

# 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 public workforce activities across Brunswick, Columbus, New Hanover, and Pender counties. Workforce Development Boards are established in the Workforce Innovation and Opportunity Act. Regional Workforce Development Boards (WDBs) are 51% private sector. The remaining 49% is comprised of agencies who represent other Titles under WIOA, organized labor, community-based organizations, and Economic Development. North Carolina has 22 Workforce Development Boards.

### MEETING SCHEDULE:

#### Regular Meetings:

The Cape Fear Workforce Development Board holds regular meetings bi-monthly on the third Wednesday in the months of February, April, June, August, October, and December. Meetings are from 3:30 p.m. to 5:00 p.m. via Zoom or in-person at the BCC Leland Campus.

#### Committee Meetings:

The Cape Fear Workforce Development Board has a committee structure aligned with the board's strategic goals and the requirements of WIOA. Current committees are: Finance Committee, NCWorks Committee, Youth Standing Committee, and the Business Engagement Committee. Committees may meet monthly or bimonthly. Committees are supported by dedicated 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 make 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 such events, participation is optional.

### PRIMARY RESPONSIBILITIES:

The Cape Fear Workforce Development Board is responsible for many critical aspects of our local and regional workforce systems. 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 oversight of One-stop Career Centers housed in each of the four counties
- Development and approval of the WDB Area Plan, NCWorks Certification, and Career Pathways
- Oversight of board budget as approved by the Council of Governments' Executive Board

### APPOINTMENTS AND TERMS:

Nominations come from 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. Board nominations are vetted for compliance and submitted to the appropriate Chief Elected Official (CEO) for appointment. Once appointed, new members are notified by the Cape Fear WDB 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 CEO.