

Workforce Development Board of Northwest Georgia
 Proposal Review Committee
 July 12, 2017
 Georgia Northwestern Technical College
 Calhoun, Georgia

Summary

Members Present	Members Absent	Staff and Guest
Robert Martin		Karla Conetta
Mike Murphy		Brandi Dover
Mike Schwaderer		Lesia Lambert
		Tammy Helbing
		Terri Morgan
		Phyllis Walker

Mike Schwaderer called the meeting to order. Robert Martin made a motion to accept the minutes from July 12, 2017. Mr. Schwaderer noted that there was no other to make a second, other than himself, and therefore seconded the motion. Motion carried unanimously.

Brandi Dover informed those present that Kennesaw State University requested that their Medical Assisting Certificate(handout attached) program be added to their current 2017-2018 Individual Training Account (ITA) agreement with Northwest Georgia Regional Commission (NWGRC). Their Medical Assisting Program is approved on the State ETPL. In the past 12 months, they have had a ninety-two percent (92%) completion rate.

She explained that is is a 61 week program, which requires 369 classroom hours and 180 clinical hours. The total cost is \$8,779 which includes tuition (\$7,999), books (\$600), and fees (\$180).The students will have out-of-pocket expense for supplies. The expected outcome of this training program is that each participant will be prepared to take the National Healthcareer Association Certified Clinical Medical Assistant (CCMA) exam. Nationally, employment of medical assistants is expected to grow by 31% through 2020 (Bureau of Labor Statistics)

Ms. Dover stated that it was staff’s recommendation to approve the program as an eligible program through KSU with WIOA Region-1. Robert Martin made the motion. Mike Schwaderer seconded. Motion carried unanimously.

Ms. Dover then presented the “Needs-Related Payment Policy” (attached) for review. She stated that this was an existing policy but that staff had made two changes, for clarification:

Industry" (handout attached) occupation to the Demand Occupations List. Robert Martin made the motion to accept this addition. Mike Murphy seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.