



CAPITAL AREA WORKFORCE DEVELOPMENT BOARD  
MEETING MINUTES  
June 25, 2009

The Capital Area Workforce Development Board met in regular session on Thursday, June 25, 2009 at 8:30 a.m. at Wake County Commons Building, Raleigh, North Carolina. Members present: Susan Jackson, Chair, Zena Anderson, Bruce Clarke, Dick Hoffmann, Howard Manning, Gerald Mitchell, Dr. Donald Reichard, David Rockefeller, Nelson Rose, Vicki Shore, Donna Steele, Michele Tavernise, Marie Watson and Durwood Woodall. Staff: Alfreda Barnett, Jessica Locklear-McLeod, and Lisa Ramsey. Guests: Jan Oakley, Yes I Can Program, Johnston County Industries; Carmen Carroll, Capital Area JobLink at Swinburne; Andrea Moore, YES Program, Community Partnerships, Inc; Ramell Oakley, Capital Area JobLink at Johnston Community College; Tom White, Economic Development Partnership, North Carolina State University; Kay Zimmerman, Distance Education Learning Technology Applications, North Carolina State University.

Chairman Jackson called the meeting to order and welcomed everyone. She then proceeded and asked if there were any corrections to the draft minutes of April 23, 2009. The minutes were approved as written.

The first item on the agenda was the “Distance Education Career Changers Initiative”, and Chairman Jackson called upon Ms. Kay Zimmerman with North Carolina State University (NCSU) to provide a presentation on Distance Education Learning Technology Applications (DELTA).

Ms. Zimmerman began by saying that North Carolina State University’s distance education offers a wide variety of courses and programs designed to provide maximum schedule flexibility, enhance current workplace skills or prepare for a new career. This is particularly important for students who are unable to attend campus-based classes due to geographic location, work schedules, or other life circumstances.

North Carolina State University distance education offers graduate and undergraduate degrees, certificates, and teacher licensure programs in core academic strengths, which include engineering, technology, science and education, among other academic disciplines. The distance education programs are the full equivalent of NCSU campus programs. They receive the same accreditation as campus programs and are taught by NCSU faculty.

The Distance Education Career Changers Initiative will be formally announced on July 17, 2009. It is Ms. Zimmerman’s goal to partner with Workforce Development Boards and JobLink Career Centers to reach career changers that may be interested in distance education opportunities. She asks that Capital Area Workforce Development Board and the JobLink Career Centers in Wake

and Johnston Counties play an active role in getting information about this new initiative out to their local community. Chairman Jackson thanked Ms. Zimmerman for this informative presentation.

The next item on the agenda was the PY 2009 Workforce Investment Act (WIA) Youth Funding Awards, and Chairman Jackson called upon Ms. Jessica Locklear-McLeod, Capital Area Youth Services Coordinator for her presentation.

Ms. Locklear-McLeod provided an overview of WIA Youth Services and reminded the Board that the WIA youth funds are awarded under a competitive Request for Proposal (RFP) at least every three (3) years. In keeping with that policy, the Youth Council released an RFP in April 2009 to solicit proposals for Program Year 2009 WIA Youth funds.

Immediately following the May 8, 2009 proposal submission deadline, the Youth Council's Proposal Review Panel members completed the review and technical evaluations of each of the six (6) proposals submitted. The following criteria were applied to the technical evaluation of each proposal to make a determination of overall quality and cost effectiveness:

- Respondent's Qualifications & Past Performance
- Respondent's Organization Capability
- Quality of Design/Plans for the 10 Required Youth Program Elements
- Quality of Plans to Meet Youth Needs and Achieve Outcomes
- Efficacy, Reasonableness, and Competitiveness of Proposed Costs

Reviewers completed the evaluations/rating forms independently, and then met on May 19<sup>th</sup> and 20<sup>th</sup> for a question and answer session with each of the responding organizations. On May 20<sup>th</sup>, the Review Panel conducted final discussions and deliberations to select projects for funding.

On May 27, 2009, the Capital Area Youth Council reviewed and approved the funding recommendations from the Proposal Review Panel. Today, the Youth Council submits the WIA Youth funds award recommendations below to the Capital Area Workforce Development Board for consideration and action:

1. Recommend award of WIA Youth funding to Community Partnerships, Inc. to serve continuing and new youth in Wake County.
2. Recommend award of WIA Youth funding to Johnston County Industries, Inc. to serve continuing and new youth in Johnston County.
3. Recommend award of WIA Youth funding to Telamon Corporation to serve continuing and new youth in Wake County.

Chairman Jackson opened the floor to receive a motion of concurrence with the Youth Council's recommendation. Mr. Howard Manning made a motion to accept; Mr. Gerald Mitchell seconded the motion. Motion carried. It was noted that Mr. Durwood Woodall and Ms. Vickie Shore abstained from the vote.

Moving onto other business, Chairman Jackson reminded the Board that at the last meeting a discussion was held regarding the 12 in 6 Initiative which is designed to increase the capacity of short-term training at the community college level. Training programs offered will allow individuals who have lost their jobs the opportunity to receive training in high growth, high demand industries. Each training program will require less than six (6) months to complete.

The Executive Committee of the Board reviewed proposals from Wake Technical Community College and Johnston Community College and has made recommendations for the submission of the proposals. Chairman Jackson called for a motion of concurrence with the Executive Committee's recommendation. Mr. Michele Tavernise made a motion to accept; Mr. Dick Hoffmann seconded the motion. Motion carried. It was noted that Dr. Donald Reichard and Mr. Gerald Mitchell abstained from the vote.

At this time, Chairman Jackson recalled that at the recent Board retreat, extreme progress was made in regards to the Board committees that have allowed Capital Area to move forward in a positive, proactive manner. To ensure that the momentum continues, a time is set aside at each meeting to receive committee updates. Chairman Jackson called upon Board Committee Chairs to provide updates.

Ms. Vicki Shore, Chair, Industry Sectors/Economic Development Committee advised the Board that this committee recently met with individuals from Johnston Community College to discuss industry and economic development needs within the Johnston County area. She further commented that the committee may need to relook at some of the areas of focus and how the 12 in 6 Initiative affects the goals for this committee.

Mr. Dick Hoffmann, Chair, Strategic Alliance Committee commented that he has met with Ms. Regina Crooms to discuss building additional business alliances and leveraging local resources. It is Mr. Hoffmann's goal to develop a list of 12-15 organizations in which to align, develop a structured framework and determine organizational needs.

Mr. Durwood Woodall, Chair, JobLink System Committee reminded the Board that six (6) new Share Network Access Points are opening in Wake and Johnston Counties today at 11:00 am. Access Points are fostered out of faith based or community organizations. People can go into their own neighborhoods or communities to look for jobs, assisted by trained staff or volunteers who can connect them to the JobLink system via computer or direct referrals.

Mr. Bruce Clarke, Chair, Public Affairs Committee advised the Board that Capital Area has been working with the State's Workforce Investment Board, and a committee is developing a message to the public that will clearly identify the role of workforce boards in North Carolina.

Mr. Gerald Mitchell, Chair, Human Resource Development Committee recalled that at the last meeting he informed the Board that an ad hoc member had agreed to serve on the Human Resource Development Committee, but has since had to decline. Mr. Mitchell is currently working on securing a replacement for this individual.

Chairman Jackson thanked the Board Committee Chairs for their updates, and encouraged them to look for additional opportunities to expand their committee.

In the Chair's Report, Chairman Jackson provided a Stimulus Funding Update. She announced that the Summer Youth Employment Program is underway in Wake and Johnston Counties. Currently there are approximately 500 youth working with an additional 100 expected to begin on Monday, June 29, 2009. Adult and dislocated worker work experience will be the next area of focus.

Additionally, Capital Area recently received notification of successfully securing a \$200K grant for Allied Healthcare. This grant will enable Capital Area to hire staff devoted to increasing the pool of qualified jobs in the healthcare industry.

In reference to Capital Area's efforts regarding serving the the senior population, Lisa Ramsey, was recently featured in the June 2009 AARP Bulletin and the Smithfield Herald.

Recent company layoffs include North America Packaging Corporation located in the North Raleigh area.

Chairman Jackson thanked everyone for attending and reminded Board members to go to their designated NC Share Network Access Point Site immediately following the meeting to celebrate the opening of our newest Access Point sites.

The meeting was adjourned at 9:40 am.