

Business Resources & Opportunities Committee (BROC) Minutes

Meeting Date: April 13, 2018 (10AM) in the Albemarle Commission Conference Room

Present: Cathy Davison, Deb Keenan, Emily Nicholson (staff), Heidi O'Neal (staff), Marcus Cutrell, Randy Foreman (staff)

Absent with notice: Dave Carroll, Tim Ivey, Rex Raiford, Steve Bryan, Loretta Williams

Absent without notice: Melanie Ashe, Lee Scripture

- 1. Call to Order:** Emily Nicholson called the meeting to order as the committee currently lacks a chairperson.
- 2. Chairperson:** Mrs. Nicholson reminded committee members that a chairperson was needed for the committee.
- 3. Introduction to Business Engagement Coordinator:** Mrs. Nicholson shared with members that Randy Foreman had been hired to assist with Business Services and to specifically increase on-the-job training contracts with area businesses. Randy Foreman introduced himself and expressed his gratitude for the opportunity.
- 4. Employer Resource Guide:** Heidi O'Neal shared with members that the board was revising all materials currently being provided to employers in the effort to streamline those materials and present them in a more professional manner. She provided information on what this publication would contain. This work is expected to be completed by the hired graphic designer by late June 2018.
- 5. Training Inventory List:** Mrs. Nicholson discussed the need to increase opportunities for the Employee Training Grant offered by NWDB. She suggested having examples of trainings that businesses can use with their grant funding, broken down by industry sector. She told members she would send out this survey to collect members' thoughts/ideas and would appreciate their insight. She plans to add their ideas to a cumulative training list that she can use when she markets the grant to businesses.

6. **Transportation/Logistics Roundtable:** Mrs. Nicholson shared with the group that NWDB was working with NC Community College System, COA, Beaufort Community College and the NC Trucking Association to plan a Trucking/Logistics Roundtable. This provides employers in this industry with the opportunity to speak freely about their challenges in the effort for workforce partners to listen and engage on potential solutions. This was being held May 25th at Beaufort Community College and she asked members to please spread the word to any employer they knew in this industry.
7. With no further discussion, a call to adjourn was provided by Cathy Davison with a second carried Deb Keenan. The committee adjourned.

8. **Next committee meeting date:**

Minutes prepared by Emily Nicholson.

Approved by: _____

Date: _____