

**Triangle South Workforce Development Board  
Meeting Minutes  
December 6<sup>th</sup>, 2017**

***Board Members Present:***

Gordon Springle, Chairman Russell Hieb, Blake Arnett, Carolyn Blue, Bruce Ledford, Eugene Pearsall, Deanna Jones, Meg Moss, Angie Stewart, Matthew Stark

***Absent:*** Kevin Bolyard, Ronald Hewett, Robert Kain, Michelle Muir, Vicki Newell, Jim Roberts, Donna Williams, Edward Timmons

***Others in Attendance:*** Rosalind Cross, Dottie Cieciorca, Mike Peluso, Sarah Stone, Marcie Dishman

***Meeting was called to order at 5:06 pm, by Chairman Russell Hieb.***

***Approval of August 17th 2017 Minutes:*** A motion was made to approve the August 17th 2017 meeting minutes by Deanna Jones and was seconded by Eugene Pearsall. The motion was approved with no discussion or opposition.

***Approval of Financial Report:*** Fiscal Coordinator, Dottie Cieciorca, gave a summary of the Financial Report. Bruce Ledford asked a question to clarify other costs and why there was a sixty-thousand-dollar difference from the prior year. Dottie Cieciorca responded that with expenses that don't fit in different categories, they are consolidated into 'other costs' and some carryover is expected. Examples given included the storage unit, maintenance agreement for the copier, etc. Chairman Hieb asked to confirm that there was \$484,511 in carryover. Fiscal Coordinator Cieciorca confirmed that was the carryover number. Chairman Hieb asked if the totals were year-to-date and Dottie confirmed that they were. Matthew Stark asked why Chatham was low. Director Cross explained that the allocation is made by unemployment rates. She further explained that staff does try and allocate more funds to Chatham. Chairman Hieb explained that Chatham has traditionally gotten less money historically than Harnett even though the population sizes are the same because of the lower unemployment rate in Chatham and the four distribution criteria established at the federal level that includes unemployment rates. A motion was made by Eugene Pearsall to approve the financial report. It was seconded by Carolyn Blue. The financial report was approved with no opposition.

***Bylaw Updates:*** Chairman Russell Hieb explained that per the August 2017 meeting, the language was changed in the Bylaws to eliminate term limits. He further explained that the clause for removal of someone from board membership has been omitted and the new procedure is to refer the member in question back to the respective county commissioner. A motion was made by Matthew Stark to approve the updates. It was seconded by Angie Stewart. The change was approved with no opposition.

***Career Center Updates:*** Director Rosalind Cross updated the board that the NCWorks Career Center - Chatham has started opening to the public on Fridays beginning in September 2017. Director Cross announced the resignation of Center Manager Ashley Voss and also asked for thoughts and prayers for Ms. Voss and her family as they deal with the passing of their son Riley. Director Cross also explained that the center manager's position has been posted. The process to fill the vacancy is being expedited with interviews the following week and a goal to have the new manager in place in early January 2018.

***2018 Request for Proposal Schedule:*** Chairman Russell Hieb introduced the Request for Proposal timeline. Director Rosalind Cross explained that in response to the board's request, staff convened an informational meeting for parties interested in bidding on the WIOA service contract and one-stop centers. The meeting was held November 16, 2017 and it had a positive response with eighteen potential vendors. Meg Moss asked how do we get vendors. Director Cross explained that we have a continually growing comprehensive bidders list that we send out announcements too. Ms. Moss then asked if we should send interested parties to the director. Director Cross said that she would add any submitted names to the list. Blake Arnett asked how many bidders are in each county. Director Cross explained that the bidders are located nationwide and that boards across the state share bidder contact information so that all boards can have the largest possible list. Director Cross explained that the preference is local providers. Chairman Hieb said he shared the view that local contractors are preferred. The board discussed the pros and cons of national contractors verses local contractors. A motion was made by Deanna Jones to approve the schedule. It was seconded by Blake Arnett. The schedule was approved with no opposition.

***2018 Calendar Year Meeting Dates:*** Chairman Hieb described the schedule of the board meetings as scheduled every other month on a Thursday. He also detailed the one exception of the December meeting which is held on a Wednesday that aligns with the night of the Triangle South Awards Banquet. A motion was made by Angie Stewart to approve the 2018 board meeting schedule. It was seconded by Carolyn Blue. The schedule was approved with no opposition.

***2018 Nominating Slate of Officers:*** Blake Arnett presented the slate of officers for 2018 to include:

- Board Chair - Russell Hieb
- 1st Vice Chair - Eugene Pearsall
- 2nd Vice Chair - Deanna Jones
- 3rd Vice Chair - Meg Moss

Mr. Arnett solicited additional nominations and none were made. Mr. Arnett then made a motion to accept the officer slate as presented for 2018. The motion was seconded by Matthew Stark. The motion passed with no opposition.

***Committee Reports:***

- ***Executive Committee*** – Chairman Hieb reported that the committee did not meet.
- ***Program and Planning Committee*** – Chairman Hieb reported that the committee will become active as the bid process begins.
- ***Maximize Carolina Committee***: Mike Peluso and Director Cross reported that there have been some inquiries for information about the grant from business and partners. Director Cross also reported information was presented about the grant at the board retreat.
- ***Career Center Certification***: Director Cross reported that the Harnett County Career Center in Lillington is the only remaining center that requires certification and that it will be a part of the upcoming recertification process. The recertification process will be a unified certification that will certify all centers in the local area at the same time.
- ***Communications Committee***: Meg Moss reported that the Communications Committee did not meet.

***Staff Updates:*** Director Cross reported that Staff has moved offices to the Center for Workforce Innovation. She also reported that the 2017 boot camp, career pathways meeting and the board retreat were all successfully executed and gave a brief summary of all of the events. Director Cross also solicited requests for more board development topics for future board retreat information sessions.

***The meeting adjourned at 5:50 pm.***

***Minutes respectfully submitted by Mike Peluso.***