

**Annual Joint Meeting**  
**Workforce Development Board of**  
**Northwest Georgia Meeting, Council of Chief Elected Officials, & the**  
**Youth Committee**

Wednesday, July 19, 2023, Noon  
Georgia Northwestern Technical College  
Calhoun, Georgia

Minutes

**Attendance-WDB**

**WDB Members Present, County:**

Marion Barber, Bartow  
Cynthia Brown, Paulding  
Barry Gentry, Murray  
Rick Gibson, Bartow  
Harry Harvey, Chattooga  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Randy Long, Pickens  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Cam Parker, Bartow  
Matthew Salmon, Polk  
Lisa Shaw, Floyd  
Carey Tucker, Floyd

**WDB Members Not Present, County:**

Andy Allen, Chattooga  
Terry Craft, Whitfield\*  
Selena Galmon, Bartow  
Elizabeth Scott, Bartow  
Robert Strickland, Gordon  
Chris Thomas, Polk  
Gregg Webb, Bartow

**Youth Committee Members Present:**

Beth Kelley  
Dr. John Rhodarmer

*\*resigned*

**NWGRC Staff:**

Boyd Austin  
Carolyn Barrett  
Karla Conetta  
Christy Elrod  
Susan Gentry  
Lesia Lambert  
Jamye McDonald  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

**Guests/Visitors:**

Michele Abdul-Qawiy  
Clarence Anthony, Jr.  
Larry Brooks  
Sheila Derry  
Brandi Dover  
Lisa Ives  
Mitchell Jackson  
Lynn Long  
Sean Madhavaraman  
Michael O'Neal III  
Anne Rapp  
Claude Ricketts  
Courtney Rouse  
Jessica Simmerson  
Julie Turner  
Chris Upchurch  
Chris Zierler

**Attendance-CCEO**

**CCEOs Present or Represented, County:**

Steve Taylor, Bartow (proxy, Ted Rumley)  
Blake Elsberry, Chattooga  
Harry Harvey, Chattooga  
Alex Case, Dade (proxy, Ted Rumley)  
Ted Rumley, Dade  
Jamie Hensley, Fannin (proxy, Ted Rumley)  
Sundai Stevenson, Floyd (proxy, Bill Collins)  
Allison Watters, Floyd, (proxy, Scotty Hancock)  
Al Hoyle, Gilmer (proxy, Ted Rumley)  
Charlie Paris, Gilmer  
AJ Scott, Haralson  
Greg Hogan, Murray  
David Carmichael, Paulding (proxy, Ted Rumley)  
Hal Floyd, Polk (proxy, Linda Liles)  
Teddy Harris, Walker (proxy, Ted Rumley)  
Ken Gowin, Whitfield (proxy, Ted Rumley)

**CCEOs Not Present or Represented, County**

Al Pallone, Bartow\*  
Larry Black, Catoosa  
Nick Millwood, Catoosa  
Rhonda Haight, Fannin  
Bud Owens, Gordon  
Jimmy Palmer, Gordon  
Ronnie Ridley, Haralson  
K. W. Gong, Murray  
James Kelly, Paulding  
Steve Lawrence, Pickens  
Kris Stancil, Pickens  
Jessica Payton, Polk  
Shannon Whitfield, Walker  
Jevin Jenson, Whitfield

**I. Welcome ..... Mike Murphy/Ted Rumley**

Mike Murphy, Chairman of the Workforce Development Board; Ted Rumley, Chairman of the CCEO; and Beth Kelley, Chairman of the Youth Commission; called the joint meeting to order and welcomed those present. It was established that a quorum was present for the WDB and CCEO.

**II. Sean Madhavaraman, Technology Project Manager and Clarence Anthony, Workforce Development Program Manager, Georgia Tech**

Sean Madhavaraman, Technology Project Manager and Clarence Anthony, Workforce Development Program Manager from Georgia Tech presented information about the Partnership for Inclusive Innovation and Georgia MEP as it relates to AI in manufacturing, respectively.

**III. Consent Agenda..... Mike Murphy**

Mr. Murphy informed those present that a Consent Agenda (containing Minutes from the May 10, 2023 Youth Committee Meeting, the May 17, 2023 WDB Meeting, the May 18, 2023 CCEO Meeting; a Performance Report, and a Dislocation Report) had been e-mailed and was also attached for review.

**A. WDB ..... Mike Murphy**

*Cam Parker made the motion that the WDB approve the Consent Agenda. Jim Henry seconded. Motion carried unanimously.*

B. CCEO ..... Ted Rumley

*Greg Hogan made the motion that the CCEO approve the Consent Agenda. Blake Elsberry seconded. Motion carried unanimously.*

**IV. Fiscal Report ..... Anthony Rucker**

Anthony Rucker provided a fiscal report, Northwest Georgia Regional Commission Grant/Actual Analysis, WIOA" for review (attached). This report encompasses the Adult, Dislocated Worker, QUEST, Rapid Response, Youth, and HDCl programs.

A. WDB ..... Mike Murphy

*Carey Tucker made the motion that the WDB approve the Fiscal Report. Jim Henry seconded. Motion carried unanimously.*

B. CCEO ..... Ted Rumley

*AJ Scott made the motion that the CCEO approve the Fiscal report. Harry Harvey seconded. Motion carried unanimously.*

**V. Workforce Development Board (WDB) Membership (CCEOs only) ..... Ted Rumley**

Ted Rumley reported that staff had received three nominations from the Rome Floyd Chamber to fill the "Business Representative" category on the Workforce Development Board.

A. Alex Williams, Workforce Development Director, Rome Floyd Chamber of Commerce, nominated Zachary Dixon, Plant Operations Manager, Ball Corporation- Aluminum Cups. AJ Scott made the motion that the CCEO approve this nomination. Scotty Hancock seconded. Motion carried unanimously.

B. Alex Williams, Workforce Development Director, Rome Floyd Chamber of Commerce, nominated Bethany Gilmer, Human Resources Business Partner, Pirelli Tire. Bill Collins made the motion that the CCEO approve this nomination. Charlie Paris seconded. Motion carried unanimously.

C. Alex Williams, Workforce Development Director, Rome Floyd Chamber of Commerce, nominated Kate Daggett, Executive Administrative Assistant, Kellogg Rome Bakery. Scotty Hancock made the motion that the CCEO approve this nomination. Charlie Paris seconded. Motion carried unanimously.

**VI. Executive Committee/CLEO Report and Recommendations ..... Cam Parker**

Cam Parker informed those present that the Executive Committee and CLEO had met and discussed the updates to the One-Stop Partner Memorandum of Understanding (MOU) and Infrastructure

Agreement (IFA), which are required every three years. All One-Stop Partners must re-negotiate the shared costs of the infrastructure and other shared services. The partners have reviewed and negotiated changes to the terms of the MOU and the Methodology for Shared Costs. The changes reviewed are listed below:

- MOU/IFA signatories and negotiators was updated. That Includes the partners listed on Attachment A as well as updated information on WDB Chairman and the Northwest Georgia Regional Commission Executive Director and Partner Signature pages.
- Georgia Department of Labor requested that we add a chart showing partner contributions for the Rome Center. The chart shows what partners are housed in the Career Center and how many offices/cubicles they use. It shows the cost for each partner.
- Georgia Department of Labor provided us with an updated salary for the Services Specialist which is the person that is located at the front desk of the Resource room in the Rome Comprehensive Career Center. This DOL staff member is responsible for referring guests to the appropriate partner upon entry to the center. The cost of salary is shared by the partners and the amount each is responsible for is the percentage of referrals that partner receives out of all referrals to partners.

The Executive Committee/CLEO approved implementing the proposed changes contingent upon receipt of all Partner signatures indicating their approval of the negotiated changes with effective dates of July 1, 2023, through June 30, 2026 and recommends WDB/CCEO approval.

A. WDB ..... *Mike Murphy*

*Jim Henry made the motion that the WDB approve the Infrastructure Agreement. Harry Harvey seconded. Motion carried unanimously.*

B. CCEO ..... *Ted Rumley*

*AJ Scott made the motion that the CCEO approve the Infrastructure Agreement. Scotty Hancock seconded. Motion carried unanimously.*

Mr. Parker then reported that a Certification review of all One-Stop Centers is required under the WIOA Law. Certification of each center is required every three years. Each Center Manager or the WIOA Career Advisor completed the certification form provided by the TCSG Office of Workforce Development. The review included the following:

- Partner Presence
- Accessibility and Equal Opportunity
- Customer Flow of Services
- Operational Details
- State-Wide Branding
- Customer Satisfaction
- Continuous Improvement

Michele Abdul-Qawiy and Susan Gentry reviewed the certifications for compliance. Each center met the requirements for the Certification. The One-Stop locations reviewed include:

- Rome Career Center (Comprehensive One-Stop Center)
- Cartersville Career Center
- Blue Ridge Career Center

- LaFayette Career Center
- Dalton Career Center
- Georgia Northwestern Technical College (Floyd and Walker Campuses)
- Chattahoochee Technical College (Appalachian, North Metro, Paulding Campuses)
- West Georgia Technical College (Waco Campus)

The Executive Committee/CLEO approved the Certifications of the One-Stop Centers and recommend WDB/CCEO approval.

A. WDB ..... Mike Murphy

*Cam Parker made the motion that the WDB approve the Infrastructure Agreement. Jim Henry seconded. Motion carried unanimously.*

B. CCEO ..... Ted Rumley

*AJ Scott made the motion that the CCEO approve the Infrastructure Agreement. Harry Harvey seconded. Motion carried unanimously.*

**VII. Chattahoochee Technical College, New Programs ..... Phyllis Walker**

Phyllis Walker reported that Chattahoochee Technical College (CTC) submitted two new programs for approval and inclusion on the State Eligible Training Provider List (ETPL).

Ms. Walker informed those present that the Film and Video Production Technology program trains student in all aspects of film and video production, including studio and film camera operation; producing, directing, writing, lighting, editing, audio, graphics, and motion graphics. Graduates are prepared to meet the growing expectations in a converging technologies market. The program consists of 45 credit hours and four internship credit hours for a total of four semesters. Upon successful completion of the program, students will receive a Film and Video Production Diploma with SACS/COC recognition. Average wage at placement is \$16 - \$22 per hour. Students are required to take the Test of Adult Basic Education (TABE) reading, math, and language skills and provide grad equivalent scores. The total program cost is \$7,454 per participant (WIOA will pay up to \$10,400 for two years of training). Staff recommends approval to add the Film and Video Production Technology Diploma Program to the State of Georgia Eligible Training Provider List (ETPL).

Ms. Walker then presented the Occupational Therapy Assistant program, which is designed to train students to implement treatment procedures and plans for clients with limitations in occupational performance under the supervision of an occupational therapist. Other responsibilities include record keeping and assistance with appropriate evaluation. She noted that admission into the Occupational Therapy Assistant Program is competitive. The program consists of 15 semester credit hours in five semesters. Upon successful completion of the program, students will receive an Associate of Applied Science Degree and National Board for Certification in Occupational Therapy (NBCOT) State Licensure. Average wage at placement is \$23 - \$25 per hour.

Students must meet all admission requirements and be 18 years of age or older. Students must enroll in the Health Sciences Certificate Program or Interdisciplinary Studies Health Track. Total Program Cost \$10,372 for five semesters (WIOA will pay up to \$10,400 for two years of training). She stated

that it is staff's recommendation to approve adding the Occupational Therapy Assistant Associate of Applied Science Degree Program to the State of Georgia Eligible Training Provider List (ETPL).

A. WDB ..... Mike Murphy

*Jim Henry made the motion that the WDB approve adding the Film and Video Production Technology and Occupational Therapy Assistant to the state ETPL. Greg Hogan seconded. Motion carried with Cynthia Brown and Randy Long abstaining (due to their employment with Chattahoochee Technical College and marriage to an employee of Chattahoochee Technical College, respectively) and with no dissenting vote.*

B. CCEO ..... Ted Rumley

*Bill Collins made the motion that the CCEO approve adding the Film and Video Production Technology and Occupational Therapy Assistant to the state ETPL. Linda Liles seconded. Motion carried unanimously.*

**VIII. September Meeting Date Change (WDB Only) ..... Mike Murphy**

Mr. Murphy informed the Workforce Development Board that, due to the Southeastern Employment and Training Association (SETA) Fall Conference, the date of the September meeting would need to be changed.

Cam Parker made the motion to change the September WDB meeting date to September 13, 2023. Harry Harvey seconded. Motion carried unanimously.

**IX. Sector Partnership Grant ..... Lesia Lambert**

Lesia Lambert reminded those present that staff had applied for and received an additional Sector Partnership grant in the amount of \$135,000 from the Technical College System of Georgia. This is a planning grant and activities include quarterly webinars; conducting data analysis of high-demand careers and skills needed for top occupations; and working with transportation/logistics firms, Goodwill, out-of-school youth, and other organizations that interact with WorkSource target populations.

**X. End of Year Report ..... Lesia Lambert**

Ms. Lambert provided an end of the year report including numbers served, funds expended, participant success stories, and highlights from the program year.

**Other**

Ms. Lambert announced that the Mobile Career Center was in the parking lot and invited those present to take a look at it.

**Adjourn**

There being no further business, the meeting adjourned.