

**Workforce Development Board
Executive Committee
November 30, 2022, 10:30 a.m.
Northwest Georgia Regional Commission
Rome, Georgia**

DRAFT Minutes

Executive Committee Members Present:

Jim Henry
Beth Kelley
Mitchell Morgan
Terri Morgan
Cam Parker

Guests and Staff Present:

Lesia Lambert
Phyllis Walker

Executive Committee Members Absent:

Linda McEntire*
Mike Murphy

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**resigned*

I. Welcome Cam Parker

Cam Parker called the meeting to order.

II. Consent Agenda Cam Parker

Mr. Parker informed those present that a Consent Agenda (containing Minutes from the September 21, 2022 Meeting, a Performance Report, and a Dislocated Worker Report) had been e-mailed and was also attached for review. Mitchell Morgan made the motion that the Consent Agenda be approved. Jim Henry seconded. Motion carried unanimously.

III. Workforce Development Board Chairman/Vice-Chairman Lesia Lambert

Lesia Lambert informed the Executive Committee that Linda McEntire had resigned her position as Chairman of the WDB. Ms. McEntire no longer works for a private company and is no longer eligible to serve as the Chairman. Per the Bylaws, Mike Murphy, Vice Chairman, will serve

through the end of Ms. McEntire's term as Chairman (through June, 2023). Cam Parker has agreed to serve as Vice Chairman of the WDB through June, 2023. Upon Cam Parker's departure from the room, and with no further nominations from the floor, Beth Kelley made the motion that Mike Murphy and Cam Parker be approved as Chairman and Vice Chairman, respectively. Mitchell Morgan seconded. Motion carried unanimously.

IV. Proposal Review Committee Report and Recommendations

A. Program Cost Increase. Phyllis Walker

Phyllis Walker informed those present that the Atlanta Academy of Dental Assisting has requested a \$500 increase. One of the reasons for the increase was the approval by the Georgia Board of Dentistry to train and provide Expanded Duties Dental Assisting to the course. This training consists of a 20-week course. Classes are virtual except for hands on instruction once a week. There are 180 hours of instructional training and 40 hours of externships/internships. Although adding this training comes with a cost, it gives the student a better opportunity to be competitive and successful in the job market. As of June, there have been six graduates all of whom have gone to work with an average wage of \$20 an hour. Ms. Walker stated that it was staff's recommendation to approve the \$500 increase, for a total not to exceed \$6,500 per student. The Proposal Review Committee and the Council of Chief Elected Officials approved this request. Beth Kelley made the motion that this request be approved. Mitchell Morgan seconded. Motion carried unanimously.

B. New Programs/Providers. Phyllis Walker/Lesia Lambert

Ms. Walker then presented a request from MedCerts, a current provider on the Eligible Training Provider List, to add online Professional Coder as part of their training (handout attached). The Professional Coder program provides comprehensive training that leads to in-demand coding certifications. Medical Coders holding professional-level certifications are critical to compliant and profitable medical practices and typically earn 20% more than non-certified coders. The cost is \$4,000 for 22 weeks of training (handout attached). The Proposal Review Committee and the Council of Chief Elected Officials approved this request. Jim Henry made the motion that this request be approved. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Lambert informed the Committee that a request from Chattahoochee Technical College for the addition of the Dental Assisting Program (handout attached) had been received. This program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting Program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a Dental Assisting Diploma.

Pell/Hope:	Yes
Entry Criteria:	HS Diploma or GED
Length of Training:	72 weeks (5 Semesters)

Medial Earnings after placement	\$35K
Project Growth:	8% 2021-2031
Cost:	
Tuition	\$8,435
Supplies	\$250
Books:	\$700
Exam:	<u>\$400</u>
Total:	\$9,785

The Proposal Review Committee and the Council of Chief Elected Officials approved this request. Mitchell Morgan made the motion that this request be approved. Beth Kelley seconded. Motion carried unanimously.

C. Priority of Service Policy Phyllis Walker

Ms. Walker informed those present that the Priority of Service Policy (attached with changes highlighted and crossed out) has been updated to more closely align with the Technical College System of Georgia policy changes. The Proposal Review Committee and the Council of Chief Elected Officials approved these changes. Mitchell Morgan made the motion that this request be approved. Beth Kelley seconded. Motion carried unanimously.

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V. **Youth Committee Report and Recommendations**

A. Youth Committee Nomination Lesia Lambert

Ms. Lambert presented a nomination from Alison Watson, Assistant Clinical Director, Northwest Georgia Public Health, for Christa Gilmore, Youth Development Coordinator, (nomination form attached) to serve on the Youth Committee. The Youth Committee and the CCEO approved this nomination. Beth Kelley made the motion to approve the nomination. Mitchell Morgan seconded. Motion carried unanimously.

B. Basic Skills Policy Lesia Lambert

Ms. Lambert then presented a revised Basic Skills Policy, attached. The changes were made to better align with the TCSG policy (changes are highlighted and deletions are crossed out). The Youth Committee and the CCEO approved these changes. Jim Henry made the motion to approve the nomination. Beth Kelley seconded. Motion carried unanimously.

VI. **Fiscal Report** Lesia Lambert

Ms. Lambert presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report, Grant Inception to 10/31/22" (attached). This report encompasses the Adult, Dislocated Worker, COVID/Disaster, HDCl, and Youth programs. She noted that in January, Anthony Rucker would have a fiscal report with additional grants received. The CCEO approved

this report. Jim Henry made the motion to approve the nomination. Mitchell Morgan seconded. Motion carried unanimously.

VII. Quality Jobs, Equity, Strategy, and Training (QUEST) Grant Lesia Lambert

Ms. Lambert informed those present that the QUEST (Quality Jobs, Equity, Strategy, and Training) Grant Request for Application had been released by the Technical College System of Georgia. These funds will enhance WorkSource Georgia’s efforts to empower Georgia’s unemployed and underemployed workers through worker and business engagement, elevate equity, and connect jobseekers with high quality jobs in high demand industries. The primary purpose of these funds is for employment & training activities for individuals impacted by the COVID-19 pandemic. The CCEO approved this request. Mitchell Morgan made the motion to approve the nomination. Beth Kelley seconded. Motion carried unanimously.

Other

The Executive Committee and staff discussed ways to increase Board engagement and knowledge. Some suggestions were a five to ten minute presentation at the end of each meeting discussing a general topic related to WIOA and/or the WDB; a FAQ page with questions asked by the Board; and providing year-to-date numbers served and/or dollars spent at each meeting.

Adjourn

There being no further business, the meeting adjourned.