DURHAM WORKFORCE DEVELOPMENT BOARD (DWDB) MEETING

July 25, 2019
8:30 a.m. – 10:00 a.m.
Durham County Human Services Complex
Conference Room C, 2nd Floor
414 E. Main Street • Durham, NC 27701

EXHIBIT B: MEETING MINUTES

DWDB Members Present: Paul Grantham, Chair DWDB, and, Chair, Marketing and Communications Subcommittee; Steven Williams, DWDB 1st Vice Chair; and George Hining, Chair, Business Services Subcommittee; Kenneth Angeli; Marlon Kiel; Henry McKoy; Ernie Mills; Dr. Julie Pack; Nataliya Rice; Roger Shumate; Rhonda Stevens (proxy for Ben Rose)

DWDB Members Absent: DWDB Executive Committee Members Absent: James Alston; Rebecca Axford; Quillie Coath; Michael Dombeck; Geoff Durham; Jeffrey L. Frederick; Councilwoman DeDreanna Freeman; County Commissioner James Hill; County Commissioner Brenda Howerton; Scott McGregor, Ari Medoff; Dr. Anthony Nelson; and Wade Smedley

DWDB Staff Present: Andre Pettigrew, Executive Director, DWDB; Adria Graham Scott; Cheryl Copeland; James Dickens; Russell Ingram; Kelli McLean; Nicole Randolph; and Zelda White

DWDB Visitors: Matt Fields, Eckerd Connects; Alexis Franks, Eckerd Connects; Collin Leary, East Durham Children’s Initiative (EDCI); Crystal Taylor, Eckerd Connects; and DeWarren K. Langley, Charles Hamilton Houston Foundation, Inc.

Welcome and Call to Order

Paul Grantham called the meeting to order at 8:39 a.m.

ANNOUNCEMENTS

1. Updates from the Chair – Paul Grantham

Paul Grantham announced the following:

• Paul Grantham welcomed the following new DWDB members:
Mr. Kenneth Angeli, Manager, NCWorks Career Center, NC Commerce, Division of Workforce Solutions; Mr. Jeffrey L. Frederick, Chair, NC Association for Workforce Boards, and Chair, Guilford County Board; Dr. Anthony Nelson, Dean, School of Business, North Carolina Central University; Dr. Julie A. Pack, Executive Director of Career and Technical Education at Durham Public Schools; and Ms. Nataliya Rice, Assistant Director, Vocational Rehabilitation

Mr. Grantham stated that Mr. Quillie Coath, Mr. Ari Medoff, and Mr. Ernie Mills were reappointed for a second term to the Board.

He received the Board resignation of Dr. Peter Wooldridge, Ms. Tiffany Frye, and Ms. Kristey Stewart.

2. Updates from Andre Pettigrew

Andre Pettigrew announced the following:

- Through the City of Durham, we have been working with major cities collaborating with Bloomberg on diversity and equitable programs and how it is affecting people who are unemployed.
- In the next three years, the City of Durham Built2Last Initiative is working on diversity, and supplier supporting equitable system, which will serve as the model for major contracting opportunities.
- We now have the first business survey that generates data on a variety of businesses in the community.
- The Equitable Inclusion and Neighborhood Improvement Services department, along with the Built2Last Initiative, are currently taking the lead on Equitable Engagement, and informing residents about this program.
- The Built2Last Initiative is in partnership with the Durham Housing Authority and Community Development on infrastructure. Affordable housing is a major issue and residents are being provided assistance with housing issues.
- We were awarded another Finish Line Grant that provides emergency resources to students in college.
- On the yearly program monitoring, there were no findings listed on the report. The financial monitoring found no findings, but 25 files are still under review.
- Special thanks to the Workforce Development team for work completed prior to the monitoring review, and to Russell Ingram for his assistance at the NCWorks Career Center.
- Andre Pettigrew introduced Kenneth Angeli as the new NCWorks Career Center Manager. The North Carolina Department of Commerce, Division of Workforce Solutions, is now the contractor for the NCWorks Career Center.

3. Updates from Adria Scott Graham

- Adria Graham Scott discussed the 2019 Durham YouthWork Internship Program (DYIP). There were 210 interns and it fluctuated more this year. There are challenges to increase our expansion goal of 600 interns for 2020 and 1000 by 2021, so she suggested to have a host site for future internships.
- We received funding for Justice Involved and the Training to Work Project. The City is incorporating the Training to Work into a program. They are doing a pilot study, engaging
residents who are out of jobs and those getting jobs. The City identified real jobs that they are recruiting for and provide wraparound services if successful, and probation, then it is possible for them to keep the job. All of these jobs will pay a $15.00 livable wage and adopted by the City. The goal is to scale with private sector. Paul Grantham stated that Duke is one of the employers looking into this program as a temporary to permanent transition model that could work well for other employers.

GENERAL BUSINESS AGENDA ACTION ITEMS

1. Review and Approve the Minutes from the May 23, 2019, DWDB Meeting (See Exhibit A) and the July 25, 2019 Meeting (Exhibit B).

   The May 23, 2019 and July 25, 2019 DWDB minutes will need review and approval at the September 26, 2019 meeting.

2. Review and Approve the DWDB Goals and Strategies for 2019-2021 (Exhibit C).

   Review and Approve the DWDB Goals and Strategies for 2019-2020 at the September 26, 2019 meeting.

3. Review and Approve of the Revised Recommendation Policy on Conflict of Interest and Access to Accessible Facilities - 3b in DWDB Bylaws (Exhibit D).

   The revised recommendation of the Policy on Conflict of Interest and Accessible Facilities will include, "All meetings will be held in accessible facilities with accessible materials made upon prior request." This change will need approval of the Board at the September 26, 2019 meeting.

4. Review and Approve the Nomination of Ms. Nataliya Rice, to serve as Secretary/Treasurer with the DWDB Executive Committee (Exhibit E)

   The recommendation of Ms. Nataliya Rice to serve as Secretary/Treasurer for the DWDB Executive Committee will need approval of the Board at the September 26, 2019 meeting.

FISCAL REPORT

1. Zelda White, Community and Economic Development Analyst Manager, Office of Economic and Workforce Development introduced Nicole Randolph, Fiscal Analyst, to present the fiscal report.

2. Nicole Randolph stated that we received allocations in the amount of $1,492,905 for the fiscal year ending on June 30, 2020, which was a decrease of $112,464.00.

3. The anticipated carryover dollars from the previous fiscal year was $572,447.

4. The total of $2,065,352 is in our program and operational budget, with the major portion allocated to cover contracts for programs. The adult and dislocated worker estimated total is $660,000.

5. We completed the first six months of the Finish Line Grant with $25,000 remaining until 2020.

6. The Training to Work grant received a no-cost extension until March 2020, with a remaining balance of $260,595.68. The original award was $1,360,000. The budget for incumbent worker initiative is $50,000.
REPORT ITEMS

1. NCWorks Committee, Wade Smedley, Chair
   - Kenneth Angeli provided the report for the NCWorks Committee in the absence of Wade Smedley.
   - Kenneth stated that the NCWorks Career Center is in transition and thanked Alexis Franks and Matt Fields for their assistance during this time.
   - There will be a City of Durham 2020 Career Fair in late February 2020 with a concentration of 80 Durham-based employers. Advertisements for the Career Fair will be at various agencies, DMV, satellite offices, along with using the mobile unit at various community centers.
   - Kenneth stated that the dashboard review was updated by Eckerd.
   - Andre Pettigrew stated that in response to the Duke Street explosion, the Workforce Development team provided rapid response and quickly mobilized and engaged employers in this emergency situation.

2. Business Services Subcommittee, George Hining, Chair
   - George Hining stated that they are defining the Ambassador Program message and materials to deliver to businesses about the internship program.
   - They are also defining training and measurable goals, and plan to deliver the message for ambassadors by the end of December 2019.
   - Their focus is on increasing the internships by providing pre-meeting materials, building relationships and community support, and informing businesses of the advantages of supporting the internship program.

3. Marketing and Communications Subcommittee, Paul Grantham, Chair
   - Paul Grantham reviewed a mark-up of the new Board website. He stated that this will presented to the Board at the September 26, 2019 meeting.
   - There was a review of the DWDB Goals and Strategies for 2019-2021. This will be discussed at the next Board meeting.