

**Workforce Development Board  
Executive Committee  
July 29, 2022, 10:00 a.m.  
Georgia Northwestern Technical College  
Calhoun, Georgia**

*DRAFT Minutes*

**Executive Committee Members Present:**

Jim Henry  
Beth Kelley  
Linda McEntire  
Terri Morgan  
Mike Murphy  
Cam Parker

**Guests and Staff Present:**

Susan Gentry  
Phyllis Walker

**Executive Committee Members Absent:**

Mitchell Morgan

DRAFT

**I. Welcome ..... Mike Murphy**

In the absence of Linda McEntire, Chairman, (who arrived late), Mike Murphy called the meeting to order.

**II. Consent Agenda ..... Mike Murphy**

Mr. Murphy informed those present that a Consent Agenda (containing Minutes from the May 18, 2022 Meeting, a Performance Report, and a Dislocated Worker Report) had been e-mailed and was also attached for review. Jim Henry made the motion that the Consent Agenda be approved. Beth Kelley seconded. Motion carried unanimously.

**III. Fiscal Report ..... Anthony Rucker**

Anthony Rucker presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report, Grant Inception to 5/31/22" (attached). This report encompasses the Adult, Dislocated Worker, COVID/Disaster, HDCl, and Youth programs. Mr. Rucker noted that, due to the way funds are obligated that the totals may not equal 100% but that we have not overspent in any category. Jim Henry made the motion to accept the report. Beth Kelley seconded. Motion

carried unanimously.

**IV. Professional Legal Services Recommendation . . . . . Phyllis Walker**

Phyllis Walker stated that the Northwest Georgia Regional Commission, WorkSource Northwest Georgia, had solicited for an independent contractor for the provision of providing professional legal consulting services in support of the Workforce Development Program authorized and funded under the Workforce Innovation and Opportunity Act (WIOA). One proposal was received in response to the recent request for the provision of legal services in support of the Workforce Development Programs. Kutak Rock, LLC proposed to provide such legal and consultant services. Kutak Rock offers attorney David Dietrich as the consultant for this agreement. David served as the state of Georgia Compliance Director for seven years and is very familiar with and knowledgeable about WIOA. The proposal submitted was for an amount not to exceed \$60,000 for one year of service. It is staff's recommendation that the Executive Committee approve the Professional Legal Consultant Proposal submitted by Kutak Rock LLC, in the amount not to exceed \$60,000 for a one year service agreement/contract. Beth Kelley made the motion to approve this staff recommendation. Jim Henry seconded. Motion carried unanimously.

**V. Sector Partnership Grant . . . . . Phyllis Walker**

Ms. Walker reminded those present that, for the past four years, our area has received a Sector Partnership grant (formerly the High Demand Career Initiative). Terri Morgan stated that staff applied for and received an additional year of grant funding in the amount of \$112,145 (with carryover funds of \$20,000). This planning grant assists the area's advanced manufacturing and logistics employers in addressing their staffing needs. Mike Murphy made the motion to approve this grant. Jim Henry seconded. Motion carried unanimously.

**VI. Youth Committee Officers . . . . . Terri Morgan**

Ms. Morgan noted that the Youth Committee Officers had not yet been approved by the WDB and asked that the Executive Committee approve the following slate of Officers:

- Beth Kelley, Chairman
- Ben Arp, Vice Chairman
- Tracie Ball, Secretary

Jim Henry made the motion to accept these changes. Mike Murphy seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.