

**KERR-TAR**  
**WORKFORCE DEVELOPMENT BOARD/CONSORTIUM MEETING MINUTES**  
**Tuesday, June 7, 2022**  
**Kerr-Tar Regional Council of Governments**

**WORKFORCE DEVELOPMENT BOARD (WDB) MEMBERS:** Hal Muetzel, Fred Keller (call-in) , Tim Karan, Sara Lloyd, Dawn Michelle Tucker, Derrick Sims (call-in) Gordon Agingu, , Harry Mills, Vanessa Cooke- Alvarado (call-in), Michelle Burgess, Yolanda Tharrington,

**COG/LA STAFF:** Lou Grillo, Kelly Hundley, Sharon Thomas, Desiree Brooks, Deborah Cozart, Diane Cox and Donna Lee.

**SERVICE PROVIDERS:** Jamie Cunningham, Helen Bradby

**DWS STAFF:**  
Michelle Muir, Jennifer Jones

**Welcome and Meeting Call to Order – Hal Muetzel**

Chairperson, Hal Muetzel welcomed board members and attendees to the meeting. Quorum was established.

**Approval of Consent Agenda – Hal Muetzel**

- Consent Agenda – Approval March 1, 2022 and May 3, 2022 Meeting Minutes. Also Finance Report through October, 2021.
  - Michele Burgess and seconded by Harry Mills. Motion carried.

**Program and Performance Updates**

**Performance Update – Deborah Cozart – Handout**

- There are two categories that are not met at this time for the Adult Program. They are Employment in Quarter 2 (Q2) and Measureable Skills Gain (MSG). Both measures are very close to being met and should be met by the end of this program year.
- For Dislocated Workers (DW), Q2 is low and provider may need to reach out to customers to see if they are working and if they need assistance in finding employment.
- For the Youth Program, the Credential category is very close to being met and should be met by the end of this program year.
- Wagner Peyser is close in meeting their two goals (Q2 and Q4) and should meet them by the end of the program year.
- DOL requires that 75% of the WIOA adults must be given priority of service. Priority of service is given to those adults that are within certain categories or have barriers to employment (low income, basic skills deficient, etc.). Until the 75% goal is met for priority of service, no adult enrollments can be completed.
- Two success stories – Antonio Reid and Michael Sutera. Both graduated with CDL license from Regal Driving Academy. Antonio is exploring several employment opportunities and Michael is currently employed full time.

- A question asked at the last WDB meeting – the average age for CDL enrollments – average age is approximately mid -20's for our area.

#### **Sharon Thomas – Youth Program**

- Enrollment – 75
- Services – 813
- Occupational Skills Training (OST) – 30
- Work Experience (WEX) – 16
- On-the-Job Training (OJT) – 2 - one at Granville Health Center and another at a Technology company in Youngsville.
- Reentry events :
  - April 12 – Reentry Resource Fair -22 vendors were present, over 60 folks in attendance, and 20 of those received Legal Aid services.
  - May 18 – Reentry Simulation event at Aycock Recreational Center
    - Over 50 attended and “walked in the shoes” of a justice-involved participant. Each person was given tasks to complete within a month’s time.
    - The event was an “eye opener” to attendants and also to providers
    - More reentry simulations will be offered
    - Harry Mills suggested providing a reentry simulation event for HR staff
    - Kerrtarworks site has a reentry section with updated information and flyers about upcoming job fairs and services that can be posted at businesses and/or organizations
  - Criminal Expungement information sessions are held every first Tuesday of every month at two locations – Gateway Center and at the Oxford Housing Authority from 2:30 to 4:00 PM. Beginning next month, expungement information sessions will move back to the Vance County Library. More criminal expungement clinics will be scheduled in different areas as well.

#### **Desiree Brooks – Business Services Update:**

- Businesses served – 259
- Services provided – 812
- Employer self- services – 1,197
- Registered employers – 39
- Kerr-Tar center Customers Hired – 266
- On-the Job Training participants – 12
- Hiring events and Outreach:
  - Young Adult Hiring Event held at the Raleigh Outdoor Theater on April 29, 2022.
  - Kerr-Tar partnered with the Career and Technical Education Directors at each school.
  - 22 employers were present
  - One youth was hired at Hardees in Warrenton
- Regional Job Fair:
  - Over 100 were in attendance and location was in the heart of downtown Henderson
  - Drawings for prizes were held throughout the event
  - Many businesses near the event offered specials throughout the duration of the job fair

- Granville County will be next site for a regional job fair.
- A couple of single employer events held in Roxboro for Louisiana Pacific and in Warrenton for Ideal Fastener.
- Every Tuesday – Talent Connect sessions are held. We can customize for different groups virtual or in person
- Incumbent Worker Training – reimburse businesses for up to \$10,000 or training costs per year and currently working with 2 businesses.

**PY 22 Planning & Procurement /Allocations:**

**Recommendation: To enter into contracts with the following service providers for Program Year 2022:**

Dislocated Worker (EDSI)	\$	300,000
Youth		
VGCC	\$	100,000
EDSI	\$	<u>200,000</u>
<b>TOTAL YOUTH</b>	<b>\$</b>	<b>300,000</b>

- Motion made by Tim Karan and seconded by Gordon Agingu. Motion carried.

**Director's Report:**

- NCWorks Career Center Operations Update:
  - EDSI will be the lease holder and they have a signed lease
  - The termination of the Oxford Career Center lease is on July 31, 2022.
  - The center at the new facility in Henderson will open for operation on August 1, 2022.
  - Michele Burgess said that the chamber hopes to have a large ribbon cutting between all 5 counties for the center. More info will follow.
- Applied for a grant through Z. Smith Reynolds, the Community Progress Fund. Award was received on May 24, 2022 in the amount of \$40,000 to be used over a 2 year period beginning July 1. This will be used in our reentry efforts such as obtaining an ID, transportation, etc. when released from incarceration.
- Sharon Thomas' new title is Youth and Special Projects Coordinator. In addition to her role as the Youth Coordinator, she will also be in charge of Special Projects. Her new title is Youth and Special Projects Coordinator. Special Projects will encompass projects with Reentry and other areas. She has already been working very closely with reentry. Congratulations to Sharon!

**Adjournment:**

There being no further business, the meeting was adjourned.

**Next Meeting:**

The next meeting will be held on Tuesday, September 13, 2022 at 6:00 PM.

Respectfully Submitted,  
 Kelly Hundley  
 Workforce Development Program Specialist



