

# DWDB Minutes – November 21, 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**  
**Thursday, November 21, 2013 Meeting Minutes**  
**Holton Career & Resource Center**  
**401 North Driver Street– Durham, NC**  
**8:30am - 10:00am**

**DWDB Members Present:** Autrice Campbell Long, Carver Weaver (Proxy-Bill Ingram), Brenda Howerton, Chip Wood, Diane Catotti, Del Mattioli, Donald Hughes, Frank Smith, George Hining, Rhonda Stevens, Iheoma Iruka, Janis Clark, Jessie Pickett-Williams, Laura Benson, John Martin, Kara Taff, Paul Grantham, Rick Sheldahl, Sharon McCormick, Steve Schewel, Steven Williams, Wade Smedley, Wendy Jacobs

DWDB Staff Present: Michael Honeycutt, Pheon Alston, Kevin Dick, Courtney McCollum, James Dickens, Peter Coyle, Jason Wimmer, Esther Coleman, Shelia Huggins

Visitors Present: Ray Eibel, Megan Risley, Allan Lang, Carol Collins, Dennis Jarmon, Elissa Hill, Brianna Bake, Barbara Mitchell-Frazier, Catina McQueen-Blue, Darrin Ballard, Renee Taylor, Bert Fisher, Jacqueline Lowry, Oprah Keyes, Clay Harris, Gayle Edlinn, Roshanna Parker, Tanya Dingle, Meredith Richbourg

**Welcome and Call to Order**

Steven Williams, Chair, called the meeting to order at 8:32 a.m.

**Review and Approval of Minutes from the September 26, 2013 DWDB Meeting**

*Motion by Wade Smedley, second by Rick Sheldahl, the DWDB reviewed and approved the minutes from the September 26, 2013 DWDB meeting.*

**ANNOUNCEMENTS**

- Youth Summit – over 100 youth and parents attended this year’s summit. A special thank you to Rick Sheldahl for his efforts.
- AWCN recruitment event – prescreened 60 applications on 11/15/13 at Briggs location; estimated 20-30 positions.

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### ACTION ITEMS:

#### 3. Formal Vote to Ratify Board Decisions Made by Email Votes in August and September 2013

Steven Williams provided an updated on the recent vote on the Approval of 2013-2014 Program Budget. Mr. Williams mentioned that at a recent Durham County Boards Training session, it was announced that email votes by a board may not be legal. It was suggested by the City Attorney that the DWDB should hold a formal vote to ratify the earlier email votes.

The DWDB took two recent email votes: one in August 2013 to approve the scope of services offered by WIA and one in September 2013 to approve the 2013 – 2014 program budget.

The August 2013 vote was as stated:

A recommendation that the DWDB authorize staff to:

- Offer primarily employability skills training and/or occupational skills training options that are \$1,000 or less;
- Review on a case by case basis the requests for occupational skills training that costs more than \$1,000 per participant, only when funding has been identified;
- Inform the public about this procedure;
- Continue to be strategic in resource development so that the funding gap can be further addressed.

This vote was approved by an email vote of the DWDB.

The September 2013 vote was stated:

Staff has recommended a budget that will enable federal and local funding for job placement, career counseling and educational programs for unemployed and under employed adults, dislocated workers and youth (including specialized population groups such as ex-offenders and those with substance abuse and mental health issues).

The overall fund availability is \$3,308,334 due largely to resource development activities that staff members have undertaken in the past 90 days. This reflects an overall increase in fund availability of \$212,603. However, it should be noted that while the overall budget has 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.

This vote was approved by an email vote of the DWDB.

*Motion by Kara Taff, second by Autrice Campbell Long, the DWDB publically approved the August 2013 e-mail vote, Scope of Services offered by WIA and the September 2013 e-mail vote, Approval of the 2013-2014 Program Budget.*

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### **4. Review of Overview from Youth Council on Youth Framework Providers**

Steven Williams apologized for an e-mail communication in reference to the bidding on providers. Williams stated that the e-mail should not have been sent out and that the DWDB makes the ultimate decision.

Iheoma Iruka reported and summarized the overview from Youth Council on Youth Framework Providers. Ms. Iruka stated that there were two potential framework providers up for recommendation. Donald Hughes commented, thanking the Youth Council and Staff for their time in the RFP process.

Kevin Dick announced that if approved today, the recommendation will go before the City Council at their December 16<sup>th</sup> meeting for approval and the contract will go into effect January 2014 – a two week window. Donald Hughes addressed a concern with the contract starting in January 2014, stating that if we move forth with a new service provider at this point, it will be an interruption and risk of losing youth. The consistency of CPI is proven and timing at this point is not good.

Rick Sheldahl asked if there will be a time where “timing” will not be a challenge to bring a new vendor up to speed. Kevin responded that it would depend on who bid and the nature of competition. With proposals as written, Operation Breakthrough (OBT) would use interns to provide services, but there is no plan to hire staff to facilitate services.

Iheoma Iruka mentioned the disparities in youth and that the board has been talking about this issue and that OBT is highlighting this issue.

Rick Sheldahl addressed a concern with how the information was presented to the Board. Mr. Sheldahl mentioned that the Review Panel voted six to one to approve OBT but based on the presentation to the Board, it looked as though the Review Panel recommends CPI and that the presentation highlighted more cons/negative points about OBT.

George Hining stated that he was for CPI. Mr. Hining can see valid concerns about not pushing the envelope but stated that they have met performance standards. Mr. Hining mentioned concerns about OBT using 6-month interns and training those interns to be sure that the consistency of staff is there. Mr. Hining questioned the transition and how it is done and stated that OEWD must work with the new providers through any transition. He suggested that no new ideas were presented by OBT.

Steven Williams stated that we cannot afford to lose youth and stated that CPI has the experience using WIA funds.

Iheoma Iruka agreed about reviewing without having information about audits. Mrs. Iruka stated that moving forward we need to know who our applicants are and have all information beforehand.

Kevin Dick apologized for late submission of audit information on OBT. He promised that staff will do a better job on reference checks. Mr. Dick suggested that the DWDB could vote to allow the current provider to stay on for one month to allow transition if timing is a challenge.

Laura Benson asked if the regulations allow for a new RFP in the spring. Kevin Dick stated that the Board could issue a new RFP; by law yes, by tradition no.

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Atrice Campbell Long asked if the staff contacted OBT about the article. Kevin Dick stated that staff attempted to contact them prior to the meeting.

Wendy Jacobs stated that there needs to be a procedure in place to find issues and that there needs to be basic criteria for any applicants. Ms. Jacobs was surprised that there were only two applicants to the RFP.

Kevin Dick responded, stating that advertising was done on five media outlets and the DWDB website

Wendy Jacobs asked if these issues have come up in the past and or if these are new issues. Iheoma Iruka stated that the Youth Council have had a lot of conversations about the needs of our youth and getting exposure. Ms. Jacobs made a recommendation to continue working with the current provider and address these concerns and that to see what happens and reevaluate would be the most responsible thing.

It was stated there is a disconnection and that before bidding, vendors must meet minimum requirements. There are too many variables to vote and that no vote should be taken at this time.

Brenda Howerton stated that she did not receive the audit information on OBT. Ms. Howerton also addressed a concern as to when to the Board would look at a different vendor and whether there are plans to use a new vendor.

Donald Hughes stated when CPI's contract ends June 30, 2014; we should look at other vendors.

Rick Sheldahl stated that if information was available up front, decisions would have been in favor of CPI.

***Motion by Rich Sheldahl, second by Donald Hughes, the Board reviewed, discussed and approved the recommendation to continue with the current Youth Framework provider, Community Partnership Inc. (CPI).***

### **5. Review of Overview from Youth Council on Youth Program Element Providers**

Iheoma Iruka led the discussion on the youth program element providers. The Board reviewed and discussed the overview from the Youth Committee and voted as to which service provider to award the contract. The contract amount is in the range of up to \$75,000.

Staff provided the DWDB with three options for a Durham WIA Youth Program Element provider for the period from January 1, 2014 – June 30, 2014 with an option to renew beyond June 30, 2014 based upon funding availability and subject to provider effectiveness and efficiency. Option 1: Contract with Achievement Academy of Durham (AAD) and Educational Tutorial Services (ETS); Option 2: Contract with AAD only; and Option 3: Contract with ETS only.

George Hining liked the idea of contracting with both providers if funding is available. Rick Sheldahl mentioned that the services ETS provides are the same services that DPS provides and that there would be duplication. AAD provides services that DPS doesn't provide.

Donald Hughes stated that moving forward is it fair to have the Review Panel to make a recommendation and to also have a recommendation from Staff.

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*Motion by Donald Hughes, second by Rick Sheldahl, the Board approved to award the contract to Achievement Academy of Durham (AAD) only.*

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

Chip Wood led the discussion on the Adult/Dislocated Worker RFP Providers. The Board reviewed and discussed the overview from the Review Committee for Adult/Dislocated Worker RFP Providers as to which service provider will be awarded the contract. The contract amount is in the range of \$739,500 - \$783,400.

The staff provided the Board with the background of the RFP process and the results that derived from process. Out of five responses to the RFP, GMSI and EDSI were the top two candidates.

Chip Wood stated that even though both providers were rated equally, the Review Panel discussed both providers and decided to make a recommendation to the Board in favor of EDSI. Mr. Wood addressed a concern after an e-mail was sent noting that GMSI was recommended to the Board to be the service provider for the Adult/Dislocated population. Steven Williams noted that, even though he was not present during the presentation, he spent a great deal of time reviewing the proposals and scored the candidates based on the information that was submitted. With the discrepancies, Mr. Williams decided to remove his scores and allow the full Board to vote based on the three scores from the panelists that were present during the presentations and discussions.

It was suggested that the Adult/Dislocated RFP Review Panel reconvene and present their recommendation to the Board after those further discussions.

Donald Hughes commented that the data presented today will not change and therefore a vote should take place today.

Frank Smith made a motion to table the item to a special meeting in December. Sharon McCormick agreed to be the fifth panelist on the Adult/Dislocated Review Panel.

*Motion by Frank Smith, second by Janis Clark to table Action Item #4, Review of Overview from Review Committee for Adult/Dislocated Worker RFP Providers, to a special meeting in the month of December to vote and approve.*

### **REPORT ITEMS**

*Due to time, Report Items will be discussed at the special meeting in December 2013.*

**The meeting was adjourned at 10:12 a.m.**