

**Workforce Development Board of
Northwest Georgia Meeting**
Wednesday, May 17, 2023, Noon
Georgia Northwestern Technical College
Calhoun, Georgia

Minutes

Attendance-WDB

WDB Members Present, County:

Andy Allen, Chattooga
Marion Barber, Bartow
Selena Galmon, Bartow
Barry Gentry, Murray
Rick Gibson, Bartow
Harry Harvey, Chattooga
Jim Henry, Chattooga
Beth Kelley, Walker
Mike Murphy, Bartow
Cam Parker, Bartow
Elizabeth Scott, Bartow
Chris Thomas, Polk

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

Guests/Visitors:

WDB Members Not Present, County:

Cynthia Brown, Paulding
Terry Craft, Whitfield*
Randy Long, Pickens
Mitchell Morgan, Gilmer
Matthew Salmon, Polk
Lisa Shaw, Floyd
Robert Strickland, Gordon
Carey Tucker, Floyd
Gregg Webb, Bartow

Al Abernathy
Michele Abdul-Qawiy
Tommy Baker
Larry Brooks
Sheila Derry
Brandi Dover
Brenda Harris
Jay Henry
Lisa Ives
Mitchell Jackson
Michael O'Neal III
Chris Regensburger
Claude Ricketts
Courtney Rouse
Jessica Simmerson
Tracy Taub
Vicki Thompson
Julie Turner
Chris Upchurch

Youth Committee Members Present:

Beth Kelley

**resigned*

NWGRC Staff:

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. Courtney Rouse, Program Manager, Northwest GA, Eckerd Connects Paxen

Courtney Rouse, Program Manager, Northwest GA, Eckerd Connects Paxen, presented information about the Eckerd Connects Paxen youth program.

III. Consent Agenda. Mike Murphy

Mr. Murphy informed those present that a Consent Agenda (containing Minutes from the March 15, 2023 WDB Meeting, a Performance Report, and a Dislocation Report) had been e-mailed and was also attached for review. Cam Parker made the motion that the Consent Agenda be approved. Beth Kelley seconded. Motion carried unanimously.

IV. Budget Anthony Rucker

Anthony Rucker provided a budget for PY 23-24. This budget encompasses the Adult, Dislocated Worker, QUEST, Rapid Response, Youth, and HDCI programs. Jim Henry made the motion that the Fiscal Report be approved. Cam Parker seconded. Motion carried with Beth Kelley and Elizabeth Scott abstaining (due to their employment at the Georgia Department of Labor and Technical College System of Georgia, respectively) and with no dissenting vote.

V. Workforce Development Board (WDB)

A. Workforce Development Board Officers & Executive Committee Lesia Lambert

Lesia Lambert presented the Board with a list of Workforce Development Board Officers and Executive Committee (attached and below). She noted that Terri Morgan is a non-voting member of the Executive Committee.

Officers

- Mike Murphy, Chairman
- Cam Parker, Vice-Chairman
- Jim Henry, Secretary

Workforce Development Board Executive Committee

- Jim Henry
- Beth Kelley

Mitchell Morgan
Terri Morgan
Mike Murphy
Cam Parker

Jim Henry made the motion to approve the Officers and Executive Committee. Chris Thomas seconded. Motion carried unanimously.

B. WDB Membership Lesia Lambert

Ms. Lambert provided a listing of Workforce Development Board members (attached). She noted that the Board has a vacancy for a Business Representative.

C. WDB Committees Lesia Lambert

Ms. Lambert presented a list of Workforce Development Board Committees (attached) and asked that Board members who were interested in serving on one of the WDB Committees or Councils please contact her.

VI. Proposal Review Committee Report and Recommendations

A. Tracksource Cam Parker

Cam Parker informed the Board that the Entre Solutions/Tracksource financial tracking system software is used to track obligations for the year and updates for any changes that may occur in participant's actual cost (attached). Additionally, features of this software include tracking the number of enrolled participants, the capability of entering the training programs of each student, listing the names of the providers, and allowing staff to enter the amount of money of each funding stream. Career Advisors use the system to create vouchers to send to our fiscal department, which are based on actual training costs.

The Proposal Review Committee approved this sole source contract for the 2023 fiscal year (July 1, 2023 - June 30, 2024), for up to 15 users at a fee of \$90 per user, per month, for a total amount not to exceed \$16,200 and recommends WDB approval.

Beth Kelley made the motion to approve the Providers. Jim Henry seconded. Motion carried unanimously.

B. ITA Agreements Cam Parker

Mr. Parker stated that the Proposal Review Committee had approved the following Individual Training Account Provider Agreements and recommended WDB approval:

- Atlanta Academy of Dental Assisting
- Chattahoochee Technical College
- Cobb Medical Center
- Cumberland Medical Institute
- Dental Assistant School of Atlanta
- Dental Careers Institute

- iCode Academy
- Gadsden State
- Georgia Driving Academy
- 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
- WrightNow Solutions

Selena Galmon made the motion to approve the Providers. Elizabeth Scott seconded. Motion carried unanimously.

C. Cost Increase Requests Cam Parker

Mr. Parker informed those present that The Training Center of NW Georgia had requested restructuring their approved programs to allow the Phlebotomy Technician and EKG Technician programs to be stand alone programs (attached). This request was made to accommodate students who only want to take the stand-alone programs and are not interested in the entire Patient Care Technician training program.

The Proposal Review Committee approved this restructuring of programs and recommended WDB approval. Jim Henry made the motion to approve. Harry Harvey seconded. Motion carried unanimously.

D. Student Clearinghouse Agreement Cam Parker

Mr. Parker stated that, through the National Student Clearinghouse Student Tracker, staff can query participating institutions' student data information to determine if participants have continued into postsecondary education, which improves our ability to provide follow-up (handout attached). The Proposal Review Committee approved the purchase of this software at a cost not to exceed \$595 (06/01/2023 - 05/31/2024) and recommended WDB approval. Chris Thomas made the motion to approve this recommendation. Jim Henry seconded. Motion carried unanimously.

E. Transitional Jobs Policy Cam Parker

Mr. Parker reminded those present that our region had been awarded \$700,000 in Quality Jobs, Equity, Strategy and Training (QUEST) Disaster Recovery Dislocated Worker Grant funding. Up to 10% of this grant can be used to provide Transitional Jobs activities. Mr. Parker stated that a policy for this activity had been developed (attached), mirroring the Technical College System of Georgia's Transitional Jobs Policy. The Proposal Review Committee approved this policy and recommends WDB approval. Jim Henry made the motion to approve this policy. Selena Galmon seconded. Motion carried unanimously.

F. Policies Cam Parker

Mr. Parker presented a listing of Worksource Northwest Georgia Policies (attached). He stated that staff had requested the ability to modify verbiage in the attached policies based upon occasional guidance received from the Technical College System of Georgia. He noted that this request does not apply to policies dealing with funding or changes to amounts for supportive services, ITAs, etc. All policies relating to funding amounts will be brought before the Board for approval, as needed. The Proposal Review Committee approved and recommended WDB approval. Beth Kelley made the motion to approve this policy. Mike Murphy seconded. Motion carried unanimously.

VII. Youth Committee Report and Recommendations

Beth Kelley reported that the Youth Committee had met on May 10, 2023 and recommended the following slate of Officers and Youth Committee Members:

Officers

- Beth Kelley, Chairman
- Ben Arp, Vice-Chairman
- Tracie Ball, Secretary

Members

- Ben Arp, RESA (retired)
- Tracie Ball, Open Door Home
- LaDonna Collins, Rome-Floyd County Commission on Children and Youth
- Christa Gilmore, Georgia Department of Public Health
- LaShawn Hall, Northwest Georgia Housing Authority
- Beth Kelley, KBruce Farms, Inc.
- Curtis Kingsley, Former Educator
- April Sams, Boys and Girls Club of Northwest Georgia
- Dr. John Rhodarmer, Floyd County Board of Education College and Career Academy

Beth Kelley made the motion to approve the Officers and Membership. Elizabeth Scott seconded. Motion carried unanimously.

VIII. WDB Meetings (2023) Mike Murphy

Mr. Murphy informed those present that a list of the remaining WDB meetings for the year had been provided. He noted that the September meeting date would need to be changed due to SETA.

Other

Adjourn

There being no further business, the meeting adjourned.