

**LUMBER RIVER WORKFORCE DEVELOPMENT BOARD**  
**30 CJ WALKER ROAD**  
**PEMBROKE, NC 28372**  
**THURSDAY, AUGUST 24, 2017**  
**8:30 A.M.**

**MEMBERS PRESENT**

Private Sector:	Jay Todd, Theresa Walker, Roderick Locklear, David Chestnut; James Taylor, Beth McPhaul, Cathy Poole,
Community Based Organization:	Lee Anne Sago, Ophelia Ray, Thomas Brooks, John Alford
Higher Education:	None
NCWorks:	Peggy Davis
Vocational Rehabilitation:	None
Economic Development:	Donald Porter
Organized Labor:	Carolyn Floyd-Robinson
Adult Education & Literacy:	Dr. William Findt

**MEMBERS ABSENT**

Community Based Organization:	
Private Sector:	Timothy Locklear, Evans Sheppard, (excused), Teri Beard (excused), Jean Fletcher (Excused); Merredith hale (excused); Teresa Johnson (excused); Terry Lewis (excused)
Consortium Board Member:	Raymond Cummings (excused)
Organized Labor:	None
Higher Education:	Dr. William D. McInnis (Excused)
Secondary Education:	VACANT
Vocational Rehabilitation:	Sandra Britt (excused)
Economic Development:	Varonica McKoy Livingston, (excused)
Adult Education & Literacy:	Dr. William Findt (Excused)

**GUESTS**

Katrina Harbison, Bladen Community College; Sondra Guyton, Bladen Community College; Paul Maynor, Two Hawk Workforce Services; Sherwood Southerland, Two Hawks Workforce Services; Aletha Poole, Two Hawk Workforce Services; Regina Smalls, NCWorks Career Center - Hoke, Richmond & Scotland Counties; Vondia Caple, Scotland County Schools; Ricky Ransom, UNCP; Jessica Hendrix, Hoke County School; Enrique Torres, Telamon Corp.; Robbie Taylor, Richmond Community College; John Kisten, Richmond Community College; Lisa Stayton, NCWorks; Scott Panagrosso, NCWorks; John Lowery, DWS-NCWorks; Lorraine Prince, Partners in Ministry; Demorris Thomas, DWS- NCWorks; Karl Zurl, DWS- NCWorks

## **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; Anntoinette Bullard, Planning Fiscal Coordinator; Kendrick Thomas, WD Staff

## **CALL TO ORDER**

Workforce Development Administrator Patricia Hammonds, called the meeting to order at 8:35 a.m. and welcomed everyone in attendance. Ms. Hammonds read the Conflict of Interest policy from the By-Laws.

## **CONSIDERATION OF BY-LAWS**

Ms. Patricia Hammonds gave a brief overview of the Lumber River Workforce Development Board Bylaws. The adoption of by-laws is a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs. The by-laws are the Boards operating manual, which defines the following:

- ♦ Size of the board and how it will function;
- ♦ Roles and duties of members, officers, staff and committees;
- ♦ Rules and procedures for holding meetings, electing directors and appointing officers;
- ♦ Conflict of interest policies and procedures;
- ♦ How grant monies will be distributed;
- ♦ Other essential corporate governance matters.

## **APPOINTMENT OF OFFICERS**

Ms. Patricia Hammonds informed that only private sector members can be selected as officers and only the private sector members can vote on the officers, due to the WIOA law.

*Mr. John Alford made a motion to open the nomination process for LRWDB Chairman.*

- Mr. Roderick Locklear nominated Jay Todd to serve as Chairman.
- Mr. John Alford nominated Teresa Walker to serve as Chairman.
- Beth McPhaul nominated Terry Lewis to serve as Chairman.
- Ms. Theresa Walker nominated Mr. James Taylor

*Ms. Lee Ann Sago made a motion, seconded by Mr. James Taylor to close the nomination process.*

By a majority vote, Mr. Jay Todd was selected as the Lumber River WD Board Chairman

*Mr. John Alford made a motion to open the nomination process for LRWDB First Vice-Chairman.*

- Mr. Donald Porter nominated Teresa Walker to serve as First Vice-Chair.

Mr. James Taylor made a motion, seconded by Ms. Carolyn Floyd-Robinson to close the nomination process.

By a majority vote, Ms. Teresa Walker was selected as the First Vice-Chair of the Lumber River WD Board.

Ms. Lee Anne Sago made a motion to open the nomination process for Second Vice-Chairman.

- Ms. Teresa Walker nominated James Taylor
- Beth McPhaul was also nominated

Mr. Roderick Locklear made a motion to close the nomination process. By a majority vote, Mr. James Taylor was selected as the Second Vice-Chairman of the Lumber River WD Board.

### **CONSIDERATION OF JUNE 22, 2017 MINUTES**

Mr. John Alford made a motion, seconded by Mr. Donald Porter to approve the June 22, 2017 minutes as presented with the correction of adding excused to Carolyn Floyd Robinson. Motion carried.

### **CONSENT ITEMS**

#### **WIOA Adult/ DW Service Report**

Motion was made by Mr. Donald Porter and seconded by Ms. Lee Anne Sago to accept the WIOA Adult/DW Service Report as presented. Motion carried.

#### **NCWorks Career Center Customers Served Report**

Motion was made by Ms. Teresa Walker and seconded by Ms. Beth McPhaul to accept the NCWorks Career Center Customers Served report as written. Motion carried.

#### **Lumber River Youth Service Delivery Report**

Motion was made by Ms. Carolyn Robinson-Floyd and seconded by Ms. Lee Anne Sago to accept the Lumber River Youth Service Delivery Report as written. Motion carried

#### **Business Services Report**

Motion was made By Mr. Donald Porter and seconded by Ms. Cathy Poole to accept the Business Services Report as presented. Motion carried.

#### **NC Commerce DWS PY2016 Programmatic Oversight Summary Report**

A motion was made by Ms. Carolyn Robinson-Floyd and seconded by Mr. Donald Porter to accept the report as presented. Motion carried.

**OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

**PY16 WIOA AD/DW Final Expenditure Reports**

Anntoinette Bullard presented the WIOA Expenditure Reports

<b>Fund 4020 = Adult Funds</b>	<b>Total Budget</b>	<b>Reported Expenditures</b>	<b>Percent Expended</b>
Bladen Community College	129,126.00	126,853.06	98.24%
In-house Expenditures	289,274.98	164,908.90	57.01 %
Two Hawk total	1,212,213.00	1,110,947.76	91.65%
	<b>1,630,613.98</b>	<b>1,402,709.72</b>	<b>86.02%</b>

*A motion was made by Ms. Beth McPhaul and seconded by Mr. John Alford to accept the WIOA Fund 4020 as presented. Motion Carried.*

<b>Fund 4040 Youth Fund</b>	<b>Total Budget</b>	<b>Reported Expenditures Year to date April -17</b>	<b>Percent Expended Year to Date April - 2017</b>
In house Expenditures	106,954.00	96,083.53	89.84%
Bladen Community College	128,371.00	96,426.99	75.12%
Scotland Co. Schools	82,176.00	58,655.71	71.38%
UNCP	485,465.50	403,713.49	83.16%
Partners in Ministries Scotland Co. (OSY)	159,052.50	149,983.38	94.30%
Partners in Ministries Richmond Co.	205,112.00	201,224.37	98.10%
Hoke Co. Schools	139,452.00	120,148.76	86.16%
<b>Total</b>	<b>1,306,583.00</b>	<b>1,126,236.00</b>	<b>86.20%</b>

*A motion was made by Ms. Lee Ann Sago and seconded by Mr. Thomas Brooks to approve the WIOA Fund 4040 Youth Fund Expenditure Report. Motion Carried.*

<b>Fund 4030 Dislocated Worker Funds</b>	<b>Total Budget PY15 Allocations</b>	<b>Reported Expenditures YTD April 17</b>	<b>Percent Expended YTD April 17</b>
Bladen Community College	80,824.00	71,242.64	88.15%
In-house Expenditures	500,218.98	131,748.89	26.34%
Two Hawk Total	480,575.00	385,207.56	80.16%
Hoke	85,401.00	80,509.02	94.27%
Robeson	241,003.00	195,755.15	81.23%
Scotland	83,707.00	60,808.15	72.64%
Richmond	70,464.00	48,135.24	68.31%
<b>TOTAL</b>	<b>1,061,617.98</b>	<b>588,199.09</b>	<b>55.41%</b>

Motion was made by Mr. Roderick Locklear and seconded by Ms. Peggy Brooks to approve the WIOA Dislocated Work Funds Reports. Motion carried.

**LRWDB Youth Committee Recommendations**

Mrs. Ophelia Ray stated to the Board that the LRWDB Youth Committee met on Thursday, August 17, 2017 to discuss Program Year (PY) 2016 WIOA Youth Program Service Delivery Reports, PY 16 Final Expenditures Reports, PY 17 Allocations and PY16 Carryover Funds. The following was approved by the Lumber River WD Youth Committee:

**I. Program Year 2017 WIOA Youth Allocations:**

**\$ 242,630** in-house operating costs = \$140,972 administration; \$101,658 program  
**\$ 1,167,091** contracted to service providers  
**\$1,409,721** total Youth Allocation for PY2017

<b>Bladen</b>	<b>Hoke</b>	<b>Richmond</b>	<b>Robeson</b>	<b>Scotland</b>	<b>Total</b>
<b>11.265%</b>	<b>13.723%</b>	<b>13.871%</b>	<b>46.127%</b>	<b>15.014%</b>	<b>100%</b>
<b>\$131,473</b>	<b>\$160,160</b>	<b>\$161,887</b>	<b>\$538,344</b>	<b>\$175,227</b>	<b>\$1,167,091</b>
<b>+\$18,602</b>	<b>+\$28,208</b>	<b>+\$26,775</b>	<b>+\$87,804</b>	<b>+\$26,524</b>	<b>+\$187,913</b>
<b>(Difference between PY16 allocation and PY17 allocation)</b>					

**\*funds held in-house for operating costs consist of: LRWDB staffing costs (salaries, FB, travel, training costs); LRWDB expenses (meetings, trainings, conferences); contractor training costs; LRCOG Administrative Entity Costs (rent, postage, utilities, printing, telephone, technology, etc.); new/update/printing of program policies, operation manuals; youth regional events, assistance with Job Fairs, etc.**

The Youth Committee recommended to allocate/contract Program Year 2017 Youth funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce Solutions and allow LRWDB staff to work with contractors with technical revisions to include staffing, services, #of participants served, etc.

**II. Program Year 2016 WIOA Carryover Funds:**

**\$ 0** in-house operating costs  
**\$ 180,346** available to service providers  
**\$ 180,346** total PY 16 Carryover Available

<b>Bladen</b>	<b>Hoke</b>	<b>Richmond</b>	<b>Robeson</b>	<b>Scotland</b>	<b>Total</b>
<b>11.265%</b>	<b>13.723%</b>	<b>13.871%</b>	<b>46.127%</b>	<b>15.014%</b>	<b>100%</b>
<b>\$20,316</b>	<b>\$24,749</b>	<b>\$25,016</b>	<b>\$83,188</b>	<b>\$27,077</b>	<b>\$180,946</b>

**Youth Council Recommendation:**

The Youth Council Recommended to make available Program Year 2016 Carryover funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce Solutions and allow LRWDB staff to work with contractors to negotiate justification of needs associated with the requesting Carryover Funds.

A motion was made by Mr. Donald Porter and seconded by Mr. Thomas Brooks to accept the WD Youth Recommendations as presented. Motion carried.

## LRWDB Evaluation Committee Recommendations

Ms. Lee Ann Sago advised the Board that the Lumber River WDB Evaluation Committee met on August 21, 2017 to review and discuss PY 16 WIOA Adult/Dislocated Worker (AD/DW) Program Performance, PY 17 WIOA LRWDB Planning Budget, PY 17/18 AD/DW Program Allocations, PY16 AD/DW Carryover Funds and Incumbent Worker Training Fund Request. The following recommendations were approved by the Committee:

### I. PY WIOA AD/DW Program Performance (Service Delivery and Final Expenditures)

PY 16/17 AD/DW Program Service Delivery Report and Final Expenditure Reports were reviewed and discussed. It was suggested that the format of the Service Delivery Report be revisited and redesigned to clearly define the employment placement categories as they relate to providing services to customers. In reviewing the PY 16/17 Final Expenditure Report, it was suggested the funds expended reflect a cost per for the participants served.

### II. PY 2017 LRWDB In-House Planning Budget

The PY 17 LRWDB In-House Planning Budget was reviewed and clarity was provided in regards to the line item descriptions. The planning budget was considered however there were concerns regarding the \$40,000 allocated to Advisory Costs. Advisory Costs are associated with conducting LRWDB meetings; to include subcommittees, strategic planning sessions, and Board Member trainings and attendance to state and national conferences throughout the year. These costs vary year to year however the amount allocated for the category is flexible. It was suggested the amount budgeted be revisited to determine if additional funds may be allocated to support providing more services throughout the local area.

#### **Evaluation Committee Recommendation:**

To accept the PY 17 Lumber River WDB In-House Planning Budget with investigation and potential changes to the Advisory Costs.

### III. PY 17/18 WIOA Adult/Dislocated Worker Program Allocations:

#### **A. Program Year 2017 WIOA Adult Allocations:**

**\$ 420,259** in-house operating costs (\$143,605 administration; \$276,654 program)  
**\$ 1,015,792** program funds to be contracted  
**\$ 1,292,446** total Adult Allocation for PY2017

<b>Bladen</b>	<b>Hoke</b>	<b>Richmond</b>	<b>Robeson</b>	<b>Scotland</b>	<b>Total</b>
<b>11.436%</b>	<b>14.111%</b>	<b>14.396%</b>	<b>45.581%</b>	<b>14.476%</b>	<b>100%</b>
<b>\$ 116,166</b>	<b>\$ 143,338</b>	<b>\$ 146,233</b>	<b>\$ 463,008</b>	<b>\$ 147,046</b>	<b>\$ 1,015,792</b>
<b>+\$ 10,540</b>	<b>+\$ 17,788</b>	<b>+\$ 16,687</b>	<b>+\$ 52,056</b>	<b>+\$ 14,881</b>	<b>+\$ 111,953</b>
<b>(Difference between PY16 allocation and PY17 allocation)</b>					

**Note: Funds held in-house for operating costs consist of: LRWDB staffing costs(salaries, FB, travel, training costs); LRWDB expenses (meetings, trainings, conferences); contractor training costs; LRCOG Administrative Entity Costs (rent, postage, utilities, printing, telephone, technology, etc.); new/update/printing of program policies, operation manuals; regional events, assistance with Job Fairs, etc.**

The Evaluation Committee recommended to allocate/contract Program Year 2017 Adult funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce

Solutions and allow LRWDB staff to work with contractors with technical revisions to include staffing, services, # of participants served, etc.

A motion was made by Ms. Beth McPhaul and seconded by Mr. James Taylor to accept the Committees recommendations as presented. Motion Carried.

**B. Program Year 2017 WIOA Dislocated Worker Allocations:**

\$ 242,293 in-house operating costs (\$87,414 administration; \$154,879 program)  
 \$ 631,844 program funds to be contracted  
 \$ 874,137 total DW Allocation for PY2017

Bladen	Hoke	Richmond	Robeson	Scotland	Total
11.265%	13.723%	13.871%	46.127%	15.014%	100%
\$ 71,177	\$ 86,708	\$ 87,643	\$ 291,451	\$ 94,865	\$ 631,844
<b>+\$ 6,953</b>	<b>+\$ 1,307</b>	<b>+\$ 17,179</b>	<b>+\$ 50,448</b>	<b>+\$ 11,158</b>	<b>+\$ 86,445</b>
<b>(Difference between PY16 allocation and PY17 allocation)</b>					

**Note: Funds held in-house for operating costs consist of: LRWDB staffing costs (salaries, FB, travel, training costs); LRWDB expenses (meetings, trainings, conferences); contractor training costs; LRCOG Administrative Entity Costs (rent, postage, utilities, printing, telephone, technology, etc.); new/update/printing of program policies, operation manuals; regional events, assistance with Job Fairs, etc.**

The Evaluation Committee recommended to allocate/contract Program Year 2017 DW funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce Solutions and allow LRWDB staff to work with contractors with technical revisions to include staffing, services, # of participants served, etc.

A motion was made and seconded by Ms. Beth McPhaul and seconded by Mr. James Taylor to accept the recommendations as presented. Motion carried.

**IV. PY 16 WIOA Adult/Dislocated Worker Program Carryover Funds:**

**A. Program Year 2016 WIOA Adult Carryover:**

\$ 0 in-house operating costs  
 \$ 227,904 available to contractors  
 \$ 227,904 total PY16 Adult Carryover

Bladen	Hoke	Richmond	Robeson	Scotland	Total
11.436%	14.111%	14.396%	45.581%	14.476%	100%
\$ 26,063	\$ 32,160	\$ 32,809	\$ 103,881	\$ 32,991	\$ 227,904

The Evaluation Committee recommended to make available Program Year 2016 Adult Carryover funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce Solutions and allow LRWDB staff to work with contractors to negotiate justification of needs associated with the requesting Carryover Funds.

A motion was made by Mr. Roderick Locklear and seconded by Mr. Donald Porter to accept the recommendations as presented. The Motion Carried.

**B. Program Year 2016 WIOA DW Carryover:**

**\$ 0** in-house operating costs  
**\$ 473,413** available to contractors  
**\$ 473,413** total PY16 Adult Carryover

<b>Bladen</b>	<b>Hoke</b>	<b>Richmond</b>	<b>Robeson</b>	<b>Scotland</b>	<b>Total</b>
<b>11.436%</b>	<b>14.111%</b>	<b>14.396%</b>	<b>45.581%</b>	<b>14.476%</b>	<b>100%</b>
<b>\$ 53,330</b>	<b>\$ 64,967</b>	<b>\$ 65,667</b>	<b>\$ 218,371</b>	<b>\$ 71,078</b>	<b>\$ 473,413</b>

The Evaluation Committee recommended to make available Program Year 2016 DW Carryover funds, as shown, based on county fair share rates provided by the NC Department of Commerce, Division of Workforce Solutions and allow LRWDB staff to work with contractors to negotiate justification of needs associated with the requesting Carryover Funds. The Evaluation Committee expressed concerns regarding Carryover Funds. The Committee suggested LRWDB staff research and devise a plan to encourage 100% level of spending/meeting or exceeding performance and consequences associated with contractors not meeting performance. An incentive program was suggested as a motivational tool to provide more services effectively to local area customers.

*A motion was made by Ms. Teresa Walker and seconded by Ms. Carolyn Robinson-Floyd to accept the recommendations as presented. The Motion carried.*

**V. Incumbent Worker Training Funds Request**

Specialty Product Technologies (SPT) submitted a request for additional funding in the amount of \$2,180.00 to support the following training:

Training Component	# of Trainees	Training Cost	Employer Contribution	LRWDB Funds requested
Foundational Training and Concepts for Plating	3	\$27,880.00	\$25,700.00	\$2,180.00

The Evaluation Committee recommended to approve the additional funding in the amount of \$2,180.00 in support of the Foundational Training and Concepts for Plating training component.

*A motion was made by Mr. John Alford and seconded by Mr. Donald Porter to accept the recommendations as recommended. The Motion carried.*

**WD ADMINISTRATOR'S REPORT**

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

- Infrastructure Cost Sharing Update
- Disaster Relief Employment Program Update
- Labor Market Information Report
- NCWorks Partnership Conference, Greensboro, NC (October 11-13)
- LRWDB Member of the Year

**CHAIRMAN'S REPORT**

Mr. Jay Todd stated that the WD Staff was working on getting a copy of the WD Budget. He stated that it was part of the Council of Governments Budget and they were working on getting it together to share with the Board.

**PUBLIC PARTICIPATION**

**NONE**



**ADJOURNMENT**

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