

**ALABAMA WORKFORCE INVESTMENT AREA  
MEETING MINUTES  
May 24, 2012  
AIDT  
Montgomery, Alabama**

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A meeting of the Alabama Workforce Investment Area (AWIA) Local Board convened on May 24, 2012 at 10:00 am (CDT) at AIDT in Montgomery, Alabama.

**Members Present: (19)**

Anne Payne - Chair	
Tim Alford	Bev Leigh, III
Ronnie Boles	Jim McClellan
Allen Boyd	Kib McKibbens
Daniel Boyd	Neal Morrison
Joseph Brown	Mike Reynolds
Jim Byard, Jr.	Graham Sisson, Jr.
James Ford	Tom Surtees
Phillip Kelley	Steve Turkoski
Bill Lamar	Bruce Willingham

**Members Represented: (7)**

Cary Boswell	by: Jim Carden
Nancy Buckner	by: Terrie Reid
Ed Castile	by: Nona Johnson
Frank Coiro	by: Jerry Morris
Al Henley	by: Mary Allbritten
Amelia Pearson	by: Mary Jean White
Susan Price	by: Roger Fortner

**Members Absent: (18)**

Patricia Adams	Susan McKim
Brandon Cardwell	Marty Parker
Allen Harris	Tim Parker, III
Tim Harrison	Larry Puckett
Burt Hankins	Ron Scott
Eddie Johnson	Stinson Slawson
Lawrence Lavender	Melody Stewart
Grace Lo	Carolyn Sutley (non-voting)
Tim McCartney	Walter Wood (non-voting)

**Others Present: (11)**

Steve Walkley	WDD	Jan Dame	WDD
Mickey Hutto	WDD	Melody Koorangi	WDD
Dennis Hopper	WDD	Sharon Keith	Inter-Tribal Council of Alabama
Patricia Hill	WDD	Ruby Beezley	AL Career Center System
Tammy Farmer	WDD	Brinda Barrett	AL Career Center System
		Bob Brantley	DIR/AL Career Center System

*Ms. Anne Payne, Alabama Workforce Investment Area Local Board Chair, stated that a quorum had been established and called the meeting to order at 10:00 am (CDT).*

*The first order of business was to approve the minutes from the previous Local Board meeting held April 17, 2012 at AIDT in Montgomery, Alabama.*

**MOTION:** *Mr. Bev Leigh, III made a motion to approve the minutes from the April 17, 2012 AWIA Board meeting as submitted.  
Mr. Bill Lamar seconded the motion.  
MOTION APPROVED*

*Chairman Payne stated the Local Board needed to approve the By-laws which were presented for review and discussion at the previous Board meeting on April 17, 2012. The Board members had ten (10) days after the meeting date to provide any input/comments. None were received by Workforce Development Division staff.*

**MOTION:** *Mr. Mike Reynolds made a motion to approve the Alabama Workforce Investment Area Board By-laws as submitted.  
Mr. Bill Lamar seconded the motion.  
MOTION APPROVED.*

*Dr. Tim Alford presented for approval the Memorandum of Understanding (MOU) which defines the roles and responsibilities of the Alabama Career Center partner agencies for the provision of employment and training services to Alabama citizens residing within the sixty-five county Alabama Workforce Investment Area (AWIA). The MOU was also presented to the Board for review and discussion on April 17<sup>th</sup> with ten (10) days provided for input / comments from members. None were received.*

**MOTION:** *Dr. Tim Alford made a motion to adopt the Memorandum of Understanding between the Alabama Workforce Investment Area's Career Center Partners as submitted.  
Mr. Phillip Kelley seconded the motion.  
MOTION APPROVED.*

*Mr. Ronnie Boles presented a request for changing the cost limitations on Individual Training Accounts (ITAs) or scholarships now being paid by AWIA for training programs. Because of the increase in tuition costs at private and public institutions an increase in the reimbursement amount for Individual Training Accounts was requested for training in occupations that are identified as high-demand, high-growth, and high-earning and support the economic development efforts of the State. Tuition costs have increased multiple times in recent years and costs for building fees, books, and tools have been added to student's educational expenses. The increase in the WIA payment will still not cover a typical two-year program of study leaving the student to seek other options for the additional tuition, via Pell Grants or student loans.*

## ***PROPOSED REVISIONS***

### **Revised Category Guide (Eff. 7/1/2012)**

#### **Category 1**

- Reimbursement up to \$3,500 (No Change)
- Training Length: 13 Weeks or less
- Obtain Certificate, License or Skills -Specific Credential

#### **Category 2**

- Reimbursement up to \$6,500 (Currently \$5,500)
- Training Length: 12 months or less
- Technically Advanced Short -Term Training is allowed
- Obtain Certificate, License or Skills-Specific Credential

#### **Category 3**

- Reimbursement up to \$8,000 (Currently \$7,500)
- Training Length: Greater than 12 months but less than 17 months
- Obtain an advanced Certificate, Degree or License
- LPN is a specified Inclusion

#### **Category 4**

- Reimbursement up to \$12,000 (Currently \$10,000)
- Training Length: Greater than 17 months, but no longer than 24 months
- Leads to an Associate in Applied Science or Advanced Technical Certificate

***MOTION: Mr. Ronnie Boles made a motion to approve the increases in the Individual Training Accounts for each category as proposed.  
Mr. Neal Morrison seconded the motion.  
MOTION APPROVED.***

*Next, Dr. Alford presented for approval the request from the Alabama Department of Economic and Community Affairs (ADECA), Department of Industrial Relations (DIR), Department of Rehabilitation Services (DRS), and Department of Postsecondary Education (DPE) as a consortium of mandated One-Stop Partner agencies for designation as the One-Stop Operator for the sixty-five county Alabama Workforce Investment Area (AWIA). The Designation of One-Stop Operator document was also presented to the Board for review and discussion on April 17<sup>th</sup> with ten (10) days provided for input / comments from members. None were received.*

***MOTION: Dr. Tim Alford made a motion to adopt the Designation of One-Stop Operator Partner agencies as submitted.  
Dr. Daniel Boyd seconded the motion.  
MOTION APPROVED.***

*Chairman Payne presented an overview of the review process for proposals received in response to the recent Request for Proposal (RFP) for youth services. A three-member team of Workforce Development Division (WDD) staff evaluated and scored each proposal independently, then a consensus score was agreed upon. This provided a ranking which the AWIA Youth Council used as a beginning point in reviewing each proposal independently. The Council discussed each proposal in depth and made a recommendation to the full Alabama Workforce Investment Area (AWIA) Board to fund at the proposed level, fund at a lower level, or not to fund. The AWIA Board will make the final decision on which proposals and providers will receive funding.*

*Chairman of the Youth Council, Dr. Steve Turkoski explained the in-depth discussion each proposal was given during the four hour Council meeting. Past performance of current providers was evaluated, staffing levels and salaries were reviewed, level of services they proposed to provide, number of youth proposed to serve, total budget amount, and overall youth program design was discussed in detail to ensure that the programs recommended for funding were providing the most effective services at the best price for the most needy youth.*

*Chairman Turkoski presented and explained the Program Year 2012 Youth Funding and Obligation Summary for the Alabama Workforce Investment Area. The total estimated Program Funds available for the program year are \$11,773,439. The total estimated program costs for Youth Provider Projects are \$3,873,439. The Youth Council recommendations for funding projects total \$2,976,493 with an amount of \$896,946 remaining unobligated.*

***Alfred Saliba Family Services Center** requested \$137,500.00 for “Career Designs for Youth (CDY)” to serve 50 in-school and out-of-school youth to increase their likelihood of remaining in school to graduate or receive a GED, participate in postsecondary education, or obtain employment with a career focus.*

*The Youth Council recommended to Fund as Proposed.*

*Questions were asked by board members concerning tracking performance of new providers. Mr. Mickey Hutto of the Workforce Development Division (WDD) explained that each provider is tracked by a unique number and all participants served by that provider are tracked in a data system. Therefore all activities, i.e. training classes, GED preparation, certificates, etc. are recorded in the system providing “performance data” for each provider. Chairman Payne also noted that providers would be reviewed by WDD staff periodically and could be placed on probation or even terminated for lack of performance.*

*Additional questions were raised concerning duplicating services provided by Adult Education and Community Colleges in the same local areas as the proposers were stating they would be providing GED preparation and training. Youth Council Chairman Turkoski and AWIA Chair Payne both stated that the Council reviewed the responses for their “leveraging of resources” with local Community Colleges and other education entities as required by the RFP.*

*A motion was made to follow the Youth Council’s recommendation and recommend this proposal for funding as proposed.*

**MOTION: Mr. Neal Morrison made the motion.  
Mr. Phillip Kelley seconded the motion.  
MOTION APPROVED.**

**Dr. Steve Turkoski abstained from the vote.**

**Auburn University** (fiscal agent for **Hope Place Family Resource Center** in Brewton, Alabama) requested \$89,244.00 for a project to serve 40 youth and provide tutoring, study skills training, mentoring, counseling, job shadowing, internships, and occupational skills training.

The Youth Council recommended to Fund as Proposed.

A motion was made to follow the Youth Council's recommendation and recommend this proposal for funding as proposed.

**MOTION: Mr. Neal Morrison made the motion.  
Mr. Bev Leigh, III seconded the motion.  
MOTION APPROVED.**

**Autauga County Family Support Center** requested \$50,000.00 for "Youth Workforce Investment Program" to serve 20 of the neediest youth with many barriers to employment. Participants will receive GED classes, parenting classes, paid and unpaid work experience, mentoring, and occupational skills training.

The Youth Council recommended this proposal for funding at \$50,000.00 to serve 30 participants.

Questions were asked concerning why the increase was proposed in the number of participants when the provider should have a clearer understanding of the number they could serve. Mr. Hutto stated that the two counties proposed to be served were populous and therefore the Council discussed that serving 30 participants would not be an unreasonable request. Also, once a funding ceiling is set by the Board, the number of participants can be negotiated in the contract.

**MOTION: Mr. Jim Ford made a motion to reduce the funding to \$35,000.00 and reduce the participants proposed to serve to the original number of 20.  
Ms. Anne Payne seconded the motion.  
MOTION WAS NOT APPROVED**

**MOTION: Mr. Mike Reynolds made a motion to fund the proposal up to \$50,000.00 at a cost of \$1,666.67 per participant with the number of participants to be negotiated with a high of 30 and a low of 20.  
Mr. Allen Boyd seconded the motion.  
MOTION APPROVED.**

**Bevill State Community College** requested \$373,003.00 for the "Second Opportunity System (SOS)" project to provide 200 youth with counseling and referral services to encourage them to acquire skills to transition to careers, education, and training.

The Youth Council recommended to Fund as Proposed.

A motion was made to follow the Youth Council's recommendation and recommend this proposal for funding as proposed.

**MOTION: Mr. Ronnie Boles made the motion.  
Mr. Mike Reynolds seconded the motion.  
MOTION APPROVED.**

**Butler County Board of Education** requested \$136,816.56 for "Second Chance and Operation Graduation" to serve 30 high school dropouts in acquiring a diploma or GED, entering postsecondary education, and/or gaining employment, and added an in-school drop-out prevention component to serve 100 in-school youth.

*The Youth Council recommended to Fund as Proposed.*

*A motion was made to follow the Youth Council's recommendation and recommend this proposal for funding as proposed.*

**MOTION: Mr. Bev Leigh, III made the motion.  
Mr. Bill Lamar seconded the motion.  
MOTION APPROVED.**

**Central Alabama Opportunities Industrialization Center, Inc.** requested \$266,585.53 for a project to serve 100 youth. Program activities include basic skills education training, tutoring, GED preparation, occupational skills training, job shadowing, and job placement.

*The Youth Council recommended this proposal for funding at \$180,000.00 and to serve 75 participants.*

**MOTION: Mr. Mike Reynolds made the motion to  
recommend the proposal for funding at  
\$180,000 for 75 participants.  
Mr. Jim McClellan seconded the motion.  
MOTION APPROVED.**

**Mr. Jerry Morris, representing Mr. Frank  
Coiro, abstained from the discussion and vote.**

*AWIA Chair Payne stated that this provider was a current youth provider and therefore performance was reviewed by the Council. An increase in funding for Program Year 2012 was requested but due to lower than contracted performance numbers the Council recommended only a slight increase in funding with a lower number of participants to serve. WDD staff was instructed to offer technical assistance to encourage and verify that performance numbers were reached during this program year.*

**Council on Substance Abuse** requested \$385,382.00 for the "Generation Build" project to train 45 youth in construction occupations.

*The Youth Council recommended this proposal for funding at \$312,382.00 which takes into account an approved motion to cap participant incentives at \$1200.*

Questions were raised concerning the high “cost per participant” as compared to other proposals. Youth Council Chair Turkoski and Mr. Hutto explained that this proposal not only included GED training and preparation but occupational training in “green job” skills and the construction trades. This provider operated a national Youth Build grant (which has expired) partnering with Habitat for Humanity, Montgomery Housing Authority, Homebuilders Association, Department of Justice, etc. Several certificates and credentials can be earned i.e.; OSHA training, LEED Green Advantage Credentials, NCCER credentials, Home Builders Institute Certificates, and others. The cost per participant reflects a full day of instruction in both standard educational training and occupational skills training.

**MOTION: Ms. Terrie Reid made the motion to recommend the proposal for funding at \$312,382. Mr. Phillip Kelley seconded the motion. MOTION APPROVED.**

**Mr. Jerry Morris, representing Mr. Frank Coiro, abstained from the discussion and vote.**

**Easter Seals West Alabama** requested \$152,293.00 for the “Future Promise Program” to serve 80 youth. The program proposes to boost the achievement and attendance of in-school youth leading to graduation by working with the local school system to develop and implement drop-out strategies; assist dropouts to obtain GED by referral to county school system, community colleges, and the local Career Center for study skills, tutoring, and instruction.

*The Youth Council recommended to Fund as Proposed.*

*A motion was made to follow the Youth Council’s recommendation and recommend this proposal for funding as proposed.*

**MOTION: Mr. Mike Reynolds made the motion. Mr. Ronnie Boles seconded the motion. MOTION APPROVED.**

**Mr. Bev Leigh, III abstained from the discussion and vote.**

**Mental Health Center of Madison County** requested \$594,700.00 for the “LAUNCH” project to assist 310 youth set and obtain goals, to achieve their GED, enter college or advanced training, and to obtain employment.

*The Youth Council recommended to Fund as Proposed due to the high performance of this service provider.*

*A motion was made to follow the Youth Council’s recommendation and recommend this proposal for funding as proposed.*

**MOTION: Mr. Bev Leigh, III made the motion. Mr. Jim Ford seconded the motion. MOTION APPROVED.**

**Northwest-Shoals Community College** requested \$535,163.00 for the “Youth Success Program (YSP)” to target 150 disadvantaged youth who face serious barriers to employment due to lack of basic skills education and occupational skills training.

The Youth Council recommended this proposal for funding at \$486,000.00 due to the cost per participant appearing excessive.

**MOTION:** *Mr. Neal Morrison made the motion to recommend this proposal and fund at \$486,000.  
Dr. Tim Alford seconded the motion.  
MOTION APPROVED.*

**Regional Alliance 4 Children** requested \$348,182.24 for the “Youth Enrichment Services (YES) Program” to provide 100 youth individualized educational activities with the expected outcome of GED/credential and Career Readiness Credential (CRC) attainment.

The Youth Council recommended to Fund as Proposed.  
A motion was made to follow the Youth Council’s recommendation and recommend this proposal for funding as proposed.

**MOTION:** *Mr. Neal Morrison made the motion.  
Mr. Phillip Kelley seconded the motion.  
MOTION APPROVED.*

**The University of West Alabama Division of Outreach Services** requested \$119,372.00 for “Career Pathways for Youth: Certified Nursing Assistant Program” to assist 48 low-income, low-skills youth and prepare them for entry-level jobs as CNAs.

The Youth Council recommended this proposal for funding at \$107,372.00 with a reduced rate of \$60 per hour for the CNA instructor.

**MOTION:** *Mr. Neal Morrison made the motion.  
Dr. Tim Alford seconded the motion.  
MOTION APPROVED.*

**Ms. Anne Payne abstained from the discussion and vote.**

Youth Council Chair Turkoski stated that after extensive discussion, the remaining seven proposals were not recommended for funding by the Council. Board members questions were answered concerning why proposals were not recommended including lack of information provided in the RFP response, duplication of services, excessive salary costs, and lack of performance.

**Bevill State Community College** requested \$101,238.00 for the “Second Opportunity System (SOS) Early Intervention” project to provide 45 youth with dual enrollment opportunities to receive simultaneous credit for college and high school classes, tutoring, and adult mentoring.

*The Youth Council did not recommend this proposal for funding due to an alternate funding source already available for dual enrollments across the 65-county AWIA.*

**Hale Empowerment and Revitalization Organization (HERO)** requested \$140,250.00 for the “HERO Working Hale Program” to serve 18 youth meeting the WIA eligibility requirements. Occupational skills classes include Green Construction with Small Scale Manufacturing and Hospitality/Food Service with Retail Sales.

*The Youth Council did not recommend this proposal for funding due to high participant cost, a low number of participants to serve, and poor performance (currently zero).*

**Athens/Limestone County Family Resource Center** requested \$145,347.00 for the “Career Choice” project to provide 150 youth with mentoring for low school performance and dropouts or unemployed students with mentoring to reach employment goals.

*The Youth Council did not recommend this proposal for funding due to the proposal being a duplication of services at a higher cost than those provided by a higher performing provider. (Mental Health Center of Madison County serves Limestone County and has staff on site).*

**The Hope House, Inc.** requested \$276,298.28 for “Blount County Youth Success Center” to serve 485 youth to better prepare them to enter the workforce through education and training. A professional team of case managers, case workers, career coaches, and counselors will assess each participant for academic deficiencies, career interests, basic skill deficiencies, and develop a plan for success.

*The Youth Council did not recommend this proposal for funding due to high facility costs, an unrealistic number of participants to serve, and the request for \$40,000 to renovate a building before the program began. The budget indicated that approximately one-half of the project’s cost would be to provide building space.*

**Walker County Community Action Agency** requested \$100,000.00 for “Yes You Can” (YYC) Yes to Youth Careers Program to serve 60 youth. The program is designed to assist youth to develop a plan to complete high school or obtain a GED, start and complete postsecondary education or technical training, and to find employment.

*The Youth Council did not recommend this proposal for funding due to the county proposed for services is already being served by a current high performing youth provider. Beville State Community College is currently serving Walker County.*

**Bee Ready, LLC** requested \$351,550.00 for “Ready 2 Work!” to serve 150 youth. The program proposes to provide tutoring, study skills training, GED attainment preparation, paid and unpaid work experience, and adult mentoring.

*The Youth Council did not recommend this proposal for funding due to excessive staff salaries compared to other programs and a lack of program information on how services would be delivered.*

***Community Action Agency of South Alabama*** requested \$400,000.00 for a project to serve 75 youth. The program proposes to provide tutoring, study skills training, instruction to reduce the dropout rate, assistance to obtain a GED, paid and unpaid work experience, and summer employment.

*The Youth Council did not recommend this proposal for funding due to a lack of information on how services would be delivered.*

*A motion was made to accept the Youth Council's recommendation to not fund the seven proposals.*

**MOTION: Mr. Neal Morrison made the motion.  
Ms. Terrie Reid and Mr. Ronnie Boles  
seconded the motion.  
MOTION APPROVED.**

*Chairman Turkoski stated with the approvals made by the AWIA Board \$2,976,493 had been obligated from the youth program funds.*

*A motion was made to approve the AWIA Program Year 2012 Youth Allocations and Funding and Obligation Summary as provided to the Board and explained earlier by Chairman Turkoski.*

**MOTION: Mr. Neal Morrison made the motion.  
Mr. Allen Boyd seconded the motion.  
MOTION APPROVED.**

*The remaining \$896,946 of unobligated youth program funds was discussed by Dr. Daniel Boyd. The Youth Council would like to recommend that a supplemental Request for Proposal (RFP) be issued for WIA youth providers limited to agencies / organizations proposing to provide services in a county or counties with a poverty rate of 24% or higher. The twenty-one (21) counties eligible for projects are:*

Barbour –	25.3%	Lowndes –	30.1%
Bullock –	31.1%	Macon –	31.2%
Butler –	28.1%	Monroe –	28.4%
Chambers –	25.2%	Perry –	39.5%
Clarke –	24.9%	Pickens –	24.4%
Conecuh –	25.7%	Pike –	30.0%
Dallas –	35.6%	Randolph –	24.8%
Escambia –	26.1%	Russell -	24.1%
Fayette –	27.3%	Sumter –	31.3%
Greene –	31.0%	Wilcox –	39.6%
Hale –	24.8%		

*Three counties have projects that were recommended by the youth council and approved for funding– Butler, Escambia and Sumter. It is recommended the eighteen remaining counties be given priority consideration for any proposals at the discretion of the AWIA Youth Council.*

*The poverty rate chart used was 2010 USDA Data for the State of Alabama. Additional outreach would be done in these counties to generate responses. Council members offered their assistance for outreach or technical assistance on grant preparation. The responses submitted would still have to meet thresholds set by the RFP and standards set for program operation.*

*A motion was made to issue a second RFP targeting the 21 counties listed with a poverty rate of 24% or higher.*

**MOTION: *Dr. Daniel Boyd made the motion.  
Dr. Tim Alford seconded the motion.***  
**MOTION APPROVED.**

*AWIA Chair Payne called on Mr. Mike Reynolds to present and discuss the Program Year (PY) 2012 Funding and Obligation Summaries for Adults and Dislocated Workers.*

*A recommendation is being made to transfer 35% of Dislocated Worker funds to Adult Program funds under WIA guidelines. With this transfer the estimated PY 2012 Dislocated Worker Program Funds available are \$8,269,877. Estimated Program costs include \$3,500,000 for Career Center Operations, \$4,019,877 for Individual Training Accounts (ITAs) for dislocated workers, and \$750,000 for On-the-Job Training (OJT).*

*A motion was made to accept the Dislocated Worker Funding and Obligation Summary for PY 2012 as presented.*

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

*Mr. Reynolds continued with the presentation of the PY 2012 Funding and Obligation Summary for Adults. With the transfer of funds from the Dislocated Worker Program the funds available are \$13,731,785. Estimated Program costs include \$4,700,000 for Career Center Operations, \$8,281,785 for Individual Training Accounts (ITAs) for adults, and \$750,000 for On-the-Job Training (OJT).*

*A motion was made to accept the Adult Funding and Obligation Summary for PY 2012 as presented.*

**MOTION: *Mr. Mike Reynolds made the motion.  
Dr. Steve Turkoski seconded the motion.***  
**MOTION APPROVED.**

*Dr. Tim Alford suggested that as the program year progressed and the dollar amounts became final instead of estimates, that the OJT funding should be reviewed by the WDD staff and the Board and perhaps more emphasis placed in that area. Mr. Hutto stated that OJT contract performance was 85 – 90% job placements and the funding was constantly reviewed to enable contracts to be put into place.*

*Other business included a reminder for members to sign the Conflict of Interest statements, prepare and submit travel documents for reimbursement, and to mark their calendars for the next AWIA Local Board meeting on September 12, 2012.*

