

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

May 19, 2021, 11:00 a.m.

Via Zoom

*Minutes*

<b>Members Present</b>	<b>Members Absent</b>	<b>Staff</b>
Linda McEntire		Karla Conetta
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.

Karla Conetta provided a performance report to the Committee. She stated that the contractors were meeting the performance measures.

Phyllis Walker presented Contract Budget recommendations for the Career Adviser Contracts (below and attached). Ms. Walker informed the Committee that it was staff's recommendation that the budgets and slots be approved contingent upon availability of funds from TCSG and successful negotiations. Additionally, staff also requested the authority to adjust slots and funding as needed provided the adjustments do not to exceed approved contract amounts.

<b>Contractor</b>	<b>Number of Slots</b>		<b>Total Slots</b>	<b>Operating Cost</b>	<b>Tuition</b>	<b>Support</b>	<b>Total Funding Request</b>	<b>Recommendation</b>
	<b>Carry Over</b>	<b>New</b>						
Chattahoochee Tech	56	113	169	\$241,190	\$483,159	\$113,000	\$837,349	Fund
Georgia Highlands	7	100	107	\$112,901	\$281,689	\$100,000	\$494,590	Fund
Georgia Northwestern Technical College	133	144	277	\$330,330	\$578,000	\$224,400	\$1,132,730	Fund
West Georgia Technical College	32	55	87	\$114,774	\$221,300	\$80,000	\$416,074	Fund

Mitchell Morgan made the motion that the recommendations be approved as presented. Mike Murphy seconded. Motion carried unanimously.

Susan Gentry presented the Contract Budget Recommendations for the Georgia Department of Labor Work-Based Learning and One-Stop Operator contracts (below and attached).

Georgia Department of Labor (WBT)	90	85	175	\$541,093	\$600,000	\$1,141,093	Fund
Georgia Department of Labor (OSO)	N/A	N/A	N/A	\$202,367	N/A	\$202,367	Fund

Ms. Gentry informed the Committee that it was staff's recommendation that these budgets and slots be approved contingent upon availability of funds from TCSG and successful negotiations. Additionally, staff also requested the authority to adjust slots and funding as needed provided the adjustments do not to exceed approved contract amounts. Mike Murphy made the motion to accept these recommendations as presented. Mitchell Morgan seconded. Motion carried unanimously.

Lesia Lambert presented the Committee with a recommendation (attached) for the Tracksource/Entre financial tracking system software which is used to track obligations for the year and updates for any changes which may occur in participants' actual costs. It is also used by career advisers to create vouchers to send to NWGRC fiscal department based on actual ITA costs. NWGRC used Entre for Program Year 20. She stated that the costs were the same that they submitted this year, \$90 per user for a minimum of 10 users (\$900 per month / \$10,800 per year).

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

Ms. Lambert stated that it was the recommendation of staff to approve the contract as a Sole Source for the 2021 Program year (July 1, 2021 – June 30, 2022) for 15 users at a fee of \$90 per user per month for a total amount not to exceed \$16,200. Mitchell Morgan made the motion to approve the recommendation as presented. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker informed those present that the Georgia Department of Labor Lookup Screens have been providing the Northwest Georgia Workforce staff with read-only screens. These screens allow access to certain Department of Labor screens such as the unemployment insurance inquiry look up screen and the employment wage 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. Additionally, the wage inquiry 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 a plus for the program.

Ms. Walker also stated that there is a charge of \$200 for the set-up, 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. For the past two years The Technical College System of Georgia, Office of Workforce Development has paid for our lookups. They will continue to do this until we are otherwise instructed differently. Staff's recommendation is to approve allowing Georgia Department of Labor to provide us the access to review the read only screens and approve the 2nd year agreement in the amount of \$10,000. Mitchell Morgan made the motion to approve the recommendation as presented. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker then provided a list of Individual Training Account Providers (attached and below) for review. Ms. Walker stated that it was staff's recommendation to approve the following Individual Training Account Providers:

Atlanta Academy of Dental Assisting  
Atlanta Technical College

Chattahoochee Technical College  
CPR with Mickey  
Cumberland  
Dental Assistant School of Atlanta  
Dental Careers Institute  
Fortis  
Gadsden State  
Georgia Driving Academy  
Georgia Highlands College  
Georgia Northwestern Technical College  
Goodwill of North Georgia  
Gwinnett College  
International Union of Operating Engineers  
Katlaw  
Kennesaw State University  
New Horizons  
North Georgia Tech  
NWGA RESA  
RS Thomas  
Southeast Lineman  
Training Center  
West Georgia Technical College

Mike Murphy made the motion to accept the recommendations to approve these providers. Mitchell Morgan seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.