

CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD

September 7, 2016 – 11:03 AM to 1:30 PM

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

Thomas R. McLean Administration Building – Conference Room # 170

Members Present:

Mr. David McCune
MG Rodney Anderson
Ms. Crystal Bennett
Mr. Jesse Brayboy
Mr. Jonathan Charleston
Ms. Charlene Cross
Mr. Richard Everett
Dr. Dallas Freeman
Ms. Pam Gibson
Ms. Linda Hoppmann
Mr. John Jones
Mr. Chad Kormanek
Mr. Carl Manning
Ms. Joy Miller
Mr. Carl Mitchell
Ms. Ellen Morales
Ms. Jody Risacher
Ms. Dina Simcox
Ms. Esther Thompson
Mr. Josephus Thompson
Ms. Cynthia Wilson

Members Absent:

Mr. Jimmy Driscoll
Ms. Cathy Johnson
Mr. Jenson McFadden
Mr. Randall Newcomer
Mr. Charles Royal
Captain David Servie
Mr. Jonathan Warren

Guests Present:

Ms. Nore Brantley
Ms. Amy Cannon
Mr. Marty Cayton
Councilman Kirk deViere
Mr. Ray Eibel
Mr. William Johnson
Mr. Chip Lucas
Ms. Susan Mason
Mr. Scott Panagrosso
Ms. Mercedes Rodriguez
Mr. Adrian Tait
Ms. Lorria Troy
Ms. Taneka Williams

Staff Present:

Mr. Jim Lott
Ms. Nedra Rodriguez
Ms. Peggy Aazam

Items within this meeting subject to Approval Action:

Training Providers: Approved MedCerts HI-2000 Pharmacy Technician Program and HI-2100 Pharmacy Technician Specialist programs; declined NC State University/Industry Expansion Solutions' Practical Project Management program and 11 other MedCerts programs submitted for consideration to be eligible for WIOA funding.

Career Pathways: Approved to proceed with development of a Career Pathway in the field of healthcare with plans to submit an application to be certified by the NCWorks Commission.

Recommendation of WIOA Youth Program Contractor: Tabled pending proposer interviews.

Recommendation of WIOA Adult & Dislocated Worker Program Contractor: Tabled pending proposer interviews.

Sub-Committee Meetings (Called to order at 11:07 am)

Introductions and Recognition of Guests- Mr. David McCune, Chair of the Cumberland County Workforce Development Board (WDB), requested for those in attendance to introduce themselves. Councilman Kirk deViere provided a brief update on the plans to build a minor league baseball stadium in downtown Fayetteville. The Fayetteville City Council is working on a Memorandum of Understanding with the Houston Astros to field a Class A Advanced ball club in the Fayetteville area. Councilman deViere explained that the plan is not just about baseball; it is about economic development for the downtown area, and Fayetteville in general. The City Council will hold a series of public forums to address questions regarding the plans for the ballpark. Councilman deViere announced that Mayor Robertson has named him as the City Council liaison to the WDB.

- **Business and Finance-** Ms. Linda Hoppmann, Chair of the Business and Finance Sub-Committee, presented one item of information:
 - **Finance Report-** Ms. Nedra Rodriguez, Accountant II, provided an update on the financial position of the Center as of September 7, 2016. \$802,340 remains from FY2016 funds, of which \$328,620 are within contracts (Adult/Dislocated Worker and In School/Out of School Youth). Expenses of \$34,082 through 9/7/16 and \$739,951 of estimated obligations results in an unobligated balance of \$2,443,450 in funding for administration and all Workforce Innovation and Opportunity Act (WIOA) Title I programs. Ms. Rodriguez asked the Board to consider what percentage they want to hold back in reserves. While an 8% minimum is required by the Local Government Commission (LGC), she recommended holding back a little more to safeguard against delays in receiving funding or other unexpected events. Mr. Carl Mitchell said that due to the effective history of holding a reserve, he agreed with Ms. Rodriguez, but wanted to know what “a little more” than the required 8% would mean, while staying within the confines of their fiduciary responsibility. Ms. Rodriguez responded that she typically reserved an average of 13%, but with the delays in funding and changes in the state, the Board may want to also consider at what level to stop appropriating funds. Ms. Cynthia Wilson commented that a three month reserve was not unusual, but would be more than 13% (the LGC’s required 8% is the average equivalent of one month of expenditures). Mr. Mitchell inquired if 13% would be considered adequate but not excessive; he was concerned if it would cause concern during an audit. Mr. Jonathan Charleston asked what percentage would be considered excessive. Ms. Rodriguez assured the Board that the 13% reserve has never been a concern during any audit or review (those conducted by the State and administrative audits while under Fayetteville Technical Community College or Cumberland County, as the respective administrative entities). Ms. Hoppmann suggested the Board discuss the recommended reserve percentage at the next meeting to allow for Ms. Rodriguez to research an acceptable, appropriate amount. The Business and Finance Sub-Committee accepted the financial report as information only.
- **Program Activities and Community Relations-** Mr. John Jones, Chair of the Program Activities and Community Relations Sub-Committee, presented three items of information:
 - **Training Providers-** The Program Activities and Community Relations Sub-Committee met on July 19, 2016 to discuss the programs submitted by NC State University (Industry Expansion Solutions) and MedCerts for consideration to be eligible for WIOA funding. Based on information provided by the providers, the

Program Activities and Community Relations Sub-Committee recommended that the HI-2000 Pharmacy Technician Program and HI-2100 Pharmacy Technician Specialist courses with MedCerts be approved. The Sub-Committee recommended declining the NC State University/Industry Expansion Solutions' Practical Project Management program and eleven MedCerts programs (HI-1000 Medical Front Office Assistance and Administration; HI-1100 Medical Billing Specialist; HI-1200 Medical Front Office Administration Specialist; HI-3000 Medical Front Office and Electronic Health Records; HI-3100 Electronic Health Records Specialist; HI-4000 Electronic Health Records and Reimbursement Specialist; HI-9000 Allied Healthcare Professional Program; IT-2000 IT Helpdesk Administrator; IT-2100 PC Technician; IT-2200 Network Technician; IT-3000 Healthcare IT Technician). Ms. Charlene Cross made a motion to bring the recommendations of the Sub-Committee to the full Board; Ms. Ellen Morales seconded the motion. The Heavy Equipment College of North Carolina submitted three programs for consideration (Heavy Equipment Operations CRANE; Heavy Equipment Operations Level 1; Heavy Equipment Operations Level 2). The provider reported that the programs are offered at four other locations nationwide, but their new North Carolina campus (located on Bragg Blvd in Fayetteville) opened on August 19, 2016 in response to the school's growth. The information provided was for distribution purposes only at this meeting and will require an approval action at the next WDB meeting.

- **Career Pathways Update**– Mr. Lott announced that Fayetteville Technical Community College's Collision Repair and Refinishing Technology program (referred to as Collision University) has been certified as a career pathway by the NCWorks Commission. He presented certificates to Ms. Pam Gibson (on behalf of FTCC, Dr. Larry Keen, Collision University, and Paul Gage) and Mr. Chip Lucas (on behalf of Cumberland County Schools, Dr. Frank Till, and Career & Technical Education). It is due to the vision of Dr. Keen, Mr. Gage, Ms. Gibson and others at FTCC, as well as the groundbreaking work of Dr. Till, Mr. Lucas and the CTE program at CCS, that Collision University was made a reality. Mr. Lott introduced Scott Panagrosso, one of eight regional Career Pathways Facilitators from the NC Department of Commerce's Workforce Solutions. Mr. Panagrosso provided some background information on NCWorks Certified Career Pathways. NCWorks Certified Career Pathways are designed to match workforce training to employer need, aligned with best practice criteria (i.e. demand-driven and data-informed; employer engagement; collaborative; career awareness; articulation and coordination; work-based learning; multiple points of entry and exit; evaluation), sustainable over the long term, employer led, regional and collaborative, and contain credentials for existing or developing career pathways. The only restriction for the career pathway is that it must be for high demand/high wage positions. The state of North Carolina has tasked each Workforce Board with successfully certifying two pathways; the Cumberland County transportation pathway is only the second in the state to be certified (and the first under the Sector Partnership National Emergency Grant, or SPNEG, that NC received in 2015) and the first in the Sandhills Region. The model application, which was the only one approved of five submitted, was granted unconditional approval on the first submission. Collision U is the textbook model for career pathways, the perfect culmination of employers (including insurance agencies, car dealerships, and auto body shops), training providers, community partners, and labor market demand. Of the first cohort of 27 Collision U graduates, all received at least five job offers, at a minimum annual salary of \$49,000 to as much as \$75,000. Now that the pathway

has been certified, it becomes eligible to receive grant funds in the amount of up to \$300,000 to train dislocated workers in the area. As Collision U was developed to meet the needs of the collision repair and refinishing technology industry, Mr. Panagrosso explained that they were now directing their attention to developing a career pathway to meet the needs of the healthcare industry, again as part of a collaboration of employers (e.g. VA hospital, Cape Fear Valley, St. Joseph of the Pines, etc.), training providers, and community partners. Due to estimations that healthcare is the fastest growing industry in the Sandhills region (37% increase between now and 2022; 7 of the top 25 regional employers are in the healthcare field), representatives from Hoke and Moore Counties have been included in the development of the healthcare career pathway. Mr. Panagrosso explained that if businesses have a need, education, training, and community partners must work together to meet those needs. Due to the constant changes and required updates in the medical field, healthcare demands cannot be regulated overnight; Mr. Panagrosso acknowledged FTCC's Susan Ellis (Dean of Health Programs) and Terry Herring (Department Chair, Surgical Tech and Central Sterile Processing) for their participation on behalf of education and training so that the community can be proactive about meeting the demands of what is needed by the industry. Ms. Jody Risacher made a motion to bring a recommendation to the full Board to proceed with the development of a Career Pathway in the field of healthcare with plans to submit an application to be certified by the NCWorks Commission; Ms. Cross seconded the motion.

- **Work Ready Community Initiative-** Ms. Nore Brantley provided an update on Cumberland County's progress toward becoming a Work Ready Community. The purpose of the Work Ready Community initiative is to match skilled employees with suitable employers. Powered by the National Career Readiness Certificate (CRC), the initiative offers employers a reliable means of determining whether a potential employee has the necessary literacy, numeracy, and problem solving skills to be "job ready." Just as the SAT helps colleges know if a student is ready for college, the CRC lets employers know if an individual is ready to work. Ms. Brantley explained the students have been encouraged to get the CRC (administered to all CTE Concentrators in Cumberland County Schools and also available through FTCC), but they soon found out that most employers did not know what it was. Among the criteria that Cumberland County must meet in order to be recognized as a "Work Ready Community," is 158 employer commitments; this means that the business supports Cumberland County's effort by registering online (www.workreadycommunities.org/nc/051) that they will recognize the NCRC when applicants present a certificate and/or that they will recommend the NCRC for applicants and/or existing employees. Mr. Charleston asked how employers are being educated about the initiative; Ms. Brantley explained that they have developed materials (an example of the flyer was included in the notebook) that provide consistent information which has been shared with the Chamber of Commerce and various businesses both on an individual basis and at community meetings and events. Ms. Wilson inquired about what it means for an employer to be part of the initiative; Ms. Brantley explained that by recognizing and/or recommending the NCRC, employers are validating the effort of potential employees to demonstrate that they possess the right skills for the job. Other employer benefits include improving employee training and productivity, reduced turnover, and the ability to evaluate the skill requirements for specific jobs and the organization's goals, as well as evaluating the skills of potential and current employees. Ms. Hoppmann urged all members to complete the employer

registration form (included in the notebook) and give it to Ms. Brantley so she can register them as a business that will recognize and/or recommend the NCRC; the form can also be submitted completed online. The Program Activities and Community Relations Sub-Committee accepted the report as information only.

- **Youth**- Ms. Charlene Cross, Chair of the Youth Sub-Committee, presented three items of information:
 - **Youth Sub-Committee Report** – Ms. Cross provided a brief update on the Youth Sub-Committee, which met on Friday, August 26, 2016. Sixteen young adults participated in the STEM (Science, Technology, Engineering, and Math) Internships program, which was made possible by a grant from the City of Fayetteville. The four week, paid work experience program was available to current WIOA participants who were recent high school graduates and rising high school seniors. Participants worked an average of 26 hours per week during the time period of June 13-July 8, 2016 in STEM-concentrated positions in various departments within the City of Fayetteville (e.g. Engineering & Infrastructure, IT, Finance), Cape Fear Valley Medical Center (e.g. Imaging Services, Lab), PWC (e.g. Customer Programs, Water Resource Engineering, Electrical Engineering, Information Systems, Corporate Development), and other local companies and organizations (e.g. 219 Group). Participants reported having great, relevant experiences; worksite supervisors reported that the participants were well dressed, polite and motivated with great attitudes, and that the mentoring was good for their staff. Sixteen young adults, also all recent high school students and rising high school seniors, participated in the Career Cruise In program, August 1-5, 2016, which focused on employability/soft skills and included daily topics such as dependability/reliability, punctuality, and personal qualities, as well as motivational speakers and team building activities. Participants had the opportunity to hear from guest speakers and tour local organizations with community partners that helped to promote the essential need for soft skills in the workplace. Mr. William Johnson, who participated in both summer programs, shared his experiences. He enjoyed his internship with PWC, creating apps in the IS Department, and he reported that working on cars at Collision U during the Career Cruise In helped open his mind to new, different career options. Participants reported positive feedback about their experiences in the programs, which provided valuable information and exposed them to a variety of organizations, programs, industries, and career fields they were not aware of or had previously considered: “I learned that you can’t compare yourself to anyone and you can achieve anything.” “I loved going to the Connections of Cumberland County because it inspired me to become more involved in career activities in my community.” “I enjoyed my week at Career Cruise In.... It was a great experience that opened up many networking opportunities.” “I enjoyed each session and the speakers’ honest, caring advice.” “I really love this program and would do it all over again.” Ms. Cross, who was able to attend most of the week’s events, thanked those who participated as guest speakers and tour guides in the Career Cruise In program, many of whom are members of the Youth Sub-Committee and the Workforce Development Board. The next Youth Sub-Committee meeting is scheduled for noon on Friday, October 28, 2016 at the Career Center. The Youth Sub-Committee accepted the report as information only.
 - **Update on Contract for WIOA Youth Program** – Mr. Chip Lucas, Executive Director of Career and Technical Education for Cumberland County Schools,

provided an update on the WIOA Youth Program as of August 26, 2016. There are currently 246 total youth participants, including those in follow up status. Updates for year-round work experience opportunities for youth participants include a total of 20 participants who have completed internships (19 Out of School; 1 In School) and 5 current work interns (4 Out of School; 1 In School). An Adopt-a-Street Community Service event was held on Saturday, August 13, 2016, and the program hosted a NEXTGEN Success Series workshop for Out of School youth on Saturday, August 27, 2016 where ten participants received resume preparation assistance and money management tips. The Youth Program contract has been extended through September 30, 2016 with an amendment to increase funds by \$94,000. As of July 31, 2016, 84.76% of the new total contract amount of \$946,088 has been spent and/or accrued. The program has moved the mark on spending in an attempt to meet the requirements of WIOA to spend 75% of funds on Out-of-School youth (OSY), aged 16-24; as of July 31, 2016, 65% of funds have been spent on OSY, compared to only 29% as of July 31, 2015. The Youth Subcommittee accepted the update as information only.

- **Recommendation of WIOA Youth Program Contractor-** Ms. Cross made a motion for the meeting go into a closed session, allowing only Board members and support staff to be present during the discussion on the recommendation of the WIOA Youth Program Contractor; Mr. Richard Everett seconded the motion. Upon the guests' exit, Mr. Jim Lott, Director, provided a brief explanation of the requirement to procure contracted services for WIOA Title I program (i.e. Adult, Dislocated Worker, In School and Out of School Youth) and the Request for Proposal (RFP) process. The RFP was released August 5, 2016; proposals were due August 29, 2016. A team consisting of WDB members (Ms. Cross, Mr. Everett, Ms. Dina Simcox, Mr. Josephus Thompson, and Ms. Wilson) and support staff (Mr. Lott and Ms. Rodriguez) reviewed the submitted proposals, which were evaluated by a best value trade-off method. Evaluation factors were Customer Floe, Staffing, Statement of Work, and Program Design (40%), Organizational Experience, Past Performance, and References (25%), Transition and Staff Training Plan (10%), Program Cost/Budget Proposal (15%), and Program Metrics (10%). Ms. Cross was prepared to make a recommendation to the sub-committee, on behalf of the review team, regarding the award for the In School and Out of School Youth portions, for a contract with the start date of October 1, 2016, pending contract negotiations and subject to funding availability. Mr. Charleston expressed concern regarding the basis for a closed session of the meeting; per statutes he referenced from a source on his phone, he found no legal grounds to warrant a closed session. After a brief discussion, Ms. Cross made a motion to move back into open session; Mr. Everett seconded the motion. Guests were welcomed back into the meeting; no action was taken during the brief closed session. Ms. Cross made a motion to recommend to the full Board that ResCare Workforce Services receive the contract for both In School and Out of School Youth program services; Ms. Simcox seconded the motion. Mr. Charleston questioned the decision to award ResCare both Youth programs, citing the partnership between Cumberland County Schools and the City of Fayetteville, among other local companies; he inquired about ResCare's local connections. Mr. Adrian Tait, Regional Director for ResCare Workforce Services, explained the organization's nationwide services, including providing workforce services in 350 Career Centers across 29 states. He assured the Board that ResCare works a great deal with the local community. All of the current ResCare staff at the Cumberland County NCWorks Career Center (where ResCare currently has the contract to

provide Adult and Dislocated Worker program services) are local, including Lorria Troy, Project Director, who has worked in the workforce development system in Cumberland County for 25 years. Mr. Tait reiterated ResCare's deep-rooted commitment to the local community in the joint effort to connect skilled talent to employers. He listed other areas in North Carolina where ResCare has a current contract to provide workforce services, including Raleigh (Adult & Dislocated Worker Services and Career Center Operations), Greensboro (all program services; 140 youth participating in work experience opportunities), Charlotte (have provided Youth program services for 11 years; recently awarded the contract to provide Adult and Dislocated Worker program services), and Centralina (where ResCare operates seven Career Centers). Ms. Taneka Williams, Career Pathways Coordinator with Career and Technical Education for Cumberland County Schools (CCS), requested to address the Board. She explained that CCS submitted an application to provide In School Youth program services because they are the experts on CCS students and expressed concern regarding the challenges ResCare may face if they cannot obtain internal data and information. Ms. Williams stated that CCS is more than capable of serving the community, citing CCS' active participation in community-wide projects and partnerships, including the Work Ready Community initiative (increasing CRCs in Cumberland County by an "unprecedented" 9%), Cumberland Polytechnic High School, career awareness events and job fairs, and the recently certified transportation career pathway, which is eligible for up to \$300,000 in grant funds. Ms. Gibson asked if the review team had considered splitting the award for In School and Out of School Youth programs; Ms. Simcox explained that all proposals were reviewed and ResCare received the highest combined score among committee members. The recommendation of the sub-committee will be brought to the full Board, based on the previous motions by Ms. Cross and Ms. Simcox.

- **Planning and Evaluation**- Mr. Richard Everett, Chair of the Planning and Evaluation Sub-Committee, presented three items of information:
 - **Update on Contract for WIOA Adult & Dislocated Worker Program** - Ms. Lorria Troy, Project Director for ResCare Workforce Services, provided an update on the WIOA Adult & Dislocated Worker Program. The report included updated year-to-date (since July 1, 2015 due to the three month extension through September 30, 2016) contract measures for the categories of Customers Enrolled in Basic Career Services, Customers Placed in Unsubsidized Employment, Customers Receiving a Training Service, Customers Enrolled in Intensive Service, and New Customers Enrolled in Occupational Training; ResCare has met or exceeded all performance goals. Over 230 transitioning military have been enrolled in Transition Tech training; Ms. Troy said they continue to work with Charlene Callahan as they begin new classes with the FTCC Transition Tech program. Ms. Troy reported that they have collaborated with Mears Construction and FTCC to develop a 10 week training program for Gas Distribution Foreman; individuals who successfully complete the program will be hired with a starting salary of up to \$20 per hour (flyer was included in the notebook). Although the initial job location will be in the Charlotte area, Ms. Troy said they will work to create work experience and On-the-Job Training (OJT) opportunities in the local area as well. The report included participant triumphs and listed job placements since July, including positions with an annual salary of \$83,000 and \$55,000. The Business Services Coordinator continues to participate in various employer outreach and professional development activities, and he has initiated several On-

the-Job Training (OJT) and Transitional Employment Training (TET) contracts. Four OJT (\$15/hour) and four TET (\$14/hour) contracts have successfully completed with Veteran's Flooring Group; an OJT with Ashby's Menswear for a Sales Manager (\$12/hour) was also successfully completed. Mr. Charleston requested additional clarification regarding the performance goals, which are a mix of ResCare contract goals and objectives of the Career Center (e.g. the year to date attainment of 925 customers placed in unsubsidized employment, which is 231% of the 2015/2016 goal, is based on results of the Career Center, not just ResCare); Mr. Lott explained that since the Career Center is integrated, the goals are that of everyone at the Center, which includes ResCare; Mr. Lott and Mr. Thompson will work on gathering relevant placement data for a report that will provide details regarding contract and Career Center measures and goals. The Planning & Evaluation Sub-Committee accepted the update as information only.

- **Revised Policies** – Mr. Lott presented two policies for review, #6: Priority of Service Policy and #14: Adult and Dislocated Worker Transitional Jobs. He explained that the policies were updated to comply with changes as a result of WIOA. The material was for distribution purposes only; approval action will be required at the next WDB meeting.
- **Recommendation of WIOA Adult & Dislocated Worker Program Contractor-** Based on the RFP process guidelines detailed during the Youth Sub-Committee, Mr. Everett made a motion on behalf of the RFP review team to recommend to the full Board that ResCare Workforce Services be awarded the contract for Adult and Dislocated Worker program services; Dr. Dallas Freeman seconded the motion. Mr. Lott thanked the review team (Ms. Cross, Mr. Everett, Ms. Simcox, Mr. Thompson, Ms. Wilson, Ms. Rodriguez, and himself) for their participation and diligence throughout the RFP process. Mr. Charleston asked about the other organizations who submitted bids; ResCare, EDSI, and Two Hawk submitted proposals to provide Adult and Dislocated Worker program services. Ms. Rodriguez briefly explained the RFP review process, which entailed that all members of the team individually review and score the proposals prior to meeting and discussing as a group; she emphasized that they did not discuss the proposals until all members had documented their individual scores to ensure an objective approach and to not influence one another's decision. Mr. Charleston asked if cost was a factor in the decision; Ms. Rodriguez explained that it was not due to the proposed budget was not to exceed the amounts listed in the RFP (based on allocations and subject to funding availability and final contract negotiations). She said that the biggest consideration was which proposal appeared to be the best fit for the community, the programs, and the Career Center under the new WIOA regulations. Mr. Lott assured Mr. Charleston that the expectations were outlined in the RFP. Ms. Cross referenced the WIOA requirement that 35% of funds must be spent on participants; Mr. Everett cited the evaluation factors (40% on Customer Flow, Staffing, Statement of Work, and Program Design; 25% on Organizational Experience, Past Performance, and References; 10% on Transition and Staff Training Plan; 15% on Program Cost/Budget Proposal; and 10% on Program Metrics).
- **Labor Market Information**- Mr. Josephus Thompson presented one item of information:
 - **Review of most recent LMI report-** Mr. Thompson referred to the Labor Market Overview provided by the Labor & Economic Analysis Division (LEAD) of the

NC Department of Commerce for July and August 2016. Ms. Hoppmann inquired about the differences in unemployment rates based on those seeking employment versus those who are unemployed; Mr. Thompson explained that the generally accepted unemployment rate is based on an equation consisting of the total number of employed individuals compared to the total population. Mr. Lott clarified that a small percentage of unemployed individuals actually receive unemployment benefits (they have to prove they are actively seeking employment in order to receive benefits). He referenced the labor force participation rate, where approximately only 61% of those who could be in the labor force are actually in the labor force; for some unknown reason, this percentage has declined over the last several years. Mr. Charleston requested demographic information. He questioned the differences in reported unemployment rates (e.g. “unemployment rate” versus “true unemployment rate”); we need to know the meaning behind the reported numbers in order to properly evaluate the labor market. Mr. Charleston requested clarification on the various reported unemployment rates (up to six numbers, according to Mr. Lott); he has heard reports that the actual unemployment rate is much higher than what is reported because many people have dropped off the radar because they have stopped looking for work. Mr. Thompson commented that it is a complicated process. Mr. Lott will contact LEAD for a comprehensive report to include at the next WDB meeting; Mr. McCune said that Mr. Lott and Mr. Thompson can make a presentation at a future meeting. Ms. Cross suggested bringing Tammy Lester, Data Analyst with the NC Department of Commerce, to make a presentation. Ms. Hoppmann would like to review reports to see if we making any headway in the necessary areas. Councilman deViere asked if the hiring military contractors are based on timing for transitions in the awarding of contracts. Mr. Thompson agreed that the reports on contractor hires gives a false positive; more consistent information can be determined from companies that are continually hiring, albeit less individuals at a time. Mr. Thompson reported that the Career Center recently held a hiring event for Ross Dress for Less; the company will be hiring as many as 75 positions. Mr. Carl Manning inquired if those being hired are Cumberland County residents; Mr. Thompson said they don’t know for sure, but the employers are local. Mr. Charleston stated that although Cumberland County is the fourth largest metropolitan area in the state based on population, he feels in that in many ways, the county looks rural demographically; he said that we need to push the needle and look for ways to enhance the quality of life for our citizens. Mr. Mitchell pointed out that the labor market reports are based on a 90 day window; he recommended comparing the monthly reports to more effectively track the changes (e.g. isolating a specific month, based on the overlapping of months based on the reporting time period). Councilman deViere cautioned that they should not overestimate the hiring modes of the contractors; they are just rehiring individuals who were doing the same job for another company in which the contract ended, so it is not truly a “new” job, just a shift in the employer, thus creating a false positive as mentioned previously. Mr. Manning asked if we are preparing exiting military; Mr. Charleston added that we need to work with the City and the County to create opportunities that incentivize soldiers to stay in Cumberland County after they leave the service. Councilman deViere referenced the innovation center downtown and the “brain drain”; Ms. Hoppmann mentioned how Fayetteville State University provided training opportunities that looked to tap into advancements in Cyber Security. Mr. Manning and Mr. Charleston reiterated their concern that Cumberland County must be forward thinking in how they retain exiting military by providing them with open opportunities and ways to enhance the quality of life

here; we need to make sure that there is a substantial stake to reinvest in the local community and grow the labor pool. MG Anderson said that he believes that our greatest resource is human capital, but we need statistical data that we don't really have in order to best support Cumberland County. The Board was asked to consider how to get better statistical data in order to support and reinforce Cumberland County. Attempts to attract enterprises to the community have been a challenge over the last five years, but the military is willing and eager to work with developing and paying for training in order to transition their exiting military. The Labor Market Information Sub-Committee accepted the reports as information only.

- **Marketing/Bylaws/Nominations-** Ms. Esther Thompson, Chair of the Marketing/Bylaws/Nominations Sub-Committee, presented two items of information:
 - **Update on Career Center Signage-** A picture of the new Cumberland County NCWorks Career Center sign was included in the notebook; the sign complies with all of the branding requirements set forth by the NC Department of Commerce. The Marketing/Bylaws/Nominations Sub-Committee accepted the update as information only.
 - **Business Representative Recruitment-** Ms. Thompson explained that in an effort to maintain compliance with local Board requirements under WIOA, Board members are encouraged to recruit local business representatives to apply to be a member of the Cumberland County Workforce Development Board. It is a function of WDB members to continually recruit for a pool of applicants in order to fill current and upcoming vacancies. Ms. Thompson explained that it is also beneficial for members to recruit others since they have first-hand knowledge and information about the Board and can talk about the good the Board does. Ms. Cross shared her experience with assisting with recruitment for the required Apprenticeship representative position; it was not until she personally reached out to her contacts that we received any responses. Business representatives must meet the following criteria: be an owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority; provide employment opportunities in in-demand industry sectors or occupations and provide high quality, work-relevant training and development opportunities to its workforce or the workforce of others; and are appointed from among individuals nominated by local business organizations and business trade associations. Applications for the Cumberland County WDB can be submitted electronically via http://co.cumberland.nc.us/commissioners/board_application.aspx. You must be a Cumberland County resident to serve on the Board. The Marketing/Bylaws/Nominations Sub-Committee accepted the update as information only.

OFFICIAL MEETING

I. Call to Order - The September 7, 2016 meeting of the Workforce Development Board was called to order by the Board Chair, Mr. David McCune, at 1:32 PM.

II. Recognition of Guests – Mr. McCune welcomed and thanked the guests in attendance.

III. Ethics Awareness and Conflict of Interest Statement – Mr. McCune read the North Carolina State Ethics Commission Ethics Awareness & Conflict of Interest reminder statement to the Board.

IV. Approval of Minutes - Mr. McCune asked the members to review the minutes from the June 8, 2016 WDB meeting. Mr. John Jones made a motion to approve the minutes as read; the motion was seconded by Ms. Charlene Cross and passed unanimously. The approved minutes will be posted on the Workforce Development Board website at the conclusion of the Board meeting.

V. Director's Report – Mr. Lott provided an update on various workforce related news. The final WIOA regulations were released on June 30, 2016 and published in the federal register on August 19, 2016. A summary of the final rules was included in the notebook, which detailed the key provisions of the joint final rule of the six WIOA core programs (Adult, Dislocated Worker, Youth, Employment Service, Adult Education, and Vocational Rehabilitation). Mr. Lott addressed several significant points of the regulations including the funding shift to 75% for Out of School youth, the emphasis on all programs for job placement, earnings, and job retention, priority of service for veterans, military spouses, and low income individuals, and the strengthening of work-based learning strategies, especially Apprenticeship. Changes to performance measures, both in the type of measure as well as the quarters in which they are measured, include that, for the first time, Wagner-Peyser services (Division of Workforce Services) are subject to the same performance measures as WIOA Title I programs. Collaboration with Adult Education and Family Literacy is also mandated. Mr. Lott reported that at their August 10, 2016 meeting, the NCWorks Commission established criteria for specialized Career Centers. Mr. Lott stated that the library would be an excellent candidate for this designation, but he also mentioned partners such as Connections of Cumberland County and Vocational Rehabilitation. The Governor's Office restated the goal for 67% of the state's workforce to have some degree or certification beyond high school by 2025; Cumberland County stands at 64%. Due to there being nine new local directors (out of 23 local areas) since the start of the year, Assistant Secretary Will Collins stated that he will make more training available for all local directors. Mr. Lott reported on the first ever meeting of the NCWorks Commission and the NC Association of Workforce Development Board (NCAWDB) Chairs. Mr. Lott, Mr. McCune, and Mr. Jones attended the meeting on behalf of Cumberland County. Those who attended shared their concerns and began discussion on adopting common goals. The group will meet again at the NCWorks Partnership Conference in early October. Mr. Lott shared the negotiated performance measures for Cumberland County for PY16 and PY17, which are close to the state's overall performance requirements. He explained that this was the first time that the state conducted negotiations; he and Ms. Rodriguez will ensure that the performance measures will be incorporated in the negotiations for the new service provider contracts.

VI. Focus – Mr. Lott provided a brief overview of the history of workforce development to orient new members and refresh long-term members of the Board. He explained that for many years, the only public involvement in workforce development was the Wagner-Peyser Act of 1934. As part of FDR's New Deal, benefits were paid to workers who lost their jobs, and the Employment Security Commission (ESC) was founded to create a public labor exchange where businesses could list job orders and individuals could seek jobs. Not much changed until the Kennedy Administration passed the Manpower Development Training Act in 1962 in order to provide training to fill the gap of labor shortages. As part of LBJ's War on Poverty, the Neighborhood Youth Corps was passed in 1964 to provide work opportunities to low-income youth ages 16-21; the concept of youth programs changed very little until WIOA was passed in 2014. The Comprehensive Employment Training Act of 1973 (CETA) was passed under Nixon on a bipartisan vote; it provided education and training for individuals seeking their first job, a better job, or their next job. CETA was part of the Nixon Administration's transference of decision-making back to the state level. It provided funds directly to any city, county, or state to provide jobseekers with the ability to train or retrain for a job; any governmental entity with a population of at least 100,000 was directly funded by the

federal government. Areas that did not apply were grouped together into a “Balance of State” for the Governor to administer the programs. North Carolina had twelve local prime sponsors and eighty-six counties in the Balance of State under CETA. Unfortunately, the programs were not very effective, so Congress added a new component in 1978 that involved employers more directly by creating Private Industry Councils, the first “Workforce Development Boards”; the Councils were majority business and made decisions related to which training programs to fund and the entities to run the programs. At the same time, ESC created an employer-led advisory board called the Job Services Employer Committee (JSEC), which were very effective in North Carolina. Under CETA, separate funding was allotted for Public Service Employment, in which government could hire additional employees with the first \$10,000 of wages and benefits coming from federal funds; by early 1981, over 8000,000 people were employed under Public Service Employment across the nation. Due to campaign hearings against CETA by 1980 Presidential candidate Ronald Reagan, Massachusetts Senator Edward Kennedy, and Indiana Senator Dan Quayle, bipartisan legislation introduced in 1982 led to Congress passing the Job Training Partnership Act of 1983 (JTPA). JTPA continued the emphasis on local government control and strengthened the role of the local workforce boards. The major difference under JTPA was that there was no longer a direct relationship between the local governments; instead, funds were allocated to the Governor and then allocated to local “Service Delivery Areas,” using the same factors of population, poverty, and unemployment rates. The Balance of State concept was abolished and all local areas were designated as part of a Service Delivery Area; this resulted in North Carolina’s local areas to increase from 12 to 23. For the first time, there was an emphasis on performance measures, including unsubsidized placements and job-related training. The role of the local boards was strengthened and collaboration was encouraged among all local agencies providing training, workforce development, and human services. The programs ran without much change for 15 years with the exception of funding reductions each year. As a result of the funding reductions, the US Department of Labor established “One-Stop Centers” in 1985 by providing special funding for local areas to develop a new local synergy. There were fewer points of services, but the Centers provided a wider array of services. Again, North Carolina led the way with one of the first One-Stop Centers established in Whiteville in Columbus County. Along with the Welfare to Work program, President Bill Clinton and Speaker Newt Gingrich collaborated to pass the Workforce Investment Act of 1998 (WIA). For the first time, customer satisfaction was included as part of the performance measures and there was general encouragement for local ESC offices to be combined with the One-Stop Career Centers. The basic governance structure was left unchanged, but local boards were given a stronger role in promoting economic development and certifying local eligible training providers. In response to the economic recession of 2008 which included the disappearance of millions of manufacturing jobs and subsequent high unemployment, Congress once again introduced bipartisan legislation which resulted in the passing of the Workforce Innovation and Opportunity Act of 2014 (WIOA). Under WIOA, the role of local governments remains the same, but the responsibilities of the local boards are increased. Significant changes under WIOA include: youth programs, whose target groups, eligibility, and service strategies had not changed much since CETA, had the most substantial changes, such as the requirement to spend at least 75% of funds on Out of School youth (compared to only 30% previously) ages 18-24, and a shift in focus from work experience to job placements and the attainment of skills gains as part of wrap-around services due to the nationwide epidemic of disconnected youth (the US Bureau of Labor Statistics, or BLS, estimates that at least 30% of the nationwide total of 22 million youth are not active in either education/training or the workforce); Wagner-Peyser programs (known as the Division of Workforce Services in North Carolina) must be co-located with WIOA Title I Adult and Dislocated Worker programs and will be subject to the same performance measures; staff who support the local board under local government cannot run the programs so program delivery must be contracted through an open procurement process; by July 1, 2017, Career Center Operations must also be contracted through an open procurement process; local board membership must have at least 51% business representation (specifically individuals who are in position to make personnel

decisions on behalf of the companies they represent) and include representatives of Workforce (i.e. organized labor, registered apprenticeship programs, and community-based organizations) and Education/Training (i.e. adult education and literacy, higher education, economic development, State Employment Office, and Vocational Rehabilitation); regional planning among workforce areas is required, as is increased collaboration between One-Stop Career Centers (WIOA Titles I and III) and other workforce development system partners including adult education and literacy (WIOA Title II) and Vocational Rehabilitation (WIOA Title IV). Mr. Lott reported that although there has never been a national Workforce Board and state Workforce Boards have never had much power, the most consistent factor in the history of workforce development programs has been the increasing roles and responsibilities of local Workforce Boards. As the only local convener for workforce development and human services programs, local Workforce Boards have the responsibility of ensuring increased collaboration among all of the programs, as well as increasing employer engagement and providing labor market intelligence in an effort to promote and support economic development. Mr. McCune thanked Mr. Lott for his concise report on the history of workforce development and the WDB, the reason why we are all here.

VII. Sub-Committee Reports – Sub-Committee Chairs presented information to the full Board that had been previously considered by the Sub-Committee members in the committee meetings. All information presented was also included in the Board notebooks for review.

- *Business and Finance* – Ms. Linda Hoppmann, Chair of the Business and Finance Sub-Committee, presented the following information to the Board:
 - Finance Report– Ms. Nedra Rodriguez presented an updated financial report to the Business and Finance Sub-committee. The Board accepted the report as information only.
- *Program Activities and Community Relations* – Mr. John Jones, Chair of the Program Activities and Community Relations Sub-Committee, presented the following information to the Board:
 - Training Providers– Ms. Charlene Cross made a motion to approve MedCerts HI-2000 Pharmacy Technician Program and HI-2100 Pharmacy Technician Specialist programs as training programs eligible for WIOA funding and to decline NC State University/Industry Expansion Solutions’ Practical Project Management program and 11 other MedCerts programs submitted for consideration; the motion was seconded by Ms. Ellen Morales and passed unanimously.
 - Career Pathways Update- Mr. Jim Lott, Director, and Mr. Scott Panagrosso, Career Pathways Facilitator, provided an update to the sub-committee on the recently certified transportation Career Pathway. Ms. Jody Risacher made a motion to proceed with development of a Career Pathway in the field of healthcare with plans to submit an application to be certified by the NCWorks Commission; the motion was seconded by Ms. Cross and passed unanimously.
 - Work Ready Community Initiative- Ms. Nore Brantley, Career Development Coordinator, provided an update to the sub-committee on the progress of Cumberland County’s initiative to be a Work Ready Community; Ms. Hoppmann acknowledged the work of Ms. Brantley and the steering committee and said she would continue to bring up the initiative at meetings until all of the WDB employers are registered as recognizing the National Career Readiness Certificate

(www.workreadycommunities.org/NC/051). The Board accepted the update as information only.

- *Youth* – Ms. Charlene Cross, Chair of the Youth Sub-Committee, presented the following information to the Board:
 - Youth Sub-Committee Report- Ms. Cross provided an update on the Youth Sub-Committee. The Board accepted the report as information only.
 - Update on Contract for WIOA Youth Program- Mr. Chip Lucas, Executive Director of Career and Technical Education (CTE) for Cumberland County Schools (CCS), provided an update on the WIOA Youth Program as of August 26, 2016. The Board accepted the report as information only.
 - Recommendation of WIOA Youth Program Contractor- Ms. Cross submitted the recommendation of the Sub-Committee to award both the In School Youth (ISY) and Out of School Youth (OSY) portions of the RFP to ResCare Workforce Services. Mr. Jonathan Charleston prompted additional discussion regarding the recommendation. ResCare Workforce Services submitted proposals to provide services for both the In School and Out of School Youth programs; Cumberland County Schools (CCS) only bid on the In School Youth portion. Mr. Charleston commended the review team on their hard work, but he asked them to provide reasoning regarding their decision. Members were reminded that under WIOA, at least 75% of youth funding must be spent on OSY; only 25% is allotted for ISY program services. Ms. Rodriguez reiterated the individual objective reviews and scores of the RFP review team; Ms. Cynthia Wilson concurred that each panel member reviewed and scored the proposals on their own before discussing as a group. Review members explained that the scores were similar and while there was no dissension on the decision, they did discuss all of the proposals at length. Mr. Richard Everett explained that since only ResCare applied for the OSY portion of the RFP, they did have the option to re-issue the RFP but determined that would not be necessary since ResCare submitted an adequate proposal. Mr. Josephus Thompson disclosed that much of his decision was based on that he does not want the ISY program separate from the Career Center (CCS proposed to run the ISY program out of Alger B. Wilkins, an alternative high school). Mr. Everett concurred with Mr. Thompson that it was not conducive to split the youth program based on the small percentage of funding allotted for the ISY portion of the program (25%). Ms. Rodriguez reported that youth programs did poorly across the state; it has been a difficult transition (to the OSY focus), but they need to get serious this year regarding performance and funding percentages. Mr. Lott agreed that it would be a challenge for CCS to have only 25% of youth funding; he thinks they can achieve synergy by having both programs run by one organization where they work across funding. Mr. Charleston asked about the current program staff and the next steps in the process. Ms. Rodriguez explained that they will enter into negotiations with the selected contractors to include funding as well as the statement of work, which will be developed by Mr. Lott and Ms. Rodriguez; all bidders proposed interviewing existing staff. Mr. McCune reminded the WDB that this new process is taking place across the country and they will have to RFP again in 2-3 years; he also have concerns about this process, but there is nothing they can do about it since it is the new law. Ms. Rodriguez agreed that this is not the most effective, seamless way of doing business. Mr. Charleston stated that in his role as a WDB member, he wants to ensure that if CCS is not awarded a portion of the

contract, that the selected contractor makes a significant effort to mitigate any adverse impact on the existing staff, as well as a concerted effort to improve relations with local employment/community partners. He stressed the need to develop and support the commitment for capacity building in the community. Ms. Cross noted her concern that CCS only proposed having two and a half staff (two full time, one part time). Mr. Lucas spoke about CCS' intention to leverage funding, using non-WIOA funds and Career and Technical Education (CTE) funding sources/programs, but he explained that they did not have an opportunity to make presentations in order to provide an overview and clarify their proposal like they did last time. Mr. Carl Mitchell described the process for awarding the original contracts; despite an intensive effort for local and statewide proposers, they did not receive a lot of responses. He explained that at the time, there was not the 75/25 provision for youth program spending, but he thinks that CCS has adapted pretty well in order to keep serving youth. He stated that although he was not part of the review team for the current RFP process, he is sure that the process under the County is as legitimate as that of FTCC. He communicated that although the RFP processes may be different, the County is not wrong for not allowing presentations as they are not required and the circumstances are different. Ms. Amy Cannon, County Manager, agreed that the FTCC and County RFP processes may be different, but she did inquire about the rationale for not allowing presentations. Ms. Rodriguez again detailed the review process, and explained that due to time constraints (tight timeline in order to review the proposals, bring the recommendations to the WDB, and then to the Board of Commissioners for approval, in order to negotiate contracts to begin October 1st), and the review team agreeing that the proposals did stand alone, they did not see the need for presentations since the proposals were clear-cut and complete. They did not see a reason to prolong the process when they had already reached a clear consensus. Mr. Charleston asked if the RFP was for a services contract; Ms. Rodriguez responded that yes, it was. Mr. Charleston stated that in his experience, when it comes to service contracts, it is better to always offer the opportunity for an interview process to complement the data in the RFP; Ms. Cynthia Wilson indicated that, in her experience, an interview is not always included as part of the RFP process. Mr. Chad Kormanek acknowledged that this was not the typical process since bidders knew the funding amounts in advance and everyone knows what others are proposing. Ms. Cross clarified that last time, the bidders were not in the room during each other's presentations, only the review team members. Ms. Esther Thompson asked for budgeting clarification for running separate youth programs, one to serve ISY and one to serve OSY. The concern of the review team was for CCS to serve ISY, they would only receive \$225,000; with \$779,000 allotted for OSY, keeping the programs together would allow the contractor to leverage funding to serve more overall. Mr. Charleston asked if the RFP specified having one provider for both youth programs (he suggested that if it did, maybe CCS would have applied for both portions), along with the condition of keeping them in the Career Center (which also may have impacted CCS proposal). A single contractor was not a condition of the RFP, but Ms. Dina Simcox stated that was not a factor in her decision-making. Ms. Rodriguez reiterated that her understanding is that, legally, the proposals are considered a stand-alone document; speaking objectively, since the review team did not have any unanswered questions, there was no need for presentations when they had already reached consensus. Mr. Charleston said he was not implying that the review team had not acted objectively, but he believes they should always build in an interview within the review process in order to ask questions to supplement a written

proposal. He did not feel that time constraint was a compelling reason for not conducting interviews; Ms. Rodriguez reiterated that it was a unanimous decision of the panel that interviews were not needed due to reaching a consensus. Mr. Charleston made a suggestion, going forward, especially since they are dealing with a lot of money, that they include interviews as part of the review process every time they are looking to secure a service provider. Ms. Cannon brought up the point that the County is a component of this process; they are required to bring the recommendation of the WDB to the Board of Commissioners for approval. She said that she has tremendous amount of respect for the WDB and the effort they have put forth to do right for the community. Ms. Cannon also acknowledged the close, long-standing relationship the County has with CCS; her role as County Manager is to balance the factors of the decision the County Commissioners will have to make, taking into consideration the relationships between all of the organizations concerned. After careful, internal deliberation, she suggested that the WDB table the Youth Program contract award decision and extend the current contract 30 days. Mr. Charleston made a motion on behalf of Ms. Cannon's recommendation and the motion was seconded by Mr. Carl Manning. Mr. McCune said the WDB and/or Sub-Committee will have a special meeting, if necessary, and will bring the recommendation back to the WDB for their consideration at a later date. The recommendation to table the decision was in regard to the ISY portion only; the WDB considered moving forward with awarding the OSY portion. Mr. Charleston expressed concern regarding the financial reasoning behind having one provider for both programs in order to meet the 75/25 requirement; he wondered if it was more efficient to do it that way. Ms. Rodriguez explained that they need to consider not only the 75/25 percentage split of funds but also the requirement to spend 35% of funds on direct participant costs. Mr. Charleston asked for confirmation that the RFP was advertised as two separate programs; entities were open to submit proposals for any or all of the four components of the RFP. Mr. Mitchell stated that although the RFP may have allowed for proposers to submit bids for select portions, it may be the preference of the Board to approve a single contractor to run both the ISY and OSY programs. He added that there is no discourse among the Board as to the work process of the review committee. Mr. Charleston made a motion to reject all youth bids and start over again; he rationalized that the RFP permitted the rejection of submitted proposals and the Board has the authority to do so. Ms. Rodriguez cautioned that due to issuing a single RFP, they cannot reject just a portion; they would have to reject the entire RFP and start again. She suggested that they table all of the bids instead. Mr. Charleston withdrew his motion. Mr. McCune referenced Ms. Cannon, who was representing the County as the administrative agent of the WDB. Mr. McCune reiterated Ms. Cannon's concern about bringing the recommendation to the Board of Commissioners at this stage of dissension. Out of respect for the County, citizens, Commissioners, etc., she had recommended tabling all of the bids and extending the existing contracts. Ms. Rodriguez recommended extending the existing contracts for two months. Ms. Simcox asked for clarification on the gray matter; specifically, what were they questioning which prevented the recommendation for awarding the Youth Program contract from moving forward. Mr. McCune explained the concern was that CCS was offended that they didn't have an opportunity to speak to the review team; the Board wants to make it right. Mr. McCune clarified that the Sub-Committee made a motion and seconded a recommendation, but it is up to the Board to approve; they have hit a snag as a result of the discussion, which has led to the recommendation to table the bids and allow the proposers to make presentations to supplement the written proposals. Mr.

Charleston added that if reviewers have the opportunity to interview proposers, it will allow them to make a more complete, informed decision; it is not intended to guarantee CCS a portion of the program. Ms. Cross withdrew the motion of the Youth Sub-Committee. Ms. Simcox made a motion to table the entire RFP (i.e. awarding of contracts), pending proposer interviews; Mr. Mitchell seconded the motion. Ms. Simcox made another motion to extend the current contracts two additional months (through November 30, 2016 for both CCS and ResCare, Youth and Adult/Dislocated Worker Program services, respectively, and to add the funding necessary in order to provide services through the contract extensions); Ms. Jody Risacher seconded the motion.

- *Planning and Evaluation* – Mr. Richard Everett, Chair of the Planning and Evaluation Sub-Committee, presented the following information to the Board:
 - Update on Contract for WIOA Adult & Dislocated Worker Program – Ms. Lorria Troy, Project Director for ResCare Workforce Services, provided an update on the WIOA Adult & Dislocated Worker Program to the Planning and Evaluation Sub-Committee. The Board accepted the report as information only.
 - Revised Policies- Policy Letters #6: Priority of Service Policy and #14: Adult and Dislocated Worker Transitional Jobs were for distribution purposes only; approval action will be required at the next WDB meeting.
 - Recommendation of WIOA Adult & Dislocated Worker Program Contractor- The recommendation of the Planning and Evaluation Sub-Committee, on behalf of the RFP Review Team, to award the WIOA Adult and Dislocated Worker program services contract to ResCare Workforce Services (pending negotiations and approval for a contract to begin as of October 1, 2016) was tabled by the Board pending proposer interviews.
- *Labor Market Information* – Mr. Josephus Thompson presented the following information to the Board:
 - Review of most recent LMI report – The LMI Sub-Committee reviewed and discussed the most recent Labor Market Overviews provided by the Labor & Economic Analysis Division (LEAD) of the NC Department of Commerce. Additional information will provided at a future WDB meeting regarding explanations and comparisons of reports on the number of individuals in the labor force and the various unemployment rates. The Board accepted the report as information only.
- *Marketing/Bylaws/Nominations*– Ms. Esther Thompson, Chair of the Marketing/Bylaws/Nominations Sub-Committee, presented the following information to the Board:
 - Update on Career Center Signage – The Marketing/Bylaws/Nominations Sub-Committee reviewed a picture of the new Cumberland County NCWorks Career Center sign, which complies with all of the branding requirements set forth by the NC Department of Commerce. The Board accepted the update as information only.
 - Business Representative Recruitment- On behalf of the Marketing/Bylaws/Nominations Sub-Committee, Ms. Thompson encouraged

WDB members to recruit local business representatives to apply to be a member of the Cumberland County WDB to build a pool of applicants in an effort to maintain compliance with local Board requirements under WIOA. The Board accepted the update as information only.

Upcoming Workforce Development-related events include: the Southeastern Employment & Training Association (SETA) Conference, September 25-28, 2016 in Biloxi, MS; the NCWorks Partnership Conference, October 5-7, 2016 in Greensboro, NC; and the 2016 National Association of Workforce Development Professionals (NAWDP) Youth Symposium, October 31-November 2, 2016 in Chicago, IL.

The next Youth Sub-Committee meeting is scheduled for noon on Friday, October 28, 2016 at the Career Center (410-414 Ray Ave).

The next meeting of the Workforce Development Board is scheduled for Wednesday, November 2, 2016, in the FTCC Administration Building, room 170, with sub-committee meetings beginning at 11 am. This meeting will take the place of the originally scheduled October 12, 2016 WDB meeting; the WDB will not meet in December 2016.

Mr. McCune adjourned the meeting at 2:46 pm.

Respectfully Submitted By:

Peggy Aazam, Executive Assistant

David McCune, Board Chair