



## ECWDB/Consortium Meeting Packet November 9, 2023

### Table of Contents

- 1 | [Agenda](#)
- 3 | [ECWDB/Consortium Meeting Minutes, September 14, 2023](#)
- 7 | [Youth Council Report, September 28, 2023](#)
- 9 | [Business Services Report, October 5, 2023](#)
- 12 | [Executive Committee Report, October 26, 2023](#)
- 15 | [Attachment A - WIOA Title I Youth Enrollments](#)
- 16 | [Attachment B - Performance Summary](#)
- 17 | [Attachment C - Financial Report of August 31, 2023](#)
- 19 | [Attachment D - Greene Lamp Funding Request](#)
- 20 | [Attachment E - 2023-2024 Program Budget Summary](#)

***Not included in this packet but attached separately:***

[Attachment F - Lightcast Regional Economic Overview](#)

[Attachment G - NCWorks 4-Year Performance Report](#)

### Our Vision

Our vision for Eastern North Carolina is a qualified workforce with an educational attainment level that meets the needs of local firms so they can compete in today's marketplace.

### Our Mission

Our mission is to develop the workforce through a collaborative, customer-focused approach that facilitates partnerships between job seekers, workers, employers, and educators, aligning workforce requirements to economic needs.

### Our Value

We add economic value to our community by ensuring that our public workforce system is responsive in meeting the education and training needs of our job seekers and employers alike, thereby leading to a better quality of life and ensuring employers have access to the skilled workforce they need, resulting in a thriving economy.



**ECWDB/Consortium Meeting  
November 9, 2023, 6 P.M.**

**Location: Eastern North Carolina Regional Skills Center, 261 Northwest Corridor Blvd. Burton Industrial Park  
Jacksonville, NC 28540**

**Virtual: <https://meet.goto.com/295386573>**

**You can also dial in using your phone.**

**Access Code: 295-386-573 United States: +1 (312) 757-3121**

- I. Welcome
- II. Meeting Call to Order/Pledge of Allegiance Al Searles, Chair
- III. Adoption of Agenda
- IV. Disclosure of Potential Conflict of Interest
  - a. ECWDB Rules of Procedures – Rule 18 – Duty to Vote  
*“Every Director must vote unless excused by the remaining Directors of the Board. A Director who should be excused from voting shall so inform the Chairman, who shall take a vote of the remaining Directors. No Director shall be excused from voting except in cases involving conflicts of interest, as defined by the Board or by law, or the Director’s official conduct, as defined by the Board. In all other cases, a failure to vote by a Director who is physically present in the Board meeting, or who has withdrawn without being excused by a majority vote of the remaining Directors present, shall be recorded as an affirmative vote.”*
- V. Consent Agenda
  - a. Approval of September 14, 2023, ECWDB and Consortium Meeting Minutes
  - b. Youth Council Report of September 28, 2023
    - i. Youth Request for Proposal Process
    - ii. PY22 Youth Program Performance
    - iii. Opportunity Youth Update
  - c. Business Services Report of October 5, 2023
    - i. Current Regional Economic Overview
    - ii. ARPA Work-based Learning Grant Revisions
    - iii. NCWorks Center Operations Oversight
    - iv. NCWorks WARN Notices
    - v. Proposed ARPA Incumbent Worker Training Process
    - vi. Committee Member and Center Updates
  - d. Executive Report of October 26, 2023
    - i. Budget Review (Greene Lamp Request for funding)

- ii. Audit/Monitoring Timelines
- iii. ARPA Incumbent Worker Training Application Approval Process
- iv. Wayne County Public Schools Contract
- v. Updates: Adult/Dislocated/One-Stop Operation RFP, NCWorks, WIOA Program, ARPA Programs, OurFutureENC & Opportunity Youth Updates
- vi. Ad Hoc Committee Report
- vii. Other

- VI. Executive Report of October 26, 2023, Item 1
  - a. Greene Lamp Request for Funding

VII. Treasurer’s Report Bill Green, Secretary/Treasurer

VIII. Chairman’s Remarks Al Searles, Chair

IX. Presentations

X. Onslow County Regional Skills Center Mr. John Shannon, Principal, Onslow County Regional Skills Center

XI. MyFutureNC Update Ms. Toni Blount, Southeast Regional Impact Manager, MyFutureNC

XII. Executive Director’s Report Tammy Childers, Executive Director

XIII. Open Discussion

XIV. Adjournment to Tour Facility



1341 S. Glenburnie Road, New Bern, NC 28562 | (252) 636-6901 | [www.ecwdb.org](http://www.ecwdb.org)

**ECWDB/Consortium Meeting**  
**September 14, 2023, 5:00 p.m.**  
**Met virtually through GoToMeeting.**

**Members Present**

Al Searles  
Bill Green  
Jason Trull  
Charles Brogden  
Carla Brynes  
David Hill  
Jessical Adams  
Kimberly Riggs  
Michael Kraszeski  
Lindsay Gress  
Melanie Sanders  
Candy Bohmert  
Dr. Rusty Hunt  
Dr. Norma Sermon-Boyd  
Rick Davis  
Frank Emory  
Judy Darden  
Amy Hartley

**Members Excused**

Joe Wood  
Brenda Upchurch  
Shelia Glazewski  
Angela Bates  
Anthony Cruz  
Craig Foucht  
Jenna Stafira  
Veronica Perez  
Dr. Jay Carraway

**Staff/Guests Present**

Tammy Childers  
David Jones  
Lynne Moore  
Wes Watson  
Debrah Blondin  
Tammy Wall  
Drew Meadows  
Maureen Bell  
Lisa Harvey  
Debbie Simpkins  
Trina Hale  
Phil Prescott  
George Kramer  
Erik Heck  
Gery Boucher  
Jeff Scheulce

## Introduction

**Chairman Al Searles called the September 14, 2023, Board/Consortium meeting to order with a quorum.** Dr. Ray Statts provided a brief background of Craven Community College's Volt Center. He discussed where they started, how far they've come, and the wide range of activities that go on in the Volt Center.

## Adoption of Agenda/Consent Agenda

Chairman Searles asked if there were any changes to the agenda. **Hearing none, he entertained a motion to accept the agenda as presented. Dr. Hunt motioned. Mr. David Hill seconded. Motion passed.**

Chairman Searles read the Disclosure of Potential Conflict of Interest and asked if anyone present would like to be excluded from voting. **Hearing none, Chairman Searles moved to the next item.**

Chairman Searles asked if there were any items needing to be considered separately from the consent agenda. **Hearing none, he entertained a motion to accept the consent agenda as presented. Ms. Carla Byrnes motioned. Mr. Jason Trull seconded. Motion passed.**

## Treasurer's Report

Mr. Bill Green presented the Financial Report of June 30, 2023. As of June 30, ECWDB had spent \$3,857,572.76 of the \$6,642,835.27 funds available. This leaves \$2,785,262.51 remaining. He also presented the expenditure report, which shows a detailed breakdown of where the funds are being spent. **Chairman Searles entertained a motion to accept the Treasurer's Report. Mr. Bill Green seconded. Motion passed.**

## Executive Committee Report of August 17, 2023, Item 2

Ms. Tammy Childers discussed that they received a grant from ARPA to assist substance use individuals. Carteret Community College requested \$10,000 of the Substance Use grant to meet the employment, training, and supportive services needs of substance use recovery customers. These customers would be dual enrolled into the Title I program and ARPA. Targeted customers would be to help those at Hope Mission Recovery Center enroll in training and assist with supportive services such as transportation to and from treatment, etc. ) The ECWDB has hired a temporary staff member from Blue Arbor who is assigned at the Onslow NCWorks Center as a Project CARE community outreach specialist and is focused on creating substance use and mental health resource materials for customers, employers, and staff. Ms. Childers said that she has been very impressed with the partnership between Carteret Community College and Hope Mission, as they can already see the positive impact this grant, and partnership, is having on the community. **Chairman Searles entertained a motion to approve the funding of \$10,000 from the ARPA Substance Use grant to Carteret Community College. Dr Rusty Hunt motioned. Ms. Carla Brynes seconded. Motion passed.**

## Executive Committee Report of August 31, 2023, Item 1

Ms. Childers discussed that in the past few years, Dislocated Workers in the region have significantly declined, so the ECWDB had transferred DW funding into the Adult program. Wayne Community College

has been seeing an increase recently in Dislocated Workers coming in for assistance, and so has requested \$5,000 in Dislocated Worker funds to meet the immediate needs of dislocated workers in their area. **Chairman Searles entertained a motion to approve the funding of \$5,000 to Wayne Community College for Dislocated Workers. Ms. Melanie Sanders made the motion. Frank Emory seconded. Motion passed.**

#### Chairman's Remarks

Chairman Searles provided some remarks on the state of the workforce and the work going on throughout the region. He discussed the value of places like the Volt Center, and commended the Volt Center for the impact they make on the community.

Chairman Searles discussed that they are seeing an issue across the country of a lack of skilled workers and an increase in jobs that require more training. He discussed the value of getting into the community and finding people who can reengage with the Centers and connecting them with an OJT opportunity so they can gain the skills they need and start contributing to the workforce again. Chairman Searles used the Volt Center as an example of how to reengage individuals in the community in a less traditional way.

#### Executive Director's Report

Ms. Childers discussed the three ARPA grants the ECWDB received for Substance Use, Re-Entry, and Work-Based Learning. Staff and partners have been working to get the ARPA grants off the ground. The Work-Based Learning grant (START NOW) has gotten off to a slow start with Two Hawk Workforce Services, but recently created two OJTs. The Incumbent Worker Training Grant is also included with the ARPA WBL grant. Ms. Childers discussed the IceHouse Entrepreneurial training program through a partnership with the North Carolina Community College System's NC Idea Foundation. This training is designed to create an entrepreneurial mindset for individuals who have started or are thinking about starting a business. The training would be offered through the community colleges' small business centers, either in person or online. We see this as a great opportunity for those small business owners who might want to enroll in the ARPA WBL incumbent worker training program.

The Re-entry grant (Project HIRE) has seen a lot of success from Wayne Community College and Carteret Community Colleges' two re-entry specialists who have been working in Wayne and Carteret Counties to refer customers to WIOA training and/or assist with employment. For the Substance Use grant (Project CARE), our new Community Outreach Specialist Ms. Faith Ford has arranged for Mental Health First Aide training to be held at Coastal Carolina CC on September 27 & 29, 2023 for all the NCWorks frontline staff to be better prepared to help individuals who struggle or have struggled with mental health or substance use.

Ms. Childers also commented on the budget concerns for program year 2024, as there have been proposed budgets showing a decrease in WIOA allocations, though it is too early to know what the projected allocations will look like at this point.

Ms. Childers commented that she had handed out the PY22-23 NCWorks Data Report to the members prepared by Mr. Phil Prescott for review. The report includes a performance overview for the region, along with each Center's performance for PY 22, and a comparison for the past four years data. The data shows that customers are not visiting Centers as they had pre-pandemic but are opting for more virtual services either online or via telephone options. We expect the virtual services trends to continue,

which will provide opportunities for the board and partners to explore and address how to effectively deliver job seeker and business services in the future. Ms. Childers stated that for the past couple of years, this board has encouraged NCWorks staff to get out and be engaged with the community in new and different ways. Our Center teams have been doing just that. Every week, the Center managers submit weekly outreach reports to the DWS Regional Operations Manager and the ECWDB showing the level of partnerships underway to serving customers.

#### Open Discussion

Ms. Childers announced her retirement, which will be on February 14, 2024. She said some words on the great work going on and how far they have come in 30 years. She is proud of the work they have done and will continue to do with the next Executive Director. She discussed the Executive Director search process and how the Executive Committee will be receiving resumes and conducting interviews. The position will be posted September 15, 2023, on NCWorks, Indeed, LinkedIn, and NAWB. Resumes will be accepted through October 15, 2023. The Executive Ad Hoc Committee will review the resumes and determine candidates to interview during November. Mr. Bill Green led the board to in a round of applause for Ms. Childers for leadership and dedicated service to the ECWDB.

Ms. Childers called on Ms. Lindsay Gress to offer remarks as she is relocating back home to New York where she has accepted another position. Ms. Gress stated that it has enjoyed her role as Center Manager for Carteret and Onslow Counties as well as serving on the board for the past two years.

Ms. Childers called on Mr. Prescott and Mr. David Jones to share announcements. Discussion ensued about various workforce topics.

#### Adjournment

There being no other items for discussion, **Chairman Searles entertained a motion to adjourn. Mr. Bill Green motioned. Mr. Charles Brogden seconded. Motion passed.**

---

Al Searles, Chair

---

David Jones, Recorder



1341 S. Glenburnie Road, New Bern, NC 28562 | (252) 636-6901 | [www.ecwdb.org](http://www.ecwdb.org)

**NextGen Youth Council Report**  
**September 28, 2023, 5:00 p.m. via GoToMeeting**

**Members Present**

Melanie Sanders  
Angela Bates  
Frank Emory  
Anthony Cruz

**Members Absent**

Dr. Jim Ross  
Dr. Norma Sermon-Boyd  
Lisa Jackson  
Shannon Vitak

**Staff/Guests Present**

David Jones  
Lisa Harvey  
Tammy Childers  
Maureen Bell  
Josephine Wallace-Koonce  
George Kramer  
Shaquita Hatcher  
Trina Hale  
Toni Blount  
Phil Prescott

**The committee met to discuss:**

1. 2023-2024 Youth Request for Proposal Process
2. 2022-2023 Youth Program Performance
3. Opportunity Youth Update

**Item 1: 2023-2024 Youth Request for Proposal Process**

**Information:** At the start of the new program year, ECWDB always asks the service providers to go through their proposal document and provide updates in areas like staff changes, outreach efforts, actual goals and outcomes, work-based learning opportunities, etc. At present, the youth enrollments seem low, and ECWDB wants to provide more outreach and engagement opportunities for low-income young adults. The OurFutureENC and Opportunity Youth grants were designed to help with these areas and really bolster the youth program and help with outreach. Typically service providers show good activity in work experiences, enrollments into education programs, and providing supportive services, but not as much activity in the other elements of the youth program such as providing youth tutoring, leadership development, mentoring, financial literacy, etc. There is a lot of speculation of funding cuts in the youth program for program year 2024. There is such a great need in the youth population, now more than ever, to reengage and assist the young people.

**Recommendation: N/A**

**Item 2: 2022-2023 Youth Program Performance**

**Information:** The Youth Enrollments Report of September 28, 2023 [Attachment A], showed carryovers, new enrollments, and total number served for each of the providers. One example discussed was the impact of Carteret Community College's career advisor being promoted out of the youth program. They

really have not had new enrollments while they identify the staff member to take that role. Also, Wayne County Public Schools has struggled to get their program off the ground with no activity to date.

The PY2022 Performance Summary Card [Attachment B] showed all the programs and the percentage of the outcome goals that were achieved. These numbers look good and there was no red on the report for overall performance.

**Recommendation: N/A**

Item 3: Opportunity Youth Update

**Information:** ECWDB is trying to collaborate to bring the OurFutureENC people and Opportunity Youth people together. Diane Leblanc, Opportunity Youth Program Manager, is bringing together businesses, students, opportunity youth, and service providers for collaborative discussion. Ms. Toni Blount shared that Opportunity Youth populations are not seeking services as they had hoped, so they need to find ways to take the services to them. They are seeing similar trends with OurFutureENC work in Wayne County. County scorecards are being prepared by myFutureNC, which shows the summary of the region and data such as educational attainment, top opportunities for growth, enrollment, etc. There is also the promising practice resource from myFutureNC which shows best practices that the region has submitted. This is a good tool to find new ways to engage youth that are working well for others. ECWDB will be presenting a youth best practice at the NCWorks Partnership Conference. This will highlight the partnership between ECWDB, Opportunity Youth, and OurFutureENC.

**Recommendation: N/A**



1341 S. Glenburnie Road, New Bern, NC 28562 | (252) 636-6901 | [www.ecwdb.org](http://www.ecwdb.org)

**NCWorks Business Services Committee Report  
October 5, 2023, 5:00 p.m. virtually via GoToMeeting**

<b><u>Members Present</u></b>	<b><u>Members Absent</u></b>	<b><u>Staff/Guests Present</u></b>
Melanie Sanders	Charles Brogden	Phillip Prescott
Dr. Rusty Hunt	Joe Wood	David Jones
Rick Davis	Trapas Pratt	Erik Heck
	James Wolfe	Jamie Wallace
	Mike Kraszeski	Reeshema Walker
	Lindsay Gress	Lynne Moore
		Tammy Wall
		Josephine Wallace-Koonce
		Eric Cedars
		Wes Watson

**The committee met to discuss:**

1. Current Regional Economic Overview
2. ARPA Work-based Learning Grant Revisions
3. NCWorks Center Operations Oversight
4. NCWorks WARN Notices
5. Proposed ARPA Incumbent Worker Training Process
6. Committee Member and Center Updates

**Item 1: Current Regional Economic Overview**

**Information:** Lightcast Regional Economic Overview [Attachment F] was provided to the committee. It includes topics such as demographics, industry characteristics, educational pipeline, in-demand skills, etc. This report will be updated and provided at every meeting.

**Recommendation: N/A**

**Item 2: ARPA Work-based Learning Grant Revisions/Activity**

**Information:** ECWDB submitted revisions to the ARPA Work-based Learning Grant to DWS to better serve small businesses and have received approval from the state on part of those revisions. There are still discussions on implementing the Icehouse Entrepreneurial Mindset training. NCidea was originally going to fund a statewide coordinator for small business centers, but plans are to allow the small business centers at the community colleges to provide this training. They also added Carteret County to the areas served, as it wasn't included initially. Additionally, they clarified the types of companies to include all businesses with 25 employees or less and increased the reimbursement rate for OJT to 75% for small businesses as outlined in the grant guidelines. There was a corresponding budget adjustment to account for those changes.

ECWDB has been diligently working with the team at Two Hawk to reach out to as many employers and participants who meet the ARPA Guidelines. In the months of August and September, they collectively contacted 11 Minority-owned businesses, 18 Female-owned businesses, 3 HUB Certified businesses, 5 Veteran-owned businesses, and 1 Disabled-owned business.

Contacts were made with a total of 806 businesses during these months. Contacts consisted of 10 emails to decision makers, 7 presentations at meetings, chamber events/meetings, and public gatherings, 31 in person visits at businesses, 17 in person visits with decision makers, 14 in person visits with other than decision makers, 2 job fairs, 69 calls, 737 promotional mailings, 487 Welcome postcards to new businesses, 250 START NOW employer postcards. Currently there are 17 businesses in OJT Pre-Award with 2 enrolled participants in OJT.

ECWDB has also recently ramped up outreach efforts for ARPA funded Incumbent Worker Training (IWT). They have 1 business requesting IWT with 4 employees who need the necessary training. They have partnered with the Small Business Centers in the region to offer Icehouse Entrepreneurial Mindset training under ARPA IWT.

**Recommendation: N/A**

#### Item 3: NCWorks Center Operations Oversight

**Information:** The NCWorks Four-Year Performance Chart [Attachment G] showed the data from the previous four years and used it to form a goal for the following year. This report also showed a detailed breakdown of activities such as the number of individuals that have registered, distinct individuals receiving services, number of resumes that have been added into NC Works, internal job orders created that would be created by staff in our career centers, internal job referrals, and services that have been provided to employers by all staff.

**Recommendation: N/A**

#### Item 4: NCWorks WARN Notices

**Information:** No WARN notices have been received since the last meeting. The previous notices have worked out well so far as there are more job openings than individuals in the system.

**Recommendation: N/A**

#### Item 5: Proposed ARPA Incumbent Worker Training Process

**Information:** ECWDB is focusing efforts on small business and is looking at a larger number of potential incumbent worker training grants being issued. The proposed IWT approval process was presented, which suggested the committee consider using an Ad Hoc Committee to meet as needed to review the IWT applications. This way contracts could be reviewed, completed, and implemented in an expedited manner. For example, every two weeks, the grant applications received will be reviewed by staff, then given to the Ad Hoc Committee for their review. He commented that his team is working on the draft revised guidelines for further discussion and consideration.

**Recommendation: N/A**

## Item 6: Committee Member and Center Updates

### **Information:**

Committee Members - Dr. Rusty Hunt discussed that enrollments are up, although not back to pre-pandemic numbers, and they have had a lot of great business announcements recently. Global Transpark has continued to expand, along with pharmaceuticals, trucking, and a variety of others in the service area. Enrollment numbers are up about 5% on the curriculum side.

Carteret/Onslow - Carteret has seen an uptick with the justice involved population that are in the peer recover center. They work with them to re-enter society and gain meaningful employment again. They are working with retail establishments to hire 37 part-time and 3 full-time. They continue to outreach with other employers and are waiting on some job orders from several businesses. In Onslow, they formed a partnership with a substance use shelter for career advisors to help those individuals.

Mr. Wes Watson shared that the position of center manager for Carteret and Onslow has gone live, and they will hopefully fill it soon. They will go over the candidates and scheduled interviews. They are also hiring another career advisor for the Onslow Career Center.

Craven/Pamlico - Craven/Pamlico have a new Assistant Manager, Eric Cedars, and will be backfilling the career advisor position. They have participated in mental health training to help be prepared for those individuals. They are also partnering with Jones County for their third annual job fair.

Duplin - Duplin had their staff attend the mental health training. They held their three-day part-time job fair event, which targets employers looking for part-time workers and students who need supplementary work. They will participate again as part of the review team for the comprehensive local needs assessment. They have had some job referrals come in recently, which is a good sign. They also have active shooter training set up for later this month.

Lenoir/Green/Jones - They have attended the Re-entry Executive Council meetings once a month. Dawn Kerr, who used to work for Two Hawk and now works with Ameritemp, will be speaking on their program in November along with other guest speakers. They also participated in mental health training.

Wayne - Wayne County is doing a lot of RESEAs and they are also working through some staffing issues. The new facility has encountered some signing issues which will hopefully be resolved shortly. Jamie Wallace has been working hard to overcome this challenge, and also met with other organizations to set up partnerships.

### **Recommendation: N/A**



1341 S. Glenburnie Road, New Bern, NC 28562 | (252) 636-6901 | [www.ecwdb.org](http://www.ecwdb.org)

### Executive Committee Report

October 26, 2023, 6:00 p.m. via GoToMeeting

<u>Members Present</u>	<u>Members Absent</u>	<u>Staff/Guests Present</u>
Al Searles	Jason Trull	Tammy Childers
Carla Byrnes	Veronica Perez	David Jones
Melanie Sanders	Bob Cavanaugh	Phil Prescott
Frank Emory	Judy Darden	
Bill Green		
Mike Kraszeski		

#### The committee met to discuss:

1. Budget Review (Greene Lamp Request for funding)
2. Audit/Monitoring Timelines
3. ARPA Incumbent Worker Training Application Approval Process
4. Wayne County Public Schools Contract
5. Updates: Adult/Dislocated/One-Stop Operation RFP, NCWorks, WIOA Program, ARPA Programs, OurFutureENC & Opportunity Youth Updates
6. Ad Hoc Committee Report
7. Other

#### Item 1: Budget Review (Greene Lamp Request for funding)

**Information:** There have not been any changes to the August financial report [Attachment C]. The State is still waiting for October WIOA funds from the federal government. The November financial report will include the participant fall semester expenses.

Greene Lamp, Inc. has requested additional adult funding in the amount of \$100,312 to their original \$150,000 budget. That request is primarily to serve additional participants. The request letter was presented [Attachment D], which included the cost breakdown of the requested amount. The committee found the request to be reasonable based on how they are proposing to use the funds and that the funds are available. Greene Lamp currently has a waiting list for participants, which should never be the case when funds are available. ECWDB has \$278,971.90 in adult carryover funds available [Attachment G], so the committee discussed briefly and determined to approve the funding.

The committee discussed the available funds and if there were any concerns with the discussions in Washington over funding cuts. At present there are no concerns for the current year, but there are concerns for the next program year. There could be significant cuts, but there hasn't been any discussion on rescinding current funds.

**Recommendation: Concur with the Committee's approval of the funding increase of \$100,312 for**

**Greene Lamp as requested.**

Item 2: Audit/Monitoring Timelines

**Information:** It is time for the audit to begin. PB Mares will be sending their Audit Representation Letter to be signed and the audit will start in November. They expect everything to go as planned currently, and the audit should be presented in January.

DWS will also begin their programmatic and fiscal monitoring in November. DWS got behind in monitoring and has not completed monitoring for the past three years. They have now started the preliminary monitoring process to resume, which will be for PY 20, PY 21, and PY 22. DWS staff had monitored the ECWDB for PY 20, and they received draft monitoring reports and responded accordingly, but DWS never finalized the monitoring and had staff changes, so they are now re-monitoring for that same period through 2022.

**Recommendation: N/A**

Item 3: ARPA Incumbent Worker Training Application Approval Process

**Information:** The Business Services Committee would like to streamline the ARPA IWT application process. At present, Incumbent Worker applications are vetted by the Business Services Committee and then must be approved by the board before training can begin. This process can take months depending on the timing of the application.

The committee discussed what limits were in place to make sure that funding was kept in control. There is a maximum of \$20,000 for each business to apply for a grant and everything is tracked in Salesforce. The committee discussed the proposed process and recommended that the IWP applications come before the regular Business Services committee for review and consideration instead. The committee also reduced the maximum dollar amount to be approved by the Business Service Committee to be limited to \$5,000 per company. Applications over \$5000 will be recommended to the full board for approval consideration. The committee also discussed adding monthly placeholder meeting dates for the committee to meet to review these applications or cancel the meeting if there is no other business to discuss.

**Recommendation: Concur with the committee's approval of the amended IWT application approval process.**

Item 4: Wayne County Public Schools Contract

**Information:** Wayne County Schools has not been able to get their youth program off the ground. It took six months going back and forth with Wayne County Public Schools to get them to sign the contract. They finally got everything in place, and hired a youth career advisor who was going to start July 1, but then lost the staff member who was going to lead the program. Now, there has been no activity with that contract. ECWDB has reached out to Dr. Artis they may need to cancel their contract, due to no activity.

**Recommendation: N/A**

Item 5: Updates: Adult/Dislocated/One-Stop Operation RFP, NCWorks, WIOA Program, ARPA Programs, OurFutureENC & Opportunity Youth Updates

**Information:** Adult, dislocated worker, and youth enrollments are picking up, but still behind as compared to pre-pandemic. Two Hawk is continuing to struggle to retain staff and find OJT participants.

It is time to release the proposals for the Adult and Dislocated program which will be on December 4, 2023.

In general, they are seeing more people enroll in short-term training and continuing education courses rather than curriculum. Chairman Searles discussed that at the state meeting there was a lot of successful reports around IWT rather than OJT or apprenticeships.

It is also time to release proposals for the One-Stop Operator role, which will also be released on December 4, 2023. She stated that in the past the ECWDB had six tier one NCWorks Career Centers, but DWS funding has continued to decline resulting in fewer DWS staff. As a result, the Lenoir NCWorks Career Center will now drop to tier two since they have no DWS staff working full-time in the Center.

Ms. Childers provided an update on ARPA Project Care and Project Hire activity. Carteret CC has six participants now enrolled in Title I training but they have also provided employment assistance to many more from Hope Mission. Last month, ECWDB was able to provide mental health first aid training at Coastal Carolina Community College for all frontline staff. Both Carteret and Wayne Community College are making progress in serving justice involved customers. Challenges remain with enrolling customers in NCWorks.

Ms. Toni Blount will be presenting the MyFutureNC report at the board meeting. In the OurFutureENC initiative, they originally tried to lift all nine counties at the same time, but it has been too much to coordinate. Now, the team has narrowed the focus to Wayne County, along with Onslow-Jones' efforts. They held some great meetings in Wayne County and plans are to host another roundtable.

**Recommendation: N/A**

Item 6: Ad Hoc Committee Report

**Information:** The Executive Ad Hoc Committee met and narrowed down over 50 applications to 7 individuals that will be contacted for telephone interviews for the Executive Director position. Those interviews will be scheduled in the next couple of days.

**Recommendation: N/A**

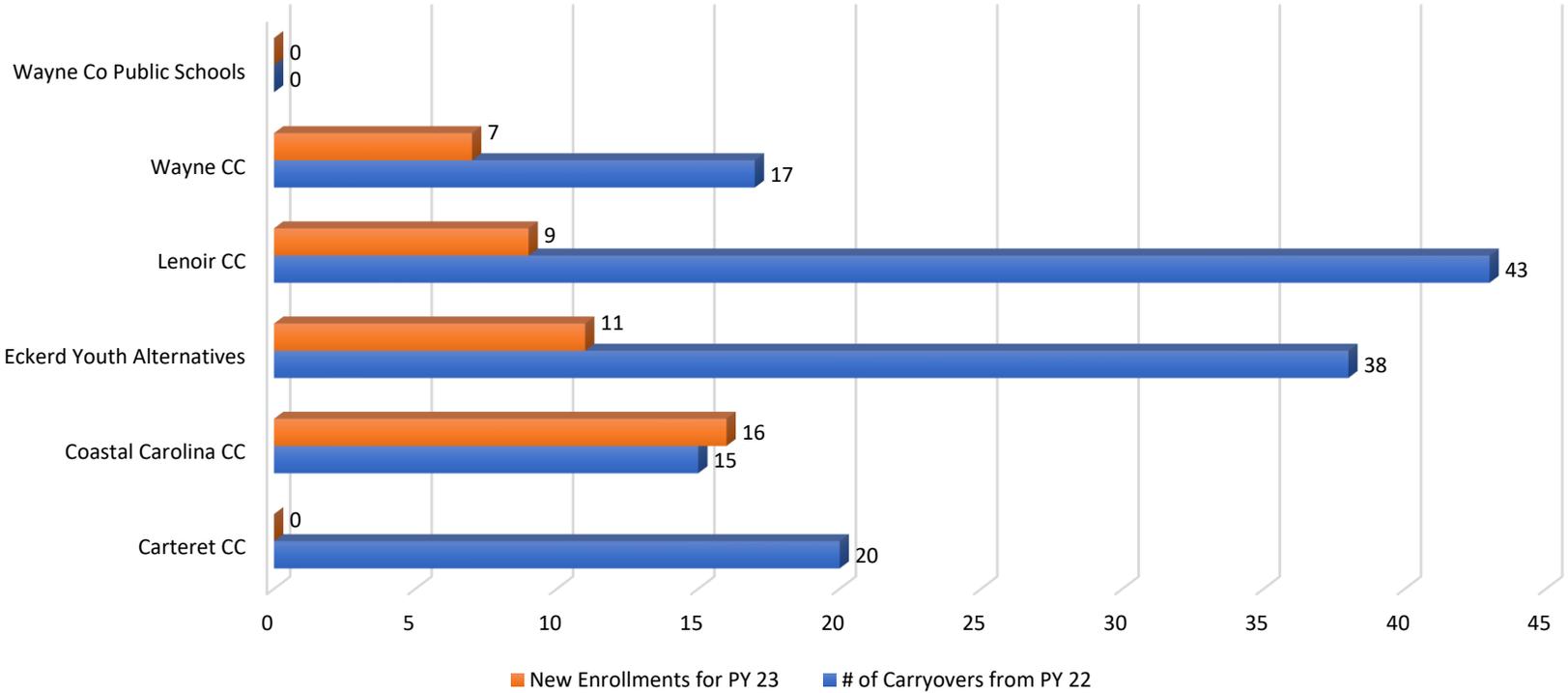
Item 7: Other

**Information:** The November 9<sup>th</sup> board meeting will be held at the Eastern Regional Skills Center. The principal, Mr. John Shannon, is going to present and provide a tour. The Culinary Arts students will provide a meal for the board. They also plan on holding county specific board meetings for the center and board members.

**Recommendation: N/A**

## Attachment A

### WIOA TITLE I YOUTH ENROLLMENTS AS OF 9-28-23



Service Provider	# of Carryovers from PY 22	New Enrollments for PY 23	Total # Served
Carteret CC	20	0	20
Coastal Carolina CC	15	16	31
Eckerd Youth Alternatives	38	11	49
Lenoir CC	43	9	52
Wayne CC	17	7	24
Wayne Co Public Schools	0	0	0

<b>TOTAL YOUTH SERVED</b>	<b>176</b>
---------------------------	------------

# Attachment B

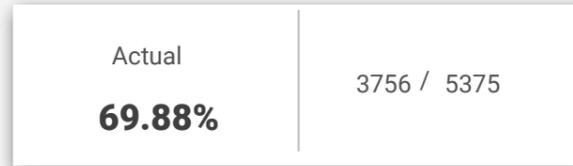
Date

Location



All

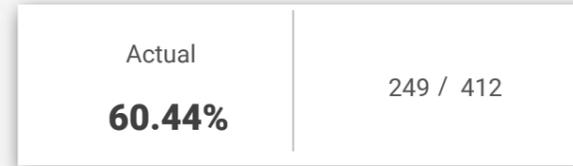
## Employment Q2



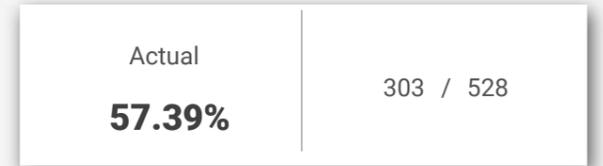
## Employment Q4



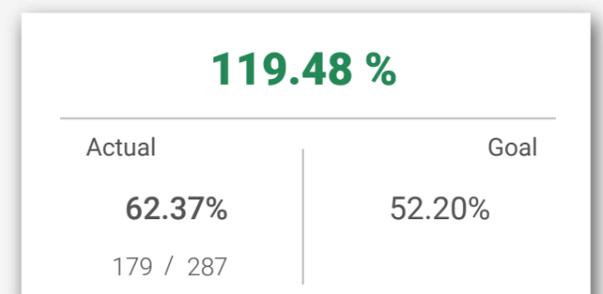
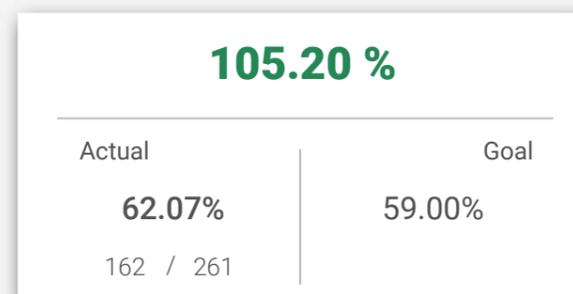
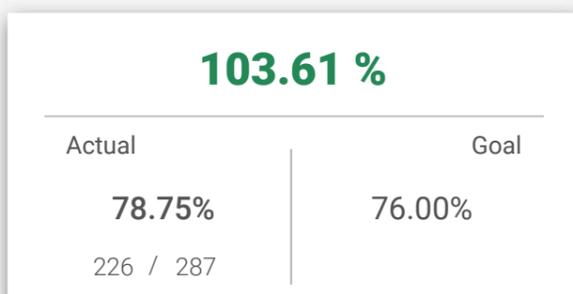
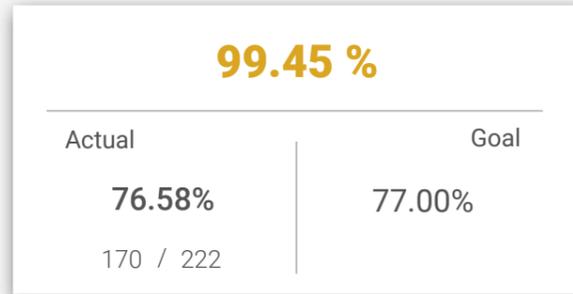
## Credential



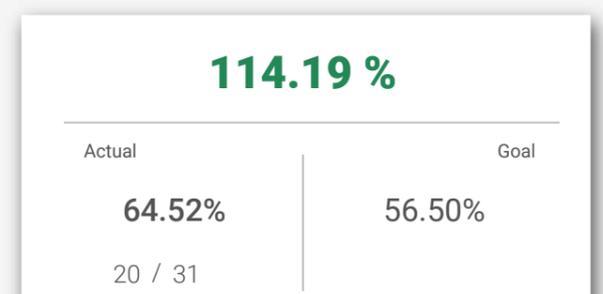
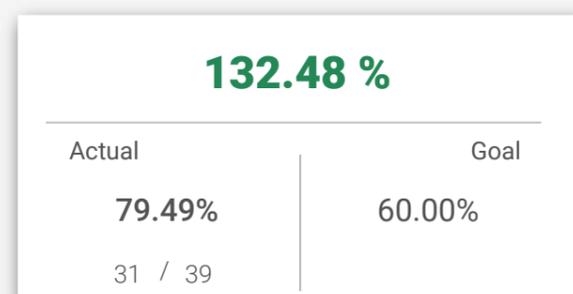
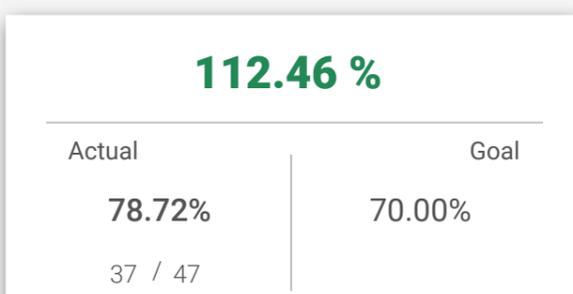
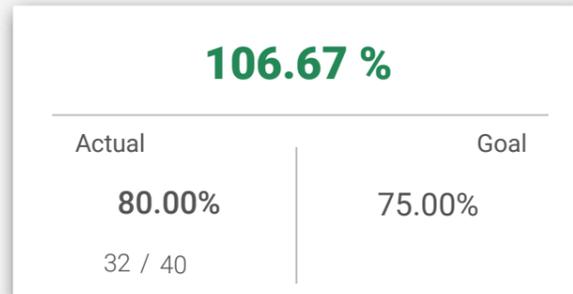
## Measurable Skill Gains



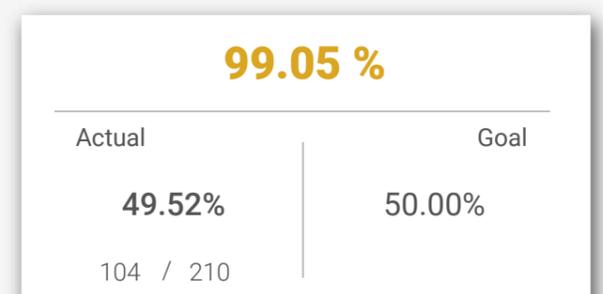
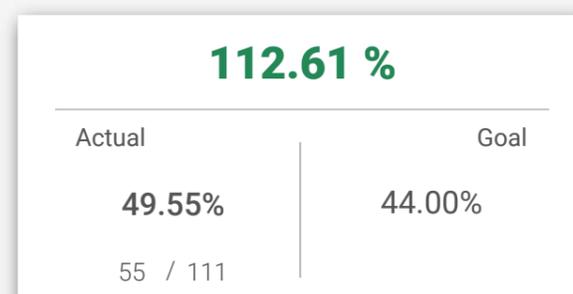
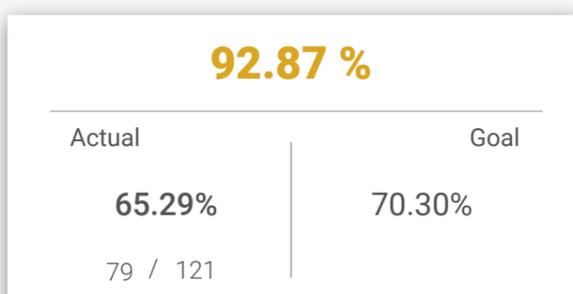
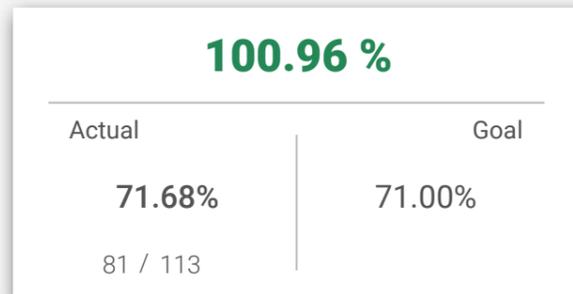
Adult



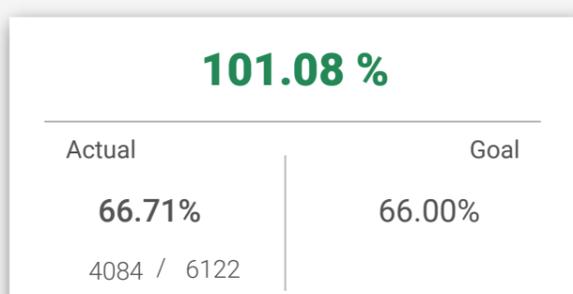
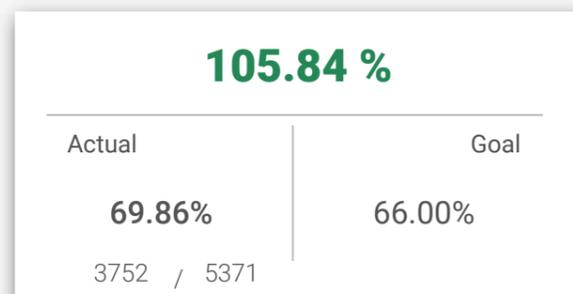
Dislocated Worker



Youth



Wagner-Peyser

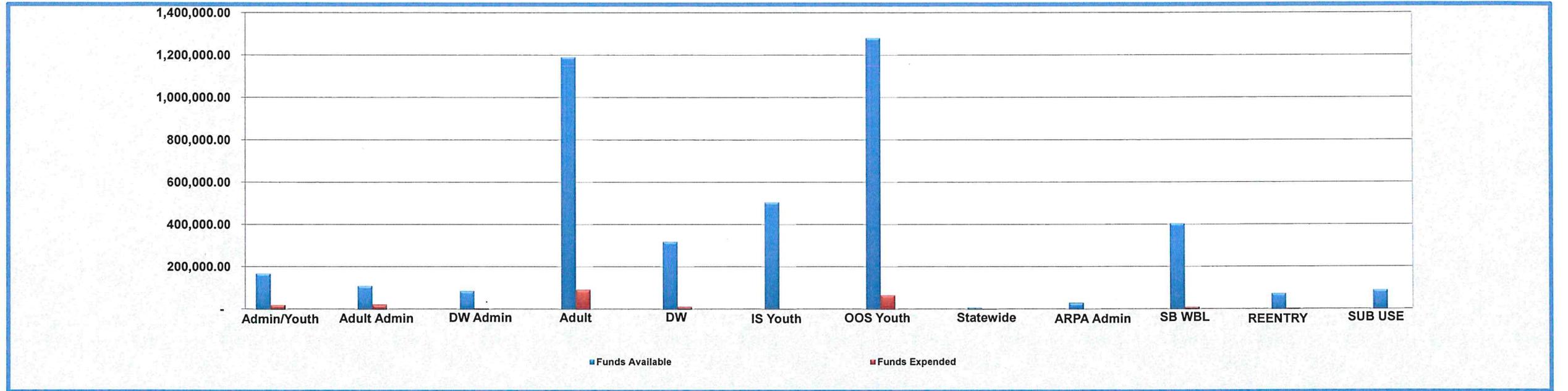


# Attachment C

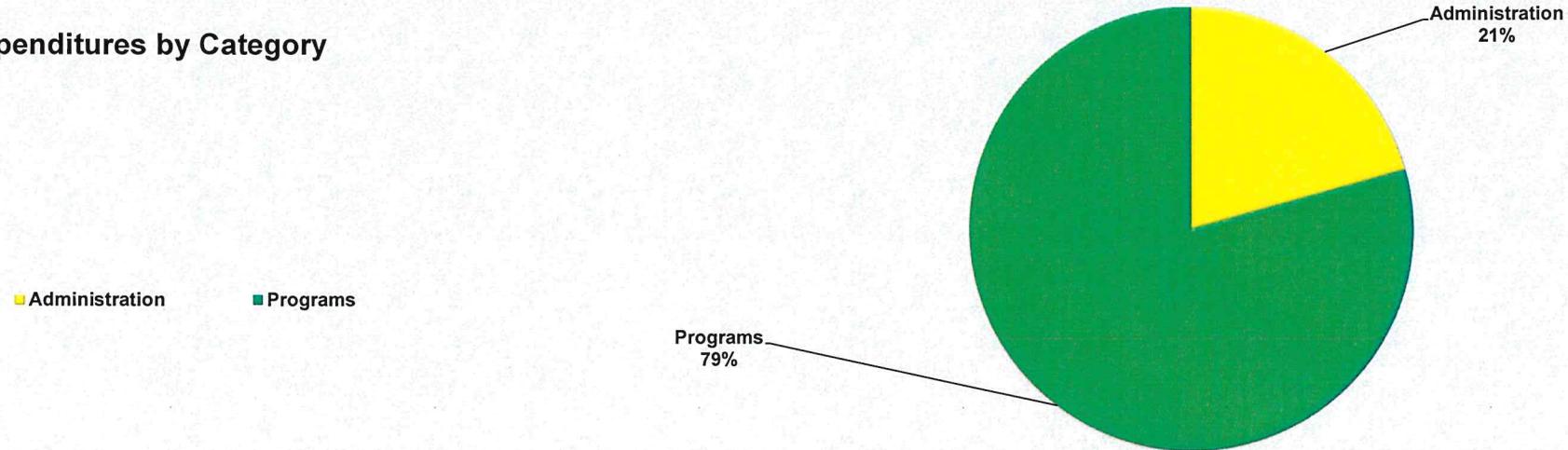
## Eastern Carolina Workforce Development Board, Inc. Financial Report August 31, 2023

Funds Summary	4010	4010	4010	4020	4030	4040	4040	4050	ARPA 3110	ARPA 3130-8152	ARPA 3130-8154	ARPA 3130-8156	Subtotal	General	Total
	Admin/Youth	Adult Admin	DW Admin	Adult	DW	IS Youth	OOS Youth	Statewide	ARPA Admin	SB WBL	REENTRY	SUB USE			
Funds Available	168,347.93	\$ 110,055.11	\$ 85,400.59	1,191,743.90	319,828.98	505,772.04	1,281,365.20	7,407.07	29,759.05	405,668.41	73,249.21	89,968.95	4,268,566.44	29,373.07	4,297,939.51
Funds Expended	20,621.32	\$ 21,990.06	\$ 6,143.80	92,690.78	12,154.24	1,263.22	66,930.86	2,302.41	747.21	10,549.57	3,596.92	227.82	239,218.21	29,373.07	239,218.21
Funds Remaining	147,726.61	88,065.05	79,256.79	1,099,053.12	307,674.74	504,508.82	1,214,434.34	5,104.66	29,011.84	395,118.84	69,652.29	89,741.13	4,029,348.23	29,373.07	4,058,721.30

Note: Funds expended are reduced by interest and/or program income attributed to individual funds in the amount of: 1.20



### Expenditures by Category



**ECWDB WIOA Expenditure Report**

8/31/2023

	YTD	Budget	Amount Remaining	% Spent
<b>4020-WIOA Adult</b>				
4020-6032-Carteret Community College	0.00	200,000.00	(200,000.00)	0.0%
4020-6035 Coastal Carolina Community College	0.00	280,000.00	(280,000.00)	0.0%
4020-6103 Greene Lamp, Inc.	12,203.67	150,000.00	(137,796.33)	8.14%
4020-6136 James Sprunt Community College	0.00	250,000.00	(250,000.00)	0.0%
4020-6169 Lenoir Community College	14,162.07	100,000.00	(85,837.93)	14.16%
4020-6714 Two Hawk Employment Services	13,074.84	100,000.00	(86,925.16)	13.08%
4020-6331 Wayne Community College	10,186.50	100,000.00	(89,813.50)	10.19%
4020-40 ECWDB	43,064.06	111,743.90	(68,679.84)	38.54%
4020-40 Infrastructure Reserve			0.00	0.0%
4020-40 Allocation Held in Reserve			0.00	0.0%
<b>Total 4020-WIOA Adult</b>	<b>92,691.14</b>	<b>1,291,743.90</b>	<b>(1,199,052.76)</b>	<b>7.18%</b>
<b>4030-WIOA Dislocated Worker</b>				
4030-6035 Coastal Carolina Community College	0.00	191,940.00	(191,940.00)	0.0%
4030-40 ECWDB	12,154.29	27,888.98	(15,734.69)	43.58%
4030-40 Infrastructure Reserve		0.00	0.00	0.0%
4030-40 Allocation Held in Reserve			0.00	0.0%
<b>Total 4030-WIOA Dislocated Worker</b>	<b>12,154.29</b>	<b>219,828.98</b>	<b>(207,674.69)</b>	<b>5.53%</b>
<b>4040-WIOA Youth (In-School)</b>				
4040-6031 Carteret Community College	0.00	59,742.00	(59,742.00)	0.0%
4040-6101 Wayne County Public Schools	0.00	147,402.00	(147,402.00)	0.0%
4040-40 ECWDB In-School	1,263.23	23,628.04	(22,364.81)	5.35%
4040-40 Allocation In-School Held in Reserve			0.00	0.0%
<b>Total 4040-WIOA Youth (In-School)</b>	<b>1,263.23</b>	<b>230,772.04</b>	<b>(229,508.81)</b>	<b>0.55%</b>
<b>4040-WIOA Youth (Out-of-School)</b>				
4040-6031 Carteret Community College	0.00	249,526.00	(249,526.00)	0.0%
4040-6035 Coastal Carolina Community College	0.00	216,245.00	(216,245.00)	0.0%
4040-0000 Eckerd Youth Alternatives	20,398.42	352,988.00	(332,589.58)	5.78%
4040-6169 Lenoir Community College	10,105.84	304,948.00	(294,842.16)	3.31%
4040-6331 Wayne Community College	4,653.28	160,000.00	(155,346.72)	2.91%
4040-40 ECWDB Out-of-School	31,773.57	272,658.20	(240,884.63)	11.65%
4040-40 Infrastructure Reserve			0.00	0.0%
4040-40 Allocation Out-of-School Held in Reserve			0.00	0.0%
<b>Total 4040-WIOA Youth (Out-of-School)</b>	<b>66,931.11</b>	<b>1,556,365.20</b>	<b>(1,489,434.09)</b>	<b>4.3%</b>
<b>4050-WIOA Statewide Activities</b>				
4040-40 Employer Services	2,302.41	7,407.07	(5,104.66)	31.08%
<b>Total 4050-WIOA Statewide Activities</b>	<b>2,302.41</b>	<b>7,407.07</b>	<b>(5,104.66)</b>	<b>31.08%</b>
<b>3130-WIA American Rescue Plan Act (ARPA)</b>				
<b>3130-8152-Small Business WBL</b>				
3130-8152 Two Hawk Employment Services	4,171.25	195,552.31	(191,381.06)	2.13%
3130-8152 ECWDB	6,378.32	210,116.10	(203,737.78)	3.04%
<b>Total 3130-8152-Small Business WBL</b>	<b>10,549.57</b>	<b>405,668.41</b>	<b>(395,118.84)</b>	<b>5.17%</b>
<b>3130-8154-WIA Reentry Grant</b>				
3130-8154 Carteret Community College	0.00	43,569.06	(43,569.06)	0.0%
3130-8154 Wayne Community College	3,596.92	29,680.15	(26,083.23)	12.12%
<b>Total 3130-8154-WIA Reentry Grant</b>	<b>3,596.92</b>	<b>73,249.21</b>	<b>(69,652.29)</b>	<b>4.91%</b>
<b>3130-8156-WIA Substance Use Grant</b>				
3130-8156 ECWDB	227.82	89,968.95	(89,741.13)	0.25%
<b>Total 3130-8156-WIA Substance Use Grant</b>	<b>227.82</b>	<b>89,968.95</b>	<b>(89,741.13)</b>	<b>0.25%</b>
<b>TOTAL PROGRAM</b>	<b>189,716.49</b>	<b>3,875,003.76</b>	<b>(3,685,287.27)</b>	<b>4.9%</b>
<b>4010 Administration</b>				
4010 ECWDB Administration	48,755.71	363,803.63	(315,047.92)	13.4%
<b>Total 4010 Administration</b>	<b>48,755.71</b>	<b>363,803.63</b>	<b>(315,047.92)</b>	<b>13.4%</b>
<b>3110 ARPA Administration 2022</b>	747.21	29,759.05	(29,011.84)	2.51%
<b>Total 4010/3110 Administration</b>	<b>49,502.92</b>	<b>393,562.68</b>	<b>(344,059.76)</b>	<b>12.58%</b>
<b>TOTAL</b>	<b>239,219.41</b>	<b>4,268,566.44</b>	<b>(4,029,347.03)</b>	<b>5.6%</b>
<b>PY23 Allocations &amp; PY22 Carryover funds</b>				
4010 Administration PY 2023	151,267.00			
4010 Administration PY 2022	212,536.63			
4020 Adult PY 2023	205,789.00			
4020 Adult PY 2022	1,085,954.90			
4030 DW PY 2023	140,359.00			
4030 DW PY 2022	79,469.98			
4040 Youth PY 2023 In-School	253,815.00			
4040 Youth PY 2022 In-School	251,957.04			
4040 Youth PY 2023 Out-of-School	761,447.00			
4040 Youth PY 2022 Out-of-School	519,918.20			
4050 Statewide Activities 2022	7,407.07			
3110 ARPA Administration 2022	29,759.05			
3130 ARPA Small Business WBL	405,668.41			
3130 ARPA Reentry Grant	73,249.21			
3130 ARPA Substance Use	89,968.95			
	<b>4,268,566.44</b>			
<b>Special Funds</b>				
Partner IFA Cost Sharing	379.80	13,113.90	(12,734.10)	2.9%
LEAC-myFutureNC	14,445.45	14,164.89	280.56	101.98%
<b>Total Special Funds</b>	<b>14,825.25</b>	<b>27,278.79</b>	<b>(12,453.54)</b>	<b>54.35%</b>

# Attachment D

**Administrative Office**  
309 Summit Avenue  
Kinston, NC 28501



Tel (252)523-7770  
Fax (252) 523-7733

October 26, 2026

Ms. Tammy Childers  
Executive Director  
ECWDB  
1341 S Glenburnie Rd.  
New Bern, NC 28562

Dear Tammy,

Based upon the most recent WIOA Adult enrollments and those anticipated, I am requesting additional funding to provide continued services to individuals who may benefit from training opportunities for the labor market. Our original budget included costs for a maximum of 10 participants, however, based on our current numbers I am increasing that number to 35. Along with an increase in the number of participants, the expenses for other training and supportive services need to be increased. I have highlighted the areas for which I am requesting an increase below for a total of \$100,312.

Increase Salary and Fringes for COLA adjustment	- \$ 27,096
Increase Other Staff Expenses	-\$ 1,164
Increase ITA for additional participants	-\$ 64,050
Increase Other Training Costs	-\$ 1,037
Increase Misc (Office Supplies)	-\$ 300
Reduce Telephone	-\$ (365)
Increase Participant Support Costs	-\$ 2,000
Increase Indirect Costs based on salaries/fringes	-\$ 5,030
<b>TOTAL INCREASED REQUEST</b>	<b>- \$100,312</b>

Thank you in advance for an opportunity to request additional funding. If approved, I look forward to hearing from you regarding our next steps.

Respectfully,

Angela M Bates  
Executive Director

Contentnea Head Start  
Tel (252) 208-1651  
Fax (252) 208-1650  
LaGrange (252)566-2382  
Fax (252) 566-2382

Snow Hill Office  
Tel (252) 747-8146  
Fax (252) 747-4339  
Highland (252) 527-5252  
Fax (252) 527-7339

Marvin B Spence Head Start  
(252) 522-0322  
Fax (252) 522-0322  
South Greene I (252) 747-3619  
South Greene II & III (252) 747-2732

**DRAFT**

**Attachment E 2023-2024 Program Budget Summary**

Fund Code	4010	4020	4030	4040	4040	4050	3110	3130	3130	3130	TOTAL	MY
Funding Title	A/DW/Y	ADULT	DISLOCATED	YOUTH	YOUTH	STATEWIDE	ADMIN	8152	8154	8156	FUNDS	FUTURE
	ADMIN		WORKER	IN-SCHOOL	OOS-SCHOOL	ACTIVITIES	ARPA	SB WBL	REENTRY	SUB USE		NC
PROGRAM ALLOCATIONS 23-24	\$ 301,383.00	\$ 1,046,342.00	\$ 650,847.00	\$ 253,815.00	\$ 761,447.00						\$ 3,013,834.00	
CARRYOVER FUNDS 22-23	\$ 212,536.63	\$ 985,954.90	\$ 179,469.98	\$ 251,957.04	\$ 519,918.20	\$ 7,407.07	\$ 29,759.05	\$ 405,668.41	\$ 73,249.21	\$ 89,968.95	\$ 2,543,352.81	\$ 14,164.89
TRANSFER OF FUNDS		\$ 300,000.00	\$ (300,000.00)	\$ (275,000.00)	\$ 275,000.00						\$ -	
<b>PROJECTED Total Allocations</b>	<b>\$ 513,919.63</b>	<b>\$ 2,332,296.90</b>	<b>\$ 530,316.98</b>	<b>\$ 230,772.04</b>	<b>\$ 1,556,365.20</b>	<b>\$ 7,407.07</b>	<b>\$ 29,759.05</b>	<b>\$ 405,668.41</b>	<b>\$ 73,249.21</b>	<b>\$ 89,968.95</b>	<b>\$ 5,769,723.44</b>	<b>\$ 14,164.89</b>
<b>Service Provider Name</b>												
Carteret Community College		\$ 200,000.00		\$ 59,742.00	\$ 249,526.00				\$ 43,569.06	\$ 10,000.00	\$ 562,837.06	
Coastal Carolina Community College		\$ 280,000.00	\$ 191,940.00		\$ 216,245.00						\$ 688,185.00	
Eckerd Connects					\$ 352,988.00						\$ 352,988.00	
Greene Lamp, Inc.		\$ 150,000.00									\$ 150,000.00	
James Sprunt Community College		\$ 250,000.00									\$ 250,000.00	
Lenoir Community College		\$ 250,000.00			\$ 304,948.00						\$ 554,948.00	
Two Hawk Employment Services		\$ 250,000.00						\$ 195,552.31			\$ 445,552.31	
Wayne Community College		\$ 200,000.00	\$ 5,000.00		\$ 160,000.00				\$ 29,680.15		\$ 394,680.15	
Wayne County Schools				\$ 147,402.00							\$ 147,402.00	
Incumbent Worker Grants		\$ 25,000.00									\$ 25,000.00	
NC Idea								\$ 153,813.00			\$ 153,813.00	
ECWDB Employer Services						\$ 7,407.07					\$ 7,407.07	
ECWDB Admin ARPA							\$ 29,759.05				\$ 29,759.05	
ECWDB Program ARPA								\$ 56,303.10		\$ 79,968.95	\$ 136,272.05	
ECWDB Program Oversight Responsibilities	\$ 513,919.63	\$ 378,325.00	\$ 125,000.00	\$ 23,628.04	\$ 242,658.20						\$ 1,283,530.87	\$ 14,164.89
ECWDB Infrastructure Costs		\$ 70,000.00	\$ 50,000.00		\$ 30,000.00						\$ 150,000.00	
<b>Total Service Provider/ECWDB Obligations</b>	<b>\$ 513,919.63</b>	<b>\$ 2,053,325.00</b>	<b>\$ 371,940.00</b>	<b>\$ 230,772.04</b>	<b>\$ 1,556,365.20</b>	<b>\$ 7,407.07</b>	<b>\$ 29,759.05</b>	<b>\$ 405,668.41</b>	<b>\$ 73,249.21</b>	<b>\$ 89,968.95</b>	<b>\$ 5,332,374.56</b>	<b>\$ 14,164.89</b>
<b>Available for Contract/Unobligated</b>		<b>\$ 278,971.90</b>	<b>\$ 158,376.98</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 437,348.88</b>	

Adult program will have funds available to increase contracts if needed  
 DW will have funds available to award contracts if needed