

**Workforce Development Board of  
Northwest Georgia Meeting**  
Wednesday, March 15, 2023, Noon  
Georgia Northwestern Technical College  
Calhoun, Georgia

Minutes

**Attendance-WDB**

**WDB Members Present, County:**

Marion Barber, Bartow  
Harry Harvey, Chattooga  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Randy Long, Pickens  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Cam Parker, Bartow  
Lisa Shaw, Floyd  
Elizabeth Scott, Bartow  
Robert Strickland, Gordon  
Carey Tucker, Floyd

**WDB Members Not Present, County:**

Andy Allen, Chattooga  
Angela Berch, Haralson\*  
Terry Craft, Whitfield\*  
Eli Falls, Murray\*  
Selena Galmon, Bartow  
Rick Gibson, Bartow  
Linda McEntire, Gordon\*  
Matthew Salmon, Polk  
Gregg Webb, Polk

**Youth Committee Members Present:**

Beth Kelley

**NWGRC Staff:**

Carolyn Barrett  
Karla Conetta  
Joey Cumbie  
Christy Elrod  
Susan Gentry  
Lesia Lambert  
Jamy McDonald  
Terri Morgan  
Phyllis Walker

**Guests/Visitors:**

Cynthia Brown  
Sheila Derry  
Brandi Dover  
Freda Hartman  
Sherry Herrington  
Cynthia Hudson  
Lisa Ives  
Tanner Kretschmer  
Lynn Long  
Devonta McKenzie  
Stuart Phillips  
Anne Rapp  
Claude Ricketts  
Courtney Rouse  
Vicki Thompson  
Julie Turner  
Chris Upchurch  
Gena Williams  
Chris Zierler

*\*resigned*

**I. Welcome . . . . . Mike Murphy**

Mike Murphy, Chairman of the Workforce Development Board, called the meeting to order and welcomed those present. It was established that a quorum was present.

**II. Consent Agenda . . . . . Jim Henry**

Mr. Murphy informed those present that a Consent Agenda (containing Minutes from the January 18, 2023 WDB Meeting and a Dislocation Report) had been e-mailed and was also attached for review. Jim Henry made the motion that the Consent Agenda be approved. Cam Parker seconded. Motion carried unanimously.

**III. Fiscal Report . . . . . Joey Cumbie**

Joey Cumbie presented the "Northwest Georgia Regional Commission WIOA Grant Financial Report" (attached). This report encompasses the Adult, Dislocated Worker, COVID/Disaster, HDCI, QUEST, Rapid Response, and Youth programs. Mitchell Morgan made the motion that the Fiscal Report be approved. Beth Kelley seconded. Motion carried unanimously.

**IV. Performance . . . . . Karla Conetta**

Karla Conetta informed the Board that a Performance Report containing Adult, Dislocated Worker, and Youth performance had been included in the package (attached). She stated that our programs are currently meeting or exceeding all measures except for the Youth Skill Gains. This measure will likely increase when the in-school youth providers update their performance at the end of the school year. Beth Kelley made the motion to approve this report. Carey Tucker seconded. Motion carried unanimously.

**V. Policies . . . . . Cam Parker**

Cam Parker noted that the Proposal Review Committee met on March 10, 2023 but did not have a quorum. He then presented the Board with staff recommendations for changes to the Support, Priority of Service, and National Disaster Recovery Dislocated Worker Grant Policies (copies of all policies with changes in red and highlighted).

**A. Support Policy**

1. An increase of \$2 to the current travel assistance will offset the rising and/or fluctuating cost of gas. Some programs have long distances students are required to travel for clinicals (pg. 3, Section D). The new amounts are as follows
  - 0.5 - 10 miles = \$9.50 per day
  - 11 - 25 miles = \$12.00 per day
  - 26+ miles = \$14.50 per day

2. The addition of a policy allowing co-enrollment of individuals engaged in services funded by partner agencies or other sources into WIOA funded Supportive services. This allows WIOA to provide support while students are trained by partner agencies. This was approved recently by the State Workforce Board. (pg.6, Section G)

**B. Priority of Service**

The change to the policy is to clarify the definition of "Active Duty" (pg. 3 Section 3). This was previously approved by the State Workforce Board. TEG 10-09 indicates that "Active duty" includes full time Federal service in the National Guard or a Reserve component. This definition of "active service" does not include full-time duty performed strictly for training purposes (i.e., that which often is referred to as "weekend" or "annual" training), nor does it include full-time active duty performed by National Guard personnel who are mobilized by State rather than Federal authorities (State mobilizations usually occur in response to events such as natural disasters).

**C. National Disaster Recovery Dislocated Worker Grant Policy**

Staff recommended adding new policy for disaster grants that will provide guidance for current and future National Dislocated Worker Disaster Grants. This is designed using TCSG Office of Workforce Development's recently issued policy and if approved, staff requested the authorization to make adjustments based on guidance from TCSG.

Jim Henry made the motion to accept the recommended policy changes. Elizabeth Scott second. Motion carried unanimously.

**VI. One-Stop Request for Proposal Recommendations . . . . . Cam Parker**

Mr. Parker informed the Board that the Georgia Department of Labor (GDOL) submitted a proposal in response to the One Stop Operator Request for Proposal (RFP) issued by WorkSource Northwest Georgia.

Proposer	Service	Counties to Service	PY 23 Requested Budget Amount	Score 310-450
Georgia Department of Labor	One Stop Operator	All 15 counties in the region	\$112,873	397.5

Because only one responsive bid was received, staff will hold a non-competitive negotiation as allowed in the WorkSource Georgia procurement policy page 2, sec. A. 15. "If appropriate, non-competitive negotiation with the one responsive offeror may occur". It is staff's recommendation to approve the Georgia Department of Labor as the One-Stop Operator for PY23 at a cost not to exceed \$112,873, contingent upon available funding and successful negotiations. Jim Henry made the motion to approve this recommendation. Harry Harvey seconded. Motion carried

with Beth Kelley abstaining (due to her employment with Georgia Department of Labor) and without dissenting vote.

**VII. Contractors Budgets and Slots**

A. Modifications . . . . . Cam Parker

Mr. Parker presented the following contract modification recommendations from staff:

1. Georgia Northwestern Technical College requested an additional ten (10) QUEST slots and an increase of \$8,000 in Quality Jobs, Equity, Strategy and Training (QUEST) funds and an increase in fringe in the amount of \$12,800. These modifications will increase Georgia Northwestern Technical College's total contract budget from \$1,030,306 to \$1,051,106, an increase of \$20,800.
2. Chattahoochee Technical College requested an additional 15 QUEST slots. This will not increase the contract amount of \$878,250.

Beth Kelley made the motion to approve these recommendations as presented. Carey Tucker seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and with Randy Long abstaining (due to his wife's employment with Chattahoochee Technical College) and without dissention.

B. Career Advisor/Case Management. . . . . Cam Parker

Mr. Parker informed those present that the following staff recommendations for Career Advisor/Case Management Contracts were included in the packet.

Contractor's Name	REQUESTED		RECOMMENDED		*NWGRC Recommendations
	Total Funding Request	Slots Requested	Total Funding Recommended	Slots Recommended	
<b>Georgia Northwestern Tech</b>	\$1,162,806	290	\$1,152,806	290	The recommendation is to approve GNTC budget for a total not to exceed \$1,152,806 to serve 290 participants
<b>Chattahoochee Tech</b>	\$943,250	190	\$934,250	190	The recommendation is to approve CTC budget for a total not to exceed \$934,250 to serve 190 participants
<b>West Georgia Tech</b>	\$389,360	74	\$383,120	74	The recommendation is to approve WGTC budget for a total not to exceed \$383,120 to serve 74 participants
<b>TOTALS</b>	Total Requested \$2,495,416	554	Total Recommended \$2,470,176	554	

He stated that it was staff's recommendation to approve these contracts (counties to be served: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield) contingent upon available funding and successful negotiations, and also giving staff the authority to adjust slots and funding as needed provided the adjustments do not exceed approved contract amount. Mitchell Morgan made the motion to approve these contract budgets and slots as presented. Harry Harvey seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and with Randy Long abstaining (due to his wife's employment with Chattahoochee Technical College) and with no dissenting vote.

C. Work-Based Training . . . . . Cam Parker

Mr. Parker then presented staff recommendations for the Work-Based Training (attached) contingent upon available funding and successful negotiations, and giving staff the authority to adjust slots and funding as needed provided the adjustments do not exceed approved contract amounts.

Provider	PY 23 WBT Requested Budget	Requested Slots	PY 23 Recommended Budget	Recommended Slots	*Recommendations
Georgia Department of Labor	\$330,256 Contract \$286,625 Employer Payments	45 OJT 65 IWT	\$320,933 Contract \$318,111 Employer Payments	45 OJT 78 IWT	The recommendation is to fund the WBT Contract at an amount not to exceed \$639,044 and 123 slots. This is contingent upon available funds and successful negotiations.
<b>TOTAL</b>	<b>\$616,881</b>	<b>110</b>	<b>\$639,044</b>	<b>123</b>	

**Counties to be served all 15 Northwest Georgia counties** (Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield)

Jim Henry made the motion to approve these contract budgets and slots as presented. Marion Barber seconded. Motion carried with Beth Kelley abstaining (due to her employment with the Georgia Department of Labor) and with no dissenting vote.

**VIII. Youth Committee Report and Recommendations . . . . . Beth Kelley**

Beth Kelley informed those present that the Youth Committee met on March 8, 2023. She stated that the Youth Committee had approved the following Youth Contract Recommendations (to serve Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, and Whitfield Counties), contingent upon available funding and successful negotiations, and giving staff the authority to adjust slots and funding as needed provided the adjustments do not exceed approved contract amounts (attached and on next page).

<i>Contractor's Name</i>	<i>Requested Budget</i>	<i>NWGRC Recommendation</i>	<i># of Slots Requested</i>	<i>Support</i>	<i>Work Experience</i>	<i>Total Funding Requested</i>
<i>Chattooga BOE</i>	\$51,300	\$51,300	45	NA	40,000	\$91,300
<i>Rome City BOE</i>	\$70,440	\$70,440	50	NA	\$40,000	\$110,440
<i>GNTC</i>	\$557,333	\$538,390	190	\$35,500	\$40,000	\$613,890
<i>Endless Opportunity</i>	\$179,042	\$150,000	65	\$10,500	\$15,500	\$176,000
<i>Eckerd Connects Paxen</i>	\$280,000	\$280,000	90	\$25,000	\$32,500	\$337,500
<i>Total:</i>	\$1,138,115	\$1,090,130	475	\$71,000	\$168,000	\$1,329,130

\*\* Support and Work Experience are paid directly by NWGRC.

Counties to be served by all the above contractors: Bartow, Catoosa, Chattooga, Dade, Fannin, Floyd, Gilmer, Gordon, Haralson, Murray, Paulding, Pickens, Polk, Walker, Whitfield.

Beth Kelley made the motion to approve these contract budgets and slots as presented. Cam Parker seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and without dissenting vote.

**IX. COVID & QUEST Grant Updates. . . . . Lesia Lambert**

Lesia Lambert provided those present with an update on the COVID Grant (handout attached) and the QUEST Grant.

**X. Technical College System of Georgia Monitoring. . . . . Lesia Lambert**

Ms. Lambert informed those present that the Technical College System of Georgia had conducted yearly monitoring of our area during the week of February 13, 2023. No findings or observations were noted.

**XI. Presentation–Georgia Northwestern Technical College WIOA**

The Georgia Northwestern Technical College (GNTC) WIOA staff, Brandi Dover; Freda Hartman; Sherry Herrington; Cynthia Hudson; and Gena Williams; along with Tanner Kretschmer and Devonta McKenzie, WIOA participants who provided information and appreciation about the GNTC WIOA program.

**Other**

Mr. Murphy asked that Board members who were interested in serving on one of the WDB Committees or Councils please contact him or Lesia Lambert.

## **Adjourn**

There being no further business, the meeting adjourned.