

# CAPE FEAR WORKFORCE DEVELOPMENT BOARD MEETING

Wednesday, June 13, 2018

3:00 p.m. – 4:30 p.m.

## MINUTES

NEW HANOVER COUNTY CAREER CENTER  
1994 S. 17<sup>TH</sup> STREET, WILMINGTON, NC

### Members Present:

Gordon Corlew	Angie Ball	Jean Duncan (via phone)
Bob Ferraro	Phillip Hedgepeth	Fred Spain (via phone)
Jai Robinson	Mark Lanier	Scarlett Chalmers (via phone)
Melissa Singler	Yasmin Tomkinson	Joaquin Cuevas (via phone)
Teresa Woods-Cox	Dale Perry	Jim Kornegay (via phone)
Karl Zurl	Karen Pleva	

### Absent:

Jon Hicks                      Greg Washington                      John Ashley                      Gary Lanier

### CFWD Staff Present:

Ginger Brick	Chris May	Jim Bradshaw	Lashauna Parker
Karen Schraml	Scott Levine	Araceli Matheny	

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

Gordon Corlew called the meeting to order at 3:05 p.m., welcomed everyone, and thanked the staff for their hard work this past year. Gordon Corlew acknowledged new members present and welcomed to the board.

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

Gordon Corlew read the Ethics Awareness & Conflict of Interest Statement. Karl Zurl abstained from voting on the One-Stop Operator contract as a result of the submission of a proposal by DWS.

#### 3. Consideration of Minutes – April 4, 2018

Gordon Corlew asked the board if there were any discussion about the April 4, 2018 Minutes. There was no discussion. Mark Lanier moved to approve the minutes, seconded by Melissa Singler. The motion carried unanimously.

***MOTION PASSED: Approving CFWDB Minutes of April 4, 2018***

#### Consideration of Minutes – April 20, 2018

Gordon Corlew asked the board if there were any discussion about the April 20, 2018 minutes. There was no discussion. Yasmin Tomkinson moved to approve the minutes, seconded by Karen Pleva. The motion carried unanimously.

***MOTION PASSED: Approving CFWDB Minutes of April 20, 2018***

#### 4. CFWDB Committee Reports

Gordon Corlew presented the *Finance Committee* Report. Topics covered included the proposed 2018-19 budget, the PY18 funding level from the State Division of Workforce Services, and the

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financial analysis of the RFP proposals. Ginger Brick and Gordon Corlew answered questions by the board. Karen Pleva made a motion to approve the proposed budget, seconded by Angie Ball. The motion passed unanimously.

### ***MOTION PASSED: Approving proposed 2018-19 Budget***

Yasmin Tomkinson presented the *NCWorks Committee* report. Discussion included the Committee's review of the RFP responses. There were no questions by the board.

Karen Pleva presented the *Business Engagement Committee* report. The Committee is focusing on learning about local business needs in the community and identifying potential outreach to the schools. There were no questions by the board.

Melissa Singler presented the *Youth Standing Committee* report. The Committee is identifying the gaps in servicing youth and is developing a survey to identify needs in the community. Board members commented that it was an important first step and a good starting point for the Committee.

## 5. Old Business

Ginger Brick stated that Scott Levine will be taking over Business Engagement Services and that Lashauna Parker will be working more with the programs.

Ginger Brick discussed the revisions of three policies. Karl Zurl made a motion to approve the Priority of Service Policy, seconded by Melissa Singer. Bob Ferraro made a motion to approve the Work Experience Policy, seconded by Teresa Woods-Cox. Yasmin Tomkinson made a motion to approve the Supportive Services Policy, seconded by Jai Robinson.

### ***MOTIONS PASSED: Approving Priority of Service, Work Experience, and Supportive Services policies.***

## 6. Title I Contract Awards

The RFP process for the Adult, Dislocated Worker, and Youth Contractors and One Stop Operators was discussed. Yasmin Tomkinson and Melissa Singler spoke about the evaluation process. Questions were asked by the board and discussion was had. There being no further questions, a motion was made by Yasmin Tomkinson to approve the awarding of the Adult, Dislocated Worker, and Youth contracts, seconded by Melissa Singler. Melissa Singler made a motion to approve the One Stop Operator contracts, seconded by Karen Pleva. Both motions passed unanimously.

### ***MOTIONS PASSED: Approving the Adult, Dislocated Worker, Youth, and One Stop Operator contracts.***

The results of the contract awards are listed below:



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	BRUNSWICK	COLUMBUS	NEW HANOVER	PENDER
<b>ADULT</b>	EDSI \$246,750	SCC \$141,000	EDSI \$169,800 STEP UP \$76,950	EDSI \$70,500
<b>DISLOCATED WORKER</b>	EDSI \$189,900	SCC \$94,950	EDSI \$278,520	EDSI \$69,630
<b>YOUTH</b>	EDSI \$141,770 TELAMON \$96,000	SCC \$138,000	EDSI \$164,470 STEP UP \$150,000	EDSI \$76,700
<b>ONE STOP OPERATOR</b>	DWS \$0.00	SCC \$25,000	DWS \$0.00	EDSI \$25,000

Gordon Corlew thanked and congratulated the board members for their diligent review in the RFP process.

### 7. Staff Report

Ginger Brick notified the board of the approval of a certified career pathway in construction. Formal recognition by the state will occur in Jacksonville in November. The application for career center certification has been submitted and is pending. Fiscal and Programmatic monitoring from the State went well. The contractors were very helpful in preparing for that monitoring. CFWDB is working more closely with the local Chambers of Commerce.

Jim Kornegay reported on the RCI meeting he recently attended.

Gordon Corlew announced that Phillip Hedgepeth is leaving the board after many years of service. Phillip Hedgepeth thanked the board and recommended that new board members visit contractors and show support. He also asked that persons attending the meeting be introduced in the future.

Gordon Corlew also acknowledged that Jim Bradshaw is retiring from staff at the end of June. Jim Bradshaw was thanked for his expertise in business services.

### 8. New Business

Ginger Brick discussed the Incumbent Worker training program which was being brought back. A new policy has been drafted for consideration of the board. Discussion was had and Mark Lanier moved to approve the policy, seconded by Phillip Hedgepeth.

***MOTION PASSED: Approving proposed Incumbent Worker Training Program policy.***

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Ginger Brick stated that the 2018 Area Plan was presented to the state and the public for review and comment. Karen Pleva made a motion to approve the 2018 Area Plan, seconded by Angie Ball. The motion passed unanimously.

***MOTION PASSED: Approving the 2018 Area Plan.***

### 9. Chairman/Member Comments

Gordon Corlew asked audience to introduce themselves to the board. The audience was thanked for attending and for their commitment to their programs.

### 10. Adjourn

A motion to adjourn the meeting was made by Yasmin Tomkinson and seconded by Melissa Singler. The motion was approved and meeting was adjourned by Gordon Corlew at 4:05 p.m.

***MOTION PASSED: Approving adjournment of the meeting at 4:05 p.m.***

### 11. Next Meeting Date:

Wednesday, August 8, 2018 3:00PM at the Brunswick County Government Complex 30 Government Center Drive, NE (1<sup>st</sup> Floor Commissioners Chambers), Bolivia, NC

Respectfully submitted,

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Karen Schraml  
Fiscal Evaluation Coordinator

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Gordon Corlew  
Acting CF Workforce Development Chair