



## **Capital Area Workforce Development Board Meeting**

**June 27, 2019**

**NCWorks Career Center – Raleigh, NC**

**Board Members Present:**

Deborah Bolin, Johnston County Youth Services, Inc.  
Anthony Caison, Wake Tech Community College  
Rodney Carson, SAS, Inc.  
Robert Earnhardt, Superior Tooling  
Joy Frankoff, Wake County Public Schools  
Craig Hagood, House-Autry Mills  
Susan Jackson, WellCare Healthcare  
Howard Manning, Dorcas Ministries  
Jerilyn Meckler, Nomaco  
Stephen Miller, Novo Nordisk Pharmaceutical Industries, Inc.  
Kristy Moore, North Carolina Association of Educators  
Valerie Sachariat, Charter Communications  
Melissa Short, Transitions Life Care  
Stephanie Vinson, NC Division of Vocational Rehabilitation  
Cindy Waite, Accentuate Staffing  
Jonathan Williams, Focus Design Builders, LLC  
Tom White, North Carolina State University  
Chip Wood, NC Commerce, Division of Workforce Solutions

**Staff Present:**

Pat Sturdivant, Executive Director  
Darius Morris, Senior Accountant  
Jane Sterner, One Stop Center Director  
Shannon Thai, Program Assistant  
Malinda Todd, Strategic Initiatives Director  
Crystal Waters, Executive Assistant  
Kimberly Wheeler, Business Engagement Director  
Brenda Wilkerson, Communications Manager

**Guests Present:**

Ray Eidel, EDSI  
Charles McCall, NCWorks NextGen  
Lynn Hamilton, ResCare, Inc.  
Kirks Taylor, Johnston County Industries

Minutes Prepared by: Crystal Waters

Item	Discussion	Actions		
		What	When	Who
<b>1. Call to Order</b>	<p>Valerie Sachariat, Chair, opened the meeting. She thanked everyone for attending the meeting.</p> <p>Valerie welcomed everyone and introduced four new Board members:</p> <ul style="list-style-type: none"> <li>• Craig Hagood, CEO and President of House-Autry.</li> <li>• Jerilyn Meckler, Vice President of Talent &amp; Culture at Nomaco.</li> <li>• Kristy Moore, Vice President of the North Carolina Association of Educators.</li> <li>• Chip Wood, Manager of NCWorks Career Center</li> </ul> <p>Bios were provided for each member in the board packet. Each new Board member said a few words and received a CAWD Board pin. Prem Ranganath of Trilliant Networks was not able to attend and will be introduced at the next meeting.</p> <p>All Board members introduced themselves to the new board members.</p> <p>Valerie mentioned that there are a few members leaving the Board. Lori Waters resigned due to accepting a new position in South Carolina.</p> <p>Stephen spoke about the retiring board members, Susan Jackson, Valerie Sachariat, and Anthony Caison. He mentioned the reputation that Capital Area has in the community and around the state and the proud workforce board members that have provided the strategic guidance and support that makes that happen. These members have been instrumental in providing the leadership and direction for the board and the staff. A short video was shown that commemorated their time on the board.</p> <p>Susan, Valerie and Anthony each spoke about their time on the Board. Pat Sturdivant said a few words about each member and presented each with a gift and a plaque.</p>			
<b>2. Action on Minutes</b>	<p>There were no additions or corrections to the minutes from the March 28, 2019 Board meeting. The minutes were approved as written.</p>			

<p><b>3. Voting Items</b></p>	<p>There were two voting items on the agenda: Officer Nominations and Bylaws.</p> <p>The Nominating Committee consisted of Anthony Caison, Susan Jackson, and Pat Sturdivant. The nominations were for chair, vice chair, and secretary for a term of 2 years. Anthony read the recommendation, and asked for a motion to accept the following:</p> <ul style="list-style-type: none"> <li>• Stephen Miller as Board Chair for a 2-year term</li> <li>• Brian Holland as Vice Chair for a 2-year term</li> <li>• Tom White as Secretary for a 2-year term.</li> </ul> <p>Susan Jackson made the motion. Howard Manning seconded the motion. All were in favor to approve recommendation.</p> <p>An email was sent to the Board on June 13 with the proposed bylaws changes. The State is requiring local workforce development boards to update their bylaws to reflect WIOA requirements. There were no questions or comments about the proposed changes. Valerie asked for a motion to accept the updated Article II, Section 6, Vacancies; Article III, Section 1, Regular meetings and Section 3, Quorum; Article IV, Section 6, Executive Committee and Section 7, Standing Committee, and Article VI, Severability.</p> <p>Tom White made the motion to accept the changes to the bylaws. Kristy Moore seconded the motion. All were in favor to approve the changes to the bylaws.</p>			
<p><b>4. 2019 Board Task Forces</b></p>	<p>Valerie reminded the board that the current three-year Strategic Plan ends on June 30, 2019. She thanked the committee chairs for volunteering to lead the new committees. She also reminded everyone that the committees are working on behalf of the full board and are looking to receive their input in the development and implementation process. She encouraged board members to receive and give feedback on the work of the committees.</p> <p>The goal is to have the strategic plan complete by the September board meeting. The committees have been working on their goals and strategies. Draft copies were placed in the board folders.</p>			

	<p>Valerie mentioned that Kristy Moore has been appointed as Chair of the Outreach Committee. She is replacing Lori Waters.</p> <p><b>Customer Success</b></p> <p>Howard Manning presented for the Customer Success committee. He stated that their goal is to assist the untapped workforce in gaining the skills, competencies, and credentials required for in - demand, family-supporting careers.</p> <p>Strategies and supporting activities include the following:</p> <ul style="list-style-type: none"> <li>• Obtain data on employment information.</li> <li>• Determine baseline data on barriers, career pathway participants, and exit statistics.</li> <li>• Define what specific population to target to better understand job seekers and youth.</li> </ul> <p>He also discussed the committee's success indicators and timeline.</p> <p>Stephen asked if they have thought about how to serve those reentering the workforce after being incarcerated or involved in the justice system. Howard said that is one of their top target populations.</p> <p><b><u><i>Customer Success Committee presentation</i></u></b></p> <p><b>Outreach</b></p> <p>Kristy Moore presented for the Outreach Committee. She stated that their goal is to increase brand awareness with stakeholders.</p> <p>Strategies and supporting activities include the following:</p> <ul style="list-style-type: none"> <li>• Educate and inform local, state and federal elected officials on the workforce development system's purpose, services and needs.</li> <li>• Increase the number of business customers with 100 employers or less that utilize services and share experiences.</li> <li>• Design and implement a mission ambassador program of employers who value workforce development and help spread the word.</li> </ul>			
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	<p>She also discussed their success indicators and timeline.</p> <p>Valerie mentioned that there are many opportunities within the small business community. She is excited to see the Outreach Committee focusing on the small businesses.</p> <p>Susan Jackson mentioned that the goals of the committee align with the NC Commission Strategic Plan. Stephen Miller said the committee should capitalize on the getting the success stories in front of legislators. This will go a long way in helping them remember us. Rodney Carson challenged the Board to take part in this outreach both from a business perspective and as a voice for the workforce. Anthony said that the legislative piece is important when funding.</p> <p>Robert mentioned that the NCTAP Apprenticeship Program has had many success stories. He also mentioned that they need more partner companies to serve those students interested in apprenticeship.</p> <p><b><u><a href="#">Outreach Committee presentation</a></u></b></p> <p><b>Sector Strategies</b></p> <p>Melissa Short presented for the Sector Strategies Committee. She stated Sector Strategies is a partnership of employers within a critical industry that brings together education, economic development, workforce systems, and community organizations to identify and collaboratively meet the workforce needs of that industry within a regional labor market.</p> <p>The goal of the committee is to align and connect with workforce partners to build and develop a robust talent pipeline. Partners include workforce board, NCWorks, K-12, Community Colleges, Higher Education, Economic Development, Local Government, Community based organizations, and private business.</p> <p>Strategies and supporting activities include the following:</p> <ul style="list-style-type: none"> <li>• Inventory what is already being done.</li> <li>• Create sector partnership group and/or collaborate with existing efforts.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Reduce redundancy by creating training programs that are aligned to workforce needs.</li> <li>• Create a framework that is utilized and refined each year.</li> </ul> <p>She also discussed their success indicators and timeline.</p> <p>Cindy suggested that they consider what demand industry has the lowest barrier; requires the lowest amount education, least amount of experience, and has more need. Stephen said there is a natural linkage to the Outreach Committee and the Customer Success Committee.</p> <p>Howard mentioned that the teams should meet to ensure that they are aligning their goals. A meeting is being coordinated with the staff and committee chairs.</p> <p><b><u>Sector Strategies presentation</u></b></p>			
<p><b>5. Director's Update</b></p>	<p>Pat highlighted the June Operations Report.</p> <ul style="list-style-type: none"> <li>• Wake County Inmate Education and Employment Initiative Program has been funded for another year. This allows CAWD to work with residents in the County jail in career exploration and training. Wake Technical Community College is a key partner in this effort.</li> <li>• Catalyst 20/20 is being used as an outreach to the NCWorks Career Center. Falcon Engineering received a Catalyst 20/20 grant and are now fully integrated in the system.</li> <li>• YouthBuild program is in its second year and has had good success. The challenge has been the number of youth receiving their GED due to the difficulty of the test. CAWD is applying for another YouthBuild grant to expand the program to include HVAC and electricity.</li> <li>• Quarterly view of performance measures indicates that CAWD is one of six boards meeting or exceeding all measures.</li> <li>• CAWD may not meet one of the performance measures for the final due to a misinterpretation of how credentials are credited after a course of completion. CAWD is working on meeting this requirement.</li> </ul>			

	<ul style="list-style-type: none"> <li>• CAWD has applied for a DOL grant for 1.5 million to provide reentry services in Wake and Johnston Counties.</li> </ul> <p><i><u>Update: DOL Grant was received and will be called "Roads to Reentry" and will focus on workforce services provided to incarcerated individuals before they are released and continuing services once they are released.</u></i></p> <ul style="list-style-type: none"> <li>• Staff is implementing virtual Lunch N Learn sessions for Board training. The topics, approach, and training schedule were discussed.</li> </ul>			
<b>7. Member Communication</b>	Several members spoke about areas of interest within their companies and activities that they are involved in.			
<b>8. Other Business</b>	There was no other business.			
<b>Meeting Adjourned: 10:30</b>				