

**Workforce Development Board of Northwest Georgia**  
**Proposal Review Committee**  
**May 15, 2019**  
**Gordon County Agricultural Services Center**  
**Calhoun, Georgia**  
*Minutes*

| Members Present | Members Absent | Staff and Guests |
|-----------------|----------------|------------------|
| Linda McEntire  |                | Brandi Dover     |
| Mitchell Morgan |                | Susan Gentry     |
| Terri Morgan    |                | Lesia Lambert    |
| Mike Murphy     |                | Phyllis Walker   |

Linda McEntire, Chairman, welcomed those present. It was determined a quorum was present.

Ms. McEntire asked for a motion to approve the Minutes from the January 16, 2019 meeting (emailed and attached).

Phyllis Walker reminded those present that the Georgia Department of Labor has been providing the Northwest Georgia Workforce staff with read-only screens which allow access to certain Department of Labor computer screens and to the employment wage inquiry look up screen. The wage inquiry screen is used to give information regarding participant wages which can assist in determining program eligibility. Additionally, the wage inquiry screen serves as a vehicle during the follow-up phase to determine if a participant has obtained employment. The ability to have these services so readily available is an attribute for the program. There is a charge of \$200 for the set-up, maintenance, and review for the nineteen users. There will be a charge of \$1 per screen for all social security lookups by all registered users. Ms. Walker stated that some of the costs of this agreement may be paid by the Technical College System of Georgia. Staff recommended approval of an agreement between the Georgia Department of Labor and Workforce Development Board of Northwest Georgia in the amount of \$10,000 for read only services. Mike Murphy made the motion to accept this recommendation. Mitchell Morgan seconded. Motion carried unanimously.

Brandi Dover informed those present that the Atlanta Academy of Dental Assisting had requested to be added as a vendor in our area. They are located in Marietta, GA. The Atlanta Academy of Dental Assisting is an approved training provider on the State ETPL. They are approved by Georgia Nonpublic Post-Secondary Education Commission (GA-NPEC). The program requested for approval is Dental Assisting. The length of program is Twenty-six (26) weeks. The cost of the Dental Assisting program is \$ 5,000. This includes tuition, supplies, books, test fees and other fees. Graduates can take the Dental Assisting credential through Dental Assisting National Board (DANB) at a cost of \$425. Staff recommended adding the Atlanta Academy of Dental Assisting as a vendor and the Dental Assisting program as an approved program at a cost not to

exceed \$5,425. Mitchell Morgan made the motion to approve these additions. Mike Murphy seconded. Motion carried unanimously.

Ms. Dover then presented the following list of Individual Training Account (ITA) Providers for the upcoming 2019-2020 fiscal year, pending the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list (also attached):

- |   |  |
|---|--|
| CPR with Mickey   | Chattahoochee Technical College        |
| Cumberland Medical  | Georgia Highlands College              |
| Faithful Guardians  | Georgia Northwestern Technical College |
| Fortis College  | West Georgia Technical College         |
| Gadsden State   |  |
| Georgia Driving Academy                                     |  |
| Goodwill of North Georgia                                   |  |
| International Union of Operating Engineers (IUOE) Local 926 |  |
| Katlaw Driving School                                       |  |
| Kennesaw State University                                   |  |
| New Horizons  |  |
| North Georgia Technical College                             |  |
| Northwest Georgia RESA - GaTAPP                             |  |
| R.S. Thomas Training Associates                             |  |
| Southeast Lineman Training Center                           |  |
| Training Center of Northwest Georgia                        |  |
| Truck Institute of Forsyth                                  |  |
| Truck Institute of Oxford Alabama                           |  |

Staff recommended approval of these providers as vendors for the upcoming 2019-2020 fiscal year, pending the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list. Mitchell Morgan made the motion to approve the providers the outcome of the State's subsequent eligibility review for performance and continued inclusion on the State eligible provider list. Mike Murphy seconded. Motion carried unanimously.

Ms. Dover informed those present that financial tracking system software is used to track obligations for the year and updates for any changes which may occur in actual costs. It is also used by career advisers to create vouchers to send to NWGRC fiscal department based on actual ITA costs. The costs are as follows:

| Cost per User | # of Users    | Total Cost per Month | Total Cost for 1 year |
|---------------|---------------|----------------------|-----------------------|
| \$90          | Minimum of 10 | \$900                | \$10,800              |
| \$90          | 15            | \$1,350              | \$16,200              |

Staff recommended approval of an agreement with Entre Solutions (Tracksource) for Fiscal Year 2019 for fifteen 15 users at a fee of \$90 per user per month with the total contract amount not to exceed \$16,200 (Entre will only bill for actual user cost with a minimum of 10 users). Mitchell Morgan made the motion to approve this agreement. Mike Murphy seconded. Motion carried unanimously.

Susan Gentry reminded those present that the Georgia Department of Labor is the One-Stop Operator for Northwest Georgia. They are currently in the second year of the three-year bid cycle. Funding has been requested for the optional 3rd year which will begin June 30, 2019. Below are the funding totals.

| <i>Provider</i>             | <i>Location</i>    | <i>Service Area</i>           | <i>Contract Budget Request PY19-20</i> |  |  | <i>Recommendation</i>  |
|-----------------------------|--------------------|-------------------------------|--|--|--|--|
| Georgia Department Of Labor | Rome Career Center | 15 Northwest Georgia Counties | \$212,365                              |  |  | <p><b>Summary. Requested funds are \$212,365 to contract expenses;</b></p> <p>Staff requests the approval of the One Stop Operator budget for PY19 in the amount of \$212,365, contingent upon the receipt of funds from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.</p> |

Staff recommended approving the One-Stop Operator budget for PY19 in the amount of \$212,365, contingent upon the receipt of funds from the Technical College System of Georgia, Office of Workforce Development and successful negotiations. Mike Murphy made the motion to approve this contract. Mitchell Morgan seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.