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# CUMBERLAND COUNTY WORKFORCE DEVELOPMENT BOARD

# July 21, 2020 – 11:04 AM to 12:38 AM

# Cumberland County Courthouse - Room 564

**Virtual Meeting**

Members Present:

Ms. Dina Simcox (Representative of Business) Chair

Ms. Nora Armstrong (Representative of Workforce)

Mr. Kevin Brooks (Representative of Business)

Dr. J. Lee Brown (Representative of Education and Training – Higher Education)

Mr. Johnny Dawkins (Fayetteville City Council Member, Ex-Officio Board Member)

Mr. John Lowery (Representative of Education and Training)

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

Mr. Tony McKinnon (Representative of Labor - American Postal Workers Union)

Mr. Naynesh Mehta (Representative of Business)

Ms. Diana Potts (Representative of Business)

Dr. Mark Sorrells (Representative of Education and Training – Adult & Ed. Literacy)

Ms. Sherri Turner (Representative of Business)

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

Ms. Tisha Waddell (Fayetteville City Council Member, Ex-Officio Board Member)

Ms. Vainette Walker (Representative of Education and Training - Vocational Rehabilitation)

Members Absent:

Ms. Isabella Effon (Representative of Business)

Mr. Allen Rogers (Representative of Business)

Ms. Jennifer Watson (Representative of Business)

Mr. Mark Wilderman (Representative of Business)

Guests Present:

Lindsey Almond (Assistant Director for Program Admin & Operations, Two Hawk Workforce Services)

Chip Lucas (Cumberland County Schools)

Debbie Normandia (Assistant Director for Program Performance & Quality, Two Hawk Workforce Services)

Aletha Poole (Executive Contract Manager, Two Hawk Workforce Services)

Sherwood Southerland (Director, Two Hawk Workforce Services)

Staff Present:

Mr. Tracy Jackson

Ms. Peggy Aazam

Ms. Cyndi McKoy

Ms. Ashley Duncan

Ms. Janice Anderson

Ms. Kelly Autry

Ms. Tamara Hodge

Ms. Kiersten Powell

Mr. Teddy Warner

Mr. Raymond Godsave

**I.** **Call to Order -** The July 21, 2020, virtual meeting of the Cumberland County Workforce Development Board was called to order by Board Chair, Ms. Dina Simcox, at 11:08 am.

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

Virtual Roll Call

**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 Board.

**IV. Approval of May 12, 2020, Executive Committee Meeting Minutes -** Ms. Diana Potts made a motion to approve the minutes from the May 12, 2020 WDB Executive Committee meeting; the motion was seconded by Mr. Naynesh Mehta. The minutes were approved with no discussion or opposition.

**Approval of May 19, 2020 Minutes –** Ms. Potts made a motion to approve the minutes from the May 19, 2020 WDB meeting; the motion was seconded by Ms. Nora Armstrong. The minutes were approved with no discussion or opposition. The approved minutes will be posted on the Cumberland County Workforce Development Board website at the conclusion of the Board meeting.

**V. Director’s Report**

Contract Updates:

* ***Two Hawk Workforce Services, LLC***: Mr. Tracy Jackson, Interim Director, updated the CC Workforce Development Board concerning the extension of the existing contract for the One-Stop Operator/Career Center Manager for three months in the amount of $100K. An Interim contract for the WIOA Title I Program Services has been executed for three months with allotments as follows (Youth $242K; Adult $282K and DW $162K). The extension of the existing contract and the interim contract will allow the applicable time for Cumberland County to complete the formal contracts for both the WIOA Title I Program Services and One-Stop Operator to Two Hawk Workforce Services.
* ***Golden Leaf Grant Update:*** Mr. Jackson reminded the Board of a grant award of $300,000 for professional development for the nursing program from Golden Leaf and that the acceptance of the grant was approved on May 12, 2020, by the Executive Committee. A 45-day extension was requested and approved by the Executive Committee and the Board of Commissioners approved the recommendation for Southeastern Regional AHEC in Fayetteville, NC to administer the grant.
* ***Career Center Building Lease Update:*** Mr. Jackson continued with an update of the impending relocation to a new building at 490 McPherson Church Road in Fayetteville, stating that the lease will be held by the State. Although there will be smaller square footage the functionality and location are both a plus. Staff continues to work with the architect on interior design and renovations with a prediction of a 6-month completion once the construction begins.

**VI. New Items**

* ***PY20 MOU and IFA –*** Ms. Peggy Aazam, Program Coordinator explained the purpose of the required NCWorks Career Center Memorandum of Understanding (MOU) and Partner Infrastructure Funding Agreement (IFA) as the Workforce Innovation and Opportunity Act (WIOA) Section 121(c)(1) requirement for each Local Workforce Development Board (WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the Local WDB and the one-stop partners, consistent with (WIOA) Section 121(c)(2), concerning the operation of the one-stop delivery system in a local workforce area. IFA dictates the sharing and allocation of infrastructure costs among one-stop partners per Wioa Section 121(h). Ms. Aazam further explained that MOU and IFA documents take effect on the first day of the program year: July 1. The MOU is valid for three program years while the IFA is valid for one year.

Ms. Potts made a motion to approve the request to obtain signatures for the PY20 MOU and IFA, and the motion was seconded by Mr. Kevin Brooks.

* ***Policy Change Requests:*** Ms. Simcox provided requested policy changes that were forward for review to the board prior to the meeting as:
* **Policy #1: Cumberland County Workforce Development Board Policy Management**

Policy was revised to acknowledge that procedures developed for implementing the Board-approved policies can be modified at the discretion of the Workforce Development Board Director; included a link to Board policies on the Cumberland County website.

* **Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants**

Policy is being revised to incorporate several policies (i.e. Policy #7: Hearing & Review; Policy #12: Individual Training Accounts and Procedures; Policy #22:WIOA Title I & III Co-enrollment in NCWorks; Policy #23: Career Services) and updated procedural guidance as attachments.

* **Policy #5: Selective Service Registration**

Policy was revised to reflect electronic record keeping to identify the required date to register for Selective Service for participants who have not yet reached their 18th birthday at the time of enrollment.

* **Policy #6: Priority of Service**

Policy was revised to reflect minor changes related to WIOA requirements.

* **Policy #7: Hearing & Review**

In the process of being incorporated into Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants; will be eliminated as a separate policy.

* **Policy #8: Self-Sufficiency**

Policy was revised to reflect minor changes; Lower Living Standard Income Level (LLSIL) was attached.

* **Policy #9: Repeat Customers**

Policy was revised to include the requirement of documented review of financial expenditures of repeat customers prior to re-enrollment to ensure they have not exceeded the lifetime cap.

* **Policy #10: Monitoring**

Policy is being revised to include internal monitoring reference.

* **Policy #11: Nondiscrimination/Equal Opportunity Standards and Complaint Procedures**

Policy was revised to reflect minor changes; Nondiscrimination Policy and Complaint Procedures attached.

* **Policy #12: Individual Training Accounts and Procedures**

In the process of being incorporated into Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants; will be eliminated as a separate policy.

* **Policy #13: WIOA Eligible Training Provider List (ETPL)**

Policy is under review for potential revision.

* **Policy #14: WIOA Title I Work Experience Opportunities**

Policy was revised to consolidate guidance and provide additional detail regarding monitoring expectations related to documentation to support the activity and subsequent expenditures.

* **Policy #15: On-the-Job Training**

Policy was revised to outline additional details as referenced in Policy Statement 04-2015, Change I.

* **Policy #17: Supportive Services and Needs-Related Payments**

Policy is under review for potential revision.

* **Policy #18: Youth Services**

Policy is under review for potential revision.

* **Policy #22: WIOA Title I & III Co-enrollment in NCWorks**

In the process of being incorporated into Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants; will be eliminated as a separate policy.

* **Policy #23: Career Services**

In the process of being incorporated into Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants; will be eliminated as a separate policy.

* **Policy #24: Customer Self-Attestation**

Policy is under review for potential revision.

* **Policy #25: Electronic File Storage and Protecting Personally Identifiable Information (PII)**

Policy is under review for potential revision.

* **Policy #26: Conflict of Interest Requirements for Workforce Development Boards, Staff, and Contractors**

No changes to policy; updated letterhead on Attachment C: Code of Conduct.

* **Policy #27: Serving Immediate Family**

Policy was revised to reflect minor changes.

* **Policy #29: Incumbent Worker Training**

Policy was revised to provide guidance related to Incumbent Worker Training; additional forms, guidelines, and documentation attached.

* **Policy #30: Transparency and Integrity (HATCH Act)**

Policy was revised to reflect minor changes; Hatch Act form attached.

* **Policy #32: Separating Service Members and Military Spouses (Transition Tech Policy)**

In the process of being incorporated into Policy #4: Rules and Regulations Governing Workforce Innovation and Opportunity Act (WIOA) Sponsored Participants; will be eliminated as a separate policy.

Dr. Mark Sorrells made a motion to approve the mentioned policies with the changes that were provided; Ms. Potts seconded the motion.

* **Program Services Contractor Presentation**

Sherwood Southerland, Director of Two Hawk Workforce Services, introduced Two Hawk Workforce Services as the new WIOA Title I Program Services Provider for Cumberland County. Mr. Southerland gave a brief summary of their strengths and mission, with a focus on the complete integration of services for all team members while improving collaboration and optimizing the delivery of services. Mr. Southerland introduced the Two Hawk staff including Aletha Poole; Executive Contract Manager, Debbie Normandia; Assistant Director for Program Performance and Quality, and Lindsey Almond; Assistant Director for Program Administration and Operations and Neal Anderson, Executive Contract Manager. Mr. Southerland described their philosophy and principles as providing leadership with vision by adhering to rules and guidelines by planning and collaborating productively, by building partnerships and providing clear, open, and reasonable communication, and by ensuring a high level of management integrity.

* **Nominations for WDB Vice-Chair**

Ms. Simcox welcomed the selection of a member of the WDB’s private sector representation as Vice-Chair of the Workforce Development Board. Voting will be forwarded with the due date of the appointments on 31 July with the final date of selection on 21 August 2020.

**IX. Next Board meeting**- The next meeting of the Workforce Development Board is scheduled for 11 am

on Tuesday, September 15, 2020, location TBD.

**X. Adjournment**- Ms. Simcox adjourned the meeting at 11:38 am.

Respectfully Submitted By:

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Cynthia McKoy, Executive Assistant

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Dina Simcox, Board Chair