

# CAPE FEAR WORKFORCE DEVELOPMENT BOARD MEETING

Wednesday, August 9, 2017

3:00 p.m. – 4:30 p.m.

## MINUTES

**CFWDB New Hanover Workforce Center, Conference Room  
1994 S. 17<sup>th</sup> Street, Wilmington, NC 28401**

### **Members Present:**

Craig Umstead	Greg Bland	Ken Buck	Gordon Corlew
Jean Duncan	Jon Hicks	Amanda Lee, Ph.D.	Shantel McClendon
Greg Washington	Karl Zurl	Fred Spain ( <i>via phone</i> )	

### **Absent:**

Robbie Benton	Bobby Davis	Rick Edwards	Paul Gerald
Russell Green	Phillip Hedgepeth	Jim Kornegay	Gary Lanier, Ed.D.
Lindsay Miller			

### **CFWFD Staff Present:**

Ginger Brick	Lashauna Parker	Araceli Mathney	Jim Bradshaw
Chris May	April Johnson	Dawn Tucker	Karen Schraml

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### **1. Call to Order, Welcome, & Opening Comments, Introductions**

Mr. Craig Umstead called the meeting to order at 3:00PM, welcomed everyone, and asked all to address the flag for the Pledge of Allegiance. Mr. Umstead asked Mr. Chris May to introduce the new Workforce Development Director, Ms. Ginger Brick.

### **2. Ethics Awareness & Conflict of Interest Statement**

Mr. Craig Umstead read the Ethics Awareness & Conflict of Interest Statement. Ms. Jean Duncan asked if any Board member had a conflict of interest with any of the Agenda. Mr. Karl Zurl (DWS) noted a conflict due to the DWS "One Stop Operator Bid". Mr. Craig Umstead stated that he previously disclosed that he is on the Telamon Board and there has been no change.

### **3. Contractor Reports**

Ms. Ginger Brick presented the contractor reports for Education Data Systems Inc., Leading Into New Communities, Inc., Southeastern Community College, Telamon, & Two Hawk.

### **4. Cape Fear Workforce Development Board Committee Reports - Youth**

Ms. Shantel McClendon presented the Youth Committee Report. Ms. Shantel McClendon informed the board that she submitted a request to the Finance Committee to receive \$20,000 for the Youth Recruitment Event they are planning and that she plans to meet with the Finance Committee in the next month to discuss the line item budget for use of the funds. Ms. Shantel McClendon discussed the launch of the logo for promotional items. The Youth Committee met with representatives of Coast 97.3FM to discuss partnership and what they would provide for the Youth event.

Ms. Shantel McClendon announced she received a promotion with her job & will be leaving the Cape Fear Area. This meeting will be her last meeting, however she will continue to work with the Youth Committee until her replacement is found.

### **5. Division of Workforce Solutions Report**

Mr. Karl Zurl presented the report for the Workforce Career Centers.

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### 6. Consideration of Minutes – June 14, 2017 & June 30, 2017

Mr. Fred Spain was called to meet the quorum number requirement. Quorum was established at 3:35PM.

Mr. Craig Umstead asked if there were questions for the June 14, 2017 Minutes. There were no questions or discussion. Mr. Gordon Corlew motioned to approve the June 14, 2017 Minutes. Ms. Shantel McClendon seconded the motion. The motion carried unanimously.

Mr. Craig Umstead asked if there were questions for the June 30, 2017 Minutes. There were no questions or discussion. Mr. Gordon Corlew motioned to approve the June 30, 2017 Minutes. Mr. Jon Hicks seconded the motion. The motion carried unanimously.

### 7. Finance Report

Mr. Gordon Corlew presented the Finance Report and Ms. Dawn Tucker presented a brief summary of the Executive Summary of the Contractor Allocations provided to the Board. The Finances are at about 83% of expenditure which is where they should be. These are unaudited Financial Statements and could have some small adjustments after the audit in October.

Mr. Gordon Corlew presented a summary of the process to award the “One Stop Operator Bids”. The Finance Committee recommended the Division of Workforce Solutions to be awarded the Pender County, Brunswick County & New Hanover County “One Stop Operator” contract and Southeastern Community College to be awarded the Columbus County “One Stop Operator” contract.

Mr. Ken Buck motioned to accept the Finance Committees recommendations for the “One Stop Operator” contracts. Mr. Greg Bland seconded the motion. After discussion the motion carried unanimously.

Mr. Karl Zurl motioned to approve the Financial Summary dated June 30, 2017. Mr. Greg Bland seconded the motion. After discussion the motion carried unanimously.

Mr. Gordon Corlew motioned to approve the Contractor Allocations Summary. Mr. Ken Buck seconded the motion. After discussion the motion carried unanimously.

### 8. Old Business

Ms. Karen Schraml presented the Compliance Report, the Area Plan, Bylaws Final Approval, Priority of Service for Adults, Work Experience and the Amendment to the LINC Contract.

Mr. Greg Washington motioned to approve the LINC Contract Amendment. Ms. Jean Duncan seconded the motion. After discussion the motion carried unanimously.

Mr. Greg Washington motioned to approve the Area Plan. Ms. Jean Duncan seconded the motion. The motion carried unanimously.

Mr. Gordon Corlew motioned to approve the Bylaws. Mr. Greg Bland seconded the motion. After discussion the motion carried unanimously.

Ms. Shantel McClendon motioned to approve the Work Experience. Mr. Karl Zurl seconded the motion. After discussion the motion carried unanimously.

Mr. Jon Hicks motioned to approve the Priority of Service for Adults. Mr. Gordon Corlew seconded the motion. The motion carried unanimously.

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Compliance was mistakenly listed as an Action Item. No action was needed and no action was taken.

### 9. Cape Fear Workforce Development Board Committee Reports – Facility

Mr. Craig Umstead stated he would be reviewing and assigning individuals to the Committees. Mr. Craig Umstead asked all present to please let him know if there was a specific committee they would like to be assigned to. Mr. Craig Umstead informed the board he would be releasing the Committee assignments next week.

Mr. Greg Bland presented the Facility Utilization & Allocation of Space Committee Report. The Facilities Committee has not met since they met in June. The Committee was given an assignment to find a possible location for the Brunswick County Center. The committee identified a few possible locations. Two of the locations are not going to be able to be used. The third location is 101 Stone Chimney Road is a possible location. Mr. Greg Bland mentioned that Mr. Jim Lott promised schematics for a permanent sign for the New Hanover County Career Center location to be presented to the board at this meeting. Ms. Ginger Brick informed the board that we have indeed reached out to three local sign companies for bids & schematics and that we have not yet received that information, but we will have it before the October meeting. Mr. Greg Bland asked that the Facilities Committee be provided with the bids & schematics when they come in. Ms. Ginger Brick informed the board that she would be providing the bids & schematics to the Facilities & Finance Committees.

### 10. Staff Report

Ms. Ginger Bricks presented the Staff Report. Ms. Ginger reintroduced herself & Karen Schraml to the board. Ms. Ginger Brick indicated she would be reaching out to board members to schedule visits with each board member in the coming weeks. She also informed the board there is a new staff vacancy. Teria Bouknight has resigned as the Adult Program & Special Projects Manager. Ms. Ginger Brick informed the board of Youth Apprenticeship Summit that will be taking place November 9<sup>th</sup> at Cape Fear Community College and will have more information about the program at the October meeting.

Mr. Chris May mentioned there would be an Orientation Retreat followed by Full Retreats to help the board members understand their roles. Ms. Ginger Brick informed the board that she and Mr. Craig Umstead discussed the retreat and that the initial Orientation Retreat would be a 2 hour session to educate the board on the legislation and the role of the board. The second retreat would dig deeper into local area priorities as a board and then a third session that would allow the board to break into their committees and strategize. Mr. Craig Umstead asked the board to be patient with them while he & Ms. Ginger Brick worked out the logistics and asked the board to make sure there was a 100% participation. Ms. Ginger Brick stated that they would like to make sure there was a full board before the retreats took place.

Mr. Chris May asked the board to please let the staff know if there were any suggestions to help the meeting move smoothly. Mr. Craig Umstead stated that receiving the information/reports a week before the meeting was greatly appreciated and hoped that it continues. Ms. Dawn Tucker informed the board that she is willing to provide the board with any financial information they would like to see.

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### 11. New Business – Meeting Dates

Wednesday, October 18, 2017 at Brunswick County Government Complex, 30 Government Center Dr., NE (1<sup>st</sup> floor Commissioners Chambers) Bolivia, NC

Wednesday, December 13, 2017 in Columbus County location to be determined

Wednesday, February 21, 2018 at Pender County Government Complex, 805 S. Walker St., (Assembly Room) Burgaw, NC

Wednesday, April 11, 2018 at New Hanover County Workforce Career Center, 1994 S. 17<sup>th</sup> St. Wilmington, NC

Wednesday, June 13, 2018 at Brunswick County Government Complex, 30 Government Center Dr., NE (1<sup>st</sup> floor Commissioners Chambers) Bolivia, NC

Mr. Gordon Corlew motioned to approve these Meeting Dates. Mr. Greg Bland seconded the motioned. The motion carried unanimously.

### 12. Adjourn

Mr. Craig Umstead adjourned the meeting at 4:50PM.

### 13. Next Meeting Date:

Wednesday, October 18, 2017 at the Brunswick County Government Complex, 30 Government Center Dr. NE (1<sup>st</sup> floor Commissioners Chambers) Bolivia, NC.

Respectfully submitted,

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April D. Johnson, Clerk to the Board

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WIOA Board Chairman or Designee