



Capital Area Workforce Development Board

Annual Retreat

Thursday, April 28, 2011

**Public Safety Training Center, Wake Technical Community College,
321 Chapanoke Road, Raleigh, NC, 27603**

Board Members Present:

Susan Jackson - WakeMed Physician Practices (Chair)
Bruce Clarke - Capital Associated Industries (Vice Chair)
Howard Manning - Dorcas Ministries (Secretary)
Gerald Mitchell - Wake Technical Community College
Zena Anderson - Cisco Systems, Inc.
Rodney Ellis - NC Association of Educators
Joy Frankoff - Wake County Public School System
Scott Hadley - NAI Carolantic Realty
Jo Anne Honeycutt - Johnston County Schools
Bob Kingery - Southern Energy Management
Matt Robinson - North State Bank
Valerie Sachariat - Time Warner Cable
Vicki Shore - Johnston County Industries
Tom White - NC State University
Dan Williams - SEPI Engineering
Durwood Woodall - Tarheel Tooling
Ross Yeager - Wake County, Northern Regional Center

Staff Present:

Pat Sturdivant, Executive Director
Stephen Barrington, Business Services Manager
Sara Davarbakhsh, Executive Assistant
Susan Jablonski, Accountability Specialist
Jessica Locklear-McLeod, Adult Program Specialist
Jane Sterner, JobLink System Manager

Guests Present:

Nina Babich - Corporation for a Skilled Workforce (Facilitator)
Harolyn Whitehead - Wake Technical Community College (Youth Council Chair)
Andrea Moore - Community Partnerships, Inc. [attended youth service provider item only]

Item	Discussion	Actions		
		What	When	Who
Welcome/ Introductions	<p>Susan Jackson called order and welcomed everyone to the retreat, including recently appointed members:</p> <ul style="list-style-type: none"> - Rodney Ellis, Vice President of NC Association of Educators representing Organized Labor. - Dan Williams, Director of Operations of SEPI Engineering representing the private sector. - Scott Hadley, Commercial Real Estate Broker, CAI Carolantic Realty representing the private sector. 			
Facilitator's Session	See Annual Board Retreat Summary Report			
Adult Service Provider Contract	<p>Pat Sturdivant presented the following recommendations on behalf of Capital Area Workforce Development Board staff:</p> <ul style="list-style-type: none"> - Approval of third year contract extensions for Workforce Investment Act (WIA) funds for the period July 1, 2011 - June 30, 2012 with 4 current WIA service providers; Employment Security Commission of North Carolina (Cary Office ESC), Johnston County Job Training Office (JCJTO), and Wake County Human Services (WCHS). - Approval of second year contract extensions for Workforce Investment Act (WIA) funds for the period July 1, 2011 - June 30, 2012 with 1 current WIA service provider: Educational Data System, Inc. <p>Howard Manning asked, "How do we know that the amount of funding awarded will be enough to meet the needs of the service provider?"</p> <p>Pat Sturdivant noted that the Board sets the goals and awards accordingly. She also stated that at a minimum, the service providers will be funded to maintain their existing staff and additional funds for new enrollments will be based on performance of the contractors over the 2010 – 2011 program year as well as their proposals for innovative approaches.</p> <p>The motion was passed to approve third year contract extensions for WIA funds for the period July 1, 2011 -</p>			

	<p>June 30, 2012 with the Employment Security Commission of North Carolina (Cary Office ESC), Johnston County Job Training Office (JCJTO), and Wake County Human Services (WCHS) and to approve second year contract extensions for WIA funds for the period July 1, 2011 - June 30, 2012 with Educational Data System, Inc (EDSI).</p> <p>Providing each of the above named contractor's case managers maintain case loads of at least 45 active adult and dislocated workers per case manager throughout the year.</p> <p>A further recommendation was made, for the Board to give staff the authority to re-capture and re-distribute funds on a quarterly basis, based on the service providers ability to meet the following criteria:</p> <ul style="list-style-type: none"> - Staffing levels are maintained - Enrollments are maintained - Caseloads are maintained - Spending levels are maintained <p>First - Gerald Mitchell Second - Howard Manning In favor - All</p>			
<p>Youth Service Provider Contract</p>	<p>Harolyn Whitehead presented the following recommendation on behalf of the Youth Council:</p> <ul style="list-style-type: none"> - Approval of third year contract extensions for Workforce Investment Act (WIA) funds for the period July 1, 2011 - June 30, 2012 with 3 current WIA service providers: Johnston County Industries, Community Partnerships, Inc. and Telamon Corporation. <p>Providing each of the above named contractors enroll at least 50 new WIA eligible youth and maintain case loads of at least 35 active youth per case manager throughout the year.</p> <p>A further recommendation was made for the Board to give staff the authority to re-capture and re-distribute funds on a quarterly basis, based on the service providers ability to meet the following criteria:</p> <ul style="list-style-type: none"> - Staffing levels are maintained - Enrollments are maintained - Caseloads are maintained - Spending levels are maintained 			

	<p>Howard Manning asked, "How did we determine the minimum number of enrollments for youth should be set at 50 youths?"</p> <p>Jessica Locklear-McLeod noted that a baseline of enrollments was originally established at 40 youths, that later grew to 50 youths, as service providers began to exceed that number. She added that Community Partnerships, inc. have already exceeded their baseline and are currently at 64 enrollments.</p> <p>Bob Kingery asked, "If service providers are already exceeding their minimum number of enrollments why wouldn't we raise them this time?"</p> <p>Jo Anne Honeycutt noted that baselines are capped due to the amount of funding available, but also to not overload case managers because the programs are so intensive to get youth through.</p> <p>Howard Manning suggested that the board reviews performance measures at the next board meeting in June.</p> <p>The motion was passed to approve third year contract extensions for WIA funds for the period July 1, 2011 - June 30, 2012 with Johnston County Industries, Community Partnerships, Inc. and Telamon Corporation.</p> <p>First - Bob Kingery Second - Tom White In favor - All</p>	Agenda Item	June 23, 2011	
Next Board Meeting	<p>Next Board Meeting</p> <p>Date: Thursday, June 23, 2011 Time: 8:30 a.m. - 10:00 a.m. Location: Public Safety Training Center, Wake Technical Community College, 321 Chapanoke Road, Raleigh, NC 27603</p>	Send out agenda & meeting materials	June 16, 2011	Sara Davarbakhsh
	Meeting Adjourned: 1:40 pm			