

WORKFORCE INVESTMENT BOARD (WIB) OF NORTHWEST GEORGIA, INC.

12:00 p.m. ~ Wednesday, March 21, 2012

Calhoun Convention Center, Calhoun, GA

Minutes

Attendance - WIB

WIB Members Present, County:

Rhonda Beasley, Walker
Bruce Bowman, Gordon
Shelia Callaway, Gordon
Cecelia Carson, Paulding
Jerry Garland, Bartow
Ruth Goff, Dade
Lorraine Green, Fannin
Penny Grigg, Walker
Jim Henry, Chattooga
Steve Holland, Floyd
Butch Jones, Gilmer
Lance McCravy, Paulding
Dr. Craig McDaniel, Floyd
Eric McDonald, Polk
Carmen Payne, Whitfield
Dan Penland, Murray
Glenn Rasco, Pickens
Jonathan D. Ray, Pickens
Mike Schwaderer, Haralson
Dr. John Schwenn, Whitfield
Lewis Williams, Pickens

Youth Council Members:

CCEO's:

Jason Winters

WIB Members Not Present, County:

Mike Babb, CCEO
Lisa Clark, Polk
Twyla Crump, Floyd
Angie Douglass, Floyd
Troy Frantzen, Gordon
Gussie Harris, Paulding
Al Hutchison, Walker
Parnick Jennings, Bartow
Molly Majestic, Floyd
Ryan Morgan, Catoosa
Lynne Reese, Floyd
Joe Remilliard, Whitfield
Bryan Shealy, Floyd
William Steiner, Floyd
Tim Thompson, Bartow
Marvin Williams, Polk

NWGRC Staff:

Carolyn Barrett
Carolyn Coburn
Karla Conetta
Gwen Dellinger
Randy Gayler
Susan Gentry
Sarah Harrison
Tammy Helbing
Lesia Lambert
Jamy McDonald
Julie Meadows
Terri Morgan
Judy Siddall
Alex Tejada
Phyllis Walker

Guests/Visitors:

Al Abernathy
Ann Bentley
Joan Chadwick
Kayla Davenport
Susan Doesburg
William Downer
Kim Early
Lori Fields
Gail Fowler
Jackie Griffin
Lucy Hale
Kevin Hodges
Judy Holcombe
Charles Johnson
Beth Kelley
Krista Kennedy
Gayle Kimble
Lynn Long
Violet Lovvorn
Lori McAllister
Pete McDonald
Scott McNabb
Lisa Payne
Anne Rapp
Paul Ray
Elizabeth Scott
Sharon Spurling
Judy Trapp
Chris Upchurch
Justin Vanoy

I. Welcome Butch Jones

Butch Jones, Chairman, called the meeting to order. It was established that a quorum was present.

II. Consent Agenda Butch Jones

Mr. Penland informed those present that a consent agenda consisting of Minutes, Resource Sharing Reports and Dislocation Reports had been mailed. Jerry Garland made the motion that the Consent Agenda be accepted. Dan Penland seconded. Motion carried unanimously.

III. Revenue & Expenditure Report Butch Jones

Mr. Jones reported that a Revenue & Expenditure Report had been distributed on the tables for review (attached).

IV. Youth Council Report & Recommendation Lesia Lambert

Lesia Lambert informed those present that a Teen Maze, a life-size game that engages and educates teens by helping them understand the choices and consequences that they encounter in everyday life, would be held in October in Rome.

Ms. Lambert presented a Youth Providers Performance Report (attached).

Ms. Lambert then presented the following recommendations for Youth Service Providers Contracts (handout also attached):

Youth Contractor	Counties Served	Total# to be Served	Contract Budget Request	Apprenticeship/ Work Experience Participant Wages	Total Amount Requested	Recommendation
Endless Opportunities	Whitfield, Murray Gordon	50 GED 20 Work Experience	\$320,802	\$99,968 Work Experience \$74,880 Support Payments	\$495,650	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds from DOL and Governor's Office of Workforce Development
Georgia Northwestern	Floyd, Catoosa, Walker, Dade	100 GED 20 ITA's 30 Work Experience	\$433,740	\$112,464 Work Experience \$129,024 Support Payments	\$675,228	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds from DOL and Governor's Office of Workforce Development
Floyd BOE	Floyd, Polk, Haralson, Pickens, Bartow, Gilmer	20 Online Diploma 30 Apprenticeship	\$127,028	\$112,464 Apprenticeship	\$239,492	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds from DOL and Governor's Office of Workforce Development and letters from BOEs.
Chattooga BOE	Chattooga	30 Apprenticeship	\$59,282	\$112,464 Apprenticeship	\$171,746	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds fom DOL and Governor's Office of Workforce Development
Sylvan Learning Center	Paulding	35	\$107,305		\$107,305	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds from DOL and Governor's Office of Workforce Development
Gilmer	Gilmer	25 Apprenticeship	36,400	\$93,720 Apprenticeship	\$130,120	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds fom DOL and from DOL and Governor's Office of Workforce Development
Fannin	Fannin	25 Apprenticeship	\$33,894	\$93,720 Apprenticeship	\$127,614	Staff recommends approval not to exceed the recommended amount and contingent upon receipt of funds fom DOL and from DOL and Governor's Office of Workforce Development
Rome BOE	—	—	\$132,000	—	\$132,000	Staff request approval to negotiate Youth Services Contract to start May 1,2012 through June 30,2013.
Total		385	\$1,250,451	\$828,704	\$2,079,155	

Jerry Garland made the motion that the Youth Council Service Provider Contracts recommendations be accepted. Lance McCravy seconded. Motion carried with Dr. Craig McDaniel abstaining and without dissenting vote.

V. Executive Committee Report Butch Jones

Mr. Jones asked Jerry Garland to read a letter presented to the Executive Committee. Mr. Garland read a letter of resignation from Butch Jones to the WIB. In the letter Mr. Jones stated that, due to changes in his employment, he would regretfully be required to submit his letter of resignation and wished the WIB the best as they continue to help citizens of Northwest Georgia. Mr. Garland thanked Mr. Jones for his years of dedication and expressed that he would be truly missed.

Mr. Jones stated that a called meeting would need to be held on April 18, 2012 to elect officers as well as to discuss the budget and contracts.

VI. Consortia Report Jerry Garland

Jerry Garland reported that staff is working with the Career Center managers to update the Resource Sharing Agreements. Once complete the Agreements will be presented to the WIB for approval.

He also stated that Colleges were encouraged to propose new training.

VII. Proposal Review Committee Mike Schwaderer

Mike Schwaderer reported that the Proposal Review Committee had met and had several recommendations.

Mr. Schwaderer presented a "Labor Market Analysis Cost" (attached) to the WIB. The Conference Board provided the lowest quote for a labor market portal, which provides access to current and historical labor market data, at \$6,000 for one year and three seats. The Proposal Review Committee approved this staff request. Loraine Green made the motion that this request be approved. Dr. John Schwenn seconded. Motion carried unanimously.

Mr. Schwaderer presented an update on the OJT NEG and Tornado Grants. The OJT NEG is scheduled to end on June 30, 2012 unless an extension is granted. Approximately \$300,000 is left to spend on employee reimbursements. More than 2,800 employer contacts have been made to date. The Tornado Grant has been extended through March of 2013 allowing staff to extend 26 specialized positions/participants up to 2,080

hours or \$24,000 total. All other temporary jobs will continue under the original restriction of 1,040 hours.

Mr. Schwaderer then stated that the Georgia Department of Labor has requested a budget and contract modification to add a total of \$86,315 to the contract for salaries and expenses to cover the increased workload involved in coordinating the three grants (OJT NEG, Tornado and Storm NEG and Hospital NEG). The funds requested will increase the total contract from \$392,955 to \$479,270 and will be divided as follows:

OJT NEG	\$13,931
Disaster NEG	30,126
Hospital NEG	42,257

The Proposal Review Committee approved this request and recommends WIB approval. Lance McCravy made the motion to approve. Dr. Craig McDaniel seconded. Motion carried with Jerry Garland abstaining and without dissenting vote.

Mr. Schwaderer informed those present that, as noted at the previous WIB meeting, Mercy Senior Care, an OJT contractor, has been struggling to meet the contracted slots under the OJT NEG. They serve the senior population and the OJT NEG focuses on the Auto Alley and Advanced Manufacturing positions, which is not a good match for their clients. In addition, they have relationships with many non-profit and government employers. The OJT NEG restricts them from working with these employers and also does not allow them to place adult participants into their program.

The Proposal Review Committee approved allowing staff the flexibility to move funding in the Mercy Senior Care contract between funding sources and to add new funding sources, if they become available, without exceeding original contract totals. Jerry Garland made the motion that this request be approved. Bruce Bowman seconded. Motion carried unanimously.

Mr. Schwaderer reported that Learn to Earn Dental Staff Staff School in Marietta is a state eligible provider for Dental Assisting. The course consists of 10 weeks 1 day per week for a total of 80 hours. The participant earns a certificate from the school for Dental Assisting. Total for the course is \$3,910. The school provides assistance in job placement and has an 85% placement rate, with an average salary of \$12-\$16 per hour. They are NPEC certified. The Proposal Review Committee approved and recommended approval for this course. Dan Penland made the motion to accept this recommendation. Loraine Green seconded. Motion carried unanimously.

Mr. Schwaderer then reported that Casey & Son Horseshoeing School in LaFayette is also on the state eligible provider list. Our area does not have a current vendor agreement with them. A school in our area sent a student to this school. They looked at the state

EPL list which lists us in error as a current provider. The above mentioned student is now almost completely finished with the course. Horseshoeing II is a 270 hour course with a total cost including tools of \$5,200. Most students find self-employment at a rate of \$80 per hour, entry. The school claims an unsubsidized placement rate of 95%. The school is accredited by the Brotherhood of Working Farriers Association. The Proposal Review Committee approved and recommended approval of this course with the provision that it be revisited it next fiscal year. Jim Henry made the motion to accept this recommendation. Shelia Callaway seconded. Motion carried unanimously.

Mr. Schwaderer informed those present that Chattahoochee Technical College requested a rate increase for the following continuing education courses due to upgrades in the courses and increased program costs:

Certified EKG Technician--from \$629 to \$799
Certified Pharmacy Technician--from \$999 to \$1199

Mr. Schwaderer also stated that Chattahoochee Technical College offers a new continuing education course, Professional Welding for the Workplace. This is an 8 week 160 hour course with a total cost of \$2,999. The completer will receive a SACS accredited welding certificate. Welding is in high demand in our area. The graduate should receive between \$15.61 to \$19.34 per hour based on Chattahoochee Technical College's data.

Mr. Schwaderer reminded those present that, at the last meeting, Chattahoochee Technical College had requested an increase in the Six Sigma Green Belt Certification from \$2,210 to \$3,450 and an increase in the Lean Six Sigma Black Belt certification from \$3,910 to \$4,950, due to increased costs in software, books, and project simulation. These courses help to define, measure, analyze, improve and control data in industrial settings. Our staff had recommended these increases, but the WIB chose to table this request due to questions about the costs. Glenn Rasco of Chattahoochee Technical College was available to answer any questions about the six sigma courses for the WIB.

The Proposal Review Committee approved these requests. Bruce Bowman made the motion that all the recommendations for Chattahoochee Technical College be accepted as presented. Loraine Green seconded. Motion carried with Glenn Rasco abstaining and with no dissenting vote.

Mr. Schwaderer also reported that Dougie Taylor of Chattahoochee Technical College had compiled a list of possible class size training courses, but due to the fact they would have to be bid out, staff decided not to submit these at this time.

Mr. Schwaderer stated that West Georgia Technical College has requested the following new continuing education classes be added to their report card:

- Certified Production Technician, a 16 week 128 hour course which will consist of modules in safety, quality practices & measurements, process & production and maintenance. This course is a certificate course developed with input from local industry. Total cost \$2,999;
- Electronic Health Record Management, a 25 week 95 hour certificate program. Teaches the student to understand and use the new technologies required to keep and maintain medical records as mandated under the new Health Care legislation. Results in a nationally recognized certificate. Total cost \$2,359;
- Clinical Medical Assistant Certificate, a 28 week 300 hour course which includes taking medical histories, recording vital signs, prepping patients and assisting physicians. This results in a nationally recognized certificate. Total cost \$2,524; and
- Continuing Ed Healthcare Administrative Assistant, a 24 week 330 hour certificate program which includes medical billing and coding, electronic health record management, employment skills, basic computer skills and a variety of soft skills, leading to a nationally recognized certificate. Total cost \$4,250.

Mr. Schwaderer also reported that, in addition, West Georgia Technical College already has an approved program of Continuing Ed-Workplace Fundamentals on their report card, a 6 week 129 hour course for \$1,600 that the West Central region had entered. This course includes work readiness, computer applications, manufacturing fundamentals and safety. The Proposal Review Committee approved these requests. Bruce Bowman made the motion to accept all West Georgia Technical College recommendations as presented. Jerry Garland seconded. Motion carried unanimously.

Mr. Schwaderer informed those present that the Proposal Review Committee approved adding the following to the Demand Occupations List:

- Pharmacy Tech
- Production Tech
- Health Record Management
- Farrier (Requires Staff Approval)
- Education
- Forestry
- Wastewater Collection
- Aviation Technology

- Construction Technology
- Journalist
- Tax Specialist
- Food Service Manager
- Personnel Recruiter
- Production Worker/Supervisor

Dan Penland made the motion to accept this recommendation. Steve Holland seconded. Motion carried unanimously.

Mr. Schwaderer reported that the following budget changes had been requested and approved by the Proposal Review Committee:

- West Georgia Technical College: Remove \$50,000 in Adult funds and \$100,000 in Dislocated Worker funds for a new contract total of \$621,700;
- Dalton State College: Add \$15,000 Hospital NEG, \$15,000 Disaster NEG, \$50,000 Adult funds, and \$50,000 in Dislocated Worker funds for a new contract total of \$650,092; and
- Georgia Northwestern Technical College: Remove \$25,000 Hospital NEG and add \$25,000 Disaster NEG. The contract total remains \$2,333,790.

Jerry Garland made the motion to accept this recommendation. Bruce Bowman seconded. Motion carried unanimously.

Mr. Schwaderer then stated that Assessment Technologies Institute (ATI) provides a review for nursing student prior to the National Council Licensure Exam. He stated that staff felt that this review would be very beneficial to nursing students. The cost in \$200 per student. The Proposal Review Committee approved this request. Jim Henry made the motion that this request be approved. Lance McCravy seconded. Motion carried unanimously.

VIII. Tri-State Agreement Gwen Dellinger

The Workforce Innovation Fund Grant Memorandum of Understanding between Southeast Tennessee Development District, Northwest Georgia Regional Commission and Northeast Alabama Community College was included in the packet for review.

IX. Plan Update Gwen Dellinger

A listing of changes to the Plan was included in the packet for review.

X. John Quinlivan, Chief Executive Officer, Redmond Regional Medical Center

John Quinlivan presented the WIB with information regarding Redmond Regional Medical Center and the new Healthcare Legislation.

Other

Adjourn

There being no further business, the meeting adjourned.