



Capital Area Workforce Development Board Meeting

Thursday, October 28, 2010

North Carolina State University, Centennial Campus

Board Members Present:

Susan Jackson - WakeMed Health & Hospitals (Chair)
Bonnie Mills for Leon Perry - Employment Security Commission, Raleigh Local Office
Donna Steele - Talecris Biotherapeutics
Durwood Woodall - Tarheel Tooling
Gerald Mitchell - Wake Technical Community College
Howard Manning - Dorcas Ministries
Jo Anne Honeycutt - Johnston County Public School System
Joy Frankoff - Wake County Public School System
Kenny Gibbs - Vocational Rehabilitation
Patricia Little for Vicki Shore - Johnston County Industries
Robert Barham - Private Sector Consultant
Ross Yeager - Wake County, Northern Regional Center
Tom White - NC State University
Zena Anderson - Cisco Systems Inc

Capital Area Staff Present:

Pat Sturdivant, Director
Alfreda Barnett, Workforce Development Program Manager
Denna Sharp, Accountant
Jane Sterner, JobLink System Manager
Jessica Locklear McLeod, WIA Adult Services Specialist
Lisa Ramsey, JobLink Workforce Specialist
Sara Davarbakhsh, Executive Assistant
Stephen Barrington, Business Services Manager
Susan Jablonski, Accountability Specialist
Trenice Cutler, WIA Youth Program Specialist

Guests Present:

Andrea Moore - Community Partnership, Inc., YES Program
Anthony Harris - Telamon Corporation, Project PRIDE
Becky Long - JobLink, Cary Employment Security Commission
Carmen Carroll - JobLink, Swinburne
Darrell Kain - Educational Data Systems Inc
David Wehbie - Wake County Public School System
Fred Shaw - Employment Security Commission
Jacqueline McMillian, Workforce Development, Employment Security Commission
Jan Oakley, Johnston County Industries, Yes I Can Program
Margie Atkinson - Telamon Corporation

Item	Discussion	Actions		
		What	When	Who
Welcome/ Introductions	Susan Jackson called the meeting to order and welcomed everyone, including Sara Davarbakhsh, the new Board liaison. Susan Jackson presented Bob Barham with a plaque thanking him for 10 years of service.			
Previous Minutes	Susan Jackson addressed the draft minutes from the August 26, 2010 Board meeting. The minutes were approved with no changes.			
Business Services Update	<p>Stephen Barrington provided the Board with an update on the business service activities he has undertaken over the last month.</p> <p>Networking Activities Visited 29 partners (economic developers, chamber of commerce professionals, and local government) to learn of their respective efforts and assess opportunities to support their efforts.</p> <p>Marketing Activities</p> <ul style="list-style-type: none"> - Attended two local business expo's. - Set-up a booth at "<i>Manufacturing Makes it Real Tour</i>" event. - Presented to Wake County Business Advisory Council. <p>Outcomes</p> <ul style="list-style-type: none"> - Received an invitation to participate in a business relocation project. - Received an invitation to attend Wake EDC's "<i>Clusters of Innovation</i>" Reception. - Received 8 requests to speak to business professionals. - Received 11 business referrals. - Received 4 partnership requests. - Asked to share business leads and referrals with economic developers and community college professionals. 			
On-the-Job Training Overview	Pat Sturdivant provided the Board with an overview of the new guidelines for work related training and how Capital Area is implementing on-the-job training (OJT).			

	<p>OJT is training provided by an employer to a paid participant while engaged in a new job:</p> <ul style="list-style-type: none"> - It provides training and skills necessary to fulfill the job - Reimbursement to the employer for the costs of providing the training - Is limited in duration as appropriate to the job <p>Reimbursement Guidelines:</p> <ul style="list-style-type: none"> - 1-50 Employees = up to 90% - 51-250 Employees = up to 75% - 251+ Employees = up to 50% <p>Currently each county has one service provider for OJT. Educational Data Systems Inc (EDSI) is the service provider for Wake County and Johnston County Job Training is the service provider for Johnston County. State forms are being used for contracting, planning and evaluation purposes.</p> <p>There are currently 44 participants enrolled in OJT. Wake County has 35 participants and Johnston County has 9 participants.</p> <p>Funding is currently through Workforce Investment Act (WIA) formula dollars. There is an additional \$200,000 made available for OJT through the NC Commerce Division of Workforce Development.</p>			
<p>Committee Reports</p>	<p>JobLink System Committee</p> <p>Durwood Woodall provided the Board with an update on the activities and accomplishments of the JobLink System Committee since the last Board meeting on August 26, 2010. Two charter recommendations were proposed to the Board.</p> <p>The JobLink System Committee recommended the Millbrook Human Services Center to be chartered as a JobLink Career Center. Susan Jackson opened the floor to receive a motion of concurrence. Gerald Mitchell made a motion to accept and Howard Manning seconded the motion. The motion was carried. Documentation will now be forwarded to the NC Commission on Workforce Development for confirmation.</p> <p>The JobLink System Committee also recommended the JobLink Career Center at Raleigh ESC to be re-chartered under the new interim chartering process. Susan Jackson opened the floor to receive a motion</p>	<p>Forward docs to NC commission</p>	<p>Nov 1, 2010</p>	<p>Jane Sterner</p>

	<p>Workforce' event in 2011. To educate business partners on what CAWDB does, the business services they provide and to market CAWDB to prospective clients. The event will be scheduled towards the end of May 2011 and a planning committee is being formed. The committee is aiming to attract high profile speakers.</p> <p>Youth Council Jo Anne Honeycutt provided the Board with an update on the activities and outcomes of the Youth Council since the last Board meeting on August 26, 2010.</p> <p>Under their strategic goals and objectives the Youth Council has accomplished the following:</p> <ul style="list-style-type: none"> - Re-designed contractor report, provided training and technical assistance - Provided training to Youth Service Providers on LMI - Recruited Employment Security Commission staff for ongoing LMI and technical assistance as needed - Partnered with '4-H Youth Leadership Institute' - Identified youth organizations within the service area - Continuously identified linkages inside and outside of the Youth Council - Maintained 'Basic Skills Advisory Board' - Presented to Basic Skills Advisory Committee - Continuously strengthening and maintaining existing linkages 	Schedule date of event	Oct 29, 2010	Stephen Barrington
Chair's Report	<p>2011 Board Meeting Schedule The 2011 Board meeting schedule was provided to members, details of meetings are as follows:</p> <ul style="list-style-type: none"> - Date: Thursday, February 24, 2011 Time: 8:30 am - 10:00 am Location: Johnston Community College - Date: Thursday, April 28, 2011 Time: 8:30 am - 1:30 pm Location: Wake Technical Community College, Public Safety Training Center Note: Board Retreat - Date: Thursday, June 23, 2011 Time: 8:30 am - 10:00 am Location: Wake County 			

	<ul style="list-style-type: none"> - Date: Thursday, August 25, 2011 Time: 8:30 am - 10:00 am Location: Johnston Community College - Date: Thursday, October 27, 2011 Time: 8:30 am - 10:00 am Location: Wake County - Date: Thursday, December 1, 2011 Time: 8:30 am - 10:00 am Location: Wake County <p>2010 Partnership Conference This year 5 Board and Youth Council members attended the Partnership Conference. Overall, turnout was good with 894 attendees. Two Capital Area JobLink Centers were recognized for chartering, these were Cary ESC and Clayton Corners in Johnston County.</p> <p>NC Commission Highlights Susan Jackson provided the Board with an overview of the highlights from the NC Commission on Workforce Development meeting on September 22, 2010. During the meeting the Policy Committee was reminded of the Commission’s commitment to job growth in NC and was asked for 1 - 5 recommendations for projects that it feels are important to continue supporting job growth. The Policy Committee recommended that that OJT, Biz Boost and Incumbent projects should all be continued.</p> <p>Biz Boost (Business Opportunities and Options for Service Training) purpose is to serve small to medium sized businesses impacted by the economic downturn. It provides direct attention to businesses to help them become more efficient and effective, enhance their marketing, find new customers, improve access to credit and funding, strengthen employee performance and prepare for the future.</p> <p>New Board Member Referrals Susan Jackson thanked Board members for sending referrals for potential board members to Capital Area staff. She urged members to continue doing so in letting staff know of businesses or candidates that would help CAWDB carry out their mission.</p>			
<p>Public Participation</p>	<p>The Bill and Melinda Gates Foundation Jessica Locklear-McLoed announced that Raleigh and</p>	<p>Continue sending referrals for board members to CA staff</p>	<p>On-going</p>	<p>All members</p>

	<p>Charlotte along with two cities in Texas, have been chosen to participate in a three-year demonstration project that will be funded by the Gates Foundation. Raleigh has received \$150,000 grant money to develop plans for how they'll help low-income young people. We'll find out in April if we'll receive up to \$1.5 million to implement our ideas to get more low-income 16yr - 26yr olds into post-secondary education that will help them get good jobs. Our focus is to make educational credentials relevant to the world of work.</p> <p>N.C. State University is the lead organization for Raleigh. Collaborative partners include Meredith College, Peace College, St. Augustine's College, Shaw University, Wake Tech, Wake County Public School System and the Greater Raleigh Chamber of Commerce. Also involved are various educational, business, faith-based and nonprofit agencies.</p>			
<p>Other Business</p>	<p>Talecris Biotherapeutics Donna Steele announced that Talecris Biotherapeutics will be expanding their operations over the next 5 years. They are currently undergoing construction work to expand their facilities, which should be completed by December 31, 2010. They plan to hire up to an additional 250 people over the next 5 years. They are aiming to bring a new plasma product to market in 2014-2015. The manufacturing process will be automated using state-of-the-art equipment. They will be looking to hire engineers, technicians, etc. over the next 5 years or so.</p> <p>Kellogg, Cary Becky Long announced that Kellogg in Cary are expanding their production and are hiring new workers through job fairs over the next 12 months. They are looking for production workers, so people with technical/mechanical/machinery backgrounds and will be paying hourly manufacturing wages.</p> <p>Capital Area Staff Pat Sturdivant announced that there have been several staffing changes over the past few months.</p> <ul style="list-style-type: none"> - Welcomed Deanna Sharp, Accountant - Welcomed Trenice Cutler, Youth Services Coordinator - Jessica Locklear-McLoed is the new Adult Services Coordinator. - Lisa Ramsey is now with JobLink full-time. - Currently hiring for a new AmeriCorps program 			

	manager.			
Next Meeting	<p>Next Board Meeting</p> <p>Date: Thursday, December 2, 2010 Time: 8:30 am - 10:00 am Location: Wake County Commons Building</p> <p>Please Note: Individual Board photos will be taken immediately after the next Board meeting. Please be prepared to stay later than usual. Members unable to attend the meeting will have to have a separate appointment scheduled with the photographer.</p>	Send out agenda & meeting materials	Nov 29, 2010	Sara Davarbakhsh
	Meeting Adjourned: 9:45 am			