



DURHAM WORKFORCE DEVELOPMENT BOARD (DWDB)

VIRTUAL MEETING

April 28, 2020

8:30 AM – 10:00 AM

EXHIBIT A: MEETING MINUTES

WELCOME AND CALL TO ORDER

Paul Grantham called the meeting at 8:35 AM

ANNOUNCEMENTS

Updates from the Chair – Paul Grantham

Paul announced that the NCWorks Career Center at Briggs has been closed, but there are virtual meetings still taking place. Over one million employment claims have been lagging over metrics and this will continue to grow.

Updates from the Senior Workforce Development Manager – Adria Graham Scott

Adria Graham Scott stated that the Regional Plan is compiled of Kerr Tar, Capital Area, and the Durham region. The report focuses on how each economy works together, but also have their own local plan.

Adria introduced Jennifer Fox, the new Business Service Manager, who has been on board for one month. Jennifer has her undergraduate degree from UNC-Chapel with a double major in English and Political Science. She also has a Master's of Public Administration from the UNC-Chapel Hill School of Government, with a focus on community and economic development. As a project manager with UNC Eshelman School of Pharmacy, she worked on initiatives around organization theory and public policy analysis. Adria stated that they feel that Jennifer will be a great asset to the Workforce team and engaging business services in the community.

Over four years ago, a new Local Area Plan was put in place and this is updated yearly. By May 28, 2020, we will have documents signed off to go ahead with the new plan.

A draft plan was created for the reopening of the NCWorks Career Center. The Center will reopen for staff on June 1, 2020 and aid to the public is contingent on directives from Mayor Schewel. The wearing of masks will be requested and/or temperature taken. The NCWorks Career Center is leased and held by the State; the City is the host. The entity of the State cannot require visitors to wear masks, but masks will be available for anyone entering in the Career Center. Online services will be offered online if someone is not available to come the Center. In addition to the cleaning the Center, there will be plexiglass shields available for six pods that house three terminals, with one person at each pod, and this meets the Centers for Disease Control (CDC) social distancing. Paul Grantham thanked Adria and the team and stated that they have done an exceptional job in making the job a safe environment.

Adria Graham Scott stated there is concern regarding unemployment and job-seeking expectations and those who may have problems with access to computers, but we will direct them to the appropriate person at the Career Center. The need to prepare and respond to how they obtain skilled construction trade and opportunities with Durham Technical Community College will provide a critical partnership in training. They also need to look at existing trainers for uptick in demand. Contact tracing will need to be expanded and engage employers. Andre Pettigrew stated that we have over 500 listings in regards to pool versus demand in order to bridge gap-training. He also stated that we need to transfer funds in transportation to existing workers where manufacturing has changed, put logistics in CDL, licensing forklift operators, and sanitation, where there is a high demand. Andre Pettigrew also said that we need a pipeline in contact training especially when unemployment ends. Paul Grantham asked about communication materials/guides to give out to individuals visiting the Center that the Marketing and Communications team can provide. Adria stated that there will be materials provided at the front door and they will meet with individuals before they enter the building.

Steven Williams stated that we should seize this opportunity to use the City-owned bus to set appointments for clients in housing developments. Having a scheduled appointment would lessen the wait-time in line at the Center. Steven Williams also stated that we can partner with Neighborhood Improvement Services to assist and enroll participants in WIOA remotely.

Adria Graham Scott stated there is a large group of undocumented workers online so they want to partner with someone who can print materials to translate in Spanish. Paul Grantham stated that he can help identify resources to get the materials translated and printed in Spanish. Adria Graham Scott stated that we have come together as a team and she thanked everyone for their assistance.

SUBCOMMITTEE REPORTS

Youth Council, Rebecca Axford, Chair

Rebecca Axford stated that in the snapshot, they are close to 100% of meeting measurements, with 96% in credentialing, except quite a few are waiting to take the GED. In light of COVID-19, the Literacy Center and Durham Technical Community College are closed for the summer. In youth experiences, they placed several in positions. They have also put processes in place to improve quality to participants. When they are in crises, they are well-equipped and have good processes already in place that make it easier. The DYIP will have a two-week virtual program.

Adria Graham Scott said that the State is taking consideration of COVID-19 for remote enrollment, and probably support services, especially the youth program. Performance measures due to COVID-19, are also in consideration. Alternative sites to channel those in pipeline online supports, is Durham Technical Community College (DTCC) who is actively engaged. Kellie McLean Slade will be working with 150 youth and DTCC for this two-week internship program. There will be a one-week partnership with DTCC to provide soft skills, human resource development (HRD) to youth. They have switched to a virtual program contingent on receiving funding from the City in the amount of \$70,000, which provides \$150.00 a week to each youth totaling \$300.00.

Business Services Subcommittee, George Hining, Chair

Paul Grantham stated that business needs are going to change significantly in the next 6-12 months. Andre Pettigrew stated that this crisis brought together independents and micro-businesses. Businesses may want to look at how our resources thrive in the post COVID world. George Hining stated he will leverage his time with the Marketing and Communications Group.

Paul Grantham stated that several board member terms will end their full term next year and they will be reviewing applications for these positions. Four members who are scheduled for reappointment as of June 30, 2020, can reapply with their appropriate City or County Clerk.

ADJOURNED