

**Workforce Development Board of Northwest Georgia
Proposal Review Committee
May 8, 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
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 March 13, 2024, meeting (attached). Kate Daggett made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Phyllis Walker presented, for approval, the following list of Individual Training Account Providers. Staff recommended approving these providers for the upcoming year.

160 Driving School
Angels Touch
Atlanta Academy of Dental Assisting
Chattahoochee Technical College
Cobb Medical Institute
Coding Clarified
Cumberland
Dental Assistant School of Atlanta
Dental Careers Institute
Georgia Driving Academy
Gadsden State College

Georgia Northwestern Technical College
 Goodwill of North Georgia
 Gwinnett College
 iCode Academy
 Katlaw Driving School
 Kennesaw State University
 MedCerts
 North Georgia Technical College
 Ogeechee Technical College
 R.S. Thomas Training Associates
 Northwest Georgia RESA
 Roadmasters Drivers School
 Southeastern Lineman Training Center
 Training Center of Northwest Georgia
 West Georgia Technical College
 WrightNow Solutions

Kate Daggett made the motion to approve the Individual Training Account Agreements, as listed. Selena Galmon seconded. Motion carried unanimously.

Ms. Walker then reminded the Committee that our region utilizes the Tracksource/Entre Financial Management System to track obligations and updates that occur in the participant's actual cost. It is also used by the Career Advisors to creates vouchers to send to the WIOA fiscal department. The cost of the program is as follows:

Cost per User	# of Users	Total Cost per Month	Total Cost for 1 year
\$99	Minimum of 10	\$990	\$11,880
\$99	15	\$1,485	\$17,820

She stated that it was staff's recommendation to approval the contract as a Sole Source for fiscal year July 1, 2024-June 30, 2025, for a maximum of 15 users at a fee of \$99 per user per month for a total not to exceed \$17,820. Mr. Parker asked if staff were satisfied with the service. Ms. Walker stated that there are occasionally issues but that the hope is that with the increased rates, there will be improvements in service. Mr. Parker suggested that the Committee approve the sole source agreement, contingent upon staff's concerns being addressed by Tracksource Entre. Kate Daggett made the motion to approving this agreement, contingent upon the condition that staff's concerns are addressed. Mike Murphy seconded. Motion carried unanimously.

The wage lookup screen has been providing Northwest Georgia staff with read-only screens.

Ms. Walker presented the Data Sharing Interagency Agreement (attached). She informed the Committee that this allows staff to access Department of Labor screens, such as the unemployment insurance inquiry screen. The wage inquiry screen and the unemployment insurance screen are used to provide information pertaining to wages and unemployment insurance determination, which can assist in determining program eligibility. The wage inquiry serves as a vehicle during the follow-up phase to determine if a participant has obtained employment.

There is a charge of \$200 for the setup, maintenance, and review of each user ID. There is also a charge of \$1 per screen for all social security lookups by all registered users. The Technical College System of Georgia will continue to cover all Partner Access charges up to \$7,600. The Georgia Department of Labor has proposed a two-year extension which will begin July 1, 2024 thru June 30, 2026. A request of \$10,000 is needed to cover any overages not covered by The Technical College System of Georgia. Staff recommends approving a two-year agreement with the Georgia Department of Labor in an amount not to exceed \$10,000 to provide access to these read-only screens. Kate Daggett made the motion to approve this agreement. Murphy seconded. Motion carried unanimously.

Lesia Lambert informed those present that Georgia Northwestern Technical College has requested adding Automation Engineering Technology to the Eligible Training Provider List (ETPL). The school completed an ETPL application which gave a description of the training. The training prepares individuals to apply basic engineering principles and technical skills in support of engineers and other professionals engaged in developing manufacturing and testing self-propelled ground vehicles and their systems. It includes instruction in vehicular systems technology design and development testing prototype and operational testing inspection and maintenance procedures instrument calibration test equipment operation and maintenance and report preparation. Participants can receive an associate degree. The total cost of training is \$11,330 and the total amount of training time is two years. Staff recommended approval to add the Automation Engineering Technology program to the ETPL at a cost of training not to exceed \$10,400 which is our limit for two years of training. Selena Galmon made the motion to approve this program. Kate Daggett seconded. Motion carried unanimously.

Ms. Lambert reported that Georgia Northwestern Technical College has also requested adding the MSSC/CLT Hybrid Training Program to the Eligible Training Provider List (ETPL). This program trains on the core competencies of material handling at the front-line through successful completion of the logistics certification assessments. Embedded mid-way through, participants will earn their Certified Logistics Associate credential and move on to conclude with their CLT credential. The program duration for this training is 8 weeks. The total cost of training is \$300 for credential exams and \$1,500 for tuition for a total of \$1,800.

She stated that it was staff's recommendation to add MSSC/CLT training to the ETPL and to approve the cost of training not to exceed \$1,800. Selena Galmon made the motion to approve this program. Kate Daggett seconded. Motion carried unanimously.

Ms. Walker informed the Committee that Genesis Career College of Dalton has requested adding their school and their Medical Assistant program to the Eligible Training Provider List at a cost of \$16,440 for 36 weeks of training and 4 weeks of externship. The program provides training of both knowledge and skill development to prepare the student for entry level employment within the health care industry. Program objectives include: 1) Prepare student with tools to care for patients and support medical personnel 2) Perform medical tasks such as patient history, vital signs, examination preparation, assist in minor surgeries, medicine administration, and basic laboratory procedures 3) front office management 4) project professionalism, visual poise, and proper appearance 5) Understand ethical conduct necessary for medical employment.

In the past 12 months there have been 28 students trained. The median earnings after placement is \$18.00 and their average wage at placement is \$15.00. There have been 10 students at 100 percent who have exited the program and have obtained a recognized post-secondary credential and 10 students at 59% who met the program's completion requirements. The employment rate and the training-related rate are both at 90%. Our ITA policy states that we pay \$6,500 for one year of training and \$10,400 for two years of training.

The expense of this training and the limited amount we can offer for training may entice some applicants to borrow additional funds for this training. It has been our practice to discourage students from borrowing money if you are not employed.

She stated that staff usually does not recommend that participants borrow money in addition WIOA to obtain training. She asked for the Proposal Review committee to offer guidance. Selena Galmon asked if there was comparable training in Whitfield County. Ms. Lambert replied that there are programs at Georgia Northwestern Technical College that are less expensive and that are eligible for Pell and HOPE. Kate Daggett made the motion to approve this program. Selena Galmon seconded. Motion carried unanimously.

Ms. Lambert presented information about the Student Clearinghouse. The National Student Clearinghouse serves the education community by providing student tracker data services. Student Tracker is the only nationwide source of college enrollment and degree data. Nearly 3,600 colleges and universities — enrolling over 97% of all students in public and private U.S. institutions — regularly provide enrollment and graduation data to the Clearinghouse. Through Student Tracker, we can query participating institutions' student data information. The Student Tracker includes:

- Access to nationwide postsecondary enrollment and graduation data for students

- Unlimited individual student lookups via the web
- Secure and easy batch file exchanges
- Identify students who are concurrently enrolled.
- Improve our ability to provide follow-up.
- Perform all types of educational research analyses — quickly, easily, and affordably.

The cost is \$595, and the billing period starts 06/01/2024 - 05/31/2025.

She stated that was staff’s recommendation to approve using the National Student Clearinghouse Student Tracker for student outreach. Kate Daggett made the motion to approve this program. Selena Galmon seconded. Motion carried unanimously.

Susan Gentry presented recommendations for the recent One-Stop Operator Request for Proposal. This RFP was issued to procure a One-Stop Operator (OSO) to replace Georgia Department of Labor who terminated their OSO contract earlier this year. Three bids were received and two of them met the score requirements. Details are in the chart below.

<i>Provider</i>	<i>Location</i>	<i>Service Area</i>	<i>Contract Budget Request PY24-25</i>	<i>Proposal Evaluation Score Requirement 310-450</i>	<i>Recommendation</i>
In the Door, LLC	Rome	All 15 Northwest Georgia Counties	\$119,988	380	Recommendation is to award the contract to In the Door, LLC at the requested amount of \$119,988 . This is contingent upon the availability of funds and successful negotiations
Eckerd Youth Alternative, Inc.	Rome	All 15 Northwest Georgia Counties	\$119,000	342.5	Recommendation is not to award the contract to this proposer.
Northwest Georgia Center for Independent Living	Rome	All 15 Northwest Georgia Counties	\$110,710	270	The recommendation is not to award the contract to this proposer

Ms. Gentry stated that it was staff’s recommendation to approve In the Door, LLC as the One-Stop Operator for PY24, not to exceed \$119,988, contingent upon the receipt of funds from the Technical College System of Georgia, Office of Workforce Development,

and successful negotiations. Kate Daggett made the motion to approve this program. Selena Galmon seconded. Motion carried unanimously.

Karla Conetta informed those present that the Technical College System of Georgia has informed the local areas that performance measures will be negotiated and will be going up.

There being no further business, the meeting adjourned.