

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

November 16, 11:00 a.m.  
Georgia Northwestern Technical College  
Calhoun, Georgia

*Minutes*

**Members Present:**

Mitchell Morgan  
Terri Morgan  
Mike Murphy  
Cam Parker

**Staff and Guests:**

Karla Conetta  
Susan Gentry  
Lesia Lambert  
Phyllis Walker

**Members Absent:**

Nicole Green\*  
Linda McEntire\*

*\*resigned*

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

Mr. Parker asked for a motion to approve the minutes from the May 18, 2022 meeting (attached). Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Phyllis Walker presented the Committee with a "Program Cost Increase Request" from the Atlanta Academy of Dental Assisting (attached). This vendor, already approved to provide training, has requested a \$500 increase. One of the reasons for the increase was the approval by the Georgia Board of Dentistry to train and provide Expanded Duties Dental Assisting to the course.

This training consists of a 20-week course. Classes are virtual except for hands on instruction once a week. There are 180 hours of instructional training and 40 hours of externships/internships. Although adding this training comes with a cost, it gives the student a better opportunity to be competitive and successful in the job market. As of June, there have been six graduates all of whom have gone to work with an average wage of \$20 an hour. Ms. Walker stated that it was staff's recommendation to approve the \$500 increase, for a total not to exceed \$6,500 per student. Cam Parker suggested that, in the future, staff present information showing that programs are in-demand occupations. Mitchell Morgan made the motion to accept the recommended cost increase. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker informed those present that MedCerts, a current provider on the Eligible Training Provider List, had requested adding online Professional Coder as part of their training (handout attached). The Professional Coder program provides comprehensive training that leads to in-demand coding certifications. Medical Coders holding professional-level certifications are critical to compliant and

profitable medical practices and typically earn 20% more than non-certified coders.

The primary objective for this program is to give the student the tools needed to successfully pass the Certified Professional Coder (CPC) examination or the Certified Coding Specialist-Physician-based (CCS-P). This program is recommended for anyone who is preparing for a career in medical coding for a physician's office and is vital in one's preparation for either the CCS-P or CPC certification examination. Upon completion of the program, students are eligible for a MedCerts sponsored 12-month membership to the American Academy of Professional Coders (AAPC) or American Health Information Management Association (AHIMA) and complimentary voucher for either the CPC or CCS-P examination. The tuition cost is \$4,000 for 22 weeks.

Ms. Walker stated that it was staff's recommendation to add this program to the Eligible Training Providers List at a cost of \$4,000 for 22 weeks of training. Mitchell Morgan made the motion to accept the recommended new program. Mike Murphy seconded. Motion carried unanimously.

Lesia Lambert presented a request from Chattahoochee Technical College to add the Dental Assisting Program (handout attached). This program prepares students for employment in a variety of positions in today's dental offices. The Dental Assisting Program provides learning opportunities that introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Graduates of the program receive a Dental Assisting Diploma.

Pell/Hope:	Yes
Entry Criteria:	HS Diploma or GED
Length of Training:	72 weeks (5 Semesters)
Medial Earnings after placement	\$35K
Project Growth:	8%

2021-2031

Cost:

Tuition	\$8,435
Supplies	\$250
Books:	\$700
Exam:	<u>\$400</u>
Total:	\$9,785

Ms. Lambert stated that it was staff's recommendation to approve the request to add Chattahoochee Technical College's Dental Assisting Diploma Program to the State Eligible Training Provider List (ETPL). Mitchell Morgan made the motion to accept the recommended new program. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker informed the Committee that the Priority of Service Policy (attached with changes highlighted and crossed out) had been updated to more closely align with the Technical College System of Georgia policy changes. Mitchell Morgan made the motion to accept the revisions to the policy. Mike Murphy seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.