

# Workforce Development Board (WDB) of Northwest Georgia

Wednesday, March 20, 2024, Noon

Georgia Northwestern Technical College  
Calhoun, Georgia

## Minutes

### Attendance-WDB

#### WDB Members Present, County:

Marion Barber, Bartow  
Cynthia Brown, Paulding  
Kate Daggett, Floyd  
Harry Harvey, Chattooga  
Jim Henry, Chattooga  
Barry Gentry, Murray  
Beth Kelley, Walker  
Randy Long, Pickens  
Mike Murphy, Bartow  
Cam Parker, Bartow  
Matthew Salmon, Polk  
Elizabeth Scott, Bartow  
Lisa Shaw, Floyd  
Chris Thomas, Polk  
Carey Tucker, Floyd

#### WDB Members Not Present, County:

Andy Allen, Chattooga  
Zac Dixon, Floyd  
Selena Galmon, Bartow  
Rick Gibson, Bartow  
Bethany Gilmer, Floyd  
Mitchell Morgan, Gilmer\*  
Robert Strickland, Gordon  
Laura Wood, Whitfield

#### NWGRC Staff:

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

#### Guests/Visitors:

Al Abernathy  
Sheila Derry  
Brandi Dover  
Erick Hopper  
Mitchell Jackson  
Lynn Long  
Courtney Rouse  
Jessica Simmerson  
Vicki Thompson  
Chris Upchurch  
Chris Zierler

*\*resigned*

#### Youth Committee Members Present:

Beth Kelley

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

Mike Murphy called the meeting to order and welcomed those present. He asked for guests and new members to introduce themselves. It was established that a quorum was present for the Workforce Development Board.

**II. Georgia Northwestern Technical College Youth Success Academy Presentation . . . . . Erick Hopper**

Erick Hopper, Youth Services Instructor, provided information about the Youth Success Academy at Georgia Northwestern Technical College.

**III. Minutes . . . . . Mike Murphy**

Mr. Murphy informed the Board that the *minutes* from the January 17, 2024 Meeting had been e-mailed and were also attached for review. Kate Daggett made the motion to approve the minutes. Jim Henry seconded. Motion carried unanimously.

**IV. Old Business**

There was no old business for discussion.

**V. New Business**

**A. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker presented a *Fiscal Report and Budget* for the upcoming year (attached) encompassing the Adult, Dislocated Worker, QUEST, Rapid Response, and Youth programs. Carey Tucker made the motion to approve. Jim Henry seconded. Motion carried with abstentions from Cynthia Brown (due to her employment with Chattahoochee Technical College), Beth Kelley (due to her employment with the Georgia Department of Labor), Randy Long (due to his wife's employment with Chattahoochee Technical College), and Lisa Shaw (due to her employment with Georgia Northwestern Technical College) and without dissenting vote.

**B. Performance Report . . . . . Karla Conetta**

Karla Conetta provided a performance report (attached). Kate Daggett made the motion to approve the *Performance Report*. Jim Henry seconded. Motion carried unanimously.

**C. WDB Committee Reports**

**1. Youth Committee Report . . . . . Beth Kelley**

Beth Kelley reported that the Youth Committee met on March 13, 2024 and approve the following **Youth Budgets and Slots**, contingent upon availability of funds from TCSG Office of Workforce Development and successful contract negotiations with authority for staff to adjust slots and funding as needed provided the adjustments do not exceed the approved contract amounts. The Youth Committee recommended WDB approval. Beth Kelley made the motion to approve these recommendations. Kate Daggett seconded. Motion carried with Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and with no dissenting vote.

Contractor's Name	Funds Requested	Support	Work Experience	Total Funding Requested	# of Slots Requested	NWGR Recommendation	Comments
Chattooga BOE	\$51,514	NA	\$40,000	\$91,514	45	\$51,514	Work Experience is listed for tracking purposes only
Rome City BOE	\$70,540	NA	\$40,000	\$110,540	50	\$70,540	Work Experience is listed for tracking purposes only
GNTC	\$588,093	\$35,500	\$40,000	\$636,737	190	\$561,237	Support and Work Experience are listed for tracking purposes only
Eckerd-Connect Paxen	\$280,000	\$25,000	\$32,500	\$337,500	80	\$280,000	Support and Work Experience are listed for tracking purposes only
<b>Total:</b>	<b>\$990,147</b>	<b>\$60,500</b>	<b>\$152,500</b>	<b>\$1,176,291</b>	<b>365</b>	<b>\$963,291</b>	Support and Work Experience are listed for tracking purposes only

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

**2. Proposal Review Committee Report . . . . . Cam Parker**

Cam Parker informed the Board that the Proposal Review Committee approved the **Work-Based Training Budgets and Slots** (below), contingent upon availability of funds from TCSG and successful negotiations and with staff authority to adjust slots and funding as needed provided the adjustments do not exceed the approved contract amounts. Jim Henry made the motion to approve the recommendation. Barry Gentry seconded. Motion carried with Beth Kelley abstaining (due to her employment with the Georgia Department of Labor) and without dissenting vote.

Provider	PY 23 WBT Requested Budget	Requested Worksite Reimbursement	Requested Slots	*Recommendations
Georgia Department of Labor	\$266,437 Contract \$381,750 Employer Payments	\$119,250 OJT \$262,500 IWT	30 OJT 175 IWT	The recommendation is to fund the WBT Contract at an amount not to exceed \$648,187 and 205 slots. This is contingent upon available funds and successful negotiations
<b>TOTAL</b>	<b>\$648,187</b>	<b>\$381,750</b>	<b>205</b>	

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

Mr. Parker reported that the Proposal Review Committee approved the **Career Advisor/Case Management budgets and slots** (next page), contingent upon availability of funds from TCSG and successful negotiations and with staff authority to adjust slots and funding as needed provided the adjustments do not exceed the approved contract amounts. Beth Kelley made the motion to approve. Carey Tucker seconded. Motion carried with abstentions from Cynthia Brown (due to her employment with Chattahoochee Technical College), Randy Long (due to his wife's

employment with Chattahoochee Technical College), and Lisa Shaw (due to her employment with Georgia Northwestern Technical College) and with no dissenting vote.

Contractor's Name	CONTRACTOR'S BUDGET REQUEST					*NWGRC Recommendations
	Operating Budget Requested	Tuition Requested	Support Requested	Total Funding Request	Slots Requested	
Georgia Northwestern Tech	\$395,345	\$585,000	\$315,000	\$1,295,345	175	The recommendation is to approve GNTC budget for a total not to exceed <b>\$1,295,345</b> to serve <b>175</b> participants.
Chattahoochee Tech	\$302,016	\$598,000	\$120,000	\$1,020,016	130	The recommendation is to approve CTC budget for a total not to exceed <b>\$1,020,016</b> to serve <b>130</b> participants.
West Georgia Tech	\$142,755	\$190,000	\$80,000	\$412,755	51	The recommendation is to approve WGTC budget for a total not to exceed <b>\$412,755</b> to serve <b>51</b> participants.
<b>TOTALS</b>	<b>\$840,116</b>	<b>\$1,373,000</b>	<b>\$515,000</b>	<b>\$2,728,116</b>	<b>356</b>	

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

Mr. Parker informed those present that Chattahoochee Technical College requested adding an additional \$142,000 to the existing contract, which will increase the total contract amount from \$943,250 to \$1,085,250. This request includes adjusting the current contract budget as follows:

- Adding \$70,000 to the Adult Tuition Budget to serve an additional (22) slots.
- Adding \$45,000 to the Quest Tuition Budget to serve an additional (10) slots.
- Adding \$15,000 to the QUEST Support Budget to serve (10) additional slots.
- Adding \$10,000 to the Dislocate Worker Tuition Budget to serve (2) additional slots.
- Adding \$2,000 to the Dislocated Worker Support Budget to serve (2) additional slots.

He noted that these changes are all for the participants and does not affect the operating expenses in Chattahoochee Technical College's WIOA contract. The WDB approved Chattahoochee Technical College's request of \$142,000 to cover additional student cost. The current total contract amount of \$943,250 will increase to \$1,085,250 contingent upon the availability of funds. The Proposal Review Committee approved this request and recommended WDB approval. Beth Kelley made the motion to approve the request. Jim Henry seconded. Motion carried with abstentions from Cynthia Brown (due to her employment with Chattahoochee Technical College) and Randy Long (due to his wife's employment with Chattahoochee Technical College) with no dissenting vote.

Mr. Parker then presented a request from West Georgia Technical College for an additional \$8,000 to cover the cost of their fringe. He explained that the fringe was pro-rated incorrectly due to unforeseen salary increases that were approved through the State of Georgia. The \$8,000 request will increase the total fringe amount from \$41,720 to \$49,720. The current total contract of \$383,120 will increase to \$391,120. The Proposal Review Committee approved this request and recommended WDB approval. Barry Gentry made the motion to approve this request. Chris Thomas seconded. Motion carried unanimously.

Mr. Parker informed the Board that Georgia Northwestern Technical College submitted a request to add a CDL Class B Hybrid Training Program to the Eligible Training Provider List. The entrance requirements for someone to attend this program are as follows:

- Participant pays costs associated with entrance requirements (\$125) if not WIOA eligible.
- Must be 18 years of age
- Have no more than three points on driver's license
- No serious traffic violations or convictions, including DUI or cell phone usage

- Valid Georgia driver's license
- Valid Georgia Class B CDL Learner's Permit, with Air Brake endorsement
- Negative 5 panel drug test
- Current DOT physical

The program is approximately 5 weeks in length and the first two weeks allow participants up to 80 hours to complete the online CDL classroom theory course. GNTC will enroll participants and provide the course via Blackboard. Successful completion of the online course is required to move to the road/range training portion. Road/range training is provided in weeks three and four, three and four, face-to-face, at the Polk County Campus in Rockmart.

He noted that, according to their flyer, there will be four students per session and the first cohort group began on March 11, 2024. The second cohort group registration began on March 8, 2024 and classes will begin on March 25, 2024. Novo Health Services has written a letter of support for this program. The total cost of training is \$3,625. The Proposal Review Committee approved this program and recommended WDB approval. Randy Long made the motion to approve this request. Elizabeth Scott seconded. Motion carried with Lisa Shaw abstaining (due to her employment at Georgia Northwestern Technical College).

Mr. Parker explained that an applicant requested that the Human Resources Management-CP/SHRM SCP be added to the Kennesaw State University Vendor Agreement. This training is a comprehensive HR management course offered in partnership with SHRM and taught by experienced, senior-level professionals. The program credentials establish a recognized expert in the HR field. The certification covers four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavior competencies. It can be utilized for exam preparation and/or advanced training in a HR career. The training cost is \$1799 for 13 weeks at approximately 3 to 3 ½ hours weekly attendance. Staff spoke with personnel at the school and was given a completion rate of 81% for year 2021 and 85% for year 2022. He noted that Selena Galmon, Proposal Review Committee and WDB Member previously took this training and highly recommended it. The cost of the training will be contingent upon the availability of funds. The Proposal Review Committee approved adding the Human Resources Management-CP/SHRM SCP training to Kennesaw State University's vendor agreement and recommends WDB approval. Cam Parker made the motion to approve this request. Carey Tucker seconded. Motion carried unanimously.

**VI. QUEST Recommendation and Update . . . . . Lesia Lambert**

Lesia Lambert informed those present that the Workforce Development Board had previously requested and received \$700,000 in QUEST Dislocated Grant Funds to assist and support those impacted by the COVID-19 pandemic (individuals temporarily or permanently laid off as the result of COVID-19, Long-term unemployed individuals, dislocated workers as defined by WIOA and self-employed individuals who became unemployed due to COVID-19).

A second request was recently submitted and approved by the Technical College System of Georgia, Office of Workforce Development for an additional \$695,317. She explained that these funds will continue to assist individuals in providing training for high-demand Jobs, as well as Transitional Jobs in Northwest Georgia. She noted that it was staff's recommendation that the WDB approve the QUEST Dislocated Grant Funds in the amount of \$695,317, bringing the total funds awarded to \$1,395,317. These grant funds will be available through

September 30, 2025. Randy Long made the motion to accept this recommendation. Elizabeth Scott seconded. Motion carried unanimously.

**VII. One-Stop Update. . . . . Susan Gentry**

Susan Gentry reminded those present that the Georgia Department of Labor recently elected to no longer serve as the One-Stop Operator. In response, staff released a request for proposal seeking a new one-stop operator. The bid in February, a Bidders Conference will be held on March 26, 2024 at 2:00 p.m., and the proposals are due on April 19, 2024. Staff will evaluate proposals and provide information and recommendations at the May 15, 2024 WDB meeting.

**VIII. Technical College System of Georgia and USDOL Monitoring . . . . . Lesia Lambert**

Ms. Lambert informed the Board that the Technical College System of Georgia conducted monitoring in our region on February 12-15, 2024. She noted that there were no findings during this monitoring. Additionally, staff has received notice that the U.S. Department of Labor will conduct monitoring on the COVID-19 and QUEST grants during the week of April 15th - 19th, 2024. Documents related to this monitoring have been sent to TCSG.

**IX. WIOA Updates . . . . . Lesia Lambert**

Ms. Lambert provided information regarding the recently signed legislation to authorize local workforce development boards to conduct meetings via teleconference. This will allow virtual and hybrid meetings. She stated that staff would be looking for options for virtual meetings but that her preference would be in-person or hybrid meetings.

Additionally, Ms. Lambert informed the Board that a bipartisan Workforce Innovation and Opportunity Act (WIOA) reauthorization bill had been introduced and has passed in the House. The bill, known as the "A Stronger Workforce for America Act" or (ASWA) has not yet passed the Senate. She stated that some aspects of the bill were positive but that the bill does not allow for supportive services and reduces the funding that can be spent for on-the-job training. More information will be provided as it becomes available.

**X. Recognition of Board Members. . . . . Mike Murphy**

Mr. Murphy recognized three members of the WDB who are leaving or have resigned with ***Certificates of Recognition***: Rick Gibson, Mitchell Morgan, and Cam Parker

**Other**

**Adjourn**

There being no further business, the meeting adjourned.