

Cape Fear Workforce Development Board General Membership Information

OVERVIEW:

The Cape Fear Workforce Development Board is a group of community leaders appointed by local officials to oversee workforce activities across Brunswick, Columbus, New Hanover, and Pender counties. Workforce Development Boards are established in the Workforce Innovation and Opportunity Act of 2014. In North Carolina, there are twenty-three Workforce Development Boards.

MEETING SCHEDULE:

Regular Meetings:

The Cape Fear Workforce Development Board holds regular meeting bi-monthly in the months of February, April, June, August, October, and December. Meetings are usually held from 3:00 p.m. to 4:30 p.m., rotating locations among Brunswick, Columbus, New Hanover, and Pender Counties. With advance notice, members may attend via conference call.

Committee Meetings:

The Cape Fear Workforce Development Board has a committee structure aligned with the board's strategic goals and the requirements of WIOA. Committees can meet monthly or bimonthly. Committees are supported by dedicated Workforce Development Board staff.

Special Meetings:

Members may be asked to participate in special meetings when an item requires a vote before the next full meeting will occur; however, CFWDB staff makes every effort to prevent the necessity of such meetings. Members will also have opportunities to attend training sessions, conferences, board retreats, and other special meetings throughout the program year. For these events, participation is optional.

PRIMARY RESPONSIBILITIES:

The Cape Fear Workforce Development Board is responsible for many critical aspects of the local workforce system. Board activities are supported by Workforce Development Board staff. Examples of board responsibilities include the following:

- Strategic planning and capacity building to meet the needs of a changing labor market
- Performance and funding oversight of local WIOA Title I contracts awarded by the board
- Performance and funding of One-stop Career Centers housed in each of the four counties
- Development and approval of the Local Area Plan, NCWorks Certification, and Career Pathways
- Oversight of board budget as approved by the Council of Governments' Executive Board

Appointments and Terms:

Nominations should come from local business organizations or business trade associations. Members must hold positions of policy-making and/or hiring authority within the company or agency they represent, keeping in mind minority and female leaders of the community. The board Nominations are vetted for compliance and submitted to the appropriate Chief Elected Official for appointment. Once appointed, new members are notified by the Cape Fear Workforce Development Board Director with an invitation to participate in orientation. The initial term is two years from the date of appointment. At the discretion of their respective Chief Elected Official, private sector members may continue to serve in increments of two-year terms, while public sector members may serve additional one-year terms.

For nominations to the Cape Fear Workforce Development Board, please use the attached application.