

**LUMBER RIVER WORKFORCE DEVELOPMENT BOARD
30 CJ WALKER ROAD
PEMBROKE, NC 28372
THURSDAY, FEBRUARY 22, 2018
8:30 A.M.**

MEMBERS PRESENT

Private Sector:	Theresa Walker, Roderick Locklear, Merridith Hale; Cathy Poole; Terri Beard
Community Based Organization:	Thomas Brooks, John Alford;
Consortium Board Member:	None
Higher Education:	Dr. William D. McInnis
NCWorks:	None
Vocational Rehabilitation:	None
Economic Development:	None
Organized Labor:	Carolyn Floyd-Robinson
Adult Education & Literacy:	Dr. William Findt

MEMBERS ABSENT

Community Based Organization:	Ophelia Ray (excused); Lee Anne Sago (excused)
Private Sector:	Timothy Locklear, Evans Sheppard, (excused), Jean Fletcher (Excused); Teresa Johnson (excused); Terry Lewis (excused), James Taylor (excused), David Chestnut (excused), Beth McPhaul (excused); Consortium Board Member: Raymond Cummings (excused); Jay Todd (excused)
Organized Labor:	None
Higher Education:	None
NCWorks:	VACANT
Secondary Education:	VACANT
Vocational Rehabilitation:	Sandra Britt (excused)
Economic Development:	Varonica McKoy Livingston, (excused); Donald Porter, (excused)
Adult Education & Literacy:	None

GUESTS

Katrina Harbison, Bladen Community College; Aletha Poole, Two Hawk Workforce Services; Vondia Caple, Scotland County Schools; Ricky Ransom, UNCP; Willa Dean Williams, Bladen County Schools;; Melba McCallum, Partners in Ministry; Charles Gunnings, Partners in Ministry; Sandra Guyton, Bladen Community College; Ann Garrett, NCWorks Bladen; Yolanda Moore, NCWorks Hoke

STAFF

Patricia Hammonds, WD Administrator; Sonya Johnson, LRCOG Administrative Secretary; Arnetra Shaw, WD Staff; David Richardson, LRCOG Executive Director; Jautam Davis, WD Staff; Precious McArn, WD Staff; Kammala Brayboy, WD Staff; Ronald Oxendine, Business Services Coordinator; Antoinette Bullard, Planning Fiscal Coordinator; Matthew Ammons, WD Staff

CALL TO ORDER

Vice-Chairperson Theresa Walker called the meeting to order at 8:30 a.m. and welcomed everyone in attendance. Ms. Walker read the Conflict of Interest policy from the By-Laws.

CONSIDERATION OF DECEMBER 21, 2017 MINUTES

Mr. John Alford made a motion, seconded by Ms. Merridith Hale to approve the December 21, 2017 as presented. Motion carried.

CONSENT ITEMS

WIOA Adult/ DW Service Report

Motion was made by Mr. John Alford and seconded by Mr. Roderick Locklear to accept the WIOA Adult/DW Service Report as presented. Motion carried.

NCWorks Career Center Customers Served Report

Motion was made by Ms. Carolyn Robinson and seconded by Ms. Terri Beard to accept the NCWorks Career Center Customers Served report as written. Motion carried.

Lumber River Youth Service Delivery Report

Motion was made by Dr. Dale McInnis and seconded by Mr. John Alford to accept the Lumber River Youth Service Delivery Report as written. Motion carried

Business Services Report

Motion was made By Mr. Roderick Locklear and seconded by Ms. Merridith Hale to accept the Business Services Report as presented. Motion carried.

WDB Performance Accountability Measures July-December 2017

Motion was made by Mr. John Alford and seconded by Mr. Roderick Locklear to accept the WDB Performance Accountability report as presented. The motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

LOCAL AREA CONFLICT OF INTEREST POLICY

Ms. Patricia Hammonds presented the Lumber River Workforce Development Consortium LRLA Conflict of Interest Policy 2017-2024 (Attachment F) She stated that the Conflict of Interest Policy is not meant to take the place of the Conflict of Interest clause in the Board Policy but will serve as a supplement to the current policy. She advised that all Board members will be required to sign a Code of Conduct Contract.

Motion was made by Dr. Dale McInnis and seconded by Dr. William Findt to accept the Conflict of Interest Policy as presented. The motion carried.

PY17 WIOA AD/DW Program Expenditure Reports

Antoinette Bullard presented the WIOA Expenditure Reports July, 2017 thru December, 2017

Fund 4020 = Adult Funds	Total Budget	Reported Expenditures	Percent Expended
Bladen Community College	142,229.00	47,944.35	33.71%
In-house Expenditures	348,535.00	102,465.61	29.40%
Two Hawk total	1,214,252.00	562,245.00	46.30%
	1,705,016.00	712,654.96	41.80%

Fund Dislocated Worker 4030 Funds	Total Budget PY17 Allocations	Reported Expenditures YTD December 17	Percent Expended YTD December 17
Bladen Community College	104,507.00	38,981.19	37.30%
In-house Expenditures	410,295.00	87,859.43	21.41%
Two Hawk Total	560,667.00	254,190.95	45.34%
Hoke	86,708.00	30,967.05	35.71%
Richmond	87,643.00	40,907.23	46.67%
Robeson	291,451.00	147,908.38	50.75%
Scotland	94,865.00	34,408.29	36.27%
TOTAL	1,075,469.00	381,031.57	35.43%

A motion was made by Mr. Roderick Locklear and seconded by Ms. Terri Beard to accept the WIOA Fund 4020 and WIOA Fund 4030 as presented. The motion Carried.

Fund 4040 Youth Fund	Total Budget	Reported Expenditures Year to date Aug -17	Percent Expended Year to Date Aug - 2017
In House	109,158.01	50,995.99	46.72%
Bladen Community College	150,944.10	55,615.19	36.84%
Scotland Co. Schools	55,294.77	28,055.59	50.74%
UNCP	613,072.67	365,271.52	59.58%
Partners in Ministries Scotland Co. (OSY)	150,883.32	47,536.93	31.51%
Partners in Ministries Richmond Co.	185,862.47	55,235.26	29.72%
Hoke Co. Schools	183,879.66	49,985.51	27.18%
Total	1,449,095.00	652,695.99	45.04%

A motion was made by Dr. Dale McInnis and seconded by Dr. William Findt to approve the WIOA Fund 4040 Youth Fund Expenditure Report. The motion Carried.

LRWDB Evaluations Committee Recommendations

Dr. William McInnis stated that The Lumber River WDB Evaluation Committee met on February 7, 2018 to review and discuss PY 17-18 WIOA Adult/Dislocated Worker (AD/DW) Program Performance, PY 17-18 WIOA (AD/DW) Program Expenditure Reports, PY 16 Carryover Funds Request and Training Provider Requests. The following recommendations were approved by the Committee:

PY 17-18 WIOA AD/DW Program Performance (Service Delivery and July-December Expenditures)

PY 17-18 AD/DW Program Service Delivery Report and Expenditure Reports for July-December 2017 were reviewed and discussed. The committee still has concerns with low service delivery numbers and placements in Scotland County and would like to know what action plan is in place to increase these numbers in the upcoming months. The reports were accepted and approved with concerns as a matter of record.

LRWDB Staff Follow-up: On February 8, 2018, LRWDB staff met with Two Hawk Workforce Services and Scotland NCWorks Career Center Manager to share the committee's concerns and discuss a continuous improvement plan. Mr. Harvey Godwin, Owner of Two Hawk Workforce Services and John Lowery, NC Works Regional Operations Director, was present as well. It was found that the numbers reported were not accurate. Two Hawk Workforce Services has submitted an updated service delivery report to show an increase in the number of placements along with an updated action plan (see Attachment I1). Lastly, the Scotland County NCWorks Career Centers has submitted supporting documentation of outreach efforts and is currently working on a goal plan to address continuous improvement effort.

Motion was made by Dr. Dale McInnis and seconded by Mr. Roderick Locklear to accept the PY 17-18 WIOA AD/DW Program Performance Report. The Motion Carried.

PY 16 Carryover Funds Request

Two Hawk Workforce Services, LLC requested additional Dislocated Worker funds in the amount of \$88,400.00 for Robeson County to be transferred from the unobligated in-house PY 16 Dislocated Worker Carryover Funds. These funds will be used for additional requirements to support existing and future Individualized Training Accounts (ITA) customers, current and future On-the-job (OJT) levels, and current and future support costs (travel). 8% (\$7,072.00) of these requested funds will be used to augment Administration costs. The Evaluation Committee Recommended to approve the PY 16 Funds Transfer Request in the amount of \$88,400.00 from the unobligated PY 16 Carryover Funds into the Dislocated Funds in Robeson County for Two Hawk Employment Services.

Motion was made by Dr. Dale McInnis and Seconded by Mr. Roderick Locklear to approve the PY16 Carryover Funds Request as presented. The motion carried.

Training Provider Request

A presentation was conducted by Pamela Harvey, Regional Workforce Development Manager for Medcerts Online Training at the Workforce Development Evaluation Committee Meeting on February 7, 2018 to review the request to be approved as a provider for the Lumber River Workforce Development Local Area. The Evaluation Committee Recommended to table for future consideration until the LRWDB staff researches certifications that individuals may acquire through the training services to ensure that those certifications can be utilized and are recognized by local agencies including local doctors' offices and hospitals.

Motion was made by Dr. Dale McInnis and seconded by Mr. Roderick Locklear to table the request. The motion carried.

Request for Proposals (RFP) Timeline for PY2018/19 WIOA Adult & Dislocated Worker Programs and NC Works Center Operators

The LRWDB Staff requested approval to release the PY2018/19 Request for Proposal (RFP) and Budget Packets for WIOA Adult & Dislocated Worker Programs and NC Works Career Center Operators in Bladen, Hoke, Richmond, Robeson and Scotland Counties. The timeline is as follows:

RFP Released	March 16, 2018
General Bidders Conference – 10:00 AM	March 26, 2018
Proposals Due - 12:00 Noon	April 9, 2018
WD Staff Review	April 9-13, 2018
RFP Committee Review	April 16, 2018
Notice of Contract	April 26, 2018
Contract Negotiation Period	May 1-31, 2018
Project Start-up	July 1, 2018

The Evaluation Committee accepted the request and approved to release the PY2018/19 Request for Proposal (RFP) and Budget Packets for WIOA Adult & Dislocated Worker Programs and NCWorks Career Center Operators in our region.

Motion was made by Dr. Dale McInnis and seconded by Mr. John Alford to approve the release of the PY2018/19 Request for Proposal (RFP) and Budget Packets for WIOA Adult & Dislocated Worker Programs and NCWorks Career Center Operators in our region. The motion carried.

LRWDB Youth Committee Recommendations

Ms. Carolyn Robinson advised that the Lumber River WDB Youth Committee met on February 13, 2018 to review and discuss PY 17-18 July 1-December 2017 WIOA Youth Program Service Delivery reports, PY 17-18 July1-December 2017 WIOA Youth Program Expenditure Reports. The following recommendations were approved by the Committee:

PY 17-18 WIOA Youth Program Performance (July-December Service Delivery Reports and July-December Youth Program Expenditure Reports)

PY 17-18 Youth Program Service Delivery Report and Expenditure Reports for July-December 2017 were reviewed and discussed. In reviewing the PY 17-18 Youth Program Service Delivery Report, the change in reporting was noted to reflect the new reporting requirements by the state. The Youth Committee's recommendation was to accept the reports as presented.

Motion was made by Ms. Carolyn Robinson and seconded by Dr. Dale McInnis to accept the reports as written. The motion carried.

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**RFP Committee Review
Notice of Contract
Contract Negotiation Period
Project Start-up**

**April 16, 2018
April 26, 2018
May 1-31, 2018
July 1, 2018**

The Youth Committee recommended approving the timeline as presented.

Motion was made by Ms. Carolyn Robinson and seconded by Mr. Roderick Locklear to approve the timeline as presented. The motion carried.

WD ADMINISTRATOR'S REPORT

Ms. Patricia Hammonds discussed with the Board the following information:

- LRCOG Quarterly Fact Sheets
- Disaster Relief Employment Program Update
- Maximize Carolina Grant
- Labor Market Information Report

CHAIRMAN'S REPORT

NONE

PUBLIC PARTICIPATION

NONE

ADJOURNMENT

There being no further business to discuss, meeting was adjourned.