

Proposal Review Committee
 Calhoun Convention Center
 Minutes
 November 20, 2013

Members Present	Members Absent	Staff and Guest
David Guldenschuh	Mary Ruth Goff	Gwen Dellinger
Janet Queen	Parnick Jennings	Randy Gayler
Mike Schwaderer	Lance McCravy	Karla Conetta
Lewis Williams		Amy Vickery
David Repp		

Mr. Mike Schwaderer called the meeting to order. Mr. Lewis Williams made a motion to accept the minutes from May 13, 2013. Mr. David Guldenschuh seconded the motion. Mr. David Guldenschuh abstained on the vote because he was not present at the May 15, 2013 meeting.

Mrs. Gwen Dellinger talked to the committee about issues that we were facing while trying to administer the program. The first issue was the closing of the Paulding County Detention Center and concerns about how we would be able to offer certain services such as resume preparation. The next issue was that we needed a wage verification system to assist with verifying a participant's wages for eligibility and 1st Quarter after exit follow up. The last issue was that we needed a financial tracking system for at least six months. She also informed the committee members that we had received bids for the financial tracking and wage verification system. Mrs. Dellinger also reminded the committee that staff usually approved purchases under \$5,000. Mrs. Dellinger asked the committee members to review the attached bids, proposals and information for the next meeting in January. However, if the bid is a small purchase below \$5,000, it will be handled administratively (see attachments)

Mr. Randy Gayler presented the results of a field visit to the Training Center of NW Georgia in Cartersville for the purpose of determining if the center met the responsiveness criteria to become a WIA provider. Upon thorough review of the application and training facility it was determined that the provider met the responsiveness criteria to become a WIA provider. Mr. Gayler explained that the responsiveness criteria consisted of determining the length of time the business had been opened, graduation and job placement rates, inspection of handicap access, a tour of the facility, references from students and employers, certification by the Georgia Health Partnership and the Nonpublic Postsecondary Education Commission (NPC), along with her business license. Also, proof of financial solvency was reviewed in the form of a bank statement. (see attachment)

Next Mr. Gayler reviewed the application for a Certified Assistant Nurse program at the Training Center of NW Georgia in Cartersville. Classes would be offered in the day and evening to accommodate participant schedules.

Mrs. Amy Vickery would serve as director with two instructors (1 LPN and 1 RN). The class size would be 8-10 people. Total charge for the 90 hour course is \$855.00. Graduates will take the exam for the Georgia Health Partnership certificate which is transferable to other states. Graduates will also receive assistance with preparing for the exam, resume writing, and job search. Mr. Gayler reminded committee members that the WIA Career Advisors would test the participants to insure the suitability of participants prior to enrollment in the program. Upon completion of a discussion and review of the program, the staff recommended approval of the Training Center of NW Georgia in Cartersville and the Certified Nursing Assistant Program at the Training Center of NW Georgia in Cartersville. Mr. David Guldenschuh made a motion to accept the staff recommendation. Ms. Janet Queen seconded the motion. It passed unanimously. (see attachment)

The meeting adjourned.