# CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD

**EXECUTIVE COMMITTEE MEETING**

**Friday, April 3, 2020 @ 1:00 PM**

**Teleconference**

**Members Present:**

Ms. Dina Simcox (Representative of Business) – in person

Mr. Rodney Anderson (Representative of Business) – via phone

Mr. John Lowery (Representative of Education and Training) – via phone

Mr. Carl Manning (Representative of Workforce – Community Based Organization) – via phone

Ms. Diana Potts (Representative of Business) – via phone

Mr. Robert Van Geons (Representative of Education and Training – Economic Development) – via phone

**Staff Present:**

Mr. Tracy Jackson – in person

Ms. Peggy Aazam – in person

Ms. Ashley Duncan – in person

Ms. Cyndi McKoy – via phone

**I.** **Call to Order -** The April 3, 2020 meeting of the Cumberland County Workforce Development Board Executive Committee was called to order by Board Chair, Ms. Dina Simcox, at 1:05 pm.

**II. Roll Call of Members in attendance** – Ms. Simcox welcomed and thanked those in attendance.

**III. Ethics Awareness and Conflict of Interest Statement** – Ms. Simcox read the North Carolina State

Ethics Commissions’ ***Ethics Awareness & Conflict of Interest*** statement to the Committee.

**IV. Changing Youth Council Meeting*s*:** Ms. Diana Potts made a motion to approve changing the Youth Council Meeting timesfrom 12 noon on Fridays to 11 am on Fridays to accommodate time restraints for the incoming Youth Council Chairperson. The motion was seconded by Mr. Robert Van Geons.

**V. New appointment of Youth Council Chair:** Mr. Rodney Anderson made a motion to approve the appointment of Mr. Kevin Brooks as the Youth Council Chairperson. The motion was seconded by Ms. Potts.

**VI. WIOA Title I Program Services Contract:** Ms. Potts briefed that there were three (3) proposals received in response to the RFP (Request for Proposals) for WIOA Title I Program (Adult, Dislocated Worker, and Youth) services: Eckerd, EDSI, and Two Hawk. A task force of WDB and Youth Council representatives reviewed the proposals and heard presentations from all three companies. Ms. Potts made a motion to approve the recommendation of the task force to award the contract for WIOA Title I Program Services to Two Hawk Workforce Services; Mr. Van Geons seconded the motion.

Mr. Van Geon expressed concern regarding the need to have a clear contract of services to review before finalizing the contract award to the recommended contractor. Ms. Simcox explained that the approval of the recommendation will permit the next step of seeking approval of the recommendation from the Cumberland County Board of Commissioners (CCBOC). Upon CCBOC approval, the contract and scope of work details will be shared with the WDB, all of which must be approved by the Board of Commissioners prior to contract commencement. Mr. Tracy Jackson added that further discussion will take place to secure additional details before the implementation of the contract. Mr. Anderson inquired if there will be stronger language regarding the level of performance expected from the contract. Mr. Jackson and Ms. Simcox both confirmed that there will be a greater degree of consideration regarding the expectation of expected performance within the contract. Mr. Jackson explained the steps of the WIOA Title I Program Services Contract process, which includes WDB approval of the task force recommendation, as well as CCBOC approval of the recommendation and approval for the authority of negotiation of a contract. The negotiated contract will be subject to both WDB and CCBOC approval. The contract for WIOA Title I Program Services will be for a term of one (1) year, with the option to extend for up to two (2) additional years.

Mr. Van Geons asked for an update on the Career Center relocation. Mr. John Lowery shared that a six (6) month extension has been signed with the current landlord to allow us to remain in the building, the Council of State has approved the new lease, and the new lease now resides in the Attorney General's office; once it has cleared, the lease will be forwarded to the new landlord for signatures. Mr. Lowery reported that the task force has had some discussions with the new landlord and the architect, and has visited other NCWorks Career Centers for consideration of center flow and appearance ideas.

Mr. Anderson inquired on the status of Ms. Nedra Clayborne Rodriguez and the way ahead. Mr. Jackson reported that Ms. Clayborne Rodriguez resigned as Director effective March 19th. Mr. Jackson will serve as Interim Director until a new Director is hired for the position. Mr. Jackson explained that the way ahead is to stabilize and prepare for the next wave after COVID-19. Mr. Jackson added that he will advocate for the Workforce Development Board to have a role in the selection process of the next Director. Ms. Simcox and Mr. Jackson will send an update regarding the transition, as many WDB members may not be aware of the situation and may have additional questions.

Mr. Anderson acknowledged that his term on the WDB will end on April 30, 2020, and he expressed his gratitude to serve. Ms. Simcox invited him to attend the next WDB meeting.

**VII. The Next Board meeting**: Tentatively scheduled for Tuesday, May 19, 2020, at 11 am; location is to be determined. We will continue to closely monitor circumstances as a result of COVID-19 and will update the WDB accordingly.

**VIII. Adjournment:** The meeting adjourned at 1:33 pm.

Respectfully Submitted By:

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 Cynthia McKoy, Executive Assistant

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 Dina Simcox, Board Chair