

**CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD**

**November 2, 2016 – 1:02 PM to 2:02 PM**

**FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE**

**Thomas R. McLean Administration Building – Conference Room # 170**

Members Present:

Mr. David McCune  
MG Rodney Anderson  
Mr. Marty Cayton  
Mr. Jonathan Charleston  
Ms. Charlene Cross  
Mr. Jimmy Driscoll  
Ms. Isabella Effon  
Mr. Richard Everett  
Dr. Dallas Freeman  
Ms. Cathy Johnson  
Mr. John Jones  
Mr. Chad Kormanek  
Mr. Kent Listoe  
Mr. Carl Manning  
Ms. Joy Miller  
Ms. Ellen Morales  
Captain David Servie  
Ms. Dina Simcox  
Ms. Cynthia Wilson

Members Absent:

Ms. Crystal Bennett  
Mr. Jesse Brayboy  
Ms. Pam Gibson  
Ms. Linda Hoppmann  
Mr. Jenson McFadden  
Mr. Randall Newcomer  
Ms. Jody Risacher  
Mr. Charles Royal  
Ms. Esther Thompson  
Mr. Josephus Thompson  
Mr. Jonathan Warren

Guests Present:

Ms. Nore Brantley  
Mr. Tracy Jackson  
Ms. Susan Mason  
Mr. Carl Mitchell  
Mr. Tim Moore  
Mr. Scott Panagrosso  
Ms. Mercedes Rodriguez  
Mr. Adrian Tait  
Ms. Lorria Troy  
Ms. Taneka Williams

Staff Present:

Mr. Jim Lott  
Ms. Nedra Rodriguez  
Ms. Peggy Aazam

**Items within this meeting subject to Approval Action:**

**Training Providers:** Decision tabled until next Workforce Development Board meeting.

**Revised Policies:** Approved updated Policy Letter #6: Priority of Service Policy and Policy Letter #14: Adult and Dislocated Worker Transitional Jobs.

**Recommendation of WIOA Youth Program Contractor:** Approved ResCare Workforce Services, pending approval consideration of the Cumberland County Board of Commissioners at the November 7, 2016, for a contract start date of December 1, 2016.

**Recommendation of WIOA Adult & Dislocated Worker Program Contractor:** Approved ResCare Workforce Services, pending approval consideration of the Cumberland County Board of Commissioners at the November 7, 2016, for a contract start date of December 1, 2016.

**I. Call to Order** - The November 2, 2016 meeting of the Workforce Development Board was called to order by the Board Chair, Mr. David McCune, at 1:02 PM.

**II. Recognition of Guests and Welcoming New Members** – Mr. McCune welcomed and thanked the guests in attendance. New Board members (Marty Cayton, Amerizon Wireless; Jimmy Driscoll, Ivey Mechanical; Isabella Effen, Taste of West Africa; Kent Listoe, Goodyear; and David Servie, Hope Mills Police Department) were welcomed to the WDB. Ms. Charlene Cross was fundamental to the effort of recruiting an Apprenticeship representative to the Board; Ivey Mechanical and Hope Mills Police Department both have active Registered Apprenticeship programs. Captain Servie spoke about his desire to help offenders get a new start and turn their life around; he is also Vice President of the Cumberland County Rape Crisis Center. Mr. Tim Moore announced that he is now the Director of Community Engagement for Fayetteville State University’s School of Business and Economics; he has worked with the WDB on behalf of various initiatives over the years and looks forward to resuming his involvement in this new position.

**III. Ethics Awareness and Conflict of Interest Statement** – Mr. McCune read the North Carolina State Ethics Commission Ethics Awareness & Conflict of Interest reminder statement to the Board.

**IV. Approval of Minutes** - Mr. McCune asked the members to review the minutes from the September 7, 2016 WDB meeting. Mr. John Jones made a motion to approve the minutes as read; the motion was seconded by Ms. Charlene Cross and passed unanimously. The approved minutes will be posted on the Workforce Development Board website at the conclusion of the Board meeting.

**V. Consent Agenda** –

The following items were included for information only:

- A. ***Finance Report*** (Business & Finance Sub-Committee)
- B. ***Youth Council Report*** (Youth Sub-Committee)
- C. ***WIOA Youth Program Contractor Update*** (Youth Sub-Committee)
- D. ***WIOA Adult & Dislocated Worker Contractor Update*** (Planning & Evaluation Sub-Committee)
- E. ***Recap of Recent Workforce Conferences/Direction of Cumberland County Workforce Development Board*** (Planning & Evaluation Sub-Committee)- Mr. McCune and Ms. Nore Brantley both presented workshops at the SETA (Southeastern Employment & Training Association) Conference in Biloxi, MS. A video of the closing speaker for the NCWorks Partnership Conference was forwarded to members via email.
- F. ***LMI Reports*** (Labor Market Information Sub-Committee)
- G. ***Director’s Report***– Mr. Lott reported that recent workforce development conferences and webinars reinforced that local Workforce Development Boards have an expanded role under the Workforce Innovation and Opportunity Act (WIOA); the WDB should be the convener and central to the collaboration of workforce system partners, to include Memoranda of Understanding (MOUs) with required and recommended partners. The Board will embark on strategic planning in the months to come in order to determine the focus of the Board and develop

committees to support and drive these efforts. An executive summary of the 2016 Employer Needs Survey was included with the Director's Report.

The following items required an approval action:

- H. **Revised Policies** (Planning & Evaluation Sub-Committee)– Policy Letters #6: Priority of Service Policy and #14: Adult and Dislocated Worker Transitional Jobs were distributed at the September 7, 2016 WDB for review. The policies were revised to be consistent with the WIOA regulations. Mr. Richard Everett made a motion to approve the revised policies; Mr. Jones seconded the motion.
- I. **Training Providers** (Program Activities & Community Relations Sub-Committee)- Information related to the WIOA-eligible training provider request from the Heavy Equipment College of North Carolina (for three programs: Heavy Equipment Operations CRANE; Heavy Equipment Operations Level 1; Heavy Equipment Operations Level 2) was distributed at the September 7, 2016 WDB meeting. The PA&CR Sub-Committee's attempts to meet to discuss the request were thwarted due to Hurricane Matthew, so the recommended action of the Sub-Committee was tabled until the next WDB meeting. In addition, the Home Builders Institute (HBI) submitted a request for consideration for the HBI Pact Program. The information provided for HBI was for distribution purposes only at this meeting and will require an approval action at the next WDB meeting.

## **VI. Items of Business –**

### ***Old Business***

- **Recommendations of Contract Awards for WIOA Youth, Adult and Dislocated Worker Program Services** (Planning & Evaluation Sub-Committee)- The Request for Proposals (RFP) to provide contracted services for WIOA Title I programs (i.e. Adult, Dislocated Worker, In School and Out of School Youth) was released on August 5, 2016; proposals were due August 29, 2016. A team consisting of WDB members (Ms. Charlene Cross, Mr. Richard Everett, Ms. Dina Simcox, Mr. Josephus Thompson, and Ms. Cynthia Wilson) and support staff (Mr. Jim Lott and Ms. Nedra Rodriguez) reviewed the submitted proposals, which were evaluated by a best value trade-off method. Evaluation factors were Customer Floe, Staffing, Statement of Work, and Program Design (40 points), Organizational Experience, Past Performance, and References (25 points), Transition and Staff Training Plan (10 points), Program Cost/Budget Proposal (15 points), and Program Metrics (10 points). The recommendations of the RFP Review Team were tabled at the September 7, 2016 WDB meeting to allow for proposer presentations, which took place on October 24, 2016. The Review Team was commended for their hard work and dedication to the RFP process. Mr. Everett, Chair of the Planning and Evaluation Sub-Committee, on behalf of the RFP Review Team, made a recommendation to award the WIOA Youth (both In-School and Out-of-School), Adult, and Dislocated Worker program services contract to ResCare Workforce Services (pending negotiations and approval for a contract to begin as of December 1, 2016); Ms. Wilson seconded the motion. Mr. Jonathan Charleston asked for details regarding the presentations. All four proposers (ResCare Workforce Services, Cumberland County Schools, EDSI, and Two Hawk) made presentations. Mr. Charleston expressed his concern, based on his experience with contracting, that it is hard to change a decision once it has been made. With no relation to the reviewers themselves, Mr. Charleston speculated if the RFP process may have been tainted; he requested additional information

regarding the evaluation/scoring criteria and how the review team came to their conclusion. Ms. Cross questioned Mr. Charleston's statement regarding the RFP process being "tainted." Mr. Charleston responded that he thought the process was "not clean." He explained that in his 30 years of contracting experience, typically all of the criteria is considered at one time in order to make the decision; it is unusual to have to reconvene in order to consider additional information. He went on to say that he not calling the process was tainted, he was just expressing his trepidation that it just may not have been clean. He addressed the review team, telling them not to take his statements personally and that there was no need to be defensive; it is just business. Mr. Charleston just wanted to ensure that the RFP process was a clear, confidential, open and fair competition, and if anything during the process raised questions or concerns they can be properly addressed and withstand challenges. Mr. McCune requested that Mr. Charleston ask his specific question(s) and refrain from expressing opinion. Ms. Wilson assured that the review team, on behalf of the WDB, followed the established criteria and upheld the process for the additional component of presentations. Mr. Tracy Jackson suggested that it would be helpful for Mr. Lott to explain the process and criteria. Mr. Lott assured that they followed all RFP rules of the County and state, to include posting the RFP online in an open manner and for it to be as widely available as possible. The criteria factors included organization, plan, program metrics, budget, use of personnel, transition process, and in-kind leverage of resources. The volunteer review team, which included several WDB members, scored the proposals separately, then came together as a group to discuss over several days. At that time, the recommendation was unanimous. At the request of the WDB at the September 7, 2016 WDB meeting, the review team came together again for presentations from the four proposers on October 24, 2016. The presentations, which took about 1-1 ½ hours each and were worth ten points of the total score, did not change the consensus of the review team. Mr. Lott reiterated that they conducted a full, open process without any personality conflict, and he can't think of a better, more fair and above-board process, conducted legally or otherwise, that complied with every procurement rule. He thanked the review team for their time and commitment to the process. Mr. Charleston stated that it is every Board member's right to express their opinion (Mr. Lott interjected that his previous statements were based on fact) and that he was merely expressing the point that the process needed to be clean, which the evaluators have proclaimed it was. He asked if they were on a specific timeline for executing a contract. Mr. Lott explained that they have already extended the current contracts and he hopes that they will approve the recommendation to award the contract today; they cannot afford another delay. If the process is pushed back, they will have to re-issue the RFP. There is still a lot of work to do to get the new contract in place. Mr. Charleston asked to make a motion; Mr. McCune declined his request. Mr. Everett suggested Mr. Charleston make his motion after the approval recommendation has been passed; a first and second motion had already been made. Dr. Dallas Freeman abstained from voting. Mr. Charleston voted against the recommendation. The motion to approve the recommendation was passed. Clarification of Robert's Rules of Order was requested. Mr. Charleston observed that it was a Board meeting, not a committee meeting, and it is the job of Board members to ask questions, make motions, and vote; Mr. Charleston withdrew his request to make a motion, but voiced his opinion that Mr. McCune was attempting to manage the discussion and requested that his concern be on the record.

### *New Business*

- **Cumberland County Disaster Relief Efforts-** Mr. Tracy Jackson, Assistant County Manager, provided information relating to local disaster relief efforts as a result of Hurricane Matthew. A press release was issued earlier today that included details about a disaster relief grant the Cumberland County WDB recently applied for, which will provide funding to provide temporary jobs for those who have become unemployed (temporarily or permanently) as a result of a natural disaster. The purpose of the temporary jobs is to assist in local recovery efforts through clean up and repair of public and non-profit facilities and to provide humanitarian assistance to the counties impacted by the disaster. Individuals must be registered in NCWorks and determined WIOA eligible as a dislocated worker (temporarily unemployed or permanently laid off, long-term unemployed, self-employed who became unemployed or significantly underemployed, or fall under another category that qualifies them as a “dislocated worker”) in order to be considered for the employment opportunity (limited to a maximum of twelve months; may be shorter in duration depending on the amount of time required for the work to be completed) with wages not to exceed \$24,000 annually (individuals must be paid at least minimum wage and at the prevailing rate of pay for other individuals employed in similar occupations with the same employer). Cumberland County, which was one of the counties in North Carolina eligible to request grant funds due to the hurricane, submitted an estimated budget of \$2,622,168 (with \$1,750,000 of the estimate to be spent on training and supportive services costs for up to 125 participants, as well as \$364,000 to serve displaced families from nearby counties) to the state, which will review the budget and submit a combined grant request on behalf of the affected counties. Ms. Rodriguez explained that 10% of the funds can be reserved for administrative costs; they can waive the regular procurement process to get things going as quickly as possible, but will still follow standard guidelines and procedures. Mr. Charleston inquired if they will hire new staff to manage the additional work; the estimated budget did include costs to cover four staff. Mr. Charleston asked why staffing costs were not part of the 10% administrative reserve; Ms. Rodriguez explained that the 10% is reserved to offset unexpected expenses or additional costs associated with an increased need for services. She said that when estimating the budget, they were considering needs for up to a year, so the estimations were annualized and included the anticipated initial and overhead costs to serve up to 125 participants. Mr. Jackson cautioned that the budget is merely an estimate, subject to change based on the demand/need of businesses and the number of dislocated workers affected. Mr. Mitchell added that the Feds and State allow a reserve up to 10% as part of the grant; if reserved funds are not needed, they can be used for other categories in the budget. If funds are not reserved, you cannot move funds from other budget lines (e.g. training and client costs) in the event that additional money is needed in order to serve more individuals than was initially estimated; additional funds may be needed since we don’t know how many affected individuals will come in for assistance. Mr. Charleston expressed that he wants to ensure that as much funding as possible is available to serve dislocated workers and those affected. Mr. Mitchell reiterated that they did allow for flexibility in the budget, taking into consideration neighboring counties that were also affected and may need our help. Mr. Charleston referenced horror stories of grant funds being tied up in bureaucracy and not getting to those that the funds were intended to help. Mr. Mitchell assured him that their only intent is to serve the citizens. He professed that their first estimate to the state was almost double the amount shown, but they were asked by the state to cut the request; he explained that if you don’t ask for it, you won’t get

it. In a conference call with the state on Monday, the local areas were approved to use current funds to provide services until the grant is approved. Ms. Wilson said she liked that Cumberland County is open and willing to help those from surrounding counties, including displaced Robeson County residents that are currently staying in Cumberland County; she said the outreach was heart-warming. Mr. Mitchell said that they don't want to have to turn anyone away; this way, citizens who live in affected counties but whose local Board did not apply for grant funds, can still get help through us or one of the other counties that did apply. Mr. Jackson acknowledged that there are a lot of people who have already had to relocate in the wake of the hurricane. He thanked the staff for the fast turn-around; Cumberland County was one of the first to submit a request. Based on the best estimates from the affected counties who did respond, the state submitted a request for approximately \$14.8 million. The assistance is retroactive to the date of the hurricane, October 10, 2016. Mr. Lott referenced Disaster Relief Unemployment Assistance (DUA); the waiting period is waived for DUA, which provides temporary weekly monetary assistance to individuals in specified areas whose employment has been lost or interrupted as a direct result of a presidential-declared major disaster. Mr. Mitchell explained that assistance filters from the Federal level down to the local areas, which can provide help with the least resistance; if funds are not used, they will revert back to the Feds. Mr. Charleston asked for clarification on how the funds get passed from the Feds to the states to the local levels; FEMA is handled at the state, not county, level. Mr. Jackson concluded his briefing with next steps which include waiting on further guidance from the NC Department of Commerce while we assess the availability of eligible workers and evaluate local needs in regard to disaster recovery-related work. A copy of the Community Resource Directory was included in the notebooks. Mr. Jackson thanked the members for their help in getting the word out to those in need. Any information regarding disaster relief efforts or resources available in the community can be sent to the County Public Information Office (PIO) to the attention of Sally Shutt ([sshutt@co.cumberland.nc.us](mailto:sshutt@co.cumberland.nc.us)). Mr. Mitchell addressed Mr. Jackson regarding the hard work of the County for all they have done (and continue to do) to aid the community; as a Cumberland County/Fayetteville citizen, he is impressed with how quickly the County rose to the challenges resulting from Hurricane Matthew.

**VII. Next Board meeting**- A schedule of 2017 Workforce Development meetings and events was included in the notebook. The next meeting of the Workforce Development Board is scheduled for Wednesday, January 11, 2017, in the FTCC Administration Building, room 170, with sub-committee meetings beginning at 11 am. Mr. McCune asked the members to respond to a survey that will be sent asking their preference regarding the format of the meetings. Ms. Wilson said that she likes to receive the documents electronically.

**VIII. Adjournment**- Mr. McCune adjourned the meeting at 2:02 pm.

Respectfully Submitted By:

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Peggy Aazam, Executive Assistant

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David McCune, Board Chair