

## Monthly WIOA Committee Meeting

### Meeting Minutes

**July 19, 2021**

**Attendees:**

John Baldino  
Kenny Allison  
Antwon Brinson  
Laura Duckworth  
Sarah Morton  
Dave Kilgore  
Stephanie McNamara

The meeting was called to order at 4:00 P.M.

The objective of this meeting was to discuss newly submitted ETPL applications and subsequently approve or deny them prior to the September Quarterly Board meeting. The applications for the following providers and programs were discussed and voted upon by the committee:

- I. **Carolina's Solution Group** - Provider Application
  - a. Program Application - Broadband Fiber Optic Network Cabling Installation
  - b. Program Application - Certified Premise Cabling Technician
  - c. Program Application - Certified Fiber Optic Technician
  - d. Program Application - Certified Outside Plant Installer
  - e. Program Application - Intro to Point of Sales Hardware Installation Technician

Stephanie McNamara began the discussion by reminding the Committee of Carolina's Solution Group's previously rejected applications and informed them of the subsequent work put in by the provider to ensure approval this round. Sarah Morton mentored the provider by connecting them with resources for small businesses. The Committee commended the provider for putting in the extra efforts to get where they needed to be for approval.

Kenny Allison spoke to the provider's proven success according to his research on the company. He shared that beyond a lack of proper administrative assistance, the provider and all of the programs it offers, are 'above board.' It was also shared that the provider has partnered with a credible community partner, Network2Work, with successful outcomes.

The committee raised concerns about not having feedback on new providers during the first 90/180 days of programming. Dave Kilgore and Stephanie McNamara will work to develop a tool to measure such feedback and performance for new provider.

The Committee approved the provider and all 5 programs to be voted upon officially by the PWDB during the PWDB September Quarterly Meeting.

Next steps:

- (1) Before the next Committee meeting (in August), Dave and Stephanie will have the tool ready to present.

- (2) Sarah Morton will be granting 'Probationary Approval' to Carolina's Solution Group as a provider and for all 5 programs to allow the provider to move forward in the meantime of awaiting official approval by the PWDB at the September Quarterly meeting.

## II. **National Institute of HealthCareer Certifications** – Provider Application

### a. Program Application - Pharmacy Technician Program

The Committee noted that the application was incomplete under the heading of 'cost.' The application also had both 'yes' and 'no' answers under questions regarding materials being presented in more than one language.

During the meeting, several members looked online to discover the cost of the class is \$2000/12 week course and this includes the exam. It was also discussed that PVCC offers the same class and it is the goal of the PWDB Staff to steer constituents in the direction of the VCCS when possible. There was a large discrepancy between the fees of this private institution (the applicant) and the public institutes through the VCCS. As a result of this discussion, Dave Kilgore and Sarah Morton have agreed to develop an informal tier system by which to fairly compare programs at the level and not the course title. A committee member described it as a method in which to compare 'apples to apples.'

Both the provider and program were denied at this time but encouraged, via letter, to re-apply with completed documentation.

Next Steps:

- (1) Dave and Sarah will develop the tier system by which to categorize the courses based upon curriculum and outcome upon completion.
- (2) The PWDB Staff will develop a policy regarding approving private institutes when a similar course is offered through the VCCS. (An example of necessity is location of the CC program in widespread or rural communities.

## III. **Rappahannock Center for Education** (Current Provider)

- a. Program Application - Meat Cutting Processing Program
- b. Program Application - Certified Medical Administrative Assistant
- c. Program Application - Medical Scribe

The Committee needed more clarification with the Meat Cutting Processing Program as to how effective it can be as a solely virtual program. Laura Duckworth suggested encouraging the provider to develop this program into a feeder program into an apprenticeship.

The program was denied at this time because of the lack of 'next steps' after completion.

The Certified Medical Administrative Assistant Program and Medical Scribe Program were approved to be voted on by the PWDB at the September Quarterly Meeting.

Next Steps:

- (1) A PWDB Staff member will reach out to Doug Schiffman (Rappahannock Center for Education) to guide with developing next steps for the Meat Cutting Processing Program and encourage them to reapply.

Meeting adjourned at 5:00 PM