

**Workforce Development Board of Northwest Georgia  
Proposal Review Committee  
March 13, 2024, 2:00 p.m.  
Northwest Georgia Regional Commission  
Rome, Georgia**

*Minutes*

Members Present:

Kate Daggett  
Selena Galmon  
Terri Morgan  
Mike Murphy  
Cam Parker

Guests/Staff:

Karla Conetta  
Susan Gentry  
Lesia Lambert  
Anthony Rucker  
Phyllis Walker

Cam Parker, Chairman, welcomed those present. It was determined a quorum was present.

Mr. Parker asked for a motion to approve the minutes from the May 10, 2023 meeting (attached). Mike Murphy made the motion to approve. Kate Daggett seconded. Motion carried unanimously.

Anthony Rucker provided a finance report (attached) to the Committee. He stated that a large transfer would likely be needed from Dislocated Worker funding to adult funding. Kate Daggett made the motion to approve the report. Mike Murphy seconded. Motion carried unanimously.

Karla Conetta presented a performance report. Mr. Parker asked if the total number of participants could be included in the report for reference. Ms. Conetta stated that that information was no longer available in the system that the state uses to run performance reports. Kate Daggett made the motion to approve the report. Selena Galmon seconded. Motion carried unanimously.

Susan Gentry provided Work-Based Training contract budgets and slots for approval. She stated that it was staff’s recommendation to approve the budgets and slots (below and attached) contingent upon availability of funds from TCSG and successful negotiations and with staff authority to adjust slots and funding as needed provided the adjustments do not exceed the approved contract amounts. Kate Daggett made the motion to approve the contract budgets and slots. Selena Galmon seconded. Motion carried unanimously.

Provider	PY 23 WBT Requested Budget	Requested Worksite Reimbursement	Requested Slots	*Recommendations
Georgia Department of Labor	\$266,437 Contract \$381,750 Employer Payments	\$119,250 OJT \$262,500 IWT	30 OJT 175 IWT	The recommendation is to fund the WBT Contract at an amount not to exceed \$648,187 and 205 slots This is contingent upon available funds and successful negotiations
<b>TOTAL</b>	<b>\$648,187</b>	<b>\$381,750</b>	<b>205</b>	

Counties to be served by all above contractors: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield.

Phyllis Walker presented the Career Advisor/Case Management Contractor’s budget requests (below and attached). She stated that it was staff’s request to approve the budgets, contingent upon availability of funds from TCSG and successful negotiations and with staff authority to adjust slots and funding as needed provided the adjustments do not exceed the approved contract amounts. Mike Murphy made the motion to approve the contract budgets and slots. Kate Daggett seconded. Motion carried unanimously.

Contractor’s Name	CONTRACTOR’S BUDGET REQUEST					*NWGRC Recommendations
	Operating Budget Requested	Tuition Requested	Support Requested	Total Funding Request	Slots Requested	
Georgia Northwestern Tech	\$395,345	\$585,000	\$315,000	\$1,295,345	175	The recommendation is to approve GNTC budget for a total not to exceed <b>\$1,295,345</b> to serve <b>175</b> participants.
Chattahoochee Tech	\$302,016	\$598,000	\$120,000	\$1,020,016	130	The recommendation is to approve CTC budget for a total not to exceed <b>\$1,020,016</b> to serve <b>130</b> participants.
West Georgia Tech	\$142,755	\$190,000	\$80,000	\$412,755	51	The recommendation is to approve WGTC budget for a total not to exceed <b>\$412,755</b> to serve <b>51</b> participants.
<b>TOTALS</b>	<b>\$840,116</b>	<b>\$1,373,000</b>	<b>\$515,000</b>	<b>\$2,728,116</b>	<b>356</b>	

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Phyllis Walker informed those present that Chattahoochee Technical College had requested adding an additional \$142,000 to the existing contract, which will increase the total contract amount from \$943,250 to \$1,085,250. This request includes adjusting the current contract budget as follows:

- Adding \$70,000 to the Adult Tuition Budget to serve an additional (22) slots.
- Adding \$45,000 to the Quest Tuition Budget to serve an additional (10) slots.
- Adding \$15,000 to the QUEST Support Budget to serve (10) additional slots.
- Adding \$10,000 to the Dislocate Worker Tuition Budget to serve (2) additional slots.
- Adding \$2,000 to the Dislocated Worker Support Budget to serve (2) additional slots.

These changes are all for the participants. It does not affect the Operating Expenses of Chattahoochee Technical College's WIOA contract. Ms. Walker stated that it was staff's recommendation to approve Chattahoochee Technical College's request of \$142,000 to cover additional student cost. The current total contract amount of \$943,250 will increase to \$1,085,250 contingent upon the availability of funds. Kate Daggett made the motion to approve. Selena Galmon seconded. Motion carried unanimously.

Ms. Walker then presented a request from West Georgia Technical College to add an additional \$8,000 to cover the cost of their fringe. The fringe was pro-rated incorrectly due to unforeseen salary increases that were approved through the State of Georgia. The \$8,000 request will increase the total fringe amount from \$41,720 to \$49,720. The current total contract of \$383,120 will increase to \$391,120. Ms. Walker stated that it was staff's recommendation to approve the request. Kate Daggett made the motion to approve. Selena Galmon seconded. Motion carried unanimously.

Lesia Lambert informed those present that Georgia Northwestern Technical College had submitted a request to add a CDL Class B Hybrid Training Program to the Eligible Training Provider List. The entrance requirements for someone to attend this program are as follows:

- Participant pays costs associated with entrance requirements (\$125) if not WIOA eligible.
- Must be 18 years of age
- Have no more than three points on driver's license
- No serious traffic violations or convictions, including DUI or cell phone usage
- Valid Georgia driver's license
- Valid Georgia Class B CDL Learner's Permit, with Air Brake endorsement
- Negative 5 panel drug test

- Current DOT physical

She stated that the program is approximately 5 weeks in length and the first two weeks allow participants up to 80 hours to complete the online CDL classroom theory course. GNTC will enroll participants and provide the course via Blackboard. Successful completion of the online course is required to move to the road/range training portion. Road/range training is provided in weeks three and four, three and four, face-to-face, at the Polk County Campus in Rockmart.

According to their flyer, there will be four students per session and the first cohort group will begin March 11, 2024. The second cohort group registration begins March 8, 2024 and classes will begin on March 25, 2024. Novo Health Services has written a letter of support for this program. Ms. Lambert noted that there is no performance since this is a new program. The total cost of training is \$3,625. She stated that it was staff's recommendation to approve this program. Selena Galmon made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker informed the Committee that an applicant had requested the addition of the Human Resources Management-CP/SHRM SCP to the Kennesaw State vendor agreement. This training is a comprehensive HR management course offered in partnership with SHRM and taught by experienced, senior-level professionals. The program credentials establish a recognized expert in the HR field. The certification covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavior competencies. It can be utilized for exam preparation and/or advanced training in a HR career.

The training cost is \$1799 for 13 weeks at approximately 3 to 3 ½ hours weekly attendance.

She noted that staff spoke with personnel at the school and was given a completion rate of 81% for year 2021 and 85% for year 2022. Ms. Galmon and Ms. Daggett both commented that it was valuable training. Ms. Walker stated that it was staff's recommendation to approve the adding the Human Resources Management-CP/SHRM SCP training to Kennesaw State University's vendor agreement. The cost of the training will be contingent upon the availability of funds. Selena Galmon made the motion to approve. Kate Daggett seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.