



CAPITAL AREA WORKFORCE DEVELOPMENT BOARD
MEETING MINUTES
October 22, 2009

The Capital Area Workforce Development Board met in regular session on Thursday, October 22, 2009 at 8:30 a.m. at Wake County Commons Building, Raleigh, North Carolina. Members present: Susan Jackson, Chair; Bruce Clarke, Robert Barham, Linda Horton, P.R. Latta, Dr. David Johnson, Howard Manning, Gerald Mitchell, Nelson Rose, Donna Steele, Michele Tavernise, Marie Watson and Durwood Woodall. Staff: Alfreda Barnett, Joan Lindley, Lisa Ramsey, Jane Sterner and Pat Sturdivant. Guests: Tex Bennett, Capital Area Youth Council; Reginna Z. Ford, Labor Market Information, Employment Security Commission; Denny Jenkins, Wake County Human Services; Agreta Limerick, Division of Workforce Development, North Carolina Department of Commerce; Chris Mackey, US Census Bureau; Jackie McMillian, Workforce Development Unit, Employment Security Commission Central Office; Ramell Oakley, Capital Area JobLink at Johnston Community College; Jan Oakley, Yes I Can Program, Johnston County Industries; Leon Perry, Capital Area JobLink at Raleigh Employment Security Commission; Dayling Tolan, US Census Bureau; Zaida Partin, Capital Area JobLink at Clayton Corners; and Sharon Peterson, Wake County Planning Department.

Chairman Jackson called the meeting to order and welcomed everyone. She introduced Ms. Pat Sturdivant, Capital Area Workforce Development Board Interim Director. Ms. Sturdivant is not a stranger to workforce development as she was the Workforce Board Director in Durham as part of the Office of Economic and Workforce Development for 3½ years. She also brings private sector experience as she spent over seventeen (17) years working in the private sector.

Following an invitation for member and guest introductions, Chairman Jackson asked Dr. David Johnson to come forward. In the August 2009 meeting, Dr. Johnson, the new President of Johnston Community College was introduced and welcomed to the Board. Today, Chairman Jackson presented Dr. Johnson with a Capital Area lapel pin and Capital Area Board manual. The Board looks forward to Dr. Johnson's service and contributions to Capital Area's workforce initiatives.

Chairman Jackson proceeded and asked if there were any corrections to the draft minutes of August 27, 2009. The minutes were approved as written.

The first item on the agenda was Census 2010, and Chairman Jackson called upon Ms. Sharon Peterson, Wake County Planning Department, Ms. Chris Mackey, US Census Bureau and Ms. Dayling Tolan, US Census Bureau to provide their presentation.

Ms. Peterson began by saying that The Wake County Complete Count Committee (CCC) is a volunteer committee established by local governments and community leaders to increase awareness about the census and motivate residents in the community to respond. The committee

includes a cross-section of community representatives from government agencies, education, business, religious organizations and the media.

Ms. Mackey continued that there are many challenges in counting everyone in Census 2010. Currently there are 9.2 million people living in North Carolina. The Census Bureau relies on partners to help explain the importance of completing the census. This is particularly important in areas isolated by language or geography. By joining forces with partners, the Census Bureau has a far greater chance to reach every US resident rather than by attempting this alone.

The US Constitution requires a national census once every ten (10) years and includes a count of everyone residing in the United States and its territories. It includes people of all ages, races, ethnic groups, both citizens and non-citizens. Census 2010 will create hundreds of thousands of temporary jobs across the nation.

Every year, more than \$300 billion in federal funds is awarded to states and communities based on census data. Census data also guides local decision-makers in important community planning efforts, including where to build new roads, hospitals and schools. Census data will also affect your voice in Congress by determining how many seats each state will have in the US House of Representatives.

Completing the Census 2010 Questionnaire is simple and safe. It asks ten (10) questions of each person including name, relationship, gender, age and date of birth, race, and whether the respondent owns or rents his or her home. The questionnaire takes a few minutes to complete and is returned by mail. Information is protected by law and is not shared with the Internal Revenue Service (IRS) or Immigration and Naturalization Service (INS). Forms will be sent out in March 2010.

Ms. Tolan concluded by saying that she covers Johnston, Lee and Harnett Counties and invites Board members and partners residing in those areas to help get the message out to residents living in those counties. Chairman Jackson thanked Ms. Peterson, Ms. Mackey and Ms. Tolan for this important and informative presentation.

Under the American Recovery and Reinvestment Act (ARRA) Funding for Adult and Dislocated Worker Services, Chairman Jackson reminded the Board that a Request for Proposals (RFP) was released September 9, 2009. An ARRA Review Panel comprised of Board members and Capital Area staff reviewed the proposals and has a recommendation to bring before the full Board for approval.

Due to confidentiality of the information being discussed and the impending announcement of the ARRA awards, Chairman Jackson called for a closed Executive Session and guests were excused during this portion of the meeting.

The Review Panel recommended funding of two (2) of the four (4) proposals submitted. The successful experience, organizational capacity, and ability to deliver high quality ARRA services in a timely manner weighed significantly in the final decisions. Upon conclusion of the ARRA RFP discussion, The Board closed its Executive Session and returned to public session.

Chairman Jackson called for a vote on behalf of the ARRA Review Panel recommendation. The Board approved the recommendation.

The next item on the agenda was the JobLink Committee Status Report and Chairman Jackson called upon Mr. Durwood Woodall, JobLink Committee Chair, to provide an update.

Mr. Woodall indicated that the Capital Area JobLink Career Center at Cary Employment Security Commission (ESC) was originally chartered as a JobLink Career Center in June 2002, then as a Level I Center under new North Carolina Chartering Criteria in May 2004 and as a Level II in October 2006.

Center staff has completed the new Chartering Assessment Form for Level III status and submitted it to Capital Area for review on September 1, 2009. All documentation has been reviewed by the JobLink Committee and Capital Area staff, and a site visit was conducted. The JobLink Committee brings the chartering request before the full Board for approval.

The committee reports that the Capital Area JobLink Career Center at Cary ESC has met the criteria for chartering as a Comprehensive Level III Center. Mr. Woodall called for a motion to accept the recommendation of the JobLink System Committee. Mr. Mitchell made a motion to accept the recommendation; Ms. Watson seconded the motion. Motion carried.

The documentation will be submitted to the North Carolina Department of Commerce, Division of Workforce Development for confirmation. Once confirmed by the state, the center will be recognized at the Workforce Development Partnership Conference in October 2010.

Mr. Woodall continued and advised the Board that the Capital Area JobLink Career Center at Smithfield Employment Security Commission (ESC) was originally chartered as a JobLink Career Center in June 2002, then as a Level I Center under new North Carolina Chartering Criteria in May 2004 and as a Level II in October 2006.

Center staff has completed the new Chartering Assessment Form for Level III status and submitted it to Capital Area for review on September 1, 2009. All documentation has been reviewed by the JobLink Committee and Capital Area staff, and a site visit was conducted. The JobLink Committee brings the chartering request before the full Board for approval.

The committee reports that the Capital Area JobLink Career Center at Smithfield ESC has met the criteria for chartering as a Comprehensive Level III Center. Mr. Woodall called for a motion to accept the recommendation of the JobLink Committee. Mr. Howard Manning made a motion to accept the recommendation; Mr. Bob Barham seconded the motion. Motion carried. It was noted the Mr. Nelson Rose abstained from the vote.

The documentation will be submitted to the North Carolina Department of Commerce, Division of Workforce Development for confirmation. Once confirmed by the state, the center will be recognized at the Workforce Development Partnership Conference in October 2010.

Chairman Jackson thanked the JobLink Committee for their work to ensure continued quality services in our JobLink Centers.

Moving onto other business, Chairman Jackson recalled that the North Carolina Incumbent Workforce Development Program provides funding to North Carolina businesses to offer educational and skills training for their current workforce. Chairman Jackson called upon Mr. Gerald Mitchell, Human Resource Development Committee Chair, to provide an update.

Mr. Mitchell thanked Human Resource Development Committee members Mr. Bob Barham, Ms. Linda Horton, Mr. Nelson Rose and Ms. Alfreda Barnett for serving on this committee and announced the revised guidelines and application for the North Carolina Incumbent Workforce Development Program under the Workforce Investment Act.

There is a maximum funding level of \$25,000 in a single grant year; however, a company may apply for a subsequent grant(s) to reach the lifetime maximum funding of \$40,000, which includes a company, its parent and subsidiaries throughout North Carolina. Approximately, three million dollars has been designated for Program Year 2009-2010 with three rounds of funding.

During this current round of funding, applications had to be submitted to Capital Area by September 30, 2009. The Human Resource Development Committee made recommendations to the North Carolina Department of Commerce, Division of Workforce Development on eight (8) applications. The grant announcement for the first round of funding is October 30, 2009.

Mr. Mitchell continued by announcing the remaining rounds of funding as listed below:

<u>Submission to Commission</u>	<u>Grant Announcement</u>
January 29, 2010	March 1, 2010
May 31, 2009	June 30, 2010

Companies funded for the final round of funding for Program Year 2008-2009 included Burt's Bees, Joe Moore & Company Inc., Rex Healthcare Foundation, Community Workforce Solutions, WingSwept Communications and RW Moore Equipment.

Chairman Jackson thanked Mr. Mitchell and the Human Resource Development Committee for all of their hard work regarding the Incumbent Workforce Training Grant.

In the Chair's report, Chairman Jackson advised the Board that Capital Area has applied for and received permission for the North Carolina Department of Commerce, Division of Workforce Development to extend the Summer Youth Employment Program until March 30, 2010. Staff is working to provide additional employment opportunities for out-of school youth that successfully completed Round I and/or Round II of the summer program. An update on the program will be presented at the December 2009 Board meeting.

At the last meeting, Chairman Jackson announced that Capital Area received a \$250,000 Allied Healthcare grant to address the region's problems and challenges in meeting the shortage of workers in the healthcare industry. This grant allows Capital Area to hire two (2) positions - a coordinator and an office support person. Ms. Sturdivant has received resumes and will begin the interview process over the next few weeks.

Capital Area has received two (2) WARN notices since our August 2009 Board meeting. We need to continue to think strategically and ensure that programs and services meet the need of our citizens that are out of work and looking for assistance to reenter the workforce.

Chairman Jackson concluded her report by advising the Board that she has moved into a new role as the Executive Director of WakeMed Physician Practices overseeing twenty (20) physician practices. Additionally, Chairman Jackson received a request from Governor Perdue to serve on the North Carolina Commission on Workforce Development for a 4-year term effective immediately. Chairman Jackson looks forward to the opportunities and challenges that these new roles present.

Under Public Participation, Chairman Jackson invited Board members that attended the recent Workforce Development Partnership Conference in Greensboro to share their experience. Mr. Robert Barham replied by saying that the main theme for this year's conference was "How to Survive in Today's Economy". Forecasters indicate that it could take four (4) to six (6) years to replace current jobs lost.

Chairman Jackson thanked everyone for attending and reminded the Board that the next meeting is scheduled for Thursday, December 3, 2009 at 8:30 am in Wake County at the Wake Technical Community College Public Safety Training Center. This meeting is being held the first Thursday in December due to the holidays.

The meeting was adjourned at 10:05 am.