



CAPITAL AREA WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
February 26, 2009

The Capital Area Workforce Development Board met in regular session on Thursday, February 26, 2009 at 8:30 a.m. at Wake County Commons, Raleigh, North Carolina. Members present: Susan Jackson, Chair; Robert Barham, Bruce Clarke, Kenny Gibbs, Elaine Harrison, Dick Hoffmann, JoAnne Honeycutt for Dr. Ed Croom, P.R. Latta, Howard Manning, Gerald Mitchell, Dr. Donald Reichard, Nelson Rose, Vicki Shore, Donna Steele, Marie Watson, and Durwood Woodall. Staff: Regina Crooms, Alfreda Barnett, Freeman Denton, Jessica Locklear-McLeod, Darius Morris, and Lisa Ramsey. Guests: Wayne Beverly, RTRP Region Office, Employment Security Commission; Rosalind Brooks, NCBA SEE Program; Rita Brown, AmeriCorps Member; Taria Taylor Brown, NCBA SEE Program; Shakiera Burkett, AmeriCorps Member; Carmen Carroll, Capital Area JobLink at Swinburne; Carol Collins, Community Partnerships, Inc; Harlan Daniels, Yes I Can Program, Johnston County Industries; David Deal, AmeriCorps Member; Reginna Z. Ford, Labor Market Information, Employment Security Commission; Laytoria Griffin, AmeriCorps Member; Sonya Hall, Telamon Corporation; Dennis Hickey, AmeriCorps Member; Tomisha Hodge, AmeriCorps Member; Tameeka Jones, AmeriCorps Member; Christopher Jackson, Project PRIDE, Telamon Corporation; Brent Jones, AmeriCorps Member; Suzanne LaFollette-Black, AARP-NC; Chris Lewis, AmeriCorps Member; Uché McClennahan, AmeriCorps Member; Stephanie McDonald, Yes I Can Program Participant, Johnston County Industries; Jacqueline McMillian, Workforce Development, Employment Security Commission; Darlene Mingo, AmeriCorps Member; Henry Mitchell, AmeriCorps Member; Jan Oakley, Yes I Can Program, Johnston County Industries; Ramell Oakley, Capital Area JobLink at Johnston Community College; Zaida Partin, Capital Area JobLink at Clayton Corners; Miranda Pearson, Not Just Another Community Center, Capital Area JobLink Youth Information Site; Robert Pearson, Not Just Another Community Center, Capital Area JobLink Youth Information Site; Leon Perry, Capital Area JobLink at Raleigh Employment Security Commission; Jane Porter, AmeriCorps Member; Doug Sorrell, Department of Juvenile Justice; Nancy Stancil, Capital Area JobLink at Johnston Community College; Marlene Way, AmeriCorps Member; and Margaret Williamson, AmeriCorps Member.

Chairman Susan Jackson called the meeting to order and welcomed everyone. Following an invitation for introductions, Chairman Jackson proceeded to ask if there were any corrections to the draft minutes of December 4, 2008. The minutes were approved as written.

The first item on the agenda was the National Caucus and Center on Black Aged (NCBA) and their Senior Environmental Employment Program (SEE). Chairman Jackson called upon Ms. Rosalind Brooks, Acting Director and Ms. Taria Taylor Brown, Management Analyst to provide an overview of NCBA and the SEE Program.

Ms. Brooks began by saying that NCBA was founded in 1970 and is the only national organization whose major focus is improving the quality of life for African American and

low-income minority elderly.

NCBA administers two (2) senior employment programs. The Senior Community Service Employment Program (SCSEP) funded through the Department of Labor provides training opportunities for low-income persons 55 years of age and older to return to the workforce part-time. The Senior Environmental Employment Program (SEE) funded through the Environmental Protection Agency (EPA) provides full time employment opportunities for persons 55 years of age and older in EPA regional offices and laboratories. This program does not have income restrictions.

The SEE Program is designed to utilize the talents of individuals 55 years of age or older who wish to continue in the workforce. Enrollees who participate in the SEE Program assist EPA by supporting and augmenting the Environmental Protection Agency's workforce without displacing federal workers.

Assignments in the SEE Program are located at EPA Headquarters in Washington, DC, the ten (10) EPA Federal Regional Offices and environmental laboratories, and state and local environmental offices.

SEE enrollees bring diversified knowledge and experience to EPA and perform a variety of assignments including administrative assistants, analysts, biologists, chemists, computer technicians, editors, engineers and general office. Benefits include health insurance, dental insurance, annual leave, sick leave, and paid holidays.

NCBA is one of six national aging organizations that administer the US Environmental Protection Agency's Senior Environmental Employment Program, and they have a local branch office located in Durham, North Carolina. To apply for any of the positions in North Carolina, contact Ms. Taria Taylor Brown at 919-572-2964. Chairman Jackson thanked Ms. Brooks and Ms. Brown for sharing this important program with the Capital Area Board.

The next item on the agenda was the Youth Council Mid-Year Report, and Chairman Jackson called upon Mr. Doug Sorrell, Capital Area Youth Council Chair, to provide the status of the Workforce Investment Act (WIA) funded youth programs in Wake and Johnston Counties. Mr. Sorrell announced that in addition to the mid-year report that one (1) WIA Youth Participant and three (3) Program Coordinators were in attendance to give the Board an overview of the progress in their programs.

Highlights of Capital Area WIA Youth Services include the following: 277 youth currently being served in Wake and Johnston Counties; Johnston County Industries serving 83 youth; Community Partnerships serving 104 youth; and Telamon Corporation serving 90 youth. Thirty (30) WIA youth have earned a high school diploma/GED or other credential; twenty-eight (28) WIA youth received employment or entered continuing education after completing the program; and four (4) WIA youth enrolled in post secondary education programs at universities and community colleges. Mr. Sorrell continued to provide updates regarding year-to-date expenditures and final performance measures for PY2007.

Upcoming Youth Events include the 2009 Youth Summit – The Power of Me, March 12, 2009 at Millbrook United Methodist Church in Raleigh; Global Youth Service Day, April 24-26, 2009; Statewide Youth Summit in Greensboro, North Carolina, April 18-19, 2009; and an Annual JobLink Activity to be held in Spring 2009.

Upon conclusion of Mr. Sorrell's report, he called upon the Mr. Harlan Daniels, Yes I Can Program Coordinator, Johnston County Industries to introduce his WIA youth participant spotlight.

Mr. Daniels spoke highly of Ms. Stephanie McDonald and her accomplishments and invited her to share her experience with the Board. Ms. McDonald, a participant of the Yes I Can Program, announced that she has greatly benefited from the services that the Yes I Can Program has provided. Since first entering the program at age 17, she has been able to work towards obtaining her GED and Certified Nursing Assistant (CNA) certification. Her professional goal is to advance in the medical field. Ms. McDonald is grateful for how the Yes I Can Program has provided assistance regarding her education and future career endeavors.

Ms. Carol Collins, Director of Vocational Services, Community Partnerships, Inc. spoke next and provided an update on the YES Program. The YES Program implemented a session designed specifically for their participants called One Rap Session. While this session provided a forum to receive feedback from participants, Ms. Collins and staff decided to offer an even greater opportunity for participants to express themselves openly, and recently began offering Gender Specific Rap Sessions. The response from the participants has been very positive.

Mr. Jackson, Project Pride Program Coordinator, Telamon Corporation commented on the success their program has experienced, and that Project Pride is currently meeting or exceeding their goals. Thus far, twenty (20) youth have earned diplomas, degrees or certificates. The Board applauded the efforts and accomplishments of our youth, and Chairman Jackson thanked Ms. McDonald, Mr. Daniels, Ms. Collins and Mr. Jackson coming and sharing their stories with the Board.

Moving on to other business, Chairman Jackson advised the Board that funding runs on a fiscal year beginning July 1, 2008 and ending June 30, 2009. She called upon Mr. Darius Morris, Capital Area Financial Officer, to provide a mid-year financial expenditure summary to the Board.

Mr. Morris advised the Board that many changes have occurred during the past year. Capital Area moved their offices from 300 S. Salisbury Street to 414 Fayetteville Street; Wake County Government implemented a new web based financial system; and two (2) new grants were awarded to Capital Area - Project NewBuild (a YouthBuild Program) and AmeriCorps Access JobLink.

Moving onto the report, Mr. Morris provided statistics from July 2008-December 2008. He indicated Capital Area is on track with expenditures. In response to questions from the Board regarding any funds that are not spent by year-end, Mr. Morris replied that we must spend at least 80% of the funds or they are de-obligated.

Mr. Morris concluded the report by providing information on the number of Capital Area staff, JobLink Career Centers and JobLink Information Sites, and service providers and contractors. Chairman Jackson thanked Mr. Morris for the thorough financial overview and the fine job he does in handling these very complex funding streams.

Chairman Jackson reminded the Board that earlier in the week, they received information regarding the Capital Area JobLink Operator Contract for Clayton Corners. Capital Area Workforce Development Board solicited through a competitive Request for Proposals (RFP) a qualified organization to manage and operate the JobLink Career Center at the Clayton Corners Shopping Center in Clayton, North Carolina.

The selected JobLink Operator is responsible for all operational arrangements including, but not limited to, property lease agreement, equipment lease as applicable, staffing, and agreements with required JobLink partners to co-locate on site.

Telamon Corporation has submitted a successful bid to the RFP for the operation of the Clayton Corners JobLink Center, and having a satisfactory track record of performance, it is recommended that this contract be awarded effective March 1, 2009. Chairman Jackson opened the floor to receive a motion to accept the recommendation. Mr. Bob Barham made a motion to accept; Mr. Howard Manning seconded the motion. Motion carried.

At this time, Chairman Jackson provided highlights from the NC Commission on Workforce Development meeting held on Wednesday, February 25, 2009 in Raleigh, North Carolina. She recalled that in January 2009, Capital Area Workforce Development Board underwent a Board Standards Review conducted by the North Carolina Department of Commerce, Division of Workforce Development. Board Standards are developed by the Commission on Workforce Development with an emphasis on ensuring local workforce development boards are acting on their strategic workforce responsibilities.

In the review, Capital Area Workforce Development Board not only met Boards Standards, but in many cases exceeded Board Standards as defined by the Commission. In recognition of their diligence and commitment in achieving High Performance Board Standards, Capital Area was awarded a plaque for their cooperation and hard work.

Additional highlights from the Commission meeting included details on the Federal Economic Stimulus Package. Mr. Roger Shackleford, Executive Director, Division of Workforce Development commented that North Carolina has the 8<sup>th</sup> highest unemployment rate in the nation. Currently, 400,000 North Carolinians are out of work and this does not include the underemployed.

Ms Regina Crooms, Capital Area Director, distributed information on the North Carolina Estimated Funds to Local Workforce Development Areas and selected portions of the Final Conference Report. Fund distributions are based upon the current unemployment rate, population, and the rate of previous expenditures.

Funds will be used for adult, dislocated worker, youth, and competitive grant activities and may include private and public sector employment, paid work experience and summer youth

employment. Ms. Crooms commented that local workforce development boards are charged to spend the stimulus funds wisely and quickly. Stimulus funds are scheduled to arrive March 14, 2009.

In the Chair's Report, Chairman Jackson advised the Board that she, Ms. Crooms and Mr. Clarke will be traveling to Washington, DC for the National Association of Workforce Boards Conference March 8-10, 2009. This conference is no doubt the most critical time for workforce development professionals and partners to come together to learn about the new administration's vision for our programs and services, and have a voice in setting the tone for the future. The conference will also provide an opportunity to visit Capitol Hill and meet with legislature and representatives to discuss relevant workforce issues.

Chairman Jackson also reminded the Board of the upcoming Capital Area Board Retreat scheduled for Wednesday, March 25, 2009 at the JC Raulston Arboretum at North Carolina State University. She announced that the discussions held at this retreat will be of utmost importance to our Board due to the current state of the economy and the impending Economic Stimulus Package, and asked that each Board member make every effort to attend.

Under additional business/announcements Board members received the Labor Market Information Update provided by Ms. Reginna Z. Ford, Labor Market Information Division, North Carolina Employment Security Commission. Ms. Ford explained that the January 2009 county data will not be available until March 19, 2009, so the current report was prepared using December 2008 data.

Other announcements included:

Application Deadline for Capital Area JobLink Access Points – February 26, 2009

Share Network Access Point Summit – March 5, 2009

Capital Area JobLink Career Expo – March 11, 2009

Youth Summit – March 12, 2009

Board Retreat – March 25, 2009

Chairman Jackson thanked everyone for attending and advised the Board that the next meeting is scheduled for Thursday, April 23, 2009 at 8:30 am at the Johnston Community College Board Room in Johnston County. The meeting was adjourned at 10:00 am.