

CAPE FEAR WORKFORCE DEVELOPMENT BOARD MEETING

Wednesday, April 20, 2018

8:30 a.m.

MINUTES

MEETING VIA CONFERENCE CALL

Members Present:

Jim Kornegay	Angie Ball	Greg Bland	Jean Duncan
Bob Ferraro	Phillip Hedgepeth	Gordon Corlew	Jai Robinson
Melissa Singler	Greg Washington	Teresa Woods-Cox	Yasmin Tomkinson
Karl Zurl	Karen Pleva		

Absent:

Bobby Davis	Rick Edwards	Jon Hicks	Gary Lanier
Mark Lanier	Pete Peterson	Fred Spain	

CFWD Staff Present:

Ginger Brick	Scott Levine	Karen Schraml
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1. Call to Order, Welcome, & Opening Comments

Mr. Jim Kornegay called the meeting to order at 8:30 a.m.

2. Ethics Awareness & Conflict of Interest Statement

Karen Schraml read the Ethics Awareness & Conflict of Interest Statement. There were no conflicts.

3. Consideration of Policies for Approval

All the policies under consideration for approval were previously sent to all members of the board for review. Comments were made and revisions completed per those suggestions.

- a) **P-WDB-001-2018:** Nondiscrimination and Equal Opportunity Policy of WIOA Participants.
 - Motion by Melissa Singler; Seconded by Karen Pleva
- b) **P-WDB-002-2018:** Priority of Service Policy for Adults.
 - Motion by Gordon Corlew; Seconded by Yasmin Tomkinson
- c) **P-WDB-004-2018:** Subsidized Internship/Work Experience Policy for WIOA Title I Participants.
 - Motion by Karen Pleva; Seconded by Greg Washington
- d) **P-WDB-005-2018:** On-The-Job Training Policy
 - Motion by Yasmin Tomkinson; Seconded by Melissa Singler
- e) **PWDB-006-2018:** Supportive Services Policy
 - Motion by Greg Washington; Seconded by Jean Duncan

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- f) **P-WDB-007-2018:** Individual Training Account (ITA) Policy
 - Motion by Jai Robinson; Seconded by Phillip Hedgepeth
- g) **P-WDB-008-2018:** Electronic File Storage, Protecting Personally Identifiable Information (PII), Scanning, and Redaction Policy
 - Motion by Greg Washington; Seconded by Gordon Corlew
- h) **P-WDB-009-2018:** Self-Attestation for WIOA Eligibility Policy
 - Motion by Phillip Hedgepeth; Seconded by Karen Pleva
- i) **P-WDB-011-2018:** Financial Management Policy for WIOA Title I
 - Motion by Greg Washington; Seconded by Yasmin Tomkinson
- j) **P-WDB-012-2018:** Oversight and Review Policy
 - Motion by Jean Duncan; Seconded by Greg Washington
- k) **P-WDB-013-2018:** Purchasing and Procurement Policy
 - Motion by Karl Zurl; Seconded by Gordon Corlew

ALL MOTIONS PASSED

4. Adjourn

A motion to adjourn the meeting was made by Karen Pleva and seconded by Greg Washington. The motion was approved and meeting was adjourned by Mr. Jim Kornegay at 8:50 a.m.

MOTION PASSED: Approving adjournment of the meeting at 8:50 a.m.

Respectfully submitted,

Karen Schraml
Fiscal Compliance/EO Officer

Jim Kornegay,
CF Workforce Development Chair