

**LUMBER RIVER WORKFORCE DEVELOPMENT BOARD
30 CJ WALKER ROAD
PEMBROKE, NC 28372
THURSDAY, MAY 3, 2018
8:30 A.M.**

MEMBERS PRESENT

Private Sector:	Jay Todd; Theresa Walker, Roderick Locklear, James Taylor; Lee Anne Sago; Ophelia Ray;
Community Based Organization:	Thomas Brooks, John Alford;
Consortium Board Member:	Raymond Cummings
Higher Education:	Dr. William D. McInnis
NCWorks:	Peggy Davis
Vocational Rehabilitation:	None
Economic Development:	None
Organized Labor:	Carolyn Floyd-Robinson
Adult Education & Literacy:	Dr. William Findt

MEMBERS ABSENT

Community Based Organization:	
Private Sector:	Timothy Locklear, Evans Sheppard, (excused), Jean Fletcher (Excused); Teresa Johnson (excused); Terry Lewis (excused), David Chestnut (excused), Beth McPhaul (excused); Terri Beard (excused);Cathy Poole (excused); Merridith Hale (excused)
Consortium Board Member:	None
Organized Labor:	None
Higher Education:	None
NCWorks:	None
Secondary Education:	VACANT
Vocational Rehabilitation:	Vacant
Economic Development:	Varonica McKoy Livingston, (excused); Donald Porter, (excused)
Adult Education & Literacy:	None

GUESTS

Sherwood Southerland, Two Hawk Workforce Services; Paul Maynor, Two Hawk Workforce Services; Aletha Poole, Two Hawk Workforce Services; Vondia Caple, Scotland County Schools; Ricky Ransom, UNCP; Melba McCallum, Partners in Ministry; Charles Gunnings, Partners in Ministry; Ann Garrett, NCWorks Bladen; Yolanda Moore, NCWorks Hoke; Vickie Sampson, Vocational Rehab. Lumbee Tribe; Denise McKoy, Vocational Rehab.; John Lowery, NCWorks/Commerce; Allison Melvin, NCWorks/Richmond; Regina Smalls, 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; Antoinette Bullard, Planning Fiscal Coordinator; Matthew Ammons, WD Staff; Johanna Allen, WD Staff; Demorris Thomas, DWS;

CALL TO ORDER

Chairman Jay Todd called the meeting to order at 8:30 a.m. and welcomed everyone in attendance. Mr. Todd read the Conflict of Interest policy from the By-Laws.

CONSIDERATION OF MINUTES

Mr. John Alford made a motion, seconded by Mr. Donald Porter to approve the February 22, 2018 minutes as presented. Motion carried.

CONSENT ITEMS

WIOA Adult/ DW Service Report

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the WIOA Adult/DW Service Report as presented. Motion carried.

NCWorks Career Center Customers Served Report

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the NCWorks Career Center Customers Served report as written. Motion carried.

Lumber River Youth Service Delivery Report

Motion was made by Raymond Cummings and seconded by Mr. Donald Porter to accept the Lumber River Youth Service Delivery Report as written. Motion carried

Lumber River Youth Services Regional Report

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

WDB Performance Accountability Measures July 2017-March 2018

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the WDB Performance Accountability report as presented. The motion carried.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

PLANNING RECOMMENDATION:

2018 WIOA LOCAL AREA PLAN

Ms. Patricia Hammonds presented the 2018 WIOA Local Area Plan. Ms. Hammonds stated that the Workforce Innovation and Opportunity Act (WIOA) require each Workforce Development Board to develop and submit a comprehensive four year plan. The Lumber River WDB Staff received the WIOA 2018 Plan Update Instructions and has prepared the updates as instructed. The Plan is in draft form and had to be submitted on April 30, 2018 to the State for approval.

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the 2018 WIOA Local Area Plan as presented. The motion carried.

EVALUATION COMMITTEE RECOMMENDATIONS

PY 17-18 WIOA Adult and Dislocated Worker Program Performance

Dr. Dale McInnis stated that the Lumber River WDB Evaluation Committee met on April 26, 2018 to review several different reports and recommendations. The first item discussed was the PY 17-18 WIOA Adult and Dislocated Worker Program Performance. The PY 17-18 Adult and Dislocated Worker Program Service Delivery Report and Expenditure reports for July 1, 2017 through February 28, 2018 were reviewed and discussed. The committee still has concerns with low service delivery number and placement in Scotland County. The committee accepted the reports and approved with concerns as matter of record.

A motion was made by Dr. Dale McInnis and seconded by Mr. Raymond Cummings to approve the reports as presented. The motion carried.

PY 2017 WIOA Adult and Dislocated Worker Monitoring Reports

Dr. McInnis stated that the PY 2017 WIOA Adult and Dislocated Worker Monitoring Reports were completed as of March 2, 2018. He explained that the purpose of the review is to evaluate service delivery and ensure WIOA staff is appropriately maintaining participant records, are in compliance with Local Area Policy, and actively engaged in Integrated Service Delivery process at the local NCWorks Career Centers.

A motion was made by Dr. Dale McInnis and seconded by Mr. Donald Porter to approve the Monitoring Reports as presented. The motion carried.

PY2018-19 WIOA Adult & Dislocated Worker Request for Proposal (RFP) Summary

Dr. McInnis stated that it was recommended that Bladen Community College operate the Adult and Dislocated Worker Program for Bladen County with technical revisions and negotiations as needed.

A motion was made by Mr. Roderick Locklear and seconded by Mr. Raymond Cummings to accept the recommendation to allow Bladen Community College to operate the Adult and Dislocated Worker Program in Bladen County with technical revisions and negotiations as needed. Dr. William Findt abstained. The motion passed.

Dr. McInnis presented the recommendations for the WIOA Adult & Dislocated Worker Program Operations. He stated that it was recommended that Two Hawk Workforce Services be selected to operate the Adult and Dislocated Worker Program in Hoke, Robeson, Richmond and Scotland County based on past experience with operating this program and would eliminate a lapse in service to customers. He

stated also that due to corrective actions plan requirements over the past year, the contractor will be monitored quarterly and placed on a one year provisional contract to address concerns with Enhanced service delivery and improving case management documentation. The Committee discussed the proposal and decided to accept the recommendation with the following action plan that will be monitored by LRWDB staff quarterly. The action plan will include information to address concerns that include:

1. Increased Employment Placements
2. Outreach and recruitment throughout all counties with strong emphasis on counties where employment placement has been a concern.
3. An itemized breakout cost per participant
4. Detailed record to show participant interaction, enrollment and customer outcomes
5. Address Integrated Service Delivery and collaboration with partners including North Carolina Commerce Division of Workforce Solutions.

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the PY18/19 WIOA AD/DW Program Contractors and allow the WDB staff the ability to negotiate technical revisions and will be under a one year provisional contract. Employment placement goals and action plan will be implemented and monitored quarterly by WDB Staff for Two Hawk Services AD/DW contract in Hoke, Robeson, Richmond and Scotland Counties. The motion carried.

PY2018-19 NCWorks Career Center Operators Request for Proposal (RFP) Summary

Dr. McInnis stated that the PY 18/19 NCWorks Career Center Operators RFP's were submitted and reviewed. He advised that the Committee recommended that the North Carolina Commerce Division of Workforce Solutions serve as the NCWorks Career Center Operator with technical revisions on information provided in the proposal packet. An improved center operations plan will be developed and implemented by LRWDB staff in conjunction with Regional Director and center management staff in accordance with the LRWDB strategic plan.

A motion was made by Mr. Donald Porter and seconded by Ms. Lee Anne Sago to accept the recommendation as presented. Ms. Peggy Davis Abstained. The motion carried.

Training Provider Request

Dr. McInnis stated that Staff presented information that was requested following a presentation on February 7, 2018 conducted by Pamela Harvey with Medcerts Online Training, to review the request to be approved as a provider for the Lumber River Workforce Development Local Area. Staff stated that research was conducted concerning the certifications that individuals could acquire through the training services offered by their company and if they would be recognized by local agencies. Dr. McInnis advised the Board that the Committee recommended that the request be tabled for future consideration until the LRWDB staff researches the availability of certifications offered by Medcerts Online training compared to community colleges in the Lumber River Local Area.

There was no action taken by the Board.

Incumbent Worker Training Funds Request

Dr. McInnis stated that Mr. Ronald Oxendine advised the Committee that Campbell Soup Supply had submitted an Incumbent Worker Training application asking for funding in the amount of \$20,500 to support the following training:

Training Component	# of Trainees	Training Cost	Employer Contribution	LRWDB Funds Requested
Tall Pro/ XS System Maintenance Training	10	\$28,474	\$15,224	\$13,250
Safe Canning Methods Training	20	\$12,000	\$6,000	\$6,000
Industrial Ammonia Refrigeration	2	\$2,500	\$1,250	\$1250
Totals	32	\$42,974	\$22,474.00	\$20,500.00

A motion was made by Ms. Lee Anne Sago and seconded by Mr. Raymond Cummings to approve the requested funding in the amount of \$20,500 for Incumbent Worker Training at Campbell Soup Supply. The motion carried.

YOUTH COMMITTEE RECOMMENDATIONS

Ms. Ophelia Ray stated that the Lumber River WDB Youth Committee met on April 25, 2018 and discussed the following:

PY 17-18 WIOA Youth Program Performance

Ms. Ray discussed the PY 17-18 Youth Program Service Delivery Report and Expenditure Reports for July 1, 2018 through February 28, 2018. The Youth Committee recommended that the reports be accepted and approved. The Board approved the recommendations as presented.

PY 2017 WIOA Youth Program Monitoring

The PY 207 fiscal and programmatic monitoring was completed as March 5, 2018. Ms. Ray stated that the purpose of this review is to evaluate service delivery and ensure WIOA staff is appropriately maintaining participant records and are in compliance with Local Area Policy. The Committee recommends that the monitoring reports be accepted as presented. The Board approved the recommendation as presented.

PY 18/19 WIOA youth Program request for Proposal (RFP) Summary

The PY 18/19 WIOA Youth Program RFP's were submitted and reviewed. A summary of the proposals were presented to the LRWDB Youth Committee. The following was approved for Bladen, Hoke, Richmond, Robeson and Scotland Counties:

1. **Bladen County ISY/OSY**- Bladen Community College to operate In School Youth and Out of School Youth program in Bladen County with technical revisions and negotiations regarding work based learning activities and budget.

A motion was made by Mr. Roderick Locklear and seconded by Mr. Raymond Cummings to approve Bladen Community College as the In School Youth and Out of School Youth Program Operator in Bladen County with technical revisions and negotiations regarding work based learning activities and budget. The motion carried.

2. **Hoke County (ISY/OSY)** - Hoke County School to operate In School and Out of School Youth program with technical revisions regarding plan for providing incentives and follow up services not clearly addressed in proposal.

A motion was made by Mr. Donald Porter and seconded by Ms. Theresa Walker to approve the recommendation for Hoke County Schools to operate the In School and Out of School Youth Program with technical revisions. The motion carried.

3. **Robeson County (ISY/OSY)** - UNC- Pembroke to operate In School and Out of School Youth Program in Robeson County with technical revisions and negotiations regarding budget.

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to approve the recommendation to allow UNC-Pembroke to operate as the Robeson County In School and Out of School Youth Provider. The motion carried.

4. **Richmond County (ISY/OSY)** - Partners in Ministry to operate In School and Out of School Youth Program in Richmond County with negotiations regarding budget and the following technical revisions:
 - Contractor must provide a schedule for services provided at the Rockingham location
 - Provide outreach material to demonstrate that this is a functioning location for services by June 30, 2018.

A motion was made by Mr. Donald Porter and seconded by Mr. Roderick Locklear to approve the recommendation to allow Partners in Ministry to operate the In School and Out of School Youth Program in Richmond County with the technical revisions as discussed. The motion carried.

5. **Scotland County (OSY)** - Partners in Ministry to operate Out of School Youth in Scotland County with technical revisions and negotiations.

A motion was made by Dr. William Findt and seconded by Mr. Donald Porter to approve the recommendation as presented. The motion carried.

6. **Scotland County (ISY)** – Scotland County Schools to operate In School program in Scotland County with technical revisions and negotiations.

A motion was made by Ms. Theresa Walker and seconded by Mr. Roderick Locklear to accept the recommendation as presented. The motion carried.

PY17 WIOA AD/DW Program Expenditure Reports

Antoinette Bullard presented the WIOA Expenditure Reports July, 2017 thru February, 2018

Fund 4020 = Adult Funds	Total Budget	Reported Expenditures	Percent Expended
Bladen Community College	142,229.00	73,462.22	51.65%
In-house Expenditures	348,535.00	130,669.14	37.49%
Two Hawk total	1,214,252.00	672,530.22	55.39%
	1,705,016.00	876,661.58	51.42%

Fund 4030 Dislocated Worker Funds	Total Budget PY17 Allocations	Reported Expenditures YTD February 2018	Percent Expended YTD February 2018
Bladen Community College	104,507.00	68,817.68	65.85%
In-house Expenditures	321,795.00	112,220.18	34.87%
Two Hawk Total	649,067.00	360,354.85	55.52%
Hoke	86,708.00	42,268.71	48.75%
Richmond	87,643.00	49,564.80	56.55%
Robeson	379,851.00	224,985.68	59.23%
Scotland	94,865.00	43,535.66	45.89%
TOTAL	1,075,369.00	541,392.71	50.34%

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the WIOA Fund 4020 and WIOA Fund 4030 as presented. The motion Carried.

Fund 4040 Youth Fund	Total Budget	Reported Expenditures YTD February 2018	Percent Expended Year to Date February 2018
In House	109,158.01	61,496.33	56.34%
Bladen Community College	150,944.10	78,490.15	52.00%
Scotland Co. Schools	55,294.77	33,385.33	60.38%
UNCP	613,072.67	454,881.35	74.20%
Partners in Ministries Scotland Co. (OSY)	150,883.32	66,660.10	44.18%
Partners in Ministries Richmond Co.	185,862.47	78,104.65	42.02%
Hoke Co. Schools	183,879.66	77,451.60	42.12%
Total	1,449,095.00	850,469.51	58.69%

A motion was made by Ms. Ophelia Ray and seconded by Mr. Raymond Cummings to approve the WIOA Fund 4040 Youth Fund Expenditure Report. The motion Carried.

Two Hawk Workforce Services Funds Requests

Ms. Ann Bullard advised the Board Members that the Lumber River Workforce Development Board staff has received a request for additional Adult funds from Two Hawk Workforce Services in the amount of \$79,400.00 for Robeson and Richmond County to support the following:

- **The requested funds of \$27,600.00 will be used in Robeson County Adult for 1 additional Heavy Equipment Operator Training (ITA), 10 additional On-the-Job Trainings (OJT's), 1 Work Experience (WEX), and contingency for walk-ins.**
- **The requested funds of \$30,900.00 will be used in Richmond County Adult for 1 additional Heavy Equipment Operator Training (ITA), 1 additional On-the-Job Trainings (OJT's), 1 Work Experience (WEX), overruns associated largely with truck drivers and contingency for walk-ins**
- **The requested funds of \$20,900.00 will be used in Richmond County DW for overruns associated with a truck driver and OJT participant and contingency for walk-ins.**

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to approve the request as presented. The motion carried.

WD ADMINISTRATOR'S REPORT

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

- NC Works Certified Work Ready Community Update for Bladen County
- Disaster Relief Employment Program Update
- Labor Market Information Report
- WD Staff Updates – New Hires: Erica Brayboy- Regional Enrichment Specialist; Matthew Ammons - WD Business Enrichment Specialist
Mr. Ron Oxendine has resigned as the Business Services Coordinator.

CHAIRMAN'S REPORT

Chairman Todd recognized Mr. Donald Porter for his nineteen years of service on the Lumber River Workforce Development Board. Mr. Porter will be retiring in June.

PUBLIC PARTICIPATION

Mr. James Taylor discussed the fire in Fairmont that displaced workers from three different businesses.

ADJOURNMENT

There being no further business to discuss, meeting was adjourned at 9:56 a.m.