

**LUMBER RIVER WORKFORCE DEVELOPMENT BOARD
30 CJ WALKER ROAD
PEMBROKE, NC 28372
THURSDAY, OCTOBER 26, 2017
8:30 A.M.**

MEMBERS PRESENT

Private Sector:	Jay Todd, Theresa Walker, Roderick Locklear, Beth McPhaul, Terri Beard
Community Based Organization:	Ophelia Ray, Thomas Brooks, John Alford
Consortium Board Member:	Raymond Cummings
Higher Education:	None
NCWorks:	Peggy Davis
Vocational Rehabilitation:	None
Economic Development:	Donald Porter
Organized Labor:	None
Adult Education & Literacy:	None

MEMBERS ABSENT

Community Based Organization:	Lee Anne Sago (excused)
Private Sector:	Timothy Locklear, Evans Sheppard, (excused), Jean Fletcher (Excused); Merredith hale (excused); Teresa Johnson (excused); Terry Lewis (excused), James Taylor (excused), David Chestnut (excused), Cathy Poole (excused)
Consortium Board Member:	None
Organized Labor:	Carolyn Floyd-Robinson (excused)
Higher Education:	Dr. William D. McInnis (Excused)
Secondary Education:	VACANT
Vocational Rehabilitation:	Sandra Britt (excused)
Economic Development:	Varonica McKoy Livingston, (excused)
Adult Education & Literacy:	Dr. William Findt (Excused)

GUESTS

Katrina Harbison, Bladen Community College; 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; Ann Garrett, NC Works Bladen; Andi Korte, Sandhills Community College; Nicole Worley, Sandhills Community College; Melba McCallum, 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

CALL TO ORDER

Chairman Jay Todd called the meeting to order at 9:06 a.m. and welcomed everyone in attendance. Mr. Todd read the Conflict of Interest policy from the By-Laws.

CONSIDERATION OF AUGUST 24, 2017 MINUTES

Mr. John Alford made a motion, seconded by Mr. Donald Porter to approve the August 24, 2017 minutes as presented. Motion carried.

CONSENT ITEMS

WIOA Adult/ DW Service Report

Motion was made by Mr. John Alford and seconded by Ms. Lee Anne Sago to accept the WIOA Adult/DW Service Report as presented. Motion carried.

NCWorks Career Center Customers Served Report

Motion was made by Mr. Donald Porter 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 Ms. Theresa Walker and seconded by Ms. Terri Beard to accept the Lumber River Youth Service Delivery Report as written. Motion carried

Business Services Report

Motion was made By Mr. Theresa Walker and seconded by Mr. Donald Porter to accept the Business Services Report as presented. Ms. Beth McPhaul abstained. Motion carried.

PY 2016 Equal Opportunity Monitoring Review

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the 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

Fund 4020 = Adult Funds	Total Budget	Reported Expenditures	Percent Expended
Bladen Community College	116,166.00	13,345.69	11.49%
In-house Expenditures	276,654.00	21,108.67	7.63 %
Two Hawk total	899,625.00	159,093.20	17.68%
	1,292,445.00	193,547.56	14.98%

A motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to accept the WIOA Fund 4020 as presented. Motion Carried.

Fund 4040 Youth Fund	Total Budget	Reported Expenditures Year to date Aug -17	Percent Expended Year to Date Aug - 2017
282,004.00	106,954.00	16,846.67	5.97%
Bladen Community College	131,473.00	20,079.96	15.27%
Scotland Co. Schools	43,807.00	11,368.98	25.95%
UNCP	538,344.00	114,218.92	21.22%
Partners in Ministries Scotland Co. (OSY)	131,420.00	14,572.00	11.09%
Partners in Ministries Richmond Co.	161,887.00	12,356.73	7.63%
Hoke Co. Schools	160,160.00	7,163.26	4.47%
Total	1,449,095.00	196,607.00	13.57%

A motion was made by Mr. John Alford and seconded by Mr. Donald Porter to approve the WIOA Fund 4040 Youth Fund Expenditure Report. Motion Carried.

Fund 4030 Dislocated Worker Funds	Total Budget PY17 Allocations	Reported Expenditures YTD August 17	Percent Expended YTD August 17
Bladen Community College	71,177.00	6,211.58	8.73%
In-house Expenditures	154,879.00	12,588.38	8.13%
Two Hawk Total	560,667.00	62,201.76	11.09%
Hoke	86,708.00	5,163.28	5.95%
Richmond	87,643.00	9,631.44	10.99%
Robeson	291,451.00	39,242.59	13.46%
Scotland	94,865.00	8,164.45	8.61%
TOTAL	786,723.00	81,001.72	10.30%

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to approve the WIOA Dislocated Work Funds Reports. Motion carried.

LRWDB Youth Committee Recommendations

Mrs. Ophelia Ray stated to the Board that the LRWDB Youth Committee met on Thursday, October 5, 2017 to discuss Program Year (PY) 2017 WIOA Youth Program Service Delivery Reports, PY 17 July-August 2017 Expenditures Reports, PY 17-18 Youth Program Planning which included PY16 Carryover Funds Negotiations and Funds Transfer. The following was approved by the Lumber River WD Youth Committee:

I. PY 17-18 WIOA Youth Program Performance (Service Delivery and July-August Expenditures)

PY 17-18 Youth Services Quarterly Report and Final Expenditure Reports were reviewed and discussed. In reviewing the PY 17/18 WIOA AD/DW July-August 2017 Expenditure Report, it was noted that the percentages should increase as the program year progresses.

Motion was made by Mr. Raymond Cummings and seconded by Mr. John Alford to approve the PY 17-18 WIOA Youth Program Performance as a matter of record. Motion carried

II. PY 17-18 LRWDB Funds Planning

- A. After careful consideration and new information and guidance from the state, our WD planning committee requested to keep \$7,500.00 of the PY16 Carryover Funds in-house to use for youth outreach items and materials throughout the PY17 program year.
- B. Scotland County Schools requested a transfer of funds for \$5,000.00 from the PY16 Carryover Funds that was allotted to our Robeson County Contractor. The funds are needed for additional work experience, staff development, supplies, participant incentives, supportive services, educational field trips, and offset overhead costs. UNCP has agreed to accommodate the request to ensure that Scotland County Schools will be fully funded for the PY17 program year.

Motion was made by Ms. Ophelia Ray and seconded by Ms. Beth McPhaul to accept and approve the request as submitted by the WD Youth planning committee to keep \$7,500.00 in-house for youth outreach materials for the PY17 program year and to accept and approve a transfer of PY16 Carryover Funds in the amount of \$5,000.00 from UNCP to Scotland County Schools. Motion carried.

III. PY 16 WIOA Youth Carryover Funds Negotiations and Plan of Use:

- Bladen Community College requested PY16 Youth Carryover Funds for Bladen County in the amount of **\$19,471.10** for both their in and out of school program. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Bladen Community College plans to increase work experience, increase internships, increase summer employment, increase OJT wages.
- UNC-P requested PY16 Youth Carryover Funds for Robeson County in the amount of **\$74,728.67** for both their in and out of school program. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. UNC-P plans to increase work experience, increase internships, and hire a part-time assistant to perform scanning required by DWS. ***Please Note: this amount already reflects the \$5,000.00 deduction that was approved to be transferred to Scotland County Schools from UNC--P.***
- Scotland County Schools requested PY16 Youth Carryover Funds for Scotland County in the amount of **\$11,487.77** for their in-school program. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Scotland County Schools plans to increase work experience, staff development, supplies, incentives, supportive

services, educational field trips, and offset overhead costs. ***Please Note: this amount reflects the \$5,000.00 addition requested that was approved to be transferred from UNC-P.***

- Hoke County Schools requested PY16 Youth Carryover Funds for Hoke County in the amount of **\$23,719.66** for both their in and out of school program. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Hoke County Schools plans to increase work experience, internships, and summer youth employment.
- Partners In Ministry (PIM) requested PY16 Youth Carryover Funds for Richmond (in and out of school) and Scotland County (out of school) in the amount of **\$43,438.79**. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Partners In Ministry plans to increase work experience in both counties with the additional funding.

The total amount requested in the PY 16 Youth Carryover Funds with the \$7,500.00 remaining in-house is **\$180,346.00**.

Motion was made by Mr. Donald Porter and seconded by Mr. Raymond Cummings to accept the PY 16 Carryover Youth negotiations and plan of use as presented by the Youth contractors. Motion carried

LRWDB Evaluation Committee Recommendations

Mr. Donald Porter advised the Board that the Lumber River WDB Evaluation Committee met on October 16, 2017 to review and discuss PY17-18 WIOA Adult/Dislocated Worker (AD/DW) Program Performance, PY 17 WIOA (AD/DW) Program Expenditure Reports, PY 17/18 AD/DW Program Funds Planning, which included PY 16 Funds Transfer and PY 16 Carryover Negotiations, Training Provider Request and Incumbent Worker Training Fund Request. The following recommendations were approved by the Committee:

PY 17-18 WIOA AD/DW Program Performance (Service Delivery and July-August Expenditures)

PY 17-18 AD/DW Program Service Delivery Report and Expenditure Reports for July-August 2017 were reviewed and discussed. There were concerns with low service numbers in Scotland County. However, contractors are working on repositioning staff in Scotland County to accommodate our service delivery performance to meet our customer needs. In reviewing the PY 17/18 WIOA AD/DW July – August 2017 Expenditure Report, it was noted that the percentages should increase as the program year progresses.

Motion was made by Mr. Raymond Cummings and seconded by Ms. Ophelia Ray to approve the reports as a matter of record. Motion carried.

PY-17-18 LRWDB Funds Planning

Two Hawk Workforce Services requested additional Adult funds in the amount of \$65,667.00 for Richmond County to be transferred from the PY 16 Dislocated Worker Carryover Funds. These funds will be used for additional requirements to support existing and future Individualized Training Accounts (ITA) customers (including truck drivers), current and future On-the-job (OJT) levels, and current and future support costs (travel). 8% of these requested funds 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. This transfer will not impact any counties current Dislocated Worker allocations.

Motion was made by Mr. Roderick Locklear and seconded by Mr. John Alford to approve the funds transfer request in the amount of \$65,667.00 from the PY16 Carryover Dislocated Worker Funds into the Adult Funds in Richmond County for Two Hawk Employment Services. Motion Carried.

PY 16 WIOA Adult and Dislocated Worker Carryover Funds Negotiations and Plan of Use:

A. PY 16 Adult Carryover Funds

Two Hawk Employment Services requested PY16 Adult Carryover Funds for the counties that they serve (Hoke, Richmond, Robeson and Scotland) in the amount of **\$250,627.00**. These amounts were based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. In each county, Two Hawk Employment Services plans to increase ITA's (including truck drivers where applicable), increase work experience levels, increase participant support costs and use 8% of this request to augment Administration costs. *Please Note: this amount includes the requested \$65,667.00 in PY16 carryover in the Dislocated Worker Program to be transferred to the Adult program for Richmond County.*

Bladen Community College requested PY16 Adult Carryover Funds for Bladen County in the amount of **\$ 26,063.00**. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Bladen Community College plans to increase ITA's, increase participant support costs, increase OJT slots, and use a small portion of the funds to support the salary and fridge for a new part-time follow up specialist.

The total amount requested in the PY 16 Adult Carryover Funds is **\$276,690.00**

Motion was made by Ms. Theresa Walker and seconded by Mr. Raymond Cummings to approve the total amount requested in the PY 16 Adult Carryover funds as presented. Motion carried.

B. PY 16 Dislocated Worker Carryover Funds

Bladen Community College requested PY16 Dislocated Worker Carryover Funds for Bladen County in the amount of **\$33,330.00**. This amount was based on the fair share ratio that the state provided that was approved at the August 2017 LRWDB meeting. Bladen Community College plans to increase ITA's, increase participant support costs, increase OJT slots, and use a small portion of the funds to support the salary and fridge for a new part-time follow up specialist.

The total amount requested in the PY 16 Dislocated Worker Carryover Funds is **\$33,330.00**.

Motion was made by Mr. Raymond Cummings and seconded by Mr. Donald Porter to approve the PY 16 Carryover Funds for Adult and Dislocated Worker as presented. Motion carried.

WD ADMINISTRATOR'S REPORT

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

- Infrastructure Cost Sharing Update
- PY 16 Performance Outcomes estimates
- Career Center Certifications
- WIOA Program Enhancement Grant
- Disaster Relief Employment Program Update
- Labor Market Information Report
- WD Professionals/Awards Luncheon- October 27, 2017

CHAIRMAN'S REPORT

Mr. Jay Todd introduced Mr. Thomas Pulickel to the Board. Mr. Pulickel is the new Finance Director for the Lumber River Council of Governments.

PUBLIC PARTICIPATION

NONE

ADJOURNMENT

There being no further business to discuss, meeting was adjourned at 10:19 a.m.