

Workforce Development Board of Northwest Georgia  
 Proposal Review Committee  
 January 16, 2019  
 Gordon County Agricultural Services Center  
 Calhoun, Georgia

Minutes

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff and Guest</b>
Linda McEntire	Robert Martin*	Karla Conetta
Mitchell Morgan		Brandi Dover
Terri Morgan		Susan Gentry
Mike Murphy		Lesia Lambert
		Phyllis Walker

Terri Morgan noted that Robert Martin, Chairman, had resigned from the Workforce Development Board and that the Committee was in need of a Chairman. After discussion, Linda McEntire agreed to serve. There being no other nominations from the floor, Mitchell Morgan made the motion that Linda McEntire be approved to serve as Chairman of the Proposal Review Committee. Mike Murphy seconded the motion. Motion carried unanimously.

Ms. McEntire informed those present that a summary had been sent to the Committee for review and asked for a motion to approve the minutes. Mitchell Morgan made the motion to approve the Minutes. Mike Murphy seconded the motion. Motion carried unanimously.

Brandi Dover explained to the Committee that Kennesaw State University had requested to add programs to the current Individual Training Account agreement. Kennesaw State University is located in Kennesaw, Georgia and is an approved training provider on the State Eligible Training Provider List (ETPL). Each program requested is already approved by the State on the ETPL.

The new programs requested are as follows:

- Medical Office Assistant/Medical Billing and Coding Combo (MOA/MBCS) - This is a twenty-nine (29) week program with 204 classroom hours. Participants can earn three (3) credentials upon completion-- Certified Medical Administrative Assistant, Certified Billing and Coding Specialist, and Certified Professional Coder. Participants must be 18 years of age, have a High School diploma or GED, and a basic skills assessment. The cost of the Combo program is \$ 5,183.including supplies, books, fees, and tuition.
- AutoCAD Trio Certificate Program - This is a twenty-two (22) week program with 88 classroom hours. Participants can earn the Autodesk Certified User (ACU) credential upon completion. Participants must be 18 years of age, have a High School diploma

or GED, and a basic skills assessment. The cost of the AutoCAD program is \$4,497, including supplies, books, fees, and tuition.

- Bookkeeper Professional Certificate Program - This is a fifteen (15) week program with 90 classroom hours. Participants can earn the Certified Bookkeeper credential, through American Institute of Professional Bookkeepers, upon completion of the program. Participants must be 18 years of age, have a High School diploma or GED, and a basic skills assessment. The cost of the Bookkeeper program is \$ 2,274 including supplies, books, fees, and tuition.

Mitchell Morgan made the motion to approve the program additions for Kennesaw State College. Mike Murphy seconded the motion. Motion carried unanimously.

Ms. Dover presented those present with a request from Chattahoochee Technical College to add a new program that will allow Adult Education students who are seeking their GED the chance to concurrently train in a Mechatronics with Forklift course in order to provide them a skillset, and credential, to gain employment in a high demand career. The Mechatronics with Forklift Program will be a ten (10) week program with 100 classroom hours. Participants can earn a forklift credential through CTC and the NOCTI-Mechatronics credential through NOCTI assessment. Participants must score as follows on the TABE test: 9.0 or higher on Reading; 6.0 or higher on Math; 6.0 or higher on Language; and have completed at least one quarter of Adult Education classes. The cost of the Mechatronic program is \$2,475. This includes supplies, books, fees, and credential costs including the GED test.

Mitchell Morgan made the motion to approve the program addition for Chattahoochee Technical College. Mike Murphy seconded the motion. Motion carried unanimously.

Susan Gentry informed those present that the Georgia Department of Labor currently has \$75,000 in funds for Incumbent Worker Training (IWT) expenses. They have requested an additional \$75,900 in Adult funds, bringing the total to \$150,900. These training expenses are reimbursable directly to the employers/trainers and are not included in the Work Based Training contract. She explained that the decision to make this request is due to an increase in employer participation. She stated that IWT has been completed by three employers during the current program year and there are an additional four employers in the application process or with contracts pending approval. Staff recommended that an additional \$75,900 in Adult funds be added to the WIOA budget for Georgia Department of Labor to use for Incumbent Worker Training expenses. Staff also requested the flexibility to utilize Dislocated Worker (DW) funds, contingent upon availability of DW funds, should an employer want to use the training to avert a layoff. Mitchell Morgan made the motion to approve the increase in Incumbent Worker Training funds for the Georgia Department of Labor. Mike Murphy seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of GDOL funds).

Ms. Dover presented a request from Georgia Highlands College (GHC) for an additional \$100,000 for participant training for the remainder of PY 18. Eighty-nine percent (89%) of the increase will be Adult funding and eleven percent (11%) will be Dislocated Worker funding. This will increase the Tuition line item from \$303,500 to \$403,500 and the total budget will increase from \$555,500 to \$655,500. She stated that this request involved many factors including the cost of training for medical programs at GHC increased Fall 2018; the policy regarding Pell disbursement changed at NWGRC; a high number of Northwest Georgia Regional Educational Services Agency enrollments; and GHC has enrolled more than half of their projected participants. This increase will help serve the remainder of the contracted participants and their carryover participants.

Staff recommended that \$100,000 be added to GHC's budget for participant training costs. Mitchell Morgan made the motion to approve the increase in funds for Georgia Highlands College. Mike Murphy seconded the motion. Motion carried unanimously.

Ms. Dover then informed those present that Chattahoochee Technical College (CTC) had requested an additional \$200,000 for participant training and \$50,000 for support services for the remainder of PY 18. Eighty percent (80%) of the increase will be Adult funding and twenty percent (20%) will be Dislocated Worker funding. This will increase the Tuition line item from \$140,000 to \$340,000 and the Support line item from \$70,000 to \$120,000; the total budget will increase from \$451,402 to \$701,402. Ms. Dover explained that CTC's initial request for the beginning of the year was budgeted too low. CTC has also enrolled more than half of their projected participants for the physical year. They will need the increase to help serve the remainder of their contracted participants and their carryover participants. Staff recommended adding \$250,000 to CTC's budget for participant training costs and support. Mitchell Morgan made the motion to approve the additional funds for Chattahoochee Technical College. Mike Murphy seconded the motion. Motion carried unanimously.

Ms. Dover presented the staff recommendations for the Case Management Services contracts, based upon the Request for Proposals issued in late 2018. Ms. Dover explained that a minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive. She stated that the following proposals had been received and reviewed by staff and that the following recommendations (below and attached) were being made, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations:

PROPOSING AGENCIES	COUNTY(IES) TO BE SERVED	SERVICES OFFERED	PROPOSED FUNDING TO SERVE	TOTAL # TO BE SERVED	COST PER PARTICIPANT	TOTAL AMOUNT REQUESTED	EVALUATION SCORE (average)	RECOMMENDATIONS
<b>Chattahoochee Technical College (CTC)</b>	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	125	\$4,325	\$540,584	363	Staff recommends funding at a cost not to exceed \$540,584 with the ability to negotiate slot levels and funding request.
<b>Georgia Highlands College (GHC)</b>	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	100	\$7,018	\$701,832	365	Staff recommends funding at a cost not to exceed \$601,832 with the ability to negotiate slot levels and funding request.
<b>Georgia Northwestern Technical College (GNTC)</b>	Catoosa, Chattooga, Floyd, Gordon, Murray, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	210	\$6,347	\$1,332,768	338	Staff recommends funding at a cost not to exceed \$1,082,768 with the ability to negotiate slot levels, funding request.
<b>West Georgia Technical College (WGTC)</b>	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	55	\$8,822	\$485,234	350	Staff recommends funding at a cost not to exceed \$473,234 and the ability to negotiate slot levels and funding request.

Ms. Dover stated that staff did not recommend funding Arbor E&T, LLC (ResCare Workforce) or Ross Innovative Employment Solutions due to non-competitive scores (below and attached).

<b>Arbor E&amp;T, LLC (ResCare Workforce)</b>	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	250	\$10,149	\$2,537,171	308	Staff does not recommend funding due to non- competitive score.
<b>Ross Innovative Employment Solutions</b>	Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield	Career Services/Case Management in support of ITA Services	Adult & Dislocated Worker	400	\$5,843	\$2,337,300	328	Staff does not recommend funding due to non- competitive score.

After discussion regarding the low scores, Mitchell Morgan suggested that staff discuss with the providers how to improve their proposals. Ms. Dover and Lesia Lambert assured him that they would discuss the proposals with them during negotiations. Mitchell Morgan made the motion to approve the recommended funding for the Case Management contracts, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations. Mike Murphy seconded the motion. Motion carried unanimously.

Ms. Gentry presented the staff recommendations (below and attached) for the Work-Based Training contracts, based upon the Request for Proposals issued in late 2018. Ms. Gentry explained that a minimum of 335 points of the total 475 must be scored in order for a proposal to be considered competitive. She stated that the following proposal had been received and reviewed by staff and that the following recommendation was being made, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations:

Proposer	Service	Counties to Serve	Number of Participants	Cost Per Participant	Total Cost	Average Score	Recommendation
Georgia Department of Labor	Work Based Training	15 NWGA counties	200	\$6,100	\$1,219,998  Contract \$619,998; Worksite payments \$600,000	360	Staff recommends approval of GDOL's proposal to serve a minimum of <b>200 participants for a total not to exceed \$1,219,998 (Contract \$619,998; Worksite payments \$600,000), contingent upon the availability of funds and successful negotiations.</b>

Ms. Gentry explained that the proposal for ResCare Workforce Solutions was deemed non-competitive and that staff did not recommend funding of the proposal (below and attached).

Proposer	Service	Counties to Serve	Number of Participants	Cost Per Participant	Total Cost	Average Score	Recommendation
ResCare Workforce Solutions	Work Based Training	15 NWGA counties	90	\$12,463	\$1,121,623  Contract \$791,308; Worksite Payments \$234,117; Service Fee/Profit \$96,198	325	No Action – Proposal score was non-competitive. <ul style="list-style-type: none"> <li>· Cost per participant is too high due to low number of proposed enrollments</li> <li>· The proposed April start date was not realistic because they do not have partner relationships or systems in place in our area</li> <li>· ResCare proposed to refer case management services out to another provider.</li> </ul> The proposal did not align with the regions current procedures in for providing WIOA services.

Mitchell Morgan made the motion to approve the recommended funding for the Work-Based Training contract, contingent upon funds received from the Technical College System of Georgia, Office of Workforce Development, and successful negotiations. Mike Murphy seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of GDOL funds).

Ms. Gentry informed those present that the changes have been made to the Incumbent Worker Training Policy to make it follow the State Policy more closely. Changes are as follows (highlighted in yellow on the attached copy of the policy):

- Wage increase - Unless an Incumbent Worker Training is developed to avert a layoff, the employer must agree to increase the trainee wages within a year of the completion of training.
- Six Month Employment Requirement - If the Incumbent Worker Training is for a group of employees, the requirement for ALL of them to be employed at least 6 months will be waived as long as the majority of trainees (51%) have been employed with the company 6 months prior to training.
- Documentation for Management Skills - Supervisory skills, such as leadership, teamwork, communication, conflict resolution, and management skills can be considered if the employer can document the need and effect of the training.

Mitchell Morgan made the motion to approve the changes to the Incumbent Worker Policy as noted. Mike Murphy seconded the motion. Motion carried with Linda McEntire abstaining (due to her employment with Mohawk Industries, a recipient of Incumbent Worker Training funds).

Brandi Dover presented changes to the Adult/Dislocated Worker Supportive Services Policy (attached with changes highlighted). She noted that "Technical College System of Georgia, Office of Workforce Development" had replaced "Georgia Department of Economic Development." Additionally, information about Direct Deposit and a Direct Deposit form had been added to the policy. Mitchell Morgan made the motion to approve the changes to the policy. Mike Murphy seconded the motion. Motion carried unanimously.

There being no further business, the meeting adjourned.