

**LUMBER RIVER WORKFORCE DEVELOPMENT BOARD  
30 CJ WALKER ROAD  
PEMBROKE, NC 28372  
THURSDAY, DECEMBER 21, 2017  
8:30 A.M.**

**MEMBERS PRESENT**

Private Sector:	Jay Todd, Theresa Walker, Roderick Locklear, Merridith Hale; Cathy Poole;
Community Based Organization:	Ophelia Ray, Thomas Brooks, John Alford; Lee Anne Sago
Consortium Board Member:	None
Higher Education:	Dr. William D. McInnis
NCWorks:	Peggy Davis
Vocational Rehabilitation:	None
Economic Development:	None
Organized Labor:	Carolyn Floyd-Robinson
Adult Education & Literacy:	Dr. William Findt

**MEMBERS ABSENT**

Community Based Organization:	None
Private Sector:	Timothy Locklear, Evans Sheppard, (excused), Jean Fletcher (Excused); Teresa Johnson (excused); Terry Lewis (excused), James Taylor (excused), David Chestnut (excused),Beth McPhaul (excused); Terri Beard (excused)
Consortium Board Member:	Raymond Cummings (excused)
Organized Labor:	None
Higher Education:	None
Secondary Education:	VACANT
Vocational Rehabilitation:	Sandra Britt (excused)
Economic Development:	Varonica McKoy Livingston, (excused); Donald Porter, (excused)
Adult Education & Literacy:	None

**GUESTS**

Katrina Harbison, Bladen Community College; Paul Maynor, Two Hawks Workforce Service; Sherwood Southerland, Two Hawks Workforce Services; Aletha Poole, Two Hawk Workforce Services; Regina Smalls, NCWorks Career Center - Hoke, Richmond & Scotland Counties; Vondia Caple, Scotland County Schools; Ricky Ransom, UNCP; Willa Dean Williams, Bladen County Schools; Timothy Lucas, NC Commerce; John Lowery, NCWorks; Ben Jacobs, LRDA; Lorraine Prince, Partners in Ministry;

## **STAFF**

Patricia Hammonds, WD Administrator; Sonya Johnson, LRCOG Administrative Secretary; Arnetra Shaw, WD Staff; David Richardson, LRCOG Executive Director; Jautam Davis, WD Staff; Precious McArn, WD Staff; Kammala Brayboy, WD Staff; Ronald Oxendine, Business Services Coordinator; Antoinette Bullard, Planning Fiscal Coordinator; Kendrick Thomas, WD Staff; Johannah Allen, WD Staff;

## **CALL TO ORDER**

Chairman Jay Todd called the meeting to order at 8:40 a.m. and welcomed everyone in attendance. Mr. Todd read the Conflict of Interest policy from the By-Laws.

## **CONSIDERATION OF OCTOBER 26, 2017 MINUTES**

*Mr. John Alford made a motion, seconded by Mr. Roderick Locklear to approve the October 26, 2017 with one correction being made to the Consent item WIOA Adult/DW Service Delivery Report. The previous minutes read "Motion was made by Mr. John Alford and seconded by Ms. Lee Ann Sago to accept the WIOA Adult/DW Service report as presented." The minutes have been changed to show " Motion was made by Mr. John Alford and seconded by Mr. Roderick Locklear to accept the WIOA Adult/DW Service report as presented. Motion carried.*

## **CONSENT ITEMS**

### **WIOA Adult/ DW Service Report**

*Motion was made by Ms. Lee Ann Sago and seconded by Ms. Theresa Walker to accept the WIOA Adult/DW Service Report as presented. Motion carried.*

### **NCWorks Career Center Customers Served Report**

*Motion was made by Dr. Dale McInnis and seconded by Mr. John Alford to accept the NCWorks Career Center Customers Served report as written. Motion carried.*

### **Lumber River Youth Service Delivery Report**

*Motion was made by Mr. Roderick Locklear and seconded by Ms. Ophelia Ray to accept the Lumber River Youth Service Delivery Report as written. Motion carried*

### **Business Services Report**

*Motion was made By Ms. Lee Ann Sago and seconded by Mr. William Findt to accept the Business Services Report as presented. Motion carried.*

## **OLD BUSINESS**

There was no Old Business.

**NEW BUSINESS**

**PY17 WIOA AD/DW Program Expenditure Reports**

Antoinette Bullard presented the WIOA Expenditure Reports July, 2017 thru October, 2017

<b>Fund 4020 = Adult Funds</b>	<b>Total Budget</b>	<b>Reported Expenditures</b>	<b>Percent Expended</b>
Bladen Community College	142,229.00	29,005.12	20.39%
In-house Expenditures	293,535.00	56,774.96	19.34 %
Two Hawk total	1,150,252.00	366,740.08	31.88%
	<b>1,586,016.00</b>	<b>452,520.16</b>	<b>28.53%</b>

*A motion was made by Mr. John Alford and seconded by Ms. Merridith Hale to accept the WIOA Fund 4020 as presented. Motion Carried.*

<b>Fund 4040 Youth Fund</b>	<b>Total Budget</b>	<b>Reported Expenditures Year to date Aug -17</b>	<b>Percent Expended Year to Date Aug - 2017</b>
In House	109,158.01	30,266.00	27.73%
Bladen Community College	150,944.10	37,818.39	25.05%
Scotland Co. Schools	55,294.77	20,095.95	36.34%
UNCP	613,072.67	251,235.89	40.98%
Partners in Ministries Scotland Co. (OSY)	150,883.32	30,903.85	20.48%
Partners in Ministries Richmond Co.	185,862.47	30,351.75	16.33%
Hoke Co. Schools	183,879.66	23,218.01	12.63%
<b>Total</b>	<b>1,449,095.00</b>	<b>423,889.84</b>	<b>29.25%</b>

*A motion was made by Dr. William Findt and seconded by Ms. Ophelia Ray to approve the WIOA Fund 4040 Youth Fund Expenditure Report. Motion Carried.*

<b>Fund 4030 Dislocated Worker Funds</b>	<b>Total Budget PY17 Allocations</b>	<b>Reported Expenditures YTD August 17</b>	<b>Percent Expended YTD August 17</b>
Bladen Community College	104,507.00	25,922.59	24.80%
In-house Expenditures	529,295.00	42,247.36	7.98%
Two Hawk Total	560,667.00	152,219.71	27.15%
Hoke	85,401.01	12,730.80	14.91%
Richmond	70,464.00	25,523.20	36.22%
Robeson	241,003.00	90,843.50	37.69%
Scotland	83,707.00	23,122.21	27.62%
<b>TOTAL</b>	<b>1,194,469.00</b>	<b>220,389.66</b>	<b>18.45%</b>

*Motion was made by Mr. John Alford and seconded by Ms. Merredeth Hale to approve the WIOA Dislocated Work Funds Reports. Motion carried.*

## **LRWDB Evaluations Committee Recommendations**

Dr. William McInnis stated that the Lumber River WDB Evaluation Committee met on December 12, 2017 to review and discuss PY 17-18 WIOA Adult/Dislocated Worker (AD/DW) Program Performance, PY 17 WIOA (AD/DW) Program Expenditure Reports, and new WIOA Training Provider/Program Consideration. The following reports were presented to the Evaluation Committee but were tabled upon approval from the by the Lumber River Workforce Development Board due to the insufficient number of committee members present to make approvals and/or make recommendations:

### **I. PY 17-18 WIOA AD/DW Program Performance (Service Delivery and Expenditures)**

PY 17-18 WIOA AD/DW Program Service Delivery Report for July - October 2017 were reviewed and discussed. The committee still has questions and concerns with low service numbers in Scotland County. Their suggestion was for the Scotland County contractor to provide a plan of action statement (**see attachment G1**) and to be available at the next LRWDB meeting to provide an update and explanation on low service delivery performance.

PY 17/18 WIOA AD/DW Expenditure Reports for July - October 2017 were reviewed and discussed. It was noted that the percentages should continue to increase as the program year progresses.

The Evaluation Committee suggests that the LRWDB please review and approve both reports as a matter of record.

### **II. Training Provider Presentations**

Dr. McInnis advised that H & M Truck Driving School of Excellence, LLC and Heavy Equipment Operator College of North Carolina (HECNC) are both seeking consideration to be approved providers for the Lumber River Local Area. Both offer tuition assistance and job placement.

The Committee met with each provider and would recommend approving the Heavy Equipment College of America provider request and to not approve the request of H & M Truck Driving School.

*Motion was made by Ms. Lee Ann Sago and seconded by Ms. Cathy Poole to approve the PY 17-18 WIOA AD/DW Service Delivery and Expenditure Report as presented and to approve the provider request from Heavy Equipment College of America. The motion carried.*

### **Response to Evaluation Committee request for Scotland County Action Plan**

The following is the response from Two Hawk Workforce Services in regards to the request for the Scotland County Action Plan:

As requested, we have reviewed our Scotland County WIOA activity and are providing you with the requested action plan in response to the Evaluation Committee's recent review.

We would point out that we have been taking additional efforts to recruit new participants and businesses to become involved with WIOA services in Scotland County. Below we have provided you with the most up-to-date statistics regarding programmatic activities that will assist to inform you more about the work going on and our plan of action. A key factor that we have noticed in the Scotland County location is that we do not experience the equivalent of volume and/or customer in-flow as we do in our other Lumber River locations. This is not intended to be an excuse, but merely to point out that this is a factor that we are facing in the Scotland County program area.

Currently for Scotland County, we have an active case load of 67 individuals, with an additional 36 in follow-up status. Of the current 67 active participants, we also have them engaged in the following activities:

On-the-Job Training (OJT)	7 contracts
Work Experience (WEX)	1 contract
Occupational/Classroom Training	59 students

Based on this activity, we believe it would be helpful to provide you with information on the amount of funds being utilized to date to provide those participants with the above services. On the next page, there is a chart showing the total amount of funds allocated to that county for both Adult and DW services. Additionally, we have included the amount of funds our staff has obligated—effectively committed to organizations (i.e. community college, businesses, non-profits, etc.) to serve the participants. We have committed 65% in Adult funds and 57% in DW funds to date. We are actively working to commit the balance of these funds, and are confident we will increase service levels and expend funding accordingly as the program year progresses.

<b>Scotland Budget PY 17-18</b>		
	Adult	DW
Total	\$103,886	\$46,952
Obligated	\$67,176	\$26,351
Balance	\$36,710	\$20,601

Since our last LRWDB meeting in October, we provided the Scotland County Career Center with an article that was published in the Laurinburg Exchange that provided information about the services available through our WIOA program. We also coordinate closely with RESEA identified customers. However, we have found that most of these customers are either Hoke or Richmond county residents, but we continue to attempt to glean new Scotland participants from this group. We have partnered with small businesses in Scotland County and are providing WEX for Scotland Bling. We also have pending contracts with Southeastern Community and Family Services and Color Me Creative. We are currently partnering with Edwards Wood Products to provide OJT services for individuals in Scotland County that were displaced with the closing of Blue Scope Manufacturing. Listed below are outreach activities planned for the county:

<b>Activity</b>	<b>Individual Accountable</b>	<b>When</b>	<b>Action</b>
Outreach	Workforce Specialist	On-going	Cold Calls on Job Order placed in NC Works
Outreach	Workforce Specialist	On-going	CTE Director
Outreach	WIOA Operations Mngr.	Scheduled Appointment	Local Radio Station
Outreach	WIOA Operations Mngr.	On-going	Presentations/direct meetings with Chamber members

In addition to these efforts mentioned above, we continue to participate in local job fairs and information outreach efforts coordinated with the Scotland County Career Center. The spring semester for the community college will be starting very soon, and we will take additional steps to ensure college personnel and other community groups are aware that we have services that could assist existing and potential students. Additionally, we are open to any information or suggestions that the LRWDB has that can help us reach more individuals in Scotland County.

As already stated, we are actively serving a significant number of Scotland County residents and have them involved in a variety of WIOA training services. However, we will continue to make all strives possible to reach all Career Center customers daily through our Integrated Service Delivery program. We are committed to providing WIOA services to as many Scotland County residents as possible, and will explore further methods so that our service delivery numbers meet expectations.

This response was provided by Ms. Aletha Poole, Operations Manager for Two Hawk Employment Services.

### **REQUEST FOR ADDITION FUNDS**

Ms. Ann Bullard stated that the Lumber River Workforce Development Board staff has received a request for additional Adult Funds from Two Hawk Workforce Services in the amount of \$64,000.00 for Hoke County to support the following:

- The requested funds will be used for additional requirements existing budget level to support existing and future Individualized Training Account (ITA) customers including 4 truck drivers, 7 new CNA's, 1 Work Experience (WEX) and all other On-the-Job (OJT) costs that are in a current pending status as of date. The requested funds will also assure staff in Hoke County to offer assistance to all qualified participants seeking assistance in the upcoming months with ITA's, WEX's and OJT's that have not already been accounted for in the current budget. \$5,100.00 (8% of this request) will be used to augment Administration costs.

Due to the shortage of Adult Funds on the local level, a transfer from unobligated Dislocated Worker Funds to Adult Funds on the state level is required in order to support the request submitted by Two Hawk Workforce Services.

She stated that the transfer of these funds at the state level will not impact any counties current Dislocated Worker allocations.

*Motion was made by Mr. John Alford and seconded by Ms. Ophelia Ray to approve the funds request as presented. Motion carried*

### **FUNDS TRANSFER REQUEST**

Ms. Ann Bullard stated that the Lumber River Workforce Development Board staff is requesting for additional transfer from the Dislocated Worker Program to be transferred to the Adult Program for In-House Initiatives. The request is the amount of \$55,000.00 of unobligated PY16 Dislocated Worker Funds to support the following:

- **Regional Additional IWT's**
- **Regional Outreach**
- **Regional Expo**
- **Regional Summits**
- **Regional Economic Promise 2018**

Due to the shortage of Adult Funds on the local level, a transfer from **unobligated** Dislocated Worker Funds to Adult Funds on the state level is required in order to support the request submitted by Two Hawk Workforce Services and the Lumber River Workforce Development Board Staff. Please be advised that the transfer of these funds at the state level will not impact any counties current Dislocated Worker allocations.

She asked the Board to approve State level transfer of \$119,000.00 of Dislocated Worker Funds to Adult Funds from Carryover Program Year 2016 to support the following: \$64,000.00 for Hoke County WIOA Services and \$55,000.00 to support Local Area initiatives.

Motion was made by Mr. Roderick Locklear and seconded by Ms. Lee Ann Sago to approve the funds transfer request as presented. Motion carried.

#### **WD ADMINISTRATOR'S REPORT**

Ms. Patricia Hammonds discussed with the Board the following information:

- Infrastructure Cost Sharing Update
- Disaster Relief Employment Program Update
- Maximize Carolina Grant
- Labor Market Information Report
- NC Works Certified Work Ready Community Update
- LRWDB Meeting Schedule.

#### **CHAIRMAN'S REPORT**

**NONE**

#### **PUBLIC PARTICIPATION**

**NONE**

#### **ADJOURNMENT**

*There being no further business to discuss, meeting was adjourned at 10:10 a.m.*