

Triangle South Workforce Development Board
Meeting Minutes
August 17, 2017

Board Members Present:

Chief Elected Official Gordon Springle, Chairman Russell Hieb, Blake Arnett, Carolyn Blue, Kevin Bolyard, Ronald Hewett, Deanna Jones, Robert Kain, Meg Moss, Michelle Muir (via phone), Jim Roberts, Angie Stewart, Edward Timmons

Absent: Amanda Bryan, Gary Mac Herring Jr., Bruce Ledford, Vicki Newell, Eugene Pearsall, Donna Williams

Others in Attendance: Jon Matthews, Sherwood Southerland, Teria Bouknight, Geraldine Brady, Leon Jackson, Sarah Stone, Charlotte Leach, Anitra Hart, Kate Brown, Alonza Royal, 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 June 15, 2017 Minutes: A motion to approve the Meeting Minutes from the June 15, 2017 meeting was made by Jim Roberts and was seconded by Meg Moss. The motion was approved with no discussion or opposition.

Approval of Financial Report: Fiscal Coordinator, Dottie Cieciorka, gave a summary of both the PY16 and PY17 Financial Reports. The PY16 expenditure period is not complete as approximately \$100,000 worth of PY16 funds were reimbursed in August, and several invoices remain. For PY17, admin payments of \$38,000 have been expended thus far. A slight decrease in funding of approximately \$25,000 is reflected in the PY17 allocation, and all carry over amounts from PY16 listed are an estimate, but the board is in prime shape to continue to provide the necessary services to the local area. A motion to approve the Financial Reports for PY16 and the budget for PY17 was made by Ron Hewett and was seconded by Jim Roberts. The motion was approved with no opposition.

Introduction of New Board Member: Kevin Bolyard from DBI Automation introduced himself. Kevin will serve as the representative for Registered Apprenticeship, and is excited to work with Youth.

Board Development: Dr. Jenna Carpenter, the Founding Dean and Professor of the Engineering program at Campbell University presented the Board with valuable information concerning its new Engineering Baccalaureate Degree Program. Information provided on the program included:

- Teaching students 21st Century engineering skills that include valuable technical and soft skill sets like global awareness, professional development, and entrepreneurship;
- Campbell offers a General Engineering major with concentrations in Mechanical Engineering and Chemical Engineering;

- The program has small class sizes and a robust amount of hands on assignments offered in innovative facilities like “classlabs”;
- Graduates will participate in internships and earn a professional licensure in engineering by the time they graduate.

Board discussion included the need for an engineering program in this part of the state that focuses on filling the gaps of more traditional programs and better meeting employer needs. Campbell hopes to one day have their Engineering school reach a size of three to four hundred students, but they are excited about the current class size of about 175 as the program is only entering its second year. Campbell plans to continue to reach out to early college graduates as well as community college transfers to be a part of their program. Board Member Blake Arnett stated that he worked with Campbell’s engineering program in the past and was very impressed by the program’s offerings. If any other board members or local businesses would like to partner with Campbell’s engineering program and offer student internship possibilities, please feel free to reach out to Dr. Carpenter.

Contractor Updates:

- Two Hawk Workforce Services is pleased to have the opportunity to work in multiple counties throughout the TSWDB Local Area. They have hired a new site manager, Pamela Glover, and lead case manager, Teria Bouknight. They are now completely staffed in both Lee and Chatham, and they are actively engaged in serving current participants and enrolling new ones. New outreach efforts are being made, and new partnerships are being formed.

Community Partnership Updates:

- Central Carolina Community College – Jon Matthews
 1. CCCC has received the preliminary report of the SACSCOC Reaffirmation Committee. The college had an excellent result with only four minor findings.
 2. The On-Site peer review conducted by a SACSCOC team will be October 23-26, 2017.
 3. Construction projects in Lee County are moving forward on schedule or ahead of schedule. Renovations to the main building at the Center for Workforce Innovation (formerly known as the NC School of Telecommunications) has been completed and staff are already moving into the space. The pods at this location should be completed in early September.
 4. A National Manufacturing Day event will be held on Friday, October 6, 2017, from 9:00 a.m. to 2:00 p.m. at the Innovation Center in Sanford. At this event, representatives from local industries will be on-site to showcase their company and help increase manufacturing awareness.
 5. Planning has begun to establish an industry consortium that would create adult and new worker apprenticeship options within the college’s service area. The intention would be to provide a tuition-free education to adults and new workers during the second year of their A.A.S. degree, and successful apprentices would qualify for national credentials or academic credentials.
 6. The new Harnett County Early College admitted approximately 59 students for the fall semester.

7. The development of an Emergency Medical Technician (EMT) partnership with Campbell University's Medical School is underway.
 8. A transfer partnership between CCCC and North Carolina State University's College of Agriculture and Life Sciences is in the works.
 9. CCCC has received two new Upward Bound TRiO grants that will serve 60 students in Harnett County and 60 students in Lee County.
 10. Fall semester curriculum classes started today, August 17. Based on preliminary figures, fall enrollment numbers are expected to be higher than last year.
- Sampson Community College – Kate Brown
 1. 300 students have received law enforcement Radar training and re-certification.
 2. The D.A.R.E. Program (Drug Abuse Resistance Education) has been included in the public safety instruction curriculum.
 3. SCC offers defensive driving courses in association with the county court system.
 4. Over 100 students have graduated from the SCC agricultural school in the last 12 months. Of those graduates, 99% of them have obtained employment.
 5. The ACE program at SCC is a comprehensive curriculum used with adults with intellectual disabilities. The program provides a chance for the learner to develop a higher level of independence by focusing on academic, social, vocational and life skills needed to further their education, gain meaningful employment and fulfill their goals.
 6. Work Place safety skills upgrade courses are currently being offered for those in the workplace.
 7. The DSS Income Maintenance Training program in partnership with the Department of Social Services is continuing to do well.
 8. SCC still offers Customized Training to employers who need assistance with training their employees.
 9. The Industrial Maintenance Refrigeration program will once again be offered at the SCC main campus.

Old Business:

- Board Terms versus Board Limits (Bylaws) – Russell Hieb
 - TSWDB staff polled 13 other workforce boards and discovered that ten of these boards do not have term limits for their board members.
 - Should the TSWDB remove term limits for their members?
 - Term limits were added under the leadership of a past CCCC Vice President several years ago.
 - The four year term will remain intact, but members will not be forced to resign from the board after a certain amount of terms.
 - A motion to revise the TSWDB By-Laws to remove term limits and review those changes at the next board meeting was mad by Bob Kain. The motion was seconded by Carolyn Blue. The motion was approved with no opposition.

New Business:

- Request to change NCWorks Career Center – Chatham's schedule – Rosalind Cross

- Director Cross made the recommendation to open the NCWorks Career Center in Chatham County five days a week, so that the center will no longer be closed on Friday.
- If the Center in Chatham is open on Fridays, it will need to close by 3:30 pm to accommodate the Friday schedule of CCCC as the Center is located on their campus.
- A motion to open the NCWorks Career Center – Chatham County 5 days a week was made by Jim Roberts and seconded by Meg Moss. The motion was approved with no opposition.
- Standing Youth Committee (SYC) – Rosalind Cross
 - This committee is optional. If a SYC exists, members who are not on the board need to be active. Should the TSWDB continue the SYC? As of now, no Board representative from Lee County currently serves on the SYC. (Michelle Muir was mentioned as a Lee County Board member who could serve in this role.)
 - The motion for the TSWDB to maintain the Standing Youth Committee was made by Edward Timmons and seconded by Jim Roberts. The motion was approved with no opposition.
- Youth Rally – Rosalind Cross
 - A Youth Rally has been held in the TSWDB Local Area over the last five years. As all of the Youth contracts are under the County of Harnett for PY17, and that agency holds a graduation banquet for their participants each year, can the TSWDB staff postpone the next Youth Rally until 2018? Consensus was to postpone.
- Triangle South Board Retreat Location – Rosalind Cross
 - Campbell University has been reserved for the annual TSWDB Board Retreat on November 9th. Is the Board in consensus that this location is still ideal? Yes
 - Chairman Hieb encouraged Board members to plan to attend the Board Retreat.
- Board Committee Vacancies – Chairman Russell Hieb
 - Program and Planning Committee:
 - A representative is needed from Chatham County; Blake Arnett volunteered to serve on this committee.
 - Career Center Certification Committee:
 - Plans were made for Board staff to review list of Board members and assign this committee to those who were not currently serving on a committee.
 - Finance Committee:
 - Chairman Hieb recommended combining the Finance Committee with the Executive Committee.
 - Standing Youth Committee:
 - Director Cross suggested reaching out to Michelle Muir to fulfill this role as she is currently not assigned to any other Board Committees.
 - Nominating Committee:
 - The vacancies in this committee must be filled by non-executive Board Members only.
 - Angie Stewart volunteered to serve as the representative from Harnett County.
 - Blake Arnett volunteered to serve as the representative from Chatham County.

- Bruce Ledford was volunteered to serve by the other Lee County representatives, but Ron Hewett is willing to serve in his place should Bruce not be available.
 - Maximize Carolina Committee was not discussed.
 - NextGen - Angela Nicholson
 - The Board has the option to decide if the WIOA Youth Programs in the TSWDB Local Area should be branded as “NextGen”. Thus far, eleven Workforce Boards have changed their branding to match the State’s branding of NextGen. A motion to name the TSWDB WIOA Youth programs “NextGen” was made by Angie Stewart and seconded by Carolyn Blue. This motion was approved with no opposition or discussion.

October Board Meeting – Chairman Hieb: As several TSWDB events will take place this fall, the suggestion was made to cancel the October Board Meeting. If needed, the Executive Committee can meet, or a short Board Meeting can take place during the Board Retreat on November 9th. A motion to cancel the October Board meeting was made by Deanna Jones and seconded by Ron Hewett. The motion was approved with no discussion or opposition.

Cost Sharing – Rosalind Cross: Director Cross shared a quick overview of the expectations of cost sharing within the NCWorks Career Centers. A PowerPoint presentation was included in the Board Packet.

SAGA (Sanford Area Growth Alliance) Meg Moss: SAGA is a public/private partnership between the Lee County Chamber of Commerce, and the Lee County Economic Development office. The TSWDB has a seat on that board that is vacant and needs to be filled by a TSWDB member from Lee County. Ron Hewett was recommended for that role by a Lee County elected official. Ron stated that he is willing to accept the role. Bob Kain made the motion to approve Ron as the TSWDB representative on that board, and Meg Moss seconded the motion. The motion was approved with no discussion or opposition.

Staff Updates– Rosalind Cross:

- Director Cross introduced the new Adult Services Coordinator, Kim Shaw, to meeting attendees.
- Important dates were mentioned, including the upcoming “WIOA Boot Camp Part III,” on September 18th and 19th, and the 50th NCWorks Partnership Conference in Greensboro from October 11th to the 13th.
- TSWDB staff is currently planning to hold an interest meeting in late October for agencies who are considering bidding on a WIOA program contract in the spring.

Meeting adjourned at 6:12 pm.

Minutes respectfully submitted by Adena Mitchell