



Capital Area Workforce Development Board Meeting

Thursday, February 24, 2011

Johnston Community College

Board Members Present:

Bonnie Mills for Leon Perry - Employment Security Commission, Raleigh Local Office
Durwood Woodall - Tarheel Tooling
Howard Manning - Dorcas Ministries
Joy Frankoff - Wake County Public School System
Marie Watson - Johnston-Lee-Harnett Community Action
Matt Robinson - North State Bank
Michele Tavernise - Consultant
Ross Yeager - Wake County, Northern Regional Center
Tom White - NC State University
Valerie Sachariat - Time Warner Cable
Vicki Shore - Johnston County Industries

Staff Present:

Pat Sturdivant, Executive Director
Alfreda Barnett, Workforce Development Program Manager
Ashley Reams, AmeriCorps Program Manager
Darius Morris, Senior Accountant
Jane Sterner, JobLink System Manager
Sara Davarbakhsh, Executive Assistant
Stephen Barrington, Business Services Manager
Susan Jablonski, Accountability Specialist
Trenice Cutler, Youth Program Coordinator

Guests Present:

Andrea Moore - Community Partnership, Inc., YES Program
Becky Long - Cary ESC, JobLink Career Center
Burt Fisher - Community Partnerships
Darrell Kain - Educational Data Systems Inc
Duane Cogdell - NC Dept of Juvenile Justice & Delinquency Prevention
Harolyn Whitehead - Wake Technical Community College
Ramell Oakley - JobLink Career Center/Johnston Community College
Reginna Ford - NC Employment Security Commission
Rodney Ellis - NC Association of Educators
Yolanda Flood - NC Dept of Juvenile Justice & Delinquency Prevention
Zaida Partin - JobLink Career Center at Clayton Corners

Item	Discussion	Actions		
		What	When	Who
Welcome/ Introductions	Howard Manning called order and welcomed everyone to the meeting, including Rodney Ellis who has been recommended to the County Commissioners as a board member representing Organized Labor. He is the Vice President of NC Association of Educators and we look forward to his appointment.			
Previous Minutes	The minutes from December 2, 2010 Board meeting were approved with no changes.			
Outcomes & Annual Report 2009-2010	<p>Pat Sturdivant & Susan Jackson delivered a presentation to Wake County Commissioners on January 3, 2011. The presentation shared past accomplishments and was very well received by the Commission.</p> <p>A summary of the previous program year's outcomes can be found in CAWDB Annual Report 2009-2010, which was distributed to Board members in January, 2011. Feedback received so far has been positive.</p>			
Mid-Year Financial Expenditure Summary	<p>Darius Morris, Senior Accountant at CAWDB provided the Board with a mid-year financial expenditure report in advance of the meeting. Board members were asked to review the report and prepare their questions for the meeting.</p> <p>The report covered the period July 1, 2010 to December 31, 2010. The report presented the operating budget by program/activity and the percentage spent.</p> <p>Ross Yeager inquired as to when program funds are awarded? Base allocations are made once per year in addition to any remaining funds carried over from the previous year.</p> <p>Ross Yeager also enquired as to the source of program funds? NC State administers funds to the workforce development boards with the exception of Project NewBuild, which comes direct from the Department of Labor.</p>			

	<p>Howard Manning commented on the Former Offender Services and Healthcare Works Program, as both have expended most of their budget. He inquired as to whether they have enough funds to continue to operate for the remainder of the program year? The exception being both these program's funds run from January 1, 2010 to December 31, 2010. New funds were allocated in 2011.</p> <p>Darius Morris noted that the most pressing concern right now is the AmeriCorps Program. Due to current budget cuts it has become increasingly difficult to raise the match funding to apply for the next round of AmeriCorps grants, which could result in the loss of the AmeriCorps program and 23 JobLink Center volunteers post July 1, 2011. In order to continue to operate the AmeriCorps program CAWDB needs to find \$115,000.00 (non Federal dollars) in match funding.</p> <p>Further concern is now being raised across the nation as a result of the Bill to eliminate workforce investment funding. The Bill recently passed by the House of Representatives threatens to eliminate all CAWDB programs post July 1, 2011.</p> <p>The Board Chair and Executive Director recently sent letters to NC House Representatives and Senators Kay Hagan and Richard Burr to express their concerns over the impact of the Bill. With the Bill now being decided by the Senate CAWDB is encouraging all Board members to write to their NC Senators on behalf of their organization to prevent the Bill from passing.</p>	<p>Submit ideas to raise funds for AmeriCorps program</p> <p>Exercise political influence to prevent the Bill from passing</p>	<p>On-going</p> <p>Mar 1, 2011</p>	<p>All</p> <p>Board Members</p>
<p>Committee Reports</p>	<p>JobLink System Committee</p> <p>Durwood Woodall provided the Board with an update on the activities and outcomes of the JobLink System Committee since the last Board meeting on December 2, 2010. Under their strategic goals and objectives the JobLink System Committee has:</p> <ul style="list-style-type: none"> On January 26 & 27, 2011 Capital Area staff (Alfreda Barnett & Jane Sterner), visited Houston, TX to observe their workforce development system which is renowned for being a best practice. Staff were very impressed with their One-Stop system and have brought back many ideas. The group will be meeting in 			

	<p>March, 2011 with Roger Shackelford, Director of the NC Division on Workforce Development to discuss their visit at length.</p> <ul style="list-style-type: none"> • The JobLink System Committee met with a marketing expert at their last committee meeting to discuss marketing options for the JobLink System. After which, the group decided to bring together all the business services representatives with Stephen Barrington (Capital Area Business Services Manager). The general consensus being there is a need to market to local businesses to develop more job opportunities. To do this requires a better understanding of the employer and their needs. The meeting will take place on March 11, 2011. • Capital Area staff has also been working on the AmeriCorps grant and will submit it to the State later today. AmeriCorps members have been instrumental in the JobLink Centers to assist with the increase in customers during this economic downturn. The grant is in jeopardy due to the required match funds. In the past, they have been provided by Vocational Rehabilitation. However, with budget cuts affecting agencies across the board, finding the funds needed has been a challenge. Federal funds cannot be used to provide match funds, but staff will continue to work with agencies to try to resolve this problem. • The JobLink System Committee recently developed and implemented a quality assurance program for the JobLink System. JobLink Centers will be evaluated every quarter and Access Points and Information Sites twice a year. Staff has so far conducted seven visits in January & February, 2011. Incentive funds are available to those Centers scoring at certain levels. • The JobLink System Committee also opened 2 new access point locations in January. One at Cameron Village Library in Raleigh and one at Southeast Regional Library in Garner. These sites are strategically located and have a huge customer base. Customer numbers reported in January were very high with Cameron Village holding the second highest customer count for January despite not opening until January 10, 2011. The sites are being staffed with 			
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	<p>AmeriCorps members who have been instrumental in their success so far. The library system is proving a perfect location for offering JobLink Services.</p> <p>Business Alliance Committee</p> <p>Valerie Sachariat who has recently taken over as Business Alliance Committee chair provided the Board with an update on the activities and outcomes of the Business Alliance Committee since the last Board meeting on December 2, 2010. Under their strategic goals and objectives the Business Alliance Committee:</p> <ul style="list-style-type: none"> • Hosted Mr. Ken Atkins, Director of Wake County Economic Development at their last committee meeting to speak about the current focus of his department, in an effort to learn more about external partner's activities and discuss possible opportunities for collaborative involvement as they may pertain to strategic goals. • Are in the process of forming a Talent Clusters Task Force to identify the talent clusters in existence in the local area and to try to better understand them. Planning their first meeting for March, 2011. • Embarking on an Entry-level Data Project to help identify the experience, education, and training requirements needed to enter a specific industry or occupation. Focusing on the target industries identified by the Board. First meeting planned for March, 2011. <p>Matt Robinson will lead the task force projects, external partners include; Jennifer Bosser (Assistant Director - Wake County Economic Development), Bo Carson (VP of Research - Research Triangle Regional Partnership), Anna Leah (Market Research Specialist - NC Department of Commerce) and Patrick McKemie (Labor Market Information Specialist - NC ESC).</p> <ul style="list-style-type: none"> • Hosting industry roundtable meetings throughout the year to bring industry leaders to the table to form the basis of a regional "think tank" of business and community leaders. <p>Industry professionals will hopefully learn how to leverage local support to lower their costs and improve their workforce's skill level.</p>			
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	<p>Outcomes are likely to be ongoing dialogue and the creation of joint projects where appropriate.</p> <p>The first industry roundtable meeting will be held on April 6, 2011 hosted by Bob Kingery, at Southern Energy Management and will focus on the "Green Industry".</p> <ul style="list-style-type: none"> • Planning for an annual CAWDB event "Collaborate 2011" to market business services and the CAWDB brand to potential business partners. The planning committee includes; Mary Brady (Business and Industry at Wake Tech), Joy Callahan (Director of Business and Industry at Johnston Community College), Debbie Lilly (VP of Client Services at Research Triangle Regional Partnership), Wayne Loots (Director of Business and Industry at Wake Tech) and Leon Perry (Manager of Raleigh ESC). The event is expected to take place around the end of June, at the SAS center in Raleigh. The committee is currently waiting for confirmation from the key note speaker. • CAWDB has also just launched their new web site, aimed at being more user-friendly, with a new up-to-date look. www.capitalareawdb.com • CAWDB are also preparing their first issue of an html-based e-newsletter, that will be able to reach the desk top of many more businesses and community leaders throughout the capital area, be on the lookout for this. <p>Youth Council</p> <p>Harolyn Whitehead provided the Board with an update on the activities and outcomes of the Youth Council since the last Board meeting on December 2, 2010.</p> <ul style="list-style-type: none"> • Under their action plan objective of youth to obtain employment aligned with labor market and industry trends they are in the process of collecting and analyzing data from labor market and industry trend reports. • Under their workplan objective to create opportunities for community dialogue on important local youth issues the committee has provided training to all contractors and service providers on the centralized database created by CAWDB to share partner agencies address and 			
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	<p>contact information. They have also identified youth organizations within the service area to partner with CAWDB at the Youth Summit (i.e. My Goal Our Mission, The Youth Advocacy and Involvement Office, 4-H Youth Development, Counseling Services, etc).</p> <ul style="list-style-type: none"> • Under their action plan objective to establish and maintain linkages with educational and other youth organizations the Youth Council maintains a Basic Skills Advisory Board to continuously strengthen existing linkages, for example they are currently reaching out to Wake Tech to collaborate with their foster care initiative. • The Youth Council is also hosting the 7th Annual Youth Summit (career and resource fair) on Tuesday, March 1 from 9:00 a.m. until 1:30 p.m. at Wake Tech's main campus (Student Services Building). Please stop by. • Trenice Cutler, Youth Program Specialist announced the start of a new '<i>Youth Going Green Project</i>'. An innovative and creative training to employment program that gives youth aged 17-21 an opportunity to explore green technology while receiving their basic education needs. <p>So far, 15 youth in Wake County participate in an accelerated GED class through Wake Technical Community College and participate in a high quality Green Technology Weatherization class through NC State and 8 youth in Johnston County participate in GED classes and Green Technology Weatherization classes at Johnston Community College; administered at the Johnston Community Industries Facility.</p>			
Chair's Report	<p>Howard Manning notified the Board that the Executive Committee approved the extension of two contracts on behalf of the Board at the Executive committee meeting on January 20, 2011 because they were time sensitive. Once contract was to allow the Telamon Corporation Inc., to continue to provide JobLink Services in Clayton, NC. The amount of the contract was \$155,042 and will run from March 1, 2011 until February 29, 2012. The second contract was to allow StepUp Ministry to continue to provide employment and training</p>			

	<p>services to ex-offenders in Wake and Johnston County. The amount of the contract was \$167,000 and will run from March 1, 2011 until February 29, 2012. Both of these agencies met all contract deliverables and identified metrics where applicable.</p> <p>Marie Watson inquired as to where she could refer customers to for ex-offender services as she has received a number of enquiries. Please visit: http://www.capitalareawdb.com/get-involved/ex-offenders/</p> <p>Howard Manning also reminded Board members the Board Retreat is scheduled for Thursday, April 28, 2011 from 8:30 a.m. - 1:30 p.m. at Wake Technical Community College, Public Safety Training Center on Chapanoke Road, Raleigh.</p> <p>Susan Jackson who is a member of the NC State Workforce Development Board provided a copy of a video she watched during one of their meetings last year. The video of testimonials from NC Workforce Development Programs showed several blue and white collar workers who had been laid off through no fault of their own when the economy first took a downturn. The video bears witness to their struggle to re-gain confidence, hope, new skills and employment. The video is confirmation of the importance of the services we provide through workforce investment. The Board took 10 minutes at the end of the meeting to watch the video.</p>			
Next Meeting	<p>Next Board Meeting</p> <p>Date: Thursday, June 23, 2011 Time: 8:30 am - 10:00 am Location: Wake County, TBD</p>	Send out agenda & meeting materials	June 16, 2011	Sara Davarbakhsh
	Meeting Adjourned: 9:40 am			