

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

May 18, 11:00 a.m.  
Georgia Northwestern Technical College  
Calhoun, Georgia

*Minutes*

**Members Present:**

Linda McEntire  
Mitchell Morgan  
Terri Morgan  
Cam Parker

**Staff and Guests:**

Lesia Lambert  
Phyllis Walker

**Members Absent:**

Mike Murphy  
Nicole Green

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 January 13, 2022 meeting (attached). Mitchell Morgan made the motion to approve. Cam Parker seconded. Motion carried unanimously.

Phyllis Walker 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 advisors to create vouchers to send to NWGRC fiscal department based on actual ITA costs. NWGRC used Entre for the 2023 fiscal year. The costs of the program are as follows (also attached):

| 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 noted that this was the system that staff and the career advisors have used for a number of years and is needed to create funding obligations. She stated that the report function was not as robust as she would like but that everything else about the program was suitable. Cam Parker asked if there were other providers of such a service. Ms. Lambert responded that she did know of one.

Ms. Walker stated that it was the recommendation of staff to approve the contract as a Sole Source for the 2023 fiscal year (July 1, 2022 – June 30, 2023) for 15 users at a fee of \$90 per user per month for a total amount not to exceed \$16,200. Cam Parker made the motion to approve the recommendation as presented. Mitchell Morgan 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 a two-year agreement in the amount of \$10,000. Cam Parker made the motion to approve the recommendation as presented. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Walker then provided a list of Individual Training Account Providers (attached and below) for review.

Atlanta Academy of Dental Assisting  
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  
North Georgia Tech  
NWGA RESA  
RS Thomas  
Southeast Lineman Training Center  
West Georgia Technical College

She noted that Georgia Highlands College will no longer have a Case Management/Career Services contract with Worksource Northwest Georgia. Mr. Parker asked why. Ms. Lambert explained that the U.S. Department of Labor requires performance be submitted for all participants in WIOA-approved training, even those not registered through WIOA. In previous years, the USDOL has granted our state a waiver and allowed us to only collect performance on WIOA participants. This year, a waiver was not given. Georgia Highlands College decided that this would be too labor intensive and too costly for their current staff. It was noted that twenty-one students are currently in training at Georgia will continue to

be served while in training, but no new participants will be enrolled. Mr. Parker asked could the Board contact legislators regarding this issue. Ms. Lambert stated that the Board could certainly contact the Office of Workforce Development and the USDOL and about the waiver that would not require performance to be submitted on all individuals in a WIOA-approved training program. Terri Morgan will send further information. Cam Parker made the motion to accept the recommended list of vendors. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Walker informed the Committee that Katlaw Trucking School has asked for a \$300 tuition increase due to the increases in fuel cost, maintenance of trucks, insurance, tires, and most of all inflation. This will increase their cost of training from \$3,527 to \$3,827.

Additionally, she presented a request for rate increases from the Training Center of Northwest Georgia. Due to the extreme increase (50% and up) in the cost of medical supplies that are required to teach their students, is requesting an increase of \$50 for the CNA program and \$50 for the PCT program. This request will increase the CNA total training cost from \$945 to \$995 and increase the PCT program training cost from \$4,195 to \$4,245.

Mitchell Morgan made the motion to accept the recommended cost increases. Cam Parker seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.

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