



Capital Area Workforce Development Board Meeting

Date: Thursday, February 28, 2013

Location: Johnston Community College

Minutes Prepared by: Sara Davarbakhsh

Board Members Present (15):

Susan Jackson - WakeMed Physician Practices
Zena Anderson - Cisco Systems, Inc.
Cindy Chunn - Manpower
Scott Hadley - NAI Carolantic Realty
Brian Holland - Global Knowledge Training LLC
David Johnson - Johnston Community College
Terence Leathers, Community Anchors Limited, Inc.
Howard Manning - Dorcas Ministries
Tony Marshall - Innovative Systems Group
Gerald Mitchell - Wake Technical Community College
Valerie Sachariat - Time Warner Cable
Lydia Walton - The Hales Group
Marie Watson - Johnston-Lee-Harnett Community Action, Inc.
Joy Woodard - Johnston County Schools
Ross Yeager - Wake County

Staff Present (9):

Pat Sturdivant, Executive Director
Alfreda Barnett, Contract Manager
Stephen Barrington, Business Services Director
Trenice Cutler, Youth Program Specialist
Sara Davarbaksh, Executive Assistant
Susan Jablonski, Accountability Specialist
Darius Morris, Senior Accountant
Darrell Kain, Business Services Manager
Jane Sterner, One-Stop Manager

Guests Present (14):

Peggy Anderson - Johnston County Economic Development
Pippen Antwan - NC Department of Labor
Monica Davis - Johnston County Job Training
Keisha Demps - Educational Data Systems, Inc.
Debra Giordano - ResCare Workforce Services
Denny Jenkins - Wake County Human Services
Taylor Kirks - Johnston County Industries
Susan Lassiter - Citizens Study Commission
Andrea Moore - Community Partnerships, Inc.
Chet Mottershead - NC Div. Workforce Solutions
Ramell Oakley - Johnston County Job Training Office
Susan Oney - Educational Data Systems, Inc.
Zaida Partin - Telamon Corporation
Tonya Pridgen - Johnston Community College

Item	Discussion	Actions		
		What	When	Who
1. Call to Order	Susan Jackson welcomed everybody and called the meeting to order.			
2. Previous Minutes	There were no additions or corrections to the minutes from the December 6, 2012 Board meeting. The minutes were approved as written.			
3. Manufacturing Roundtable	<p>Peggy Anderson, Executive Director with Johnston County Economic Development and Tonya Pridgen, Director of Customized Training with Johnston Community College provided the Board with an introduction to the Manufacturing Roundtables taking place in Johnston County.</p> <p>The next roundtable is scheduled for March 25, 2013. For more information please contact Stephen Barrington at: stephen.barrington@wakegov.com</p>	Get the word out about the next roundtable	Mar 25, 2013	Board
4. Mid-Year Fiscal Report	<p>The Board received Program Year 2012 Mid-Year Fiscal Report prior to the Board meeting. Darius Morris, Senior Accountant with CAWDB provided a summary of current program expenditure and return on investment.</p> <p>It was suggested that next year's fiscal report include either target data or the previous year's data in order to show a comparison to better understand what the data means.</p> <p>It was noted that CAWDB's Annual Reports detail program outcomes and expenditure over a three year period and a link to these reports would be sent out to the Board.</p>	Send link to Annual Reports	Mar 1, 2013	Sara Davarbakhsh
5. WIA Adult Contracts & One-Stop Operator Recommendations	Board members received a copy of the staff recommendations for WIA Adult Contracts and One-Stop Operator for PY 2013 on Friday, February 22, 2013. Susan asked the Board if			

	<p>there were questions, comments, or concerns related to the recommendations; there were none.</p> <p>Based on the recommendations from CAWDB staff, Susan Jackson requested a motion to contract with ResCare Workforce Services to provide adult services and operate the new Workforce Center of Excellence in Wake County for program year 2013. Also authorize staff to negotiate contract terms and agreements and determine funding levels once allocations have been identified. Gerald Mitchell approved the motion, Brian Holland second the motion. The motion was passed with unanimous approval by the Board.</p> <p>Susan Jackson requested a motion to Extend the Contract with Johnston County Job Training Office for Program Year 2013 to continue to provide adult and dislocated worker employment and training services to residents of Johnston County. Also authorize staff to negotiate contract terms and agreements and determine funding levels once allocations have been identified. Valerie Sachariat approved the motion, Cindy Chunn second the motion. The motion was passed with unanimous approval by the Board.</p> <p>Susan Jackson requested a motion to enter into a sustaining contract only with Wake County Human Services for Program Year 2013 to provide adult and dislocated worker employment and training services to the residents of Wake County currently enrolled in programs. Also authorize staff to negotiate contract terms and agreements and determine funding levels once allocations have been identified. Howard Manning approved the motion, Gerald Mitchell second the motion. The motion was passed with unanimous approval by the Board.</p>			
<p>6. Director's Report</p>	<p>Operational Update The Board received the bi-monthly operational report covering the period December 1, 2012 – January 31, 2013 prior to the Board meeting.</p>			

	Pat Sturdivant provided the Board with an overview of the operational report. The operational report can be found on the CAWDB web page.	Send Youth Summit info to Board	Mar 4, 2012	Sara Davarbaksh
7. Committee Joint Report	Ross Yeager, chair of the Youth Council provided an overview of the work of the three board committees. The committee chairs have been meeting together and the committees have been meeting more frequently to work on the Board's strategic goals. They are enjoying this new approach, are thinking bigger and developing more cohesive goals that the Board can work on collaboratively towards achieving. They will make recommendations to the Board during the Retreat in April.			
8. Chair's Report	<p>Susan Jackson thanked Korey Coon and Tony Marshall who accepted the opportunity to sit on the North Carolina Association of Workforce Development Board's (NCAWDB) Legislative Committee. The committee is tasked with reviewing workforce development laws and policies and making sure the WIBS are well represented at the policy making level.</p> <p>It was announced that CAWDB's '<i>Back to Brief Cases</i>' initiative was selected by the National Association of Workforce Development Boards (NAWB) and the National Association of Workforce Professionals (NAWDP) to be presented as an innovative workforce initiative at both of their conferences.</p> <p>Susan Jackson reminded members that the Board retreat is scheduled for Thursday, April 25, 2013 at the Cardinal Club in downtown Raleigh. Susan thanked our partners Raleigh Chamber of Commerce, for allowing the use of their membership and the Cardinal Club management for providing us with a discount on services. John Metcalf will be back as facilitator.</p> <p>Susan Jackson and Cindy Chunn recently came back from a trip to Brevard County WIB in FL, where they toured the One-Stop system. They</p>	<p>Send thanks to Harvey Schmitt</p> <p>De-brief with Executive</p>	<p>Mar, 2013</p> <p>Mar, 2013</p>	<p>Susan Jackson</p> <p>Susan Jackson</p>

	have many great ideas to share with the Board.	Committee		
9. Other Business	Howard Manning announced Dorcas Ministries is expanding their JobLink access point and opening a training center on March 15, 2013. They have seen a 500% increase in the number of job seekers using the site, and have decided to double computer workstations, offer workshops, and are bringing instructors in from Wake Technical Community College.			
10. Adjourn	Meeting Adjourned: 9:50 am			