

# DWDB Minutes – September 26, 2013 Meeting

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The following provision under Section IV of the Durham Workforce Development Board Bylaws states:

*“All Board and Committee meetings shall be open to the public, except in cases specifically outlined in the North Carolina Public Records Act. All public comments shall be at the discretion of the Board Chair and be limited up to three minutes per action item”*

Under the discretion of the Board Chair, public comments shall be received at the beginning of each official meeting of the Durham Workforce Development Board. Members of the public will be required to submit a notice in writing to the Board Chair for each action item on which they are requesting to provide comment.



**Durham Workforce Development Board**  
**September 26, 2013 Meeting Minutes**  
**Holton Career & Resource Center**  
**401 N. Driver St. Durham, NC 27703**  
**2<sup>nd</sup> Floor/Learning Center**  
**8:30am - 10:00am**

**DWDB Members Present:** Bill Ingram, Chip Wood, Diane Catotti, Del Mattioli, Frank Smith, Gerald Spence, Iheoma Iruka, Janis Clark, Jessie Pickett-Williams, Laura Benson, Michael Lee, Rick Sheldahl, Sharon McCormick, Steve Schewel, Steven Williams, Wendy Jacobs

DWDB Staff Present: Michael Honeycutt, Kevin Dick, Pheon Alston, Esther Coleman, Courtney McCollum, James Dickens, Darrell Solomon, Alexia Forte, Peter Coyle

Visitors Present: Gail Effingham, Burt Fisher, Roshanna Parker, Tanya Dingle, Carlos O’Bryant, Carol Collins, Jackie Lowry, Renee Taylor, Steve Toler, Meihui Bodane,

## **WELCOME AND CALL TO ORDER**

Steven Williams, Chair, called the meeting to order at 8:41 a.m.

## **REVIEW AND APPROVAL OF MINUTES FROM THE JULY 25, 2013 DWDB MEETING**

***Motion** by Jessie Pickett-Williams, **second** by Rick Sheldahl, the DWDB reviewed and approved the minutes from the July 25, 2013 DWDB meeting.*

## **ANNOUNCEMENTS**

- Acknowledgement and presentation to two departing board members, Dr. Li-An Yeh and John Rodriguez, for their services on the DWDB.
- Steven Williams welcomed new member Frank Smith to the DWDB.
- Steven Williams announced that October is the National Disability Month and read the proclamation.
- Kevin Dick provided an update on the Durham YouthWork Internship Program acknowledging and congratulating Carlos O’Bryant for going through the program.
- Kevin also provided an update on the RFP process.
- Kevin Dick also gave an update on the Re-Entry Job Fair hiring and mass recruitment confirming 21 hires out of 100.

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## ACTION ITEM

### 1. Approval of 2013 – 2014 Program Budget

Staff provided background on the 2013-2014 Program Budget. Staff recommended a budget that would enable federal and local funding for job placement, career counseling and educational programs for unemployed and underemployed adults, dislocated workers and youth (including specialized population groups such as ex-offenders and those with substance abuse and mental health issues). Staff stated that the overall fund availability is \$25,282 more than last year due largely to resource development activities that staff members have undertaken in the past 90 days. However, it should be noted that while the overall budget had increased for the 2013 – 2014 period versus the 2012-2013 period, certain aspects of our funding are more restricted than in years past. Therefore, all of the programs and services may not be as flexible as in years past, limiting the ability of the programs to be as all encompassing for all job seekers. As reported to the DWDB in May and July, the budget and the program design are highlighted by the following issues:

- **the substantial net decrease in funding for WIA Administration and WIA programs for unemployed and underemployed adults, as well as dislocated workers (overall loss of approximately \$255,000);**
- **continued use of direct services funding for employment and training programs, supportive services, and public relations;**
- the increase of funding for WIA-eligible youth programs (approximately \$64,000);
- the receipt of approximately \$200,000 in special funding for On The Job Training Programs for dislocated workers (only can be used for dislocated worker training and job placement);
- the receipt of special grant funding for telecommunications and energy cabling training (in partnership with North Carolina Institute for Minority Economic Development – approximately \$162,356);
- a change in the business model related to programming for WIA-eligible adults and dislocated workers to shift the training emphasis from more expensive long-term occupational skills training programs to less expensive short term occupational training and employability skills training programs;
- the continued emphasis on private-sector engagement as it relates to supporting youth internship programs and using the Durham JobLink Career Center for hiring (Scaling Up);
- the integration of services at the Durham JobLink Career Center System for WIA Adults and Dislocated Workers with Wagner-Peyser services to the universal population (staff from those programs with common goals, performance measures and consolidated job seeker and business services) and
- the move of OEWD no later than January 2015 to less expensive space that will require a lower expenditure of administrative funds.

*It was recommended that the budget be e-mailed to the board members for their review and to be voted on by Thursday, October 3, 2013.*

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## **REPORT ITEMS**

### **1. Financial/Performance Reports (as of July 31, 2013)**

The financials and performance report was tabled for the next DWDB. This information will be included in the e-mail on the program budget.

### **2. Update on DWDB Strategic Plan**

Staff provided an update on the DWDB approved strategic plan and how the plan is being implemented and measured. Kevin Dick provided highlights and examples of Goal 1 and acknowledged Rick Sheldahl & DPS for their involvement on Goal 2.

### **3. Update on DWDB Vote related to WIA Adult and Dislocated Worker Funding Loss**

Staff will e-mail a presentation to the DWDB.

## **DISCUSSION ITEMS**

### **1. Update on the Exploration of Predominantly Private-Sector Funded Training Models**

The DWDB Chair, Steven Williams, lead the discussion about private sector-funded training models and their possible presence in Durham in relation to the DWDB Strategic Plan and Scaling Up strategy. Williams highlighted the travel (taken by several board members) to the Manchester Bidwell Training Center in Pittsburgh, PA.

Discussion took place about what is needed from the private sector to bring a model like this to the Durham community. Participation, more engagement and funding from the private sector is needed. It was discussed that a need for developing a strategy and a marketing plan is should be a priority in getting the word out about this initiative; why is it good for Durham, why the private sector needs to get involved, and what information needs to be provided to employers to get them on board. It was stated that the Board has to be ambassadors in getting the word out and in being clear with the CEOs about what is needed and why. A few concerns that surfaced were, have we done the research, where is the need (work backwards) and how is this different from the services Durham Technical Community College is providing.

It was stated that this is something that is driven by the Private Sector. It was suggested that a logical place to start would be businesses that are relocating to Durham.

Concerns and information will be addressed in the white paper.

## **ADJOURNMENT**

The meeting was adjourned at 10:07 a.m.