

Workforce Development Board of Northwest Georgia
 Proposal Review Committee
 November 15, 2017
 Georgia Northwestern Technical College
 Calhoun, Georgia

Summary

Members Present	Members Absent	Staff and Guest
Robert Martin		Carolyn Barrett
Mike Murphy		Brandi Dover
Mike Schwaderer		Lesia Lambert
		Derrick McDaniel
		Terri Morgan
		Phyllis Walker

Mike Schwaderer called the meeting to order. Terri Morgan noted that the minutes (attached) that had been emailed had contained an incorrect date at the top. That date has been corrected on the distributed copies of the Minutes. Mike Murphy made the motion to accept the minutes from September 20, 2017. Robert Martin seconded the motion. Motion carried unanimously.

Brandi Dover informed those present that Kennesaw State University requested several program additions. After reviewing these requests (attached) and the State Eligible Training Provider List, staff recommended that the following be approved as eligible programs for Region1 :

- Administrative Professional Plus Certificate Program:** The Administrative Professional Plus Certificate Program is on our NWGRC Demand Occupations list. This program is considered to be a "bundled" program. It consists of their Administrative Professional Certificate and their Basic Office Technology Certificate. In the past 12 months they have had an eighty-seven percent (87%) completion rate in their Administrative Professional Certificate program and a ninety-four percent (94%) completion rate in their Basic Office Certificate program. It is a 16 week program with 63 curriculum hours. The total cost is \$2,223 which includes tuition (\$1,798), books (\$410), and other costs (\$15). The students will be responsible for paying for the Certified Administrative Professional (CAP) exam. (\$375 - members; \$560 - nonmembers) This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the Certified Administrative Professional (CAP) exam.

- **Information Systems Security Professional Certificate Program:** The Information Systems Security Professional Certificate Program is on our NWGRC Demand Occupations list. In the past 12 months, they have had a ninety-six percent (96%) completion rate. It is a 14 week program with 78 curriculum hours. The total cost is \$2,724 which includes tuition (\$2,599), books (\$110), and other costs (\$15). The students will be responsible for paying for the Certified Information Systems Security Professional (CISSP) exam (\$599). This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the Certified Information Systems Security Professional (CISSP) exam.
- **Payroll Professional Certificate Program:** The Payroll Professional Certificate Program is on our NWGRC Demand Occupations list. This program is considered to be a "bundled" program. It consists of their Payroll Fundamentals Certificate and their Payroll Mastery Certificate. In the past 12 months, they have had an eighty-five percent (85%) completion rate in their Payroll Fundamentals and a seventy-five (75%) completion rate in their Payroll Mastery. It is a 20 week program, 10 weeks for each certificate program, and a total of 66 credit hours. The total cost is \$2,799 which includes tuition and books. The students will be responsible for paying for the end-of-program exams. (\$305.00 and \$370.00) This can be reimbursed to the student from NWGRC. The expected outcome of this training program is that each participant will be prepared to take the FPC (Fundamental Payroll Certificate) and the CPP (Certified Payroll Professional) exams.
- **Web Design and Development Certificate:** The Web Design and Development Program is approved on the State ETPL and is on our NWGRC Demand Occupations list. In the past 12 months, they have had an eighty-two percent (82%) completion rate. It is a 39 week program with 198 curriculum hours. The total cost is \$5,854 which includes tuition (\$5,699), books (\$140), and other costs (\$15). Statewide, employment of Web Designers is expected to grow by 29% through 2024 (O'NET). The students will receive a certificate of completion and will complete the program with a marketing portfolio to apply for jobs.

Mike Murphy made the motion to approve the Administrative Professional Plus Certificate, Information Systems Security Professional Certificate, Payroll Professional Certificate, and Web Design & Development Certificate programs as eligible programs through KSU with WIOA Region-1. Robert Martin seconded. Motion carried unanimously.

Ms. Dover then presented the **"Needs Related Payments Policy"** (attached) for review. She stated that minor changes had been made to the policy to make it more concise and to clarify the policy.

Lesia Lambert informed those present that the **“Record Retention Policy and Procedures”** (attached) had been updated to clarify timeframes and add verbiage relating to the Contractor/Subrecipient. Robert Martin asked if there were any guidelines defining what constitutes “records” and who determines what is important. Ms. Lambert replied that any documentation pertaining to participant eligibility, participation, and follow-up would be considered “records” and that the Career Adviser was responsible, with staff assistance, for determining the pertinent items and placing them in the file.

Derrick McDaniel presented the **“Determination of Need for Training and Suitability Policy and Procedures”** (attached). He stated that this is a new policy created to meet the Code of Federal Regulations requiring a determination of need for training services, which is determined through the interview, evaluation, or other assessment process. He also stated that suitability must be determined through the assessed ability and the perceived personal commitment of the participant to attend activities. Mr. Schwaderer asked if there was a safeguard to protect the individual’s identity since the assessment forms ask for the social security number. Ms. Lambert stated that we have a Personally Identifiable Information policy and that the social security number is required for eligibility purposes. Mr. Schwaderer noted that his company did not use social security numbers as identifiers in personnel files due to the danger of identity theft. Ms. Lambert indicated that staff would look into a unique identifier, for assessments and other documents, other than the participant’s social security number.

Mr. McDaniel then presented the **“Youth Supportive Services Policy and Procedures”** (attached). He stated that this was not a new policy but that new regulations required that Youth and Adult/Dislocated Worker Supportive Services Policies be separate documents.

Ms. Dover added that the **“Adult/Dislocated Worker Supportive Services Policy and Procedures”** were also attached for review. She stated that this policy was not new however, the portions which had been modified are marked in yellow. She noted one change was that follow-up career services are not qualifying services for receipt of supportive services. Ms. Dover also pointed out that if the total cost of required tools exceeds \$1,000, three quotes and documentation would be required. Mike Murphy asked if there is a limit for the amount of tools. Ms. Dover stated that, at this time, there is not. Mr. Murphy suggested that staff may consider placing a maximum amount per participant for tools. Ms. Lambert stated we would take Mr. Murphy’s suggestion under consideration.

Phyllis Walker presented the **“Complaint/Grievance Policy and Procedures”** (attached). She stated that this was not a new policy but that the policy would now include pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and

Limited English Proficiency. She also noted additional changes were made to the policy that incorporated a more detailed procedure for filing a complaint, having an alternate dispute resolution choice, and notification if the NWGRC lacks jurisdiction.

Robert Martin made the motion to accept these policy changes, as presented. Mike Murphy seconded. Motion carried unanimously.

There being no further business, the meeting adjourned.