

# Workforce Development Board (WDB) of Northwest Georgia

Wednesday, May 20, 2026, Noon  
Georgia Northwestern Technical College  
Rome, Georgia

## Minutes

### Attendance-WDB

#### WDB Members Present, County:

Andy Allen, Chattooga  
Marion Barber, Bartow  
Cynthia Brown, Paulding  
Barry Gentry, Murray  
Bethany Gilmer, Floyd  
Scott Hendrix, Polk  
Jim Henry, Chattooga  
Steven Henry, Catoosa  
Robert Milburn, Whitfield  
Mike Murphy, Bartow  
Deshawn Richardson, Paulding  
Elizabeth Scott, Bartow  
Lisa Shaw, Floyd  
Chris Thomas, Polk  
Carey Tucker, Floyd  
Marianne Wood, Polk

#### WDB Members Not Present, County:

Amanda Barber, Polk  
Kate Daggett, Floyd\*  
Selena Galmon, Bartow  
Randy Long, Pickens  
Jason Smith, Gilmer  
Robert Strickland, Gordon  
Cam Wallace, Bartow

#### NWGRC Staff:

Christy Elrod  
Susan Gentry  
Beth Kelley  
Lesia Lambert  
Terri Morgan  
Anthony Rucker  
Phyllis Walker

#### Guests/Visitors:

Ethan Branch  
Lisa Ives  
Karin McGill  
Michael O'Neal  
Tammy Pence  
Claude Ricketts  
Mark Rogers  
JD Southerland  
Tiffany Taylor  
Gena Williams  
Taylor Van Pelt

*\*resigned*

#### Youth Committee Members Present

Marian Barber

**I. Welcome and Lunch . . . . . Mike Murphy, Chairman**

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

**II. Minutes . . . . . Mike Murphy, Chairman**

Mr. Murphy informed those present that **Minutes** from the March 18, 2026 meeting had been e-mailed and were also attached for review. Jim Henry made the motion to approve the minutes. Carey Tucker seconded. Motion carried unanimously.

**III. Workforce Development Board (WDB) Officers and Executive Committee . . . . . Lesia Lambert**

Lesia Lambert provided a listing of the Workforce Development Board Officers and Executive Committee (attached and below). She noted that there is a vacancy for the Vice-Chairman of the WDB as well as four vacancies for the Executive Committee.

**Workforce Development Board Officers**

- Mike Murphy, Chairman
- Vacant, Vice-Chairman
- Jim Henry, Secretary

**Workforce Development Board Executive Committee**

- Jim Henry
- Terri Morgan
- Mike Murphy
- Vacant (4)

She asked that Board members with an interest in serving contact her. Steven Henry made the motion to approve the Officers and the Executive Committee. Jim Henry seconded. Motion carried unanimously.

**IV. Performance Report . . . . . Lesia Lambert**

Lesia Lambert presented a performance report with data through PY25, Quarter 2 (attached). She explained that this is the most up-to-date performance available and that she anticipated that the "measurable skills gain" measure would be met with the addition of new information (input into the system by providers). Carey Tucker made the motion to approve the report. Cynthia Brown seconded. Motion carried unanimously.

**V. Committee & Staff Reports**

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

Anthony Rucker provided a detailed financial **Summary** (7/1/2025-5/20/2026) for WorkSource Northwest Georgia (attached) encompassing the Adult; Dislocated Worker; QUEST; Rapid Response; and Youth programs. Andy Allen made the motion to approve the report. Elizabeth Scott seconded. Motion carried unanimously.

Mr. Rucker also provided a budget for PY26 (attached). Chris Thomas made the motion to approve the budget. Barry Gentry seconded. Motion carried unanimously.

**B. Youth Committee Report & Recommendations . . . . . Lesia Lambert**

Marian Barber reported that the Youth Committee met on Wednesday, May 13, 2026 and reviewed. The following slate of Youth Committee Officers (attached and below) was approved by the Youth Committee:

*Marian Barber, Chairman  
Ben Arp, Vice-Chairman  
Tracie Ball, Secretary*

Andy Allen made the motion to approve the Youth Committee Officers as presented. Jim Henry seconded. Motion carried unanimously.

Ms. Barber presented the Youth Program Budget and Enrollment Numbers (attached and below). She noted that the Committee had also reviewed provider performance and enrollment. The Youth Committee approved the Youth budget and enrollment numbers for Program Year 2026 (which begins June 30, 2026, and ends June 30, 2027) contingent upon Youth Funds received from the Technical College System of Georgia, Office of Workforce Development and successful negotiations.

Contractor	Enrollments	Contract	Participant Wages	Support	Total Funding Recommended
<b>Rome BOE</b>	New 50 C/O 5 Total 55	\$65,000	\$40,000	N/A	\$105,000
<b>Chattooga BOE</b>	New 45 C/O 13 Total 58	\$50,937	\$30,000	N/A	\$80,937
<b>GNTC Youth</b>	New 118 C/O 45 Total 163	\$517,000	\$30,000	\$30,000	\$577,000
<b>Eckerd Connects Paxen</b>	New 73 C/O20 Total 93	\$280,000	\$30,000	\$20,000	\$330,000
<b>Total</b>	369	\$912,937	\$130,000	\$50,000	\$1,092,937

Steven Henry made the motion to approve. Carey Tucker seconded. Motion carried with Lisa Shaw abstaining, due to her employment with Georgia Northwestern Technical College, and with no dissenting vote.

**C. One-Stop Report . . . . . Susan Gentry**

Susan Gentry gave a report regarding upcoming events in the region as well as on the numbers of individuals served at each One-Stop Center.

**D. Business Services & Mobile Career Center Report . . . . . Lesia Lambert**

Ms. Lambert informed those present that the Mobile Career Center had been scheduled for a number of events across the Northwest Georgia region, including those for resume building and job search. Additionally, WorkSource Northwest Georgia staff continues to assist with layoffs and closures in the region, with the most recent being Tyson in Rome.

**E. Proposal Review Committee Report and Recommendations**

**1. Career Advisor/Case Management Budgets . . . . . Mike Murphy**

Mr. Murphy reported that the Proposal Review Committee approved the following budget requests, contingent upon the availability of funds and successful negotiation and recommended WDB approval.

Contractor	Service	Number of Participants	Total Cost	Recommendation
Chattahoochee Technical College	Occupational Skills Training	201 Total 127 – New 74 - Carryover	\$1,026,000	Staff recommends approval of CTC's budget requests and participant totals. The request is to serve a minimum of <b>201 participants (including carryovers) for a total not to exceed \$1,026,000, contingent upon the availability of funds and successful negotiations.</b>
Georgia Northwestern Technical College	Occupational Skills Training	261 161 – New 100 – Carryover	\$1,219,554	Staff recommends approval of GNTC's budget request and participant totals to serve a minimum of <b>261 participants (including carryovers) for a total not to exceed \$1,219,554, contingent upon the availability of funds and successful negotiations.</b>
West Georgia Technical College	Occupational Skills Training	66 50 – New 16 – Carryovers	\$325,064	Staff recommends approval of WGTC's budget request and participant totals to serve a minimum of <b>66 participants (including carryovers) for a total not to exceed \$325,064, contingent upon the availability of funds and successful negotiations.</b>

Chris Thomas made the motion to approve these recommendations, contingent upon the availability of funds and successful negotiation. Jim Henry seconded. Motion carried with Cynthia Brown and Lisa Shaw abstaining, due to their employment with Chattahoochee Technical College and Georgia Northwestern Technical College, respectively, and without dissenting vote.

**2. One-Stop Operator Recommendations . . . . . Mike Murphy**

Mr. Murphy reminded the Board that In the Door, LLC., the current One-Stop Operator, is in the 2nd year of a three-year bid cycle. The Proposal Review Committee approved In the Door, LLC as the One-Stop Operator for PY26 in the amount of \$110,389, contingent upon the receipt of funds from the Technical College System of Georgia and successful negotiations and recommended WDB approval. Jim Henry made the motion to approve. Deshawn Richardson seconded. Motion carried unanimously.

**3. Georgia Department of Labor (GDOL) Lookup Agreement . . . . . Mike Murphy**

Mr. Murphy then informed those present that the current Georgia Department of Labor (GDOL) Lookup Agreement expires on June 30, 2026. The GDOL has

proposed a two-year extension which will begin July 1, 2026, and terminate on June 30, 2028. The Technical College System of Georgia (TCSG) will continue to cover all Partner Access charges up to \$7,600. These charges include the following (also attached):

- o A \$200 fee for setup, maintenance, and review of each user ID.
- o A charge of \$1.00 each time a Social Security lookup screen is accessed by a registered user.

The Proposal Review Committee approved entering into a sole source contract with the Georgia Department of Labor (GDOL) for their Wage and Unemployment information services and approval for an additional \$10,000 to cover any charges not covered by the \$7,600 from TCSG and recommended WDB approval. Marian Barber made the motion to approve. Bethany Gilmer seconded. Motion carried unanimously.

**4. TrackSource/Entre Financial Management System . . . . . Mike Murphy**

Mr. Murphy explained that TrackSource/Entre Financial Management System is used to track obligations and updates that occur in the participant's actual cost. It is also used by the Career Advisors to create vouchers to send to the WIOA Fiscal Department for payment. TrackSource has requested continuing the agreement with Northwest Georgia. The pricing as of July 1, 2026 is as follows (also attached). Entre Financial System will continue to provide our office with monthly services for services rendered during June 30, 2026, through June 30, 2027. There are no changes to the pricing from the current year.

Monthly Subscription:	
One subscription (Includes Maximum of 10 users)	Additional user Subscription (Not to exceed 15 users)
\$105.50 per month/per user	\$105.50 per month/ per user
\$12,660 per year	\$18,990 per year

The Proposal Review Committee approved this request to approve the pricing for the subscription as shown above and recommends WDB approval. Jim Henry made the motion to approve. Elizabeth Scott seconded. Motion carried unanimously.

**5. Vendors . . . . . Mike Murphy**

Mr. Murphy provided the Board with a listing of Individual Training Account Vendors (attached and below). The Proposal Review Committee approved the vendors listed below for Program Year 2026-2027 and recommended WDB approval.

- |  |                                      |
|--|--------------------------------------|
| 160 Driving Academy                    | Lanier Technical College             |
| Chattahoochee Technical College        | North Georgia Technical College      |
| Cobb Medical Institute                 | Northwest Georgia RESA               |
| Coding Clarified                       | Primrose Health Institute            |
| Cumberland                             | Roadmasters Drivers School           |
| Dental Assistant School of Atlanta     | Southeastern Lineman Training Center |
| Dental Careers Institute               | Training Center of Northwest Georgia |
| Gadsden State College                  | West Georgia Technical College       |
| Georgia Driving Academy                |                                      |
| Georgia Northwestern Technical College |                                      |
| Goodwill of North Georgia              |                                      |
| Katlaw Driving School                  |                                      |

Chris Thomas made the motion to approve these vendors. Elizabeth Scott seconded. Motion carried with Cynthia Brown and Lisa Shaw abstaining, due to their employment with Chattahoochee Technical College and Georgia Northwestern Technical College, respectively, and with no dissenting vote.

**6. National Student Clearinghouse. . . . . Mike Murphy**

Mr. Murphy informed those present that the National Student Clearinghouse provides student tracker data services allowing staff to access the only nationwide source of college enrollment and degree data. This allows staff to determine if participants have received credentials (which assists with performance). The cost is \$735 for access through 06/01/2026 - 05/31/2027. The Proposal Review Committee approved this agreement with the National Student Clearinghouse Student Tracker as requested and recommended WDB approval. Scott Hendrix made the motion to approve this request. Richard Milburn seconded. Motion carried unanimously.

**7. Primrose Health Institute. . . . . Mike Murphy**

Mr. Murphy presented a request from Primrose Health Institute to provide Certified Nursing Assistant Training (handout attached). This training is four weeks long. Students are given an option of training as a blended student or attend in-person. The cost to attend as a blended student is \$1,425. In-person cost is a total of \$1,275. This training is not PELL or HOPE eligible. The Proposal Review Committee approved adding Primrose Health Institute as a vendor for our region and recommended WDB approval. Jim Henry made the motion to approve this request. Chris Thomas seconded. Motion carried unanimously.

**8. Dental Assistant School of Atlanta. . . . . Mike Murphy**

Mr. Murphy informed those present that the Dental Assistant School of Atlanta requested a tuition increase from \$3,800 to \$4,800 due to feedback from local dental employers and workforce demand trends. The school has added Expanded Dental Assisting and Orthodontic Assistant training to their curriculum. Dental practices are no longer seeking entry-level assistants alone; they are requesting graduates who can perform expanded functions and assist in orthodontic procedures from the beginning. To meet employer demand, the school invested in additional instructional hours, advanced clinical training, specialized equipment, and faculty with expanded duties and orthodontic experience.

There have been 25 students enrolled in this program since 2022. Of those 25, twenty-four have completed and 22 are employed. Their average wage is between \$20-\$23 an hour. The Proposal Review Committee approved the request to increase tuition from \$3,800 to \$4,800 and recommended WDB approval. Marianne Wood made the motion to approve this request. Jim Henry seconded. Motion carried unanimously.

**VI. One-Stop Certifications . . . . . Susan Gentry**

Susan Gentry explained that a certification review of all One-Stop Centers has been conducted as a requirement under WIOA Law. Certification of each center and WDB approval is required every three years. Each Center Manager or the WIOA Career Advisor completed the Certification form provided by the TCSG Office of Workforce Development. She noted that she and Susan Gentry reviewed the completed certifications for compliance. Each center met the requirements for the Certification. Richard Milburn made the motion to approve this request. Deshawn Richardson seconded. Motion carried unanimously.

**VII. WIOA Update . . . . . Lesia Lambert**

Ms. Lambert provided those present with an update on the future of WIOA and with information from the Georgia Workforce Leadership Association.

**Other**

**Adjourn**

There being no further business, the meeting adjourned.