana LYNCH, Roblyn MCNAIR, Elizabeth NORMAN, Tommy PATRICK, Latron PRICE, Oscar PRIOLEAU, JR., John ROWLAND, Corey RUTH, Kenneth SLAVEN, Aimee WILLIAMS, Murray WILLIAMS.

STAFF:

Mariska ANGALL , Frankie ATWATER, Kenneth FITZGERALD, David KEYES, Audrey LAWRENCE, Alexis LEONARD, Darrien MOORE, Myoshi PRIMO, Michelle VIALET, Sonia WILSON.

Board Chairperson Ms. Theresa Austin-Gibbons called the meeting to order at 9:30 AM, led introductions and confirmed the presence of a quorum. Chairperson Austin-Gibbons confirmed that no public comment cards were submitted and introduced staff persons Ms. Michelle Vialet, Ms. Myoshi Primo and Mr. David Keyes to provide an overview of and updates to the Workforce Innovation and Opportunity Act (WIOA).

Chairperson Austin-Gibbons thanked the staff persons and moved to the review and approval of Meeting Minutes of the December 10, 2015, Board of Director's Meeting.

- ✚ The minutes were reviewed and approved for adoption as presented by a majority vote of the directors present with no abstentions.

Chairperson Austin-Gibbons presented the Chairperson's report as follows:

- The State Workforce Development Division conducted the monitoring for Fulton County in December 2015. There was only one (1) finding regarding the EEO address being correct and the finding has been resolved.
- Southeastern Employment and Training Conference is held on March 6-9, 2016 in Myrtle Beach, SC. Latron Price along with me will be in attendance. Three (3) other staff members will be attending.
- GWLA Meeting was held on January 28 – 29, 2016, in Macon, Georgia. Currently, we have been advised that the final rules and regulations should be ready in late spring/early summer. Currently, a RFP has been issued to get a consult to development the regional and local plans.
- On January 4, 2016 - Workforce Technical Guidance was issued to the Local Workforce Development Areas and Local Workforce Development Boards regarding the State's Conflict of Interest Policy. Staff person Mr. David Keyes provided a detailed overview of the policy. Chairperson Austin-Gibbons instructed Board members in next steps to complete necessary Affidavits to maintain compliance with State policy.

MEETING MINUTES OF THE WDD BOARD OF DIRECTORS MEETING THURSDAY, FEBRUARY 18, 2016

- Needs Related Payment Process - WIOA allows for the provision of Supportive Services and Needs-Related Payments. Supportive services such as transportation, child care and dependent care, housing, and needs-related payments (NRP's) are necessary to enable an individual to participate in activities authorized and consistent with the provisions of the WIOA Title I-B. Supportive services and may take the form of in-kind or cash assistance. Staff person Ms. Michelle Vialet provided a detailed overview of proposed policy updates and fielded questions from the floor.
 - ✚ Motion to approve the new Needs-Related Payments Policy and Procedure as submitted was made, properly seconded and approved for adoption as presented by a majority vote of the directors present with no abstentions.
 - Incumbent Worker Policy update - May be provided to any eligible employer seeking to increase the skills and competitiveness of their current workforce. WIOA expands the use of IWT outside of layoff aversion strategies. The following shall serve as guidance for local use of up to 20% of Adult and Dislocated Worker funds for Incumbent Worker Training. Staff person Mr. David Keyes provided a detailed overview of proposed policy updates and fielded questions from the floor.
 - ✚ Motion to approve the updated Incumbent Worker Policy and Procedure as submitted was made, properly seconded and approved for adoption as presented by a majority vote of the directors present with no abstentions.
 - Fulton County Workforce Division has submitted the following grants on February 16, 2016. Staff person Ms. Myoshi Primo provided a description of several Strategic Grants being offered through the Georgia Department of Economic Development, Workforce Division. Ms. Primo shared specific information regarding four of the grants for which Fulton County Workforce Development Division submitted applications:
 - Out of School Urban Youth Initiative
 - Ex-Offender Re-entry Initiative
 - Career Pathways to Sustainable Employment
 - Go Build Georgia Pre-Apprenticeship
- Ms. Myoshi Primo also provided information regarding three (3) additional grants for which FCWDD will be submitting applications. They are the following:
- TechHire Grant - \$4 Million
 - Strengthening Working Families Initiative - \$4 Million
 - Summer Job Initiative - \$2 Million

Chairperson Austin-Gibbons concluded the Chair Person's report and turned the meeting over to Ms. Jessica Johnson for the Youth Council report. Ms. Johnson discussed the updating and inclusion of the Local Youth Supportive Service Policy and Procedure, based on the new WIOA Laws and State of Georgia's GOWD Policies and Procedures.

**MEETING MINUTES OF THE WDD BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 18, 2016**

- ✚ Motion to approve the Youth Supportive Service Policy and Procedure as submitted was made, properly seconded and approved for adoption as presented by a majority vote of the directors present with no abstentions.

The Youth Council report being completed, Chairperson Austin-Gibbons yielded the floor to Quality Assurance and Disability Affairs Task Force (QADA) Chairperson Ms. Aimee Williams for the QADA Taskforce report. The QADA presented the following provider requests:

New Program Requests

- Connections Family Resource Center:
 - Dual Certificate Program **Not Approved**
 - Strength Based Family Worker **Not Approved**
- Caregiver Solutions: CNA/PCT Combo **Approved**
- Tyler Communications: MOS **Not Approved**

Additional Program Requests

- United Education Institute: Medical Assistant **Not Approved**
- Life Solutions for Health: Patient Care Tech **Approved**
- Life Solutions for Health: EKG Tech **Not Approved**
- Life Solutions for Health: EKG/Phleb **Not Approved**
- Atlanta Career Institute: CNA/PCT Combo **Approved**
- Atlanta Career Institute: CNA/Phleb Combo **Approved**
- Southern Crescent Technical College:
 - Medical Assistant **Approved**

Program Change Requests

- Ashona Medical: Phlebotomy **Approved**
- Ashona Medical: CNA/PCT Combo **Approved**
- Ashona Medical: EKG Tech **Approved**
- Ashona Medical: Certified Nursing Assistant **Approved**
- Ashona Medical: Patient Care Tech **Approved**
- New Horizons Medical: Certified Nursing Assistant **Approved**
- New Horizons Medical: Ultrasound Tech **Not Approved**
- New Horizons Medical: Medical Assistant **Approved**
- New Horizons Medical: Patient Care Tech **Not Approved**
- Assured & Associates: CNA/PCT Combo **Approved**
- Assured & Associates:
 - Medical Administrative Assistant **Approved**
- Assured & Associates:
 - Clinical Medical Assistant **Approved**
- Assured & Associates: Patient Care Tech **Approved**
- Education & Career Resources: CNA/PCT Combo **Approved**
- Education & Career Resources:
 - Clinical Medical Assistant **Approved**

**MEETING MINUTES OF THE WDD BOARD OF DIRECTORS MEETING
THURSDAY, FEBRUARY 18, 2016**

- ✚ Motions to accept the recommendations were made, properly seconded and approved as noted by a majority vote of the Directors present with no abstentions.

There being no further business from the Quality Assurance and Disability Affairs Task Force, Chair Person Austin-Gibbons turned the meeting over to Mr. Perry Herrington for the Board Visibility and Development Taskforce (BVD) report. Mr. Herrington proceeded with a discussion of Board responsibilities & By-laws, specifically referencing Board Letters of Interest that were sent to two (2) Board Members. Mr. Herrington informed the Board that one of the members to whom the Letters were sent was in attendance at the meeting and, therefore, in compliance with the By-laws; whereas the other member was, per Board By-Laws, no longer a member of the Board. Mr. Herrington also notified members of three (3) additional resignations from the board and discussed BVD's intent to revisit the composition of the Board in light of the most recent resignations and removal.

Mr. Herrington then discussed the State's requirement that Board members not miss more than three (3) consecutive meetings prior to removal. Discussion ensued regarding the need for the Board to be nimble and responsive in the implementation of WIOA and recommendation was made to amend Fulton County By-Laws such that members could be removed after missing two (2) meeting meetings. Additional specific changes were discussed as enumerated on the attached marked By-Laws.

- ✚ Motion to approve the recommended changes as indicated on the attached marked By-Laws and to revise the absence allowance from three (3) meetings to two (2) was made, properly seconded and approved for adoption as presented by a majority vote of the directors present with no abstentions.

The BVD Task Force report continued with a reminder to members to sign and submit the required Conflict of Interest and Task Force Preference forms.

Chairperson Austin-Gibbons thanked the Task Force Chairs for their reports and introduced WIOA Director Ms. Sonia Wilson to deliver the Financial and Program reports. Ms. Wilson reviewed and answered questions regarding the Financial and Program reports.

There being no further business, Chairperson Austin-Gibbons reviewed the upcoming Board meeting dates as listed below and adjourned the meeting at 11:45 AM.

NEXT MEETING DATES: APRIL 21, 2016
JUNE 16, 2016