

# DWDB Agenda – January 23, 2014

---

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**  
**January 23, 2014 Meeting Agenda**  
**Holton Career & Resource Center**  
**401 North Driver Street– Durham, NC**  
**8:30am - 10:00am**

## Welcome and Call to Order

## CONSENT AGENDA (10 Minutes)

### ANNOUNCEMENTS

1. Updates from Chair
2. Updates from the Executive Director

### ACTION ITEM

#### **Review and Approval of Minutes from the December 13, 2013 DWDB Meeting**

(Pages 4 - 6)

### **REPORT ITEMS (5 minutes)**

#### **1. Financial/Performance Reports**

Staff will provide financial/performance reports on WIA Adult/Dislocated Worker, Youth, Ex-Offender and Durham Career Center programs.

**RECOMMENDATION:** Review

**EXHIBIT:** Financial and Performance Report – (to be sent 01/22/14 and available if there are questions)

#### **2. Update on Request for Proposal Procedures (20 minutes)**

Staff will provide an update on discussions held with DWDB members and City staff as to strengthening procedures for future RFP processes.

**RECOMMENDATION:**

**EXHIBIT:** RFP Guidelines. Final

(Pages 7-8)

# DWDB Agenda – January 23, 2014

---

## **DISCUSSION ITEMS (50 minutes)**

### **1. Draft 2013 - 2014 Retreat Agenda Topics (25 minutes)**

The 2013 – 2014 DWDB Retreat is scheduled for Thursday March 27, 2014 at a location to be determined. There are a number of emerging workforce development issues in Durham that are all related to the 2012 – 2014 Durham Workforce Development Board Strategic Plan or other . These issues include:

- The formation of a system designed to increase the number of young people that are equipped for livable wage jobs with benefits in high demand industries by age 25 (the Made in Durham effort being undertaken by MDC)
- The integration of services at the Durham Career Center and the paradigm shift for service delivery to businesses and job seekers
- The pursuit of more private sector funding and partnerships as it relates to training and internship opportunities for youth and adults (public-private training models and the Durham YouthWork Internship Program)
- How the Durham Workforce Development Board, the Office of Economic and Workforce Development and the Durham Career Center System fit within the strategies that will emerge in the City-County Economic Development Strategic Plan
- Pending regionalization of workforce development boards and the various scenarios that have been presented for discussion to the Durham Workforce Development Board
- The emergence of regional transit and its impacts on workforce development training programs
- Industry sector approaches to employer engagement

Given these emerging issues, as well as any others that may arise during the discussion, staff is seeking input from DWDB members related to what topics they prefer to be discussed at the Retreat, which may serve as the bases for the goals, objectives and tasks related to the 2015 – 2017 DWDB Strategic Plan.

### **2. Update on Statewide discussion related to the regionalization of workforce development boards (25 minutes)**

Staff will provide an update on discussions being held regarding possible realignments of workforce development boards throughout the State. The state has mandated that each workforce “area” have a minimum population of 500,000. Other issues to consider are transit patterns and labor markets.

**RECOMMENDATION:**

**Review**

**EXHIBITS:**

**Regionalization Scenarios pptx (sent as an attachment)**

**Additional Regionalization Info (sent as an attachment)**

## **Adjournment**

# DWDB Minutes – December 13, 2013 Meeting

---

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**  
**Friday, December 13, 2013 Meeting Minutes**  
**Holton Career & Resource Center**  
**401 North Driver Street– Durham, NC**  
**8:30am - 10:00am**

**DWDB Members Present:** Carver Weaver (Proxy for Bill Ingram), Brenda Howerton, Chip Wood, Cora Cole-McFadden, Del Mattioli, George Hining, Janis Clark, Jessie Pickett-Williams, Kara Taff, Sharon McCormick, Steven Williams, Wade Smedley, Steven Schewel, Megan Risley

DWDB Staff Present: Kevin Dick, Michael Honeycutt, Pheon Alston, Darrell Solomon, James Dickens, Courtney McCollum, Chris Lunsford, Esther Coleman, Thomas Leathers, Tanya Spaulding-Smeltz, Jason Wimmer, Peter Coyle

Guests Present: Ray Eibel, Susan Cheg, Catina McBlue, Renee Taylor, Darvin Ballard, Barbara Mitchell-Frazier, Tanya Dingle, Burt Fisher, Steve Toler

## **Welcome and Call to Order**

Steven Williams, Chair, called the meeting to order at 8:38 a.m.

## **Review and Approval of Minutes from the November 21, 2013 DWDB Meeting {attached}**

*Motion by Steve Schewel, second by Del Mattioli, the DWDB reviewed and approved the minutes from the November 21, 2013 DWDB meeting.*

## **ANNOUNCEMENTS**

- The Chair acknowledged two new members to the DWDB; Megan Risley and Cora Cole-McFadden, Mayor Pro-Tempore
- The Chair also reported the resignation of the 1<sup>st</sup> Vice Chair, Shishir Shonek, and announced that the discussion on replacing the 1<sup>st</sup> Vice Chair will be held at the next DWDB meeting.
- The Executive Director reported to the DWDB that the state had brought back the discussion on Regionalism and that more information is coming.
- The Executive Director also reported to the DWDB that the discussion on improving the RFP process will start in January 2014 and to see Mr. Michael Honeycutt regarding the RFP improvement process.

# DWDB Minutes – December 13, 2013 Meeting

---

## **ACTION ITEM:**

### **1. Review of Overview from Review Committee for Adult/Dislocated Worker RFP Providers**

- The Board reviewed and discussed the recommendation from the Review Committee for Adult/Dislocated Worker RFP Providers and voted on the recommendation.
- It was discussed that the recommendation was to approve Educational Data Systems, Inc. (EDSI) as the providers for up to a fifteen month initial contract, with an option to renew for up to one additional year subject to performance and funding availability. It was stated that the initial contract period would be from April 1, 2014 to no later than September 30, 2015, with the estimated amount of up to \$783,400 based on fund availability.

*Motion by Steve Schewel, second by Brenda Howerton, the DWDB approved to contract with Educational Data Systems, Inc. (EDSI) as the providers for up to a fifteen month initial contract.*

## **DISCUSSION ITEM**

### **1. The Case for a Privately Funded or Public-Private Training Model in Durham, North Carolina**

- The Executive Director of the DWDB started the discussion on the plan to further explore privately funded or public-private training models in Durham, NC, stating that preparing a workforce today is important.
- He continued the discussion about moving ahead to present this model initially to the Mayor of Durham; the Durham Chamber of Commerce; and the Research Triangle Institute Foundation.
- It was discussed that the next step would be to engage private sector heavy hitters in high growth industries by sharing the proposal and receiving feedback. The outreach would be made to leaders in health care, I.T., life sciences, environmental technology and F.I.R.E. industries. This initiative could result in tuition-free training opportunities, private support (cash and technical assistance), direct job placement opportunities and a sustainable business model (not just dependent upon just one funding stream).
- It was stated that this model would allow the Private Sector to be more engaged and involved in preparing the workforce.
- As an adoption of the DWDB Strategic Plan, other models were researched including Pittsburgh, Oklahoma and other options online.
- The discussion continued amongst board members on:
  - 1) Building partnerships, discussing the following examples of Public-Private training partnerships:
    - a. Partnerships between Durham Technical Community College and Eisai, CREE, Merck, bioMerieux, AUNC and MeadWestvaco.
    - b. Manchester Bidwell Training Center
    - c. Time Warner Partnership with Wake Technical Community College, and Francis Tuttle Technology Center
    - d. Magna Baltimore Technical Training Center
  - 2) Why Durham Makes Sense as a Place for more Public-Private Training Partnerships
    - a. Current inventory of training programs may not meet business and job seeker demand
    - b. We have job growth in many sectors
    - c. We have Fortune 500 presence and other large businesses in the Triangle (many job centers)
    - d. We have emerging training needs in many high growth industries
    - e. There are “2 Durham’s”

## DWDB Minutes – December 13, 2013 Meeting

---

- 3) How might a strong model look to the business community:
  - a. Saves operational dollars
  - b. Produces a sustainable talent pool
  - c. Gives businesses direct input on curriculum to create industry specific training
  - d. Produces dependable, qualified job ready applicants that can seamlessly be recruited
  - e. Provides a sustainable institution that can constantly and consistently deliver talent.
  
- 4) Why should a business do this:
  - a. Provide training for businesses/flexibility in training options and models.  
Outsourcing training which may not be a business core services.
  - b. Focus on a cluster of businesses' core needs/capabilities
  - c. Way of meeting training needs of non-profit/pipeline talent.
  - d. Focus on livable wage jobs
    - i. ROI is that recruiting costs will go down.
  - e. Getting qualified students. Connecting the dots between the employers
  - f. Being more responsive than reactive. (proactive)
    - i. Better prepare people
  - g. More economical to do local recruiting of well-trained people
  
- 5) Proposed next steps:
  - a. Talk with the Mayor, the Chamber, the Research Triangle Foundation and other champions of industry in Durham.
  - b. Create private supported model to meet capacity of openings and get clusters of businesses in a room.
  - c. Engage Private Sector heavy hitters in high growth industries (share white paper, receive feedback)
    - i. Healthcare/I.T./Life Science/Environmental Technology/F.I.R.E. Industries

**The meeting was adjourned at 10:02 a.m.**

# DWDB Meeting – January 23, 2014

---



DATE: January 21, 2014

TO: Durham Workforce Development Board Members

FROM: Kevin Dick, Executive Director, DWDB

SUBJECT: Summary of Request for Proposal (RFP) Improvement Discussion and Recommendations

## Executive Summary

The purpose of this memo is to outline ways the Request for Proposal (RFP) process carried out under the auspices of the Durham Workforce Development Board (DWDB) and by the City of Durham Office of Economic and Workforce Development can be strengthened. Any time an RFP process is conducted, ways to improve and strengthen the process become apparent, and this was the case after the recent RFP process.

## Issue Analysis

At the November 21, 2013 DWDB meeting it was suggested that a review of RFL procedures be undertaken to ensure that best practices are being followed. It was also stated at the December 16, 2013 City Council meeting that this review would be taking place.

Based on conversations with DWDB members and research done by staff, the following is a summary of recommendations and are the initial ones. The following is still to be reviewed by the Youth Council and the JobLink Committee as well as the full DWDB. The RFP process will constantly be reviewed so as to assure that we are following best practices.

1. RFPs coming from the City of Durham Office of Economic and Workforce Development will be advertised seven weeks ahead of the RFP submission deadline in the following media:
  - City of Durham Purchasing Department website
  - OEWD website
  - Durham Herald Sun
  - News & Observer
  - Que Pasa
  - Carolina Times
  - Triangle Tribune
2. A review panel will be established by the Chair of the Durham Workforce Development Board (DWDB) for EACH proposal that is being requested.
3. Each review panel will consist of three, five or seven members (including a Panel Chair who is appointed by the Chair of the DWDB) who will each have equal say in discussions and votes. The voting members are responsible for evaluating and scoring the proposals.

## DWDB Meeting – January 23, 2014

---

4. Each member of the review panel will be required to sign a statement that they will be able to participate in the called meetings of the panel. Each member of the review panel will also be required to sign a confidentiality {to protect the integrity of the public procurement process and in order to ensure fairness in the evaluation of proposals submitted in response to a RFP, it is very important that non-public information and the contents of proposals remain confidential throughout the evaluation process} and a non-disclosure agreement it {it is essential that proposals be evaluated in an unbiased manner and without conflict of interest. }
5. Panel members will establish the rating criteria that will be used in their initial review.
6. Panel members will establish a consistent set of questions that will be asked of all groups who are invited to present their proposals to the panel.
7. Members of the review panel will receive at the same time an electronic version of each proposal received and the rating criteria and a clearly defined deadline by which their initial review is to be submitted. Then each member of the review panel will be notified by email and certified letter as to the date, time, and location of the meeting that will occur where groups who have been invited to make a presentation will do so. No votes will be taken at this meeting. Within forty-eight hours of this meeting, members of the review panel may submit to staff follow-up questions they wish to be presented to the presenters. Questions and requests for further information and clarifications will be given to the entire review panel as will the responses received. The review panel will then meet to discuss their views and make their recommendations by a vote. At that meeting, a written memo will be prepared for recommendation to the full DWDB of a provider and will be signed by each member of the review panel.
8. Groups who are invited to make a presentation to the review panel will be notified as to the date, time and location by email and certified mail.
9. An appeals panel consisting of the DWDB Chair and two of his/her designees from the DWDB will be established. Any group who has an issue with the process or any decisions made may make a written appeal to the appeals panel. The review panel shall be the final arbiter.
10. All RFP review panels shall have a non-voting staff coordinator assigned.

### Final Summary

With item number nine, further discussion will be held as to the current City of Durham appeals process to ensure that the RFP appeals process would come under that rubric rather than a separate one. Again, these items above are the foundation of what will become the final policy recommended to the DWDB at the meeting.