

**Workforce Development Board of Northwest Georgia  
Proposal Review Committee**

**September 18, 2019**

**Gordon County Agricultural Services Center**

**Calhoun, Georgia**

*Minutes*

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff and Guests</b>
Linda McEntire		Brandi Dover
Mitchell Morgan		Susan Gentry
Terri Morgan		Nicole Green
Mike Murphy		Lesia Lambert
		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 May 15, 2019 meeting (emailed and attached). Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Brandi Dover informed the Committee that iCode Academy, Inc. requested to be added as a vendor in our region (handout attached). They are located in Atlanta, GA. iCode Academy is an approved training provider on the State ETPL.

The program requested is the 36 week Medical Coding Training Course. This is a thirty-six (36) week program that covers the fundamentals of medical coding, prepares for the certification, and helps establish a career in the Medical Coding industry. The cost of the program is \$ 5,465. The cost includes tuition, supplies, books, and test fees.

Staff recommended approving iCode Academy, Inc. as a new Vendor for Region 1. Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Ms. Dover then presented a request from Elite Lineman Training Institute, Inc. (handout attached) to be added as a vendor in our area. They are located in Tunnel Hill, GA. The program requested is Pre-apprentice Electrical Lineman program. This is a twelve (12) week program; 152 curriculum hours and 280 lab/outside hours. This program is designed to prepare the student for entry level into the electrical line worker industry. They will learn to climb poles, operate equipment, construct and maintain distribution circuits, install poles and transformers, as well as stringing wire. The cost of the Elite Lineman program \$ 6,500. The cost will assist with textbooks, program equipment/tools, testing fees, certification fees and tuition.

Staff recommended approving Elite Lineman Training Institute as a new Vendor for Region 1. Mike Murphy made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Dover stated that Georgia Northwestern Technical College had requested adding the "135 Hour Shielded Metal Arc & Gas Metal Arc Welding" program in order to assist eligible applicants (handout attached). This is a new non-credit training program through the Department of Economic Development. The program is 135 hours and will last a maximum of 11 weeks. They will learn welding skills to allow them to gain meaningful employment upon completion. This includes Welding, basic and advanced Shielded Metal Arc, and Gas Metal Arc Welding. Students will be able to complete the AWS Weld Test Certification and also receive a certificate of completion from GNTC. The cost of the program is \$6,400. This includes materials, instruction, consumables, and facility usage.

Staff recommended approving the 135 Hour Shielded Metal Arc & Gas Metal Arc Welding program through GNTC. Mike Murphy made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Dover informed those present that Georgia Northwestern Technical College had requested additional Dislocated Worker (DW) funding for their current 2019-2020 budget (handout attached). There has been an increase in layoffs in their service area, resulting in more DW individuals attending training. GNTC is requested an additional \$75,000 in DW funding to cover their remaining 19-20 budget DW costs.

Staff recommended approving GNTC's request of adding an additional \$75,000 DW funding to their grant. Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Susan Gentry presented the Committee with revisions to the Incumbent Worker Training Policy (handout attached). She stated that, in order to more closely align with the State policy for Incumbent Worker Training, staff made the following revisions to the current policy:

Under Eligible Employer Criteria, "Governmental Entities" was removed from the list of Businesses not eligible. The State policy does not restrict governmental entities from participating and the language for requiring a wage increase has been changed from "must" to "should" which will allow for other measurable benefits when an employer is unable to provide a wage increase.

Staff requested that the policy revisions be approved as stated above ((handout attached). Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Ms. Gentry informed those present that, in order to comply with WIOA requirements, all Comprehensive and Affiliate One-Stop Centers must be re-certified in Program Year 2019-20. Before this can be done the LWDB must approve the criteria and procedures to be used in the process. The Georgia One-Stop Certification Guidelines that has been approved and issued by Technical College System of Georgia for use

in recertifying the centers (attached). This document covers the following topics as well as required procedures:

- Customer Flow of Services
- Memorandum of Understanding
- Operational Details
- Branding
- Customer Satisfaction
- Continuous Improvement
- Accessibility and Equal Opportunity Compliance

She stated that staff had reviewed the Guidelines and determined that the tool is clear and will provide a complete and thorough review of the processes for providing services within One-Stop centers. Therefore, staff is in agreement with the State Entity and would like to use these guidelines for re-certification of the centers. Staff requested that the Georgia One-Stop Certification Guidelines be approved as the tool to be used in re-certifying active One-Stop Centers in Northwest Georgia. Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Lesia Lambert presented a list of Demand Occupations for approval (attached). Mike Murphy made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.