

# Workforce Development Board of Northwest Georgia Meeting

Wednesday, May 18, 2022, Noon  
Georgia Northwestern Technical College  
Calhoun, Georgia

## Minutes

### **Attendance-WDB**

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

Marion Barber, Bartow  
Eli Falls, Murray  
Nicole Green, Polk  
Harry Harvey, Chattooga  
Jim Henry, Chattooga  
Beth Kelley, Walker  
Randy Long, Pickens  
Linda McEntire, Whitfield  
Mitchell Morgan, Gilmer  
Cam Parker, Bartow  
Elizabeth Scott, Bartow  
Lisa Shaw, Floyd

#### **NWGRC Staff:**

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

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

Beth Kelley  
April Sams

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

Bre Johnson, Bartow\*  
Mike Murphy, Bartow  
Anthony Nash, Polk\*  
John Parton, Polk\*  
Matthew Salmon, Polk  
Cathy Smith, Gordon\*  
Robert Strickland, Gordon  
Carey Tucker, Floyd  
Gregg Webb, Polk

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

Michele Abdul-Qawiy  
Ann Colloton  
Sheila Derry  
Brandi Dover  
Mitchell Jackson  
Zelma Jones  
Lynn Long  
Anne Rapp  
Courtney Rouse  
Stephanie Searce  
Vicki Thompson  
Barbara Tipton  
Julie Turner  
Chris Upchurch  
Chris Zierler

*\*resigned*

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

Linda McEntire, Chairman of the Workforce Development Board, called the meeting to order and welcomed those present. It was determined that a quorum was present.

**II. Consent Agenda . . . . . Linda McEntire**

Ms. McEntire informed those present that the Consent Agenda containing Minutes from the March 17, 2022 WDB Meeting and a Performance Report had been e-mailed and was also attached for review. Cam Parker made the motion that the Consent Agenda be approved. Mitchell Morgan seconded. Motion carried unanimously.

**III. Fiscal Report . . . . . Anthony Rucker**

Anthony Rucker presented the "Northwest Georgia Regional Commission WIOA Budget (attached). This budget contains funding for Program Year 23 for the Adult, Dislocated Worker, and Youth programs including work experience and NWGRC expenses. Jim Henry made the motion to accept the budget. Harry Harvey seconded. Motion carried unanimously.

**IV. WDB Bylaws . . . . . Lesia Lambert**

Lesia Lambert informed the Board that a draft copy of updated Workforce Development Board Bylaws (attached) had been emailed to the Board previously. She explained that the change, highlighted on page seven, had been made due to information staff received at the Spring SETA conference regarding adding a provision to allow the WDB to meet telephonically or virtually during an Order of Emergency. The addition is as follows:

*"The Board may conduct meetings via teleconference only during instances of "Orders of Emergency," as declared by the Governor, as long as the meeting is conducted in compliance with the Georgia Open Meetings Act. In the event that a meeting is conducted via teleconference, all of the provisions of these bylaws, all provisions of the Georgia Open Meetings Act, and all relevant provisions of the Workforce Innovation and Opportunity Act shall still apply."*

Beth Kelley made the motion to approve this addition to the Workforce Development Board Bylaws. Lisa Shaw seconded. Motion carried unanimously.

**V. Workforce Development Board . . . . . Lesia Lambert**

Ms. Lambert presented to the Board a listing of WDB Officers and Executive Committee Members for review. These are as follows:

**Workforce Development Board Officers**

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

**Workforce Development Board Executive Committee**

Jim Henry  
Beth Kelley  
Linda McEntire  
Mitchell Morgan  
Terri Morgan  
Mike Murphy  
Cam Parker

She noted that Terri Morgan is a non-voting member. With no nominations from the floor, Cam Parker made the motion to approve the slate of Officers and Executive Committee Members. Nicole Green seconded. Motion carried unanimously.

Ms. Lambert then directed the Board's attention to the listing of WDB Members and Committee Members. She noted that Cam Parker's name had been left off the Proposal Review Committee and that the oversight would be corrected. No action is needed for these items.

**VI. Executive Committee Report and Recommendations . . . . . Linda McEntire**

Ms. McEntire informed those present that Georgia Northwestern Technical College (GNTC) submitted a new program, the Electrical Lineworker Program, for approval and inclusion on the State Eligible Training Provider List (handouts attached). This non-credit training program is through the GNTC Department of Economic Development in partnership with Georgia Power. This 10-week program will take place at the Polk County Campus in Rockmart, GA beginning in August 2022. The program consists of 395 hours and lasts a maximum of 10 weeks. Students will learn lineworker organizational principles, workplace skills, and lineworker automation and occupational skills. Upon successful completion of the program, students will have the opportunity to earn an Electrical Lineworker Apprentice Certification (ELAC) and Class A Commercial Driver's License (CDL). The total program cost is \$5,000 per participant. The Council of Chief Elected Officials and the Executive Committee approved adding this program to the state approved provider list and recommends WDB approval. Jim Henry made the motion to approve adding the Electrical Lineworker Program for inclusion on the Eligible Training Provider List. Beth Kelley seconded. Motion carried with Cam Parker abstaining (due to his employment with Georgia Power) and Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College) and without dissent.

Ms. McEntire noted that the "GNTC Request" had been approved in March, 2022 at the WDB meeting.

**VII. Proposal Review Committee Report and Recommendations . . . . . Linda McEntire**

Ms. McEntire presented the Board with a recommendation (attached) for the Tracksource/Entre 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 advisors to create vouchers to send to NWGRC fiscal department based on actual ITA costs. NWGRC used Entre for the 2023 fiscal year. The costs of the program are as follows (also attached):

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

Cam Parker asked if this service was suitable and appropriate for staff and Career Advisers. Ms. Lambert responded that it was. The Executive Committee approved the recommendation of staff to approve the contract as a Sole Source for the 2023 fiscal year (July 1, 2022 – June 30, 2023) for 15 users at a fee of \$90 per user per month for a total amount not to exceed \$16,200. Cam Parker made the motion to approve the recommendation as presented. Jim Henry seconded. Motion carried unanimously.

Ms. McEntire informed those present 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.

Ms. McEntire 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. The Proposal Review Committee approved a two-year agreement with the Georgia Department of Labor in the amount of \$10,000 to provide us the access to review the read only screens and recommends WDB approval. Lisa Shaw made the motion to approve. Mitchell Morgan seconded. Motion carried with Beth Kelley and Elizabeth Scott abstaining (due to their employment with the Georgia Department of Labor) and without dissenting vote.

Ms. McEntire then provided a list of Individual Training Account Providers to the Board (attached and below) for review.

- Atlanta Academy of Dental Assisting
- 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  
 North Georgia Tech  
 NWGA RESA  
 RS Thomas  
 Southeast Lineman Training Center  
 West Georgia Technical College

The Proposal Review Committee approved these vendors and recommended WDB approval. Mitchell Morgan made the motion to approve these vendors. Jim Henry seconded. Motion carried with Randy Long and Lisa Shaw abstaining (due to her employment with Georgia Northwestern Technical College and his wife's employment with Georgia Northwestern Technical College, respectively) and without dissent.

Ms. McEntire informed the Board that Katlaw Trucking School requested a \$300 tuition increase due to the increases in fuel cost, maintenance of trucks, insurance, tires, and most of all inflation. This will increase their cost of training from \$3,527 to \$3,827. The Proposal Review Committee approved this increase and recommended WDB approval. Mitchell Morgan made the motion to approve this cost increase. Jim Henry seconded. Motion carried unanimously.

Additionally, Ms. McEntire presented a request for rate increases from the Training Center of Northwest Georgia. Due to the extreme increase (50% and up) in the cost of medical supplies that are required to teach their students, is requesting an increase of \$50 for the CNA program and \$50 for the PCT program. This request will increase the CNA total training cost from \$945 to \$995 and increase the PCT program training cost from \$4,195 to \$4,245. The Proposal Review Committee approved these increases and recommended WDB approval. Nicole Green made the motion to approve these cost increases. Lisa Shaw seconded. Motion carried unanimously.

**VIII. Youth Committee Membership . . . . . Beth Kelley**

Beth Kelley informed those present that Eric Waters, a long-standing member of the Youth Committee, had announced his retirement. He recommended adding John Rhodarmer, Principal,

Armuchee High School (to become Principal/CEO of the Floyd County College and Career Academy upon Mr. Waters' retirement on May 31, 2022). The Youth Committee approved this nomination (attached) and recommended WDB approval. Beth Kelley made a motion to approve the recommendation. Randy Long seconded. Motion carried unanimously.

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

Ms. Lambert reported that the National Disaster Grant was extended through March 31, 2023 and that Region 1 has spent approximately \$1,030,258 , serving over 46 participants in temporary work experience and 89 in training components for a total of 135 served.

**X. Ann Colloton, Georgia Justice Project**

Ann Colloton, Policy & Outreach Coordinator, Georgia Justice Project, provided a presentation regarding "Second Chance Hiring: Context, Opportunity, and Benefits" (handouts attached).

Other

Adjourn

**There being no further business, the meeting adjourned.**