

**Triangle South Workforce Development Board**  
**Meeting Minutes**  
**February 15, 2018**

***Board Members Present:***

Chief Elected Official Gordon Springle, Chairman Russell Hieb, Carolyn Blue, Ronald Hewett, Robert Kain, Bruce Ledford, Michelle Muir, Vicki Newell, Eugene Pearsall, Angie Stewart, Matthew Stark, Edward Timmons, Lonnie “Mac” McPhail

***Absent:*** Blake Arnett, Kevin Bolyard, Amanda Bryan, Deanna Jones, Meg Moss, Jim Roberts, Donna Williams

***Others in Attendance:*** CCCC AVP of External Affairs Marcie Dishman, Marie Griffin, Sandra Webster, Janet Davis, Pamela Glover, Sherwood Southerland, Sarah Stone, Charlotte Leach, Anitra Hart, Dave Taylor Jr., James Crawford, LaVoice Faison-Stevens, Alonza Royal, Malinda Marsh, Rosalind Cross, Angela Nicholson, Dottie Cieciorka, Jackie McMillian, Mike Peluso, Adena Mitchell, and Kim Shaw.

***Meeting was called to order at 4:33 pm, by Chairman Russell Hieb.***

***Approval of December 6, 2017 Minutes:*** A motion to approve the Meeting Minutes from the December 6, 2017 meeting was made by Eugene Pearsall and Michelle Muir, and was seconded by Vicki Newell. The motion was approved with no discussion or opposition.

***Approval of Financial Report:*** Fiscal Coordinator, Dottie Cieciorka, stated that the only change made to the PY17 budget was that it was increased by \$3,431. The Department of Commerce gave each board additional funds to print Career Center brochures. The motion to approve the PY17 Financial Report was made by Edward Timmons and seconded by Vicki Newell. The Financial Report was approved with no opposition.

***Board Development:*** Marie Griffin from the Division of Workforce Solutions Business Services, continued the discussions on Next Generation Sector Partnerships that she began at the TSWDB Retreat in November of 2017. Next Generation Sector Partnerships are when employers from the same industry in a shared labor market region work together to identify common interests, goals, and opportunities. These partnerships include support organizations that can offer assistance in meeting industry needs.

Once industry leads are established, they are responsible for leading working groups. Each working group addresses a particular set of issues within the industry and proposes viable solutions. Working groups are an ongoing process. By sharing information about Next Generation Sector Partnerships, sector partners can determine their needs and reach out to support organizations to address them. Industry sectors in Cumberland County and the Triangle area are currently working towards establishing sector partnerships. For more information, please email Marie Griffin at: [marie.griffin@nccommerce.com](mailto:marie.griffin@nccommerce.com) (and please remember to copy Director Rosalind Cross).

### ***Contractor Updates:***

- Chatham County Commissioner Jim Crawford stated that Chatham Promise plans to pay for two years of training at Central Carolina Community College.
- Two Hawk Workforce Services is pleased to have the opportunity to work in multiple counties throughout the TSWDB Local Area. WIOA Supervisor/Site Manager Pamela Glover stated that they are currently engaging community partners and spreading the word on WIOA Title I service offerings. They are also looking at partnering with former offender programs.
- Harnett County Department of Workforce Development Lead Youth Case Manager/Career Center Manager Anitra Hart stated that they were dealing with some difficulties transitioning youth participants from previous contractors, but they are getting back on track. Outreach has increased to bolster program enrollment to include working hours outside of the standard 8 am to 5 pm in an effort to broaden recruitment. Harnett County has increased their community service efforts to include food drives and providing needy families with food and gifts throughout the holiday season. They have also hosted a Universal Healthcare Job Fair at the center and are looking forward to hosting more in the future.
- NCWorks Career Center Sampson County Manager, Sandra Webster, discussed their progress in meeting and exceeding the performance measures on employer service delivery from the NCWorks Commission. She stated that her center has placed 415 individuals in jobs through their referrals thus far in PY2017. Sandra's staff also played an active role in the Sampson County 3<sup>rd</sup> Annual Job Fair in Clinton held in early February, and her staff attended Local Area sponsored Integrated Service Delivery (ISD) training in Sanford, NC.
- NCWorks Career Center Lee County Interim Manager, Sarah Stone, discussed staff attendance at the Local Area sponsored ISD training and stated that the Career Center held 92 hiring events at the center thus far in PY2017. They are working hard to continue to engage local employers.

### ***Community Partnership Updates:***

- Central Carolina Community College – Marcie Dishman
  1. The new Diagnostic Medical Sonography program will open in Fall 2018. Applications are currently being accepted. The college has already secured 7 clinical sites with hospitals and medical centers.
  2. The college will offer an evening Basic Law Enforcement Training program in Chatham County, starting in March. There is considerable interest in this evening program.
  3. College and Career Readiness has submitted a North Carolina Department of Transportation (NCDOT) grant application to expand services (such as transportation, workforce readiness, and basic skills building) to adult students and workers with disabilities.
  4. The college was awarded a Food and Nutrition Service Employment & Training Program grant. The grant will provide employment and training assistance to eligible Chatham County Department of Social Services participants by hiring an Educational Navigator.

5. Final Fall 2017 curriculum enrollment was 5292, an increase of 78 students from Fall 2016.
  6. The Career & College Promise program continues to grow. The Spring 2018 enrollment was 1721, an increase from 1628 in Spring 2017.
  7. There are a number of construction-related project updates as CCCC continues to expand and renovate.
  8. The Emergency Services Training Center expansion project has been completed. A ribbon-cutting event was held at the facility in January 2018 and was well attended.
  9. The Veterinary Medical Technology Building renovation/addition and the construction of the Health Science Center, both on the Lee Main Campus, are moving forward on schedule and will be completed by April 2018.
  10. The new addition to the Dennis A. Wicker Civic Center is scheduled for completion by April 2018, which is Phase One. Phase Two is a renovation to the existing Civic Center and will begin in April 2018. The second phase will be completed by July 2018.
  11. The new Health Sciences Building in Chatham County will be approximately 40,000 square feet and will house health sciences programs. The construction document has been sent to State Construction for review and approval. This project has an expected completion date of Fall 2019.
  12. E. The West Harnett Center renovation project, which will include the college's Automotive Restoration program, will begin this month (February 2018).
- Sampson Community College – Alonza Royal
    1. New president, Dr. Paul C. Hutchins, will begin his tenure at Sampson Community College beginning March 1<sup>st</sup>, 2018.
    2. Several new programs will begin in the Fall semester of 2018 to include, Food Service, Manicures, Natural Haircare, and Cosmetology courses in Spanish. Changes will also be coming to Welding and robotics.
    3. Ms. LaVoice Faison Stevens attended the meeting with Alonza and discussed the College and Career Readiness courses offered to help students transition to both post-secondary education and employment.

***Old Business:***

- Infrastructure Funding Agreement (Cost Sharing) – Director Rosalind Cross
  - Director Rosalind Cross stated that the Infrastructure Funding Agreements were completed in late December of 2017 prior to the deadline of January 1, 2018.
  - WIOA Regulations state that Required Career Center partners must share in the cost of One-Stop Center Operation costs.
  - All negotiations for statewide programs were made at the state level with the exception of Telamon that was invoiced separately.
  - A percentage of funding from WIOA Title I programs must now be obligated to NCWorks Career Centers. The TSWDB owed money to the shared costs.
  - All of the details of the Infrastructure Funding Agreement will be summarized (to include costs) and emailed to Board Members.

***New Business:***

- Amend August Meeting Minutes – Chairman Russell Hieb
  - The August Meeting Minutes need a slight revision in wording to clearly state that the TSWDB approved the budget for Program Year 2017.
  - Ronald Hewett made the motion to revise the minutes and it was seconded by Eugene Pearsall. The motion was approved with no discussion or oppositions.
- Rename Maximize Carolina Grant – Chairman Russell Hieb
  - The Board Chair and Director Rosalind Cross suggested that the Maximize Carolina Grant committee be renamed to encompass all grants that needed to be reviewed by the Board. Suggestions for name changes were made, and the scope of the committee’s duties were discussed. Michelle Muir made the motion to rename the Maximize Carolina Grant Committee the Grants and Partnership Committee, this motion was seconded by Angie Stewart and was approved with no opposition.
- Program Enhancement Grant – Angela Nicholson
  - The Program Enhancement Grant presents an opportunity for local Workforce Development Boards to build capacity and create systemic change within their workforce system and improve career development access and services to individuals and businesses.
  - The Department of Commerce will award up to \$200,000 worth of funding towards program enhancement.
  - TSWDB Youth Services Coordinator, Angela Nicholson, and Adult Services Coordinator, Kim Shaw, came up with the idea to use grant funds for “Work-Ready Enhancement”.
  - The Career Readiness Certificate (CRC) is an assessment that allows job seekers to be classified as “work ready” in a particular industry on four levels: Platinum, Gold, Silver, and Bronze. A “Work-Ready” community is an area where a large percentage of employers recognize the CRC classification and make hiring choices based off of those assessments.
  - The goal of the grant money would be to increase employers who use the job profiling system to set the work ready standards in their industry, and to increase the number of employees certified as job ready. This would ultimately align employer expectations through unified work ready requirements through specified skill sets needed.
  - Several minutes of discussion took place that included strategies, partnership, CRC specific activities, desired outcomes, and how industry sector partnerships would play a role in this process to bring together employers in the same industry without creating a competition.
  - By consensus, the TSWDB agreed to move forward with obtaining Program Enhancement Grant funds for this purpose.
- Conflict of Interest Policy – Director Rosalind Cross
  - The Local Area has released a new policy (with guidance from the Department of Commerce) that outlines how TSWDB member, staff, and partners should conduct themselves in order to avoid an conflicts of interest.
  - A one-pager document describing the contents of the policy was distributed for review. Director Rosalind Cross requested that all Board Members who have yet

to sign the Code of Conduct and submit it to the Local Area do so by Friday February 23<sup>rd</sup>.

- Funding Work Based Learning – Director Rosalind Cross
  - The Department of Commerce wants Boards to put a Work Based Learning position in place at the local level (funded continuously at \$75,000 a year) that will oversee all Work Based Learning programs in the Local Area.
  - In conjunction with this position would include the creation of a local Incumbent Worker Policy.
  - This initiative ties directly into Governor Roy Cooper’s “NC Job Ready” plan.
  - By TSWDB consensus, Board staff can move with the Work Based Learning position funded by the Department of Commerce.

***Committee Updates by Committee Chairs:***

- Program and Planning Committee – Director Rosalind Cross in place of TSWDB member Jim Roberts
  - Per the approved RFP schedule from the December 2017 Board Retreat, Phase I has been completed and has demonstrated competition in the bid for WIOA Title I Adult, Dislocated Worker, and Youth Programs and One-Stop Operators. A bidders conference to present information from the Request for Proposal (RFP) to all interested bidders will take place on Tuesday, February 20<sup>th</sup>, 2018.
- Communications Committee – TSWDB member Ron Hewett
  - Ron Hewett and TSWDB Business Services Coordinator Mike Peluso met with representatives from Sanford Contracting. The first goal of this committee was to measure and increase employer engagement, and this meeting was a positive step in the right direction.
- Staff Updates – Director Rosalind Cross:
  - Adena Mitchell is finishing up her final days in the office before taking some time off for maternity leave for the birth of her daughter that is expected next week.
  - A State sponsored training for all Board Members and Directors will be held on April 17, 2018 in our region. This is a great opportunity for TSWDB members to meet members of other Workforce Boards to exchange thoughts and ideas. Please review the email containing information on the training and sign up using the link.

*Meeting adjourned at 6:11 pm.*

*Minutes respectfully submitted by Adena Mitchell*