

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

May 10, 2023, 2:30 p.m.

Northwest Georgia Regional Commission
Rome, Georgia

Minutes

Members Present:

Selena Galmon
Mitchell Morgan
Terri Morgan
Mike Murphy
Cam Parker

Staff and Guests:

Susan Gentry
Lesia Lambert
Phyllis Walker

After much discussion, it was decided that Cam Parker would be the Chairman of the Proposal Review Committee (Linda McEntire previously served and has since resigned from the Board).

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

Mr. Parker asked for a motion to approve the minutes from the November 16, 2022 meeting (attached). Mitchell Morgan made the motion to approve. Mike Murphy seconded. Motion carried unanimously.

Phyllis Walker presented the Committee that The Training Center of NW Georgia had requested restructuring their approved programs to allow the Phlebotomy Technician and EKG Technician programs to be stand alone programs (below and attached). This request was made to accommodate students who only want to take the stand-alone programs and are not interested in the entire Patient Care Technician training program.

Phlebotomy Technician

This program prepares students to take the National Health Career Association Phlebotomy Technician certification exam. Students will learn different types of blood draw techniques and other medical testing skills. Successful completion of the program will enable students to apply for employment where Phlebotomy Technician training and certification is required or encouraged.

Program costs are as follows:

Registration Fee	\$ 100
Tuition Fee	\$1,175
Certification Exam	<u>\$ 130</u>
TOTAL	\$1,405

Hours/Weeks/Months: 100/9/2

EKG Technician

This program prepares students to take the National Health Career Association EKG Technician certification exam. Students will learn how to perform an EKG and how to interpret results. Successful completion of the program will enable students to apply for employment where EKG Technician training and certification is required or encouraged.

Program costs are as follows:

Registration Fee	\$ 100
Tuition Fee	\$ 875
Certification Exam	<u>\$ 130</u>
TOTAL	\$1,105

Hours/Weeks/Months: 84/7/2

Ms. Walker informed those present that it was staff's recommendation to approve this restructuring of programs. Mike Murphy made the motion to approve. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Walker also presented a request from The Training Center of NW Georgia to add the Clinical Medical Assistant program as an approved program (below and attached). This program prepares students to take the National Health Career Association Clinical Medical Assistant certification exam. In addition to the medical skills, this course would provide front and back office administrative skills. Ms. Walker stated that this program has not yet been approved by the state as a program.

Program costs are as follows (for those who have completed the PCT program):

Registration Fee	\$ 100
Tuition Fee	\$ 975
Certification Exam	<u>\$ 160</u>
TOTAL	\$1105

Program costs are as follows (For students who have not completed the PCT program; includes CNA, PCT, and Clinical Medical Assistant programs)

Registration Fee	\$ 200
Tuition Fee	\$4,670
Certification Exam	<u>\$ 160</u>
TOTAL	\$5,030

Hours/Weeks/Months: AM and PM class--total of 72 hours, 6 week course

Selena Galmon asked why the cost of this program was so much more than the other programs with more hours of training. Ms. Walker responded that, since the program has not been approved by the State, staff at The Training Center of NW Georgia had estimated the costs associated with the program. Cam Parker stated that he would prefer that the program be approved by the State before adding the program to The Training Center of NW Georgia's list of approved programs. This recommendation was tabled.

Ms. Walker informed the Committee that Entre Solutions/Tracksource is a financial tracking system software which is used to track obligations for the year and updates for any changes that may occur in participant's actual cost (below and attached). Additional features of this software include tracking the number of enrolled participants, the capability of entering the training programs of each student, listing the names of the providers, and allowing staff to enter the amount of money of each funding stream. Our Career Advisors use the system to create vouchers to send to our fiscal department, which are based on actual training costs.

She stated that it was staff's recommendation to approve this sole source contract for the 2024 fiscal year (July 1, 2023 - June 30, 2024), for up to 15 users at a fee of \$90 per user, per month, for a total amount not to exceed \$16,200.

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

Mr. Parker asked if there were any problems with the software. Ms. Walker responded that there were occasional glitches, mostly around server issues, but that the Entre staff is always very responsive and takes care of problems. Mr. Parker suggested that staff let Entre staff know about the issues and give them the opportunity to address the issues in the coming year. Mitchell Morgan made the motion to approve staff's recommendation for the Entre Solutions financial tracking system. Mike Murphy seconded. Motion carried unanimously.

Ms. Walker then presented those present a list of proposed vendors for the year. She stated that it is staff's recommendation to approve the following Individual Training Account Provider Agreements:

- Atlanta Academy of Dental Assisting
- Chattahoochee Technical College
- Cobb Medical Center
- Cumberland Medical Institute
- Dental Assistant School of Atlanta
- Dental Careers Institute
- iCode Academy
- Gadsden State
- Georgia Driving Academy
- 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
- WrightNow Solutions

Mr. Parker suggested that staff keep the Committee updated on those entities that returned agreements. Terri Morgan noted that all providers, including vendors, are listed on the website. Mike Murphy made the motion to approve these vendors. Mitchell Morgan seconded. Motion carried unanimously.

Lesia Lambert stated that the National Student Clearinghouse serves the education community by providing student tracker data services. Student Tracker is the only nationwide source of college enrollment and degree data. Nearly 3,600 colleges and universities - enrolling over 97% of all students in public and private U.S. institutions - regularly provide enrollment and graduation data to the Clearinghouse. Through Student Tracker, staff can query participating institutions' student data information to determine if participants have continued into postsecondary education, which improves our ability to provide follow-up (handout attached). Ms. Lambert informed the Committee that the cost is \$595 (billing period starts 06/01/2023 - 05/31/2024) and that it was staff's recommendation to approve the purchase of the National Student Clearinghouse Student Tracker for student outreach. Mike Murphy made the motion to approve this recommendation. Mitchell Morgan seconded. Motion carried unanimously.

Susan Gentry reminded those present that our region had been awarded \$700,000 in Quality Jobs, Equity, Strategy and Training (QUEST) Disaster Recovery Dislocated Worker Grant funding. Up to 10% of this grant can be used to provide Transitional Jobs activities. Ms. Gentry stated that our area needed to develop a policy for this activity and had mirrored the Technical College System of Georgia's Transitional Jobs Policy (attached). Mike Murphy made the motion to approve this policy. Mitchell Morgan seconded. Motion carried unanimously.

Ms. Lambert presented a listing of Worksource Northwest Georgia Policies (attached). Staff requests approval to modify verbiage in the policies listed below based upon occasional guidance received from the Technical College System of Georgia. She stated that this request does not apply to policies dealing with funding or changes to amounts for supportive services, ITAs, etc. All policies relating to funding amounts will be brought before the Board for approval, as needed. Selena Galmon made the motion to approve this policy. Mike Murphy seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.