

**CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD**

**March 22, 2018 – 10:04 AM to 10:39 AM**

**(Follow up to March 13, 2018 WDB Meeting)**

**CUMBERLAND COUNTY NCWORKS CAREER CENTER**

**414 Ray Ave or via conference call**

Members Present:

Ms. Dina Simcox  
Ms. Crystal Bennett  
Mr. Marty Cayton (phone)  
Ms. Charlene Cross (phone)  
Ms. Isabella Effen  
Ms. Pam Gibson (phone)  
Mr. John Lowery (phone)  
Ms. Ellen Morales (phone)  
Ms. Diana Potts (phone)  
Ms. Jody Risacher  
Mr. Charles Royal  
Mr. Robert Van Geons (phone)  
Ms. Cynthia Wilson

Guests Present:

Ms. Amy Karpinski  
Ms. Lorria Troy

Staff Present:

Ms. Nedra Rodriguez  
Ms. Peggy Aazam

Members Absent:

Mr. Rodney Anderson  
Mr. Jesse Brayboy  
Mr. Jonathan Charleston  
Mr. Jimmy Driscoll  
Mr. Albeiro Florez  
Dr. Dallas Freeman  
Mr. Chad Kormanek  
Mr. Kent Listoe  
Mr. Carl Manning  
Mr. Jenson McFadden  
Ms. Joy Miller  
Captain David Servie

**Items within this meeting subject to Approval Action:**

**Revised Policies:** Approval Action to accept Policy #26: Conflict of Interest and Policy #27: Serving Immediate Family Members.

**Reconvening of WDB Membership Task Force:** Approval Action for WDB Membership Task Force and members (Rodney Anderson, Isabella Effen, Robert Van Geons, and Diana Potts).

**Convening of One Stop System Committee:** Approval Action for One Stop System Committee and members (John Lowery, Diana Potts, Jody Risacher, and Crystal Bennett).

**Convening of NCWorks Nominations Task Force:** Approval Action for NCWorks Nomination Task Force and members (Pam Gibson, Cynthia Wilson, Isabella Effen, and Diana Potts), and subsequent planning of the annual WDB recognition event.

**One Stop Operator Contract:** Approval Action to proceed with extending contract with Two Hawk Workforce Services for One Stop Operator Services through June 30, 2019.

**Career Center Lease:** Approval Action to proceed with plans and negotiations for a new lease for the NCWorks Career Center located at 410-414 Ray Ave, Fayetteville, NC.

**Incumbent Worker Training Budget:** Approval Action for the state request for implementation of Incumbent Worker Training contracts (budget not to exceed 20% of annual allocation, approximately \$270,000, for a time period through June 30, 2021).

**I. Call to Order** - The March 22, 2018 meeting of the Workforce Development Board was called to order by the Board Chair, Ms. Dina Simcox, at 10:04 am.

**II. Welcome and Recognition of Guests** – Ms. Simcox called roll call to ensure a quorum. She welcomed and thanked those in attendance, in person and via telephone.

**III. Ethics Awareness and Conflict of Interest Statement** – Ms. Simcox read the North Carolina State Ethics Commission Ethics Awareness & Conflict of Interest reminder statement to the Board.

**IV. Approval of Minutes** – Mr. Robert Van Geons made a motion to approve the minutes from the January 16, 2018 WDB meeting; the motion was seconded by Ms. Crystal Bennett and passed unanimously. The approved minutes will be posted on the Workforce Development Board website at the conclusion of the Board meeting.

**V. Consent Agenda** – The consent agenda includes items for information only that will not be subject to discussion and/or items that were introduced at the previous meeting that are subject to approval action at this meeting.

- A. ***Revised Policies:*** Ms. Pam Gibson made a motion to approve Policy #26 Conflict of Interest; Ms. Bennett seconded the motion. Ms. Jody Risacher made a motion to approve Policy #27 Serving Immediate Family Members; Ms. Bennett seconded the motion. Ms. Simcox reminded members who have not already submitted a signed copy of the Code of Conduct form (the last pages of Policy #26 Conflict of Interest) to please contact Peggy Aazam as soon as possible.

**VI. Items of Business** –

*New Business*

- A. ***Reconvening of WDB Membership Task Force*** – The purpose of this task force is to review the list of applicants and make recommendations to the WDB, which will then be submitted to the Cumberland County Board of Commissioners, in order to fill current and upcoming WDB vacancies. The WDB Membership Task Force falls under the “Leadership and Strategy Committee” of the WDB, but task force participation is open to all members. Mr. Rodney Anderson, Ms. Isabella Effon, Mr. Robert Van Geons, and Ms. Diana Potts volunteered to participate. Ms. Cynthia Wilson made a motion to approve the reconvening of the WDB Membership Task Force and its members; Mr. Charles Royal seconded the motion.
- B. ***Convening of One Stop System Committee*** – Ms. Nedra Clayborne Rodriguez explained the need to convene the One Stop System Committee of the WDB to ensure responsible oversight of the NCWorks Career Center’s systems and

operations through a close working relationship with Career Center Management. As DWS' Regional Operations Director for the Sandhills region, Mr. John Lowery agreed to lead the One Stop System Committee; Ms. Potts, Ms. Risacher, and Ms. Bennett also volunteered to participate. Ms. Risacher made a motion to approve the convening of the One Stop System Committee and its members; Ms. Effon seconded the motion.

- C. ***Convening of NCWorks Nominations Task Force*** – The Cumberland County Workforce Development Board hosts an annual recognition, which is an event to honor outstanding participants (in the categories of Younger Youth, Young Adult, Adult, and Dislocated Worker), partners, businesses, and workforce professionals associated with the Cumberland County NCWorks Career Center. The purpose of the NCWorks Nominations Task Force is to review the nominations submitted by service contractors and partners and make selections based on the criteria that the state uses each year for the Governor's NCWorks Awards of Distinction, which are recognized at the annual NCWorks Partnership Conference in October. The selections made by this task force will be submitted to the NCWorks Training Center for statewide consideration. The NCWorks Nominations Task Force, which falls under the "Leadership and Strategy Committee," is open to all members and will also be consulted on planning for the 2018 recognition event. Ms. Gibson, Ms. Wilson, Ms. Effon, and Ms. Potts volunteered to participate. Mr. Royal made a motion to approve the NCWorks Nominations Task Force and its members, as well as future planning for the 2018 WDB recognition event; Ms. Bennett seconded the motion.
- D. ***One Stop Operator Contract*** – Ms. Rodriguez explained that the current contract with Two Hawk Workforce Services to provide One Stop Operator services is for July 1, 2017 through June 30, 2018 (contract amount of \$230,000). She explained the reasons for moving Career Center-specific items to the One Stop Operator Contract, including a \$70,000 contract with the City of Fayetteville for security. After multiple concerns with the previous security company (secured by DWS), alternative options were considered. Since the Sheriff's Office would have to call Fayetteville Police if there was an issue at the Career Center (since it is within city limits), it was determined to be more effective to enter into an agreement with the City of Fayetteville. Four officers rotate their schedules to ensure security coverage Monday through Friday, 8 am to 5:15 pm. Ms. Rodriguez assured that, although types of security may vary, it is customary to have a security presence at NCWorks Career Centers; she has already noted a marketable change since Fayetteville Police officers have been onsite, with a marked police car in the front parking lot. Ms. Bennett made a motion to approve the extension of the One Stop Operator contract with Two Hawk Workforce Services for July 1, 2018 through June 30, 2019, for an amount not to exceed \$260,000 for services plus negotiated processing fees.

#### ***Completed/Ongoing Business***

- E. ***Career Center Lease*** – Ms. Rodriguez explained that the NCWorks Career Center, located at 410-414 Ray Ave, has been on a month-to-month lease since 2012. Ms. Rodriguez acknowledged that she does not expect much progress to be made on the building until the WDB makes a decision on how to proceed. There has been no discussions with the landlord regarding their financial contributions, but Ms. Rodriguez recommends coming to the negotiation table with a minimum of a three

year lease in mind. Mr. Royal made a motion for WDB support staff to proceed with lease negotiations; Ms. Bennett seconded the motion. Ms. Rodriguez assured the Board that all information will be brought back to them.

- F. ***Incumbent Worker Training Budget***– To strengthen the workforce system, WIOA permits WDBs to use up to 20% of the combined total of Adult and Dislocated Worker allocated formula program funds for Incumbent Worker Training (IWT), a program designed to meet the special requirements of an employer (or group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. An ideal IWT would be where the participant acquires new skills allowing them to move into a higher paid job within the company, thus allowing the company to hire a job seeker to backfill the incumbent worker's position. IWT is different from current work experience or On-the-Job Training opportunities in that the individual does not have to be WIOA-eligible and the focus is on the needs of an employer, or group of employers. This program can pick up where other initiatives, such as the certified Career Pathway in Nursing & Allied Health, have left off; there is a dire need for nurses in our area, but current funding options limit WIOA assistance for currently employed individuals who want to upscale their skill level. The state must approve the IWT policy before it can be implemented; once the WDB approves the policy, it will be forwarded to the state for their review and approval. IWT grants are awarded for a two year period; the time period for the request will begin as soon as the state approves the policy (on or after the WDB's approval of the policy at its next meeting) through June 30, 2021. Ms. Rodriguez explained that a not-to-exceed amount allows flexibility so that if the Board decides to implement IWT, everything is in place to do so. Ms. Effon made a motion to approve the IWT budget not to exceed \$270,000 (20% of the annual allocation); Ms. Potts seconded the motion.
- G. ***Revised RFP Timeline*** – Ms. Simcox referred to the revised timeline for the WIOA Title I (Youth, Adult, and Dislocated Worker) Program Services RFP. The RFP is scheduled to be released March 26, 2018; proposals are due by 4 pm on April 23, 2018. The RFP Review Team (Ms. Gibson, Ms. Wilson, Ms. Cross, Ms. Miller, Ms. Effon, and Mr. Rodney Anderson) will be contacted to schedule dates/times for the proposer presentations and panel discussion.

**VII. Next Board meeting**- The next meeting of the Workforce Development Board is scheduled for 11 am on Tuesday, May 15, 2018, in the FTCC Administration Building, room 170. This meeting is a change from the previously rescheduled date of April 24<sup>th</sup>.

Ms. Simcox asked for Board support on the ICON Summer Internship Program, especially on behalf of employer engagement. The information has been sent via email. The estimated cost to sponsor an intern is \$2,150, but the first 10 businesses to register are eligible for a \$500 scholarship toward the cost of the internship, through the City of Fayetteville. WIOA-eligible participants will be funded through the NCWorks Career Center.

Ms. Simcox strongly encouraged Board members to attend the Workforce Development Board Training in Raleigh, NC, April 17, 2018 from 10 am – 4 pm; the training explains how local Boards are responsible for the operation and oversight of the local NCWorks Career Centers. She also mentioned upcoming events including the NC Employment & Training Association (NCETA) Conference in Wilmington, NC, April 4-6, 2018; the National Association of Workforce

Development Professionals conference in Phoenix, AZ, May 5-9<sup>th</sup>; and the NCWorks Commission meeting in Hickory, NC, May 23, 2018. Those interested in attending should contact Peggy Aazam.

**XIII. Adjournment**- Ms. Simcox adjourned the meeting at 10:39 am.

Respectfully Submitted By:

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Peggy Aazam, Executive Assistant

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Dina Simcox, Board Chair