

## Business Resources & Opportunities Committee (BROC) Minutes

**Meeting Date:** Nov 8 2018 (11AM) in the NCWorks Elizabeth City Career Center

**Present:** Deb Keenan, Emily Nicholson (staff), Randy Foreman (staff), Tim Ivey, Rex Raiford  
Loretta Williams

**Absent with notice:** Dave Carroll, Steve Bryan

**Absent without notice:** Melanie Ashe, Lee Scripture

- 1. Call to Order:** Chairwoman Loretta Williams called the meeting to order.
- 2. Approval of Minutes:** Minutes from the April 2018 BROC meeting were provided to committee members. A motion to approve was provided by Tim with a second provided by Rex Raiford. With no discussion, the minutes were unanimously approved.
- 3. NCWorks for Businesses-Outreach/Visibility/Exposure:** Randy Foreman provided members with a list of outreach ideas to improve the visibility of the NCWorks Career Centers within local businesses. His goals include: allowing for greater usage for hiring and training events of the NCWorks Career Centers by area businesses; attending and participating in local partner and employer business-related events; increasing contacts and relationships with local employers; working collectively with staff to meet the needs of local businesses; and promoting the career center services to local media outlets. Tim suggested setting quantitative goals to increase the number of businesses enabled in NCWorks. Rex suggested providing information to other agencies, such as his (NCSU Industrial Expansion Solutions) about OJT and other services that he could promote to businesses when he is visiting them. Randy made a suggestion about the career center having more flexible hours (after hours/weekend events) to accommodate the needs of local businesses for hiring events. Emily suggested that something of that nature be submitted to the Career Center committee for their consideration and to contact other boards/centers across the

state to see if they are doing anything similar to that. The committee agreed that these goals should be incorporated in the strategic plan of the committee itself.

4. **LSI Marine-Employee Training Grant Scoring:** Emily Nicholson provided committee members with an Employee Training Grant application from LSI Marine. Committee members discussed the application and scored it using the standard template provided for all ETG applications. The grant was approved and Emily will move forward with signing a contract with the business.
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. Emily also asked Randy to add this to the strategic goals of the committee.
6. With no further discussion, a call to adjourn was provided by Tim Ivey with a second carried Deb Keenan. The committee adjourned.
7. **Next committee meeting date:** Jan 15, 2018 @ 4:30

Minutes prepared by Emily Nicholson.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_