

# **Workforce Development Board of Northwest Georgia**

**Wednesday, May 19, 2021, Noon**

**Via Zoom**

## **Minutes**

### **Attendance-WDB**

#### **WDB Members Present, County:**

Lisa Adkisson, Fannin  
Nicole Green, Polk  
Randy Long, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Mike Murphy, Bartow  
Anthony Nash, Polk  
John Parton, Polk  
Matthew Salmon  
Lisa Shaw, Floyd  
Larry Stansell, Chattooga  
Carey Tucker, Floyd  
Gregg Webb

#### **WDB Members Not Present, County:**

Christie Gribble, Fannin  
Michael Hamilton, Floyd  
Jim Henry, Chattooga  
Bre Johnson, Bartow  
Beth Kelley, Walker  
Cam Parker, Bartow  
April Rogers, Bartow  
Cathy Smith, Gordon

#### **Youth Committee Members Present:**

Ben Arp  
Molly Majestic

#### **NWGRC Staff:**

Karla Conetta  
Susan Gentry  
Lesia Lambert  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

#### **Guests/Visitors:**

Michele Abdul-Qawiy  
Megan Conner  
Elyse Davis  
Shelia Derry  
Brandi Dover  
Lloyd Frasier  
Chris Hord  
Mitchell Jackson  
Lynn Long  
Lindia Moore  
Marion Phillips  
Barbara Tipton  
Jennifer Zeller

**I. Welcome..... Linda McEntire**

Linda McEntire, Chairman of the Workforce Development Board, called the meeting to order and welcomed those present. It was established that a quorum was present for the Workforce Development Board. (The Youth Committee was initially included on the agenda but was unable to meet.)

**II. Minutes..... Linda McEntire**

Ms. McEntire informed those present that the Minutes from the March 17, 2021 Meeting had been e-mailed and were also attached for review. Mitchell Morgan made the motion that the Minutes be approved. Gregg Webb seconded. Motion carried unanimously.

**III. Fiscal Report and Budget ..... Anthony Rucker**

Anthony Rucker provided the Committee with a financial report and budget (attached). He explained that the budget consisted of Youth, Adult, Dislocated Worker, HDCI, and COVID funds for a total budget amount of \$8,099,848. Mike Murphy made the motion that the report and budget be approved. Mitchell Morgan seconded. Motion carried unanimously.

**IV. Workforce Development Board ..... Lesia Lambert**

Lesia Lambert presented the Workforce Development Board Officers, Executive Committee, Membership (attached), and Committees (attached) for approval:

Officers:

Linda McEntire, Chairman  
Mike Murphy, Vice-Chairman  
Jim Henry, Secretary

Executive Committee:

Jim Henry  
Beth Kelley  
Linda McEntire  
Mitchell Morgan  
*Terri Morgan (non-voting member)*  
Mike Murphy  
Anthony Nash  
Cam Parker

Lisa Shaw made the motion to approve the Officers, Executive Committee, Membership, and Committees. Mitchell Morgan seconded. Motion carried unanimously.

## **V. Performance Report..... Karla Conetta**

Karla Conetta presented a Performance Report (attached) for all Contractors, including PY19 Performance, PY19 Performance as an area, and PY20 Performance as an area. She stated that all measures were being met with the exception of the Measurable Skills gain for the youth program and informed those present that this measure will change at the end of the school year when the providers update the Portal. Mitchell Morgan made the motion to accept this report as presented. Mike Murphy seconded. Motion carried unanimously.

## **VI. Proposal Review Committee Report and Recommendations..... Linda McEntire**

Ms. McEntire informed those present that the Proposal Review Committee met prior to the WDB meeting and asked staff to present the items which had been approved.

Phyllis Walker presented the following Contract Budget recommendations for the Career Adviser Contracts (below and attached) including budgets and slots:

Contractor	Number of Slots		Total Slots	Operating Cost	Tuition	Support	Total Funding Request	Recommendation
	Carry Over	New						
Chattahoochee Tech	56	113	169	\$241,190	\$483,159	\$113,000	\$837,349	Fund
Georgia Highlands	7	100	107	\$112,901	\$281,689	\$100,000	\$494,590	Fund
Georgia Northwestern Technical College	133	144	277	\$330,330	\$578,000	\$224,400	\$1,132,730	Fund
West Georgia Technical College	32	55	87	\$114,774	\$221,300	\$80,000	\$416,074	Fund

Ms. McEntire stated that these recommendations were approved by the Proposal Review Committee. Lisa Shaw made the motion that the recommendations be approved contingent upon availability of funds from TCSG and successful negotiations and giving staff the authority to adjust slots and funding as needed provided the adjustments do not exceed approved contract amounts. as presented. Gregg Webb seconded. Motion carried with the following abstentions: John Parton (due to his employment at West Georgia Technical College), Randy Long (due to his spouse's employment at Chattahoochee Technical College), and Lisa Shaw (due to her employment at Georgia Northwestern Technical College) and with no dissent.

Susan Gentry presented the Contract Budget Recommendations for the Georgia Department of Labor Work-Based Learning (budget and slots) and One-Stop Operator contracts (below and attached).

Georgia Department of Labor (WBT)	90	85	175	\$541,093	\$600,000	\$1,141,093	Fund
Georgia Department of Labor (OSO)	N/A	N/A	N/A	\$202,367	N/A	\$202,367	Fund

Ms. McEntire stated that these recommendations were approved by the Proposal Review Committee. Lisa Shaw made the motion that the recommendations be approved contingent upon availability of funds from TCSG and successful negotiations and giving staff the authority to adjust slots and funding as needed provided the adjustments do not exceed approved contract amounts. as presented. Mitchell Morgan seconded. Motion carried with the following abstentions: Lisa Adkisson (due to her employment with the Georgia Department of Labor) and Gregg Webb (due to his company's incumbent worker training agreement with the Georgia Department of Labor) and without dissenting vote.

Ms. Lambert presented the Tracksource/Entre recommendation. She explained that this is for financial tracking system software which is used to track obligations for the year and updates for any changes which may occur in participants' actual costs. It is also used by career advisers to create vouchers to send to NWGRC fiscal department based on actual ITA costs. NWGRC used Entre for Program Year 20. She stated that the costs were the same that they submitted this year, \$90 per user for a minimum of 10 users (\$900 per month / \$10,800 per year) or \$90 per user for 15 users (\$1,350 per month/\$16,200 per year).

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

Ms. McEntire stated that it the Proposal Review Committee approved the contract as a Sole Source for the 2021 Program year (July 1, 2021 – June 30, 2022) for 15 users at a fee of \$90 per user per month for a total amount not to exceed \$16,200. Lisa Adkisson made the motion to approve the recommendation as presented. Matthew Salmon seconded. Motion carried unanimously.

Ms. Walker explained that the Georgia Department of Labor Lookup Screens have been providing the Northwest Georgia Workforce staff with read-only screens. These screens allow access to certain Department of Labor screens such as the unemployment insurance inquiry look up screen and the employment wage inquiry screen. The wage inquiry screen and the unemployment insurance screen are used to provide information pertaining to wages and unemployment insurance determination, which can assist in determining program eligibility. Additionally, the wage inquiry serves as a vehicle during the follow-up phase to determine if a participant has obtained employment. The ability to have these services so readily available is a plus for the program.

Ms. Walker also stated that there is a charge of \$200 for the set-up, maintenance, and review of each user ID. There is also a charge of \$1 per screen for all social security lookups by all registered users. For the past two years The Technical College System of Georgia, Office of Workforce Development has paid for the lookups.

Ms. McEntire stated that the Proposal Review Committee approved allowing Georgia Department of Labor to provide staff with the access to review the read only screens and approve the 2nd year agreement in the amount of \$10,000. Mitchell Morgan made the motion to approve the recommendation as presented. Mike Murphy seconded. Motion carried with Lisa Adkisson abstaining (due to her employment with the Georgia Department of Labor) and without dissent.

Ms. Walker provided a list of Individual Training Account Providers (attached and below) for review. Ms. McEntire informed the Board that the Proposal Review Committee approved the following Individual Training Account Providers for Program Year 2021:

Atlanta Academy of Dental Assisting  
Atlanta Technical College  
Chattahoochee Technical College  
CPR with Mickey  
Cumberland  
Dental Assistant School of Atlanta  
Dental Careers Institute  
Fortis  
Gadsden State  
Georgia Driving Academy  
Georgia Highlands College  
Georgia Northwestern Technical College  
Goodwill of North Georgia  
Gwinnett College  
International Union of Operating Engineers  
Katlaw  
Kennesaw State University  
New Horizons  
North Georgia Tech  
NWGA RESA  
RS Thomas  
Southeast Lineman  
Training Center  
West Georgia Technical College

Lisa Adkisson made the motion to approve these providers. Mitchell Morgan seconded. Motion carried with the following abstentions: Anthony Nash (due to his employment with the International Union of Operating Engineers), John Parton (due to his employment at West Georgia Technical College), Randy Long (due to his spouse's employment at Chattahoochee Technical College), and Lisa Shaw (due to her employment at Georgia Northwestern Technical College) and with no dissent.

**VI. COVID-19 Update . . . . . Lesia Lambert**

Lesia Lambert provided an update regarding COVID and the Disaster/Dislocated Worker Grant in the Northwest region in Georgia. The individuals enrolled in the work experience component are paid \$12.50 per hour for 40 hours per week for up to 16 weeks (NWGRG pays the FICA, SS, and Workman's Compensation). The goal is to enroll 120 individuals by the end of summer and to spend the funds by the end of March 2022. She encouraged those present to contact her if they are interested in learning about implementing this grant in their counties.

Additionally, Ms. Lambert shared with those present a success story from the COVID/Dislocated Worker Grant. She provided an article from the *Dade County Sentinel* written by Workforce Innovation and Opportunity Act Coordinator ,Paula Stallings. Jamie Stafford was hired though the COVID/Dislocated Worker grant as a COVID Prevention Technician. After completing the hours provided though that grant, Mr. Stafford worked though the WIOA program in the On-the-Job Training program and has been hired as a full-time employee at the Emergency Service 911 Center in Trenton, Georgia.

## **Other**

Ms. McEntire informed those present that, unless the Governor's order of emergency was extended, that the next WDB meeting would be held in person. Staff will update the Board with the details for the location.

Lisa Adkisson shared that Beth Kelley's husband had passed away and asked that anyone who would like Beth's address contact her.

## **Adjourn**

There being no further business, the meeting adjourned.