

# CAPE FEAR WORKFORCE DEVELOPMENT BOARD MEETING

Wednesday, October 18, 2017

3:00 p.m. – 4:30 p.m.

## MINUTES

**Brunswick County Government Complex, 30 Government Center Drive, NE  
1<sup>st</sup> Floor Commissioners Chambers, Bolivia, NC**

### **Members Present:**

Greg Bland	Karl Zurl	Bobby Davis	Paul Gerald
Jean Duncan	Ken Buck	Phillip Hedgepeth	Jon Hicks
Gordon Corlew	Fred Spain ( <i>via phone</i> )		

### **Absent:**

Rick Edwards	Shantel McClendon	Russell Green	Gary Lanier, Ed.D.
Lindsay Miller	Jim Kornegay	Amanda Lee, Ph.D.	Greg Washington

### **CFWDB Staff Present:**

Ginger Brick	Lashauna Parker	Scott Levine	Jim Bradshaw
Karen Schraml			

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

In the absence of a Board Chair, Mr. Greg Bland officiated the meeting. The meeting was called to order at 3:05 p.m. and welcomed everyone. A quorum was present for the meeting. Mr. Bland informed the board of the receipt of a resignation letter from Board Chair, Mr. Craig Umstead, effective immediately. Ms. Ginger Brick stated that Mr. Umstead was a powerful voice at the table and community and cared about our four-county region. We will recognize him and his service at the Cape Fear Council of Governments Annual Dinner.

## **2. Board Member Elections**

The positions of Chair and Vice Chair were up for election and a vote from the board. Mr. Paul Gerald nominated Mr. Jim Kornegay for the position of Chair. Mr. Gordon Corlew seconded the motion.

***MOTION PASSED: Electing Mr. Jim Kornegay as Chair***

For the position of Vice Chair, Mr. Bobby Davis nominated Mr. Gordon Corlew and it was seconded by Mr. Paul Gerald. Both motions were put to a vote and were carried unanimously.

***MOTION PASSED: Electing Mr. Gordon Corlew as Vice Chair***

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

Ms. Karen Schraml requested that anyone with a Conflict of Interest with the prior vote or any other vote to please say so as this time. No board members stated they had a Conflict of Interest.

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An updated Conflict of Interest Policy was included in all agenda packets. All staff and board members are asked to review and sign this statement.

#### 4. Consideration of Minutes – August 9, 2017

Mr. Bland stated that the Minutes were in the packet and asked if there were questions for the August 9, 2017 Minutes. There were no questions or discussion. Mr. Paul Gerald motioned to approve the August 9, 2017 Minutes. Mr. Karl Zurl seconded the motion. The motion carried unanimously.

***MOTION PASSED: Approving CFWDB Minutes of August 9, 2017***

#### 5. Finance Report

Mr. Gordon Corlew presented the Finance Report. The Finance Committee met on September 26, 2017 and Minutes for that meeting will be distributed to the board by email subsequent to this meeting. Board members have received the full financial report through the end of August, 2017. The reports will always be a month behind due to timing of closing the books.

- In reviewing the reports, administrative expenses were running higher, which was mainly due to the amount of time being spent by non-dedicated staff on the program due to fiscal monitoring and audits.

*Ms. Jean Duncan entered the meeting at this time (3:15 pm).*

- The Finance Committee also questioned the youth expenditures incurred by EDSI which were higher than other contractors. Ms. Brick explained that EDSI covers a larger territory and enrolled 70 youth in their work experience program this summer. A lot of the expenses were due to the wages paid to those youth and those number should start to decline and come more in line with other contractors.
- The procedural aspects of the financial reports was also discussed regarding the cash reporting versus accrual.
- There are two audits ongoing at this time. The normal year-end internal audit is in the late stages. No significant findings at this time. The NC State audit is also ongoing and we are awaiting the final report.

Mr. Bland thanked Mr. Corlew for the report and asked the board if they had any questions regarding the financial report. Mr. Ken Buck motioned to approve the financial report and the motion was seconded. The motion carried unanimously.

***MOTION PASSED: Accepting the CFWDB Financial Report through of August 31, 2017***

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### 6. Old Business

An Amendment to the Minutes from the June 14, 2017 meeting was requested. Ms. Brick stated that the board agreed at that meeting to increase the Individual Training Account (ITA) funding from \$6,400 to \$8,000. The board approved this increase as part of the Area Plan approval, however this was not reflected in the Minutes. After discussion, Mr. Bobby Davis made a motion to approve the Amendment to the Minutes and it was seconded by Mr. Paul Gerald. The motion carried unanimously.

***MOTION PASSED: Approving the CFWDB Amendment to the June 14, 2017 Minutes***

### 7. Cape Fear Workforce Development Board Committee Reports - Youth

Mr. Ken Buck presented the Youth Committee Report. Previously, a contractor had requested additional funding for increasing enrollment. That funding was not available however there has been discussion regarding recruiting events that contractors could utilize such as career expos, fairs, and other activities. Education and outreach items need to be approved by the local director prior to printing to ensure they include specific requirements such as logos. Additional funding for the program through various grant opportunities for youth activities were also discussed. While branding is important, one of the challenges seen throughout the state is youth not achieving credentials. Equally important to potential employers are the social skills of the youth.

### 8. Staff Report

Ms. Ginger Brick introduced a new addition to the staff. Mr. Scott Levine is the new Program Manager overseeing the Adult and Dislocated Worker programs. Mr. Levine has been involved with the apprenticeship summit and career pathways and will continue to lead those initiatives.

Mr. Jim Bradshaw, Business Services Rep for CFWDB, reported on business services activities in the community. Mr. Bradshaw reported that he has different teams in each county that go out to meet with industries in each of those counties. They found throughout the past year was that if the industry paid \$15.00/hour, they had very little turnover of employees. Also, many industries are using temp-to-perm workers and that work ethic was a major challenge. When meeting with industries, emphasis is placed on how important that industry is to the community.

### 9. Contractor Reports

Ms. Ginger Brick directed the Board members to the contractor reports in their packets. The reports contain information regarding how many people are being served and the services being rendered. The reports are being streamlined and will be distributed to the contractors in the next few months.

### 10. One-Stop Operator Reports

Mr. Karl Zurl presented the report on behalf of DWS and Southeastern Community College. The report consisted of five quarters of data. The numbers reflect the staff assisted services and internal job orders and referrals. Activities in support of

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employers included 42 hiring events in the career centers between July 1<sup>st</sup> and September 30<sup>th</sup>. We also work with temp agencies and businesses may not realize that some of their employees came through the career center. An employer satisfaction survey will be going out to businesses across North Carolina for feedback.

### 11. New Business

Our Columbus County Career Center is currently certified. All centers will be certified in one application under the CFWDB. A big part of the certification is ISD. We will keep the board informed throughout this certification process.

Additionally, we would like to look at restructuring committees and consider reducing the number of committees in order to streamline services. Staff asks the board to review the committees and see which ones are still relevant. Current committees include facilities, Youth, Finance, Business Services, Bylaws, and Performance.

There are currently six board vacancies. Three in New Hanover County, one in Columbus, one in Brunswick, and one in Pender. Of these, four need to be private sector. We request nominations from the board. It would be good to have more diversity on the board so we can better represent all our constituency.

### 12. Adjourn

Mr. Greg Bland adjourned the meeting at 4:10PM.

### 13. Next Meeting Date:

Wednesday, **December 13**, 2017 in Columbus County at the Southeastern Community College T-Building, Room 120/122, 4564 Chadbourn Hwy., Whiteville, NC

Respectfully submitted,

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Karen Schraml, Fiscal Compliance Officer

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Greg Bland, Designated to Chair Meeting in Absence of Vice-Chair