

DWDB Minutes – May 24, 2012

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



Durham Workforce Development Board
May 24, 2012 Meeting Minutes
The King's Daughters Inn
204 N. Buchanan Blvd. Durham, NC 27701
8:30am - 10:00am

DWDB Board Members Present: Bill Ingram, Brenda Howerton, Chip Wood, Del Mattioli, Denise Johnston, George Hining, Gerald Spence, Rhonda Stevens, Janis Clark, Jessie Pickett-Williams, John Rodriquez, Lea Henry, Li-An Yeh, Marilyn Rochelle, Rick Polley (Proxy for Michael Goodman), Rick Sheldahl, Shishir Shonek, Steven Williams, William Brian

DWDB Staff Present: Nicholas McCoy, Kevin Dick, Pheon Alston, Jason Wimmer, Darrell Solomon

Visitors Present: Catina Blue, Tanya Dingle, Bert Fisher, Sandy Ogburn, Maya Sirur, Victoria Peterson

Welcome and Call to Order

Denise Motley Johnston, Chair, called the meeting to order at 8:41 a.m.

TRIBUTE: Kevin Dick presented Denise Motley Johnston with a plaque of service to the DWDB. Denise Motley-Johnston, DWDB Chair (2008-12) – *member since 2004*

VIDEO PRESENTATION: 2011-12 DWDB Annual Report

Kevin Dick presented the video of the 2011-2012 DWDB Annual Report.

ANNOUNCEMENTS

Nicholas McCoy announced that the monitoring visit by the State government is completed. Nicholas provided an overview of the monitoring report and stated that there were neither material findings nor anything that would keep us from being compliant or receiving incentives.

Nicholas McCoy introduced new staff member Jason Wimmer to the board. Nicholas McCoy also thanked Chip Wood and Del Mattioli for serving on the interview panel.

Guest Victoria Peterson asked: Who makes recommendations on hiring new staff? Does the board have a say in who is hired/fired?

Kevin Dick responded that as the City of Durham is administrative entity of the Durham Workforce Development Board, that we [OEWD] follow City of Durham Human Resources policies

DWDB Minutes – May 24, 2012

and procedures that govern the hiring and firing of Durham City employees. This includes the establishment of an interview panel (in this case that consisted of DWDB members) to make specific hiring recommendations that are in alignment with City policy.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes from the January 26, 2012 DWDB Meeting
2. Revision of the DWDB By-Laws
The DWDB approved the recommendation to revise the DWDB By-Laws to increase a term on the Workforce Board to equal four years (running July 1 through June 30)
3. Community Partnerships, Inc (CPI) Contract Renewal
The DWDB approved the Executive Committee's recommendation to renew a contract with Community Partnerships Inc. (CPI) for 7/1/2012 to 6/30/2013, in an amount not to exceed \$350,000 based on negotiated contract and availability of funds, to provide Youth Framework Services.
4. Achievement Academy of Durham (AAD) Contract Renewal
The DWDB approved the Executive Committee's recommendation to renew a contract with AAD in an amount not to exceed \$84,000 to provide youth Leadership Development and Tutoring (pre-GED) program elements as part of the YES program design for July 1, 2012 to June 30, 2013
5. General Management Solutions Inc. Contract Amendment
The DWDB approved the Executive Committee's recommendation to add \$190,000 in new state On-The-Job Training (OJT) monies to the existing contract with GMSI to provide additional OJT services for WIA eligible clients between October 1, 2011 – September 30, 2012.

Motion by Rick Sheldahl, **second** by Li-An Yeh, the DWDB approved Consent Agenda Items 1-5 (as written).

REPORT ITEMS

1. Board Elections – Ballots & Nominating Committee
Kevin Dick reported that nominations for new officers are due to happen on or before the July meeting. Kevin stated that staff will collect e-ballots for officers who would begin their terms on July 1, 2012 and serve until June 30, 2014. Kevin requested volunteers to serve on a nominating committee to review DWDB nominations and to create a slate of candidates for DWDB approval.

Five board members volunteered to serve on the nominating committee: Del Mattioli, Jessie Pickett-Williams, Rick Sheldahl, Li-An Yeh, and Rhonda Stevens.

DISCUSSION ITEM

1. Strategic Plan Implementation
Nicholas McCoy went over the results from the evaluations from the 2012 DWDB Retreat.
 - a) The following DWDB members/staff provided a follow-up to the discussions that were held at the March DWDB Retreat and lead a discussion on the following:
 - Youth Task Force

DWDB Minutes – May 24, 2012

Lea Henry provided an update on the Youth Task Force and provided an overview of the IBM and MDC reports that deal specifically with disconnected youth. Lea went over some of the “Connected by 25” efforts and discussed the idea and/or need for a “shared” system/data platform (as recommended by the IBM report). Lea also discussed some of the perceived benefits of having “one” set of measures and/or goals for youth participants that would be supported by a majority of partners. Lea stated the task force will convene a meeting sometime in June/July and will review recommendations of both IBM & MDC reports, so as to make specific recommendations to the board at the July meeting on potential initiatives. Brenda Howerton asked how much involvement there was with the County in the development of these reports. Kevin Dick stated that the County was included in the interview process in compiling the reports, but that these reports are written from the standpoint/perspective of “Durham” as a whole. Lea Henry followed by stating that one of the key recommendations from the IBM report was to have an “oversight” committee that would enact and/or drive many of the recommendations from the report. Lea stated that the task force will discuss how the Youth Council/DWDB will potentially be impact and/or be impacted by the development of a (new) oversight committee (as recommended) and how the board has the potential to position itself in the development of this structure.

The following members have agreed to serve on the Youth Task Force:

- Lea Henry
- Iheoma Iruka (Task Force Chair)
- Donald Hughes (from the Retreat)
- Rick Sheldahl
- Li-An Yeh
- Brenda Howerton
- Gerald Spence
- Diane Catotti (from the Retreat)
- Heidi Carter (Youth Council member)
- Marilyn Rochelle

- *Brand & Strengthen Service Delivery*

Shishir Shonek reported on the *Brand & Strengthen Service Delivery Task Force*. Shishir/Kevin stated that the Task Force will look at new technology and at different ways on how to expand social media. Shishir stated there was a lack of connection between the board members and suggested initiating a social networking website for the board to help build connections. Denise Motley Johnston asked how many board members are currently on LinkedIn. She stressed that it is important that people understand the benefits of LinkedIn and that more people join. Shishir Shonek agreed and stated that that should be part of our playbook.

The following members agreed and/or have been assigned to serve on the Branding and Service Delivery Task Force:

- Steven Williams
- Shishir Shonek
- George Hining
- Chip Wood
- Jessie Picket-Williams
- Sharon McCormick

- *Plan and Implement Workforce Development Initiatives*

DWDB Minutes – May 24, 2012

Kevin Dick reported on the *Plan & Implement WD Initiatives*. Kevin mentioned that Fox50Career Conference is coming up in the fall and that there is opportunity for board members to volunteer. Janis Clark asked who the contact is for the Fox50 Job Fair and asked if it is driven by JobLink. Kevin responded that Tanya Spaulding Hill is the contact person and that Capitol Broadcasting is working in collaboration with JobLink. Tanya Dingle mentioned the challenges of getting employers to register before the deadline. Denise Motley Johnston asked about the timeframe. Nicholas McCoy responded that advertising will begin two months in advance.

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