

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

Noon ~ Wednesday, November 14, 2018
Georgia Northwestern Technical College, Rome, GA

Minutes

Attendance-WDB

WDB Members Present, County: **WDB Members Not Present, County:** **Guests/Visitors:**

Lisa Adkisson, Fannin
Dickie Bone, Gordon
Illya Copeland, Murray
Michael Hamilton, Floyd
Jim Henry, Chattooga
Kerri Hosmer, Floyd
Beth Kelley, Walker
Linda McEntire, Whitfield
Mitchell Morgan, Gilmer
Mike Murphy, Bartow
April Rogers, Bartow
Carey Tucker, Floyd

**Youth Committee Members
Present:**

Curtis Kingsley
Beth Kelley
Lynn Rousseau
Eric Waters
Carol Willis

Bruce Bowman, Gordon
Donny Boswell, Haralson
Todd Hooper, Polk*
Scott Jackson, Pickens
Randy Long, Pickens
Cheryl Painter, Dade
John Parton, Polk
Rick Partain, Catoosa
Larry Stansell, Chattooga

NWGRC Staff:

Carolyn Barrett
Karla Conetta
Brandi Dover
Christy Elrod
Susan Gentry
Tammy Helbing
Shane Holden
Lesia Lambert
Derrick McDaniel
Jamy McDonald
Terri Morgan
Anthony Rucker
Phyllis Walker

Ann Bentley
Stephanie Celis
Robin Cone
Megan Conner
Shon Douglas
Cynthia Farmer
Laura Gammage
Lori Fields
Lucy Hale
Sharon Holliday
Chris Johnson
Brandy Johnson
Danielle Kieth
Linda Lovett
Lindia Moore
Tammy Pence
Anne Rapp
Stephanie Searce
Chuck Shaw
Brandan Simmons
Sharon Spivey
Vince Stalling
Vicki Thompson
Barbara Tipton
Julie Turner
Chris Upchurch
Vickie Wade

**resigned*

Attendance-CCEO

CCEOs Present or Represented, County:

Al Pallone, Bartow
Steven Henry, Catoosa (proxy, Ted Rumley)
Alex Case, Dade
Ted Rumley, Dade
Donna Whitener, Fannin (proxy, Ted Rumley)
Jamie Doss, Floyd (proxy Bill Collins)
Charlie Paris, Gilmer (proxy, Allen Poole)
Pete Bridges, Haralson (proxy, Ted Rumley)
Allen Poole, Haralson
Boyd Austin, Paulding (proxy, Ted Rumley)
David Carmichael, Paulding (proxy, Ted Rumley)
Robert Jones, Pickens (proxy, Ted Rumley)
John Weaver, Pickens (proxy, Ted Rumley)
Jennifer Hulse, Polk (proxy, Allen Poole)
Shannon Whitfield, Walker
Teddy Harris, Walker
Ken Gowin, Whitfield (proxy, Ted Rumley)

CCEOs Not Present or Represented, County

Steve Taylor, Bartow
Nick Millwood, Catoosa
Harry Harvey, Chattooga
Jason Winters, Chattooga
Stan Helton, Fannin
Rhonda Wallace, Floyd
Al Hoyle, Gilmer
Becky Hood, Gordon
Jimmy Palmer, Gordon
Tyson Haynes, Murray
Greg Hogan, Murray
Jordan Hubbard, Polk
Lynn Laughter, Whitfield

I. Welcome Ted Rumley/Linda McEntire/Beth Kelley

In the absence of Bruce Bowman, Chairman of the Workforce Development Board, Linda McEntire, Vice Chairman, called the joint meeting to order along with Ted Rumley, Chairman of the CCEOs, and Beth Kelley, Chairman of the Youth Committee, and welcomed those present. It was established that a quorum was present for the Workforce Development Board, the Youth Committee, and the Council of Chief Elected Officials. Ms. McEntire asked the CCEOs and the Youth Committee if they wished to conduct the meeting jointly. Mr. Rumley and Ms. Kelley replied that they did wish to hold a joint meeting.

II. Minutes Ted Rumley/Linda McEntire/Beth Kelley

Ms. McEntire informed those present that the Minutes from each meeting had been e-mailed and was also attached for review.

- A. Beth Kelley made the motion that the *Workforce Development Board* accept the Minutes as presented. Carey Tucker seconded. Motion carried unanimously.
- B. Al Pallone made the motion that the *Council of Chief Elected Officials* accept the Minutes as presented. Teddy Harris seconded. Motion carried unanimously.
- B. Curtis Kingsley made the motion that the *Youth Committee* accept the Minutes as presented. Lynn Rousseau seconded. Motion carried unanimously.

III. Workforce Development Board Membership (CCEOs only) Ted Rumley

Blair Elrod, Executive Director, Polk County Chamber of Commerce, nominated Nicole Green Human Resources Representative, Meggit Polymers and Composites, to serve as a Business Representative on the WDB. Teddy Harris made the motion that the. Alex Case seconded. Motion carried unanimously.

IV. Fiscal Report Anthony Rucker

Anthony Rucker informed those present that reports had been included in the packets for Adults, Dislocated Workers, and Youth (attached).

- A. Jim Henry made the motion that the *Workforce Development Board* accept the Fiscal Reports, as presented. Mitchell Morgan seconded. Motion carried unanimously.
- B. Allen Poole made the motion that the *Council of Chief Elected Officials* accept the Fiscal Reports, as presented. Teddy Harris seconded. Motion carried unanimously.

V. Executive Committee Report and Recommendations Linda McEntire

Linda McEntire informed those present that staff had received guidance from the Technical College System of Georgia that the WorkSource Northwest Georgia Workforce Innovation and Opportunity Act Local Plan Update was due on December 1, 2018. In order to publish the Plan Update for the required 30 day comment period, the Executive Committee met on October 9, 2018 and approved staff's changes (handout attached) to the Plan.

Ms. McEntire stated that the Executive Committee approved the addition of the name of the State-Level WIOA Equal Opportunity Officer, David Dietrichs, along with the updated address to the Grievance Procedures and other relevant documents. Approval was also given allowing staff to make changes to all policies relating to the Technical College System of Georgia (replacing the Georgia Department of Economic Development). The Executive Committee recommended WDB and CCEO approval.

- A. Beth Kelley made the motion that the *Workforce Development Board* accept the Executive Committee's recommendations, as presented. Michael Hamilton seconded. Motion carried unanimously.
- B. Allen Poole made the motion that the *Council of Chief Elected Officials* accept the Executive Committee's recommendations, as presented. Teddy Harris seconded. Motion carried unanimously.

VI. Promoting Access for Individuals with Disabilities Council Report and Recommendations. Terri Morgan

Terri Morgan reported that the Northwest Georgia Plan Update for 2018 had recently been completed and, in that process, the structure of the Promoting Access for Individuals with Disabilities Committee (PAID) had been changed to an Advisory Council rather than a Governing Committee. She stated that this will have the advantage of relaxing some of the requirements of the WIOA law and will also make it easier for members to meet and discuss issues as they arise and also allow for a more flexible composition of membership. The Council recommends WDB and CCEO approval.

- A. Illya Copeland made the motion that the *Workforce Development Board* accept the change in structure for the PAID Council, as presented. Jim Henry seconded. Motion carried unanimously.
- B. Allen Poole made the motion that the *Council of Chief Elected Officials* accept the change in structure for the PAID Council, as presented. Alex Case seconded. Motion carried unanimously.

Ms. Morgan informed those present that Paul Ray, former Chairman of the PAID Council, had retired from GVRA. Scott Jackson was approved as Chairman by the PAID Council. The Council recommends WDB and CCEO approval.

- A. Beth Kelley made the motion that the *Workforce Development Board* approve Scott Jackson as Chairman of the PAID Council. Jim Henry seconded. Motion carried unanimously.
- B. Alex Case made the motion that the *Council of Chief Elected Officials* approve Scott Jackson as Chairman of the PAID Council. Al Pallone seconded. Motion carried unanimously.

Ms. Morgan also stated that the Goals and Objectives were included for information and that new goals would be presented at a future meeting.

VII. Youth Work Experience Policy. Beth Kelley

Beth Kelley presented the Youth Work Experience Policy (attached). She stated that the change was highlighted at the top of page 2 and reflected a change in the number of hours for a youth work experience.

- A. Beth Kelley made the motion that the *Workforce Development Board* approve this change. Mitchell Morgan seconded, Motion carried unanimously.
- B. Alex Case made the motion that the *Council of Chief Elected Officials* approve this change. Teddy Harris seconded, Motion carried unanimously.

VIII. New Program/Providers Brandi Dover

Brandi Dover presented a request from Cumberland Medical Institute to be added as a vendor in the Northwest Georgia region. They are located in Marietta, GA. Cumberland Medical Institute is an approved training provider on the State ETPL. They are also approved by Georgia Nonpublic Post-Secondary Education Commission (GANPEC) and National Healthcare Association.

The programs requested for Cumberland Medical Institute are as follows:

1. Certified Nursing Assistant (CNA) - This is a five (5) week program with 62 classroom hours and 30 internship/externship hours.
Entry Criteria: 18 years of age, High School diploma or GED and a clean criminal record.
Cost: The cost of the CNA program is \$ 1,922.00. This includes supplies, books, fees and tuition.
Performance: In the last 12 months the CNA program has had Median Earnings - \$11.00, Average Wage - \$11.00; Attainment of Postsecondary Credential - 90%, Completion Rate - 94%, Employment Rate - 90%, and Training-Related Employment - 88%.
2. Patient Care Technician (PCT) - This is an eight (8) week program with 90 classroom hours and 30 internship/externship hours.
Entry Criteria: 18 years of age, High School diploma or GED and a clean criminal record.
Cost: The cost of the PCT program is \$ 3,693.00. This includes supplies, books, fees and tuition.
Performance: In the last 12 months the PCT program has had Median Earnings - \$13.50, Average Wage - \$13.50; Attainment of Postsecondary Credential - 96%, Completion Rate - 96%, Employment Rate - 90%, and Training-Related Employment - 90%.
3. CNA/PCT Combo - This is a twelve (12) week program with 152 classroom hours and 60 internship/externship hours.
Entry Criteria: 18 years of age, High School diploma or GED and a clean criminal record.
Cost: The cost of the CNA/PCT program is \$ 5,615.00. This includes supplies, books, fees and tuition.
Performance: In the last 12 months the CNA/PCT Combo program has had Median Earnings - \$14.50, Average Wage - \$14.50; Attainment of Postsecondary Credential - 96%, Completion Rate - 96%, Employment Rate - 90%, and Training-Related Employment - 90%.
4. Certified Clinical Medical Assistant (CCMA) - this is a fourteen (14) week program with 160 classroom hours and 88 internship/externship hours.
Entry Criteria: 18 years of age, High School diploma or GED and a clean criminal record.
Cost: The cost of the CCMA program is \$ 6,603.00. This includes supplies, books, fees and tuition. The cost of the training exceeds our \$6,500 limit that we can spend on a participant for the first year of training. Cumberland has agreed to charge our \$6,500 limit for WIOA approved students.
Performance: In the last 12 months the CCMA program has had Median Earnings - \$14.50, Average Wage - \$14.50; Attainment of Postsecondary Credential - 100%, Completion Rate - 100%, Employment Rate - 91%, and Training-Related Employment - 91%.

Ms. Dover stated that staff requested WDB and CCEO approval for the CNA, PCT, CNA/PCT Combo, and CCMA programs through Cumberland Medical Institute for Region 1.

- A. Mitchell Morgan made the motion that the *Workforce Development Board* approve the CNA, PCT, CNA/PCT Combo, and CCMA programs through Cumberland Medical Institute for Region 1. Jim Henry seconded. Motion carried unanimously.

- B. Alex Case made the motion that the *Council of Chief Elected Officials* approve the CNA, PCT, CNA/PCT Combo, and CCMA programs through Cumberland Medical Institute for Region 1. Teddy Harris seconded. Motion carried unanimously.

Ms. Dover also presented a request from New Horizons Computer Learning Center of Atlanta to be added as a vendor in Region 1. They are located in Atlanta, GA. New Horizons is an approved training provider on the State ETPL. They are approved by Nonpublic Post-Secondary Education Commission (NPEC).

The programs requested for New Horizons Computer Learning Center are as follows:

1. PC Technician - This is a twenty-six (26) week program with 105 classroom hours.
Entry Criteria: High School diploma or GED.
Cost: The cost of the PC Tech program is \$ 4,900.00. This includes all required costs.
2. Cisco Certified Network Associate (CCNA) - This is a twenty-six (26) week program with 70 classroom hours.
Entry Criteria: High School diploma or GED.
Cost: The cost of the CCNA program is \$ 4,900.00. This includes all required costs.
3. Security Associate - This is a twelve (12) week program with 152 classroom hours and 60 internship/externship hours.
Entry Criteria: High School diploma or GED.
Cost: The cost of the Security Associate program is \$ 8,345.00. This includes all required costs. The cost of the training exceeds our \$6,500 limit that we can spend on a participant for the first year of training. New Horizons has agreed to accommodate our \$6,500 limit for WIOA approved students.
Performance: In the last 12 months New Horizons has had Median Earnings - \$15.00, Average Wage - \$15.00; Attainment of Postsecondary Credential - 92%, Completion Rate - 91/99%, Employment Rate - 84/92%, and Training-Related Employment - 74/81%.

Ms. Dover stated that staff requested WDB and CCEO approval for the PC Technician, CCNA, and Security Associate programs through New Horizons Computer Learning Center of Atlanta for Region 1 and requested WDB and CCEO approval.

- A. Mitchell Morgan made the motion that the *Workforce Development Board* approve the PC Technician, CCNA, and Security Associate programs through New Horizons Computer Learning Center of Atlanta for Region 1. Michael Hamilton seconded. Motion carried unanimously.
- B. Teddy Harris made the motion that the *Council of Chief Elected Officials* approve the CNA, PCT, CNA/PCT Combo, and CCMA programs through Cumberland Medical Institute for Region 1. Alex Case seconded. Motion carried unanimously.

IX. Performance Reports Karla Conetta

Karla Conetta presented performance reports for Region 1. These reports reflect that the region is meeting or exceeding on all measures (reports attached).

- A. Jim Henry made the motion that the *Workforce Development Board* approve the Performance Reports. Mitchell Morgan seconded. Motion carried unanimously.
- B. Allen Poole made the motion that the *Council of Chief Elected Officials* approve the Performance Reports. Bill Collins seconded. Motion carried unanimously.
- C. Curtis Kingsely made the motion that the *Youth Committee* approve the Performance Reports. Carol Willis seconded. Motion carried unanimously.

X. Program Update Lesia Lambert

Lesia Lambert informed those present that the State Workforce Board had implemented a policy whereby local areas will now be required to upload all documents relating to participant case files for active participants and participants in follow-up (approximately 2,000 participants) into the data management system (VOS). Ms. Lambert stated that guidance has not yet been received but that NWGRC will purchase scanners and external hard drives, as needed, so that providers can get these documents uploaded. She also stated that staff would be assisting the providers in this task.

Ms. Lambert also stated that a WDB survey had been given to WDB members. She asked that these be completed and given to staff.

XI. 2019 WDB Meetings Terri Morgan

Terri Morgan presented the Workforce Development Board with a schedule for the 2019 WDB Meetings and informed those present that all WDB Meetings in 2019 would be held at the Gordon County Agricultural Services Center in Calhoun.

XII. Chuch Shaw, Garner & Glover, Life and Employee Benefits

Chuck Shaw provided a presentation regarding the changes to health insurance plans as a result of the changing Affordable Care Act.

Other

Beth Kelley informed the Youth Committee that the next Youth Committee meeting would be held at the Rome office of Northwest Georgia Regional Commission.

Adjourn

There being no further business, the meeting adjourned.