

Workforce Development Board of Northwest Georgia
Proposal Review Committee
May 5, 2026, 2:00 p.m.

Minutes

Members Present:

Bethany Gilmer
Terri Morgan
Mike Murphy
Elizabeth Scott
Lisa Shaw
Jason Smith

Members Absent

Selena Galmon
Barry Gentry

Guests/Staff:

Susan Gentry
Lesia Lambert
Phyllis Walker

In the absence of a Chair, Mike Murphy agreed to chair the meeting until a Chairman could be voted upon. He called the meeting to order. It was determined that a quorum was present. Lesia Lambert asked for a nomination for Vice-Chairman. Elizabeth Scott volunteered. Lisa Shaw made the motion to approve. Bethany Gilmer seconded. Motion carried unanimously. Mr. Murphy asked for a motion to approve the minutes from the May 6, 2025, meeting (attached). Elizabeth Scott made the motion to approve. Lisa Shaw seconded. Motion carried unanimously.

Ms. Lambert presented a performance report with data through PY25, Quarter 2 (attached). She explained that this is the most up-to-date performance available and that she anticipated that updated information would be available for the WDB meeting and that the “measurable skills gain” measure would be met with the addition of new information.

Anthony Rucker provided a detailed financial report and budget (attached). Elizabeth Scott made the motion to approve the report. Jason Smith seconded. Motion carried

with Lisa Shaw abstaining, due to her employment with Georgia Northwestern Technical College, and with no dissenting vote.

Phyllis Walker presented budgets for Career/Case Management services (below and also attached).

Contractor	Service	Number of Participants	Total Cost	Recommendation
Chattahoochee Technical College	Occupational Skills Training	201 Total 127 – New 74 - Carryover	\$1,026,000	Staff recommends approval of CTC's budget requests and participant totals. The request is to serve a minimum of 201 participants (including carryovers) for a total not to exceed \$1,026,000, contingent upon the availability of funds and successful negotiations.
Georgia Northwestern Technical College	Occupational Skills Training	261 161 – New 100 – Carryover	\$1,219,554	Staff recommends approval of GNTC's budget request and participant totals to serve a minimum of 261 participants (including carryovers) for a total not to exceed \$1,219,554, contingent upon the availability of funds and successful negotiations.
West Georgia Technical College	Occupational Skills Training	66 50 – New 16 – Carryovers	\$325,064	Staff recommends approval of WGTC's budget request and participant totals to serve a minimum of 66 participants (including carryovers) for a total not to exceed \$325,064, contingent upon the availability of funds and successful negotiations.

She stated that it was staff's recommendation to approve these requests, contingent upon the availability of funds and successful negotiation. Jason Smith made the motion to approve. Bethany Gilmer seconded. Motion carried with Lisa Shaw abstaining, due to her employment with Georgia Northwestern Technical College, and with no dissenting vote.

Ms. Lambert informed the Committee that Northwest Georgia has a sole source interagency contract with the Georgia Department of Labor (GDOL) to allow WIOA staff access to their Wage and Unemployment information. The current agreement expires on June 30, 2026. The GDOL has proposed a two-year extension which will begin July 1, 2026, and terminate on June 30, 2028. The Technical College System of Georgia (TCSG)

will continue to cover all Partner Access charges up to \$7,600. These charges include the following (also attached):

- A \$200 fee for setup, maintenance, and review of each user ID.
- A charge of \$1.00 each time a Social Security lookup screen is accessed by a registered user.

Staff recommended approval of the two-year extension and requested the approval of an additional \$10,000 to cover any charges not covered by the \$7,600 from TCSG. Bethany Gilmer made the motion to approve. Jason Smith seconded. Motion carried unanimously.

Ms. Lambert reminded the Committee the TrackSource/Entre Financial Management System is used to track obligations and updates that occur in the participant’s actual cost. It is also used by the Career Advisors to create vouchers to send to the WIOA Fiscal Department for payment. TrackSource has requested to continue the agreement with Northwest Georgia. The pricing as of July 1, 2026 is as follows (also attached)

Monthly Subscription:	
One subscription (Includes Maximum of 10 users)	Additional user Subscription (Not to exceed 15 users)
\$105.50 per month/per user \$12,660 per year	\$105.50 per month/ per user \$18,990 per year

Entre Financial System will continue to provide our office with monthly services for services rendered during June 30, 2026, through June 30, 2027. There are no changes to the pricing from the current year. Staff recommended approving the pricing for the subscription as shown above. Jason Smith made the motion to approve this request. Bethany Gilmer seconded. Motion carried unanimously.

Ms. Lambert then presented those present with a list of vendors for Program Year 2026-2027 (attached and below):

- 160 Driving Academy
- Chattahoochee Technical College
- Cobb Medical Institute
- Coding Clarified
- Cumberland
- Dental Assistant School of Atlanta
- Dental Careers Institute
- Gadsden State College
- Georgia Driving Academy
- Georgia Northwestern Technical College
- Goodwill of North Georgia
- Katlaw Driving School
- Lanier Technical College
- North Georgia Technical College

Northwest Georgia RESA
Roadmasters Drivers School
Southeastern Lineman Training Center
Training Center of Northwest Georgia
West Georgia Technical College

She stated that it was staff's recommendation to approve the vendors listed above. Elizabeth Scott made the motion to approve. Jason Smith seconded. Motion carried with Lisa Shaw abstaining, due to her employment with Georgia Northwestern Technical College, and without dissenting vote.

Terri Morgan informed those present that the National Student Clearinghouse serves the education community by providing student tracker data services. Student Tracker allows staff to access the only nationwide source of college enrollment and degree data. This allows staff to determine if participants have received credentials (which assists with performance). The cost is \$735 for access through 06/01/2026 - 05/31/2027. She stated it was staff's recommendation to approve the National Student Clearinghouse Student Tracker for student outreach (attached). Jason Smith made the motion to approve. Bethany Gilmer seconded. Motion carried unanimously.

Ms. Walker presented a request from Primrose Health Institute to provide Certified Nursing Assistant Training (attached). This training is four weeks. Students are given an option of training as a blended student or attend in-person. The cost to attend as a blended student is \$1425. In-person cost is a total of \$1275. Students are not PELL or HOPE eligible. Staff recommended approving Primrose Health Institute as a vendor for our region. Elizabeth Scott made the motion to approve this recommendation. Jason Smith seconded. Motion carried unanimously.

Ms. Walker informed the Committee that Dental Assistant School of Atlanta requested a tuition increase from \$3,800 to \$4,800 due to feedback from local dental employers and workforce demand trends. The school has added Expanded Dental Assisting and Orthodontic Assistant training to their curriculum. Dental practices are no longer seeking entry-level assistants alone; they are requesting graduates who can perform expanded functions and assist in orthodontic procedures from the beginning. To meet employer demand, the school invested in additional instructional hours, advanced clinical training, specialized equipment, and faculty with expanded duties and orthodontic experience.

There have been 25 students enrolled in this program since 2022. Of those 25, twenty-four have completed and 22 are employed. Their average wage is between \$20-\$23 an hour. Staff recommended increasing tuition from \$3,800 to \$4,800. Elizabeth Scott made the motion to approve this recommendation. Lisa Shaw seconded. Motion carried unanimously.

Susan Gentry reminded those present that In the Door, LLC., the current One-Stop Operator, is in the 2nd year of a three-year bid cycle. They have submitted the budget below for PY26, which will be the 3rd year in the bid cycle. She stated that requested the approval of In the Door, LLC as the One-Stop Operator for PY26 in the amount of \$110,389, contingent upon the receipt of funds from the Technical College System of Georgia and successful negotiations. Bethany Gilmer made the motion to approve. Jason Smith seconded. Motion carried with Lisa Shaw abstaining, due to her employment with Georgia Northwestern Technical College, and with no dissenting vote.

There being no further business, the meeting adjourned.