

Minutes for the
Northeastern Workforce Development Board
May 15, 2018

- I. **Call to Order:** Chairman Zach Bray called the meeting to order on May 15, 2018 at 6:00 p.m. The meeting was held at the Albemarle Commission in Hertford. The presence of a quorum was determined with fourteen **(14) members present:** Rex Anderson, Zach Bray, Steve Bryan, Dave Carroll, Larry Donley, Wanda Fletcher, Tameka Gibbs, Tim Ivey, Debra Keenan, Sean Lavin, Phillip Stovall, Jean Taylor, Michael Twiddy, and Loretta Williams. **Members Absent with Notice:** Melanie Ashe, Vernon Brinkley, Lee Scripture **Members Absent without Notice:** N/A **Guests/Partners/Staff:** Lora Aples, Annette Barnes, Marcus Cutrell, Cathy Davison, Clay Foreman, Kenny Kee, Carolyn LaDow, Emily Nicholson, Heidi O’Neal, Laura Rollinson, Nannette Turner and David Whitmer.
- II. **Welcome/Introduction:** Chairman Bray welcomed everyone including the new NWDB staff, Emily Nicholson as the new Northeastern Workforce Development Board Assistant Director, Carolyn Ladow as the new Finance Officer, and Clay Foreman as the new Business Engagement Coordinator.
- III. **Approval of Minutes for January 2018 (Vote):** Chairman Bray asked for a motion to approve the minutes from the January 2018 board meeting. Dave Carroll made a motion to approve the minutes. His motion was seconded by Tameka Gibbs and, with no further discussion, was carried unanimously.
- IV. **Approval of Agenda (Vote):** Chairman Bray asked for a motion to approve the agenda. Wanda Fletcher made a motion to approve the agenda. Her motion was seconded by Steve Bryan, and with no further discussion, was carried unanimously.
- V. **Mission Moment – Success Story: Hoffer Flow Controls:** Chairman Bray opened the floor to Northeastern Workforce Development Board Assistant Director Emily Nicholson who provided the board with the background information on NWDB’s work with Hoffer Flow Controls. Emily then showed a video highlighting the placement of an On-the-Job Training (OJT) candidate with Hoffer and how it’s benefited both the OJT trainee and the company.
- VI. **Presentation: Innovation Grant Update, Heidi O’Neal, NCWorks Outreach Coordinator:** Director Whitmer introduced Heidi O’Neal, the NCWorks Outreach Coordinator. Ms. O’Neal presented a slideshow of her current work and accomplishments and examples of how each was in line with the requirements of the grant.
- VII. **Administrative Reports:** Chairman Bray stated that there will be an oral Director’s report and asked Director Whitmer to review his report. Director Whitmer advised the board Benjamin Beasley and Glynda Parker have resigned from the board and their seats need to be filled. He stated the career centers are continuing their efforts to get their services out to the general public in various ways including broadcasting on ECSU’s radio station, WRVS. The Career Center in Dare held a Veteran’s Stand Down event aimed at helping homeless veterans and other veterans in need. Director Whitmer and Larry Donley continue to work to complete the requirements to have the Centers re-certified. The

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Career Center Committee has almost completed a performance dashboard and tracking system to measure and monitor the performance of the centers. He advised the board center staff have conducted Rapid Responses for Farm Fresh and Xenith Bank who had substantial layoffs. He also stated College of the Albemarle now has certified staff to teach Working Smart on their campus, which means they will no longer need assistance from Center Staff to teach these workshops. He stated the Business Support Services Pathway has also been submitted for certification to the NCWorks Commission. This pathway includes Business Administration, IT, and Logistics. Director Whitmer advised the board of a celebration ceremony for obtaining local implementation certification for Advanced Manufacturing Career Pathways that was held on February 20 at the COA board of trustees meeting. NWDB Assistant Director, Emily Nicholson, is working with partners from COA, Beaufort County Community College, the NC Community College System, and the NC Trucking Association to plan a Transportation and Logistics Roundtable to be held on March 25. The roundtable is a strategy in which businesses from this particular sector are invited to freely speak about their short and long-term issues. The goal of the roundtable is to foster positive engagement and ensure effective communication with businesses/employers driving the conversation. Staff have started working with Beaufort County Community College and other partners to start the planning process for Hyde and Washington County to earn their Work Ready Communities. Director Whitmer stated all 21 signatures required for the Infrastructure Funding Agreements for the career centers have been obtained. The NEXTGEN program has planned a new monthly event called the Career Café. The Career Café is a monthly gathering for NWDB NEXTGEN participants, applicants and potential applicants to meet in various locations in the NWDB's region. It will give young people the opportunity to network with other young people, local businesses and volunteers to learn essential things about education, careers and everyday things they may encounter as they develop into self-sustaining adults.

VIII. ***Committee Reports:***

a. **Leadership Committee:**

Chairman Bray stated that the Leadership Committee continues to work through various issues for the upcoming year. Chairman Bray discussed the Vision East Retreat. He stated the Fall Retreat would be beneficial to new board members. He stated more volunteers and recommendations are need for the election of board officers in July. He stated it is crucial to bring in new members with new ideas.

b. **Career Center Committee:**

Chairman Bray opened the floor to Chairman Michael Twiddy. He presented an overview of the performance review dashboard. He advised the board the approved training list has been reviewed. A protocol to follow up with Center customers who have not been in the center for a while is being developed.

c. **Business Resources and Opportunities Committee (BROC):**

Director Whitmer informed the board Benjamin Beasley, Chair, has resigned from the board. Director Whitmer asked for help with filling this seat with a person in the private

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sector from a county not currently represented. Assistant Director Emily Nicholson stated that the committee had recently approved and employer training grant.

d. **NCWorks NEXTGEN Committee:**

Chairman Bray opened the floor to NEXTGEN Chair Wanda Fletcher. Chairwoman Fletcher advised the board the third Real World would be held in Elizabeth City, at the Museum of the Albemarle on September 26, 2018.

Item Requiring Board Vote: Sylvan Tutoring Contract Extension

Chairwoman Fletcher advised the board that through a competitive process in 2016, NWDB entered into a contract with Sylvan to provide tutoring services to youth. The contract was effective for one year (July 1, 2016 – June 30, 2017) with an option to extend for up to two additional years. It is a cost reimbursement contract in the amount of \$60K. Sylvan submits invoices based on actual tutoring hours completed and is reimbursed accordingly. We contract for these services because our staff does not have this expertise. Last year, based on a recommendation from the NWDB NEXTGEN Committee and Leadership Committee, the board voted to extend the contract for PY 2017. On April 25, 2018 NWDB Finance Officer, Susan Buckner, and NWDB NEXTGEN Program Manager, Lora Aples, visited Sylvan for a monitoring visit. As a result of the visit it was determined that Sylvan was in compliance with the contract. Ms. Aples reviewed this with both the NEXTGEN Committee and Leadership Committee. Both of these committees have made the recommendation to extend the contract for PY 2018. Dave Carroll made a motion to extend the Sylvan Tutoring Contract through PY 2018. His motion was seconded by Sean Lavin, and with no further discussion, was carried unanimously.

IX. **Item Requiring Board Vote: PY 2018 ADULT/DW and Youth Services**

Chairman Bray opened the floor to Director Whitmer to discuss the PY 2018 Adult/DW and Youth Services vote information. Director David Whitmer advised the board each year we are required to submit for bid Adult/DW and Youth Services. If bids are received they are scored by a committee which includes the NWDB Leadership Committee, the Chief Elected Official, and the Albemarle Commission Executive Director. That committee would send their recommendation to the NWDB and the NWDB would send their recommendation to the Consortium for final approval. In the case of a failed procurement, NWDB can vote to provide services in-house and then request approval to do so from the Division of Workforce Solutions (DWS). For PY 2018, we have a failed procurement as no bids were received for either Adult/DW or Youth Services. The NWDB Leadership Committee has made the recommendation to provide these services in-house. Steve Bryan made a motion to provide Adult/DW and Youth services in house for PY 2018. His motion was seconded by Wanda Fletcher, and with no further discussion, was carried unanimously.

X. **Item Requiring Board Vote: One-Stop Operator**

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Chairman Bray opened the floor to Director Whitmer to explain the One-Stop Operator vote information. Director Whitmer explained WIOA requires boards to competitively procure their One-Stop Operator. He reviewed the Career Center Manager responsibilities. For PY 2018 we received one Letter of Intent to provide One-Stop Operator services at all three of our Career Centers. The LOI was from the Division of Workforce Solutions agreeing to provide these services at no cost. The NWDB Leadership Committee has made the recommendation to accept this proposal. Chairman Bray asked for a motion to provide One-Stop Operator services at all three Career Centers. *Larry Donley recused himself from the vote* Sean Lavin made a motion to accept the proposal from the Division of Workforce Solutions to be One-Stop Operator at all three Career Centers – Elizabet City, Edenton, and Dare. His motion was seconded by Loretta Williams, and with no further discussion, was carried unanimously.

XI. **Regional Transportation Issue Discussion**

Chairman Bray discussed the need for members of the board to form an Ad Hoc committee to brain storm remedies to the areas public transportation issues and the effects on workers and businesses. Steve Bryan stated Beverly Mann developed the Hyde Transportation model and would be a good resource for the Ad Hoc Committee. Albemarle Commission Executive Director Cathy Davison advised the board Assistant Director Emily Nicholson and RPO Angela Welsh have recently met with Elizabeth City IPTCA director about this issue. Board members Phillip Stovall, Rex Anderson, and Tim Ivey agreed to be members of the Ad Hoc committee with the assistance of Assistant Director Emily Nicholson.

XII. **Environmental Scanning:**

Chairman Bray opened the floor to the board members to discuss topics of industry in their regions. Steve Bryan advised the board that during the 350th Celebration of Albemarle Region, 50 people paid \$1000 each to board the Bella Washington and be feed a replica slave meal. The tickets sold out in under one days' time, more than 500 wanted to participate. He suggested that local area businesses look to recreate something like this event.

XIII. **Other Business:**

Larry Donley advised the board Elizabeth City Career Center Manager Nannette Turner-Williams would be retiring on June 30th, 2018 and had served the state for over 40 years. The board thanked her for her service.

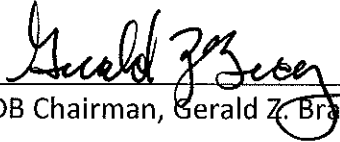
XIV. **Adjourn (Vote):**

With no further discussions, Chairman Bray asked for a motion to adjourn the meeting at 7:20 pm. Jean Taylor made a motion to adjourn. Her motion was seconded by Wanda Fletcher and, with no further discussion, was carried unanimously.

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XV. **Next Meeting:**

The next meeting will be July 17th, 2018, an emailed notification will be sent out.



NWDB Chairman, Gerald Z. Bray

7-17-18
Date