

**ALABAMA WORKFORCE INVESTMENT AREA
MEETING MINUTES
May 21, 2014
AIDT / Howard Training Center
Montgomery, Alabama**

A meeting of the Alabama Workforce Investment Area (AWIA) Local Board convened on May 21, 2014 at 10:00 am (CDT) at the Howard Training Center located at AIDT in Montgomery, Alabama.

Members Present: (20)

Ronald Boles	Philip Cleveland (non-voting)	Frank Coiro	James Ford
Linda Grisham	Allen Harris	Mark Heinrich	Sharon Keith
Bill Lamar	Lawrence Lavender	Bev Leigh, III	Jim McClellan
Kib McKibbens	Marty Parker	Anne Payne	Amelia Pearson
Mike Reynolds	Tom Surtees	Steve Turkoski	Bruce Willingham

Members Absent: (20)

Patricia Adams	Tim Alford	Daniel Boyd	Joseph Brown
Brandon Cardwell	Ed Castile	Burt Hankins	Tim Harrison
Phillip Kelley	Grace Lo	Tim McCartney	Susan McKim
Neal Morrison	Tim Parker, III	Larry Puckett	Stinson Slawson
Melody Stewart	Carolyn Sutley (non-voting)	Mark Weaver	Walter Wood

Members Represented: (6)

Tommy Bice	by: Philip Cleveland	Cary Boswell	by: Jim Harris, III
Nancy Buckner	by: Terrie Reid	Jim Byard, Jr.	by: Steve Walkley
Al Henley	by: Mary Allbritten	Graham Sisson, Jr.	by: Marlene Word

Guests: (19)

Steve Walkley, ADECA/WDD	Chrissie Boyd, ADECA/WDD
Jan Dame, ADECA/WDD	Mickey Hutto, ADECA/WDD
Dennis Hopper, ADECA/WDD	Kristen Sexton, ADECA/WDD
Melody Koorangi, ADECA/WDD	Tammy Wilkinson, ADECA/WDD
Suzanne McKee – Marion Military Institute	Jay Love – Montgomery Businessman
Col. David Mollahan – USMC (retired) Marion Military Institute	
Wendy Mickle – Bailey-Harris Construction	
Ruby Beezley – Alabama Career Center System	
Brinda Barrett – Alabama Career Center System	
Bob Brantley – ADOL/Alabama Career Center System	
Brandon Hardin – AL Department of Human Resources	
Jerry Morris – Montgomery Job Corp Center	
James Myrick – AL Department of Rehabilitation Services	
Tonya Lee – Alabama Department of Labor	

Board Chair Anne Payne called the meeting to order at 10:00 am (CDT) and stated that a quorum had been established. She welcomed everyone and introduced three board members appointed by the Governor since the last meeting: Dr. Tommy Bice, Superintendent of the Department of Education; Dr. Mark Heinrich, Chancellor of the Department of Postsecondary Education; and Ms. Linda Grisham, State Director of Telamon.

Other guests included: Retired Colonel David Mollahan, President of Marion Military Institute and Ms. Susan McKee, Vice President; Mr. Jay Love, former State Legislator from Montgomery; Mr. Brandon Hardin from the Department of Human Resources; Mr. James Myrick from the Department of Rehabilitation Services; and Ms. Tonya Lee from the Alabama Department of Labor.

Ms. Payne offered comments concerning the Comprehensive Review recently completed by the U.S. Department of Labor of the local area. The Montgomery and Opelika Career Centers were visited and four board members were interviewed along with the reviews of management level activities. Two suggestions from the meetings were for the board to meet more frequently and to be more involved with the local area plan. She explained to the DOL representatives that more frequent meetings might lead to less small business involvement because they had to run their business. She did however, suggest that the direction of the board needed to be reviewed and priorities needed to be set in relation to the next annual plan.

The first order of business was to approve the minutes from the previous AWIA Local Board meeting held on June 13, 2013.

MOTION: Mr. Mike Reynolds made a motion to approve the minutes from the June 13, 2013 AWIA Board meeting as submitted.
Mr. Ronnie Boles seconded the motion.
MOTION APPROVED

Dr. Philip Cleveland, Director of Career and Technical Education / Workforce Development for the Department of Education, presented updates on Alabama's Career Tech programs, the status of Dual Enrollments, and the changes in Alabama's education system as a whole. Plan 2020 is the strategic plan for K – 12 Education moving forward. Career Tech programs are securing industry certifications for their programs so those students who complete the programs will have a recognized industry credential. The State Legislature passed a \$50 million bond issue to allow school systems to apply for grants for Career Tech programs and equipment which they wanted to upgrade or to begin new programs. Request-for-proposals are submitted to a committee which determines the most viable programs with the greatest opportunities for success. Dual enrollments will allow students to graduate high school with a diploma and / or certificate and possibly a two-year degree or advanced certification. Alabama students are now required to take a Career Preparedness course beginning in the 8th or 9th grade to explore careers and make a plan for their next four years of education in preparation for a "career" not just "classes" to graduate from high school. Please visit the following website for additional information, www.alcareerinfo.org.

Ms. Tammy Wilkinson, Supervisor of State Reporting / Technical Assistance for the Workforce Development Division of ADECA, gave an overview of the AWIA Program Year 2013 Performance as of March 31, 2014. The data for this quarter indicated that for Adults, one "Goal" was exceeded and on the other two measures the "80% threshold" was exceeded. For Dislocated Workers, all three measures exceeded the "80% threshold". For the Youth measures the AWIA exceeded all three "Goals" for the quarter.

Mr. Mickey Hutto, Supervisor of the Alabama Workforce Investment Area (AWIA), presented information on the number of participants served. Over 5000 individuals classified as Adults, Dislocated Workers, or Youth were served. Individual Training Accounts (ITAs) or scholarships were awarded to 2700 with 90% of those to receive training at community colleges in the state. The fifteen youth providers around the 65-county area have served over 1000 youth with 300 of those receiving high school diplomas or GEDs. The top ten training curriculums in the 65-county local area as determined by the requests for that training were: Truck Driver; Registered Nurse; Certified Nursing Assistant and Patient Care; Licensed Practical Nurse; Welding; Medical Assistant; Office Administration; Computer Information Systems, Computer Science, and Computer Graphics; Air Conditioning, Refrigeration, Heating, and Ventilation; and Electrical Lineworker.

Mr. Bob Brantley, Director of the Employment Service for the Alabama Department of Labor, announced three new Career Center points of operation in Athens, Hayneville, and Fort Deposit. These will be located in existing facilities with little or no additional facility costs. The total Comprehensive Centers are now 25, with 14 Satellite offices, and 9 Itinerate sites. The performance information for the labor exchange services (the Alabama Employment Service) for the rolling four quarters ending March 31st were:

	<u>GOAL</u>	<u>(ROLLING 4 QTRS)</u>
ENTERED EMPLOYMENT RATE	54 %	58.3%
EMPLOYMENT RETENTION RATE	80.6%	82.1%
AVERAGE 6 MONTHS EARNINGS	\$12,500 (\$12.02 hr)	\$24,780 (\$11.91 hr)

Ms. Brinda Barrett, Area Manager for the Alabama Career Center System, provided an overview of the youth eligibility process and the steps necessary to enroll a youth in WIA services, including training services. Various forms of identification and documentation of income and citizenship are required. Interest and aptitude inventories are administered as well as assessments for reading and math skills. Extensive interviews are conducted with the youth to determine the best path for him / her to take to be successful in reaching their educational goals, employment goals, and career goals. This process can take anywhere from two to three hours to complete and depending on the age of the youth a parent or guardian's signature is required on all documents.

The Program Year 2014 Proposed Funding and Obligation Summary for Youth Program Activities was approved by the Youth Council at their meeting on April 23, 2014. Chair Steve Turkoski presented the Proposed Funding and Obligation Summary to the AWIA Board with the Youth Council's recommendation for approval. Youth funds available for allocation total approximately \$7.4 million, minus 10% for administration (\$745,000), plus approximately \$3 million estimated carry-in funds from Program Year 2013, resulting in a total of approximately \$9.7 million for youth activities. Estimated program costs include: Career Center Operations at \$4 million; Individual Training Accounts (ITAs) including \$500,000 for in-school youth at \$2.4 million; \$100,000 for On-the-Job Training; approximately \$3.2 million requested for 15 youth provider projects (to be discussed next); and funds for stipends and paid internships yet to be determined; balancing back to \$9.7 million.

A motion was made to accept the Youth Council's recommendation to approve the Program Year 2014 Proposed Funding and Obligation Summary for Youth Program Activities as presented.

**MOTION: Mr. Ronnie Boles made the motion.
Mr. Marty Parker seconded the motion.
MOTION APPROVED.**

Youth Council Chair Steve Turkoski next explained to the Board members that the Youth Council met on April 23, 2014, and conducted an in depth analysis of the fifteen (15) youth providers currently requesting re-funding. The number of participants, outcomes (including number of diplomas or GEDs obtained, certificates or credentials earned, additional training or education entered into), and other performance data was reviewed. Those programs which had low participation / performance numbers were required to submit Action Plans to describe how they plan to increase participation / performance to the stated numbers in their contracts. These six programs included: Butler County Board of Education, Central Alabama Opportunities Industrialization Center, Easter Seals West Alabama, Dallas County Commission, Lowndes County Public Schools, and The Circle of Care Center for Families. The Council then made recommendations to fund the proposal as requested, fund the proposal with modifications to the budget / amount requested and or the number to be served, fund the proposal and place the program on probation with instructions to improve participation / performance, or not fund the proposal.

Mr. Mike Reynolds made a motion to fund all the proposals as recommended by the Youth Council. This motion was seconded by Mr. Ronnie Boles. Discussion from other board members indicated several had questions and concerns with some of the proposals and would prefer to discuss each individually. Mr. Reynolds withdrew his motion.

**MOTION: Mr. James Ford made a motion to review, discuss, and approve or not approve the Youth Council's recommendations for re-funding each proposal individually as presented.
Mr. Allen Harris seconded the motion.
MOTION APPROVED.**

The Youth Council recommended funding nine (9) programs as proposed with no changes. Youth Council Chair Turkoski brought those programs up for discussion by the AWIA Board.

Alfred Saliba Family Services Center requested \$138,770.56 for the "Career Designs for Youth (CDY)" program to provide services to 50 participants in Houston County. The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council's recommendation and fund the proposal as proposed.

**MOTION: Mr. Bev Leigh made the motion.
Mr. Ronnie Boles seconded the motion.
MOTION APPROVED.**

Dr. Steve Turkoski abstained.

Auburn University / Hope Place Family Resource Center requested \$97,323.00 for the “Youth Workforce Advantage Program” to provide services to 40 participants in Escambia County. The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council’s recommendation and fund the proposal as proposed.

**MOTION: Mr. Mike Reynolds made the motion.
Mr. Marty Parker seconded the motion.
MOTION APPROVED.**

Easter Seals West Alabama requested \$160,526.00 for the “Future Promise Program” to provide services to 80 participants in Tuscaloosa County. The Youth Council recommended the proposal be funded as proposed.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. Plans have been implemented to increase referrals and to increase successful WIA eligibility by those referred.

A motion was made to accept the Youth Council’s recommendation and fund the proposal as proposed.

**MOTION: Mr. Lawrence Lavender made the motion.
Mr. Allen Harris seconded the motion.
MOTION APPROVED.**

Mental Health Center of Madison County requested \$618,295.00 for the “Launch” program to provide services to 310 participants in DeKalb, Jackson, Etowah, Limestone, Madison, Marshall, and Morgan Counties. The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council’s recommendation and fund the proposal as proposed.

**MOTION: Mr. James Ford made the motion.
Mr. Lawrence Lavender seconded the motion.
MOTION APPROVED.**

Northwest Shoals Community College requested \$348,846.00 for the “Youth Success Program (YSP)” to provide services to 150 participants in Colbert, Franklin, Lauderdale, Lawrence, Marion, and Winston Counties.

The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council's recommendation and fund the proposal as proposed.

**MOTION: Mr. James Ford made the motion.
Mr. Mike Reynolds seconded the motion.
MOTION APPROVED.**

Regional Alliance 4 Children requested \$409,892.96 for the "Youth Enrichment Services (YES)" program to provide services to 100 participants in Coffee, Covington, Dale, and Geneva Counties. The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council's recommendation and fund the proposal as proposed.

**MOTION: Mr. Bev Leigh made the motion.
Mr. James Ford seconded the motion.
MOTION APPROVED.**

University of West Alabama Division of Outreach Services requested \$115,207.40 for the "Career Pathways for Youth: Certified Nursing Assistant Program" to provide services to 60 participants in Hale, Wilcox, Perry, and Pickens Counties. The Youth Council recommended the proposal be funded as proposed.

A motion was made to accept the Youth Council's recommendation and fund the proposal as proposed.

**MOTION: Mr. Allen Harris made the motion.
Mr. Mike Reynolds seconded the motion.
MOTION APPROVED.**

Ms. Anne Payne abstained.

The Circle of Care Center for Families requested \$82,942.10 for "The Youth Employment Skills (YES!) Project" to provide services to 69 participants in Chambers County. The Youth Council recommended the proposal be funded as proposed.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. Meetings were held with local Career Center staff to clarify communications, eligibility issues, and other enrollment issues.

A motion was made to accept the Youth Council's recommendation and fund the proposal as proposed.

**MOTION: Mr. Lawrence Lavender made the motion.
Ms. Terrie Reid representing Commissioner Nancy
Buckner seconded the motion.
MOTION APPROVED.**

Perry County Schools requested \$114,000.00 for “Perry’s Automobile Manufacturing Career Education (PACE)” program to provide services to 50 participants in Perry County. The Youth Council recommended the proposal be funded as proposed.

Discussion and questions from board members were concerning the low numbers of participants which increases the cost per participant. It was explained that this was an in-school program and specifically students are enrolled in PACE after the school year ends. The participation numbers and other performance would be reported in May and June.

A motion was made that the amount requested was recommended to be funded as proposed with a 120-day probationary period (90 days probation then 30 days to close out the program) and if the stated contract participation number of fifty (50) was not reached, funding would be cut to a cost of \$2,280 per participant enrolled.

**MOTION: Mr. James Ford made the motion.
Mr. Allen Harris seconded the motion.
MOTION APPROVED.**

The remaining six (6) programs reviewed by the Youth Council were recommended to the Board with revisions to their proposals.

Dallas County Commission/Children’s Policy Council requested \$133,475.00 for the “Dallas County Workforce Investment Act” program to provide services to 50 participants in Dallas County. The Youth Council recommended the proposal be funded as proposed with a 90-day probationary period due to lack of performance.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. Judge R. E. Armstrong and the Juvenile Probation Office have agreed to provide additional guidance and supervision of the program.

A motion was made to accept the Youth Council’s recommendation and fund the proposal as proposed and to place the program on a 90-day probationary period, beginning with the new contract, due to lack of performance.

**MOTION: Mr. Jim McClellan made the motion.
Mr. Lawrence Lavender seconded the motion.
MOTION APPROVED.**

Lowndes County Public Schools requested \$62,780.00 for the “Striving to Achieve Results (STAR)” program to provide services to 20 participants in Lowndes County. The Youth Council recommended the proposal be funded as proposed with a 90-day probationary period due to lack of performance.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. The program’s eligibility requirements will be expanded and Career Center staff will be providing additional time for determining WIA eligibility.

A motion was made to accept the Youth Council’s recommendation and fund the proposal as proposed and to place the program on a 90-day probationary period, beginning with the new contract, due to lack of performance.

**MOTION: Mr. Bev Leigh made the motion.
Mr. Mike Reynolds seconded the motion.
MOTION APPROVED.**

Clarke County Board of Education requested \$161,141.17 for the “Winning Ways” program to provide services to 55 participants in Clarke County. The Youth Council’s recommendation was to fund the proposal at a reduced level of \$150,000.00 and to negotiate any staff pay increase during contract negotiations.

Bevill State Community College requested \$399,625.50 for the “Second Opportunity System (SOS)” program to provide services to 200 participants in Fayette, Walker, Pickens, Lamar, and Marion Counties. The Youth Council’s recommendation was to fund the proposal at the Program Year 2013 level of \$392,000.00. (A tentative 2% pay raise for full-time employees was not passed by the State Legislature and was therefore eliminated)

Butler County Board of Education requested \$132,275.72 for the “Second Chance Dropout Recovery Program & Operation Graduation” to provide services to 130 participants in Butler County. The Youth Council’s recommendation was to fund the proposal as proposed but to reduce the number of in-school youth to be served to 50. Total participants to serve would now total 80.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. Solutions were provided to increase enrollment in the “Operation Graduation Dropout Prevention” portion of their program, which has the under-enrollment. A Life and Career Coach will be directly involved with students to inspire, encourage, and motivate them to graduate.

Central Alabama Opportunities Industrialization Center requested \$232,000.00 for the “Welfare Elimination and Prevention Program (WEPP)” to provide services to 75 participants in Montgomery County. The Youth Council’s recommendation was to fund the proposal at a reduced level of \$154,650.00 serving 50 participants at a cost per participant of \$3093.00 and to place the program on a 90-day probationary period, beginning with the new contract, due to lack of performance.

A Corrective Action Plan had been provided to the Youth Council due to under-enrollment in the program. Meetings were held with the local Career Center staff to expedite the youth enrollment process.

A motion was made that the recommendations presented by the Youth Council on the four proposals remaining to be discussed by the Board which included: Clarke County Board of Education; Beville State Community College; Butler County Board of Education; Central Alabama Opportunities Industrialization Center be approved as recommended and presented.

**MOTION: Mr. Mike Reynolds made the motion.
Mr. Marty Parker seconded the motion.
MOTION APPROVED.**

Mr. Frank Coiro abstained from the vote on Central Alabama Opportunities Industrialization Center.

Mr. Marty Parker, AWIA Board Vice Chair, presented the proposed Funding and Obligation Summaries for Adults and Dislocated Workers for Program Year 2014. The allocation for Adult Funds is 5.5% less than Program Year 2013 while the reduction for Dislocated Worker funds is 10.4% from 2013. There is no recommendation for transferring funds between Dislocated Worker and Adult. The Adult allocation for Program Year 2014 is \$7.1 million, less 10% administrative, plus an estimated prior year carry-in of \$5.5 million, for a total of \$11.9 million. The Dislocated Worker allocation is \$8.3 million, less 10%, plus estimated carry-in of \$3.5 million, for a total of \$11 million.

A motion was made to approve Program Year 2014 proposed Adult and Dislocated Worker Funding and Obligation Summaries for AWIA as presented.

**MOTION: Dr. Steve Turkoski made the motion.
Mr. Allen Harris seconded the motion.
MOTION APPROVED**

Mr. Dennis Hopper, Supervisor of Workforce Boards / Rapid Response, explained the Proposed Program Year 2014 / Fiscal Year 2015 Annual Grant Agreement and Local Area Plan. These documents are the formal / legal documents for the funds received from the Department of Labor by ADECA as the fiscal agent and then disbursed to the local areas. Funding is received on both a Fiscal and Program Year basis. The Funding and Obligation Summaries are rolled up into the Grant Agreement document. The AWIA Local Area Plan is a narrative version of the logistics of the local area. It includes the AWIA vision, board membership, memorandum of understanding, one-stop partner agreement, labor market information, career center policies and procedures, and descriptions of training services provided.

A motion was made to approve the Proposed Program Year 2014 / Fiscal Year 2015 Annual Grant Agreement and Local Area Plan Documents as presented.

**MOTION: Mr. Mike Reynolds made a motion.
Mr. Marty Parker seconded the motion.
MOTION APPROVED**

Mr. Hopper also announced to the Board that final approval had been received from USDOL for a National Emergency Grant (NEG) for \$1.8 million to provide services to dislocated workers from the International Paper Company closing. These services will be "wrap-around" services in conjunction with the Trade Adjustment Act services they are already receiving.

There is a handout for information and review concerning requests for waivers from the US Department of Labor from the State on various issues relevant to operation of the workforce system in Alabama. Comments may be addressed to ADECA Workforce Development Division Board staff or AWIA staff.

A meeting of the Alabama State Workforce Investment Board is scheduled to be held on June 25, 2014, at the Embassy Suites in Montgomery. The three local areas will present their local area plans. Governor Robert Bentley is also invited to attend.

There being no further business brought before the Board, the meeting was adjourned at 12:17 p.m. (CDT).

Respectfully submitted,

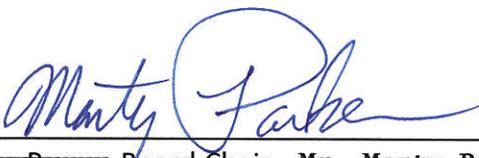


Mr. Steve Walkley, Executive Secretary

1 12/10/14

Date

Approved:



Ms. Anne Payne, Board Chair **Mr. Marty Parker (effective 2/11/15)**
Alabama Workforce Investment Area Local Board

1 2/11/15

Date